

SCORER

CASHLESS

PAYMENTS

Scorer Cashless Payments (ScorerCP)

Contents

Overview.....	3
Club Options Setup.....	4
Email configuration	5
MEMBERSHIP	5
Pairs Sessions	6
Teams	7
Swiss Pairs.....	9
Administration and reporting	11
List Transactions	11
List Balances	12
Deposit	12
Transfer	12
Import transactions	13
Import Transaction Controls	15
Save and Process	15
Email Statements	16
Tournament Entries.....	18
Tips for applying Tournament Entry cash Payments.....	18
Extra Reporting	19
Appendix I – Default Payment type by member	20

Overview

Scorer cashless payments allows for each player in a session to pay by a method of their choosing with a complete audit trail of payments made.

NOTE: The payment types 90 and 99 are set for RealBridge and Tournament Pre-Entry and should NOT be changed. The system will automatically detect these events and change the payment type to these numbers.

Each session a player is assigned the type of payment they make, and a report is available showing how many players pay by each method.

The club can configure what methods of payment they will accept, and a default method of payment is assigned each session, with the Director or manager being able to alter the method of payment by player.

The balances for each player are stored within the Scorer database, and the user can import payments from bank statements (or self-configured csv files) as well as transferring funds between players on request.

The user has access to balances and to transactions from the membership screen, and the ability to email statements to individuals or to all members for any designated time period.

RealBridge pairs sessions will automatically use "R" for the letter and "RealBridge" for the section name -It is strongly recommended that the section "R" in the Scorer Options → Sections be removed or changed to another letter. (e.g. use D for Red in the sections)

For Teams or Swiss Pairs, avoid using the letter "R" for the section

Club Options Setup

In the Scorer Options screen, under membership details, the option to use Scorer Cashless Payments is available.

The screenshot shows the 'Club Options' window with the 'Membership Details' tab selected. The window has a menu bar with 'Scoring Options', 'Windows', 'Club Details', 'Sections', 'Handicap', 'Files', 'Membership Details', and 'FTP Options'. Below the menu bar, there are fields for 'Levies \$ 23', 'Subscription expires 31/12/2020', and 'Discount if paid by 28/2/2021'. The main area is divided into two sections: 'Grade' and 'Membership Type'. The 'Grade' section has a table with columns 'Grade' and 'Letter', showing 'Senior S', 'Senior Reserver SR', 'Intermediate I', 'Junior J', and 'TEst T123456789'. The 'Membership Type' section has a table with columns 'Code', 'Description', and 'Subscrip', showing various membership types like 'Full Member', 'Resignations', 'Honorary Member-08', 'Honorary Member+08', 'Country Member', 'Associate Member', 'Full Member OHC', and 'Life Member-08'. Below these sections, there are three red boxes with numbers 1, 2, and 3. Box 1 contains the 'Use Cashless Payments' checkbox, which is checked. Box 2 contains the 'Default Payment Type' dropdown, which is set to 'Money paid at session'. Box 3 contains the 'Default Particulars' dropdown, which is set to 'TbMoney'. Below these boxes is a table with columns 'Type', 'Description', and 'Session Cost'. The table lists various payment types and their costs: '0 Cashless Payment' (\$7.00), '11 Money paid at session' (\$0.00), '12 Ticket Pre-Purchased from Club' (\$0.00), '13 EFTPOS payment' (\$0.00), '90 RealBridge Cashless Payment' (\$4.00), and '99 Pre-Entry Tournament Session' (\$0.00). The '90 RealBridge Cashless Payment' row is highlighted in blue. At the bottom of the window are 'Save' and 'Cancel' buttons.

Type	Description	Session Cost
0	Cashless Payment	\$7.00
11	Money paid at session	\$0.00
12	Ticket Pre-Purchased from Club	\$0.00
13	EFTPOS payment	\$0.00
90	RealBridge Cashless Payment	\$4.00
99	Pre-Entry Tournament Session	\$0.00

The config for the cashless payments is primarily in the membership tab of the options screen

1. If "Use Cashless Payments" is not ticked, then there are buttons that will not appear. Tick this box to use cashless payments.
2. The default payment type for the system is assigned by default to everyone who is entered as a player for each session. This should be the most common form of payment, and the person managing the session or payments can change the payment type for any player not paying by this type of payment.
3. When imports are made to the system, and a line added to the file, this is the default type of payment that will be added.

4. In this panel, the user can set up the types of payment allowed, and the cost to the player of each method of payment.

Pre-Entry Tournament MUST be 99

RealBridge Session MUST be 90

All players in these two types of events will have the payment type changed automatically

By using this the club may initiate a uniform charge per session or differentiate by session or by payment method.

e.g. the club may choose to charge \$7 for regular sessions, \$4 for RealBridge sessions and \$5 for learners' follow-up sessions. Other types of payment and session charges are entered here as \$0.00 as they will not be charged to the member's account.

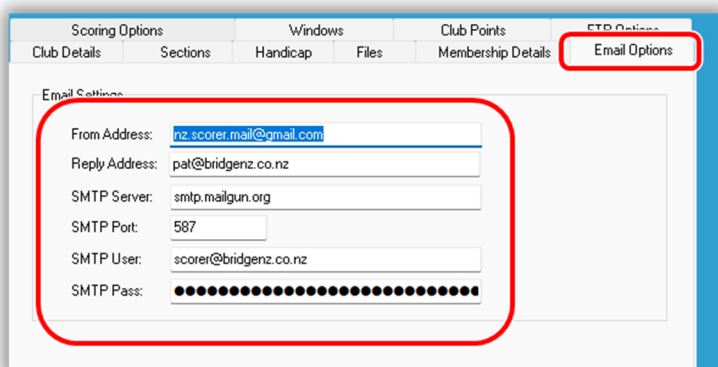
This may be used for free Birthday sessions or even a \$-40.00 for a playing director to be paid into their cashless payments.

All sessions are shown in the players transactions regardless of what method of payment is made.

IMPORTANT: Sessions played in Tournaments will automatically have payments allocated as type 99 – Pre-Paid Tournament Session and not be charged at session time – these should be manually transferred at the time of entry through the options available in the membership screen.

IMPORTANT: Sessions imported from RealBridge will automatically be charged to type 90

Email configuration



The screenshot shows the 'Email Options' tab within a software interface. The tab is highlighted with a red box. Below the tab, the 'Email Settings' section is visible, also outlined with a red box. It contains the following fields: 'From Address' (nz.scorer.mail@gmail.com), 'Reply Address' (pat@bridgenz.co.nz), 'SMTP Server' (smtp.mailgun.org), 'SMTP Port' (587), 'SMTP User' (scorer@bridgenz.co.nz), and 'SMTP Pass' (masked with dots).

There is now another tab in the Options screen for email configuration.

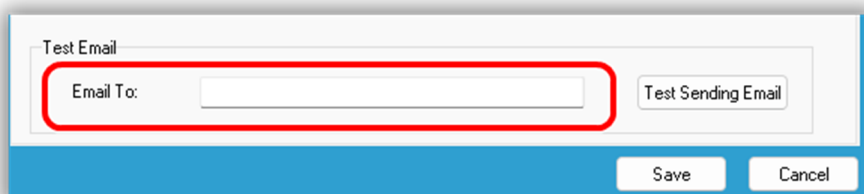
Nothing should be changed in this screen except for the Reply Address.

When members receive an email it will be from nz.scorer.mail@gmail .com, but if they reply to that mail it will go to the reply address. This will normally be the club email but can be for

example the treasurer or another address specifically set up for the purpose. If any member does NOT have an email address, then their email will be sent to this address.

Thus it is important to have email addresses for as many users as possible.

At the bottom of the Club Details tab, there is a test for the email system.



The screenshot shows a 'Test Email' dialog box. It has a red box around the 'Email To:' field, which is currently empty. To the right of the field is a 'Test Sending Email' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Enter an email address and click Test Sending Email and the user should receive an email.

MEMBERSHIP

It is important that your member details are correct, and also the club should add a user with computer number 1

Known As "Cashless Pmnt"

Surname "Contra Account"

This can then be used to manipulate payments when required (e.g. clear the balance on a member who has resigned in order to remove them from the membership)

NOTE: A player cannot be deleted from the membership if they have a non-zero balance in the cashless payments system.

Pairs Sessions

For Pairs sessions, the players screen now has another button where the Handicaps button is situated.

Each player is set to the player default payment type (see Appendix I) OR system default type of payment on entry, and the user can change any of the payment types required by selecting the payment type next to the player. After selecting the appropriate payment type for each player (the majority will just be the default for the club) the “Process Payments” button will process the payments to the Scorer database and print a report showing the players in the different payment categories.

Pair No	Player1 No	Player1 Name	Player1 Payment Type	Player2 No	Player2 Name	Player2 Payment Type
1	37954	Robyn Albertson	Cashless Payment	16737	Robyn Green	Cashless Payment
2	17255	Ann Tyne	Cashless Payment	45966	Alex Drummond	Cashless Payment
3	16518	Pauline Swann	Cashless Payment	13786	Frances Pughen	Cashless Payment
4	10948	Christina Mander	Cashless Payment	36080	Meredith Ross	Cashless Payment
5	5318	Susie Des Tombes	Cashless Payment	15697	Mary Slowny	Cashless Payment
6	45712	Margot Devonport	Cashless Payment	4446	Val Cooper	Cashless Payment

Pair No	Player1 No	Player1 Name	Player1 Payment Type	Player2 No	Player2 Name	Player2 Payment Type
1	45717	Pat Knight	Cashless Payment	18329	Guy Williamson	Cashless Payment
2	1221	Suzanne de Vries	Cashless Payment	40851	Lynne Noonan	Cashless Payment
3	13468	Clare Leyland	Cashless Payment	10288	Janet Heinenmann	Cashless Payment
4	45950	Mark Holden	Cashless Payment	56627	Judy Travers	Cashless Payment
5	46500	Julie Wright	Cashless Payment	10253	Barbara Leach	Cashless Payment
6	16663	Liz Olsen	Cashless Payment	9448	Anna Pearce	Cashless Payment

After all players’ payment type is set correctly, ensuring the “tick” is clicked to commit the changes. The user clicks “Process Payments”. This removes any previous entries for this session and assigns the charges to the players.

If the information is found to be incorrect, then the payment type for a player may be changed, and the session re-processed to correct it.

The report shows a list of the players as they are seated in table order with the payment type code beside the player. Players with

a current balance in Scorer of less than \$10 will be highlighted. Players set to use Cashless Payments, but have a low balance are highlighted. These players should be checked to ensure that the player number (name) is correct, and the payment method is correct.

Section	Player No	Player Name	Payment Type
0 - Cashless Payment	10253	Barbara Leach	Cashless Payment
0 - Cashless Payment	10288	Janet Heinenmann	Cashless Payment
0 - Cashless Payment	10948	Christina Mander	Cashless Payment
0 - Cashless Payment	16697	Mary Slowny	Cashless Payment
0 - Cashless Payment	16737	Robyn Green	Cashless Payment
0 - Cashless Payment	17255	Ann Tyne	Cashless Payment
0 - Cashless Payment	36080	Meredith Ross	Cashless Payment
0 - Cashless Payment	45712	Margot Devonport	Cashless Payment
0 - Cashless Payment	46500	Julie Wright	Cashless Payment
0 - Cashless Payment	5318	Susie Des Tombes	Cashless Payment
0 - Cashless Payment	5446	Val Cooper	Cashless Payment
11 - Money paid at session	16329	Guy Williamson	Money paid at session
11 - Money paid at session	37954	Robyn Albertson	Money paid at session
11 - Money paid at session	4446	Val Cooper	Money paid at session
11 - Money paid at session	45966	Alex Drummond	Money paid at session
11 - Money paid at session	45717	Pat Knight	Money paid at session
11 - Money paid at session	5318	Susie Des Tombes	Money paid at session
12 - Ticket Pre-Purchased from Club	1221	Suzanne de Vries	Ticket Pre-Purchased from Club
12 - Ticket Pre-Purchased from Club	13468	Clare Leyland	Ticket Pre-Purchased from Club
12 - Ticket Pre-Purchased from Club	16663	Liz Olsen	Ticket Pre-Purchased from Club
12 - Ticket Pre-Purchased from Club	40851	Lynne Noonan	Ticket Pre-Purchased from Club
12 - Ticket Pre-Purchased from Club	46527	Judy Travers	Ticket Pre-Purchased from Club

Following this is a list of the different payment types with the players who are allocated to have paid by that method.

At the bottom of each group is a total of the number of players in that group.

This allows for auditing of the session to ensure the correct amount has been received to bank.

Please Note: This report has been updated 20/6/22 to include the session date in the header

As from Scorer V22.3 a copy of each report is automatically saved under S:\CP_Audit

Teams

The player payments are made by "Session" and the "Session" may be any number of rounds that the club determines appropriate.

e.g. The event may be (not limited to) the following:

- Each session teams play 1 x 24-board match against another team
- Each session consists of 2 x 13-board matches
- Each session teams play 3 x 9-board matches
- Each session teams play 4 x 8-board matches

From Scorer V22.02, the round players' screen allows the user to set the date/time for that session. This allows ScorerCP to determine which sessions were played by which players and allocate payments correctly.

IMPORTANT: If the teams event is NOT a tournament and two sessions are to be charged on the same day, then TWO entries are required in the calendar for the charges to be allocated.

From the Draw screen, after uploading names, press Enter Names.

Team	Comp	Player 1	Comp	Player 2	Comp
1	655829	Alan Cunniff	11348	James Cunniff	9637
2	16668	John Cunniff	10747	David Cunniff	7650
3	4446	John Cunniff	10948	David Cunniff	27780
4	5318	John Cunniff	45712	David Cunniff	10253
5	17255	John Cunniff	8858	David Cunniff	36080
6	53540	John Cunniff	46494	David Cunniff	56627
7	34947	John Cunniff	27624	David Cunniff	16680
8	56532	John Cunniff	56521	David Cunniff	13468
9	27618	John Cunniff	16737	David Cunniff	54279
10	9448	John Cunniff	27617	David Cunniff	16663
11	44841	John Cunniff	2825	David Cunniff	37954
12	50171	John Cunniff	43487	David Cunniff	1328

Audit Report for Session Gladys Palmer Teams - Evening
Gladys Palmer Teams: Round : 2

1	45696 Alex Drummond 11	11348 Joan McCarthy 11	9697 Mary Jane Farrell 5	4885 Gayle Culwick 11
2	16668 John Cormack 11	10747 David Macdonald 11	7650 Dinna Hall 5	44884 Linda Caradus 5
3	4446 Val Cooper 5	10948 Christina Mander 5	27780 Stefan Prentice 11	24281 Paula Gilbert 11
4	5318 Susie Des Tombe 12	45712 Margot Davenport 5	10253 Barbara Leach 5	46500 Julie Wright 12
5	17255 Ann Tyrie 11	8858 Rhonda Sweetman 5	36080 Meredith Ross 5	45761 Ross Craig 11
6	53540 Peter Heazlewood 12	46494 Nat Dunning 12	56627 Judy Travers 12	18329 Gay Williamson 12
7	34947 David Young 5	27624 Marilyn Goddard 11	16660 Marcia Gibson 11	27623 Anne Patterson 11
8	56532 Win McLea 11	56521 Rosemary Tyler 11	13468 Claire Leyland 11	12214 Pat Mitchell 11
9	27618 Robert Philpott 12	16737 Robyn Green 13	54279 John McLean 11	1332 Andy Marshall 11
10	9448 Anne Pearce 11	27617 Helen Philpott 11	16663 Liz Olsen 11	32006 Jan Hughes 11
11	44841 Paul Cheng 11	2625 Sally Schoon 5	37954 Robyn Albertson 5	1128 Stella Bridge 11
12	50171 Colleen Pilgrim 11	43487 Judith Nathan 5	1328 James Wood 11	27664 Sally Huelin 5

----- End of Round Players for round 2

Swiss Pairs Round 2 - Cashless Payment

10253	Barbara Leach
10948	Christina Mander
27664	Sally Huelin
2825	Sally Schoon
34947	David Young
36080	Meredith Ross
37954	Robyn Albertson
43487	Judith Nathan
4446	Val Cooper
44884	Linda Caradus
45712	Margot Davenport
7650	Dinna Hall
8858	Rhonda Sweetman
9697	Mary Jane Farrell

0 - TOTAL: 14

Swiss Pairs Round 2 - Money paid at session

10747	David Macdonald
1128	Stella Bridge
11348	Joan McCarthy
12214	Pat Mitchell
1328	James Wood
1332	Andy Marshall
13468	Claire Leyland
16660	Marcia Gibson
16663	Liz Olsen
16668	John Cormack
17255	Ann Tyrie
24281	Paula Gilbert
27617	Helen Philpott

Audit Report for Session Gladys Palmer Teams - Evening

27623	Anne Patterson
27624	Marilyn Goddard
27780	Stefan Prentice
32006	Jan Hughes
44841	Paul Cheng
45696	Alex Drummond
45761	Ross Craig
4885	Gayle Culwick
50171	Colleen Pilgrim
54279	John McLean
56521	Rosemary Tyler
56532	Win McLea
9448	Anne Pearce

11 - TOTAL: 26

Swiss Pairs Round 2 - Ticket Pre-Purchased

18329	Gay Williamson
27618	Robert Philpott
46494	Nat Dunning
46500	Julie Wright
5318	Susie Des Tombe
53540	Peter Heazlewood
56627	Judy Travers

12 - TOTAL: 7

Swiss Pairs Round 2 - EFTPOS payment

16737	Robyn Green
-------	-------------

13 - TOTAL: 1

The Session drop-down allows the user to select the date/time of the session to be charged.

PLEASE NOTE: IF the event is a tournament, then all payment types will be automatically changed to 99 – Pre-Paid Tournament Entry and must be managed separately.

After clicking Process Payments, a report is displayed showing the players with their payment types and highlighting cashless payment entries with low funds:

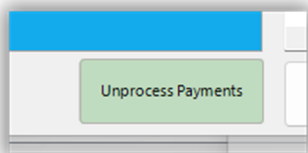
The players highlighted will have been designated to pay using cashless payments, but have less the \$10 available in their account currently.

This may be due to any of several factors including, but not limited to:

- The payment type has been allocated incorrectly OR
- The club charges the players retrospectively OR
- An incorrect player number has been entered, so the payment is for the wrong player.

The cause of these should be investigated to ensure payments are allocated correctly.

If errors are found, either in the players' payments or the date allocated, then the user has the option to unprocess those payments:



By unprocessing the payments, entries are removed, for that round, from the players' transactions. After corrections are made, the process payments can be used again to process these correctly.

Swiss Pairs

With the release of Scorer Cashless Payments, it is now possible to have different players for the same pair number in different rounds of Swiss Pairs.

The Draw screen shows various options for setting up a round. The 'Round Number' is set to 2. The 'Enter Names' button is highlighted with a red box.

From the Draw screen for the round, click Enter Players.

This brings up the SP Round Players, similar to the Team Round Players in Teams.

These are the players whose names will be sent off for Master Points.

If the screen is empty, then it can be populated by using either "Default All" (1) to populate from the players entered for the event, or "Copy from Previous Round" (2)

Player names may be changed here to reflect

The Enter Names screen shows a list of players for a specific session and pair number. The 'Session' is 3/05/2022 Evening and the 'Pair No' is 1. The 'Enter Names' button is highlighted with a red box. The 'Copy From Previous Rounds' and 'Default All' buttons are also highlighted with red boxes.

Team	Comp	Player 1	Comp	Player 2
1	16737	Robyn Green	45830	Suie Cakebread
2	27623	Anna Palmer	46500	Julia Wright
3	4446	Val Cogan	13468	Clare Ireland
4	27624	Michaela Smith	56652	David Hill
5	10253	Michaela Smith	45712	Michaela Smith
6	46494	Janet Cogan	56627	Janet Cogan
7	11852	Janet Cogan	45854	Janet Cogan
8	11348	Janet Cogan	17255	Janet Cogan
9	18019	Janet Cogan	4979	Janet Cogan
10	9054	Janet Cogan	20589	Janet Cogan
11	5318	Janet Cogan	20241	Janet Cogan
12	45696	Janet Cogan	45697	Janet Cogan
13	45717	Janet Cogan	7650	Janet Cogan
14	37956	Janet Cogan	36080	Janet Cogan
15	9697	Janet Cogan	27780	Janet Cogan
16	16660	Janet Cogan	48004	Janet Cogan
17	16663	Janet Cogan	9448	Janet Cogan
18	10747	Janet Cogan	16668	Janet Cogan

"Substitutes" who are playing this round.

To change the player names, select the pair and make the change (4).

Audit Report for Session Garland Pairs XIIMP - Evening	
46494	John Boudreau
48004	Green-Goldman
56652	Green-Red
0 - TOTAL: 27	
Swiss Pairs Round 2 - RealBridge Cashless	
45854	Red-Blackman
1 - TOTAL: 1	
Swiss Pairs Round 2 - Money paid at session	
4446	Black-Goldman
10253	Black-Black-Goldman
11652	John Boudreau
45830	Black-Blackman
46500	John Boudreau
11 - TOTAL: 5	
Swiss Pairs Round 2 - Ticket Pre-Purchased	
27623	Black-Blackman
45712	Black-Goldman
56627	John Boudreau
12 - TOTAL: 3	

Payment types should be changed to reflect the payments made by that player. Most players should be paying by system default payment type. Change the payment type using the drop-down:
Hint: After clicking the dropdown (5), type the first letter of the payment type to use, then press the ENTER key

Ensure that the session date/time is selected for this session (3) before clicking “Process Payments”.

The report shows the payment type allocated to each player and the groups of payment types summarised.

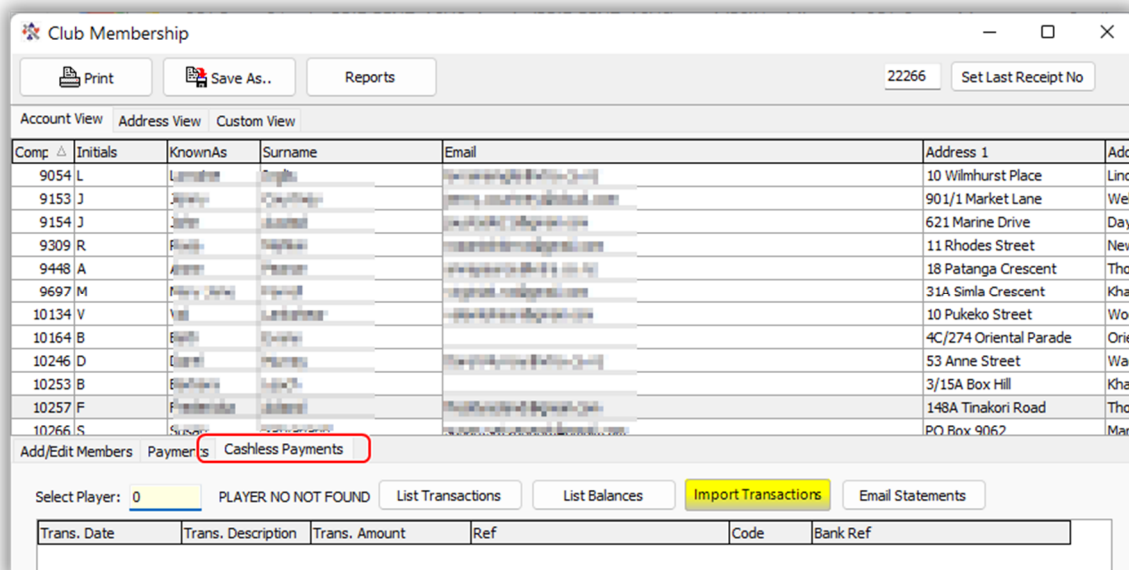
The highlighted players have chosen Cashless Payments but have a low balance in Scorer's records.

If, after the payment is processed, it is determined that one or more settings are incorrect, then the UnProcess Payment option is available.

NOTE: After processing the payments

Administration and reporting

In the Club Membership, there is a new tab called “Cashless Payments



In this screen the user is able to see transactions and balances for members, import payments and email statements.

Selecting player 0 shows information for all members. These can be sorted and filtered as required by the user.

List Transactions

Entering the computer number of a player and selecting “List Transactions” shows all the transactions for that player. This is a reporting tool and can not be changed here.

If Select Player is 0, then all members are listed:

The screenshot shows the 'List Transactions' tab for all members. The 'Select Player' dropdown is set to '0', and the 'All Members' button is highlighted. The 'List Transactions' button is highlighted. Below the buttons is a table with columns: Comp No., Title, KnownAs, Surname, Trans. Date, Trans. Description, Trans. Amount, and Ref.

Comp No.	Title	KnownAs	Surname	Trans. Date	Trans. Description	Trans. Amount	Ref
16737	Mrs	Stella	Bridge	25/05/2022 12:21:45	Transfer	-\$720.00	To Contra[1]
1	Mrs	Stella	Bridge	25/05/2022 12:21:45	Transfer	\$720.00	To Contra[16737]
1128	Mrs	Stella	Bridge	23/05/2022 11:22:01	Transfer	-\$50.00	Transfer to partner[115]
1128	Mrs	Stella	Bridge	23/05/2022 11:20:27	Session Charge	\$120.00	Payment received at ses
1441	Mrs	Jill	Waller	23/05/2022		\$0.00	Session Mon Evening 29
45830	Mrs	Stella	Bridge	23/05/2022		-\$5.00	Session Mon Evening 29
37954	Mrs	Stella	Bridge	23/05/2022		-\$5.00	Session Mon Evening 29
1128	Mrs	Stella	Bridge	22/05/2022 6:54:38 A	Session Charge	\$100.00	22/6/22 vouchers
30117	Mrs	Jill	Waller	19/05/2022 12:37:54	Transfer	\$37.00	Test transfer
1129	Mrs	Yvonne	Waller	19/05/2022 12:37:54	Transfer	-\$37.00	Test transfer
30117	Mrs	Jill	Waller	19/05/2022 12:30:24	Session Charge	\$25.00	Test transfer
1129	Mrs	Yvonne	Waller	19/05/2022 12:30:24	Session Charge	-\$25.00	Test transfer

If a specific member number is entered, then the first 4 columns are no longer required in the table and are removed.

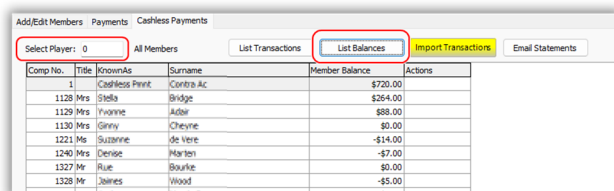
Once again, all columns are able to be sorted and filtered to make it easy to see transactions for a specific date (range) or specific player(s).

The screenshot shows the 'List Transactions' tab for a specific member. The 'Select Player' dropdown is set to '1128', and the 'Stella Bridge' button is highlighted. The 'List Transactions' button is highlighted. Below the buttons is a table with columns: Trans. Date, Trans. Description, Trans. Amount, Ref, Code, and Bank Ref.

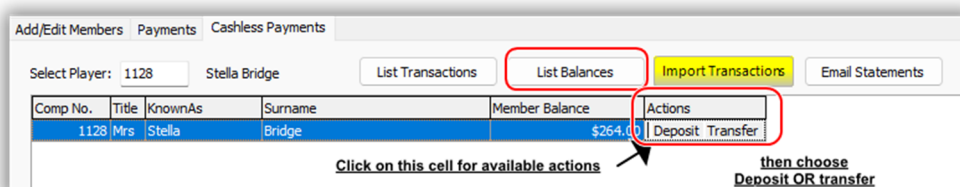
Trans. Date	Trans. Description	Trans. Amount	Ref	Code	Bank Ref
23/05/2022 11:22:01	Transfer	-\$50.00	Transfer to partner[11527]	0	
23/05/2022 11:20:27	Session Charge	\$120.00	Payment received at session	0	
22/05/2022 6:54:38 A	Session Charge	\$100.00	22/6/22 vouchers	0	
9/05/2022	Session Charge	-\$7.00	Session Monday Evening	0	
28/04/2022	Session Charge	-\$7.00	Session Thu Afternoon 2898	0	
27/04/2022	Session Charge	-\$7.00	Session Wed Evening 2772	0	
1/04/2022	Bank Deposit crest	\$120.00	csv import 2022-05-25 12:11	0	
3/03/2022		\$0.00	Session Thursday Evening	0	
2/02/2022	Session Charge	-\$5.00	Session Evening - 889	0	
20/07/2021 11:59:38	Session Charge	\$0.00	Opening Balance	0	

List Balances

Initially this shows the balance for the player selected (or for all players if 0 is selected)



Comp No.	Title	KnownAs	Surname	Member Balance	Actions
1		Cashless Print	Contra Ric	\$720.00	
1128	Mrs	Stella	Bridge	\$264.00	
1129	Mrs	Fionne	Alder	\$88.00	
1130	Mrs	Ginny	Cheyne	\$0.00	
1221	Ms	Suzanne	de Vere	-\$14.00	
1240	Mrs	Dense	Marten	-\$7.00	
1327	Mr	Rue	Bourke	\$0.00	
1328	Mr	James	Wood	\$5.00	
1333	Mr	Andy	Marshall	-\$7.00	



Comp No.	Title	KnownAs	Surname	Member Balance	Actions
1128	Mrs	Stella	Bridge	\$264.00	Deposit Transfer

Click on this cell for available actions

then choose Deposit OR transfer

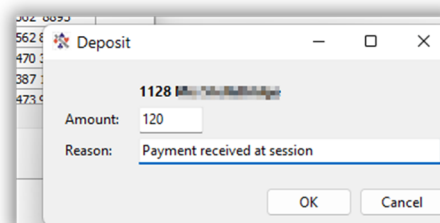
Clicking in the “Actions” cell on the row of the player gives options to manually add (withdraw) money from the player’s account or to transfer money to another player.

All transactions are recorded for audit purposes, so if a transaction is completed incorrectly, then another transaction is required to reverse that.

Deposit

Clicking Deposit brings up a window to allow for a deposit (withdrawals are negative deposits)

The user should always add a Reason for this.



Deposit

1128 Mrs Stella Bridge

Amount: 120

Reason: Payment received at session

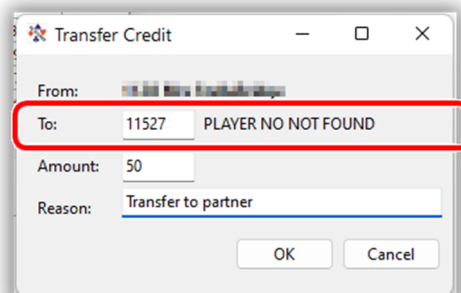
OK Cancel

Transfer

This option allows the user to transfer from one player to another.

When the player receiving the transfer is not found, then this is indicated, allowing for correction before transferring the funds. IT WILL NOT STOP THE TRANSFER!

Any transfer of this nature automatically records the numbers of the player s in the reason for BOTH transaction entries (the receiving player has the computer number of the player it is from and vice versa)



Transfer Credit

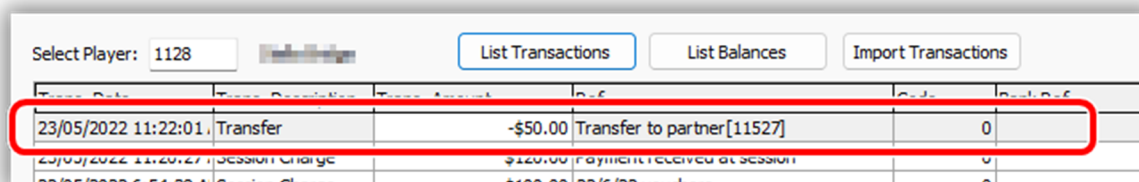
From: 1128 Mrs Stella Bridge

To: 11527 PLAYER NO NOT FOUND

Amount: 50

Reason: Transfer to partner

OK Cancel



Date	Description	Amount	Ref	Code	Inst Ref
23/05/2022 11:22:01	Transfer	-\$50.00	Transfer to partner[11527]	0	
23/05/2022 11:20:27	Session Charge	\$120.00	Payment received at session	0	
23/05/2022 6:54:38 A	Session Charge	\$100.00	23/5/22 vouchers	0	

It is suggested that the club create a new member number 1 with the name

KnownAs = Cashless Pmt

Surname=Contra Ac

By using this, funds can be transferred if there is a problem with a member that requires adding or subtracting finds, and the process is audited.

Import transactions

This allows the user to import a csv file which contains fields SPECIFICALLY NAMED:

Date : The date of the bank transaction.,

Amount: The amount of the transaction,

Particulars: MUST be one of "TblMoney" | "Sub" | "TEntry",

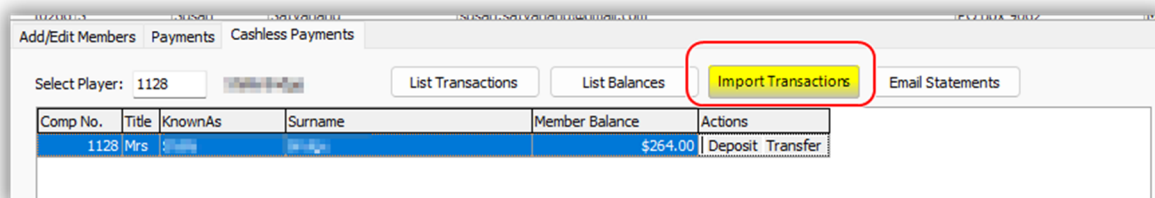
Code: Only used if this is a tournament entry (TEntry) and needs to be the eventid of the event,

Reference: The computer number of the member or player entering a tournament.

All other fields are ignored.

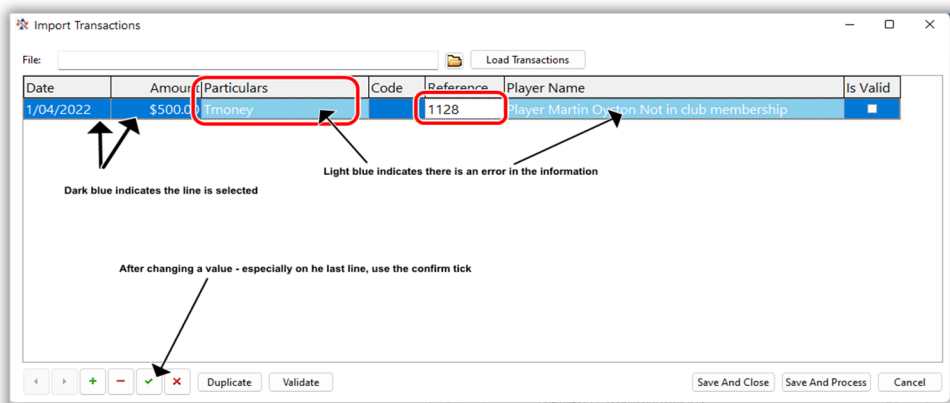
HINT: If your csv file has, say, the player numbers in the code field, and nothing in the Reference, then you can change the headings and the file will import correctly.

NOTE: Your csv file may have other fields or be in a different order. This is not a problem as long as the columns named here are in the file.

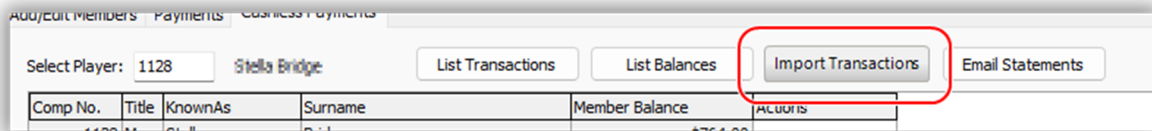


It is important to note at this point that along with all cashless payment deposits, this screen can allow for import of subscription payments, Tournament Entries and other member related payments.

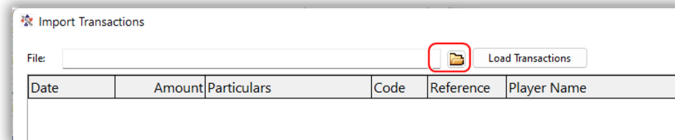
If the Import Transaction button is **YELLOW** then it means that there are unprocessed transactions that need dealing with. These should be sorted out before importing more from another file.



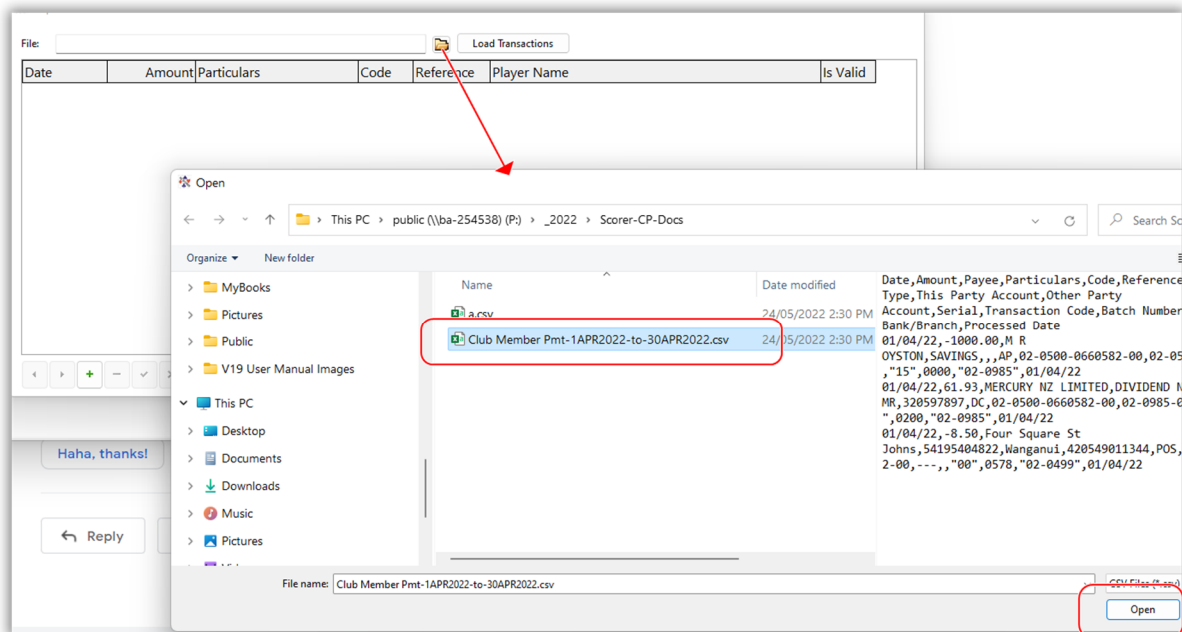
Once all the fields are correct, the "Save and Process" button will process the transactions to the appropriate tables.



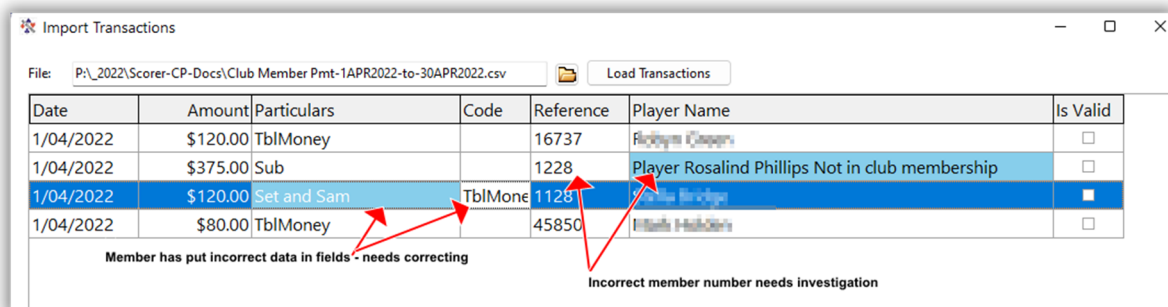
If there are no transactions waiting, the Import Transactions button is grey.



Click on the folder to browse and select a file to open



When the file is selected and opened, initial validation is done on the fields.



1 – These records are correct – the member has entered TblMoney in the particulars and their computer number in the Reference. Note that this is NOT case sensitive so “tblmoney” or “TBLMONEY” are all acceptable. The system has looked up the players’ names from the computer number.

2. The member has put incorrect data in the fields – this is highlighted in light blue to show that it needs correcting. The fields can be corrected manually in this screen.

3. When the reference is corrected to a computer number, the system looks up the name. If the number is a valid NZB number but not a member this will be shown also.

Helpful Hints:

- 1 Use the cursor keys to move down the column. If there are a number of users with incorrect particulars that should say "TblMoney" then copy the text "TblMoney" and paste into each cell.
- 2 If couples pay together, then the line can be duplicated then proportion the payment amount to each player. Alternatively make the payment to one player then use the transfer button to move money from one player to the other.
- 3 Merge payments made by the **same player on the same day for the same amount**. If this happens then the system will not handle both payments and take them as a duplicate causing a discrepancy with the bank.

Import Transaction Controls



- 1 Move UP one row
- 2 Move Down one row
- 3 Add a row to the entries [Defaults current date, \$0, TblMoney, 0 (player number)]
- 4 Delete the current line
- 5 Accept changes made to the current field
- 6 Cancel changes made to the current field – works until you leave the current line
- 7 Duplicates the selected line – User must then change the \$ amounts to balance with the original transaction
- 8 Validates all lines, highlighting any issues
- 9 Saves the current state of the records without assigning any transactions to players
- 10 Saves the current state and processes any transactions able to be processed correctly, leaving any other transactions to be processed after correction.
- 11 Cancels any changes made since the import.

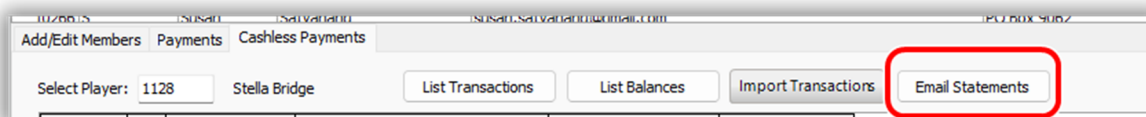
Save and Process

This will validate the lines and process any valid payments.

The invalid lines will not be processed and remain in the table until they are manually removed or corrected and processed, with one exception.

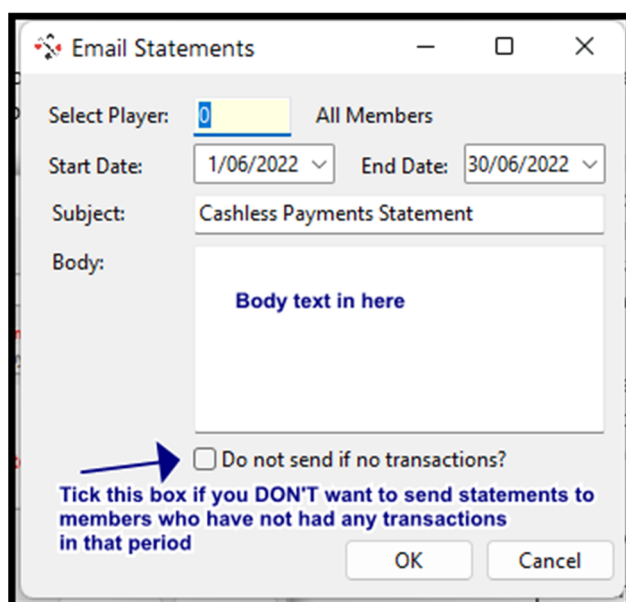
Lines with Particulars = "TEntry" AND an eventid in the code AND a valid NZB number (even though they are not a member) will not show as valid (not being a member) but WILL be processed to the Tournament Entries.

Email Statements



This allows the user to email statements to members who have are active in the Scorer Cashless Payments system.

A separate application has been installed to manage the email, and the statements may be emailed to an individual or to all members.



The default settings are as shown, with the date range for the entire month prior to the current date, Select Player = 0, so all players will receive their email, Subject defaults to "Cashless Payments Statement, but this is free text and can be modified.

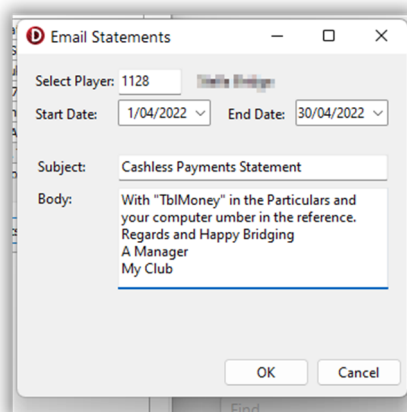
Body: Is the body of the email and can be used to assist the user in understanding what is being sent or to pass on some generally good feedback about the club,

The subject and body are common to all emails

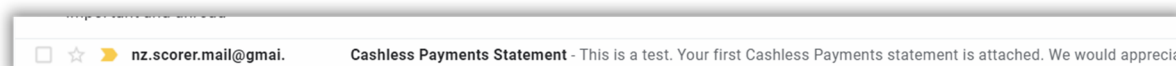
The emails use a report in the system folder called CP_mail_bg.

Although the user is able to modify this, it is recommended that a cautions approach be taken to modifying information which is being emailed to potentially the entire club membership.

The resulting report is produced as a pdf and attached to the email.

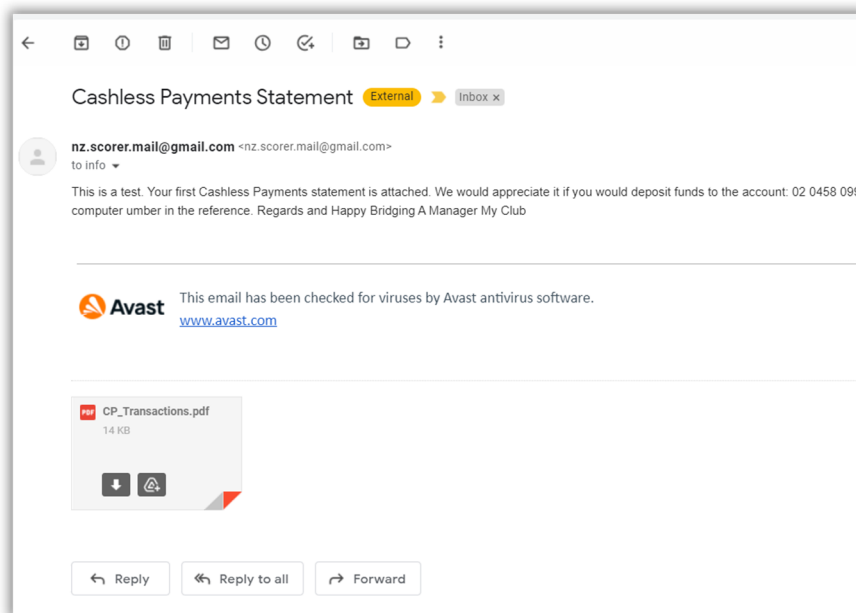


It is important to note at this stage that any user who does NOT have an email address has the mail sent to the club email.



Mail is received from NZ Scorer mail, with a reply to address being the club email

The mail has an attachment called "CP_Transactions.pdf"



Opening the attachment shows the statement

Electric Bridge		Cashless Payments Statement for period 01 Apr 2022 to 01 Jun 2022		<i>Produced June 01, 2022 01:41 pm</i>
Player Name (16737)				
Date	Statement Reference	Opening Balance: \$1,120.00		
		Debit	Credit	
1/04/2022	csv import 2022-05-25 8:58		\$500.00	\$1,120.00
1/04/2022	csv import 2022-05-24 14:44:01.4423081		\$275.00	
1/04/2022	csv import 2022-05-24 15:14		\$245.00	
1/04/2022	csv import 2022-05-25 6:15		\$100.00	
4/04/2022	Session Mon Evening 2732	\$7.00		\$1,113.00
11/04/2022	Session Mon Evening 2730	\$7.00		\$1,106.00
12/04/2022	csv import 2022-05-25 6:15		\$100.00	\$1,206.00
18/04/2022	Sub pmnt of \$350.00 Receipt:22267 2022-05-26 7:49		\$0.00	
28/04/2022	Session Thu Afternoon 2898	\$7.00		\$1,199.00
3/05/2022	Session Tuesday Evening		\$0.00	
5/05/2022	Session Thu Afternoon 2805	\$7.00		\$1,192.00
9/05/2022	Session Monday Evening	\$7.00		\$1,185.00
25/05/2022	Tbl Control [1]	\$720.00		\$465.00
26/05/2022	Tbl payment from Ctl [tblchk-1]	\$325.00		\$140.00
26/05/2022	Tbl [tblchk-1]	\$80.00		\$60.00
		Closing Balance: \$60.00		

The format for the report is easily customisable for any specific club.


Debits and credits are shown and the net balance at the end of the day of each transaction is shown on the right.

In the example above, the subscription was banked on 18/4/2022 as "SUB" separately from the "TblMoney", so it does not go into the player's credits but gives the details

and a receipt number for the payment.

A warning message may be inserted if the balance is below a certain value, at the discretion of the club.

e.g.

Electric Bridge		Cashless Payments Statement for period 01 May 2022 to 01 Jun 2022		<i>Produced June 01, 2022 01:45 pm</i>
 (36081)				
Date	Statement Reference	Opening Balance: -\$7.00		
		Debit	Credit	
1/06/2022	No Transactions This Month		\$0.00	-\$7.00
		<u>Closing Balance: -\$7.00</u>		
<p>Your playing finds are getting low. Please top them up by depositing to the club bank account 02 0548 0346680 00 Please use TblMoney as particulars and 36081 as Reference</p>				

Tournament Entries

If the Import from csv option is used with:

Particulars = TEntry

Code= EventID of the tournament (get this from the calendar)

Reference = PlayerID

The information will be stored in a table TournamentEntryPayments, which will be linked to the entries when entered/uploaded in the tournament entries screen.

Event ID	Name	Year	Entries
863	Wellington IP Trials Sen and Interm	2022	0
864	Wellington IP Trials Women	2022	0
820	Victoria Multigrade 8B	2022	2
782	Junior int Victoria Combined 2021	2021	0
772	Wellington Club Championship 2021	2021	0
778	Rocke Tournament	2021	0

Entry	Player 1No	Player 1Name	Player 2No	Player 2Name
1	69542	Pat Oyston	34329	Martin Oyston
2	16737	Robryn Green	1128	Stella Bridge

Note that the entries may be re-loaded or even uploaded from round 1 and the payment status remains.

NOTE: This can be easily used to record entries to special events like Christmas Party. The event can be set up as a tournament with 0 C-points and the entries put in the tournament entry screen.

When payment is received it is imported through the cashless payments screen as TEntry with the eventid in the code, and those that have paid will highlight in green.

Tips for applying Tournament Entry cash Payments

If there are a number of payments come in, then go to the Options → Membership screen and change the “Default Particulars” to TEntry

THIS WILL NEED TO BE CHANGED BACK AFTER ENTRIES ARE ADDED

Although it is not necessary to change the default, it may save a lot of typing.

Now go to the membership screen → Cashless Payments tab.

Click Import Transactions

Click the + to add a line

Type	Description	Amount	Date
0	Cashless Payment	\$7.00	
11	Money paid at session	\$0.00	
12	Ticket Pre-Purchase	\$0.00	
13	EFTPOS payment	\$0.00	
90	RealBridge Cashless Payment	\$4.00	
99	Pre-Entry Tournament Session	\$0.00	

Date	Amount	Particulars	Code	Reference	Player Name	Is Valid
------	--------	-------------	------	-----------	-------------	----------

File: Load Transactions

Date	Amount	Particulars	Code	Reference	Player Name	Is Valid
1/06/2022	\$0.00	TEntry	883	34329		<input checked="" type="checkbox"/>

↑ Amount of entry fee paid ↑ EventID (from the Calendar) ↑ Computer numbr

When amount, particulars, code and reference are completed, click on the tick control at the bottom of the window

File: Load Transactions

Date	Amount	Particulars	Code	Reference	Player Name	Is Valid
1/06/2022	\$35.00	TEntry	883	69542	Player Pat Oyston Not in club membership	<input checked="" type="checkbox"/>
1/06/2022	\$35.00	TEntry	883	34329	Player Martin Oyston Not in club membership	<input type="checkbox"/>

< > + - ✓ ✕ Duplicate Validate Save And Close Save And Process Cancel

The player number is looked up and you are ready to save and process the entry fee.

NOTE: The "Is Valid" column indicated it is not valid if the player is not a club member, but this is ignored for tournament entries.

When finished with the manual entries here, remember to change the default particulars back to TblMoney (or whatever it was set to).

Extra Reporting

There are two reports delivered in the Admin folder of the reports.

CP_Statement allows the user to print a statement for a chosen member for a specific timeframe. This report replicates those emailed.

CP_Report gives the debits, credits and net balance for the Cashless Payments system as well as a list of members with their starting balance, closing balance and net transaction amounts over the period chosen.

Appendix I – Default Payment type by member

With the update V22.3, the ability to set the default payment type by user has been implemented.

If a default payment type is NOT assigned to a member, the system default type will be used.

To set the payment type for a user:

1. Go to Administration → Club Membership
2. Select the member
3. In the Notes field at the bottom of the panel, enter “[CP “ then the number corresponding to the default payment type for that member:
e.g.

Club Membership

Print Save As.. Reports 22265 Set Last Receipt No

Account View Address View Custom View

Comp No	Initials	KnownAs	Surname	Email	Address 1	Ad
10257	Mrs F	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10258	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10259	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10260	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10261	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10262	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10263	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10264	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10265	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10266	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10267	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10268	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10269	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10270	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10271	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10272	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10273	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10274	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10275	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10276	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10277	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10278	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10279	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10280	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10281	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10282	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10283	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10284	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10285	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10286	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10287	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10288	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10289	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10290	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10291	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10292	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10293	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10294	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10295	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10296	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10297	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10298	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10299	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10300	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Add/Edit Members Payments Cashless Payments

Comp No Title Initials Known as Surname Gender

10257 Mrs F [redacted] [redacted] F

Address1 Address2 Address3 Post code:

[redacted] [redacted] Wellington 6011

Phone Work Phone Mobile Fax Email address User Login Name

499 5660 [redacted] 021 320 417 [redacted] freddyadand@gmail.com [redacted]

Grade Financial status Membership type Entry Fee Date Joined Debenture Receipt number Receipt date Admin password level Score password level Password

[redacted] F Resignations [redacted] [redacted] 18/08/1996 [redacted] 22022 25/11/2021 [redacted] [redacted] [redacted]

ICE

Notes

[CP 3]

Remember to click Save

Changing Member Data

Add Delete Edit Cancel

Close

4. Remember to click “Save” to confirm the change

NOTE: the “[CP “ MUST be at the start of the notes field, not after any other note in there.

Other notes may be added after this section if required.

e.g. [CP 2] | Member made a large donation on 17 Feb 2020 for tables | Uses carpark by door

Update 4 July, 2022

Appendix II – Email Subscription Notices

With the release of Scorer V22.3 there is an option in the Membership → Payments tab to email subscription notices.

The default report for this is Reports\System\Subscription Notices.fr3

The new app (EmailStatements.exe) takes control from there and allows the emailing of statements to:

- A single user if the computer number of the user is used
- If the computer number is entered as 0, then the user may select a membership class
- The option ALL has been added to be able to email all classes of members

It is recommended that the user checks that the default statement is appropriate before doing a mass mail.

Subscriptions are done by following the standard procedure (see V22 Scorer User Manual) but instead of printing all the subscription notices, the user can email them to their members.

When the subscriptions are paid to the club bank account, the member should use “Sub” as the Particulars and their computer number as the Reference.

These can then be imported into the cashless payments system and will show on the member’s statement with a receipt number.

Update 12 July, 2022