

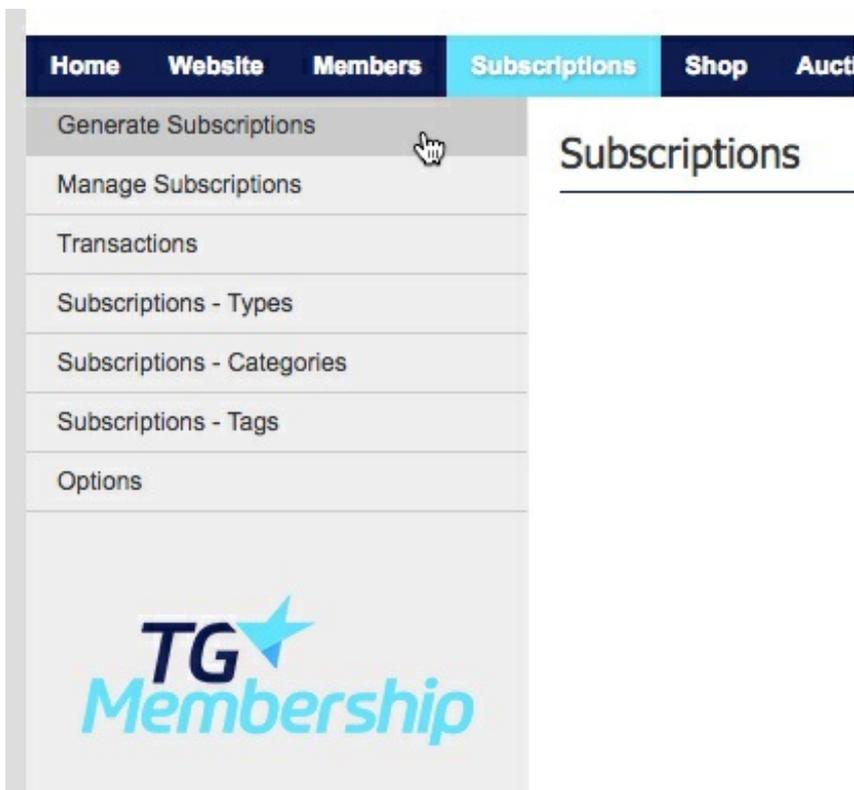
# Generating a Subscription

Last Modified on 20/02/2017 4:28 pm AEDT

**Quick Steps: Subscriptions > Generate Subscription > Select Filter > Next > Generate > Post**

To create an invoice for a Member, you need to generate a Subscription for that Member. In generating an unpaid transaction for any member, this enables that member to log into your Member Portal with their username and password and renew their membership via the Pay Subscriptions menu.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Generate Subscriptions** from the left menu.



2. Select which members you would like to generate a subscription for from the expanded left menu, depending on your selection select appropriate filters and click **Next**.

**All Members** - Allows you to generate subscriptions for all members in the database.

**Member Types** - Allows you to generate an unpaid transaction for members by Member Type.

**Member Group** - Allows you to generate an unpaid transaction for members by Member Group.

**Member Query** - Allows you to generate an unpaid transaction for members by Member Query.

This needs to be done at the Lowest Tier the Member sits in (eg. their Club's console).

3. Select the Subscription Type you wish to generate an Unpaid Transaction for, then click **Next**.

Here you will have three options:

- i. **Blank Subscription** - This enables you to enter custom values for Title, Price, Financial End Date
- ii. **Member's Default Subscription** - This generates an Unpaid Transaction relative to the Default Subscription Type that the member holds.
- iii. **By Subscription Type** - Select any of your Subscription Types available.

4. If you are generating subscriptions using a Blank or Specific Subscription, preview and amend any details for the Subscription for the member, then click **Generate**.

### Generate Subscriptions - Single Member

**General**

**Title:**

**Detail:**

**Total Amount:**

**Payment Terms (Days):**

**Financial Status**

**Update:**

No

Yes - Financial End Date

Yes - Period

Yes - Days

**Financial End Date:**  

[← Previous](#) [Generate](#)

5. You will now be on the **Manage Subscriptions** page. Review the details of the transaction, then click **Post**.

## Manage Subscriptions



Record successfully added in the system

<b>Member:</b>	Guy H
<b>Title:</b>	Under 10 Athlete
<b>Details:</b>	If you were born in 2006
<b>Total Amount:</b>	\$140.00
(This amount of \$140.00 includes Subscriptions of \$140.00, GST of \$0.00 and Administration Charge of \$0.00)	
<b>Instalments:</b>	0
<b>Payment Terms (Days):</b>	0
<b>Update Financial Status:</b>	Yes
<b>Financial End Date:</b>	31-December-2017

You also have the option here to **Delete All** if a number of the transactions are incorrect.

6. The transaction will now sit in **Transactions, Unpaid** allowing the member to log in and pay it off.

## Transactions Unpaid ( To )



Search For:  In:   

Records: 1-1 of 1

Ref	Date	Member	Total	View	Pay	Cancel	Remind
9635970	06-Oct-2016	H, Guy	\$140.00				

Records: 1-1 of 1

Once a Transaction is in **Unpaid** you can send a reminder to the member to pay their transaction by pressing on the **Remind** button next to the applicable transaction.

**Additional Information:** You are also able to filter down your selection based on Member Status and Financial Status. For example, if you only want to generate Unpaid Transactions for Active members that are Unfinancial, select the Active and Unfinancial radio buttons.

## Related Articles

[template("related")]