



MEMNET Mail Merge Fields

Nesting Summary

The data available in your mail merge template depends on where in MEMNET the template will be used.

Account Document Generator

Member Distribution – Invoice Search

Person
 TransactionHeaderSummary
 TransactionHeader
 TransactionDetail
 TransactionPayment

Note: For invoice searches, Invoices will be grouped by *InvoiceGroup* into separate TransactionHeaderSummaries. You can access the totals of the summaries in the person table (see items marked with ***). In most cases InvoiceGroup is not used and all invoices will be grouped into one summary.

Member Distribution – Payment Search (also used for Receipts)

Person
 PaymentHeaderSummary
 PaymentHeader
 TransactionPayment
 TransactionHeader
 TransactionDetail

Internal Report – Invoice Search

TransactionHeaderSummary
 TransactionHeader
 TransactionDetail
 TransactionPayment

Internal Report – Payment Search

PaymentHeaderSummary
 PaymentHeader

Mail Generation (also used for Membership Certificates)

Person

Invoice Generation and Regeneration

Person
 TransactionHeaderSummary
 TransactionHeader
 TransactionDetail
 TransactionPayment

Events (event certificates)

Attendee

Details of the data sets

Person

This data set is available in the Mail Generation, Account Document Generator (Member Distribution), Invoice Generation and Membership Certificates:

<<TableStart:Person>>
AccountReference
ABN
AltGroupName (<i>alias TradingName</i>)
BpayReference
BranchCode
BranchName
BusinessPhoneNumber
Company
DateOfBirth
DirectDebitAmount
DirectDebitEnabled
DirectDebitFrequency
DirectDebitMessage
DirectDebitNextProcessDate
Email
FaxNumber
FirstName
FullName
Gender
GroupName
HomePhoneNumber
HonoraryPositionTitle
JobTitle
LastName
LegalEntity
Login
MemberCode
MembershipName
MemberSince
MemberType
MiddleName
MobilePhoneNumber
OrganisationName*
OutstandingBalance
PostalAddress1
PostalAddress2
PostalAddress3
PostalBarcodeNumber
PostalCity
PostalCountry
PostalPostcode
Continued on next page.....

PostalState
Role
Salutation
StreetAddress1
StreetAddress2
StreetAddress3
StreetBarcodeNumber
StreetCity
StreetCountry
StreetPostcode
StreetState
SubscriptionAmount**
SubscriptionFrequency**
SubscriptionName**
SubscriptionStartDate**
SubscriptionSubscribedUntil**
SubscriptionTax**
SubscriptionTotalAmount**
SummaryAmountOwing***
SummaryTotalItemAmount***
SummaryTotalTax***
SummaryTotalIncGst***
TaxableStatus
Title
Website
<<TableEnd:Person>>

* Only available if organisation search made during mail merge process

** Only available if subscription search made during mail merge process or when generating membership certificates

*** Only available if merging transaction header

Custom Field Data

Member Custom Field data and Person Custom Field data is also available. The merge field name is mcf:<LabelName> and pcf:<LabelName> respectively, where <LabelName> is the label given to the custom field within the MEMNET system configuration.

Other Data sets available as part of Person

TransactionHeaderSummary – not always available, see note below.

PaymentHeaderSummary – not always available, see note below.

The Other Data sets available as part of Person are available when generating invoices (**TransactionHeaderSummary**) or using the Account Document Generator and generating a *Member Distribution* report. In this case these reports are Member based and are generated using the main person as the starting point. If an *Invoice* search is done then **TransactionHeaderSummary** data is available. If a *Payment* search is done then **PaymentHeaderSummary** data is available.

TransactionHeaderSummary

This data set is available in Account Document Generator – Invoice search. If a *Member Distribution* with *Invoice* search is used this data set is available within **Person** data. If an *Internal Report* with *Invoice* search is used then this is the first data set. This data is also available in *invoice generation* within **Person** data

<<TableStart:TransactionHeaderSummary>>
AmountOwing
EarliestDueDate
TotalAmountIncGST
TotalDiscountAmount
TotalItemAmount
TotalPaidAmount
TotalTax
TransactionGroup
<<TableEnd:TransactionHeaderSummary>>

* Totals are the sum of all invoices returned for the search or person, depending on the situation described above. There may be multiple invoices.

Other Data sets available as part of TransactionHeaderSummary

TransactionHeader

TransactionHeader

This data set is available in Invoice Generation and Account Document Generator – Invoice searches where it is available within **TransactionHeaderSummary** data. In the Account Document Generator, Member Distribution – Payment Search this data is available within **TransactionPayment** data.

<<TableStart:TransactionHeader>>
AmountOwing
DescriptionSummary
DocumentCode
DueDate
ExternalReference
InvoiceNumber
MemberType
OutstandingBalance
PaidAmount
RaisedDate
Total
TotalAmount
TotalItemCount
TotalTax
TotalDiscountAmount
TransactionGroup
TransactionType
<<TableEnd:TransactionHeader>>

* Totals are the sum of all line items (details) on a single invoice. There may be multiple line items.

Other Data sets available as part of TransactionHeader

TransactionDetail

TransactionPayment – Except for Account Document Generator, Member Distribution – Payment Search.

TransactionDetail

This data set is always available within **TransactionHeader** data and represents individual invoice line items.

<<TableStart:TransactionDetail>>
AccountCode
AccountCodeDescription
Description
DiscountAmount
LineId
Quantity
SubscribedUntil
Total
UnitAmount
UnitTax
DiscountAmount
ServiceStartDate
ServiceEndDate
<<TableEnd:TransactionDetail>>

TransactionPayment

This data set is available within **TransactionHeader** data. It is also available within **PaymentHeader** data in Account Document Generator – Payment Search (see below).

<<TableStart:TransactionPayment>>
AccountCode
Amount
Bank
BSB
CardExpiry
CardNumber
CardType
CCV
ChequeNumber
Description
Dishonour
Drawer
MemberCode
MembershipName
NameOnCard
PaymentCode
PaymentDate
PaymentReason
ReceiptNumber
<<TableEnd:TransactionPayment>>

This will display masked credit card number and ccv information.

Other Data sets available as part of TransactionPayment
TransactionHeader – When accessed from *PaymentHeader*.

PaymentHeaderSummary

This data set is available in Account Document Generator – Payment searches. If a *Member Distribution* report with *Payment* search is used this data set is available within **Person** data. If an *Internal Report* with *Payment* search is used then this is the main (first) data set.

<<TableStart:PaymentHeaderSummary>>
TotalAllocationItemsCount
TotalAmount
TotalAmountByAllocation
TotalAmountByBankTransfer
TotalAmountByCash
TotalAmountByCheque
TotalAmountByCreditCard
TotalAmountByOther
TotalBankTransferItemsCount
TotalCashItemsCount
TotalChequeItemsCount
TotalCreditCardItemsCount
TotalItemCount
TotalOtherItemsCount
<<TableEnd:PaymentHeaderSummary>>

* Totals are the sum of all payments returned for the search or person, depending on the situation described above. There may be multiple payments.

Other Data sets available as part of PaymentHeaderSummary

PaymentHeader

PaymentHeader

This data set is always available within **PaymentHeaderSummary** data.

<<TableStart:PaymentHeader>>
AccountCode
Amount
Bank
BSB
CardExpiry
CardNumber
CardType
CCV
ChequeNumber
Description
Dishonour
Drawer
MemberCode
MembershipName
NameOnCard
PaymentCode
PaymentReason
PaymentDate
ReceiptNumber
<<TableEnd:PaymentHeader>>

This will display masked credit card number and ccv information.

Other Data sets available as part of PaymentHeader

Transaction Payment When access in Account Document Generator Member Distribution – Payment Search.

Attendee

This data set is available in the Events module for event certificate generation.

<<TableStart:Attendee>>
Attended
ContactPersonEmail
Company
DateCompleted
Email
EventName
EventRegistrationName
ExpiryDate
FirstName
FullName
JobTitle
LastName
MemberCode
MembershipName
Passed
Points
PostalAddress1
PostalAddress2
PostalAddress3
PostalCity
PostalCountry
PostalPostcode
PostalState
ReferenceNumber
ResultDescription
ResultType
SitTogether
StreetAddress1
StreetAddress2
StreetAddress3
StreetCity
StreetCountry
StreetPostcode
StreetState
Title
<<TableEnd:Attendee>>

Attendee Custom Field Data

Attendee Custom Field data is also available. The merge field name is cf:<LabelName>, where <LabelName> is the label given to the custom field within the MEMNET system configuration.

e.g cf:DietaryRequirements