CE Payments Admin Guide

2020 - Spring Edition

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Overview

CE Payments is Clubessential's payment processing solution that helps streamline payment operations, simplify fund settling, associated reporting, the related reconciliation processes, and provide a better overall payment solution and User experience for your Club.

Simplify settlements with auto-created batches within Office. Easily access detailed reports to tie out payments, settlements for a given period, in-transit funds, and reconciliation to your Funds in Transit Account. Experience faster funding with payments to your bank account within 2 business days.

The following guide will cover the **Admin** & **Member** Facing Functionality of CE Payments as well as how CE Payments integrates with PayCloud, Clubessential's Online Payment and Statement Platform.

Use Case(s)

- A Club accepts online payments for their Monthly charges via credit card and ACH and wants Clubessential to be their payment processor to simplify the settling, reporting and reconciliation process.
- Clubs want to see pending payments from their Members.
- Clubs want to see disputed transactions.

PayCloud

PayCloud is the Clubessential product that enables the Club to manage its online **payment** and **statement** functionality. This section will focus on the Admin portions of the PayCloud system to specifically address the online Payment and Statement features associated with CE Payments. The guide will focus on setup, viewing Member/Payment data, troubleshooting issues, and highlight how the PayCloud system interfaces and syncs with the Office back end system to ensure payment and statement data is properly reflected in the Club's financials.

During training, your Implementation Specialist will provide you with a link as well as credentials to log in to your Club's specific instance of PayCloud.

Please consult your Implementation Specialist if you do not have this information.

Users

Members

All Club Members can be viewed in the Users - Members section. (For Office clients, the Member list will auto-populate from the Office system.) Columns can be sorted, and/or filtered to easily find desired information.

E CE Club Adr	nin										Clubes
Lusers	Ó	. N	Nembers							Search	h
Members		0	C 👁 🎙	6	= •						
System Users			Member Number 🕈	Last Name 🕈	First Name 🏾 🌱	User Name 🕈	Last Payment Date 💌 🍸	Last Payment Amount 🏾 🕈	Next Scheduled Payment Date	Scheduled Payment T	ype 🖣
User Groups		:	666A	Steph	scarder.BillingMember.t	666A	09/27/2017 1:53:54 PM	\$1.00			
Artillana		:	25	Spence	John	25	09/27/2017 10:52:04 AM	\$2.00			
Aprosers		:	400	Dunbar	Dwayne	400	09/26/2017 11:57:53 AM	\$1.25			
Payments	~	1	368			368	09/26/2017 11:05:43 AM	\$1.00			
			109			409	00/20/2017 00·14·42 AM	\$1.00			2

Impersonate a Member

For example, a Member calls with payment information, or asks the User to submit a payment on their behalf.

In the event a Member calls with payment information, or asks for a payment to be submitted on their behalf, Users can select the **Users** - **Members** menu, click the three dots to the left of the Member's name and choose **Login To PayCloud**.



This will Impersonate the Member and the User can then perform the necessary actions on behalf of the Member.

Credit Book Activity	Current Activity	Forgot Password	Gift Card Activity	Make A Payment	Payment History	Statements	Sign Out
Payment	Options						
Payment Amo	ount						
 Statement Balar 	nce (as of Apr 30): \$0.00		Mana	age Payment Methods			
 Current Balance Other Amount 	:: \$50.00		Ą				
Payment Amount:	\$ 0.00			ato Pay, please contact			
Last payment mad	e on 09/27/2017 for \$1.	00					
Payment Met	hod						
Bank Account							
Pay With New	Bank Account						
Bank - *4567							
Credit Card							
Pay With New	Credit Card						
The terms of service	vice are are required i	n this instance					
Continue							

Make a Payment

In this section, we will review each type of Payment that can be made in PayCloud. This includes both **One-Time** and **Scheduled** Payments.

One-Time Payment

A One-Time payment encompasses a Member making a payment toward their account; they are not creating any Scheduled Payment to occur at a later date.

To submit a One-Time payment, first add a **New Bank Account** or **Credit Card**, or **select from an existing Payment Method on file.**

Bank Account	Manage Payment Methods						
Pay With New Bank Account	Schedule a future	Schedule a future or recurring payment					
Bank - *6541	Upcoming	Payments					
Credit Card	View Scheduled F	ayment History					
AMERICAN_EXPRESS - *1005 10/2023 Add Gradie Card	Date	2/1/2020					
, dd ei edit eard	Amount	Full Statement Balance					
ayment Amount	Account	Bank - *654					
Statement Balance (as of Dec 31): \$0.00	Туре	Recurr					
Current Balance: \$265.80		Delet					
Other Amount							
\$ 0.00							

Enter your bank account informatio	on	
First Name	Middle Name Last Name	Enter your credit card information Back
Routing Number	Account Number	Name on Card
Account Type		Address City State Zip
Checking Cancel Submit	•	Cancel Submit

Specify the amount to pay. Statement Balance, Current Balance, or Other Amount. Click, Continue and Submit the payment.

 Sta Na re da 	stement Balance (as of Mar 31): \$1,085.79 ote: Statement Balance payment selections will draft for your most ecent statement balance minus any payments posted after the statement ate.							
🔘 Cu	rrent Balance: \$1,119.25							
0 Ot	Other Amount							
\$	1085.79							
Last p	payment made on 03/18/2020 01:00 PM for \$215.16							

<u>Please Note</u>: After a Member has submitted a payment, their Bank Account/Credit Card information will be saved to be used at a later date. For information on managing payment information on file, please refer to the <u>Manage Payment Methods</u> section of this manual.

Scheduled Payments

Payments can be scheduled for a single future date, or a monthly recurring set of payments from the Payment Options screen by following the link **Schedule a future or recurring payment**.

Schedule a future	or recurring payment
Upcoming I	Payments
View Scheduled P	ayment History
Date	4/19/2020
Amount	Full Statement Balance
Account	MASTERCARD - *1840 3/2024
Туре	Recurring

Specify the **Bank Account** or **Credit Card** to be drafted, or **add new payment information**. Then, specify the **amount to be drafted** (Statement Balance, or an Other Amount).



Specify the **type of scheduled payment (Described below)**, select the **Payment Date**, and choose **Continue**.

- 1. **One Time Payment** The User may schedule a payment to happen just one time on a future date (Eg. This month only I would like my Bank Account Drafted on the 30th).
- 2. **Monthly Recurring Payment** The User may schedule a month recurring payment that will draft their Bank Account or Credit Card on a specific day of the month (Eg. the 15th of every month).



Manage Payment Methods

From the Payment Options screen, Users may select **Manage Payment Methods** to update the payment information (Bank Accounts or Credit Cards) they have on file.

Manage Payment Methods
Schedule a future or recurring payment
Upcoming Payments
View Scheduled Payment History

On either the **Credit Cards** or **Bank Accounts** tabs, the User may **Add** a new Payment Method on file or **Delete** an existing Payment Method.

Credit Cards Bank Acco	nent Methods		
Add Credit Card	2 CC Number	Exp. Date	3
and the cost of		3/2024	Delete

<u>Please Note</u>: If the User needs to edit an existing Payment Method, they will need to delete the existing Payment Method and re-add it.

System Users

The system Users section includes **Club Users**; any Staff Members who have been granted access to the PayCloud system.

<u>Please Note:</u> Permissions to PayCloud will not be inferred or applied from any other system (Accounting or Website), and must be added here.

Adding new System Users

Add a new User/staff Member to the system by clicking the **Add (+)** button under the **System Users** menu.



Insert all information related to the Staff Member; first and last name, Username (typically the employees email address), and create an initial password for them to login. The User Type will need to be defined as **Club Employee** or **Club Administrator**. Club Administrator User Types can edit content, manage various system settings while Club Employee User Types have basic viewing level access.

<u>Please Note</u>: Use the Staff Member's email address when creating a Username. The email address should be unique and therefore will not be duplicated by another User. Password must be longer than six digits, needs one uppercase character, and one numeric character.

ystem User Secur	ity
First Name 1	8
Last Name 2	
User Name 3	
Password	····· @
User Type 5	Club Employee
Email Confirmed	v

Reports

menu	Y CE Club Adr	nin										
•	Users	<	⋒I	Payme								
(\$	Payments	~	C		۲	7	F		≣+			
			/	ID 👻	Nan	ne ¶					Member Num	
	Auto Draft	× /	1	1459653	Jose	ph Ma	tthew		1471			
	Penorts	1	1459654	Jose	Joseph Matthew Pasquinelli					147 <mark>1</mark>		
	Reports		1	1459570	Fran	nk Kozl	owski			1461		
	Payment History		1	1459312	Jess	e Saen	z				1346	
	Account Change		1	1459239	Kelly	y Calkir	n				1436	
	Scheduled Payments	5		1458882	Erin	O'Kee	fe Levi				1884	
	, 		1	1456795	1456795 Kyle Harvey						1534	
	CE Payments Settlement		1	1456794	Sier	ra Sum	mers			1352		

Payment History

This report contains the payments made by Members using the PayCloud system. The report can easily be filtered (using the predefined filters) and/or customized (using the date range feature) to quickly display the data desired. Easily view payments from Today, the Past Week, or Past Month.

The **Status** Column provides a real time status (Pending, Approved, Cancelled, Declined, or Refunded) of the payment.

<u>Please Note</u>: Cancelled does not mean the payment was scheduled and then cancelled. This simply means the Member was in the midst of submitting a payment, and changed their mind rather than submitting a payment.

血	n Payment History										te	End Date	Q Search		
C	Ξ.										~			Filter	
	ID Y	Name	Y Member Number	۲	Transaction Date	Transaction Type	Y Amount	Y Successful Y	Transaction ID	Y S	tatus 🛉	Payment Type	Last Changed Date	7	
1	1459654	Joseph Matthew Pasquinelli	1471		12/02/2019 00:59:04 AM	CE Payments (ACH)	\$895.52	0	TRnK7fej88EGkDHVpCNtgX	irx	Approved	Statement	12/02/2019 06:46:16 AM		
:	1459570	Frank Kozlowski	1461		12/01/2019 10:24:27 PM	CE Payments (ACH)	\$1424.69	0	TRk4iSRv8rh1cULBmPa7eb	DL	Approved	Statement	12/02/2019 06:46:16 AM		
	1459312	Jesse Saenz	1346		12/01/2019 6:03:15 PM	CE Payments (ACH)	\$534.00	0	TRjWD7qn15weZhvkBzgvu	eWx	Approved	Statement	12/02/2019 06:46:15 AM		
1	1459239	Kelly Calkin	1436		12/01/2019 4:52:01 PM	CE Payments (ACH)	\$1756.60	0	TR7Y9KLuCghGZcWi6qFRTi	Kr	Approved	Statement	12/02/2019 06:46:15 AM		
1	1458882	Erin O'Keefe Levi	1884		12/01/2019 12:05:00 PM	CE Payments (CC)	\$260.02	0	TRjNuVinFjLarPb1G6XVvee	-	Approved	Statement	12/02/2019 06:46:14 AM		
	1456795	Kyle Harvey	1534		11/30/2019 05:09:44 AM	CE Payments (CC)	\$2721.28	0	TRq4s5tUou6rwn7yZttXue0	QB	Approved	Statement	11/30/2019 06:49:17 AM		
1	1456794	Sierra Summers	1352		11/30/2019 05:09:41 AM	CE Payments (ACH)	\$1058.87	0	TRx5icR9zY8N6MznTvWKkh	nzV 🚺	Approved	Statement	11/30/2019 06:49:16 AM		
	1456518	Leslie Jones	1005		11/30/2019 01:22:33 AM	CE Payments (ACH)	\$862.57	0	TR2SxnUCpBgoUPGkrSe2S	dd6	Approved	Statement	11/30/2019 06:49:15 AM		
1	1456466	Rene P. Grebitus	2653		11/30/2019 01:14:57 AM	CE Payments (ACH)	\$1517.61	0	TReDHCCxYHztiKCo1XsKcV	eN	Approved	Statement	11/30/2019 06:49:15 AM		
-								-			_				

To search for a specific Member, payment amount, or other data, enter it in the **Search** box. Results containing the data will be returned.

盦	n Payment History								Start	Start Date		nd Date	Q higgins]					
C		•	• • F 🔁															1	
	ID	٣	Name	٣	Member Number	۷	Transaction Date	Transaction Type	۷	Amount	۷	Successful 👻	Transaction ID	۷	Status	۷	Payment Ty	Last Changed Date	4
1	14535	553	David Higgins		2849		11/27/2019 3:30:08 PM	CE Payments (ACH)		\$938.70		0	TRxr4j8bsxxqMsp2xr84BT3	Bv	Approved		Statement	11/28/2019 06:46:22 /	M
1	13992	251	David Higgins		2849		10/29/2019 12:47:15 PM	CE Payments (ACH)		\$833.54		0	TRtkpJCHvQQh9jK4Gj5vR9	zB	Approved		Statement	10/30/2019 07:46:13 A	M
1	13429	901	David Higgins		2849		09/27/2019 12:18:22 PM	CE Payments (ACH)		\$984.51		0	TRmYqk18hZNPABuiL2ddH	HM81	Approved		Statement	09/28/2019 07:46:49 A	M.
1	12902	270	David Higgins		2849		08/30/2019 12:42:06 PM	CE Payments (ACH)		\$822.59		0	TRh1zYxLh4YhjTgxEBsEma	L3	Approved		Statement	08/31/2019 07:46:38 A	M

Additional date range filters can be applied to limit results displayed to the date range specified, shown here.

								11/30/2019	12/31/2019	٩
								2	*	1
Member Number 🏾 🌱	Transaction Date	Transaction Type	Y Amount	Y Su	ccessful 🌱	Transactio	in ID	v Utus	Y Payment Ty	3
1471	12/02/2019 03:17:14 AM	CE Payments (ACH)	\$895.52		0			Cancelled	Statement	12/02/2
1471	12/02/2019 00:59:04 AM	CE Payments (ACH)	\$895.52		0	TRnK7fej8	8EGkDHVpCNtgXr	X Approved	Statement	12/02/2
1461	12/01/2019 10:24:27 PM	CE Payments (ACH)	\$1424.69		0	TRk4iSRv8	rh1cULBmPa7eb[DL Approved	Statement	12/02/2
1346	12/01/2019 6:03:15 PM	CE Payments (ACH)	\$534.00		0	TRjWD7qn	15weZhvkBzgvue	Wx Approved	Statement	12/02/2
1436	12/01/2019 4:52:01 PM	CE Payments (ACH)	\$1756.60		0	TR7Y9KLu	CghGZcWi6qFRTiP	(r Approved	Statement	12/02/2
1884	12/01/2019 12:05:00 PM	CE Payments (CC)	\$260.02		0	TRjNuVinF	JLarPb1G6XVveer	Approved	Statement	12/02/2
1534	11/30/2019 05:09:44 AM	CE Payments (CC)	\$2721.28		0	TRq4s5tUc	ou6rwn7yZttXueQ	B Approved	Statement	11/30/2
1352	11/30/2019 05:09:41 AM	CE Payments (ACH)	\$1058.87		0	TRx5icR9z	Y8N6MznTvWKkh	zV Approved	Statement	11/30/2
1005	11/30/2019 01:22:33 AM	CE Payments (ACH)	\$862.57		0	TR2SxnUC	pBgoUPGkrSe2Sd	d6 Approved	Statement	11/30/2
2653	2010	Decer	nhar		\bigcirc		HztiKCo1XsKcVe	N Approved	Statement	11/30/2
1391	2019	· Decer	nber		9		<8kDGLw71LZJu	Approved	Statement	11/30/2
1360 Sup	Mon Tue	Wed	Thu	Eri	Sat		3u5tdokYZWjZvI	Approved	Statement	11/30/2
2724 Sull		weu	mu	TH.	Sat		wBMTihKjQ2e6	3 Approved	Statement	11/30/2
1310 1	2	3 4	5	6		7	:1u2bWgzPjvWU	JvX Approved	Statement	11/29/2
1447	<u> </u>	0 11	10	4.0			k <mark>6dxr7</mark> aQqmEFk	ft Approved	Statement	11/28/2
2849 8	9 1	U 11	12	13	1	4	qMsp2xr84BT3	Approved	Statement	11/28/2

Refund Payment

In the event a payment needs refunded (Eg. A Member accidentally submits a payment twice), Users have the ability to refund the payment directly in PayCloud.

Refund a payment by selecting the three dots to the left of the applicable payment (utilize the search feature) and select **Edit**.

menu	CE Club Adn	nin																		
·	Users	~	俞	Payme	ent History										s	tart	Date	Er	id Date	۹
(5)	Payments	~	C	=-	● 〒 탄 Ⅲ ≕															
				ID (1)	Name	¥ N	fember Number	۷	Transaction Date	vΨ	Transaction Type	۷	Amount 🖷	Successful 👻	Transaction ID	Y	Status	۷	Payment Type	Last Cha
9	Auto Draft	~	1	1059654	Joseph Matthew Pasquinelli	1	471		12/02/2019 00:59:04	AM	CE Payments (ACH)		\$895.52	0	TRnK7fej88EGkDHVpCNtgXr:	<	Approved		Statement	12/02/20
₼	Reports	~		1459570	2 Kozlowski	1-	461		12/01/2019 10:24:27	PM	CE Payments (ACH)		\$1424.69	0	TRk4iSRv8rh1cULBmPa7ebD	L	Approved		Statement	12/02/20
	Reports			Edit	penz	1	346		12/01/2019 6:03:15 P	M	CE Payments (ACH)		\$534.00	0	TRjWD7qn15weZhvkBzgvueV	N×	Approved	1	Statement	12/02/20
	Payment History		-	1402202	weny calkin	1-	436		12/01/2019 4:52:01 P	М	CE Payments (ACH)		\$1756.60	0	TR7Y9KLuCghGZcWi6qFRTiK		Approved	1	Statement	12/02/20
	Account Change		:	1458882	Erin O'Keefe Levi	1	884		12/01/2019 12:05:00	PM	CE Payments (CC)		\$260.02	0	TRjNuVinFJLarPb1G6XVveer		Approved		Statement	12/02/20
	Scheduled Payments		:	1456795	Kyle Harvey	1	534		11/30/2019 05:09:44	AM	CE Payments (CC)		\$2721.28	0	TRq4s5tUou6rwn7yZttXueQI	В	Approved		Statement	11/30/20
	CE Devenente Service		:	1456794	Sierra Summers	1	352		11/30/2019 05:09:41	AM	CE Payments (ACH)		\$1058.87	0	TRx5icR9zY8N6MznTvWKkhz	V	Approved		Statement	11/30/20
	CE rayments Settlem	Herri.		1456 <mark>51</mark> 8	Leslie Jones	1	005		11/30/2019 01:22:33	AM	CE Payments (ACH)		\$862.57	0	TR25xnUCpBgoUPGkrSe2Sd	d6	Approved		Statement	11/30/20

Select the Actions tab, and hit Refund Payment.



CE Payments pre-funds all transactions to the Club's Bank Account. That said, no matter the scenario, all submitted transactions will flow through the Club's Bank. As a result, 2-3 days after a refund has been initiated, funds for the original payment will be pulled back out of the Club's Bank Account, and CE Payments will create an automatic Credit Settlement Batch and Payment Batch that will move these funds back into Accounts Receivable (to offset the original successful payment).

For reconciliation purposes, the daily deposit line item on the Club's bank statement will match one to one with the settlement batch in Office containing the reversal.

G/L Posting					1)	G/L Posting					3)
Account			Debit	Cred			Account				Debit	Credit	
⊞ 1030-00 Cas	h - Operating		\$0.00	\$692.7	n J		1032-00 CE Payments Funds in Transit				\$0.00	\$692.71	
⊞ 1032-00 CEF	°ayments Funds in Transit		\$692.71	\$0.0	10		1250-00 Accounts Receivable				\$692.71	\$0.00	
Posting Total			\$692.71	\$692.7	n		Posting Total				\$692.71	\$692.71	
Journal Entry	Details						Cash Receipts			4			
Account #	Account Name	Reference	Description		Debit	Credit	Member	Check Date	Check #	_	Check		
1032-00	CE Payments Funds in Transit	58973	Settlement (CR003314	Addres (\$0.00	(\$692.71)					Amount		
1030-00	Cash - Operating	58973	Settlement (CR003314	inter ((\$692.71)	\$0.00	Polici) and formally.	3/6/2020	ACH		(\$692.71)		
				Totals:	(\$692.71)	(\$692.71)				Totals:	(\$692.71)		

Account Change

The **Account Change report** contains a log of all Member account changes. This report is especially useful when investigating payment details associated with scheduled payments,

and/or other payment issues. The report details the change that occurred, when it occurred and who made the change.

menu	CE Club Adr	nin															
	Users	~	血 A	ccour	nt C	hange											
(\$	Payments	~	C	• F		= •											
	,		Member	Number	Ŷ	Name	۲	Changed By	٣	Status	Ŷ	Account Type	Ŷ	Account Name	Ŷ	Date Changed	~ Y
	Auto Draft	~	1088			Patrick Gardner		Patrick Gardner		Added		CC		AMERICAN_EXPRESS -	*10	11/26/2019 11:31:24 A	AM
命	Reports	~	1538			Robert Williams		Robert Williams		Added		ACH		Bank - *5498		11/22/2019 00:52:21 A	AM
	Reports		1538			Robert Williams		Robert Williams		Added		СС		AMERICAN_EXPRESS -	*20	11/22/2019 00:52:03 A	AM
	Payment History	/	1171			John Kepko		John Kepko		Added		СС		VISA - *6562 10/2023		11/20/2019 4:23:46 PM	M
3	Account Change		2646			James Coyle		James Coyle		Added		CC		VISA - *4649 11/2023		11/16/2019 4:14:02 PM	м
	Scheduled Payment	5	1408			Tyler Skelly		Tyler Skelly		Added		ACH		Bank - *4194		11/12/2019 6:33:55 PM	м
	CE Deverage Constant		1408			Tyler Skelly		Tyler Skelly		Added		сс		VISA - *3255 7/2022		11/12/2019 6:32:19 PM	м
	Ce Payments Settler	nent	1408			Tyler Skelly		Tyler Skelly		Added		CC		VISA - *3255 7/2022		11/12/2019 6:30:47 PM	м
	Private Conten	t ~	1535			Andrew Gibson		Andrew Gibson		Added		ACH		Bank - *6463		11/11/2019 09:52:25 A	AM

Scheduled Payments

The **Scheduled Payments** report provides a list of all upcoming scheduled payments that have yet to occur

<u>Please Note</u>: The Scheduled Payments report contains both one-time and recurring scheduled payments.

This report is primarily used as a method to predict Cash Flow, but can also be used to cancel scheduled payments upon request from a Member (Members have the ability to cancel scheduled payments on their own, however Users can do so on behalf of the Member here if requested).

menu	Y CE Club Adn	nin										
•	Users	~	血	Scheduled Pa	ayments						Start Date End Date	٩
(5)	Payments	~	C	● 🖡 🗆 ≡								
				Member Number 🛛 👻	Name 👻	Account Name 🏾 🌱	Scheduled Payment Date 🌱	Amount	Payment Type 🛛 👻	Created On Date Time	Ŷ	
8	Auto Draft	~	:	1486	Gary Prudler	Bank - *1804	01/08/2020	Full Statement Balance	Recurring (8)	11/07/2019 5:32:00 PM		
	Poports	•	1	1275	Katherine Bardis	MASTERCARD - *2290 7/2	01/07/2020	Full Statement Balance	Recurring (7)	08/06/2019 6:58:14 PM		
· ····	Reports		:	1539	Brandon Salzberg	AMERICAN_EXPRESS - *10	01/03/2020	Full Statement Balance	Recurring (3)	11/02/2019 4:31:54 PM		
	Payment History			1526	Zachary Wood	Bank - *5627	01/01/2020	Full Statement Balance	Recurring (1)	11/26/2019 11:04:25 A	M	
	Account Change	1		1352	Sierra Summers	Bank - *7233	12/31/2019	Full Statement Balance	Recurring (End of Month)	08/28/2019 12:51:46 P	M	
1	Scheduled Payments			1534	Kyle Harvey	VISA - *2095 7/2023	12/31/2019	Full Statement Balance	Recurring (End of Month)	10/02/2019 5:37:15 PM		
			1	1529	Giuseppe (Joe) Zago	Bank - *2361	12/27/2019	Full Statement Balance	One Time	12/07/2019 4:52:21 PM		
	CE Payments Settler	nent		1393	David Roughton	Bank - *8293	12/26/2019	Full Statement Balance	Recurring (26)	09/01/2019 9:42:39 PM		
E	Private Content	t ¥	1	1042	Michael Crawford	Bank - *2611	12/24/2019	Full Statement Balance	Recurring (24)	09/24/2019 2:24:43 PM	1	

Information displayed includes:

- Member Info
- Masked Bank Account or Credit Card Number
- Next Scheduled Payment Date
- Payment Amount
- Scheduled Payment Type (Recurring or One-time)
- Timestamp of when the payment was scheduled

Easily use the **Date Filters** to view scheduled payments within the specified date range.

menu ~ CE Club Ad	min								_	
💄 Users	~	1	Scheduled I	Payments					2 Sta	rt Date End Date
③ Payments	~	C	🖉 🖡 🗖	= :						
			Member Number	Y Name Y	Account Name 🛛 👻	Scheduled Payment Date **	Amount	Payment Type	Created On Date Time 💡	
Auto Draft	~		1486	Gary Prudler	Bank - *1804	01/08/2020	Full Statement Balance	Recurring (8)	11/07/2019 5:32:00 PM	
m Penorts	~	1	1275	Katherine Bardis	MASTERCARD - *2290 7/	2 01/07/2020	Full Statement Balance	Recurring (7)	08/06/2019 6:58:14 PM	
		1	1539	Brandon Salzberg	AMERICAN_EXPRESS - *1	01/03/2020	Full Statement Balance	Recurring (3)	11/02/2019 4:31:54 PM	
Payment History		1	1526	Zachary Wood	Bank - *5627	01/01/2020	Full Statement Balance	Recurring (1)	11/26/2019 11:04:25 AM	
Account Change		1	1352	Sierra Summers	Bank - *7233	12/31/2019	Full Statement Balance	Recurring (End of Month)	08/28/2019 12:51:46 PM	
Scheduled Payment	5	1	1534	Kyle Harvey	VISA - *2095 7/2023	12/31/2019	Full Statement Balance	Recurring (End of Month)	10/02/2019 5:37:15 PM	
con cui		1	1529	Giuseppe (Joe) Zago	Bank - *2361	12/27/2019	Full Statement Balance	One Time	12/07/2019 4:52:21 PM	
CE Payments Settle	ment	1	1393	David Roughton	Bank - *8293	12/26/2019	Full Statement Balance	Recurring (26)	09/01/2019 9:42:39 PM	
E Private Conter	t 🗸		1042	Michael Crawford	Bank - *2611	12/24/2019	Full Statement Balance	Recurring (24)	09/24/2019 2:24:43 PM	

To cancel a scheduled payment, select the three dots to the of the scheduled payment, and choose **Edit**.

<u>俞</u> :	Sche	du	led	Pa	yments			
C	۲	P		≣;				
	Memb	er Nun	nber	۷	Name	۷	Account Name	Scheduled Pa
1	1486	2			Gary Prudler		Bank - *1804	01/08/2020
1	1275	5			Katherine Bardis		MASTERCARD - *2290 7/2	01/07/2020
	1539		(2))	Brandon Salzberg		AMERICAN_EXPRESS - *10	01/03/2020
6	Edit	-			Zachary Wood		Bank - *5627	01/01/2020
-	1332		_		Sierra Summers		Bank - *7233	12/31/2019
1	1534				Kyle Harvey		VISA - *2095 7/2023	12/31/2019

Choose to either **Cancel a Single Payment** (To cancel the next upcoming scheduled payment), or **Cancel a Scheduled Payment Series** (To cancel an entire series of scheduled payments).

Scheduled Payment Us	er Account
Amount	Full Statement Balance
Next Run Date	1/3/2020
Scheduled Payment Type	Recurring
Recurring Day	3
Scheduled on Date Time	11/2/2019 3:31:54 PM
Scheduled By	Brandon 1 rg (ID:1857080)
Actions	Cancel Single Payment Cancel Scheduled Payment Series

CE Payments Settlements

The **CE Payments Settlement** report contains a list of all Club settlement fundings with coordinating status (Pending, Funded, etc).

Information displayed includes:

• Total Settlement Amount

- **Total Fees** deducted from the Settlement (Includes both Member paid fees if using fee pass through, and Club paid fees).
- Net Amount that will fund the Club's Bank Account (Total Settlement Total Fees)
- Processor
 - LITLE_V1 Member Payments
 - **VANTIV_V1 -** Card Present Transactions (Credit Cards at POS)
- Is Funded- Funding has cleared the Club's Bank Account

•	Users	~	<u></u>	Settleme	ent	2					
\$	Payments	~	C	• F (
				Total Amount	Total Fees 🛛 🕈	Net Amount 👻	Processor	۲	Created On	Updated On 🌱	Is Funded
9	Auto Draft	~	1	\$10115.14	\$73.60	\$10041.54	LITLE_V1		12/06/2019 3:12:59 PM	12/06/2019 3:28:10 PM	0
•	Deports		1	\$54.52		\$54.52	LITLE_V1		12/05/2019 7:33:35 PM	12/05/2019 7:33:35 PM	0
	Reports	^	1	\$8986.40	\$60.52	\$8925.88	LITLE_V1		12/05/2019 1:54:21 PM	12/05/2019 2:36:21 PM	0
	Payment History	-	1	\$718.25	\$29.67	\$688.58	VANTIV_V1		12/05/2019 1:31:17 PM	12/05/2019 2:36:21 PM	0
	Account Change	(1)) []	\$7.97		\$7.97	LITLE_V1		12/04/2019 4:41:40 PM	12/04/2019 4:41:40 PM	0
	Scheduled Payment			\$229.83	\$7.97	\$221.86	LITLE_V1		12/04/2019 11:32:35 AM	12/04/2019 3:13:34 PM	0
1	Schedoled Foymen			\$359.28	\$13.67	\$345.61	VANTIV_V1		12/04/2019 11:31:38 AM	12/04/2019 3:13:34 PM	0
(CE Payments Settler	ment		<mark>\$1</mark> 13.40		\$113.40	LITLE_V1		12/03/2019 10:07:15 PM	12/03/2019 10:07:15 PM	0
	Private Conten	nt 🗸	1	\$14724.68	\$126.40	\$14598.28	LITLE_V1		12/03/2019 3:19:49 PM	12/03/2019 4:43:22 PM	0
				\$373.35	\$15.13	\$358.22	VANTIV_V1		12/03/2019 3:10:09 PM	12/03/2019 3:45:46 PM	0

Private Content

The Private Content section contains a couple of areas relevant to Clubs utilizing the PayCloud online payment and statement features. While these areas are typically addressed/populated during implementation, it is important to note where and how these items can be modified, as needed.

Statements

Enter any additional statement data (customized messages) to include in your Club's online statements. **Header, footer, contact info, and/or past due notices (30, 60, or 90 days past due)** must be populated on this tab (they do not flow from Office) to be viewable by Members in the PayCloud system.



🖺 Edit Stateme	ent Conte	ent		
Customizations				
Header Message	• •	B I	Ų	
	This is the h	eader messag	je	

30 days Past Due	~ ~ B Z ⊻
Мемаде	Yaur account is 30 days past due. Please pay.
60 days Past Due	5 ≠ B / U
nemage	Your account is 60 days past due. Please pay.
90 days Past Due	← → B / U
Message	Yaur account is 90 days past due. Your club privileges have been suspended. To be reinstated, please make payment.
	Save O Cancel

System

When your Club makes the decision to use PayCloud and Autopay, Clubessential will assist in basic setup, including converting the payment token for use. Many settings, however, are easy to use, and enable you to define/manage the process.

Club Settings/Payments

The Club Settings/Payments tab allows Users to optionally define **blackout dates** to prevent auto payments from being scheduled by Members. This feature helps Clubs manage Cash Flow, Club Payments, and Processing in a timely and effective manner. Users can set Blackout days for One-Time Payments as well as Scheduled Payments.

For example, some Clubs choose to blackout the last few days of the month for Scheduled Payments, and leave One Time payments open. At this point, the Club has consolidated Cash Flow for any Scheduled Payments to the earlier days of the month, but still allows Members to pay them via One Time payment, if they need to pay on any of the latter days of the month. This allows for a much smoother reconciliation experience at month-end. Place a check in the box next to the day(s) to be blacked out.

<u>Please Note</u>: Checking Last Days of Month will block out the 28th through the last day of the month.

Lusers Č Edit Club Set	tings					
Payments Chike Waketer	Constant Area Day	AD Assessment Challenge Harden	Dian Canfinga Free Linguise	Asia Mambas Cara		
Se Auto Draft Veosite	statements Auto Pay	AR Accounts Clubsort Links	biog Configure rees Licensing	Axis wember sync		
Reports ACH Payment Processor	CE Payments 🔻					
Private Content Credit Card Payment Processor	CE Payments 🔻					
Modules						
System 2 Scheduled Payment Blackout Days	1	2	3	iii 4	5	6
Club Settings	7	8	9	🔲 10	11	12
Payment Processors	13	14	15	16	17	18
Payment Notifications	19	20	21	22	23	24
Pay Now Button	25	26	27	Last Days Of Month		
Web Privileges	Select any day(s) to be unavailable.					
C One Time Payment Blackout Days	■ 1	2	3	iii 4	5	6
	0 7	8	9	🔲 10	E 11	12
(4)	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	Last Days Of Month		
	Select any day(s) to be unavailable.					

Payment Notifications

Users have multiple options for changing Payment Notifications for Members and Admins.

Member Notifications

Turn on email notifications to your Members by checking the Payments Processed and/or the Payment Error settings.

When the **Payment Processed** setting is enabled, an email will be sent to the Member confirming successful payment. The **Payment Error** setting generates an email to Members when a payment was attempted, but not successfully processed.

Future Scheduled Payment, if checked, will send a reminder email to the Member 3 days before their scheduled payment.

Missing Payment Account, if checked, will send a reminder to the Member three days before the scheduled payment date for all those without an associated payment account.

Payment Failure

Anytime a payment processes, but is later reversed due to insufficient funds (NSF), wrong account number, or other error the Member will be notified by email.

As an example, let's assume a Member submits a payment with a Valid Routing Number, Valid Account but it later NSF's when CE Payments pulls the funds from the Member's Bank Account. At this point the original submission of the payment was picked up as successful so we need something to offset the original payment because it has now failed. That said, same as refunds, 2-3 days after the payment failure, funds for the original payment will be pulled back out of the Club's Bank Account, and CE Payments will create an automatic Credit Settlement Batch and Payment Batch that will move these funds back into Accounts Receivable (to offset the original successful payment).

G/L Posting				(1)	G/L Posting				3
Account			Debit	Credit		Account			Debit	Credit
	sh - Operating		\$0.00	\$692.71		■ 1032-00 CE Payments Funds in Transit			\$0.00	\$692.71
⊞ 1032-00 CE	Payments Funds in Transit		\$692.71	\$0.00		■ 1250-00 Accounts Receivable			\$692.71	\$0.00
Posting Total			\$692.71	\$692.71		Posting Total			\$692.71	\$692.71
Journal Entry	Details					Cash Receipts		(4	
Account #	Account Name	Reference	Description	Debit	Credit	Member	Check Date	Check #	Check	
1032-00	CE Payments Funds in Transit	58973	Settlement (CR003314	\$0.00	(\$692.71)				Amount	
1030-00	Cash - Operating	58973	Settlement (CR003314	(\$692.71)	\$0.00	Polici ; une locale.	3/6/2020	ACH	(\$692.71)	
			Tot	als: (\$692.71)	(\$692.71)			T	iotals: (\$692.71)	

Admin Notifications

Users can edit Admin notifications to send when a Payment has Failed, and update the email to which the notification will go, under Club Settings, then Payment Notifications.

•	Users	~	Contemporation Edit Notificat	ions
(5)	Payments	~	Member Notifications	Admin Notifications
血	Reports	~		
	Private Conte	ent 🗸	General Payme	nt Notifications
ភឹង	Modules	~	Payment Failure	After a payment is successfully processed, but is later reversed due to NSF, wrong account number or other error send a notification to the club admin
\$	System	^	Payment Failure Email	
	Club Settings			Email address which will be sent to if any payments fail
	Payment Process	ors	1 h	
	Payment Notifica	tions		

CE Payments Funds in Transit GL Account

During Implementation, a Clubessential Implementation Specialist will have worked with the Club Controller to create a new Cash & Equivalents GL account called something along the lines of "**CE Payments Funds in Transit**". This GL account is created to act as a **Holding Account** for funds as they are in transit to the Club's Bank Account, and will be **debited** in a **Payment Batch** anytime a Member makes a payment online, and in **Daily POS Batches** containing a Credit Card at POS Transaction.

The value of having Clubessential as your payment processor is that they are the institution that will be depositing the funds for these payments into the Club's Bank Account; and because of this they know exactly when those funds are going to settle.

When a deposit is made to a Club's Bank Account for either their online payments, or their Credit Card at POS Transactions, an automatic **Settlement Batch is generated that will move these funds out of the CE Payments Funds in Transit Account, into the Club's Operating GL Account, as well as any expensive per-transaction fees the Club may be incurring.**

For reconciliation purposes, the exact day and the exact amount of the deposit that is on the Club's Bank Statement, will line up directly with the exact day and the exact amount of the Settlement Batch that was generated in the Back Office. Reconciling at this point is one-to-one.

Please see the T-Chart below for a visual representation of this workflow.



In the next section we will review how to **Post** these Payment and Settlement Batches as they populate in the Office.

Payment Batches & Settlement Batches

Online Payments, and Settlements for online payments automatically flow into Office for easy posting. In this section, we will review both **Payment** and **Settlement Batches**.

Payment Batches

As soon as a Member makes a payment in PayCloud (or the Club submits a payment on behalf of the Member) a Payment Batch is automatically generated in **Membership → Approve Payment Batches** in Office. Online Payments are designated by the **Cash Receipt Type** column on the Approve Payment Batches grid. ACH payments are grouped in a batch with the Cash Receipt Type **PayCloud ACH**, and Credit Card payments are grouped by **PayCloud CC**.

1embership 🔹	🦻 Approve I	Payment Batches 🛛 🗙			
🖞 Clear Custom Billing Schedules	Home				
💈 Invoice Transfer Wizard) 🚯 🗐
💈 Payment Transfer Wizard		it Delete Expor	t Refresh Clear Filter	Active Post I	Batch Edit Batch Date Ung
Approve Charge Batches	Transaction Da	ite 🔻 🛞 Batch Con	trol Number 🔻 💮 Amount	Posted 🤶	Posted Date 💎 Cash Receipt
Approve Payment Batches					
	± 04/0	06/2020 CR00339	0 \$3,1	76.78	PayCloud ACH
Approve Credit Book Batches	⊞ 04	/06/2020 CR003389	\$9,0	102.09 🗹	04/06/2020 Cash
CDM	₩ 04	/03/2020 CR003387	\$5	503.00	04/03/2020 PayCloud ACH
CRM	₩ 04	/02/2020 CR003386	\$7,7	'99.62 🗹	04/02/2020 Cash
	± 04	/02/2020 CR003385	; \$4	159.00	04/02/2020 PayCloud ACH
	± 04	1/02/2020 CR003384	\$8	83.00	04/02/2020 PayCloud ACH
Club Intelliaence	± 03	31/2020 CR003382	\$2,7	30.22 🗹	04/02/2020 Cash
	± 03)/31/2020 CR003381	\$4	24.00 🖌	04/02/2020 PayCloud CC
•	. 🕀 04	/02/2020 CR003380	\$5	503.00 🗹	04/02/2020 PayCloud ACH
📁 Accounts Payable 👘	i ⊞ 03	31/2020 CR003379	\$8	83.00 🗹	04/01/2020 PayCloud ACH
	± 03)/31/2020 CR003377	\$21,9	963.93 🗹	04/01/2020 Cash
	E 03)/31/2020 CR003372	\$4	159.00 🗹	03/31/2020 PayCloud ACH
Employees	E 03)/31/2020 CR003371	\$1,0	179.49 🗹	03/31/2020 PayCloud ACH
	± 03)/31/2020 CR003370	\$9	974.00 🗹	03/31/2020 PayCloud ACH
🧐 General Ledger	⊞ 03)/31/2020 CR003369	\$7	02.30 🗹	03/31/2020 PayCloud CC
	± 03	31/2020 CR003368	\$2,6	49.00 🗹	03/31/2020 PayCloud ACH
	± 03	30/2020 CR003367	' \$4	59.00 🗹	03/31/2020 PayCloud CC
🎦 Guests 🛛 🌈	⊡ 03	30/2020 CR003366	\$9	963.00 🔽	03/31/2020 PayCloud ACH
- (1	J ± 03	30/2020 CR003365	\$13,7	68.65 🗸	03/30/2020 Cash
	1 1 03	30/2020 CR003364	\$17,1	.49.14 🗹	03/30/2020 Cash
Marketing	± 03	30/2020 CR003363	\$4	24.00 🗸	03/30/2020 PayCloud ACH
	± 03	/27/2020 CR003362	\$98,6	05.82	03/27/2020 PayCloud ACH
Membership		27/2020 CR003360	\$5	549.00 🗹	03/27/2020 PayCloud ACH
	± 03	25/2020 CR003358	\$1,7	31.00 🗸	03/26/2020 PayCloud CC
	± 03	25/2020 CR003357	\$1.5	60.24	03/26/2020 PayCloud ACH
			\$35 40°	79	

The User will want to double click the batch to review and post it. These Payment Batches will **Debit** the **CE Payments Funds in Transit** GL Account created during Implementation, **Credit Accounts Receivable**, as well as list the Members who made payments on that particular day.

Click **Post Batch** to post the payment to the Member's account and offset their balance.

Laws (70003000 x)	2				
Home CRUU3390 X	9				
	0				
Edit Batch Notes Post Batch Expand All	I Audit Log				
🕅 🖣 1 🛛 of 1 🕨 🕅 🖨 🛞 ઉ) 🚓 🔲 🛍 📓	. 100%	8	+	Find Next
Cash Receipt Batch Posting Summary					
Batch Control Number: Preview Only					
Activity Date: 4/6/2020					
	-				
	(1)				
	(1) PR	EVIEW ON	ILY		
G/L Posting	Р	EVIEW ON	ILY		
G/L Posting Account	1 PR	EVIEW ON	ILY	Debit	Credit
G/L Posting Account ⊞ 1032-00 CE Payments Funds in Transit	Pr Pr	EVIEW ON		Debit \$3,176.78	Credit \$0.00
G/L Posting Account ₪ 1032-00 CE Payments Funds in Transit ₪ 1250-00 Accounts Receivable	PR	EVIEW ON		Debit \$3,176.78 \$0.00	Credit \$0.00 \$3,176.78
G/L Posting Account I 1032-00 CE Payments Funds in Transit I 1250-00 Accounts Receivable Posting Total	PR	EVIEW ON	ILY	Debit \$3,176.78 \$0.00 \$3,176.78	Credit \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account ■ 1032-00 CE Payments Funds in Transit ■ 1250-00 Accounts Receivable Posting Total	PR	EAIEM ON	ILY	Debit \$3,176.78 \$0.00 \$3,176.78	Credit \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account ■ 1032-00 CE Payments Funds in Transit ■ 1250-00 Accounts Receivable Posting Total Cash Receipts	Pr	REVIEW ON	LLY 	Debit \$3,176.78 \$0.00 \$3,176.78	Credit \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account ■ 1032-00 CE Payments Funds in Transit ■ 1250-00 Accounts Receivable Posting Total Cash Receipts Member	Check Date	EVIEW ON		Debit \$3,176.78 \$0.00 \$3,176.78 Check	Credii \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account ■ 1032-00 CE Payments Funds in Transit ■ 1250-00 Accounts Receivable Posting Total Cash Receipts Member	Check Date	Check #		Debit \$3,176.78 \$0.00 \$3,176.78 Check Amount \$800.00	Credii \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account ■ 1032-00 CE Payments Funds in Transit ■ 1250-00 Accounts Receivable Posting Total Cash Receipts Member	Check Date 4/4/2020	Check #		Debit \$3,176.78 \$0.00 \$3,176.78 Check Amount \$800.00 \$1.497.78	Credii \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account I 1032-00 CE Payments Funds in Transit I 1250-00 Accounts Receivable Posting Total Cash Receipts Member Datisation to the to	Check Date 4/4/2020 4/4/2020	Check # ACH ACH		Debit \$3,176.78 \$0.00 \$3,176.78 Check Amount \$800.00 \$1,497.78 \$420.00	Credii \$0.00 \$3,176.78 \$3,176.78
G/L Posting Account I 1032-00 CE Payments Funds in Transit I 1250-00 Accounts Receivable Posting Total Cash Receipts Aember C Destro 1 C + - + 5 C C	Check Date 4/4/2020 4/4/2020 4/4/2020 4/4/2020	Check # ACH ACH ACH ACH		Debit \$3,176.78 \$0.00 \$3,176.78 Check Amount \$800.00 \$1,497.78 \$420.00 \$459.00	Credii \$0.00 \$3.176.78 \$3,176.78

Settlement Batches

With CE Payments, Users can expect funds from their online Member payments, and Credit Card at POS Transactions to be deposited to the Club's Bank Account within 2-3 business days of when the transactions were submitted.

As mentioned, when Clubessential deposits these funds, an automatic Settlement Batch is generated in **General Ledger → Approve Journal Entry Batches** in Office. These Settlement Batches are designated by a checkmark in the **'Is CE Payments Settlement Batch'** Column on the Approved Journal Entry Batches grid, shown below. Again, these Journal Entry Batches represent Funds actually being deposited into the Club's Bank Account.

General Ledger Transactions Manage Memorized Entry Financial Statements in Excel Mew Edit Delete Export Refresh Clear Filter Active Post Batch Control Number Amount Posted Poste	Search:
Image Memorized Entry Image Memorized Entry <td< th=""><th>Search:</th></td<>	Search:
Image: Statements in Excel New Edit Delete Export Refresh Clear Filter Active Post Batch Edit Batch Report Help Image: Statements in Excel New Edit Delete Export Refresh Clear Filter Active Post Batch Edit Batch Report Help Image: Statements in Excel Transaction Date Image: Statement Batch <	h 💎
Bank Reconciliation Wizard Transaction Date	h 💎)
Ournal Entry Wizard 04/07/2020 GJ004268 \$3,679.78 ✓	J
1 Journal Entry Wizard A 04/02/2020 C1004266	
1 01/03/2020 G0001200 \$000.00	
the area and a state of the st	_
Ø Approve Journal Entry Batc 04/01/2020 GJ004260 \$1,422.00 ✓ ✓ 	
O3/31/2020 G3004257 \$99,578.82 ✓	
Club Intelligence 03/24/2020 G3004248 \$492.62	
B 03/21/2020 G3004246 S510.62 ✓	
Accounts Payable 🛁 🗉 03/20/2020 G1004240 \$424.00	
Employees	
General Ledger 00/13/2020 000/2222 \$994.10 □ V	

The User will want to double click the batch to review and post it. These Settlement Batches will move funds out of the CE Payments Funds in Transit Account, into the Club's Operating GL Account, as well as expensive any per transaction fees the Club may be incurring.

In addition, Users can view the payment batch (If this is a Settlement for Online Payments), or the daily POS batch (If this is a Settlement for Credit Card at POS Transactions) and Member name of the transactions that are making up the settlements and fees.

🦻 Approve Jo	ournal Entry Batches 🗙				
Home GJ00	04268 × 3				
Edit Batch No	tes Post Batch Expand All A	e udit Log			
∢ ∢ 1	of 1 🕨 🕅 🎄 🛞 🚱 🎼) 🗋 ûi 🔍 -	100% -	Find Next	
Journal Batch	Posting Summary				
Batch Control	Number: Preview Only				
Activity Date:	4/7/2020				
		2			
		1			
	1	~			
	¥	PREV	IEW ONLY		
G/L Posting					
Account			Debit	Credit	
⊞ 1030-00 Co	ash - Operating		\$3,674.78	\$0.00	_
⊞ 1032-00 CE	E Payments Funds in Transit		\$0.00	\$3,679.78	(2)
⊕ 7010-90 Ba	ink Service Charges		\$5.00	\$0.00	
Posting Total			\$3,679.78	\$3,679.78	
La constal. En de	- Postalia				
Journal Entr	y Detalis		/		
Account #	Account Name	Reference	Description	Debit	Credit
1032-00	Certayments runas in Transit	57624	Settlement (CR0033	\$0.00	\$502.00
030-00	Cash - Operating	37024		\$502.00	۹U.UU ها مم
7010-00	CE Fayments Funas in Transit	57624		\$0.00 \$1.00	\$1.00 \$0.00
1032-00	CE Royments Bunds in Transit	57 024	Settlement (CR003300 +	\$1.00 \$0.00	٥٥.00 مە 458 مە
030-00	Cash - Operating	50 420	Settlement (CR003390	\$0.00 \$458.00	00.00+و ۵۵.۵۵
022.00	CE Roumonts Funds in Transit	57020		φ 4 00.00	φ0.00 Φ1.ΛΛ
1032-00	Ce rayments ronds in transit	37020	166 (CR000000	\$0.00	\$1.00

For reconciliation purposes, the exact day and the exact amount of the deposit that is on the Club's Bank Statement, will line up directly with the exact day and the exact amount of the Debit to the Operating GL Account on the Settlement Batch. Reconciling at this point is one-to-one.

Best Practice

A new Rule of Thumb would be each morning navigate to **Membership → Approve Payment Batches** to post any payments that were made online, and then navigate to **General Ledger → Approve Journal Entry Batches** to post any Settlements.

CE Payment Settlement Report

To view payment and settlement data, go to **Interactive Reports**, and select the **CE Payment Settlements** report.



Set the **Start Date** and **End Date** appropriately, and easily view a summary of Payment Batches, POS Batches (If using CE Payments for Credit Card Transactions at the POS) and details of the individual transactions and related settlements (if settled).

Filter the report by using the Filter By dropdown to view any of the following:

- All Transactions
- All Payments
- All Tickets
- Settled Payments
- Unsettled Payments
- Settled Tickets
- Unsettled Tickets

<u>Please Note</u>: The Ticket options would only be applicable if using CE Payments for Credit Cards Transactions at the POS.

Home CE Payment Settlements				
Report Settings: (Default)	- Jave Current Settings 📗 Delete	Selected Setting	Make Public	Setup Email [
Start Date: 4/ 1/2020	S End Date: 4/ 8/2020 ■▼	S Endpoints:	(All)	
Filter By: All Transactions All Transactions	Group By: Transactions	~	Expand All	
All Tickets Settled Payments Unsettled Payments CE Payments \$ Settled Tickets Unsettled Tickets Start Date: 4/11/2020 End Date: 4/8/2020	(2) (2) (2) (2) (2) (2) (2) (2) (2) (2)		Find N	ext
Endpoints: <all> Filter by: Settled Payments Transaction Batch</all>	Transaction Date			
Endpoints: <all> Filter By: Settled Payments Transaction Batch CR003366</all>	Transaction Date 3/30/2020			
Endpoints: <ali> Filter By: Settled Payments Transaction Batch CR003366 Member</ali>	Transaction Date 3/30/2020	Amount	Fees	Net Settlemen
Endpoints: <all> Filter By: Settled Payments Transaction Batch CR003366 Member Comell, David</all>	Transaction Date 3/30/2020 \$0.00	Amount \$504.00	Fees \$1.00	Net Settlemen \$503.00
Endpoints: <all> Filter By: Settled Payments Transaction Batch CR003366 Member Comell, David MacDonald, Scott</all>	Transaction Date 3/30/2020 \$0.00 \$0.00	Amount \$504.00 \$459.00	Fees \$1.00 \$1.00	Net Settlemen \$503.00 \$458.00
Endpoints: <ali> Filter By: Settled Payments Transaction Batch CR003366 Member Comell, David MacDonald, Scott</ali>	Transaction Date 3/30/2020 \$0.00 \$0.00 \$0.00	Amount \$504.00 \$459.00 \$963.00	Fees \$1.00 \$1.00 \$2.00	Net Settlemen \$503.0 \$458.0 \$961.0
Endpoints: <ali> Filter By: Settled Payments Transaction Batch CR003366 Member Comell, David MacDonald, Scott CR003367</ali>	Transaction Date 3/30/2020 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Amount \$504.00 \$459.00 \$963.00	Fees \$1.00 \$1.00 \$2.00	Net Settlemen \$503.0 \$458.0 \$961.0
Endpoints: <ai> Filter By: Settled Payments Transaction Batch CR003366 Member Comell, David MacDonald, Scott CR003367 Member</ai>	Transaction Date 3/30/2020 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Amount \$504.00 \$459.00 \$963.00 Amount	Fees \$1.00 \$1.00 \$2.00 Fees	Net Settlemen \$503.00 \$458.00 \$961.00 Net Settlemen

Click on the + next to the **Transaction Batch** number to expand to a detailed view of individual Member Payments, Credit Card at POS Tickets, and Settlements where applicable.

Nember Payment Batch	Transaction Date			
CR002309	9/11/2018	72		
Xenber		Member Pmt	Fees	Net Settlement
🛨 Test X ember1, CEPayments	\$5.00	\$5.00	\$1.00	\$ 4.00
🕂 TestMember3, CEPayments	\$ 5. 00	\$5.00	\$4.00	\$1.00
🛨 TestMember4, CEPayments	\$4.01	\$4.01	\$2.00	\$2.01
	\$14.01	\$14.01	\$7.00	\$7.01
+ CR002310	9/12/2018			
F CR002311	9/12/2018			

<u>Please Note</u>: If settled, the Journal Batch containing the settlement will also be referenced.

Additional details regarding the specific breakdown of the **distribution of the settlement** (payment vs. fees) can also be seen by expanding the **Member** item.

CR002309	9/11/2018		247		
Xember			Member Pmt	Fees	Net Settlement
🛨 TestMember1, CEPayments	\$5.00	-56	\$5.00	\$1.00	\$4 .00
🛨 TestMember3, CEPayments	\$5.00		\$5.00	\$4.00	\$1.00
🖃 TestMember4, CEPayments	\$4.01		\$4.01	\$2.00	\$2.01
Payment 1 for TestMember4, CEPayments	\$2.00	GJ 001 799	\$ 2.00	\$1.00	\$1.00
Payment 2 for Test X ember4, CEPayments	\$2.01	GJ 001 799	\$2.01	\$1.00	\$1.01
	\$14.01		\$14.01	\$7.00	\$7.01

CE Payments Dashboard

During Implementation, you Implementation Specialist will have sent the Users at the Club an Invitation to join their Club's specific instance of the **CE Payments Dashboard**. This Dashboard is used to view additional information about Online Payments, and Credit Card at POS Transactions.

Transfers

Transfers contain the Credit Card & ACH Payments made to a Club, as well as any Credit Card at POS Transactions.

CLUBESSENTIAL	Q Enter an ID			
TRANSACTIONS	Transfer	s		
Authorizations	ID	~	Search Query	+ Add Filler
Settlements	ID		Merchant	Butter
I Disputes ₩ Reports	TRkDYBnkDSJL7H	1 <mark>3)pdA</mark> Hx4z		
PEOPLE	TRIINUDY6×Uawo	GaLZ7uF4qo	AND CARD IN	
Identities	TRedNgJeVB8GamrLwgzCfWAB			
Merchants	TR3/QRKwubqFyd	1RU <mark>K8nM</mark> 2z	and the local data	-

The **Buyer** column will list the Member's name, if the Transfer is an Online Payment, and Credit Card at POS Transactions will be designated by a dash (-) in the Buyer Column.

Transfers										
	Search Query	+ Add Filter				Export 🔹				
ID	Merchant	Buyer	State	Туре	Created 💌	Amount 👻				
TRtkL1U5qbvp9ExzEprLMVTb	The Solider Case of Tanks, NY,	Monate Texanal	SUCCEEDED	DEBIT	Apr 8, 2020 3:26 pm	\$944.27				
TRb4JnKU8E92Wb3ESi7MMDM3	The Springs Community Sect.	Charles Harter	SUCCEEDED	DEBIT	Apr 8, 2020 3:25 pm	\$2,222.12				
TRiu3mKTtU1AAagJug6H4xp	Intelliging Country Case	Real Division	SUCCEEDED	DEBIT	Apr 8, 2020 3:24 pm	\$301.00				
TRUFmsowSnYA6HMyebWDeBB	CONTINUE DATURE INT	Lufe I Hank	SUCCEEDED	DEBIT	Apr 8, 2020 3:20 pm	\$489.23				
TRwRYLDpHQaSYRVvyS88n9oM	Restruction of the	-	SUCCEEDED	DEBIT	Apr 8, 2020 3:20 pm	\$19.50				

Click on a Transfer to view more details.

Transfers								
D Search Query		+ Add Filter						
ID	Merchant	Buyer	State	Туре	Created 💌	Amount 👻		
TRtkL1U5qbvp9ExzEprLMVTb	The lastic fail of them. In:	States Texas	SUCCEEDED	DEBIT	Apr 8, 2020 3:26 pm	\$944.27		
TRb4JnKU8E92Wb3ESi7MMDM3	The Springe Community News	Charles Marter	SUCCEEDED	DEBIT	Apr 8, 2020 3:25 pm	\$2,222.12		
TRiu3mKTtU1AAagJug6H4xp	same inches	Stati Terrise	SUCCEEDED	DEBIT	Apr 8, 2020 3:24 pm	\$301.00		
TRUFmsowSnYA6HMyebWDeBB	Harlows Services, MI	Carller & Hannik	SUCCEEDED	DEBIT	Apr 8, 2020 3:20 pm	\$489.23		
TRwRYLDpHQaSYRVvyS88n9oM	Restricted Coatty Tax	157	SUCCEEDED	DEBIT	Apr 8, 2020 3:20 pm	\$19.50		

If viewing an Online Payment Transfer, the User will see a **masked version of the Bank** Account or Credit Card that was used, the Member who submitted the payment, as well as the fee for that particular transaction (Includes both Member paid fees if using fee pass through, and Club paid fees). Users may also issue a **Refund** for any Online Payments (Can also use the Refund feature in PayCloud as well).

Details		u.		
State PENDING Fee \$1.00		Ready To Settle No Trace ID FNXvx453CNjfk22Mf	KikpaMVt	
Payment Instrument				
Payment Instrument ID PipEjKAhdsRv45K8e7XthvQ7x: Created Mar 11, 2020 3:59 pm Type Bank Account Fingerprint FPRqbxd677wjLK8K6jsLkzc3d		Routing Number Masked Account Nu XXXXXXX2454 Name	mber	
Tags				Edit
PaymentCorrelationID e23c3e13-5711-4cd7-8d11-22b2d22	c97e3			3
Reversals				Create Refund

If viewing a Credit Card at POS Transfer, the User will see the **Ticket Number associated with the transaction at the POS,** as well as the **Fee for the Transaction.**

Please Note:

- 1. Credit Card at POS Transactions can only be refunded at the POS Terminal in which the transaction occurred. They cannot be refunded from the CE Payments Dashboard.
 - a. Please review either our <u>Office Classic POS Card Present Transactions</u>, or our <u>Office - Mobile POS - Card Present Transactions</u> (Depending on the POS System the Club Utilizes) for more information on Refunding Credit Card at POS Transactions.
- **2.** *All Fees* for Credit Card at POS Transactions will be absorbed by the Club and reflected in the Settlement Batch.

Details	
State • SUCCEEDED Fee 2	Ready To Settle No Trace ID FNXkZKR1G5DoaFse6E5LcFhfF
Payment Instrument	
No Payment Instrument Provided	
Tags 1	Edit
TicketNumber 149670	

Failed Transactions

In the event a transaction fails, the state of the transaction will read **FAILED** in the Transfers feed. Select the failed Transfer to view additional details.

ID	Merchant	Buyer	State	Туре	Created 💌	Amount 👻
TRiEdAqt3p44DNeDDvEAz4Hh	Restricted Loads, Dat		FAILED	DEBIT	Apr 8, 2020 11:56 am	\$15.00
TRhVGEpWgApUa8fmUfCt4rox	Ensemble County Case		● FAILED	DEBIT	Apr 8, 2020 11:49 am	\$1,347.77
TRrpXJv25oYsEHCDASBnJUpx	The invegents (text) (text in-	David / Homolean	● FAILED	DEBIT	Apr 7, 2020 1:32 pm	\$60.60

The User can then view the **Reasoning** for the failed transaction in the **Response Messages** field, shown below.

Details	
State FAILED	Ready To Settle No
Fee \$1.00	Trace ID FNXvmmc2umaKTgMarUb3PitDt
Payment Instrument	
Payment Instrument ID PlgzSAcLTMmjjEdbM4MIney	Realing Restaur
Created Apr 7, 2020 1:32 pm	Restaut Access? Restaut
Type Bank Account	Teast / Weinstein
Fingerprint FPRh6a868bHhHMXxercJSvRQf	
Response INvessages	

Settlements

Settlements contain fundings from Clubessential to the Club's Bank Account for your Transactions. From this view, Users can see the **status of funding, transfers count, date created, processor, amount, total fees (Includes both Member paid fees if using fee pass through, and Club paid fees), and the Net Amount to be deposited into the Club's Bank Account.** Users may click on a settlement to view more details.

Please Note: The Processor field will contain either:

- LITLE_V1 Settlements Online Member Payments
- **VANTIV_V1** Settlements for Card Present Transactions (Credit Cards at POS)

TRANSACTIONS	Settlements					2			
Authorizations	Amount 🗸	= v \$ 0.00	+	Add Filter		/			Export 🔅
Settlements	ID	Merchant	Funded	Transfers	Created 👻	Processor	Amount	Total Fees	Net Amount
Disputes	ST6CE1LyqMWtroxatJq3s1kVx	Courses Course Tax	Funded	4	Apr 8, 2020 10:35 am	LITLE_V1	\$2,122.72	\$51.19	\$2,071.53
H Reports	STecRFMcbEZZVCu1n9iaaRKm	Equil Inte	Funded	27	Apr 8, 2020 5:36 am	VANTIV_V1	\$764.15	\$27.01	\$737.14

In the **General Info** tab of the Settlement, the User can view the **Settlement Total, Total Fees** (Includes both Member paid fees if using fee pass through, and Club paid fees), **and the Net Settlement** that will be deposited into the Club's Bank Account.

etails	
Merchant	Funded
Columbra County Cole	Funded
Currency	Processor
USD	LITLE_V1
9	
nounts	
Settlement Total	Net Settle
\$2,122.72	\$2,071.53
Total Fees	

The **Transfers** tab will show Users the Fees and Funding Transfers that are making up a Settlement.

General Info Transfers Fundin	g Transfers						
			0	`			
Type • All	~	+ Add Filter	2				Export 4
ID	Trace ID	Buyer	Created -	Туре	Subtype	Fee Туре	Amount
TR61NL7o8g3Xs2wb4us2CL84	FNXmq7zR15zBGVgyRb7rFMtj3		Apr 8, 2020 10:35 am	FEE	APPLICATION	APPLICATION_FEE	\$1.00
TR6wR1Q4v9EXie6G3Hfw7thY	FNXcUxJQfpyccFHD3w1dwEUn9		Apr 8, 2020 10:35 am	FEE	APPLICATION	APPLICATION_FEE	\$50.19 🗐
 TRmwmsK8M9u8tsptCryeH98R 	FNXefBDATBPbynPzi8j3kEkaC	Harts - Harting	Apr 7, 2020 6:00 am	DEBIT	API		\$585.00
 TR6w3pQTqGRMvAPMCCR5m 	FNXeP65qBGHs5pufHan2NifXv	Ingrana i. creat	Apr 6, 2020 9:17 pm	DEBIT	API		\$1,537.72

The **Funding Transfers** tab will show Users the Transactions that are making up the Settlement only (No Fees).

General Info Transfers)				
ID	Created -	Trace ID	Туре	State	Amount
TRkdRA5KxqE9LUwsT6HuDCsd	Apr 8, 2020 2:40 pm	FNXp3ckmmV49dmyC1C6XNtHNE	CREDIT	SUCCEEDED	\$51.19
TRd17V99vCBVWAbdfZyVyC12	Apr 8, 2020 2:40 pm	FNXudw7hV4SXDQtZzuHcAENpk	CREDIT	SUCCEEDED	\$2,071.53
Showing: 2 / 2					

Disputes

If a Member disputes a transaction, the charge will be listed in this area. For further information on handling Disputes please view our <u>CE Payments - Handling Disputes</u> manual.