



# GUIDE TO THE VTТА ONLINE MEMBERSHIP SYSTEM

FOR TREASURERS

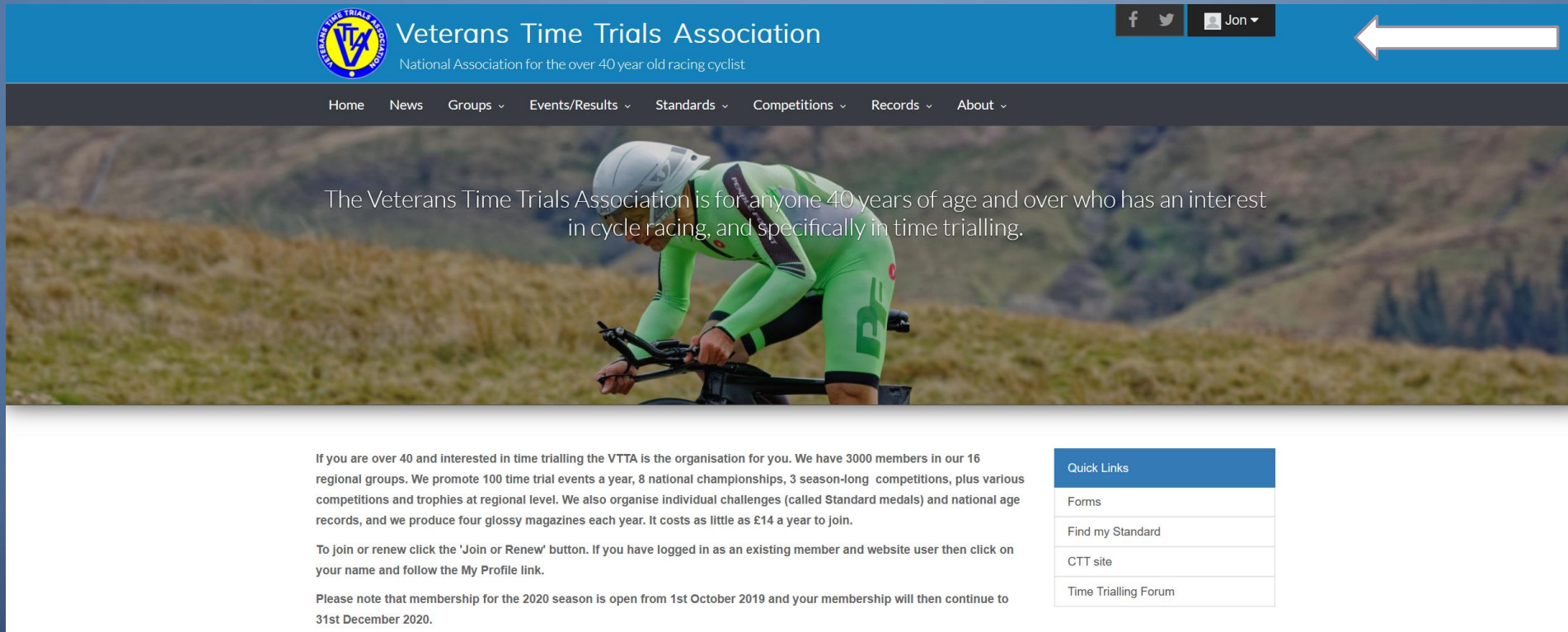
JON FAIRCLOUGH

7<sup>TH</sup> MARCH 2024

# AGENDA

- Admin Panel
- Dashboard
- Membership Categories
- Payment Log Filter and Export
- Payment Log Reconciliation

# ADMIN PANEL



The screenshot shows the website header for the Veterans Time Trials Association. The logo is on the left, followed by the name and tagline. On the right, there are social media icons and a user profile dropdown menu showing the name 'Jon' and a white arrow pointing left. Below the header is a navigation menu with links for Home, News, Groups, Events/Results, Standards, Competitions, Records, and About. The main content area features a background image of a cyclist and a text block describing the association. On the right side of the main content area, there is a 'Quick Links' table with four rows: Forms, Find my Standard, CTT site, and Time Trialling Forum.

Veterans Time Trials Association  
National Association for the over 40 year old racing cyclist

Home News Groups Events/Results Standards Competitions Records About

The Veterans Time Trials Association is for anyone 40 years of age and over who has an interest in cycle racing, and specifically in time trialling.

If you are over 40 and interested in time trialling the VTTA is the organisation for you. We have 3000 members in our 16 regional groups. We promote 100 time trial events a year, 8 national championships, 3 season-long competitions, plus various competitions and trophies at regional level. We also organise individual challenges (called Standard medals) and national age records, and we produce four glossy magazines each year. It costs as little as £14 a year to join.

To join or renew click the 'Join or Renew' button. If you have logged in as an existing member and website user then click on your name and follow the My Profile link.

Please note that membership for the 2020 season is open from 1st October 2019 and your membership will then continue to 31st December 2020.

Quick Links
Forms
Find my Standard
CTT site
Time Trialling Forum

Click on your name to show the drop down with your options

- Admin Panel
- My Profile
- Payment
- History
- Logout
  
- Select Admin Panel

# ADMIN PANEL - DASHBOARD

The feed has been saved.

Filter

Free Search

Title	Created By	Created	Modified	Actions
New style Dashboard	Jon Fairclough	02/02/2020, 18:28	02/02/2020, 18:28	<a href="#">Edit</a> <a href="#">Delete</a>
Guide to the VTTA online membership system for Group Officials - Version 8	Jon Fairclough	07/02/2020, 11:02	07/02/2020, 11:02	<a href="#">Edit</a> <a href="#">Delete</a>

< previous next >

Page 1 of 1, showing 2 record(s) out of 2 total

Use the Dashboard to review the news feed items for officials

Click on each title for more info and use the back button to go back to the dashboard

View Feed

Guide to the VTTA online membership system for Group Officials - Version 8

**Created By** Jon Fairclough

**Created** 07/02/2020, 11:02

**Modified** 07/02/2020, 11:02

**Description** This has been reissued with additional guidance on converting members to HLMs, DLMs and IMVs, Merging Members and Deleting members. All officials who manage members should consult it before making changes to the member database

Groups this feed is visible to

East Anglian

# MEMBERSHIP CATEGORIES

The table shows the membership categories that exist in the system and how they can be allocated

Membership Category	Acronym	Join?	Add Member?	Comment
Individual Membership	IM	Yes	Yes	Standard
Individual Membership (no Veteran)	IMV	No	Yes	If co-resident with HLM/DLMs
Joint Membership	JM	Yes	Yes	If co-resident
Honorary Life Membership	HLM	No	Yes	Group approves
Distinguished Life Membership	DLM	No	Yes	NEC approves
Life Membership	LM	No	No	Legacy
Joint Life Membership	JMLM	No	No	Legacy

# MEMBERSHIP FEES

Membership fees are decided by groups who ask a national admin to set it in the membership system.

Membership Category	Fee	Comment
Individual Membership	Set by Group	Includes fee paid to National
Individual Membership (no Veteran)	Set by Group*	Includes fee paid to National
Joint Membership	Set by Group	Includes fee paid to National
Honorary Life Membership	Free	Get the Veteran for free and National makes no charge
Distinguished Life Membership	Free	Get the Veteran for free and National makes no charge
Life Membership	Free	Must buy a subscription to the Veteran if they want it
Joint Life Membership	Free	Must buy a subscription to the Veteran if they want it

\* A group may set the IMV fee to a nominal amount (e.g. £1) to subsidise it's IMVs

# PAYMENT LOG

[PAYMENT LOG FILTER](#)

[PAYMENT LOG EXPORT](#)

# PAYMENT LOG FILTER

The screenshot shows the VTTA admin interface. On the left is a navigation menu with categories: MEMBERSHIP (VTTA Members, Donations, Payment Logs), RECORDS (Records), CONTENT (Content, News, Forms, Documents, Feeds), and USERS & GROUPS (Groups, Website Users, Officials, Competitions). The main area is titled 'Payments' and includes a filter panel on the left with fields for 'Payment status' (set to 'Paid'), 'Payment for', 'Paid date', and 'Invoice generated date', each with a corresponding input field and a 'Filter' button. To the right is a table of payment logs with columns: Payment Status, Item Amount, Member, Payment for, Group, and Paid Date. A large blue vertical bar labeled 'Redacted' covers the Member column. An 'Export' button is in the top right of the table area. A white arrow points from the 'Payment Logs' menu item to the filter panel, and another white arrow points from the 'Filter' button to the filter panel.

Payment Status	Item Amount	Member	Payment for	Group	Paid Date
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	London & Home Counties	18/02/2020 11:22
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	London & Home Counties	18/02/2020 8:47
paid	£20.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	London & Home Counties	17/02/2020 21:53
paid	£18.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	North Lancs & Lakes	17/02/2020 17:52
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	West	17/02/2020 15:54
paid	£10.00	Redacted	Standards: Solo Bike: unlimited attempts at any distance	London & Home Counties	17/02/2020 15:45
paid	£20.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	London & Home Counties	17/02/2020 15:45
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	Scotland	17/02/2020 14:49
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	London & Home Counties	17/02/2020 13:55
paid	£20.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	Midlands	17/02/2020 13:45
paid	£10.00	Redacted	Standards: Solo Bike: unlimited attempts at any distance	Midlands	17/02/2020 13:45
paid	£14.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	Nottingham & East Midlands	17/02/2020 13:23
paid	£15.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	North	17/02/2020 11:21
paid	£12.00	Redacted	Standards: Solo Bike: unlimited attempts at any distance	North	17/02/2020 11:21
paid	£16.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	East Anglian	17/02/2020 10:14
paid	£19.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	Kent	17/02/2020 9:24
paid	£14.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	Nottingham & East Midlands	17/02/2020 9:17

Select Payment Logs to view the history of all payments

Click on a member name to go to their member record and view payment record details.

Use the filter options to select what is displayed.

Payment for accepts free text entry, so you can select all standards, lunches etc



# PAYMENT LOG EXPORT

The screenshot shows the VTTA admin interface. On the left is a navigation sidebar with categories: MEMBERSHIP (VTTA Members, Donations, Payment Logs), RECORDS (Records), CONTENT (Content, News, Forms, Documents, Feeds), and USERS & GROUPS (Groups, Website Users, Officials, Competitions). The main area is titled 'Payments' and includes a filter sidebar with fields for Payment status (set to 'Paid'), Payment for, Paid date, and Invoice generated date. A table of payment records is displayed with columns: Payment Status, Item Amount, Member, Payment for, Group, and Paid Date. A large blue 'Redacted' box covers the Member column. An 'Export' button is located in the top right corner of the table area, with an arrow pointing to it from the text on the right.

Payment Status	Item Amount	Member	Payment for	Group	Paid Date
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	London & Home Counties	18/02/2020 11:23
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	London & Home Counties	18/02/2020 8:47
paid	£20.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	London & Home Counties	17/02/2020 21:53
paid	£18.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	North Lancs & Lakes	17/02/2020 17:52
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	West	17/02/2020 15:54
paid	£10.00	Redacted	Standards: Solo Bike: unlimited attempts at any distance	London & Home Counties	17/02/2020 15:45
paid	£20.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	London & Home Counties	17/02/2020 15:45
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	Scotland	17/02/2020 14:49
paid	£20.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	London & Home Counties	17/02/2020 13:55
paid	£20.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	Midlands	17/02/2020 13:45
paid	£10.00	Redacted	Standards: Solo Bike: unlimited attempts at any distance	Midlands	17/02/2020 13:45
paid	£14.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	Nottingham & East Midlands	17/02/2020 13:23
paid	£15.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	North	17/02/2020 11:21
paid	£12.00	Redacted	Standards: Solo Bike: unlimited attempts at any distance	North	17/02/2020 11:21
paid	£16.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	East Anglian	17/02/2020 10:14
paid	£19.00	Redacted	Individual Membership membership from: 01/01/2020 - 31/12/2020	Kent	17/02/2020 9:24
paid	£14.00	Redacted	Individual Membership membership from: 17/02/2020 - 31/12/2020	Nottingham & East Midlands	17/02/2020 9:17

Select Export to download the filtered history of payments to a CSV file for offline analysis

# PAYMENT LOG RECONCILIATION

FOR CALCULATING PAYMENTS TO NATIONAL

YOU MAY SKIP THIS PROCESS AND JUST PAY THE INVOICE SENT BY NATIONAL TREASURER

# ADMIN PANEL – PAYMENT LOGS

## Assumptions

- You have to make quarterly payments to National
- You have a group bank account and can access bank statements
- You have a ledger (e.g. spreadsheet) where you record income and expenditure of your group

## • Suggested Process

- Go to the NOMS Admin Panel – Payments Log and make an export of payments
- Create filters on all columns in the export
- Filter on your Group (if necessary) and Payment Method for online payment
- Identify the bundles of online transactions that relate to payments from Xncreations listed in your bank statement
- Make a ledger record for each online transaction identifying which member has paid what
- Filter on your Group (if necessary) and Payment Method for payment by post
- Make a ledger record for each postal transaction identifying which member has paid what
- Make a ledger record for each non-NOMS transaction identifying which member has paid what (e.g. cheques sent direct to you with a completed form)
- Compute the payment to national due for each transaction
- Reconcile your totals of the national component of subs paid with the invoice sent to you
- Raise any queries with the National Treasurer
- Send a cheque to the National Treasurer or make a bank transfer to the National account

# ADMIN PANEL – PAYMENT LOGS - 1

**VTTA admin** | Jon Fairclough

Dashboard | Payments

MEMBERSHIP

- VTTA Members
- Donations
- Payment Logs**

CONTENT

- Content
- News
- Forms
- Documents

USERS & GROUPS

- Groups
- Website Users
- Officials

EVENTS

- Events

Filter

Payment status: Paid

Paid date

Invoice generated date

Filter

Export

Payment Status	Item Amount	Member	Payment for	Group	Paid Date
paid	£12.00	Redacted	Standards: Unlimited attempts at any distance	Merseyside	31/12/2018 15:54
paid	£11.00	Redacted	Individual Membership membership from: 04/07/2018 - 31/12/2018	Yorkshire	04/07/2018 13:33
paid	£11.00	Redacted	Individual Membership membership from: 04/07/2018 - 31/12/2018	Nottingham & East Midlands	04/07/2018 12:11
paid	£13.50	Redacted	Individual Membership membership from: 04/07/2018 - 31/12/2018	Merseyside	04/07/2018 12:06
paid	£16.00	Redacted	Individual Membership membership from: 04/07/2018 - 31/12/2018	Kent	04/07/2018 10:35
paid	£8.50	Redacted	Joint Membership membership from: 03/07/2018 - 31/12/2018	Kent	03/07/2018 13:52
paid	£10.00	Redacted	Standards: Unlimited attempts at any distance	Kent	03/07/2018 13:52
paid	£8.50	Redacted	Joint Membership membership from: 03/07/2018 - 31/12/2018	Kent	03/07/2018 13:52
paid	£15.00	Redacted	Individual Membership membership from: 03/07/2018 - 31/12/2018	East Anglian	03/07/2018 13:06

[https://www.vtta.org.uk/admin/invoice-items/export?payment\\_status=paid](https://www.vtta.org.uk/admin/invoice-items/export?payment_status=paid)

Go to the NOMS Admin Panel – Payments Log and make an export of payments

Save the file as a CSV, then open and save as an xlsx so you can retain all changes

# ADMIN PANEL - PAYMENT LOGS - 2

The screenshot shows an Excel spreadsheet titled 'payments-export-04-07-2018'. The spreadsheet contains a table with the following columns: Payment status, Amount, First name, Middle name, Last name, VTTA, Payment for, Group, Paid date, and Payment Method. The 'Payment status' column is filtered to show only 'paid' entries. The 'Amount' column shows values ranging from £6.50 to £20.00. The 'Payment for' column contains text describing membership types and dates. The 'Group' column lists various regions like Midlands, Nottingham & East Midlands, and Nottingham & East Midlands. The 'Paid date' column shows dates from 20180303 to 20180402. The 'Payment Method' column shows 'Online payment' for all entries.

Payment status	Amount	First name	Middle name	Last name	VTTA	Payment for	Group	Paid date	Payment Method
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180303	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180327	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180301	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180313	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180228	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180326	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180301	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180330	Online payment
paid	£12.00					Joint Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£12.00					Joint Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180306	Online payment
paid	£12.00					Joint Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£12.00					Joint Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180328	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180330	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£12.00					Joint Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180305	Online payment
paid	£12.00					Joint Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180307	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180324	Online payment
paid	£20.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Midlands	20180226	Online payment
paid	£11.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Nottingham & East Midlands	20180330	Online payment
paid	£11.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Nottingham & East Midlands	20180327	Online payment
paid	£11.00					Individual Membership membership from: 01/01/2018 - 31/12/2018	Nottingham & East Midlands	20180327	Online payment
paid	£6.50					Joint Membership membership from: 01/01/2018 - 31/12/2018	Nottingham & East Midlands	20180402	Online payment

Create filters on all columns in the export by selecting the top row and using the Sort & Filter command

Note identification information has been blanked in this screen shot for security reasons

# ADMIN PANEL - PAYMENT LOGS - 3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Payment stat	Amou	First name	Middle nam	Last name	VTTA	Payment for	Group	Paid dat	Payment Meth				
70	paid	£12.00					Individual Membership membership from: 04/03/2018 - 31/12/2018	Surrey/Sussex	20180304	Online payment				
76	paid	£12.00					Individual Membership membership from: 06/03/2018 - 31/12/2018	Surrey/Sussex	20180306	Online payment				
77	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180306	Online payment				
78	paid	£12.00					Individual Membership membership from: 07/03/2018 - 31/12/2018	Surrey/Sussex	20180307	Online payment				
88	paid	£12.00					Individual Membership membership from: 18/03/2018 - 31/12/2018	Surrey/Sussex	20180318	Online payment				
89	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180318	Online payment				
104	paid	£12.00					Individual Membership membership from: 24/03/2018 - 31/12/2018	Surrey/Sussex	20180324	Online payment				
105	paid	£12.00					Individual Membership membership from: 25/03/2018 - 31/12/2018	Surrey/Sussex	20180325	Online payment				
127	paid	£12.00					Individual Membership membership from: 29/03/2018 - 31/12/2018	Surrey/Sussex	20180329	Online payment				
272	paid	£12.00					Individual Membership membership from: 10/04/2018 - 31/12/2018	Surrey/Sussex	20180410	Online payment				
281	paid	£12.00					Individual Membership membership from: 16/04/2018 - 31/12/2018	Surrey/Sussex	20180416	Online payment				
282	paid	£12.00					Individual Membership membership from: 17/04/2018 - 31/12/2018	Surrey/Sussex	20180417	Online payment				
294	paid	£7.00					Joint Membership membership from: 21/04/2018 - 31/12/2018	Surrey/Sussex	20180421	Online payment				
295	paid	£7.00					Joint Membership membership from: 21/04/2018 - 31/12/2018	Surrey/Sussex	20180421	Online payment				
546	paid	£12.00					Individual Membership membership from: 18/05/2018 - 31/12/2018	Surrey/Sussex	20180518	Online payment				
560	paid	£12.00					Individual Membership membership from: 27/05/2018 - 31/12/2018	Surrey/Sussex	20180527	Online payment				
561	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180527	Online payment				
565	paid	£12.00					Individual Membership membership from: 29/05/2018 - 31/12/2018	Surrey/Sussex	20180529	Online payment				
566	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180529	Online payment				
569	paid	£12.00					Individual Membership membership from: 30/05/2018 - 31/12/2018	Surrey/Sussex	20180530	Online payment				
649	paid	£12.00					Individual Membership membership from: 25/06/2018 - 31/12/2018	Surrey/Sussex	20180625	Online payment				
651	paid	£12.00					Individual Membership membership from: 27/06/2018 - 31/12/2018	Surrey/Sussex	20180627	Online payment				

Filter on your Group (if necessary) and Payment Method for online payment

Note identification information has been blanked in this screen shot for security reasons

# ADMIN PANEL - PAYMENT LOGS - 4

	A	B	C	D	E	F	G	H	I	J	K	L
1	Payment stat	Amount	First name	Middle name	Last name	VTTA	Payment for	Group	Paid date	Payment Method	Xn Amount	Xn Payment Date
70	paid	£12.00					Individual Membership membership from: 04/03/2018 - 31/12/2018	Surrey/Sussex	20180304	Online payment	92	03/04/2018
76	paid	£12.00					Individual Membership membership from: 06/03/2018 - 31/12/2018	Surrey/Sussex	20180306	Online payment	92	03/04/2018
77	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180306	Online payment	92	03/04/2018
78	paid	£12.00					Individual Membership membership from: 07/03/2018 - 31/12/2018	Surrey/Sussex	20180307	Online payment	92	03/04/2018
88	paid	£12.00					Individual Membership membership from: 18/03/2018 - 31/12/2018	Surrey/Sussex	20180318	Online payment	92	03/04/2018
89	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180318	Online payment	92	03/04/2018
104	paid	£12.00					Individual Membership membership from: 24/03/2018 - 31/12/2018	Surrey/Sussex	20180324	Online payment	92	03/04/2018
105	paid	£12.00					Individual Membership membership from: 25/03/2018 - 31/12/2018	Surrey/Sussex	20180325	Online payment	92	03/04/2018
127	paid	£12.00					Individual Membership membership from: 29/03/2018 - 31/12/2018	Surrey/Sussex	20180329	Online payment	62	01/05/2018
272	paid	£12.00					Individual Membership membership from: 10/04/2018 - 31/12/2018	Surrey/Sussex	20180410	Online payment	62	01/05/2018
281	paid	£12.00					Individual Membership membership from: 16/04/2018 - 31/12/2018	Surrey/Sussex	20180416	Online payment	62	01/05/2018
282	paid	£12.00					Individual Membership membership from: 17/04/2018 - 31/12/2018	Surrey/Sussex	20180417	Online payment	62	01/05/2018
294	paid	£7.00					Joint Membership membership from: 21/04/2018 - 31/12/2018	Surrey/Sussex	20180421	Online payment	62	01/05/2018
295	paid	£7.00					Joint Membership membership from: 21/04/2018 - 31/12/2018	Surrey/Sussex	20180421	Online payment	62	01/05/2018
546	paid	£12.00					Individual Membership membership from: 18/05/2018 - 31/12/2018	Surrey/Sussex	20180518	Online payment	12	01/06/2018
560	paid	£12.00					Individual Membership membership from: 27/05/2018 - 31/12/2018	Surrey/Sussex	20180527	Online payment	56	02/07/2018
561	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180527	Online payment	56	02/07/2018
565	paid	£12.00					Individual Membership membership from: 29/05/2018 - 31/12/2018	Surrey/Sussex	20180529	Online payment	56	02/07/2018
566	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180529	Online payment	56	02/07/2018
569	paid	£12.00					Individual Membership membership from: 30/05/2018 - 31/12/2018	Surrey/Sussex	20180530	Online payment	56	02/07/2018
649	paid	£12.00					Individual Membership membership from: 25/06/2018 - 31/12/2018	Surrey/Sussex	20180625	Online payment		
651	paid	£12.00					Individual Membership membership from: 27/06/2018 - 31/12/2018	Surrey/Sussex	20180627	Online payment		

Identify the bundles of online transactions that relate to payments from Xncreations listed in your bank statement

See the two columns on the right – on 3/4/2018 Surrey Sussex received a payment of £92 from Xncreations (aka Stripe) covering the yellow bundle

Now make a ledger record for each online transaction identifying which member has paid what

# ADMIN PANEL - PAYMENT LOGS - 5

Compute the payment to national due for each transaction

See column M in the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Payment stat	Amou	First name	Middle name	Last name	VTTA	Payment for	Group	Paid date	Payment Meth	Xn Amount	Xn Payment Date	National
70	paid	£12.00					Individual Membership membership from: 04/03/2018 - 31/12/2018	Surrey/Sussex	20180304	Online payment	92	03/04/2018	10
76	paid	£12.00					Individual Membership membership from: 06/03/2018 - 31/12/2018	Surrey/Sussex	20180306	Online payment	92	03/04/2018	10
77	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180306	Online payment	92	03/04/2018	
78	paid	£12.00					Individual Membership membership from: 07/03/2018 - 31/12/2018	Surrey/Sussex	20180307	Online payment	92	03/04/2018	10
88	paid	£12.00					Individual Membership membership from: 18/03/2018 - 31/12/2018	Surrey/Sussex	20180318	Online payment	92	03/04/2018	10
89	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180318	Online payment	92	03/04/2018	
104	paid	£12.00					Individual Membership membership from: 24/03/2018 - 31/12/2018	Surrey/Sussex	20180324	Online payment	92	03/04/2018	10
105	paid	£12.00					Individual Membership membership from: 25/03/2018 - 31/12/2018	Surrey/Sussex	20180325	Online payment	92	03/04/2018	10
127	paid	£12.00					Individual Membership membership from: 29/03/2018 - 31/12/2018	Surrey/Sussex	20180329	Online payment	62	01/05/2018	10
272	paid	£12.00					Individual Membership membership from: 10/04/2018 - 31/12/2018	Surrey/Sussex	20180410	Online payment	62	01/05/2018	10
281	paid	£12.00					Individual Membership membership from: 16/04/2018 - 31/12/2018	Surrey/Sussex	20180416	Online payment	62	01/05/2018	10
282	paid	£12.00					Individual Membership membership from: 17/04/2018 - 31/12/2018	Surrey/Sussex	20180417	Online payment	62	01/05/2018	10
294	paid	£7.00					Joint Membership membership from: 21/04/2018 - 31/12/2018	Surrey/Sussex	20180421	Online payment	62	01/05/2018	6
295	paid	£7.00					Joint Membership membership from: 21/04/2018 - 31/12/2018	Surrey/Sussex	20180421	Online payment	62	01/05/2018	6
546	paid	£12.00					Individual Membership membership from: 18/05/2018 - 31/12/2018	Surrey/Sussex	20180518	Online payment	12	01/06/2018	10
560	paid	£12.00					Individual Membership membership from: 27/05/2018 - 31/12/2018	Surrey/Sussex	20180527	Online payment	56	02/07/2018	10
561	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180527	Online payment	56	02/07/2018	
565	paid	£12.00					Individual Membership membership from: 29/05/2018 - 31/12/2018	Surrey/Sussex	20180529	Online payment	56	02/07/2018	10
566	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180529	Online payment	56	02/07/2018	
569	paid	£12.00					Individual Membership membership from: 30/05/2018 - 31/12/2018	Surrey/Sussex	20180530	Online payment	56	02/07/2018	10
649	paid	£12.00					Individual Membership membership from: 25/06/2018 - 31/12/2018	Surrey/Sussex	20180625	Online payment			
651	paid	£12.00					Individual Membership membership from: 27/06/2018 - 31/12/2018	Surrey/Sussex	20180627	Online payment			



# ADMIN PANEL - PAYMENT LOGS - 6

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Payment stat	Amou	First name	Middle nam	Last name	VTTA	Payment for	Group	Paid dat	Payment Meth	Xn Amount	Xn Payment Date	National
228	paid	£12.00					Individual Membership membership from: 19/03/2018 - 31/12/2018	Surrey/Sussex	20180319	Postal Payment			10
229	paid	£10.00					Standards: Unlimited attempts at any distance	Surrey/Sussex	20180319	Postal Payment			
751													
752													
753													
754													
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756													
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Filter on your Group (if necessary) and Payment Method for payment by post

Make a ledger record for each postal transaction identifying which member has paid what

# ADMIN PANEL - PAYMENT LOGS - 7

- Make a ledger record for each non-NOMS transaction identifying which member has paid what (e.g. cheques sent direct to you with a completed form)
- Reconcile your calculation with the quarterly invoice
- Raise any queries with the National Treasurer
- Send a cheque to the National Treasurer or make a bank transfer to the National account for the agreed amount



THANK YOU!