



Group Tally Guide: Making a Payment

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

The screenshot shows the GroupTally interface for the Albany club. At the top, there is a dark red header with the GroupTally logo on the left, the club name 'Altrusa' in the center, and the user name 'Altrusa (Staff)' on the right. Below the header, the club name 'Albany' is displayed in a large font, with 'District Twelve' underneath it. A horizontal navigation bar contains several tabs: 'Summary', 'Group Information', 'Members', 'Payments', 'Reports', and 'Settings'. The 'Payments' tab is highlighted with a green circle. Below the navigation bar, there are two main sections: 'Current Group Positions' on the left and 'Group Admins' on the right. The 'Current Group Positions' section lists various roles and the names of the individuals holding them. The 'Group Admins' section lists the names of the individuals with full administrative access.

GroupTally Altrusa 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.

Albany

District Twelve

Edit Albany

- Summary
- Group Information
- Members
- Payments
- Reports
- Settings

Group Payments & Transactions

Select Time Period



| | 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

No Filters Set.

Display Per Page

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

No Filters Set.

Display Per Page

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.

Group Tally Altrusa Altrusa (Staff) Logout

Payments

Search: Filters: No Filters Set. Display Per Page: 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: No Filters Set. Display Per Page: 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: No Filters Set. Display Per Page: 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 | |

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

Group Tally Altrusa Altrusa (Sta

Payments

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 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 Filters *No Filters Set.*

Showing 10 / 60 (60 total)

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

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.

The screenshot shows the Altrusa website interface for a club named "Red Oak, IA" in "District Seven". The user is logged in as "Altrusa (Staff)". The "Payments" tab is selected in the navigation menu. The page title is "Group Payments & Transactions". A "Make Payment" button is highlighted with a red arrow. Below the title is a "Select Time Period" dropdown menu set to "2017-2018". A table displays financial data with columns for "Group", "Membership", and "Total". The table shows "Due" amounts of \$30.00 for Group and \$2,652.50 for Membership, totaling \$2,682.50. "Paid" amounts are \$30.00 for Group and \$2,615.00 for Membership, totaling \$2,645.00. The "Balance" row shows \$0.00 Due for Group and \$37.50 Due for Membership, totaling \$37.50 Due. Below the table is a "Payments" section with a search bar, filters (No Filters Set), and a "Display Per Page" dropdown set to 10. The page shows 3 of 3 total items.

Altrusa Altrusa (Staff) Logout

Red Oak, IA

District Seven

Summary Group Information Members **Payments** Reports Settings

Group Payments & Transactions

Select Time Period

2017-2018

| | Group | Membership | Total |
|---------|------------|-------------|-------------|
| Due | \$30.00 | \$2,652.50 | \$2,682.50 |
| Paid | \$30.00 | \$2,615.00 | \$2,645.00 |
| Balance | \$0.00 Due | \$37.50 Due | \$37.50 Due |

Make Payment

Payments

Search

Filters

No Filters Set.

Display Per Page

10

Showing 3 / 3 (3 total)

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.

oup Tally Altrusa Altrusa (Staff) Logout

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: 2/7/18 [Edit Payment Date](#)

| 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 |
|--|-------------------------------|---------|--------------------|--------|
| <input type="checkbox"/> 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 |

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.

Altrusa Altrusa (Staff) Logout

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: Payment To Group:

Payment Date [Edit Payment Date](#)

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 |
|-------------------------------------|---|-------------------------------|---------|--------------------|--------|
| <input checked="" type="checkbox"/> | 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 |

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 (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.