

## July 2016 Monthly Breeze Topics

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## Automatic Reversals: Purge old Audit Trails

Last month we looked at the automatic reversals in club management. A few readers replied that they had a ton of available audit trails in their list of audit trails to reverse. You can clean this up following the instructions below. We recommend you add this to your year-end checklist.

Batch	Journal#	Date of Record	Amount	Entries	Reversed
00000001	SJ9L41	20110118	92.00	1	N
00000002	SJ9L44	20110131	-1747.00	11	N
00000003	SJ9L47	20110131	-11.40	1	N
00000004	SJ9L50	20110207	-5585.00	22	N
00000005	SJ9L61	20110209	-2650.00	15	N
00000006	SJ9L62	20110209	-16993.40	16	N
00000007	SJ9L63	20110214	3055.00	1	N
00000008	SJ9L64	20110215	90.00	1	N
00000009	SJ9L65	20110215	-1567.00	11	N
00000010	SJ9L66	20110215	0.00	2	N
00000011	SJ9L69	20110216	-3186.00	18	N
00000012	SJ9L83	20110225	-2378.00	14	N
00000013	SJ9L84	20110228	-3799.00	20	N
00000014	SJ9L85	20110228	0.00	2	N
00000015	SJ9L86	20110228	-2351.21	13	N
00000016	SJ9L87	20110228	3147.00	1	N
00000017	SJ9L90	20110228	-1650.00	9	N
00000018	SJ9L94	20110228	-8986.00	1	N
00000019	SJ9L97	20110304	-2915.00	12	N
00000020	SJ9M13	20110309	-4329.00	19	N
00000021	SJ9M14	20110310	-620.00	3	N
00000022	SJ9M30	20110316	-411.10	5	N

In this sample, the club has audit trails all the way back to January 2011 that are available for reversal. We suggest cleaning up this list at least once a year.

This list can be cleaned up using the following menu option:

**System Administration -> Utilities -> Reverse Audit Trail Club -> Purge Audit Reversal Data**

**Purge Audit Reversal Data**

Company: 01 LTCC Country Club

Audits Posted up to: 12312015

Type of Data: N/A - Purge All Types

This maintenance program will purge audit reversal data for journals posted up to a specified Date of Record. Only delete this data if you are sure you do not need to reverse those journals.

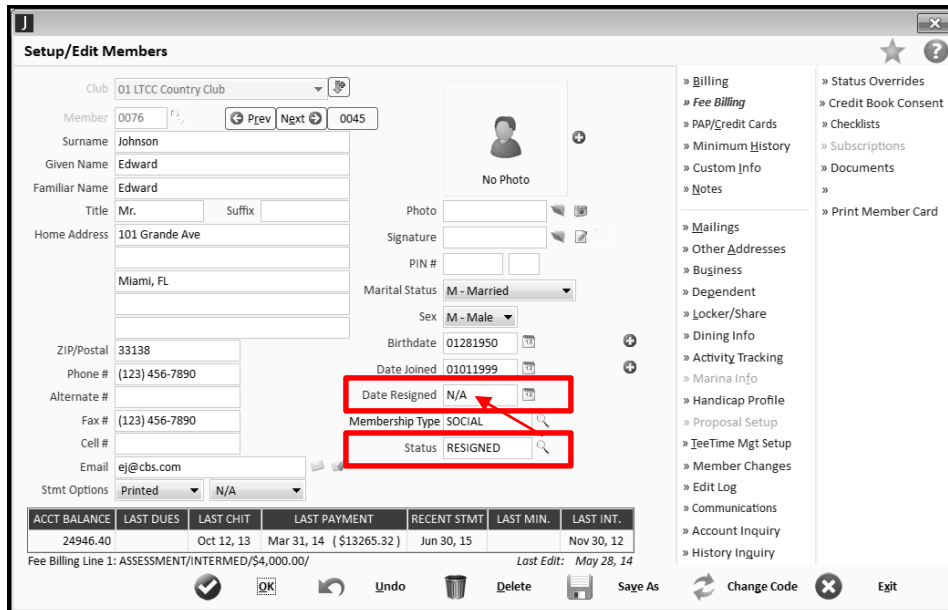
NOTE: This program does not delete any of the original audit data.

OK Exit

We suggest purging anything more than six months old so that current audits are easy to find. This does NOT delete the audit from Jonas or the general ledger, just from this "reversal module".

## Membership: Force a Resignation Date when Members Leave the Club

Every club has a membership status of “Resigned” but some fail to add the resignation date to the member file below:



**Setup/Edit Members**

Club: 01 LTCC Country Club

Member: 0076 (Prev) (Next) 0045

Surname: Johnson  
 Given Name: Edward  
 Familiar Name: Edward  
 Title: Mr. Suffix:   
 Home Address: 101 Grande Ave  
 Miami, FL  
 ZIP/Postal: 33138  
 Phone #: (123) 456-7890  
 Alternate #:   
 Fax #: (123) 456-7890  
 Cell #:   
 Email: ej@cbs.com  
 Stmt Options: Printed N/A

Photo: No Photo  
 Signature:   
 PIN #:   
 Marital Status: M - Married  
 Sex: M - Male  
 Birthdate: 01281950  
 Date Joined: 01011999

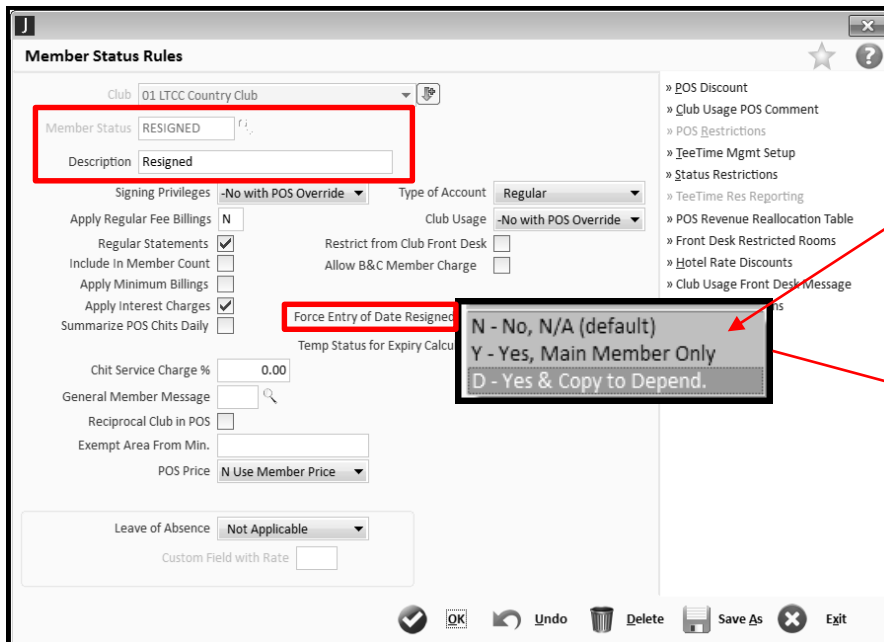
**Date Resigned: N/A**  
**Membership Type: SOCIAL**  
**Status: RESIGNED**

ACCT BALANCE	LAST DUES	LAST CHIT	LAST PAYMENT	RECENT STMT	LAST MIN.	LAST INT.
24946.40		Oct 12, 13	Mar 31, 14 (\$13265.32)	Jun 30, 15		Nov 30, 12

Fee Billing Line 1: ASSESSMENT/INTERMED/\$4,000.00/ Last Edit: May 28, 14

To prevent this above problem from happening, you can force the resignation date any time a member is changed to this member status:

### Club Management -> Club Set up -> Member Status Rules -> Force Entry of Date Resigned



**Member Status Rules**

Club: 01 LTCC Country Club

Member Status: RESIGNED  
 Description: Resigned

Signing Privileges: -No with POS Override  
 Type of Account: Regular  
 Club Usage: -No with POS Override

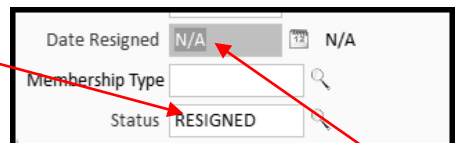
Apply Regular Fee Billings: N  
 Regular Statements:   
 Include In Member Count:   
 Apply Minimum Billings:   
 Apply Interest Charges:   
 Summarize POS Chits Daily:   
 Chit Service Charge %: 0.00  
 General Member Message:   
 Reciprocal Club in POS:   
 Exempt Area From Min. POS Price: N Use Member Price

Leave of Absence: Not Applicable

**Force Entry of Date Resigned:**

Temp Status for Expiry Calculations:   
 N - No, N/A (default)  
 Y - Yes, Main Member Only  
 D - Yes & Copy to Depend.

We suggest using option “D” Any time a member is resigned Jonas will force you to add a resignation date AND this date will automatically copy to all dependents. Using this field makes it very easy to track, and report on, member resignations.



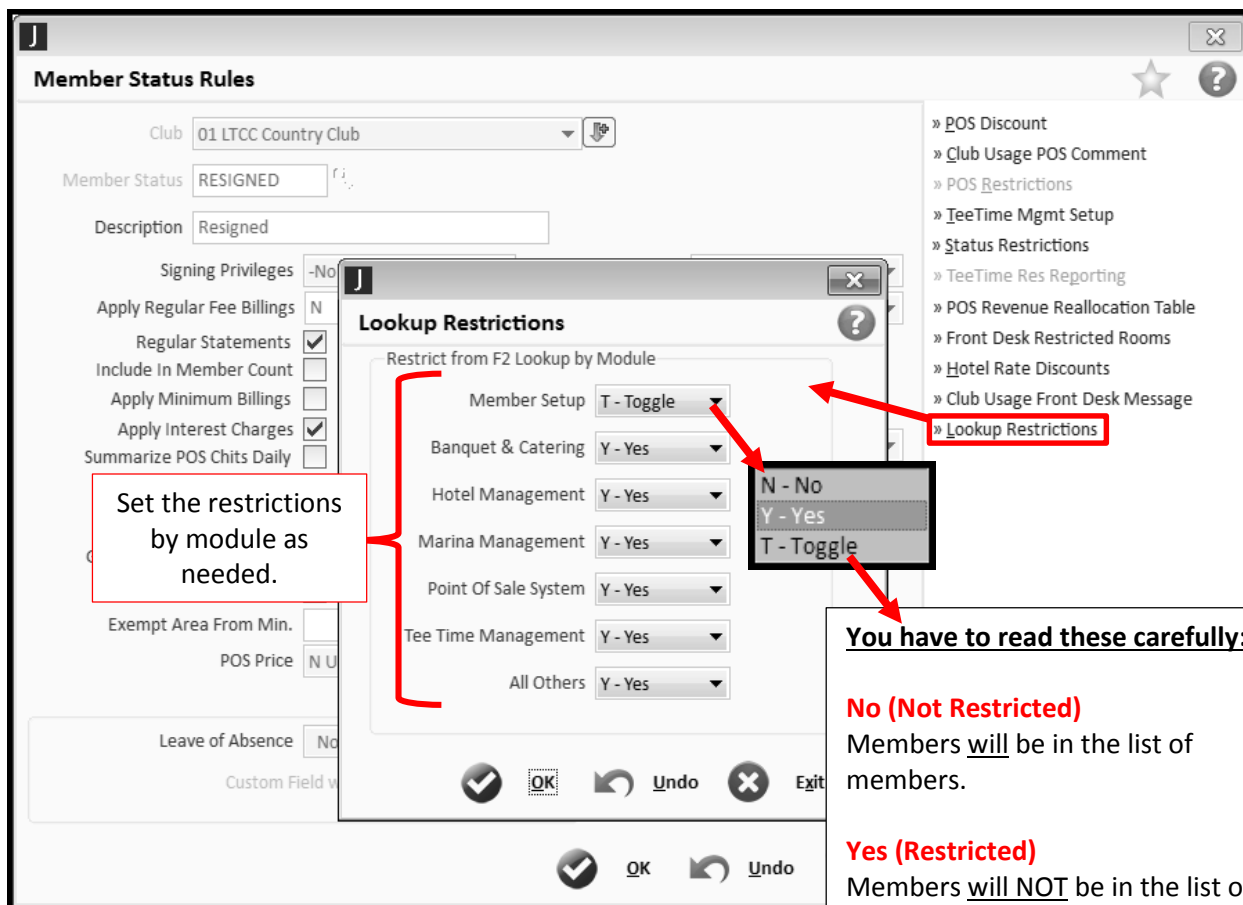
Date Resigned: N/A  
 Membership Type:   
 Status: RESIGNED

Once activated, you will not be allowed to save the member file without adding the resignation date.

### Membership: Hide Member Statuses by Area

Have you ever noticed which members your staff can see at POS (and other modules) when they search for a member name or number? You can control which members they see within each module allowing you to hide accounts they should not be using (Resigned, Inactive, Deceased, etc.) and this will make their processing faster and help increase accuracy:

**Club Management -> Club Setup -> Member Status Rules -> Lookup Restrictions**




Set the restrictions by module as needed.

**You have to read these carefully:**

**No (Not Restricted)**  
Members will be in the list of members.

**Yes (Restricted)**  
Members will NOT be in the list of members.

**Toggle (Combination)**  
Members are NOT seen at first but with the toggle button you can see these hidden members.



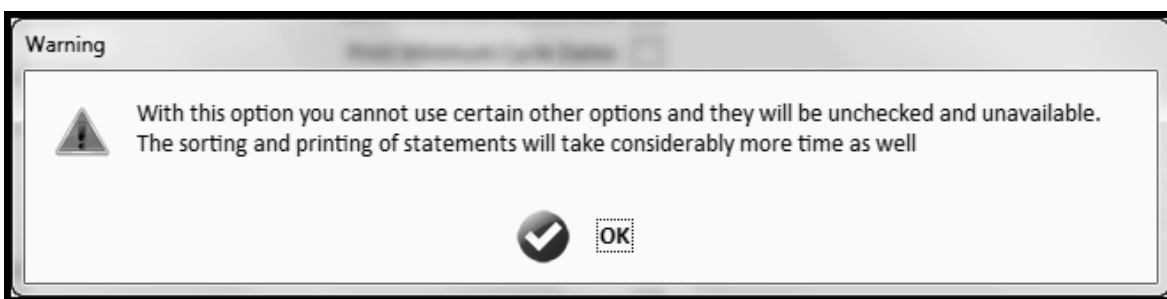
Additionally, the toggle option is great for the back office (Member Setup) for Resigned, Inactive, Deceased, etc. so that you don't see these account at first but you can simply press the toggle button to see these hidden accounts:



### Member Statements: Print Statements by Number of Pages

Many clubs are still printing and folding member statements each month. Would you prefer to fold the single page statements before multiple page statements? If so, the configurable member statement allows you to print statements by the number of pages. This option does disable a few other features that are listed below.

**Club Management -> Club Admin. -> Select Club Forms Design -> Configure -> Options**



#### Options Not Available when statements are sorted by number of pages:

- Summarized Pre-Paid Minimums to One Line
- Sort by Business Area
- Sort by Dependent
- Print Subtotals for Sales Area

We know that many clubs are still printing statements every month for a majority of their members. Printed statements are very expensive. Look at the grid below for annual postage costs only. Feel free to factor in the cost of pre-printed forms and **LABOR!**

# of Members	Postage	Annual Cost
500	\$0.47	\$ 2,820
1,000		\$ 5,640
1,500		\$ 8,460
2,000		\$ 11,280
3,000		\$ 16,920
4,000		\$ 22,560

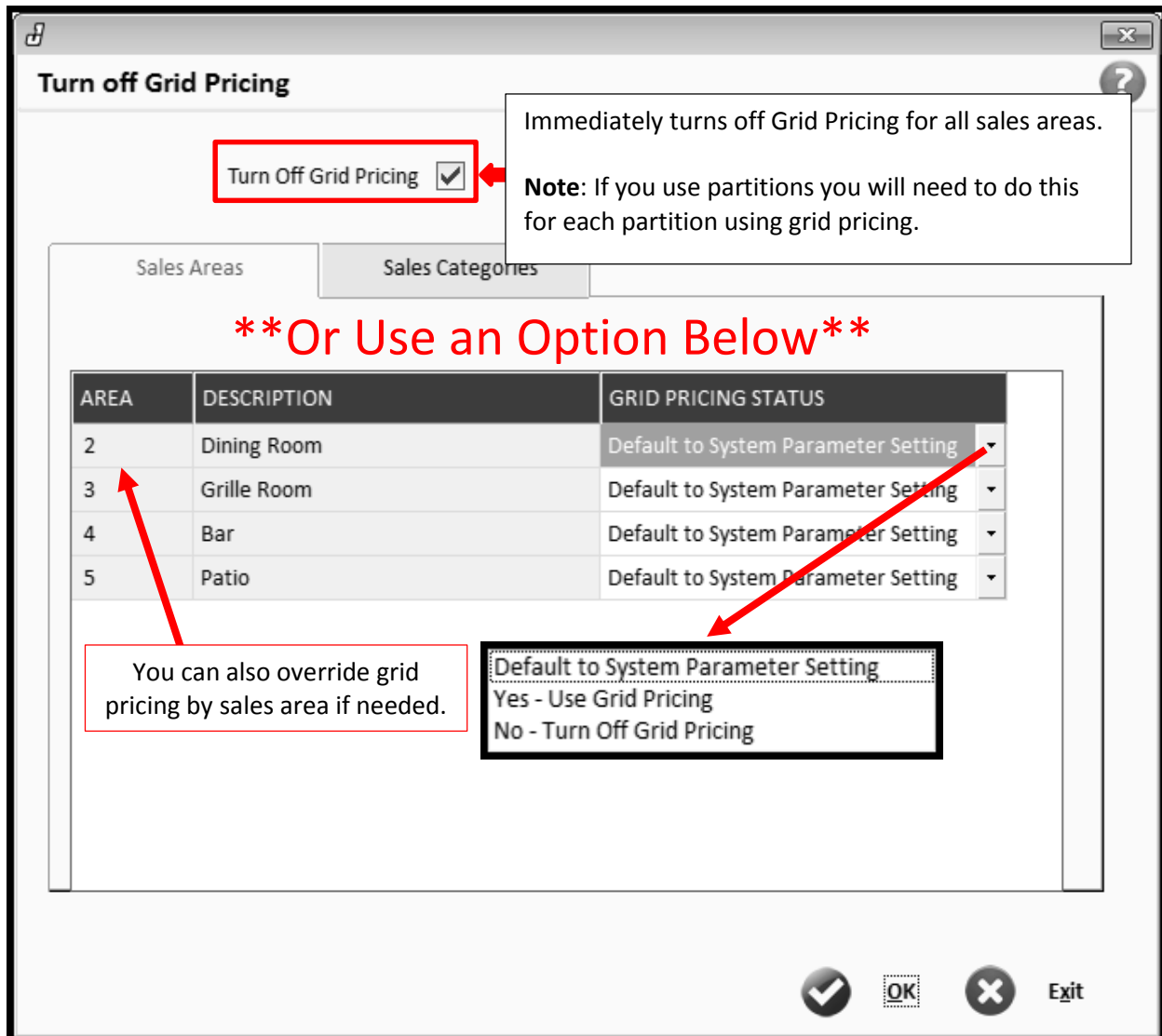
If your club is not yet sending a significant percent of statements via email, call us for a review. There is an immediate time and cost savings by moving to electronic statements. We have ideas to help you encourage and roll out email statements to your members.

## Point of Sale: Easily Turn Off Grid Pricing

Many clubs use grid pricing to discount sales items during happy hour. The problem you may have is that grid pricing interferes with holidays or club events when special pricing should not apply.

The Point of Sale System Parameters has the ability to turn off grid pricing very quickly. You can turn off grid pricing for either the entire system or for a specific sales area.

**Point of Sale System -> System Setup -> System Parameters -> Grid Pricing**



**Turn off Grid Pricing**

Turn Off Grid Pricing

Immediately turns off Grid Pricing for all sales areas.  
**Note:** If you use partitions you will need to do this for each partition using grid pricing.

Sales Areas Sales Categories

**\*\*Or Use an Option Below\*\***

AREA	DESCRIPTION	GRID PRICING STATUS
2	Dining Room	Default to System Parameter Setting
3	Grille Room	Default to System Parameter Setting
4	Bar	Default to System Parameter Setting
5	Patio	Default to System Parameter Setting

You can also override grid pricing by sales area if needed.

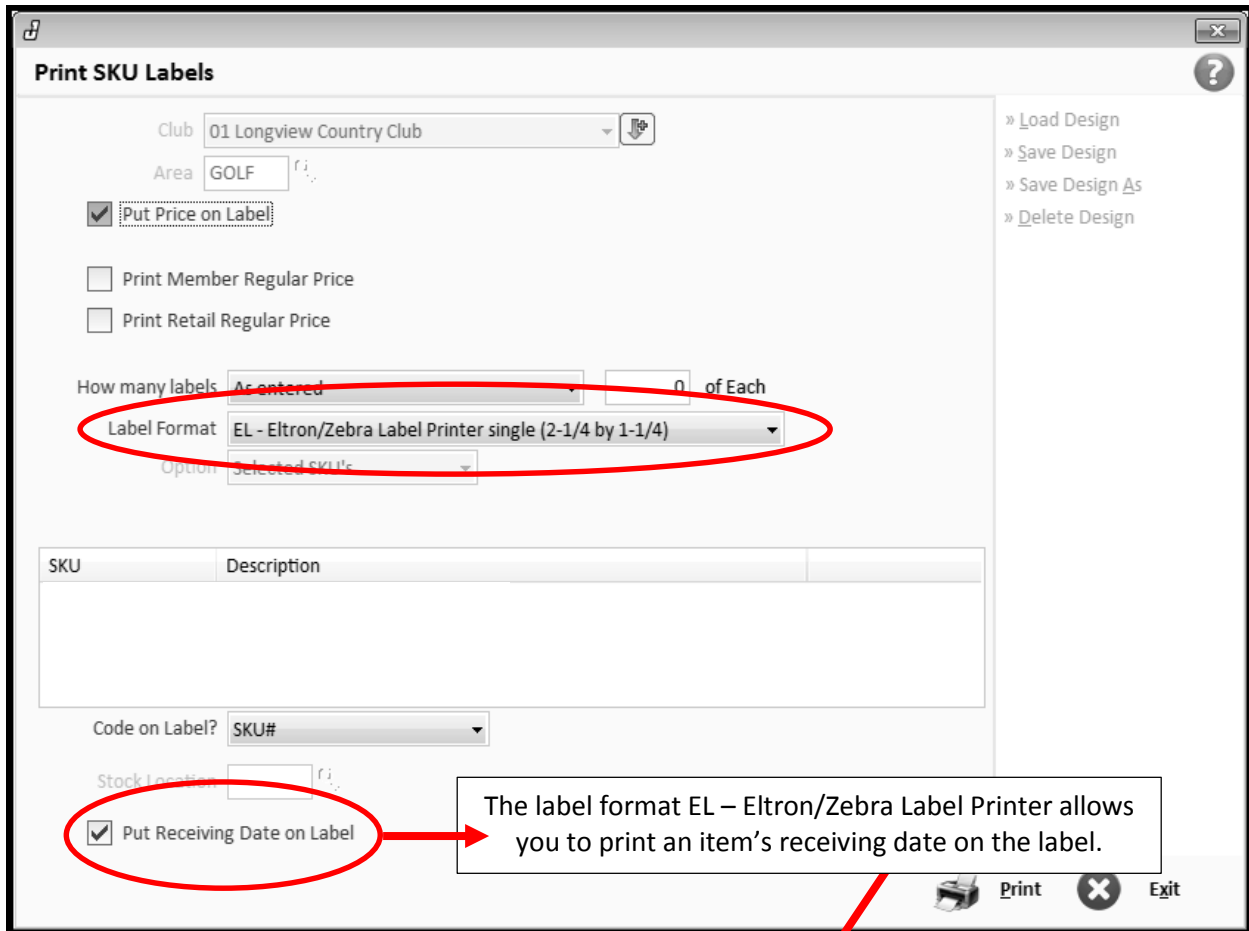
Default to System Parameter Setting  
 Yes - Use Grid Pricing  
 No - Turn Off Grid Pricing

OK Exit

### Club Inventory: Put Receiving Date on Inventory Labels

Would having the receiving date on your club inventory labels be helpful to your staff? If you use the common label format **EL – Eltron/Zebra Label** you can easily include the receiving date on your labels.

#### Club Inventory -> Processing -> Receive SKUs into Inventory



The label format EL – Eltron/Zebra Label Printer allows you to print an item's receiving date on the label.



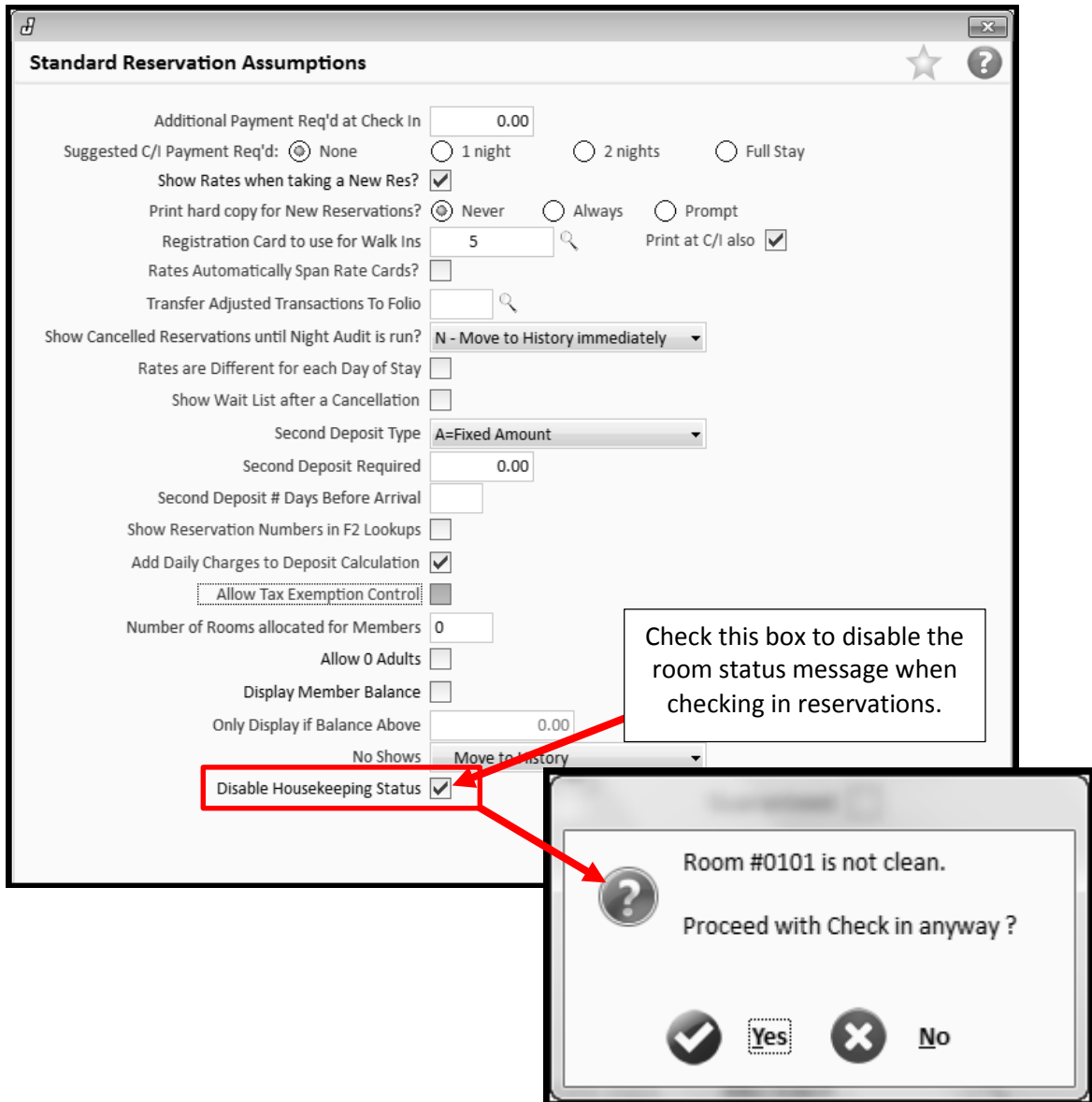
Note, this can only be added during the initial receipt. This is not yet available when re-printing inventory labels.

Approved by Jonas: **Zebra LP 2824 Plus**  
(Installed with the regular 2824 Drivers)

## Hotel Management: Turn Off Housekeeping Status

Does your staff ignore references to the housekeeping status in hotel module? In 12.6 you can turn off the room status updates for the entire module. This option prevents the system from changing the status of rooms from clean to dirty and prevents the warning below.

**Hotel Management -> Setup Menu -> Std Reservation Assumptions -> Page 2 ->  
Disable Housekeeping Status**



**Standard Reservation Assumptions**

Additional Payment Req'd at Check In

Suggested C/I Payment Req'd:  None  1 night  2 nights  Full Stay

Show Rates when taking a New Res?

Print hard copy for New Reservations?  Never  Always  Prompt

Registration Card to use for Walk Ins    Print at C/I also

Rates Automatically Span Rate Cards?

Transfer Adjusted Transactions To Folio

Show Cancelled Reservations until Night Audit is run?

Rates are Different for each Day of Stay

Show Wait List after a Cancellation

Second Deposit Type

Second Deposit Required

Second Deposit # Days Before Arrival

Show Reservation Numbers in F2 Lookups

Add Daily Charges to Deposit Calculation

Allow Tax Exemption Control

Number of Rooms allocated for Members

Allow 0 Adults

Display Member Balance

Only Display if Balance Above

No Shows

**Disable Housekeeping Status**

Check this box to disable the room status message when checking in reservations.

Room #0101 is not clean.  
Proceed with Check in anyway ?

Yes  No