Office - 3.28.18 Releases

User Guide - Table of Contents

Enhancements

Accounts Payable

Manage Purchase Orders - Printing

- **Added the Account Number when printing a Purchase Order from the Manage Purchase Orders grid**
  - *Use Case*: Previously, when printing a Purchase Order, Users did not have the ability to view Account Numbers. Now, Account numbers show on the Manage Purchase Order Grid, in addition to the Account Name.
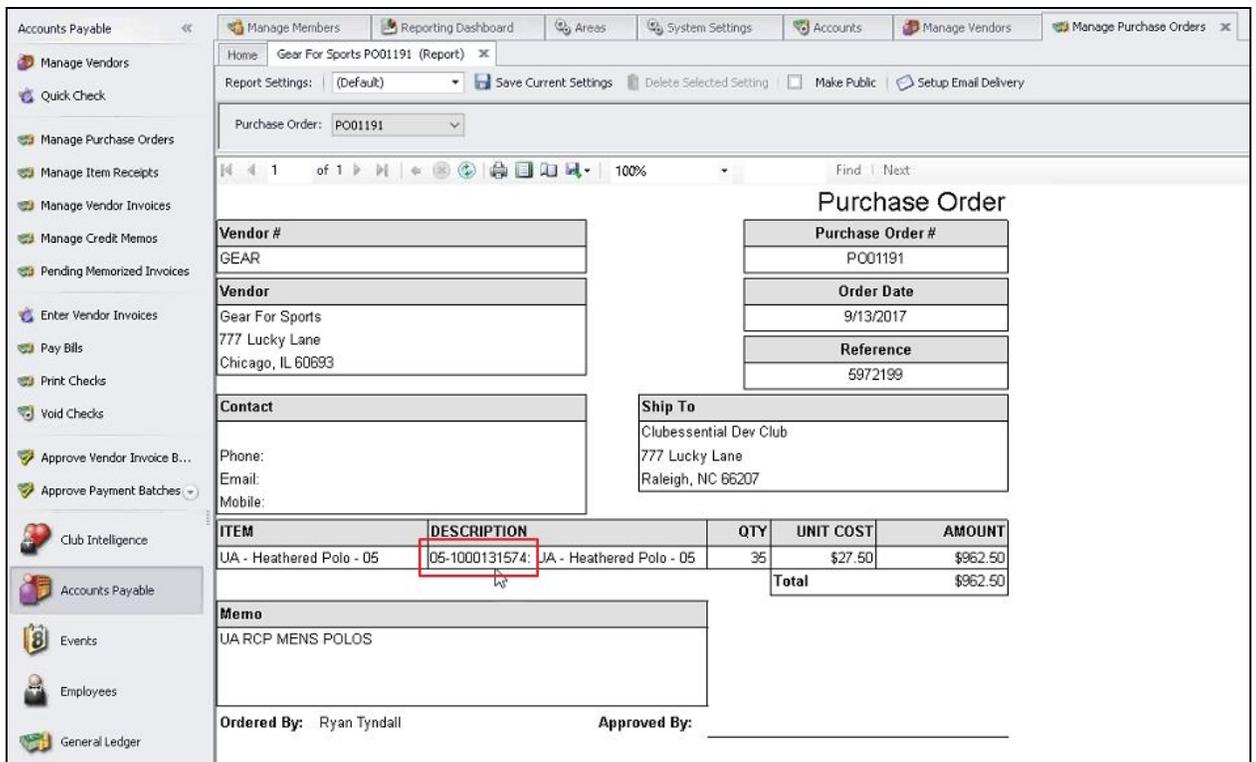
Pay Bill - Filters

- **As a Club Admin, I would like an additional filter on the Pay Bills screen to allow the ability to hide invoices/credits for vendors with credit balances.**
  - *Use Case*: Previously, the User view on the Pay Bills screen would show all vendors regardless of payment or credit status. Now, Users can filter out vendors with credit balances.

When **Hide vendors with net credit balances** option is left unchecked, all vendors, even those with net credit balances, will appear for selection.

When **Hide vendors with net credit balances** option is checked, Vendors with **net** negative (credit) balances will not appear for payment selection.

Grids - Custom Fields

- **As a Club Admin, I would like the ability to customize which custom fields show on their corresponding grid.**
  - *Use Case:* Previously, the system could only show up to 30 custom fields on a grid, even though more than 30 custom fields may exist for a given module (Membership, for instance). Now, Club Admins can designate which custom fields are visible by checking the **Show on Grid** field for any available custom fields.
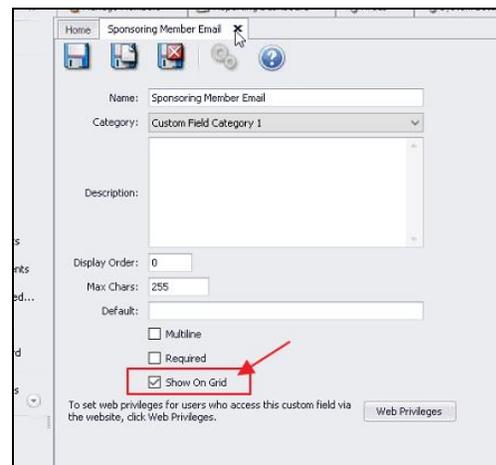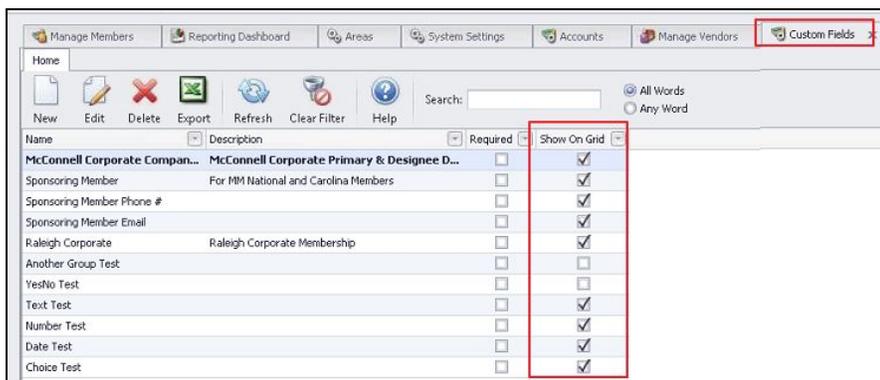
Guest Rooms

System - System Settings - Guest Room - Notifications

- **As a Club Admin, I would like the ability to customize the Subject of the five standard guest room notification emails.**
  - *Use Case:* Previously, the Guest Room Notification email subject lines were hard coded with a set of specific subjects. Now, the subject line of all five emails can be customized. Users can add additional personalization with   snippet(s) (escape code(s)), previously only available in the body of the email.
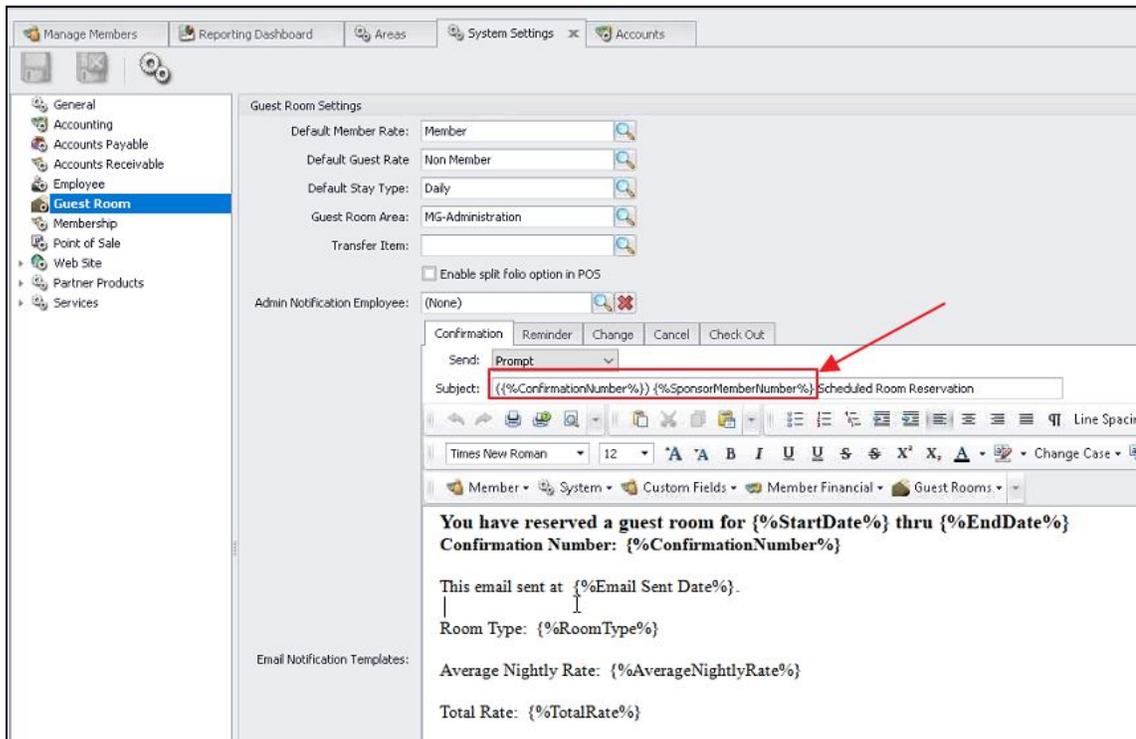
Rooms - Undelete functionality

- **As a Club Admin, I would like the ability to undelete a Guest Room.**
  - *Use Case*: Previously, Users were not able to undelete a Guest Room after deleting it. Now, Users have the capability to undo this deletion. After deleting a room, click the **Active Records** filter to ensure **All Records** display. Right-click on the record to undelete, and then select **Undelete** to reinstate a previously deleted room to an **Active** state.
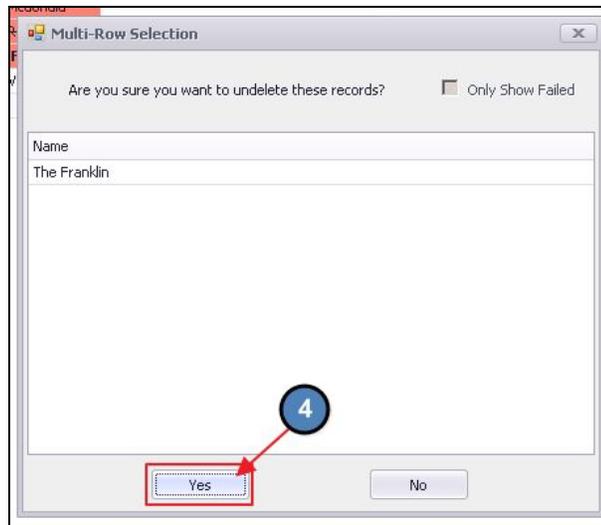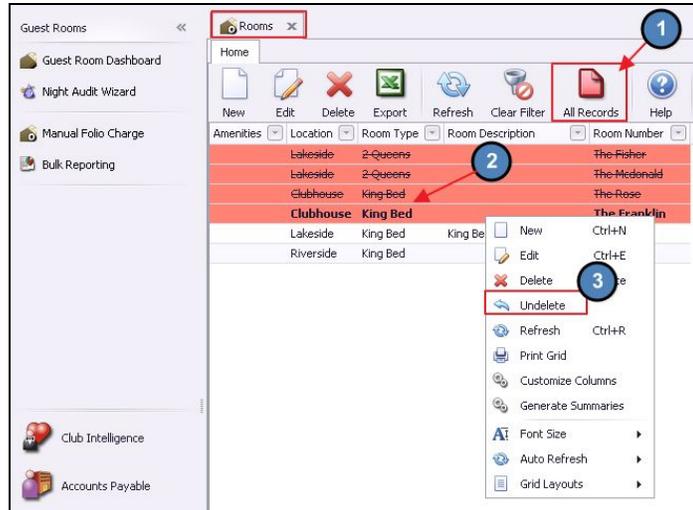
Membership - Member Charge Wizard - Combo Billing

- **As a Club Admin, I would like to be able to use combos in the Member Charge Wizard.**
    - *Use Case:* Previously, Club Admins could only bill individual items rather than combos. Now, Club Admins can summarize billing into one line by selecting **Combos** in the Member Charge Wizard.
    - *For example:*
        - The Club charges $100 for Golf Tournament Entry. Previously the Member Statement may have shown 4 line items:
            - $40 - Green Fee
            - $15 - Cart Fee
            - $25 - Tournament Shirt

● $20 - Food/Drink Voucher

Now, show one line using the Combo billing option.

● $100 - Tournament Entry Fee

__Please Note__: This feature will only work in **Member Charge Wizard**, and will not work if ringing up at POS.
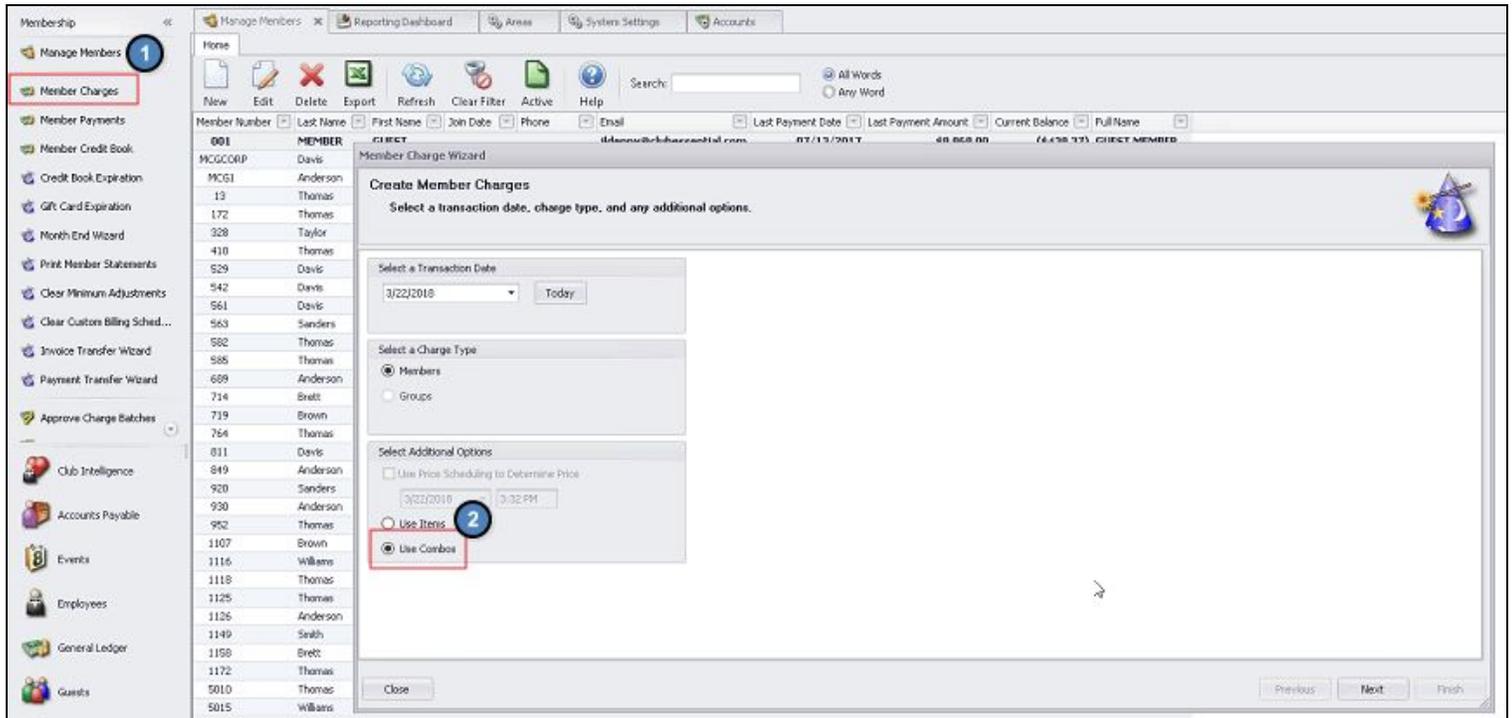
Reporting - Income Statement Reports

- **As a Club Admin, I would like the Income Statement Rolling and Income Statement Rolling Consolidated Rolling reports to honor the Show Below P&L line settings on the Ledger Account**
  - *Use Case*: Previously, the Rolling reports did not properly reflect the general ledger account setting "**show below P&L Line on Income Statement**" like the other Income Statement reports, and now do.

Consolidated Rolling Income Statement
April 2017 - March 2018
Budget Type: <All>

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar*	Total
Income													
BV-Admin	$75,503.84	$77,926.92	$85,178.53	$73,418.64	$73,959.94	$1,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$387,287.87
Total Income	$75,503.84	$77,926.92	$85,178.53	$73,418.64	$73,959.94	$1,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$387,287.87
Gross Profit	$75,503.84	$77,926.92	$85,178.53	$73,418.64	$73,959.94	$1,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$387,287.87
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar*	Total
Expense													
BV-Admin	$31,726.71	$26,881.17	$27,467.50	$27,343.72	$24,846.03	$5,483.27	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$143,748.40
Total Expense	$31,726.71	$26,881.17	$27,467.50	$27,343.72	$24,846.03	$5,483.27	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$143,748.40
Net Profit/Loss	$43,777.13	$51,045.75	$57,711.03	$46,074.92	$49,113.91	($4,183.27)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$243,539.47
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar*	Total
BV-Admin	($3,175.00)	($3,125.00)	($3,125.00)	($3,075.00)	($3,200.00)	($5,000.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($20,700.00)
Total BV-Admin	($3,175.00)	($3,125.00)	($3,125.00)	($3,075.00)	($3,200.00)	($5,000.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($20,700.00)
Net Profit/Loss	($3,175.00)	($3,125.00)	($3,125.00)	($3,075.00)	($3,200.00)	($5,000.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($20,700.00)
Income After Extra Items	$40,602.13	$47,920.75	$54,586.03	$42,999.92	$45,913.91	($9,183.27)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$222,839.47

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Bug Fixes

- Fixed issue with deferred dues, where it was applying tax on future periods, it will now exclude tax from the deferred journal entry process.

- Fixed issue with setting Price Adjustment on dollar amounts less than $1.00 for Item Modifier Groups.

- Fixed an error when creating a new member then going to the Member Payments Wizard.
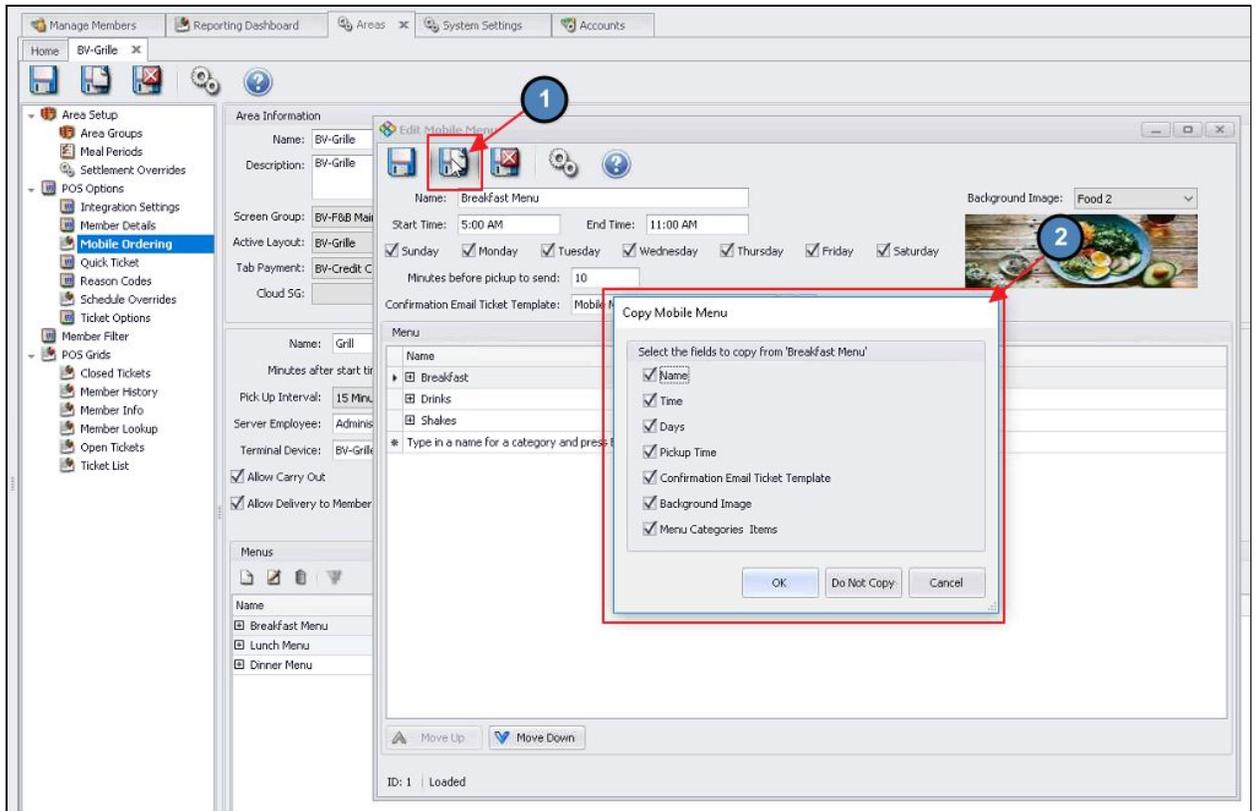
Office - Mobile Ordering (Beta Clients Only)

- **As a Club Admin, I would like the ability to be able to click Save & New to copy a current Mobile Menu.**
    - *Use Case*: Previously, Users needed to re-add all items in a menu to create a new version or copy the existing menu. Now, when Save & New is clicked, the system will copy selected items from the previous menu.

Additional Mobile Ordering Features:

- Added a flag IsMobileMenu to Modifiers and Item Modifiers in a group.
- Updated Mobile Menu Category Item lookup to support multi-select.
- If you add an inactive item to a mobile menu, row will turn yellow to signify inactive state.