# **G** Membership - Month End and Member Statements

2016 - Fall Edition

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# Overview

Monthly, Clubs perform month-end activities associated with the Membership module. The biggest portion of this month-end process is generating Member statements, and emailing or mailing the statements to a Club's Members. To ensure Statements reflect the appropriate charges and desired messages, Clubs must perform the proper preliminary steps, and then execute the Month End Wizard to process the Member Billings, Minimums, and Late Fees as applicable. Once Generated, Statements can be printed or emailed. Once finalized, the A/R aging details can be tied to the General Ledger.

# Use Case(s)

Monthly, the Club runs statements on the second business day of the new month. Prior to running their statements, they ensure all charge batches are posted, and update the statement message to promote an upcoming Club Event. They then generate their statements, and get them out to their Members. They finalize their month-end process by clearing the Member minimum adjustments, and confirm their A/R Aging agrees to their General Ledger balance.

# Accessing the Tools

The Main tools utilized in this process will be found in the Membership Module of the application.



Prior to accessing the programs; however, ensure the proper preparation has been done.

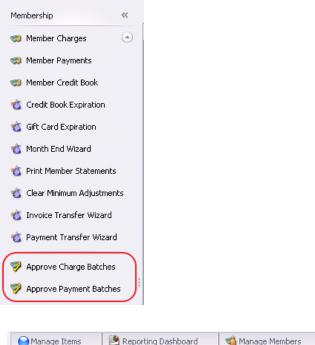
# **Prepare for Statement Generation**

# Post Open Batches

To ensure all charges are properly included in the Member statements:

- 1) Post all Charge batches for the period
- 2) Enter and Post all Payments for the period

Navigate to the **Approve Charge Batches** grid and then to the **Approve Payments Batches** grid within the Membership module. In each grid, set the filter on the **Posted** column to **Unchecked**. Unposted batches will display. Post any batch with a **Transaction date** in the period you are closing.



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Ð	09/06/2016	SJ08155		\$6	27 I O L	(Blanks)		-	$\checkmark$
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Ð	09/02/2016	SJ08153		\$78	3.25	Checked			$\checkmark$
m	00/01/2017	C100147			0.07				

### **Enter Statement Messages**

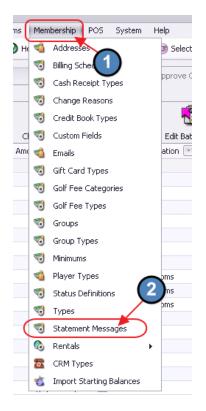
Next, update the **Statement Messages** that will appear on the Member Statements. This is an excellent opportunity to promote an upcoming event, or pass along any additional information to Members.

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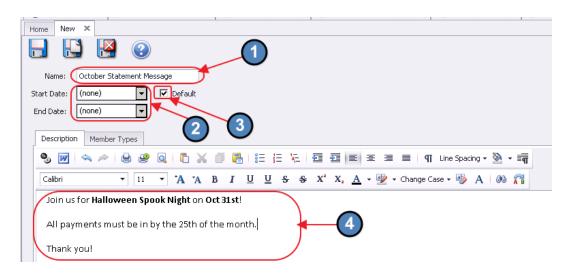
To access Statement Messages, click on **Membership** in the top menus. Then, select **Statement Messages** from the drop-down menu.



From here, **Edit** a previous statement message by clicking on it, and then selecting **Edit**, or create a new message by clicking the **New** button.

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Default 🚽			$\checkmark$		$\geq$
March 31 2011					
April 30, 2011					
May 31, 2011	05/30/2011	06/02/2011			
June 30, 2011	06/30/2011				
July 31, 2011	07/31/2011	08/03/2011			
August 31, 2011	08/31/2011				
Sept 2011	09/29/2011	10/05/2011			
October 2011	10/31/2011	11/03/2011			
November 2011	12/01/2011	12/09/2011			
Dec 31, 2011	01/01/2012	01/07/2012			
January 31, 2012	01/31/2012				
Feb 2012					
March 31, 2012	03/31/2012				
April 2012	04/30/2012				
May 31, 2012					
This Month Mess	09/01/2013	09/30/2013			
Junior Golfers	02/01/2014	02/28/2014		$\checkmark$	
To All Members F	02/01/2014	02/28/2014			

When creating a New message, give the message a **Name**. Include a **Start Date** and **End Date** for the message as applicable. Mark the message as the **Default** message if it is to be utilized as the current message, by checking the **Default** box. Then, enter message. Keeping the formatting simple and the message relatively short will ensure the message fits into the statement message box.



Also note there is a **Member Types** tab. This tab should be utilized to designate which Member Types should receive the message. To designate a Member Type, check the **Restrict the statement message to the following member types:** box. Then, click the Member Selection box, and designate the Member Types to include. Then, click **Select**. If the message applies to all Members, disregard this tab.

New ×					
e: Statement Message					
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e: 9/30/2016 🔽 🚺					
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(2)	Name	•	Company		
$\checkmark$	"A" Prospect		McConnell Golf	â	
	"A" Prospect for 2011		McConnell Golf		
	"A" Prospect for 2012		McConnell Golf		
	"Member" type test		McConnell Golf		
	2012 Prospect		McConnell Golf		
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	Angie's Test 2		McCop		
	Associate Golf		McConnell Golf		
	Business	× *	McConnell Golf		
	Corporate Golf Junior		McConnell Golf		
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	Dep-Deferred Golf		McConnell Golf		
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#### When finished, click Save and Close.

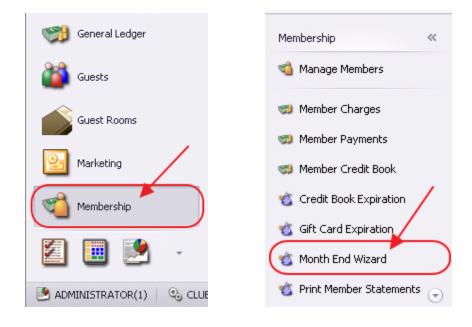


# Month End Processing

Once preliminary steps are complete, launch the Membership, Month End Wizard.

To access the Month End Wizard to generate the statements,

- 1) Click on Membership
- 2) Then, click on the Month End Wizard option.



### Month End Wizard

Once the Month End Wizard launches, designate the **Month** and **Year** of the month end process to run, the **Company** (if more than one exists) to process, and the **month end processes** to run. Click **Next** to continue.

Month End Wizard	0	۰	23
Month End Setup			
Step 1: Select the month and year of the month end you wish to run.			
July 2016			
Step 2: Select the company you wish to run the month end for.			
McConnell Golf			
Step 3: Select which month end processes you wish to run.	)		
Member Billing Items			
Member Minimums			
Member Late Fees as of the Last day of the month			
Step 4: After making your selections, click on Next to continue.			
Running Month End process for 7/31/2016 Including: Member Billing Including: Member Minimums			
Including: Member Late Fees			
Cancel Back	r 🎽	Vext	

The next screens summarize the results of the selected month end processes. In each of the following screens, grid filters, navigation, and sorting are all available to assist with reviewing the data. To re-organize columns, click on column heading of column to be moved, and drop in new desired location. Once filter is set, the filter on the column will turn blue. To see all records, set filter back to (**All**). Click on column heading to sort data and display arrow in the direction of the sorting. In all screens, the total amount to be billed will be displayed in the bottom right-hand corner. Click **Next** to continue through all month end processes previously selected.

### Member Billing Items

Month En	d Wizard				_	
		Process Mem	ıbe	er Billing		
BillingSche	<b>∀</b> ID	∽ Name	7	Description 🛛 🖓	Amo	unt 🛆 🔽
100	64	(All) (Custom)	1	Senior Men's Golf Le		\$5.00
100	94	(Blanks)		Senior Men's Golf Le		\$5.00
100	94	(NonBlanks) A Stanbery, Erik		Senior Men's Golf Le		\$5.00
100	118	A, TEST		Senior Men's Golf Le		\$5.00
100	118	Abba, Abba Abel, Codv		Senior Men's Golf Le		\$5.00
100	178	Koenig, Uwen		Senior Men's Golf Le		\$5.00
100	211	Milton, Johnathon		Senior Men's Golf Le		\$5.00
100	211	Milton, Johnathon		Senior Men's Golf Le		\$5.00
100	266	Merrill, Cesar		Senior Men's Golf Le		\$5.00
100	276	Cramer, Joye		Senior Men's Golf Le		\$5.00
100	355	Curran, Ashley		Senior Men's Golf Le		\$5.00
100	404	Faulk, Brady		Senior Men's Golf Le		\$5.00
100	407	Augustine, Darnell		Senior Men's Golf Le		\$5.00
100	444	Washington, Manual		Senior Men's Golf Le		\$5.00
100	453	Bonds, Gerry		Senior Men's Golf Le		\$5.00
100	501	PayCloud, Test		Senior Men's Golf Le		\$5.00
100	508	Smith, John		Senior Men's Golf Le		\$5.00
100	533	Hoendorf, R. J.		Senior Men's Golf Le		\$5.00
100	612	Milner, Demetrius		Senior Men's Golf Le		\$5.00
100	610	Milnor Domotrius	_	Saniar Man's Galf La		¢5.00 ┸
					Total: \$3	8,277,481.9
Cancel				Back		Next

### Member Minimums

	Process M	Process Member Minimums										
ID	√ Name	∽ Amount⊽⊽ Ending Date ⊽										
541	Abba, Abba	\$1,200.00 8/31/2016 12:0										
1001	Aiken, Arron	\$1,200.00 8/31/2016 12:0										
560	Cool, Joe	\$1,200.00 8/31/2016 12:0										
0003	Pacella, Barbara	\$1,200.00 8/31/2016 12:0										
559	A Stanbery, Erik	\$1,100.00 8/31/2016 12:0										
544	Adams, Andy	\$100.00 8/31/2016 12:0										
1002	Alvarado, Keneth	\$100.00 8/20/2016 12:0										
152	Amato, Thurman	\$100.00 8/20/2016 12:0										
223	Amato, Cory	\$50.00 8/20/2016 12:0										
113	Amato, Rueben	\$50.00 8/31/2016 12:0										
407	Augustine, Darnell	\$50.00 8/31/2016 12:0										
205	Ayala, Ramiro	\$50.00 8/31/2016 12:0										
85	Baldwin, Yong	\$50.00 8/31/2016 12:0										
30	Barbee, Harland	\$50.00 8/20/2016 12:0										
295	Beavers, Fernando	\$50.00 8/20/2016 12:0										
242	Beavers, Roberto	\$50.00 8/20/2016 12:0										
6	Behrens, Haywood	\$50.00 8/31/2016 12:0										
254	Bellamy, Eddy	\$50.00 8/31/2016 12:0										
168	Bellamy, Florentino	\$50.00 8/31/2016 12:0										
າດາ	Dollamı Tad	*50.00_9/31/2016 12:0 Total: \$21,606.6										

#### Member Late Fees

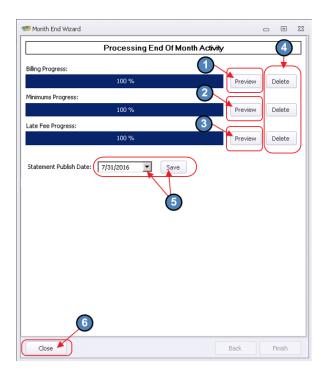
Amount 🖓
\$311.50
\$154.90
\$278.05
\$319.66
\$291.61
\$316.69
\$327.66
\$1.63
\$205.23
\$325.36
\$14.40
\$287.70
\$272.27
\$78.82
\$339.33
\$350.83
\$329.84
\$34.35
\$329.99
\$331.27

Following the individual summaries of the Month End processes selected for processing, the **Process End of Month Activity** screen will then appear. Click **Finish** to begin processing the billings displayed on the previous screens.

			_ <b>_</b> X
	Processing End Of Mo	nth Activity	
Billing Progress:			
	0 %	Preview	Delete
Minimums Progress:			
	0 %	Preview	Delete
Late Fee Progress:			
	0 %	Preview	Delete

Once all billings have completed processing (100%), the batches are available for review and posting. On this screen, each of the batches now have a **Preview** and **Delete** button. Click

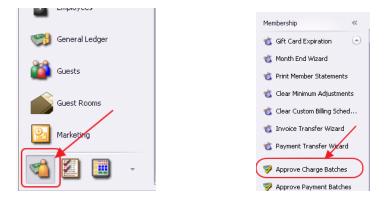
**Preview** to review each of the billing batches, and if correct, post the batch. Click **Delete** to eliminate the batch prior to posting. Additionally, populate the new **Statement Publish Date** field, and click **Save**. This date should be set to the last date of the Month for the Current Statement period. When finished, click **Close**.



Note that the End of Month Wizard can be run as many times as necessary, as long as the generated batches have been deleted. Additionally, the Wizard may be closed, and the generated batches may be reviewed/posted at a later date.

# Batch Editing/Deletion/Unposting/Posting

While previewing, posting, and deleting the batches are available options within the Wizard, once generated, the batches can also be accessed for editing/deletion/unposting/posting in the **Membership**, **Approve Charge Batches** tool.



#### Remove a Member's Charge from the Billing (Unposted Batch)

Once in **Approve Charge Batches**, find desired batch, click on the "+" icon next to the batch to expand it and show the different charges in the batch. Right-click on the name of the Member's charge you want to remove. Select **Delete** from the shortcut menu to eliminate charge from batch.

Home	-	Items 📃 🖄 Rej	porting Dashboa			nage Members	_ • .			-	Billing Schedule	1.			1-	Financial Rej		Sta
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Γ_		/31/2016 530812			\$21,692		1											
ID		Member Name	POS Ticket		Open	Billed Date	Description					Created By		Amount Paid		Billed	Balance Du	
-		Smyth, Garrett		0	Lannad	07/31/2016				1041		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Echols, Emory		0	-	07/31/2016				693		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Caraballo, Lino		0	Land	07/31/2016			2 1 1	814		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Hardesty, Lon		$\bigcirc$		07/20/2016				646		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Negron, Tiffiny		ے		07/20/2016				374		ADMINISTRATOR	\$35.00		\$0.00		\$35	
		Enriquez, Mariano	-	0		07/31/2016	-			655		ADMINISTRATOR	\$35.00		\$0.00		\$35	
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-		Beckett, Renaldo		(*	Delete	Delete			ng 07/20/16	720		ADMINISTRATOR	\$35.00		\$0.00		\$35	
		Rush, Samual		4	Undelete				ng 07/31/16	795		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Webber, Odis		63	Refresh	Ctrl+R			ng 07/31/16	701		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Blakely, Bobby		-					ng 07/20/16	727		ADMINISTRATOR	\$35.00		\$0.00		\$35	
-		Dailey, Donnie			Print Grid				ng 07/20/16	728		ADMINISTRATOR	\$35.00		\$0.00		\$35	
		Bull, Billie		٩	Customize	e Columns			ng 07/20/16	732		ADMINISTRATOR	\$35.00		\$0.00		\$35	
40	19323	Rios. Kieth		٩	Generate	Summaries	Hospept M	linimum Endi	na 07/20/16.	735		ADMINISTRATOR	\$35.00		\$0.00		\$3F	.00
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	0	07/31/2016 5308112	2		\$108,515	5.69												
	0	07/31/2016 5308111			\$21,742	2.36												

### Delete a Batch (Unposted Batch)

Once in **Approve Charge Batches**, find desired batch, and right-click on it. Select **Delete** from the shortcut menu, and confirm deletion to eliminate unposted batch.

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÷	07/19/201	6 SJ08	3091	90	Generate Su	ninaries		Other		$\checkmark$
÷	07/18/201	6 SJ08	3088	Aī	Font Size	+		F&B		$\checkmark$
÷	07/18/201	6 SJ08	3086	13	Auto Refresh	n 🕨		Retail		$\checkmark$
÷	07/14/201	6 SJ08	3082		Grid Layouts			F&B		$\checkmark$
÷	07/12/201	6 SJ08	3080					F&B		$\checkmark$

### Unpost a Batch (Posted Batch)

Once in **Approve Charge Batches**, find desired batch, and highlight it. Then, select the **Unpost Batch** icon. Once unposted, the batch can then be deleted, or edited, and re-posted.

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Home										_
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Ð	09/06/2016	SJ08155		\$6	5.16 🛛 🖥	🚺 F8	ß	2)	09/06/2016	5
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Ð	08/29/2016	5J08139		\$338	8.15	🚺 F8	ß	$\checkmark$	08/29/2016	5
Ð	08/25/2016	5J08133			5				08/25/2016	5
Ð	08/23/2016	SJ08129			5				08/23/2016	5
Ð	08/18/2016	SJ08119		\$5	5.17	🚺 F8	ß	$\checkmark$	08/18/2016	5
Ð	08/02/2016	SJ08117		\$40	).52 🛛	🛛 F8	ß	$\checkmark$	08/17/2016	5
Ð	08/16/2016	SJ08115		(1) 🕫	5.82	1			08/16/2016	5
Ð	08/11/2016	SJ08109	/	\$426	5.36	🖉 Re	tail	$\checkmark$	08/11/2016	5
Ð	07/29/2016	5308099		\$98	3.27	🚺 F8	ß	$\checkmark$	08/01/2016	5
Ð	06/30/2016	5308094	×	\$107,205	i.54 🛛	1			07/25/2016	$\mathbf{\Sigma}$
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#### Post a Batch (Unposted Batch)

Once in **Approve Charge Batches**, find desired batch, and highlight it. Then, select the **Post Batch** icon to post the unposted batch.

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New	Edit	Delete	Export	Refresh	Clear Filter	Active	Post Batch	Edit Batch Date	Refresh GL	Unpost Batch
Transaction Date 🔄 Batch Control Number 💌 Amount 💿 Posted 🔻 💌 Batch Location 🔍 POS Batch 💿 Posted Date 💌										
E 08/31/2016 5J08125 \$103,257.30 Q										

### Statement Date Population

While populating the Statement date is an option within the Wizard, this date may also be entered by choosing **System**, and **System Settings** from the top menu.



Navigate to the **Membership tab**, populate the **Statement Publish Date**, and click **Save and Close** to continue. Remember this date should be set to the last date of the Month for the Current Statement period.

Manage Items	Reporting Dashboard	📹 Manage Ma	embers 💖	Approve Charge Batches	🕲 System Settings 🗙
📙 🔣 🔍					
🗞 General 🏹 3	Group Types				
🖏 Accounting 🛛 🔍	Minim	um Group Type:	Minimums		9
Accounts Payable Accounts Receivable	(1) ві	ing Group Type:	Billing		
Employee	Service Cha	rge Group Type:	Service Charge		
Nembership	Member Nun	bering			
<ul> <li>Point of Sale</li> <li>Web Site</li> </ul>	Next f	1ember Number:	574		
Web Site     Web Site     Web Site	Membe	er Number Mask:	@%	Member Number Mask H	telp
Services	Member	Number Length:	8		
	Member	# Suffix Length:	1		
	Guest				
		Guest Member:	Guest		0
	=	TBD Member:	Santiago Overstr	reet	
	Statements				
	Statement	Grouping Style:	Group By Charge	d By Member	•
	State	ment Due Date:	15th Day Of The	Month.	
	Stateme	nt Publish Date	9/ 6/2016	-(2)	
	Statem Type:	ent Notification	Statement		

# **Distribute Member Statements**

To print and/or email Member Statements, click on **Membership**, and then select **Print Member Statements** to launch the **Member Statement Wizard**.

Employees	Membership «
General Ledger	ift Card Expiration
📸 Guests	Month End Wizard
Guest Rooms	Trint Member Statements
	🐮 Clear Minimum Adjustments
📹 🗵 🔳 🕤	🔞 Clear Custom Billing Sched

To minimize processing time, it is recommended to Print Statements and Email Statements in separate processing batches. Oftentimes, Clubs print statements first, and then produce email statements while stuffing envelopes.

### **Printing Member Statements**

### **Statement Settings**

Once in the Wizard, enter the **Month** and **Year**, designate the **Company** (if more than one exists), and indicate whether or not the statements are a **Memo Billing**. Next, specify the **Output** settings to **Print Statements**. Click **Next** to continue.

🗞 Member Statement Wizard	22 F
Statement Generation Wizard Select month and year you wish to generate statements for.	1
Statement Period	
Output Settings	
Save Statement Copy To File Export Statement To Third Party (None)	
	5
⊆ancel	Previous Next Einish

**Note**: The Memo Billing option shown above is often used in conjunction with a Billing Schedule flagged as such (see Billing Schedule screenshot below), and is used to provide an idea of what a billing would look like for informational purposes only. For example, a Club that bills Members annually in December, may generate a memo billing in September to give their Members an idea of what the December billing will look like.

Man	age Items		Reporting	Dashboard	📹 Mar	nage Memb	ers	🦻 Approve Ch	narge Batches	🚯 Web Browser	📆 Billing Schedule	s x	
Home													
New	Edit	X	Export	Refresh	Clear Filter	Active	() Help	) Search:		<ul> <li>All Word</li> <li>Any Word</li> </ul>			
Name				▲ 💌	Description		-	Amount 💌	Frequency 💌	Include On Memo Billing	Rental Schedule	Month Begins	-
Addition	al Club S	torage						\$100.00	Yearly				3
Assessme	ent Bev				Assessment			\$300.00	Yearly				11
Associate	100% Du	es						\$470.00	Yearly				4
Associate	33% Due	s						\$155.00	Yearly				4
Associate	: 50% Due:	s						\$235.00	Monthly				4
Associate	: 66% Due:	s						\$310.00	Monthly				4
Associate	C							\$50.00	Monthly				4
Caddy Ba	inquet							\$50.00	SemiAnnual				4
Capital Du	ues							\$45.00	Monthly				4
Capital Du	ues (memb	ers who jo	ined after	1/1/10)	Members who	o joined aft	er 1/1	\$45.00	Yearly				3
Club Stor	age							\$132.00	Yearly		$\checkmark$		4
Corporate	e Golf Dues	;						\$0.00	Yearly				4

### **Member Selection**

On the next screen in the Wizard, designate the Members for whom the Statements should be printed. The screen will default to the Member Group, **All**. Designate the **Print Order** (either by Member ID, or Last Name), and then add Members by clicking the **Member Select** button. Note: The Members that appear in the next screen are controlled by the **Member Group** selected.

Membe	er Statement Wizard	? X
	ent Generation Wizard ct members you wish to generate statements for. Use the f	ilter settings to select a subset of your members
Filter Set	F	Print Order Member ID
Select Me	embers	3
Selected	l Members	
ID	Name	Address

The Member Lookup window will launch. The **Has Statement Address** column will be **checked** if the Member is configured to have a **printed** statement. To easily select all Member who are configured for a printed statement, **filter** the **Has Statement Address** column for checked, and then click, **Select All**. To add all selected Members to the list for statements, click **Select**.

ear	ch:	•	<b>A</b>	🕀 Quick Add	
s	elect All	Unselect All			
	Mem 🔺	Name	City	Has Statement Email	Has Statement Address
1	3	Shanks, Xavier	North Oaks	$\checkmark$	(All)
	4	Huerta, Wilbur	North Oaks	$\checkmark$	(Custom)
1	5	Rudolph, Darrick	North Oaks	<u> </u>	Unchecked Checked
1	6	Behrens, Haywood	North Oaks		
1	7	West, Doyle	AB	$\checkmark$	
1	8	Fontenot, Carter	North Oaks	$\checkmark$	$\checkmark$
1	9	Velazquez, Shon	Vadnais Heights	$\checkmark$	$\checkmark$
1	10	Overstreet, Santiago	North Oaks	$\checkmark$	$\checkmark$
1	11	Montes, Lyndon	North Oaks		$\checkmark$
1	15	Burk, Gilberto	North Oaks	$\checkmark$	$\checkmark$
1	17	Hightower, Issac	North Oaks	$\checkmark$	$\checkmark$
1	19	Cooney, Demarcus	Shoreview	$\checkmark$	$\checkmark$
1	21	Payton, Erwin	North Oaks	$\checkmark$	$\checkmark$
1	22	Leavitt, Arron	North Oaks	$\checkmark$	$\checkmark$
L.	Has Sta	tement Address] = 'Che	ckeď 🔻		Edit Filte

If a filter is not applied, all Members will be returned. Members listed in **RED** are not configured to receive a printed or emailed statement. Many Clubs and Members are choosing to go paperless, and access their Statements via the club Website. To remove a Member inadvertently added to the listing who is not set up for Statements, select the **Member**, and click **Remove Selected**.

Statement Generation Wizard Select members you wish to generate statements for. Use the filter settings to select a subset of your members						
Filter Settings						
Member Group	: (All)	•	Print Order: Member ID	-		
Select Members	i			2		
Selected Memb	bers					
D	Name		Address			
5	Rudolph, Darrick		5	A		
6	Behrens, Haywood		5	<b>V</b> 0		
7	West, Doyle		5	$\checkmark$		
8	Fontenot, Carter		5	$\checkmark$		
9	Velazquez, Shon		E	$\checkmark$		
10	Overstreet, Santiago		E	$\checkmark$		
11	Montes, Lyndon		E	$\checkmark$		
12	Walters, Alex					
14	Bright, Porsha 🖕 👘					
15	Burk, Gilberto		8	V		
16	Mccloud, Vince		[	3		
17	Hightower, Issac	(1)	5			
18	Bunch, Mel	$\smile$	[	3		
19	Cooney, Demarcus					
20	David, Erasmo		[	3		
21	Payton, Erwin			$\checkmark$		
22	Leavitt, Arron			$\checkmark$		
24	Dillon, Shad					
25	Saaaca Joha			1		
		Select a member and press Delete to remove it from I Members In Red Are Not Configured To Print or E Click To Print List Of Warning Members	Kenio	ve Selected		

If a large number of Members appearing in **RED** have been added to the listing, click the **Click to Print List of Warning Members** option at the bottom. Review listing for accuracy. Click **Next** to proceed. (If listing is not accurate, make edits as necessary).

💐 Warning Memb	ers.txt - Notepad		
File Edit Format	View Help		
001 : Gu 149A: Ma 173 : Wa 176 : Sp 409 : Te 496 : Te 496 : Te 502 : Mo 504 : Ja 518 : Sp 523 : O' 523 : O' 525 : O' 526 : Sp 535 : Ta 541 : Ab 544 : Ad 545 : Me 546 : Sm 555 : Do 556 : Ca 566 : Jo 566 : Jo 566 : O 566 : O 566 : O 568 : Ve 569 : Vi 570 : To 568 : Ve 569 : Vi	est, ckey, Janean ldrop, Marcellus angler, Renaldo mple, Carlota st, Club nd, Tournament ttano, Jen mes, Owen th, John Neill, Greg Donnell, Greg Donnell, Greg Connell, Greg Connell, Sam Test, Bill ckwood, Gertrude ear, Jen ompson, Kelly mble, Jim ba, Abba ams, Andy mber, Test ith, Joe st2, test ol, Joe ckson, Samuel li, Ferdinand od, Tyler		
118A : Ca	rdweîl, Edward	-	
1			
	Intermediate Dues (members who joined after 1/1	22 Shan Jawatt	· ·
	Intermediate Dues (members who joined after 1/1	Select a member and press Delete to remove it from the list.	nove Selected
looms	Joke Test	Members In Red Are Not Configured To Print or Email.	(3)
COULD	Junior Corporate (members who joined after 1/1/:	Click To Print List Of Warning Members	
	Locker Rental		
ng	Mens 1/2	Cancel Previous Next	Finish
	Mens Full		1.

Click **OK** provided the above review has been performed and was accurate.

Warning	x
One or more members are not setup to print a statement. Would you like to contin	iue anyway?

### **Printing Settings**

Next, define the final set of options. Begin by designating which statements to print from the available options.

Statement and Detail Pages	
Skip Members With Zero Balance Due	•
Process All	
Skip Members With Zero Balance Due	
Skip Members With No Activity	
Skip Members With Zero Balance Due And No Activity	

Then, determine whether **statement details** should be included. This option (available only for Members who have "include statement details" checked in the Financial Information section of

their Member profile) enables miniature copies of supporting tickets to be included with the summarized statement.

Next, define Print settings and the printer that should be utilized.

Use the **Pause After** feature to stop printing after a certain number of pages, so additional paper can be loaded in the printer. For example, if a Club has 350 Members (and statements are printed for all Members), but printer holds only 250 sheets, it is advisable to enable the **Pause After** feature and enter a number around 200, so more paper can be added prior to the tray emptying. If Printer holds enough paper to print all Statements, leave the feature unchecked.

When printing Statement Details, optionally check the **Use Separate Trays** feature to allow the statements to be printed to one specified printer, and the details to be printed to a second specified printer.

To specify a printer, click the three dots next to the Statement Printer name (and the Details Printer name if Separate Trays option has been selected), and select Printer from available list.

Populate the **Statement Publish Date** to the last day of the month of the current statement period. (Also available in Month End Wizard and System Settings, Membership, as previously shown).

Click Next to continue.

🗞 Member Statement Wizard	×.?
Statement Generation Wizard Select your final options. Then click Finish to complet	te the process.
Statement and Detail Pages Skip Members With Zero Balance Due Include Statement Details Statement PDF Export Settings Export Folder: 5 Statement Publish Date 7/31/2016	Print Settings Pause After 50 Pages Printed. Use Seperate Trays Statement Printer: Admin Office Printer (redirected 26) (redirected
Cancel	Previous Next Finish

#### Click **Finish** to kick-off statement printing.

Member Statement Wizard		
Statement Generation Wizard		
Status		
Cancel	Previous N	lext Finish
SAR BOT	Trends	

When finished (blue status bar at bottom complete), the screen will show Members that processed and will also list any errors in processing so further investigation can be done. Click **OK** to acknowledge statement completion, and click **Close** to exit wizard.

😵 Member Statement Wizard	? X
Statement Generation Wizard	1
Status         Starting Statement Process         Printing Statement(s) For 3: Shanks, Xavier         Printing Statement(s) For #: Member Name         Printing Statement(s) For #: Member Name         Any Errors will also appear here!         Image: Statement Process Complete	
The statement process has completed!	
3 Close	Previous Next Finished

### **Emailing Member Statements**

### **Statement Settings**

Once in the Wizard, enter the **Month** and **Year**, designate the **Company** (if more than one exists), and indicate whether or not the statements are a **Memo Billing**. Next, specify the **Output** settings to **Email Statements**. Choose **Attach PDF** to allow the system to generate a PDF version of the Statement (most often used). Click **Next** to continue.

🗞 Member 9	itatement Wizard	× 5
	t Generation Wizard nonth and year you wish to generate statements for.	1
Statement F Month: Year: Companies:	7 <b>•</b> 2016 <b>•</b>	
	ings Print Statements Email Statements Attach PDF 2 Save Statement Copy To File Export Statement To Third Party (None)	
Cancel		3 Previous Next Finish

Other less-widely used, more advanced options are available for Email Statements, including PDF (Rich document), Embedded HTML, and Custom Marketing Templates. The PDF Rich document allows a PDF document to be selected for attachment, rather than auto-generated by the system. The Embedded HTML sends the statement in the form of HTML, rather than a PDF,

and the Custom Marketing Template allows Clubs to further customize their statement presentation.

Avoid the **Save Statement Copy to File** option, as the Statement details are already saved in the system, and do not need to be saved again in the form of a PDF attachment.

In rare cases, where exporting statements to a third party is necessary, check the **Export Statement** box, and select the appropriate Third Party from the drop-down menu.

V	Export Statement To Third Party		
	(None)	-	
	(None)		
	(None) ClubEssentials		
	StatementServices		

#### Member Selection

On the next screen in the Wizard, designate the Members for whom the Statements should be emailed. The screen will default to the Member Group, **All**. Designate the **Print Order** (either by Member ID, or Last Name), and then add Members by clicking the **Member Select** button. Note: The Members that appear in the next screen are controlled by the **Member Group** selected.

Membe	er Statement Wizard	
	ent Generation Wizard ct members you wish to generate statements for. Use the filter se	ttings to select a subset of your members
Filter Set	ttings	
Member	Group (AII)	rint Order Member ID
Select Me	embers	3
Selected	d Members	
ID	Name	Address

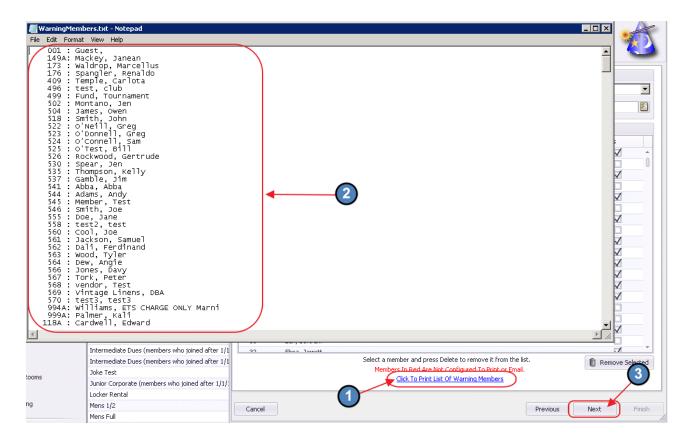
The Member Lookup window will launch. The **Has Statement Email** column will be **checked** if the Member is configured to have an **emailed** statement. To easily select all Member who are configured for an emailed statement, **filter** the **Has Statement Email** column for checked, and then click, **Select All**. To add all selected Members to the list for statements, click **Select**.

-						
2 3	Select All	Unselect All				
	Membe	Name	City	Has Statement Email 🔺 💌	Has Statement Address	
$\checkmark$	1000	Smith, Martha	North Oaks	(All)	$\checkmark$	
	3	Shanks, Xavier	North Oaks	(Custom)	$\checkmark$	
$\checkmark$	4	Huerta, Wilbur	Nort 2	Unchecked Checked	$\checkmark$	
1	6	Behrens, Haywood	Nort	chochod	$\checkmark$	
$\checkmark$	8	Fontenot, Carter	North Oaks		$\checkmark$	
/	9	Velazquez, Shon	Vadnais Heights	$\checkmark$	$\checkmark$	
/	15	Burk, Gilberto	North Oaks	$\checkmark$	$\checkmark$	
/	X5081	Bueno, Rey	North Oaks	$\checkmark$	$\checkmark$	
/	21	Payton, Erwin	North Oaks	$\checkmark$	$\checkmark$	
/	X5074	Jeffery, Carmelo	St. Anthony	$\checkmark$	$\checkmark$	
1	613	Brannon, Carl	North Oaks	$\checkmark$	$\checkmark$	
1	27	Hoover, Jospeh	North Oaks	$\checkmark$	$\checkmark$	
/	32	Shea, Jarrett	North Oaks	$\checkmark$	$\checkmark$	
1	X5107	Elias, Les	North Oaks	$\checkmark$	$\checkmark$	
	In. ch	tement Email] = 'Check	II		- Edit	

If a filter is not applied, all Members will be returned. Members listed in **RED** are not configured to receive a printed or emailed statement. Many Clubs and Members are choosing to go paperless, and access their Statements via the club Website. To remove a Member inadvertently added to the listing who is not set up for Statements, select the **Member**, and click **Remove Selected**.

5     Rudolph, Darrick       6     Behrens, Haywood       7     West, Doyle       8     Fontenot, Carter       9     Velazquez, Shon       10     Overstreet, Santiago       11     Montes, Lyndon       12     Walters, Alex       14     Bright, Porsha       15     Burk, Gilberto       16     Mccloud, Wince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron		nt Generation Wizar members you wish to ge	u enerate statements for. Use the filter settings to select a subset (	of your members
Select Members Selected Members Selected Members D Name Addres S Rudolph, Darrick Behrens, Haywood Vest, Doyle Fontenct, Carter Vest, Doyle S Fontenct, Carter Vest, Doyle Velacquez, Shon O Overstreet, Santiago II Ove	Filter Setti	ings		
Selected Members           Selected Members         Addres           D         Name         Addres           5         Rudolph, Darrick         Addres           6         Behrens, Haywood         7           7         West, Dayle         8           8         Fontenot, Carter         9           9         Velazquez, Shon         10           10         Overstreet, Santiago         11           11         Montes, Lyndon         12           12         Walters, Alex         14           13         Burk, Giberto         16           16         Mccloud, Vince         17           17         Hightower, Issac         1           18         Bunch, Mel         1           19         Cooney, Demarcus         2           20         David, Erasmo         2	Member Gr	roup: (All)	Print Order: Me	mber ID
D     Name     Addres       5     Rudolph, Darrick     6       6     Behrens, Haywood     7       7     West, Doyle     8       8     Fontenot, Carter     9       9     Velazquez, Shon     1       10     Overstreet, Santiago     1       11     Montes, Lyndon     1       12     Walters, Alex     1       14     Bright, Porsha     1       15     Burk, suiterto     1       16     Mccloud, Vince     1       17     Hightower, Issac     1       18     Bunch, Mel     1       20     David, Erasmo     2       21     Payton, Erwin     2       22     Leavitt, Arron     2	Select Mem	nbers		
5     Rudolph, Darrick       6     Behrens, Haywood       7     West, Doyle       8     Fontenot, Carter       9     Velazquez, Shon       10     Overstreet, Santiago       11     Montes, Lyndon       12     Walters, Alex       14     Bright, Porsha       15     Burk, Gilberto       16     Mccloud, Wince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	Selected M	1embers		
6     Behrens, Haywood       7     West, Doyle       8     Fontenot, Carter       9     Velazquez, Shon       10     Overstreet, Santiago       11     Montes, Lyndon       12     Walters, Alex       14     Bright, Porsha       15     Burk, Galberto       16     Mccloud, Wince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	ID	Name		Address
7     West, Doyle       8     Fontenot, Carter       9     Velazquez, Shon       10     Overstreet, Santiago       11     Montes, Lyndon       12     Walters, Alex       14     Bright, Porsha       15     Burk, Giberto       16     Mccloud, Vince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Eresmo       21     Payton, Erwin       22     Leavitt, Arron	5	Rudolph, Darrick		$\checkmark$
8     Fontenot, Carter       9     Velazquez, Shon       10     Overstreet, Saniago       11     Monkes, Lyndon       12     Walkers, alex       14     Bright, Porsha       15     Burk, Guerto       16     Mccloud, Vince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	6	Behrens, Haywood		$\checkmark$
9         Velazquez, Shon           10         Overstreet, Santiago           11         Montes, Lyndon           12         Walkers, Alex           14         Bright, Porsha           15         Burk, suberto           16         Mccloud, Vince           17         Hightower, Issac           18         Bunch, Mel           19         Cooney, Demarcus           20         David, Erasmo           21         Payton, Erwin           22         Leavitt, Arron	7	West, Doyle		$\checkmark$
10     Overstreet, Santiago       11     Montes, Lyndon       12     Walkers, Alex       14     Bright, Porsha       15     Burk, saliberto       16     Mccloud, Vince       17     Highkower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	8	Fontenot, Carter		$\checkmark$
Montes, Lyndmag       11     Montes, Lyndmag       12     Walkers, Alex       13     Bright, Porsha       15     Burk, Giberto       16     McColud, Vince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	9	Velazquez, Shon		$\checkmark$
12     Wildhers, Alex       14     Bright, Porsha       15     Burk, silitero       16     Mccloud, Vince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	10	Overstreet, Santiago		$\checkmark$
14     Bright, Porsha       15     Burk, subservo       16     Mccloud, Vince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	11	Montes, Lyndon		$\checkmark$
15     Burk, Gilberto       16     Mccloud, Vince       17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	12	Walters, Alex		
16     Mccloud, Vince       17     Highkower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	14	Bright, Porsha 🚤		
17     Hightower, Issac       18     Bunch, Mel       19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	15	Burk, Gilberto		$\checkmark$
18         Bunch, Mel           19         Cooney, Demarcus           20         David, Erasmo           21         Payton, Erwin           22         Leavitt, Arron	16	Mccloud, Vince		
19     Cooney, Demarcus       20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	17	Hightower, Issac	(1)	$\checkmark$
20     David, Erasmo       21     Payton, Erwin       22     Leavitt, Arron	18	Bunch, Mel		
1         Payton, Erwin           22         Leavitt, Arron	19	Cooney, Demarcus		$\checkmark$
22 Leavitt, Arron (2)	20	David, Erasmo		
	21	Payton, Erwin		$\checkmark$
24 Dillon, Shad	22	Leavitt, Arron	(2)	$\checkmark$
	24	Dillon, Shad		
Select a member and press Delete to remove it from the list.	25	Soonso John		Remove Select

If a large number of Members appearing in **RED** have been added to the listing, click the **Click to Print List of Warning Members** option at the bottom. Review listing for accuracy. Click **Next** to proceed. (If listing is not accurate, make edits as necessary).



Click **OK** provided the above review has been performed and was accurate.

<u></u>	400
•	Warning X
ſ	
l	One or more members are not setup to print a statement. Would you like to continue anyway?
	Cancel

### **Printing Settings**

Next, define the final set of options. Begin by designating which statements to email from the available options.

•

Then, determine whether **statement details** should be included. This option (available only for Members who have "include statement details" checked in the Financial Information section of their Member profile) enables miniature copies of supporting tickets to be included with the summarized statement.

Populate the **Statement Publish Date**. (Also available in Month End Wizard and System Settings, Membership, as previously shown).

Click **Next** to continue.

🗞 Member Statement Wizard			? X
Statement Generation Wizard Select your final options. Then click Finish to complete th	he process.		1
Statement and Detail Pages Process All Include Statement Details 2	Print Settings	Pause After 50 Pages Printed. Use Seperate Trays (None)	
Statement PDF Export Settings Export Folder: Statement Publish Date 7/31/2016			
3			
Cancel		Previous Next	Finish

Next, create an email that will contain the PDF statement. Provide an **Email Subject**, and type the message. Use formatting tools as well as Snippets. Click on the drop-down arrows (next to Member, System, Custom Fields, and Member Financial) to access available snippets. When complete, click **Finish**.

🗞 Member Statement Wizard	? X
Statement Generation Wizard	1
Email Subject (optional): Clube - Monthly Statement	
<	•
Calibri 🔹 11 🔹 "A "A B I U U S S X X, A - 🕸 - Change Case	• 🕹 A 👻
🍏 Member 🛁 System 🔹 📹 Custom Fields 👻 🥶 Member Financial 🔹 🔹	
Dear (%First Name%)	*
Attached, please find your monthly statement.	
Reminder: You can also login to our website and view your statement and current activity.	
Thank you from all of us at Clubessential!	
2	
Cancel	Jext Finish

When finished (blue status bar at bottom complete), the screen will show Members that processed and will also list any errors in processing so further investigation can be done. Click **OK** to acknowledge statement completion, and click **Close** to exit wizard.

🗞 Member Statement Wizard	<b>. .</b>
Statement Generation Wizard	1
Starting Statement Process Printing Statement(s) For 3: Sharks, Xavier Printing Statement(s) For 2: Member Name Any Errors will also appear here! 1 Statement Process Complete ¥ The statement process has completed 2 K	
Close	Previous Next Finished

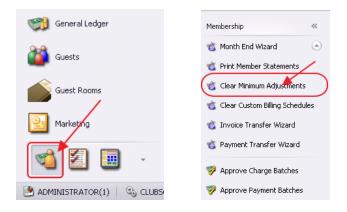
# **Post Statement Generation**

After generating, printing, and/or emailing the statements to Members, it is important to perform a few additional steps to ensure the Membership Module is properly handled for the end of the month.

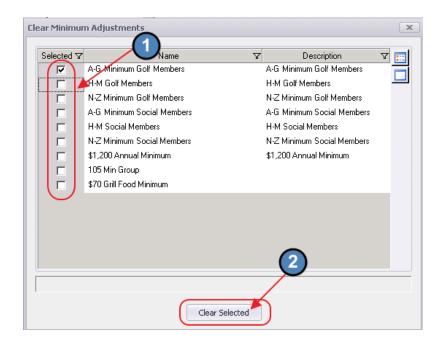
### **Clear Minimum Adjustments**

If adjustments to Member Account(s) were made, the adjustment remains in the Member's file until cleared or removed.

Minimum Group: To remove adjustments made to an entire minimum group, click on Membership, and select Clear Minimum Adjustments.



Check the box next to the Minimum Group to remove adjustments. Then, click Clear Selected.



#### Confirm clearing by clicking **OK**.

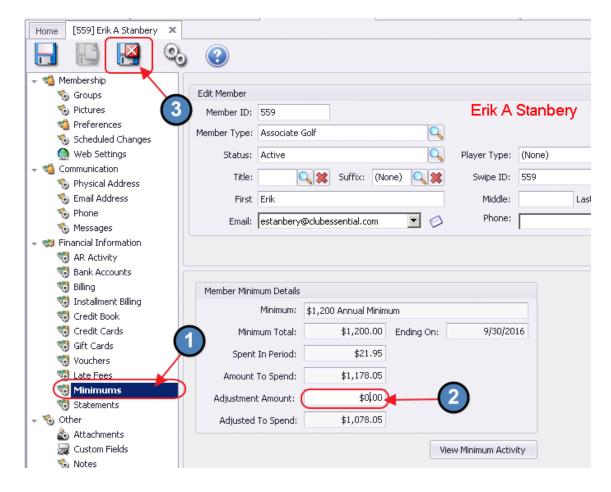
Are you sure?	x
Are you sure you wish to clear the adjustments for all Members in the selected of OK Cancel	jroups?

**Individual/Few Members:** To remove adjustments made to a Single Member, or a few Members, click on **Membership**, and select **Manage Members**.

General Ledger	Membership «
🚳 Guests	Manage Members
	🥩 Member Charges
Guest Rooms	🧐 Member Payments
Marketing	🥩 Member Credit Book
	🔞 Credit Book Expiration
🛯 🔛 🕒 🔹	oift Card Expiration
ADMINISTRATOR(1)	🔞 Month End Wizard

Double-click on the affected Member. (Set Filter for Minimum Adjustment Amount > 0 to see possible impacted Members.

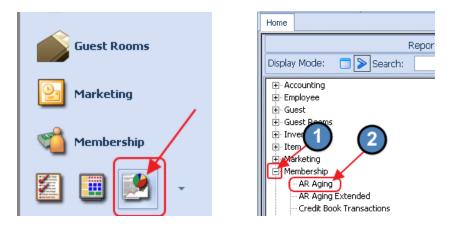
😑 Man	age Items		Reporting	) Dashboard	📹 Mar	nage Memb	ers x	🤣 Approve Charge	Batches
Home									
		×	×	B	8		(?)	Search:	
New	Edit	Delete	Export	Refresh	Clear Filter	Active	Help		
Drag a co	olumn header	r here to (	group by	that column					
Member M	Jumber 💽	Last N	ame 💌	First Name [	Member T	re	Minim	num Adjustment A	• •
559		A Sta	nbery	Erik	Associat	e Golf		\$	100.00



Click on the Minimums tab. Change Adjustment Amount to \$0.00. Click Save and Close.

# Print A/R Aging Report

Lastly, print out the A/R aging report to review Member balances, and tie totals on the report to the General Ledger balance. To print the report, navigate to **Interactive Reports**, **Membership**, and select **AR Aging**.



Then, enter the As of Date, and click View Report at the upper right-hand corner.

Home AR Ag		🔹 📊 Save Current Settings 🛛	Delete Selected Set	ting 🔲 Make	Public 🤣 Setup Em	ail Delivery	🚱 Provide Feedback 🔌 View Re
As Of Date	7/31/2016	Types: (All)	🙆 Member: (	None)			
A/R Ledger	All Ledgers>	Groups: (All)		Exclude Guest N	Annhay		
				Exclude Guesch	lember		
Detail Leve	l: Member 🔽		2				
4 4 1	of 32 🕨 🎽   🐗 🛞	) 🕲   🚑 🔲 💷 🔍 -   10	0% •	F	ind   Next		
Clubsoft Acce	eptance Server						
AR Aging Repo	t						
As of: 7/31/201	6		cluk	200	senti	aľ	
Member Type: <	-		CIUL	0.92	Senn	a	
Member Group:	<ai></ai>						
Member ID	Member Name	🗘 This Month 🗘 O	ne Month 🗘 Tw	o Month 🗘	Three ≑ Month+	Total 🗘	
	DELE	ETED OR DEPENDENT MEMBER	S WITH OUTSTAND	NG AR BALANCE:	5		
	James Blanton	\$0.00	\$0.00	\$0.00	\$2,212.76	\$2,212.76	
		\$0.00	\$0.00	\$0.00	\$2,212.76	\$2,212.76	
	TEST A	\$0.00	\$49.24	\$0.00	\$3,882.85	\$3,932.09	
	Erik A Stanbery	\$130.54	\$653.01	\$130.00	\$48,633.11	\$49,546.66	
	Abba Abba	\$650.67	\$114.82	\$0.00	\$8,254.79	\$9,020.28	
	Cody Abel	\$0.00	\$8.64	\$0.00	\$1,175.69	\$1,184.33	
	Sharan Abel	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	
	Mavis Acevedo	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	
⊞ xx10067			\$0.00	\$0.00	\$600.00	\$600.00	
	Angelyn Ackerman	\$0.00	\$0.00				
	Angelyn Ackerman Andy Adams	\$0.00 \$0.00	\$0.00	\$5.38	\$728.93	\$739.92	
	2 .			\$5.38 \$0.00	\$728.93 \$600.00	\$739.92 \$600.00	
	Andy Adams	\$0.00	\$5.61	-	-		
<ul> <li>         10300      </li> <li>         544      </li> <li>         3343      </li> <li>         10423      </li> </ul>	Andy Adams Rosia Aguilera	\$0.00 \$0.00	\$5.61 \$0.00	\$0.00	\$600.00	\$600.00	
<ul> <li>         10300      </li> <li>         544      </li> <li>         3343      </li> <li>         10423      </li> </ul>	Andy Adams Rosia Aguilera Eboni Aguilera	\$0.00 \$0.00 \$0.00	\$5.61 \$0.00 \$0.00	\$0.00 \$0.00	\$600.00 \$600.00	\$600.00 \$600.00	
<ul> <li>              10300      </li> <li>             544         </li> <li>             3343         </li> <li>             10423         </li> <li>             ×5118         </li> </ul>	Andy Adams Rosia Aguilera Eboni Aguilera Mr. Keith Aguilera	\$0.00 \$0.00 \$0.00 \$0.00	\$5.61 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$600.00 \$600.00 \$1,200.00	\$600.00 \$600.00 \$1,200.00	
<ul> <li>➡ 544</li> <li>➡ 3343</li> <li>➡ 10423</li> <li>➡ ×5118</li> <li>➡ 174</li> </ul>	Andy Adams Rosia Aguilera Eboni Aguilera Mr. Keith Aguilera Dr. Jamaal Aguirre	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$5.61 \$0.00 \$0.00 \$0.00 \$593.62	\$0.00 \$0.00 \$0.00 \$0.00	\$600.00 \$600.00 \$1,200.00 \$45,841.51	\$600.00 \$600.00 \$1,200.00 \$46,435.13	
<ul> <li>➡ 10300</li> <li>➡ 544</li> <li>➡ 3343</li> <li>➡ 10423</li> <li>➡ ×5118</li> <li>➡ 174</li> <li>➡ 3261</li> </ul>	Andy Adams Rosia Aguilera Eboni Aguilera Mr. Keith Aguilera Dr. Jamaal Aguirre Ms. Sidney Aguirre	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$5.61 \$0.00 \$0.00 \$0.00 \$593.62 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$600.00 \$600.00 \$1,200.00 \$45,841.51 \$600.00	\$600.00 \$600.00 \$1,200.00 \$46,435.13 \$600.00	

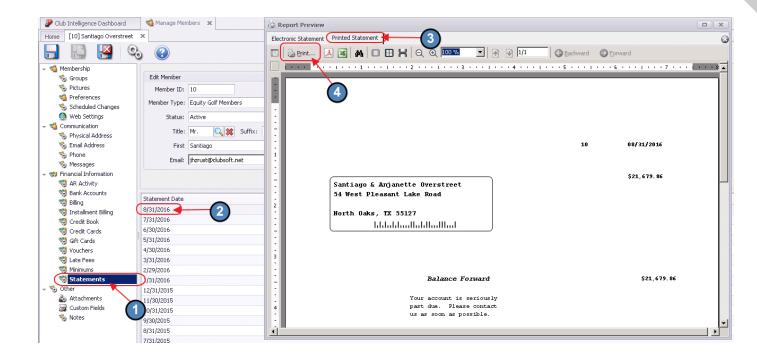
# FAQ's

### What if there is an error during statement printing?

If the printer becomes jammed, click **Pause**, fix the error (clear jam, etc), and when fixed, click **Resume**. Printing will commence where error occurred.

### What is the best way to re-print a statement for one Member?

The easiest way to re-print a statement for one Member, is to go to the Member's profile. Click on the **Statements tab** (in the Financial Information section), double-click on the **statement date** to reprint, navigate to the **Printed Statement tab**, and then click **Print**.



# **Best Practices**

Post all period batches prior to generating statements.

To minimize processing time, it is recommended to Print Statements and Email Statements in separate processing batches. Oftentimes, Clubs print statements first, and then produce email statements while stuffing envelopes.