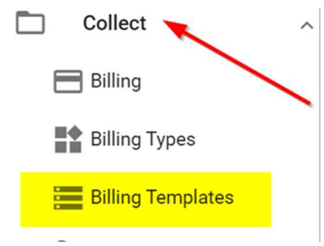
IAFF STATE/PROVINCIAL PCT PROCESS

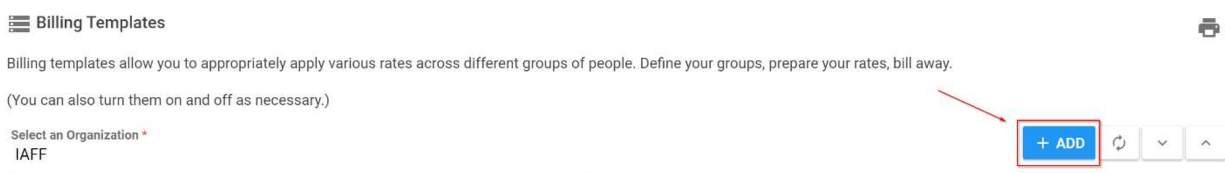
BILLING TEMPLATE

To access **Billing Templates**, from the left navigation panel choose **Collect** then **BILLING TEMPLATES**.



You must first set up your Billing Templates. After the initial set up, SMART will retain all information entered.

Select the blue command button **+ADD**.

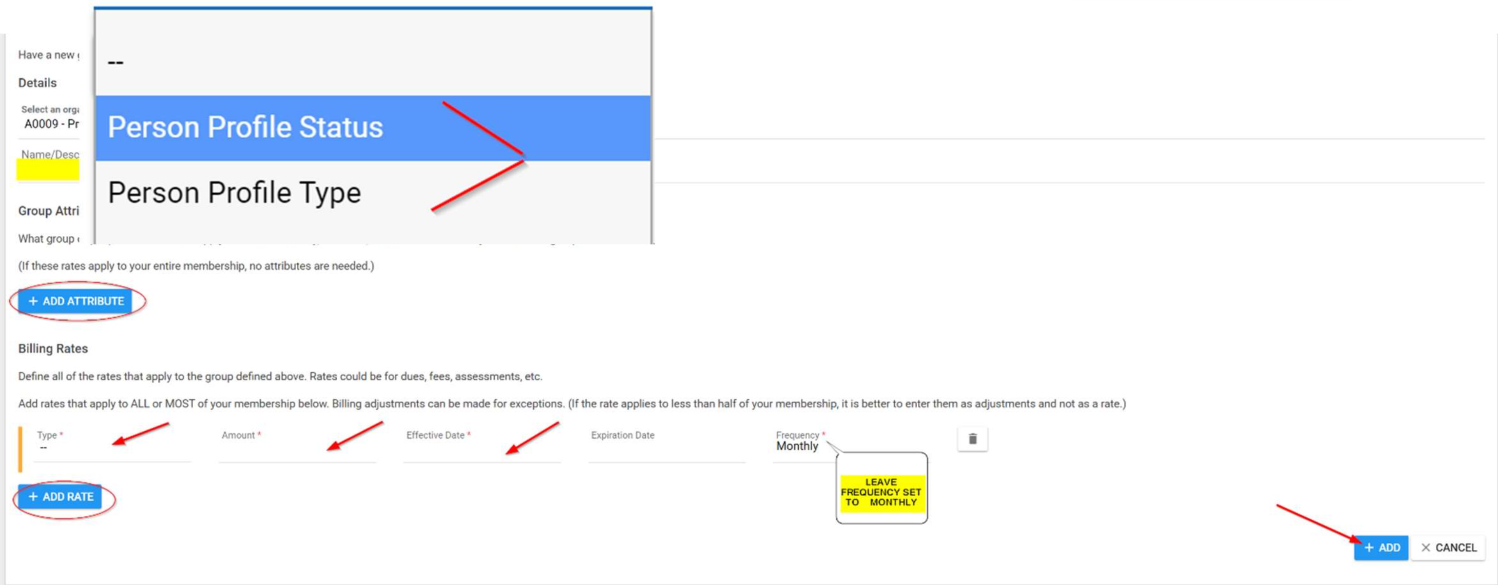


If a change is needed to the Billing template, click on details to modify.

You will be presented with the page titled **ADD BILLING TEMPATES**:

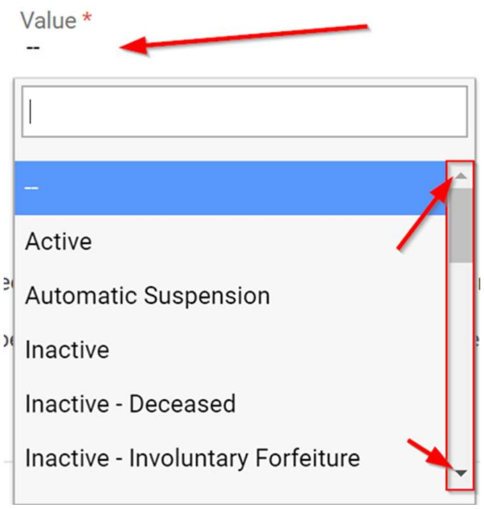
Enter Name/Description.

Click the +**ADD ATTRIBUTE** command

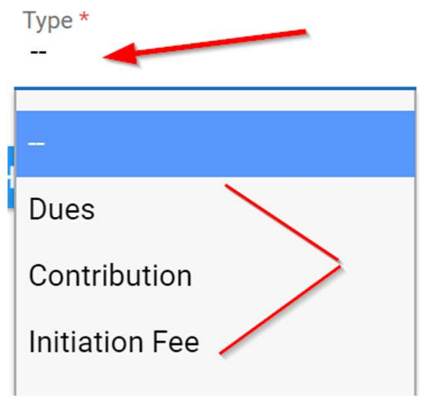


button to customize the group of members to which the template should apply.

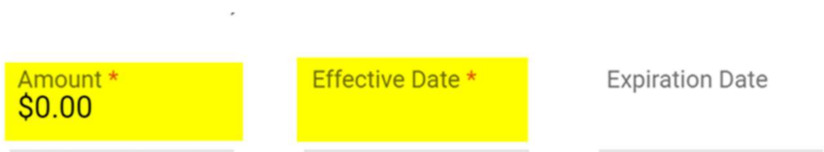
From the dropdown menu, select the required "Attribute". Once the **ATTRIBUTE** is selected, the **VALUE** dropdown will be populated.



Select a bill type from the dropdown menu.



Provide a billing amount and a date the rate was/is effective. Expiration date can be set if needed.

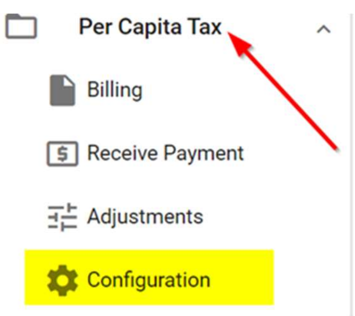


Lastly, indicate the frequency of your billing rate. The frequency is set to 'Monthly' by default.

If you would like to have multiple rates, click the **ADD RATE** command button to add another rate.

Finally, click the +**ADD** command button on the bottom right corner of the page to publish your template.

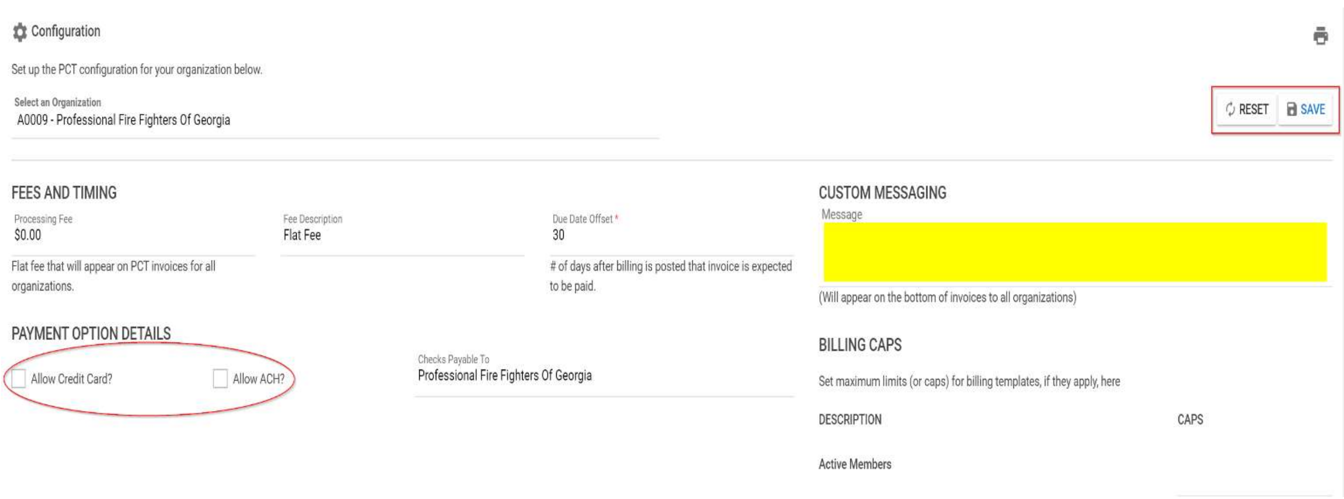
CONFIGURATION



To access **Configuration**; from the left navigation panel choose **PER CAPITA TAX** then **CONFIGURATION**.

Once you have set up your Configuration the information will be retained in SMART.

If a change is needed to your Configuration, return to **CONFIGURATION** to adjust.



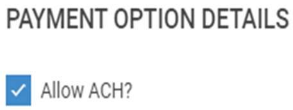
FEES and TIMING

PROCESSING FEE - If your organization charges a processing fee, enter the amount in this field. By default, the value is $0.00.
FEE DESCRIPTION – This is an editable field to supply a description for the processing fee is applicable.
DUE DATE OFFSET – Automatically calculates due date based on the invoice date.
(ALL INFORMATION ABOVE WILL BE VISIBLE ON THE INVOICES CREATED)

CUSTOM MESSAGING

MESSAGE - Editable field to enter information you wish to be displayed on invoice. Example-If your local charges a late fee, you can enter that information here.

PAYMENT OPTION DETAILS



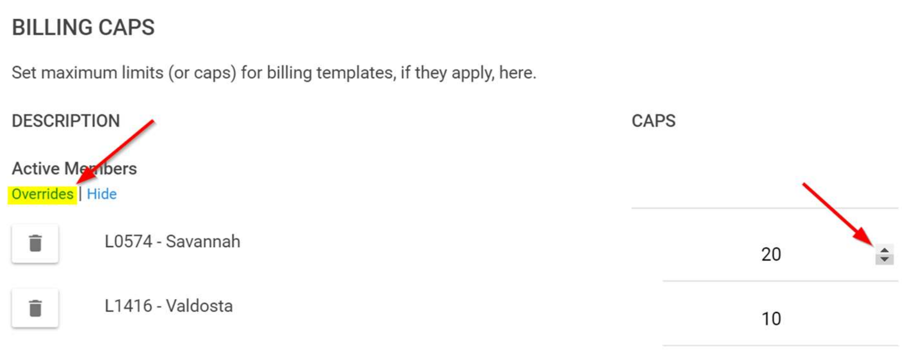
If you wish to allow ACH payments, check the “Allow ACH” option.

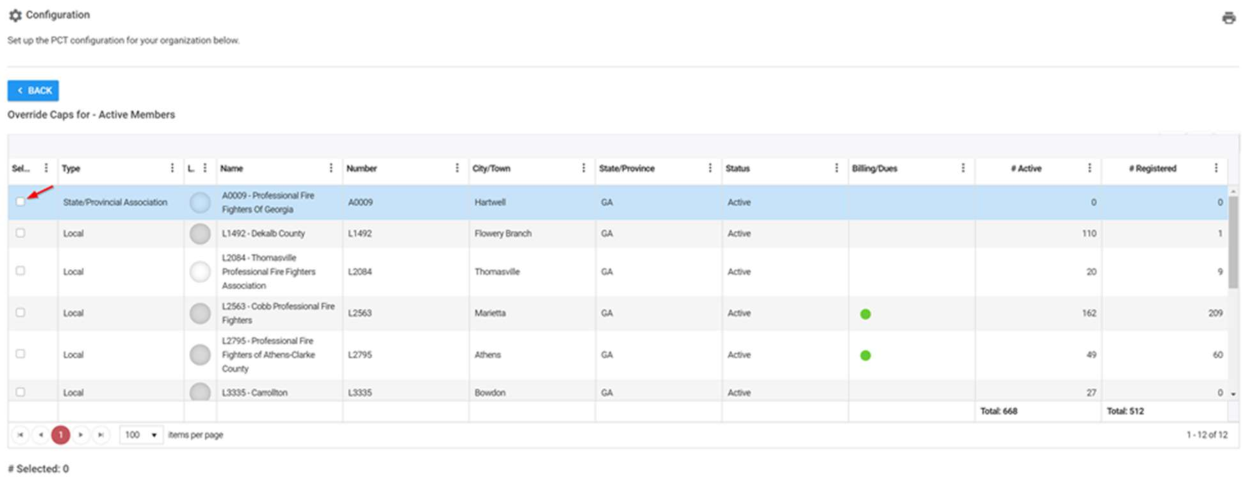
CHECKS PAYABLE TO – This provides the information needed if organizations choose to pay via check.

BILLING CAPS

If your organization has “Billing Caps” on the number of Active Members or Retired Members organizations have to pay for, they can be configured here.

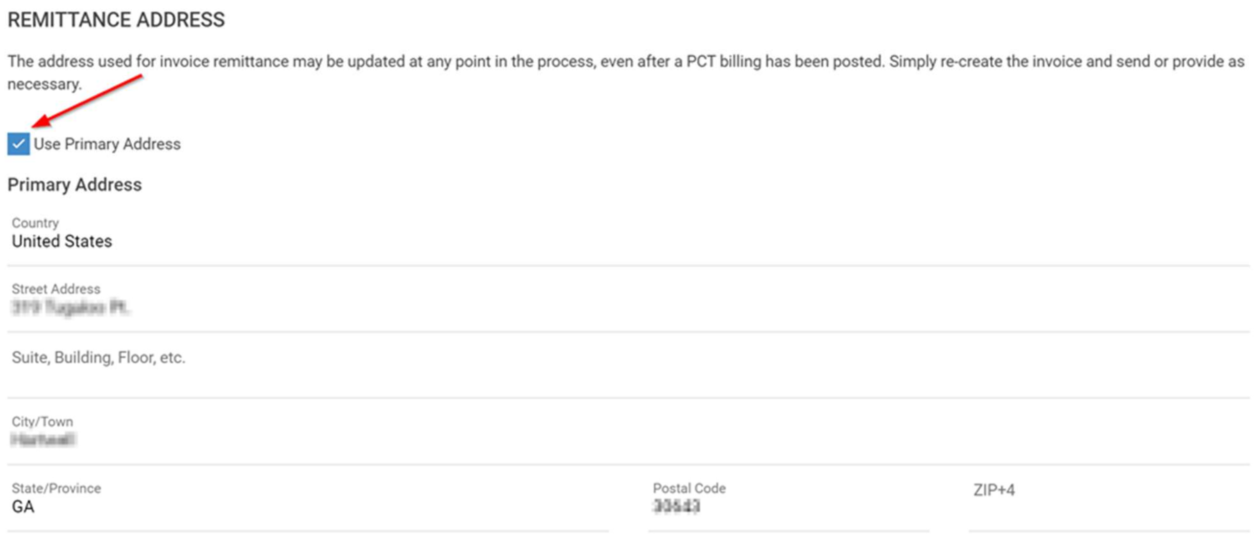
To override a Billing Cap for a specific local, choose **Overrides**. Select the appropriate organizations for override. (Screen shot below) Once you have chosen the organization(s), click the blue command button **USE SELECTED.**





REMITTANCE ADDRESS

PRIMARY ADDRESS - Provide a remittance address or select **Use Primary Address** to automatically fill in the fields with the organization's address on file in SMART. Add any additional information to be displayed on the invoice.

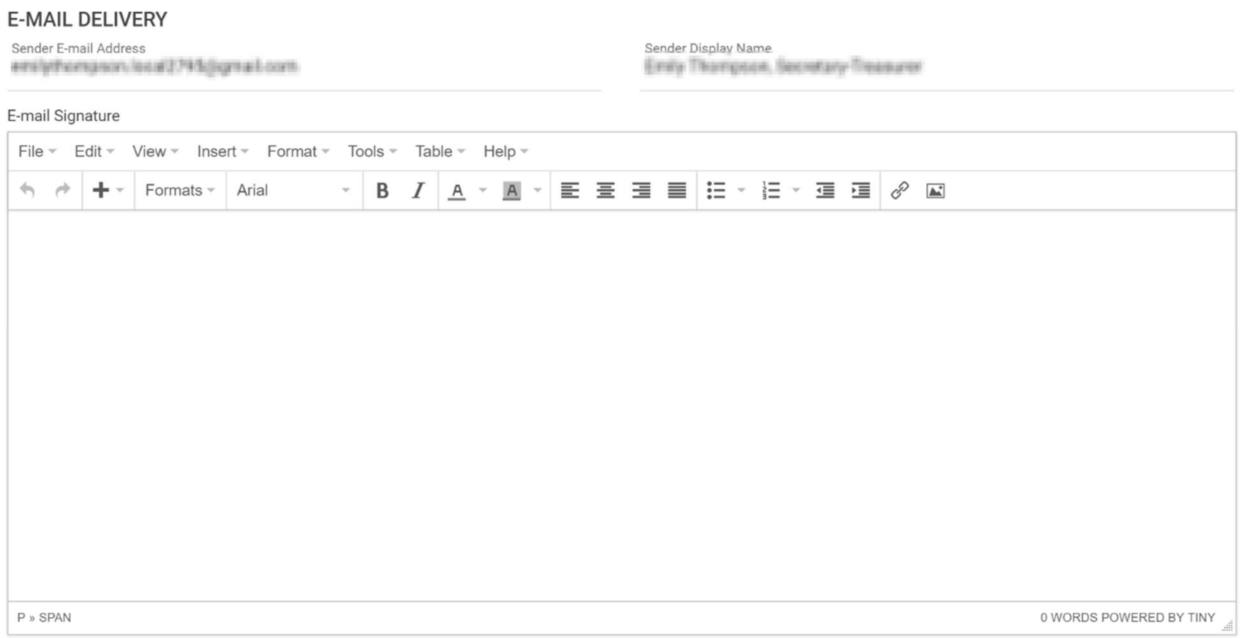


EMAIL DELIVERY

SENDER E-MAIL ADDRESS – Set up the email address from where invoices will be sent.

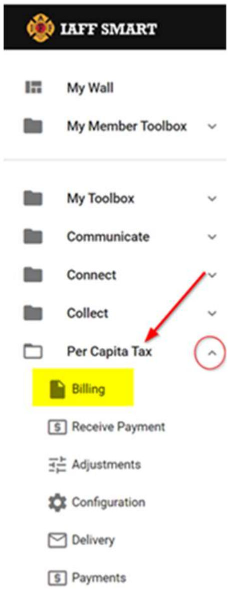
SENDER DISPAY NAME – Editable field to customize display name and/or title. Example: John Doe, Treasurer

E-MAIL SIGNATURE – Editable field to customize signature or include organization logo.



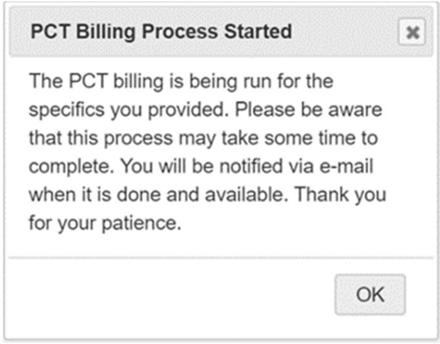
Click the RESET button to delete changes or the SAVE button to record changes.

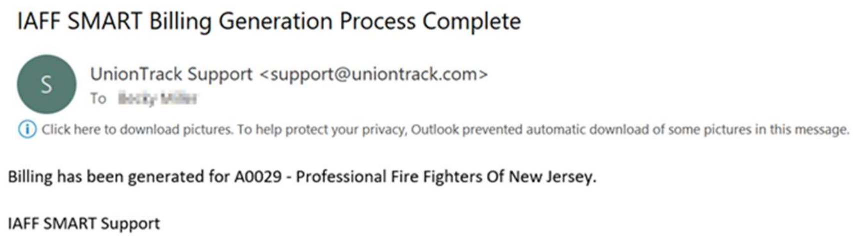
RUN BILLING



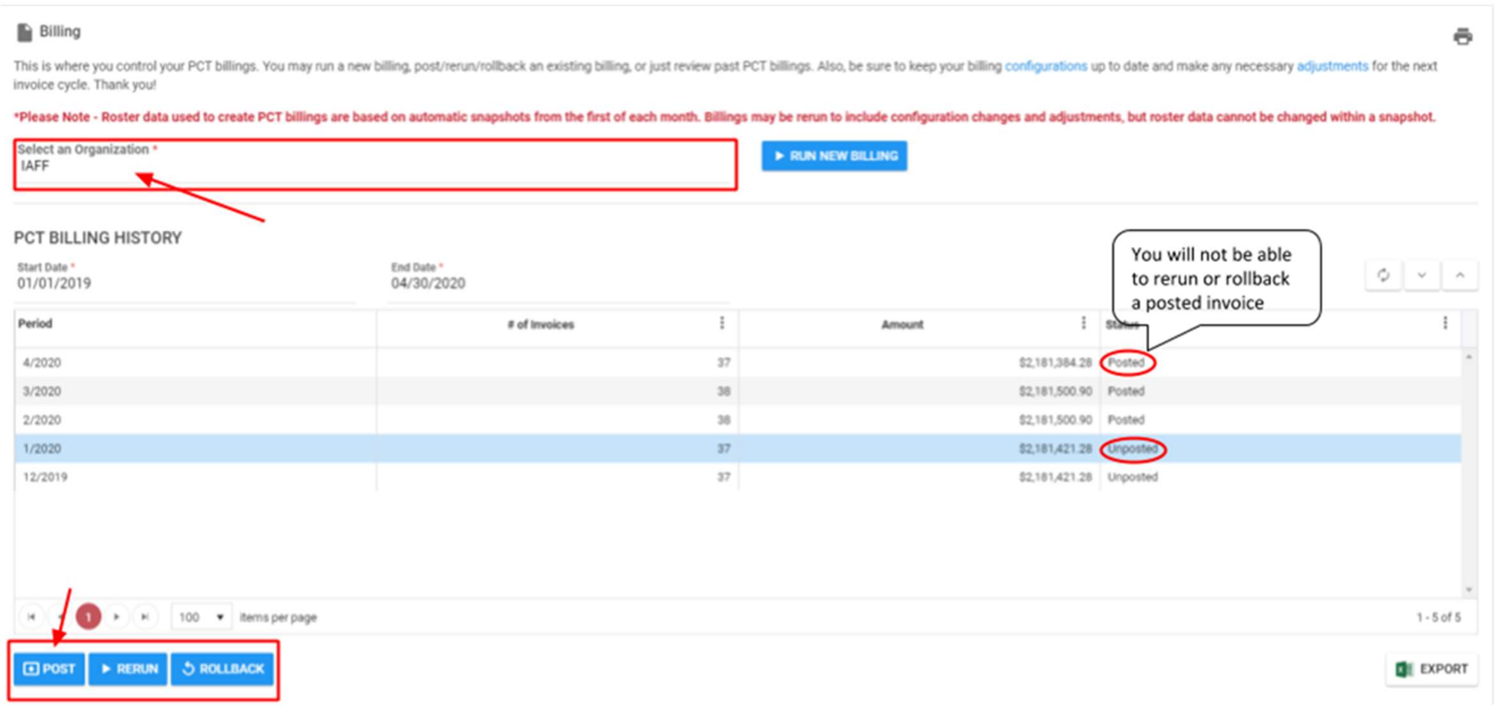
To access **Organizational Billing**, from the left navigation panel choose **PER CAPITA TAX** then **BILLING**.

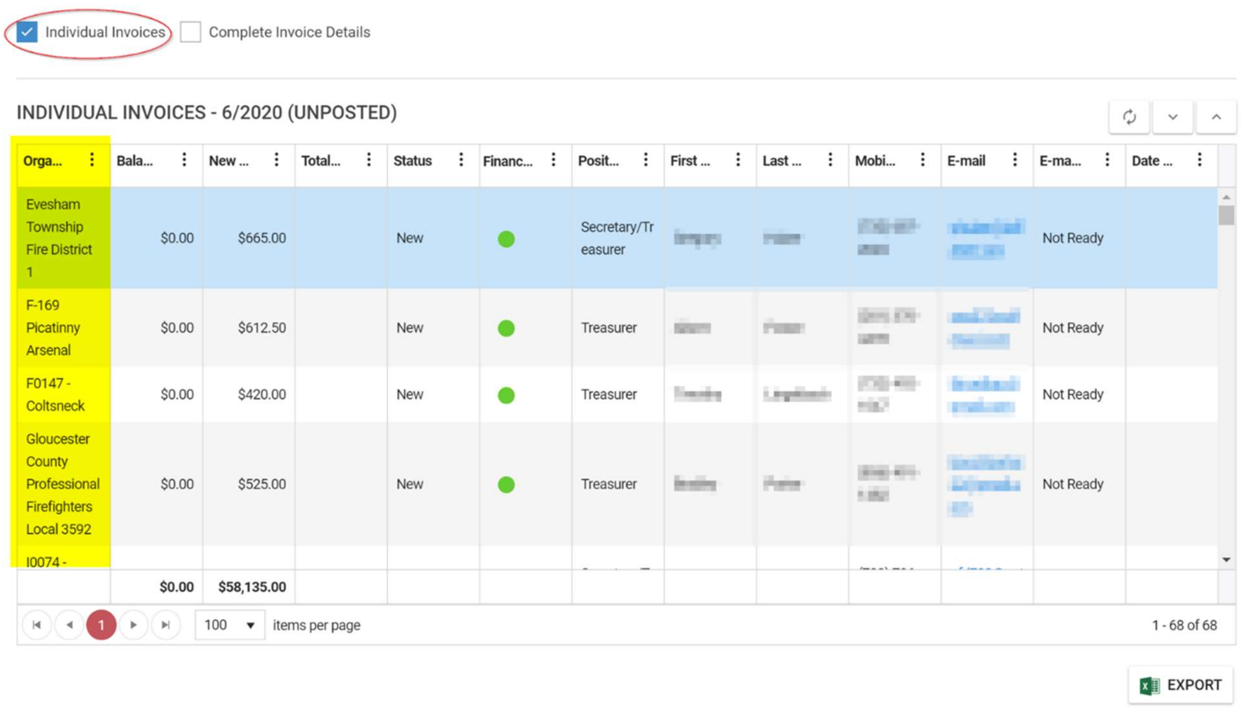
To run a new billing, click on **RUN NEW BILLING**. Select the organization for which you wish to run a billing and the billing period, then click **RUN**.





Click on a row and scroll down the page to view invoice details. You will have the option to **POST**, **RERUN**, or **ROLLBACK** any unposted invoices. You will not be able to **POST**, **RERUN**, or **ROLLBACK** invoices that have already been posted.





Select **Individual Invoices** to view separate invoice information of each billed organization. Click on a row and scroll down to view that organization's billing details including billing rate and member counts (see below).

INVOICE DETAILS - EVESHAM TOWNSHIP FIRE DISTRICT 1

☑ Invoice ☐ Members Included

Type	Description	Rate	Count	Amount
Dues	Active Members	$17.50	38	$665.00
			38	**$665.00**

1 | 100 items per page | 1 - 1 of 1

EXPORT

☐ Individual Invoices ☑ Complete Invoice Details

COMPLETE INVOICE DETAILS - 6/2020 (UNPOSTED)

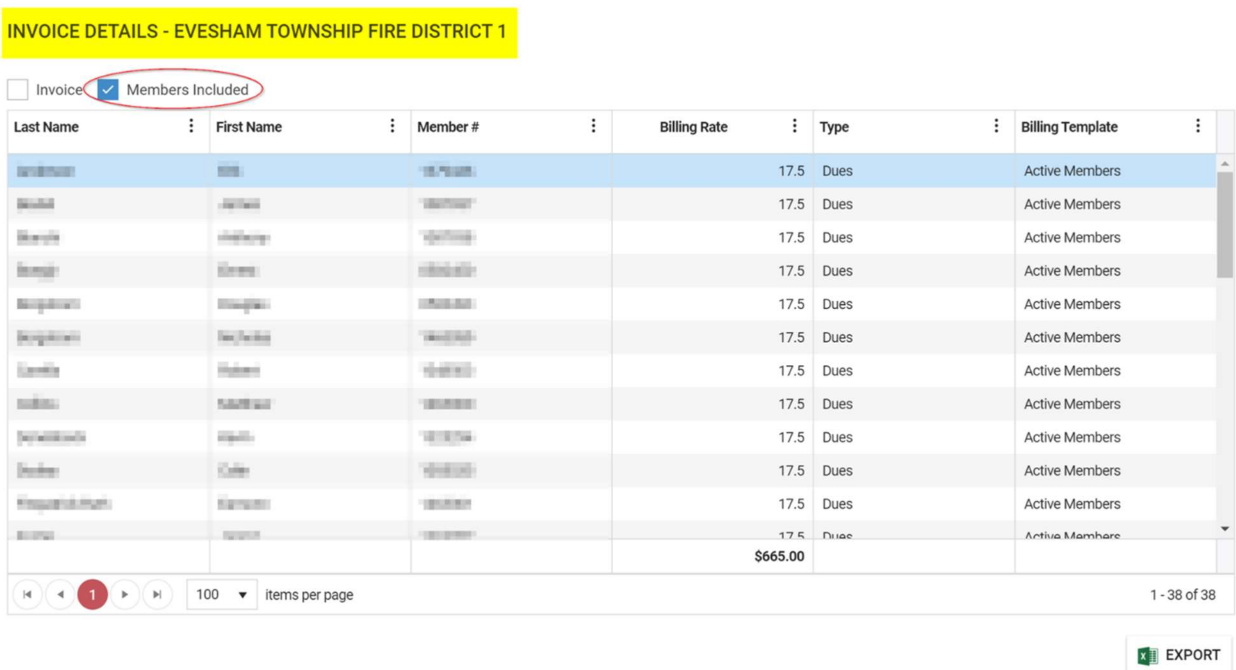
Organization	Type	Description	Rate	Count	Amount
Evesham Township Fire District 1	Dues	Active Members	$17.50	38	$665.00
F-169 Picatinny Arsenal	Dues	Active Members	$17.50	35	$612.50
F0147 - Coltsneck	Dues	Active Members	$17.50	24	$420.00
Gloucester County Professional Firefighters Local 3592	Dues	Active Members	$17.50	30	$525.00
I0074 - Princeton University	Dues	Active Members	$17.50	14	$245.00
L0198 - Atlantic City	Dues	Active Members	$17.50	175	$3,062.50
L0286 - Perth Amboy	Dues	Active Members	$17.50	49	$857.50
L0290 - Woodbridge	Dues	Active Members	$17.50	50	$875.00
L0384 - Asbury Park	Dues	Active Members	$17.50	52	$910.00
L0788 - Camden	Dues	Active Members	$17.50	[illegible]	$2,432.50
				3,322	**$58,135.00**

1 | 100 items per page | 1 - 68 of 68

EXPORT

Select **Complete Invoice Details** to view a breakdown of billing totals for **<u>all</u>** organizations including billing rate and member count.

If you have selected **Individual Invoices**, scroll down, and select **Members Included** to view a list of all members included on the invoice.


INVOICE DETAILS - EVESHAM TOWNSHIP FIRE DISTRICT 1

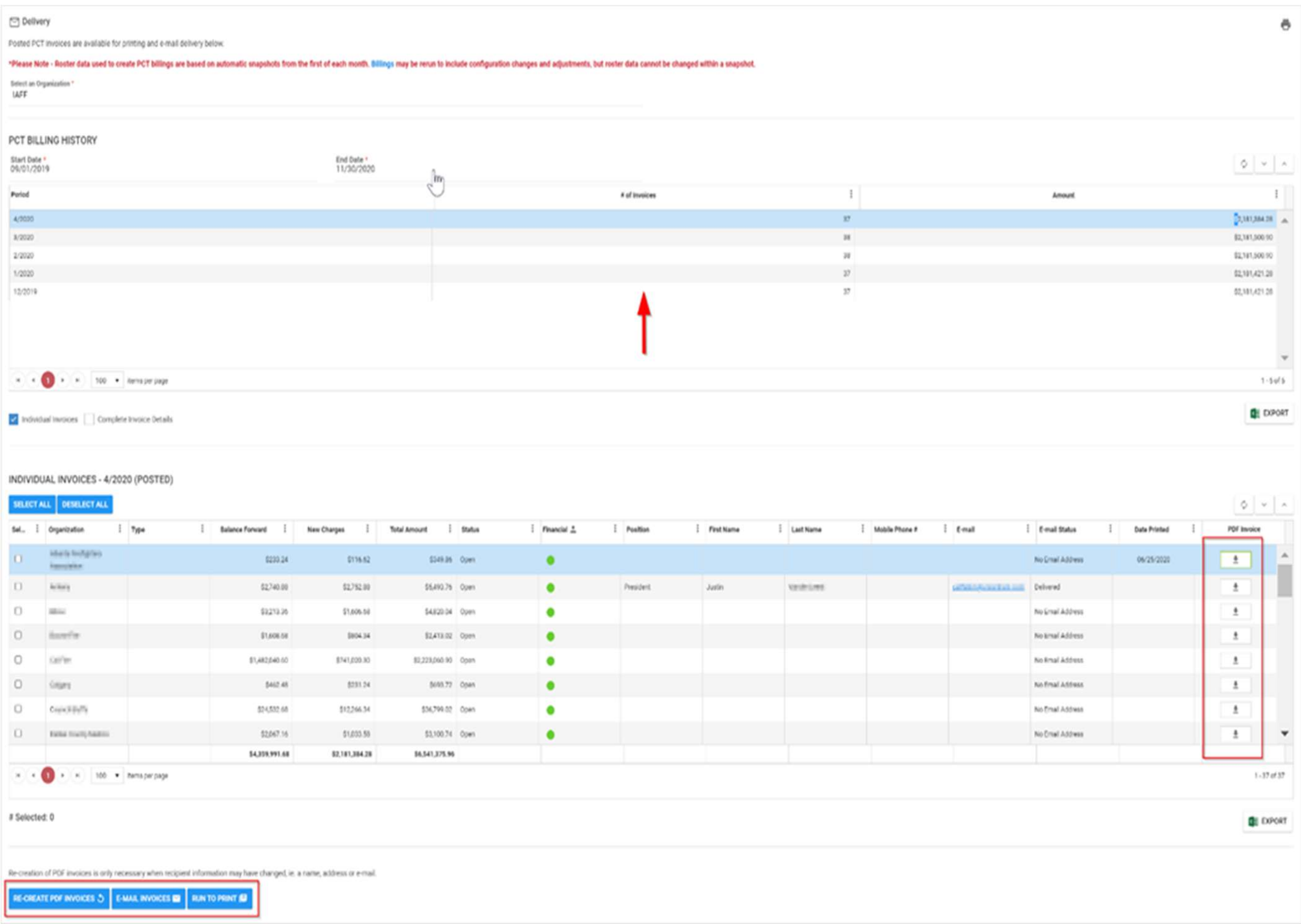
Invoice Members Included

Last Name	First Name	Member #	Billing Rate	Type	Billing Template
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
[illegible]	[illegible]	[illegible]	17.5	Dues	Active Members
			$665.00		

1 100 items per page 1 - 38 of 38

EXPORT

DOWNLOAD PDF INVOICES



IAFF
1324 Light Street, Suite 200
Baltimore, MD 21774-5987
(555) 123-4567
iaffsmart@uniontrack.com

Invoice 1114

BILL TO
Alberta Firefighters Association

DATE	PLEASE PAY	DUE DATE
4/15/2020	$349.86	5/15/2020

DATE	ACCOUNT SUMMARY			AMOUNT
6/22/2020	Balance Forward			$233.24
4/15/2020	New charges (details below)			$116.62
	Total Amount Due			$349.86
DATE	ACTIVITY	QTY	RATE	AMOUNT
6/25/2020	Active Members	1	$114.62	$114.62
6/25/2020	fee	1	$2.00	$2.00

Please be sure your Local's roster is up-to-date with the IAFF. We utilize the SMART platform's roster to calculate our billing based on the number of Active Members.

Checks should be made payable to IAFF and sent to the above address.

TOTAL OF NEW CHARGES $349.86

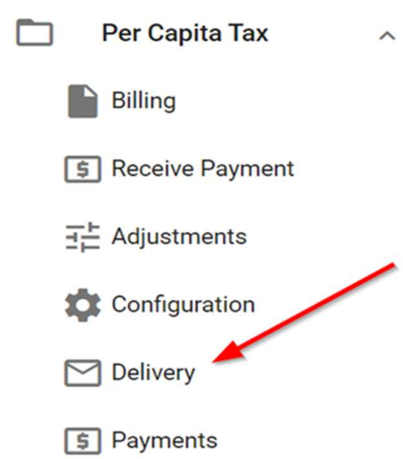
TOTAL DUE $349.86

THANK YOU.

NOTE: Hey hEy heY

This is an example of what you will see when you download an invoice. The date is the date when the billing was posted. You will also be able to see the rates for different factors such as number of Active Members, processing fees, or any others that you configured in previous steps. Past due balances will be represented in the “Balance Forward” section.

DELIVERY



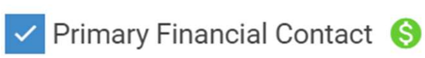
To access **DELIVERY**; from the left navigation panel choose **PER CAPITA TAX** then **DELIVERY**.

After Billing has been ran and posted you need to "Deliver" your invoices.

If you are required to mail your invoices, please use the "Print" function. The date that the invoice was printed will be indicated in the **Date Printed** column.

The system will allow you to resend previous invoices that have already been delivered if required.

If you choose the email option for sending invoices, the person identified as the "Primary Financial Contact" in the **Organization Profile** will receive invoice to the email address provided in **SMART**. To assign this "Role" go to appropriate Organization Profile, choose the member, and check the box for **Primary Financial Contact**.

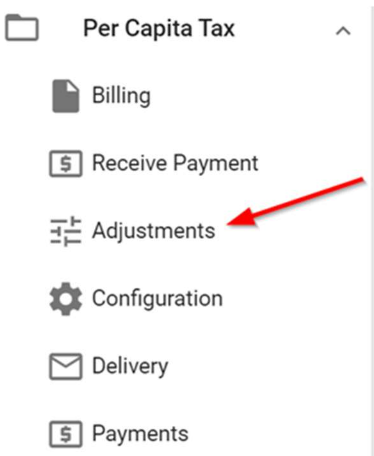


- Denotes the primary financial contact.

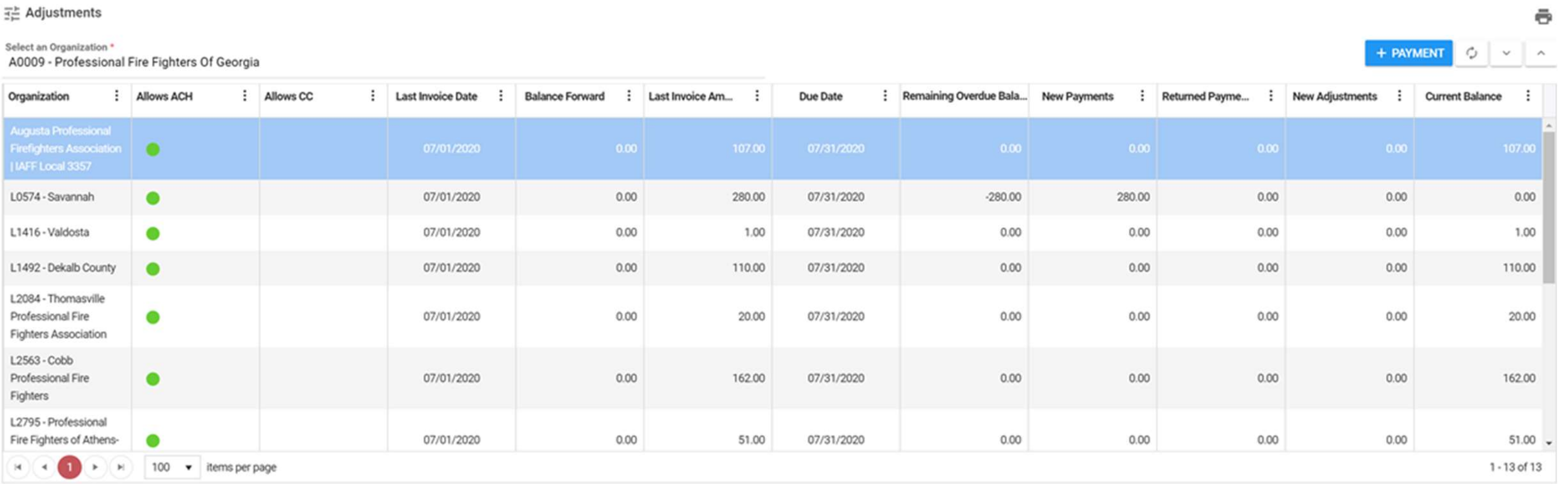
If there is no designation of the "Primary Financial Contact" the system will look for the Treasurer listed in the **Organization Profile**. If no Treasurer exists, the system will look for Secretary/Treasurer, then the President to send invoices via email. If there are no officers or email addresses listed, a printed version of invoice can be sent.

ADJUSTMENTS

To access **ADJUSTMENTS**; from the left navigation panel choose **PER CAPITA TAX** then **ADJUSTMENTS**.

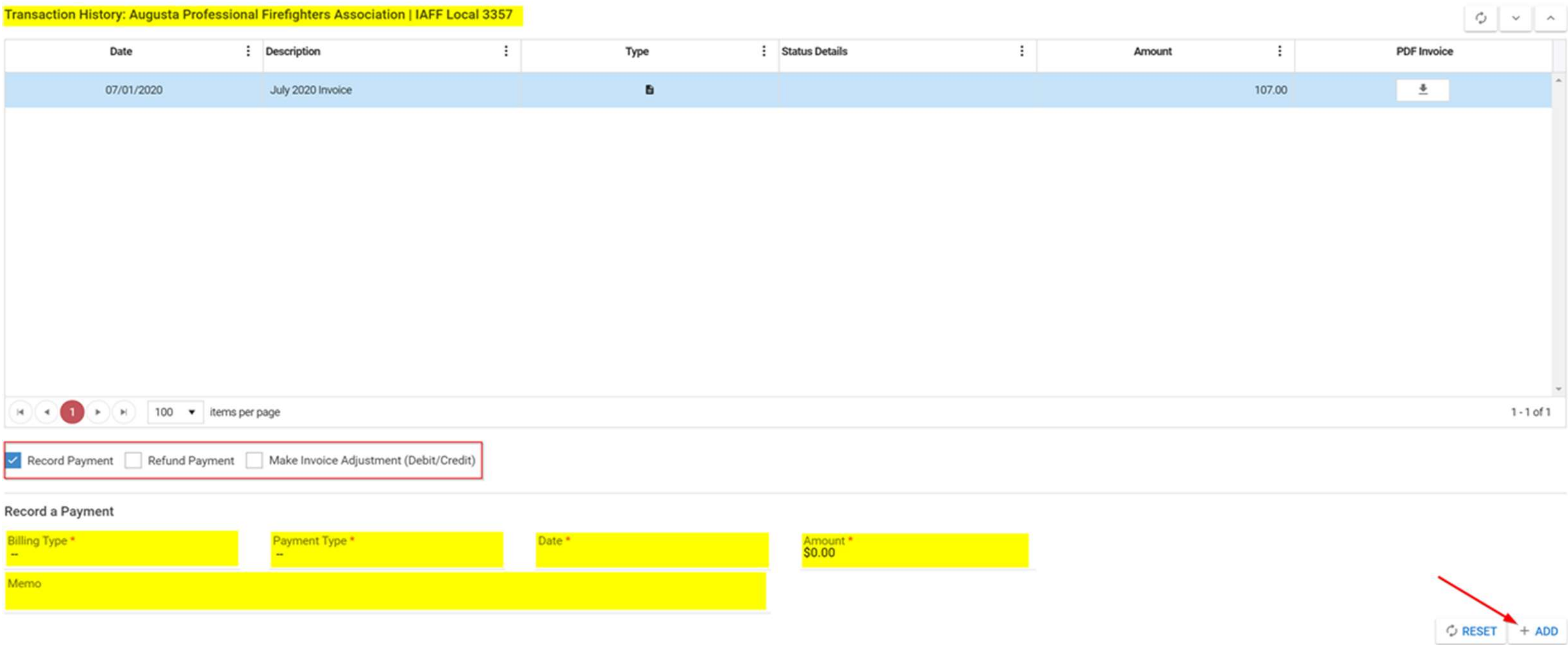


If an adjustment needs to be made against a previous invoice, the adjustment will apply to the next Per Capita Tax Invoice.



Organization	Allows ACH	Allows CC	Last Invoice Date	Balance Forward	Last Invoice Am...	Due Date	Remaining Overdue Bala...	New Payments	Returned Payme...	New Adjustments	Current Balance
Augusta Professional Firefighters Association | IAFF Local 3357	●		07/01/2020	0.00	107.00	07/31/2020	0.00	0.00	0.00	0.00	107.00
L0574 - Savannah	●		07/01/2020	0.00	280.00	07/31/2020	-280.00	280.00	0.00	0.00	0.00
L1416 - Valdosta	●		07/01/2020	0.00	1.00	07/31/2020	0.00	0.00	0.00	0.00	1.00
L1492 - Dekalb County	●		07/01/2020	0.00	110.00	07/31/2020	0.00	0.00	0.00	0.00	110.00
L2084 - Thomasville Professional Fire Fighters Association	●		07/01/2020	0.00	20.00	07/31/2020	0.00	0.00	0.00	0.00	20.00
L2563 - Cobb Professional Fire Fighters	●		07/01/2020	0.00	162.00	07/31/2020	0.00	0.00	0.00	0.00	162.00
L2795 - Professional Fire Fighters of Athens-	●		07/01/2020	0.00	51.00	07/31/2020	0.00	0.00	0.00	0.00	51.00

Record Payment, Refund Payment or **Make Invoice Adjustment (Debit/Credit)**



Record Payment

After making your selection, fill in all required fields (indicated by the red asterisks) and click the +ADD button. Please note which invoice you are recording a payment against by selecting the correct invoice under **Transaction History**.

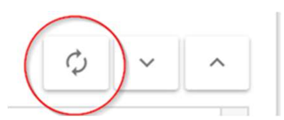
Refund Payment

Payments may be partially or fully refunded. Select a previous payment and if amount remains that can be refunded, choose **REFUND PAYMENT**. Then manage each line item with the appropriate amount to be refunded and provide an explanation, then click the **REFUND** button.

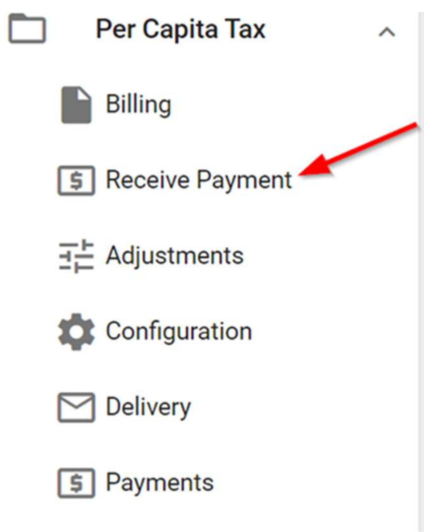
Make Invoice Adjustment (Debit/Credit)

All adjustments will apply to the next Per Capita Tax Invoice. After all required fields have been completed click the +ADD button.

Please Note: You will need to refresh with in the page to update information.

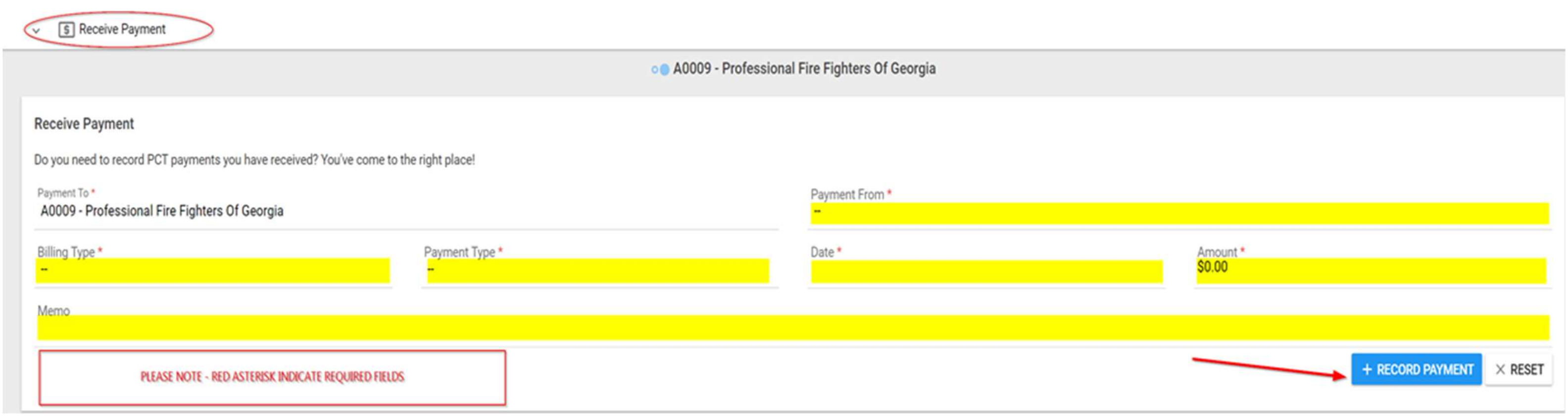


RECEIVE PAYMENT



To access **RECEIVE PAYMENTS**; from the left navigation panel choose **PER CAPITA TAX** then **RECEIVE PAYMENTS**.

To record a series of payments received from Locals you can navigate to the **RECEIVE PAYMENTS** section.



After entering all data to record the payment received, click the blue command button **+RECORD PAYMENT**. A new **RECEIVE PAYMENT** window will appear for you to enter the next payment.

Updated: 9/2/2020 12:52:05 PM
Created: 8/28/2020 3:36:00 PM
Author: Becky Miller