

Financial End Date Options

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Quick Steps: Subscriptions > Options > Financial Status

If your organisation has a standard Financial End Date option that it uses for its Subscription Types, you can set this up in Subscription Options so that any new Subscription Type that you add will automatically have this set.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Options** from the left menu.

2. Click **Edit** at the top of the screen.

3. Select the **Financial Status** tab.

4. Select your preferred Financial Status option from:

- No
- Date
- Period
- Days

The screenshot shows the SportsTG Management Console interface. At the top right, it says "Logged in as: System Administrator" with a "Log Off" button. The main navigation bar includes "Home", "Website", "Members", "Subscriptions" (highlighted), "Shop", "Auctions", "TicketDesq", "Events", "Registrations", "Competitions", "Tools", "Administration", and "SportsTG Noticeboard". A left sidebar menu lists "Generate Subscriptions", "Manage Subscriptions", "Transactions", "Instalments", "Subscriptions - Types", "Subscriptions - Categories", "Subscriptions - Tags", and "Options". The main content area is titled "Subscriptions Options" and has "Save" and "Cancel" buttons at the top. Below this are four tabs: "Tax & Charge Options", "Financial Status" (selected), "Email", and "Dates". The "Financial Status" tab contains a section titled "Financial Status" with an "Update Option:" label and four radio button options: "No", "Yes - Financial End Date" (selected), "Yes - Period", and "Yes - Days". Below the radio buttons is a "Financial End Date:" label followed by a text input field containing "21-Sep-2016" and a calendar icon. At the bottom of the form, there are "Save" and "Cancel" buttons. The footer of the page shows "29:49" on the left and "SportsTG" on the right.

4. Once you've made changes, click **Save**.

Note: Setting up the Financial Status option saves time when creating Subscription

Types so that you don't have to update this information every time, instead your organisation's settings are saved and automatically appear.

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