



POS Charge Settlement Types

2016 - Winter Edition

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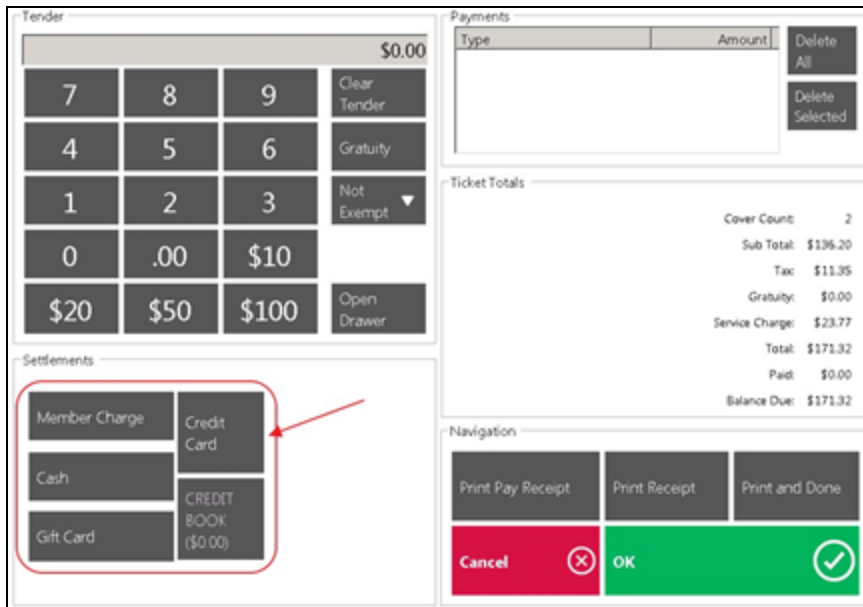
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Overview

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.

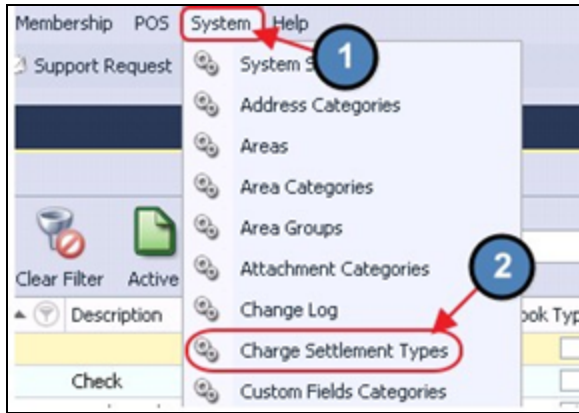
Use Case(s)

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**.



2) The Charge Settlement Types Grid will launch.

A screenshot of the 'Charge Settlement Types' grid. The grid has a toolbar with buttons for New, Edit, Delete, Export, Refresh, Clear Filter, Active, and Help. There is also a search box and radio buttons for 'All Words' and 'Any Word'. The table below has the following data:

Location X	Location Y	Name	Description	Height	Width	Use Credit Book Type Account	ID
8	86	CASH		56	168	<input type="checkbox"/>	
8	156	Check	Check	56	168	<input type="checkbox"/>	
180	116	CREDIT BOOK	Credit Book	94	100	<input checked="" type="checkbox"/>	
180	16	CREDIT CARD		94	100	<input type="checkbox"/>	
200	16	ETS Cards	E	64	138	<input type="checkbox"/>	
250	20	ETS Retail	E	64	138	<input type="checkbox"/>	

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.

A screenshot of the 'Charge Settlement Types' grid, similar to the previous one. A red circle with the number '1' is around the 'New' button in the toolbar. A red circle with the number '2' is around the 'Refresh' button. A red oval highlights the first row of the table, which is '8 86 CASH'. A red arrow points from the 'New' button to the first row of the table.

Location X	Location Y	Name	Description	Height	Width	Use Credit Book Type Account	ID
8	86	CASH		56	168	<input type="checkbox"/>	
8	156	Check	Check	56	168	<input type="checkbox"/>	
180	116	CREDIT BOOK	Credit Book	94	100	<input checked="" type="checkbox"/>	
180	16	CREDIT CARD		94	100	<input type="checkbox"/>	
200	16	ETS Cards	E	64	138	<input type="checkbox"/>	
250	20	ETS Retail	E	64	138	<input type="checkbox"/>	

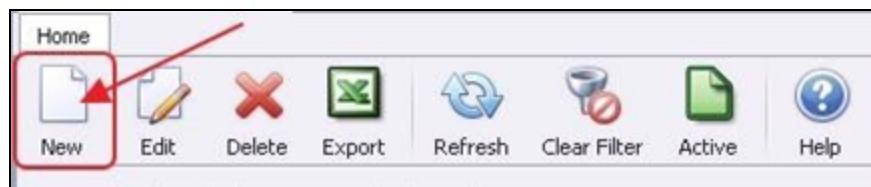
Creating a New Charge Settlement Type

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.

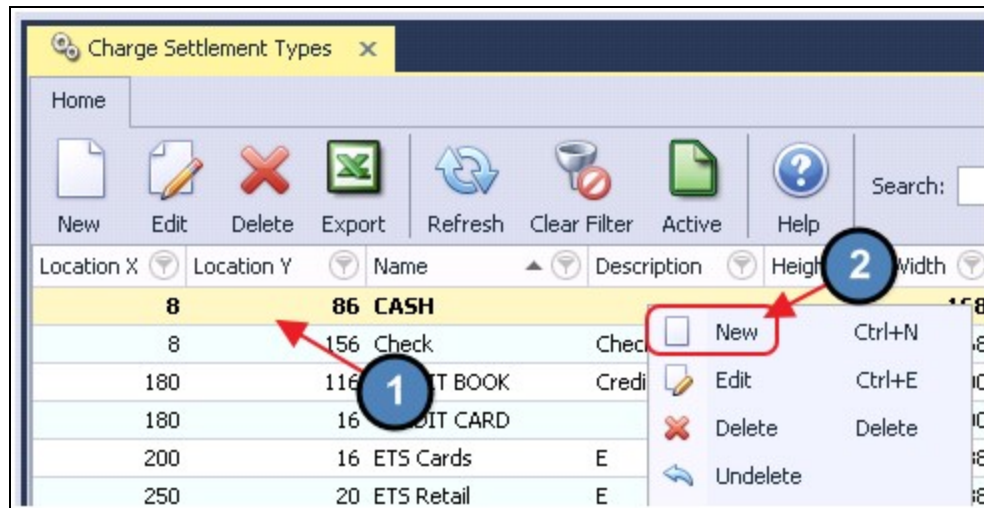
To Create a Charge Settlement Type,

- 1) Navigate to the **Charge Settlement Types Grid** and perform either of the following to launch the Charge Settlement Type setup screen:

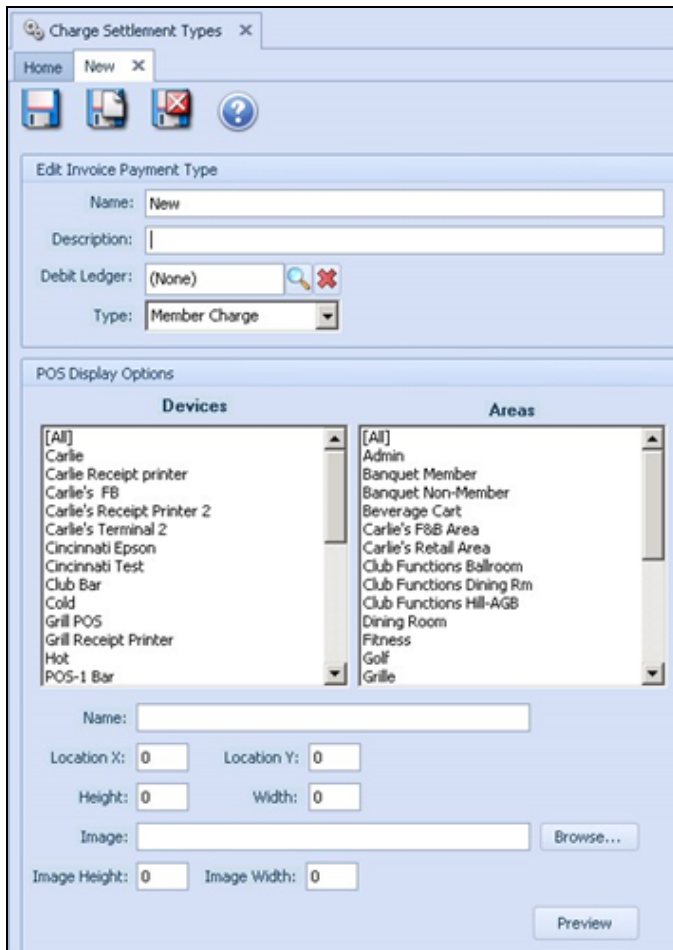
- a) Click the **New** icon on the toolbar.



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

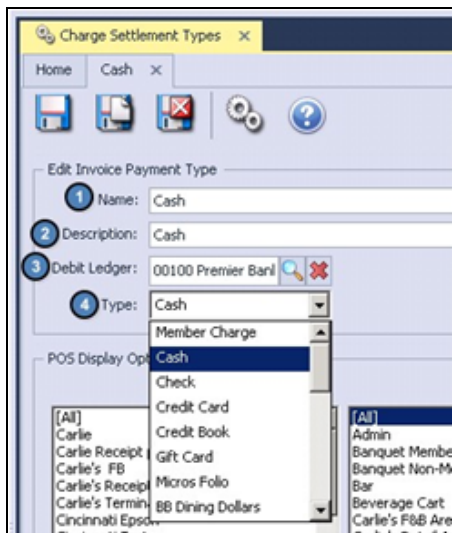


- 2) The Charge Settlement Types setup screen will launch.



General Information

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



- (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.

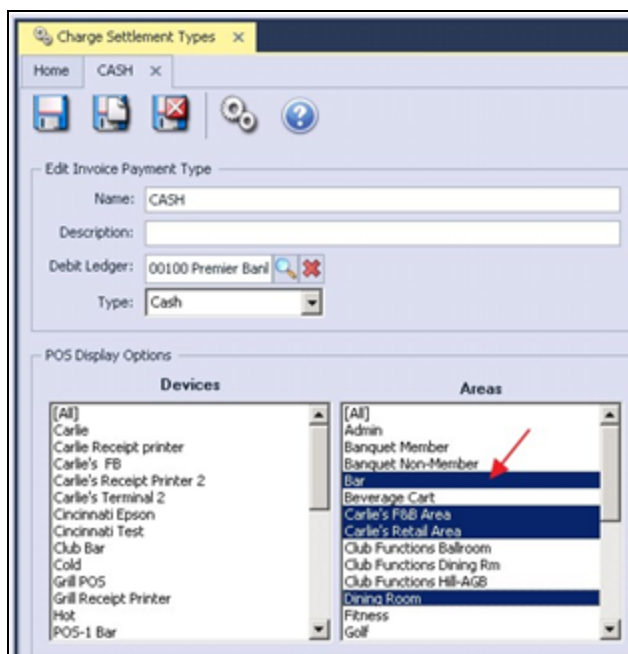
POS Display Options

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.

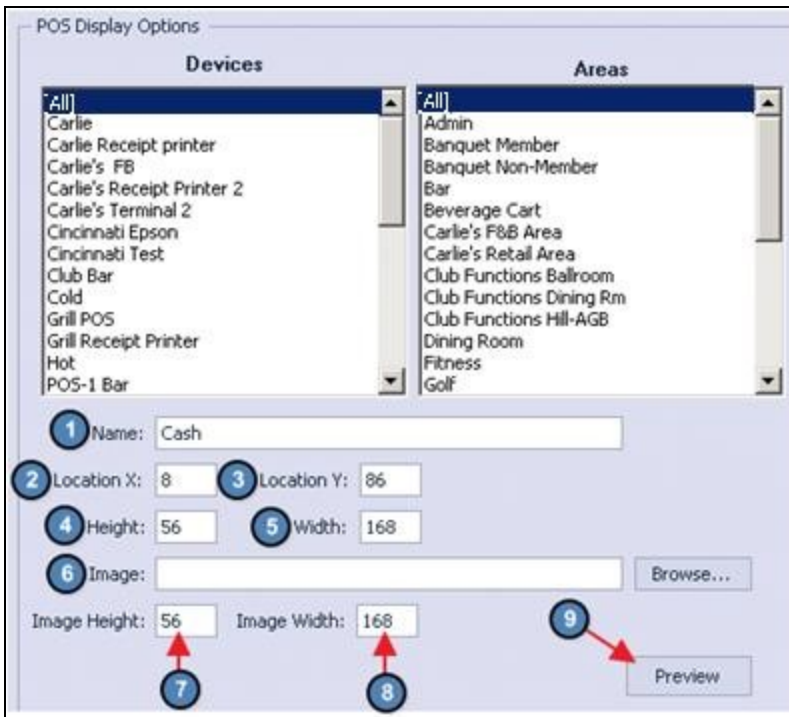
For instance, let's assume the Club Bar **Workstation Device** is flagged within the Credit Card Charge Settlement Type, but the Dining Room **Area** is not. If a user logs in to the Club Bar Workstation Device and decide to choose the Dining Room Area in the Select a Table Phase, the Credit Card Charge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

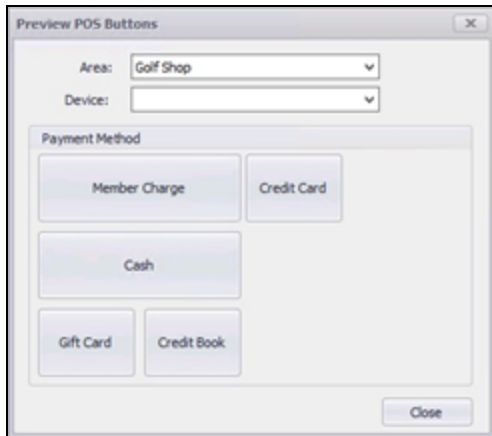


The remaining options address how the button will display in POS; its label, where it is positioned, its size, and its associated image (if applicable).



- (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.

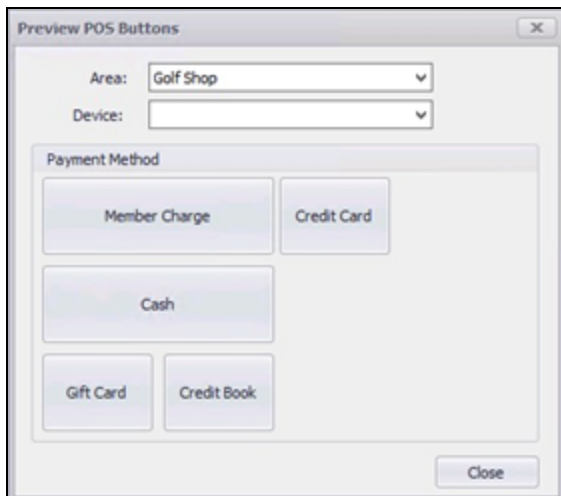


Best Practices

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.

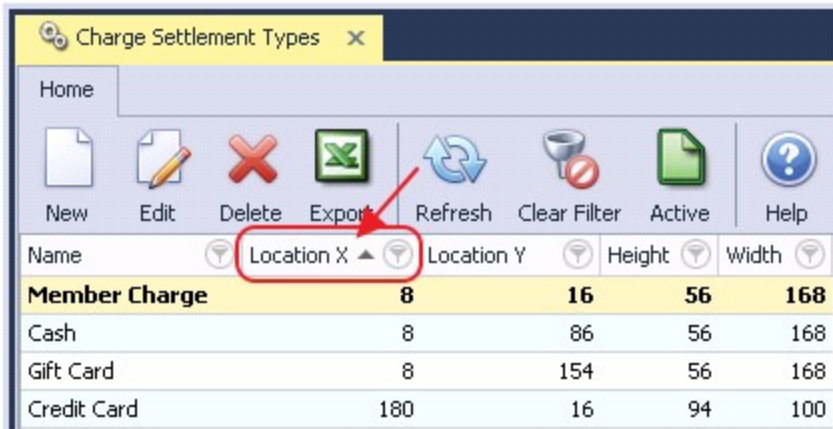
The existing settlement button layout for that Area will display.



- 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.

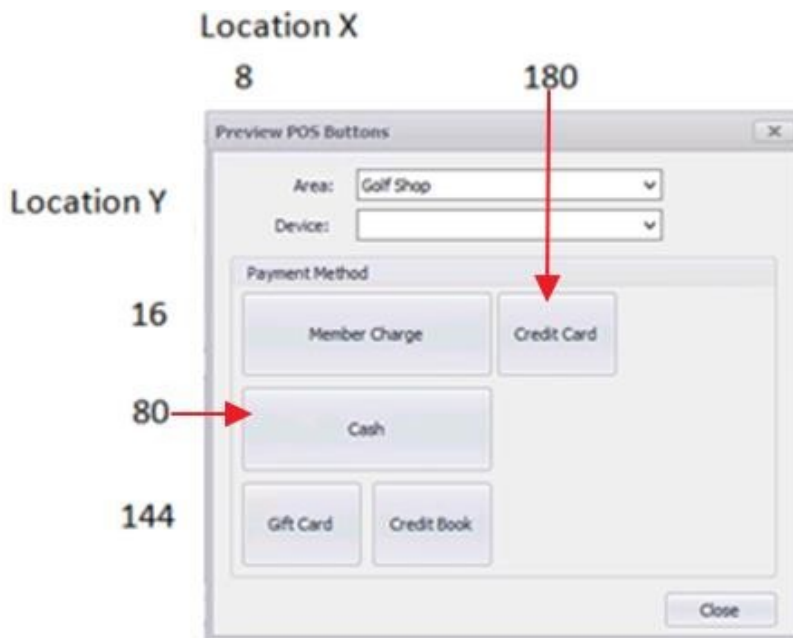
On the Charge Settlement Types Grid make sure it is displaying the Location X, Location Y, Height and Width.

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

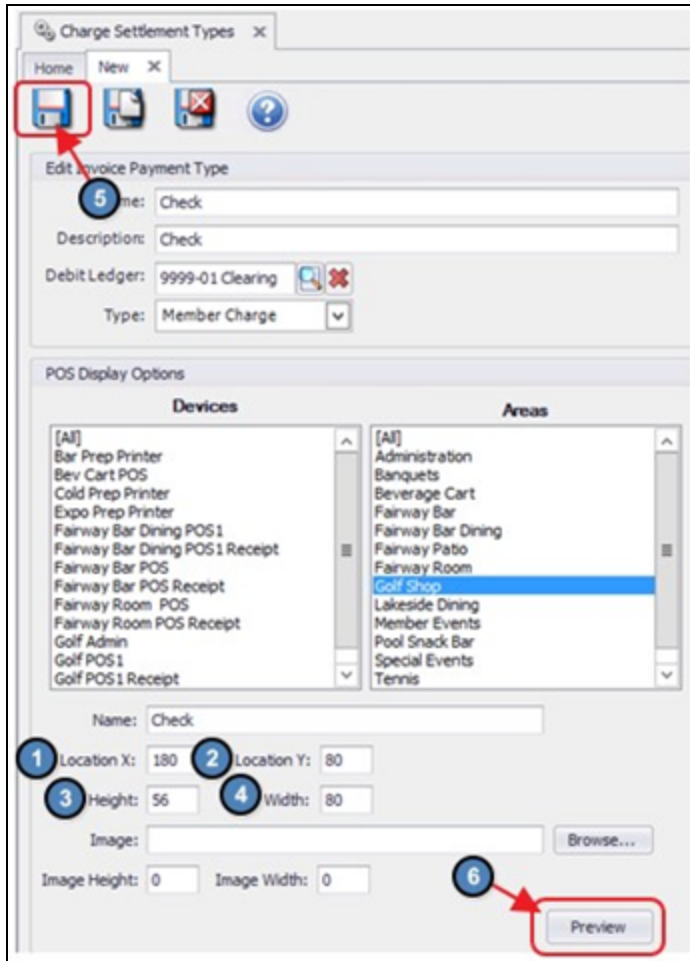


Name	Location X	Location Y	Height	Width
Member Charge	8	16	56	168
Cash	8	86	56	168
Gift Card	8	154	56	168
Credit Card	180	16	94	100

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.

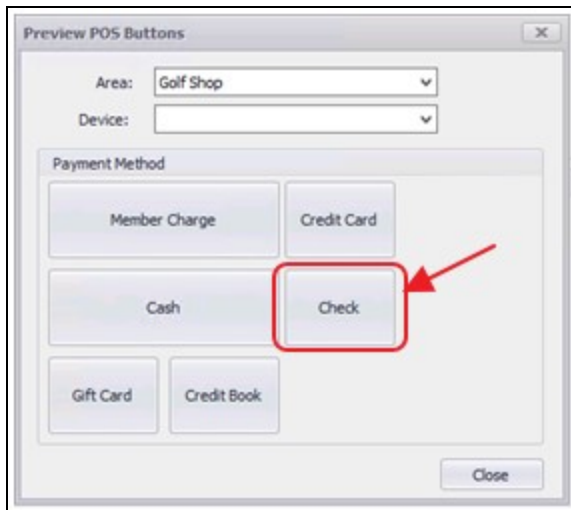


- 9) To place the button to the right of the Cash button the Location X would be the same as the Credit Card button, 180.
- 10) To place the button below the Credit Card button the Location Y would be the same as the Cash button, 80.
- 11) To make it the same size as the Credit Card button, use the Height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



12) Click **Save**.

13) Click **Preview**.



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.