

Chapter Dues Reconciliation

- ❖ Member Roster
- ❖ Chapter Change Logs
- ❖ Remit Reports

Take a Quick Look at Your Member Roster

- Before starting your report, take a quick look at your member roster to see who is up for renewal.

Login To ONCARD



 AMERICAN GUILD OF ORGANISTS
The American Organist Magazine

Member Login ←

HOME ABOUT NEWS MEMBERSHIP SHOP CONTRIBUTE EDUCATION CAREERS COMPETITIONS & NEW MUSIC CONVENTIONS TAO & ADVERTISING

THE American Organist
OCTOBER 2020

**Note: It's Best to Use Firefox ,
Safari, or Internet Explorer.**

Enter Your Credentials

ONCARD Login

Enter your username and password to continue. First time login: Your username is the first letter of your first name followed by your last name, with no space in between. (For example, Jane Doe's username would be JDoe). Do not include apostrophes or hyphens. If your last name has a space, leave the space. (For example, Dick Van Dyke's username would be (DVan Dyke).

Your default password is your member ID which is found just to the left of the date on the address label of The American Organist magazine.

Click on Chapter Administration

Make a Contribution
Shop the AGO Store
Find A Job
Update Personal Information
Find A Guild Member
Username & Password Change
Password Reminder
Chapter Administration



Click on Member Roster

Brooklyn Chapter

Chapter Set-Up

Chapter Information

Remove Chapter Members

Officer Roster

Chapter Management

Member Roster

Export Member Data

Print Chapter Data Collection Form

Member Change Logs

Chapter Finances

Pay Chapter-Sponsored Member Invoices

Print/Email Member Invoices

Review Remit Reports



Add Filter Criteria

Filter Records:	
Membership Status:	All <input type="button" value="v"/>
Membership Type:	-- <input type="button" value="v"/>
Expiration Date >= (mm/dd/yyyy)	07/01/2020
Records Per Page	100 <input type="button" value="v"/>
Sort Order:	
Sort By Expiration Date:	Ascending <input type="button" value="v"/>

Export To Excel

- o After clicking process, scroll to the top of the page and click [Export to Excel](#)
- o Follow the prompts to open the report. For example, it may go to your download folder or a dialogue box may appear.
- o Once you are done looking at the roster, it's time to begin your report.
- o Click [Return to Chapter Menu](#) at the top of the screen.

Step 1: Make a Chart

- o Member's Name
- o Payment Made (Date the Payment was Made)
- o Payment Posted (Date the Payment was Posted)
- o Amount
- o Reason (Membership Renewal/ Contribution)
- o Type of Membership (Young Organist, Regular, Special, Dual)

Step 2: Click on Member Change Logs

Brooklyn Chapter

Chapter Set-Up

Chapter Information

Remove Chapter Members

Officer Roster

Chapter Management

Member Roster

Export Member Data

Print Chapter Data Collection Form

Member Change Logs

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Step 3: Add Filter Criteria

- o Add an Action Date (xx/xx/xxxx)
 - o Helpful Hint: Use a date that is at least five days before the beginning of the month. This will account for weekends and holidays.

Filter Records:

Action Date:

>=

L.

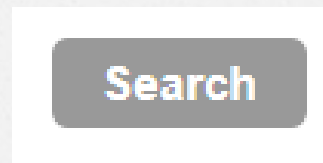
- Change the records per page from 20 to 100 (click on the carrot next to 20 for the dropdown choices and click on 100)



A screenshot of a web interface showing a dropdown menu for 'Records Per Page'. The dropdown is open, showing three options: 20, 50, and 100. The option 100 is highlighted in blue. The current selection in the dropdown is 100.

Records Per Page
100
20
50
100

- Click



A screenshot of a 'Search' button, which is a grey rounded rectangle with the word 'Search' in white text.


Search

Step 4: Look at all the changes made during the month

- o Scroll to the bottom of the page (the information is organized in descending order with the date you put into the filter field appearing at the bottom)
- o For renewals, the important action types are
RENEW = Date the Member Made Payment
Dues Payment = Date the Payment was Posted

35.	86414	Henry Lee	Thursday, July 2, 2020		DUES
36.	86414	Henry Lee	Thursday, July 2, 2020		RENEW
37.	31559	W. Eric Birk	Thursday, July 2, 2020	★	Dues Payment
38.	37724	Thomas Sarff	Wednesday, July 1, 2020		Dues Payment
39.	31559	W. Eric Birk	Wednesday, July 1, 2020		ADDR
40.	31559	W. Eric Birk	Wednesday, July 1, 2020		ADDR
41.	31559	W. Eric Birk	Wednesday, July 1, 2020	★	RENEW

Member's Name	Payment Made	Payment Posted
W. Eric Birk	7/1/2020	7/2/2020

35.	86414	Henry Lee	Thursday, July 2, 2020	DUES
36.	86414	Henry Lee	Thursday, July 2, 2020	RENEW
37.	31559	W. Eric Birk	Thursday, July 2, 2020	Dues Payment
38.	37724	Thomas Sarff	Wednesday, July 1, 2020	 Dues Payment
39.	31559	W. Eric Birk	Wednesday, July 1, 2020	ADDR
40.	31559	W. Eric Birk	Wednesday, July 1, 2020	ADDR
41.	31559	W. Eric Birk	Wednesday, July 1, 2020	RENEW

Member's Name	Payment Made	Payment Posted
Thomas W. Sarff	???	7/1/2020

43.	85564	Thomas Williams	Tuesday, June 30, 2020	Chapt Position
44.	67656	Gary Di Franco	Tuesday, June 30, 2020	Chapt Position
45.	55500	Timothy Chun	Tuesday, June 30, 2020	Chapt Position
46.	37724	Thomas Sarff	Tuesday, June 30, 2020	★ RENW

Member's Name	Payment Made	Payment Posted
Thomas W. Sarff	6/30/2020	7/1/2020

33.	86414	Henry Lee	Monday, July 6, 2020	★	Dues Payment
34.	86414	Henry Lee	Thursday, July 2, 2020		ADDR
35.	86414	Henry Lee	Thursday, July 2, 2020		DUES
36.	86414	Henry Lee	Thursday, July 2, 2020	★	RENEW

Member's Name	Date Payment was Made	Date Payment was Posted
Henry Lee	7/2/2020	7/6/2020

What about Line 35?

Description

Dual Chapter Added: C208: changed via ago_change_member.asp

**Henry added Brooklyn as a
Dual Chapter.**

19.	87992	Jacque Jones	Monday, August 3, 2020	★	Dues Payment
20.	87992	Jacque Jones	Friday, July 31, 2020	★	RENEW
21.	99083	Kell Julliard	Wednesday, July 29, 2020	★	Dues Payment
22.	99083	Kell Julliard	Tuesday, July 28, 2020	★	RENEW
23.	85564	Thomas Williams	Tuesday, July 28, 2020	★	Dues Payment
24.	85564	Thomas Williams	Monday, July 27, 2020		ADDR
25.	85564	Thomas Williams	Monday, July 27, 2020		ADDR
26.	85564	Thomas Williams	Monday, July 27, 2020		ADDR
27.	85564	Thomas Williams	Monday, July 27, 2020	★	RENEW
28.	5283	Stephen Danziger	Monday, July 20, 2020	★	Dues Payment
29.	5283	Stephen Danziger	Saturday, July 18, 2020		ADDR
30.	5283	Stephen Danziger	Saturday, July 18, 2020	★	RENEW

Collected Information from Chapter Change Logs

Member's Name	Payment Made	Payment Posted
Thomas W. Sarff	6/30/2020	7/1/2020
W. Eric Birk	7/1/2020	7/2/2020
Henry Lee	7/2/2020	7/6/2020
Stephen Danziger	7/18/2020	7/20/2020
Thomas Williams	7/27/2020	7/28/2020
Kell Julliard	7/28/2020	7/29/2020
Jacque Jones	7/31/2020	8/3/2020

Refresher: What We Need For Our Chart

- o Member's Name
- o Payment Made (Date the Payment was Made)
- o Payment Posted (Date the Payment was Posted)
- o **Amount**
- o **Reason (Membership Renewal/ Contribution)**
- o **Type of Membership (Young Organist, Regular, Special, Dual)**

Step 5: Remit Reports

- Scroll to the top of the Chapter Change Logs Screen and Click **Return to Chapter Menu**
- Click Remit Reports from the Chapter Administration Menu

Chapter Finances

Pay Chapter-Sponsored Member Invoices


Print/Email Member Invoices


Review Remit Reports



Step 6: Find the Pertinent Remit Report Numbers

- o Scroll to the bottom of the screen.
- o Click on the carrot next to select remit report to find the date each report was created.

Select Remit Report: 



Create Report as a pdf:

Select Remit Report:

--

Enter Report Range

--

Create Excel Export:

Select Remit Report:

Enter Report Range

- 378 - created on 9/29/2020 5:34:53 PM by LS
- 376 - created on 9/11/2020 11:45:14 PM by LS
- 375 - created on 9/4/2020 8:51:56 PM by LS
- 372 - created on 8/17/2020 6:16:24 PM by LS
- 371 - created on 8/7/2020 11:42:39 PM by LS
- 370 - created on 8/3/2020 4:44:53 PM by LS
- 368 - created on 7/27/2020 8:51:44 PM by LS
- 367 - created on 7/13/2020 10:02:31 PM by LS
- 366 - created on 7/2/2020 11:28:43 PM by LS
- 365 - created on 6/26/2020 10:43:27 PM by LS

371 - created on 8/7/2020 11:42:39 PM by LS

370 - created on 8/3/2020 4:44:53 PM by LS

368 - created on 7/27/2020 8:51:44 PM by LS

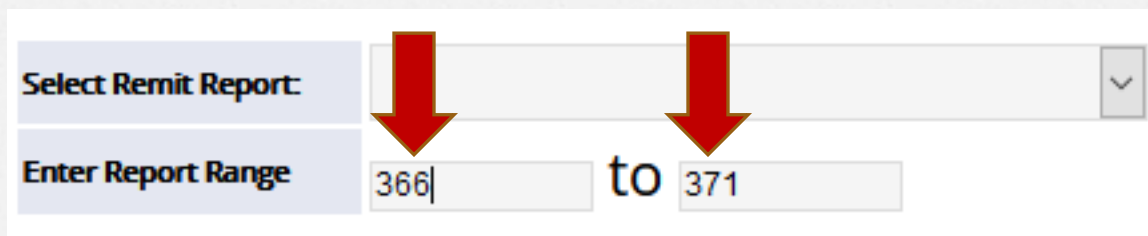
367 - created on 7/13/2020 10:02:31 PM by LS

366 - created on 7/2/2020 11:28:43 PM by LS

When determining your range, always include an extra remit report (or two).

Step 7: Run a Report

- o Decide whether you want to create a pdf or excel.
- o Input the report range



The screenshot shows a web interface for generating a report. It features two main sections: 'Select Remit Report:' and 'Enter Report Range'. The 'Select Remit Report:' section has a dropdown menu. The 'Enter Report Range' section has two input fields, one containing '366' and the other containing '371', with the word 'to' between them. Two large red arrows point from the dropdown menu down to the '366' and '371' input fields, indicating that the selected report range is being used to populate the report range input.

- o Click or , depending on the type of report you want.

Helpful Hint

- o If you want to create a pdf, put the report range:

The image shows a screenshot of a web interface for generating reports. It features two main sections: 'Create Report as a pdf.' and 'Create Excel Export:'. Each section has a 'Select Remit Report:' dropdown menu and an 'Enter Report Range' input field. The 'Enter Report Range' field is split into two boxes with 'to' in between. Two red arrows point to the first and second input boxes of the 'Enter Report Range' field in the 'Create Report as a pdf.' section.

- o If you want to create an excel export, put the report range:

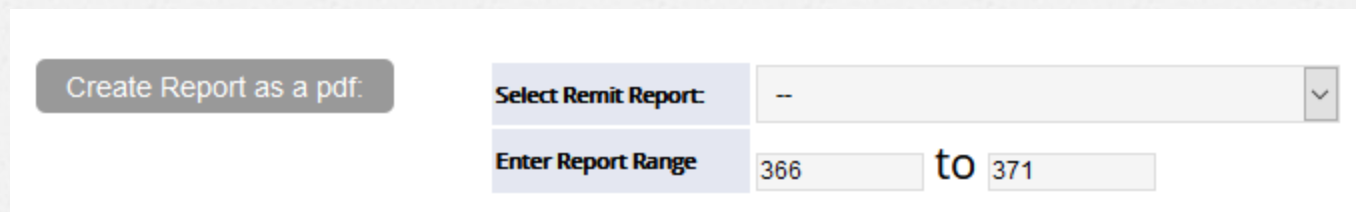
Create Report as a pdf:	Select Remit Report:	--	▼
	Enter Report Range:	<input type="text"/>	to <input type="text"/>

Create Excel Export:	Select Remit Report:	--	▼
	Enter Report Range:	<input type="text"/>	to <input type="text"/>



PDF Report

o Create a PDF Report




The screenshot shows a user interface for generating a PDF report. On the left, there is a grey button labeled "Create Report as a pdf:". To the right of the button are two input fields. The first field is labeled "Select Remit Report:" and contains a dropdown menu with "--" selected. The second field is labeled "Enter Report Range" and contains two input boxes: the first has "366" and the second has "371", with the word "to" positioned between them.

- o Follow the prompts to open the report. For example, it may go to your download folder or a dialogue box may appear.

Opening chapter_roster.pdf



You have chosen to open:

 **chapter_roster.pdf**

which is: Portable Document Format (PDF) (52.5 KB)

from: <https://ago.networkats.com>

What should Firefox do with this file?

Open with Firefox

Open with Adobe Acrobat Reader DC (default) ▾

Save File

Do this automatically for files like this from now on.

OK

Cancel

Remit #: 366

Chapter: C208 Brooklyn Chapter

<u>Id#</u>	<u>Name</u>	<u>Post Date</u>	<u>Amount</u>	<u>Description</u>
31559	Birk W. Eric	07/02/2020	(\$41.00)	Secondary Chapter Dues
33110	Comins Aaron D	06/30/2020	(\$41.00)	Chapter Dues - Regular
37724	Sarff Thomas W	07/01/2020	(\$41.00)	Chapter Dues - Regular

Important Information from Remit #366

Member's Name	Amount	Reason	Type of Membership
W. Eric Birk	\$41.00	Dues	Regular Dual

Remit #: 367

Chapter: C208 Brooklyn Chapter

<u>Id#</u>	<u>Name</u>	<u>Post Date</u>	<u>Amount</u>	<u>Description</u>
86414	Lee Henry Y	07/06/2020	(\$41.00)	Secondary Chapter Dues

Important Information from Remit #367

Member's Name	Amount	Reason	Type of Membership
Henry Y Lee	\$41.00	Dues	Regular Dual

Remit #: 368

Chapter: C208 Brooklyn Chapter

<u>Id#</u>	<u>Name</u>	<u>Post Date</u>	<u>Amount</u>	<u>Description</u>
5283	Danziger Stephen	07/20/2020	(\$33.00)	Secondary Chapter Dues

Important Information from Remit #368

Member's Name	Amount	Reason	Type of Membership
Stephen Danziger	\$33.00	Dues	Special Dual

Remit #: 370

Chapter: C208 Brooklyn Chapter

<u>Id#</u>	<u>Name</u>	<u>Post Date</u>	<u>Amount</u>	<u>Description</u>
99083	Julliard Kell N	07/29/2020	(\$33.00)	Chapter Dues - Special
85564	William Thomas	07/28/2020	(\$41.00)	Chapter Dues - Regular

Important Information from Remit #370

Member's Name	Amount	Reason	Type
Kell N Julliard	\$33.00	Dues	Special
Thomas Williams	\$41.00	Dues	Regular

Remit #: 371

Chapter: C208 Brooklyn Chapter

<u>Id#</u>	<u>Name</u>	<u>Post Date</u>	<u>Amount</u>	<u>Description</u>
87992	Jones Jacque B	08/03/2020	(####)	General Contribution for Chapter Prog
87992	Jones Jacque B	08/03/2020	(\$33.00)	Chapter Dues - Special

Important Information from Remit #370

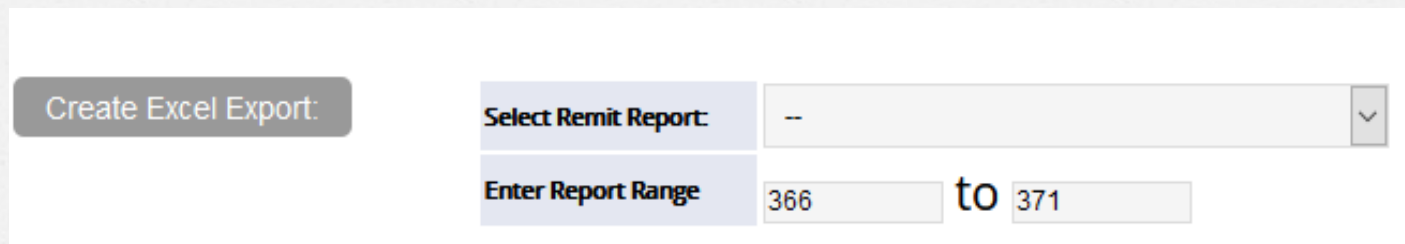
Member's Name	Amount	Reason	Type
Jacque B Jones	####	Contribution	General Contribution for Chapter Prog
Jacque B Jones	\$33.00	Dues	Special

Step 8: Put the Report Together

Name	Payment Made	Payment Posted	Amount	Reason	Type
Sarff	6/30/2020	7/1/2020	\$41	Dues	Regular
Birk	7/1/2020	7/2/2020	\$41	Dues	Dual
Lee	7/2/2020	7/6/2020	\$41	Dues	Dual
Danziger	7/18/2020	7/20/2020	\$33	Dues	Dual
Williams	7/27/2020	7/28/2020	\$41	Dues	Regular
Julliard	7/28/2020	7/29/2020	\$33	Dues	Special
Jones	7/31/2020	8/3/2020	\$33	Dues	Special
Jones	7/31/2020	8/3/2020	####	Contribution	General Contribution for Chapter Prog
		Total for July	\$272		
		Total Dues	\$222		
		Total Contributions	####		

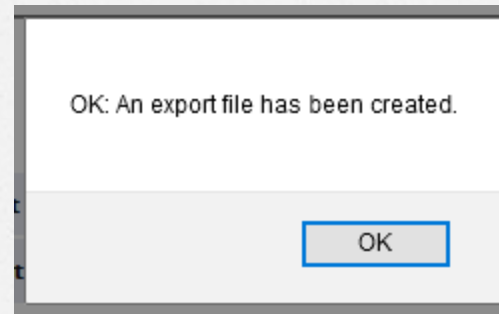
Excel Export

- o Create a Excel Export



The screenshot shows a form with a grey button labeled "Create Excel Export:". To its right is a "Select Remit Report:" dropdown menu currently showing "--". Below this is an "Enter Report Range" section with two input fields: the first contains "366" and the second contains "371", with the word "to" positioned between them.

- o After clicking create excel export, the following pop-up window may appear

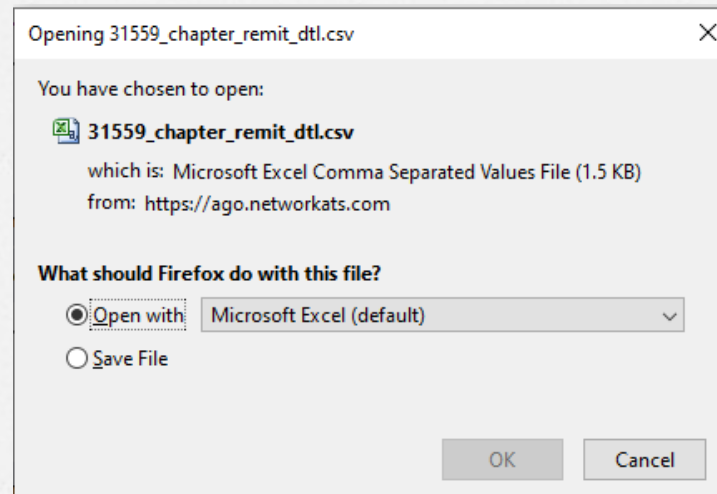


- o Then, you have to look up on the screen and find

Chapter Remits: Brooklyn Chapter

Export : 9 records found. Download this file by clicking [HERE](#).

- o Click on the word **HERE**
- o Follow your computers prompts to access the export. My computer gives a dialogue box:



What you need to do to make the excel export into a report

- o Eliminate columns you don't need
- o Eliminate the members who shouldn't be included on the report
- o Change the amounts to positive numbers (unless they are meant to represent withheld amounts)
- o Add a column for Date the Payment was Made

Eliminate Unnecessary Columns

~~o~~ staff_code

~~o~~ source

~~o~~ batch_number

~~o~~ sequence_number

o post_date

o amount

o status_id

o status_name_key

~~o~~ org_1_id

~~o~~ org_2_id

~~o~~ org_3_id

~~o~~ org_4_id

~~o~~ org_5_id

~~o~~ chapter_code

o description

o remit

~~o~~ chapter_name

o fund_code



o new_member

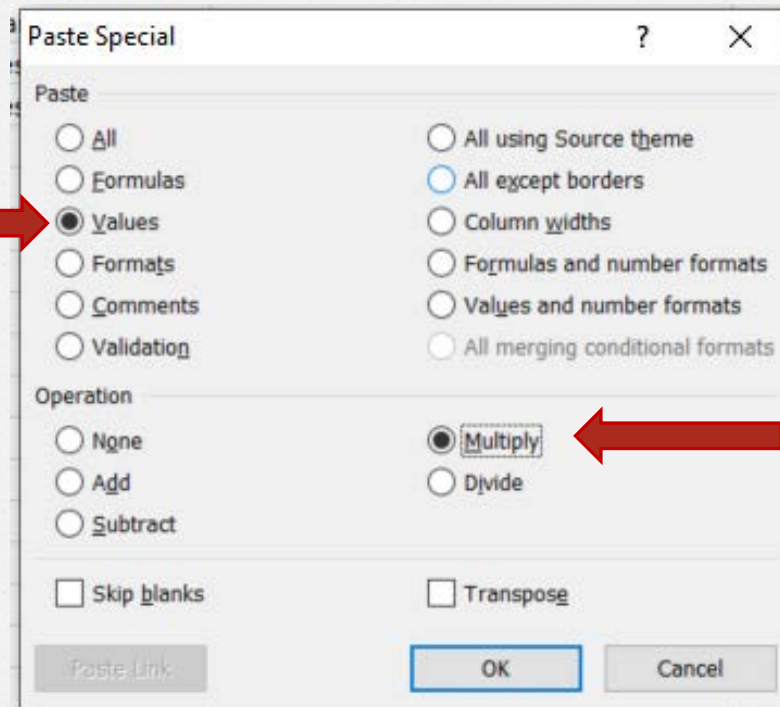
post_date	amount	status_id	status_name_key	description	remit	fund_code
6/30/2020	-41	33110	Comins Aaron D.	Chapter Dues - Regular	366	Member Dues
7/1/2020	-41	37724	Sarff Thomas W.	Chapter Dues - Regular	366	Member Dues
7/2/2020	-41	31559	Birk W. Eric	Secondary Chapter Dues	366	Member Dues
7/6/2020	-41	86414	Lee Henry Y.	Secondary Chapter Dues	367	Member Dues
7/20/2020	-33	5283	Danziger Stephen	Secondary Chapter Dues	368	Member Dues
7/28/2020	-41	85564	Williams Thomas H.	Chapter Dues - Regular	370	Member Dues
7/29/2020	-33	99083	Julliard Kell N.	Chapter Dues - Special	370	Member Dues
8/3/2020	-50	87992	Jones Jacque B.	General Contribution	371	C343
8/3/2020	-33	87992	Jones Jacque B.	Chapter Dues - Special	371	Member Dues

Delete the Unnecessary Member Rows

- o From our work with the member change logs, we know that we can delete the rows regarding Aaron Comins and Thomas Sarff. They should both have been included on the June report because they made their renewal payment in June.

Change Amounts from Negative to Positive

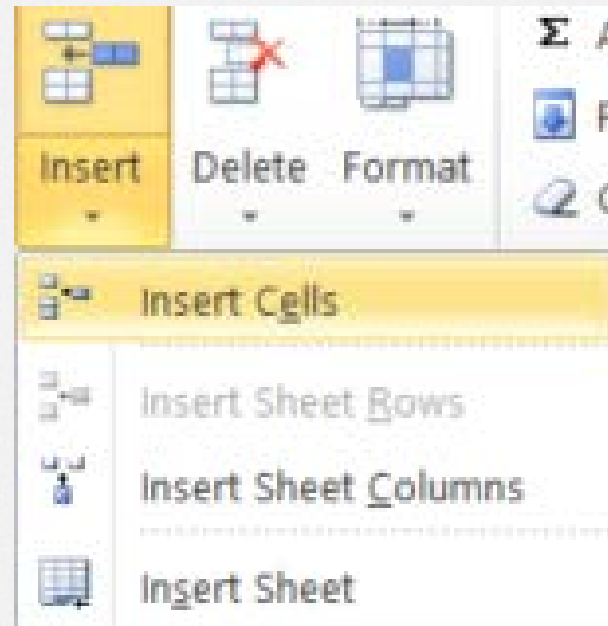
- o Put -1 in an empty cell on the spreadsheet
- o Copy that cell, but clicking  Copy -
- o Highlight the negative amounts
- o Click Paste 
- o Then, click the word Paste Special to get:



Make sure you click the circle beside Values and Multiply, then click ok.

Add a Column for the Date the Payment was made

- Highlight the Column for post_date
- Click Insert and then Insert Cell
- A blank column will appear to the left.
- Title the column payment_made
- Input the information gathered from the change logs.



Final Report, using the Excel Export

status_id	status_name	payment_made	post_date	amount	description	remit	fund_code
31559	Birk	7/1/2020	7/2/2020	41	Secondary Chapter Dues	366	Member Dues
86414	Lee	7/2/2020	7/6/2020	41	Secondary Chapter Dues	367	Member Dues
5283	Danziger	7/18/2020	7/20/2020	33	Secondary Chapter Dues	368	Member Dues
85564	Williams	7/27/2020	7/28/2020	41	Chapter Dues - Regular	370	Member Dues
99083	Julliard	7/28/2020	7/29/2020	33	Chapter Dues - Special	370	Member Dues
87992	Jones	7/31/2020	8/3/2020	####	General Contribution	371	C343
87992	Jones	7/31/2020	8/3/2020	33	Chapter Dues - Special	371	Member Dues
			Report Total	\$272.00			
			Dues Total	\$222.00			
			Contr Total	####			

Step 9: Make Sure Your Chapter Received the Amount Due

- o Your monthly reports will not match the monthly deposits made into your bank accounts.
- o The money can arrive 2 – 6 weeks from the time it appears on a remit report and the members who renewed in July may not all be included in the same ACH deposit.
- o I would suggest, making an extra column on your chart to include the date your chapter receives the payment by ACH.

Brooklyn's July Activity

status_name	amount	remit	ACH Deposit
Birk	41	366	7/15/2020
Lee	41	367	8/14/2020
Danziger	33	368	8/14/2020
Williams	41	370	8/14/2020
Julliard	33	370	8/14/2020
Jones	50	371	9/18/2020
Jones	33	371	9/18/2020

The people who renewed in July were included on 3 different ACH deposits.

Step 10: Find the details behind a deposit

- o Use the “key” given on the Remit Reports Screen:

Funds in reports #358-361 were remitted on June 16, 2020

Funds in reports #362-366 were remitted on July 15, 2020

Funds in reports #367-370 were remitted on August 14, 2020

Funds in reports #371-375 were remitted on September 18, 2020

Use the Report Range Given to Run a Report

- o For example, if you wanted to check the deposit made on August 14th, you would use the report range 367-370.
- o Create the report in pdf or excel, using the steps previously shown.
- o Check that the total of the report matches the total of the deposit.

Call If You Need Help



We are always here for you
and can be reached at
(212) 870-2310