

## Dues Field Descriptions

02/12/2010

<b>Amount</b>	Amount of dues paid. [AMOUNT : Numeric (12;2)]
<b>Check#</b>	For reference enter the check number or cash, cc-visa, cc-mc, cc-ax, cc-disc, or other. [CHECKNO : Character (25)]
<b>Company</b>	Company, corporation, or organization name. If the Company field is populated on the associated contact record, this field will be automatically filled in by PastPerfect. [COMPANY : Character (50)]
<b>Complimentary Dues</b>	This logical field is flagged if the dues renewal was complimentary. [DUESCOMPED : Logical]
<b>Date</b>	<p>This date is used to record the date on which the dues payment was made. The system automatically fills in today's date, however you may change the date manually. Your system may be set to enter dates in the following formats:</p> <p>ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY</p> <p>To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [DATE : Date]</p>
<b>Day</b>	The day (number) of the month, of the dues payment. [DAY : Numeric (2)]
<b>Membership Name</b>	Name of the membership. This can be an individual's name, a family name, a company name, corporation, or organization. [NAME : Character (50)]
<b>Membership Sub-type</b>	In addition to Membership Types, your organization may also have Membership Subtypes. To create Membership Subtypes go to Setup   Contacts and choose the Membership Subtypes button on the Sidebar. Add, edit or delete Membership Subtypes and Membership Subtype Codes on this screen. [SUBTYPE : Character (20)]
<b>Membership Subtype Code</b>	Each membership subtype can be assigned a code. Each code can be assigned to one or more membership subtypes. These codes can be used to produce reports subtotaling dues receipts by code. [SUBCODE : Character (10)]
<b>Membership Type</b>	Your organization probably has a number of Membership Types. To create Membership Types go to Setup   Contacts and choose the Membership Types button on the Sidebar. Add, edit or delete Membership Types, Membership Types Codes and Membership Types Dues on this screen. [TYPE : Character (20)]
<b>Membership Type Code</b>	Each membership type can be assigned a code. Each code can be assigned to one or more membership types. These codes can be used to produce reports subtotaling dues receipts by code. [MEMCODE : Character (10)]
<b>Membership#</b>	The Membership# is the unique identifying number that PastPerfect uses to link the membership to dues and donations. [MEMNO : Numeric (6)]

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<b>Month</b>	<p>The month (number) of the year, of the dues payment.</p> <p>To view total membership dues by month, click the Pledges &amp; Receipts button on the Main Menu and click the month tabs at the top of the screen. [MONTH : Numeric (2)]</p>
<b>Notes</b>	<p>The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field. [DUESNOTES : Memo]</p>
<b>Paidthru</b>	<p>Date through which the current dues payment covers. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY</p> <p>To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [PAIDTHRU : Date]</p>
<b>Revenue Restriction</b>	<p>This field can be used to denote restrictions on the use of the dues payment. Restriction options are permanently, temporarily or unrestricted. [RESTRICT : Character (15)]</p>
<b>Revenue Source</b>	<p>This field can be used to create reports summarizing income from different sources. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu   Setup   Authority Files. [REVENUE : Character (40)]</p>
<b>Tax Deductible Amount</b>	<p>Amount of the dues payment that is tax deductible. [amtdeduct : Numeric (12;2)]</p>
<b>Type of Payment</b>	<p>The Type field is controlled by an Authority File from which you may choose predefined payment types. Select how the payment was made, e.g., check, cash, cc-visa, PayPal, lockbox, other, etc. [TYPEPAY : Character (8)]</p>
<b>Year</b>	<p>The year of the dues payment.</p> <p>To view total membership dues by year, click the Pledges &amp; Receipts button on the Main Menu and click the year or fiscal year tab in the top right corner of the screen. [YEAR : Numeric (4)]</p>