

# U-MAS User Manual: U3A Office-Bearers

## U-MAS Version: 6.01

# Table of Contents

Introduction .....	3
General Tasks .....	3
How to log in .....	3
How to log out .....	4
Find a member's details .....	4
For Course Coordinators .....	6
Add a new course .....	6
Edit a course .....	8
Add or edit a course location (venue) .....	9
Copy a course from one year to the next .....	10
Close a course to new enrolments .....	11
Restrict a course (i.e. enrolment needs approval) .....	11
Move member from waitlist to course .....	12
Remove a member from a course .....	13
Reinstate a member to a course .....	14
Absence management .....	14
For Membership Managers .....	15
Email members .....	15
Decease a member .....	16
Delete a member completely .....	17
Member name badges .....	17
For Treasurers .....	18
View or print cash (non-PayPal) receipts report .....	18
View or print PayPal payments report .....	19
View or print unpaid enrolments report .....	19
Record that a member has paid .....	20

# Introduction

The U-MAS membership management system is widely used by U3As in Victoria. For U3A course coordinators, membership managers, and other office-bearers, U-MAS provides a wide range of features including managing courses, generating reports, and emailing members and course participants.

This user manual is not exhaustive, but is intended to provide quick and easy instructions for the most common U-MAS tasks.

The manual is divided into sections appropriate for each user level/category.

The companion manuals, *U-MAS User Manual: U-MAS for Members* and *U-MAS User Manual: U3A Office Volunteers & Tutors* may also be of use to you.

## U-MAS Access Levels

The features and functions available to you in U-MAS depend on your access level.

This document assumes that Course Coordinators and Membership Managers have Level 1 access, and Treasurers have Level 5 access.

The recommended access levels are as below, however, it is ultimately a decision for each individual U3A:

- Course Coordinator: 1
- Membership Manager: 1 or 2
- Treasurer: 5
- Reception (office volunteers): 3
- Tutors: 4
- Advanced Tutors (can add or remove participants from their own courses): 7

A U3A should ensure that each volunteer or office-bearer is trained appropriately to use the features available for their access level.

\*\*\*

# General Tasks

## How to log in

1. In U-MAS, go to the Login link in the left side menu:



2. Enter your membership number (or email address) and password, and click the Login button.

Membership number or email:

Password:

**Note:** Some U3As may provide separate login details for office volunteers: If so, when performing U3A office tasks you should log in using the office volunteer credentials rather than your personal membership credentials.

- On successful login, you will see a welcome message, and some additional items will be available in the left side menu.

**U3A** Example U3A

THE UNIVERSITY OF THE THIRD AGE

Home  
View Member Details  
Edit Member Details  
View or select Courses  
Search Members

**Welcome Office Volunteer (Member #1378)**

**Members**  
To view and check Membership details click 'View Member Details'  
To add or change Membership details click 'Edit Member Details'

**Courses**

## How to log out

- Click the Logout link in the left side menu:

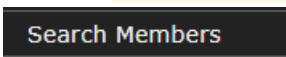


## Find a member's details

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin), level 3 (Reception), level 5 (Treasurer)

- [Log in](#) to U-MAS.
- Click the Search Members link in the left side menu.



- Enter a keyword and click Search.

The keyword can be any of: Membership number, First name, Surname, Email, Birth date, Addresses, or Phone number. Tick the **Member number only** or **Surname only** box if you only want to search by membership number or by surname.

### Search Member

Search:  Member number only?:  Surname only?:

Your search will return any associated results that match the criteria entered. Fields searched include First name, Surname, Email, Birth date, Addresses and Phones, unless Member number only or Surname only checked.

- A list of members matching the keyword will be displayed. Click either the View link (last column in the

table) or the member number (first column) to view a member's record.

Member No.	First name	Surname	Address	Suburb	Subs date	
1003	Liz	Member	3 Test St	HEALESVILLE	31/12/2019	<a href="#">View</a>
1004	Louis	Member	4 Test St	HEALESVILLE	31/12/2017	<a href="#">View</a>
1001	Sally	Tutor	2 Test St	HEALESVILLE	31/12/2019	<a href="#">View</a>
1002	Sam	Tutor	1 Test St	HEALESVILLE	31/12/2019	<a href="#">View</a>

[Back To Top](#)

## Heads Up!

At this point, any actions done in U-MAS are done *on behalf of* the selected member. For example, if you have "Liz Member" selected and you now edit member details or enrol in courses, you will be doing those things for Liz.

5. You'll now be on the Member Details screen. On this screen you can find the selected member's information, including:

- o Membership number and membership type
- o Personal and contact details
- o Emergency contact
- o Current enrolments and membership invoice status

**Member Details**

[Previous Record](#)   [Next Record](#)   [Previous Surname](#)   [Next Surname](#)

Member number: **1003** [Print](#)

First name: **Liz**

Surname: **Member**

Preferred name: **Lizzy**

Gender: **Female**

Year of Birth: **1955**

Volunteer area:

Member Type: **Single Member**

---

Street number and name: **3 Test St**

Suburb: **HEALESVILLE**

View map

6. To return to your own login account, use the Login Member Return link in the left side menu:

**Login member return**

\*\*\*

# For Course Coordinators

## U-MAS Access Levels

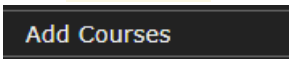
Different U3As give their office-bearers different levels of access. This guide assumes that a course coordinator has level 1 (Admin Tier 1) access. The features and menu items available to you in U-MAS may vary if you have a different level of access.

## Add a new course

### Which access levels can do this?

Level 1 (Admin plus set up Courses)

1. First, make sure that the **Parent Code**, **Location** (venue), **Leader**, course **Type**, and **Frequency** to be set for the course already exist. You can check this from the bottom of the **View Courses** screen. E.g. to check the available Parent Codes, you would click the "List Parent Codes" button at the bottom of View Courses. If the required parent code wasn't available in the ensuing list, you could click the "Add a new parent code" link to add it.
2. Also make sure that your U3A's general holiday dates (dates on which courses may not run) are set up: You can check and adjust holiday dates if required, from the "List Holiday Dates" button at the bottom of the **View Courses** screen.
3. Click Add Courses in the left side menu.

A dark grey rectangular button with the text "Add Courses" in white, sans-serif font.

4. On the Add A New Course screen, fill in the course details:
  - **Course Code:** A unique code (like an ID) for this course. Up to 8 characters. Most U3As have a naming system for their course codes, e.g. year+parent code+number (like 19ART01), or year+day+number (like 19MON01).
  - **Description:** The name / title of the course.
  - **Parent code:** The parent code (category) in which this course belongs. Most U3As divide parent codes by interest area, e.g. ART (arts and crafts), EXE (exercise and sports), etc.
  - **Frequency:** The frequency code, representing how often the course runs. E.g. your U3A might have a frequency code "2&4", to mean the 2nd and 4th weeks of the month, and a frequency code "Wkly", to mean weekly.
  - **Leader:** The course tutor/leader.
  - **Type:** Course type.

Your U3A might define course types such as "Short Course", "Year-Long Course", "Correspondence Course", etc.

- **Location:** The course venue. (If the required location isn't available, you will need to create a new location: See [Add or edit a course location](#) in this user manual.)
- **Start Date** and **Finish Date:** The first and last dates on which the course runs. Clicking in the field opens a date picker.
- **Start Time** and **End Time:** Course start and end time, entered in 24-hour format with a decimal point (.) instead of a colon (:). E.g. for 4:30pm you would enter 16.30 .
- **Full fee:** Usually this can be left blank, but if there is an additional charge for this course, enter it here.
- **Maximum enrolments:** If this course has a maximum number of enrolments, enter it here.  
Note: If enrolments in this course require approval (for example, an advanced language class may only accept participants with a minimum skill level), set maximum enrolments to 0, so that all enrolments will go on the waitlist: Participants can then be checked and accepted as appropriate. See [Move member from waitlist to course](#) in this user manual for details.
- **New course:** If you want to emphasise the fact that this is a new course, tick this box. (In the course list seen by members, New courses that haven't already started will be highlighted.)
- **Comments:** Course description.
- **Prerequisite:** Any additional information, such as course prerequisites.

### Add new Course

Course Code:  up to 8 characters: year+code+number+letter 18ART01

Description:

Parent code:  ▾

Frequency:  ▾

Leader:  ▾

Type:  ▾

Location:  ▾

Start Date:

Finish Date:

Start Time:  eg 16.30 is 4:30pm

Finish Time:

Number of weeks:

Full fee:

Maximum enrolments:

Is this a New Course:  Only check this if the term has started.

Oil painting, focusing on landscapes and portraits. Usually the class is held indoors, but occasionally we will meet at scenic locations around [Healesville](#) for outdoor painting sessions.

5. Click the **Add Course** button at the bottom of the screen.
6. Now you'll be on the **Dates List** screen: A list of dates (individual dates on which the course runs) will be automatically created for the course, and you can edit them here if required. There are buttons at the bottom of the screen for bulk editing, or you can edit individual dates:
  - **Create New Dates button:** Create one new date for this course, by specifying the date.
  - **Remove all dates button:** Delete all dates for this course.

- **Create dates 1st & 3rd week** and **Create dates 2nd & 4th week** buttons: Create dates for the 1st and 3rd weeks of the month, or 2nd and 4th weeks of the month.
- **Create dates for one day a month** button: Create dates for one day per month, on the same day of the week. For example, if the course start date falls on the first Thursday in January, then dates will be created on the first Thursday in each month between January and the course finish date.
- **Remove School Holiday dates** and **Remove Public Holiday dates** buttons: Remove dates that fall on public holidays. (Use the List Holiday Dates button to check which holiday dates are set for your U3A.)
- **Cancel link**: Mark that an individual date has been cancelled.
- **Reinstate link**: Reinstate an individual date has been cancelled.
- **Delete link**: Delete an individual date completely.
- **Update Weekly Class Dates button**: Fill in the dates list with a date every week. This button is only shown if there are no dates set.

Enrol date	Cancelled		
02/01/2020		<a href="#">Cancel</a>	<a href="#">Delete</a>
09/01/2020		<a href="#">Cancel</a>	<a href="#">Delete</a>
16/01/2020		<a href="#">Cancel</a>	<a href="#">Delete</a>
23/01/2020	Y	<a href="#">Reinstate</a>	<a href="#">Delete</a>
30/01/2020		<a href="#">Cancel</a>	<a href="#">Delete</a>

[Create new dates](#)

Remove all dates before using these keys.

[Create dates 1st & 3rd week](#)

[Create dates 2nd & 4th week](#)

[Create dates for one day a month](#)

[Create fortnightly dates](#)

[Remove all dates](#)

[Remove School Holiday dates](#)

[Remove Public Holiday dates](#)

[Close](#)

[Print](#)

[List holiday dates](#)

Changes made on this screen are automatically saved.

7. Click the Close button when finished.

## Edit a course

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin).

Level 7 (Advanced Tutor) can usually do this just for their own courses.

1. Find the course in the course list view (View Courses).

**View or select Courses**

2. Click the Edit link for the course (2nd last column).
3. On the Edit Course screen, edit the course details as required.
4. To save your changes, click the Save button near the bottom of the screen.



## Add or edit a course location (venue)

### Which access levels can do this?

Level 1 (Admin plus set up Courses).

To add or edit a location,

1. Go to the course list view (View Courses).

View or select  
Courses

2. Scroll down to the bottom of the screen, and click the **List Locations** button.

**Note:** this button is also available at the bottom of the Course Details view for each individual course.

3. The Locations list will be displayed:

Location				
Code	Name	Address	Suburb	
Golden Wattle	Golden Wattle	1 Joffre Road	Healesville	<a href="#">Edit</a>
Library	Library	110 River Street	Healesville	<a href="#">Edit</a>
Lions Club Hall	Lions Club Hall	9 Lilydale Road	Healesville	<a href="#">Edit</a>
Maroondah Retirement	Maroondah Retirement	9 Don Road	Healesville	<a href="#">Edit</a>
Outdoors variable	Outdoors variable			<a href="#">Edit</a>
Private Home	Private Home			<a href="#">Edit</a>
Queens Park	Queens Park	Maroondah Highway	Healesville	<a href="#">Edit</a>
RSL	RSL	275 Maroondah Highway	Healesville	<a href="#">Edit</a>
Senior Citizens Hall	Senior Citizens Hall	Cnr River/Green Sts	Healesville	<a href="#">Edit</a>
The Court House	The Court House	42 Harker St	Healesville	<a href="#">Edit</a>
Variable	Variable	Various Theatres		<a href="#">Edit</a>

#### Add a new Location

- o **To add a new location**, click the **Add a New Location** link below the list.
  - o **To edit an existing location**, click the **Edit** link on the right side of the appropriate row.
4. Whether adding or editing a location, the next screen will be similar:

### Edit Location

Code\*:  Do not use an an ampersand or apostrophe Changing this name will create a new record with these details.

Name\*:

Street:

Suburb:

Postcode:

Phone:

Mobile:

- o **Code** is required. This is the venue ID. The code must be unique, and it must not contain an ampersand (&) or apostrophe.
- Note:** If editing an existing venue, changing the Code will cause a new venue to be created with the new code.

- **Name** is required.
  - **Street, Suburb** and **Postcode** are optional, but should be filled in for most venues: These details will be displayed when hovering the mouse over the Location column in the course list. Examples of exceptions are venues that vary each week, or venues that are private homes (for privacy reasons).
  - **Phone** and **Mobile** are also optional.
5. When finished, click the **Save** button to save the location.

## Copy a course from one year to the next

### Which access levels can do this?

Level 1 (Admin plus set up Courses).

### Heads up!

After copying the course, make sure you set up the dates for it. If you don't set up the dates, neither the Course Booklet function nor the Timetable function will work correctly for this course.

1. In the course list view (View Courses), find that course that you want to copy.  
Note: If the course to be copied is outside the date range shown in the course list, you can view courses in a different date range by setting the **Dates between** values at the bottom of the course list, and then clicking the **List All Course** button.

**List All Course** Dates between:  and:

2. Click the name of the required course, to open up the Course Details view.
3. Click the **Copy** button on the top right.
4. On the Copy New Course screen, fill in basic details for the new course: The **Course Code**, **Description** (name/title), and **Start** and **Finish** dates.

#### Copy new Course from ARMCH18

Course Code:  (up to 8 characters, eg year+code+number+letter 18ART01)

Description:

Start Date:

Finish Date:

After creating the new record, please review and edit via the Edit Course screen.

5. Click the **Add Course** button.
6. The Course Details view for the new course will be displayed. The Frequency, Leader, course Type, Location (venue), Start Time, Finish Time, Maximum Enrolments, Comments (course detail) and Prerequisite details will have been copied from the old course.
7. If required, you can click the **Edit Course** button near the bottom, to edit the course.
8. Individual dates for the new course will *not* have been created, so you should click the **Edit Dates for**

Course button to create the dates. (See step 6 under [Add a New Course](#) above for details on creating course dates.)

## Close a course to new enrolments

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin).  
Level 7 (Advanced Tutor) can usually do this just for their own courses.

1. Open the course for editing. (See [Edit a Course](#) in this user manual if required.)
2. Tick the **Is this Course closed?** checkbox.
3. Click the **Save** button near the bottom of the screen.

## Restrict a course (i.e. enrolment needs approval)

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin).  
Level 7 (Advanced Tutor) can usually do this just for their own courses.

Set the maximum enrolments for the class to zero. Members who want to enrol will be therefore be added to the waitlist. Approved enrolments can then be moved off the waitlist.

1. Set the **Maximum enrolments** field for the course to 0. (See [Add a New Course](#) or [Edit a Course](#) in this user manual as appropriate.)
2. (When a member enrolls, they will be added to the waitlist.)
3. To move an approved member off the waitlist, see [Move member from waitlist to course](#) in this user manual.

## Move member from waitlist to course

### Which access levels can do this?

- Level 1 (Admin plus set up Courses).
- Level 2 (Admin), using Method 2 (below).
- Level 7 (Advanced Tutor) can usually do this just for their own courses, using Method 2 (below).

1. If the course is already full, you first need to edit the course, increasing the Maximum Enrolments number so that there is a space available for this member. See [Edit a Course](#) in this user manual.
2. Next, the member can be moved off the waitlist either from the member's record or from the course enrolments list:

#### Method 1 - from the member record:

- a. Open up the Member Details view for the member. (See [Find a member's details](#) in this user manual.)
- b. Waitlisted courses will be displayed near the bottom of the Member Details view: Click the Edit link to change wait list status.

##### On a Wait list

Start Date	Time	Code	Description	
04/02/2019	12:00	CARD19	Card Making	<a href="#">Edit</a>

- c. On the Edit Member Enrolment screen, click the **Un-Wait** button.
- d. You'll see a confirmation message: Click **Yes** to confirm. The member's enrolment status for this course will be changed from waitlisted to enrolled.

#### Method 2 - from the course enrolments list:

- a. Find the course in the course list view (View Courses).
- b. Click the **Rep** link for the course (last column). Alternatively, click the course name to open the details view, and then click the List Enrolments button on the details view.
- c. Click the **Wait** link in the member's row.

##### Enrolment List

Course: **HISTORY19 History of Healesville**

Dates: **07/10/2019 - 13/12/2019** Time: **14.00 - 15.00** Day: **Mon**

Venue and Leader: **The Court House - Sally Tutor**

Enroll Date	Time	Member#	Name	Mobile	
17/12/2018		1004	Lou Member	0400 123 456	<a href="#">Delete</a>
17/12/2018		1003	Lizzy Member	0415 333 444	<a href="#">Delete</a>
04/02/2019	09:00:09 AM	1379	Dewi Sulianti		<b>(...)</b> <a href="#">Wait</a> <a href="#">Delete</a>
04/02/2019	09:37:33 AM	1380	Alf Ricci		<a href="#">Wait</a> <a href="#">Delete</a>

Total number of records is 4

Maximum number is 3, Enrolled is 2, Available is 1

To enrol a wait listed enrolment click on the 'wait' link.

## Remove a member from a course

### Which access levels can do this?

- Level 1 (Admin plus set up Courses).
- Level 2 (Admin) can do this using Method 2 (below).
- Level 5 (Treasurer) can do this using Method 1 (below).
- Level 7 (Advanced Tutor) can usually do this just for their own courses, using Method 2 (below).

### Heads up!

If the course has a wait list and a member is removed, check a vacancy is not made available for another member to enrol and bypass the wait list.

There are two ways of doing this: Either from the member's record, or from the course enrolments list.

#### Method 1 - from the member record:

1. Open up the Member Details view for the member. (See [Find a member's details](#) in this user manual.)
2. Go to the **Enrolments and subscriptions** list near the bottom of the screen.
3. Click the **Edit** link next to the required course.
4. On the Edit Member Enrolment screen, click the **Delete** button.
5. You'll see a confirmation message: Click **Yes** to confirm. The member's enrolment status for this course will be changed to deleted.

#### Method 2 - from the course enrolments list:

1. Find the course in the course list view (View Courses).

View or select  
Courses

2. Click the **Rep** link for the course (last column). Alternatively, click the course name to open the details view, and then click the List Enrolments button on the details view.
3. Click the Delete link in the member's row.

#### Enrolment List

Course: **HISTRY19** History of Healesville

Dates: **07/10/2019 - 13/12/2019** Time: **14.00 - 15.00** Day: **Mon**

Venue and Leader: **The Court House - Sally Tutor**

Enroll Date	Time	Member#	Name	Mobile	
17/12/2018		1004	Lou Member	0400 123 456	<a href="#">Delete</a>
17/12/2018		1003	Lizzy Member	0415 333 444	<a href="#">Delete</a>
04/02/2019	09:00:09 AM	1379	Dewi Sulianti		<a href="#">Wait</a> <a href="#">Delete</a>
04/02/2019	09:37:33 AM	1380	Alf Ricci		<a href="#">Wait</a> <a href="#">Delete</a>

Total number of records is 4

Maximum number is 3, Enrolled is 2, Available is 1

To enrol a wait listed enrolment click on the 'wait' link.

When a member is removed from a course:

- The member and tutor will normally receive an email notification (depending on system settings)
- The course will be displayed in red text in the member's enrolments list

## Reinstate a member to a course

### Which access levels can do this?

Level 1 (Admin plus set up Courses), Level 5 (Treasurer).

1. Open up the Member Details view for the member. (See [Find a member's details](#) in this user manual.)
2. Go to the **Enrolments and subscriptions** list near the bottom of the screen.
3. Click the **Edit** link next to the required course.
4. On the Edit Member Enrolment screen, click the **Un-Delete** button.
5. You'll see a confirmation message: Click **Yes** to confirm. The member's enrolment status for this course will be changed to enrolled. The member and tutor will normally receive an email notification (depending on system settings).

## Absence management

Detailed instructions are available in a separate document.

**In brief**, if this feature is turned on in System Settings then members (and volunteers on behalf of members) can report their upcoming absences. When available, absence management can be accessed through the **Report Absence** link in the left side menu.

**Report Absence**

\*\*\*

# For Membership Managers

## U-MAS Access Levels

Different U3As give their office-bearers different levels of access. This guide assumes that a membership manager has level 1 (Admin Tier 1) access. The features and menu items available to you in U-MAS may vary if you have a different level of access.

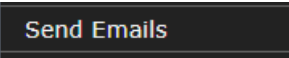
## Email members

### Which access levels can do this?

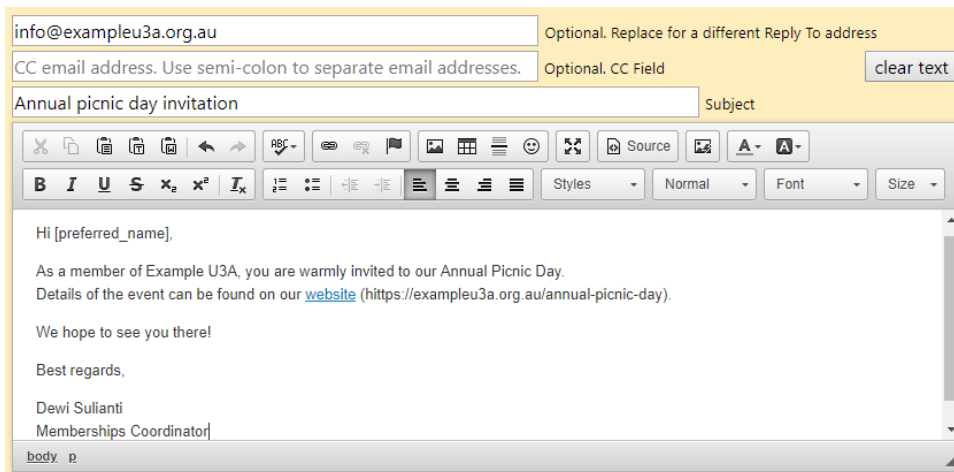
Level 1 (Admin plus set up Courses), level 2 (Admin), level 3 (Reception), level 5 (Treasurer), level 6 (Volunteer).

Level 4 (Tutor) and level 7 (Advanced Tutor) can usually email participants in courses that they tutor.

1. Click the **Send Emails** link in the left side menu.

A dark grey rectangular button with the text "Send Emails" in white.

2. On the Send Emails screen, you will usually want the Members tab.  
(The Subscriptions tab is for emailing members according to their subscription end date and Active/No Active membership status, and the Enrolments tab is for emailing members who are enrolled in a selected course.)
3. Configure the email:
  - In the first text field, you can add a custom **reply-to** email address.  
**Note:** The email will be sent from the U3A's general email address, and if a custom reply-to address is not set, the reply-to address will be the general address.
  - Add a CC address(es) if required, in the second field. Up to 20 CC email addresses can be added, separated by semicolons (;).
  - Fill in the **Subject** field.
  - Fill in the **email body**.  
Note that you can use mail merge fields in order to personalise the emails. A mail merge field must be inserted in **square brackets**, like `[this]`. The available fields are shown near the bottom of the screen. The following screenshot shows use of the `[preferred_name]` field.
  - If you want to use an email that you have previously sent as a base, you can select from the emails available in the "Restore previous email" dropdown: This will fill the reply-to, subject, and email body fields with the content from the selected previous email.



4. Below the email settings, you can choose which members to send to: There are buttons for sending to active members, inactive members, all members, or members of a selected membership type. If sending to active, inactive, or all members, you can enter a number range: The email will be sent to members whose member number is in this range.  
Enter the member number range if required, and then click the appropriate **Send Emails** button (e.g. "Send Active Member Emails").
5. If the email is acceptable for sending, you'll see a confirmation message: Click **Yes** to confirm and send the email.  
If the email is not acceptable for sending (for example, perhaps there were no members found within the member number range that you entered), an explanatory message will be displayed, and you'll need to start again from step 1.

## Decease a member

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin).

1. Open up the Member Details view for the member. (See [Find a member's details](#) in this user manual.)
2. Click the **Decease this member** button near the bottom of the screen.
3. You'll see a confirmation message: Click **Yes** to confirm.
4. On deceasing a member, the following changes are automatically made to their member record:
  - o Email address changed to the common email address (as used for members who do not have an email address).
  - o Membership status changed to Not Active.
  - o An appropriate note added to their record.
  - o Removed from the tutors list, if the member was a tutor.
  - o Removed from any enrolled courses. The tutor may receive an email notification, depending on system settings.



## Delete a member completely

### Which access levels can do this?

Level 1 (Admin plus set up Courses).

### Delete or deactivate?

Some U3As have a policy of never deleting members. Instead, these U3As may decide to simply change a member's status to Inactive when appropriate. The button to "Inactivate this member" is on the same screen as the delete button (below).

1. Open up the Member Details view for the member. (See [Find a member's details](#) in this user manual.)
2. Click the [Delete this member](#) button near the bottom of the screen.
3. You'll see a confirmation message: Click [Yes](#) to confirm.

## Member name badges

Detailed instructions are available in a separate document.

### In brief,

- Name badges can be printed for multiple members at once, from [Reports - Members](#).
- If turned on in System Settings: Members who have an active membership for the current year can print their own name badges, using the [Create a Name Badge](#) button underneath the enrolments list on the View Member Details screen.

\*\*\*

# For Treasurers

## U-MAS Access Levels

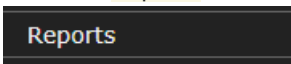
Different U3As give their office-bearers different levels of access. This guide assumes that a treasurer has level 5 (Treasurer) access. The features and menu items available to you in U-MAS may vary if you have a different level of access.

## View or print cash (non-PayPal) receipts report

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin), level 5 (Treasurer).

1. Click the **Reports** link in the left side menu.



2. On the Reports screen, go to the **Financials** tab.

3. Fill in the settings for the top report:

- **Dates between:** Report on payments made within this date range. (If no dates are entered, the report will cover the past 120 days.)
- Optionally, you can choose to only include payments made for a selected course, or for courses within a selected parent code (category).
- Optionally, you can choose to include any comments made on the payments.

Filter by course will indicate any fees paid directly into that course, not a subscription.

Dates between:  and:

Optionally filter by a Course:  or

Parent code selection:

Include comment:

**List Non-Paypal Receipts**

4. Click the **List Non-Paypal Receipts** button: The report will be displayed.

**Cash receipts from 01/11/2018 to 28/02/2019**

Reference	Batch No	Date	Number	Name	Mobile	Phone	Email	Code	Type	Amount	Processed by
1	20181216	16/12/2018	1377	Annie Jones		( ) - - - -	anniej@optusnet.com.au	SUBS2019	Direct debit	50.00	1000
2	20181217	17/12/2018	1003	Liz Member	0415 333 444	(03) 5962-9999	elizabeth.m@gmail.com	SUBS2019	Cash	50.00	1000
3	20190302	04/02/2019	1380	Alfonso Ricci		(03) 9000-0000	noreply@exampleu3a.org.au	SUBS2019	Cash	40.00	1382
										140.00	

5. If you need to print the report, click the **Print** button. A new window will open containing just the report:

Click the **Print** button in this window to print the report.

## View or print PayPal payments report

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin), level 5 (Treasurer).

1. Click the **Reports** link in the left side menu.

**Reports**

2. On the Reports screen, go to the **Financials** tab.

3. Fill in the settings for the third-from-top report:
  - Optionally, choose a sort order for the report. The default order is Date.
  - **Dates between:** Report on payments made within this date range. (If no dates are entered, the report will cover the past 120 days.)

Sort by:

Dates between:  and:

**List Paypal Receipts**

4. Click the **List Paypal Receipts** button: The report will be displayed.

**Selected Paypal payments between 01/11/2018 and 28/02/2019**

**Print**

MemberName	Reference	Item	Amount	Date	Time	Payer Email	Payee Name
1002 Sally Tutor	2UY71378PX358150119SUBS		50.00	02/01/2019		sally.tutor@gmail.com	Sally Tutor
1379 Dewi Sulianti	6LP02370BN558604H19SUBS		50.00	03/01/2019		dewi.sulianti@hotmail.com	D Sulianti
			\$100.00				

**Close**

5. If you need to print the report, click the **Print** button. A new window will open containing just the report: Click the **Print** button in this window to print the report.

## View or print unpaid enrolments report

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 2 (Admin), level 5 (Treasurer).

1. Click the **Reports** link in the left side menu.

**Reports**

- On the Reports screen, go to the **Financials** tab.
- Fill in the settings for the third-from-bottom report:
  - Dates between:** Report on enrolments within this date range.
  - Optionally, choose a sort order for the report. The default order is Surname.

Dates between:  and:

Choose a sort order:

**List Unpaid subscriptions**

- Click the **List Unpaid Subscriptions** button: The report will be displayed.

**Unpaid enrolments List from 01/11/2018 to 28/02/2019**

Enrol date	Member	Name	Course	Amount	Mobile	Other phone	Email	Status	Active
17/12/2018	1004	Louis Member	SUBS2019	50.00	0400 123 456		<a href="mailto:louis.member@ekit.com">louis.member@ekit.com</a>		N

There are 1 records.

- If you need to print the report, click the **Print** button. A new window will open containing just the report: Click the Print button in this window to print the report.

## Record that a member has paid

### Which access levels can do this?

Level 1 (Admin plus set up Courses), level 5 (Treasurer).

### Self-Service Payments

Many U3As offer self-service payments, where members can pay their invoices within U-MAS using PayPal. You don't need to manually record such payments, as U-MAS will do it automatically.

- First, select the required member in U-MAS: See [Find a member's details](#) in this user manual.
- At the bottom of the Member Details screen, you'll find the member's Enrolments and Subscriptions list.

**Enrolments and subscriptions (Current)**

Please select									
Start Date	Time	Code	Description	Amount	Paid				
25/11/2018	0:00	SUBS2019	Subscriptions for 2019	\$40.00	No <input type="button" value="Pay Invoice"/> <input type="button" value="Edit"/>				

- If the member hasn't paid their subscription, the Paid column for that subscription will read "No". Click the **Edit** link to record their payment.

4. On the Edit Member Enrolment screen, enter the payment details:

- **Pay Invoice Amount:** Enter the amount that was paid.
- **Batch Number:** Enter the date that the payment was made, in yyyyymmdd format. (Optional: leave blank to use today's date.)
- **Type:** Select the payment type, e.g. "Cash".
- **Comment:** An optional short note about the payment.

**Edit Member Enrolment for SUBS2019 : Subscriptions for 2019**

**Member number: 1380 - Alfonso Ricci**

Maximum: 99999 Available: 99817 Enrolled: 182

Code:

Category Code:

Status:

---

This will make a payment against this enrolment invoice

Subscription Amount:

Previous Paid Amount:

Outstanding Amount:

Pay Invoice Amount:

Batch Number:  Leave blank for todays batch number.

Type:

Comment:

---

5. Click the **Update** button to finish.