# **G** Rentals

2017 - Spring Edition

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## Overview

The Office System allows clubs to track, as well as bill their members for Rental property at the club. Rentals encompass a three tier hierarchy to their setup. At the highest level are Rental Categories, which are attached to Rental Types, and lastly Rental Types are linked to Rental Items. In this guide, we will discuss each tier of this hierarchy as well as how to create a new Rental.

#### Important:

Please note that a Billing Schedule will also need to be created and linked to a Rental Type. This is what prompts the system to apply the billing to the member.

### Use Case(s)

- Locker space is rented to a club's members.
- A club rents Bag Storage to their members.
- Slips are rented to members of a Yacht Club.

# **Rental Categories**

**Rental Categories** are used solely for reporting purposes. However, please note that each **Rental Type** must be associated with a **Rental Category**. With this in mind, it is essential to keep Rental Categories consistent and easy to track. Examples of Rental Categories can include, Men's Lockers, Ladies Lockers, Club Storage, Slips etc.

### Accessing the Tool - Rental Categories

#### To access Rental Categories,

 Select Membership across the top toolbar, hover the mouse over Rentals, and select Rental Categories.

Guests Guest Rooms	Mem	bership POS System V	Veb Help	,
Go To Club Website	-	Addresses	me -	
	1	Billing Schedule		
×	1	Cash Receipt Types	_	
	5	Change Reasons		
🛛 🖾 🖉	1	Credit Book Types	earch	
te Export Refresh	1	Custom Fields	earch	
Description 👻	1	Emails		
	1	Gift Card Types		
	1	Golf Fee Categories		
	1	Golf Fee Types		
	1	Groups		
	1	Group Types		
	1	Minimums		
	1	Player Types		
	1	Status Definition		
	1	Types		$\mathbf{\nabla}$
	5	Statement Messages		
	0	Rentals	•	Rental Categories
		CRM Types	٢	Rental Items
	Ċ	Import Starting Balances	٢	Rental Item Custom Fields
			٩	Rental Types

2) The Rental Categories Grid will launch.

💿 Ren	tal Categ	ories 🗙						
Home								
New	Edit	X	Export	Refresh	Clear Filter	Active	Help	s
Name		💎 Des	scription (	9				
Mens Loc	kers							
Ladies Lo	ckers							
Club Sto	rage							

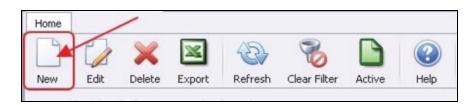
3) The primary functions associated with managing Rental Categories are embedded in the Rental Category setup screen, which can be accessed by double-clicking on an existing Category, or clicking the **New** button.

ſ	\delta Reni	tal Catego	ories ×						
	Home		2						
			×	3	3	8		0	Search:
	New	Edit	Delete	$\sim$	Refresh	Clear Filter	Active	Help	
	Name		Desc	ription 🤅	0				
(	Mens Lo	ckers							
	Ladies Lo	ckers							
	Club Stor	age							

### Creating a New Rental Category

To create a new Rental Category,

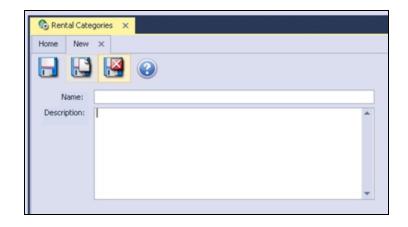
- 1) Navigate to the **Rental Categories Grid** and perform either of the following to launch the Rental Categories setup screen:
  - a) Click the **New** icon on the toolbar.



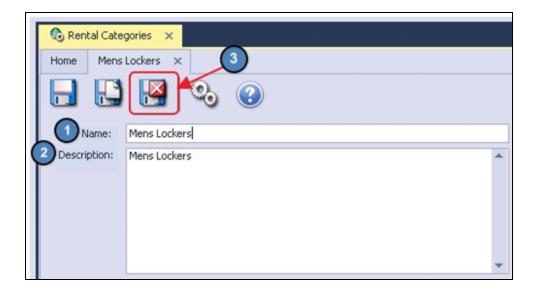
b) Right-click anywhere on the Rental Categories Grid and select New.



2) The Rental Category setup screen will launch.



3) Simply enter a Name and Description for the Rental Category and select Save & Close.

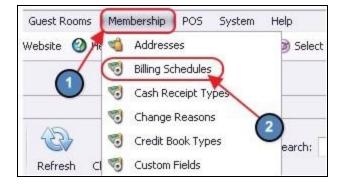


# **Rental Billing Schedule**

As previously mentioned, a Billing Schedule will need to be created to be linked to a Rental Type. The **Billing Schedule** will then be linked to any member(s) that are attached to **Rental Items** of a specific **Rental Type**.

To create a Rental Billing Schedule,

1) Navigate to **Membership** across the top toolbar and select **Billing Schedules**.



2) The Billing Schedules Grid will launch.

Special Assessment       \$100.00       Custom         test       test       (\$100.00)       Monthly         test tw       \$77.77       Monthly	Home										
Special Assessment         \$100.00         Custom         Image: Custom <th>New</th> <th>Edt</th> <th>X</th> <th>_</th> <th>Clear Filter</th> <th>Active</th> <th>-</th> <th>Search</th> <th></th> <th></th> <th></th>	New	Edt	X	_	Clear Filter	Active	-	Search			
test         (\$100.00) Monthly           test tw         \$77.77 Monthly           Test Memo Billing         Test Memo Billing           Test Memo Billing         \$1,000.00 Monthly           test         \$181.00 Custom           One-Month Test Schedule         \$18,000.00 Custom           Test Schedule         \$50.00 Monthly	Name				Description			Amount		Frequency 💌	Include On Memo Billing 💌 Ren
test tw         \$77.77         Monthly         Image: Constraint of the state of the	Special	Assessm	ent					\$100	0.00	Custom	V
Test Memo Billing         Test Memo Billing         \$11,000.00         Monthly         Image: Constant of the state           test         \$181.00         Custom         Image: Custom         <	test				test			(\$100	.00)	Monthly	
test         \$181.00 Custom         Image: Custom <td>test tw</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$7</td> <td>7.77</td> <td>Monthly</td> <td></td>	test tw							\$7	7.77	Monthly	
One-Month Test Schedule \$18,000.00 Custom Test Schedule \$50.00 Monthly	Test Men	o Billing			Test Memo B	ling		\$1,000	0.00	Monthly	V
Test Schedule \$50.00 Monthly	test							\$18	1.00	Custom	
	One-Mon	th Test Sch	nedule					\$18,000	0.00	Custom	
Locker Rental \$75.00 Yearly	Test Sche	dule						\$50	0.00	Monthly	
	Locker Re	ntal						\$7	5.00	Yearly	

3) Click the New icon on the toolbar. OR



Right-click anywhere on the Billing Schedules Grid and select New.

TO Billy	ng Schedu	les X						
Home								
P	2	×	-	3	8		0	Sei
New	Edit	Delete	Export	Refresh	Clear Filte	ar Active	Help	
Name					Descri	iption	$\bigcirc$	
Charity B	Event						(2)	
Corpora	ate Golf	Single M	onthly D	ues	0	-	-	-
Special A	kssessmer	R K			L N	ow J	Ctrl+N	
test			S		1	dit.	Ctrl+E	
test tw			(1)		24 D	elete	Delete	
Test Mer	no Billing		$\sim$		S U	ndelete		
test					~ 0	idelece		
		chedule			2 R	efresh	Ctrl+R	

### **General Information**

	😴 Billin	g Schedules	×		
	Home	Mens Full Lo	cker-Monthly 🗙		
			3 🕹 📀		
	(	1 Name:	Mens Full Locker- Monthly		
	2	Description:			
0	Invoice	Description:	Mens Full Locker- Monthly		
1		•	• Use Item • Use Combo	6 🗌 Include this on me	mo billing statements.
	5	Billing Item:	Locker Rental	Rental Schedule	Pre-Bill
	В	illing Combo:	(None)	Show Dependents	In Member List

- 1) **Name** Enter the Name of the new Billing Schedule.
- 2) **Description** Enter a Description. (Optional)
- 3) **Invoice Description** This will be the Description that appears on the Invoice at the corresponding Month End.
- Use Item This tells the system that the entity to be charged at Month End is an Item. This will be selected by default.
- 5) **Billing Item** Select the Billing Item to be charged for the Rental Schedule at Month End. The Billing Item determines the GL in which the charge is posted.
- 6) **Include This on Memo Billing Statements** If checked, the Billing Schedule will be included on any Memo Billing Statements sent for the corresponding Month End.
- Rental Schedule Check this box to indicate this Billing Schedule was created for Rental purposes.

**Important**: Any Billing Schedule applied to a Dependent Member will also show on the Primary Member's account.

**Note:** Other fields shown here (**Pre-bill**, and **Show Dependents In Member List**) do not apply to Rentals, and therefore can be ignored.

### Schedule

Schedule 1	Member Types	Member Groups	Members	Custom Scheduling	
Trequency:	Monthly	*			
2 Start Month:	February	٣			
3 Amount:	\$20.0	0			
Notes:					*
					*

- 1) **Frequency** Select the frequency of the Billing Schedule (Monthly, Quarterly, Semi-Annual, Yearly, or Custom).
- 2) Start Month Select the month the Billing will start.
- 3) **Amount** Enter the Amount to be billed.
- 4) **Notes** Add any additional Notes to the Billing Schedule.

Because this is a Rental Billing Schedule, the **Member Types**, **Member Groups**, and **Members** tabs can be ignored. The Billing Schedule will be applied to the member based on the Rental Item they rent/occupy.

# **Rental Types**

Rental Types determine the maximum number of occupants permitted for a specific type of Rental, as well as the Billing Schedule to be charged to the attached occupants.

### Accessing the Tool - Rental Types

To access Rental Types,

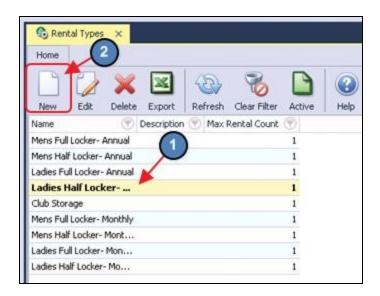
 Select Membership across the top toolbar, hover the mouse over Rentals, and select Rental Types.



2) The Rental Types Grid will launch.

💿 Ren	tal Types	×					
Home							
	2	×	×	3	8		2
New	Edit	Delete	Export	Refresh	Clear Filter	Active	Help
Name		۱ 🐑	Description	() Max F	Rental Count	•	
Mens Ful	Locker- A	Annual				1	
Mens Hal	f Locker-	Annual				1	
Ladies Fu	I Locker-	Annual				1	
Ladies H	alf Lock	cer				1	
Club Stor	age					1	
Mens Ful	Locker- N	Monthly				1	
Mens Hal	f Locker-	Mont				1	
Ladies Fu	I Locker-	Mon				1	
Ladies Ha	alf Locker-	- Mo				1	

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



### Creating a New Rental Type

To create a new Rental Type,

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



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

🔕 Ren	tal Types	×					
Home							
	2	×		(B)	8		
New	Edit	Delete	Export	Refresh	Clear Filter	Active	Help
Name		9	Description	💎 Max I	Renta 2	•	
Mens Fu	Ill Locke	r- A	G			-	
Mens Hal	f Locker	Annual	L	New	Ctrl+N		
Ladies Fu	II Locker-	(1)	4	Edit	Ctrl+E		
Ladies Ha	alf Locker			Delete	Delete		

2) The Rental Types setup screen will launch.

Home New ×		
Name:	1	
Description:		*
		-
Area:	(None)	
Rental Category:	(None)	
Max Rental Count:	0	
Occupant Count	Billing Schedule	

3) Please see below instructions.

Home Mens Full	Locker-Monthly 🗙
	🗏 🔕 📀
Name:	Mens Full Locker- Monthly
2 Description:	
	· · · · · · · · · · · · · · · · · · ·
Area:	Admin
3 Area: Rental Category:	Admin
h -	
Rental Category:	Mens Lockers
Rental Category:	Mens Lockers

(1) **Name** - Enter a Name for the Rental Type.

- (2) Description Enter a Description. (Optional)
- (3) **Area** Select the Admin Area. Because Billing Schedules are linked to the Admin Area, this Area will also need to be selected for the Rental Type.
- (4) Rental Category Select the appropriate Rental Category (Ex. Mens Locker).
- (5) Max Rental Count Enter the maximum number of occupants/members that can occupy a Rental Item of this Rental Type. The amount entered here will determine the number of Occupant Count Lines that populate at the bottom of the screen. This is where you will apply the Billing Schedule.
- (6) **Billing Schedule** Use the lookup value and select the Billing Schedule created in the previous step.

#### Important:

If multiple occupants/members can occupy a Rental Item of this Rental Type, be sure to apply a Billing Schedule to each Occupant Count Line. Often, this will be the same Billing Schedule so each member is charged the same amount.

Max Rental Count:		
Occupant Count	Billing Schedule	
1	Mens Full Locker- Monthly	
2	Mens Full Locker- Monthly	
3	Mens Full Locker- Monthly	Q

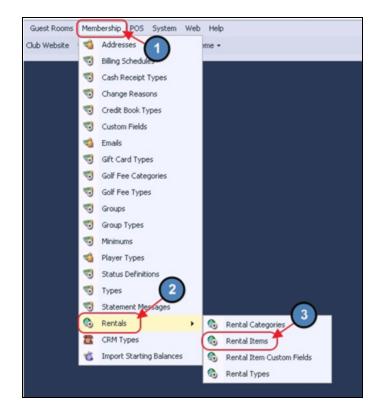
# **Rental Items**

Rental Items represent the specific entities at the club that can be rented. Examples include Locker Numbers, Club Storage Numbers, or Slip Numbers. **Rental Items** are linked to a **Rental Type**, this is what tells the system the appropriate Billing Schedule to apply toward members attached to the Rental Item.

### Accessing the Tool - Rental Items

To access Rental Items,

 Select Membership across the top toolbar, hover the mouse over Rentals, and select Rental Items.



2) The Rental Items Grid will launch.

💿 Renta	al Items	×								
Home										
New	Edit	X Delete	Export	Refresh	Clear Filter	Active	() Help	Search:		All Words Any Word
Name 💎	Vacant	💎 Atta	ached Merr	bers		() Attac	hed Memb	ers ID 💎	Rental Object Type Name 🔺 🍞	
M10		Giv	vens (Der	rek)		95			Mens Full Locker- Monthly	
M101		Tor	mlinson (Du	usty)		34			Mens Full Locker- Monthly	
M102	$\checkmark$								Mens Full Locker- Monthly	
M105		Yar	nez (Jaime)	)		299			Mens Full Locker- Monthly	
M106		Loy	d (Francis	)		111			Mens Full Locker- Monthly	
M111	$\checkmark$								Mens Full Locker- Monthly	
M118		Dill	on (Shad)			24			Mens Full Locker- Monthly	
M124		Bor	ren (Natha	nial)		213			Mens Full Locker- Monthly	

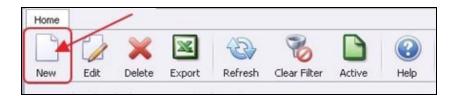
3) The primary functions associated with managing Rental Items are embedded in the Rental Item setup screen, which can be accessed by double-clicking on an existing Item, or clicking the **New** button.

Home	l Items ×	) ×		1			Search:		All Words     Any Word
New		elete Expor		Clear Filter	Active	Help		a	
Name 💎	Vacant 🖤	Attached M			T Atta	ched Memb	ers ID 🖤	Rental Object Type Name 🔺 🝸	)
M10		Givens (D	erek)		95			Mens Full Locker- Monthly	
M101		Tomlinson	(Dusty) 🤻	0	34			Mens Full Locker- Monthly	
M102	$\checkmark$			(1)				Mens Full Locker- Monthly	
M105		Yanez (Jai	me)		299			Mens Full Locker- Monthly	
M106		Loyd (Fran	cis)		111			Mens Full Locker- Monthly	
M111	$\checkmark$							Mens Full Locker- Monthly	
M118		Dillon (Sha	d)		24			Mens Full Locker- Monthly	
M124		Boren (Nat	hanial)		213			Mens Full Locker- Monthly	

### Creating a New Rental Item

To create a new Rental Item,

- 1) Navigate to the **Rental Items Grid** and perform either of the following to launch the Rental Item setup screen:
  - a) Click the **New** icon on the toolbar.



b) Right-click anywhere on the Rental Items Grid and select New.

🚯 Renta	al Items	×					
Home	0	~	×	45			
New	Edit	Delete	Export	Refresh	Clear Filter	Active	Help
Name 💎	Vacant	() Att	ached Merr	bers		( 2 )ac	hed Member
M10		Giv	ens (Der	ek)	-		
M101		Tor	nlinson (Du	isty)	New	Ctrl+N	
M102	$\checkmark$	7	1		Edit	Ctrl+E	
M105			Jaime	)	Delete	Delete	
M106		Log	/d (Francis	-		Delece	
M111	$\checkmark$			3	Undelete		

2) The Rental Item setup screen will launch.

📀 Rental 1	Items ×	
Home N	Vew ×	
Name/I	Number: 1	0
Ren	ital Type: (None)	
Des	cription:	
Members	Custom	
Slot	Member	

3) Please see below instructions.

Rental Items × Home M10 ×		
1 Name/Number: 2 Rental Type: 3 Description:	M10 Mens Full Locker- Monthly	-

- (1) **Name/Number** Enter a Name/Number for the Rental Item (Ex. M10 to represent "Mens Locker number 10").
- (2) Rental Type Select the appropriate Rental Type to be associated with the Rental Item. Remember, the Rental Type selected here will determine the Billing Schedule that is applied to the member(s) attached to the Rental Item.

- (3) **Description** Enter a Description of the Rental Item (Optional)
- (4) **Members** On the Members tab, use the lookup to select the Member who is currently renting the Rental Item.

#### Note:

If the attached **Rental Type** allows multiple members to be attached to the same Rental Item, multiple Slots will be available to the user.

		/
Slot	Member	
1	[95] Givens, Derek	
2	[3A] Christopher, Tandy	
3	[3B] Shanks, Jan	C

**Custom** - If Custom Fields are relevant to the Rental Item, they can be entered on the **Custom Tab**.



#### Important:

If multiple occupants/members can occupy a Rental Item of this Rental Type, be sure to apply a Billing Schedule to each Occupant Count Line. Often, this will be the same Billing Schedule so each member is charged the same amount.

Max Rental Count:	3 4 1	
Occupant Count	Billing Schedule	
1	Mens Full Locker- Monthly	
2	Mens Full Locker- Monthly	
3	Mens Full Locker- Monthly	Q

#### **Removing a Member**

To remove a member from a Rental Item, select the lookup and choose **None**.

lot		Member				~
	1	[95] Givens, Derek			<u> </u>	
		Lookup Value		2	×	
		Search:		4	(None)	
	Μ	lember Number	First Name	Last Name	Member Type	٦
						1
		3	Xavier	Shanks	Equity Golf	4
		3A	Tandy	Christopher	Sp-Corporat	
		38	Jan	Shanks	Dep-Corpora	
	1	3C	Mac	Shanks	Dep-Corpora	
		4	Wibur	Huerta	Corporate G	
		4A	Berry	Huerta	Sp-Corporat	
		48	Rosio	Huerta	Dep-Corpora	
		4C	Felisha	Huerta	Dep-Corpora	
		4D	Carroll	Huerta	Dep-Corpora	-
		Results last updated a	0-14 AM	late Now		

# Rental Billing Summary in Member Profile

A summary of the Rental Billing Schedules applied to a member is available on the Billing Tab within the member's profile.

To access this tab, please navigate to the **Manage Members Grid** and select the member in question.

Membership	Manage Me	mbers ×					
Manage Members	Home						
Member Charges Member Payments	New Edr	Delete Export	Refresh Clear Filter	Active Help	Search:		<ul> <li>All Words</li> <li>Any Word</li> </ul>
1 Member Credit Book	column h	eader here to group b	v that column				
Credit Book Expiration	Member Namber			• 💌 First Name	Auto Payment	Join Date	Years Of Membersh
Club Intelligence	572	Corporate Go	if Van Hook	Thomas			
<b>.</b>	3285	Miscellaneous	Valenzuela	Erin	173		
An	78A	Sp-Corporate	Golf Valencia	Shakita	10 H	06/08/	2006

Select **Billing** on the left pane within the member's profile.

Financial Information     AR Activity     Bank Accounts	-		
Billing		ID	Name
🧐 Credit Book		572	Corporate Golf Si
🧐 Credit Cards 🌍 Gift Cards	2002	572	M10 (Mens Full L
🌏 Vouchers			
inimums			
🧐 Sponsored Folios			
Statements			

Any Billing Schedule applied by a Rental Item will read **Rental** in the **Type column**.

		Billing Schedules Assigned	To This Member		
ID	Name	Amount	Frequency	Annual Total	Туре
572	Corporate Golf Single Monthly Dues	\$400.00	Monthly	\$4,800.00	Corporate Golf Single
572	M10 (Mens Full Locker- Monthly)	\$20.00	Monthly	\$240.00	Rental
	NOTE: Right click on grid for more	re options.			View Projected Billing

# Reporting

Reporting for Rental Items is available either within our Interactive Reports module, or using the Rental Items Grid. In this section, we will explore each option.

### Interactive Reports - Rental Items

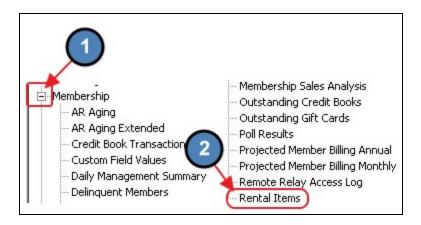
To access the Rental Items standard report,

1) Select Interactive Reports from the left user menu.





2) Expand Membership and select Rental Items.

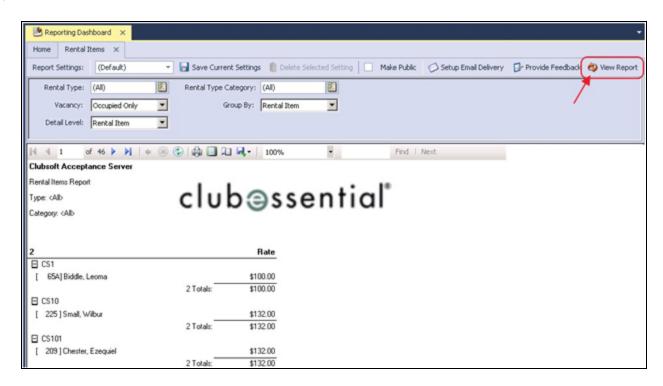


3) Please see below for a description of each filter of the Rental Items report.

Home Rental	Items ×					
Report Settings:	(Default)	🝷 🖥 Savi	e Current Settings	Delete Selected Set	ting 📔 Make Public	Setup Email Delivery
Rental Type:	(AII)	2 Rental	Type Category:	(Al)		
3 Vacancy:	Occupied and Vaca	ni 💌	Group By:	Member 💌		
5 Detail Level:	Member	*				

- (1) **Rental Type** Select the Rental Types the user would like to view on the report.
- (2) **Rental Categories** Select the Rental Categories the user would like to view on the report.

- (3) Vacancy The Vacancy filter provides three options:
  - (a) **Occupied and Vacant** Occupied and Vacant Rental Items will be included on the report.
  - (b) Occupied Only Only occupied Rental Items will be included on the report.
  - (c) Vacant Only Only vacant Rental Items will be include on the report.
- (4) Group By Allows the user to group the report either by Rental Item or by Member. This a great tool to use when the user would like to primarily see Rental Items vs. Members or vice versa. However, please note that the report can be expanded to view either level.
- (5) **Detail Level** Select the detail level of the report, either by Member or Rental Item.
- 4) Once the desired filters are applied, select View Report on the top right of the screen.



### **Rental Items Grid**

Another quick reporting tool to use is the Rental Items Grid itself. Just like all Grids within the Office system, the Rental Items Grid can be filtered, customized, and exported to Excel based on the available columns.

The most often used Column Headers for Rental Items include:

Home								
New	Edit Dek	Export	Refresh	Clear Filter	Active	Belp	Search:	All Words     Any Words
Name 💎	Vacant 💎	Attached Men	bers	💎 Att	ached Merr	bers ID	Rental Object Type Name 🕥	
M10		Van Hook (Th	5/	2		Mens Full Locker- Monthly		
M101		Tomlinson (Dusty)		34				
M102	$\checkmark$						Mens Full Locker- Monthly	
M105		Yanez (Jaime	)	29	9		Mens Full Locker- Monthly	
M106		Loyd (Francis	)	11	1		Mens Full Locker- Monthly	
M111	$\checkmark$						Mens Full Locker- Monthly	
M118		Dillon (Shad)		24			Mens Full Locker- Monthly	

Name - Name of the Rental Item

**Vacant** - If checked the Rental Item is Vacant, if unchecked the Rental Item is currently occupied.

Attached Members - Name of the member(s) attached to the Rental Item.

Attached Members ID - Member Number of the member(s) attached to the Rental Item.

Rental Object Type Name - The Rental Type associated with the Rental Item.

If these columns are not included on the present Grid, simply right click and select **Customize Columns**. Double click or drag and drop any columns the user would like to add to the Grid.

Name 💎	Vacant 💎	Attached Members	Attac	hed f	4embers ID 💎	Rental Ob	ject Typ	e Name 💎
W27						Ladies Hal	lf Locker	- Annual
M166		Stanbery (Erik)	559			Mens Half	Locker-	Annual
M293		Williams (ETS CHARGE ONLY Neil)	994			Mens Com	p Locke	r
M58		Palmer (Robby)	999			Mens Com	p Locke	r
M103		Ponder (Antonia)	257			Mens Half	Locker-	Annual
M104		Najera (Linda)	501	-			Lock	er- Annual
M107		Goff (Clifford)	81		New (	Ctrl+N	ocker-	Annual
M108		Shannon (Freeman)	202	0	Edit	Ctrl+E	ocker-	Annual
M11		Thurman (Floyd)	93	×	Delete I	Delete	ocker-	Annual
M112		Souza (Shon)	284	\$	Undelete	0	ocker-	Annual
M113	$\checkmark$					(1)	ocker-	Annual
M116	$\checkmark$			0	Refresh	Ctrl+	ocker-	Annual
M117	$\checkmark$			۲	Print Grid	¥	ocker	
M12	$\checkmark$		(	0.	Customize Colu	mns	ocke	(Drag & Drop or Double-Click)
M121		Stark (Odell)	158	0.	Generate Sum	maries	ocker	Devel March and (Cardens Field)
M125		Smallwood (Jessie)	80	-0	Generate Julia	nanco	ocker	Board Member? (Custom Field)
M126		Leavitt (Arron)	22	A	Font Size	•	ocker	Category Type Name
M129		Heath (Gaston)	37	0	Auto Refresh		ocker	Created By
M130	$\checkmark$				Grid Layouts		ocker	Created Date
M135		Marion (Damion)	181	-	0.10 20,000		Locker	Deleted
M140		Shanks (Xavier)	3			Mens Half	Locker	Description
M143		Crouch (Randy)	140			Mens Half	Locker	ID 🔺
M148		Leach (Leonardo)	74			Mens Half	Locker	Last Modified By
M152		Marion (Wilburn)	128			Mens Half	Locker	Last Modified Date
M158		Lackey (Ervin)	280			Mens Half	Locker	
M161		Mann (Raymond)	252			Mens Half	Locker	
M162		Casper (Hank)	172			Mens Half	Locker	
M165		Barbee (Harland)	30			Mens Half	Locker	
M172		Caron (Cristobal)	277			Mens Half	Locker	

To export the Grid to Excel, select the Export tool on the toolbar. The system will export the Grid to Excel based on current filters, sorting, and column headings.

💿 Renta	al Items	×						
Home				/				
New	Edit	X Delete	Export	Refresh	Clear Fil	ter Active	Help	Search:
Name 💎	Vacant	💎 Att	ached Mem	ibers	9	Attached Me	embers ID 💎	Rental Object Type Name 💎
W27								Ladies Half Locker- Annual
M166		Sta	anbery (Eril	<)		559		Mens Half Locker- Annual
M293		Wi	liams (ETS	CHARGE O	NLY Neil)	994		Mens Comp Locker
M58		Pa	mer (Robb	y)		999		Mens Comp Locker
M103		Po	nder (Anto	nia)		257		Mens Half Locker- Annual

# **Best Practices**

• To ensure additional Rentals are not billed to Resigned Members, immediately classify Resigned Members to a Resigned Status. This will prevent additional Rental Billings from processing.

# **Frequently Asked Questions**

### Can Members have more than one Rental?

Yes, Members can have multiple rentals, and be billed for them based on their individual billing schedule attached to the Billing Item.