Membership fee

A plugin for the free online membership management software Admidio

Documentation

December 2022

Rainer M. Binder

Prolog

In the fall of 2010, I was asked by my then 1st chairman whether I would like to take on the post of secretary in the local sports club. I agreed after a moment's thought. The activity included, among other things, the administration of members and the calculation of membership fees.

A membership management program was in place, but despite having worked in IT for 30 years, I couldn't get by with this program. Various functions could only be accessed using special, undocumented key combinations.

So I went looking for another program and found it at Admidio. In 2011 the **membership fee** plugin was already available in version 1.0.1. With the consent of the author Gerald Lutter, I took it over from him and have continuously developed it since then.

In 2012 the plugin was completely revised and provided with an accordion menu. In 2013 came the next major leap in version and **membership fee** was expanded to include SEPA functionalities. Up to this point, there were still very few SEPA-enabled programs. Free ones were almost impossible to find.

Membership fee is different than other programs. This is mainly due to the fact that the plugin uses the role structure specified by Admidio to calculate the contributions (a contribution and a contribution period can be assigned to a role in Admidio. The plugin evaluates this information). **Membership fee** was designed from the ground up, no other program served as a model.

Version history

43 updates have been released since 2011, the current version is 5.1.5. A change history can be found on admidio.org.

Demo version

A demo version of Membership Fee is available on my website admidiopluginsdemo.rmb.de.

Source code

The source code is available on GitHub (https://github.com/rmbinder/Mitgliedsbeitrag).

Content

Membership fee

Function

The **membership fee** plugin is used to calculate membership fees and export them either as a SEPA XML file or in the form of a list (XLSX, CSV). Since **membership fee** does not offer a way to send a SEPA XML file directly to a bank, an external home banking application (e.g. Jameica/Hibiscus) must be used for this. If the bank allows it, it may even be possible to submit the SEPA XML file using a USB stick.

The contribution calculation and the export are two processes that run independently of one another.

1. First, contributions are calculated based on role memberships and stored in a member's profile data (The required additional profile fields were created during the installation routine). After the data has been saved, this process is complete. The values for contribution, contribution period or sequence type can be changed later in a member's profile at any time.

2. For the export, all members are run through in a loop and it is checked whether there is data from **membership fees** (such as contribution or contribution period) in the profile fields. If yes, they will be read. No further calculation is carried out. After the data has been imported, it can be exported as a SEPA XML file or in the form of a list (Excel, CSV).

Since the contributions are determined based on role memberships, various role types have been defined for this purpose. These will be referred to as **contribution roles** in the following.

- **Age-based roles**
  - Contribution calculation depending on the age of a member

- **Family roles**
  - Contribution calculation for families or groups where one member is the contributor
  - as a special form of family roles, there are multiplier roles in which the contribution value of the role is not added, but serves as a multiplier

- **Fixed Contribution roles**
  - Calculation of contributions for divisions, honorary members, young people, etc.

In addition to these contribution roles, there are also **individual contributions** that can be used to calculate individual contributions such as electricity or water consumption.

Notice

References in this description to certain menu items of the plugin are shown as follows:

→ *<Tab> - <menu item> - <possible single point>*

(e.g. → *Preferences – Contribution settings - Separator*)

Installation

Upload the files

In the first step, the program files must be uploaded to the server in a subdirectory of adm_plugins. The name of the directory can be chosen arbitrarily. However, it is recommended to use the name "membership_fee".

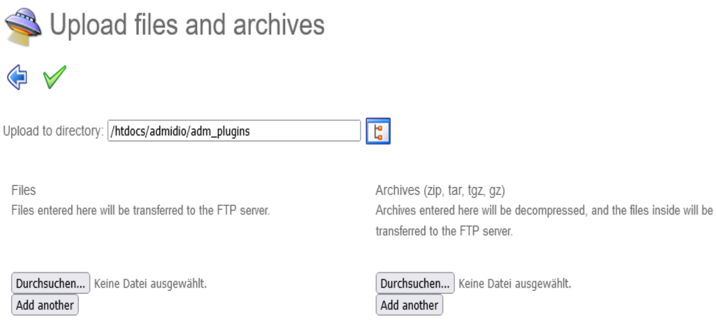
There are two options here:

1st possibility:

- Unzip the file "mitgliedsbeitrag_x.y.z.zip". A directory with the name "membership_fee" is created with program files contained in it.
- In the Admidio directory adm_plugins create a new folder called "membership_fee".
- Copy all files and folders from the local subscriptions folder to the subscriptions folder on the server.

2nd possibility:

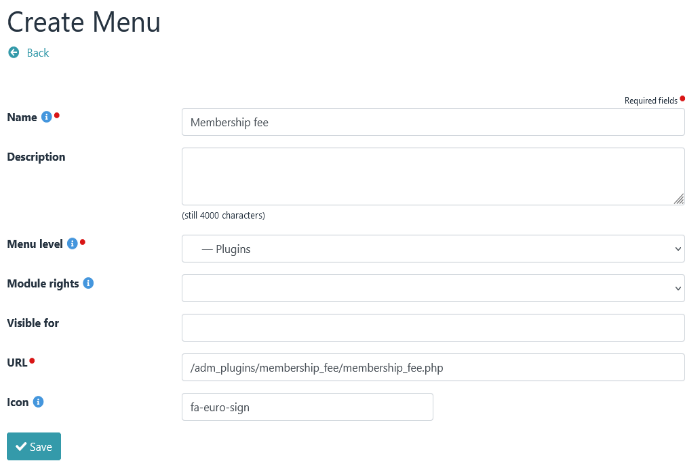
Many file managers offer the option of uploading and unpacking ZIP files in one step.



If this option is available, the "mitgliedsbeitrag_x.y.z.zip" file only needs to be uploaded to the adm_plugins directory and unzipped. The sub folder "membership_fee" is created automatically.

After the program files have been uploaded, a new menu item must be created via the Admidio menu.

Creating a menu item



The correct URL is important: adm_plugins/membership_fee/membership_fee.php

It is strongly recommended to specify one or more roles under "Visible for".

If roles are specified here, then the link to the plugin (in the menu bar) will only be visible to members of the specified roles and, more importantly, the plugin and all main subroutines (PHP files) can only be called by members of the specified roles.

The plugin reads in all roles that are entered in the "Visible for" field and creates an access authorization only for the members of these roles. It is then no longer possible for non-members of these roles to call up a program directly via the address line of the browser, such as .../adm_plugins/membership_fee/payments.php.

The first call

At each start, the plugin checks whether the values of "version" and "stand" of the file version.php match the data stored in the database.

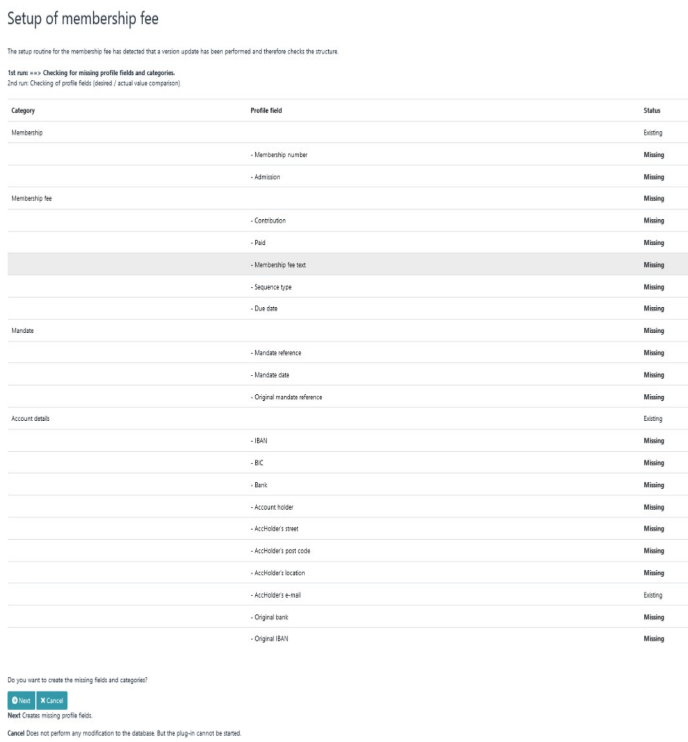
If there are differences, an installation routine is called up and further checks are carried out:

1. If configuration data is already available (the plugin has already been called), then the existing configuration data is reinitialized and overwritten with current data.

2. If no configuration data is available (the plugin was started for the first time), then installation.php is called and all necessary profile fields and categories are created.

This installation process consists of two passes:

First pass: Creation of missing profile fields and categories



Setup of membership fee

The setup routine for the membership fee has detected that a version update has been performed and therefore checks the structure.

1st run: ==> Checking for missing profile fields and categories.
2nd run: Checking of profile fields (desired / actual value comparison)

Category	Profile field	Status
Membership		Existing
	- Membership number	**Missing**
	- Admission	**Missing**
Membership fee		**Missing**
	- Contribution	**Missing**
	- Paid	**Missing**
	- Membership fee text	**Missing**
	- Sequence type	**Missing**
	- Due date	**Missing**
Mandate		**Missing**
	- Mandate reference	**Missing**
	- Mandate date	**Missing**
	- Original mandate reference	**Missing**
Account details		Existing
	- IBAN	**Missing**
	- BIC	**Missing**
	- Bank	**Missing**
	- Account holder	**Missing**
	- AccHolder's street	**Missing**
	- AccHolder's post code	**Missing**
	- AccHolder's location	**Missing**
	- AccHolder's e-mail	Existing
	- Original bank	**Missing**
	- Original IBAN	**Missing**

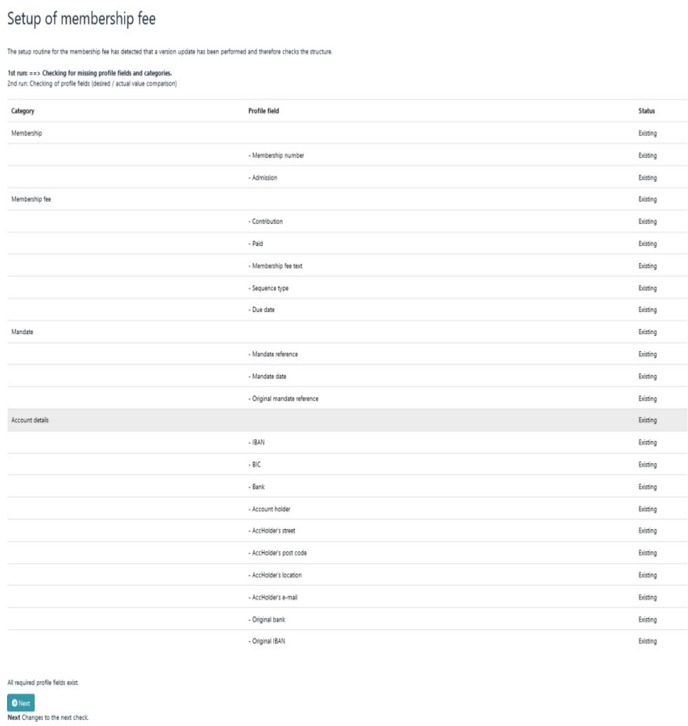
Do you want to create the missing fields and categories?

Next Cancel

Next Creates missing profile fields.

Cancel Does not perform any modification to the database. But the plug-in cannot be started.

In the first pass of the installation routine, the database is checked for missing profile fields and categories. If profile fields or categories are missing, they can be created using the "Next" button.



Setup of membership fee

The setup routine for the membership fee has detected that a version update has been performed and therefore checks the structure.

1st run: ==> Checking for missing profile fields and categories.
2nd run: Checking of profile fields (desired / actual value comparison)

Category	Profile field	Status
Membership		Existing
	- Membership number	Existing
	- Admission	Existing
Membership fee		Existing
	- Contribution	Existing
	- Paid	Existing
	- Membership fee text	Existing
	- Sequence type	Existing
	- Due date	Existing
Mandate		Existing
	- Mandate reference	Existing
	- Mandate date	Existing
	- Original mandate reference	Existing
Account details		Existing
	- IBAN	Existing
	- BIC	Existing
	- Bank	Existing
	- Account holder	Existing
	- AccHolder's street	Existing
	- AccHolder's post code	Existing
	- AccHolder's location	Existing
	- AccHolder's e-mail	Existing
	- Original bank	Existing
	- Original IBAN	Existing

All required profile fields exist.

Next

Next Changes to the next check.

You can only switch to the second round if all the necessary profile fields are available.

Second pass: target/actual comparison

Setup of membership fee

The setup routine for the membership fee has detected that a version update has been performed and therefore checks the structure.

1st run: Checking for missing profile fields and categories.
2nd run: ==> Checking of profile fields (desired / actual value comparison)

Category	Profile field	Internal name		Data type							
		DESIRED	ACTUAL	DESIRED	ACTUAL	DESIRED	ACTUAL	DESIRED	ACTUAL	DESIRED	ACTU
Membership		MEMBERSHIP1	MEMBERSHIP1								
	- Membership number	MEMBERNUMBER1	MEMBERNUMBER1	TEXT	TEXT						
	- Admission	ACCESSION1	ACCESSION1	DATE	DATE						
Membership fee		MEMBERSHIP_FEE1	MEMBERSHIP_FEE1								
	- Contribution	FEE1	FEE1	DECIMAL	DECIMAL						
	- Paid	PAID1	PAID1	DATE	DATE						
	- Membership fee text	CONTRIBUTORY_TEXT1	CONTRIBUTORY_TEXT1	TEXT	TEXT						
	- Sequence type	SEQUENCETYPE1	SEQUENCETYPE1	TEXT	TEXT						
	- Due date	DUEDATE1	DUEDATE1	DATE	DATE						
Mandate		MANDATE1	MANDATE1								
	- Mandate reference	MANDATEID1	MANDATEID1	TEXT	TEXT						
	- Mandate date	MANDATEDATE1	MANDATEDATE1	DATE	DATE						
	- Original mandate reference	ORIG_MANDATEID1	ORIG_MANDATEID1	TEXT	TEXT						
Account details		ACCOUNT_DATA	ACCOUNT_DATA								
	- IBAN	IBAN	IBAN	TEXT	TEXT						
	- BIC	BIC	BIC	TEXT	TEXT						
	- Bank	BANK	BANK	TEXT	TEXT						
	- Account holder	DEBTOR	DEBTOR	TEXT	TEXT						
	- AccHolder's street	DEBTOR_STREET	DEBTOR_STREET	TEXT	TEXT						
	- AccHolder's post code	DEBTOR_POSTCODE	DEBTOR_POSTCODE	TEXT	TEXT						
	- AccHolder's location	DEBTOR_CITY	DEBTOR_CITY	TEXT	TEXT						
	- AccHolder's e-mail	DEBTOR_EMAIL	DEBTOR_EMAIL	TEXT	TEXT						
	- Original bank	ORIG_DEBTOR_AGENT	ORIG_DEBTOR_AGENT	TEXT	TEXT						
	- Original IBAN	ORIG_IBAN	ORIG_IBAN	TEXT	TEXT						

The displayed data is for information purposes only. No changes will be made to the database. Should there be any differences (DESIRED / ACTUAL), the plug-in may not function correctly.

Next

Next terminates this setup routine (If changes to the database have been made, it is highly recommended to restart Admidio).

The second pass of the installation routine is only a target/actual comparison to show how necessary categories and profile fields should be defined. Differences are highlighted in bold.

For example, it's possible that a profile field called "Membership number" already exists, but it's not the correct data type. Necessary changes are not carried out by the installation routine.

After an initial installation, Admidio should always be closed and restarted.

The first basic settings

After successful installation, important basic settings must be made. To do this, call up the **Preferences** menu of the plugin.

Contribution settings

The first settings, such as the proportional calculation of contributions, are to be made under → *Preferences - Contribution settings*. All individual points are provided with a short help text.

Account details

The account details of the association must be entered under → *Preferences - Account details*.

Mandate management

Under → *Preferences - Mandate management* it is important to make the right selection under **Data field for sequence number**. The data field selected here determines an important segment of the mandate reference. Once a decision has been made, it should not be changed.

View definitions

In → *Preferences – View definitions*, a content field must be specified for each column (no field may be empty)

Background

In some cases, IDs from profile fields cannot be read out correctly during the installation process. This can be recognized by the fact that the content field for some columns is empty. In this case, click the "Save" button once in the view definitions module.

Testing the basic functions

After installation, the basic functions should be tested.

The views

Membership fee offers views in several modules in which data is only displayed if certain requirements are met.

These modules are:

1. Contribution payments
2. Invoice
3. Due date
4. Advance information

Data is only displayed in the Contribution payments and Edit invoice data modules if the profile field **Fee** is NOT EMPTY.

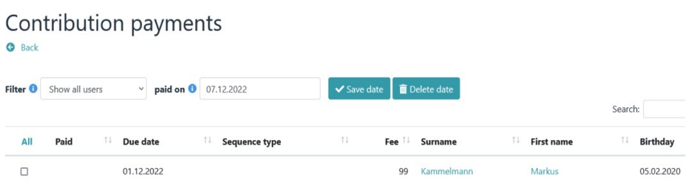
To test this, we call up a member's profile and enter the number 99 under **Fee**.

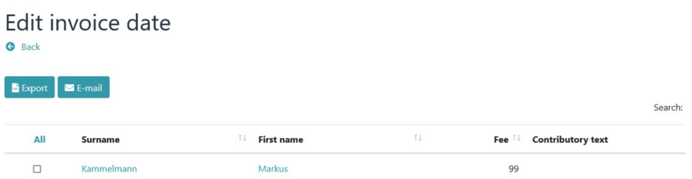
Notice

The number 99 is now displayed for the total in the overview.

Total sum:	99 €	Already paid:	0 €	Not yet received:	99 €
#	1	#	0	#	1

If we now call up the **Contribution payments** module (→ Fees - Contribution payments - Edit contribution payments) or the Invoice module (→ Export - Invoice - Edit invoice data), this one member (for whom the €99 was entered) is displayed.



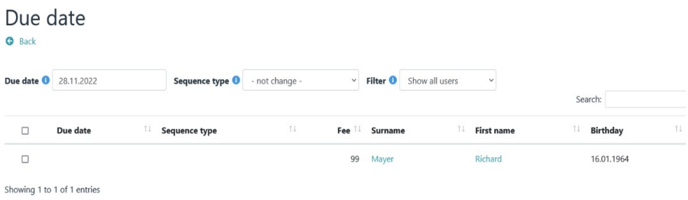


The **Due date** module requires the following as minimum requirements for an ad:

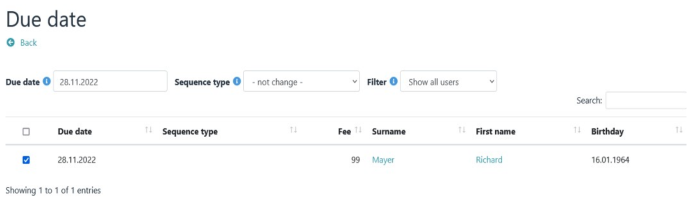
- Fee
- Mandate reference
- Mandate date
- IBAN
- and: the Paid date must be empty

In the next step, we therefore open the profile of the member (where the €99 was entered) and enter values under Mandate reference, Mandate date and IBAN.

Then we open the Due date module (→ *Export - SEPA - Due date*). Since all requirements are met, the member concerned should also be displayed here.

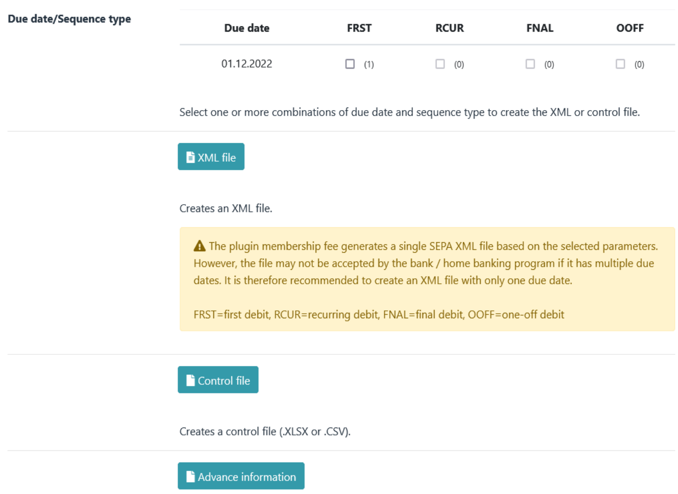


Now click the check box in the first column. The current date is entered in the Due date column.



We go back one step using the **Back** button.

A new line with checkboxes should now appear under → Export – SEPA – Due date/Sequence type.



We click on FRST and first select XML file and then control file. We have now created our first export files. The control file contains the same data as the XML file, only edited to be more readable.

This would test the most important views once.

Contribution calculation

First, all data that was entered for a member in the previous section (contribution, mandate reference, mandate date, due date, etc.) will be deleted again.

To test the contribution calculation, we first create a role and enter **99** for contribution and **Annually** for contribution period.

Groups & roles	Description	Contribution			
General					
Test role for contribution calculation		99 € - Annually	1		

We then add a member to this role and carry out a contribution calculation (→ *Fees - Recalculation - Recalculation*).

Surname	First name	new membership fee	new membership fee text	previous membership fee	previous membership fee text
Mayer	Richard	99	Membership fee 2022		

Showing 1 to 1 of 1 entries

If the contribution now calculated is displayed correctly in the Contribution Payments module (→ *Fees – Contribution Payments – Edit Contribution payments*), all the basic functions have been successfully tested and are working.

The created test roll can now be deleted again. The calculated contribution is removed again via → *Fees - Delete – Delete – Delete all*.

Update

In the case of an update, all files from membership fee must always be replaced.

If the file manager offers the possibility to upload and unpack ZIP files, then the following procedure should be followed:

1. Delete the entire membership fee installation directory (including all files and folders).
2. Use the file manager to upload and unzip the file "mitgliedsbeitrag_x.y.z.zip". (The subfolder "membership_fee" will be created automatically).

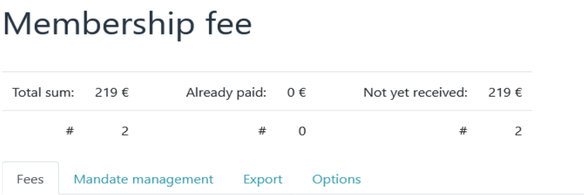
If the file manager does not offer the option of unpacking, then proceed as follows:

1. First delete all files and folders in the plugin directory from membership fee.
2. Then copy all files and folders of "membership_fee" from the unzipped zip file into the plugin directory.

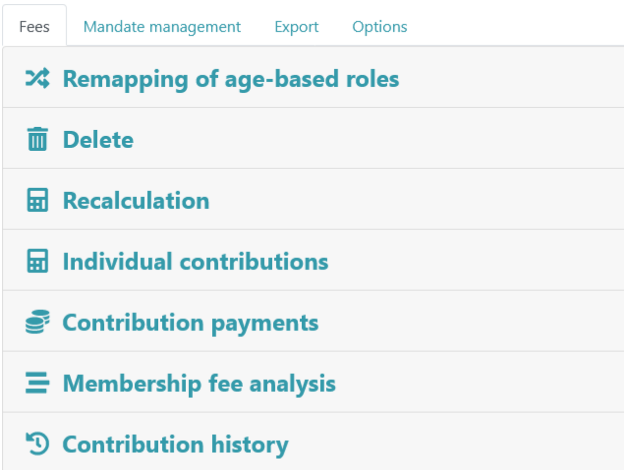
The menu structure

All functions of the plugin are accessible via a menu.

The current status of the premium calculation is shown above the menu.

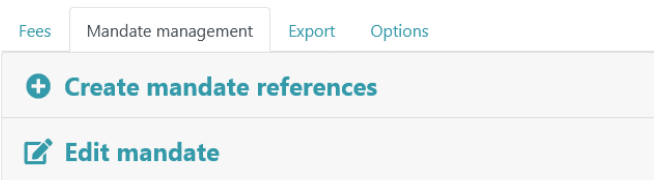


Fees menu



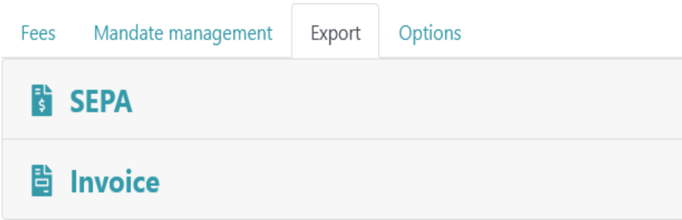
The main functions of the plugin, such as remapping, recalculation and payment of contributions, can be accessed via the menu items of the Fees tab.

Mandate management menu



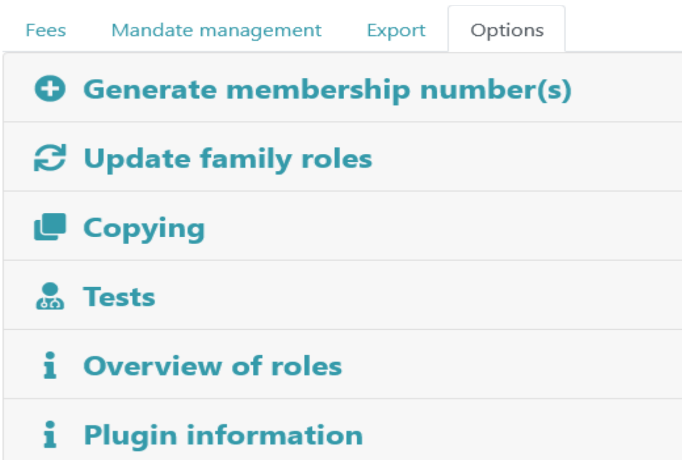
Mandates can be edited and mandate references generated via the mandate management.

Export menu



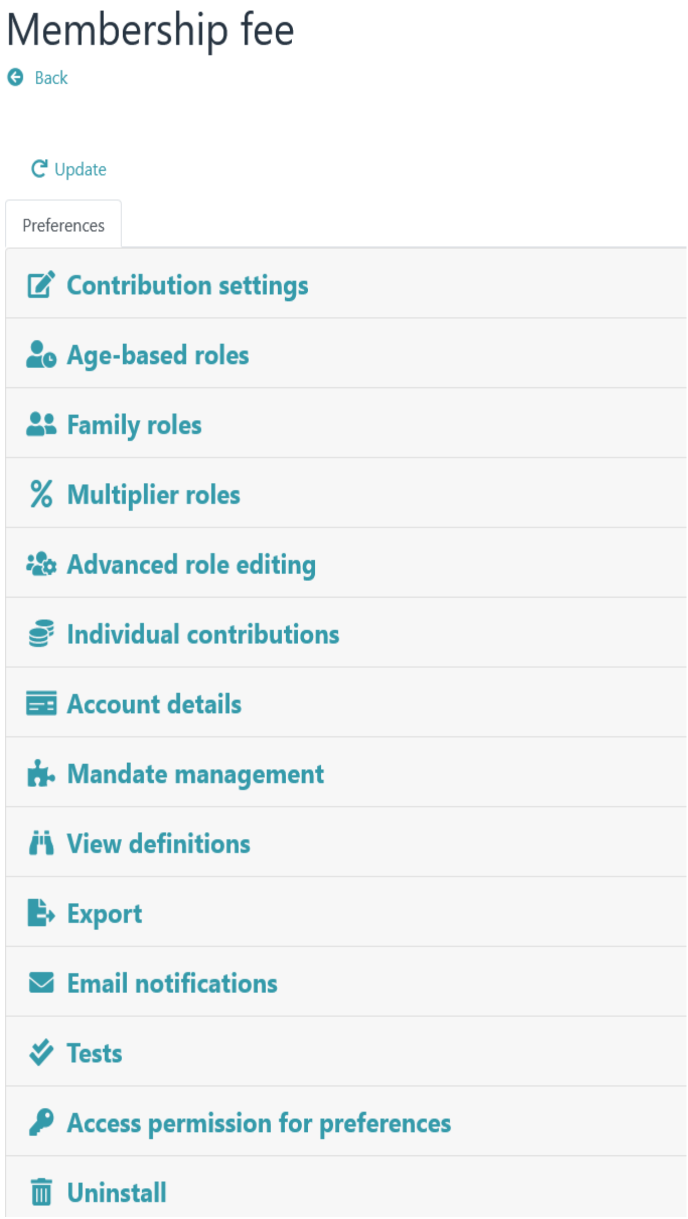
All export functions are accessible via Export.

Options menu



Options offers the possibility of generating membership numbers, copying profile data, displaying a role overview or various checks.

Preferences menu



All basic settings can be accessed via the separate Preferences menu (in the menu bar).

Notice

By default, this menu is only visible to administrators.

Age-based roles

Basics

A corresponding role must be created for each age range for an age-based determination of contributions. The entire age range must be covered without gaps.

The role name is crucial as it indicates the age range. The relevant age information must be surrounded by separators (→ *Preferences - Age-based roles - Separator*).

Possible separators would be eg * or # or + or - or _ or ! or %.

Syntax:
any text<separator><age from><separator>any text<separator><age to><separator>any text

Examples of role names with different separators:

- Members between *0* and *14* years
- Members from *15* to *17* years
- any text *18* any text *99*
- -0- to -18-
- Members -19- to -80- years

Example of a grading with the separator *:

- Members between *0* and *14* years
- Members between *15* and *17* years
- Members between *18* and *59* years
- Members between *60* and *110* years

A new member will be placed in one or more of these age-based roles (which does not matter) upon initial admission. Via → Fees - Remapping of age-based roles, a routine is triggered that reassigns all members of age-based roles to the age-based roles based on their age. The reference time is always December 31st. of the past year (→ Preferences - Age-based roles - Monthly offset).

Notice

Members who were born after the reference time are not allowed in an age-based role because they do not yet exist for the program (relative to the reference time). Therefore, place these members either in a family or in a separate fixed contribution role.

Usage

In the first step, one or more separators are defined via → *Preferences - Age-based roles - Separator*.

The roles are then created for the defined separators and the members are added (Because these are contribution roles, contribution and contribution period must be specified).

Example of role names for a scale with the separator *:

- Members between *0* and *14* years
- Members between *15* and *17* years
- Members between *18* and *59* years
- Members between *60* and *100* years

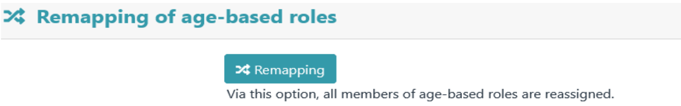
Notice

In the above example, if a member of → Fees - Remapping of age-based roles is older than 100 years, an error message is displayed.

After all roles have been created, you should check via → *Options - Overview of roles* whether all age-based roles are correctly recognized by the plugin.

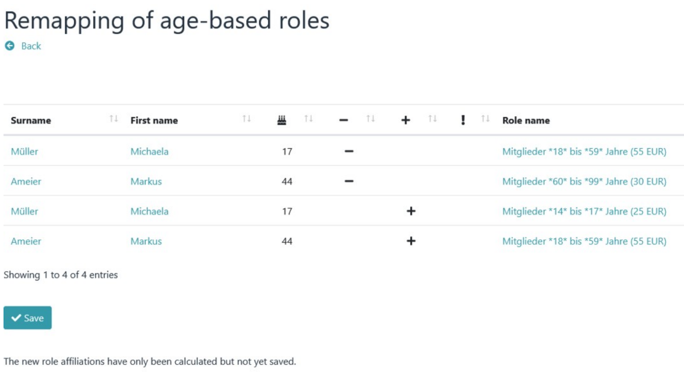
After that, the members can be reassigned to the age-based roles via the remapping.

Remapping of age-based roles



All members of age-based roles are reassigned via this menu item.

After clicking the "Remapping" button, a preview appears first.



The new assignments are only saved after you click on "Save".

Reference time/month offset

The reference time is always December 31st. (24 hours) of the past year.

Example of the division into an age-based role:

A role with the following age restrictions should be given: **Members %1% to %2% years**

In this case, it is checked whether the member on 31.12. (midnight) of the past year still fit into the age structure of 1 to 2 years (minimum was 1 year old and maximum was 2 years and 365 days old). If not, it will be moved to another role.

With a monthly offset, this reference time can be set full months in the future or in the past.

Family roles

Basics

Contributions defined for a family role apply to the entire family or group, not to each individual member. All members of a family role pay a joint contribution.

In order for the plugin to be able to distinguish family roles from other contribution roles, all family roles must begin with a clearly defined prefix, e.g. "Fam" or "Family" (→ *Preferences – Family Roles - Prefix*).

Any number of family roles can be defined (e.g. Fam100 with a contribution of EUR 100 or Fam200 with a contribution of EUR 200). However, it should be noted that all prefixes are different from one another. "Fam" cannot be used at the same time as "Family".

Important NOTE

Even if family roles are not used, at least one family must be defined with a family role prefix, otherwise the plugin will classify all contribution roles as family roles and the contributions will be calculated incorrectly.

Examples of role names:
- with the family role prefix "Family"
  * Family Meier Hubert
  * Family Huber
- with the family role prefix "Fam100"
  * Fam100 Roller
  * Fam100 Mueller Felix

Usage

First, one or more family roles (with prefix, contribution and contribution period) are defined via → *Preferences – Family roles.*

Then the family roles are created and members are assigned to these roles.

Example:

role with the following data was defined via → *Preferences – Family roles:*

- Prefix: Fam100
- Contribution: 100
- Contribution Period: Monthly

The following roles could then be defined via “Groups & roles”:

- "Fam100 Meier Hubert" (with the members Meier Hubert, Meier Hildegard)
- "Fam100 Wildstetter" (with the members Wildstetter Anton, Wildstetter Hilde)

After all roles have been defined via "Groups & Roles", they must be updated. To do this, run → *Options - Update family roles*. This will sync and update the Contribution, Contribution Period, and Description entries of family roles with the information in the settings.

Finally you could run → *Options - Tests* and correct any displayed errors.

Payer

In the case of family roles, the plugin marks the first member who has account data as the party liable to pay. The calculated contributions are assigned to this payer.

If no account details are stored for any family member, the first member found in the database is designated as the payer. This could possibly also be a small child.

To prevent this special case, a leader can be appointed for a family. In this case, the leader is the person liable to pay for the program, regardless of whether account details are stored with him or not.

Important NOTE

A leader of a family cannot be the leader of another family at the same time.

Multiplier roles

A special form of family roles are multiplier roles (→ *Preferences - Multiplier roles*). In these types of roles, the contribution value of a role is not added, but serves as a multiplier.

Normally, a family role proceeds as follows:

All members of the family are traversed and checked to see if she is a member of another contributing role. If so, that role's contribution is added to the payer of the family role. Finally, the contribution of the family role is added to the payer's account.

If a family role is declared as a multiplier role, then the point "*Finally, the contribution of the family role is added to the payer's account"* has a different function. The contribution entered in the family role is now a percentage (70 means 70% of the contribution).

Example:

There should be a family role with a contribution of 60 €. This role has 4 members. Each member is in another contribution role with a contribution of €50 each.

Normally, the payer of this family role would be charged €260 (50+50+50+50+60) .

However, if this family role is declared as a multiplier role, the following calculation applies (50+50+50+50) * 60% equals 120 €.

Fixed Contribution Roles

Basics

All other roles where a contribution and a contribution period are defined are declared as **fixed contribution roles**. The names of these roles and the categories they are in are not important . As soon as a member belongs to one or more of these roles, the contribution of the role is included in the contribution calculation.

About fixed contribution roles can

- any number of divisional contributions
- contributions for young people
- contributions for students
- contributions for honorary members (fee 0 EUR)
- contribution reductions (negative contribution; minimum requirements: plugin version 4.3.2, Admidio version 3.3.8)
- contributions for seniors

be calculated.

Usage

Create one or more roles via "Groups & roles" and define a contribution and a contribution period for each role. Then add any number of members to these roles.

After creating the roles, you should use → *Options – Overview of roles* to check whether all roles are recognized.

Individual contributions

Basics

In addition to the contribution roles already presented, there are **individual contributions** that can be used to calculate individual contributions such as electricity or water consumption.

Individual contributions are divided into two categories:

- basic amount
  - ➢ A basic amount is calculated if the member is a member of a specific role.
- consumption amount
  - ➢ A consumption amount is calculated if the member is a member of a specific role
  - ➢ **and** a consumption value is specified in a profile field.

Notice

*No **contribution roles** (with contribution and contribution period) are required for the calculation of individual contributions . Only role affiliations are evaluated. All settings (amount, consumption, etc.) are defined via → Preferences – Individual contributions.*

Usage

An individual water consumption with basic and consumption amount is to be calculated.

Basic amount

In the first step, a new configuration for a basic amount is created under → *Preferences - Individual contributions (* **Description** eg "Water charges basic amount").

- A role is selected under **Role** for which this basic amount is to be calculated
- and enter an amount under **Basic or consumption amount**.

When calculating the individual contributions, it is checked whether a member is a member of this selected role. If so, the value of the **base or consumption** amount is added to an existing membership fee as a "base amount".

Example:

If 30 is specified as the **Basic or consumption amount**, the value 30 (as the basic amount) is added to an - existing membership fee

Consumption amount

A further configuration is then created under → *Preferences – Individual contributions.* This time for the consumption amount (**Description** eg "Water charges consumption amount").

- Under **Role**, another role is selected for which this consumption amount is to be calculated
- Under **Basic or consumption amount**, an amount is to be specified,
- and under **Profile field**, select a profile field that contains a corresponding consumption value .

Example:

If 0.70 is entered as the **Basic or consumption amount** and the selected profile field contains 428 as the consumption information, this results in a consumption of 0.70×428 = 299.60. Thus the value 299.6 (as consumption) is added to an existing membership fee.

Notice

If a consumption amount is to be defined, an associated profile field must also be selected. Mathematically, the value of "Basic or consumption amount" is multiplied by the value of the selected profile field. If no profile field is specified (for a basic amount), it is multiplied by 1.

Contribution calculation

Contribution and contribution period

By default, a contribution and a contribution period can be assigned to a role in Admidio. The plugin evaluates these entries.

Only roles for which **a contribution and a contribution period** are defined are relevant for a contribution calculation (a contribution of 0 € is also possible, eg for honorary members).

A member can belong to one or more roles. The contributions entered for these roles are added up. In which Admidio category these roles are located is not important.

The plugin always considers the contribution defined in a role (regardless of the "Contribution period" setting) **as an annual contribution**. The specification of a role's contribution period is used for the **"Prorated contribution calculation"** function.

Prorated contribution calculation

If a member terminates their membership in a role during the year or joins a new role during the year, a prorated contribution calculation will be carried out.

The end of a role membership is used for the pro rata calculation when membership ends.

Depending on the configuration (→ *Preferences - Contribution settings – Calculation of proportional membership fee*), either the joining date or the start of a role membership is used for the pro rata calculation at the beginning of a membership.

Contribution period Monthly : Every month that has started is calculated

Example:
Joining in April -> April to December are calculated = 9 months = 9/12 of the annual fee
Leaving in June -> January to June are calculated = 6 months = 6/12 of the annual fee

Contribution period Quarterly : In the joining/leaving year, each started quarter is calculated

Example:
Joining in the second quarter (Apr, May, Jun) -> 9 months are calculated = 9/12 of the annual fee
Joining in the fourth quarter (Oct, Nov, Dec) -> 3 months are calculated = 3/12 of the annual fee

Contribution period Half-yearly : In the joining/leaving year, each started half-year is calculated

Example:
Joining in the first half of the year -> 12 months are calculated = 12/12 of the annual fee
Joining in the second half of the year -> 6 months are calculated = 6/12 of the annual fee
Leaving in the first half of the year -> 6 months are calculated = 6/12 of the annual fee
Leaving in the second half of the year -> 12 months are calculated = 12/12 of the annual fee

Contribution Period Annual and One time : The full contribution of a role accrues in the entry/exit year.

Notice

A contribution calculation (also a pro rata) is only carried out for active members. That is, a member must be an active member of the role on the day the calculation is performed. Future and former role memberships are not taken into account.

Prorated contribution calculation of family roles

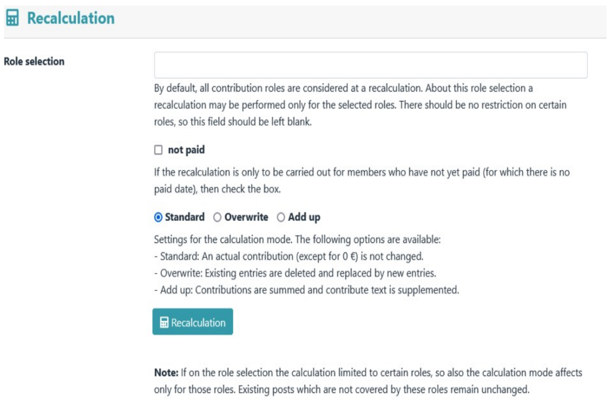
The prorated contribution calculation of family roles works according to a similar principle.

Since it is not technically possible to assign an end date to a family role (in order to carry out calculations from - to), the data of the payer of the respective family role is used for the pro rata contribution calculation of family roles.

The end of a role membership is used for the pro rata calculation when membership ends.

Depending on the configuration, either the join date or the start of a role membership is used for the pro rata calculation at the start of a membership.

Recalculation



Membership fees are recalculated via **Recalculation**.

After clicking the "Recalculation" button, a preview appears first.

Recalculation

Back

Surname	First name	new membership fee	new membership fee text
Borgmann	Julia	100	Membership fee 2022 FAM Borgmann Julia
Baumann	Veronika	100	Membership fee 2022 FAM Baumann Veronika
Muthmann	Nicole	95	Membership fee 2022 1ERW+2KND Muthmann Nicole Muthmann Felix
Birgler	Levi	100	Membership fee 2022 FAM

Showing 1 to 4 of 4 entries

Save

The new contributions have only been calculated but not yet saved.

The new amounts are only saved after you click on "Save".

Individual contributions

Individual contributions

Individual contributions

With the help of the individual contributions module, a calculation of individual contributions, such as electricity or water consumption.

Individual contributions can be used to calculate individual contributions. This menu item is only available after activation (→ *Preferences - Individual contributions*)

After clicking on the “Individual Contributions” button, a preview appears first.

Individual contributions

Back

Search:

Surname	First name	new membership fee	new membership fee text	previous membership fee	previous membership fee text
Behr	Richard	274.2	Membership fee 2022 WGB:30 WVB:8.4 SGB:90 SVB:142.8	3	Membership fee 2022
Ammermann	Wolfgang	346	Membership fee 2022 FAM Ammermann Wolfgang Ammermann Andrea WGB:30 WVB:7 SGB:90 SVB:119	100	Membership fee 2022 FAM Ammermann Wolfgang Ammermann Andrea
Bromer	Sepp	180	Membership fee 2022 2SEN Bromer Sepp Bromer Monika WGB:30 WVB:0 SGB:90 SVB:0	60	Membership fee 2022 2SEN Bromer Sepp Bromer Monika
Astner	Petra	175	Membership fee 2022 ERW WGB:30 WVB:0 SGB:90 SVB:0	55	Membership fee 2022 ERW

Showing 1 to 4 of 4 entries

Save

The new individual contributions have only been calculated so far, but not yet saved.

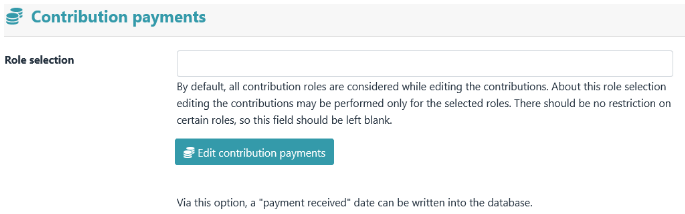
The new amounts are only saved after you click on "Save".

Notice

*A calculation of individual contributions should always be carried out only after the contribution has been calculated, since a contribution text generated by the **Individual contributions** module is always appended to an existing text.*

Individual contributions are configured in → *Preferences – Individual contributions.*

Contribution payments



Contribution payments

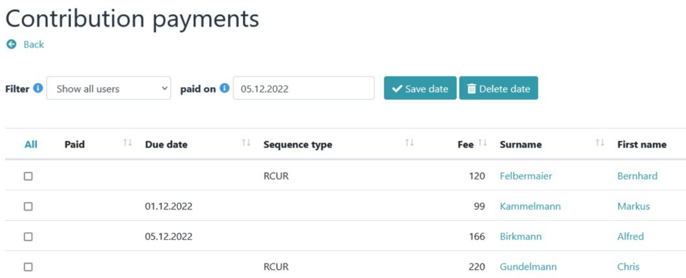
Role selection

By default, all contribution roles are considered while editing the contributions. About this role selection editing the contributions may be performed only for the selected roles. There should be no restriction on certain roles, so this field should be left blank.

Edit contribution payments

Via this option, a "payment received" date can be written into the database.

If the membership fee has been paid, this can be noted in the database. To do this, the date of the payday (paid date) is written to the database.



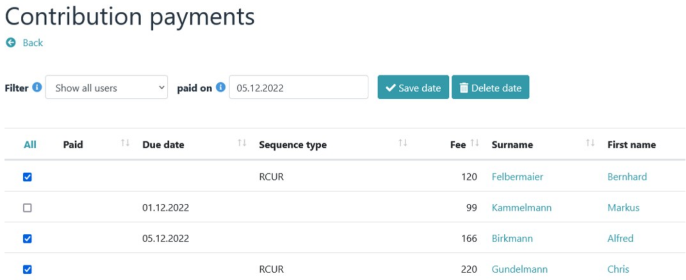
Contribution payments

Back

Filter: Show all users — paid on: 05.12.2022 — Save date — Delete date

All	Paid	Due date	Sequence type	Fee	Surname	First name
☐			RCUR	120	Felbermaier	Bernhard
☐		01.12.2022		99	Kammelmann	Markus
☐		05.12.2022		166	Birkmann	Alfred
☐			RCUR	220	Gundelmann	Chris

In the first step, the date is set (via "paid on") and those are marked for which a date should be entered.



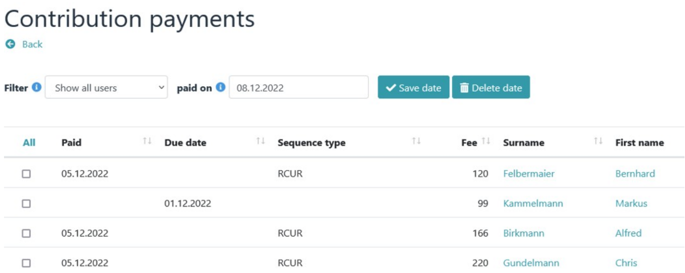
Contribution payments

Back

Filter: Show all users — paid on: 05.12.2022 — Save date — Delete date

All	Paid	Due date	Sequence type	Fee	Surname	First name
☑			RCUR	120	Felbermaier	Bernhard
☐		01.12.2022		99	Kammelmann	Markus
☑		05.12.2022		166	Birkmann	Alfred
☑			RCUR	220	Gundelmann	Chris

The new paid date is then set using the "Save date" button.



Contribution payments

Back

Filter: Show all users — paid on: 08.12.2022 — Save date — Delete date

All	Paid	Due date	Sequence type	Fee	Surname	First name
☐	05.12.2022		RCUR	120	Felbermaier	Bernhard
☐		01.12.2022		99	Kammelmann	Markus
☐	05.12.2022		RCUR	166	Birkmann	Alfred
☐	05.12.2022		RCUR	220	Gundelmann	Chris

Important NOTE

Setting a paid date also causes:

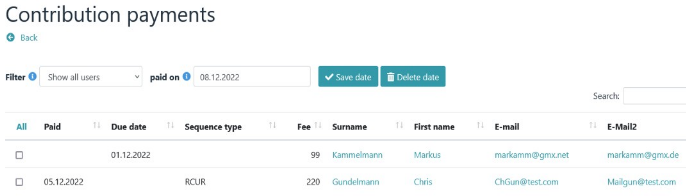
- *the deletion of any existing due date*
- *the change of the SEPA sequence type FRST to RCUR*

Notice

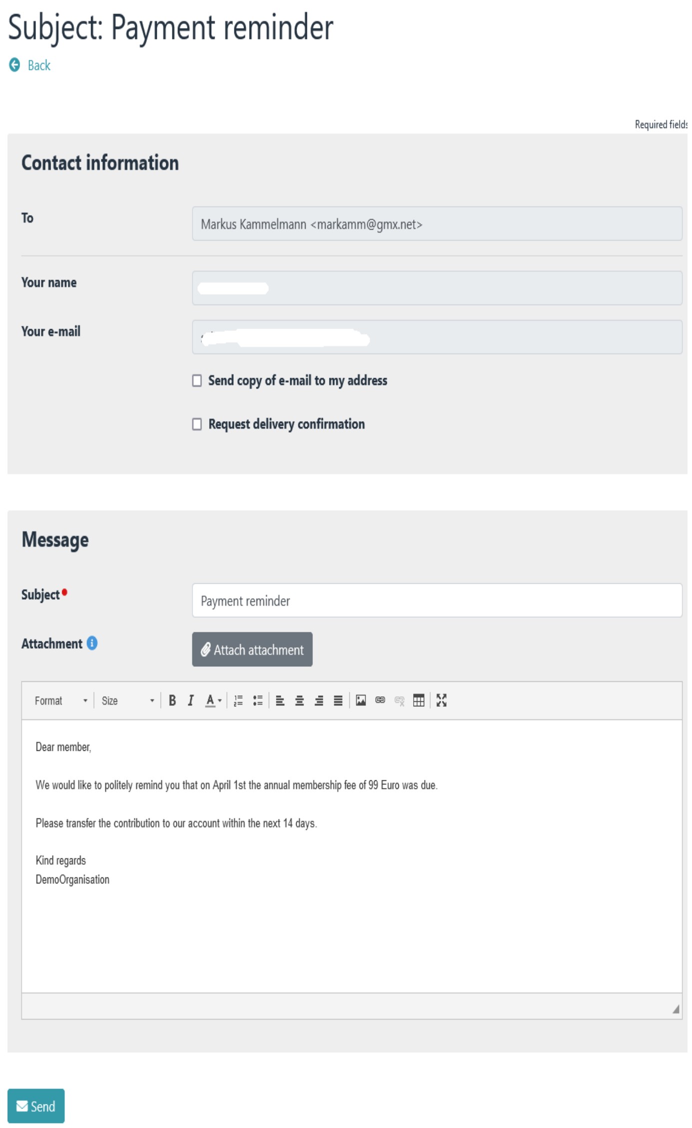
A global reset (deletion) of the paid date is possible via → Fees - Delete.

Payment reminder

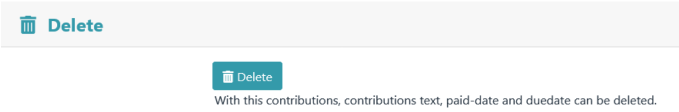
If a payment has not been made, an e-mail with a predefined text can be sent as a reminder (→ *Preferences – Email notifications – Contribution payments e-mail message*).



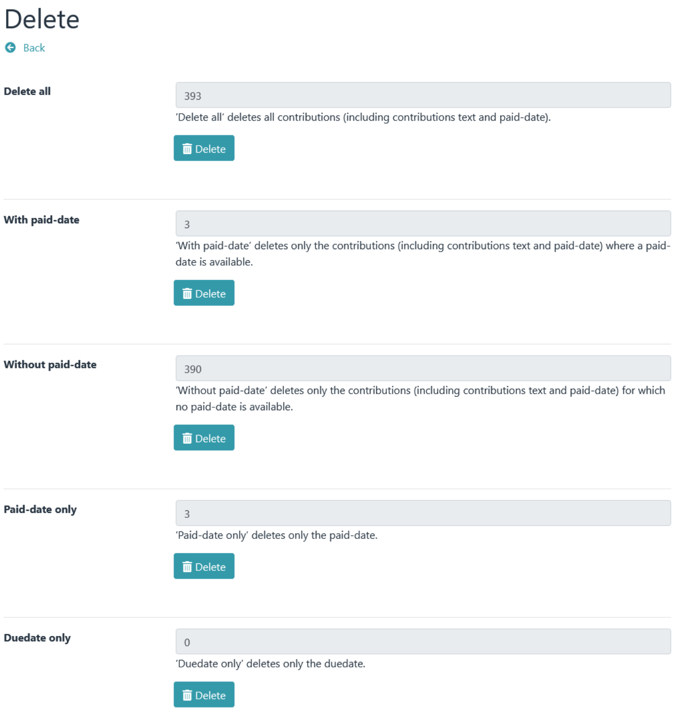
To do this, a profile field of the E-Mail type must be displayed in at least one column in the Contribution payments module. When clicking on an e-mail address, the message module appears with the predefined text.



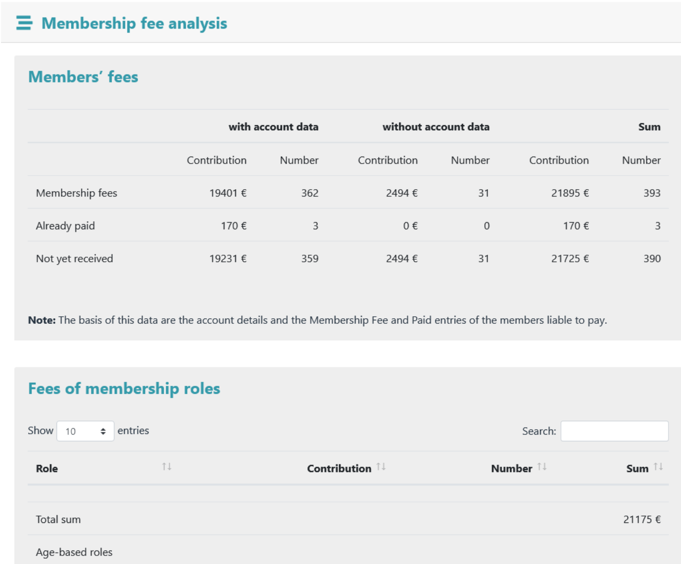
Delete Amounts



Entries such as contribution, contribution text, paid date or due date can be deleted from the database via **Delete.**



Membership fee analysis


Membership fee analysis

Members' fees

	with account data		without account data		Sum	
	Contribution	Number	Contribution	Number	Contribution	Number
Membership fees	19401 €	362	2494 €	31	21895 €	393
Already paid	170 €	3	0 €	0	170 €	3
Not yet received	19231 €	359	2494 €	31	21725 €	390

Note: The basis of this data are the account details and the Membership Fee and Paid entries of the members liable to pay.

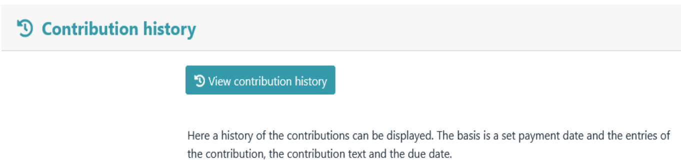
Fees of membership roles

Show 10 entries Search:

Role	Contribution	Number	Sum
Total sum			21175 €
Age-based roles			

The membership fee analysis serves as a quick overview of the expected membership contributions.

Contribution history



A history of contribution payments can be viewed here.

Export

SEPA

All SEPA-specific export functions are summarized under the SEPA menu item. However, downloading a file or sending preliminary information is only possible if at least one due date has been set.

Important NOTE

All SEPA functions require a previously performed and completed contribution calculation.

All data generated via the SEPA functions such as mandate reference, mandate date, sequence type, etc. can be subsequently changed by editing a member's profile data. A manual change here should be carefully considered. Each SEPA function builds on another and requires the existence of certain data.

Example:

A due date can only be set via the "Due date" module if a mandate reference and a mandate date are available. However, if a due date is entered via a member's profile without the mandate reference and mandate date being available, malfunctions can occur as the program continues to run.

The membership fee plugin can process the following mandate terms:

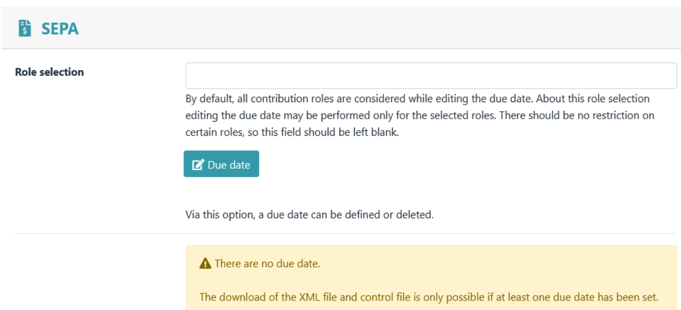
FRST	first direct debit sequence
RCUR	recurrent direct debit sequence
FNAL	final direct debit sequence
OOFF	one-off direct debit sequence

When setting a paid date for the first time, the direct debit type "FRST" is permanently changed to "RCUR".

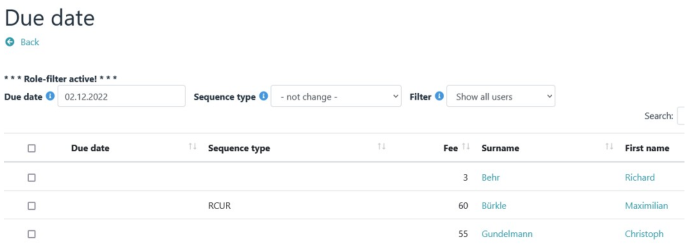
The direct debit type "RCUR" can only be changed

- about a mandate change
- via the menu item → *Export – SEPA - Due date*
- or by editing a member's profile

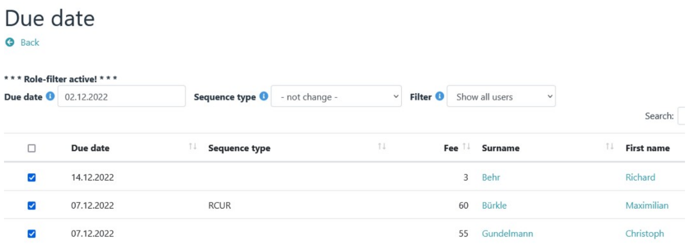
Due date



“Due date” view is accessed via the menu item **Due date .**

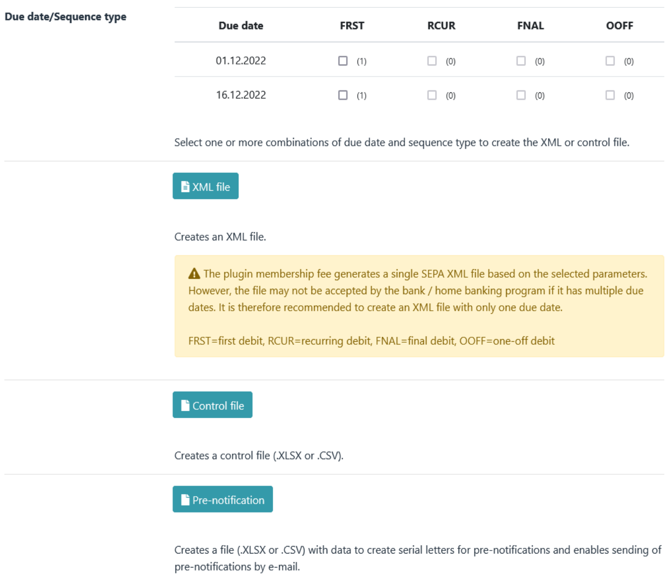


A due date can be set via this view.



Notice

A global reset (deletion) of the due date is possible via → Fees - Delete.

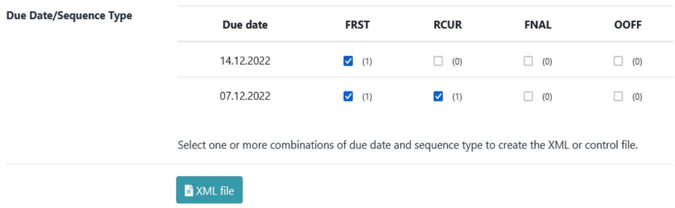


It is only possible to export data if at least one due date exist.

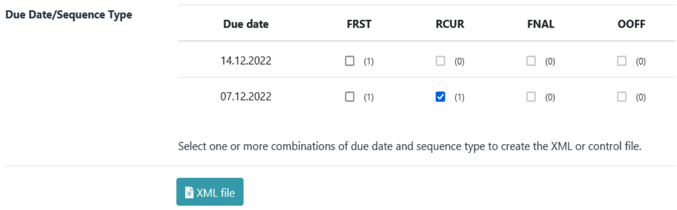
XML file

Notice

In the past, some savings banks and Jameica/Hibiscus could not read the XML files created by the plugin according to specification 3.1 of the DFU agreement. Problems were caused by the position and multiple presence of the PmtTpInf block in the XML file. With version 4.3.2 of the plugin, the program code has therefore been revised and adapted accordingly.



If you select several combinations of due date and sequence type under → *Export - SEPA* , an XML file with several PmtTpInf blocks is generated. With the settings in the example above, a file with the following file name is created: sepa_2022-12-14-FRST_2022-12-07-FRST_2022-12-07-RCUR.xml.



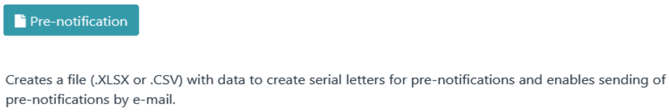
If only one combination of due date and sequence type is selected under → *Export - SEPA* (only one box is checked), an XML file with exactly one PmtTpInf block is generated. This file should be able to be read by all savings banks, home banking programs, etc. With the settings in the example above, a file with the following file name is created: sepa_2022-12-07-RCUR.xml.

Control file

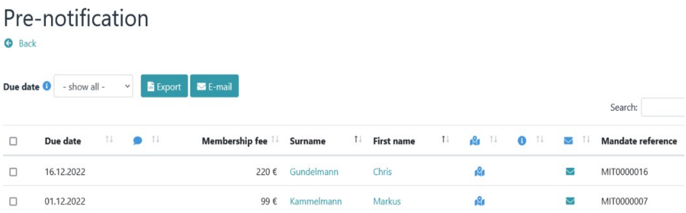
A control file contains the same data as an XML file. For better readability, they are just displayed differently.

The structure is fixed and cannot be changed.

Pre-notification



After clicking the "Pre-notification" button, the module view appears.



Notice

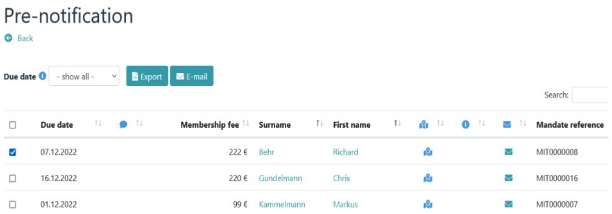
Prior to a direct debit, the payee must inform the payer of the planned collection in writing by means of a pre-notification, at least 14 days before the debit . This can also be done by means of a contract or an invoice, which can also contain several due dates and the corresponding collection amounts.

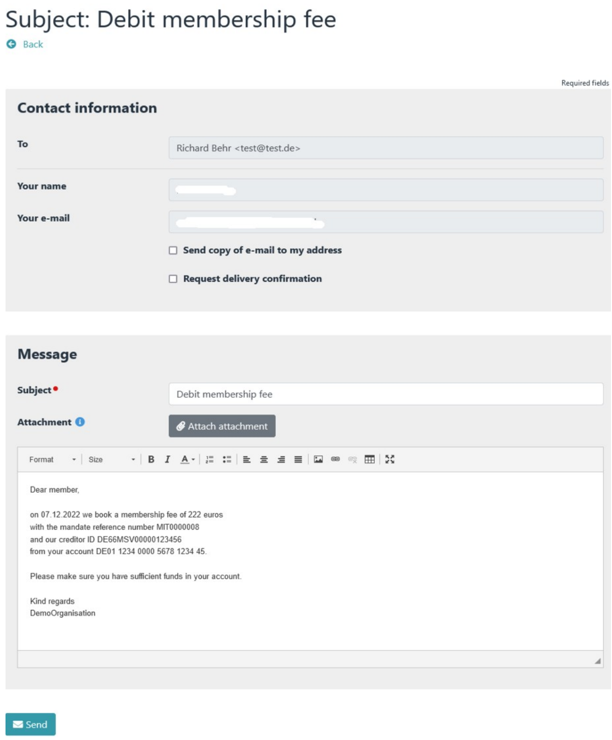
A pre-notification must be created again if the amount of a recurrent direct debit sequence changes.

Pre-notifications must always be sent to the account holder. In exceptional cases (address of the account holder is not known), the member is to be informed as an alternative, with the request that this information be forwarded to the account holder. A message text with placeholders can be defined under → *Preferences – Email notifications* .

Example:

Email to a tagged member

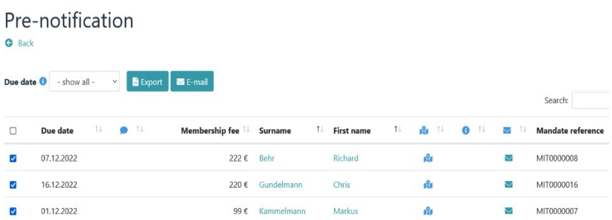


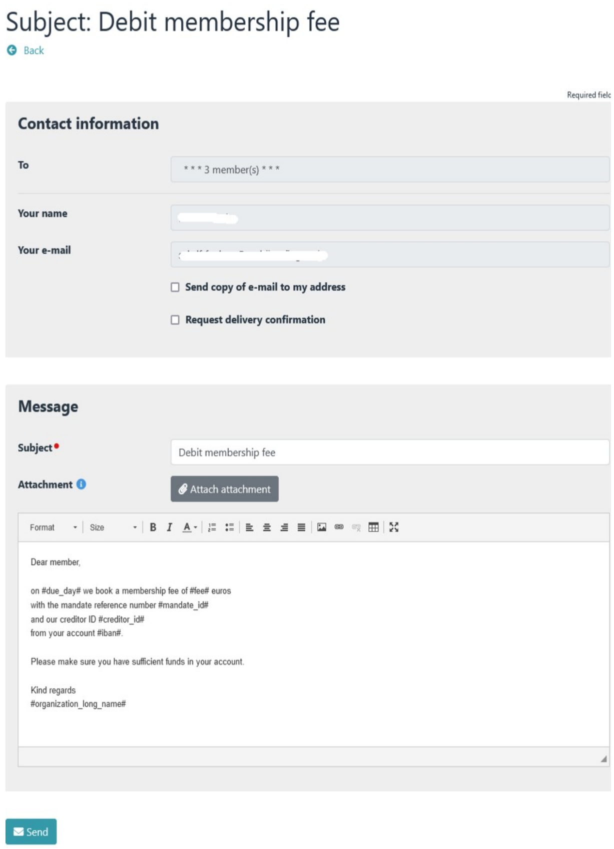


The body of the message contains unique information because the message is sent to only one person.

Example:

Email to multiple tagged members

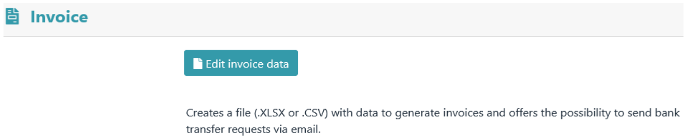




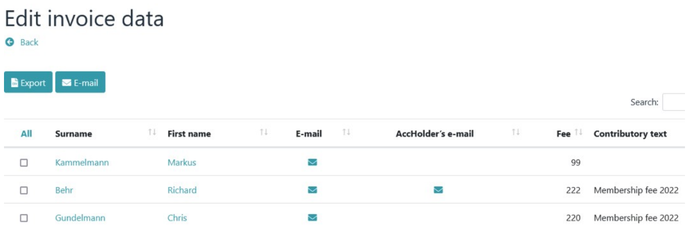
The message text contains placeholders. These will only be replaced after the "Send" button has been clicked.

Invoice

Invoices can be created via the **Invoice** menu item . This menu item also offers the option of sending transfer requests by email.



After clicking on the "Edit invoice data" button, the module view appears.



The displayed columns (profile fields) can be defined under → *Preferences – View definitions.*

Notice

*This module only shows members who **do NOT have an** IBAN.*

The Export button

The Export button creates a file with data for serial letters based on the selected members.

The structure of the file is hard-coded.

The E-mail button

Notice

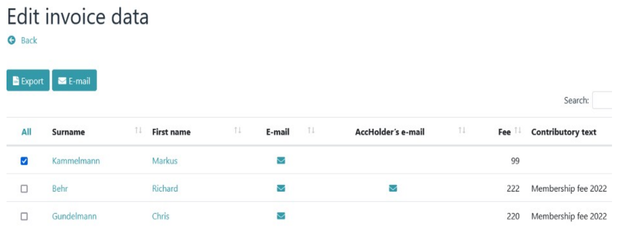
Any number of email profile fields can be created in Admidio. If an e-mail is sent in this module via check-boxes and the e-mail button, the first step is to check whether an account holder e-mail address is available. If so, it will be sent to them. If this is empty, it is checked whether a standard e-mail address is available. If so, it will be sent to them.

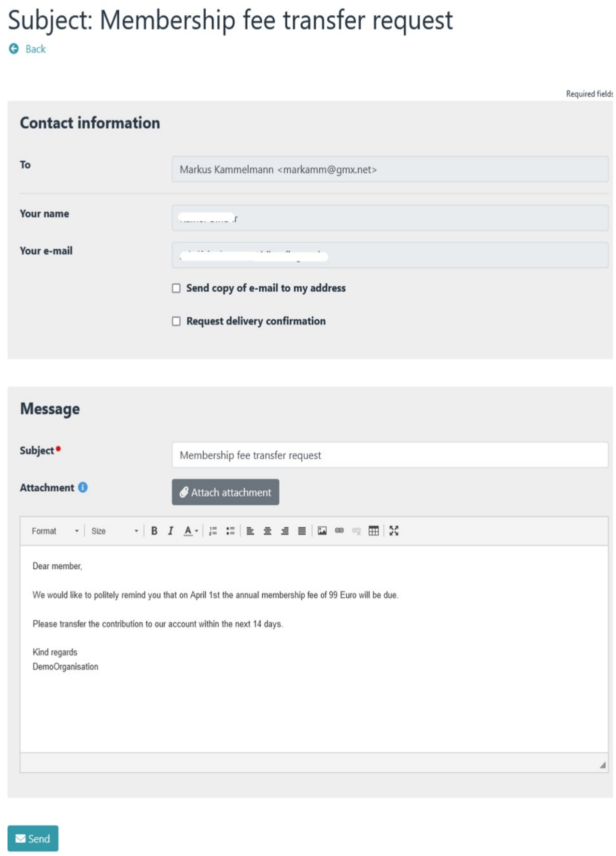
Other e-mail addresses are not requested.

However, additional e-mail addresses can be displayed via → Settings – View definitions – Invoice. Sending is then possible via the "letter symbol".

Example:

Email to a tagged member

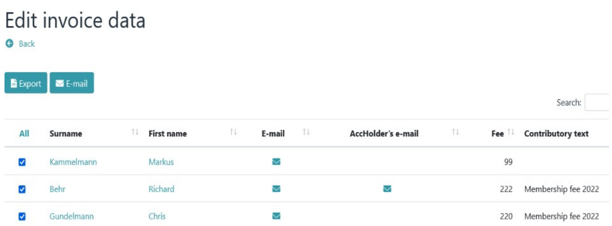


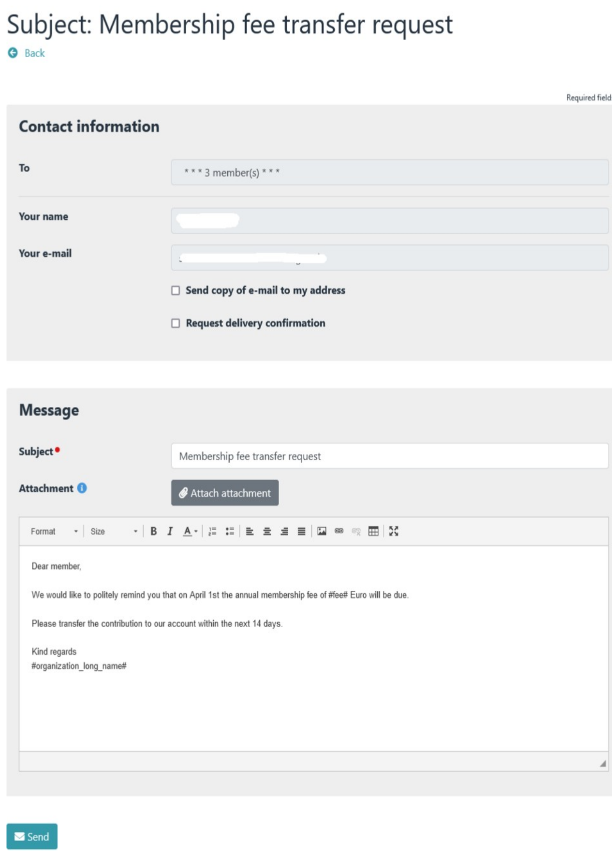


The body of the message contains unique information because the message is sent to only one person.

Example:

Email to multiple tagged members

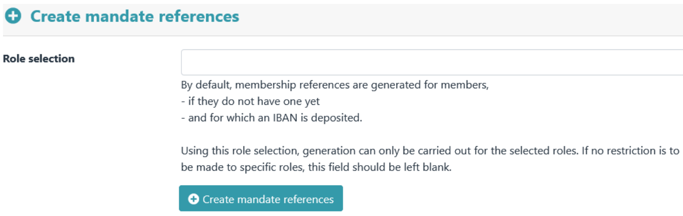




The message text contains placeholders. These will only be replaced after the "Send" button has been clicked.

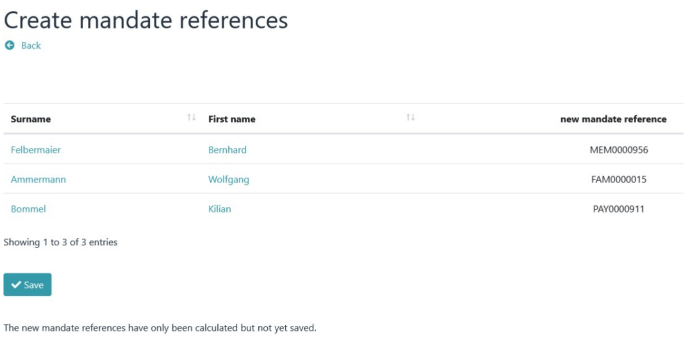
Mandate management

Create mandate references



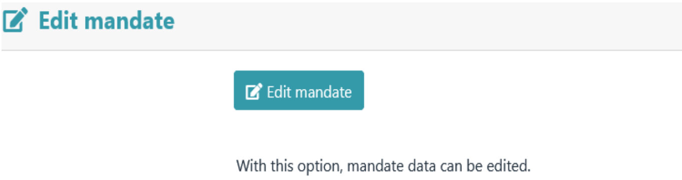
This allows mandate references to be generated depending on the specifications in → *Preferences - Mandate Management*

After clicking the button "Create mandate references" a preview appears first.



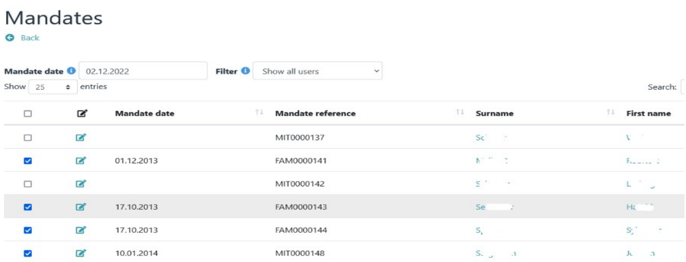
The new mandate references are only saved after you click on "Save".

Edit mandate

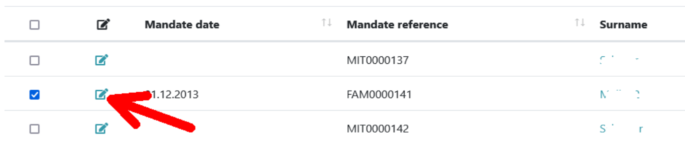


This menu item can be used to set a mandate date or change the mandate.

The Mandates view.

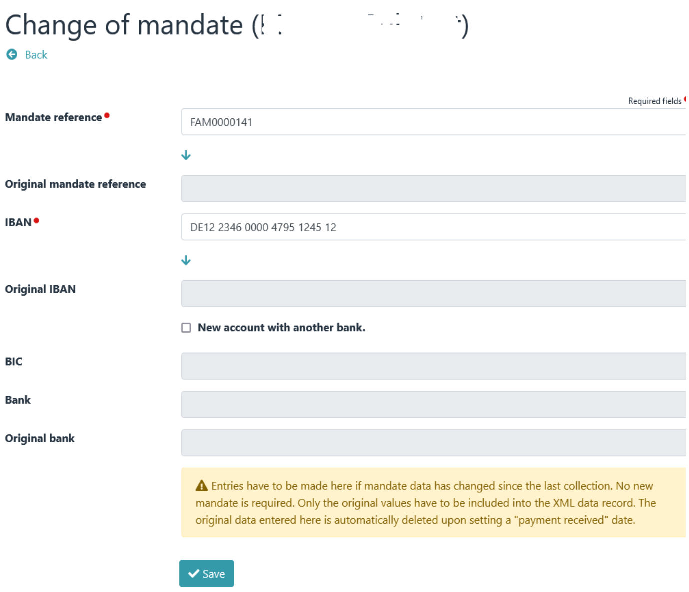


The change of mandate view is called up via the "Change of mandate" button.



a notice

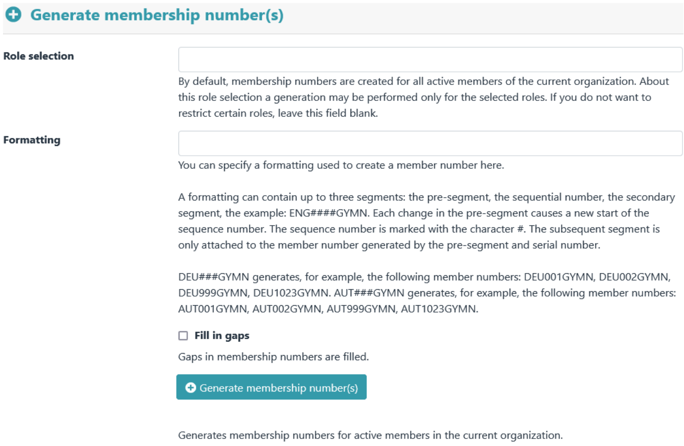
Mandate changes are required if mandate data have changed since the last collection.



The mandate change for debtors.

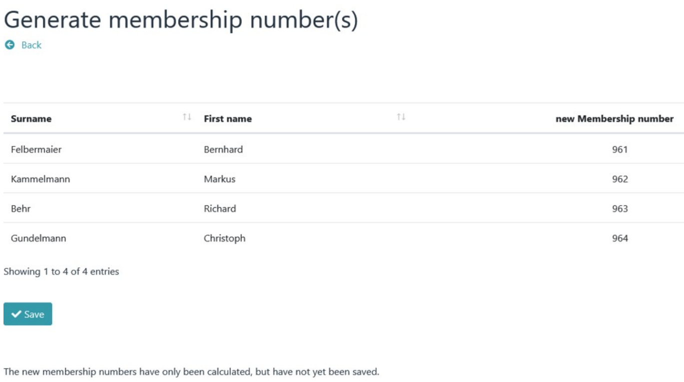
Options

Generate membership number(s).

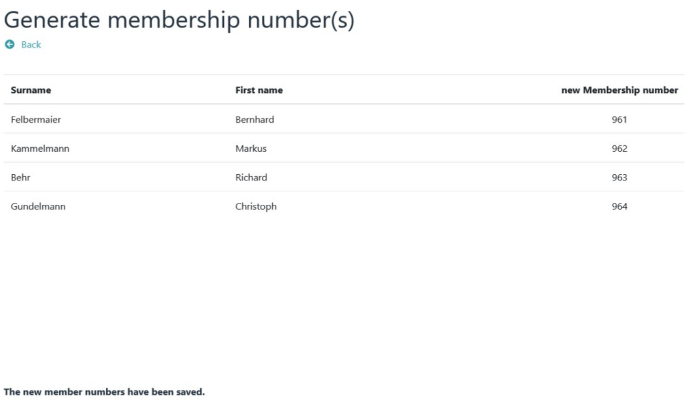


Member numbers for active members of the current organization can be created via this menu item.

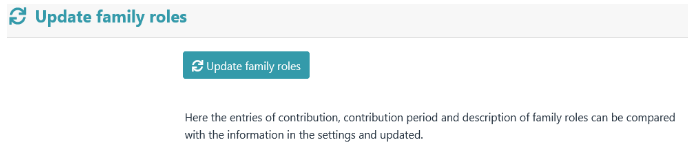
After clicking the button "Generate membership number(s)" a preview appears first.



The new membership numbers are only saved after you click on "Save".

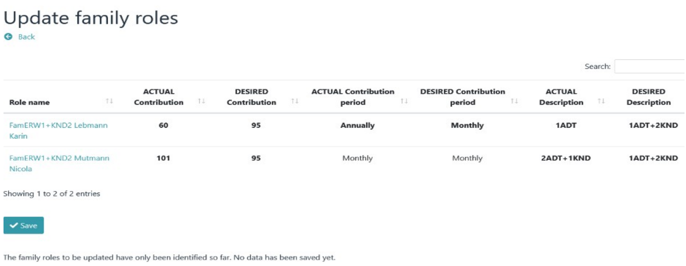


Update family roles



Here, the entries for contribution, contribution period and description of family roles can be compared with the information in the settings and updated.

After clicking the "Update family roles" button, a preview appears first. Differences in entries are highlighted in bold.



Update family roles

Back

Search:

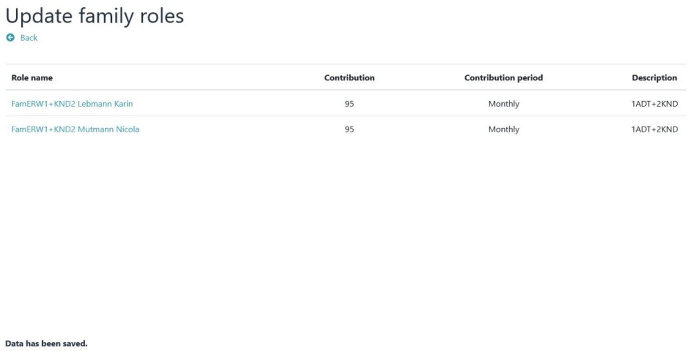
Role name	ACTUAL Contribution	DESIRED Contribution	ACTUAL Contribution period	DESIRED Contribution period	ACTUAL Description	DESIRED Description
FamERW1+KND2 Lebmann Karin	**60**	**95**	**Annually**	**Monthly**	**1ADT**	**1ADT+2KND**
FamERW1+KND2 Mutmann Nicola	**101**	**95**	Monthly	Monthly	**2ADT+1KND**	**1ADT+2KND**

Showing 1 to 2 of 2 entries

Save

The family roles to be updated have only been identified so far. No data has been saved yet.

The new data will not be saved until you click on "Save".



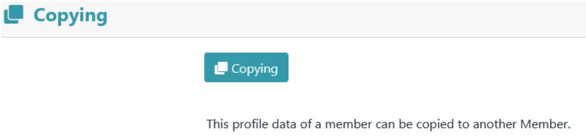
Update family roles

Back

Role name	Contribution	Contribution period	Description
FamERW1+KND2 Lebmann Karin	95	Monthly	1ADT+2KND
FamERW1+KND2 Mutmann Nicola	95	Monthly	1ADT+2KND

Data has been saved.

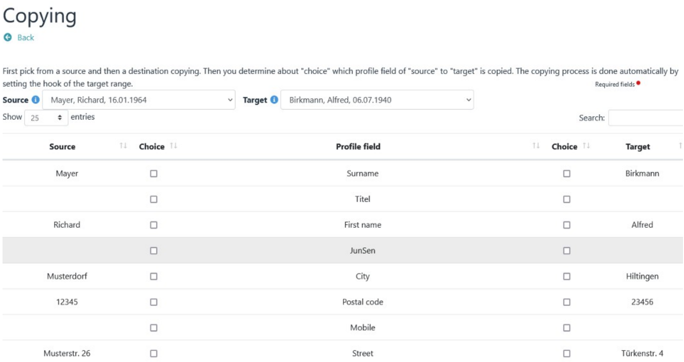
Copy



Using "Copy" the contents of profile fields can be copied from one member to another member.

The view of the "Copy" option.

First select source and target of the copy process.



Copying

Back

First pick from a source and then a destination copying. Then you determine about "choice" which profile field of "source" to "target" is copied. The copying process is done automatically by setting the hook of the target range.

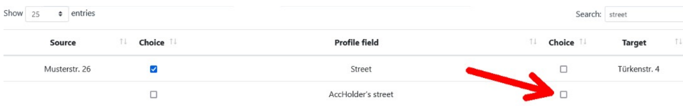
Required fields

Source: Mayer, Richard, 16.01.1964 Target: Birkmann, Alfred, 06.07.1940

Show 25 entries Search:

Source	Choice	Profile field	Choice	Target
Mayer	☐	Surname	☐	Birkmann
	☐	Titel	☐	
Richard	☐	First name	☐	Alfred
	☐	JunSen	☐	
Musterdorf	☐	City	☐	Hiltingen
12345	☐	Postal code	☐	23456
	☐	Mobile	☐	
Musterstr. 26	☐	Street	☐	Türkenstr. 4

Then select the profile field that is to serve as the source and then the profile field that is to serve as the target.



Show 25 entries Search: street

Source	Choice	Profile field	Choice	Target
Musterstr. 26	☑	Street	☐	Türkenstr. 4
	☐	AccHolder's street	☐	

The finished result of a copy operation.

Show 25 entries Search: street

Source	Choice	Profile field	Choice	Target
Musterstr. 26	☐	Street	☐	Türkenstr. 4
	☐	AccHolder's street	☐	Musterstr. 26

Tests

Tests have no influence on the calculation of contributions. As the name suggests, they only serve to check certain data. Each check can be activated or deactivated via → *Preferences – Tests .*

Age-bases roles

Checks whether there are gaps or overlaps in the age-based roles, based on the age information.

Role membership (age-based roles)

Checks whether a member is in several age-based roles (e.g. in grading % and in grading & at the same time)

Role membership (mandatory)

Checks if a member is in at least one mandatory role membership.

Role membership (exclusion)

Checks if a member is in mutually exclusive roles.

Family roles

Checks whether there are members in family roles who should not be in this family role due to their age.

Account details

Checks whether the account holder field is filled in the account data. If so, address data must also be filled out.

Notice

*If the member is also the account holder, the account holder field must contain **NO** content , it must be empty. In this case, only the IBAN field needs to be filled out*
(BIC and bank can, but do not have to be filled out)

If the account holder/payer and member are not identical,
this data must also be given :
** First and last name of the account holder*
** Street and house number*
** Postal code*
** Location*

Mandate management

Checks whether mandate ID and mandate date are available (requirement: IBAN and membership fee must be filled out)

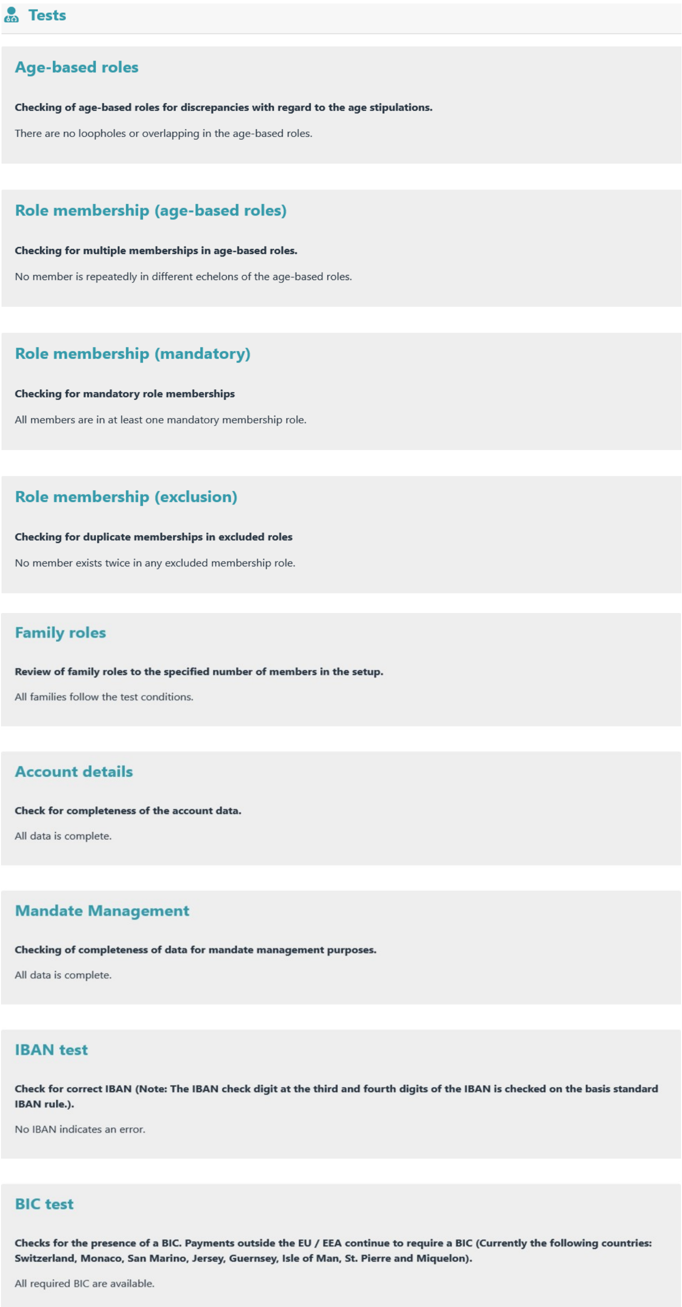
IBAN test

Check for correct IBAN

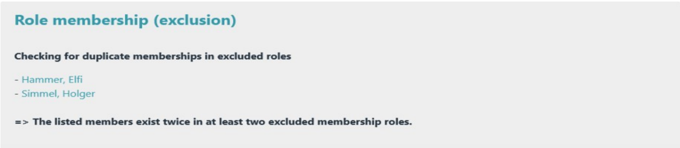
BIC test

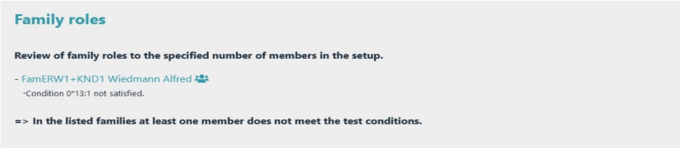
Check for the existence of a BIC (for payments outside the EU/EEA, a BIC must still be specified)

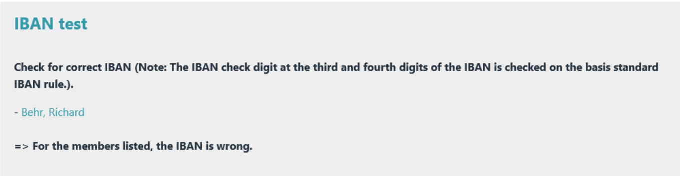
Display when all test conditions are met.



Examples of unfulfilled test conditions.







Overview of roles

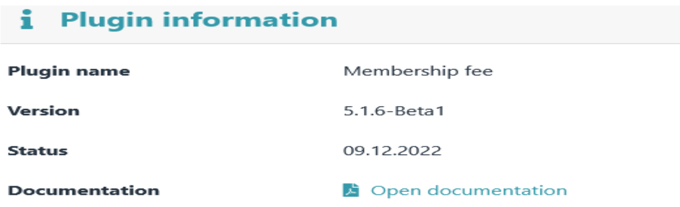
Overview of roles

Show 10 entries Search:

Role name	Number of members
Age-based roles	
Mitglieder *14* bis *17* Jahre (25 EUR)	1
Mitglieder *18* bis *59* Jahre (55 EUR)	159
Mitglieder *60* bis *99* Jahre (30 EUR)	62
Aktiv C-Jugend %13% bis %14% JFG (+10 EUR SB)	7
Aktiv D-Jugend %11% bis %12% JFG (+10 EUR SB)	7
Aktiv E-Jugend % 9% bis %10% (+10 EUR SB)	8
Aktiv F-Jugend % 7% bis % 8% (+10 EUR SB)	5
Aktiv G-Jugend % 0% bis % 6%	6

The role overview provides an overview of all contribution roles and their number of members.

Plugin information



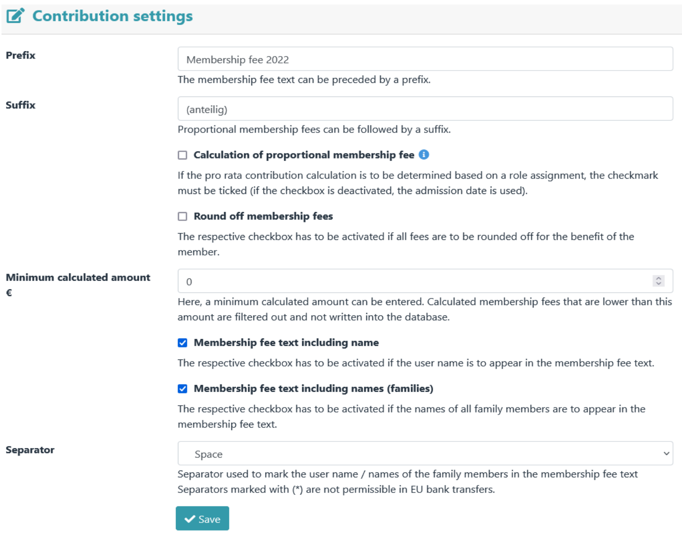
Plugin information

Plugin name	Membership fee
Version	5.1.6-Beta1
Status	09.12.2022
Documentation	Open documentation

Information about the version and status of the plugin is displayed here.

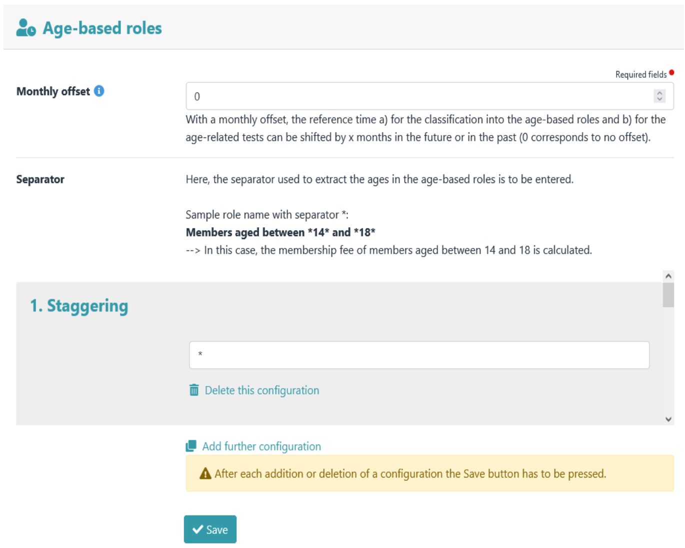
Preferences

Contribution settings



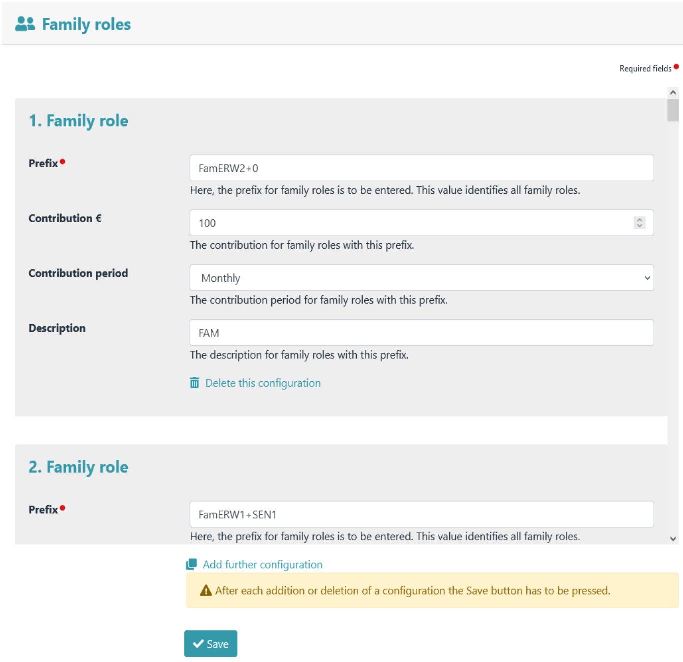
General contribution settings.

Age-based roles



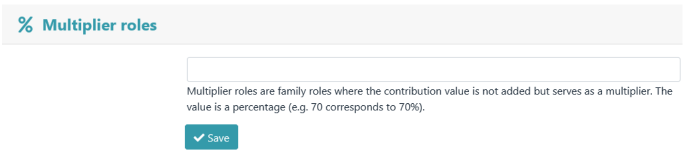
Settings for the age-based roles.

Family roles



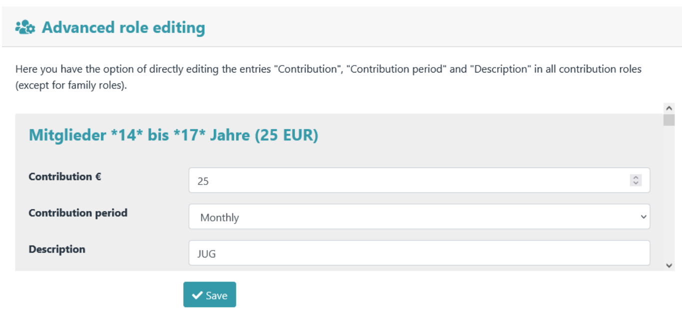
Family role settings.

Multiplier roles



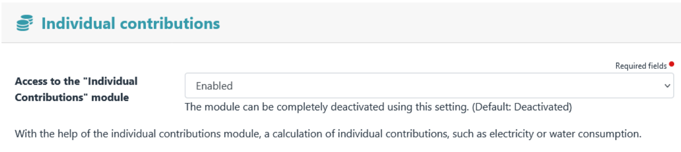
Here one or more contribution roles can be defined as multiplier roles.

Advanced role editing



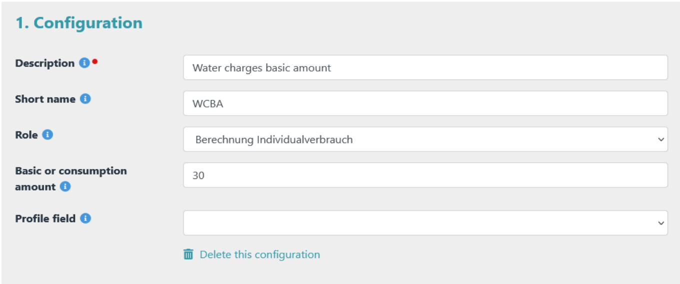
Values of contribution, contribution period and description of contribution roles (except family roles) can be edited via the A**dvanced role editing.** It is only possible to enter a decimal value for the contribution of a role via this menu item (this is no longer possible via → *Admidio – Groups & Roles – Edit Role)* .

Individual contributions

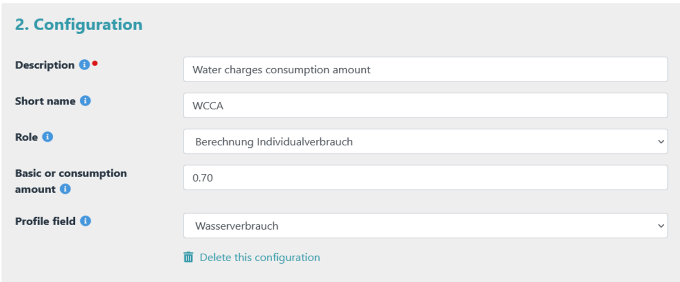


individual contributions module can be activated or deactivated here.

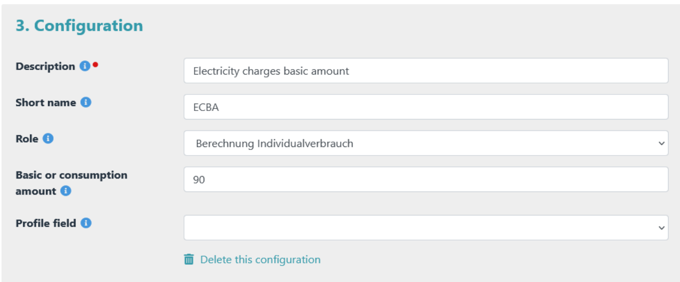
Examples of configurations of basic and consumption amount of water and electricity.



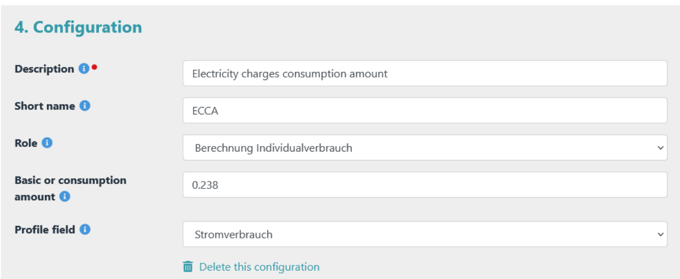
Example basic amount of water charges



Example consumption amount water charges

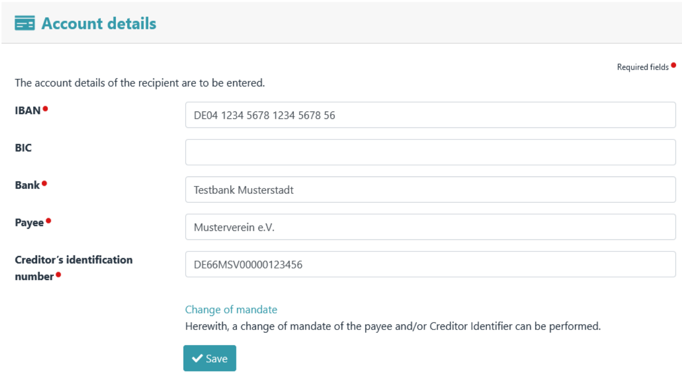


Example basic amount of electricity charges



Example consumption amount electricity charges

Account details

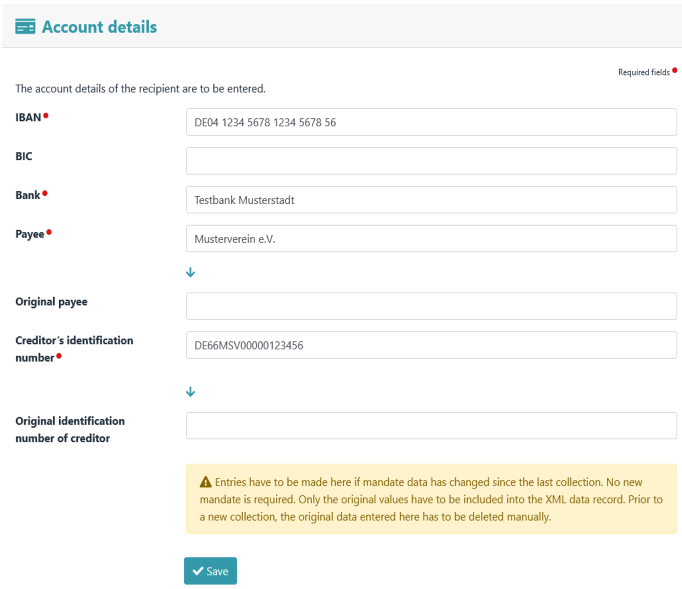


The payee's account details.

The Change of Mandate view is accessed via the "Change of Mandate" link.

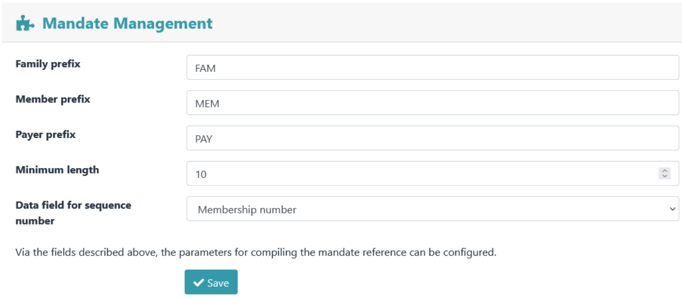
Notice

Mandate changes are required if mandate data have changed since the last collection.



The change of mandate of the payee.

Mandate management



The parameters for the composition of the mandate reference are set here.

Notice

Once a mandate reference has been created, it should not be changed. If it is changed, a change of mandate must be carried out.

A mandate reference is divided into 3 sections. The number of characters (=minimum length) is specified in the menu.

Section 1	**Section 2**	**Section 3**
Digits 1 to x	Digits x+1 to y	Digits y+1 to z
prefix	zeros	sequential number

The prefix

The prefix in section 1 can be assigned individually. A distinction is made between:

- Families (e.g. FAM or FAMILY)
- Members who act as self-payers (e.g. SLF)
- Members who have a payer (e.g. PAY)

Notice

A prefix can, but does not have to be entered. There is also no need to define different prefixes.

The zeros

Section 2 is filled with zeros (0) if the set minimum length has not yet been reached.

The sequential number

Section 3 is a sequential number. To do this, a database field with clear content (e.g. member number or user_id) is selected. The value from this database field is used as a sequential number.

Example 1:

- Specified minimum length: 10
- Prefix: FAM
- Sequential number: 566
- => results in the following mandate reference: FAM0000566

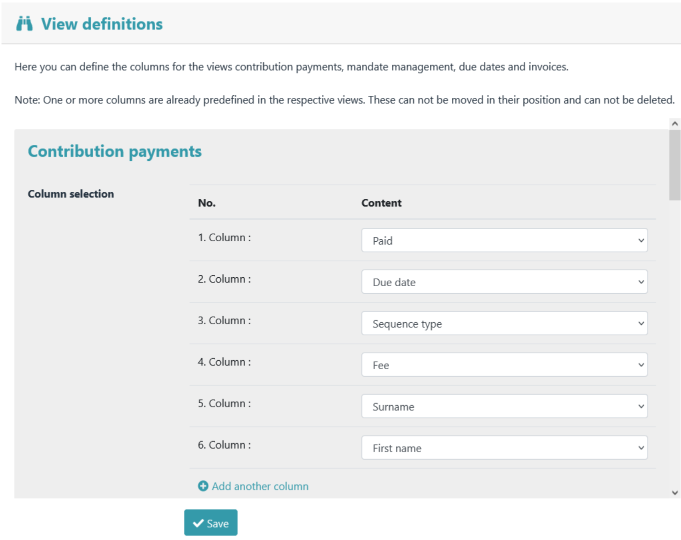
Example 2:

- Specified minimum length: 5
- Prefix: MEMBER
- Sequential number: 723
- => results in the following mandate reference: MEMBER723

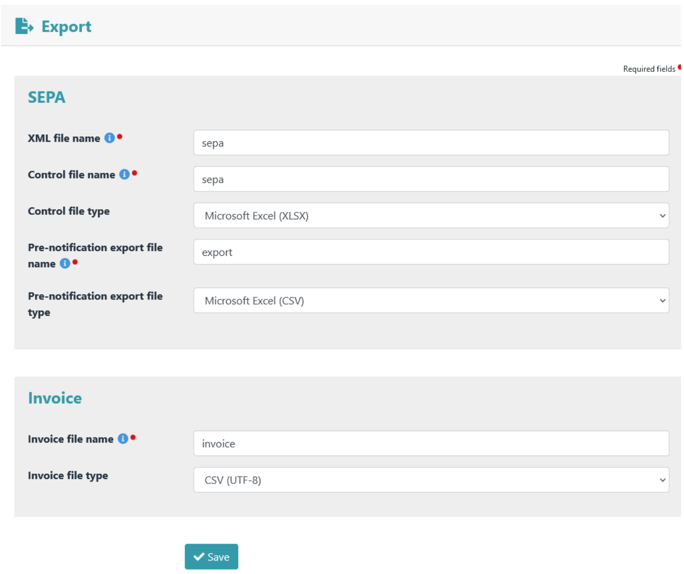
View definitions

This menu item can be used to define the columns (profile fields) to be displayed for the views

- Contribution payments,
- Mandate management,
- Due date and
- Invoice



Export

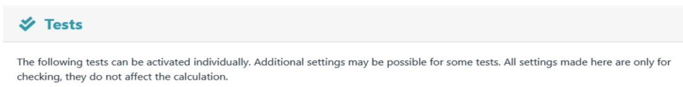


Settings for data export.

Email notifications

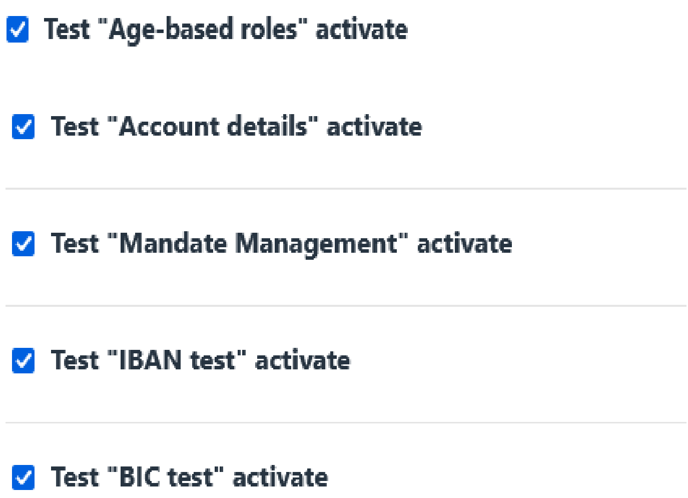
Tests

Settings for the role checks

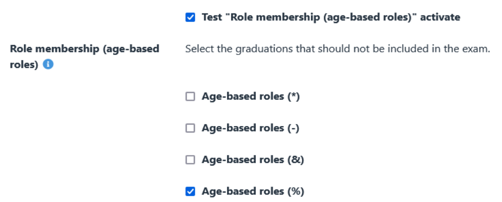


Enable tests

All tests can be activated separately.

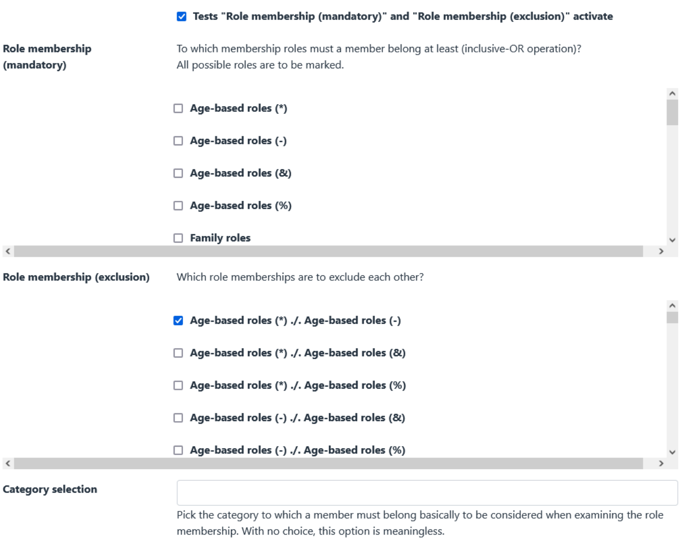


Role membership (age-based roles)



Here you can select which scales should not be included in the "Role membership (age-based roles)" test.

Role membership (mandatory) and Role membership (exclusion)



Role membership (mandatory)

All contribution roles to which a member should at least belong must be selected here. All possible roles are to be marked.

For example, a member should either be in

- an age-based role
- OR in a family role
- OR in an honorary members role

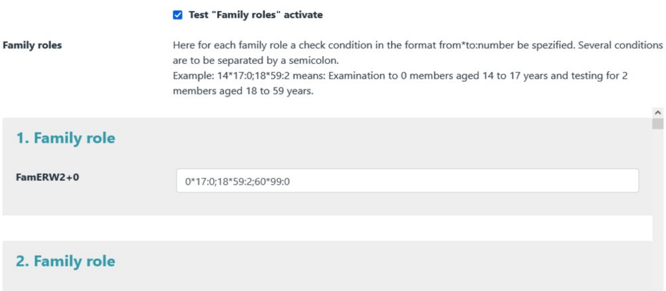
-> in this case tick the boxes: "Age-based roles", "Family roles" and "Honorary members"

Role membership (exclusion)

Here you have to select which contribution roles should be mutually exclusive.

For example, if a member is not allowed to be in an age-based role and a family role at the same time (-> double contribution calculation), then "Age-based roles ./. Family roles" is to be marked.

Family roles



The test conditions for family roles are defined here. A separate test condition in the format "from*to:number" can be specified for each prefix of a family role. Multiple conditions must be separated by semicolons.

It is checked whether a member of a family role should not be in a family role with this prefix due to his age.

All checks of family roles refer to the reference time that was defined for the age-based roles.

Examples of test conditions for family roles:

exam on	**test condition**
-0 people from 0 to 17 -2 people from 18 to 59 -0 people from 60 to 99	0*17:0;18*59:2;60*99:0
-0 people from 0 to 13 -1 person from 14 to 17 -2 people from 18 to 59 -0 people from 60 to 99	0*13:0;14*17:1;18*59:2;60*99:0
-0 people from 0 to 17 -1 person from 18 to 59 -1 people from 60 to 99	0*17:0;18*59:1;60*99:1
-0 people from 0 to 17 -0 people from 18 to 59 -2 people from 60 to 99	0*17:0;*18:59::0*;60*99:2

The use of complex family role prefixes is also possible.

The author of the plugin currently uses the following family role prefixes:

With the following specifications:

- Child: 0 to 13 years

- Youth: 14 to 17 years
- Adult: 18 to 59 years old
- Senior: 60 to 99 years

family role prefix	description	test condition
FamERW1+JUG1+0	1 adult + 1 youth	0*13:0;14*17:1;18*59:1;60*99:0
FamERW1+JUG1+KND1	1 adult + 1 youth + 1 child	0*13:1;14*17:1;18*59:1;60*99:0
FamERW1+JUG1+KND2	1 adult + 1 teenager + 2 children	0*13:2;14*17:1;18*59:1;60*99:0
FamERW1+JUG1+SEN1	1 adult + 1 youth + 1 senior	0*13:0;14*17:1;18*59:1;60*99:1
FamERW1+KND1	1 adult + 1 child	0*13:1;14*17:0;18*59:1;60*99:0
FamERW1+KND2	1 adult + 2 children	0*13:2;14*17:0;18*59:1;60*99:0
FamERW1+KNDx	1 adult + many children	14*17:0;18*59:1;60*99:0
FamERW1+SEN1	1 adult + 1 senior	0*17:0;18*59:1;60*99:1
FamERW1+STD1+SEN1	1 adult + 1 student + 1 senior	0*13:0;14*24:1;25*59:1;60*99:1
FamERW2+0	2 adults	0*17:0;18*59:2;60*99:0
FamERW2+ERW1+0	3 adults	0*17:0;18*59:3;60*99:0
FamERW2+ERW1+JUG1+0	3 adults + 1 teenager	0*13:0;14*17:1;18*59:3;60*99:0
FamERW2+ERW1+JUG1+KNDx	3 adults + 1 teenager + many children	14*17:1;18*59:3;60*99:0
FamERW2+ERW1+JUG2	3 adults + 2 teenagers	0*13:0;14*17:2;18*59:3;60*99:0
FamERW2+ERW1+KNDx	3 adults + many children	14*17:0;18*59:3;60*99:0
FamERW2+ERW2	4 adults	0*17:0;18*59:4;60*99:0
FamERW2+JUG1+0	2 adults + 1 teenager	0*13:0;14*17:1;18*59:2;60*99:0
FamERW2+JUG1+KNDx	2 adults + 1 teenager + many children	14*17:1;18*59:2;60*99:0
FamERW2+JUG2+0	2 adults + 2 teenagers	0*13:0;14*17:2;18*59:2;60*99:0
FamERW2+JUG2+KNDx	2 adults + 2 teenagers + many children	14*17:2;18*59:2;60*99:0
FamERW2+KNDx	2 adults + many children	14*17:0;18*59:2;60*99:0
FamERW2+SEN1	2 adults + 1 senior	0*17:0;18*59:2;60*99:1
FamERW2+STD1	2 adults + 1 student	0*13:0;14*24:1;25*59:2;60*99:0
FamSEN2	2 seniors	0*59:0;60*99:2

The initial configuration is certainly very time-consuming and requires extensive planning.

Example:
Max Mustermann joins the association with his wife and many children. A role with the name **FamERW2+KNDx Mustermann Max** is created for this purpose.

After a few years, one of the children becomes a teenager.
→ The name of the role is renamed to **FamERW2+JUG1+KNDx Mustermann Max.**

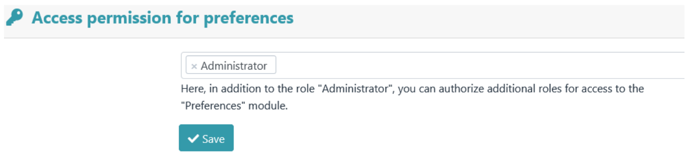
Again after a few years, a second child becomes a teenager.
→ The name of the role is renamed to **FamERW2+JUG2+KNDx Mustermann Max.**

Then one of the teenagers becomes an adult.
→ The name of the role is renamed to: **FamERW2+ERW1+JUG1+KNDx Mustermann Max** .

etc. etc.

Conclusion: A lot of work in the definition, but after that it's pretty much a sure-fire success.

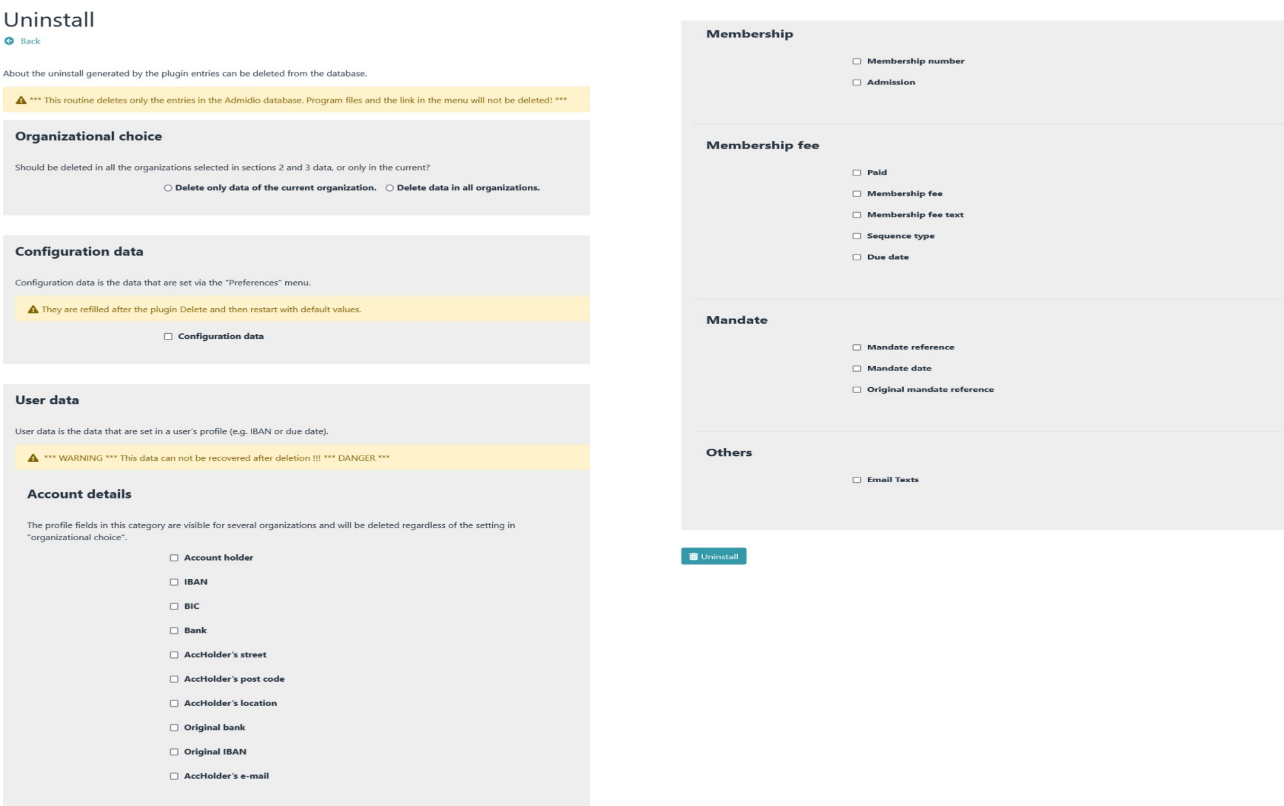
Access permission for preferences



Authorize other roles to access the **Preferences** module**.**

Uninstall

All data created by the plugin can be deleted again by uninstalling it.



Here you can select whether only data in the current organization or in all organizations should be deleted.

Deleted configuration data is filled with default values after restarting the plugin.

Here you select which user data should be deleted.

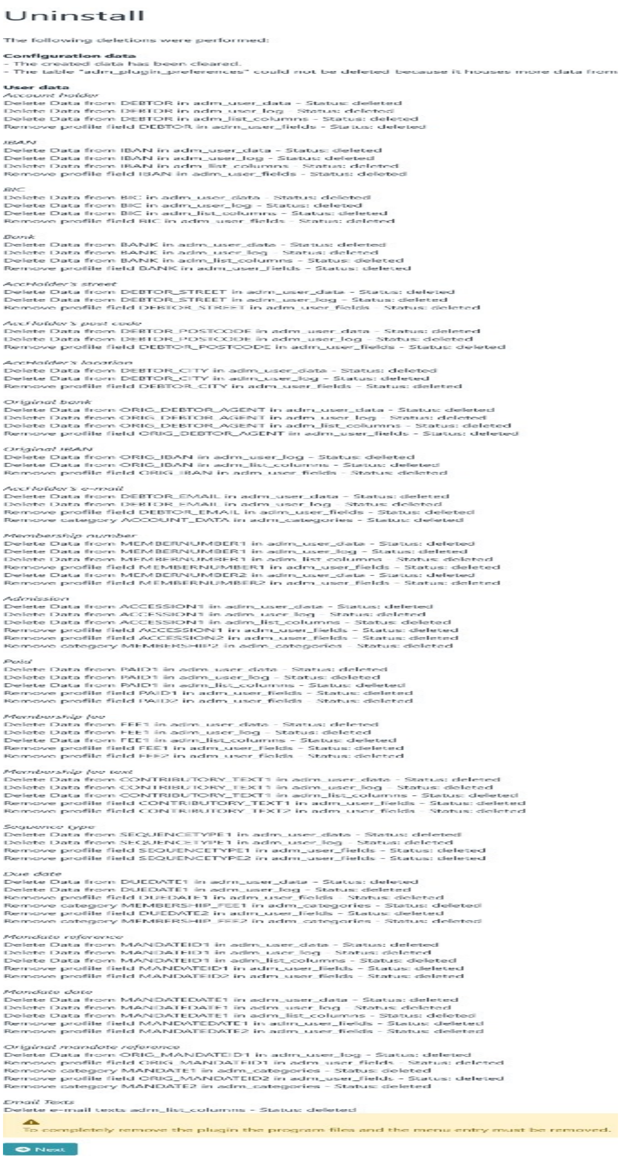
DANGER

Deleted user data (e.g. IBAN or membership number) cannot be restored!

Notice

In order to completely remove the membership fee plugin, all possible checkmarks must be set.

Message after completed uninstallation.



Saving the configuration

All configuration data is stored in a table named adm_plugin_preferences in the Admidio database. If this table does not exist, it will be created.

The configurations of the following plugins are currently stored in this table:

- Mitgliedsbeitrag (membership fee)
- Geburtstagsliste
- FormFiller
- KeyManager

The table entries of the membership fee plugin all begin with the letters "PMB".

Procedure for a contribution calculation

The following conditions must be met

- Basic settings are entered
- Basic functions have been tested
- Contribution roles are defined (and are also recognized by the plugin → *Options – Overview of roles*)
- All test conditions should already be defined under → *Preferences – Tests*

Rough process

1. First, a contribution calculation is carried out. Then the due date is set, the XML file is generated and the contributions are collected.

2. When all contributions have been collected, the paid date is set. Setting this date is important as it triggers several follow-up actions (e.g. FRST becomes RCUR, mandate changes are rolled back, etc.). It is not important when this date is set. It only matters that it is set.

3. If more members join the association in the course of a year, the same procedure is repeated. So carry out the contribution calculation, set the due date, collect contributions, set the paid date.

4. At the end of a year (when all contributions have been collected) a "Delete" is performed. This will delete all contributions, contribution texts or due dates. Now you can start again in the new year with the first collection of contributions of the year, the total collection.

Schedule

(a new member is added)

Admission of the new member

The new member is added to Admidio. As part of the admission, it is already included in the various contribution roles (e.g. in an age-based role or in a family role).

Notice

The mandate date can also be included as part of the new inclusion.

Generate membership number

If you are working with membership numbers, create a membership number via → *Options – Generate Membership number(s)*.

Create mandate reference

Via the menu item → *Mandate management - Create mandate references*.

Enter mandate date

If you have not already done so, enter a mandate date via → *Mandate management - Edit mandate* (or by editing the member's profile).

Perform remapping

If working with age-based roles, carry out a remapping now

Contribution calculation

Via → *Fees - Recalculation* .

Due Date

Call up the Due date module via → *Export – SEPA - Due date and assign a due date* .

XML file

After a due date has been set, an XML file can also be generated via → *Export – SEPA - XML file* .

Pre-notification

A pre-notification can also only be created via → *Export – SEPA - pre-notification* if a due date has been assigned.

Distribution of the XML file

After the XML file has been created, it can be sent to a bank via a home banking program (e.g. StarMoney or Jameica/Hibiscus).

Completion of a contribution calculation

In order to complete the entire process, it is important that a paid date is set. Setting this date changes a sequence type FRST to sequence type RCUR.