

Membership fee

A plugin for the free online membership management software Admidio

Documentation

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Rainer M. Binder

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

50 updates have been released since 2011, the current version is 6.0.1. 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".

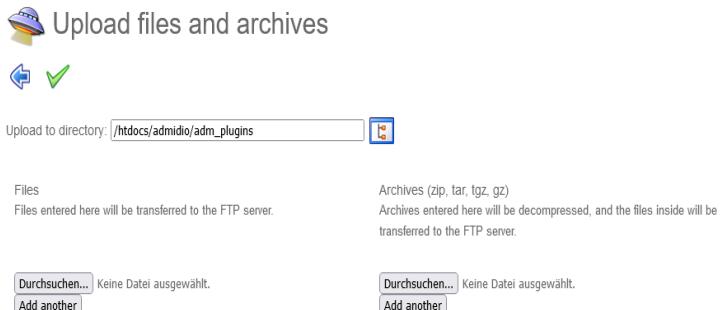
There are two options here:

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

Category	Profile field	Status
Membership	- Membership number	Existing
	- Admission	Missing
Membership fee	- Contribution	Missing
	- Paid	Missing
	- Membership fee text	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

Category	Profile field	Status
Membership	- Membership number	Existing
	- Admission	Existing
Membership fee	- Contribution	Existing
	- Paid	Existing
	- Membership fee text	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

Next 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	MEMBERSHIP	MEMBERSHIP1											
- Membership number	MEMBERNUMBER1	MEMBERNUMBER1	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Admission	ACCESSION1	ACCESSION1	DATE	DATE	○	○	✗	✗	✗	✗	✗	✗	✗
Membership fee	MEMBERSHIP_FEE1	MEMBERSHIP_FEE1											
- Contribution	FEET1	FEET1	DECIMAL	DECIMAL	○	○	✗	✗	✗	✗	✗	✗	✗
- Paid	PALD1	PALD1	DATE	DATE	○	○	✗	✗	✗	✗	✗	✗	✗
- Membership fee text	CONTRIBUTORY_TEXT1	CONTRIBUTORY_TEXT1	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Sequence type	SEQUENCETYPE1	SEQUENCETYPE1	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Due date	DUEDATE1	DUEDATE1	DATE	DATE	○	○	✗	✗	✗	✗	✗	✗	✗
Mandate	MANDATE1	MANDATE1											
- Mandate reference	MANDATOREF1	MANDATOREF1	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Mandate date	MANDATEDATE1	MANDATEDATE1	DATE	DATE	○	○	✗	✗	✗	✗	✗	✗	✗
- Original mandate reference	ORIG_MANDATE1	ORIG_MANDATE1	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
Account details	ACCOUNT_DATA	ACCOUNT_DATA											
- IBAN	IBAN	IBAN	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- BIC	BIC	BIC	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Bank	BANK	BANK	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Account holder	DEBTOR	DEBTOR	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Account holder's street	DEBTOR_STREET	DEBTOR_STREET	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Account holder's post code	DEBTOR_POSTCODE	DEBTOR_POSTCODE	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Account holder's location	DEBTOR_CITY	DEBTOR_CITY	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Account holder's e-mail	DEBTOR_EMAIL	DEBTOR_EMAIL	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Original bank	ORIG_DEBTOR_AGENT	ORIG_DEBTOR_AGENT	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗
- Original IBAN	ORIG_IBAN	ORIG_IBAN	TEXT	TEXT	○	○	✗	✗	✗	✗	✗	✗	✗

The displayed data is for information purpose only. No changes will be made to the database. Should there be any differences (Desired / Actual), the plug-in may not function correctly.

Next terminates this setup routine (If changes to the database have been made, it is highly recommended to restart Alarisid).

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

The screenshot shows a vertical list of options under a header bar. The header bar includes tabs for Fees, Mandate management, Export, Options, and Preferences. The Options tab is currently selected. The main list contains the following items:

- Generate membership number(s)
- Update family roles
- Copying
- Tests
- 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

mbers, copying profile data, displaying a role over-

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 it is a sub-header 'Remapping' with a note: 'Via this option, all members of age-based roles are reassigned.' A large preview area shows a table of members and their current roles. At the bottom, there's a 'Save' button and a note about unsaved changes.

Surname	First name	Age	Current Role	Proposed Role
Müller	Michaela	17	Mitglieder >18 bis <59 Jahre (55 EUR)	Mitglieder >18 bis <59 Jahre (55 EUR)
Ameier	Markus	44	Mitglieder >60 bis <99 Jahre (30 EUR)	Mitglieder >60 bis <99 Jahre (30 EUR)
Müller	Michaela	17	Mitglieder >14 bis <17 Jahre (25 EUR)	Mitglieder >14 bis <17 Jahre (25 EUR)
Ameier	Markus	44	Mitglieder >18 bis <59 Jahre (55 EUR)	Mitglieder >18 bis <59 Jahre (55 EUR)

Showing 1 to 4 of 4 entries

Save

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

 Back

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 2SEN Bromer Sepp Bromer Monika WGB:30 WV:8.0 SGB:90 SVB:0	60	Membership fee 2022 2SEN 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

[Back](#)

Filter		Show all users	paid on	08.12.2022	<input checked="" type="checkbox"/> Save date	<input type="checkbox"/> Delete date	Search:	
All	Paid	Due date	Fee	Sequence type	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	Gundelmann	Chris	ChGun@test.com	Mailgun@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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Required fields:

Contact information

To: Markus Kammelmann <markamm@gmx.net>

Your name: [redacted]

Your e-mail: [redacted]

Send copy of e-mail to my address

Request delivery confirmation

Message

Subject*: Payment reminder

Attachment: [Attach 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

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 with a document icon and the word 'SEPA'. Below the header, there is a section titled 'Role selection' with 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, there is a note: 'Via this option, a due date can be defined or deleted.' A yellow message box contains the text: '⚠ There are no due date.' and '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! ***

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! ***

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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<input type="checkbox"/>	Due date	T1	T2	Membership fee	T1	Surname	T1	First name	T1				E-mail	Search:
<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	🕒	T1	Membership fee	T1	Surname	T1	First name	T1
<input checked="" type="checkbox"/>	07.12.2022				222 €		Behr		Richard	
<input type="checkbox"/>	16.12.2022				220 €		Gundelmann		Chris	
<input type="checkbox"/>	01.12.2022				99 €		Kammelmann		Markus	

Subject: Debit membership fee

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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-](#) [12](#) [14](#) [16](#) [18](#) [20](#) [22](#) [24](#) [26](#) [28](#) [30](#) [32](#) [34](#) [36](#) [38](#) [40](#) [42](#) [44](#) [46](#) [48](#) [50](#) [52](#) [54](#) [56](#) [58](#) [60](#) [62](#) [64](#) [66](#) [68](#) [70](#) [72](#) [74](#) [76](#) [78](#) [80](#) [82](#) [84](#) [86](#) [88](#) [90](#) [92](#) [94](#) [96](#) [98](#) [100](#)

Dear member,

on 07.12.2022 we book a membership fee of 222 euros
with the mandate reference number MT00000008
and our creditor ID DE66MSM5V0000123456
from your account DE01 1234 0000 5678 1234 45.

Please make sure you have sufficient funds in your account.

Kind regards
DemoOrganisation

[Send](#)

Example:

Email to multiple tagged members

Pre-notification										
Back										
Due date - show all - Export Email										
Search:										
□	Due date	T1	T2	Membership fee	T1	Surname	T1	First name	T1	 Mandate reference
<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

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Contact information

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

Your name [REDACTED]

Your e-mail [REDACTED]

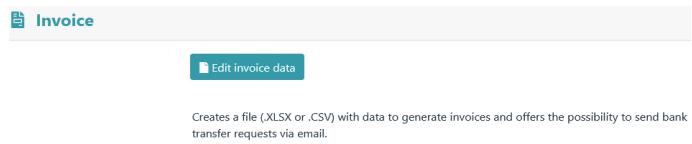
Send copy of e-mail to my address

Request delivery confirmation

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

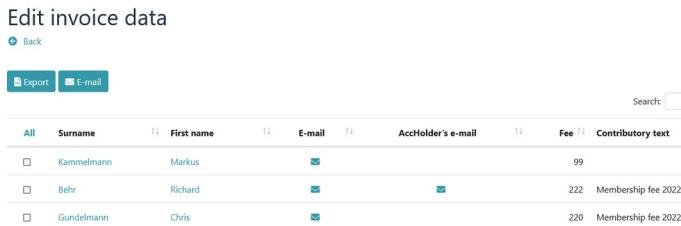
Invoice

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 descriptive text below the button states: '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

Example:

Email to multiple tagged members

Edit invoice data

[Back](#)

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

Search:

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

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

Contact information

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

Your name:

Your e-mail:

Send copy of e-mail to my address

Request delivery confirmation

Message

Subject*: Membership fee transfer request

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](#)

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	02.12.2022	Filter	Show all users	Search:
Show	25	entries		
	Mandate date	Mandate reference	Surname	First name
<input type="checkbox"/>	<input checked="" type="checkbox"/> 01.12.2013	MIT0000137	Schäfer	Mark
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 17.10.2013	FAM0000141	Klemm	Klaus
<input type="checkbox"/>	<input checked="" type="checkbox"/> 17.10.2013	MIT0000142	Schröder	Lars
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 17.10.2013	FAM0000143	Schäfer	Hans
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 10.01.2014	FAM0000144	Schäfer	Anna
		MIT0000148	Schröder	Alex

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

	Mandate date	Mandate reference	Surname
<input type="checkbox"/>	<input checked="" type="checkbox"/> 01.12.2013	MIT0000137	Schäfer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 17.10.2013	FAM0000141	Klemm
<input type="checkbox"/>	<input checked="" type="checkbox"/> 17.10.2013	MIT0000142	Schröder

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.

Save

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".

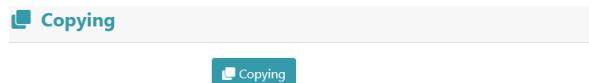
Update family roles

 [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](#)

First pick from a source and then a destination copying. Then you determine about "choice" which profile field of "source" to "target" is copied. The copying process is done automatically by setting the hook of the target range.

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"/>	JunSen	<input type="checkbox"/>	
Musterdorf	<input type="checkbox"/>	City	<input type="checkbox"/>	Hilzingen
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.

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	10	entries
Role name	Search:	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				
<table border="1"><tr><td>*</td></tr><tr><td> Delete this configuration</td></tr></table>			*	Delete this configuration
*				
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 page. It consists of two main sections: '1. Family role' and '2. Family role'.
Section 1: Family role
- **Prefix***: FamERW2+0
- **Contribution €**: 100
- **Contribution period**: Monthly
- **Description**: FAM
- **Buttons**: Delete this configuration
Section 2: Family role
- **Prefix***: FamERW1+SEN1
- **Contribution period**: Monthly
- **Description**: SEN
- **Buttons**: Add further configuration, Save (highlighted in yellow)
A note at the bottom of the second section 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 page. It contains a single section:
- **Multiplier roles**: 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%).
- **Buttons**: Save

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

Advanced role editing

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

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 input field with placeholder text: "The events selected here can then be assigned a contribution and a contribution period using the 'Advanced role editing' module." Below the input field 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" and a note that it can be deactivated. Below is a note about the module's purpose: "With the help of the individual contributions module, a calculation of individual contributions, such as electricity or water consumption." There is also a "Delete this configuration" link.

individual contributions module can be activated or deactivated here.

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

The screenshot shows the first configuration section. It includes fields for "Description" (Water charges basic amount), "Short name" (WCBA), "Role" (Berechnung Individualverbrauch), "Basic or consumption amount" (30), and a "Profile field" dropdown. At the bottom is a "Delete this configuration" link.

Example basic amount of water charges

The screenshot shows the second configuration section. It includes fields for "Description" (Water charges consumption amount), "Short name" (WCCA), "Role" (Berechnung Individualverbrauch), "Basic or consumption amount" (0.70), and a "Profile field" dropdown. At the bottom is a "Delete this configuration" link.

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

Entries such as contribution, contribution text, paid date or due date can be deleted from the database via **Delete**.

Delete

Back

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

This configuration has been cleared:
- The table "admin_plugin_preferences" could not be deleted because it houses more data from other tables.

User data

Administrator's address:
Delete Data from DERTOR in admin_user_data - Status: deleted
Delete Data from DERTOR in admin_list_columns - Status: deleted
Delete Data from DERTOR in admin_list - Status: deleted
Remove profile field IBAN in admin_user_Fields - Status: deleted

IBAN:
Delete Data from IBAN in admin_user_data - Status: deleted
Delete Data from IBAN in admin_user_log - Status: deleted
Delete Data from IBAN in admin_list_columns - Status: deleted
Remove profile field IBAN in admin_user_Fields - Status: deleted

BIC:
Delete Data from BIC in admin_user_data - Status: deleted
Delete Data from BIC in admin_user_log - Status: deleted
Delete Data from BIC in admin_list_columns - Status: deleted
Remove profile field BIC in admin_user_Fields - Status: deleted

Bank:
Delete Data from BANK in admin_user_data - Status: deleted
Delete Data from BANK in admin_list_columns - Status: deleted
Delete Data from BANK in admin_list - Status: deleted
Remove profile field BANK in admin_user_Fields - Status: deleted

Administrator's street:
Delete Data from DERTOR_STREET in admin_user_data - Status: deleted
Delete Data from DERTOR_STREET in admin_list_columns - Status: deleted
Remove profile field DERTOR_STREET in admin_user_Fields - Status: deleted

Administrator's post code:
Delete Data from DERTOR_POSTCODE in admin_user_data - Status: deleted
Delete Data from DERTOR_POSTCODE in admin_user_log - Status: deleted
Delete Data from DERTOR_POSTCODE in admin_list_columns - Status: deleted

Administrator's location:
Delete Data from DERTOR_CITY in admin_user_data - Status: deleted
Delete Data from DERTOR_CITY in admin_user_log - Status: deleted
Remove profile field DERTOR_CITY in admin_user_Fields - Status: deleted

Original asset:
Delete Data from ORIG_DEBTR_AGENT in admin_user_data - Status: deleted
Delete Data from ORIG_DEBTR_AGENT in admin_list_columns - Status: deleted
Delete Data from ORIG_DEBTR_AGENT in admin_list - Status: deleted
Remove profile field ORIG_DEBTR_AGENT in admin_user_Fields - Status: deleted

Original IBAN:
Delete Data from ORIG_IBAN in admin_user_data - Status: deleted
Delete Data from ORIG_IBAN in admin_list_columns - Status: deleted
Remove profile field ORIG_IBAN in admin_user_Fields - Status: deleted

Administrator's e-mail:
Delete Data from DERTOR_EMAIL in admin_user_data - Status: deleted
Delete Data from DERTOR_EMAIL in admin_list_columns - Status: deleted
Delete Data from DERTOR_EMAIL in admin_list - Status: deleted
Remove profile field DERTOR_EMAIL in admin_user_Fields - Status: deleted

Membership member:
Delete Data from MEMBERNUMBER1 in admin_user_data - Status: deleted
Delete Data from MEMBERNUMBER1 in admin_list_columns - Status: deleted
Delete Data from MEMBERNUMBER1 in admin_list - Status: deleted
Remove profile field MEMBERNUMBER1 in admin_user_Fields - Status: deleted
Delete Data from MEMBERNUMBER2 in admin_user_data - Status: deleted
Delete Data from MEMBERNUMBER2 in admin_list_columns - Status: deleted
Delete Data from MEMBERNUMBER2 in admin_list - Status: deleted
Remove profile field MEMBERNUMBER2 in admin_user_Fields - Status: deleted

Administrators:
Delete Data from ACCESSION1 in admin_user_data - Status: deleted
Delete Data from ACCESSION1 in admin_user_log - Status: deleted
Delete Data from ACCESSION1 in admin_list_columns - Status: deleted
Delete Data from ACCESSION1 in admin_list - Status: deleted
Remove profile field ACCESSION1 in admin_user_Fields - Status: deleted
Delete Data from ACCESSION2 in admin_user_data - Status: deleted
Delete Data from ACCESSION2 in admin_user_log - Status: deleted
Delete Data from ACCESSION2 in admin_list_columns - Status: deleted
Delete Data from ACCESSION2 in admin_list - Status: deleted
Remove profile category MEMBERSHIP#2 in admin_user_Fields - Status: deleted

Fee:
Delete Data from PAID1 in admin_user_data - Status: deleted
Delete Data from PAID1 in admin_user_log - Status: deleted
Delete Data from PAID1 in admin_list_columns - Status: deleted
Delete Data from PAID1 in admin_list - Status: deleted
Remove profile field PAID1 in admin_user_Fields - Status: deleted

Membership fee:
Delete Data from FEET in admin_user_data - Status: deleted
Delete Data from FEET in admin_user_log - Status: deleted
Delete Data from FEET in admin_list_columns - Status: deleted
Delete Data from FEET in admin_list - Status: deleted
Remove profile field FEET in admin_user_Fields - Status: deleted

Membership fee text:
Delete Data from CONTRIBUTORY_TEXT1 in admin_user_data - Status: deleted
Delete Data from CONTRIBUTORY_TEXT1 in admin_user_log - Status: deleted
Delete Data from CONTRIBUTORY_TEXT1 in admin_list_columns - Status: deleted
Delete Data from CONTRIBUTORY_TEXT1 in admin_list - Status: deleted
Remove profile field CONTRIBUTORY_TEXT1 in admin_user_Fields - Status: deleted

Sequence type:
Delete Data from SEQUENCETYPE1 in admin_user_data - Status: deleted
Delete Data from SEQUENCETYPE1 in admin_user_log - Status: deleted
Delete Data from SEQUENCETYPE1 in admin_list_columns - Status: deleted
Delete Data from SEQUENCETYPE1 in admin_list - Status: deleted
Remove profile field SEQUENCETYPE1 in admin_user_Fields - Status: deleted

Over other:

Delete Data from DUESDATE1 in admin_user_data - Status: deleted
Delete Data from DUESDATE1 in admin_user_log - Status: deleted
Delete Data from DUESDATE1 in admin_list_columns - Status: deleted
Delete Data from DUESDATE1 in admin_list - Status: deleted
Remove category MEMBERSHIP_FEE1 in admin_user_Fields - Status: deleted
Delete Data from MEMBERSHIP_FEE1 in admin_user_data - Status: deleted
Delete Data from MEMBERSHIP_FEE1 in admin_user_log - Status: deleted
Delete Data from MEMBERSHIP_FEE1 in admin_list_columns - Status: deleted
Delete Data from MEMBERSHIP_FEE1 in admin_list - Status: deleted

Membership reference:
Delete Data from MANDATEID1 in admin_user_data - Status: deleted
Delete Data from MANDATEID1 in admin_user_log - Status: deleted
Delete Data from MANDATEID1 in admin_list_columns - Status: deleted
Delete Data from MANDATEID1 in admin_list - Status: deleted
Remove profile field MANDATEID1 in admin_user_Fields - Status: deleted

Original mandate reference:
Delete Data from ORIG_MANDATEID1 in admin_user_data - Status: deleted
Delete Data from ORIG_MANDATEID1 in admin_user_log - Status: deleted
Delete Data from ORIG_MANDATEID1 in admin_list_columns - Status: deleted
Delete Data from ORIG_MANDATEID1 in admin_list - Status: deleted
Remove profile field ORIG_MANDATEID1 in admin_user_Fields - Status: deleted
Remove category MANDATEID2 in admin_user_Fields - Status: deleted

Email footer:
Delete e-mail texts admin_list_columns - Status: deleted

⚠ 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 after logging in. On the left, a sidebar displays 'Logged in as Member' (with a blurred name), 'Active since 16:11', 'Last login 16.09.2024 16:22', and 'Number of logins 5648'. On the right, a main panel shows the 'Membership fee' section. It details a fee of '85 €' for 'SV Musterstadt Membership fee 2024' due on '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.