QuDieMGA

Software Solutions For
Flying Club Management

Members' Accounts User Guide

Members' Accounts

Members' Accounts allow deposits to be held against future charges or credit to be provided to members for settlement at a later date. Facilities are included to (optionally) set minimum cash credit or deficit balances for different account (Membership) categories, monitor transactions, issue statements for individual accounts and summarise transactions and balances on all accounts.

Pre-purchased training and hire hours on specific aircraft types may be held on account and hours flown set against these through the normal invoice process. The allocation of an account to a member is password controlled.

Allocating an Account to a Member:

- On the Set-up area of the Set-up and Analysis screen, click Members.
- Enter the details of a new member or DISPLAY an existing member
- Within the PAYMENT section of the screen, check the Allocate Account box.
- Make sure the default CASH ONLY box is checked. See below for non Cash Only (Pre-paid Training or Hours) accounts.
- Repeat the above steps for any further members as required.
- Close the screen.
- The system will create numbered accounts for the selected members which will
- be available on transaction and invoicing screens.

Making a Payment into an Account:

- On the Main screen under Admin, Click Credit Account.
- Select the Member's Name from the ACCOUNT No. list.
- Enter the AMOUNT being deposited.
- Select the PAYMENT METHOD being used.
- To complete the transaction, Click Confirm or Confirm & Receipt if a printed receipt is required.

Amending a Credit Account entry:

- On the Main screen under Admin, Click Credit Account.
- Use the Page Up key (on keyboard) to display the required transaction.
- Amend the Account No., Amount or Payment Method as required.
- If a Receipt is required, whether or not amendments have been made, Click Confirm & Receipt. Otherwise, Click Confirm to save the changes.

Charging Purchases to an Account:

- Raise the invoice for the flying/shop purchase in the normal way.
- When the Invoice Preview screen is displayed, Member's Account No. and balance will be displayed.
- Select Account payment method followed by YES or PRINT if a paper invoice is required.

Minimum Balances

A minimum deficit or credit balance may be set for accounts according to a member's Membership Category. In addition to allowing members with differing credit statuses to be allowed appropriate credit limits, this may also be used to ensure members who have been given advantageous pricing subject to maintaining a minimum deposit balance do not breach their limit. Limits are set as part of a Membership Category, so all members given a particular Category will have the same minimum account balance applied to their account. If no limit is set (the field is blank) no account balance control will be applied. When an invoice is being processed, it will not be able to be charged to the
member's account if it would cause the minimum account balance to be breached. The user (member) will be offered the choice of settling the invoice by an alternative Payment Method or making sufficient payment into the account to cover the invoice amount. In the latter is selected, the system will open the Credit Account screen, pre-set the required minimum amount and return to the invoice screen when the deposit is completed.

Setting a Minimum Account Balance:

- On the Set-up area of the Set-up & Analysis screen, click Membership.
- Use the Page Down key (on keyboard) to display the required Membership Category or Click Add Category and enter new details as required. Note that the default minimum account balance is £0.00.
- In the MINIMUM ACCOUNT BALANCE field enter the amount required. Precede with a minus sign for a deficit amount e.g. entering -500 will allow a maximum account deficit of -£500.00. Delete any entry in the field to disable control of minimum account balance for this Category.
- Close the screen to save the changes.

Monitoring Cash Accounts and Issuing Statements

- In the Analysis area of the Set-up and Analysis screen under Members, click Members Accounts.
- On the Account Navigation screen select the relevant Account Holder.
- Enter Start Date, the date from which you want to view transactions.
- Enter Statement Date, the date to which the member's statement will be prepared.
- Below All Accounts Balances Cash, click View or Print for up to date summaries of all accounts.
- Click Credits/Debits to view up to date transactions and current Balance for the Selected Account Holder.
- Click Print Cash Statement to issue a Statement for the selected Account Holder.

Hours Accounts

Hours Accounts allow Training or Private Hire flying hours pre-purchased for different aircraft types to be held on account, allowing the sale of hour's packages. Only flights of the category on the pre-paid account will be charged a zero monetary value (the hours having already been paid for) but the flying time charged to the member's hours on account Hours Accounts operate as Cash Accounts for non Pre-Paid Hours purchases.

Allocating an Hours Account to a Member:

- On the Set-up area of the Set-up and Analysis screen, click Members.
- Enter the details of a new member or DISPLAY an existing member.
- If the member does not have an account, check the Allocate Account box within the PAYMENT section of the screen.

- Check Pre-Paid Training or Pre-Paid Hire box according to the category of hours the member is purchasing.
- Close the screen.

Purchasing and Depositing Hours on Account:

- On the Main screen under Admin, Click Credit Account.
- Select the Member's Name from the ACCOUNT No. list.
- Enter the AMOUNT being deposited to purchase the hour's package.
- Select the PAYMENT METHOD being used.
- Select the AIRCRAFT TYPE for which hours are being purchased.
- Enter HOURS being purchased.
- Click Confirm or Confirm & Receipt if a printed receipt is required.
- Raise a Shop Item Invoice for the relevant Hours Package and use the
- Account Payment Method to offset the Amount deposited above.

Charging Hours Flown to an Account:

- Raise the invoice for the flight in the normal way. For flights corresponding to the category of pre-paid hours on account, the invoice value will be zero.
- Select the Account payment method and complete the transaction.

Monitoring Hours Accounts and Issuing Statements:

- In the Analysis area of the Set-up and Analysis screen under Members, click Members Accounts.
- On the Account Navigation screen select the relevant Account Holder.
- Enter Start Date, the date from which you want to view transactions.
- Enter Statement Date.
- Below All Accounts Balances Hours, click View or Print for up to date summaries of all accounts.
- Click Credits/Debits/Hours Balance to view up to date transactions and current Balance for the Selected Account Holder.
- Click Print Hours Statement to issue a Statement for the selected Account Holder.

Need more Help?

If you get stuck or want to talk through the best way to address your specific operating practice, contact *CavOK Ltd.* We look forward to working with you.

We are able to provide on-line help during which we can remotely control your desktop and talk you through setting-up and getting the best from the system. Call us to arrange a convenient time for this.

CavOK Ltd **www.qudiem.com**
Telephone 01932 821905
 e-mail: info@qudiem.com

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