

# Office (1.15.18) Release

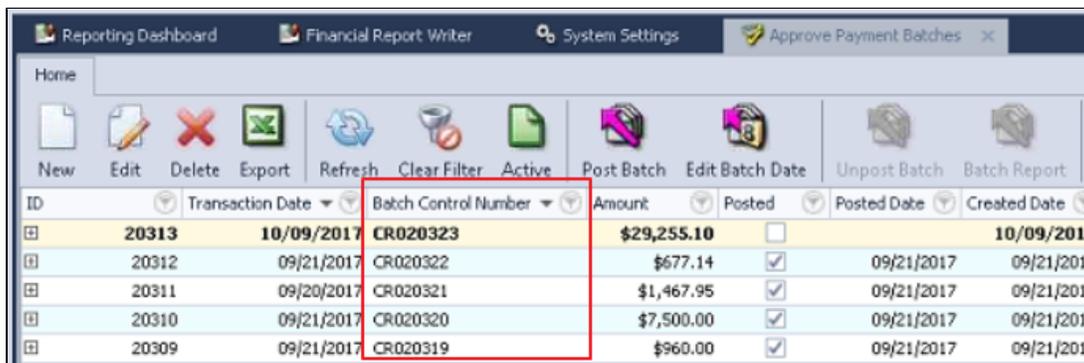
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## Enhancements

### Batches

- Increased batch control total number of digits from five to six.

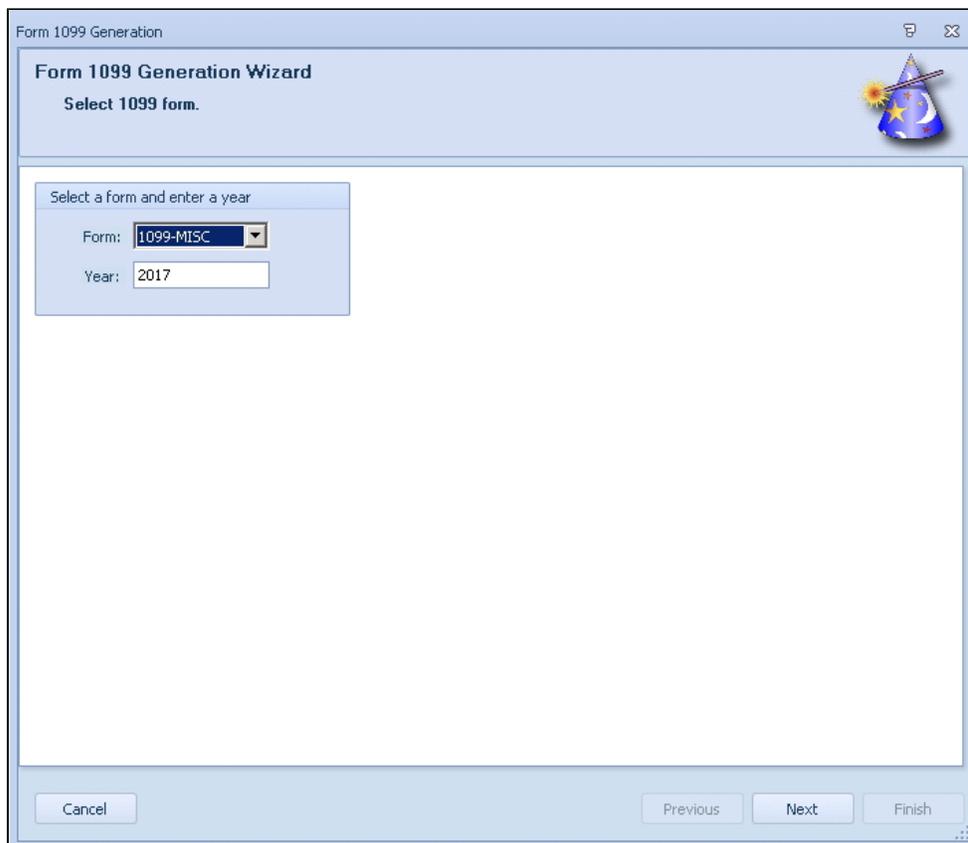
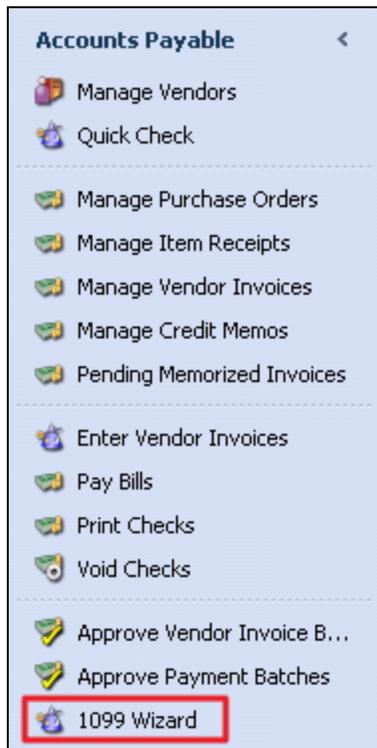
Use Cases: All batch numbers system wide will now allow for six digits versus the previous setting that only allowed for five digits.



ID	Transaction Date	Batch Control Number	Amount	Posted	Posted Date	Created Date
20313	10/09/2017	CR020323	\$29,255.10	<input type="checkbox"/>		10/09/2017
20312	09/21/2017	CR020322	\$677.14	<input checked="" type="checkbox"/>	09/21/2017	09/21/2017
20311	09/20/2017	CR020321	\$1,467.95	<input checked="" type="checkbox"/>	09/21/2017	09/21/2017
20310	09/21/2017	CR020320	\$7,500.00	<input checked="" type="checkbox"/>	09/21/2017	09/21/2017
20309	09/21/2017	CR020319	\$960.00	<input checked="" type="checkbox"/>	09/21/2017	09/21/2017

### 1099 Forms

- Updated 1099 Forms for tax year 2017 are now available.

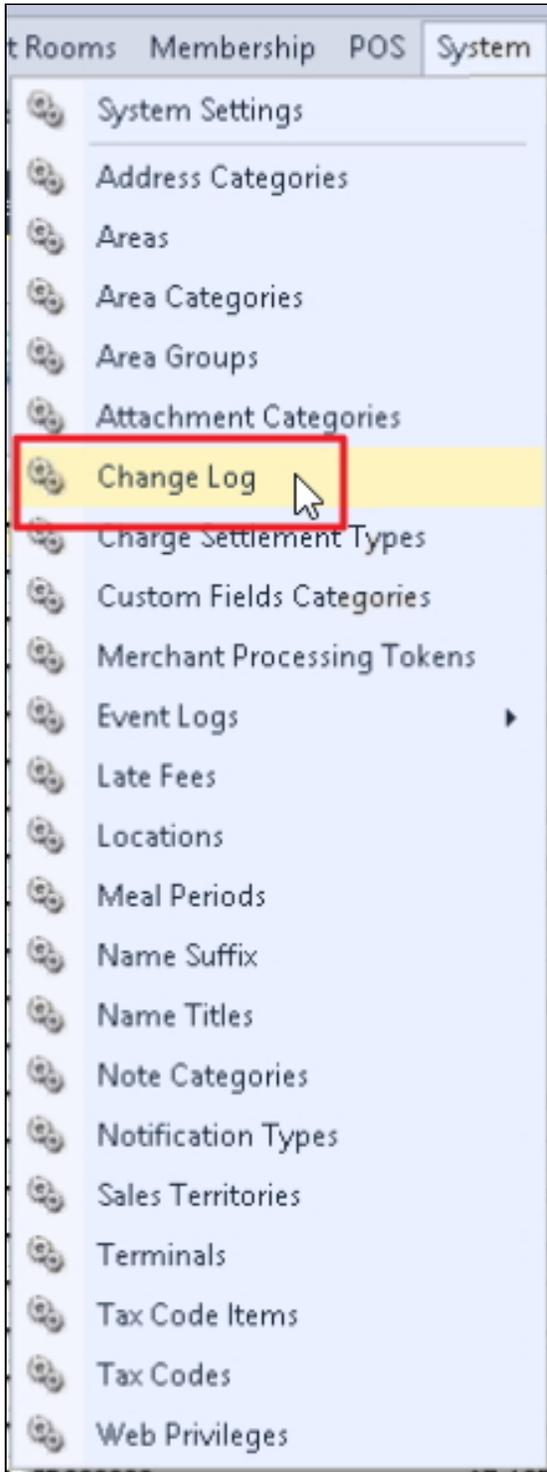


## System - Change Log

- **Administrative Group users can now access Change Log Reporting.**

Use Cases: Previously, only Clubessential Administrators had access to the Audit change log. Now, Club Administrators can also access this audit trail from the System drop down menu. The Change Log search feature includes a date range picker,

search by User, search by Module, and Filter. Admins also have the capability to export search results.



A screenshot of the 'Change Log' application window. The window has a title bar with the text 'Change Log'. Below the title bar is a search bar with a search icon and a search input field. Below the search bar are four filter fields: 'Start Date' (1/25/2017), 'End Date' (1/9/2018), 'Changed By' (<All>), and 'Module' (<All>). There is also a 'Filter' dropdown menu set to '<All>' and a 'View Data' button. Below the filters is a table with the following data:

Date	Module	Name	Changed By
1/9/2018 12:33 PM	Invoice Batch	SJ08653	User, Administrative
1/9/2018 12:33 PM	System Batch Settings	SJ	User, Administrative

## Financial Report Writer

- Updated functions to allow for an optional "Day" parameter, allowing filtering of digits 1-31.

Use Case: Previously, the only parameters were Year and Period. Now, a Day filter function has been added to allow for a more manageable data set return.

Function Arguments

CEASSETS

Year 31 = 2016

Period B2 = December

Day 9 = 9

= 49003340.816

Calculates the assets for the specified year, period, and (optional) day.  
**Year:** The year to obtain assets for.

OK Cancel

## Reports - Sales Forecast

- Guest Room Sales Forecast can now be grouped by Room Type.

Use Case: Previously, the Sales Forecast report would only show information from each day grouped together. Now, each day expands categorizing information by room type.

Date	Arrivals	Departures	Rooms Sold	Rooms Available	% Occupancy	Actual Revenue	ADR
1/2/2018 Tue				9	0.00%	\$0.00	\$0.00
MG - Dining Room	0	0	0	9	0.00%	\$0.00	\$0.00
MM - Double Queens	0	0	0	9	0.00%	\$0.00	\$0.00
MM - King	0	0	0	9	0.00%	\$0.00	\$0.00
ON - 2 Queens	0	0	0	9	0.00%	\$0.00	\$0.00
ON - Conference	0	0	0	9	0.00%	\$0.00	\$0.00
ON - King	0	0	0	9	0.00%	\$0.00	\$0.00
1/3/2018 Wed	0	0	0	9	0.00%	\$0.00	\$0.00
1/4/2018 Thu	0	0	0	9	0.00%	\$0.00	\$0.00
1/5/2018 Fri	0	0	0	9	0.00%	\$0.00	\$0.00
1/6/2018 Sat	0	0	0	9	0.00%	\$0.00	\$0.00
1/7/2018 Sun	0	0	0	9	0.00%	\$0.00	\$0.00
1/8/2018 Mon	0	0	0	9	0.00%	\$0.00	\$0.00
1/9/2018 Tue	0	0	0	9	0.00%	\$0.00	\$0.00
<b>Total</b>	0	0	0	72		\$0.00	

## System Settings - Membership - Automatic Suspension

- **Users can now configure automatic suspension. The feature will move a member from one status to another in order to prevent charging privileges when balance is overdue.**

Use Case: Users can specify settings to automatically suspend an account dependent upon certain settings. In the example below, an Automatic Suspension has been enabled (changing the members status to Inactive), when their 90 day balance exceeds \$100. These settings also allow the User to define if the entire family will be suspended as well as an automatic reinstatement when all conditions are met.

Automatic Suspension

Enable Automatic Suspension

Automatically suspend members to the  status when their  exceeds

Suspend the entire family

Enable automatic reinstatement

Lookup Value

Search:   Quick Add

Name
Active
Inactive
Suspended
Resigned
No Member Acct Charge Allowed
NO POS USAGE

## End of Shift Reports

- **Added the ability to hide tip lines and customize the total description on the End Of Shift Report.**

Use Case: Hiding the tip line/service charge line as well as customizing the description, will allow for Clubs to adhere to various laws and regulations.

Home End of Shift x

Name: End of Shift

Description:

Print Preview

Import Template

Save Template

Designer

Controls

- [Custom]
- [Date]
- [Raw Text]
- [Repeater]
- [ReportEnd]
- [ReportStart]
- [Server]
- [Settlement Summary]
- [Shift Summary]
- [Ticket Audit Trail]

Properties

Common

- Alignment: Left
- AutoSize: False
- Name: Settlement Summary
- Position: 1
- Width: 30

Display Options

- DeductCashOwed: False
- Separator: .
- ServiceChargeTe: SC
- ShowCashOwed: False
- ShowTips: True

Add Row Move Row Up Move Row Down Maximize Control Delete Selection Copy Into New

[Raw Text]

[Repeater]

[Server]

[Repeater]

[Raw Text] [ReportStart]

[Raw Text] [ReportEnd]

[Repeater]

Current Date [Date]

[Repeater]

[Raw Text]

[Shift Summary]

[Repeater]

[Raw Text]

[Settlement Summary]

[Repeater]

[Repeater]

[Raw Text]

[Repeater]

[Repeater]

[Raw Text]

Name

The name of this control to display in design mode

## Bug Fixes

- Fixed issue where an inventoried item could be sold at POS by using change quantity even though the changed quantity exceeds the

items on hand.

- Fixed issue with Credit Book grid showing unposted credit book.
- Fixed issue with New Guest Room Reservation, Member Lookup grid not saving custom changes.
- Fixed issue when importing a master-detail vendor invoice, it was truncating the last character on detail rows.
- Fixed issue on the Installment Billing report where Avg Bill column was not rounding to 2 decimal places.

## **Downloadable Guide**