

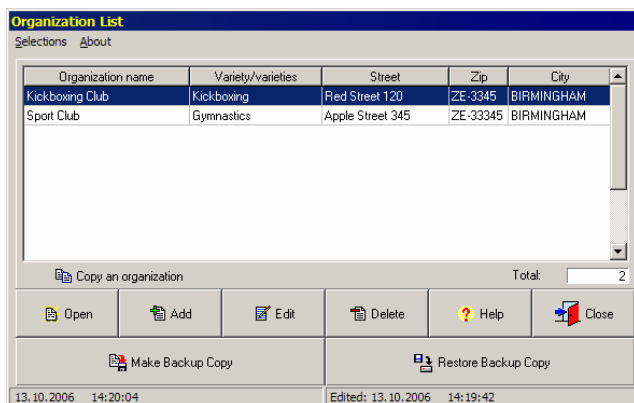
# MEMBIS

## Membership Management Software

Membis Membership Management Software is the market's easiest-to-use and most versatile software for maintaining a member register and managing the operation of a complete association.

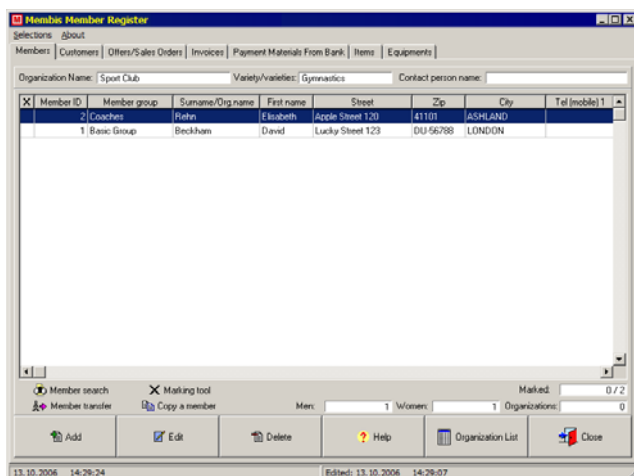
### Communities

In the Membis it is possible to enter an unlimited number of various communities (associations, teams, sections, companies etc.). The data of each community is managed as an entirety of its own. When necessary, each community can be protected by a password.



### Member Register

An unlimited number of members can be entered into each community, and the user is free to create different member groups. The amount of the membership fee and training times can be defined separately for each group. From the program, you can print ID cards, membership cards, presence cards, member catalogues and address labels for all members or for selected member groups. From the program, you can also send e-mail to members by mass mail.



### Customer Register

In the program, it is possible to maintain a customer register, in case the community sells its products to others than its own members.

### Offers/Sales Orders

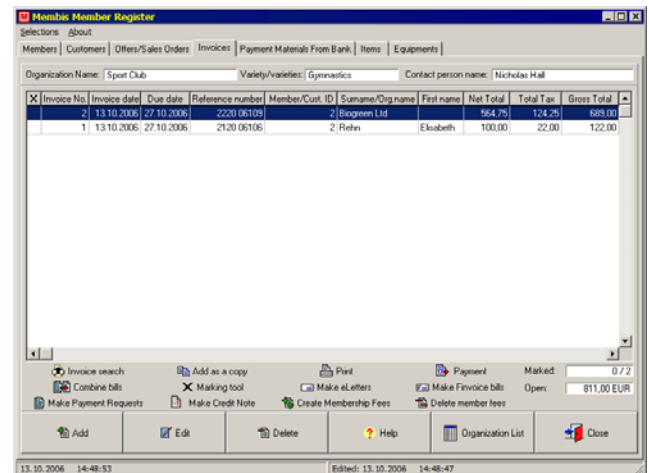
If you want, you can also enter offers and sales orders into the program. Based on these, it is possible to print different reports such as Offers, Order Confirmations, Delivery Notes and Pick Slips. Bills can be created automatically based on the offers or sales orders that have been entered into the system.

### Billing

Individual bills can be entered into the system and by means of the program, membership fees can be automatically generated for all members or a selected group. The system computes all the necessary basic information into the bills; and also creates reference numbers and bar codes.

The program can also generate credit invoices and payment reminders. If wanted, the system can automatically calculate interests and late payment charges for the reminders.

The program supports billing in different currencies.



### Electronic Bills

Requested bills can be generated as electronic bills (MS Word, XML) and can be forwarded in electronic format to the receivers.

## Ledger

Monitoring the payment status of bills is made with ease. The program is capable of reading the source data files of the bank, and can automatically position the payment from the data on the corresponding invoices. You can also manually mark bills as paid or unpaid.

**Read Reference Materials**

Transfer date	Transfer time	Quantity of payments	Sum of payments	Quantity of Corrections	Sum of Corrections	Faulty (quantity)	Faulty (sum)
18.09.2006	17:14:33	13	600,00	0	0,00	0	0
18.09.2006	15:28:52	13	600,00	0	0,00	0	0

**Payments of Reference Material**

Payment date	Booking date	Delected	Sum	Bank	Account number	Reference number
22.12.2002	21.12.2002	No	50,00	NORDEA	2061204025365	142200209556
22.12.2002	21.12.2002	No	40,00	NORDEA	2061204025365	810200209550
22.12.2002	21.12.2002	No	50,00	NORDEA	2061204025365	126200209556
22.12.2002	21.12.2002	No	50,00	NORDEA	2061204025365	61200209556
22.12.2002	21.12.2002	No	40,00	NORDEA	2061204025365	104200209552
22.12.2002	21.12.2002	No	50,00	NORDEA	2061204025365	48200209552
22.12.2002	21.12.2002	No	40,00	NORDEA	2061204025365	73200209557
22.12.2002	21.12.2002	No	50,00	NORDEA	2061204025365	131200209559
22.12.2002	21.12.2002	No	40,00	NORDEA	2061204025365	115200209554

## Trainings/Courses

Education and courses can be entered into the program specifically for each community. You can add completed courses for each member.

**Course name**

- Coach Course 1
- Coach Course 2

Total: 2

Buttons: Add, Edit, Delete, Help, Close

13.10.2006 14:59:13 Edited: 27.9.2006 9:15:26

## Product Register

In case the community sells products, a product register can be maintained in the program. Warehouse values can be entered into the system, and are reduced when products are added to bills.

Item ID	Item Group	Item	Stock amount	Limit of alarm	Tax	Unit Net Price	Unit Tax	Unit Gross Price
1	Item Group 1	Basket Ball	99,00	100,00	22,00	100,00	22,00	122,00

## Equipment Register

All equipment owned by the community can be entered into the program. If community property is lent to members, a user can be added for each piece of equipment and through the system a list can be printed, clarifying who is utilizing which equipment.

Number	Equipment Name	Model	Size	User Organization	User Group	Surname	First name	Member ID
2	Gymnastics Shoes	Supinator	S	Sport Club	Coaches	Riehn	Elisabeth	2
1	Gymnastics Shet	Tight	M					

Value of equipments: 500,00 Total: 2

## Reports

The program features a printout menu facilitating the printing of different reports. For most of the reports it is possible to choose whether they shall cover all members, members of selected groups or an individual member. You can also choose whether the reports shall be printed to MS Word, to preview mode or directly on paper. The logotype of the company can be inserted in bills.

**Choose the report you want to print:**

- Cards:** Membership Card, Plastic Membership Cards, Presence Report, Member identity card
- Invoices:** Sales Report, Sales of Sellers, Billing Diary, Paid Invoices, Unpaid invoices
- Lists:** All Members Report, Training report, User Report of Equipments, Itemlist, Stock value, List of Equipments
- Stickers:** Mailing Labels
- Offers/Sales Orders:** Offers/Sales Orders (not invoiced)

**Choose Print Style:** MS Word, Preview, Printer

**Do you want to print list from all members or selected groups?**  
 All members  
 Selected groups: Basic Group

**Do you want to print report from all members or valid/unvalid members?**  
 Active members  
 Expired Memberships  
 All members

Buttons: Print, Help, Cancel

The system is a result of many years of development involving numerous associations and companies from a variety of industries. Comeira Ltd is responsible for the development of the program. More information about the Membis Software is found at [http://www.membis.fi/Index\\_Eng.html](http://www.membis.fi/Index_Eng.html).