# Micros 3700/8700/9700 POS Interface
# to Club Office Accounting

Version 07.02.16a

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# Micros POS Interface

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# Micros POS Software Interface Basics

## Overview

A software interface is essentially a data converter. It converts data in a format from one software system into a format that a different system can use. An interface typically uses a configuration file (called a cross-reference or XREF file) that has common elements of both software systems that enables translation between the two. In many cases a POS interface can work two ways; sales data from the POS system may be converted into a format the accounting system can use while customer data (names, numbers, etc.) from the accounting system may be converted into a format the POS system can use.

Not all Micros systems can export sales data in the format required for this interface to work; a custom designed "sim" for the Micros system is required to enable exporting Micros sales data in the format the interface can decode for Club Data's accounting system. The sim is a product of P.O.S. Business Systems, Inc., (763) 559-1341 or (800) 228-1791. It may also be available through North Country Business Products, Inc., (218) 751-4140 or toll-free at (866) 819-7403.

Because Club Data's Club Office is a membership-based accounting system, it is assumed that every sales transaction is a member transaction and consequently must flow through the accounts receivable system. Its design assumes that each transaction is linked to a member account, a G/L sales account and optionally to an employee number. The interface provides conversion services that reconcile these requirements so that the sales data can be validated, accepted and posted. Later, when the A/R system is closed for a month, the sales figures are transferred to the general ledger.

## Converting Between Differing Data File Structures

When Micros exports its batch sales transactions, the resulting data is in a "horizontal" structure, similar to the following:

<Ticket Info><Employee Info><Sale Info><Sale Info><Sale Info><Sale Info><Tender Info><Member Info><Tip Info>

For Club Office to be able to use the data, it must be converted into the vertical structure that Club Office uses. In addition, it must also supply the proper G/L sales account so that the resulting data can be recorded in the Club Office general ledger properly:

<G/L Dept><Ticket Info><Member Info><Employee Info><Sale Info>
<G/L Dept><Ticket Info><Member Info><Employee Info><Sale Info>
<G/L Dept><Ticket Info><Member Info><Employee Info><Sale Info>
<G/L Dept><Ticket Info><Member Info><Employee Info><Sale Info>
<G/L Dept><Ticket Info><Member Info><Employee Info><Tip Info>
<G/L Dept><Ticket Info><Member Info><Employee Info><Tender Info>

## Cross-Reference (XREF) Concepts

Typically, a POS system uses "revenue centers" and "sales groups" to group its inventory items and resulting sales data. A "revenue center" is akin to an area where sales are made such as the bar, dining room, pool, patio, etc. A "sales group" is generally a set of like products, such as cold sandwiches, alcoholic or non-alcoholic beverages. For example, the "beer" sales group might be assigned to multiple revenue centers for beer sold in various sales areas such as the bar, patio, dining room, grill and pool. This allows the POS system to provide sales reports for beer based on where it's sold on the premises.

Similarly, the Club Office general ledger may include multiple G/L sales accounts for recording beer sales in the bar, patio, dining room, grill and pool so that management can determine the profitability of the various sales areas when costs are also included. Additionally, management may wish to separate breakfast sales from lunch and dinner sales within each area. If desired, the interface can also decode the POS sales data and reassign it to the various G/L sales areas by meal times based on either the time the ticket was opened or closed.

However, for the interface to decode the information properly, the XREF file must be configured to decode all the ways that beer (in this example) is sold at the facility. Therefore, the XREF file may contain multiple elements just to be able to decode beer sales. In this example, the POS system uses sales group 11 for beer and five revenue centers:

| | |
|---|---|
| Bar Beer | (RevCtr 1, sales group 11) |
| Patio Beer | (RevCtr 2, sales group 11) |
| Dining Room Beer | (RevCtr 3, sales group 11) |
| Grill Beer | (RevCtr 4, sales group 11) |
| Pool Beer | (RevCtr 5, sales group 11) |

The interface can decode the information and assign it to the following G/L accounts based on the time of day the beer was sold:

G/L sales acct for bar beer, breakfast
G/L sales acct for bar beer, lunch
G/L sales acct for bar beer, dinner
G/L sales acct for patio beer, breakfast
G/L sales acct for patio beer, lunch
G/L sales acct for patio beer, dinner
G/L sales acct for dining room beer, breakfast
G/L sales acct for dining room beer, lunch
G/L sales acct for dining room beer, dinner
G/L sales acct for grill beer, breakfast
G/L sales acct for grill beer, lunch
G/L sales acct for grill beer, dinner
G/L sales acct for pool beer, breakfast
G/L sales acct for pool beer, lunch
G/L sales acct for pool beer, dinner

As the above example demonstrates, the interface can greatly expand the ability to track sales inside the Club Office general ledger as the POS's five revenue centers for sales group 11 are expanded into fifteen G/L sales accounts. The same concept would hold true for any other sales group/revenue center matrix so that on the POS system, if there were 20 sales groups spread over five revenue centers and you wanted to decode them to breakfast, lunch and dinner sales in the G/L, it would require 20 x 5 = 100 entries in the XREF file to decode the data and 20 x 5 x 3 = 300 accounts in the general ledger. Luckily, creating the XREF entries is usually a one-time setup, but as groups on the POS system are either changed or added, the XREF file must also be changed to match it. If the XREF doesn't match the data it's to decode, it can't decode it properly.

What's not clearly evident is how closely the F&B manager must work with the accounting staff when setting up new menu items and/or sales groups. Often, when the F&B manager decides to carry a new type of item, configuring the POS system to sell it might be as simple as creating only a few options on the POS system and a couple buttons. But unless the interface is made aware of the new data that's coming its way AFTER the sales have been made, the interface will likely not be able to decode it. This usually results in items that are assigned to G/L #0, which then requires manual intervention by the accounting staff before it can flow through the accounting system. In the example above, if the F&B manager created a beer sales group 6 on the POS system but the interface didn't also have an entry to decode beer sales group 6, it wouldn't be able to assign the proper G/L number to the transaction and would default to general ledger account #0 for any sales from beer sales group 6.

When a member account is either changed or added into the Club Office membership database, it is equally important that the accounting staff notify the F&B manager of the changes so that the POS system can be made aware of the new information. Often this is performed either by updating the customer list on the POS system manually or by exporting a membership data file from the accounting system and importing it into the POS system. The interface includes a member export function to create a membership file that Micros POS can import.

Also, when a new employee is hired, there must be a mechanism in place to make sure that both the POS system and accounting system have the same employee information. The interface does not include an export for this information.

**Because an *interfaced* system is by definition not *integrated* into the accounting system but is instead dependent on manual, user-directed actions to keep the two systems in sync with one another, it is imperative that the F&B manager and accounting staff keep in close communication when any membership, employee, menu or other changes are made because changes in one almost always affect the other.**

## Micros POS Specifics

- The exported Micros transaction file is in comma-delimited format and contains the member#, ticket#, server#, cashier#, revenue center#, number of covers, tender type#, total $ amount tendered, up to sixteen sales department $ totals, a total of any discounts applied, an extra tip $ amount, two service charge $ values, up to eight tax $ amounts, up to eight discount $ amounts, a ticket close date and time, ticket open date and time. (See page 21 for more information.)

- **Revenue Center** – this is a numeric entry and it typically is used by the Micros POS representative to reconfigure where the sale was made. The term really relates to a specific location inside the facility such as a bar, grill, patio or dining room. It's possible that you may need only one or two revenue centers for all items although it's equally possible that you'll have ten or more, depending on how you sell goods and services and how you want to track them.

- **Sales Group** – Depending on the version of Micros involved, there may be eight or sixteen sales groups available. Micros POS resellers normally specify that these be numerical between 1-999. A sales group is normally intended for like-items. For example, soft drink beverages are probably different than alcoholic beverages, food is different than room rental, etc. The combination of the revenue center number and sales group number helps determine the G/L posting number for the sale in question.

- **Tender type** – this is a numerical entry between 1-99. Cash should be type #1. The tender type is the same as the method of payment, i.e. how the customer pays for his/her purchases.

**Notes:**

When a Micros POS transaction is "split" between two or more different membership accounts, the transaction data creates multiple detail lines all having the same transaction (ticket) number. During the decoding process, the interface adds an alpha character to the end of the ticket number so as to keep the transaction number unique. Example: ticket #2430 may become #2430C, #2430W, #2430G if split between three different members.

## Club Office Accounting Specifics

Remember that because Club Office is a membership-based accounting system, all sales transactions in Club Office must flow through the accounts receivable system because every sale is considered to be a "charge" sale to a member account. For true "member charge" transactions, only the sale items are passed through to the A/R system while the tender amount is not because by design, Club Office assumes that each sale is a "charge," meaning that the tender value is unnecessary.

In the case of cash, check or credit card sales to non-members, Club Office allows the transaction to flow through the A/R system by the creation of "convenience" member accounts for "Mr. Cash," "Mr. Visa," etc. For these transactions, the interface also includes the tender transaction that "pays" for the "charged" items. Convenience accounts have the same status in the membership database as an actual member account; they have a name, a membership number, and all other billable settings although the dues and other typical settings for chargeable items that an actual member account would have are turned off.

When an actual member account is active for a sales transaction and the member pays with cash, check or credit card, the system uses the actual member account as a normal "charge" and generates the respective "payment" transaction as well. In this way, food and/or beverage purchase that may apply to member minimums are still applied to the member's account while the offsetting payment does not increase the member's receivable total. The member's statement shows the entire transaction including the payment.

The interface configuration includes an "Offset Y/N" setting that is used to tell the interface whether it should generate the payment transaction. This must be set to "Y" for all tender types that are NOT member charge. The member charge tender is the only tender that is set to "N."

Club Office member account numbers can range from .01 to 99999.99 although most facilities do not utilize the decimal portion of the number. (Note that if a Micros POS's member account structure is alphanumeric, it may be able to accommodate the decimal portion of the membership number if so desired.)

The interface configuration also includes settings for convenience member accounts as they apply to non-charge tender types. When the interface encounters a cash or other non-charge tender type sale, if the transaction does not have an actual member account number attached to it, it will automatically substitute the convenience member account number instead so that the transaction can flow through the Club Office A/R system.

Important: the convenience member accounts for "Mr. Cash," "Mr. Visa," etc. must be created in the Club Office membership system before they can be used in the interface.

Typically, employees are assigned a server or user number inside the Micros POS system so that sales can be linked to them. More often than not, the server number in the POS will not match the employee's actual number inside Club Office Accounting. To accommodate this issue, Club Office includes a "POS Operator" setting for each employee for the POS server number that is used on the POS system. A configuration setting at the Club Office POS configuration screen is used to specify whether to use the Club Office employee number or the POS operator number when validating POS transactions that have been imported into Club Office. Later, when those transactions are "accepted" and posted to member accounts via the A/R module, the system actually replaces the POS Operator number with the actual Club Office employee number so that gratuities that accrue to the employee from the sale are correctly linked to the Club Office payroll module.

## POSMC Overview

The interface module performs data conversion services that convert transactions from the Micros POS system into data that the Club Office A/R system can utilize. In a sense, the interface reverse-engineers the Micros exported data file into "chits" as if they had been manually keyed into Club Office's A/R, greatly reducing employee staff time and expense while eliminating keying errors.

The interface incorporates configuration screens to duplicate important Micros settings and link them to corresponding Club Office settings. This formulates the basis of a "cross-reference" (XREF) translation table that has common elements of both the Micros Pos and Club Office Accounting which then allows for the conversion of Micros data.

Following an import, the source Micros data export file is renamed with the "DON" file extension to prevent accidentally importing the same data file twice. The user may reimport the DON file should the initial import not be successful. There is no limit to the number of times a file may be reimported.

### Membership File Export

The interface includes the functionality to export the Club Office membership database to a file format that Micros POS can import into its customer database. This option is located in the FILE menu. A standard, Windows file "save" dialogue box is displayed which allows exporting the file to a local or networked drive, diskette or flash memory stick. The default name of the export file is "ARMAST.BAS" but the file name may be changed at this screen:
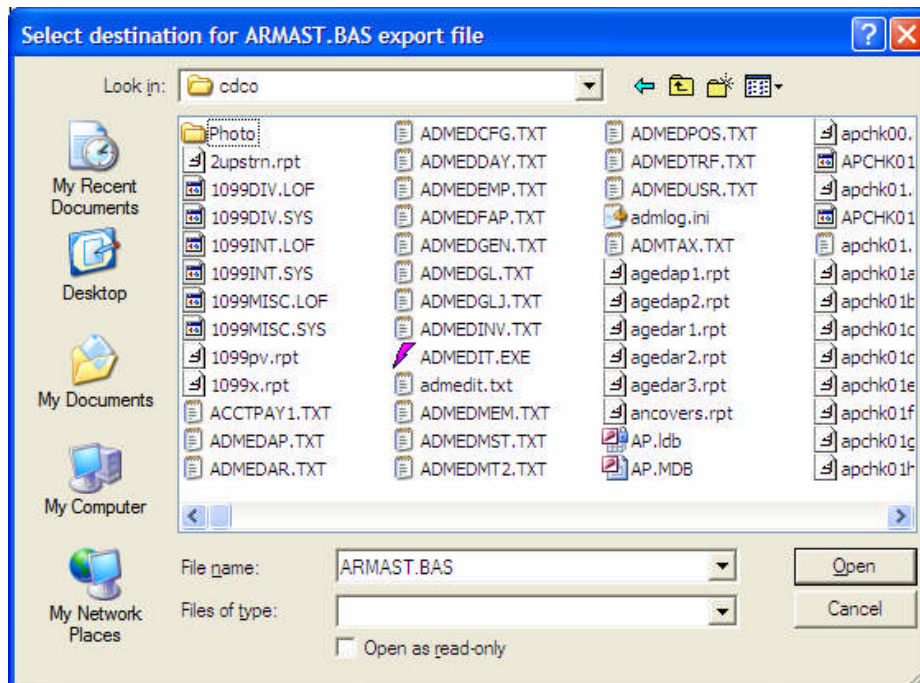
## Configure the Interface

Before the interface can be used, the Micros POS system must be configured and working properly and consistently. Once the POS system is stable, the interface may be configured.
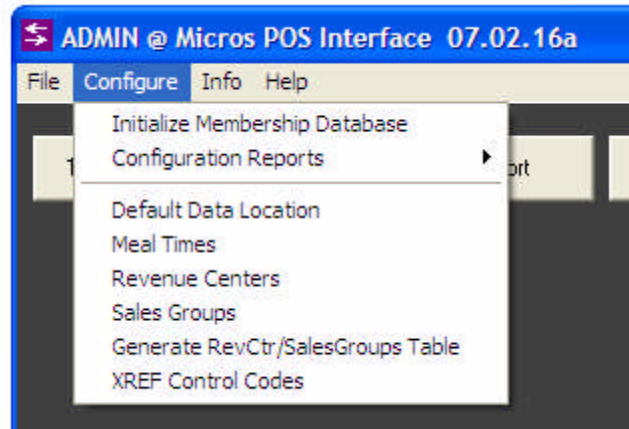


### Initialize Membership Database

This option must be selected to create a special set of Club Office membership accounts that allow Club Office to accommodate cash, check and other forms of payment that are not tied to a specific member account. This menu option must be performed one time. Once done, it will have no effect if it is repeated later.



### Configuration Reports

Selecting this option reveals a secondary menu of various reports for each configuration area. The reports are handy for diagnosing invalid or wrong configuration settings which then cause data to be assigned to the wrong G/L accounts.
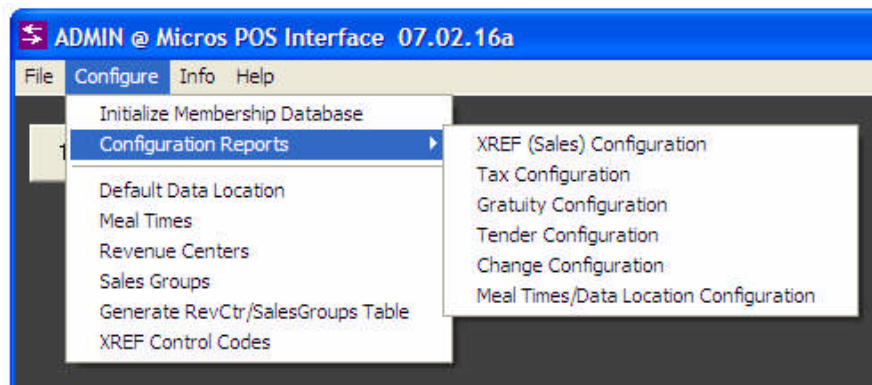
### Default Data Location

Because Micros POS can be configured to write its closeout data file to a specific location, this option allows setting the interface to automatically open that location as a convenience to the user. Configuring this setting manually is not required as the system will set this automatically through normal use.
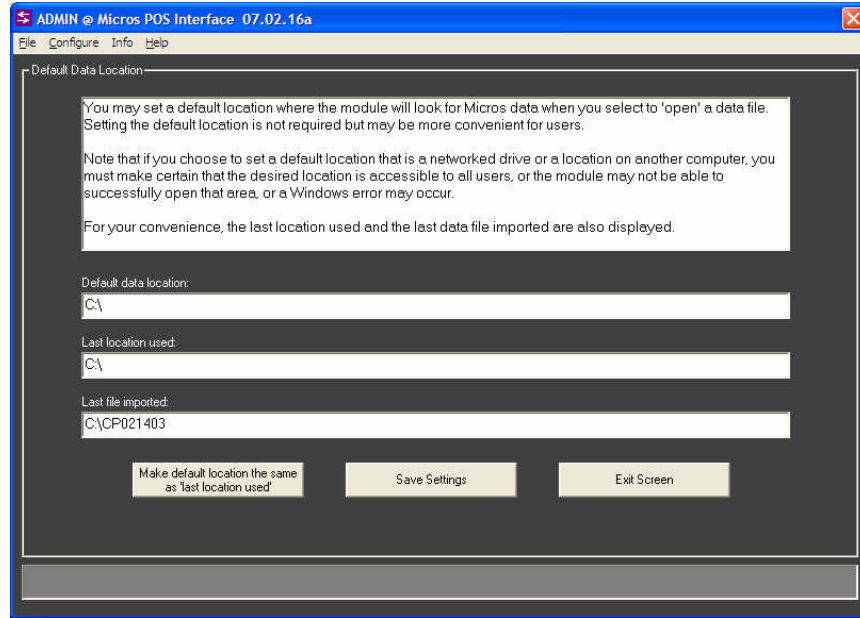


### Meal Times

Micros transactions include both the date and time a ticket was either "opened" or "closed." If your G/L is designed to track breakfast, lunch and dinner sales separately, for example, you must configure meal times so that the interface can decipher whether the sale applies to the sales G/L account for breakfast, lunch or dinner. An additional time of day called "other" is also available in the event you also need to decode sales to "happy hour" or some other special time of day.
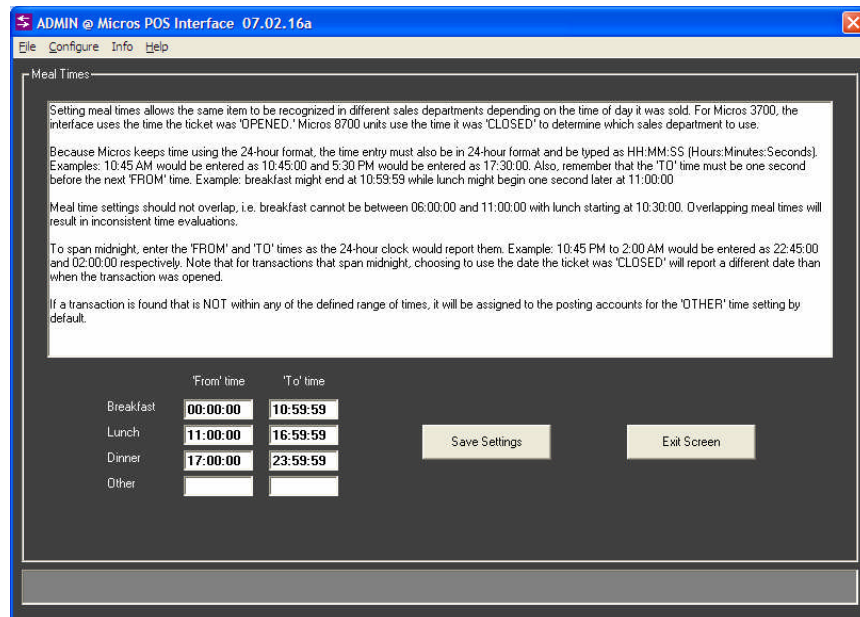
Important: Micros POS determines time down to the second, so be sure not to leave a gap between two times that butt up against one another, such as breakfast into lunch. Example: if lunch sales start at 11:00 a.m., then logically, breakfast sales END one second earlier, at 10:59:59. Also remember that RM tracks time in 24-hour format, so that 6:00 p.m. is entered as 18:00:00. Lastly, meal times cannot overlap or inconsistent results will occur. Example: breakfast cannot end at 11:15:00 after lunch has started at 11:00:00.

## Revenue Centers

Revenue centers are akin to locations in the facility where goods/services are sold. The dining room, bar, grill, patio and pool are examples of five different revenue centers, i.e. "locations" where revenue is generated. Revenue centers function in combination with sales groups (and meal times!) to determine where to record a specific sale amount in the Club Office A/R system. The interface must have an exact duplicate set of revenue center settings as in the Micros system in the same numerical order.
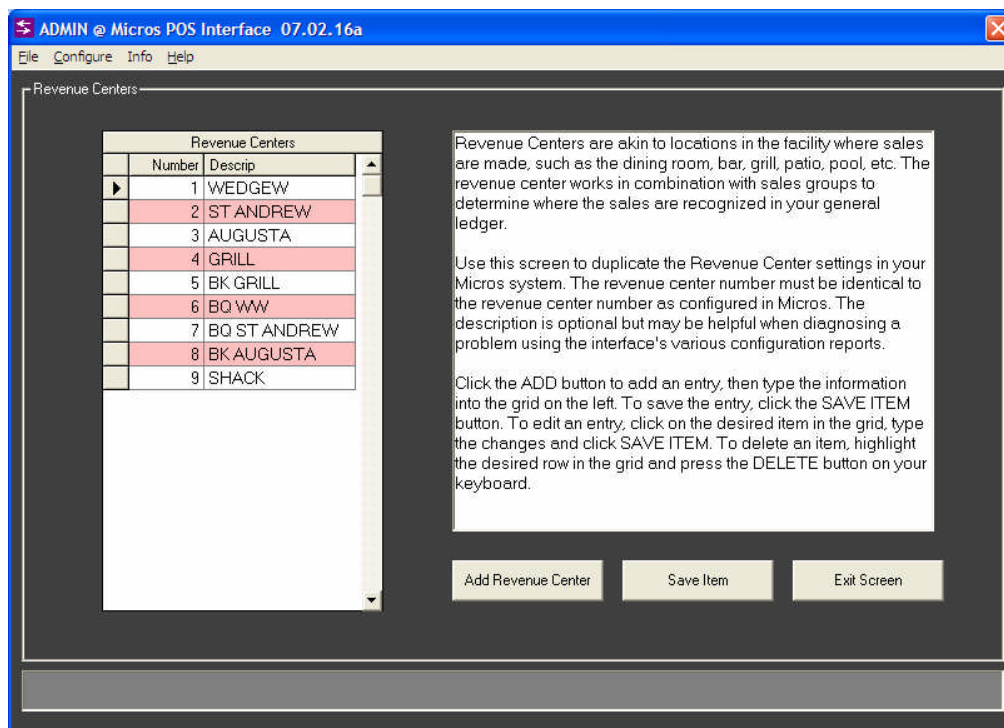


## Sales Groups

Sales groups work with revenue centers to further define where a transaction should post in the Club Office A/R system. A sales group is somewhat like a department, such as beer vs. wine, salads vs. entrees and desserts, etc. For example, you might have a sales group for beer in the dining room (revenue center 1), another sales group for beer sold in the grill (revenue center 2) and another for beer sold at the pool (revenue center 3). The interface must have an exact duplicate set of sales group settings as in the Micros system.

If desired, the combination of these three major configuration options, revenue centers, sales groups and meal times, can provide extraordinary detail in the Club Office A/R system. For example, 8 revenue centers, 25 sales groups and 4 meal times can result in 800 possible unique G/L accounts where sales figures can be recorded in Club Office! Of course, one doesn't necessarily have to have that many, but the possibility for such detail is certainly available.
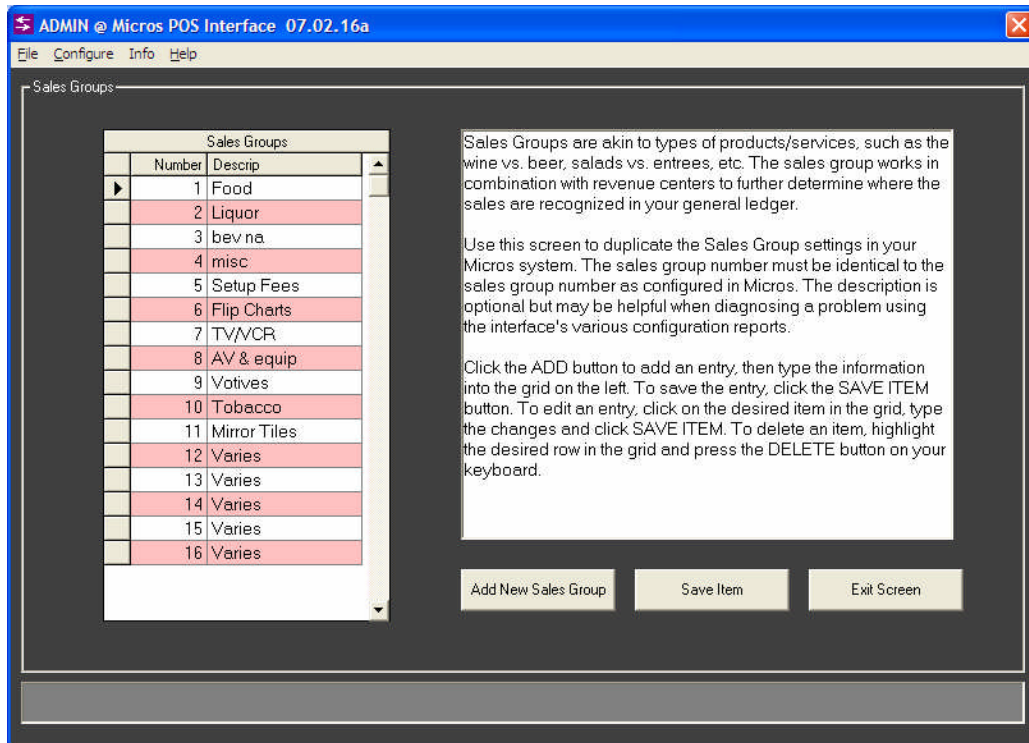
**Generate Revenue Center/Sales Groups Table**

Once your revenue centers and sales groups have been created, clicking this menu option will create a table of sales groups for every revenue center. If you elect NOT to select this option, you'll have to create each sales table entry manually. In this example, consider that 9 revenue centers times 16 sales groups requires 144 entries, it's not hard to see how much time this function will save when creating the XREF translation table.



Later, should you add either a sales group or a revenue center, select this option again to create the new entries -- the existing entries won't be affected.

Note that this function only ADDS records to the sales table; it does not delete them should you delete either a sales group or revenue center at some later date.

## XREF Control Codes

The XREF control codes configuration includes sales, tax, gratuities, tender types and change items. The XREF is where you actually assign the Club Office G/L numbers to various combinations of transactions. The XREF is the heart of the interface and what actually does all the work in translating a Micros detail item into a Club Office detail item.
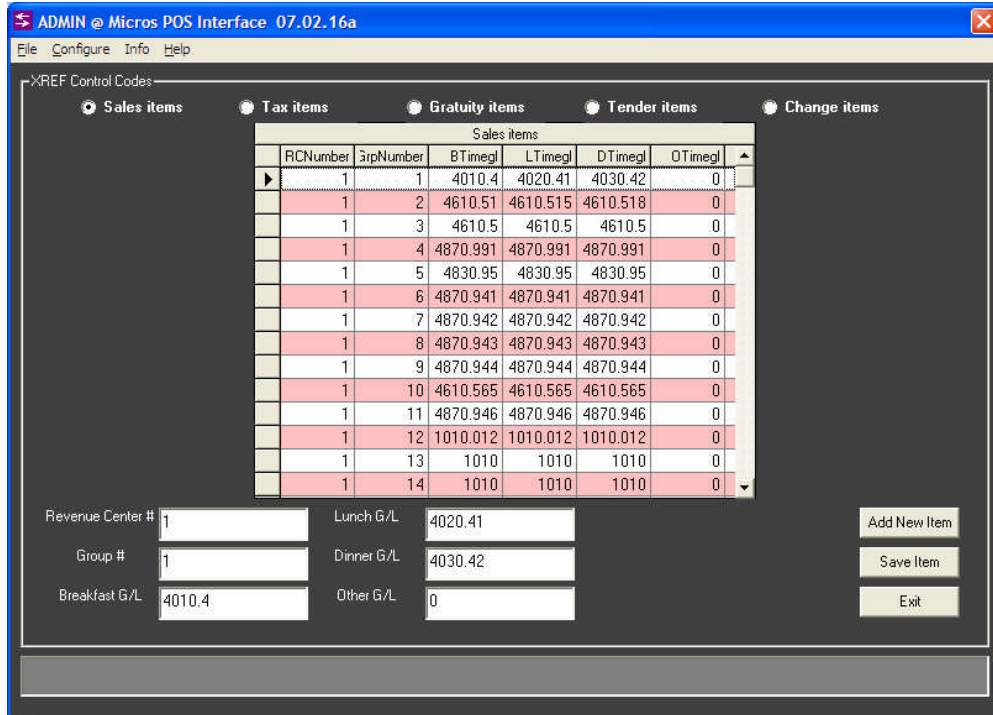


## Sales Items

The configuration screen displays the following six columns:

**RCNumber     GrpNumber     Btimegl     Ltimegl     Dtimegl     Otimegl**

The RCNumber is the revenue center; the GrpNumber is the sales group. The other columns represent the G/L accounts for recording the item's value if it's for breakfast, lunch, dinner or other times of the day. If an item is assigned to revenue center 3 and it's a sales group 7 item that was sold at lunch time, then the interface is going to search the sales item list to find a match for RCnumber = 3 and GrpNumber = 7, and it would assign the sale to the G/L number in the Ltimegl column. Note that it's not necessary that the Btimegl, Ltimegl, Dtimegl and Otimegl be different -- only that there be valid G/L account entries for each of them! Some interface users do not divide sales by time of day and their G/L accounts for breakfast, lunch, dinner and other use the same G/L account setting.

Because there's a possibility that you may sell something in every sales group for every revenue center, it's important that every field that holds a G/L account be filled with a valid G/L posting account. For your convenience, pressing the F-5 key will recall the G/L lookup panel to the screen.

## Tax Items

Your Micros system may include different taxes for different reasons, such as sales, liquor or even a local or city tax. The Micros exported data includes up to eight tax amounts and the tax items screen allows configuring the G/L account for these taxes according to the time of day, just like sales items. In most cases, tax G/L accounts will be liability accounts in your general ledger. Few customers differentiate between breakfast, lunch, dinner and other times, so in

most cases, the G/L accounts will be the same for each time of day. It's possible that your situation may not warrant configuring taxes in Micros at all. It is suggested, however, that at least one tax be configured in the interface as a "catch-all" in the event a tax transaction slips through somehow. You could set the G/L accounts for such a catch-all item to a "suspense" or other clearing account.
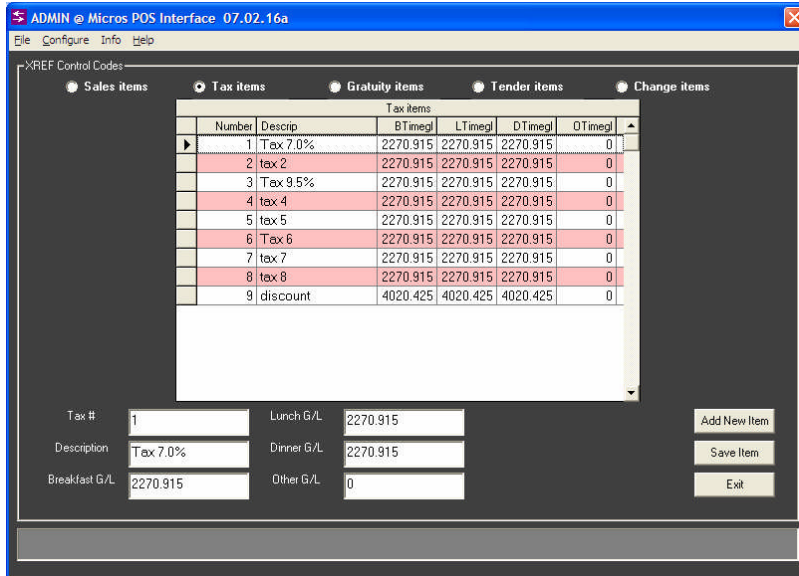


Note: it's possible that some Micros resellers may configure a service charge as a "gratuity" instead of an actual "tax" that is paid to the state or local government agency. Be careful to configure such an item to the normal gratuity account for your Club Office system.

## Gratuity Items

Gratuities are accommodated in exactly the same fashion as taxes. It's also possible that your situation may not warrant configuring gratuities in Micros at all. It is suggested, however, that at least one gratuity be configured in the interface as a "catch-all" in the event a gratuity transaction slips through somehow. You could set the G/L accounts for such a catch-all item to a "suspense" or other clearing account.
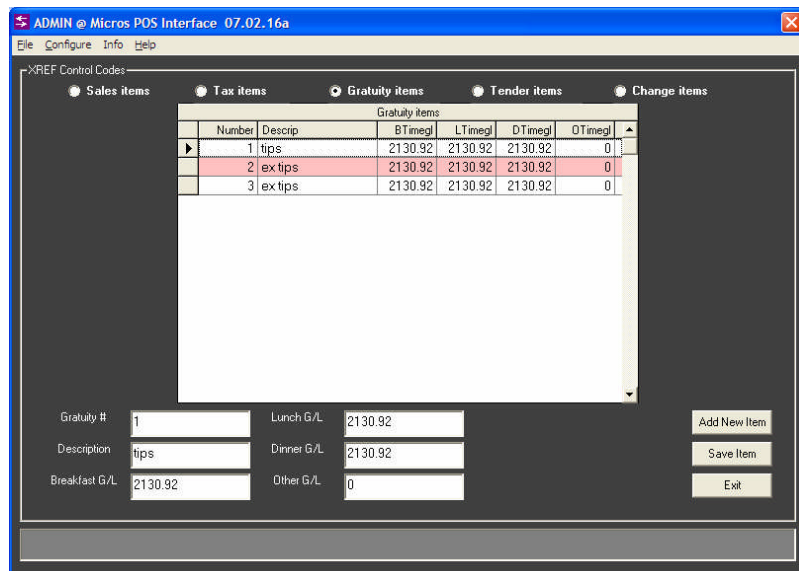
## Tender Items/Change Items

Tenders are slightly more complicated than the other configuration items as they involve a little more understanding of how non-charge and non-member transactions are managed in Club Office. Configuring tenders and change is identical as the two share the same settings. Actually, configuring one automatically configures the other. Notice that the grid displays three new columns that are not on the other grids: Custid, Offset and TendType.



**CUSTID:** This is the Club Office member account number to use in cases where a sales transaction is not to a member account. If this sounds confusing, understand that for a transaction to flow through the Club Office A/R system it must be linked to a member account. If a sale is made just to "cash" or "check" and not linked to a member account, the interface will use the Custid account number instead. (Recall above when the Initialize Membership Database function was invoked. This created a set of system member accounts between zero and 1 that are generally used as the Custid accounts. Some Club Office users already have member accounts set up for "Mr. Cash" or Mr. Visa" and you can certainly use those member account numbers instead of the ones that the membership initialization created. To look up member accounts, click on the MEMBER # field and press the F-5 key. When the member lookup screen is visible, click on the # sign in the lower right to view them in numerical order; the accounts between 0-1 will appear at the top of the list.

**OFFSET:** This setting tells the system which tender types for which it should automatically generate the "payment" transaction for the tender type used. For example, if a member purchased a meal and paid cash, the CASH tender type should have the offset set to Y so that both the item purchased and the cash payment show on the member's statement at the end of the month. If the offset is set to N, this will have the effect of creating a receivable on the member's account even though he/she paid cash. Note that the setting for "on account" (i.e. the "charge" function) must be set to N.

**TENDTYPE:** The Club Office A/R system includes some reports that display tender type information. If you wish to use these and have them make sense, you need to type the Club Office TendType value into this column that's equivalent to the tender type defined in your RM

system. For example, Club Office's type 1 is cash and you should type a 1 in the TendType column for the RM tender that is defined as the cash tender. Other Club Office tender types are as follows:

<div align="center">

**Club Office Tender Types**

 1  -  **Cash**
 2  -  **Check**
 3  -  **Visa**
 4  -  **MasterCard**
 5  -  **Discover**
 6  -  **American Express**
 7  -  **Carte Blanche**
 8  -  **Diner's Club**
 9  -  **Member Charge**
10 - **Void Transaction**
11 - **Gift Certificate**
12 - **Prizemoney/Sweeps**    \*
13 - **Credit Book**    \*
14 - **Local Gift Card**    \*
15 - **National Gift Card**    \*

</div>

**\* for Club Data's SQLPos POS Only. It is not recommended that you use these with Micros POS.**

### For Advanced Users

The XREF grids are like spreadsheets: you can click on an item and use the arrow keys on your keyboard to move up/down, left/right inside the grid. Also, clicking on a column heading will cause the display to be sorted in ascending order by the selected column. While using these functions may help you configure your system more quickly, be very careful so as not to leave a field completely blank or with an incorrect setting.

### Micros 3700 vs. 8700/9700 Mode

The Micros exported data file may contain either 38 or 47 fields of information, depending on the version in use. The interface will automatically configure itself to the proper Micros version as the data file is imported.

## How to Process an RM Export File

The procedure is essentially a simple 1-2-3 sequence, and the buttons on the main interface screen are numbered to match:

> **1 - Import the data file**
> **2 - Print a report of the imported data.**
> **3 - Transfer to A/R**.
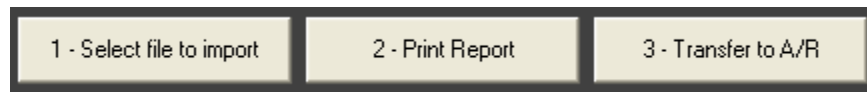


As simple as this is however, if the interface isn't set to decode the information properly, the imported data will not likely be correct and will require quite a bit of correction inside the A/R module's workspace. For this reason, the imported data first appears in the interface's workspace grid where it may be edited if desired, or configuration options changed and the file reimported multiple times without affecting the A/R system's data. Importing a data file automatically clears the current interface workspace prior to decoding the new data.
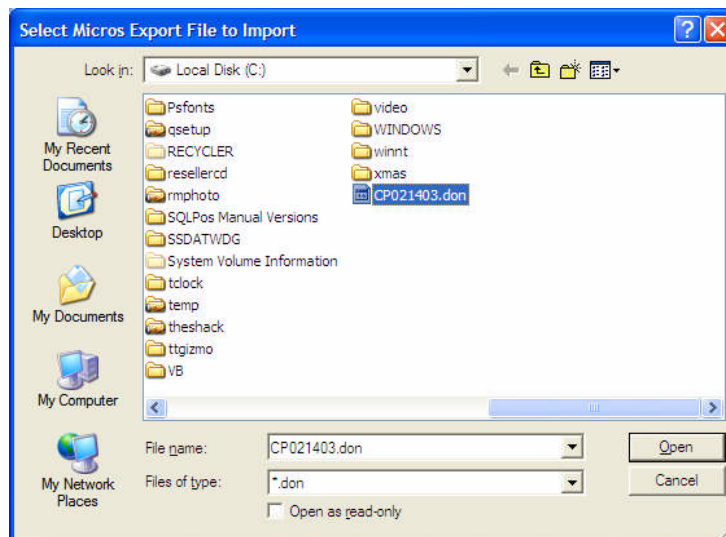
## Select File to Import/Importing File

Click the button to open a standard, Windows file search dialogue box. Use the box to locate the desired RM export data file. The normal export file name begins with the letter C followed by other characters that may include the date. In the example below, the export has created a file beginning with the letters "CP." Select the file by clicking on it, and then click the OPEN button. You'll receive a confirmation box before the import begins; click YES to begin the import. During the import, the screen will display ticket numbers as they're converted. Following the last ticket, another confirmation box will appear. Click OK to reveal the workspace grid, now populated with data.
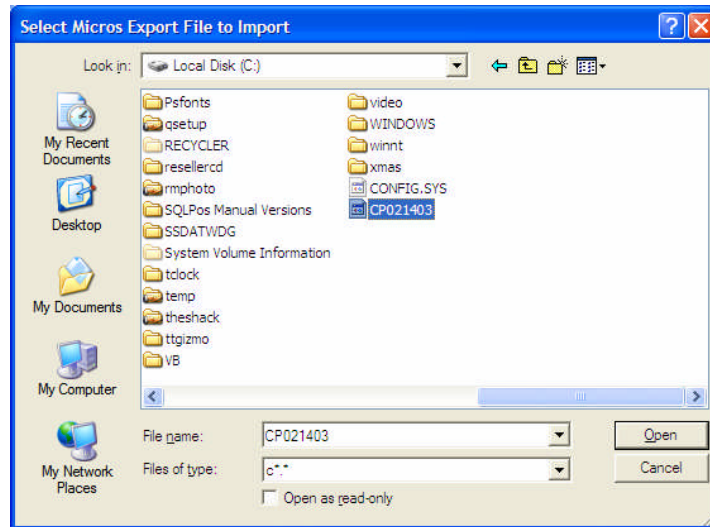


## Reimporting a File

Reimporting a data file is easy. The interface changes the name of the file slightly so that it ends in DON to protect you from accidentally importing the same file twice. However, the file search dialog box defaults to the C*.* file type (see the bottom of the file search window) and if you click on the "files of type" box, a list will drop down and the DON type will appear. Choosing the DON type will then display a list of files having the DON file extension. These are exported files that have already been imported at least once; if a file appears with more than one .don extension, it means it has been imported/reimported that many times.

Also note that when you select a DON file type, the interface will warn you that the file has already been imported and you'll have to choose YES to import it again.
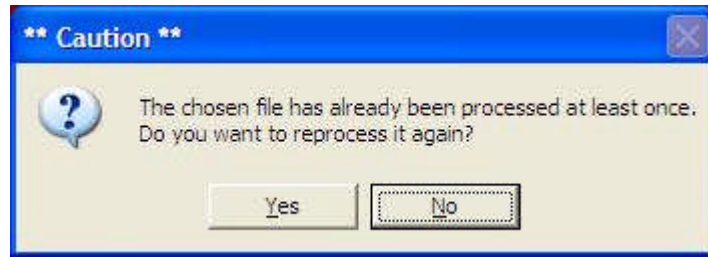


## Review Imported Data

After importing a file, it is extremely important that the data be reviewed before transferring it to the A/R system. If the workspace display indicates a lot of transactions that will prove invalid in A/R such as G/L account zero, zeros for member or employee numbers or dollar values that don't match tickets, it's obvious that the interface's configuration needs adjustment. After making appropriate configuration changes, the same data file can be reimported again, probably with better results and fewer problems. The obvious goal is that the interface decodes everything and no adjustments are necessary, but in truth, there's usually a period of time after installing the interface before *everything* is configured properly and before you can follow the 1-2-3 procedure confidently.



## Print Import Audit

Two reports are provided that show the imported transactions in ascending ticket number order. One report is essentially the same as one of the reports that's in the A/R system. The other is a "process audit" report and should be printed to help identify invalid interface configuration issues. The reports help determine whether interface configuration settings are warranted because it's usually easier and less time-consuming to change one or two interface

settings and reimport the file than to have to change potentially hundreds of problems inside the A/R workspace.

## Import Audit Report



## Process Audit Report

## Transfer to A/R

Once you're satisfied that the converted information is acceptable, select the Transfer to A/R button to move the transactions out of the interface workspace and place them in the A/R workspace. Once in the A/R system, they may be validated, edited and accepted just like any normal tickets.



## How to Determine Improper Configuration Issues

After importing a file, print the Process Audit report. This report comes up as a YES/NO option when you select the "Print Report" button.

The Process Audit includes the raw data values for the type of transaction (sales, tax, gratuity, tender or change), the revenue center, sales group, and time of day. These values are what the interface uses to select the appropriate G/L posting account. If a line item has blank space where the revenue center description, sales group description or general ledger numbers should be, then those respective items need configuration changes, after which the same data file can be reimported.

For example, suppose a liquor beverage was sold from the dining room but the transaction posts to the G/L account for bar sales in the grill. Using the Process Audit report, you'd check to make sure that the item's detail type code is a sale (i.e. DTC = 1) and that the revenue center is indeed the dining room. If those two settings are correct, then the G/L account for the time of day is probably incorrect; check the TranTime in the report. The TranTime will display a B, L, D or O at the end of the transaction's actual time and that letter will tell whether the interface used the breakfast, lunch, dinner or other G/L account.

However, if the transaction was supposed to be from the dining room but the Process Audit report displays the revenue center that came through with the transaction was the revenue center for the grill bar, then the problem is in the POS system's configuration: items sold in the dining room are configured to be from the grill bar instead.

Either way, a configuration adjustment is warranted so that like subsequent transactions don't exhibit similar problems. In the case of the interface configuration change, it's simple enough to change the necessary interface settings and simply re-import the same data file to correct the problems. However, if the POS system needs the change, making it won't have any effect on the historical transactions just imported but making the changes will likely prevent future problems.

## Exit

Click the Exit button to close the module.

## Micros POS Data File Layout

The exported data file is in comma-delimited format. A typical export file appears as follows; two complete transactions are displayed:

```
621,2042,20,20,2,0,12,17.49,13.90,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.
00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,2.50,0.00,1.09,0.00,0.0
0,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,"2-
13-7","12:50","02/13/07 11:23:26"
1870,2044,31,31,2,2,12,22.97,15.00,3.25,0.00,0.00,0.00,0.00,0.00,0.00,0
.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,3.29,0.00,1.43,0.00,0.
00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,"2-
13-7","13:20","02/13/07 11:33:29"
```

The position of the data in the file determines what the data is. In reading the above data in left-to-right order, the data fields are as follows along with the values from the sample data:

| | | | |
|---|---|---|---|
| 1. | Member # | 621 | 1870 |
| 2. | Ticket # | 2042 | 2044 |
| 3. | Server # | 20 | 31 |
| 4. | Cashier # | 20 | 31 |
| 5. | Revenue center # | 2 | 2 |
| 6. | Number of covers | 0 | 2 |
| 7. | Tender type # | 12 | 12 |
| 8. | Total tendered | 17.49 | 22.97 |
| 9. | Sales, group 1 | 13.90 | 15.00 |
| 10. | Sales, group 2 | 0.00 | 3.25 |
| 11. | Sales, group 3 | 0.00 | 0.00 |
| 12. | Sales, group 4 | 0.00 | 0.00 |
| 13. | Sales, group 5 | 0.00 | 0.00 |
| 14. | Sales, group 6 | 0.00 | 0.00 |
| 15. | Sales, group 7 | 0.00 | 0.00 |
| 16. | Sales, group 8 | 0.00 | 0.00 |
| 17. | Sales, group 9 | 0.00 | 0.00 |
| 18. | Sales, group 10 | 0.00 | 0.00 |
| 19. | Sales, group 11 | 0.00 | 0.00 |
| 20. | Sales, group 12 | 0.00 | 0.00 |
| 21. | Sales, group 13 | 0.00 | 0.00 |
| 22. | Sales, group 14 | 0.00 | 0.00 |
| 23. | Sales, group 15 | 0.00 | 0.00 |
| 24. | Sales, group 16 | 0.00 | 0.00 |
| 25. | Total discounts | 0.00 | 0.00 |
| 26. | Extra tip amount | 0.00 | 0.00 |
| 27. | Service charge 1 | 2.50 | 3.29 |
| 28. | Service charge 2 | 0.00 | 0.00 |
| 29. | Tax 1 | 1.09 | 1.43 |
| 30. | Tax 2 | 0.00 | 0.00 |
| 31. | Tax 3 | 0.00 | 0.00 |
| 32. | Tax 4 | 0.00 | 0.00 |
| 33. | Tax 5 | 0.00 | 0.00 |
| 34. | Tax 6 | 0.00 | 0.00 |
| 35. | Tax 7 | 0.00 | 0.00 |
| 36. | Tax 8 | 0.00 | 0.00 |
| 37. | Discount 1 | 0.00 | 0.00 |
| 38. | Discount 2 | 0.00 | 0.00 |
| 39. | Discount 3 | 0.00 | 0.00 |
| 40. | Discount 4 | 0.00 | 0.00 |
| 41. | Discount 5 | 0.00 | 0.00 |
| 42. | Discount 6 | 0.00 | 0.00 |

| | | |
|---|---|---|
| 43. Discount 7 | 0.00 | 0.00 |
| 44. Discount 8 | 0.00 | 0.00 |
| 45. Ticket close date | "2-13-7" | "2-13-7" |
| 46. Ticket close time | "12:50" | "13:20" |
| 47. Ticket open date and time | "02/13/07 11:23:26" | "02/13/07 11:33:29" |

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## Linking Micros Server Numbers to Club Office

Most facilities desire to link sales to employees either for reporting or payroll reasons, but sometimes, the server # that's identified inside Micros POS doesn't coincide with the same employee's number inside Club Office's employee/payroll system, or on some systems, the magnetic card issued to the employee is not encoded with the actual employee number.

Club Office accommodates this issue by providing "POS Operator ID" and "POS Access #" settings for every employee account and a configuration option inside the main Club Office configuration system to "validate using the Operator ID" or "validate using POS Access #." The difference is that the operator ID must be numerical (double-precision number) while the access # can be alphanumerical (up to 15 characters).

Because the interface transfers imported records into the A/R daily workspace, such transactions must also be "validated" by the A/R system before they are truly certified as correct and postable into the rest of the accounting system. In the process, when the A/R transactions are finally "accepted" inside the A/R system, the operator ID (or access #) is replaced by the employee's actual number inside Club Office's payroll system. Then service charges or other gratuities that accrue to the respective employees can automatically appear inside the payroll system and modified there by the payroll personnel.

Important: If you wish to track sales and/or gratuities back to specific employees, you should not allow them to share an operator number or access #; doing so will produce confusing results after sales are imported into Club Office.

## Employees and Parties/Group Sales

When multiple employees work the same party function, it's often more desirable to "pool" the gratuities and distribute them later on some criteria other than sales. In this case, setting up a "party employee" account inside Club Office is a good idea, and all employees who work the party function use the party employee's number instead of their own. When the transactions finally flow through A/R and are visible to the Club Office payroll system, it's a simple matter to print the Payroll Service Charge Worksheet using the FROM/TO date range option to report the total gratuities earned by the "party employee," which can then be distributed to the employees who actually worked the event.

## Credits/Obtaining Support/Disclaimers

Micros POS™ is a trademarked product of Micros, Inc. who is not associated in any way with this software interface nor is responsible for its support.

The "sim" the exports the sales data from Micros is a product of P.O.S. Business Systems, Inc. who is also not associated in any way with this software interface nor is responsible for its support.

The interface is a product of Club Data Corporation who provides complete support for this interface software product.

It is possible that earlier or later versions of Micros's software or P.O.S. Business Systems' "sim" may incorporate functionality or features of their respective products that may subsequently affect the performance of this interface. In such cases, please contact Club Data for assistance. Club Data will make its best possible efforts to make corrections to the interface to accommodate such Micros POS version differences. Such corrections may incur additional programming charges to the end user.

## Notes