

FIRSTSPORTS

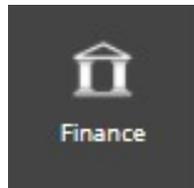
# **GMS – Finance & Online Payment Set Up**

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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.

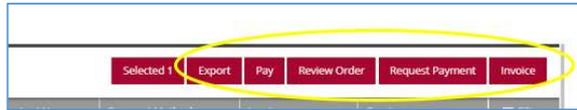
**In Progress** – Whereas, the In Progress status are orders that have been created, the Payment Method has been selected i.e. Card or Direct Debit which takes you to the enter detail screen, but no details have been entered. From there they have either come out of the browser or the page has timed out.

All Pending/In Progress data can be exported.

First Sports Demo
Search  Export  Print  Orders

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	LT Date Updated
102319904	11/04/2024 14:07:39	£8.20	£8.20	11/04/2024 14:07:32	£8.20	Pending	POS	Transactione			MR Stuart Miller (2653171)	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 (2653171)	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 (2653171)	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 (2653171)	MR Stuart Miller		08/04/2024 18:09:03
102317992	08/04/2024 08:34:41	£30.00	£30.00	08/04/2024 08:34:27	£30.00	In Progress	ESI	Finance Dept			Mr FSI Finance Dept (2104780)			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.

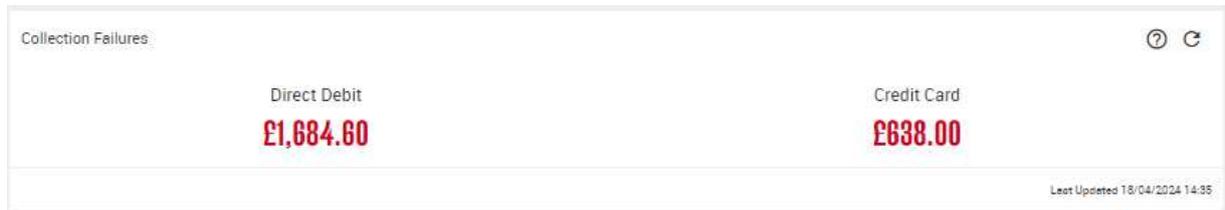


If you select more than one or a multiple of Outstanding Orders you will have the options of Export, Pay, Request Payment (email), Invoice.

## 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.



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)	£41.68	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
<small>Last Updated 18/04/2024 14:34</small>		<small>Last Updated 18/04/2024 14:34</small>	

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)	<b>£41.58</b>			
<b>15 April 2024</b>	<b>£2,784.90</b>			
28 March 2024	<b>£1.14</b>			
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 M...
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		?	→	↻
<b>01 May 2024 (Estimated)</b>	<b>£41.58</b>			
15 April 2024	<b>£2,784.90</b>			
28 March 2024	<b>£1.14</b>			
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

Filters

is ONE OF

Scheduled Confirmed Success

- Declined
- Settled
- Refunded
- Cancelled
- Error
- Pending
- Scheduled
- Success
- Confirmed
- Failed
- Resubmitted
- Submitted
- ChargedBack
- Deleted

## 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
<b>15 April 2024</b>				<b>£48.87</b>
28 March 2024				£95.97

Last Updated 18/04/2024 15:11

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

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

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
  - Declined
  - Settled
  - Refunded
  - Cancelled
  - Error
  - Pending
  - Scheduled
  - Success
  - Confirmed
  - Failed
  - Resubmitted
  - Submitted
  - ChargedBack
  - Deleted
  - Not Collected
  - Proposed
  - Approved
  - 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

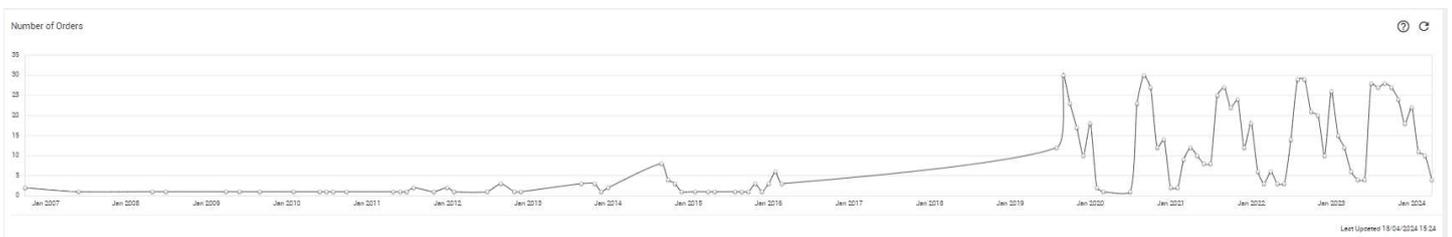
This shows Actual (Act.) - larger amount and Estimate (Est.) – smaller amount.

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

**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**

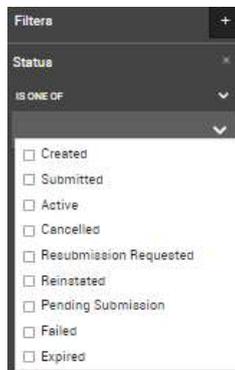
Total	0.01 GBP
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**Payment Information**

9/5/2015 - FSD-C-009621	0.01 GBP
Card Payment - Settled	
<b>Total Paid</b>	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
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
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
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
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
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
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
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
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
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 with have an outstanding balance (negative red amount).

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
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
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.

The screenshot shows the 'First Sports Demo' interface. At the top right, there are buttons for 'Deleted', 'Exp', 'Pay', and 'Print'. The 'Pay' button is circled in red. Below the buttons is a table with columns: Order Ref, Order Date, Order Total, Amount Due, Payment Due, Balance, Status, Purchaser First Name, Purchaser Last Name, Payment Method, Purchaser RFL, Creator, Cashier, Table, and 1st Date Updated. The table contains the same data as the previous tables, with the row for order 102326705 highlighted in grey. The 'Pay' button is located to the right of the table.

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).

The screenshot shows the 'Order Summary' and 'Payment Method' sections of a web application. The 'Order Summary' section displays an order for 'Social' with a quantity of 1 and a price of 0.01. The 'Payment Method' section includes radio buttons for 'Direct Debit', 'Online Card', 'Cash', 'Cheque', and 'Other'. Below these are input fields for 'FIRST NAME' (Albert), 'LAST NAME' (Test), and 'EMAIL' (mburton@first-sports.com). Buttons for 'Pay Now', 'Pay Later', and 'Cancel' are visible at the top right.

## 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.

The screenshot shows a table with columns for 'Order Ref', 'Order Date', 'Order Total', 'Amount Due', 'Payment Due', 'Balance', 'Status', 'Purchaser First Name', 'Purchaser Last Name', 'Payment Method', 'Invoice', and 'Creator'. The 'Request Payment' button is highlighted with a yellow circle.

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:

EMAIL FROM: info@first-sports.com

TO: Albert Test

EMAIL SUBJECT: Membership Payment Request

MESSAGE BODY:

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.

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	Date Updated
102327731	18/04/2024 15:10:57	£23.70	£0.00	18/04/2024 15:10:59	£0.00	Paic	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	Paic	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 14:59:30	£0.00	Paic	Stuart	Miller	Club Card		MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 15:06:08
102327717	18/04/2024 14:58:08	£6.06	£0.00	18/04/2024 14:37:44	£0.00	Paic	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	Paic	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 08:49:12	£0.00	Cancelled	Xenia	Miller			MR Stuart Miller (2553171)	MR Stuart Miller		18/04/2024 09:57:25
102327670	16/04/2024 13:27:17	£4.40	£4.40	16/04/2024 13:27:13	£4.40	Pending	Stuart	Miller			MR Stuart Miller (2553171)	MR Stuart Miller		16/04/2024 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

LONG DESCRIPTION

Enter text here...

---

<p><b>Payee</b></p>  <p>Mr Albert Test (1884566)  mburton@first-sports.com  200 Whitton Road  Twickenham  ENGLAND  TW2 7BA</p>	<p><b>Vendor</b></p>  <p>First Sports Demo (153869)  info@first-sports.com  200 Whitton Road  Twickenham  SURREY  UNITED KINGDOM  TW2 7BA</p>
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**Notes**

Public notes will be included on the invoice document.

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**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)  
Hershams 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

Remove order from invoice

Payee: Mr Albert Test (1884566)  
Due: 30/07/2015  
Amount: £0.01  
Mr Albert Test (1884566) Social at First Sports Demo

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 <input type="text" value="Lauren"/>	LAST NAME <input type="text" value="Brooker"/>	REFERENCE <input type="text"/>
ORDER REFERENCE <input type="text"/>	FROM PAYMENT DUE DATE <input type="text"/>	TO PAYMENT DUE DATE <input type="text"/>	ORDER STATUS <input type="text"/>
EVENT TEMPLATE <input type="text"/>			

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 <input type="text" value="Lauren"/>	LAST NAME <input type="text" value="Brooker"/>	REFERENCE <input type="text"/>
ORDER REFERENCE <input type="text"/>	FROM PAYMENT DUE DATE <input type="text"/>	TO PAYMENT DUE DATE <input type="text"/>	ORDER STATUS <input type="text"/>
EVENT TEMPLATE <input type="text"/>			

Pending **Ticket Order 40652435**

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

And Save invoice.

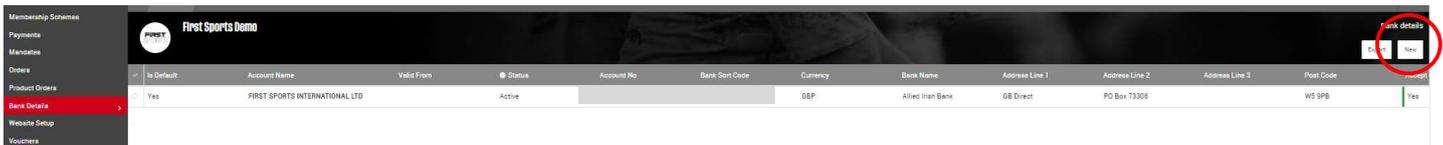
With Orders you will see those will have an invoice number against them.

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.



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 individual creates the site will automatically get the role of CMS Site Editor. This is the main role which enables an individual to log on (using GMS credentials) a design, add and edit content.

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.

## 9. Product Orders

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

The screenshot shows a table with columns: Category, Price, Quantity, and Total. A dropdown menu is open under the 'Category' column, listing several options with checkboxes:

- Add on product for Membership Schemes
- Donation
- Event
- Magazines
- Membership
- Sport Kit
- Ticket
- Voucher

Below the dropdown, a row is visible with the following data:

Category	Price	Quantity	Total
Ticket	£5.00	1	

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

Pending Orders can have an Invoice or Payment be made.

The screenshot shows a 'Sales' interface with a table of orders and a filter dropdown. The table has columns: Order Time, Tax Amount, Tax Rate, Tax Type, and Paid. The filter dropdown is set to 'Pending'.

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

## 10. Settlements

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.

Card payments are settled on or around the 1<sup>st</sup> and 15<sup>th</sup> of each month, whereas direct debit payments are settled once a month on the 1<sup>st</sup>.

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.