

Take Payment

Overview

- This is the section where you can update the payment status for an individual's registration.
- This is where a player can be found if they are "Pending Awaiting Payment", which is the status a player will become automatically after they have self registered and NOT paid online through MyFootballClub.
- This process allows a Club registrar to review a Player's invoice, if required, and take a payment against an unpaid invoice.
- There are three ways of processing payments in the system:
 - **Take Manual Payment in Full:** This allows you to quickly take payment without inputting any further details.
 - **Take Manual Payment:** This allows you to input details regarding date paid, add comments and receipt number.
 - **Take Online Payment:** This allows the Club Registrar to Take Payment through the MyFootballClub Payment gateway. However, this will only appear if your club has set this up and requested access from FFA.
- You will have the ability to take payment and approve registrations in 1 workflow.

Tips and Considerations

- Take Payment will allow you to process bulk payments.
- If you manage your registration payments outside of the MyFootballClub system, we advise you to utilize the Bulk Payment option above.
- Take Payment in Full, is quicker when processing individuals and Bulk payments.

Step by Step Guide to Take Payment

Step 1: Click **Take Payments** from the main menu.

2012 Registration

Step 2: Searching for Players who are pending awaiting payment

To search for an Individual please enter search criteria below and click Search.

* FFA No	First Name	* Last Name	Known As	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value=""/>
* Invoice Number	Start Date	End Date	Paid Status	Role	
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Not Paid"/>	<input type="text" value="Player"/>	

Or click on the Predefined Search Link:

[Run-->Unpaid Player List](#)

- **Searching for all outstanding Payments**

- If you would like to bring up a list of all your players who are pending awaiting payment – Click **Run à Unpaid Player List** as highlighted above.

- **Searching for Individuals**

- Enter the FFA number, Last Name OR Invoice Number of the player.
- You can also enter other information if required (e.g. player's First Name).
- You can also search for non-playing registrations, such as Coach, Volunteer, etc, by changing the Role field.
- Click on **Search**.

Step 3: Take Payment

- The search results will appear in a table as in the image below.
- The table will show the payment status of all players within your club who have a payment status of Unpaid. This will also show players from previous seasons.
- You can use the drop down boxes of Gender, Season, Payment Type, Paid Status, and Last initial to find the specific players or individuals you wish to process.

Search Results
Show All Records

Role: |
 Gender: |
 Season: |
 Payment Type: |
 Paid Status: |
 Last Initial:

<input type="checkbox"/>	<input type="button" value="Select"/>	Invoice #	Date	Status	Total	Package	Role	Individual	Organisation
<input type="checkbox"/>	<input type="button" value="Select"/>	470861	04/10/2011	Not Paid	211.52	Senior	Player	Fred Flintstone (74695941)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470862	04/10/2011	Not Paid	211.52	Senior	Player	Barney Rubble (74695966)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470864	04/10/2011	Not Paid	211.52	Senior	Player	Mrs Betty Rubble (74695974)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470915	06/10/2011	Not Paid	211.52	Senior	Player	Road Runner (74696188)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470916	06/10/2011	Not Paid	211.52	Senior	Player	Wile E Coyote (74696196)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470935	06/10/2011	Not Paid	123.00	PRO21 - Adult	Player	Bruce Wayne (74696295)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470936	06/10/2011	Not Paid	123.00	PRO21 - Adult	Player	Bruce Wayne (74696295)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470966	07/10/2011	Not Paid	211.52	Senior	Player	Jack Doe (74696410)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470967	07/10/2011	Not Paid	123.00	PRO21 - Adult	Player	Sherlock Holmes (74696428)	ffa test club 2
<input type="checkbox"/>	<input type="button" value="Select"/>	470968	07/10/2011	Not Paid	123.00	PRO21 - Adult	Player	Sherlock Holmes (74696428)	ffa test club 2

Page 1 of 5 < Prev > < Next > Total Records: 42

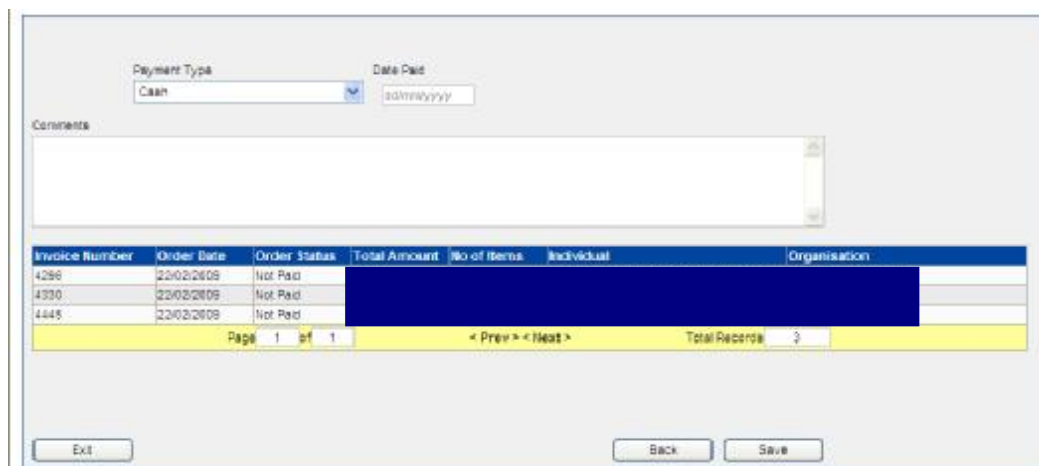


TIP – If you click on the column headings above this will sort the table by the column.

Taking Payment from an Individual Player: Click **Select** next to the individuals record.

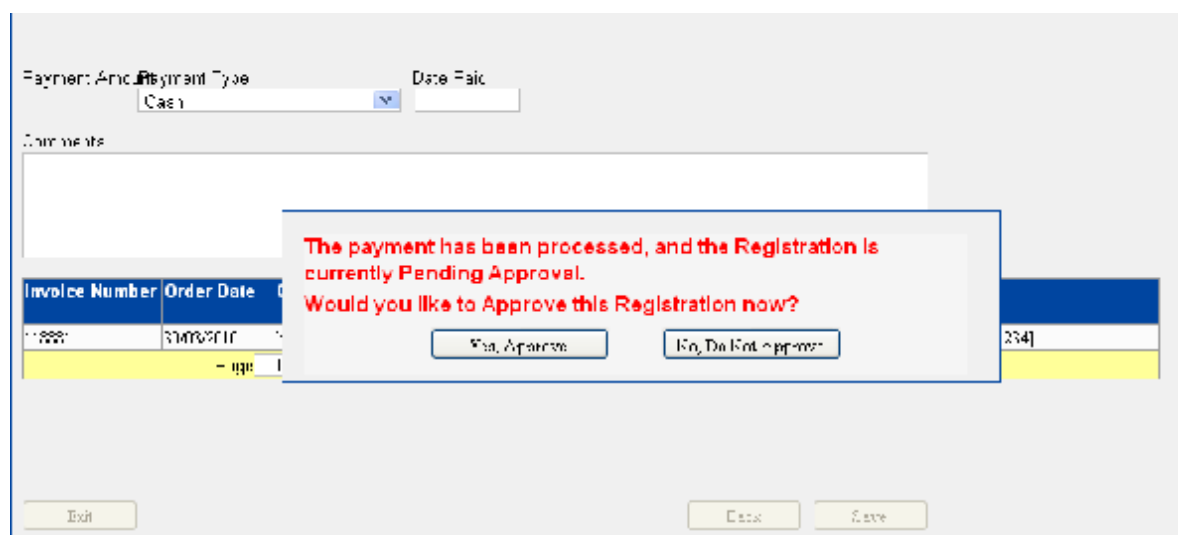
Taking Payment from Multiple Players: Tick the boxes next to the individuals you wish to process and Click **Bulk Payment**.

Bulk Payment Process



Invoice Number	Order Date	Order Status	Total Amount	No of Items	Individual	Organisation
4296	22/02/2009	Not Paid				
4330	22/02/2009	Not Paid				
4445	22/02/2009	Not Paid				

- This will take you to the Manual Payment screen above.
- Select **Payment Type**.
- Enter the **Date Paid**.
- You can also enter any comments if required (e.g. receipt numbers, outline of payment deadlines for part payments, etc).
- Click **Save**.
- The information you enter here will be applied to all the selected registration records.



The payment has been processed, and the Registration is currently Pending Approval.
Would you like to Approve this Registration now?

Yes, Approve No, Do Not Approve

- A message will pop up as highlighted above asking whether you would like **Approve** the registration now. This means the player will become ACTIVE and will therefore be registered with your club.
- If you don't want to approve the registration at this point you can select **"No, Do not Approve"**. If this is selected please return to the main menu and select Approve Registrations to activate the player at a later stage.

Individual Payment Process

- This will display the Order Details screen.

Invoice Search		Invoice List	Order Details		
	Invoice Number	No of Items	Total Amount		
+	1987	3	646.95	View Invoice	Take Payment

- You can print or email the invoice by clicking on **View Invoice**.
- You can view the details of the invoice by clicking on the + button.

Invoice Search		Invoice List	Order Details	Manual Payment			
	Invoice Number	No of Items	Total Amount				
+	3366	1	120.00	View Invoice	Take Payment		
+	3366	19/02/2009	Paid	120.00	1	Joshua Laus (50874005)	Beisouth ISC[60 527]
Product	Price	Qty	Amount				
Juniors	120.00	1	120.00				
Payment Date	Payment Method	Payment Summary	Comments	Amount Paid			
02/12/2009	CASH			120.00			

- Click on **Take Payment** to process the payment.

A popup box is displayed with three options. If your Club has been setup for online payments you will have an option to take an online payment available. If you have not been setup for online payments this option will be disabled.

Invoice Search		Invoice List	Order Details	Manual Payment			
	Invoice Number	No of Items	Total Amount				
+	3414	1	120.00	View Invoice	Take Payment		

Take Manual Payment in Full (AUS120.00, CASH, 02/12/2009)
 Take Online Payment
 Take Manual Payment

Option 1 – Manual Payment in Full - where you take a manual payment in full with cash on the current date, this does not allow you to add any details regarding date, or comments to the payment.

Option 2 – Manual Payment - where you can manually enter the date, payment method and comments regarding the payment.

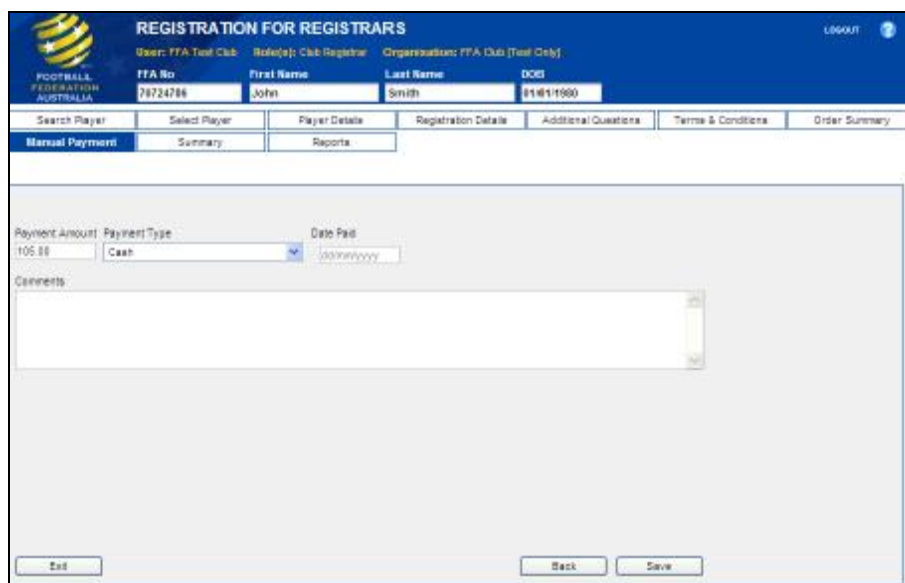
Option 3 – Take Online Payment- This will only appear in the box if your club has completed FFA's online payment request for. This will allow you to take an online payment by using the Players Credit Card details provided.

Option 1 – Manual Payment in Full

- Select 'Take Manual Payment in Full'.
- Note that the amount and date will be automatically displayed.
- Click on the **Continue** button.
- You will then be prompted to Approve the registration. See Approving the Registration below.

Option 2 - Manual Payment

- Select 'Take Manual Payment'.
- Click on the **Continue** button.
- You will then be prompted to Approve the registration. See Approving the Registration below.



Note that you cannot take partial payments.

Payment Type gives you a list of options (e.g. Cash, Cheque etc) and a date of payment can be entered.

You can also enter comments (e.g. receipt numbers, outline of payment deadlines for part payments, etc).

- Click on **Save** to continue.

Option 3 - Online Payment

- NOTE This option will only be available if your Club has registered for this service.
- Enter the **Credit Card number**, **Card Security Code** (3-digit number on back of card), **Expiry Date**, **Name on Card** and the **email address** to send a copy of the payment advice (this field is optional).
- Click on **Next**.
- To cancel the online payment, click the close button.

REGISTRATION					
User: FFA Test Club		Role(s): Club Registrar		Organisation: Albany Primary	
FFA No	First Name	Last Name	DOB	Club Name	
70264114	Richard	Beazley	01/01/1980	Albany Primary	
Search Player	Select Player	Player Details	Registration Details	Additional Questions	Order Summary
Summary	Reports				

Class: **FFA**
FOOTBALL FEDERATION AUSTRALIA

Enter the payment details below and click Next

Customer Name: Richard Beazley - FFA: 70264114

Transaction Ref: 33704

Payment Amount (\$\$.00): 121.00

Credit Card Number:

Card Security Code: [Find Out More](#)

Expiry Date: - / -

Name on Card:

Email Address: (optional, for approved paym

Next

[Exit](#)

- You are then asked to confirm the payment.
- If the details are correct click on **Pay**.

Search Player	Select Player	Player Details	Registration Details	Additional Questions	Order Summary	Terms & Conditions
Summary	Reports					

Class: **FFA**
FOOTBALL FEDERATION AUSTRALIA

Please confirm your payment details:

Customer Name: Richard Beazley - FFA: 70264114

Transaction Ref: 33704

Amount: **\$121.00**

Credit Card Number: 4242424242424242

Expiry Date: 01/2010

Name on Card: TEST ONLY

Pay [Cancel](#)

[Exit](#)

- If the payment is successful the transaction details will be displayed.



- Click on **Close** to continue with the registration process.

Approving the Registration

- After the payment has been processed a message will pop up as highlighted below asking whether you would like **Approve** the registration now. This means the player will become ACTIVE and will therefore be registered with your club.
- If you don't want to approve the registration at this point you can select **"No, Do not Approve"**. If this is selected please return to the main menu and select Approve Registrations to activate the player at a later stage.

