How to Add a Fee in Gym Assistant 1

How to Add a Fee in Gym Assistant September 2024

Introduction

Provides the ability to add a monthly, quarterly, yearly etc. fee to a member account that will be added to the profile and charged the next due date.

Before you begin create a backup file, refer to article **How to Manually Create a Backup for instructions**.

• Begin by going to **Utilities > Special Features.**

👗 Gym Assistant - Mini 250 'ORVILLE' (#4) on 'Of	RVILLE' Path	=C:\Gym A	Assistant 2.6\Data			
File Edit Member Reports Billing Docume	nts Portal	Settings	Utilities Help			
·	_		Sell Day-Pass to Non-Member			_
		ΗΔ	Reprint Last Receipt		V Toc	
	- 77		Reprint Last CC Receipt		y 1 C 3	L
			Open Cash Drawer		-	
			Check-In Family Members	F6		
			Pro-Kate Calculator		Detal	
			Who's Here?		-Date!	
			View Backup Status			
			BackOffice Occupancy Monitor	F8		
				F7		
		DoorWatcher Event Viewer		onth, 5 total		
			SmartReader Access			
Personal Contract Billing	Other	×W	View Log Files			
Billing Plan:	Drima	arv	Notification Queue		ate:	11/01/2024
	FIIIIC	ii y	SMS Deliverability		ace.	11/01/2024
Billing Option:	Credi	t Car	Special Features		aid Date:	09/04/2024
5 1						
Billing Amount:	30.00)		Last P	aid Amount:	-10.00
Billing Status:	ACTI	VE		Curre	nt Balance:	0.00

• Type **Apply Charges to Members** into the **Lookup** > click on it highlighting it in Blue > click **OK**.

	×
Special Commands	
Lookup: Apply Charges	
Apply Charges to Members	OK Cancel
-	

• Click **Yes** to apply charges for members that you select.

		×
?	This feature will apply Charges for members that you select. Do you want to proceed?	
	No Yes	כ

• Select Filters for Members List you would like included to have this fee added > Generate List.

Select Members			×
Select Filters for Members	List:	Memorized Reports:	~
Plan Types:	Membership Plans		
Billing Status:	Active ~		
Billing Options:	All ~		
Due Date:	All ~		
Contract Begin:	All ~		
Contract End:	All ~		
Signup Date:	All ~		
Visits Recorded:	All ~		
Search Fields:	none ~		
Member Flags:	- none - 🗸 🗸		
Sort By:	Membership Number		
		Clear Filters Cance	l Generate List
			?

• Review the list to confirm the list is accurate > click **Continue**

List for Cha	rges [Suzette's Gym 09/24/2024]				
Member Number	Member Name	Membership Type	Billing Status	Billing Option	Billing Amount	Due Date
1	Test, Missing Signups	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
2	Test, Test	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
3	Test 2, Test	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
4	Test, Primary	Primary	ACTIVE	Credit Card	30.00	11/01/2024
5	Test, Dependant	Monthly	ACTIVE	Monthly	10.00 d	11/01/2024
9	Test, Vold	Monthly	ACTIVE	Monthly Credit Card	10.00	11/01/2024
10	Test, Contract	Primary	ACTIVE	Credit Card	30.00	11/01/2024
11	Test Measurement	Brimany	ACTIVE	Credit Card	20.00	11/01/2024
14	Test Active And Fit	Monthly	ACTIVE	Monthly	10.00	11/01/2024
15	TEST ACH	Primary	ACTIVE	ACH	30.00	11/01/2024
20	Test, Portal	2 Contract test	ACTIVE	Credit Card	10.00	11/01/2024
21	Test 1. Portal	Primary	ACTIVE	Credit Card	30.00	11/01/2024
22	Test 2, Portal	2 Contract test	ACTIVE	Credit Card	10.00	11/01/2024
24	Test. Credit	Monthly	ACTIVE	Monthly	10.00	11/01/2024
26	Annual Test. Semi	Semi annual	ACTIVE	Semi-Annual	99.00 V	11/01/2024
27	Test. Semi Annual/12 Mo	Semi Annual/12 mo te	ACTIVE	Semi-Annual	100.00	11/01/2024
28	Test. Minimum	Primary	ACTIVE	Credit Card	30.00	11/01/2024
30	Test, Correct Depentant	Primary	ACTIVE	ACH	30.00	11/01/2024
31	Test, Correct Dependant	Dependant	ACTIVE	Monthly	10.00 d	11/01/2024
32	Test, Incorrect Dependan	Primary	ACTIVE	Monthly	30.00	11/01/2024
33	Test, Incorrect Dependan	Dependant	ACTIVE	Monthly	10.00 d	11/01/2024
34	Cerko, Test Primary	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
35	Cerko, Test Dependant	Monthly	ACTIVE	Monthly	10.00 d	11/01/2024
36	Test, Portal	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
38	Test, Portal	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
39	Billing Test, Suzette	3 Billing plan test	ACTIVE	Credit Card	10.00	11/01/2024
40	Billing test 2, Suzette	3 Billing plan test	ACTIVE	Credit Card	10.00	11/01/2024
42	Test, Freeze	Monthly	ACTIVE	Monthly	10.00	11/01/2024
43	Harlan, Jon	4 Annual Membership	ACTIVE	Annual	120.00	11/01/2024
44	Test, Renew Active	Renew active	ACTIVE	Monthly	0.00	11/01/2024
45	Cerko, Dependant	Dependant	ACTIVE	Monthly	10.00 d	11/01/2024
46	Test, Log	4 Annual Membership	ACTIVE	Credit Card	120.00	11/01/2024
47	Fritz, Rich	4 Annual Membership	ACTIVE	Annual	120.00	11/01/2024
48	Test 1, Corp	Corp members	ACTIVE	ACH	0.00	11/01/2024
49	Member 2, Corp	Corp members	ACTIVE	ACH	0.00	11/01/2024
50	Business, Corp	Corp test account	ACTIVE	ACH	2233.69	11/01/2024
51	Welcome letter test, Suz	4 Annual Membership	ACTIVE	Credit Card	120.00	11/01/2024
52	Welcome Test 1, Suzette	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
53	Test, Tablet	4 Annual Membership	ACTIVE	Credit Card	120.00	11/01/2024
54	Test, Cash	Monthly	ACTIVE	Monthly	10.00	11/01/2024
55	Test, 1 Day To Pay	Monthly	ACTIVE	Monthly	20.00 a	11/01/2024
56	Test, 3 Days To Pay	Monthly	ACTIVE	Monthly	10.00	11/01/2024
57	Test, Nancy	Monthly	ACTIVE	Monthly	10.00	11/01/2024
58	Test, Silver Sneakers	Silver Sneakers	ACTIVE	Credit Card	0.00	11/01/2024
59	Test, Free	Free	ACTIVE	ACH	0.00	11/01/2024
60	Test, App	Monthly	ACTIVE	Credit Card	10.00	11/01/2024
61	Gym, Jason's	Monthly	ACTIVE	Monthly	10.00	11/01/2024
62	Test, Current Balance	Dependant	ACTIVE	Monthly	10.00 d	11/01/2024
arch Cr	iteria:					
Members	hip Types: Membership					
вттт	Home Club: ALL					
orted by	: Membership Number					
Print	Save Conv View in	Browser		View	Cancel	Continue
	copy view in	bi offici		VICVV	Cancer	continue

• Choose options to again verify the member list and remove members included in the list if necessary > click **Continue**.



• Enter the **Amount** and **Description** > click **OK**.

Member Charge		×
	Please enter Charge Amount	
	Amount: <u>10.00</u>	
	Description: misc charge	
	Cancel OK	

• Click **Yes** or **No** to verify that you do want to Apply Charges to these members.

Charge Confirm	nation	×
?	Do you want to Apply Charges of \$10.00 to these 49 members?	
	No Yes	כ

• Click **OK** on the next page verifying that a charge will be added for selected members.



• The screen will then go back to the beginning > click **Cancel**.

	×
Special Commands	
Lookup: Apply Charges	
Apply Charges to Members	
	UK
	Cancel

The charge can now be seen on the profiles of each member being charged to the right of **Current Balance** and in red.

File 1	Edit	Member	Reports	Billing	Documents	Portal S	Settings	Utilities	Prim	nary	Tes	t
	Membership Up-to-Date!											
							ſ) vicit	this month	0 last month	5 total	
			Contro	oct D	illin a O	ير م ما خ	• • •			o last month,	5 (0(a)	
Р	erso	onal C	Jonua	ICL E	silling O	ther	× vva	aiver	5			
	Bill	ing Pl	an:		I	Prima	ry			Due Date:		11/01/2024
	Bill	ing Ol	ption:		(Credit	Card	ł		Last Paid Da	ite:	09/04/2024
	Bill	ing Ar	nount	:		30.00				Last Paid An	nount:	-10.00
	Bill	ing St	atus:		/	ACTIV	/E			Current Bala	ince:	10.00
	Ter	minat	e Billi	ng:	I	Never				Last Check-I	In: 02/2	3/2024 01:40P
	N.4 -											

Online URL: https://gymassistant.phpkb.cloud/article/how-to-add-a-fee-in-gym-assistant-1.html