



# Non-Member Payments

2016 - Fall Edition

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# Overview

The Office system allows the user to enter non-member payments if applicable. This feature can only be utilized for Cash Receipt Payments (including checks); no other form of payment can be entered as a non-member payment.

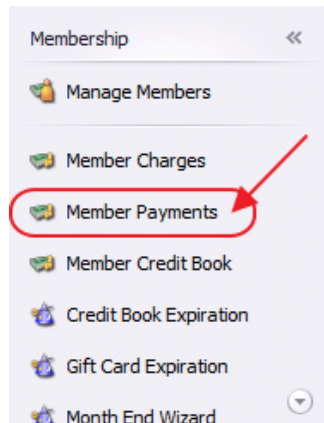
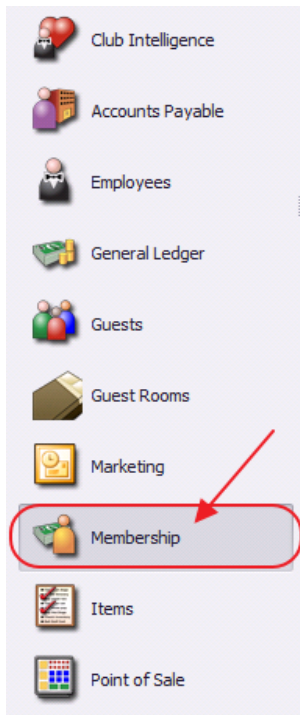
## Use Case(s)

- Club receives a refund or rebate check from a Vendor.
- Non-Member or Member donates to the club or a special project sponsored by the club. (In Member case, assuming Member donated \$1,000 check to a special project, the check can be applied without having to attach it as a normal payment to the Member's account).

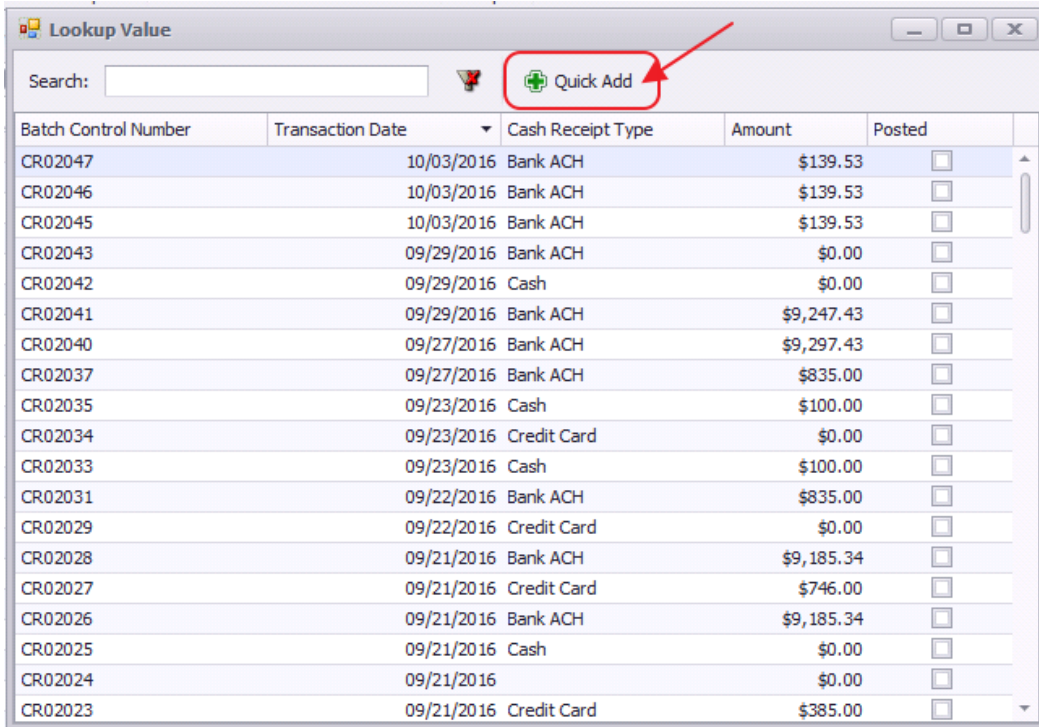
# Accessing the Tool

To enter a **Non-Member Payment**,

- 1) Select **Membership** from the user menu, and then choose **Member Payments**.

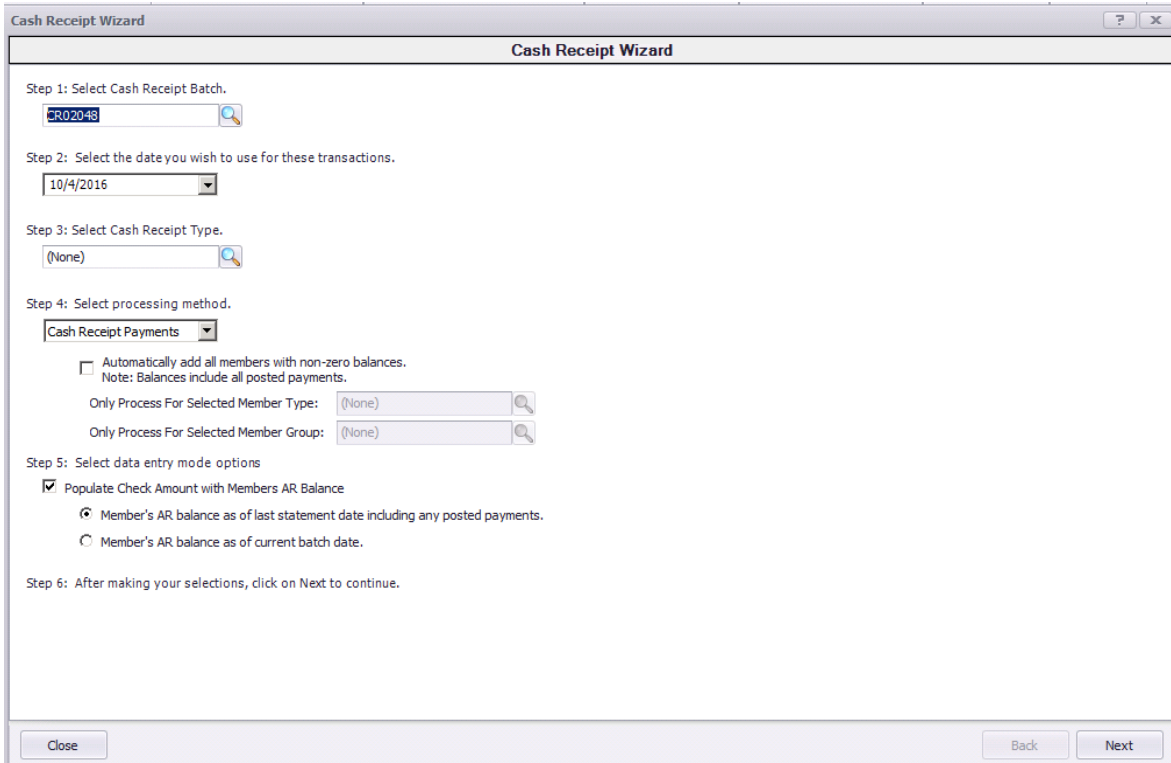


2) Select, **Quick Add**.




Batch Control Number	Transaction Date	Cash Receipt Type	Amount	Posted
CR02047	10/03/2016	Bank ACH	\$139.53	<input type="checkbox"/>
CR02046	10/03/2016	Bank ACH	\$139.53	<input type="checkbox"/>
CR02045	10/03/2016	Bank ACH	\$139.53	<input type="checkbox"/>
CR02043	09/29/2016	Bank ACH	\$0.00	<input type="checkbox"/>
CR02042	09/29/2016	Cash	\$0.00	<input type="checkbox"/>
CR02041	09/29/2016	Bank ACH	\$9,247.43	<input type="checkbox"/>
CR02040	09/27/2016	Bank ACH	\$9,297.43	<input type="checkbox"/>
CR02037	09/27/2016	Bank ACH	\$835.00	<input type="checkbox"/>
CR02035	09/23/2016	Cash	\$100.00	<input type="checkbox"/>
CR02034	09/23/2016	Credit Card	\$0.00	<input type="checkbox"/>
CR02033	09/23/2016	Cash	\$100.00	<input type="checkbox"/>
CR02031	09/22/2016	Bank ACH	\$835.00	<input type="checkbox"/>
CR02029	09/22/2016	Credit Card	\$0.00	<input type="checkbox"/>
CR02028	09/21/2016	Bank ACH	\$9,185.34	<input type="checkbox"/>
CR02027	09/21/2016	Credit Card	\$746.00	<input type="checkbox"/>
CR02026	09/21/2016	Bank ACH	\$9,185.34	<input type="checkbox"/>
CR02025	09/21/2016	Cash	\$0.00	<input type="checkbox"/>
CR02024	09/21/2016		\$0.00	<input type="checkbox"/>
CR02023	09/21/2016	Credit Card	\$385.00	<input type="checkbox"/>


3) The **Cash Receipt Wizard** will launch.



**Cash Receipt Wizard**


Step 1: Select Cash Receipt Batch.  
 


Step 2: Select the date you wish to use for these transactions.

Step 3: Select Cash Receipt Type.  
 

Step 4: Select processing method.

Automatically add all members with non-zero balances.  
Note: Balances include all posted payments.

Only Process For Selected Member Type:  

Only Process For Selected Member Group:  

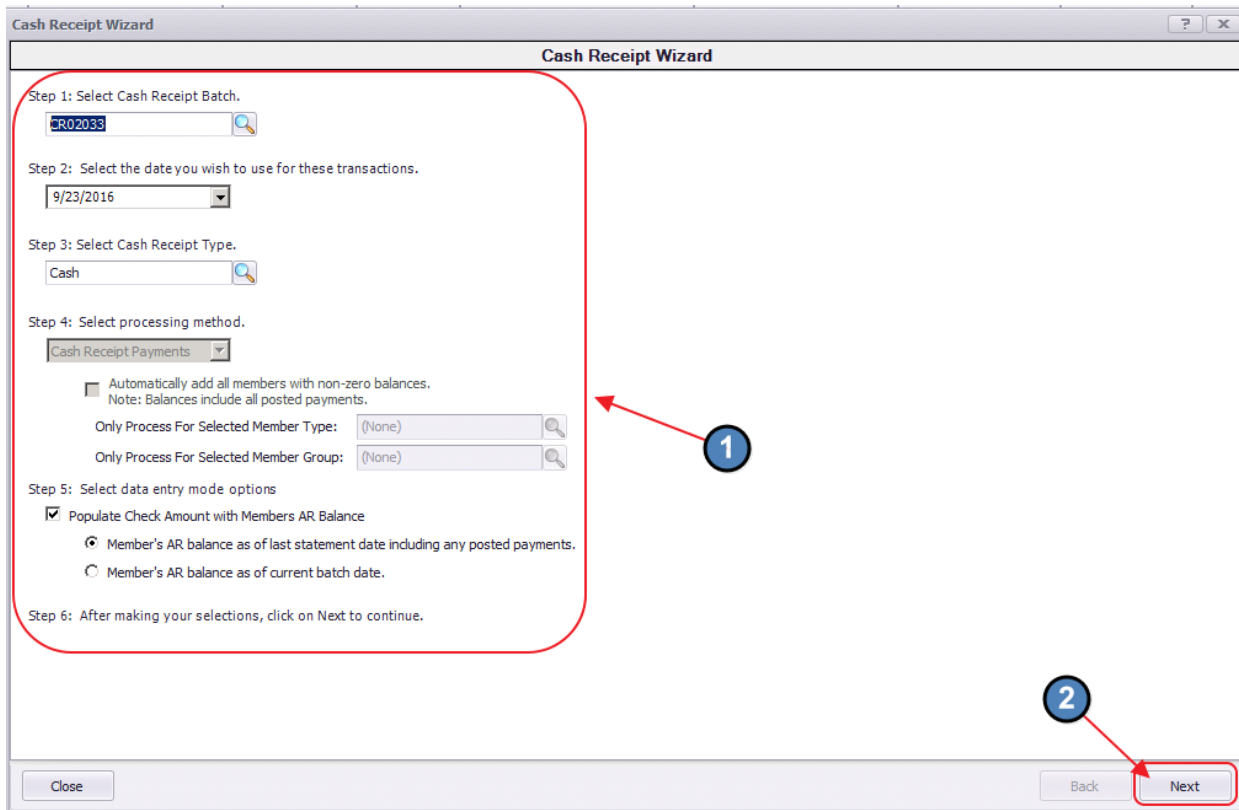
Step 5: Select data entry mode options  
 Populate Check Amount with Members AR Balance  
 Member's AR balance as of last statement date including any posted payments.  
 Member's AR balance as of current batch date.

Step 6: After making your selections, click on Next to continue.

# Enter Non-Member Cash Receipt

Enter the appropriate information for a typical **Cash Receipt Payment** into each step of the Cash Receipt Wizard. For a refresher, refer to the **Member Payments** reference guide for more information.

Click, **Next** when complete.



Cash Receipt Wizard

Step 1: Select Cash Receipt Batch.  
R02033

Step 2: Select the date you wish to use for these transactions.  
9/23/2016

Step 3: Select Cash Receipt Type.  
Cash

Step 4: Select processing method.  
Cash Receipt Payments

Automatically add all members with non-zero balances.  
Note: Balances include all posted payments.

Only Process For Selected Member Type: (None)

Only Process For Selected Member Group: (None)

Step 5: Select data entry mode options

Populate Check Amount with Members AR Balance

Member's AR balance as of last statement date including any posted payments.

Member's AR balance as of current batch date.

Step 6: After making your selections, click on Next to continue.

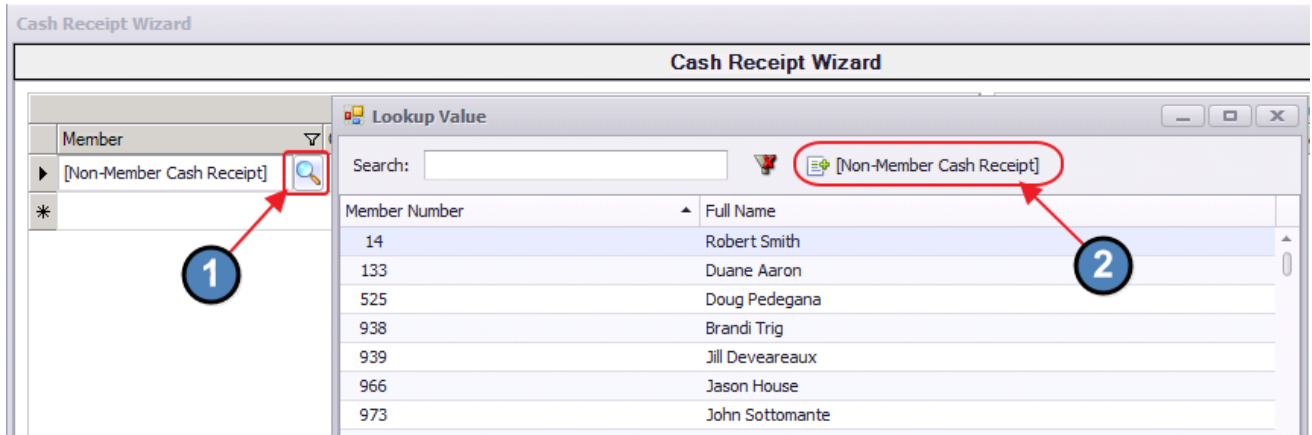
Close Back Next

## Payment Entry Screen

The payment entry for a Non-Member Payment is similar to entering a typical Cash Receipt Payment.

To enter a Non-Member payment,

- 1) Select the Lookup and choose **Non-Member Cash Receipt**.

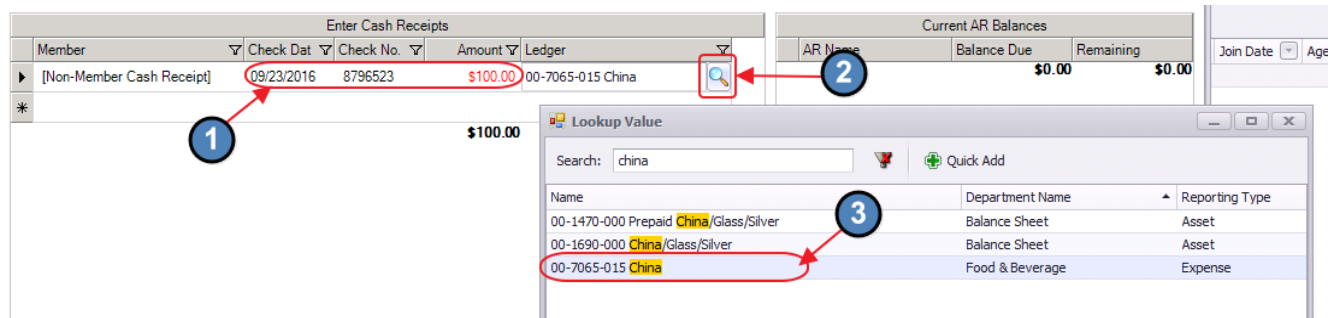


- 2) Enter the **Check Date**. The system will default to the date the payment was entered.

- 3) Enter the **Check Number** of the check received. Cannot be left blank.

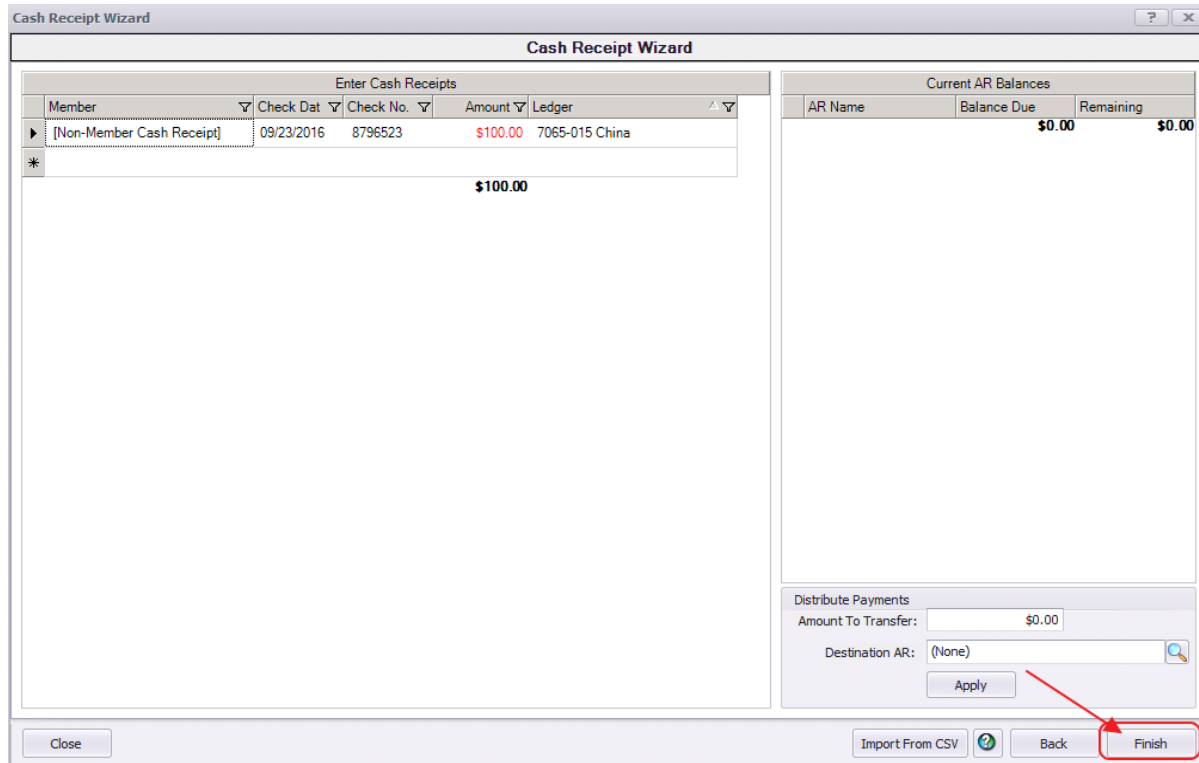
- 4) Enter the **Amount** of the check.

- 5) Select the lookup and choose the appropriate **Ledger**.

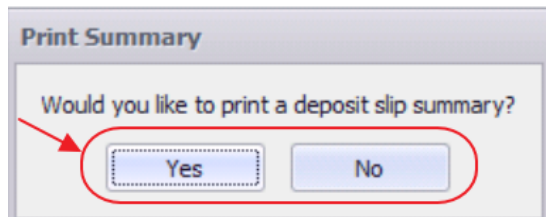


(Repeat as necessary to enter all appropriate payments into batch.)

- 6) When appropriate payments have been entered, click **Finish**.



7) Once **Finish** has been selected, system prompt “**Would you like to print a deposit slip?**” will appear.



Click **Yes** to load the Cash Receipt Deposit Summary, and select printer icon to print the deposit slip. After the slip has printed, close the Cash Receipt Deposit Summary and the Payment Batch will generate.

Click **No** to proceed directly to generating the Payment Batch.


**Cash Receipt Deposit Summary**

Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public

Year: 2016 Month: September  
Batch Number: CR02035 - 9/23/2016

1 of 1 100% Find | Next

Clubessential Office: Club at Grand Key  
Cash Receipt Deposit Summary  
Batch: CR02035 - 9/23/2016



THE SEA ISLAND CLUB AT  
**GRAND KEY**

Member	Check Number	Amount
CR02035 - 9/23/2016		
0.	8796523	\$100.00
	Total:	\$100.00
		\$100.00


8) Verify the GL posting is correct and select **Post Batch**.

**Post Batch Preview**

Edit Batch Notes Post Batch Expand All Audit Log

1 of 1 100% Find | Next

Clubessential Office: Club at Grand Key  
Cash Receipt Batch Posting Summary  
Batch Control Number: Preview Only  
Activity Date: 9/23/2016



THE SEA ISLAND CLUB AT  
**GRAND KEY**

**PREVIEW ONLY**

G/L Posting

Account	Debit	Credit
00-1020-000 Cash - Operating	\$100.00	\$0.00
00-7065-015 China	\$0.00	\$100.00
<b>Posting Total</b>	\$100.00	\$100.00

Cash Receipts

Member	Check Date	Check #	Check Amount

Payment(s) will post to G/L.

## Editing Posted Payments

All Payment Batches can be unposted unless they are flagged within a bank rec, in which case the system will not let the user unpost the batch. Follow same procedure for editing Member Payments as outlined in the **Member Payments** guide.

## Best Practices

Enter Non-Member payments timely, and correct any errors in posting prior to marking amount as reconciled.

## Frequently Asked Questions

I accidentally entered the wrong amount for a Non-Member cash payment, how do I fix this?

Unpost the batch using the **Approve Payment Batches** function. Then, re-open batch (through the Wizard) to correct payment amount. Re-post when finished. Refer to **Member Payments** guide for details.