



Conventions and Congresses

The modular software for the event, exhibition and congress management

Manual

RUBIN Conventions and Congresses

With this **RUBIN** Module different participant types can be summarised and booked as individually or group bookings and can be maintained professionally from the acquisition to the invoicing. Furthermore, for each congress event, services can be booked for either free or fee based program points.

The general handling corresponds to the **RUBIN** standard, that's why this is not explained in further detail. Please take these information's from the introduction of the manual for **RUBIN Dates and Facilities**. Contents of this manual are the specific master data of orders all around the congress management.

The following functions are identical to those of the module **RUBIN Dates and Facilities**, where information can also be taken from the manual:

- Create Services in the master data
- Create Workflow documents in the master data
- Create workflow processes in the master data
- Create systems key in the master data
- Create accounting in the master data
- Maintain addresses
- Invoice participants (separate menu point, but function is identical)

Please also consider the further function descriptions (partially optional) for the module **RUBIN Conventions and Congresses**:

- Speakers – abstract maintenance
- Counter registration
- Hotel contingent's

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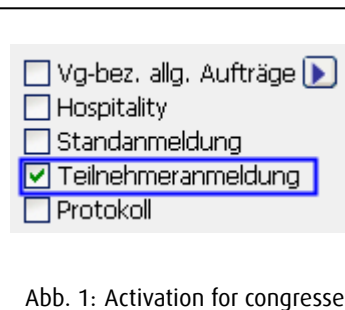
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1 Master Data

1.1 Congress event

In the master data mask Congress Event the information valid for this event are entered. These information's are necessary for the booking of the registrations and are considered and checked.

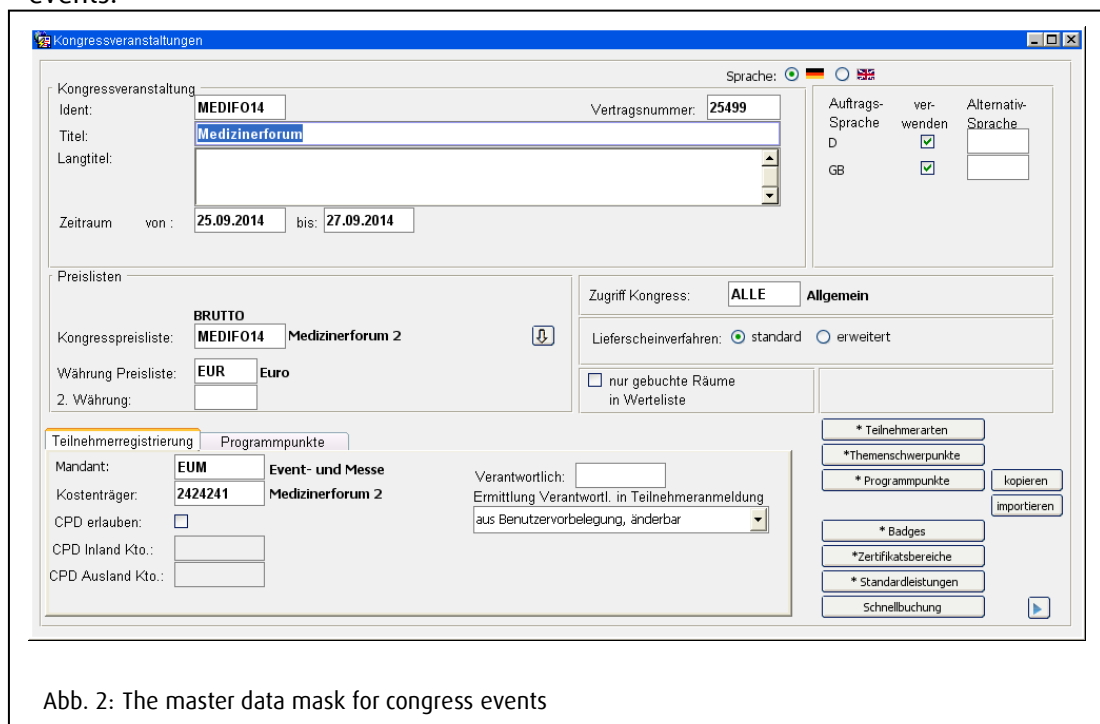
The congress event must be first booked as an event in the Module dates and facilities. Room bookings are not necessary for the functionality of the participant registrations.



The screenshot shows a list of checkboxes for event activation. The checkbox 'Teilnehmeranmeldung' is checked and highlighted with a blue rectangle. Other checkboxes include 'Vg-bez. allg. Aufträge', 'Hospitality', 'Standanmeldung', and 'Protokoll'.

It is important to activate the further fields in the event for the participant registration. For this the check box participant registration must be checked.

Then the event can be opened and edited via the search function under the menu point Congress events.



The screenshot shows the 'Kongressveranstaltungen' master data mask. It includes fields for 'Kongressveranstaltung Ident.', 'Vertragsnummer', 'Titel', 'Langtitel', 'Zeitraum', 'Preislisten', 'Kongresspreisliste', 'Währung', 'Teilnehmerregistrierung', 'Mandant', 'Kostenträger', 'CPD erlauben', 'CPD Inland Kto.', 'CPD Ausland Kto.', 'Zugriff Kongress', 'Lieferscheinverfahren', 'nur gebuchte Räume in Wertliste', 'Sprache', 'Auftrags-Sprache', 'verwenden', 'Alternativ-Sprache', 'Teilnehmerarten', 'Themenschwerpunkte', 'Programmpunkte', 'Badges', 'Zertifikatsbereiche', 'Standardleistungen', and 'Schnellbuchung'.

Abb. 2: The master data mask for congress events

The fields:

Title and long title is the event description from the event booking and can be changed here if needed.

Congress price list is the price list valid for the event that contains all fee based services and program points.

Accounting areas and cost units are accounting data that have to be entered under the menu point Master data.

Access Congress is the abbreviation of the division, that „owns“ this event and regulates the change rights for the booked data.

1.2 Program points

With the button Program points you link into the entry mask for the congress allowed program points. The program points can either be free based or not, depending on whether the check box free is ticked or not.

Programmpunkte

Veranstaltung: MEDIFO09 Medizinerforum 2009
 Vertragsadresse: 00000355 Deutsche Ärztekammer München
 findet statt von: 18.10.2009 - 21.10.2009 Vertrags-Nr.: 330 Status: MV? Korrespondenzsprache: D

neu sortieren Ansicht: ☒ Zeiten ☐ Gliederung

Sort	Ident	gehört zu	Titel	von	bis	buchbar
5	1		Eröffnungsansprachen	18.10.2009	09:00 18.10.2009 10:00	<input checked="" type="checkbox"/>
10	2		Workshops 1. Tag	18.10.2009	10:00 18.10.2009 12:30	<input type="checkbox"/>
15	2.1	2	Neuerungen in der transösophagealen Echokardiografie	18.10.2009	10:00 18.10.2009 12:30	<input checked="" type="checkbox"/>
20	2.2	2	aktuelle Entwicklung der bildgebenden Verfahren in der Onkologi	18.10.2009	10:00 18.10.2009 12:30	<input checked="" type="checkbox"/>
25	2.3	2	Neonatalogie im 21. Jahrhundert - Wohin geht die Entwicklung?	18.10.2009	10:00 18.10.2009 12:30	<input checked="" type="checkbox"/>
30	2.4	2	Kontraindikationen für die Verwendung von Zytostatika	18.10.2009	10:00 18.10.2009 12:30	<input checked="" type="checkbox"/>
35	2.5	2	Dopplersonographie in bei Geburt in der 24. Schwangerschaftswc	18.10.2009	10:00 18.10.2009 12:30	<input checked="" type="checkbox"/>
40	3		Mittagessen	18.10.2009	12:30 18.10.2009 14:00	<input checked="" type="checkbox"/>
45	4		plenare Vorträge	18.10.2009	14:00 18.10.2009 16:00	<input type="checkbox"/>
50	4.1	4	jüngste Erfahrungen mit der Magnetresonanztomographie	18.10.2009	14:00 18.10.2009 15:00	<input checked="" type="checkbox"/>
55	CANDEL		Candellight Dinner	18.10.2009	19:00 18.10.2009 23:00	<input checked="" type="checkbox"/>
60	SPREEWA		Ausflug in den Spreewald	19.10.2009	09:30 19.10.2009 18:00	<input checked="" type="checkbox"/>

Abb. 3: Create program points

The fields:

Sort: sets the order of the program points.

ID: is the individual key, with which the program point is referenced (for instance, when booking).

Belongs too: shows respective dependencies or hierarchies between program points.

Title: is the name of the program points

From and To: enter the time frame of the program point with date and time.

Check box bookable: sets the program point to active, otherwise only informal.

Check box free: means: that no price is entered the program point is not on the invoice.

In the further fields there are additionally:

Max Attendees and Attendees: limits contained entries for the max number of participants. If the number of persons is limited, a warning is issued when booking, if this number is reached. No further can be booked.

Event location and room: orders the event by room. The location can be freely chosen – must be chosen from the rooms that are saved in the master data.

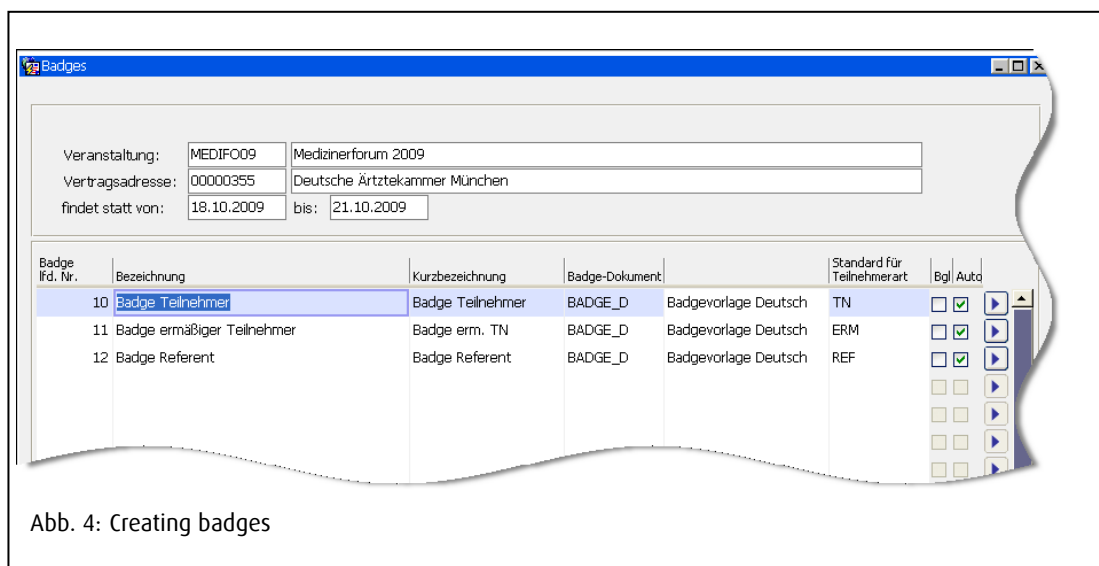
Service group is at the same time to services a classified feature and must be saved in the keys.

Booking price: is the net price that is laid on this program point.

If needed, the program point can be copied from the previous event with the button „Copy“ or imported from an excel list with „Import“. The default for the excel list is created in **RUBIN**.

1.3 Badges

With the button Badges you link into the mask for the creating of the used Badges (Tickets) for this congress event. With a badge an individual letter is linked, that is connected with a workflow document with the corresponding Word document. The parameterizing of the forms happens in coalition with a **RUBIN** consultant. The running number identifies the Badge and is entered for the participant registration so that the right Badge letter is generated for this participant.



The ID number is automatically generated by the system.

The badge document must be defined in the master data.

1.4 Standard services

With the button Standard services the mask for the creating of preset services is opened. The standard services can be differentiated by participant type as well as by status of the participant registration. Additionally you can define over the corresponding check boxes if the services are set automatically for participant or respectively for counter registrations of the systems.

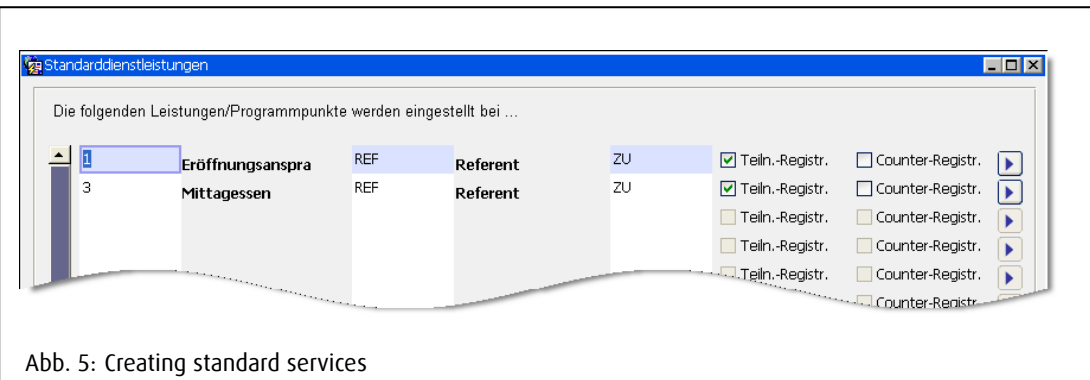


Abb. 5: Creating standard services

1.5 Quick booking

With the button Quick booking you link into the mask for master data of participant registration. These so called counter services are done under the register Quick booking.

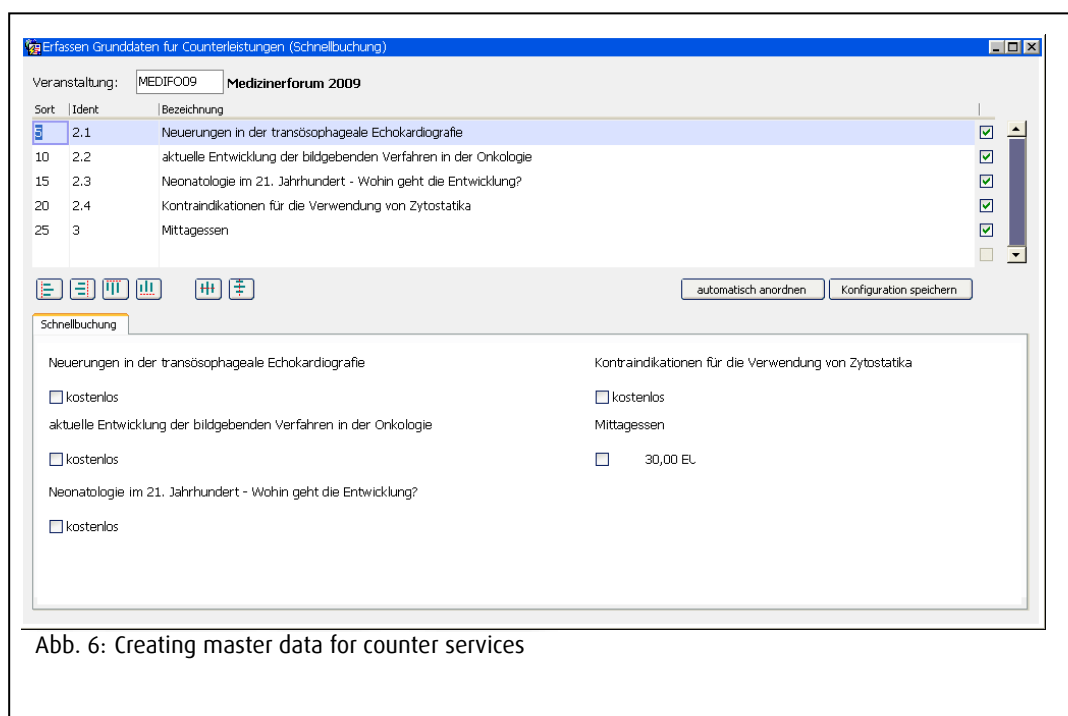


Abb. 6: Creating master data for counter services

2 Order Editing

2.1 Participant registration

The participant registration serves the creating of participants with classifications, services, program points and business processes (workflows). The requirements for the registration of participants are:

Booked congress event

Parameterized congress data

Valid address in **RUBIN Customer Relationship Management**

Valid price list for services

Program point for events (Fee based / free)

Badge definition and workflow documents

Next to the obligatory contract address is the content of the Badge with the company, city, title, function as well as given and surname to be entered in the corresponding fields.

For a participant services, participant fee, program points and additional visitor can be booked. The services and fees must be saved in the master data as services and allocated to the congress price list in the event. Program points must be defined in the congress event mask:

The mask Registration Participants Congress event is divided into three areas:

- 1 Data for participant (Contract address, Badge content, Status, Additional information)
- 2 Participation fees, services and fee based program points
- 3 other or respectively free program points

1

Anmeldung Teilnehmer Kongressveranstaltung

Veranstaltung: MEDIF009 X Medizinerforum 2009 Storno: stornieren Datum:

Registr. Nr.: 138

Adresse: 00000946 X König Medizintechnik Herr König Berlin Land: D Sprache: D Freigabe OSC: ☒ Freigabe

Teilnehmerart: TN Teilnehmer Z.Art: Zahlen lt. Beleg Status: OP Option ☐ CPD-Konto

Badge:

Firma: König Medizintechnik Anrede: Herr Titel: Vorname: Hartmut ☒ Badgeautomatik

Ort: Berlin Funktion: Nachname: König

2

Teilnahmegebühren, Dienstleistungen, kostenpflichtige Programmpunkte

Menge	Leistung	Bezeichnung	Belegnummer	Preis	teil- genommen	nicht teil- genommen	nicht benannt	BRUTTO
1	3	Mittagessen	<input type="radio"/> L <input type="radio"/> S	30,00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="L"/> <input type="button" value="S"/>
1	CANDEL	Candellight Dinner	<input type="radio"/> L <input type="radio"/> S	35,00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="L"/> <input type="button" value="S"/>
1	SPREEWA	Ausflug in den Spreewald	<input type="radio"/> L <input type="radio"/> S	27,00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="L"/> <input type="button" value="S"/>

3

sonstige Programmpunkte

Leistung	Bezeichnung	teil- genommen	nicht teil- genommen	nicht benannt
1	Eröffnungsansprachen	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Abb. 7: The participant registration mask

Event: is the ID of the congress event.

Registr. Nr: is the registration number allocated by the system.

Address: is the ID of the contact person in RUBIN.

Language: the correspondence language in which the communication with the client happens.

Participant type: saved in the keys and describes the type or participant.

Badge: contains the name parts in the form, like they are to appear on the badge. This can deviate from the address.

Ticket/Seat: there are information fields for the badges that are allocated to this participant.

Other: contains information about departure (optional) and prints the registration date. The date has respectively influence on the price formation (for instance, when receiving early bird discount, that is parameterized in the price lists).

Registration status: is saved as key and can either be open (OF), confirmed (ZU) or optional (OP). Only confirmed registrations are real registrations, the other stati are "Reminders".

The next block participant fees, services, fee based program points helps the creating of services (for instance, tickets) and is made as follows:

Quantity: is the number of ordered services.

Service: is the ID of the service or respectively of the program point.

The empty button invokes a credit note and new calculation of the invoice service.

The radio buttons L and S set, if the services are using a list or special price.

In the further fields mask, further information can be entered for the positions.

The last block other program points serve the booking of the free program points, for which the participant has registered himself.

In the further fields mask for the participant registration (button top right) further information for the participant can be entered.

The screenshot shows a software window titled "Weitere Felder Anmeldung Teilnehmer Kongressveranstaltung". It contains several sections of input fields:

- Top Section:** "zusätzl. Rechnungstext:" and "Langbez.:" with a text area and a dropdown arrow. To the right, "Auftrag" status is set to "OF fakturierbar" and "Datum:" is "08.01.2009".
- Address Section:** "Korr.Adr.:" and "Rech. Adr.:" each with a text field and a "?" button. Below each is a "Zusatz:" field.
- BRUTTO Section:** "Preisliste:" with "KON09" and "Kongresspr. 09". "Währung:" is "EUR" and "Euro". "Zahlungsart:" is "Zahlen lt. Beleg". "Belegvariante:" is "Sammelrechnung".
- Mandant Section:** "Mandant:" is "0002" and "EuM". "Kostenträger:" is "71872" and "Medizinerfor. 09". "CPD-Konto:" is empty. "Verantwortlich:" is "RDO" and "Rainer Dorfeld".
- Registration Section:** "Kategorie:" is "Teilnehmeranmeldung". "Badgezuordnung:" is "10" and "Badge Teilnehmer". "Bezug Firmenanmeldung:" is empty. "Login Benutzer:" and "Passwort:" are empty. "erfasst:" is "INFOTEAM" at "08.01.2009 11:23:09". "geändert:" is "INFOTEAM" at "08.01.2009 17:10:18".
- Bottom Section:** "Zugriff:" is "TNREG" and "Teilnehmer Registriert". A button "* Faktura ges." is on the right.

Abb. 8: Further fields participant registration

The fields:

Long description: offers the possibility to specify the service with a long text (max 200 characters).

Correspondence address: is a correspondence address that deviates from the contract address to which a specific correspondence is entered.

Invoice address: Is a deviating invoice address that is save das debtor.

Price list and currency are imported from the master data of the congress event and cannot be changed anymore.

Payment type: displays the available payment possibilities.

Receipt version: is either group invoice or single invoice. Group invoice means that the services on the upper level are summarized in an invoice (e.g. Group registration invoice for all participants or participant invoice for all entourage). If single invoice is chosen, then the registration is printed on a separate invoice.

Badge allocation: fixes which badge form is printed for the registration. For this participant of different type or single day or multiple day visitors are handled differently for example.

Reference company registration: contains the registrations number of the group registrations. With this field a participant can be added to a group registration subsequently.

The button Total invoice opens the standard invoice mask for the maintenance of invoice data (for instance, invoice blocks for individual positions).

2.2 Escort persons

The booking mask for the creating of entourage is opened in the respective button in the participant registration. The escort persons can only be booked with a participant registration and not on their own.

For a participant one or more escort persons can be booked. The number of booked escort persons is displayed in brackets on the button Entourage.

For the entourage the same data is required as for the participant registration. Things that are not necessary like an existing address in the address book do not have to be entered. The badge data (Company, City, title, Function as well as given and surname) suffices here. For an escort person, services and program points can be booked (fee based or free). The invoice positions are always allocated to the invoice of the corresponding participants (group invoice).

The booking mask is identical with the participant registration and is not described here in more detail (see point 3.1 Participant registration).

2.3 Group registration

The group registration displays a common order head for multiple participant registrations, under which the participants are registered like under a normal participant registration.

For a group registration multiple participants can be allocated in the line mask that partially contains the properties of a group registration (e.g. registration date or account features). Individually booked participants can also be added later on.

Sammelanmeldung

Veranstaltung: MEDIF009 ☒ Medizinerforum 2009

Regist. Nr.: 188

Teilnehmer: INFOTEAM ☒ infoteam GmbH Berlin

Sprache: D Land: D

Anreise am:

mit: PKW

Storno: stornieren Datum:

☐ Freigabe OSC ☒ CPD-Konto

Anmeldung: Status: ZU Zusage Datum: 27.12.2010

Regist. Nr.	Teilnehmer	Teilnehmerart	stor.
189 00000288	infoteam GmbH Herr Müller Berlin	TN	Teilnehmer
190 00000452	infoteam GmbH Herr Herlitz Berlin	TN	Teilnehmer
191 00000568	infoteam GmbH Herr Stauffer Berlin	TN	Teilnehmer

Kenn. Workflow Bemerkung

Abb. 9: The group registration mask

The fields:

Event: is the event ID (saved in master data). By clicking on the ? you can link in the default event set in master data. By clicking on the flashlight you link into the hit list that offers a selection of events.

Status: describes the status of the group registration (open, option, confirmation).

Regist. Nr.: is allocated automatically by the system. The group registration contains its own registration number.

Participant: contains the system allocated address number. With searching with the flashlight you link into the hit list, by clicking on the ? you link in the search mask for addresses. If you cannot find the address in either of these, then the address has to be created in the address mask.

Language: fixes the correspondence language with which the participant is written to. Can be chosen in the master data and choosable over F9.

Addition: allows any text.

With Arrival the arrival date can be entered. With double click you can link into the calendar where you can click on the arrival date.

With Allows entry via pull down menu: who gives information about the type of arrival.

Registration date: is set by the system (entry date), but can be manually changed.

Payment type: can be chosen with the pull down menu.


The field for the cancellation date cannot be filled. If the function cancel is executed, then this field is automatically filled.

Registr. Nr.: is given by the system to every further participant.

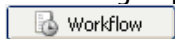
With participant the address number of the participant shows up. By clicking on the ? you can get into the address mask. Next to the address number, the company and the other participants are displayed.

The field language shows the correspondence language of each individual participant and can be chosen with F9.


Participant type offers information about the type of participant (speaker, participant, chairman, etc.) and can be chosen with F9.


By clicking on  button you link directly into the participant registration of the individual participant.

For each group registration individual workflow processes can be created with click on the button



. If a workflow process is already created, a * is shown on the button.

By clicking on the  button any text can be saved in the group registration. If a comment is saved here, a * appears on the button.

In the mask Group registration you can cancel individually marked participants by clicking on the  button. Only when all participants were individually cancelled, then the group registration can be cancelled and the cancel date appears in the mask.


The button  opens the mask Further field's group registration. Further details for invoice placements can be saved.

Abb. 10: Further fields group registration

The fields:

Additional invoice texts: here an additional text can be entered.

Long description: allows any entered text entry.

Corr. Adr.: here you can enter a deviating correspondence address if needed. These can be saved in the address mask.

Invoice adr.: here you can enter a deviating invoice address if needed. Have to be saved in the address mask.

Additionally: to the correspondence address / invoice address, an individual addition can be entered.

Price list: here the valid price list is displayed. It is saved in the master data of the event and is preset. That's why this field cannot be changed.

In the field Currency: the currency entered in the master data is displayed.

Receipt type: allows the choice for group receipt / single receipt (pull down menu).

Accounting area is set by system, can be changed though (choice via F9).

Cost units: is set by system, can be changed though (Choice via F9).

Access: shows that currently valid access, that can however be changed here (choice via F9).

Total invoice: here a total list of all invoice positions under group registrations is displayed. If the status is set to SP (blocked) then this button cannot be clicked.

2.4 Workflow

In the workflow all business processes that pop up for event are controlled and documented. Workflows processes can be linked with each other and can call upon each other. With the workflow processes all the corresponding forms are printed, as they are saved in the master data.

To see which workflow processes are defined in your house. Call upon the list of values of the available ID's with F9 or print the mast data list of workflow processes under the menu point Lists / Master Data Lists / Workflow processes.

The forms are predefined with standard texts, variables are currently added from the **RUBIN** Data (for instance, event title and period, room and service bookings or signature bars).

The standard text can be modified or respectively added to in the dialog. You also have the choice of added predefined text components or to choose a different text.

A further possibility to create workflow documents is the use of predefined Word documents, where text markers replace the contents from **RUBIN** via an OLE interface. When creating a new Word default your **RUBIN** consultant is at your service.

Some workflow processes are automatically created by the system and cannot be changed (invoice and credit note reminders). The control of the follow up can be done over the online workflow or over the follow up lists. Further information for this function you can find in the Manual Dates and Facilities under the corresponding chapter.

2.5 Participant selection

2.5.1 General information

Selection allow to search for participants that correspond to certain categories from the participant book and to make these available for further editing. These criteria can be fields of the participants mask or allocated attributes / categories.

A selection contains the follow questions:

- Where do I find the participant directory that I should search?
 - Source file
- Which specifications exist for the selection of participants?
 - Filter
- To where should the found participants be written?
 - Target file
- Which selection should be merged with this?
 - Merge file
- Should be merge file be added or subtracted?

The selection criterion can be used in any combination.

The result of the selection (found participants) are saved in the target file.

As „Search area“ (Source file) for the selection, the whole participants (Star=*) can be chosen.

You can also use the target file of another selection (already run) or the temporary target file of a previous selection step as a source file. Advantages:

The number of participants that have to be checked is lower due to the pre-selection, since the addresses have already gone through one step of filtering. Like this the selection is considerably faster.

The selected addresses are already qualified; the selection step can be formulated quicker.

The temporary target files 1, 2, 3, 4 and 5 are used as temporary storages between selection steps. These temporary files are free again after the selection is complete.

A target file can be merged with the target file of another selection or the temporary file of a previous selection step, where the contents are either added or subtracted. The result of the merged selection is written into a new target file.

- Adding means that an address is available in one or both selections and is therefore written in to the target file.
- Subtracting means, that an address is written into the target file from the source file if it is not available in the merge file.

A selection composed of different single selections in forms of cascades that are then processed in sequential order of their sorting's. In the last single selection the target file must be identical to the target file of the total selection. Each temporary target file can only be used once per selection. That's why the possible number of selection steps is limited to six (5 temporary target files and 1 final target file).

For filter processing (processing sign F) you can open the filter position of the selection step with a click on the filter button.

The total selection is started with the Execute button in the lower part of the mask. Execute invokes the sub sequentially all selection steps are executed until the final selection step is written into the target file.

Behind each selection step the number of participants found in this step are displayed.

The participant of the selection can be viewed and displayed with the View button, like this participants can be added and deleted. By double clicking on the participant number or by clicking on the participant registration button the registration mask is opened for edit of the participant.

Subsequently, the masks and steps for the execution of a selection are described.

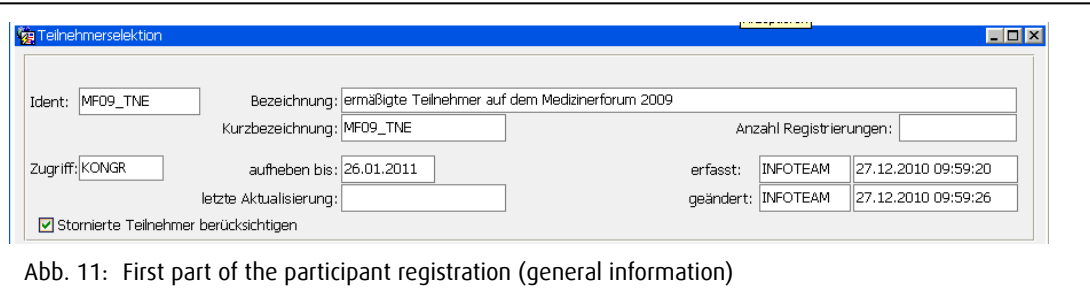
The mask for the selection step is divided into three branches:

General information for the selection:

- Selection agent (helps with the definition of the single steps)
- Maintenance of the single steps

2.5.2 General information for the selection

In this part of the mask, all general information for the selection like name, description, access, last update as well as the result of the last selection run are displayed.



The screenshot shows a window titled 'Teilnehmerselektion'. It contains several input fields and labels:

- Ident:** MF09_TNE
- Bezeichnung:** ermäßigte Teilnehmer auf dem Medizinerforum 2009
- Kurzbezeichnung:** MF09_TNE
- Anzahl Registrierungen:** (empty field)
- Zugriff:** KONGR
- aufheben bis:** 26.01.2011
- erfasst:** INFOTEAM, 27.12.2010 09:59:20
- geändert:** INFOTEAM, 27.12.2010 09:59:26
- letzte Aktualisierung:** (empty field)
- ☒ Stornierte Teilnehmer berücksichtigen

Abb. 11: First part of the participant registration (general information)

The fields:

ID: is the allocated name for the selection.

Consider cancelled participants: invokes that cancelled participants are considered in the selection. If this field is not chosen then cancelled participants are not considered in the selection.

Description: is the exact description of the selection (usage reason).

Short description: is allocated for the print on the screen.

Nr. of registrations: shows the number of selected participants of the last run selection.

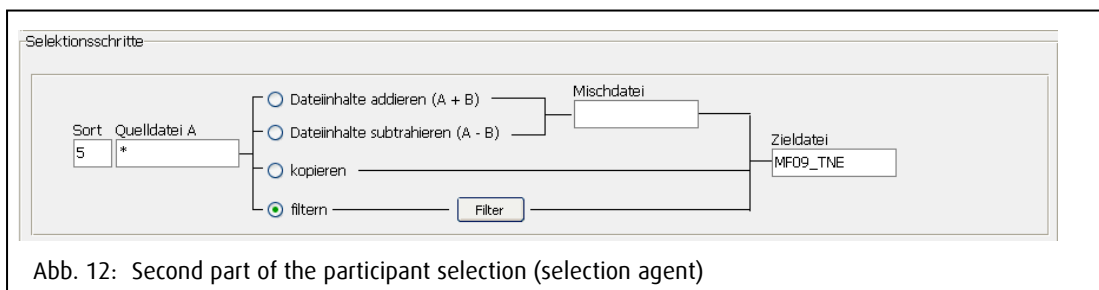
Last update: shows the date and time on which the last selection was executed.

Keep till: is the date up to which the selection is kept.

Created: shows the creator, the creation date and time.

Edited shows the editor, editing date and time.

The second part (selection agent) helps to define a selection step with graphical support and help functions. Here the selection step is set for editing that is marked in the lower part of the mask for editing.



The fields:

Sort: describes the order in which the selection steps are executed

Source file A: is the source file, that is to be searched.

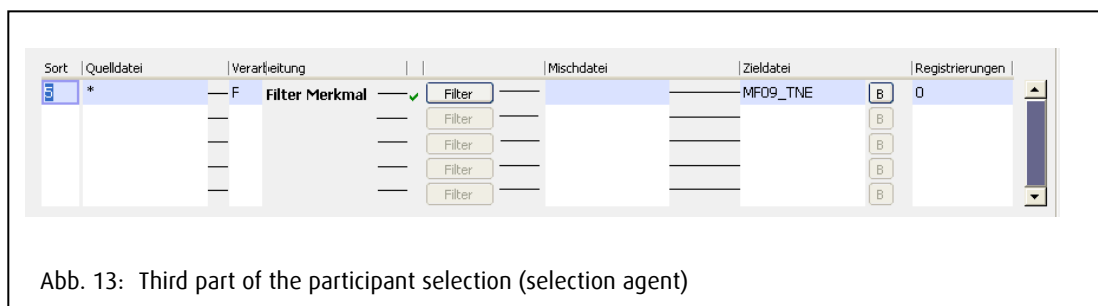
Selection buttons (radio buttons) decide whether

- The merge file is added to the source file
- The merge file is subtract from the source file
- The total source file is copied
- The source file is selected through a filter position.

With the filter button you link directly into the mask for editing the filter positions, in which the exact filter positions for the transferral of the into the target file are defined.

Merge file B: describes the files that is added or subtracted to/from the source file.

Target file takes the selection defaults from the corresponding participant. A line corresponds to the selection step. The intermediate results are shown for each step, after the selection has been done. The adept, experienced user can define his selection step without the selection agent from part two.



The fields:

Sort: give the order in which the individual steps are edited. Attention: the correct order is important for the selection result. This is valid especially for selection steps, the target files of a pre-step as source.

Source file: see part 2

Processing: is the processing key. For this you can choose Filter (F), copy (K), add (+) or subtract (-).

Filter: see part 2

Merge file: see part 2

Target file: see part 2

Registration: shows the number of found participants under the selection criteria.

Execute button: starts the total selection

View button: opens the editing mask in which the selection file can be manually edited, like this participants are added or deleted.

2.5.3 Filter positions

The filter positions are opened over the button Filter. The can be connected using Boolean operations (logical and or or).

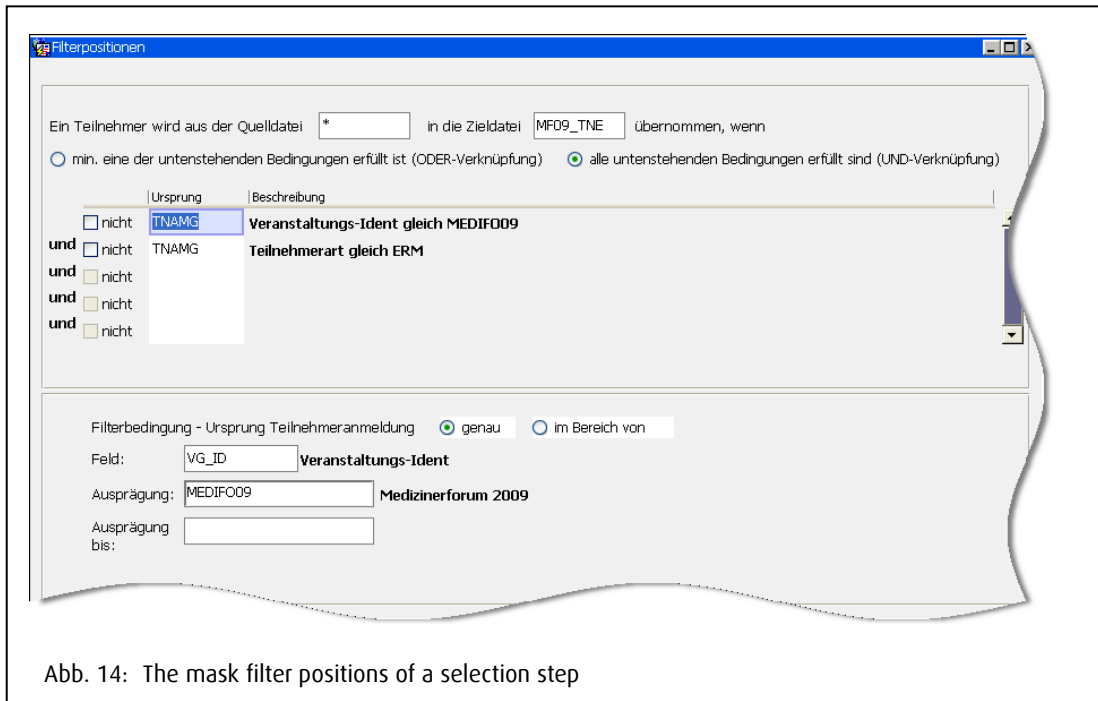


Abb. 14: The mask filter positions of a selection step

The fields:

Negating the filter requirements: means that the value does not correspond to the filter requirements.

Origin

The field describes the place, with which the field is to be compared. A data field from the participant registration.

Attribute: describes the value that the chosen field should have. This can be a category (choice over F9), a date, a numeric value or a text. Only the correct data format can be entered, otherwise an error message is displayed. For attributes the from value is entered.

Attribute till: is entered is the filter requirements are within the defined numeric values.

2.5.4 Examples for the participant registration

On the next page a simple selection run is displayed.

Task: for the congress event CEE Fachsymposium all participants are to be written to that a) are not only participants, but also b) arriving with an automobile.

Definition of the individual steps: The single steps that lead to the solution are entered in order of their execution and respectively saved with their filter positions.

Sort	Quelldatei	Verarbeitung	Filter Merkmal	Mischdatei	Zielfeld	Registrierungen
5	*	F	Filter Merkmal		MF09_TNE	52
10	1	F	Filter Merkmal		MF09_TNE	47

Abb. 15: Selection steps

Definition of the filter position

In the 1. Line (Sort = 5) from the source, the total participant book (marked with *) is displayed for a filter processing is executed, like this all participants are searched for that correspond to the criterion defined in the filter positions.

In this case:

The origin of the filter positions is called participant registration and the filter requirements event ID with the attribute MEDIF009 Fachsymposium, the corresponding title for the ID,

AND

The origin of a further filter position is called participant registration and filter requirement arrival with attribute automobile.

Ein Teilnehmer wird aus der Quelldatei * in die Zielfeld 1 übernommen, wenn

☐ min. eine der untenstehenden Bedingungen erfüllt ist (ODER-Verknüpfung) ☒ alle untenstehenden Bedingungen erfüllt sind (UND-Verknüpfung)

	Ursprung	Beschreibung
<input type="checkbox"/> nicht	TNAMG	Veranstaltungs-Ident gleich MEDIF009
<input type="checkbox"/> nicht	TNAMG	
<input type="checkbox"/> nicht		
<input type="checkbox"/> nicht		
<input type="checkbox"/> nicht		

Filterbedingung - Ursprung Teilnehmeranmeldung ☒ genau ☐ im Bereich von

Feld: ANREISE Anreise mit

Ausprägung: PKW

Ausprägung bis:

Abb. 16: Filter position of example participant selection

Since the AND connection is checked, all requirements are fulfilled. After clicking on execute after the definition of the selection step, the total selection is started. The number of registered participants is displayed in the participant selection mask. When using temporary files, temporary results are delivered. In this example, it is not the case that multiple filter positions are chosen for a selection step and not in multiple selection steps.

Please work with possibly simple selection step. A complex question is easily understandable and the definition of the filter position(s) is realizable without deeper knowledge of Boolean operations.

You can also divide a task amongst different selections so avoid complex connections. In this case it is essential that all selections of a chain are executed in order.

2.6 Export participant registration

By exporting the participant registration, information can be exported from RUBIN so that they can be edited further with Office tools such as Word or Excel. Like this you have the possibility to for example compose lists by your own choices or print merge letters. You can find these functionalities under the menu point Merge Editing / Participant registration / Export participant registrations. Like this only participants are exported, that means no company registrations or escort persons. Escort persons are exported as information for the participants. But since companies and escort persons may be included in such a selection, deviations about the number of export participants can happen.

Abb. 17: Export participant registration

Base for the export can either be the complete registration of the event or the registration of a participant selection.

If wanted, the defaults for the infopost manager can set chosen by clicking on the corresponding button.

The choice of the fields for export happens in the retrieval mask by clicking on the corresponding check box. For the address either the contract address (standard) if deviating the correspondence or invoice address can be exported.

With the field's attributes and categories, participants can print the corresponding features as long as the export by address type contact person is supposed to happen.

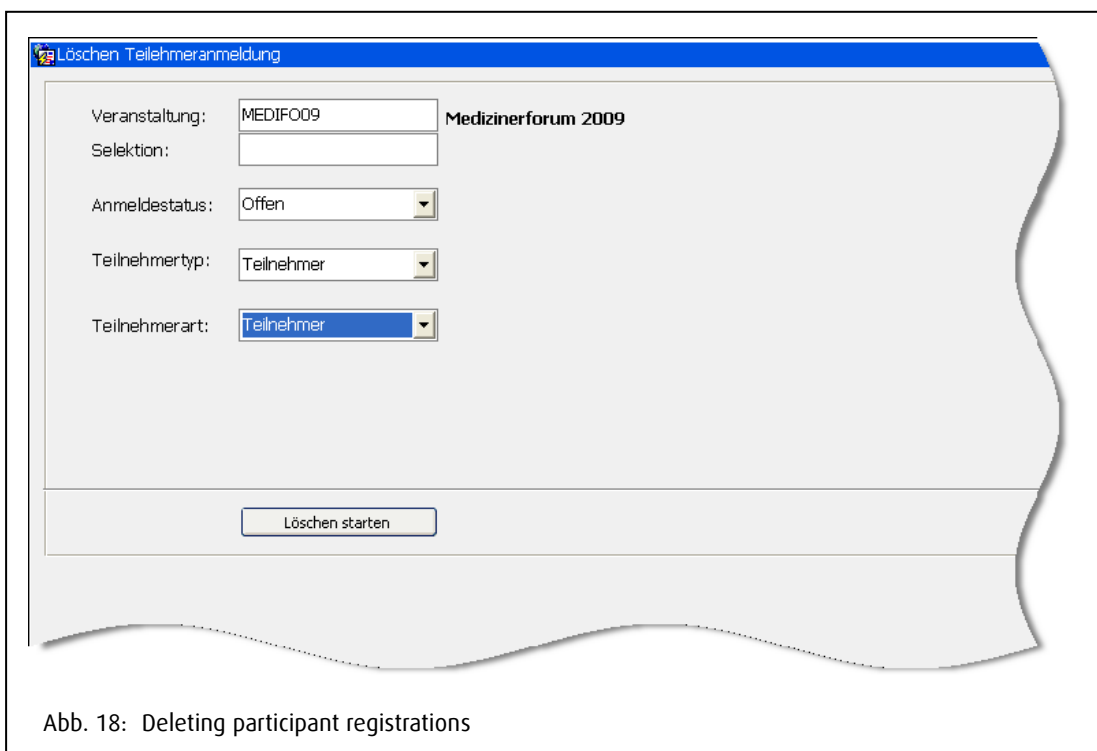
The division sign is set as semicolon by default and that does not have to change normally. It signifies the end of a column and is necessary, to allocated the individual date fields to the processing program.

In the field sorting the data can be sorted by three different methods, in which the three sort fields of wanted fields are selected. They are respected with priority from up to down.

The actual export process is started by clicking on the export button. The usual windows editing mask for the saving of data appears.

2.7 Delete participant registrations

Participants of an event, that have the status open (OF) or option (OP) can be deleted with this function.



The ID of the congress event from which the participant registration is to be deleted, is entered or can be chosen over F9.

Additionally you choose if all OP and OF stati or only one is considered.

With the check boxes you can further limit it to a participant type.

2.8 Print Badges

The badge print is done on special badge letter paper from that the badge can be pried. The printing of badges can be done for an entire event, a participant selection or a single participant / escort person.

Participant registrations for which a badge print has already happened cannot be printed again. If a follow up print is necessary, then by deleting the workflow process „TNBADGE“, the block can be lifted. Requirements for the print are that the participants are set to status ZU. The print on the badges is taken from the corresponding fields is the participant / escort persons mask.

The print on the badge is event dependent and is adjusted for each event. The order status for the badge print can be chosen, where ZU is set by default.

As printer is taken what is saved under Master Data / User defaults / Printer / external RUBIN forms. If the field is empty, then the standard printer is chosen. Like this you have to possibility to equip a printer with special paper without blocking the normal printer.

Badges drucken

Auswahl

Veranstaltung: MEDIF009 Medizinerforum 2009

Selektion:

Teilnehmer-Reg.:

Anmeldestatus: Zusage

Layout / Inhalt

keine Layout / Inhalts - Kriterien wählbar

Sortierung

keine Sortierkriterien wählbar

Ausdruck

Drucker: FreePDF ☐ Im Hintergrund Anzahl Ausdrücke: 1

Ergebnis

standard

Abb. 19: Print badges

2.9 Participant list

The participant list is composed on the base of the booked participant registrations and retrievable in several ways, through which the layout, selection and sorting can be influenced.

The selection can consider the entire event or a participant selection. Additionally, only participants from certain types or individual program points.

Layout and content can be influenced that for instance escort persons or the badge generated company names are present in the list. Additionally you can display the email address or the registration date in the last column for instance.

The sorting of participants can be done by alphabetical or by booked program points.

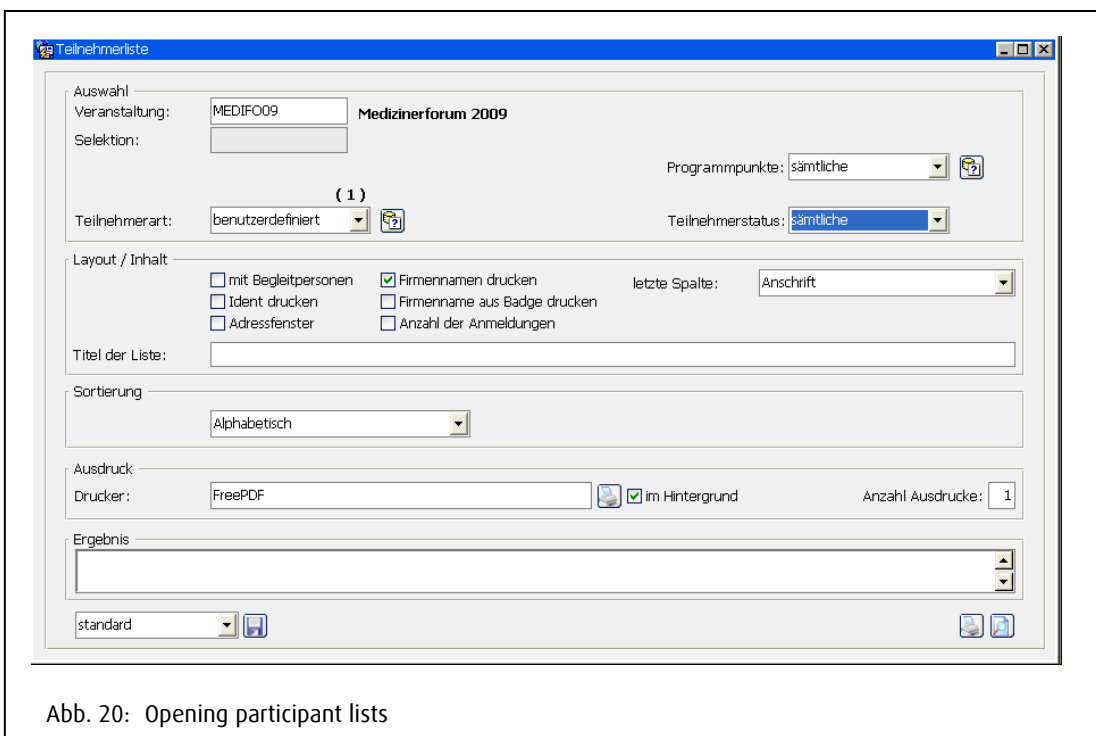


Abb. 20: Opening participant lists

2.10 Reading Badges

When reading, the card number of the badge is saved in the participant registration. Reading is normally done with a bar code scanner.

First, the registration number of the participant is read from the front page of the badge print. Then the card number on the back of the badge.

If the bar code cannot be read for some reason, then the number can be manually entered.

In the display field on the right edge the read card numbers are listed.

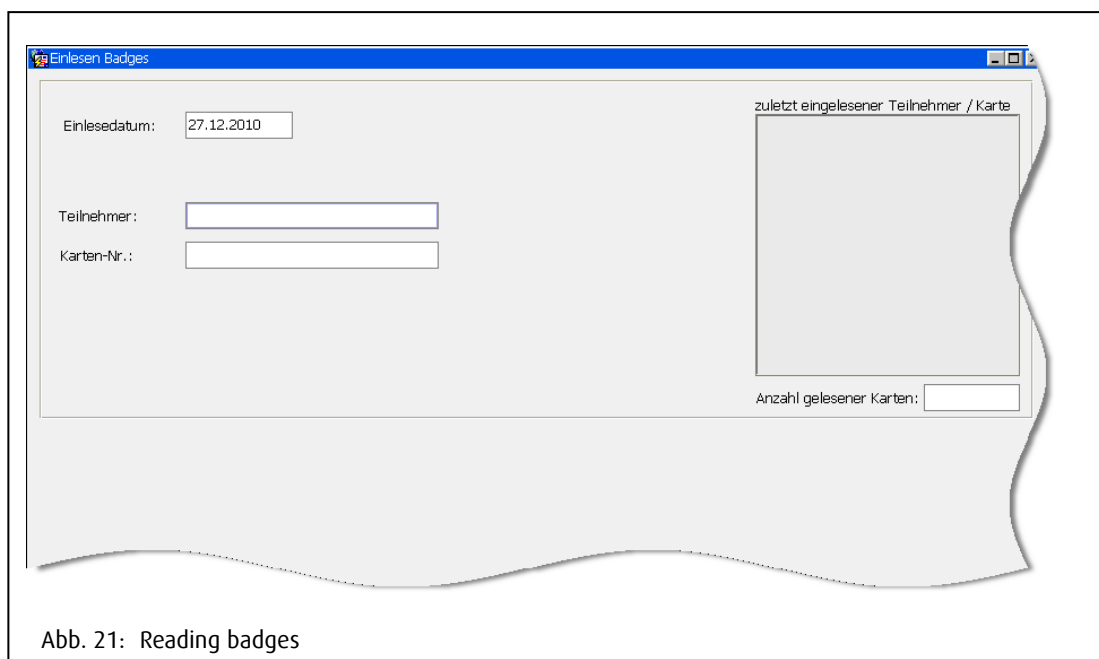


Abb. 21: Reading badges

The read numbers can be deleted in the participant registration by clearing the field „Card numbers“.

3 Invoice

3.1 General Information

The invoice numbers collect all invoiceable services of the chosen congress event or a participant selection and checks for plausibility and consistency.

If some positions are not yet ready to be invoiced, then in the further fields mask they can be excluded from the invoice with the check box „don't invoice“.

The services are summarized to a receipt (invoice or credit note) and labeled with a header in which all relevant information for the receipt are contained.

Invoice and credit notes are summarized in an invoice run, checked and added to with specific data from the invoice allocation.

The receipt can be printed as trail, real or follow up print.

The real invoice blocks all invoiced positions for further editing in the origin system and gives them the status „real invoice“. They can only be cancelled now.

Cancelled positions activate credit notes. Credit notes are identical in handling like invoices.

The optional invoice interface of RUBIN controls the exchange of master and booking data between RUBIN and the finance accounting.

The exchange is done over defined interface files and protocol respectively error files. The process is controlled by the invoice agent. The invoice differentiated by single and group receipts (for company registrations with multiple participants of a group registration) and by payment type. There is a invoice mask for the payment type "invoice" and "debt process" (standard) and a invoice mask for the payment type with credit card (optional: „Mail order process“, „fax order process“, „Online“ and „manual process“).

3.2 Requirements

To be able to execute the invoice the event must be booked with all information that are needed in the finance accounting.

For the event:

- Accounting area (Event, further fields)
- Cost units (event, further fields)
- The debtor must be saved either in the invoice address or the contract address. (debtor data are displayed in the event further fields in the lower left hand corner). These are only available in the financial accounting interface!

For the booking positions:

The general ledger account must be entered in the master data – bookable positions. In the individual price lists the general ledger account can be defined separately. If a general ledger account is saved under “Prices”, then this has priority when booking before the bookable positions.

The cost centre is treated simultaneously to the general ledger account.

General ledger account and cost centre can be entered and / or changed manually in the invoice mask. The correction of the master data is still advised since the same error occurs again next time!

A valid VAT rate must be entered. The VAT rate cannot be changed in the booking, has to be correct in the price list.

Attention!

If the legal VAT changes yearly, a new price list for the new VAT rate must be created and the old price list copied with all services into the new price list with a new VAT rate. For services, that are entered after the deadline, the new price list has to be chosen. The price list can be changed in the event booking, if no positions have been invoiced yet.

3.3 The service positions

Services are normally booked so that they are ready for invoice without further editing. Only when deviations from the standard run are needed, manual changes are required.

3.3.1 Invoiceable positions

An invoice position can be every service position (room booking, service booking) that

- Are not marked as free
- Not blocked for invoice
- Entered with valid accounting data
- Have a price
- Have a valid VAT rate
- Are not cancelled

For the invoice of an event the not complete or blocked positions are not considered.

3.3.2 Cancel

Services are cancelled by clicking on the button „Cancel“.

Subordinate services are automatically cancelled or deleted. The corresponding error message appears.

If a service was invoiced and given the status Invoiced then this service cannot be deleted anymore but has to be cancelled. From this a credit note is generated.

When cancelling not invoice services, then the service is just deleted.

Events for which non cancelled stand reservations have been booked, cannot be cancelled.

3.3.3 Block invoice

Services can be blocked for invoice by ticking the correct check box in the invoice mask (button in further fields).

3.4 Invoice with payment type Invoice and ELV

Menu points Accounting / Invoice Participant registration / Payment by invoice

An invoice run treats the service positions of a congress event or a participant selection, that are to be summarized in the invoice.

The creating of credit notes happens in the same way as invoices are created. The invoice program must first find one or more cancelled records.

Credit notes can be created in an invoice run together with invoices. They get their own receipt number and receipt type G.

An invoice run is newly created and get an invoice run number.

With the invoice run number or the selection, an existing invoice run can be found.

The selection, which event is to be invoiced, happens over the event ID.

The positions of an invoice run must be checked before invoicing in which the completeness of the fields are verified.

Until the execution of a trail invoice, the invoice can be reset and the generated receipts are completely deleted.

If an invoice run does not have any receipts then this can be deleted too.

If an error is found, a check list is displayed that describes the type of error and makes the correction easier. The invoice run is blocked for invoicing.

- Debtor not available (only with interface)
- Cause: the contract address or respectively the invoice address is not a debtor address.
Solution: Create an address for the debtor under the address maintenance or initiate the creating of a debtor address at the corresponding place.
- Optional: active the check box „CPD account“ in the participant registration

- Accounting area or cost unit not available
- Cause: Accounting area or cost unit not entered in event booking. (Accounting area can be set as default in the user defaults)
- Solution: enter the accounting area and cost units in the further fields of the participant registration mask or use the user defaults. Please check also in the master data of the congress event!

- Cost centre or general ledger account not available
- Cause: cost centre or general ledger account are not entered in the service positions. Both information can be entered in the program points.
- Solution: in the participant registration further fields or total invoice further fields, enter the cost centre or general ledger account and possible in the master data.

- Accounting (cost unit, cost centre, general ledger account, accounting area, VAT rate) not in valid period.
- Cause: The chosen accounting is not valid for the booked period (event period or booking day).
- Solution: choose a valid accounting or enable the extension of the validity period in the master data through your responsibility in accounting.

After the fixing of the errors the check can be done anew. This process is to be done until no error can be found anymore and the status is set to "checked".

An invoice run can have multiple stati, that show the processing of the stand.

- V: Invoice in preparation

Meaning: The invoice was created and saved over the „green plus“. Invoice can begin.

Effects: position cannot be deleted, only modified.

- G: Invoice checked

Meaning: the participant registration of the congress event or participant selection was checked for plausibility and completeness. Positions gets the status "in progress".

Effects: editing the position is not possible anymore. By "Scrapping" the invoice run the status of all positions contained in the run are set to V, so they can be edited again.

- PF: Trail invoice

Meaning: A trail invoice was created (without receipt nr.)

Effect: no position can be modified or changed. (see status G). If contential errors are found, the receipt can be reset. The invoice run changes in the status "V" and the error can be corrected. If needed, the individual texts can be removed from the invoice run with "scrap receipt". The receipt text can still be changed in the status "PF".

- EF: Real invoice run

Meaning: the invoice was written as a real invoice, the booking rates are not booked in the financial accounting.

Effects: the service cannot be edited or cancelled in this state. The resetting of the invoice run is not possible after a real run. Without the usage of an optional accounting interface, this status is redundant and switches automatically to status "F".

- F: Invoice run completed

Meaning: the invoice was written, the booking records were given to the financial accounting and after successfully booking of the OP records they were without error.

Effects: positions are blocked for all changes. The positions can now be cancelled. The corresponding credit notes are created and credit note booking records are set to the financial accounting.

In dependency of the editing status of the invoice run, the service positions have one too.

- To invoice

Meaning: the position is invoiced in an invoice run where the order is considered. If this is not wanted the position must be blocked in the mask „Total invoice“.

Effects: position is invoiced but can be changed and deleted till then.

- Invoice blocked

Meaning: the position was blocked under „Invoice“ and is not considered in the invoice.

Effects: positions are not considered for invoice, until the block is deactivated.

- In progress

Meaning: the position was checked by a invoice run or used for a trail run and cannot be changed. (Status: G,PF or EF of the invoice run)

Effects: this status is active, until the trail invoice was reset (status is then „to invoice“) or the real run was written (status set to „invoiced“).

- invoiced

Meaning: the position was real invoiced (without accounting interface) or the transfer to the financial accounting was successful (with accounting interface).

Effects: the position cannot be changed anymore (was only cancelled!). In the mask Invoice the invoice runs are created with payment target the further editing is controlled. The content of the invoice run is defined by the choice of the invoiced services.

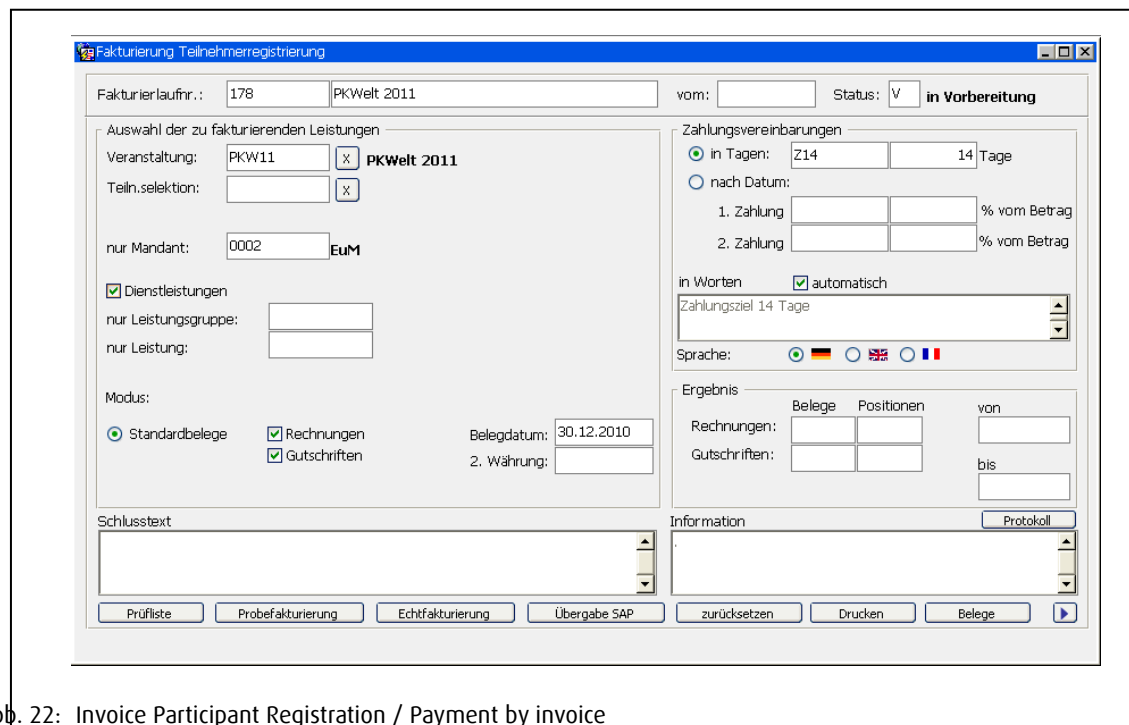


Abb. 22: Invoice Participant Registration / Payment by invoice

- Invoice run nr. is distributed by the system once newly created
- From date of the new creating of the invoice run
- Status: current status of the invoice run
- Event: ID of the congress event for invoice
- Participant selection: by choice a participant selection can be invoiced
- Only accounting area: limits to the accounting are that is to be invoiced.
- Service bookings: choice if the service booking is to be invoiced
- Only service groups: choice if only certain services of a group are to be invoiced
- Only service: entry if only certain services are supposed to be invoiced.
- Mode:
- Standard: standard accounting type
- Selection receipt types: choice whether invoices, credit notes or both are generated
- Receipt date: date that is printed on the receipts (can be modified)
- 2nd currency: for the parallel handling of two currencies you can enter whether the second currency is printed on the receipts.
- Payment agreement: sets the modalities for the payment period (are saved as keys).
- In days: ID of the payment period fixed in master data

or

- By date: the payment can be split by percent onto max two dates.
- 1st and 2nd payment date: the agreed upon payment date
- In words are the payment requirements, how they are printed on the invoice. With the automatic check box you can choose, whether the field can only be filled by the program or also manually.
- Result: here a statistic for the number and type of created receipts, number of positions as well as allocated receipt numbers
- Information for the single steps a protocol appears in the window

- Creating and editing information: name and date of the last creating/editing/reset
- Check lists button for the start of the check for plausibility and completeness
- Trail invoice button: start of the trail invoice
- Real invoice button: start of the real invoice
- Transferral financial accounting: to start the financial accounting transfer. This button only appears for the users that have access to the accounting interface.
- Reset button: to reset the trail invoice run
- Print button: starts the print of the receipt
- Receipt button: to open the receipt mask, in which the generated receipt can be edited further

3.4.1 Printing of invoices and credit note

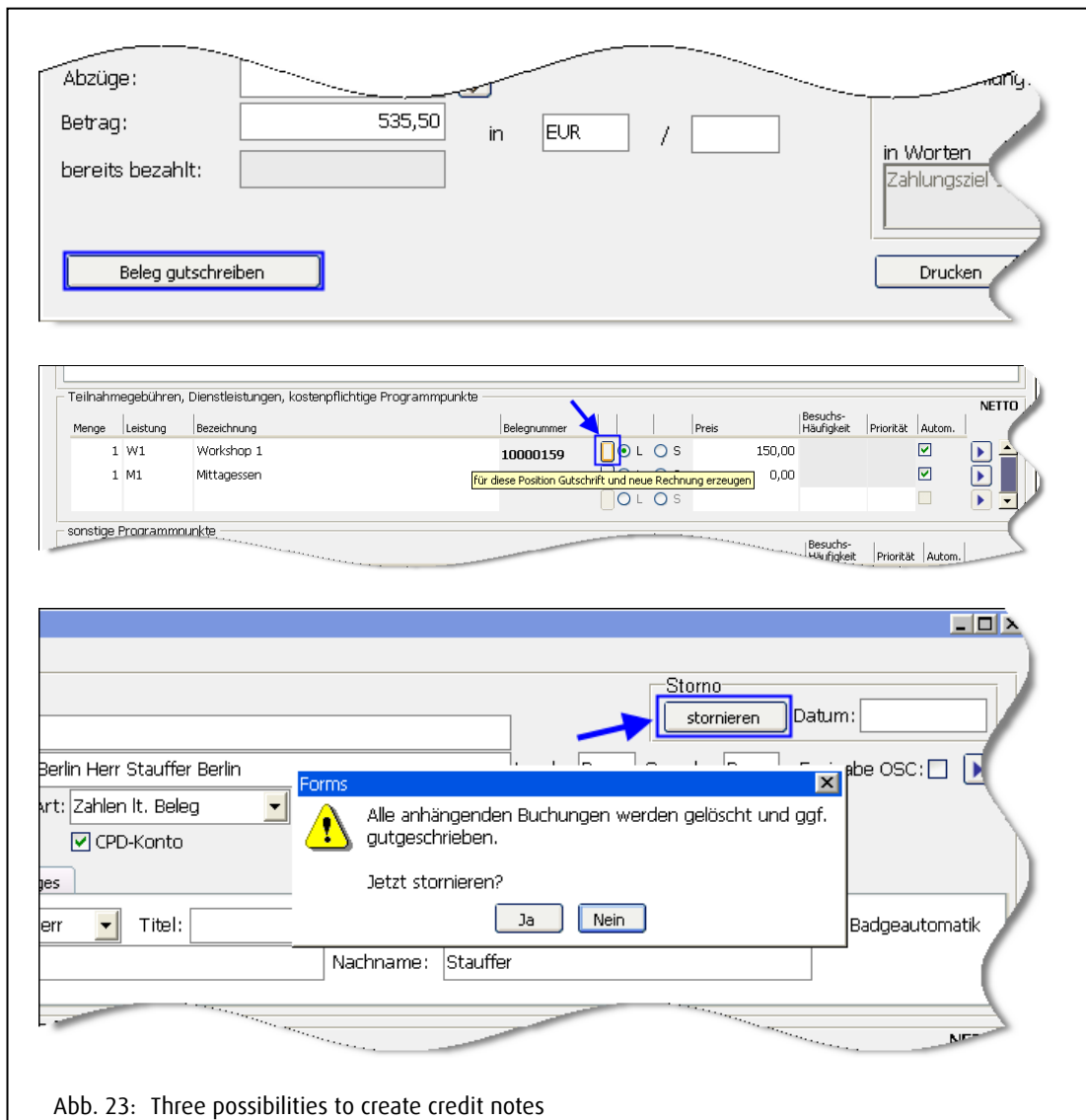
The printing of the invoice or respectively the credit note form is initialized by the print button.

A mask controls the print process although the choice of forms is limited and fixed to the current status. It is not possible to print a preview if the real invoice was already completed. The follow up print is only possible once the real print has been printed.

The printer can be chosen in the lower field, set is the standard printer of the user.

3.4.2 Create credit note

The creating of credit note happens just like an invoicing. The invoice program must find one or more cancelled records. By choice, the entire receipt with the button "Accredit receipt" or single positions with the corresponding button in the participant registration. When cancelling a participant registration a credit note is also created, as long as receipts are available.



Credit notes can be created together with invoices during an invoice run. However, they get their own receipt number and the receipt type G.

Credit notes can be edited and printed individually in the receipt header.

3.4.3 The mask for receipt editing

The receipt editing is a further fields mask, in which the receipt from the line mask can be edited in detail.

In the receipt editing mask you can still change fields until the creating of the real invoice. Fields that cannot be changed anymore due to the invoice status, are shaded grey.

The single positions of the receipt, are displayed by clicking on the button positions.

The print (depending on the status) is activated by the button Print.

Belegkopf

NETTO

Fakturierlauf: 178 **Probefakt.** Buch.datum: Echtdruck Wiederholdruck

Belegnummer: **RECHNUNG** Belegdatum: 30.12.2010

Veranstaltung: PKW11 PKWelt 2011 Zeitraum:

Registr. Nr.: 196 x Teilnehmer Kongressveranstaltung

Vertragspartner: 00000288 x infoteam GmbH Berlin Herrn Matthias Müller Geschäftsführung Königsberger Str. 14 12207 Berlin

Rech.empf.: 00000288 x infoteam GmbH Berlin Herrn Matthias Müller Geschäftsführung Königsberger Str. 14 12207 Berlin

Debitor: 780491 x CPD Inland

Belegtext: PKWelt 2006 Internationale Messe des Automobilhandels

Summe(netto): 150,00 1: 19,00 28,50 Mehrwertsteuer

Summe(brutto): 178,50 2:

Abzüge: 0,00

Betrag: 178,50 in EUR /

bereits bezahlt:

Zahlungsvereinbarungen

☒ in Tagen: Z14 14 Tage

☐ nach Datum:

1. Zahlung: % vom Betrag

2. Zahlung: % vom Betrag

☒ automatisch

in Worten

Zahlungsziel 14 Tage

Beleg verwerfen Drucken Positionen CPD

Abb. 24: Receipt editing

- Event: Event ID and description of event
- Registr. Nr.: the registration number of the participant. For group registrations of multiple participants, the company is displayed. If its one invoice, "Participant Congress event" is displayed.
- Receipt number: allocated by the system
- Real print: date of real invoice print
- Follow up print: date of last follow up
- Receipt date: date of receipt creation
- Contract partner: address ID of contract address
- Invoice recipient: Address ID of invoice address. Can still be changed in trail run
- Debitor: Nr. of the linked debtor
- Receipt text: free text that is printed in the header of invoice / credit note. Is saved with event name and contract number

- Sum (net): is the net total sum of receipt
- Sum (gross) is the gross total sum of receipt
- Deductions: show the payments transferred for the receipt accumulated. The payment transfers is set into the corresponding booking position by clicking the field „Payment done“. The sum of all marked positions is shown here.
- To pay: is the amount that has to be paid.
- Reset receipt button: this receipt is reset while all others stay active. Attention! This button is only available in the status „Trail invoice“.
- Payment agreement: defines payment target like in invoice. Can still change in trail run.
- In words: the payment agreement, is preset when they are automatically checked. Is not automatically checked, then the text can be manually changed.
- VAT valid: used VAT rates with corresponding sum
- Print: button for the opening of the receipt print mask
- Position view: the single positions of the receipt

Further fields button for the further fields mask.

In the mask Further fields there are:

- Accounting area: valid accounting area, under which the receipt is booked
- Cost unit: valid cost unit of receipt
- EU Revenue tax ID: definite key for revenue tax ID
- End text: free text that is printed at the end of the receipt

In the receipt editing, you can still make changes to the receipt header in the trail invoice.

- Invoice recipient
- Accounting area
- Cost unit
- Payment target and deductions

Additionally any header and end text can be entered, that is to be printed on the invoice.

With the button Position, the individual services for invoice can be controlled again.

With the button Print document is printed according to the current status (Trail, follow up or real invoice run or credit note).

In the mask button CPD the address information for the dunning address is displayed, as long as it is a CPD case.

3.4.4 Protocol file

For each invoice run and for each financial accounting transferal (accounting agent) a protocol file is conducted in that all errors and process with results are documented.

Protocol files are saved in the path for export files (is set in the user defaults by each user).

The file name for the invoice protocol file has the format fakt_logF.nnn (where nnn = invoice run nr.).

3.5 Invoicing with payment type credit card

Menu point Accounting / Invoice participant registration / Credit card usage for online ordering / Credit card manually (SaferPay)

In contrast to the payment via invoice is that for the credit card usage, money has already been transferred (for online banking) or is transferred into the invoice process. A dunning process is therefore not necessary here.

Requirements for the credit card invoice with **RUBIN** is a contract with B+S Cardservice. Please talk to your accounting division is needed. For the credit card invoice, two general types are available:

- „eCommerce“: The credit card transaction is done over a secure line with the B+S Server. The credit card data are not saved in **RUBIN** (to further process the invoice the so called CVC code is saved in **RUBIN**). From B+S a „OrderID“ is transferred for the transaction. This code is unique for each transfer and so that the „Open Post Balancing“ is done in SAP.
- „Mailorder“: The participant orders a service via email or fax and transfers like this his credit card data. These are entered from **RUBIN** into the internet over a secure connection and are thus not saved in the system. We also advise not to save the data electronically in any other system.

For both processes, one payment type per credit card is allowed, that can be changed in the order if needed. For instance if the client wants to pay with another credit card.

3.5.1 Credit card payment in **RUBIN** Online Service Center

Per shop in the internet the credit card invoice can be chosen. In special cases it makes sense from a certain time point on, to only allow payment with credit cards, since the sending of congress tickets will otherwise be too long (if no trouble counter is set, where the participants can pay on the congress day). The payment types are parameterized by infoteam. Please contact your **RUBIN** counselor.

Organisator

Ihre Bestellung:

Menge	Bezeichnung	Gesamtpreis (Netto)
Stauffer, Jochen		
1	Tageskarte Kongress regulär	655,00 EUR
Summe::		655,00 EUR
Summe (brutto):		779,45 EUR
		(inkl. 124,45 EUR 19.00% USt.)

Bitte wählen Sie Ihre gewünschte Zahlungsweise:

☒ Kreditkarte

☐ auf Rechnung

☐ Ich habe die Datenschutzhinweise gelesen.

[zurück zur Übersicht](#)

[weiter zu "Bestätigung"](#)

Master-/Eurocard ▼

Master-/Eurocard

VISA

Diners Club

Abb. 25: Choice of the credit cards in the **RUBIN** Online Service Center.

After choosing your services the participant comes to the payment page in the internet, where he first chooses his card. After that he gets to a page, where the credit card number, validity date and so called CVC coded (Card verification code) must be entered. After sending the data, they are encoded and sent over a secure line (https) to the B+S Server (SaferPay). If the data is valid then the registration page of the OSC opens. **RUBIN** gets the so called OrderID from SaferPay for this transaction instead of the credit card data used. The credit card data are not saved in **RUBIN**!

Attention!

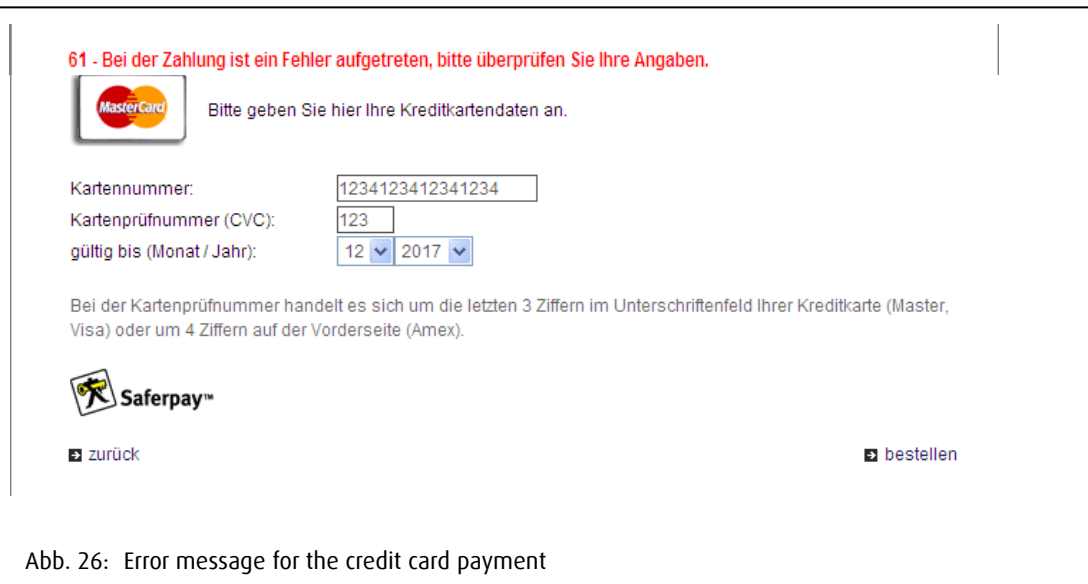
Per transaction, fees are due. The percentage depends on the contract. The fee rate of a transaction varies between 3-5%.

If the transaction is not successful, the error code is delivered by SaferPay. The exact error message is not given, to give possible frauds no detailed information. Normal error codes are:


02	Telephone authorization necessary
05	Denial authorization system (for instance CVC is wrong)
43	Card stolen

51	Card limit overstepped
61	Invalid card number
62	Card blocked
65	Authorisation denied by processor (e.g. IBAN blocked, CVC wrong, amount not covered)

After an error message the participant has the opportunity to enter his credit card data anew (e.g. made a typing mistake) or the link back can be selected to choose a different data type.



61 - Bei der Zahlung ist ein Fehler aufgetreten, bitte überprüfen Sie Ihre Angaben.


 Bitte geben Sie hier Ihre Kreditkartendaten an.

Kartennummer:

Kartenprüfnummer (CVC):

gültig bis (Monat / Jahr):

Bei der Kartenprüfnummer handelt es sich um die letzten 3 Ziffern im Unterschriftenfeld Ihrer Kreditkarte (Master, Visa) oder um 4 Ziffern auf der Vorderseite (Amex).

 Saferpay™

[zurück](#) [bestellen](#)

Abb. 26: Error message for the credit card payment

3.5.2 Transferral and invoicing in **RUBIN**

In **RUBIN** the OSC order editing of the address or address records (for group registrations) come from OSC. The addresses have to be created or updated first of all in **RUBIN**. If this happens, you can link directly into the participant registration „to order“. Then by clicking on the Globe, the booked services are transferred into the order. If the payment by credit card is successful, then the “logical order brackets” are valid. It prevents that the order is changed in **RUBIN** when it has already been paid for in the **Online Service Center**. A change is only possible after the invoicing.

Abb. 27: Order brackets in the participant registration (Credit card)

The invoicing of credit card payments from the RUBIN OSC is done over the menu point Accounting / Invoice Participant Registration / Credit card for online orders. There a new invoice run must be created for which the base either the event or the participant selection is taken.

Attention!

A certain service group cannot be chosen, RUBIN checks, if the receipt sum with the payment amount corresponds to the one from the internet. If this is not the case, the invoicing is cancelled.

A payment target cannot be chosen for the invoice run, since the amount has already been booked. On the receipt is says "Amount was booked over credit card" where it normally says the payment target.

After the trail invoice the button „Legit. Requirements (Legitimite requirements)" is available. This corresponds to „Real invoice" in invoice cases, after this no changes are possible. If this is clicked, you link into the "Real invoice". After transferal to SAP the receipt is printed.

The screenshot displays the RUBIN software interface for creating a receipt. The main window is titled 'Belegkopf' and contains several input fields. The 'Fakturierlauf' field is set to 46432, and the 'Belegnummer' is 92361447. The 'Belegdatum' is 03.01.2011. Below these, there are fields for 'Regist. Nr.' (145944) and 'Vertragspartner' (JOCHEN). The 'Rechnungsbetrag' is 145944. The 'Kreditkarten-Referenznr.' field is highlighted with a blue arrow and contains the value 09000934. The 'Status SAP' field is set to OHNE. The 'Beleg gutgeschrieben' checkbox is checked. The 'Belegdatum ändern' button is visible at the bottom left. The 'Log' and 'Transaktionen' buttons are at the bottom right.

Abb. 28: Credit card reference in the receipt

With the service portal of B+S the account balances can be viewed or the open post balance in SAP can be done. To allocated the corresponding amount, the list „Credit card invoice“ is available in **RUBIN**, that contains the receipt number as well as the OrderID.

3.5.3 Credit note cases

After the invoice you can have different credit note types. You can differentiate between two cases:

- Wiht transaction
- Without transaction

Cases „with transaction“ are accredited in SaferPay and booked anew. This means that transaction fees are due here. These cases should only be done if something changes in the receipt.

Cases „without transaction“ are only given to SAP without triggering the SaferPay transaction. This can be useful when the invoice address is wrong.

3a Services are changed

In any case the entire receipt has to be accredited. This happens over the button „Accredit receipt“ in the receipt. After this the services are changed in the order, cancelled or booked anew. The so called “Logical order brackets” is resolved with the creating of receipts and credit notes.

For the invoice the credit note has to be created first. Both receipts together cannot be invoiced, since different OrderIDs are available. After the trail invoice changes the button changes from Real invoice to Verify. This is necessary since you still have to decide whether you invoice with or without transaction-

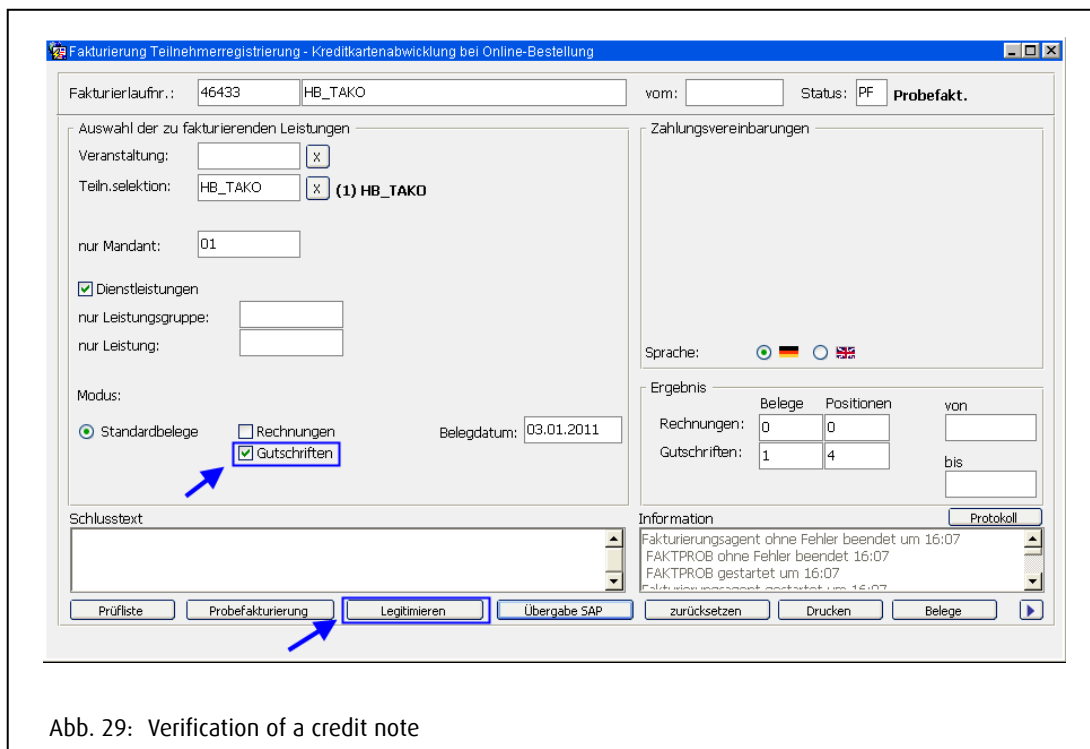
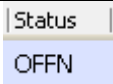

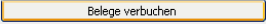


Abb. 29: Verification of a credit note

If you click on “verify” a new mask is opened. There the receipt is viewed and offers three possibilities:

Action	Description	Transaction
	Change status field with F9 button: By choice of status „OK“ the verification is complete. A transaction is not done.	No
	Globe: the available OrderID is used to complete a transaction. With SaferPay the taken amount is balanced with a counter booking. If no	Yes

	OrderID is available, the payment type must be changed into "Mail order – process". Then a browser window is opened where the new credit card info can be entered.	
	Button: corresponds to the globe for all receipt with status „OFFN“. With the corresponding counter booking the receipt are transferred in SaferPay. In case multiple credit notes are available, with one click all credit notes are edited while the globe edits them individually.	Yes

In the case „monetary changes“ of the order the verification is completed by clicking on the globe or „Book receipts“. The status changes to „OK“ and in the further fields the legitimization is entered.

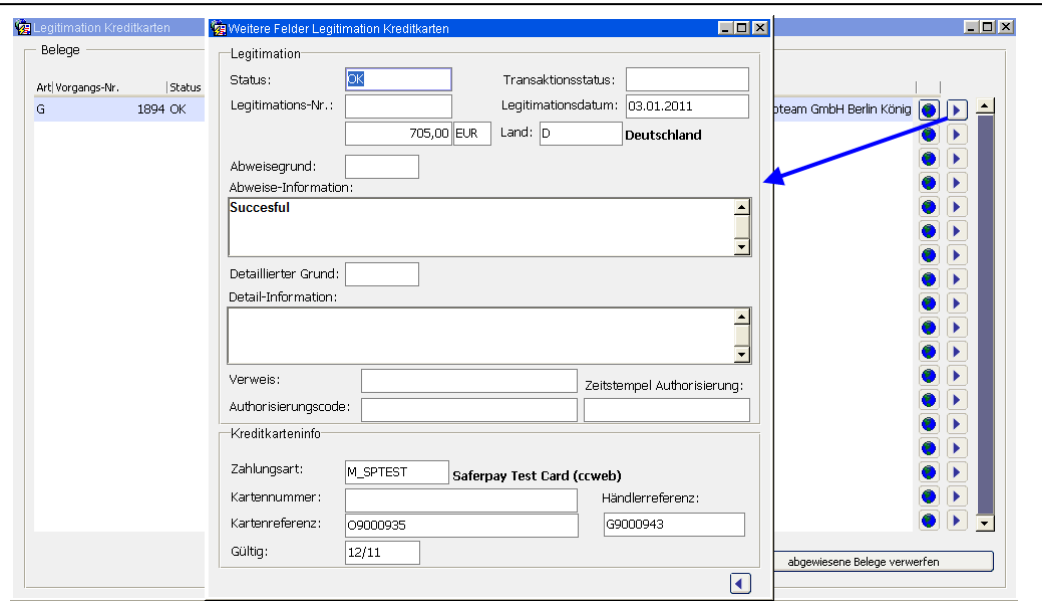


Abb. 30: Legitimation data for the credit note

After this the mask is closed and the invoice run given to SAP.

The next step is to change the services in the order. After this a new invoice run for the invoice run can be done for the invoice. Its done like the credit note. The verification is done with the button „Book receipts“ in the available transaction data. In the end we have three transactions in SaferPay.

Journal

Spalten Konto wählen Druckausgabe

	Datum	Buchungsart	Betrag	Verarbeiter	Referenznummer	Konto	Transaktion
<input type="checkbox"/>	11.06.2009 10:58	Buchung	EUR 225.00	Saferpay Test Card	R1011156		
<input type="checkbox"/>	11.06.2009 10:53	Gutschrift	EUR -450.00	Saferpay Test Card	G1011158		
<input type="checkbox"/>	11.06.2009 10:50	Buchung	EUR 450.00	Saferpay Test Card	O1011151		
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Abb. 31: Transaction with SaferPay

saferpay.com Suche Sitemap english français

Startseite Online Support

Zahlungen

Journal
Suche
Reservierungen älter 75 Tage
Verworfenne Reservationen
Export
Tagesabschluss
Reservation
Buchung
Buchung tel. autorisiert
Gutschrift

Webshop
Einstellungen
Alle Angebote
Neue Angebote

Administration
Einstellungen
Konten

My Saferpay
My Saferpay

Journal Detail

[weitere Details](#) [Journal](#) [Druckausgabe](#)

Buchung Saferpay eCommerce 225.00 EUR
Der angezeigte Betrag wurde auf Ihr Saferpay-Konto gebucht.

Zahlungsdetails

Referenznummer	R101
Konto	Saferpay eCommerce 99967 01013159
Kartenummer	xxxx xxxx xxxx 0004
Verfalldatum MM/JJ	12/09
Haftungsumkehr	Nein
Transaktionskennung	10-5121155W-110000000000

Autorisation

Autorisationsdatum	11.06.2009 10:58:24
Ursprünglich autorisierter Betrag	EUR 225.00

Buchungsdaten

Buchungsdatum	11.06.2009 10:58:25
---------------	---------------------

Verarbeitungsdaten

Verarbeiter	Saferpay Test Card
-------------	--------------------

Stornierung

Diese Transaktion wurde noch nicht zur Weiterverarbeitung freigegeben und kann deshalb storniert werden.

[Jetzt stornieren](#)

Neue Zahlung

Eine neue Bezahlung aus der bestehenden Buchung durchführen.

[Gutschrift](#) [ausführen](#)

SIX CARD SOLUTIONS © 2009 SIX Card Solutions. Alle Rechte vorbehalten. Saferpay ist ein Markenname der SIX Group.

Abb. 32: Detailed view with SaferPay

3B Invoice address is wrong

In case that only the invoice address is to be changed, but the amount stays the same, then the SaferPay transaction can be neglected. In this case a credit note is created and the invoice address is changed. In the verification mask the Status is changed from "OFFN" to "OK" with the F9 button. In this

case no transaction is done and no fees apply. After this the mask is closed and the invoice run given to SAP. With the new invoice the same process is done, the status is set to „OK“ and given to SAP. In SaferPay the transaction from the internet stays, just the invoice recipient of the transaction number changes.

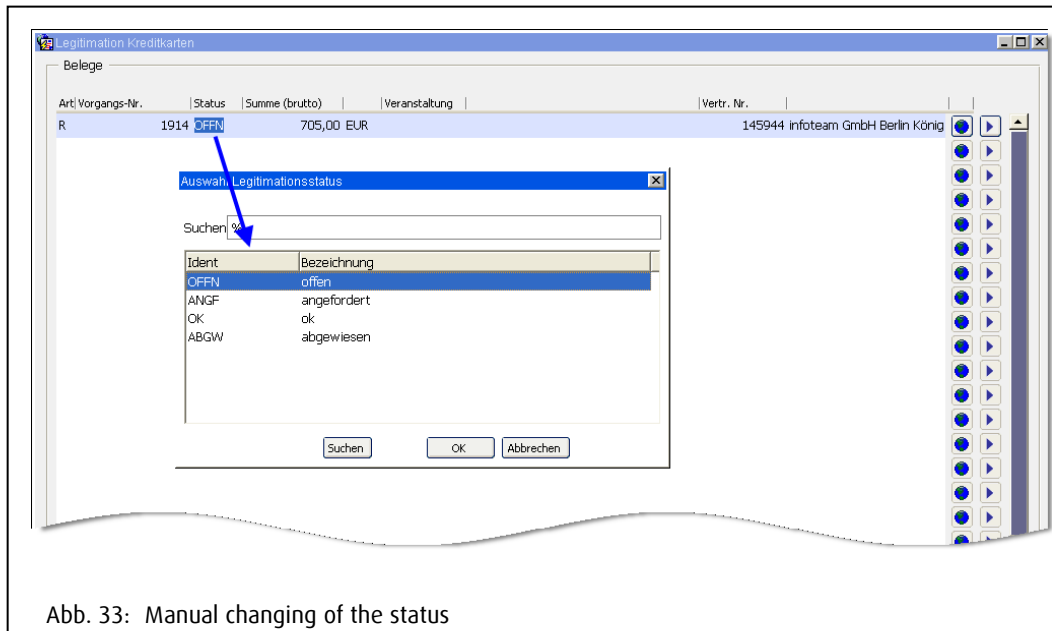


Abb. 33: Manual changing of the status

With the list „Credit card invoice“ you can see, which receipt number is connected with which OrderID (in this case multiple). Like this the open post balance can be transferred into the SAP. By choice this can also be done over a file.

Seite: 1

Datum: 03.01.2011 16:17

Zahlungsliste Kreditkartenfaktura (01.01.2010-31.12.2011)

Belegdatum	Order Id	Belegnr.	OP	Brutto	SAP-Status	Zahlungsart	Kartenart	Status	Ergebnis	Zahlungsbetrag	Währung
10.02.2010	O1252980	INL R 01 90	25,00	AUX	SP Test(coweb)	Saferpay Test Card	OKC	Successful	25,00	EUR	
31.03.2010	O1253102	INL R 01 90	120,00	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	120,00	EUR	
31.03.2010	O1253106	INL R 01 90	120,00	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	120,00	EUR	
18.06.2010	R9000392	INL R 01 90	300,00	A	VISA (manuell)	Saferpay Test Card	OKC	Successful	300,00	EUR	
06.07.2010	G9000440	INL G 01 80	27,50	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	27,50	EUR	
06.07.2010	O9000438	INL R 01 90	27,50	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	27,50	EUR	
26.08.2010	O9000482	INL R 01 90	27,50	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	27,50	EUR	
15.11.2010	R9000812	AUS R 01 90	998,75	A	SP TEST(man.)	Saferpay Test Card	OKC	Successful	998,75	EUR	
24.11.2010	R9000828	INL R 12	147,56	A	SP TEST(man.)	Saferpay Test Card	OKC	Successful	147,56	EUR	
30.11.2010	R9000839	INL R 12	184,45	A	SP TEST(man.)	Saferpay Test Card	OKC	Successful	184,45	EUR	
21.12.2010	R9000872	INL R 01 90	20,33	A	SP TEST(man.)	Saferpay Test Card	OKC	Successful	20,33	EUR	
03.01.2011	G9000943	INL G 01 80	705,00	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	705,00	EUR	
03.01.2011	O9000934	INL R 01 90	705,00	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	705,00	EUR	
03.01.2011	R9000937	INL R 01	705,00	A	SP Test(coweb)	Saferpay Test Card	OKC	Successful	705,00	EUR	
Summen:			4.113,59						3.408,59	EUR	

Legenden: SAP-Status: A Neuanlage

Status: OK
OKC Registrierung erfolgreich
Capture erfolgreich

Abb. 34: List „Credit card invoice“

Abb. 34: List „Credit card invoice“

3C Reorder or change with a different credit card

If a client wants to make a reorder or change from a different credit card, then he has to transfer his new credit card data either by email, fax or phone. In this case the so called mail order process is implemented, which allows an additional payment type in **RUBIN**. For this the payment type has to be change in the order. In the field "payment type" in the participant registration option manual is available for every credit card as a payment type. After the change of the payment type, new services can be booked to the already existing ones. If an existing services is be changed, then the original receipt has to be completely accredited.

Abb. 35: Choice of a payment type of the „manual“ credit card invoice

After that the credit note must be invoiced like under 3B (with transaction!). The new invoice with the menu point Accounting / Invoice Participant Registration / Credit card transaction manual (SaferPay) and wants the entry of the new credit card data in the Verification Credit card mask. For this the globe must be clicked. **RUBIN** recognizes that the process is changed and opens the browser window as well as a message. In the message it says that after the entry of the new credit card data the message must be confirmed with OK.

Attention!

Please confirm the message only, once you have entered the new credit card data in the internet. In case the entry is faulty or not successful, the message can be ended with „Cancel“ and the try can be repeated with clicking on the globe.

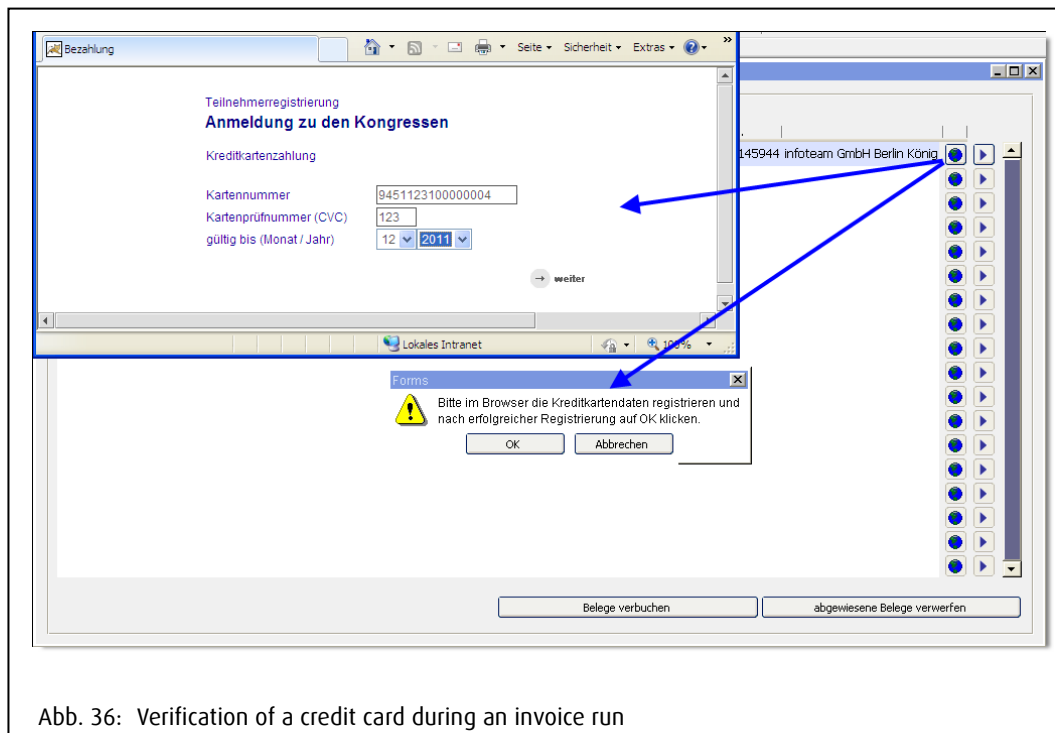


Abb. 36: Verification of a credit card during an invoice run

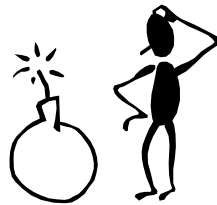
In the browser window all credit card data, that the client has given are entered. After click on „continue“ a success message pops up and hints that the browser is to be closed or a SaferPay error (see Point 1). After closing the browser window the message has to be confirmed in **RUBIN**. The status of the receipt changes from „OFFN“ to „OK“.

If the participant orders via „Mailorder“ then a participant registration can be created manually with the corresponding payment type.

For credit note cases in the mail order process, the same premise are valid as for the eCommerce process.

For further questions

For further questions please feel free to contact us over our Hotline. In case of error messages or technical problems please send as a screen shot by mail and of the java console. Press the key combination STRG+SHIFT+H.



Tel.: 030 / 77 30 31 31 or 0700 / infoteam

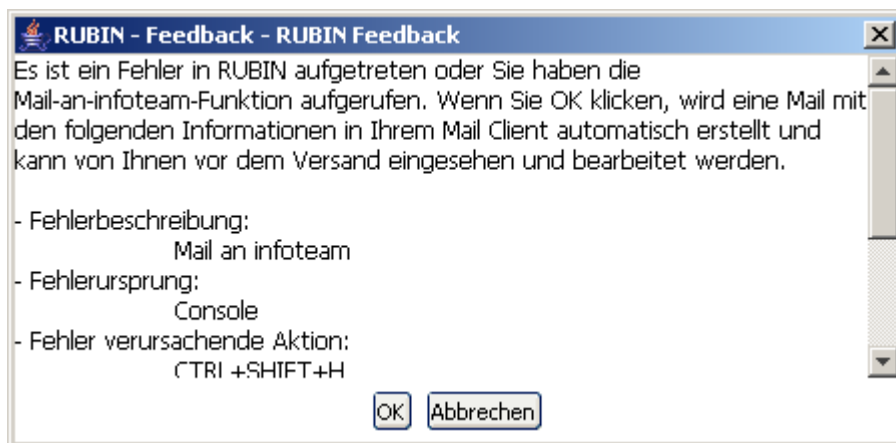


Abb. 37: After clicking the key combination, this dialog window is opened. After clicking "OK" an email is sent to the Hotline.

hotline@infoteam-berlin.de