General Contractions of the Contract Contract of the Contract

User Guide - Table of Contents

Enhancements

Accounts Payable

Manage Purchase Orders - Printing

Pay Bill - Filters

Grids - Custom Fields

Guest Rooms

System - System Settings - Guest Room - Notifications

Rooms - Undelete functionality

Membership - Member Charge Wizard - Combo Billing

Reporting - Income Statement Reports

Bug Fixes

Office - Mobile Ordering (Beta Clients Only)

Enhancements

Accounts Payable

Manage Purchase Orders - Printing

• Added the Account Number when printing a Purchase Order from the Manage Purchase Orders grid

 <u>Use Case</u>: 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.

Accounts Payable «	Kanage Members	Reporting Dashboard	🕒 Areas	🕒 System Se	ttings	Recounts	Manage Vendors	👹 Manage Purchase Orders 🕱
Manage Vendors	Home Gear For Sports	PO01191 (Report) 🚿						
🐔 Quick Check	Report Settings: (Defa	ault) 🔹 🔚 Save (Current Settings	Delete Selecte	d Setting	Make Public	🤣 Setup Email Delivery	
	Purchase Order: PO01	191 🗸						
Manage Purchase Orders	-							
🧐 Manage Item Receipts	4 4 1 of 1 ▶	₩ ← 🛞 🍪 🖨 🔲	10 🔍 - 10	0%	•	Find []	Next	
🐲 Manage Vendor Invoices						Purch	ase Order	
🥶 Manage Credit Memos	Vendor #					Purchase	Order #	
🥶 Pending Memorized Invoices	GEAR					P0011	191	
	Vendor					Order I	Date	
📸 Enter Vendor Invoices	Gear For Sports					9/13/2	017	
🥶 Pay Bills	777 Lucky Lane					Refere	nce	
🥶 Print Checks	Chicago, IL 60693					59721	99	
😴 Void Checks	Contact			Ship To				
5				Clubessentia	al Dev Clu			
💖 Approve Vendor Invoice B	Phone:			777 Lucky L				
💖 Approve Payment Batches 🕣	Email: Mobile:			Raleigh, NC	66207			
-	ITEM	DESCRIPTION			OTY	UNIT COST	AMOUNT	
Club Intelligence	UA - Heathered Polo -		JA - Heathere	Dala 05	35	\$27.50	\$962.50	
M	OA - Heathered Pold -	00-1000101074.	pA - Heathered	1 - 010 - 05		Fotal	\$962.50	
Accounts Payable	Memo				L		15 and	
Events	UA RCP MENS POLO	S						
Employees								
🧐 General Ledger	Ordered By: Ryan T	yndall	Арр	roved By:				

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.
 - <u>Use Case</u>: 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.

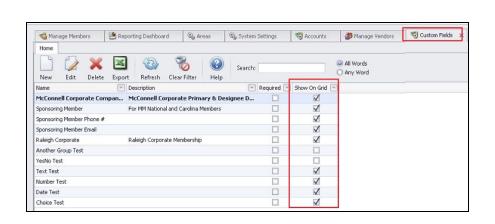
1	Pay From: 00-1025	9-00-0 MCG-Operating Checking	Check Dat	e: 3/22/2018	 Show inv 	oices due on or	before 4/22/2018	•	Balance: \$3	11,851.14
s	elect All <u>0 select</u>	ed bils for \$0.00 total.	Hide ve	endors with credit bala	nces			Balance	e After Payments: \$3	11,851.14
ay	Due Date	Vendor	Vendor Category	Trivoice Date	Invoice Number	Memo	Amount	Discount Date	Discount	Payment
8										
	9/25/2017	Home Depot Credit Services	Trade	9/5/2017	203731660		\$139.07	9/5/2017	\$0.0	D \$0.0
	9/26/2017	Home Depot Credit Services	Trade	9/6/2017	4164001		\$57.29	9/6/2017	\$0.0	0 \$0.0
	9/27/2017	Home Depot Credit Services	Trade	9/7/2017	3085316		\$121.70	9/7/2017	\$0.0	0.0
	10/4/2017	Home Depot Credit Services	Trade	9/14/2017	6560221		\$75.70	9/14/2017	\$0.0	0.0
	10/4/2017	Home Depot Credit Services	Trade	9/14/2017	6071970		\$99.76	9/14/2017	\$0.0	0.0
	10/11/2017	Home Depot Credit Services	Trade	9/21/2017	W782304398		\$234.86	9/21/2017	\$0.0	0.0
	9/29/2017	10-S Tennis Supply [10STEN]	Trade	8/30/2017	133190		\$147.89	8/30/2017	\$0.0	0 \$0.0
	12/22/2017	10-S Tennis Supply [10STEN]	Trade	11/22/2017	11122		\$50.00	11/22/2017	\$0.0	0.0
	4/19/2018	10-S Tennis Supply [10STEN]	Trade	3/20/2018	456456		(\$34,000.00)	3/20/2018	\$0.0	0.0
	10/5/2017	A Bolder Image [ABOIMA]	Trade	9/5/2017	32149		\$136.64	9/5/2017	\$0.0	0 \$0.0
	8/30/2017	A-1 Auto Parts [A1AutoP]	Other	7/31/2017	0692452Credit		(\$48.34)	7/31/2017	\$0.0	0.0
	9/26/2017	ACC Business [ACCBusiness]	Trade	8/27/2017	172271109		\$1,183.40	8/27/2017	\$0.0	D \$0.0
	10/5/2017	Accurate Engraving [PC8004]	Trade	9/5/2017	10006		\$25.61	9/5/2017	\$0.0	0.0
	9/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	8/30/2017	238786/2		\$15.79	8/30/2017	\$0.0	D \$0.0
	9/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	8/24/2017	2387042		\$19.65	8/24/2017	\$0.0	0 \$0.0
	9/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	8/24/2017	238704/2		\$19.65	8/24/2017	\$0.0	0 \$0.0
	10/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	9/2/2017	238859/2		\$29.95	9/2/2017	\$0.0	0 \$0.0
	10/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	9/1/2017	238832/2		\$21.38	9/1/2017	\$0.0	0.0
	10/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	9/13/2017	239032		\$4.27	9/13/2017	\$0.0	D \$0.0
	10/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	9/15/2017	239057		\$4.80	9/15/2017	\$0.0	D \$0.0
	10/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	9/7/2017	238940		\$23.29	9/7/2017	\$0.0	0 \$0.0
	10/10/2017	ACT LIADDAKADE ACUEVALE	Daid by Clube	0/0/2017	220020			0/0/2017	40.0	
							\$1,282,937.80		\$0.0	\$0.00

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

🦞 Pay I		9-00-0 MCG-Operating Checking	Check Date	: 3/22/2018	 Show in 	inices due on	or before 4/22/2018		Balance: \$3:	11,851.14
					1000		0 00 00 000 00 00 0000			
100.0	100 CO. 100	ted bils for \$0.00 total.		ndors with credit balar					and the second the	11,851.14
Pay	Due Date	Vendor	Vendor Category	Invoice Date	Invoice Number	Memo	Amount	Discount Date	Discount	Payment
10										î
	9/25/2017	Home Depot Credit Services	Trade	9/5/2017	203731660		\$139.07	9/5/2017	\$0.00	\$0.00
	9/26/2017	Home Depot Credit Services	Trade	9/6/2017	4164001		\$57.29	9/6/2017	\$0.00	\$0.00
	9/27/2017	Home Depot Credit Services	Trade	9/7/2017	3085316		\$121.70	9/7/2017	\$0.00	\$0.00
	10/4/2017	Home Depot Credit Services	Trade	9/14/2017	6560221		\$75.70	9/14/2017	\$0.00	\$0.00
	10/4/2017	Home Depot Credit Services	Trade	9/14/2017	6071970		\$99.76	9/14/2017	\$0.00	\$0.00
	10/11/2017	Home Depot Credit Services	Trade	9/21/2017	W782304398		\$234.86	9/21/2017	\$0.00	\$0.00
	10/5/2017	A Bolder Image (ABOIMA)	Trade	9/5/2017	32149		\$136.64	9/5/2017	\$0.00	\$0.00
	9/26/2017	ACC Business [ACCBusiness]	Trade	8/27/2017	172271109		\$1,183.40	8/27/2017	\$0.00	\$0.00
	10/5/2017	Accurate Engraving [PC8004]	Trade	9/5/2017	10006		\$25.61	9/5/2017	\$0.00	\$0.00
	9/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	8/30/2017	238786/2		\$15.79	8/30/2017	\$0.00	\$0.00
	9/10/2017	ACE HARDWARE-ASHEVILLE	Paid by Clubs	8/24/2017	2387042		\$19.65	8/24/2017	\$0.00	\$0.00

Grids - Custom Fields

- As a Club Admin, I would like the ability to customize which custom fields show on their corresponding grid.
 - <u>Use Case</u>: 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.

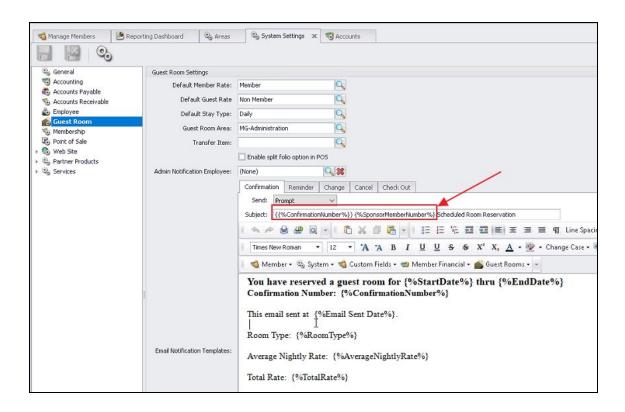


Name:	Sponsoring Member Email	
Category:	Custom Field Category 1	~
		. *
Description:		
Display Order:	0	
Max Chars:	255	
Default:		
	Multiline	
Г	Required Show On Grid	
L.	eges for users who access this custom field via	b Privileges

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.
 - <u>Use Case</u>: 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.
 - <u>Use Case</u>: 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.

Guest Rooms 🛛 🗠	Rooms X			
🕌 Guest Room Dashboard 💰 Night Audit Wizard	Home	e Export Refrest	Clear Filter	Records Help
👩 Manual Folio Charge	Amenities 💌 Location 💽		m Description	💌 Room Number 💌
🞐 Bulk Reporting	Lakeside Lakeside Clubhouse	2 Queens 2 Queens King Bed	2	The Fisher The Medonald The Rose
	Clubhouse		-	The Franklin
	Lakeside	King Bed King	Be New	Ctrl+N
	Riverside	King Bed	😡 Edit	Ctrl+E
			💥 Delete	3 🕫
			🔄 Undelete	
			🚯 Refresh	Ctrl+R
			😖 Print Grid	
			🗞 Customize	Columns
			🕒 Generate	5ummaries
Club Intelligence			AT Font Size	
~			🛞 Auto Refr	esh 🕨
Accounts Payable			📃 🛛 Grid Layou	its 🕨

🖳 Multi-Row Selection	
Are you sure you want to undelete these records?	Only Show Failed
Name	
The Franklin	
4	
4 Yes No	

Membership - Member Charge Wizard - Combo Billing

- As a Club Admin, I would like to be able to use combos in the Member Charge Wizard.
 - <u>Use Case</u>: 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

<u>*Please Note*</u>: This feature will only work in **Member Charge Wizard**, and will not work if ringing up at POS.

Membership «	📢 Hanage Mer	niters 🗙 🕑	Reporting Dashboard 🛛 🖏 Areas 🖓 System Settings	To Accounts
d Manage Members	Home			
(1) Member Charges	New Edit	~ .	🔟 🙆 🗞 🛅 🥹 Search: 🗍	All Words Any Word
1 Member Payments	Nenber Nunber	E Last Name	🖻 First Name 🔍 Join Date 💌 Phone 🛛 💌 Email	🗵 Last Payment Date 🐨 Last Payment Amount 💌 Current Balance 🐨 Pull Name 💿
🐲 Member Credit Book.	001 MCGCORP	MEMBER	CIEST Udwarderhow Member Charge Wizard	uraanhisi rama 07/13/2017 60.060.00 /64/30.37) CHECT MEMORE
Credit Book Expiration	MCGI	Anderson		
Gift Card Expiration	13	Thomas Thomas	Create Member Charges Select a transaction date, charge type, and any addit	ional options.
💰 Month End Wizerd	328	Taylor		
-	410	Thomas		
📸 Print Nember Statements	529	Davis	Select a Transaction Date	
💰 Clear Minimum Adjustments	542	Davis	3/22/2018 • Today	
	561	Davis		
Clear Custon Billing Sched	563	Sanders		
💰 Invoice Transfer Wizard	582	Thomas	Select a Charge Type	
	585	Thomas	Members	
🚳 Payment Transfer Wizard	689 714	Anderson Brett	Groups	
	and the second se	Brown	Groups	
Approve Charge Batches (*)	719 764	Thomas		
-	011	Davis	Select Additional Options	
Dub Intelligence	849	Anderson		
Cap i keinge ke	920	Sanders	Use Price Scheduling to Determine Price	
-	930	Anderson	0/22/2010 A 3/32 PM	
Accounts Payable	952	Thomas	O Use Items 2	
42	1107	Brown	Use Combos	
8 Events	1116	Williams		
	1118	Thomas		N
Employees	1125	Thomas		2
-	1126	Anderson		
Ceneral Ledger	1149	Snith		
Calera reode	1158	Brett		
0.0	1172	Thomas		
🚺 Guests	5010	Thomas	Close	Previous Next Pre
	5015	Williams	lan	

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
 - <u>Use Case</u>: 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.

4 4 1 of 1 }> }+ 4 4	8 🚯 🖨 🖬 🎗	150%	•	Find		Rolling Income	e Statement						
						2017 - March 2							
						iget Type : <all< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></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													
H 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
€U-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	\$64,586.03	\$42,999.92	\$45,913.91	(\$9,183.27)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$222,839.47
3/22/2018 3:24 PM						Page 1/1							* = Projected

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.
 - <u>Use Case</u>: 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.

🔒 🕒 💾 🔍 🙆	
Member Info	Maine: Breakfast Menu Background Image: Food 2 Main:: 5:00 AM End Time: 11:00 AM Background Image: Food 2 It C Studies If Tuesday If Tue I

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.