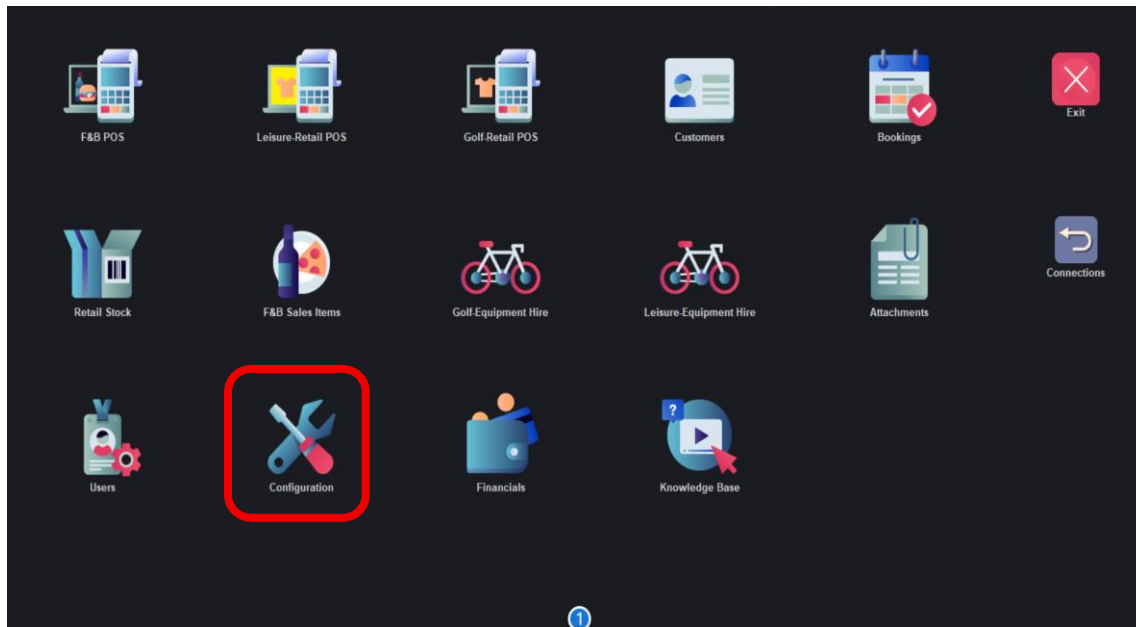


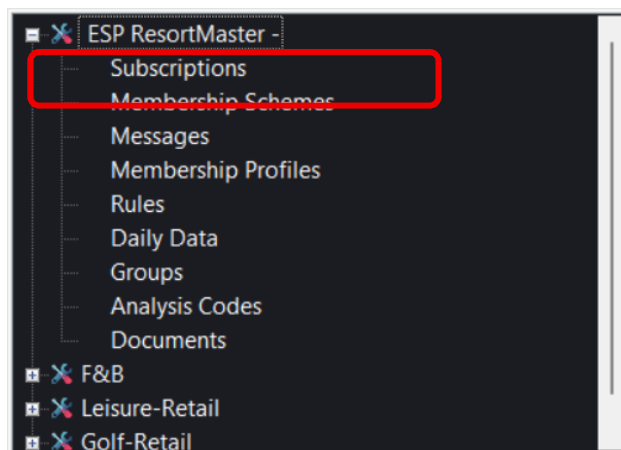


Changing Subscription Prices

1. From the ESP desktop select **Configuration**.



2. Select the first option (usually the club name) and then select **Subscriptions** from the tree.



Locate the Subscription you wish to change the price for by either typing the subscription code into the filter box or by scrolling the list and double click the subscription to access the set up.

© ESP Leisure Ltd

Europa House, 1 Kimpton Link, Kimpton Road, Sutton, Surrey, SM3 9QP

+44 (0)208 251 5100

www.e-s-p.com

enquiries@e-s-p.com

Registered No: 2550976



Changing Subscription Prices

- Press **Accept** on the toolbar to amend the subscription file.

Understanding the fields (* Required field)

Field	Amend	Max Charaters	Detail
Subscription Code *	No	3	This is the code used to add the subscription to the renewals grid, sales ledger and point of sale.
Description *	Yes	18	The name of the subscription which will appear on the renewals grid, sales ledger, receipts and payment request letters.
Amount *	Yes	99999.99	The subscription amount to be charged to the customer.
VAT Code *	Yes	1	Applies the relevant VAT reporting for the subscription. This defaults to code A (standard VAT). Can be amended to X (Exempt) or Z (Zero Rated) depending on business rules.
Group *	Yes	8	Defines the revenue group that the subscription payments belong to and will ensure the sales filter through to the correct line on the Weekly Sales Report.
Notes	Yes	33 per line	Allows 3 lines of notes to be added for details against the subscription. This is not customer facing and is for internal use only.
Scheme Grid	Yes	N/A	Allows schemes to be added to subscriptions as needed.
Date Created	No	N/A	Shows the system date that the subscription file was created.
Date Amended	No	N/A	Shows the last system date that the subscription file was last amended.
Amended By	No	N/A	Shows the last person to amend the subscription file.

© ESP Leisure Ltd

Europa House, 1 Kimpton Link, Kimpton Road, Sutton, Surrey, SM3 9QP

+44 (0)208 251 5100

www.e-s-p.com

enquiries@e-s-p.com

Registered No: 2550976



Changing Subscription Prices

4. To amend the price, click in the **Amount** field.

5. Press Ctrl + F to clear the field. Now enter the new price for this subscription.
6. Once satisfied, select exit from the top menu.

7. You have now changed the subscription price for everyone assigned to this subscription code.

Note: If a member has an individual price in the Amount field on the renewals grid, this change will not apply to that individual.

© ESP Leisure Ltd

Europa House, 1 Kimpton Link, Kimpton Road, Sutton, Surrey, SM3 9QP

+44 (0)208 251 5100

www.e-s-p.com

enquiries@e-s-p.com

Registered No: 2550976