



MEMBER MANAGEMENT SYSTEM

THE FRATERNAL ORDER OF EAGLES

## Using the new Auto Prorate Feature in MMS

In order to make the implementation easier of the new law change to have all members' dues expire on May 31<sup>st</sup>, several changes have been made to MMS. This introduction to those features will be broken down into 2 parts.

1. **Aeries and Auxiliaries that currently collect dues using the *Follows Anniversary (Annual)* dues type.**  
([Click here to jump to the Duration \(Everyone Expires Same Day\) dues type.](#))

The Follows Anniversary or Annual dues type means that each member has a different expiration date based upon his or her anniversary of joining. These clubs have not had to use any type of proration in the past, because every new member paid for a full year at the start. Because these clubs will be changing to a once a year expiration date (May 31<sup>st</sup>), members will have to pay a prorated amount to get their expiration date "in sync".

There is no need to change any member's expiration date until their current dues have expired. The Auto Prorate feature makes it easy to take the proper amount for dues for the partial year between their expiration date and May 31<sup>st</sup>. This means that the conversion of all members to having the May 31<sup>st</sup> expiration date will happen gradually over the next year. (Or more for members that have paid up for multiple years.)

If a member currently has a May 31<sup>st</sup> expiration date, nothing special needs to be done. Collect their dues as you normally would.

For an example of someone whose expiration date is **not** May 31<sup>st</sup>, we will be showing John Jones (fictitious). His Member screen looks like this:

Member 4653385 Aerie/Aux# 5555  Aerie  Auxiliary

JOHN M JONES Type NEW  
 398 DEER RIDGE WAY Status INITIATED  
 MILWAUKIE State: OR 97222 Country: US Send Mail MAILING  
[Check address with USPS.com](#)

Notes  
 Phone 148-555-0174 Cell Phone  
 Email  Allow Label Consolidation

POLICE FIRE/VETERAN  EAGLE RIDERS  R.E.A.C.  PAST PRESIDENT CLUB

Member has been updated.

Birth Date 08/05/1969 Init/Re 10/09/2013 Dropped Reported 10/09/2013

GETS EMAIL   
 Dual Member  
 GETS MAIL   
 Past President  
 Officer

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

[Auto Prorate Instructions](#)

[Payment History](#)

You can see that his dues expire on 1/31/2016. In order for him to sync with the May 31<sup>st</sup> date, he needs to pay 4 months' worth of dues. To do this, follow these steps:

- a. Press the Auto Prorate Button, the screen changes to:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

Dues type

[Auto Prorate Instructions](#)

[Payment History](#)

- b. Press the down arrow on the Dues type drop down to get:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

Dues type

DUAL DUES - \$18.00  
 DUES - \$35.00  
 DUES - \$35.00  
 DUES - OLD - \$25.00  
 DUES PRORATED - \$0.00

[Auto Prorate Instructions](#)

c. Choose one of the Dues types. In this example we will choose the first DUES - \$35.00. This changes the screen

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

  

Dues type	Received	# Months	Amount	Memo	Expiration
DUES - \$35.00	9/10/2015				

  

	# Months	This FY	# Months	Next FY
Jan	4	\$11.67	16	\$46.67
Feb	3	\$8.75	15	\$43.75
Mar	2	\$5.84	14	\$40.84
Apr	1	\$2.92	13	\$37.92
May	12	\$35.00	24	\$70.00
Jun	11	\$32.09	23	\$67.09
Jul	10	\$29.17	22	\$64.17
Aug	9	\$26.25	21	\$61.25
Sep	8	\$23.34	20	\$58.34
Oct	7	\$20.42	19	\$55.42
Nov	6	\$17.50	18	\$52.50
Dec	5	\$14.58	17	\$49.59

to:

d. You can see that a handy chart appears. It shows exactly what dues will be charged for each month. Since this member expires in January, we look at the Jan line. You can either collect 4 months' worth of dues to make them paid until 5/31/2016 or collect 16 months' worth of dues to may them paid until 5/31/2017. You then enter that number of months into the # Months box. In our example, we'll enter 4 months:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

  

Dues type	Received	# Months	Amount	Memo	Expiration
DUES - \$35.00	9/10/2015	4	11.67		

  

	# Months	This FY	# Months	Next FY
Jan	4	\$11.67	16	\$46.67
Feb	3	\$8.75	15	\$43.75
Mar	2	\$5.84	14	\$40.84
Apr	1	\$2.92	13	\$37.92
May	12	\$35.00	24	\$70.00
Jun	11	\$32.09	23	\$67.09
Jul	10	\$29.17	22	\$64.17

e. As you see, the Amount is automatically calculated. It takes 1/12 of the total due (\$35/12 = 2.91666) and multiplies it by the number of months (4) to get 11.66666. All amounts are rounded such that any fraction of a cent is rounded to the next cent.

f. You can now enter a memo, or you can wait until after you enter the Expiration. We enter 5/31/2016 to get:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

  

Dues type	Received	# Months	Amount	Memo	Expiration
DUES - \$35.00	9/10/2015	4	11.67	Dues from 1/31/2016 to 5/31/2016	5/31/2016

  

	# Months	This FY	# Months	Next FY
Jan	4	\$11.67	16	\$46.67
Feb	3	\$8.75	15	\$43.75

g. The system automatically will place this in the Memo field, IF nothing else is there. It is a convenient double-check on the number of months. It explicitly shows that this payment covers 1/31/2016 until 5/31/2016, which is exactly what we want.

h. Press the Add Payment button to save the payment and the screen goes back to:

Type	Received	Amount	Memo	Expiration
DUES	9/10/2015	11.67	DUES FROM 1/31/2016 TO 5/31/2016	05/31/2016

  

<=Add Payment

Auto Prorate

i. You see that the new payment is now the active payment and you can print a dues receipt for it.

j. The  Auto Prorate Instructions can be clicked to display this document as a help.

As you are aware, a Dues payment can be broken down into different funds. These payments are broken up in a proportional manner. For this example, the Payment Setup screen for this payment type looks like:

Club - Local Payment Setup

Name

Member Type:

Follows Anniversary (Annual)
  Duration (Everyone Expires Same Day)
  One Time Charge

Amount:

General Fund	\$ 20.00
Benefit Fund	\$ 15.00
Social Fund 1	\$ .00
Social Fund 2	\$ .00
Grand Aerie	\$ .00
Building Maintenance	\$ .00

		Name	Member Type	General Fund	Benefit Fund	Social Fund 1	Social Fund 2	Grand Aerie	BM Amt	Total	Duration	Prorated
<a href="#">Edit</a>	<a href="#">Delete</a>	DUAL DUES	Both New & ReEnroll	18.00	.00	.00	.00	.00	.00	18.00	12 Months	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES	Both New & ReEnroll	20.00	15.00	.00	.00	.00	.00	35.00	Anniversary (Annual)	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES	Both New & ReEnroll	20.00	15.00	.00	.00	.00	.00	35.00	12 Months	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES - OLD	Both New & ReEnroll	20.00	5.00	.00	.00	.00	.00	25.00	12 Months	
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES PRORATED	Both New & ReEnroll	.00	.00	.00	.00	.00	.00	.00	12 Months	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	INIT-NEW	New Members	15.00	.00	.00	.00	.00	.00	15.00	One Time Charge	
<a href="#">Edit</a>	<a href="#">Delete</a>	INIT-REENROLL	ReEnrolled Members	15.00	.00	.00	.00	.00	.00	15.00	One Time Charge	

[Return to Menu](#)
[Add New Payment Type](#)

Our example 4 month payment places \$6.67 into the General Fund and \$5.00 into the Benefit Fund. Each value is 4/12 of each Funds' portion.

The preceding instructions are for getting a member in sync with the May 31<sup>st</sup> date. Auto Prorate will primarily be used when adding new or re-enrolled members. As such, they are entered on the Batch Entry screen:

**Please verify that all information is correct for this person, assign a proposer and press "Add".**

**GAIID #:** 4178282 (This number will be reused for this Member)

**Member Type:** REENROLL \* = Required

**First:** JOSE \* **MI:** J \* **Last:** ADAMS \* **Suffix:** \_\_\_\_\_

**Address1:** 8735 GOLF CLUB RD. \*

**Address2:** \_\_\_\_\_

**ZIP Code:** 94014 \* **City:** COLMA \* **State:** CA ▾

[Check address with USPS.com](#)

**Init/Re Date:** \_\_\_\_\_ (mm/dd/yyyy)

**Birth Date:** 5/23/1950 \* (mm/dd/yyyy)

**Proposer #:** 3870339 \* [search](#) WILLIAM L ANDERSON

**Phone:** 644-555-0114

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Police/Fire/Veteran**  (No PCT for 1 year after Initiation Date - Police, Fire & Honorably Discharged Veterans)

**Dual Member:** \_\_\_\_\_

**Past President:** \_\_\_\_\_

**Officer:** \_\_\_\_\_

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**Payment:**

\_\_\_\_\_ ▾



The steps are exactly the same as for the Member screen. I will list them again without screen caps:

- a. Press the Auto Prorate button.
- b. Press the down arrow on the Dues type drop down.
- c. Choose a dues type. The helpful Auto Prorate Dues Amounts chart appears.
- d. Determine, based upon when the dues are received, how many months the dues need to cover. For Instance, if a new member is joining in August, you would choose either 9 or 21 months to make their Expiration Date be 5/31/2016 or 5/31/2017.
- e. Amount is calculated.
- f. Enter Expiration date.
- g. The system will automatically place a memo such as "Dues from 8/31/2015 to 5/31/2016".
- h. Press the Add Payment button, and you are done.

## 2. Aeries and Auxiliaries that currently collect dues using the **Duration (Everyone Expires Same Day)** Dues type.

If you have been using the Duration (Everyone Expires Same Day) dues type, you are familiar with prorating dues. MMS has a system for prorating dues in place, and if you are happy using it, you may still use it going forward.

Auto Prorate is an alternative to the existing Proration system. IT DOES NOT REPLACE IT.

However, you may find that Auto Prorate is easier to understand, and you are welcome to use it instead of the existing way.

Your job, whether using existing Proration or Auto Prorate is to make sure that when members' dues expire, they paid dues that expire on May 31<sup>st</sup>. If your club's expiration date is not already May 31<sup>st</sup>, members will have to pay a prorated amount to get their expiration date "in sync".

There is no need to change any member's expiration date until their current dues have expired. The Auto Prorate feature makes it easy to take the proper amount for dues for the partial year between their expiration date and May 31<sup>st</sup>. This means that the conversion of all members to having the May 31<sup>st</sup> expiration date will happen the next time that your dues are due.

If a club currently has May 31<sup>st</sup> as their expiration date, nothing special needs to be done. Collect their dues as you normally would.

As an example, we will be using a current member, John Jones (fictitious). His club's expiration date is 1/31/2015. His Member screen looks like this:

Member: 4653385 Aerie/Aux#: 5555  Aerie  Auxiliary

JOHN M JONES Type: NEW  
396 DEER RIDGE WAY Status: INITIATED  
MILWAUKIE State: OR 97222 Country: US Send Mail: MAILING  
[Check address with USPS.com](#)

Notes  
Phone: 148-555-0174 Cell Phone  
Email  Allow Label Consolidation

POLICE FIRE/VETERAN  EAGLE RIDERS  R.E.A.C.  PAST PRESIDENT CLUB

Member has been updated.

Birth Date: 08/05/1969 Init/Re: 10/09/2013 Dropped: Reported: 10/09/2013

GETS EMAIL	<input checked="" type="checkbox"/>
Dual Member	
GETS MAIL	<input checked="" type="checkbox"/>
Past President	
Officer	

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

<=Add Payment  
Auto Prorate

[Payment History](#) [Auto Prorate Instructions](#)

You can see that his dues expire on 1/31/2016. In order for him to sync with the May 31<sup>st</sup> date, he needs to pay 4 months' worth of dues. To do this, follow these steps:

k. Press the Auto Prorate Button, the screen changes to:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

Dues type	Received	# Months	Amount	Memo	Expiration
	9/10/2015				

[Auto Prorate Instructions](#)

[Payment History](#)

l. Press the down arrow on the Dues type drop down to get:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

Dues type	Received	# Months	Amount	Memo	Expiration
	9/10/2015				

[Auto Prorate Instructions](#)

DUAL DUES - \$18.00

DUES - \$35.00

DUES - \$35.00

DUES - OLD - \$25.00

DUES PRORATED - \$0.00

m. Choose one of the Dues types. In this example we will choose the first DUES - \$35.00. This changes the screen

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

Dues type	Received	# Months	Amount	Memo	Expiration
DUES - \$35.00	9/10/2015				

	# Months	This FY	# Months	Next FY
Jan	4	\$11.67	16	\$46.67
Feb	3	\$8.75	15	\$43.75
Mar	2	\$5.84	14	\$40.84
Apr	1	\$2.92	13	\$37.92
May	12	\$35.00	24	\$70.00
Jun	11	\$32.09	23	\$67.09
Jul	10	\$29.17	22	\$64.17
Aug	9	\$26.25	21	\$61.25
Sep	8	\$23.34	20	\$58.34
Oct	7	\$20.42	19	\$55.42
Nov	6	\$17.50	18	\$52.50
Dec	5	\$14.58	17	\$49.59

[Click to Print Chart](#)

[Auto Prorate Instructions](#)

to:

n. You can see that a handy chart appears. It shows exactly what dues will be charged for each month. Since this member expires in January, we look at the Jan line. You can either collect 4 months' worth of dues to make them paid until 5/31/2016 or collect 16 months' worth of dues to may them paid until 5/31/2017. You then enter that number of months into the # Months box. In our example, we'll enter 4 months:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

Dues type	Received	# Months	Amount	Memo	Expiration
DUES - \$35.00	9/10/2015	4	11.67		

	# Months	This FY	# Months	Next FY
Jan	4	\$11.67	16	\$46.67
Feb	3	\$8.75	15	\$43.75
Mar	2	\$5.84	14	\$40.84
Apr	1	\$2.92	13	\$37.92
May	12	\$35.00	24	\$70.00
Jun	11	\$32.09	23	\$67.09
Jul	10	\$29.17	22	\$64.17

[Auto Prorate Instructions](#)

o. As you see, the Amount is automatically calculated. It takes 1/12 of the total due ( $\$35/12 = 2.91666$ ) and multiplies it by the number of months (4) to get 11.66666. All amounts are rounded such that any fraction of a cent is rounded to the next cent.

p. You can now enter a memo, or you can wait until after you enter the Expiration. We enter 5/31/2016 to get:

Type	Received	Amount	Memo	Expiration
DUES	3/9/2015	35.00		01/31/2016

  

Dues type	Received	# Months	Amount	Memo	Expiration
DUES - \$35.00	9/10/2015	4	11.67	Dues from 1/31/2016 to 5/31/2016	5/31/2016

  

Auto Prorate Dues Amounts				
	# Months	This FY	# Months	Next FY
Jan	4	\$11.67	16	\$46.67
Feb	3	\$8.75	15	\$43.75

q. The system automatically will place this in the Memo field, IF nothing else is there. It is a convenient double-check on the number of months. It explicitly shows that this payment covers 1/31/2016 until 5/31/2016, which is exactly what we want.

r. Press the Add Payment button to save the payment and the screen goes back to:

Type	Received	Amount	Memo	Expiration
DUES	9/10/2015	11.67	DUES FROM 1/31/2016 TO 5/31/2016	05/31/2016

<=Add Payment

Auto Prorate

[Auto Prorate Instructions](#)

s. You see that the new payment is now the active payment and you can print a dues receipt for it.

t. The [Auto Prorate Instructions](#) can be clicked to display this document as a help.

As you are aware, a Dues payment can be broken down into different funds. These payments are broken up in a proportional manner. For this example, the Payment Setup screen for this payment type looks like:

### Club - Local Payment Setup

Name:

Member Type:

Follows Anniversary (Annual)
  Duration (Everyone Expires Same Day)
  One Time Charge

Amount:					Prorated Amount:(Optional)				
General Fund	\$ 20.00	General Fund	\$ 1.72						
Benefit Fund	\$ 15.00	Benefit Fund	\$ 1.28						
Social Fund 1	\$ .00	Social Fund 1	\$ .00						
Social Fund 2	\$ .00	Social Fund 2	\$ .00						
Grand Aerie	\$ .00	Grand Aerie	\$ .00						
Building Maintenance	\$ .00	Building Maintenance	\$ .00						

**Payment Duration**

Duration:  (Number of Months)

Update Payment Type    Cancel

	Name	Member Type	General Fund	Benefit Fund	Social Fund 1	Social Fund 2	Grand Aerie	BM Amt	Total	Duration	Prorated
<a href="#">Edit</a>	<a href="#">Delete</a>	DUAL DUES	Both New & ReEnroll	18.00	.00	.00	.00	.00	18.00	12 Months	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES	Both New & ReEnroll	20.00	15.00	.00	.00	.00	35.00	Anniversary (Annual)	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES	Both New & ReEnroll	20.00	15.00	.00	.00	.00	35.00	12 Months	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES - OLD	Both New & ReEnroll	20.00	5.00	.00	.00	.00	25.00	12 Months	
<a href="#">Edit</a>	<a href="#">Delete</a>	DUES PRORATED	Both New & ReEnroll	.00	.00	.00	.00	.00	.00	12 Months	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	INIT-NEW	New Members	15.00	.00	.00	.00	.00	15.00	One Time Charge	
<a href="#">Edit</a>	<a href="#">Delete</a>	INIT-REENROLL	ReEnrolled Members	15.00	.00	.00	.00	.00	15.00	One Time Charge	

[Return to Menu](#)    [Add New Payment Type](#)

Which means that in the existing Proration, each month needs to be \$3.00 (\$1.72 + 1.28). The Auto Prorate function ignores the Prorated Amounts column. Choosing 4 months of Auto Prorate would be \$11.67, NOT \$12.00 and would be divided into \$6.67 for the General Fund and \$5.00 for the Benefit Fund. Each value is 4/12 of each Funds' portion.

The preceding instructions are for getting a member in sync with the May 31<sup>st</sup> date. Auto Prorate will primarily be used when adding new or re-enrolled members. As such, they are entered on the Batch Entry screen:

**Please verify that all information is correct for this person, assign a proposer and press "Add".**

**GAID #:** 4178282 (This number will be reused for this Member)

**Member Type:** REENROLL \* = Required

**First:** JOSE \* **MI:** J **Last:** ADAMS \* **Suffix:** \_\_\_\_\_

**Address1:** 8735 GOLF CLUB RD. \*

**Address2:** \_\_\_\_\_

**ZIP Code:** 94014 \* **City:** COLMA \* **State:** CA ▾

[Check address with USPS.com](#)

**Init/Re Date:** \_\_\_\_\_ (mm/dd/yyyy)

**Birth Date:** 5/23/1950 \* (mm/dd/yyyy)

**Proposer #:** 3870339 \* [search](#) WILLIAM L ANDERSON

**Phone:** 644-555-0114

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Police/Fire/Veteran**  (No PCT for 1 year after Initiation Date - Police, Fire & Honorably Discharged Veterans)

**Dual Member:** \_\_\_\_\_

**Past President:** \_\_\_\_\_

**Officer:** \_\_\_\_\_

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**Payment:**

\_\_\_\_\_ ▾



The steps are exactly the same as for the Member screen. I will list them again without screen caps:

- i. Press the Auto Prorate button.
- j. Press the down arrow on the Dues type drop down.
- k. Choose a dues type. The helpful Auto Prorate Dues Amounts chart appears.
- l. Determine, based upon when the dues are received, how many months the dues need to cover. For Instance, if a new member is joining in August, you would choose either 9 or 21 months to make their Expiration Date be 5/31/2016 or 5/31/2017.
- m. Amount is calculated.
- n. Enter Expiration date.
- o. The system will automatically place a memo such as "Dues from 8/31/2015 to 5/31/2016".
- p. Press the Add Payment button, and you are done.

Again, you have already been using the existing Proration for new members. If you are happy with that, please continue to use it. Auto Prorate is just an attempt to make Proration easier.