

Dues Field Descriptions

10/05/2017

Amount	Amount of dues paid.[amount:n(12,2)]
Checkno	Reference, enter check# or, "Cash", "CC-Visa", "CC-MC", "CC-AX", "CC-Disc", or "Other"[checkno:c(25)]
Company	Company, corporation, or organization name. This field can be left blank for individuals or memberships whose mailing address does not include a company.[company:c(50)]
Complimentary dues	This logical field is flagged if the dues renewal was complimentary.[duescomped:logical]
Date	Enter the date on which the dues payment was made. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[date:date]
Day	[day:n(2)]
Membership Sub-type	In addition to Membership types, your organization may also have sub-types. To create sub-types click on the Setup. Choose Contacts. You will see a number of tabs across the top. Choose "Memb Sub-types". You may enter your membership sub-types and sub-types codes on this list.[subtype:c(20)]
Membership#	Although this number does not appear on the screen, the Membership# is the unique identifying number that PastPerfect uses to link the membership to dues and donations.[memno:n(6)]
Memcode	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:c(10)]
Month	Click on Pledges/Receipts on the main menu. To view total membership dues for each month click on the month tabs at the top of the screen.[month:n(2)]
Name	Name of the membership. This can be an individual's name, a family name, a company name, corporation, or organization.[name:c(50)]
Notes	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.[notes:memo]
Paidthru	Date through which the current dues payment covers.[paidthru:date]
Revenue Restriction	This field can be used to denote restrictions on the use of the dues payment. Restriction options are: Permanently, Temporarily, or Unrestricted.[restrict:c(15)]
Revenue Source	This field can be used to create reports summarizing income from different sources.

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Select the source of the dues payment from the pull-down list. The list of revenue sources can be modified via the Setup Authority Files screen.[revenue:c(40)]

Subcode

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:c(10)]

Tax deductible amount

Amount of the dues payment that is tax deductible.[amtdeduct:n(12,2)]

Type

Your organization probably has a number of Membership types. To create Membership types click on Setup on the main menu. Choose Contacts. You will see a number of tabs across the top of the screen. Choose Membership Types. Press the "Add" button to add a new membership type. To edit an existing type, highlight the one you wish to edit and begin typing.[type:c(20)]

Type of payment

Enter how the payment was made, i.e. "check, credit card, cash".[typepay:c(8)]

Year

Select the year using the pull down list to view all donations for that year.[year:n(4)]