



SHSI Series V

Accounting Systems

Marina/Yacht Club Management

Version 1.0

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Table of Contents

Part I	Welcome to Series 5 Marina/Yacht Club Management	9
Part II	Introduction	12
1	Product Overview.....	12
2	Marina/Yacht Club Management Features.....	13
3	History of Enhancements.....	17
4	Getting Help.....	29
Part III	M/M Setup and Implementation	32
1	Setting Up to Use Marina Mate.....	32
2	G/L Account Distributions.....	42
Part IV	The Basic User Interface	47
1	Marina/Yacht Club Management Application Menu.....	47
	Multi-Threaded Windows	51
	Scheduled Menu Functions	54
2	Grid Processing Screens.....	57
3	Code "Lookup" Window.....	70
4	Date "Lookup" Window.....	75
5	Date Range "Lookup" Window.....	76
Part V	Basic Processing Procedures	80
1	Data Importing and Exporting.....	80
	Data Export Functions	80
	Data Import Functions	85
2	Enter Credit Card and Other Payment.....	89
3	Record Processing Filters.....	95
	Charges Select Filters	95
	Boat Select Filters	99
	Member Select Filters	104
	Guest Select Filters	108
	Customer Filters	112
4	Report Generation and Printing.....	117
	Report Options Screen	117
	Report Browser	123
	Archived Reports Management	124
5	User Access Management.....	130
	Defining Users' Access Rights	131
	Users Scheduled Menu Functions	137
6	Monitor System Usage.....	140

Part VI Marina/Yacht Club Management Menu Functions	143
1 The M/M Menu.....	143
2 File Management.....	145
Rebuild Moorage Dates	146
3 Inquiry Functions.....	147
Dock Walk Inquiry	148
Dock Walk Grid Screen.....	149
Dock Walk Worksheet.....	152
Dock Walk Export.....	155
Charges History Inquiry	156
Charges History Inquiry Grid Screen.....	157
Historic Charges Reports & Purge.....	159
Historic Charges Totals.....	163
Reciprocal Guest Inquiry	165
Reciprocal Inquiry Grid Screen.....	165
Reciprocal History Reports & Purge.....	167
Reciprocal History Totals.....	169
Invoice History Inquiry	170
Invoice History Inquiry Grid Screens.....	171
Historic Invoice Display Screens.....	174
Invoice History Filters.....	176
Invoice History Totals.....	178
Invoice Register Reports.....	179
Enter Credit Notes to Historic Invoices.....	182
4 Operational Functions.....	187
Show Docks Graphical Display	188
Slip Graphic Query/Management	190
Graphical Slip Query Screen.....	191
Slip By-Date Management	195
Slip By-Date Query Screen.....	196
Day Slip Worksheet.....	200
Assigned or Available Moorage Reports.....	202
Guest Visit Management	204
Guest Entry Grid Screen.....	206
Guest Entry Data Screens.....	208
Assigning Guest Moorage Rates.....	213
Deposits & Charges Summary.....	215
Guest Reporting.....	219
Emails Sent to Guests.....	221
Guest Detail Import/Export.....	227
Enter Charges for Invoicing	230
About, Concepts and Features.....	232
Charges Entry Grid Screen.....	235
Charges Entry Data Screen.....	239
Generate Membership Charges.....	242
Generate Moorage Charges.....	245
Generate Utility Power Charges.....	251
Print Charges Detail Report.....	253
Import Charges	255
Contract Maintenance	257
About, Concepts and Features.....	259

Assigning Moorage Rates.....	263
Contracts Entry Grid Screen.....	265
Contracts Data Screen.....	267
Generating Moorage Renew als.....	274
Generate Billing Set Contracts.....	275
Import/Export Contract Information.....	277
Print/Email Contracts.....	280
Cancel a Contract.....	283
Re-Assigning Moorage Slips.....	285
Contract Web App.....	288
Moorage Sublet Management	289
About, Concepts and Features.....	291
Sublet Posting Grid Screen.....	295
Sublet Posting Data Screen.....	297
Sublet Posting Reports.....	299
Export Sublet Post Detail.....	303
GenerateOw ner Sublet Payments.....	304
Special Events Management	307
Events Grid Screen.....	309
Events Properites Screen.....	310
Events Attendees Grid Screen.....	313
Attendee Properties Screen.....	315
Send Event Reminder Emails.....	318
Import/Export Event Attendees.....	320
Event Signup Web App.....	322
Lounge Assessment Management	324
About, Concepts and Features.....	326
Lounge Transaction Grid Screen.....	332
Lounge Transaction Data Screen.....	336
Lounge Transaction Reports.....	341
Posting Lounge Transactions.....	342
Lounge Summary Emailing.....	344
Closing Allotment Periods.....	346
Lounge Trxs Import/Export.....	347
Moorage Posting Management	349
About, Concepts and Features.....	351
Moorage Posts Grid Screen.....	354
Moorage Posts Data Screen.....	356
Moorage Posts Applicants Screens.....	358
Moorage Postings Reports.....	361
Moorage Postings Emails.....	363
Moorage Postings Web App.....	366
Requests for Moorage Waitlist	368
Requests Transaction Grid Screen.....	370
Requests Properties Data Screen.....	372
Requests Import.....	374
5 Invoicing Functions.....	376
Clear All Prior Selections	376
General Select for Billing	377
Print Pre-Invoicing Report	380
Invoice Grid Processing	382
Concepts and Features.....	384
Invoicing Grid Screen.....	388
Generating Invoices.....	392
Build Credit Card Payments.....	395

Print Invoices	396
Automatic Emailing of Invoices.....	401
Post Invoices to Accounts Receivable.....	404
Invoice Processing Flow chart.....	407
Generate Invoices	409
DeGenerate Invoices	410
Print / Email Invoices	414
Post Invoices to Accounts Receivable	417
Reprint Historical or Overdue Invoices	420
6 Reporting Functions.....	425
Arrivals/Departures Report	425
Daily Moorage Worksheet	428
Assigned Slips Report	430
Available Slips Report	432
Hydro Meter Reports	435
Insurance Renewal Report	439
Pre-Invoicing Report	441
Charges History Report	443
Historic Invoices Register Report	448
Reciprocal Guests Report	451
7 Master Code Maintenance Functions.....	453
Club Member Maintenance	454
Member Maintenance Grid Screen.....	456
Membership Tab Screen.....	458
Vessel Tab Screen.....	463
Moorage Tab Screen.....	467
Recurring Charges Tab Screen.....	472
Historic Totals Tab Screen.....	476
Member Notes Tab Screen.....	478
Reporting Filters.....	479
Member Properties Export.....	480
Member Data Import.....	482
Marina Moorage Clients	486
Client Maintenance Grid.....	488
Client Properties Tab Screen.....	489
Vessel Tab Screen.....	493
Moorage Tab Screen.....	497
Recurring Charges Tab Screen 2.....	503
Client Notes Tab Screen.....	506
Reporting Filters.....	508
Client Properties Export.....	509
Client Data Import.....	510
Boat Codes Maintenance	514
Past Guest Maintenance	530
Moorage Docks Codes	540
Moorage Slips Codes	546
Moorage Rate Tables	556
Price Codes Grid Screen.....	557
Price Code Properties Screens.....	558
Price Table Screens.....	561
Reporting & Exporting Filters Screen.....	564
Import/Export Field Definitions.....	566
Hydro Meter Codes	572
Hydro Pedestal Codes	580
Marinas & Yacht Club Codes	586

Yacht Club Reciprocals	592
Task Charge Codes	595
Document Layout Codes	600
Document Layouts Grid Screen.....	601
Document Layouts Properties Screen.....	602
Location Codes Maintenance	609
8 Control Option Functions.....	611
M/M Control Preferences	611
General Control Tab Screen.....	613
Yacht Club Controls Tab Screen.....	616
Club Lounge Assessment.....	618
Term Moorage Tab Screen.....	622
Default Moorage Rates Tab Screen.....	626
Work Credit Program Tab Screen.....	629
Guest Invoicing Tab Screen.....	631
Sublet Moorage Pool Groups Tab.....	634
Define Club Member Types	637
Define Harbor Codes	639
Define Guest/Client Type Codes	641
Define Dock Graphics Layouts	643
Map Slips to Dock Graphics	646
Define Billable Charges	660
Define Recurring Billing Sets	663

Part VII Marina/Yacht Club Management Web Access Menu

669

1 Edit My Profile	670
2 Review My Account.....	671
3 Invoice Inquiry.....	672
4 View Current Charges.....	673
5 View Moorage Postings.....	674
6 Approve/View Moorage Contract.....	677
7 Special Event Signup.....	679
8 View Member Roster.....	681
9 Lounge Assessments.....	682
10 Staff Web Dock Walk.....	684
11 Read Hydro Meters.....	687

Part VIII Appendix

690

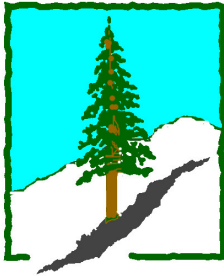
1 M/M Data Files.....	690
Data Directory Structure	690
M/M System Control Files	691
M/M Company Data Files	693
Email Message Text Files	696
2 System Operational Variables.....	698
Environment Variables	698
Configuration Variables	699
3 Runtime Error Codes.....	709
Application Error Codes	710

Microsoft Utility Errors	712
4 Series 5 Encryption.....	712
Index	714

Part



1 Welcome to Series 5 Marina/Yacht Club Management



The Series 5 Marina/Yacht Club Management system is one segment of a fully integrated set of Financial Applications. It provides for entry and control of Marinas and Yacht Club moorage management and Invoicing needs. It keeps information about the boats moored at the marina or yacht club, the club members or marina clients and properties of moorage slips. It keeps track of moorage assignment for both long term moorage for marinas, club members' moorage, and visiting guests. Charges for moorage, membership dues and power usage are automatically computed, and invoices issued. For long term moorage, renewal contracts are automatically generated and can be approved on line.

The Marina/Yacht Club Management system runs in conjunction with the Series 5 Accounts Receivable system, WEB Access Management and General Ledger systems.

This help is designed both as a course in using the Series 5 Marina/Yacht Club Management and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the [Introduction](#)^[12] and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the [History of Enhancements](#)^[17] for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Marina/Yacht Club Management user, please run through the [Introduction](#)^[12] and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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Part




2 Introduction

The topics in this section provide some basic information about the Marina/Yacht Club Management system, what it is for and what you can do with it.

2.1 Product Overview

The Marina/Yacht Club Management system basically records any charges incurred by marina clients, yacht club members or visiting guests at marinas, resort marinas and yacht clubs. Invoices are generated and payments accepted. Information is kept about each moored vessel, and for the docks and slips in the marina. Moorage fees, membership dues and guest moorage charges are automatically generated using an assortment of rate tables and criteria. Charges may be automatically generated, entered manually, or uploaded from spreadsheet. The system will automatically determine rates based on the size of the boat, or the size of the moorage slip. Invoices are generated and posted to the Accounts Receivable system. To summarize, the following functions are performed:

	<ul style="list-style-type: none"> ➤ Record information about Guests Club Members, Marina Clients and their Boats ➤ Record Information about your Marina Docks, Moorage Slips and Outstations ➤ Generate Moorage Renewal Contracts and Invoices ➤ Generate Yacht Club Membership Invoices ➤ Manage and Invoice Guest Temporary Visit Moorage ➤ Record Guest Reservations 14 Months Forward ➤ Record and Invoice Moorage Electrical Usage (for kW-hrs used or Fixed Term Rates) ➤ Provide for Graphical & Interactive Bitmap Display of Docks ➤ Proved for Graphical Management of Dynamic Side-Tie Docks Moorage ➤ Proved for Graphical Management of Rafting Corridor Moorage ➤ Manage Sublet Moorage Credits to Slip Owners ➤ Post and Manage Special Events Registration and Billing ➤ Post and Manage Available Moorage Postings ➤ Invoices may be De-Generated, or Re-Printed as needed ➤ Interface Invoices to the Accounts Receivable system ➤ Provides for Sales Analysis by assorted Moorage Related Criteria ➤ Web App access by Members or Clients by Smart Phone or Tablet ➤ Web App for staff Dock Walk
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The Marina/Yacht Club Management system handles Management and Invoicing for a single company. If you have more than one company, then you need only to set up additional Series 5

company systems, one for each. Each MM company may be interfaced into it's own G/L, or into a corporate G/L system.

The Marina/Yacht Club Management system must be used with the Series 5 Accounts Receivable system.

2.2 Marina/Yacht Club Management Features

A brief summary of some of the major features of the Series 5 Marina/Yacht Club Management system!



Marinas, Yacht Clubs and Guest Marinas

A setting in the Control Preference screen lets you configure the system to be used for either a Marina, a Yacht Club, or a Guest Marina. However guest billing, and long term moorage functions are applicable to all. A number of pre-defined Charge types are provided, but you may define an additional user defined charge types.



Moorage Rates and Specific Task Rates

The system lets you define Guest Daily rates and Term Monthly rates for moorage. As well standard Electrical rates are defined for 30 Amp, 50 Amp and Other Amp usage. A separate Sublet moorage rate may also be defined. Also, each Charge Task setup may have it's own unit rate.

The standard Rates may be overridden by Rate Tables that may be defined. Up to ten pricing levels may be set up for each rate table that either provides a Unit Price or Percentage Discount off the basic Task rate.

Depending on the type of charge being recorded, each level may be set up for the following types of Units:

- Feet
- Square Feet
- Gallons
- Meters
- Square Meters
- Litres
- Days
- Months
- Items

Tables may be defined for the following:

- Term Moorage by Dock
- Guest Moorage by Dock
- Club Member Type and Dock
- Customer Type and Dock
- Reciprocal Moorage by Dock
- Customer Type and Charge Code
- Member Type and Charge Code
- Charge Code

When charges are entered for Guests, Club Members or Marina Clients, the system employs a special algorithm to examine the possible Standard Rates, and then attempts to apply the rate assigned to the the Charge

Code, and then looks to see if a Rate Table had been set up.



Graphic Slip Management

You may set up bit-map graphic files that will be presented on the screen showing the layout of the docks. Each Moorage Slip is located and assigned its co-ordinates on the graphic. (A special utility may be employed to automatically arrange vertical and horizontal configured layouts). Depending on the size of the marina, and the number of docks, up to ten bit-map graphic sub-screens may be set up. From the displayed graphic the following functions are features are available to the operator:

✓ Occupied Slips are highlighted and color coded	✓ Assign Vacant Slips to Guest, Members or Clients
✓ Left-click a slip to display boat/ Owner information	✓ Drag & Drop Boats to a Different Slip
✓ Click to edit the Slip properties	✓ Remove Boats
✓ Click to edit the Owner's properties	✓ View Future Moorage Bookings
✓ Mark Slips Available for Sublet	✓ Launch Dynamic Dock Side-Tie Management
✓ Show selected Electrical Power Outlets	✓ Moorage viewed as on Selected Dates

The Graphic Management function may be launched from the Guest Management, the Moorage Contract Management, the Club Member Management and the Marina Client Management routines to have a moorage Slip assigned.



Boat Properties

Information about each Boat that is moored at the marina may be recorded. This includes name, registration #s, Hull VIN #, Manufacturer, type, Length, Beam Height and Draft. Additional information includes the following:

- Owner Name & Contact Information
- Insurance Company & Renewal
- Safety Inspection Date & Status
- Moorage Slip Assignment
- Moorage Start & End Dates
- Moorage Billing Period
- Shore Power Amperage Used
- Marina LOA & Electrical Inspection
- Tender Information
- Live-Aboard Status & Approval
- Free formatted Text
- Attached Photos, Moorage Contract & Insurance Certificates



Dynamic Dock Side-Tie Management

For marinas having docks where vessels are moored in a "Side-Tie" fashion along the dock, and even if assigns moorage in a "Raft-Tie" corridor, the system supports this type of moorage. Moored vessels are displayed as graphic buttons next to the dock or within the "Raft-Tie" area. Free space is displayed in green showing the feet available between vessels. When it is necessary to move boats to make space for newly arriving guests, you can drag or reassign moorage along the dock as needed right on the graphics. When guests arrive, they can be inserted in available spaces. Rafting Corridors can also be defined along side the vessels side-tie to the dock. (When boats are tied up, the dock manager must determine and record it's location on the dock from the start of the dock). A list of the boats that are moored are displayed.



Guest Visit Bookings

Guest may book for temporary moorage up to 15 months in advance. As an option, booking fees may be charged, and advance Moorage Deposit collected at the time of booking. When bookings are cancelled, refunds are automatically issued if done a specified number of days prior to the expected arrival date.



Club Member, Marina Client Web Access

Club Members and Marina Clients may be given access to specific functions that they may execute from their computer, smart phone or tablet. These are password protected access. The following functions may be executed:

- Edit Their Profile
- Review Account
- View Current Charges
- View Moorage Postings
- View Lounge Assessment Charges and Balance
- Inquire Historic Invoices
- View and Approve Moorage Contracts
- View Member Roster
- View & Signup for Special Events



Staff Client Web Access

Marina Staff may be given access to specific functions that they may execute from their computer, smart phone or tablet. These are password protected access. The following functions may be executed:

- Dock Walk



Revenue Allocation

General Ledger revenue accounts are assigned to each Charge Task

Code. When invoices are generated, the assigned revenue account is assigned to each charge, and carried forward into the Accounts Receivable system, (and eventually into the General Ledger or available for export to other G/L system software).



Taxes

Up to four different taxes may be defined to the system. These might include Canadian GST, HST or Provincial Taxes, US State tax, Municipal Taxes, or Environmental Taxes. For each Charge type defined, each of the four different taxes may be flagged as Exempt or not. The different Tax Codes and rates are define in the Accounts Receivable system.



Invoice and Contract Printing

The MM system provides for a number of different types of Invoices to be printed. That is, different invoices may be generated for different Club Member Types or Guest Types. A Document Layout Maintenance application allows you to configure a number of different types of layouts.

You can assign the MS Word Template to use, Invoice Title and Footer Comments to print, how different charge types are grouped and sub-totaled, and have additional comments printed or not.



User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required. If generated GL distributions need to be moved to the head office accounting system, when exported, they can be mapped to the head office G/L Account Numbers.

	Extensive Export to Spreadsheet capabilities	
	<p>The Series 5 provides for the loading or dumping of data from or to your favorite spreadsheet. Data can be read or written directly to Microsoft's Excel, or tab-delimited text files.</p> <p>Data Import/Export is offered for the following transactions, master records or analysis:</p>	
	<ul style="list-style-type: none"> ➤ Yacht Club Member Properties ➤ Marina Client Properties ➤ Boat Properties ➤ Past Guest Properties ➤ Moorage Slips Properties 	<ul style="list-style-type: none"> ➤ Moorage Contract Information ➤ Sublet Moorage Charges and Credits ➤ Other Marinas and Yacht Clubs Properties ➤ Items For Sale Properties ➤ Task Charge Codes

	<ul style="list-style-type: none"> ➤ Moorage Rate Tables ➤ Hydro Meter Readings ➤ Hydro Outlet Locations ➤ Historic Charge Type Totals ➤ Dock Walk Slip Status 	<ul style="list-style-type: none"> ➤ Moorage Reservations (Export Only) ➤ Guest Visit Information ➤ Moorage, Member and Guest Charges ➤ Event Attendees (le., Commodore's Dinner)
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Using the Series 5 Marina/Yacht Club Management can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Marina/Yacht Club Management system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

[New and Different – Enhancements and Fixes in M/M](#)

For 2023

▣ **New "Emergency Contact" Field added to Marina Client and Club Members records**

You now may record an Emergency Contact and Phone number: *(November 24-2023)*

- Do Not Share Email Address
- Do not Share Phone Numbers
- Suppress Listing from Club Roster

▣ **The function to "Add/View Attached Documents Enhanced**

In selected applications, you now can indicate what the attachment is. le., Photo of the Boat, Copy of Insurance Forms, Proof of Registration, etc. These applications now have check-box fields for these types of documents that will be checked by the system when the attachment is added. As well, clicking the icon next to these fields, will display the document. The following document types are added: *(November 15-2023)*

- Members Screen - Photo of Boat Owner
- Vessel Screen - Photo of Vessel, Proof of Registration, Proof of Legal Ownership, Vessel-in-a-Sling Photo, Copy of Insurance Declaration
- Moorage Screen - Copy of Contract on File
- Clients Screen - Photo of Boat Owner

▣ **New "Privacy" Fields added to Marina Client and Club Members records**

A number of new fields have been added. These include the following: *(October 15-2023)*

- Do Not Share Email Address
- Do not Share Phone Numbers
- Suppress Listing from Club Roster

▣ **Marina Mate now supports Management of Multiple Harbors.**

The system now allows you to set up and manage multiple Harbors. A new menu option is available to the Control Options drop-down menu titled "Define Harbor Codes". You can set to manage 6 harbors. A number of Operations and Code Maintenance routines have been revised to let you select which harbor to work with. Data files that specifically manage Docks and Moorage Slips now have a 2 digit suffix appended assigning them to a particular harbor. *(October 10-2023)*

▣ **Define Default Harbor in Users Access Records.**

The User Access Privileges function has been revised to define a default Harbor for each user. When any function offers a selection of harbors, the default will be initially selected. *(October 10-2023)*

▣ **Hydro Pedestals are new Defined in the System.**

You now will be able to defined Hydro Pedestals to the system. (These are replacing what used to be Hydro Outlets). You now are able define how many of the different types of amperage outlets that are available from a Pedestal. From the Slip Graphic Query function when showing the location of available amperage outlets, the number of each type of outlet is now displayed at the location the pedestal is defined. You may also map the location of the pedestals graphically using the Map-Slips-to-Dock-Graphics function either associating it to a selected Slip, at a Foot-Mark position along a side-tie dock, or using the mouse. *(March 24-2023)*

▣ **Seasonal Guest Daily Moorage Rates**

You may now define up to four Seasons of Guest Daily Moorage Rates. Each set has a range of months to which the rates will be applied. *(March 16-2023)*

▣ **Guest Visit History Inquiry - Analysis**

A new function has been added to the Guest Visit History Inquiry. Analysis Totals may be generated for a variety of filters associated to guest visits. Total # of Visits, Total Number of Nights, Total Vessel LOA Feet, Charges for Power, Charges for Moorage, Other Charges, Taxes and Invoiced Totals are tallied. In addition, these are accumulated by groups of Dock, Power Used, # of Nights Stayed, Ranges of LOA in 10 foot groups, Types of Vessels (ie., power, sail, RV), Reciprocal Visitors, Groups Visitors, Months of the Year, Guest Home City/State, and Moorage Types (ie., slips, side-ties, anchor, buoys, RV, tent, etc.). For each Group the % of total invoiced is also computed and displayed. As an option, the totals may be exported to spreadsheet for further analysis. *(March 03-2023)*

▣ **Visiting Guest Management.**

You may now specify how many days a Guest Visit record remains in the active Visiting Guest Management screen. Once the number of days has passed, the system will automatically move the record to history. This is a new field in the Control Preferences. *(Feb 27-2023)*

▣ **New fields Available for Guest Properties.**

A number of new fields are now provided for Visiting Guests. These include flags to record special needs including "Easy Access Slip", "Help Docking", "Wheelchair Access" and "Rides To/From Airport. As well, there is a field to record what staff felt the Mood of the Guest was. (i.e., Friendly, Cheerful, Angry, Combative, Miserable, etc.). *(Feb 16-2023)*

▣ **Current Guest May Now Displayed Listed by Departure Date.**


When executing the Guest Visit Management, the Guests may now be listed sorted by their Departure Date. Also on the assorted reports they may be listed by Departure Date. *(Feb 15-2023)*

▣ **List Past Overdue Invoices on New Invoices.**

As an option, will now will be able to print a list of those past invoices that are considered "Overdue". They are listed, along with any payments that were applied, showing the number of days overdue, and the balance owing. As well, a table is listed showing overdue amounts "Over 30", "Over 60" and "Over 90" Days. *(Jan 31-2023)*

▣ **Side-Tie Docks Enhanced for Rafting Corridors.**

You now will be able to define a "Rafting Corridor" associated to a Dynamic Side-Tie Dock. Vessel Moorage may be assigned to the "Rafting Corridor". For a given Dock, you can flag it to have Left and Right Side-tie Rafting and supply Prefixes to be used to form the Raft-Tie Slip codes. The "Mother Slip" for the Rafting Corridor must be set as a "Side-Tie Raft Left or Right. The Graphical Moorage Slip Query function has been revised to assign moorage to these Rafting Corridors. *(Jan 06-2023)*

 For 2022

▣ **Side-Tie Moorage Assignment implemented for Term Contract Moorage Assignment.**

Side-Tie Moorage was initially devised for Guest Moorage. It now is implemented for Marina & Yacht Club Term Moorage assignments. *(Dec 15-2022)*

▣ **The Marina Mate Menu was Enhanced to offer Graphical Tools Bar Tab**

The Marina Mate application menu now offers a tab on it's main menu labeled "Flowchart". This screen has a Toolbar with six functions for the most commonly used operations. It also has a flowchart set of push buttons for those functions that would typically be executed as a series. There is also a set of push buttons for commonly used Code Maintenance and Reporting functions. *(Dec 10-2022)*


▣ **User Access function Enhanced for "My Favorite Graphic Set"**

The My Favorite tab sub-screen in the Marina-Mate menu has been enhanced to present the favorite menu items with graphic push buttons. User can have either "Boat" or "Bird" graphics shown. *(Nov-20-2022)*

▣ **The Marina Mate system, as was initially designed, is a completed package.**

The goal to design and implement a system for marinas and yacht clubs has reached the point where it can be marketed and used effectively to manage assignment of moorage, and generate invoices for applicable charges. *(Nov 01-2022)*

New and Different – Enhancements and Fixes in all Series 5 Systems

 For 2022

▣ **Application Menus Enhanced to offer Graphical Tools Bar Tab**

The Marina Mate, AP and AR application menus now offer a tab on the main menu labeled "Flowchart". This screen has a Toolbar with five functions for the most commonly used operations. It also has a flowchart set of push buttons for those functions that would typically be executed as a series. There is also a set of push buttons for commonly used Code Maintenance and Reporting functions. *(Dec 10-2022)*

▣ **User Access function Enhanced for "My Favorite Graphic Set"**

The My Favorite tab sub-screen in Marina-Mate, AR and AP menus have been enhanced to present the favorite menu items with graphic push buttons. User can have either "Boat" or "Bird" graphics shown. *(May 09-2022)*

▣ **Send Email Function Enhanced to Send HTML Message**

The email processing routines have been enhanced to handle email message files of 200 K bytes. Also to handle HTML Web Page files to be used as message files. For normal text files, the Subject of the email could be specified as the first text line of the file. For HTML files, the first line must be "<!DOCTYPE HTML>", so if you wish to embed the Subject line in the HTML file it has to be in the 2nd line within an HTML comment. (ie., "<!-- SUBJECT: My email subject -->") *(Nov-17-2022)*

▣ **Spreadsheet Import/Export Function Revised for Office 365**

The routine that manages the ability to import and export to Excel has been enhanced to recognize Office 365 documents. *(May 09-2022)*

▣ **Attach Document Function Revised for Office 365**

The routine that manages the ability to attach documents to different records has been enhanced to recognize Office 365 documents and those for the Marina Management system. *(April-07-2022)*

→ For 2021

▣ **About Series 5 Window**

The version of Microsoft Office that is installed in the system will now be displayed on the "File Folder Definitions" tab screen. *(Sept 01-2021)*

▣ **A/P & A/R Bank Account Reconciliation**

There is now a new application called "Bank Reconciliation" that presents transactions from both the A/P and the A/R systems for Debits and Credits to the Cash Accounts to be reconciled. *(Apr 12-2021)*

→ For 2020

▣ **Support for Local & Batched Credit Card Processing**

Support for Credit Card processing Gateway has been implemented within the A/R system. Initially set up for Moneris, but without being formally approved. (Suspended due to COVID and until needed by customers). Credit card billing can be performed as a stand-alone and recorded to the system accordingly. *(Nov-13-2020)*

→ For 2019

▣ **Installation of ACUGT Rev 9.xxx on Windows' Sever 2016**

Newer versions of Windows' Server does not include earlier versions of Visual C++ Runtime Library's. AcuCobol products require Version 8 to execute. If the message "The application has failed to start because its side-by-sdie configuration is incorrect.", then you will have to locate and download Visual C++ Revison 8 (x86), which is from the 2005 Redistributable Package. Google "visual C++ 2005 download" to find a free download. *(Dec-10-2019)*

→ For 2017

▣ **Launching Excel or Windows from each application Menu**

Attempting to launch MS-Word or MS-Excel from any of the application's [User Functions] drop down menu did not work. The problem has been fixed. *(April-07-2017)*

▣ Date Lookup Window

When selecting a date from the Date Lookup Window, (displayed as a calendar image), the Next and Prior Month push-buttons were not working correctly. The problem has been fixed. *(April-07-2017)*

← For 2016**▣ Date Lookup Window**

When selecting a date from the Date Lookup Window, (displayed as a calendar image), the Series 5 software was assuming the date was always read in mm/dd/yy format. With Windows 10, users may now readily define the format that dates are to be processed. Now the Series 5 Date Lookup routine will correctly identify the format being used, and return the correct date selected from the window. *(Jan-26-2016)*
HS5_Enhancements_to_ALL_Systems-2011-2013.xml

▣ Printing to MS Word or PDF Documents in Office 2013 and 2016

When a Series 5 application generates an MS Word or PDF document requiring a template it first tries to determine if that template file exists. In Office 2010 and earlier, templates were stored in **C:\Users\[username]\AppData\Roaming\Microsoft\Templates** folder. For Office 2013 and 2016, Microsoft has changed the default to **C:\Users\[username]\Documents\Custom Office Templates** folder. If after upgrading from earlier revisions of Office, you wish to use this default, then you must move your existing Series 5 templates from the old folder, to this new folder.

However now as a new option in Office 2013 and 2016, you may specify the path to where your templates are stored, and just set it to **C:\Users\[username]\AppData\Roaming\Microsoft\Templates** folder. *(Jan-04-2016)*

Perform the following steps:

- Launch MS Word
- Click "File" on the menu-bar, then "Options"
- Click "Save" found on the left menu panel
- Enter the path to where you have your templates stored in the "Default personal templates location:" field
- Click OK

← For 2015**▣ Printing to MS Word or Exporting to MS Excel**

When attempting to print a report as a PDF, or an MS Word document as a "thin-client" where the server was an MS Windows NT server, the system was not correctly identifying MS Office on the client's PC. The problem has been fixed. Likewise when attempting to

import or export MS Excel files, the same problem has been fixed. *(Oct-29-2015)*

▣ **"About Series 5" Function Window Tabs**

The "Licensing" tab of the "About Series 5" window has been enhanced to display whether the client is executing a local runtime, or as a "Thin-client". It now also displays the Windows logon user code. The "File Folder Definitions" tab has been enhanced to display the version of Microsoft Office that is found on the client's PC. (If MS Office is not installed, an applicable message is also displayed). *(Oct-27-2015)*

▣ **Items Processed Progress Bar**

The progress bar displayed when processing items has been enhanced. Now a flashing "+" character will be displayed 25 times to the right of the green bar prior to it being refreshed increasing in size, as items are processed. The length of the green bar is still being updated 50 times for the duration of application function being processed. *(Apr-22-2015)*

➔ For 2014

▣ **Support for Office 365**

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

▣ **Series 5 User Logon Profile Maintenance**

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. *(Mar-26-2014)*

➔ For 2013

▣ **Generating Documents and Reports as MS Word Documents**

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) *(July-03-2013)*

▣ **Attach Supporting Documents function**

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). *(Jun-27-2013)*

Series 5 Outlook Email Reading

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specific character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

For 2012

Series 5 Import/Export Functions

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. (Nov-12-2012)

Series 5 Import/Export Functions

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. (Sept-18-2012)

Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **lms\locx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5UTIL** . (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5UTIL\MSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as

		Administrator"
Windows XP and 7	C:\Windows\System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

▣ Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be pro-grammatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (Apr-24-2012) *HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

▣ All Series 5 Applications offering Export Functions

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exists". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. (March-09-2012)

▣ Using Windows' Logon Usernames

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. **(If the given Series 5 User Logon**

profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to **"Repeat User's Logon"**, found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

▣ **Bitmapped Images in Series 5**

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. (Feb-28-2012)

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

▣ **Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. (Jan-30-2012)

▣ **Series 5 Directory/Folder Selection "Browse" Feature**

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other than a drive letter designation, would result in only being able to browse descendants of the user's default working directory. (Jan-18-2012)

▣ **"Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. (Jan-10-2012)

▣ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents are now created

protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. (Jan-10-2012)

← For 2011

▣ **Series 5 Import/Export Routine**

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/allow quotes around character strings. (Dec-12-2011)

▣ **"CALLEREQ" Program**

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. (Nov-11-2011)

▣ **Interfacing with MS Office Excel and Word**

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office\Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office\Office** . (Oct-03-2011)

▣ **Series 5 Email Generation**

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client or FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/maintained files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for special types of emails, these files MUST BE LOCATED in the directory named **Email-Templ** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

▣ **Importing \$ Numeric Cells from Spreadsheet**

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length,

the number being input and recorded was ZERO. The problem has been fixed. (*July-25-2011*)

▣ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. (*June-14-2011*)

▣ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. (*June-14-2011*)

▣ **Generic Search Function**

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddy*", "*mmddyyy*", "*mm/dd/yy*", or "*mm/dd/yyyy*", depending on the mood of the operator. (*May-02-2011*)

▣ **New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions**

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

▣ **Printing to Windows Spooler**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured

Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. (Feb-09-2011)

▣ System Captured Windows Maintenance

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. (Feb-09-2011)

2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Marina/Yacht Club Management.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

– Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line Help** .

– Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking

Help / About on each systems' menu.

- If you have a Support Contract, you may contact Sentinel Hill support directly at 604-837-8354.

- Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at [Series 5 Fixes and Enhancements](#).

- Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Accounts Receivable	Fixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing

Part



3 M/M Setup and Implementation

This chapter provides some information that will be useful during the setup process of the Series 5 Marina/Yacht Club Management system. In particular, sub-sections describe the different Types of Charge Codes that are pre-defined. Also, descriptions as to how Unit Rates are assigned, and what G/L Journal entries are generated as moorage activity and charges are recorded and invoiced.



Setup and Implementation

➤ [G/L Journal Entry Distributions](#) ⁴²

3.1 Setting Up to Use Marina Mate

After the Microfocus products have been installed, and the Series 5 runtime system has been installed, to the point where you can execute the Main Menu, the following setup steps will need to be done. These steps outline which Control Options and Code Maintenance functions have to be executed in order to use the Marina Mate software.

Detailed instructions for specific menu functions are provided in the topic titled Marina/Yacht Club Management Menu Functions. Also, links are provided where applicable. Basically the following steps will be required:



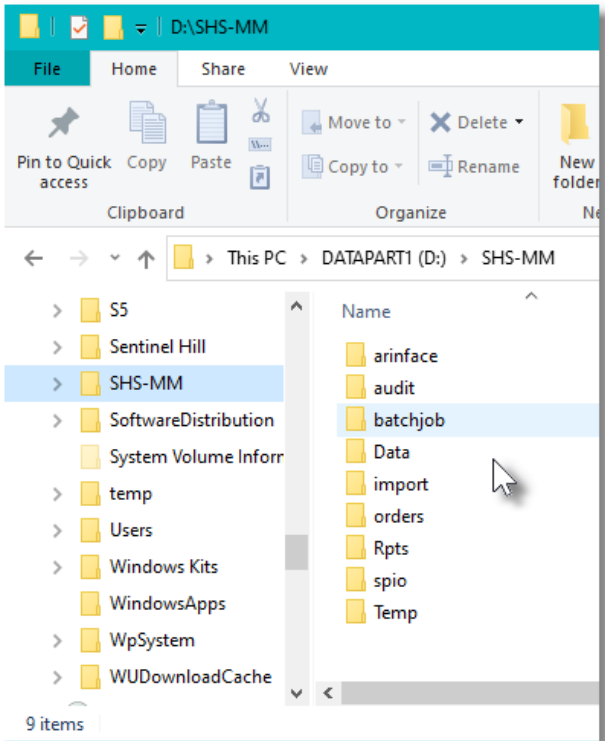
Establish & Define Location of the Company System Data Files

If a Series 5 Company System has not already been defined, you need to perform the following steps:

1. When defining a company Data System, you are provided the Series 5 software with information about the name extension used on the data files, and the directory path where accounting files are stored.
 - Launch the Series 5 system, sign on, and from the menu bar click on **System Maintenance**. From the drop-down menu, click **Company Systems...**
 - You must create a New Company System. Click the **[New]** push-button.
 - Enter the **Access Code** you want to reference the Company with along with the **Company Name** and click **[Next]**.
 - On the next screen, enter the full directory path to where the data files, temporary files and saved reports are stored. Also the filename extension to be used, defaulting to DAT.
 - Click **[Next]** and the screen that you can defined which printer queues are available to this company is presented. If all printers are available, just click **[Next]**.

- On the next screen you must choose which GL Account Number format is to be used. Normally a 9999-999 format will be adequate. Click **[Finish]** .

For example, with the sample values, the following folders were created:

Settings	Folders Created					
<table border="1"> <thead> <tr> <th style="background-color: #d9ead3;">Field</th> </tr> </thead> <tbody> <tr> <td>Accounting Data Files:</td> </tr> <tr> <td>Temporary Files:</td> </tr> <tr> <td>System Generated Archive</td> </tr> <tr> <td>File Extension:</td> </tr> </tbody> </table> <p>Sub-Folders were also created within Data and Rpts and the file FLEXCTRL.DAT is created withing Data.</p>	Field	Accounting Data Files:	Temporary Files:	System Generated Archive	File Extension:	
Field						
Accounting Data Files:						
Temporary Files:						
System Generated Archive						
File Extension:						

2. If you are installing the Series 5 release for the first time, each application's set of data files must be created. For each defined company Data System, restart the Series V Main Menu program and select Accounts Receivable and Marina Mate. For each, you will be prompted to confirm the creation of the application's data files. When all of the applications data files have been created, ensure the correct File Access or Ownership is provided.

- Restart the Series 5 system, sign on, and from the screen, click on the **Accounts Receivable** graphic. When prompted to Execute the A/R Control File Maintenance, click **[Yes]** .
- When the Error 35 message is displayed, click **[Yes]** again to proceed to have empty A/R files created.
- Each screen of options for the A/R Preferences will be displayed. For now, you can just accept each screen with the default values presented. **Arbitrary values are assigned to the Default G/L Accounts. You will have to edit these to the account numbers you actually want to assign once they have been decided**

upon and added using the A/R Accounts Codes Maintenance function.

- Exit the Accounts Receivable application back to the Main Menu, and click on the **Marina Mate** graphic. When prompted to Execute the MM Control File Maintenance, click **[Yes]** .
 - When the Error 35 message is displayed, click **[Yes]** again to proceed to have empty MM files created.
 - Each screen of options for the Marina Mate Preferences will be displayed. For now, you can just accept each screen with the default values presented, or assign values that would be applicable to your company. The system will have automatically created a number of Charge Codes that would be applicable to a Marina or Yacht Club.
3. If you want to use the Series 5 User Security system, a User Access Record must be created for both the Accounts Receivable and Marina Mate systems and for any employee who is to have full (unrestricted) access. Add a User Access record for each user that will be using the application, restricting their access to specific menu items as required.

Control Settings and Master Code Records in Accounts Receivable needed by Marina Mate

After initializing the A/R and Marina Mate systems, assorted control preferences were defaulted and a number of Master records were created. But you will have to define a number of A/R Control Preferences and set up assorted A/R Master Code records that are relevant to your needs.

1. A/R Control Preferences to be set

- Restart the Series 5 system, sign on, and from the screen, click on the **Accounts Receivable** graphic.
- Click on the **A/R Control Settings** graphic located on the Toolbar to edit the A/R Control Preferences.
- Click on the **Default G/L Accounts** tab
- Enter the correct G/L accounts, after consulting your accountant, for **Default A/R Control Account**, **Default Sales Revenue Account** and **Default Cash Account**.
- (Other settings may be set as required later).

2. Click **[Update]** to return back to the A/R Menu, and now add the A/R Accounts that will be needed.

- On the top menu-bar, click on **Codes Maintenance**, and from the drop-down menu, click **A/R Accounts**, (or you could have clicked on the **[A/R Accounts]** push button

on the right of the Toolbar tabbed sub-screen under the **Manage** heading).

- For each of the accounts defined in step 1, click **[New]** and enter the **Account Number** and a **Description**. (You will notice that a number of revenue accounts were already on file. These were created associated to the different charge codes pre-defined in the Marina-Mate system).
- You will also need to add the following G/L accounts, if applicable:

G/L Account	Defined in and/or Used By:
4 Tax Codes - for up to 4 taxes that may be collected on sales	<ul style="list-style-type: none"> • M/M General Control Properties • A/R Sales Transactions
A/R Control Account	<ul style="list-style-type: none"> • Used by Guest Invoicing
Task Charge Revenue	<ul style="list-style-type: none"> • M/M Task Charge Codes
Dock Moorage Revenue	<ul style="list-style-type: none"> • M/M Dock Codes
Booking Fees Revenue	<ul style="list-style-type: none"> • Used by Guest Booking
Deferred Lounge A/R Receivables	<ul style="list-style-type: none"> • Lounge Assessment Management
Unused Lounge Allotment Revenue	<ul style="list-style-type: none"> • Lounge Assessment Management
Deferred Pooled Sublet Payment Expense	<ul style="list-style-type: none"> • Sublet Management

3. Click **[Exit]** at the top of the grid screen to return back to the A/R Menu to now add the Tax Codes that might be charged to your sales.

- On the top menu-bar, click on **Codes Maintenance**, and from the drop-down menu, click **Tax Codes...**
- For each tax you need to collect, click **[New]** and enter the **Tax Code**, **Description**, **Rate** and the **G/L Liability Account**. (You will notice that a number of revenue accounts were already on file. These were created associated to the different charge codes pre-defined in the Marina-Mate system).

4. Click **[Exit]** at the top of the grid screen to return back to the A/R Menu to now add the Customer/Guest Type Codes that you want to set up for.

- On the top menu-bar, click on **Codes Maintenance**, and from the drop-down menu, click **Customer Type Codes...**
- For each Customer Type you wish to have, click **[New]** and enter the **Type Code** and the **Description**.
- For example, you may wish to have the following Customer Types so Sales Transactions for transient Moorage will be recorded in Accounts Receivable to different Customers:

Customer / Guest Type
Private Moorage Customers

Commercial Moorage Customers
Government Moorage Customers
US Guest
Canadian Guests
Reciprocal Guests
Club Member Moorage

5. Click **[Exit]** at the top of the grid screen to return back to the A/R Menu to now add Customer Codes for the different types of Transient Moorage Guests that you just entered.

- On the top menu-bar, click on **Codes Maintenance**, and from the drop-down menu, click **Customers...**, (or you could have clicked on the **[Customers]** push button on the right of the Toolbar tabbed sub-screen under the **Manage** heading).
- For each Customer Type you added in the previous step you should also add an associated Customer. In the Marina Mate system, you can assign a Customer to each Guest Type that is set up.
- Click **[New]** and enter the **Customer Code** and all fields that would be relevant to the Transient Guest Type. **(You will not have to put in an address, but if applicable, enter City, State/Province and Country. The fields on the A/R Profile tabbed sub-screen should be set as applicable).**

5. Click **[Exit]** at the top of the grid screen to return back to the A/R Menu to now add Customer Template Codes for the different types of Term Moorage Customers you have. When setting up for a new Term Moorage customer in your marina a Customer profile record must be added in the A/R system. To make it easier, you can set up a Customer Template that already has settings for the A/R Profile options. When adding a new customer record to the system, you can select one of the Templates. You then only have to enter company name, address and contact information.

- On the top menu-bar, click on **Codes Maintenance**, and from the drop-down menu, click **Customers Templates..**
- Click **[New]** and enter the **Template Code** and a **Description**, followed by all fields that would be relevant to a common set of customers. You might have different Templates for commercial, private and government clients.

Control Settings and Master Code Records in Marina Mate

There are a number of Master Codes that must be set up in the Marina Mate system prior to use. They should be defined in the order listed below. As well, to utilize the Slip Graphic Query capabilities, you will need to obtain one or more graphic bitmaps that show aerial views of the marina docks.



Processing Tip

When adding records to a given set of Master Code records, you can have one or more other Master Code Maintenance routines executing at the same time. So when adding a given record, if it needs a code that must have been set up in different Master Code record, if that maintenance routine is executing in a different window, just transfer over to that window and add it.

You may wish to have the Task Charge Codes Maintenance function executing in a window while adding Docks, Slips, Billable Charges, and Member Types.

Set up the Master Codes and Control Records in the following Order:

1. **Moorage Docks** - The marina is comprised of Docks. Each Dock basically defines an area where moorage slips are located where boats, (or Recreational Vehicles), can be assigned moorage. [Dock Codes](#)^[540] must be defined prior to adding the following Master Codes or executing the following function:

- [Moorage Slip records](#)^[546]
- [Hydro Pedestal records](#)^[580]
- [Rate Table records](#)^[556]
- [Map Slips to Dock Bitmap Graphics](#)^[646] function

2. **Moorage Slips** - All term moorage and transient guest vessels are assigned Moorage Slips. (*See the section following about building the Moorage Slip records*). [Moorage Slip Codes](#)^[546] must be defined prior to adding the following Master Codes or executing the following function:

- [Hydro Meter records](#)^[572]
- [Map Slips to Dock Bitmap Graphics](#)^[646] function
- [Hydro Pedestal records](#)^[580]
- [Guest Visit Management](#)^[204]
- Moorage Contract Management

3. **Task Charge Codes** - All charges entered into Series 5 the Marina/Yacht Club Management system must have a valid [Task Charge Code](#)^[595]. A number of Charge Code records were written when the Marina Mate system was initialized. However you will need to build new ones before defining any user defined Charge Types using the [Define Billable Charges](#)^[660] function. Also Charge Codes are used throughout the Marina Mate system to provide unit override rates for moorage and unit rates for goods or services purchased:

- [Moorage Dock records](#)^[540]
- [Hydro Pedestal records](#)^[580]
- [Reciprocal Code records](#)^[556]
- [Map Slips to Dock Bitmap Graphics](#)^[646] function
- Services Offered records
- [Special Events Management](#)^[307]
- [M/M Control Preferences](#)^[611]
- [Charges Entry for Invoicing](#)^[230]
- [Club Member Type Codes](#)^[454]

4. **Guest Type Codes** - All guests that visit the marina must be assigned a [Guest Type Code](#)^[641].

5. **Dock Graphic Layouts** - You must define the [Dock Graphic Layouts](#)^[643] that are used for the [Slip Graphic Query](#)^[191] and [Show Docks Graphical Display](#)^[188] operations. (*See the section following about building the bitmap graphic files*)

➔ About Defining the Moorage Slip Codes to the System

Whether you intend to use your existing Moorage Slip codes, or you are revamping your docks assigning new moorage slip codes, you will have to a Moorage Slip Code record defined for every slip or side-tie dock that you will be assigning moorage. You would normally have to manually add each Slip Code into the system. There is a simpler way. The Moorage Slip Maintenance function offers the ability to import and export your Moorage Slip Codes to an Excel spreadsheet. Build a spreadsheet that holds all your Slip Codes with the necessary fields used by the Marina Mate system, using the following steps:

1. Launch the Moorage Slip Codes Maintenance function. For each Dock that has been defined in the system, manually add one New Slip code. Be sure to review the information about each field associated to the slip, and enter applicable properties.
 - On the top menu-bar of the Marina Mate menu, click on **Codes Maintenance**, and from the drop-down menu, click **Moorage Slip Codes**, (or you could have clicked on the **[Moorage Slips]** push button on the right of the Toolbar tabbed sub-screen under the **Manage** heading).
 - For each of the Slip Codes to be added, click **[New]** and enter the **Moorage Slip Code** and all applicable fields.
2. Now export these Slip Code records to a spreadsheet.
 - On the top menu-bar, click on **File**, and from the drop-down menu, click **Export ...**
 - Choose the EXCEL workbook, and navigate to the **Folder** where the spreadsheet is to be created by clicking on the **[Browse]** button..
 - The Slip Codes that you had entered will be output to the spreadsheet. When prompted to "Execute your Spreadsheet Utility ?", click **[Yes]**.
 - You will see that each column is labeled for you, and each Slip's properties is in a row.
 - Now you can easily insert blank rows below each row of the Slip you had entered for each Dock for the remaining slips belonging to the dock
 - Select the Slip Code, right-click the bottom left corner of the field and drag down the number of rows equal to the number of slips associated to the dock, and click on **Fill Series** in the pop-up menu.
 - Now click to select the fields from column B to AP to highlight them, and right-click the bottom left corner of the highlighted columns and drag down the number of rows equal to the number of slips associated to the dock, and click on **Copy Cells** in the pop-up menu.
 - Edit the nn-Amp Flag, Max Boat and Slip Sizing column fields for each Slip as needed.

- Once all Slips have been edited, exit EXCEL making sure you save the changes you made..
3. Now import the spreadsheet back into the Marina Mate system.
- On the top menu-bar, click on **File**, and from the drop-down menu, click **Import ...**
 - Choose the EXCEL workbook, and navigate to the **Folder** where the spreadsheet was previously created by clicking on the **[Browse]** button.
 - You should see the spreadsheet you were working on. Highlight it and click **Open**.
 - Back to the Import screen, click [OK]. The spreadsheet will be loaded and all the Slip records created.


Building your Docks' Bitmap Graphics

The Series 5 Marina/Yacht Club Management system provides the ability to manage and inquire on vessel moorage graphically from dock bitmap images. A number of different functions relating to moorage assignment are available.

To make this process a little easier, you should proceed using the following steps as a guide:

1. Determine how to obtain a graphical bitmap image of the docks. This might be a drawing produced by a graphical artist or drafts person; or it might be from an aerial photo taken with a drone, or it could even be a captured image from Google Earth.
2. Depending on the dimension of the computer screens that will be employed and the resolution of the dock graphics to be displayed, you must decide the actual bitmap size of the segments of the docks that you can display on the computer screen. You can have up to 10 bitmap files set up to be displayed by the Graphical Moorage Slips Query function. (For a 24 inch diagonal screen, the maximum size bitmap that can be displayed is **1360 wide X 900 high pixels**.).
3. In each graphic bitmap, if possible, orient the graphics so that the docks and fingers are running perfectly vertical or horizontal on the screen. The auto-build function can then be employed to easily set up a whole row of moorage slips along the dock that have the same length and width.
4. If you are unable to align the docks vertically or horizontally, you can still map individual slips one-at-a-time using the computer mouse.

Once you have built and captured the docks to a graphic, map your slips as follows:

1. Launch the **Define Dock Graphics Layout**  Control function. For each graphic you wish to employee, a Dock Graphic record must be entered to the system.

- On the top menu-bar of the Marina Mate menu, click on **Control Options**, and from the drop-down menu, click **Define Dock Graphics Layouts**.
 - For each of the bitmaps you have to be added, click **[New]**. The system will automatically assign a **Graphic ID #**. The **Description** entered will appear as the title of the tabbed sub-screen in on the Graphical Moorage Slips Query screen. Click **[Browse]** and locate the bitmap file for the dock graphic. It should be store in the **s5\bin\images** folder. **(When adding the Layouts, add the graphic for the most frequently used area of the marina first, as that is the one that is displayed initially.)**
 - The remaining fields will be set when related functions are executed from the Map Slips to Dock Graphics routine.
2. Exit back to the Marina Mate menu and launch the [Map Slips Dock Bitmap Graphics](#)^[646] Control function. For each graphic you wish to employ, a Dock Graphic record must be entered to the system.
- On the top menu-bar of the Marina Mate menu, click on **Control Options**, and from the drop-down menu, click **Map Slips Dock Bitmap Graphics**.
 - There are two functions utilizing graphic images in the system. These are "[Slip Graphic Query](#)^[191]" and "[Show Docks Graphical Display](#)^[188]". When launching this function, you must select which program the set of bitmap graphics are to be utilized by. Click **For Display in "Slip Graphic Query"** and **[OK]**.
 - Each graphic you had defined to the system will appear in a tabbed sub-screen, that can be selected.
4. For each graphic defined, you must select it, and perform the follow functions:
- a) Set the Pixel-to-Feet scale for both vertical and horizontal directions on the graphic. You will need to know the exact distance between two vertical and two horizontal points on the docks for each graphic.
 - Right-click anywhere on the screen, and from the pop-up menu click **Set Graphic to Actual Feet Scale**.
 - Enter the actual distances, in feet, between the vertical and horizontal points that will be clicked to compute the scales
 - Refer to the instructions in the related topic titled [Map Slips Dock Bitmap Graphics](#)^[657]
 - b) For each dynamic side-tie dock, set the origin of the dock and the far end of the dock. The origin is the starting point of the dock when standing looking towards the far end of the dock. While looking towards the end, the Left Side is on your left, and the Right Side is on your right. If boats are tied up on each side, you need to set the Origin-of-the-Dock and the End-of-the-Dock for both sides.
 - Right-click anywhere on the screen, and from the pop-up menu click **Set Dock(s) Origin & Length (pixels)**.
 - Select the Dock for which the origin and the end is to be identified.
 - Refer to the instructions in the related topic titled [Map Slips Dock Bitmap Graphics](#)^[658]

c) For each side of each dynamic side-tie dock that vessels can be tied to, construct the "Mother" Side-Tie Master Slip. The frame created must define the area that boats can be side-tied to the dock. **(Note that you must have already created, or added, these "Mother" slips using the [Moorage Slip Code Maintenance](#)⁵⁴⁶ function with numeric suffix of "000" with the [Dynamic Side-Tie Master](#) check-box set).** If you allow rafting to the side-tie vessels, you must also create a "Rafting Corridor Mother Slip", positioned next to the "Side-Tie Mother Slip".



Processing Note

When building the "Mother" slips, you will have to set the Auto-Build Options with the following values:

Field:	Value:
# of Slips	1
Slip ID Prefix	The prefix of the Slips for the side of dock
Slip Start ID #	ZERO
Horizontal / Vertical Position	Left or Right of the Dock when looking towards the end
Above/Below/Left/Right Main Dock	As displayed visually on the graphic
Vessel Moorage	Side Tie
Slip Suffix # Digits	1, 2 or 3 when added to the Prefix # of digits equals 5

Toggle the Show Slip Clicking Boundaries check-box off and on to see the "Mother" frame displayed.

- Right-click anywhere on the screen, and from the pop-up menu click **Click Slips Vertical Left/Right Edges**
- Then again, right-click anywhere on the screen, and from the pop-up menu click **Click Slips Horizontal Top/Bottom Edges**
- Toggle the Show Slip Clicking Boundaries check-box off and on to see the "Mother" frame displayed.
- Refer to the instructions in the related topic titled [Map Slips Dock Bitmap Graphics](#)⁶⁵⁸

d) For a given series of normal bow-in/stern-in slips or sheds, have the system automatically map the edges of each Slip. **(Note that you must have already created, or added, these slips using the [Moorage Slip Code Maintenance](#)⁵⁴⁶ function with sequential numeric suffixes with the [Type of Moorage Dock Slip or Dock Shed](#)).** These can be built for either vertical or horizontal docks within the bitmap graphic working with.



Processing Note

When building the "Mother" slips, you will have to set the Auto-Build Options with the following values:

Field:	Value:
# of Slips	Enter the # of slips that would be aligned vertically or horizontally along a dock
Slip ID Prefix	The prefix of the Slips for the dock
Slip Start ID #	Whatever is the 1st slip to be mapped
Horizontal / Vertical Position	Left or right of the Dock when looking towards the end
Above/Below/Left/Right Main Dock	As displayed visually on the graphic
Vessel Moorage	End Tie
Slip Suffix # Digits	1, 2 or 3 when added to the Prefix # of digits equals 5

Toggle the Show Slip Clicking Boundaries check-box off and on to see the "Mother" frame displayed.

- Right-click anywhere on the screen, and from the pop-up menu click the **CAutoSet xxxxxxxxxxxx** function that would be appropriate for the series of slips to be mapped
- Toggle the Show Slip Clicking Boundaries check-box off and on to see the "Mother" frame displayed.
- Refer to the instructions in the related topic titled [Map Slips Dock Bitmap Graphics](#)⁶⁴⁸

3.2 G/L Account Distributions

The M/M system generates G/L Distributions, as required, basically for Revenues associated to billing. Depending on how the the M/M system is configured and how it is used, different types of distributions, (which end up in the G/L as journal entries), might be written. This topic will describe where these accounts are defined, how they are used, and which distributions are generated for the assorted operations available in the M/M system.

G/L Accounts Used in M/M

The G/L accounts used by the M/M system must be defined as valid A/R accounts, and valid G/L accounts. Depending on the account, in the M/M system, they must be assigned to assorted

fields in the different Control Specifications, or Master Codes records. Where they must be set up are defined in the following table:

G/L Accounts Defined in the Marina/Yacht Club Management System	
Account Name	Record or Master Code Record Defined With
AR Control	A/R Control Preferences
Default Cash Account	A/R Control Preferences
Prepay Cash Account	A/R Prepayment Codes
Tax Liability	A/R Tax Codes
Guest Booking Fee Revenue	MM Control Preferences - Guest Invoicing
Guest Invoice Receivables	MM Control Preferences - Guest Invoicing
Deferred Lounge Receivables	MM Control Preferences - Club Lounge Assessment
Unused Lounge Credit Revenue	MM Control Preferences - Club Lounge Assessment
Deferred Sublet Pool Payable	MM Control Preferences - Sublet Pool Controls
Long Term Moorage Revenue	MM Dock Codes
Charges Revenue	MM Task Charge Codes
Charge Type Revenue	MM Task Group Codes
Revenues	<p>Source is defined by a field in the Task Charge Code records. The possible sources include the following:</p> <ul style="list-style-type: none"> • Task Charge Code • Task Group • Moorage Dock

G/L Journal Entry Distributions

All G/L Distributions that are generated from the MM and A/R applications are written to the A/R Distribution file. These A/R Distributions are recorded into the General Ledger system only after the **Interface from Subsystem** operation is executed from the G/L Menu' application.

If the MM and A/R generated distributions are to be moved to a different accounting system, when exported to spreadsheet, the account numbers can be mapped to the target accounting system's account numbers.

Lounge Assessment Postings - Distributions Generated

If the Lounge Assessment Management functions are used, when Lounge transactions are

posted, assorted distributions are generated. A setting in the [M/M Control Properties](#) ⁶¹⁸ defines whether revenue distributions are generated by the Restaurant Order system, or by the Series 5 system.

If Revenue Generated by the Restaurant System			
Function	Description	Debit Account	Credit Account
Lounge Assessment Invoice	Member Invoiced	A/R Control	Deferred Lounge Revenue
Lounge Assessment Paid	Payment Received	Cash Account	A/R Control
Lounge Sale Generated (by Restaurant system)	Food, Liquor and/or Tips consumed by member	Deferred Lounge Receivable	Food Revenue
Lounge Charge Applied to Allotment Balance	Charge Interfaced to S5	Deferred Lounge Revenue	Deferred Lounge Receivable
Lounge Charge Invoiced (Allotment Balance overspend)	Charge Interfaced to S5	A/R Control	Deferred Lounge Revenue
Charges Invoice Paid	Payment Received	Cash Account	A/R Control
Record Unused Allotment	End of Allotment Periods	Deferred Lounge Revenue	Unused Lounge Allotment Revenue

If Revenue Generated by Series 5			
Function	Description	Debit Account	Credit Account
Lounge Assessment Invoice	Member Invoiced	A/R Control	Deferred Lounge Revenue
Lounge Assessment Paid	Payment Received	Cash Account	A/R Control
Lounge Sale Generated (by Restaurant system)	Food, Liquor and/or Tips consumed by member	nothing	nothing
Lounge Charge Applied to Allotment Balance	Charge Interfaced to S5	Deferred Lounge Revenue	Food, Liquor and/or Tips Revenue
Lounge Charge Invoiced (Allotment Balance overspend)	Charge Interfaced to S5	A/R Control	Deferred Lounge Revenue
Charges Invoice Paid	Payment Received	Cash Account	A/R Control

Record Unused Allotment	End of Allotment Periods	Deferred Lounge Revenue	Unused Lounge Allotment Revenue
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Part



4 The Basic User Interface

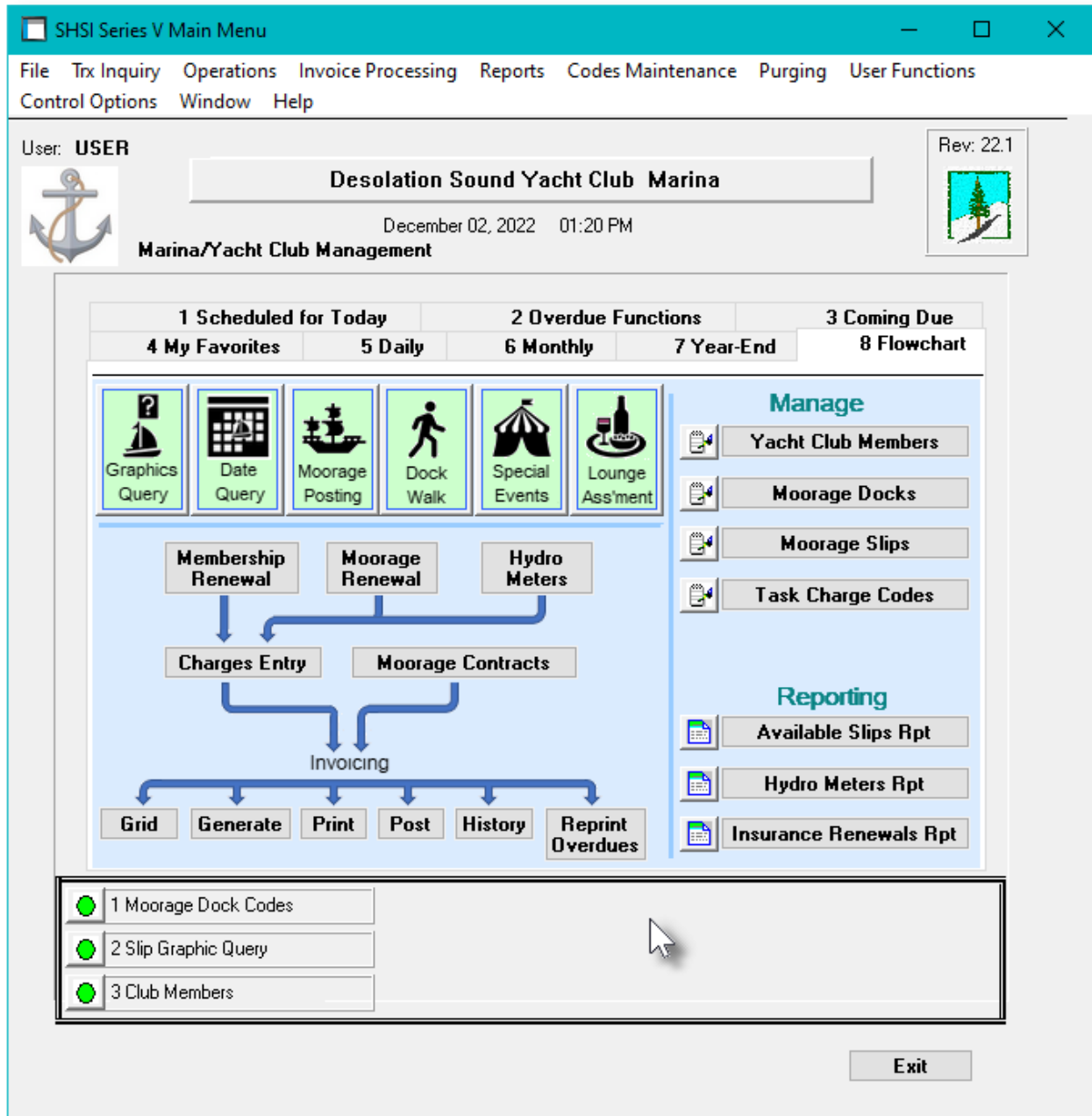
Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

4.1 Marina/Yacht Club Management Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

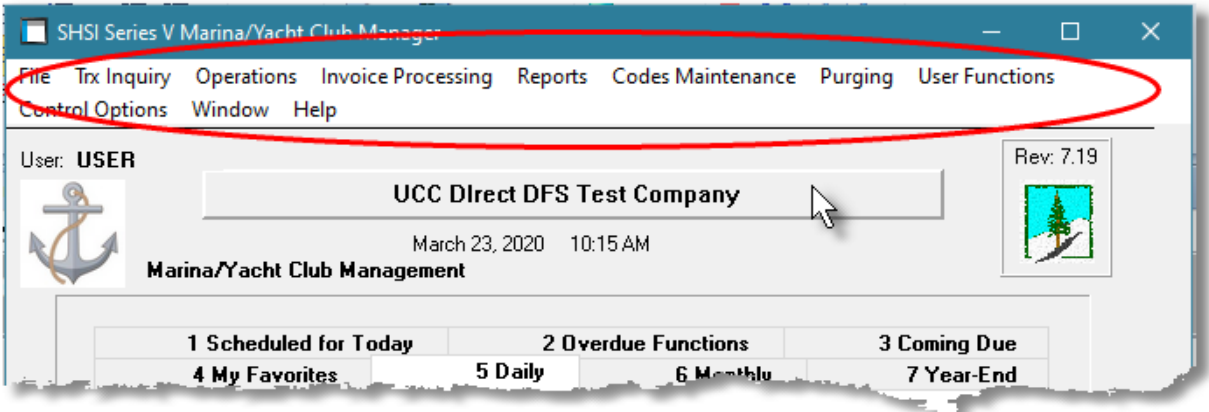
The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the [Marina/Yacht Club Management Menu Functions](#)¹⁴³ and [The MM Menu](#)¹⁴³ chapters.

Here is the MM menu that will be used to identify the different functions available.



– Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.



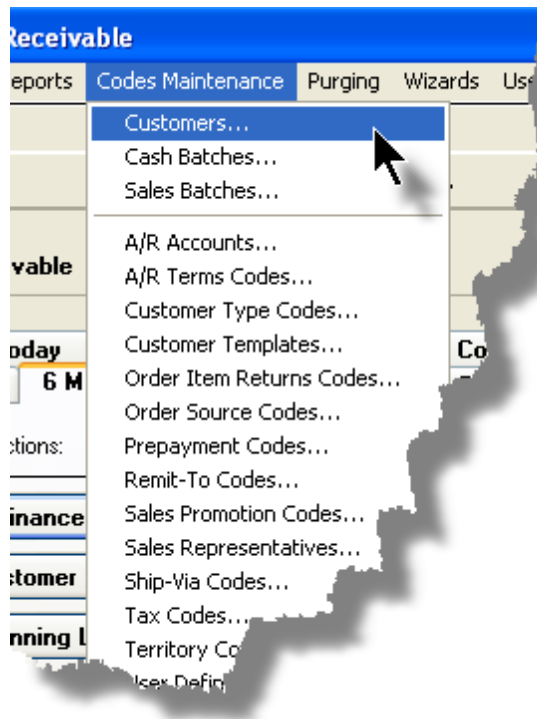
Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Sales Transaction Entry, Cash Receipts Entry, Invoicing, Printing Customer Statements or Dunning Letters, Purging the Receivables and other typically daily, monthly or annual functions
Invoice Processing	For those functions relating to the generation and management of invoices
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
User Functions	For launching user created programs or other Window's Utilities
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.

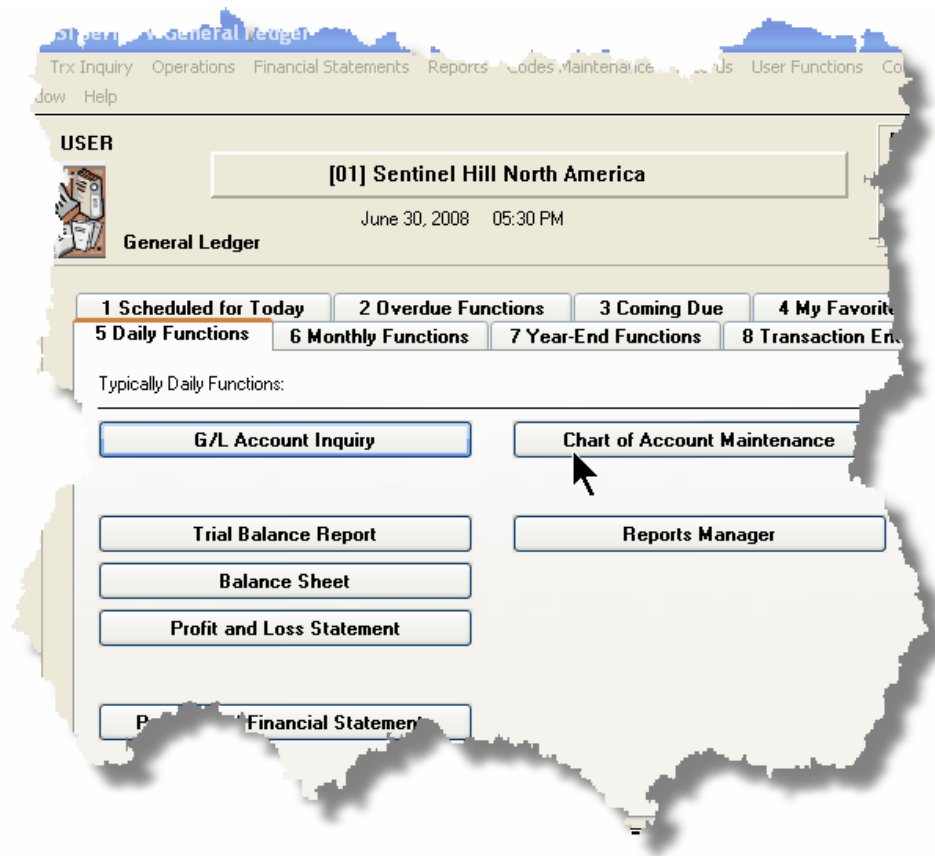


2. Select **Customers...** from the drop-down menu and the Customer Codes Maintenance screen will be displayed.

– Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provided on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:



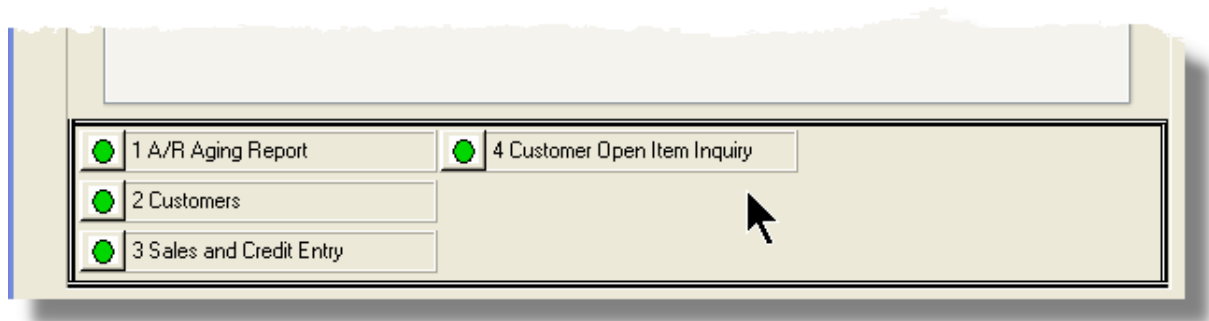
1. Click on the applications' **Daily Functions** tab.
2. Click on the desired function push button.

4.1.1 Multi-Threaded Windows

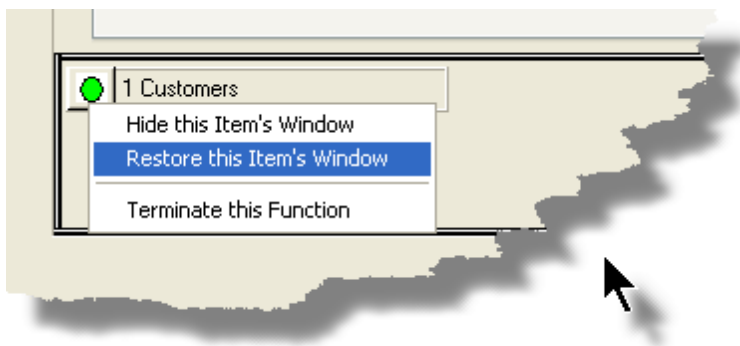
The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

➡ Execute multiple functions from the Applications' menu simultaneously

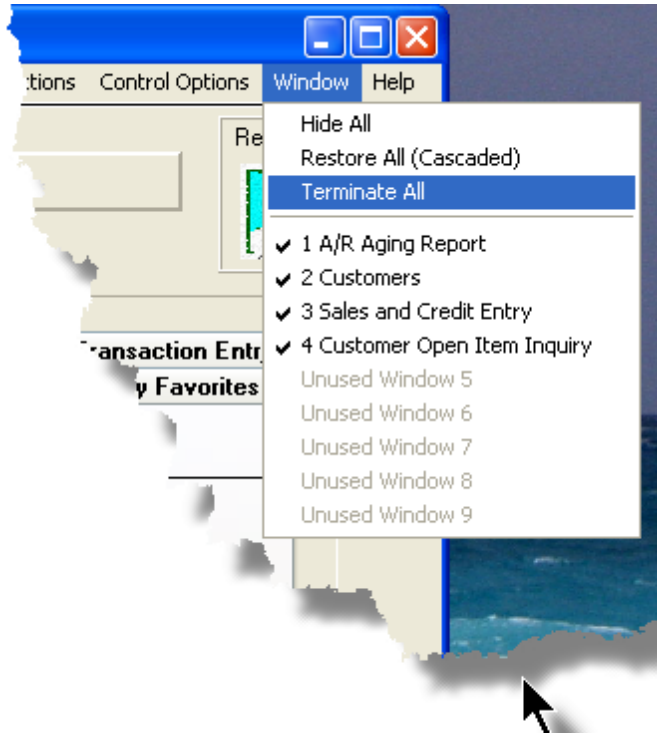
- The functions that have been launched are displayed in the frame at the bottom on the application menu



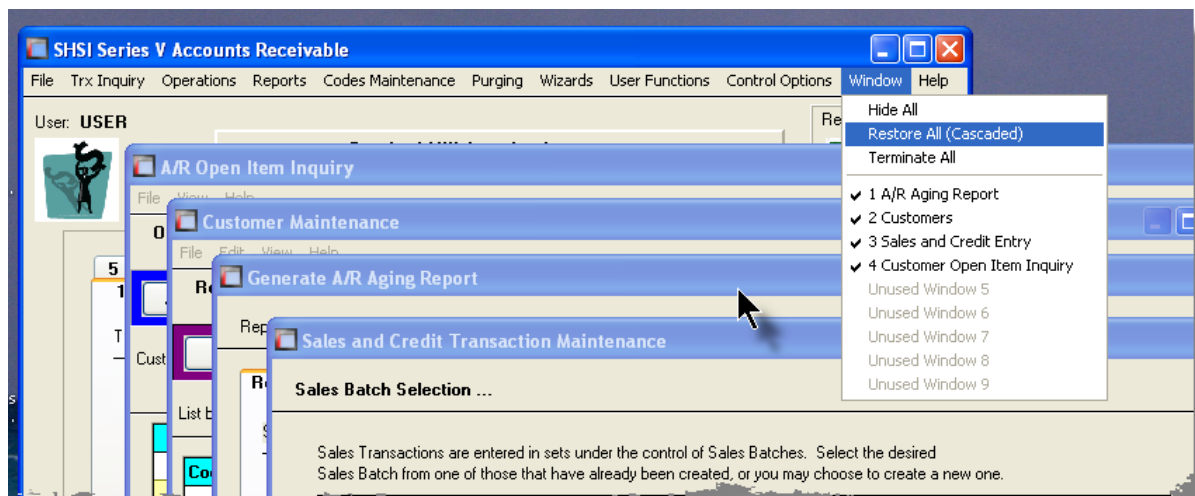
- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.



- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu



- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu



- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's **Window** sub-menu

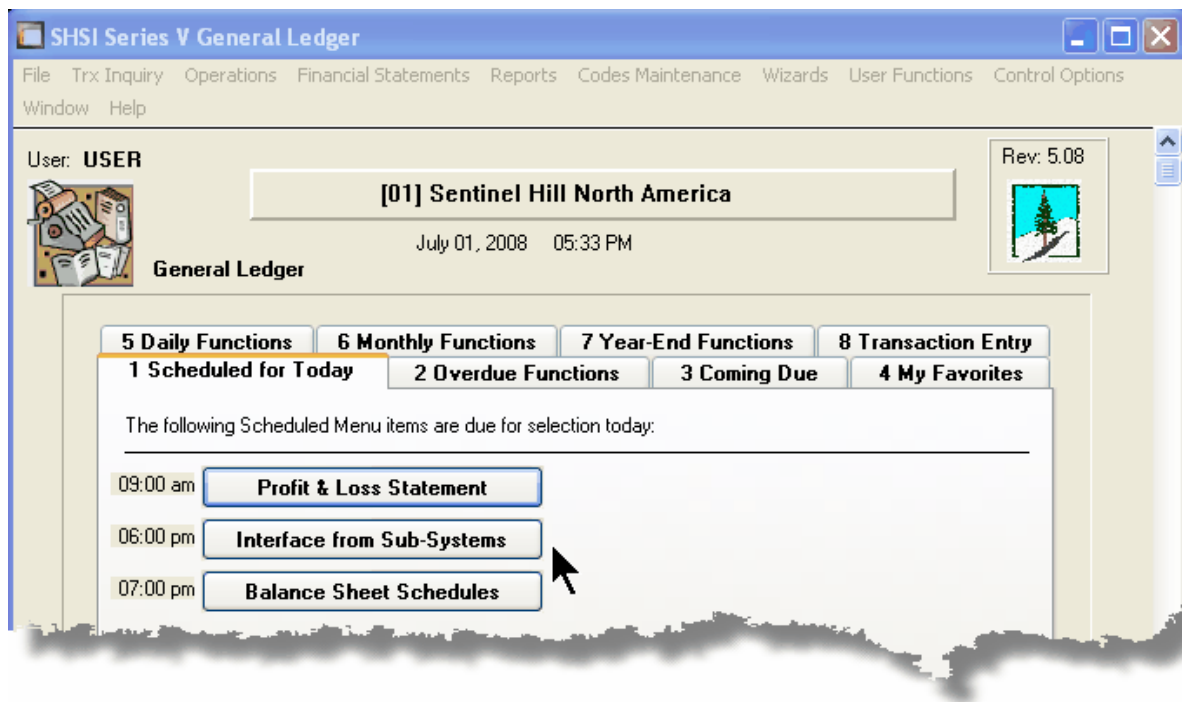
4.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

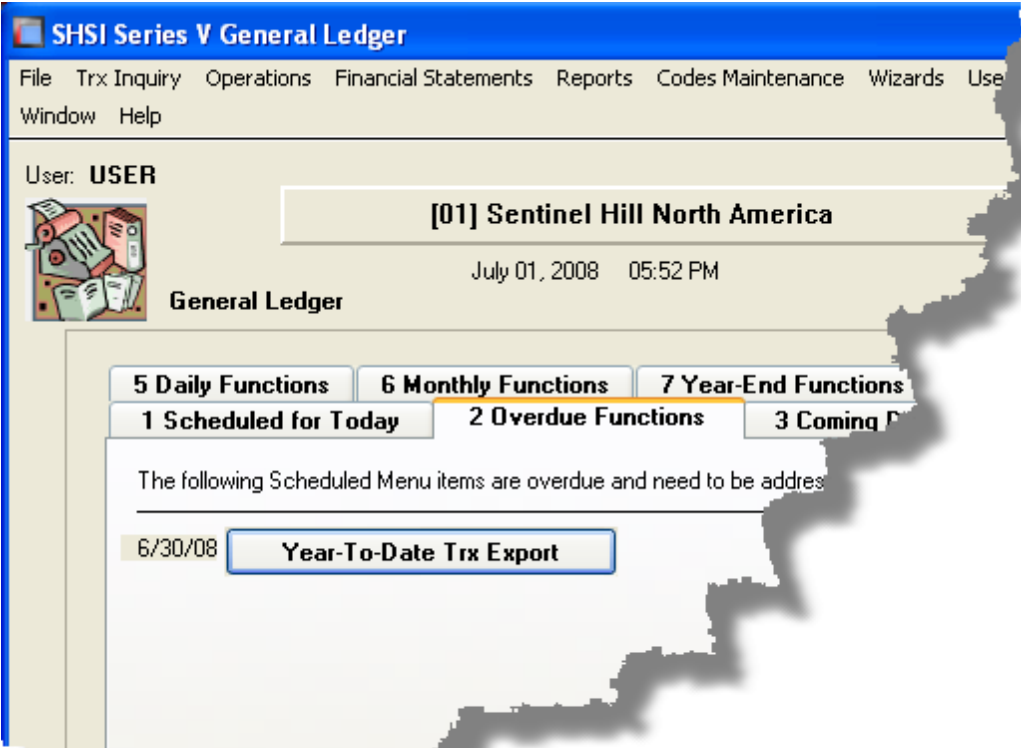
Refer to the section on [Users Scheduled Menu Functions](#)¹³⁷ under the [User Access Management](#)¹³⁰ Chapter for the steps to set up the Scheduled functions.

– Scheduled Menu Sub-Screen Examples

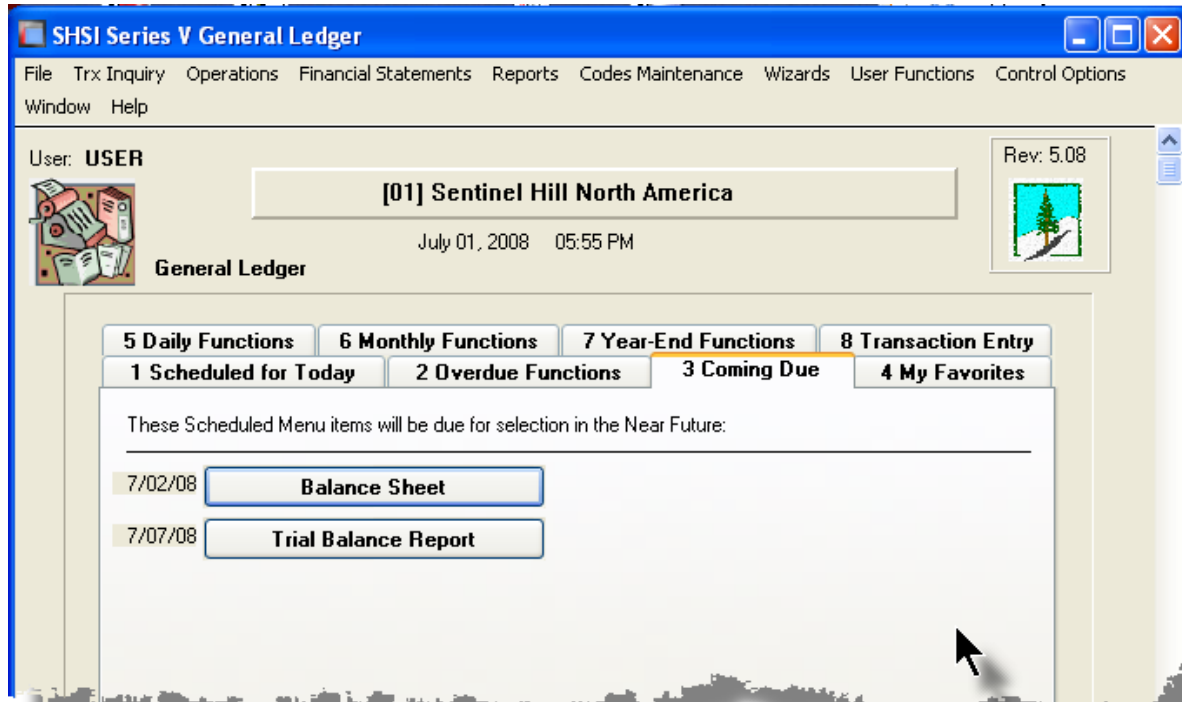
- For menu functions that are scheduled to be launched today:



- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

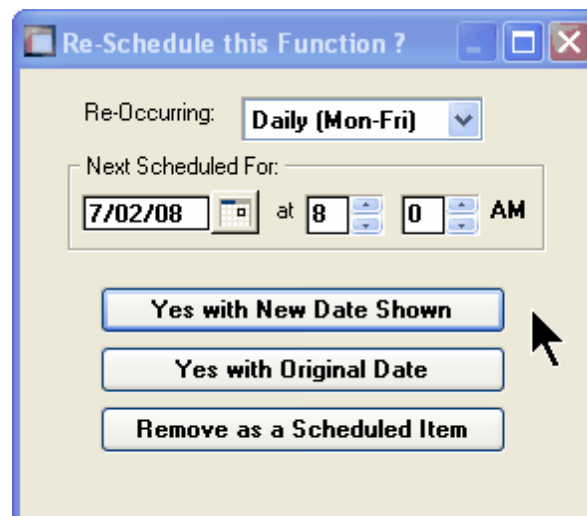


- For menu functions that are scheduled, but for a date in the future:

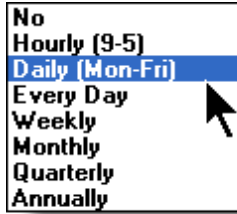


– Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.



1. The fields will default so the function will be scheduled as defined.
2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

4.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- Master Code Maintenance routines
- Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed).*

Standard Journal Transaction Entry

File Edit View Help

Standard Journal Transaction Entry Session: APACCR

Menu Bar of applicable functions

Select to add, modify, delete, or print an Edit List. To have the transactions posted to the ledger, select the "Post" function.

Coloured frame of Push Buttons of major functions that can be performed

Click to Exit

Click to hide the Window

New Modify Delete Print Full Edit List Print Exception Edit List Post

List by: Journal ID # Go To Trxs with JID #: Refresh Transaction Ledger Date: 2/29/08 Transaction Document Date: 2/29/08

JID #	G/L Type	Account #	Description	S/L Project	Date	Debit	Credit	Ref Batch	Ref Doc #	Auto	Acr
			MESSENG	APACCR	2/29/08	300.00					
			ES-BULK	APACCR	2/29/08						Y
15		064-3222-040			2/29/08	22,500.00					Y
GL-ST		UCC ON DEMAND CORR FEE		APACCR	2/29/08						
17		064-3310-040			2/29/08	6,603.60					Y
GL-ST		DIRECT ACCESS-GROSS CHAF		APACCR	2/29/08						
18		064-3310-040			2/29/08	12,100.00					Y
GL-ST		CONSULTANT FEE-IT HOUSTON		APACCR	2/29/08						
23		064-4910-060			2/29/08						Y
GL-ST		CONSULTANT FEES IT		APACCR	2/29/08						
27		021-2690-100			2/29/08						Y
GL-ST		ACCRUED EXPENSES UDS - A.		APACCR	2/29/08	83,759.29					
Control Totals:						8	of	Transactions.	Total Debits: \$	83,759.29	

Refresh the grid display with the record of the key that is entered here

Click to Refresh the grid display to the 1st record satisfying and filters and update any applicable status fields

Click to display a search window to enter a search string search

Grid Navigation Push Buttons to position to the next/prior Item or Screen or to the Start/End of the list

Double click any given row to have the associated record edited

Right click a field in any given row to have a pop-up menu displayed offering applicable functions that can be executed

Totals applicable to the items displayed in the grid

Status bar displays the Sort Option, and the current Search Field and String

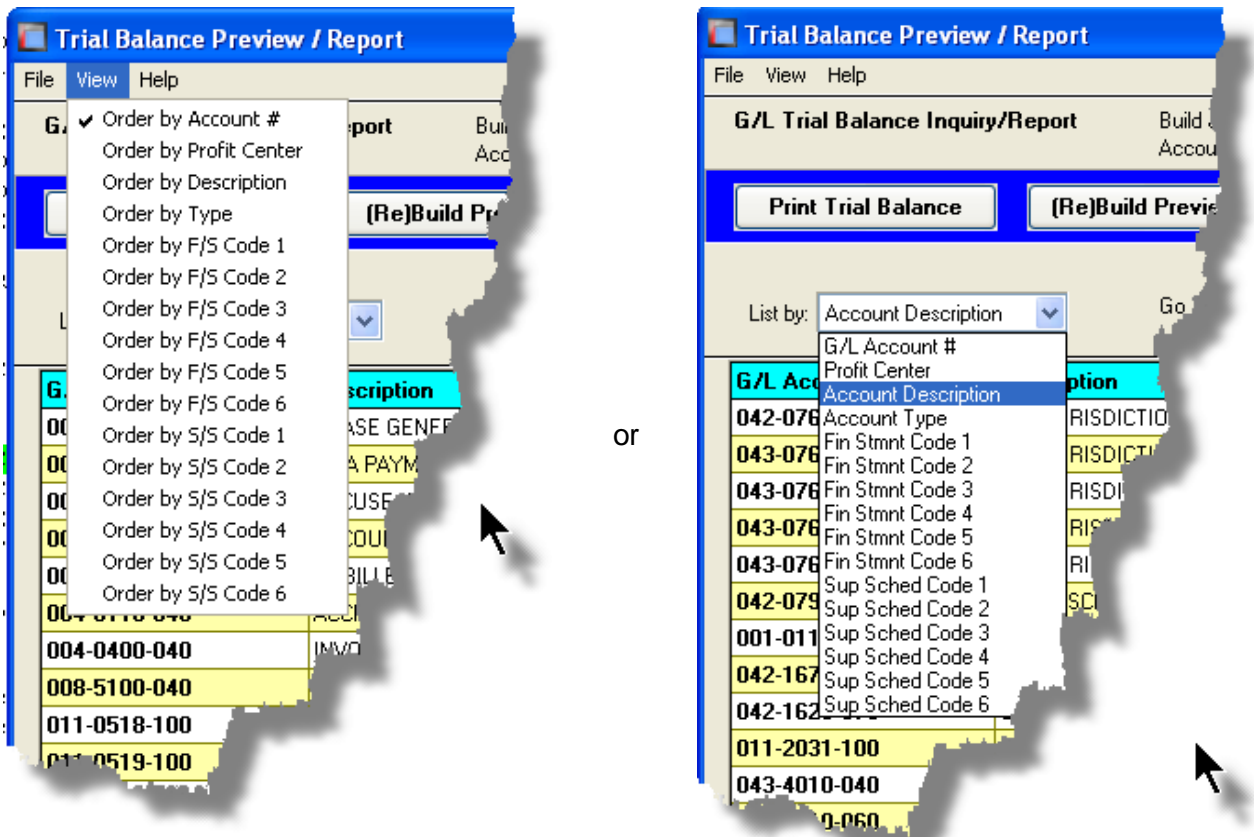
WARNING: The Ledger and Document Dates assigned to these Transactions have not been updated since the last time this Standard Trx Set was Posted

Edit and Update Session and Trx Dates Now

Items are listed by JID # (order entered). Search: for:

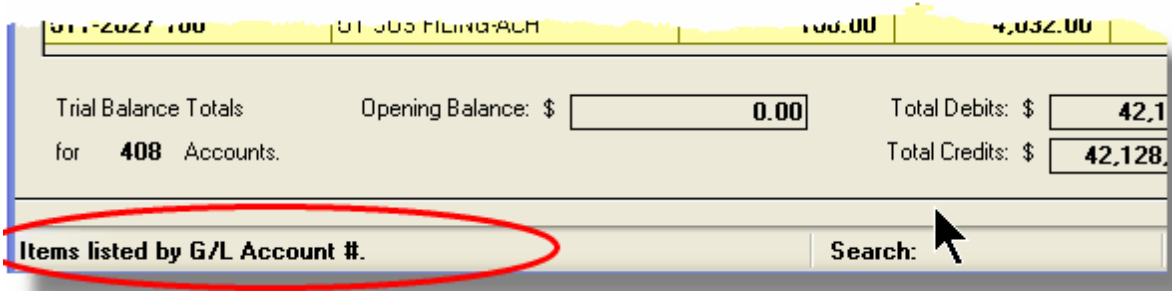
List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.



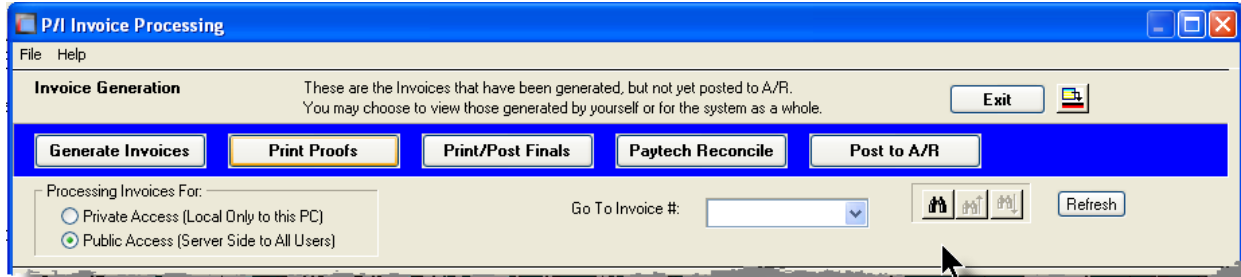
or

A description of the sort order is displayed in the status bar at the bottom of the screen.

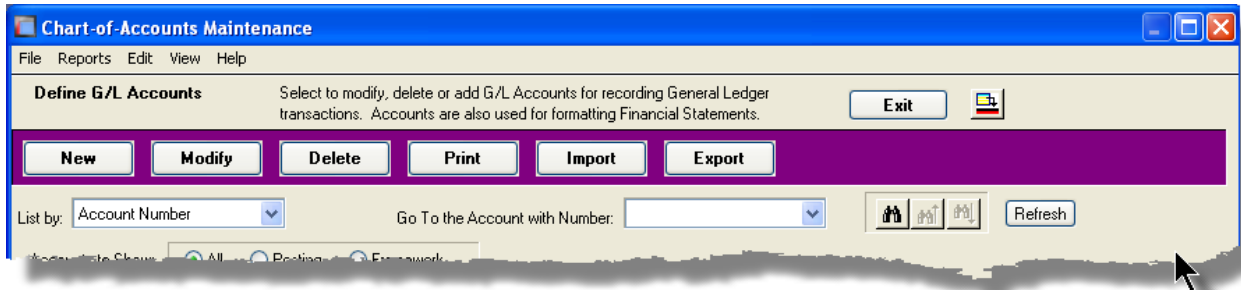


- "Fast Button" Frame Tasks Push Buttons





In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.



Or for another example:



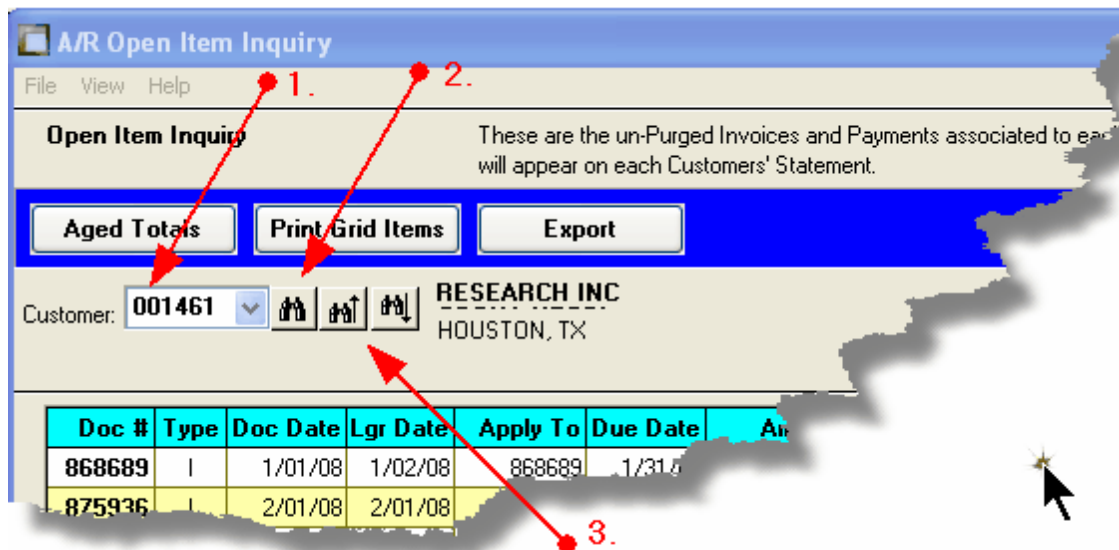
Note that different types of functions have different frame background colors.

	- Blue	Active data Inquiry or Analysis
	- Burgundy	Codes Maintenance
	- Olive Green	Archived transaction Inquiry
	- Aqua-Marine Green	Transaction Entry


- Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.



In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the  icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

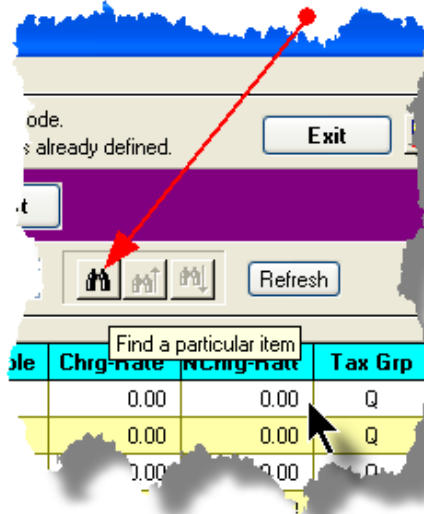
Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

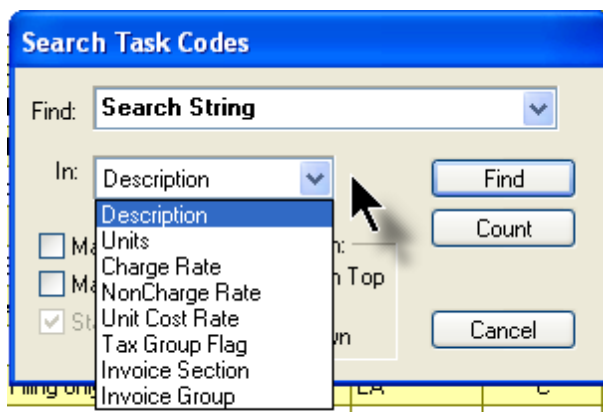
– Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.



- The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.

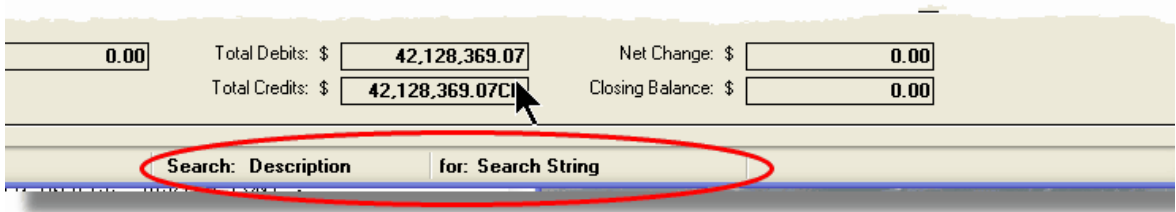


- Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button)
- If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



- The current search string, and name of the field tested is displayed in the status bar at the

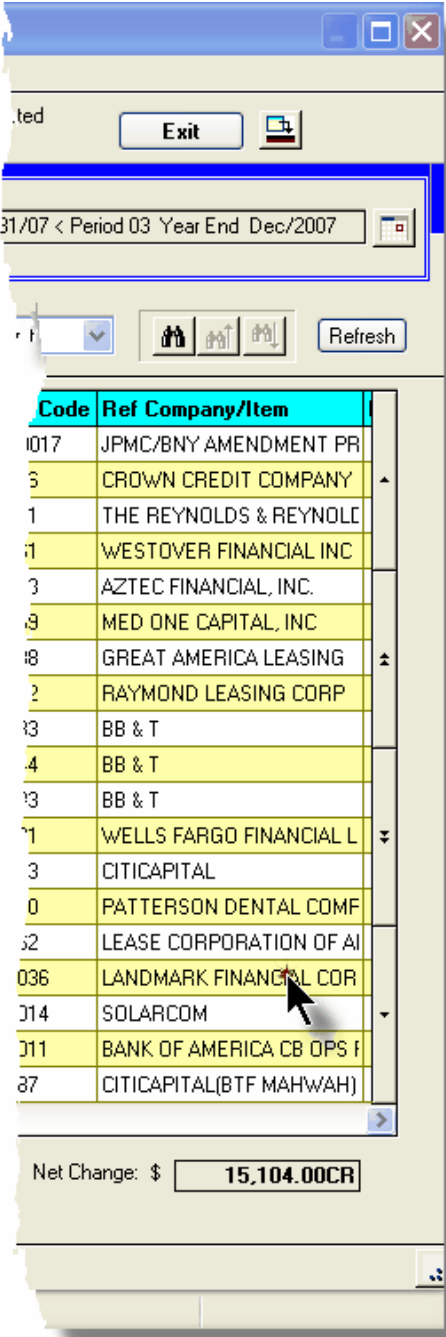






bottom of the screen.



Grid Navigation Buttons

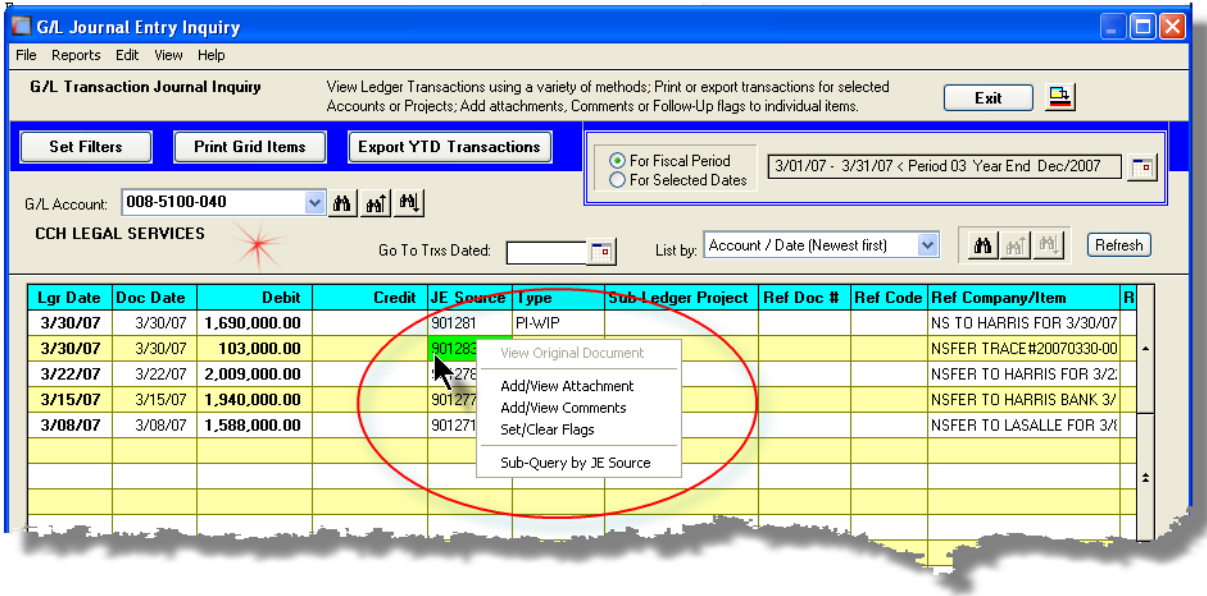
To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you		
The prior grid row	Cursor-Up Key or rotate the mouse wheel away		
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away		
The 1st row of the next screen	Click bottom down button		
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button		
The last row of the next screen	Page-Down key, or click the lower dbl-down button		
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button		
The 1st record on file	Hold the shift key and click the top up button		
The last record on file	Hold the shift key and click the bottom down button		

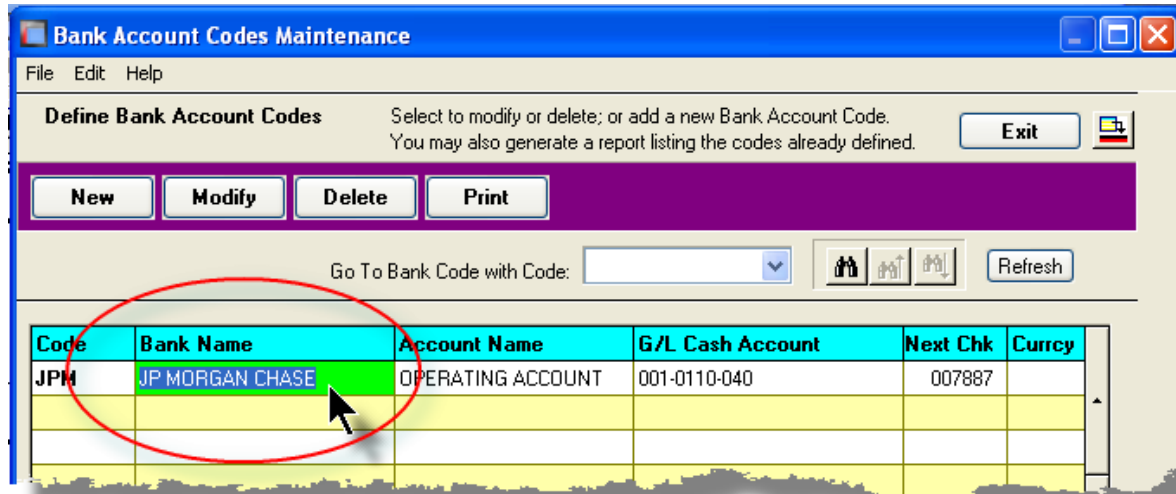
- Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



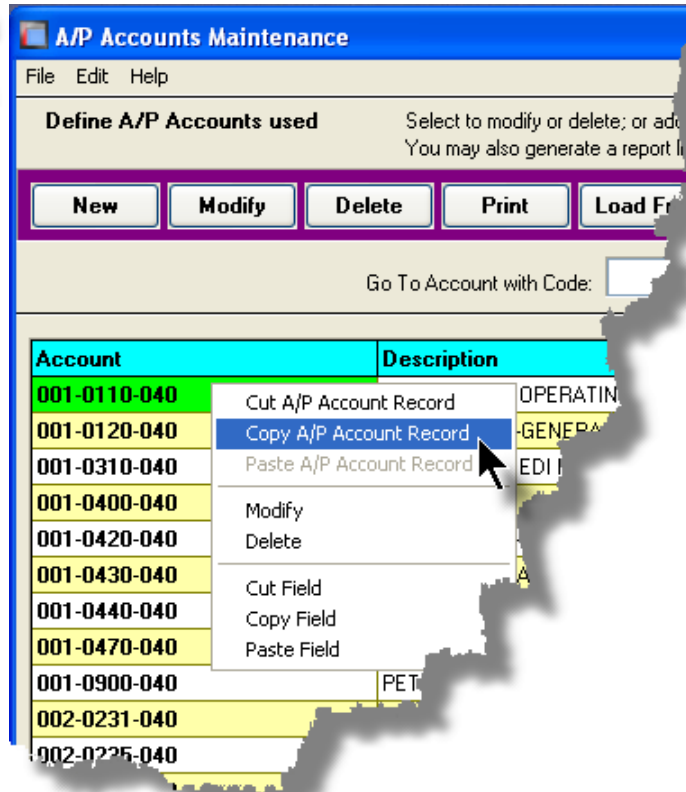
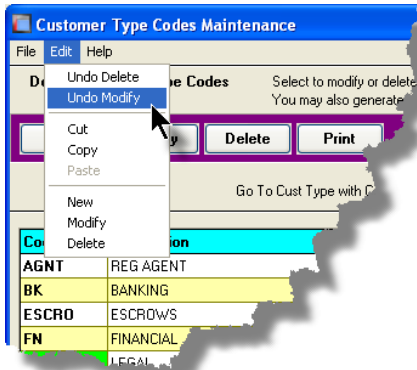
- Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



- Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. ***(In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).***

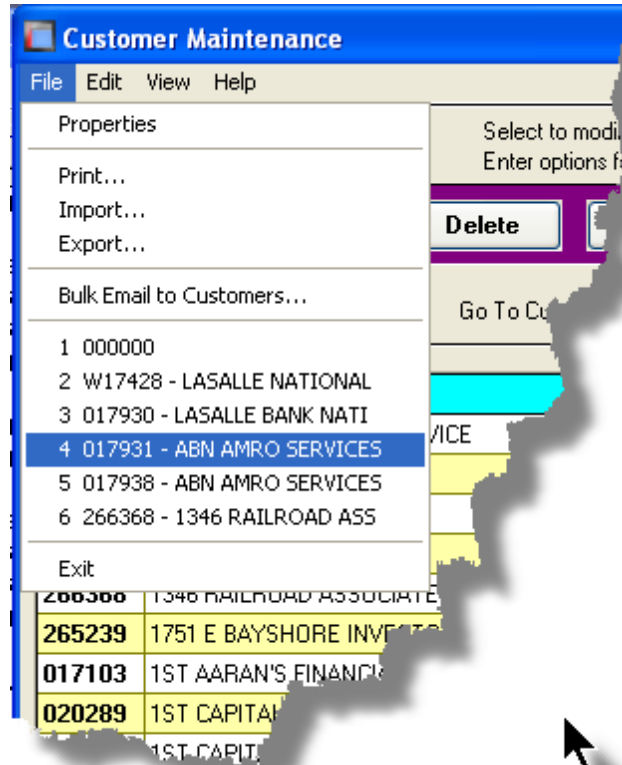


Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

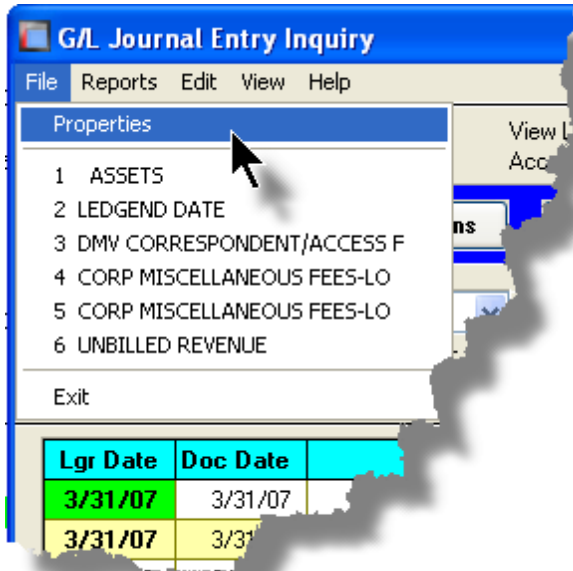
- Most Recently Accessed Items Menu

In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the last 6 items that were added or edited . You can click on any one these to position to it.

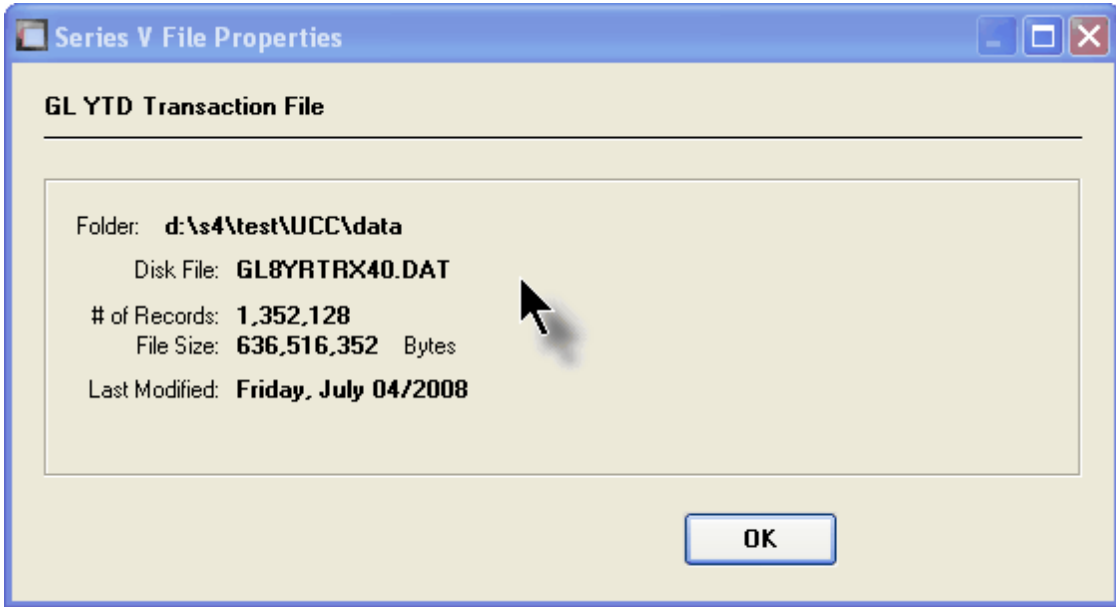


— Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found in the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.




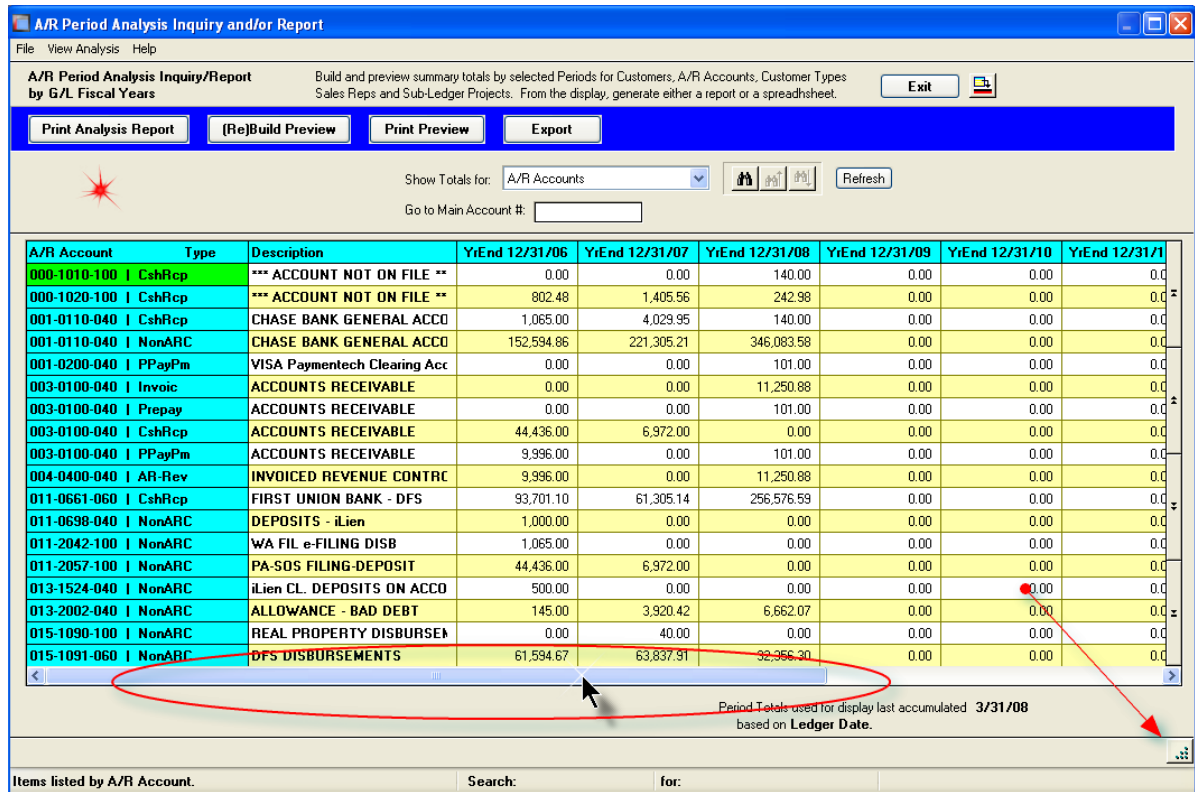
- Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view the

hidden columns of data.

If there is an  icon in the lower right corner of the screen, clicking on this will expand the screen laterally to it's full size. (You will need to have a wide screen for this to be effective).



A/R Period Analysis Inquiry and/or Report

Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types Sales Reps and Sub-Ledger Projects. From the display, generate either a report or a spreadsheet.

Print Analysis Report (Re)Build Preview Print Preview Export

Show Totals for: A/R Accounts Refresh


Go to Main Account #:

A/R Account	Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/11
000-1010-100	CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.00
000-1020-100	CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.00
001-0110-040	CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.00
001-0110-040	NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.00
001-0200-040	PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	Invoice	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.00
003-0100-040	Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.00
003-0100-040	PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.00
004-0400-040	AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.00
011-0661-060	CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.00
011-0698-040	NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.00
011-2042-100	NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.00
011-2057-100	NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.00
013-1524-040	NonARC	iLien CL. DEPOSITS ON ACCO	500.00	0.00	0.00	0.00	0.00	0.00
013-2002-040	NonARC	ALLOWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.00
015-1090-100	NonARC	REAL PROPERTY DISBURSEM	0.00	40.00	0.00	0.00	0.00	0.00
015-1091-060	NonARC	DFS DISBURSEMENTS	61,594.67	63,837.91	32,356.30	0.00	0.00	0.00

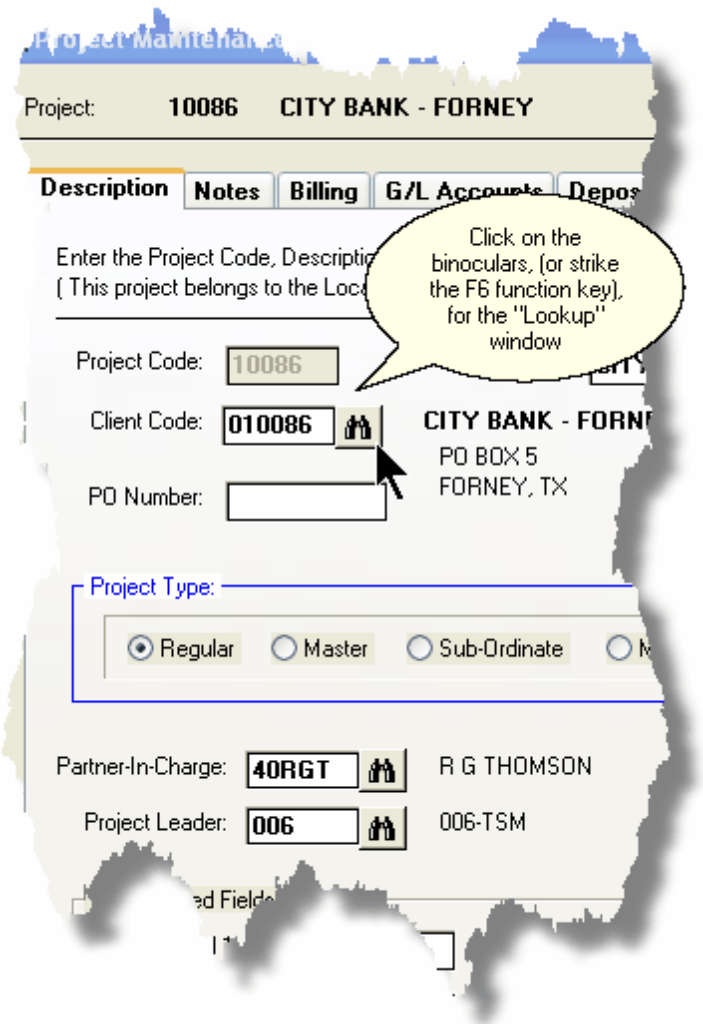
Period Totals used for display last accumulated 3/31/08 based on Ledger Date.

Items listed by A/R Account. Search: for:

4.3 Code "Lookup" Window

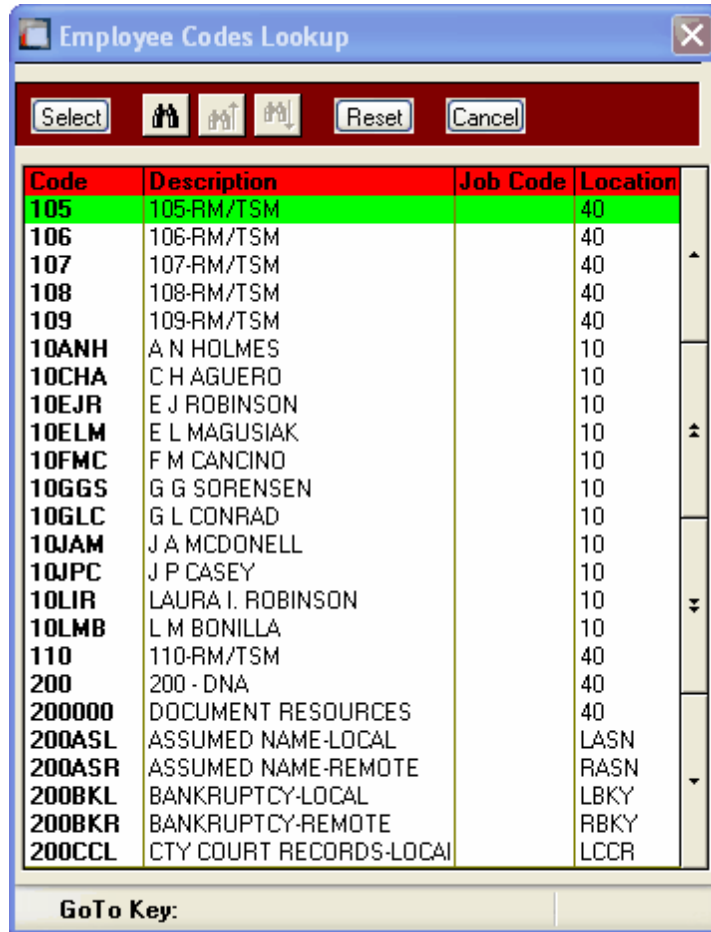
Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon  of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.


Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.



- Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.



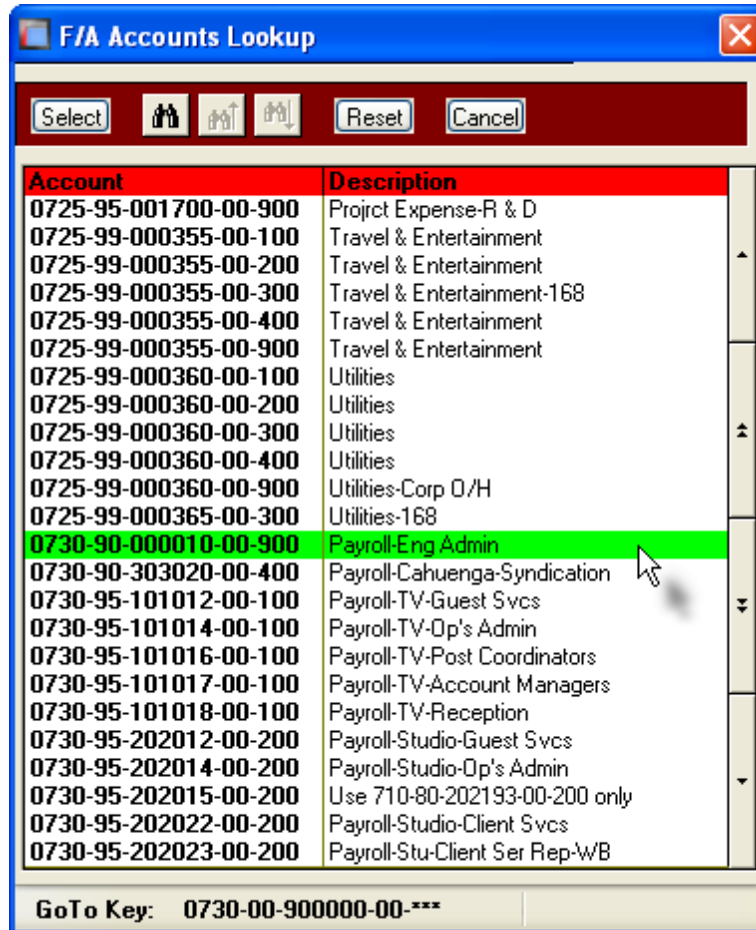
- ❖ Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- ❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).

108	108-RM/TSM	40
109	109-RM/TSM	40
10ANH	A N HOLMES	10
10CHA	C H AGUERO	10
10EJR	E J ROBINSON	10
10ELM	E L MAGUSIAK	10
10FMC	F M CANCINO	10
10GGS	G G SORENSEN	10
10GLC	G L CONRAD	10
10JAM	J A MCDONELL	10
10JPC	J P CASEY	10
10LIR	LAURA I. ROBINSON	10
10LMB	L M BONILLA	10
110	110-RM/TSM	40
200	200 - DNA	40

GoTo Key: 10G

- G/L Account "Lookup" Window


For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

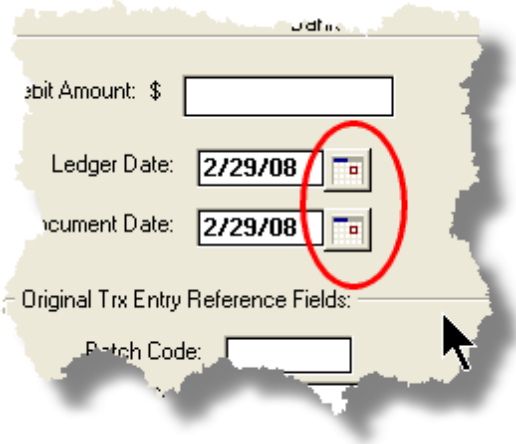


The main difference is the entry of the GoTo Key:

- ❖ As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- ❖ For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- ❖ Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- ❖ In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- ❖ Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

4.4 Date "Lookup" Window

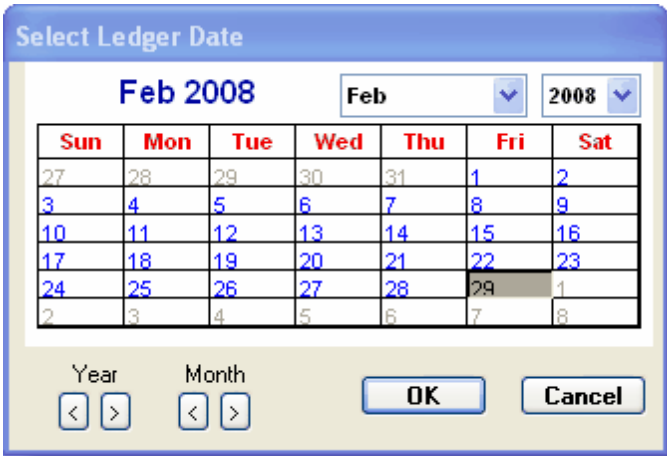
Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon  of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.


- Date entry "Lookup" Window

Here is the "Date Lookup" window.

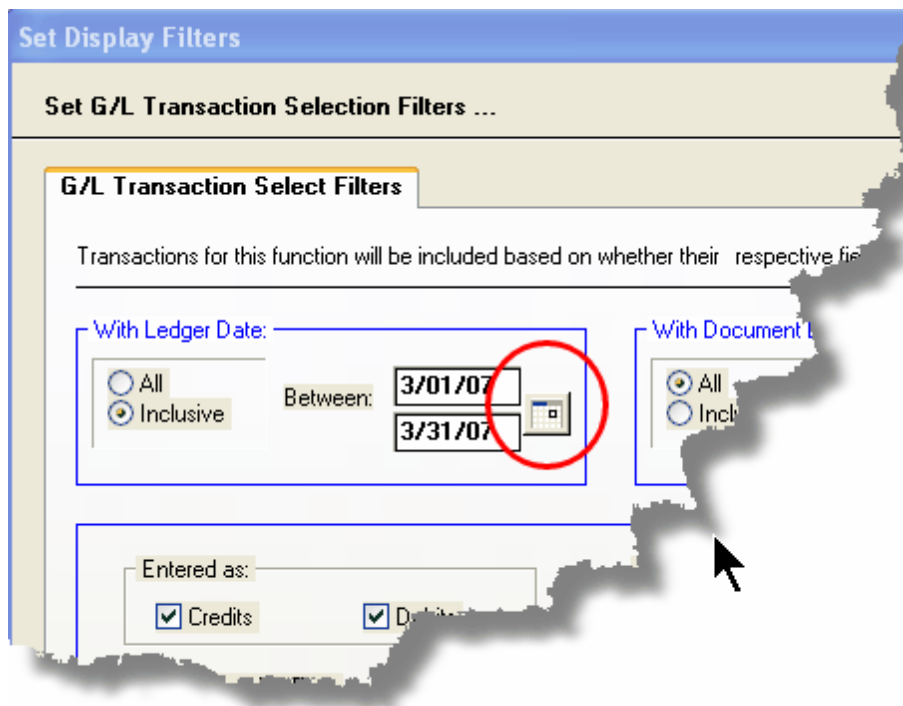


- ❖ Select a particular date by double-clicking it on the calendar
- ❖ Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- ❖ Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom
- ❖ Exit without selecting a date by clicking on the **Cancel** push button

4.5 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon  of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

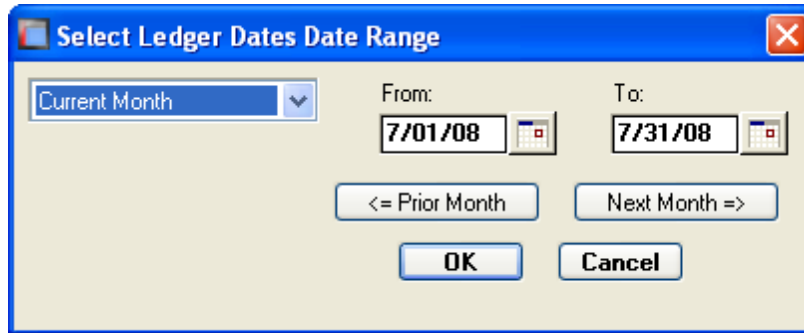


The screenshot shows a window titled "Set Display Filters" with a sub-section "Set G/L Transaction Selection Filters ...". Inside, there is a "G/L Transaction Select Filters" section. Below this, a text line reads: "Transactions for this function will be included based on whether their respective fi...". There are two main filter sections: "With Ledger Date:" and "With Document:". The "With Ledger Date:" section has radio buttons for "All" and "Inclusive" (selected), followed by the text "Between:" and two date input fields: "3/01/07" and "3/31/07". A small calendar icon is to the right of the second date field, which is circled in red. The "With Document:" section has radio buttons for "All" and "Incl". Below these sections is an "Entered as:" section with checkboxes for "Credits" and "Debits", both of which are checked. A mouse cursor is pointing at the calendar icon.

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

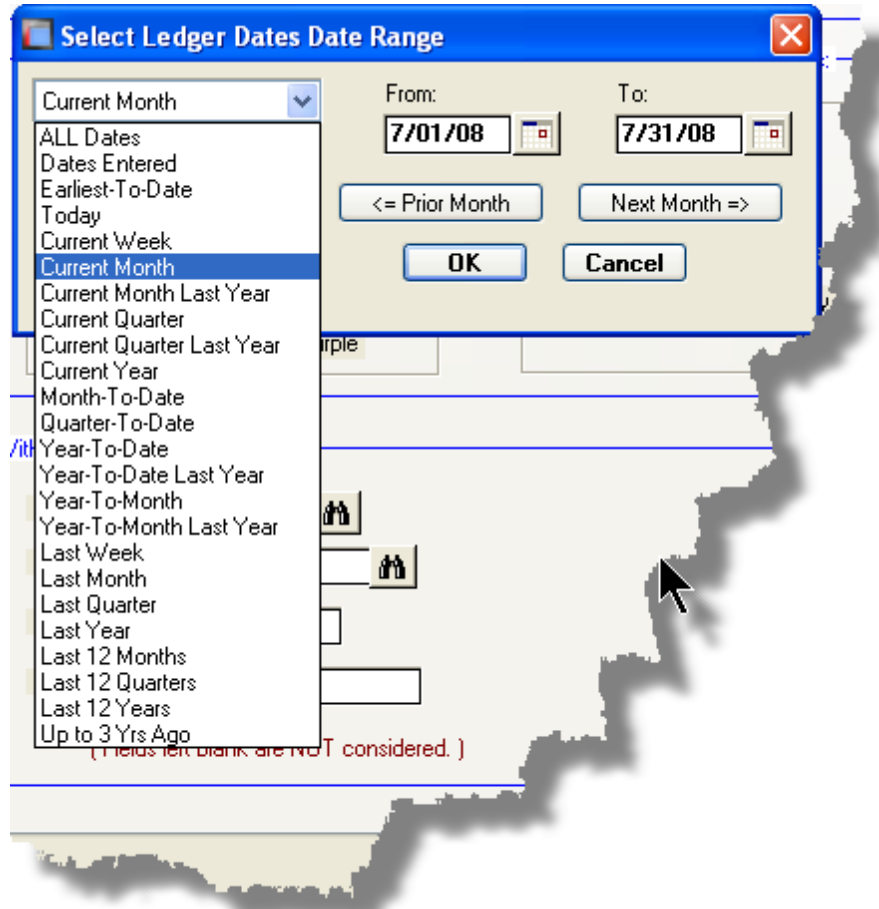
- Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).

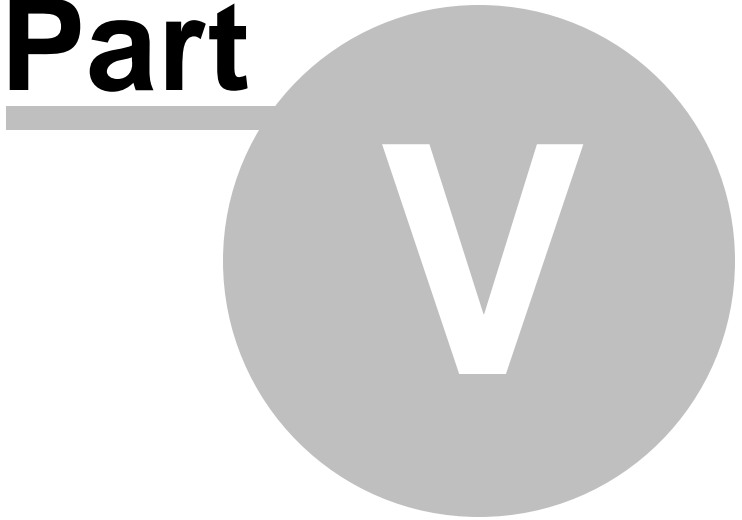


You may choose, or set, a given date range using a variety of methods:

- ❖ Enter the dates in the **From** and **To** fields
- ❖ Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- ❖ Click on the **Prior ...** or **Next ...** push buttons to adjust the dates accordingly
- ❖ Choose a particular date range from the drop down list



Part



5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and its related sub-topics.

5.1 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

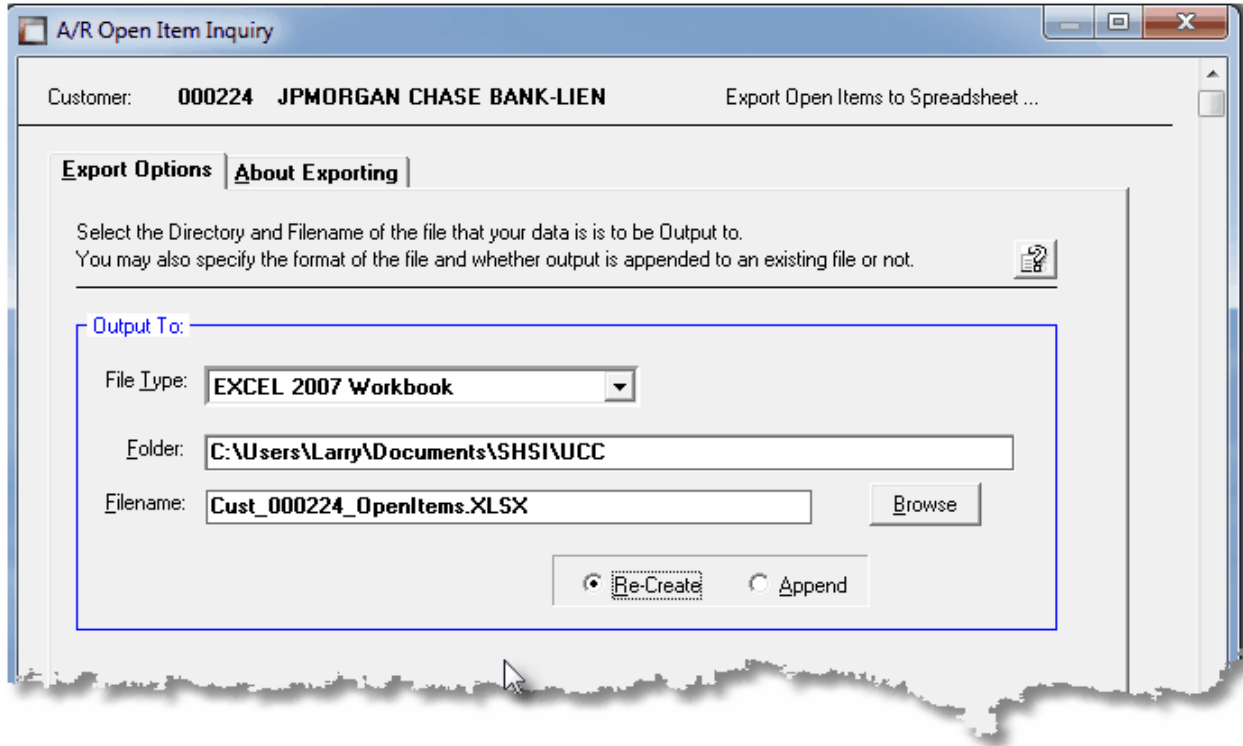
A number of different data formats are supported. These include:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

5.1.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.

When selected, the following options screen is presented:



– Selecting Export Format Options

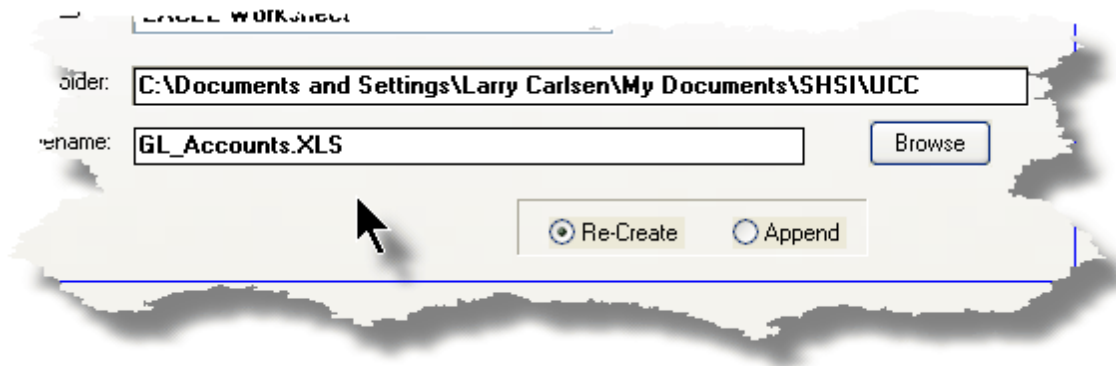
Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
⇒ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
⇒ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
⇒ Tab Delimited Text	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
⇒ CSV Comma Delimited Text	The columns of data are output separated with a comma <,> character. Strings are output within the double quote,

	<">, character. A maximum of 99,999 rows may be processed.
→ 20/20 Text	Formatted for an older spreadsheet utility.
→ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
→ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type: *drop-down list*

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: *X(90)*

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

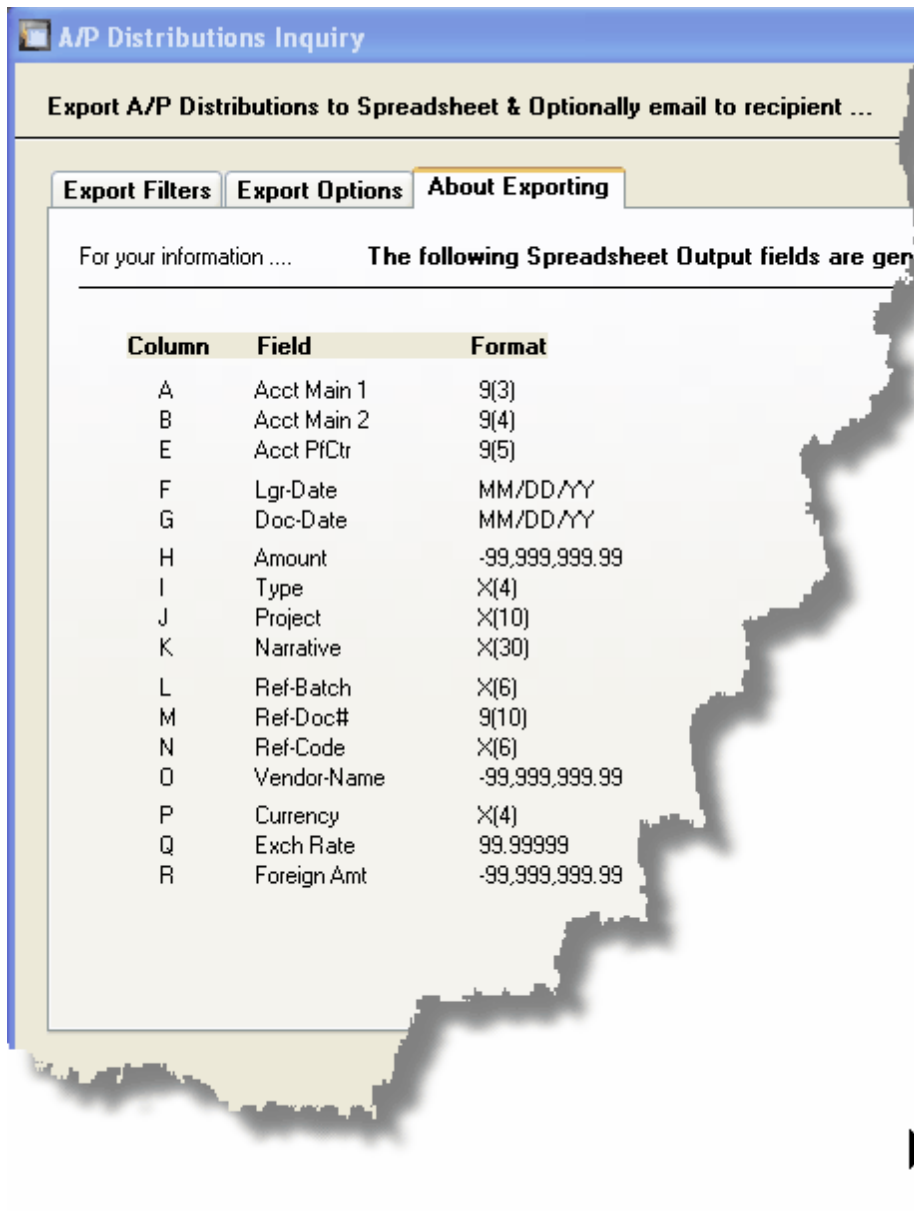
You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename: **X(50)**

The filename will default to a name applicable to the type of data. You may change if you so desired.

— About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

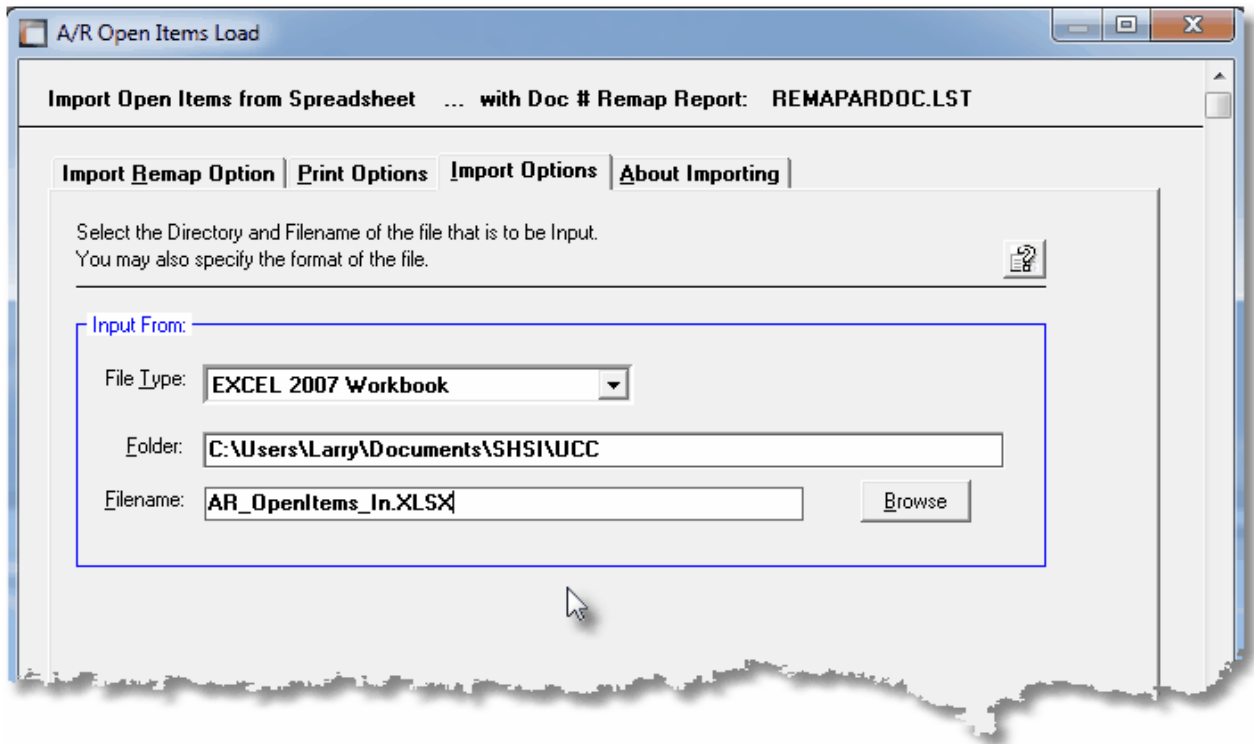
<i>Data Format</i>	<i>Comments</i>
⇒ X(30)	30 character alphanumeric
⇒ 9(6)	6 digit numeric integer
⇒ MM/DD/YY	6 digit date in mm/dd/yy order
⇒ -9,999,999.99	signed numeric amount with 2 decimal places

⇒ 9(8)-9(5)	G/L Account # 99999999999999999999-99999
⇒ S9(9)	signed 9 digit integer

5.1.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.

When selected, the following options screen is presented:



– Selecting Import Format Options

Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	Comments
⇒ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated

	rows and columns. A maximum of 950,000 rows may be processed.
⇒ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
⇒ Tab Delimited Text	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.
⇒ CSV Comma Delimited Text	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
⇒ 20/20 Text	Formatted for an older spreadsheet utility.
⇒ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
⇒ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the push button to locate or change the location.

Input From: _____

File Type: ▼

Folder:

Name:

Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile

contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read into the system).

– Field Definitions

File Type:

drop-down list

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder:

X(90)

Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

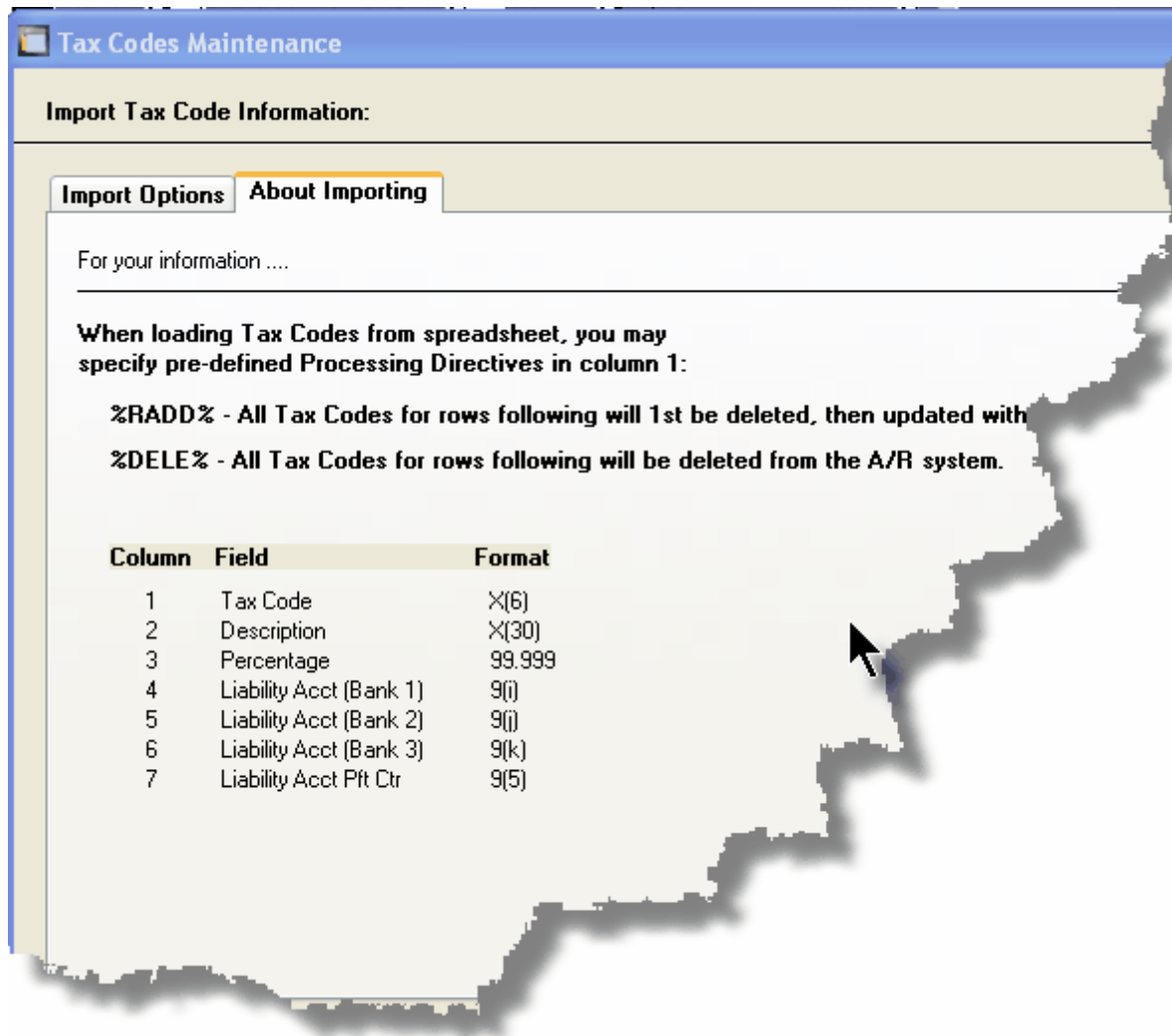
Filename:

X(50)

The filename will default to a name applicable to the type of data. You may change if you so desired.

– About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

<i>Data Format</i>	<i>Comments</i>
⇒ X(30)	30 character alphanumeric
⇒ 9(6)	6 digit numeric integer
⇒ MM/DD/YY	6 digit date in mm/dd/yy order
⇒ -9,999,999.99	signed numeric amount with 2 decimal places
⇒ 9(8)-9(5)	G/L Account # 99999999999999999999-99999
⇒ S9(9)	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

Pseudo Command	Comments
⇒ %RADD%	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
⇒ %DELE%	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

5.2 Enter Credit Card and Other Payment

Within the system, there are assorted functions that will require a payment to be made. When required a Payment Entry window will be displayed from which the operator can choose the appropriate method.

<input checked="" type="radio"/> Card Swipe/Tap	<input type="radio"/> Card on File	<input type="radio"/> Cash	<input type="radio"/> Stand Alone Card Swipe
<input type="radio"/> Card Details Entered	<input type="radio"/> Card Tokenized	<input type="radio"/> Cheque	<input type="radio"/> Card Keyed into Reader

One of the methods of payment is using the customer Credit/Debit card to make payments. At this time, the Moneris Card processing Gateway is supported by the Series 5 system.



Credit Card Processing Gateway

When payment by Credit Card is selected, at this time, the Moneris Card processing Gateway is the only system supported by the Series 5 applications. The cards supported include the following:

- Visa
- American Express
- Discovery/Diners
- Master Card
- JCB
- Union Pay
- Interact Debit



Credit Card Payments

When submitting the request for credit card payments, if the card is rejected, an appropriate message will be displayed, and the request being processed will be canceled.

– Card Present for Swip of Tap

For credit/debit card payments where the card is present and the customer can tap or swip the card on the terminal, the following screen is displayed:

The screenshot shows the 'Moorage Charge Pre-Authorization' screen. It features a teal header with the title. Below the header, there are two rows of radio button options: 'Card Swip/Tap' (selected), 'Card on File', 'Cash', 'Stand Alone Card Swiipe', 'Card Details Entered', 'Card Tokenized', 'Cheque', and 'Card Keyed into Reader'. At the bottom, there is a blue button labeled 'PROCEED TO SWIP OR TAP CUSTOMER CARD' and a grey 'Cancel' button. A mouse cursor is visible over the 'Cancel' button.

– Card Detail to be Entered

For credit card payments where the card is NOT present, (ie., charges collected over the phone), the following screen is displayed:

The screenshot shows the 'Moorage Charge Pre-Authorization' screen. It features a teal header with the title. Below the header, there are two rows of radio button options: 'Card Swip/Tap', 'Card on File', 'Cash', 'Stand Alone Card Swiipe', 'Card Details Entered' (selected), 'Card Tokenized', 'Cheque', and 'Card Keyed into Reader'. Below the options, there are four input fields: 'Card #' (with a blue border), 'Expiry (mmyy)', 'CVD Code', 'Name on Card', and 'Postal/Zip'. At the bottom, there is a blue button labeled 'SUBMIT REQUEST FOR PAYMENT' and a grey 'Cancel' button. A mouse cursor is visible over the 'Cancel' button.

Card #	9(16)
Enter the credit card number without any spaces.	
Expiry Date	mmyy

Enter the card expiry date as 4 digits without the "/" character.	
CVD Code	999
Enter the card CVD code found on the back of the card.	
Name on Card	X(25)
Enter the card holder's name exactly as shown on the front bottom of the card.	
Card Billing Postal Code/Zip Code	X(10)
Enter the card's billing address. This will be used to verify the validity of the card.	

— Card on File or Card Tokenized

For credit card payments where the card credentials are kept on file in the Series 5 system, or where they have been tokenized on the credit card Gateway system, the following screen is displayed:

Collect Moorage Contract Fees

Payment:

Card Swipe/Tap
 Card on File
 Cash
 Stand Alone Card Swipe
 Card Details Entered
 Card Tokenized
 Cheque
 Card Keyed into Reader

Token: **F9loFsrnoqFafTHlySyRyiU92**

Card #: **** * **4242** Expiry (mmdd): **0121**

SUBMIT REQUEST FOR PAYMENT Cancel

Card #	9(16)
Enter the credit card number without any spaces.	
Expiry Date	mmyy
Enter the card expiry date as 4 digits without the "/" character.	

– Cash Payments

For payment by Cash, the following screen is displayed:

The screenshot shows a software window titled "Moorage Charge Pre-Authorization". It features a "PreAuthorize:" section with several radio button options: "Card Swip/Tap", "Card on File", "Cash" (which is selected), "Stand Alone Card Swipe", "Card Details Entered", "Card Tokenized", "Cheque", and "Card Keyed into Reader". Below this is a field for "A/R Prepayment Code:" containing "CSH" and a "Cash" label. A "Reference:" field is empty. At the bottom, there is a "Transaction Cash Account:" field containing "0001 - 0110 -- 040" and "CHASE BANK GENERAL ACCOUNT", and an "A/R PrePay Code: CSH" label. Two buttons, "ACCEPT THE CASH PAYMENT" and "Cancel", are visible.

A/R Prepayment Code	X(3)
Enter the applicable A/R Prepayment Code. The code chosen determines the G/L Cash Account number to be used that is carried through to the A/R and G/L systems. <i>When Cash is selected, the system will read through the A/R Prepayment Codes looking for the first one that is flagged as being Cash and use it for the default.</i>	
Reference	X(21)
Enter a reference if required.	


+ Payment by Check

For payment by Cheque, the following screen is displayed:

Moorage Charge Pre-Authorization

PreAuthorize:

Card Swipe/Tap
 Card on File
 Cash
 Stand Alone Card Swipe
 Card Details Entered
 Card Tokenized
 Cheque
 Card Keyed into Reader

A/R Prepayment Code: **CHK**  **Personal Cheque**

Check #: **1234** Reference: **Bank of Montreal**

ACCEPT THE CHEQUE **Cancel**

Transaction Cash Account:

0001 - 0110 -- 040
CHASE BANK GENERAL ACCOUNT

A/R PrePay Code: **CHK**

A/R Prepayment Code	X(3)
Enter the applicable A/R Prepayment Code. The code chosen determines the G/L Cash Account number to be used that is carried through to the A/R and G/L systems.	
<i>When Check is selected, the system will read through the A/R Prepayment Codes looking for the first one that is flagged as being Check and use it for the default.</i>	
Check Number	9(4)
Record the Check #. It will be recorded on the Invoice that is being paid..	
Reference	X(21)
Enter a reference if required. Perhaps the bank name would be a good idea..	

+ Payment by Stand Alone Credit Card Swipe/Tap


For credit/debit card payments where the card is present and the customer can tap or swipe the card on the terminal, but the terminal is not connected to the computer, the following screen is displayed:

Moorage Charge Pre-Authorization

PreAuthorize:

Card Swipe/Tap
 Card on File
 Cash
 Stand Alone Card Swipe
 Card Details Entered
 Card Tokenized
 Cheque
 Card Keyed into Reader

Amount to be Charged: \$

A/R Prepayment Code:  **Master Card**

Card Payment Reference #: Authorization:

CARD TRANSACTION WAS APPROVED

Transaction Cash Account: A/R PrePay Code: **MC**
Master Card Moneris CrCard

A/R Prepayment Code	X(3)
Enter the applicable A/R Prepayment Code. The code chosen determines the G/L Cash Account number to be used that is carried through to the A/R and G/L systems.	
Card Payment Reference #	X(18)
Record the Reference Number that is returned on the Card Reader if the card payment request was accepted.	
Authorization	X(8)
Enter the Authorize Code that is returned on the Card Reader if the card payment request was accepted.	

– Card Present but Manually Keyed into Card Reader

For credit/debit card payments where the card is present but cannot be read by the reader. Attempt to key the card number into the reader by hand:

Moorage Charge Pre-Authorization

PreAuthorize:

Card Swipe/Tap Card on File Cash Stand Alone Card Swipe

Card Details Entered Card Tokenized Cheque Card Keyed into Reader

MANUALLY KEY CARD DETAILS INTO TERMINAL Cancel

5.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Charges Select Filters

A number of the the reporting and inquiry functions available in the Marina/Yacht Club Management application, are based on the M/M Charges record. These routines provide the operator an opportunity to set filters such that only selected charges are reported or inquired. The following screen is presented where applicable:

Charges for this report or operation are included based on whether their respective fields match the selections below.

Task Charge(s):

All
 Selected
 A Range

Charges Dated:

All
 Inclusive

Between:

Include the following Charge Types:

<input checked="" type="checkbox"/> Moorage	<input checked="" type="checkbox"/> Purchases
<input checked="" type="checkbox"/> Power	<input checked="" type="checkbox"/> Membership Dues
<input checked="" type="checkbox"/> WiFi	<input checked="" type="checkbox"/> Lounge Assessment
<input checked="" type="checkbox"/> Environmental Fee	<input checked="" type="checkbox"/> Liveaboard Tax
<input checked="" type="checkbox"/> Term Parking	<input checked="" type="checkbox"/> Initial Member Fees
<input checked="" type="checkbox"/> Parking Pass	<input checked="" type="checkbox"/> Restaurant
<input checked="" type="checkbox"/> Ice	<input checked="" type="checkbox"/> Special Events
<input checked="" type="checkbox"/> Fuel-Diesel	<input checked="" type="checkbox"/> Services Provided
<input checked="" type="checkbox"/> Fuel-Gas	<input checked="" type="checkbox"/> Boat Rental
<input checked="" type="checkbox"/> Propane	<input checked="" type="checkbox"/> Board/Kayak Rental
<input checked="" type="checkbox"/> Laundry	<input checked="" type="checkbox"/> Sublet Moorage
<input checked="" type="checkbox"/> Shower	<input checked="" type="checkbox"/> Outstation Fee
<input checked="" type="checkbox"/> Garbage	<input checked="" type="checkbox"/> Boat Sale
<input checked="" type="checkbox"/> Key Fob	<input checked="" type="checkbox"/> Volunteer Hrs Fee
<input checked="" type="checkbox"/> Pump-Out Fee	<input checked="" type="checkbox"/> Finder Fee Credit
	<input checked="" type="checkbox"/> All Others

Select Charges associated to Club Members
 Select Charges associated to Guests
 Select Charges associated to Marina Moorage Clients

Include Charges For/With:

Event/Service:

Moorage Dock:

Outstation:

Guests' Marina:

Customer:

Location:

(Fields left blank are NOT considered in the selection process.)

In particular, for Tasks, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Task Charge(s)	radio-buttons						
<p>To consider only those Charge items that have been recorded for a particular Task Charge, click to include all, a selected or a range of Tasks.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="radio"/> All</td> <td>All Charge items are considered regardless of Task Charge</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/> Selected</td> <td>A window is displayed from which specific items may be chosen</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/> A Range</td> <td>Specify a Starting and Ending Task Charge Code for a range of items to be processed</td> </tr> </table>		<input checked="" type="radio"/> All	All Charge items are considered regardless of Task Charge	<input type="radio"/> Selected	A window is displayed from which specific items may be chosen	<input type="radio"/> A Range	Specify a Starting and Ending Task Charge Code for a range of items to be processed
<input checked="" type="radio"/> All	All Charge items are considered regardless of Task Charge						
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen						
<input type="radio"/> A Range	Specify a Starting and Ending Task Charge Code for a range of items to be processed						
Include only selected Charge Types	check-boxes						
<p>The Charge Types that have been defined to the system are presented. Only the first 30 types are displayed with a check-box. To include the other 18 possible types, click the "All Others" check-box. Click to select or unselect Charges of the different types.</p> <p>Refer to the topic titled Define Billable Charges found under the documentation for Control Options for a discussion about the different Charge Types and how they are ordered.</p>							

Charges Dated	<i>radio-buttons with (mmddyy) dates</i>
Select only those Charges that have been recorded with a date that falls in the range entered.	
<input checked="" type="radio"/> All	All Charges are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Charges to be processed
Select Charges associated to Club Members	<i>check-box</i>
Select those Charge items recorded by Club Members	
Select Charges associated to Guests	<i>check-box</i>
Select those Charge items recorded by Guests.	
Select Charges associated to Marina Clients	<i>check-box</i>
Select those Charge items recorded by Marina Moorage Clients.	
with Matching - Event/Service Code	<i>X(8)</i>
Select those Charges recorded with the Event/Service Code that match the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Moorage Dock	<i>X(8)</i>
Select those Charges recorded with the Dock Code that match the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Outstation	<i>X(8)</i>
Select those Charges recorded with the Outstation Code that match the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Guest Marina	<i>X(8)</i>
Select those Charges recorded with the Guest's Marina Code that match the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Customer Code	<i>X(6)</i>

Select those Charges recorded with the Customer Code that match the code entered. Leave the field blank if it is NOT to be considered as a filter.

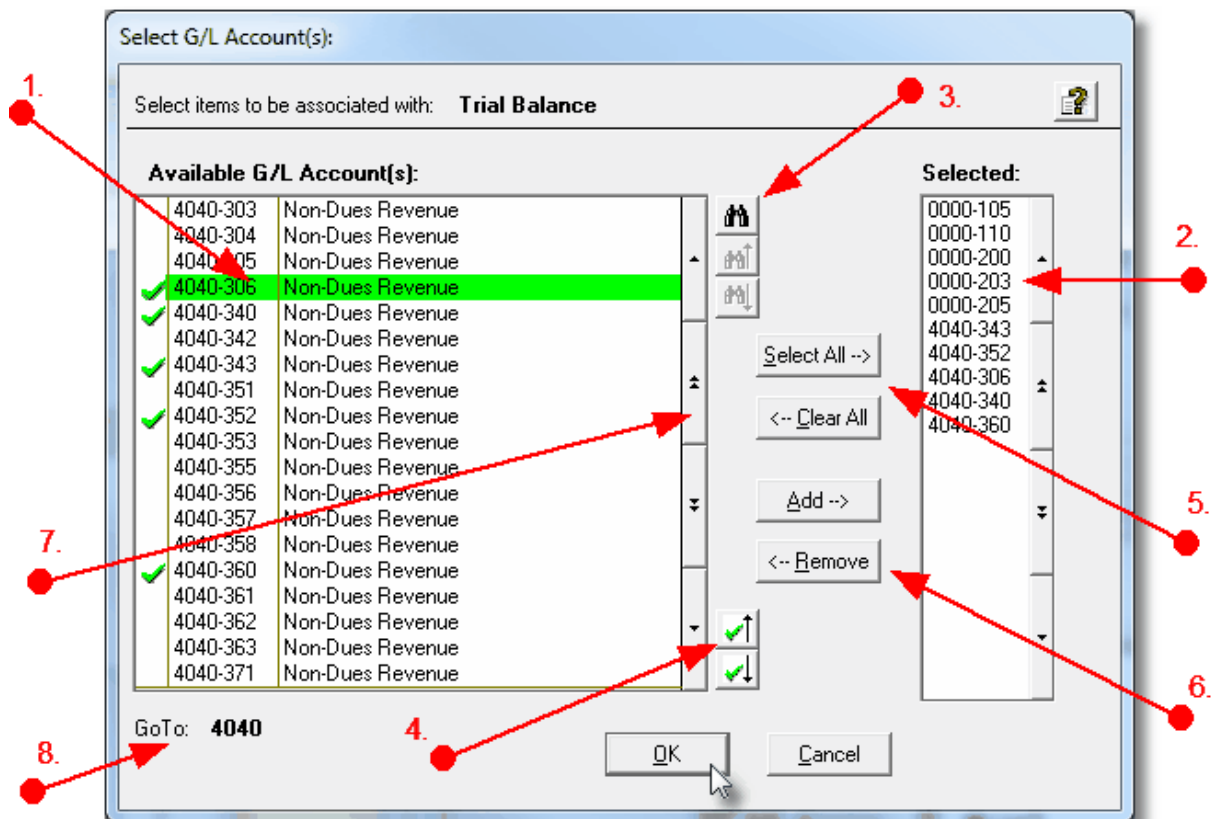
with Matching - Location Code


X(8)

Select those Charges recorded with the Location Code that match the code entered. Leave the field blank if it is NOT to be considered as a filter.



- Selecting Specific Task Charges for Reporting

If you clicked to have **Selected** Task Charges from the **Charges Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.



4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.2 Boat Select Filters

A number of the the reporting and inquiry functions available in the Marina/Yacht Club Management application, are based on the M/M Boat record. These routines provide the operator an opportunity to set filters such that only selected charges are reported or inquired. The following screen is presented where applicable:

Boats for this report or operation will be included based on whether their respective fields match the selections made below.

Boat(s):

All
 Selected
 A Range

Boat Manufacturer(s):

All
 Selected
 A Range

Overall Boat Length:

Not Considered
 Greater Than Ft.
 Less Than or Equal To

Boat Beam:

Not Considered
 Greater Than Ft.
 Less Than or Equal To

Include Boats Based On:

Type:

All
 Power
 Sail

With Moorage:

All
 At Our Marina
 At Another Marina
 At Another Club
 Elsewhere

Moorage Assignment:

Not Considered
 On
 Before
 After

Model Year:

All
 For
 Before
 After

With the Selected Inspection:

Not Considered
 Marine Safety Check
 Equipment/Electrical

NOT Performed Since:

Include Boats For/With:

Boat Model:

Insurance Company:

Live-Aboard Owners
 Separate Tender Moorage
 Marine Safety Test Required or Had Failed
 Equipment/Electrical Test Required of Had Failed
 LOA Verification Inspection Required

(Fields left blank are NOT considered in the selection process.)

In particular, for Boats and Manufacturers, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Boat(s)	radio-buttons
To consider only those items that have been recorded for a particular Boat, click to include all, a selected or a range of Boats.	
<input checked="" type="radio"/> All	All items are considered regardless of what Boat is associated
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Boat Code for a range of items to be processed
Boat Manufacturer(s)	radio-buttons
To consider only those items that are associated to a boat that was built by a particular Manufacturer click to include all, a selected or a range of Manufacturers.	
<input checked="" type="radio"/> All	All items are considered regardless of the Boat's Manufacturer
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Manufacturer Code for a range of items to be processed

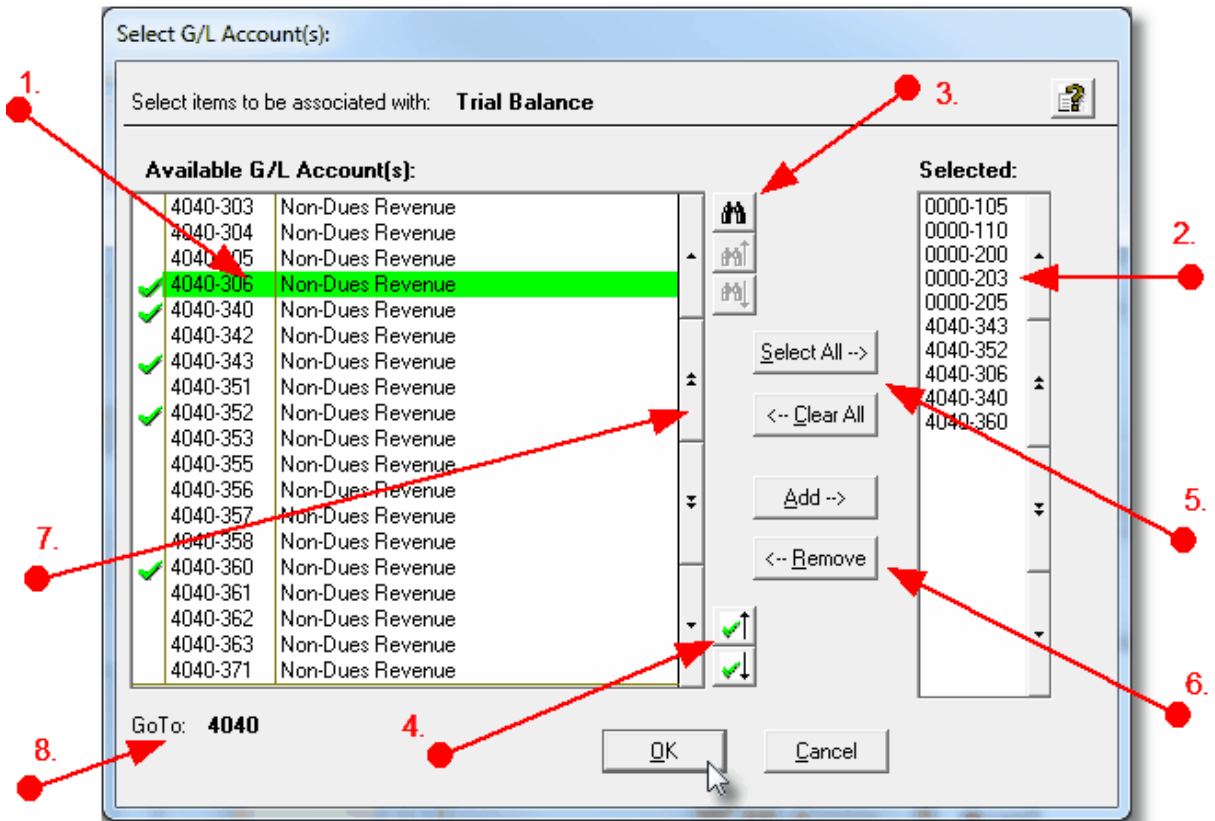
Boat Overall Length	<i>radio-buttons with a 999 Feet field</i>
To consider only those items that are associated to a boat that has LOA in feet, relative to the selection.	
<input checked="" type="radio"/> Not Considered	All Boats are considered regardless of LOA
<input type="radio"/> Greater Than	All Boats with LOA > the value entered
<input type="radio"/> Less Than or Equal	All Boats with LOA <= the value entered
Boat Beam	<i>radio-buttons with a 999 Feet field</i>
To consider only those items that are associated to a boat that has Beam size in feet, relative to the selection.	
<input checked="" type="radio"/> Not Considered	All Boats are considered regardless of Beam
<input type="radio"/> Greater Than	All Boats with Beam > the value entered
<input type="radio"/> Less Than or Equal	All Boats with Beam <= the value entered
Include Types of Boats	<i>radio-buttons</i>
Select only the specified Type of Boat.	
<input checked="" type="radio"/> All	All Boats are considered regardless of type
<input type="radio"/> Power	Select only Power Boats
<input type="radio"/> Sale	Select only Sail Boats
Boat with Moorage	<i>radio-buttons</i>
Select those Boats that are Moored in a particular location.	
<input checked="" type="radio"/> All - (Not Considered)	All Boats are considered regardless of Volunteer Hours
<input type="radio"/> Hours Worked	All Boats who Worked > or <= specified # of hours
<input type="radio"/> Hours Earned	All Boats who Earned > or <= specified # of hours
<input type="radio"/> Hours Carried Forward	All Boats who Carried Forward > or <= specified # of hours
<input type="radio"/> Hours Billed	All Boats who were billed for Hours NOT worked
Boats Assigned Moorage Relative to a Date	<i>radio-buttons with a (mmdyy) date</i>
Select those Boats that are Moored in a particular location.	
<input checked="" type="radio"/> Not Considered	All Boats are considered regardless of when assigned Moorage
<input type="radio"/> On a given Date	All Boats assigned Moorage On a specified Date
<input type="radio"/> Before a given Date	All Boats assigned Moorage Before a specified Date
<input type="radio"/> After a given Date	All Boats assigned Moorage After a specified Date




Boats of Given Model Year	<i>radio-buttons with a 9999 Year</i>
Select those Boats that were built relative to a specified year.	
<input checked="" type="radio"/> Not Considered	All Boats are considered regardless of year
<input type="radio"/> In a given Year	All Boats built in a specified year
<input type="radio"/> Before a given Year	All Boats built Before a specified year
<input type="radio"/> After a given Year	All Boats built After a specified year
Boat that have had a Type of Inspection	<i>radio-buttons with a (mmdyy) date</i>
If your club or marina performs Safety or Equipment Inspections, select to list those Boats that HAVE NOT been inspected relative to a given date.	
<input checked="" type="radio"/> Not Considered	All Boats are considered regardless of when Inspected
<input type="radio"/> Marine Safety Inspection	All Boats not having the Marine Inspection since a given date
<input type="radio"/> Equipment/Electrical Inspection	All Boats not having the Equipment Inspection since a given date
with Matching - Boat Model	<i>X(20)</i>
Select those Boats that are a particular model. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Insurance Company	<i>X(20)</i>
Select those Boats that are insured with the name entered. Leave the field blank if it is NOT to be considered as a filter.	
Include Only Boats Satisfying the following selections:	<i>check-boxes</i>
<input type="checkbox"/> Live-Aboard Owners <input type="checkbox"/> Marine Safety Test Required or Had Failed <input type="checkbox"/> Separate Tender Moorage <input type="checkbox"/> Equipment/Electrical Test Required of Had Failed <input type="checkbox"/> LOA Verification Inspection Required	

- Selecting Specific Boats or Boat Manufacturer for Reporting

If you clicked to have **Selected** Boats or Boat Manufacturers from the **Boat Select Filters**

screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.




1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.3 Member Select Filters

A number of the the reporting and inquiry functions available in the Marina/Yacht Club Management application, are based on the M/M Member record. These routines provide the operator an opportunity to set filters such that only selected charges are reported or inquired. The following screen is presented where applicable:

Members for this report or operation are included based on whether their respective fields match the selections below. 

Member(s):

All
 Selected
 A Range

Select ONLY Members on the Executive or on a Committee

Include the following Member Types:

Full Active Member
 Honorary Member
 Honorary Life Member
 Associate Member
 Intermediate Member
 Cruising Member
 Social Member
 Senior Member
 Junior Member
 Corporate Member
 NonResident Member
 Board Member

Include Members:

Receiving Invoices:

Not Considered
 By Email
 By Post

With/Without a Vessel:

Not Considered
 With a Vessel
 Without a Vessel

That Joined the Club:

Not Considered
 On
 Before
 After

With Work Credit Volunteer Hours:

Not Considered
 Hours Worked
 Hours Earned
 Hours Carried Fwrd
 Hours Billed

> Hrs.
 <=

In particular, for Members, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Member(s)

radio-buttons

To consider only those items that have been recorded for a particular Member, click to include all, a selected or a range of Members.

<input checked="" type="radio"/> All	All Members are considered regardless of Member
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Member Code for a range of items to be processed

Select ONLY Members on the Executive or a Committee *check-box*

Select ONLY those Members that have been flagged as holding an Executive Position.

Include only selected Member Types *check-boxes*

The Member Types that have been defined to the system are presented. Only the first 15 types are displayed with a check-box. Click to select or unselect Member Types of the different types.

Refer to the topic titled [Define Member Types](#)⁶³⁷ found under the documentation for Control Options for a discussion about the different Member Types and how they are ordered.

Include Members as to how they Receive Invoices *radio-buttons*

<input checked="" type="radio"/> Not Considered	All Members are considered regardless of date
<input type="radio"/> By Email	All Members who joined on a specific date
<input type="radio"/> By Post	All Members who joined before a specific date

Include Members that Have, or Do Not Have a Boat *radio-buttons*

<input checked="" type="radio"/> Not Considered	All Members are considered regardless to having a Boat
<input type="radio"/> With a Boat	All Members who have a boat
<input type="radio"/> Without a Boat	All Members who do not have a boat

Include Members that Joined as of a Given Date *radio-buttons with (mmddyy) dates*

Select only those Members based on the date that they joined the club:

<input checked="" type="radio"/> Not Considered	All Members are considered regardless of date
<input type="radio"/> On	All Members who joined on a specific date
<input type="radio"/> Before	All Members who joined before a specific date
<input type="radio"/> After	All Members who joined after a specific date

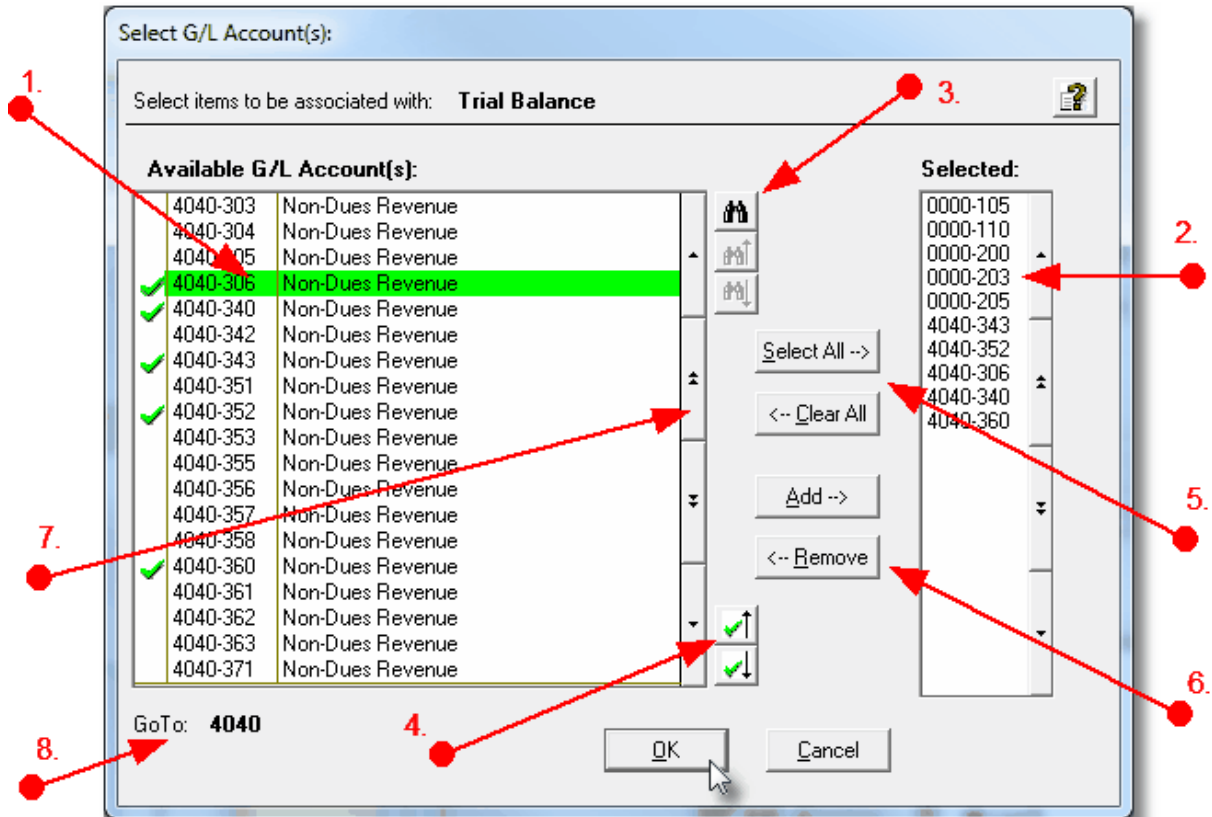
Include Members with Work Credit Volunteer Hours *radio-buttons with 99 Hours*


If the Yacht Club has a Work Volunteer Hours system, select those Members based on the number of hours they had volunteered.

<input checked="" type="radio"/> Not Considered	All Members are considered regardless of Volunteer Hours
<input type="radio"/> Hours Worked	All Members who Worked > or <= specified # of hours
<input type="radio"/> Hours Earned	All Members who Earned > or <= specified # of hours
<input type="radio"/> Hours Carried Forward	All Members who Carried Forward > or <= specified # of hours
<input type="radio"/> Hours Billed	All Members who were billed for Hours NOT worked



- Selecting Specific Members for Reporting

If you clicked to have **Selected** Members from the **Members Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.




4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.



Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.4 Guest Select Filters

A number of the the reporting and inquiry functions available in the Marina/Yacht Club Management application, are based on the M/M Guest record. These routines provide the operator an opportunity to set filters such that only selected charges are reported or inquired. The following screen is presented where applicable:

Guests for this report or operation will be included based on whether their respective fields match the selections made below. 

Guest(s): <input checked="" type="radio"/> All <input type="radio"/> Selected <input type="radio"/> A Range	That Last Visited: <input checked="" type="radio"/> All <input type="radio"/> Sometime Between: <input type="text"/> <input type="text"/> 
Overall Boat Length: <input checked="" type="radio"/> Not Considered <input type="radio"/> Greater Than <input type="text"/> Ft. <input type="radio"/> Less Than or Equal To	With # of Guest Visits: <input checked="" type="radio"/> Not Considered <input type="radio"/> Year-to-Date Total <input type="radio"/> Life-to-Date Total <input type="radio"/> > <input type="text"/> Visits <input type="radio"/> <=
Boat Beam: <input checked="" type="radio"/> Not Considered <input type="radio"/> Greater Than <input type="text"/> Ft. <input type="radio"/> Less Than or Equal To	With # of Guest Nights: <input checked="" type="radio"/> Not Considered <input type="radio"/> Year-to-Date Total <input type="radio"/> Life-to-Date Total <input type="radio"/> > <input type="text"/> Nights <input type="radio"/> <=
Type of Boat: <input checked="" type="radio"/> All <input type="radio"/> Power <input type="radio"/> Sail <input checked="" type="checkbox"/> Select Regular Guests <input checked="" type="checkbox"/> Select Reciprocal Guests <input checked="" type="checkbox"/> Select Guests with Future Reservations	With # of Reciprocal Visits: <input checked="" type="radio"/> Not Considered <input type="radio"/> Year-to-Date Total <input type="radio"/> Life-to-Date Total <input type="radio"/> > <input type="text"/> Visits <input type="radio"/> <=
Include Guests From Marina/Reciprocal: <input type="text"/>  [Leave blank if NOT to be considered.]	With # of Reciprocal Nights: <input checked="" type="radio"/> Not Considered <input type="radio"/> Year-to-Date Total <input type="radio"/> Life-to-Date Total <input type="radio"/> > <input type="text"/> Nights <input type="radio"/> <=

In particular, for Guests, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Guest(s)

radio-buttons

To consider only those items that have been recorded for a particular Guest, click to include

all, a selected or a range of Guests.

<input checked="" type="radio"/> All	All Guests are considered regardless of Task Charge
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Guest Code for a range of items to be processed

Boat Overall Length

radio-buttons with a 999 Feet field

To consider only those Guests that have a boat that has LOA in feet, relative to the selection.

<input checked="" type="radio"/> Not Considered	All Guest Boats are considered regardless of LOA
<input type="radio"/> Greater Than	All Guest Boats with LOA > the value entered
<input type="radio"/> Less Than or Equal	All Guest Boats with LOA <= the value entered

Boat Beam

radio-buttons with a 999 Feet field

To consider only those Guests that have a boat that has a Beam size in feet, relative to the selection.

<input checked="" type="radio"/> Not Considered	All Guest Boats are considered regardless of Beam
<input type="radio"/> Greater Than	All Guest Boats with Beam > the value entered
<input type="radio"/> Less Than or Equal	All Guest Boats with Beam <= the value entered

Include Types of Boats

radio-buttons

Select only Guests with the specified Type of Boat.

<input checked="" type="radio"/> All	All Guest Boats are considered regardless of type
<input type="radio"/> Power	Select only Guest Power Boats
<input type="radio"/> Sale	Select only Guest Sail Boats

Include Only Guests Satisfying the following selections:

check-boxes

- Select Regular Guests
- Select Reciprocal Guests
- Select Guests with Future Reservations

Select Guests from a Selected Marina/Reciprocal Club X(8)

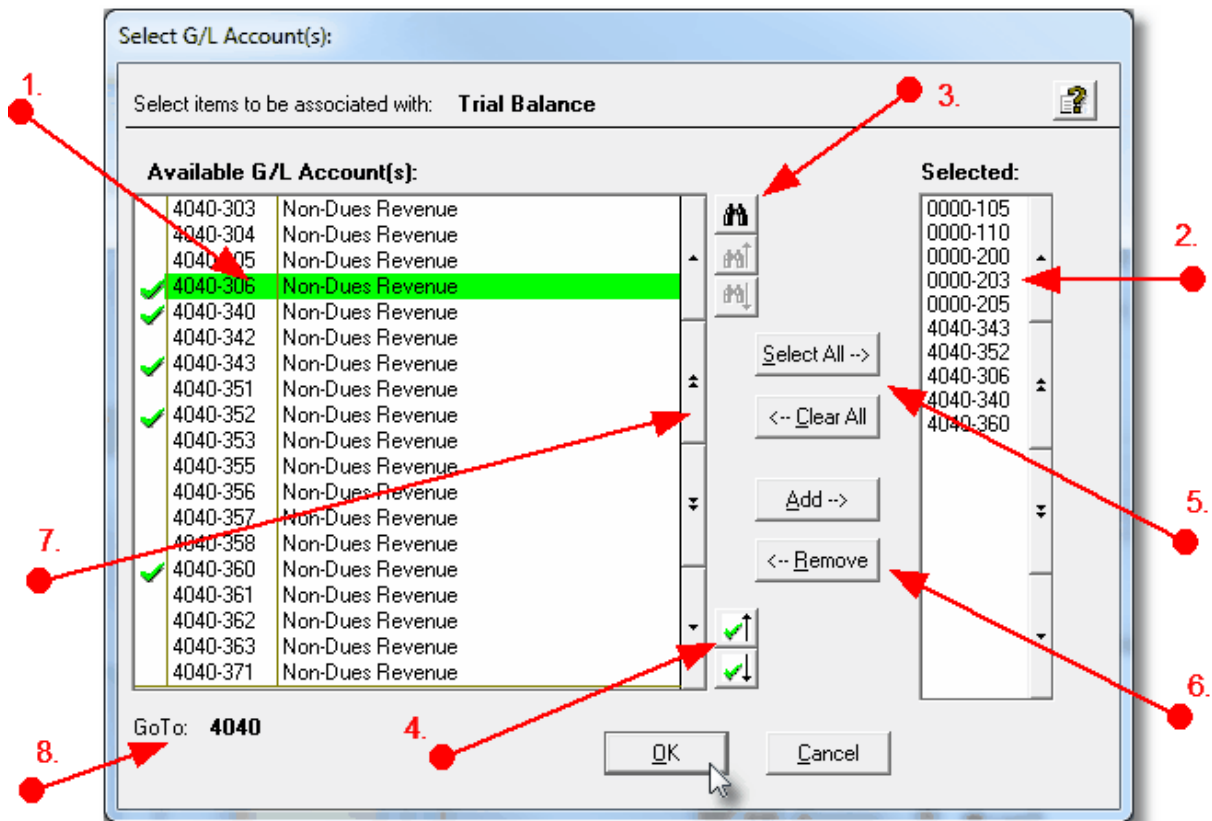
Select those Guests that belong to particular Marina or Yacht Club. Leave the field blank if it is NOT to be considered as a filter.


Guests Last Visited		<i>radio-buttons with a (mmddyy) dates</i>
Select those Guests that visited within the date range entered.		
<input checked="" type="radio"/> All - (Not Considered)	All Guests are considered regardless of Volunteer Hours	
<input type="radio"/> Sometime	All Guest who visited within the Start/End Date Entered	
Guests that Have Visited a Number of Times		<i>radio-buttons with a (999) Visit count</i>
Select those Guests that visited More or Less than the # of Visits entered.		
<input checked="" type="radio"/> Not Considered	All Guests are considered regardless of # of Visits	
<input type="radio"/> Year-to-Date Total	All Guests that Visited This Year More or Less the # entered	
<input type="radio"/> Life-to-Date Total	All Guests that Visited Life-to-Date More or Less the # entered	
Guests that Have Visited a Number of Nights		<i>radio-buttons with a 9999 Night count</i>
Select those Guests with Night Stays More or Less than the # of Nights entered.		
<input checked="" type="radio"/> Not Considered	All Guests are considered regardless of # of Night Stays	
<input type="radio"/> Year-to-Date Total	All Guests with Night Stays This Year More or Less the # entered	
<input type="radio"/> Life-to-Date Total	All Guests with Night Stays Life-to-Date More or Less the # entered	
Reciprocal Guests that Have Visited a Number of Times		<i>radio-buttons with a (mmddyy) date</i>
Select those Guests that visited as a Reciprocal More or Less than the # of Visits entered.		
<input checked="" type="radio"/> Not Considered	All Guests are considered regardless of # of Reciprocal Visits	
<input type="radio"/> Year-to-Date Total	All Guests with Reciprocal Visits This Year More or Less the # entered	
<input type="radio"/> Life-to-Date Total	All Guests with Reciprocal Visits Life-to-Date More or Less the # entered	
Reciprocal Guests that Have Visited a Number of Nights		<i>radio-buttons with a 9999 Night count</i>
Select those Guests that visited as a Reciprocal More or Less than the # of Nights entered.		
<input checked="" type="radio"/> Not Considered	All Guests are considered regardless of # of Reciprocal Night Stays	
<input type="radio"/> Year-to-Date	All Guests with Reciprocal Night Stays This Year More or Less	

Total	the # entered
<input type="radio"/> Life-to-Date	All Guests with Reciprocal Night Stays Life-to-Date More or Less the # entered
Total	


- Selecting Specific Task Charges for Reporting

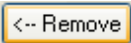
If you clicked to have **Selected** Task Charges from the **Charges Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.



4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.

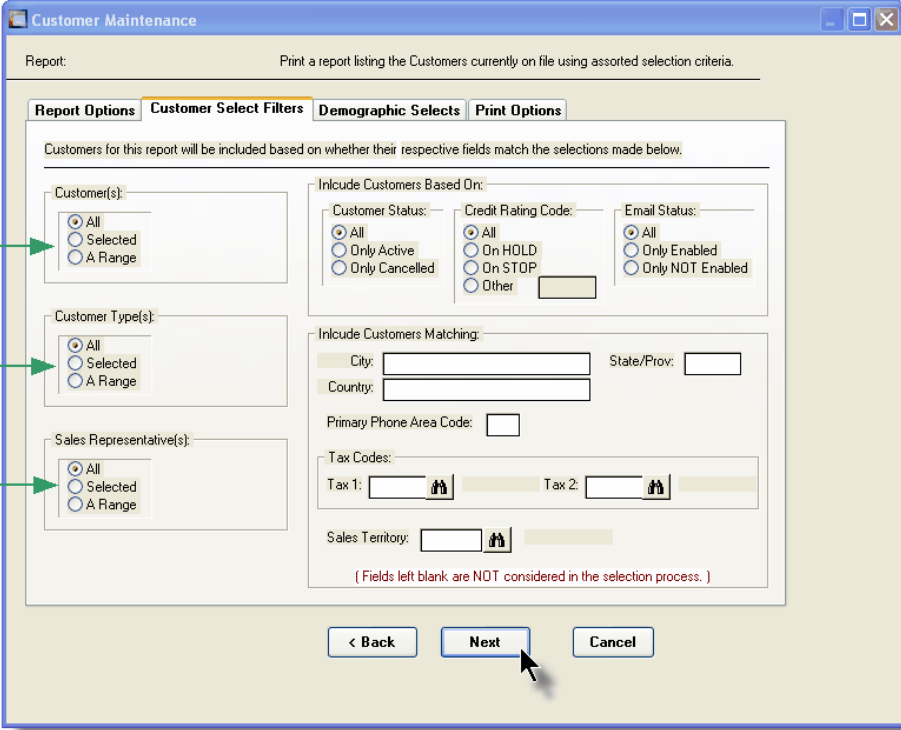
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.5 Customer Filters

Most reporting and inquiry functions available in the Marina/Yacht Club Management application, are based on the A/R Customer Master record. These routines provide the operator an opportunity to set filters such that only selected customer are reported or inquired. The following screen is presented where applicable:



Report: Print a report listing the Customers currently on file using assorted selection criteria.

Report Options **Customer Select Filters** **Demographic Selects** **Print Options**

Customers for this report will be included based on whether their respective fields match the selections made below.

Customer(s):

- All
- Selected
- A Range

Customer Type(s):

- All
- Selected
- A Range

Sales Representative(s):

- All
- Selected
- A Range

Include Customers Based On:

Customer Status: All Only Active Only Cancelled

Credit Rating Code: All On HOLD On STOP Other

Email Status: All Only Enabled Only NOT Enabled

Include Customers Matching:

City: State/Prov:

Country:

Primary Phone Area Code:

Tax Codes:

Tax 1: Tax 2:

Sales Territory:

(Fields left blank are NOT considered in the selection process.)

< Back **Next** Cancel

Click to have a window displayed from which specific Customers may be selected

Click to have a windows displayed from which specific Customer Types may be selected.

Click to have a windows displayed from which specific Sales Reps may be selected.

In particular, for Customers, Customer Types and Sales Reps, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Customer(s)	<i>radio-buttons</i>
Click to include all, selected or a range of Customers that are to be processed.	
<input checked="" type="radio"/> All	All Customers are considered
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Customer Code for a range of items to be processed
Customer Type(s)	<i>radio-buttons</i>
To consider only those Customers that have been assigned as being a particular Customer Type, click to include all, a selected or a range of Types.	
<input checked="" type="radio"/> All	All Customers are considered regardless of Type
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Customer Type for a range of items to be processed
Sales Representative(s)	<i>radio-buttons</i>
To consider only those Customers that have been assigned to particular Sales Representatives, click to include all, a selected or a range of Sales Reps.	
<input checked="" type="radio"/> All	All Customers are considered regardless of Sales Rep
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Sales Rep Code for a range of items to be processed
Customer Status	<i>radio-buttons</i>
To consider only those Customers that have been flagged as having a given Status, click the appropriate radio button.	
<input checked="" type="radio"/> All	All Customers are considered regardless of status
<input type="radio"/> Only Active	Only those Customers whose status is Active.
<input type="radio"/> Only Canceled	Only those Customers marked as being Canceled will be

		processed.
Credit Rating Code		radio-buttons
Each Customer may have a Credit Rating status assigned to them. Consider only those Customers with the status as clicked.		
<input checked="" type="radio"/> All	All Customers are considered regardless of Rating	
<input type="radio"/> Different Name	Only those Customers whose Remit-To Company Name is different from it's own name will be processed.	
<input type="radio"/> Different Address	Only those Customers whose Remit-To address is different from it's own address will be processed.	
<input type="radio"/> Either	Only those Customers whose Remit-To name or address is different from it's own I be processed	
Email-Status		radio-buttons
To consider only those Customers that have or have not been enabled to have their Customer Statements emailed to them.		
<input checked="" type="radio"/> All	All Customer are considered regardless of status	
<input type="radio"/> Only Enabled	Only Customers enabled for emailed statements are processed	
<input type="radio"/> Only NOT Enabled	Only Customers NOT enabled for emailed statements are processed	
with Matching - City		X(25)
Select only those customers whose City matches that entered. Leave the field blank if it is NOT to be considered as a filter.		
with Matching - Country		X(20)
Select only those customers whose Country matches that entered. Leave the field blank if it is NOT to be considered as a filter.		
with Matching - State/Province		X(5)
Select only those customers whose State or Province matches that entered. Leave the field blank if it is NOT to be considered as a filter.		
with Matching - Primary Phone Area Code		9(3)

Customers have phone numbers. Select only those customers whose Area Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Tax Code 1

X(6)

Customers are assigned a primary Tax Code. Select only those customers whose Tax Code 1 matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Tax Code 2

X(6)

Customers are assigned a secondary Tax Code. Select only those customers whose Tax Code 2 matches that entered. Leave the field blank if it is NOT to be considered as a filter.

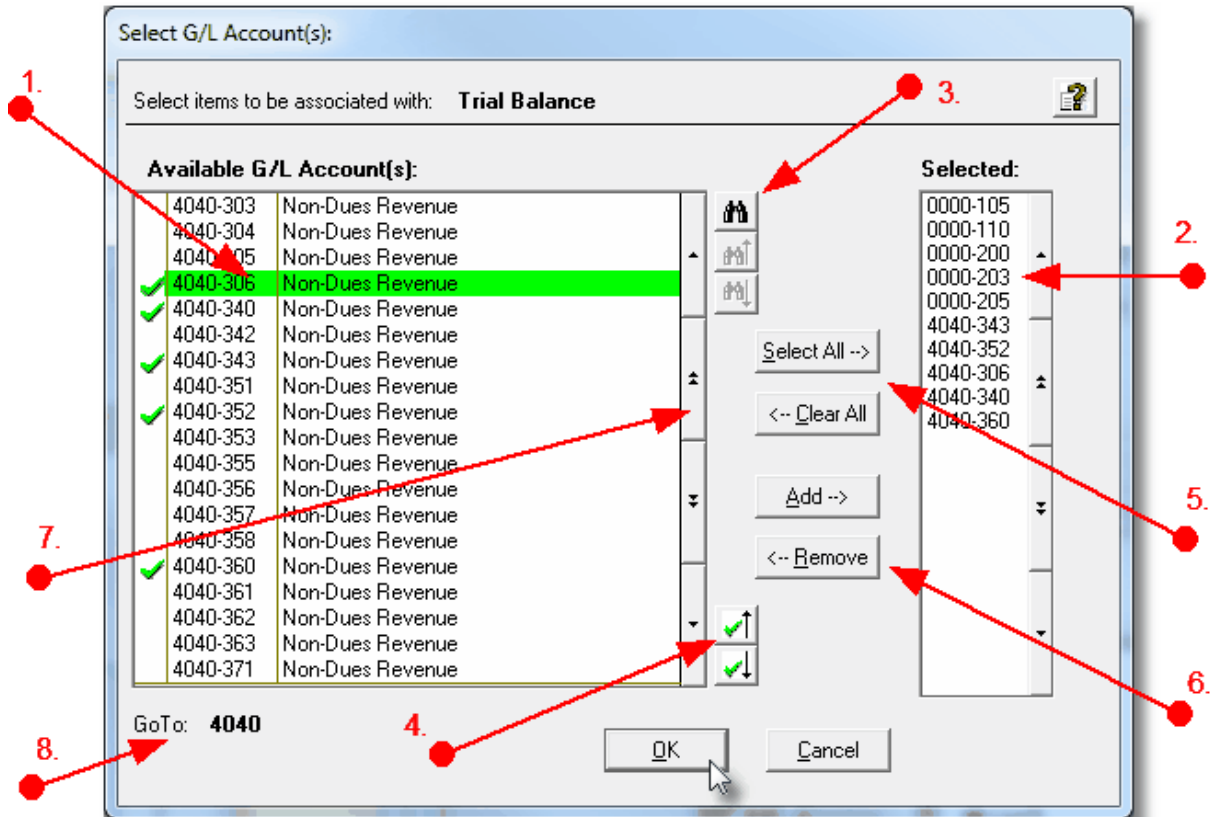
with Matching - Sales Territory


X(5)

Customers may be assigned to a particular Territory. Select only those customers whose Territory Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.



– Selecting Specific Customers, Customer Types or Sale Reps for Reporting

If you clicked to have **Selected** Customers, Customer Types, or Sales Reps from the **Customer Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.



4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:

Vendor Type Codes Maintenance

Report: **VENDTYPE.LST** Print a list of the Vendor Type Codes currently on file

Print Options

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

Screen Browser **Archive to Reports Manager**

Print Queue: **WPRINT3** WinPrint (Courier-10 Compress)
Standard Courier 10 pt (Compressed)

PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies: **1**

Save to: **C:\Users\Larry\Documents\SHSI\PCA**

Save as: **MS WORD (Printed)** To Captured Printer: **CanonPortrait** **Browse**

Send a copy to E-Mail Recipient: hp LaserJet 1300 PCL 6

Report Header User Note:

A list codes for Rembrandt
(This text will appear at the top of the 1st page and may be used so you can personalize your report).

Create Report **Cancel**

➔ Selecting Report Generation Options

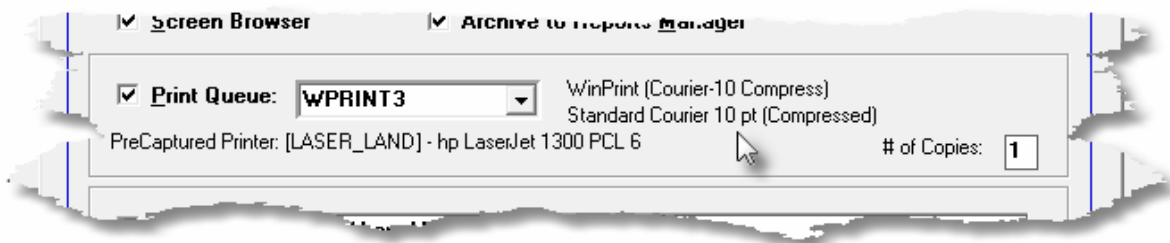
Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

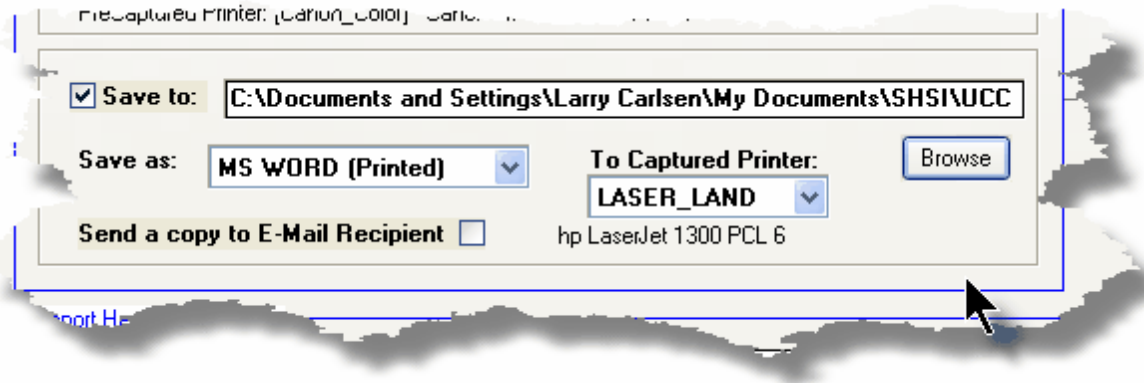
Output To	Comments
<input checked="" type="checkbox"/> Screen Browser	Output is displayed to the screen using the Series 5 Report Browser ¹²³ .
<input checked="" type="checkbox"/> Archived to Report Manager	Output is saved as an "Archived" report. It

	may be viewed and reprinted using the Series 5 Report Manager ¹²⁴ . It will remain on the system until purged.
<input checked="" type="checkbox"/> Print Queue	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document	The output is written to an MS Word Document in the specified folder.
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
<input checked="" type="checkbox"/> Saved to Disk as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
<input checked="" type="checkbox"/> Saved to Disk as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. ***(The list will contain each of the printers that has been assigned to the particular Company System that you are working in).*** When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.



3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the **Browse** push button to locate or change the folder where the file is to be stored.



4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 Captured Windows Printers** in the Systems Management Help or manuals).

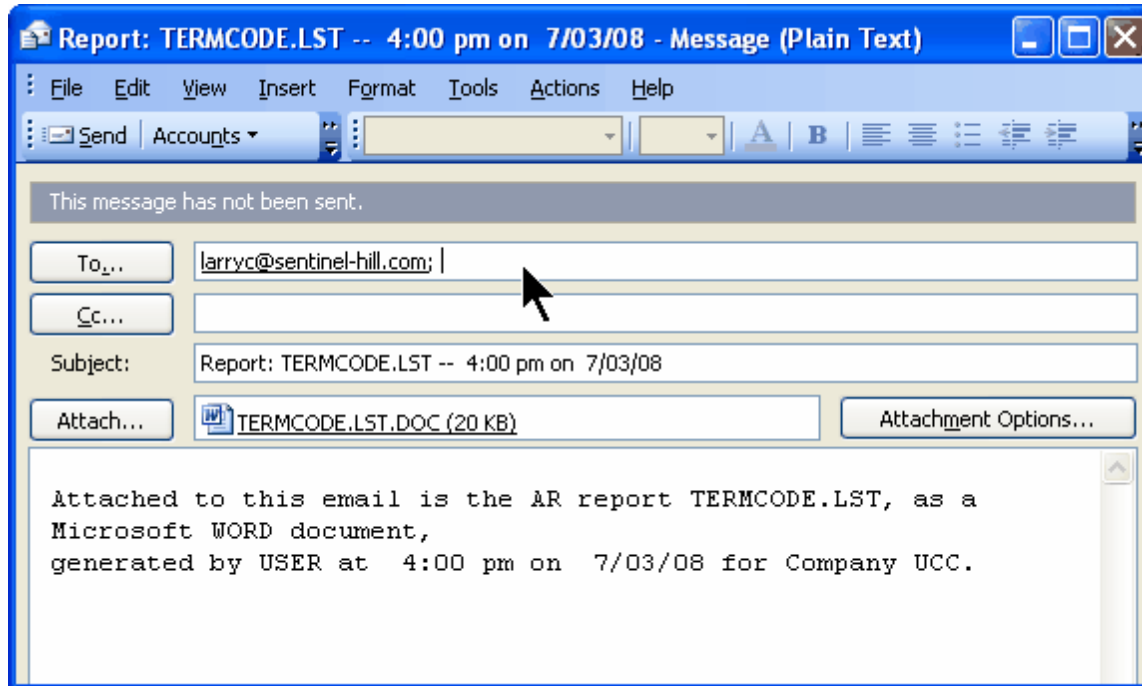
Setup Tip

If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.



Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

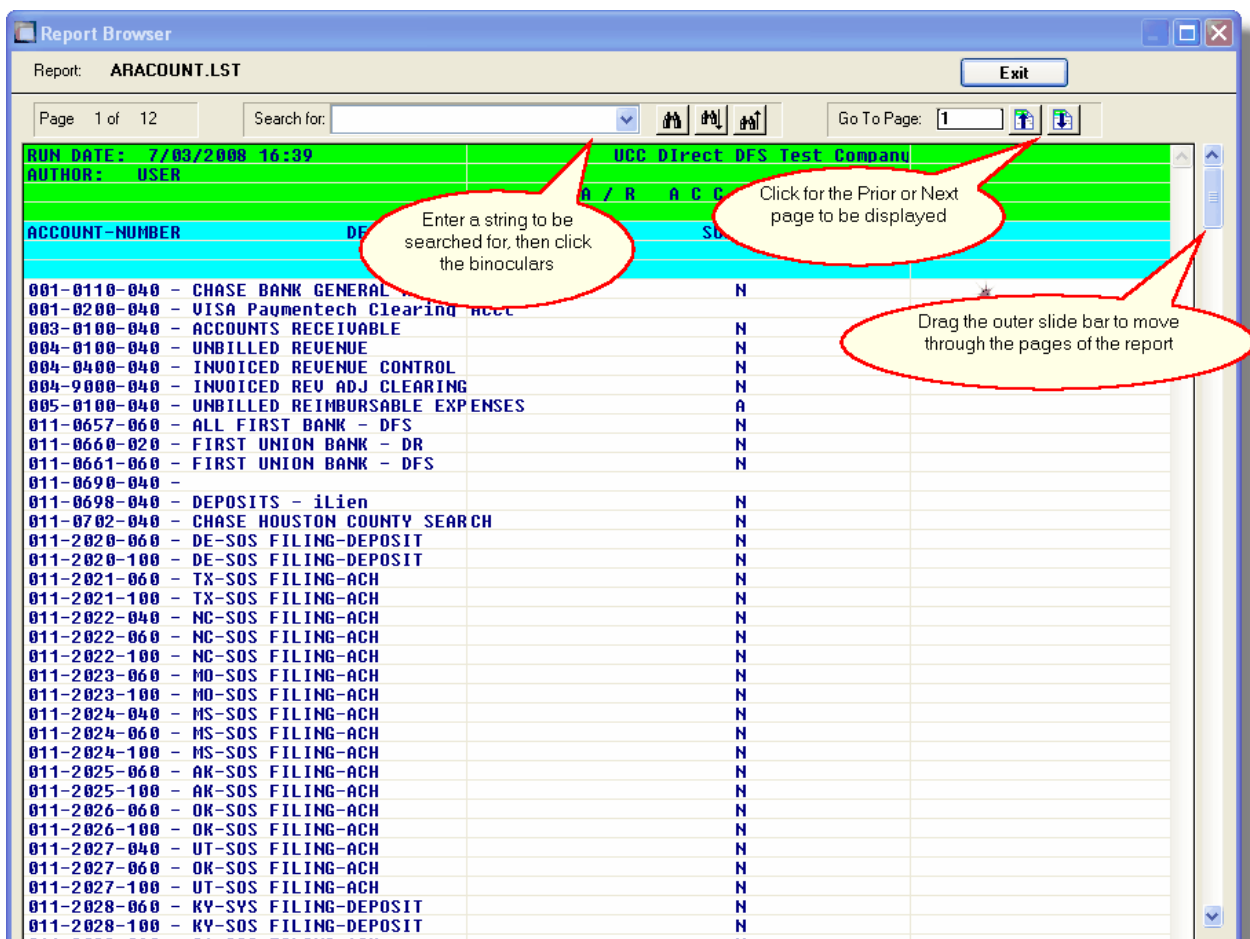
Screen Browser:	<i>check-box</i>
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
Archive to Reports Manager:	<i>check-box</i>
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	
Print Queue:	<i>check-box</i>
Set the check mark to have the report output to a printer.	

Print Queue:	<i>drop-down list</i>
Select the the Series 5 Printer Queue to which the report is to be output to.	
# of Copies:	9
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on Windows XP, Vista and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.	
Save To:	<i>check-box</i>
Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.	
Save To:	<i>X(90)</i>
Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click on the Browse button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter C:\ in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.	
Save As:	<i>drop-down list</i>
Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.	
To Captured Printer:	<i>X(12)</i>
If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (<i>Refer to the Systems Management Help if required</i>).	

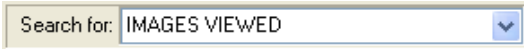

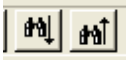
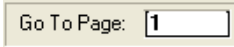

Send a copy to E-Mail Recipient:	<i>check-box</i>
If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.	
Report Header User Note:	<i>X(100)</i>
If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.	

5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



You may navigate around the report in number of ways:

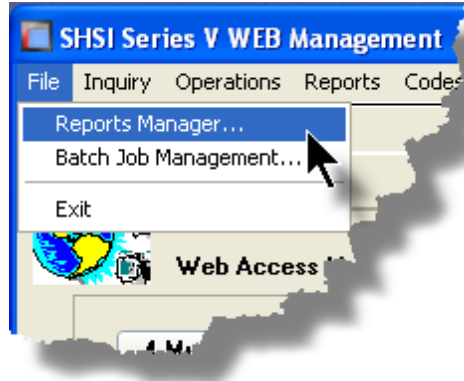
Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.
	Display the select Page.
	Display the Prior or Next page of the report.

5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

+ Accessing the M/M Reports Manager

From either the M/M Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



➔ Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.

Seq #	System	Report Name	Author	Created	Time	# of Pages
000183	PI	PAYTEK_REVIEW.JRN	USER	June 15/2006	Thu 2:15:45 PM	3
000184	PI	PIARPOST.JRN	USER	June 15/2006	Thu 2:24:42 PM	12
000185	AR	SALES_000071.JRN	USER	June 15/2006	Thu 2:48:21 PM	14
000187	PI	PL_20060620A.INV	USER	June 20/2006	Tue 10:51:25 AM	21
000188	AR	ARACOUNT.LST	USER	September 29/2006	Fri 1:08:44 PM	12
000189	PI	GENWIPTRX.JRN	USER	December 05/2006	Tue 12:57:06 PM	2
000191	PI	PL_071024_204540.INV	USER	October 24/2007	Wed 8:45:46 PM	4
000195	PI	PIUSERIFAC.JRN	USER	November 01/2007	Thu 4:40:37 PM	21
000196	GL	STD_DRDISB00.JRN	USER	November 02/2007	Fri 10:33:31 AM	1
000197	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri 11:19:14 AM	2
000198	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri 11:32:31 AM	2
000200	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri 11:41:34 AM	2
000202	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri 12:00:54 PM	2
000203	PI	GENWIPTRX.JRN	USER	November 02/2007	Fri 12:03:03 PM	47
000204	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri 4:15:33 PM	2
000205	PI	GENWIPTRX.JRN	USER	November 02/2007	Fri 4:17:05 PM	47

<i>"Fast Buttons"</i>	
Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

➔ Viewing an Archived Report

1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The [Report Browser](#) window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.

The screenshot shows a window titled "Archived Reports Manager" with a status bar indicating "6 page Archived AR Report: ARDIST.RPT" and "Created: Thursday, June 15/2006 9:38 AM". The main area is titled "Re-Print Options" and contains the following fields and controls:


- Instructional text: "Select where to have this report Re-printed to. You may choose any combination of the possible destinations. You may also select a range of pages, and have the Archived Report deleted afterwards."
- Section "Direct Generated Document(s) to:" with a blue border:
 - Screen Browser
 - Archive to Reports Manager
 - Print Queue: **WPRINT3** (dropdown menu) WinPrint (Courier-10 Compress)
Standard Courier 10 pt (Compressed)
PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6
 - Save to: **C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC**
 - Save as: **MS WORD Document** (dropdown menu) [Browse]
 - Send a copy to E-Mail Recipient
- Section "Re-Print Options:" with a blue border:
 - Re-Print from page: **1** to: **6**
 - Delete the Archived Report after being printed ?

At the bottom right, there are two buttons: "Reprint Report" and "Cancel". A mouse cursor is pointing at the "Delete the Archived Report after being printed ?" checkbox.

- Enter the reprint options. Basically you can either print the report, or save it to disk as an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.
- Click the **Reprint Report** push button at the bottom of the screen.

- Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields. Click

on the  Search icon.

A search string may be entered for the following fields:

- Sequence #
- Report Name

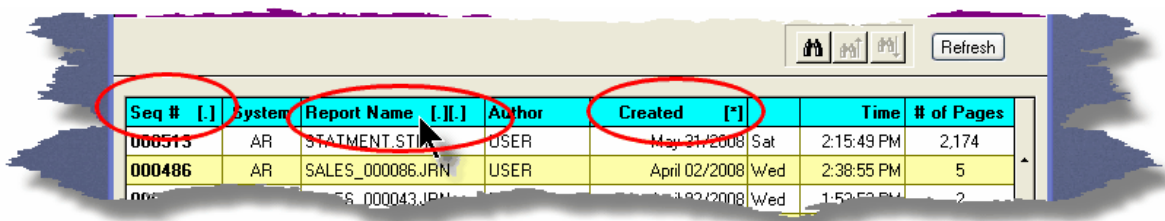
- Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

- Click on the heading of the column of data which is to be used for the sort. Only those columns with a **[.]** can be used. The column that is currently used for the sort has **[*]** displayed.



Seq # [.]	System	Report Name [.]	Author	Created [*]	Time	# of Pages
000513	AR	STATEMENT STI	USER	May 31/2008	Sat 2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008	Wed 2:38:55 PM	5
000		56_000043.JRN		April 02/2008	Wed 1:53:53 PM	2

- Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

Archived Reports Manager

Archived Reports Inquiry Selection Parameters:

You may specify selected parameters to limit the list of Archived Reports that are displayed.

Systems: All Selected **GL** ▼

Users: All Selected **USER** ▼

Report Types: All Selected **JRN** ▼

Date Generated: All Selected From: **4/01/08** To: **6/30/08**

Report Name(s) Matching Template: (Enter the name of report(s) to be selected where "\$" matches any character and a single "*" may be placed before and/or after the "." to match any string. I.e., CASH*.JRN *110507.JRN or CASH_\$\$\$04.*)

OK **Cancel**

2. Set the applicable filters
3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	radio-buttons & drop down list
Click the All button, or the Selected button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
Report Types	radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that which was selected will be listed.

Users

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.

Date Generated

radio-buttons & (mm/dd/yy) entry fields

Click the **All** button, or the **Selected** button with a date range. Only those reports generated within the range of dates entered will be listed.

Report Name Template

X(20)

Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.

– Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

– Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

Data	Accessed From	Comments
1. User Logon Profile Record	The main menu's System Maintenance drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2. User Application Access Record	The MM menu's Control Options drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Marina/Yacht Club Management systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

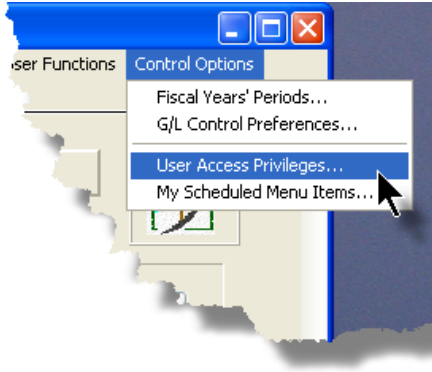
Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on [Scheduled Menu Functions](#)^[54] under the [Marina/Yacht Club Management Application Menu](#)^[47] Chapter for further information and the topic following.

— Accessing M/M Users' Access Maintenance Function

From the MM menu, select **User Access Privileges** from the **Control Options** drop-down menu.

Processing Tip

If your company requires strict controls as to which individual is entitled to set up User Access



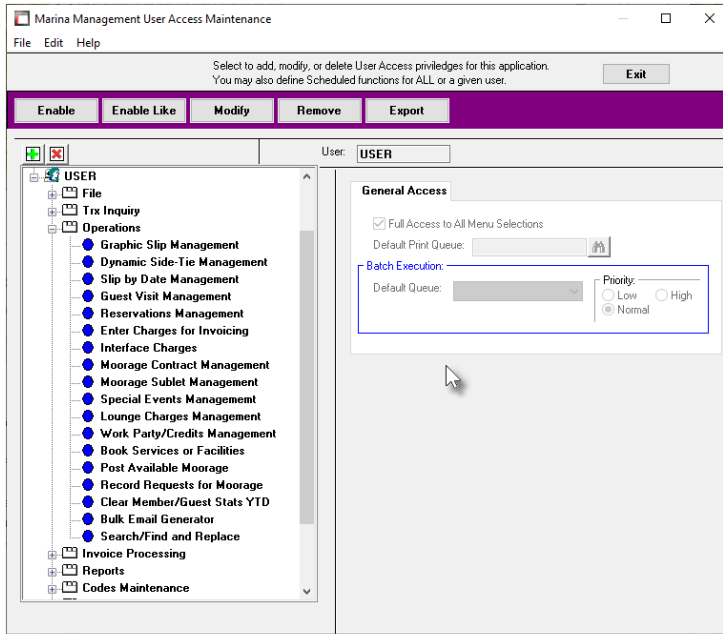
rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

5.5.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.



M/M User Access Maintenance Tree Screen





Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.

**"Fast Buttons"**

Enable	Setup to give the "Red Head" user
Enable Like	Select a "Red Head" user and enable just like already enabled user's access record. The drop-down list will provide those users that have been enabled.
Modify	Modify the General Access properties of the "Green Head" user.
Remove	Remove all access rights for the highlighted "Green Head" user.
Export	Generate a spreadsheet of all users' menu access rights, showing Users, Applications, and the application in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the  next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the  next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.



-  - All users always have access
-  - Full access
-  - Restricted access
-  - No access

- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-



screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the   icons.

– Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a  red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 User Logon Profiles** in the Systems Management Help or manuals).
2. You can Enable the User using one of four methods:
 - I. Double click the  red head, or
 - II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or
 - III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, or
 - IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

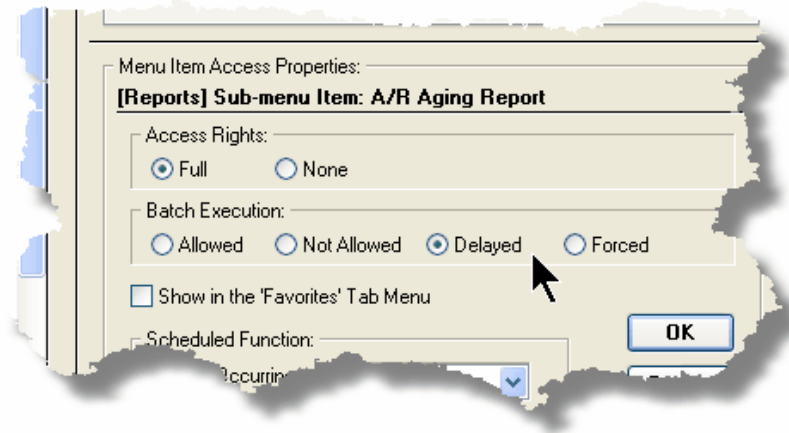
- If the user is to have access to all menu items, set the **Full-Access** check-box
 - Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
 - Click on the **Add It** push button
3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.
 - Expand the tree of the newly added user by clicking on the  icon next to his now  green head
 - Expand the tree of each of the application's menu bar topics
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - Click the applicable **Access Rights** radio-button

- If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:
- Highlight the read head of the User that you wish to enable access for
 - Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
 - Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
 - Click on the **Select User** push button
 - Keep the same access rights values, or change them as required.
 - Click on the **Add It** push button again
 - The new user is now set up with the copied user's access rights
 - You may now go ahead and change any of the Access Rights of the menu items as needed


Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- ❖ Allowed - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- ❖ Not Allowed - The user may not select to execute the job using the Job Processor
- ❖ Forced - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed
- ❖ Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.




— Modifying Access for a User

1. Highlight the  green head of the User to modified
2. If you wish to modify the General Access properties
 - Click **Modify** in the "Fast Button" frame, or right-click and click on **Modify** in the pop-up-menu
 - The right pane of the window will be activated
 - Make the necessary changes and click the **Update** push-button
3. If you wish to change the Access properties of a particular menu item
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
 - Make the necessary changes and click the **OK** push-button.
4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner
 - Highlight the menu item of interest, and right-click to display the pop-up menu.

- You can either give full access, or remove access totally, depending on the already assigned access
- Make the necessary changes and click the **OK** push-button.

– Removing Access for a User

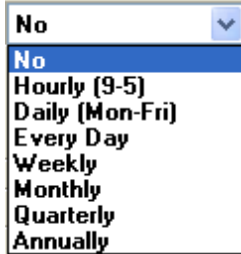
1. Highlight the  green head of the User to removed.
2. Click **Remove** in the "Fast Button" frame, or right-click and click on **Remove** in the pop-up-menu:
3. Click the Yes push-button in the prompt.

– General Access tab sub-screen Field Definitions

Full Access to All Menu Selections	<i>check-box</i>
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	<i>X(20)</i>
Select the Series 5 Printer Queue that this user would typically by using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. <i>(Refer to the Systems Management Help if required).</i>	
Batch Execution - Default Queue	<i>drop down list</i>
Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue	
Batch Execution - Priority	<i>radio-buttons</i>
Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority	

– Menu Item Access Property sub-screen Field Definitions

Access Rights	<i>radio-buttons</i>
Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-	

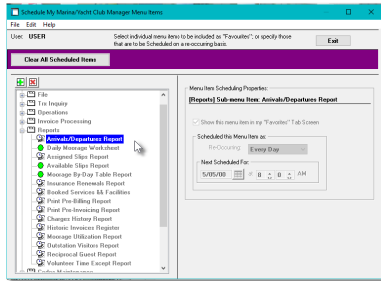
Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.	
Show in the 'Favorites' Tab Menu	<i>check-box</i>
If checked, the corresponding menu item will be displayed as a push-button on the Marina/Yacht Club Management application's menu on the My Favorites tabbed sub-screen.	
Scheduled Function - Re-Occurring	<i>drop down list</i>
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Marina/Yacht Club Management application's menu.	
Scheduled Function - Next Scheduled For	<i>(mm/dd/yy)</i>
Enter the date and time at which this particular scheduled function is to be executed.	

5.5.2 Users Scheduled Menu Functions





Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Marina/Yacht Club Management menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu Items Screen



Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.

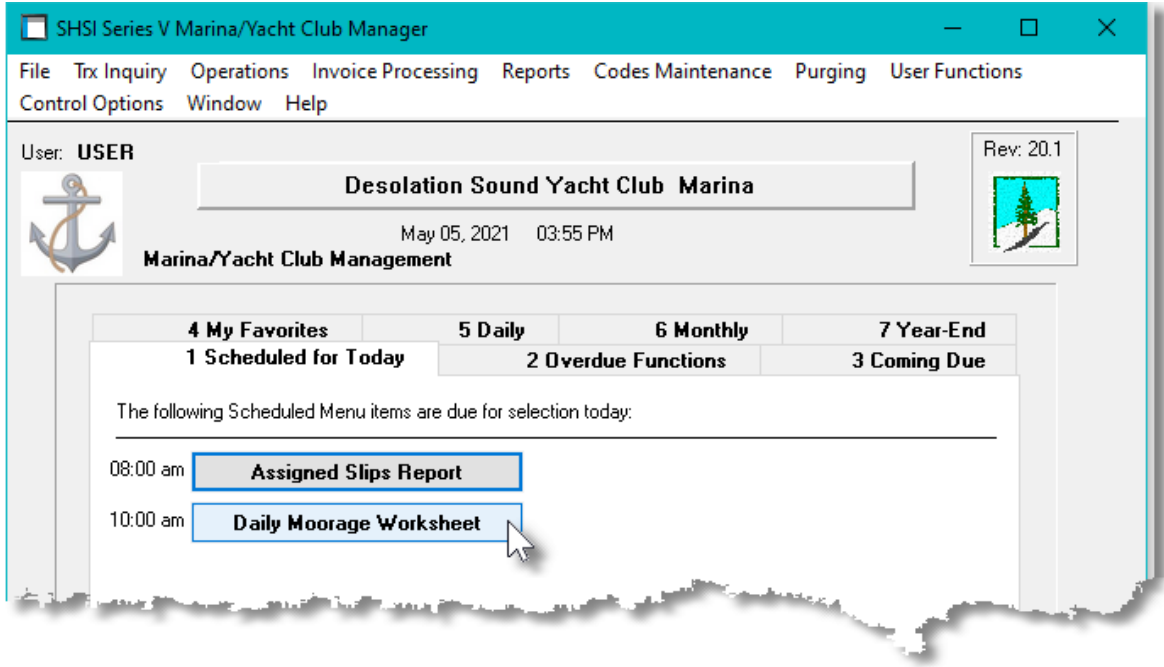


Characteristics of the screen to note:

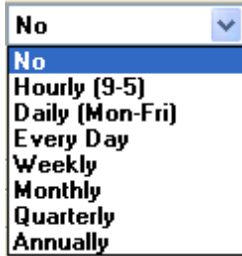
- Click on the  next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the  icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the   icons

Defining a Scheduled Menu Item

1. When the screen is displayed, click on the green "Plus-sign" of the   icons to expand the tree structure to show each menu item.
2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.
 - If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - Select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
3. The menu item will appear on the applicable Marina/Yacht Club Management tabbed sub-screen when next refreshed displayed.



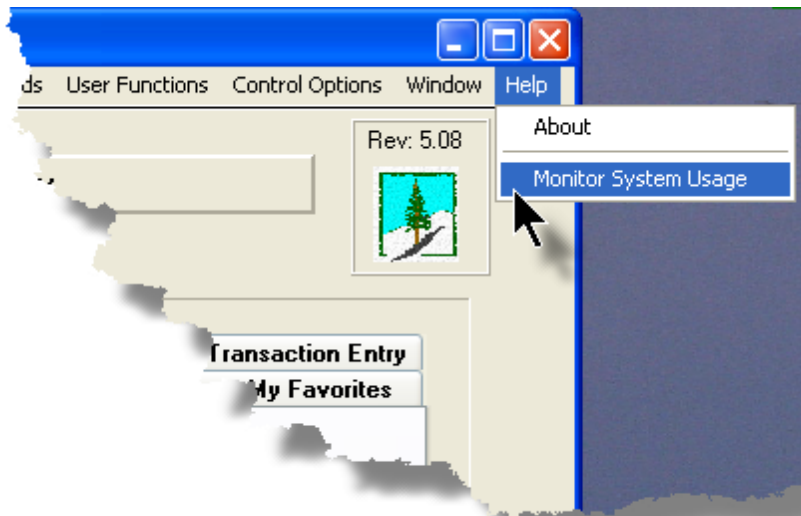
– Menu Item Access Property sub-screen Field Definitions

<p>Show in the 'Favorites' Tab Menu</p>	<p><i>check-box</i></p>
<p>If checked, the corresponding menu item will be displayed as a push-button on the Marina/Yacht Club Management application's menu on the My Favorites tabbed sub-screen.</p>	
<p>Scheduled Function - Re-Occurring</p>	<p><i>drop down list</i></p>
<p>To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Marina/Yacht Club Management application's menu.</p>	
<p>Scheduled Function - Next Scheduled For</p>	<p><i>(mm/dd/yy)</i></p>
<p>Enter the date and time at which this particular scheduled function is to be executed.</p>	

5.6 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:

System Access Monitor

These are the users currently accessing the system as of **10:35:08 am**

PID	Username	Company System	Sys	Function	GL		Started		Elapsed Time	Access Code
					Company					
101-0	SHS14.LARRY	PCA	IM	IM Menu			10:33:42	7/04/08	0:01:26	0
101-1	SHS14.LARRY	PCA	IM	Inventory Item Master			10:33:45	7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage			10:34:38	7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers			10:33:01	7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry			10:33:06	7/04/08	0:02:02	1
351-0	SHS14.LARRY	UCC	GL	GL Menu	40		10:34:21	7/04/08	0:00:47	0
351-1	SHS14.LARRY	UCC	GL	Trial Balance Report	40		10:34:26	7/04/08	0:00:42	1
351-2	SHS14.LARRY	UCC	GL	G/L Account Trx Inquiry	40		10:34:31	7/04/08	0:00:37	1

Refresh **Exit**

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

Part



6 Marina/Yacht Club Management Menu Functions

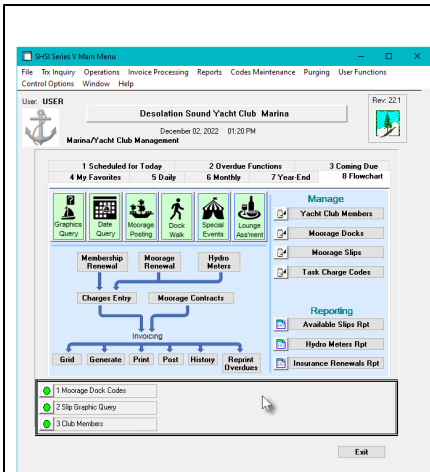
All functions for the M/M system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The M/M Menu

The Professional Invoicing Menu screen provides your access to all functions offered in the M/M system.

Marina/Yacht Club Management Main Menu



The Flowchart tab initially presented offers push buttons for the most commonly executed functions:

- Six tool bar graphic push buttons for major inquiry and management functions
- Push buttons associated to the entry of, and invoicing of charges
- Push buttons for Managing significant Codes and commonly executed reporting functions







- All functions associated to the Series 5 Marina/Yacht Club Management system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**
- The **My Favorites** tab sub-screen will have up to 12 menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper. Functions will be represented by a set of graphics than can be customized to each user.
- You can select up to 9 menu item functions at a time, each executing in their own window. The currently launched functions are listed in the frame at the bottom of the screen.
- Access to specific menu items may be granted or denied from the User Access privileges function. ***(Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)***

Menu Bar Headings

The menu bar is divided into major categories of functions. *(Follow the link in each item below for further information on each function).*

File

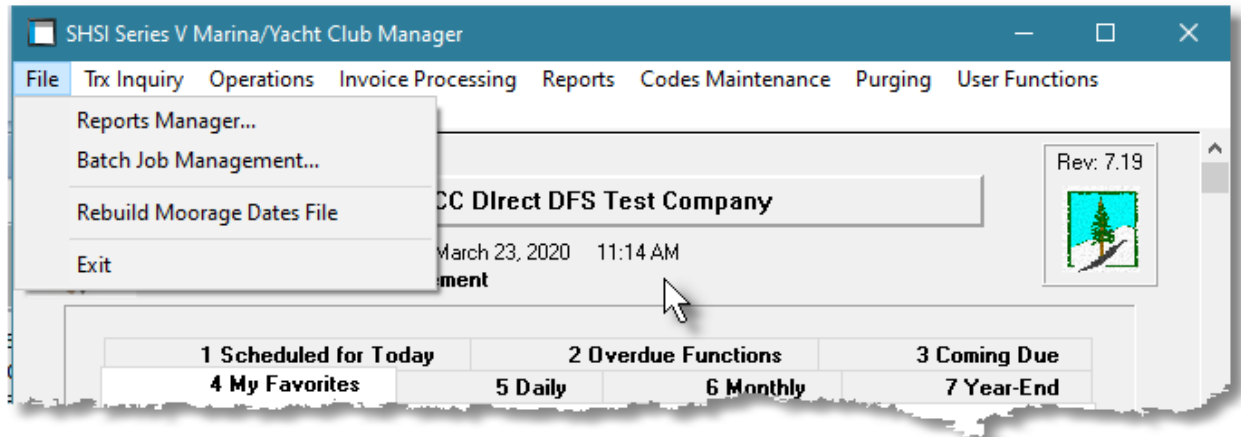
For accessing the Archived Reports Manager, and the Batch Job Processor utilities.

Trx Inquiry 	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations 	For those menu items that provide basic operational functions.
Reports 	For generating all the reports associated to the Marina/Yacht Club Management system.
Codes Maintenance 	Those menu items for maintaining the assorted master codes used in the Marina/Yacht Club Management system.
Purging	Those menu items for Purging outdated historical transaction records used in the Marina/Yacht Club Management system.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options 	For setting up control preferences and User Access rights to the Marina/Yacht Club Management system.
Window 	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are available under the **File** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

These functions are available from the MM Menu Bar as shown:

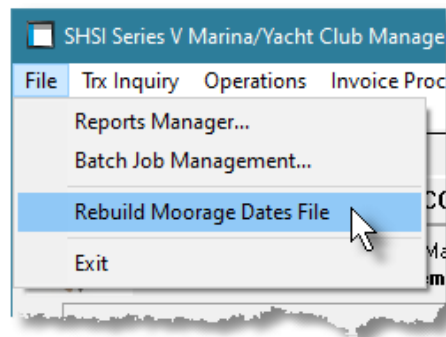


6.2.1 Rebuild Moorage Dates

The M/M system maintains a file that holds information about which vessels are moored at each slip on any given date. These records are updated by the Guest Visit Management, the Yacht Club Member and Marina Client Maintenance routines as well as Contracts Management. They also are kept for historic inquiry. Should you have reasons to believe that these functions and/or reports are not presenting accurate data, this function will rebuild the file by reading through the Guest file, the Members file and the Marina Client file.

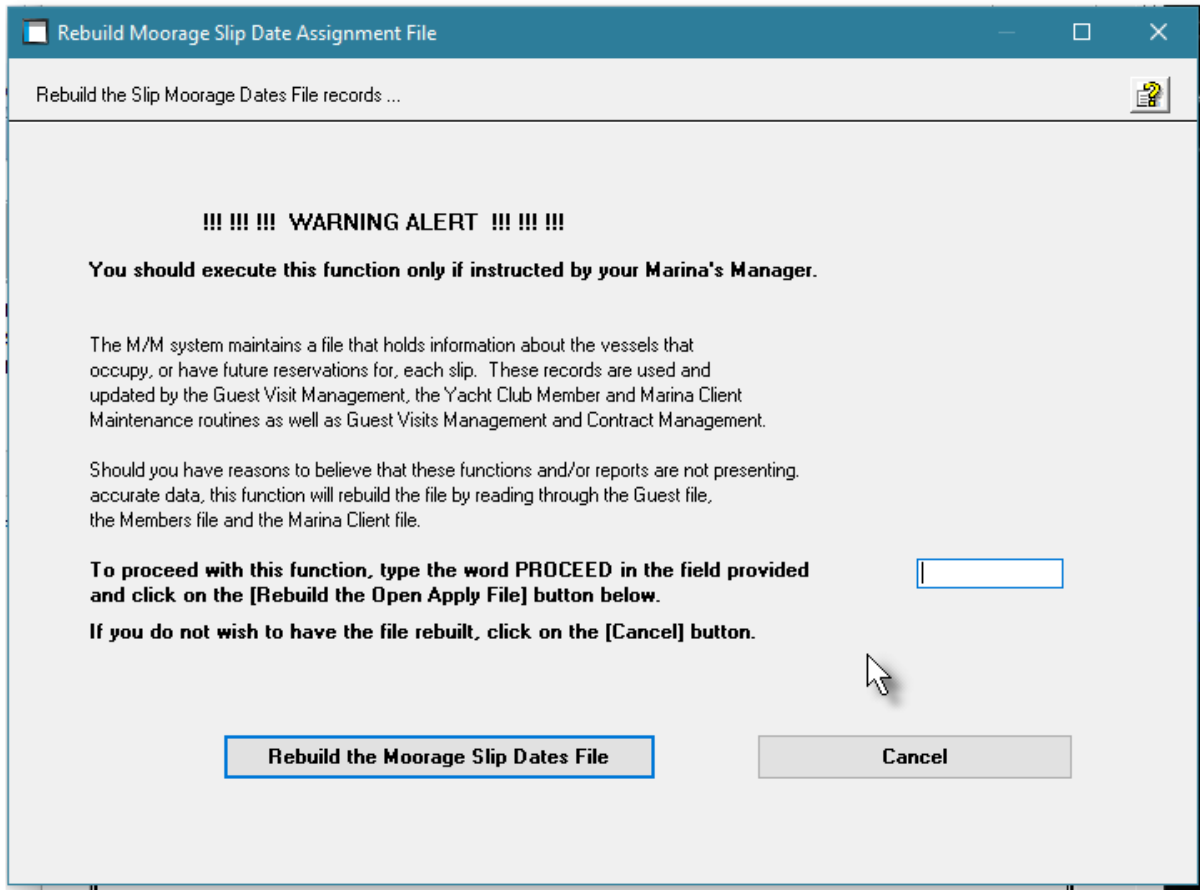
+ Accessing the Moorage Dates Rebuild function

From the M/M Main menu, select **Rebuild Moorage Dates File** from the **File** drop-down menu.



→ Rebuild Moorage Dates Data - Options Screen

The following screen is presented to have the moorage dates file rebuilt:

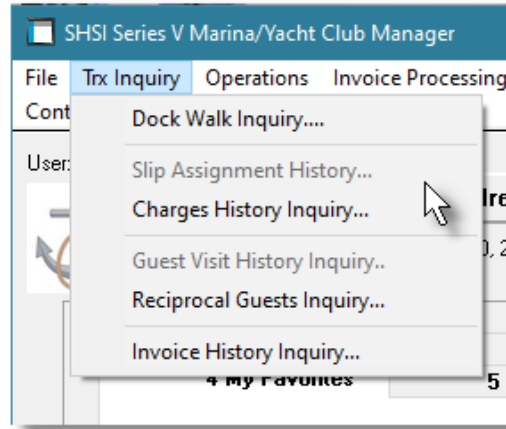
**PROCEED****X(7)**

Enter the word PROCEED to continue with this function.

6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are available under the **Trx Inquiry Options** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to maintain and query the results of the "DockWalk" are found here.

These functions are available from the MM Menu Bar as shown:



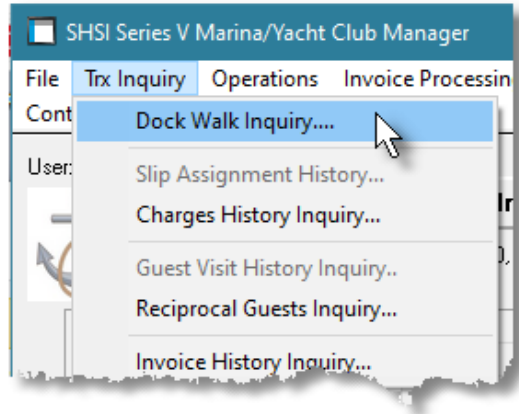
6.3.1 Dock Walk Inquiry

One of the daily tasks to perform at the marina is to walk the docks and verify that moorage slips are occupied by the vessel that was assigned, or that they are vacant. This "Dock Walk" function is meant to provide either a Worksheet to use, or to produce a spreadsheet that can be updated as a staff member checks the docks.

Some of the features of the "Dock Walk" Inquiry function are as follows:

- The expected status of Moorage Slips may be displayed for a selected Harbor and date.
- Items are displayed either by Slip for a selected Dock, by Boat Name, or by Owner's Last Name.
- Choose to show just empty slips, occupied slips, guests or term moorage occupied slips.
- Generate a Dock Walk Worksheet, or export to a spreadsheet
- For installations having the Acu-To-Web capability, staff may access the [Web Dock Walk App](#) developed by Sentinel Hill that executes on a smart phone, tablet, or another computer over the internet. It offers the ability to set the status of the slip and verify the LOA and power being used.


The Dock Walk Inquiry function is launched from the M/M Menu's **Trx Inquiry** drop-down menu.



6.3.1.1 Dock Walk Grid Screen

Moorage Slips are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the Slip Code for the desired transaction. The Slips may be displayed to the grid sorted by Slip for a selected Harbor and Dock, or by Boat Name or Owner Name.

From the "Fast Buttons" frame, push buttons are provided that can be used to Print a "Dock Walk" Worksheet, or to output the Slip status to a spreadsheet

 Dock Walk Slips Inquiry Grid

Dock Walk / Arrival Departures

File Edit View Help

Dock Walk Processing Build Dock Walk Transactions based on Vessel Arrivals & Departures, and whether Moorage Slips are Owned or Sublet. A report or spreadsheet may be generated. Exit

For Moorage on: Print Dock Walk Report Export Dock Walk Transactions

For Harbor: List by: Refresh

Dock Code: Go To Slip: Only List Scheduled Arrivals & Departures and any New Arrivals

- List Empty Slips
- List Occupied Slips
- List Guest Moorage
- List Term Moorage

Slip	Boat Name	Action	LOA	Power	Ft-Mark	OK	Assigned	Departing	State	Max LOA
Dock	Owner	Type	Status	Tie-Up	Comment					
CB - A-02	FLASHER	Occupied	38	30 Amp			6 Months	Saturday, June 01	Owned	48
A-CB	Beggs, Steve	Member								
CB - A-04	GRAND IDEA	Occupied	48	50 Amp			6 Months	Thursday, February 01	Owned	45
A-CB	Burow, George	Member								
CB - A-05	THREE BUOYS	Occupied	38	30 Amp			6 Months	Saturday, June 01	Owned	47
A-CB	Carretero, Marcos	Member								
CB - A-06	HUNAKAI	Occupied	39	30 Amp			6 Months	Saturday, June 01	Owned	51
A-CB	Christian, Murray	Member								
CB - A-07		Empty								48
A-CB										
CB - A-08		Empty								48
A-CB										
CB - A-09		Empty								48
A-CB										
CB - A-10		Empty								48
A-CB										
CB - A-11		Empty								48
A-CB										
CB - A-12	YELLOW COW	Occupied	50	30 Amp			6 Months	Thursday, February 01	Owned	48
A-CB	Carlsen, Larry	Member								
CB - A-13		Empty								48
A-CB										

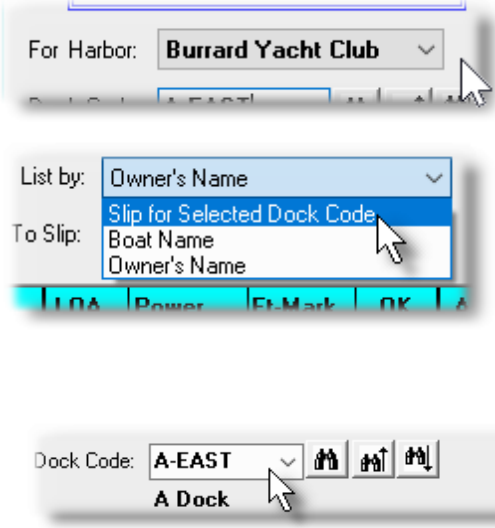
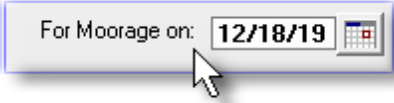

Dock Code Totals: 27 Moorage Slips Listed 0 Boats Leaving 0 Reservations Arriving 0 New Arrivals 0 Occupied by Unknowns
 5 Slips Occupied 0 Have Departed 0 Have Arrived 0 Unexpected Empty
 22 Slips Empty

For selected Dock Code, items are listed by Moorage Slip. Search: for:

"Fast Buttons"	
Print Dock Walk Report	To have a worksheet printed that can be used during the Dock Walk. Grouped by Dock Code, Slips are listed showing the occupying boat along with whether they are arriving, leaving or staying; LOA and expected power amps using. Space is provided for the staff member to make notes.
Export Dock Walk Items	The information available to the report may also be output to a spreadsheet.

Some of the special features of this "Inquiry" grid are as follows:

➤ For "Multiple Harbor" systems, select	
---	--

<p>which Harbor the Docks and Slips for, are to be presented.</p> <ul style="list-style-type: none"> ➤ Slip records may be listed belonging to just a selected Dock. As well, they may be listed by Boat Name or the Owner's Last Name. ➤ If listing for a particular Dock, a given code may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Dock displayed that has items on file. <i>(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file).</i> 	
<ul style="list-style-type: none"> ➤ You can enter a date to show the assigned vessels for each Slip on that day. 	
<ul style="list-style-type: none"> ➤ You can indicate which Slips are listed: Empty, Occupied, by Guests and or by Long Term Moorage. 	

Dock Walk Slips Inquiry Grid

Double click a row to display the information about the vessel that is moored, and make any modifications if applicable.

Slip A001 - Edit Assignment Properties

Status: **Slip Should-Be Occupied**

Inspection Status: **Slip Is Occupied/Empty as Expected**

Member's Vessel:

Vessel Name: **MYSTIFIED**

Owner Name (Last, 1st): **Maier, Alex**

Tie-Up Method: Dock Ft Marker:

Boat Length Overall: **42** Feet Length of Stay: **6** Nights

Power:

None 20 amp 50 amp
 15 amp 30 amp 100 amp

Comments:

OK **Cancel**

Field Definitions

Inspection Status

Set, or display the status of the Slip. (This screen is also presented in the "Dock Walk" app that can be executed on a smart phone or tablet. It's likely that this field would be set by the person doing the morning dock walk).

drop-down list

Slip Is Occupied/Empty as Expected
Slip has a New Arrival
Vessel Has Departed
Vessel Has Not Yet Departed
Reservation Vessel Has Arrived
Reservation Has Not Yet Arrived
Slip Is Occupied by a Different Boat
Unexpectedly Empty
Not Yet Verified
Vessel Moved from another Slip

6.3.1.2 Dock Walk Worksheet

When a member of the marina's staff performs the daily "Dock Walk", they can use this Worksheet to identify those moorage slips that should, or should not be occupied. The report shows the following:

- Slip Code
- Boat Name
- Owner Name
- Type of Owner (ie., Guest, Member or Client)
- LOA of Vessel
- Power Paid for
- Maximum Length Allowed for the Slip
- The number of months or days the slip is assigned to the boat

The Worksheet provides some space for notes to be recorded.

Dock Walk Tablet or Smart Phone App

An alternative to the Worksheet, is the Dock Walk function that is available as an option. It provides inquiry/update access to the "Dock-Walk" records from a smart phone, or tablet. Comments may be recorded and the status of the slip can be selected.

This app can also be used to record information about newly arrived vessels in a given slip


Dock Walk Worksheet Filters Screen


The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.

Print/Export Arrival/Departure Report

Report: **ARRIVDEP190101.RPT** Arrival / Departure Worksheet...

Worksheet Filters & Options | **Export Options** | **About Exporting**

Enter options and filters for this report. 

For Moorage on: 

Type of Output:

As a Report To Spreadsheet Both

For Moorage Associated to Dock:

All
 Selected
 A Range

List those Slips with Vessels Departing or Arriving
 List those Slips Available to be Assigned
 List those Slips Occupied by Guests
 List those Slips Occupied by Long Term Contracts

List those Slips with New Unscheduled Arrivals
 List those Slips Occupied with the Wrong Boat
 List those Slips where Vessels have Left Early

Next **Cancel**

When the "Dock Walk" worksheet is generated, if archived, will be cataloged with a report name of **PARRIVDEP999999.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Dock Walk Report Filters Screen - Field Definition

For Moorage on Date	(mmdyy)
Enter the date for which moorage should be checked. Click the calendar icon to choose a date, or enter it directly.	
For Moorage Associated to Dock	radio-buttons and X(8)
Select to report on All Docks, a Selected Dock, or a Range of Docks.	
Listing Only Selected Slips — for assorted properties	check-boxes

Click on the respective check-box to include Slips with the given status or by whom it is occupied by.

Type of Output

radio-buttons

You may select to have the report generated, or the spreadsheet generated, or both.

6.3.1.3 Dock Walk Export

The status of Moorage Slips may be exported to a spreadsheet, or tab-delimited file, to be used as required.

Dock Walk Export

The same filters as presented for the report, are also presented when you choose to export the data.

The types of export files files supported include the following:

- MS Excel • CSV Text (Comma Delimited)
- Workbooks • Slash "\" Delimited Text
- Tab Delimited
- Text

The standard Series 5 [Export Options screen](#)⁸⁵ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Daily-Slip-Worksheet.XLS**. You may click the Browse button to locate a different folder and output file.

The following fields are output:

Column #	Excel Column	Field	Format
1	A	Dock Code	X(8)
2	B	Slip Code	X(5)
3	C	Vessel Name	X(30)
4	D	Owner Name	X(30)
5	E	Type of Owner	Guest, Member, Client
6	F	Expected Status	X(9)
7	G	Status Observed	X(18)
8	H	Boat Length Overall	9(3)
9	I	Power Amperage Used	X(4)

10	J	Linear Dock Foot Marker	9(3)
11	K	Tie-Up Method	X(10)
12	L	Term of Moorage	9(2) Days or Months
13	M	Departing Date	mm/dd/yy or yyyyymmdd
14	N	Max Boat Size for Slip	9(3)
15	O	Comment 1	X(40)
16	P	Comment 2	X(40)

6.3.2 Charges History Inquiry

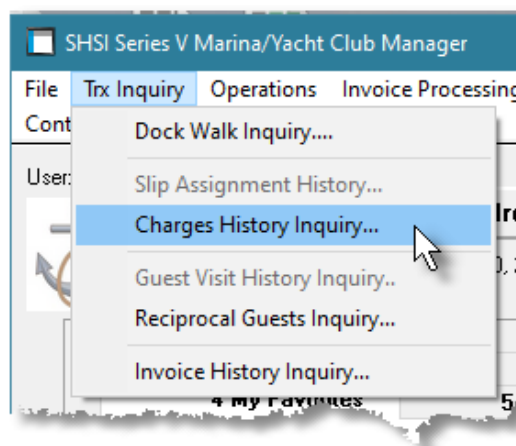
Once M/M Invoices have been generated, printed and posted to A/R, the charges that are billed are moved to M/M system's Charges History file. These are available to be listed on the screen or report, and used in assorted analysis and totaling functions and listed associated to invoices in the Invoice History Inquiry function.

This Inquiry function provides access to all Historic Charges that have been created in the M/M system

Some of the features of the Inquiry function are as follows:

- In the grid display, Invoices may be listed for a selected Customer, selected Boat Owner Last Name, selected Customer Code or selected Task Code; or just by Charge ID, Date, Boat Name or Invoice Number.
- A function is provided that computes and displays totals of each Charge Type for a given date range.
- A Charges History report may be generated using a number of grouping and sorting options. Items are listed either in detail, or just group totals are listed.

The Historic Charges Inquiry function is launched from the M/M Menu's **Trx Inquiry** drop-down menu.



6.3.2.1 Charges History Inquiry Grid Screen

Charges history are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the Slip Code for the desired transaction. The Charges may be displayed to the grid sorted by Date, Boat Name, Owner Name, Customer Code, Task Code or Invoice Number.

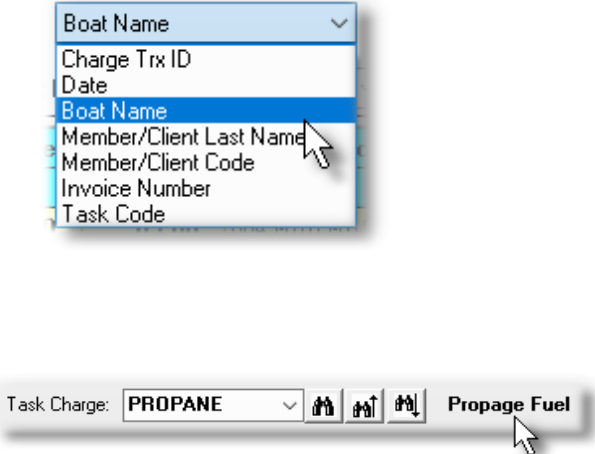
From the "Fast Buttons" frame, push buttons are provided that can be used to set Filters, Display Totals Print a "report or Purge old data.

➔ Charges History Inquiry Grid

"Fast Buttons"	
Set Filters	To have a number of different filters set to limit the Charges that are displayed to the grid.
Show Totals	To compute totals of the different types of Charges from history. The number of each

	type of charge is displayed, along with the total revenue, tax amounts and the total amount invoiced. The totals presented may also be exported to a spreadsheet.
Charges History Report	To have a report printed that can be used to analyze what charge types are worth while, or which Docks are productive. Items may be grouped and/or sorted using a variety of fields.
Purge Charge History	To have the Historic Charge records purged. A range of Charge IDs, and dates may be entered thus purging only selected items up to a specified date.

Some of the special features of this "Inquiry" grid are as follows:

<ul style="list-style-type: none"> ➤ Charge History records may be listed belonging to just a selected Task Charge Code, Customer, or Member/Client Owner Last Name. As well, they may be listed by Charge ID Numbers, Date, Boat Name or Invoice Number.. ➤ If listing for a particular Task Charge Code, Customer, or Member/Client Owner Last Name, a given code or name may be chosen either by entering it in the field, or choosing it using the Lookup binoculars icon, or by having the next or previous item/name displayed that has items on file. <i>(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file).</i> 	
<ul style="list-style-type: none"> ➤ You can select to display only those Charge History items that are for a given Charge Type. ➤ <i>(Charge Types are defined, and prioritized using the Define Billable Charges control function).</i> 	

Trx ID	D	Invoice#	Who	Charge Type(s) Listed:
03777		4/18		All
00001009	G	00000		Moorage
03442		4/05		Power
00086019	G	00000		WiFi
03443		4/05		Environmental Fee
00086019	G	00000		Term Parking
03444		4/05		Parking Pass
00086019	G	00000		Ice
03429		4/02		Fuel-Diesel
00086015	G	00000		Fuel-Gas
03430		4/02/20	GOOD ENUFF	Propane
				Laundry
				Shower
				Garbage
				Key Fob
				Pump-Out Fee
				Purchases
				Membership Dues
				Lounge Assessment

6.3.2.2 Historic Charges Reports & Purge

The following functions may be executed from the Charges History Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters —	Enter a number of different filters set to limit the transactions that are displayed to the grid.
Compute and Display Totals —	Tally and display totals of the Charges sub-totaled by Charge Types.
Charges History Report —	Generate the Charges History Report
Purge Historic Charges —	Have older Charge Items Purged from the system.

From the "fast buttons frame", click the applicable push-button for the desired function. The report may also be generated from the MM Main menu, select **Charges History Report** from the **Reports** drop-down menu.

➔ Historic Charges Report Filters Screen

The following screen, or something very similar, is displayed for entry of a number of different options and filters that may be set to limit the items that are output to the report.

When having the history records purged or accumulating the Totals for display, or generating the History Report, the operator is also presented with the standard [Charges Select Filters](#)^[95] screen, and depending on the type of company set up, the [Member Select Filters screen](#)^[104], the [Guest Select Filters screen](#)^[108], or the [Customer Select Filters screen](#)^[112]. These allow you to specify selected or ranges of Charges, Members, Customers and Guests along with a variety of other filter criteria.

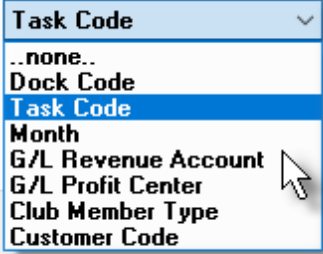
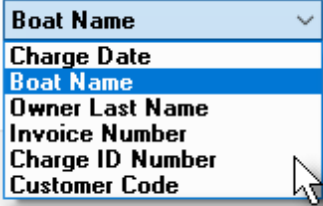
When the Charges History Report is generated, if archived, will be cataloged with a report name of **CHARGEANALIZE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

Processing Filter Options Screen - Field Definition

Charge ID(s)	radio-buttons and 9(8)
To select All Charges regardless of their ID numbers; or for only those that fall within a range of ID numbers. If a range is selected, enter the starting/ending Charge ID numbers.	
<input checked="" type="radio"/> All	All Charges are considered regardless of ID

<input type="radio"/> A Range	Specify a Starting and Ending ID for the Charges to be processed
Charges Dated	<i>radio-buttons and (mmddyy)</i>
Select only those Charges that have been recorded with a date that falls in the range entered.	
<input checked="" type="radio"/> Not Considered	All Charges are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Charges to be processed
Include only Charges — for Description Sub-Strings	2 x X(20)
To have only those Charges that have the entered sub-string(s) found within the Description field. If two sub-strings are entered, the selected boolean operator will be applied.	
Include only Charges — for Moorage Dock	X(8)
To have only those Charges that were generated for a particular Moorage Dock Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Moorage Slip	X(5)
To have only those Charges that were generated for a particular Moorage Slip Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Event/Service	X(8)
To have only those Charges that were generated for a particular Event or Service Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Guest's Marina	X(8)
To have only those Charges that were generated for a particular Guest that have their boat moored at the specified Marina, or is a Member at the Marina's Yacht Club. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Tax Code	X(8)
To have only those Charges that were generated that computed an amount for the specified Tax Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	

Report - Items Grouped by	<i>drop-down list</i>
<p>To have the Charges listed Grouped by one of the available fields.</p> 	
Report - Items Listed Sorted by	<i>drop-down list</i>
<p>To have the Charges listed sorted by one of the available fields.</p> 	
Report - Listing	<i>radio-buttons</i>
Export Group Totals to Spreadsheet	<i>check-box</i>
<p>To have the Group Totals output to spreadsheet, set the check-box. The standard Series 5 Export Options screen^[85] will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is Chrg_Analysis_Totals.XLS. You may click the Browse button to locate a different folder and output file.</p>	

Charges Report Group Totals Export

The Series 5 system provides for the capability to export the Totals to a spreadsheet.

The standard Series 5 [Export Options screen](#)^[85] will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Chrg_Analysis_Totals.XLS**. You may click the Browse button to locate a different folder and output file.

For each Group Total, the following fields are output:

Column #	Excel Column	Field	Format
1	A	Group Sort Code	X(8)
2	B	Group Code Description	X(40)
3	C	# of Charges	9(5)
4	D	Sub-Total (Revenue Amounts)	99,999,999.99
5	E	Tax-1 Amount	999,999.99
6	F	Tax-2 Amount	999,999.99
7	G	Tax-3 Amount	999,999.99
8	H	Tax-4 Amount	999,999.99
9	I	Total Invoiced Amount	999,999.99
10	J	Credit Amounts Given	99,999,999.99
11	K	Term Customer Sales	99,999,999.99
12	L	Term Moorage Months	9(5)
13	M	Guest Customer Sales	99,999,999.99
14	N	Guest Moorage Nights	9(5)

6.3.2.3 Historic Charges Totals

This function accumulates totals for the Historic Charges on file in the M/M system. Totals are computed for each of the defined Charge Types. The # of charges, the sub-total amount, taxes and the invoiced total is displayed. Once displayed, the totals may be output to a spreadsheet for further analysis. Depending whether your company is a Yacht Club, Marina or Guest Marina, a number of different filters may be specified. Refer to the topics for [Charges Select Filters](#)^[95], [Member Select Filters](#)^[104], [Guest Select Filters](#)^[108] and [Customer Filters](#)^[112].

The following screen is displayed:

Charges History Inquiry

Compute Totals for each Type of Charge for a variety of selection filters ...

Totals

For the selection criteria entered, totals for each charge type are presented for Charges dated from as early as **4/09/17** upto **4/18/20**

[Export These Totals](#) [Exit](#)

Charge	#-Chgs	Sub-Total	Tax-1	Tax-2	Tax-3	Tax-4	Credits	Total
Moorage	103	203,359.90	43,385.91	60,740.25	1,060.81	397.61	0.00	228,384.16
Power	97	7,099.96	202.00	282.80	3.20	1.20	0.00	7,148.88
WiFi	41	995.40	322.24	451.14	0.00	0.00	0.00	1,114.94
Environmental Fee	5	2,215.00	1,053.50	1,474.90	0.00	0.00	0.00	2,480.80
Term Parking	5	156.50	37.70	52.80	0.00	0.00	0.00	175.28
Parking Pass	1	144.00	72.00	100.80	0.00	0.00	0.00	161.28
Ice	4	12.10	4.93	6.88	0.00	0.00	0.00	13.56
Fuel-Diesel	3	652.80	33.90	1.90	0.00	0.00	0.00	685.63
Fuel-Gas	1	1.20	0.60	0.80	0.00	0.00	0.00	1.34
Propane	2	33.44	1.67	0.00	0.00	0.00	0.00	35.11
Laundry	8	4,500.40	2,250.02	3,150.03	0.00	0.00	0.00	5,040.45
Shower	9	4,051.20	1,665.06	2,331.09	0.00	0.00	0.00	4,537.35
Garbage	4	307.50	0.63	0.88	0.00	0.00	0.00	309.01
Key Fob	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchases	7	49.46	7.00	9.80	0.00	0.00	0.00	51.14
Membership Dues	1	100.00	50.00	70.00	0.00	0.00	0.00	112.00
Lounge Assessment	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liveaboard Tax	1	900.00	0.00	0.00	0.00	0.00	0.00	900.00
Initial Member Fees	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	399	232,058.68	49,301.01	68,973.46	1,070.41	401.21	0.00	258,977.83

Client/Member Total Charges: **0** (For **0** Moorage Months) Guest Total Charges: \$ **0** (For **0** Guest Visit Nights)

➔ Charges History Totals Export

The Series 5 system provides for the capability to export the Totals to a spreadsheet.

The standard Series 5 [Export Options screen](#)⁸⁵ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Charge_Type_Totals.XLS**. You may click the Browse button to locate a different folder and output file.

For each Type of Charge the following fields are output:

Column #	Excel Column	Field	Format
1	A	Charge Type Description	X(20)
2	B	# of Charges	9(5)
3	C	Sub-Total (Revenue Amounts)	99,999,999.99
4	D	Tax-1 Amount	999,999.99
5	E	Tax-2 Amount	999,999.99
6	F	Tax-3 Amount	999,999.99

7	G	Tax-4 Amount	999,999.99
8	H	Credit Amounts Given	999,999.99
9	I	Total Invoiced Amount	99,999,999.99

6.3.3 Reciprocal Guest Inquiry

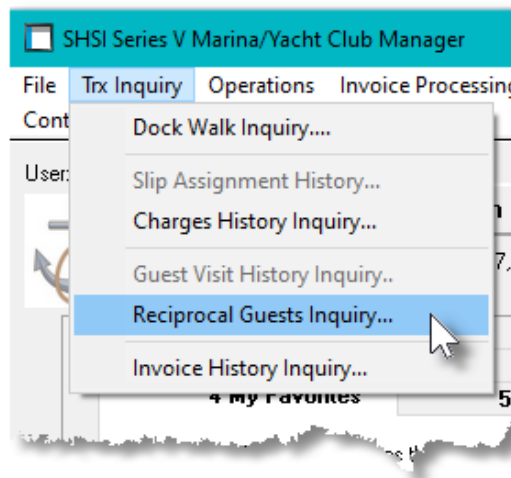
After a Guest visits the marina as a Reciprocal, a summary of their visit is recorded in the Reciprocal History file. These are available to be listed on the screen or report, and used in assorted analysis and totaling functions

This Inquiry function provides access to all Historic Reciprocal records created in the MM system

Some of the features of the Inquiry function are as follows:

- In the grid display, items may be listed for a selected Marina, selected Boat Owner Last Name, selected Customer Code or selected Task Code; or just by Charge ID, Date, Boat Name or Invoice Number.
- A function is provided that computes and displays totals of each Charge Type for a given date range.
- A Charges History report may be generated using a number of grouping and sorting options. Items are listed either in detail, or just group totals are listed.

The Reciprocal History Inquiry function is launched from the MM Menu's **Trx Inquiry** drop-down menu.



6.3.3.1 Reciprocal Inquiry Grid Screen

Reciprocal Guest Visit history are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or

enter the Marina Code for the desired transactions. The items may be displayed for a selected Marina, or sorted by the guests' Last Name or Boat Name.

From the "Fast Buttons" frame, push buttons are provided that can be used to set Filters, Display Totals Print a "report or Purge old data.

Reciprocal History Inquiry Grid

Marina	Visited	Guest Last Name	Boat Name	# Nights	# Free	Slip	Moorage	Inv Amount	Invoice
FISHERMN Fisherman's Marina Garden	3/04/19	CARLSEN	ISLAND HARMONY	3	1	B060	103.68	95.46	00034787
FISHERMN Fisherman's Marina Garden	3/06/19	CARLSEN	LAST REBEL	3	1	A042	72.00	98.80	00034788
FISHERMN Fisherman's Marina Garden	3/07/19	CARLSEN	DOOBY SMOKE	3	1	A018	112.80	155.30	00034790
FISHERMN Fisherman's Marina Garden	2/11/20	CARLSEN	DOOBY SMOKE	3		B034	324.00	257.05	00085996
FISHERMN Fisherman's Marina Garden	3/05/20	CARLSEN	DOOBY SMOKE	3		B008	259.20	303.58	00086010

For Selected Marina, items are listed by Club Member's ID Code Search: for:

"Fast Buttons"

Set Filters	To have a number of different filters set to limit the Reciprocal History that are displayed to the grid.
Totals	To compute totals of the different types of Reciprocal History from history. The number of visits, nights, free nights and moorage charges are tallied for each of the past 12 months and displayed.
Report	To have a report printed listing the history records.
Purge History	To have the Historic Reciprocal records purged. A range of filters and dates may be entered thus purging only selected items up to a specified date.

6.3.3.2 Reciprocal History Reports & Purge

The following functions may be executed from the Reciprocal History Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters —	Enter a number of different filters set to limit the transactions that are displayed to the grid.
Compute and Display Totals —	Tally and display totals of the Reciprocal History sub-totaled monthly for the last 12 months.
Charges History Report —	Generate the Reciprocal History Report
Purge Historic Records —	Have older Items Purged from the system.

From the "fast buttons frame", click the applicable push-button for the desired function. The report may also be generated from the MM Main menu, select **Reciprocal Guests Report** from the **Reports** drop-down menu.

Reciprocal Guest History Report Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the items that are output to the report.

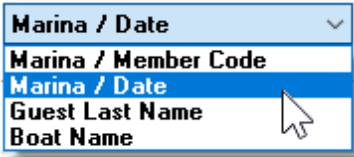
When having the history records purged or accumulating the Totals for display, or generating the History Report, the operator is also presented with the standard [Guest Select Filters screen](#)¹⁰⁸. This allows you to specify selected or ranges of Guests along with a variety of other filter criteria.

When the Charges History Report is generated, if archived, will be cataloged with a report name of **RECIPDETAIL.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Processing Filter Options Screen - Field Definition

Guest Visit Invoice Number(s)	radio-buttons and 9(8)
To select All Visits regardless of their moorage Invoice numbers; or for only those that fall within a range of Invoice numbers. If a range is selected, enter the starting/ending Invoice numbers.	
<input checked="" type="radio"/> All	All Visits are considered regardless of Invoice #
<input type="radio"/> A Range	Specify a Starting and Ending Invoice # for the Visits to be processed

Reciprocal Visits Dated	<i>radio-buttons and (mmdyy)</i>
Select only those Visits where the first day of the visit falls within the range entered.	
<input checked="" type="radio"/> Not Considered	All Visits are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Visits to be processed
Include only Visits — for Moorage Dock	<i>X(8)</i>
To have only those Charges that were generated for a particular Moorage Dock Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
ONLY Include Visits that had a Free Night	<i>check-box</i>
To select only those Reciprocal Guest Visits that were giving a Free Night, set the check-box.	
Report - Items Listed Sorted by	<i>drop-down list</i>
To have the Charges listed sorted by one of the available fields.	
	
With # of Visit Nights	<i>radio-buttons</i>
To select only those Reciprocal Guest Visits that stayed Greater Than, or Less Than a specific # of nights.	

6.3.3.3 Reciprocal History Totals

This function accumulates totals for the Reciprocal Visits on file in the M/M system. Totals are computed for each of the past 12 months. The # of visits, the number of nights stayed, the number of free nights given, the Moorage Charges collected, and the total Invoice Amounts are displayed. The operator is also presented with the standard [Guest Select Filters screen](#)¹⁰⁸. This allows you to specify selected or ranges of Guests along with a variety of other filter criteria.

The following screen is displayed:

Reciprocal History Inquiry

Compute Totals for selected Reciprocal History Items ...

Totals

For the selection criteria entered, the following totals have been tallied for
Reciprocal History dated from as early as 6/10/22 upto 6/10/22

	# of Visits	# of Nights	# Free Nights	Moorage \$	Invoiced \$
Jul /2021	0	0	0	0	0
Aug /2021	0	0	0	0	0
Sep /2021	0	0	0	0	0
Oct /2021	0	0	0	0	0
Nov /2021	0	0	0	0	0
Dec /2021	0	0	0	0	0
Jan /2022	0	0	0	0	0
Feb /2022	0	0	0	0	0
Mar /2022	0	0	0	0	0
Apr /2022	0	0	0	0	0
May /2022	0	0	0	0	0
Jun /2022	1	2	1	676	0
Total	1	2	1	676	0

OK

6.3.4 Invoice History Inquiry

Once MM Invoices have been generated, printed and posted to A/R, they will be recorded in the MM system as Historic Invoices. Their respective data records, along with the Charges Detail records, are available for display, and to be reprinted if necessary.

This Inquiry function provides access to all Historic Invoices that have been from MM to the Accounts Receivable system.

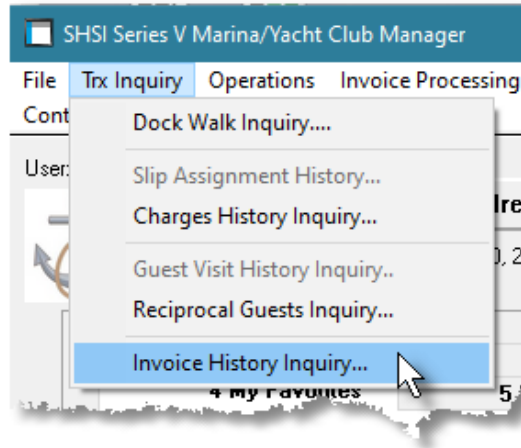
You can easily bring up and display the details and the total amounts for each Invoice. As well, a selected Invoice may be reprinted.

Some of the features of the Inquiry function are as follows:

- In the grid display, Invoices may be listed for a selected Customer, or regardless of Customer by Invoice #, Date, Customer Name or Boat Name .
- Once an Invoice is selected, a screen is displayed offering tabbed sub-screens for the Invoice Totals, or a list of the associated charges.
- Selected Invoices may be reprinted; or for those paid using a credit card, a Refund may be Issued.

- Selected Invoices, that for account customers, may also have a Credit issued, that is recorded to their A/R Account
- A function is provided that computes and displays totals for the past year
- A function is provided that will purge Historic Invoices records

The Historic Invoices Inquiry function is launched from the M/M Menu's **Trx Inquiry** drop-down menu.



6.3.4.1 Invoice History Inquiry Grid Screens

Historic M/M Invoices are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the Invoice Number key for the desired transaction. A list of Invoices may be displayed to the grid sorted using a variety of different criteria.

From the "Fast Buttons" frame, push buttons are provided that can be used to Re-Print an Invoice, compute and display Totals, Set Display Filters, have items Purged, and even issue a Credit Note for a selected Invoice. Either "Current" Invoice History records or "Archived" Invoice History records may be selected to be displayed. **(By selecting the respective item from the menu-bar's View drop-down menu).** The selected function will be applied to those Invoice History records that are being displayed at the time.

Historic Invoices Inquiry Grid

Invoice History Inquiry

File View Help

Invoice History Inquiry These are all the Invoices that have been generated, and not yet purged. You may select one to be reprinted if needed, or enter a Credit Note for.

Exit

RePrint Invoice Set Filters Purge History Totals Credit Invoice

List by: Boat Name

Go To Boat Named:

Refresh

Invoice#	Type	Status	Date	Who-ID	Customer/Owner	Boat	Amount	CustCode
001053	MCon	Posted	4/01/20	M- CRA001	Crandell, Jay	MALACHI	1,999.20	015826
001056	MCon	Posted	4/01/20	M- ENR001	Enright, D'Arcy	NATOMAH	4,169.76	109320
001037	MCon	Posted	4/01/20	M- ELL001	Elliott, Gord	NO NAME	4,284.00	109319
001038	MCon	Posted	4/01/20	M- GAR001	Gardiner, Tracey	OTTER ONE	7,620.48	109327
001039	MCon	Posted	4/01/20	M- HOP001	Hopton, Steven	RELAX	4,284.00	109341
001040	MCon	Posted	4/01/20	M- LAM001	Lamont, Gord	RUMRUNNER	2,193.41	109354
001041	MCon	Posted	4/01/20	M- LAB001	Labrecque, Keith	RUNNING WILD	588.00	109353
001042	MCon	Posted	4/01/20	M- HAL001	Hale, Derek	SABERE	4,284.00	109336
001043	MCon	Posted	4/01/20	M- HOD001	Hodsman, Cam	SENIOR MOMENT	2,913.12	109339
001044	MCon	Posted	4/01/20	M- GER002	Gervan, Mike	SHEENANIGANS	10,584.00	109330
001045	MCon	Posted	4/01/20	M- JON001	Jone, Gary	SPIRIT PEAK	5,927.04	109346
001046	MCon	Posted	4/01/20	M- CAM001	Gleaman, Gord	SUN SEEKER III	2,570.40	109350
001047	MCon	Posted	4/01/20	M- KLE001	Gleaman, Gord	SUN SEEKER III	2,570.40	109350
001008	MCon	Posted	4/01/20	M- CHE002	Chernoff, Russ	SUNRISE NEW YORK	8,988.00	109310
001048	MCon	Posted	4/01/20	M- SPE001	Spence, Kevin	URBAN ESCAPE	4,284.00	109364
001049	MCon	Posted	4/01/20	M- CHE001	Chernoff, Rick	VAGABOND	5,026.56	109299
001050	MCon	Posted	4/01/20	M- DOM001	Dommann, Steven	WIND KETCHER	4,284.00	G50854
001051	MCon	Posted	4/01/20	M- KEL001	Kellie, Alan	WINDBIRD	4,284.00	109348
001052	MCon	Posted	4/01/20	M- OCO001	O'Connor, Laird	WINTERLUDE	41,448.96	109362
001007	MCon	Posted	4/01/20	M- CAR001	Carlsen, Larry	YELLOW COW	4,384.33	000224
001018	CR	Posted	4/08/20	M- CAR001	Carlsen, Larry	YELLOW COW	3,634.10CR	000224
001019	CR	Posted	4/08/20	M- CAR001	Carlsen, Larry	YELLOW COW	3,634.10CR	000224
001020	CR	Posted	4/08/20	M- CAR001	Carlsen, Larry	YELLOW COW	3,634.10CR	000224

Items are list by Boat Name. Search: for:

"Fast Buttons"

RePrint Invoice

To have the current highlighted Invoice in the grid reprinted. For those Projects where an EDI file is generated, then the designated type of EDI file is re-generated. ***(The invoice may be reprinted also by Right-clicking the particular row of the invoice, and selecting the Invoice Reprint option).***

Set Filters

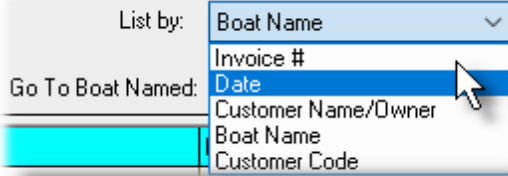

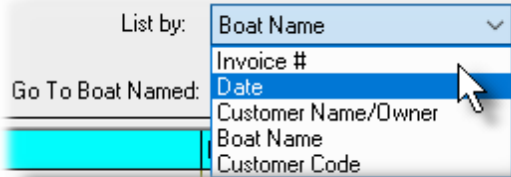
To have a number of different filters set to limit the Invoices that are displayed to the grid.

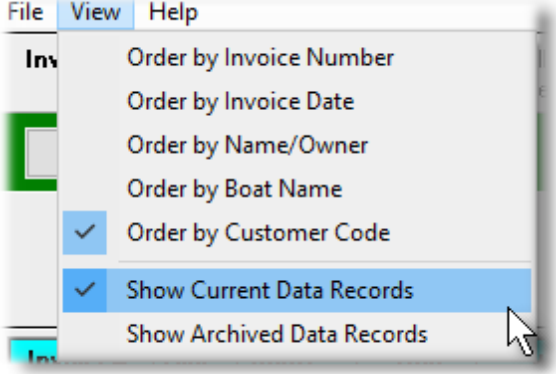

Purge History

To have the Historic Invoices records purged. A range of dates, Invoice Numbers and other filters may be entered thus purging only selected items up to a specified date.

Totals	To compute totals of the different types of Invoices in the system. The number of each type of document is displayed, along with a dollar amount breakdown of the types of charges.
Credit Invoice	To have a Credit Note generated and issued against the selected Invoice. The credit amount, which may be less than the original amount of the invoice, may be applied to All related WIP charges, or selected items.

Some of the special features of this "Inquiry" grid are as follows:


<ul style="list-style-type: none"> ➤ Historic Invoices may be listed belonging to just a selected Customer. As well, all invoices may be displayed listed either by Invoice Number or Invoice Date, Boat Name, or Boat Owner's Last Name. ➤ If listing for a particular Customer, a given code may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has items on file. <i>(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file).</i> 	 
<ul style="list-style-type: none"> ➤ Depending on the List By selection, a field may be presented, in which the operator may key in an Invoice #, a Date, Last Name or Boat Name. The system will attempt to read to the closest transaction for the data entered and display it in the grid. 	
<ul style="list-style-type: none"> ➤ Either "Current" Invoice History records or "Archived" Invoice History records may be selected 	


<p>to be displayed. To switch between "Current" and "Archived", from the menu bar's View dropdown menu, click either Show Current Data Records or Show Archived Data Records.</p> <p>➤ When displaying Archived Invoices, the "Fast Frame" background color changes from the normal olive green to a lovely orange.</p>	
<p>➤ A Credit may be entered against an Invoice by clicking on the push button in the "Fast Button Frame". A window is displayed for entry of the particulars, and to apply the credit amount to specific WIP charges.</p>	

6.3.4.2 Historic Invoice Display Screens

When a particular row in the Invoice Inquiry grid screen is double-clicked, a window is displayed showing the header summary and totals for that historic Invoice transaction.

Some of the features associated to the display of the Invoice are as follows:

- Within the screen displayed, a **Totals** and **Charge Items Invoiced** tabbed sub-screens may be clicked to show different information associated to the Invoice.
- The Previous or Next Invoice on file may be easily navigated to by clicking the  icons at the right top of the window.
- The Invoice may be Reprinted, or a Credit applied to the Invoice.
- When displaying the **Charge Items Invoiced** tabbed sub-screens, if there are more columns of information available than will fit on the screen. At the bottom of the grid, a scroll-bar is presented which may be dragged to view the columns of data that are not

shown on the right. (If your screen is wide enough, you may also click on the  icon at the bottom right corner of the window, to expand it.

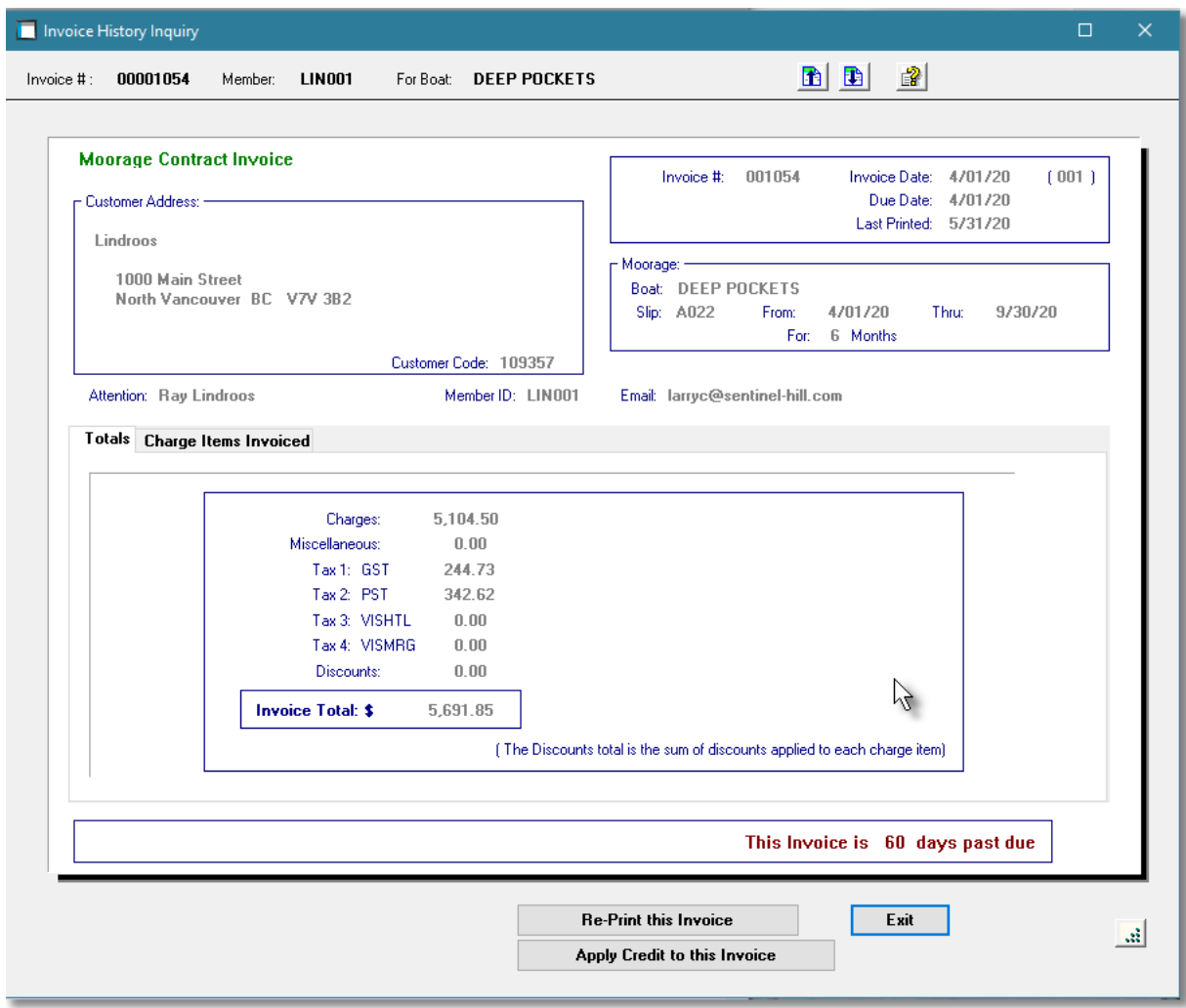
The following function may be launched, associated to the Invoice, using the displayed push-buttons at the bottom of the window.

Reprint the Invoice – If needed, you may have the Invoice reprinted.

Apply Credit to Invoice – If needed, you may apply a full, or partial, credit to the Invoice.

Invoice Inquiry - Invoice Display Screen (with Totals)

The following sub-screen is displayed when the Invoice is selected from the grid:



Invoice History Inquiry

Invoice #: 0001054 Member: LIN001 For Boat: DEEP POCKETS

Moorage Contract Invoice

Customer Address:
Lindroos
1000 Main Street
North Vancouver BC V7V 3B2
Customer Code: 109357

Attention: Ray Lindroos Member ID: LIN001 Email: larryc@sentinel-hill.com

Invoice #: 001054 Invoice Date: 4/01/20 (001)
Due Date: 4/01/20
Last Printed: 5/31/20

Moorage:
Boat: DEEP POCKETS
Slip: A022 From: 4/01/20 Thru: 9/30/20
For: 6 Months

Totals Charge Items Invoiced

Charges:	5,104.50
Miscellaneous:	0.00
Tax 1: GST	244.73
Tax 2: PST	342.62
Tax 3: VISHTL	0.00
Tax 4: VISMRG	0.00
Discounts:	0.00
Invoice Total: \$	5,691.85

(The Discounts total is the sum of discounts applied to each charge item)

This Invoice is 60 days past due

Re-Print this Invoice Exit

Apply Credit to this Invoice

Invoice Inquiry - Charge Items tab Screen

The following sub-screen is displayed when the **Charge Items Invoiced** tab is clicked. It shows a grid listing each Charge item that was invoiced:

Totals		Charge Items Invoiced								
Date	Task	# Units	Unit Rate	Charge Amt	Tax 1	Tax 2	Tax 3	Tax 4	Total Amt	Description
4/01/20	T-MRG-WEST	6.00	787.50	4,725.00	236.25	330.75	0.00	0.00	5,292.00	6 Month(s) Moorage
4/01/20	T-POWER-30	6.00	35.00	210.00	0.00	0.00	0.00	0.00	210.00	6 Month(s) 30-Amp-P
4/01/20	T-WIFI	6.00	3.25	19.50	0.98	1.37	0.00	0.00	21.85	6 Month(s) WiFi Cont
4/01/20	PARKING	6.00	15.00	90.00	4.50	6.30	0.00	0.00	100.80	6 Month(s) Parking
4/01/20	ENVIRO-FEE	6.00	10.00	60.00	3.00	4.20	0.00	0.00	67.20	6 Month(s) Environm
Totals:				5,104.50	244.73	342.62	0.00	0.00	5,691.85	

6.3.4.3 Invoice History Filters

The following functions may be executed from the Invoice Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

Compute and Display Totals — Tally and display totals of the Invoices sub-totaled over 12 months, 12 quarters, or 12 years for a given date range. period broken down to the types of amounts.

Purge Historic Invoices — Have older Historic Invoice Transactions Purged from the system. Note that either "Current" Invoice History records or "Archived" Invoice History records may be displayed to the grid screen. When the purge function is invoked, those history records that are being displayed will be the ones that are purged.

Archiving or Purging

When displaying "Current" Invoice History records you should not real the Purge function. Instead, execute the [Archive Historic Data function](#) by the MM Menu's File drop-down menu. That will move the "Current" the "Archived" Invoice file, and they can them be inquired upon.

Should the "Archived" Invoices file become too large, then select to vie "Archived" Invoices, and execute the purge.

The following screen, or something very similar, is displayed for each of these functions:

When having the Invoice history records purged or accumulating the Totals for display, or generating the History Invoice Register Report, the operator is also presented with the standard [Boats Select Filters](#) ⁹⁵ screen, and depending on the type of company set up, the [Member Select Filters screen](#) ¹⁰⁴, the [Guest Select Filters screen](#) ¹⁰⁸, or the [Customer Select Filters screen](#) ¹¹². These allow you to specify selected or ranges of Charges, Members, Customers and Guests along with a variety of other filter criteria.

Processing Filter Options Screen - Field Definition

Historic Invoice Number(s)	radio-buttons and 9(8)
To select All Invoices regardless of their Invoice numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Invoice numbers.	
Invoices Dated	radio-buttons and (mmdyy)
Select only those Invoices that have been recorded with a date that falls in the range entered.	
<input checked="" type="radio"/> Not Considered	All Invoices are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Invoices to be

	processed
For the 12 Periods — in Intervals of	radio-buttons and (mmdyy)
For the Totaling functions, totals are accumulated for up to 12 periods, of either Months, Quarters or Years. Based on the selection, the system will default the From/To dates displayed. <i>(If a different date range is selected, the 12 periods tallied for will commence from the Starting Date ending up to the ending date, or up to the end of the 12th period, which ever is earliest).</i>	
Include only Invoices — for Club Members and/or Guests	check-boxes
To have only those Invoices that were generated for Club Members, (or Marina Clients), and/or Guests processed.	
Include only Invoices — for Invoice Layout Code	9(3)
To have only those Invoices that were generated based on a particular Invoice Layout Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Invoices — for Customer	X(6)
When entering grid display filters, to have only those Invoices that were generated for a particular Customer Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Orders — for Tax Codes 1, 2, 3 & 2	X(6)
When entering grid display filters, to have only those Invoices processed that were recorded with a particular Tax Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	

6.3.4.4 Invoice History Totals

This function accumulates totals for the Historic Invoices on file in the MM system. It breaks it down in to 12 reporting periods and displays the number of Invoices, and a break down of the dollar amounts contributing to the values of invoices for the transactions satisfying the filters selected.

The following screen is displayed:

Invoice History Inquiry

Compute Totals for selected Invoice History Items ...

Totals

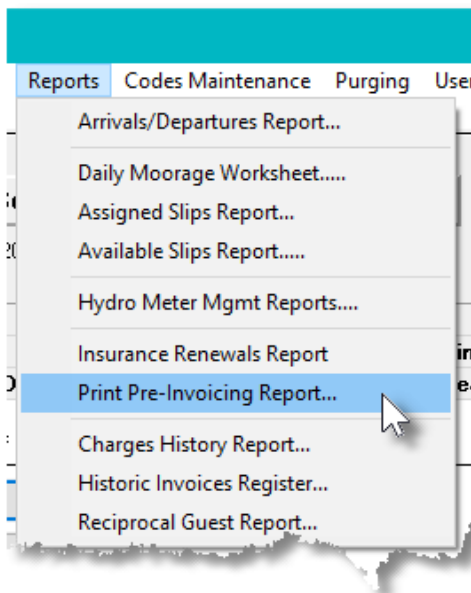
For the selection criteria entered, the following totals have been tallied for
Invoice History Transactions dated from as early as 4/01/20 upto 4/08/20

	# of Trx's	Charges	Tax-1 Amt	Tax-2 Amt	Tax-3 Amt	Tax-4 Amt	Credits Issued	Invoices Total
Jun /2019	0	0	0	0	0	0	0	0
Jul /2019	0	0	0	0	0	0	0	0
Aug /2019	0	0	0	0	0	0	0	0
Sep /2019	0	0	0	0	0	0	0	0
Oct /2019	0	0	0	0	0	0	0	0
Nov /2019	0	0	0	0	0	0	0	0
Dec /2019	0	0	0	0	0	0	0	0
Jan /2020	0	0	0	0	0	0	0	0
Feb /2020	0	0	0	0	0	0	0	0
Mar /2020	0	0	0	0	0	0	0	0
Apr /2020	42	215.051	10.797	15.117	0	0	240.808	157
May /2020	0	0	0	0	0	0	0	0
Total	42	215.051	10.797	15.117	0	0	240.808	157
Members	42	215.051	10.797	15.117	0	0	240.808	157
Guests	0	0	0	0	0	0	0	0

OK

6.3.4.5 Invoice Register Reports

From the **File** drop-down menu, select **Print Invoice Register**; or from the M/M Main menu, select **Historic Invoices Register** from the **Reports** drop-down menu.



The Invoices Register report provides a simple list of all the Invoices that were generated within a specific range of Dates and/or Invoice Numbers. You may choose to have the items listed sorted

by Invoice #, Invoice Date, Boat Name, Owner Last Name, or Customer Code.

➔ Invoices Register Reports Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.

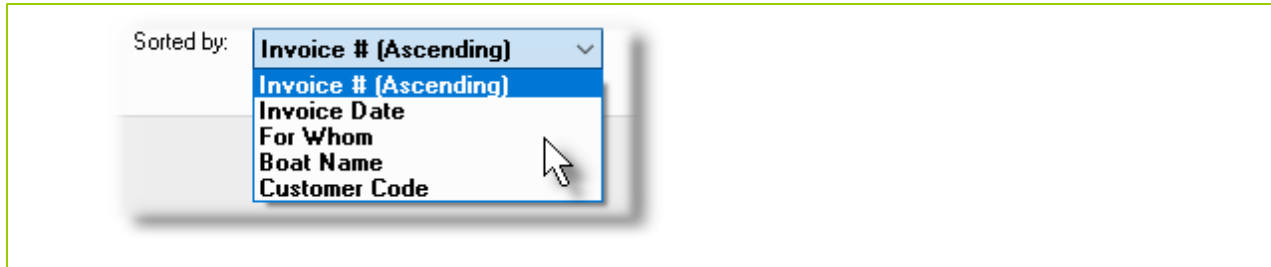
When having the Invoice history records purged or accumulating the Totals for display, or generating the History Invoice Register Report, the operator is also presented with the standard [Boats Select Filters](#)¹⁹⁵ screen, and depending on the type of company set up, the [Member Select Filters screen](#)¹⁰⁴, the [Guest Select Filters screen](#)¹⁰⁸, or the [Customer Select Filters screen](#)¹¹². These allow you to specify selected or ranges of Charges, Members, Customers and Guests along with a variety of other filter criteria.

When the "Archived" Register is generated, if archived, will be cataloged with a report name of **MINVHISTORY.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Invoices Register Filters Screen - Field Definition

Historic Invoice Number(s)	<i>radio-buttons and 9(8)</i>
To select All Invoices regardless of their Invoice numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Invoice numbers.	
Invoices Dated	<i>radio-buttons and (mmdyy)</i>
Select to have Invoices selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Invoices — for Club Members and/or Guests	<i>check-boxes</i>
To have only those Invoices that were generated for Club Members, (or Marina Clients), and/or Guests processed.	
Include only Invoices — for Invoice Layout Code	<i>9(3)</i>
To have only those Invoices that were generated based on a particular Invoice Layout Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Invoices — for Customer	<i>X(6)</i>
When entering grid display filters, to have only those Invoices that were generated for a particular Customer Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Orders — for Tax Codes 1, 2, 3 & 2	<i>X(6)</i>
When entering grid display filters, to have only those Invoices processed that were recorded with a particular Tax Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Invoices Sort	<i>drop-down list</i>
To have the Invoices listed sorted by one of the available fields.	



6.3.4.6 Enter Credit Notes to Historic Invoices

This function is used when you wish to generate a Credit against an invoice that has already been printed and posted to the Accounts Receivable system. The Credit Note will be printed the next time the Generate and Print Invoices function is selected. When the Credit is posted to the Receivables system, a type **[C]** credit document is recorded.

When a Credit Note is entered and applied to specific charges of the invoice, negative valued Charge records are written. These in turn are used to generate a Credit Invoice document, and used to reduced the amount of revenue, that might be reported for the associated Customer in assorted inquiry and reporting functions. When the credit document eventually is posted to the Accounts Receivables system, applicable reversing distributions are made to the A/R Control account and associated Revenue accounts.

Presumably, credited amounts would be for specific Charge items that contributed to the charges on the Invoice. Once the initial credit information is entered, a second tabbed sub-screen is displayed, titled **[Apply to Invoiced Charge Items]**. Here you may have the system select ALL the Charge items associated to the original Invoice, or apply the credit amount selectively to specific items. (If you are not sure of the total amount that is to be credited, just go ahead and select the items that need to be credited, then you can click the **[Adjust CR Total to Amt Applied]** push-button and the system will tally the total for you).

Once all Charge items have been credited, click the **[Enter the Credit]** push button at the bottom of the screen to have the Credit Note generated and printed.

From the MM Main menu, select **Invoice History Inquiry** from the **Trx Inquiry** drop-down menu. Locate the Invoice in the displayed grid and click the **[Credit Invoice]** push button from the "fast buttons" frame; or select the Invoice in the displayed grid, and click the **[Apply Credits to this Invoice]** push button at the bottom of the screen.



Some points to note about the automatic selection process:

- The Credit Note can only be applied to a single Invoice. That invoice must have been already generated and posted to Accounts Receivable.

- The Credit Note must have a unique document number. It should not have the same number as the Invoice that it is being applied to. By default, it will be assigned from the **Next Credit Document Number** field, as defined in the A/R Control Preferences.
- Enter the amount of the Credit as a positive value
- The amount of the Credit may be applied to all, or specific charge items, associated to the Invoice to which the Credit applies to.
- After the Credit is entered, it will be written to the M/M Invoices file as a Credit document, and it will be printed according to the properties of the original invoices Invoice Layout. It will be displayed as a Credit in the grid display screen from the [Invoice Grid Processing](#) [388] Operations function. When Invoices are next posted to A/R, it will be written to the designated A/R Sales Batch as a Credit Note.

➔ Entering Credits - Data Entry Screen

The following screen is presented for entry of fields associated to entry of the Credit:

The screenshot shows the 'Invoice History Inquiry' window with the following details:

- Invoice #: 00001041 Member: LAB001 For Boat: RUNNING WILD
- Moorage Contract Invoice**
... Enter a Credit Note for this Invoice
- Customer Address: Labrecque, 2155 Shafton Place, Vancouver BC V7V 3B2, Customer Code: 109353
- Invoice #: 001041 Invoice Date: 4/01/20 (001) Due Date: 4/01/20 Last Printed: 5/31/20
- Moorage: Boat: RUNNING WILD Slip: A018 From: 4/01/20 Thru: 4/30/20 For: 1 Months
- Attention: Keith Labrecque Member ID: LAB001 Email: larryc@sentinel-hill.com

The **Credit Note Entry** section is titled 'Apply to Invoiced Charge Items' and contains the following fields:

- Credit Document #: 00900684 Document Date: 5/31/20 Reference: CREDIT INV #00001041 M-LAB001
- Amounts to be Credited:

Charges:	651.00
Tax 1:	26.25
Tax 2:	36.75
Tax 3:	
Tax 4:	
Credit Total: \$	588.00
- Amounts Left to Apply Credit To:

Charges:	525.00
Tax 1: GST	26.25
Tax 2: PST	36.75
Tax 3: VISHTL	0.00
Tax 4: VISMRG	0.00
Invoice Total: \$	588.00

Buttons at the bottom: Apply to Charge, Cancel.

- Credit Entry Data Screen - Field Definitions

Credit Document Number	9(6)
<p>This will be the number identifying the Credit document and will be assigned to the resulting Open Item record in the Accounts Receivable system. The default is determined from a field defined in the A/R Control Preferences. When assigning the Document Number, it is important that you assign a range of numbers that will not conflict with the invoices that are generated by the system. Do not use the number of the invoice to which the credit is to be applied against for the Credit's document number.</p>	
Document Date	(mmdyy)
<p>This is the date that will be assigned to the Credit Note.</p>	
Reference	X(30)
<p>A brief description may be recorded. This will be carried through to the A/R system and used as the reference in the resulting Open Item record.</p>	
Charges Credit Amounts	\$ 9,999,999.99
<p>Enter the portion of the Credit that is to be applied against WIP charges, and any Overhead charges that were computed for the invoice. Enter this amount as a positive value.</p> <p>The total of all Credit amounts cannot exceed the original total of the invoice to which the credit is being applied.</p>	
Tax 1, 2, 3 and 2 Credit Amounts	\$ 99,999.99
<p>Enter the portion of the Credit that is to be applied against Tax amounts that were computed for the invoice. You will not have to enter the Tax amounts as these will be automatically computed when the Credit Invoice is generated. Enter these amounts as a positive values.</p> <p>The total of all Credit amounts cannot exceed the original total of the invoice to which the credit is being applied.</p>	

➔ Applying Credit to Invoiced Charge Items - Grid Select Screen

The following grid screen is presented for selection of those Charge items to which the credit amounts are to be applied:

Credit Note Entry **Apply to Invoiced Charge Items**


When Applying Credit to these Charge Items:

Apply to ALL **Clear ALL** **Adjust CR Total to Amts Applied**

Amt Remaining to be Credited: **0.00**
 Amt Already Credited: **588.00**

CR?	Date	Task	Inv Units	Inv Rate	Inv Amt	Prior Credit	To Credit	Inv Amt Left	Description
✓	3/27/20	T-MRG-WEST	1.00	525.00	588.00		588.00	0.00	1 Month(s) Moorage

Some of the special features of this "Apply Credit to Charges" grid are as follows:

- To select a particular Charge item to be Credited, double-click the row that its information is displayed in.
- Charge items that have had a Credit Amount applied to them have the  icon shown in the 1st column of the grid.

- To apply the total amount of the Credit to All Charge items, click the **Apply to ALL** push button.
- To clear any previously applied amounts, click the **Clear ALL** push button.


When Applying Credit to these Charge Items:

Apply to ALL **Clear ALL** **Adjust CR Total to Amts Applied**

- The Charge amounts Remaining to be Credited, and the amount Already Credited are displayed. The entry of the Credit may be completed only when the Amount Remaining to be Credited is ZERO.
- If the amounts applied do not equal the expected amount originally entered, click the **Adjust CR Total to Amts Applied** button to have the total computed from the amounts applied.
- Once the total amount of the

Amt Remaining to be Credited: **0.00**
 Amt Already Credited: **588.00**


Credit has been applied, the Enter the Credit push-button will be enabled. To have the Credit entered, click this button.

- The table displaying the Charge fields is wider than the screen is able to accommodate. To display the extra fields, at the bottom of the grid, a scroll-bar is presented which may be dragged to view the columns of data that are not shown on the right.
- (If your screen is wide enough, you may also click on the  icon at the bottom right corner of the window, to expand it.

 Applying Credit to Charge - Data Entry Screen

When a given Charge item's grid row is double-clicked, the following screen is presented for entry of the Credit amounts to be applied to that Charge:

Apply Credit to Invoiced Charge

When a Credit is applied to this item, it remains as an Invoiced Charge, but is flagged accordingly.
After the Credit Note is printed and "Posted to A/R", applicable adjustments are recorded to the designated Revenue account. 

Date: 3/27/20 Reference 1:
Re Item Sold: 00 Reference 2:
Task: T-MRG-WEST Term Moorage - West Docks
Description: 6 Month(s) Moorage - Slip A005 for 35 Ft. MALACHI
Revenue Acct: 0043-0100-010 ~ Long Term Moorage Revenue

	Original	Prior Credits	New Credits	Amount Left
Quantity:	<input type="text" value="6.00"/>	<input type="text" value="0.00"/>	<input type="text" value="6.00"/>	<input type="text" value="0.00"/>
Unit Rate:	<input type="text" value="297.50"/>	<input type="text" value="0.00"/>	<input type="text" value="297.50"/>	<input type="text" value="0.00"/>
Sub-Total:	<input type="text" value="1,785.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1,785.00"/>	<input type="text" value="0.00"/>
Tax 1:	<input type="text" value="89.25"/>	<input type="text" value="0.00"/>	<input type="text" value="89.25"/>	<input type="text" value="0.00"/>
Tax 2:	<input type="text" value="124.95"/>	<input type="text" value="0.00"/>	<input type="text" value="124.95"/>	<input type="text" value="0.00"/>
Tax 3:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Tax 4:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total:	<input type="text" value="1,999.20"/>	<input type="text" value="0.00"/>	<input type="text" value="1,999.20"/>	<input type="text" value="0.00"/>

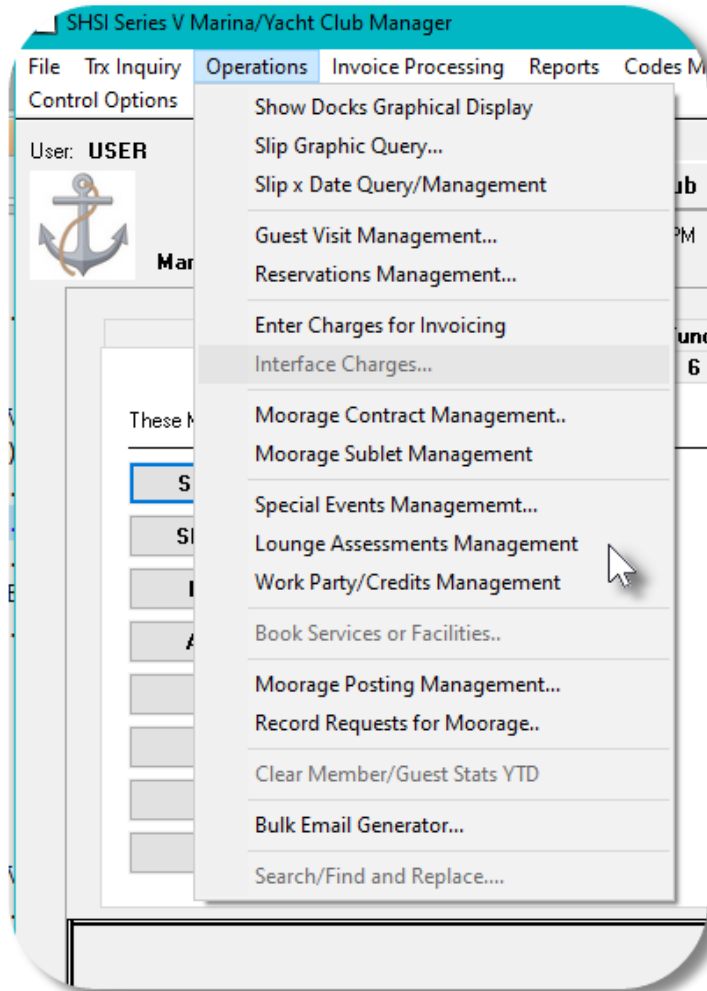
- Applying Credit to Charge Data Entry Screen - Field Definitions

Amount to Credit – Quantity	999,999.99
Enter the new Quantity of units for which the Credit that is to be applied. The respective Sub-Total and Total fields will be adjusted accordingly.	
Amount to Credit – Unit Rate	\$ 999,999.99
Enter the Unit Rate for the charge to which the Credit that is to be applied. The respective Sub-Total and Total fields will be adjusted accordingly.	
Amount to Credit – Tax 1, 2, 3, & 4	\$ 99,999.99
As a result of the Credit, adjust the Tax amounts as required for this Charge item.	

6.4 Operational Functions

The topics in this chapter describe functions and procedures that are available under the **Operations** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to perform the major processing functions in the Marina/Yacht Club Management system. In particular, the functions for managing Guest Visits, entering Charges, generating Moorage Contracts and the Graphical Display/Query of the Marina are found here.

These functions are available from the MM Menu Bar as shown:



6.4.1 Show Docks Graphical Display

The Series 5 Marina/Yacht Club Management system provides the ability to manage and inquire on vessel moorage graphically from dock bitmap images. If you wish to have a display of the docks showing the vessels that are assigned moorage, this function is your answer. The graphics displays are based on the assigned moorage for the selected Harbor and date, (which would typically be today).

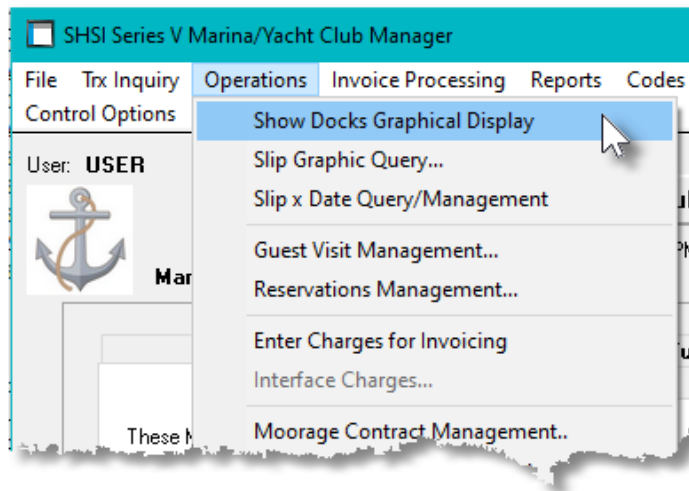
Some points to note about the graphical display:

- For multiple Harbor systems or just a single Harbor system, each Dock/Slip graphic that has been set up, will be displayed.
- For the selected Harbor and date, the system will step through each graphic assigned to the Show Docks function, and display it.

- For each boat that occupies a finger slip or side-tie, a graphic will be displayed with the name of the boat showing.
- As well, the system will select each moorage, one at a time for about 5 seconds, and display an information screen showing more information about the moorage. .
- It is suggested to have a large monitor or television mounted on the wall, connected to a computer, to have the output shown
- Guest vessels will be displayed with an orange graphic. Term and Club Member vessels are blue.
- If the vessel is arriving today, (regardless of the selected date), the information pop-up window will have a green background
- If today is the last day of moorage, the information pop-up window will have a red background

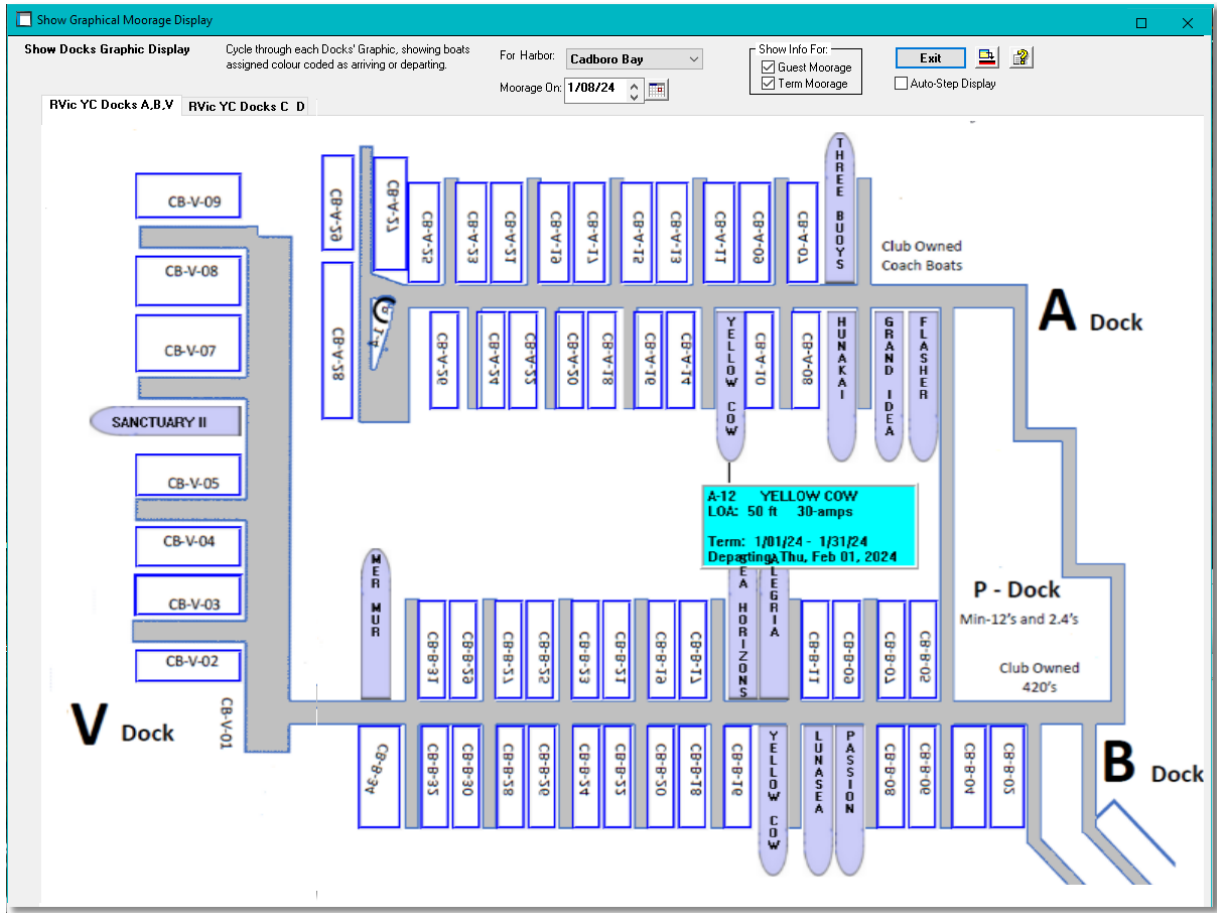
+ Accessing the Show Docks Display Function

From the M/M Main menu, select **Show Docks Graphical Display** from the **Operations** drop-down menu. menu.

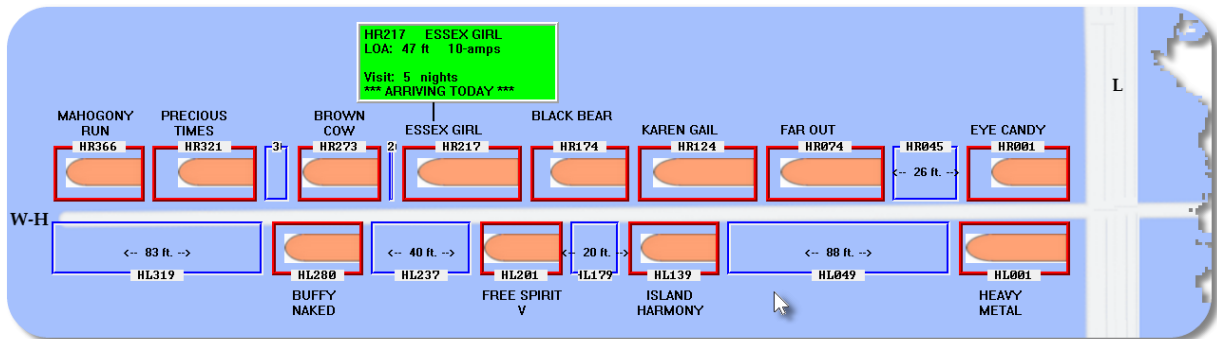


➡ Sample Show Docks Display Screens

A sample screen showing "Finger" Slip moorage Docks:



A sample screen showing a linear "Side-Tie" moorage Docks:



6.4.2 Slip Graphic Query/Management

The Series 5 Marina/Yacht Club Management system provides the ability to manage and inquire on vessel moorage graphically from dock bitmap images. A number of different functions relating to moorage assignment are available. This function is dependent on you having already [Defined Dock Graphics](#)^[643] and [Mapped Slips to the Graphics](#)^[646].

The data used for displaying the information is updated by the assorted operations that assign moorage.

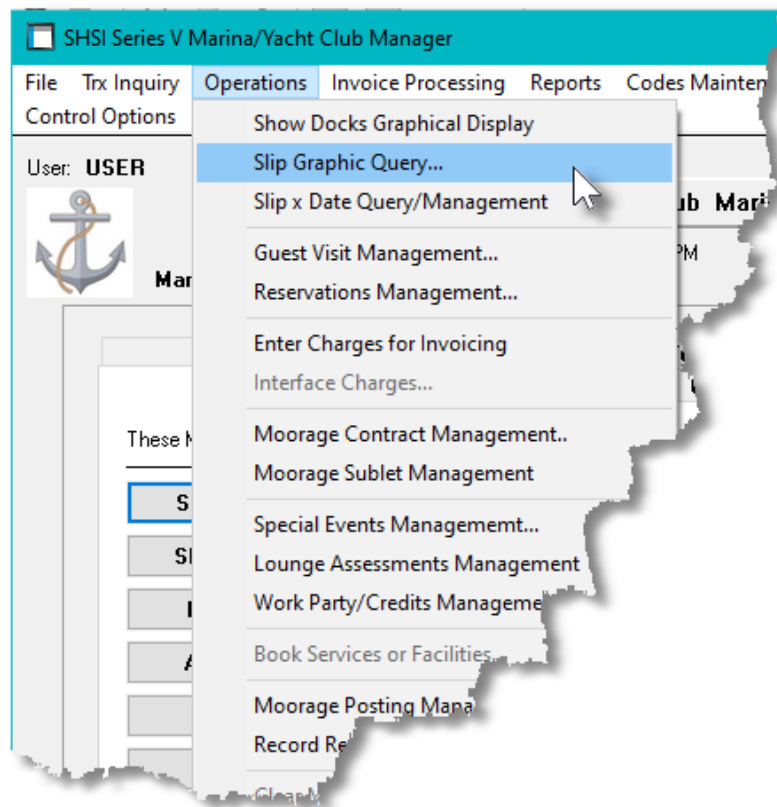


Graphical Slip Query Topics

➤ [Graphical Query Screen](#) ¹⁹³

+ Accessing the Graphic Slip Management Function

From the M/M Main menu, select **Graphic Slip Management** from the **Operations** drop-down menu.




6.4.2.1 Graphical Slip Query Screen

When selected, for each of the Dock/Slip Graphics that have been set up for each Harbor, there will be a separate tab screen for each. Depending on which section of the marina you wish to query upon, select the appropriate tab.

Some points to note about the graphical display:

- For multiple Harbor systems or just a single Harbor system, each Dock/Slip graphic that has been set up, a separate tab sub-screen is available.
- For each moorage Slip that is displayed that is occupied by a guest, or assigned to a member or client, it will be highlighted with a coloured graphical rectangle.
- Graphics for both traditional "Finger" Slips and linear "Side-Tie" docks may be set up and presented.
- Depending on who is occupying the slip, and whether or not it is available or occupied with sublet moorage, a different color is shown.
- The Graphical Query may be accessed directly from the Marina/Yacht Club Management system menu, or when selecting a Slip Code in different functions, will be launched.
- When called to have a Slip assigned, available moorage slips will be shown with a green framed outline.
- When assigning moorage to a linear Side-Tie dock, a colored frame will be displayed that can be moved by the mouse to the desired position
- If a given slip is Left-Clicked-Held-Down, information about the vessel, and maximum vessel size is displayed.
- If a given slip is Right-Clicked, a pop-up window is presented showing the different functions that may be performed.
- If power outlet co-ordinates have been set up, (using a function in the [Hydro Outlet Codes Maintenance](#)⁵⁸⁰), the outlets available for a selected amperage will be displayed when the corresponding radio-button is clicked.



Different Colored Frames

Depending on how the Graphical screen is called, and what function is being performed, the following colors are employed:

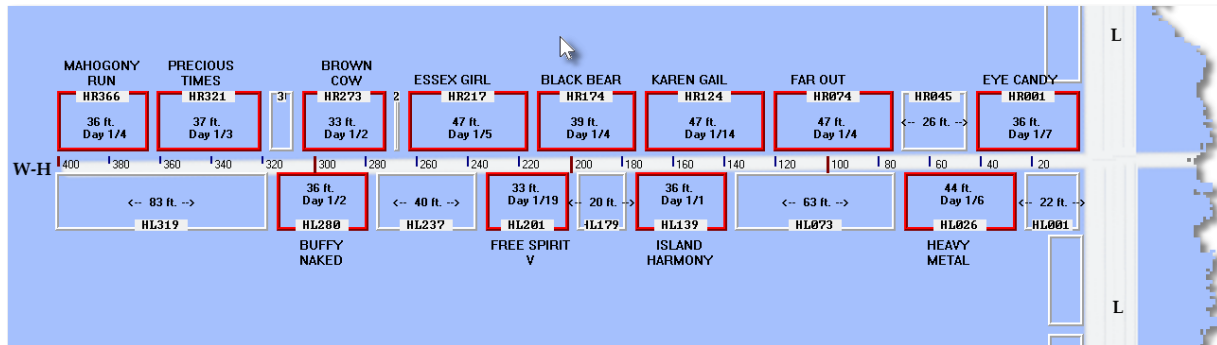
Normally	When launched to select a Slip for a Specific Vessel
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid blue; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is assigned to a Club Member or Moorage Client </div>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid gray; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is not occupied but is too small. </div>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid blue; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is assigned to a Club Member or Moorage Client but for the selected date, is available as a sublet. </div>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid green; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is available to be assigned. </div>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid cyan; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is assigned to a Club Member or Moorage Client but is Sublet to another Member or Client. </div>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid red; width: 30px; height: 15px; margin-right: 5px;"></div> - The Slip currently assigned to the Vessel. </div>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid red; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is assigned to a Club Member or Moorage Client but for the selected date, is Sublet to a visiting Guest. </div>	<p style="margin: 0;">When Moving a Vessel</p>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid orange; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is assigned to a Pending Moorage Contract </div>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="background-color: red; width: 30px; height: 15px; margin-right: 5px;"></div> - The Slip moving from. </div>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid gray; width: 30px; height: 15px; margin-right: 5px;"></div> - Slip is not occupied </div>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="background-color: green; width: 30px; height: 15px; margin-right: 5px;"></div> - The Slip moving to. </div>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid blue; width: 30px; height: 15px; margin-right: 5px;"></div> - The Slip's Property record, or Assigned Owner's record is being "Hotkey" edited. </div>	

➔ Sample Graphical Moorage Query Screens

A sample screen showing "Finger" Slip moorage Docks:



A sample screen showing linear "Side-Tie" moorage Docks:

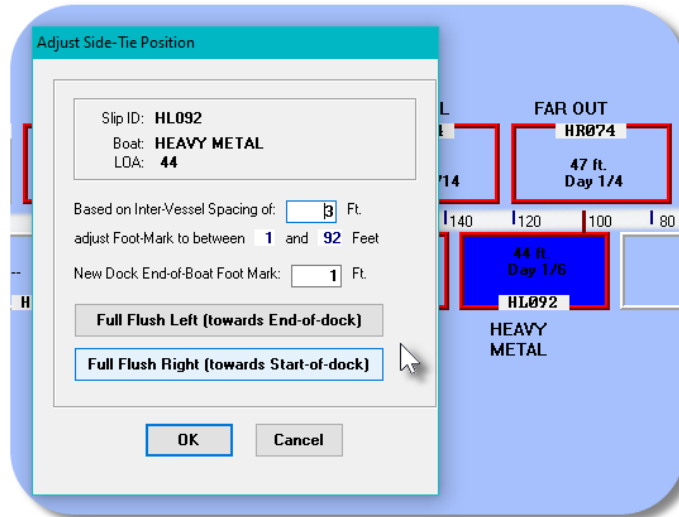


Some points to note about the Side-Tie Dock graphical display:

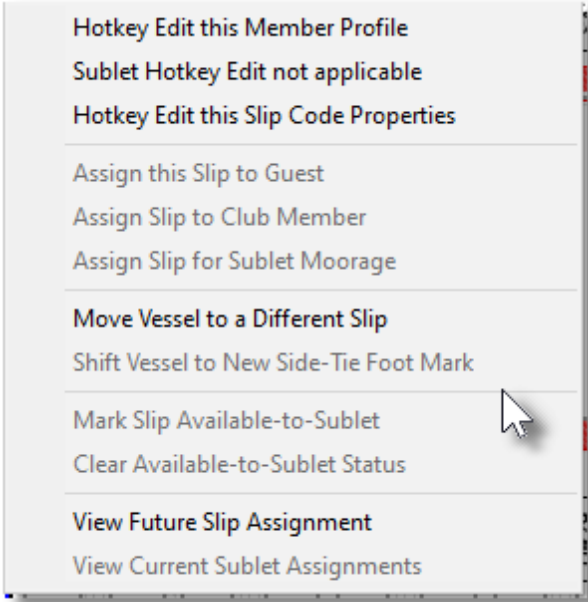
- Click on any of the occupied Slips, or on the dock's walkway to have the names of the

vessels displayed.

- From the pop-up menu, select **Shift Vessel to New Side-Tie Foot Mark**, to adjust the position of the vessel to a specific Foot Mark, or to have it shifted along the dock up to the next closest vessel.



Right-Click a moorage slip frame to have a pop-up menu displayed. The following functions are available as follows:

"Pop-up Menu"	
	
Hot-key Edit Member, Guest or Client Profile	Control is transferred to display or edit the properties record of the owner of the vessel

	occupying the slip.
Sublet Hot-key Edit	If the slip is occupied by a Sublet Moorage, then control is transferred to edit that boat owner's properties.
Hot-key Edit Slip Properties	Control is transferred to display or edit the properties of the selected Slip.
Assign Slip to Guest	When called from the Guest Visit Management ^[208] routine, the selected Slip will be assigned to the Guest.
Assign Slip to Club Member or Marina Client	When Term Moorage is assigned from the Club Member Maintenance ^[467] , the Marina Moorage Client Maintenance ^[493] or the Moorage Contract Maintenance ^[267] routines, the selected Slip will be assigned to that person.
Assign Slip to Sublet Moorage	When Sublet Moorage is assigned from the Club Member Maintenance ^[467] , or the Marina Moorage Client Maintenance ^[493] routines, the selected Slip will be assigned to that person.
Move Vessel to a Different Slip	When a boat is to be relocated to a different Moorage Slip. (A boat graphic will be shown, which you can move using the mouse to a new slip graphic on the screen).
Shift Vessel on a Side-Tie Dock	If a vessel on a Side-Tie dock has been shifted, you can shift it to it's new position. Set it to a specific foot mark, or to either end of the vacant space the boat is positioned within. A new Slip Code will be assigned based on the new foot marker.
Mark Slip Available to Sublet	You indicate that the slip is available for Sub-Let. You can do this here, or from the Moorage Slip Codes Maintenance ^[546] routine.
Clear Available Sublet Status	Mark this Moorage Slip if it is no longer available as a Sub-Let.
View Future Slip Assignments	Display a list of those boats that are scheduled to be assigned to the selected Slip. This is useful if you have guests scheduled in the future.

6.4.3 Slip By-Date Management

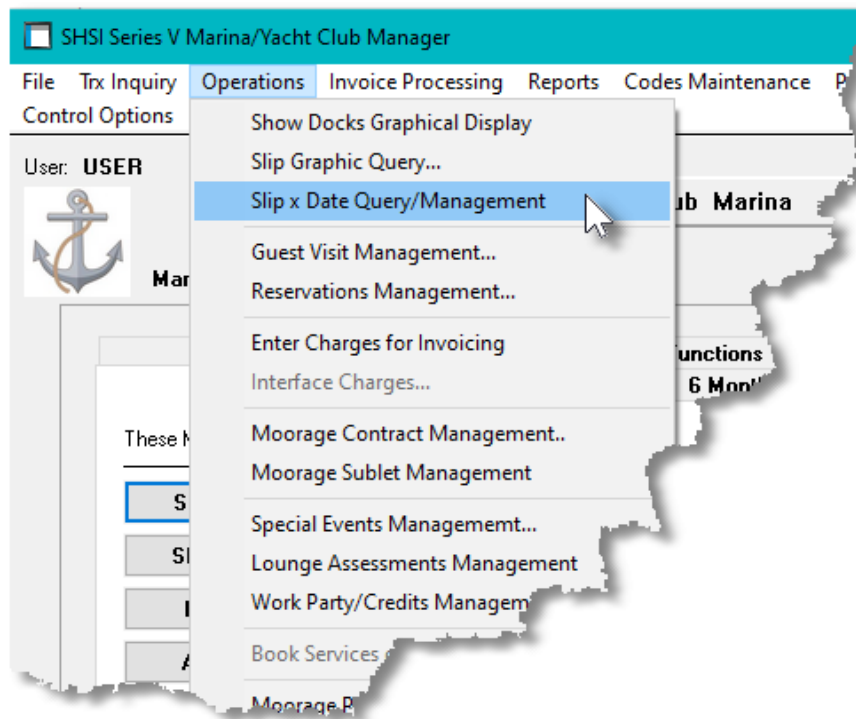
The Series 5 Marina/Yacht Club Management system provides the ability to manage and inquire on vessel moorage graphically from what appears to be a spreadsheet with columns of Moorage

Slips and rows of Dates. For each cell intersecting Moorage Slip and Date where a vessel is assigned moorage, a graphic is displayed. Different colored graphics are used for long term moorage, guest moorage, and pending contracts. You may double-click a given cell to have information about the moorage displayed.

The data used for displaying the information is updated by the assorted operations that assign moorage.

+ Accessing the Graphic Slip Management function

From the MM Main menu, select **Slip by Date Management** from the **Options** drop-down menu.



Graphical Slip-by-Date Topics

- [Graphical Slip-by-Date Query Screen](#) ¹⁹⁶
- [Print the Daily Slip Work Sheet](#) ²⁰⁰
- [Print Assigned or Available Moorage Report](#) ²⁰²

6.4.3.1 Slip By-Date Query Screen

When selected, you may choose to display data for each Dock defined in the system.













Some points to note about the grid display:









- For multiple Harbor systems or just a single Harbor system, each assigned Dock set up for the harbor may be selected.
- For each moorage Slip that is occupied for each day, a graphic is displayed. Either a power boat, or a sailboat is displayed.
- Depending on who is occupying the slip, and whether or not it is available or occupied with sublet moorage, a different color is shown.
- The Graphical Query may be accessed directly from the Marina/Yacht Club Management system menu, or when selecting a Slip Code in different functions, will be launched.
- When called to have a Slip assigned, available moorage slips will be shown with a green framed outline.
- If a given slip is Left-Clicked-Held-Down, information about the vessel, and maximum vessel size is displayed.
- If a given slip is Right-Clicked, a pop-up window is presented showing the different functions that may be performed.
- If power outlet co-ordinates have been set up, (using a function in the [Hydro Outlet Codes Maintenance](#)⁵⁸⁰), the outlets available for a selected amperage will be displayed when the corresponding radio-button is clicked.



Different Colored Boat Graphics


Depending on who is occupying a slip, a different graphic is displayed:

Club Members			
Normal Moorage		Sublet Moorage	
			Power
			Sail
	Contract Pending - Power		
	Contract Pending - Sail		
Marina Clients			
Normal Moorage		Sublet Moorage	
	Power		
	Sail		
	Contract Pending - Power		
	Contract Pending - Sail		

Transient Guests			
Normal Moorage		Sublet Moorage	
	Power		Power
	Sail		Sail
	Arriving Today		Arriving Today
	Reserved		Reserved

 Graphical Moorage Query Grid Screen

The screen displayed shows each Slip in the columns, and rows of dates. The screen is a Series 5 grid display show up to 60 columns of Moorage Slips.

Use the slide bar at the bottom of the grid to view more Slips to the right. If there are more than 60 Slips for the selected Dock, click the  icon on the bottom left of the screen to display the next set of 60 slips.

Double-Click a cell to display information about the vessel that is moored on the selected date and slip.
The following window is displayed:

Slip: A011 Dock: A-EAST Moorage Assignment

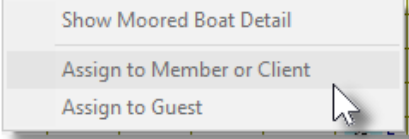
Wednesday, January 27/2021 - Assigned to Club Member

Dock: A Dock	Boat Name: BLUE HERON	Club Member Code: KIE001
Slip: A011	Owner: Kenneth Kienzle	Member Since: 3/01/02
Max Boat LOA: 48.0 Ft.	LOA: 29.0 Ft.	Seniority #: 200203010000
Max Boat Beam: 19.0 Ft.	Beam: 11.0 Ft.	Slip Assigned: 11/01/20
Max Boat Height: 32.8 Ft.	Power: 30-Amp	Paid Up-To: 4/30/21

OK

Right-Click a cell to have a pop-up menu displayed. Depending on how the routine is called, different menu items will be enabled.

The following functions are available as follows:

"Pop-up Menu"	
	
Show Moored Boat Detail	Information about the Boat assigned Moorage to the selected Slip is displayed.
Assign Slip to Club Member or Marina Client	When Term Moorage is assigned from the Club Member Maintenance ⁴⁶⁷ , the Marina Moorage Client Maintenance ⁴⁹³ or the Moorage Contract Maintenance ²⁶⁷ routines, the selected Slip will be assigned to that person.
Assign Slip to Guest	When called from the Guest Visit Management ²⁰⁸ routine, the selected Slip will be assigned to the Guest.

6.4.3.2 Day Slip Worksheet

From the "fast buttons frame", click the [Print Daily Slip Work-Sheet](#) push-button, or from the M/M Main menu, select [Daily Moorage WorkSheet](#) from the [Reports](#) drop-down menu.

This report, or work-sheet, is similar to the Dock Walk Worksheet, except is meant to show the basic information relating to the vessels moored. The report shows the following:

- Slip Code
- Type of Moorage, (ie., by Owner, as Sublet, or a Guest)
- Boat Name
- LOA of Vessel
- Power Paid for
- Type of Owner (ie., Guest, Member or Client)
- Owner Name
- Term of Moorage Assignment
- Date Assigned, (or Arrival Date for Guests)
- End of Moorage, (or Departure Date for Guests)


Daily Moorage Worksheet Filters Screen


The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.

Print Daily Moorage Work-Sheet


Report: **SLIPWORKSHEET.RPT** Print Daily Slip Assignment Worksheet ...

Report Options **Print Options**

Enter options and filters for this report. 

For Moorage on: **5/01/22** 

For Moorage Associated to Dock:

All
 Selected **A-EAST**  A Dock
 A Range

List those Slips with Vessels Departing or Arriving
 List those Slips Occupied by Guests
 List those Slips Occupied by Long Term Contracts
 List those Slips Available to be Assigned

Next **Cancel**

When the worksheet is generated, if archived, will be cataloged with a report name of **SLIPWORKSHEET.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Daily Work Sheet Filters Screen - Field Definition

For Moorage on Date	(mmdyy)
Enter the date for which moorage should be checked. Click the calendar icon to choose a date, or enter it directly.	
For Moorage Associated to Dock	radio-buttons and X(8)
Select to report on All Docks, a Selected Dock, or a Range of Docks.	
Listing Only Selected Slips — for assorted properties	check-boxes

Click on the respective check-box to include Slips with the given status or by whom it is occupied by.

6.4.3.3 Assigned or Available Moorage Reports

From the "fast buttons frame", click the **Print Assigned Moorage Report**, or **Print Available Moorage Report** push-buttons, or from the MM Main menu, select **Assigned Slips Report**, or **Available Slips Report** from the **Reports** drop-down menu.

The Assigned Slips report provides a simple list of who has been assigned each Moorage Slip within the filtered dates provided. The report shows the following:

For the Assigned Moorage Report:	For the Available Moorage Report:
<ul style="list-style-type: none"> • Boat Name • LOA of Vessel • Slip Code • Date Assigned, (or Arrival Date for Guests) • End of Moorage, (or Departure Date for Guests) 	<ul style="list-style-type: none"> • Slip Code • Dates Available (withing the filtered range) • Maximum LOA of Vessel to fit • Maximum Beam


Assigned / Available Moorage Reports Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the Slips that are output to the report.


Print Slips Assigned for Moorage Report

Report: **SLIPASSIGNED.RPT** Print Slip Moorage Assigned Report ...


Report Options **Boat Selects** **Member Selects** **Print Options**

Enter options and filters for this report. 

For Slips Associated to Dock:

All Selected **A-EAST**  A Dock

For Vessels Moored or Arriving:

Between: **5/01/22**  **5/31/22**

For Slips for Boats with Length-Overall:

Under **0** Feet

Over **0** Feet

Items Listed Sorted by:

Slip Code

List those Slips with Vessels Departing or Arriving

List those Slips Occupied by Guests

List those Slips Occupied by Long Term Contracts

Next **Cancel**

When generating the Assigned Moorage Report, the operator is also presented with the standard [Boat Select Filters](#)^[99] screen, [Member Select Filters](#)^[99] screen for Yacht Clubs, the [Customer Select Filters screen](#)^[112] for Marinas, or the standard [Guest Select Filters](#)^[108] screen. These allow you to specify selected or ranges of Guests, Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

When the reports are generated, if archived, will be cataloged with a report name of **SLIPASSIGNED.RPT** or **SLIPAVAILABLE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

– Assigned / Available Moorage Filters Screen - Field Definition

For Moorage Associated to Dock

radio-buttons and X(8)

Select to report on All Docks, a Selected Dock, or a Range of Docks.

For Vessels Moored or Arriving on Date	<i>(mmddyy)</i>
Enter the date range for which moorage should be checked. Click the calendar icon to choose a pre-defined date range, or enter it directly.	
For Slips with/to Accommodate Vessels LOA	<i>check-boxes and 999</i>
To have only those Moorage Slips with assigned boats Over or Under a specified Length Overall, (or those Slips that can accommodate boats Over or Under a specific LOA, set as desired).	
Slips Listed Sorted By	<i>drop-list</i>
Select too have the moorage Slips listed sorted by Slip Code, Starting Moorage/Availalble Date, or by Boat Name.	
Listing Only Selected Slips — for assorted properties	<i>check-boxes</i>
Click on the respective check-box to include Slips with the given status or by whom it is occupied by.	


6.4.4 Guest Visit Management

This Series 5 Marina/Yacht Club Management system primary purpose is to record moorage information, and charges incurred, for the Guests that visit the marina or yacht club. Reservations can be made, moorage and related charges recorded, invoices generated and payments collected via credit card.

There are a number of features associated the recording of charges for Guests. These are highlighted briefly as follows:

- Contact information and properties of the guest vessels are recorded for future use. (If a guest has visited in the past, then their information can be easily retrieved. Newsletters are notifications can be emailed.
- Reservations can be made up to 14 months in advance with optional booking fees and moorage deposits collected using credit card credentials. Moorage deposits can be refunded if the reservation is canceled within a specified periods of time before scheduled arrival. Moorage slips may be assigned at the time of booking. The associated invoice may be automatically emailed.
- You may have guests pay for moorage either when they check-in after arriving, or when they check-out. You may also record a credit card Pre-Authorization for a specified amount, and complete the transaction when the guest checks out, (or leave without checking out), with the final amount due.

- Slip assignment can be done from the [Graphic Slip Management](#)^[190] screen, or by keying in the slip code directly.
- Charges for moorage, power, and optionally for WiFi, will be automatically computed based on the length of stay, LOA of the vessel, and the requested power.
- Invoices are generated and can be printed or emailed to the guest.
- **Reminders of Upcoming Visit, Request for Confirmation RSVP, and Thankyou for Visiting** emails may be sent from the system.

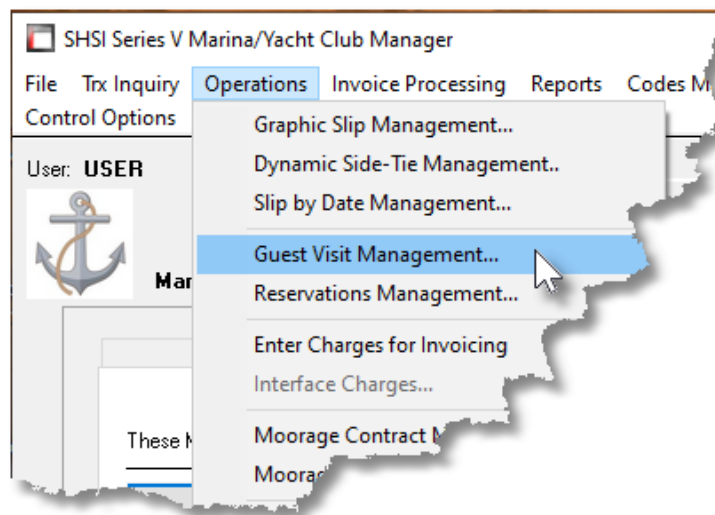


Guest Visit Management

- [Guest Visit Entry Grid Screen](#)^[206]
- [Guest Entry Data Screens](#)^[215]
- [Deposits and Charges Summary](#)^[215]
- [Guest Reporting](#)^[219]
- [Guest Detail Import/Export](#)^[227]

+ Accessing the M/M Guest Management Entry Function

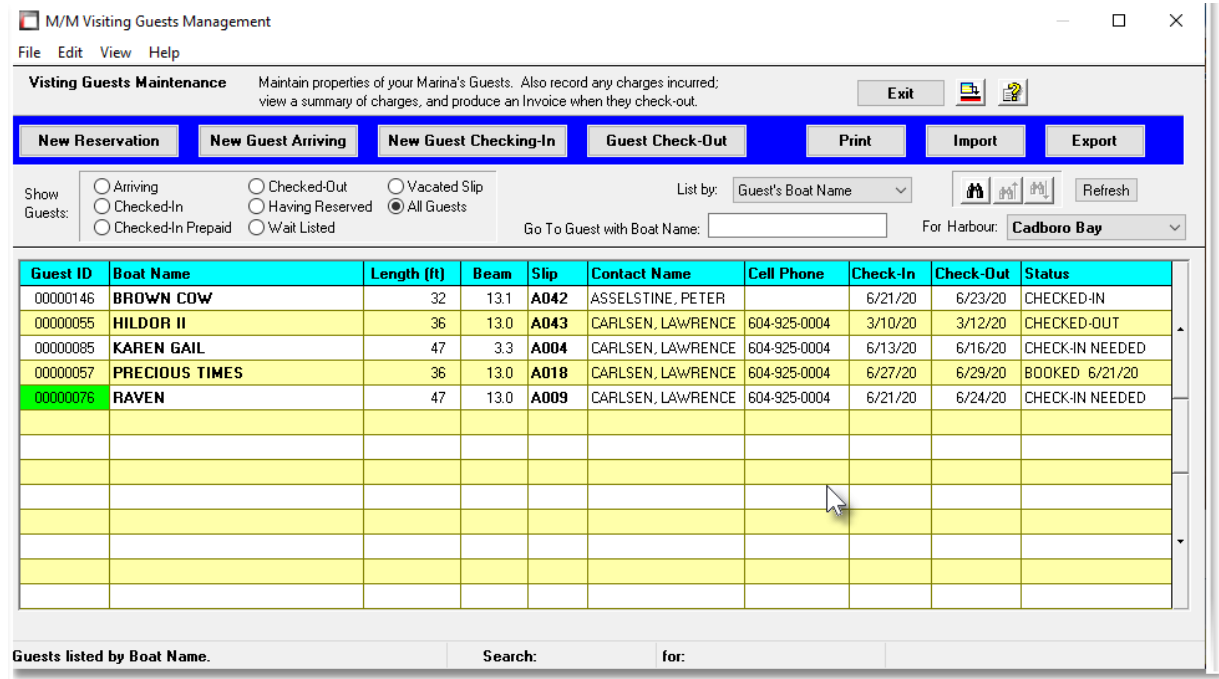
From the MM Main menu, select Guest Visit Management from the Operations drop-down menu.



6.4.4.1 Guest Entry Grid Screen

The properties associated to each Guest Visit are maintained using a Series 5 grid processing screen. This grid screen offers the operator a summary display of all guests with a particular status, listed sorted by guest last name, boat name, arrival date, or assigned slip.

 Guest Visit Entry Grid



Guest ID	Boat Name	Length (ft)	Beam	Slip	Contact Name	Cell Phone	Check-In	Check-Out	Status
00000146	BROWN COW	32	13.1	A042	ASSELSTINE, PETER		6/21/20	6/23/20	CHECKED-IN
00000055	HILDOR II	36	13.0	A043	CARLSEN, LAWRENCE	604-925-0004	3/10/20	3/12/20	CHECKED-OUT
00000085	KAREN GAIL	47	3.3	A004	CARLSEN, LAWRENCE	604-925-0004	6/13/20	6/16/20	CHECK-IN NEEDED
00000057	PRECIOUS TIMES	36	13.0	A018	CARLSEN, LAWRENCE	604-925-0004	6/27/20	6/29/20	BOOKED 6/21/20
00000076	RAVEN	47	13.0	A009	CARLSEN, LAWRENCE	604-925-0004	6/21/20	6/24/20	CHECK-IN NEEDED

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Guests.

"Fast Buttons"	
New Reservation	Add a new Guest Reservation
New Guest Arriving	Add a new Guest setting the status to Arriving and Docking.
New Guest Checking In	Add a new Guest setting the status to Checked In.
Guest Check-Out	The Guest selected in the grid will be Checked Out. If they have not yet paid, then an invoice will be generated and they will have the opportunity to pay using credit/debit cards.
Print	A Guest Report will be generated using a variety of different output types. Guests arriving/arrived within a specified range are listed; and may be grouped and sorted based on different criteria.
Import	If Guest visit information, or reservations are

	accumulated using other software that can be output to a spreadsheet or tab-delimited file, then that data can be imported.
Export	Selected Guest information can be output to spreadsheet or tab-delimited file for analysis or used in other software packages..

Edit an existing Guest by double-clicking it's associated row. Standard Series 5 grid controls apply.

The different reports that may be printed, if archived, will be cataloged with a report name of **GUESTDAILY.RPT**, **VISITORDETAIL.RPT**, **VISITORMERGE.MRG**, or **VISITORLABELS.LST** depending on the report type selected.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

➔ Adding a New or Returning Guest

When entering a **New Reservation**, a **New Guest Arriving**, or **New Guest Checking In**, the system provides the ability to key in the boat name to see if the associated guest information is already on file from a previous visit. As the name is entered the screen is refreshed with those boat names matching the text entered.

Once the correct boat name can be seen in the list, by clicking it, the saved information will be used to populate the new guest record.

If the boat name is not found, cancel the entry by clicking the red **X** icon, or striking the Enter key while the boat name field is blank, and the guest boat name and associated information may be entered.

The following screen is presented for selecting guests that have previously visited the marina:

Boat Name	Length (ft)	Guest Name	City	Phone	Last Visit	Guest ID
MAHOGONY RUN	36	CARLSEN, LAWRENCE	West Vancouver, BC		3/06/19	00000037
MEANDER	28	CARLSEN, LAWRENCE	West Vancouver, BC		3/05/20	00000049
MICKEY BOAT	42	MOUSE, MICKEY	Los Angeles, CA			00000173
MICKYBOAT	37	mouse, micky	,			00000172
MISS VICKY	37	CARLSEN, LAWRENCE	West Vancouver, BC		3/06/19	00000036
MOBY DICK	52	CARLSEN, RIGBY	,			00000190
MOBY DUCK	50	CARLSEN, LARRY	,			00000188
MY MISTRESS II	47	CARLSEN, LAWRENCE	West Vancouver, BC			00000068

**Processing Tip**

When a Guest that has never visited the marina before is entered into the system, the information about their vessel and the contact is recorded and saved in the Past Guest file and can be viewed and edited from the [Past Guest Maintenance](#) ⁵³⁰¹ routine.

6.4.4.2 Guest Entry Data Screens

A Guest Visiting record is generated when a guest reservation is made, or when the guest arrives at the marina. The contact information is captured and also recorded to a Past Guest record. The Past Guest records are kept on file, and may be used to automatically populate the Guest Visit record if they ever return for a visit in the future.

Some points to note about adding new Guest:

- The system will automatically assign the Guest ID Numbers. The next number is obtained from a field defined by the [M/M Control Properties](#). ⁶¹³. The same assigned Guest ID will be used for the Past Guest record and all future visits.
- It is very easy to check if a Past Guest record is already on file and to select their record when arriving or making a reservation.
- Moorage slip assignment can be entered directly, or interactively from a graphic display.
- When a reservation is made where a deposit is required, when moorage payment is required on check-in, or when the guest checks out, the customer can make a payment using a credit card.

➔ Guest Properties - Data Entry Screen

M/M Visiting Guests Management □ ×

Guest ID: **0000052** **SUNRISE NEW YORK** **BOPPART** - Modify this Guest Properties

Guest Properties Deposits & Charges Summary Notes

Record the Guest's Name, Boat Name and moorage requirements.
Also record their contact information.

Guest ID: **0000052** Created: 2/11/23

GUEST IS ARRIVING/DOCKING

Guest's Vessel:

Boat Name: **SUNRISE NEW YORK** Power Sail RV Tent

Overall Length: **32.75** ft **9.98** m

Beam: **8.00** ft **2.44** m

Draft: **0.00** ft **0.00** m

Moorage Preferences:

Moorage Type: **None** Power: None 20 amp 50 amp

Tie-Up Method: **None** 15 amp 30 amp 100 amp

Edit Any Land Vehicles Detail

Guest Contact Information:

First Name: **TOM** Cell: **555-123-8888** Home Phone: **555-786-0004**

Last Name: **BOPPART** 2nd Cell:

Email: **LARRYC@SENTINEL-HILL-ABOUT.CO**

"Thankyou for Visit" Email has been sent

"Reservation Reminder" Email has been sent

Needs:

Easy Access Slip

Help Docking

Wheelchair Access

Rides to/from Airport

Guest's Yacht Club or Marina Affiliation:

Yacht Club / Marina: **FISHERMN** **Fisherman's Marina Garden Bay**

Member Code: **CAR001**

Visiting As: A Normal Guest A Reciprocal

Year-To-Date Reciprocal Visits:

0 of **12** Visits Allowed

0 of **22** Nights Visited

0 of **2** Free Nights Given

Guest pays 80 % of Normal Moorage Rate with 1 free night(s)

Arriving: **2/11/23** # of Nights: **4** # Guests in Party: **2**

Departing: **2/15/23** ETA: **12** : **30** AM

Visiting Group:

Currently Assigned Moorage:

Slip: **HL216** Dock: **Gorge West** From: **2/11/23**

[Side-Tie Left] Foot Marker: **216.0** To: **2/14/23**

For Vessel LOA upto **36.0** ft. with a Beam less than **17.0** ft.

Status:

Reservation Made Checked-In

Reso Cancelled Checked-In Prepaid

Wait Listed Checked-In PreAuthorized

Arriving & Docking Checked-Out

Has Arrived Vacated Slip

Left Without Paying

ReAssigned Moorage From:

Add/View Attached Document(s) **Check In this Guest** **Update** **Cancel**

— Field Definitions


Guest ID

9(8)

This is the numeric code assigned to the Guest. When guest make reservations, or visit, any charges are recorded with a Guest Visit record that is keyed by this ID number. The Guest ID code is automatically assigned for new guests visiting the marina for the first time. Once assigned it cannot be changed.

A/R Customer Code	X(6)
When Invoices for Guest Visits are generated, they will be recorded with the A/R Customer Code entered here. The invoices will be written to the A/R system as Prepaid Sales transactions for this Customer Code. You may wish to assign a common code to customers from a separate country, or of a given customer type. You may wish to assign a unique code to maybe your favorite customers.	
Boat Name	X(40)
The name of the boat. When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.	
Power, Sail, RV or Tent	radio-buttons
Record the type of vessel, or vehicle, that will be arriving.	
Overall Length, Beam, Draft	999.99
These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used for computing moorage charges.	
Preferences - Moorage Type & Tie-Up Method	drop-down lists
Record the preferences as to how this guest would like to tie up.	
Power	radio-buttons
<p>Select the type of hydro power that will be used by the vessel being moored. This will be used for billing.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Power Preference: _____</p> <p> <input type="radio"/> None <input type="radio"/> 20 amp <input type="radio"/> 50 amp <input type="radio"/> 15 amp <input checked="" type="radio"/> 30 amp <input type="radio"/> 100 amp </p> </div>	
Owner First & Last Names	X(15) & X(20)
The name of the owner of the boat.	
Email Address	X(60)
The guest's primary email. Used to send invoices to, and may be used when sending out bulk emails.	

Home and Cell Phones	<i>X(12) each</i>
These fields are for information purposes. It is the guest's phone numbers.	
Reminder and Thankyou Emails Sent	<i>check-boxes</i>
You can send out emails "Reminding your guests of their upcoming visits", and/or a "Thankyou for Visiting". The system will set these fields if this customer was sent an email.	
Assorted Needs Requested by the Guest	<i>check-boxes</i>
These fields are for information purposes. They may be useful for making the guest's visit a more comfortable event..	
Yacht Club or Marina Code	<i>X(8)</i>
If keeping track of reciprocal guests' home yacht club, then select the applicable code. The selected Reciprocal Yacht Club ⁵⁹² record will indicated if a reduced rate is applicable and if there is a limit to the number of nights per year or nights per visit.	
Visiting As Reciprocal or Normal Guest	<i>radio-buttons</i>
<p>Indicate if the Guest is visiting as a Reciprocal from the designated Yacht Club, or as just a normal guest. If as a Reciprocal a reduced moorage rate may apply; and a frame will be displayed showing number of visits allowed, the number of past nights visited, and the number of free nights given.</p> <p>Visiting As: _____ <input checked="" type="radio"/> A Normal Guest <input type="radio"/> A Reciprocal</p>	
Yacht Club Membership Code	<i>X(8)</i>
If you need to keep track of the Reciprocal Yacht Club members that visit, you can enter their membership ID into this field.	
Arrival Date	<i>(mm/dd/yy)</i>
Enter the date of arrival. This date is used to determine moorage display in the Dock Walk function, Graphic Slip Management and Slip by Date Management operations.	
# of Nights	
Enter the number of nights the guest vessel will be assigned to the selected moorage. It is used for billing, computing the Departure Date, and to determine moorage display in the Dock Walk function, Graphic Slip Management and Slip by Date Management operations.	

# of Guests	9(2)
This field is offered for information purpose only and not used in any operation.	
Visiting Group	X(10)
This field is offered for information purpose only and not used in any operation. If a number of guests are from the same group, you might like to try to assign moorage in nearby slips.	
ETA - Estimated Time of Arrival	Hr - Min
If the guest has advised you of there ETA, you can record it in this field.	
Current Moorage - Slip Assignment	X(5)
<p>This field holds the Moorage Slip Code assigned to the guest boat. Click on the eye glass icon to jump to the Graphical Slip Management screen from which a slip can be assigned. Click on the binocular icon to display the Moorage Slip Lookup screen to select a slip from a lookup screen listing those slips that are available for the duration of the visit that will hold the guest boat. Most of the inquiry and operation functions make use of the assigned moorage slip for display and processing.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"> Pre-Assigning Moorage Slips for Reservations</p> <p>Note that the system provides for the ability to assign moorage slips prior to the actual arrival of guests. Slip assignment records are maintained by date and are used in the various inquiry and management operations associated to moorage occupation.</p> </div>	
Current Moorage - From & To Dates	(mm/dd/yy)
These are the dates, actually nights, that the Guest will occupy the assigned slip. During their visit, it's possible that they may be re-assigned to a different slip. If this is the case then the dates they occupy the new slip will be displayed here.	
Re-Assigned Moorage From - Slip Code & Date	X(5) & (mm/dd/yy)
If during the Guests stay, they are moved to a different moorage slip, the Slip they moved from and the moved date will be recorded. The system will keep track of up to four re-assignments of slips.	
Status	radio-buttons

Is the status of the Guest's visit. The system will attempt to assign the status based on the different functions that are available in the system. You should not have to change any of these fields.

Status:

<input type="radio"/> Reservation Made	<input type="radio"/> Checked-In
<input type="radio"/> Reso Cancelled	<input type="radio"/> Checked-In Prepaid
<input type="radio"/> Wait Listed	<input type="radio"/> Checked-In PreAuthorized
<input checked="" type="radio"/> Arriving & Docking	<input type="radio"/> Checked-Out
<input type="radio"/> Has Arrived	<input type="radio"/> Vacated Slip
	<input type="radio"/> Left Without Paying

6.4.4.3 Assigning Guest Moorage Rates

The system offers a simple approach to assigning the moorage Rate per Foot charge. You can set up a simple default rate for Guest Visitors and for long Term Moorage members and clients that apply to everyone. Or you can override the defaults for different task codes assigned, or you can even set up rate tables applying different rates for different sizes, docks, and customer types. Different rules apply to Guest Moorage and Client / Member Term Moorage.

Once the final Foot Rate is assigned, the system then will determine how it is to be applied. The following different measurements may be applied:

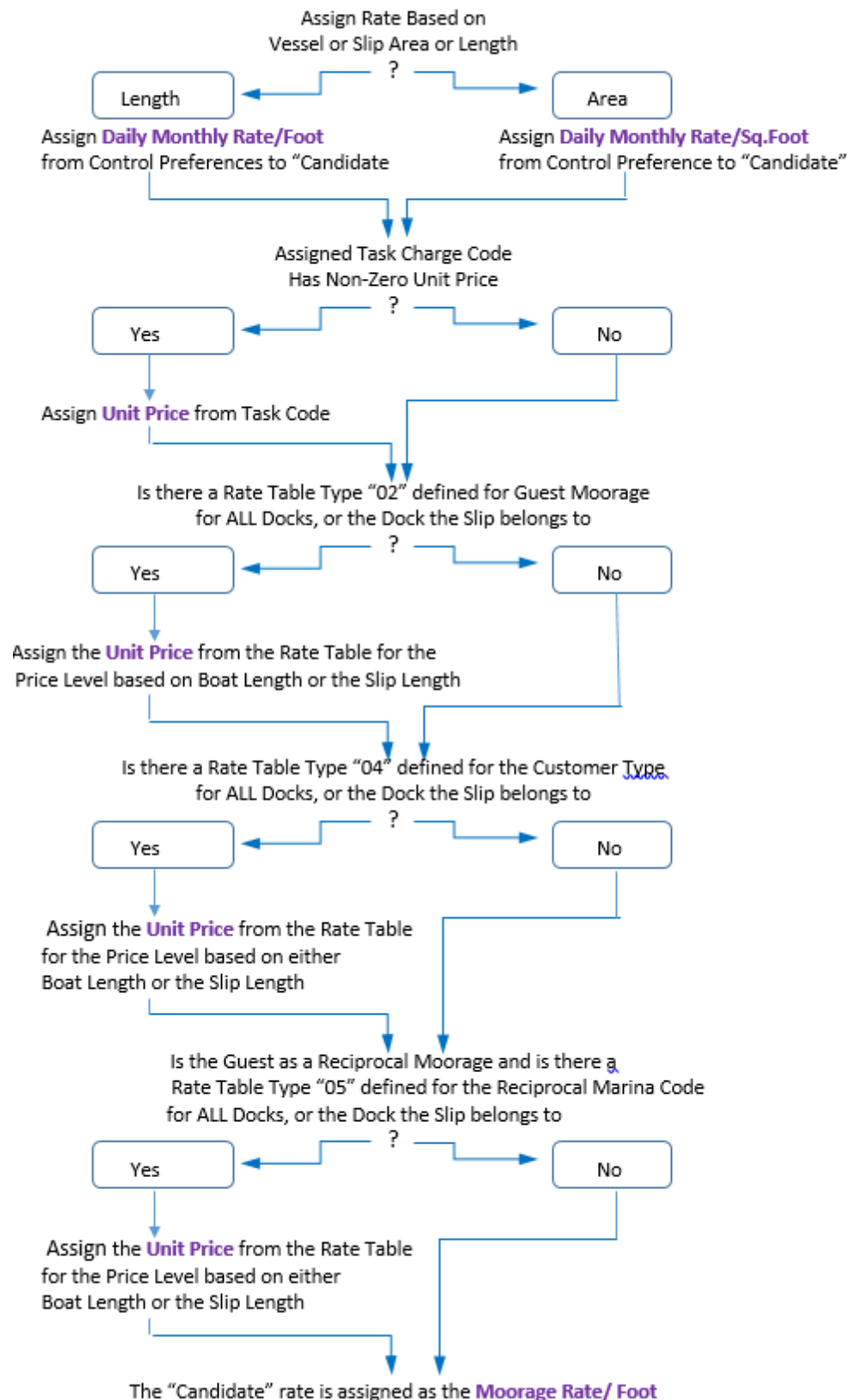
- Boat Length Overall
- Boat Area (length x beam)
- Length of Slip
- Slip Area
- The Longer of Slip Size or Boat Size

Moorage Rates Assignment Flowchart

The system offers a variety of different methods to determine the basic Moorage Rate-per-Foot. To come up with the rate to use, it steps through a number of possible sources for the rate. At each point a "Candidate Rate" is assigned, replacing the previous candidate, until all options are exhausted. The final candidate becomes the rate that is assigned.

The following charts may help in describing the sequence of selecting the final Moorage rate. At each step, the specified non-zero rate becomes the next candidate rate.

Moorage Rate for Guests



6.4.4.4 Deposits & Charges Summary

For each Guest, a summary of moorage and other charges is kept, along with information associated to any reservation deposits that might have been made.

All moorage charges may also be edited, and other charges that the guest may incur can also be recorded.

Some points to note about entering guest charges:

- Moorage and Power charges are automatically computed based on the length of stay, the type of assigned moorage, and the overall length of the vessel.
- For reservations, based on a setting in the [Control Preferences](#) ⁶³¹, a booking fee will automatically be applied, and a Moorage Deposit may also be entered. After the booking information and slip assignment is completed, you can enter credit card credentials for charges to be collected and an invoice is automatically emailed.
- Charges may be edited or added by clicking the **[View/Edit Guest Charges]** button at the bottom of the screen. The [Enter Charges for Invoicing](#) ²³⁰ operation will be launched for the guest showing current charges, and provide for the entry of new charges.
- When the Guest Check-In function is chosen, based on a setting in the Control Preferences, all moorage charges can be paid in advance by Credit Card, or the amount can be pre-authorized. Either way you can enter the guest's credit card credentials for processing by Moneris.
- Up to four different taxes will be computed. Taxes are defined in the [General Control Properties](#) ⁶¹³ screen of the Control Preferences. Then if applicable to each charge, they are computed.

Guest Deposit and Charges Entry Screen

The following screen is presented for entry of reservation data and fees, and/or the summary of charges:

M/M Visiting Guests Management

Guest ID: **0000052** **SUNRISE NEW YORK** **BOPPART** - Modify this Guest Properties

Guest Properties Deposits & Charges Summary Notes

Enter Guest properties associated to billing and display their charges summary totals.
For new reservation bookings, record deposits, if applicable. Created: 2/11/23

Vessel: **SUNRISE NEW YORK** Guest Name: **TOM, BOPPART**

LOA: **36.00** Feet Assigned to Slip: **HL216** of Dock: **GW-H**

Checking In: **2/11/23** for **4** Nights

Billed For: _____

Boat Length of **36.00** Feet at \$ **9.50** per Foot Charge for High-Speed WiFi?

Power Connection: _____

None 20 amp 50 amp

15 amp 30 amp 100 amp

Guest Type: **BYC - BYC Club Member** A/R Customer: **000250** **Default Canadian "Guest" Company**

Moorage Reservation:

Reservation #: _____ Booking Fee: \$:

Booked: With Moorage Deposit: \$:

Made: **Did not Book**

Rate the Mood of this Guest: **Friendly**

Request for Confirmation of Arrival: _____

Emailed _____

Phoned _____

Guest Reply: _____

Summary of Outstanding Charges

Moorage: \$	<input type="text" value="1,026.00"/>	Laundry: \$	<input type="text"/>
Power: \$	<input type="text" value="20.00"/>	Showers: \$	<input type="text"/>
WiFi: \$	<input type="text"/>	Garbage: \$	<input type="text"/>
Fuel: \$	<input type="text"/>	Pump-Out: \$	<input type="text"/>
Purchases: \$	<input type="text"/>	Other: \$	<input type="text"/>
Restaurant: \$	<input type="text"/>		

Total Sales: \$	<input type="text" value="1,046.00"/>
Discount:	<input type="text" value="0.00"/> CR
Sub-Total:	<input type="text" value="1,046.00"/>
Total Taxes:	<input type="text" value="168.26"/>
Total Charges: \$	<input type="text" value="1,214.26"/>
Deposit Applied:	<input type="text"/> CR
NET DUE: \$	<input type="text" value="1,214.26"/>

Guest Charges Screen - Field Definitions

Billing Rate per Foot	\$ 99.99
<p>The system will automatically assign the moorage rate-per-foot based on settings in the Control Preferences and/or the Dock properties to which the assigned Slip is associated with. That rate is presented in this field. If you wish to override the assigned rate, key in the foot rate to be used to compute this guest's moorage charges.</p>	
Charge for High-Speed WiFi ?	check-box

If the guest is to be billed for using high-speed WiFi, set the check-box. A WiFi charge record will be generated and the Summary of charges fields updated accordingly.

Power Connection*radio-buttons*

Select the type of hydro power that is used by the vessel being moored. This will be used for billing.

Power Preference: _____

- None 20 amp 50 amp
 15 amp 30 amp 100 amp

Guest Type*drop-down list*

Guest Types are just Customer Types that are defined in the Series 5 Accounts Receivable system. For your guests, you would not normally have a separate Customer Code for each one, but assign them all a common customer code. (Each Guest profile is maintained in the Marina/Yacht Club Management system independent of the A/R system). However, the invoices generated for guests must still have a Customer Code for when they are moved to the A/R system. All guests assigned the same Guest Type will be assigned the same Customer Code. You may wish to set up multiple Guest Types as required and assign them to different Customer Codes.

Note that if no Customer Code was defined for the Guest Type, then you would need to assign a Customer. This way, if you wanted to assign a separate Customer to a Guest, you could do so..

A/R Customer*X(6)*

When Invoices for Guest Visits are generated, they will be recorded with the A/R Customer Code entered here. The invoices will be written to the A/R system as Prepaid Sales transactions for this Customer Code. You may wish to assign a common code to customers from a separate country, or of a given customer type. You may also wish to assign a unique code to maybe your favorite customers.

Rate the Mood of this Guest*drop-down list*


You can record what you think the overall mood of this guest was during their visit.

Reservation - Booking Date*(mm/dd/yy)*

For Guest reservations, is the date the booking is made.

Reservation - Booking Method*drop-down list*

Record the method the reservation was made. This field is for information only and not used in any operation.

Reservation - Booking Fee	\$ 99.99
Based on a setting in the Control Preferences under the Guest Invoicing tab sub-screen, a booking fee will automatically be applied. After the booking information and slip assignment is completed, you can enter credit card credentials for charges to be collected and an invoice is automatically emailed.	
Reservation - Moorage Deposit	\$ 9,999.99
If you wish to collect a moorage Deposit, enter the desired amount (which would typically be the total of Moorage and Power charges). Based on a setting in the Control Preferences under the Guest Invoicing ⁶³¹ tab sub-screen, any deposit amount could be refunded if the reservation is canceled a determined number of days before the scheduled arrival. After the booking information and slip assignment is completed, you can enter credit card credentials for charges to be collected and an invoice is automatically emailed.	
<div style="border: 1px solid black; padding: 10px;">  <p>Canceling a Reservation</p> <p>If a reservation is canceled prior to arrival, and a moorage deposit was collected using the guest credit card, a refund will be issued against the original credit card.</p> </div>	
Request for Confirmation of Arrival	check-box & drop-down list
You may send emails to your guest that are arriving the day of, or day before, to have them contact you as to their estimated time of arrival. The system will record when the request was sent, and their reply.	
Tax 1, 2, 3 and 4 Amounts	\$ 999.99
Taxes are defined in the General Control Properties ⁶¹³ screen of the Control Preferences. Then if applicable to each charge, they are computed. If you wish to override the system and change to tax amounts, enter the new amounts.	
Guest Discount	\$ 999.99
If prior to having the guest pay, you wish to offer a discount, you can enter the amount to reduce the Total Charges amount.	

Guest Payment Entry Screen

Where payment is to be entered for new reservations, for guests checking in, or for guest

checking out, the following screen is presented for recording a credit card payment.

– Guest Payment Screen - Field Definitions

Payment Type

radio-buttons

By default, the payment method for recording a booking is to enter the credit card credentials, (assuming the reservation is made over the phone). If the guest is checking in or checking out and an amount needs to be charged, then the default will be for Card Swipe/Tap. Either way, the credit card processing Gateway used will be that defined by the Accounts Receivable Control Preferences.

Depending on the Payment method, slightly different screens will be displayed.



Credit Card Payments

When submitting the request for credit card payments, if the card is rejected, an appropriate message will be displayed, and the request being processed will be canceled.

6.4.4.5 Guest Reporting

A number of different reports are available listing the Visiting Guests that have reservations, or that are currently visiting the marina. Guest may be grouped and sorted using a variety of different criteria, and they may be filtered based on arrival date.

➔ Visiting Guests Report(s) - Options Screen

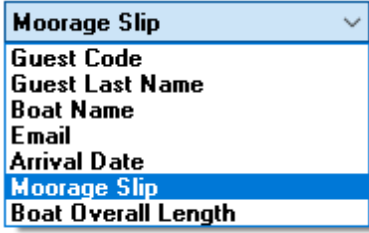
The following screen is presented when generating the report:

If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **GUESTDAILY.RPT**, **GUESTARRIVAL.RPT**, **VISITORNAMES.RPT**, **VISITORDETAIL.RPT**, **VISITORMERG.MRG**, or **VISITORLABELS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Field Definitions

Report Type	<i>list-box</i>
Select to output either to a report, or to generate an MS Word Mail merge file, or mailing labels. Depending on the selection the report name will be changed, and applicable default sort options set.	
Grouped By	<i>list-box</i>
Guests may be grouped by a variety of properties, with applicable sub-totals.	

Sorted By	<i>list-box</i>
Guests may be listed sorted by a variety of properties.	
	

6.4.4.6 Emails Sent to Guests

The system offers the option to send emails to selected Guests. The following emails may be sent:

- A reminder to those Guests that have made a reservation for moorage
- A thank you message to those Guests that have checked out
- An invoice is sent when a Guest makes a booking for moorage
- An invoice is sent after a Guest checks out after their visit
- If a Guest cancels a booking, a Refund Credit is sent

These emails are generated and sent to eligible guests by selecting the related function from the menu bar's File drop-down menu, or for a specific guest, by right-clicking the Guest's grid display line and selecting "[Send Email to this Guest](#)" from the pop-up menu.

A reminder email may also be sent from the Reservations Management application.

All email text files must be no larger than 204,800 characters, or 200KB and can be either a simple ASCII text file, or an HTML file.



Default Email Text File Names

All the emails are generated from text files that are kept on your disk drive. The directory path to the folder may be defined in the Series 5 Configuration file if to be different from the system's default.

Configuration Variable	Default System Path
company-code -EMAIL-TEXT-DIRECTORY	data-directory\rpts\Email-Templates

Where **company-code** is the Company System access code assigned your Series 5 data files.

All the emails sent must have pre-defined file names. These names may be set up in the Series 5 Configuration file. *(If none are set up, the names listed below will be used).*

Configuration Variable	Default System Assigned Name
MM-GUEST-RSVP-ASK-	GuestAskForRSVP_EmailMessage.html

EMAIL-FILE	
MM-GUEST-REMINDER-EMAIL-FILE	GuestReminder_EmailMessage.html
MM-GUEST-THANKYOU-EMAIL-FILE	GuestThankyou_EmailMessage.html
MM-GUEST-DEPOSIT-EMAIL-FILE	Booking_Deposit_EmailMessage.TXT
MM-GUEST-REFUND-EMAIL-FILE	Deposit_Refund_EmailMessage.TXT
MM-GUEST-INVIOUCE-EMAIL-FILE	Deposit_Invoice_EmailMessage.TXT

➔ Reminder Email Message

A reminder email may be sent to guests that have made a reservation. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of `....\rpts\Email-Templates`. It must be named **GuestReminder_EmailMessage.TXT**



Email Message Pseudo Variables

The file used to construct the email message must be a text file. It may be simple text, or contain HTML coding. A number of pseudo variables may be inserted within the text that will be replaced with assorted fields relating to the message being sent.

Variable	Replaced with
%%MY-STRING-1%%	Guest's Boat Name
%%MY-STRING-2%%	Arrival Date
%%MY-STRING-3%%	Type of Moorage ie., "Dock"
%%MY-STRING-4%%	Assigned Moorage Dock Code
%%MY-STRING-5%%	Assigned Moorage Slip Code
%%MY-STRING-6%%	Shore Power Amperage Requested
%%MY-STRING-7%%	Type of Moorage Tie-Up

The following text file is provided as an example and may be used as is, or modified to your liking. It must not exceed 204,800 characters.

You may also send an HTML file as an email providing attractive formatting options.

Sample Email Text file:

A friendly reminder of your reservation with us on %%MY-STRING-3%%.
You have moorage with us with your vessel %%MY-STRING-1%%.

Slip assignment: %%MY-STRING-2%%

Power Requested: %%MY-STRING-4%%
Tie-Up: %%MY-STRING-5%%

We look forward to having you visit with us.
When you arrive please contact us on VHF 66
and we will be there to help you tie-up.

Resulting Email Text:

A friendly reminder of your reservation with us on Friday, June 25/2020.
You have moorage with us with your vessel YELLOW COW.

Slip assignment: A050B
Power Requested: 50-Amp
Tie-Up: Bow-In Starboard

We look forward to having you visit with us.
When you arrive please contact us on VHF 66
and we will be there to help you tie-up..

Thankyou Email Message

A thankyou email may be sent to guest that have visited the marina. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of `....\rpts\Email-Templates`. It must be named **GuestThankyou_EmailMessage.TXT**



Email Message Pseudo Variables

The file used to construct the email message must be a text file. It may be simple text, or contain HTML coding. A number of pseudo variables may be inserted within the text that will be replaced with assorted fields relating to the message being sent.

Variable	Replaced with
%%MY-STRING-1%%	Guest's Boat Name
%%MY-STRING-3%%	First day of the Visit

The following text file is provided as an example and may be used as is, or modified to your liking. It must not exceed 8192 characters.

Sample Email Text file:

Just a follow up to thankyou for visiting our marina with your boat named %%MY-STRING-1%%
back on %%MY-STRING-3%%.

We hope everything was to your satisfaction.
We look forward to having you visit again in the future.

Resulting Email Text:

Just a follow up to thank you for visiting our marina with your boat named PRECIOUS TIMES back on Thursday, March 25/2021.

We hope everything was to your satisfaction.
We look forward to having you visit again in the future.

Guest Invoices Email Message

There are three types of emails that are sent by the system to Guests with Invoices attached.

<i>Filename</i>	<i>Email Subject/Attachment</i>
Booking_Deposit_EmailMessage.TXT	Acknowledges a Guest Moorage Booking with information about their deposit
Deposit_Refund_EmailMessage.TXT	Advising a Guest that their reservation has been canceled with information about the credit to their credit card
Guest_Invoice_EmailMessage.TXT	Emailing a final Invoice to a Moorage Guest

The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of [.....\rpts\Email-Templates](#).



Email Message Pseudo Variables

The file used to construct the email message must be a text file. It may be simple text, or contain HTML coding. A number of pseudo variables may be inserted within the text that will be replaced with assorted fields relating to the message being sent.

The following variables may be used in all these emails:

<i>Variable</i>	<i>Replaced with</i>
%%COMPANY-CODE%%	Customer or Guest ID Code
%%COMPANY-NAME%%	Customer or Guest Name
%%DOC-NUMBER%%	Invoice or Credit Document Number
%%DOC-TYPE%%	Type of Document
%%DOC-DATE-1%%	Document's Date
%%DOC-AMOUNT-1%%	Total Amount of Invoice or Credit
%%MY-STRING-1%%	Guest's Boat Name
%%MY-STRING-2%%	Assigned Moorage Slip Code
%%MY-STRING-3%%	Shore Power Amperage Used

%%MY-STRING-4%%	Arrival Date
%%MY-NUMB-1%%	Boat Length-Overall Billed
%%MY-NUMB-2%%	Boat Beam
%%MY-NUMB-3%%	# of Nights Visited

The following variables may be used to show the type of payment:

Variable	Replaced with
%%DOC-DATE-2%%	Date of the Payment
%%MY-STRING-5%%	Last 4 Digits of Credit Card Number
%%MY-STRING-6%%	Credit Card Transaction ID
%%MY-STRING-7%%	Credit Card Payment Reference #
%%DOC-AMOUNT-1%%	The Amount of Payment

The following variables may be used in Initial Bookings and Canceled Bookings:

Variable	Replaced with
%%DOC-AMOUNT-3%%	Booking Fee
%%DOC-AMOUNT-4%%	Moorage Deposit

The following variables may be used in Canceled Bookings:

Variable	Replaced with
%%MY-STRING-3%%	Arrival Date

The following text file is provided as an example and may be used as is, or modified to your liking. It must not exceed 8192 characters.

Sample Booking Deposit Email Text file:

Congratulations, %%ATTENTION-TO%%
Your reservation has been booked.

Guest ID: %%GUEST-ID%%
Vessel Name: %%MY-STRING-1%%
LOA: %%MY-NUMB-1%% Feet Beam: %%MY-NUMB-2%%
Slip Assigned: %%MY-STRING-2%%
Power: %%MY-STRING-3%%
Arriving: %%MY-STRING-4%%
of Nights: %%MY-NUMB-3%%

Thankyou for your payment ...

Card Ending: %%MY-STRING-5%%
Date: %%DOC-DATE-2%%
Transaction #: %%MY-STRING-6%%
Reference: %%MY-STRING-7%%
Booking Fee: %%DOC-AMOUNT-3%%

Moorage Deposit: %%DOC-AMOUNT-4%%
 Total Payment: %%DOC-AMOUNT-2%%

We look forward to seeing you.
 Please hail us on 66A when you approach the marina.

Friendly Guys Marina
 604-555-1234

----- --- --- --- --- ---

Sample Cancelled Booking Refund Email Text file:

Attention: %%ATTENTION-TO%% - Guest ID: %%GUEST-ID%%

Your reservation for %%MY-STRING-3%% has been cancelled
 and your Moorage Deposit of %%DOC-AMOUNT-4%% has been refunded

Credit Doc #: %%DOC-NUMBER%%
 Card Ending: %%MY-STRING-5%%
 Date: %%DOC-DATE-2%%
 Transaction #: %%MY-STRING-6%%
 Reference: %%MY-STRING-7%%
 Total Refund: %%DOC-AMOUNT-1%%

We hope you will be able to visit us some time in the future.

Friendly Guys Marina
 604-555-1234

----- --- --- --- --- ---

Sample Visit Check-In or Check-Out Payment Email Text file:

Attached to this email is your Invoice # %%DOC-NUMBER%% from Big Bay Marina Resorts.

%%ATTENTION-TO%% -- We thank you for visiting our marina and hope you will return some day.

Guest ID: %%GUEST-ID%%
 Guest Moorage for %%MY-NUMB-3%% nights from %%MY-STRING-3%%
 Boat Name: %%MY-STRING-1%%

Thankyou for your payment ...

Card Ending: %%MY-STRING-5%%
 Date: %%DOC-DATE-2%%
 Transaction #: %%MY-STRING-6%%
 Reference: %%MY-STRING-7%%

Total Payment: %%DOC-AMOUNT-2%%

Should you have questions with respect to this email,
please contact Jane Smith at (555)-888-1111.

--- --- --- --- --- --- --- ---

6.4.4.7 Guest Detail Import/Export

Visiting Guest Properties Import - Properties Screen

The Series 5 system provides for the capability to import Visiting Guest information from a spreadsheet. The Spreadsheet Import function lets you input a number of properties from a spreadsheet or tab-delimited file that may have been generated from another software package..

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given boat is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Past Guest details:

- A heading row with **GUEST** or **ID** or **Guest** or **GUEST-ID** or **CODE** or **Code** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Visiting_Guests_In.XLS**. You may click the Browse button to locate a different folder and input file.

Visiting Guest Properties Import Data Formats

For Visiting Guest data that is imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel	Field	Format
-----------------	--------------	--------------	---------------

	Column		
1	A	Guest ID #	9(8)
2	B	Guest Status	X(11)
3	C	Boat Name	X(40)
4	D	Boat Type	Power or Sail
5	E	Moorage Slip	X(5)
6	F	Length (ft)	999.99
7	G	Beam (ft)	99.99
8	H	Draft (ft)	99.99
9	I	Moorage Type	Slip, Dock, Buoy, Wharf or Anchor
10	J	Tie-Up Preference	Bowin-Port, Bowin-Star, Stern-Port, Stern-Star, Raft-Port, Raft-Star
11	K	Power Preference	10-Amp, 15-Amp, 20-Amp, 30-Amp, 50-Amp, 100-Amp
12	L	Check-In Date	mm/dd/yy or yyyyymmdd
14	M	Check-Out Date	mm/dd/yy or yyyyymmdd
15	N	# of Nights	99
16	O	# in Party	99
17	P	1st Name	X(15)
16	Q	Last Name	X(20)
17	R	Email	X(30)
18	S	Home Phone	X(12)
19	T	Cell Phone	X(12)
20	U	2nd Cell Phone	X(12)
21	V	Guest Affiliation	None, Reciprocal or, Outstation
22	W	Yacht Club Code	X(8)
23	X	Moorage Rate/Foot	99.99
24	Y	Power Used	10-Amp, 15-Amp, 20-Amp, 30-Amp, 50-Amp, 100-Amp
25	Z	WiFi Charge	Y or N
26	AA	Guest Type	X(5) (as defined)
27	AB	Customer Code	X(6)
28	AC	Reservation Book Date	mm/dd/yy or yyyyymmdd

29	AD	Booking Deposit	9,999.99
30	AE	Booking Method	Email, Website, Phone, LastVisit, VHSradio
31	AF	Moorage Deposit Paid	9,999.99
32	AG	Moorage Deposit Method	X(3) (A/R Prepayment Code)

Visiting Guests Properties Export

The Series 5 system provides for the capability to export Visiting Guest property data to a spreadsheet. The Spreadsheet Export function lets you output selected fields to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when exporting Guest details:

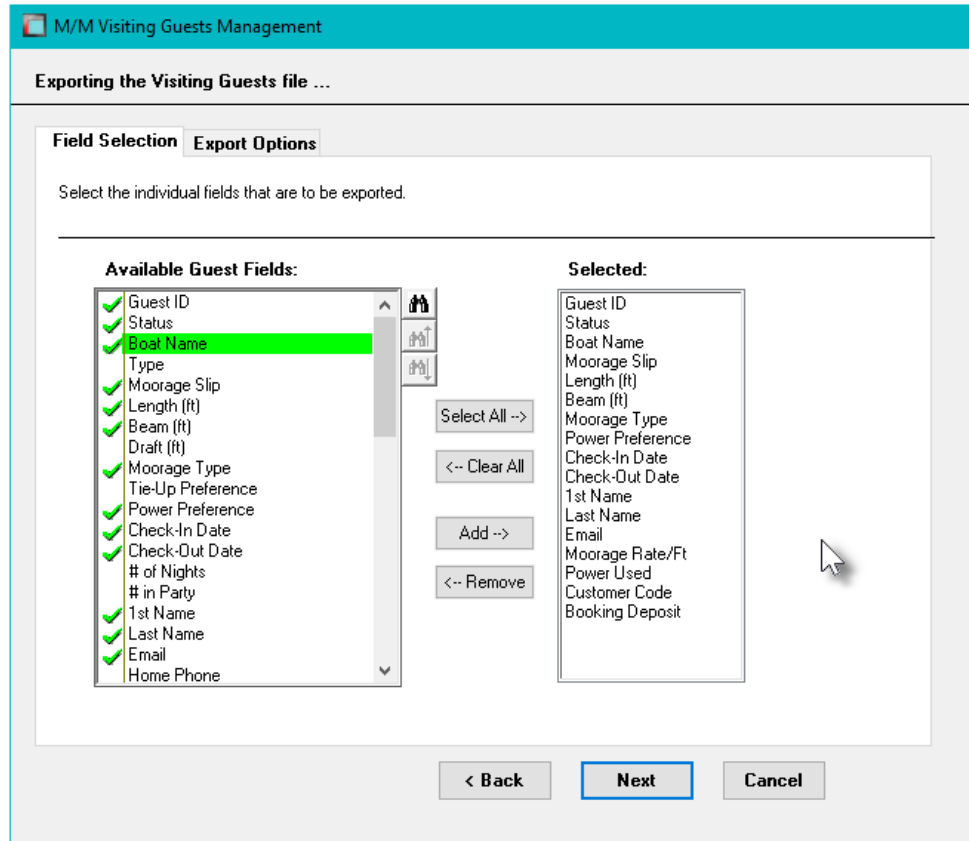
- A heading row is output to the spreadsheet.

The standard Series 5 [Export Options screen](#)⁸⁰¹ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Visiting_Guests_Out.XLSX**. You may click the Browse button to locate a different folder and output file.

Visiting Guest Export - Field Selection

There are many different fields that are associated to a Visiting Guest. To be able to select specific fields to output would be a nice feature would it not. Well, guess what, you can select the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.



6.4.5 Enter Charges for Invoicing

This application selection is used to record all the charges for term moorage, guest moorage, and anything else that is to be invoiced to club members, term moorage customers and visiting guests. It is accessed directly from the M/M Main menu, or from the Moorage Contract routine and the Visiting Guest routine. All charges are kept on file, available to this function until they are invoiced. Once invoiced, they are moved to history and can be viewed from the [Charges History Inquiry](#)¹⁵⁶.

Charges are entered directly for selected customers, or functions are provided that will automatically generate yacht club membership dues, vessel moorage charges and power utility kW-hrs used charges.

Guest Visit and Term Moorage Contract Charges

Moorage related charges associated to guest visits and new term moorage charges associated to club member and marina clients for Moorage Contracts are automatically generated from their respective applications and are NOT ENTERED directly using this menu option.

For Renewal term moorage charges associated to club member and marina clients, not using contracts, this application must be launched and the [Generate Moorage Charges](#)²⁴⁵ function selected.

Other types of guest visit charges must be entered from the [Guest Visit Management](#)²⁰⁶ routine, by

clicking on the **View/Edit Guest Charges** push button.

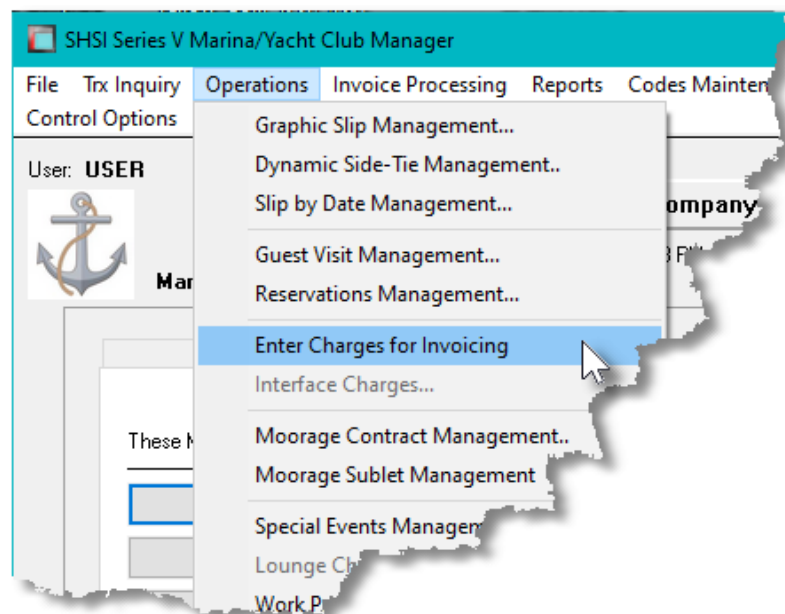


Charges Entry

- [Concepts and Features](#) ²³²
- [Charges Entry Grid Screen](#) ²³⁵
- [Charge Entry Data Screens](#) ²³⁹
- [Generate Club Membership Fee Charges](#) ²⁴²
- [Generate Moorage Charges](#) ²⁴⁵
- [Generate Utility Power Charges](#) ²⁵¹
- Generate Work Credit Charges
- [Import Charges](#) ²⁵⁵
- [Printing Current Charges Report](#) ²⁵³

+ Accessing the M/M Charges Entry Function

From the MM Main menu, select **Enter Charges for Invoicing** from the **Operations** drop-down menu.



6.4.5.1 About, Concepts and Features

There are a number of features associated to the entry of charges to be invoiced to club members, moorage clients and guests. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

- Charges Entry

In order to generate invoices specifically for the billing of long term moorage, yacht club membership fees and moorage power usage, the system needs to have had related Charges created for each marina client, yacht club member or visiting guest. Depending on who the charges are for, this would be accomplished in the of Marina/Yacht Club Management system using different methods.

- 1) The simplest approach is to record Charge Transactions using this menu routine. You would basically manually key in applicable charges for the moorage and power being used by each vessel being moored, membership fees or guest charges. For new Yacht Club Members' Fees and new Moorage Assignments charges, where they have joined or been assigned moorage at a date before the normal scheduled billing, (or in the middle of the month), this would be the approach.
- 2) For moorage or membership renewals, to somewhat automate that process, you can invoke the **Generate Membership Charges**, **Generate Moorage Charges** or the **Generate Utility Charges** function that is available to create the charges for all the clients or members. You would then Generate Invoice from the Invoice Processing Operation screen. This method assumes that moorage fees and membership fees are charged for all users at the same time of the year and that the moorage slip has already been assigned from the [Club Member Maintenance](#)^[454] or [Marina Client Maintenance](#)^[486] routines.
- 3) For Moorage related charges, the second, **and much more elegant approach**, is to have [Moorage Contracts](#)^[257] entered or generated. When adding a new Contract manually, you can assign the moorage Slip, the Moorage Start Date, and number of months. For renewal moorage charges, the **Generate Renewals** function will automatically read through the marina clients or members file and build new Contracts. These contracts can then be emailed for verification. The invoice can be generated directly from the Contract Management function. For Contract that are to be "Paid In Advance", credit card payment can be processed. directly.

- Entry of Guest Charges

All guest charges must be only entered from the [Guest Visit Management](#)^[204] operation function. When guest information is entered, dates and slip assignment, the system automatically generates the necessary moorage related charges. And when other charges are to be entered, a push-button is offered in that function that transfer control to the Charges Entry screen passing the pertinent guest information. The charges can then be entered as described by the topics that follow. **Note that moorage related charges will be displayed, but they should not be modified.**

– Generate Yacht Club Membership Charges

For a yacht club, membership fees can be generated annually, semi-annually, quarterly or monthly. All members would be billed at the same time. When the **Generate Membership Charges** function is launched charges for member dues will be created. As well, if lounge assessment fees are to be collected, an appropriate charge will be generated. The default Club Membership amounts charged is determined from the Task Charge Codes defined in the Marina/Yacht Club Management Control Preferences [Yacht Club Controls tab screen](#)^[616]. However you may specify different Task Charge Codes for different Member Types in the [Member Types Maintenance routine](#)^[637]. (If Lounge Assessment fees are not to be collected, then leave the Task Charge code for Lounge Assessment Dues blank). **Note that Membership Fees and Lounge Assessment Fees may be generated independently and at different frequencies.**

– Generate Lounge Assessment Charges

For a yacht club, if a Lounge Assessment Fees are collected. There is an annual fee, that can be charged annually, semi-annually or quarterly. All members would be billed at the same time. When the **Generate Membership Charges** function is launched these charges for each member may be created. The default Lounge Assessment amount charged is determined from a field in the the Control Preferences [Club Lounge Assessment tab screen](#)^[618]. The default Task Charge Code is also defined in the Control Preferences [Club Lounge Assessment tab screen](#)^[618]. (If an amount is associated to the Task Code, then that will be used for the annual amount). However you may specify different Task Charge Codes for different Member Types in the [Member Types Maintenance routine](#)^[637]. **Note that Membership Fees and Lounge Assessment Fees may be generated independently and at different frequencies.** When Lounge Assessment Charges are generated and invoiced, Term Assessment transaction records will be written for each Lounge Allotment period and can be seen in the [Lounge Assessment Management](#)^[324] operation.

– Generate Client and/or Yacht Club Member Moorage Charges

The best method for generating moorage related charges would be to use the [Moorage Contracts](#)^[257] operation. It offers the ability to hold back on issuing invoices for moorage until the contract is approved by the boat owners, and deals with generating the invoices. However if you do not wish to deal with contracts, use the **Generate Moorage Charges** function offered in this Charges Entry routine. Based on operator selection options, charges for moorage, power, WiFi and live-aboard tax will be generated. Charges for moorage power will be generated only for those club members and marina clients where they are flagged for Fixed Period Rates in their moorage profiles. If you are billing for kW-hrs used, then you need to launch the **Generate Utility Charges** function offered in this Charges Entry routine.

– Generate Moorage kW-hrs Power Usage Charges

If you are billing for moorage power based on metered kW-hrs used, then you need to launch the **Generate Utility Charges** function offered in this Charges Entry routine.



Charging for kW-hrs Power Used

To have charges generated for kW-hrs used, the corresponding electrical Meter Code must know which moorage slip it is assigned to. **For the meter, it must have the "Moorage Slip" it is assigned to and be flagged to "charge for kW-hrs Used".**

Also, each member's or client's profile must have the billing for shore power option set for "kW-hrs used".

When the hydro bill is received, (or hopefully a spreadsheet or tab-delimited file), an import spreadsheet of the charges should be made and loaded in the [Hydro Codes Maintenance](#) ⁵⁷² routine. Or you could manually enter the readings for each meter.


- Selecting Club Members or Marina Clients for Charges Entry

When you enter charges that are not automatically generated using the assorted generate functions, or to select to see the charges associated to a yacht club member, or marina client, you will have first select that individual. A number of ways are given to accomplish this:

- Key in the Member or Client last name directly
- Have the system present you with names as you key in the last name
- Launch the Member or Client Lookup function where they can be listed by name, boat name, ID, or email
- Step forward or backward through the charges files for the next or previous member of client with charges already on file



Processing Tip

Click on the  icon to have a window displayed that presents all members or clients. As you key in the Last Name, only those individuals that match the text keyed will be displayed.

- Selecting the Type of Charge to Enter

When new charges are to entered, once the member or client has been selected, click on the **[New]** push button to have the charges entry screen displayed. The different types of charges available will be presented as a set of radio-buttons. Sixteen of the most popular charges are displayed, along with an **Other** button. Click on the desired charges if seen, otherwise click on the **Other** button and you can select the desired charge type from the drop-down list.

The Marina/Yacht Club Management system provides for 33 standard charges and up to 15 user defined charges. These are maintained and prioritized using the [Define Billable Charges](#) ⁶⁶⁰ routine found in the Control Options drop down menu off the initial menu. **Basically you get to configure the system to present those 16 charges that are mostly used.**

– Charge Task Codes

All charges entered into the system to be invoiced must have a [Charge Task Code](#)^[595]. Task Charge Codes provide the following information used for billing and accounting:

- Units Display
- Unit Price
- Taxes 1 & 2 Exempt flags
- Revenue & Cost Center Source options
- GL Revenue Account
- Taxes 3 & 4 Apply flags

– Selecting Charges to be Invoiced

Once all required charges are entered or generated from the Charges Entry routine, before they can be invoiced they must be **Selected to be Invoiced**. These can be individually selected, or all items for a displayed member or client can be selected, or you can have all eligible charges up to a cutoff date and satisfying a variety of selection criteria, selected.

To have all eligible items marked, from the Charge Entry's grid screen, select **General Select to Bill** from the **Edit** drop-down menu; or from the MM menu's **Invoice Processing** drop-down menu, select **General Select for Billing**.



Ready-to-Invoice Report

If you wish to obtain a report listing all the charges that will be invoiced, select **Print Charges Detail Report** from the **File** drop-down menu; or from the MM menu's **Invoice Processing** drop-down menu, select **Print Pre-Invoicing Report**.

6.4.5.2 Charges Entry Grid Screen

The properties associated to each Charge are maintained using a Series 5 grid processing screen. This grid screen offers the operator a summary display of all guests with a particular status, listed sorted by guest last name, boat name, arrival date, or assigned slip.

Charges may be listed in the grid screen by the following:

- by Date for a selected Boat Name
- by Date for a selected Owner Last Name
- by Date for a selected Task Code
- by Last Name for a selected Event
- by Date for a selected Outstation

Charges Entry Grid

Charges Entry

File Edit View Help

Charges Transaction Entry Enter Member, Guest or Moorage Client Charges to be invoiced. Moorage and Membership Dues may be automatically generated. All types of charges may be imported from spreadsheet. Exit Generate Membership Charges

New **Modify** **Delete** **Select Member Charges to Bill** **Clear Member Charges** **Defer Member Charges** Generate Moorage Charges

Member Last Name: **Carlsen** [CAR001] List: For Selected Last Name Refresh Generate Utility Charges

Full Name: **Larry Carlsen** Boat: **YELLOW COW** Charges Listed: **All**

Slip: **B013** Go To Charge Trxs Dated: For Harbour: **Cadboro Bay**

Yacht Club Member Charges

Chrg-ID	Who	ID	Name	Qty	Units	Total	Slip	For the Period	Description	Boat, Purchase Item, Event, Service	Type	Status	Bill
03842	Member	CAR001	Carlsen, Larry	6	Fl x Month			4/01/20 - 9/30/20	6 Month(s) Moorage - Slip B013 for 54	YELLOW COW	Moorage Fee		
4/01/20	T-MRG-WEST		Term Moorage - West Docks	459.00		3,084.48	B013	B-WEST			000224	Pending	
03843	Member	CAR001	Carlsen, Larry	6	Months			4/01/20 - 9/30/20	6 Month(s) 30-Amp-Power	YELLOW COW	Power		
4/01/20	T-POWER-30		Monthly Moorage 30-Amp Power U	35.00		210.00	B013				000224	Pending	
03844	Member	CAR001	Carlsen, Larry	6	Months			4/01/20 - 9/30/20	6 Month(s) WiFi Connections	YELLOW COW	WiFi		
4/01/20	T-WIFI		Long Term WIFI - Internet	3.25		21.85	B013				000224	Pending	
03845	Member	CAR001	Carlsen, Larry	6	Months			4/01/20 - 9/30/20	6 Month(s) Parking	YELLOW COW	Term Parking		
4/01/20	PARKING		Term Parking (Monthly)	15.00		100.80	B013				000224	Pending	
03846	Member	CAR001	Carlsen, Larry	6	Months			4/01/20 - 9/30/20	6 Month(s) Environmental Fee	YELLOW COW	Enviro Fee		
4/01/20	ENVIRO-FEE		Environmental Fees	10.00		67.20	B013				000224	Pending	
03847	Member	CAR001	Carlsen, Larry	6	Month			4/01/20 - 9/30/20	6 Month(s) Municipal LiveAboard Tax	YELLOW COW	LiveAboard Tax		
4/01/20	LIVABRD TAX		Municipal Live-Aboard Tax	150.00		900.00	B013				000224	Pending	

Last Name Charges Totals:

6 items valued: \$ **4,384.33**

Moorage: 1 \$ 3,084.48	Term Parking: 1 \$ 100.80	Fuel-Gas: \$ 0.00	Garbage: \$ 0.00
Power: 1 \$ 210.00	Parking Pass: \$ 0.00	Propane: \$ 0.00	Key Fob: \$ 0.00
WiFi: 1 \$ 21.85	Ice: \$ 0.00	Laundry: \$ 0.00	Pump-Out Fee: \$ 0.00
Environmental Fee: 1 \$ 67.20	Fuel-Diesel: \$ 0.00	Shower: \$ 0.00	Purchases: \$ 0.00

For selected Last Name, items are listed by Date. Search: for:

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Charges.

"Fast Buttons"	
New	Add a new Charge
Modify	Modify the Charge highlighted in the grid
Delete	Delete the Charge highlighted in the grid
Select Charges to Bill	For the currently selected Member or Client, have all their eligible charges selected to be invoiced. (A green check-mark will be displayed in the rightmost column).
Clear Charges	For the currently selected Member or Client, have all their eligible charges unselected to be invoiced.
Defer Charges	For the currently selected Member or Client, have

	all their eligible charges deferred from being billed. You may choose to have them deferred until after the next set of invoices are generated, until a specific date, or until individually re-selected.
Generate Member Charges	Displayed for Yacht Clubs. Launch the routine to have Membership fees and/or Lounge Assessment charges generated. All club members satisfying operator selected filters, will be processed.
Generate Moorage Charges	Launch the routine to have Moorage related charges generated. All club members or clients satisfying operator selected filters will be processed to have moorage, fixed period power, and WiFi charges generated.
Generate Utility Charges	Launch the routine to have charges generated for Metered Power kW-hrs used. All club members or clients satisfying operator selected filters will be processed.

Edit an existing Charge by double-clicking it's associated row. Standard Series 5 grid controls apply.

Other special functions available from the File and Edit drop-down menus are as follows:


"Drop Down Menus"

<p>Load Charges from Spreadsheet</p>	<p>To load a set of Charges from spreadsheet or tab-delimited file.</p>
<p>Print Charges Detail Report</p>	<p>To have a report generated listing all Charges grouped and sorted by a number of different criteria and that satisfy operator selected filters.</p>
<p>Purge All Charge Transactions</p>	<p>To have ALL Charges currently on file deleted. <i>You should not ever need to launch this function.</i></p>
<p>Delete this Member/Client Charges</p>	<p>For the currently selected Member or Client, have all their eligible charges deleted.</p>
<p>General Select to Bill</p>	<p>Once all charges have been generated, (say for Yacht Club Members fees or for Moorage charges), have all eligible charges marked "<i>Selected to Invoice</i>".</p>
<p>Clear All Selected Charges</p>	<p>Have all eligible charges with a status of "<i>Selected to Invoice</i>" marked as "<i>Eligible to Invoice</i>".</p>

The report that is generated, if archived, will be cataloged with a report name of **CHARGES.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

➔ Selecting Members or Clients using "Keystroke Mode"

When entering charges for given club member or moorage client, the system provides the ability to key in either the Boat Name or the individual's Last Name. If you are unsure as to the correct spelling, click on the  icon to have a screen presented the list all members or clients. As each letter of the name is keyed into the name field, the list displayed is refreshed with those individuals, or boat names, matching the text entered.

Once the correct boat or person can be seen in the list, by clicking it, charges may be entered for that individual.

Clicking on the red **X** icon, transfers back to the grid Last Name or Boat Name field.



Upper & Lower Case Names

When entering the names keep in mind that the names on file may be capitalized or all upper case. You must match the case of the names on file for the display to show the names.

The following type of screen is presented for selecting boats or individuals by "Keystroke Mode":

Member ID	Member Name	Boat Name	Slip	Phone	Email
LIN001	Lindros, Ray	DEEP POCKETS	A022	604-922-5646	laryc@sentinel-hill.com
BAR002	Barclay, Eric-the-Red	DEVOCEAN	A009	604-998-4023	eric@sentinel-hill.com
FLE001	Fleming, Bob	DON'T KNOW	B024	604-922-5646	laryc@sentinel-hill.com
MAC002	Fleming, Bob	DON'T KNOW	B024	604-922-5646	laryc@sentinel-hill.com
FEL001	Fellowes, Lynne	DORTHY ANN II		604-922-5646	laryc@sentinel-hill.com
GUS001	Gustin, Phil	DORTHY BOXSTER	C017	604-922-5646	laryc@sentinel-hill.com
LAN001	Langford, Rob	DUE NORTH	A052	604-922-5646	fcyc@fcyc.com

6.4.5.3 Charges Entry Data Screen

For any activity or service provided that is to be charged and invoiced to club members, term moorage customers and visiting guests, a Charge has to be recorded. The properties associated to each charge is edited in the Charges Entry Data screen.

Some points to note about recoding charges for invoicing:

- The system will automatically assign the Charge ID Numbers. The next number is obtained

from a field defined by the [WM Control Properties](#).⁶¹³

- Charges associated to Guest Moorage, Moorage Contracts for yacht club members and marina customers, and charges generated by the [Special Events Management](#)³⁰⁷ do not have to be manually entered. Each respective Marina/Yacht Club Management menu routine writes or update their applicable charges as needed.
- Before charges are invoiced, they must be **Selected to be Invoiced**.
- All charges recorded must be assigned a [Charge Task Code](#)⁵⁹⁵. The Unit Rates and GL Revenue Accounts are determined from the Charge Task Code properties.
- You select the type of charge by clicking one of the radio-buttons presented on the screen. If the one you need is not shown as a radio-button, click the "Other" radio-button and you can then make a selection from the drop-down list. The different charges that are presented as radio-buttons or within the drop-down list are determined by the [Define Billable Charges](#)⁶⁶⁰ Control Options drop-down menu.

➔ Charges Properties - Data Entry Screen

Edit Charge Transaction

Charge Trx ID #: **003845** for: **Club Member - Carlsen, Larry** - Modify this Transaction

Charge Item **Additional Notes**

Record Charges to be invoiced for Services, Events, Moorage, Member Fees and any other items.

Bill To:

Club Member
 Visiting Guest

Member: **CAR001**

Carlsen, Larry
 463 Gordon Place
 West Vancouver, BC V7T 1R7

Cell: **604-837-8354**
 Customer: **000224**

Contract: **CAR001 - 01** Slip: **B013** Boat: **YELLOW COW** LOA: **50.0 Ft**

Charge For:

Date: **4/01/20**

Moorage
 Power
 WiFi
 Environmental Fee

Term Parking
 Parking Pass
 Ice
 Fuel-Diesel

Fuel-Gas
 Propane
 Laundry
 Shower

Garbage
 Key Fob
 Pump-Out Fee
 Purchases

Other

Membership Dues

Charge Task Code: **PARKING** Term Parking (Monthly)


Quantity	Units	Unit Rate	Sub-Total	Dsct %	Discount	Tax1 - GST	Tax2 - PST	Total
6.00	Months	\$ 15.00	\$ 90.00		\$	\$ 4.50	\$ 6.30	\$ 100.80

Description: **6 Month(s) Parking** Status: **Pending Approval**

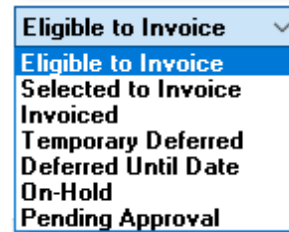
Reference:

Update Cancel

Field Definitions

Date	(mm/dd/yy)
<p>This is the date assigned to the charge. When the function to Select Charges to Invoice is executed, a Charges Cutoff Date may be entered. This date is compared to the cutoff date to determine if it is to be marked for invoicing, or not.</p>	
Charge Select	radio-buttons
<p>Select the type of charge by clicking on the appropriate radio-button. If the charge is not shown, then click on the "Other" radio-button and select it from the drop-down list. The different charges that are presented as radio-buttons or within the drop-down list are determined by the Define Billable Charges^[660] control function.</p>	
Charge Task Code	X(10)
<p>Depending on the type of Charge selected, the system will assign a default Task Code. These are determined from related Control Preferences^[611] for some charge types, or from the Define Billable Charges^[660] control function for others. A number of settings associated to the charge are assigned from the selected Task. In particular the unit rate and the GL Revenue Account come from the Task properties^[595].</p>	
For the Period	(mm/dd/yy)
<p>For Moorage related charges and Yacht Club Membership fees, the related charges are applicable to a range of dates. They system will attempt to initialize the starting and ending dates based on the "today's date", and the system defined "Next Billing Date". The starting date can be any time during the month, but the ending date will always be set to the day just before the "Next Billing Date".</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p> System Control Billing Dates</p> <p>For Moorage related charges and Club Membership Fees, the system assumes that they will always be generated the 1st day of the month.</p> <p>For moorage assigned other times, or for new membership starting mid month, you may enter the exact date. The system will compute the Quantity with 2 decimal places based on the number of days remaining in the month.</p> </div>	
Quantity	99,999.99
<p>Enter the Quantity of whatever is being charged. For Moorage related charges and Club Membership fees, this quantity will be computed by the system, depending on the start/end period date.</p>	

Unit Rate	99,999.99
This is the per-unit charge for the goods or service being recorded. This field will default from the selected Charge Task Code and made by changed.	
Discount %	99.99
If this charged item is to be discounted, enter the % discount to be applied. These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used for computing moorage charges.	
Tax-1, Tax-2, Tax-3 & Tax-4 Amounts	999.99
The tax amounts will be computed by the system. Whether a charge is taxed, or not, is determined by settings associated to the Charge Task Code.	
Description	X(80)
Record an appropriate description for the charge. Depending on a setting in the Invoice Document Layout ^[600] , this Description may be printed on the invoice.	
Reference	2 x X(80)
Record additional descriptions or billing reference for the charge. Depending on a setting in the Invoice Document Layout ^[600] , each of the Reference lines may be printed on the invoice.	
Status	drop-list
Is the status of the charge. The system will attempt to assign the status based on the different functions that are available in the system. You should not have to change any of these fields.	



6.4.5.4 Generate Membership Charges


In order to generate invoices specifically for the billing of yacht club membership fees, the system needs to have related Charges created for each member. This can be accomplished in the of Marina/Yacht Club Management system using different methods.

The first is to record Charge Transactions using this menu routine. You would basically manually key in the starting dates applicable for the Membership Fees, and Lounge Assessments, (if the club collects these). You would do this for each new member that joins at some time before the normal billing dates.

To somewhat automate the process for renewal fees, you can invoke the **Generate Membership Charges** function that is available. Existing members will have applicable charges created. You would then Generate Invoices from the Invoice Processing Operation screen. This method assumes that membership fees are charged for all users at the same time of the year.

Some points to note about the automatic process for generating Moorage charges to be invoiced:

- If Membership Fees and Lounge Assessment charges are always generated and invoiced at the same time of the year, the system will automatically assign the default Charge Date, (and display a comment as to when the last time they were generated).
- Both Membership Fees Lounge Assessment Fees will automatically be generated depending on settings for the Control Preferences for Yacht Clubs.



Member Fees and Lounge Assessment

- For Club Member Fees, the unit rates set up in their respective Task Codes **must be a Monthly Rate.**
- For Lounge Assessment Fees, the unit rates set up in their respective Task Codes **must be an Annual Rate.**

- When the Member Fee charges are generated, they will have the status "**Selected to Invoice**", If a given member is NOT TO BE INVOICED right away, you need to select that member on the Charges entry grid, and from the "fast buttons frame", select **Clear Member Charges**. so they will not be invoiced when the Generated Invoices function is launched.
- From the menu bar's **Edit** drop-down menu, functions may be selected to delete all the charges for the selected member or client; to **Select All Charges** to be Invoiced, or to **Clear all Charges** from being selected to invoice.
- **Charge Task Codes** ⁵⁹⁵ for Club Membership Dues, (and Lounge Assessment if applicable), must be defined in the **Yacht Club Controls** ⁶¹⁶ tab screen in the Control Preferences. **The amount charged is determined from the Task Charge Code.**
- If different rates are to be charged depending on the Member Type, then appropriate Task Charge Codes must be created and set up in the **Member Types Maintenance** ⁶³⁷ function.


Generate Club Membership Charges - Options Screen

The following screen is presented for entry of options when generating Member Fees:


Build Membership Dues Charge Transactions

Generate Charges for Club Membership Fees ...


Generate Member Dues Options **Member Select Filters**

Enter options and filters for automatically generating Membership Dues and Lounge Assessment charges. 

Generate Club Membership Charges

Date of Charges:  **Charges for Members Dues last Issued on 1/01/19**
The next scheduled Date to Invoice is 4/01/20

Generate Lounge Assessment Charges

Date of Charges:  **Charges for Lounge Assessments last Issued on 0/00/00**
The next scheduled Date to Invoice is 1/01/19

Next **Cancel**

When automatically selecting club members to have charges generated, the operator is also presented with the standard [Member Select Filters](#) ⁹⁹ screen. These allow you to specify selected or ranges of Members and/or only those members satisfying a variety of filter criteria.

- Generate Membership Charges Options Screen - Field Definitions

Generate Club Membership Charges	<i>check-box</i>
Set the check-box if you wish to generate charges for Club Membership Dues.	
Date of Charges	<i>(mmdyy)</i>
This is the date that will be assigned to each of the charges that are generated. <i>This date must be the date of the first day of the membership period being billed for.</i>	
Generate Club Lounge Assessment Charges	<i>check-box</i>
Set the check-box if you wish to generate charges for Lounge Assessment Fees.	

Date of Charges**mmddyy)**

This is the date that will be assigned to each of the charges that are generated. ***This date must be the date of the first day of the Lounge Assessment period being billed for.***

6.4.5.5 Generate Moorage Charges

In order to generate invoices specifically for the billing of yacht club moorage or marina client moorage, the system needs to have related Charges created for each member or marina client. This can be accomplished in the of Marina/Yacht Club Management system using different methods.

The first is to record Charge Transactions using this menu routine. You would basically manually key in applicable charges for the moorage and power being used by each vessel being moored.

Or to somewhat automate that process, your can invoke the **Generate Moorage Charges** function that is available. Existing moorage Clients or members that are basically renewing moorage in the same slip will have applicable charges created. You would then Generate Invoices from the Invoice Processing Operation screen. This method assumes that moorage fees are charged for all users at the same time of the year ***and that the moorage slip being billed is the same one assigned for the prior billing period.***

**Generate Moorage Contracts**

The second method, **and a much more elegant approach**, is to generating moorage charges is to have and have [Moorage Contracts](#) ²⁵⁷ entered, approved and invoiced. The system will automatically generated Moorage Renewals, or you can enter the appropriate information for new moorage contracts.

Some points to note about the automatic process for generating Moorage charges to be invoiced:

- If moorage charges are always generated and invoiced at the same time of the year, the system will automatically assign the default Charge Date, (and display a comment as to when the last time they were generated).
- If different Members or Clients are billed at different periods (ie., annually, semi-annual, quarterly or monthly), you can indicate that in their profile, and have the system only select those with a given period.
- Moorage, Utility, WiFi, Environmental Fees and Live-Aboard Tax charges will automatically be generated depending on settings for the yacht club members or marina customers. ***(If collected, the unit rate in the Task Charge Code record for the Environmental Fees must be an annual fee, and for for the Live-Aboard Tax must be a monthly fee).***
- When the moorage related charges are generated, they will have the status "Eligible to Invoice", Before they are invoiced, they must be **Selected to be Invoiced**. Functions are provided from the "fast frame" push buttons to have all charges for the displayed member or

client **Selected for Invoicing**, **Deselected**, or **Deferred**.

- From the menu bar's **Edit** drop-down menu, functions may be selected to delete all the charges for the selected member or client; to **Select All Charges** to be Invoiced, or to **Clear all Charges** from being selected to invoice.
- **Charge Task Codes**^[595] for WiFi, Environmental Fees and Live-Aboard Tax must be defined in the **Term Moorage Control**^[622] tab screen in the Control Preferences.
- Client and Member Moorage Rates are determined by a series of steps as described by a flowchart described in the topic titled **Assigning Moorage Rates**^[263].

➔ Charges Generate and Invoicing Process Diagram

The following diagrams may help in describing the steps of Lounge Assessment processing:

Generating Moorage Charge Invoices



Generate Moorage Charges

- Select **"Enter Charges for Invoicing"** from the **Operations** drop-down menu
- Click on the **[Generate Moorage Charges]** push button
- For the date (*it should be the 1st day of whatever month is chosen*):
 - Depending how many times a year moorage charges are billed, select the applicable period. ***If you have different periods for different boats, then you may need to click more than one depending on your billing cycle.***
 - If invoicing the start of each allotment period, then enter the 1st day of the period
- The **Generate Term Moorage Charges** and **Generate Term Utility/Power Charges** check boxes should already be set.
- Click **[Next]**
- If you wish to set any Member Select filters, or Client Select filters, do so, and/or click **[OK]**
- All the applicable Moorage Charges will be generated
- Note that they will not be set flagged **"Selected to Invoice"**.



Build the Invoices

- Select **"Invoice Grid Processing"** from the **Invoice Processing** drop-down menu
- Click on the **[Generate Invoices]** push button
- For the Invoice Date you can set it to the same date as set when the charges

were generated, or you can use today's date.

- Click **[Next]**
- If you wish to set any Boat Select, Member Select or Client Select filters from screens presented, do so, and/o Click **[Next]** and finally click **[OK]**
- Lounge Dues Invoices will be generated



Generate Credit Card Payments

- For Members arranged to have Invoice paid by credit card
- Select **"Invoice Grid Processing"** from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Build CrCard Payments File]** push button to have an XML file generated that you must FTP to your credit card Gateway provider. (Current Moneris is the only service company implemented). It will have requests for credit card payments for each applicable member invoices.
- Once the file is submitted, and you have retrieved the corresponding "Approval" file, you must reconcile the Invoices waiting to be approved. Click on the **[Moneris CrCard Reconcile]** push button to have each invoice marked as "Approved", "Declined" or "Rejected".
- You must deal with those that were declined or rejected.
 - Contact the member and get new card credentials to be entered into the member's profile
 - And set the status of the invoice to be resubmitted by selecting **[Set for E CrCard Payment]** from it's pop-up menu; and repeat the build function.
 - Or, set the status of the invoice to be moved to Accounts Receivable as "On Account" sales transaction that is waiting to be paid by selecting **[Set Payment "On Account"]** from it's pop-up menu.



Print or Email Invoices

- Select **"Invoice Grid Processing"** from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Print Invoices]** push button to have an MS-Word document generated. It will have all eligible invoices in the one file ready to print. (***that Only invoices that have not already been printed will be output***)
- If instead, or as well, click on the **[Email Invoices]** push button to have each invoice generated as a PDF file and emailed to the Member.
- Any invoices that were paid by credit card will be printed, showing the payment along with the last 4 digits of the credit card number.
- Click **[Next]**
- The MS-Word document containing all invoices will be generated ready to be printed; and/or an Invoice, as a PDF document will be emailed to each member



Posting to Accounts Receivable

- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Post to A/R]** push button to have all printed, emailed and/or credit card approved invoices moved to an Accounts Receivable Sales entry Batch
- You can either have the invoices posted, have a Posting Journal generated, or both at the same time.
- An A/R Sales Batch will be created. Strike the F1 function key to have the system assign a Batch Code.
 - Click **[Next]**
 - You can launch Series 5 Accounts Receivable system. Select "**Sales and Credit Entry**" from the **Operations** drop-down menu; Select the batch that was generated, and see the Sales transactions, ready to have an Edit List printed to be posted as Open Items. (Any invoices that were pre-paid by credit card will be recorded as Prepaid transactions.)

Generate Moorage Charges - Options Screen

The following screen is presented for entry of options when generating Moorage Charges:

When automatically selecting club members or marina clients to have their moorage charges generated, the operator is also presented with the standard [Member Select Filters](#)^[99] screen for Yacht Clubs, or the [Customer Select Filters screen](#)^[112] for Marinas. These allow you to specify selected or ranges of Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

— Generate Moorage Options Screen - Field Definitions

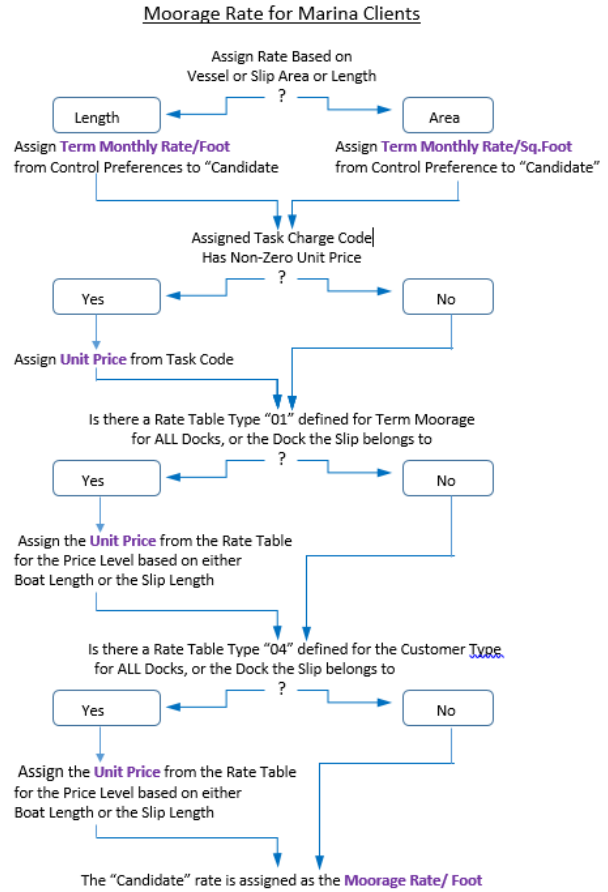
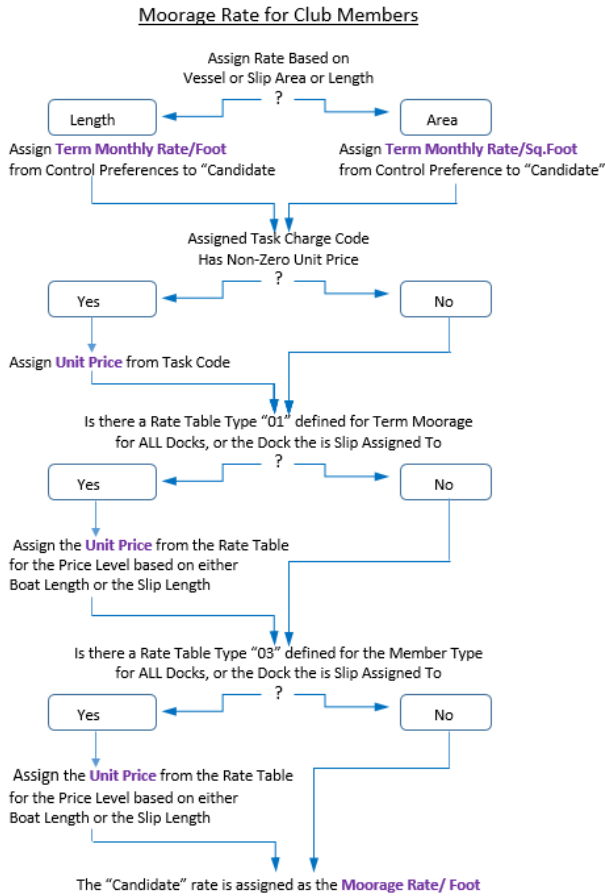
Date of Charges	<i>(mmdyy)</i>
This is the date that will be assigned to each of the charges that are generated. <i>This date must be the date of the first day of the moorage period being billed for.</i>	
Select Members with Moorage Agreement Ending	<i>(mmdyy)</i>
Moorage charges will be generated ONLY for those existing vessels that already have moorage, where they have been paid up to the given date.	
Moorage Charges	For Clients or Club Members assigned permanent moorage, based on current control options, moorage charges are

	generated.
Utility/Power Charges	For those vessels connected to power, as determined by their profile, that are charged a fixed utility fee, charges are generated. <i>(Charges for those Clients or Members that pay for kW-hrs used are not generated).</i>
WiFi Charges	If the marina or club is charging for WiFi, then applicable charges are generated. In the Member or Client profile, on their Moorage tabbed sub-screen, the Pay WiFi Fees check-box must be checked.
LiveAboard Tax Charges	For those individuals that are flagged as "Liveaboards", and the local municipality expects a tax to be collected and paid, then charges are generated.
Moorage Environment Fees	If the marina or club is collecting an Environmental Fee, the these charges will also be generated. In the Member or Client profile, on their Moorage tabbed sub-screen, the Pay Environmental Fees check-box must be checked.
Member/Client Billing Frequency Select	check-boxes
Club Members and Moorage Clients, in their profile, have a setting indicating how often they are to be billed for moorage. Set the check-box for those owners that are to have their moorage charges generated.	
Moorage Charge Types to Generated	check-boxes
Depending on the types of charges to be generated for your moorage customers/members, select those that are to be generated.	

— Moorage Rates Assignment Flowchart

The system offers a variety of different methods to determine the basic Moorage Rate-per-Foot. To come up with the rate to use, it steps through a number of possible sources for the rate. At each point a "Candidate Rate" is assigned, replacing the previous candidate, until all options are exhausted. The final candidate becomes the rate that is assigned.

The following charts may help in describing the sequence of selecting the final Moorage rate. At each step, the specified non-zero rate becomes the next candidate rate.



Boat Moorage Rate Override

For Club Members or Marina Clients, if the Monthly Moorage Rate/Foot in their Boat's properties is set to a Non-Zero value, **then it will override whatever "Candidate" rate is determined** as shown above.

6.4.5.6 Generate Utility Power Charges

If you are billing for moorage power based on the kW-hrs used, then this is the process to be used. This would typically be done following each meter reading that is done. The rate charges is defined by the Task Charge Code defined in the Term Moorage Controls tab sub-screen in the Control Properties. (Step pricing may be set up based on utility provided thresholds).

Some points to note about the automatic process for generating Utility kW-hrs used charges to be invoiced:

- A Task Charge Code to be used for Utility kW-hrs charges must have been defined, and entered in the **Term Moorage Controls** tab sub-screen in the [Control Properties](#) [622].

routine. It must have the kW-hrs unit rate assigned. You may set up a 2-step pricing schedule based on the kw-Hrs units consumed.

- Hydro Meter Code must be defined to the system using the [Hydro Meter Codes Maintenance](#) ⁵⁷² function. It must be flagged to be billed for kW-hrs used, and assigned to the Moorage Slip associated to the boat that is to be charged.
- In the Member or Client profile, on their **Moorage** tabbed sub-screen, the **Shore Power Charging** option must be flagged **"For kW-hrs Used"**.
- From the [Hydro Meter Codes Maintenance](#) ⁵⁷² function's grid screen, click on the Import Power Meter Readings push-button to load up the readings from a spreadsheet or tab-delimited file. (Hopefully provided by your utility company). Otherwise, for each meter you will need to access their **Power Meter Readings** tab sub-screen and enter the readings.



Utility kW-hrs Used

When the charge is computed, the system will compute the total kW-hrs consumed based on the reading that was last invoiced, and the most recent reading.

You might have more than one reading that has been recorded since the last billing. In this case the total kW-hrs billed will be the difference between the last reading that was billed, and the most recent reading.

Note that the system only keeps up to 6 meter readings on file.

- When the charges are generated and invoiced, the member or client's records are updated with the kW-hrs units that were billed, and the Hydro Meter records are updated with the Invoice #, date, amount, and member/client code that was invoiced.

Generate kW-hrs Utility Charges - Options Screen

The following screen is presented for entry of options when generating utility charges:

When automatically selecting club members to have charges generated, the operator is also

presented with the standard [Member Select Filters](#)⁹⁹ screen. These allow you to specify selected or ranges of Members and/or only those members satisfying a variety of filter criteria.

– Generate kW-hrs Charges Options Screen - Field Definitions

Date of Charges

(mmdyy)

This is the date that will be assigned to each of the charges that are generated. ***This date should be the last date of the meter readings although is not used in determining the kW-hrs used.***

6.4.5.7 Print Charges Detail Report

A report is available that lists in detail those charges that have not yet been invoiced. The charges may be grouped and sorted using a variety of different criteria, and they may be filtered based on up to a specified date. Sub-totals are printed for the charges, taxes and to-be-invoiced amounts.

➔ Charges Report - Options Screen

The following screen is presented when generating the report:

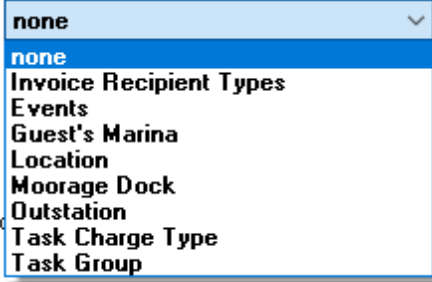
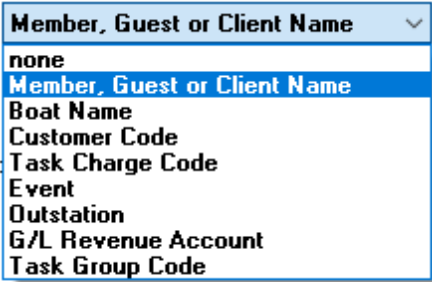
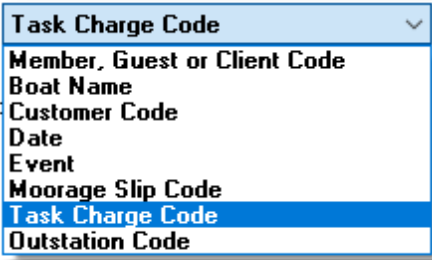
If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **CHARGES.RPT**,

When generating the report, the operator is also presented with the standard [Member Select](#)

[Filters](#)^[104] or [Client Select Filters screen](#)^[112], and [Charges Select Filters](#)^[95]. These allow you to specify selected or ranges of Members, Clients and/or a variety of other filter criteria.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

Field Definitions

Charges Grouped By	<i>list-box</i>
<p>Charges may may be grouped by a variety of properties, with applicable sub-totals.</p>	
Charges Sub-Grouped By	<i>list-box</i>
<p>Within each group, items may be grouped as a subset within each major grouping.</p>	
Charges Detail Sorted By	<i>list-box</i>
<p>The detail charges listed, may also be listed sorted by a number of criteria.</p>	
Include Charges Upto & Including Date	<i>mm/dd/yy</i>
<p>Only those Charges on or before the date entered are printed.</p>	

6.4.5.8 Import Charges

The Series 5 system provides for the capability to import Charges from a spreadsheet. The Spreadsheet Import function lets you input a number of properties from a spreadsheet or tab-

delimited file that may have been generated from another software package, or that you or another staff member is collecting within a spreadsheet.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given boat is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Past Guest details:

- A heading row with **For** or **Who** as the first 3 characters of the field in column one will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵¹ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **ChargeTrxs_in.XLS**. You may click the Browse button to locate a different folder and input file.

– Charges Import Data Formats

For Charges data that are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Column	Field	Format
1	A	For Who Flag	X(1) M - Member, G - Guest, C - Client
2	B	Member, Guest, Client Code	X(8), 9(8), or X(6)
3	C	Charge Date	mm/dd/yy or yyyyymmdd
4	D	Charge Number	99 - Is the Sequence # assigned to the Billable Charges defined in the system
5	E	Period End Date (if applicable)	mm/dd/yy or yyyyymmdd
6	F	Period Start Date (if applicable)	mm/dd/yy or yyyyymmdd

7	G	Slip Code, Event/Service Code Outstation Code, or Purchased Item Code	X(5), X(8), X(20) (depending on the type of Charge entered)
8	H	Quantity	99,999.99
9	I	System Assigned Override	[Y] or [N] - if Yes, then the next 6 fields are used rather than the system computing them
10	J	Unit Rate Override	999,999.99
11	K	Tax-1 Override	999.99
12	L	Tax-2 Override	999.99
14	M	Tax-3 Override	999.99
15	N	Tax-4 Override	999.99
16	O	Charge Total Override	999,999.99
17	P	Discount % to be applied	99.99
16	Q	Description	X(80)
17	R	Reference-1	X(80)
18	S	Reference-2	X(80)

6.4.6 Contract Maintenance

For Marinas and Yacht Clubs the Series 5 Marina/Yacht Club Management system's primary purpose is to manage the billing for the moorage of member or client vessels and any other types or recurring charges. This is accomplished by having Contracts generated, approved, then invoiced.

For Moorage Contracts, based on the Length-Overall of the boat, the electrical power using and the type of slip being assigned, all charges associated to moorage are automatically computed, and associated Charges generated.

For Recurring Charges, specific types of Billing Set Contracts can be assigned as needed to specific members or clients.

There are a number of features associated with the generation of Contracts. These are highlighted under the topic titled About, Concepts and Features that follows:

- A Contract for new moorage is entered manually, and those for renewals are automatically generated.
- Contract information is automatically emailed to clients and/or members owners for approval.
- Invoices are generated for those Contracts that are approved.
- For Moorage Contracts, Power, WiFi, Parking, Environmental Fees, Live-Aboard Tax,

Key Fobs and Parking Passes charges may optionally be generated with the Contract.

- For Recurring Bill Set Charge Contracts, a single charge is generated based on the properties associated to the Billing Set.

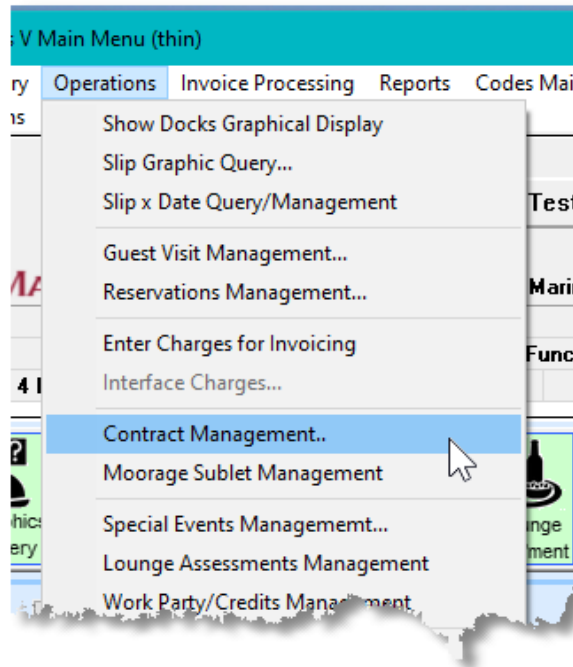


Moorage Contract Entry

- [Concepts and Features](#) ²⁵⁹
- [Contract Entry Grid Screen](#) ²⁶⁵
- [Contract Entry Data Screens](#) ²¹⁵
- [Generating Moorage Renewal Contracts](#) ²⁷⁴
- [Generating Recurring Billing Set Contracts](#) ²⁷⁵
- [Import Contract Information](#) ²⁷⁷
- [Printing & Emailing Contracts](#) ²⁸⁰
- [Generate Invoices for Contracts](#) ²⁸³
- [Re-Assign a New Slip During a Contract](#) ²⁸⁵
- [Reporting Filters](#) ²⁸⁸

+ Accessing the M/M Contacts Entry Function

From the MM Main menu, select Moorage Contract Management from the Operations drop-down menu.



6.4.6.1 About, Concepts and Features

There are a number of features associated to the use and generation of Marina/Yacht Club Management Moorage Contracts. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

– Billing for Moorage Contracts

In order to generate invoices specifically for the billing of long term moorage, and it's associated charges, the system needs to have had related Charges created for each marina client or yacht club member. This can be accomplished in the of Marina/Yacht Club Management system using two alternate methods.

- 1) The simplest approach is to record Charge Transactions using the [Charges Entry Operation](#)²³⁰. You would basically manually key in applicable charges for the moorage and power being used by each vessel being moored. Or to automate that process from the Charges Entry Operation, launch the **Generate Moorage Charges** function that is available to create the charges for all the clients or members. You would then Generate Invoice from the Invoice Processing Operation screen. This method assumes that moorage fees are charged for all users at the same time of the year and that the moorage slip has already been assigned from the [Club Member Maintenance](#)⁴⁵⁴ or [Marina Client Maintenance](#)⁴⁸⁶ routines.
- 2) The second approach is to have Moorage Contracts entered or generated. When adding a new Contract manually, you can assign the moorage Slip, the Moorage Start Date, and number of months. For renewal moorages, the **Generate Renewals** function will automatically read through the marina clients or members file and build new Contracts. These contracts can then be emailed for verification. The invoice can be generated directly from the Contract Management function. For Contract that are to be "Paid In Advance", credit card payment can

be processed. directly.

- Generating Moorage Renewals

The system will automatically generate moorage renewal contracts for vessels that have prior agreements up to a given date. The new contracts will be dated for the period starting the day after the prior agreement and ending based on the billing period assigned to the customer or member. The new contract will assume the same moorage slip and power usage, but will use any current rates that have been set up. Contracts will be generated with a status of "Waiting to be Approved". They will have to be printed and/or emailed to the vessel's owner and will remain on the system until approved by the owner. The term of the contract and assigned slips may be changed if necessary and the moorage charges generated may also be viewed and edited as needed.



Renewals for Dynamic Side-Tie Moorage cannot be generated with the "Generate Moorage Renewals" function. A New Contract must be added with the Side-Tie moorage assignment selected graphically.

- Printing the Contracts

Contracts may be printed and either snail mailed, or emailed as a PDF attachment. The contracts are generated as MS Word documents based on an MS Word template and printed or converted to a PDF. The options for generating the Contracts are defined in a [Document Layout](#)^[600] that must be set up.

The steps required to set up for the printing of Contracts are as follows:

- 1) If not already done, create the directory which will be used to hold the PDF or MS-Word Contracts.
- 2) If not already done, set up the MS Word Template that is to be used to format the appearance of each type of contract. Files **MM-CONTRACT-12PT-TEMPLATE-A.dotx** and **MM-BILLSET-CONTRACT-12PT-TEMPLATE.dotx** can be found in the [S5/Util](#) directory. They defines the margins, font, orientation, spacing and the background graphic showing the fields populated with details of the contract. (This template must be installed on the Windows client machine where the contracts are generated. Normally these must reside in the folder associated to each user. (ie., **C:\Users\User-Name\AppData\Roaming\Microsoft\Templates**))
- 3) If not already done you must set up [Document Layouts](#)^[600] that controls how contracts are generated, and where they will be created. Separate Layouts must be developed for Moorage Contracts, and Recurring Billing Set Contracts. In particular, each Layout must specify the Document Output Type, a flag indicating invoices are to be emailed to eligible customers, the Root Name of the generated file, the directory where the PDF files are created, and the names of the MS Word Templates used to format the output files.

- 4) For Moorage contracts, in the [Term Moorage Controls](#)^[622] tabbed screen of the Control Preferences, enter the Layouts that your created for the Invoices, and for the Contracts that are to be printed or emailed.
 - 5) For Recurring Bill Set contracts, in the [General Control Properties](#)^[611] tabbed screen of the Control Preferences, enter the Layouts that your created for the Invoices, and for the Contracts that are to be printed or emailed.
 - 6) For Moorage Contracts for Yacht Clubs or Marina Clients, you can set up to override the default layout from the Control Preferences by assigning a different Layout for different types of Members or Clients in either the [Define Club Members](#)^[637], or [Defined Guest.Client Types](#)^[641] Control options. If an override is wanted, make sure the different Club Membership Codes are defined and assign the applicable Document Layout. For Marinas, make sure the different Customer Types Codes are defined and assign the applicable Document Layout. For both types of companies, make sure the different Guest Types Codes are defined and assign the applicable Document Layout.
- For each Member or Marina Client, set the Invoice Delivery method as "by Email", and enter the email address to which the contracts are to be emailed.
 - Obtain the supplied MS Word Template that is to be used to format the appearance of each type of contract. Files **MM-CONTRACT-12PT-TEMPLATE-A.dotx** and **MM-BILLSET-CONTRACT-12PT-TEMPLATE.dotx** can be found in the [S5/Util](#) directory. It defines the margins, font, orientation, spacing and the background graphic showing the fields populated with details of the contract. (This template must be installed on the Windows client machine where the contracts are generated. Normally these must reside in the folder associated to each user. (ie., **C:\Users\User-Name\AppData\Roaming\Microsoft\Templates**)

Automatic Emailing of Contracts

Contracts may be individually emailed as needed, or a function is provided that will automatically mail all those satisfying a number of different selection filters.

The steps required to set up a Customer for automatic emailing of Contracts are as follows:

- Printed Contracts are generated as MS-Word documents, and can be saved as PDF files. The Layout and MS-Template must have been set up, as described in the previous section.
- For each Member or Marina Client, set the Invoice Delivery method as "by Email", and enter the email address to which the contracts are to be emailed.
- Using text files supplied by Sentinel Hill, edit the applicable Email Message files and locate them in the Series 5 data files sub-directory path of [.....\rpts\Email-Templates](#). They must be named as follows:

❖ **Contract_EmailMessage.TXT**

- On the "fast action" frame at the top of the Moorage Management grid screen, click on the **[Email Contracts]** push-button. Contracts as PDF's will be generated and emailed to each boat owner.

- Generation of Invoices for Approved Contracts

For those Moorage Contracts that have been approved, they will then be eligible to be invoiced. Invoices may be individually generated and emailed as needed, or a function is provided that will automatically generate and email all those satisfying a number of different selection filters. By default, it is assumed that invoices will be carried through to the Accounts Receivable system to wait for receipt of payments from the customers. (Flagged as "**On Account**"). However you may set a given contract to be "**Paid In Advance**". In this case once the invoice is generated you will then have to enter the payment before the Contract can become active. Depending whether you are utilizing the Moneris credit card payment system, or not, payment may be entered using the customers credit card credentials.



Graphic and Slip-by-Date Management

When moorage contracts are generated they are basically "**pending**" approval and invoicing. The [Graphic Slip Management](#)^[190] and [Slip-by-Date Management](#)^[195] routines will show the associated slip as being assigned pending approval for the date range of the contract. ***(The graphic slip has an orange frame around it, or the boat graphic has an orange background).***

Once the invoice is generated, each member's or client's properties records will be update with the new start and ending moorage assignment dates. As well, the Graphics Query and Date Query functions will show moorage graphics for the new dates.

(The Graphics Query displays will remove the old moorage dates, and replace the orange frames with blue frames).

- Accept Pre-Payment of Moorage Contracts by Registered Credit Card

The Series 5 MM system provides for the ability to generated Prepaid Invoices that are submitted to be paid via Credit Card. Currently Moneris "Batch" processing is supported.

In order to have invoices generated as prepaid invoices, paid using stored credit card, the relevant option must be set in the Club Member or Marina Client's profile, and the credit card credentials recorded. In the it must select as one of it's properties, one of the EDI Control Codes that you have defined to the system using the Series 5 A/R system, Credit Card Gateway Controls must have been set up.



Moneris Credit Card Processing is not yet fully implemented. It requires a certification process which has not yet been done. It also requires applicable registration with Moneris.

- Contract Status

Contracts are basically Pending, Active or Archived. From the grid display screen you may select which types are to be displayed. All contracts regardless of status are kept on the system until purged.

- Assigning a New Moorage Slip During a Contract

If the owner of the moored vessel wishes to move to a different moorage location, you can easily accomplish that. For "active" Contracts that have not yet reached their end date, you can Re-Assign the Moorage Slip. When clicking the appropriate push-button, from the screen presented, you will enter the new Moorage Date along with the target Moorage Slip. The system will compute a Credit for the "moved from" slip, and a Charge for the "moved to" slip, (based on the # of days remaining in the contract). A new Contract is created and the difference between the Credit amount and Charge amount will be credited or charged to the owners account. If the original contract was paid with a credit card, the refund or credit will also be issued to the credit card; otherwise it will be recorded as an "Open Credit" or "Open Item" in the Accounts Receivable system.

- Cancel a Contract

In the event the owner of the moored vessel removes the vessel from the marina, you have the option to Cancel the Contract. If you need to issue a refund, this option is available. The refund amount will be computed based on a percentage of the number of days left in the contract to the total number of days. If the original contract was paid with a credit card, the refund will also be issued to the credit card; otherwise it will be recorded as an "Open Credit" in the Accounts Receivable system. Either way, a Credit Invoice is generated, (either as a negative Prepaid, or a regular Credit).

6.4.6.2 Assigning Moorage Rates

The system offers a simple approach to assigning the moorage Rate per Foot charge. You can set up a simple default rate for Guest Visitors and for long Term Moorage members and clients that apply to everyone. Or you can override the defaults for different task codes assigned, or you can even set up rate tables applying different rates for different sizes, docks, and customer types. Different rules apply to Guest Moorage and Term Moorage.

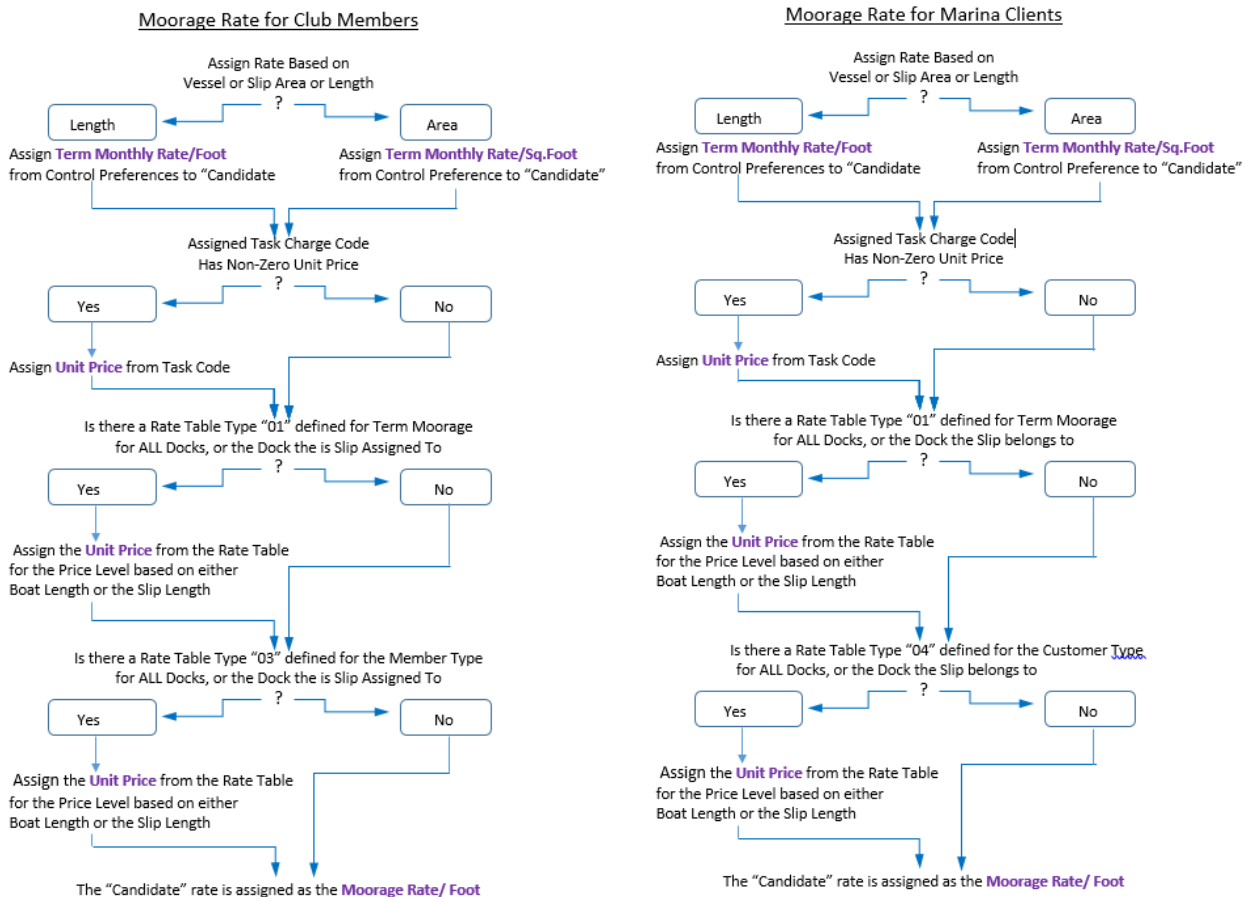
Once the final Foot Rate is assigned, the system then will determine how it is to be applied. The following different measurements may be applied:

- Boat Length Overall
- Boat Area (length x beam)
- Length of Slip
- Slip Area
- The Longer of Slip Size or Boat Size

Moorage Rates Assignment Flowchart

The system offers a variety of different methods to determine the basic Moorage Rate-per-Foot. To come up with the rate to use, it steps through a number of possible sources for the rate. At each point a "Candidate Rate" is assigned, replacing the previous candidate, until all options are exhausted. The final candidate becomes the rate that is assigned.

The following charts may help in describing the sequence of selecting the final Moorage rate. At each step, the specified non-zero rate becomes the next candidate rate.



Boat Moorage Rate Override

For Club Members or Marina Clients, if the Monthly Moorage Rate/Foot in their Boat's properties is set to a Non-Zero value, **then it will override whatever "Candidate" rate is determined** as shown above.

6.4.6.3 Contracts Entry Grid Screen

Contracts are generated for either Term Moorage or Recurring Billing Sets. Contracts are generated and displayed, for the selected Harbor, to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or depending on the listing order, directly access the Contract to be edited. The Contracts may be displayed to the grid sorted by Contract Number, Boat Name, Owner Last Name, Start Date, End Date, Harbor/Slip Code or Recurring Billing Set Code. **(Note that Moorage Contracts are coded by the system with a Set Code of "TM")**.

From the "Fast Buttons" frame, push buttons are provided that can be used to Add a New Contract, Generate Renewals, Print and Email Contracts and Generated Contract Invoices.

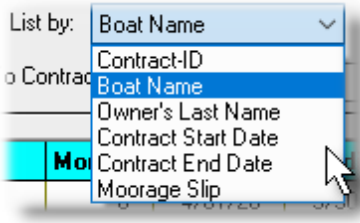
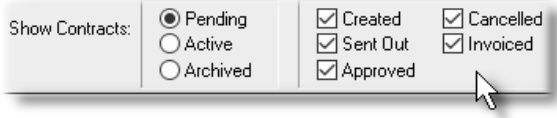
Contract Entry Grid

"Fast Buttons"

New Contract	Add a new Contract
---------------------	--------------------

Print Reports	Generate a report listing the Contracts on file. A number of selection filters are offered to have contracts with different characteristics listed.
Import	To have Contract properties loaded from a spreadsheet.
Generate Renewals	Have new Renewal Contracts generated for vessels with existing assigned moorage that ends on a specified date, that are billed on selected moorage periods. The system will automatically compute rates on current control rates, power used and settings associated to the vessel. For Yacht Clubs, Contracts will be flagged for payment "On Account". For Marinas, their Contracts are flagged for payment "In Advance". <i>(Note that the Contracts are only Generated. They will then have to be printed or emailed to the boat owners, and marked as "Approved" before they can be invoiced).</i>
Generate Billing Set Charges	Have new Recurring Billing Set Contracts generated for those Members or Clients that have been flagged to be have charges for a given Billing Set. The system will automatically compute rates based on the properties of the selected Billing Set, and append the specified charge detail fields for display. Contracts will be flagged for payment "On Account". <i>(Note that the Contracts are only Generated. They will then have to be printed or emailed to the boat owners, and marked as "Approved" before they can be invoiced).</i>
Print Contracts	Contracts are printed as MS-Word or PDF documents based on user defined templates.
Email Contracts	Contracts are printed as MS-Word or PDF documents based on user defined templates and emailed to those owners with an email address.
Generate Invoices	For all "Pending" Contracts that have been "Approved", invoices will be generated. <i>(If payment is due "In Advance", then the system will accept Credit Card payments).</i>


Some of the special features of this "Inquiry" grid are as follows:

<p>➤ Contract records may be listed by Contract-ID, Boat Name, the Owner's Last Name, Start/End Dates or Moorage Slip.</p>	
<p>➤ You can indicate which Contracts are listed: Pending, Active or Archived; and based on the Status of the Contract.</p>	
<p>➔ Note that you can drag the bottom of the grid display up or down to make the screen shorter or longer.</p>	

6.4.6.4 Contracts Data Screen

To add a new Contract, from the Contract entry grid screen click the **New** button. To edit an existing Contract, double-click the associated row.

Some points to note when adding a new Contract:

- When a new Contract is added, they are assigned a unique Contract ID. It consists of their Client or Member Code with a counter as a suffix. (The counter is basically the # of contracts that has been issued to the boat owner).
- The Member or Client can be chosen using a variety of methods. Key in their Last Name directly, or click the "Lookup" icon and the Member or Client Lookup Window will be presented from which you can make a selection. If you click on the Eye Glass icon, a pop-up table is displayed, and as the last name is keyed in, those names matching the text being entered will be displayed.
- Before a new Contract can be added, the Client or Member properties must be updated with the information about the vessel. For the [Moorage tab sub-screen](#)⁵¹⁹, the system will set the "**Boot is Moored**" field to "**TO BE CONTACTED**". (**You will assign the moorage slip when adding the contract, and all moorage related fields for the client or member will be updated when the Contract is approved and invoiced**).
- When selecting a Member or Client, their address is displayed along with information about their boat. If there is need, these may be edited by clicking on the  icon located at the right hand side of the frame.

- Once the term of the Contract is entered, all moorage related charge amounts are automatically computed.
- Contract may be flagged as requiring "**Payment In-Advance**", or "**On Account**". For yacht clubs, contracts should probably be "*On-Account*" and invoices will be posted to the A/R as open items waiting to be paid. For Marinas, they might be marked as "*Payment In-Advance*" and will require payment when the invoice is generated. Either way, the field will be defaulted from a setting in [Control Preferences](#) 622.
- All related Charge records are automatically written. When the Contract is edited, it is possible to view and edit the individual charges, and add new ones if necessary.
- For Recurring Billing Set Contracts, there is only one Charge that is generated.



Contracts Need to be marked with Status "Approved" before they can be Invoiced

When Contracts are added, they will automatically be flagged with a status of "Created". For renewals, they should be generated and emailed to the owners a couple of weeks before the moorage renewal date to give them enough time to approve it, or cancel it.

 **Contract Entry Screen**

The following screen is presented for entry and display of the Moorage Contracts property fields:

M/M Moorage Contract Management
□ ×

Club Member: **LIN001 Lindroos DEEP POCKETS**

Contract Properties

Record information to produce a Moorage Contract to be delivered to Club Members.
 (Note that Members and their associated Boat Properties records must already have been set up.

Contract ID: **LIN001-01**

RENEWAL CONTRACT - PENDING - APPROVED

Club Member:

Member Last Name: **Lindroos** [LIN001]

Full Name: **Ray Lindroos**
 1000 Main Street
 North Vancouver, BC

Member Since: **11/01/07**

Boat: **DEEP POCKETS**
 LOA: **75.0** Height: **Hydro: 30-Amp**
 Beam: **17.0** Draft:

Email: **larryc@sentinel-hill.com**

Status:

Created 5/21/20
 Printed
 Emailed
 Approved 4/05/20
 Invoiced
 Cancelled

Term of Contract: **6** Months Starting: **4/01/20** Ending: **9/30/20**

Moorage

Assigned Slip: **A022** **A Dock**

Billed For:

Boat Length of **75.00 Feet** at \$ **10.50** per Foot (Monthly Rate \$ **787.50**)

Other Fees:

Parking Pass @ \$

Key Fob(s) @ \$

Summary of Charges

Moorage: \$ 4,725.00	Environmental Fee: \$ 60.00
Power: \$ 210.00	City LiveAboard Tax: \$ <input type="text"/>
WiFi: \$ 19.50	Keys/Gate Fobs: \$ <input type="text"/>
Parking: \$ 90.00	Parking Passes: \$ <input type="text"/>

Tax1 GST 5.00 % on 4,894.50	:	\$	244.73
Tax2 PST 7.00 % on 4,894.50	:	\$	342.62
Tax3 VISHTL 3.20 % on <input type="text"/>	:	\$	<input type="text"/>
Tax4 VISMRG 1.20 % on <input type="text"/>	:	\$	<input type="text"/>

Total Sales: \$ 5,104.50
Total Taxes: 587.35
Total Charges: \$ 5,691.85
Payment Received: <input type="text"/> CR
NET DUE: \$ 5,691.85

Payment Due: In Advance
 On Account

View Contract Charges
Email This Contract
Print and Post Invoice
OK
Cancel

(Re)Print This Contract

For Recurring Billing Set Contracts, the "Moorage" frame is replaced with a frame that is titled with a label based on the Type of Billing Set. Within the "Summary of Charges" frame an additional total is displayed. For example as follows:

Kayak Storage North Docks:




Dock: G-CB; Serial Number: BD-181818; Length: 10.0 Ft.; Rack Code: C-10;
 Launch Method: BY HAND; (Monthly Rate \$)

Summary of Charges

Moorage: \$ <input type="text"/>	Environmental Fee: \$ <input type="text"/>	Total Sales: \$ <input type="text" value="15.00"/>
Power: \$ <input type="text"/>	City LiveAboard Tax: \$ <input type="text"/>	Total Taxes: <input type="text" value="1.80"/>
WiFi: \$ <input type="text"/>	Keys/Gate Fobs: \$ <input type="text"/>	Total Charges: \$ <input type="text" value="16.80"/>
Parking: \$ <input type="text"/>	Parking Passes: \$ <input type="text"/>	Payment Received: <input type="text"/> CR
() Kayak Storage: \$ <input type="text" value="15.00"/>		NET DUE: \$ <input type="text" value="16.80"/>

From the Contract data entry screen, you may View the Contract Charges, email the Contract to the member of client, print the Contract, and if it has been approved you may generated, print and post the invoice.

- Contact Data Screen - Field Definitions

Contract ID	X(8)-99
The system automatically assigns the Contract ID using the Member Code or the Moorage Client Customer Code, with a Contract Issued counter added as a suffix.	
Member or Client Last Name	X(20)
<p>If known, enter the Last Name of the boat owner, (case sensitive), for the Contract to be entered. If you wish, click the  icon and the Member Lookup Window, or Client Lookup Window will be presented, from which you may choose to make your selection. You may also click on the  icon to have a drop-down table displayed. As text is typed in the entry field, all names starting with the text entered will be displayed. Once you see the person you are adding the contract for, click that row.</p> <p>Once chosen, the Member or Client cannot be changed.</p> <p>Once the boat owner has been selected, the address and information about the boat will be displayed.</p>	
Term of Contract	99
Enter the number of months of Moorage for which the Contract is applicable. Once entered, or changed, if a moorage slip has been assigned, charges are automatically calculated based on the boat LOA or Slip size, and applicable Charge records generated.	
 Defaulting the # of Months of the Contract	

The # of Months assigned for the Term of the Contract is determined by a setting in the boat owner's billing profile.

Starting & Ending Dates

(mm/dd/yy)

For a new Contract added within the first 7 days of the month, then the Starting Date will default to the 1st day of the current month. If the Contract is added after the 25th of the month it will default to the 1st day of the next month; otherwise it defaults to the Moorage Start Date from the client or member record if assigned, or to the date the contract is entered.




For a contract renewal, the starting date will be the 1st day of the month following the end of the previous moorage ending date. The ending date will be computed based on the term of the contract.

Note that the system assumes that moorage also will start on the 1st day of the month and billing is monthly.

Moorage Contracts - Assigned Slip

X(5)

When entering a Contract, you must also identify the Moorage Slip to be assigned. Once selected, all applicable moorage rates will be automatically computed.

- Click on the  icon to have the [Graphical Docks Layout](#) ¹⁹¹ screen displayed, from which you can select the slip to be assigned to the Contract.
- Click the  icon and the Moorage Slip Lookup Window will be displayed listing all those available slips that will accommodate the size of the vessel for the specified term of the contract.
- Click on the  calendar icon has the Slip by Date screen displayed that can be used to help you assign a slip by viewing when they are assigned or vacant. (Being able to assign the slip on this screen will be a future enhancement).

Once entered, or changed, charges are automatically calculated based on the boat LOA or Slip size, and applicable Charge records generated.

Based on the boat owner's billing options and power options, Power, WiFi, Parking, Environment Fee and Municipal Live-Aboard charges will automatically be computed.

Moorage Contracts - Billing Rate per Foot

\$ 99.99

The monthly Billing Rate per Foot amount will automatically be computed based on the rules defined in the Slip's Dock profile. You may, however override the Rate per Foot. The total monthly Rate will be computed and displayed.

Moorage Contracts - Other Fees - Parking Passes & Key Fobs

9 and \$ 99.99

If you are setting up a Contract for the 1st time for a member of client, you may also bill them for Parking Passed and Key Fobs. Enter the quantity and their respective unit rates.

Summary of Charges

\$ 999,999.99-

As the Term of the Contract, or the Assigned Slip fields are updated, each of the charges associated to the Moorage Contract are computed from settings in the Control Options, Dock profiles and Member or Client records. These amounts cannot be directly modified. However, the charges displayed are the amounts from the corresponding Charge records that were created for the Contract. By jumping to the Contract maintenance routine, by clicking on the **[View Contract Charges]** button at the bottom of the screen, those charge records can be edited, and the values in the **Summary of Charges** frame will be redisplayed accordingly.

Note that the amounts shown do not include any applicable taxes.

Based on the boat owner's billing options and power options, Power, WiFi, Parking, Environment Fee and Municipal Live-Aboard charges will automatically be computed.

Payment Due

radio-button

Contracts may be flagged as requiring "**Payment In-Advance**", or "**On Account**". For yacht clubs, contracts might be marked "**On-Account**" and invoices will be posted to the A/R as open items waiting to be paid. For Marinas, they might be marked as "**Payment In-Advance**" and will require payment when the invoice is generated.

View Contract Charges Screen

For those Contracts that are still "**Pending**", when the **[View Contract Charges]** button at the bottom of the screen is clicked the following screen is presented to view the Charges associated to the Contract. Please refer to the documentation about Charges under the topic labeled [Charges Entry Grid Screen](#)²³⁵.

Charges Entry

Charges Transaction Entry Enter Member, Guest or Moorage Client Charges to be invoiced. Moorage and Membership Dues may be automatically generated. All types of charges may be imported from spreadsheet.

Return Back to Contracts Entry | Generate Membership Charges

New | Modify | Delete | Select Member Charges to Bill | Clear Member Charges | Defer Member Charges | Generate Moorage Charges

Member Last Name: Lindroos [LIN001] | List: For Selected Last Name | Refresh | Generate Utility Charges

Full Name: Ray Lindroos | Boat: DEEP POCKETS | Slip: A022 | Go To Charge Trxs Dated: | Charges Listed: All

Chrg-ID	Who	ID	Name	Qty	Units	For-the-Period	Description	Boat, Purchase Item, Event, Service	Type		
Date	Task			Rate	Total	Slip	Dock	Reference	Customer Code	Status	Bill
03876	Member	LIN001	Lindroos, Ray	6	Fl x Month	4/01/20 - 9/30/20	6 Month(s) Moorage - Slip A022 for 75	DEEP POCKETS	Moorage Fee		
4/01/20	T-MRG-WEST			787.50	5,292.00	A022	A-EAST	109357		Pending	
03877	Member	LIN001	Lindroos, Ray	6	Months	4/01/20 - 9/30/20	6 Month(s) 30-Amp-Power	DEEP POCKETS	Power		
4/01/20	T-POWER-30		Monthly Moorage 30-Amp Power U	35.00	210.00	A022		109357		Pending	
03878	Member	LIN001	Lindroos, Ray	6	Months	4/01/20 - 9/30/20	6 Month(s) WiFi Connections	DEEP POCKETS	WiFi		
4/01/20	T-WIFI		Long Term WiFi - Internet	3.25	21.85	A022		109357		Pending	
03879	Member	LIN001	Lindroos, Ray	6	Months	4/01/20 - 9/30/20	6 Month(s) Parking	DEEP POCKETS	Term Parking		
4/01/20	PARKING		Term Parking (Monthly)	15.00	100.80	A022		109357		Pending	
03880	Member	LIN001	Lindroos, Ray	6	Months	4/01/20 - 9/30/20	6 Month(s) Environmental Fee	DEEP POCKETS	Enviro Fee		
4/01/20	ENVIRO-FEE		Environmental Fees	10.00	67.20	A022		109357		Pending	


Last Name Charges Totals:

26 Items valued: \$ 31,946.93


Moorage: 1 \$ 5,292.00	Term Parking: 1 \$ 100.80	Fuel-Gas: \$ 0.00	Garbage: \$ 0.00
Power: 1 \$ 210.00	Parking Pass: \$ 0.00	Propane: \$ 0.00	Key Fob: \$ 0.00
WiFi: 1 \$ 21.85	Ice: \$ 0.00	Laundry: \$ 0.00	Pump-Out Fee: \$ 0.00
Environmental Fee: 1 \$ 67.20	Fuel-Diesel: \$ 0.00	Shower: \$ 0.00	Purchases: \$ 0.00

For selected Last Name, items are listed by Date. Search: for:

➔ Payment In-Advance - Collect Moorage Contract Fees

For those contracts that must be paid in advance, the  icon will be presented next to the Payment Received field in the frame showing the Totals.

If you are set up with a Credit Card Gateway and a Credit Card has been recorded in the Client or Member profile, then applicable options for payment will be presented. If not, then if the person is present then they can run their credit card through the card reader, or you can just enter the credit card credentials to record the payment.

Total Sales:	\$	4,204.50
Total Taxes:		587.35
Total Charges:	\$	4,791.85
Payment Received:		CR 
NET DUE:	\$	4,791.85

Payment Due: In Advance On Account



Credit Card Processing by Moneris

Currently the Series 5 applications are ready to use the Moneris Credit Card Gateway payment system. However is not yet licensed to implement. Should you require other systems, please contact Sentinel Hill.

Refer the topic titled [Enter Credit Card and Other Payments](#)⁸⁹⁾ for a description of the options available for recording credit card payments.

6.4.6.5 Generating Moorage Renewals

You may select to have the system automatically generate moorage renewal contracts for vessels that have prior agreements up to a given date. The new contracts will be dated for the period starting the day after the prior agreement and ending based on the billing period assigned to the customer or member. Some points to consider:

- The new contract will assume the same moorage slip and power usage, but will use any current rates that have been set up.
- Contracts will be generated with a status of "Waiting to be Approved".
- Contracts are printed and/or emailed to the vessel's owner and will remain on the system until approved.
- The term of the contract and assigned slips may be changed if necessary and the moorage charges generated may also be viewed and edited as needed.



Renewals for Dynamic Side-Tie Moorage cannot be generated with the "Generate Moorage Renewals" function. A New Contract must be added with the Side-Tie moorage assignment selected graphically.

Generate Moorage Renewals - Options Screen

The following screen is presented for entry of options when generating Moorage Renewal Contracts:

When generating contracts, the system will automatically selecting all club members or marina clients that have moorage at the club or marina. You may choose to set filters by clicking the "**Set Owner Filters ?**" check box in the bottom left corner of the screen. You would then be presented with the standard [Boat Select Filters](#)^[99], [Member Select Filters](#)^[99] screen for Yacht Clubs, or the [Customer Select Filters screen](#)^[112] for Marinas. These allow you to specify selected or ranges of Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.



Multiple Harbor Systems

For multiple harbor systems, only those members or clients with vessels moored at the Harbor selected on the grid screen will have contracts generated.

6.4.6.6 Generate Billing Set Contracts

The system will generate Contracts for the selected Billing Set for it's scheduled date. A single Charge will be generated for each Member or Client. The new contracts will be dated for the period from the Scheduled Contract Date, up to what would be the next date based on the frequency defined for the Billing Set. Some points to consider:

- Contracts will be generated only for members or clients that have had flagged to be billed with the given Billing Set.
- Recurring Billing Sets ARE NOT TO BE USED TO GENERATE MOORAGE CONTRACTS.
- Contracts are printed and/or emailed to the vessel's owner and will remain on the system until approved.

- The term of the contract may be changed if necessary, and the associated charges generated may also be viewed and edited as needed.



Billing Set Contracts can only be generated for a single Billing Set at a time.

➔ Generate Recurring Billing Set Contracts - Options Screen

The following screen is presented for entry of options when generating Recurring Billing Set Charge Contracts:

The screenshot shows a window titled "M/M Moorage Contract Management" with a sub-header "Generate Recurring Billset Contracts". A red box highlights the text "For Harbor: CB - Cadboro Bay". The main area is titled "Generate Billset Recurring Contracts" and contains the following fields and text:

- Enter options and filters for generating Recurring Billset Contracts.
- Generate Contracts for Billing Set: **DS - Dock Side Storage Bins** (dropdown menu)
- Recurring: **Semi-Annual**
- Recurring Contract Date: **6/01/24** (calendar icon)
- For the **6.0 Months** Ending: **11/30/24**
- Contracts for Recurring Dock Side Storage Bins (To Be Generated for the first time)**
- The next scheduled Recurring Date is 1/01/24**
- Scheduled Future Billings:

Weekly on	1/08/24	Quarterly on	3/01/24	Annual on	6/01/24
Monthly on	1/01/24	Semi-Annual	6/01/24		
- Set Owner Filters ?

Buttons for "OK" and "Cancel" are at the bottom.


When generating contracts, the system will automatically selecting all club members or marina clients that have Billing Set Charges flagged in their profiles. You may choose to set filters by clicking the "**Set Owner Filters ?**" check box in the bottom left corner of the screen. You would then be presented with the standard [Boat Select Filters](#)^[99], [Member Select Filters](#)^[99] screen for Yacht Clubs, or the [Customer Select Filters screen](#)^[112] for Marinas. These allow you to specify selected or ranges of Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.



Multiple Harbor Systems

For multiple harbor systems, only those members or clients with vessels moored at, or associated to the Harbor selected on the grid screen, will have contracts generated.

- Generate Billing Set Contracts Options Screen - Field Definitions

Generate Contracts for Billing Set	<i>drop-down list</i>
<p>Each Billing Set defined to the system will be presented in the drop-down list. Select the one for which Contacts, and associated charges, are to be generated. The system will compute, and display the dates associated to the next scheduled billing date, and default the Recurring Contract Date accordingly.</p>	
<div style="border: 1px solid black; padding: 5px;">  <p>System Default Billing Set</p> <p>The system will read through the Billing Sets defined and select the one that has its scheduled billing date closest to the date the generation option is launched.</p> </div>	
Recurring Contract Date	<i>(mmdyy)</i>
<p>The system will default this date to what it thinks is the next billing date for the Billing Set selected. You may adjust this date if needed for the initial billing of new Billing Sets, or to generated those charges for new members or clients. Based on the date manually keyed, the system will adjust the Ending date to just before the next scheduled billing date; and will adjust the Quantity field of the generated Charge to a fraction of the normal billing quantity..</p>	
Scheduled Future Billings	<i>assorted (mmdyy) dates</i>
<p>Each Billing Set has a setting indicating how often it should be used to generated it's charges. For each possible frequency, relative to the "Financial Billing Year Starting Month" set in the General Control Properties⁶¹¹ tabbed screen of the Control Preferences, and the current date, the system will compute the next scheduled dates and display them.</p>	

6.4.6.7 Import/Export Contract Information

The Series 5 system provides for the capability to import and export Contract information from/to a spreadsheet. The Spreadsheet Import function lets you input your Contract properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Member is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Member:

- A heading row with **ID** or **MEMBER** or **OWNER** or **CONTRACT** or **CODE** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)^[85] or [Export Options screen](#)^[80] will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **MContracts_In.XLS** and output filename is **MContracts_Out.XLS**. You may click the Browse button to locate a different folder and input file.

+ Contract Properties Import/Export Data Formats

For Contract data that is imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Member Code or Client Code	X(8)
2	B	Contract #	99
3	C	Type	New / Renew
4	D	State	X(8)
5	E	Status	X(9)
6	F	Boat Name	X(40)
7	G	Owner Last Name	X(20)
8	H	Moorage Start Date	mm/dd/yy or yyyymmdd
9	I	Moorage End Date	mm/dd/yy or yyyymmdd
10	J	# of Months	99
11	K	Moorage Slip Code	X(5)
12	L	Vessel Length Overall	999.9
13	M	Monthly Rate per Foot	99.99

14	N	Monthly Moorage Charge	9,999.99
15	O	Hydro Used	X(7)
16	P	# of Key Fobs Purchased	9
17	Q	# of Parking Passes Purchased	9
18	R	WIFI Charged ?	Y / N
19	S	Moorage Charges	99,999.99
20	T	Hydro Charges	99,999.99
21	U	Live-aboard Charges	99,999.99
22	V	WIFI Charges	99,999.99
23	W	Environmental Fee	99,999.99
24	X	Parking Pass Fees	99,999.99
25	Y	Keys / Fob Charges	99,999.99
26	Z	Contract Charges Sub-Total	99,999.99
27	AA	Tax 1 Amount	99,999.99
28	AB	Tax 2 Amount	99,999.99
29	AC	Tax 3 Amount	99,999.99
30	AD	Tax 4 Amount	99,999.99
31	AE	Contract Total Amount Due	99,999.99
32	AF	Payment Due In-Advance ?	Y / N
33	AG	A/R Prepayment Code	X(3)
34	AH	Credit Card Last 4 Digits	9999
35	AI	Credit Card Expiry MM/DD	99/99
36	AJ	Prepaid Amount	99,999.99
37	AK	Contract Create Date	yyyy/mm/dd
38	AL	Date Printed	yyyy/mm/dd
39	AM	Date Emailed	yyyy/mm/dd
40	AN	Date Approved	yyyy/mm/dd
41	AO	Date Canceled	yyyy/mm/dd



On Contract Imports

When loading from spreadsheet, the following columns are expected but

ignored:

- Columns D, E, F & G - Contract State, Status, Boat Name and Owner Last Name
- Columns AH & AI - Credit Card digits and Expiry.
- Columns AK thru AO

When loading from spreadsheet, the following columns are ignored:

- Columns D, E, F & G - Contract State, Status, Boat Name and Owner Last Name

6.4.6.8 Print/Email Contracts

Once Contracts are generated, they need to be delivered to the vessel owners. You can have them printed for snail mail, or have them printed as PDF files and emailed.




Contracts are printed as MS-Word documents

When Contracts are printed, they are generated as MS-Word documents that may be printed or emailed as PDF attachments. They are printed using a customized template named **MM-CONTRACT-12PT-TEMPLATE-A.dotx**

If they are to be emailed, the body of the email message is found in the text file named **Contract_EmailMessage.TXT** that must be set up in the Series 5 data files sub-directory path of `.....\rpts\Email-Templates`.

When a set of Contracts are generated, they are output to a file named **MM-CONTACTS.xxx**. (xxx depending of the type of document).

When a single Contract is printed, the filename is **XXXXXX-MMMMMMM-99.xxx** where:

- XXXXXX is the prefix set up in the [Document Layout](#) 
- MMMMMM is the Member ID or Marina Client Code
- 99 is a counter for the # of contracts the Member or Client has been issued
- xxx is the filename extension of PDF, DOC or DOCX

From the "Fast Buttons" click **Print Contracts** to have them printed and/or emailed.

Printing and/or Emailing Contracts - Options Screen

The following screen is presented for entry of options when generating Moorage Renewal Contracts:

When automatically selecting club members or marina clients to have contracts generated, the operator is also presented with the standard [Boat Select Filters](#)^[99], [Member Select Filters](#)^[99] screen for Yacht Clubs, or the [Customer Select Filters screen](#)^[112] for Marinas. These allow you to specify selected or ranges of Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

Print & Email Contracts Options Screen - Field Definitions

Print/Email Sort	
Contracts may be printed sorted by a variety of properties.	
Include Previously Printed Contracts	<i>check-box</i>

If previously printed/emailed Contracts are to be included, set this check-box.

Contracts with Start Date

radio-buttons & (mmdyy)

Select only those Contracts with Starting Dates that fall within a specified date range.

<input checked="" type="radio"/> All	All Contracts are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Contracts to be processed

Active Contracts Applicable to Date

radio-buttons & (mmdyy)

If you wish to print.email ONLY Contracts where the specified date falls within the contract starting and ending dates, then set the "On" radio-button, and enter a date.

Contract Types

check-boxes

Select to print either New contracts and/or Renewals.

Include Contracts for Moorage Billing Periods

check-boxes

Club Members and Moorage Clients, in their profile, have a setting indicating how often they are to be billed for moorage. Set the check-box for those Contracts that are billed on the given periods.

Include Contracts with State

radio-buttons

Select to print/email only those contracts that are **Pending**, **Active** or **Archived**.

Include Contracts with Status

check-boxes

Select to print/email those contracts of a given Status.

 **Sample Contract**

An example of the Contract delivered is shown;

Member/Owner	
Gord, Elliott	Company: Elliott
1000 Main Street Vancouver BC V7V 3B2 Canada	Cell: 604-922-5646
	Home:
	Work:
Member/Client Since: 10/01/2009	Email: larryc@sentinel-hill.com

Vessel Information	
Boat Name: NO NAME	Manufacturer:
Length (LOA): 45.0 Ft.	Type: Power
Beam: 12.0 Ft.	Category: Express Cruiser
Draft: 0.0 Ft.	Cabin/Hull Colour: White/Blue
Height: 0.0 Ft.	Hull Type: Planing Vee
Insurance Agent: Marine Insurance Corp	Policy #: 118188
Other Owners:	Copy Received: <input type="checkbox"/>

Moorage Details and Charges	
I agree to take moorage for:	6 Month(s) - April 01/2020 thru September 30/2020
Berth: B023	Slip Length: 54.0 Ft.
Dock: B-WEST	Type: Dock Slip
Moorage: \$ 3,825.00	Environmental Fee:
Power:	Live Aboard Tax:
Parking:	WiFi:
Card Type:	Card #:
Exp. Date:	Name on Card:
Total Moorage Fee: \$ 4,284.00	

FOR OFFICE USE ONLY	
Annual Amt:	All provisions attached hereto form part of this Moorage Contract, and by accepting the Contract the owner acknowledges notice of them. *NOTE PARAGRAPH 4 "EXCLUSIONS OF LIABILITY". Monthly contracts are automatically renewed if notice is not received and are due on the first of the month. THIRTY DAYS NOTICE IS REQUIRED ON MONTHLY CONTRACTS
Monthly Amt:	
Invoice #:	
Invoice Date:	

I hereby acknowledge that I have read and agree to the club/marina's terms and conditions; a copy of which is available at the office. If my moorage fees are in arrears, I hereby authorize the club/marina, or its agents, the authority to place the appropriate charge on my credit card.

DATED: _____ ACCEPTED BY OWNER(S) Per: _____

ACCEPTED BY NAME-OF-YACHT-CLUB/MARINA Per: _____

6.4.6.9 Cancel a Contract

If a member or marina client decides to remove their boat from the marina, or basically cancel the contract, this may be done in the system with the option to issue a refund. The amount of the

refund is computed based on the number of days left in the contract once the boat is removed.



Canceled Contract Refund

The amount of the refund will be a percentage of the contract Moorage Fees where the percentage is computed as follows:

$$\text{Refund \%} = \frac{\text{Unused-days-left}}{\text{\# of days of prepaid Moorage Contract}}$$


The refund amount can either be issued directly as a credit to the original credit card used; or can be recorded as an Open Credit on file in the Accounts Receivable system.


When an "Active" contract is selected, click the **[Terminate this Contract]** from the bottom of the contract properties screen.

➔ Cancel a Contract - Options Screen

The following screen is presented for entry of options when canceling a Contract:

Cancel Contract: [GRA001 01] for FUN TIME

Terminate the selected Contract and optionally issue a Refund or Credit the Client's/Member's account for the remaining unused days. 

To be Terminated as of: 

Issue a Refund for the Balance of the Contract ?

Refund:

Moorage Contract Total Initially Paid: \$

For the Period **4/01/20** thru **9/30/20**

Length of Contract was **6 Months**. (**183 days**)


of days left in the Contract: **7**

of days to be Credited/Refunded: Days 0.0383

Amount to be Refunded \$

(Applicable Taxes to be applied)

Environmental Fee, Key Fobs and Paking Passes are non-refunded





Credit Document for Canceled Contracts

When a contract is canceled, a Credit will be generated for any portion of the term of the contract that the moorage is not used. For a member or client that is flagged as Payment Due "**On-Account**" then a normal Credit Note is generated. For those that were paid "**In Advance**", with a credit card, that original credit card will be credited and a Prepaid Credit Note will be generated. Either way, the credit document is recorded in the Marina/Yacht Club Management system's Invoices file ready to be posted to Accounts Receivable.

- Contract Cancel Options Screen - Field Definitions

Termination Date	mmddyy
Enter the date on which the contract is canceled as of. <i>(This will be the day following the last day of moorage).</i>	
Issue a Refund ?	check-box
If a refund is to be issued, set the check-box.	
# of days Credited with a Refund	999
The system will compute the # of days, of moorage not used, to be used to compute the refund. You may adjust this number.	
Amount to be Refunded	9,999.99
The system will compute the refund amount based on a percentage of the original moorage amount paid using the # of days to be credited divided by the # of days of the contract. You may adjust this amount.	

6.4.6.10 Re-Assigning Moorage Slips

If a member or marina client decides to move their boat to a different Moorage Slip, this may be done in the system with the option to issue a Re-Assign Moorage Slip. A new Contract will be generated covering the period from when the new Slip is occupied until the end of the original Contract. Because the moorage charge may be different for the new slip, the system will compute a credit amount for the original slip, and a charge for the new slip, for the period remaining in the contract. Depending on the amounts, either a Credit will be issued, or a Charge generated for the difference in amounts.

 **Contracts Eligible to be Re-Assigned**

A contract may be re-assigned to a different moorage slip only if today's date falls within the starting and ending dates of the contract.


**Refund or Charge is generated**

The amount of the charge/refund will be a percentage of the contract Moorage Fees where the percentage is computed as follows:

$$\text{Credit/Charge \%} = \text{Unused-days-left} / \text{\# of days of original Contract}$$


The refund or charge amount can either be issued directly to the original credit card used; or can be recorded as an Open Credit or Open Item on file in the Accounts Receivable system.


When an "Active" contract is selected, click the [\[Re-Assign Moorage Slip\]](#) from the bottom of the contract properties screen.



 **Re-Assign a Different Moorage Slip - Options Screen**

The following screen is presented for entry of options when moving to a new Moorage Slip:

Re-Assign Moorage for Contract: [DUK001 01] for GRAND SEE-SAW

Assign a new Moorage Berth for the selected Contract and Credit or Invoice the difference in Moorage fees. 

Re-Assigned Moorage as of: 2/01/21 

Moving to Slip: A051   A Dock


Issue a Refund/Credit/Invoice for the Adjusted Moorage Charges ?

Revised Moorage Charges:

Original Contract:
For **181 days from 11/01/20 thru 4/30/21**
Moorage Fees Paid: \$ **5,100.00** For Slip: A034

For the **89 days left in the Contract** --- 0.4917
Original Moorage Charges to Credit: \$ **2,507.67**
New Moorage Charges to Invoice: \$ **292.06**
Net Amount to Credit or Invoice: \$ **2,215.61CR**
(Applicable Taxes to be applied)

Environmental Fee, Key Fobs and Parking Passes are not adjusted

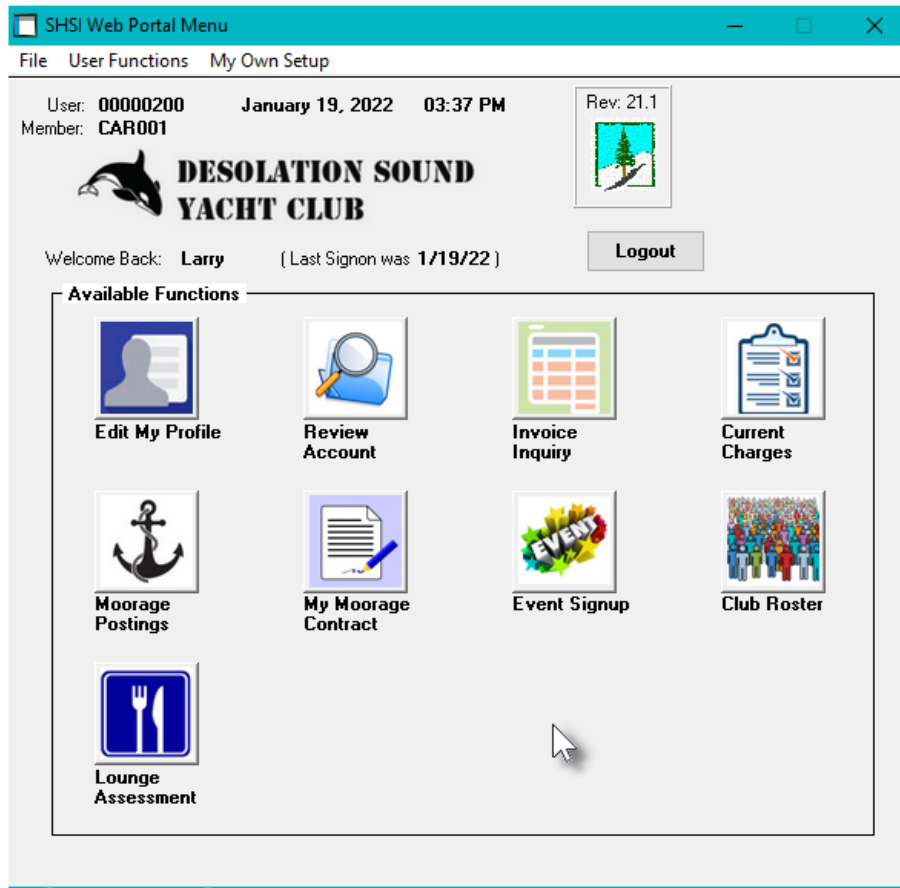
Proceed **Cancel** 

– Re-Assign New Moorage Slip to a Contract Screen - Field Definitions

Re-Assigned Moorage Date	mmddyy
Enter the date which the new Moorage will take effect. <i>(This must be the 1st day of a given month).</i>	
Issue a Credit or Invoice for New Moorage ?	check-box
If you do not wish to give a Credit and issue a Charge as a result of moving to the new Moorage Slip, leave this field unchecked.	
Net Amount to be Credited or Invoiced	9,999.99
The system will compute the refund amount for moving from the original Slip, and a charge amount for the new moorage Slip. The difference would either be a credit, or a charge. You may override the system by entering a different amount.	

6.4.6.11 Contract Web App


For companies that have purchased the Acu-To-Web function, Members may access the "Moorage Contract App" developed by Sentinel Hill. Once the member has signed in over the internet from their computer, tablet or smart phone, the following screen is presented:



Members may view their Moorage Contract, and approve it for invoicing by selecting the "Approve or View Contract" icon.

The following screen will be presented:

Approve/View My Moorage Contract
✕



**DESOLATION SOUND
YACHT CLUB**

Renew Moorage Contract This is your Moorage Contract for the upcoming period. Please click to Accept or not.
Web ID: 00000200 If you are not continuing moorage with us please indicate. You may also submit your payment.

RENEWAL CONTRACT

Moorage Contract

Contract ID: **CAR001-01** [Member: **CAR001**] **Rigby Carlsen**
Boat: **YELLOW COW** 463 Gordon Place
LOA: **50.0** Height: **21.0** Hydro: **30-Amp** West Vancouver, BC V7T 1R7
Beam: **15.0** Draft: **4.6**

Term of Contract: Months Starting: Ending:

Moorage

Assigned Slip:

Billed For: _____
Slip Length of **54.00 Feet** at \$ per Foot (Monthly Rate \$)

Summary of Charges

Moorage: \$ <input type="text" value="2,754.00"/>	Environmental Fee: \$ <input type="text" value="60.00"/>
Power: \$ <input type="text" value="210.00"/>	City LiveAboard Tax: \$ <input type="text" value="900.00"/>
WiFi: \$ <input type="text" value="19.50"/>	Keys/Gate Fobs: \$ <input type="text" value=""/>
Parking: \$ <input type="text" value="90.00"/>	Parking Passes: \$ <input type="text" value=""/>

Total Sales: \$ <input type="text" value="4,033.50"/>
Total Taxes: <input type="text" value="350.83"/>
Total Charges: \$ <input type="text" value="4,384.33"/>
Payment Received: <input type="text" value=""/> CR
NET DUE: \$ <input type="text" value="0.00"/>

Payment Due: —
 In Advance
 On Account

6.4.7 Moorage Sublet Management

This menu routine manages the posting of moorage slips for sublet, for those Marinas and Yacht Clubs that allow it. The members, clients, or staff, can set the period that the moorage slip is empty when the owners are off cruising for extended periods of time. When the slip is assigned temporarily to guests, or other members or clients, it will be recorded in these Sublet Postings records.

The owners of the slips at the end of the boating season will be rewarded with all, or a portion, of

the moorage fees that were collected. A number of methods are available to determine the amounts that each owner is credited.

There are a number of features associated with the posting and processing of Sublet Postings. These are highlighted under the topic titled About, Concepts and Features that follows:

- A Sublet Posting record is created when the Slip is flagged to be "Available for Sublet", either from the [Moorage Slip Maintenance](#)⁵⁴⁷ routine, or the [Web Access "Edit My Profile"](#)⁶⁷⁰ application. One may also be created directly from the Sublet Management grid.
- When the Slip is assigned to a Guest, or other Member or Client, the Sublet Posting record is updated accordingly.
- A number of reports are available.
- The owners or the Moorage Slips that are flagged to be available for sublet may have their accounts credited, or A/P checks may be issued..

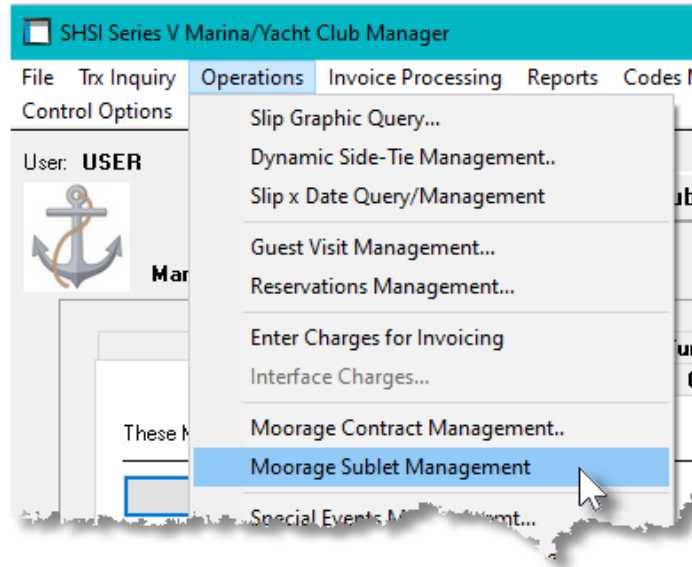


Sublet Posting Management

- [Concepts and Features](#)²⁹¹
- [Sublet Posting Grid Screen](#)²⁹⁵
- [Sublet Posting Data Screen](#)²⁹⁷
- [Sublet Posting Reports](#)²⁹⁹
- [Export Sublet Post Detail](#)³⁰³
- [Generate Owner Credit or Payments](#)³⁰⁴

+ Accessing the M/M Sublet Posting Management

From the M/M Main menu, select Moorage Sublet Management from the Operations drop-down menu.



6.4.7.1 About, Concepts and Features

There are a number of features associated to the management of Sublet Moorage. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

- Sublet Pooling Period

Managing Sublet Moorage Pooling is based on a fixed period of time. This might be for a calendar year, a portion of the year associated to the boating season, or perhaps quarterly. You would define the Period in the Control Preferences function.

Deciding on the Pooling Period depends on how often the owners of those slips made available for sublet are to be remunerated. At the end of the period, the **"Generate Owner Payments"** function would be executed, to have the computed amount paid to the owners, or credited to their accounts.

- Sublet Size Pooling Groups

The system manages the assignment of sublet moorage in Pooling Groups. A given moorage slip is assigned to a pooling group based on the maximum boat length that it can accommodate, Each group is defined with the maximum length in feet. Up to 15 Pooling Groups can be defined.



Pooling Groups

The Pooling Groups are defined in the [Sublet Pool Controls tab screen](#)⁶³⁴ found in the Control Preferences function. Each group defines the Maximum Length Overall, for which a given Moorage Slip would belong to. For the Moorage Slip assigned for sublet moorage, it's "Maximum Size of

Vessel" size is compared to these settings to determine which Pooling Group the moorage charges collected will be recorded to. Note that any size vessel, up to the the Slip's "Maximum Size of Vessel", could be assigned to the slip.

As a slip is made available to be sublet, the total number of days it is vacated is tallied for each Pool Group that the slip belongs to. Also, the total Sublet Moorage Charges collected for these slips is also tallied for each Pool Group.

At the end of the Pooling Period, you need to execute the **"Generate Owner Payments"** function. This will perform the following steps:

- The total number of "Sublet Slip Days Available" for all slips belonging to each group is tallied
- The total of "Sublet Moorage Charges" collected for all slips belonging to each group is tallied.

These totals will be used to compute the amount to be credited or paid to the owners of the slips. Owners of slips associated to a Pooling Group will be allocated a percentage of the total "Sublet Moorage Charges" collected.

- Indicating When Slips are Available to be Sublet

To participate in the Sublet Pooling process, a Sublet Posting must be created. Each posting records the Slip code, the maximum length of boat that can be assigned, (in effect determining which Pool Group is used), the start and end dates, and the owner of the slip. The owners of the slip, or dock management staff must flag the slip accordingly. This is accomplished using one of the following methods:

- From the [Moorage Slip Codes Maintenance](#)⁵⁴⁷ function, staff may mark the slip available for temporary sublet for a specified date range
- From the [Graphical Moorage Slips Query](#)¹⁹³ function, staff may select a slip and mark it available for temporary sublet for a specified date range.
- Each individual club member or marina client can sign on to the Web Access Inquiry and from the [Edit My Profile](#)⁶⁷⁰ function list their slip for sublet for a specified date range.

➔ Processing Note

A given Slip can only be marked for one period at a time. Once the Available End Date is reached, another posting can be made.

➔ Dynamic Side-Tie Moorage Slips

Dynamic Side-Tie moorage Slips cannot be marked available to be sublet.

- Recording When Sublet Moorage is Assigned

When a moorage Slip that has been flagged as "Available to Sublet", is assigned to a Guest, Club Member or Marina Client, the associated Sublet Posting record is updated. For each sublet, the start and end dates, the moorage charges and who is assigned the moorage, is recorded. For a given Sublet Posting up to 25 assignments may be recorded. This is accomplished using the following methods:

- From the [Club Member Maintenance](#)⁵⁴⁷, [Marina Moorage Client Maintenance](#)⁵⁴⁷ or the [Boat Properties Maintenance](#)⁵⁴⁷ when a Berth Assignment is entered with the moorage set "At our Dock in a Sublet" with the Start Date and Paid Upto Date
- From the [Guest Visitor Maintenance](#)¹⁹³ function when a guest is assigned a moorage slip flagged to be sublet with the starting and ending visit dates.

- Sublet Management Reports

To assist in managing the Sublet Moorage Postings, the following reports are available::

Sublets Available Report	For a selected 2 week period, each Slip marked for sublet is listed in a table showing which days are available to be assigned. Slips are listed grouped by Pooling Group.
Sublet Posts Detail Report	For a selected date range, Sublet Postings are listed grouped and sorted using a variety of criteria. Detail about the posting is shown along with a breakdown of the dates the slip has been assigned moorage, and the dates that it is available. Totals for each Pool Group are also tallied and printed.
Pool Group Credit Summary Report	For the Sublet Pooling Period date range, totals for each owner of slips made available for sublet are listed grouped by how the owners are credited and pool group; and sorted by owner first name. The total # of posts, Days-Vacated, Days-Sublet, and Moorage Charges accumulated are listed. Also, the percentage share of the pooled charges, along with the amount due, amounts are listed.

- Generating Owner Payments

If the marina or yacht club passes on all, or a portion, of the charges collected from assigned Sublet Moorage to the slip's owner, at the end of the Sublet Pooling Period launch the **"Generate Owner Payments"** function. Based on settings in the [Sublet Pool Controls tab screen](#)⁶³⁴ found in the Control Preferences function, the system will recompute the applicable totals for each slip that was sublet, and each associated owner of those slips.

You may specify that a % of the Moorage Charges collected are passed on to the slip owners. All owners that offered their slips up to be sublet may be remunerated with one of the following

methods:

- Using the Sizing Pooled Credit method where each owner that registered their slip to be available shares in charges that were collected. A percentage is computed based on the number of days the owner's slip was available, to the total number of days all owner's slip, associated to each Pooling Group, were made available. Each owner gets a percentage of the moorage charges collected for the Pooling Group, regardless whether their slip was assigned or not.
- The full amount of charges collected on a per slip basis is given to the owner. Only the owners of those slips that had sublet moorage are rewarded.
- When slips are sublet, each owner deals directly with the owner of the boat occupying the sublet slip
- Owners get nothing when their slips are sublet. (OUCH)

When the **Generate Owner Payments** function is executed, all Sublet Postings dated within the control's Sublet Pooling Period will be processed. The following steps are completed:

- For each Moorage Size Pooling Group, the total number of "Days Available" and the total of all "Sublet Moorage Charges Collected" are tallied.
- For each member or marina client, the total number of days that their slip was recorded as "Days Made Available" is tallied.
- For each member or marina client, a percentage is computed from the "Days Made Available" divided by the "Days Available" of the Size Pooling Group their slip belongs to
- For each member of marina client the Credit or Payment is computed as the percentage of the "Sublet Moorage Charges Collected" for the Size Pooling Group their slip belongs to
- Sublet Postings for those flagged for "Full Payment" will be identified and amounts accumulated

Depending on the Control Preferences, each member or client will be issued a check or have a Credit to the account generated:

- For systems set up to pay the owners with A/P Checks, an Accounts Payable Voucher will be generated and written to an A/P Transaction Entry Batch. It would then be used to generate an A/P Check
- For system set up to generate an "On-Account Credit", a Credit will be generated that will be posted to the Accounts Receivable system.



Accounts Payable Checks

When paying slip owners with an A/P check, the voucher written to the A/P Transaction Batch is recorded to a Miscellaneous Vendor. The "Pay To" name and address record to be printed on the check is loaded from the Customer Code associated to the Yacht Club member, or the Marina Client. The AP Miscellaneous Vendor code used must be set up in the [Sublet Pool Controls tab screen](#) ⁶³⁴ found in the Control Preferences function.

When complete each Sublet Posting dated within the Sublet Posting Period will be flagged as being "Archived".

Also, an email is generated and sent to the Slip's Owner advising them of their potential check, or

credit to their account.

**Processing Note**

After the payments have been generated, you must update the Sublet Pooling Period dates in the Control Preferences to the next period or boating season.

6.4.7.2 Sublet Posting Grid Screen

Moorage Sublet Management is processed from the Sublet Postings that are recorded in the system. The properties associated to each posting are maintained using a Series 5 grid processing screen. This grid screen offers the operator a detail display of all postings for each member or client, and moorage slip.

Postings may be listed in the grid screen by the following:

- by Posting ID
- by Moorage Slip Code for a selected Dock, (and if applicable selected Harbor)
- by Sublet Available Starting Dates
- by Moorage Slip Code for a selected Pooling Group
- by Pooling Group / Slip Code for selected Posting Status
- by Slip Owner's Code (Member ID or Client Code)

Sublet Postings Display Grid

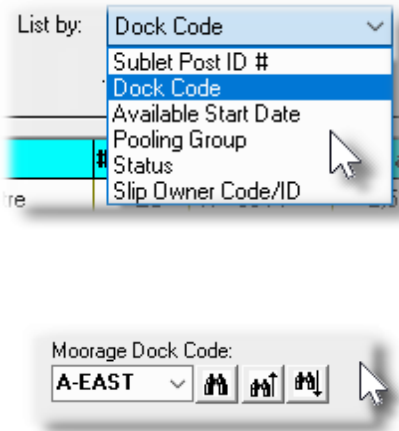
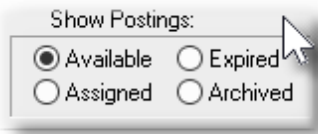
Post-ID	Slip	Max-LDA (Ft)	Starting	Ending	Owner	Name	# Days	Pool Group	Moorage \$	Pool-%	Owner-Crdt
000449	A023	80.00	4/05/20	4/18/20	KLE002	Darren Kleaman	11	71 - 80 Ft	2,500.00	29.79	3,351.38
000450	A024	50.00	7/01/20	8/16/20	PLU001	Frank Plumtre	26	41 - 50 Ft	2,511.00	25.97	2,408.35
000451	A034	48.00	5/04/20	5/13/20	DUK001	Larry Carlsen	3	41 - 50 Ft	275.00	12.20	203.13
000452	A035	48.00	5/05/20	5/11/20	JAC001	Bill Jackson	3	41 - 50 Ft	275.00	8.54	142.19
000490	A047	48.00	4/27/21	5/04/21	DDM001	Steven Dommann	8	41 - 50 Ft	0.00	0.00	0.00
000453	A048	66.00	5/27/20	6/05/20	GAR001	Gardiner	4	61 - 70 Ft	1,600.00	37.04	1,600.13
000455	A052	38.00	5/06/20	5/15/20	CLI001	Gerald Cline	5	31 - 40 Ft	100.00	22.22	79.99
000457	A055	42.00	5/27/20	6/05/20	DEV001	Melanie Devaux	4	41 - 50 Ft	275.00	12.20	203.13
000458	A057	37.00	5/10/20	5/14/20	FEL001	Lynne Fellowes	1	31 - 40 Ft	100.00	11.11	40.00
000459	A058	52.00	6/20/20	6/29/20	MAC002	Bob Fleming	8	51 - 55 Ft	1,600.00	55.56	1,600.13
000460	A059	43.00	5/23/20	6/01/20	GAG001	Dave Gage	7	41 - 50 Ft	275.00	12.20	203.13
000461	A062	58.00	6/16/20	6/25/20	LOC001	Marion Lochhead	10	56 - 60 Ft	0.00	25.00	1,080.00
000462	A064	90.00	3/20/20	3/26/20	GUN001	Dave Gunby	4	81 - 90 Ft	3,000.00	18.92	1,873.08
000463	A065	88.00	3/28/20	4/06/20	HAL002	Christina Halldorson-E	3	81 - 90 Ft	2,500.00	27.03	2,675.97
000464	A069	48.00	5/08/20	5/17/20	HET001	Stefan Hettes	7	41 - 50 Ft	275.00	12.20	203.13
000465	A070	48.00	5/09/20	5/12/20	HOF001	Herb Hoffmann	1	41 - 50 Ft	275.00	2.21	204.95
000466	A071	52.00	6/24/20	7/01/20	GRA002	Beverley Grantham	7	51 - 55 Ft	1,600.00	44.44	1,279.87
000467	A072	52.00	6/28/20	7/07/20	HOD001	Cam Hodzman	6	51 - 55 Ft	1,600.00	19.23	878.33

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Charges.

"Fast Buttons"	
New	Add a new Sublet Posting
Modify	Edit the Posting highlighted in the grid
Delete	Delete the Posting highlighted in the grid
Print Reports	Have one of the available reports generated
Export Postings	Export the Postings detail to spreadsheet
Generate Owner Payments	To generate A/P payments or Account Credits for each Member or Marina Client.

Edit an existing Posting by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some of the special features of this "Inquiry" grid are as follows:

<ul style="list-style-type: none"> ➤ Sublet Postings may be listed for a selected Dock, or Pool Group, as well as Posting ID, Available Start Date, Status or the Owner's Code. ➤ If listing for a particular Dock Code, or Pooling Group the desired code may be chosen either by entering it in the field, or choosing it using the Lookup binoculars icon, or by having the next or previous item/name displayed that has items on file. <i>(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file).</i> 	
<ul style="list-style-type: none"> ➤ You can select to display only those Sublet Postings with a particular status.. 	

6.4.7.3 Sublet Posting Data Screen

Sublet Moorage Postings must be recorded to have the owners given a portion of the moorage charges collected either as a Credit On Account, or as an A/P Check. The properties associated to each of these transactions is edited in the Sublet Posting Transaction Data screen.

Some points to note about the Sublet Postings:

- The system will automatically assign the Sublet Posting ID Numbers. The next number is obtained from the "Next Moorage Posting" field defined by the [MM Control Properties](#).⁶¹³
- The Available for Sublet start and end dates must fall within the Sublet Pooling Period and will default for a period of two weeks starting tomorrow.
- Once the Moorage Slip has been selected, the Maximum Size fields and the Owner of the Moorage Slip fields will be automatically populated.

➔ Processing Note

The Sublet Moorage Assignments table is populated only when moorage is assigned in applicable functions.

Sublet Moorage Posting Properties - Data Entry Screen

M/M Sublet Postings Management

Sublet Posting ID #: **00000450** for Slip: **A024** - Modify the Properties of

Sublet Transaction **Notes**

Identify which Member's or Client's Moorage Slip are available for Sublet. These records will be used for determining Sublet Moorage Pooling Credits. A record of the times the slip is Sublet is also recorded.

Sublet Posting ID #: **00000450** Status: **Partly Assigned**

Moorage:

Moorage Slip: **A024** Dock Slip: **A Dock** Sublet Sizing Pool Group: **3**

Available for Sublet: **7/01/20** -- **8/16/20**

The owner has made their Slip Available for **47** Days

Maximum Size of Vessel for this Slip:

Length Overall: **15.24** m **50.00** ft
 Beam: **4.57** m **15.00** ft
 Height: **8.84** m **29.00** ft

Owner of Moorage Slip:

Member: **PLU001 Frank Plumtre**
 Customer: **109363**
 Cell: **604-922-5646**
 Phone:

Sublet Moorage Charge Payments to Owner:

A Percentage Based on Pooled Sizing Groups
 Full Amount Received for Owner's Slip
 Directly from Subletor NOTHING

Amount to Credit: **\$ 2,408.35**
 Bank Code: **TDTRUS**
 A/P Voucher: **072467**

Sublet Moorage Assignments:

Starting	Ending	# Days	Sublet To	Boat Name	Moorage Fee
7/07/20	7/08/20	2	G - 00000213	GUEST BOATNAME UNKNO	\$ 275.00
7/12/20	7/12/20	1	G - 00000214	GUEST BOATNAME UNKNO	\$ 276.00
7/16/20	7/16/20	1	G - 00000215	GUEST BOATNAME UNKNO	\$ 277.00
7/22/20	7/25/20	4	G - 00000216	GUEST BOATNAME UNKNO	\$ 278.00
7/27/20	7/30/20	4	G - 00000217	GUEST BOATNAME UNKNO	\$ 279.00
8/01/20	8/03/20	3	G - 00000218	GUEST BOATNAME UNKNO	\$ 280.00
8/06/20	8/07/20	2	G - 00000219	GUEST BOATNAME UNKNO	\$ 281.00
8/10/20	8/12/20	3	G - 00000220	GUEST BOATNAME UNKNO	\$ 282.00
8/16/20	8/16/20	1	G - 00000221	GUEST BOATNAME UNKNO	\$ 283.00

Total Moorage Charges: **\$ 2,511.00**
 For **21** Sublet Days
 Earliest: **7/07/20**
 Latest: **8/16/20**

Update **Cancel**

Field Definitions

Sublet Post ID	9(8)
This is the ID number assigned to the transaction.	
Moorage Slip	X(5)
This is the Moorage Slip that is made available to sublet. It must already be assigned to a Yacht Club Member or Marina Client.	
Available for Sublet Dates	(mm/dd/yy)

The period defined is for the days that the owner of the Slip will be away and available to be sublet. This period must fall within the Pooling Period set up in the Control Preferences.	
Maximum Size of Vessel for Slip	99.99 Feet
These fields will be populated when the Moorage Slip is selected. They are obtained from the Slip record on file as set up by the Moorage Slip Maintenance function. The Maximum Length Overall is used to assign the posting to one of the defined Sizing Pool Groups.	
Owner of Moorage Slip	assorted
These fields will be populated when the Moorage Slip is selected. The system identifies who the assigned owner of the Slip is.	
Sublet Moorage Charge Payments to Owner	radio-buttons
This field is used to show how the Owner is to be remunerated for putting his slip available to be sublet. It is set defaulted based on a setting in the Control Preferences. If the owner chooses not to be part of the pooling process, you may make the appropriate setting.	
Amount to Credit	9,999.99
When the Pool Group Summary report is generated, or the Generate Owner Payments function is executed, the total amount to be credited to the owner is computed, and stored in this field.	
Bank Code / A/P Voucher / Credit Document #	9(8)
When the Generate Owner Payments function is executed and an A/P Voucher or A/R Credit is generated, these fields will be updated.	
Sublet Moorage Assignments	Table
The table of Moorage Assignments is populated as the Moorage Slip is awarded as a Sublet. You cannot edit or delete these entries. Up to 25 table entries may be accumulated for a particular Sublet Posting.	

6.4.7.4 Sublet Posting Reports

Three different reports associated to Sublet Postings are available.

Sublets Available Report	For a selected 2 week period, each Slip marked for sublet is listed in a table showing which days are available to be assigned. Slips are listed grouped by Pooling Group.
---------------------------------	--

RUN DATE: 4/28/2021 10:29		Desolation Sound Yacht Club & Marina												PAGE 00001			
AUTHOR: USER		SUBLET SLIPS AVAILABLE REPORT															
For Pool Group: 2) 31 to 40 Feet												POSTINGS DATED: 5/01/20 THRU 5/16/20					
FOR SIZE POOLING GROUP: ALL																	
SLIP	LOA/BEAM	May 01	May 02	May 03	May 04	May 05	May 06	May 07	May 08	May 09	May 10	May 11	May 12	May 13	May 14	May 15	May 16
A052	39 16	na	na	na	na	na	XX	XX	XX	XX	XX						na
A057	38 16	na	na	na	na	na	na	na	na	na	XX	XX	XX	XX		na	na
C017	39 23	na	na	na	na	na	na	na	na	na							

Sublet Posts Detail Report

For a selected date range, Sublet Postings are listed grouped and sorted using a variety of criteria. Detail about the posting is shown along with a breakdown of the dates the slip has been assigned moorage, and the dates that it is available. Totals for each Pool Group are also tallied and printed.

RUN DATE: 4/28/2021 10:34		Desolation Sound Yacht Club & Marina												PAGE 00002			
AUTHOR: USER		SUBLET DETAIL REPORT															
For Pool Group: 3) 41 to 50 Feet												POSTINGS DATED: 3/01/20 THRU 12/31/20					
FOR SIZE POOLING GROUP: ALL																	
SLIP	DOCK	MAX-LOA/BEAM	VACANT-FROM	DAYS-AVAILABLE	#-SUBLETS	\$/MOORAGE	SLIP-OWNER	STATUS									
		SIZING-POOL	UP-TO	DAYS-POOLABLE	SUBLET-DAYS	\$/POOLABLE	\$/CREDIT-DUE	POOL-%	CREDIT-METHOD								
A001	A-EAST	48 999	5/01/20	15 Days	1	275.00	Rick Chernoff	304.53	18.2%	Partly Assigned							
		41 to 50 Feet	5/15/20	15 Days	10	275.00				Pooled Percentage							
		SLIP STATUS:	Available	5/01/20 - 5/02/20	2 Days												
		SLIP STATUS:	Sublet	5/03/20 - 5/12/20	10 Days	G-00000185	GUEST	BOATNAME	UNKNOWN								
			Available	5/13/20 - 5/15/20	3 Days												
A034	A-EAST	48 999	5/04/20	10 Days	1	275.00	Larry Carlsen	203.13	12.2%	Partly Assigned							
		41 to 50 Feet	5/13/20	10 Days	7	275.00				Pooled Percentage							
		SLIP STATUS:	Sublet	5/04/20 - 5/10/20	7 Days	G-00000192	GUEST	BOATNAME	UNKNOWN								
			Available	5/11/20 - 5/13/20	3 Days												

Pool Group Credit Summary Report

For the Sublet Pooling Period date range, totals for each owner of slips made available for sublet are listed grouped by how the owners are credited and pool group; and sorted by owner first name. The total # of posts, Days-Vacated, Days-Sublet, and Moorage Charges accumulated are listed. Also, the percentage share of the pooled charges, along with the amount due, amounts are listed.

MEMBER/CLIENT		SLIP	MAX-LOA	#-POSTS	DAYS-VACATED	DAYS-SUBLET	MOORAGE-\$	POOL-%	POOL-\$
DUK001	Carlsen, Larry	A034	48	1	10	7	275	12.20%	203.13
CHE001	Chernoff, Rick	A001	48	1	15	10	275	18.29%	304.53
COO001	Cooling, Gordy	A054	41	1	10	10	100	12.20%	203.13
DEV001	Devaux, Melanie	A055	42	1	10	6	275	12.20%	203.13
GAG001	Gage, Dave	A059	43	1	10	3	275	12.20%	203.13
CAM001	Gleaman, Gord	C029	48	1	10	10	100	12.20%	203.13
HET001	Hettes, Stefan	A069	48	1	10	3	275	12.20%	203.13
JAC001	Jackson, Bill	A035	48	1	7	4	275	8.54%	142.19
8 OWNERS LISTED				8	82	53	1,850		1,665.50

➔ Sublet Postings Reports - Options Screen

The following screen is presented when generating the reports:

M/M Sublet Postings Management
□ ×

Report: **SUBLETAVAL.RPT** Print reports listing the Sublets available and/or that have been assigned using assorted selection criteria.

Report Options | **Member Select Filters** | **Print Options**

Specify options for the report ?

Report Type: **Sublets Available Report** ▾

Sublet Start Dates:
 All
 Inclusive
 Between: 4/23/21 5/08/21 📅

Items Group: **Sublet Pool Group** ▾

Items Sorted: **Moorage Slip Code** ▾

For the 2 Weeks Starting: 4/23/21 📅

Include Posting For/With:

- Status - Available
- Status - Partly Assigned
- Status - Fully Assigned
- Status - Closed
- Status - Archived
- Sublet to Members/Clients
- Sublet to Guests

For Slip Owners Paid:

- A Percentage Based on Pooling Group Totals
- The Full Amount of Sublet Moorage Charge
- Directly from the Sublet Boat Owner
- Not PAID AT ALL

Include Sublet Postings For/With:

Moorage Dock: 🏠 A Dock

Sizing Pool Group: **{{All}}** ▾

(Fields left blank are NOT considered in the selection process.)

Next
Cancel

When selected, the operator is presented with the standard [Member Select Filters](#)¹⁰⁴ screen or standard [Customer Select Filters](#)⁵⁰⁸ screen. These allow you to specify selected or ranges of Members or Clients, and/or only those satisfying a variety of other filter criteria.

If the reports are generated and archived they will be cataloged with a report name of **SUBLETAVAL.RPT**, **SUBLETDETAIL.RPT**, or **SUBLETPOOLS.RPT**,

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

Field Definitions

Report Type	<i>list-box</i>
Select to generated one of the three available reports.	
Sublet Start Dates	<i>radio-buttons & (mmdyy)</i>
Select only those Sublet Postings that have their starting available date within a specified date range.	
<input checked="" type="radio"/> All	All Postings are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Postings to be processed
List Items Grouped by:	<i>list-box</i>
The Postings may be printed grouped by a variety of properties. Each group starts a new page with totals printed.	<div style="border: 1px solid black; padding: 2px;"> <p>Sublet Pool Group ▾</p> <p>nothing</p> <p>Dock Code</p> <p>Sublet Pool Group</p> <p>Month</p> <p>Owner Credit Method</p> </div>
List Items Sorted by:	<i>list-box</i>
The Postings may be printed sorted by a variety of properties.	<div style="border: 1px solid black; padding: 2px;"> <p>Moorage Slip Code ▾</p> <p>Moorage Slip Code</p> <p>Sublet Starting Date</p> <p>Posting Status</p> <p>Sublet Pool Group</p> <p>Slip's Owner Name</p> <p>Slip's Maximum LOA</p> </div>
Postings with a Given Status	<i>check-boxes</i>
Select to only print those Postings that have specific Posting Status.	
Record Pool Group Totals to Control Table ?	<i>check-box</i>
When generating the Pool Group Summary report, set the check-box to have the totals recorded to the Sizing Pool	

Table in the Control Preferences.	
For the 2 Weeks Starting	<i>mmdyy</i>
Presented for the "Sublets Available Report". The report shows the availability of those slips starting on the Friday, on or before the date entered. (It's actually 16 days worth printed).	
Posting Type	<i>radio-buttons</i>
Select to print Term Moorage or Sublet Moorage postings.	
Include Postings For/With	<i>check-boxes</i>
Set the check-boxes to include those Postings that have the associated status, or that are for Guests or Members or Clients.	
Include Postings For How Slip Owners are Paid	<i>check-boxes</i>
Set the check-boxes to include those Postings for Slip owners that are paid using the different methods, or not.	
Include Postings for - Dock Code	<i>X(5)</i>
Select those Postings where the Slip belongs to a specific Slip Code.	
Include Postings for - Sizing Pool Group	<i>list-box</i>
Select those Postings that for the maximum length of boat that the slip can accommodate, belong to a particular Pool Group.	

6.4.7.5 Export Sublet Post Detail

The Series 5 system provides for the capability to export Sublet Postings data to a spreadsheet. The types of export files supported include the following:

- MS Excel Workbooks
- CSV Text (Comma Delimited)
- Tab Delimited Text
- Slash "\" Delimited Text

Sublet Moorage Postings Export

The standard Series 5 [Export Options screen](#)⁸⁵ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is

Sublet_Postings_Out.XLSX. You may click the Browse button to locate a different folder and output file.

For Sublet Postings data that are exported, the following fields are output:

Column #	Excel Column	Field	Format
1	A	Sublet Post ID	9(8)
2	B	Dock Code	X(8)
3	C	Slip Code	X(5)
4	D	Maximum Boat LOA (in feet)	999.9
5	E	Pool Group	99
6	F	Available Start Date	MM/DD/YY
7	G	Available End Date	MM/DD/YY
8	H	# of Days Available	999
9	I	Posting Status	X(15)
10	J	Slip's Owner Code	X(8)
11	K	Owner Name	X(24)
12	L	Credit Method	X(15)
13	M	Date Credited	MM/DD/YY
14	N	Credit Doc # or A/P Voucher #	9(8)
15	O	Pool % Given	999.99
16	P	Amount Paid or Credited	\$ 999,999.99
17	Q	# of Days Sublet	9,999
18	R	# of Sublet Visits	99
19	S	Total Moorage Charges	\$ 999,999.99

6.4.7.6 GenerateOwner Sublet Payments

If the marina or yacht club passes on all, or a portion, of the charges collected from assigned Sublet Moorage to the slip's owner, at the end of the Sublet Pooling Period, launch the **"Generate Owner Payments"** function. (Click the push button at the top of the grid display screen).

Some points to note about generating the owner payments or credits:

- Payments or Credits will be generated only for those Sublet Postings that are flagged to be paid a percentage of the Pooling Group, or paid in full.

- If participating in Pooling Groups, owners are paid regardless whether their slip is actually used for sublet moorage or not.
- The amount paid or credited is recorded in each Sublet Posting along with the A/P Voucher Number or A/R Credit Document Number.
- All Sublet Posting records dated within the Pooling Period will be flagged as "Archived".
- For the A/P Vouchers, or the A/R Credits, the expense account or revenue account used for the transaction is obtained from a field defined by the [MM Control Properties](#).^[613] Depending on how you wish these amounts to be recorded in the G/L system, this account may be the Sublet Moorage Revenue account, or a Deferred Expense.
- An email is sent to the owner advising them of the Credit to their Account, or the check to be sent. (See below).

Along with the options and filter screens, the following confirmation screen is presented. You must enter the word PROCEED to continue to have the payments made.

M/M Sublet Postings Management

Report: **SUBLETPYMNTS.RPT** Print reports listing the Sublets available and/or that have been assigned using assorted selection criteria.

Generate Owner Credit Payments **Member Select Filters** **Print Options** **Confirm Payment Generation**

This function will generate Payments or Credits to those Slip Owners who have made them available to be Sublet, and are flagged to receive full payment or as Pool Group members.

The following steps will be performed:

- 1) Sublet Postings dated **3/01/20** thru **12/31/20** flagged for Pool Group payments will be read
 - The total of all Sublet Posting "Days Available" for each Pool Group will be tallied along with the total of all Sublet Moorage Charges collected.
 - For each Member or Client, the total number of days that their slip was made available to be Sublet is tallied.
 - A percentage is computed for "Days Made Available" by each Member or Client, divided by the total "Days Made Available" for each Pool Group.
 - Pool Group Credits/Payments will be computed as a percentage of the total "Sublet Moorage Charges" for the Pool Group the Slip belongs to.
- 2) Sublet Postings for those flagged for "Full Payment" will be identified.
- 3) Depending on Control settings, each Member or Client will be Paid or Credited.
 - For "A/P Checks", an A/P Voucher Transaction will be generated that will be used to generate a check for the owner of the Moorage Slip.
 - For "On Account Credits", a Credit will be generated that is posted to the A/R system.
 - For "Credit Cards" a Credit request will be submitted to your Credit Card Processing Gateway, the A/R system.
- 4) The Status of all Sublet Postings dated within the Control's Annual Sublet Posting Period.
 - Are flagged with a status of "Archived" and rewritten.

To proceed with the generation of payments, type the word **PROCEED** in the field provided --->

If you do not wish to execute the process at this time, click on the **[Cancel]** button.

Proceed with the Payment Process **Cancel**

When selected, the operator is presented with the same options screen used for reporting, and

with the standard [Member Select Filters](#)¹⁰⁴ screen or standard [Customer Select Filters](#)⁵⁰⁸ screen. These allow you to specify selected or ranges of Members or Clients, and/or only those satisfying a variety of other filter criteria.

A payment register report is generated and archived cataloged with a report name of **SUBLETPYMNTS.RPT**,

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Email Message

An email is sent to the owner advising them of the Credit to their Account, or the check to be sent. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of `.....\rpts\Email-Templates`. It must be named **SubletPayment_EmailMessage.TXT**



Email Message File

The file used to construct the email message must be a text file. It may be simple text, or contain HTML coding. A number of pseudo variables may be inserted within the text that will be replaced with assorted fields relating to the message being sent.

Variable	Replaced with
%%EMAIL-RECIPIENT%%	The Owner's name
%%MY-STRING-1%%	The Moorage Slip Code
%%MY-STRING-2%%	Basis of how \$ amount determined
%%MY-STRING-3%%	How owner is Credited or Paid
%%MY-NUMB-1%%	# of Days Slip was Available to Sublet
%%DOC-AMOUNT-1%%	The amount paid or credited

The following text file is provided as an example and may be used as is, or modified to your liking. It must not exceed 8192 characters.

Sample Email Text file:

CONGRATULATIONS %%EMAIL-RECIPIENT%%

Over the past boating season your Moorage Slip %%MY-STRING-1%%
has been available to be Sublet for %%MY-NUMB-1%% days.

As a result, based on %%MY-STRING-2%%,
a %%MY-STRING-3%% for the amount of %%DOC-AMOUNT-1%%.

Thankyou

--- --- --- --- --- --

Resulting Email Text:

CONGRATULATIONS Larry Carlsen

Over the past boating season your Moorage Slip C021
has been available to be Sublet for 0010 days.

As a result, based on your membership of Pooling Group 02,
a Credit to your Account will be generated for the amount of \$79.99.

Thankyou

--- --- --- --- --- --

6.4.8 Special Events Management


This menu routine manages the functions required to hold a special event for members of a yacht club or clients of a marina. An Event is created with properties associated to date, time, billing methods, ticket types and optional charges. As well, the attendees to the event are assigned. When the event is about to be held, applicable charges are generated, which then can be invoiced.

The attendees to the event may be entered individually, or selected from the current membership of client lists. (All members and/or clients may be selected at once and kept on file until the member or client RRSP's their intention to attend or not). Members that have access to the Web Access menu, may choose the event, and register to attend the event.

There are a number of features associated to the management of the event. These are highlighted under the topic titled About, Concepts and Features that follows:

- For each Event, three different ticket prices may be set up, along with three optional extra chargeable items.
- For each Attendee set up for the Event, they may have an additional 5 Guests listed to attend; and they may request to be seated with other attendees, and/or assigned to tables and seats.
- Reminder Emails may be sent to attendees using pre-defined files, or with the body of the message keyed.
- Attendees properties may be imported or exported to spreadsheet, or tab-delimited files.

- Charges are automatically generated ready to be invoiced
- For installations having the Acu-To-Web capability, club members, or marina clients, may access the [Event Signup App](#)^[679] developed by Sentinel Hill that executes on a smart phone, tablet, or another computer over the internet. It offers the ability to request event tickets, provide names of extra guests, and indicate extra purchases for the event.

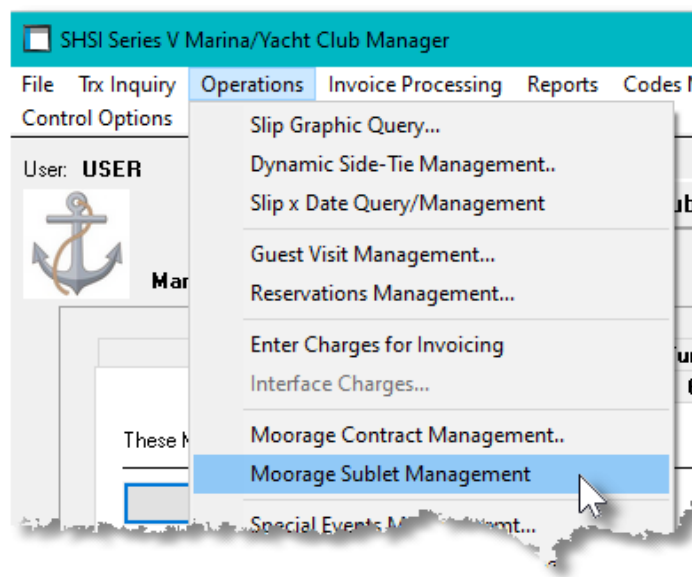


Special Event Management

- [Events Grid Screen](#)^[309]
- [Events Properties Data Screen](#)^[310]
- [Event Attendees Grid Screen](#)^[313]
- [Attendee Properties Data Screen](#)^[315]
- [Send Event Reminder Emails](#)^[318]
- [Import/Export Attendees](#)^[320]
- Generate Event Charges for Invoicing

+ Accessing the M/M Sublet Posting Management

From the M/M Main menu, select Moorage Sublet Management from the Operations drop-down menu.



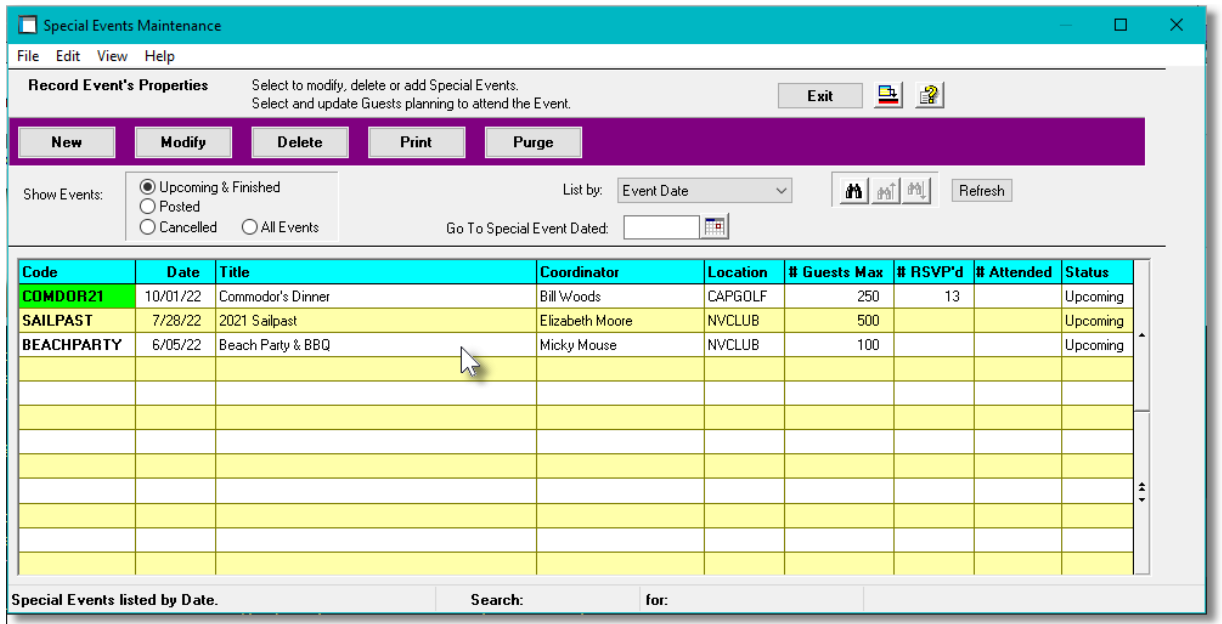
6.4.8.1 Events Grid Screen

Special Events Management is the application that lets you define any Special Event that you will be having. This might be a dinner, concert, sail-past or anything that you need to have people register for and purchase tickets. The properties associated to each event are maintained using a Series 5 grid processing screen. This grid screen offers the operator a detail display of all events, along with the list of potential attendees, and those that have signed up to purchase tickets.

Events may be listed in the grid screen by the following:

- by Event Code
- by Name of the Event
- by the Date of the Event

➔ Special Event Display Grid



The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Charges.

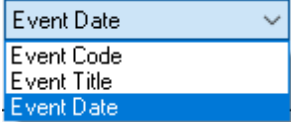
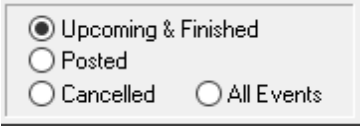
<i>"Fast Buttons"</i>	
New	Add a new Event
Modify	Edit the Event highlighted in the grid
Delete	Delete the Event highlighted in the grid
Print Reports	Have one of the available reports generated

Purge

Purge Past Historic Events

Edit an existing Event by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some of the special features of this "Inquiry" grid are as follows:

<p>➤ Events may be listed by Event Code, Event Name, or the Date of the event.</p>	
<p>➤ You can select to display only those Events with a particular status..</p>	

6.4.8.2 Events Properties Screen

Events are recorded with properties associated when and where it is held, the type of billing, the ticket prices, and what extra charges are available. For the event, counts of potential and actual guest that will be attending are also kept.

Some points to note about the Events:

- You can set up to have three different Ticket Types and Prices. (Based on the types of yacht club members you have)
- As well as the ticket, you can define and additional optional extra charges that can be purchased by the attendees.

Special Event Properties - Data Entry Screen

Special Events Maintenance

Special Event: **COMDOR21** **Commodor's Dinner** - Modify the Properties of

Properties Attendees Notes

Set up and/or edit Special Events. Record those individuals that have RSVP'd or requested to attend along with any of their guests. Afterwards, depending on how payment is made, charges will be generated or A/R Distributions are made.

Event Code: **COMDOR21** Status: **Scheduled** Date & Time: **10/01/22** **6:00 PM**

Title/Name: **Commodor's Dinner** Location: **CAPGOLF** **Capilano Golf Club** Coordinator: **Bill Woods**

Ticket Types:

Description	Price	# Ordered
Regular:	\$ 95.00	11
Senior ▼	\$ 50.00	1
Junior ▼	\$ 30.00	1

Comment: **COVID Rules Apply**

Last Date to Purchase Tickets: **9/15/22**

Maximum # of Guests that can Attend: **250** # Attended:

Tickets Task Charge Code: **COMDRDINER** **Commodor's Dinner & Parties**

Optional Extra Chargeable Items:

Description	Price	# Ordered	Task Charge Code
Wine Package	\$ 100.00	2	LOUNGELIQR Lounge Liquor Sales
Transportation	\$ 45.00	2	EVENTS Special Events
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

Event Billing: On Account Pay at the Door At Time of Booking NO Charge Event

Total # of Members/Clients: Undecided: **59** Declined: Confirmed Attendance: **6**

Total # of Guests: Potential Undecided: **111** Confirmed to Attend: **13**

Total Confirmed Sales: Tickets: \$ **1,125.00** Extras: \$ **290.00**

Update **Cancel**

Field Definitions

Special Event Code	X(12)
This is the Code used to identify the Event in the system..	
Event Title/Name	X(50)
This is the name or description of the Event. Events may be listed or printed sorted by the Title/Name.	
Location	X(8)
This field defines the Location where the event is held..	

Coordinator	<i>X(30)</i>
The name of the individual managing the bookings for the event.	
Date & Time of the Event	<i>(mm/dd/yy)</i>
Enter the Date and Time the event is held.	
Ticket Types and Prices	<i>list-box and \$ 999.99</i>
You may set up three different ticket types and their associated prices. When Attendee records are entered, these will be presented to each of the 5 guests that can attend.	
Comment	<i>X(30)</i>
Record a comment about this event. It is displayed only on this screen.	
Last Date to Purchase Tickets	<i>(mm/dd/yy)</i>
This is the last date which people can purchase tickets from the Acu-To-Web Event Registration App ³²² . (Staff may edit Attendee records to purchase tickets up to the date of the event).	
Maximum # of Guests that Can Attend	<i>9,999</i>
This is the maximum number of guests that can attend. Once reached, more guests may not sign up to attend.	
Actual # of Guests that Attended	<i>9,999</i>
Once the event is over, you may record the actual # of guests that attended, for archival information.	
Task Charge Code	<i>X(10)</i>
This is the Task Charge Code that will be assigned to the charges generated used to generate invoices for the attendees to the event. In particular, the Task's Revenue account will be assigned. The Task entered must have been defined to the system using Task Charges Codes Maintenance ⁵⁹⁵ .	
Optional Extra Charge Items - Description & Price	<i>X(20) and \$ 999.99</i>

You may define up to three different optional items that may be sold when the tickets are purchased. The system keeps a count of how many of these extra charged items are requested.

Optional Extra Charge Items - Task Charge Code	X(10)
---	--------------

For each Charge Item, indicate the associated Task Charge Code. It will be assigned to the charges generated used to generate invoices for the attendees to the event. In particular, the Task's Revenue account will be assigned and the Units. The Task entered must have been defined to the system using [Task Charges Codes Maintenance](#)⁵⁹⁵.

Event Billing	radio-buttons
----------------------	----------------------

6.4.8.3 Events Attendees Grid Screen

For each Events, the potential, and registered attendees is recorded. These are presented using a Series 5 grid processing screen. This grid screen offers a number of functions that can be executed dealing with the attendees registered for the event.

Postings may be listed in the grid screen by the following:

- Add, Modify and Delete Attendees
- Select "Potential" Attendees. (This will load properties of all Club Members or Marina Clients giving a count of the potential number of tickets that might be sold)
- If registered attendees are compiled in a spreadsheet, these may be imported into the system
- If you need to obtain a spreadsheet, or tab-delimited file, of attendees there is an export function
- Print a Guest List
- Email Event Reminders to Attendees
- When the event is finished, have applicable charges generated for invoicing

 Event Attendee Grid

Special Events Maintenance

Special Event: **COMDOR21** **Commodor's Dinner** - Modify the Properties of

Properties Attendees Notes

The following Members/Guests/Clients have signed up for this Event

Show: All Attending Undecided No Shows

Name	Cell	Code	Home	Type	Guest-1 Name	Guest-2 Name	# Tickets	\$ Charges	Payment	Request	Seating With	Seat	Table	SectionB	Seat
Banks, Ralph		BAN001		Member	Wendy Banks		0	132.00							
Attending	604-987-8659						2	On Account							
Barclay, Eric-the-Red		BAR002		Member	Monique Barclay		0	132.00							
Undecided	604-998-4023						2	On Account							
Brunt-Tompsett, Chris		BRU001		Member	Alayne Brunt-Tompsett		0	132.00							
Attending	604-922-5646						2	On Account							
Buch, Allan		BUC001		Member	Susan Buch		0	306.00							
Undecided	604-922-5646						2	On Account							
Carlsen, Larry		CAR001		Member	Sherry Parrott		0	391.00		DAH001 - Howard-Boy Dahl					
Charged	555-888-8765				Rigby Parrott		3	On Account			24				
Carlsen, Larry		DUK001		Member	Sandra Carlsen		0	132.00							
Undecided	604-922-5646						2	On Account							
Chernoff, Rick		CHE001		Member	Carol Chernoff		0	132.00							
Attending	604-922-5646						2	On Account							
Chernoff, Russ		CHE002		Member	Dee Dee		0	132.00							
Attending	604-922-5646						2	On Account							
Cline, Gerald		CLI001		Member	Kim Cline		0	132.00							
Charged	604-922-5646						2	On Account							

Total # of Attendee Records: **65** Total # of Potential Guests: **111**
 Total # of RSVPs Received: **6** Total # of RSVP'ed Guests: **13**

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Charges.

"Fast Buttons"	
New	Add a new Attendee
Select Members or Clients	If there is a chance that most of the Members of a Yacht Club, or Clients of a Marina, will attend the event, this function may be used to pre-load attendee records. These then would just have to be marked indicating whether the individual is attending, or not.
Import	Load Attendees for the current Event from spreadsheet, or tab-delimited file.
Export	Export information about the Attendees for the current Event.

Print Guest List	Print a Guest List for the current Event
Purge	All Attendees for the current Special Event will be deleted. There is no Undo function.

Edit an existing Attendee by double-clicking it's associated row. Standard Series 5 grid controls apply.

Special push-button functions available from the Attendees Grid:

➤ Email Event Reminders	➤ Generate Event Charges for Invoicing
-------------------------	--

6.4.8.4 Attendee Properties Screen

As Members or Clients sign up to attend the event, an Attendee record is recorded. Information as to the types of tickets purchased, and if any extra charge items are purchased, are recorded.

Some points to note about the Attendee entries:

- You may auto-generated attendee records from the members or clients on file for the marina or yacht club. (Assuming most of them will be attending). They will be written with the sign-up status of Auto-Created, which is Undecided.
- Up to five additional tickets may be recorded to be purchased for guests that will be joining the member of client.
- If defined for the event, up to three Extra Charge items may be purchased, by the primary guest and each additional guest.
- The attendee may also request to be seated with another member or client.



Processing Note

When Attendee records are added they are recorded with a status of **Undecided**. The Signup Status must be changed to either **User Approved**, or **Staff Approved** before charges are recorded to the attendee's account.

Attendee Properties - Data Entry Screen

Modify Event Guest

Attendee for Event: **COMDOR21**

Club Member
 Visiting Guest

ID Code:

Larry Carlsen
 Cell: 555-888-8765 Home:
 larryc@sentinel-hill.com

Signup Status: Will Participate in this Event with their Boat

Member and Guest(s)	Ticket/Price Type	Wine Package	Transportation		No Charge	\$ Total
Larry Carlsen	Senior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	195.00
<input type="text" value="Sherry Parrott"/>	Regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66.00
<input type="text" value="Rigby Parrott"/>	Junior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	130.00
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

Requested Seating/Participating With Member: **Howard-Boy Dahl**

Special Dietary/Accessibility Needs:

Seat/Participation Assignment:
 Seat #: Table #: Section/Group:

Note: Amounts shown DO NOT include applicable taxes.

Billing:

of Tickets Requested: Total Amount to Invoice: \$

of Tickets Purchased: Invoice #:

Charges have been generated to this Guest's account

Payment Due:
 Not Applicable: At the Event:
 On Account: In Advance:

Comment:

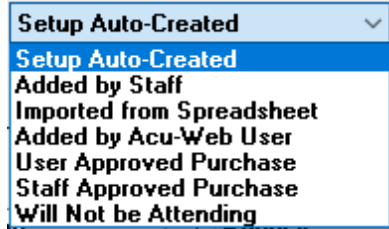
Field Definitions

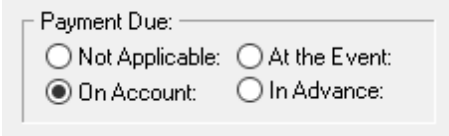
Club Member or Visiting Guest, (or Client) *radio-buttons*

If the Yacht Club or Marina has registered Guests, it's possible that they might be permitted to attend the event. Select as applicable. If it's a guest, then the Guest record will be used to provide names, etc.

Client, Member or Guest ID *X(8)*

When adding a new Attendee, select the attendee from either lookup options, or if known, key in their ID Code.

Signup Status	<i>list-box</i>
<p>Record the status of the Attendee. When the Attendee record is initially added, this field will be set to indicated how it was added. If the attendee has indicated that they will be attending the event, or not, then select the applicable response in this drop-list.</p> <p><i>The Attendee record must be flagged as Approved to Purchase before any charges are recorded against the Member's or Client's account.</i></p>	
	
Will Participate in the Event with their Boat	<i>check-box</i>
For information purposes..	
Guest(s) - Name	<i>X(20)</i>
<p>Records the names of the individuals that will be attending the event. These might be used for Name Cards, or Table assignment signs. The first guest will be set to that of the Club Member, or Client Contact.</p> <p>As additional Guests are added, the additional fields will be enabled to be set. Up to four additional guests may be recorded.</p>	
Guest(s) - Ticket Type	<i>drop-list</i>
For each Guest, you may select from one of the three types of tickets that were defined for the Event. The price defined for that ticket will be used for the guest.	
Guest(s) - Extra Charge Items	<i>check-boxes</i>
Up to three Extra Charge Items may be defined for the Event. Set the applicable check-box if the Extra Item is to be purchased. Also, set the No Charge check-box if no charge is to be applied. , If defined for the Event, up to three additional charge items may be selected for each Guest. The total cost for each Guest will be adjusted accordingly.	
Requested Seating With	<i>X(8)</i>
If the Member or Client has indicated that they wish to be seated at the same table as another Member or Client, record who that other person is.	
Special Dietary/Accessibility Needs	<i>X(80)</i>
Record as needed.	

Seat/Table/Section Assignment	X(3) - 999 - X(6)
Record if applicable.	
Payment Due	radio-buttons
Depending on how the Member or Client is pay for the tickets and charges, set the applicable button. This field will default to that which was specified by the Event's properties. You may however, change it for individual attendees.	
	
Comment	X(80)
You may record a general comment for this attendee. It might be a note about special requirements, seating, or whatever.	

6.4.8.5 Send Event Reminder Emails

There are two different types of emails that may be generated and sent to members or clients. The text and layout of the email may be configured as desired from user created text files. These include the following:

- To announce new Events
- To remind members or clients, that have registered or purchased tickets for, about the Event

Some points to note regarding the Event emails:

- Only those members or clients with an email address will be sent an email
- You must have Office Outlook executing on the Windows computer.
- The text file used for the text inserted within the body of the email must be named (as indicated below) and located in your Series 5 data directory's **rpts>Email-Templates** sub-folder path.

Announcing a New Event - Body of Email Text File

Emails may be sent out to all members and clients announcing a new Event. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of **.....\rpts>Email-Templates**. It must be named **EventAnnounce_EmailMessage.TXT**

Within the body of the text file used for the email you may insert the following pseudo variables that would be replaced with the designated information:

Pseudo Variable	Replaced with
------------------------	----------------------

%%EVENT-CODE%%	The ID Code of the Event
%%EVENT-TITLE%%	The title of the Event
%%DATE%%	The Date of the Event
%%TIME%%	The Time of the Event
%%CUTOFF-DATE%%	The last Date which tickets may be purchased
%%LOCATION%%	Where the Event is being held
%%COORDINATOR%%	The person managing the Event
%%TICKET-TYPES%%	The types of Tickets available to be Purchased
%%EXTA-CHARGE-TYPES%%	Extra Items that can be purchased

An example of the text file is shown:

<p>Re: Our Upcoming Event: %%EVENT-TITLE%%</p> <p>Dear Member: %%MEMBER-NAME%%,</p> <p>We are delighted to announce an upcoming Special Event %%EVENT-TITLE%%.</p> <p>It will be held at %%LOCATION%% on %%DATE%% at %%TIME%%.</p> <p>You can register and purchase tickets from our Web App or contact us at the office. After %%CUTOFF-DATE%% you will not be able to purchase tickets.</p> <p>The following ticket types are available: %%TICKET-TYPES%% Additional items that can be purchased include: %%EXTA-CHARGE-TYPES%%</p> <p>Hoping you can attend. It is shaping up to be a great event.</p> <p>Caroline Yacht Club Office</p> <p>--- --</p>

Reminding Registered Guests of the Event - Body of Email Text File

An email may be sent out to those guests that have registered, but not yet purchased tickets, and to those that have purchased tickets. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of [.....\rpts\Email-Templates](#). It must be named **EventReminder_EmailMessage.TXT**

Within the body of the text file used for the email, along with those listed for the announcement email, you may also insert the following pseudo variables that would be replaced with the designated information:

<i>Pseudo Variable</i>	<i>Replaced with</i>
------------------------	----------------------

%%MEMBER-NAME%%	The Primary Guest's Name (for Yacht Clubs)
%%CONTACT-NAME%%	The Primary Guest's Name (for Marinas)
%%GUEST-EMAIL%%	The Guest's Email Address
%%TICKET-PRICE%%	The price of the primary guest's ticket
%%TOTAL-COST%%	The Total of Charges for attending the Event
%%PAYMENT-METHOD%%	A description of how payment is to be made
%%OTHER-GUESTS%%	The names of other Guests attending
%%TABLE-NUMBER%%	The table assigned to the Guest
%%TABLE-WITH%%	If requested, the name of the Guest you will be sitting with

An example of the text file is shown:

Re: Our Upcoming Event: %%EVENT-TITLE%%

Dear Member: %%GUEST-NAME%%,

This email is a reminder of our upcoming event being held at %%LOCATION%% on %%DATE%% at %%TIME%%.

If you are wanting to attend and have not already purchased your tickets you can do so on the Web App's Event Signup. The cutoff date for ticket purchase is %%CUTOFF-DATE%%.

If we have pre-registered you for this event and are not attending, please let us know at your earliest convenience.

If you have already purchased tickets, applicable charges will be generated and an invoice will be sent to you after the event. You have been assigned to table number %%TABLE-NUMBER%% with your guests - %%OTHER-GUESTS%%
It is shaping up to be a great event.

Caroline
Desolation Yacht Club Office

6.4.8.6 Import/Export Event Attendees

The Series 5 system provides for the capability to import and export the guests that have signed up to the event to or from a spreadsheet.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given boat is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Boat details:

- A heading row with **EVENT** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵¹ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Event_Attendees_In.XLS**. You may click the Browse button to locate a different folder and input file.

✚ Event Guest Properties Import - Data Formats

For Guest data associated to the Event, the following fields are input or output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Event Code	X(12)
2	B	Attendee Member Code	X(8)
3	C	Attendee Type	G if the Member's Guest
4	D	Guest's First - Last Name	X(20)
5	E	Ticket Type	X(12)
6	F	Optional Extra Charge 1	Y or N
7	G	Optional Extra Charge 2	Y or N
8	H	Optional Extra Charge 2	Y or N
9	I	Billed for Extras ?	Y or N
10	J	Extras \$ Total	999.99 (Export only)
11	K	Email Address	X(60) (Export only)
12	L	Cell Phone	X(12) (Export only)
13	M	Home Phone	X(12) (Export only)
14	N	Signup Status	X(9) (Export only)
15	O	To Be Seated With Member	X(8)

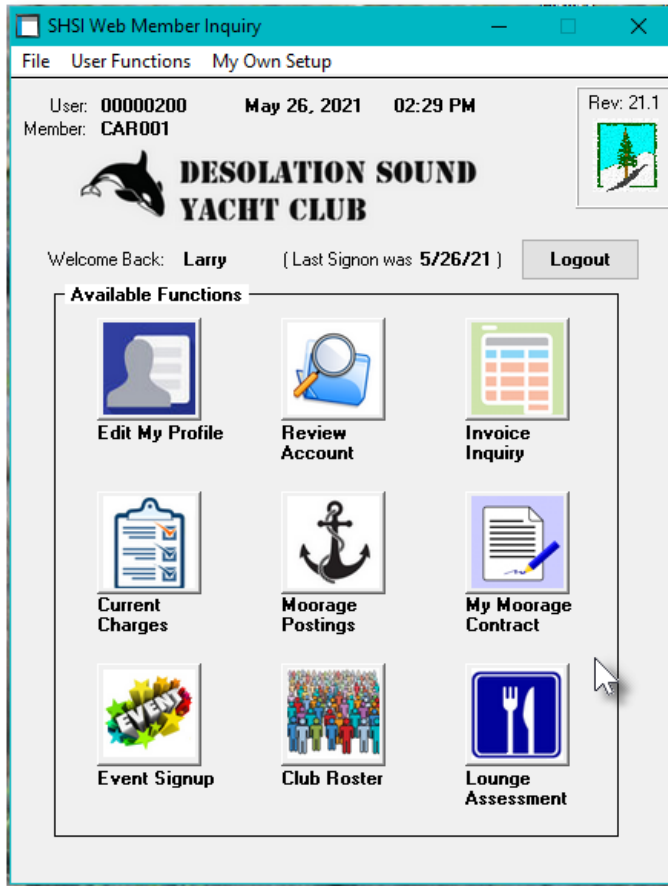
16	P	Section	X(6)
17	Q	Table Number	999
18	R	Seat #	X(3)
19	S	Attending with Boat ?	Y or N
20	T	Special Dietary Needs	X(80)
21	U	Comments	X(80)
22	V	# Tickets Sold	99 (Export only)
23	W	# Tickets Requested	99 (Export only)
24	X	How Paid	99 (Export only)
25	Y	Invoiced Amount	999.99 (Export only)
26	Z	Invoice Number	9(8) (Export only)
27	AA	Invoice Date	mm/dd/yy (Export only)

Note that the fields that are skipped on Input still have to be in the spreadsheet

6.4.8.7 Event Signup Web App

For companies that have purchased the Acu-To-Web function, Members and Clients may access the "Marina Access App" developed by Sentinel Hill.


Once the member or client has signed in over the internet from their computer, tablet or smart phone, the following screen is presented:



Users are presented with a list of the upcoming events that they can register for, and purchase tickets for.

The following screen will be presented:

RRSP Upcoming Event X



DESOLATION SOUND YACHT CLUB


Event RSVP For the upcoming Special Event(s), add to or edit your Guest list and select extra charges; and purchase your tickets. Charges will be applied to your account.
Web ID: 00000200

Event	Date	Title	Location	Status
BEACHPARTY	6/05/21	Beach Party & BBQ	NorthVan Club	Open
COMDOR21	7/01/21	Commodor's Dinner	Capilano Golf Club	Open
SAILPAST	7/28/21	2021 Sailpast	NorthVan Club	Open

Ticket Selections Last Day to Purchase Tickets: **6/27/21** Max # of Attendees: **500**
Confirmed Attendees: **5**

List your Guest(s) and select optional purchases. **ATTENDING & CHARGES POSTED TO YOUR ACCOUNT.**

Member and Guest(s)	Ticket	Wine Package			\$ Total
Larry Carlsen	Senior ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	150.00
Sherry Parrott	Regular ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66.00
Rigby Parrott	Junior ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	130.00

Requested Seating/Participating with Member:  **Howard-Boy Dahl**

Special Dietary/Accessibility Needs: I Will be Attend this Event with my Boat

Billing: # of Tickets: Total Charge: \$ Payment: **On Account**

6.4.9 Lounge Assessment Management









This application selection is used to record and manage all the member's Lounge visit charges to be reconciled to any Lounge Assessment that was collected. This application deals with the recording the charges, applying them to member allotment balances, or generating charges, and for closing each Assessment Allotment period. All assessment transactions are kept on file, and available for assorted reports, summarized and emailed to members, and may be viewed by members on-line.

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Charges are entered directly for selected members, or they may be imported from spreadsheet or tab-delimited text files.

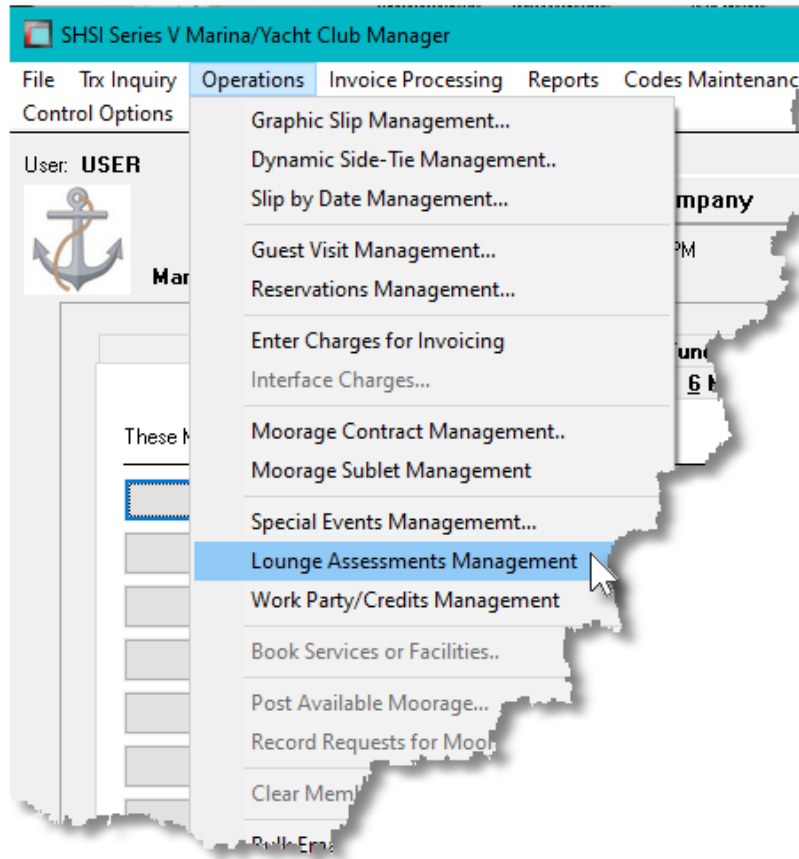


Lounge Assessment Topics

- [About, Concepts and Features](#)  326
- [Lounge Transaction Entry Grid Screen](#)  332
- [Lounge Transaction Entry Data Screens](#)  336
- [Lounge Assessment Reports](#)  341
- [Posting Lounge Charges](#)  342
- [Emailing Member Summary Totals](#)  344
- [Closing Allotment Periods](#)  346
- [Importing/Exporting Charges](#)  347

+ Accessing the M/M Lounge Assessment Management Function

From the M/M Main menu, select **Lounge Assessments Management** from the **Operations** drop-down menu.



6.4.9.1 About, Concepts and Features

There are a number of features associated to the management of Lounge Assessment management. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

- Lounge Assessment Year and Allotment Periods

The system manages the members' Lounge Assessment on an annual basis. You can define the starting date for the assessment year as the 1st day of any calendar month. The Assessment Year may be divided up into Allotment Periods. You can define 1, 2 or 4 allotment periods in the Assessment Year.



Allotment Periods

An Allotment Period is the period of time which is allocated a Credit Amount which if is not used up by the member, is recorded as revenue to the club. Each Allotment Period must start on the 1st day of a given month, but **DO NOT** necessarily have to be for the same number of months.

You may invoice members annually, or at the beginning of each allotment period. For annual

billing, the system will automatically credit each allotment period. (After the members' invoices are generated and posted, you can actually edit the Term Assessment Credit amounts as desired).

At the end of each Allotment Period, you need to execute the **"Close Allotment Period"** function. This will perform the following steps:

- Close the period preventing any charge transactions from being added
- Recompute the Credit Balance remaining
- For any Credit Balance remaining G/L Distributions are generated:
 - Debit **Deferred Lounge Revenue** account
 - Credit **Unused Lounge Allotment Revenue** account
- Lounge Assessment totals in the Members' profile are updated

Reports may be generated in either detail or summary for either Members, or Servers. Totals are accumulated and printed for Food, Liquor, Taxes and Tip amounts. There is also a Period Summary report that for a given date range will print totals by Date, Week, Month or Year.

In each Member's profile, for each Allotment Period, totals are kept for Allotment Credit, Charges, and the Credit Balance Remaining. When a report for members is generated, these totals are updated.

Processing Diagram

The following diagrams may help in describing the steps of Lounge Assessment processing:

Generating Member Lounge Assessment Invoices



Generate Charges

- Select **"Enter Charges for Invoicing"** from the **Operations** drop-down menu
- Click on the **[Generate Membership Charges]** push button
- For the date (*it should be the 1st day of whatever month is chosen*):
 - If invoicing annually or is the 1st assessment billing of the year, enter the 1st day of the Assessment Year
 - If invoicing the start of each allotment period, then enter the 1st day of the period
- Select the **Generate Lounge Assessment Charges** check box
- Click **[Next]**
- If you wish to set any Member Select filters, do so, and/or click **[OK]**
- Lounge Dues Charges will be generated
- Note that they will be set flagged **"Selected to Invoice"**.



Build the Invoices

- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu
- Click on the **[Generate Invoices]** push button
- For the Invoice Date you can set it to the same date as set when the charges were generated, or you can use today's date.
 - Click **[Next]**
 - If you wish to set any Boat Select, Member Select or Client Select filters from the screens presented, do so, and/o Click **[Next]** and finally click **[OK]**
 - Lounge Dues Invoices will be generated



Generate Credit Card Payments

- For Members arranged to have Invoice paid by credit card
- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Build CrCard Payments File]** push button to have an XML file generated that you must FTP to your credit card Gateway provider. (Currently Moneris is the only service company implemented). It will have requests for credit card payments for each applicable member invoices.
- Once the file is submitted, and you have retrieved the corresponding "Approval" file, you must reconcile the Invoices waiting to be approved. Click on the **[Moneris CrCard Reconcile]** push button to have each invoice marked as "Approved", "Declined" or "Rejected".
- You must deal with those that were declined or rejected.
 - Contact the member and get new card credentials to be entered into the member's profile
 - And set the status of the invoice to be resubmitted by selecting **[Set for Batch CrCard Payment]** from it's pop-up menu; and repeat the build function.
 - Or, set the status of the invoice to be moved to Accounts Receivable as an "On Account" sales transaction that is waiting to be paid by selecting **[Set for Payment "On Account"]** from it's pop-up menu.



Print or Email Invoices

- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-

down menu (if not already on that screen).

- Click on the **[Print Invoices]** push button to have an MS-Word document generated. It will have all eligible invoices in the one file ready to print. **(Note that Only invoices that have not already been printed will be output)**
- If instead, or as well, click on the **[Email Invoices]** push button to have each invoice generated as a PDF file and emailed to the Member.
- Any invoices that were paid by credit card will be printed, showing the payment, along with the last 4 digits of the credit card number.
 - Click **[Next]**
 - The MS-Word document containing all invoices will be generated ready to be printed; and/or an Invoice, as a PDF document will be emailed to each member.



Posting to Accounts Receivable

- Select **"Invoice Grid Processing"** from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Post to A/R]** push button to have all printed, emailed and/or credit-card approved invoices moved to an Accounts Receivable Sales entry Batch.
- You can either have the invoices posted, have a Posting Journal generated, or both at the same time.
- An A/R Sales Batch will be created. Strike the F1 function key to have the system assign a Batch Code.
 - Click **[Next]**
 - You can launch Series 5 Accounts Receivable system. Select **"Sales and Credit Entry"** from the **Operations** drop-down menu; Select the batch that was generated, and see the Sales transactions, ready to have an Edit List printed, or to be posted as Open Items. (Any invoices that were pre-paid by credit card will be recorded as Prepaid transactions.)

– Charges Entry

Being able to manage Lounge Assessment credits, the system needs to have a transaction on file for each time a member visits the lounge and runs up a charge. In the case where you have a separate software package managing the orders taken in the restaurant, it would mean that you would have to record the charges into the Series 5 Marina/Yacht Club Management manually. You could make use of the import function, build a spreadsheet each day, and load them that way. The easiest approach would be if the lounge software had an export function that would generate a tab-delimited text file, or spreadsheet, listing each lounge charge. That could then be formatted to the Series 5 specification and imported. **(Should such an export function exist, Sentinel Hill Software could customize the import file format to handle the exported charges).**

– Invoicing Members for Lounge Assessment Dues

The Series 5 system automatically generates member charges for their Assessment Dues. A function in the [Charges Entry](#) ²⁴² function can be launched that will create the applicable charges record, that then would contribute to invoices being generated.

Once the members' invoices are printed, and when they are posted to the Accounts Receivable system, Lounge Assessment "**Allotment Period Credits**" will be generated.



Processing Tip

After the Invoices have been posted to the Accounts Receivable system, you will need to select the **Re-Tally Assessment Balances** function to have the Credit balances show in each Member's profile.

– Lounge Reports

For each Lounge Transaction that may be entered to the system the following data fields may be input:

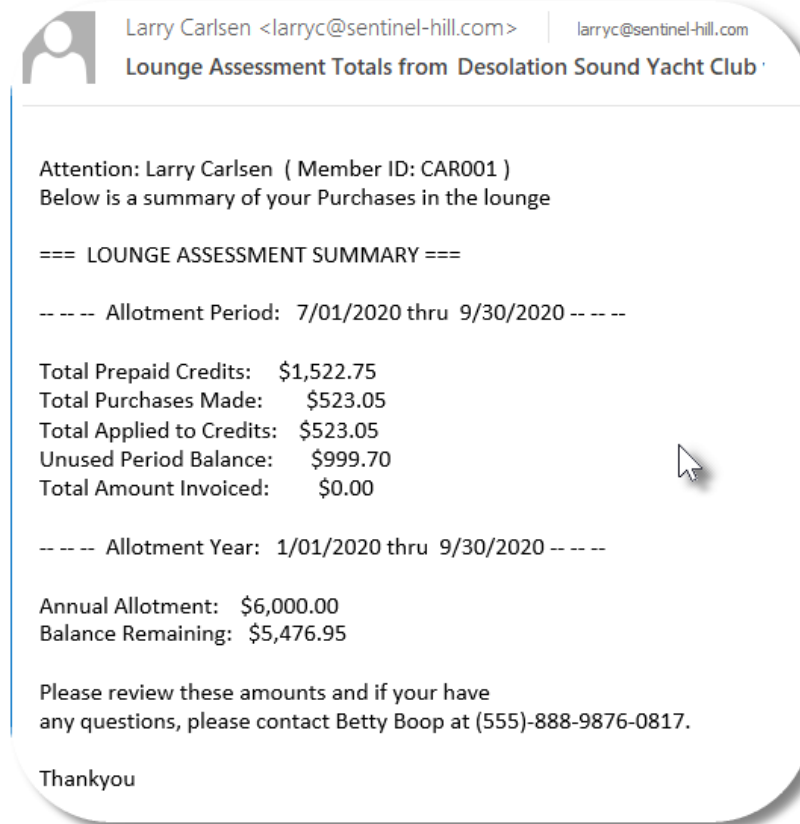
- Food Charge
- Beverage (Liquor) Charge
- Taxes
- Tips
- Member
- Server

Reports may be generated in either detail or summary for either Members, or Servers. Totals are accumulated and printed for Food, Liquor, Taxes and Tip amounts. There is also a Period Summary report that for a given date range will print totals by Date, Week, Month or Year.

In each Member's profile, for each Allotment Period, totals are kept for Allotment Credit, Charges, and the Credit Balance Remaining. When a report for members is generated, these totals are updated.

– Emailing Lounge Charges Summary

A function is provided that will email each member a brief summary of the totals of their charges for a selected Assessment Period. The text and layout of the email may be configured as desired. The totals presented are as shown in the email example that follows:



The email is composed from a user defined text file. It may be edited to your liking. Pseudo variables are embedded within the text for each total that will be displayed.

— Allotment and Assessment Period Close

The Lounge Assessment Year may be set up for a single period, or multiple Allotment Periods. Each Allotment Period, and the Assessment Year needs to have their respective Periods Closed. **(If there is only one Allotment Period for the year, you still need to execute each closing function).**

When the **Close Allotment Period** is executed, the following functions are completed:

- Each charge will be flagged as being Closed
- For each Member for the period total amounts are tallied for Charges, Assessment Credits, Charges Applied to the Period Balance, Charges Applied to the Next Period, and Charges that were Invoiced. They are recorded in the Members' property records.
- For each Member, if there is an Unused Balance remaining on file, the following G/L Distributions are generated:
 - Debit Deferred Revenue account
 - Credit Unused Lounge Revenue account



Processing Note

If there are any charges that have not yet been posted, the Close

function will not proceed.

When the **Close Assessment Year** is executed, the following functions are completed:

- All Lounge transactions dated before the start of the closing year will be deleted from the system
- The Period Dates Table defined in the Control Preferences will be copied to the Prior Year Periods Table
- The Period Dates Table dates will be automatically updated for the upcoming year based on existing settings. (Afterwards if you wish to change the dates or Period controls you may edit the controls directly)
- Each Members' Lounge Period Balance Table will be copied to their Prior Year Balance Table, then zeroed out.

– Viewing Lounge Charges from the Web Application

For installations having the Acu-To-Web capability, Members may access the "[Lounge Transactions Query App](#)⁶⁸²" developed by Sentinel Hill.

6.4.9.2 Lounge Transaction Grid Screen

Lounge Assessment Management is processed from the Lounge Transactions that are recorded in the system. The properties associated to each transaction are maintained using a Series 5 grid processing screen. This grid screen offers the operator a detail display of all lounge/restaurant related charges, and allotment credits for each member or each lounge server, (along with totals).

Charges may be listed in the grid screen by the following:

- by Date for a selected Member
- by Date for a selected Server
- by Transaction ID
- by Date

As well, items displayed may be filtered by date for the following:

- for Operator entered Start/End date range
- for the Current Lounge Assessment Period
- for a specific Allotment sub-Period within the Current Assessment Period
- for the previous Lounge Assessment Period

Lounge Assessment Transactions Entry Grid

Lounge Assessment Manager
 File Edit View Help
 Lounge Assessment Management Enter or Load Lounge Assessment Credits and Charges & provide Inquiry by Member or Server
 A variety of related reports are available. Exit

For the Period: 7/01/20 9/30/20
 New Print Reports Import Transactions Post Charges to A/R Email Member Summary

Member Last Name: Carlsen List by: For Selected Member Name by Date Refresh
 [CAR001] Rigby Carlsen Boat: YELLOW COW Go To Item(s) Dated:

Trx ID	Date	Type	Food	Liquor	Tips	Taxes	Total	Status	Server	Member	Interface ID
0251	7/01/20	TmDep					600.00		Accting	CAR001	
0252	7/01/20	BFwrd					22.75		Accting	CAR001	
0253	7/23/20	Chrg	16.40	20.00	3.13	4.00	43.53	Applied	GAIL	CAR001	TR100
0255	7/25/20	Chrg	18.40		6.13	4.00	28.53	Applied	GAIL	CAR001	TR102
0256	8/01/20	Chrg	26.40	3.00	1.88	3.00	34.28	Applied	FRANK	CAR001	TR103
0257	8/02/20	Chrg	19.40		7.13	5.00	31.53	Applied	JOHN	CAR001	TR104
0258	8/02/20	Chrg	27.40	3.00		3.00	33.40	Applied	FRANK	CAR001	TR105
0259	8/03/20	Chrg	20.40		13.13	5.00	38.53	Applied	JOHN	CAR001	TR106
0260	8/03/20	Chrg		6.00	15.13	6.00	27.13	Applied	JOHN	CAR001	TR107
0261	8/04/20	Chrg		9.00	17.13	4.00	30.13	Applied	HARRY	CAR001	TR108
0254	7/24/20	Chrg	17.40	4.00	5.13	4.00	30.53	Applied	GAIL	CAR001	TR101
0262	8/05/20	Chrg		10.00	19.13	4.00	33.13	Applied	HARRY	CAR001	TR109
0263	8/06/20	Chrg		11.00	21.13	15.00	47.13	Applied	HARRY	CAR001	TR110
0264	8/07/20	Chrg		12.00		15.00	27.00	Applied	FRANK	CAR001	TR111
0265	9/03/20	Chrg	3.00	3.00	3.00	3.00	12.00	Applied	FRANK	CAR001	TR112
0266	9/03/20	Chrg	28.40	3.00		3.00	34.40	Applied	FRANK	CAR001	TR113
0267	9/03/20	Chrg	29.40	3.00		3.00	35.40	Applied	FRANK	CAR001	TR114
0268	9/03/20	Chrg	30.40	3.00		3.00	36.40	Applied	FRANK	CAR001	TR115

18 Items Food: 237.00 Taxes: 112.05 Total Charges: 523.05 Period Credits: 622.75 Total Applied: 523.05
 Liquor: 90.00 Tips: 84.00 Unused Balance: 99.70 Total Invoiced: 0.00

For selected Member Name, items list by Date. Search: for:

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Lounge Charges.

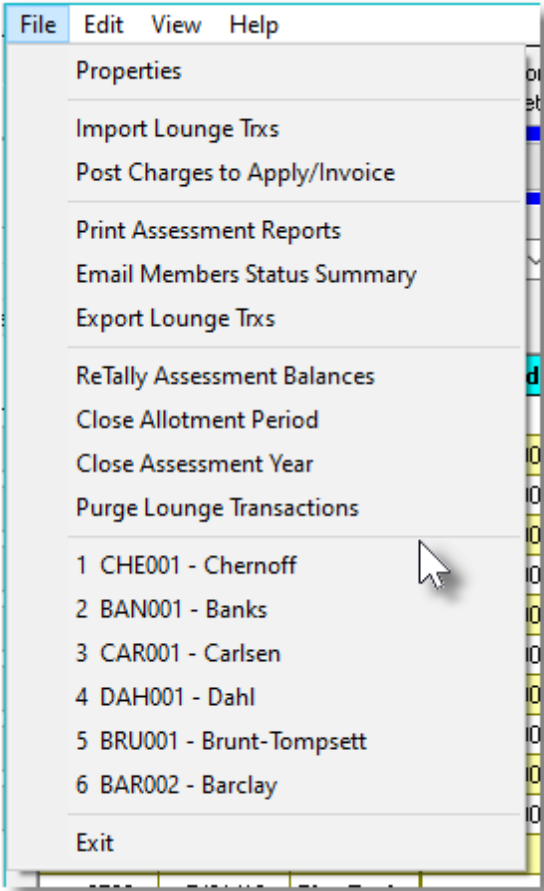
"Fast Buttons"	
	<p>Only those transactions for the selected date range will be displayed. Click on the calendar icon to present a combo list of the possible pre-defined periods.</p>
	<p>Each Allotment Period, along with the Lounge Assessment Year, and Last Year will be presented in a drop-down list for selection.</p> <p>If the period is closed, the literal "Closed" is displayed.</p> <p>The "Current Allotment Period" based on today's date is shown by "<---"</p>

New	Add a new Transaction
Print Reports	Have one of the available reports generated
Import Transactions	Import Lounge Transactions from spreadsheet
Post Charges	Post newly entered transactions. Allotment balances will be reduced or charges generated; and applicable A/R distributions generated.
Email Member Summary	Each Member will be emailed with summary totals of charges recorded, total allotment entered and remaining.

Edit an existing Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

Other special functions available from the File drop-down menus are as follows:

"File Drop Down Menu"




Import Lounge Trxs from Spreadsheet	To load a set of transactions from spreadsheet or tab-delimited file.
--	---

Post Charges to Apply Invoice	Newly added or imported transactions are recorded, but need to be posted. The post function will apply the charge amount to any available allotment balances, or will have applicable charges generated to be invoiced.
Purge All Charge Transactions	To have ALL Charges currently on file deleted. <i>You should not ever need to launch this function.</i>
Email Member Status Summary	Each member will be emailed a summary of the totals of Lounge Charges, and the Allotment Balances for the current period, and for the year.
Export Charges	All charges information for a specified date range will be exported. As well assorted Member properties may be used as filters, and you may select only those transactions for a selected restaurant server.
Re-Tally Assessment Balances	For each Member with Lounge Transactions on file, for the selected Allotment Period, the Charges and Allotment Credit totals will be re-totaled. (<i>These totals are recorded and displayed in each Member's profile.</i>)
Close Allotment Period	All charges for the selected Period will be processed. For each Member, total are tallied for Charges, Assessment Credits, Charges Applied to the Period Balance, Charges Applied to the Next Period, and Charges that were Invoiced. Any unused Period Balance will be recorded as revenue to the club with applicable G/L distribution generated.
Close Assessment	The Assessment Period will be closed. No further transactions may be entered dated within the period. All transactions prior to the closed year will be deleted. Totals kept on file for each Member will be copied and saved to a Prior Year Balance Table; and Next Year Period Dates will be assigned in the Control Preferences.
Purge Lounge Transactions	This function will delete all those Lounge Transactions for the selected date range for Members satisfying assorted properties as filters. <i>ONLY Unposted transactions with dates within the current Lounge</i>

Assessment year will be deleted; as well as all other transactions dated prior to the start of the current Lounge Assessment year.

➔ Selecting Members using "Keystroke Mode"

When entering Lounge Transactions for given club member, the system provides the ability to key in the individual's Last Name. If you are unsure as to the correct spelling, click on the  icon to have a screen presented the list all members. As each letter of the name is keyed into the name field, the list displayed is refreshed with those individuals matching the text entered. Once the correct person can be seen in the list, by clicking it, transactions may be entered for that individual.

Clicking on the red **X** icon, transfers back to the grid Last Name field.



Upper & Lower Case Names

When entering the names keep in mind that the names on file may be capitalized or all upper case. You must match the case of the names on file for the display to show the names.

The following type of screen is presented for selecting boats or individuals by "Keystroke Mode":

Member ID	Member Name	Boat Name	Slip	Phone	Email
GAG001	Gage, Dave	LESAL	B029	604-922-5646	larryc@sentinel-hill.com
GAG002	Gagnon, David	KNOT ONLINE	B049	604-922-5646	larryc@sentinel-hill.com
GAR001	Gardiner, Tracey	OTTER ONE	B031	604-922-5646	larryc@sentinel-hill.com
GEE001	Ge, Jimmy			604-922-5646	larryc@sentinel-hill.com
GER001	Gerber, Henry	KAREN GAIL	B033	604-922-5646	larryc@sentinel-hill.com
GER002	Gervan, Mike	SHEENANIGANS	B034	604-922-5646	larryc@sentinel-hill.com
CAM001	Gleaman, Gord	SUN SEEKER III	C029	604-922-5646	larryc@sentinel-hill.com
KLE001	Gleaman, Gord	SUN SEEKER III	C029	604-922-5646	larryc@sentinel-hill.com
GRA001	Graham, Scott	FUN TIME	B035	604-922-5646	larryc@sentinel-hill.com
GRA002	Grantham, Beverley	GRANTHAM'S LANDING	A071	604-922-5646	larryc@sentinel-hill.com
GRE001	Gregson, Keith	SAND DOLLAR	A013	604-922-5646	larryc@sentinel-hill.com
GUN001	Gunby, Dave	CEKALIA		604-922-5646	larryc@sentinel-hill.com
GUS001	Gustin, Phil	DORTHY BOXSTER	C017	604-922-5646	larryc@sentinel-hill.com

6.4.9.3 Lounge Transaction Data Screen

Both Lounge Charges and Lounge Assessment Credits must be recorded in order to keep track of Lounge Assessment balances. The properties associated to each of these transactions is edited in the Lounge Transaction Entry Data screen.

Some points to note about recoding Lounge charges:

- The system will automatically assign the Charge Transaction ID Numbers. The next

number is obtained from a field defined by the [MM Control Properties](#).^[613]

- Lounge **Term Assessment** credit transactions are automatically generated when [Lounge Assessment Charges](#)^[242] are computed and invoiced from the Generate Membership Charges function. The total amount for the year will be allocated to each Allotment Period. However you may record these transactions manually, however the member would not be invoiced.
- When Lounge Transactions for Charges and Credits are entered, or imported, they are flagged with a status of **"To Be Posted"**. They do not affect the Allotment Balances or get Invoiced until they are posted.
- You can record the restaurant's waiter/waitress. (server) code or name with each Lounge Charge entered. From the grid screen, you may select to display all transactions, and their totals, for selected servers. For **Term Assessment** and **Balance Forward** transactions the system will assign **"Acting"** as the Server.
- Lounge Charge transactions cannot be entered with a date that falls outside of the current Lounge Assessment Year, or for a Lounge Allotment Period that has been close.
- If Tax amounts are recorded, when charge transactions are posted, applicable tax payable G/L distributions will be generated based on the G/L accounts defined by the [General Control Properties](#)^[613] in the Control Preferences function.
- Once a transaction has been posted, none of it's properties can be edited.

Lounge Transaction Properties - Data Entry Screen

Modify Lounge Transaction

Trx ID: **00002771** Charge amounts entered reduce the Member's prepaid "Lounge Assessment" for the period. Revenue Distributions are generated when Posted and/or Charges generated & invoiced.

Transaction ID: Interfaced System's ID:

Type:
 Lounge Charge Prior Period Credit Forward Charge Credit
 Term Assess Credit Prior Period Charge Forward

Date:

Club Member's Code: **Alan - Big Boy Winter** Cell: **604-837-8354** Home: **604-837-8354**

Food: \$	<input type="text" value="129.00"/>
Liquor: \$	<input type="text" value="8.00"/>
Tax-1: \$	<input type="text" value="7.53"/>
Tax-2: \$	<input type="text"/>
Tips: \$	<input type="text" value="6.00"/>
Total: \$	<input type="text" value="150.53"/>

Lounge Charges:

Status:
 To Be Posted Applied to Period Assessment
 Prepaid Applied to Next Period
 Charged & Invoiced

Amount Applied \$

Amount Applied Forward \$

Amount Invoiced \$

Server ID: # in Party:

Assessment Period Credit / Forward Charge:
 \$ For Allotment Period: From: To: Invoiced: Inv #:

Field Definitions

Transaction ID	9(8)
This is the ID number assigned to the transaction.	
Interfaced System's ID	X(15)
If transactions are imported from another system, (presumably a restaurant ordering system), this field will be used to hold the key, or order number associated to the charge.	
Transaction Type	radio-buttons
Select the type of transaction being entered:	
<ul style="list-style-type: none"> Lounge Charge - This is a charge for which the 	<input checked="" type="radio"/> Lounge Charge

amount will be used to either reduce the Allotment Balance, or Charges generated to be invoiced.

- Term Assessment Credit - This is the Lounge Assessment Credit that the member was originally invoiced for. It is applicable to the Allotment Period defined by the Date.
- Prior Period Credit Forward - If Control Preferences has the option to carry unused assessment credit carried forward, this transaction will be generated when an Allotment Period is closed. (Reserved for a future enhancement).
- Prior Period Charge Forward - If charges are entered and the Lounge Assessment credit has been exhausted, and Control Preferences option to "Reduce Next Period's Allotment" is set, then the system will generate this transaction. (It is needed so the system is able to correctly compute the credit amount available at any time).
- Charge Credit - In the event there is an error in the restaurant system with respect to the charge, (or you just wish to use the back door to adjust the Allotment Balance, you can enter the transaction as a credit).

- Term Assess Credit
- Prior Period Credit Forward
- Prior Period Charge Forward
- Charge Credit

Date

(mm/dd/yy)

This date will be used to identify which Allotment Period the charge or the credit is to be applied against.



Allotment Periods

You should not record a transaction to a 'Closed' Allotment period. If you attempt to do so, the system will prompt you to confirm that you wish to proceed. Only under special circumstances should you ever do this.

Club Member's Code

X(8)

If not already selected from the grid screen, select the Member for whom the transaction is to apply to. If the grid was listing items for a selected Member, this field will default to that Member.

Charges - Food & Liquor

99,999.99

These are the amounts associated to the Charge transaction. If revenue G/L distributions are to be generated or charges generated to be invoiced, then the revenue accounts associated to

the Task Charge Codes defined by the General Control Properties ^[613] in the Control Preferences are used.	
Charges - Tax-1 & Tax-2	999.99
If taxes were charged, applicable distributions will be generated based on the G/L accounts defined by the General Control Properties ^[613] in the Control Preferences function.	
Charges - Tips	999.99
If Tips were paid to the server, that amount will be recorded. If revenue G/L distributions are to be generated or charges generated to be invoiced, then the G/L accounts associated to the Tips Task Charge Code defined by the General Control Properties ^[613] in the Control Preferences are used. That account would basically be a Tips Payable account.	
Status	2 x X(80)
These fields will be set by the system. They should not be changed unless directed by the accounting manager, or support staff at Sentinel Hill.	
Amount Applied, Applied Forward and Invoiced	99,999.99
When transactions are posted, depending on how the total value of the charge is dealt with, the applicable field will be updated.	
Server ID	X(8)
You can record the restaurant's waiter/waitress. (server) code or name with each Lounge Charge entered. From the grid screen, you may select to display all transactions, and their totals, for selected servers. There is a Server Detail and Server Summary report that will report totals for each Server. For Term Assessment and Balance Forward transactions the system will assign " Accting " as the Server.	
# in Party	9
This field is provided for information purposes only. However, if available when imported, for a number of reports totals will be accumulated and presented.	
Credit Amount	99,999.99
For Term Assessment Credit and Prior Period Charge Forward and Prior Period Credit Forward transactions only, record the amount that is to be credited. It will contribute to the Balance Available to the Allotment Period to which the transaction Date falls within. (The Prior	

Period Charge Forward amounts will be negative).

6.4.9.4 Lounge Transaction Reports

A number of different reports are available listing the Lounge Assessment Charges. Charges for each Member or Server can be listed in detail, or as summary totals for specified date ranges. They also may be listed summarized by selected periods, and for just a given date.

→ Lounge Assessment Report(s) - Options Screen

Print Lounge Assessment Report(s)

Report: **LOUNGEMEMBDDET.RPT** Lounge Transactions Report(s).

Report Filters & Options Member Select Filters Print Options

Enter options and filters for the selected report or operation.

For Lounge Transactions Dated:

From:

To:

Include Charges ONLY for Server ID:

Report Type: **Member Summary** ▼

When selected, the operator is presented with the standard [Member Select Filters](#)¹⁰⁴ screen. These allow you to specify selected or ranges of Members and/or only those satisfying a variety of other filter criteria.

If the report is generated and archived, depending on the type chosen, depending on the selected report, will be cataloged with the following names:

Report:	Filename:
Member Detail	LOUNGEMEMBDDET.RPT
Member Summary	LOUNGEMEMBER.RPT
Server Detail	SERVERDETAIL.RPT
Server Summary	SERVERSUMMARY.RPT

Lounge Period Summary	LOUNGEPERIOD.RPT
Lounge Daily	LOUNGEDAILY.RPT

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Field Definitions

For Transactions Dated:	
Report Type	<i>list-box</i>
Select the particular report desired. For the Member and Server Detail reports and the Period reports, a new page is started for each Member, Server or Period being reported.	<div style="border: 1px solid black; padding: 2px;"> <p>Member Summary ▾</p> <p>Member Detail</p> <p>Member Summary</p> <p>Server Detail</p> <p>Server Summary</p> <p>Period Summary</p> <p>Daily Detail</p> </div>
Include ONLY for Server ID	<i>X(15)</i>
To list only transactions associated to a particular Server, enter their ID or Last Name. Leave blank for ALL servers.	

6.4.9.5 Posting Lounge Transactions

When Lounge Transactions are entered or imported, they are recorded with a status **"To Be Posted"**. You must post the transactions in order to have the allotment balances reduced; (or have charges generated to be invoiced).

When the charges are posted, a number of G/L distributions are generated in the A/R Distributions file. (If using the Series 5 General Ledger system, these would then be interfaced into the GL; otherwise they may be exported to a spreadsheet or tab-delimited file to be loaded into your other General Ledger system).


➡ Post Lounge Transactions - Options Screen


The following screen is presented when posting transactions

Post UnApplied Lounge Transactions

Post Lounge Transactions

Processing Options

Enter options and filters for the selected report or operation. 

For Lounge Assessment Period: 

Some points to note regarding the Posting process:

- Only those transactions with a status of **"To Be Posted"** and that are dated within the selected Allotment Period will be processed.
- The Lounge Assessment Period select field will default to the next one that has not already been closed.
- When posted, applicable G/L distributions will be generated. (See the table below).
- If the value of the charge is less than or equal to the **Balance of Credits** remaining, then it will be recorded as **"Applied to Assessment"**,
- If the value is greater than the remaining credit amount, the balance remaining amount will be applied, and subtracted from the Charge item amount. Depending on settings in the Control Preferences, the reduced amount will either have a Charge generated, (that will be invoiced), or be recorded against the next allotment period credit balance.
- When Charges are generated when the credit balance for a period is exceeded, there is a separate one each for Food, Liquor and Tips. Any tax amount will also be applied to the charges.

Posting Distributions Generated

The following table describes the different distributions that are generated for each step of the process:

If Revenue Generated by the Restaurant System			
Function	Description	Debit Account	Credit Account
Lounge Assessment Invoice	Member Invoiced	A/R Control	Deferred Lounge Revenue
Lounge Assessment Paid	Payment	Cash Account	A/R Control

	Received		
Lounge Sale Generated (by Restaurant system)	Food, Liquor and/ or Tips consumed by member	Deferred Lounge Receivable	Food Revenue
Lounge Charge Applied to Allotment Balance	Charge Interfaced to S5	Deferred Lounge Revenue	Deferred Lounge Receivable
Lounge Charge Invoiced (Allotment Balance overspend)	Charge Interfaced to S5	A/R Control	Deferred Lounge Revenue
Charges Invoice Paid	Payment Received	Cash Account	A/R Control
Record Unused Allotment	End of Allotment Periods	Deferred Lounge Revenue	Unused Lounge Allotment Revenue

If Revenue Generated by Series 5			
Function	Description	Debit Account	Credit Account
Lounge Assessment Invoice	Member Invoiced	A/R Control	Deferred Lounge Revenue
Lounge Assessment Paid	Payment Received	Cash Account	A/R Control
Lounge Sale Generated (by Restaurant system)	Food, Liquor and/ or Tips consumed by member	nothing	nothing
Lounge Charge Applied to Allotment Balance	Charge Interfaced to S5	Deferred Lounge Revenue	Food, Liquor and/or Tips Revenue
Lounge Charge Invoiced (Allotment Balance overspend)	Charge Interfaced to S5	A/R Control	Deferred Lounge Revenue
Charges Invoice Paid	Payment Received	Cash Account	A/R Control
Record Unused Allotment	End of Allotment Periods	Deferred Lounge Revenue	Unused Lounge Allotment Revenue

6.4.9.6 Lounge Summary Emailing

Emails may be generated and sent to each Member that shows the totals of Lounge Assessment Credits and Lounge Charges for a selected Allotment Period. The text and layout of the email may be configured as desired.

➔ Email Lounge Summary to Members - Options Screen

The following screen is presented when posting transactions

Post UnApplied Lounge Transactions

Post Lounge Transactions

Processing Options

Enter options and filters for the selected report or operation.

For Lounge Assessment Period: **4/01/20 - 6/30/20 Period 2**

OK Cancel

Some points to note regarding the Posting process:

- Only those members with an email address will be sent an email
- You must have Office Outlook executing on the Windows computer.
- The text file used for the text inserted within the body of the email must be named **LoungeTrxsMessage.TXT** and located in your Series 5 data directory's **rpts\Email-Templates** sub-folder path.

Within the body of the text file used for the email you may insert the following pseudo variables that would be replaced with the designated information:

<i>Pseudo Variable</i>	<i>Replaced with</i>
%%EMAIL-RECIPIENT%%	Full name of the Member
%%MEMBER-ID%%	Member ID Code
%%MY-STRING-1%%	The Allotment Period for which summary totals are presented
%%DOC-AMOUNT-1%%	Total of Credits for the period
%%DOC-AMOUNT-2%%	Total of Purchases in the period
%%DOC-AMOUNT-3%%	Total of Charges applied against the period credits
%%DOC-AMOUNT-4%%	The Unused Credit Balance for the period
%%MY-STRING-2%%	The total amount of charges that were invoiced to the member
%%MY-STRING-3%%	The Lounge Assessment Year

%%MY-STRING-4%%	The total of Credits for the Assessment Year
%%MY-STRING-5%%	The Unused Credit Balance for the Assessment Year

An example of the text file is shown:

```

Attention: %%EMAIL-RECIPIENT%% ( Member ID: %%MEMBER-ID%% )
Below is a summary of your Purchases in the lounge

=== LOUNGE ASSESSMENT SUMMARY ===

-- -- -- Allotment Period: %%MY-STRING-1%% -- -- --

Total Prepaid Credits:    %%DOC-AMOUNT-1%%
Total Purchases Made:    %%DOC-AMOUNT-2%%
Total Applied to Credits: %%DOC-AMOUNT-3%%
Unused Period Balance:   %%DOC-AMOUNT-4%%
Total Amount Invoiced:   %%MY-STRING-2%%

-- -- -- Allotment Year:  %%MY-STRING-3%% -- -- --

Annual Allotment:    %%MY-STRING-4%%
Balance Remaining:  %%MY-STRING-5%%

Please review these amounts and if your have
any questions, please contact Betty Boop at (555)-888-9876-0817.

Thankyou

---  ---  ---  ---  ---  ---  ---  ---

```

6.4.9.7 Closing Allotment Periods

Each Allotment Period defined in your Assessment Year, must be closed. This process re-tallies the credits and charges accumulated in the period and comes up with a Credit Balance Amount. If the member's lounge charges total exceeded the allotment credit, then the Balance Amount is ZERO.

For those Credit Balances greater than ZERO, the amount will be recorded as revenue to the club. The member will basically have lost any unused credit.


Closing a Lounge Allotment Period - Options Screen


The following screen is presented when posting transactions

Post UnApplied Lounge Transactions

Post Lounge Transactions

Processing Options

Enter options and filters for the selected report or operation. 

For Lounge Assessment Period: **4/01/20 - 6/30/20 Period 2** 

OK **Cancel**

Some points to note regarding the Close process:

- Transactions dated withing the closed allotment period may not be added.
- The following G/L Distributions will be generated for any remaining Credit Balances:
 - Debit **Deferred Lounge Revenue** account
 - Credit **Unused Lounge Allotment Revenue** account

6.4.9.8 Lounge Trxs Import/Export

The Series 5 system provides for the capability to import or export the Lounge Assessment transactions. The Import function lets you input your lounge charges from a spreadsheet or tab-delimited file. The export lets you output the transactions so you might run your own analysis of totals at the end of each allotment period.

Lounge Transactions Import

Hopefully your restaurant ordering system can output a tab-delimited text file, or spreadsheet containing totals for restaurant sales, otherwise to use the Lounge Assessment system you would have to input the charges manually or from your own edited spreadsheet.

The interface is accomplished by reading or writing a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Member is loaded from, or output to, a row. The types of text files supported include the following:

- **MS Excel Workbooks**

- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Lounge Transactions

- A heading row with **TYPE** or **Type** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)^[85] or [Export Options screen](#)^[80] will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Lounge_Charges_In.XLS** and the output filename is **Lounge_Charges_Out.XLS**. You may click the Browse button to locate a different folder and input file.

➤ Lounge Transactions Import or Output Data Formats

For Lounge Transactions that are imported or exported, the following fields are input or output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Transaction Type	"CHARGE", "TERMDEP", "BALFWRD", "CHGFWRD", or "CREDIT"
2	B	Allotment Period Date	mm/dd/yy or yyyyymmdd
3	C	Member Code	X(8)
4	D	Member Last Name	X(20)
5	E	Food Charge	\$ 9,999.99-
6	F	Liquor Charge	\$ 9,999.99-
7	G	Tax-1 Amount	\$ 9,999.99-
8	H	Tax-2 Amount	\$ 9,999.99-
9	I	Tips	\$ 9,999.99-
10	J	Total	\$ 9,999.99-
11	K	Server Code	X(15)
12	L	# in Party Served	99
13	M	Interface ID (Restaurant system order #)	X(15)

14	N	Credit Amount	\$ 9,999.99
15	O	Credit Period Start Date	mm/dd/yy or yyyyymmdd
16	P	Credit Period End Date	mm/dd/yy or yyyyymmdd
17	Q	Status	"PREPAID", "APPLIED", "APPLYFWRD", "INVOICED", or blank
18	R	Amount Applied to Balance	\$ 9,999.99-
19	S	Amount Applied to Next Period	\$ 9,999.99-
20	T	Amount Invoiced	\$ 9,999.99-
21	U	Transaction ID #	9(8)

When Imported the following columns are skipped over and not loaded:

- D - Member Last Name
- J - Total Charge Amount (It is computed from the charges, tax and tip fields)
- Q - Should be left blank or PREPAID if charge was already paid using a credit card
- N, O and P - Are input only for TERMDEP or "BALFWRD transactions
- R, S & T - Are input only for charges that have a status of either INVOICED, APPLIED, or APPLYFWRD; **However you would only use these two Status type of charges when initially setting up the system in the middle of an already establish allotment period when installing the software.**
- U - Transaction ID is assigned by the system

6.4.10 Moorage Posting Management

This application selection is used to record Available Moorage Postings. This application deals with the setting up of Moorage Posting records for moorage berths that become available. As well, a list of those members that wish to apply for the moorage are recorded. The Moorage Posting may be made available to members over the internet. A reporting function is available and members may be emailed notifying them of the posting, and of the awarding of the moorage.

The list of members applying may be entered directly, or the members may apply for the moorage over the internet using the Marina Web Application from their computer, tablet or smart phone..

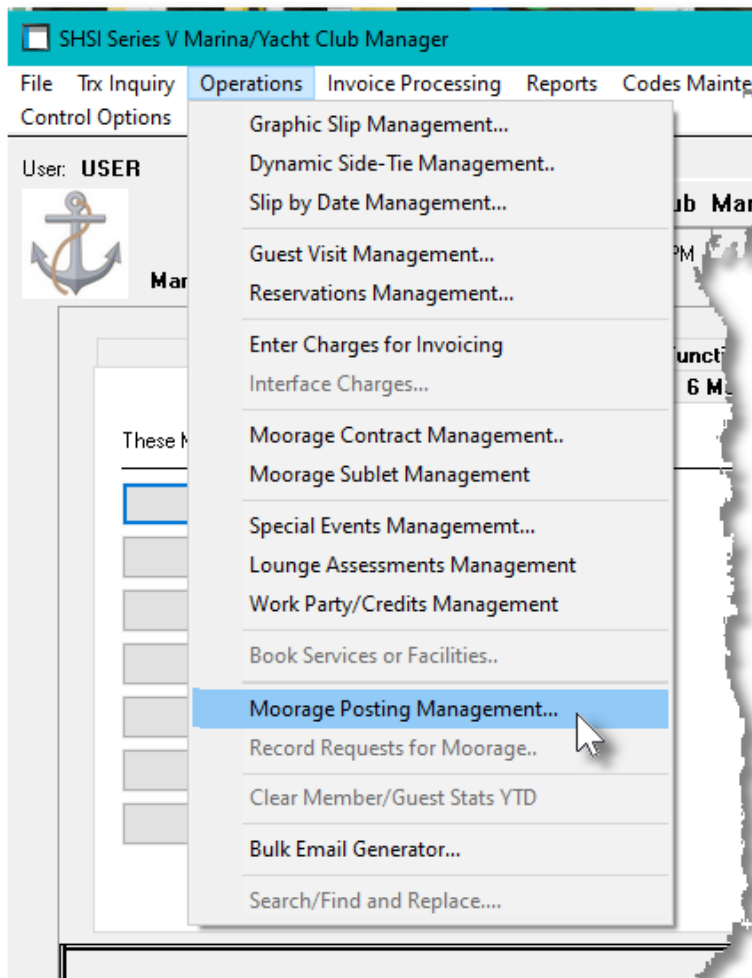


Moorage Postings Topics

- [About, Concepts and Features](#) ³⁵¹
- [Moorage Postings Grid Screen](#) ³⁵⁴
- [Moorage Posting Data Entry Screen](#) ³⁵⁶
- [Moorage Post Applicants Screens](#) ³⁵⁸
- [Moorage Postings Reports](#) ³⁶¹
- [Moorage Postings Emails](#) ³⁶³
- [Moorage Postings Web Application](#) ³⁶⁶

+ Accessing the M/M Moorage Postings Management Function

From the MM Main menu, select **Moorage Posting Management** from the **Operations** drop-down menu.



6.4.10.1 About, Concepts and Features

There are a number of features associated to the management of Moorage Postings management. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

– Moorage Postings Dimensions and Rates

For each posting, Slip or Shed dimensions are recorded, as well as the Maximum Vessel size that can be accommodated. These measurements are loaded from the [Moorage Slip Code](#)⁵⁴⁶ record when the given Slip Code is entered. The Basic Moorage Rates are also determined based on the Control Preferences set up, assigned based on either the Maximum LOA of the vessel, or the Slip Length.

– Processing Diagram

The following diagrams may help in describing the steps of Moorage Posting processing:

Moorage Posting Timeline



Enter the Moorage Posting

- Select "**Moorage Posting Management**" from the **Operations** drop-down menu
- Click on the **[New]** push button
- The Moorage Post ID field will be automatically assigned
- For the Post Date, today will be the default. The Closing Date is that which you will stop taking applicants which defaults to 2 weeks after the Post Date
 - The Posting will be recorded with a status of **Active**.



Send New Moorage Posting Emails

You may have the system send out an email to all Members announcing the new Moorage Posting.

- Select "**Moorage Posting Management**" from the **Operations** drop-down menu
- Select the desired Moorage Posting and click the **[Email Posting to Members]** push button at the bottom of the screen.
- The "Bulk Email" routine will be launched, from which you may specify a number of filters, along with the message file to be emailed. Click the

[Send the Emails] push button to have them sent.



Enter Members Applying for the Moorage

If you are posting a form on the bulletin board, once the Closing date has been reached, you may then record those Members that have signed up. Or, if offering the use of the Web App, Members can visit your website and sign up for the moorage themselves.

- Select "**Moorage Posting Management**" from the **Operations** drop-down menu
- Select the Moorage Posting to be dealt with, and click on the [Applicants] tab screen.
- Click on the [New] push button
- Select the Member and all applicable fields will be defaulted.
 - The Signup Status for the Member will be set as **Waiting**.

If the Member applied for the moorage using the Web App, all applicable fields will automatically have been set.



Close the Moorage Posting

- When the Closing Date is reached, the Moorage Posting will automatically be Closed. (Posting Status is set accordingly). You may also manually close the posting at any time by clicking on the [Close this Posting] push button.
- **Note that after a Posting as been closed, you may re-activate it.**



Award the Moorage to a Member for Verification

- Once the Moorage Post has been "**Closed**", it may then be awarded to one of the applicants.
- Select the Moorage Posting to be assigned to an applicant and click on the [Applicants] tab screen.
- You can right-click on the row of the Member to be awarded and click on the [Award Moorage to Member] item from the pop-up menu; or double-click the row to show the Member's Signup screen on which you can click the [Award Moorage to This Member] push button.
- The Member's Signup Status will be changed to "**Awarded**", and the

Moorage Posting status to **"Pending Verification"**.

- You can have an email sent to the selected Member by clicking on the **[Send Awarded Email to Member]** push button.

At this point, you would arrange with the Member to verify that they want to have the moorage, and their boat needs to be measured to ensure it will fit in the assigned slip.

- Once control is transferred back to the Moorage Postings grid, you can click on the **[Email Moorage Awarded Notifications]** push button to have an email sent to all the applicants advising them that the moorage has been assigned..



Set Moorage Posting as Finally Awarded, ... (or Not)

After verifying the size of the vessel, if the Member has agreed to take the moorage, then the Moorage Posting may be flagged as **"Awarded"**.

- Select the Moorage Posting to be finally awarded and click on the **[Set Posting Awarded]** push button. The Moorage Posting status will be set to **"Awarded"**.
- Once control is transferred back to the Moorage Postings grid, you can click on the **[Email Moorage Awarded Notifications]** push button to have an email sent to all the applicants advising them that the moorage has been assigned

However, if the member has decided that they do not want the assigned moorage, (or your dock manager discovered that the vessel was too big, or too small), you must select the given Member's application record, and mark it as declined.

- From the Moorage Posting's screen, select the **[Applicants]** tab screen and double-click the Member's row to display its properties..
- Click the **[Declined]** radio-button. Both the Member's Signup Status and the Moorage Posting status will be set to **"Declined"**.
- You may have the Moorage Posting re-activated by clicking on the **[Re-Activate Posting]** push button (If necessary you must also revise the Moorage Posting's Closing Date



Awarded to Member or Client Changing Moorage ?

If the moorage is awarded to a member or client that already has assigned moorage, then a number of steps should be taken, depending on your setup.

If Moorage Contracts were issued:

- From the [Moorage Contract Maintenance](#)^[257], select the Contract for the person who was awarded the moorage posting and click on the **[Re-Assign Moorage Slip]** push button.
- If the vessel had moorage based on a Moorage Contract, then Select the Moorage Posting to be finally awarded and click on the **[Set Posting Awarded]** push button. The Moorage Posting status will be set to **"Awarded"**.
- Once control is transferred back to the Moorage Postings grid, you can click on the **[Email Moorage Awarded Notifications]** push button to have an email sent to all the applicants advising them that the moorage has been assigned

However, if the member has decided that they do not want the assigned moorage, (or your dock manager discovered that the vessel was too big, or too small), you must select the given Member's application record, and mark it as declined.

- From the Moorage Posting's screen, select the **[Applicants]** tab screen and double-click the Member's row to display it's properties..
- Click the **[Declined]** radio-button. Both the Member's Signup Status and the Moorage Posting status will be set to **"Declined"**.
- You may have the Moorage Posting re-activated by clicking on the **[Re-Activate Posting]** push button (If necessary you must also revise the Moorage Posting's Closing Date

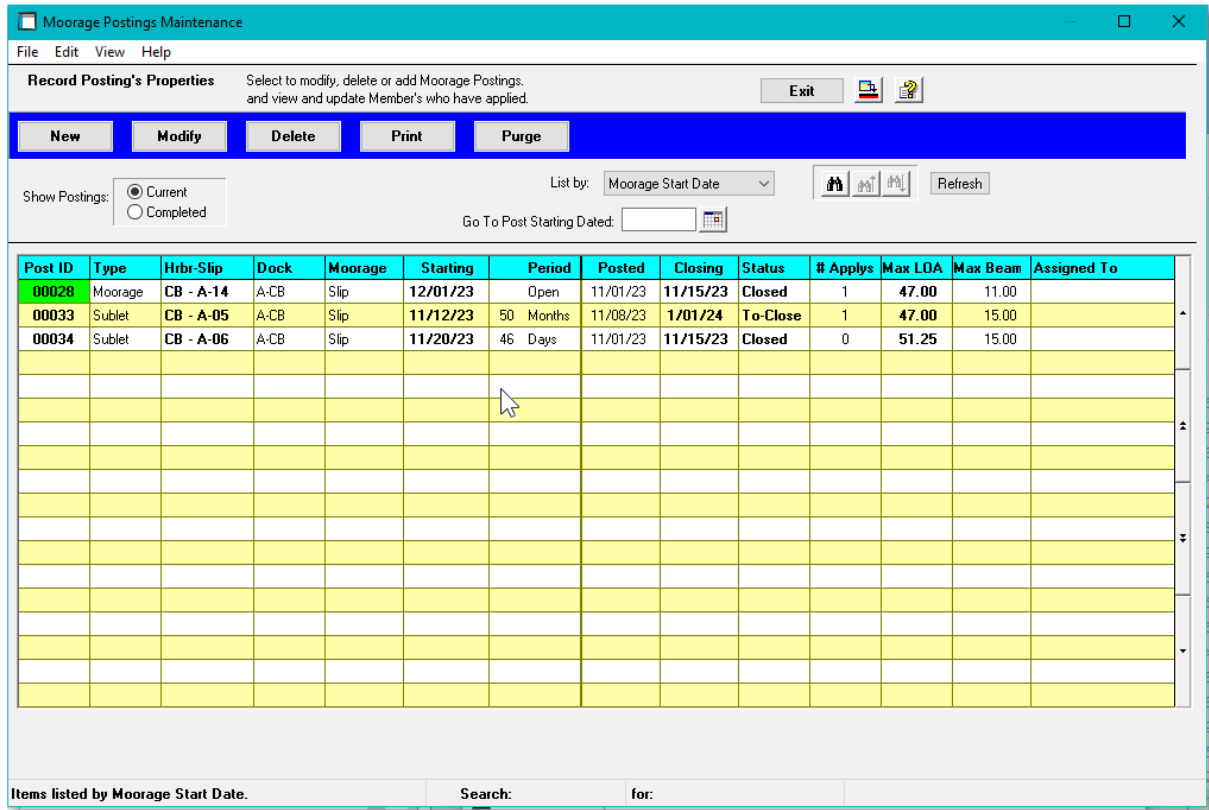
6.4.10.2 Moorage Posts Grid Screen

Moorage Postings must be recorded in order to make them available to the Web application. The properties associated to each transaction are maintained using a Series 5 grid processing screen. This grid screen offers the operator a detail display of each posing that has been entered, both current and historic.

Postings may be listed in the grid screen by the following:

- by the Moorage Posting ID
- by Date
- by Moorage Slip Code
- by Awarded-To Boat Name

➔ Moorage Postings Entry Grid



The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Moorage Postings.

"Fast Buttons"	
New	Add a new Transaction
Modify	Modify the Moorage Posting highlighted in the grid
Delete	Delete the Moorage Posting highlighted in the grid
Print	Have one of the available reports generated
Purge	Have older Moorage Postings that have been completed deleted from the system.

Edit an existing Moorage Post by double-clicking it's associated row. Standard Series 5 grid controls apply.

6.4.10.3 Moorage Posts Data Screen

Moorage Postings must be recorded to have them available to the Members' Web app so they may be viewed and the member may apply for them. The properties associated to each of these transactions is edited in the Moorage Posting Entry Data screen.

Some points to note about Moorage Postings:

- The system will automatically assign the Moorage Post ID Numbers. The next number is obtained from a field defined by the [MM Control Properties](#).^[613]
- The Posting Date will default to today's date, and the Closing Date will default to 2 weeks after that.
- The Moorage Starting date will default to the 1st day of the next calendar month.
- Once the Moorage Slip has been selected, and the Moorage Starting Date field entered, all remaining fields will be populated. The Slip and Shed Dimensions will be set from settings defined in the [Moorage Slip Codes Maintenance](#).^[546] The Basic Moorage Rates fields will be set based on the Moorage Start Date, the Moorage Slip entered, and the Slip Length and Maximum Vessel Length. You can see the rules, or algorithm, employed to determine the rate by referring to [Moorage Rate Assignment Flowchart](#).^[250]

Moorage Posting Properties - Data Entry Screen

Moorage Postings Maintenance
✖

Moorage Posting: **00000007** for Slip: **A013** - Modify the Properties of

Properties Applicants
?

Set up and/or edit Moorage Postings. Record or review those Members that have applied for the Moorage. Send emails to all Members advising of the posting; And send emails to those that applied when moorage is awarded.

Moorage Post ID:

Post Date: Calendar

Closing Date: Calendar

For Harbor: Dropdown

Moorage Slip: Dropdown **Dock Slip**

Dock:

Posting Status: **AWARDED**

Posting Type:

Term Moorage

Sublet

Offseason Outstation

Moorage Specifications:

Moorage Starting: Calendar

Ending: Calendar

Maximum Vessel Size: (inches)

LQA: Beam:

Slip or Shed Dimensions (inches)

Slip Length: Shed Length: Shed Wall Height:

Slip Width: Shed Width: Shed Peak:

Basic Moorage Rates:

Monthly Rate/Foot: \$

Monthly Fee: \$

6 Month Fee: \$

12 Month Fee: \$

Moorage Slip has Been Awarded To:

Boat: Awarded:

Member: [GER002]

Email Posting to All Members
Mark Posting Complete
Update
Cancel

Field Definitions

Moorage Post ID	9(8)
This is the ID number assigned to the transaction.	
For Harbor	drop-down list
For "Multiple Harbor" systems, select which Harbor the Moorage Posting is for.	
Moorage Slip	X(5)
If transactions are imported from another system, (presumably a restaurant ordering system), this field will be used to hold the key, or order number associated to the charge.	
Post Date	(mm/dd/yy)
The date of the posting. Defaults to the today's date	
Closing Date	(mm/dd/yy)
The closing date of the posting. Defaults to 2 weeks after the Post date. This is the date that applicants can no longer apply for the moorage.	
Posting Type	radio-buttons
Select the type of Moorage that is being posted.	
<input checked="" type="radio"/> Term Moorage <input type="radio"/> Sublet <input type="radio"/> Offseason Outstation	
Moorage Starting Date	(mm/dd/yy)
This is the date that the Member awarded the moorage can move his boat to the given slip. This date will default to the 1st day of the next calendar month.	
Moorage Ending Date	(mm/dd/yy)
If the posting is for a Sublet Moorage, then this will be the ending date of the awarded moorage.	
Maximum Vessel Sizes - LOA and Beam	9,999

These are the maximum size of vessel, Length and Beam, that the Moorage Slip can accommodate. These are defaulted from the Moorage Slip properties that is entered. They may be changed. These sizes will be used when computing the Basic Moorage Rate fields.

Slip or Shed Dimensions (Inches)	9,999
---	--------------

These are the physical size dimensions of the Slip associated with the Moorage Postings. These are defaulted from the Moorage Slip properties that is entered.

Basic Moorage Rates	\$ 9,999.99
----------------------------	--------------------

These rates are computed based on the selected Slip, Moorage Starting Date, and Maximum Vessel Size. Refer to the topic titled [Moorage Rate Assignment Flowchart](#)^[250] for a description of how rates are derived.

Moorage Slip Awarded To	2 x X(30)
--------------------------------	------------------

After the Moorage has been assigned to a particular Member, their Boat Name and Name will be recorded.

6.4.10.4 Moorage Posts Applicants Screens

For each Member that has applied for the moorage, a Moorage Applicant record is recorded. These records may be entered directly from posted notices on the club's bulletin board; or they will be automatically written when a Member selects to apply from the web based Moorage Postings app.

Some points to note about recoding charges for invoicing:

- Once the Moorage Posting Close date has been reached, new apply records cannot be entered.
- Once the Moorage Posting Close date has been reached, you must select the winning applicant and mark their status as **"Awarded"**.
- When Lounge Transactions for Charges and Credits are entered, or imported, they are flagged with a status of **"To Be Posted"**. The Moorage Posting status will be changed to **"Pending Verification"**. At this point, you can email the winning applicant and arrange to verify the size of the vessel.
- Once both the Dock Manager, and the Member have agreed to take the moorage, you must mark the Moorage Posting status to **"Awarded"**.

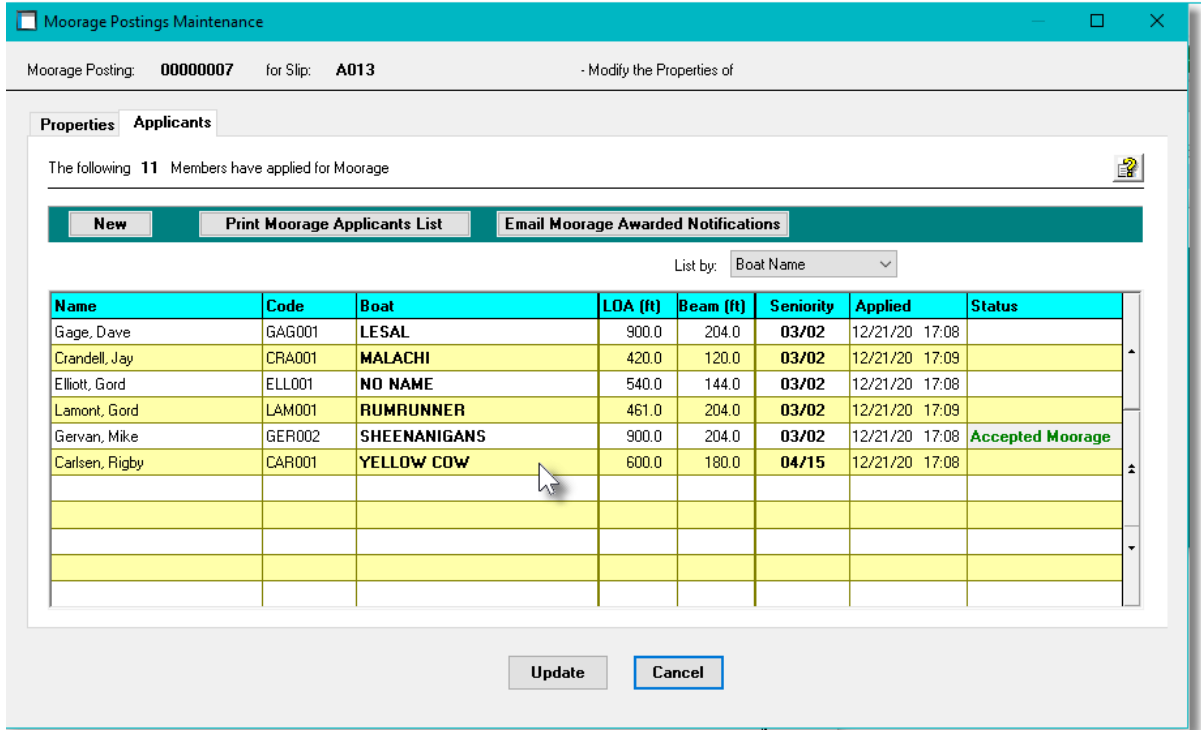


If Awarded Moorage IS NOT TAKEN

If your dock manager has not approved the assignment of the moorage, or if the Member decided they did not want it, you must set the Member's Signup status to **'Declined'**. You will then be able to **"Re-Activate"** the Posting and change the Closing Date.

(If everything is OK and the Member takes the moorage, you should also set the Member's Signup status as "Accepted").

➔ Moorage Posting Applicants Entry



The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Moorage Postings.

"Fast Buttons"	
New	Add a new Members Signup
Print Moorage Applicants List	Generate a report listing the Members that have applied for this moorage.
Email Moorage Awarded Notifications	Send an email to all the applicants advising them that the Moorage Posting has been awarded.

Edit an existing Member Signup record by double-clicking it's associated row. Standard Series 5 grid controls apply.

Postings may be listed in the grid screen by the following:

- by the Member's Last Name
- by the Member's Seniority
- by the Boat Name

➔ Moorage Posting Membe Signup Properties - Data Entry Screen

– Field Definitions

Club Member:	X(8)
The is the Members Membership ID Code. When the member is selected, the remaining fields will be populated from their profile.	
Boat Name	X(30)
The name of the boat. This field is defaulted when the Member is selected..	
Boat's LOA & Beam (in Inches)	9,999
The measurements of the member's boat. This field is defaulted when the Member is selected..	

6.4.10.5 Moorage Postings Reports

A summary report and a detail report of the Moorage Postings is available. The detail report lists the members that have applied for the moorage.


➔ Moorage Postings Reports - Options Screen

The following screen is presented when generating the report:

Moorage Postings Maintenance


Report: **POSTINGS.RPT** Print a report listing the Moorage Postings on file using assorted selection criteria.

Report Options **Print Options**

Enter Reporting options 


Items Listed Sorted by: **Moorage Slip Code** ▾

Report Type:
 Summary (Postings Only)
 Detail (Listing Member Signups)

Include Postings Dated:
 All
 Inclusive
 Between: 

Posting Status:
 Current Pending
 Closed Awarded

Posting Types:
 All
 Moorage
 Sublets

Include Only Moorage Postings for:
 Dock Code:  Slip Code:
 Awarded Member ID Code: Awarded Boat Name:

(Fields left blank are NOT considered in the selection process.)

Next **Cancel**

If the report is generated and archived it will be cataloged with a report name of **POSTINGS.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Field Definitions

List Items Sorted by:

The Postings may be printed sorted by a variety of properties.

Moorage Slip Code	▼
Posting ID	
Date	
Moorage Slip Code	
Awarded Boat Names	

Include Report Type

radio-buttons

Select to generated either a Summary or Detail report. The detail report lists those members that have applied for the moorage..

Include Posting Dated

radio-buttons & (mmdyy)

Select only those Moorage Postings that fall within a specified date range.

<input checked="" type="radio"/> All	All Postings are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Postings to be processed

Postings with a Given Status

check-boxes

Select to only print those Postings that have specific Posting Status.

Posting Type

radio-buttons

Select to print Term Moorage or Sublet Moorage postings.

Include Postings for - Dock Code

X(8)

Select those Postings where the Slip belongs to a specific Dock.

Include Postings for - Slip Code

X(5)

Select those Postings where the Slip belongs to a specific Slip Code.

Include Postings for - Member Code

X(5)

Select those Postings that have been awarded to a specific Member.

Include Postings for - Boat Name

X(30)

Select those Postings that have been awarded to a specific Boat.

6.4.10.6 Moorage Postings Emails

There are three different types of emails that may be generated and sent to the club members. The text and layout of the email may be configured as desired from user created text files. These include the following:

- To announce new Moorage Postings
- To inform a Member they have been awarded the Moorage
- To inform all Members that the Moorage Posting has been awarded

Some points to note regarding the Posting process:

- Only those members with an email address will be sent an email
- You must have Office Outlook executing on the Windows computer.
- The text file used for the text inserted withing the body of the email must be named (as indicated below) and located in your Series 5 data directory's [rpts>Email-Templates](#) sub-folder path.

Announcing a New Moorage Postings - Body of Email Text File

Emails may be sent out to all members announcing a new Moorage Posting. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of [.....\rpts>Email-Templates](#). It must be named **NewMooragePost_EmailMessage.TXT**

Within the body of the text file used for the email you may insert the following pseudo variables that would be replaced with the designated information:

<i>Pseudo Variable</i>	<i>Replaced with</i>
%%POST-ID%%	The Moorage Posting ID Code
%%POST-TYPE%%	The type of Moorage - "Permanent" or "Sublet"
%%POST-CLOSE-DATE %%	Posting Closing Date
%%MOORAGE-SLIP%%	Moorage Slip
%%MOORAGE-TYPE%%	Type of Moorage (ie. Slip, Shed, Buoy, etc.)
%%MOORAGE-DATE%%	Starting Date of Moorage
%%MOORAGE-6M-RATE %%	6-Month Moorage Charge
%%MAX-LOA%%	Maximum Boat LOA
%%MAX-BEAM%%	Maximum Boat Beam

An example of the text file is shown:

```

MOORAGE SLIP AVAILABLE

To all Club Members waiting for moorage ---

The following slip is available for %%POST-TYPE%% moorage:

    Slip: %%MOORAGE-SLIP%% - %%MOORAGE-TYPE%%
    Available: %%MOORAGE-DATE%%

The maximum size of vessel this moorage can accommodate:

    LOA: %%MAX-LOA%% Feet
    BEAM: %%MAX-BEAM%% Feet

The approximate 6 Month Moorage Fee for this slip is %%MOORAGE-6M-RATE%%
The cut-off for submitting your application is %%POST-CLOSE-DATE%%.

-----
NOTE:
The boat measurements YOU provide us with when applying for a slip
are used to determine your eligibility and as such if inaccurate
can make a significant difference as to the final outcome.
Only the successful candidate's boat measurements are verified once
the final announcement is made. The club cannot be responsible or
reevaluate decisions, in hindsight, based on incorrect data provided to us.

-----

The slip will be assigned in accordance with current Club Bylaws, Regulations and Rules.
Boat size will need to be confirmed prior to the slip assignment.
Boat size is dimensions (LOA and BEAM) includes sprits, swim grids,
dinghies and any other items attached to the boat.

Thankyou
    ---      ---      ---      ---      ---      ---      ---      ---

```

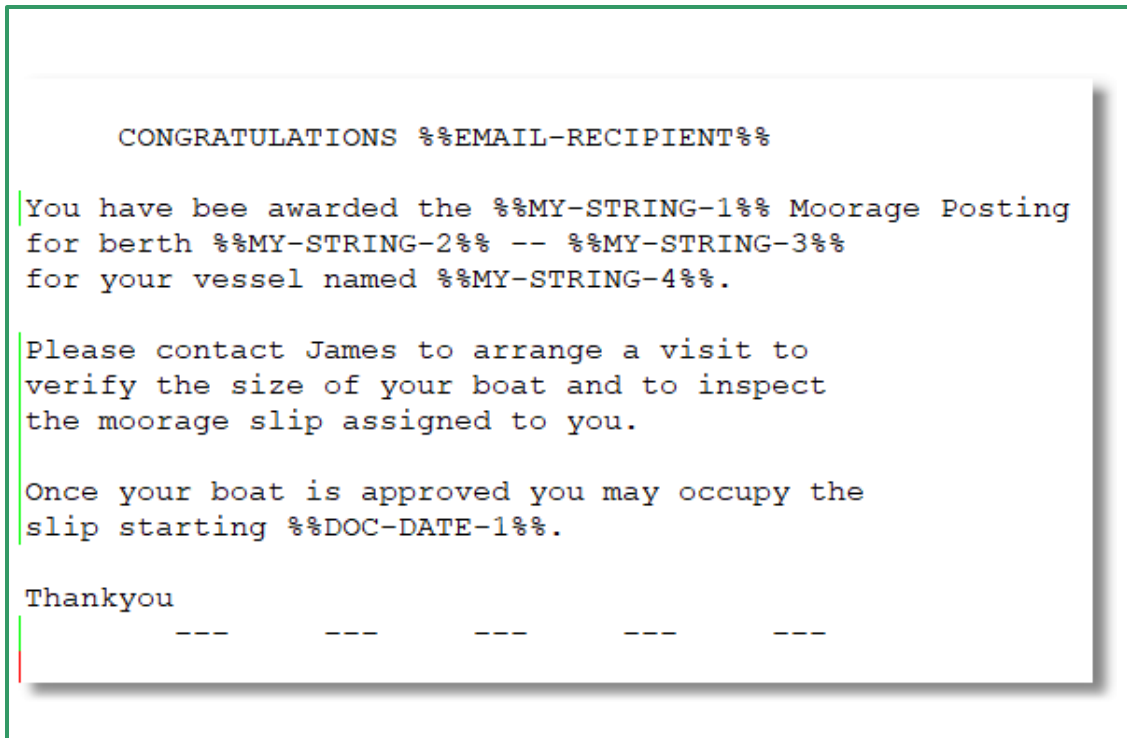
➔ Advising a Member They Have Been Awarded Moorage - Body of Email Text File

An email may be sent out to the owner of the vessel that was awarded the slip. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of [....\rpts\Email-Templates](#). It must be named **MoorageWinner_EmailMessage.TXT**

Within the body of the text file used for the email you may insert the following pseudo variables that would be replaced with the designated information:

<i>Pseudo Variable</i>	<i>Replaced with</i>
%%EMAIL-RECIPIENT%%	The Member's Name
%%EMAIL-ADDRESS%%	The Member's Email Address
%%MY-STRING-1%%	The type of Moorage - "Term" or "Sublet"
%%MY-STRING-2%%	Moorage Slip Code
%%MY-STRING-3%%	Type of Moorage (ie. Slip, Shed, Buoy, etc.)
%%DOC-DATE-1%%	Starting Date of Moorage
%%MY-STRING-3%%	Name of the Boat to be Moored

An example of the text file is shown:



➔ Advising ALL Members the Posting has Been Awarded - Body of Email Text File

An email will be sent out to all members that signed up for the moorage. The body of the email is loaded from an Email Message file located in the Series 5 data files sub-directory path of [.....\rpts\Email-Templates](#). It must be named **MoorageAwarded_EmailMessage.TXT**

Within the body of the text file used for the email you may insert the following pseudo variables that would be replaced with the designated information:

<i>Pseudo Variable</i>	<i>Replaced with</i>
%%POST-ID%%	The Moorage Posting ID Code
%%POST-TYPE%%	"Permanent" or "Sublet"
%%POST-CLOSE-DATE %%	Posting Closing Date
%%MOORAGE-SLIP%%	Moorage Slip
%%MOORAGE-TYPE%%	Type of Moorage (ie. Slip, Shed, Buoy, etc.)
%%MOORAGE-DATE%%	Starting Date of Moorage
%%MOORAGE-6M-RATE %%	6-Month Moorage Charge
%%MAX-LOA%%	Maximum Boat LOA
%%MAX-BEAM%%	Maximum Boat Beam

%%AWARDED-NAME%%	The Name of the Member Awarded the Moorage
%%AWARDED-BOAT%%	The Name of the Boat Awarded the Moorage

An example of the text file is shown:

```
MOORAGE SLIP %%MOORAGE-SLIP%% HAS BEEN AWARDED

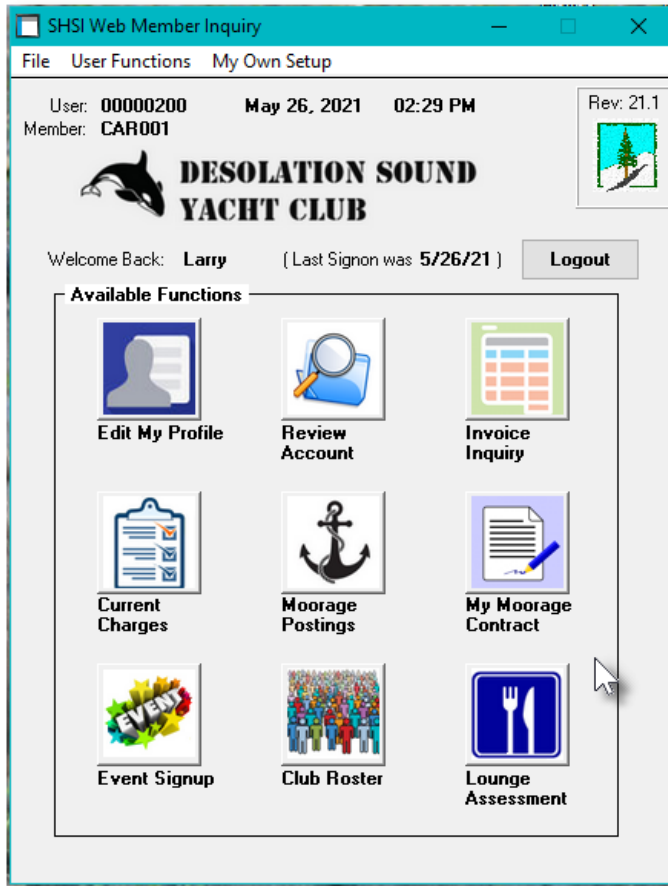
To all Club Members who have signed up for this Moorage Posting,
we are happy to announce that this slip has been awarded to:

    Boat:  %%AWARDED-BOAT%%
    Member: %%AWARDED-NAME%%

Thankyou
    ---      ---      ---      ---      ---      ---
|
```

6.4.10.7 Moorage Postings Web App

For companies that have purchased the Acu-To-Web function, Members may access the "Moorage Posting Access App" developed by Sentinel Hill. Once the member has signed in over the internet from their computer, tablet or smart phone, the following screen is presented:



Members may view Moorage Postings and apply for the moorage by selecting the "Moorage Postings" icon.

The following screen will be presented:

Moorage Postings Inquiry

File View



**DESOLATION SOUND
YACHT CLUB**

Moorage Postings

For	Post Date	Berth	Type	Max LOA / Beam (ft)	Starting	6 Month Rate	Closing	Status
Moorage	1/11/21	A061	Slip	48.00 / 15.00	2/01/21	\$ 0.00	1/25/21	PENDING
Moorage	12/30/20	A051	Shed	48.00 / 15.00	2/01/21	\$ 2,448.00	1/13/21	OPEN
Moorage	12/21/20	A040	Slip	48.00 / 15.00	2/01/21	\$ 2,448.00	1/04/21	REPOST
Moorage	12/11/20	A013	Slip	48.00 / 15.00	1/01/21	\$ 3,500.00	12/25/20	AWARDED

The following Members have applied for Moorage Slip A013

List by:

Member	Code	Boat Name	LOA	Beam	Seniority	Applied	Status
Carlsen, Rigby	CAR001	YELLOW COW	50.0	15.0	04/15	12/21/20	
Crandell, Jay	CRA001	MALACHI	35.0	10.0	03/02	12/21/20	
Elliott, Gord	ELL001	NO NAME	45.0	12.0	03/02	12/21/20	
Gage, Dave	GAG001	LESAL	75.0	17.0	03/02	12/21/20	
Gervan, Mike	GER002	SHEENANIGANS	75.0	17.0	03/02	12/21/20	Awarded
Lamont, Gord	LAM001	RUMRUNNER	38.4	17.0	03/02	12/21/20	

Members listed by Name. Search: for:






6.4.11 Requests for Moorage Waitlist

This application selection is used to record and manage the list of boat owners that have requested to be notified when moorage is available for their boats. Their contact information, and size details about their boats are recorded. When an empty moorage space is available, the next eligible person may be automatically emailed. A report may be generated listing applicants sorted by a number of options.

Request may be entered directly, or they may be imported from spreadsheet or tab-delimited text files.

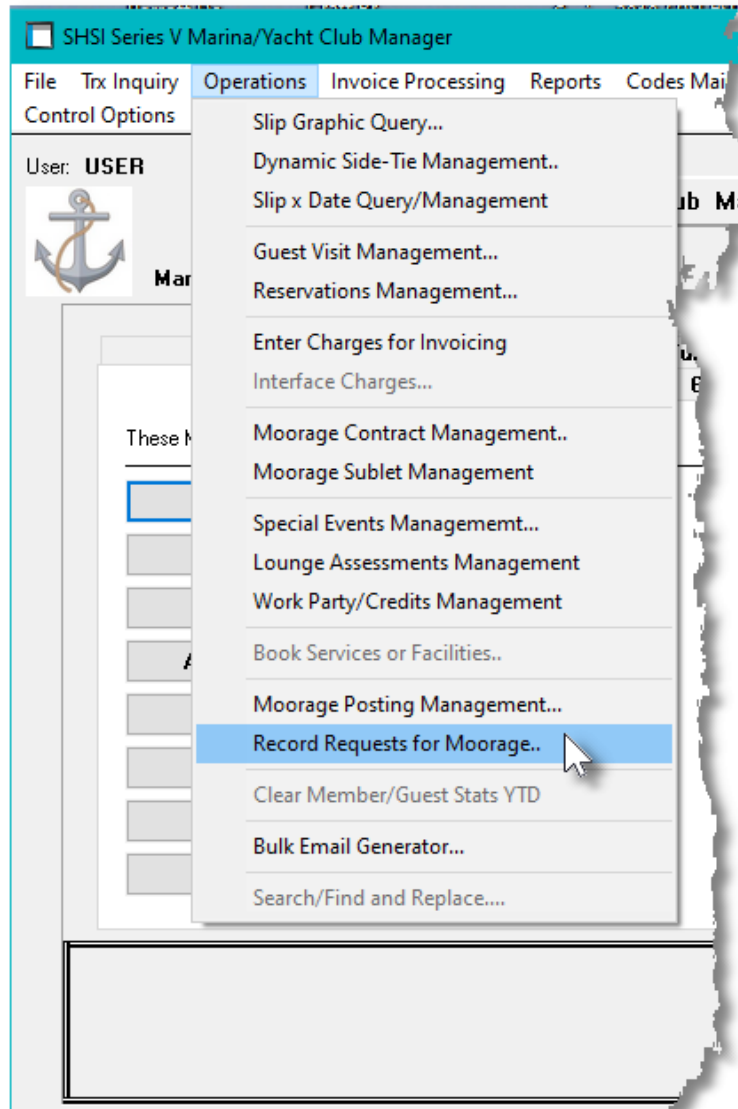


Requests for Moorage Topics

- [Request Transaction Entry Grid Screen](#)  332
- [Request Transaction Entry Data Screens](#)  336
- [Request for Moorage Report](#)  341
- [Emailing Offer to Requestors](#)  344
- [Importing Request Information](#)  347

+ Accessing the M/M Request for Moorage Management Function

From the MM Main menu, select **Record Requests for Moorage** from the **Operations** drop-down menu.



6.4.11.1 Requests Transaction Grid Screen

Request for Moorage transactions are maintained using a Series 5 grid processing screen. This grid screen offers the operator a detail display of all requests that have been entered.

Requests may be listed in the grid screen by the following:

- by Request ID Code
- by the Name of the Owner of the Boat
- by the Boat Name
- by the Date the Request for Moorage was recorded
- by the Length Overall of the Boat

Requests for Moorage Transactions Entry Grid

Request ID	Entered	Owner	Phone	Boat Name	Boat LOA	Boat Beam	Type	Offered	Status
0000106	7/01/19	Carlsen, Craig	555-987-6543	HOGWASH	48.0	12.0	Sail		Received
0000119	8/01/20	Carlsen, Judy	555-987-6543	KNOT ONLINE	54.0	12.0	Sail		Received
0000104	5/01/19	Carlsen, Lucy	555-987-6543	NO NAME	42.0	12.0	Sail		Received
0000113	2/01/20	Carlsen, Jason	555-987-6543	ORCA WEST	36.0	12.0	Sail		Received
0000114	3/01/20	Carlsen, Court	555-987-6543	ORCAL NORTH	39.0	12.0	Power		Received
0000116	5/01/20	Smith, Susan	555-987-6543	OTTER ONE	45.0	12.0	Sail		Received
0000118	7/01/20	Carlsen, Peter	555-987-6543	OTTER THREE	51.0	12.0	Power		Received
0000117	6/01/20	Carlsen, Sarah	555-987-6543	OTTER TWO	48.0	12.0	Fishboat		Received
0000110	11/01/19	Carlsen, Sally	555-987-6543	OVER THE HILL	60.0	12.0	Sail		Received
0000100	1/01/19	Carlsen, Simon	555-987-6543	PETER'S TOY	30.0	12.0	Sail		Received
0000122	11/01/20	Carlsen, Linda	555-987-6543	Peter's Toy	44.3	12.0	Sail		Received
0000120	9/01/20	Carlsen, Clair	555-987-6543	SAND DOLLAR	57.0	12.0	Fishboat		Received
0000124	1/01/21	Carlsen, Rick	555-987-6543	SEA BIRD	39.0	12.0	Sail		Received
0000109	10/01/19	Carlsen, Harry	555-987-6543	SEA DOG	57.0	12.0	Sail		Received
0000125	2/01/21	Carlsen, Anthony	555-987-6543	SEA DOG	42.0	12.0	Fishboat		Received
0000126	3/01/21	Carlsen, Rebecca	555-987-6543	SEA WHALE	45.0	12.0	Sail		Received
0000103	4/01/19	Carlsen, Joan	555-987-6543	STORMY	39.0	12.0	Sail		Received
0000105	6/01/19	Carlsen, Francis	555-987-6543	SUN SEEKER	45.0	12.0	Sail		Received
0000102	3/01/19	Carlsen, Henry	555-987-6543	SUNRISE NEW YORK	36.0	12.0	Sail		Received

Requests listed by Boat Names. Search: for:

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Moorage Requests.

"Fast Buttons"	
New	Add a new Moorage Request Transaction
Modify	Edit the currently highlighted Moorage Request
Delete	Deleted the currently highlighted Moorage Request
Print	Generate a listing of Moorage Requests
Import	Import Moorage Request from spreadsheet
Purge	Have Moorage Requests satisfying a number of selection filters deleted from the system.

Edit an existing Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

6.4.11.2 Requests Properties Data Screen

Information about each Request for Moorage is kept on file to be referenced whenever moorage space becomes available to be assigned. The properties associated to each of these transactions is edited in the Request Transaction Entry Data screen.

Some points to note about recoding the Requests for Moorage:

- The system will automatically assign the Request ID Numbers. The next number is obtained from a field defined by the [MM Control Properties](#).⁶¹³
- The Date and Time the request is made is recorded when the record is added.
- The measurements of the vessel may be entered in either Feet or Meters, and automatically be recomputed in the other units.
- When you contact an applicant offering them moorage, you can record the Moorage Starting Date, and the Slip that would be available. (These would be included in the email that you may send).
- You may choose to send an email to the owner of the vessel that you will be offering moorage to. You may also click the [Phoned] push button to indicate that the owner is being contacted. The First Contact Date will be set by the system, (if not already set).

Request for Moorage Properties - Data Entry Screen

Field Definitions

Moorage Request ID	9(8)
This is the numeric code assigned to the Request for Moorage. This value is assigned by the system when new Moorage Requests are added.	
1st Name and Last Names	X(15) & X(20)
The owner, or person requesting moorage, first name.	
Last Name	X(6)
When Invoices for Guest Visits are generated, they will be recorded with the A/R Customer Code entered here. The invoices will be written to the A/R system as Prepaid Sales transactions for this Customer Code. You may wish to assign a common code to customers from a separate country, or of a given customer type. You may wish to assign a unique code to maybe your favorite customers.	

Cell Phone # & Other Phone #	X(12)
Record the owner's phone numbers to be used when contacted to offer moorage.	
Email	X(60)
Record the owner's email address to be used when contacted to offer moorage.. Used to send invoices to. Note that you may string two emails together separated by a semi-colon.	
Boat Name	X(40)
The name of the boat. When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.	
Power, Sail, Fish Boat, Tender, or Other	radio-buttons
Record the type of vessel for which moorage is being requested.	
Overall Length, Beam, Height & Draft	999.99
These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used to determine the size of moorage slip required.	
For Moorage Starting Date	mm/dd/yy
When, and if, moorage is offered, record the date that the moorage slip will be available. When an email is sent, it will be included in the email.	
For Moorage Slip	X(5)
When, and if, moorage is offered, record the Moorage Slip Code that will be assigned. When an email is sent, it will be included in the email.	

6.4.11.3 Requests Import

The Series 5 system provides for the capability to import Moorage Request from a spreadsheet. This would be used to bring over existing requests when first installing the Series 5 Moorage Management system.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet.

The data for a given Moorage Request is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

- A heading row with **Request** as heading in column one will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵¹ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Moorage_Requests_In.XLSX**. You may click the Browse button to locate a different folder and input file.

– Moorage Request Import Data Formats

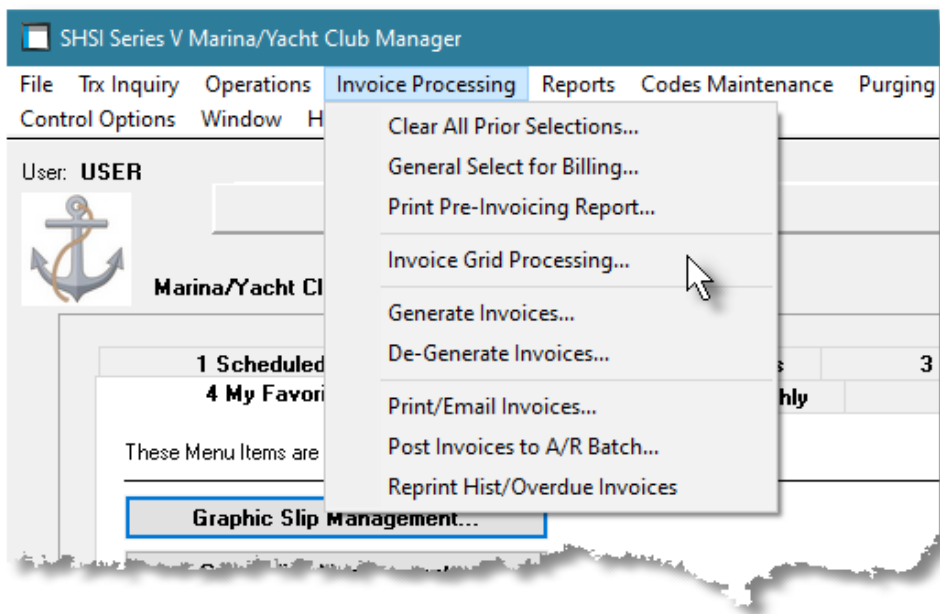
For Charges data that are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Column	Field	Format
1	A	Request ID	9(8) or AUTO to have the system assign the ID Code
2	B	Request Date	mm/dd/yy or yyyyymmdd
3	C	Request Time	hh:mm
4	D	Owner First Name	X(15)
5	E	Owner Last Name	X(20)
6	F	Email Address	X(60)
7	G	Cell Phone	X(12)
8	H	Other Phone	X(12)
9	I	Boat Name	X(40)
10	J	Type	Power, Sail, Tender, Fishboat or Other
11	K	Boat Length Overall (ft)	999.9
12	L	Beam (ft)	99.9
14	M	Height (ft)	99.9

6.5 Invoicing Functions

The topics in this chapter describe functions and procedures that are available under the **Invoice Processing** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to perform the functions associated to selecting charges to be billed, the generation and printing of invoices, and the posting to Accounts Receivable. In particular, the functions for submitting "Batched" Credit Card payment requests, emailing invoices and making ad-hoc card present payments are found here.

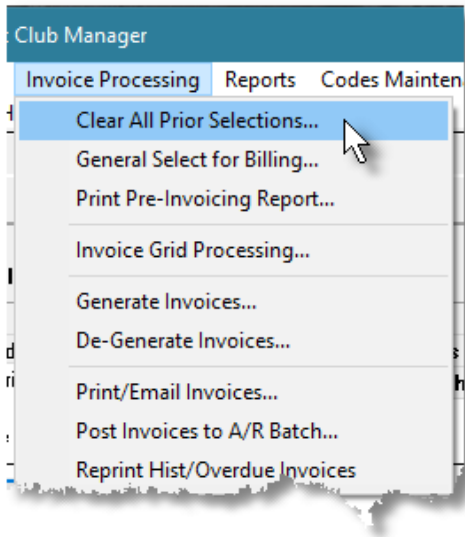
These functions are available from the MM Menu Bar as shown:



6.5.1 Clear All Prior Selections

This function provides an automatic process to have all Charge items that had been previously selected to be billed, unselected.

From the MM Main menu, select Clear **Clear All Prior Selections** from the **Invoice Processing** drop-down menu.



Some points to note about the clear selection process:

- Items that have been permanently deferred will NOT be unselected.
- Charges for Guests will NOT be unselected.
- Charges that have already been invoiced, or that are associated to Invoices that are waiting for Credit Card payment approval will not be unselected.

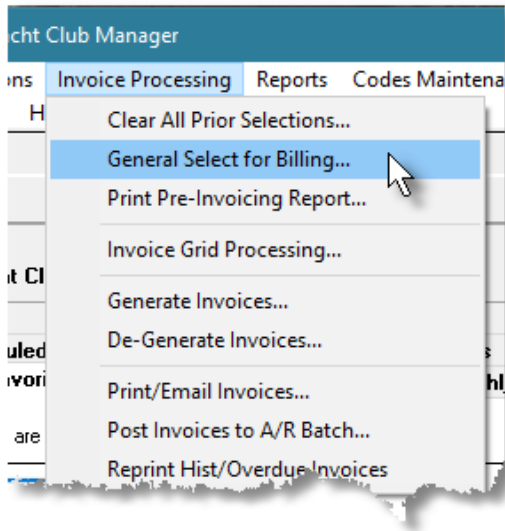
Moorage Contracts and kWhrs Power Charges

Charges associated to Moorage Contracts, Club Membership Dues and for Power Kw-Hrs Usage are automatically "Selected for Invoicing" when they are generated. Make sure that invoices associated to these charges are invoiced before executing this function.

6.5.2 General Select for Billing

This function provides an automatic process to have all eligible charges selected to be billed for invoicing at the next earliest opportunity. ***(That would be when the Generate Invoices function is next performed)***. You will be invited to specify a Charges Cut-off Date. You will also be presented with the generic Club Member or Marina Client filters screen to set a variety of different filters.

From the MM Main menu, select Clear **General Select for Billing** from the **Invoice Processing** drop-down menu.



Some points to note about the automatic selection process:

- Items that have been permanently deferred will NOT be selected to be billed.
- Any charge items that had been manually selected will not be disturbed. Their settings and invoicing amounts will remain the same.
- When items have been selected for billing, when displayed in the Charges Entry grid screen, a check mark, , will be displayed in the right-most column.

General Selection of Charges for Billing - Options Screen

The following screen is presented for entry of options when automatically selecting charge items to be billed:

When automatically selecting items to be billed, the operator is also presented with the standard [Member Select Filters](#)^[99] screen for Yacht Clubs, or the [Customer Select Filters screen](#)^[112] for Marinas. These allow you to specify selected or ranges of Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

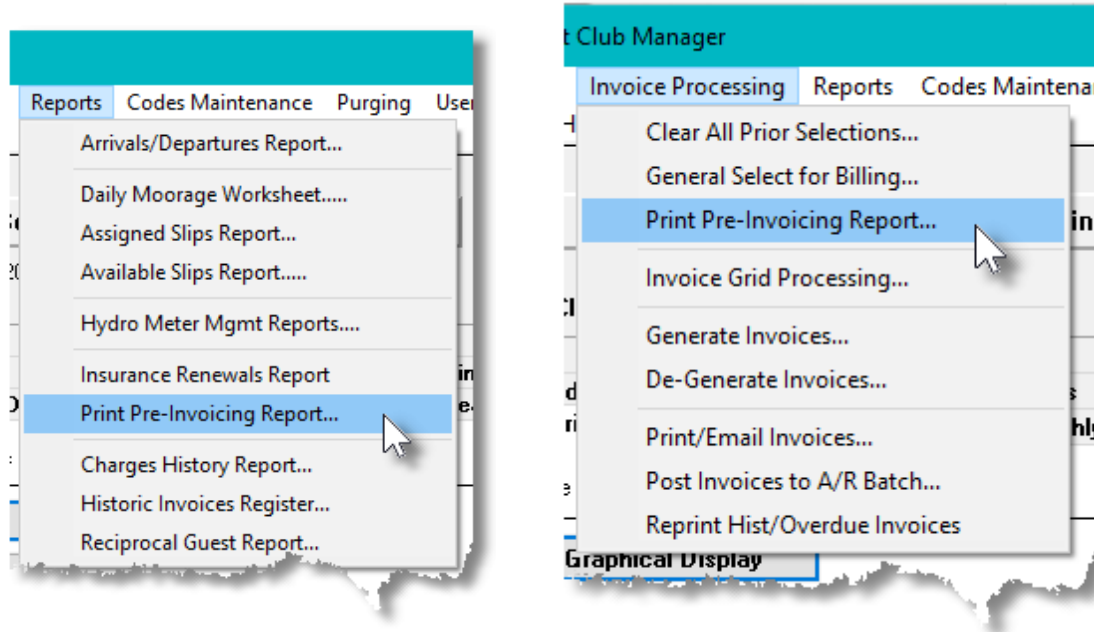
– Item Selection for Billing Options Screen - Field Definitions

Charges Cutoff Date	(mmdyy)
All Charge items that have a transaction date on or before the date specified will be selected for billing. The default is today's date.	
Select Charges Previously Deferred to a Given Date	check-box
Set this check-box if you wish to have any charges that had been deferred to a particular date tested to be selected for billing. If the Deferred To date is earlier than the date entered, then the item will be selected to be billed. Note that if this setting is never selected, then any items deferred to a particular date would never be selected.	

6.5.3 Print Pre-Invoicing Report

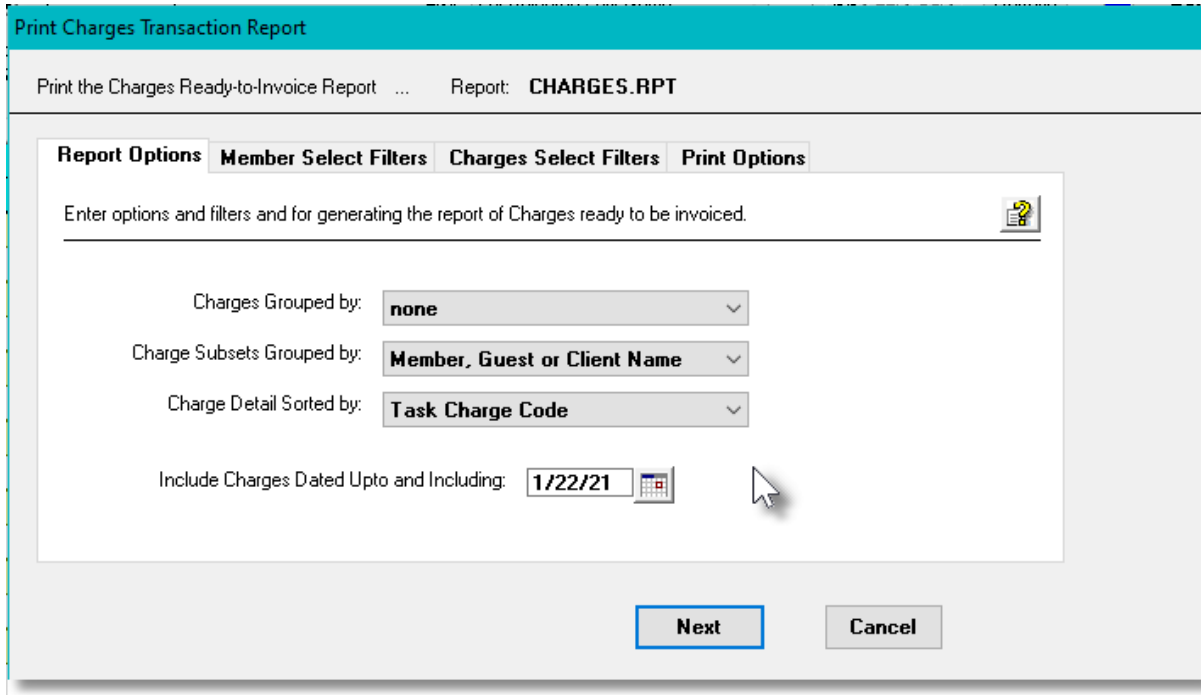
The Pre-Invoicing report provides a simple list of all recorded Charges that are eligible, or have been selected, for billing. You may choose to have the items listed sorted, sub-totaled and grouped by a variety of criteria, sub-totaled by a variety of criteria. Totals are tallied and listed for the Base Charge, Taxes, and the amount to be Invoiced.

From the MM Main menu, select **Print Pre-Invoicing Report** from the **Invoice Processing** drop-down menu or the **Reports** drop-down menu; or it is also available from the [Charges Entry function grid screen](#)²³⁵.



Charges Report - Options Screen

The following screen is presented when generating the report:

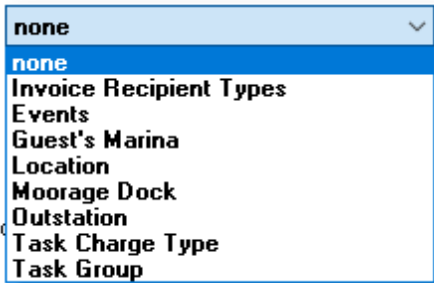


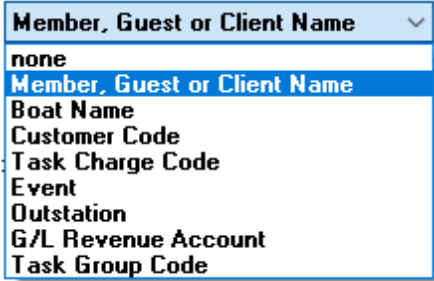
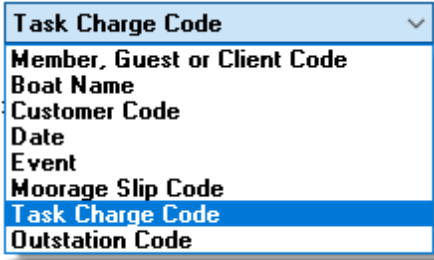
If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **CHARGES.RPT**,

When generating the report, the operator is also presented with the standard [Member Select Filters](#)^[104] or [Client Select Filters screen](#)^[112], and [Charges Select Filters](#)^[95]. These allow you to specify selected or ranges of Members, Clients and/or a variety of other filter criteria.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

- Field Definitions

Charges Grouped By	<i>list-box</i>
Charges may may be grouped by a variety of properties, with applicable sub-totals.	
Charges Sub-Grouped By	<i>list-box</i>
Within each group, items may be grouped as a subset within each major	

grouping.	
Charges Detail Sorted By	<i>list-box</i>
The detail charges listed, may also be listed sorted by a number of criteria.	
Include Charges Upto & Including Date	<i>mm/dd/yy</i>
Only those Charges on or before the date entered are printed.	

6.5.4 Invoice Grid Processing

This Series 5 Marina/Yacht Club Management system primary purpose is to generate and print your Customers Invoices for the charges they have accumulated..

There are a number of features associated to generating and printing Invoices. These are highlighted under the topic titled About, Concepts and Features that follows:

- There are a certain sequence of steps that must be performed when [Generating Invoices](#) ³⁸⁴.
- Once Invoices are generated, prior to having the formal invoices printed, [Draft Invoices](#) ³⁸⁵ may be printed, but is not a required function.
- When Invoices are generated, some Marina Clients or Club Members may have chosen to have their invoices paid using credit cards that have been recorded. For these, the invoices will be set up with the credit card credentials with a status of "**CrCrd-ForBatch**". To have the credit card payments generated, you must execute the **[Build CrCard Payments File]** function to have a file is generated that is then submitted to a Card Processing Gateway. The Marina/Yacht Club Management system currently supports Moneris.
- After a file is submitted for credit card payment, a credit card payment response file

must be loaded back from the Card Processing Gateway and processed by executing the **[Moneris CrCard Reconcile]** function.

- When [Printing the Final Invoices](#)^[386], a variety of different formats are available.
- There is also the option of have a PDF version of each invoices [Automatically Emailed](#)^[386] to each customer.
- If there is a problem with the Invoices that have been generated or printed, they may be [De-Generated](#)^[387].
- All MM Invoices must be [Posted to the Accounts Receivable](#)^[387] system.
- After Invoices have been posted to A/R, an Invoice History record is recorded. There is an [Historic Invoice Inquiry function](#)^[387], and an operation to have [Historic Invoices Reprinted](#)^[387].

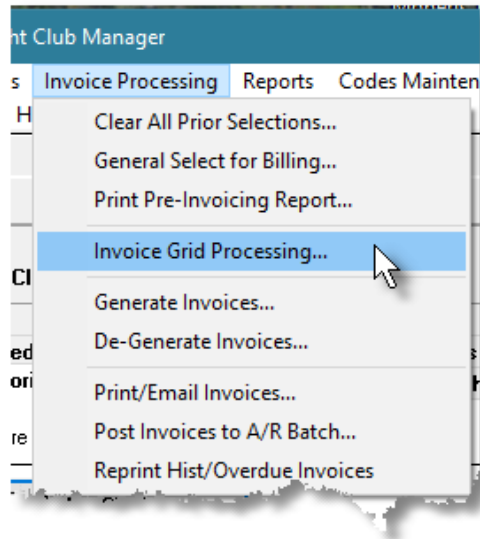


Invoice Processing

- [Concepts and Features](#)^[384]
- [Invoice Processing Grid Screen](#)^[388]
- [Generate Invoices](#)^[392]
- [Printing Invoices](#)^[396]
- [Automatic Emailing of Invoices](#)^[401]
- Reconcile Moneris Credit Card Charges
- [Post Invoices to Accounts Receivable](#)^[404]
- [Reprint Historic/Overdue Invoices](#)^[420]

+ Accessing the M/M Invoice Processing Functions

From the M/M Main menu, select Invoice **Grid Processing** from the **Invoice Processing** drop-down menu.



6.5.4.1 Concepts and Features

There are a number of features associated to the generation of Marina/Yacht Club Management Invoices. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

— Preparing for the Generation of Invoices

The generation and printing of Invoices is really accomplished in a number of steps.

- 1) First, all charges must have been recorded and selected to be billed. If nothing has been selected, then no invoices will be generated.
- 2) If not already done, create the directory which will be used to hold the Invoices.
- 3) If not already done, obtain the supplied MS Word Template that is to be used to format the appearance of the invoices. From the [S5/Util](#) directory locate the file **MM-INVOICE-TEMPLATE-12.dotx**. It defines the margins, font, orientation, spacing and the background graphic showing the fields populated with details of the invoice. (This template must be installed on the Windows client machine where the contracts are generated. Normally these must reside in the folder associated to each user. (ie., **C:\Users\User-Name\AppData\Roaming\Microsoft\Templates**) .
- 4) If not already done you must set up a Document Layout that controls how invoices are generated, and where they will be created. In particular, each Layout must specify what MS-Word template is to be used. Separate Layouts may be created for Guest Invoices, Term Moorage Invoices, Recurring Billing Set Contract Invoices and General Charges Invoices. (or to make it simple just use the same Layout for all). The Layout to be used for each of these types of invoices must be defined in the assorted relevant [Control Preferences menu](#)^[611] sub-screens..
- 5) You may may setup to override the default layout from the Control Preferences for by

assigning a different Layout for different types of Members or Clients in either the [Define Club Members](#)^[637], or [Defined Guest.Client Types](#)^[641] Control options. If an override is wanted, make sure the different Club Membership Codes are defined and assign the applicable Document Layout. For Marinas, make sure the different Customer Types Codes are defined and assign the applicable Document Layout. For both types of companies, make sure the different Guest Types Codes are defined and assign the applicable Document Layout.

- 6) Next, the invoices must be generated. This process may be simple, or complex, depending on the types of invoices that are to be produced. Depending on the rules that have been set up for a given Member Type or Customer Type, it is possible that one or more invoices will be generated. Typically, though, only one invoice is printed per Customer. Invoice are generated based on [Document Layouts](#)^[602] that are set up. You must have already set up the Document Layout for your invoices. You might have different types of Invoice Layouts for Guests, Club Members, US, or Canadian customers. When invoices are generated, an Invoice Header with Invoice Detail records are created. These records hold all information including the charges, sub-totals and totals, the formatting and the sort order of items. These Invoice Header and Detail records remain on the system until they are purged. That means that you may print Draft Invoices, Final Invoices, and you can even reprint invoices in the future if necessary.
- 7) The process of generating invoices may be broken into multiple cycles. That is, you can specify an Invoice Cycle Code such that only those Customers that have a matching code will have an invoice generated. For example, perhaps you wish to invoices Projects whose customers start with A-K at the beginning of the month, and those with L-Z at the middle of the month. You would then have two cycle codes, [1] and [2]. Or maybe you have two or three different types of customers that each require totally different invoice stationary. Get the idea ?
- 8) If making use of a Credit Card Payment Gateway, such as Moneris, the next step would be to generated the Credit Card Batch file. This file would then be sent to Moneris, (or your designated Gateway service), to have the payments generated. You would then load the response file from Moneris, and have it read so as to have the invoices flagged as "**Approved**", "**Declined**" or "**Rejected**". The approved invoices would then be eligible to be printed and delivered to the member or client.
- 9) The next step is the actual printing of the invoices. This step is finalized in the sections below. These may be printed and mailed using your postal service, or emailed.
- 10) The final step in processing the invoices it to have them Posted to Accounts Receivable. This step copies the invoices to a Sales Batch in the A/R system. From the Accounts Receivable system, select the Sales Entry function, select the batch and post it. The transactions will then be written as Open Items.

– Printing Draft Invoices

Draft Invoices are useful for ensuring that the correct information has been invoiced and that Customer addresses are correct. You may wish to distribute these to the various department Managers for authorization. The printing of Draft Invoices is strictly an option.

– Printing the Final Invoices

Printing Final Invoices is the last step to the generation of invoices. The invoices may actually be printed, or generated as PDF files that are automatically emailed. For those customers that have registered for automatic credit card payment, after the applicable file is generated and processed by the Credit Card processing Gateway, the invoice will show that a credit card payment was processed.

When printing the final set of invoices you must identify the Document, (Invoice) Layout, that is applicable for the invoices being printed. Only those Marina Clients assigned a Customer Type, or Club Member assigned a Member Type, that have been assigned the chosen Document Layout will have their invoice printed.

– Automatic Emailing of Invoices

The Series 5 M/M system provides for the ability to automatically have invoices automatically emailed to their designated customers using MS Outlook. Once invoices are generated, for those Club Members and Marina Clients that have been correctly setup, a given function is selected and the system will generate the invoices as PDF documents and automatically email them. The steps required to set up a Customer for automatic emailing of invoices are as follows:

- Invoices are generated as MS-Word documents, and can be saved as PDF files. The Layout and MS-Template must have been set up, as described in the previous section.
- For each Member or Marina Client, set the Invoice Delivery method as "by Email", and enter the email address to which the invoices are to be emailed.
- Using text files supplied by Sentinel Hill, edit the applicable Email Message files and locate them in the Series 5 data files sub-directory path of `....\rpts\Email-Templates`. They must be named as follows:

- ❖ Club_Invoice_EmailMessage.TXT
- ❖ Guest_Invoice_EmailMessage.TXT
- ❖ Marina_Invoice_EmailMessage.TXT

- Generate the invoices in the normal fashion. Note that Guest Invoices are automatically generated by the system when they make a booking, check-in and/or check-out.
- A push button function can be found on the Invoice Grid Processing screen labeled "Email Finals". Click this button, and only those invoices for those Invoices that have been set up for emailing will be automatically created as PDF files, and emailed.

– Generating Invoices Automatically Paid by Registered Credit Card

The Series 5 M/M system provides for the ability to generate Prepaid Invoices that are submitted

to be paid via Credit Card. Currently Moneris "Batch" processing is supported.

In order to have invoices generated as prepaid invoices, paid using a stored credit card, the relevant option must be set in the Club Member or Marina Client's profile, and the credit card credentials recorded. One of the fields is the "**CrCard PrePayCode**" which is actually just an Accounts Receivable Prepayment Code. For each prepay code, as one of its properties, is the Card Gateway Company that your company has signed up with. In the Series 5 A/R system, Credit Card Gateway Controls must have been set up.

– De-Generation of Invoices

Some times you just don't get it right the first time. You're in a hurry and you enter the wrong Invoice Date, or you realize that one of the properties of the Invoice Layout being used was not set correctly. The [De-Generate Invoices](#)^[410] function comes to your rescue. This basically undoes the generation of invoices. Every function performed by the generation and posting of invoices is reversed. All Charges that contributed to the invoice will have its status reset to being active. You will need to re-select these items for billing.

Note that only computer generated invoices will be reversed. Credit Notes and Prepaid Invoices paid by credit card, cannot be de-generated. Also, if in the A/R system, payment has been received against the invoice, it may not be de-generated.

– Posting Invoices to Accounts Receivable

To finish up the billing process you MUST [Post Invoices to the Accounts Receivable](#)^[404] system. A Sales Batch will be created in the A/R, and each invoice will be recorded as a Sales Transaction. When that Sales Batch is posted, the invoices will become Open Items.

If for a yacht club, utilizing the Lounge Assessment Management, when invoices are posted, if there were member's lounge Assessment amounts that were invoiced, allotment period credit transactions will be written to the Lounge Assessment file for the invoiced allotment period. As well, in each Member profile, their Lounge Assessment Summary table's Allotment total will be updated.

– Historic Invoice Inquiry

When Invoices are posted to Accounts Receivable, an entry is also recorded in the M/M Historic Invoices files. There is an Inquiry function that offers the ability to browse through the historic Invoices, and have the charges associated to an invoice displayed. You can even have the Invoice reprinted in necessary.

– Reprint Historic Invoices

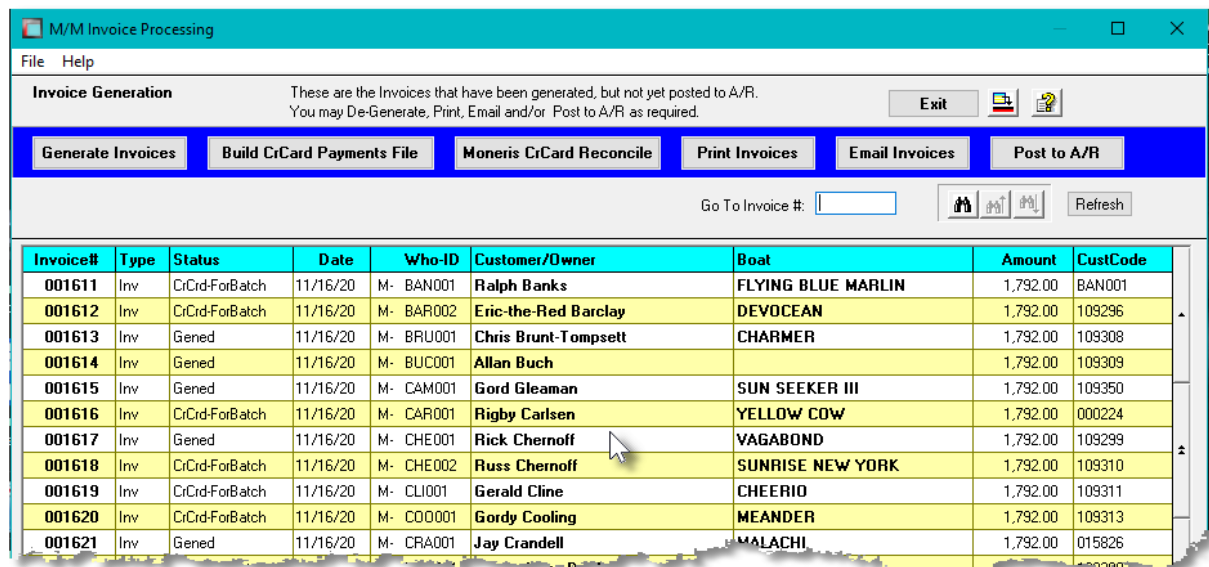
If for whatever reason, you need to have sets of M/M invoices re-printed, this function is available.

It basically lets you re-print invoices based on a range of Dates, Members, Boats, Customers or Invoice Numbers. It might be a handy function if you need to re-print all the invoices for a given customer.

6.5.4.2 Invoicing Grid Screen

MM Invoices are Generated and Printed, and basically managed, maintained using a Series 5 grid processing screen.

➔ M/M Invoice Processing Grid



The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the MM Invoices.

"Fast Buttons"	
Generate Invoices	Have the M/M Invoices Generated for all Customers that have had items selected for billing
Build Credit Card Payments File	For those Marina Clients or Club Members that have arranged to have their charges paid using credit cards that have been recorded. The invoices will have been set up with the credit card credentials. This function will generate the file that is submitted to your Card Processing Gateway company. (The Marina/Yacht Club Management system currently only supports Moneris).

Moneris CrCard Reconcile	<p>For those invoices submitted for payment by credit card, after the batch file, (described above), is sent in, a response file must be loaded back into the system. This file holds information as to whether or not the credit card charge could be processed. Executing this function reads that response file, and sets the status of each invoice for their credit card payment as being "Approved", "Rejected" or "Declined". A report is generated. Those invoices "accepted" can then be printed and posted to Accounts Receivable.</p> <p>For those that were not approved, a report is generated from which you can identify the problem. You can remark the invoice to be submitted again, or have it marked to flow through to Accounts Receivable as an Open Item waiting to be paid.</p>
Print/Post Finals	<p>All eligible invoices will be printed. These include those that have been generated and are to be moved to Accounts Receivable "On Account", and those invoices that have successfully been paid by credit card. Invoices that are waiting to be credit card approved, or that have been rejected or declined will not be printed.</p>
Email Finals	<p>ONLY for those Customers that have been set up for automatic emailing. The invoices will be generated as PDF documents, and automatically email to them. Invoices that are emailed may also have hard copy version printed and/or archived.</p> <p>Note that when selecting this option, any invoices that have been generated, that are NOT to be printed as PDFs and emailed, are NOT printed or posted.</p>
Post to A/R	<p>Post the MM Invoices to the Accounts Receivable system. They will become Sales Transactions within the specified Sales Batch.</p>

Details associated to an existing Invoice may be displayed by double-clicking it's associated row. Standard Series 5 grid controls apply.

If the function to have Draft Invoices printed is selected, the report if archived, will be cataloged with a report name of **DRAFT_MM.INV**.

When the final Invoices are printed, if archived, will be cataloged with a report name of **MM_yymmdd_hhmmss.INV**.

When the Credit Card Reconcile function is executed, the journal if archived, will be cataloged with a report name of **MONERIS_REVIEW.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

As well as those functions described above, other functions are available from the menu bar's File drop-down menu. These include the following:

Menu Bar *File* drop-Down functions

Print "Proof" Invoices

- Print Draft Invoices. These are useful if you need to ensure that the invoices are correct before the final ones are printed. These could be distributed to the various Managers for approval. The printing of Proof Invoices is strictly an option.

Set Credit Card Invoice "On Account"

- This function is applicable for any invoice set up to be pre-paid with a credit card, whereby a file was generated and sent to Moneris. If a number of requests for credit card payments were rejected or declined and you decide that the invoices are to be processed normally and moved to the Accounts Receivable system "On Account", select this function.
- Only those invoices that have already been sent to Moneris, and that did not get successfully paid will be processed.
- **This function should not normally be executed, unless something is wrong with the Moneris Approval system. Whatever the reason for request being rejected or declined should be rectified, and the requests for card payment resent.**

ReSet Declined Cards to Retry

- This function is applicable for any invoice set up to be pre-paid with a credit card, whereby a file was generated and sent to Moneris. If a number of requests for credit card payments were rejected or declined and you have corrected the Member or Client's card credentials, then you must execute this function to set up the invoices to be resubmitted for payment.
- **If the request for credit card payment was rejected or declined, you would need to contact the card holder to obtain updated credentials. Their profiles would have to be updated with new card numbers, or expiry dates before launching this function.**

De-Generate Invoices

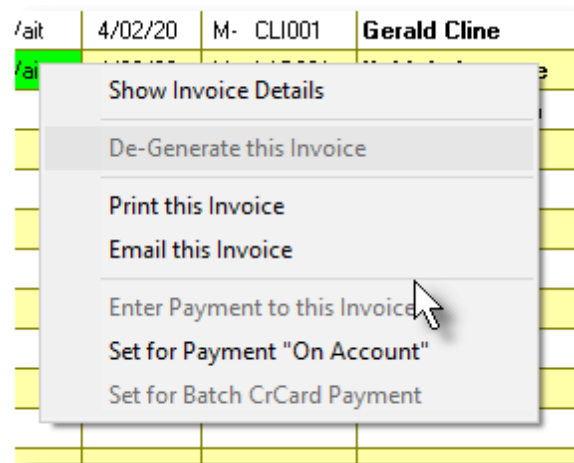
- This function is used to De-Generated Invoices. This is useful if you had realized that the wrong date was specified, wrong charges listed, or if the wrong Invoice Layout options were used. (Refer to the topic titled [DeGenerate Invoices](#) below).

Clear Inv Soft-Use Lock Flag

- When any of the of Marina/Yacht Club Management functions access the Invoice file, a "**Soft-Use-Lock**" counter is increment and decremented. If you receive a message indicating that a given function cannot proceed because of the "Soft-Lock", and you know that no other user or function is accessing the Invoice file, use this function to clear it.

Some of the special features of these "Selection" grid are as follows:

- Within the Invoices display grid, right-click a row to have a pop-up menu displayed offering available functions that may be performed on the associated Invoice.
- Each function is similar to those described above but only apply to the invoice selected in the grid.
- The [Show Invoice Details](#) option displays a new window with information about the invoice.



Pop-up Menu Item: [Enter Payment to this Invoice](#)

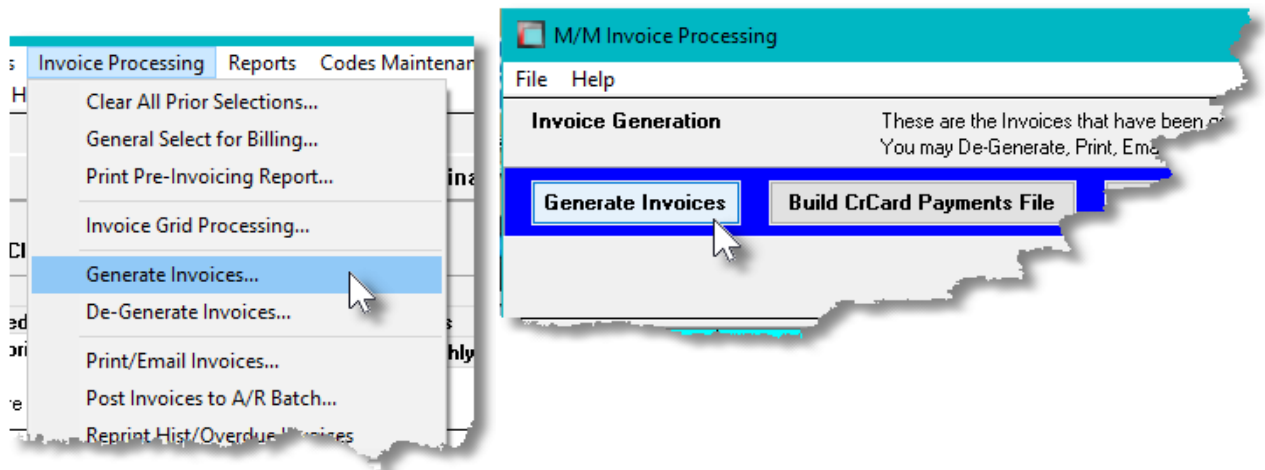
- This function is for invoices that would normally be moved to the Accounts Receivable system as "**On Account**". A window will be displayed from which you can choose a method of payment. Applicable action for the selected method will be executed. You may choose to have payment by credit or debit card using a variety

of ways. (If a credit card reader is connected, the card may be tapped or swiped).

6.5.4.3 Generating Invoices

Once all charges for Members or Clients have been selected for billing, invoices can then be generated. Invoices need to be generated before they can be printed. The system will read through the charges file and generate Invoices for items that have been selected. A single invoice will be generated for each Member or Client.

From the MM Main menu, select **Generate Invoices** from the **Operations** drop-down menu; or click the **Generate Invoices** push button from the Invoice Grid Processing "fast buttons" frame.



Some points to note when generating Invoices:

- For those Members and Clients that have been flagged to "Pay Invoices using Credit Card", and their credit card credentials have been validated, the invoices will be generated with the card billing details. These invoices will then be used to produce a batch file that must be sent to the credit card Gateway service provider.
- There are a variety of different sets of rules that have been established for the generation of Invoices. Optional special rules are in place that dictate how charges are to be grouped, how taxes are computed and presented, the format in which charges are presented. These rules are defined as properties associated to [M/M Invoice Layouts](#)⁶⁰⁰. A different Invoice Layout may be assigned to each Member Type, Client Type and

Guest Type.

- Invoice Numbers are assigned sequentially starting with the number specified from the selection parameters entered. This field is initialized from the Next Invoice Number that is kept in the [MM Control Preferences](#)^[613]. When posted to the Accounts Receivable, the invoice becomes a sales transaction with the invoice number assigned. Care must be taken to ensure that invoice numbers assigned do not conflict with sales transaction document numbers that originated from A/R or other systems.
- When assigning the next Invoice Number, if the system finds that the invoice number has already been used, the value is incremented.


Generating Invoices - Options Screen

The following screen is presented when generating the M/M Invoices:

M/M Invoice Processing

Generate Invoices for Marinas, Yacht Clubs and/or Marina Resorts.


Invoicing Options Boat Selects Member Selects Client Selects

Specify options for Generating Invoices. 

For Member/Client Invoice Cycle Code:

All Specify That are Blank

Invoices:

System Assigned Invoice Numbers Starting from: **00001611** Dated: **11/16/20** 

with the Next Invoice Number of: **00001676**

Comment Printed at the Bottom of each Invoice:

Thanks for Visiting our Marina

Hope you had a good time

It will be nice to see you again

Next **Cancel**

When generating the Invoices, the operator is also presented with the standard [Boat Select Filters](#)^[99] screen, [Member Select Filters](#)^[104] screen and [Client Select Filters](#)^[112] screen. These allow you to specify selected or ranges of Members, Clients, Boats and/or a variety of other filter criteria.

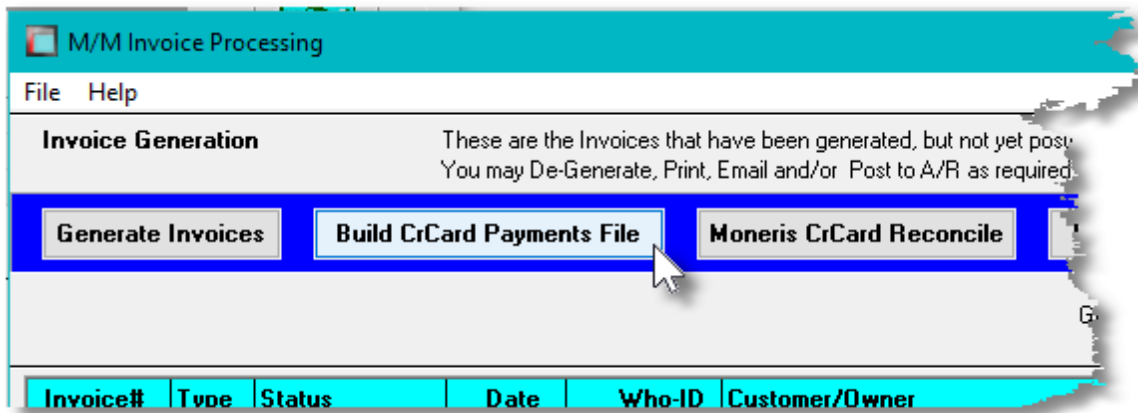
– Invoice Generation Options Screen - Field Definitions

For Member or Client Invoice Cycle Code	<i>radio-buttons and X(1)</i>
<p>One of the properties associated with each Member and Client is an Invoice Cycle Code. If you wish to generate Invoices in groups, you may assign an Invoice Cycle Code to a particular set of Members or Clients. Click the Specify radio button and enter the Cycle Code for the Projects that are to be invoiced. Cycle Codes are user defined, and are not validated, so you MUST dream up a standard set of codes, like A, B, C, D, or 1, 2, 3, 4 etc. If you have some members or clients with a code, and other that have no code, you may click the That are Blank radio-button to just generate invoices for those that have no code assigned. Should you just want to generate invoices for all people regardless of Cycle Code, click the All radio button.</p>	
Starting with System Assigned Invoice Number	<i>9(6)</i>
<p>The Next Invoice Number field is retrieved from the M/M Control Preferences. This value will automatically be incremented as the invoices are printed. If different number is entered from that which is from the control, it must be greater in value.</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>Invoice Numbers</p> <p>Invoice Numbers are assigned sequentially starting with the number specified from the selection parameter entered. When the invoices are posted to the Accounts Receivable, the invoice becomes a Sales Transaction with the invoice number that is assigned from the Marina/Yacht Club Management system. Care must be taken to ensure that invoice numbers assigned from M/M do not conflict with sales transaction document numbers that originated from A/R or other systems.</p> </div>	
Invoice Print Date	<i>(mmdyy)</i>
<p>The date entered here will be printed on the Invoices.</p>	
Bottom of Invoice Comments	<i>3 x X(55)</i>
<p>Four brief comments may be entered that will be printed at the bottom of all invoices that are printed.</p>	

6.5.4.4 Build Credit Card Payments

When Invoices are generated, some Marina Clients or Club Members may have chosen to have their invoices paid using credit cards that have been recorded. For these, the invoices was built with the credit card credentials recorded, had assigned the status of "CrCrd-ForBatch". To have the credit card payments generated, you must execute this function to have a file is generated that is then submitted to a Card Processing Gateway. The Marina/Yacht Club Management system currently supports Moneris.

Click the **Build CrCard Payments File** push button from the Invoice Grid Processing "fast buttons" frame.



Some points to note when generating the Credit Card Payments request batch file:

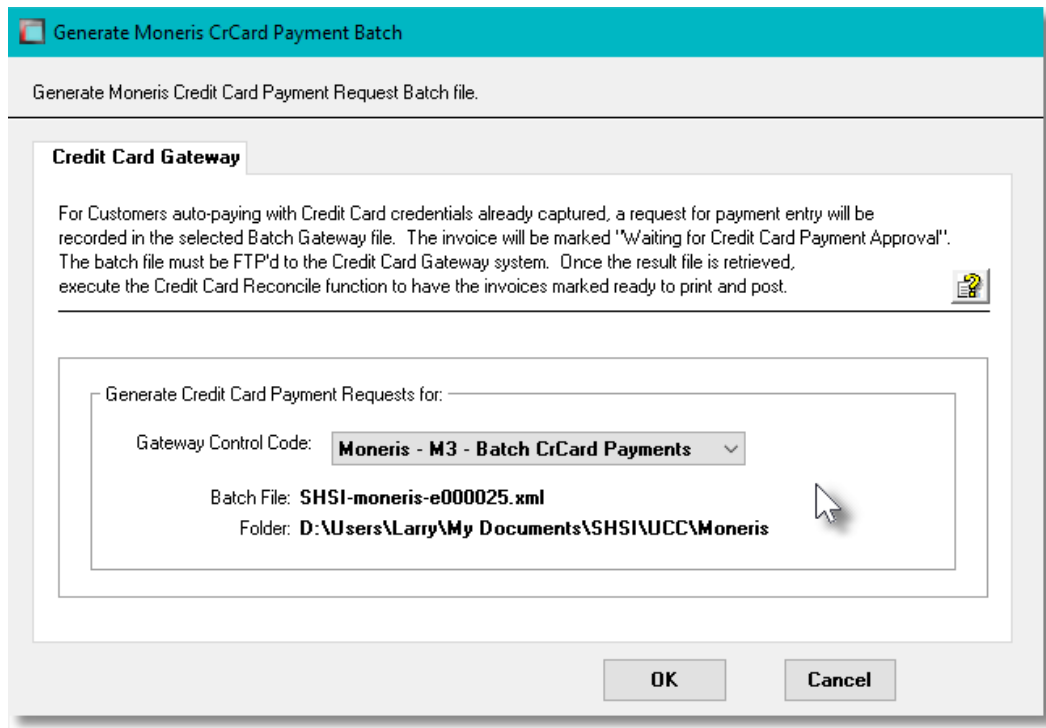
- The file will be created in the folder defined by the "Batch Control Code" maintained in the Accounts Receivable systems Credit Card Specifications Maintenance function.
- You must have an account set up with Moneris. All necessary Gateway control codes must have been defined by the Credit Card Specifications Maintenance.
- The file must be manually sent to Moneris using an approved FTP transfer utility.
- Once the file is successfully transmitted, you must retrieve the corresponding output file back from Moneris. That file will be used to reconcile the individual invoices.

Credit Card Credentials

Credit Card Numbers and associated credentials are stored in the Member or Marina Client properties records, and the Invoice records in an encrypted format. Also, nowhere in the system is the CVD number kept on file.

➔ Generate Moneris Credit Card Payment Batch File - Options Screen

The following screen is presented when generating the M/M Invoices:



— Invoice Generation Options Screen - Field Definitions

Gateway Control Code

list-box

If there was more than one Credit Card processing Gateway, they would be presented for selection. Currently the Series 5 system only offers support for Moneris.

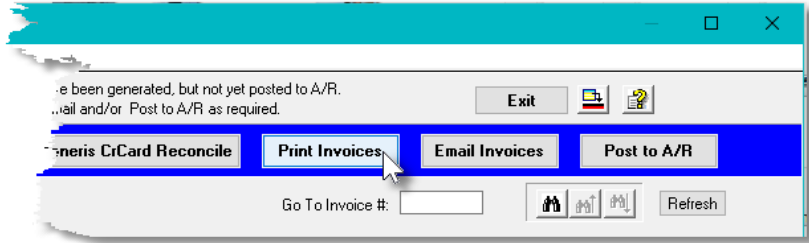
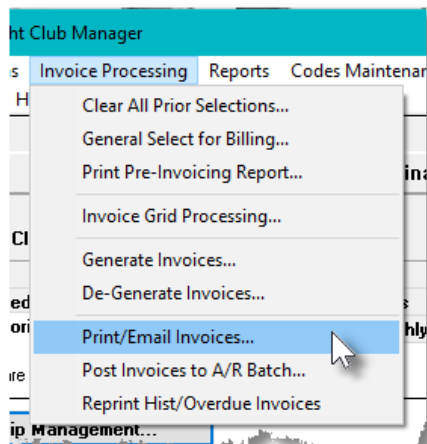
The name of the Batch file, and the folder where it is created is displayed.

6.5.4.5 Print Invoices

Once all Invoices have been generated, you will need to have them printed. For those members and clients where Invoices are paid by credit card, once the credit card charge is completed, they also will be printed. Once the Invoices have been successfully printed, you will also need to Post the Invoices to the Accounts Receivable system.

The printing of guest, member and client Invoices is a key process of the Marina Management system. Invoices are the requests for payment for the services provided to your customers. You will probably have special forms that were designed and printed, that have your company name, remit address, along with your logo.

From the M/M Main menu, select **Print/Email Invoices** from the **Invoice Processing** drop-down menu; or click the **Print Invoices** push button from the Invoice Grid Processing "fast buttons" frame.



Some points to note when printing Invoices:

- When Invoices are printed, they will eventually be recorded as Sales Transactions in the Accounts Receivable system. When the operation to Post Invoices to A/R is selected, a Sales Transaction will be written to an A/R Sales Batch along with the necessary revenue distributions.
- The formatting and layout of the Invoice output may be customized. (**Contact Sentinel Hill for further details**).

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The MM Invoices could be printed to an MS Word document.

Word Templates for Invoices

Should you select to output the Invoices as MS Word documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Invoice align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their **C:\Users\ directory.**

Additionally, a variable must be added to the [Runtime Configuration file](#) ⁶⁹⁹ that specifies the name of the template. It needs to be defined as follows:

MSWORD-MM-INV-SPECS PORTRAIT "Courier New" 9 "MM-Invoice-Template-12.dotx"

Contact your system or accounting manager to have this capability set up.

The template **"MM-Invoice-Template-12.dotx"** is supplied with the release and can be found in the S5 \util directory.

You need to create an MS Word Template that will be used to specify the assorted properties of the pages. Using Office Word, build and save a template using the following steps:

- Launch Word

- Click on the Office icon on the top left corner, and click on New in the drop-down menu
- Set the assorted page properties to set up margins etc., and optionally define a watermark and/or headers or footers
- Then choose to Save As a Word Template

Under Windows 7 or later, if copying a template from Office 2003 or editing an Office 2007 template, put that template into the directory **C:\Users\<username>\AppData\Roaming\Microsoft\Templates**, then perform the following steps:

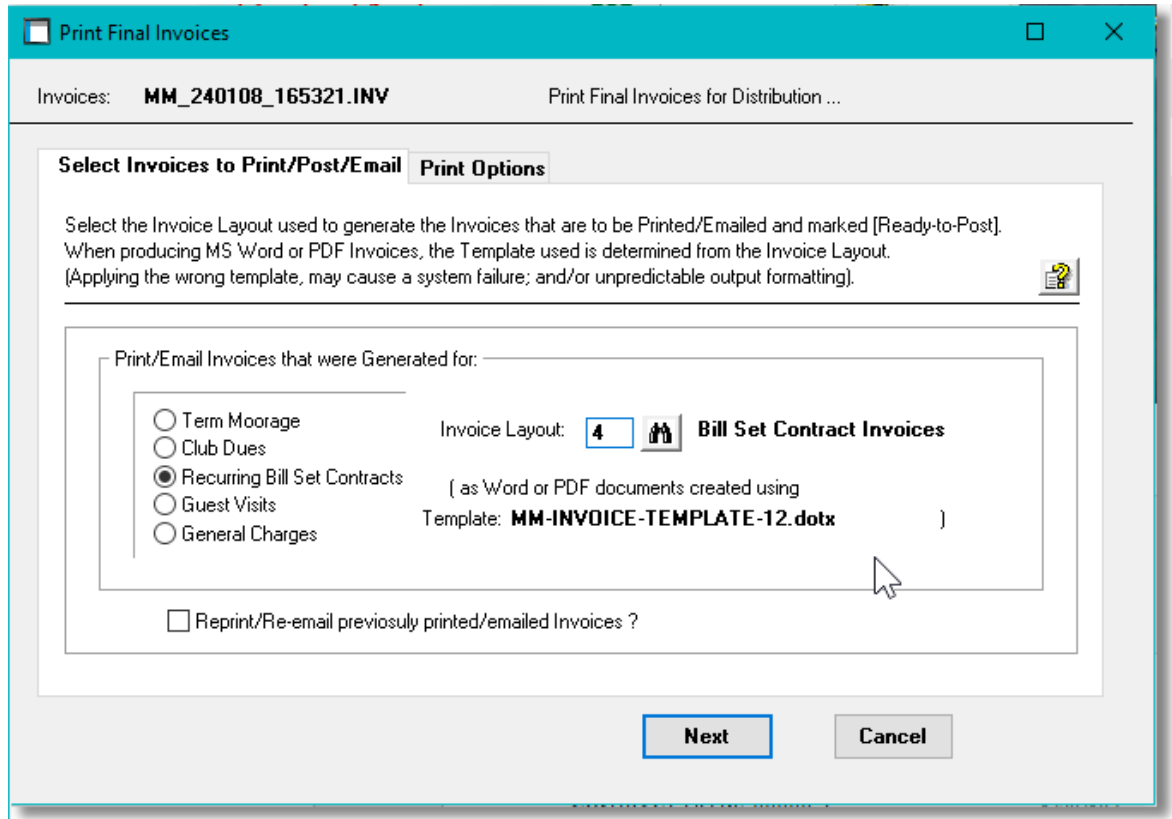
- Launch Word
- Click on the Office icon on the top left corner, and click on New in the drop-down menu
- In the left most column of the displayed window, click on My Templates... , then on the window displayed, click the Create New Template radio-button and then double-click the template that you are copying. Make any modifications, or not, as required
- Then choose to Save As a Word Template, using the same name, and confirming to have it replaced.

In order to fit an invoice on the page, the following properties in the template must be established:

- Orientation: as Portrait for Legal Letter paper (8 1/2 x 11)
- Custom Margins: Top and bottom of 0.17 inches; Left and Right of 0.25 inches
- Font: Trebuchet MS - 10 point
- Paragraph: Before and After Spacing of ZERO points with Single Line Spacing
- Optional Watermarks. (If included make sure any Headers or Footer spacing is as thin as possible)

Invoice Printing - Options Screen

The only option presented for the printing of invoices is the selection of the Invoice Layout.



Field Definitions

Invoice Layout Code

999

Select the Document Layout that is used to use as a filter to select Clients or Members are to have their invoices printed, and to identify the properties of the generated invoices.

Only those Marina Clients assigned a Customer Type, or Club Member assigned a Member Type, that have been assigned the chosen Document Layout will have their invoice printed. Refer to the topic on [Document Layouts](#)⁶⁰² for further discussion.

As well, the standard Series 5 print options screen is presented when M/M Invoices are printed:

The Series 5 applications provide a variety of different printing options.

Default Invoice Print Output Options

A print options screen is presented when Invoices are generated. The system may be configured to present the print options screen with the selections that would always apply.

A variable must be added to the [Runtime Configuration file](#)⁶⁹⁹ that specifies the default options to be presented as follows:

cccccc-MM-INVOICE-Q [Printer-Queue] [Create-Option] [Output-Type]

and:

cccccc-MM-INV-REPRINT-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccccc** is the Series 5 Company System Code

Printer-Queue is the Marina/Yacht Club Management Printer Queue

Create-Option would typically always be RECREATE

Output-Type designates whether they are sent to a printer, archived, or created as MS Word documents

Contact your system or accounting manager to have this capability set up.

The Invoices output generated, if archived, will be cataloged with a report name of **MM_yymmdd_hhmmss.INV.docx**. where **yymmdd** is the date, and **hhmmss** is the time of day.

Sample Invoice

An example of the Invoice generated is shown:

 NAME OF YACHT CLUB "Great Times and Moorage" 463 Gordon Place West Vancouver, BC V7T 1R7 Canada 604-837-8354 larryc@sentinel-hill.com		CUSTOMER INVOICE I2			
BILL TO: Ray Lindroos 1000 Main Street North Vancouver, BC V7V 3B2 Canada Attention: Ray Lindroos		INVOICE #: 00001054 DATE: Apr 01, 2020 PAGE: 1 CUSTOMER: 109357 DUE DATE: Apr 01, 2020 TERMS:			
<i>Your 2020 Invoice From Marina Land</i>					
VESEL NAME: DEEP POCKETS		MOORAGE BERTH: A022	MEMBER/GUEST ID: LIN001		
REFERENCE: Member Moorage Contract [LIN001-01]		FOR THE PERIOD: 4/01/2020 - 9/30/2020			
Charge Item	Description / Comments	Quantity	Units	Unit Price	Line Total
T-MRG-WEST	6 Month(s) Moorage - Slip A022 for 75 Ft. DEEP PO Term Moorage - West Docks	6	Ft x Month	787.50	\$ 4,725.00
T-POWER-30	6 Month(s) 30-Amp-Power Monthly Moorage 30-Amp Power Usage	6	Months	35.00	210.00
T-WIFI	6 Month(s) WiFi Connections Long Term WIFI - Internet	6	Months	3.25	19.50
PARKING	6 Month(s) Parking Term Parking (Monthly)	6	Months	15.00	90.00
ENVIRO-FEE	6 Month(s) Environmental Fee Environmental Fees	6	Months	10.00	60.00
Thankyou for Leaving Your Slip Promptly ON-TIME				SUBTOTAL:	\$ 5,104.50
Thanks for Visiting our Marina Hope you had a good time It will be nice to see you again		Tax Subtotals: GST 5.00% 244.73 PST 7.00% 342.62 VISHTL 3.20% 0.00 VISMRG 1.20% 0.00		Misc. Charges:	0.00
				Total Taxes:	587.35
				Discount Given:	0.00
Remit To: Burrard Yacht Club c/o Joe's Marina 10 Gostick Place North Vancouver, BC V7M 3G3 Canada		Deposit Received:		INVOICE TOTAL:	5,691.85
		Final Payment:		TOTAL DUE	\$ 5,691.85

6.5.4.6 Automatic Emailing of Invoices

Once all Invoices have been generated, you will need to have them printed. As an extended feature, you could have the Invoices automatically generated as PDF documents and emailed as well. The Series 5 M/M system provides for the ability to automatically have invoices automatically emailed to their designated customers.

To be able to have the invoices for a Member or Client emailed to them, the following conditions must be satisfied:

- They must have an email address set up in their profile record
- The "**Auto Email to Eligible Customers**" check box in the Document Layout properties

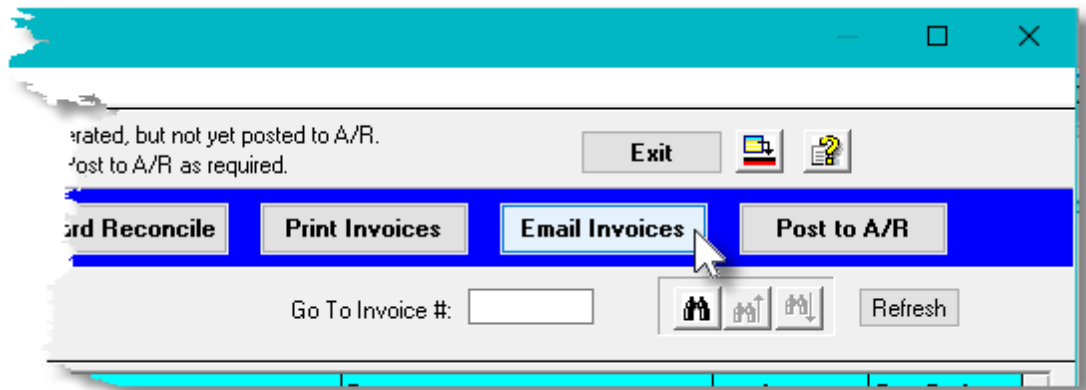
record used to define how the invoice is generated must be checked.

- For Club Members, the setting for **"Invoices & Contracts Delivered"** must be set as **"by Email"**.
- For Marina Clients, the setting for **"Invoices & Contracts Delivered"** must be set as **"by Email"**.

Invoices will be created as a PDF document. The Invoices are actually created as an MS Word document, and then saved as a PDF. (This feature is available only when using Office Word).

When the invoices are emailed, a separate document is created for each invoice in the directory defined for the EDI Control specifications. The PDF versions of the invoices are generated regardless whether or not a hardcopy or an archived copy of invoices are also generated. (When launching the function to have the invoices emailed, the Marina/Yacht Club Management Print Options screen is presented. Select whatever other output option you desire for the invoices.)

From the Invoicing Grid Processing operation screen click the **Email Invoices** push button found on the "fast buttons" frame.



Some points to note when emailing Invoices:

- Only those Members and Clients that have been flagged to have Invoices and Contracts delivered by email will automatically have invoices emailed. A valid email address must also be defined. *(The settings in the A/R Customer profile associated to Emailing Statements & Invoices is ignored).*
- When invoices are generated to be emailed, they are built using properties defined by the Document Layout assigned for the Member Type or Client Type. They are created in the Output Folder defined by the Document Layout.
- The body of this message, which you can edit to your liking, is loaded from a file that must be located in the folder named **Email-Templates** found in the designated Company System's **"System Generated Archived Reports and Email Templates"** data directory. This file can be either a simple text file, or an HTML file and **must not contain more than 8192 characters**. The following files are loaded for the different types of invoices that may be sent:

File Name	Type of Invoice
Guest_Invoice_EmailMessage.TX	For Guest Invoices sent to the Customer

File Name	Type of Invoice
T	
Booking_Deposit_EmailMessage.TXT	For Guest Bookings Invoice sent to the Customer
Deposit_Refund_EmailMessage.TXT	For Guest Moorage Refund Invoice sent to the Customer
Club_Invoice_EmailMessage.TXT	For Club Member Invoices sent to the Customer
Marina_Invoice_EmailMessage.TXT	For Marina Client Invoices sent to the Customer
OverDue_Invoice_EmailMessage.TXT	For Overdue Re-Printed Invoices sent to the Customer
ContractInvoice_EmailMessage.TXT	For Marina Contract Invoices sent to the Customer
Contract_Paid_EmailMessage.TXT	For Marina Contract Prepaid Invoices sent to the Customer

- Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information for the Customer properties, or the Invoice record. The following variables may be used and replaced as follows:

Variable	Description	Size
%%GUEST-ID%%	Code assigned to the Visiting Guest	X(8)
%%MEMBER-ID%%	Code assigned to the Club Member	X(8)
%%COMPANY-CODE%%	Code assigned to the Marina Client	X(6)
%%CUSTOMER-NAME%% %	Customer or Member Name	X(150)
%%ATTENTION-TO%%	The Invoice's Attention-To field	X(40)
%%ADDRESS-LINE-1%%	Address line 1	X(40)
%%ADDRESS-LINE-2%%	Address line 2	X(40)
%%ADDRESS-LINE-3%%	Address line 3	X(40)
%%CITY-STATE%%	City, State from the Invoice's Address	X(15), X(5)
%%COUNTRY%%	Country from the Invoice's Address	X(20)
%%GEN-DATE%%	Date and Time Invoice was emailed	hh:mm AM on MM/DD/YY
%%DOC-NUMBER%%	The Invoice Number	999999
%%DOC-TYPE%%	Type of document (ie., "Invoice", "Credit")	X(20)

Variable	Description	Size
%%DOC-DATE-1%%	Primary Date of Document	"mm/dd/yyyy"
%%DOC-DATE-2%%	Second Date applicable to Document	"mm/dd/yyyy"
%%DOC-DATE-3%%	Third Date applicable to Document	"mm/dd/yyyy"
%%DOC-AMOUNT-1%%	Primary Amount of Document	"\$ 99,999,999.99CR"
%%DOC-AMOUNT-2%%	Second Amount applicable to Document	"\$ 99,999,999.99CR"
%%DOC-AMOUNT-3%%	Third Amount applicable to Document	"\$ 99,999,999.99CR"
%%RECIPIENT-NAME% %	The name of the person the email is sent to	\$ 999,999,999.99CR
%%RECIPIENT-EMAIL% %	The email address of recipient	\$ 99,999,999
%%MY-NUMB-1%%	Dependent on type of email	"ZZZ9"
%%MY-NUMB-2%%	Dependent on type of email	"ZZZ9"
%%MY-NUMB-3%%	Dependent on type of email	"ZZZ9"
%%MY-STRING-1%%	Dependent on type of email	X(60)
%%MY-STRING-2%%	Dependent on type of email	X(60)
%%MY-STRING-3%%	Dependent on type of email	X(60)
%%MY-STRING-4%%	Dependent on type of email	X(60)
%%MY-STRING-5%%	Dependent on type of email	X(60)

6.5.4.7 Post Invoices to Accounts Receivable

Once all the Invoices have been generated and printed, they need to be posted to an Accounts Receivable Sales Batch. This is the process required to have the invoices for your Customers' Projects recorded as Open Items.

You may generate a report that will list the Invoices that will be posted, or you may just go ahead and post the invoices. You may also post with a register.

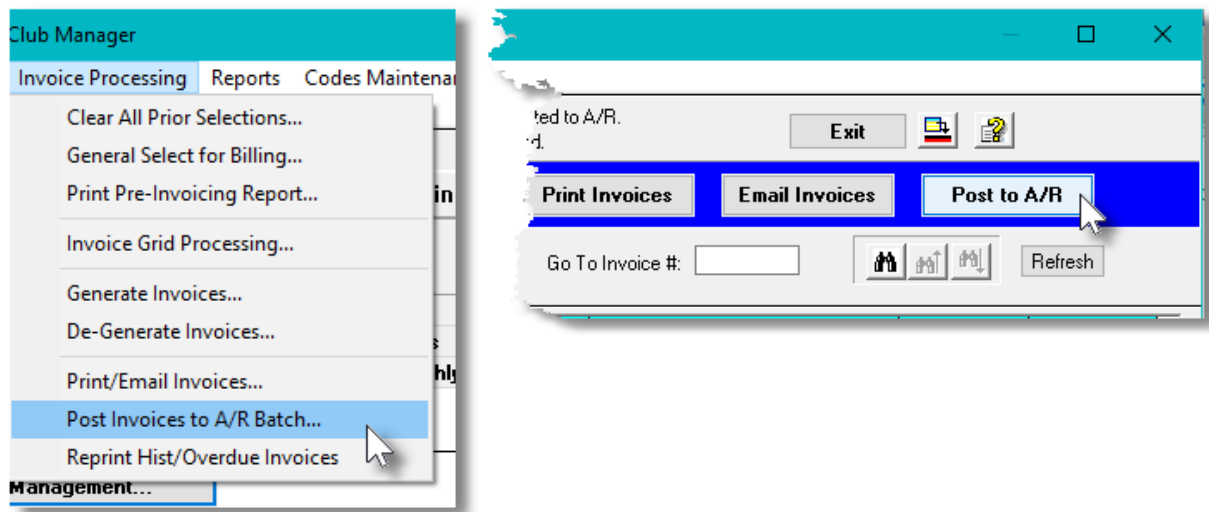
When Posting, you need to specify a Sales Batch code, or the system will allocate the next batch number available as defined by the A/R Control Preferences. The system will check to see if the given Sales Batch already exists or not. The appropriate Sales Batch records and files will be created in the A/R.

When Invoices are posted to the A/R system, the following functions are performed:

- An Invoice History record is written to the Invoices History file
- The active Invoice record is deleted

- Sales Transaction and Revenue Distribution records are written for the A/R Sales Batch specified.
- The Charges that contributed to building the Invoice detail are moved to the Charges History file

From the MM Main menu, select **Post Invoices to A/R Batch** from the **Invoice Processing** drop-down menu; or click the **Post to A/R** push button from the Invoice Grid Processing "fast buttons" frame.



Some points to note when Posting to Accounts Receivable:

- The Invoices are moved to the Sales Batch as either Invoices or Prepaid Invoices for those that were paid by credit card.
- The Sales Batch has to be posted from within the A/R system.
- All G/L Revenue Distributions recorded with the Invoice charges are written with the transaction recorded in the Sales Batch. When the Sales Batch is posted, applicable debit and credit G/L Distributions are written to the A/R Distribution file. (Note that Taxes 1 and 2, do not have distributions written when the transaction is recorded, but they are generated when the Sales Batch is posted).
- For Invoices generated for Lounge Assessment Fees, when they are posted, Lounge Assessment Term Assessment Credits are written for the applicable periods, and the Allotment total fields shown in the Member or Client profiles are updated.

Posting the A/R Sales Batch

When posting the invoices to A/R, you are copying all the invoices to an Accounts Receivable Sales Batch. That Sales Batch must be accessed from the A/R Sales Entry application, and eventually posted.

You can also generated an Edit List report, and even change transactions. (Not recommended, because your Receivables will not reflect figures maintained in the MM system).

➔ Posting Invoice to Accounts Receivable Sales Batch - Options Screen

The following screen is presented when posting invoices to A/R:

The Interface Journal/Edit list report generated, if archived, will be cataloged with a report name of **MMARPOST.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

— Post Invoices to A/R Options Screen - Field Definitions

Print a Posting Journal/Edit List

check-box

When posting the invoices, should you wish to have an edit list, or a journal report generated,

set this applicable radio-button.

Post Invoices to an A/R Sales Batch

check-box

When this function is executed, you may choose not to actually post the invoices to A/R, then leave the check-box unchecked. You would do this only if you wanted to generate an Edit List first, to be reviewed prior to executing the Posting to the Sales Batch.

Record to Sales Batch

check-box

This is the code assigned to the Sales Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.

Ledger Date

(mmddyy)

The Ledger Date entered will be assigned to each Sales Transaction recorded for each of the P/I Invoices that are posted. When the A/R Sales Batch is posted within the Accounts Receivable system, the distributions generated to the A/R Control Account, and the A/R Revenue Accounts will be recorded with this Ledger Date.

Accounts Receivable Control Account

9(18)-9(5)

This is the G/L Accounts Receivable Control account to which the amount of the Invoice is recorded to as a debit. If the Accounts Receivable system was configured with only one A/R Control Account, then this field is not presented to be edited. It defaults to the Default A/R Control account defined in the A/R Control Preferences.

6.5.4.8 Invoice Processing Flowchart

The following diagram may be of assistance in describing the steps of of processing invoices.

— Charges Generation and Invoicing Process Diagram

Generating Invoices for Charges



Generate Member or Client Charges

- Select whatever menu function is needed to generate the associated charges.
- If the generated charges are not already set "**Selected to Invoice**", execute the "**General Select for Billing**" function from either the [Charges Entry operation](#)^[235], or the **Invoice Processing** drop-down menu.



Build the Invoices

- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu
- Click on the **[Generate Invoices]** push button
- For the Invoice Date you can set it to the same date as set when the charges were generated, or you can use today's date.
- Click **[Next]**
- If you wish to set any Boat Select, Member Select or Client Select filters from screens presented, do so, and/o Click **[Next]** and finally click **[OK]**
- Lounge Dues Invoices will be generated



Generate Credit Card Payments

- For Members arranged to have Invoice paid by credit card
- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Build CrCard Payments File]** push button to have an XML file generated that you must FTP to your credit card Gateway provider. (Current Moneris is the only service company implemented). It will have requests for credit card payments for each applicable member invoices.
- Once the file is submitted, and you have retrieved the corresponding "Approval" file, you must reconcile the Invoices waiting to be approved. Click on the **[Moneris CrCard Reconcile]** push button to have each invoice marked as "Approved", "Declined" or "Rejected".
- You must deal with those that were declined or rejected.
 - Contact the member and get new card credentials to be entered into the member's profile
 - And set the status of the invoice to be resubmitted by selecting **[Set for Credit Card Payment]** from it's pop-up menu; and repeat the build function.
 - Or, set the status of the invoice to be moved to Accounts Receivable as an "On Account" sales transaction that is waiting to be paid by selecting **[Set Payment "On Account"]** from it's pop-up menu.



Print or Email Invoices

- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Print Invoices]** push button to have an MS-Word document generated. It will have all eligible invoices in the one file ready to print. (**that Only invoices that have not already been printed will be output**)
- If instead, or as well, click on the **[Email Invoices]** push button to have each invoice generated as a PDF file and emailed to the Member.
- Any invoices that were paid by credit card will be printed, showing the payee along with the last 4 digits of the credit card number.
 - Click **[Next]**
 - The MS-Word document containing all invoices will be generated ready to be printed; and/or an Invoice, as a PDF document will be emailed to each member.



Posting to Accounts Receivable

- Select "**Invoice Grid Processing**" from the **Invoice Processing** drop-down menu (if not already on that screen).
- Click on the **[Post to A/R]** push button to have all printed, emailed and/or credit card approved invoices moved to an Accounts Receivable Sales entry Batch.
- You can either have the invoices posted, have a Posting Journal generated, or both at the same time.
- An A/R Sales Batch will be created. Strike the F1 function key to have the system assign a Batch Code.
 - Click **[Next]**
 - You can launch Series 5 Accounts Receivable system. Select "**Sales and Credit Entry**" from the **Operations** drop-down menu; Select the batch that was generated, and see the Sales transactions, ready to have an Edit List printed to be posted as Open Items. (Any invoices that were pre-paid by credit card will be recorded as Prepaid transactions.)

6.5.5 Generate Invoices

Once all active WIP and Disbursement items for Projects have been selected for billing, invoices can then be generated. Invoices need to be generated before they can be printed. The system will read through the WIP and Disbursement files and generate Invoices for items that have been selected. Normally a single invoice will be generated for each Project, although, if Invoice Layout Codes are utilized, depending on the option chosen, multiple invoices could be created for a given Project.

The function to have invoices generated is one that is associated to the Invoice Grid Processing

operation application. As a convenience, it is offered as a menu item under the M/M's **Invoice Processing** drop-down menu. For a full description, refer to the topic titled [Generating Invoices](#) found under the chapter on [Invoice Grid Processing](#) earlier in this documentation.

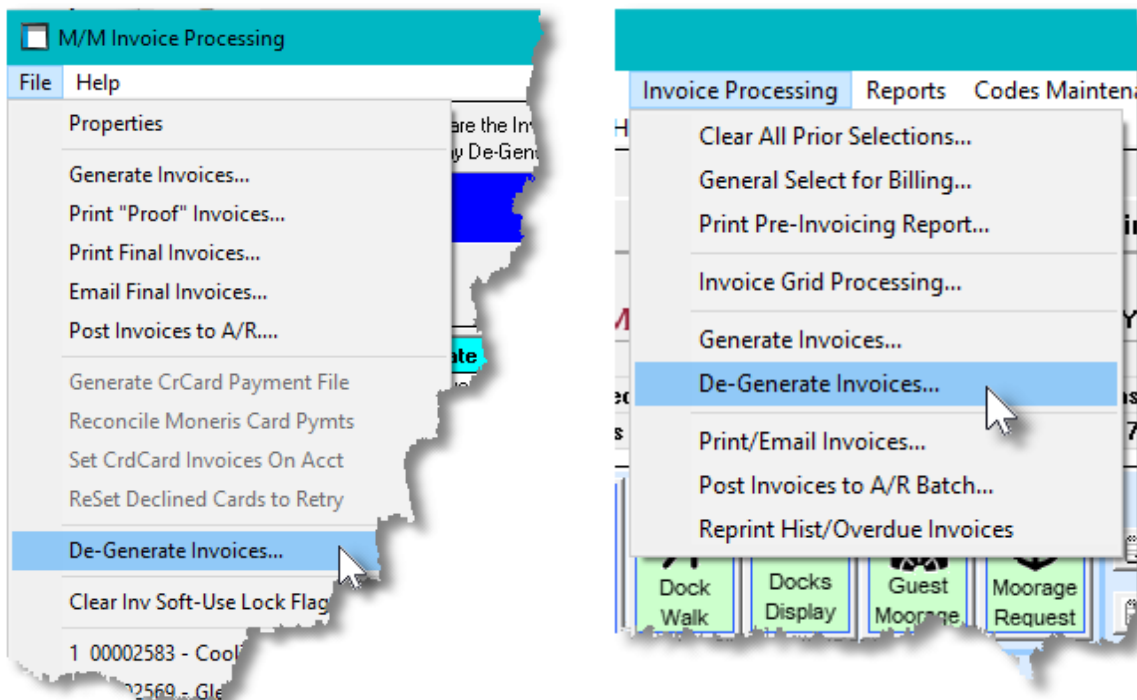
6.5.6 DeGenerate Invoices

Some times you just don't get it right the first time. Once all the Invoices have been generated and printed, and maybe even interfaced to A/R, you may realize that those invoices should not have been generated. The De-Generate function comes to your rescue. Or perhaps, they were generated with the wrong Date, or using the wrong formats.

This function basically undoes the generation of invoices. You may select to de-generate either Posted or Un-posted invoices. Every function performed by the generation and posting of invoices is reversed. All WIP and Disbursement items that contributed to the invoice will have its status reset to being active. You will need to re-select these items for billing.

Even if you have posted your invoices to the Accounts Receivable system, you may still De-Generate.

From the M/M Main menu, select **De-Generate Invoices** from the **Invoice Processing** drop-down menu; or select **De-Generate Invoices ...** from the Invoice Grid Processing screens menu bar's **File** drop-down menu. Specific Invoices may be de-generated if when selected from the Invoicing Processing grid, the applicable function is selected from the pop-up menu that is presented.



Some points to note when generating Invoices:

- Only computer generated Invoices will be de-generated. Credit Notes and Manual Invoices

cannot be de-generated.

- If within the A/R system, a payment has been received for a given invoice, it will not be de-generated.
- If de-generating posted Invoices, the option is presented to have a Credit Note generated. This is a handy feature, if the invoices had been posted to an Accounts Receivable Sales Batch, and that batch has already been posted. Having the Credit Notes generated, formally generates all applicable reversing transactions.

When De-Generating Invoices, the following steps are performed:

- The unposted Invoice record and/or Invoice History records are deleted
- Invoice Items records for the Invoice are deleted
- WIP and Disbursement records have their Invoice fields cleared and their Status and Type fields reset
- If any WIP or Disbursement Budget had been set up, their totals will be reduced accordingly
- Any Holdback WIP items will have reversing "Holdback Revenue" distributions generated
- Type "T" Revenue systems, (those where revenue distributions are generated when WIP charges are introduced), will have "Mark Up/Down distributions generated
- Any Partial Payment WIP records that were generated will be deleted
- The statistics keep for each Project will be reduced accordingly
- If any Recap Detail records are associated to the Invoice charge, their Invoice fields are cleared, and any Allocated Tax amounts are reset to zero.

De-Generating Invoices that have been Posted to Accounts Receivable

Even if you have posted your invoices to the Accounts Receivable system, you may still De-Generate them.

If the applicable Sales Batch has also been posted within the A/R system, it too may be Un-Posted using a function associated to Sales Transaction Entry; or an option is presented that will automatically create Credit notes for each Invoice that is de-generated.

De-Generate Invoices - Options Screen

The following screen is presented when de-generating the MM Invoices:

If the option to de-generated Previously Printed and Posted Invoices is chosen, the following processing options are also presented:

De-Generate Invoices Options Screen - Field Definitions

Select Invoices to De-Generate

radio-buttons

Select the types of Invoices that are to be de-generated. These are not necessarily types of invoices, but identifying the status of the invoices to de-generate.

Un-Posted Private (Local) Invoices
 Un-Posted Public (Server) Invoices
 Previously Printed and Posted Invoices

Un-Posted Invoices –

These are invoices that were generated that have not yet been posted to Accounts Receivable.

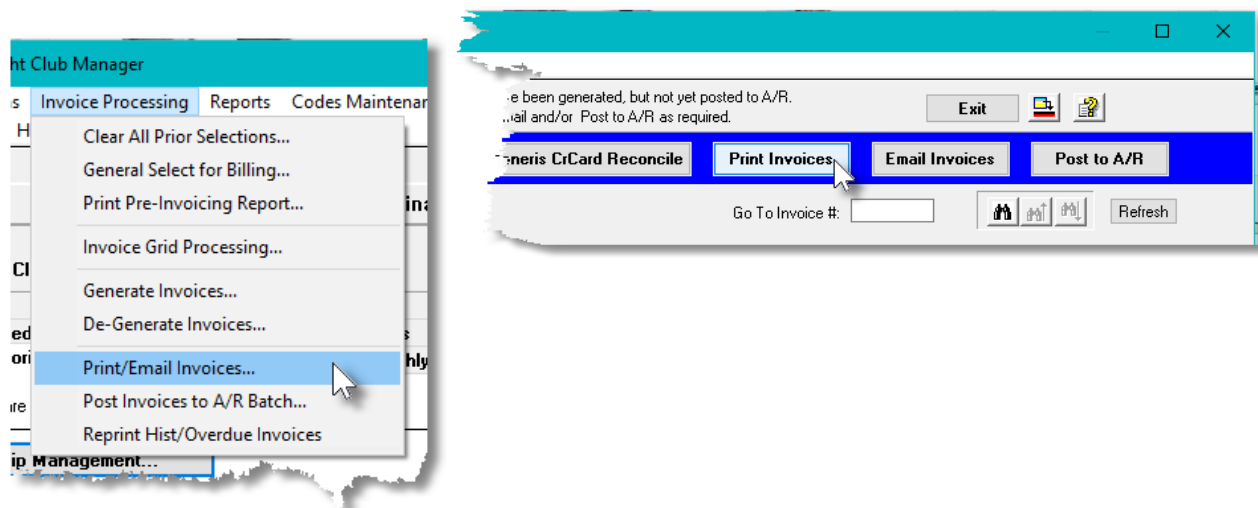
	(They are only available for processing by a specific user as these are stored on an individuals client PC).
Previously Printed and Posted Invoices –	These are invoices that are no longer in the MM system, but have been posted to Accounts Receivable. (They are, however, available in the MM system as historic Invoices).
Invoices Numbered	<i>radio-buttons & 9(6)</i>
Select whether to generate all the possible invoices, of just a range. When A Range is clicked, enter the starting and ending Invoices to be de-generated. If possible, information about the specified invoices will be displayed.	
Select Only Invoices with Non-Zero Tax Amount	<i>check-box</i>
If checked, only those invoices with a tax amount will be de-generated, and only after being confirmed by the operator. This option is useful if you had realized that the wrong Tax Codes had been specified, or the wrong G/L account was defined for the specified Tax Codes.	
For Posted Invoices – Generate a Credit Note	<i>check-box</i>
<p>When the option to de-generate Previously Posted Invoices is selected, this field is presented. If checked, then a Credit Note will be generated for each de-generated invoice. This is a handy feature, if the invoices had been posted to an Accounts Receivable Sales Batch, and that batch has already been posted. Having the Credit Notes generated, formally generates all applicable reversing transactions.</p> <p>If the Sales Batch had not yet been posted, you could just select that Sales Batch, and click on the function to have all it's transactions deleted. Then all history of the Invoices in the AVR are removed. In that case, you would not want to have Credit Notes generated.</p>	
For Posted Invoices – Confirm Each Invoice	<i>check-box</i>
When the option to de-generate Previously Posted Invoices is selected, this field is presented. If you wish, the information for each invoice to be de-generated will be displayed to the operator for confirmation to be de-generated.	

6.5.7 Print / Email Invoices

Once all Invoices have been generated, you will need to have them printed. For those members and clients where Invoices are paid by credit card, once the credit card charge is completed, they also will be printed. Once the Invoices have been successfully printed, you will also need to Post the Invoices to the Accounts Receivable system.

The printing of guest, member and client Invoices is a key process of the Marina Management system. Invoices are the requests for payment for the services provided to your customers. You will probably have special forms that were designed and printed, that have your company name, remit address, along with your logo.

From the MM Main menu, select **Print/Email Invoices** from the **Invoice Processing** drop-down menu; or click the **Print Invoices** push button from the Invoice Grid Processing "fast buttons" frame.



Some points to note when printing Invoices:

- When Invoices are printed, they will eventually be recorded as Sales Transactions in the Accounts Receivable system. When the operation to Post Invoices to A/R is selected, a Sales Transaction will be written to an A/R Sales Batch along with the necessary revenue distributions.
- The formatting and layout of the Invoice output may be customized. **(Contact Sentinel Hill for further details).**

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The MM Invoices could be printed to an MS Word document.

Word Templates for Invoices

Should you select to output the Invoices as MS Word documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Invoice align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their **C:\Users\ directory.**

Additionally, a variable must be added to the [Runtime Configuration file](#) ^[699] that specifies the name of the template. It needs to be defined as follows:

MSWORD-MM-INV-SPECS PORTRAIT "Courier New" 9 "MM-Invoice-Template-12.dotx"

Contact your system or accounting manager to have this capability set up.

The template "**MM-Invoice-Template-12.dotx**" is supplied with the release and can be found in the S5 \util directory.

You need to create an MS Word Template that will be used to specify the assorted properties of the pages. Using Office Word, build and save a template using the following steps:

- Launch Word
- Click on the Office icon on the top left corner, and click on New in the drop-down menu
- Set the assorted page properties to set up margins etc., and optionally define a watermark and/or headers or footers
- Then choose to Save As a Word Template

Under Windows 7 or later, if copying a template from Office 2003 or editing an Office 2007 template, put that template into the directory **C:\Users\, then perform the following steps:**

- Launch Word
- Click on the Office icon on the top left corner, and click on New in the drop-down menu
- In the left most column of the displayed window, click on My Templates... , then on the window displayed, click the Create New Template radio-button and then double-click the template that you are copying. Make any modifications, or not, as required
- Then choose to Save As a Word Template, using the same name, and confirming to have it replaced.

In order to fit an invoice on the page, the following properties in the template must be established:

- Orientation: as Portrait for Legal Letter paper (8 1/2 x 11)
- Custom Margins: Top and bottom of 0.17 inches; Left and Right of 0.25 inches
- Font: Trebuchet MS - 10 point
- Paragraph: Before and After Spacing of ZERO points with Single Line Spacing
- Optional Watermarks. (If included make sure any Headers or Footer spacing is as thin as possible)

Invoice Printing - Options Screen

The only option presented for the printing of invoices is the selection of the Invoice Layout.

Field Definitions

Invoice Layout Code

999

Select the Document Layout that is used to use as a filter to select Clients or Members are to have their invoices printed, and to identify the properties of the generated invoices.

Only those Marina Clients assigned a Customer Type, or Club Member assigned a Member Type, that have been assigned the chosen Document Layout will have their invoice printed. Refer to the topic on [Document Layouts](#)^[602] for further discussion.

As well, the standard Series 5 print options screen is presented when M/M Invoices are printed:

The Series 5 applications provide a variety of different printing options.

Default Invoice Print Output Options

A print options screen is presented when Invoices are generated. The system may be configured to present the print options screen with the selections that would always apply.

A variable must be added to the [Runtime Configuration file](#) ^[699] that specifies the default options to be presented as follows:

cccccc-MM-INVOICE-Q [Printer-Queue] [Create-Option] [Output-Type]

and:

cccccc-MM-INV-REPRINT-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccccc** is the Series 5 Company System Code

Printer-Queue is the Marina/Yacht Club Management Printer Queue

Create-Option would typically always be RECREATE

Output-Type designates whether they are sent to a printer, archived, or created as MS Word documents

Contact your system or accounting manager to have this capability set up.

The Invoices output generated, if archived, will be cataloged with a report name of **MM_yymmdd_hhmmss.INV.docx**. where **yymmdd** is the date, and **hhmmss** is the time of day.

6.5.8 Post Invoices to Accounts Receivable

Once all the Invoices have been generated and printed, they need to be posted to an Accounts Receivable Sales Batch. This is the process required to have the invoices for your Customers' Projects recorded as Open Items.

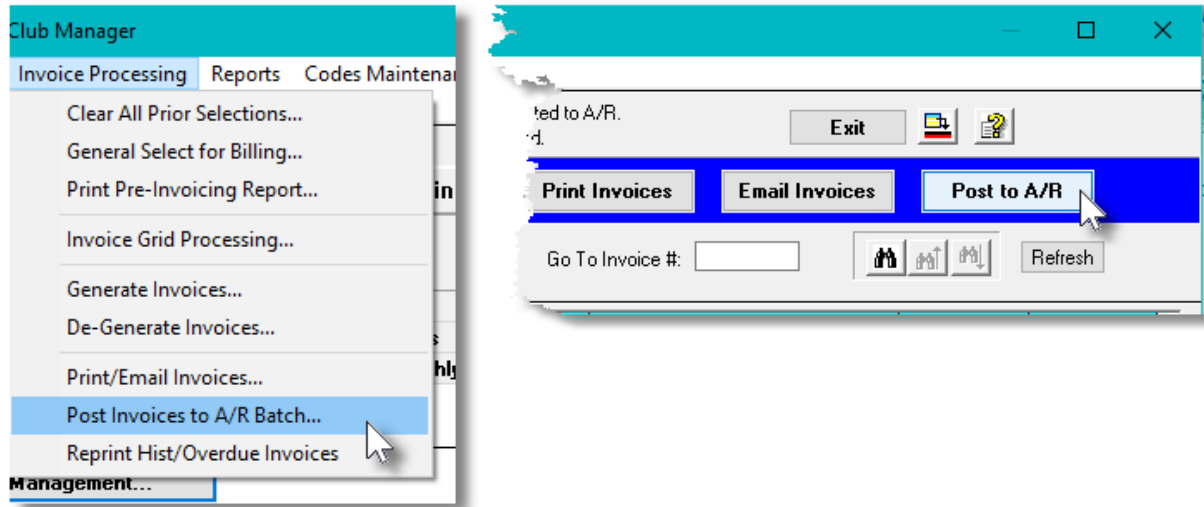
You may generate a report that will list the Invoices that will be posted, or you may just go ahead and post the invoices. You may also post with a register.

When Posting, you need to specify a Sales Batch code, or the system will allocate the next batch number available as defined by the A/R Control Preferences. The system will check to see if the given Sales Batch already exists or not. The appropriate Sales Batch records and files will be created in the A/R.

When Invoices are posted to the A/R system, the following functions are performed:

- An Invoice History record is written to the Invoices History file
- The active Invoice record is deleted
- Sales Transaction and Revenue Distribution records are written for the A/R Sales Batch specified.
- The Charges that contributed to building the Invoice detail are moved to the Charges History file

From the MM Main menu, select **Post Invoices to A/R Batch** from the **Invoice Processing** drop-down menu; or click the **Post to A/R** push button from the Invoice Grid Processing "fast buttons" frame.



Some points to note when Posting to Accounts Receivable:

- The Invoices are moved to the Sales Batch as either Invoices or Prepaid Invoices for those that were paid by credit card.
- The Sales Batch has to be posted from within the A/R system.
- All G/L Revenue Distributions recorded with the Invoice charges are written with the transaction recorded in the Sales Batch. When the Sales Batch is posted, applicable debit and credit G/L Distributions are written to the A/R Distribution file. (Note that Taxes 1 and 2, do not have distributions written when the transaction is recorded, but they are generated when the Sales Batch is posted).
- For Invoices generated for Lounge Assessment Fees, when they are posted, Lounge Assessment Term Assessment Credits are written for the applicable periods, and the Allotment total fields shown in the Member or Client profiles are updated.

Posting the A/R Sales Batch

When posting the invoices to A/R, you are copying all the invoices to an Accounts Receivable Sales Batch. That Sales Batch must be accessed from the A/R Sales Entry application, and eventually posted.

You can also generate an Edit List report, and even change transactions. (Not recommended, because your Receivables will not reflect figures maintained in the MM system).

➔ Posting Invoice to Accounts Receivable Sales Batch - Options Screen

The following screen is presented when posting invoices to A/R:

The Interface Journal/Edit list report generated, if archived, will be cataloged with a report name of **MMARPOST.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Post Invoices to A/R Options Screen - Field Definitions

Print a Posting Journal/Edit List	<i>check-box</i>
When posting the invoices, should you wish to have an edit list, or a journal report generated, set this applicable radio-button.	
Post Invoices to an A/R Sales Batch	<i>check-box</i>
When this function is executed, you may choose not to actually post the invoices to A/R, then leave the check-box unchecked. You would do this only if you wanted to generate an Edit List first, to be reviewed prior to executing the Posting to the Sales Batch.	

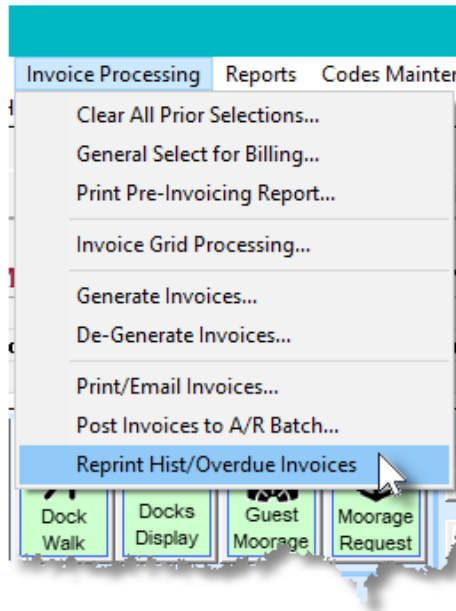
Record to Sales Batch	<i>check-box</i>
This is the code assigned to the Sales Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	
Ledger Date	<i>(mmddyy)</i>
The Ledger Date entered will be assigned to each Sales Transaction recorded for each of the P/I Invoices that are posted. When the A/R Sales Batch is posted within the Accounts Receivable system, the distributions generated to the A/R Control Account, and the A/R Revenue Accounts will be recorded with this Ledger Date.	
Accounts Receivable Control Account	<i>9(18)-9(5)</i>
This is the G/L Accounts Receivable Control account to which the amount of the Invoice is recorded to as a debit. If the Accounts Receivable system was configured with only one A/R Control Account, then this field is not presented to be edited. It defaults to the Default A/R Control account defined in the A/R Control Preferences.	

6.5.9 Reprint Historical or Overdue Invoices

Once all Moorage Invoices have been generated, printed and posted, it would be hoped that that's the end of it. Just in case there is need to reprint a bunch of invoices either because of a screw up with the postal system, or there was some kind of a form setup malfunction, this function will accomplish that task. You can also choose to reprint those customer's invoices that are considered "Overdue". The invoices may be printed, or emailed.

The printing of Customer Invoices is a key process of the Marina Management system. Invoices are the requests for payment for the services provided to your customers. You will probably have special forms that were designed and printed, that have your company name, remit address, along with your logo.

From the M/M Main menu, select **Reprint Hist/Overdue Invoices** from the **Invoice Processing** drop-down menu.



Some points to note when printing Invoices:

- Only those invoices that have been posted to the Accounts Receivable system, and hence recorded to history, will be available for printing.
- When printing "overdue" invoices, as a filter, the operator may select to have only those that are overdue by 15, 30, 45, 60, 90 or 120 days
- When printing "overdue" invoices, as an option, they can be automatically emailed.
- If invoices are to be emailed, the body of the email message, is loaded from the file named **OverDue_Invoice_EmailMessage.TXT** that must be located in the directory named **Email-Templates** located in each Company System's designated reports directory. This text file may be either a plain ASCII text, or an HTML file and contain up to 8192 characters.
- The formatting and layout of the Invoice output may be customized. (**Contact Sentinel Hill for further details**).

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The MM Invoices can be printed to an MS Word document or to a PDF document. (either way, the Word Template is applied).

Word Templates for Invoices

Should you select to output the Invoices as MS Word or PDF documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Invoice align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their **C:\Documents and Settings\<PC UserName>**

Application Data\Microsoft\Templates" directory.

Additionally, a variable must be added to the [Runtime Configuration file](#)^[699] that specifies the name of the template. It needs to be defined as follows:

MSWORD-MM-INV-SPECS PORTRAIT "Courier New" 9 MM-INVOICE-TEMPLATE-12.dotx

Contact your system or accounting manager to have this capability set up.

Re-Printing Historic Invoices - Options Screen

The following screen is presented when re-printing Historic Invoices:

When selected, the operator is also presented with the standard [Boat Select Filters](#)^[99], [Member Select Filters](#)^[99] screen for Yacht Clubs, or the [Customer Select Filters screen](#)^[112] for Marinas. These allow you to specify selected or ranges of Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

The Series 5 applications provide a variety of different printing options.

Default Invoice Print Output Options

A print options screen is presented when Invoices are generated. The system may be configured to present the print options screen with the selections that would always apply.

A variable must be added to the [Runtime Configuration file](#)⁶⁹⁹ that specifies the default options to be presented as follows:

cccccc-MM-INVOICE-Q [Printer-Queue] [Create-Option] [Output-Type]

and:

cccccc-MM-INV-REPRINT-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccccc** is the Series 5 Company System Code

Printer-Queue is the Marina/Yacht Club Management Printer Queue

Create-Option would typically always be RECREATE

Output-Type designates whether they are sent to a printer, archived, or created as MS Word documents

Contact your system or accounting manager to have this capability set up.

The Invoices output generated, if archived, will be cataloged with a report name of **REPRINT_MM.INV.**

When invoices are emailed, each one is created as a PDF document named depending on whether is was for a Club Member, Guest, or Term Client; and prefixed either with "I_", or as defined in the [Invoice Document Layout](#)⁶⁰⁰.

	Default	Prefix from Layout
Club Members:	I_99999999_MMMMMMM M.PDF	PPPPPPPP_99999999_MMMMMMMM.PDF
Guests:	I_99999999_GGGGGGG G.PDF	PPPPPPPP_99999999_GGGGGGGG.PDF
Term Clients:	I_99999999_CCCCCC.P DF	PPPPPPPP_99999999_CCCCCC.PDF

Where MMMMMMM is the Member Code, GGGGGG is the Guest #, CCCCCC is the Customer Code, 99999999 the Invoice # and PPPPPPP is the user defined Prefix from the Layout..

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Field Definitions

Invoices Numbered	radio-buttons & 9(6)
--------------------------	---------------------------------

Select whether to reprint all the possible invoices, of just a range. When A Range is clicked, enter the starting and ending Invoices to be de-generated. If possible, information about the specified invoices will be displayed.

Invoices Dated*radio-buttons & (mmdyy)*

Select whether to reprint all invoices, or only those dated within a specific date range. Click the calendar icon to select a pre-defined date range.

Only Reprint "Overdue" Invoices*check-box*

Set the check-box if you wish to ONLY print those Invoices that are deemed to be Overdue. (In other words, those invoices that have not yet been fully paid as of a specified number of days past either the Invoice Date or the Due Date) Select the aging days as required.

Only for Customers with Specific Terms Code*check-box*

If reprinting Overdue Invoices, you may choose to print only those invoices belonging to customers that have a specific Terms Code assigned. Set the check-box to enable the Terms Code entry field, and select the applicable Terms Code.

Email Invoices to Qualified Customers*check-box*

If reprinting Overdue Invoices, you may choose to have the invoices generated as PDF documents, and automatically emailed to the customer. Only those Members, Clients or Guests with an email address will have their invoices emailed. (Otherwise their invoice will be output assumed ready to be printed).

Emailing of Invoices

When invoices are emailed, the body of the email message, is loaded from the file named **OverDue_Invoice_EmailMessage.TXT** that must be located in the directory named **Email-Templates** located in each Company System's designated reports directory. This text file may be either a plain ASCII text, or an HTML file and contain up to 8192 characters. Within the body of that text, pseudo variables ****MY-STRING-2**** and ****MY-STRING-3**** will be replaced by the "# of days Overdue" and the "# of invoices that have been issued" counters. (Refer to the topic titled [Email Message Text Files](#) ⁶⁹⁶ in the Appendix)

Aged Over xx Days Old*radio-buttons*

Select the number of days overdue for an invoice to be reprinted.

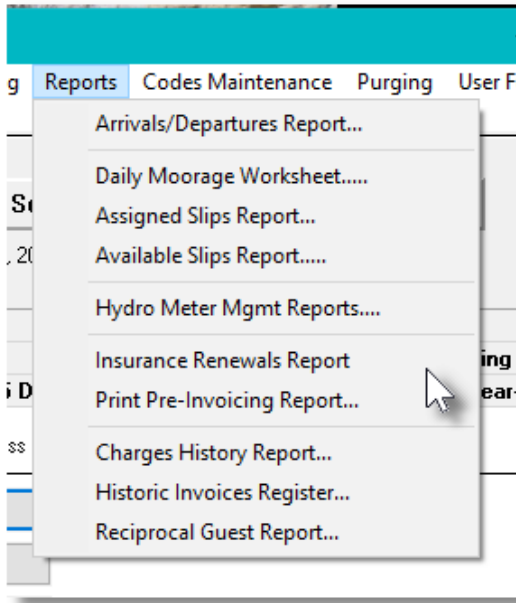
Based On Invoice or Due Date*radio-buttons*

Select whether the # of days overdue is relative to the Invoice Date, or the Invoice Due Date.

6.6 Reporting Functions

The topics in this chapter describe functions and procedures that are available under the **Reports** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to generate and print the reports associated to the Marina/Yacht Club Management system.

These functions are available from the MM Menu Bar as shown:

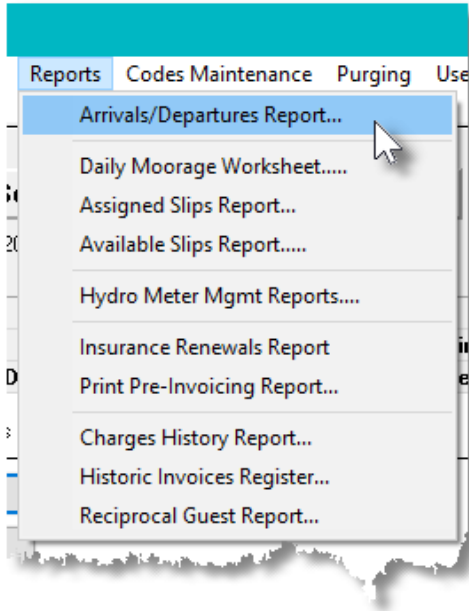


6.6.1 Arrivals/Departures Report

This report is basically the same as the Dock Walk Worksheet that is generated from the Dock Walk Inquiry function. The report shows the following:

- Slip Code
- Boat Name
- Owner Name
- Type of Owner (ie., Guest, Member or Client)
- LOA of Vessel
- Power Paid for
- Maximum Length Allowed for the Slip
- The number of months or days the slip is assigned to the boat

From the MM Main menu, select **Arrivals/Departures Report** from the **Reports** drop-down menu; or from the **Dock Walk Inquiry** ¹⁵² function, click on the **Print Dock Walk Report** push button.



Export to Spreadsheet

As an option when the report is generated, you may select to have the slips occupied status information output to a spreadsheet for use.

Refer to the documentation for the topic titled [Dock Walk Export](#) associated to the Dock Walk Inquiry function.


Dock Walk Worksheet Filters Screen


The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.

Print/Export Arrival/Departure Report

Report: **ARRIVDEP190101.RPT** Arrival / Departure Worksheet...

Worksheet Filters & Options | **Export Options** | **About Exporting**

Enter options and filters for this report. 

For Moorage on: 

Type of Output:

As a Report To Spreadsheet Both

For Moorage Associated to Dock:

All
 Selected
 A Range

List those Slips with Vessels Departing or Arriving
 List those Slips Available to be Assigned
 List those Slips Occupied by Guests
 List those Slips Occupied by Long Term Contracts

List those Slips with New Unscheduled Arrivals
 List those Slips Occupied with the Wrong Boat
 List those Slips where Vessels have Left Early

Next **Cancel**

When the "Dock Walk" worksheet is generated, if archived, will be cataloged with a report name of **PARRIVDEP999999.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Dock Walk Report Filters Screen - Field Definition

For Moorage on Date	(mmdyy)
Enter the date for which moorage should be checked. Click the calendar icon to choose a date, or enter it directly.	
For Moorage Associated to Dock	radio-buttons and X(8)
Select to report on All Docks, a Selected Dock, or a Range of Docks.	
Listing Only Selected Slips — for assorted properties	check-boxes

Click on the respective check-box to include Slips with the given status or by whom it is occupied by.

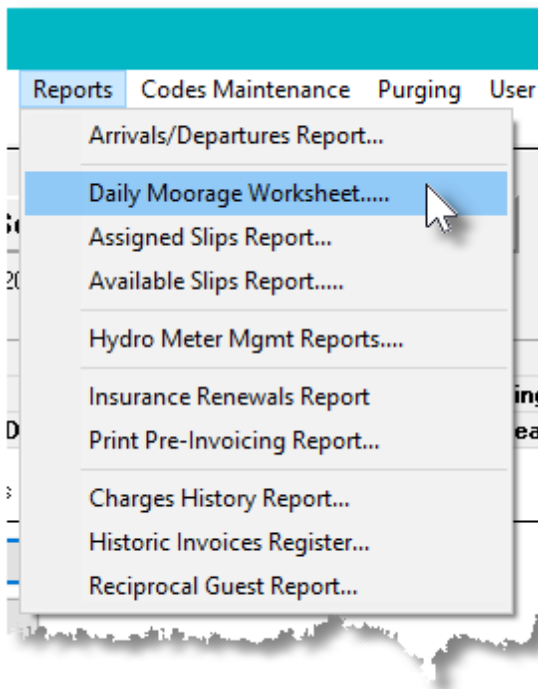
Type of Output

radio-buttons

You may select to have the report generated, or the spreadsheet generated, or both.

6.6.2 Daily Moorage Worksheet

From the MM Main menu, select **Daily Moorage Worksheet** from the **Reports** drop-down menu; or from the [Slip x Date Query Management](#)¹⁹⁵ Operations function, click on the **Print Daily Slip Work-Sheet** push button.



This report, or work-sheet, is similar to the Dock Walk Worksheet, except is meant to show the basic information relating to the vessels moored. The report shows the following:

- Slip Code
- Type of Moorage, (ie., by Owner, as Sublet, or a Guest)
- Boat Name
- LOA of Vessel
- Power Paid for
- Type of Owner (ie., Guest, Member or Client)
- Owner Name
- Term of Moorage Assignment
- Date Assigned, (or Arrival Date for Guests)

- End of Moorage, (or Departure Date for Guests)

🔄 Daily Moorage Worksheet Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.

When the worksheet is generated, if archived, will be cataloged with a report name of **SLIPWORKSHEET.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

— Daily Work Sheet Filters Screen - Field Definition

For Moorage on Date

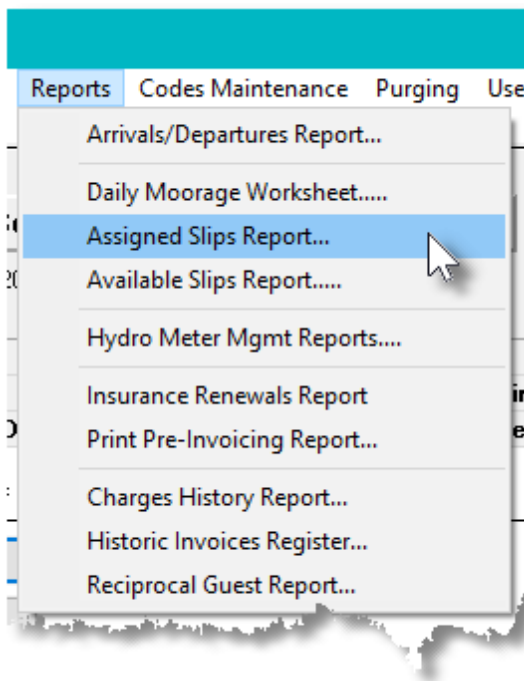
(*mmdyy*)

Enter the date for which moorage should be checked. Click the calendar icon to choose a date, or enter it directly.

For Moorage Associated to Dock	<i>radio-buttons and X(8)</i>
Select to report on All Docks, a Selected Dock, or a Range of Docks.	
Listing Only Selected Slips — for assorted properties	<i>check-boxes</i>
Click on the respective check-box to include Slips with the given status or by whom it is occupied by.	

6.6.3 Assigned Slips Report

From the MM Main menu, select **Assigned Slips Report** from the **Reports** drop-down menu; or from the **Slip x Date Query Management** ¹⁹⁵ Operations function, click on the **Print Assigned Moorage Report** push button.



The Assigned Slips report provides a simple list of who has been assigned each Moorage Slip within the filtered dates provided. The report shows the following:

For the Assigned Moorage Report:	For the Available Moorage Report:
<ul style="list-style-type: none"> • Boat Name • LOA of Vessel 	<ul style="list-style-type: none"> • Slip Code • Dates Available (withing the filtered range)

- | | |
|--|--|
| <ul style="list-style-type: none"> • Slip Code • Date Assigned, (or Arrival Date for Guests) • End of Moorage, (or Departure Date for Guests) | <ul style="list-style-type: none"> • Maximum LOA of Vessel to fit • Maximum Beam |
|--|--|

➔ Assigned / Available Moorage Reports Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the Slips that are output to the report.

When generating the Assigned Moorage Report, the operator is also presented with the standard [Boat Select Filters](#)^[99] screen, [Member Select Filters](#)^[99] screen for Yacht Clubs, the [Customer Select Filters screen](#)^[112] for Marinas, or the standard [Guest Select Filters](#)^[108] screen. These allow you to specify selected or ranges of Guests, Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

When the reports are generated, if archived, will be cataloged with a report name of **SLIPASSIGNED.RPT** or **SLIPAVAILABLE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be

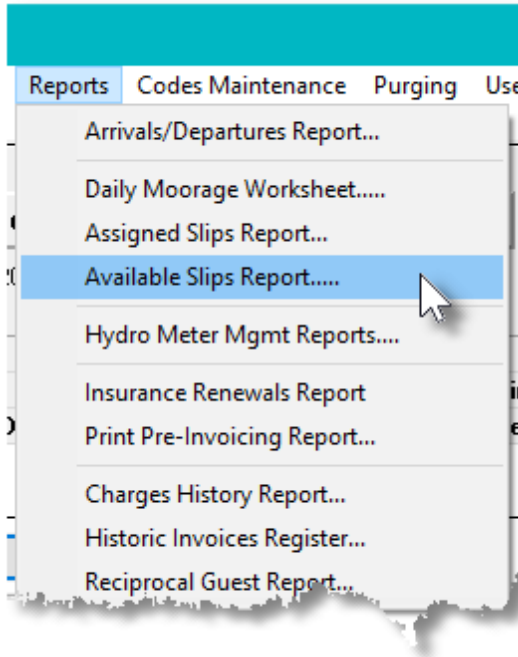
displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

– Assigned / Available Moorage Filters Screen - Field Definition

For Moorage Associated to Dock	<i>radio-buttons and X(8)</i>
Select to report on All Docks, a Selected Dock, or a Range of Docks.	
For Vessels Moored or Arriving on Date	<i>(mmdyy)</i>
Enter the date range for which moorage should be checked. Click the calendar icon to choose a pre-defined date range, or enter it directly.	
For Slips with/to Accommodate Vessels LOA	<i>check-boxes and 999</i>
To have only those Moorage Slips with assigned boats Over or Under a specified Length Overall, (or those Slips that can accommodate boats Over or Under a specific LOA, set as desired.	
Slips Listed Sorted By	<i>drop-list</i>
Select too have the moorage Slips listed sorted by Slip Code, Starting Moorage/Availalble Date, or by Boat Name.	
Listing Only Selected Slips — for assorted properties	<i>check-boxes</i>
Click on the respective check-box to include Slips with the given status or by whom it is occupied by.	

6.6.4 Available Slips Report

From the MM Main menu, select **Available Slips Report** from the **Reports** drop-down menu; or from the [Slip x Date Query Management](#)¹⁹⁵ Operations function, click on the **Print Available Moorage Report** push button.



The Assigned Slips report provides a simple list of who has been assigned each Moorage Slip within the filtered dates provided. The report shows the following:

For the Assigned Moorage Report:	For the Available Moorage Report:
<ul style="list-style-type: none"> • Boat Name • LOA of Vessel • Slip Code • Date Assigned, (or Arrival Date for Guests) • End of Moorage, (or Departure Date for Guests) 	<ul style="list-style-type: none"> • Slip Code • Dates Available (withing the filtered range) • Maximum LOA of Vessel to fit • Maximum Beam


➔ Assigned / Available Moorage Reports Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the Slips that are output to the report.


Print Slips Assigned for Moorage Report

Report: **SLIPASSIGNED.RPT** Print Slip Moorage Assigned Report ...


Report Options **Boat Selects** **Member Selects** **Print Options**

Enter options and filters for this report. 

For Slips Associated to Dock:

All Selected **A-EAST**  A Dock

For Vessels Moored or Arriving:


Between: 

For Slips for Boats with Length-Overall:

Under Feet

Over Feet

Items Listed Sorted by:

Slip Code 

List those Slips with Vessels Departing or Arriving

List those Slips Occupied by Guests

List those Slips Occupied by Long Term Contracts

Next **Cancel**

When generating the Assigned Moorage Report, the operator is also presented with the standard [Boat Select Filters](#)^[99] screen, [Member Select Filters](#)^[99] screen for Yacht Clubs, the [Customer Select Filters screen](#)^[112] for Marinas, or the standard [Guest Select Filters](#)^[108] screen. These allow you to specify selected or ranges of Guests, Members or Customers, Customer Types, Sales Representatives, and/or only those members or customers satisfying a variety of filter criteria.

When the reports are generated, if archived, will be cataloged with a report name of **SLIPASSIGNED.RPT** or **SLIPAVAILABLE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

– Assigned / Available Moorage Filters Screen - Field Definition

For Moorage Associated to Dock

radio-buttons and X(8)

Select to report on All Docks, a Selected Dock, or a Range of Docks.

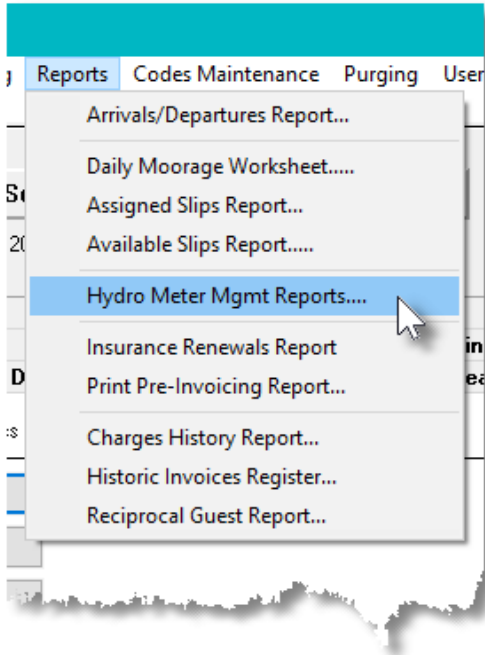
For Vessels Moored or Arriving on Date	<i>(mmddy)</i>
Enter the date range for which moorage should be checked. Click the calendar icon to choose a pre-defined date range, or enter it directly.	
For Slips with/to Accommodate Vessels LOA	<i>check-boxes and 999</i>
To have only those Moorage Slips with assigned boats Over or Under a specified Length Overall, (or those Slips that can accommodate boats Over or Under a specific LOA, set as desired.	
Slips Listed Sorted By	<i>drop-list</i>
Select too have the moorage Slips listed sorted by Slip Code, Starting Moorage/Availalble Date, or by Boat Name.	
Listing Only Selected Slips — for assorted properties	<i>check-boxes</i>
Click on the respective check-box to include Slips with the given status or by whom it is occupied by.	

6.6.5 Hydro Meter Reports

The Hydro Meter Codes Management function offers a variety of different reports that may be generated relating to their assignment and meter readings. These will be useful for installations where power is billed to club members or marina clients based on the kWhrs consumed.

The reports list Meters sorted either by their assigned Meter Code, or by the moorage Slip they have been assigned to. A number of filters may be set to list only those meters of interest. These report would be useful when preparing to bill for moorage power consumed where meter readings must be performed.

From the MM Main menu, select **Hydro Meter Reports** from the **Reports** drop-down menu; or from the [Hydro Meter Codes Maintenance](#)⁵⁷² function, click on the **Print** push button.



The Hydro Meter Codes Management function offers a variety of different reports that may be generated relating to their assignment and meter readings. These will be useful for installations where power is billed to club members or marina clients based on the kWhrs consumed.

The reports list Meters sorted either by their assigned Meter Code, or by the moorage Slip they have been assigned to. A number of filters may be set to list only those meters of interest. These reports would be useful when preparing to bill for moorage power consumed where meter readings must be performed.

The following variations of this report may be generated:

- Meter Summary Report — Is a simple list of each Meter showing the Slip it is assigned to, along with the Club Member or Client that would be billed for the power consumed.
- Meter Pre-Billing Report — For each Meter, shows the last two meter readings, and their dates, that would be used for computing that amount to be billed. The code of the Club Member or Client to be billed is also listed.
- Meter Reading History Report — For each Meter lists a history of the past 7 meter readings showing the Date, Reading, kWhrs Consumed, the # of days in the period billed, the Invoice #, the \$ amount and the code of the Club Member or Client
- Last Reading Report — This report may be useful when reading all the meters prior to billing. For each Meter lists the readings to be used for the next power billing cycle.

Hydro Meter Reports - Options Screen

The following screen is presented when generating Hydro Meter reports:

The Hydro Meter Report generated, if archived, will be cataloged with a report name depending on the Type of Report as follows:

- Meter Summary Report — **METERS.LST**
- Meter Pre-Billing Report — **METERPREBILL.RPT**
- Meter Reading History Report — **METERHISTORY.RPT**
- Last Reading Report — **METERSREAD.LST**

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

Hydro Meter Reports Screen - Field Definitions

Report Type	<i>radio-buttons</i>						
Select the type of report to be generated. (See above)							
<table border="1"> <tr> <td><input checked="" type="radio"/> Meter Summary Report</td> </tr> <tr> <td><input type="radio"/> Meter Pre-Billing Report</td> </tr> <tr> <td><input type="radio"/> Meter Reading History Report</td> </tr> <tr> <td><input type="radio"/> Last Readings Report</td> </tr> </table>		<input checked="" type="radio"/> Meter Summary Report	<input type="radio"/> Meter Pre-Billing Report	<input type="radio"/> Meter Reading History Report	<input type="radio"/> Last Readings Report		
<input checked="" type="radio"/> Meter Summary Report							
<input type="radio"/> Meter Pre-Billing Report							
<input type="radio"/> Meter Reading History Report							
<input type="radio"/> Last Readings Report							
Sorted By	<i>drop-down list</i>						
List the Meters sorted either by their assigned Meter Code, or by the Moorage Slip they are assigned to.	Sorted by: <table border="1"> <tr> <td>Meter Code</td> <td>▼</td> </tr> <tr> <td>Meter Code</td> <td></td> </tr> <tr> <td>Assigned Slip Code</td> <td></td> </tr> </table>	Meter Code	▼	Meter Code		Assigned Slip Code	
Meter Code	▼						
Meter Code							
Assigned Slip Code							
Include those Hydro Meters - Assigned to Dock Code	X(8)						
Only those Meters that have been assigned to Moorage Slips belonging to the selected Dock will be listed. Leave the field blank if it is not to be considered as a filter.							
Include those Hydro Meters - Assigned to Moorage Slip	X(5)						
Only the Meter that has been assigned to the Moorage Slip will be listed. Leave the field blank if it is not to be considered as a filter.							
Include those Hydro Meters - with Hydro Meter Code	X(15)						
Only the Meter that has been labeled with the selected Code will be listed. Leave the field blank if it is not to be considered as a filter.							
Only Where kWhrs Used is charged to boat owners	<i>check-box</i>						
Only list those Meters that have been flagged to charge the boat owners for the kWhrs consumed							
Only Where a Fixed Rate is charged to boat owners	<i>check-box</i>						
Only list those Meters that have been flagged to charge a fixed periodic rate to the boat owners, regardless of the kWhrs consumed.							

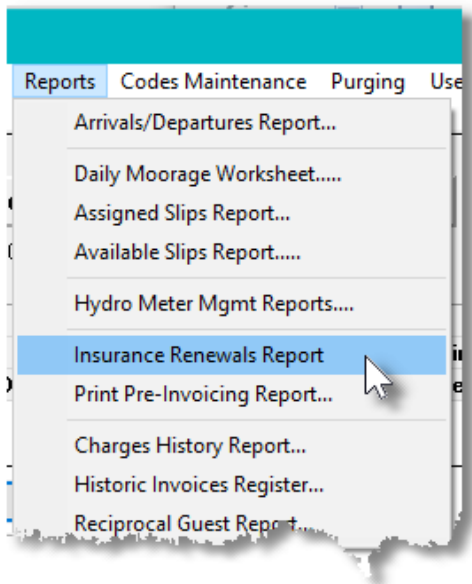
Only Without a Reading Since the Last Billing Date*check-box*

Only list those Meters that have not had a meter reading recorded since the last time kWhrs consumption charges were generated.

6.6.6 Insurance Renewal Report

The Marina Mate system offers the ability to capture and store copies of boat owners insurance contracts. The Insurance Renewal report provides a list of those club members or marina clients whose boat insurance will expire, or has expired, as of a specified date.

From the MM Main menu, select **Insurance Renewals Report** from the **Reports** drop-down menu.



The report shows the following information:

- Member or Client Code
- Owner Name
- Boat Name
- Slip Code
- Insurance Expire Date
- # of days past Expire Date
- Boat Owner's Phone Number
- A flag indicating an email was sent

"Request for Insurance" Emails

As an option, when the report is generated, you may select to have emails sent to all boat owners

requesting copies of their insurance contracts.

The text file used to compose the email:

Filename:	[Company Data Files Path]\rpts\Email-Templates
Folder:	Insurance_EmailMessage.TXT

You may edit this file with your own verbiage.

Expired Insurance Report Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the items that are output to the report.

When the reports are generated, if archived, will be cataloged with a report name of **INSURANCE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Expired Insurance Report Filters Screen - Field Definition

Reporting Members or Marina Clients

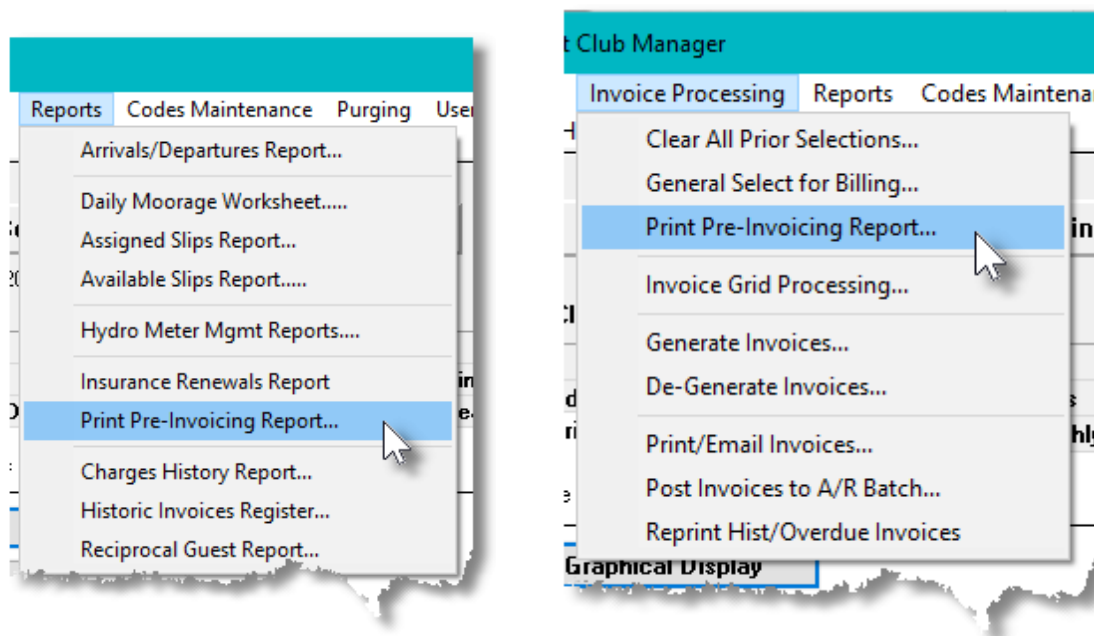
radio-buttons

Set by the system depending on the type of company defined in the preferences.	
For Members with Vessels Moored Where	<i>radio-buttons</i>
Select to list either Members with moorage at the club marina, or elsewhere, or both.	
For Insurance Contract Renewal as of Date	<i>(mmddyy)</i>
To have only those Boat Owners listed whose insurance expires before the date specified. The date will default to one month into the future.	
Email Option	<i>check-box</i>
Set the flag to have an email generated and sent to the owner of the boat.	

6.6.7 Pre-Invoicing Report

The Pre-Invoicing report provides a simple list of all recorded Charges that are eligible, or have been selected, for billing. You may choose to have the items listed sorted, sub-totaled and grouped by a variety of criteria, sub-totaled by a variety of criteria. Totals are tallied and listed for the Base Charge, Taxes, and the amount to be Invoiced.

From the MM Main menu, select **Print Pre-Invoicing Report** from the **Invoice Processing** drop-down menu or the **Reports** drop-down menu; or it is also available from the [Charges Entry function grid screen](#) ²³⁵.



➔ Charges Report - Options Screen

The following screen is presented when generating the report:

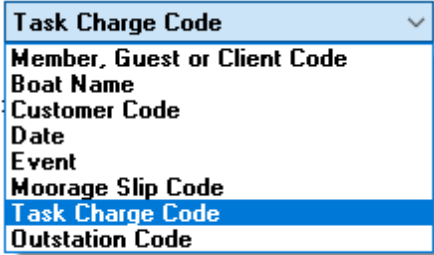
If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **CHARGES.RPT**,

When generating the report, the operator is also presented with the standard [Member Select Filters](#)^[104] or [Client Select Filters screen](#)^[112], and [Charges Select Filters](#)^[95]. These allow you to specify selected or ranges of Members, Clients and/or a variety of other filter criteria.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

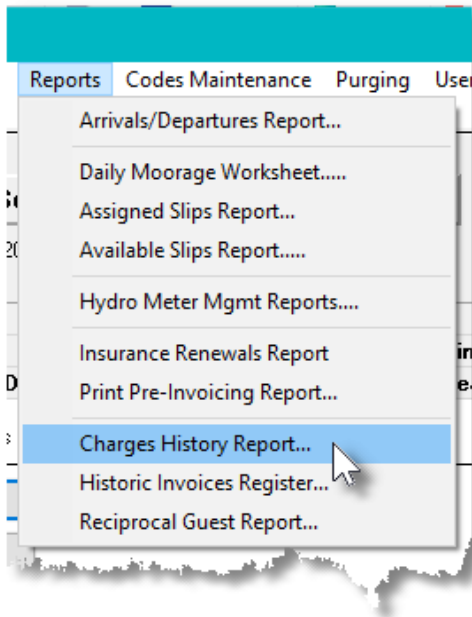
– Field Definitions

Charges Grouped By	<i>list-box</i>
Charges may may be grouped by a variety of properties, with applicable sub-totals.	

	
Charges Sub-Grouped By	<i>list-box</i>
Within each group, items may be grouped as a subset within each major grouping.	
Charges Detail Sorted By	<i>list-box</i>
The detail charges listed, may also be listed sorted by a number of criteria.	
Include Charges Upto & Including Date	<i>mm/dd/yy</i>
Only those Charges on or before the date entered are printed.	

6.6.8 Charges History Report

From the MM Main menu, select **Charges History Report** from the **Reports** drop-down menu, or from the [Slip x Date Query Management](#)¹⁹⁵ Operations function, click on the **Charges History Report** push button.



Historic Charges Report Filters Screen

The following screen, or something very similar, is displayed for entry of a number of different options and filters that may be set to limit the items that are output to the report.

When having the history records purged or accumulating the Totals for display, or generating the History Report, the operator is also presented with the standard [Charges Select Filters](#)^[95] screen, and depending on the type of company set up, the [Member Select Filters screen](#)^[104], the [Guest Select Filters screen](#)^[108], or the [Customer Select Filters screen](#)^[112]. These allow you to specify selected or ranges of Charges, Members, Customers and Guests along with a variety of other filter criteria.

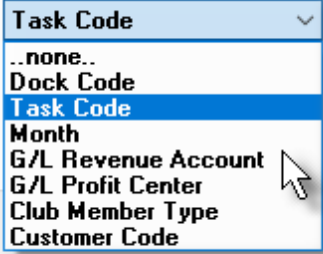
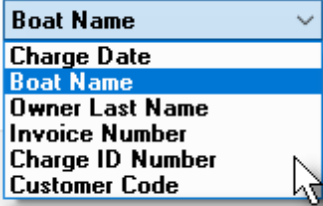
When the Charges History Report is generated, if archived, will be cataloged with a report name of **CHARGEANALIZE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

– Processing Filter Options Screen - Field Definition

Charge ID(s)	radio-buttons and 9(8)
To select All Charges regardless of their ID numbers; or for only those that fall within a range of ID numbers. If a range is selected, enter the starting/ending Charge ID numbers.	
<input checked="" type="radio"/> All	All Charges are considered regardless of ID

<input type="radio"/> A Range	Specify a Starting and Ending ID for the Charges to be processed
Charges Dated	<i>radio-buttons and (mmdyy)</i>
Select only those Charges that have been recorded with a date that falls in the range entered.	
<input checked="" type="radio"/> Not Considered	All Charges are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Charges to be processed
Include only Charges — for Description Sub-Strings	2 x X(20)
To have only those Charges that have the entered sub-string(s) found within the Description field. If two sub-strings are entered, the selected boolean operator will be applied.	
Include only Charges — for Moorage Dock	X(8)
To have only those Charges that were generated for a particular Moorage Dock Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Moorage Slip	X(5)
To have only those Charges that were generated for a particular Moorage Slip Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Event/Service	X(8)
To have only those Charges that were generated for a particular Event or Service Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Guest's Marina	X(8)
To have only those Charges that were generated for a particular Guest that have their boat moored at the specified Marina, or is a Member at the Marina's Yacht Club. <i>(This field is enabled only when entering the Grid Display filters).</i>	
Include only Charges — for Tax Code	X(8)
To have only those Charges that were generated that computed an amount for the specified Tax Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	

Report - Items Grouped by	<i>drop-down list</i>
<p>To have the Charges listed Grouped by one of the available fields.</p>	
Report - Items Listed Sorted by	<i>drop-down list</i>
<p>To have the Charges listed sorted by one of the available fields.</p>	
Report - Listing	<i>radio-buttons</i>
Export Group Totals to Spreadsheet	<i>check-box</i>
<p>To have the Group Totals output to spreadsheet, set the check-box. The standard Series 5 Export Options screen^[85] will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is Chrg_Analysis_Totals.XLS. You may click the Browse button to locate a different folder and output file.</p>	

Charges Report Group Totals Export

The Series 5 system provides for the capability to export the Totals to a spreadsheet.

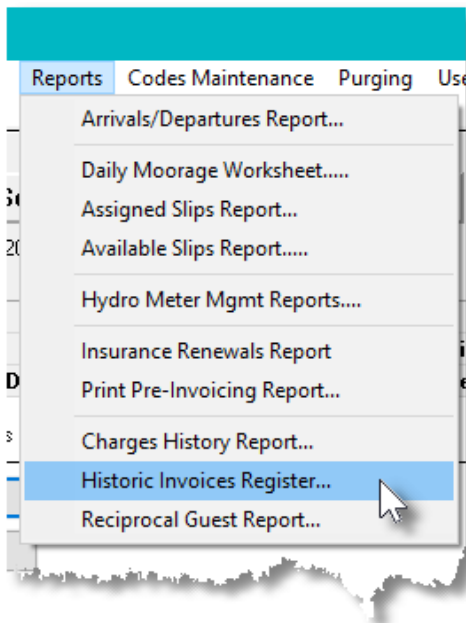
The standard Series 5 [Export Options screen](#)^[85] will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Chrg_Analysis_Totals.XLS**. You may click the Browse button to locate a different folder and output file.

For each Group Total, the following fields are output:

<i>Column #</i>	<i>Excel Column</i>	<i>Field</i>	<i>Format</i>
1	A	Group Sort Code	X(8)
2	B	Group Code Description	X(40)
3	C	# of Charges	9(5)
4	D	Sub-Total (Revenue Amounts)	99,999,999.99
5	E	Tax-1 Amount	999,999.99
6	F	Tax-2 Amount	999,999.99
7	G	Tax-3 Amount	999,999.99
8	H	Tax-4 Amount	999,999.99
9	I	Total Invoiced Amount	999,999.99
10	J	Credit Amounts Given	99,999,999.99
11	K	Term Customer Sales	99,999,999.99
12	L	Term Moorage Months	9(5)
13	M	Guest Customer Sales	99,999,999.99
14	N	Guest Moorage Nights	9(5)

6.6.9 Historic Invoices Register Report

From the M/M Main menu, select **Historic Invoices Register** from the **Reports** drop-down menu; or from the **Invoice History Inquiry** ¹⁷⁰ function, select **Print Invoice Register** from the **File** drop-down menu .

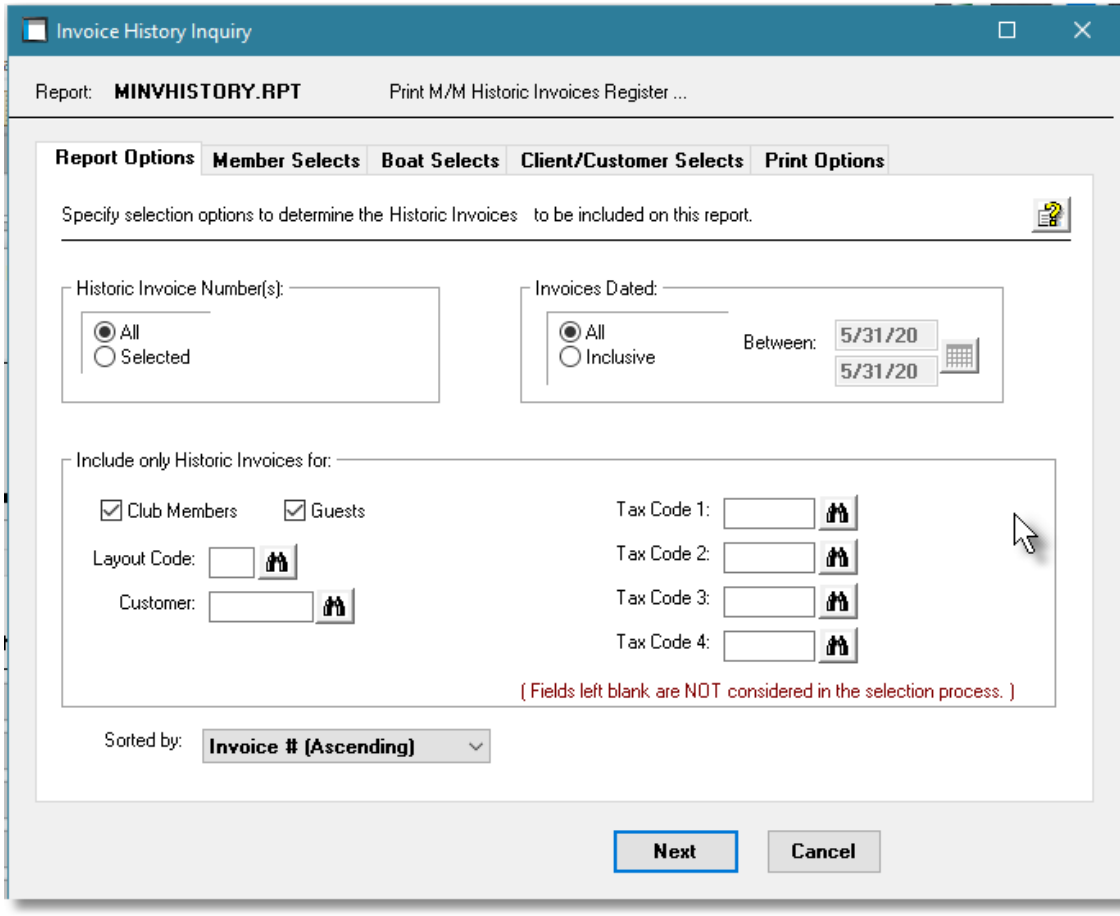


The Invoices Register report provides a simple list of all the Invoices that were generated within a

specific range of Dates and/or Invoice Numbers. You may choose to have the items listed sorted by Invoice #, Invoice Date, Boat Name, Owner Last Name, or Customer Code.

Invoices Register Reports Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.



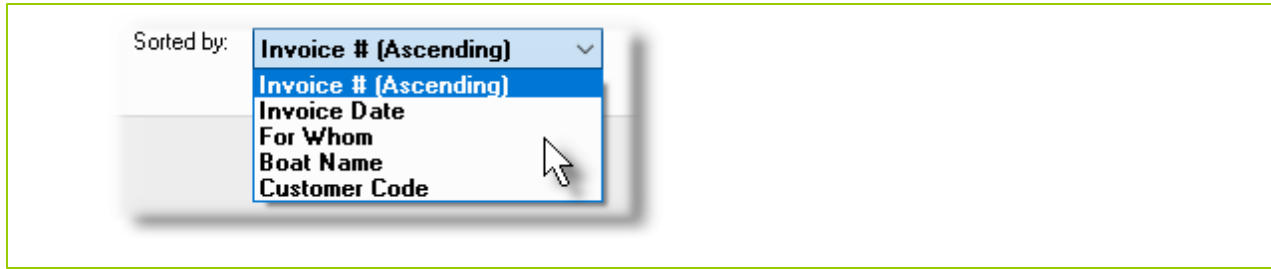
When having the Invoice history records purged or accumulating the Totals for display, or generating the History Invoice Register Report, the operator is also presented with the standard [Boats Select Filters](#)^[95] screen, and depending on the type of company set up, the [Member Select Filters screen](#)^[104], the [Guest Select Filters screen](#)^[108], or the [Customer Select Filters screen](#)^[112]. These allow you to specify selected or ranges of Charges, Members, Customers and Guests along with a variety of other filter criteria.

When the "Archived" Register is generated, if archived, will be cataloged with a report name of **MINVHISTORY.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

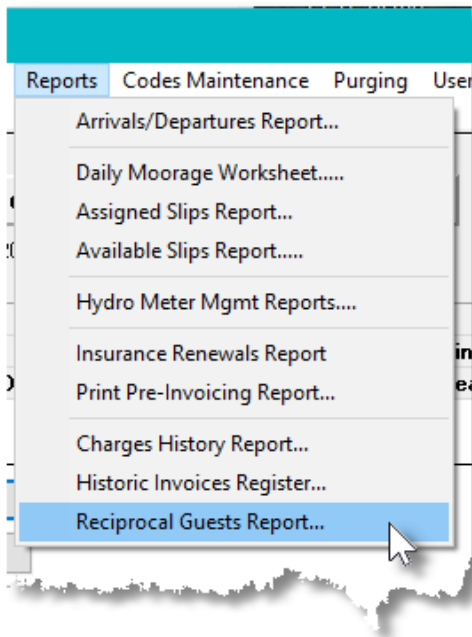
– Invoices Register Filters Screen - Field Definition

Historic Invoice Number(s)	<i>radio-buttons and 9(8)</i>
To select All Invoices regardless of their Invoice numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Invoice numbers.	
Invoices Dated	<i>radio-buttons and (mmdyy)</i>
Select to have Invoices selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Invoices — for Club Members and/or Guests	<i>check-boxes</i>
To have only those Invoices that were generated for Club Members, (or Marina Clients), and/or Guests processed.	
Include only Invoices — for Invoice Layout Code	<i>9(3)</i>
To have only those Invoices that were generated based on a particular Invoice Layout Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Invoices — for Customer	<i>X(6)</i>
When entering grid display filters, to have only those Invoices that were generated for a particular Customer Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Orders — for Tax Codes 1, 2, 3 & 2	<i>X(6)</i>
When entering grid display filters, to have only those Invoices processed that were recorded with a particular Tax Code. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Invoices Sort	<i>drop-down list</i>
To have the Invoices listed sorted by one of the available fields.	



6.6.10 Reciprocal Guests Report

From the MM Main menu, select **Reciprocal Guests Report** from the **Reports** drop-down menu; or from the **Reciprocal Guests Inquiry** ¹⁶⁵ function, select **Print Reciprocal Analysis** from the **File** drop-down menu, or click on the **Report** push button.



Reciprocal Guest History Report Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the items that are output to the report.

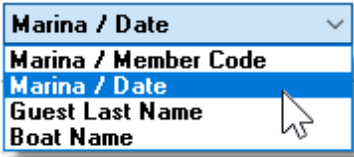
When having the history records purged or accumulating the Totals for display, or generating the History Report, the operator is also presented with the standard [Guest Select Filters screen](#)¹⁰⁸. This allows you to specify selected or ranges of Guests along with a variety of other filter criteria.

When the Charges History Report is generated, if archived, will be cataloged with a report name of **RECIPDETAIL.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Processing Filter Options Screen - Field Definition

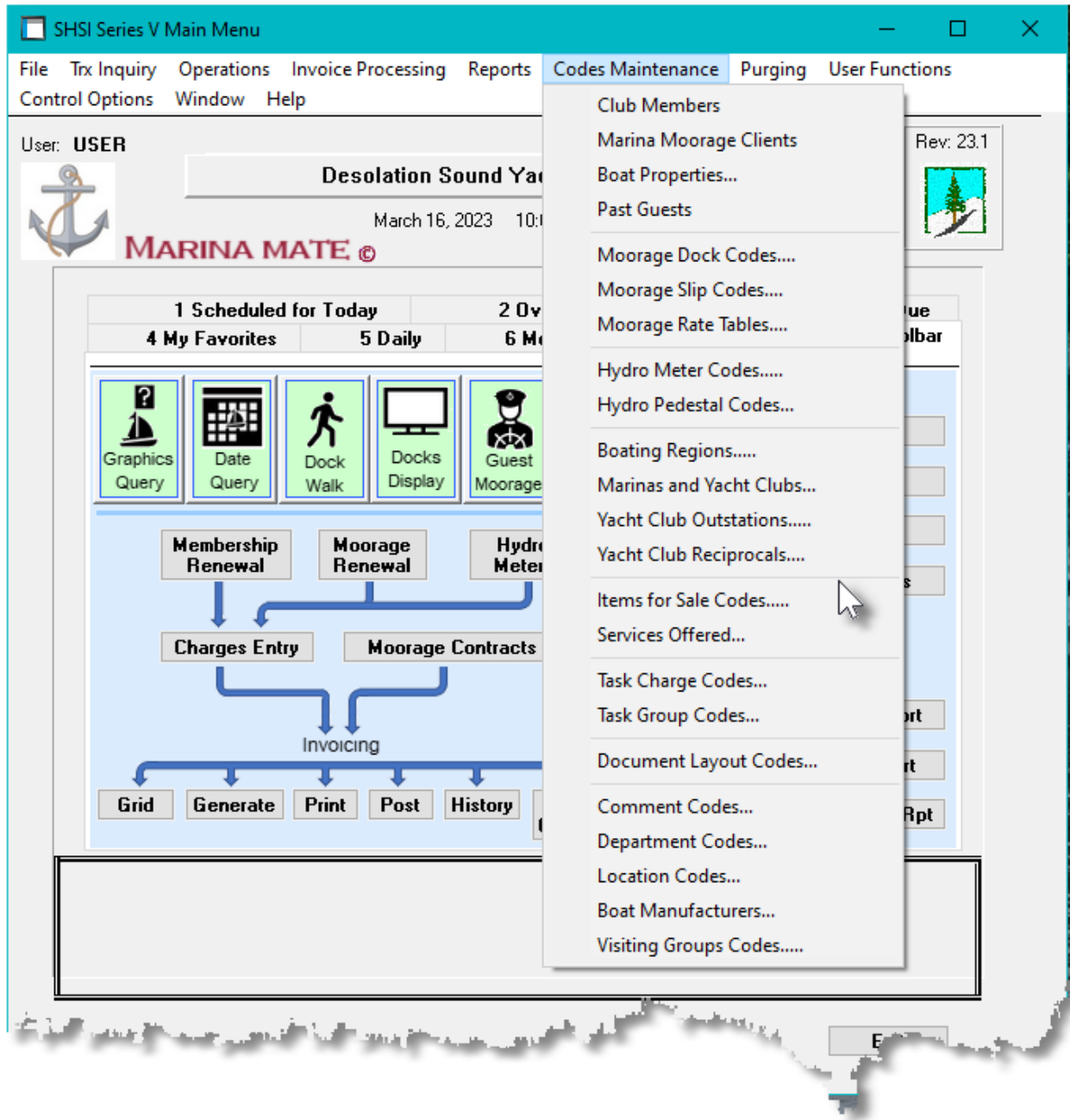
Guest Visit Invoice Number(s)	radio-buttons and 9(8)
To select All Visits regardless of their moorage Invoice numbers; or for only those that fall within a range of Invoice numbers. If a range is selected, enter the starting/ending Invoice numbers.	
<input checked="" type="radio"/> All	All Visits are considered regardless of Invoice #
<input type="radio"/> A Range	Specify a Starting and Ending Invoice # for the Visits to be processed

Reciprocal Visits Dated	<i>radio-buttons and (mmdyy)</i>
Select only those Visits where the first day of the visit falls within the range entered.	
<input checked="" type="radio"/> Not Considered	All Visits are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Visits to be processed
Include only Visits — for Moorage Dock	<i>X(8)</i>
To have only those Charges that were generated for a particular Moorage Dock Code. <i>(This field is enabled only when entering the Grid Display filters).</i>	
ONLY Include Visits that had a Free Night	<i>check-box</i>
To select only those Reciprocal Guest Visits that were giving a Free Night, set the check-box.	
Report - Items Listed Sorted by	<i>drop-down list</i>
To have the Charges listed sorted by one of the available fields.	
	
With # of Visit Nights	<i>radio-buttons</i>
To select only those Reciprocal Guest Visits that stayed Greater Than, or Less Than a specific # of nights.	

6.7 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are available under the **Codes Maintenance** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to maintain the Master Codes used in the MM. In particular, the function to Maintain your Club Members, Marina Clients, Moorage Slip Codes and Task Charges Codes are found here.

These functions are available from the MM Menu Bar as shown:



6.7.1 Club Member Maintenance

For Yacht Clubs all charges entered into Series 5 Yacht Club Management system must be assigned to a Club Member. Invoices are generated for each Member, (or Guest), in the system. When new members are added to the system, the assigned Member Code becomes the A/R Customer Code, and is used for billing purposes. All invoices are eventually moved to the Accounts Receivable system.

For each Member, they may, or may not have a boat. Also they may have a boat that is not moored at the club. However, it is possible to enter non-moorage type charges for a member.

The following functions are managed:

- Members are added, deleted and modified
- Information about their boat is recorded
- If their boat is moored at the club, information about moorage and it's billing is recorded
- Information about Members may be imported/exported from/to spreadsheets
- If the club has a "Work Credit Program" in place, information and applicable totals are kept
- Notes about the member may be recorded.
- Photos, MS Word documents, PDFs and Excel spreadsheets may be assigned to members



Setup Advice

To provide a simple interface from other charge generating systems, the ability to add or update Members information from spreadsheet files exist. This feature may be used initially to load your Members information from a spreadsheet; or it may be used to update Member information on a regular basis.

When adding a new Member, or editing an existing one, there are a number of different tabbed screens that are required. Depending on whether the Member has a boat or not, and whether it is moored at the club, then two or three of the tab screens have important fields that are significant, and care must be taken with the settings that are chosen. To summarize these screens:

- Member's General Membership Properties
- Vessel Description and Size, Insurance and Ownership details
- Moorage Information
- Historic Totals and Work Credit Program Hours
- Free Formatted Notes



Adding a New Member

When adding a new Club Member, **YOU MUST ALSO HAVE A CUSTOMER RECORD IN THE A/R SYSTEM**. When adding the member, when at the A/R Customer Code entry field, enter the desired Customer Code, or strike the F1 key to have the system assign a numeric code for you. You will then be prompted to have the Customer record added. Click YES, and control will transfer to enter customer properties.

If a Customer Template was defined in the Control Preferences [General Control Properties](#) ⁶¹³ sub-screen, then it's fields will be used to initialize the A/R Profile fields of the new customer record.

If the Customer file had already been loaded, say from spreadsheet, then just enter the Customer Code for the new Marina Client being added.

The Member Codes defined here are listed in the Series 5 [Member Code LOV Lookup](#) ⁷⁰¹ window.

6.7.1.1 Member Maintenance Grid Screen

MM Members are maintained using a Series 5 grid processing screen.

M/M Member Maintenance Grid

"Fast Buttons"	
New	Add a new Member
Modify	Modify the Member highlighted in th
Delete	Delete the Member highlighted in th
Print	Generate a report listing the M/M M
Import	Imports Members information from spreadsheet
Export	Export selected fields for selected Members to a spreadsheet

Edit an existing Member by double-clicking it's associated row. Standard Series 5 grid controls apply.

Club Members - Adding a New Member

When a new Club Member is added to the system that is not using contracts, and a moorage slip has been assigned for the first time, all related charges will be recorded and ready to be invoiced.



Term Moorage Charges for Yacht Club Members Getting Moorage for the 1st Time

Moorage related charges associated to yacht club members getting moorage for the first time, are automatically generated after finishing adding their record and do not have to be added separately.

For Renewal term moorage charges associated to members, and any other types of charges, the [Enter Charges for Invoicing](#)²³⁰ application must be launched and the [Generate Moorage Charges](#)²⁴⁵ function selected.

6.7.1.2 Membership Tab Screen

M/M Member - Membership Tab Screen

The Member's Membership screen is used for the Member Code, their contact information, membership information, billing, vehicles owned and if applicable, their Credit Card credentials.

Some points to note when setting up a new Member:

- When adding a new member, a record will automatically be set up in the Accounts Receivable using the Membership Code as the Customer Code.
- If Credit Card credentials are entered, these fields are encrypted when stored. The CVD number IS NOT STORED. Credentials may be validated depending on the type of Credit Card Gateway processor being employed.

Member Names

When recording the member Names, make sure you are consistent in using upper and lower case. The member's last name is used as a key and assorted display screens and reports can list items by the Last Name.

The descriptive properties associated to each Member are maintained by the following screen:

M/M Member Management

Member: **CAR001 Carlsen YELLOW COW** - Modify the Properties of

Membership Vessel Moorage Recurring Charges Historic Totals / Work Credit Program Notes

Record the Member's contact information, the type of membership, their A/R Customer Code information, properties for their vessel and about it's moorage. Created: 11/13/23 Modified: 1/09/24

Membership ID Code: **CAR001** 1st Name: **Larry** Last Name: **Carlsen**

Membership Type: **Full Active Member** Spouse's/Partner Name: **Sherry Parrott**

Cell Phone: **250-922-5647** Children Names:

Home Phone: Email 1: **larryc@sentinel-hill.com**

Work Phone: Email 2:

Photo of Boat's Owner on File? Emergency Contact & Phone:

Do not Share Emails
 Do not Share Phone Numbers
 Suppress Listing from Club Roster

Member's Application

Received: **10/01/18** Time: **14** :

Approved: **11/02/18**

Key Fob Codes: **FR-188** Executive Position: **Not Applicable**

Door Key Codes: **J-200** Moorage Seniority Number: **201810011400**

Locker Codes: **177** Date of Birth: **1/02/66**

Web Logon: Password:

Billing:

Customer Code: **CAR001** **Carlsen, Larry**
 1001 Main Street
 Princeton, NJ V7V 3B2

Invoicing Cycle Code:

Invoices & Contracts Delivered: by Email by Posted Mail

Last Invoice Issued: # **0003020** **1/01/24** for: \$ **16.80**

Exempt from Membership Dues Billing

Vehicles Registered to be Parked at the Club:

Model	Year	Colour	Plate #
BMW M7	1999	<input type="text"/>	17178-88
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lounge Assessment Summary:

Prd Ending	Allotment	Charges Used	Balance
3/31/19	800.00	<input type="text"/>	800.00
6/30/19	800.00	<input type="text"/>	800.00
9/30/19	<input type="text"/>	<input type="text"/>	<input type="text"/>
12/31/19	<input type="text"/>	<input type="text"/>	<input type="text"/>
For the Year:	1,600.00	<input type="text"/>	1,600.00

Add/View Attached Document(s) Update Cancel

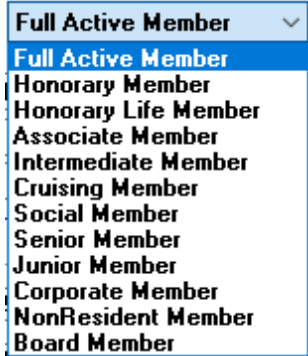
- Member Membership Tab Screen - Field Definitions

Member Code

X(8)

This is the code that is used to identify the Member in the M/M system. This is the code that is entered and carried in the assorted Series 5 transactions. *(The code is alphanumeric, so if a numeric code is used, they are NOT right justified).* When adding a new member, if the F1 function key is struck, the next sequential numeric Member Number from the MM Control properties, will automatically be assigned.

If you wish to assign the Member Code to the Customer Code then it must be only 6 characters.

First - Last Names	X(15) - X(20)
The name of the Member.	
Membership Type	drop-down list
<p>Members must be assigned a Membership Type. The system offers the ability to have different Membership Fees and Lounge Assessment Fees for each of the different Member Types. Also, should Moorage Rate Tables⁵⁵⁶ be employed, different rate tables can be defined for different Member Types.</p> <p>Member Types are defined by the Define Club Membership Codes function⁶³⁷ available in the MM Menu's Control Options drop-down list.</p>	
	
Cell, Home & Work Phones	X(12) each
These fields are for information purposes. It is the member's phone numbers.	
Spouse's/Partner Name	X(30)
This field is for information purposes to record the member's spouse or partner name.	
Children's Names	X(40)
This field is for information purposes to record the members' children names.	
Emails 1 & 2	X(60) each
Record the member's email addresses. Email-1 is used for sending copies of Moorage Contracts and Invoices; and when Bulk Emails are sent.	
Photo of Boat's Owner on File ?	check-box
Set if a photo of the Owner has been attached to the Member. If it has, then click the graphic push button to view.	
Emergency Contact & Phone	X(35)
This field is for information purposes to use if necessary.	
Do not Share - Email Address or Phone Numbers	check-box
The email address or phone numbers are NOT to be shared or used other than for business related to the member.	
Suppress Listing within Client Roster	check-box
If a directory of club members is generated, DO NOT INCLUDE information about this member. Also, when the Web Portal's Roster Display function is launched, only the Member Code, Boat Name and Slip Assignment fields are displayed.	
Membership Application - Date & Time Received	(mmddyy)
Moorage is typically assigned based on the member's seniority which is determined by the	

date and time that an application for membership was received. In most cases too, membership must be approved by the board, perhaps at a later date. When the Date Received and Time is entered, it will be used to form the Moorage Seniority Number.

Website Logon & Password

X(20) & X(10)

If the club has a website that the Member can sign on to, enter it here. ***These fields are for information purposes only.***

Key Fob Codes

X(13)

If Key Fob(s) are issued to, or purchased by the member, you can record their serial numbers in this field. ***These fields are for information purposes only.***

Door Key Codes

X(13)

If Door Key(s) are issued to, or purchased by the member, you can record their serial numbers in this field. ***These fields are for information purposes only.***

Door Key Codes

X(10)

If a Locker has been issued to the member, you can record the locker number. ***These fields are for information purposes only.***

Executive Position

drop-down list

If applicable, record the position the member holds.

These fields are for information purposes only.

Moorage Seniority Number

Moorage is typically assigned based on the member's seniority which is determined by the date and time that an application for membership was received. When the Date Received and Time is entered, it will be used to form the Moorage Seniority Number, but it may be edited if needed.

Date of Birth

(mmddyy)

Record the member's date of birth. This field is used only if the club has a [Work Credit](#)

Program ⁶²⁹ in place and members over a specified age are exempt from having to volunteer.	
Billing - Customer Code	X(6)
The member is tied to the Accounts Receivable system by way of the Customer Code. When invoices are generated they assigned the member's Customer Code. By default, the Membership ID code is also used as the Customer Code. Customer Codes are defined in the A/R system.	
Billing - Invoicing Cycle Code	X(1)
When Invoices are generated, you may specify a specific Invoice Cycle Code so that only those Members whose Invoice Cycle Code matches, will have an invoice cut. This is a one character code that you assign. You might have a different code for every week, or for different types of Customers, or for different types of Invoices. You may have some Members that have a Cycle Code, and others that have no code at all.	
Billing - Invoices & Contract Delivery	radio-buttons
Indicate how Invoices and Contracts are to be delivered to the Member. If email is chosen an email address must be on file.	<input checked="" type="radio"/> by Email <input type="radio"/> by Posted Mail
Exempt from Membership Dues Billing ?	check-box
If this Member is not to be billed from Membership Dues, set the flag.	
<div style="border: 1px solid black; padding: 10px;"> <p>Multiple Vessels Owned ?</p> <p>The system generates Moorage Contracts and/or Moorage Charges for each Member on file. If the Member has 2 vessels moored at the club, then a 2nd Membership record needs to be recorded, and the vessels information linked. So in this case, you would not generated Membership charges for the 2nd copy of the Member's record.</p> </div>	
Pay Invoices using Credit Card ?	check-box
If the club is making use of a Credit Card processing Gateway, then you may wish to record the member's credit card credentials so that invoices may be automatically paid. When setting the check-box you will be invited to enter the credit card information, and it will be validated with the Credit Card Gateway company. Currently only Moneris is supported by the Series 5 applications.	
When the Credit Card credentials are stored in the Member's record, it is encrypted and the CVD number is not stored.	
Temporarily Suspend Credit Card Payments	check-box
If you need to temporarily suspend use of the Member's card, set the check-box.	
Registered Vehicles - Model, Year, Colour, Plate #	X(20) - 9(4) - X(8) - X(8)
If the club has a parking lot, you may record details about two different vehicles that might be parked. These fields are for information purposes only.	

Lounge Assessment Summary

If the club is collecting fees for Lounge Assessment, then this table is presented. It shows totals for each Assessment Allotment period, (for the Assessment Year). The annual allotment credit is broken down into each period. The **Balance** column shows how much funds are still available for those periods that are still open.

For **Periods** showing **X**, the associated allotment period has been closed. For **Balance** amounts showing **F**, the value shown is the allotment \$ amount that was unused, and has been lost.

6.7.1.3 Vessel Tab Screen

The Member Vessel screen provides those fields that are used to keep information about club member's boat. In particular the following fields are defined here:

- The Name of the boat and it's Registration Code
- The LOA, Beam & Height in both feet and meters (used for billing and to ensure can fit in assigned slips)
- Information about when was last inspected by Coast Guard
- Information about insurance coverage
- The names of the owners

Member - Vessel Properties Tab Screen

The boat's properties are maintained by the following screen:

M/M Member Management

Member: **CAR001 Carlsen** **YELLOW COW** - Modify the Properties of

Membership Vessel Moorage Recurring Charges Historic Totals / Work Credit Program Notes

Enter the Boat Name, Model, License ID's and it's general specification.
Also provide contact information for it's owner(s). Created: 22/38/57
Modified: 22/38/57

Boat ID: **0000404** Name: **YELLOW COW**

Registration #: **BC181888** Manufacturer: **NAVIGATO** Navigator Year: **2012**

Hull VIN Serial #: Model: **4800 Classic**

VHS MMSI #: **0007772** Photo of Vessel on File ? Proof of Registration on File ? Proof of Legal Ownership on File ?

Overall Length: **50.00** ft **15.24** m Vessel Type: **Motor Yacht** Engine: **Dual V-Drive**

Beam: **12.00** ft **3.66** m Hull Material: **Fiberglass** Fuel: **Diesel**

Height: **0.00** ft **0.00** m Hull Type: **Planing Vee** Equipped with Holding Tank ?

Draft: **0.00** ft **0.00** m Hull: **White** Cabin: **White** Slings Vessel Photo on File ?

Preferred Shore Power:

Coast Guard/ Marine Safety Inspection:

Last Inspected: **6/01/23** Not Applicable
Inspected By: **James** Required Passed Failed

Insurance:

Company: **Dolphin** Policy: **118192** Renewal Date: **12/01/24**

Declaration Copy on File ? Received: **1/09/24**

Primary Owner:

Larry Carlsen Club Member ID: **CAR001** (C): **250-922-5647** (W): (H):
Spouse/Partner: **Sherry Parrott** Email: **larryc@sentinel-hill.com**

Owner 2:

Owner 3:

Add/View Attached Document(s) Update Cancel

Boat Names

When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.

- Vessel Properties Tab Screen - Field Definitions

Boat ID

9(8)

This is the code that is used to identify the Boat in the M/M system. This is the code that is entered and carried in the assorted Series 5 transactions. When adding a new member or

client, if they have a boat, then the next sequential numeric Boat Number from the M/M Control properties, will automatically be assigned.

Name *X(40)*

The name of the boat. When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.

Registration #, Hull/Vin #, VHS MMSI # *X(18), X(16), 9(10)*

Identification codes for the vessel. These fields are offered for information purpose only and are not used in any operation.

Manufacturer, Model, Year *X(8), X(20), 9(4)*

These fields are for information purposes only. However, in any report listing transactions associated to Members, these fields may be used as filters.

Type of Vessel *radio-buttons*

Record the type of vessel. Power, Sail, Tender or Other. In any report listing transactions associated to Members or Boats, the type of vessel may be used as a filter..

<input checked="" type="radio"/> Power	<input type="radio"/> Tender
<input type="radio"/> Sail	<input type="radio"/> Other

Photo of Vessel on File ? *check-box*

Set if a photo of the Boat has been attached. If it has, then click the graphic push button to view.

Proof of Registration on File ? *check-box*

If you require a copy of the Boat's registration, and it has been attached, the check box is set. If it has, then click the graphic push button to view.

Proof of Legal Ownership on File ? *check-box*

If you require a copy of the Boat owners "Proof of Ownership", and it has been attached, the check box is set. If it has, then click the graphic push button to view.

Vessel Type, Hull Material Type, Vessel Colour *drop-down list(s)*

These fields are offered for information purpose only and are not used in any operation. The different types offered are coded in the system. Additional types cannot be added.

Engine Type, Fuel Type, Holding Tank ?	<i>drop-down list(s) - check-box</i>
These fields are offered for information purpose only and are not used in any operation.	
Slinged Vessel Photo on File ?	<i>check-box</i>
If a photo of the Boat while out of the water in a grid or sling has been attached, this check box will be set. If it has, then click the graphic push button to view.	
Overall Length, Beam, Height, Draft	<i>999.99</i>
These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used for computing moorage charges. They are also used by the system to display available slips for moorage assignment.	
Coast Guard Inspection - Date, By Whom, Status	<i>(mmddyy), X(25), radio-buttons</i>
These fields are offered for information purpose only and are not used in any operation.	
Insurance - Company, Policy #	
These fields are used to record information about the insurance purchased for the vessel. They are offered for information purpose only; but are listed on the Insurance Renewal report. .	
Insurance - Declaration Copy on File, Date Received	<i>check-box, (mmddyy)</i>
If you require a copy of the Boat owners "Insurance Declaration", (that can be attached to the owner's record), set this check-box when you have it, and record the date received. These fields are used as filters by the Insurance Renewal report. If a copy has been attached, the check box will be set and clicking the graphic will show it.	
Insurance - Renewal Date	<i>(mmddyy)</i>
If you require a copy of the Boat owners "Insurance Declaration", record the renewal. This field is used as a filter by the Insurance Renewal report.	
Primary Owner & 2 Others	<i>X(1)</i>
Record contact information for up to three owners of the boat. Click the adjacent icon to pop-up a window to record name, name of spouse/partner, and phone numbers.	

Primary Owner Email*radio-buttons*

Record an alternate email address for the primary owner. ***The email address that is recorded on the Member or Client's profile screen is the one that will be used for sending invoices, or other correspondences.***

6.7.1.4 Moorage Tab Screen

The Member Moorage screen provides those fields that are used to keep information about where the club member's boat is kept. In particular, for vessels kept at the club, the following information used for billing can be found:

- Moorage assigned start/end dates
- Assigned moorage slip
- Billing rate and LOA used as an override to the system defaults
- Power used and how billed

**Member - Vessel Moorage Properties Tab Screen**

The following screen is used to record information about the vessel's moorage:

M/M Member Management

Member: CAR001 Carlsen YELLOW COW - Modify the Properties of

Membership Vessel Moorage Recurring Charges Historic Totals / Work Credit Program Notes

Record information associated to the vessel's moorage and billing:
... and any Tender

Contract CAR001-003 In Effect

Moorage Details:

Boat is Moored: At our Marina/Club
 At our Dock in a Sublet
 TO BE CONTRACTED
 At our Dock Pending
 At Another Marina
 At Another Yacht Club
 At a Private Dock

Moorage Start Date: 1/01/24
 Moorage is Pre-Paid/Assigned Up to: 12/31/24

Berth Assignment: A-23 **Dock Slip**
 Dock: A Dock
 Harbor: CB - Cadboro Bay

Last Moorage Charge Based On:
 LOA: 50.0 Feet based on:
 Using a Rate of: \$ per Foot
 Monthly Moorage Rate/Foot Override: \$ 82.24

Moorage Contract Charges Approved 1/03/24:
 Moorage: \$
 Power: \$
 WiFi: \$
 Parking: \$
 LiveAboard: \$
 Enviro Fee: \$

Copy of the Contract on File ?

Moorage Billing:

Club Member ID: CAR001
 Larry Carlsen
 Customer Code: CAR001
 Member Since: 11/02/18

Shore Power:
 None 20 amp
 10 amp 30 amp
 15 amp 50 amp
 100 amp

Charging:
 Period Rates
 For kW-hrs Used
 kW-h Last Billed:

Billing:
 Annually Quarterly
 Semi-Annual Monthly

Last Invoice Issued:
 # 003006 1/01/24
 For: \$ 2,856.00

Pay Environmental Fees ? Pay Parking Fees ? Pay WiFi Fees ?

Marina/Club Inspections:

LOA Verified: 7/31/23
 Measured By: Bugs Bunny
 Equipment/Electrical Tests:
 Inspected By:

Testing:
 Not Applicable Passed
 Required Failed

Tender:

Description: 12 Foot Mariner 4 Inflatable
 Stored: On the Boat
 Slip Assignment:

Live-Aboard Owners:

Owner Lives Aboard the Vessel ? Pay Municipal Live-Aboard Tax ?

Approval Status:
 Not Needed Granted Registration Needed
 Denied Registration On File

City Permit ID: Date Issued:

Kayak:

Description: Red Wave Rider
 Rack Slip Assignment:

Update Cancel

Moorage Properties Tab Screen - Field Definitions

Boat is Moored Where

Identify where the member/client's boat is stored. When moored at the marina, then **Moorage Start/End Dates** and **Berth Assignment** fields will be enabled, and would need to be filled in. **When Moorage Contracts are issued, the system will automatically set the At our Dock**

radio-buttons

<input checked="" type="radio"/> At our Marina/Club	<input type="radio"/> At another Marina
<input type="radio"/> At our Dock in a Sublet	<input type="radio"/> At another Yacht Club
<input type="radio"/> TO BE CONTRACTED	<input type="radio"/> At a private Dock
<input type="radio"/> At our docks	

Pending button.	Pending
For new Members or Marina Clients where Contracts are used, but one has not been set up yet, set TO BE CONTRACTED must be set.	
Moorage Start Date	(mmddyy)
This is the start date for which moorage is assigned. It may be used as a filter in the generic Boat Filter screen where presented. It is also used in both the Graphic Slip Management and Slip-by-Date Management operation inquiry screens to determine which vessels occupy which slips.	
Moorage Pre-Paid/Assigned Upto Date	(mmddyy)
Moorage is assigned and paid up to, and including, this date. This date is used to determine if a Moorage Renewal Contract is to be generated. It is also used in both the Graphic Slip Management and Slip-by-Date Management operation inquiry screens to determine which vessels occupy which slips	
Berth Assignment	X(5)
This field holds the Moorage Slip Code assigned to the boat. Click on the eye glass icon to jump to the Graphical Slip Management screen from which a slip can be assigned. Most inquiry and operation functions make use of the assigned moorage slip for display and processing.	
Last Moorage Charges Based On	9(3)
When moorage charges were last computed for this Client or Member, the LOA used and the Monthly Rate per Foot, used are recorded and displayed. Once a Moorage Charge has been computed, whatever size was used will be recorded in this field. (Depending on settings in the Dock records, the length used may be for the boat's LOA, the slip size, or the area of the boat or slip).	
Monthly Moorage Rate/Foot Override	9(2).99
This field should be left equal to ZERO. Entering a value here will override the Rate assigned by the system using the assorted control parameters. Depending on how charges are computed, (ie., by length or square feet), the rate entered will be applicable either way. You would set a value here only for special case where you want to assign an extremely high or low rate for this vessel.	
Last Term Moorage Charges	9(3).99
These totals are the amounts that were used for the last invoice that was issued for applicable	

moorage charges.

Copy of the Contract on File ?

check-box

Set if a signed, or unsigned, copy of the Moorage Contract has been attached. If it has, then click the graphic push button to view it.

Moorage Shore Power

radio-buttons

Select the type of hydro power that will be used by the vessel being moored. This will be used for billing.

- | | |
|------------------------------|---|
| <input type="radio"/> None | <input type="radio"/> 20 amp |
| <input type="radio"/> 10 amp | <input checked="" type="radio"/> 30 amp |
| <input type="radio"/> 15 amp | <input type="radio"/> 50 amp |
| | <input type="radio"/> 100 amp |

Shore Power Charges

radio-buttons

Indicate whether the hydro power charges are billed monthly, or for kW-hrs Used.

If based on the Period Rates, then hydro is billed at the same time as the moorage charges are billed.

If based on the kW-hrs power used, then billing is done whenever the meters are read, (and loaded into the system using the [Hydro Meter Codes Maintenance](#)⁵⁷² function). The charges for the hydro used are generated from the [Enter Charges for Invoicing](#)²³⁰ function when the **Generate Utility Charges** push button is clicked..

- Charging: _____
- Period Rates
- For kW-hrs Used

Moorage Billing Frequency

radio-buttons

This field will be enabled depending whether or not moorage charges are generated for all members & clients at the same time, or not. If this is the case then these fields are not enabled, and the Billing Period used is determined by the Control Preference. If Members and/or Clients are billed at different times, then this field is enabled. Select the frequency that Moorage billing is to occur for this vessel. Whether generating Moorage Contracts, or just generating moorage charges, you must specify the billing period to be used, both as a filter for selecting those boats than need to be invoiced, and to establish the starting and ending moorage billing dates.

- Billing: _____
- Annually Quarterly
- Semi-Annual Monthly

When new club members and marina clients are added, this field will default to that defined in the Control Preferences.

Pay Environmental Fees Charges ?

check-box

When Moorage charges are generated, if an Environmental fee is to be selected, set the

check-box. The fee charged is defined in the associated **Task Charge Code** record set up in the **Term Moorage Controls** tab sub-screen found in the [M/M Control Preferences](#) ⁶²² function.

Pay Parking Fees Charges ?*check-box*

When Moorage charges are generated, if a Parking fee is to be selected, set the check-box. The fee charged is defined in the **Term Parking Task Charge Code** record as defined in the [Define Billable Charges](#) ⁶⁶⁰ function.

Pay WiFi Charges ?*check-box*

When Moorage charges are generated, if a WIFI fee is to be selected, set the check-box. The fee charged is defined in the associated **Task Charge Code** record set up in the **Term Moorage Controls** tab sub-screen found in the [M/M Control Preferences](#) ⁶²² function.

Marina/Club Inspection - LOA Verified Date*(mmddyy)*

Record the date that the vessel was inspected and measured to determine the Length Overall, LOA, to be used for billing moorage charges.

Marina/Club Inspection - LOA Measured By*X(25)*

Record the name of the staff member that inspected and measured the vessel to determine the Length Overall, LOA, to be used for billing moorage charges.

Equipment/Electrical Test - Date*(mmddyy)*

If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the date that the vessel was inspected.

Equipment/Electrical Test - Measured By*X(25)*

If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the name of the staff member performing the inspection.

Equipment/Electrical Test - Results*radio-buttons*

If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the result of the inspection.

<input checked="" type="radio"/> Not Applicable	<input type="radio"/> Passed
<input type="radio"/> Required	<input type="radio"/> Failed

Tender - Description	<i>X(50)</i>				
Record a description of the type of tender and power HP, that belongs to the vessel.					
Tender - Storage Location / Slip Assignment	<i>radio-buttons - X(5)</i>				
Record where the Tender is typically stored. the type of vessel. Power, Sail, Tender or Other. If at the marina, then record the assigned Tender Moorage Slip.	<table border="1"> <tr> <td><input checked="" type="radio"/> Not Applicable</td> <td><input type="radio"/> At the Marina</td> </tr> <tr> <td><input type="radio"/> On the Boat</td> <td><input type="radio"/> Elsewhere</td> </tr> </table>	<input checked="" type="radio"/> Not Applicable	<input type="radio"/> At the Marina	<input type="radio"/> On the Boat	<input type="radio"/> Elsewhere
<input checked="" type="radio"/> Not Applicable	<input type="radio"/> At the Marina				
<input type="radio"/> On the Boat	<input type="radio"/> Elsewhere				
Kayak - Description & Rack Assignment					
If the owner has a Kayak that is stored at the marina, you may record a description. If charges are applicable, generated with a Billing Set Contract, and a Slip Code has been recorded, it will be displayed. Otherwise, you can still assign an Rack Code if they have been set up.					
Live-Aboard - ?	<i>check-box</i>				
If the vessel assigned moorage has the owner living aboard, then set the check-box.					
Live-Aboard - Pays Municipal Tax	<i>check-box</i>				
If the local municipality requires a live-aboard tax be collected, then set the check-box. If set, then when moorage charges are generated, the live-aboard tax will also be charged. The fee charged is defined in the associated Task Charge Code record set up in the Term Moorage Controls tab sub-screen found in the MM Control Preferences ^[622] function.					
Live-Aboard - Approval Status					
If the local municipality requires a live-aboard tax be collected, record the status with respect to the registration..					
Live-Aboard - City Permit / Issued Date					
If the local municipality requires a live-aboard tax be collected, and a Permit ID is issued, record it and the date issued.					

6.7.1.5 Recurring Charges Tab Screen

The Member Recurring Charges screen provides those fields that are used to set up for Recurring Charge Contracts to be issued to the member. Up to fifteen different Billing Sets may be selected. For each set, the detail fields that were defined are presented so that relevant information about

the charge can be recorded.

Recurring Billing Sets are defined by the [Define Recurring Billing Sets](#)⁶⁶³ menu function available under the Control Options drop-down menu. Some of the main features are as follows:

- Each Billing Set defined for the Member can be edited by clicking it's associated push-button
- The currently selected Billing Set is coloured green
- For each Billing Set, if it is location dependent, the you will be able to record the Harbor, (if multiple Harbors are set up), the Dock and/or the Moorage Slip
- Each detail field defined be the Billing Set is presented for relevant information to be recorded
- The charges are generated by launching the "**Generated Billing Set Renewals**" function from the [Contract Management](#)²⁵⁷ menu.



Moorage Charges

Recurring Billing Sets **ARE NOT USED FOR MOORAGE BILLING !**

Member - Recurring Charges Properties Tab Screen

The following screen is used to record information about the Members Recurring Charges:

M/M Member Management

Member: **CAR001 Carlsen** **YELLOW COW** - Modify the Properties of

Membership Vessel Moorage **Recurring Charges** Historic Totals / Work Credit Program Notes

Identify and Manage any Extra Charges to be recorded that will be billed at the specified frequency for the range of dates specified.
(Moorage, Utility, Parking, WIFI and Club Membership Charges are managed elsewhere)

Select Billing Set to Edit:

DOCK BINS KAYAK STORAGE PARKING

New Delete Cancel Add or Edits

Billing Set: **DS** Set Count: **1** Charges Generated & Invoiced: **Semi-Annual** Next Billing: **1/01/24** Push Button Title: **DOCK BINS**

For Service or Charges at Location:

For Harbor: **Cadboro Bay** Slip: **A-12** Dock Slip
Dock: **A-CB**

Created:
Modified:

For the Period: thru **6 Months Billed at \$ 45.00 per Month**

Billed Item(s) Properties (if applicable):

Length: Model: License Plate/Number: Quantity: **1.00**
Color: Serial #: **D54-1999** Registration Number: **B-181818**
Equipment: Name:

General Description of Charge: **12 Cubic Ft SlipSide Storage Bin**

Invoice Reference 1: **Slip: A-12; Serial Number: D54-1999; Registration: B-181818; CubicFt: 13.60;**
Invoice Reference 2: **Snow Removal: As Needed; With Lock: Y; Material: Fiberglass; Door Swing: Left**

For Service Provided and/or Received:

Staff/Teacher Name: User/Student Name:

User Defined Fields:

CubicFt: **13.60** With Lock: Yes No Door Swing: **Left**
Snow Removal: **As Needed** Material: **Fiberglass**

Update Cancel

Member or Client Recurring Charges Detail Properties Tab Screen - Field Definitions

Select Billing Set to Edit

Up to 15 Push Buttons

For each Billing Set that has been set up for this individual, a push-button will be displayed. Click the button for the Billing Set that you wish to edit. By default, the first one will be initially selected and displayed. The Billing Set that is displayed will have its push-button colored green.

Push Button Title	<i>X(20)</i>
The push button for each Billing Set is defined by the Billing Set. If you wish to assign a different title to be displayed, enter in this field.	
For Harbor	<i>drop-down list</i>
For systems setup with multiple harbors, if the Billing Set has flagged to record detail for either a Slip Code, or a Dock Code, then a Harbor must be selected.	
Slip or Dock	<i>X(5) & X(8)</i>
If the Billing Set has flagged to record detail for either a Slip Code, or a Dock Code, then these fields will be displayed enabled for entry or selection of a code.	
For the Period	<i>(mmdyy)</i>
If the Billing Set has flagged to record a Start/End Date, then this pair of fields will be displayed enabled for entry of a date range.	
Length, Model, License Plate/Number, Quantity, Color, Serial Number, Registration Number, Equipment and Name	<i>assorted text and numeric fields</i>
If the Billing Set has flagged to record any or these fields, then the corresponding fields will be displayed enabled for entry of data.	
General Description	<i>X(80)</i>
You may record a general description of the charge to be generated. This will appear on the Contract, the Charge and the Invoice that is generated.	
Invoice Reference 1 & 2	<i>X(80) each</i>
After the detail associated to the Billing Set Charges has been entered, each detail label and it's data value will be concatenated together as a detail string. All the detail strings will be used to create these Reference fields. They will appear on the Contract, the Charge and the Invoice that is generated.	
Services Provided - Staff/Teacher Name	<i>X(25)</i>
If the Billing Set has flagged to record a <i>Staff Name</i> , then this field will be displayed enabled for entry of data. This would be for the case where a Billing Set Charge is to be generated for a service that is provided at some frequency, or perhaps if a charge is to be generated for a	

recurring sailing class lessons. Then the name of the staff person, or teacher providing the service or training can be recorded.

Services Provided - User/Student Name	X(25)
--	--------------

If the Billing Set has flagged to record a **Customer Name**, then this field will be displayed enabled for entry of data. This would be for the case where a Billing Set Charge is to be generated for a service that is provided at some frequency, or perhaps if a charge is to be generated for a recurring sailing class lessons. Then the name of the individual person getting the service or training can be recorded.

User Defined Fields	assorted text and numeric fields
----------------------------	---

The Billing Set offers the option of creating up to five other fields that will be used for recording detail about the charge being generated. As many as are defined, will be presented to have detail information entered.

6.7.1.6 Historic Totals Tab Screen

Historic totals for invoices issued, revenue earned, and totals of hours worked for the club's Work Credit Program are displayed on this screen.

 Member - Revenue History / Work Credit Program Tab Screen
--

The following screen is used to display the history, and the total volunteer hours for the club Work Credit Program.

M/M Member Management

Member: **DOM001 Dommann WIND KETCHER** - Modify the Properties of

Membership Vessel Moorage Historic Totals / Work Credit Program Notes

Historic Totals of Invoiced Charges are kept and displayed.
Also, optional "Work Credit Program" total hours worked are maintained on this screen.

Historic Totals:

Initial Membership Fee: \$ **8,000**

Recent Charges Invoiced:

Membership Fees: \$	1,064.00	1/08/20
Moorage Fees: \$	1,482.74	1/19/21
Utility Fees: \$		1/19/21
Lounge Fees: \$	1,792.00	11/24/20

Past Moorage Assignments:

Slip	Starting	Ending
B020	11/01/20	4/30/21

Revenue History:

Year-to-Date: \$ **47,385**

Last-Year: \$ **4,590**

Life-To-Date: \$ **82,235**

Work Credit Program:

This Member is Exempt from the Work Credit Program

Volunteer Hours:

	Worked	Earned	Carried Fwrd	Billed For
NIT/0540 - EMI/0541	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$ 0.00
NIT/0541 - EMI/0542	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$ 0.00
NIT/0542 - EMI/0543	2	<input type="checkbox"/>	<input type="checkbox"/>	

Update **Cancel**

History / Work Credit Tab Screen - Field Definitions

Initial Membership Fee	\$ 99,999
Record the amount this member paid for their initial membership fee.	
Revenue History - Year-to-Date, Last-Year, Life-to-Date	3 x \$ 999,999
As invoices are generated and paid, the system will update these fields accordingly.	
Recent Charges Invoiced	\$ 99,999.99
As invoices are generated and paid, the system will update these fields accordingly.	
Exempt from the Work Credit Program	check-box
If the member does not have to contribute volunteer hours to the Work Credit Program, set this check-box.	
Work Credit Hours - Worked & Earned	99
Record the # of hours worked, and earned.	
Work Credit Hours - Carried Forward	99
If the member worked more than the required number of hours, then they may be carried	

forward to the next work period.

Work Credit Hours - Billed

99 & \$ 99.99

If in a given period, the member does not work the required number of hours, then they will be charged accordingly. These fields show the # of hours and the amount invoiced.

6.7.1.7 Member Notes Tab Screen

For each Member, you may record some relevant notes. This might be information about the billing arrangements, about the contract, or used to record milestones for review.

➔ Member - Notes Tab Screen

The notes for each Member are maintained by the following screen:

The screenshot shows the 'M/M Member Management' application window. The title bar reads 'M/M Member Management'. Below the title bar, the member information is displayed: 'Member: CAR001 Carlsen YELLOW COW' and '- Modify the Properties of'. The main content area has several tabs: 'Membership', 'Vessel', 'Moorage', 'Historic Totals / Work Credit Program', and 'Notes'. The 'Notes' tab is active. The text in the Notes tab reads: 'You may record some notes about this Member. These might be addition description not provided for in this set of Member properties.' Below this is a checkbox labeled 'Club Member Notes ?' which is checked. A text area contains the note: 'This member always pays their invoices on time.' To the right of the text area is a 'Notes Display Option:' section with two radio buttons: 'Operators' Discretion' (unselected) and 'Never Display' (selected). At the bottom of the window are 'Update' and 'Cancel' buttons.

- Member Notes Tab Screen - Field Definitions

Club Member Notes ?	<i>check-box</i>
To enable the entry of notes, the check box must be checked.	
Text Box	<i>X(1000)</i>
Enter up to 1000 characters of text. Lines will automatically wrap. Separate paragraphs may be separated by striking the Enter key.	

6.7.1.8 Reporting Filters

The Marina/Yacht Club Management system Club Members report provides a listing of members as a detailed report, a simple Name List, or output that may be used for an MS Word Mail Merge, or mailing labels. Items listed may be grouped and sorted based on a variety of different criteria. For the report functions, filters are offered associated to the member's profile, and the assorted boat properties.

➔ Member Reports - Options Screen


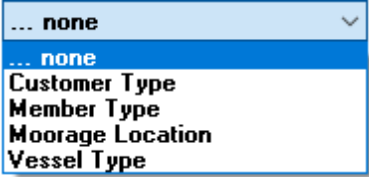
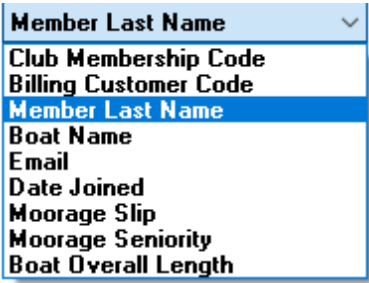
The following screen is presented when generating the report:

When selected, the operator is presented with the standard [Member Select Filters](#)^[104] screen and the [Boat Select Filters](#)^[99] screen. These allow you to specify selected or ranges of Members, Boats, and Boat Manufacturers, and/or only those satisfying a variety of other filter criteria.

If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **CLUBMEMBERS.RPT**, **MEMBERMERG.MRG**, or **MEMBERLBS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Field Definitions

Generate Report Type	<i>list-box</i>
Select to output either to a report, or to generate an MS Word Mail merge file, or mailing labels	
Grouped By	<i>list-box</i>
Members may be grouped by a variety of properties, with applicable sub-totals.	
Sorted By	<i>list-box</i>
Members may be listed sorted by a variety of properties.	

6.7.1.9 Member Properties Export

The Series 5 system provides for the capability to export Members data to a spreadsheet. The Spreadsheet Export function lets you output selected fields of the Members to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

The export option presents the operator with the standard [Member Select Filters](#)^[104] screen and the [Boat Select Filters](#)^[99] screen. These allow you to specify selected or ranges of Members, Boats, and Boat Manufacturers, and/or only those satisfying a variety of other filter criteria.

Some points to note when exporting Members:

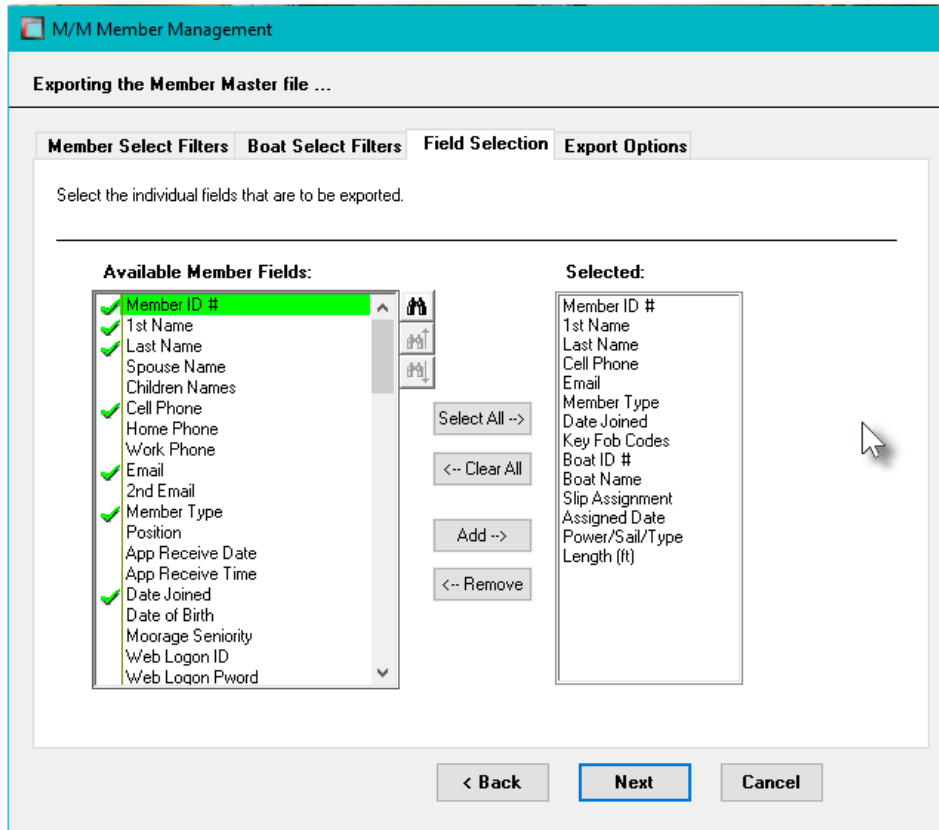
- A heading row is output to the spreadsheet.

The standard Series 5 [Export Options screen](#)^[80] will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Member_Properties_Out.XLSX**. You may click the Browse button to locate a different folder and output file.

+ Members Export - Field Selection

There are many different fields that are associated to a Member. To be able to select specific fields to output would be a nice feature would it not. Well, guess what, you can select the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.



6.7.1.10 Member Data Import

The Series 5 system provides for the capability to import Member data from a spreadsheet. The Spreadsheet Import function lets you input a number of your Member properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Member is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Member:

- A heading row with **MEMBER** or **Member** or **CODE** or **Code** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵⁾ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Member_Properties_In.XLS**. You may click the Browse button to locate a different folder and input file.

+ Member Properties Import Data Formats

For Member data that is imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Member Code	X(8)
2	B	1st Name	X(25)
3	C	Last Name	X(20)
4	D	Spouse Name	X(30)
5	E	Children's Names	X(40)
6	F	Cell Phone	X(12)
7	G	Home Phone	X(12)
8	H	Work Phone	X(12)
9	I	Email	X(60)
10	J	2nd Email	X(60)
11	K	Member Type	99 (as defined 1-15)
12	L	Position	99 (list index 1 - 32)
13	M	Date Application Received	mm/dd/yy or yyyyymmdd
14	N	Time Application Received	hh:mm
15	O	Date Joined	mm/dd/yy or yyyyymmdd
16	P	Date of Birth	mm/dd/yy or yyyyymmdd
17	Q	Moorage Seniority	9(12)
18	R	Web Logon ID	X(20)
19	S	Web Logon Password	X(10)
20	T	Key Fob Codes	X(13)
21	U	Door Key Codes	X(13)
22	V	A/R Customer Code	X(6)
23	W	A/R Customer Name	X(50)
24	X	Address Line 1	X(40)

25	Y	Address Line 2	X(40)
26	Z	City	X(25)
27	AA	State/Province	X(5)
28	AB	ZIP/Postal	X(10)
29	AC	Vehicle 1 Model	X(20)
30	AD	Vehicle 1 Year	9999
31	AE	Vehicle 1 Colour	X(8)
32	AF	Vehicle 1 Plate	X(8)
33	AG	Vehicle 2 Model	X(20)
34	AH	Vehicle 2 Year	9999
35	AI	Vehicle 2 Colour	X(8)
36	AJ	Vehicle 2 Plate	X(8)
37	AK	Initial Membership Fee	99,999
38	AL	Last Member Fee Paid	9,999.99
39	AM	Last Member Fee Date	mm/dd/yy or yyyyymmdd
40	AN	Last Lounge Fee Paid	9,999.99
41	AO	Last Lounge Fee Date	mm/dd/yy or yyyyymmdd
42	AP	Last Moorage Fee Paid	9,999.99
43	AQ	Last Moorage Fee Date	mm/dd/yy or yyyyymmdd
44	AR	Last Power Fee Paid	9,999.99
45	AS	Last Power Fee Date	mm/dd/yy or yyyyymmdd
46	AT	Invoiced Total Year-to-Date	99,999
47	AU	Invoiced Total Last-Year	99,999
48	AV	Invoiced Total Life-to-Date	999,999
49	AW	Work Credit Exempt	Y or N
50	AX	Work Hours Period 1	999
51	AY	Work Hours Period 2	999
52	AZ	Work Hours Period 3	999
53	BA	Invoice Delivery Preference	Email / Post
54	BB	DO NOT Share Email	Y or N
55	BC	DO NOT Share Phone #s	Y or N
56	BD	Suppress from Roster	Y or N
57	BE	Boat ID # (system assigned)	9(8)

58	BF	Boat Name	X(40)
59	BG	Moorage Slip Code	X(5)
60	BH	Moorage Assigned Date	mm/dd/yy or yyyyymmdd
61	BI	Moorage Assigned Upto Date	mm/dd/yy or yyyyymmdd
62	BJ	Power, Sail or Tender	P, S or T
63	BK	Boat Length Overall (Feet)	999.9
64	BL	Boat Beam (Feet)	99.9
65	BM	Moored At Location	"Our Docks", "As Sublet", "Pending", "Other Marina", "Other Club", "At Owners"
66	BN	Insurance Company Name	X(40)
67	BO	Insurance Policy #	X(10)
68	BP	Insurance Renew Date	mm/dd/yy or yyyyymmdd
69	BQ	Insurance Copy on File ?	Y or N
70	BR	Insurance Copy Received Date	mm/dd/yy or yyyyymmdd
71	BS	Shore Power Amps	10, 15, 20, 30, 50 or 100
72	BT	Environment Fee ?	Y or N
73	BU	Parking Fee ?	Y or N
74	BV	WiFi Fee ?	Y or N
75	BW	Proof of Ownership on File ?	Y or N

When loading the Members from a spreadsheet, you may also specify a pre-defined processing directive in column 1.

%RADD% All Member codes for the rows following will be 1st deleted – from the system, then updated with the new fields provided. (Note that all data including PTD, YTD and Monthly statistics data is lost)

%DELE% – All Member codes for the rows following will be deleted from the system and not replaced. Only the Member Code needs to be specified in column 1 of the input spreadsheet.

%UPDT% A single field for the specified Member codes will be updated.

- The field to be updated is indicated with the code that is read from the 2nd column in the row the %UPDT% directive is found. The following codes are recognized:

SLIP-CODE - for the assigned Moorage Slip Code
 WEB-LOGON - Web Logon ID
 WRK-HRS-1 - Work Credit Hours Period 1
 WRK-HRS-2 - Work Credit Hours Period 2
 WRK-HRS-3 - Work Credit Hours Period 3

In the rows following specify the Member Code in column 1, and the new value for the designated field in column 2 of the input spreadsheet

When loading new Members from a spreadsheet, a new Customer record will be written using fields V thru AB. Set the Customer Code, field V, to blank to use the Member-ID, AUTO to assign the next # from the the A/R Control, or the code of your choice.

When loading new Members from a spreadsheet, if a Boat Name is provided, then a new Boat record will be written using the next system assigned BOAT-ID number from the Control Preferences and populating it with fields BG thru BW. ***(If a BOAT NAME is provided, and the BOAT-ID field is ZERO, then a new Boat record will be written).***

6.7.2 Marina Moorage Clients

For Marinas all charges entered into Series 5 Marina Management system must be assigned to a Client Code. Invoices are generated for each Client, (or Guest), in the system. When new clients are added to the system, the assigned Client Code becomes the A/R Customer Code, and is used for billing purposes. All invoices are eventually moved to the Accounts Receivable system.

The following functions are managed:

- Clients are added, deleted and modified
- Information about their boat is recorded
- Information about moorage and it's billing is recorded
- Information about Clients may be imported/exported from/to spreadsheets
- Notes about the member may be recorded.
- Photos, MS Word documents, PDFs and Excel spreadsheets may be assigned to clients



Setup Advice

To provide a simple interface from other marina systems, the ability to add or update Clients information from spreadsheet files exist. This feature may be used initially to load your Clients information from a spreadsheet; or it may be used to update Client information on a regular basis.

When adding a new Client, or editing an existing one, there are a number of different tabbed

screens that are required. Three of the tab screens have important fields that are significant, and care must be taken with the settings that are chosen. To summarize these screens:

- Client's General Properties
- Vessel Description and Size, Insurance and Ownership details
- Moorage Information
- Free Formatted Notes



Adding a New Client


When adding a new Marina Client, **YOU MUST ALSO HAVE A CUSTOMER RECORD IN THE A/R SYSTEM**. When adding the Marina Client, when at the A/R Customer Code entry field, enter the desired Customer Code, or strike the F1 key to have the system assign a numeric code for you. You will then be prompted to have the Customer record added. Click YES, and control will transfer to enter customer properties.

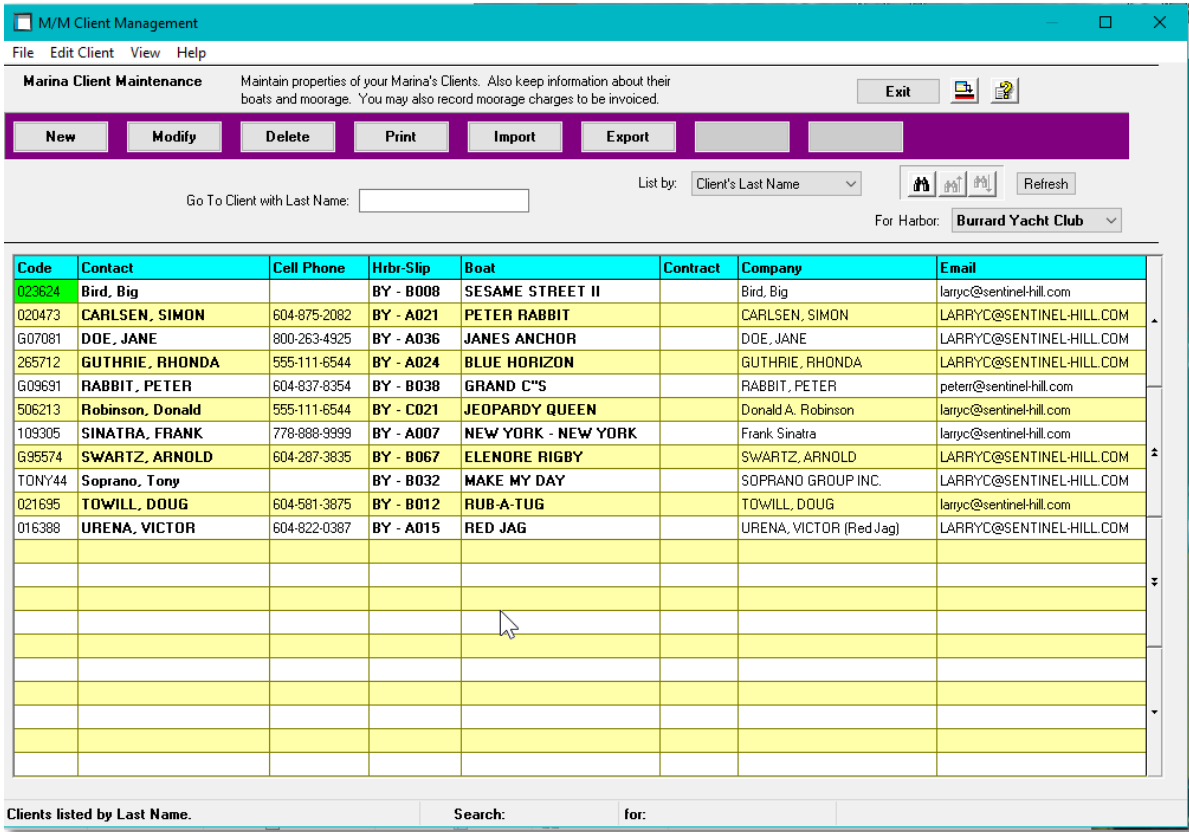
If a Customer Template was defined in the Control Preferences [General Control Properties](#) ⁶¹³ sub-screen, then it's fields will be used to initialize the A/R Profile fields of the new customer record.

If the Customer file had already been loaded, say from spreadsheet, then just enter the Customer Code for the new Marina Client being added.

6.7.2.1 Client Maintenance Grid

Marina Clients are maintained using a Series 5 grid processing screen.

 Marina Client Maintenance Grid



Code	Contact	Cell Phone	Hrbr-Slip	Boat	Contract	Company	Email
023624	Bird, Big		BY - B008	SESAME STREET II		Bird, Big	laryc@sentinel-hill.com
020473	CARLSEN, SIMON	604-875-2082	BY - A021	PETER RABBIT		CARLSEN, SIMON	LARRYC@SENTINEL-HILL.COM
G07081	DOE, JANE	800-263-4925	BY - A036	JANES ANCHOR		DOE, JANE	LARRYC@SENTINEL-HILL.COM
265712	GUTHRIE, RHONDA	555-111-6544	BY - A024	BLUE HORIZON		GUTHRIE, RHONDA	LARRYC@SENTINEL-HILL.COM
G09691	RABBIT, PETER	604-837-8354	BY - B038	GRAND C'S		RABBIT, PETER	peter@sentinel-hill.com
506213	Robinson, Donald	555-111-6544	BY - C021	JEOPARDY QUEEN		Donald A. Robinson	laryc@sentinel-hill.com
109305	SINATRA, FRANK	778-888-9999	BY - A007	NEW YORK - NEW YORK		Frank Sinatra	laryc@sentinel-hill.com
G95574	SWARTZ, ARNOLD	604-287-3835	BY - B067	ELENORE RIGBY		SWARTZ, ARNOLD	LARRYC@SENTINEL-HILL.COM
TONY44	Soprano, Tony		BY - B032	MAKE MY DAY		SOPRANO GROUP INC.	LARRYC@SENTINEL-HILL.COM
021695	TOWILL, DOUG	604-581-3875	BY - B012	RUB-A-TUG		TOWILL, DOUG	laryc@sentinel-hill.com
016388	URENA, VICTOR	604-822-0387	BY - A015	RED JAG		URENA, VICTOR (Red Jag)	LARRYC@SENTINEL-HILL.COM

Edit an existing Client by double-clicking it's associated row. Standard Series 5 grid controls apply.

"Fast Buttons"	
New	Add a new Client
Modify	Modify the Client highlighted in the grid
Delete	Delete the Client highlighted i the grid
Print	Generate a report listing the MM Client
Import	Imports Clients from a spreadsheet
Export	Export selected Clients to a spreadsheet

➔ Marina Client - Adding a New Client

When a new Marina Client added to the system that is not using contracts, and a moorage slip has been assigned, all related charges will be recorded and ready to be invoiced.



Term Moorage Charges for New Marina Clients

Moorage related charges associated to new term moorage marina clients are automatically generated after finishing adding their record and do not have to be added separately.

For Renewal term moorage charges associated to marina clients, and any other types of charges, the [Enter Charges for Invoicing](#) ^[230] application must be launched and the [Generate Moorage Charges](#) ^[245] function selected.

6.7.2.2 Client Properties Tab Screen

➔ Marina Client - Properties Tab Screen

The Client Properties screen is used for the Client/Customer Code, their contact information, billing, vehicles owned and if applicable, their Credit Card credentials.

Some points to note when setting up a new Client:

- When adding a new client, a Customer record needs to either already be set up, or it will automatically be set up in the Accounts Receivable using the Client ID Code as the Customer Code.
- If a Credit Card Gateway has been defined in the A/R system, and Credit Card credentials are entered, these fields are encrypted when stored. The CVD number IS NOT STORED. Credentials may be validated depending on the type of Credit Card Gateway processor being employed.

Client Names

When recording the client Names, make sure you are consistent in using upper and lower case. The client's last name is used as a key and assorted display screens and reports can list items by the Last Name.

The descriptive properties associated to each Client are maintained by the following screen:

M/M Client Management

Client: 109305 SINATRA NEW YORK - NEW YORK - Modify the Properties of

Client Vessel Moorage Recurring Charges Notes

Record the Client's contact information and the monthly moorage charges.
Also record information about their vessel and it's moorage.

Created: 6/16/17
Modified: 11/24/23

A/R Customer Code: 109305 (Client ID Code) Frank Sinatra 1444 Hollywood Blvd Vancouver, BC V7T 1R7 Cell Phone: 778-888-9999
1st Name: FRANK Home Phone: 604-555-1111
Last Name: SINATRA Marina Client Since: 6/17/10 Work Phone: 604-888-1111
Email: larryc@sentinel-hill.com Photo of Boat's Owner on File ?
Emergency Contact & Phone: Do not Share Emails
Do not Share Phone Numbers
Suppress Listing within Client Roster

Billing:

Monthly Moorage Charge: \$ Monthly Parking Charge: \$
Monthly Utility Charge: \$ Monthly Other Charge: \$

Invoices & Contracts Delivered: by Email by Posted Mail Invoicing Cycle Code:
 Client Moorage is for Commercial Vessel

Web Logon: Password: Comment 1: Contact his Agent for issues related to Moorage
Comment 2:

Key Fobs Codes: 999, 999, 876 Door Key Codes: 999, 999, 876

Vehicles Registered to be Parked at the Marina:

Model	Year	Colour	Plate #
Tesla S	2017	RED	RFF876

Historic Totals:

Recent Charges Invoiced: Revenue History

Moorage: \$ 2,284.80	Year-to-Date: \$ 2,730
Utility: \$ 210.00	Last-Year: \$
Parking: \$ 100.80	Life-To-Date: \$ 2,730
Other: \$	

Add/View Attached Document(s) Update Cancel

- Client Properties Tab Screen - Field Definitions

Client A/R Customer Code

X(6)

This is the code that is used to identify the Client in the M/M system. This is the code that is entered and carried in the assorted Series 5 transactions. *(The code is alphanumeric, so if a numeric code is used, they are NOT right justified)*. When adding a new client, if the F1 function key is struck, the next sequential numeric Client Number from the M/M Control properties, will automatically be assigned.

<i>If you wish to assign the Client Code to the Customer Code then it must be only 6 characters.</i>	
First - Last Names	X(15) - X(20)
The name of the Client.	
Email	X(60)
Record the client's email addresses. The email is used for sending copies of Moorage Contracts and Invoices; and when Bulk Emails are sent.	
Emergency Contract & Phone	X(35)
This field is for information purposes to use if necessary.	
Photo of Boat's Owner on File ?	check-box
Set if a photo of the Owner has been attached to the Member. If it has, then click the graphic push button to view.	
Cell, Home & Work Phones	X(12) each
This field is for information purposes. It is the client's phone numbers.	
Marina Client Since	(mmddyy)
This field is for information purposes to record when the client originally moored their boat.	
Moorage for a Commercial Vessel	check-box
Set the check-box if the vessel is used for commercial purposes. <i>If set then an applicable literal is printed on the moorage contract.</i> (This could be used for a future enhancement to adjust moorage rates for commercial moorage).	
Do not Share - Email Address or Phone Numbers	check-box
The email address or phone numbers are NOT to be shared or used other than for business related to the marina.	
Suppress Listing within Client Roster	check-box
If a directory of marina clients is generated, DO NOT INCLUDE information about this marina client. Also, when the Web Portal's Roster Display function is launched, only the Customer Code, Boat Name and Slip Assignment fields are displayed.	
Monthly Moorage Charge	\$ 9,999.99
This field is reserved for a future enhancement.	
Monthly Utility Charge	\$ 9,999.99
This field is reserved for a future enhancement.	
Monthly Parking Charge	\$ 9,999.99
This field is reserved for a future enhancement.	
Monthly Other Charge	\$ 9,999.99

This field is reserved for a future enhancement.	
Billing - Invoicing Cycle Code	X(1)
When Invoices are generated, you may specify a specific Invoice Cycle Code so that only those Clients whose Invoice Cycle Code matches, will have an invoice cut. This is a one character code that you assign. You might have a different code for every week, or for different types of Customers, or for different types of Invoices. You may have some Clients that have a Cycle Code, and others that have no code at all.	
Billing - Invoices & Contract Delivery	radio-buttons
Indicate how Invoices and Contracts are to be delivered to the Client. If email is chosen an email address must be on file.	<input checked="" type="radio"/> by Email <input type="radio"/> by Posted Mail
Client Moorage is for Commercial Vessel	check-box
This field is for information purposes. It could be used for a future enhancement.	
Pay Invoices using Credit Card ?	check-box
If the marina is making use of a Credit Card processing Gateway, then you may wish to record the client's credit card credentials so that invoices may be automatically paid. When setting the check-box you will be invited to enter the credit card information, and it will be validated with the Credit Card Gateway company. Currently only Moneris is supported by the Series 5 applications. When the Credit Card credentials are stored in the Client's record, it is encrypted and the CVD number is not stored.	
Temporarily Suspend Credit Card Payments	check-box
If you need to temporarily suspend use of the Client's card, set the check-box.	
Website Logon & Password	X(20) & X(10)
If the marina has a website that the client can sign on to, enter it here. These fields are for information purposes only.	
Comments 1 & 2	2 x X(75)
These fields are for information purposes to record something about the client. Sub-strings of the comments may be used in the search function available to the Moorage Client grid screen.	
Key Fob Codes	X(13)
If Key Fob(s) are issued to, or purchased by the client, you can record their serial numbers in this field. These fields are for information purposes only.	
Door Fob Codes	X(13)
If Door Key(s) are issued to, or purchased by the client, you can record their serial numbers in this field. These fields are for information purposes only.	
Registered Vehicles - Model, Year, Colour, Plate #	X(20) - 9(4) - X(8) - X(8)

If the club has a parking lot, you may record details about two different vehicles that might be parked. ***These fields are for information purposes only.***

6.7.2.3 Vessel Tab Screen

The Marina Client Vessel screen provides those fields that are used to keep information about client's boat. In particular the following fields are defined here:

- The Name of the boat and it's Registration Code
- The LOA, Beam & Height in both feet and meters (used for billing and to ensure can fit in assigned slips)
- Information about when was last inspected by Coast Guard
- Information about insurance coverage
- The names of the owners

Marina Client - Vessel Properties Tab Screen

The boat's properties are maintained by the following screen:

M/M Client Management

Client: 109305 SINATRA NEW YORK - NEW YORK - Modify the Properties of

Client Vessel Moorage Recurring Charges Notes

Enter the Boat Name, Model, License IDs and it's general specification.
Also provide contact information for it's owner(s).

Created: 7/28/17
Modified: 11/01/18

Boat ID: 00000023 Name: NEW YORK - NEW YORK

Registration #: _____ Manufacturer: NAVIGATO Navigator Year: 2002

Hull VIN Serial #: _____ Model: 4800 Classic

VHS MMSI #: _____ Photo of Vessel on File ?

Overall Length: 40.00 ft 12.19 m Vessel Type: Flybridge Engine: Dual Stern Drive

Beam: 12.00 ft 3.66 m Hull Material: Fiberglass Fuel: Diesel

Height: 14.00 ft 4.27 m Hull Type: Planing Vee

Draft: 4.50 ft 1.37 m Hull: White Cabin: White

Preferred Shore Power: 30 amp

Coast Guard/ Marine Safety Inspection:

Last Inspected: 6/01/18

Inspected By: Peter Rabbit

Not Applicable
 Required
 Passed
 Failed

Insurance:

Company: _____

Policy: _____ Renewal Date: _____

Declaration Copy on File ? Received: _____

Primary Owner:

Frank Sinatra Marina Client: (C): (W): (H): 604-555-1111

Spouse/Partner: larryc@sentinel-hill.com Email: _____

Owner 2:

Owner 3:

Add/View Attached Document(s) Update Cancel

Boat Names

When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.

- Vessel Properties Tab Screen - Field Definitions

Boat ID

9(8)

This is the code that is used to identify the Boat in the M/M system. This is the code that is entered and carried in the assorted Series 5 transactions. When adding a new member or

client, if they have a boat, then the next sequential numeric Boat Number from the M/M Control properties, will automatically be assigned.

Name *X(40)*

The name of the boat. When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.

Registration #, Hull/Vin #, VHS MMSI # *X(18), X(16), 9(10)*

Identification codes for the vessel. These fields are offered for information purpose only and are not used in any operation.

Manufacturer, Model, Year *X(8), X(20), 9(4)*

These fields are for information purposes only. However, in any report listing transactions associated to Members, these fields may be used as filters.

Type of Vessel *radio-buttons*

Record the type of vessel. Power, Sail, Tender or Other. In any report listing transactions associated to Members or Boats, the type of vessel may be used as a filter..

<input checked="" type="radio"/> Power	<input type="radio"/> Tender
<input type="radio"/> Sail	<input type="radio"/> Other

Photo of Vessel on File ? *check-box*

Set if a photo of the Boat has been attached. If it has, then click the graphic push button to view.

Proof of Registration on File ? *check-box*

If you require a copy of the Boat's registration, and it has been attached, the check box is set. If it has, then click the graphic push button to view.

Proof of Legal Ownership on File ? *check-box*

If you require a copy of the Boat owners "Proof of Ownership", and it has been attached, the check box is set. If it has, then click the graphic push button to view.

Vessel Type, Hull Material Type, Vessel Colour *drop-down list(s)*

These fields are offered for information purpose only and are not used in any operation. The different types offered are coded in the system. Additional types cannot be added.

Engine Type, Fuel Type, Holding Tank ?	<i>drop-down list(s) - check-box</i>
These fields are offered for information purpose only and are not used in any operation.	
Slinged Vessel Photo on File ?	<i>check-box</i>
If a photo of the Boat while out of the water in a grid or sling has been attached, this check box will be set. If it has, then click the graphic push button to view.	
Overall Length, Beam, Height, Draft	<i>999.99</i>
These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used for computing moorage charges. They are also used by the system to display available slips for moorage assignment.	
Coast Guard Inspection - Date, By Whom, Status	<i>(mmddyy), X(25), radio-buttons</i>
These fields are offered for information purpose only and are not used in any operation.	
Insurance - Company, Policy #	
These fields are used to record information about the insurance purchased for the vessel. They are offered for information purpose only; but are listed on the Insurance Renewal report. .	
Insurance - Declaration Copy on File, Date Received	<i>check-box, (mmddyy)</i>
If you require a copy of the Boat owners "Insurance Declaration", (that can be attached to the owner's record), set this check-box when you have it, and record the date received. These fields are used as filters by the Insurance Renewal report. If a copy has been attached, the check box will be set and clicking the graphic will show it.	
Insurance - Renewal Date	<i>(mmddyy)</i>
If you require a copy of the Boat owners "Insurance Declaration", record the renewal. This field is used as a filter by the Insurance Renewal report.	
Primary Owner & 2 Others	<i>X(1)</i>
Record contact information for up to three owners of the boat. Click the adjacent icon to pop-up a window to record name, name of spouse/partner, and phone numbers.	


Primary Owner Email*radio-buttons*

Record an alternate email address for the primary owner. ***The email address that is recorded on the Member or Client's profile screen is the one that will be used for sending invoices, or other correspondences.***

6.7.2.4 Moorage Tab Screen

The Member Moorage screen provides those fields that are used to keep information about where the club member's boat is kept. In particular, for vessels kept at the club, the following information used for billing can be found:

- Moorage assigned start/end dates
- Assigned moorage slip
- Billing rate and LOA used as an override to the system defaults
- Power used and how billed

 **Marina Client - Vessel Moorage Properties Tab Screen**

The following screen is used to record information about the vessel's moorage:

M/M Client Management
 Client: 109305 SINATRA NEW YORK - NEW YORK - Modify the Properties of

Client Vessel Moorage Recurring Charges Notes

Record information associated to the vessel's moorage and billing;
 ... and any Tender

Moorage Details:

Boat is Moored: At our Marina/Club
 At our Dock in a Sublet
 TO BE CONTRACTED
 At our Dock Pending
 At Another Marina
 At Another Yacht Club
 At a Private Dock

Moorage Start Date: 12/01/23 Moorage is Pre-Paid/Assigned Up to: 11/30/24

Berth Assignment: A007 **Dock Slip** Dock: A Dock Harbor: BY - Burrard Yacht Club

Last Moorage Charge Based On: LOA: 40.0 Feet based on: Boat Length
 Using a Rate of: \$ 8.50 per Foot

New Moorage Charges to be Invoiced:
 Moorage: \$ 2,040.00 Parking: \$ 90.00
 Power: \$ 210.00 LiveAboard: \$
 WiFi: \$ Enviro Fee: \$ 120.00

Copy of the Contract on File ?

Moorage Billing:

Marina Customer: 109305 Frank Sinatra
 Customer Since: 6/16/17

Shore Power: None 20 amp 30 amp 10 amp 15 amp 50 amp 100 amp

Charging: Period Rates For kW-hrs Used
 kW-h Last Billed:

Billing: Annually Quarterly Semi-Annual Monthly

Last Invoice Issued: # 002680 2/01/22 For: \$ 2,284.80

Pay Environmental Fees ? Pay Parking Fees ? Pay WiFi Fees ?

Marina/Club Inspections:

LOA Verified: 1/01/18 Measured By: Mickey Mouse
 Equipment/Electrical Tests: 5/12/18 Inspected By:

Testing: Not Applicable Passed Required Failed

Tender:
 Description: HP Motor
 Stored: On the Boat Slip Assignment:

Live-Aboard Owners:
 Owner Lives Aboard the Vessel ? Pay Municipal Live-Aboard Tax ?

Approval Status: Not Needed Granted Registration Needed Denied Registration On File

City Permit ID: Date Issued:

Kayak:
 Description: Zodiac 16 Ft
 Rack Slip Assignment:

Update Cancel

Moorage Properties Tab Screen - Field Definitions

Boat is Moored Where	radio-buttons						
Identify where the member/client's boat is stored. When moored at the marina, then Moorage Start/End Dates and Berth Assignment fields will be enabled, and would need to be filled in. When Moorage Contracts are	<table border="1"> <tr> <td><input checked="" type="radio"/> At our Marina/Club</td> <td><input type="radio"/> At another Marina</td> </tr> <tr> <td><input type="radio"/> At our Dock in a Sublet</td> <td><input type="radio"/> At another Yacht Club</td> </tr> <tr> <td><input type="radio"/> TO BE CONTRACTED</td> <td><input type="radio"/> At a private Dock</td> </tr> </table>	<input checked="" type="radio"/> At our Marina/Club	<input type="radio"/> At another Marina	<input type="radio"/> At our Dock in a Sublet	<input type="radio"/> At another Yacht Club	<input type="radio"/> TO BE CONTRACTED	<input type="radio"/> At a private Dock
<input checked="" type="radio"/> At our Marina/Club	<input type="radio"/> At another Marina						
<input type="radio"/> At our Dock in a Sublet	<input type="radio"/> At another Yacht Club						
<input type="radio"/> TO BE CONTRACTED	<input type="radio"/> At a private Dock						

issued, the system will automatically set the *At our Dock Pending* button.

At our docks
Pending

For new Members or Marina Clients where Contracts are used, but one has not been set up yet, set **TO BE CONTRACTED** must be set.

Moorage Start Date

(mmddyy)

This is the start date for which moorage is assigned. It may be used as a filter in the generic Boat Filter screen where presented. It is also used in both the Graphic Slip Management and Slip-by-Date Management operation inquiry screens to determine which vessels occupy which slips.

Moorage Pre-Paid/Assigned Upto Date

(mmddyy)

Moorage is assigned and paid up to, and including, this date. This date is used to determine if a Moorage Renewal Contract is to be generated. It is also used in both the Graphic Slip Management and Slip-by-Date Management operation inquiry screens to determine which vessels occupy which slips

Berth Assignment

X(5)

This field holds the Moorage Slip Code assigned to the boat. Click on the eye glass icon to jump to the [Graphical Slip Management](#) screen from which a slip can be assigned. Most inquiry and operation functions make use of the assigned moorage slip for display and processing.

Last Moorage Charges Based On

9(3)

When moorage charges were last computed for this Client or Member, the LOA used and the Monthly Rate per Foot, used are recorded and displayed. Once a Moorage Charge has been computed, whatever size was used will be recorded in this field. **(Depending on settings in the Dock records, the length used may be for the boat's LOA, the slip size, or the area of the boat or slip).**

Monthly Moorage Rate/Foot Override

9(2).99

This field should be left equal to ZERO. Entering a value here will override the Rate assigned by the system using the assorted control parameters. Depending on how charges are computed, (ie., by length or square feet), the rate entered will be applicable either way. **You would set a value here only for special case where you want to assign an extremely high or low rate for this vessel.**

Last Term Moorage Charges	9(3).99
These totals are the amounts that were used for the last invoice that was issued for applicable moorage charges.	
Copy of the Contract on File ?	check-box
Set if a signed, or unsigned, copy of the Moorage Contract has been attached. If it has, then click the graphic push button to view it.	
Moorage Shore Power	radio-buttons
Select the type of hydro power that will be used by the vessel being moored. This will be used for billing.	<input type="radio"/> None <input type="radio"/> 20 amp <input type="radio"/> 10 amp <input checked="" type="radio"/> 30 amp <input type="radio"/> 15 amp <input type="radio"/> 50 amp <input type="radio"/> 100 amp
Shore Power Charges	radio-buttons
<p>Indicate whether the hydro power charges are billed monthly, or for kW-hrs Used.</p> <p>If based on the Period Rates, then hydro is billed at the same time as the moorage charges are billed.</p> <p>If based on the kW-hrs power used, then billing is done whenever the meters are read, (and loaded into the system using the Hydro Meter Codes Maintenance⁵⁷² function). The charges for the hydro used are generated from the Enter Charges for Invoicing²³⁰ function when the Generate Utility Charges push button is clicked..</p>	<p>Charging: _____</p> <input checked="" type="radio"/> Period Rates <input type="radio"/> For kW-hrs Used
Moorage Billing Frequency	radio-buttons
<p>This field will be enabled depending whether or not moorage charges are generated for all members & clients at the same time, or not. If this is the case then these fields are not enabled, and the Billing Period used is determined by the Control Preference. If Members and/or Clients are billed at different times, then this field is enabled. Select the frequency that Moorage billing is to occur for this vessel. Whether generating Moorage Contracts, or just generating moorage charges, you must specify the billing period to be used, both as a filter for selecting those boats than need to be invoiced, and to establish the starting and ending moorage billing dates.</p> <p>When new club members and marina clients are added, this field will default to that defined in the Control Preferences.</p>	<p>Billing: _____</p> <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input checked="" type="radio"/> Monthly

Pay Environmental Fees Charges ?	<i>check-box</i>
When Moorage charges are generated, if an Environmental fee is to be selected, set the check-box. The fee charged is defined in the associated Task Charge Code record set up in the Term Moorage Controls tab sub-screen found in the MM Control Preferences ⁶²² function.	
Pay Parking Fees Charges ?	<i>check-box</i>
When Moorage charges are generated, if a Parking fee is to be selected, set the check-box. The fee charged is defined in the Term Parking Task Charge Code record as defined in the Define Billable Charges ⁶⁶⁰ function.	
Pay WiFi Charges ?	<i>check-box</i>
When Moorage charges are generated, if a WIFI fee is to be selected, set the check-box. The fee charged is defined in the associated Task Charge Code record set up in the Term Moorage Controls tab sub-screen found in the MM Control Preferences ⁶²² function.	
Marina/Club Inspection - LOA Verified Date	<i>(mmddyy)</i>
Record the date that the vessel was inspected and measured to determine the Length Overall, LOA, to be used for billing moorage charges.	
Marina/Club Inspection - LOA Measured By	<i>X(25)</i>
Record the name of the staff member that inspected and measured the vessel to determine the Length Overall, LOA, to be used for billing moorage charges.	
Equipment/Electrical Test - Date	<i>(mmddyy)</i>
If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the date that the vessel was inspected.	
Equipment/Electrical Test - Measured By	<i>X(25)</i>
If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the name of the staff member performing the inspection.	
Equipment/Electrical Test - Results	<i>radio-buttons</i>
If the club or marina requires an annual	

inspection of equipment and/or electrical leakage, record the result of the inspection.	<input checked="" type="radio"/> Not Applicable <input type="radio"/> Required	<input type="radio"/> Passed <input type="radio"/> Failed
Tender - Description	<i>X(50)</i>	
Record a description of the type of tender and power HP, that belongs to the vessel.		
Tender - Storage Location / Slip Assignment	<i>radio-buttons - X(5)</i>	
Record where the Tender is typically stored. the type of vessel. Power, Sail, Tender or Other. If at the marina, then record the assigned Tender Moorage Slip.	<input checked="" type="radio"/> Not Applicable <input type="radio"/> On the Boat	<input type="radio"/> At the Marina <input type="radio"/> Elsewhere
Kayak - Description & Rack Assignment		
If the owner has a Kayak that is stored at the marina, you may record a description. If charges are applicable, generated with a Billing Set Contract, and a Slip Code has been recorded, it will be displayed. Otherwise, you can still assign an Rack Code if they have been set up.		
Live-Aboard - ?	<i>check-box</i>	
If the vessel assigned moorage has the owner living aboard, then set the check-box.		
Live-Aboard - Pays Municipal Tax	<i>check-box</i>	
If the local municipality requires a live-aboard tax be collected, then set the check-box. If set, then when moorage charges are generated, the live-aboard tax will also be charged. The fee charged is defined in the associated Task Charge Code record set up in the Term Moorage Controls tab sub-screen found in the M/M Control Preferences ⁶²² function.		
Live-Aboard - Approval Status		
If the local municipality requires a live-aboard tax be collected, record the status with respect to the registration..		
Live-Aboard - City Permit / Issued Date		
If the local municipality requires a live-aboard tax be collected, and a Permit ID is issued, record it and the date issued.		

6.7.2.5 Recurring Charges Tab Screen 2

The Client Recurring Charges screen provides those fields that are used to set up for Recurring Charge Contracts to be issued to the Client. Up to fifteen different Billing Sets may be selected. For each set, the detail fields that were defined are presented so that relevant information about the charge can be recorded.

Recurring Billing Sets are defined by the [Define Recurring Billing Sets](#)⁶⁶³ menu function available under the Control Options drop-down menu. Some of the main features are as follows:

- Each Billing Set defined for the Client can be edited by clicking it's associated push-button
- The currently selected Billing Set is coloured green
- For each Billing Set, if it is location dependent, the you will be able to record the Harbor, (if multiple Harbors are set up), the Dock and/or the Moorage Slip
- Each detail field defined be the Billing Set is presented for relevant information to be recorded
- The charges are generated by launching the "**Generated Billing Set Renewals**" function from the [Contract Management](#)²⁵⁷ menu.



Moorage Charges

Recurring Billing Sets **ARE NOT USED FOR MOORAGE BILLING !**

Client - Recurring Charges Properties Tab Screen

The following screen is used to record information about the Clients Recurring Charges:

M/M Client Management

Client: 109305 SINATRA NEW YORK - NEW YORK - Modify the Properties of

Client Vessel Moorage Recurring Charges Notes

Identify and Manage any Extra Charges to be recorded that will be billed at the specified frequency for the range of dates specified. (Moorage, Utility, Parking, WIFI and Club Membership Charges are managed elsewhere)

Select Billing Set to Edit:

DOCK BINS

New Delete Cancel Add or Edits

Billing Set: DS Set Count: 1 Charges Generated & Invoiced: Semi-Annual Push Button Title: DOCK BINS
 Dock Side Storage Bins Next Billing: 1/01/24

For Service or Charges at Location:

For Harbor: Burrard Yacht Club Slip: A014 Dock Slip
 Dock: A-EAST

Created:
Modified:

For the Period: thru 6 Months Billed at \$ 45.00 per Month

Billed Item(s) Properties (if applicable):

Length: Model: Super Splash 10 License Plate/Number: Quantity: 1.00
 Color: Blue Serial #: A131399-GG Registration Number: RN -22
 Equipment: Name:

General Description of Charge:

Invoice Reference 1: Slip: A014; Serial Number: A131399-GG; Registration: RN -22; Color: Blue;
 Invoice Reference 2: Material: Fiberglass; CubicFt: 8.00; Snow Removal: Weekly; With Lock: Y;

For Service Provided and/or Received:

Staff/Teacher Name: User/Student Name:

User Defined Fields:

CubicFt: 8.00 With Lock: Yes No Door Swing:
 Snow Removal: Weekly Material: Fiberglass

Update Cancel

Member or Client Recurring Charges Detail Properties Tab Screen - Field Definitions

Select Billing Set to Edit

Up to 15 Push Buttons

For each Billing Set that has been set up for this individual, a push-button will be displayed. Click the button for the Billing Set that you wish to edit. By default, the first one will be initially selected and displayed. The Billing Set that is displayed will have it's push-button colored green.

Push Button Title	<i>X(20)</i>
The push button for each Billing Set is defined by the Billing Set. If you wish to assign a different title to be displayed, enter in this field.	
For Harbor	<i>drop-down list</i>
For systems setup with multiple harbors, if the Billing Set has flagged to record detail for either a Slip Code, or a Dock Code, then a Harbor must be selected.	
Slip or Dock	<i>X(5) & X(8)</i>
If the Billing Set has flagged to record detail for either a Slip Code, or a Dock Code, then these fields will be displayed enabled for entry or selection of a code.	
For the Period	<i>(mmdyy)</i>
If the Billing Set has flagged to record a Start/End Date, then this pair of fields will be displayed enabled for entry of a date range.	
Length, Model, License Plate/Number, Quantity, Color, Serial Number, Registration Number, Equipment and Name	<i>assorted text and numeric fields</i>
If the Billing Set has flagged to record any or these fields, then the corresponding fields will be displayed enabled for entry of data.	
General Description	<i>X(80)</i>
You may record a general description of the charge to be generated. This will appear on the Contract, the Charge and the Invoice that is generated.	
Invoice Reference 1 & 2	<i>X(80) each</i>
After the detail associated to the Billing Set Charges has been entered, each detail label and it's data value will be concatenated together as a detail string. All the detail strings will be used to create these Reference fields. They will appear on the Contract, the Charge and the Invoice that is generated.	
Services Provided - Staff/Teacher Name	<i>X(25)</i>
If the Billing Set has flagged to record a <i>Staff Name</i> , then this field will be displayed enabled for entry of data. This would be for the case where a Billing Set Charge is to be generated for a service that is provided at some frequency, or perhaps if a charge is to be generated for a	

recurring sailing class lessons. Then the name of the staff person, or teacher providing the service or training can be recorded.

Services Provided - User/Student Name	X(25)
--	--------------


If the Billing Set has flagged to record a **Customer Name**, then this field will be displayed enabled for entry of data. This would be for the case where a Billing Set Charge is to be generated for a service that is provided at some frequency, or perhaps if a charge is to be generated for a recurring sailing class lessons. Then the name of the individual person getting the service or training can be recorded.

User Defined Fields	assorted text and numeric fields
----------------------------	---

The Billing Set offers the option of creating up to five other fields that will be used for recording detail about the charge being generated. As many as are defined, will be presented to have detail information entered.

6.7.2.6 Client Notes Tab Screen

For each Client, you may record some relevant notes. This might be information about the billing arrangements, about the contract, or used to record milestones for review.

 Marina Client - Notes Tab Screen

The notes for each Marina Client are maintained by the following screen:

M/M Client Management

Client: **G09691 RABBIT** **GRAND C'S** - Modify the Properties of

Client **Vessel** **Moorage** **Notes**

You may record some notes about this Client. These might be additional descriptions not provided for in this set of Client properties.

Marina Client Notes ?

This client always pays promptly.

Notes Display Option: —
 Operators' Discretion
 Never Display

Update **Cancel**

Client Notes Tab Screen - Field Definitions

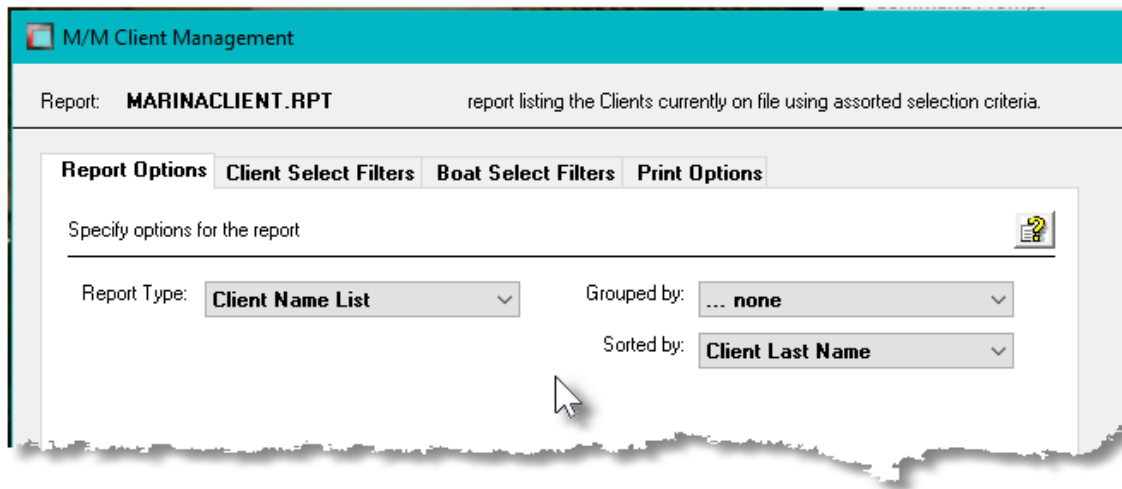
Marina Client Notes ?	check-box
To enable the entry of notes, the check box must be checked.	
Text Box	X(1000)
Enter up to 1000 characters of text. Lines will automatically wrap. Separate paragraphs may be separated by striking the Enter key.	

6.7.2.7 Reporting Filters

The Marina/Yacht Club Management system Marina Client report provides a listing of clients as a detailed report, a simple Name List, or output that may be used for an MS Word Mail Merge, or mailing labels. Items listed may be grouped and sorted based on a variety of different criteria. For the report functions, filters are offered associated to the client's profile, and the assorted boat properties.

➔ Marina Client Reports - Options Screen

The following screen is presented when generating the report:



When selected, the operator is presented with the standard [Customer Select Filters](#)^[508] screen and the [Boat Select Filters](#)^[99] screen. These allow you to specify selected or ranges of Clients, Boats, and Boat Manufacturers, and/or only those satisfying a variety of other filter criteria.

If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **MARINACLIENT.RPT**, **CLIENTMERG.MRG**, or **CLIENTBLS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).


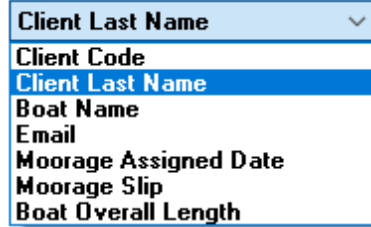
– Field Definitions

Generate Report Type

list-box

Select to output either to a report, or to generate an MS Word Mail merge file, or mailing labels



Grouped By	<i>list-box</i>
Clients may be grouped by a variety of properties, with applicable sub-totals.	
Sorted By	<i>list-box</i>
Clients may be listed sorted by a variety of properties.	

6.7.2.8 Client Properties Export

The Series 5 system provides for the capability to export Marina Clients data to a spreadsheet. The Spreadsheet Export function lets you output selected fields of the Marina Clients to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

The export option presents the operator with the standard [Customer Select Filters](#)^[508] screen and the [Boat Select Filters](#)^[99] screen. These allow you to specify selected or ranges of Marina Clients, Boats, and Boat Manufacturers, and/or only those satisfying a variety of other filter criteria.

Some points to note when exporting Marina Clients:

- A heading row is output to the spreadsheet.

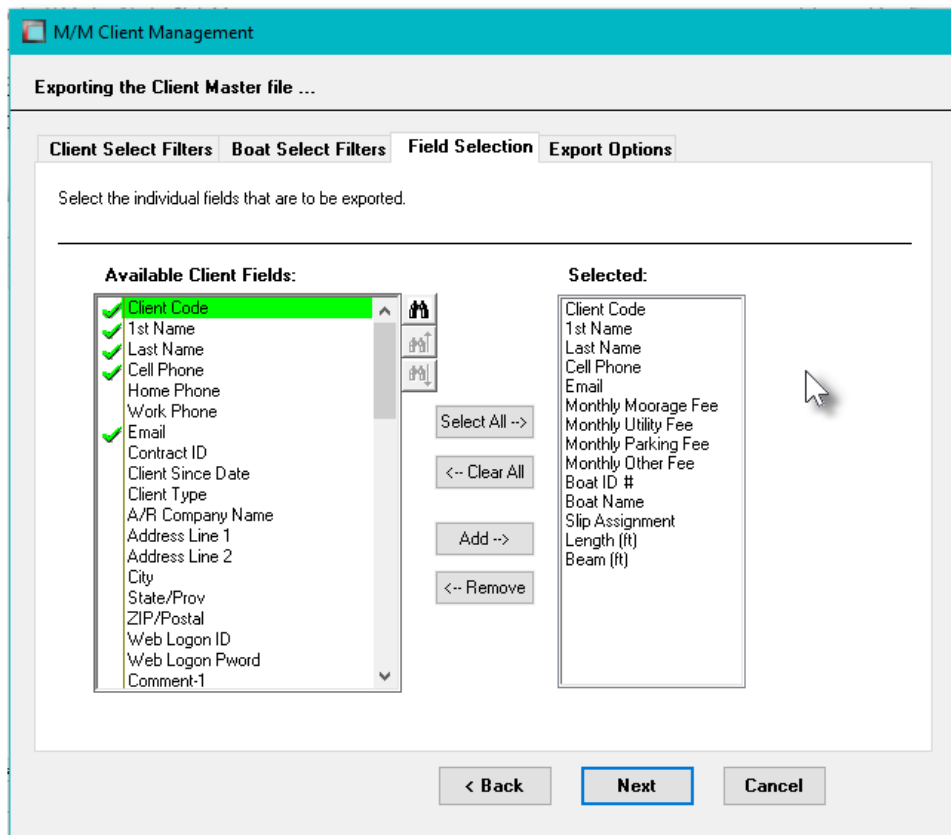
The standard Series 5 [Export Options screen](#)^[80] will be displayed, from which the Type of Output,

the target Folder, and the Filename may be specified. By default, the output filename is **Client_Properties_Out.XLSX**. You may click the Browse button to locate a different folder and output file.

+ Marina Clients Export - Field Selection

There are many different fields that are associated to a Marina Client. To be able to select specific fields to output would be a nice feature would it not. Well, guess what, you can select the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.



6.7.2.9 Client Data Import

The Series 5 system provides for the capability to import Marina Clients data from a spreadsheet. The Spreadsheet Import function lets you input a number of your Marina Clients properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Marina Clients is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Marina Clients:

- A heading row with **CLIENT** or **Client** or **CODE** or **Code** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#) will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Client_Properties_In.XLS**. You may click the Browse button to locate a different folder and input file.

➤ Client Properties Import Data Formats

For Client data that is imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Client Code	X(6)
2	B	1st Name	X(25)
3	C	Last Name	X(20)
4	D	Cell Phone	X(12)
5	E	Home Phone	X(12)
6	F	Work Phone	X(12)
7	G	Email	X(60)
8	H	Contract ID	X(10)
9	I	Client Since Date	mm/dd/yy or yyyyymmdd
10	J	Client Type (Customer Type)	X(5)
11	K	A/R Company Name	X(50)
12	L	Address Line 1	X(40)
13	M	Address Line 2	X(40)
14	N	City	X(25)

15	O	State/Province	X(10)
16	P	ZIP/Postal	mm/dd/yy or yyyyymmdd
17	Q	Web Logon ID	X(20)
18	R	Web Logon Password	X(10)
19	S	Comment-1	X(80)
20	T	Comment-2	X(80)
21	U	DO NOT Share Email	Y or N
22	V	DO NOT Share Phone #s	Y or N
23	W	Suppress from Roster	Y or N
24	X	Key Fob Codes	X(13)
25	Y	Door Key Codes	X(13)
26	Z	Vehicle 1 Model	X(20)
27	AA	Vehicle 1 Year	9999
28	AB	Vehicle 1 Colour	X(8)
29	AC	Vehicle 1 Plate	X(8)
30	AD	Vehicle 2 Model	X(20)
31	AE	Vehicle 2 Year	9999
32	AF	Vehicle 2 Colour	X(8)
33	AG	Vehicle 2 Plate	X(8)
34	AH	Monthly Moorage Fee	9,999.99
35	AI	Monthly Utility Fee	9,999.99
36	AJ	Monthly Parking Fee	9,999.99
37	AK	Monthly Other Fee	9,999.99
38	AL	Invoicing Cycle	X(1)
39	AM	Invoice Delivery Preference	Email / Post
40	AN	Sales Total Year-to-Date	99,999
41	AO	Sales Total Last Year	99,999
42	AP	Sales Total Life-to-Date	999,999
43	AQ	Boat ID # (system assigned)	9(8)
44	AR	Boat Name	X(40)
45	AS	Moorage Slip Code	X(5)
46	AT	Moorage Start Date	mm/dd/yy or yyyyymmdd
47	AU	Moorage Paid Upto Date	mm/dd/yy or yyyyymmdd

48	AV	Commercial Client ?	Y or N
49	AW	Power, Sail or Tender	P, S or T
50	AX	Boat Length Overall (Feet)	999.9
51	AY	Boat Beam (Feet)	99.9
52	AZ	Insurance Company Name	X(40)
53	BA	Insurance Policy #	X(10)
54	BB	Insurance Renew Date	mm/dd/yy or yyyyymmdd
55	BC	Insurance Copy on File ?	Y or N
56	BD	Insurance Copy Received Date	mm/dd/yy or yyyyymmdd
57	BE	Shore Power Amps	10, 15, 20, 30, 50 or 100
58	BF	Environment Fee ?	Y or N
59	BG	Parking Fee ?	Y or N
60	BH	WiFi Fee ?	Y or N
61	BI	Proof of Ownership on File ?	Y or N

When loading the Marina Clients from a spreadsheet, you may also specify a pre-defined processing directive in column 1.

%RADD% All Marina Clients codes for the rows following will be 1st
 – deleted from the system, then updated with the new fields provided. (Note that all data including PTD, YTD and Monthly statistics data is lost)

%DELE% – All Marina Clients codes for the rows following will be deleted from the system and not replaced. Only the Marina Clients Code needs to be specified in column 1 of the input spreadsheet.

%UPDT% A single field for the specified Marina Clients codes will be
 – updated. The field to be updated is indicated with the code that is read from the 2nd column in the row the %UPDT% directive is found. The following codes are recognized:

SLIP-CODE - for the assigned Moorage Slip Code
 WEB-LOGON - Web Logon ID
 WRK-HRS-1 - Work Credit Hours Period 1
 WRK-HRS-2 - Work Credit Hours Period 2
 WRK-HRS-3 - Work Credit Hours Period 3

In the rows following specify the Marina Clients Code in

column 1, and the new value for the designated field in column 2 of the input spreadsheet

When loading new Clients from a spreadsheet, a new Customer record will be written using fields J thru P. The A/R Customer Code will be the same as the Client Code.

When loading new Marina Clients from a spreadsheet, if a Boat Name is provided, then a new Boat record will be written using the next system assigned BOAT-ID number from the Control Preferences and populating it with fields AR thru BI. ***(If a BOAT NAME is provided, and the BOAT-ID field is ZERO, then a new Boat record will be written).***

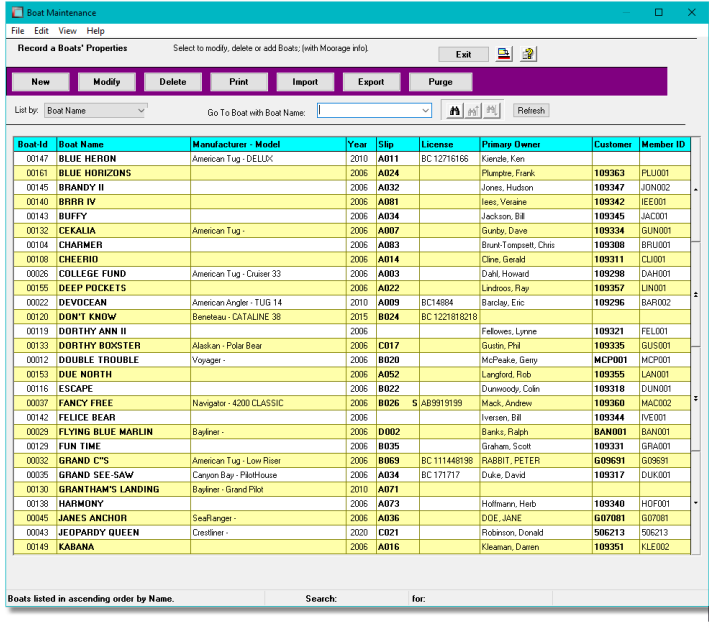
6.7.3 Boat Codes Maintenance

This menu item function provides access to vessels that have been recorded both for Yacht Club Members and Marina Clients. It may also be used to just record information about boats that you wish to keep track of that are not necessarily associated to a member or client. The screens presented are the same as those for the Vessel and Moorage tabs associated to Club Members and Marina Clients.

The Boat Codes defined here are listed in the Series 5 [Boat Code LOV Lookup](#)^[70] window. The Boat Codes Maintenance function is accessed from the MM Main menu, by selecting **Boat Properties...** from the **Codes Maintenance** drop-down menu.

Boat Codes Maintenance Grid

MM Boats are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new M/M Boat Code
Modify	Modify the M/M Boat Code highlighted in
Delete	Delete the M/M Boat Code highlighted in
Print	Generate a report listing the M/M Boat C
Import	Imports Boat information from a spreads
Export	Export selected fields of selected Boats spreadsheet
Purge	Reserved for a future enhancement

Edit an existing M/M Boat Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

The report listing the M/M Boat Codes on file, if archived, will be cataloged with a report name of **MMBoats.RPT**.

Boat Code - Properties Screen

The properties for each Boat Code are defined with the following screen:

M/M Client Management

Client: 109305 SINATRA NEW YORK - NEW YORK - Modify the Properties of

Client Vessel Moorage Recurring Charges Notes

Enter the Boat Name, Model, License IDs and it's general specification.
Also provide contact information for it's owner(s). Created: 7/28/17 Modified: 11/01/18

Boat ID: 00000023 Name: NEW YORK - NEW YORK

Registration #: _____ Manufacturer: NAVIGATO Navigator Year: 2002

Hull VIN Serial #: _____ Model: 4800 Classic

VHS MMSI #: _____ Photo of Vessel on File? Proof of Registration on File? Proof of Legal Ownership on File?

Overall Length: 40.00 ft 12.19 m Vessel Type: Flybridge Engine: Dual Stern Drive

Beam: 12.00 ft 3.66 m Hull Material: Fiberglass Fuel: Diesel

Height: 14.00 ft 4.27 m Hull Type: Planing Vee Equipped with Holding Tank?

Draft: 4.50 ft 1.37 m Hull: White Cabin: White Slinged Vessel Photo on File?

Preferred Shore Power: 30 amp

Coast Guard/ Marine Safety Inspection:

Last Inspected: 6/01/18 Inspected By: Peter Rabbit

Not Applicable
 Required
 Passed
 Failed

Insurance:

Company: _____ Policy: _____ Renewal Date: _____

Declaration Copy on File? Received: _____

Primary Owner:

Frank Sinatra Marina Client: (C): (W): (H): 604-555-1111
Spouse/Partner: larryc@sentinel-hill.com Email: _____

Owner 2:

Owner 3:

Add/View Attached Document(s) Update Cancel

Boat Names

When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.

- Vessel Properties Tab Screen - Field Definitions

Boat ID	9(8)				
This is the code that is used to identify the Boat in the M/M system. This is the code that is entered and carried in the assorted Series 5 transactions. When adding a new member or client, if they have a boat, then the next sequential numeric Boat Number from the M/M Control properties, will automatically be assigned.					
Name	X(40)				
The name of the boat. When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.					
Registration #, Hull/Vin #, VHS MMSI #	X(18), X(16), 9(10)				
Identification codes for the vessel. These fields are offered for information purpose only and are not used in any operation.					
Manufacturer, Model, Year	X(8), X(20), 9(4)				
These fields are for information purposes only. However, in any report listing transactions associated to Members, these fields may be used as filters.					
Type of Vessel	radio-buttons				
Record the type of vessel. Power, Sail, Tender or Other. In any report listing transactions associated to Members or Boats, the type of vessel may be used as a filter..	<table border="1"> <tr> <td><input checked="" type="radio"/> Power</td> <td><input type="radio"/> Tender</td> </tr> <tr> <td><input type="radio"/> Sail</td> <td><input type="radio"/> Other</td> </tr> </table>	<input checked="" type="radio"/> Power	<input type="radio"/> Tender	<input type="radio"/> Sail	<input type="radio"/> Other
<input checked="" type="radio"/> Power	<input type="radio"/> Tender				
<input type="radio"/> Sail	<input type="radio"/> Other				
Photo of Vessel on File ?	check-box				
Set if a photo of the Boat has been attached. If it has, then click the graphic push button to view.					
Proof of Registration on File ?	check-box				
If you require a copy of the Boat's registration, and it has been attached, the check box is set. If it has, then click the graphic push button to view.					
Proof of Legal Ownership on File ?	check-box				
If you require a copy of the Boat owners "Proof of Ownership", and it has been attached, the					

check box is set. If it has, then click the graphic push button to view.

Vessel Type, Hull Material Type, Vessel Colour *drop-down list(s)*

These fields are offered for information purpose only and are not used in any operation. The different types offered are coded in the system. Additional types cannot be added.

Engine Type, Fuel Type, Holding Tank ? *drop-down list(s) - check-box*

These fields are offered for information purpose only and are not used in any operation.

Slinged Vessel Photo on File ? *check-box*

If a photo of the Boat while out of the water in a grid or sling has been attached, this check box will be set. If it has, then click the graphic push button to view.

Overall Length, Beam, Height, Draft *999.99*

These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used for computing moorage charges. They are also used by the system to display available slips for moorage assignment.

Coast Guard Inspection - Date, By Whom, Status *(mmddyy), X(25), radio-buttons*

These fields are offered for information purpose only and are not used in any operation.

Insurance - Company, Policy #

These fields are used to record information about the insurance purchased for the vessel. They are offered for information purpose only; but are listed on the Insurance Renewal report.

Insurance - Declaration Copy on File, Date Received *check-box, (mmddyy)*

If you require a copy of the Boat owners "Insurance Declaration", (that can be attached to the owner's record), set this check-box when you have it, and record the date received. These fields are used as filters by the Insurance Renewal report.

If a copy has been attached, the check box will be set and clicking the graphic will show it.

Insurance - Renewal Date *(mmddyy)*

If you require a copy of the Boat owners "Insurance Declaration", record the renewal. This field is used as a filter by the Insurance Renewal report.

Primary Owner & 2 Others	X(1)
Record contact information for up to three owners of the boat. Click the adjacent icon to pop-up a window to record name, name of spouse/partner, and phone numbers.	
Primary Owner Email	radio-buttons
Record an alternate email address for the primary owner. <i>The email address that is recorded on the Member or Client's profile screen is the one that will be used for sending invoices, or other correspondences.</i>	

Boat Code - Moorage Properties Tab Screen

The following screen is used to record information about the vessel's moorage:

M/M Member Management

Member: CAR001 Carlsen YELLOW COW - Modify the Properties of

Membership Vessel Moorage Recurring Charges Historic Totals / Work Credit Program Notes

Record information associated to the vessel's moorage and billing:
... and any Tender

Contract CAR001-003 In Effect

Moorage Details:

Boat is Moored: At our Marina/Club
 At our Dock in a Sublet
 TO BE CONTRACTED
 At our Dock Pending
 At Another Marina
 At Another Yacht Club
 At a Private Dock

Moorage Start Date: 1/01/24
 Moorage is Pre-Paid/Assigned Up to: 12/31/24

Berth Assignment: A-23 **Dock Slip**
 Dock: A Dock
 Harbor: CB - Cadboro Bay

Last Moorage Charge Based On:
 LOA: 50.0 Feet based on:
 Using a Rate of: \$ per Foot
 Monthly Moorage Rate/Foot Override: \$ 82.24

Moorage Contract Charges Approved 1/03/24:
 Moorage: \$
 Power: \$
 WiFi: \$
 Parking: \$
 LiveAboard: \$
 Enviro Fee: \$

Copy of the Contract on File ?

Moorage Billing:

Club Member ID: CAR001
 Larry Carlsen
 Customer Code: CAR001
 Member Since: 11/02/18

Shore Power:
 None 20 amp
 10 amp 30 amp
 15 amp 50 amp
 100 amp

Charging:
 Period Rates
 For kW-hrs Used
 kW-h Last Billed:

Billing:
 Annually Quarterly
 Semi-Annual Monthly

Last Invoice Issued:
 # 003006 1/01/24
 For: \$ 2,856.00

Pay Environmental Fees ? Pay Parking Fees ? Pay WiFi Fees ?

Marina/Club Inspections:

LOA Verified: 7/31/23
 Measured By: Bugs Bunny
 Equipment/Electrical Tests:
 Inspected By:

Testing:
 Not Applicable Passed
 Required Failed

Tender:

Description: 12 Foot Mariner 4 Inflatable
 Stored: On the Boat
 Slip Assignment:

Live-Aboard Owners:

Owner Lives Aboard the Vessel ? Pay Municipal Live-Aboard Tax ?

Approval Status:
 Not Needed Granted Registration Needed
 Denied Registration On File

City Permit ID: Date Issued:

Kayak:

Description: Red Wave Rider
 Rack Slip Assignment:

Update Cancel

Moorage Properties Tab Screen - Field Definitions

Boat is Moored Where

Identify where the member/client's boat is stored. When moored at the marina, then **Moorage Start/End Dates** and **Berth Assignment** fields will be enabled, and would need to be filled in. **When Moorage Contracts are issued, the system will automatically set the At our Dock**

radio-buttons

<input checked="" type="radio"/> At our Marina/Club	<input type="radio"/> At another Marina
<input type="radio"/> At our Dock in a Sublet	<input type="radio"/> At another Yacht Club
<input type="radio"/> TO BE CONTRACTED	<input type="radio"/> At a private Dock
<input type="radio"/> At our docks	

Pending button.	Pending
For new Members or Marina Clients where Contracts are used, but one has not been set up yet, set TO BE CONTRACTED must be set.	
Moorage Start Date	(mmddyy)
This is the start date for which moorage is assigned. It may be used as a filter in the generic Boat Filter screen where presented. It is also used in both the Graphic Slip Management and Slip-by-Date Management operation inquiry screens to determine which vessels occupy which slips.	
Moorage Pre-Paid/Assigned Upto Date	(mmddyy)
Moorage is assigned and paid up to, and including, this date. This date is used to determine if a Moorage Renewal Contract is to be generated. It is also used in both the Graphic Slip Management and Slip-by-Date Management operation inquiry screens to determine which vessels occupy which slips	
Berth Assignment	X(5)
This field holds the Moorage Slip Code assigned to the boat. Click on the eye glass icon to jump to the Graphical Slip Management ¹⁹⁰ screen from which a slip can be assigned. Most inquiry and operation functions make use of the assigned moorage slip for display and processing.	
Last Moorage Charges Based On	9(3)
When moorage charges were last computed for this Client or Member, the LOA used and the Monthly Rate per Foot, used are recorded and displayed. Once a Moorage Charge has been computed, whatever size was used will be recorded in this field. (Depending on settings in the Dock records, the length used may be for the boat's LOA, the slip size, or the area of the boat or slip).	
Monthly Moorage Rate/Foot Override	9(2).99
This field should be left equal to ZERO. Entering a value here will override the Rate assigned by the system using the assorted control parameters. Depending on how charges are computed, (ie., by length or square feet), the rate entered will be applicable either way. You would set a value here only for special case where you want to assign an extremely high or low rate for this vessel.	
Last Term Moorage Charges	9(3).99
These totals are the amounts that were used for the last invoice that was issued for applicable	

moorage charges.

Copy of the Contract on File ?

check-box

Set if a signed, or unsigned, copy of the Moorage Contract has been attached. If it has, then click the graphic push button to view it.

Moorage Shore Power

radio-buttons

Select the type of hydro power that will be used by the vessel being moored. This will be used for billing.

- | | |
|------------------------------|---|
| <input type="radio"/> None | <input type="radio"/> 20 amp |
| <input type="radio"/> 10 amp | <input checked="" type="radio"/> 30 amp |
| <input type="radio"/> 15 amp | <input type="radio"/> 50 amp |
| | <input type="radio"/> 100 amp |

Shore Power Charges

radio-buttons

Indicate whether the hydro power charges are billed monthly, or for kW-hrs Used.

If based on the Period Rates, then hydro is billed at the same time as the moorage charges are billed.

If based on the kW-hrs power used, then billing is done whenever the meters are read, (and loaded into the system using the [Hydro Meter Codes Maintenance](#)⁵⁷² function). The charges for the hydro used are generated from the [Enter Charges for Invoicing](#)²³⁰ function when the **Generate Utility Charges** push button is clicked..

- Charging: _____
- Period Rates
- For kW-hrs Used

Moorage Billing Frequency

radio-buttons

This field will be enabled depending whether or not moorage charges are generated for all members & clients at the same time, or not. If this is the case then these fields are not enabled, and the Billing Period used is determined by the Control Preference. If Members and/or Clients are billed at different times, then this field is enabled. Select the frequency that Moorage billing is to occur for this vessel. Whether generating Moorage Contracts, or just generating moorage charges, you must specify the billing period to be used, both as a filter for selecting those boats than need to be invoiced, and to establish the starting and ending moorage billing dates.

- Billing: _____
- Annually Quarterly
- Semi-Annual Monthly

When new club members and marina clients are added, this field will default to that defined in the Control Preferences.

Pay Environmental Fees Charges ?

check-box

When Moorage charges are generated, if an Environmental fee is to be selected, set the

check-box. The fee charged is defined in the associated **Task Charge Code** record set up in the **Term Moorage Controls** tab sub-screen found in the [M/M Control Preferences](#) ⁶²² function.

Pay Parking Fees Charges ?*check-box*

When Moorage charges are generated, if a Parking fee is to be selected, set the check-box. The fee charged is defined in the **Term Parking Task Charge Code** record as defined in the [Define Billable Charges](#) ⁶⁶⁰ function.

Pay WiFi Charges ?*check-box*

When Moorage charges are generated, if a WIFI fee is to be selected, set the check-box. The fee charged is defined in the associated **Task Charge Code** record set up in the **Term Moorage Controls** tab sub-screen found in the [M/M Control Preferences](#) ⁶²² function.

Marina/Club Inspection - LOA Verified Date*(mmddyy)*

Record the date that the vessel was inspected and measured to determine the Length Overall, LOA, to be used for billing moorage charges.

Marina/Club Inspection - LOA Measured By*X(25)*

Record the name of the staff member that inspected and measured the vessel to determine the Length Overall, LOA, to be used for billing moorage charges.

Equipment/Electrical Test - Date*(mmddyy)*

If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the date that the vessel was inspected.

Equipment/Electrical Test - Measured By*X(25)*

If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the name of the staff member performing the inspection.

Equipment/Electrical Test - Results*radio-buttons*

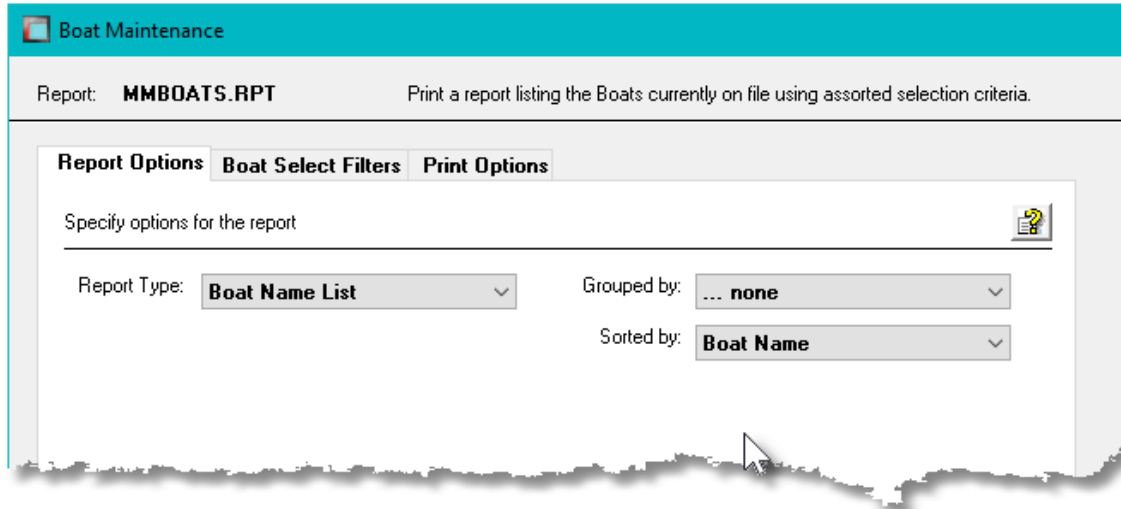
If the club or marina requires an annual inspection of equipment and/or electrical leakage, record the result of the inspection.

<input checked="" type="radio"/> Not Applicable	<input type="radio"/> Passed
<input type="radio"/> Required	<input type="radio"/> Failed

Tender - Description	<i>X(50)</i>				
Record a description of the type of tender and power HP, that belongs to the vessel.					
Tender - Storage Location / Slip Assignment	<i>radio-buttons - X(5)</i>				
Record where the Tender is typically stored. the type of vessel. Power, Sail, Tender or Other. If at the marina, then record the assigned Tender Moorage Slip.	<table border="1"> <tr> <td><input checked="" type="radio"/> Not Applicable</td> <td><input type="radio"/> At the Marina</td> </tr> <tr> <td><input type="radio"/> On the Boat</td> <td><input type="radio"/> Elsewhere</td> </tr> </table>	<input checked="" type="radio"/> Not Applicable	<input type="radio"/> At the Marina	<input type="radio"/> On the Boat	<input type="radio"/> Elsewhere
<input checked="" type="radio"/> Not Applicable	<input type="radio"/> At the Marina				
<input type="radio"/> On the Boat	<input type="radio"/> Elsewhere				
Kayak - Description & Rack Assignment					
If the owner has a Kayak that is stored at the marina, you may record a description. If charges are applicable, generated with a Billing Set Contract, and a Slip Code has been recorded, it will be displayed. Otherwise, you can still assign an Rack Code if they have been set up.					
Live-Aboard - ?	<i>check-box</i>				
If the vessel assigned moorage has the owner living aboard, then set the check-box.					
Live-Aboard - Pays Municipal Tax	<i>check-box</i>				
If the local municipality requires a live-aboard tax be collected, then set the check-box. If set, then when moorage charges are generated, the live-aboard tax will also be charged. The fee charged is defined in the associated Task Charge Code record set up in the Term Moorage Controls tab sub-screen found in the MM Control Preferences ^[622] function.					
Live-Aboard - Approval Status					
If the local municipality requires a live-aboard tax be collected, record the status with respect to the registration..					
Live-Aboard - City Permit / Issued Date					
If the local municipality requires a live-aboard tax be collected, and a Permit ID is issued, record it and the date issued.					

Boat Report(s) - Options Screen

The following screen is presented when generating the report:



When selected, the operator is presented with the standard [Boat Select Filters](#)^[99] screen. These allow you to specify selected or ranges of Boats, and/or only those satisfying a variety of other filter criteria.

If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **MMBOATS.RPT**, **BOATMERG.MRG**, or **BOATLBS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

Field Definitions

<p>Generate Report Type</p>	<p><i>list-box</i></p>
<p>Select to output either to a report, or to generate an MS Word Mail merge file, or mailing labels</p>	
<p>Grouped By</p>	<p><i>list-box</i></p>
<p>Boats may be grouped by a variety of properties, with applicable sub-totals.</p>	
<p>Sorted By</p>	<p><i>list-box</i></p>
<p>Boats may be listed sorted by a variety of</p>	

properties.

Boat Name	▼
Boat Name	
Boat ID Code	
Moorage Slip	
Overall Length	
License #	
Owner	
Billing Customer Code	
Club Membership Code	

➔ Boat Properties Export

The Series 5 system provides for the capability to export Boat property data to a spreadsheet. The Spreadsheet Export function lets you output selected fields to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

The export option presents the operator with the standard [Boat Select Filters](#)^[99] screen. This allow you to specify selected or ranges of Boats, and Boat Manufacturers, and/or only those satisfying a variety of other filter criteria.

Some points to note when exporting Boat details:

- A heading row is output to the spreadsheet.

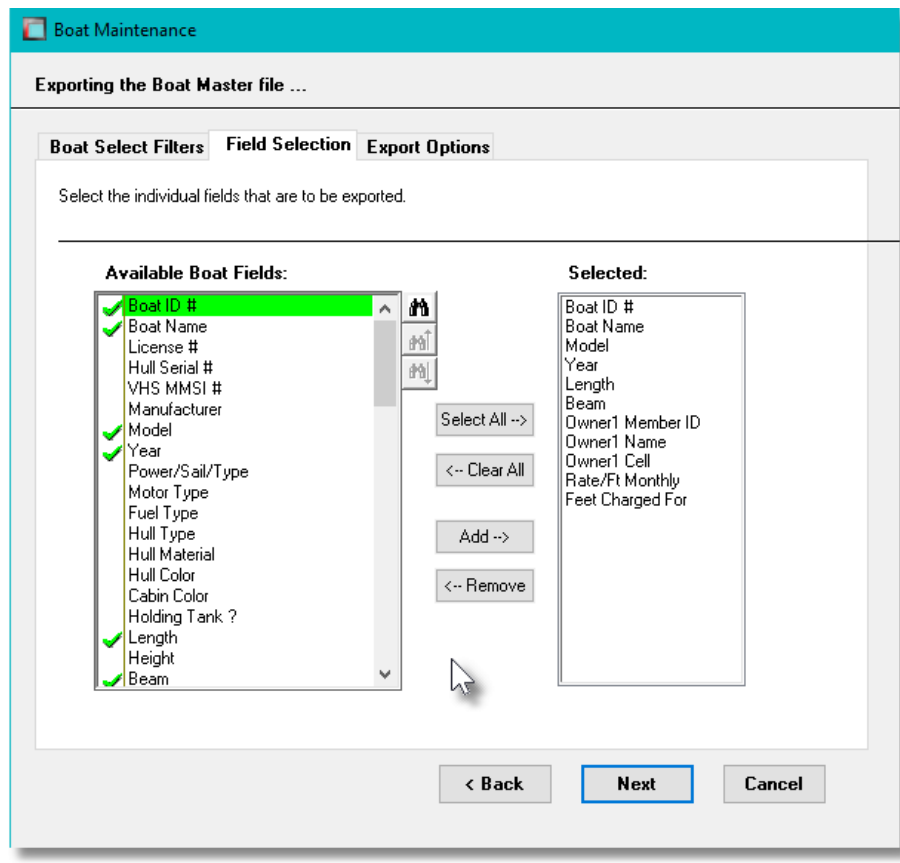
The standard Series 5 [Export Options screen](#)^[80] will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Boat_Properties_Out.XLSX**. You may click the Browse button to locate a different folder and output file.

+ Boat Properties Export - Field Selection

There are many different fields that are associated to a Boat. To be able to select specific fields to output would be a nice feature would it not. Well, guess what, you can select

the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.



➔ Boat Properties Import

The Series 5 system provides for the capability to import Boat information from a spreadsheet. The Spreadsheet Import function lets you input a number of Boat properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given boat is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**

➤ CSV Text (Comma Delimited)

Some points to note when importing Boat details:

- A heading row with **BOAT** or **BOAT-ID** or **BOAT ID** or **BOAT#** or **BOAT-KEY** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵⁾ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Boat_Properties_In.XLS**. You may click the Browse button to locate a different folder and input file.

+ Boats Properties Import - Data Formats

For Boat data that is imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Boat ID # (system assigned)	9(8)
2	B	Boat Name	X(40)
3	C	License #	X(16)
4	D	Hull Serial #	X(18)
5	E	VHS MMSI #	9(10)
6	F	Manufacturer	X(8)
7	G	Model	X(20)
8	H	Year	9999
9	I	Power, Sail or Tender	P, S, T or O
10	J	Motor Type	X(18)
11	K	Fuel Type	X(8)
12	L	Hull Type	X(12)
13	M	Hull Material	X(12)
14	N	Hull Color	X(8)
15	O	Cabin Color	X(8)
16	P	Holding Tank ?	Y or N
17	Q	Length	999.99
18	R	Height	99.99

19	S	Beam	99.99
20	T	Draft	99.99
21	U	Ownership Proof On-File	Y or N
22	V	Insurance Company	X(40)
23	W	Insurance Policy Number	X(10)
24	X	Insurance Expire Date	mm/dd/yy or yyyyymmdd
25	Y	Insurance Proof Received	mm/dd/yy or yyyyymmdd
26	Z	Owner 1 Member ID	X(8)
27	AA	Owner 1 Name	X(36)
28	AB	Owner 1 Spouse	X(25)
29	AC	Owner 1 Cell Phone	X(12)
30	AD	Owner 1 Home Phone	X(12)
31	AE	Owner 1 Work Phone	X(12)
32	AF	Owner 2 Member ID	X(8)
33	AG	Owner 2 Name	X(36)
34	AH	Owner 2 Spouse	X(25)
35	AI	Owner 2 Cell Phone	X(12)
36	AJ	Owner 2 Home Phone	X(12)
37	AK	Owner 2 Work Phone	X(12)
38	AL	Owner 3 Member ID	X(8)
39	AM	Owner 3 Name	X(36)
40	AN	Owner 3 Spouse	X(25)
41	AO	Owner 3 Cell Phone	X(12)
42	AP	Owner 3 Home Phone	X(12)
43	AQ	Owner 3 Work Phone	X(12)
44	AR	Moored At	MM, OM, OC, EW
45	AS	Marina Code	X(8)
46	AT	Slip Assignment	X(5)
47	AU	Moorage Assignment Date	mm/dd/yy or yyyyymmdd
48	AV	Rate/Foot Monthly Override	99.99
49	AW	Boat LOA Charged for	99,999
50	AX	Moorage Paid To Date	mm/dd/yy or yyyyymmdd
51	AY	kWh Power to Bill	9,999.99
52	AZ	Annual Moorage \$	9,999.99

53	BA	Annual Power \$	9,999.99
54	BB	Annual Other \$	99,999
55	BC	A/R Customer Code	X(6)
56	BD	Billing Email	X(60)
57	BE	Invoicing Period	Y / S / Q / M
58	BF	Pay Environment Fees	Y / N
59	BG	Pay Parking Fees	Y / N
60	BH	Pay WiFi Fees	Y / N
61	BI	Safety Inspection Date	mm/dd/yy or yyyyymmdd
62	BJ	Safety Inspection Examiner	X(25)
63	BK	Safety Inspection Status	NA / RQ / P / F
64	BL	LOA Verified Date	mm/dd/yy or yyyyymmdd
65	BM	LOA Verified Examiner	X(25)
66	BN	Club Inspection Date	mm/dd/yy or yyyyymmdd
67	BO	Club Inspection Examiner	X(25)
68	BP	Club Inspection Status	NA / RQ / P / F
69	BQ	Dingy Description/Type	X(50)
70	BR	Tendor Moorage	OV / AM / EW
71	BS	Tender Assigned Slip	X(5)
72	BT	Liveaboard ?	Y or N
73	BU	Liveaboard Pay Tax ?	Y or N
74	BV	Liveaboard Status	NA / OK / RN / RF
75	BW	Liveaboard Permit	X(10)
76	BX	Liveaboard Date	Y or N

6.7.4 Past Guest Maintenance

The Guest Visit Management operation records information about the Guests visiting the marina or yacht club. When entering a "Visit", the operator may first check to see if the guest had previously visited in the past by keying in the name of the boat. If found, all applicable information is recorded from the Past Guest profile. If the guest had not previously visited, then upon entering all the required information, a new Past Guest record is written.



Guest ID Codes

The Guest ID codes are assigned when a given guest first visits the marina. It is used as the primary

key for the Guest Visit record, and the Past Guest records. *(It's assumed that a given Guest will only ever have a single Guest Visit record on file at any time).*

Past Guests Maintenance Grid

Past Guests information is maintained using a Series 5 grid processing screen.

Guest ID	Boat Name	Length	Beam	Last Name	City - State/Prov	Customer	Yacht Club	Last Inv	Last Visit	YTD Night	LTD-Visit	Email
000058	EYE CANDY	36	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034823	2/26/19	3	1	LARRYC@SENTINEL-HILL.COM
000059	EYE CANDY	36	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034823	2/26/19	3	1	LARRYC@SENTINEL-HILL.COM
000078	FAR OUT	47	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN			3	65,535	LARRYC@SENTINEL-HILL-ABOUT.COM
000030	FREE SPIRIT V	32	8.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034804	12/14/19	1	1	LARRYC@SENTINEL-HILL.COM
000080	FUN TIME	47	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN		10/20/19	5	0	LARRYC@SENTINEL-HILL-ABOUT.COM
000044	GOOD ENUFF	23	11.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	086015	12/14/19	1	1	LARRYC@SENTINEL-HILL.COM
000064	GRAND C'S	47	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN		2/19/20	2	1	LARRYC@SENTINEL-HILL-ABOUT.COM
000032	GREY PEARL	36	11.0	JONES, LAWRENCE	West Vancouver, BC	000249	FISHERMN	000100	2/11/20	8	2	LARRYC@SENTINEL-HILL-ABOUT.COM
000032	GREY PEARL	36	11.0	JONES, LAWRENCE	West Vancouver, BC	000249	FISHERMN	000100	2/11/20	8	2	LARRYC@SENTINEL-HILL-ABOUT.COM
000055	HILDDR II	36	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	086013	3/10/20	6	3	LARRYC@SENTINEL-HILL.COM
000000	ISLAND HARMONY	36	13.0	CARLSEN, LAWRENCE	.	000249	FISHERMN			0	0	LARRYC@SENTINEL-HILL-ABOUT.COM
000054	ISLAND HARMONY	36	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034787	10/09/19	7	3	LARRYC@SENTINEL-HILL-ABOUT.COM
000042	JUST US 2	36	11.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	086016	2/22/20	4	1	LARRYC@SENTINEL-HILL.COM
000085	KAREN GAIL	47	3.3	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034803	12/14/19	1	1	LARRYC@SENTINEL-HILL-ABOUT.COM
000033	LAST REBEL	30	11.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034788	2/14/20	6	2	LARRYC@SENTINEL-HILL-ABOUT.COM
000072	LESAL	47	13.0	WALKER, GEDFF	West Vancouver, BC	000249	FISHERMN		2/25/20	2	1	LARRYC@SENTINEL-HILL-ABOUT.COM
000150	LOVER BOY	36	3.0	CARLSEN, SIMON	.	000249		034816		0	0	
000037	MAHOGONY RUN	36	11.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	034824	3/06/19	0	0	LARRYC@SENTINEL-HILL-ABOUT.COM
000049	MEANDER	28	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN	086006	3/05/20	2	1	LARRYC@SENTINEL-HILL.COM
000173	MICKY BOAT	42	11.0	MOUSE, MICKY	Los Angeles, CA	000249		034806		0	0	LARRYC@SENTINEL-HILL.COM
000172	MICKYBOAT	37	10.0	mouse, micky	.	000249				32	65,535	larryc@sentinelhill.com
000036	MISS VICKY	37	11.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN		3/06/19	29	0	LARRYC@SENTINEL-HILL-ABOUT.COM
000058	MY MISTRESS II	47	13.0	CARLSEN, LAWRENCE	West Vancouver, BC	000249	FISHERMN			0	0	LARRYC@SENTINEL-HILL-ABOUT.COM
000144	OTTERONE	33	11.0	TOULAGER, COURT	.	000249	FISHERMN		10/21/19	3	1	LARRYC@SENTINEL-HILL.COM

"Fast Buttons"	
New	Add a new Guest Code
Modify	Modify the Past Guest highlighted in the grid
Delete	Delete the Past Guest highlighted in the grid
Print	Print a list of Past Guests
Import	Imports Past Guest Properties from a spreadsheet
Export	Export Past Guest Properties to a spreadsheet

Edit an existing Past Guest information by double-clicking it's associated row. Standard Series 5

grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

The report listing the MM Boat Codes on file, if archived, will be cataloged with a report name of **MMBoats.RPT**.

➔ Past Guests Code - Properties Screen

The properties for each Past Guests are defined with the following screen:

The screenshot displays the 'M/M Past Guests Code Maintenance' window. At the top, it shows 'Guest ID: 00000173 MICKEY BOAT MOUSE' and a subtitle 'Modify the Properties of'. Below this are tabs for 'Guest Properties', 'Year-To-Date / Life-To-Date Totals', and 'Notes'. The main area contains several sections:

- Guest Information:** Includes 'Record the Guest's Name, information about their Boat and moorage Requests. Also record their contact information.' and a 'Guest Since: 10/16/19' field.
- Guest Details:** Shows 'Guest ID: 00000173', 'Guest Type: MGCDN - Canadian Moorage Guest', and 'A/R Customer: 000249 Default Cdn Marina Guest'.
- Vessel:** Contains fields for 'Name: MICKEY BOAT', 'Manufacturer', and 'Model'. It also has radio buttons for 'Power' (selected) and 'Sail'. Dimensions are listed: Overall Length (13.01 m / 42.67 ft), Beam (3.35 m / 11.00 ft), and Draft (0.61 m / 2.00 ft). Moorage Preference is set to 'Moorage Slip' and Tie-Up Method is 'None'. Power Preference has radio buttons for None, 20 amp, 50 amp, 15 amp, 30 amp (selected), and 100 amp.
- Guest Contact Information:** Includes 'First Name: MICKEY', 'Last Name: MOUSE', 'Partner's Name', 'Home Address: Disney Land Theme Park, Los Angeles, CA, 12345678', and 'Email: LARRYC@SENTINEL-HILL.COM'. There are also fields for 'Home Phone', 'Cell Phone', and '2nd Cell Phone'.
- Guest's Yacht Club Affiliation:** Features radio buttons for 'None', 'As a Reciprocal', and 'As an Outstation', along with 'Yacht Club' and 'Club Membership Code' fields.

At the bottom of the window are buttons for 'Add/View Attached Document(s)', 'Update', and 'Cancel'.

➔ Field Definitions

Guest ID

9(8)

This is the numeric code assigned to the Guest. When guest make reservations, or visit, any

charges are recorded with a Guest Visit record that is keyed by this ID number.

Guest Type

drop-down list

The codes presented are defined by the [Define Guest Type Codes](#)⁶⁴¹ function accessed from the Control Options menu item. They are just Customer Type codes originally defined in the Accounts Receivable system. Rate tables may be created for Customer Types.

A/R Customer Code

X(6)

When Invoices for Guest Visits are generated, they will be recorded with the A/R Customer Code entered here. The invoices will be written to the A/R system as Prepaid Sales transactions for this Customer Code. You may wish to assign a common code to customers from a separate country, or of a given customer type. You may wish to assign a unique code to maybe your favorite customers.

Boat Name

X(40)

The name of the boat. When recording the Boat Names, make sure you are consistent in using upper and lower case. The name is used as a key and assorted display screens and reports can list items sorted by the Boat Name.

Power or Sail

radio-buttons

This field is offered for information purpose only and not used in any operation.

Manufacturer Code, & Model

X(8) & X(20)

These fields are offered for information purpose only and are not used in any operation.

Overall Length, Beam, Draft

999.99

These fields, offered in both feet and meters, are used to define the size of the vessel. In particular, the LOA, is used for computing moorage charges.

Preferences - Moorage Type & Tie-Up Method

drop-down lists

Record the preferences as to how this guest would like to tie up.

Power Preferences

radio-buttons

Select the type of hydro power that will

be used by the vessel being moored. This will be used for billing.		Power Preference: _____ <input type="radio"/> None <input type="radio"/> 20 amp <input type="radio"/> 50 amp <input type="radio"/> 15 amp <input checked="" type="radio"/> 30 amp <input type="radio"/> 100 amp
Owner First & Last Names	X(15) & X(20)	
The name of the owner of the boat.		
Partner's Name	X(30)	
The name of the owner partner or spouse. (For information purposes only).		
Email Address	X(60)	
The guest's primary email. Used to send invoices to, and may be used when sending out bulk emails.		
Home and Cell Phones	X(12) each	
These fields are for information purposes. It is the guest's phone numbers.		
Yacht Club Affiliation	radio-buttons	
If keeping track of reciprocal guests' home yacht club, then select the applicable radio-button.		
Yacht Club Code	X(8)	
If keeping track of reciprocal guests' home yacht club, then select the applicable code. This field is for information purposes.		
Yacht Club Membership Code	X(8)	
If keeping track of reciprocal guests' home yacht club, and you are required to inform the club, then record the guest's membership code.		


Past Guests Code - Year-to-Date / Life-to-Date Totals Screen

When a Guest visits the marina, and having an invoice generated, applicable totals in their Past Guest profile are updated. They can be seen in the following screen:

M/M Past Guests Code Maintenance

Guest ID: **00000038** **YELLOW COW** **CARLSEN** - Modify the Properties of

Guest Properties **Year-To-Date / Life-To-Date Totals** **Notes**

Sales Totals and Visit Statistics for this Guest. 

Guest Since: This Guest has a Reservation Booked for:

Accumulated Statistics:	Year-To-Date	Life-To-Date
Sales:	\$ <input type="text" value="2,989.00"/>	\$ <input type="text" value="4,500.00"/>
# of Visits:	<input type="text" value="3"/>	<input type="text" value="15"/>
# of Nights:	<input type="text" value="6"/>	<input type="text" value="33"/>
Reciprocal Sales:	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Reciprocal # of Visits:	<input type="text"/>	<input type="text"/>
Reciprocal # of Nights:	<input type="text"/>	<input type="text"/>
Reciprocal Free Nights:	<input type="text"/>	n/a

(Reciprocal totals are included in the above totals)

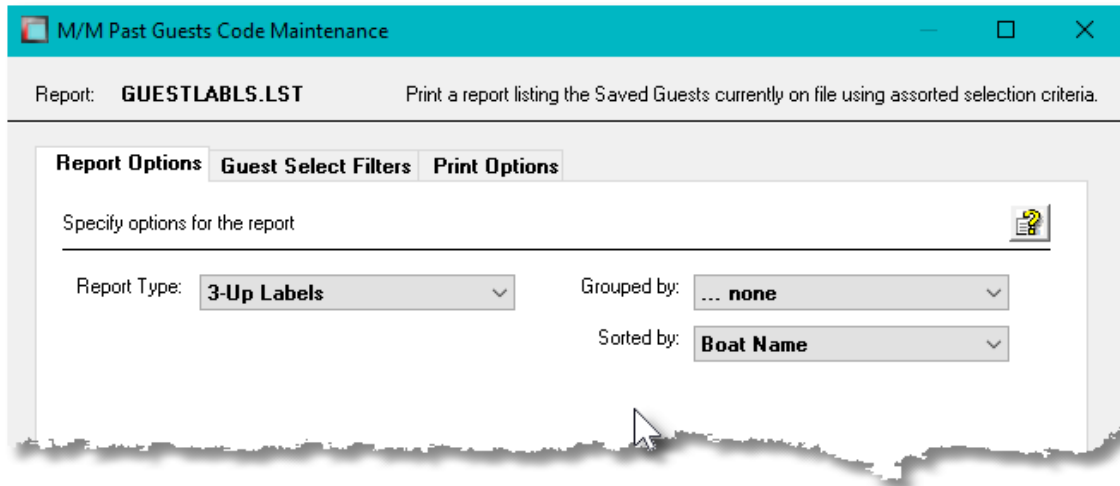
Last Invoice Issued #: for: \$

Last Visit # of Nights: Arrived: Departed:

With Moorage Assigned to Slip:

➔ Past Guests Report(s)- Options Screen

The following screen is presented when generating the report:



When selected, the operator is presented with the standard [Guest Select Filters](#)¹⁰⁸ screen. These allow you to specify selected or ranges of Guests, and/or only those satisfying a variety of other filter criteria.

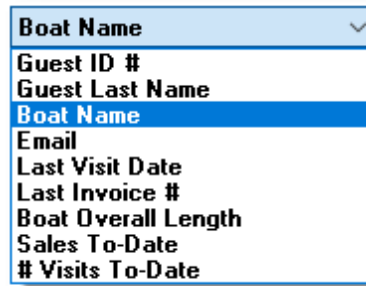
If the report is generated and archived, depending on the type chosen, it will be cataloged with a report name of **GUESTDETAIL.RPT**, **GUESTNAMES.RPT**, **GUESTMERG.MRG**, or **GUESTLABLS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Field Definitions

Generate Report Type	<i>list-box</i>
Select to output either to a report, or to generate an MS Word Mail merge file, or mailing labels	
Grouped By	<i>list-box</i>
Guests may be grouped by a variety of properties, with applicable sub-totals.	
Sorted By	<i>list-box</i>

Guests may be listed sorted by a variety of properties.



➔ Past Guests Properties Export

The Series 5 system provides for the capability to export Past Guest property data to a spreadsheet. The Spreadsheet Export function lets you output selected fields to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

The export option presents the operator with the standard [Guest Select Filters](#)¹⁰⁸ screen. This allow you to specify selected or ranges of Guests, and/or only those satisfying a variety of other filter criteria.

Some points to note when exporting Guest details:

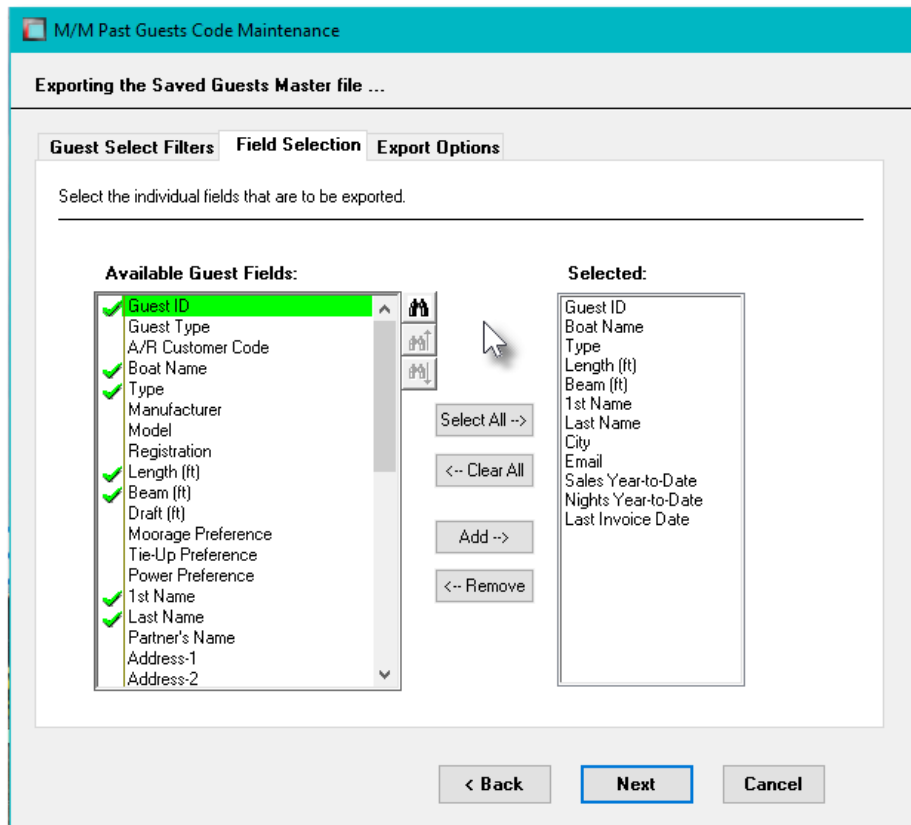
- A heading row is output to the spreadsheet.

The standard Series 5 [Export Options screen](#)⁸⁰ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Master_Guests_Out.XLSX**. You may click the Browse button to locate a different folder and output file.

+ Past Guest Export - Field Selection

There are many different fields that are associated to a Past Guest. To be able to select specific fields to output would be a nice feature would it not. Well, guess what, you can select the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.



➔ Past Guests Import - Properties Screen

The Series 5 system provides for the capability to import Past Guest information from a spreadsheet. The Spreadsheet Import function lets you input a number of properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given boat is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**

- Lotus Text (Comma Delimited with quotation marks)
- Slash "\" Delimited Text
- CSV Text (Comma Delimited)

Some points to note when importing Past Guest details:

- A heading row with **GUEST** or **ID** or **Guest** or **GUEST-ID** or **CODE** or **Code** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)⁸⁵ will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Master_Guests_In.XLS**. You may click the Browse button to locate a different folder and input file.

➤ Past Guest Properties Import - Data Formats

For Guest data that is imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	Excel Column	Field	Format
1	A	Guest ID # (system assigned)	9(8)
2	B	Guest Type	X(5)
3	C	A/R Customer Code	X(6)
4	D	Boat Name	X(40)
5	E	Boat Type	Power or Sail
6	F	Boat Manufacturer	X(8)
7	G	Boat Model	X(20)
8	H	Registration	X(16)
9	I	Length (ft)	999.99
10	J	Beam (ft)	99.99
11	K	Draft (ft)	99.99
12	L	Moorage Preference	Slip, Dock, Buoy, Wharf or Anchor
14	M	Tie-Up Preference	Bowin-Port, Bowin-Star, Stern-Port, Stern-Star, Raft-Port, Raft-Star
15	N	Power Preference	10-Amp, 15-Amp, 20-

			Amp, 30-Amp, 50-Amp, 100- Amp
16	O	First Name	X(15)
17	P	Last Name	X(20)
16	Q	Partner's Name	X(30)
17	R	Address 1	X(30)
18	S	Address 2	X(30)
19	T	City	X(25)
20	U	Province /State	X(5)
21	V	Postal Code / ZIP	X(10)
22	W	Country	X(25)
23	X	Email	X(60)
24	Y	Home Phone	X(12)
25	Z	Cell Phone	X(12)
26	AA	2nd Cell Phone	X(12)
27	AB	Guest Affiliation	None, Reciprocal or, Outstation
28	AC	Yacht Club Code	X(8)
29	AD	Club Membership ID	X(8)
30	AE	Comment	X(60)

6.7.5 Moorage Docks Codes

The marina is comprised of Docks. Each Dock basically defines an area where moorage slips are located where boats, (or Recreational Vehicles), can be assigned moorage. Each Dock has assorted characteristics, some of which, contribute to how moorage rates are computed. Total Sales earned Year-to-Date, Last-Year and Life-to-Date are also accumulated for each Dock.

Some of the significant properties associated to the Dock Code are as follows:

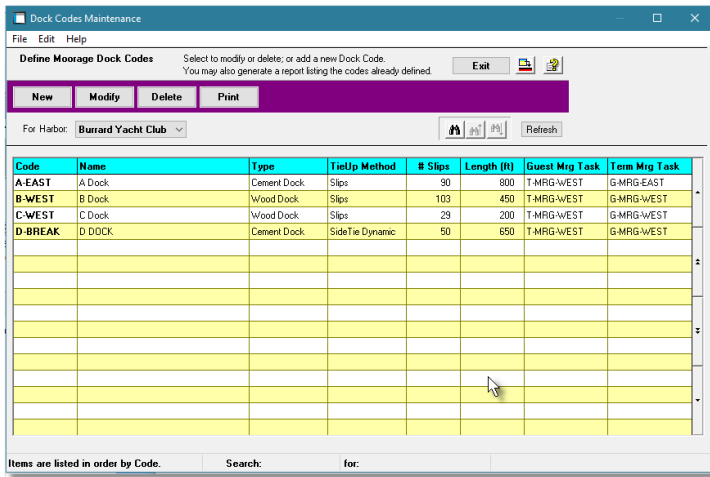
- Docks are defined for either normal Bow/Stern In Slips, Dynamic Side-Ties, Rafted Side-Ties or Harbour Anchorages
- Charge Basis specifies how moorage rates are to be computed. (ie., by Length of the vessel or Length of the Slip, Fixed Fees, or Square Footage, etc.)
- For Side-Tie Docks, you must specify separate Moorage Code Side-Tie Prefix for the right and left sides of the dock
- Default Task Charge Codes may be Overridden by Dock
- G/L Revenue Account Override
- For Multiple Harbor systems, first select the Harbor to view or edit it's Docks

The Moorage Dock Codes defined here are listed in the Series 5 [Dock Codes LOV Lookup](#)⁷⁰ window.

The Moorage Dock Codes Maintenance function is accessed from the M/M Main menu, by selecting **Moorage Dock Codes...** from the **Codes Maintenance** drop-down menu.

→ Dock Codes Maintenance Grid

Docks are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new Docks Coc
Modify	Modify the Docks Cod highlighted in the grid
Delete	Delete the Docks Coc highlighted in the grid
Print	Generate a report listin Docks Codes already

Edit an existing Docks Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

The report listing the Docks Codes on file, if archived, will be cataloged with a report name of **DOCKCODES.LST**.

→ Dock Codes - Properties Screen

The properties for each Docks Code are defined with the following screen:

Dock Codes Maintenance - Modify the Properties of

Dock Code: **EW-BREAK** For Harbor: **BY - Burrard Yacht Club**

Moorage Slips are associated to different Docks. Depending on the location of each Dock you may charge different moorage rates and record revenue to different Profit Centers.

Dock Code: **EW-BREAK** Name: **E-Westward Dock**

Method of Moorage:

Side-Tie Fixed Tie-Up in Slips
 Side-Tie Left Dynamic Harbour Buoy
 Side-Tie Right Dynamic Harbour Anchor
 Side-Tie Both Dynamic Rack Mounted

Rafting to Side-Ties ?

Dock's Slip Code Prefixes:

Side-Ties: **ER**

Raft-Ties:

Dock Moorage Charge Basis:

On Length of the Slip
 On Boat Length-Over-All
 On Greater of Slip Length and LOA
 Slip Area Square Footage
 Boat Footprint Square Footage
 A Fixed Fee

Dynamic Side-Tie Vessel Separation: **4** Feet Auto-Assign Priority: **0** (1 - Highest, 0 - Disable)

Guest Dock Task Charge Override Codes:

Moorage: **G-MRG-WEST** **Guest Moorage - West Docks**

Power:

WiFi: **G-WIFI** **Guest Daily WIFI - Internet**

Member and Marina Client Dock Task Charge Override Codes:

Moorage: **T-MRG-WEST** **Term Moorage - West Docks**

Power:

WiFi: **T-WIFI** **Long Term WIFI - Internet**

G/L Revenue Account:

0043 - 0100 -- 100 Long Term Moorage Revenue

Dock Revenue Profit Center Override:

Dock's Gross Moorage Sales:

	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
# Visits:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Dock Information:

Type: **Cement Dock**

Max # of Moorages: **4**

Low Tide Water Depth (feet): **16**

Looking to End of Dock Is: **East**

Length: **105** Feet

Walkway Width: **12** Feet

Update **Cancel**

Field Definitions

Docks Code	X(8)
This is the alphanumeric code assigned to the Dock.	
Name	X(30)
Is a name or description of the Dock. This is printed on most reports, and is displayed to most screens where the code is utilized.	
Method of Moorage	radio-buttons
This field indicates what type of moorage is used for vessels assigned to this dock. Note that a Dock could also refer to a set of buoys in the harbour or anchorage in the harbour. If used for RV or Campsite assignment, select Other.	

- Side-Tie Fixed
- Side-Tie Left Dynamic
- Side-Tie Right Dynamic
- Side-Tie Both Dynamic
- Tie-Up in Slips
- Harbour Buoy
- Harbour Anchor
- Rack Mounted

Those Docks that identified as Side-Tie Dynamic will be available to the [Slip Graphic Query/Management](#) ¹⁹⁰ function.



Dynamic Side-Tie Docks

All vessels moored must have a Moorage Code assigned. For Dynamic Side-Tie docks, the boats are not assigned fixed moorage locations. It will be necessary to assign foot-markers along each side-tie dock. Starting from the dock end closest to the shore or office, assigning marks every 10 feet as you would walk towards the end of the dock. The system will assign a Moorage Code in a format of **[PP][nnn]** where **[PP]** is either the defined Right or Left Side-Tie Prefix, and **[nnn]** is the assigned foot marker based on the end of the boat position closest to the start of the dock.

If assigning moorage in a "Rafting Corridor", next to vessels Side-Tied to the dock, the same slip coding is in effect using the Right Left Raft-Tie prefix.

Slip Code Prefix

X(2)

For any Moorage other than the Side-Tie Dynamic method, this is the prefix to be used in the Slip Code.

Rafting to the Right / Left Side-Ties

check-box

For Side-Tie Dynamic Docks, indicate whether vessels can be rafted to the vessels tied up to the dock. If selected, then you must enter an appropriate Slip Code Prefix that is different from the ones assigned to for Right/Left Side-Ties. **(Left or Right is determined when you are looking towards the end of the dock).**

If selected, then you must enter an appropriate Slip Code Prefix that is different from the ones assigned to for Right/Left Side-Ties, and create a "Side-Raft" Mother Slip Code.

Dock Right / Left Side-Tie Slip Code Prefix

X(2)


For Dynamic Side-Tie and Side-Raft Docks, the system assigns a Moorage Side-Tie Slip code based on which side of the Dock the vessel is tied to, and the distance in feet from the start of the dock the vessel is position. Each side of the dock must have a different prefix.

Dock Right / Left Raft-Tie Slip Code Prefix

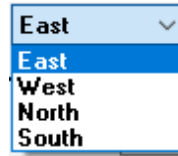
X(2)

For Dynamic Side-Tie and Side-Raft Docks, the system assigns a Moorage Side-Tie Slip code based on the Prefix, and the distance in feet from the start of the dock the vessel is position. Each side of the dock must have a different prefix.

Dock Moorage Charge Basis	<i>radio-buttons</i>
<p>This field indicates what length is to be used when computing moorage fees.</p> <p> <input type="radio"/> On Length of the Slip <input type="radio"/> Slip Area Square Footage <input type="radio"/> On Boat Length Overall (LOA) <input type="radio"/> Boat Footprint Square Footage <input checked="" type="radio"/> Greater of Slip Length and LOA <input type="radio"/> A Fixed Fee </p>	
Dynamic Side-Tie Vessel Separation	99
<p>For Side-Tie Dynamic docks, when vessels are moved using the the Slip Graphic Query/Management¹⁹⁰ function this is the distance that will be allotted in between them.</p>	
Auto-Assign Priority	99
<p>When Guest arrive for visit moorage, the Graphic Slip Management¹⁹⁰ routine can be launched and a moorage Slip associated to a given Dock, can be automatically assigned based on assorted criteria. If the priority has a value of 1, then a Slip on this Dock will be considered before others. A value of ZERO indicates a Slip associated to this dock would not be presented for consideration. Values of 2 or 3 would be of lesser priority.</p>	
Guest Moorage Task Charge Code	X(10)
<p>If a value is entered then when Moorage charges for the Guest Moorage are generated, this Task Charge Code is used instead of the one defined by the Control Options.</p>	
Guest Power Task Charge Codes	X(10)
<p>If a value is entered then when Power charges for the Guest Moorage are generated, this Task Charge Code is used instead of the one defined by the Control Options.</p>	
Guest WiFi Task Charge Codes	X(10)
<p>If a value is entered then when WiFi charges for the Guest Moorage are generated, this Task Charge Code is used instead of the one defined by the Control Options.</p>	
Club Member & Client Task Charge Code	X(10)
<p>If a value is entered then when Moorage charges for Club Members or Marina Clients are generated, this Task Charge Code is used instead of the one defined by the Control Options.</p>	
Club Member & Client Power Task Charge Codes	X(10)

If a value is entered then when Power charges for Club Members or Marina Clients are generated, this Task Charge Code is used instead of the one defined by the Control Options.	
Club Member & Client WiFi Task Charge Codes	X(10)
If a value is entered then when WiFi charges for Club Members or Marina Clients are generated, this Task Charge Code is used instead of the one defined by the Control Options.	
G/L Revenue Account	9(18)-9(5)
This G/L Account is used as the default Revenue Account for all moorage charges recorded for boats assigned moorage to slips associated to this dock. Depending on a property with the Task Charge Code assigned to the charge, it may be overridden by a different G/L Account.	
Dock Revenue Profit Centre Override	99999
Reserved for a future enhancement.	
Dock Type	drop-down list
Identify what type of Dock it is. In particular, you can identify the Dock as being used to locate Recreational Vehicles.	
Maximum # of Moorage Slips	999
This is the maximum number of slips that is associated to the dock, or the maximum number of vessels that can be tied to this dock.	
Low Tide Water Depth (Feet)	99
For information purposes only. Possibly to be used for a future enhancement.	
Looking to the End of the Dock	drop-down list
When standing at the start of the dock looking towards the end,	

indicate in which compass direction it is. This setting is used to display the layout of the dock for Side-Tie Dynamic docks if the [Slip Graphic Query/Management](#)^[190] function is to be employed.



Length in Feet

9999

This is the length of the dock. An exact measurement is required for Side-Tie Dynamic docks if the [Slip Graphic Query/Management](#)^[190] function is to be employed. If vessels are moored on both the left and right side of the dock, and the usable space is not the same length, enter the length of the side that has the longest length of usable space.

Walkway Width

99

For information purposes only. Possibly to be used for a future enhancement.

6.7.6 Moorage Slips Codes

The marina is comprised of Docks. Associated to each Dock are the Moorage Slips. Each Slip has assorted characteristics, some of which, contribute to how moorage rates are computed. When vessels are assigned to a Slip, the owners name, boat name and assigned moorage dates will be displayed. If the slip is available for Sub-Let, then the applicable flag is set in this maintenance routine.

Slip Codes may be keyed in manually, or set up and loaded from an Excel Spreadsheet. As well, Slip Code properties can be exported to spreadsheet.

Some of the significant properties associated to the Slip Code are as follows:

- Length
- Type of Moorage
- Maximum Size of Vessels that can be assigned moorage.
- The types of power available
- Availability for Sublet
- For Multiple Harbor systems, first select the Harbor to view or edit it's Slips

The Moorage Slip Codes defined here are listed in the Series 5 [Slip_Code LOV Lookup](#)^[70] window.

The Moorage Slip Codes Maintenance function is accessed from the M/M Main menu, by selecting **Moorage Slip Codes...** from the **Codes Maintenance** drop-down menu.

Moorage Slip Codes Maintenance Grid

Moorage Slips are maintained using a Series 5 grid processing screen.

Code	Dock	Type	Seq	Length	Width	Height	Sub	Assigne To	Boat Name	Contract
A004	A-EAST	Dock Slip		48.0	14.8	18.0				
A005	A-EAST	Dock Slip		48.0	15.0	18.0	X	Member - CRA001	MALACHI	01 Created
A006	A-EAST	Dock Slip		51.3	15.0	29.5	X			
A007	A-EAST	Dock Slip		48.0	15.0	18.0		Member - GUN001	CEKALIA	01 Created
A008	A-EAST	Dock Slip		48.0	15.0	18.0	X	Member - ENR001	NATOMAH	01 Created
A009	A-EAST	Dock Slip		48.0	15.0	18.0	X	Member - BAR002	DEVOCEAN	01 Created
A010	A-EAST	Dock Slip		48.0	15.0	18.0				
A011	A-EAST	Dock Slip		48.0	19.0	32.8	X	Member - KIE001	BLUE HERON	01 Created
A012	A-EAST	Dock Slip		48.0	15.0	18.0		Member - MOR001	MAGU MARU	01 Created
A013	A-EAST	Dock Slip		48.0	15.0	18.0	X	Member - KEL001	WINDBIRD	01 Created
A014	A-EAST	Dock Slip		47.0	11.0	18.0		Member - CLI001	CHEERIO	01 Created
A015	A-EAST	Dock Slip		68.9	18.3	26.3	X	Member - JON001	SPIRIT PEAK	01 Created
A016	A-EAST	Dock Slip		48.0	15.0	18.0	X	Member - KLE002	KABANA	01 Created
A017	A-EAST	Dock Slip		48.0	15.0	18.0				
A018	A-EAST	Dock Slip		48.0	15.0	18.0		Member - LAB001	RUNNING WILD	01 Created
A019	A-EAST	Dock Slip		48.0	15.0	18.0				

"Fast Buttons"	
New	Add a new Slip Code
Modify	Modify the Slip Code highlighted in the grid
Delete	Delete the Slip Code highlighted in the grid
Print	Generate a report listing Moorage Slip Codes alr on file

Edit an existing Slip Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#) for full details).

The report listing the Moorage Slip Codes on file, if archived, will be cataloged with a report name of **SLIPCODES.LST**.

Slip Codes - Properties Screen

The properties for each Slip Code are defined with the following screen:

Moorage Slip Codes Maintenance - Modify the Properties of

Moorage Slip Code: B013 **For Harbor: BY - Burrard Yacht Club**

Properties

Record the properties associated to each Moorage Slip available to Club Members, Moorage customers and Guests.

Moorage Slip Code: **B013** Dock: **B-WEST** **B Dock**

Type of Moorage: **Dock Shed** Dynamic Side-Tie Master

Power Available:

10 amp 30 amp
 15 amp 50 amp
 20 amp 100 amp

Dock Start to End Sequence:
 (or Dynamic Side-Tie Foot Marker)

This Moorage Slip is NOT to be Auto-Assigned

Meter ID: **none assigned** Last Inspected: **9/19/16**

Moorage Posting Graphic: **Shed-Diagram.bmp**

Moorage Dimensions: Show in Meters

Maximum Size of Vessel:
 Length Overall: **52.00** ft Beam: **16.00** ft
 Height: **24.00** ft

Slip Size:
 Length: **54.00** ft Width: **4.58** ft

Shed Dimensions:
 Length: **0.00** ft Wall Height: **0.00** ft
 Width: **0.00** ft Peak Height: **0.00** ft

Current, or Upcoming, Slip Assignment:

Not Assigned To a Club Member
 To a Marina Customer To a Guest

Boat ID: **0000016** **YELLOW COW**
 Club Member ID: **CAR001** Name: **Larry Carlsen** Date Assigned: **5/01/21**
 Member Since: **5/14/15** **555-888-8765** Paid Up-To: **5/31/22**

Slip for Temporary Sublet:

This Moorage Slip is available to be sublet to guests and members Available for the Period Between: **3/24/21** **4/13/21** Sublet Post ID: **000186**

Sublet Assignment:

Not Assigned
 To a Club Member
 To a Marina Customer
 To a Guest

Display/Edit Bitmap Graphic Co-ordinates **Update** **Cancel**

Field Definitions

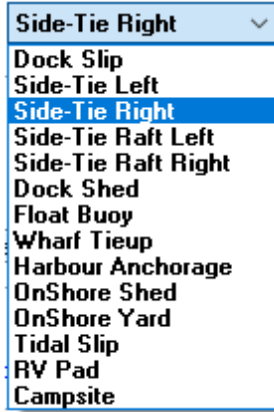

Slip Code

X(5)

This is the code that is used to identify the Slip throughout the Marina/Yacht Club Management system. It is made up of a 1 or 2 character prefix and a 3 or 4 digit suffix.



The Slip Code prefix MUST NOT contain any numeric characters.

Dock	X(8)
This is the Dock to which the Slip is associated with.	
Type of Moorage	drop-down list
<p>Identify how vessels are to be tied up to the slip, or what type of moorage it is for.</p> <p>For Dynamic Side-Tie or Raft-Tie, ensure the appropriate Type is selected. The graphical display depends on this setting to correctly position the frame displayed for the given vessel assigned.</p>	
Dynamic Side-Tie Master	check-box
<p>For Dynamic Side-Tie & Raft-Tie docks, you must define a "Mother" Slip. This is flagged as the Side-Tie Master. The properties associated to all system generated Side-Tie Slip codes are defined in the "Mother" slip.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"> Dynamic Side-Tie "Mother" Slips</p> <p>When mapping the position of Moorage Slips for Side-Tie Docks using the Map Slips Dock Bitmap Graphics ⁶⁴⁶ Control function, a single Master "Mother" slip must be created for each side of the dock for the total length of the dock.</p> </div> <p>When mapping slips to the dock graphics, a "Mother" Slip must be built to define the area along the dock that vessels can be assigned to. For Raft-Tie assignment, a second "Mother" Slip must also be defined on the outer side of the Side-Tie "Mother".</p>	
Power Available - 10, 15, 20, 30, 50, 100 Amp	check-boxes
<p>Indicate which types of power are available to this Slip. When Moorage is assigned to guest, marina clients or club members, the selected slips are checked to ensure that the correct type of power is available. Also, a function available to the Hydro Outlet Codes Maintenance ⁵⁸⁰ routine, will assign bitmap addresses of power outlets as defined here.</p>	

Meter ID	99.99
If Hydro Meter has been assigned to this Moorage Slip, then the Meter Code will be displayed in this field. Hydro meters are assigned from the Hydro Meter Codes Maintenance ^[572] routine.	
Dock Start-to-End Sequence	999
As you would walk down the dock, this is the sequential position of the slip. (ie., 1, 2, 3,). A separate sequence would be set up for each side of the dock. This value is used in the Staff Web Dock Walk ^[684] and Dock Walk Inquiry ^[148] functions to correctly list or display assigned moorage.	
Moorage Slip NOT Auto-Assigned	check-box
Set this check-box if the Slip IS NOT to be auto-assigned by the Graphic Slip Management ^[190] routine.	
Last Inspection Date	mm/dd/yy
Used for information to record the last date that marina staff officially inspected the Slip for defects, etc.	
Moorage Posting Graphic	X(20)
This is the file name of the graphic that is displayed on the Moorage Posting Inquiry screens available on the Web app. It is meant to show the layout of a Moorage Shed.	
Maximum Vessel Size - (Feet & Meters)	99.99
These fields define the maximum size of vessel that can be moored in the slip. Height would only be needed if the Slip is for a Shed.	
Slip Size - Length & Width (Feet & Meters)	99.99
The physical size of the slip is used to compute the length or area used for moorage billing. This is the actual size of the area of water that the boat will be moored within.	
Shed Dimensions - (Feet & Meters)	99.99
These fields are available to define the dimensions of a Moorage Shed if this Slip is of that type. These figures will be shown on the Moorage Posting screens available on the Web app.	
Current or Upcoming Slip Assignment	

If the Slip is currently assigned **as of today**, or is to be assigned for a pending Contract, information about the owner will be displayed.

Moorage Slip Available to Sublet

check-box


If the Slip is available for Sub-Let, then set the check-box. The [Graphic Slip Management](#) routine would present the Slip to be assigned if the dates needed fall within the dates specified. If it is actually assigned, then information about the vessel and owner will be displayed.

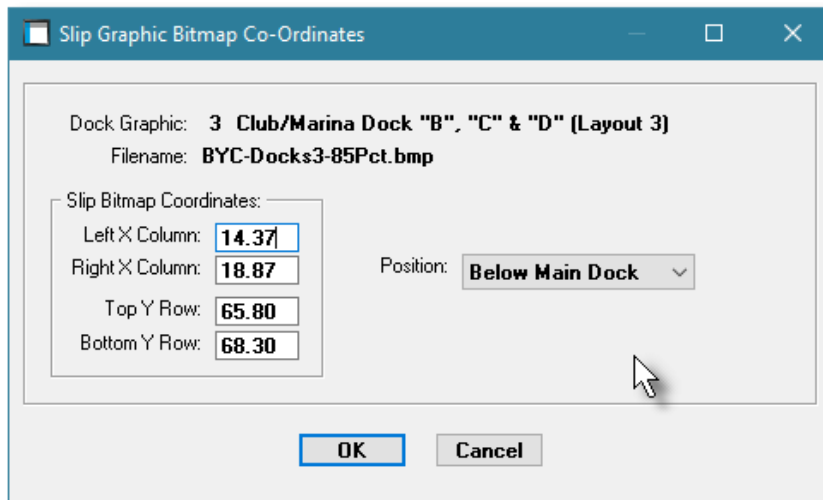
Moorage Slip Available to Sublet Dates

mm/dd/yy

If the Slip is available for Sub-Let, then set the starting and ending dates that it would be available. The [Graphic Slip Management](#) routine would present the Slip to be assigned if the dates needed fall within the dates specified.

→ Slip Graphic Bitmap Co-Ordinates - Properties Screen

If the [Graphic Slip Management](#) function is utilized, and Moorage Slips have been mapped to the graphic, then the Bitmap Coordinates are available to be displayed and edited. The following screen is presented if the  icon found to the right of the **Slip Size** frame is clicked:



Slip Graphic Bitmap Co-Ordinates

Dock Graphic: **3 Club/Marina Dock "B", "C" & "D" (Layout 3)**
 Filename: **BYC-Docks3-85Pct.bmp**

Slip Bitmap Coordinates:

Left X Column:
 Right X Column:
 Top Y Row:
 Bottom Y Row:

Position: **Below Main Dock** ▼

— Field Definitions

Bitmap Coordinates

999.99

On the screen presented by the [Graphic Slip Management](#) ¹⁹⁰ function, a rectangle frame is displayed sized and located using these (row, column) coordinates. These values are assigned if the [Map Slips to Dock Graphic](#) ⁶⁴⁶ function is used to locate the slips; or they may be loaded from spreadsheet.

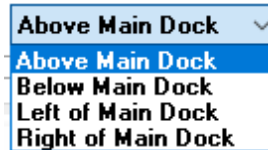


Only edit these values to make fine tuned adjustments to the position of the Slip frames on the dock layout graphics

Position

drop-down list

This field is used to identify how the Slip graphic is displayed relative to the dock it is attached to. This field is assigned by the [Map Slips to Dock Graphic](#) ⁶⁴⁶ function and should not be changed.



➔ Moorage Slip Codes Import

The Series 5 system provides for the capability to import Slip data from a spreadsheet. The Spreadsheet Import function enables you to define the Moorage Slips after setting them in a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Moorage Slip is loaded from a row. The types of text files supported include the following:

- MS Excel Workbooks
- CSV Text (Comma Delimited)
- Tab Delimited Text
- Slash "\" Delimited Text

Some points to note when importing Moorage Slip data

- A heading row with **SLIP** or **Slip** or **CODE** or **Code** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#) ⁸⁵ will be displayed, from which the Type of Input, the source Folder, and the Filename may be specified. By default, the input filename is **MM_Moorage_Slips_In.XLS**. You may click the Browse button to locate a different folder and input file.

When loading the Slip Code fields from a spreadsheet, you may also specify a pre-defined processing directive in column 1.

- %RADD%** – All Slip codes for the rows following will be 1st deleted from the system, then updated with the new fields provided. (Note that all data including PTD, YTD and Monthly statistics data is lost)
- %DELE%** – All Slip codes for the rows following will be deleted from the system and not replaced. Only the Slip Code needs to be specified in column 1 of the input spreadsheet.
- %BITXY%** – Indicates that the (X,Y) bitmap coordinates of the frame that is displayed in the xxx function are to be loaded.

For Moorage Slips data that are imported, the following fields are input:

Column #	Excel Column	Field	Format
1	A	Slip Code	X(5)
2	B	Dock Code	X(8)
3	C	Slip Type	X(17) Dock Slip Side-Tie Left Side-Tie Right Dock Shed Floating Buoy Wharf Tie Harbour Anchor Onshore Shed Onshore Yard Tidal Slip RV Pad Campsite
4	D	Dock Slip Sequence	9(3)
5	E	10 Amp Flag	X(1)
6	F	15 Amp Flag	X(1)
7	G	20 Amp Flag	X(1)
8	H	30 Amp Flag	X(1)
9	I	50 Amp Flag	X(1)
10	J	100 Amp Flag	X(1)
11	K	ignored - leave blank	
12	L	Auto Assign Flag	Y / N
13	M	Date Last Inspected	MM/DD/YY

14	N	Moorage Posting Graphic	X(20)
15	O	Maximum Boat LOA	99.99
16	P	Maximum Boat Beam	99.99
17	Q	Maximum Boat Height	99.99
18	R	Slip Length (Ft)	99.99
19	S	Slip Width (Ft)	99.99
20	T	Shed Length (Ft)	99.99
21	U	Shed Width (Ft)	99.99
22	V	Shed Wall Height (Ft)	99.99
23	W	Shed Peak Height (Ft)	99.99
24	X	Available For Sublet	Y / N
25	Y	Sublet Available Start Date	MMDD/YY
26	Z	Sublet Available End Date	MMDD/YY

For importing the Moorage Slips (X,Y) bitmap image coordinates the following fields are input:

Column #	Excel Column	Field	Format
1	A	Slip Code	X(5)
2	B	Graphic Number	9
3	C	Left X (Column)	999.99
4	D	Right X (Column)	999.99
5	E	Top Y (Row)	99.99
6	F	Bottom Y (Row)	99.99
7	G	Graphic Position to Dock	Above, Below, Left, Right

Moorage Slip Codes Export

The Series 5 system provides for the capability to export Slip data to a spreadsheet.

The standard Series 5 [IExport Options screen](#)⁸⁵ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **MM_Moorage_Slips_Out.XLS**. You may click the Browse button to locate a different folder and output file.

For Moorage Slips data that are exported, the following fields are output:

Column #	Excel Column	Field	Format
1	A	Slip Code	X(5)
2	B	Dock Code	X(8)
3	C	Slip Type	X(17)
4	D	Dock Slip Sequence	9(3)
5	E	10 Amp Flag	X(1)
6	F	15 Amp Flag	X(1)
7	G	20 Amp Flag	X(1)
8	H	30 Amp Flag	X(1)
9	I	50 Amp Flag	X(1)
10	J	100 Amp Flag	X(1)
11	K	Meter ID	X(15)
12	L	Auto Assign Flag	Y / N
13	M	Date Last Inspected	MMDD/YY
14	N	Moorage Posting Graphic	X(20)
15	O	Maximum Boat LOA	99.99
16	P	Maximum Boat Beam	99.99
17	Q	Maximum Boat Height	99.99
18	R	Slip Length (Ft)	99.99
19	S	Slip Width (Ft)	99.99
20	T	Shed Length (Ft)	99.99
21	U	Shed Width (Ft)	99.99
22	V	Shed Wall Height (Ft)	99.99
23	W	Shed Peak Height (Ft)	99.99
24	X	Available For Sublet	Y / N
25	Y	Sublet Available Start Date	MMDD/YY
26	Z	Sublet Available End Date	MMDD/YY
27	AA	Assigned To Type	X(11)
28	AB	Assigned To ID Code	X(8)
29	AC	Assigned To Owner Name	X(30)
30	AD	Assigned To Boat Name	X(30)
31	AE	Sublet To Type	X(11)
32	AF	Sublet To ID Code	X(8)

33	AG	Sublet To Owner Name	X(30)
34	AH	Sublet To Boat Name	X(30)
35	AI	Graphic Number	9
36	AJ	Left X (Column)	999.99
37	AK	Right X (Column)	999.99
38	AL	Top Y (Row)	99.99
39	AM	Bottom Y (Row)	99.99
40	AN	Graphic Position to Dock	Above, Below, Left, Right

6.7.7 Moorage Rate Tables

The Series 5 MM Price Codes may be created to handle a variety of different special pricing situations.

Price Codes may be established for a variety of combinations of codes including the following:

- Term Moorage for Dock Code
- Guest Moorage for Dock Code
- Moorage for Club Member Type and Dock Code
- Moorage for Customer Type and Dock Code
- Moorage for Reciprocal Club Members and Dock Code
- Customer Type and Task Charge Code
- Club Member Type and Task Charge Code
- Task Charge Code

For each Price Code, a table of levels of prices and/or discounts may be devised, based on the quantity of items ordered. The Quantity for Moorage may be Length of Vessel, or a variety of other different quantity types. If required "Quantity Discount" tables can be devised. Each table provides for up to ten levels Quantities. The actual values defined for each level can be either a Unit Price, a Discount on the Base Price, or a Markup on the Landed Cost.

You may also create different Price Tables for a given Price Type based on different Marina Locations, and can be set up that are valid only for a specific date range period of time.

The combinations that are possible make the pricing options very powerful. However, you must make sure to analyze your pricing situation, and develop a consistent approach. The best way to set up a pricing system is to start with the most general cases and work back to the more specific. First, set up a Price Code table for the general rules of pricing, and then set up a Price Code table that deals with the major exceptions. Then if needed, set up another Price Code table to those exceptions. Each level of exceptions should be expressed as a higher priority code

The Price Codes Maintenance function is used to manage the information about your special prices. The following sub-functions are available:

- Price Codes may be added, copied, deleted and modified
- A Price Code listing may be generated and printed
- Selected Price Code Types tables may be exported to spreadsheets
- Price tables may be imported from spreadsheets or tab-delimited files

Price Code tables may also be copied to, or loaded from spreadsheet files. Maintaining your prices in spreadsheets is a powerful and convenient approach to the task of updating the selling prices of your inventory.

Price Codes Used and Their Priority

Please be aware that the Marina/Yacht Club Management application will only recognize any particular Price Code Type, if the applicable fields used to generate the charge match those in the Price Code properties. The system will step through the different possible source for the candidate price. The Price Tables will be examined in the last step testing the more generic settings first.

6.7.7.1 Price Codes Grid Screen

Price Codes, and their tables, are maintained using a Series 5 grid processing screen. For Multiple Harbor systems, first select the Harbor to view or edit it's Slips

➔ Price Codes Maintenance Grid

Location	Applied To	Dock	Member Type	Cust Type	Reciprocal	Task Charge	Basis	Units	Valid
All	Term Moorage by Dock	--- All ---					Price	Feet	1/01/20 - 12/31/20
All	Term Moorage by Dock	B-WEST					Price	Feet	1/01/19 - 12/31/20
All	Guests Moorage by Dock	--- All ---					Price	Feet	
All	Guests Moorage by Dock	B-WEST					Price	Feet	
All	Member Types by Dock	--- All ---	01				Discnt	Feet	
All	Member Types by Dock	--- All ---	03				Discnt	Feet	
All	Customer Types by Dock	--- All ---		MGCDN			Price	Feet	
All	Customer Types by Dock	A-EAST		MGCDN			Price	Feet	1/01/19 - 12/31/19
All	Reciprocal Moorage by Dock	--- All ---			FISHERMN		Price	Feet	
All	Customer Types by Task Charges			MGCDN		--- All ---	Discnt	Items	
All	Member Types by Task Charges		01			--- All ---	Discnt	Feet	
All	Task Charges					G-WIFI	Price	Days	

Edit an existing Price Code by double-clicking it's associated row. Standard Series 5 grid

controls apply.

"Fast Buttons"	
New	Add a new Price Code
Modify	Modify the Price Code highlighted in the grid
Delete	Delete the Price Code highlighted in the grid
Print	Generate a report listing the Price Codes on file
Purge	Purge all Price Code records that were defined for a specific period of time, that has expired as of the beginning of the current calendar month
Import	Imports Price Codes from a spreadsheet
Export	Export selected Price Codes to a spreadsheet

6.7.7.2 Price Code Properties Screens

For each of the different types of Price Codes that may be defined, there is displayed a slightly different Properties screen. Since each type of Price Code is applicable to different codes, only the applicable code fields are offered.

A given Price Code's Table will be used to determine the unit price, or discount, to be assigned to a given Charge when each of the fields associated to the particular Price Type match the associated fields of the charge being entered.

Price Codes Maintenance - Price Types Tab Screen

The Price Codes Price Type screen is used to define the type of Price Code, and the particular codes to which, when resolved from an ordered item, it is to be applied.

Some points to note when defining Price Codes:

- When first adding a Price Code, the Price Code Type must be selected. Once a Price Code record is added, the Price Type may not be changed.
- As an option, you may specify a date range for when the Price Code tables will be used. These dates are tested using the assigned Charge Date.
- Depending on the Price Code Type, different entry fields will be presented
- For each Price Code, a Location may be specified. If a code is entered, this Price Table will apply for those charges that are entered associated to that Location. Using the Price Zone in this way offers the ability to set different prices for different geographic areas that you

might have a marina.

As an example, the fields defining the Price Codes for Term Moorage for a specified Dock are maintained by the following screen:

This screen shown is that for the Price Code Type 01 - for a specific Dock. Other fields will be offered for other Price Code Types.

Price Code Properties Screen - Field Definitions

Rate Table Type

drop-list

Select the Rate Table Type that is appropriate for the price tables that you wish to defined.

When the application needs to determine the Unit

Price of a Charge being entered, after assigning applicable default unit price, it will try to see if any Price Code Table records have been defined. Each possible key is built with the relevant fields from the Charge, and the price tables file is read. For each Price Code Type, the reads are repeated with the key fields having the value from the Charge until a match is found. If no Price Code records are found at all, then the candidate rate from applicable control sources are used.

- 01 - Term Moorage for Dock Code
- 01 - Term Moorage for Dock Code
- 02 - Guest Moorage for Dock Code
- 03 - Moorage for Member Type and Dock Code
- 04 - Moorage for Customer Type and Dock Code
- 05 - Reciprocal Club Moorage for Dock Code
- 06 - Customer Type and Task Charge
- 07 - Club Member Type and Task Charge
- 08 - Task Charge Code

In Effect for Period

radio-buttons and (mmdyy)

You may enter a date range to define the period that the Price Table will be in effect for. Multiple occurrences of the same Price Code table may exist on file as long as they have different Starting Effective Date fields.

For Location

radio-buttons and X(6)

All price or discount tables can be defined for either ALL Locations or a specific one. The system will first attempt to find a table for the Item's Location specified by the order. If one is not found, then an ALL Locations table will be looked for.

For Dock

radio-buttons and X(8)

Applicable for Price Code Types 01, 02, 03, 04, and 05. Enter the Dock Code for whose Charges the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Docks.

For Member Type

drop-list

Applicable for Price Code Types 03 and 07. Select the Member Type for whose Charges the price tables will be applicable to in assigning unit prices or discounts.

For Customer Type

drop-list

Applicable for Price Code Types 04 and 06. Select the Customer Type for whose Charges the price tables will be applicable to in assigning unit prices or discounts.

For Reciprocal Club

radio-buttons and X(8)

Applicable for Price Code Types 05. Enter the Yacht Club Code for the Reciprocal Guest's Charge items the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Reciprocal

Guests.

For Task Charge Code

radio-buttons and X(10)

Applicable for Price Code Types 06, 07 and 08. Enter the Task Charge Code whose Charges the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Tasks.

6.7.7.3 Price Table Screens

For each Price Code, a table is provided for entry of the applicable prices or discounts. Each table provides for up to ten levels of pricing based on the Quantity of an item ordered. The actual values recorded in the table are for a Unit Price or a Discount against the Base Price.

When the Charges Entry function attempts to determine the Unit Price from the Price Code Table, it considers the Length of the Vessel for moorage charges, or the Quantity of the Item being ordered for other charges. It examines each level of the table until the Quantity ordered falls within the the minimum and maximum values defined. It then assigns the resulting Unit Price, or computes the Unit Price based on the Discount, for the resulting Price Level.

When entering the data in the table, the first column defines the Level number. The 2nd and 3rd columns of each row defines a minimum value and a maximum value, of either a Quantity of items ordered or a Dollar value. The 4th column records the Unit Price or Discount percentage. The minimum value for level 1 is always **ZERO**, and the maximum value for the highest level used is always unlimited, (or identified with the **AND HIGHER** literal).

Defining Price Table Levels

When populating the Price Table, to establish the next highest Price Level, enter amounts as follows:

- Enter the new level's minimum cutoff value in the **From** column. (That amount becomes the Maximum value of the preceding level)
- The system will automatically assign the **AND HIGHER** literal to the new level's maximum value in the **To** column.
- Enter the Unit Rate, or Discount % in the last column

Price Code Tables - "Unit Price" Basis

The amounts defined for each Level represent a Unit Price.

Rate Table Codes Maintenance

Rate Table Type: **01** - **Term Moorage for Dock Code** - Modify the Properties of

Rate Type **Rate Table**

Each Price Table provides for up to 10 Levels of ranges of Quantities Ordered.
Values for each level can be specified as a Unit Price, or a Discount on the Base Price.

Price Table Basis: **Unit Price** For Units of: **Feet**

Price Level	For Moorage in Feet		Unit Price
	From	To	
1	ZERO	30.00	4.75
2	30.00	50.00	6.50
3	50.00	AND HIGHER	9.30
4			
5			
6			
7			
8			
9			
10			

Update **Cancel**

As an example, if the Length Overall of a vessel was 40 feet, then Unit Price assigned would be \$ 6.50 per foot.

➔ Price Code Tables - "Discount Off Base Price" Basis

The amounts defined for each Level represent a Discount % that is applied to the derived candidate rate up to testing for Rate Tables.

Rate Table Codes Maintenance

Rate Table Type: **03 - Moorage for Member Type and Dock Code** - Modify the Properties of

Rate Type **Rate Table**

Each Price Table provides for up to 10 Levels of ranges of Quantities Ordered.
 Values for each level can be specified as a Unit Price, or a Discount on the Base Price.

Price Table Basis: **% Discount off Task Charge Base Price** For Units of: **Feet**

Price Level	For Moorage in Feet		Discount % on Base Price
	From	To	
1	ZERO	20.00	15.00
2	20.00	75.00	1.00
3	75.00	AND HIGHER	10.00
4			
5			
6			
7			
8			
9			
10			

Update **Cancel**

As an example, if any quantity of items are charged for, then the Unit Price assigned would be the candidate rate from the Control Options or Task Charge Code discounted by 15%, 1% or 10% depending on the Length of Boat, or quantity of items charged for.

Price Code Table Screen - Field Definitions

Price Basis	drop-list
The Price/Discount Tables that are associated to each Price Code can be defined to yield an absolute Unit Price or a Discount.	
Price Level 1 - "From" Value	999
This entry in the table is always ZERO.	
Price Level (j) - "From" Quantity or Dollar Value	9,999.99

For Price Basis tables providing a Unit Price or Discount, enter the value for the minimum quantity of units which must be charged charged item is eligible for the corresponding level's Unit Price or Discount %.

Price Level (j) - "To" Quantity or Dollar Value	999,999.99
--	-------------------

For Price Basis tables providing a Unit Price or Discount, enter the highest quantity of units which must be charged before the charged item is eligible for the corresponding level's Unit Price or Discount %.

Price Level (j) - Unit Price or Discount or Markup	\$ 9,999.99 or 999.99 %
---	--------------------------------

Enter the Unit Price, Discount % or Markup % that is to be applied when the corresponding levels minimum and maximum values are satisfied.

6.7.7.4 Reporting & Exporting Filters Screen

The following functions may be executed from the Price Codes Maintenance grid screen, where a number of assorted selection filters may be entered.

Print a Price Codes Listing — A report listing the Price Codes defined in the system may be generated and printed.

Export Price Codes to a Spreadsheet — Output the price table to a spreadsheet, or a tab-delimited text file.

Purge Expired Price Codes — Have those Price Codes that had been defined with an expiry date, that has passed, purged.

The different functions may be processed either for All Price Table Types, or for a specific Price Table Type. A number of applicable filters may also be specified.

The Price Codes list report, if archived, will be cataloged with a report name of **RATETABLE.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

Field Definitions

Price Table Select	radio-buttons
Choose whether to have those Rate Tables for all Price Code Types reported, of just for one type.	<input checked="" type="radio"/> All Price Table Types <input type="radio"/> Select a Price Code Type
Location Code	X(6)
To select only those Rate Tables that have been defined for a specific Location. (Leave the field blank if it is not to be considered as a selection filter).	

Member Code	<i>drop-list</i>
To select only those Rate Tables that have been defined for a specific Member Type. <i>(Leave the field blank if it is not to be considered as a selection filter)</i>	
Customer Type	<i>X(5)</i>
To select only those Rate Tables that have been defined for a specific Customer Type. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Reciprocal Marina	<i>X(8)</i>
To select only those Rate Tables that have been defined for a specific Reciprocal Guest's Yacht Club code. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Dock Code	<i>X(8)</i>
To select only those Rate Tables that have been defined for a specific Dock Code. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Charge Task Code	<i>X(10)</i>
To select only those Rate Tables that have been defined for a specific Charge Task Code. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Select Only Rate Tables that have Expired	<i>check-box and (mmdyy)</i>
<p>Rate Table records may be defined to be valid only for a specific date range. To include only these records that have expired, as of a specified date, set the check-box and enter the cutoff expiry date. The Purge function forces the check-box to be checked, with a default date set to the 1st day of the current month.</p> <p>For the Purge Expired Rate Tables function, this check-box will automatically be set, and the date will default to the first day of the current calendar month.</p>	

6.7.7.5 Import/Export Field Definitions

The Series 5 system provides for the capability to import from, or export to, Prices to/from a spreadsheet. Only one type of Rate Table Codes may be selected at a time.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet.

The data for a given Rate Table Code Item is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when exporting Prices:

- A heading row is output to the spreadsheet.
- The name of the exported or imported file is assigned dependent on the type of Rate Table, or data chosen.

The standard Series 5 [Export Options screen](#)⁸⁰ will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Prices_nn_Table.XLS**, where **nn** is the Price Code Type. You may click the Browse button to locate a different folder and input file, or enter a different output filename.

➤ Price Code 01 - Term Moorage Dock Code - Import/Export Field Formats

For Price Codes type 01 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_01_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"01"
2	B	Location Code	X(8)
3	C	Dock Code	X(8)
4	D	empty	blank
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99

...	- 99,999.99
27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 02 - Guest Moorage Dock Code - Import/Export Field Formats

For Price Codes type 02 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_02_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"02
2	B	Location Code	X(8)
3	C	Dock Code	X(8)
4	D	empty	blank
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99
27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 03 - Member Type and Dock Code - Import/Export Field Formats

For Price Codes type 03 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_03_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"03"

2	B	Location Code	X(8)
3	C	Member Type	99
4	D	Dock Code	X(8)
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99
27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 04 - Customer Type and Dock Code - Import/Export Field Formats

For Price Codes type 04 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_04_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"04"
2	B	Location Code	X(8)
3	C	Customer Type	X(5)
4	D	Dock Code	X(8)
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99

27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 05 - Reciprocal Yacht Club and Dock Code - Import/Export Field Formats

For Price Codes type 05 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_05_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"05"
2	B	Location Code	X(8)
3	C	Reciprocal Marina Code	X(8)
4	D	Dock Code	X(8)
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99
27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 06 - Customer Type and Task Charge Code - Import/Export Field Formats

For Price Codes type 06 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_06_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"06"

2	B	Location Code	X(8)
3	C	Customer Type	X(5)
4	D	Task Charge Code	X(10)
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99
27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 07 - Club Member Type and Task Charge Code - Import/Export Field Formats

For Price Codes type 07 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_07_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"07"
2	B	Location Code	X(8)
3	C	Member Type	99
4	D	Task Charge Code	X(10)
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99

27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

+ Price Code 08 - Task Charge Code - Import/Export Field Formats

For Price Codes type 08 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_08_Table.XLS**.

Column #	Excel Column	Field	Format
1	A	Rate Table Code	"08"
2	B	Location Code	X(8)
3	C	Task Charge Code	X(10)
4	D	empty	blank
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D]
8	H	Units	X(9)
9	J	Level 1 Quantity (Always ZERO)	99,999.99
10	K	Level 1 Price or Percentage	- 99,999.99
...	99,999.99
...	- 99,999.99
27	AB	Level 10 Quantity	99,999.99
28	AC	Level 10 Price or Percentage	- 99,999.99

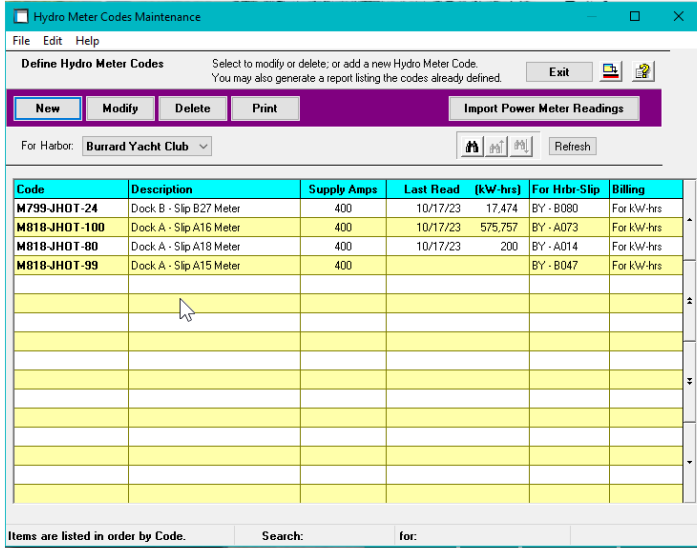
6.7.8 Hydro Meter Codes

All Hydro Meters providing power to the docks may be defined to the Series 5 Marina/Yacht Club Management system. You may assign a meter to a specific moorage slip, and indicated how, and whether or not, to bill the customer who's vessel is moored. Meter readings can also be entered directly, or loaded from a tab-delimited text file or spreadsheet. For each meter, along with a Balance Forward Reading, the past six readings are kept on file.

The Hydro Meter Codes Maintenance function is accessed from the MM Main menu, by selecting [Hydro Meter Codes...](#) from the [Codes Maintenance](#) drop-down menu.

Hydro Meter Codes Maintenance Grid

Hydro Meter Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new Hydro Meter
Modify	Modify the Hydro Meter highlighted in the grid
Delete	Delete the Hydro Meter highlighted in the grid
Print	Generate one of the reports available listing the Hydro Meters already on file with the readings.
Import Meter Readings	Load Hydro Meters Readings from a spreadsheet

Edit an existing Hydro Meter Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

Hydro Meter Code - Properties Screen

The properties for each Hydro Meter Code are defined with the following screen:

Hydro Meter Codes Maintenance - Modify the Properties of

Hydro Meter Code: M818-JHOT-100

Properties | **Power Meter Readings**

Hydro Meter Codes may be assigned to specific Moorage Slips. Meter readings may be recorded and Moorage Clients or Club Members may then be billed for the kW-hrs consumed.

Hydro Meter Code: **M818-JHOT-100** Date Installed: **3/31/20**

Description: **Dock A - Slip A16 Meter**

Meter Supply Amperage: **400 Amps**

Hydro Charges:

Not Billed to Customers Billed for kW-hrs Used Billed at Fixed Rates per Period

Assigned to Moorage Slip (for kW-hrs used to be billed to):

Harbor: **Burrard Yacht Club**

Slip: **A073** Dock: **A-EAST**

Update **Cancel**

Field Definitions

Hydro Meter Code	X(15)
This is the alphanumeric code assigned to the Hydro Meter. Once defined, it cannot be changed.	
Description	X(30)
Is a description of the Meter. It might be the serial number,	
Date Installed	mm/dd/yy
This field is offered for information purpose only and not used in any operation.	
Meter Supply Amperage	drop-list
This field is offered for information purpose only and not used in any operation.	

Hydro Charges Billing	<i>radio-buttons</i>
Select if and how the meter charges are to be billed.	
Harbor	<i>drop-down list</i>
If the system is set up for multiple harbors, then select the harbor whose Slip is to be assigned the Meter.	
Slip Assignment	<i>X(5)</i>
If the meter is monitoring the power consumed at a particular moorage slip, enter that Slip Code. The member or client who's boat is moored will be billed for kW-hrs used. (The applicable setting must also be set in the member or client's Moorage properties screen).	

➔ Hydro Meter Code - Power Readings Screen

The Meter Readings for the Hydro Meter Code are displayed with the following screen:

Hydro Meter Code: CS-03 - Modify the Properties of

Power Meter Readings

Record the Meter's Power kW-hrs readings
Moorage Billing will use these readings for Invoicing where applicable.

Meter Readings:

Balance Forward Reading: kW-hrs: Recorded:

Date	kWh Read	kWh Consumed	# Days	Invoiced
3/01/22	141,120	880	59	6/06/22 # 00000158 \$ 84.22 M LOC001
4/01/22	142,120	1,000	31	6/06/22 # 00000158 \$ 84.22 M LOC001

Add a New Meter Reading

Update Cancel

Field Definitions

Balance Forward Reading	9(6)
This will hold either the very first reading taken from the meter, or the oldest reading available (when the past six readings are displayed). is is the alphanumeric code assigned to the Hydro Meter. Once defined, it cannot be changed. If Hydro Meters are created from the Build Outlets from Slips function, the codes assigned may contain a user defined prefix, with the Slip Code and amperage rating embedded.	
Date - kWh Read, kWh Consumed, # of Days	X(30)
These are the values associated to each reading recorded. If the item has not yet been invoiced, then the xxx icon is displayed which when clicked will present the reading to be edited. The past six readings are kept on file..	
Invoiced	X(15)
This column shows the Date, Invoice Number, Amount, and Boat Owner Code for when the given usage was invoiced.	

Hydro Meters – Import/Export Data Formats

For Hydro Meters that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default file names are either **Hydro_Meters_In.XLS** or **Hydro_Meters_Out.XLS**.

To launch either the import or export functions, from the grid's **File** drop-down menu, click on **Import** or **Export**.

Column #	Excel Column	Field	Format
1	A	Meter Code	X(15)
2	B	Name	X(30)
3	C	Supply Amperage	60, 100, 200, 225, 250, 300 or 400
4	D	Panel ID	X(8)
5	E	Slip Assigned To	X(5)
6	F	Disabled Flag	Y or N

7	G	Billing ?	"No", "KWH" or "Prd"
8	H	Disabled Flag	Y or N
9	I	Balance Forward kW-hrs	999,999
10	J	Balance Forward Date	yyyymmdd or mmddyy

+ Hydro Meters – Import Meter Readings Formats

You may import the meter readings from an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default file name is **Power_Meters_Readings.XLS**.

To launch the import, from the grid's fast button frame, click the **Import Power Meter Readings** button.

Column #	Excel Column	Field	Format
1	A	Meter Code	X(15)
2	B	Meter Reading	9(8) in kW-hrs
3	C	Date of Reading	yyyymmdd or mmddyy

→ Hydro Meter Reports

From the "fast-buttons frame" click on the **Print** push button:

The Hydro Meter Codes Management function offers a variety of different reports that may be generated relating to their assignment and meter readings. These will be useful for installations where power is billed to club members or marina clients based on the kWhrs consumed.

The reports list Meters sorted either by their assigned Meter Code, or by the moorage Slip they have been assigned to. A number of filters may be set to list only those meters of interest. These report would be useful when preparing to bill for moorage power consumed where meter readings must be performed.

The following variations of this report may be generated:

- Meter Summary Report — Is a simple list of each Meter showing the Slip it is assigned to, along with the Club Member or Client that would be billed for the power consumed.
- Meter Pre-Billing Report — For each Meter, shows the last two meter readings, and their dates, that would be used for computing that amount to be billed. The code of the Club Member or Client to be billed is also listed.

- Meter Reading History Report — For each Meter lists a history of the past 7 meter readings showing the Date, Reading, kWhrs Consumed, the # of days in the period billed, the Invoice #, the \$ amount and the code of the Club Member or Client
- Last Reading Report — This report may be useful when reading all the meters prior to billing. For each Meter lists the readings to be used for the next power billing cycle.

The following screen is presented when generating Hydro Meter reports:

Hydro Meter Reporting

Report: **METERS.LST** Print a list of the Hydro Meter Codes currently on file

Report Filters **Print Options**

Enter filters for the Reporting of Hydro Meters

Report Type: _____

Meter Summary Report
 Meter Reading History Report
 Sorted by: **Meter Code**

Meter Pre-Billing Report
 Last Readings Report

Include those Hydro Meters: _____

Assigned to Dock:

Assigned to Moorage Slip:

With Hydro Meter Code:

Only Where kWhrs Used is Charged to Boat Owners
 Only Where a Fixed Rate is Charged to Boat Owners
 Only Without a Reading Since Last Billing (6/06/22)

Next **Cancel**

The Hydro Meter Report generated, if archived, will be cataloged with a report name depending on the Type of Report as follows:

- Meter Summary Report — **METERS.LST**
- Meter Pre-Billing Report — **METERPREBILL.RPT**
- Meter Reading History Report — **METERHISTORY.RPT**
- Last Reading Report — **METERSREAD.LST**

The Print Options tab screen will be displayed, from which you can select to direct the output to be

displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

- Hydro Meter Reports Screen - Field Definitions

Report Type	<i>radio-buttons</i>								
Select the type of report to be generated. (See above)									
<table border="1"> <tr> <td><input checked="" type="radio"/></td> <td>Meter Summary Report</td> </tr> <tr> <td><input type="radio"/></td> <td>Meter Pre-Billing Report</td> </tr> <tr> <td><input type="radio"/></td> <td>Meter Reading History Report</td> </tr> <tr> <td><input type="radio"/></td> <td>Last Readings Report</td> </tr> </table>		<input checked="" type="radio"/>	Meter Summary Report	<input type="radio"/>	Meter Pre-Billing Report	<input type="radio"/>	Meter Reading History Report	<input type="radio"/>	Last Readings Report
<input checked="" type="radio"/>	Meter Summary Report								
<input type="radio"/>	Meter Pre-Billing Report								
<input type="radio"/>	Meter Reading History Report								
<input type="radio"/>	Last Readings Report								
Sorted By	<i>drop-down list</i>								
List the Meters sorted either by their assigned Meter Code, or by the Moorage Slip they are assigned to.	Sorted by: <table border="1"> <tr> <td>Meter Code</td> <td>▼</td> </tr> <tr> <td>Meter Code</td> <td></td> </tr> <tr> <td>Assigned Slip Code</td> <td></td> </tr> </table>	Meter Code	▼	Meter Code		Assigned Slip Code			
Meter Code	▼								
Meter Code									
Assigned Slip Code									
Include those Hydro Meters - Assigned to Dock Code	X(8)								
Only those Meters that have been assigned to Moorage Slips belonging to the selected Dock will be listed. Leave the field blank if it is not to be considered as a filter.									
Include those Hydro Meters - Assigned to Moorage Slip	X(5)								
Only the Meter that has been assigned to the Moorage Slip will be listed. Leave the field blank if it is not to be considered as a filter.									
Include those Hydro Meters - with Hydro Meter Code	X(15)								
Only the Meter that has been labeled with the selected Code will be listed. Leave the field blank if it is not to be considered as a filter.									
Only Where kWhrs Used is charged to boat owners	<i>check-box</i>								
Only list those Meters that have been flagged to charge the boat owners for the kWhrs consumed									
Only Where a Fixed Rate is charged to boat owners	<i>check-box</i>								
Only list those Meters that have been flagged to charge a fixed periodic rate to the boat									

owners, regardless of the kWhrs consumed.

Only Without a Reading Since the Last Billing Date *check-box*

Only list those Meters that have not had a meter reading recorded since the last time kWhrs consumption charges were generated.

6.7.9 Hydro Pedestal Codes

Hydro Pedestals are used to define groups of hydro Power Outlets on the docks. These may be defined to the Series 5 Marina/Yacht Club Management system. You may specify their physical location on the dock, how many outlets are available for different amperage, and assign them to a Hydro Meter. They may also be assigned a bitmap co-ordinate so they are displayed on the [Graphic Slip Map Query](#)¹⁹¹ screens.

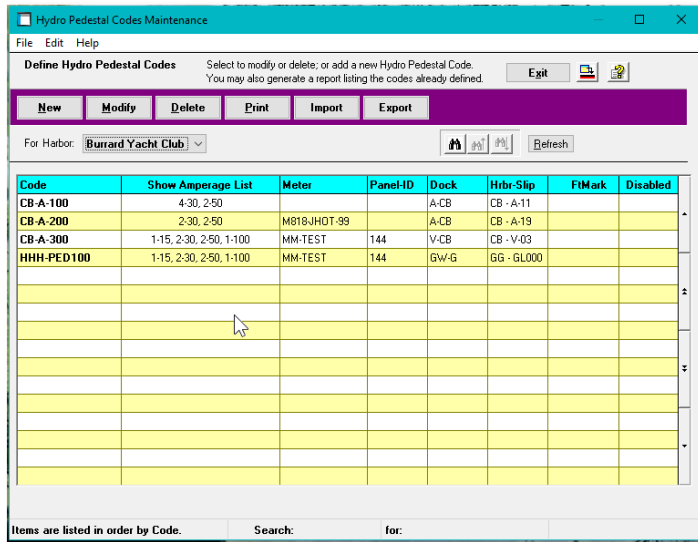
Each Hydro Pedestal can be mapped to each of the Dock Graphic bitmaps that you have, graphically using the mouse, from the [Map Slip to Dock Graphics](#)⁶⁴⁶ Control Options function.

For Multiple Harbor systems, select to display the Pedestals for All Harbors, or select the harbor whose Pedestals are to be displayed.

The Hydro Pedestal Codes Maintenance function is accessed from the M/M Main menu, by selecting **Hydro Pedestal Codes...** from the **Codes Maintenance** drop-down menu.

Hydro Pedestal Codes Maintenance Grid

Hydro Pedestal Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Hydro Pedestal Code
Modify	Modify the Hydro Pedestal Code highlighted in the grid
Delete	Delete the Hydro Pedestal Code highlighted in the grid
Print	Generate a report listing the Hydro Pedestal already on file
Import	Load Hydro Pedestal from a spreadsheet
Export	Export Hydro Pedestal to spreadsheet

Edit an existing Hydro Pedestal Code by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

The report listing the Hydro Pedestal Codes on file, if archived, will be cataloged with a report name of **PWROUTLETS.LST**.

➔ Hydro Pedestal Code - Properties Screen

The properties for each Hydro Pedestal Code are defined with the following screen:

Hydro Pedestal Codes Maintenance

Hydro Pedestal Code: **CB-A-200** - Modify the Properties of

Properties

Hydro Pedestals codes are used to identify Power Connection points on the docks available for Clients or Members. These may be displayed on the Graphic Slip Management utility screens.

Hydro Pedestal Code: **CB-A-200** Panel ID: **JPAN-2** Meter: **M818-JHOT-99**

of Outlets:

10 Amp 30 Amp 2

15 Amp 50 Amp 2

20 Amp 100 Amp

Amps List: **2-30, 2-50**

Pedestal is Not Active, or Not to be used

Physical Location:

Harbor: **Cadboro Bay**

Dock: **A-CB** **A Dock Finger Slips**

Next to Slip: (or Close to) **A-19** Side of Dock: Left Right

Dock Foot Mark:

Pedestal Bitmap Position Coordinates:

Dock Graphic: **1 RVic YC Docks A,B,C,V** Pixels: X Column: **143** Y Row: **427**

Filename: **RVicYC-Dks-ABC.bmp**

Graphic Shown: **03 - Pointer On-Top, Left of position, Points Right**

Update **Cancel**



Processing Tip

To show the outlets that are available on the docks that belong to the Hydro Outlets when executing the [Slip Graphic Query](#)¹⁹¹ function, you need to enter the bit-map coordinates. You can either figure these out and load them from spreadsheet, (which could be tedious). Instead, once the Pedestal records have been created, you may locate the position of the Pedestals using the [Map Slips to Dock Graphics](#)⁶⁴⁶ function graphically.

Field Definitions

Hydro Pedestal Code	X(15)
This is the alphanumeric code assigned to the Hydro Pedestal. Once defined, it cannot be changed.	
Panel ID	X(8)

This field is offered for information purpose only and not used in any operation.

Meter**X(15)**

The outlets on a given Pedestal are generally metered. You can select the Meter Code, (defined by the [Hydro Meter Codes Maintenance](#)⁵⁷²) routine) to which kW-hrs usage is metered.

of Outlets - 10, 15, 20, 30, 50 & 100 Amp**9**

Enter the number of outlets for each of the amperage ratings that are available on the pedestal.

of Outlets: _____

10 Amp	<input type="checkbox"/>	30 Amp	<input type="text" value="2"/>
15 Amp	<input type="checkbox"/>	50 Amp	<input type="text" value="2"/>
20 Amp	<input type="checkbox"/>	100	<input type="checkbox"/>

Amps List**X(25)**

A description field built by the system showing the number of each amperage outlet in the pedestal. You may edit this field as desired. Set accordingly. It is displayed beside the Pedestal Codes in the maintenance grid, and the Pedestal Lookup screen..

Pedestal Outlets are Not Working or Not to be Used**check-box**

Set accordingly. This field is offered for information purpose only and not used in any operation.

Physical Location - Harbor**drop-down list**

If the system is set up for multiple harbors, then select the harbor whose Dock the Pedestal is to be located.

Physical Location - Dock & Slip**X(8) & X(5)**

Select the Dock and Slip for where the Outlet is physically located. For displaying the location of outlets on the graphic query screens, information from the Dock and Slip profiles are used.

**Side-Tie Docks**

When a Dynamic Side-Tie dock is selected, you must choose which side of the dock, (as you walk towards the end of the doc) the outlet is positioned. The system will automatically assign the "Mother" Slip code based on which Side of

the dock is specified.

Side of Dock (for Side-Tie Docks)

radio-buttons

When located on a Side-Tie Linear Dock, select which side of the dock the outlet is positioned on. The associated "Mother" slip for the selected side will be assigned. (Note that if moorage is only offered on one side, then that side must be selected). This is basically the distance from the start of the dock. This field is used to correctly compute the (X,Y) co-ordinates of the position to display the outlet information on the graphic query screens.

Physical Location - Linear Dock Foot Marker 9,999

When located on a Side-Tie Linear Dock, enter the "Foot Marker". This is basically the distance from the start of the dock when looking towards the end. This field is used to correctly compute the (X,Y) co-ordinates of the position to display the outlet information on the graphic query screens.

Docks Graphics - Filename & Bitmap Co-Ordinates

999.99

When the Outlet is created from the **Build Outlets from Slips** function, then the graphic file, and it's description as assigned based on the graphic on which the Moorage Slip is located. The co-ordinates are computed relative to the co-ordinates assigned to the Slip and adjusted depending on the slip being above, below, or to the left/right of the dock. When defined, then when requested, Hydro Outlets will be displayed on the [Graphic Slip Map Query](#)¹⁹¹ screens.

Docks Graphics - Graphic Shown

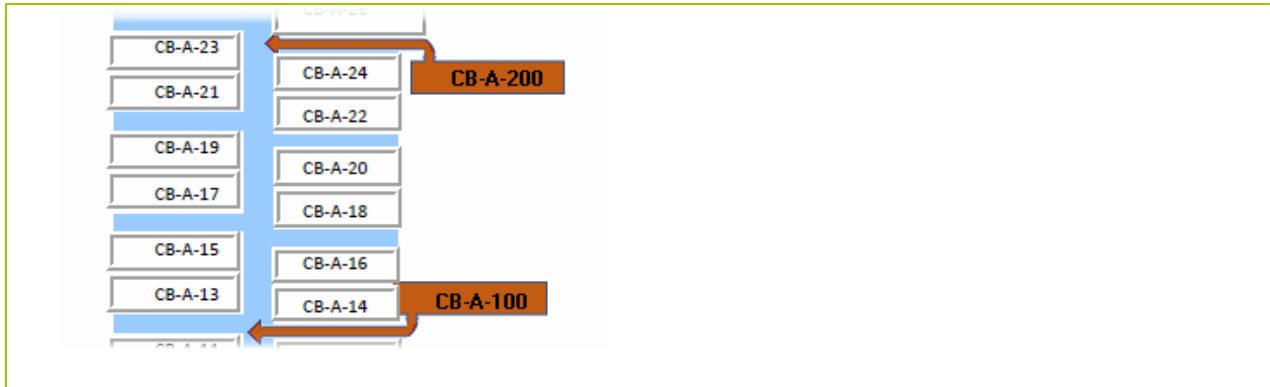
drop-down list

Depending on how the Dock is aligned on the graphic which the Pedestal bitmap is displayed upon, select which graphic would be most appropriate. (ie., For docks displayed vertically, you should choose the graphic the will be displayed to the left or right side of the dock).

In the function to Map Slips Dock Bitmap Graphics, when Pedestals are mapped to the dock, you may select the appropriate graphic and see it displayed.

An example of the pedestal graphics:

- 01 - Pointer On-Top, Right of position, Points Left
- 02 - Pointer Below, Right of position, Points Left
- 03 - Pointer On-Top, Left of position, Points Right
- 04 - Pointer Below, Left of position, Points Right
- 05 - Centre Pointer Below, Above position, Points Down
- 06 - Centre Pointer On-Top, Below position, Points Up**
- 07 - Left Side Pointer Below, Above position, Points Down
- 08 - Left Side Pointer On-Top, Below position, Points Up
- 09 - Right Side Pointer Below, Above position, Points Down
- 10 - Right Side Pointer On-Top, Below position, Points Up



➔ Hydro Pedestals - Import/Export Data Formats

For Hydro Pedestals that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filenames are either **Hydro_Pedestals_In.XLS** or **Hydro_Pedestals_Out.XLS**.

Column #	Excel Column	Field	Format
1	A	Pedestal Code	X(15)
2	B	Name	X(30)
3	C	Meter Code	X(15)
4	D	Panel ID	X(8)
5	E	# of 10 Amp Outlets	9
6	F	# of 15 Amp Outlets	9
7	G	# of 20 Amp Outlets	9
8	H	# of 30 Amp Outlets	9
9	I	# of 50 Amp Outlets	9
10	J	# of 100 Amp Outlets	9
11	K	Disabled Flag	Y or N
12	L	Dock Code	X(8)
13	M	Slip Code Near	X(5)
14	N	Linear Dock Foot Marker	9,999
15	O	Side of Side-Tie Dock	Left or Right
16	P	Dock Graphic #	99
17	Q	Graphic Co-ordinate - X (column) pixel	9999
18	R	Graphic Co-ordinate - Y (row) pixel	9999



System Computed Co-ordinates

When loading Pedestals from spreadsheet, if the (X,Y) Co-ordinates are left blank, the system will compute them from the Slip Code and Dock Codes entered. For Dynamic Side-Tie docks, the Foot Marker is also used.

Note that for Side-Tie Docks, the Slip Code entered should be the "Mother" Slip.

6.7.10 Marinas & Yacht Club Codes

You may record the names of different Marinas & yacht Clubs. These may be used to record where any Guests originate from. In particular, if your marina or yacht club has reciprocal agreements in place with any other yacht clubs, you should record them here.



Recording and Offering Reciprocal Moorage

If you wish offer reduced rates, or free moorage nites to Reciprocal Yacht Clubs, you must record a record in this maintenance routine. You will also have to record a Yacht Club Reciprocal record that links to the Yacht Club entered in this maintenance routine.

Marinas and Yacht Club properties may be keyed in manually, or set up and loaded from an Excel Spreadsheet. As well, they can be exported to spreadsheet.

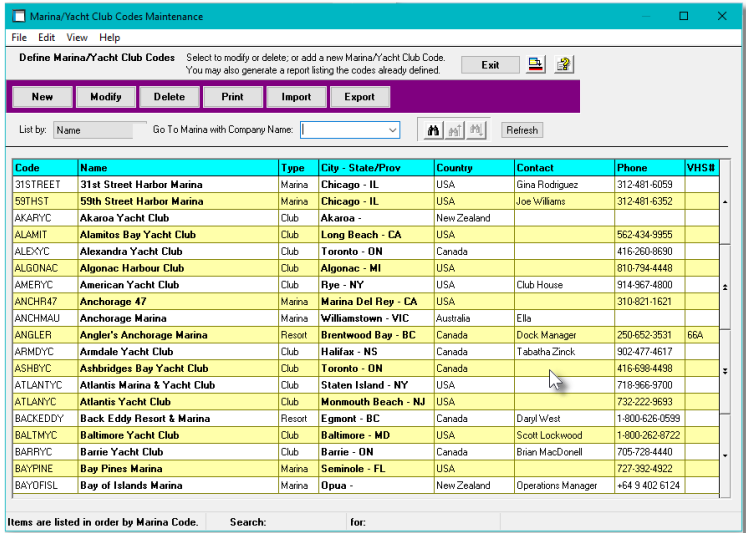
Some of the significant properties associated to the Slip Code are as follows:

- Address
- Contact information.
- Contact individuals

The Marina & Yacht Clubs defined here are listed in the Series 5 [Marinas LOV Lookup](#)⁷⁰ window. The Marina & Yacht Clubs Maintenance function is accessed from the M/M Main menu, by selecting [Marina & Yacht Clubs...](#) from the [Codes Maintenance](#) drop-down menu.

Marina & Yacht Clubs Maintenance Grid

Marina & Yacht Clubs are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new Marina or Ya Club
Modify	Modify the Marina or Ya Club highlighted in the g
Delete	Delete the Marina or Ya Club highlighted in the g
Print	Generate a report listing Marina & Yacht Clubs a on file

Edit an existing Marina or Yacht Club by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[117] for full details).

The report listing the Marina & Yacht Clubs on file, if archived, will be cataloged with a report name of **MARINAS.LST**.

➔ Marina or Yacht Clubs - Properties Screen

The properties for each Marina or Yacht Club are defined with the following screen:

Marina/Yacht Club Codes Maintenance

Marina / Yacht Club Code: CRYCAUS - Modify the Properties of

Marina / Yacht Club codes are used to record associated properties.
They are used for defining Yacht Club Reciprocal, Outstations and Boat Moorage locations.

Yacht Club Code:

Marina/Club Name: Initials:

Marina
 Yacht Club
 Marina Resort
 Marina Group

Members: # Slips:

Address:

City: State/Prov:

Country: Postal/Zip:

Primary Contact:

Dock Manager:

Phone #: Toll Free #: Fax #: VHS Call #:

Company Email: Last Email Sent: DO NOT Send Emails:

Company Website:

Boating Region: Sydney, Australia Latitude: ° '

Federal Navigational Chart #(s): Longitude: ° '

Comment 1:

Comment 2:

Field Definitions

Yacht Club / Marina Code	X(8)
This is the code that is used to identify the Marina or Yacht Club throughout the Marina/Yacht Club Management system.	
Marina/ Club Name	X(50)
This is the formal Name of the Marina or Club.	
Initials	X(5)
For Yacht Clubs, these field is used to hold it's club abbreviation.	
Type of Marina	radio-buttons

Indicate the type of marina.	
<input checked="" type="radio"/> Marina	<input type="radio"/> Marina Resort
<input type="radio"/> Yacht Club	<input type="radio"/> Marina Group
# Members and/or # Slips	2 x 9999
Used for information only.	
Address, City, State/Prov, Country, Postal/Zip	
Record the address	
Primary Contact & Dock Manager	X(12), X(20), X(14), X(20), X(50)
For each Contact you may record First Name, Last Name, Cell Phone, Position and an Email Address. <i>(Click on the icon to enter/edit these fields)</i>	
Phone #, Fax #, Toll Free #, VHS Call #	X(14) and X(5)
Contact Information	
Company Email and Website	X(60) and X(40)
Contact information. The email is required if Mass Emailing option is executed.	
Boating Region	X(8)
If set up, identify the Boating Region the Marina or Yacht Club is close to. Used for information only.	
Federal Navigation Charts, Latitude & Longitude	2 x 9(5) and 999-99.99-X
Used for information only.	
Comments 1 & 2	2 x X(70)
Available to record a comment about the Marina or Yacht Club.	

➔ Marina & Yacht Clubs Import and Export

The Series 5 system provides for the capability to import and export the properties of the marinas or yacht clubs. This means you can easily load the Marina & Yacht Clubs properties after setting them up in a spreadsheet or tab-delimited file; or output them to a spreadsheet for review.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Marina is loaded from a row. The types of text files supported include the following:

- MS Excel Workbooks
- CSV Text (Comma Delimited)
- Tab Delimited Text
- Slash "\" Delimited Text

Some points to note when importing Marina data

- A heading row with **MARINA** or **CODE** or **Code** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 [Import Options screen](#)^[85] or [Export Options screen](#)^[80] will be displayed, from which the Type of Input, the source Folder, and the Filename may be specified. By default, the input filename is **MM_Marinas_In.XLS** and the output filename is **MM_Marinas_Out.XLS**. You may click the Browse button to locate a different folder and input file.

When loading the Marina or Yacht Club fields from a spreadsheet, you may also specify a pre-defined processing directive in column 1.

%RADD% – All Marina codes for the rows following will be 1st deleted from the system, then updated with the new fields provided.

%DELE% – All Marina codes for the rows following will be deleted from the system and not replaced. Only the Marina or Yacht Club Code needs to be specified in column 1 of the input spreadsheet.

The following Marina & Yacht Clubs data fields are loaded or output:

Column #	Excel Column	Field	Format
1	A	Marina or Yacht Club Code	X(8)
2	B	Name	X(50)
3	C	Type	X(2)

			M - Marina YC - Yacht Club MR - Marina Resort MG - Marina Group
4	D	Address-1	X(40)
5	E	Address-2	X(40)
6	F	City	X(25)
7	G	State/Prov	X(5)
8	H	ZIP/Postal	X(10)
9	I	Country	X(20)
10	J	Toll Free #	X(14)
11	K	Phone	X(14)
12	L	Fax	X(14)
13	M	VHS Call #	X(5)
14	N	Email	X(60)
15	O	Website	X(40)
16	P	Primary Contact Name	X(34) [First Last]
17	Q	Primary Job Title	X(20)
18	R	Primary Email	X(50)
19	S	Primary Cell Phone #	X(14)
20	T	Manager Contact Name	X(34) [First Last]
21	U	Manager Job Title	X(20)
22	V	Manager Email	X(50)
23	W	Manager Cell Phone #	X(14)
24	X	Yacht Club Initials	X(5)
25	Y	Boating Region Code	X(5)
26	Z	Chart #1	99999
27	AA	Chart #2	99999
28	AB	Longitude	999 99.99 X (X is "E" or "W")
29	AC	Latitude	999 99.99 X (X is "N" or "S")
30	AD	# of Berth Slips	9999
31	AE	# of Club Members	9999
32	AF	Comment 1	X(70)

33

AG

Comment 2

X(70)

6.7.11 Yacht Club Reciprocals

As a Marina or Yacht Club, you may have Reciprocal agreements in place with other Marinas or Yacht Clubs. Your clients or Club Members may visit them, (or they may visit you), for reduced rates, or free nights moorage. This maintenance routine lets you select the Marina or Club, and specify the billing agreements and the maximum number of nights or visits allowed for both your members and their members.



Selecting the Reciprocal Marinas or Yacht Clubs

Each Member or Yacht Club that you define here must already have been set up in the [Marina and Yacht Clubs Maintenance](#) function.

The Yacht Clubs Reciprocals Maintenance function is accessed from the MM Main menu, by selecting **Yacht Club Reciprocals...** from the **Codes Maintenance** drop-down menu.

Yacht Clubs Reciprocals Maintenance Grid

Yacht Clubs Reciprocals are maintained using a Series 5 grid processing screen.

Marina/Club	Name	City - State/Prov	Region	Contact	Phone	Renewal
BARRYC	Barrie Yacht Club	Barrie - ON	Toronto	Brian MacDonell	705-729-4440	12/31/22
FISHERMN	Fisherman's Marina Garden Bay	Piender Harbour - BC	BC - Gulf Islands	Tim Slater	604-682-3292	12/31/22
MBYCLUB	Maple Bay Yacht Club	Duncan - BC	BC - Gulf Islands	Peter Rabbit	250-746-4521	12/31/22

"Fast Buttons"

New	Add a new Reciprocal
Modify	Modify the Reciprocal highlighted in the grid
Delete	Delete the Reciprocal highlighted in the grid
Print	Generate a report listing Reciprocals already on

Edit an existing Reciprocal by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#) for full details).

The report listing the Yacht Club Reciprocals on file, if archived, will be cataloged with a report name of **RECIPROCAL.LST**.

➔ Yacht Club Reciprocals - Properties Screen

The properties for each Reciprocal are defined with the following screen:

Reciprocals Codes Maintenance - Modify the Properties of

Reciprocal Code: MBYCLUB

Properties | Year-To-Date / Life-To-Date Totals | Notes

Reciprocal are other Marinas or Yacht Clubs that have reciprocal moorage agreements. The description is displayed on assorted screens and reports.

Marina/Club Reciprocal with: **MBYCLUB** Maple Bay Yacht Club

The "Reciprocal Agreement" is valid until: **12/31/22**

For Our Members Visiting This Reciprocal:

Moorage Charges to be Paid: —

- Normal Marina Rates
- A Percentage of Charges
- Reduced Fixed Rate / Foot
- None (Except for Utilities)

Maximum number of nights per visit: **2**

Number of Free nights allowed per visit: **1**

Maximum number of visits per year: **4**

Maximum number of nights per year: **8**

Maximum number of free nights per year: **4**

For Guest Members Visiting Our Marina:

Moorage Charges to be Paid: —

- Normal Moorage Rates
- A Percentage of Charges
- Reduced Fixed Rate / Foot
- None (Except for Utilities)

% of Moorage Charges: **25**

Maximum number of nights per visit: **2**

Number of Free nights allowed per visit: **1**

Maximum number of visits per year: **4**

Maximum number of nights per year: **8**

Maximum number of free nights per year: **2**

Task Charge Code: **G-RECIPCAL** **Reciprocal Guest Daily Moorage**

Update **Cancel**

— Field Definitions

Reciprocal Yacht Club / Marina Code

X(8)

Select the Marina or Yacht Club, that has already been defined by the Marina and Yacht Club

Maintenance routine, that you have a Reciprocal agreement with.

The "Reciprocal Agreement" valid until date *mm/dd/yy*

The end date of the Reciprocal agreement. When Guests are entered into the system, if belonging to this Reciprocal Club, they can take advantage of the reduced rates before the end date.

For Our Members / Their Members Visiting Rates and Limits

The table provided for "**Our Members**" is for information purposes only.

The table provided for "**Guest Members**", is used by the Guest Visit Management routine to assign free and/or reduced moorage rates. Also, Year-to-Date and Life-to-Date totals are accumulated that are printed on the Reciprocal Report.



Visiting Reciprocal Guests

For any individual Guest visiting as a Reciprocal, the number of Visits, Nights, Free Nights, and Moorage Charges are tallied in their [Past Guest's profile](#) 5301 record. For each visit, these are tested to ensure that the guest is not exceeding the agreed upon Reciprocal Limits.

Moorage Charges to be Paid *radio-buttons*

Indicate the Charge for the moorage visit.

<input checked="" type="radio"/> Normal Rates	<input type="radio"/> Reduced Fixed Rate / Foot
<input type="radio"/> A Percentage Yacht Club	<input type="radio"/> None (Except Utilities)

Maximum Nights per Visit **99**

For any visit, if there is a maximum number of nights that your members, or your guests can stay, enter it here. When the Guest Visit is entered in the system, the Number of Nights field will be defaulted to this value. Leave blank if there is no limit.

of Free Nights per Visit **99**

For any visit, if free nights are offered, enter the maximum number of nights here. Leave blank if there is no limit.

Maximum # of Visits per Year **99**

Enter the maximum number of "Reciprocal" visits per year that any guest can take advantage of. Leave blank if there is no limit.

Maximum # of Nights per Year **99**

Enter the maximum number of "Reciprocal" Moorage Nights per year that any guest can take advantage of. Leave blank if there is no limit.

Maximum # of Free Nights per Year	99
Enter the maximum number of free "Reciprocal" Moorage Nights per year that any guest can take advantage of. Leave blank if there is no limit.	
% of Moorage Charges	999.99 %
If the moorage fee charged is a %, then specify that percentage value.	
Moorage Rate per Foot	\$ 999.99
If the moorage fee charged is a fixed rate per foot, then specify that rate.	
Task Charge Code	X(10)
For the moorage charges collected from Reciprocal Guests visiting your marina or yacht club, specify the Task Charge Code that is used to assign the Invoice Revenue Account.	

➔ Yacht Club Reciprocals - Year-to-Date / Life-to-Date Totals Screen

When a Guest visits the marina taking advantage of the Reciprocal agreement, applicable totals in the visitor's Yacht Club Reciprocal profile are updated. They can be seen in the following screen:

Reciprocals Codes Maintenance - Modify the Properties of

Reciprocal Code: FISHERMN

Properties | **Year-To-Date / Life-To-Date Totals** | Notes

Reciprocal Club Guest Visit Totals and Statistics.

Accumulated Statistics:	Year-To-Date	Last-Year	Life-To-Date
Reciprocal Sales:	\$ 791,674.83	\$ 0.00	\$ 741,347.79
Reciprocal # of Visits:	12		12
Reciprocal # of Nights::	30		30
Reciprocal Free Nights::	103		103

Update Cancel

6.7.12 Task Charge Codes

All charges entered into Series 5 the Marina/Yacht Club Management system must have a valid Task Charge Code. The Task Code is used to define an activity or function which is to be entered as a chargeable activity or service.

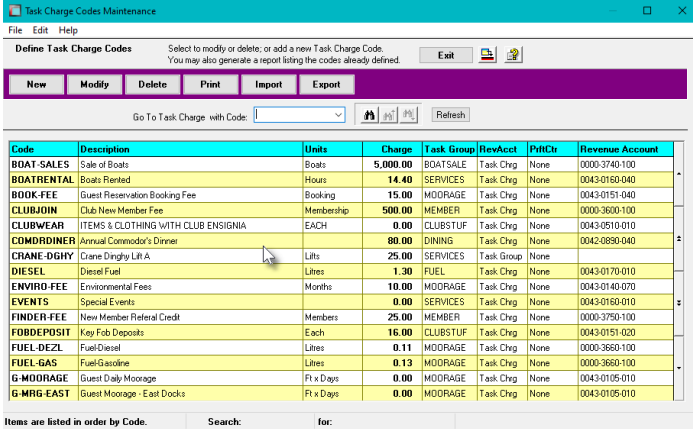
The Task Code is used throughout the M/M system. Some of the noteworthy properties are as follows :

- Depending on the types of invoices that are generated, the task's description may be used in the description field printed on Invoices.
- The task may define either a single rate or a stepped rate based on two cutoff quantities.
- The system provides for up to 4 different taxes that can be applied to services of goods purchased. For each Task, you may flag whether Tax 1 and 2 are exempt or not, and whether Tax 3 and 4 are applicable.
- For each Task you can indicate how the G/L Revenue account is assigned, and specify the G/L account.

The Task Codes defined here are listed in the Series 5 [MM Task Code LOV Lookup](#)⁷⁰ window. The Task Codes Maintenance function is accessed from the M/M Main menu, by selecting **Task Charge Codes...** from the **Codes Maintenance** drop-down menu.

M/M Task Codes Maintenance Grid

M/M Task Charge Codes are maintained using a Series 5 grid processing screen.



Code	Description	Units	Charge	Task Group	RevAcct	PmtCh	Revenue Account
BOAT-SALES	Sale of Boats	Boats	5,000.00	BOATSALE	Task Chg	None	0000-3740-100
BOATRENTAL	Boats Rented	Hours	14.40	SERVICES	Task Chg	None	0043-0160-040
BOOK-FEE	Guest Reservation Booking Fee	Booking	15.00	MOORAGE	Task Chg	None	0043-0151-040
CLUBJOIN	Club New Member Fee	Membership	500.00	MEMBER	Task Chg	None	0000-3600-100
CLUBWEAR	ITEMS & CLOTHING WITH CLUB ENSIGNIA	EACH	0.00	CLUBSTUF	Task Chg	None	0043-0510-010
COMDRINER	Annual Commodore's Dinner		80.00	DINING	Task Chg	None	0042-0890-040
CRANE-DGHTY	Crane Dingly Lift A	Lifts	25.00	SERVICES	Task Group	None	
DIESEL	Diesel Fuel	Litres	1.30	FUEL	Task Chg	None	0043-0170-010
ENVIRO-FEE	Environmental Fees	Months	10.00	MOORAGE	Task Chg	None	0043-0140-070
EVENTS	Special Events		0.00	SERVICES	Task Chg	None	0043-0160-010
FINDEP-FEE	New Member Referral Credit	Members	25.00	MEMBER	Task Chg	None	0000-3750-100
FODDEPOSIT	Key FOB Deposits	Each	16.00	CLUBSTUF	Task Chg	None	0043-0151-020
FUEL-DEZL	Fuel/Diesel	Litres	0.11	MOORAGE	Task Chg	None	0000-3650-100
FUEL-GAS	Fuel/Gasoline	Litres	0.13	MOORAGE	Task Chg	None	0043-0105-010
G-MOORAGE	Guest Daily Moorage	Fl x Days	0.00	MOORAGE	Task Chg	None	0043-0105-010
G-MRG-EAST	Guest Moorage - East Docks	Fl x Days	0.00	MOORAGE	Task Chg	None	0043-0105-010

"Fast Buttons"

New	Add a new M/M Task Cod
Modify	Modify the M/M Task Code highlighted in the grid
Delete	Delete the M/M Task Code highlighted in the grid
Print	Generate a report listing the Task Codes already o file
Import	Load Tasks from a spreadsheet
Export	Export Tasks to a spreadsheet

Edit an existing M/M Task Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹¹⁷ for full details).

The report listing the M/M Task Codes on file, if archived, will be cataloged with a report name of **MMTASKCHRG.LST**.

➔ M/M Task Charge Code - Properties Screen

The properties for each Task Code are defined with the following screen:

Task Charge Codes Maintenance

Task Charge Code: **T-POWER-KW** - Modify the Properties of

Properties | Notes

Task Charge codes are used to recorded billable services and activities associated with Yacht Club membership, moorage contracts and visiting moorage customers.

Task Charge Code: **T-POWER-KW**

Description: **Long Term kW-hrs Power Usage**

Display Units: **kW-hrs**

Quantity Step Pricing ?

For the 1st **555.0** Units, the Unit Price is: \$ **0.080**

For the Next **10,000.0** Units, the Unit Price is: \$ **0.124**

For any more Units, the Unit Price is: \$ **0.200**

Basic Tax 1 Exempt ? **CANADIAN GST** Apply Special Tax 3 ? **Visitor Hotel T**

Basic Tax 2 Exempt ? **BC PST** Apply Special Tax 4 ? **Visitor Marine**

- For Billing:

Task Group Code: **MOORAGE** Moorage Related Charge Tasks

Revenue Account Assigned from: **This Task Charge**

Profit Center Override from: **None**

G/L Revenue Account: **0043 - 0117 -- 100**
Long Term Moorage Power

Update **Cancel**

➔ Field Definitions

Task Charge Code

X(10)

This is the alphanumeric code assigned to the Task Charge.

When charges to be invoiced are entered for a particular activity or service, this is the code that is entered. Note that the Task Code is alphanumeric. It can include numbers, alphabetic characters or other special characters, but should not contain any embedded spaces.

Description	X(100)
Is a description of the Task. This is printed on most reports, and is displayed to most screens where the Task Code is utilized.	
Display Units	X(12)
The Display Units is printed on detailed invoices, and displayed when charges are entered. This field allows you to enter your own terminology for the units that a particular Task is expressed in.	
Quantity Step Pricing	check-box
If pricing is determined based on one or two steps of Quantity, then set this check-box. If set, then three levels of pricing may be assigned. (le., for example if electrical power has different rates for ranges of kilowatts used, then you can set that up). Note that for setting rates for more than just two levels, a Rate Table⁵⁵⁶ may be set up.	
Unit Rate	99,999.99-
When Non-Zero, this is the rate that is used in computing the total price of whatever is purchased. For Moorage and Electrical Power, rates are determined by settings in the MM Control Options ⁶⁶⁰ , but if a value is set here, then the rate set here will override the Control default rate.	
Basic Taxes 1 & 2 Exempt	check-box
From the Control Option's General Control Tab screen ⁶¹³ , you can specify up to four different taxes that can be applied to invoiced charges. If for the this Task Charge the associated service is exempt from either Tax 1 or 2, set either of these check-boxes.	
Apply Special Taxes 1 & 2	check-box
From the Control Option's General Control Tab screen ⁶¹³ , you can specify four different taxes that can be applied to invoiced charges. If for the this Task Charge the associated service should have either Tax 3 or 4 applied, set either of these check-boxes.	
Task Group Code	X(8)
Tasks can be grouped by assigning them a common Task Group Code. This field holds the particular Invoice Group Code for this Task. If the Revenue Account Assigned From property, was set to From Task Group , then this field must have a value. Task Groups might be also used by the system to define how items are presented on the	

Invoice. It is important to plan ahead the use of Task Groups on your system.

If invoices need to be generated with their items grouped by Task Group, then it's this code that is used for the sort. This option is determined as one of the properties associated to [Document Layouts](#) ⁶⁰⁰.

G/L Revenue Account Assigned From

drop-list

For charges recorded associated to this Charge Code, the G/L Revenue Account is determined by the setting in this field. It might be from this Charge Code, from the Task Group, or for moorage charges, from the Dock Code.

G/L Accounts Profit Center Override Source

drop-list

When G/L Revenue accounts are assigned to charges, they may be derived from a number of different sources. As a property defined by the Control Preferences, the Profit Center assigned to these G/L accounts may be overridden.

If for this particular task, a different Profit Center source should be used, it may be specified here.

G/L Revenue Account

9(18)-9(5)

This G/L Account is used as the default Revenue Account for all charges recorded. Depending on the Account Assigned From property above, it may be overridden by a different G/L Account.

Task Charge Codes - Import/Export Data Formats

For Task Codes that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filenames are either **MM_Tasks_In.XLS** or **MM_Tasks_Out.XLS**.

Column #	Excel Column	Field	Format
1	A	Task Code	X(10)
2	B	Description	X(100)
3	C	Units	X(12)
4	D	Fix or Step Pricing	F or S
5	E	Unit or Step 1 Rate	999,999.999
6	F	Step 1 Maximum Quantity	99,999.9

7	G	Step 2 Rate	999,999.999
8	H	Step 2 Maximum Quantity	99,999.9
9	I	Step 3 Rate	999,999.999
10	J	Tax 1 Exempt	Y or N
11	K	Tax 2 Exempt	Y or N
12	L	Tax 3 Applied	Y or N
13	M	Tax 3 Applied	Y or N
14	N	Task Group Code	X(8)
15	O	Revenue Source Flag	T or G or D
16	P	Profit Center Source Flag	X(1) ?
17	Q	Revenue Account - Main Segment	9(i)
18	R	Revenue Account - Profit Center	9(5)
19	S	Last Date Used (Only on Export)	YYYY/MMDD

6.7.13 Document Layout Codes

The Series 5 MM system provides the capability to have Invoices and Contracts generated using a variety of different formats, and output options. The assorted rules for defining how these variations of documents are built are defined in a Document Layout record. In order to apply any of the special rules for generating Invoices or Contracts to be printed, you must set up a Layout and assign it to those MM Members or Marina Clients for which it is to apply. If you do not assign a Document Layout, then a default set of rules will be applied when the Invoices or Contracts are created and printed.



Assigning Invoice Layouts

For those users of Series 5 MM who have Members or Marina Clients that generate EDI invoices, or that have peculiar sorting, or require a different MS Word template, it is important that the correct settings are made, and that the Document Layout is defined in either the [Member's Type](#)⁶³⁷ or [Guest/Client Type](#)⁶⁴¹ properties.



Document Layout Codes Maintenance

- [Document Layout Codes Maintenance Grid Screen](#)  601
- [Document Layout Properties Tab Screen](#)  602

6.7.13.1 Document Layouts Grid Screen

Document Layouts are maintained using a Series 5 grid processing screen.

Document Layout Codes Maintenance Grid

Code	Description	Document Type	Email	File Prefix	Template/Print Queue	Output Directory Path
01	Simple Single Invoice/Client	MS Word 2010-16	Y		MM-INVOICE-TEMPLATE-12.dotx	D:\S4\test\UCC\Invoices
02	Moorage Contracts	PDF	Y	CONTRACT	MM-CONTRACT-12PT-TEMPLATE-A.dotx	D:\S4\test\UCC\contracts

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Document Layout
Modify	Modify the Document Layout highlighted in the grid
Delete	Delete the Document Layout highlighted in the grid
Print	Generate a report listing the Document Layouts

Edit an existing Layout Code by double-clicking its associated row. Standard Series 5 grid controls apply.

6.7.13.2 Document Layouts Properties Screen

The Document Layout is used to define how Invoices and Moorage Contracts are generated. Assigning the correct properties is critical to having these documents prepared to suit the requirements of the customer.

The Document Layout dictates the following characteristics of invoices and contracts:

- What type of output document is created, (ie., PDF of MS Word)
- Whether it is automatically emailed to the customer
- The output filename
- The MS-Word template used to build each page
- If the document is automatically printed to a particular printer.
- For properties of an invoice:
 - A title line printed
 - Footer Comments printed
 - Whether items are grouped, and by how
 - The type of description(s) printed
 - How tax is computed and displayed
- hat type of description is printed. (ie., Slip name, task description, the WIP Reference, or combinations of)
- Whether there is a limit to the number of charges that can be listed on a single invoice
- How tax is computed and presented
- Whether or not a paper, or an electronic Invoice, (EDI), is generated
- Whether each Invoice is generated as a separate document, or one document is generated containing all invoices produced from the Invoicing Wizard or the Print/Post Final Invoices function



MS Word Templates

Invoices and Contracts are constructed based on MS Word Templates. The output to populate the page is coded to line up correctly to the recommended templates.

When editing the templates the positions of the boxes and lines must not be altered. You can only edit the graphics and text,(but keeping the same font sizes).

If you wish a customized version of the invoice or contract, contact Sentinel Hill Software.



Where are the MS Word Templates ?

Users generating MS Word documents that use templates must have a copy of the template available on their client PC. You can specify, or find, the location of these templates from the options screen of the Microsoft Word program.

Click ***File > Options > Save*** and view, or set, the address of the templates into the ***Default personal templates location*** field.

Typically the location would be as follows:

C:\Users\user_name\AppData\Roaming\Microsoft\Templates



Office 365 Templates Getting Blocked ?

Due to the security features associated with Office 365, when MS Word documents are generated in Series 5 with templates. the Office will block the execution of the template.

To overcome this issue, you must make sure that Macros in Microsoft 365 files are disabled.

Open MS Word and perform the following steps:

1. Click on the **File Tab** and select **Options**
2. In the left pane, choose **Trust Center**, and then click **Trust Center Settings**
3. Under **Macro Settings**, click **Disable all macros except digitally signed macros.**

Document Layout Codes Maintenance

Document Layout Code: **01** **Simple Single Invoice/Client** - Modify the Properties of

Document Layout codes are used to provide different types of Invoice formats for different types of charges or customers.

Document Layout Number: **01** Description: **Simple Single Invoice/Client** Document Type: Invoice Contract

When Generated as a Set:

Document Output To, or Created As:

PDF Document MS Word 2007/2016 (Printed)
 MS Word 2007/2016 MS Word 2003 (Printed)
 MS Word 2003

Text version of Document Archived ?
 Auto Email to Eligible Customers ?

When Generated as a Single File:

Documents Output To, or Created As:

PDF Document(s) MS Word 2007/2016 (Printed)
 MS Word 2007/2016 MS Word 2003 (Printed)
 MS Word 2003

Document Filename Prefix: **L_99999999.INV.DOCX**

MS Word Template File Override: **MM-INVOICE-TEMPLATE-12.dotx** MS Word Captured Network Printer: **LASER_PORT** **Brother HL-L2370DW series Printer**

Output Folder: **D:\S4\test\UCC\Invoices** Browse Series 5 Print Queue: **INVOICEPRINTER**

Invoice Properties:

Invoice Title Line: **Your 2021 Invoice from Desolation Sound Marina**

Footer Comments: **Thankyou for Leaving Your Slip Promptly ON-TIME**

When Invoicing a Member or Client's Charges: **A Single Invoice is Generated** Max # of Charges per Invoice: (blank for no limit)

Charges Grouped with Sub-Totals by:

Not Grouped Charge Type
 Task Group Code Reference
 Task Code Date

Charge Detail to be Printed:

Charge Item's Description
 Task Code's Description
 Description with Qty & Rate

For Each Charge Item, also Print:

Task Comments Task Description
 Charge Comments Reference-1
 Charge Description Reference-2

Compute/Print Charge Item's Tax Amounts: **Computed for each Charge but only print totals in the Footer**

Update **Cancel**

Document Layout Properties Screen - Field Definitions

Document Layout Code	999
This is the code that is used to identify the Document Layout. This is the code that is entered and carried in the assorted Series 5 data records.	
Description	X(30)
The description is displayed for verification, and in the LOV when invoked.	

Document Type	radio-buttons
<p>Indicate whether the Document Layout is for an Invoice, or a Moorage Contract. Invoices have extra formatting options not applicable to Contracts.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input checked="" type="radio"/> Invoice <input type="radio"/> Moorage Contract </div>	
Documents Generated as a Set - Created As	radio-buttons
<p>When a set of the documents associated to this Layout are produced, output as a single file, they can be output as a PDF, or different versions of an MS Word document that is automatically printed, or not, Set the radio-button for the desired results.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <input checked="" type="radio"/> PDF Document <input type="radio"/> MS Word 2007/2016 (Printed) <input type="radio"/> MS Word 2007/2016 <input type="radio"/> MS Word 2003 (Printed) <input type="radio"/> MS Word 2003 </div>	
Documents Generated as a Set - Have it Archived ?	check-box
<p>If the generated file for the set of documents generated are to be also saved as a Series 5 "Archive", then set the check-box.</p>	
Documents Generated as a Set - Email to Eligible Customers ?	check-box
<p>When generating Invoices or Contracts as PDF or MS Word Documents, as an option, you may also have each one emailed to the customer. Note that they will be emailed only if an email address is provided for the Member, Marina Client, or Guest.</p>	
Documents Generated Each as a Single File - Created As	radio-buttons
<p>When a single invoice or contract is generated, it can be output as a PDF, or different versions of an MS Word document that is automatically printed, or not, Set the radio-button for the desired results..</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <input checked="" type="radio"/> PDF Document <input type="radio"/> MS Word 2007/2016 (Printed) <input type="radio"/> MS Word 2007/2016 <input type="radio"/> MS Word 2003 (Printed) <input type="radio"/> MS Word 2003 </div>	
Documents Generated Each as a Single File - Filename Prefix	X(9)
<p>The output filename for the generated document will be prefixed as follows:</p> <p>For Invoices: XXXXXX_99999999.INV.xxx For Contracts: XXXXXX-MMMMMMMM-99.xxx</p> <p>where:</p> <ul style="list-style-type: none"> • XXXXXX is the prefix • 99999999 is the Invoice # • MMMMMM is the Member ID or Marina Client Code • 99 is a counter for the # of contracts the Member or Client has • xxx is the filename extension of PDF, DOC or DOCX 	

MS Word Template File Override	X(30)
When the documents are to be output as MS Word or PDF documents, you may define the name of the MS Word Template that is to be applied when the invoice or contract document is created. If left blank, then the template that is defined by the MSWORD-MM-INV-SPECS or MSWORD-MM-CONTRACT-SPECS variables, found in the runtime configuration file, is used.	
Document Output Folder Path	X(120)
When generating Invoices as PDF or MS Word Documents, this is the directory in which those invoice documents will be created.	
MS Word Captured Network Printer	X(20)
If the "Created As" selection above was for MS Word (Printed), then the invoices or contracts generated will be printed to the Series 5 Captured Windows Network Printer Queue selected.	
Series 5 Print Queue	X(20)
For invoices printed directly from the Guest Visit Management ²⁰⁴ routine, they are printed on the Series 5 Print Queue selected by this field.	
Invoice Title Line	X(60)
If charges on the invoice are grouped and sub-totaled by Task Group, Task Code or by Date, the the following title will be printed:	
by Task Group:	Charges for <Group Name>
by Task Code:	Charges for <Task Name>
by Date:	Charges Accumulated Month 99, 20xx
otherwise, the Title Line entered in this field is printed.	
Note that this title is printed on the 1st line of the address block (right of the Customer Name)	
Invoice Footer Comments	3 lines of X(60)
A brief message that will be printed at the bottom of the invoice.	
When Invoicing a Member or Client Charges	drop-down list
This property is used to determined whether or not multiple invoices are generated for a single Member	

or Client dependent on the selection from the drop-down-list. You could have a separate invoice for each Task Group, Task Code or day.

A Single Invoice is Generated

Generate an Invoice for each Task Group
 Generate an Invoice for each Task Code
 Generate an Invoice for each Date

Limit the # of Line Items per Invoice

9(4)

For some variations of MM Invoices, there may be a limit to the number of line items that can be processed. This is the case for a number of different EDI types of invoices, (presumably being processed by ancient EDI systems developed by off-shore low-life wanna-be programmers). If this is the case, then set this check-box, and enter the maximum number of charges that can be recorded. If there are more items to be billed than specified here, the system will generate additional invoices as needed.

Invoice Charges Grouped with Sub-Totals

radio-buttons

This property determines the how the charges listed on the invoice are to be grouped and sorted. They may be sorted based on a variety of different fields. *(Items are sorted based on this selection when they are selected to be billed, therefore this option must be established before the billing process)*

- Not Grouped Charge Type
 Task Group Code Reference
 Task Code Date

Note on Sorting

Notice that the sort options are associated to the Document Layout. You may assign different Layouts to different Members, and it is possible that for a given invoice run, different types of invoices will be printed. This sort option is meant to be applied to all Members that used the same Document Layout. Keep in mind that for a given Member, depending on the Layout Type, multiple invoices could be generated.

If you wish to make sure that only those invoices for Members/Clients associated to particular Layouts are generated together, you could enter a Document Layout code when Invoice are printed.

Invoice Charges Detail to be Printed

radio-buttons

For invoices that are printed with the charges detail to be listed, this option indicates what text is to be printed. *(Note that this option is not applicable to EDI generated invoices).*

- Charge Item's Description
 Task Code's Description
 Description with Qty & Rate

Each Charge Item Additional Items Also Printed

check-boxes

For invoices that are printed with the detail to be listed, this option indicates what text, in addition to that selected in the previous option, is to be printed. The selected fields are printed on extra lines for each

detail charge printed. (Note that this option is not applicable to EDI generated invoices).

For Each Charge Item, also Print:

<input type="checkbox"/> Task Comments	<input checked="" type="checkbox"/> Task Description
<input type="checkbox"/> Charge Comments	<input checked="" type="checkbox"/> Reference-1
<input type="checkbox"/> Charge Description	<input checked="" type="checkbox"/> Reference-2

Compute/Print Charges Tax Amounts

drop-down list

The way taxes are computed and printed may be defined. They can be printed in a separate column with each charge, or just printed as a total at the bottom of the invoice.

**Compute as a % of the Taxable Total and print in the Footer
 For each Charge and print as a Sub-Total for each Group
 For each Charge printed in it's own Tax column with Footer Totals
 Computed for each Charge but only print totals in the Footer**

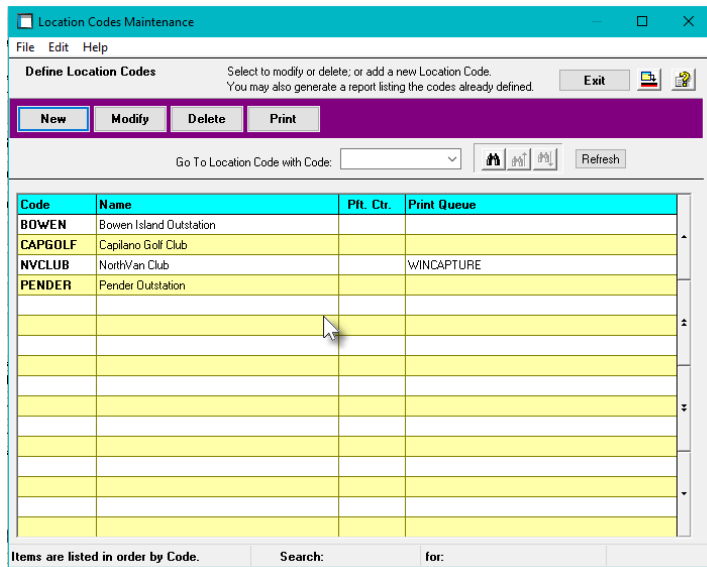
6.7.14 Location Codes Maintenance

The Marina/Yacht Club Management Location Codes are used to record where assorted Events are held.

The Location Codes defined here are listed in the Series 5 [Location Code LOV Lookup](#) ⁷⁰ window.

Location Codes Maintenance Grid

Location Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new Location Code
Modify	Modify the Location Code highlighted in the grid
Delete	Delete the Location Code highlighted in the grid
Print	Generate a report listing Location Codes already defined

Edit an existing Location Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#) ¹¹⁷ for full details).

The report listing the Location Codes on file, if archived, will be cataloged with a report name of **LOCATIONS.LST**.

Location Code - Properties Screen

The properties for each Location Code are defined with the following screen:

The screenshot shows a window titled "Location Codes Maintenance" with the subtitle "- Modify the Properties of". The main content area contains the following fields:

- Location Code: NVCLUB
- Name: NorthVan Club
- Series 5 Print Queue: WINCAPTURE
- Revenue Acct Profit Center Override: (empty field)

At the bottom of the window, there are two buttons: "Update" and "Cancel".

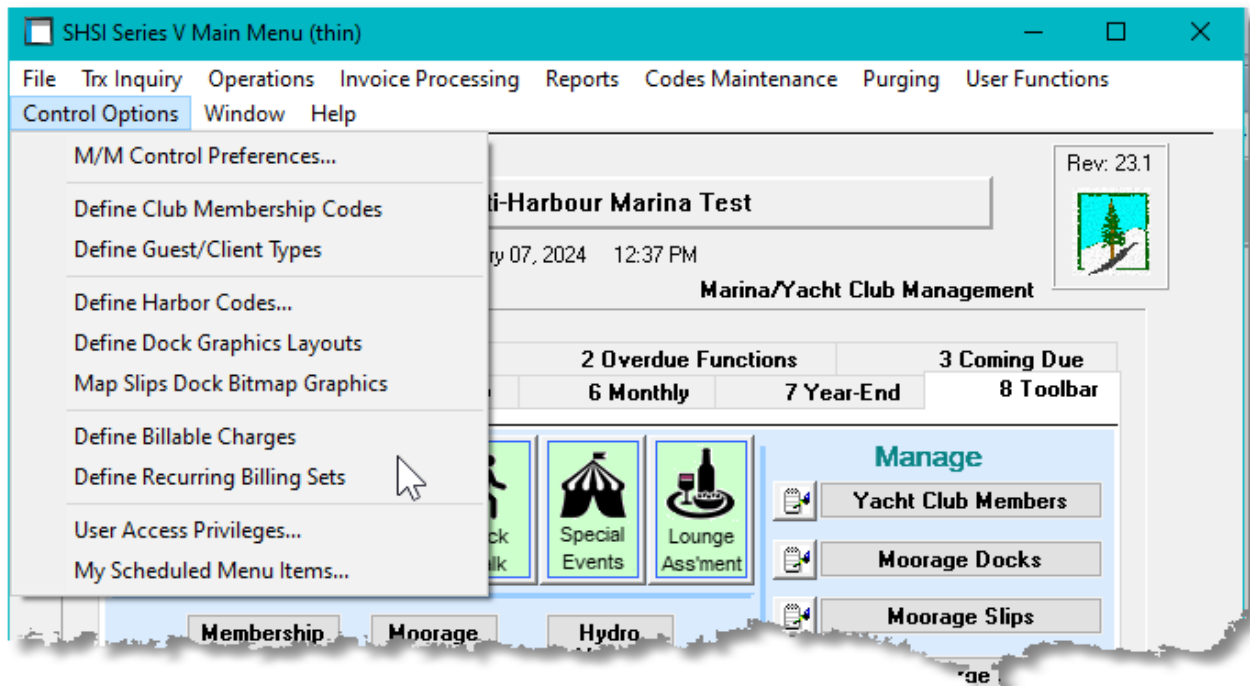
Field Definitions

Location Code	X(8)
This is the alphanumeric code assigned to the Location. Enter this code when a Location code needs to be used within the Marina/Yacht Club Management system.	
Description	X(30)
Is a description of the Location. This is printed on most reports, and is displayed to most screens where the Location Code is utilized.	
Profit Center Override	9(5)
If when Revenue Accounts are assigned to charges, the option to set the Profit Center by Location is chosen, then the Profit Center entered here is used.	

6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are available under the **Control Options** drop down menu on the Marina/Yacht Club Management menu. These menu items are used to set up control options, and user access rights to the application.

These functions are available from the M/M Menu Bar as shown:



6.8.1 M/M Control Preferences

The M/M Control Preference function governs the overall structure of the M/M system for the specific Company System that you are signed on with. Failure to set the correct options could result in incorrect usage of the M/M, unwanted allocation of revenue, or invoices printed in the wrong format, or the disabling a feature that you might like to make use of.

— Accessing the M/M Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the M/MControl is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.

The M/M system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.










Setup Tip

As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Task Charge fields). You can also come back to edit the Control Preferences later.

Once your MM Control Preferences is established, the system can then be used.



Control Preferences

- [General Control Properties Tab Screen](#)  613
- [Yacht Club Controls Tab Screen](#)  616
- [Term Moorage Control Tab Screen](#)  622
- [Default Moorage Rates Tab Screen](#)  626
- [Guest Invoicing Tab Screen](#)  631
- [Work Credit Program](#)  629
- [Sublet Moorage Pool Groups Controls](#)  634

6.8.1.1 General Control Tab Screen

Defines the properties for basic Marina/Yacht Club Management processing.

Field Definitions

Company Type

radio-buttons

Select the type of marina that the Marina/Yacht Club Management is managing. A number of different defaults will be presented depending on the selection.

<input checked="" type="radio"/> Yacht Club	Click the applicable button for the desired results
<input type="radio"/> Marina	
<input type="radio"/> Marina Resort	

The system will present different screens and menu options depending on the selection.

Manage Multiple Harbors ?

check-box

If you have multiple marinas in different harbors and wish to manage all of them within the same set of data files, then set this check box. Assorted files that are associated to each harbor will have an assigned numeric suffix to their filename. You will need to set the properties of each of the harbors using the [Define Harbor Codes](#)⁶³⁹ routine found in the Control Options menu-bar drop-down. Where applicable, when executing assorted operations, you will need to select which harbor you wish to work with. Each user of the Marina Mate system may be assigned their Default Harbor which will be initially presented where a harbor needs to be selected.

Financial Billing Year Starting Month

drop-down list

The system wants to bill for Moorage and Billing Set Contracts at the 1st of any given month, based on the Billing Frequency, (defined for each Member or Client, or Billing Set). Select the month which will be considered as the "Start of the Billing Year". So Annual, Semi-Annual and Quarterly billing will set the date relative to the selected month. (ie., if March is selected, Annual billing is on March 1 and for Semi-Annual, billing is done on March 1 and September 1).

Next System Assigned - Guest ID Number

9(8)

When new Guests make a booking or arrive at the marina, they will be assigned a unique ID number. This field holds the next number to be assigned. (Note that a Historic Guest record is also written and accessed with this ID Number.

Next System Assigned - Reservation Number

9(8)

When new Guests make a booking or arrive at the marina, they will be assigned a unique ID number. This field holds the next number to be assigned.

Next System Assigned - Charge Transaction Number

9(8)

When new Charges are recorded, they will be assigned a unique ID number. This field holds the next number to be assigned.

Next System Assigned - Sublet Transaction Number

9(8)

When Sublet Moorage is assigned, a unique Sublet ID Number is assigned and used to access scheduled future payments and credits to the owner of the slip. This field holds the next number to be assigned.

Next System Assigned - Boat ID Number

9(8)

When new Club Members or Marina Clients are introduced to the system, information is recorded about the boat that they own. The associated Boat record is assigned a unique ID number. This field holds the next number to be assigned.

Next System Assigned - Request for Moorage Number

9(8)

If requests for moorage are recorded, this is the number that will be assigned. This field holds the next number to be assigned. (This feature is reserved for a future enhancement.	
Next System Assigned - Lounge Transaction Number	9(8)
When Lounge Assessment Management is used, when Lounge Transactions are recorded, a unique Transaction ID Number is assigned to the record. This field holds the next number to be assigned.	
Next System Assigned - Invoice Number	9(8)
Invoice numbers are automatically assigned when Invoices are generated. This field holds the next number to be assigned. You need to be careful about the assignment of Invoice numbers. Invoices derived from the Customer Order Entry system, the M/M system, Class Registration system, and perhaps others, all end up being recorded in the Accounts Receivable system. You must ensure that the Invoice numbers from the different systems do not conflict. You need to pre-assign ranges of numbers to each system.	
Default A/R Customer Template for Members or Clients	X(6)
When new Marina Clients or Yacht Club Members are set up in the system, they must be assigned a Customer Code. Typically their A/R profile options associated to your customers would always be the same. Enter the Accounts Receivable Customer Template that is to be used to provide default values to the new Member or Client customer profile record when they are added..	
Base Tax Code 1	X(6)
The Marina/Yacht Club Management supports the ability to have up to four different taxes applied to each charge. This A/R Tax Code will be typically the primary tax to be applied. In Canada this would be the GST or HST tax. For each Task Charge Code defined in the system, you may specify this tax to be exempt. The Tax Code must be defined in the Accounts Receivable system.	
Base Tax Code 2	X(6)
The Marina/Yacht Club Management supports the ability to have up to four different taxes applied to each charge. This A/R Tax Code will be typically the secondary tax to be applied. In Canada this would be the PST tax. In the USA it might be a State tax. For each Task Charge Code defined in the system, you may specify this tax to be exempt. The Tax Code must be defined in the Accounts Receivable system.	
Special Tax Codes 3 and 4	X(6)
The Marina/Yacht Club Management supports the ability to have up to four different taxes applied to each charge. This A/R Tax Code will be an optional tax that might be charged. This tax might be for a Municipal tax or Environmental tax. For each Task Charge Code defined in the system, you may specify this tax to applied or not. The Tax Code must be defined in the Accounts Receivable system.	
Revenue Profit Centre Source	radio-buttons
Reserved for a future enhancement. All Revenue Accounts are assigned from the Task Charge Code.	

<input checked="" type="radio"/> From Charge Code <input type="radio"/> From Department <input type="radio"/> From Location	Click the applicable button for the desired results
Default Print Queue for M/M	X(20)
<p>Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Marina/Yacht Club Management system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. (Refer to the Systems Management Help if required).</p>	
General Charges Invoice Document Layout	9(2)
<p>For invoices that are not for Contracts, or Yacht Club Membership Fees, or Guest Moorage or non-contracted Moorage, this Invoice Layout will be used. It would be assigned for Event Invoices, and general miscellaneous charges invoices.</p>	
Recurring Billing Set Invoice Document Layout	9(2)
<p>For Invoices printed for Recurring Billing Set Contracts, this Document Layout will be used.</p>	
Recurring Billing Set Contract Document Layout	9(2)
<p>For Contracts printed for Recurring Billing Set Contracts, this Document Layout will be used.</p>	

6.8.1.2 Yacht Club Controls Tab Screen

Defines the controls associated to Yacht Clubs for Member Dues and billing frequency.

Field Definitions

Next System Assigned - Club Member ID Number	9(8)
When new Club Members are introduced to the system, as an option, this numeric ID # will be assigned. This field holds the next number to be assigned. The Member ID Code assigned also becomes their Customer Code. <i>(Note that when the Member is added, other alphanumeric codes may also be assigned).</i>	
Next System Assigned - Special Event ID Number	9(8)
When new Special Events are added to the system, they will be assigned a unique ID number. This field holds the next number to be assigned.	
Next System Assigned - Work Party ID Number	9(8)

When new Work Parties are add to the system, they will be assigned a unique ID number. This field holds the next number to be assigned.						
Initial Club Membership Fee	99,999					
This is the standard Membership Fee charged to new Yacht Club members.						
Default Task Charge Code - Initial Membership Dues	X(10)					
When Yacht Club charges for the Initial Membership Fees are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.						
Default Task Charge Code - Annual Membership Dues	X(10)					
When Yacht Club charges for Membership Dues are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.						
Membership Dues Billing Frequency	radio-buttons					
The system keeps track as to when Yacht Club Membership Dues are to be billed for. Specify at what frequency the billing is to be done.						
<table border="1"> <tr> <td><input checked="" type="radio"/> Annual</td> <td rowspan="4">Click the applicable button for the desired results</td> </tr> <tr> <td><input type="radio"/> Semi-Annual</td> </tr> <tr> <td><input type="radio"/> Quarterly</td> </tr> <tr> <td><input type="radio"/> Monthly</td> </tr> </table>	<input checked="" type="radio"/> Annual	Click the applicable button for the desired results	<input type="radio"/> Semi-Annual	<input type="radio"/> Quarterly	<input type="radio"/> Monthly	
<input checked="" type="radio"/> Annual	Click the applicable button for the desired results					
<input type="radio"/> Semi-Annual						
<input type="radio"/> Quarterly						
<input type="radio"/> Monthly						
Next Member Dues Invoice Date	mm/dd/yy					
The system keeps track as to when Yacht Club Membership Dues are to be billed for. This is the Date of the next billing.						
Club Membership Dues Invoice Document Layout	9(2)					
For Invoices printed for Yacht Club Membership Dues, this Document Layout will be used.						


6.8.1.3 Club Lounge Assessment

Defines the controls associated to Yacht Clubs for Lounge Assessment Dues, if collected.

Modify M/M Control Preferences


Marina/Club Management Controls - Modify the Properties of


General Control Properties	Yacht Club Controls	Term Moorage Controls
Default Moorage Rates	Guest Invoicing	Work Credit Program
		Club Lounge Assessment


Edit options relating to a Yacht Club's Lounge Assessment Program. 


Club Lounge Assessment Program is in Effect ? Annual Assessment Fee: \$

Lounge Assessment Task Charge Codes:

Lounge Assessment Dues:  **Annual Lounge Assessment**


Lounge Food:  **Lounge Food Sales**


Lounge Liquor:  **Lounge Liquor Sales**


Lounge Tips:  **Lounge Staff Tips Payable**

Assessment Allotment Periods:


Reconciled: _____

Annual Period 1: --  **Closed**

Semi-Annually Period 2: --  **Closed**

Quarterly Period 3: -- 

When a Period Allotment Is Exceeded: _____


Charges are Invoiced Period 4: -- 

Next Period(s) Allotment are Reduced

Assessment(s) Are Invoiced: _____

Annually

At the Start of Each Period


To be Next Invoiced: 

Last Invoices Issued: **1/01/21**


Lounge Revenue Distributions Generated: _____

By Series 5 By the Restaurant System

Deferred Lounge A/R Receivables Account: _____

 **DEFERRED LOUNGE RECEIVABLE**

Unused Lounge Allotment Revenue: _____

 **UNUSED LOUNGE ASSESSMENT**

Field Definitions

Club Lounge Assessment in Effect

check-box

If your club collects annual Lounge Assessment Dues, and records lounge charges against

each Member's allotment credit, then set this check-box.

Annual Club Lounge Assessment Fee

99,999

This is the standard Lounge Assessment Fee collected. This is an **Annual Amount**. (If members are invoiced multiple times in the year, then this amount will be used to compute the amount for the given period).

Default Task Charge Code - Annual Lounge Assessment X(10)

When Yacht Club charges for Annual Lounge Assessment Dues are generated to be invoiced, properties associated to this Task Charge Code are used. These include overriding Annual amount, Taxable Status, and the G/L Revenue Account defined for Deferred Lounge Assessment Revenue.

Task Charge Code - Lounge Food Charges

X(10)

This Task Charge is used to identify the properties associated to Lounge Food charges. If the restaurant system's software does not interface to your G/L system, then when imported Lounge Assessment charges are applied to allotment credits, the specified G/L Revenue account is used to record the revenue. Also, if the total allotment for a period has been used up, and the Lounge charge is invoiced to the member, the specified G/L Revenue account is used.

Task Charge Code - Lounge Liquor Charges

X(10)

This Task Charge is used to identify the properties associated to Lounge Liquor charges. If the restaurant system's software does not interface to your G/L system, then when imported Lounge Assessment charges are applied to allotment credits, the specified G/L Revenue account is used to record the revenue. Also, if the total allotment for a period has been used up, and the Lounge charge is invoiced to the member, the specified G/L Revenue account is used. ***You would only use this Task Code if you wished to separate Liquor sales from Food sales in your GL system.***

Task Charge Code - Staff Tips

X(10)

This Task Charge is used to identify the properties associated to Tips that the staff in the lounge might collect. When charges are recorded, the amount of the Tip is also recorded. If the restaurant system's software does not interface to your G/L system, then when imported Lounge Assessment charges are applied to allotment credits, the specified G/L Revenue account is used to record the "Tips Payable" expense.

Assessment Allotment Periods - Reconciled When ?

radio-buttons

The Lounge Assessment system requires annual contribution by the club members. You can set up multiple Allotment Periods, within which, the members would have to make purchases.

You may choose from a single annual period, two 6 month periods, or four 3 month periods.

<input checked="" type="radio"/> Annual	Click the applicable button for the desired results
<input type="radio"/> Semi-Annual	
<input type="radio"/> Quarterly	

Assessment Allotment Periods - Start / End Dates

mm/dd/yy

Depending on how many Allotment Periods are chosen, you must specify the starting and ending dates of each. After entering the starting date of the first period, the remaining start/end dates will be computed. In the event you need to adjust the dates of the periods, you may do so. *(Such as dealing with events such as the COVID Pandemic).*



Allotment Period Dates

The allotment periods should all start on the 1st day of the month. Also, the Lounge Assessment Year must be defined for 12 months.

Assessment are Invoiced

radio-buttons

Depending on your cash flow requirements, you can choose to invoice club members once a year, or at the beginning of each Allotment Period. If invoiced annually, the amount will be divided evenly into each period.

<input checked="" type="radio"/> Annual	Click the applicable button for the desired results
<input type="radio"/> At the Start of Each Allotment Period	

Next Lounge Assessment Invoice Date

mm/dd/yy

The system keeps track as to when Yacht Club Lounge Assessment Dues are to be billed for. This is the Date of the next billing.

Lounge Revenue Distributions

radio-buttons

The system assumes that you will have some sort of fancy food ordering software that is used by the lounge staff to take orders. It is hoped that this other system has the ability to export the billing information associated to a club member's charges. It might even have the ability to track the G/L revenue that is associated to the different food or liquor being served.

If it can, or cannot, interface G/L journal entries to the General Ledger system, then set the applicable radio-button. Depending on the setting when Lounge transactions are recorded and applied to members' allotment balances, revenue will or will not be recorded.

Deferred Lounge A/R Receivables Account

9(18)-9(5)

If the lounge ordering software generates the applicable revenue distributions, then it would have to debit this **Deferred Receivables** account and credit each applicable revenue

account. Then in the Lounge Assessment system, when the charges are "**Posted**", the **Deferred Lounge Revenue** account is debited, and this Deferred Receivables account is credited.

Unused Lounge Allotment Revenue Account	9(18)-9(5)
--	-------------------


At the end of each Allotment Period, a "**Close**" function is executed. Any unused balance amounts for the period will be recorded as a credit to this **Unused Allotment Revenue** account. (Along with a debit to the **Deferred Lounge Revenue** account).

6.8.1.4 Term Moorage Tab Screen


Defines the properties associated to billing for long term Moorage for marinas and yacht clubs in the MM system.


Modify M/M Control Preferences


Marina/Club Management Controls - Modify the Properties of


Edit options specific to Term Moorage Billing. 

Default Term Moorage Related Task Charge Codes:

Power kW-hrs:  **Long Term kW-hrs Power Usage**

Monthly WiFi:  **Long Term WIFI - Internet**

Annual Environmental Fee:  **Annual Environmental Fees**

Monthly Live-Aboard Tax:  **Municipal Monthly Live-Aboard Tax**

Moorage Billing:

The Billing Period is Determined from: —


The Control Preference's Default
 Each Client or Member Properties

Default Billing Period: —

Annually Quarterly
 Semi-Annual Monthly


Payment is Due: —

In Advance
 On Account

Moorage Renewals for All Vessels are on the Same Date Next Invoice Date: 


Issue a Credit for Early/Cancelled Moorage ? Last Invoiced:

List Past "Overdue" Invoice on new Invoices ?


Term Moorage Invoices Layout:  **Simple Single Invoice/Client**


Annual Environmental Fee: \$


Annual Municipal Live-Aboard Tax: \$


Manage Term Moorage using Contracts ? Term Moorage Contracts Layout:  **Moorage Contracts**

Moorage Sublet Charges:

Moorage Task Code:  **Sublet Moorage (for Invoices & Credits)**

Moorage Slip Owners: 

Owner Credit Task Code:  **Owner Sublet Moorage Credits**



Field Definitions

Default Task Charge Code - Moorage Power kW-hrs

X(10)

When Yacht Club charges for the Initial Membership Fees are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.

Default Task Charge Code - Moorage WiFi

X(10)

When Yacht Club charges for Membership Dues are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.

Default Task Charge Code - Environmental Fees

X(10)

When Marinas and Yacht Clubs are required to collect an environmental fee, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.

Default Task Charge Code - City Live-Aboard Tax

X(10)

When owners of moorage vessels live on their boat, some cities charge municipal taxes. When these charges are invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.

The Billing Period is Determined From

radio-buttons

For marinas, billing for moorage renewals would normally be done for the Period that is defined for each client. For yacht clubs, you may normally do the billing once or twice a year, or as defined for the member. If you select to have it based on the Client or Member properties, then you must process the moorage renewals for each of the possible periods. (And the check-box to have Renewals billed on the Same Date will be cleared).

- The Control Preference's Default
- Each Client's or Member's Properties setting

Default Moorage Billing Frequency

radio-buttons

The system keeps track as to when Moorage Fees are to be billed for. Specify at what frequency the billing is to be done.

- | | |
|---|---|
| <input checked="" type="radio"/> Annual | Click the applicable button for the desired results |
| <input type="radio"/> Semi-Annual | |
| <input type="radio"/> Quarterly | |
| <input type="radio"/> Monthly | |

Marina Clients and Club Members may specify a frequency different from what is defined here. When they are added to the system, this setting will be assigned as the default. When moorage contracts or charges are created, this setting will determine the starting and ending date of the moorage period.

If as a Yacht Club you want to bill all members at the same time, then billing will occur as set based on the year starting with the month supplied. For a Marina, each client could wish to be billed for different periods.

Payment is Due	radio-buttons
<input checked="" type="radio"/> In Advance <input type="radio"/> On Account	
Moorage Renewals Billing for All Vessels is done on the Same Date	check-box
<p>Applicable only for Yacht Clubs, this option indicates to the system that when billing for moorage is done, it will be done for all members. If set, then the "The Billing Period Determined From" option must be set to the Control Preference's Default. The system keeps track as to when Moorage Fees are to be billed for. This is the Date of the next billing.</p> <p>For a member having moorage assigned for the first time, the initial invoice amount will be computed for the period of time up to the next billing date, prorated to the day.</p> <p>For a marina client assigned new moorage, the initial invoice amount will be computed for the period up to their next defined billing period.</p>	
Issue a Credit for Early/Cancelled Moorage ?	check-box
<p>If a Term Moorage Client or Club Member no longer wishes to have their vessel moored at the marina, if you are wishing to enter a credit for the remaining period of the contract, set the check-box. Otherwise, no credit will be given.</p>	
List Past "Overdue" Invoice on Printed Invoices	check-box
<p>If you wish to have a list of past invoices that are overdue printed on a customer's invoice, set this check-box. Past invoices overdue by more than 30 days, (relative to their due date and as of the printed invoice's date), will be listed along with any payments that were received against them. As well, Total-Amounts-Due are included in a table for "Over 30, Over 60 and Over 90 Days".</p>	
Term Moorage Invoice Document Layout	9(2)
<p>For Invoices printed for Term Moorage and Moorage Contracts, this Document Layout will be used.</p>	
Next Moorage Fees Invoice Date	mm/dd/yy
<p>The system keeps track as to when Moorage Fees are to be billed for. This is the Date of the next billing.</p>	
Annual Municipal Live-Aboard Tax Amount	9,999.99
<p>When owners of moorage vessels live on their boat, some cities charge municipal taxes. This is the annual amount that will be charged. Leave ZERO is no taxes are collected. For long term monthly moorage this amount is divided by 12 to obtain the monthly charge. If the assigned Task Charge Code has a non-zero unit rate, that the Task Charge rate will be used as the monthly rate.</p>	
Annual Environmental Fee Amount	9,999.99

When Marinas and Yacht Clubs are required to collect an environmental fee, this is the annual amount that will be charged. Leave ZERO if no fee is collected. For long term monthly moorage this amount is divided by 12 to obtain the monthly charge. If the assigned Task Charge Code has a non-zero unit rate, that the Task Charge rate will be used as the monthly rate.

Manage Term Moorage using Contracts ?

check-box

If you choose to process Term Moorage using Contracts, set this check-box. Assignment of Moorage Slips must then be done from the [Contract Maintenance](#)²⁵⁷ application. (Assignment can still be done from the [Graphics Query function](#)¹⁹¹ only if launched from the Moorage Contract Maintenance function).

Term Moorage Contracts Document Layout

99

Document Layouts are used to specify assorted formats and output options for different documents. Specify the Document Layout that is to be used when generating Moorage Contracts.

Sublet Moorage Charges - Default Moorage Task Code

X(10)

When Sublet Moorage charges are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.

Sublet Moorage Charges - Owner Credit Task Code

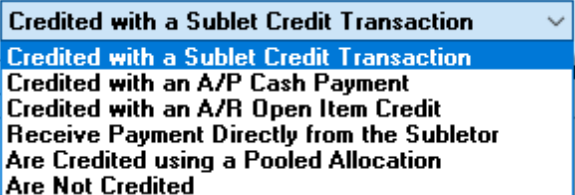
X(10)

When the Owners of Moorage Slips are credited for providing their vacant Slips for Sublet, if they are credited all or a portion of the moorage fees, properties associated to this Task Charge Code are used. ***(This would only be the G/L Revenue Account associated to the credit amount).***

Owners of Sublet Slips Credit

drop-down list

If the Owners of Moorage Slips are credited for providing their vacant Slips for Sublet, this setting indicates how they are to be credited.



Credited with a Sublet Credit Transaction
 Credited with a Sublet Credit Transaction
 Credited with an A/P Cash Payment
 Credited with an A/R Open Item Credit
 Receive Payment Directly from the Subletor
 Are Credited using a Pooled Allocation
 Are Not Credited

6.8.1.5 Default Moorage Rates Tab Screen

Defines the defaults moorage rates and electrical power rates for guest moorage and long term moorage for yacht clubs and marinas in the M/M processing

Modify M/M Control Preferences
□
×

Marina/Club Management Controls - Modify the Properties of

Guest Invoicing	Work Credit Program	Club Lounge Assessment	Sublet Pool Controls
General Control Properties	Yacht Club Controls	Term Moorage Controls	Default Moorage Rates

Record the default Basic Moorage rates. ?

Guest Seasonal Daily Moorage Rates:

Seasons: Season 1 Season 2 Season 3

From: -- 📅

Rate/Linear Foot: \$

Rate/Square Foot: \$

Task Charge: 🏠

Guest Moorage - East

Term Monthly Moorage Rates:

Rate/Linear Foot: \$

Rate/Square Foot: \$

Task Charge: 🏠

Term Moorage - East Docks

Moorage Electrical Power Rates:

Guest Daily 30 Amp: \$	<input type="text" value="5.00"/>	Task Charge:	<input type="text" value="G-POWER-30"/>	🏠	Guest Daily 30 Amp Power
Guest Daily 50 Amp: \$	<input type="text" value="8.00"/>	Task Charge:	<input type="text" value="G-POWER-50"/>	🏠	Guest Daily 50-Amp Power
Guest Daily Other: \$	<input type="text" value="12.00"/>	Task Charge:	<input type="text" value="G-POWER"/>	🏠	Guest Daily Other-Amp Power
Term Monthly 30 Amp: \$	<input type="text" value="35.00"/>	Task Charge:	<input type="text" value="T-POWER-30"/>	🏠	Monthly Moorage 30-Amp Power
Term Monthly 50 Amp: \$	<input type="text" value="50.00"/>	Task Charge:	<input type="text" value="T-POWER-50"/>	🏠	Monthly Moorage 50-Amp Power
Term Monthly Other: \$	<input type="text" value="75.00"/>	Task Charge:	<input type="text" value="T-POWER"/>	🏠	Long Term Moorage Other-Amp

– Field Definitions

Guest Seasonal Daily Moorage Rates - # of Seasons	9
<p>If you have different rates for different seasons, enter the # of seasons. Push buttons will be displayed that when clicked will permit you to enter the start and end dates along with the rates for the season labeled. (The season for which the fields displayed applied will be colored green). You may define up to four seasons.</p>	
Guest Seasonal Daily Moorage Rates - Start & End Dates	mm/dd/yy
<p>Enter the dates to define the season to which the rates will be applied. (Regardless of the year specified in the dates, the system only uses the Month/Day portion to determine which</p>	

seasonal rates are to be used).	
Guest Seasonal Daily Moorage - Daily Rate / Foot \$	99.99
This is the Daily Rate per Foot charged to Guests visiting the marina based on the vessel's Length-Overall . If a rate is defined in the associated Task Charge Code record then it would be used instead. If for the given Guest a Moorage Rate Table has been set up, then it would be used.	
Guest Seasonal Daily Moorage - Daily Rate / Square Foot \$	99.99
This is the Daily Unit Rate charged to Guests if charging out moorage based on the Square Foot area occupied, rather than the Length-Overall.	
Guest Daily Task Charge Code	X(10)
When Moorage charges for the Guest visit are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.	
Term Monthly Moorage - Rate / Foot \$	99.99
This is the Monthly Rate per Foot charged to Club Members and Marina Clients based on the vessel's Length-Overall . If a rate is defined in the associated Task Charge Code record then it would be used instead. If for the given Guest a Moorage Rate Table has been set up, then it would be used.	
Term Monthly Moorage - Rate / Square Foot \$	99.99
This is the Daily Unit Rate charged to Club Members and Marina Clients if charging out moorage based on the Square Foot area occupied, rather than the Length-Overall.	
Term Monthly Task Charge Code	X(10)
When Moorage charges for the Term Moorage for Club Members and Marina Clients are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.	
Guest Daily Amp Power Rates \$	99.99
This is the Daily Rate charged to Guests visiting the marina using 30, 50 or other amp power.	
Guest Daily Amp Task Charge Codes	X(10)
When 30, 50 or other amp power charges for the Guest visit are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.	
Term Monthly Amp Power Rates \$	99.99
This is the Monthly Rate charged to Club Members and Marina Clients using 30, 50 or other amp power. Note that there is a setting in the Member's or Client's profile that indicates that power for that person is to be charged based on kW-hrs used rather than a fixed monthly rate.	
Term Monthly Amp Task Charge Codes	X(10)

When 30, 50 or other amp power charges for Club Members and Marina Clients are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.

6.8.1.6 Work Credit Program Tab Screen

For Yacht Clubs that have a Work Credit Program in place, defines the controls for number of hours expected to volunteer and the related charge code used in the MM system.

✖ Modify M/M Control Preferences

Marina/Club Management Controls - Modify the Properties of

General Control Properties

Yacht Club Controls

Term Moorage Controls

Default Moorage Rates

Guest Invoicing

Work Credit Program

Edit options relating to a Yacht Club Work Credit Program. ?

Members' Work Credit Program is in Effect ?

Past, Current & Next Periods:
May/2019 - Oct/2019
Nov/2019 - Apr/2020
May/2020 - Oct/2020

of Work Periods per Year:

Current Work Period Starting:

Hours each Member Type is Required to Contribute to the Work Credit Program:

Full Active Member: <input style="width: 50px;" type="text" value="8"/>	Intermediate Member: <input style="width: 50px;" type="text" value="4"/>	Junior Member: <input style="width: 50px;" type="text" value="4"/>
Honorary Member: <input style="width: 50px;" type="text"/>	Cruising Member: <input style="width: 50px;" type="text" value="8"/>	Corporate Member: <input style="width: 50px;" type="text" value="16"/>
Honorary Life Member: <input style="width: 50px;" type="text"/>	Social Member: <input style="width: 50px;" type="text" value="8"/>	NonResident Member: <input style="width: 50px;" type="text" value="8"/>
Associate Member: <input style="width: 50px;" type="text" value="4"/>	Senior Member: <input style="width: 50px;" type="text" value="8"/>	Board Member: <input style="width: 50px;" type="text"/>

Age Exempt from Work Program:

Extra Hours Worked in a given Period may be carried forward to the Next Working Period ?

Work Credit Member Billing for Unworked Hours:

Task Charge Code: **Work Credit Hours Not Worked Fees**

Next Invoice Date:

Last Invoice Date:

Field Definitions

Member Work Credit Program in Effect ?	check-box
<p>If the Yacht Club has a program in effect where members are required to contribute a number of hours working to do various jobs around the marina, then set this check-box. The types of jobs include spring clean-up, outstation maintenance, dock power-washing, event management, Christmas decorations, etc. For hours not contributed, the members will be charged a specific rate.</p>	
# of Work Periods per Year	9

Indicate the number of periods that contributing work hours are accumulated for.	
Current Work Period Start Date	<i>mm/dd/yy</i>
The current work period date	
# of Hours Required to Contribute	99
Specify the number of hours in each work period that Club Members are required to contribute.	
Age Exemption	99
If Club members are not required to contribute to the Work Credit Program once they reach a certain age, set this field accordingly.	
Extra Hours Carry Forward ?	<i>check-box</i>
When a Club Member works more than the required hours, if those hours can be carried forward to the next period, set this check-box.	
Work Credit Program Billing Task Charge Code	<i>X(10)</i>
When members are billed for not contributing their work hours the Unworked charges are generated to be invoiced, properties associated to this Task Charge Code are used. These include default Unit Price, Taxable Status, and the G/L Revenue Account.	
Next Work Credit Invoicing Date	<i>mm/dd/yy</i>
Depending on the defined Work Credit Periods, charges generated for Unworked Hours will be next generated on the date specified.	


6.8.1.7 Guest Invoicing Tab Screen

Defines the controls for visiting guests including booking fee, when they are invoiced, reciprocal perks and how invoices are recorded in the Accounts Receivable system MM system in the MM system.

Modify M/M Control Preferences


Marina/Club Management Controls - Modify the Properties of

General Control Properties	Yacht Club Controls	Term Moorage Controls	Default Moorage Rates
Guest Invoicing	Work Credit Program	Club Lounge Assessment	Sublet Pool Controls


Properties associated to Guest Billing. 

Default Guest Type Code Assigned to Moorage Guests: _____
 Guest Type: **MGCDN - Canadian Moorage Guest** (Associated to Customer: **000250**)


Guest Reservation Bookings: _____

Booking Fee: \$ **15.00** Booking Fee Revenue Account: _____
 Any Booking "Moorage Deposit" collected will be refunded if Cancelled Prior to **10** Days Before Visit
 Email Booking Invoice to Customers ? **0064 - 5410 -- 100**
 Booking Moorage Deposits Task Code: **MRGDEPOSIT**  **Guest Moorage Booking Deposit**
 MISC. BANK FEES

Guests Are Invoiced: _____ Reciprocal Guests: _____
 At Check-In # of Free Nights per Visit: **2**
 At Check-Out Maximum Night Visits per Year: **12**
 At Check-Out with Check-In Card Preauthorization

Guest Invoices Layout: **1**  Guest Info Sheet Printed at Check-In ?
Simple Single Invoice/Client Guest records automatically moved to history after **6** days

Guest Invoice Postings to Accounts Receivable: _____
 Guest Invoices are automatically posted to an A/R Sales Batch which is recreated daily.
 It is coded **XX9999** where **9999** is a counter and **XX** is the Batch Prefix.
 A/R Control Account: _____
0003 - 0100 -- 100
 ACCOUNTS RECEIVABLE
 Sales Batch Prefix: **GI** Next Sales Batch Count: **0092**

Update **Cancel** 

Field Definitions

Default Guest Type

drop-list

Guests when initially entered into the system are assigned a Guest Type code. The Guest Type code determines the Customer Code that is to be assigned to the Guest. This code is

the one that is assigned by default.

The drop-down list presented is composed of Guest Type codes defined by the [Define Guest Type Codes Maintenance](#)^[641] function.

Booking Fee \$

99.99

This is a non-refundable fee charged to Guests when they book a reservation.

Booking Fee Revenue Account

9(18)-9(5)

Enter the G/L Revenue account that is to be assigned to charges for Reservation Booking Fees.

Booking Moorage Deposit Refund Days

99

When Guests make a Booking for moorage, they may be charged a Moorage Deposit amount based on the expected length of stay. If the Guest decides to cancel the booking, and they do so before the specified number of days prior to the arrival date, the deposit will be refunded.

Booking Moorage Deposit Task Charge Code

X(10)

When Guests Booking Moorage Deposit charges are generated to be invoiced, properties associated to this Task Charge Code are used. This would only be the G/L Revenue Account associated to the deposit amount. **Note that when the Deposit is refunded, this account will be debited.**

Guest are Invoiced at Check-In or Check-Out

radio-button

Depending on whether Guests are billed for their moorage when they arrive and Check In, or when they Check Out the day they are leaving.

Guest Invoice Document Layout

9(2)

For Invoices printed for Transient Guest Visits, this Document Layout will be used.

Guest record moved to History after how many days

999

Set the number of days that a Guest Visiting record will remain available to the Guest Visit Management screen before the system will automatically move it to history.

Guest Info/Contract Sheet Printed ?

check-box

Reserved for a future enhancement.

Reciprocal Guest - # of Free Nights per Visit

9

Yacht Clubs may honor certain visiting privileges to other Yacht Clubs. Typically these visiting Reciprocals would be offered free night stays, but only allowed a maximum number of visits per year. The values set here become defaults for the Reciprocal set up in the [Yacht Club Reciprocals Maintenance](#)^[592] function.

Reciprocal Guest - Maximum # of Nights Visits per Year	99
Yacht Clubs may honor certain visiting privileges to other Yacht Clubs. Typically these visiting Reciprocals would be offered free night stays, but only allowed a maximum number of visits per year. The values set here become defaults for the Reciprocal set up in the Yacht Club Reciprocals Maintenance ⁵⁹² function.	
Guest Invoice Postings Sales Batch Prefix & Next Number	X(2) - 9(4)
Once an invoice is generated and written to the designated output folder, and/or delivered via email to the guest, the Invoice is then automatically posted to an Accounts Receivable Sales Batch. A new Sales Batch is created for each new date guest invoices are generated. The Sales Batch Code assigned is constructed from the settings here. The Sales Batch code is constructed as PP9999 , where PP is the 2 character Prefix entered, and 9999 is a number that is assigned and incremented for each new batch created.	
A/R Control Account	9(18)-9(5)
Once the Invoices are printed, they will automatically be interfaced to the Accounts Receivable system. An A/R Control account is automatically assigned to the resulting Sales transactions. The G/L account entered here is assigned.	

6.8.1.8 Sublet Moorage Pool Groups Tab

For Marinas and Yacht Clubs that offer short term Sublet Moorage and wish to offer the owners of slips that are available to be sublet a portion of the Moorage fees charged, this screen defines the controls for setting up "Pooling Groups". Each Pool Group is used to group together those slips that can accommodate vessels within a specified overall length.

Each owner of those slips belonging to a given Pooling Group, that has flagged their slip to be available to sublet, would at the end of the defined Pooling Period receive a portion of the Moorage Charge that was collected. The amount received is a percentage of the Moorage Charges collected. The Percentage is computed as the number of days the owners slip was available divided by the total number of days available in their Pool Group.

Also, as an option, owners of slips made available would be paid by fixed amounts as determined by the club or marina. A daily rate may be specified for reciprocal sublet moorage, and a daily per-foot rate for other members or clients.

Modify M/M Control Preferences

Marina/Club Management Controls - Modify the Properties of

General Control Properties
Yacht Club Controls
Term Moorage Controls
Default Moorage Rates

Guest Invoicing
Work Credit Program
Club Lounge Assessment
Sublet Pool Controls

Edit options relating to Sublet Moorage Pooling Credit. ?

Annual Sublet Pooling Period:

--

Sublet Moorage Payments to Owner:

Size Pooled Credit %
 Direct from Subletor

Full Amount Received
 Nothing
 Fixed Set Day or Foot Rate

Sublet Moorage Size Pooling Groups:

To classify Moorage Slips into groups based on the maximum LOA of vessels that can be accomodated. Owners of Slips of each group will be credited a share of the moorage fees collected based on the number of days it was made available for sublet.

Modify
Insert
Delete

Totals for the Pooling Period to Date					
Group	From (Ft)	UpTo (Ft)	Days Available	Days Assigned	Moorage Charged
1	1	30	0	0	\$ 0.00
2	31	40	45	25	\$ 400.00
3	41	50	82	53	\$ 1,850.00
4	51	55	18	3	\$ 3,200.00
5	56	60	40	9	\$ 4,800.00
6	61	70	27	19	\$ 4,800.00
7	71	80	47	22	\$ 12,500.00
8	81	90	37	25	\$ 11,000.00
9	91	180	0	0	\$ 0.00
10					
11					
12					
13					
14					
15					

% of Pool or Full Moorage Charge paid to Owners: %

Reciprocal Daily Fixed Amount paid to Owners: \$

Member/Client Daily Per-Foot Rate paid to Owners: \$

Owners Paid/Credited by: _____

A/P Check CrCard Credit
Miscellaneous Vendor for Owner Payments:

Credit On Account

Deferred Pooled Sublet Payments Expense:

DEFERRED SUBLET POOL PAYABLE

Update
Cancel

Field Definitions

Annual Sublet Pooling Period	<i>mm/dd/yy</i>
-------------------------------------	-----------------

You may establish start and end dates that the Sublet Pooling system is in effect. At the end of the period, the amounts credited to each owner of slips that were made available for sublet will be calculated.

Sublet Moorage Payments to Owners

radio-buttons

Set the default method by which owners are compensated when their slip is sublet.

<input checked="" type="radio"/> Size Pooled Credit %	For the Pooling Group the Owner's Slip belongs to, a % of All Moorage Charges is given to the Owner based on the # of days their slip was vacated and made available to be Sublet.
<input type="radio"/> Full Amount Received	The full amount of Moorage Charges Received is given to the owner of the Slip that is sublet
<input type="radio"/> Direct from Subletor	Moorage Charges from the Sublet are given to the owner from the owner of the sublet boat
<input type="radio"/> Nothing	Nothing is given to the owners of the Slip.
<input type="radio"/> Fixed Day or Foot Rate	For Reciprocal or short-term guests, a daily rate is given to the owner. For other club members or marina clients, a daily per-foot rate is given to the owner..

The settings here are automatically assigned to the Sublet Moorage Postings when they are recorded. However, they may be revised from the Sublet Postings Management routine.

Pooling Groups - Group # (1-15)

9(2)

You may define up to 15 periods.

Pooling Groups - LOA From and UpTo (in Feet)

9(3)

These values define the Maximum Length Overall, for which a given Moorage Slip would belong to. For the Moorage Slip assigned for sublet moorage, it's "Maximum Size of Vessel" size is compared to these settings to determine which Pooling Group the moorage charges collected will be recorded to. **Note that any size vessel, up to the the Slip's "Maximum Size of Vessel", could be assigned to the slip.**

% of Pool or Full Moorage Charges Allocated to Slip Owners

99 %

When payments to the Owner are made based on Pooling Credits, or on the Full amount of Moorage Charges received a percentage of the amount will be allocated to the owners of the slips.

Reciprocal Sublet Daily Fixed Amount Paid to Slip

\$ 99.99

Owners	
When payments to the Owner are made based on a Fixed Daily or Rate per-Foot, for Reciprocal sublet moorage, or Guest moorage, this fixed daily rate will be allocated to the owners of the slips.	
Member/Client Sublet Daily Per-Foot Rate Paid to Slip Owners	\$ 99.99
When payments to the Owner are made based on a Fixed Daily or Rate per-Foot, for other members or clients assigned short-term sublet moorage, based on the Length Overall of their vessel, this per-foot daily rate will be allocated to the owners of the slips.	
% Method Owners Paid or Credited By	radio-buttons
For Owners that have made their Moorage Slips available to be sublet, and that are entitled to receive all or a portion of the moorage charges collected, specify how the payments are to be made. At the end of the Pooling Period, the Sublet Posting Management routine will generate the appropriate payments or credits.	
<input checked="" type="radio"/> A/P Check <input type="radio"/> Credit On-Account <input type="radio"/> Credit Card Credit	
Deferred Sublet Moorage Charges Payable Account	9(18)-9(5)
For Moorage Charges collected for Sublet Moorage, the amount that is reserved for payment to the owners will be recorded to the G/L Account specified.	

6.8.2 Define Club Member Types

When the Marina/Yacht Club Management is used to manage billing for a Yacht Club, you must define the different member types. This is needed in order to have different rates for different member types, and if applicable, Club Lounge Assessment fees. You can also specify different invoice layouts to be used for different members if so desired.

If you wish to set up Moorage Rate tables assigning different rates for different ranges of vessel lengths, you may also have different tables for different Member Types.

The Member Type Codes Maintenance function is accessed from the MM Main menu, by

selecting **Define Club Membership Codes...** from the **Control Options Maintenance** drop-down menu.

➔ Member Type Codes - Properties Screen

Setting up the different Member Types are defined with the following screen:

Member Types Maintenance

Member Type Codes:

Member Types Codes are used to identify the type of Club Members and is used to determine annual membership fees and any mandatory "Club" fees. They also indicate the layout of invoices to be used.

	Member Types Description	Invoice Layout	Membership Fees Task Charge	Club Assesment Fees Task Charge
1	Full Active Member	1	MEMBERDUES Annual Membership Fee	LOUNGEDUES Quarterly Lounge Assessment
2	Honorary Member	1	MEMBERDUES Annual Membership Fee	LOUNGEDUES Quarterly Lounge Assessment
3	Honorary Life Member	1	MEMBERDUES Annual Membership Fee	LOUNGEDUES Quarterly Lounge Assessment
4	Associate Member	1	MEMBERDUES Annual Membership Fee	LOUNGEDUES Quarterly Lounge Assessment
5	Intermediate Member	1	MEMBERDUES Annual Membership Fee	
6	Cruising Member	1	MEMBERDUES Annual Membership Fee	
7	Social Member	1	MEMBERDUES Annual Membership Fee	
8	Senior Member	1	MEMBERDUES Annual Membership Fee	
9	Junior Member	1	MEMBERDUES Annual Membership Fee	
10	Corporate Member	1	MEMBERDUES Annual Membership Fee	
11	NonResident Member	1	MEMBERDUES Annual Membership Fee	
12	Board Member	1	MEMBERDUES Annual Membership Fee	
13				
14				
15				

OK Cancel

— Field Definitions

Member Type Description	X(30)
Enter the description used to identify the given Member Type.	
Invoice Layout	99
Document Layouts are used to specify assorted formats and output options for different documents. Typically for your members, they would receive invoices that were the same layout. Should you need to have a different layout for different members you can do so here.	
Membership Fee Task Code	X(10)
Charges for membership are automatically computed. If you have different rates for different member types, then set up an applicable Task Code, and select it from this field. Rates for membership are derived from the specified Task Charge code.	
Club Assessment Fee Task Code	X(10)

If the Yacht Club has a lounge or restaurant and you charge all members an Assessment Fee, then you can specify different rates for different Member Types. Rates for lounge assessment are derived from the specified Task Charge code.

6.8.3 Define Harbor Codes

The Marina/Yacht Club Management system offers the option to manage multiple marinas in different harbors. For marinas and yacht clubs, the clients and members might have moorage in different geographical locations. Once the applicable setting is set in the [MM System Control Preferences](#) ⁶¹³, you must then define each Harbor using this menu selection. The system will allow up to 6 harbors to be managed within a company system.

There are a number of data files that are associated to each Harbor. Each Harbor must be identified with a 2 characters alphanumeric code and be assigned a 2 digit numeric value. The 2-digit number will be appended to those data files that have data specific to the associated Harbor.

To define your Harbors the Maintenance function is accessed from the MM Main menu, by selecting **Define Harbor Codes...** from the **Control Options** drop-down menu.

➔ Define Harbors Maintenance Grid

Harbor properties are maintained using a Series 5 grid processing screen.

Code	Description	Harbor Master	File Suffix	PRCtr	Print Queue
BY	Burnard Yacht Club	James	01		
GG	Gorge Marina	Mickey Mouse	03		
CC	Capital City YC	Frank Smith	02		

"Fast Buttons"

Modify

Modify the Harbor highlighted in the grid

Move Up

Shift the selected Harbor Item Up

Move Down

Shift the selected Harbor Item Down



Harbor Display Order

In the assorted functions where a Harbor needs to be selected presented in a drop-down list, listed in the order as shown in the order by shifting them as desired.

Edit an existing Harbor item by double-clicking it's associated row. Standard Series 5 grid controls apply.


➔ Harbor Properties Screen

The properties associated to each Harbor are defined with the following screen

Define/Edit Harbor Properties

Harbor: **Burrard Yacht Club** - Modify the Properties of


Properties

Define each of the Harbors to be managed. 

Harbor Code: **BY** Name: **Burrard Yacht Club**

Harbor Master: **James**

Management Files Suffix: **1**

Series 5 Print Queue: **PRINTER** 

Revenue Acct Profit Center Override:

Update **Cancel**

Field Definitions

Harbor Code	X(2)
This is the code used to identify the harbor in the assorted data files and data entry screens. Once assigned it should not be changed.	
Harbor Name	X(20)
The name of the harbor.	
Harbor Master	X(20)
The name of the Harbor Master. Offered only for information purposes.	
Management Files Suffix	9(2)
There are a number of data files that are associated to each Harbor. Each Harbor must be identified with a 2 characters alphanumeric code and be assigned a 2 digit numeric value. The 2-digit number will be appended to those data files that have data specific to the associated Harbor.	
Series 5 Print Queue	X(12)
Reserved for a future enhancement.	
Revenue Acct Profit Center Override	9(3)
Reserved for a future enhancement..	

6.8.4 Define Guest/Client Type Codes

When the Marina/Yacht Club Management is used to manage billing for a Marina Resort where guests are coming and going, you must define at least one guest type. If you wish to have different rates for different types of customers, (ie., corporate, US customers, etc.) then set up different Customer Types in the A/R, select them here, and assign an appropriate Customer Code. You can also specify different invoice layouts to be used for different customer types if so desired.

If you wish to set up Moorage Rate tables assigning different rates for different ranges of vessel lengths, you may also have different tables for different Customer Types.



Special Rates for a Customer

If you want to assign special rates to a particular Customer, then set up a unique Customer Type along with the Customer profile in the Accounts Receivable system. Then set them up here in this application. You then can set up a Moorage Rate Table for the given Customer Type.

The Guest Type Codes Maintenance function is accessed from the M/M Main menu, by selecting

[Define Guest Type Codes...](#) from the **Control Options Maintenance** drop-down menu.

➔ Guest Types Code - Properties Screen:

Setting up the different Guest Types are defined with the following screen:

	Customer/Guest Type	Invoice Layout	When checked, select the Generic Customer to which sales and revenue for these Guest Types will be recorded to.	
1	BYC BYC Club Member	1	<input checked="" type="checkbox"/> 000248	Default Club Member Client
2	MGCDN Canadian Moorage Guest	1	<input checked="" type="checkbox"/> 000249	Default Cdn Marina Guest
3	MGUSA USA Moorage Guest	1	<input checked="" type="checkbox"/> 000250	Default US Marina Guest
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
6			<input type="checkbox"/>	
7			<input type="checkbox"/>	
8			<input type="checkbox"/>	
9			<input type="checkbox"/>	
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	
15			<input type="checkbox"/>	

— Field Definitions

Customer/Guest Type

X(30)

Customer Types are defined in the Series 5 Accounts Receivable system. For your guests, you would not normally have a separate Customer Code for each one, but assign them all the same customer code. (Each Guest profile is maintained in the Marina/Yacht Club Management system independent of the A/R system). However, the invoices generated for guests must still have a Customer Code for when they are moved to the A/R system. You may wish to set up multiple Guest Types as required and assign them to different Customer Codes. All guests assigned the same Guest Type will be assigned the same Customer Code.

Invoice Layout

99

Document Layouts are used to specify assorted formats and output options for different documents. Typically for your guests, they would receive invoices that were the same layout. Should you need to have a different layout for different types of guests you can do so here.

Generic Customer Code

X(10)

Charges for guest are automatically computed and invoiced. The Invoices are recorded in the Accounts Receivable system associated to a Customer Code. If you wish to have different rates or A/R profiles for different customer types, then set the check-box and enter the A/R Customer to be used for Guests assigned the above Customer/Guest Type. Rates for guests are defaulted from the Control Preferences, but can be overridden if a Rate Table is set up for a given Customer Type.

6.8.5 Define Dock Graphics Layouts

The Series 5 Marina/Yacht Club Management system provides the ability to manage and inquire on vessel moorage graphically from dock bitmap images. A number of different functions relating to moorage assignment are available. In order to accomplish this amazing feat, you must have graphical bitmap files showing the layout of the docks in the marina. Depending on the size of the marina, you may require more than one graphic. The system will allow you to have up to 10 bitmap files set up for each of the two applications that employ them. A separate set of graphics may be defined for each Harbor defined to the system.



Maximum Size of Bitmaps

You must ensure that each bitmap file will fit on your computer screen. For a 24 inch diagonal screen, the maximum size bitmap that can be displayed is **1325 wide X 830 high pixels**. If you require more than one graphic file for your marina, have each graphic represent a given major dock.

The routine to define the Dock Graphics bitmaps is accessed from the M/M Main menu, by selecting **Define Dock Graphic Layouts...** from the **Control Options** drop-down menu.

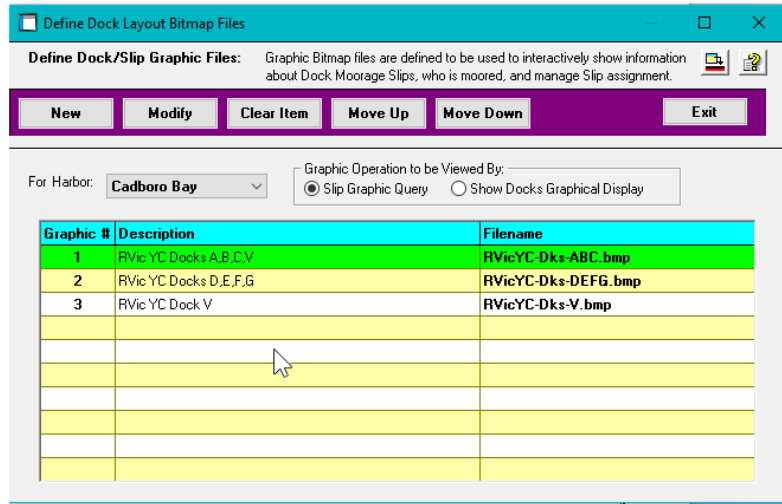
Dock Graphics Layouts Maintenance Grid

Dock graphics are maintained using a Series 5 grid processing screen.

There are two functions utilizing graphic images in the system. These are "[Slip Graphic Query](#)¹⁹¹" and "[Show Docks Graphical Display](#)¹⁸⁸".

When launching this function, you must select which display program the set of bitmap graphics are to be utilized by.

Each graphic is displayed on applicable application screens within a tab sub-screen. The order they are displayed is determined by the Graphic #.



"Fast Buttons"

New	Add a new Dock Graphics
Modify	Modify the Dock Graphic highlighted in the grid
Clear Item	Delete the Dock Graphic highlighted in the grid
Move Up	Shift the selected Dock Graphic Up
Move Down	Shift the selected Dock Graphic Down

Edit an existing Graphic by double-clicking it's associated row. Standard Series 5 grid controls apply.


Dock Graphics - Properties Screen

The properties associated to the Bitmap Graphic are defined with the following screen

Add/Edit Dock Graphic Properties

Dock Graphic Number: **01** - Modify the Properties of

Properties **Notes**

Record properties associated to this Dock Graphic file. 

Graphic ID #: **1** (Displayed from the "Slip Graphic Query" function)

Description: **Club/Marina Dock "A" & "B"**

Additional Notes: **Slips A001 - A056**
Slips B01 - B068

Bitmap File for Dock/Slip Query & Maintenance:

From Folder: **D:\S5\bin\images**

Filename: **BYC-Docks1-85Pct.bmp**

Size of Bitmap (pixels):
 Width: **1327**
 Height: **691**

Screen Pixels/Foot:
 Vertical: **0.08**
 Horizontal: **7.36**

Screen Display Top Left Corner:
 Row: **8.50**
 Column: **4.00**

Field Definitions

Graphic ID #	99
Assigned by the system. Each graphic bitmap defined to the system will be displayed by the Graphical Moorage Slips Query ¹⁹⁰ function in the order as sequenced by the ID #. Up to 10 graphics may be defined for each Harbor defined in the system. To change the sequence click on the [Move Up] or [Move Down] push buttons on the grid screen.	
Description	X(60)
The Graphical Moorage Slips Query ¹⁹⁰ function displays each bitmap graphic within a tabbed sub-screen. Each tab is labeled with this Description.	
Additional Notes	4 lines of X(60)

These fields are used to provide information about which dock or slips are displayed the bitmap. These fields are not displayed anywhere else.	
Bitmap File - From Folder	X(70)
The bitmap files must be stored in the folder defined by the Configuration File variable IMAGE_PREFIX . Consult your Systems Manager as to the location of this folder. It will typically be located in the Series 5 runtime directory with the following path: D:\S5\bin\images .	
Bitmap File - Filename	X(40)
Specify the bitmap filename. You may click the [Browse] button to choose the file.	
Size of Bitmap - Width x Height	9999 x 9999
Enter the actual size of the bitmap in units of pixels. (<i>From the Windows File Explorer, if you hover over the filename with your mouse cursor, the width and height is shown next to the Dimensions: label.</i>)	
Screen Pixels per Foot - Vertical, Horizontal	99.99 x 99.99
These values are computed by the system Map Slips to Dock Graphics ⁶⁴⁶ control routine when the Set Graphic to Actual Feet Scale ⁶⁵⁷ pop-up function is executed.	

6.8.6 Map Slips to Dock Graphics

The Series 5 Marina/Yacht Club Management system provides the ability to manage and inquire on vessel moorage graphically from dock bitmap images. A number of different functions relating to moorage assignment are available. In order to accomplish this amazing feat, you must have graphical bitmap files showing the layout of the docks in the marina. You also must identify the exact location of each moorage slip on the graphic bitmap. This application offers a number of functions to help make this tedious task somewhat easier.

To make this process a little easier, you should proceed using the following steps as a guide:

1. Determine how to obtain a graphical bitmap image of the docks. This might be a drawing produced by a graphical artist or drafts person; or it might be from an aerial photo taken with a drone, or it could even be a captured image from Google Earth.
2. Depending on the dimension of the computer screens that will be employed and the resolution of the dock graphics to be displayed, you must decide the actual bitmap size of the segments of the docks that you can display on the computer screen. You can have up to 10 bitmap files set up to be displayed by the Graphical Moorage Slips Query function. (*For a 24 inch diagonal screen, the maximum size bitmap that can be displayed is **1360 wide X 900 high pixels**.*)
3. In each graphic bitmap, if possible, orient the graphics so that the docks and fingers are running perfectly vertical or horizontal on the screen. The auto-build function can then be employed to easily set up a whole row of moorage slips along the dock that have the same length and width.

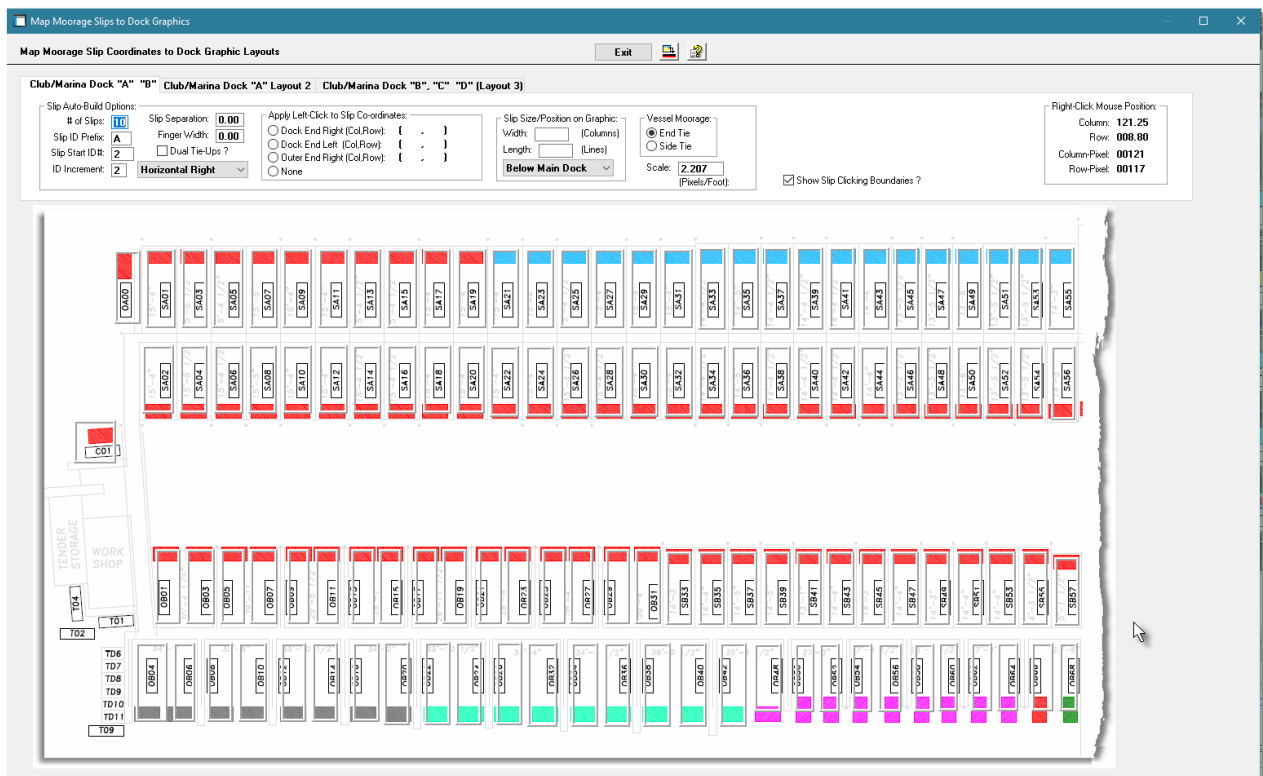
4. If you are unable to align the docks vertically or horizontally, you can still map individual slips one-at-a-time using the computer mouse.

There are two functions utilizing graphic images in the system. These are "Slip Graphic Query" and "Show Docks Graphical Display". When launching this function, you must select which program the set of bitmap graphics are to be utilized by. If managing multiple Harbors, then you must also select which Harbor for which slips are to be mapped.

The routine to define the graphical location of moorage Slips on the Dock Graphics bitmaps is accessed from the MM Main menu, by selecting **Map Slips Dock Bitmap Graphics...** from the **Control Options** drop-down menu.

→ Map Moorage Slips Display Screen

A sample Dock graphics screen that has already had it's slips graphically mapped:



- The Auto-Assign parameters are presented at the top of the screen. (Described below).
- The bitmap pixel co-ordinates of the mouse when clicked is shown in the frame at the top right.
- This marina has three bitmap graphics, each displayed in a separate tab sub-screen
- Each mapped slip is highlighted with the white rectangular frame.
- (The colors in this graphic are on the original bitmap and are not generated by the application).

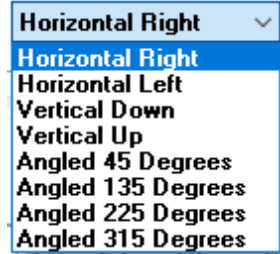
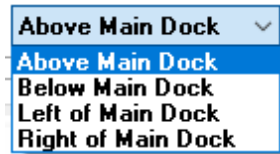
➔ Mapping Moorage Slip Controls

The auto-mapping parameters are shown in the following sub-screen:

Slip Auto-Build Options:		Apply Left-Click to Slip Co-ordinates:		Slip Size/Position on Graphic:		Vessel Moorage:	
# of Slips: <input type="text" value="10"/>	Slip Separation: <input type="text" value="0"/>	<input type="radio"/> Dock End Right (Col,Row): [.]	<input type="radio"/> Dock End Left (Col,Row): [.]	Width: <input type="text"/> (Columns)	<input checked="" type="radio"/> End Tie	<input type="radio"/> Side Tie	
Slip ID Prefix: <input type="text" value="A"/>	Finger Width: <input type="text" value="0"/>	<input type="radio"/> Outer End Right (Col,Row): [.]	<input type="radio"/> None	Length: <input type="text"/> (Lines)			Slip Suffix # Digits: <input type="text" value="3"/>
Slip Start ID#: <input type="text" value="2"/>	<input type="checkbox"/> Dual Tie-Ups ?			Below Main Dock			
ID Increment: <input type="text" value="2"/>	<input type="button" value="Horizontal Right"/>						

— Auto-Build Field Definitions

Auto-Build - # of Slips:	99
This defines the number of slips that will be mapped to the graphic when a given mapping function is employed..	
Auto-Build - Slip ID Prefix	X(2)
This is the Prefix code used to build the Slip Code for those that are to be processed. The resulting starting Slip Code to be processed will have the format of XX999 where XX is the prefix and 999 is the Slip ID number.	
Auto-Build - Slip Start ID #	999
This is the Slip ID number of the first Slip Code for those that are to be processed. The resulting starting Slip Code of the 1st to be processed will have the format of XX999 where XX is the prefix and 999 is the Starting Slip ID number.	
Auto-Build - ID Increment	-9
As each Slip is built or modified, the Slip ID is incremented with this value. The set of slips being processed are for one side of the dock. If one side of the dock have odd numbered or even numbered Slip Codes, then set the ID Increment to a value of 2.. If the Slip Codes are descending as you go down the dock, set the Increment to -1 or -2 .	
Auto-Build - Slip Separation	9(4) Pixels
When the AutoSet Slips from Dockside Right Corner or AutoSet Slips from Dockside Left Corner functions are executing, the spacing between the slips is computed as the Σ (Slip-Separation + Finger Width). The value entered is in Pixels.	
Auto-Build - Finger Width	9(4) Pixels
When the AutoSet Slips from Dockside Right Corner or AutoSet Slips from Dockside	

<p>Left Corner functions are executing, the spacing between the slips is computed as the Σ (Slip-Separation + Finger Width).</p>	
<p>Auto-Build - Dual Tie-Ups ?</p>	<p><i>check-box</i></p>
<p>When Auto-Building Vertical or Horizontal slips, if there are two slip located between each finger, the set this check box. (Then you must only map slips with two between each finger).</p>	
<p>Horizontal/Vertical Alignment</p>	<p><i>drop-down list</i></p>
<p>Looking at the bitmap graphic, select the alignment of the dock based on the direction from the start of the dock.</p> <p>When any of the AutoSet functions are selected, based on the setting chosen, the appropriate edges of the moorage slip display frame is computed correctly; and the next slip in a series is correctly determined.</p> <p><i>The Angled xx Degrees options are reserved for future enhancement.</i></p>	
<p>Apply Left-Click to Slip Co-ordinates</p>	<p><i>radio-buttons</i></p>
<p>The co-ordinates displayed here are used for display purpose only. They are there to show the operator the actual co-ordinates of any given moorage slip, (or rectangle). For the selected Dock End or Outer End radio-button, at any time when the mouse left-button is clicked, the (Column, Row) co-ordinates will be displayed. This feature may be useful when determining what values to set for the Finger Width or Slip Separation values. The Slip Width and Slip Length build option fields are also computed and displayed.</p>	
<p>Slip Size/Position on Graphic - Width & Length</p>	<p><i>9(4) Pixels</i></p>
<p>When the AutoSet Slips from Dockside Right Corner or AutoSet Slips from Dockside Left Corner functions are executed, the four corner co-ordinates of the slip display frame are computed using the width and length values.</p>	
<p>Slip Size/Position on Graphic - Position</p>	<p><i>drop-down list</i></p>
<p>Looking at the bitmap graphic, select the side of the dock that the slips to be mapped are located. For horizontal docks select Above or Below, and vertical docks select Left or Right.</p> <p>When any of the AutoSet functions are selected, based on the setting chosen, the appropriate edges of the moorage slip display frame is computed correctly; and the next slip in a series is correctly determined.</p>	
<p>Vessel Moorage</p>	<p><i>radio-buttons</i></p>

Reserved for a future enhancement.

Slip Suffix # of Digits

9 (1, 2 or 3)

The system reads through the Slip Code file for the Slips to be mapped. Docks will have a prefix that is used to build the Slip Codes assigned to it. Slip Codes are defined with the prefix followed by a 1, 2 or 3 digit number. Set the number of digits that will your Slip codes have so that the correct Slip Code record can be read.

Show Slip Clicking Boundaries ?

check-box

When mapping the Slips to the graphic, a frame is displayed showing the boundaries of the area that can be clicked when executing the Slip Graphic Query function. While viewing the mapping screen, you can hide or display these frames. ***(You may wish to hide the slip boundary frames when setting the positions of the Hydro Pedestals)***

Show Hydro Pedestals ?

check-box

When executing the mapping function, you may wish to show the location of the Hydro Pedestals. Click the check-box to do so.

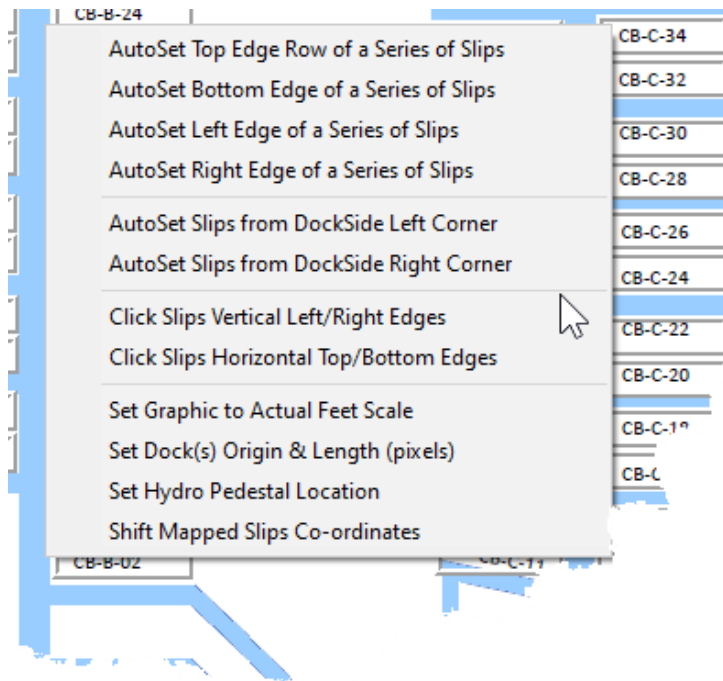
Auto-Build Slip Functions

The auto-mapping functions are presented in a pop-up menu when the mouse is right-clicked. There are also two additional functions used to set control points on graphical images that display any "Side-Tie Dynamic" Docks.



Choosing Which Slips to Build

When selecting any of the available functions, set the build parameters so that the slips processed are all the same size.



When executing any of the AutoSet functions:

- The Moorage Slip records must already have been built using the Moorage Slip Codes Maintenance routine
- Set the **# of Slips** counter to the # of slips to be created or modified
- Set the **Slip ID Prefix** of slips to be created or modified .
- Set the **Slip Start ID#** to the suffix count. The resulting starting Slip Code to be processed will have the format of **XX999**
- Set the **ID Increment** to the value to be added to the ID# as each Slip is processed. (*ie., if one side of the dock have odd slip Codes set the Start ID# to 1 and the ID Increment to 2*). If the Slip codes assigned moving down the dock are decreasing then set the increment to -1 or -2.
- Set the **Slip Separation** and **Finger Width** values such that their sum is the distance between the edges of adjacent slip boundaries.



Right-Click Mouse Position

When launching any of the "Auto-Set" functions, it is critical that you position the mouse on the applicable corner of the series of slips that are having co-ordinates assigned, then right-click the mouse to have the pop-up menu displayed. You can then choose the desired function.

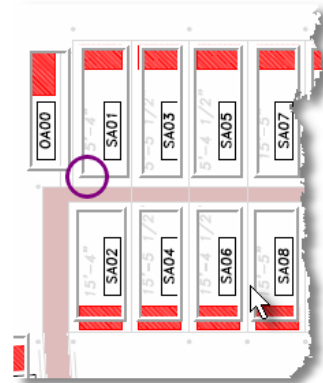


To determine sizes of Slips and Separations

You can "Left-Click" your mouse anywhere on the graphic and the Column/ Row values, in pixels, will be displayed in the frame above the top right corner of the graphic. You can then take a couple of readings and compute the size accordingly.

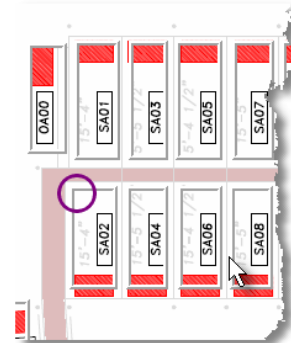
To Auto-Assign the position of Moorage Slips displayed horizontally left to right across the screen that are above the dock

- Set the Auto-Build options
- Choose build option **Horizontal Right**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Above Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Left** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Left Corner**



To Auto-Assign the position of Moorage Slips displayed horizontally left to right across the screen that are below the dock

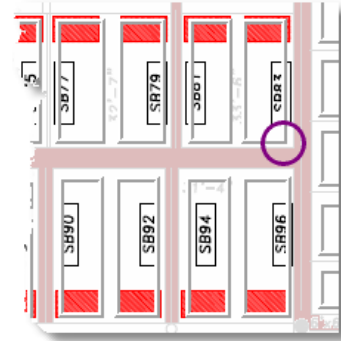
- Set the Auto-Build options
- Choose build option **Horizontal Right**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Below Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Right** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Right Corner**



To Auto-Assign the position of Moorage Slips displayed horizontally right to left across the screen that are above the dock

- Set the Auto-Build options
- Choose build option **Horizontal Left**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Above Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Right** corner of the slip that touches the dock

- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Right Corner**



To Auto-Assign the position of Moorage Slips displayed **horizontally right to left** across the screen that are **below** the dock

- Set the Auto-Build options
- Choose build option **Horizontal Left**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Below Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Left** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Left Corner**



To Auto-Assign the position of Moorage Slips displayed **vertically upward** on the screen that are to the **right** of the dock

- Set the Auto-Build options
- Choose build option **Vertical Up**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Right of Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Right** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Right Corner**



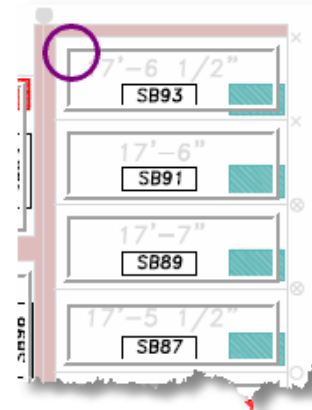
To Auto-Assign the position of Moorage Slips displayed **vertically upward** on the screen that are to the **left** of the dock

- Set the Auto-Build options
- Choose build option **Vertical Up**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Left of Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Left** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Left Corner**



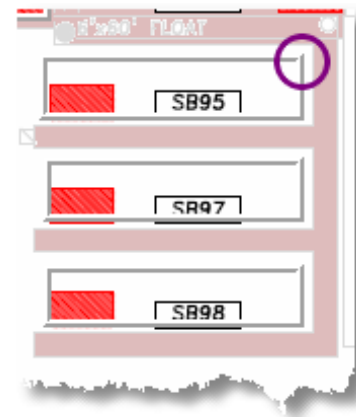
To Auto-Assign the position of Moorage Slips displayed **vertically downward** on the screen that are to the **right** of the dock

- Set the Auto-Build options
- Choose build option **Vertical Down**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Right of Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Left** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Left Corner**



To Auto-Assign the position of Moorage Slips displayed **vertically downward** on the screen that are to the **left** of the dock

- Set the Auto-Build options
- Choose build option **Vertical Down**
- Set the **Slip Width** and **Slip Length**
- Choose slip position **Left of Main Dock**
- As if you were standing on the dock looking at the first slip, position the mouse at the **Right** corner of the slip that touches the dock
- Right-click to display the pop-up menu
- Click on **AutoSet Slips from Dockside Right Corner**



To adjust the top or bottom position of a series of Moorage Slips that are displayed horizontally left or right across the screen

- Set the Auto-Build options
- Choose slip position **Above or Below Main Dock**
- Position the mouse at the desired top-most, or bottom-most position
- Right-click to display the pop-up menu
- Click on **Click Slips Horizontal Top/Bottom Edges**
- When prompted, position and click the mouse at the top, then bottom most positions

To adjust the left or right side position of a series of Moorage Slips that are displayed Vertically up or down the screen

- Set the Auto-Build options
- Choose slip position **Left or Right of Main Dock**
- Position the mouse at the left-most , or right-most position
- Right-click to display the pop-up menu
- Click on **Click Slips Vertical Left/Right Edges**
- When prompted, position and click the mouse at the left, then right most positions

To interactively map a single slip or to map a Side-Tie "Mother" Slip

- Set the Auto-Build options
- Depending on which side of the dock the slip is located looking down to the end of the dock choose on **Horizontal Left/Right** or **Vertical Up/Down**
- Choose slip position **Left or Right of Main Dock** as shown on the bitmap graphic
- Right-click to display the pop-up menu
- Click on **Click Slips Vertical Left/Right Edges**
- When prompted, position and click the mouse at the left, then right most positions
- Right-click to display the pop-up menu again
- Click on **Click Slips Horizontal Top/Bottom Edges**
- When prompted, position and click the mouse at the top, then bottom most positions

In the event you adjust the bitmap graphic, and in doing so, all mappings become misaligned. You can have the system apply a vertical and/or horizontal adjustment to all mapped slips, (and any mapped hydro pedestals). You can choose to apply corrections to all mapped slips, or just those that satisfy the "Auto-Build Options"

- If applicable, set the Auto-Build options

- Click on **Shift Mapped Slip Co-ordinates**
- Enter the desired shifting options and values, and click the **Execute Shift** push button

➔ Initializing Graphics & Slips for Dynamic Side-Tie Docks

Dynamic Side-Tie Docks are defined to handle the moorage of vessels that are positioned at any point along a given dock.

Initially, you must define the origin of the dock, and the end of the dock. Also on each side of the dock define the area within which boats will be tied. These will be referred to as the Side-Tie "Mother" slip.

If applicable, you can also define a "Rafting Mother" slip to be used for rafting on the outside of a "Side-Tie Mother" slip. **(Note that you must have already created, or added, these "Mother" slips using the [Moorage Slip Code Maintenance](#)⁵⁴⁶ function with numeric suffix of "000" with the [Dynamic Side-Tie Master](#) check-box set).**



The Start of the Dock

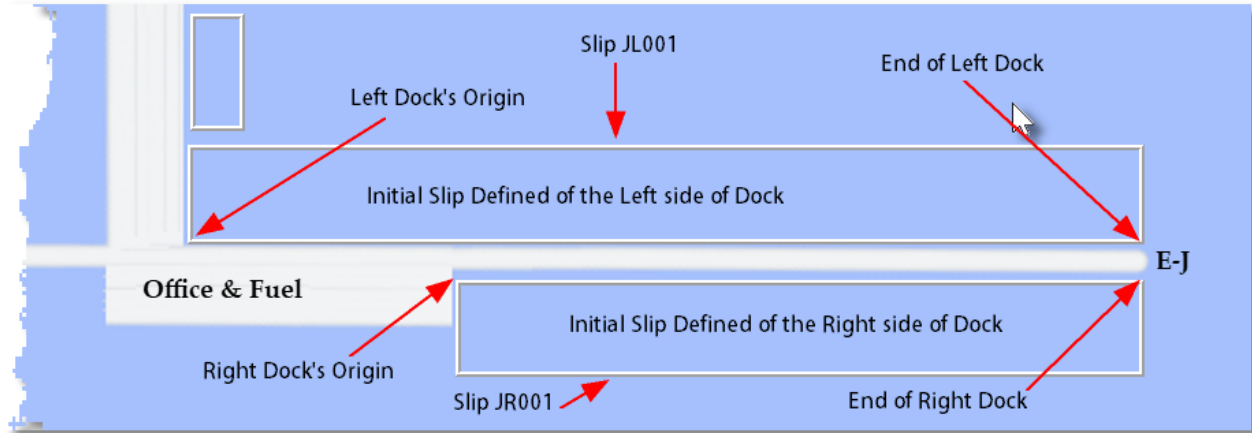
When dealing with **Dynamic Side Tie docks**, the starting position, or the **Origin** of the Dock, is at the end where when standing on the dock, you look towards the end. These docks also, may have vessels moored on both the Left side and the Right side.



Sample Bitmap Graphic with Dock E-J

The diagram shows an example of a **Dynamic Side Tie docks**.

- It was set up as **Dock E-J** in the system.
- It has both a Left side and a Right side.
- The slips defined for this dock will be coded as either JRnnn, or JLnnn number sequentially ascending from the origin to the end.
- The initial from for each side was built. This frame defines the area at each side of the dock where boats will be moored to. As boats are assigned, this frame will be divided into multiple frames showing the position of the boats and the spacing in between.
- When boats are assigned, new frames will be created by the system.
- As boats leave, the associated frame will be removed.



Right-Click Mouse Position

Depending on the function launched, it is critical that you position the mouse on the applicable corner of the series of slips that are having co-ordinates assigned.

To Establish the scale of Pixels to Feet, (and Screen Rows and Columns), from the Pop-up menu, choose [Set Graphic to Actual Feet Scale](#).

- A sub-screen, as shown to the right, will be displayed.
- You must enter the actual length, in feet, of one of the Vertically aligned docks, and of one of the Horizontally aligned docks in the two fields provided first.
- (An instruction message will be displayed in the options frame at the top of the screen). Or you can click the radio-button for the point that is to be measured.
- Click on each point as directed.
- The Scale Coefficients are stored in the selected Dock Graphic record and can be viewed and edited by the Dock Graphics Maintenance routine.

Click Screen Scaling Points:

Top Row
 Bottom Left Row,Column
 Bottom Right Column

Actual Vertical (feet):

Actual Horizontal (feet):

Top Y Row:
 Left X Column:
 Bottom Y Row:
 Right X:

Feet per Screen:
 Line:
 Column:



Scale Values

These scale values are used extensively in the tw display applications. Please be very accurate wh this function.

To Initialize each Dynamic Side Tie dock, to manage the display of vessels on the graphic, from the Pop-up menu, choose **Set Dock(s) Origin and Length (pixels)**.

- A sub-screen, as shown to the right, will be displayed.
- The exact origin of each Dock, and the exact end of each dock must be captured.
- Select the Dock whose Origin and End points are to be identified.
- (An instruction message will be displayed in the options frame at the top of the screen). Or you can click the radio-button for the point that is to be measured.
- Click on each point as directed.
- The (X,Y) pixel co-ordinates will be stored in the selected Dock Graphic record.

To interactively map a single slip or to map a Side-Tie "Mother" Slip

- Set the Auto-Build options
- Depending on which side of the dock the slip is located looking down to the end of the dock choose on **Horizontal Left/Right** or **Vertical Up/Down**
- Choose slip position **Left or Right of Main Dock** as shown on the bitmap graphic
- Right-click to display the pop-up menu
- Click on **Click Slips Vertical Left/Right Edges**
- When prompted, position and click the mouse at the left, then right most positions
- Right-click to display the pop-up menu again
- Click on **Click Slips Horizontal Top/Bottom Edges**
- When prompted, position and click the mouse at the top, then bottom most positions

Map Hydro Pedestals to the Bitmap Graphics

Hydro Pedestals are used to define groups of hydro Power Outlets on the docks. These are defined to the Series 5 Marina/Yacht Club Management system using the [Hydro Pedestal Codes](#)

[Maintenance](#)⁵⁸⁰ function. You may specify their physical location on the dock, how many outlets are available for different amperage, and assign them to a Hydro Meter. They may be assigned one of up to 10 different bitmap graphics, depending on the orientation of the docks, to be displayed on the [Graphic Slip Map Query](#)¹⁹¹ screens as follows:

To graphically Set Positions of Hydro Outlet Pedestals, from the Pop-up menu, choose **Set Hydro Pedestal Location**.

- A sub-screen, as shown to the right, will be displayed.
- Select the Hydro Pedestal that is to have its position set.
- Select the Dock it is to be positioned on.
- For dynamic Side-Tie docks, you can enter the Foot-Mark it is located.
- For other docks, you can enter the Slip Code it is located close to.
- or, ... you can use the mouse to click on the exact location the Pedestal is located.
- Depending on how you choose to position the pedestal, click the appropriate push button.
- Select the Pointer Graphic that would best appear on the selected Dock. (Up to ten different graphics are available with pointers in different directions).
- Finally, click OK to apply the settings
- A graphic is displayed with a pointer to the location

➔ Shifting the Mapped Slip Co-Ordinates

In the event you adjust the bitmap graphic, and in doing so, all mappings become misaligned. You can have the system apply a vertical and/or horizontal adjustment to all mapped slips, (and any mapped hydro pedestals). You can choose to apply corrections to all mapped slips, or just those that satisfy the "Auto-Build Options" :

To graphically Set Positions of Hydro Outlet Pedestals, from the Pop-up menu, choose **Set Hydro Pedestal Location**.

- A sub-screen, as shown to the right, will be displayed.
- Select to either have all Slip and Hydro Pedestal mappings corrected, or only those satisfying the Auto-Build Options.
- Enter the adjustments, in Pixels, that are to be applied.
- Finally, click Execute Shift push button

The screenshot shows a dialog box titled 'Execute Shift'. It contains the following elements:

- Shift Mapped Bitmap Slips:** Two radio buttons: 'All Docks & Slips' (unselected) and 'Only Auto-Build Selects' (selected).
- Shift Horizontally:** A sub-panel with three radio buttons: 'Nothing' (selected), 'Left' (unselected), and 'Right' (unselected). Below these is a text input field labeled 'Pixels'.
- Shift Vertically:** A sub-panel with three radio buttons: 'Nothing' (selected), 'Up' (unselected), and 'Down' (unselected). Below these is a text input field labeled 'Pixels'.
- Buttons:** A blue 'Execute Shift' button and a grey 'Cancel' button.
- A mouse cursor is visible at the bottom right of the dialog.

6.8.7 Define Billable Charges

For Marinas and Yacht Clubs there is a certain set of charges that would typically be invoiced to Members, Clients and Guests. The system provides for thirty-six billable charges that would typically be needed. However, you never know what you might be charging your guests or clients for, so there is an additional twenty-five that you can define and set up yourself.

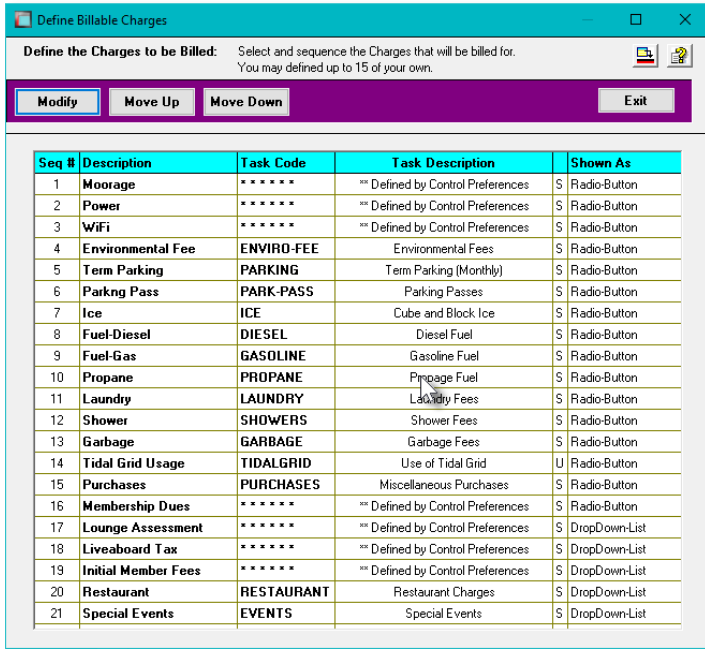
In the Marina/Yacht Club Management system, when entering or editing billable charges, the data entry screen will display up to sixteen of the charges, that have been defined here, as a set of radio-buttons. (A seventeenth radio-button is also present that when chosen will enable a drop-down list of the remaining charges). Depending on the set of Charges that are applicable to your needs, you can also specify which charges are presented as radio-buttons, and which ones are presented in the drop-down list.

For each charge defined, you will be able to associate it to a particular Charge Code that must be defined using the [Task Charge Codes Maintenance](#)⁵⁹⁵ routine.

To setup the Billable Charges to be used the Maintenance function is accessed from the M/M Main menu, by selecting **Define Billable Charges...** from the **Control Options** drop-down menu.

Define Billable Charges Maintenance Grid

Billable Charges Descriptions are maintained using a Series 5 grid processing screen.

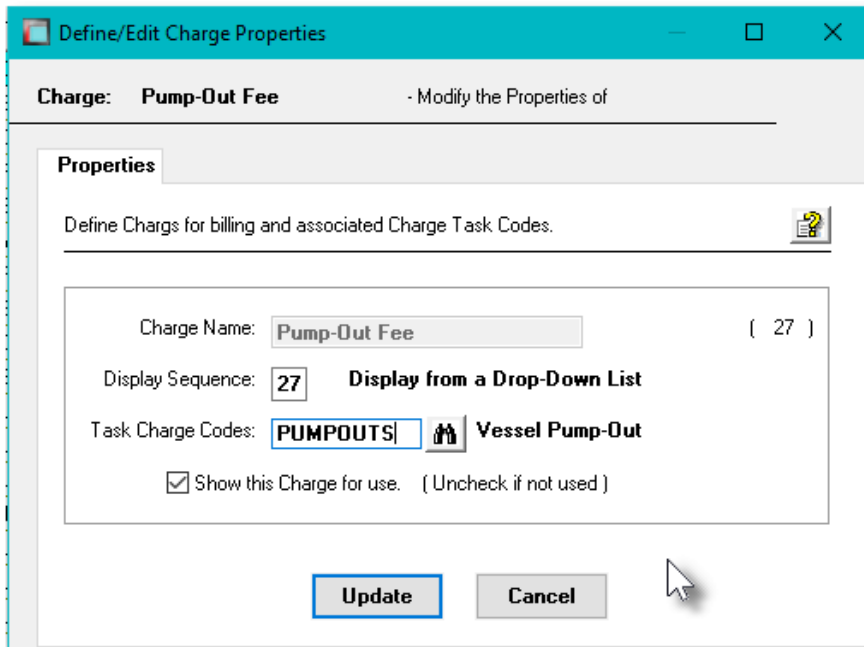


"Fast Buttons"	
Modify	Modify the Charges Item highlighted in the grid
Move Up	Shift the selected Charges Item Up
Move Down	Shift the selected Charges Item Down

Edit an existing Billable Charge item by double-clicking it's associated row. Standard Series 5 grid controls apply.

➡ Assign Task Codes to Charge Codes

The properties associated to each Charge Item are defined with the following screen






Internal Charge ID Number

When a given charge is selected and assigned to a given Charges record it is recorded with a unique Charge ID number. That number is a unique number **THAT IS NOT THE DISPLAY SEQUENCE**. The unique number is the one that is shown in parenthesis to the right on the same line as the Charge Name.

Field Definitions

Charge Name	X(20)
<p>This is the display name assigned to the charge. This is the name of the charge presented for selection when entering new charges in the Charges Entry ²³⁹ function. System defined Charge Names cannot be edited; only user defined Charge Names can be edited. (System charges in the grid list are displayed with an "S" in the 5th column, and user defined charges with a "U").</p>	
Display Sequence	99
<p>The values entered in this fields dictates the order in which it is offered in the Enter Charges for Invoicing operation. It's also the order the items are displayed in the grid screen. The first 16 charges will be presented as radio-buttons. Higher charges will be presented for selection in a drop-down list. Shift the items up or down by clicking the [Move Up] or [Move Down] push buttons on the grid screen.</p>	
 <h3>Move Up or Down</h3> <p>Only those charges that are active can be moved.</p>	
Task Charge Code	X(10)
<p>All charges recorded to customers must have a Task Charge Code associated with it. (The Task Charge Code has the default unit price associated to the charge and defines the G/L Revenue account to be assigned). If the given charge code is not one that is defined in the Control Preferences screens, then you must enter a Tack Charge Code.</p>	
Offer this Charge for Use	check-box
<p>If you wish to stop offering this charge, (or in effect disabling it), then clear the check-box. Disabling system defined charges will be shifted to the beginning of the "Not Used" items in the list. Disabling user defined charges will be shifted to the end of the list. You may have charges that had been recorded in the past but do not want to use any more. If you disable</p>	

any charge but keep the description it will continue to show up in any of the historic reports.

6.8.8 Define Recurring Billing Sets

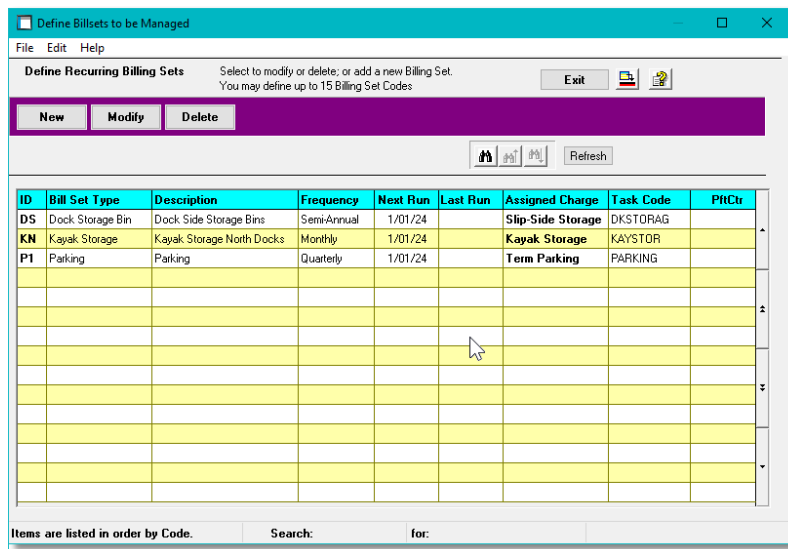
The Series 5 Marina/Yacht Club Management system offers the ability to have assorted recurring charges generated, associated to a contract. These are used to deal with the billing of recurring charges such as dinghy and kayak storage, assigned parking, dock storage bins, and anything else that you might need to charge for. These charges are generated associated to Billing Set Contracts. (The system supports both Moorage and Billing Set contracts as separate types, each with their own types of printed contracts and invoices).

For each Billing Set defined to the system, it has it's own Billing Frequency, Charge Task Code, A/R Control Account, and MS-Word template for printing the contract. As well, you can select what information fields are to be associated to the charges that are generated either from system defined fields, or fields that you can define.

The routine to define the Billing Sets is accessed from the MM Main menu, by selecting **Define Recurring Billing Sets...** from the **Control Options** drop-down menu.

Billing Sets Layouts Maintenance Grid

Billing Sets are maintained using a Series 5 grid processing screen.



The screenshot shows a window titled "Define Billsets to be Managed" with a menu bar (File, Edit, Help) and a toolbar (Exit, Print, Help). Below the toolbar are buttons for "New", "Modify", and "Delete". A "Refresh" button is also present. The main area is a grid with the following columns: ID, Bill Set Type, Description, Frequency, Next Run, Last Run, Assigned Charge, Task Code, and PftCt. The grid contains three rows of data:

ID	Bill Set Type	Description	Frequency	Next Run	Last Run	Assigned Charge	Task Code	PftCt
DS	Dock Storage Bin	Dock Side Storage Bins	Semi-Annual	1/01/24		Slip-Side Storage	DKSTORAG	
KN	Kayak Storage	Kayak Storage North Docks	Monthly	1/01/24		Kayak Storage	KAYSTOR	
P1	Parking	Parking	Quarterly	1/01/24		Term Parking	PARKING	

At the bottom of the window, there is a search bar with the text "Items are listed in order by Code." and "Search: for:".

"Fast Buttons"

New	Add a new Billing Set
Modify	Modify the Billing Set highlighted in the grid
Delete	Delete the Billing Sets highlighted in the grid

Edit an existing Billing Set by double-clicking it's associated row. Standard Series 5 grid controls apply.

Billing Sets - Properties Screen

The properties associated to the Billing Set are defined with the following screen

Define Billsets to be Managed

Billing Set: **Kayak Storage North Dock** - Modify the Properties of

Properties

Define each of the Billsets used for Automatic Billing.

Bill Set Code: **KN** Description: **Kayak Storage North Docks**

Billing Set For: **Kayak Storage** Push Button Title: **KAYAK STORAGE**

Billing:

Annually Quarterly Weekly Monthly Semi-Annual As Needed

Next Scheduled Billing: **1/01/24** Last Billing:

For Charge Transaction Generated:

Charge: **Kayak Storage** Generated Invoices A/R Control Account: **0003 - 0100 -- 040**
ACCOUNTS RECEIVABLE

Charge Task Code: **KAYSTOR** **Kayak Storage**

Charge Rates Applied To: **Monthly Foot Rate** Revenue Acct Profit Center Override:

With a Quantity of: **1.00**

Charges for the Billing Set Generated using Contracts ?

Contract MS Word Template File Override:
MM-BILLSET-CONTRACT-12PT-TEMPLATE.dotx

Fields to be Populated for this Billing Set:

<input checked="" type="checkbox"/> Slip Code	<input type="checkbox"/> Registration	<input type="checkbox"/> Staff Name	<input type="checkbox"/> User Defined	X(10) v
<input type="checkbox"/> Dock Code	<input type="checkbox"/> Start/End Dates	<input type="checkbox"/> Customer Name	<input checked="" type="checkbox"/> Launch Method	X(30) v
<input checked="" type="checkbox"/> Length	<input type="checkbox"/> Quantity	<input type="checkbox"/> Boat Name	<input type="checkbox"/> User Defined	v
<input checked="" type="checkbox"/> Serial Number	<input checked="" type="checkbox"/> Color	<input type="checkbox"/> Equipment	<input type="checkbox"/> User Defined	v
<input type="checkbox"/> License Number	<input checked="" type="checkbox"/> Model		<input type="checkbox"/> User Defined	v

Update **Cancel**

Field Definitions

Bill Set Code: X(2)

A two character code used to identify the contracts created when Billing Set charges are generated.



Moorage Contracts

The system assigns Moorage Contracts a Billing Set Code of "TM". This cannot be assigned to a Recurring Billing Set.

Description

X(25)

Used to describe the Recurring Billing Set. If the Billing Set is defined for an "Other" type, this will be used where the type of Set is displayed or printed.

Billing Set For:

drop-down list

A number of system defined Billing Sets are offered. When generating Contracts for Recurring Billing Sets, the system can only generate charges, and Contracts for one type at a time.

Dinghy Storage
Kayak Storage
Dock Storage Bin
Club Locker
Parking
Net/Trap Storage
Staff Services
Other

Push Button Title

X(20)

To select which charges are to be computed to Club Members or Marina Clients, a tabbed sub-window is presented in the Member and Client maintenance functions. When a given Billing Set is assigned to the individual, all the Bill Sets that have been assigned are displayed as a push-button with the title entered in this field.

Billing Period

radio-buttons

The system keeps track as to when Billing Set Charge Contracts are generated. Select how often this Billing Set is to be used to generate charges.

<input checked="" type="radio"/> Annual	<input type="radio"/> Monthly
<input type="radio"/> Semi-Annual	<input type="radio"/> Weekly
<input type="radio"/> Quarterly	<input type="radio"/> As Needed

When Contracts for the Billing Sets are generated, the system will show the scheduled dates for each of the above frequencies. The given dates are determined relative to the **Financial Billing Year Starting Month** defined in the [General Control Properties](#)⁶¹¹ screen of the Control Preferences.

Next Scheduled Billing Date

mm/dd/yy

After Contracts are generated for the Billing Set, the system will determine when the next time it should be launched.

Charge Type

drop-down list

All Charges generated in the system must have been defined. These are defined by the [Define Billable Charges](#)⁶⁶⁰ menu item. Select the Charge Type associated with the Charge generated for the Billing Set.

Charge Task Code

X(10)

All Charges generated in the system must have a Charge Task Code assigned. It will be defaulted to the Task Code assigned to the Charge Type that was selected. The Unit Price, Revenue Account, and Taxable status assigned to the Charge are loaded from the selected Task Code. Task Codes are maintained in the [Task Codes Maintenance](#) ⁵⁹⁵ menu item.

Charge Rates Applied To

drop-down list

Depending on the type of charge being generated, for whatever frequency, you can choose how the unit rate is to be applied. Regardless of the Billing Period assigned, the Quantity for the Charge will be computed, or assigned, based on the setting chosen here.



Invoice Accounts Receivable Account

9(18)-9(5)

When the Invoices generated for the Contracts created from this Billing Set, they will be written to the Accounts Receivable system as Sales transactions with this as the Accounts Receivable Control account. This field will default to the Control Option entry in the Accounts Receivable.

Revenue Acct Profit Center Override

9(5)

Reserved for a future enhancement.

Contract's MS Word Template

X(40)

When the Contracts created from this Billing Set are printed, they use an MS-Word template to set up the graphic over which the text is printed. By default, the template used will be the one that is defined by the Document Layout assigned to all Billing Set Contracts in the [General Control Properties](#) ⁶¹¹ screen of the Control Preferences. If a different graphic is desired, it must be created and inserted into the header of a different template and its filename recorded in this field.



Contract and Invoice Printing Templates

Contracts and Invoices are printed with fields located in specific positions of the page, aligned to the background image. If you wish to have different text in the footer, or logo and title in the header, then the standard graphic must be edited without adjusting the portions of the graphic where text would be overlaid.

If different fields, in different positions are desired, the printing routine would have to be customized. Contact Sentinel Hill Software for details.

Fields to Populate Billing Set Charges

check-boxes

Depending on what type Charges are generated, you can select which detail fields are needed to be filled in for each Club Member or Client to describe the charge. A number of standard applicable fields are offered.

When a given Billing Set Charge type is assigned to a member or client, those fields that are checked will be presented to be populated. When Contracts and Invoices are printed, these

will also be printed with the values assigned.

User Defined Fields

check-boxes with X(15)

If you wish to record charges with a detail field that is not offered by the system, you may create up to five of your own.

User Defined Field Data Types

drop-down list

For the Charge Detail fields that you create, you must identify the format of the field to be entered.

Text: X(30)	Integer: 99
Yes or No	Numeric: 999.99
Text: X(10)	Integer: 9(10)

Part



VII

7 Marina/Yacht Club Management Web Access Menu

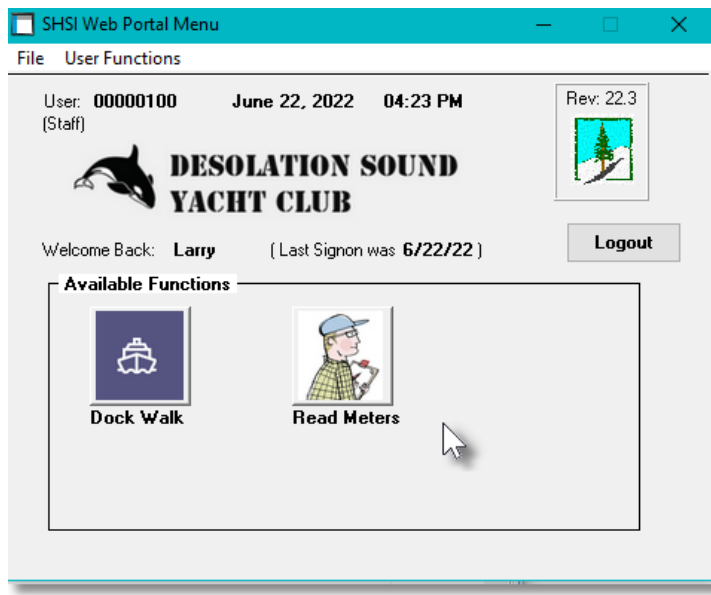
A set of functions are available to Club Members, Marina Clients and staff that may be executed over the web. This menu can be launched on a computer, tablet or smart phone.

➔ M/M Web Access Menu



- All functions available remotely to the Marina/Yacht Club Management system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- User must have been set up in the Series 5 Web Access Management system with a username and password.
- Your marina or club Series 5 system must have been licensed for Acu-to-Web Services

An additional menu item is offered for those users flagged as "Staff".



- Marina staff may use the "Dock Walk" function to be used while walking the dock to verify those slips that are occupied or not.
- They may also use the "Read Meters" function while visiting each hydro meter to record the kWh readings.

A set of functions are available to Club Members, Marina Clients and staff that may be executed over the web. This menu can be launched on a computer, tablet or smart phone.

Access the Web Access Menu

The Web functions are available to members, clients and staff from their computer, smart phone or tablet. Each user must be set up in the Series 5 Web Access Management systems. The type of user, contact information and assorted logon security properties must be established.

Users access the menu from their favorite browser, such as Edge, Firefox, Chrome or Safari. It may be launched through the marina or yacht club web site, or can be accessed directly with a URL shortcut supplied by accounting.


7.1 Edit My Profile

Yacht Club Members or Marina Clients may edit their own contact information.

Web Access - Edit My Profile Screen

Assorted Contact information may be updated using the following screen. Also, the individual can indicate on what date they will be out cruising and make their slip available to be sublet.

✖ Edit My Profile



**DESOLATION SOUND
YACHT CLUB**

Edit My Profile Displayed is the personal information we have on file for you.
Web ID: 00000200 Please make any corrections as needed.

My Information

Member ID: **CAR001** Member Since: **5/14/15** Moorage Seniority: **201504301045**

1st Name: Last Name: Cell Phone:

Spouse's/Partner Name: Home Phone:

Children Names: Work Phone:

Email 1: Email 2:

Address:

City: State/Prov:

Country: Postal/Zip:

Last Invoice Issued:

Number:

Date:

For: \$

My Registered Vehicles that may be parked at the Marina:

Model	Year	Colour	Plate #
<input type="text" value="Tesla S"/>	<input type="text" value="2019"/>	<input type="text" value="GREY"/>	<input type="text" value="RBB 377"/>
<input type="text" value="BMW I3"/>	<input type="text" value="2016"/>	<input type="text" value="BEIGE"/>	<input type="text" value="JKL 123"/>

If I'm off Cruising:

List my Slip for Sublet

From:

Until:

Moorage Slip: **B013**

7.2 Review My Account


For Yacht Clubs and Moorage Marinas, members and clients may view a list of the current Accounts Receivable Open Items on file that have not yet been purged. The open items listed are for invoices that have been issued, and payments that have been received.

Web Access - Review My Account Screen



The following screen will be presented:

My Invoices History Inquiry

File View

 **DESOLATION SOUND
YACHT CLUB**

Historic Invoices These are your past Invoices.

Go To Invoices Dated:   

Number	Type	Status	Date	Charges	Taxes	Total	Reference
002312	Invoice	Paid	11/26/20	3,043.50	340.03	3,383.53	[M:CAR001] YELLOW COW
002201	Invoice	Paid	11/24/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
002136	Invoice	Paid	11/21/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
002071	Invoice	Paid	11/21/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
002006	Invoice	Paid	11/21/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001941	Invoice	Paid	11/20/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001876	Invoice	Paid	11/19/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001811	Invoice	Paid	11/19/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001746	Invoice	Paid	11/18/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001681	Invoice	Paid	11/18/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001551	Invoice	Paid	11/16/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001486	Invoice	Paid	11/13/20	1,600.00	192.00	1,792.00	[M:CAR001] YELLOW COW
001020	CR	Posted	4/08/20	3,344.88CR	289.22	3,634.10CR	[M:CAR001] YELLOW COW
001019	CR	Posted	4/08/20	3,344.88CR	289.22	3,634.10CR	[M:CAR001] YELLOW COW
001018	CR	Posted	4/08/20	3,344.88CR	289.22	3,634.10CR	[M:CAR001] YELLOW COW
001007	Moorage	Posted	4/01/20	4,033.50	350.83	4,384.33	Member Moorage Contract [CAR
002358	Invoice	Paid	1/08/20	950.00	114.00	1,064.00	[M:CAR001] YELLOW COW

Invoices listed by Most Recent Date. Search: for:

7.4 View Current Charges

For Yacht Clubs and Moorage Marinas, members and clients may view a list of the current charges on file that are yet to be Invoiced.

 Web Access - View Current Charges Screen

The following screen will be presented:

My Charges Inquiry
✕

File View

**DESOLATION SOUND
YACHT CLUB**

Current Charges **These are Charges on file to be Invoiced.**
 Member ID: **CAR001** **Carlsen**

Go To Charges Dated:

Chrg ID	Task Code	Qty	Units	Rate	Description
Date	Charge Type	SubTotal	Taxes	Total	Reference
00006518	PARKING	6.00		32.00	6 Month(s) Parking
2/01/21	Term Parking	192.00	23.04	215.04	YELLOW COW
00006654	ICE	2.00	Bags	2.50	
2/11/21	Ice	5.00	0.60	5.60	YELLOW COW
00006656	KEYFOBS	2.00	Each	3.50	
2/11/21	Key Fob	7.00	0.84	7.84	YELLOW COW
00006685	PROPANE	3.00	Kilo	0.76	
2/11/21	Propane	2.28	0.11	2.39	YELLOW COW
00006688	KAYAKRENT	3.00	Hours	6.50	
2/11/21	Board/Kayak	19.50	2.35	21.85	YELLOW COW

5 Charges - Sub-Total: \$ **225.78**
 Taxes: \$ **26.94**
 Total: \$ **252.72**

Charges listed by Date.
Search: for:

7.5 View Moorage Postings

This application selection is used to show Yacht Club member Moorage Postings that they may sign up for. Information about the available slip is presented, along with a list of those other members that have already applied. For the Moorage Slip that is selected, the member may easily apply for the moorage. Their name, and details about their vessel are loaded from their member/boat profile and recorded.

Some of the features of the Web "Moorage Posting" Inquiry function are as follows:

- Each moorage slip that has been posted is listed.
- Details about the moorage slip may be displayed

- For Moorage Sheds, a diagram showing the dimensions may be displayed.
- Members may apply for the moorage by clicking the [[Apply for this Moorage](#)] push-button.
- If a member decides they want to withdraw from applying, they can click the [[Withdraw My Application](#)] push-button.
- Once a Moorage Slip has been assigned, the lucky member is identified in the grid listing.

Web Access - View Moorage Postings

The following screen will be presented:

Moorage Posting for Berth A051

Moorage Posting for Shed A051

Berth: **A051** Shed Post Date: **12/30/20**
 Dock: **A-EAST** Closing: **1/13/21**

Available: **2/01/21** Ending: Maximum Vessel Size: (inches)
 LDA: **576** Beam: **180**

Slip or Shed Dimensions (inches)

Slip Length (A): **600** Slip Width (B): **204** 

Shed:

Length (C): **600** Wall Height (E): **96**
 Width (D): **216** Peak Height (F): **264**

Approximate Moorage Fees:

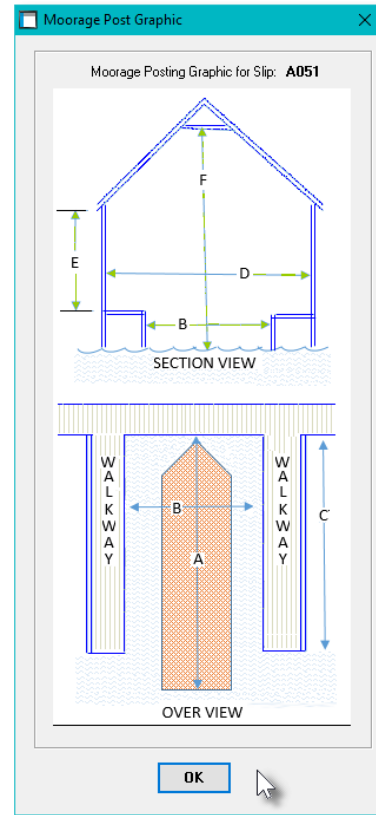
Monthly Rate/Foot: \$ **8.50**
 Monthly: \$ **408** Annual: \$ **4,896**
 6 Months: \$ **2,448**

This Moorage has Been Awarded To:

Member:
 Boat:

OK

If showing moorage posting for a shed, to view a diagram of the shed's dimensions, click the eye-glasses icon.



7.6 Approve/View Moorage Contract


For Marinas and Yacht Clubs the Series 5 Marina/Yacht Club Management system's primary purpose is to manage the billing for the moorage of member or client vessels. This is accomplished by having a Contract generated, approved, then invoiced.

Based on the Length-Overall of the boat, the electrical power using and the type of slip being assigned, all charges associated to moorage are automatically computed, and associated Charges generated. Should you wish to offer the ability to have the member or marina client approve, or NOT, the contract, they can do so over the web.

Web Access - Approve or View Moorage Contracts

The following screen will be presented:

Approve/View My Moorage Contract
✕


**DESOLATION SOUND
YACHT CLUB**

Renew Moorage Contract This is your Moorage Contract for the upcoming period. Please click to Accept or not.
Web ID: 00000200 If you are not continuing moorage with us please indicate. You may also submit your payment.

RENEWAL CONTRACT - CURRENT - INVOICED (On-Account)

Moorage Contract

Contract ID: CAR001-01	[Member: CAR001]	Larry Carlsen
Boat: YELLOW COW		463 Gordon Place
LOA: 50.0 Height: 21.0 Hydro: 30-Amp		West Vancouver, BC V7T 1R7
Beam: 15.0 Draft: 4.6		

Term of Contract: Months Starting: Ending:

Moorage

Assigned Slip:

Billed For: _____

Slip Length of **54.00 Feet** at \$ per Foot (Monthly Rate \$)

Summary of Charges

Moorage: \$ <input type="text" value="2,754.00"/>	Environmental Fee: \$ <input type="text" value="60.00"/>
Power: \$ <input type="text" value="210.00"/>	City LiveAboard Tax: \$ <input type="text" value="900.00"/>
WiFi: \$ <input type="text" value="19.50"/>	Keys/Gate Fobs: \$ <input type="text" value=""/>
Parking: \$ <input type="text" value="90.00"/>	Parking Passes: \$ <input type="text" value=""/>

Total Sales: \$ <input type="text" value="4,033.50"/>
Total Taxes: <input type="text" value="350.83"/>
Total Charges: \$ <input type="text" value="4,384.33"/>
Payment Received: <input type="text" value=""/> CR
NET DUE: \$ <input type="text" value="0.00"/>

Tax1 GST 5.00 % on <input type="text" value="2,923.50"/> : \$ <input type="text" value="146.18"/>
Tax2 PST 7.00 % on <input type="text" value="2,923.50"/> : \$ <input type="text" value="204.65"/>
Tax3 VISHTL 3.20 % on <input type="text" value=""/> : \$ <input type="text" value=""/>
Tax4 VISMRG 1.20 % on <input type="text" value=""/> : \$ <input type="text" value=""/>

Payment Due:

In Advance

On Account

The push-buttons at the bottom offer the following options:

"Push Button Options"	
Discontinue Moorage	If the Member or Marina Client does not wish continue with the moorage, they can click this button. The Contract record will be flagged accordingly.

Approve	If the Member or Marina Client does wish to continue with the moorage, they can click this button. The Contract record will be flagged accordingly.
Approve & Submit Payment	If the Member or Marina Client does wish to continue and pay with their credit card. A credit card credentials entry window will pop-up. <i>(Credit Card payments are dependent on the Credit Card Gateway employed).</i>

7.7 Special Event Signup

If the Club or Marina has set up a special event, such as a dinner, boating event, party, etc., you will be able to see it displayed in this function. If the organizer of the event already set up an Attendee record for you, it will be displayed when the event is selected. Otherwise, you may go ahead and sign up to attend.


Some of the features of the Web "Event Sign-Up" Inquiry function are as follows:

- Each scheduled Event is listed in the table at the top of the screen.
- You can choose from up to three different ticket types
- You can list up to five additional guests that will be attending with you
- You can specify that you wish to be seated with another Member or Client.
- You can [\[Proceed to Purchase Tickets\]](#) when you are ready. (Setting up the other options ahead of time).
- You can indicated that you will NOT be attending the event.

Web Access - Event Signup

The following screen will be presented:

RRSP Upcoming Event ✕



DESOLATION SOUND YACHT CLUB

Event RSVP For the upcoming Special Event(s), add to or edit your Guest list and select extra charges; and purchase your tickets. Charges will be applied to your account.

Web ID: 00000200

Event	Date	Title	Location	Status
BEACHPARTY	6/05/21	Beach Party & BBQ	NorthVan Club	Open
COMDOR21	7/01/21	Commodor's Dinner	Capilano Golf Club	Open
SAILPAST	7/28/21	2021 Sailpast	NorthVan Club	Open

Ticket Selections Last Day to Purchase Tickets: **6/27/21** Max # of Attendees: **500**
Confirmed Attendees: **5**

List your Guest(s) and select optional purchases. **ATTENDING & CHARGES POSTED TO YOUR ACCOUNT.**

Member and Guest(s)	Guest Name	Ticket	Wine Package			\$ Total
	Larry Carlsen	Senior <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	150.00
	Sherry Parrott	Regular <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66.00
	Rigby Parrott	Junior <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	130.00
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					

Requested Seating/Participating with Member: **Howard-Boy Dahl**

Special Dietary/Accessibility Needs:

I will be Attend this Event with my Boat

Billing:

of Tickets: Total Charge: \$ Payment: **On Account**

To register, or purchase tickets, for one of the events listed:

- In the table at the top of the screen, click the Event of interest
- If a registration record is already set up, it will be displayed. Otherwise click the **[Sign Up to Attend]** push-button
- Add any guests that you will be bring to the event
- Click any extra charge items that you wish to purchase


- Click the [**Proceed to Purchase Tickets**] push-button
 - Your registration will be updated
 - Charges will be generated and an invoice produced when the cutoff for ticket purchases is reached

If not attending, please click the [**We Will NOT be Attending**] push-button.

7.8 View Member Roster

For Yacht Clubs, members may view a list of the Members in the Club by selecting the "View Roster" icon.

(For Marinas, the customers may view a list of the other Marina Clients in the marina).

 Web Access - View Members Roster Screen

The following screen will be presented:

Club Member Roster X



**DESOLATION SOUND
YACHT CLUB**

List Club Members
Member ID: **CAR001** **Carlsen**

Go To Member Boat Name: List by: Boat Name   

ID	Name	Type	Boat Name	Cell
Joined	Spouse/Partner	Executive	Email	Home
FEL001	Fellowes, Lynne	Full Active Member	DORTHY ANN II	604-922-5646
3/01/02			larryc@sentinel-hill	
GUS001	Gustin, Phil	Associate Member	DORTHY BOXSTER	604-922-5646
3/01/02	Cindy		larryc@sentinel-hill.com	
LAN001	Langford, Rob	Junior Member	DUE NORTH	604-922-5646
3/01/02	Vickie		support@sentinel-hill.com	
DUN001	Dunwoody, Colin	Honorary Life Member	ESCAPE	604-922-5646
3/01/02	Heather		larryc@sentinel-hill.com	
BAN001	Banks, Ralph	Full Active Member	FLYING BLUE MARLIN	604-987-8659
4/11/16	Wendy		larryc@sentinel-hill.com	
GRA001	Graham, Scott	Full Active Member	FUN TIME	604-922-5646
3/01/02	Maureen		larryc@sentinel-hill.com	
DUK001	Carlsen, Larry	Full Active Member	GRAND SEE-SAW	604-922-5646
3/11/15	Sandra		jimmy@the-club.com	
GRA002	Grantham, Beverley	Full Active Member	GRANTHAM'S LANDING	604-922-5646
3/01/02	Rick		larryc@sentinel-hill.com	
HOF001	Hoffmann, Herb	Junior Member	HARMONY	604-922-5646
3/01/02	Monica		larryc@sentinel-hill.com	
KLE002	Kleaman, Darren	Full Active Member	KABANA	604-922-5646
3/01/02	Henriettee		larryc@sentinel-hill.com	

65 Club Members
 37 Full Active Members
 9 Junior Members
 39 with Full Time Moorge

 3 Cruising Members
 2 Honorary Members

 2 Social Members
 12 Others

Members listed by Boat Name.
Search:
for:

7.9 Lounge Assessments

For Yacht Clubs, members may view their Lounge Charges by selecting the "Lounge Assessment" icon.

Web Access - Lounge Assessment Charges Screen

The following screen will be presented:

My Lounge Charges History Inquiry
✕



**DESOLATION SOUND
YACHT CLUB**

Lounge Transactions **Assessment Year: 1/01/19 thru 12/31/19**

Member ID: **CAR001** **Carlsen**

Go To Items Dated:

Date	Type	Charges	Tips	Total	Status	Server	Trx ID	Order ID
1/01/19	PrdDeposit			800.00		S5-ARPost	003500	
2/03/19	Charge	12.00	15.00	27.00	Applied	FRANK	003804	TR111
2/03/19	Charge	12.00	15.00	27.00	Applied	FRANK	003988	TR111
2/04/19	Charge	9.00	3.00	12.00	Applied	FRANK	003805	TR112
2/04/19	Charge	9.00	3.00	12.00	Applied	FRANK	003989	TR112
2/05/19	Charge	31.40	3.00	34.40	Applied	FRANK	003806	TR113
2/05/19	Charge	31.40	3.00	34.40	Applied	FRANK	003990	TR113
2/06/19	Charge	32.40	3.00	35.40	Applied	FRANK	003807	TR114
2/06/19	Charge	32.40	3.00	35.40	Applied	FRANK	003991	TR114
2/07/19	Charge	33.40	3.00	36.40	Applied	FRANK	003808	TR115
2/07/19	Charge	33.40	3.00	36.40	Applied	FRANK	003992	TR115
4/04/19	Charge	39.30	4.00	43.30	Applied	GAIL	003809	TR115
4/04/19	Charge	39.30	4.00	43.30	Applied	GAIL	003993	TR115
4/05/19	Charge	25.30	4.00	29.30	Applied	GAIL	003810	TR116
4/05/19	Charge	25.30	4.00	29.30	Applied	GAIL	003994	TR116
4/06/19	Charge	23.30	4.00	27.30	Applied	GAIL	003811	TR117
4/06/19	Charge	23.30	4.00	27.30	Applied	GAIL	003995	TR117
4/07/19	Charge	30.05	3.00	33.05	Applied	FRANK	003812	TR118
4/07/19	Charge	30.05	3.00	33.05	Applied	FRANK	003996	TR118
7/01/19	PrdDeposit			800.00		S5-ARPost	003501	

Period Ending	Credits	Charges	Tips	Total	Applied	Balance	Invoiced
6/30/19	800.00	472.30	84.00	556.30	556.30	243.70	
12/31/19	800.00	454.78	50.00	504.78	252.39	295.22	

Items listed by Date. Search: for:

7.10 Staff Web Dock Walk

This Web based "Dock Walk" application is meant to be used by marina staff to verify which vessels are in which moorage slips, and be able to set or confirm the LOA and the power being used. It can be executed on a tablet as they are walking down the dock.

Some of the features of the Web "Dock Walk" Inquiry function are as follows:

- Select which Moorage Dock is being inspected.
- Present the items sorted by Slip, Boat Name, or Owner's Name
- Choose to show just empty slips, occupied slips, or ONLY those having vessels Arriving or Departing
- Set the status of the slip. (ie., Occupied-as-Expected, Vessel-Has-Left, Vessel-Has-Arrived, etc.)
- Changes made on the tablet, are updated on the Series 5 system, to be used for billing, etc.
- Any changes made will be updated immediately and can be viewed by the [Dock Walk Inquire function](#)¹⁴⁸

Web Access - Staff Dock Walk

The following screen will be presented:

Staff Dock-Walk
X



**DESOLATION SOUND
YACHT CLUB**

Exit

Verify Arrivals & Departures **For Tuesday, February 02/2021**

Staff ID: **00000100**

Go To Slips for Dock: A-EAST List by: Dock/Slip Code Refresh

List Occupied Slips List Empty Slips ONLY List Arrivals & Departures

Slip	Boat Name	Vessel	LOA	Power	Stay	Departing	Status	OK
Dock	Owner	Type	Max	Tie-Up	FtMark	Comment		
A005	MALACHI	Present	35	50 Amp	6 Mths	Sat May 01		
A-EAST	Crandell, Jay	Member	48			:		
A006	LAST SUN	Present	40	30 Amp	6 Mths	Sat May 01		
A-EAST	Lochhead, Marion	Member	51			:		
A007								
A-EAST			48			:		
A008	NATOMAH	Present	36	30 Amp	6 Mths	Sat May 01		
A-EAST	Enright, D'Arcy	Member	48			:		
A009	RAVEN	ARRIVING	47	30 Amp	5 Days	Sun Feb 07		
A-EAST	CARLSEN, LAWRENCE	Guest	48			:		
A009								
A-EAST			48			:		
A010	NEW YORK - NEW YORK	Present	40	30 Amp		Wed Dec 01		
A-EAST	SINATRA, FRANK	Client	48			:		
A011	BLUE HERON	Present	29	30 Amp	6 Mths	Sat May 01		
A-EAST	Kienzle, Kenneth	Member	48			:		
A012	MAGU MARU	Present	44	30 Amp	6 Mths	Sat May 01		
A-EAST	Mogridge, Frank	Member	48			:		
A013	WINDBIRD	Present	75	30 Amp	6 Mths	Sat May 01		
A-EAST	Kellie, Alan	Member	48			:		

252 Slips Listed 0 Vessels Leaving 1 Reserved Vessels Arriving 0 New Vessels Arrived

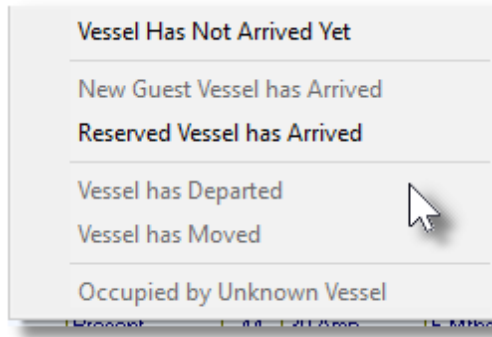
41 Occupied 0 Vessels Have Departed 0 Have Arrived

210 Vacant

Slips listed by Dock / Slip Code
Search: _____
for: _____

Right-Click a moorage slip grid entry to have a pop-up menu displayed. The following functions are available as follows:





Vessel Has Not Arrived Yet	Enabled for Vessels scheduled to arrive. Click to set the status accordingly.
New Guest Vessel has Arrived	If the slip was originally not occupied and a Vessel that did not have a reservation has arrived, then click to set the status accordingly.
Vessel has Departed	Where the slip was occupied, and the vessel was scheduled to leave today, click if the vessel has left.
Vessel has Moved	It was expected that the slip was occupied. However, the boat has moved to another moorage slip.
Occupied by an Unknown Vessel	The moorage slip was expected to be empty, but an unknown vessel was identified.

[➔](#) Web Access - Dock Walk Slip Properties Screen

By double clicking, or tapping, a particular grid row, the following screen is presented to be updated as needed:

Slip A009 - Modify Moorage Properties

Status: **Vessel Is Arriving**

Inspection Status: **Not Yet Verified**

Guest's Vessel:

Vessel Name: **RAVEN**

Owner Name (Last, 1st): **CARLSEN, LAWRENCE**

Tie-Up Method: **Bow-In Starboard** Dock Ft Marker:

Boat Length Overall: **47** Feet Length of Stay: **5** Nights

Power:

None 20 amp 50 amp
 15 amp 30 amp 100 amp

Comments: **All settings as Reserved for.**
A poodle name Joey is on board

OK **Cancel**

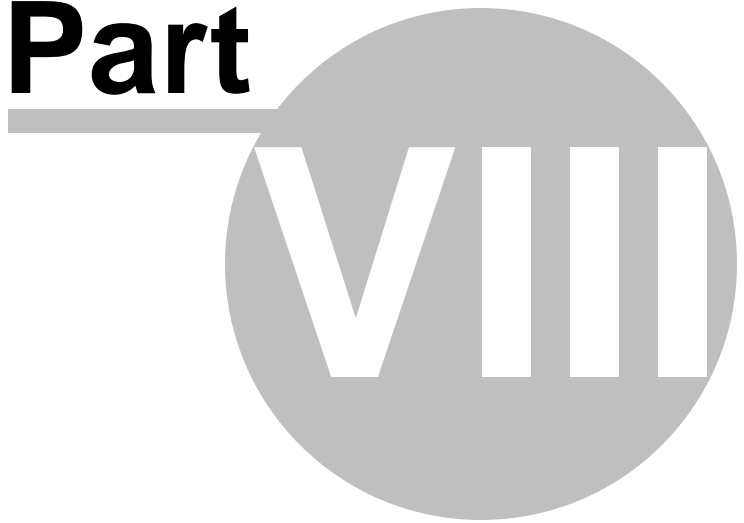
7.11 Read Hydro Meters

This Web based "Read Hydro Meters" application may be used to record the kWhrs readings from those Hydro Meters that have been assigned to specific moorage slips. While walking the docks, they can visit the meters and record the readings.

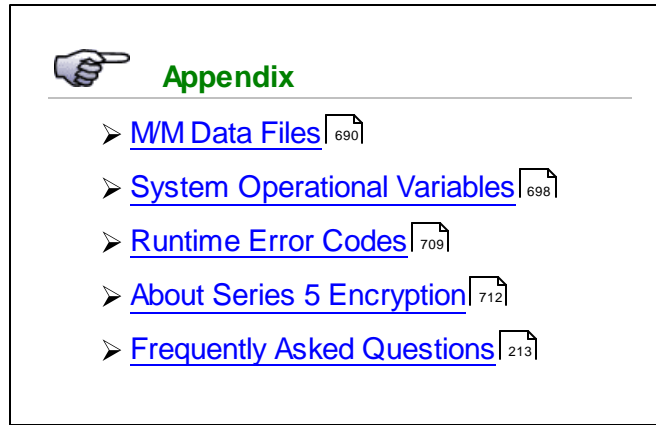
Some of the features of the Web "Read Meters" function are as follows:

- Present the items sorted by Meter Code or Assigned Slip
- Choose to show those meters where the kWhrs used is billed to the boat owner and/or those billed on fixed period rate
- Choose to show only those meters where a reading has not been recorded within the last 7 days
- The Previous Reading & Date is shown
- The Newest Readings are highlighted in a yellow cell; And the not yet recorded readings are highlighted in a green cell
- Record the readings directly on the grid display screen
- Any changes made will be updated immediately and can be viewed by the [Hydro Meter](#)

Part



8 Appendix



8.1 M/M Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Marina/Yacht Club Management Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

8.1.1 Data Directory Structure

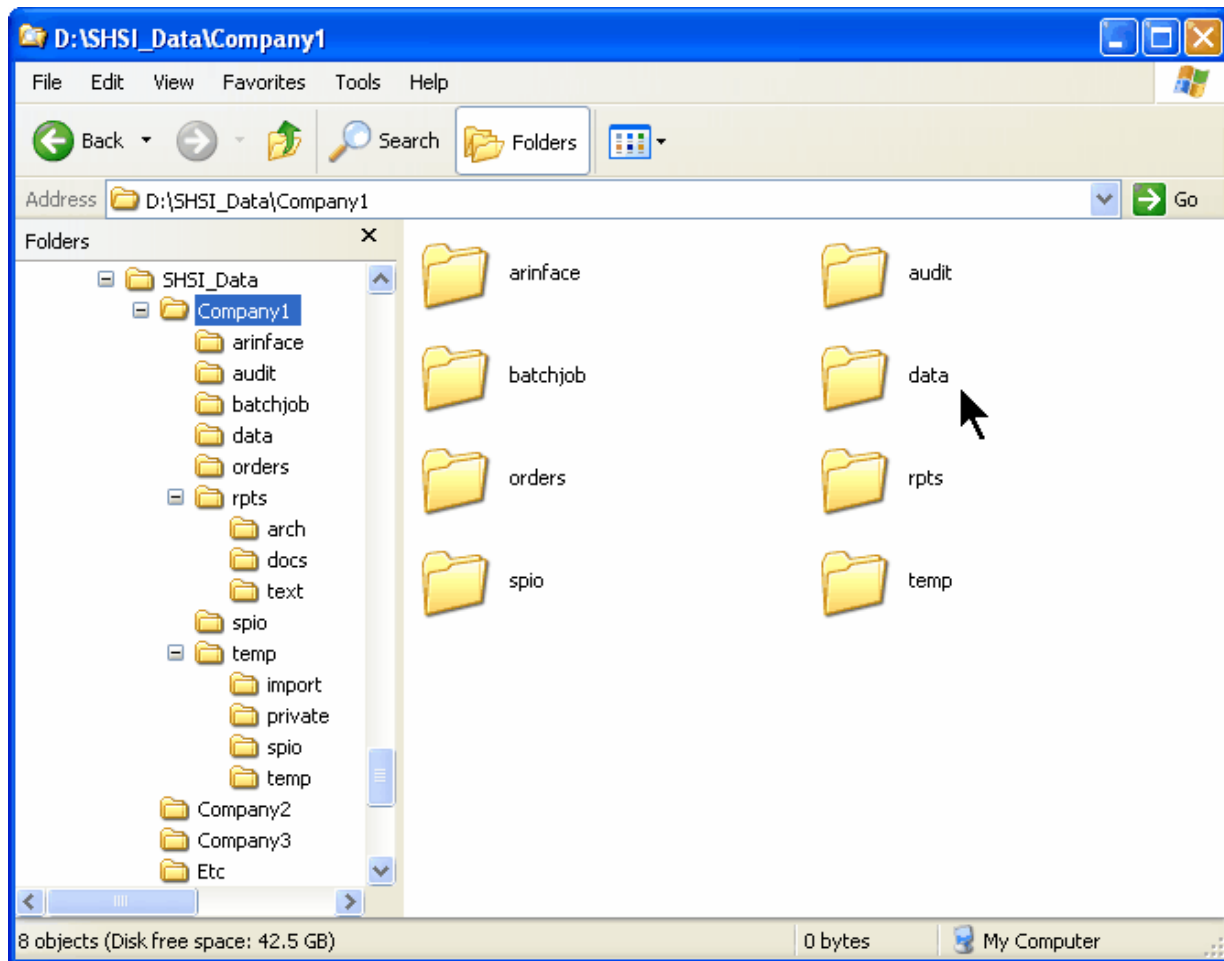
Each Company maintained on your system will have a directory structure that is separate from one another.

Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.

Sample Data Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.




- ❖ Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**
- ❖ The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.
- ❖ The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory
- ❖ Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

8.1.2 M/M System Control Files

These files are used to hold the information to manage your Marina/Yacht Club Management data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

 M/M System Control Files

Filename	Description
MMCONTROL.XXX	Holds the Control properties information used for the MM system
ARCONTROL.XXX	Set up in the A/R system, holds the Control properties information also used for the MM system
ARPASSFL.XXX	Used as a record to pass assorted fields to the A/R system. In some cases, data is passed from other subsidiary systems to the A/R system.
CODSELECT.XXX	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
DOCKGRAPHIC.XXX	Holds the properties of each Dock Graphic file that is presented in the MM system's Slip Graphic Inquiry function.
FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
MMCHARGEDEFS.XXX	Holds the information about the order in which charges are presented to the user for system defined, and user defined Charge Codes used in the MM system.
MMCHARGETASKS.XXX	Holds the code assigned to the different system defined, and user defined Charge Codes used in the MM system.
MMFIXEDCODES.XXX	Holds the user defined Member Type and Guest Type codes
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

8.1.3 M/M Company Data Files

These files are used to hold the master codes and transaction records used by the M/M application. They may be found in the directory specified for the associated company system.

M/M System Data Files

Filename	Description
BOOKINGS.XXX	Holds information about the Moorage Bookings made by future Guests.
DAYSLEPASSIGN.XXX	Used by the Slip Assignment Inquiry by Date function, for each day, holds the moorage status for each Slip defined in the system.
DOCKWALK.XXX	When the Dock Walk function is executed, moorage status information about each slip is generated and stored in these records, for the date being dealt with.
EVENTGUEST.XXX	For any given Special Event, this record holds information about each Guest that has registered to attend.
GUESTVISITHIST.XXX	This file holds an historic copy of each Guest Visit record.
GUESTVISITS.XXX	This file holds the information about each Guest currently visiting the marina. It is moved to the Guest Visit History file after being marked as Vacating the slip
HYDROMETERS.XXX	Hold the properties of each Hydro Meter defined to the system
HYDROOUTLET.XXX	Hold the properties of each Hydro Outlet defined to the system
LOUNGEASSTRX.XXX	Lounge Assessment Transactions are recorded and used to determine Assessment Balances.
MARINAFILE.XXX	Holds the properties of each of the Marinas that are defined in the system.
MMBOATFILE.XXX	Hold the properties of each boat owned by Yacht Club Members and Term Moorage Clients, as well as the details associated to their moorage.
MMCHARGEHIST.XXX	Hold historic Charges records (that have been invoiced and posted to A/R).

MMCLIENTFILE.XXX	Holds the properties of each Term Moorage Client. (Providing moorage applicable details to the Customer records).
MMCHARGETRX.XXX	Holds all Charges that have not yet been invoiced
MMCODES.XXX	Holds most of the master codes records that are used in the MM system. Each of the different types of codes has a common prefix in the records defined as follows: <ul style="list-style-type: none"> ? R - Boating Region Codes ? P - Revenue Department Codes ? L - Location Codes ? M - Boat Manufacturer Codes ? S - Service Codes ? T - Task Charge Codes ? V - Visiting Group
MMCONTRACTS.XXX	Hold information about each Moorage Contract
MMGUESTFILE.XXX	Holds information about each Guest currently visiting and that visited in the past.
MMINVOICE.XXX	Hold the information for each Invoice on file before being moved to history
MMINVDIST.XXX	For each Invoice generated, there are Invoice Distributions that are generated and kept in this file.
MMINVHIST.XXX	After Invoices are generated and posted to Accounts Receivable, they are copied to the Invoice History file.
MMINVLINEXXX	Detail about each item being purchased on a given Invoice is recorded in this file.
MMINVLYOUT.XXX	Hold the characteristics of the Layout of Invoices and Contracts for when they are printed.
MMINVSELC.XXX	When a given Invoice is "Selected" to be Invoiced, a record is written to this file
MMITEMFORSALE.XXX	For every item that is defined that can be sold, it's properties are kept in this file
MMMEMBERFILE.XXX	Has the Yacht Club Members profile information.
MMNOTES.XXX	When Notes are recorded for Members, Clients, Guests or any other major record, they are kept in this file's records.

MMOUSTATIONS.XXX	Holds information about each Outstation that is defined for Yacht Clubs
MMRATETABLES.XXX	When Rate Tables are created, they are stored in this file
MMRECIPROCAL.XXX	When the information about a Reciprocal Marina is recorded, it is written to this file
MOORAGEDOCKS.XXX	Hold information about each Dock.
MOORAGESLIPS.XXX	Hold information about each Moorage Slip & Side-Tie "Mother" slip
MORAGEPOST.XXX	When a Moorage Slip is posted as available, it's information is stored in a record in this file
MORAGEREQUEST.XXX	When a boat owner submits a request to be put on the waiting list for moorage, a record is written to this file
MORAGESIGNUP.XXX	When a Club Member, or Term Client signs up to be assigned a Moorage Slip Posting, their details are written to a record in this file
OUTSTNVISITS.XXX	When a visit to an Outstation is recorded by a Yacht Club Member, the details are recorded in this record.
RESERVATIONS.XXX	When a Guet makes a booking, a Reservations record is written
SIDESUSED.XXX	When assigning moorage to Side-Ties and Raft-Ties for a given period of time, the system will build these records to indicate whether the selected space is available or not.
SIDETIESLIPS.XXX	Hold information about each Side-Tie and Raft-Tie Moorage. (For both assigned moorage, and the spaces in between)
SLIPMOORAGEDATE.XXX	Holds the details associated to all assigned moorage, both past, current and future assigned.
SPECIALEVENT.XXX	Holds the properties about each Special Event that is set up in the system.
SUBLETPOST.XXX	When a Club Member or Term Client makes his moorage slip available to be sublet and he/she is eligible for all or a part of the moorage fees collected, a Sublet Post record is recorded. At the end of boating season, it will be used to compute the total

	amount owed to the boat owner.
SUBLETRPTWRK.XXX	A temporary work file used to sort the SubletPost records for reports.
WORKPARTYS.XXX	Holds the information associated to a given Work Party
WRKVOLUNTEER.XXX	When Yacht Club Members sign up to participate in a Work Party, a record is recorded to this file.

8.1.4 Email Message Text Files

These files are used to hold the text or HTML for the email messages that are sent from assorted functions in the Series 5 systems. They contain assorted Pseudo Variables that will get replaced with information related to the email. These files may be used as is, or revised to your liking.

They must be located in the sub-directory named **Email-Templates** found in the **System Generated and Archived Reports** directory associated to each applicable Series 5 company system.

M/M System Email Text files

	<i>Filename</i>	<i>Application Function</i>	<i>Email Subject/Attachment</i>
M M	Booking_Deposit_EmailMessage.TXT	Guest Management	Acknowledges a Guest Moorage Booking with information about their deposit
M M	Club_Invoice_EmailMessage.TXT	Invoice Generation	Emailing an Invoice to a Yacht Club Member
M M	Contract_EmailMessage.TXT	Contract Management	Emailing a Moorage Contract
M M	Contract_Invoice_EmailMessage.TXT	Contract Management	Emailing a Moorage Contract's Invoice
M M	Contract_Paid_EmailMessage.TXT	Contract Management	Emailing acknowledgment of a Moorage Contract's Invoice being paid

M M	Deposit_Refund_EmailMessage. TXT	Guest Management	Advising a Guest that their reservation has been cancelled with information about the credit to their credit card
M M	EventAnnounce_EmailMessage. TXT	Event Management	To send emails Announcing a new event
M M	EventReminder_EmailMessage. TXT	Event Management	A reminder email about an Event at the Yacht Club or Marina
M M	Guest_Invoice_EmailMessage.T XT	Guest Management	Emailing an Invoice to a Moorage Guest
M M	GuestAskForRSVP_EmailMessa ge.TXT	Guest Management	Send an email asking the Guest to provide an estimated time of arrival
M M	GuestReminder_EmailMessage. TXT	Guest Management	Emailing a Reminder to a Moorage Guest that had made a reservation
M M	GuestThankyou_EmailMessage. TXT	Guest Management	Emailing a Thankyou to a Moorage Guest that had visited
M M	Insurance_EmailMessage.TXT	Insurance Renewal Report	Emailing a request to the owner of the boat to have a copy of their insurance sent
M M	LoungeTrxsMessage.TXT	Lounge Assessment Management	Emailing a Lounge Assessment Summary to a Yacht Club Member (HTML format)
M M	LoungeTrxsMessage- TextOnly.TXT	Lounge Assessment Management	Emailing a Lounge Assessment Summary to a Yacht Club Member (plain text)
M M	Marina_Invoice_EmailMessage.T XT	Invoice Generation	Emailing an Invoice to a Marina Client
M M	MoorageRequest_EmailMessage .TXT	Moorage Request	Email an offer of an available moorage to the owner of a boat that had put their name down on the moorage wait list
M M	MoorageAwarded_EmailMessag e.TXT	Moorage Posting Management	Emailing individuals who had applied to a moorage posting that the moorage slip has been awarded to someone
M M	MoorageWinner_EmailMessage. TXT	Moorage Posting Management	Emailing to the individual that was awarded a moorage posting
M M	NewMooragePost_EmailMessag e.TXT	Moorage Posting Management	Emailing all members of the Yacht Club that there is a new Moorage Posting
M M	OverDue_Invoice_EmailMessage .TXT	Reprint OverDue Invoices	Emailing reprinted Invoices that are overdue
M M	SubletPayment_EmailMessage.T XT	Sublet Posting Management	Emailing each Slip Owner that had posting their Slips as Available to be Sublet advising

			them of the amount of the check they will receive, or the amount of credit to be applied to their account.
M M	WorkPartyReminder_EmailMessage.TXT	Work Party Management	Emailing all individuals who had signed up for a Work Party
W/ M	WebUserPword_EmailMessage.TXT	Web Users Maintenance	New Web User's assigned Password
W/ M	ForgotPword_EmailMessage.TXT	Web User Signon	Requested Forgotten Password

Please Take Notice

On Unix systems, the file names are case sensitive. On all operating systems, the Pseudo Variables must be capitalized.

8.2 System Operational Variables

Some aspects of the Series 5 M/M system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

8.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	Description	Description
APPDATA	C:\Documents and Settings\xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)

SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

8.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

<i>Variable</i>	<i>Default or Sample Argument</i>	<i>Description</i>
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp\spiodir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp\txorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp\trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp\imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_PATH	d:\S5\dun-templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.

IAMESS_x1	"OK to Sell Text line 1"	<p>Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question.</p> <ul style="list-style-type: none"> • A - Active • F - Forecasted • O - Obsolete • F - Planned • D - Discontinued • C - Canceled • I - Needs Information • S - Suppressed
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin\images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d:\s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acct\comp\manif-dir	
PI-INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totaled by their WIP Consolidation Flag when set to N , (where N = 1, 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	<p>Used to determine how E-Requests are handled by the Web Management system:</p> <ul style="list-style-type: none"> ➤ 1 - Use AcuConnect on a remote server ➤ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC ➤ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➤ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel

		documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows\temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

– Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
DOS_MAIL_CMD	d:\s5\util \DOSEMAIL	%RECEIVER_NAME% % RECEIVER_ADDRESS % %SENDER_NAME% %SENDER_ADDRESS % SUBJECT% %MESSAGE_FILE% %ATTACHMENT% %ATTACHMENT2%
		The shell command that is executed on Windows systems to have email sent using a mail program other than MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a

		3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

Printer Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named PRINTER1 that is designated as a Windows printer. When the runtime opens a file assigned to " -P SPOOLER ", it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. <i>Note that you must also set up a Printer Queue named PRINTER1 using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.</i>
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	Defines a Series 5 Print Queue named LARRYPRINTER2 . You would define the queue with -P SPOOLER-DIRECT if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX

		spooler).
<my queue name 3>		
	<p>The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:</p> <p style="text-align: center;"><cccc>-FORM-Q <Queue-Name> <Create-Option> <Output-Target></p> <p>where:</p> <p><cccc> is the Series 5 Company System code to which the variable is to be applied to</p> <p><Queue-Name> is one of the Series 5 Queues that has been defined</p> <p><Create-Option> is either RECREATE, APPEND or DISTINCT</p> <p><Output-Target> is one of the following:</p> <p>PRINTER - Output to the selected Printer Queue PRINT - Output to the selected Printer Queue ARCHIVE - Output only as Archived DISK - Output only as Archived PRINT&ARCHIVE - Output to the selected Printer Queue and have Archived BOTH - Output to the selected Printer Queue and have Archived BROWSE - Output to the Series 5 Browser ASCIIDISK - Output to disk as an ASCII Text document</p> <p>WORDDISK - Output to disk as an MS Word document PRINT&WORD - Output to disk as an MS Word document and to selected Printer ARCHIVE&WORD - Output to disk as an MS Word document and have Archived RD</p> <p>WORD2003 - Output to disk as an MS Word 2003 document PRINT&WORD2003 - Output to disk as an MS Word 2003 document and to the selected Printer D2003 ARCHIVE&WORD2003 - Output to disk as an MS Word 2003 document and have Archived RD2003</p> <p>WORD2007 - Output to disk as an MS Word 2003 document PRINT&WORD2007 - Output to disk as an MS Word 2003 document and to the selected Printer D2007</p>	

	<p>ARCHIVE&WORD2007 - Output to disk as an MS Word 2003 document and have Archived</p> <p>PDFDISK PRINT&PDF - Output to disk as a PDF document and to the selected Printer Queue</p> <p>ARCHIVE&PDF - Output to disk as a PDF document and have Archived</p>	
ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE& PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-	<my queue	Print Queue used for A/R Statements

Q	name> RECREATE DISK	
ccc-PI-INVOICE-Q	<my queue name> RECREATE PRINT&W ORD	Print Queue used for PI Invoices
ccc-PI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE- ORDER-Q	<my queue name> RECREATE ARCHIVE& WORD2007	Print Queue used for PO Purchase Orders
ccc-PO-REQUISITION- Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT- Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY- 1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT-TRAY- 2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY- 3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3

FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE-LINE	<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	<p>Defined specifications for outputting Series 5 reports to an MS Word Document</p> <p>Arguments are: <Orientation> <Fontsize> <Template-Name></p> <ul style="list-style-type: none"> • The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template

		and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.do	Defined specifications for outputting P/O Requisitions to an MS Word Document

	t	
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice- Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-RPT-SPECS	LANDSCAPE "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the specified bitmap file to the given row/column of the page at the specified pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	<p>Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows:</p> <ul style="list-style-type: none"> 1 - To the printer 2 - Archived 3 - Both the printer & Archived 4 - to be Browsed Only 8 - to disk as an ASCII file 17 - To disk as an MS Word 2003 document 19 - To disk as an MS Word 2003 document & Archived 26 - To disk as an MS Word 2007 document 30 - To disk as an MS Word 2007 document & Archived 35 - To disk as an MS Word 2007 saved as a PDF file <p>You would typically have the argument set to either 1, 2 or 4.</p>

– Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	Default or Sample Argument	Description
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CODE-PREFIX	/web/.../shweb/acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/.../shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/.../shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

8.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- Application generated Errors

- Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

8.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in

35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's vutil utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command vutil32 -rebuild filename).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's

		Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

8.3.2 Microsoft Utility Errors

The Series 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	Message	Possible Problem
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'" , (single quote), character as the 1st character of the string being output.

8.4 Series 5 Encryption

In a number Series 5 systems, there is sensitive data that is maintained in different data files. These might include credit card numbers, personal information, and passwords. An encryption algorithm has been developed to ensure that these particular bits of information cannot be obtained using indirect methods.

A generic encryption routine has been introduced into the Series 5 Accounting system. This is a subroutine that will either encrypt or decrypt a given string of alphanumeric characters of up to 70 bytes in size. The encryption method employed, is based on a Vigenere Cipher algorithm. A generalized discussion of this algorithm, and others, can be found on pages 335 et ff, in "Algorithms In C" by Robert Sedgewick, (1990 – Addison-Wesley Publishing, Inc.).

Some of the properties of this implementation:

- A Cipher Key is employed, using a 8 digit number based on one of the properties associated to the record in which the encrypted string is to be generated. (Such as an Invoice #, or Order #, or Voucher #)
- A repeating Key String of characters and numbers is used along with 3 different lookup tables
- The repeating Key String is built dynamically based on the Cipher Key
- The lookup tables are built dynamically from the repeating Key String based on the

remainder of the Cipher Key / 97

- Only Upper/Lower alphabet characters, numeric digits and the SPACE character are converted

	<i>Fields Encrypted</i>	<i>Data Records</i>
Marina Management & Invoicing System		
	Credit Card Numbers	<ul style="list-style-type: none"> • Cost Center / Credit Card Mappings • Invoice Header • Invoice Header History • Client, Member & Guest Profiles • Event Guests Invoices
Professional Invoicing System		
	Credit Card Numbers	<ul style="list-style-type: none"> • Cost Center / Credit Card Mappings • Invoice Header • Invoice Header History
Customer Order Processing		
	Credit Card Numbers	<ul style="list-style-type: none"> ▪ Order Headers ▪ Order Header History ▪ Invoice History
Web Management System		
	Passwords	<ul style="list-style-type: none"> ▪ Web Users Properties
	Secret Question Answers	<ul style="list-style-type: none"> ▪ Web Users Properties

Index

- A -

- application data files
 - data directory layouts 690
 - determining file sizes 68
 - how many records in a file ? 68
 - M/M control data filenames 691
 - M/M data filenames 693
- applications' menu
 - about 47
 - cascading windows 53
 - daily operations 50
 - monthly operations 50
 - scheduled functions 54
 - selecting multiple menu items at once 53
 - the menu bar 48, 49
 - transaction entry 50
 - year-end operations 50

- B -

- basic processing screens
 - A/R customer selection filters 112
 - about 80
 - application's user access 131
 - boat selection filters 99
 - browsing reports 123
 - charges selection filters 95
 - club member selection filters 104
 - data export 80
 - data import 85
 - defining scheduled menu items 137
 - generating reports 117
 - guest selection filters 108
 - monitoring who is on the system 140
 - report options screen 117
 - the M/M menu 143
 - viewing archived reports 124
- batch execution
 - enabling users to access 70, 131, 137
- Billable Charges
 - properties 661
 - setting display priority 660
 - user defined charges 660

- Boat Maintenance
 - about 514
 - grid screen 514
 - moorage properties 519
 - properties export 526
 - properties import 527
 - properties screen 516
 - report types 524

- Boats/Vessels
 - selecting for reporting 99

- C -

- cascading windows 53
- Charges
 - about 232
 - charge transaction grid screen 235
 - generate club member fees 242
 - generate lounge assessment fees 242
 - generate moorage fees 245
 - generate power kW-hrs usage fees 251
 - properties data screen 239
 - properties import 255
- charges entry
 - about charges entry 232
 - about generating club member charges 233
 - about generating guest charges 232
 - about generating moorage charges 233
 - about kW-hrs power charges 233
 - about selecting charge types 234
 - about selecting charges to invoice 235
 - about selecting customers 234
 - about task codes 235
- Charges History
 - selecting for reporting 95
- Club Members
 - about 454
 - grid screen 456
 - historic totals 476
 - moorage properties 467
 - properties 458
 - properties export 480
 - properties import 482
 - report types 479
 - selecting for reporting 104
 - vessel properties 463
 - work credit hours 476
- configuration variables 699
- Control Preferences

Control Preferences
 club member types 637
 guest types 641
 Credit Entry
 about 182
 Credit Entry
 apply amount to selected charges 184
 Credit Entry
 apply to Charges data entry screen 186
 Customers
 selecting for reporting 112

- D -

date Lookup window 75
 date range Lookup window 76
 Dock Walk
 about 148
 export to spreadsheet 155
 inquiry grid 149
 worksheet 152

- E -

email
 pre-defined message 696
 reprinted "overdue" invoices 420
 Series 5 reports 120
 summary of system generated 696
 text message pseudo variables 696
 encryption algorithm 712
 entering a range of dates 76
 entering customer payments
 cash payments 89
 check payments 89
 credit card credentials by phone 89
 credit card swipe/tap 89
 Moneris Gateway 89
 entering dates from a calendar 75
 environment variables 698
 exporting data 577
 about 80
 club member properties 480
 contract data 278
 dock walk results 155
 export options screen 80
 hydro meter properties 576
 hydro outlet properties 585

lounge assessment transactions 347
 marina client properties 509
 moorage slip properties 554
 past guest properties 537
 sublet moorage postings 303
 tab delimited data 80
 task charge properties 599
 to Excel workbooks 80
 visiting guest properties 229

- G -

Graphic Slip Management
 define graphic bitmaps 643
 map slips to dock graphic bitmaps 646
 graphical moorage query
 by date 198
 by slip 198
 Guests
 managing past guest's profile 530
 past guests grid screen 531
 past guests profile 532
 properties export 537
 properties import 538
 report types 535
 selecting for reporting 108

- H -

help
 getting help 29
 Hydro Meter Codes
 readings import 577
 Hydro Meters
 grid screen 573
 meter readings 575, 577
 properties screen 573
 Hydro Meter Codes
 properties export 576
 properties import 576
 Hydro Outlet Codes
 properties export 585
 properties import 585
 Hydro Outlets
 properties screen 581
 Hydro Pedestals
 grid screen 580

- I -

importing data

- about 80, 85
- club member properties 482
- contract data 278
- from Excel workbooks 85
- hydro meter properties 576
- hydro meter readings 577
- hydro outlet properties 585
- import options screen 85
- lounge assessment transactions 347
- marina / club charges 255
- Marina Client data 511
- marina client properties 510
- Member data 483
- moorage contract properties 277
- moorage slip properties 552, 590
- past guest properties 538
- tab delimited data 85
- task charge properties 599
- visiting guest properties 227

Invoice History

- about 170
- apply credit to invoices 182
- display filters 176
- historic register report 179
- inquiry grid 171
- inquiry screen 175
- items invoiced screen 176
- monthly totals 178
- reprint an invoice 171

Invoices

- assigning invoice numbers to 393
- email overdue invoices 420
- Moneris Gateway 395
- options for generation 393
- reprint overdue invoices 420
- submit for credit card payment 395

Invoicing

- process flowchart 407

- L -

Lounge Assessment

- about 326
- closing allotment periods 346

email summary report to members 344

- member reports 341
- period summary reports 341
- posting transaction 342
- server reports 341
- transaction grid screen 332
- transaction properties 336
- transaction properties export 347
- transaction properties import 347

lounge assessment charges

- about charges entry 327, 329
- allotment periods 326
- emailing member summary 330
- reporting 330, 331

- M -

M/M Menu

- "Codes Maintenance" menu functions 453
- "Control Options" menu functions 611
- "File" menu functions 145
- "Help" menu functions 29
- "Operation" menu functions 187
- "Reports" menu functions 425
- "Trx Inquiry" menu functions 147
- "Window" menu functions 51
- about 143
- menu bar topics 143

Map Moorage Slips to Graphics

- Auto-Build mapping filters and controls 648
- map Hydro Pedestal to the graphics 658
- Shifting All or selected mappings 659

Marina Clients

- about 486
- grid screen 488
- moorage properties 497
- properties 489
- properties export 509
- properties import 510
- report types 508
- vessel properties 493

Marinas & Yacht Clubs

- properties 587
- master code Lookup window 70
- moorage contracts
 - about approving 262
 - about canceling 263
 - about charges entry 259
 - about emailing 261

moorage contracts
 about generating 260
 about prepaying by credit card 262
 about printing 260
 about status 263
 approving 288
 assigning moorage rates 263
 cancel 283
 data entry screen 267
 data import 277
 grid screen 265
 moorage renewals 274
 moving to a different slip 285
 printing & emailing 280
 viewing over the web 288
 moorage rate assignment 250
 moorage rates
 guest assignment flowchart 213
 member & client assignment flowchart 264
 Moorage Slips
 about 546
 flag slip available to sublet 547
 graphics display bitmap coordinates 551
 properties 547
 properties export 554
 properties import 552, 590

- R -

Reciprocal Yacht Clubs
 properties 593
 report generation
 A/R custome rselection filters 112
 about 117
 archived reports 117
 boat selection filters 99
 charges selection filters 95
 club member selection filters 104
 displaying to the screen 117
 guest selection filters 108
 having reports emailed 117, 120
 outputting to a printer 117
 report options screen 117
 saving as a PDF document 117
 saving as an ASCII text file 117
 saving as an MS Word document 117, 119
 Requests for Moorage
 data entry screen 372
 transaction grid screen 370

runtime errors
 about 709
 Microsoft utility errors 712
 system error codes 710

- S -

scheduled menu items 137
 selecting cHARGES for billing
 automatic selection of items 378
 Sentinel Hill Software
 contacting 29
 setting up scheduled functions 54
 setting up the M/M system
 default electical power rates 626
 default moorage rates 626
 define billable charge codes 660
 define club member types 637
 define guestr types 641
 defining control options 611
 dock layout graphic bitmaps 643
 general control options 613
 guest booking control options 631
 guest invoicing options 631
 map slips to graphic bitmaps 646
 term moorage task codes 622
 work credit program 629
 yacht club control options 616
 Side-Tie Management Screen 193
 sublet moorage
 generating owner credits 293
 generating owner payments 293
 mark slips available to sublet 292
 pool group summary report 293
 pooling period 291
 properties export 303
 record sublet moorage assignmenttps available to sublet 293
 size pooling groups 291
 sublet posts detail report 293
 sublets available report 293

- T -

Task Charge Codes
 properties 597
 properties export 599
 properties import 599

- U -

- user access management
 - about 130
 - copying another user's rights 131
 - create a spreadsheet of all users access rights 131
 - defining scheduled menu items 137
 - setting up new users 131
 - user access rights 130
 - user logon profile 130
 - who is using the system right now ? 140
- user logon
 - defining user access 130
 - defining user logon profiles 130

- V -

- Visiting Guests
 - properties export 229
 - properties import 227

- W -

- Web Access
 - edit client contact information 670
 - edit member contact information 670
- Work Credit Program
 - about 629
- working with grids
 - "Fast Button" frames 59
 - copy, cut and paste 66
 - display items with different sorts 58
 - editing grid row fields 65
 - file properties 68
 - most recently accessed items 67
 - navigating through the data files 63
 - pop-up menus 65
 - searching for particular items 61
 - selecting items for display 60
 - Undo deleted records 66
 - Undo modified records 66