

Office (10.22.18) Release

- Enhancements
 - Classic Office
 - Reporting
 - System Settings
 - PayCloud Users
 - Mobile POS (Pilot Clubs Only)
 - Voucher Support
- Bug Fixes
- Downloadable Guide

Enhancements

Classic Office

Multi-AR

Please Note: This feature will only affect Clubs using PayCloud with Multi-AR accounts.

- **Enhanced functionality allows Members to choose the corresponding AR Account to pay for each balance due (in Paycloud), and have the payment applied to the proper account in Office.**

Use Case: Previously, Members could make a payment toward one A/R account, and any additional payment application had to be manually performed. Now, with added functionality, Members can select how much to pay toward each A/R account, and cash receipts will be applied appropriately in Office. For example, Sally Member has monthly dues but in addition, also has a balance due for her HOA fees. When Sally goes to pay her bill she can now select how much goes to each A/R account to pay off her balance due. Note: Proper settings must be turned on in Paycloud for this feature to be appropriately applied.

PayCloud Admin Settings: For Multi-AR payment capabilities, ensure the AR Accounts Payments setting is enabled in Club Settings, as seen below. AR Account Display Names can also be edited from this menu.

Edit Club Settings

Club Website Payments Statements Auto Pay **AR Accounts** Clubsoft Links

AR Account Payments

Enabled for Payments Enable this to allow members to break out payments to specific accounts

AR Account Display Names

Accounts Receivable	<input type="text" value="Accounts Receivable"/>	<small>Account Name that will show in Member Statement breakouts</small>
Accounts Receivable - Other	<input type="text" value="Accounts Receivable - Other"/>	<small>Account Name that will show in Member Statement breakouts</small>
AR Company #2	<input type="text" value="AR Company #2"/>	<small>Account Name that will show in Member Statement breakouts</small>

Member View: Once AR Account Payments setting is enabled, Members will have the option to pay Multiple AR accounts when making a payment, as seen below. Please Note: Members have the option to pay Current Balance or Statement Balance for each AR Account.

Payment Method

Bank Account

- Pay With New Bank Account
- Bank - [REDACTED]

Credit Card

- Pay With New Credit Card

Payment Selection

- Current Balance
- Statement Balance

Accounts Receivable 1

Statement Balance	\$360.66
\$ 360.66	

Accounts Receivable - Other 2

Statement Balance	\$0.00
\$ 0.00	

AR Company #2 3

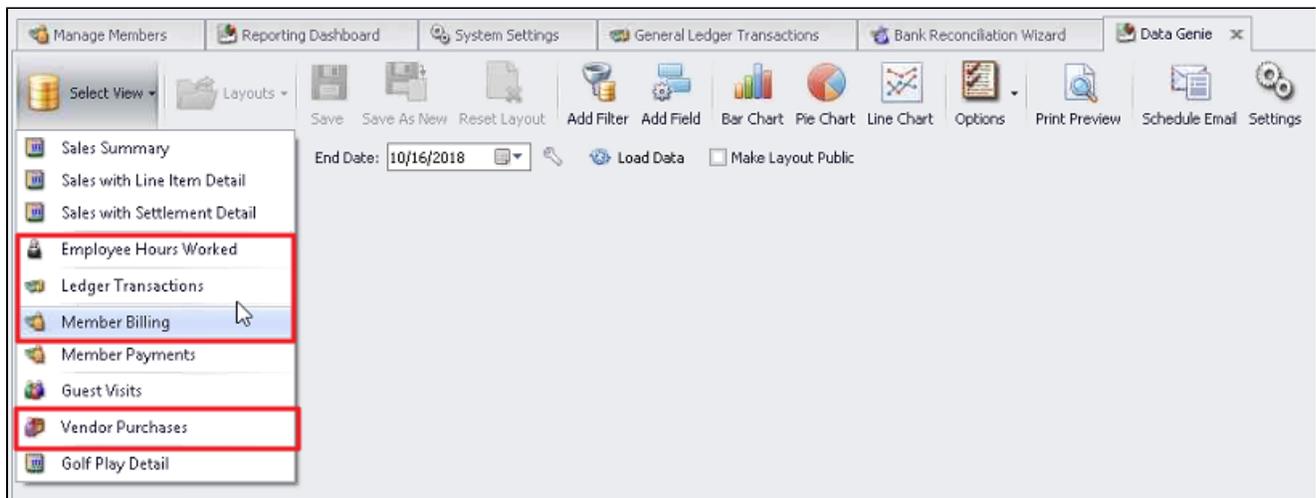
Statement Balance	\$0.00
\$ 0.00	

Reporting

Data Genie (Clubs using Master Reporting Database)

- **Additional master database reporting support within the Data Genie to now include: Employee Hours Worked, Vendor Purchases, Ledger Transactions, and Member Billing.**

Use Case: For Clubs with a master reporting database, data genie views previously unavailable can now be viewed at a consolidated level.



System Settings

Membership - Print Member Statement Wizard

- **Enhanced User experience by allowing the option to Use Billing Member's AR Balance on statement emails to spouse and/or dependent(s).**

Use Case: Previously, when Member statements were emailed, the balance snippet on the email would always be for the specific Member receiving the Statement Email, who may not have a balance due (Spouse/Dependent). Now, with increased functionality, Users can choose to select the Use Billing Member's AR Balances on Statement Email setting. If setting is enabled, when creating an email template during the Print Member Statements Wizard, any place where AR Balances are listed in the email, will now show the Billing Member's balance instead.

Please Note: The default is for Statement emails to contain the balance snippet for whoever it is being sent to. To change this default, the Use Billing Member's AR Balances on statement Email setting needs to be checked in System Settings, as seen below.

The screenshot shows the 'System Settings' window for the 'Membership' category. The left sidebar lists various settings categories, with 'Membership' selected. The main area is titled 'Statements' and contains several configuration options. A red box highlights the checkbox labeled 'Use billing member's AR balances on statement email', which is currently checked. Other visible settings include 'Statement Grouping Style' set to 'Group By AR Account', 'Statement Due Date' set to 'Last Day Of The Month', and 'Statement Publish Date' set to '8/31/2017'. The 'Printed Statement' and 'Electronic Statement' fields are both set to 'MG Statement.rpx'. The 'Statement Ticket Template' is set to 'MG-F&B Statement Ticket'. There are also fields for 'Delinquent Msg Threshold' and 'Statement Message' for different time periods (Over 30, 60, and 90 days past due), and an 'Auto-Pay Statement Message' field.

PayCloud Users

- **Enhanced User experience by showing the Member's Credit Book balance in Paycloud by the Transaction date of the batch in CMA instead of the Created Date.**

Use Case: Members can now view the actual transaction date of the Credit Book instead of the previous view of the creation date. This feature clears some confusion for Members who see the date of their Credit Book creation date, which would not always be the same as the date of their transaction.

Mobile POS (Pilot Clubs Only)

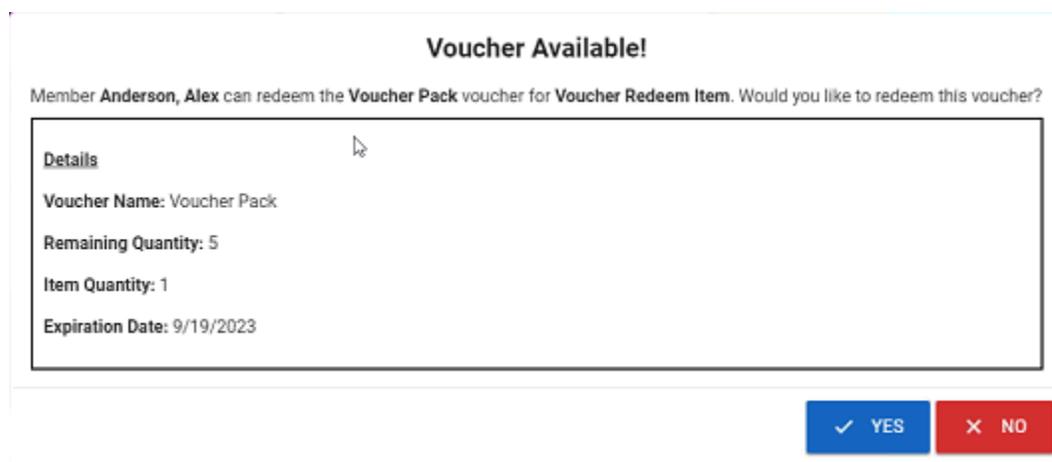
Please Note: These changes only affect Clients piloting the Mobile POS program.

Voucher Support

- **Enhanced User experience by allowing the use and sale of Vouchers on Mobile POS.**

Use Case: Previously, Mobile POS did not support Voucher usage. Users can now sell Voucher packs to Members and redeem Voucher packs for purchases (which syncs with CMA & Classic POS). When using a Member's Voucher for a purchase, the system will ask to confirm the use of a Voucher, including details on remaining Vouchers and expiration date. Users can also view the Member's remaining Voucher packs in CMA, as seen below.

Please Note: This functionality allows Vouchers sold in Classic POS can be redeemed in Mobile POS and Vouchers sold in Mobile POS to be redeemed in Classic POS. All Voucher transactions are now fully integrated with CMA, specifically the Member Voucher Transactions Report.



Edit Member
 Member ID: SC25200 **Alex Anderson**
 Member Type: SC-Banquet
 Status: Active Player Type: (None)
 Title: (None) Suffix: Swipe ID:
 First: Alex Middle: Last: Anderson
 Email: Phone: Quick Label

From: 1/1/2000 To: 10/16/2018

Purchased Vouchers

Voucher Name	Expiration Date	Date Sold	Sold Quantity	Used Quantity	Remaining Quantity
Voucher Pack	9/19/2023	10/14/2018	10	5	5
Voucher Name	Redemption Name	Redeem On	Invoice	Redeemed Quantity	
Voucher Pack	Voucher Redeem Item	10/14/2018		3677982	1
Voucher Pack	Voucher Redeem Item	10/14/2018		3677983	1
Voucher Pack	Voucher Redeem Item	10/15/2018		3677985	3

Bug Fixes

- Fixed an issue for clubs using ETS within the Member Payments wizard when Capturing Funds and the system requiring multiple mouse clicks for every payment being captured.
- Fixed an issue where the blue underline which appeared under the selected tab in the Mobile POS dashboard was not showing.
- Fixed an issue when adding amenities to a guest room reservation and the amenity is not properly added to every day of the reservation.
- Fixed an issue when doing an ADP timekeeping export and rates not breaking out into separate lines.

Downloadable Guide