



New Release/Enhancements

**5.4.21**

# DISPLAY SEQUENCE FOR THE ITEMS ON THE BEO

**Navigation Steps:** Events Module → Add On Tab  Edit Item  Display Order

**Feature Explanation:** A new display option has been added to the 'Menu and Add-ons' settings, allowing customers to choose how these items are displayed on the timeline.

**EDIT BANQUETS MANAGER**

EVENT BUILDER | FUNCTION SHEET | COMMUNICATION | ATTACHMENTS

Event Details | Venue | Event Timeline | Floor Plan | Menu | **Add Ons** | Instructions | Payment | Event Notes | Ledgers | Event Tracking

Category	Item	Timeline Item	Rate	Quantity	SubTotal	Tax	Service Fee Amount	Total	Service Fee	Remark	Display Order	Action
Dinner	Refried Beans, Spanish Rice, Choice of Two Entrées: Steak Ranchero, Cheese Enchiladas, Sour Cream Chicken Enchiladas, Beef Fajitas with Onions & Peppers, Pork Tamales, Chicken Fajitas with Onions & Peppers Served with Guacamole, Sour Cream, Pico De Gallo, Jalapenos, Salsa, Queso & Tortilla Chips, Flour & Corn Tortillas	0										
Buffet Options	South Texas...		29.95	100	2995.00	210.00	0.0	3205.00	No		0	<input type="checkbox"/> <input checked="" type="checkbox"/>
Desserts	Buffet of...		5.95	100	595.00	42.00	0.0	637.00	No	per person	3	<input type="checkbox"/> <input checked="" type="checkbox"/>
Drink Charges	Liquor: Banquet Premium Brands		12.00	100	1200.00	84.00	0.0	1284.00	No	Per Glass	1	<input type="checkbox"/> <input checked="" type="checkbox"/>
Room Charges	Banquets Room Charge		500.00	1	500.00	35.00	0.0	535.00	No		4	<input type="checkbox"/> <input checked="" type="checkbox"/>

Display Order: 0

Add to Sheet

Total Service Fee Amount: \$ 0.00    Service Fee Tax: \$ 0.00    Total: \$ 5,661.00



Caddie

Links at C

123 Anywhere St, Club Caddie, 123

Primary Contact	Role	Address	Email Address	T
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Caddie Wedding - Saturday, November 09, 2024  
Event Time : 01:00 PM - 11:00 PM

Start Time	Venue	Location	Timeline Item	Description
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**Miscellaneous**

**Service and Set Up Items**

Charges	Qty	Price
<b>South Texas Buffet</b> Refried Beans, Spanish Rice, Choice of Two Entrées: Steak Ranchero, Cheese Enchiladas, Sour Cream Chicken Enchiladas, Beef Fajitas with Onions & Peppers, Pork Tamales, Chicken Fajitas with Onions & Peppers Served with Guacamole, Sour Cream, Pico De Gallo, Jalapenos, Salsa, Queso & Tortilla Chips, Flour & Corn Tortillas	100	\$29.95
<b>Premium Brands</b> Per Glass	100	\$12.00
<b>Buffet of Assorted Mini Desserts</b> per person	100	\$5.95
<b>Room Charge</b>	1	\$500.00

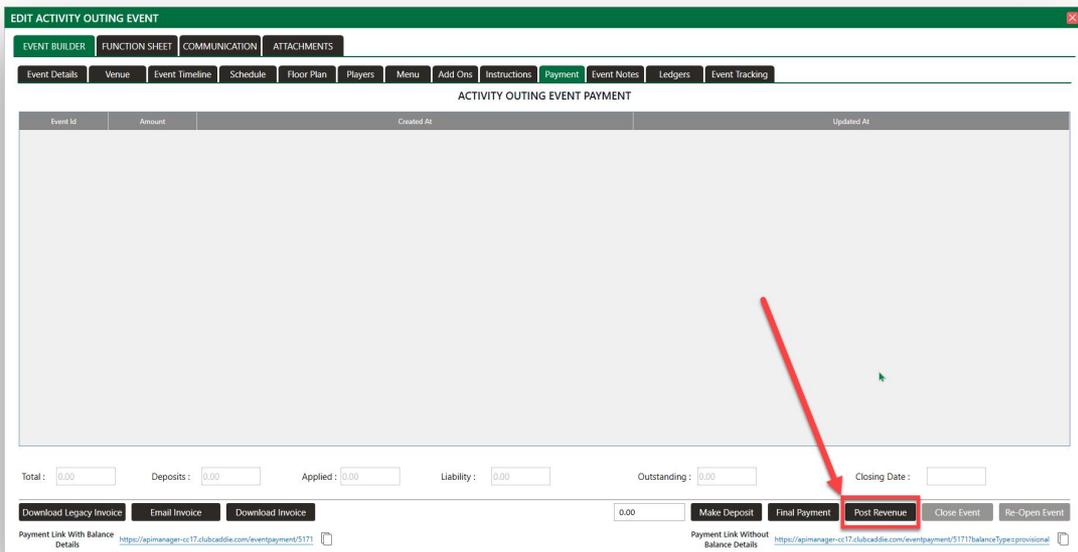
Charges			
Charges	Service Charge	Sales Tax	

For a detailed guide, visit our [Knowledge Base Article](#).

## POST REVENUE FOR ACTIVITY OUTINGS

**Navigation Steps:** Events → Activity Outing → Event Builder → Payment → “Post Revenue” option

**Feature Explanation:** There is a new option for “Post Revenue” in addition to the existing “Close Event” functionality. When “Post Revenue” is selected, any Items that are listed in the Menu and Add Ons tabs of the Activity will be posted as Revenue and be reflected in Reports. Once all of the charges are confirmed and finalized, Users can then select the Close Event button, which will finalize and lock the Activity from being edited.



# EVENT CHARGE - SPLIT/DIVIDE PAY

**Navigation Steps:** Register > Divide Pay or Split Pay>

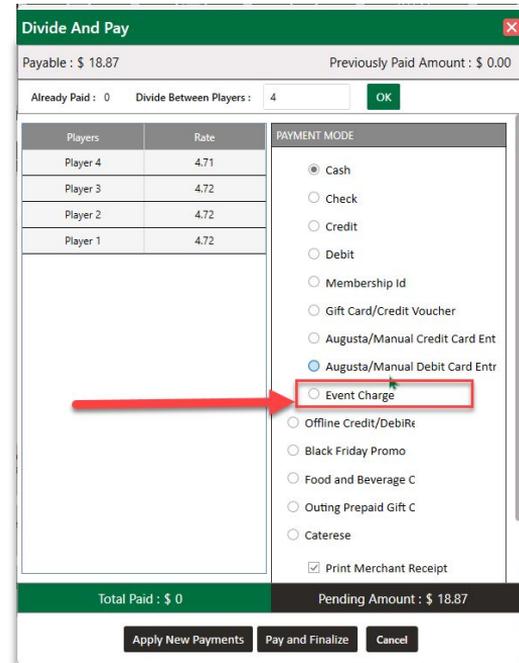
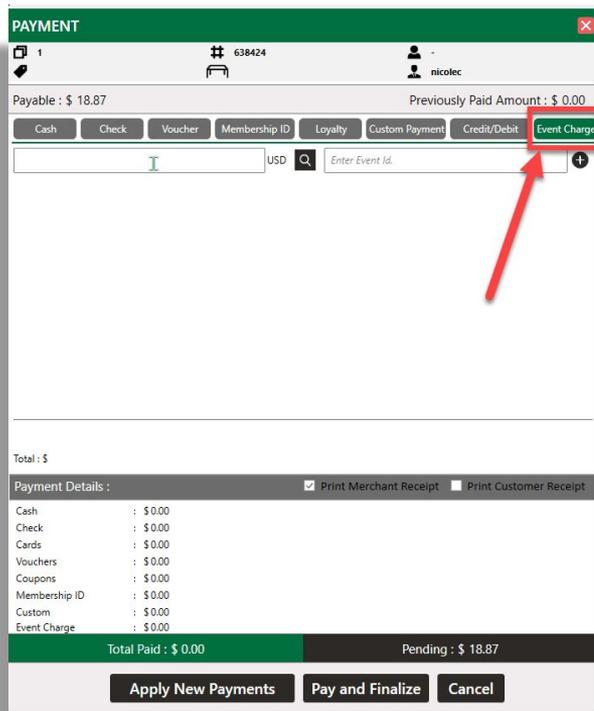
\* Divide Pay: Enter the number of people to divide the total between, confirm, and assign payment methods for each.

\* Split Pay: Select a payment method, enter the amount, add it, and repeat for additional methods.

**Feature Explanation:** With this new feature, you can now split and divide payments for event charges. For example, if you want to pay half of an event charge with a credit card and apply the other half to the registered event's account, this is now possible.

OR

This feature enables you to divide event costs evenly between participants or split payments across different payment methods. Whether handling group events or accommodating varied payment preferences, it ensures smooth, accurate transactions while maintaining detailed records.



# TAX-EXEMPT ITEMS IN EVENT BUILDER

**Navigation Steps:** Events → Event Builder → Menu/Add ons → Check Tax Exempt

**Feature Explanation:** This new feature enhances flexibility in managing taxes for events by allowing specific items, such as alcohol, to be marked as tax-exempt while keeping the rest of the event charges taxable. A new dropdown box in the Menu and Add-Ons tabs of the Event Builder enables staff to designate items as tax-exempt.

**EDIT BANQUETS MANAGER**

EVENT BUILDER | FUNCTION SHEET | COMMUNICATION | ATTACHMENTS

Event Details | Venue | Event Timeline | Floor Plan | Menu | **Add Ons** | Instructions | Payment | Event Notes | Ledgers | Event Tracking

Category	Item	Timeline Item	Rate	Quantity	SubTotal	Tax	Service Fee Amount	Total	Service Fee	Remark
<b>Beverage Charges</b>										
Liquor: Banquet	At The Well...	Beverages	21.00	175	3675.00	302.75	735.00	4712.75	Yes	Served 6:00pm to 9:00pm Well Liquors, House Wine, Premium & Domestic Beer, House Champagne, Sodas & Coffee, Shots Not Included at \$14.00++ per person for the first hour, \$7.00++ per person for each additional hour
Non-Alcoholic	Minors Package	Beverages	7.00	0	0.00	0.00	0.00	0.00	Yes	Served 6:00pm to 9:00pm, Available to Ages 4 to 20 Years Old Only Sodas, Lemonade, Sparkling Cider at \$3.00++ per person for first hour, \$2.00++ per person for each additional hour
<b>Food Charges</b>										
		Buffet	3825.00	1	3825.00	315.56	0.00	4140.56	No	Difference to Meet Event Minimum, Total Based on Selections Chosen
<b>Room Charge</b>										
Banquets	Pavilion	Pavilion	3500.00	1	3500.00	288.75	0.00	3788.75	No	\$11,000 Required Event Minimum, Event Total Based on Selections and Guest Count Finalized 10 Days Before Event Date
								Total Service Fee Amount: \$ 735.00	Service Fee Tax: \$ 61.25	

**YES OR NO**

**Add to Sheet**

For a detailed guide, visit our Knowledge Base Article.

# SUB-DEPARTMENT SPECIFIC DISCOUNT RULES FOR CLASSES

**Navigation Steps:** Settings → Class Management → Action → Discount Type → Add

**Feature Explanation:** With this new feature, you now have the ability to apply specific discount rules by Class to sub-departments. Previously, discounts could only be applied at the department level. Now, you can apply discounts more precisely by applying them to sub-departments.

**Example:** If you wanted to offer a discount specifically to a season pass holder, you could now apply a discount to a subdepartment like, “Soft Goods” under the Golf Shop department, and apply the discount exclusively to that sub-department. This provides greater flexibility and control over your discounting strategy.

**Discount Rule For Mike Test 2** [X]

ADD

Department	EDIT DISCOUNT RULE	Action
Proshop	Select Department: Proshop	[REMOVE]
Food	SubDepartment: Golf Balls	[REMOVE]
Drinks	DiscountPercentage (%): 10.00	[REMOVE]
Proshop	[Save]	[REMOVE]

# SHIPPING COST IN INVENTORY CENTER

**Navigation Steps:** Settings  Inventory Center  Receive/Transfer Inventory Tab   
Enter Shipping Cost

RECEIVE INVENTORY ✕

Invoice Number  Vendor  PO Number  Invoice Date  📅

Inventory Search   OR

<input type="checkbox"/>	Item	PLU	Received Qty	Current O/H	Total O/H	Received Unit Cost	Product Cost	Current Unit Cost	Shipping Cost	New Weighted Cost	Action
<input type="checkbox"/>	2022 Tr		10	0	10	9	\$90.00	\$0.00	\$7.45	\$9.74	✕
<input type="checkbox"/>	Titleist		10	609	619	9	\$90.00	\$9.21	\$7.45	\$9.22	✕
<input type="checkbox"/>	Titleist		10	3	13	12	\$120.00	\$32.99	\$7.46	\$17.42	✕

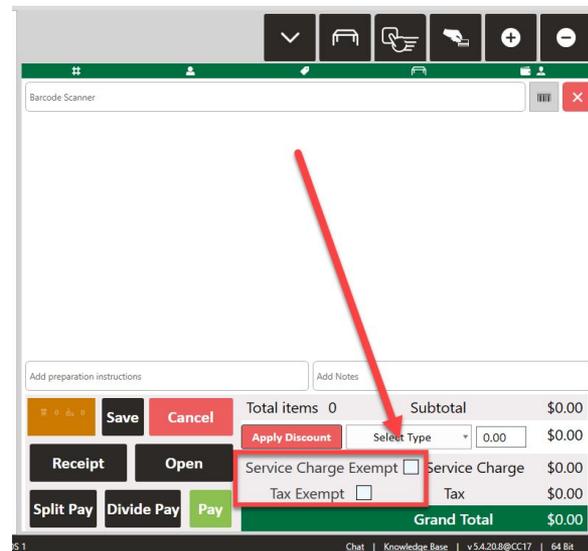
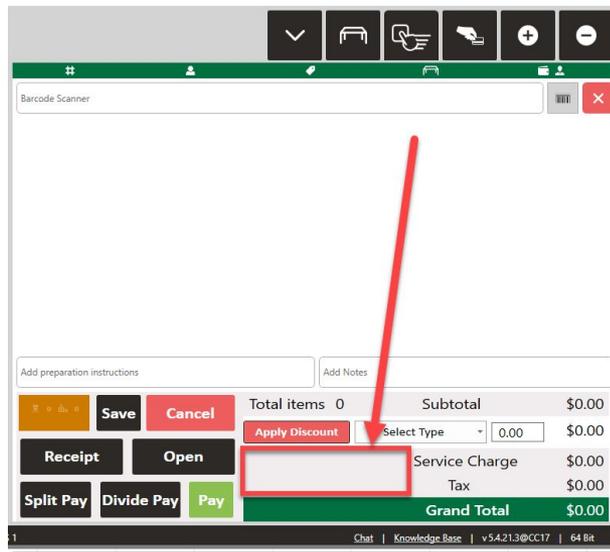
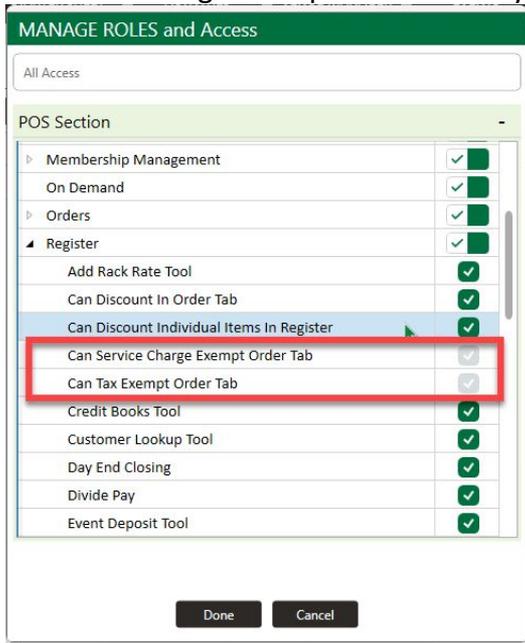
Total Quantity Received : 30      Product Cost Total : \$300.00      Shipping Total : \$22.36      Invoice Total Amount : \$322.36

**Feature explanation:** When an operator records received inventory, there is now a field for shipping and handling costs. This enhancement requests that the shipping and handling costs be automatically distributed across the items in the inventory. The distributed cost will be added to each item's unit cost.

# TAX-EXEMPT PERMISSION

**Navigation Steps:** Settings  Manage Role  Edit Permission  Register  “Can Service Charge Exempt Order Tab” or “Can Tax Exempt Order Tab”

**Feature explanation:** A new permission has been introduced for the Register, based on user roles, that allows staff to apply tax-exempt or service charge-exempt status directly within the register.



For a detailed guide, visit our [Knowledge Base Article](#).

# Settings

## NO/EXTRA/ON-SIDE - AVAILABLE ON THE MODIFIER LEVEL

**Navigation Steps:** Settings > Inventory Center > Inventory Modifier Groups > "HighlightsAvailable" Column < Toggle ON/OFF

**Feature Explanation:** This feature allows you to view or not view the "No/Extra/On-Side" options in the register. For example, you can customize modifier settings so a meat temperature group for burgers excludes these "No/Extra/On-Side".

The screenshot shows the Club Caddie interface for Bushwood Golf Club. The 'Inventory Modifier Groups' tab is active. A table lists modifier categories and their settings. The 'HighlightsAvailable' column is highlighted with a red box, showing checkboxes for various modifier categories.

Modifier Category	Menu Option	Selling Cost	Default Item	HighlightsAvailable	Extra Price	Action
American		0.00		<input checked="" type="checkbox"/>		
Pepper Jack		0.00		<input checked="" type="checkbox"/>		
Gouda		2.00		<input checked="" type="checkbox"/>		
Meat Temp					1	1
Med Rare		0.00		<input type="checkbox"/>		
Med		0.00		<input type="checkbox"/>		
Med Well		0.00		<input type="checkbox"/>		
Well Done		20.00		<input type="checkbox"/>		
Rare		0.00		<input type="checkbox"/>		
Toppings						7

The screenshot shows the 'EDIT ORDER MENU ITEM' screen for a BYOB Burger. The 'Meat Temp' section is highlighted with a red box, showing options for Rare, Med Rare, Med, Med Well, and Well Done, with 'HighlightsAvailable' checkboxes.

Bread Type *	Min 1	Max 1
White	<input type="checkbox"/> No	<input type="checkbox"/> Extra <input type="checkbox"/> On Side
Wheat	<input type="checkbox"/> No	<input type="checkbox"/> Extra <input type="checkbox"/> On Side

Meat Temp *	Min 1	Max 1
Rare	<input type="checkbox"/>	<input type="checkbox"/>
Med Rare	<input type="checkbox"/>	<input type="checkbox"/>
Med	<input type="checkbox"/>	<input type="checkbox"/>
Med Well	<input type="checkbox"/>	<input type="checkbox"/>
Well Done	<input type="checkbox"/>	<input type="checkbox"/>

Toppings	UpchargeAmount 1.00	UpchargeSelections 2	Max 7
Lettuce	<input checked="" type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	
Tomato	<input checked="" type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	
Onion	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	
Guac	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	
Avocado	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	
Indy Cheese	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	
Fried Egg	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Extra <input type="checkbox"/> On Side	

For a detailed guide, visit our [Knowledge Base Article](#).

# REGISTER NOTES

**Navigation Steps:** Settings → Register Settings → Register Notes → Add Note

**Feature Explanation:** This feature allows you to input notes that will be displayed when opening a new tab. You can set these notes with specific date parameters and choose to display them on certain days of the week.

**Example:** This can use this feature to highlight specialty menu items on specific days or provide important reminders for staff.

The screenshot shows the Club Caddie Register Notes management interface. The sidebar on the left has 'Register Settings' highlighted with a red circle (1). The top navigation bar includes icons for Register, Tee Sheet, Starter Sheet, Activities, Venue Manager, Events, Customers, Vouchers, Sales, and Reports. The main content area is divided into 'ALL REGISTER NOTES' and 'EDIT NOTE' sections. The 'EDIT NOTE' section has a red circle (2) next to the 'Register Notes' tab and a red arrow (3) pointing to the 'ADD NOTE' button. Below the 'EDIT NOTE' section is a table of existing notes:

ID	NOTE	NOTE START DATE	NOTE END DATE	CREATED AT	ACTION
9	Taco Tues Special - 2 for 1	11/19/2024	11/19/2024	11 Nov 2024	
8	Thanksgiving Day Dinner!	11/28/2024	11/28/2024	28 Nov 2024	

The screenshot shows the Club Caddie Register Notes display interface. The main content area displays 'Today's Register Notes' with a red box highlighting the note content: 'Thanksgiving Day Dinner Special \$45.00++ Children under 12 Eat Free'. Another red box highlights the note title: 'Today's Register Notes'. The bottom of the screen shows a summary of the current order:

Total Items	0	Subtotal	\$0.00
Apply Discount	Select Type	0.00	\$0.00
Service Charge			\$0.00
Tax			\$0.00
<b>Grand Total</b>			<b>\$0.00</b>

For a detailed guide, visit our [Knowledge Base Article](#).

# ASSIGN ROLES UPON CREATION OF A NEW SUB-DEPARTMENT

**Navigation Steps:** Settings → Register Settings → Department Tab → Create

**Feature Explanation:** When creating a new Sub-Department in Settings, there will be a popup prompt that will allow Users to assign certain User Roles to have Permission access to that newly created Sub-Department

**ASSIGN USER ROLES**

User Role	Enable/Disable
Super Admin	<input type="checkbox"/>
Accounting	<input checked="" type="checkbox"/>
Golf	<input type="checkbox"/>
F&B	<input type="checkbox"/>
Bartender	<input type="checkbox"/>
Waiter/Waitress	<input type="checkbox"/>
Pro Shop	<input type="checkbox"/>

Save Cancel

The screenshot shows the Club Caddie settings interface. A popup dialog is displayed over the 'DEPARTMENT SETTINGS' section. The dialog contains the following text:

This new Sub-Department will require role assignments if you'd like to see it in the register. Select YES if you'd like to assign roles now or NO if you'd like to assign roles later in the Manage Roles Setting.

The dialog has 'Yes' and 'No' buttons. A red arrow points from the 'Yes' button to the 'ASSIGN USER ROLES' popup shown in the adjacent image.

Internal

