Using Club Account

July 10, 2012

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About Club Account

Club Account allows you to extend a credit line to a member, similar to a charge account. You can set a credit limit for the member and indicate how the charges will be paid. If the club wants ABC to collect Club Account payments, the member must be set to Bill Via ABC.

The following are the available payment methods:

- EFT – Electronic Funds Transfer
- CC – Credit Card
- Statement

You can only create recurring services for members with Club Account privileges. If the member does not have Club Account privileges, you must first activate Club Account for that member and then set up the recurring service. (For more information, see Using Recurring Services.)

DataTrak creates a Club Account invoice to be billed on the designated billing day. You can view regular Club Account invoices on the member's Invoices tab using the Club or Club History view. You can view recurring services invoices from the Edit Recurring Service page as well as from the member's Services tab.

Returns can be processed for Club Account payments that were made using EFT or CC.

You can use DataTrak or CRS reports to reconcile Club Account information.

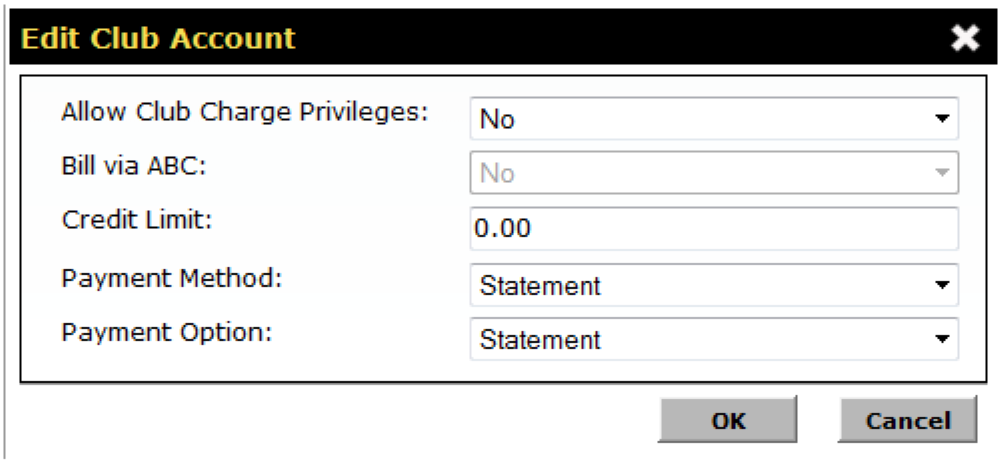
Activate Club Account

You can activate or edit Club Account settings for primary and secondary members.

To activate or edit Club Account information

1. On the member's **Billing** tab in the Club Account section, click **Edit**.

   The Edit Club Account dialog box appears.



2. In the Allow Club Charge Privileges list, select **Yes**.
   - o If the Allow Club Charge Privileges field is set to No, the Bill via ABC, Credit Limit, Payment Method, and Payment Option fields can still be edited.
   - o If the Allow Club Charge Privileges field is set to Yes and Bill via ABC is set to No for the club, the Bill via ABC field cannot be edited but the Credit Limit, Payment Method, and Payment Option fields can be edited.
3. To Bill via ABC, select **Yes** for that option.

   Note: If the club wants ABC to collect Club Account payments, the member must be set to Bill Via ABC. If this option is unavailable, contact ABC Technical Support to activate the Bill Via ABC option for the club.
4. In the **Credit Limit** text box, enter the amount for that member.
5. Select the **Payment Method**: EFT, Credit Card, or Statement.

   If Bill via ABC is set to Yes, the Statement payment method is not available. You can only select EFT or Credit Card.
6. Select the **Payment Option**.

   You cannot select an expired credit card as a payment option.
7. When finished, click **OK**.

View Invoices

DataTrak creates a Club Account invoice to be billed on the designated billing day. General Club Account invoices are stored on the member's Invoices page. To view recurring services invoices you can click the invoices link on the Edit Recurring Service page or on the member's Services tab.

Club Account Invoices

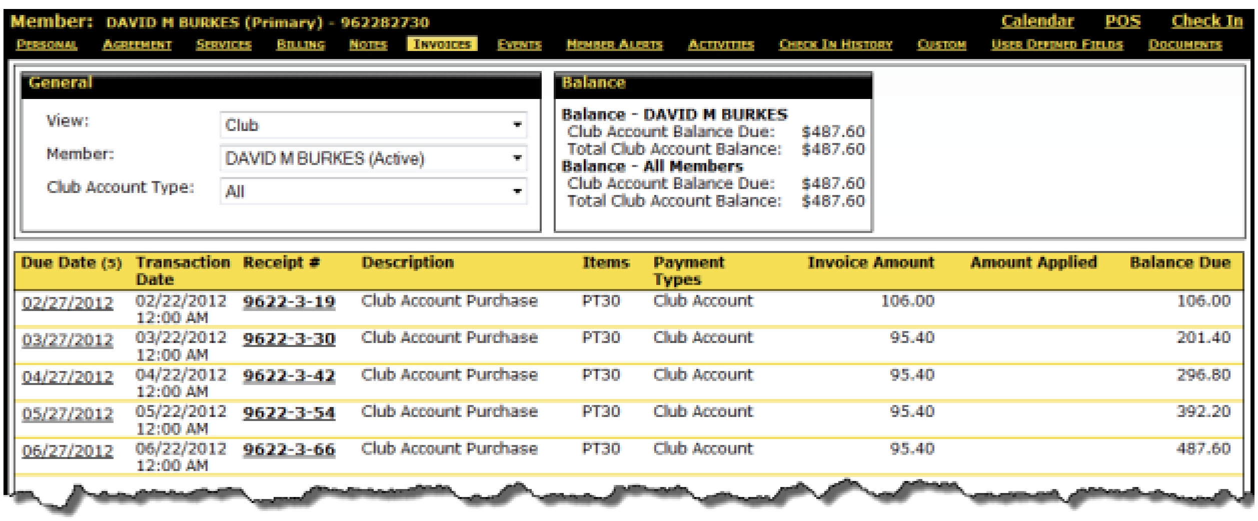
Current and paid Club Account invoices are found on the member's Invoices tab under the Club view or Club History view, respectively.

Club View

On the member's Invoices tab, select the **Club** view to see all unpaid Club Account invoices. The Club Account balance for all members associated with this agreement is also displayed here.

You can click the Date link to update the due date for a particular Club Account invoice. Click the Receipt link to view a copy of the receipt.

An example of the Club view is shown below.

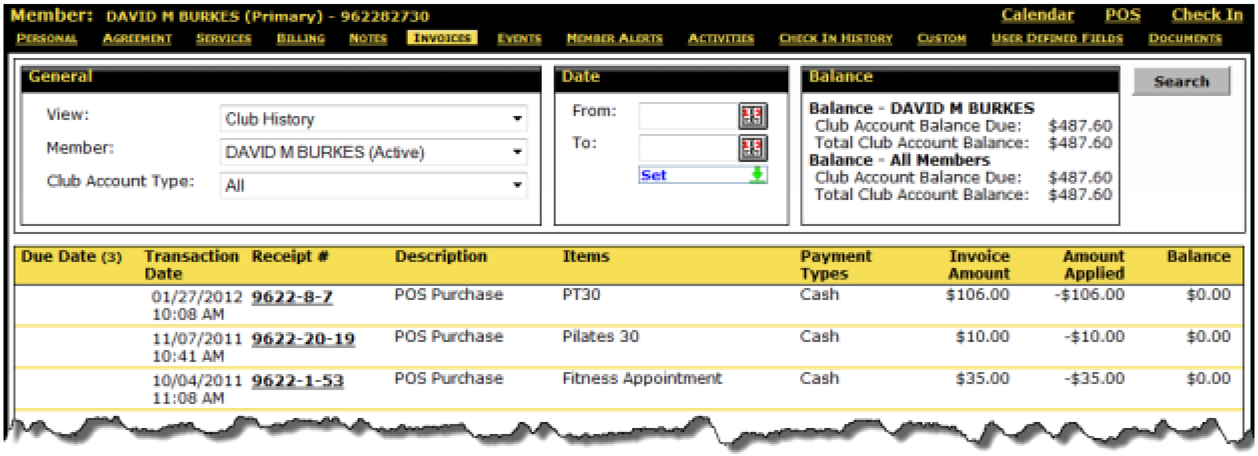


Club History View

On the member's Invoices tab, select the **Club History** view to see all point of sale purchases and Club Account activity. The Club Account balance for all members associated with this agreement is also displayed here.

You can click the Receipt link to view a copy of the receipt.

An example of the Club History view is shown below.



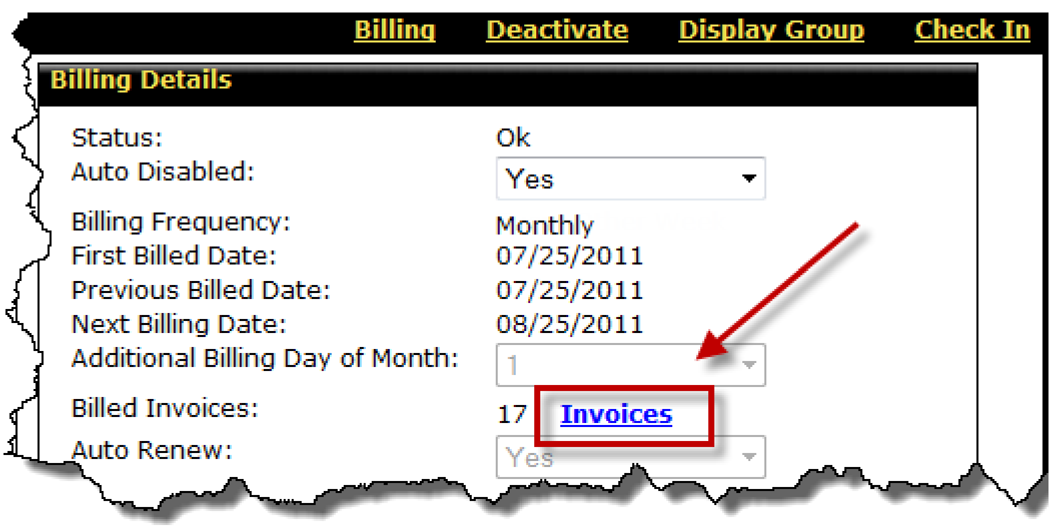
Recurring Services Invoices

You can view recurring services invoices from the Edit Recurring Service page as well as from the member's Services tab. (For more information, see Using Recurring Services.)

Edit Recurring Services

To view recurring services invoices from the Edit Recurring Service page

1. On the Manage Recurring Services page, click the recurring service link in the Service column.
2. Click the **Invoices** link in the Billing Details section.



The Recurring Service Invoices window appears with a list of available invoices.

Recurring Services Invoices

Invoice	Total Periods	Billing Date	Invoice Total	Recurring Total	Created Date/Time	Purchase Quantity	Service
1	11	11/26/2011	$0.00	$0.00	11/21/2011 12:10 am	10	12 Month PT

Member Services Tab

To view recurring services invoices from the member's Services tab

1. On the member's page, click the **Services** tab.
2. In the View list, select **Recurring**.
3. Click the link in the **Billed Invoices** column to view the list of available invoices in the Recurring Services Invoices window.

Process Returns

You can return Club Account payments that were made using EFT or CC.

- If a member used EFT to pay for the account then a return is done by cash.
- Credit card payments are returned to the credit card.

No other forms of payment are currently available for returns.

Run Reports

Use DataTrak or CRS reports to reconcile Club Account information.

DataTrak

In DataTrak, you can find Club Account information on the Dashboard or in Standard Reports.

Dashboard

On the Dashboard, you can use the Recurring Services display item to see how much has been billed and collected.

Standard Reports

You can customize your own DataTrak Club Account reports, or you can run the following system reports:

- Club Account Activity
- Club Account Billing Submissions
- Club Account Charges by Member

- Club Account Declines - ABC
- Club Account Invoices Batch Submission Status
- Club Account Invoices Chargebacks - ABC
- Club Account Invoices Drafted - ABC
- Club Account Invoices Submission Status
- Club Account Invoices Submitted - ABC
- Club Account Invoices Submitted Summary - ABC
- Club Account Past Due
- Club Account Payment Refunds
- Club Account Statement
- Club Account Transactions by Statement
- Club Account, Member Balances

Club Reporting System

For Club Account information use the following CRS reports:

- Combined > Money Collected by Source:
  - Money collected by payment source: https://help.abcfinancial.com/help/crs_help/reports/Combined/Money_Collected_by_Payment_Source.htm
  - Money collected by payment type: https://help.abcfinancial.com/help/crs_help/reports/Combined/Money_Collected_by_Payment_Type.htm
- Club Account tab (several reports): https://help.abcfinancial.com/help/crs_help/reports/Club_Account/Club_Account.htm