# **G** POS Charge Settlement Types

2016 - Winter Edition

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## Overview

			Payments		
		\$0.00	Туре	Amount	Delete All
8	9	Clear Tender			Delete Selected
5	6	Gratuity	l		
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#### **Charge Settlement Types** are the settlement buttons in the Close Ticket section of the POS.

They are used to tell the system what settlement buttons should display on what terminals, and where the buttons should appear on the settlement screen. They are also responsible for storing the debit account when posting payments to the General Ledger.

#### Use Case(s)

A Club has decided to start accepting checks, and therefore, will need to set up a new Charge Settlement Type, and configure its corresponding Check Settlement Type button in the POS.

## Accessing the Tool

To access Charge Settlement Types,

1) In CMA navigate to System across the top toolbar and select **Charge Settlement Types.** 

Membership POS	System Help
3 Support Request	System 5 1
	C Address Categories
	🗞 Areas
	🗞 Area Categories
🛞 🕒	🗞 Area Groups
Clear Filter Active	Attachment Categories   2
	Change Log pok Typ
	Charge Settlement Types
Check	Custom Fields Categories

2) The Charge Settlement Types Grid will launch.

Charge Set	tlement Types	×							
Home									
New Edit	Delete Ex	port Refr		Active	(2) Help	Sear	rch:		All Words   Any Word
Location X 💎	Location Y	Name	A 💎 Desc	cription 💎	Height	🔊 w	idth 💎	Use Credit Book Type Accou	nt 🔺 💎 ID
8	8	6 CASH			÷	56	168		
8	15	6 Check	Che	ck		56	168		
180	11	6 CREDIT B	DOK Crea	lit Book		94	100	✓	
180	1	6 CREDIT C	ARD			94	100		
200	1	6 ETS Cards	E			64	138		
250	2	0 ETS Retail	E			64	138		

3) The primary functions associated with managing Charge Settlement Types are embedded in the Charge Settlement Type setup screen, which can be accessed by double-clicking on an existing Type, or clicking the **New** button.

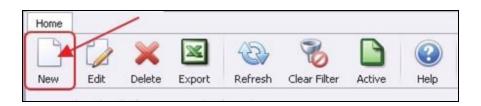
Charge Settlement Typ	Export Refresh	Rer Active Help	Search:	All Words   Any Word
Location X 🛞 Location Y	💎 Name 🔺 🔷 💎	Description 💮 Height	💎 Width 🕤	Use Credit Book Type Account 🔺 🛞 II
8	86 CASH		56 16	6
8	156 Check	Check	56 16	8
180	116 CREDIT BOOK	Credit Book	94 10	0 🖌
180	16 CREDIT CARD		94 10	0
200	16 ETS Cards	E	64 13	8
250	20 ETS Retail	E	64 13	8

## Creating a New Charge Settlement Type

By default the system is loaded with Member Charge, Cash, Gift Card, Credit Card and Credit Book, but there can be as many settlement types as needed.

To Create a Charge Settlement Type,

- 1) Navigate to the **Charge Settlement Types Grid** and perform either of the following to launch the Charge Settlement Type setup screen:
  - a) Click the **New** icon on the toolbar.



b) Right-click anywhere on the Member Types Grid and select New.

🗞 Cha	rge Settle	ement Typ	ies 🗙								
Home											
New	Edit	X	Export	Refresh	Clear F	) ilter	Activ	)	() Help	Search:	: [
Location		cation Y	💎 Na			Descri		-	Heigh	2 Width	1 (
	8		86 CA	SH		1	_				10
	8		156 Ch	eck	1	Chec		New	)	Ctrl+N	
	180		116	T BOOK		Credi	0	Edit		Ctrl+E	
	180		16	IT CARD			*	Delete	е	Delete	
	200		16 ET:	5 Cards	j.	E	\$	Undel			
	250		20 ET:	5 Retail	5	E	20	Under	ele		

2) The Charge Settlement Types setup screen will launch.

1	Charge Settl	ement Types X				
	-	🔛 🕑				
	Edit Invoice Pa	ryment Type				
	Name:	New				
	Description:	1				-
		1				_
	Debit Ledger:	(None)	् 🗶			
	Type:	Member Charge	-			
	POS Display O					
		Devices		Areas		_
	[AI] Carlie Cacrile Receipl Carlie's FB Carlie's Recei Carlie's Recei Carlie's Recei Carlie's Receipt F Club Bar Cold Grill Receipt P Hot POS-1 Bar	pt Printer 2 nal 2 son st		[AI] Admin Banquet Member Beverage Cart Carle's F&B Area Carle's Retail Area Club Functions Balroom Club Functions Balroom Club Functions HII-AGB Dining Room Fitness Golf Grille		
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	Name:					
	Location X:	0 Location	Y: 0	]		
	Height:	0 Wid	th: 0	]		
	Image:				Browse	
	Image Height:	0 Image Wid	th: 0	]		
					Preview	

#### **General Information**

Begin by populating the general information associated with the Payment type shown/listed below.

Charge Settler	ment Types X	
Home Cash	×	
	🛛 🕹 📀	
Edit Invoice Pay	ment Type	
Name:	Cash	
Description:	Cash	
3 Debit Ledger:	00100 Premier Banl 🔍 🗱	
Type:	Cash 💌	
	Member Charge	
POS Display Opt		
	Check	
[AI]	Credit Card	[AI]
Carlie	Credit Book	Admin
Carlie Receipt		Banquet Membe Banquet Non-M
Carlie's Receip	Micros Folio	Bar
Carlie's Termin	88 Dining Dollars	Beverage Cart
Cincinnati Epso		Carlie's F&B Are

- (1) **Name** Fill in a descriptive name.
- (2) **Description** Optionally, provide a description. This field is used to provide more information regarding the Charge Settlement type.
- (3) **Debit Ledger** Enter the General Ledger account to which these payments should post.
- (4) **Type** Specify the Payment Type based on desired function of the button, and its associated reporting.

Options include:

- **Member Charge** used to charge payment to the member's Club account.
- **Cash** used to settle ticket to cash.
- Check used to settle ticket to check. Does not have a column in the body of the batch report, but will break out in the summary at the bottom. Some clubs use Cash instead for this reason.
- Credit Card used to settle tickets to credit card. When the system is licensed to process credit cards through POS it will use the Debit Ledger on the Charge Settlement type to see if the system is configured or not. When it is configured, it will prompt for the swipe of the card.

When it is not configured it will simply close the ticket.

- **Credit Book** used to settle the ticket to credit book if available and the items being purchased are configured to allow it.
- **Gift Card** used to settle to Gift Card. When selected, will display the list of open Gift Cards.
- **Micros Folio** used with a custom interface, contact support before using.
- **BB Dining Dollars** used with a custom interface, contact support before using.
- **BB Flex** used with a custom interface, contact support before using.
- Room Folio use to settle a ticket to a Guest Room. When selected, it will display a list of all Rooms that have been checked in.

### **POS Display Options**

The Charge Settlement Type can be set to display on particular Workstation Devices, all devices, or particular Areas or all Areas. There are no pressing rules of thumb to consider when deciding whether/how to use Devices or Areas, however, please note that if using a Device attached to an F&B Area, the Charge Settlement Type will show regardless of which Area is selected in the Select a Table Phase at the POS.

For instance, let's assume the Club Bar **Workstation Device** is flagged within the Credit Card Charge Settlement Type, but the Dining Room **Area** is not. If a user logs in to the Club Bar Workstation Device and decide to choose the Dining Room Area in the Select a Table Phase, the Credit Card Charge Settlement Type will still show in the Dining Room **Area** because the user is logged into the Club Bar **Workstation Device**.

To select a Device or Area,

- 1) Click once to select a Device or Area.
- 2) Click again to deselect it.

Charge Settle	
Home CASH	× 🛃 🔍 🕢
Edit Invoice Par	ment Type
Name:	CASH
Description:	
Debit Ledger:	00100 Premier Bani 🔍 🗱
Type:	Cash
- POS Display Op	tions
	Devices Areas
(All) Carlie Receipt Carlie's F8 Carlie's Receipt Carlie's Receipt Carlie's Termin Cincinnati Tep Club Bar Cold Grill PO5 Grill Receipt Pi Hot PO5-1 Bar	t Printer 2 al 2 on Carle's F88 Area Carle's F88 Area Carle's F88 Area Club Functions Ballroom Club Functions Dining Rm Club Functions Dining Rm Club Functions Dining Rm

The remaining options address how the button will display in POS; its label, where it is positioned, its size, and its associated image (if applicable).

	Devices		Areas	
Carlie Carlie Receip Carlie's FB Carlie's Ferm Cincinnati Ep: Cincinnati Te: Club Bar Cold Grill POS Grill Receipt F Hot POS-1 Bar	pt Printer 2 nal 2 son st		All Admin Banquet Member Bar Beverage Cart Carlie's R&B Area Carlie's R&B Area Carlie's Retail Area Club Functions Ballroom Club Functions Dining Rm Club Functions Hill-AGB Dining Room Fitness Golf	8
Name:		86		
Height:				
image Height:	56 Image Width:	168		Browse

- (1) **Name** label that will display on the button in POS. Used when Image is not available.
- (2) **Location X** the starting point (in pixels) of the button on the settlement screen horizontally.
- (3) Location Y the starting point (in pixels) of the button on the settlement screen vertically.
- (4) **Height** height of the button (in pixels).
- (5) **Width** width of the button (in pixels).
- (6) **Image** used to put an image on the button. When used, the Name field should be blank.
  - Images should be stored in the image directory on the server.
  - The size should be approximately the height and width of the button (in pixels).
- (7) **Image Height** height of the image (in pixels). Normally matches Height field.
- (8) Image Width width of the image (in pixels). Normally matches Width field.

(9) **Preview** – used after changes are saved to Preview how the button will look in POS.

Preview POS Bu	ttons		x
Area: Device:	Golf Shop		<b>&gt;</b>
Payment Meth	bor		
Memi	ber Charge	Credit Card	
	Cash		
Gift Card	Credit Book		
			Close

## **Best Practices**

When creating a new button, the easiest way to approach Location, Height and Width is to use the existing buttons as a guide.

- 1) Open an existing **Charge Settlement Type**.
- 2) Click Preview.
- 3) Click **Yes** when prompted, no need to save since no changes have been made.
- 4) Select the **Area** for which you are adding the button.

The existing settlement button layout for that Area will display.

eview POS Bu	ttons		>
Area:	Golf Shop	·	•
Device:		~	•
Payment Meth	od		
Memb	er Charge	Credit Card	
	Cash		
Gift Card	Credit Book		
			Close

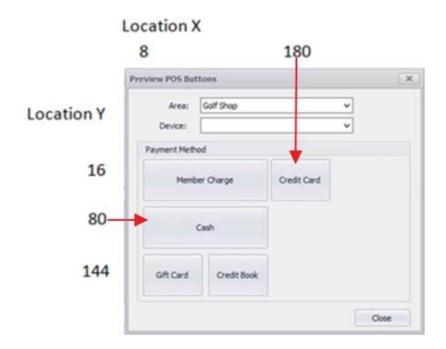
- 5) Make note of the positions of the buttons on the screen.
- 6) Close out of the Preview screen.
- 7) Close out of the Charge Settlement Type.

On the Charge Settlement Types Grid make sure it is displaying the Location X, Location Y, Height and Width.

8) Sort by Location X column by clicking the column header.

🗞 Charg	je Settl	ement Typ	es 🗙				
Home							
	2	×		E.	8		
New	Edit	Delete	Export	Refresh	Clear Filte	er Active	Help
Name		CLocal	tion X 🔺 💎	Location	η Y 💎	Height 💎	Width 💎
Member	Charg	e	8		16	56	168
Cash			ε	}	86	56	168
Gift Card			ε	}	154	56	168
Credit Car	d		180	)	16	94	100

As an example, to add a Check button below the Credit Card button and to the right of the Cash button use the Location X of Credit Card and the Location Y of Cash as the starting point.



- 9) To place the button to the right of the Cash button the Location X would be the same as the Credit Card button, 180.
- 10) To place the button below the Credit Card button the Location Y would be the same as the Cash button, 80.
- 11) To make it the same size as the Credit Card button, use the Height and Width the Credit Card Button is set to, Height = 56, Width = 80.



- 12) Click Save.
- 13) Click Preview.

Area:	Golf Shop	~	
Device:		~	
ayment Met	hod		
Member Charge		Credit Card	/
	Cash	Check	
Gift Card	Credit Book		

POS terminals will have to log out of POS and log back in to see the change.

## **Frequently Asked Questions**

#### We don't see the button on our terminal, why not?

Ensure the user has logged out and logged back in to the POS to see saved changes. Additionally, verify that the area(s) and/or terminal workstation(s) are configured properly to display the button.