By Wed/Fri, we will send you samples of reports and data entry screens for your reference.

Maintaining various sub-total as follows:
s1. sub-table Nationality
1. Nationality,c,1
2. Nationaltiy in words,c,20

s2. sub-table Dialect Group
1. Dialect,c,1
2. Dialect in words,c,20

s3 sub-table Religion

1. Religion,c,1
2. Religion in words,c,20

s4. sub-table reason (for leaving)

1. Reason,c,1
2. Reason in words,c,20

There should be a payment history file keeping track of subscription due and subscription paid

1. membership number,c,6
2. date due,d,10
3. amt due,n,8,2
4. date paid,d,10
5. amt paid,n,8,2
6. Bank/Cash,c,4
7. cheque number,c,6   8 Receipt No   Auto generated.
monthly reporting   9 Acct Rcy No   Print Receipt with Address
membership fee due and membership fee paid
yearly requirement
ability to print reminder notice with the years/amount of dues
special requirement

ability to handle advance payment