C Delete and Re-Import Batches

2018 - Summer Edition

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Overview

Learn to delete and re-import batched in order to update information from Reserve into your Office system.

Use Case(s)

- The billing member was changed on the event in Reserve and needs to be updated on the batch in Office.
- Actual Attendance was greater than the Guaranteed Attendance so the total is higher and needs to be updated in Office.

Accessing the Tool

To begin, open the Office Accounting Suite. Under System click on System Settings.



Next click Partner Products then Reserve Gateway. Lastly, click Transactions.

Osystem Settings ★	
- 🛛 🖏	
🍋 General	ReServe Anywhere
Accounting Accounts Payable	Settings Market Type Revenue Centers Transactions Log Sync
🎨 Accounts Receivable	Connection Settings
Employee	Use Reserve Cloud: 🗹
Membership	Gateway Username:
Point of Sale	Cateway Daceword: *********
> 🚯 Web Site	
A Club Benchmarking	Use QA System:
🍇 Lodging Link	
🍪 Members First	
Ch ReServe	
S CSI VCard	Receivable Settings
> 🍪 Services	AR Account: 00210-00-00 Accounts Receivable - Members
	Cash Receipt Type: Cash
ľ	Cover Count Item: (None)
	Address Synchronization Settings
	Notification Type: (Use Default Address Category)
	Advanced Options
	Sync Frequency: 5 (in minutes)
	Third Party Seed:
	Logging Level: Basic 🗸
	Disabled:
	Connection Timeout: 100 (in seconds)
	Max Member Push: 30
	Include Site Name: (when pushing members to reserve doud)

Reimport Batches

Select the correct dates in the Date Range boxes and click Refresh.

ReServe A	nywhere				
Settings	Market Type	Revenue C	enters	Transactio	ons Log Sync
Date Rar	nge	Events an	d Payme	nts	
Starting		Filter:			🔍 🛍 😽
9/13/2	2016 🗐 🔻	Imported	Posted	Туре	Event
Ending				Payment	Phair & Kelvin Wedding and Reception
9/20/2	2016 🗐 🔻			Event	Human Body Lecture Series
1				Event	FOCUS
Re	efresh			Event	Jaime and Kyle's Wedding and Reception
1				Event	Subway Development of CO
				Event	Christina Baird & Sepe Zandi Wedding and Reception
				-	dire prilage a twenth in a

Select (in blue) the event batches that need to be updated.

leServe Ar	nywhere				
Settings	Market Type	Revenue C	enters	Transactio	ns Log Sync
Date Rar	nge	Events ar	nd Payme	ents	
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9/13/2	2016 🔲 🔻	Imported	Posted	Туре	Event
Ending				Payment	Phair & Kelvin Wedding and Reception
9/20/2	2016			Event	Human Body Lecture Series
-				Event	FOCUS
Re	efresh			Event	Jaime and Kyle's Wedding and Reception
				Event	Subway Development of CO
				Event	Christina Baird & Sepe Zandi Wedding and Reception
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Click the gray trash can to remove the current data in Office.

Settings	Market Type	Revenue C	enters	Transactio	ins Log Sync		
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Ending				Payment	Phair & Kelvin Wedding and Reception		
9/20/2016				Event	Human Body Lecture Series		
				Event	FOCUS		
Re	efresh			Event	Jaime and Kyle's Wedding and Reception		
				Event	Subway Development of CO		
				Event	Christina Baird & Sepe Zandi Wedding and Reception		
				Desimant	charged produced with which and provident		

Click Refresh on the left side of the screen.

Settings	Market Type	Revenue Centers		Transactio	ns Log Sync		
Date Rar	nge	Events and Payments					
Starting		Filter:			🔍 🛍 😽		
9/13/2	2016 🔲 🔻	Imported	Posted	Туре	Event		
Ending				Payment	Phair & Kelvin Wedding and Reception		
9/20/2	2016 🔍 🔻			Event	Human Body Lecture Series		
				Event	FOCUS		
Re	efresh			Event	Jaime and Kyle's Wedding and Reception		
-				Event	Subway Development of CO		
	N			Event	Christina Baird & Sepe Zandi Wedding and Reception		
				Designation	charges paint a case with which and provide		

Select (in blue) the event batches and click the Blue Down Arrow.

Settings	Market Type	Revenue Centers		Transactio	ns Log Sync	
Date Rar	nge	Events an	nd Payme	nts	\sim	
Starting		Filter:			l 🔍 🌘 🗣 🔵	
9/13/2	2016 🔲 🔻	Imported	Posted	Туре	Event	
Ending				Payment	Phair & Kelvin Wedding and Reception	
9/20/2	2016 🔲 🔻			Event	Human Body Lecture Series	
				Event	FOCUS	
Refresh	efresh			Event	Jaime and Kyle's Wedding and Reception	
			Event	Subway Development of CO		
				Event	Christina Baird & Sepe Zandi Wedding and Reception	
				Determinent	charges provide care wordship and providen	

The new information will then import from Reserve to Office.