



## Monthly Membership Lapsed report

The monthly membership lapsed report can be found at Member > Report > Monthly membership lapsed report.

The report shows the monthly time value of each member's membership in detail.

The sum of monthly membership time value is a part of the turnover of your company.

In the following example, member WeM-00001, WeM-00002 and WeM-00003 purchased a 3 month long membership M006.

### HKB2B User experience system 11 Monthly membership lapsed report

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Membership Code : All - All  
Member Group : All  
Invoice no : All To All  
Membership start date : 27-Jan-2019 to 2-Feb-2019

Type : All  
Member Code : All - All  
Invoice date : All to All  
Start month : Jan - 2019

Member join shop : CWB  
Month period : 6  
Division : All  
Sorted By : Member Code(Ascending) / Member Group (Ascending)

Member code	Division	Membership Code	Type	Start Date	Invoice	Invoice date	Amount	Before Jan - 2019	Jan - 2019	Feb - 2019	Mar - 2019	Apr - 2019	May - 2019	Jun - 2019	After Jun - 2019
WeM-00001		M006	3 Month	30-Jan-2019	<a href="#">PSI-00189HK</a>	30-Jan-2019	6,000.00	0.00	131.87	1,846.15	2,043.96	1,978.02	0.00	0.00	0.00
WeM-00002		M006	3 Month	30-Jan-2019	<a href="#">PSI-00190HK</a>	30-Jan-2019	6,000.00	0.00	131.87	1,846.15	2,043.96	1,978.02	0.00	0.00	0.00
WeM-00003		M006	3 Month	30-Jan-2019	<a href="#">PSI-00191HK</a>	30-Jan-2019	6,000.00	0.00	131.87	1,846.15	2,043.96	1,978.02	0.00	0.00	0.00
							<b>18,000.00</b>	<b>0.00</b>	<b>395.61</b>	<b>5,538.45</b>	<b>6,131.88</b>	<b>5,934.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

The membership starts on 30 Jan.

Time value is calculated based on number of days.  
There are 91 days from 2019/1/30 to 2019/4/30.  
Therefore the time value of the membership in February is  
(28÷91) x \$6,000 = \$1,846.15

# 1. Impact of membership leave to the Monthly Membership Lapsed report

Users can help members leave their membership at Sales > Membership > Search Membership > Leave.

In the following example, member WeM-00001 will take a one week leave from his membership starting from 1 February. The time value of the leave taken will be deferred to one week after the membership.

Membership Details	
Member	Mary Ho (WeM-00001)
Invoice Date	30-Jan-2019
Invoice No	PSI-00189HK
Sales	S005
Membership Code	M006
Name	Flexi membership
Description	
Type	Period Membership 3 Month(s)
Start Date	30-Jan-2019
Expire Date	30-Apr-2019
Status	Normal
Allow early start to redeem next period lesson	No

Back | Hold | **Leave** | Extension

Click <Leave>.

**Leave**

From: 1 / Feb / 2019

Period:

1 Week	2 Weeks	3 Weeks
1 Month	2 Months	3 Months
6 Month	1 Year	

1 Week

Remark:

Select the leave period. In this example, a one week leave starting from 1 February is selected.

Submit Close

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Membership Code : All - All      Type : All      Member join shop : CWB  
Member Group : All      Member Code : All - All      Month period : 6  
Invoice no : All To All      Invoice date : All to All      Division : All  
Membership start date : 27-Jan-2019 to 2-Feb-2019      Start month : Jan - 2019      Sorted By : Member Code(Ascending) / Member Group (Ascending)

Member code	Division	Membership Code	Type	Start Date	Invoice	Invoice date	Amount	Before Jan - 2019	Jan - 2019	Feb - 2019	Mar - 2019	Apr - 2019	May - 2019	Jun - 2019	After Jun - 2019
WeM-00001		M006	3 Month	30-Jan-2019	<a href="#">PSI-00189HK</a>	30-Jan-2019	6,000.00	0.00	131.87	1,384.62	2,043.96	1,978.02	461.53	0.00	0.00
WeM-00002		M006	3 Month	30-Jan-2019	<a href="#">PSI-00190HK</a>	30-Jan-2019	6,000.00	0.00	131.87	1,846.15	2,043.96	1,978.02	0.00	0.00	0.00
WeM-00003		M006	3 Month	30-Jan-2019	<a href="#">PSI-00191HK</a>	30-Jan-2019	6,000.00	0.00	131.87	1,846.15	2,043.96	1,978.02	0.00	0.00	0.00
							<b>18,000.00</b>	<b>0.00</b>	<b>395.61</b>	<b>5,076.92</b>	<b>6,131.88</b>	<b>5,934.06</b>	<b>461.53</b>	<b>0.00</b>	<b>0.00</b>

Since Member WeM-00001 has taken one week of membership leave in February, time value of  $(7 \div 91) \times \$6,000 = \$461.53$  will be transferred from February to May, which is after the membership has ended.

## 2. Impact of hold membership leave to the Monthly Membership Lapsed report

Users can help members hold their membership at Sales > Membership > Search Membership > Hold.

In the following example, we will hold member WeM-00003's membership.

Membership Details	
Member	brian (WeM-00003)
Invoice Date	30-Jan-2019
Invoice No	PSI-00191HK
Sales	S008
Membership Code	M006
Name	Flexi membership
Description	
Type	Period Membership 3 Month(s)
Start Date	30-Jan-2019
Expire Date	30-Apr-2019
Status	Normal
Allow early start to redeem next period lesson	No

Back | **Hold** | Leave | Extension

Click <Hold>.

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Print On : 1-Feb-2019  
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Membership Code : All - All      Type : All      Member join shop : CWB  
Member Group : All      Member Code : All - All      Month period : 6  
Invoice no : All To All      Invoice date : All to All      Division : All  
Membership start date : 27-Jan-2019 to 2-Feb-2019      Start month : Feb - 2019      Sorted By : Member Code(Ascending) / Member Group (Ascending)

Member code	Division	Membership Code	Type	Start Date	Invoice	Invoice date	Amount	Before Feb - 2019	Feb - 2019	Mar - 2019	Apr - 2019	May - 2019	Jun - 2019	Jul - 2019	After Jul - 2019
WeM-00001		M006	3 Month	30-Jan-2019	<a href="#">PSI-00189HK</a>	30-Jan-2019	6,000.00	131.87	1,384.62	2,043.96	1,978.02	461.53	0.00	0.00	0.00
WeM-00002		M006	3 Month	30-Jan-2019	<a href="#">PSI-00190HK</a>	30-Jan-2019	6,000.00	122.45	1,714.29	1,897.96	1,836.73	428.57	0.00	0.00	0.00
WeM-00003		M006	3 Month	30-Jan-2019	<a href="#">PSI-00191HK</a>	30-Jan-2019	6,000.00	131.87	1,846.15	2,043.96	1,978.02	0.00	0.00	0.00	0.00
							<b>18,000.00</b>	<b>386.19</b>	<b>4,945.06</b>	<b>5,985.88</b>	<b>5,792.77</b>	<b>890.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Time value of membership that is currently on hold will not be affected.