Reporting Intranet

Complete Online Guide
Reporting Intranet
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- Payments by Credit Card
  - Membership Dues
  - Chapter Maintenance Fee

A link back to the Table of Contents is located on the lower right side of each slide.
Clarification of Roles
Faculty Advisors vs. Officers

Faculty Advisors
• Create and manage officer login accounts
• Review all chapter reports:
  • Beginning of Year - October 15 for U.S., June 15 for Oceania
  • Mid-Year Report – December 15th U.S., award-seeking chapters, August 15 for Oceania
  • Student Hours Verification Report
  • Complete 990n e-Postcard filing by June 1st
  • Sign Off on End of Year Report by June 1 for U.S., December 15 for Oceania.
• Meet with Chapter Reporter throughout each semester to review chapter reporting.
• Meet with Chapter Treasurer to ensure that membership dues and chapter maintenance fee have been paid on time.

Chapter Officers
• All Chapter Reporting
  • Entering new candidates into the system
  • Beginning of Year Report
  • Entering Professional & Service Activities, Reaching Out Activities and Initiations
  • Mid-Year Report (award-seeking chapters)
  • End of Year Report
• Work with faculty advisor to process payments for membership dues and ensure that chapter maintenance fee has been paid on time.
Each Advisor and Officer will be required to login through a valid email address and a unique password. We recommend Google Chrome as your browser.
Login System

Activation Screen

BAP Reporting Intranet, New User Account Activation

Enter and confirm your password. Then click the 'Activate' button to enable your account for login.

Enter Password: [password field] Confirm Password: [password field]

Note: Your password must be at least 8 characters in length.

Activate

On the Activation Screen, enter a unique password, confirm and activate.
Terms of Use Agreement

One time acceptance for all users

Upon initial login, each user reads and confirms acceptance of the Terms of Use Agreement.
Navigating the Reporting Intranet

On the landing page, the menu bar is as follows:

1. Home – Landing page
2. Reporting and Membership – This is where all screens for chapter reporting can be found.
3. Chapter File Submissions – This screen will display all the files that your chapter has uploaded to the RI for that fiscal year.
4. PCA - A link to the Program for Chapter Activities.
5. Tutorials - A link to interactive tutorials.
6. Contact - Information for the Executive Office.
7. BAP Home – A link back to the BAP Website.
Login System

Activation Process - Officers

Once the Faculty Advisor has completed their activation process, and have logged in to the Reporting Intranet.

1. The FA will enter the officers under Reporting and Membership > Create/Manage Officer Logins
Activation Process for Officers By Faculty Advisors

2. Under the “Officers” tab, the FA will select the officer name and officer role.
3. Then, select “Create User”. 

Menu Bar Item: Reporting and Membership> Create/Manage Officer Logins
Create Officer Logins

Menu Bar Item: Reporting and Membership > Create/Manage Officer Logins

Activation Process for Officers By Faculty Advisors.

4. The screen will confirm that an activation email was sent to that officer.
Creating RI Accounts

Menu Bar Item: Reporting and Membership > Create/Manage Officer Logins

Once the Faculty Advisors have created the Officer accounts, a log is established and can be found at the bottom of the screen.

This is where the advisors can deactivate or reactivate officers.

It is the advisor’s responsibility to keep this log current. This should be updated each semester/quarter.
Password Reset

To reset a password, go to the login page and select the link titled “Reset Password”, enter your email address and an automated email will be sent to you that will include a link to reset your password.
Once logged in, the officer will access the Update Chapter Profile screen under Reporting and Membership and View/Update Chapter Profile.
The Chapter Profile screen is displayed in a tabbed format. The tab titled “School” is where FAs and officers can update their school information such as a link to your chapter’s website, achievement level and school mailing address. The red stars are required fields.

The tab labeled “Admin Only Fields” is for the Executive Office use only.
The tab titled “Chapter Officers” is where the officer information is updated. This is a separate from the officer user accounts.

Select the name of the officer from the drop down list and the name, email and phone information will populate the fields for the appropriate role.

Note: the names on the drop down list are pulled from the “Submit for Initiation” and “Active Members” folders. The red stars are required fields.
The tab titled “Chapter Contacts” is where the Faculty Advisor, Co-Advisor, Department Chair and Business School Dean information is updated. Note: Dean and Department Chair information is required.
The Membership Roster screen is where reporters will add new candidates, submit them for initiation or move to the Inactive folder, and move Active members to On Leave or Alumni status.

There are two groupings on the Membership Roster: **Candidates** section that includes folders for: Active Candidates, Submit for Initiation and Inactive Candidates. **Members** section that includes folders for: Active Members, On Leave, and Alumni.
To add a new candidate select “Add New”. *Do not add a candidate until your chapter has collected the $75 fee. Adding a candidate always creates a receivable for your chapter.*
Add a New Candidate

Menu Bar Item: Reporting and Membership > Membership Roster > View/Update Membership

Create New Chapter Candidate

All fields that have a red star “*” are required fields.
The Candidate start date is the date the student started participating (not the date that they are being entered into the system).

Important: Email address must be a valid email address. The system will not allow duplicate addresses.

Enter all the required information and select “Save”.

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Submit a Candidate for Initiation

Menu Bar Item: Reporting and Membership > Membership Roster > View/Update Membership

To submit a candidate for initiation, in the “Active Candidates” folder, check off the box next to the appropriate name and select “Submit for Initiation”.

The system will prompt the user to confirm that the candidate met the requirements and that the date is the same date for multiple candidates. Confirm both.
Submit a Candidate for Initiation

Menu Bar Item: Reporting and Membership > Membership Roster > View/Update Membership

The records will appear in the “Submit for Initiation” folder.

Once the fees for candidates that have been paid, the Executive Office will print the membership certificates and move the records to the “Active Members” folder. Please allow two weeks to receive certificates.
Beginning of Year Reports are due on October 15 for U.S. chapters.

Oceania Chapters – due June 15

For the “Update Chapter Profile” screen to be credited for the BOY report, select the button. You must either update the profile screen from here or choose “No Changes”. 
Enter Plan of Activities

Enter your chapter’s plan for 6 Professional Activities and 1 Service Activity.

3 Reaching Out Activities (ROAs).

Select “Save”.

Menu Bar Item: Reporting and Membership> Beginning of Year Report
Local Chapter Bylaws

Menu Bar Item: Reporting and Membership> Beginning of Year Report

Upload amended bylaws to the BOY screen. If there were no changes, check off the box, “No Changes Needed to Bylaws”.

Contact the Executive Office if you need a copy of your chapter’s bylaws.
Chapter Maintenance Fee

Menu Bar Item: Reporting and Membership> Beginning of Year Report

To download a PDF of the Chapter Maintenance fee invoice, select the tab titled “Check”.

Check Payment
Please remit immediately. Make a check payable to Beta Alpha Psi, and include your chapter number on the check. Send your payment with the copy of this invoice to:

Beta Alpha Psi
220 Leigh Farm Road
Durham, NC 27707

To download Chapter Maintenance Fee Invoice for Current year Click here.
Online Activity Reporting System

All reporting is completed online.

- Professional and Service Activities
- Reaching Out Activities (ROAs)
- Initiations
- Non-BAP Hours
Monthly Membership Counts

Menu Bar Item: Reporting and Membership > Membership Roster > View Membership Counts

The average monthly membership counts are all the records in the “Active Candidates”, “Submitted for Initiation” and “Active Members” folders. The count is determined by the status on the last day of the month.
The online activity reporting screen can be found under Reporting and Membership and Report Activity.
Online Activity Reporting  
Entering an Activity  
Menu Bar Item: Reporting and Membership > Report Activity

The online reporting activity screen is in a tabbed format. To add a new Professional Activity select “Add”.

![Activity Reporting Screen]

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Year</th>
<th>Total Minutes</th>
<th>At Least 50 Minutes Long?</th>
<th>In Name of BAP?</th>
<th>% Participation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Writing Skills</td>
<td>5/8/2013</td>
<td>2012 - 2013</td>
<td>360</td>
<td>Yes</td>
<td>Yes</td>
<td>75%</td>
<td>1</td>
</tr>
<tr>
<td>Interviewing Tips</td>
<td>4/3/2013</td>
<td>2012 - 2013</td>
<td>180</td>
<td>Yes</td>
<td>Yes</td>
<td>75%</td>
<td>1</td>
</tr>
<tr>
<td>Test Professional 3</td>
<td>11/12/2012</td>
<td>2012 - 2013</td>
<td>180</td>
<td>Yes</td>
<td>Yes</td>
<td>75%</td>
<td>1</td>
</tr>
<tr>
<td>Test Professional 1</td>
<td>10/1/2012</td>
<td>2012 - 2013</td>
<td>120</td>
<td>Yes</td>
<td>Yes</td>
<td>50%</td>
<td>1</td>
</tr>
<tr>
<td>Search:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table of Contents
Online Activity Reporting
Entering an Activity
Menu Bar Item: Reporting and Membership> Report Activity

Enter:
- Name of Activity
- Date of Activity
- Confirm that the activity was at least 50 minutes long.
- Confirm that your chapter sponsored the activity.

Select “Save”.

For easier data entry, enter total minutes in the Activity Minutes box, select “check all” and “Save”. Then enter “0” for the students who did not participate. Select “Save” and “Close”.

Table of Contents
Once the activity information has been saved, the system will pull up all the records as of the “effective activity date” in the Active Candidate, Submitted for Initiation and Active Member folders.

Enter the minutes for the candidates and members who participated in the activity by using the tab function for each record and then select “Save”.

Then close the screen.
The new activity has been added to the online reporting screen, including the total number of minutes and a scorecard point has been factored in since the participation percentage is over 25%. If attendance is below 25%, a point will not be generated.
Each activity that is saved and meets the 25% participation requirement automatically gets registered on the Scorecard screen.
Online Activity Reporting Scorecard Screen

Menu Bar Item: Reporting and Membership> Report Activity or Scorecard

Choose Option to Add Essential Skills activity.
Choose the Essential Skills activity your chapter completed from the drop down menu.
Online Activity Reporting
Reaching Out Activities (ROAs)
Menu Bar Item: Reporting and Membership > Report Activity

Once the check box has been selected the screen will automatically save the updates.
Enter the total number of initiates for first and second initiations. Make sure to “Save”.
Online Activity Reporting Hours Screen

Menu Bar Item: Reporting and Membership> Report Activity

Report Chapter Activities

Year to Date Hours

Average Membership for the Reporting Year: 6
Total Number of Professional Hours Achieved YTD: 16
Total Number of Service Hours Achieved YTD: 45
Total Number of Overall Hours Achieved YTD: 61

<table>
<thead>
<tr>
<th>Number of Hours Needed for Distinguished per Candidate/Member</th>
<th>Professional Hours</th>
<th>Service Hours</th>
<th>Overall Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8</td>
<td>8</td>
<td>20</td>
</tr>
</tbody>
</table>

| Number of Hours Needed for Superior per Candidate/Member      | 12                  | 12           | 32            |

| Your Total Professional/Service Hours Needed for Distinguished | 48                  | 48           | 120           |

| Your Total Professional/Service Hours Needed for Superior    | 72                  | 72           | 192           |

| Achieved Distinguished Hours?                                | No                  | No           | No            |
| Achieved Superior Hours?                                     | No                  | No           | No            |

Minutes will be translated to hours automatically as you report activities.
Non-BAP Hours

Menu Bar Item: Reporting and Membership> Report Activity

At the individual level, chapters may report a maximum of five hours per semester (per student) of professional activities and a maximum of five hours per semester (per student) of service activities that are not sponsored by Beta Alpha Psi. Hours are recorded as 50 minutes, so the maximum is 250 minutes for non-BAP Professional, 250 minutes for non-BAP Service.

Just add a new activity, enter the activity name as, “Non BAP xxxxx”, and enter the date. Then, select, “Save” and enter the minutes accordingly.
The Student Hours Verification screen is a tool for faculty advisors and officers to keep track of candidates and members minutes. Always make sure to “Refresh”.

The screen will default to “All”, Professional Activities highlighted in blue and Service Activities highlighted in yellow. You can filter by Professional or Service Activities under the Filter by Activity Type.

An Excel export is provided to download a full list of activities in Excel format.
Mid-Year Report
Award Seeking Chapters Only

• U.S. Award Seeking Chapters must declare award status by December 15th on the Chapter Profile Screen. Oceania Chapters due August 15.

The following must be completed on the Reporting Intranet:
• All Fall activities (June 1st thru December 15th) must be entered on the RI.
• All Fall candidates must be entered into the RI.
Review that all items have been addressed, check the applicable boxes, and the report status will update to Credited.
End-of-Year Report

Menu Bar Item: Reporting and Membership > End of Year Report

Make sure to complete the following tasks:

- Update Chapter Profile
- Upload Chapter Financials
- Confirm reporting is complete
- Faculty Advisor must complete the FA sign-off
- Complete Tax Information
- < $50,000 – IRS e-Postcard
- >$50,000 – Over $50K spreadsheet

U.S. Due June 1st – No Exceptions
Late submittals will be subject to a $100 fine.
Oceania due December 15.
End-of-Year Reports

Menu Bar Item: Reporting and Membership > End of Year Report

Update Chapter Profile
- Update for upcoming fall semester.

Upload Chapter Financials
- Statement of Activities and Financial Position.

Confirm Reporting Is Complete
Faculty Advisor Must Complete Sign-Off
- This includes the tax filing:
- 990n e-Postcard tax filing for chapters with less than $50K in revenue.

U.S. Due June 1st – No Exceptions. Oceania due December 15.
Late submittals will be subject to a $100 fine.
Upload Chapter Financials

Menu Bar Item: Reporting and Membership > End of Year Report

A template for financial statements can be found in the Financial Reporting Guide.

On the Chapters page under “Chapter Handbook” select the link titled “Financial Reporting Guide”.
Upload Chapter Financials

Menu Bar Item: Reporting and Membership> End of Year Report

On the Financial Reporting Guide page, under Chapter Treasurer Reporting Responsibilities, select the link for the “Sample Financial Statements”.

C. Chapter Treasurer Reporting Responsibilities

Each chapter must prepare and submit an End of the Year Report by June 1. The Treasurer’s responsibilities for this report include:

1. Preparing the financial statements for the fiscal year ending April 30:
   - Statement of Financial Position
   - Statement of Activities
   - Sample Financial Statements
   - Summaries of SFAS 116, SFAS 117, and SFAS 124 have been provided for your reference.
Upload Chapter Financials

Menu Bar Item: Reporting and Membership> End of Year Report

The sample financials will open as an Excel file. You must resave, enter your chapter information and upload to the EOY screen.

Note the two tabs on the Excel workbook.
# Upload Chapter Financials

Menu Bar Item: Reporting and Membership > End of Year Report

<table>
<thead>
<tr>
<th>Report Items</th>
<th>Our Chapter's Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Chapter Profile</td>
<td>Submitted</td>
</tr>
<tr>
<td>Attach Financial Statements</td>
<td>Submitted</td>
</tr>
<tr>
<td>Confirm that all chapter activity reporting is complete (Professional, Service, ROAs, and Initiations)</td>
<td>Submitted</td>
</tr>
<tr>
<td>Enter Faculty Advisor Sign-off (Financial, Tax and Non-BAP Hours)</td>
<td>Faculty Advisor Must Complete</td>
</tr>
</tbody>
</table>

## Overall Report Status

Credited
End-of-Year Reports – Faculty Advisor
How to Complete the 990n e-Postcard

After April 30th - Go to the IRS login page [here](#)
1. If you have not registered, create a new user account.
2. Enter your chapter’s EIN number that can be found on the chapter profile screen (FA login only)
3. The number will default to “Beta Alpha Psi National Council” – this is ok.
4. Enter your school address and your faculty advisor name as the principal officer.
5. Answer the four questions where you are confirming that your chapter’s revenue was less than $50K for tax fiscal year.
6. Once you submit, you will need to refresh your screen to show the Acceptance screen with a submission ID that you will need for the FA sign off screen (step 2B). Please forward that Acceptance screen to the EO at: [bap@bap.org](mailto:bap@bap.org). Note: you **WILL NOT** get an email from the IRS stating that the return was accepted.
Complete a one time registration with the IRS

First Time Users

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Lock your online account to prevent access.

Information you need to verify your identity

GET STARTED

Returning Users

Log in below if you've previously created a UserID for any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

User ID

Mask User ID

LOGIN
The Faculty Advisor sign off screen confirms that the FA reviewed and approved their chapter’s activity reporting and financial statements, as well as completed the tax filing for the fiscal year. From the 990n Acceptance screen, enter the submission ID here in Step 2B.
Scorecard Screen

Menu Bar Item: Reporting and Membership> Report Activity or Scorecard

Always make sure to check your chapter’s final scorecard.

<table>
<thead>
<tr>
<th>Planned Achievement Level: Award-Seeking</th>
<th>PCA Achievements</th>
<th>YTD Credited</th>
<th>PCA Requirements</th>
<th>Mission Based Points Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Based Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning of Year Report</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Initiation</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>End of Year Report</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Reaching Out Activities (ROAs)</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Professional Activities</td>
<td>8</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Service Activities</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>18</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Requirements for Award-Seeking Chapters Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional ROAs</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Overall Hours**: Achieved Superior
- **Professional Hours**: Achieved Superior
- **Service Hours**: Achieved Superior
- **Overall Chapter Status**: Superior

Each Individual Must Earn
- **20 hrs**: Required for Distinguished
- **32 hrs**: Required for Superior

<table>
<thead>
<tr>
<th>Overall Hours</th>
<th>20 hrs</th>
<th>32 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Hours</td>
<td>8 hrs</td>
<td>12 hrs</td>
</tr>
<tr>
<td>Service Hours</td>
<td>8 hrs</td>
<td>12 hrs</td>
</tr>
<tr>
<td>Overall Chapter Status</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Generate a Membership Dues Invoice.

Menu Bar Item: Reporting and Membership > Generate Membership Dues Invoice

Membership Dues Invoice will list the names of outstanding records owed to the Executive Office.

Dues are payable within 60 days of being entered into the Reporting Intranet.

Payment options are located at the bottom of the screen.
Payment Options for Membership Dues

Menu Bar Item: Reporting and Membership > Generate Membership Dues Invoice

**Payment Options**

- **Card**
- **Check**

**Credit/Debit Card**

- **Card Type**: Master Card
- **Card Number**
- **CVV**
- **Expiration Date**: 01/2023

**Billing Address**

- **First Name**
- **Last Name**
- **Address**
- **City**
- **State**
- **Country**: United States
- **ZIP**

---

Payment Options

**Check Payment**

Please remit immediately. Make a check payable to **Beta Alpha Psi**, and include your chapter number on the check. Send your payment with the copy of this invoice to:

Beta Alpha Psi
220 Leigh Farm Road
Durham, NC 27707

If the amount is not paid in full, please indicate the individual(s) to whom the check applies.

To download Chapter Maintenance Fee invoice for Current year **Click here**.

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Membership Dues may be paid either by credit card or check.

If your chapter’s invoices will be paid by a business school or student union administrator via credit card, please find the Credit Card Authorization Form on the Chapters page **here**.
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership > Generate Membership Dues Invoice

Check off the names of the records to be paid by credit card.

<table>
<thead>
<tr>
<th>Member #</th>
<th>Member Name</th>
<th>Charge Year</th>
<th>Charge Date</th>
<th>Total Charge</th>
<th>Amount Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>201325010004</td>
<td>Baum, Hadassah</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010006</td>
<td>Boop, Betty</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010002</td>
<td>Dueson, John</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Jackman, Hugh</td>
<td>2020</td>
<td>6/10/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010012</td>
<td>Jackson, Janet</td>
<td>2020</td>
<td>6/10/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Johns, Steven</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Smith, Elizabeth</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Stevens, John</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>TEST, BOP</td>
<td>2020</td>
<td>6/10/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Wagon, Chuck</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Total Amount Owed: $750.00

Unpaid Members in Current Fiscal Year: 10

Payment Options

Card  | Check
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership > Generate Membership Dues
Invoice > Credit Card Payment Process

Enter valid credit card information.

Select “Submit”.

Payment Options

Card  Check

All fields are required.

Credit/Debit Card

Card Type: Master Card
Card Number: 5555555555554444
CVV: 234  Expiration Date: 01-2023

Billing Address

First Name: Margaret  Last Name: Fiorentino
Address: 220 Leigh Farm Road
City: Durham  State: NC
Country: United States  ZIP: 27707

Cancel  Submit
You will be prompted to confirm the records and the total amount that you are paying for by credit card. Select “Confirm”.
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership> Generate Membership Dues Invoice> Credit Card Payment Process

The next screen will post a notification if the payment was successful or not. It will include a transaction ID. You may print this screen as a receipt.

If successful the records processed will no longer appear on the Membership Dues invoice.
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership> Generate Membership Dues Invoice> Credit Card Payment Process

A payment in the amount of $225.00 has been processed successfully towards the membership dues for chapter 2501 (Beta Alpha Psi University, Beta Alpha Psi University).

Transaction ID is 8DF65609Y2607953H.

Chapter Number 2501, Beta Alpha Psi University, Beta Alpha Psi University

<table>
<thead>
<tr>
<th>Member ID</th>
<th>Member Name</th>
<th>Year</th>
<th>Amount Due</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>322529</td>
<td>Baum, Hadassah</td>
<td>2020</td>
<td>75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>322531</td>
<td>Boop, Betty</td>
<td>2020</td>
<td>75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>322527</td>
<td>Doeson, John</td>
<td>2020</td>
<td>75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$225.00</strong></td>
</tr>
</tbody>
</table>

Billing Information
- Full Name: Margaret Fiorentino
- Address: 220 Leigh Farm Road, Durham, NC
- Zip/Postal Code: 27707, US

A confirmation email will be sent to the email address associated with the login.

You may print this as a receipt.

A confirmation email will also be sent to the system administrator.
Chapter Maintenance Fee Payment by Credit Card

On the Beginning of the Year Report screen, under the Payment Options of the Chapter Maintenance fee task. Select the tab titled “Card” and enter valid credit card information.

Select “Submit”.

If your chapter’s invoices will be paid by a business school or student union administrator via credit card, please contact the Executive Office for a Credit Card Authorization Form.
Chapter Maintenance Fee Payment by Credit Card

Menu Bar Item: Reporting and Membership > Beginning of Year Report

Once submitted, the screen will prompt you to confirm the payment of $300.

Select “Confirm”.

Chapter Maintenance fee is due on October 15 for U.S. chapters, June 15 for Oceania.

A $50 late fee will be added after the due date.
Chapter Maintenance Fee Payment by Credit Card

Menu Bar Item: Reporting and Membership > Beginning of Year Report

A screen notification will confirm if your payment was successful or not.

A print option is provided.
Chapter Maintenance Fee Payment by Credit Card

Menu Bar Item: Reporting and Membership > Beginning of Year Report

A confirmation email will be sent to the email address associated with the login.

You may print this as a receipt.

A confirmation email will also be sent to the system administrator.
Questions?

Contact the Executive Office:

- Email – bap@bap.org
- Phone - 919-402-4044