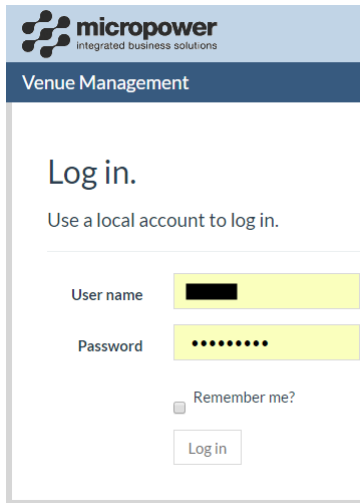


# VMP Ball or Prize Ledger Processes

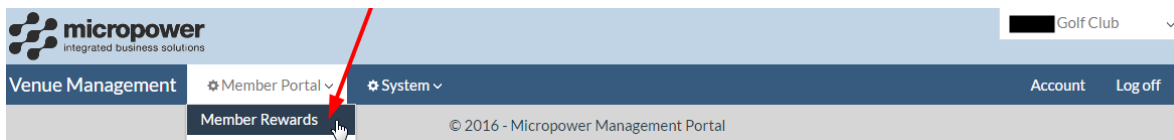
This document walks the reader through the steps in redeeming prizes, adding new manual prizes, and automatic posting from PPG to the new Venue Management Portal Member Rewards area.

<https://venuemanager.micropower.com.au>

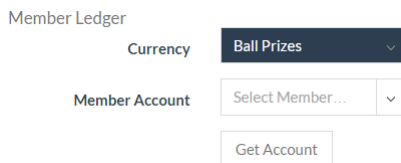
Enter your User name (email address) and Password (is password on 1<sup>st</sup> login) then select Log In.



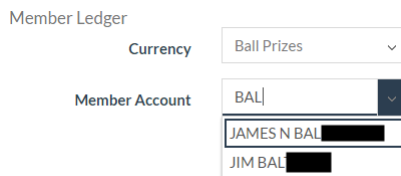
Select Member Portal > Member Rewards



Select the Currency from the dropdown box



In the Member Account field enter 3 characters to search by surname



Or the members number including leading zero's

Member Ledger

Currency

Member Account

**Get Account**

Then select

Operating as a Ball Ledger the Unit Value will be set to say \$4, as a Prize Ledger the Unit Value will be \$1, the players **Balance** is also displayed.

To show the latest / all Transactions select **Current Activity / All Activity**

Account

Unit Value \$4.00

Balance 0.00

Balance Limit 0.00

Active True

Transactions

Id	Narration	Type	Category	Amount	Balance	Reversal	Transaction Date	Expiry Date
37...	Special - Special - Balls	Reward	Prize	1.00	1.00	true	08/12/2016	12/12/2017
37...	Special - Special - Balls	Reward	Prize	-1.00	-1.00	true	12/12/2016	12/12/2017

To add a manual prize, select **New Reward**, enter the appropriate details and select **Submit**, the **Account** balance will be updated.

**New Reward** ×

Narration\*

Category\*

Amount\*

Transaction Date\*

Expiry Date\*

\* Required

Account

Unit Value \$4.00

Balance 5.00

Balance Limit 0.00

Active True

The manual New Reward is displayed in the **Transactions** area.

37...	Eagles Nest Prize	Reward	Prize	5.00	5.00	false	12/12/2016	08/09/2019	<input type="button" value="Reverse"/>	<input type="button" value="Redeem"/>
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To redeem a prize, select **New Redemption**, enter the appropriate details and select **Submit**, the **Account** balance will be updated.

New Redemption
×

**Narration\***

**Category\***

**Current Balance**

**Amount to Redeem\***

**Transaction Date\***

\* Required

Account

<b>Unit Value</b>	\$4.00
<b>Balance</b>	0.00
<b>Balance Limit</b>	0.00
<b>Active</b>	True

The New Redemption is displayed in the **Transactions** area.

37...	Redemption	Redemption	Prize	5.00	0.00	false	12/12/2016	01/01/10000	Reverse
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## PPG to VMP Ball Ledger Posting Process

On the PPG Prize Report the **Prize** type will be set to **Balls**, set the **Qty.** depending on the Unit Value set i.e. as a Ball Ledger Qty. of 1 = \$4, as a Ball Ledger Qty. of 1 = \$1

Priority	Prize Type	Winners:		Round #	Division #	Total	Prize	Qty.	Description
1	Special <a href="#">Show Settings</a>	Pos	Type	Name	Round #	Division #	Total	Prize	Description
		1	BAL	JIM	Overall	Overall	Balls	1	NTP 9th 23 cm

Add Player:

From the **Competitions** > Dashboard Prizes area select **Post to Ledger**

Template	Created	Round No.		
Single Comp	12/12/2016	--	<a href="#">Options</a>	<a href="#">View/Print Report</a> <a href="#">Post to Ledger</a>

[Add a new report](#)

Ignore the Charge Code message as it is not applicable when posting to **Balls**, double check the Winners and select **Post to Ledger**

## Post to Prize Ledger

Note: Please ensure all prizes are final before proceeding with any posts.  
 Please select a Charge Code for prizes (loyalty points/balls are not affected):  
 PPG Prize(PPGPRIZE) ▼

MemberNo	Name	Prize	Quantity	Status
00838	JIM BAL	Balls	1	Ready to post

**Post to Ledger** Cancel

1 record was successfully processed. [Back to competition dashboard](#)

## Batch Process

[Back to competition dashboard](#)

Batch process is now running. This process may take several minutes.

Currently processing: Processing completed.

The PPG Prize Posting is displayed in the **Transactions** area.


Id	Narration	Type	Category	Amount	Balance	Reversal	Transaction Date	Expiry Date
37...	Special - Special - Balls	Reward	Prize	1.00	1.00	true	08/12/2016	12/12/2017

Account

Unit Value	\$4.00
Balance	1.00
Balance Limit	0.00
Active	True

The Expiry Date above is controlled in PPG > **Settings** > **Competition Fee / Prize Integration** - **Micropower Financials**.

Club Location Id:

 Ledger Balls Currency Id:

Ledger Balls Expiry Period (days):

**Save Changes** Cancel

If there is a mistake with the prize postings select [Reverse Ledger](#)

### Prizes

Template	Created	Round No.	Options	<a href="#">View/Print Report</a>	<a href="#">Reverse Ledger</a>
Single Comp	12/12/2016	--			

[Add a new report...](#)

Then [Reverse Ledger](#) again to complete the reversal.

## Reverse from Prize Ledger

Note: Please ensure all prizes are final before proceeding with any posts.

MemberNo	Name	Prize	Quantity	Status
00838	JIM BAL	Balls	1	Ready to reverse

**Reverse Ledger** Cancel

Currently processing: Processing completed.

The processing is completed and adjustments can be made in the Prize Report before re-posting.

Id	Narration	Type	Category	Amount	Balance	Reversal	Transaction Date	Expiry Date
37...	Special - Special - Balls	Reward	Prize	-1.00	-1.00	true	12/12/2016	12/12/2017