

Managing Payments

MMS has the ability to track and report on all of your programs' payments. Online payments via the Peloton system are automatically added to MMS. Members have access to the system to view, print or email their invoices and payment receipts at any time. Administrators can also view, print and email invoices and payment receipts.

Administrators can also facilitate taking Credit Card Payments in person or over the phone. Pre-Authorized Debits cannot be facilitated by an Administrator as the member will need to electronically agree to the PAD terms.

There are two ways to arrive at an invoice/payment. The first is by search for a person and the second is by searching for a Program.

Find by Person

Step 1: Navigate to the invoice by searching for the person

- The organization Administrator logs into MMS and navigates to the administration site and then selects the "Manage" >> "Payments" >> "Find By Person" menu item.
- Select how you wish to search for the person by adjusting the dropdown and then enter at least 3 characters and click search.

Invoices : Find By Person

Last Name ▾ att 🔍

Last Name	First Name	Member Number	Legacy Member Number	Username	Email	Gender	Status	Invoices
Attiwill	Craig	500055		cattwill	cattwill@peloton-technologies.com	Male	Active	View
Attiwill	Craig	500066		cattwillclub	cattwill@peloton-technologies.com	Male		View
Attiwill	CraigPD	100002		cattwillpd	cattwill@peloton-technologies.com	Male	Active	View

- Click the "View" button in line with the correct person to be taken to a list of their invoices.

Invoices for Craig Attiwill

[View all Invoices for a Person](#)

Invoice	Organization	Program	Status	Start Date	End Date	Amount	Owing	
1099	Test BC Speed Skating Club	2015 Fall Skating Program	Pending	2015-09-09	2015-09-22	\$105.00	\$0.00	View
1079	Test BC Speed Skating Club	Test Other Agreement	Active	2015-09-05	2016-01-28	\$150.00	\$150.00	View Pay Online Now
31	Test BC Speed Skating Club	2016 Annual Competitive Membership with Grace per	Active	2015-09-01	2016-08-31	\$1,050.00	\$1,050.00	View Pay Online Now

- To take an online payment via credit card either in person or over the phone click on the "Pay Online Now" button next to the appropriate invoice.
- Click the "View" button next to the appropriate invoice to go to the invoice.

Find by Program

Step 1: Navigate to the invoice by searching for the program

This feature is soon to be released...

Step 2: Manage the payments associated with an invoice

- The invoice screen allows you to print or enter an email address in which to send the invoice to.
- If you need to take a credit card payment online, then click the “Pay Online Now”.

Invoice

This invoice has an outstanding amount of \$1,050.00. Pay Online Now

Test BC Speed Skating Club

Print ✉

Invoice Number	31
Invoice Date	2015-09-01
Invoice Amount	\$1,050.00

Bill to

Craig Attiwill
#1209 - 751 Fairfield Road
Victoria, BC V8W4A4
Canada
cattwill@peloton-technologies.com
250 589-4485

Pay to

Test BC Speed Skating Club
1234 Somewhere Street
Kamloops, BC Z9Z9Z9
Canada
slidewest+club@gmail.com
250 589-4485

Payments

No payments associated with this invoice

Add Payment

Manually adding a receipt of a payment

- To record a payment click on the “Add Payment” button.

Add Payment

Use this screen to record new payments or return payments that did not occur via integrated online payments.

If you need to process an online payment click here! Pay Online Now

Payment Type	Receive Payment	Payment Method	Cheque
Payment Reference	CHQ-001	Payer	Craig Attiwill
Amount	\$ 500	CAD	

Note

Is paying in two instalments.

Add Payment

Related to Invoice

Number	Date	Amount	Owing	
31	2015-09-01	\$1,050.00	\$1,050.00	Invoice

- Provide the information regarding the payment including any relevant notes and click the “Add Payment” button.

- You will be returned to the invoice display. The amount will be adjusted and the payment is shown beneath.
- Hover the mouse over the note icon to view the notes.

Invoice

This invoice has an outstanding amount of \$550.00. Pay Online Now

Test BC Speed Skating Club

Print

✖

Invoice Number	31
Invoice Date	2015-09-01
Invoice Amount	\$1,050.00
Bill to	Craig Attiwill #1209 - 751 Fairfield Road Victoria, BC V8W4A4 Canada cattiwill@peloton-technologies.com 250 589-4485
Pay to	Test BC Speed Skating Club 1234 Somewhere Street Kamloops, BC Z9Z9Z9 Canada slidewest+club@gmail.com 250 589-4485

Payments

Number	Date	Reference Number	Method	Payer	Amount	
18	2015-09-10 19:12:25	CHQ-001	Cheque	Craig Attiwill	\$500.00	📄 Receipt

Add Payment

- To add another payment click “Add Payment”.

Manually adding a Return/Refund payment

- If you are adding a refund then select “Return/Refund” as the Payment Type

Payment Type

Return/Refund

Payment Method

Cash

Payment Reference

CSH-001

Payer

Craig Attiwill

Amount

\$ 50.00

CAD

Note



Deposit was only \$500. Returning \$50.00 from petty cash.]

Add Payment

[View/Print/Email payment receipt](#)



- To view the payment receipt click the “Receipt” button.

Payment
Test BC Speed Skating Club

Receipt Id	31-18
Payment Date	2015-09-10 19:12:25
Payment Reference	CHQ-001
Payment Method	Cheque
Payer	Craig Attiwill
Amount	\$500.00
Billed to	Craig Attiwill #1209 - 751 Fairfield Road Victoria, BC V8W4A4 Canada cattiwill@peloton-technologies.com 250 589-4485
Paid to	Test BC Speed Skating Club 1234 Somewhere Street Kamloops, BC Z9Z9Z9 Canada slidewest+club@gmail.com 250 589-4485
Organization Name	Test BC Speed Skating Club
Program	2016 Annual Competitive Membership with Grace per
Start Date	2015-09-01
End Date	2016-08-31
Member Number	500066
Participant Name	Attiwill, Craig
Date of Birth	1977-11-03

Invoice

Number	Date	Amount	Owing		
31	2015-09-01	\$1,050.00	\$550.00		

- You can print or email the receipt. The email field will automatically be populated with the members current primary email address.

Manually adjusting the status of a payment

- There may be an occasion to adjust the status of a payment, such as when a cheque bounces.
- Navigate to the Invoice and select the “Adjust” button on the payment you wish to adjust

Invoice

Test BC Speed Skating Club

[Print](#) [✉](#)

Invoice Number	31
Invoice Date	2015-09-01
Invoice Amount	\$1,050.00

Bill to
Craig Attiwill
#1209 - 751 Fairfield Road
Victoria, BC V8W4A4
Canada
cattiwill@peloton-technologies.com
250 589-4485

Pay to
Test BC Speed Skating Club
1234 Somewhere Street
Kamloops, BC Z9Z9Z9
Canada
slidewest+club@gmail.com
111 222-3333

Payments

Number	Date	Reference Number	Method	Payer	Amount	State		
24	2015-09-16 04:26:52	CHQ-002	Cheque	Craig Attiwill	\$600.00	Complete		Adjust Receipt
23	2015-09-16 04:13:17	CSH-001	Cash	Craig Attiwill	(\$50.00)	Complete		Receipt
18	2015-09-10 19:12:25	CHQ-001	Cheque	Craig Attiwill	\$500.00	Complete		Adjust Receipt

- Adjust the state of the payment and optionally update the payment note then click “Adjust”.

Adjust Payment

[<< Invoice](#)

Receipt Id	31-24
Payment Date	2015-09-16 04:26:52
Payment Reference	CHQ-002
Payment Method	2
Payer	Craig Attiwill
Amount	\$600.00


State

Note
Mr. Attiwill did not have enough funds in his account!

[Adjust](#)

- The amount owing on the invoice will be updated to reflect the change in payment state.
- The receipt will be updated, clearly showing the state of the payment.

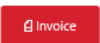
Test BC Speed Skating Club

Print 

Not Sufficient Funds

Receipt Id	31-24
Payment Date	2015-09-16 04:26:52
Payment Reference	CHQ-002
Payment Method	Cheque
Payer	Craig Attiwill
Amount	\$600.00
Billed to	Craig Attiwill #1209 - 751 Fairfield Road Victoria, BC V8W4A4 Canada cattwill@peloton-technologies.com 250 589-4485
Paid to	Test BC Speed Skating Club 1234 Somewhere Street Kamloops, BC Z9Z9Z9 Canada slidewest+club@gmail.com 111 222-3333
Organization Name	Test BC Speed Skating Club
Program	2016 Annual Competitive Membership with Grace per
Start Date	2015-09-01
End Date	2016-08-31
Member Number	500066
Participant Name	Attiwill, Craig
Date of Birth	1977-11-03

Invoice

Number	Date	Amount	Owing		
31	2015-09-01	\$1,050.00	\$600.00	 Invoice	Pay Online Now