

# **PATS – Physical Amenity Tracking System**

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# PATS – Physical Amenity Tracking System

ADMIN @ Physical Amenity Tracking System

Current AYR month: 4

Buttons: Add Item, Unassign, Modify, OK / Save, Cancel, Exit

1-Select the line to edit in the grid, 2-Click Modify, 3-Make changes in boxes below, 4-Click OK to save

Item #	SLIP 101	End Date	0
Description	Dock A	Billing Code	0
Owner #	.00	G/L Acct #	.000
Owner Name		Misc-1	
Start Date	0	Misc-2	

Sorted by ITEM #									
Item #	Description	Owner #	Owner Name	Start Date	End Date	Billing Code	G/L Acct #	Misc-1	Misc-2
SLIP 101	Dock A	.00		0	0	0	.000		
SLIP 102	Dock A	98.00	Chidester, Mark	0	0	10	1181.000		
SLIP 103	Dock A	98.00	Chidester, Mark	0	0	0	.000		
SLIP 104	Dock A	.00		0	0	0	.000		
SLIP 105	Dock A	.00		0	0	0	.000		
SLIP 106	Dock A	600.00	Anderson, Bob	0	0	10	1181.000		
SLIP 107	Dock A	.00		0	0	0	.000		
SLIP 108	Dock A	.00		0	0	0	.000		
SLIP 109	Dock A	512.00	Emerson, Jim	0	0	10	1181.000		
SLIP 110	Dock A	.00		0	0	0	.000		
SLIP 201	Dock B	.00		0	0	40	1181.000		
SLIP 202	Dock B	56.00	Bless, Scott	0	0	40	1181.000		
SLIP 203	Dock B	.00		0	0	40	1181.000		

Click anywhere on the line of an item to select it. Use the slider bars or keyboard arrow and page up/down keys to move around the grid.

## Overview

PATS provides for the management, tracking, reporting and billing of various physical amenities that clubs may provide such as dock slips, lockers, garage or other parking, storage sheds for member-owned golf cars, live-in apartments, and any other amenity that needs more control than the Club Office special interest options provide.

Access to PATS is via a menu option at the main Membership screen after the module has been installed. For convenience, PATS also uses the same access levels as the Membership system.

ADMIN @ Member Account Information

File Global Editor PATS Reports Info Help

Buttons: New, Delete, Main Info, L

## Configuration

Most configuration options are automatically set for you when the Club Office membership system is configured. PATS uses the same billing code structure for assigning monthly amounts to be billed. For convenience, PATS provides a way to assign “preset values” for amenities, which can be very handy during the amenity creation process when many like-amenities need to be created for the first time. Setting these values pre-populates the PATS screen when “Add Item” is selected:

ADMIN @ Physical Amenity Tracking System

File Info Reports Help

Buttons: Create Preset Values, Exit

Preset Values

Preset item # prefix (Ex: SLIP, Locker) SLIP

Preset description (default = none) Dock

Preset start date (YYYYMMDD) 0

Preset end date (YYYYMMDD) 0

Preset billing code 0

Preset G/L Acct # 1181.000

Buttons: Save Presets, Exit

## Changing Data

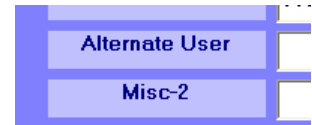
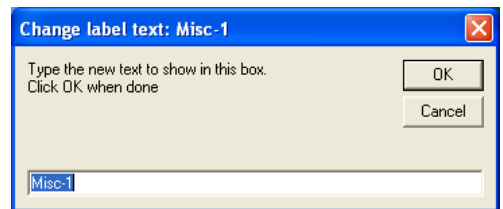
Like other Club Office modules, there is an ADD button and a MODIFY button.

- To create a new item, use the ADD button
- To edit an existing item, first select it in the grid, then choose the MODIFY button.
- When done, click the OK/Save button.
- To delete an item, first select it and choose MODIFY. The DELETE button will then appear on the screen. Click DELETE to receive a confirmation box to formally delete the item.

## Changing Screen Display Field Titles

Another configuration option is the ability to change the screen titles of the data fields to descriptions that may be more meaningful to you. Note that changing the screen display does not change the actual database fields nor what is displayed in reports. Changing the description is easy:

1. Select an item in the display grid (you must have at least one item defined before this option is available).
2. Click the MODIFY button
3. Double-click the title you want to change; a box will appear on the screen such as this example:
4. Type the new text and click OK. In this example, the user wanted to change the Misc-1 title to show "Alternate User" instead:
5. Click the OK/SAVE button to finalize the changes.
6. The changes are saved for you and will remain that way for all users until they are changed again.
7. You may "blank out" a field title completely by replacing the text with blank spaces; you'll receive a YES/NO confirmation message if you choose to clear the field entirely.



## Data Field Information

1-Select the line to edit in the grid. 2-Click Modify. 3-Make changes in boxes below. 4-Click OK to save

Item #	SLIP 101	End Date	0
Description	Dock A	Billing Code	10
Owner #	.00	G/L Acct #	1181.000
Owner Name		Misc-1	
Start Date	0	Misc-2	

- **Item #:** an alphanumeric text field of up to 15 characters. **Important:** remember that alphanumeric fields display numbers as their left-to-right "text equivalents" and not as numerical values. Therefore, you'll discover that Locker 10 and Locker 101 will both appear before Locker 20. If you use numbers, consider using a placeholder to "lock" the values in place. Example: Locker 0010, Locker 0100, etc. which will then appear in proper ascending order.
  - Once an item has been defined, the Item # field is "locked-in" and cannot be changed in "modify" mode because this is an indexed field inside the database. If you need to change the item# field, you must first DELETE the item number and then re-add it using the proper item#.
  - The DELETE button is only visible in MODIFY mode.

- ┆ **Description:** an alphanumeric field of up to 50 characters.
- ┆ **Owner #:** numerical only; this field is reserved for the member #. When this field is active, you may press the F-5 key for a membership roster lookup. After selecting a member account from the lookup, double-clicking on this field will automatically populate it with the chosen member number and fill the owner name field with the member's name, too.
- ┆ **Owner Name:** text field of up to 50 characters. Intended to be the same as what is in the member account but may be overridden by replacing the text with a different name, which may be helpful in the case where you wish to show a spouse's or dependent's name instead. Note that changing the name does not change the owner # field nor have any effect in billing. It is merely for your own reference.
- ┆ **Start Date/End Date:** numerical field only. you may wish to apply a starting and/or ending date to the record. PATS includes reports that can be filtered on either start or end dates. Note that the date format is the standard Club Office YYYYMMDD format such as 20120424 for April 24, 2012, and for convenience, you may type only the month and date ( Ex: 0424) and press the ENTER key and let the module fill in the current year for you. **Important:** start and end dates are provided for your specific reporting or informational purposes and are not used during billing as "start" billing or "end billing" dates because the Club Office billing codes already perform this function.
- ┆ **Billing code:** an alphanumeric field of up to 3 characters. A valid billing code to assign to the item; type 0 (zero) for no billing. When this field is active, you may press the F-5 key for a billing code lookup. Double-clicking on the billing code field after selecting a value from the billing code lookup will populate the chosen code into this field. PATS billing codes work identically to all other automatically calculated charges in Club Office's A/R system that use billing codes. Note that you may not enter a billing code that is not already pre-defined in the main Club Office membership configuration.
- ┆ **G/L Acct #:** numerical only. The general ledger account to which revenue for the item should be tracked. This must be a valid, level 1 general ledger detail account. Press F-5 for a lookup when in this field. Double-clicking on the field after a lookup will populate the field with the chosen G/L account. Note: If a billing code other than 0 (zero) is selected, the G/L account field must be populated, even if the billing code used is set for zero dollars. (Recall that during month-end A/R processing, the system will not generate a transaction when the billing code value for that month is zero.)
- ┆ **Misc-1, Misc-2:** alphanumeric fields up to 30 characters in length. These two fields are optional and are intended for additional miscellaneous information you may wish to include about the item. For example, you might include the name of another person who is authorized to use the item, or a special license or other numbers.

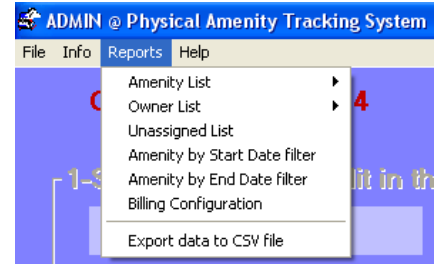
## Changing the Screen-Sort or Column View

You may wish to change the order of the data in the display while you're using the module. Simply click on the column heading of the column you want to sort by and the module will redisplay the grid information in alphabetical order according to the column heading chosen. If the chosen field is a numerical type (owner#, start/end date, g/l acct#), it will be sorted into ascending numerical order.

You may wish to move a column from one location to another in the grid. Use the common Windows "drag-and-drop" function by clicking on the column heading, holding the mouse button down, dragging it right or left and letting go of the mouse button to "drop" it there. Note that this is non-destructive and does not alter the database in any way; it only affects the display during the current session. The next time the module is started, the columns will appear in their normal order again.

## Reporting

Several basic listings are available and are accessible via the Reports menu option. Some reports have additional sorting or filtering options that are easy to choose. Of course, once the report is viewed on the screen, any of the options such as creating a PDF document, converting to Excel, or even emailing the report directly from the viewing window are available to the user, just like all other reports inside Club Office.



### Using the Start Date/End Date Filters

These reports use a “from” and “to” date range selection which allows selecting a range of dates between which the date is evaluated. To specify a specific single date, simply enter the same date into both the FROM and TO boxes when they are presented on the screen.

## Export data to CSV file

In addition to the ability to export a viewable report on the screen to multiple file types, the option to perform a general “data dump” is available at the bottom of the reports menu. This simply creates a data file in the CDCO folder named **patsexport.csv** that contains all data from all records. This file may then be loaded into Excel or other document for custom reporting that is not provided within the PATS module itself.

## How PATS Interacts with Club Office

- **Membership** – PATS uses membership billing codes to determine what fees are associated with an amenity. Because PATS is linked into the membership system, “owners” must be valid member accounts defined in the Club Office membership system.
- **General Ledger** – for an amenity to be billed on any periodic basic, it must be assigned a valid level 1 general ledger detail account for financial tracking.
- **Accounts Receivable** – An option to include PATS in monthly processing is available to the user. When checked, the system generates appropriate charges to owner (member) accounts.
- **User access** – PATS uses the same access levels as the membership system. If a user has basic editing capability (Access level 2) in membership, that same user can edit data inside PATS.
- **System backups** – PATS’ database (pats.mdb) is included with all system and internal backups.

## Monthly A/R Processing with PATS

On systems where PATS is installed, an additional menu option appears toward the bottom on the Monthly Transactions screen to “Process PATS.” Simply check the box to include PATS transactions in monthly processing. Club Office creates them as normal “ClubCharge” transactions, dated the last day of the month and inserts the amenity item # and description (up to 40 characters) into the transaction “memo” field for reference on the member’s statement. Should the user perform an “undo-monthly,” PATS transactions are included in the undo process along with all other system-generated transactions.



**Notes:**