

POS Batch Processing

2017 - Spring Edition

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Overview

Each morning, Batches of Point of Sale transactions from the previous day need to be posted to the General Ledger, as well the Club's respective Membership Accounts. In this guide, we will discuss how to properly review and post these daily Point of Sale Batches, as well as how to Edit POS Tickets within a Batch.

Use Case(s)

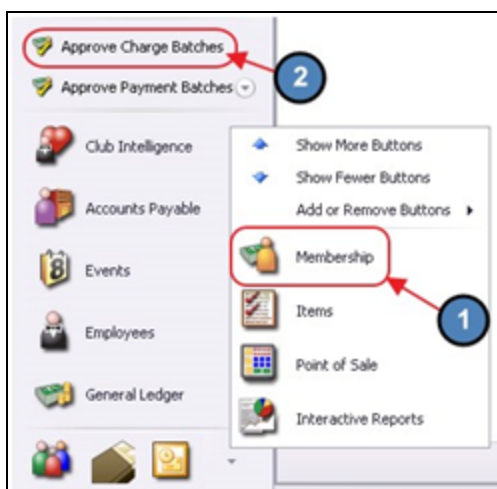
- The Accounting Staff needs to post the Food & Beverage as well as the Golf Point of Sale transactions from the previous day.
- A Ticket needs to be deleted from a specific Batch.
- The staff forgot to add an Item to a previously closed Ticket.

Accessing the Tool

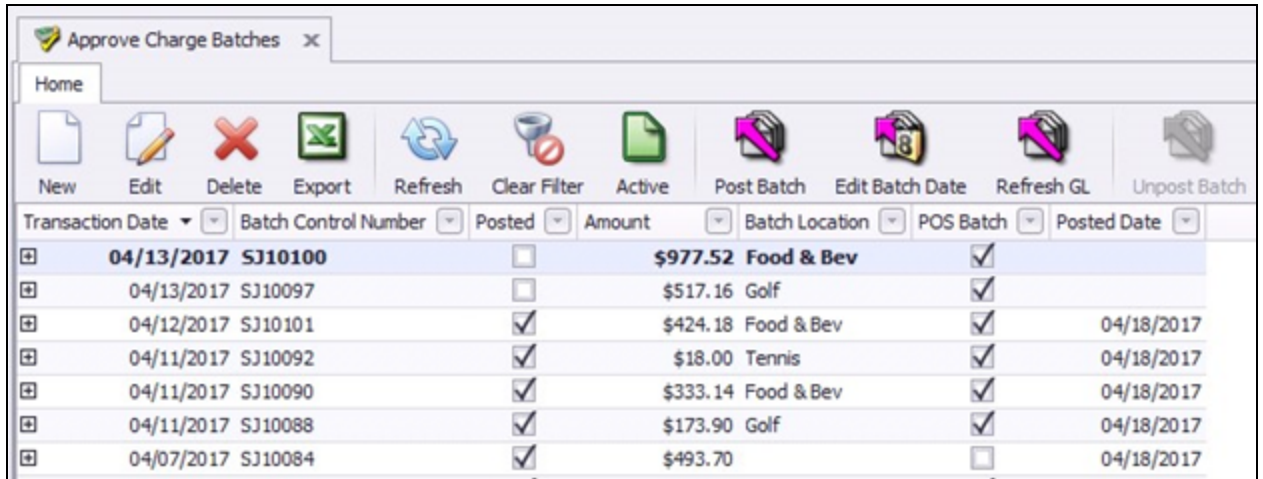
Point of Sale Batches are posted and edited via **Approve Charge Batches**.

To access Approve Charge Batches,

- 1) Navigate to the **Membership** menu and select **Approve Charge Batches**.

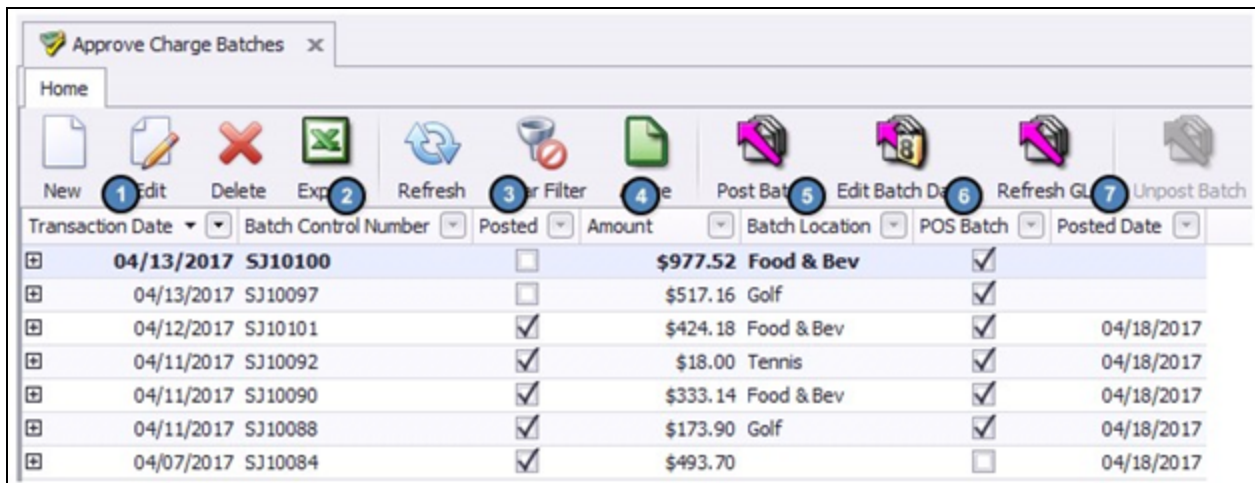


- 2) The **Approve Charge Batches Grid** will launch.



Transaction Date	Batch Control Number	Posted	Amount	Batch Location	POS Batch	Posted Date
04/13/2017	SJ10100	<input type="checkbox"/>	\$977.52	Food & Bev	<input checked="" type="checkbox"/>	
04/13/2017	SJ10097	<input type="checkbox"/>	\$517.16	Golf	<input checked="" type="checkbox"/>	
04/12/2017	SJ10101	<input checked="" type="checkbox"/>	\$424.18	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10092	<input checked="" type="checkbox"/>	\$18.00	Tennis	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10090	<input checked="" type="checkbox"/>	\$333.14	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10088	<input checked="" type="checkbox"/>	\$173.90	Golf	<input checked="" type="checkbox"/>	04/18/2017
04/07/2017	SJ10084	<input checked="" type="checkbox"/>	\$493.70		<input type="checkbox"/>	04/18/2017

Approve Charge Batches Grid



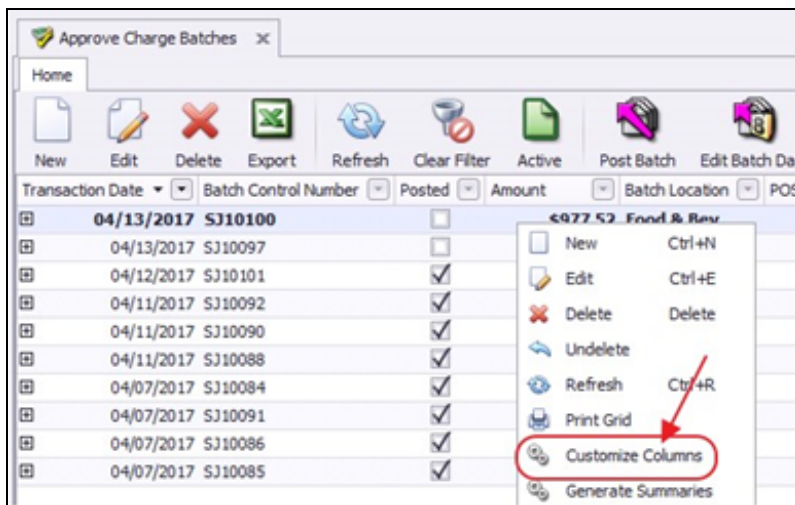
Transaction Date	Batch Control Number	Posted	Amount	Batch Location	POS Batch	Posted Date
04/13/2017	SJ10100	<input type="checkbox"/>	\$977.52	Food & Bev	<input checked="" type="checkbox"/>	
04/13/2017	SJ10097	<input type="checkbox"/>	\$517.16	Golf	<input checked="" type="checkbox"/>	
04/12/2017	SJ10101	<input checked="" type="checkbox"/>	\$424.18	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10092	<input checked="" type="checkbox"/>	\$18.00	Tennis	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10090	<input checked="" type="checkbox"/>	\$333.14	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10088	<input checked="" type="checkbox"/>	\$173.90	Golf	<input checked="" type="checkbox"/>	04/18/2017
04/07/2017	SJ10084	<input checked="" type="checkbox"/>	\$493.70		<input type="checkbox"/>	04/18/2017

The **Approve Charge Batches Grid** can be customized and filtered in the same manner as any Grid within the Office System. The most commonly used **Column Headers** are shown in the screenshot above. They include:

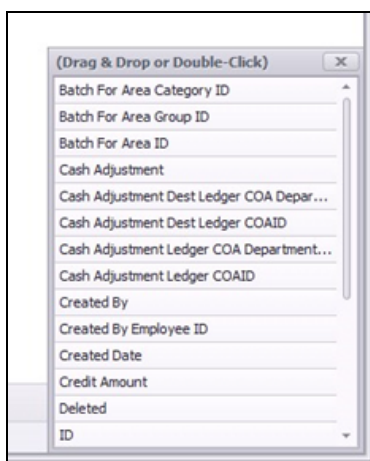
- 1) **Transaction Date** - Date in which transactions in the Batch occurred.
- 2) **Batch Control Number** - Used as a reporting tool to reference the Batch of transactions for a specific day.
- 3) **Posted** - If checked, the Batch has been posted to the General Ledger. If unchecked, the Batch still needs to be posted.

- 4) **Amount** - The Total Sales comprised of each transaction within the Batch.
- 5) **Batch Location** - Location at the Club in which the transaction occurred. Please see the [POS Batch Grouping](#) section of this document for more information on how Batches are grouped.
- 6) **POS Batch** - If checked, the Batch originated from the Point of Sale. If unchecked, the charge was entered via the Member Charge Wizard or Month End Billing. For more information on the Member Charge Wizard, please see our [Member Charges](#) guide. In addition, for more information on Month End Billing, please see our [Month End](#) guide.
- 7) **Posted Date** - Date the Batch was posted.

If these Columns are not currently present on the Grid, right-click and select **Customize Columns**.



A window will populate with available Columns on the bottom right corner of the screen. **Double-click** or **Drag and Drop** to add Columns to the Grid.



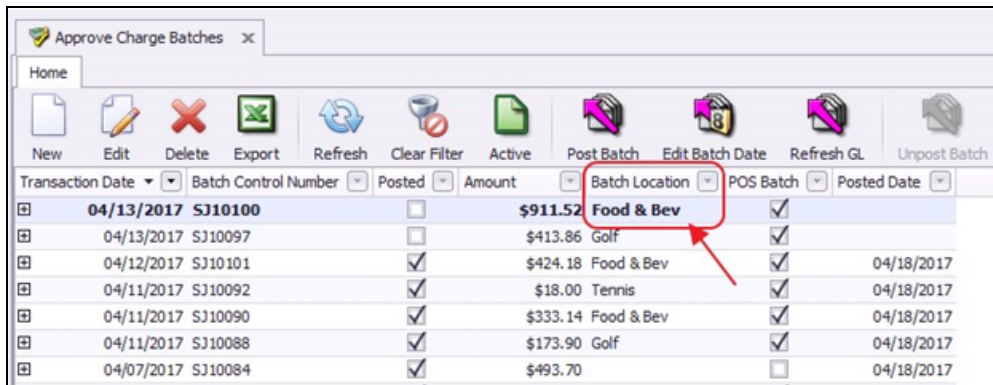
For more information on filtering and sorting Grids, please see our [Grids](#) guide.

POS Batch Grouping

The System can separate Point of Sale transactions in a number of different ways. Depending on your preference, the System can be setup to group all transactions into a single batch each day, or separate transactions into 2 or more Batches.

For some people, separating each days Food and Beverage transactions from other types of sales, such as Golf Shop sales, makes the daily process of reconciling the transactions easier.

By default, the system is setup to group Point of Sale transactions by **Area Group**. This keeps POS Batch Reporting clean and easy to track. For instance, by creating a Food & Beverage Area Group that is linked to all F&B Areas, the user will only have one batch of Food and Beverage transactions to post at the end of the day, rather than numerous Batches. As you will see, the Area Group shows as the **Batch Location** within the Approve Charge Batches Grid.

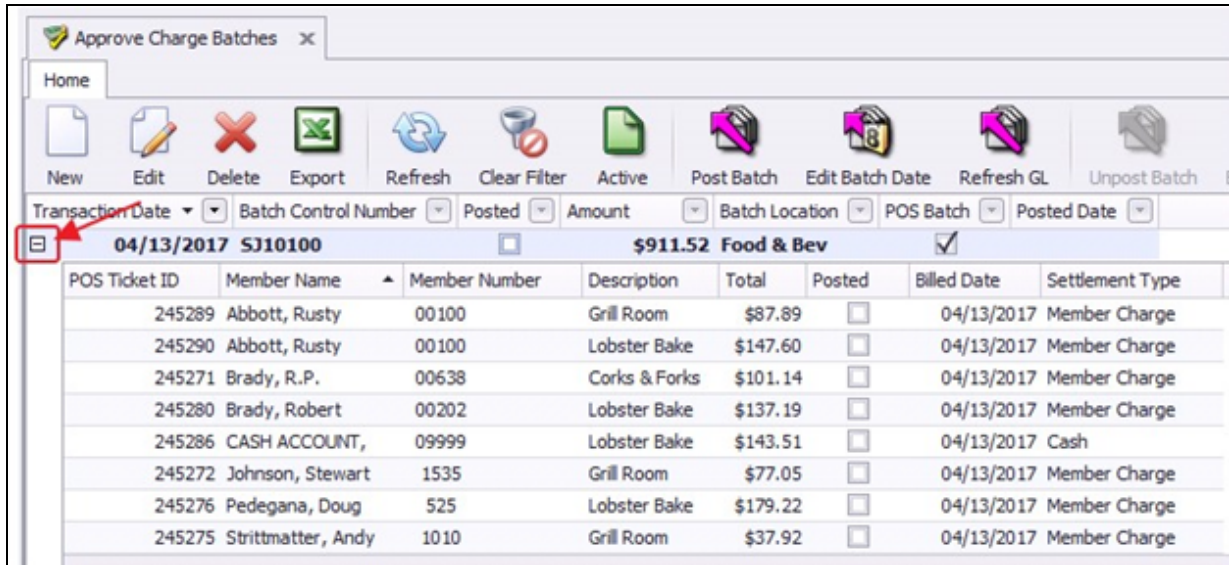


Transaction Date	Batch Control Number	Posted	Amount	Batch Location	POS Batch	Posted Date
04/13/2017	SJ10100	<input type="checkbox"/>	\$911.52	Food & Bev	<input checked="" type="checkbox"/>	
04/13/2017	SJ10097	<input type="checkbox"/>	\$413.86	Golf	<input checked="" type="checkbox"/>	
04/12/2017	SJ10101	<input checked="" type="checkbox"/>	\$424.18	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10092	<input checked="" type="checkbox"/>	\$18.00	Tennis	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10090	<input checked="" type="checkbox"/>	\$333.14	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10088	<input checked="" type="checkbox"/>	\$173.90	Golf	<input checked="" type="checkbox"/>	04/18/2017
04/07/2017	SJ10084	<input checked="" type="checkbox"/>	\$493.70		<input type="checkbox"/>	04/18/2017

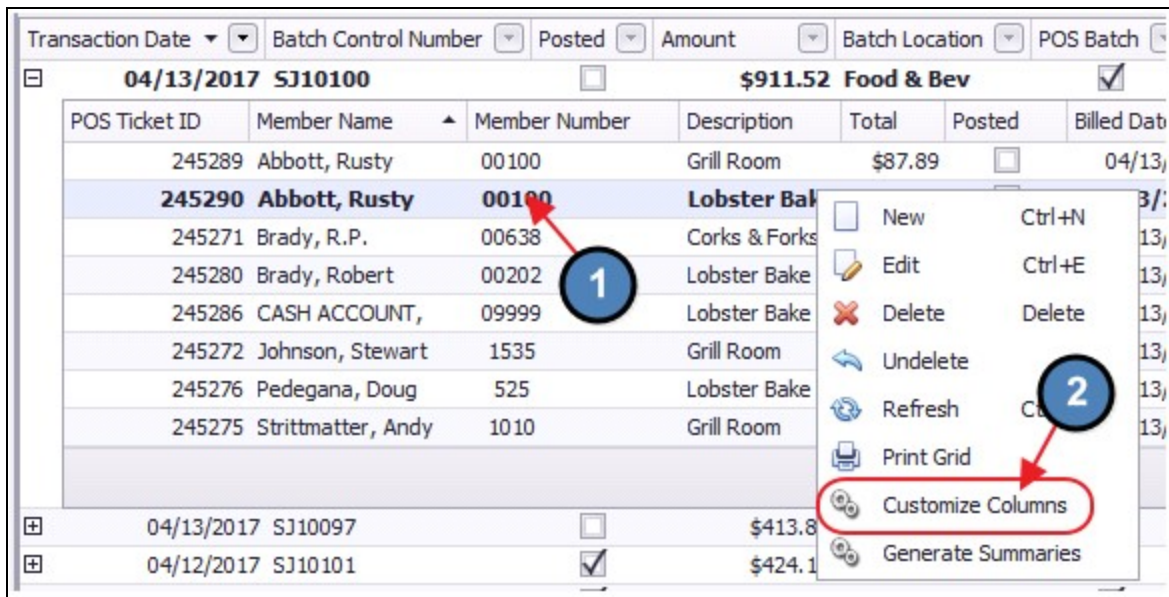
Area Groups are configured during Implementation, however for more information on Area Groups, please see our **Area Groups** guide.

Ticket Drill Down

To view a list of POS transactions within a specific Batch, select the (+) sign to the left of the Batch to expand its details.



A Batch's expanded view opens a second Grid that can also be customized and filtered in the same manner as all Grids within the Office System. Simply right click and select **Customize Columns** to add your preferred columns.



Edit POS Tickets

In this section, we will discuss how to Edit Point of Sale transactions directly from a Batch's expanded view.

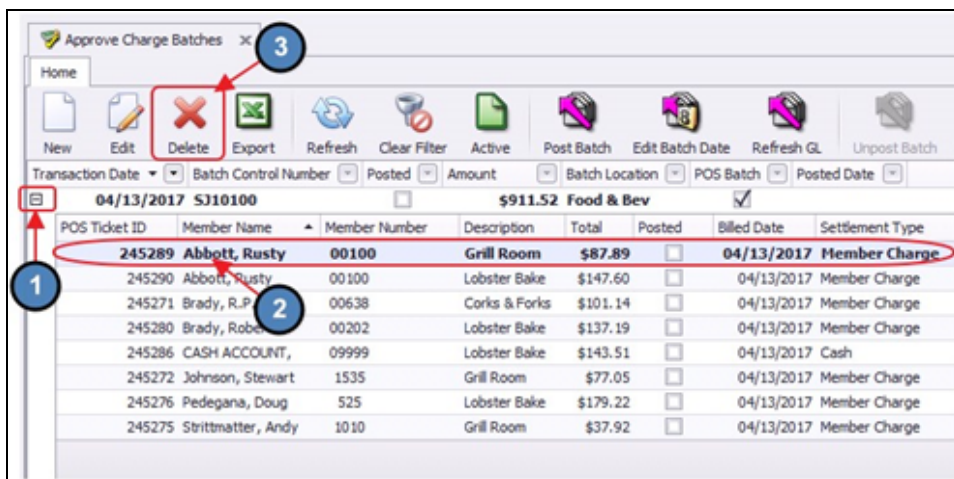
Important: Please note that only Tickets within an Unposted Batch can be edited in this manner. If a Ticket within a Posted Batch needs to be edited, the user will need to Unpost the Batch. Please see the [Unpost POS Batch](#) section of this document for more information on Unposting Batches.

Delete Ticket

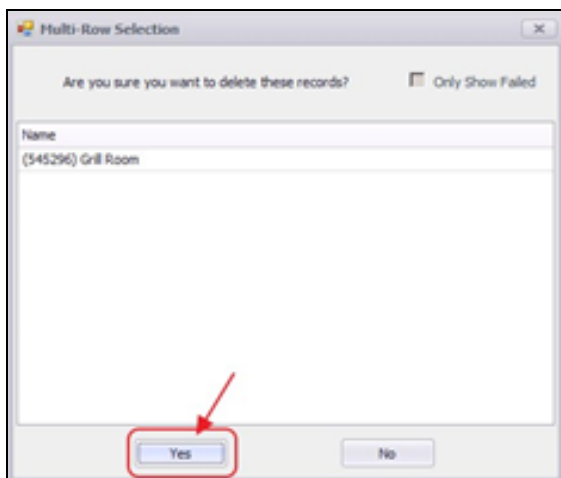
To delete a Ticket from a Batch, expand the appropriate Batch, click to select the Ticket, and select the **Delete** icon on the toolbar.

Note:

Please note that **Credit Card Tickets** cannot be deleted from a Batch's expanded view. Tickets settled to Credit Card can only be deleted from the Point of Sale. For more information on Credit Card Transactions, please see [Credit Card Transactions](#) guide.



Select **Yes**, on the confirmation prompt.



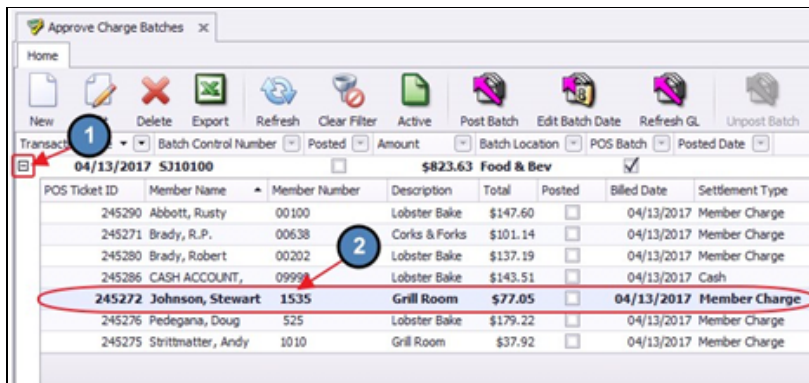
Edit Invoice in POS

In many cases, during Batch review a Point of Sale Transaction needs to be edited.

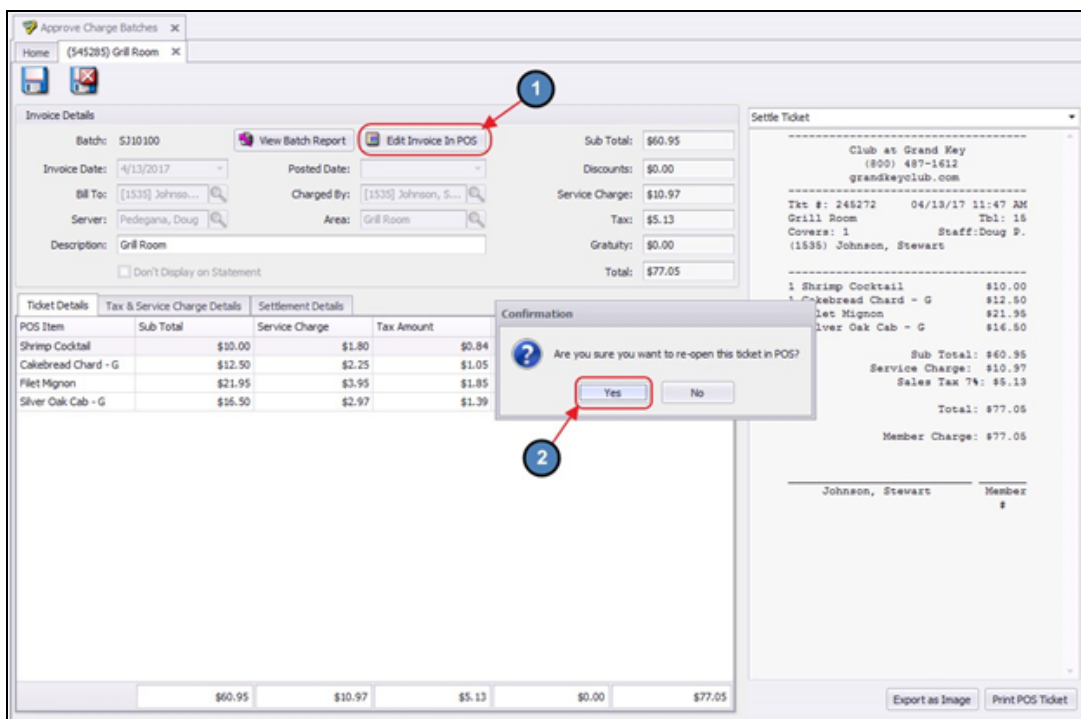
Note: Please note that Credit Card Tickets cannot be edited from a Batch's expanded view. Tickets settled to Credit Card can only be edited from the Point of Sale. For more information on Credit Card Transactions, please see [Credit Card Transactions](#) guide.

To edit a Point of Sale Transaction from a Batch's expanded view,

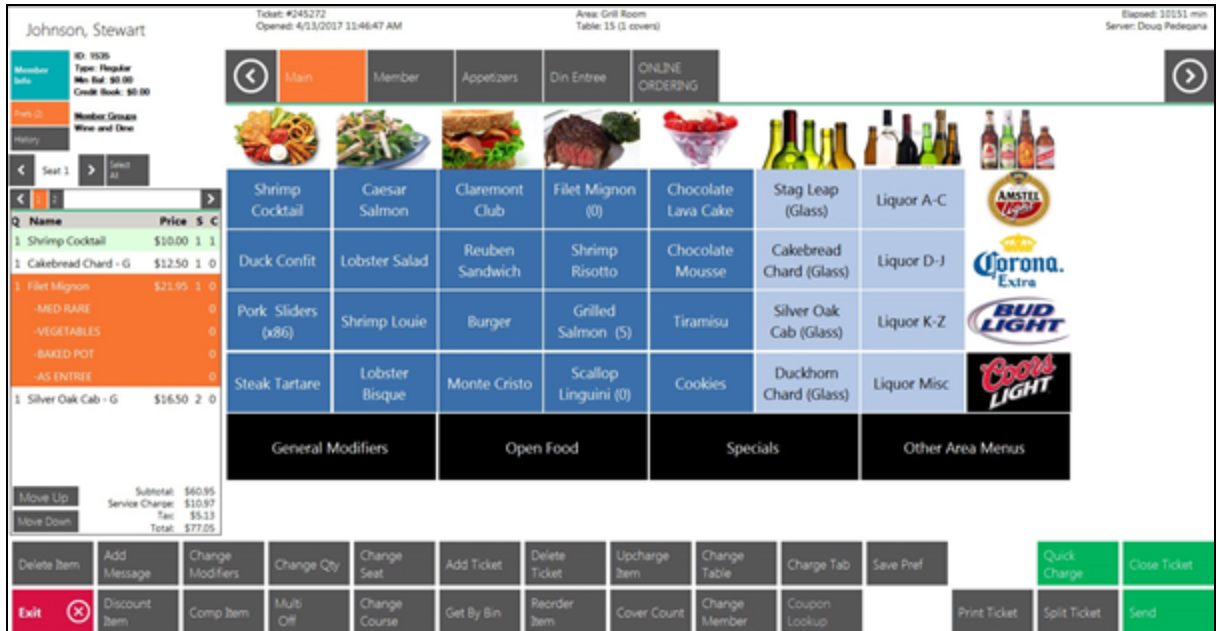
- 1) Expand the Batch and double-click the appropriate Ticket.



- 2) A window will populate with additional details about the transaction. Select **Edit Invoice in POS** and choose **Yes** to the confirmation prompt.



- The Ticket opens directly in Point of Sale. Thus, the user has the ability to make any of the necessary adjustments needed. Once adjustments have been made, close the transaction as normal. For a full overview of the Point of Sale, please see either our [F&B POS Manual](#), or our [Retail POS Manual](#) depending on the Ticket's Batch Location.



- Once the transaction is closed, the user is brought back to the Batch with the changes to the transaction applied.

Transaction Date	Batch Control Number	Posted	Amount	Batch Location	POS Batch	Posted Date	ID	
04/13/2017	5310100		\$848.92	Food & Bev	<input checked="" type="checkbox"/>	04/13/2017	10162	
POS Ticket ID	Member Name	Member Number	Description	Total	Posted	Billed Date	Settlement Type	ID
245290	Abbott, Rusty	00100	Lobster Bake	\$147.60	<input type="checkbox"/>	04/13/2017	Member Charge	545298
245271	Brady, R.P.	00638	Corks & Forks	\$101.14	<input type="checkbox"/>	04/13/2017	Member Charge	545284
245280	Brady, Robert	00202	Lobster Bake	\$137.19	<input type="checkbox"/>	04/13/2017	Member Charge	545288
245286	CASH ACCOUNT,	09999	Lobster Bake	\$143.51	<input type="checkbox"/>	04/13/2017	Cash	545295
245272	Johnson, Stewart	1535	Grill Room	\$102.34	<input type="checkbox"/>	04/13/2017	Member Charge	546014
245276	Pedegana, Doug	525	Lobster Bake	\$179.22	<input type="checkbox"/>	04/13/2017	Member Charge	545287
245275	Strittmatter, Andy	1010	Grill Room	\$37.92	<input type="checkbox"/>	04/13/2017	Member Charge	545286

Additional Details

As mentioned, the user can expand a Batch and double click on a particular Ticket to view additional details about the transaction.

Approve Charge Batches

Home

New Delete Export Refresh Clear Filter Active Post Batch Edit Batch Date Refresh GL Unpost Batch Batch Report

Transaction Batch Control Number Posted Amount Batch Location POS Batch Posted Date ID

04/13/2017 S310100 \$848.92 Food & Bev 10162

POS Ticket ID	Member Name	Member Number	Description	Total	Posted	Billed Date	Settlement Type	ID
245290	Abbott, Rusty	00100	Lobster Bake	\$147.60	<input type="checkbox"/>	04/13/2017	Member Charge	545298
245271	Brady, R.P.	00638	orks & Forks	\$101.14	<input type="checkbox"/>	04/13/2017	Member Charge	545284
245280	Brady, Robert	00202	Lobster Bake	\$137.19	<input type="checkbox"/>	04/13/2017	Member Charge	545288
245286	CASH ACCOUNT,	09999	Lobster Bake	\$143.51	<input type="checkbox"/>	04/13/2017	Cash	545295
245272	Johnson, Stewart	1535	Grill Room	\$102.34	<input type="checkbox"/>	04/13/2017	Member Charge	546014
245276	Pedegana, Doug	525	Lobster Bake	\$179.22	<input type="checkbox"/>	04/13/2017	Member Charge	545287
245275	Strittmatter, Andy	1010	Grill Room	\$37.92	<input type="checkbox"/>	04/13/2017	Member Charge	545286

Approve Charge Batches

Home (546014) Grill Room

Invoice Details

Batch: S310100 View Batch Report Edit Invoice In POS Sub Total: \$80.95

Invoice Date: 4/13/2017 Posted Date: Discounts: \$0.00

Bill To: [1535] Johnso... Charged By: [1535] Johnson, S... Service Charge: \$14.57

Server: Pedegana, Doug Area: Grill Room Tax: \$6.82

Description: Grill Room Gratuity: \$0.00

Don't Display on Statement Total: \$102.34

Settle Ticket

Club at Grand Key
(800) 487-1612
grandkeyclub.com

Tkt #: 245272 04/13/17 1:04 PM
Grill Room Tbl: 15
Covers: 1 Staff: Doug P.
(1535) Johnson, Stewart

POS Item	Sub Total	Service Charge	Tax Amount	Discounts	Total
Shrimp Cocktail	\$30.00	\$5.40	\$2.53	\$0.00	\$37.93
Cakebread Chard - G	\$12.50	\$2.25	\$1.05	\$0.00	\$15.80
Filet Mignon	\$21.95	\$3.95	\$1.85	\$0.00	\$27.75
Silver Oak Cab - G	\$16.50	\$2.97	\$1.39	\$0.00	\$20.86

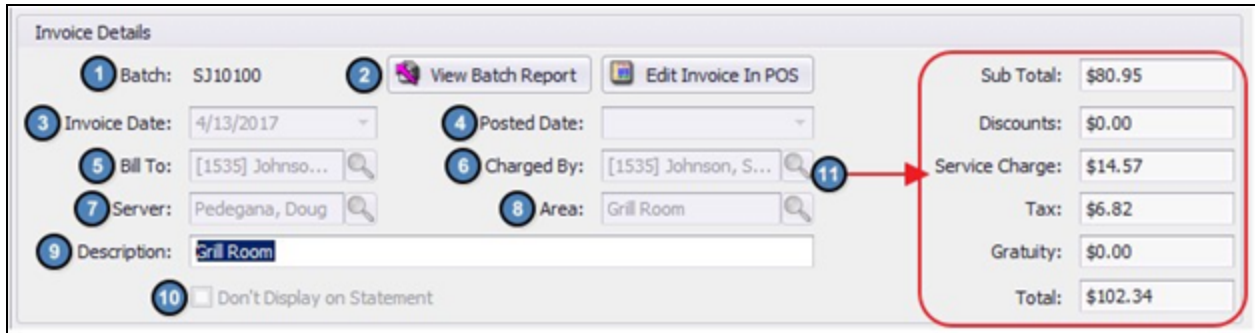
Sub Total: \$80.95
Service Charge: \$14.57
Sales Tax 7%: \$6.82
Total: \$102.34
Member Charge: \$102.34

Johnson, Stewart Member #



Export as Image Print POS Ticket

Below is a description of each available detail:


Invoice Details



Invoice Details

1) Batch: SJ10100 2)  View Batch Report  Edit Invoice In POS

3) Invoice Date: 4/13/2017 4) Posted Date:

5) Bill To: [1535] Johnso... 6) Charged By: [1535] Johnson, S... 11) 

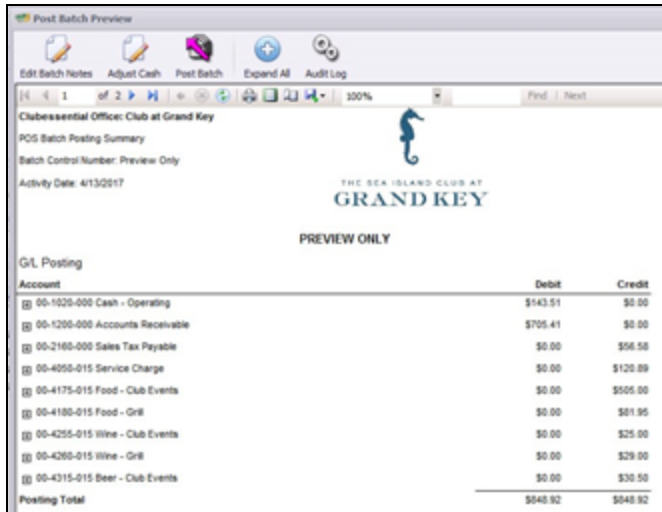
7) Server: Pedegana, Doug 8) Area: Grill Room

9) Description: Grill Room

10) Don't Display on Statement

Sub Total:	\$80.95
Discounts:	\$0.00
Service Charge:	\$14.57
Tax:	\$6.82
Gratuity:	\$0.00
Total:	\$102.34

- 1) **Batch** - This is the Batch number in which the transaction resides.
- 2) **View Batch Report** - Select this to view the Batch Report of the Charge Batch associated with this transaction.



Post Batch Preview

Clubessential Office: Club at Grand Key

POS Batch Posting Summary

Batch Control Number: Preview Only

Activity Date: 4/13/2017

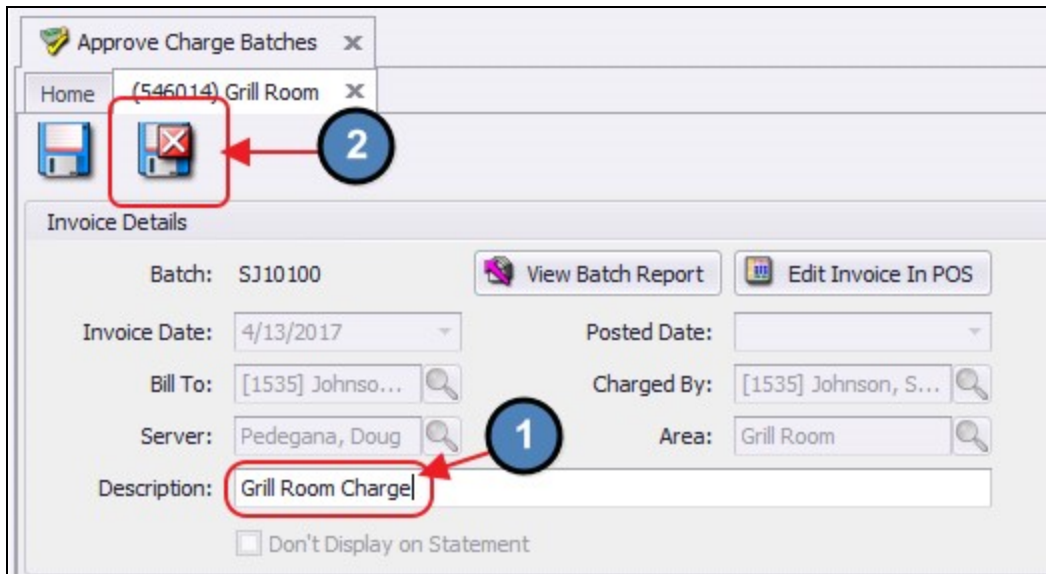
THE SEA ISLAND CLUB AT
GRAND KEY

PREVIEW ONLY

Account	Debit	Credit
00-1020-000 Cash - Operating	\$143.51	\$0.00
00-1200-000 Accounts Receivable	\$705.41	\$0.00
00-2160-000 Sales Tax Payable	\$0.00	\$56.58
00-4050-015 Service Charge	\$0.00	\$120.89
00-4175-015 Food - Club Events	\$0.00	\$505.00
00-4180-015 Food - Grill	\$0.00	\$81.95
00-4255-015 Wine - Club Events	\$0.00	\$25.00
00-4260-015 Wine - Grill	\$0.00	\$29.00
00-4315-015 Beer - Club Events	\$0.00	\$30.50
Posting Total	\$848.92	\$848.92

- 3) **Invoice Date** - The date of the Invoice.
- 4) **Posted Date** - The date the Batch was posted (This field will be blank until posted).
- 5) **Bill To** - The Member the transaction will be billed to.
- 6) **Charged By** - The Member who made the charge. This is used to reference Dependent Members who charge to a Primary Member's Account.
- 7) **Server** - The Employee who entered the Transaction.
- 8) **Area** - Area at the Club where the transaction occurred.

- 9) **Description** - This is the Description that will show on the Member's Statement. If necessary, the Description here can still be edited. Be sure to select **Save & Close** after adjusting the Description.

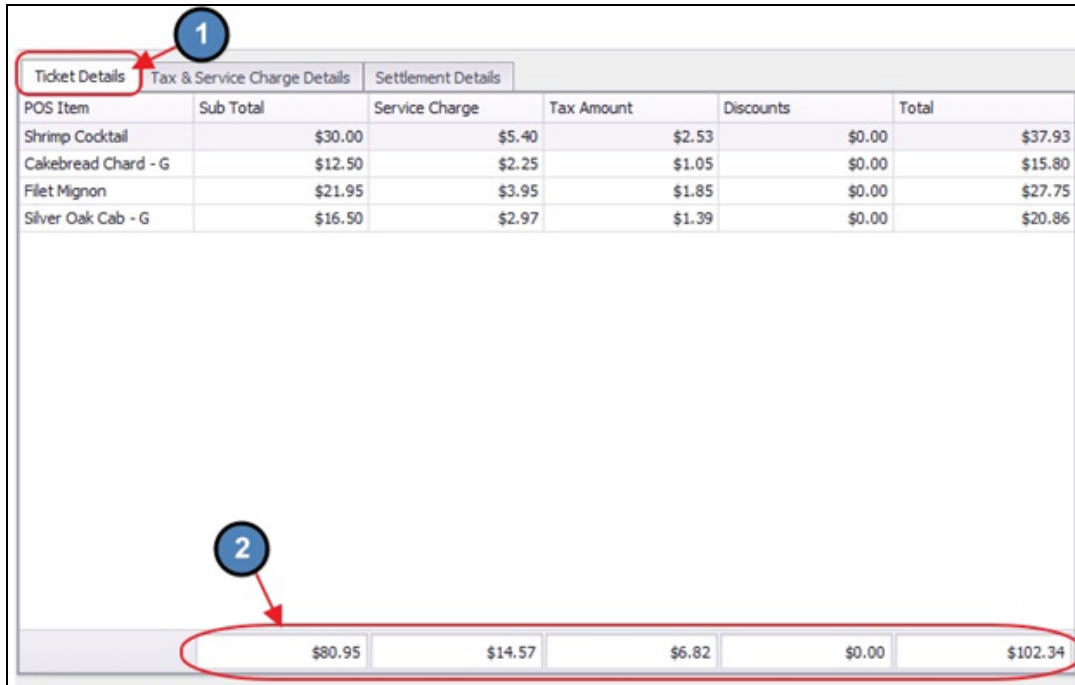


- 10) **Don't Display on Statement** - For more information on hiding transactions from a Member's statement, please see our [Member Charges](#) guide.
- 11) **Totals** - To the right of the Invoice Details is a snapshot of the Subtotal, Discounts, Service Charge, Tax, Gratuity, and Total of the transaction.

Ticket Details

Ticket Details provides the user with a summary view of the **POS Items** charged on a particular transaction. This tab also includes the **Subtotal, Service Charge, Tax Amount, and Discounts** associated with each Item.

In addition, a **Totals Row** for each of these columns is present at the bottom of the screen.

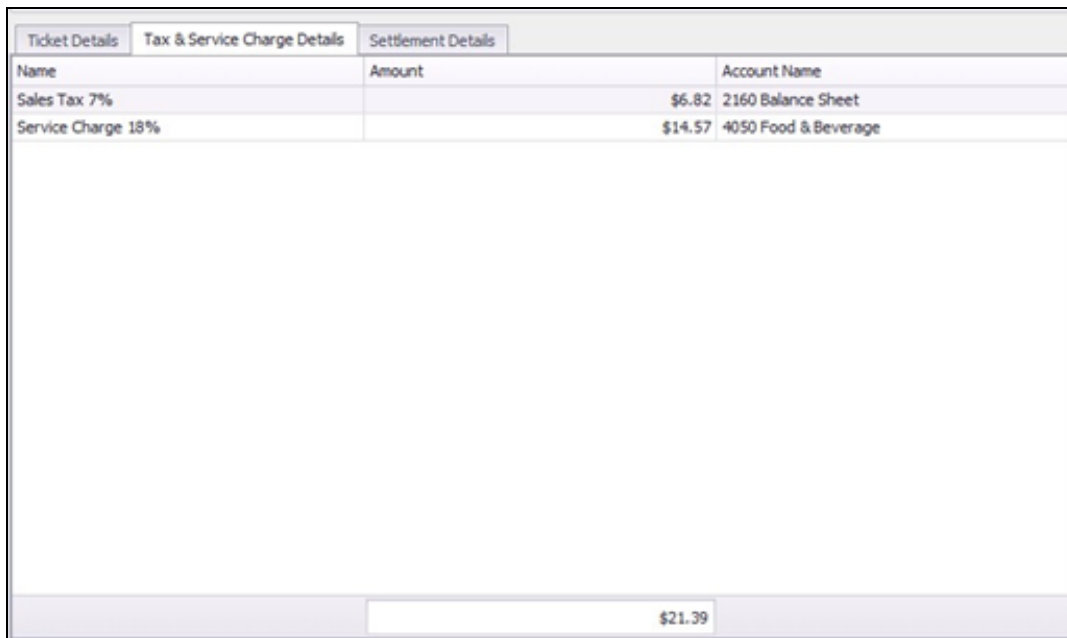


POS Item	Sub Total	Service Charge	Tax Amount	Discounts	Total
Shrimp Cocktail	\$30.00	\$5.40	\$2.53	\$0.00	\$37.93
Cakebread Chard - G	\$12.50	\$2.25	\$1.05	\$0.00	\$15.80
Filet Mignon	\$21.95	\$3.95	\$1.85	\$0.00	\$27.75
Silver Oak Cab - G	\$16.50	\$2.97	\$1.39	\$0.00	\$20.86
	\$80.95	\$14.57	\$6.82	\$0.00	\$102.34

Tax & Service Charge Details

The **Tax & Service Charge Details** tab displays a list of the **Tax Code Items**, the **Tax/Service Charge Amount**, as well as the **GL Account** being hit by the Tax Code Items.

For more information on Tax Code Items, please view our [Tax and Service Charge](#) guide.

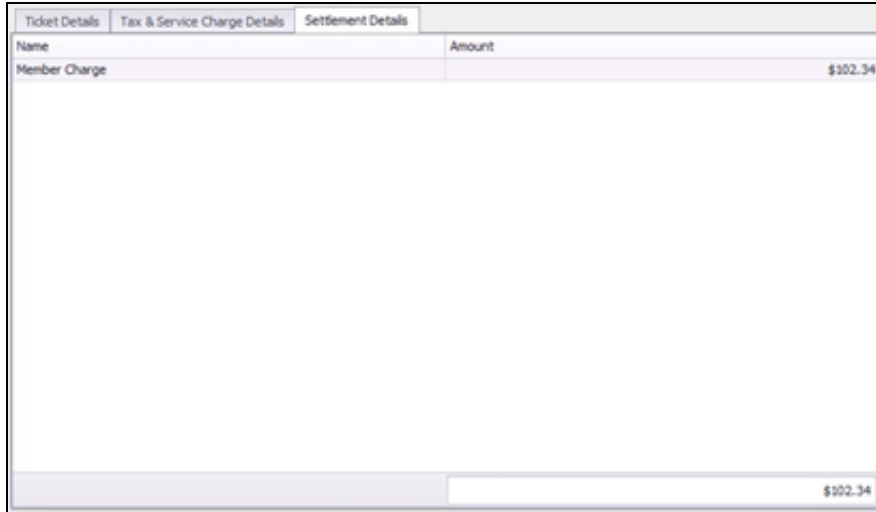


Name	Amount	Account Name
Sales Tax 7%	\$6.82	2160 Balance Sheet
Service Charge 18%	\$14.57	4050 Food & Beverage
	\$21.39	

Settlement Details

The Settlement Details tab displays a list of the Settlement Types used to settle the transaction.

For more information on Settlement Types, please view our [Charge Settlement Types](#) guide.



Name	Amount
Member Charge	\$102.34

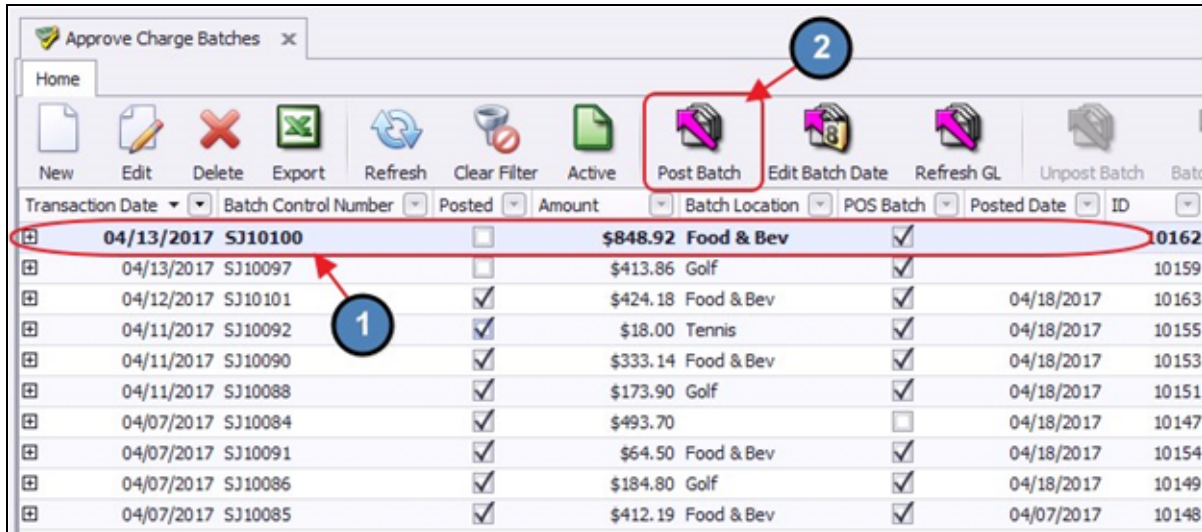
Export Image/Print POS Ticket

If necessary, the transaction's **Settle Ticket**, **Pay Ticket**, and **Ticket Audit Report** (will show the user everything that happened to a Ticket from the time it was opened until it was closed) can be **Exported as an Image** or printed as a **POS Ticket**.

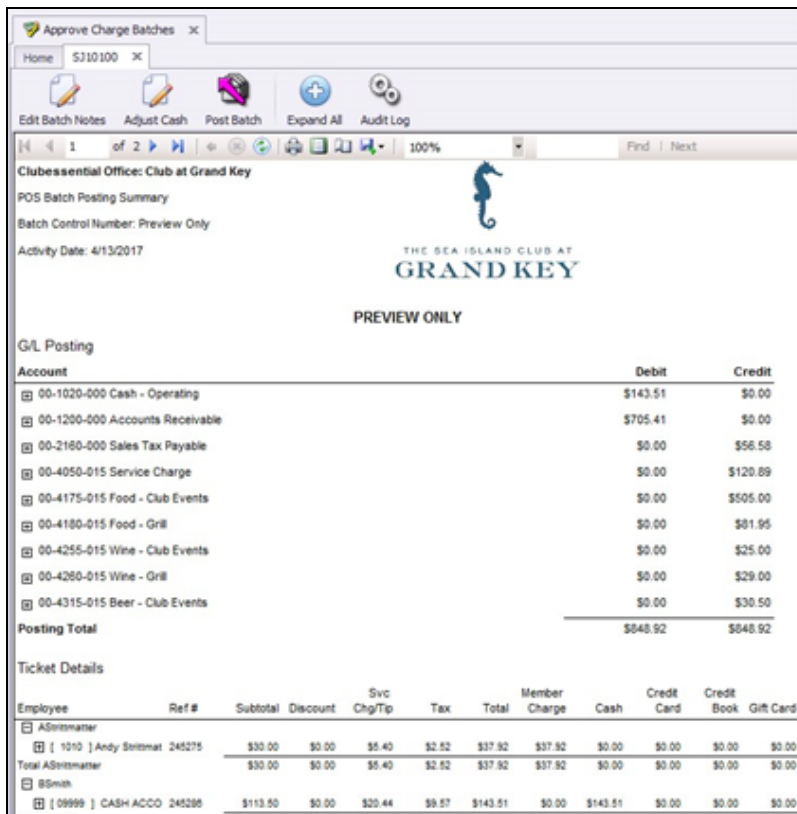


Posting POS Batches

To Post a Batch of Point of Sale Transactions, select the applicable Batch from the Approve Charge Batches Grid and select **Post Batch**.



A Batch Preview will populate.



G/L Posting

The top portion of the report shows a summary listing of the Debits and Credits about to be made to the General Ledger.

G/L Posting		
Account	Debit	Credit
☐ 00-1020-000 Cash - Operating	\$143.51	\$0.00
☐ 00-1200-000 Accounts Receivable	\$705.41	\$0.00
☐ 00-2160-000 Sales Tax Payable	\$0.00	\$56.58
☐ 00-4050-015 Service Charge	\$0.00	\$120.89
☐ 00-4175-015 Food - Club Events	\$0.00	\$505.00
☐ 00-4180-015 Food - Grill	\$0.00	\$81.95
☐ 00-4255-015 Wine - Club Events	\$0.00	\$25.00
☐ 00-4260-015 Wine - Grill	\$0.00	\$29.00
☐ 00-4315-015 Beer - Club Events	\$0.00	\$30.50
Posting Total	\$848.92	\$848.92

Use the (+) to the left of the General Ledger Account to drill down to the specific transactions hitting these Accounts.

The **Ref #**, refers to the Ticket Number of the transaction hitting the account.

G/L Posting		
Account	Debit	Credit
☐ 00-1020-000 Cash - Operating	\$143.51	\$0.00
☐ 00-1200-000 Accounts Receivable		
Ref #	Employee	Description
245271	DPedegana	Corks & Forks
245272	DPedegana	Grill Room Charge
245275	AStrittmatter	Grill Room
245276	DPedegana	Lobster Bake
245280	RBrady	Lobster Bake
245290	DPedegana	Lobster Bake
Total 1200 Accounts Receivable	\$705.41	\$0.00

Ticket Details

The bottom portion of the report, displays a list of transactions Member by Member that are included in the Batch. These details are separated by Employee with each Employee's Tickets subtotaled.

Ticket Details												
Employee	Ref #	Subtotal	Discount	Svc Chg/Tip	Tax	Total	Member Charge	Cash	Credit Card	Credit Book	Gift Card	
<input type="checkbox"/> AStrittmatter												
<input checked="" type="checkbox"/> [1010] Andy Strittmat	245275	\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00	
Total AStrittmatter		\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> BSmith												
<input checked="" type="checkbox"/> [09999] CASH ACCO	245286	\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00	
Total BSmith		\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> DPedegana												
<input checked="" type="checkbox"/> [00100-D] David Abbott	245290	\$118.75	\$0.00	\$21.02	\$9.83	\$147.00	\$147.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> [00638] R.P. Brady	245271	\$80.00	\$0.00	\$14.40	\$6.74	\$101.14	\$101.14	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> [1535] Stewart Johns	245272	\$80.95	\$0.00	\$14.57	\$6.82	\$102.34	\$102.34	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> [525] Doug Pedegan	245276	\$141.75	\$0.00	\$25.52	\$11.95	\$179.22	\$179.22	\$0.00	\$0.00	\$0.00	\$0.00	
Total DPedegana		\$419.45	\$0.00	\$75.51	\$35.34	\$530.30	\$530.30	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> RBrady												
<input checked="" type="checkbox"/> [00202] Robert Brady	245280	\$108.50	\$0.00	\$19.54	\$9.15	\$137.19	\$137.19	\$0.00	\$0.00	\$0.00	\$0.00	
Total RBrady		\$108.50	\$0.00	\$19.54	\$9.15	\$137.19	\$137.19	\$0.00	\$0.00	\$0.00	\$0.00	
Totals:		\$871.45	\$0.00	\$120.89	\$56.58	\$848.92	\$705.41	\$143.51	\$0.00	\$0.00	\$0.00	

Each Ticket will display the **Ref/Ticket #, Subtotal, Discount, Service Charge/Tip, Tax, Total, and Settlement Type(s)** used to settle the transaction.

Ticket Details												
Employee	Ref #	Subtotal	Discount	Svc Chg/Tip	Tax	Total	Member Charge	Cash	Credit Card	Credit Book	Gift Card	
<input type="checkbox"/> AStrittmatter												
<input checked="" type="checkbox"/> [1010] Andy Strittmat	245275	\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00	
Total AStrittmatter		\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00	

Note: If multiple Settlement Types were used on a single Ticket, the report will display the amount settled to each type. The total of these Settlement Types will equal the Total of the transaction.

Ticket Details												
Employee	Ref #	Subtotal	Discount	Svc Chg/Tip	Tax	Total	Member Charge	Cash	Credit Card	Credit Book	Gift Card	
<input type="checkbox"/> AStrittmatter												
<input checked="" type="checkbox"/> [1010] Andy Strittmat	245275	\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00	
Total AStrittmatter		\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> BSmith												
<input checked="" type="checkbox"/> [09999] CASH ACCO	245286	\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00	
Total BSmith		\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> DPedegana												
<input checked="" type="checkbox"/> [00100-D] David Abbott	245290	\$118.75	\$0.00	\$21.02	\$9.83	\$147.00	\$97.00	\$50.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> [00638] R.P. Brady	245271	\$80.00	\$0.00	\$14.40	\$6.74	\$101.14	\$101.14	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> [1535] Stewart Johns	245272	\$80.95	\$0.00	\$14.57	\$6.82	\$102.34	\$102.34	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> [525] Doug Pedegan	245276	\$141.75	\$0.00	\$25.52	\$11.95	\$179.22	\$179.22	\$0.00	\$0.00	\$0.00	\$0.00	
Total DPedegana		\$419.45	\$0.00	\$75.51	\$35.34	\$530.30	\$480.30	\$50.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> RBrady												
<input checked="" type="checkbox"/> [00202] Robert Brady	245280	\$108.50	\$0.00	\$19.54	\$9.15	\$137.19	\$137.19	\$0.00	\$0.00	\$0.00	\$0.00	
Total RBrady		\$108.50	\$0.00	\$19.54	\$9.15	\$137.19	\$137.19	\$0.00	\$0.00	\$0.00	\$0.00	
Totals:		\$871.45	\$0.00	\$120.89	\$56.58	\$848.92	\$655.41	\$193.51	\$0.00	\$0.00	\$0.00	

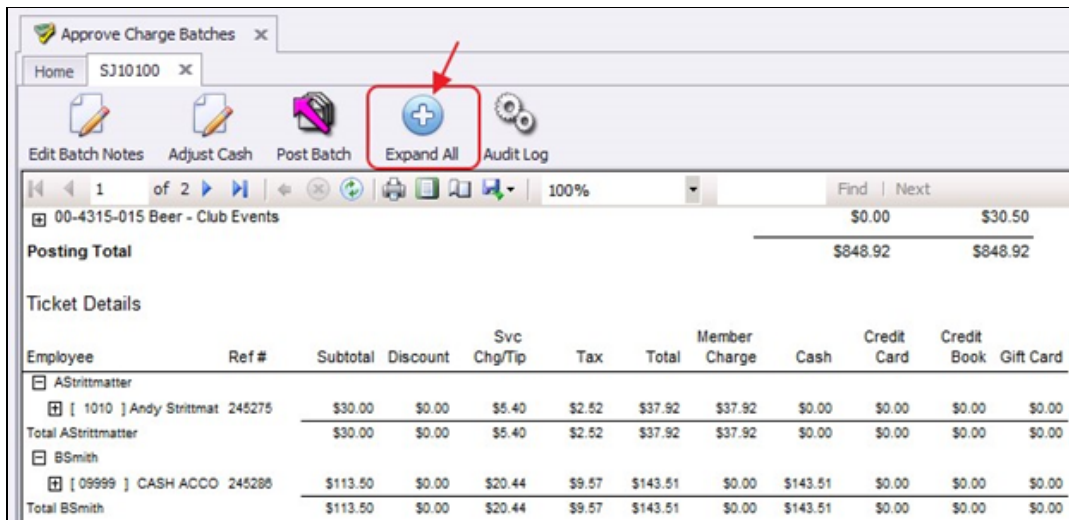
Use the (+) to the left of the Member Number to drill down to the specific Items that are being charged to each Member.

Ticket Details											
Employee	Ref #	Subtotal	Discount	Svc Chg/Tip	Tax	Total	Member Charge	Cash	Credit Card	Credit Book	Gift Card
<input type="checkbox"/> AStrittmatter											
<input checked="" type="checkbox"/> [1010] Andy Strittmat	245275	\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00
Total AStrittmatter		\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> BSmith											
<input checked="" type="checkbox"/> [09999] CASH ACCO	245288	\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00
Total BSmith		\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> DPedegana											
<input checked="" type="checkbox"/> [00100-D] David Abbott	245290	\$116.75	\$0.00	\$21.02	\$9.83	\$147.60	\$147.60	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> [00638] R.P. Brady	245271	\$80.00	\$0.00	\$14.40	\$6.74	\$101.14	\$101.14	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> [1535] Stewart Johns											
<input checked="" type="checkbox"/> Cakebread Chard - G		\$12.50	\$0.00		\$1.05	\$15.80					
<input checked="" type="checkbox"/> Filet Mignon		\$21.95	\$0.00		\$1.85	\$27.75					
<input checked="" type="checkbox"/> Shrimp Cocktail		\$30.00	\$0.00		\$2.53	\$37.93					
<input checked="" type="checkbox"/> Silver Oak Cab - G		\$16.50	\$0.00		\$1.39	\$20.88					

Use the (+) to the left of the Item to drill down even further to the GL Posting associated with the specific Item.

Ticket Details											
Employee	Ref #	Subtotal	Discount	Svc Chg/Tip	Tax	Total	Member Charge	Cash	Credit Card	Credit Book	Gift Card
<input type="checkbox"/> AStrittmatter											
<input checked="" type="checkbox"/> [1010] Andy Strittmat	245275	\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00
Total AStrittmatter		\$30.00	\$0.00	\$5.40	\$2.52	\$37.92	\$37.92	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> BSmith											
<input checked="" type="checkbox"/> [09999] CASH ACCO	245288	\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00
Total BSmith		\$113.50	\$0.00	\$20.44	\$9.57	\$143.51	\$0.00	\$143.51	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> DPedegana											
<input checked="" type="checkbox"/> [00100-D] David Abbott	245290	\$116.75	\$0.00	\$21.02	\$9.83	\$147.60	\$147.60	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> [00638] R.P. Brady	245271	\$80.00	\$0.00	\$14.40	\$6.74	\$101.14	\$101.14	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> [1535] Stewart Johns											
<input checked="" type="checkbox"/> Cakebread Chard - G		\$12.50	\$0.00		\$1.05	\$15.80					
<input checked="" type="checkbox"/> [2100] Sales Tax Payable					Debit	Credit					
					\$0.00	\$1.05					
<input checked="" type="checkbox"/> [4050] Service Charge					\$0.00	\$2.25					
<input checked="" type="checkbox"/> [4200] Wine - Grill					\$0.00	\$12.50					
Total Cakebread Chard -		\$12.50	\$0.00		\$1.05	\$15.80					
<input checked="" type="checkbox"/> Filet Mignon		\$21.95	\$0.00		\$1.85	\$27.75					
<input checked="" type="checkbox"/> Shrimp Cocktail		\$30.00	\$0.00		\$2.53	\$37.93					
<input checked="" type="checkbox"/> Silver Oak Cab - G		\$16.50	\$0.00		\$1.39	\$20.88					

Use **Expand All** to expand all Ticket Details at once. This will drill all the way down to the GL Posting associated with each Item within the Batch.



Deleted Tickets/Voided Items

Below Ticket Details is a list of **Deleted Tickets** and **Voided Items** for the day. Remember, this is in reference to the specific Batch Location of the particular Batch.

Deleted Tickets												
Ref #	Server	Member	Area	Voider	Time	Total	Member Charge	Cash	Credit Card	Credit Book	Gift Card	
<input type="checkbox"/>	245282	RBrady	[00100] Rusty Abbott	Grill Room	RBrady	08:06	\$44.36	\$95.72	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245289	BSmith	[00100-A] Sara Abbott	Grill Room	BSmith	12:40	\$94.33	\$87.89	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245293	DPedegana	[1539] Bryan Addis	Grill Room	DPedegana	08:07	\$89.00	\$81.25	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245295	BSmith	[00100] Rusty Abbott	Grill Room	DHunt	07:51	\$46.78	\$46.78	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245296	DHunt	[00100] Rusty Abbott	Grill Room	DHunt	07:51	\$75.54	\$143.02	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245299	DHunt	[00100] Rusty Abbott	Grill Room	DHunt	12:52	\$79.39	\$134.01	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245300	DHunt	[00100] Rusty Abbott	Grill Room	DHunt	12:52	\$21.91	\$16.43	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245301	DHunt	[09999] CASH	Club Events	DHunt	12:52	\$145.39	\$0.00	\$145.39	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	245307	RHruby	[00100] Rusty Abbott	Club Events	RHruby	12:52	\$212.10	\$212.10	\$0.00	\$0.00	\$0.00	\$0.00
						Totals:	\$808.80	\$797.80	\$145.39	\$0.00	\$0.00	\$0.00

Voided Items							
Server	Member	Ref #	Voided Item	Voider	Area	Reason	Amount
DPedegana	[00100-D] Abbott, David	245290	Corona	DPedegana	Club Events	MEMBER CHANGED MIND	\$4.25
Total:							\$4.25

Settlement Summary

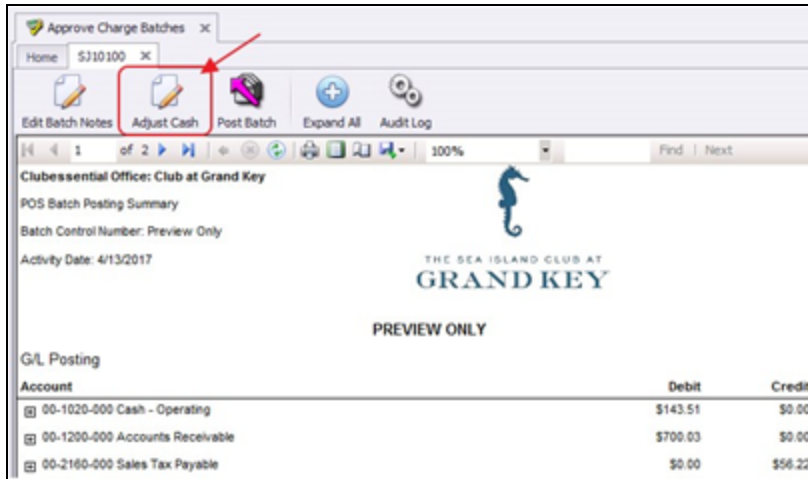
Below Deleted Tickets/Voided Items is a summary of all sales by **Settlement Type** and **Area** for the day.

Settlement Summary						
Settlement Type	Server	Member	Ref	Ticket Total	Settlement Amt	
<input type="checkbox"/>	MEMBER CHARGE					
<input type="checkbox"/>	Club Events				\$559.77	
<input type="checkbox"/>	Grill Room				\$140.26	
Total MEMBER CHARGE					\$700.03	
<input type="checkbox"/>	CASH					
<input type="checkbox"/>	Club Events				\$143.51	
Total CASH					\$143.51	
Total:					\$843.54	

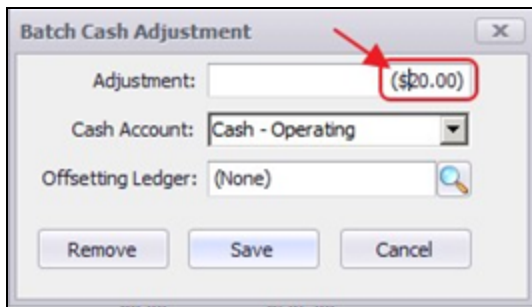
Adjust Cash

The Adjust Cash feature is used in the event there is a Cash Shortage/Overage for a particular day.

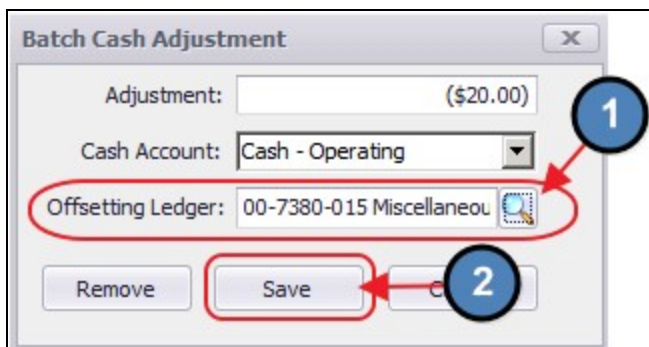
- 1) Select **Adjust Cash**.



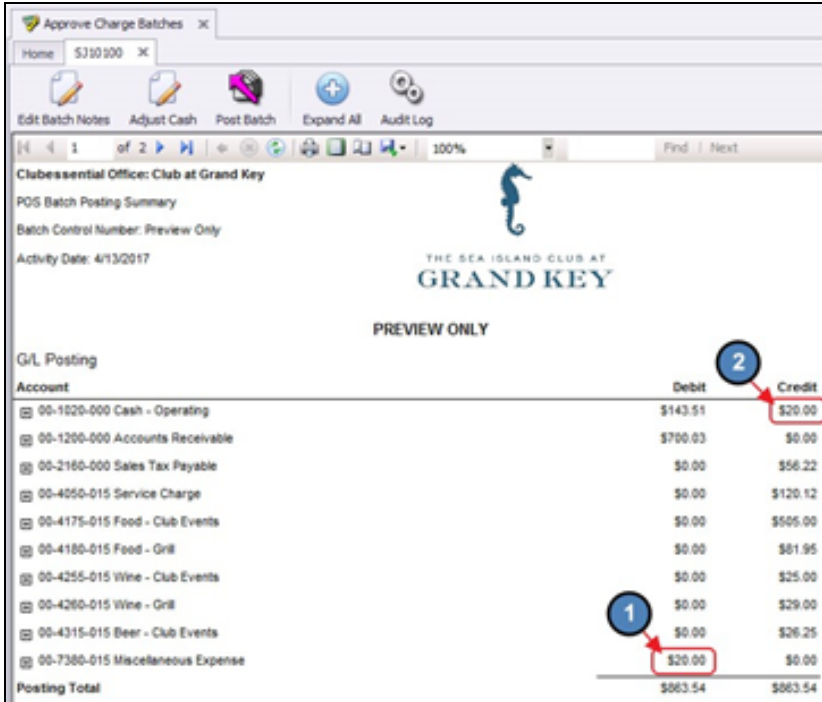
- 2) Enter the amount of the Shortage/Overage. For **Shortages**, please enter a **negative amount**, and for **Overages**, please enter a **positive amount**. The Club's Cash Account will populate by default.



- 3) Select the appropriate **GL Account** to offset the Cash Account. Click **Save** when finished.



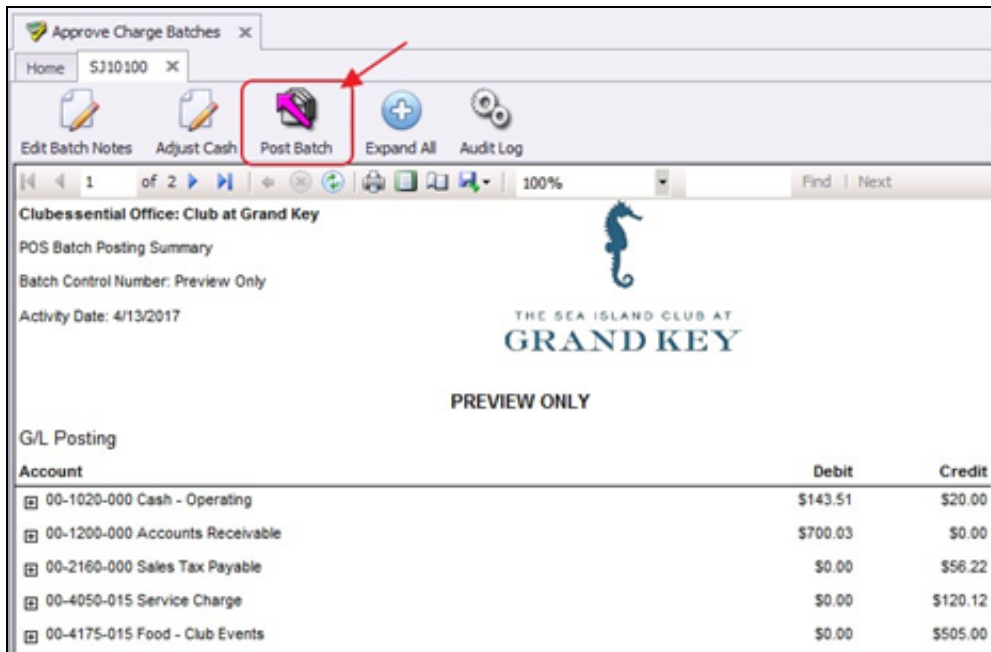
4) The Batch is automatically updated.



Account	Debit	Credit
00-1020-000 Cash - Operating	\$143.51	\$20.00
00-1200-000 Accounts Receivable	\$700.03	\$0.00
00-2160-000 Sales Tax Payable	\$0.00	\$56.22
00-4050-015 Service Charge	\$0.00	\$120.12
00-4175-015 Food - Club Events	\$0.00	\$505.00
00-4180-015 Food - Grill	\$0.00	\$81.95
00-4255-015 Wine - Club Events	\$0.00	\$25.00
00-4260-015 Wine - Grill	\$0.00	\$29.00
00-4315-015 Beer - Club Events	\$0.00	\$26.25
00-7380-015 Miscellaneous Expense	\$20.00	\$0.00
Posting Total	\$863.54	\$863.54

Post the Batch

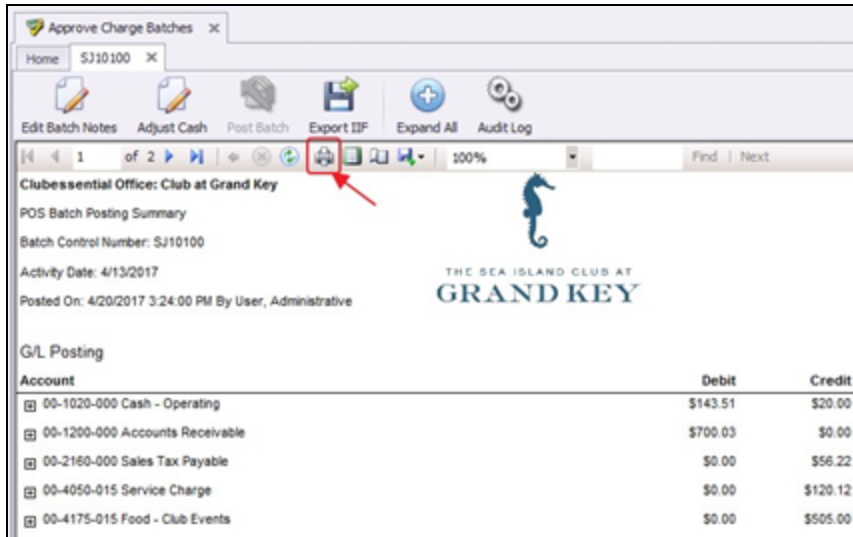
After verifying the GL Posting is correct, select **Post Batch**. This will post the charge to the Member's Account and the General Ledger.



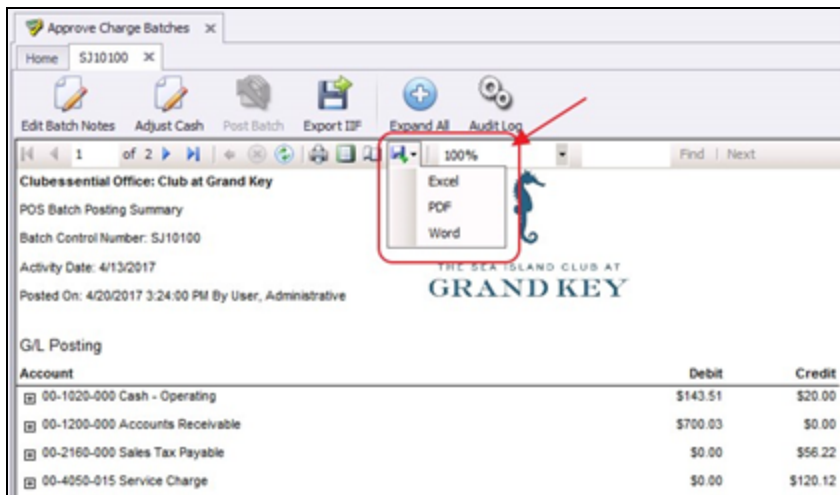
Account	Debit	Credit
00-1020-000 Cash - Operating	\$143.51	\$20.00
00-1200-000 Accounts Receivable	\$700.03	\$0.00
00-2160-000 Sales Tax Payable	\$0.00	\$56.22
00-4050-015 Service Charge	\$0.00	\$120.12
00-4175-015 Food - Club Events	\$0.00	\$505.00

Print/Export Batch Report

If necessary, select the Printer Icon to print a paper copy of the Batch Report.



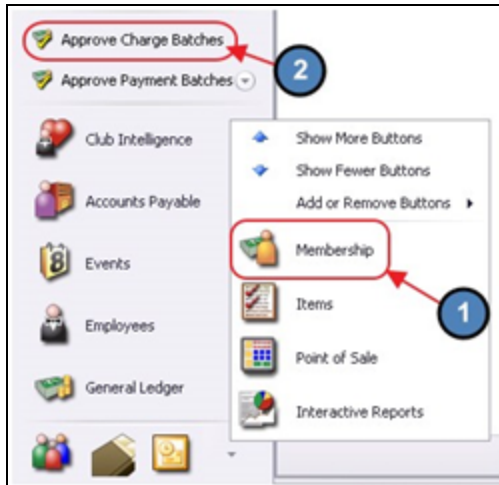
To export the Batch Report, select the Disk Icon and select the desired exporting method.



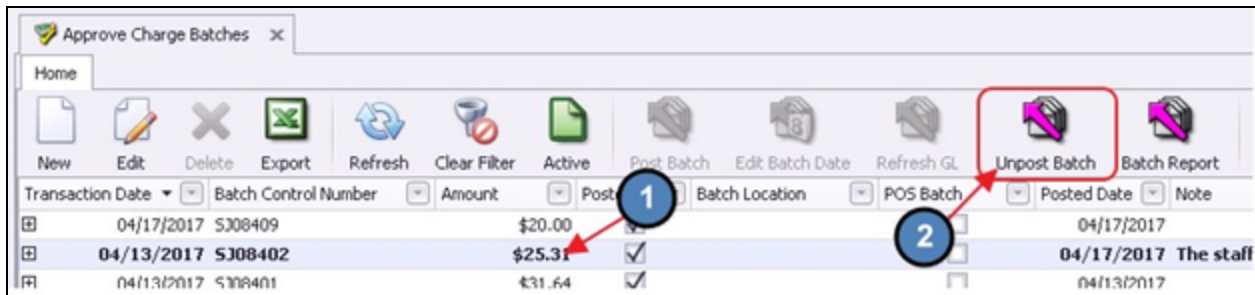
Unpost POS Batch

All POS Batches can be Unposted unless they are flagged within a bank rec, in which case the system will not let the user Unpost the Batch.

To Unpost a Charge Batch, please navigate to the **Membership** menu and select **Approve Charge Batches**.



Click to select the **Batch** that needs Unposted and choose **Unpost Batch**.



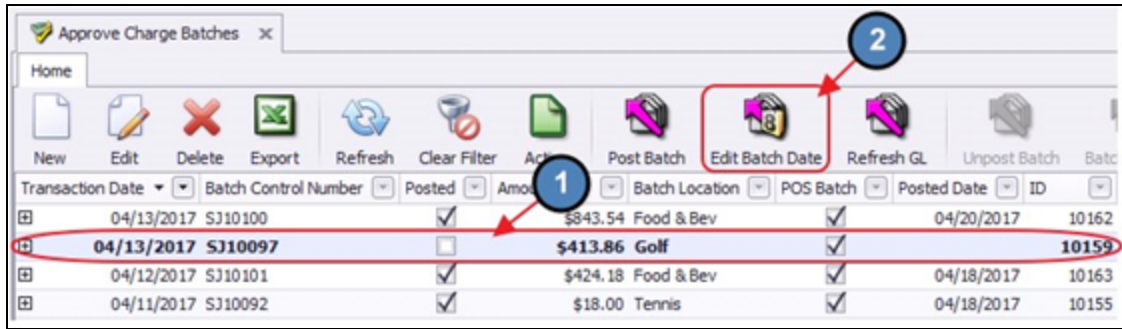
Edit Batch Date

To edit the Transaction Date of a particular Batch of Point of Sale Transactions,

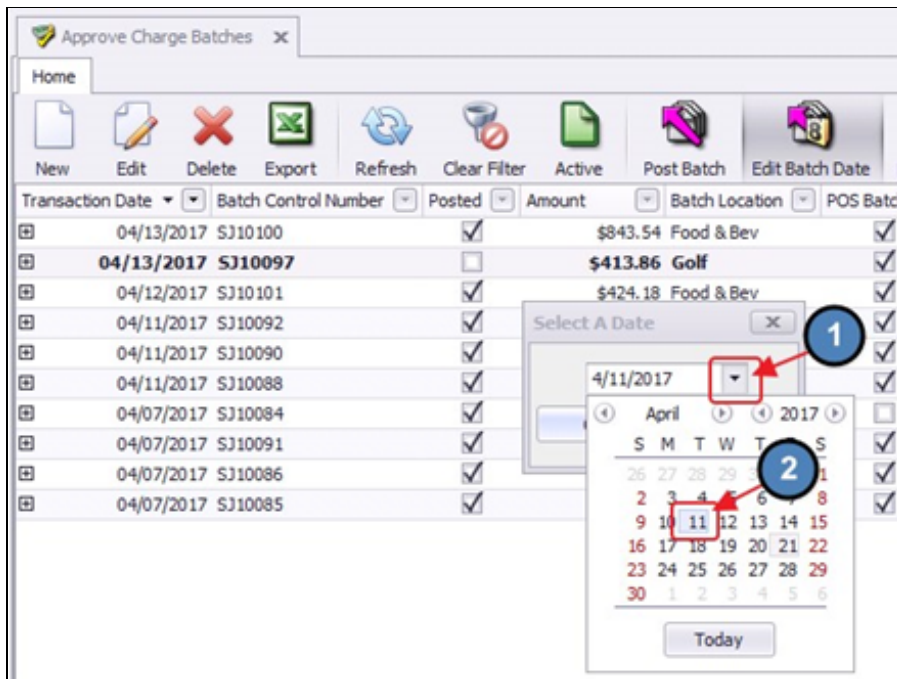
Important:

- Please note that this feature will change the Transaction Date of all transactions within the Batch.
- Please also note that this feature can only be utilized with Unposted Batches. If a Posted Batch's Date needs to be changed, the user will have to Unpost the Batch. For more information on Unposting Batches, please see the [Unpost POS Batch](#) section of this document.

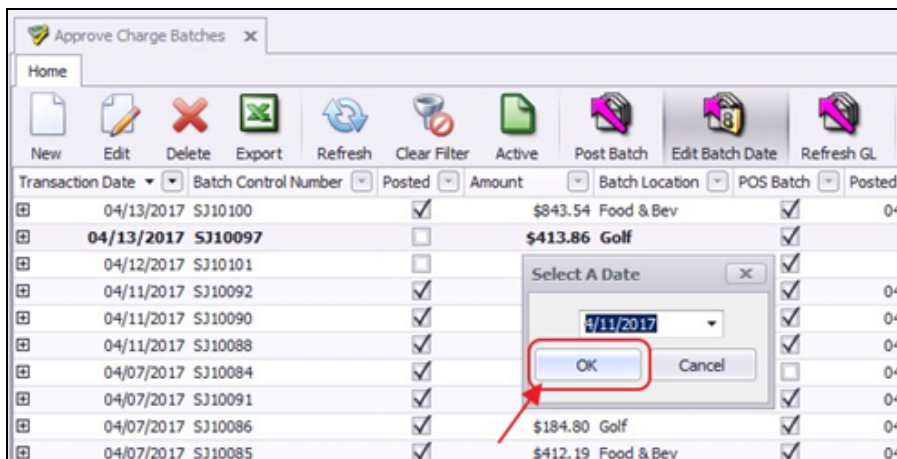
- 1) Click to select the appropriate Batch and select **Edit Batch Date**.



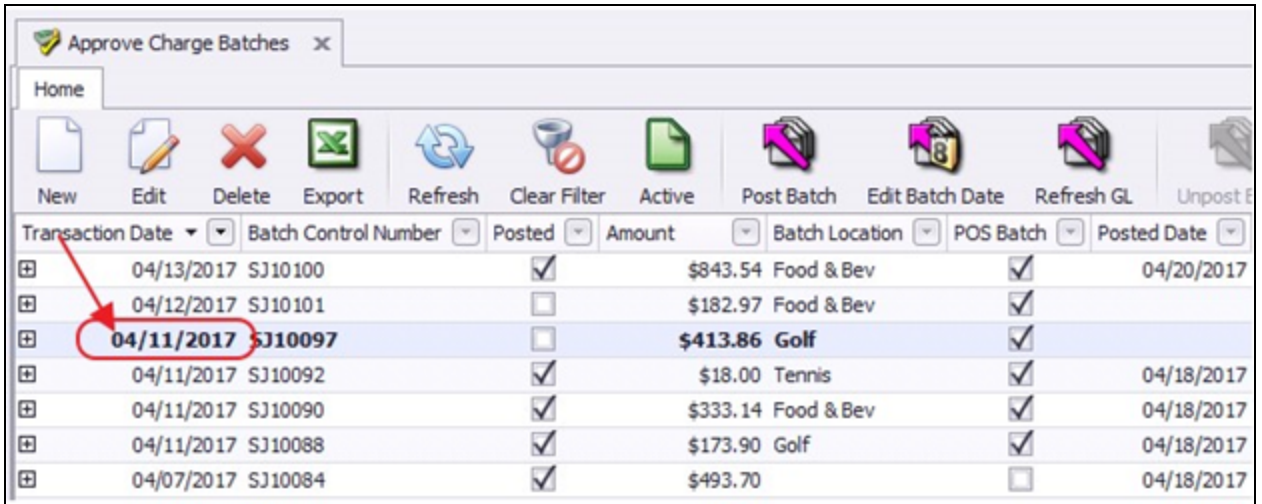
2) Select the correct date in which the transactions occurred.



3) Click OK.



4) The **Transaction Date** is automatically changed.



Transaction Date	Batch Control Number	Posted	Amount	Batch Location	POS Batch	Posted Date
04/13/2017	SJ10100	<input checked="" type="checkbox"/>	\$843.54	Food & Bev	<input checked="" type="checkbox"/>	04/20/2017
04/12/2017	SJ10101	<input type="checkbox"/>	\$182.97	Food & Bev	<input checked="" type="checkbox"/>	
04/11/2017	SJ10097	<input type="checkbox"/>	\$413.86	Golf	<input checked="" type="checkbox"/>	
04/11/2017	SJ10092	<input checked="" type="checkbox"/>	\$18.00	Tennis	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10090	<input checked="" type="checkbox"/>	\$333.14	Food & Bev	<input checked="" type="checkbox"/>	04/18/2017
04/11/2017	SJ10088	<input checked="" type="checkbox"/>	\$173.90	Golf	<input checked="" type="checkbox"/>	04/18/2017
04/07/2017	SJ10084	<input checked="" type="checkbox"/>	\$493.70		<input type="checkbox"/>	04/18/2017

Best Practices

- Ensure batches are posted promptly in the system to ensure your financial records, and your Member accounts are up to date.

Frequently Asked Questions

Why can't I unpost a POS Batch?

POS batches that have been reconciled in a bank reconciliation cannot be unposted.