# Generation Billing Reciprocal Charges to Members

2017 - Spring Edition

### User Guide - Table of Contents

**Overview** 

<u>Use Case(s)</u>

Create a Reciprocal Charge

Post Charge Batch to Member Account

**Best Practices** 

Frequently Asked Questions

## Overview

The reciprocal charge feature enables a user to enter an invoice for a reciprocal club and create the charge for the member at the same time. Once the invoice batch is posted, the system will create a charge batch under Approve Charge Batches in Membership, which can be posted to charge the member's account.

**Note**: Once the Vendor Invoice Batch is posted and the membership batch is created, there is no longer a connection between the two batches. Changes to the membership batch will not affect Accounts Payable. Any service fees charged to the members for processing reciprocal charges would be done through the Membership module as a separate Member Charge.

## Use Case(s)

 Grand Key Club has a reciprocal agreement with another private Club (West End Club), allowing their members to play one another's golf courses on an arranged basis. Mr. Smith (a Grand Key Club member) played West End Club's course last week. Grand Key just received an invoice from West End for Mr. Smith's round. Grand Key enters the invoice to pay the West End Club, and simultaneously bills Mr. Smith for his play.

# Create a Reciprocal Charge

Access the Invoice Receipt screen by selecting **Accounts Payable** from the user menu and choosing **Enter Vendor Invoices** (the invoice entry screen).

Accounts Payable	«
🥩 Manage Item Receipts	۲
🥩 Manage Vendor Invoices	
🥩 Manage Credit Memos	
🥩 Pending Memorized Invoi	ces
The second secon	$\frac{2}{2}$
Pay Bills	
🥩 Print Checks	
🧒 Void Checks	•
Club Intelligence	1
Accounts Payable	
	-

Follow instructions for Standard Invoice Entry. Complete the heading of the Invoice Receipt Screen.

#### Under Type option, select Member.

🚸 Edit Vendor In	voice (Unpaid)				_	
	🔄 🗞 🕐					
Vendor:	Brook Hollow Golf Club	Sind Item Receipts	Invoice Num	ber: 5013		
Vendor Address:	8301 Harry Hines Blvd. Dallas,MN 75235-	<u>^</u>	Te	rms: NET30		Q
			Invoice D	ate: 5/4/20	17	-
			Due D	ate: 6/3/20	17	-
	On Hold Prepaid	(	Invoice Amo	ount:	\$15	53.85 🗘
	Create Memorized Invoice					
On Every	Last days of the month	until 5/4/2017 -				
Type N	lame	Description	Quantity	Amount	Total	DE
9 😢 Me 🔻			1	\$153.85	\$153.85	
* Туре						
Item Account Comment Member						

Then, in the name section, select the member to be charged. Use the lookup feature for assistance. Once Member is located, double-click to select and populate the **Name** field.

Тур	pe	Name		Qu	uantity	Amount	Total	DE	
9 🕴	Member				1	\$153.85	\$153.85		
*	_								
		🖳 Lookup Value						x	
		Search: Duan	2 *						
		Member Number	▼ First Name	Last Name		Member	Туре		
		801	Clancy	Clancy Miscellaneous					
		84D	Duane	Pearson 🔶 🦳 🔵 🖢			)-Corporate Golf		

The **Description** will default to Vendor Name. This will display on the member statement, and can be adjusted if necessary. Leave **Quantity** at the Default. Enter the **Amount** of the Charge, and click, **Save and Close**.

8	Edit Vendor I	nvoice (Unpaid)			_ <b>– ×</b>
	-	🖳 🗞 📀			
	Vendor:	Brook Hollow Golf	Sind Item Receipts	Invoice Number:	5013
	Vendor Address:	8301 Harry Hines Blvg. Dallas MN 75235-		Terms:	NET30
		Dalasjinin 70200	-	Invoice Date:	5/4/2017 🔹
1				Due Date:	6/3/2017 🔹
		On Hold Prepaid		Invoice Amount:	\$153.85 🗘
		Create Memorized Invoice			
	On Every	Last 🗾 days of the mon	th until 5/4/2017 🔫		
	Туре	Name	Description	Quantity Amo	unt Total DE
I	Member	[84D] Pearson, Duane	Brook Hollow Golf Club	1	\$153.85 \$153.85
*				1	
				1	
					Total: \$153.85
	Contact	(Nope)	Memo:	A	

Click **Finish**, and proceed to post batch.

	🖳 Vendor Invoice	Wizard			× 5				
	Vendor Invoice Wizard								
ŀ	Step 2: Add New Ve	ndor Invoices							
h	Invoice Number	Vendor	Invoice Date	Amount Due					
в	5013	Brook Hollow Golf Club	5/4/2017	\$153.85					
L 8 5 8 E * 5 0									
+	Close	Memorized Import M/E	Import Flat	Back	Finish				

🤲 Post Batch Previe	w					
	<b>()</b> ()					
Edit Batch Notes Pos	t Batch Expand All Audit Lo	-				
		- 100%	-	Find   Ne:	xt	
Clubsoft Acceptance	e Server					
Vendor Invoice Batch P	osting Summary					
Batch Control Number: F	Preview Only	clu	i h@s	sent	iaľ	
Activity Date: 5/4/2017		010	093	30111	iui	
		PREVIEW ONLY				
G/L Posting						
Account			Debit	Credit		
± 00-200 Accounts Pa	ayable		\$0.00	\$153.85		
5-460 Other Club \$2	Charges		\$153.85	\$0.00		
Posting Total			\$153.85	\$153.85		
Mandaulus siza Dat	- 11-					
Vendor Invoice De	Mondor Name	Invoice #	Invision Dista	Due Date	Amount To Day	
FI BROOSO	Brook Hollow Golf Club	5013	5/4/2017	6/3/2017	\$153.85	
_				Tota	al: \$153.85	
Notes						
5/4/2017 9:01 AM		Page 1/1				

## Post Charge Batch to Member Account

Once the invoice batch has been posted, the system creates a charge batch under Approve Charge Batches in Membership, which is then posted to charge the member's account.

Select Membership from the user menu and choose Approve Charge Batches.



A new batch will auto-populate based on the Invoice Batch. Click to select the batch and choose **Post Batch**.

🦻 App	Approve Charge Batches 🗴												
Home								$\sim$					
		×	×	£	8		No. 1	1				•	Search:
New	Edit	Delete	Export	Refresh	Clear Filter	Active	Post Batch	Edit Batch	1 Refresh GL	Unpost Batch	Batch Report	Help	
Transact	ion Date 🧃	- 💌 Bate	ch Control M	lumber 🔄	Amount	Post	ted 💌 Ba	tch Location	POS Batch	Posted D	ate 💌 Note	💌 In	voice Batch Type
<b>B</b>	05/04/2	2017 530	8425		\$1	53.85							
Ŧ	05/01/	2017 SJO	8424		\$	45.36	E Fo	od & Bev	$\checkmark$				
÷	04/28/	2017 530	8423		\$	19.00							

This will open the batch for review. Select **Post Batch** after review is complete.

Approve Charge Batches 🗙						
Home 5308425 ×						
			Circle I. N	Incoh		
Clubsoft Acceptance Server	•		Find   N	Vext		
Patch Control Number: Preview Only	Luk		con	tic	۰° -	
Activity Date: 5/4/2017	101	93	201		41	
PREVIEW ONI	LY					
G/L Posting						
Account			Debit		Credit	
⊕ 00-120 Accounts Receivable			\$153.85		\$0.00	
⊕ 5-460 Other Club \$2 Charges			\$0.00	\$	153.85	
Posting Total			\$153.85	\$	153.85	
Quick Charge Details						
Mem # ≎ Member ≎ Item	Qty	Subtotal	Svc Chg	Тах	Total	
⊕ 84 Pearson, Matt	1	\$153.85	\$0.00	\$0.00	\$153.85	
Totals:	1	\$153.85	\$0.00	\$0.00	\$153.85	
Notes						
EW 2017 0.07 AM						
157472017 5.07 AM Page 171						

## **Best Practices**

• Ensure your reconciliation for your clearing or pass-through reciprocal account is performed timely, to ensure all Member Reciprocal charges have been billed and posted properly.

# **Frequently Asked Questions**

## My reciprocal charge feature is not working! What do I do?

Go into System, System Settings, Accounts Payable tab. Ensure the Reciprocal Member Charges. Charge Item is populated properly.



Club Intelligence Dashboard	🗞 System Settings 🗙		
	3		
Ceneral	Vendor Defaults		
Accounts Payable	Vendor Terms:	NET30	
Accounts Receivable	AP Account:	00-204 AP GOLF	
💩 Employee	Expense Account:	(None)	
6 Guest Room	Terms Discount Account:	80-299 Golf Shop Sales Discount	
Roint of Sale	Not On File Vendor:	Not on File	
🕨 🚳 Web Site		Disable invoice detail auto-population from previous inv	oice
Partner Products		Disable invoice decail acco-population monit previous inv	oice
Services		Disable vendor auto-population from previous vendor in	nvoice
	Banking		
	Bank Account:	00-100 Premier Bank Operating	
		Allow Zero Dollar Checks	4
	Reciprocal Member Charges		
	Charge Item:	Reciprocal Club Fee	
	Purchase Orders		
	Purchase Order # Prefix:	PO	