




NRDS Financial Records



- In NRDS, the Financial record is used to store member's dues payment information. Although not required by NAR, POEs can add Financial records for a member to indicate their national, state, local dues payments as well as RPAC payments
- This detail can then be viewed, in NRDS, by the POEs before they transfer a member into their association or flag an existing member as their secondary member

Through your GrowthZone integration you will be able to sync Financial Records to NRDS, saving time and ensuring that records in NRDS are always up to date

NRDS	
Enable Sync - One-Way to Financial <input checked="" type="checkbox"/>	One-Way to Financial Go Live (Tenant's local time) 8/3/2020 1:00 PM 
Enable Sync - GrowthZone to NRDS <input checked="" type="checkbox"/>	GrowthZone to NRDS Go Live (Tenant's local time) 8/3/2020 1:00 PM 
Enable Sync - NRDS to GrowthZone <input checked="" type="checkbox"/>	NRDS to GrowthZone Go Live (Tenant's local time) 10/7/2020 6:00 AM 

- NAR itself does not require this record nor is it used by NAR, however, some states require that their local POEs update financial records in NRDS, but many do not.
- If your state requires the records, you can easily ensure that records are updated via GrowthZone.

GrowthZone will enable the Financial Record sync for you

IMPORTANT: During on-boarding you will be asked if you wish to send financial records. If you have been syncing these records in some fashion (perhaps via file) in the past, the sync should be enabled, as we do not currently have the ability to retrieve the financial records if the initial setup has not been completed

Financial Record Setup

GrowthZone relies on the mapping of Goods & Services to specific “Payment Types”. In order to get the payment type to be included in the sync, we need to be able to identify what purchase items should be mapped to a particular purchase type

NRDS Financial Mapping

In the below section, identify which Saleable items should be mapped over to the appropriate NRDS Payment types. This information is used to create Financial Records within NRDS when payments are sent in for those Saleable items.

Financial Mapping

Saleable Item	NRDS Payment Type
National Dues	NATL
State Dues	STAT
RPAC	RPAC
Local Association Dues	LOCL

12 ?

The Goods & Services mapped are those that reflect the Financial Records that you wish (or are required) to send to NRDS. If you are not certain what information is to be sent, refer to your state bylaws

NOTE: NAR Ecommerce is NOT required to send over financial records

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In the below section, identify which Saleable items should be mapped over to the appropriate NRDS Payment types. This information is used to create Financial Records within NRDS when payments are sent in for those Saleable items.

Financial Mapping

Saleable Item	NRDS Payment Type
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State Dues	STAT
RPAC	RPAC
Local Association Dues	LOCL

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The NRDS Standard Payment Types:

- NATL: NAR dues
- IMAG: NAR's Ad Campaign assessment
- STAT: State dues
- LOCL: local dues
- RPAC: RPAC
- LATE: Late Fee

If you are in a state where the state association requires you add the Financial records into NRDS, such as California, you should check with your state for the full list of acceptable Payment Types

Business Rules


- National dues can only be sent once a year (associations are not supposed to allow them to be paid monthly and NRDS will not accept monthly reported National dues payments), on the date they are paid. Other dues, such as state and local, can be sent monthly, quarterly, or yearly, on the date they are paid
- GrowthZone will track if dues are paid late, and report to NRDS accordingly
- You cannot change or delete an existing Financial record. Similar to an accounting general ledger entry, once it is posted you cannot delete it

- NRDS will not accept a Financial record for an **inactive** member. The member's status must be A, P or S in NRDS
- NRDS will also check that the Office ID is an active office in NRDS and that the member is a member of the association in the Primary Association ID field
- A Billing Year is sent with the records. If an association bills their members for the upcoming year's dues in advance, the Billing Year that is sent, uses the Invoice Date or Activation Date, which ever is later, to determine the Billing Year

Business Rules

- With the proper setup, and the sync enabled, with no further interaction on your part when a payment is received for one of the mapped items, the record will be sent to NRDS within 10 minutes

Activity		
6/4/2020	Integration Sync	Member information published to NRDS.
6/4/2020	Integration Sync	Payment information was published to NRDS.
6/4/2020	Integration Sync	Payment information was published to NRDS.



NRDS Errors and validation warnings are visible on a member's Activity tab, and in the Event Log. WIKI: [Review NRDS Event Log](#)

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Log Details

Failed to Synchronize the Member Financial.Code=3765 Text=Sender716007655 s not the POE for Member 161606390

Close

Questions?