

Membership fee

A plugin for the free online membership management software Admidio

Documentation

November 2025

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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

49 updates have been released since 2011, the current version is 6.0.0. 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>).

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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".

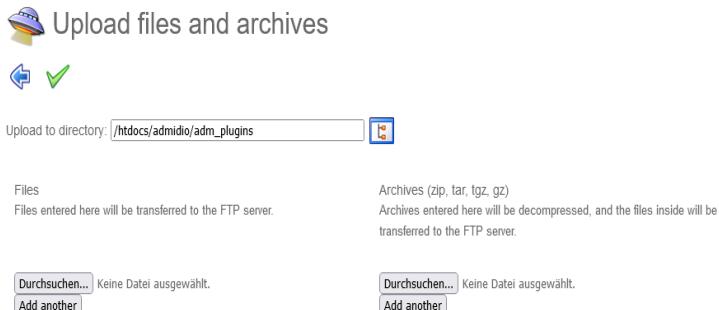
There are two options here:

1st possibility:

- Unzip the file "mitgliedsbeitrag_x.y.z.zip". A directory with the name "MembershipFee" is created with program files contained in it.
- In the Admidio directory adm_plugins create a new folder called "MembershipFee".
- 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 "MembershipFee" is created automatically.

After the program files have been uploaded, the plugin's installation routine must be called up. To do this, log in to Admidio and start the following PHP file in the browser:

<your-admidio-page>/adm_plugins/MembershipFee/system/install.php

The installation routine

Running install.php initiates an installation process that creates all necessary profile fields and categories. From plugin version 6.0.0 onwards, this installation process runs in the background. Minor user input is required.

Additionally, each time the plugin starts, it checks whether the values of "version" and "stand" in the version.php file match the values stored in the database and whether all profile fields are still present.

If there are any differences, a detailed installation process will be initiated. and further checks are carried out. Existing configuration data can be reinitialized and overwritten with changed data.

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 | - Membership number | Existing |
| | - Admission | Missing |
| Membership fee | - Contribution | Missing |
| | - Paid | Missing |
| | - Membership fee tax | Missing |
| | - Sequence type | Missing |
| | - Due date | Missing |
| Mandate | - Mandate reference | Missing |
| | - Mandate date | Missing |
| | - Original mandate reference | Missing |
| Account details | - IBAN | Existing |
| | - BIC | Missing |
| | - Bank | Missing |
| | - Account holder | Missing |
| | - Account holder's street | Missing |
| | - Account holder's post code | Missing |
| | - Account holder's location | Missing |
| | - Account holder'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 | - Membership number | Existing |
| | - Admission | Existing |
| Membership fee | - Contribution | Existing |
| | - Paid | Existing |
| | - Membership fee tax | Existing |
| | - Sequence type | Existing |
| | - Due date | Existing |
| Mandate | - Mandate reference | Existing |
| | - Mandate date | Existing |
| | - Original mandate reference | Existing |
| Account details | - IBAN | Existing |
| | - BIC | Existing |
| | - Bank | Existing |
| | - Account holder | Existing |
| | - Account holder's street | Existing |
| | - Account holder's post code | Existing |
| | - Account holder's location | Existing |
| | - Account holder's e-mail | Existing |
| | - Original bank | Existing |
| | - Original IBAN | Existing |

All required profile fields exist.

Finish

Finish 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 (defined / actual value comparison)

| Category | Profile field | Internal name | | Data type | | Desired | | Actual | | Desired | | Actual | |
|------------------------------|--------------------|--------------------|--------------------|-----------|---------|---------|--------|---------|--------|---------|--------|---------|--------|
| | | Desired | Actual | Desired | Actual | Desired | Actual | Desired | Actual | Desired | Actual | Desired | Actual |
| Membership | MEMBERSHIP1 | MEMBERSHIP1 | MEMBERSHIP1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Membership number | MEMBERNUMBER1 | MEMBERNUMBER1 | MEMBERNUMBER1 | TEXT | DATE | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Admission | ACCESSION1 | ACCESSION1 | ACCESSION1 | DATE | DATE | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Membership fee | MEMBERSHIP_FEE1 | MEMBERSHIP_FEE1 | MEMBERSHIP_FEE1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Contribution | FEET1 | FEET1 | FEET1 | DECIMAL | DECIMAL | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Paid | PALD1 | PALD1 | PALD1 | DATE | DATE | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Membership fee text | CONTRIBUTORY_TEXT1 | CONTRIBUTORY_TEXT1 | CONTRIBUTORY_TEXT1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Sequence type | SEQUENCETYPE1 | SEQUENCETYPE1 | SEQUENCETYPE1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Due date | DUEDATE1 | DUEDATE1 | DUEDATE1 | DATE | DATE | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Mandate | MANDATE1 | MANDATE1 | MANDATE1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Mandate reference | MANDATED1 | MANDATED1 | MANDATED1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Mandate date | MANDATEDATE1 | MANDATEDATE1 | MANDATEDATE1 | DATE | DATE | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Original mandate reference | ORIG_MANDATE1 | ORIG_MANDATE1 | ORIG_MANDATE1 | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Account details | ACCOUNT_DATA | ACCOUNT_DATA | ACCOUNT_DATA | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - BAN | BAN | BAN | BAN | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - BIC | BIC | BIC | BIC | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Bank | BANK | BANK | BANK | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Account holder | DEBTOR | DEBTOR | DEBTOR | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Acceptor's street | DEBTOR_STREET | DEBTOR_STREET | DEBTOR_STREET | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Acceptor's post code | DEBTOR_POSTCODE | DEBTOR_POSTCODE | DEBTOR_POSTCODE | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Acceptor's location | DEBTOR_CITY | DEBTOR_CITY | DEBTOR_CITY | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Acceptor's e-mail | DEBTOR_EMAIL | DEBTOR_EMAIL | DEBTOR_EMAIL | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Original bank | ORG_DEBTOR_AGENT | ORG_DEBTOR_AGENT | ORG_DEBTOR_AGENT | TEXT | TEXT | ○ | ○ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| - Original BAN | ORG_BAN | ORG_BAN | ORG_BAN | 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.

 Info

Next terminate this setup routine (if changes to the database have been made, it is highly recommended to restart Afrodiz).

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.

The menu item

The installation routine creates:

1. an additional menu item (starting with membership version 5.3.1) to launch the plugin
2. a role (hereinafter referred to as the access role) for accessing the plugin

Edit Menu

Name * Required input *

Internal name *

Description
(still 3960 characters)

Menu level *

Module rights *

Visible for *

URL *

Icon *

✓ Save

For your information:

In Admidio, the Menu module allows you to restrict the visibility of a menu item using the "Visible for" setting. However, this permission does not affect access to the underlying page.

The access role created by the installation routine is listed under "Visible for" in the menu item. The current user is already a member of this role. Additional users can be added to the role.

Based on this access role, the plugin creates access permissions only for members of this role. Afterward, it is no longer possible for non-members of this role to directly access a program via the browser's address bar, such as .../adm_plugins/MembershipFee/system/payments.php.

The name of the menu item and the access role must not be changed, as they will only be removed unchanged during uninstallation.

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.

Contribution payments

| All | Paid | Due date | Sequence type | Fee | Surname | First name | Birthday |
|--------------------------|------------|----------|---------------|-----|------------|------------|------------|
| <input type="checkbox"/> | 01.12.2022 | | | 99 | Kammelmann | Markus | 05.02.2020 |

Edit invoice date

| All | Surname | First name | Fee | Contributory text |
|--------------------------|------------|------------|-----|-------------------|
| <input type="checkbox"/> | Kammelmann | Markus | 99 | |

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 (\rightarrow Export - SEPA - Due date). Since all requirements are met, the member concerned should also be displayed here.

Due date

[Back](#)

| Due date | Sequence type | Fee | Surname | First name | Birthday |
|------------|----------------|-----|---------|------------|------------|
| 28.11.2022 | - not change - | 99 | Mayer | Richard | 16.01.1964 |

Showing 1 to 1 of 1 entries

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

Due date

[Back](#)

| Due date | Sequence type | Fee | Surname | First name | Birthday |
|--|----------------|-----|---------|------------|------------|
| <input checked="" type="checkbox"/> 28.11.2022 | - not change - | 99 | Mayer | Richard | 16.01.1964 |

Showing 1 to 1 of 1 entries

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

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

| Due date/Sequence type | Due date | FRST | RCUR | FNAL | OOFF |
|------------------------|------------|------------------------------|------------------------------|------------------------------|------------------------------|
| | 01.12.2022 | <input type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |

Select one or more combinations of due date and sequence type to create the XML or control file.

[XML file](#)

Creates an XML file.

⚠ The plugin membership fee generates a single SEPA XML file based on the selected parameters. However, the file may not be accepted by the bank / home banking program if it has multiple due dates. It is therefore recommended to create an XML file with only one due date.

FRST=first debit, RCUR=recurring debit, FNAL=final debit, OOFF=one-off debit

[Control file](#)

Creates a control file (XLSX or .CSV).

[Advance information](#)

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 (\rightarrow 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 (\rightarrow 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 \rightarrow 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 "MembershipFee" 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 "MembershipFee" from the unzipped zip file into the plugin directory.

Notice

From plugin version 6.0.0 onwards, the plugin folder must be named "MembershipFee", or it may need to be renamed.

The menu structure

All functions of the plugin are accessible via a menu.

Fees Mandate management Export Options

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

Membership fee

Total sum: 219 € Already paid: 0 € Not yet received: 219 €

| # | 2 |
|---|---|
| # | 0 |
| # | 2 |

Fees Mandate management Export Options

Fees menu

Fees Mandate management Export Options Preferences

- ✖ Remapping of age-based roles
- ⌚ Recalculation
- 👤 Individual contributions
- ⌚ Contribution payments
- ☰ Membership fee analysis
- ⌚ Contribution history

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

Fees Mandate management Export Options

- ➕ Create mandate references
- 📝 Edit mandate

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

Export menu

Fees Mandate management Export Options

 SEPA

 Invoice

All export functions are accessible via Export.

Options menu

Fees Mandate management Export Options

 Generate membership number(s)

 Update family roles

 Copying

 Tests

 Overview of roles

 Plugin information

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

Preferences menu

Fees Mandate management Export Options Preferences

| |
|-----------------------------------|
| Contribution settings |
| Age-based roles |
| Family roles |
| Multiplier roles |
| Advanced role editing |
| Appointment selection |
| Individual contributions |
| Account details |
| Mandate management |
| View definitions |
| Export |
| Email notifications |
| Tests |
| Access permission for preferences |
| Delete |
| Uninstall |

All basic settings can be accessed via the Settings tab..

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

The screenshot shows a user interface for remapping age-based roles. At the top, there's a header with a back arrow and the title 'Remapping of age-based roles'. Below the header is a button labeled 'Remapping' with a note: 'Via this option, all members of age-based roles are reassigned.' A preview table follows, showing four entries:

| Surname | First name | Age | Action | Role name |
|---------|------------|-----|--------|---|
| Müller | Michaela | 17 | - | Mitglieder *18* bis *59* Jahre (55 EUR) |
| Ameier | Markus | 44 | - | Mitglieder *60* bis *99* Jahre (30 EUR) |
| Müller | Michaela | 17 | + | Mitglieder *14* bis *17* Jahre (25 EUR) |
| Ameier | Markus | 44 | + | Mitglieder *18* bis *59* Jahre (55 EUR) |

Below the table, it says 'Showing 1 to 4 of 4 entries'. At the bottom is a 'Save' button with a checked checkbox and a note: 'The new role affiliations have only been calculated but not yet saved.'

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" (\rightarrow 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 \rightarrow 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 \rightarrow 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 \rightarrow 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 \rightarrow 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 $0.70 \times 428 = 299.60$. 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

Recalculation

Role selection

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

not paid
If the recalculation is only to be carried out for members who have not yet paid (for which there is no paid date), then check the box.

Standard **Overwrite** **Add up**
Settings for the calculation mode. The following options are available:
- Standard: An actual contribution (except for 0 €) is not changed.
- Overwrite: Existing entries are deleted and replaced by new entries.
- Add up: Contributions are summed and contribute text is supplemented.

Recalculation

Note: If on the role selection the calculation limited to certain roles, so also the calculation mode affects only for those roles. Existing posts which are not covered by these roles remain unchanged.

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

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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 WV:8.4 SGB:90 SVB:142.8 | 3 | Membership fee 2022 |
| Ammermann | Wolfgang | 346 | Membership fee 2022 FAM Ammermann Wolfgang Ammermann Andrea WGB:30 WV:7 SGB:90 SVB:119 | 100 | Membership fee 2022 FAM Ammermann Wolfgang Ammermann Andrea |
| Bromer | Sepp | 180 | Membership fee 2022 ZSEN Bromer Sepp Bromer Monika WGB:30 WV:8.0 SGB:90 SVB:0 | 60 | Membership fee 2022 ZSEN Bromer Sepp Bromer Monika |
| Actner | Petra | 175 | Membership fee 2022 ERW WGB:30 WV:8.0 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

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Filter  Show all users  paid on  05.12.2022  

| All | Paid | Due date | Sequence type | Fee | Surname | First name |
|--------------------------|------|------------|---------------|-----|-------------|------------|
| <input type="checkbox"/> | | | RCUR | 120 | Felbermaier | Bernhard |
| <input type="checkbox"/> | | 01.12.2022 | | 99 | Kammelmann | Markus |
| <input type="checkbox"/> | | 05.12.2022 | | 166 | Birkmann | Alfred |
| <input type="checkbox"/> | | | 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  

| All | Paid | Due date | Sequence type | Fee | Surname | First name |
|-------------------------------------|------|------------|---------------|-----|-------------|------------|
| <input checked="" type="checkbox"/> | | | RCUR | 120 | Felbermaier | Bernhard |
| <input type="checkbox"/> | | 01.12.2022 | | 99 | Kammelmann | Markus |
| <input checked="" type="checkbox"/> | | 05.12.2022 | | 166 | Birkmann | Alfred |
| <input checked="" type="checkbox"/> | | | 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  

| All | Paid | Due date | Sequence type | Fee | Surname | First name |
|--------------------------|------|------------|---------------|-----|-------------|------------|
| <input type="checkbox"/> | | 05.12.2022 | RCUR | 120 | Felbermaier | Bernhard |
| <input type="checkbox"/> | | 01.12.2022 | | 99 | Kammelmann | Markus |
| <input type="checkbox"/> | | 05.12.2022 | RCUR | 166 | Birkmann | Alfred |
| <input type="checkbox"/> | | 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*).

Contribution payments

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| Filter | Show all users | paid on | 08.12.2022 | Save date | Delete date | Search: | | |
|--------------------------|----------------|------------|---------------|-----------|-------------|------------|-----------------|-----------------|
| All | Paid | Due date | Sequence type | Fee | Surname | First name | E-mail | E-Mail2 |
| <input type="checkbox"/> | | 01.12.2022 | | 99 | Kammelmann | Markus | markamm@gmx.net | markamm@gmx.de |
| <input type="checkbox"/> | | 05.12.2022 | RCUR | 220 | Gundemann | Chris | ChiGun@test.com | Malgun@test.com |

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.

Subject: Payment reminder

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Contact information

| | | |
|---|---|----------------|
| To | <input type="text" value="Markus Kammlmann <markamm@gmx.net>"/> | Required field |
| <hr/> | | |
| Your name | <input type="text" value=" "/> | |
| <hr/> | | |
| Your e-mail | <input type="text" value=" "/> | |
| <hr/> | | |
| <p><input type="checkbox"/> Send copy of e-mail to my address</p> <p><input type="checkbox"/> Request delivery confirmation</p> | | |

Message

Subject *

Payment reminder

Attachment ⓘ



Format ▾ | Size ▾ | **B** *I* **A** ▾ |  |  |  |  |  |  | 

Dear member,

We would like to politely remind you that on April 1st the annual membership fee of 99 Euro was due.

Please transfer the contribution to our account within the next 14 days.

Kind regards
DemoOrganisation

 Send

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

| ⌚ Contribution history |
|---|
| ⌚ View contribution history |

Here a history of the contributions can be displayed. The basis is a set payment date and the entries of the contribution, the contribution text and the due date.

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

The screenshot shows a software interface for managing due dates. At the top, there is a header bar with the word 'SEPA'. Below it, a 'Role selection' section contains a note: 'By default, all contribution roles are considered while editing the due date. About this role selection editing the due date may be performed only for the selected roles. There should be no restriction on certain roles, so this field should be left blank.' A checkbox labeled 'Due date' is checked. Below this, a note says: 'Via this option, a due date can be defined or deleted.' A yellow message box displays: '⚠ There are no due date.' Another message box below it states: 'The download of the XML file and control file is only possible if at least one due date has been set.'

"Due date" view is accessed via the menu item **Due date**.

Due date

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| *** Role-filter active! *** | | Sequence type | Filter | Show all users |
|-----------------------------|---------------|---------------|------------|----------------|
| Due date | Sequence type | Fee | Surname | First name |
| | | 3 | Behr | Richard |
| | RCUR | 60 | Bürkle | Maximilian |
| | | 55 | Gundelmann | Christoph |

A due date can be set via this view.

Due date

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| *** Role-filter active! *** | | Sequence type | Fee | Surname | First name |
|-------------------------------------|------------|----------------|--------|----------------|------------|
| | 02.12.2022 | - not change - | Filter | Show all users | Search: |
| <input checked="" type="checkbox"/> | Due date | Sequence type | Fee | Surname | First name |
| <input checked="" type="checkbox"/> | 14.12.2022 | | 3 | Behr | Richard |
| <input checked="" type="checkbox"/> | 07.12.2022 | RCUR | 60 | Bürkle | Maximilian |
| <input checked="" type="checkbox"/> | 07.12.2022 | | 55 | Gundelmann | Christoph |

Notice

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

Due date/Sequence type

| Due date | FRST | RCUR | FNAL | OOFF |
|------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 01.12.2022 | <input type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |
| 16.12.2022 | <input type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |

Select one or more combinations of due date and sequence type to create the XML or control file.

[XML file](#)

Creates an XML file.

⚠ The plugin membership fee generates a single SEPA XML file based on the selected parameters. However, the file may not be accepted by the bank / home banking program if it has multiple due dates. It is therefore recommended to create an XML file with only one due date.

FRST=first debit, RCUR=recurring debit, FNAL=final debit, OOFF=one-off debit

[Control file](#)

Creates a control file (.XLSX or .CSV).

[Pre-notification](#)

Creates a file (.XLSX or .CSV) with data to create serial letters for pre-notifications and enables sending of pre-notifications by e-mail.

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.

| Due Date/Sequence Type | Due date | FRST | RCUR | FNAL | OOFF |
|------------------------|------------|---|---|------------------------------|------------------------------|
| | 14.12.2022 | <input checked="" type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |
| | 07.12.2022 | <input checked="" type="checkbox"/> (1) | <input checked="" type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |

Select one or more combinations of due date and sequence type to create the XML or control file.

 XML file

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.

| Due Date/Sequence Type | Due date | FRST | RCUR | FNAL | OOFF |
|------------------------|------------|------------------------------|---|------------------------------|------------------------------|
| | 14.12.2022 | <input type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |
| | 07.12.2022 | <input type="checkbox"/> (1) | <input checked="" type="checkbox"/> (1) | <input type="checkbox"/> (0) | <input type="checkbox"/> (0) |

Select one or more combinations of due date and sequence type to create the XML or control file.

 XML file

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

 Control file

Creates a control file (.XLSX or .CSV).

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

Pre-notification

Creates a file (.XLSX or .CSV) with data to create serial letters for pre-notifications and enables sending of pre-notifications by e-mail.

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

Pre-notification

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| | Due date | - show all - | Export | E-mail | Search: | | | | | | | | | | | |
|--------------------------|------------|--------------|--------|----------------|------------|---------|----|------------|----|-------|----|------|----|--------|----|-------------------|
| | Due date | T1 | T2 | Membership fee | T1 | Surname | T1 | First name | T1 | Print | T1 | Edit | T1 | Delete | T1 | Mandate reference |
| <input type="checkbox"/> | 16.12.2022 | | | 220 € | Gundelmann | Chris | | | | | | | | | | MIT0000016 |
| <input type="checkbox"/> | 01.12.2022 | | | 99 € | Kammelmann | Markus | | | | | | | | | | MIT0000007 |

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

| Pre-notification | | | | | | | | | | |
|--|------------|----|--|----------------|------------|---------|----|---|---|--|
| Back Export E-mail | | | | | | | | | | |
| Due date - show all - Search: | | | | | | | | | | |
| | Due date | T1 | | Membership fee | T1 | Surname | T1 | First name | T1 | |
| <input checked="" type="checkbox"/> | 07.12.2022 | | | 222 € | Behr | Richard | |  |  |  MIT0000008 |
| <input type="checkbox"/> | 16.12.2022 | | | 220 € | Gundemann | Chris | |  |  |  MIT0000016 |
| <input type="checkbox"/> | 01.12.2022 | | | 99 € | Kammelmann | Markus | |  |  |  MIT0000007 |

Subject: Debit membership fee

[Back](#)

Required fields

Contact information

To

Your name

Your e-mail

Send copy of e-mail to my address

Request delivery confirmation

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

Message

Subject: Debit membership fee

Attachment: [Attach attachment](#)

Format - | Size - | B I A - |

Dear member,

on 07.12.2022 we book a membership fee of 222 euros
with the mandate reference number MT00000008
and our creditor ID DE66MSV0000123456
from your account DE01 1234 0000 5678 1234 45.

Please make sure you have sufficient funds in your account.

Kind regards
DemoOrganisation

Example:

Email to multiple tagged members

| Pre-notification | | | | | | | | | | | |
|---|------------|--------------|----|--|--|---------|----|------------|--|---|------------|
| ● Back | | | | | | | | | | | |
| Due date | | - show all - | | Export | E-mail | Search: | | | | | |
| □ | Due date | T1 | T2 | Membership fee | T1 | Surname | T1 | First name | T1 | ⊕ | T1 |
| <input checked="" type="checkbox"/> | 07.12.2022 | | | 222 € | Behr | Richard | | | ⊕ | | MIT0000008 |
| <input checked="" type="checkbox"/> | 16.12.2022 | | | 220 € | Gundemann | Chris | | | ⊕ | | MIT0000016 |
| <input checked="" type="checkbox"/> | 01.12.2022 | | | 99 € | Kammelmann | Marcus | | | ⊕ | | MIT0000007 |

Subject: Debit membership fee

[Back](#)

Contact information

To * * * 3 member(s) * * *

Your name [REDACTED]

Your e-mail [REDACTED]

Send copy of e-mail to my address

Request delivery confirmation

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

Message

Subject • Debit membership fee

Attachment  [Attach attachment](#)

Format  Size  **B** *I* **A+**           

Dear member,

on #due_day# we book a membership fee of #feef# euros
with the mandate reference number #mandate_id#
and our creditor ID #creditor_id#
from your account #iban#.

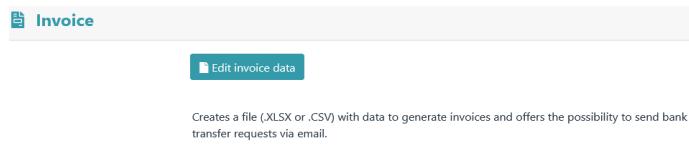
Please make sure you have sufficient funds in your account.

Kind regards
#organization_long_name#



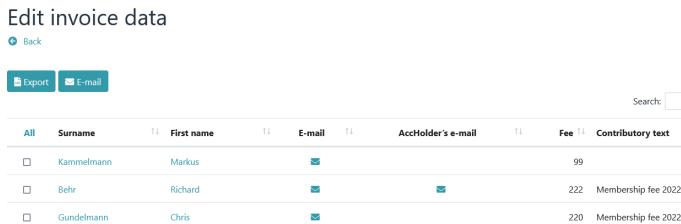
Invoice

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



The screenshot shows a top navigation bar with a 'Invoice' icon and the word 'Invoice'. Below it is a button labeled 'Edit invoice data'. A small text below the button explains: 'Creates a file (.XLSX or .CSV) with data to generate invoices and offers the possibility to send bank transfer requests via email.'

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



The screenshot shows a table titled 'Edit invoice data' with the following columns: All, Surname, First name, E-mail, AccHolder's e-mail, Fee, and Contributory text. There are three rows of data:

| All | Surname | First name | E-mail | AccHolder's e-mail | Fee | Contributory text |
|--------------------------|------------|------------|--------|--------------------|-----|---------------------|
| <input type="checkbox"/> | Kammelmann | Markus | | | 99 | |
| <input type="checkbox"/> | Behr | Richard | | | 222 | Membership fee 2022 |
| <input type="checkbox"/> | Gundelmann | Chris | | | 220 | Membership fee 2022 |

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 checkboxes 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

Edit invoice data

[Back](#)

[Export](#) [E-mail](#)

| All | Surname | First name | E-mail | AccHolder's e-mail | Fee | Contributory text |
|-------------------------------------|------------|------------|-----------------------|-----------------------|-----|---------------------|
| <input checked="" type="checkbox"/> | Kammelmann | Markus | Email | | 99 | |
| <input type="checkbox"/> | Behr | Richard | Email | Email | 222 | Membership fee 2022 |
| <input type="checkbox"/> | Gundelmann | Chris | Email | | 220 | Membership fee 2022 |

Subject: Membership fee transfer request

[Back](#)

Required field:

Contact information

To

Your name

Your e-mail

Send copy of e-mail to my address

Request delivery confirmation

Message

Subject*

Attachment [?](#)

[Attach attachment](#)

Format

Dear member,

We would like to politely remind you that on April 1st the annual membership fee of 99 Euro will be due.

Please transfer the contribution to our account within the next 14 days.

Kind regards
DemoOrganization

[Send](#)

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

Example:

Email to multiple tagged members

Edit invoice data

[Back](#)

[Export](#) [E-mail](#)

| All | Surname | First name | E-mail | AccHolder's e-mail | Fee | Contributory text |
|-------------------------------------|------------|------------|-----------------------|-----------------------|-----|---------------------|
| <input checked="" type="checkbox"/> | Kammelmann | Markus | Email | | 99 | |
| <input checked="" type="checkbox"/> | Behr | Richard | Email | Email | 222 | Membership fee 2022 |
| <input checked="" type="checkbox"/> | Gundelmann | Chris | Email | | 220 | Membership fee 2022 |

Subject: Membership fee transfer request

[Back](#)

Required field:

Contact information

To

Your name

Your e-mail

Send copy of e-mail to my address

Request delivery confirmation

Message

Subject*

Attachment [?](#)

[Attach attachment](#)

Format

Dear member,

We would like to politely remind you that on April 1st the annual membership fee of #fee# Euro will be due.

Please transfer the contribution to our account within the next 14 days.

Kind regards
#organization_long_name#

[Send](#)

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

Mandate management

Create mandate references

[Create mandate references](#)

Role selection

By default, membership references are generated for members,
- if they do not have one yet
- and for which an IBAN is deposited.

Using this role selection, generation can only be carried out for the selected roles. If no restriction is to be made to specific roles, this field should be left blank.

[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.

Create mandate references

[Back](#)

| Surname | First name | new mandate reference |
|-------------|------------|-----------------------|
| Felbermaier | Bernhard | MEM0000956 |
| Ammermann | Wolfgang | FAM0000015 |
| Bonnel | Kilian | PAY0000911 |

Showing 1 to 3 of 3 entries

[Save](#)

The new mandate references have only been calculated but not yet saved.

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

Edit mandate

 Edit mandate

Edit mandate

With this option, mandate data can be edited.

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

The Mandates view.

Mandates

[Back](#)

Mandate date Filter Show: 25 entries Search:

| <input type="checkbox"/> | <input checked="" type="checkbox"/> Mandate date | Mandate reference | Surname | First name |
|-------------------------------------|--|-------------------|---------|------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 01.12.2013 | FAM0000141 | Se...z | K...z |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 17.10.2013 | MIT0000142 | Se...z | L...z |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> 17.10.2013 | FAM0000143 | Se...z | H...z |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> 17.10.2013 | FAM0000144 | Se...z | S...z |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 10.01.2014 | MIT0000146 | Se...z | A...z |

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

| <input type="checkbox"/> | <input checked="" type="checkbox"/> Mandate date | Mandate reference | Surname |
|-------------------------------------|--|-------------------|---------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 01.12.2013 | MIT0000137 | Se...z |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> 11.12.2013 | FAM0000141 | N...z |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 17.10.2013 | MIT0000142 | S...z |

a notice

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

Change of mandate ()

[Back](#)

Mandate reference ***** Required fields 

Original mandate reference

IBAN *****

Original IBAN

New account with another bank.

BIC

Bank

Original bank

 Entries have to be made here if mandate data has changed since the last collection. No new mandate is required. Only the original values have to be included into the XML data record. The original data entered here is automatically deleted upon setting a "payment received" date.

The mandate change for debtors.

Options

Generate membership number(s).

Generate membership number(s)

Role selection

By default, membership numbers are created for all active members of the current organization. About this role selection a generation may be performed only for the selected roles. If you do not want to restrict certain roles, leave this field blank.

Formatting

You can specify a formatting used to create a member number here.

A formatting can contain up to three segments: the pre-segment, the sequential number, the secondary segment, the example: ENG###GYMN. Each change in the pre-segment causes a new start of the sequence number. The sequence number is marked with the character #. The subsequent segment is only attached to the member number generated by the pre-segment and serial number.

DEU###GYMN generates, for example, the following member numbers: DEU001GYMN, DEU002GYMN, DEU999GYMN, DEU1023GYMN. AUT##GYMN generates, for example, the following member numbers: AUT001GYMN, AUT002GYMN, AUT999GYMN, AUT1023GYMN.

Fill in gaps

Gaps in membership numbers are filled.

Generate membership number(s)

Generates membership numbers for active members in the current organization.

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.

Generate membership number(s)

Back

| Surname | First name | new Membership number |
|-------------|------------|-----------------------|
| Felbermaier | Bernhard | 961 |
| Kammelmann | Markus | 962 |
| Behr | Richard | 963 |
| Gundelmann | Christoph | 964 |

Showing 1 to 4 of 4 entries

Save

The new membership numbers have only been calculated, but have not yet been saved.

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

Generate membership number(s)

Back

| Surname | First name | new Membership number |
|-------------|------------|-----------------------|
| Felbermaier | Bernhard | 961 |
| Kammelmann | Markus | 962 |
| Behr | Richard | 963 |
| Gundelmann | Christoph | 964 |

The new member numbers have been saved.

Update family roles

 Update family roles

 Update family roles

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

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".

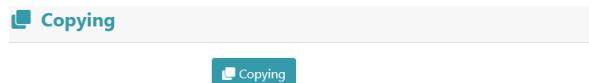
Update family roles

 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](#)

| Source | | Choice | Profile field | Choice | Target |
|---------------|--------------------------|--------|---------------|--------------------------|--------------|
| Mayer | <input type="checkbox"/> | | Surname | <input type="checkbox"/> | Birkmann |
| | <input type="checkbox"/> | | Title | <input type="checkbox"/> | |
| Richard | <input type="checkbox"/> | | First name | <input type="checkbox"/> | Alfred |
| | <input type="checkbox"/> | | JurSsn | <input type="checkbox"/> | |
| Musterdorf | <input type="checkbox"/> | | City | <input type="checkbox"/> | Hiltingen |
| 12345 | <input type="checkbox"/> | | Postal code | <input type="checkbox"/> | 23456 |
| | <input type="checkbox"/> | | Mobile | <input type="checkbox"/> | |
| Musterstr. 26 | <input type="checkbox"/> | | Street | <input type="checkbox"/> | 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.

| Source | | Choice | Profile field | Choice | Target |
|---------------|-------------------------------------|--------|--------------------|--------------------------|--------------|
| Musterstr. 26 | <input checked="" type="checkbox"/> | | Street | <input type="checkbox"/> | Türkenstr. 4 |
| | <input type="checkbox"/> | | AccHolder's street | <input type="checkbox"/> | |

The finished result of a copy operation.

| Source | | Choice | Profile field | Choice | Target |
|---------------|--------------------------|--------|--------------------|--------------------------|---------------|
| Musterstr. 26 | <input type="checkbox"/> | | Street | <input type="checkbox"/> | Türkenstr. 4 |
| | <input type="checkbox"/> | | AccHolder's street | <input type="checkbox"/> | 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

1. Check: Checks for the presence of a BIC. Payments outside the EU / EEA continue to require a BIC (Currently the following countries: Switzerland, Monaco, San Marino, Jersey, Guernsey, Isle of Man, St. Pierre and Miquelon).
2. Check: Check the formatting of the BIC. A BIC consists of a 4-digit bank code, a 2-digit country code, a 2-digit city code, and an optional 3-digit branch code.

Display when all test conditions are met.

The screenshot displays a series of test results in a vertical stack of cards:

- Tests**
 - Age-based roles**

Checking of age-based roles for discrepancies with regard to the age stipulations.
There are no loopholes or overlapping in the age-based roles.
 - Role membership (age-based roles)**

Checking for multiple memberships in age-based roles.
No member is repeatedly in different echelons of the age-based roles.
 - Role membership (mandatory)**

Checking for mandatory role memberships
All members are in at least one mandatory membership role.
 - Role membership (exclusion)**

Checking for duplicate memberships in excluded roles
No member exists twice in any excluded membership role.
 - Family roles**

Review of family roles to the specified number of members in the setup.
All families follow the test conditions.
 - Account details**

Check for completeness of the account data.
All data is complete.
 - Mandate Management**

Checking of completeness of data for mandate management purposes.
All data is complete.
 - IBAN test**

Check for correct IBAN (Note: The IBAN check digit at the third and fourth digits of the IBAN is checked on the basis standard IBAN rule.).
No IBAN indicates an error.
 - BIC test**

Checks for the presence of a BIC. Payments outside the EU / EEA continue to require a BIC (Currently the following countries: Switzerland, Monaco, San Marino, Jersey, Guernsey, Isle of Man, St. Pierre and Miquelon).
All required BIC are available.

Examples of unfulfilled test conditions.

Role membership (exclusion)

Checking for duplicate memberships in excluded roles

- Hammer, Elfi
- Simmel, Holger

=> The listed members exist twice in at least two excluded membership roles.

Family roles

Review of family roles to the specified number of members in the setup.

- FamERW1+KND1 Wiedmann Alfred

=> Condition 0:13:1 not satisfied.

=> In the listed families at least one member does not meet the test conditions.

IBAN test

Check for correct IBAN (Note: The IBAN check digit at the third and fourth digits of the IBAN is checked on the basis standard IBAN rule.).

- Behr, Richard

=> For the members listed, the IBAN is wrong.

Overview of roles

| i Overview of roles | | |
|---|---------|-------------------|
| Show | 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

| i 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

Contribution settings

| | |
|---|---------------------|
| Prefix | Membership fee 2022 |
| The membership fee text can be preceded by a prefix. | |
| Suffix | (anteilig) |
| Proportional membership fees can be followed by a suffix. | |
| <input type="checkbox"/> Calculation of proportional membership fee ⓘ | |
| If the pro rata contribution calculation is to be determined based on a role assignment, the checkmark must be ticked (if the checkbox is deactivated, the admission date is used). | |
| <input type="checkbox"/> Round off membership fees | |
| The respective checkbox has to be activated if all fees are to be rounded off for the benefit of the member. | |
| Minimum calculated amount € | 0 |
| Here, a minimum calculated amount can be entered. Calculated membership fees that are lower than this amount are filtered out and not written into the database. | |
| <input checked="" type="checkbox"/> Membership fee text including name | |
| The respective checkbox has to be activated if the user name is to appear in the membership fee text. | |
| <input checked="" type="checkbox"/> Membership fee text including names (families) | |
| The respective checkbox has to be activated if the names of all family members are to appear in the membership fee text. | |
| Separator | Space |
| Separator used to mark the user name / names of the family members in the membership fee text Separators marked with (*) are not permissible in EU bank transfers. | |
| Save | |

General contribution settings.

Age-based roles

Age-based roles

| | | |
|---|---|-------------------|
| Monthly offset ⓘ | 0 | Required fields * |
| With a monthly offset, the reference time a) for the classification into the age-based roles and b) for the age-related tests can be shifted by x months in the future or in the past (0 corresponds to no offset). | | |
| Separator | Here, the separator used to extract the ages in the age-based roles is to be entered. | |
| Sample role name with separator *: Members aged between *14* and *18* --> In this case, the membership fee of members aged between 14 and 18 is calculated. | | |
| 1. Staggering | | |
| <input type="text"/> * | | |
| Delete this configuration | | |
| Add further configuration | | |
| ⚠ After each addition or deletion of a configuration the Save button has to be pressed. | | |
| Save | | |

Settings for the age-based roles.

Family roles

The screenshot shows the 'Family roles' configuration interface. It consists of two main sections: '1. Family role' and '2. Family role'.
Section 1: Family role
- **Prefix***: FamERW2+0
- **Description**: Here, the prefix for family roles is to be entered. This value identifies all family roles.
- **Contribution €**: 100
- **Contribution period**: Monthly
- **Description**: The contribution period for family roles with this prefix.
- **Description**: FAM
- **Description**: The description for family roles with this prefix.
- **Delete this configuration**: A button to delete the current configuration.
Section 2: Family role
- **Prefix***: FamERW1+SEN1
- **Description**: Here, the prefix for family roles is to be entered. This value identifies all family roles.
- **Add further configuration**: A button to add more configurations.
- **Save**: A button to save the configuration. A yellow warning box above it states: '⚠ After each addition or deletion of a configuration the Save button has to be pressed.'

Family role settings.

Multiplier roles

The screenshot shows the 'Multiplier roles' configuration interface. It contains a single section:
- **Description**: Multiplier roles are family roles where the contribution value is not added but serves as a multiplier. The value is a percentage (e.g. 70 corresponds to 70%).
- **Save**: A button to save the configuration.

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

Advanced role editing

The screenshot shows the 'Advanced role editing' configuration interface for the role 'Mitglieder *14* bis *17* Jahre (25 EUR)'. It contains the following fields:
- **Contribution €**: 25
- **Contribution period**: Monthly
- **Description**: JUG
- **Save**: A button to save the configuration.

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

Appointment selection

The screenshot shows a module titled "Appointment selection". It contains a text area with the instruction: "The events selected here can then be assigned a contribution and a contribution period using the 'Advanced role editing' module." Below this is a blue "Save" button.

By default, no contribution and no contribution period can be assigned for an event in Admidio. A contribution of 0 and a contribution period of "One time" is assigned to the selected dates via the "Appointment selection". This means that they are recognized by the plugin as contribution roles and can be further edited using the "Advanced role editing" module.

Individual contributions

The screenshot shows the configuration for the "Individual contributions" module. It includes a dropdown for "Access to the 'Individual Contributions' module" set to "Enabled", a note about deactivation, and a help text about the module's purpose.

individual contributions module can be activated or deactivated here.

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

This screenshot shows the first configuration step. It includes fields for Description (Water charges basic amount), Short name (WCBA), Role (Berechnung Individualverbrauch), Basic or consumption amount (30), and Profile field (Wasserpreis). A "Delete this configuration" link is also present.

Example basic amount of water charges

This screenshot shows the second configuration step. It includes fields for Description (Water charges consumption amount), Short name (WCCA), Role (Berechnung Individualverbrauch), Basic or consumption amount (0.70), and Profile field (Wasserverbrauch). A "Delete this configuration" link is also present.

Example consumption amount water charges

3. Configuration

| | |
|---|----------------------------------|
| Description * | Electricity charges basic amount |
| Short name i | ECBA |
| Role i | Berechnung Individualverbrauch |
| Basic or consumption amount i | 90 |
| Profile field i | |

[Delete this configuration](#)

Example basic amount of electricity charges

4. Configuration

| | |
|---|--|
| Description * | Electricity charges consumption amount |
| Short name i | ECCA |
| Role i | Berechnung Individualverbrauch |
| Basic or consumption amount i | 0.238 |
| Profile field i | Stromverbrauch |

[Delete this configuration](#)

Example consumption amount electricity charges

Account details

Account details

The account details of the recipient are to be entered.

Required fields *

| | |
|---|-----------------------------|
| IBAN * | DE04 1234 5678 1234 5678 56 |
| BIC | |
| Bank * | Testbank Musterstadt |
| Payee * | Musterverein e.V. |
| Creditor's identification number * | DE66MSV00000123456 |

Change of mandate
Herewith, a change of mandate of the payee and/or Creditor Identifier can be performed.

[Save](#)

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.

Account details

The account details of the recipient are to be entered.

Required fields *

| | |
|--------|-----------------------------|
| IBAN* | DE04 1234 5678 1234 5678 56 |
| BIC | |
| Bank* | Testbank Musterstadt |
| Payee* | Musterverein e.V. |

↓

| | |
|----------------|--|
| Original payee | |
|----------------|--|

↓

| | |
|-----------------------------------|--------------------|
| Creditor's identification number* | DE66MSV00000123456 |
|-----------------------------------|--------------------|

↓

| | |
|--|--|
| Original identification number of creditor | |
|--|--|

⚠ Entries have to be made here if mandate data has changed since the last collection. No new mandate is required. Only the original values have to be included into the XML data record. Prior to a new collection, the original data entered here has to be deleted manually.

Save

The change of mandate of the payee.

Mandate management

Via the fields described above, the parameters for compiling the mandate reference can be configured.

Save

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 Digits 1 to x prefix | Section 2 Digits x+1 to y zeros | Section 3 Digits y+1 to z 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

 **View definitions**

Here you can define the columns for the views contribution payments, mandate management, due dates and invoices.

Note: One or more columns are already predefined in the respective views. These can not be moved in their position and can not be deleted.

Contribution payments

| Column selection | No. | Content |
|------------------|-------------|---------------|
| | 1. Column : | Paid |
| | 2. Column : | Due date |
| | 3. Column : | Sequence type |
| | 4. Column : | Fee |
| | 5. Column : | Surname |
| | 6. Column : | First name |

[Add another column](#)

 **Save**

Export

 **Export**

Required fields 

SEPA

| | |
|---|------------------------|
| XML file name   | sepa |
| Control file name   | sepa |
| Control file type | Microsoft Excel (XLSX) |
| Pre-notification export file name   | export |
| Pre-notification export file type | Microsoft Excel (CSV) |

Invoice

| | |
|---|-------------|
| Invoice file name   | invoice |
| Invoice file type | CSV (UTF-8) |

 **Save**

Settings for data export.

Email notifications

Email notifications

Email notifications

Here you can justify the text of each email notification. The texts are divided into two parts (subject and content) and are identified by #subject# and #content#. The content for each section follows it.

In each mail the following wildcards can be used. They will be replaced with the corresponding content at runtime:

```
#user_first_name# - First name of the member  
#user_last_name# - Last name of the member  
#street# - Street  
#postalcode# - Postal code  
#city# - City  
#email# - E-mail  
#phone# - Phone  
#mobile# - Mobile  
#birthday# - Birthday  
#organization_long_name# - Name of the organization  
#fee# - Amount of the membership fee  
#due_day# - Due date  
#mandate_id# - Mandate reference for this collection of contributions  
#mandate_date# - Mandate date  
#creditor_id# - Creditor's identification number  
#iban# - AccHolder's IBAN  
#iban_obfuscated# - AccHolder's obfuscated IBAN  
#bic# - AccHolder's BIC  
#bank# - AccHolder's Bank  
#debtor# - AccHolder's name  
#membership_fee_text# - Intended purpose
```

Contribution payments e-mail message

We would like to politely remind you that on April 1st the annual membership fee of #fee# Euro was due.

Please transfer the contribution to our account within the next 14 days.

Kind regards
#organization_long_name#

Pre-notification e-mail message

#subject# Debit membership fee
#content# Dear member,

on #due_day# we book a membership fee of #fee# euros with the mandate reference number #mandate_id# and our creditor ID #creditor_id# from your account #iban#.

Invoice e-mail text

#subject# Membership fee transfer request
#content# Dear member,

We would like to politely remind you that on April 1st the annual membership fee of #fee# Euro will be due.

Please transfer the contribution to our account within the next 14 days.

 Save

Tests

Settings for the role checks

Tests

The following tests can be activated individually. Additional settings may be possible for some tests. All settings made here are only for checking, they do not affect the calculation.

Enable tests

All tests can be activated separately.

Test "Age-based roles" activate

Test "Account details" activate

Test "Mandate Management" activate

Test "IBAN test" activate

Test "BIC test" activate

Role membership (age-based roles)

Test "Role membership (age-based roles)" activate

Role membership (age-based roles) (*) Select the graduations that should not be included in the exam.

Age-based roles (*)
 Age-based roles (-)
 Age-based roles (&)
 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)

Tests "Role membership (mandatory)" and "Role membership (exclusion)" activate

Role membership (mandatory) To which membership roles must a member belong at least (inclusive-OR operation)? All possible roles are to be marked.

Age-based roles (*)
 Age-based roles (-)
 Age-based roles (&)
 Age-based roles (%)
 Family roles

Role membership (exclusion) Which role memberships are to exclude each other?

Age-based roles (*) ./ Age-based roles (-)
 Age-based roles (*) ./ Age-based roles (&)
 Age-based roles (*) ./ Age-based roles (%)
 Age-based roles (-) ./ Age-based roles (&)
 Age-based roles (-) ./ Age-based roles (%)

Category selection Pick the category to which a member must belong basically to be considered when examining the role membership. With no choice, this option is meaningless.

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

Test "Family roles" activate

Family roles

Here for each family role a check condition in the format from*to:number be specified. Several conditions are to be separated by a semicolon.
Example: 14*17:0;18*59:2 means: Examination to 0 members aged 14 to 17 years and testing for 2 members aged 18 to 59 years.

1. Family role

FamERW2+0 0*17:0;18*59:2;60*99:0

2. Family role

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 | 0*17:0;18*59:2;60*99:0 |
| -2 people from 18 to 59 | |
| -0 people from 60 to 99 | |
| -0 people from 0 to 13 | 0*13:0;14*17:1;18*59:2;60*99:0 |
| -1 person from 14 to 17 | |
| -2 people from 18 to 59 | |
| -0 people from 60 to 99 | |
| -0 people from 0 to 17 | 0*17:0;18*59:1;60*99:1 |
| -1 person from 18 to 59 | |
| -1 people from 60 to 99 | |
| -0 people from 0 to 17 | 0*17:0;*18:59::0*;60*99:2 |
| -0 people from 18 to 59 | |
| -2 people from 60 to 99 | |

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.

Extended test conditions

From membership fee v5.3.0 onwards, extended test conditions can be used. The syntax for this is:

<from>*<to>:<number_1>:<number_2>....:<number_n>. Example: **0*14:0:2:4** --> Checks whether there are 0, 2 or 4 members between the ages of 0 and 14 in this role.

Access permission for preferences

Access permission for preferences

Administrator

Here, in addition to the role "Administrator", you can authorize additional roles for access to the "Preferences" module.

Save

Here you can authorize other roles, in addition to the “Administrator” role, to access the **Preferences** module.

Delete Amounts

Delete

Delete

With this contributions, contributions text, paid-date and duedate can be deleted.

Delete all

393

'Delete all' deletes all contributions (including contributions text and paid-date).

Delete

With paid-date

3

'With paid-date' deletes only the contributions (including contributions text and paid-date) where a paid-date is available.

Delete

Without paid-date

390

'Without paid-date' deletes only the contributions (including contributions text and paid-date) for which no paid-date is available.

Delete

Paid-date only

3

'Paid-date only' deletes only the paid-date.

Delete

Duedate only

0

'Duedate only' deletes only the duedate.

Delete

Uninstall



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

Uninstallation removes:

- the menu item created during installation
- the access role created during installation
- all profile fields created by the plugin and the data stored within them
- all configuration data

DANGER

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

Uninstall

The following deletions were performed:

Configuration data

- The created data has been cleared
- The entry "admin_plugin_preferences" could not be deleted because it houses more data from other tables.

User data

- Delete Data from DEBTOR in adm_user_data - Status: deleted
- Delete Data from DEBTOR in adm_user_log - Status: deleted
- Delete Data from DEBTOR in adm_list_columns - Status: deleted
- Remove profile field DEBTOR in adm_user_fields - Status: deleted

IBAN

- Delete Data from IBAN in adm_user_data - Status: deleted
- Delete Data from IBAN in adm_user_log - Status: deleted
- Delete Data from IBAN in adm_list_columns - Status: deleted
- Remove profile field IBAN in adm_user_fields - Status: deleted

BIC

- Delete Data from BIC in adm_user_data - Status: deleted
- Delete Data from BIC in adm_user_log - Status: deleted
- Delete Data from BIC in adm_list_columns - Status: deleted
- Remove profile field BIC in adm_user_fields - Status: deleted

Bank

- Delete Data from BANK in adm_user_data - Status: deleted
- Delete Data from BANK in adm_user_log - Status: deleted
- Delete Data from BANK in adm_list_columns - Status: deleted
- Remove profile field BANK in adm_user_fields - Status: deleted

AccHolder's street

- Delete Data from DEBTOR_STREET in adm_user_data - Status: deleted
- Delete Data from DEBTOR_STREET in adm_user_log - Status: deleted
- Delete Data from DEBTOR_STREET in adm_list_columns - Status: deleted
- Remove profile field DEBTOR_STREET in adm_user_fields - Status: deleted

AccHolder's post code

- Delete Data from DEBTOR_POSTCODE in adm_user_data - Status: deleted
- Delete Data from DEBTOR_POSTCODE in adm_user_log - Status: deleted
- Delete Data from DEBTOR_POSTCODE in adm_list_columns - Status: deleted
- Remove profile field DEBTOR_POSTCODE in adm_user_fields - Status: deleted

AccHolder's location

- Delete Data from DEBTOR_CITY in adm_user_data - Status: deleted
- Delete Data from DEBTOR_CITY in adm_user_log - Status: deleted
- Delete Data from DEBTOR_CITY in adm_list_columns - Status: deleted
- Remove profile field DEBTOR_CITY in adm_user_fields - Status: deleted

Original bank

- Delete Data from ORIG_DEBTOR_AGENT in adm_user_data - Status: deleted
- Delete Data from ORIG_DEBTOR_AGENT in adm_user_log - Status: deleted
- Delete Data from ORIG_DEBTOR_AGENT in adm_list_columns - Status: deleted
- Remove profile field ORIG_DEBTOR_AGENT in adm_user_fields - Status: deleted

Original IBAN

- Delete Data from ORIG_IBAN in adm_user_data - Status: deleted
- Delete Data from ORIG_IBAN in adm_user_log - Status: deleted
- Remove profile field ORIG_IBAN in adm_user_fields - Status: deleted

AccHolder's email

- Delete Data from DEBTOR_EMAIL in adm_user_data - Status: deleted
- Delete Data from DEBTOR_EMAIL in adm_user_log - Status: deleted
- Remove category ACCOUNT_DATA in adm_categories - Status: deleted

Member

- Delete Data from MEMBERNUMBERT1 in adm_user_data - Status: deleted
- Delete Data from MEMBERNUMBERT1 in adm_user_log - Status: deleted
- Delete Data from MEMBERNUMBERT1 in adm_list_columns - Status: deleted
- Remove profile field MEMBERNUMBERT1 in adm_user_fields - Status: deleted
- Delete Data from MEMBERNUMBERT2 in adm_user_data - Status: deleted
- Remove profile field MEMBERNUMBERT2 in adm_user_fields - Status: deleted

Admission

- Delete Data from ACCESSTIME1 in adm_user_data - Status: deleted
- Delete Data from ACCESSTIME1 in adm_user_log - Status: deleted
- Delete Data from ACCESSTIME1 in adm_list_columns - Status: deleted
- Remove profile field ACCESSTIME1 in adm_user_fields - Status: deleted
- Remove category MEMBERSHIP2 in adm_categories - Status: deleted

Paid

- Delete Data from PAID1 in adm_user_data - Status: deleted
- Delete Data from PAID1 in adm_user_log - Status: deleted
- Delete Data from PAID1 in adm_list_columns - Status: deleted
- Remove profile field PAID1 in adm_user_fields - Status: deleted
- Remove profile field PAID2 in adm_user_fields - Status: deleted

Membership fee

- Delete Data from FEET1 in adm_user_data - Status: deleted
- Delete Data from FEET1 in adm_user_log - Status: deleted
- Delete Data from FEET1 in adm_list_columns - Status: deleted
- Remove profile field FEET1 in adm_user_fields - Status: deleted
- Remove profile field FEET2 in adm_user_fields - Status: deleted

Membership fee test

- Delete Data from CONTRIBUTORY_TEXT1 in adm_user_data - Status: deleted
- Delete Data from CONTRIBUTORY_TEXT1 in adm_user_log - Status: deleted
- Delete Data from CONTRIBUTORY_TEXT1 in adm_list_columns - Status: deleted
- Remove profile field CONTRIBUTORY_TEXT1 in adm_user_fields - Status: deleted

Sequence

- Delete Data from SEQUENCETYPE1 in adm_user_data - Status: deleted
- Delete Data from SEQUENCETYPE1 in adm_user_log - Status: deleted
- Remove profile field SEQUENCETYPE1 in adm_user_fields - Status: deleted
- Remove profile field SEQUENCETYPE2 in adm_user_fields - Status: deleted

Date due

- Delete Data from DUEDATE1 in adm_user_data - Status: deleted
- Delete Data from DUEDATE1 in adm_user_log - Status: deleted
- Remove profile field DUEDATE1 in adm_user_fields - Status: deleted
- Remove profile field DUEDATE2 in adm_user_fields - Status: deleted
- Remove profile field DUEDATE2 in adm_user_fields - Status: deleted

Mandate reference

- Delete Data from MANDATEID1 in adm_user_data - Status: deleted
- Delete Data from MANDATEID1 in adm_user_log - Status: deleted
- Delete Data from MANDATEID1 in adm_list_columns - Status: deleted
- Remove profile field MANDATEID1 in adm_user_fields - Status: deleted
- Remove profile field MANDATEID2 in adm_user_fields - Status: deleted
- Remove profile field MANDATEID2 in adm_user_fields - Status: deleted

Org. unit

- Delete Data from ORIG_MANDATEID1 in adm_user_data - Status: deleted
- Delete Data from ORIG_MANDATEID1 in adm_user_log - Status: deleted
- Remove category MANDATE1 in adm_categories - Status: deleted
- Remove category MANDATE1 in adm_list_columns - Status: deleted
- Remove category MANDATE1 in adm_user_fields - Status: deleted
- Remove category MANDATE2 in adm_categories - Status: deleted
- Remove category MANDATE2 in adm_list_columns - Status: deleted
- Remove category MANDATE2 in adm_user_fields - Status: deleted

Email texts

- Delete e-mail texts adm_list_columns - Status: deleted

Note

To completely remove the plugin the program files and the menu entry must be removed.

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
- Documents
- DeclarationOfMembership

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

Information on contribution calculation on the overview page

As information for the member, the current status of the contribution collection can be displayed on the Admidio overview page.

To do this, the following lines must be inserted into the file "adm_themes/simple/templates/overview.tpl":

```
<div class="admidio-overview-plugin col-sm-6 col-lg-4 col-xl-3" id="admidio-plugin-membership_fee">
    <div class="card admidio-card">
        <div class="card-body">
            {load_admidio_plugin plugin="membership_fee" file="membership_fee_overview.php"}
        </div>
    </div>
</div>
```

Display without login:

Overview

The screenshot shows two side-by-side panels. On the left is the 'Sign in' form, which includes fields for 'Username' and 'Password', a dropdown for 'Organization' set to 'DemoOrganisation', and a 'Sign in' button. Below the form are links for 'Registration' and 'Login problems'. On the right is a placeholder panel titled 'Membership fee' with the sub-headline 'Information on contribution calculation is only available after registration.'

Display after login:

Overview

The screenshot shows the 'Overview' page for a logged-in member. On the left, under 'Logged in as Member [REDACTED]', it displays 'Active since 16:11' and 'Last login 16.09.2024 16:22'. It also shows 'Number of logins 5648'. On the right, under 'Membership fee', it shows 'Membership fee 85 €' and 'Membership fee text SV Musterstadt Membership fee 2024'. It also lists 'Due date 01.10.2024'.

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.