Group Tally Guide:
Making a Payment

First, on the Club page, click on the Payments tab.

Altrusa (Staff)

Albany

District Twelve

Summary   Group Information   Members   Payments   Reports   Settings

Current Group Positions

President Liz Tilson
First Vice President Bobby Williams
Second Vice President Linda L Hausmann
Secretary Theresa Kidd
Treasurer Roberta White
Treasurer Tami Minnick
Secretary Sarah Johnson
Immediate Past President Heather Wells
Director Nancy Sullivan
Director Ann Black
Director Terri Beattie
Director Courtney Pouliot
Communications Chair Dena L Burian Blacklaw
Parliamentarian Patricia M Johnson

Group Admins

Full Admin Tami Minnick
Full Admin Heather Wells
Full Admin Liz Tilson

On this page you will find the Group Payment summary on the upper right.

This tells you what fees are due and paid in the selected time period, and the current balance on the account. It is divided by Group fees and Membership fees.

Altrusa   Altrusa (Staff)   👤   Logout

Albany
District Twelve

Edit Albany

Summary   Group Information   Members   Payments   Reports   Settings

Group Payments & Transactions

Select Time Period

| 2017-2018 ▾ |

	Group	Membership	Total
Due	$30.00	$1,570.00	$1,600.00
Paid	$30.00	$1,570.00	$1,600.00
Balance	$0.00 Due	$0.00 Due	$0.00 Due

Payments

Search   **Filters**   **Display Per Page**

🔍 Search   No Filters Set.   10 ▾

Showing 1 / 1 (1 total)

Submit Date	Description	Type	Paid From Group	Paid To Group	Time Period	Status	Amount
06/15/2017 5:19 PM	Receipt #2452	Offline	Albany	Altrusa	2017-2018	Paid	$1,600.00

Group Transactions

＋ New Group Transaction

Search   **Filters**   **Display Per Page**

🔍 Search   No Filters Set.   10 ▾

Showing 2 / 2 (2 total)

Below that, the page is divided into three sections. Payments, Group Transactions, and Member Transactions.

- Under Payments you'll find receipts for payments made during the current cycle.
- Under Group Transactions you'll find the Convention fee, and any other fee assessed to the club as a whole.
- Under Member Transactions you'll find each payment, due or paid, for the entire membership. This may be several pages long.

GroupTally Altrusa   Altrusa (Staff)   Logout

Payments

Search | Filters | Display Per Page
Q Search | No Filters Set. | 10 ▾

Showing 1 / 1 (1 total)

Submit Date	Description	Type	Paid From Group	Paid To Group	Time Period	Status	Amount
06/15/2017 5:19 PM	Receipt #2452	Offline	Albany	Altrusa	2017-2018	Paid	$1,600.00

Group Transactions   **+ New Group Transaction**

Search | Filters | Display Per Page
Q Search | No Filters Set. | 10 ▾

Showing 2 / 2 (2 total)

Date	Description	Type	Paid To Group	Time Period	Due/Debit	Paid/Credit
06/15/2017 5:19 PM	2017 Convention Fee	2017 Convention Fee	Altrusa	2017-2018	$30.00	
06/15/2017 5:19 PM	Payment	Manual	Altrusa	2017-2018		$30.00

Member Transactions

Search | Filters | Display Per Page
Q Search | No Filters Set. | 10 ▾

Showing 10 / 60 (60 total)

Date	Description	Type	Paid To Group	Time Period	Due/Debit	Paid/Credit
06/15/2017 3:50 PM	Nancy Sullivan: New Member Fee (Albany)	New Member Fee	Altrusa	2017-2018	$10.00	
06/15/2017 3:51 PM	Deena Flynn: New Member Fee (Albany)	New Member Fee	Altrusa	2017-2018	$10.00	
06/15/2017 3:53 PM	Veronica Taylor: New Member Fee (Albany)	New Member Fee	Altrusa	2017-2018	$10.00	
06/15/2017 5:19 PM	Chrystal Hart-Meeker: 2017-2018 Member Dues	2017-2018 Member Dues	Altrusa	2017-2018	$55.00	

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You can see more details about any transaction by clicking on it.

Payments

Search

🔍 Search

Filters
No Filters Set.

Showing 1 / 1 (1 total)

Submit Date	Description	Type	Paid From Group	Paid To Group	Time Period
06/15/2017 5:19 PM	Receipt #2452	Offline	Albany	Altrusa	2017-2018

Group Transactions

Search

🔍 Search

Filters
No Filters Set.

Showing 2 / 2 (2 total)

Date	Description	Type	Paid To Group	Time Period
06/15/2017 5:19 PM	2017 Convention Fee	2017 Convention Fee	Altrusa	2017-2018
06/15/2017 5:19 PM	Payment	Manual	Altrusa	2017-2018

Member Transactions

Search

🔍 Search

Filters
No Filters Set.

Showing 10 / 60 (60 total)

Date	Description	Type	Paid To Group	Time Per
06/15/2017 3:50 PM	Nancy Sullivan: New Member Fee (Albany)	New Member Fee	Altrusa	2017-201
06/15/2017 3:5	Deena Flynn: New Member Fee (Albany)	New Member Fee	Altrusa	2017-201
06/15/2017 3:53 PM	Veronica Taylor: New Member Fee (Albany)	New Member Fee	Altrusa	2017-201
06/15/2017 5:19 PM	Chrystal Hart-Meeker: 2017-2018 Member Dues	2017-2018 Member Dues	Altrusa	2017-201

Focus on the upper right corner of the page, which shows your Balances. If you have a balance due, you will see a green Make Payment button, if your balance is $0.00, it will not appear.

This club has a balance of $37.50. Thus the Make Payment button is available.

| Make Payment | | | |

	Group	Membership	Total
Due	$30.00	$2,652.50	$2,682.50
Paid	$30.00	$2,502.00	$2,645.00
Balance	$0.00 Due	$150.00 Due	$37.50 Due

This club does not have the Make Payment button available, since there is no balance due.

	Group	Membership	Total
Due	$30.00	$1,570.00	$1,600.00
Paid	$30.00	$1,570.00	$1,600.00
Balance	$0.00 Due	$0.00 Due	$0.00 Due

Once you have added your desired payment method, return to your club's Payments tab.

As stated before, if you have a balance, the Make Payment button will be available to you. Click on it to proceed.

On the payments page you will find a list of dues, those that have green check marks have been paid, and those that have check boxes are unpaid and available for selection.

For example, below I have already paid for Sue Allen, but I need to make a payment for Connie McCormick.

Note the Payment Details area which shows you a summary; number of items selected, and a total amount due.

Red Oak, IA

District Seven

Edit Red Oak, IA

Summary   Group Information   Members   Payments   Reports   Settings

Payment Step 1: Select Payment Items

Select Time Period
2017-2018

Payment To Group
Altrusa

Payment Date Edit Payment Date
2/7/18

Payment Details
| Items Selected | 0 |
| Total | $0.00 |

Pay

Group Fees & Dues

	Name	Price	Status
✔	2017 Convention Fee	$30.00	Paid

Member Fees & Dues

Select All	Name	Due	Pending	Paid	Status
☐	Connie McCormick	$37.50	$0.00	$0.00	Unpaid
	New Member Fee (Red Oak, IA)	$10.00			
	2017-2018 Member Dues	$27.50			
✔	Sue Allen	$0.00	$0.00	$55.00	Paid
	2017-2018 Member Dues			$55.00	
✔	Nancy Anderson	$0.00	$0.00	$55.00	Paid
	2017-2018 Member Dues			$55.00	
✔	Jane L Arenholz	$0.00	$0.00	$55.00	Paid
	2017-2018 Member Dues			$55.00	

Click on the check boxes next to the dues you would like to pay.

Keep track of how many items you have selected, and your total due, in the Payment Details section. Once you have made your selections, click on the green Pay button.

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Red Oak, IA

Edit Red Oak, IA

District Seven

| Summary | Group Information | Members | Payments | Reports | Settings |

Payment Step 1: Select Payment Items

Select Time Period   **Payment To Group**

| 2017-2018 ▼ | Altrusa ▼ |

Payment Date Edit Payment Date

| 2/7/18 📅 |

Payment Details

| Items Selected | 1 |
| Total | $37.50 |

Pay

Group Fees & Dues

	Name	Price	Status
✔	2017 Convention Fee	$30.00	Paid

Member Fees & Dues

Select All	Name	Due	Pending	Paid	Status
☑	Connie McCormick New Member Fee (Red Oak, IA) 2017-2018 Member Dues	$37.50 $10.00 $27.50	$0.00	$0.00	Unpaid
✔	Sue Allen 2017-2018 Member Dues	$0.00	$0.00	$55.00 $55.00	Paid
✔	Nancy Anderson 2017-2018 Member Dues	$0.00	$0.00	$55.00 $55.00	Paid
✔	Jane L Arenholz 2017-2018 Member Dues	$0.00	$0.00	$55.00 $55.00	Paid
✔	Janice Artherholt 2017-2018 Member Dues	$0.00	$0.00	$55.00 $55.00	Paid

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In the dialogue box that pops up, review your total and using the tabs, select your method of payment.

Credit/Debit Card is the first option, if you'd like to pay this way, select your previously added card from the Select Card drop menu, and then click Pay with Credit/Debit Card. (notice that there is a Processing Fee for using this method)

Using your bank account works the same way, click on the word Bank Account and then select your account form the Select Account drop menu and then click Pay with Bank Account.

Altrusa   Altrusa (Staff)

Payment Step 2: Select Payment Method   ×

| Credit/Debit Card | Bank Account | Offline |

! Please review your selection

	Name	Type	Amount
1	Connie McCormick	Membership	$37.50
2	Credit/Debit Card Fee	Processing Fee	$1.43

Select Card [▼]   Total $ 38.93

$37.50 paid to Altrusa.

"GroupTally" or "Stripe" may appear on your bank statement. GroupTally & Stripe are the service provider and payment processor.

Pay with Credit/Debit Card   Close

Group Fees & Dues

If you are paying with a check, please select the Offline tab. This allows you to "submit" your intended payment and will give you a receipt number you can use to keep track of your payment.

Note: Offline payments will need to be approved. Until then, payment status will be displayed as "Submitted - Pending Approval". Once the International Office receives your payment, we will approve it.

As always if you have questions/comments please email us at altrusa@altrusa.org.

Thank you.