



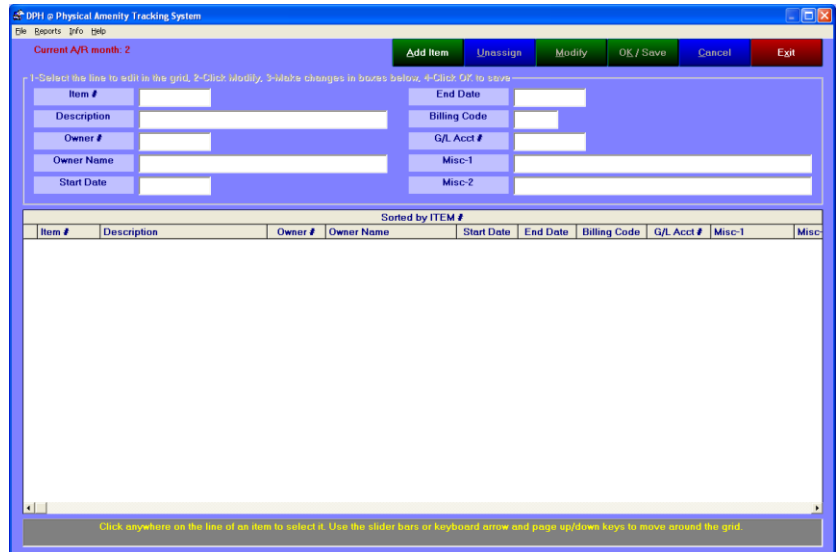
1-Minute Newsletter – May/June 2014

This is the third installation of our 1-Minute Newsletter – we hope you find it helpful!

PATS – Physical Amenity Tracking System

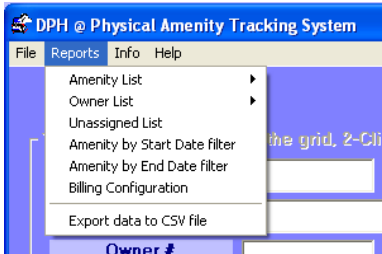
Almost universally, customers have responded in their conversion questionnaires that they want more information about PATS, our tracking system for various physical amenities you may have at your facility that require different management and reporting than using special interests or the miscellaneous fields in the membership system.

We created PATS a couple years ago to manage special things such as boat slips, firearms, special lockers, golf car garages for member-owned cars, and other situations where more descriptive information is needed yet also retain the ability to bill the “owner” members’ accounts as well. When PATS is installed, a new menu option appears in the menu bar of the Membership manager, and clicking on it displays the PATS screen where you can describe the item, its owner (which may not be the person who’s



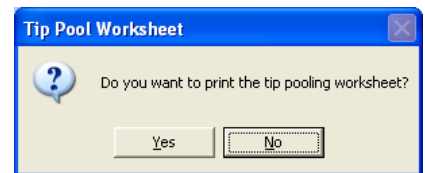
using the item), a start/end date, billing code, general ledger account number for posting and a pair of miscellaneous fields. When month-end processing occurs, an additional option appears to “process PATS” along with everything else and if a fee exists for that billing month, a charge to the respective owner’s account is automatically generated. Special reports are provided in PATS, too!

PATS is an inexpensive add-on option to your Club Office system and installs in the blink-of-an eye. Call us to order!



Tip Splitting Ideas & Tools

A new option has been built into the Payroll module’s “Service Charge Worksheet” step, which is procedure #1 on the list of payroll procedures. The option asks whether you wish to print the tip pooling worksheet; answering NO proceeds with the normal service charge worksheet; a “yes” answer prints the tip pooling worksheet instead. The option may be especially helpful to customers who use SQLPos, our integrated POS system yet who do not use automatic gratuities.



Tip Pooling Worksheet		Report Date: 20140501	Page 1
Date range:			
Employee #	Last name	First name	Base Sales Total S/C (Notes)

SQLPos provides the capability to track each line item back to the employee who rang it up so that if you have multiple employees working the same ticket, each

employee’s sales can be charted. However, when there’s a single gratuity added to the ticket and there are perhaps 4 or 5 employees who worked it, who gets the money? In such cases, the Tip Pooling Worksheet function reallocates the ticket gratuity to each employee who serviced the ticket based on the percentage of each employee’s sales of the total ticket. The report looks like the one above and is included in the latest payroll module – all you have to do is choose it, type the range of dates to be included in the report and print it. Note that the report only includes “accepted” sales transactions; transactions that are still in the A/R daily workspace are not included in the report because they are, by definition, not yet accepted as being correct and final.

Topics for future issues...
Cloning Registers, Shared Printer vs. Network Printer, Network Mapping, FTP ideas, the “Cloud,” more...