## PASTPERFECTOR software tools & products museum collection management SOFTWARE

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## How do I enter a dues receipt?

Version 4.0

From the Contacts screen:

- 1. Click on the Membership tab.
- 2. Click Enter Dues Receipts.

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Lists & Notes	Pledges Donations M	lembership Voluntee	r Gifts In	Kind Planned Givin	ig			inary biograph;	y mail & Contac	LUg
Membership Information			Membership Payment Overdue		Dues Payment History Double-click on entry to view details or edit.				10 year summary	1
Membership Name	Hilton, Richard		Date Joined	01/01/2000	Date	Amount	Туре	Reference	Paid Thru	-
	Prove for store			Appual	01/08/2004	200.00	Check	5367	01/07/2005	
lype	Benefactor	Bill to Member	Paymentervar	Annual	01/01/2003	200.00	Check	4556	01/01/2004	
SubType	Director's Circle		Dues Amount	\$ 200.00	01/07/2002	200.00	CC-Visa	6765	01/07/2003	
# 1	Enter or Change Alter	rnate Billing Address	Total Paid	\$ 1000.00	01/05/2001	200.00	Check	3456	01/05/2002	
	-	-	Last Paid	01/08/2004	01/01/2000	200.00	Check	4345	12/31/2000	
Contacts in this Me	mbership Double-clic	ck on name to jump to that record	Paid Thru	01/07/2005						
ld#	Contact name	Bill 🔺								
1 Richard L. Hilton Pastime Software Company, Inc Y			Enter Dues Receipts							
										1 17
			Overdue/F	Renewal List & Letters						
			Include on O	verdue list 💽 Yes 🔿 No					Print History	
Record 1 of 40 Updated 09/19/2004 06:11 PM Updated by Unknown Update History										

3. Enter any applicable information related to this payment.

Enter Membership	o Dues Receipts				×
Date	04/17/2013		Amount	200.00	
Туре		•	Reference		
Membership Type	Benefactor	•	Paid Thru	01/07/2006	
SubType	Director's Circle	-	Tax ded amt	0.00	
Revenue Restriction		-		Complimentary	
Revenue Source				-	
Notes					
				<u>•</u>	J
	Post	Pre	eview receipt Print rec	eipt Exit	

- 4. The Paid Thru date (membership expiration date) will be automatically updated based on the last Paid Thru date and the Payment Interval field. For a new membership you will need to manually enter the date.
- 5. The Complimentary check box allows you to enter a dues receipt with an amount of \$0.00 and will also place a Complimentary flag on the Membership screen so you know the last dues payment was complimentary.
- 6. Click Post.

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7. If the dues amount you entered was different from the default dues amount, you will be asked if you want to change the default dues amount for this member. Clicking Yes enters the new amount in the Dues Amount field.

PastPerfec	t Message	83				
Do you want to change the default dues amount for this member to \$300.00?						
	Yes No					

8. Once the dues amount is posted, you can preview or print the Dues Receipt.

For more information on contact management, you can review Chapter 16 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!