

BMWP_Examples_of_Applying_Overages_to_Dues

MOST IMPORTANT NOTES:

- *Total should always = Zero if applying overages to dues.*
- *Also the shop should be posted for the month.*
- *Batch ID should be YYYYMM01-SSS-OU (SSS=Shop Code)*
- *Batch Date must be within current reporting period and last day of the month.*

Example 1: Member owes one payment and Overage = Dues. We did not have to modify the entries because total = \$0.00

Payment Details

☒	Make Payment	Dues Month	Amount
☒	☒	12/31/2022	\$44.00
☒	☒	01/31/2023	\$44.00

Next Month

☐ Init Fee

☐

☐

☒ (Over)/Under (\$88.00)

Total \$0.00

New Calculated Paid-Thru-Date

☐ Override 01/31/2023

Payment Details

☒	Make Payment	Dues Month	Amount
☒	☒	12/31/2022	\$44.00
☒	☒	01/31/2023	\$44.00

Next Month

☐ Init Fee

☒ O/U - \$44

☐

☐ (Over)/Under

Total \$0.00

New Calculated Paid-Thru-Date

☐ Override 01/31/2023

Example 2: Member owes multiple payment and Overage = dues. Same as Example 1, we did not need to alter any entries.

Example 3: Member owes multiple payments and Overage does not cover all dues but does match one month. Notice we uncheck the January payment because existing Over/Under is being used to just cover December. We do Recalc and the Total = \$0.00.

Recap: All we did was uncheck a month's payment and then clicked on Recalc Button.

Payment Details

☒	Make Payment	Dues Month	Amount
☒	☒	12/31/2022	\$44.00
☐	☐	01/31/2023	\$44.00

Next Month

☐ Init Fee

☐

☐

☒ (Over)/Under (\$44.00)

Total \$0.00

New Calculated Paid-Thru-Date

☐ Override 12/31/2022

Example 4: Member's Overage exceeded the dues owed.

Initial Display

Payment Details

☒ Make Payment	Dues Month	Amount
☒	01/31/2023	\$44.00

Next Month

☐ Init Fee

☐

☐

☒ (Over)/Under (\$176.00)

☐ Recalc Total (\$132.00)

New Calculated Paid-Thru-Date

☐ Override 01/31/2023

Updated to Balance

Payment Details

☒ Make Payment	Dues Month	Amount
☒	01/31/2023	\$44.00

Next Month

☐ Init Fee

☒ O/U

☐

☐ (Over)/Under

☐ Recalc Total \$0.00

New Calculated Paid-Thru-Date

☐ Override 01/31/2023

Since we cannot apply the full \$176.00 overage, we insert a Misc O/U for -\$44.00

Uncheck the (Over)/Under balance and Recalc so Total = \$0.00

The balance of the overage will be maintained.

Example 5: Member owes multiple months but Overage does not match a multiple of dues payments.

Initial Display

Payment Details

☒ Make Payment	Dues Month	Amount
☒	11/30/2022	\$44.00
☒	12/31/2022	\$44.00
☒	01/31/2023	\$44.00

Next Month

☐ Init Fee

☐

☐

☒ (Over)/Under (\$106.00)

☐ Recalc Total \$26.00

New Calculated Paid-Thru-Date

☐ Override 01/31/2023

Updated to Balance

Payment Details

☒ Make Payment	Dues Month	Amount
☒	11/30/2022	\$44.00
☒	12/31/2022	\$44.00
☐	01/31/2023	\$44.00

Next Month

☐ Init Fee

☒ O/U

☐

☐ (Over)/Under

☐ Recalc Total \$0.00

New Calculated Paid-Thru-Date

☐ Override 12/31/2022

Uncheck one month. (January)

Put in a Misc O/U of -\$88.00 to match the two payments.

Uncheck Over/Under of (\$106.00)

Recalc for total = \$0.00.