

FIRSTSPORTS

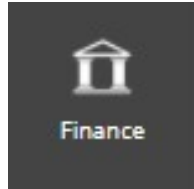
GMS – Finance & Online Payment Set Up

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Introduction

Certain roles at the club will have the ability to view the Finance tile.



This tile provides clubs information on all payment related data on both Memberships and Events.

The Finance tile is made up of the following:

1. Home – Finance Dashboard
2. Membership Schemes
3. Payments
4. Mandates
5. Orders
6. Product Orders
7. Bank Details
8. Website Setup
9. Vouchers (if applicable Level 5 Permission Holders)
10. Settlements
11. Subscriptions if applicable
12. Cashless if applicable
13. Gift Aid if applicable

1. Home – Finance Dashboard

The Home screen or Finance Dashboard collates all information for Orders, Collection Failures, Settlements, and Monthly Transactions.

1.1 Orders

This displays the total amount of Orders Outstanding.

The amount can be selected to drill into for further information on who and what orders are outstanding.

Orders	?	↺
Orders Outstanding Amount		
£12,135.43		
Last Updated 18/04/2024 14:34		

The Orders Outstanding will have either the status of Pending or In Progress.

Order Refer...	Order Date	Order Total	Amount Due	Payment Due	Balance	Status	Purchaser First Name	Purchaser Last Name	Payment Method	Invoice
40658465	19/03/2018 ...	£30.00	£-10.00	25/03/2018 ...	£30.00	In Progress	Lauren	Brooker	Direct Debit	
40657567	14/03/2018 ...	£10.00	£-10.00	14/03/2018 ...	£10.00	Pending	Testing	Events		
40657566	14/03/2018 ...	£5.00	£-5.00	14/03/2018 ...	£5.00	Pending	Jonathan	Peters		
40657538	14/03/2018 ...	£50.00	£-50.00	14/03/2018 ...	£50.00	Pending	Testing	Events		
40657318	13/03/2018 ...	£100.00	£-100.00	13/03/2018 ...	£100.00	Pending	Robert	Attwood		
40657317	13/03/2018 ...	£50.00	£-50.00	13/03/2018 ...	£50.00	Pending	Price	Bailey		
40656734	09/03/2018 ...	£84.00	£-7.00	15/03/2018 ...	£84.00	In Progress	Max	ABC	Direct Debit	
40656270	07/03/2018 ...	£5.00	£-5.00	07/03/2018 ...	£5.00	Pending	James	May		
40655509	05/03/2018 ...	£5.00	£-5.00	05/03/2018 ...	£5.00	Pending	Max	Member		
40655508	05/03/2018 ...	£5.00	£-5.00	05/03/2018 ...	£5.00	Pending	Test	Brooker		
40655507	05/03/2018 ...	£5.00	£-5.00	05/03/2018 ...	£5.00	Pending	Test	Add		
40654954	01/03/2018 ...	£20.00	£-20.00	01/03/2018 ...	£20.00	Pending	Parent	Test123		

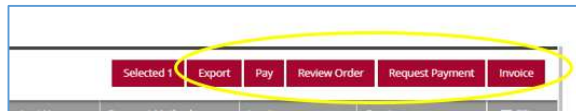
Pending – The Pending status are orders that have been created but no further action or attempt has been made to pay.

In Progress – Whereas, the In Progress status are orders that have been created, the Payment Method has been selected i.e. Card or Direct Debit which takes you to the enter detail screen, but no details have been entered. From there they have either come out of the browser or the page has timed out.

All Pending/In Progress data can be exported.

First Sports Demo													
<div> <input type="button" value="Search"/> <input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Delete"/> </div>													
Order Ref	Order Date	Order Total	Amount Due	Payment Due	Balance	Status	Purchaser First Name	Purchaser Last Name	Payment Method	Purchaser RFU...	Creator	Cashier	Table
102319904	11/04/2024 14:07:39	£8.20	£8.20	11/04/2024 14:07:32	£8.20	Pending	POS	Transactions			MR Stuart Miller (2553171)	MR Stuart Miller	11/04/2024 14:07:54
102318974	10/04/2024 00:46:38	£3.00	£3.00	16/04/2024 00:00:00	£3.00	Pending	Clive	Adams			RFU20APP01		10/04/2024 00:46:38
102318454	09/04/2024 00:46:24	£3.00	£3.00	15/04/2024 00:00:00	£3.00	Pending	Max	Abc			RFU20APP01		09/04/2024 00:46:25
102318165	08/04/2024 18:07:10	£32.54	£32.54	08/04/2024 18:02:45	£32.54	Pending	Stuart	Miller			MR Stuart Miller (2553171)	MR Stuart Miller	08/04/2024 18:22:33
102318167	08/04/2024 18:09:19	£8.20	£8.20	08/04/2024 18:09:17	£8.20	Pending	POS	Transactions			MR Stuart Miller (2553171)	MR Stuart Miller	08/04/2024 18:09:19
102318166	08/04/2024 18:09:02	£13.42	£13.42	08/04/2024 18:08:40	£13.42	Pending	Stuart	Miller			MR Stuart Miller (2553171)	MR Stuart Miller	08/04/2024 18:09:03
102317952	08/04/2024 08:34:41	£30.00	£30.00	08/04/2024 08:34:27	£30.00	In Progress	ESI	Finance Dept			Mr PSI Finance Dept (2108789)		08/04/2024 08:35:17

These Pending/In Progress Orders can be ticked individually or multiple.
Ticking an Outstanding Order individually will give you the option of Export, Pay, Review Order, Request Payment (email), Invoice.



If you select more than one or a multiple of Outstanding Orders you will have the options of Export, Pay, Request Payment (email), Invoice.

1.2 Collection Failures

This section of the dashboard displays the amount for any payments that have failed to collect for both Direct Debits and Credit Cards.

As per the Orders Outstanding Amount, these can be selected to drill into.

Collection Failures		?	↺
Direct Debit	Credit Card		
£1,684.60	£638.00		
Last Updated 18/04/2024 14:35			

For Direct Debits, the reasoning or status for 'Collection Failures' can either be Cancelled, Errors or Failed payments.

Cancelled – The Cancelled status can be due to the following reasons:

Order has been deleted,

Order Information 40414919 | Levi Barrow (2038198)

This order has been DELETED By Mr Maxwell John Burton (982786) on 18/07/2016 15:22:40

Sorry there appears to be a problem.

You do not currently have any outstanding orders.

Cost

Grand Total

Payment Information

08/06/2016 - FSD-D-125130
Direct Debit - Cancelled
* Order deleted.

01/07/2016 - FSD-D-125130
Direct Debit - Cancelled
* Order deleted.

Member or bank has cancelled the direct debit mandate,

Direct Debit - Cancelled
* The mandate for this payment was cancelled at a bank branch.

Or an individual payment has been cancelled.

Direct Debit - Cancelled
* This payment was cancelled at your request.

Error – The Error status is where the payment has errored due to invalid details, postcode is invalid, amount invalid or there was no DD mandate when payment was set up.

Direct Debit - Error
* postal code is not a valid UK postcode

Failed – The Failed status is due to the payment not being taken due to insufficient funds.

Direct Debit - Failed
* The customer's bank wasn't able to pay the Direct Debit. This is almost always due to insufficient funds, but is occasionally used as a catch-all for other failures.

Note: A function to Reschedule cancelled (if mandate details are active) and failed payments due insufficient fund is to be put into place and selecting which day for when the payment can be taken.

ReSchedule

Also, a Collect Function to collect any outstanding payments by another form of payment method i.e. card, cash, cheque etc.

Collect

As for Credit Cards, the reasoning or status for 'Collection Failures' is for either Declined or Error payments.

Declined – A Declined payment can have many reasons why the bank has declined it. E.g. amount exceeded, expired card etc.

Payment Information

16/03/2018 - FSD-C-074180
Card Payment - Declined

100.00

Error – Like direct debits, card payments will Error due to invalid details.

1.3 Direct Debit and Credit Card Settlement

Direct Debit Settlement		Credit/Debit Card Settlement	
01 May 2024 (Estimated)	£41.58	01 May 2024 (Estimated)	£14.71
15 April 2024	£2,784.90	15 April 2024	£46.97
28 March 2024	£1.14	28 March 2024	£95.97
Last Updated 18/04/2024 14:34		Last Updated 18/04/2024 14:34	

Within the dashboard, the Direct Debit and Credit Card Settlement dates and net amounts to be paid to the club will display. Displaying the last 3 settlements made per payment type, with the recent as estimated.

1.3.1 Direct Debit Settlement

As other areas of the dashboard, you can drill into each month payments that have been settled to the club.

Direct Debit Settlement		?	→	↺
01 May 2024 (Estimated)				£41.58
15 April 2024				£2,784.90
28 March 2024				£1.14
Last Updated 18/04/2024 14:34				

Under previous settlements this will list all payments that have been settled in that settlement, referencing the Settlement Date and Settlement Batch.

Settlement B...	Settlement ...	Amount	Net Amount	Status	Payment Me
43758	15/04/2024	£11.00	£10.786	Settled	Direct Debit
43758	15/04/2024	£20.25	£19.855	Settled	Direct Debit
43758	15/04/2024	£22.50	£22.061	Settled	Direct Debit
43758	15/04/2024	£22.50	£22.061	Settled	Direct Debit
43758	15/04/2024	£22.50	£22.061	Settled	Direct Debit
43758	15/04/2024	£11.00	£10.786	Settled	Direct Debit
43758	15/04/2024	£11.00	£10.786	Settled	Direct Debit
43758	15/04/2024	£26.85	£26.326	Settled	Direct Debit

This data can be exported for financial records.

When it comes to the 'Estimated' Settlement amount

Direct Debit Settlement		?	→	↺
01 May 2024 (Estimated)				£41.58
15 April 2024				£2,784.90
28 March 2024				£1.14
Last Updated 18/04/2024 14:34				

This will list all payments with the statuses of Scheduled, Confirmed and Success.

This data can also be exported for records.

Cost Centre	Name	Category	Payment Due	Budget Code
Adult Playing Members	...	Membership	08/04/2024	Membership
Adult Playing Members	...	Membership	24/03/2023	Membership

1.3.2 Credit Card Settlement

Previous settlements for Credit Cards can be drilled into.

Credit/Debit Card Settlement		🔍 → ↺
01 May 2024 (Estimated)		£14.71
15 April 2024		£46.87
28 March 2024		£95.97
		Least Updated 18/04/2024 15:11

This will display all card payments with the Settled status and referencing the Settlement Date and Settlement Batch.

Filters										
Export										
Settlement B...	Settlement ...	Amount	Net Amount	Status	Payment Me...	Transaction Type	Cost Centre	Name	Category	Payment Due
43757	15/04/2024	£22.50	£22.061	Settled	Card Payment	Payment		Adult Playing Members	Membership	01/04/2024
43757	15/04/2024	£25.40	£24.905	Settled	Card Payment	Payment		Adult Playing Members	Membership	28/03/2024

Filters

Settlement Date

EQUAL TO

15 Apr 2024 00:00:00

Status

EQUALS

Settled

Payment Method

EQUALS

Card Payment

This data can be exported for financial records.

As for the Estimated settlement, this will display card payments with the status of Success or Confirmed.

This data can also be exported for records.

Filters
✓ Payment Date
LESS THAN OR EQUAL
27/04/2024 00:00:00
✓ Status
IS ONE OF
Confirmed, Success
<input type="checkbox"/> Declined
<input type="checkbox"/> Settled
<input type="checkbox"/> Refunded
<input type="checkbox"/> Cancelled
<input type="checkbox"/> Error
<input type="checkbox"/> Pending
<input type="checkbox"/> Scheduled
<input checked="" type="checkbox"/> Success
<input checked="" type="checkbox"/> Confirmed
<input type="checkbox"/> Failed
<input type="checkbox"/> Resubmitted
<input type="checkbox"/> Submitted
<input type="checkbox"/> ChargedBack
<input type="checkbox"/> Deleted
<input type="checkbox"/> Not Collected
<input type="checkbox"/> Proposed
<input type="checkbox"/> Approved
<input type="checkbox"/> Rejected

1.4 Monthly Transactions

Monthly Transactions show the gross amount of payments made that month to the club.

Monthly Transactions									
	October	November	December	January	February	March (Act./Est.)	April (Est.)	May (Est.)	June (Est.)
Cash	£0.00	£320.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Cheque	£230.00	£410.00	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00	£0.00
Direct Debit	£1,019.04	£544.30	£384.05	£314.17	£405.00	£0.00 £285.72	£90.36	£30.12	£30.12
Free	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Card Payment	£3,295.00	£500.00	£540.00	£180.00	£240.00	£0.00	£0.00	£0.00	£0.00
Other	£2,420.00	£1,090.00	£615.00	£510.00	£430.00	£125.00	£0.00	£0.00	£0.00

Last Updated 21/03/2018 15:24

Please note this does not indicate the amount the club will be paid that month (this is the settlements) due to timings of payments made but shows what has been made that month.

All amounts are hyperlinked, so you can drill further into the payments.

January	February	March (Act./Est.)
£0.00	£0.00	£0.00
£0.00	£100.00	£0.00
<u>£314.17</u>	<u>£405.00</u>	<u>£0.00</u> <u>£285.72</u>
£0.00	£0.00	£0.00
£180.00	£240.00	£0.00
£510.00	£430.00	£125.00

You will see small or larger text amounts on Monthly Transactions per month.

March (Act./Est.)
£144.00
£0.00
<u>£8.00</u> <u>£2,019.18</u>
£0.00
£0.00
£96.00

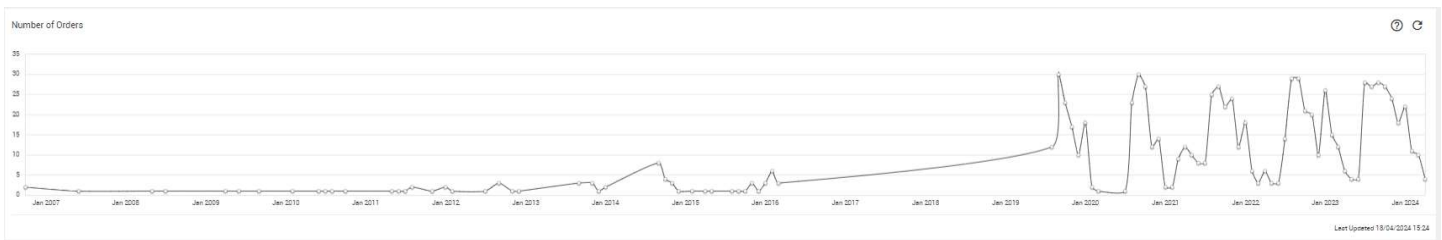
This shows Actual (Act.) - larger amount and Estimate (Est.) – smaller amount.

Actual amount is those payments that have the Settled Status.

The Estimated amount are payments that have the statuses of Success, Confirmed and Scheduled.

1.5 Number of Orders

A graph to indicate the number of orders made over the past years and months.



2. Membership Schemes

The club can create many Membership Schemes on GMS for members to purchase through the system either by online payment or by cash, cheque etc (this must be processed by an administrator).

Membership Schemes can be created in Finance or Inventory Modules. See other Membership articles for further information and instructions to set these up.

3. Products

Additional Products can be created to be purchased alongside buying a Membership or Event. e.g. Donation, Car Park. These can be created in the Inventory Module

4. Payments

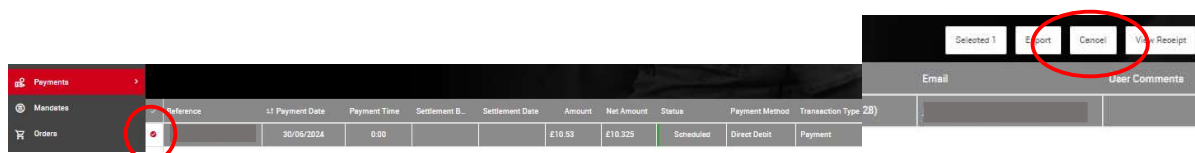
All Card, Direct Debit and Manual payments that have been Declined, Settled, Pending, Scheduled etc will display.

✓	Reference	11 Payment Date	Payment Time	Settlement B...	Settlement Date	Amount	Net Amount	Status	Payment Method	Transaction Type	Purchaser First Name	Purchaser Last Name
<input type="radio"/>	FSD-M-4214341	18/04/2024	15:06		18/04/2024	£3.96	£3.960	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4214319	18/04/2024	14:59		18/04/2024	£3.96	£3.960	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4214319	18/04/2024	14:59		18/04/2024	£4.10	£4.100	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4214282	18/04/2024	14:00		18/04/2024	£4.10	£4.100	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4202078	12/04/2024	13:29		12/04/2024	£10.00	£10.000	Settled	Cash	Payment	Freddie	Miller
<input type="radio"/>	FSD-M-4201281	11/04/2024	14:25		11/04/2024	£10.00	£10.000	Settled	Cash	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201280	11/04/2024	14:23		11/04/2024	£100.00	£100.000	Settled	Cash	Payment	Xenia	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£3.96	£3.960	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£3.69	£3.690	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£4.95	£4.950	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£5.22	£5.220	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£4.10	£4.100	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£0.00	£0.000	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£4.10	£4.100	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£2.62	£2.620	Settled	Club Card	Payment	Stuart	Miller
<input type="radio"/>	FSD-M-4201267	11/04/2024	14:06		11/04/2024	£3.90	£3.900	Settled	Club Card	Payment	Stuart	Miller

You can filter Payments by Reference, Payment Date/Time, Settlement Batch/Date, Amount, Net Amount, Status, Payment Method, Transaction Type, Purchaser First/Last Name, Created by and Email.

4.1 Cancellations and Refunds

Scheduled payments can be cancelled. Tick against the scheduled payment, this will pop up the Cancel option and select.



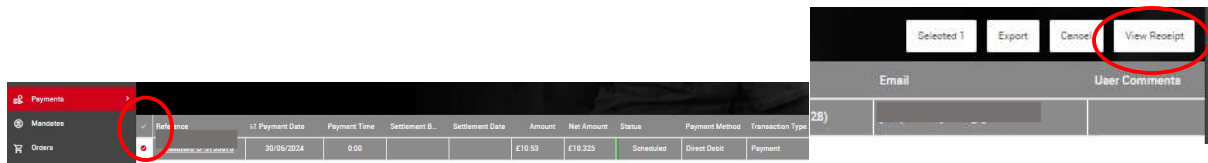
You will then need to enter a reason for cancellation and click Cancel Payment(s).

Settled payments can be refunded through Payments. Tick against the settled payment, this will pop up the Refund option and select.

You will then need to enter a reason for refunding the payment and click Refund Payment(s).

4.2 View Receipt

To view the details of the payment, tick against the payment reference and click View Receipt.



This will provide the order details.

First Sports Demo

200 Whitton Road
Twickenham
Surrey
TW2 7BA
United Kingdom

Mr Sign Up

200
Whitton Road
Twickenham
TW2 7BA
ENGLAND

mburton@first-sports.com

Order Information 40326293 | Mr Sign Up (1891399)

	Social	Qty: 1	0.01 GBP
Social			
Mr Sign Up (1891399) Membership Number: 1713571			

Cost

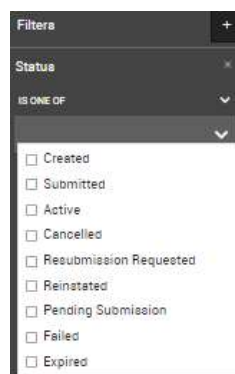
Total	0.01 GBP
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Payment Information

9/5/2015 - FSD-C-009621	0.01 GBP
Card Payment - Settled	
Total Paid	0.01 GBP

5. Mandates

Within Mandates, you can find further information on members DD mandate set up. Filtering the search on the status of the DD will enable you to find out who have cancelled their DD mandate.



6. Orders

Within Orders, this will display any orders that have been paid, unpaid, pending or deleted at the club.

These are currently for memberships or events that have been created to the individual/member.

✓	Order Ref	Order Date	Order Total	Amount Due	Payment Due	Balance	● Status	Purchaser First Name	Purchaser Last Name	Payment Method	Purchased
<input type="radio"/>	102327731	18/04/2024 15:10:57	£21.70	£0.00	18/04/2024 15:10:59	£0.00	Paid	POS	Transactions	Cash	26/04/2024
<input type="radio"/>	102327729	18/04/2024 15:09:29	£10.00	£0.00	18/04/2024 15:09:14	£0.00	Paid	Stuart	Miller	Cash	26/04/2024
<input type="radio"/>	102327720	18/04/2024 15:02:29	£9.18	£0.00	18/04/2024 14:59:10	£0.00	Paid	Stuart	Miller	Club Card	26/04/2024
<input type="radio"/>	102327717	18/04/2024 14:58:58	£8.06	£0.00	18/04/2024 14:37:44	£0.00	Paid	Stuart	Miller	Club Card	26/04/2024
<input type="radio"/>	102327693	18/04/2024 14:00:30	£4.10	£0.00	18/04/2024 14:00:16	£0.00	Paid	Stuart	Miller	Club Card	26/04/2024
<input type="radio"/>	102327634	18/04/2024 08:49:57	£0.00	£0.00	18/04/2024 08:49:12	£0.00	Cancelled	Xenia	Miller		26/04/2024
<input type="radio"/>	102326705	16/04/2024 13:27:17	£4.40	£4.40	16/04/2024 13:27:13	£4.40	Pending	Stuart	Miller		26/04/2024
<input type="radio"/>	102326704	16/04/2024 13:25:52	£21.32	£21.32	16/04/2024 13:24:47	£21.32	Pending	Stuart	Miller		26/04/2024
<input type="radio"/>	102320473	12/04/2024 14:44:27	£8.20	£8.20	12/04/2024 14:44:07	£8.20	Pending	Xenia	Miller		26/04/2024

6.1 Unpaid Orders

Any unpaid or Pending/In Progress orders will have an outstanding balance (negative red amount).

<input type="radio"/>	102326705	16/04/2024 13:27:17	£4.40	£4.40	16/04/2024 13:27:13	£4.40	Pending	Stuart	Miller		26/04/2024
<input type="radio"/>	102326704	16/04/2024 13:25:52	£21.32	£21.32	16/04/2024 13:24:47	£21.32	Pending	Stuart	Miller		26/04/2024
<input type="radio"/>	102320473	12/04/2024 14:44:27	£8.20	£8.20	12/04/2024 14:44:07	£8.20	Pending	Xenia	Miller		26/04/2024

The club can either:

Pay

Tick against the outstanding order, this will allow the Pay function to display.

First Sports Demo											
✓	Order Ref	Order Date	Order Total	Amount Due	Payment Due	Balance	● Status	Purchaser First Name	Purchaser Last Name	Payment Method	Purchased
<input type="radio"/>	102327731	18/04/2024 15:10:57	£21.70	£0.00	18/04/2024 15:10:59	£0.00	Paid	POS	Transactions	Cash	26/04/2024
<input type="radio"/>	102327729	18/04/2024 15:09:29	£10.00	£0.00	18/04/2024 15:09:14	£0.00	Paid	Stuart	Miller	Cash	26/04/2024
<input type="radio"/>	102327720	18/04/2024 15:02:29	£9.18	£0.00	18/04/2024 14:59:10	£0.00	Paid	Stuart	Miller	Club Card	26/04/2024
<input type="radio"/>	102327717	18/04/2024 14:58:58	£8.06	£0.00	18/04/2024 14:37:44	£0.00	Paid	Stuart	Miller	Club Card	26/04/2024
<input type="radio"/>	102327693	18/04/2024 14:00:30	£4.10	£0.00	18/04/2024 14:00:16	£0.00	Paid	Stuart	Miller	Club Card	26/04/2024
<input type="radio"/>	102327634	18/04/2024 08:49:57	£0.00	£0.00	18/04/2024 08:49:12	£0.00	Cancelled	Xenia	Miller		26/04/2024
<input checked="" type="radio"/>	102326705	16/04/2024 13:27:17	£4.40	£4.40	16/04/2024 13:27:13	£4.40	Pending	Stuart	Miller		26/04/2024
<input type="radio"/>	102326704	16/04/2024 13:25:52	£21.32	£21.32	16/04/2024 13:24:47	£21.32	Pending	Stuart	Miller		26/04/2024
<input type="radio"/>	102320473	12/04/2024 14:44:27	£8.20	£8.20	12/04/2024 14:44:07	£8.20	Pending	Xenia	Miller		26/04/2024

Selecting the Pay function, will allow the administrator to state that the individual has paid the balance by either:

- Cash – manual
- Cheque – manual
- Other – manual
- Online card – this can be completed if the club have set up to take online payments and individuals card details are provided (member present)
- Direct Debits - this can be completed if the club have set up to take online payments and individuals card details are provided (member present).

Order Summary

Pay Now Pay Later Cancel

Orders

Order 40317315 | Albert Test (1884566)

Social

QUANTITY: 1 PRICE: 0.01

Sub Total: 0.01

Order Total: £0.01

Payment Method

Please check the order items and the final payment amount.

Click the pay button to continue to the payment gateway.

☐ Direct Debit
 ☐ Online Card
 ☐ Cash
 ☐ Cheque

☐ Other

* FIRST NAME: Albert
 * LAST NAME: Test

* EMAIL (24/200): mburton@first-sports.com

Review Order

Tick against the outstanding order, this will display the Review Order function.

Like Pay, this will bring up the order to review and can continue to make payment.

Request Payment

Tick against the outstanding order, this will display the Request Payment function.

First Sports Demo

Selected 1 Export Pay Review Order Request Payment

✓	Order Ref	Order Date	Order Total	Amount Due	Payment Due	Balance	Status	Purchaser First Name	Purchaser Last Name	Payment Method	Invoice	Creator

Selecting Request Payment will generate an email that includes a payment portal link for the individual to click to pay for the outstanding balance.

First Sports Demo > Compose Email

FROM NAME

TO

EMAIL SUBJECT

MESSAGE BODY

EMAIL FROM

first-sports.com has implemented a strict authentication policy that can prevent mail delivery. To address this the email will be sent from first-sports.com all replies will go to info@first-sports.com.

Albert Test

Membership Payment Request

Style

B

I

U

Insert text...

Dear ((FirstName)) ((LastName)).

Your membership at First Sports Demo is now due.

We would be most grateful if you arrange to make payment for this as soon as possible.

You can pay online using our [payment portal](#).

If you have any queries please contact the club at your convenience.

info@first-sports.com

Whitton Road

Twickenham

TW2 7BA

☐ CC Sender on each Email

☐ Read Receipt

Delete

If a pending order is not to be collected then these can be deleted straight from the grid than drilling into the individual order itself.

First Sports Demo														Orders
														Generate Export Delete
Order Ref	Order Date	Order Total	Amount Due	Payment Due	Balance	Status	Purchaser First Name	Purchaser Last Name	Payment Method	Purchaser Ref.	Creator	Cashier	Table	11 Date Updated
102327731	18/04/2024 15:10:57	£23.70	£0.00	18/04/2024 15:10:59	£0.00	Paid	POS	Transactions	Cash		Mr FSI Finance Dept (2106789)	Mr FSI Finance Dept		18/04/2024 15:11:42
102327729	18/04/2024 15:09:29	£10.00	£0.00	18/04/2024 15:09:14	£0.00	Paid	Stuart	Miller	Cash		MR Stuart Miller (2553171)			18/04/2024 15:09:44
102327720	18/04/2024 15:02:29	£9.18	£0.00	18/04/2024 14:59:10	£0.00	Paid	Stuart	Miller	Club Card		MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 15:06:08
102327717	18/04/2024 14:58:08	£8.06	£0.00	18/04/2024 14:37:44	£0.00	Paid	Stuart	Miller	Club Card		MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 14:59:08
102327699	18/04/2024 14:00:30	£4.10	£0.00	18/04/2024 14:00:16	£0.00	Paid	Stuart	Miller	Club Card		MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 14:00:42
102327694	18/04/2024 09:49:57	£0.00	£0.00	18/04/2024 09:49:12	£0.00	Cancelled	Xenia	Miller			MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 09:57:25
102327670	18/04/2024 13:27:17	£4.40	£4.40	18/04/2024 13:27:13	£4.40	Pending	Stuart	Miller			MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 16:43:32

Invoice

This will populate an invoice to be sent to the Payee i.e. the member who against the order.

Invoice


Invoice

INVOICE REF
Create a new invoice ✕

LONG DESCRIPTION


Enter text here...

Payee



Mr Albert Test (1884566)
mburton@first-sports.com
200 Whitton Road
Twickenham
ENGLAND
TW2 7BA

Vendor



First Sports Demo (153869)
info@first-sports.com
200 Whitton Road
Twickenham
SURREY
UNITED KINGDOM
TW2 7BA

Notes

Public notes will be included on the invoice document.

Orders


Pending Membership Order 40317315 ✕

Payee: Mr Albert Test (1884566)
Due: 30/07/2015
Amount: £0.01


Mr Albert Test (1884566) Social at First Sports Demo

However, the Payee can be changed by selecting the pencil icon.

Payee



Mr Albert Test (1884566) 200 Whitton Road
mburton@first-sports.com Twickenham
ENGLAND
TW2 7BA



Enter details of individual who is the Payee (this is someone within Everyone of the club), click the search icon.

Please select the invoice payee

🔍 ✕

TITLE FIRST NAME * LAST NAME

DATE OF BIRTH REFERENCE

This will cross search across the club, tick to save.

Please select the invoice payee

TITLE FIRST NAME * LAST NAME

DATE OF BIRTH REFERENCE

☐ Miss Lauren Brooker - 2051321

77166 (0) 7990 577166 | lbrooker@first-sports.com | 19 January 1992 (25)

Hersham Place 41 Molesey Road Walton-on-thames Surrey United Kingdom

Notes can be added to the invoice by selecting the +

Notes

Public notes will be included on the invoice document.

+

And Orders can be removed

Orders

Pending Membership Order 40317315

Payee: Mr Albert Test (1884566)
Due: 30/07/2015
Amount: £0.01

Mr Albert Test (1884566) Social at First Sports Demo

Remove order from invoice

Orders

+

And added (+).

Orders

Pending

Membership Order 40317315

Payee: Mr Albert Test (1884566)
Due: 30/07/2015
Amount: £0.01

Mr Albert Test (1884566) Social at First Sports Demo

+

Enter Order information and search.

Find Orders

TITLE

FIRST NAME

Lauren

LAST NAME

Brooker

REFERENCE

ORDER REFERENCE

FROM PAYMENT DUE DATE

TO PAYMENT DUE DATE

ORDER STATUS

PRODUCT CATEGORY

EVENT TEMPLATE

This will bring up all deleted, paid, and pending orders. Scroll through to find the order you want to add to the invoice and select. Click the save icon to add order.

Find Orders

TITLE

FIRST NAME

LAST NAME

Brooker

REFERENCE

ORDER REFERENCE

FROM PAYMENT DUE DATE

TO PAYMENT DUE DATE

ORDER STATUS

PRODUCT CATEGORY

EVENT TEMPLATE

Pending

Ticket Order 40652435

Payee: Mrs Amanda Brooker (1901122) Ticket 2611
Due Date: 22/02/2018 Ticket 2612
Amount: £40.00

Deleted

Membership Order 40643283

Payee: Mrs Amanda Brooker (1901122)
Due Date: 24/01/2018
Amount:
Mrs AB Brooker (2161045) 2018 Membership membership at First Sports Demo Adult
Social 2018 Membership

Deleted

Membership Order 40540546

Payee: Mrs Amanda Brooker (1901122)
Due Date: 17/07/2017
Amount:
Mrs AB Brooker (2161045) First Sports Scheme at First Sports Demo

Orders

Pending

Membership Order 40317315

Payee: Mr Albert Test (1884566)
Due: 30/07/2015
Amount: £0.01

Mr Albert Test (1884566) Social at First Sports Demo

Pending

Ticket Order 40652435

Payee: Mrs Amanda Brooker (1901122) Ticket 2611
Due: 22/02/2018 Ticket 2612
Amount: £40.00

And Save invoice.

With Orders you will see those will have an invoice number against them.

Purchaser Last Name	Payment Method	Invoice	Creator
		Starts With	
		I-457673-00464595	
Test		I-457673-00464595	Mr Max Test (1591816)
Brooker		I-457673-00464595	Mrs Amanda Brooker (...)

7. Bank Details

Club's can set up to take online payments, to do this they will need to enter the clubs Bank Details, accept the T&C's, and accept the Online Payments and Direct Debit Agreements.

Select New within Bank Details.

Membership Schemes

Payments

Mandates

Orders

Product Orders

Bank Details

Website Setup

Vouchers

First Sports Demo

Bank Details

<input checked="" type="checkbox"/>	Is Default	Account Name	Valid From	Status	Account No	Bank Sort Code	Currency	Bank Name	Address Line 1	Address Line 2	Address Line 3	Post Code	Is Active
<input checked="" type="checkbox"/>	Yes	FIRST SPORTS INTERNATIONAL LTD		Active			GBP	Allied Irish Bank	GB Direct	PO Box 73305		WS SPB	Yes

Enter the Bank Details:

- Bank Name
- Bank Address

Details

Bank Details

* BANK NAME (0/255)

BANK ADDRESS 1 (0/255)

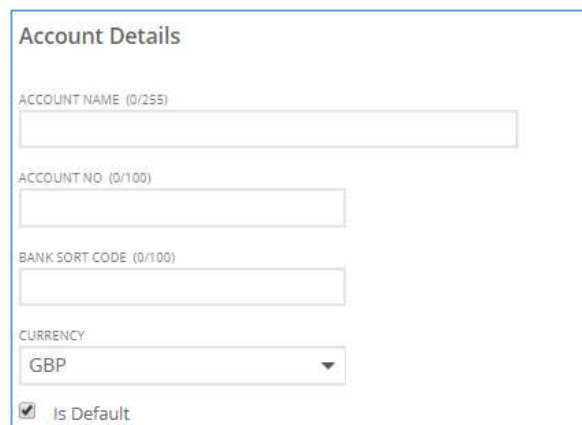
BANK ADDRESS 2 (0/255)

BANK ADDRESS 3 (0/255)

BANK POST CODE

Enter Account Details:

- Account Name
- Account Number
- Bank Sort Code



Account Details

ACCOUNT NAME (0/255)

ACCOUNT NO (0/100)

BANK SORT CODE (0/100)

CURRENCY

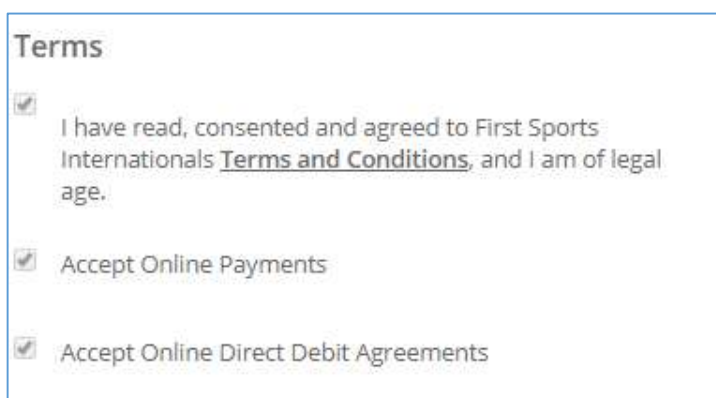
GBP

☒ Is Default

If you are using multiple bank accounts, then you will need to enter the Account Type. And set account as default if they are the main details.

And accept Terms:

- T&C's
- Online Payments
- Direct Debit Agreements



Terms

☒ I have read, consented and agreed to First Sports Internationals Terms and Conditions, and I am of legal age.

☒ Accept Online Payments

☒ Accept Online Direct Debit Agreements

Once completed all details click Save.

Please note this may take several minutes to configure.

8. Website Setup

When the club have entered the bank details and accepted all T&C's, they will have the option to create a free fixed template with FSI. Please see the articles on setting up Club Websites for further information.

A domain is generated (clubname.rfu.club) but if the club wants to change this to their own domain this can be done.

The other role for the websites is CMS Site Author – this role enables individuals to just upload content e.g. match reports, information pages etc.

The Product Orders list orders for memberships, tickets (Events) and any additional products.

You can filter the Product Orders on what you want to view, and export data.

Sales

Selected 1

Export

Send Email

Move

Payment

✓ Status

IS ONE OF

Pending

Order Time	Tax Amount	Tax Rate	Tax Type	Paid
3:27	£0.73	20.00	VAT	<u>£0.00</u>
3:25	£0.68	20.00	VAT	£0.00

If the club are taking online payments they can get an overall list of the amounts they will receive in their card and direct debit payments.

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Each settlement will have a Batch ID, which can be searched via Payments.

Orders	✓	≡ Batch	Date	Total Amount	Transactions By	Comment	Reviewed
Product Orders	✓	43752	15/04/2024	632.30 GBP	Direct Debit		No
Bank Details	✓	43751	15/04/2024	28.43 GBP	Card Payment		No
Website Setup	✓	43364	28/03/2024	148.63 GBP	Direct Debit		No
Vouchers	✓	43362	28/03/2024	95.17 GBP	Card Payment		No
Settlements	✓	42921	15/03/2024	1,617.99 GBP	Direct Debit		No
Subscriptions	✓	42920	15/03/2024	724.16 GBP	Card Payment		No
Gift Aid							

Each Batch can be clicked on to drill into the data of what payments have been settled. This data can then be exported for the club's records.