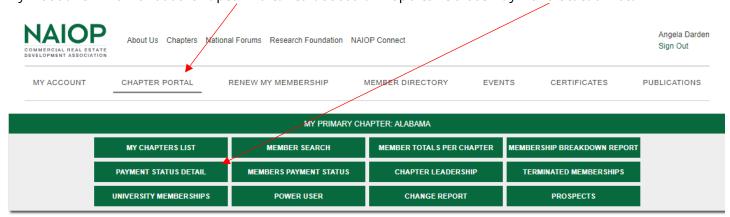


PAYMENT STATUS DETAIL REPORT

This report illustrates specific payment status details for **all** your invoiced members including sponsors, corporates and individuals throughout the membership year.

How to Access

Log into the NAIOP portal from the homepage (www.naiop.org) and use your email address and member number (unless you updated password) as User ID and password. Once logged in, you will see your name appear in the upper right hand of the homepage. Click on your name and choose Manage My Account. Then choose Chapter Portal to access all reports. Select Payment Status Detail.



Report Overview Features

Data cannot be filtered on screen. To filter export into an Excel spreadsheet (instructions are at the top of page 4). Information on the report will be sorted in alpha order by company regardless of the parameters used.

Fields included:

- Benefit Status Renew, New, Reinstated or Terminated. (Column E)
- Invoice Type Group or Individual. This identifies how a member was billed. Occasionally some Corporate members request an individual invoice and individual members may request a Group invoice. (Column AJ)
- Termination Date (Column N)
- Pro Rate Expiration Date This illustrates the exact date a pro-rated membership expires.
 If this field is blank the member is not a pro-rate or the membership is a transfer. (Collumn M)

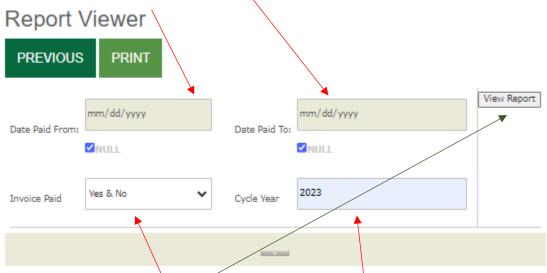


- Corporate Membership. This will help you identify who is included in a Corporate membership.
 (Column AK)
- Do Not Renew. Members or chapters may inform us when an individual will not be renewing. This indicates they are no longer receiving invoices or reminder emails. (Collumn P)

Operations

To determine who has paid/not paid over the course of the year:

Leave Date Paid From and Date Paid To boxes shaded.



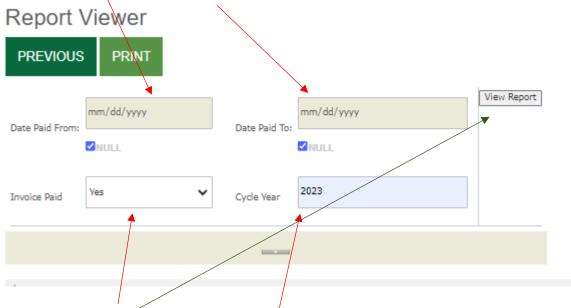
Enter Invoice Paid - Yes&No and the current Cycle Year

Choose View Report



To sort by paid status (paid or unpaid):

Leave Date Paid From and Date Paid To boxes shaded.



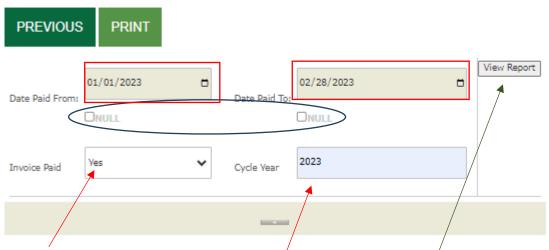
Enter Invoice Paid - either Yes or No and current Cycle Year

Choose View Report

To sort by date(s) paid:

UNCHECK THE NULL CHECKBOX for both Date Paid From and Date Paid To. Enter information in Date Paid From and Date Paid To boxes.

Report Viewer



Choose Yes for Invoice Paid, enter the current Cycle Year then View Report



To sort by other fields (member number, Corporate Status, invoice type, etc.) export to an Excel spreadsheet. This is found on the line directly above the report.



Notes/Issues

Blank Expiration Date field: These are members who requested an invoice and have not yet paid.

Pro-Rates: These are members who joined between April 1 and September 30. They are invoiced with other members during the regular renewal cycle and show an expiration date of Dec. 31, but payment is not <u>actually</u> due until their pro-rate expiration date (Column M).

They can be identified by their Join Date (column K). Their actual expiration date can be calculated as the end of the 12th month from the month joined. E.g., Membership Join Date of June 20 will expire May 31 of the following year.

Voluntary Contributions:

Voluntary 1 column displays non-PAC contributions.

Voluntary 2 column displays PAC contributions.

• If your chapter has two PACs, these amounts are currently being combined in column 2. In the meantime, you can check your most recent remittance report to identify which contribution was paid.

If dues were paid, but voluntary contributions were not, \$0 is displayed in the voluntary billed columns, even though all applicable members were billed national and chapter voluntary contributions. If the voluntaries were paid, the amounts show in both the paid and billed columns.

Multi-Chapter members:

If a member belongs to three or more chapters, the dues are combined on your report in the multichapter dues column.



Sponsorships:

Sponsorships amounts show under the Full member's record.

The report is unable to accurately capture amounts/data for dual sponsorships. Please contact membership@naiop.org for further clarification or reference your recent remittance report.

Sponsorship invoices include voluntaries whether the membership is new or a renewal. The voluntaries are always for the corporate membership amounts.

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