

IWITS – Entering an Activity Fee Payment in the Member Payment Screen



1 There are times an activity fee payment will need to be entered using the Member Payment tab. Some examples of when this might occur are:

1. Member didn't pay the fee at the time the activity was entered.
2. Member's O/U amount is going to be applied to the fee.
3. Member is making installment payments towards the fee.
4. The fee owed was not entered on the activity when it was created. For this, please also contact the IT Helpdesk so we can add fee owed to the activity.

In these cases, you will need to use the correct Fee Account to ensure the fee is paid and recorded correctly.

2 You will need to Set Back Date by updating to match the effective date of the activity. The class change was effective 4/1/24, so the Set Back Date is updated to 4/1/24.

Description	Min/Wks/Am/Blks	Type	Rate	Due	Paid	Memo PT
DUES - MEMBERSHIP DUES	0	Months	37.50	0.00	0.00	3/2024
Member Receipt Totals						
Previous O/U:	0.00	Dues Due:	0.00	Dues Paid:	0.00	
		Other Due:	0.00	Other Paid:	0.00	
Convenience Fee:	0.00	Total Due:	0.00	Total Paid:	0.00	New O/U Bal: 0.00

3

Click "Save Back Date" before entering your payment information. You should receive a pop-up advising "Back Date Successfully set to : 4/1/2024"

The screenshot shows the 'Member's Receipts' form. At the top, there are tabs for 'Payment' and 'Member's Receipts'. Below the tabs, there is a 'Set Back Date: MM/DD/YYYY' field with a dropdown menu set to '4' and '2024'. A dropdown menu for 'Member wants to pay for how many months?' is set to '00'. The main table has columns for 'Description', 'Mos/Wks/Amnt/Hrs', 'Type', 'Rate', 'Due', 'Paid', and 'Memo PT'. The first row is 'DUES - MEMBERSHIP DUES' with a rate of 37.50 and a due date of 3/2024. At the bottom right, there is a 'Save Back Date' button highlighted with an orange circle.

4

Click this dropdown to select the payment method.

The screenshot shows the 'Member's Receipts' form. At the top, there are tabs for 'Payment' and 'Member's Receipts'. Below the tabs, there is a 'Set Back Date: MM/DD/YYYY' field with a dropdown menu set to '4' and '2024'. A dropdown menu for 'Member wants to pay for how many months?' is set to '00'. The main table has columns for 'Description', 'Mos/Wks/Amnt/Hrs', 'Type', and 'Rate'. The first row is 'DUES - MEMBERSHIP DUES' with a rate of 37.50. The 'Payment Method' dropdown is set to 'Credit Card' and is highlighted with an orange circle.

5 Click this dropdown to select the correct fee account to be used.

Payment Method: Ref #:

Description: ▼

Previous O/U:	Dues Due:	Other Due:	Total Due:
0.00	0.00	0.00	0.00
Convenience Fee:			
0.00			

Defer Receipt Email:

6 The following fee accounts should be used to match the activity the fee is paying.

Name: Other ID:

Status: Pending Hire Date:

Initiation: Paid Thru: 2/2020

Dues: IW Paid Thru: 02/2020

DOB:

Payment Method: Member's Receipts:

Set Back Date:

00 Member wants to pay for how many months?

- MISC - 00517500 - DEFERRED COMP
- MISC - 00518100 - PICKET DUTY
- MISC - 00519100 - FICA TAXES
- MISC - 00519200 - FUTA TAXES
- MISC - 00519300 - STATE UNEMPLOYMENT TAXES
- MISC - 00519400 - STATE TRAINING TAXES
- MISC - 00519500 - STATE PROPERTY TAXES
- MISC - 00519600 - FILING FEES
- MISC - 00520100 - ADVERTISING
- MISC - 00520200 - EDUC. PUBLICITY & PROMTN
- MISC - 00520300 - INTEREST EXPENSE
- MISC - 00520400 - BANK CHARGES
- MISC - 00520500 - FLOWERS
- MISC - 00520600 - SOCIAL FUNCTIONS
- MISC - 00520900 - MISC. EXPENSE
- MISC - 00522100 - POLITICAL
- MISC - 00522200 - EDUCATIONAL
- MISC - 00522300 - LABOR
- MISC - 00522500 - CHARITABLE
- MISC - 00522600 - REIMBURSE POLITICAL ACTIVIST STIPEND
- MISC - 00530000 - CELLULAR TELEPHONE OFFICER USAGE
- MISC - 00530100 - SUSPENSE
- FEE - 94 - DIFFERENTIAL FEE
- FEE - 63 - INITIATION
- FEE - 129 - PROBY TO APPR
- FEE - 131 - PROBY TO JOURN
- FEE - 64 - REINSTATEMENT
- FEE - 97 - SKILL CHANGE
- FEE - 67 - TRANSFER FEE
- FEE - 69 - WITHDRAWAL CARD DEPOSIT

All activity fees can be found here and if they are not used to pay for the activity the system will not mark the fee as being paid.

7

Enter the amount being paid toward the fee and click "Save".

The screenshot shows a web-based form for entering member receipts. At the top, there are tabs for 'Payment' and 'Member's Receipts', and a 'Cancel/Close/Date' button. Below the tabs, there are fields for 'Set Back Date: MM/DD/YYYY' (with a dropdown for '4' and '1' and a year of '2024') and 'Current back date: 4/1/2024'. A question '00 Member wants to pay for how many months?' is also present. The main table is titled 'Member Receipt Details' and has columns for 'Description', 'Mts/Wks/Asst Hrs', 'Type', 'Rate', 'Due', 'Paid', and 'Memo FT'. The first row is highlighted with a red box and contains the text 'FEE - 129 - PROBY TO APPR', '1', and '100.00' in the 'Rate' and 'Paid' columns respectively. Below the table is a 'Member Receipt Totals' section with sub-sections for 'Previous O/U', 'Dues Due', 'Other Due', 'Total Due', 'Dues Paid', 'Other Paid', and 'Paid'. At the bottom right, there are buttons for 'Defer Receipt', 'Email', 'Cancel', 'Save Back Date', and 'Save'. A red circle highlights the 'Save' button.

Description	Mts/Wks/Asst Hrs	Type	Rate	Due	Paid	Memo FT
FEE - 129 - PROBY TO APPR	1		100.00	100.00	100.00	

Member Receipt Totals

Previous O/U	0.00	Dues Due	0.00	Dues Paid	0.00
		Other Due	100.00	Other Paid	100.00
Convenience Fee	0.00	Total Due	100.00	Paid	100.00

New O/U Bal: 0.00

Buttons: Defer Receipt, Email, Cancel, Save Back Date, Save