How to Charge an Annual Fee to Members in Gym Assistant

How to Charge an Annual Fee to Members September 2024

Introduction

Provides the ability to add an annual fee to members. During this process you can choose to charge the members immediately or for the fee to be added to the members profile to be charged with the next member billing.

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

• Click on Utilities > Special Features.



• Type Charge annual Fee to Members in the Lookup > click OK.

	×
Special Commands	
Lookup: Charge Annual	
Charge Annual Fee to Members	
	ОК
	Cancel

• Step 1: Specify Fee Parameters by clicking Edit Fee Parameters.

Charge Members Fees	×				
Step 1: Specify Fee Parameters					
Select fees description and amount					
Edit Fee Parameters					
Step 2: Generate List of Members					
Select which members will be charged					
Select Members					
Step 3: Process Charges					
Process charge as ACH or CC batch					
Process ACH Batch					
Process CC Batch					
Step 4: Apply Charges to Members					
Apply charge to member balance for selected members					
Apply Charges					

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

Member Charge		×
	Enter Annual Fee Parameters	
:	Amount: 10.00	
	Autodate: 10.00	
(Description: Annual Fee	
:	Cancel OK	

• Step 2: Generate List of members by clicking **Select Members**.

Charge Members Fees	×					
Step 1: Specify Fee Parameters						
\$10.00 for Annual Fee						
Edit Fee Parameters DONE						
Step 2: Generate List of Members						
Select which members will be charged						
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Process ACH Batch						
Process CC Batch						
Step 4: Apply Charges to Members						
Apply charge to member balance for selected members						
Apply Charges						

• Select Filters for Member List according to members you would like charged the fee > click Generate List.

Select Members		<
Select Filters for Members	st: Memorized Reports: ~	
Plan Types:	VII Plans v	
Billing Status:	lctive ~	
Billing Options:	ll ~	
Due Date:	di 🗸	
Contract Begin:	d v	
Contract End:	d v	
Signup Date:	d v	
Visits Recorded:	ll v	
Search Fields:	ione ~	
Member Flags:	none - v	
Sort By:	1embership Number v	
	Clear Filters Cancel Generate List	
		?

• Review the list and click **Continue**.

Member NumberMember NameMembershipBilling Status1Test, Missing SignupsMonthlyACTIVE2Test, TestMonthlyACTIVE3Test 2, TestMonthlyACTIVE4Test, PrimaryPrimaryACTIVE5Test, DependantMonthlyACTIVE10Test, ContractPrimaryACTIVE11Endofmonth, TestMonthlyACTIVE12Test, Active And FitMonthlyACTIVE14Test, Active And FitMonthlyACTIVE15TEST, ACHPrimaryACTIVE20Test, Portal2 Contract testACTIVE21Test, Portal2 Contract testACTIVE22Test, Portal2 Contract testACTIVE23Test, CreditSemi Annual/12 mo teACTIVE24Test, Correct DepentantSemi Annual/12 mo teACTIVE25Test, Incorrect DependantPrimaryACTIVE26Annual Test, PrimaryACTIVEACTIVE27Test, Correct DependantPrimaryACTIVE31Test, Incorrect DependantPrimaryACTIVE33Test, Incorrect DependantMonthlyACTIVE34Test, PortalBilling plan testACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, Prezze3 Billing plan testACTIVE37Test, Renew ActiveRenew activeACTIVE38H	Billing Option Credit Card Credit Card Credit Card Credit Card Monthly Monthly Credit Card Credit Card Credit Card Credit Card Credit Card Credit Card Credit Card Credit Card Credit Card 20 Visits Monthly Semi-Annual Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Monthly Credit Card	Billing Amount 10.00 10.00 30.00 10.00 30.00 10.00 30.00 10.00 30.00 10.00 30.00 10.00 10.00 10.00 99.00 v 100.00 30.00 100.00 30.00 10.00 30.00 10.00 30.00 10.00 30.00	Due Date * 08/01/2024 10/01/2024 * 05/05/2024 * 05/01/2024 * 04/01/2023 * 04/01/2023 * 05/26/2023 * 05/26/2023 * 05/01/2023 * 08/01/2023 * 08/01/2023 * 08/01/2023 * 08/20/2023 * 08/20/2023 * 08/20/2024 * 02/04/2024 * 02/04/2024 * 02/04/2023 16 passes * 09/01/2023 * 09/01/2024 * 09/01/2023 * 09/01/202		
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20Test 1, Portal2 Contract testACTIVE21Test 2, Portal2 Contract testACTIVE22Test 2, Portal2 Contract testACTIVE23Test, Punch CardTest Punch CardACTIVE24Test, CreditMonthlyACTIVE26Annual Test, SemiSemi annualACTIVE27Test, Semi Annual/12 MoSemi annualACTIVE28Test, MinimumPrimaryACTIVE29Tracking Test, PunchcardTest, Correct DependantDependant31Test, Correct DependantDependantACTIVE32Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Test, Renew Active3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE42Test, Renew ActiveRenew activeACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, CorpCorp membersACTIVE49Member 2, CorpCo	Credit Card Credit Card 20 Visits Monthly Semi-Annual Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card	30.00 10.00 10.00 99.00 v 100.00 30.00 100.00 30.00 100.00 d 30.00	* 08/01/2023 * 09/01/2023 10 passes * 08/20/2023 * 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2023		
22Test 2, Portal2 Contract testACTIVE23Test, Punch CardTest Punch CardACTIVE24Test, Punch CardTest Punch CardACTIVE25Test, CreditMonthlyACTIVE26Annual Test, SemiSemi annualACTIVE27Test, Semi Annual/12 MoSemi Annual/12 mo teACTIVE28Test, MinimumPrimaryACTIVE29Tracking Test, PunchcardTest Punch CardACTIVE30Test, Correct DependantPrimaryACTIVE31Test, Incorrect DependantDependantACTIVE32Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Test, PortalMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Test, RerezeMonthlyACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Log4 Annual MembershipACTIVE45Test, Log4 Annual MembershipACTIVE46Test, CorpCorp membersACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, CappCorpCorp test accountACTIVE49Member 2, CorpCorp test acc	Credit Card 20 Visits Monthly Semi-Annual Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Monthly Credit Card	10.00 100.00 10.00 99.00 v 100.00 30.00 100.00 10.00 d 30.00	* 08/01/2023 10 passes * 08/20/2023 * 02/04/2024 * 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2023		
23Test, Punch CardTest Punch CardACTIVE24Test, CreditMonthlyACTIVE26Annual Test, SemiSemi annualACTIVE27Test, Semi Annual/12 MoSemi annual/12 mo teACTIVE28Test, MinimumPrimaryACTIVE29Tracking Test, PunchcardTest Punch CardACTIVE30Test, Correct DepentantPrimaryACTIVE31Test, Correct DependantDependantACTIVE32Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE39Billing Test, Suzette3Billing plan testACTIVE40Billing test 2, Suzette3Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVEE43Harlan, Jon4Annual MembershipACTIVE44Test, Log4Annual MembershipACTIVE45Cerko, DependantCorp membersACTIVE46Test, Log4Annual MembershipACTIVE47Fritz, Rich4Annual MembershipACTIVE48Test, CarpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome Test, SuzetteMonthlyACTIVE52Welcome Test, SuzetteMonthlyACTIVE <td>20 Visits Monthly Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card</td> <td>100.00 10.00 99.00 v 100.00 30.00 100.00 30.00 10.00 d 30.00</td> <td>10 passes * 08/20/2023 * 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2023</td>	20 Visits Monthly Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card	100.00 10.00 99.00 v 100.00 30.00 100.00 30.00 10.00 d 30.00	10 passes * 08/20/2023 * 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2023		
24Test, CreditMonthlyACTIVE26Annual Test, SemiSemi Annual/12 mo teACTIVE27Test, Semi Annual/12 MoSemi Annual/12 mo teACTIVE28Test, MinimumPrimaryACTIVE29Tracking Test, PunchcardTest Punch CardACTIVE30Test, Correct DepentantPrimaryACTIVE31Test, Correct DependantDependantACTIVE32Test, Incorrect DependantDependantACTIVE33Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE39Billing Test, Suzette3 Billing plan testACTIVE39Billing Test, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Log4 Annual MembershipACTIVE45Cerko, DependantDependantACTIVE46Test, CorpCorp membersACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, CorpCorp membersACTIVE50Business, CorpCorp membersACTIVE51Welcome Test, SuzetteMonthlyACTIVE52Welcome Test, Suzette </td <td>Monthly Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card</td> <td>10.00 99.00 v 100.00 30.00 100.00 30.00 10.00 d 30.00</td> <td>* 08/20/2023 * 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2022</td>	Monthly Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card	10.00 99.00 v 100.00 30.00 100.00 30.00 10.00 d 30.00	* 08/20/2023 * 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2022		
26Annual Test, SemiSemi annual (12 mote)ACTIVE27Test, Semi annual/12 MoteSemi annual/12 moteACTIVE28Test, Semi annual/12 moteACTIVE29Tracking Test, PunchcardTest Punch CardACTIVE30Test, Correct DepentantPrimaryACTIVE31Test, Correct DependantDependantACTIVE32Test, Incorrect DependantDependantACTIVE33Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE39Billing Test, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE42Test, Renew ActiveRenew activeACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Log4 Annual MembershipACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE50Business, CorpCorp membersACTIVE51Welcome letter test, SuzMonthlyACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE <trr>53Test, Tablet</trr>	Semi-Annual Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card	99.00 v 100.00 30.00 100.00 30.00 10.00 d 30.00	* 02/04/2024 * 02/04/2024 * 09/01/2023 16 passes * 09/15/2023		
27Test, Semi Annual/12 woSemi Annual/12 woACTIVE28Test, MinimumPrimaryACTIVE29Tracking Test, PunchcardTest Correct DependantTest, Correct DependantDependantACTIVE31Test, Correct DependantDependantACTIVEDependantACTIVE32Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Test, FreezeMonthlyACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE42Test, Renew ActiveRenew activeACTIVE44Test, Log4 Annual MembershipACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE50Business, CorpCorp membersACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test 1, Suzette4 Annual MembershipACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, Log Pay <td>Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card</td> <td>30.00 100.00 30.00 10.00 d 30.00</td> <td>* 02/04/2024 * 09/01/2023 16 passes * 09/15/2023</td>	Semi-Annual Credit Card 20 Visits ACH Monthly Monthly Credit Card	30.00 100.00 30.00 10.00 d 30.00	* 02/04/2024 * 09/01/2023 16 passes * 09/15/2023		
29Tracking Test, PunchcardTest Punch CardACTIVE30Test, Correct DepentantTest Punch CardACTIVE31Test, Correct DependantDependantACTIVE32Test, Incorrect DependantPrimaryACTIVE33Test, Incorrect DependantDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test PrimaryMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Test, FreezeMonthlyACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Log4 Annual MembershipACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, LorpCorp membersACTIVE49Member 2, CorpCorp test accountACTIVE50Business, CorpCorp test accountACTIVE51Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, Low To PayMonthlyACTIVE	20 Visits ACH Monthly Monthly Credit Card	100.00 30.00 10.00 d 30.00	16 passes * 09/15/2023		
30Test, Correct DepentantPrimaryACTIVE31Test, Correct DependantDependantACTIVE32Test, Incorrect DependantDependantACTIVE33Test, Incorrect DependantDependantACTIVE34Cerko, Test DependantDependantACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Test, PortalMonthlyACTIVE39Billing test 2, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, Renew ActiveRenew activeACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Log4 Annual MembershipACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test, I, SuzetteMonthlyACTIVE54Test, Loay To PayMonthlyACTIVE	ACH Monthly Monthly Monthly Credit Card	30.00 10.00 d 30.00	* 09/15/2023		
31Test, Correct DependantDependantACTIVE32Test, Incorrect DependanPrimaryACTIVE33Test, Incorrect DependanDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Billing test 2, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Harlan, Jon4 Annual MembershipACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp test accountACTIVE50Business, CorpCorp test accountACTIVE51Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, 1 Day To PayMonthlyACTIVE	Monthly Monthly Monthly Credit Card	10.00 d 30.00	00,20,2020		
32Test, Incorrect DependanPrimaryACTIVE33Test, Incorrect DependanDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test PependantMonthlyACTIVE36Test, PortalMonthlyACTIVE37Billing Test, Suzette3 Billing plan testACTIVE38Billing test 2, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Harlan, Jon4 Annual MembershipACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, I Day To PayMonthlyACTIVE	Monthly Monthly Credit Card	30.00	* 10/15/2023		
33Test, Incorrect DependanDependantACTIVE34Cerko, Test PrimaryMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE37Test, PortalMonthlyACTIVE38Test, PortalMonthlyACTIVE39Billing Test, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Harlan, Jon4 Annual MembershipACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, 1, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test, I, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, I Day To PayMonthlyACTIVE	Monthly Credit Card		* 10/30/2023		
34Cerko, Test DependantMonthlyACTIVE35Cerko, Test DependantMonthlyACTIVE36Test, PortalMonthlyACTIVE38Test, PortalMonthlyACTIVE39Billing test, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, FreezeMonthlyACTIVE42Test, FreezeMonthlyACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, 1 Day To PayMonthlyACTIVE	Credit Card	10.00 d	* 10/30/2023		
36Test, PortalMonthlyACTIVE38Test, PortalMonthlyACTIVE39Billing Test, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, FreezeMonthlyACTIVE42Test, FreezeMonthlyACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, LOg4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp test accountACTIVE50Business, CorpCorp test accountACTIVE51Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, 1 Day To PayMonthlyACTIVE		10.00 d	* 11/15/2023		
38Test, PortalMonthlyACTIVE39Billing Test, Suzette3Billing plan testACTIVE40Billing test 2, Suzette3Billing plan testACTIVE42Test, FreezeMonthlyACTIVE43Harlan, Jon4Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4Annual MembershipACTIVE47Fritz, Rich4Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4Annual MembershipACTIVE53Test, Tablet4Annual MembershipACTIVE54Test, Log PayMonthlyACTIVE	Credit Card	10.00	* 04/15/2024		
39Billing Test, Suzette3 Billing plan testACTIVE40Billing test 2, Suzette3 Billing plan testACTIVE41Test, FreezeMonthlyACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, I Day To PayMonthlyACTIVE	Credit Card	10.00	* 04/15/2024		
40Billing test 2, Suzette3Billing plan testACTIVE42Test, FreezeMonthlyACTIVE43Harlan, Jon4Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4Annual MembershipACTIVE47Fritz, Rich4Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE54Test, CashMonthlyACTIVE55Test, I Day To PayMonthlyACTIVE	Credit Card	10.00	* 12/29/2023		
42Test, FreezeMonthlyACTIVE43Harlan, Jon4 Annual MembershipACTIVE44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, GashMonthlyACTIVE	Credit Card	10.00	* 01/01/2024		
44Test, Renew ActiveRenew activeACTIVE45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE	Annual	120.00	^ 01/04/2024 02/26/2025		
45Cerko, DependantDependantACTIVE46Test, Log4 Annual MembershipACTIVE47Fritz, Rich4 Annual MembershipACTIVE48Test, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4 Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4 Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, 1 Day To PayMonthlyACTIVE	Monthly	0.00	* 04/26/2024		
46Test, Log4Annual MembershipACTIVE47Fritz, Rich4Annual MembershipACTIVE48Test 1, CorpCorp membersACTIVE49Member 2, CorpCorp membersACTIVE50Business, CorpCorp test accountACTIVE51Welcome letter test, Suz4Annual MembershipACTIVE52Welcome Test 1, SuzetteMonthlyACTIVE53Test, Tablet4Annual MembershipACTIVE54Test, CashMonthlyACTIVE55Test, 1 Day To PayMonthlyACTIVE	Monthly	10.00 d	* 08/01/2024		
47 Fritz, Rich 4 Annual Membership ACTIVE 48 Test 1, Corp Corp members ACTIVE 49 Member 2, Corp Corp members ACTIVE 50 Business, Corp Corp test account ACTIVE 51 Welcome letter test, Suz 4 Annual Membership ACTIVE 52 Welcome Test 1, Suzette Monthly ACTIVE 53 Test, Tablet 4 Annual Membership ACTIVE 54 Test, Cash Monthly ACTIVE 55 Test, Day To Pay Monthly ACTIVE	Credit Card	120.00	* 06/01/2024		
48 Test 1, Corp Corp members ACTIVE 49 Member 2, Corp Corp members ACTIVE 50 Business, Corp Corp test account ACTIVE 51 Welcome letter test, Suz 4 Annual Membership ACTIVE 52 Welcome Test 1, Suzette Monthly ACTIVE 53 Test, Tablet 4 Annual Membership ACTIVE 54 Test, Cash Monthly ACTIVE 55 Test, 1 Day To Pay Monthly ACTIVE	Annual	120.00	04/30/2025		
50 Memory 2, Corp Corp test account ACTIVE 51 Welcome letter test, Suz 4 Annual Membership ACTIVE 52 Welcome Test 1, Suzette Monthly ACTIVE 53 Test, Tablet 4 Annual Membership ACTIVE 54 Test, Cash Monthly ACTIVE 55 Test, 1 Day To Pay Monthly ACTIVE	ACH	0.00	* 08/01/2024 * 08/01/2024		
51 Welcome letter test, Suz 4 Annual Membership ACTIVE 52 Welcome Test 1, Suzette Monthly ACTIVE 53 Test, Tablet 4 Annual Membership ACTIVE 54 Test, Cash Monthly ACTIVE 55 Test, 1 Day To Pay Monthly ACTIVE	ACH	2233.69	* 06/01/2024		
52 Welcome Test 1, Suzette Monthly ACTIVE 53 Test, Tablet 4 Annual Membership ACTIVE 54 Test, Cash Monthly ACTIVE 55 Test, 1 Day To Pay Monthly ACTIVE	Credit Card	120.00	* 06/01/2024		
53 Test, Tablet 4 Annual Membership ACTIVE 54 Test, Cash Monthly ACTIVE 55 Test, 1 Day To Pay Monthly ACTIVE	Credit Card	10.00	* 07/15/2024		
54 Test, Cash Monthly ACTIVE 55 Test, 1 Day To Pay Monthly ACTIVE	Credit Card	120.00	* 06/01/2024		
SS TESL, I DAY TO PAY MOTUTITY ACTIVE	Monthly	10.00	* 07/10/2024		
56 Test, 3 Days To Pay Monthly ACTIVE	Monthly	10.00 a	* 07/06/2024		
57 Test, Nancy Monthly ACTIVE	Monthly	10.00	* 08/09/2024		
58 Test, Silver Sneakers Silver Sneakers ACTIVE	Credit Card	0.00	* 08/01/2024		
59 Test, Free Free ACTIVE	ACH	0.00	* 09/01/2024		
60 Test, App Monthly ACTIVE	Credit Card	10.00	* 08/07/2024		
62 Test, Current Balance Dependant ACTIVE	Monthly	10.00 d	10/01/2024		
earch Criteria:					
Membership Types: All Billing Status: Active					
Home Club: ALL					
orted by: Membership Number					
1 matches found					
Print Save Copy View in Browser		Cance	Continue		

• Select members accordingly > click **Continue.**



• Step 3: Process Charges by clicking **Process CC Batch** or **Process ACH batch**, depending, and if you would like to process the charge at that time.

Charge Members Fees			X		
Step 1: Specify Fee Parameters					
\$10.00 for Annual Fee					
E	dit Fee Parameters	DONE			
Step 2: Generate List of Members	5				
List count = 51					
	Select Members	DONE			
Step 3: Process Charges					
0 processed, 51 not processed					
F	Process ACH Batch				
	Process CC Batch)			
Step 4: Apply Charges to Membe	rs				
Apply charge to member balance for selected members					
	Apply Charges				

• Click **Process Payments** accordingly.

Process Credit Card Charges: Integrated - Test		×
22 De	bits for \$220.00	
View List	View/Print List of transactions	
Process Payments	Save info to file and submit to processor	
Record Payments	Record payments for these transactions	
Settings	Modify Credit Card Settings	
Done	Close this window	
		?

• Click **OK** when ready to process transactions.

		×
?	Are you ready to process 22 transactions through Test?	
	Cancel OK	

• Click **Yes** or **No** accordingly when asked to Send SMS/Email notifications for rejected payments?

CC Reject Notifications		×	
Send SMS/Email notifications for rejected payments?			
🗆 Don't ask me ag	ain No	Yes	

• Click **OK** after the Credit Card Batch Report has been reviewed > click **Done** > click **OK** > click **X** at upper right when finished.

×	Process Credit Cards Report				- • •
	CREDIT CARD BATCH REPORT Date/Time: 09/04/2024 Processor: Integrated Process Method: Manual	02:13P - Test			A
	17 charges approved for 5 charges declined for	12:00A 170.00 50.00			
	APPROVED CHARGES 1 Test, Missing Signup 2 Test, Test 4 Test, Primary 5 Test, Dependant 10 Test, Contract 34 Cerko, Test Dependan 35 Cerko, Test Dependan 36 Test, Portal 38 Test, Portal 38 Billing Test, Suzett 40 Billing Test 2, Suzett 40 East, Log 51 Welcome Test 1, Suze 53 Test, Tablet 54 Test, Silver Speaker	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	APPROVED AVS= APPROVED AVS=	
	60 Test, App DENIED CHARGES 3 Test 2, Test 20 Test, Portal 21 Test 1, Portal 22 Test 2, Portal 59 Test, Free	4XXXXXXXXXXXX1111 4111XXXXXXXXXX1111 4XXXXXXXX	10.00 10.00 10.00 10.00 10.00 10.00	APPROVED AVS= *DECLINED* Invalid Credentials. Invalid Credentials. Invalid Credentials. ErrMsg=Possible Duplicate Request TransactionID=000240904141306170	*
	Print Save Copy	View in Browser			ОК

Process Credit Card Cha	rges: Integrated - Test		×		
	22 Debits for \$220.00				
	View List	View/Print List of transactions			
< Done! >	Process Payments	Save info to file and submit to processor			
	Record Payments	Record payments for these transactions			
	Settings	Modify Credit Card Settings			
	Done	Close this window			
			?		
ſ			×		
i 17 credit cards charged successfully.					
		ОК	ן		

Charge Members Fees		X
Step 1: Specify Fee Paramete	rs	
\$10.00 for Annual Fee		
		DONE
l	Edit Fee Parameters	DONE
Step 2: Generate List of Mem	bers	
List count = 51		
	Select Members	DONE
Step 3: Process Charges		
Step 5. Process charges		
17 processed, 34 not proce	essed	
	Process ACH Batch	
	Process CC Batch	DONE
Step 4: Apply Charges to Men	nbers	
Apply charge to member ba	alance for selected memb	ers
	Apply Charges	

• Step 4: as an alternative to charging the fee immediately, you can select Apply Charges to Members instead which adds the charge to the members next billing. In this case, you will bypass Step 3 and instead select Step 4 and click **Apply Charges.**

Charge Members Fees	X
Step 1: Specify Fee Parameters	
\$10.00 for Annual Fee	
Edit Eas Demonstran	DONE
Edic Fee Parameters	
Step 2: Generate List of Members	
List count = 51	
	DONE
Select Members	DONE
Step 3: Process Charges	
0 processed, 51 not processed	
Process ACH Batch	
Bracass CC Patch	
Plotess CC Batch	
Step 4: Apply Charges to Members	
Apply charge to member balance for selected members	S
Apply Charges	

• Click **Yes** > click **OK** indicating Charge was recorded for members > click **X** in upper right corner to close the page.

?	Apply fees to member balance for 51 members?	×
i	Charge was recorded for 51 members.	×

Charge Members Fees		×
Step 1: Specify Fee Parameter	ers	
\$10.00 for Annual Fee		
	Edit Fee Parameters	DONE
Step 2: Generate List of Mem	bers	
List count = 51		
	Select Members	DONE
Step 3: Process Charges		
0 processed, 51 not proces	ssed	
	Process ACH Batch	
	Process CC Batch	
Step 4: Apply Charges to Mer	mbers	
Apply charge to member b	alance for selected memb	pers
	Apply Charges	DONE

• The charges will appear under Current Balance in red on the profiles of each member the charge was applied to, and be included in the next membership payment due and processed.

Week Member Info #2 Test Test Membership Up-to-Date! 0 visits this month, 0 last month, 2 total			Click here	Add New Member			
			(Portal opt-in: unknown)	to add photo	Edit Mem Alert Picture	ber Record Comment Barcode	
Personal Contract Billing Billing Plan: Billing Option: Billing Amount: Billing Status: Terminate Billing: Membership Add-Ons: Linked Memberships:	Other × Waivers Monthly Credit Card 10.00 ACTIVE Never - none - 1 Dependents: Current	Due Date: Last Paid Date: Last Paid Amount: Current Balance: Last Check-In:	10/01/2024 09/04/2024 10.00 10.00 11/01/2023 02:03P	Signup Date: Contract Begin: Contract End: Freeze Date: UnFreeze Date:	10/03/2022 08/23/2024 08/23/2025 //	Notes Attacl Punchcar Journa Visits Record	Docs hments d Add-Ons l History History Check-In
Enter M	ember # or Name: 🕨	Display GateKeeper	View Clear Check-ins Display A	< Prev N	lext >>	Monitor (Oper	Check-Ins

Online URL: <u>https://gymassistant.phpkb.cloud/article/how-to-charge-an-annual-fee-to-members-in-gym-assistant.html</u>