**Background**

Primary goal: Streamline the payment service.

10% fee on the revenues it collects on behalf of a club.

Collects money via monthly direct debit; the payment once set up will continue to be taken until the direct debit is cancelled. Allows the monthly fee to be adjusted, however this cannot be done without sufficient notification to all those affected.

**Club Registration**

1. Club must first register.
2. All data regarding the club will be stored in the central database:
   * The Club ID (generated by the system)
   * Name of the club
   * The address where the club is legally registered
   * The bank account and sort code of the club
   * Email address
   * Club URL(Optional)
3. If the club is a private business, then the owner information is recorded, along with a VAT number.
4. If the club is a charity, it will have a charitable number, along with a secretary and treasurer; details of the secretary and treasurer are also recorded by the system, such as their address and email.
5. The last pieces of information which are collected are the monthly fee, preferred billing date(day of the month).
6. Once the club has registered, it goes into a **pending** state.
7. During pending state; necessary background checks are completed; this is done in an attempt to prevent fraud and money laundering.
8. An account manager is used to make the background checks, and once they are happy that the club and individuals seem to be legitimate, the club’s status goes to **active.**
9. Note: Clubs with either high monthly fees or large expected numbers may be subject to further checks.
10. Once the club has gone to an **active** state, a payment registration URL is generated by the system and send to the clubs email address.
11. This shows necessary information regarding the club such as its name, location, contact email.
12. The primary purpose of this URL is to allow parents to set up payment information set up payment information so that a direct debit can be made by their account once a month.

1. The billing cycle and month costs are shown, the billing cycle is a fixed date each month and is based on when the club first became active on the system;
   * It is initially set to be two weeks from the start of activation.
   * Note on billing dates: If initially generated billing date is on or after the 28th of the month, it is moves to be the 25th day of the months so that there is never any issues regarding months being of different length.
2. The information that is captured by the web form is the Bank account, Sort code, Account holders name, Account holders address, Account holders email address, Childs name.
3. Once captured it is registered to the club as one of its billed clients.
4. Note: It is possible that parents have more than one child attending the same club. It is also possible that parents can pay from more than one club for their child.

**Club Account View**

1. A list of names is available to the club. The list compromises of:
   * Name of the children
   * Parental Email address
   * Green tick or red cross next to a name depending if the payment has been made via the direct debit.
   * List must be sorted firstly by paid, then non-paid then in alphabetical order based on the child’s first name.
2. When an item from the list(name) is double-clicked, it shows all the payment trans actions which have been made from that particular client.
3. It also contains an option to suspend or cancel; if the child is not going to attend for a while, client can either suspend(likely to return) or cancel (Direct Debit information will be deleted, but not the associated transactions).
4. The club will also have the option to search the list based on first and/or surname. This will show first active memberships, followed by any inactive and then any cancelled.
5. If an inactive membership is selected, it allows the account to be set as active again, and the account will be billed during the next billing cycle.
6. Changes to fees must be communicated to the direct debit customers in advance. Twenty days before the new fee comes into force the system will email all the direct debit customers for that club and ward them that the fees are increasing;
7. This gives enough time for parents to cancel their memberships if needed.
8. The club needs to fill out a form that clearly captures the new fee level, and has space for a message to be sent to the direct debit customers so that an explanation can be given as to why the fees are increasing.
9. The last thing that needs to be selects is the billing cycle, and the system will show three possible consecutive months, starting from the billing cycle after the next scheduled billing date.

**Daily Billing Cycle**

1. AGYM runs a process each day which checks each of the clubs to identify those who are billing their customers through the direct debit.
   * If the date matches, a check is made to see if a change of fee is being applied, if so the fees are changed.
2. Next the process iterates through the list of direct debit customers, and bills each of the associated accounts.
   * If successful the transaction is saved to the system, and the fee added to the total for that clubs billing cycle.
   * If unsuccessful, the direct debit customer is marked as not payed.
3. At the end of the cycle, for each club a summary is generated containing the amount collected, AGYM fee deduced and the account credited to the clubs bank account.

**Daily Billing Cycle**

1. The system will use a relational database and will be a web application.
2. The company is aware that web technologies are changing and has requested that the application side of the website is written in Java and it should use a service layer to encapsulate all business logic so that the web site can change in the future.