

Membership Management



**Global Resort Systems
Version 2005a**

Table of Contents

Introduction	3
Computer Operations	3
Calendars	3
Setting Up the System	4
Using the System	4
System Menu	5
Member Maintenance	6
Member Transactions Window	8
Member System Codes Maintenance	9
Member Clear	14
Posting Functions	15
Posting Error Corrections	15
Member Charges	16
Member Payments	19
Clear Member Dues	22
Charge Member Dues	23
Member Reports	24
Member Statements	25
Sample Member Statement	26
Member Dues Not Paid Report	27
Sample Member Dues Not Paid Report	27
Member Trial Balance Report	28
Sample Member Trial Balance Report	28
Member Transactions Detail Report	29
Sample Member Trial Balance Report	30
Member Revenue Report	31
Sample Member Revenue Report	32
Member List/Labels	33
Sample Member List	34

Introduction

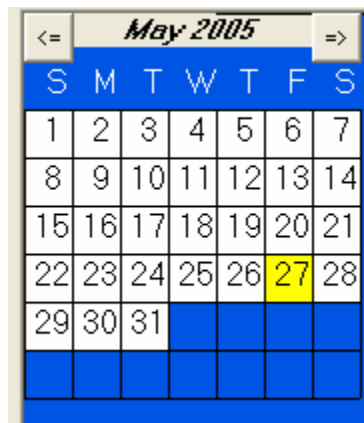
This manual will assist you in using the Global Resort Systems Membership Management module to its fullest potential. Topics include how to set up the system, manage member accounts, post member charges, post member payments, and run monthly reports.

Computer Operation

This manual assumes the user is fluent in his or her version of Microsoft Windows, and the operation of his or her computer. All Global Resort Systems programs are designed for Microsoft Windows and make extensive use of the mouse for navigation. The user is responsible for backing up all data. Backups are very important. Computers were designed and built by man, and at some time, everything man makes will break. You must be prepared.

Calendars

Some programs display a calendar for the user to enter date information.



To change to a previous month, click on <=. To move forward a month, click on >=. To select a day, simply double click on the desired date.

Setting up the System

Typically, a Global Resort Systems representative will install and assist you in setting up your system. Before setting up the system, you must decide your membership types and charges, what codes you will use for member charges, and what payment methods you will allow. The typical sequence is:

- Setup Membership Types and Charges
- Setup Charge Codes
- Setup Payment Codes
- Setup Tax Information
- Setup Members
- Create Initial Charges

Using the System

Day to day use of the system includes:

- Maintaining member information
- Posting Member Charges
- Posting Member Payments
- Printing Member Revenue Reports
- Printing Member Trail Balance Reports
- Clearing Daily Totals

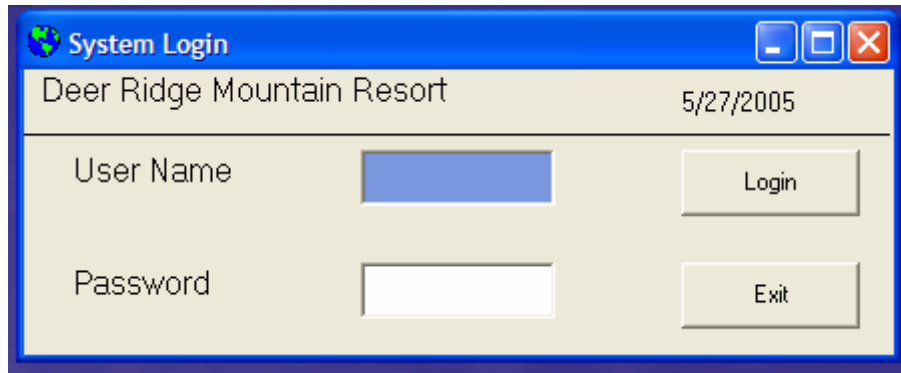
Periodically the user will:

- Clear Month Totals
- Clear Year Totals
- Clear Member Dues Paid
- Create Member Dues

The following pages describe the programs used for each function.

System Menu

All member functions are accessed via the Global Resort Systems System Menu. The icon for the System Menu should be available on your desktop. Just double click the icon to start the menu. First, the login window is displayed.



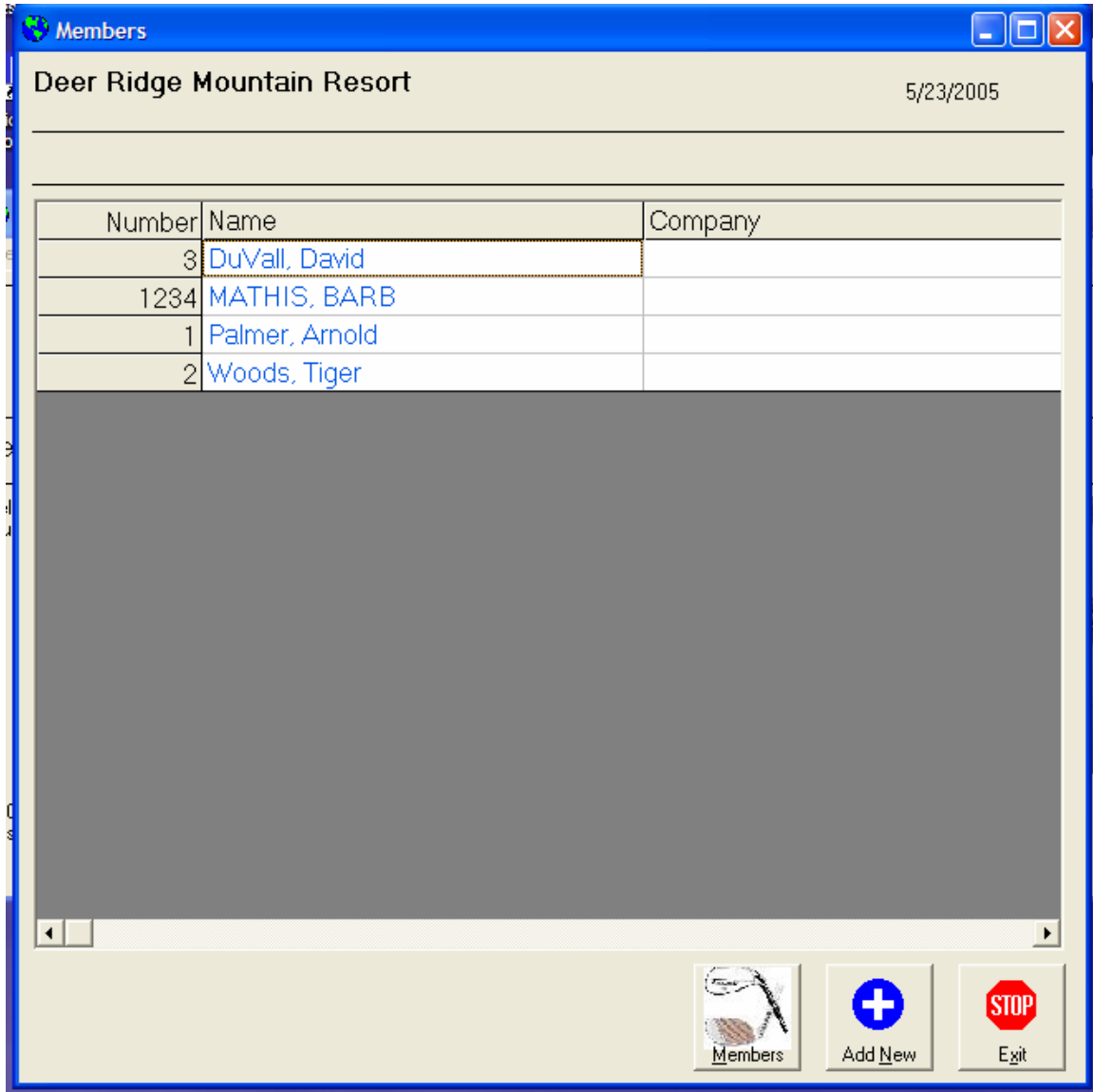
Both the user name and password are case sensitive. After a successful login, the System Menu is displayed.



All member functions are accessed from the Members option on the menu bar. Just click on Members to see your options. The system administrator can allow or deny access to each program and report. If options are ghosted out on your menu, then the administrator has denied you access to the function.

Member Maintenance

To add new members, or change information on existing members, choose Members, then Member Maintenance from the System Menu. The following window will be displayed.



The screenshot shows a window titled "Members" for "Deer Ridge Mountain Resort" dated "5/23/2005". It contains a table with the following data:

Number	Name	Company
3	DuVall, David	
1234	MATHIS, BARB	
1	Palmer, Arnold	
2	Woods, Tiger	

Below the table is a large grey rectangular area. At the bottom right of the window are three buttons: "Members" (with a magnifying glass icon), "Add New" (with a blue plus icon), and "Exit" (with a red stop sign icon).

To edit an existing member, just click on their name, to add a new member, click on the Add New button. To exit the program, just click on exit.

The member information window is displayed.

Member Maintenance
Deer Ridge Mountain Resort 5/23/2005

Member Number	Member Information	
1	Last Palmer	Email arnold@home.com
Inactive <input type="checkbox"/>	First Arnold	Terms <input type="text"/> Limit <input type="text"/>
	Middle <input type="text"/> Surname Mr	Apply Late Code <input type="checkbox"/> Paid Dues y
	Company <input type="text"/>	Statement Code <input type="checkbox"/> Card Printed y
Summer Address1	1 Army Blvd	Current Address <input type="checkbox"/> Letter <input type="text"/>
Address2	<input type="text"/>	Winter Address1 1 Palmer Road
City	Asheville	Address2 <input type="text"/>
State	NC Zip 33311	City Sunnyville
Phone	828-296-9296 Spouse <input type="text"/>	State FL Zip 23989
Fax	<input type="text"/>	Phone <input type="text"/>
Notes	<input type="text"/>	
	How Heard <input type="text"/>	
Membership Types		
	Golf <input type="text"/>	Member Type <input type="text"/>
	Member Type <input type="text"/>	Member Type <input type="text"/>
	Member Type <input type="text"/>	Member Type <input type="text"/>
Balance	69.42 YTD	169.42
MTD	169.42 YTD Late	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Transactions"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>		

Each member must have a unique member number. This can be alpha-numeric. Members are never deleted, but can be made inactive by entering a y in the inactive field. The system will maintain both a summer and winter address, email, and credit limit. Apply late charge can be set to n to make the system ignore this member when calculating finance charges. Statement code is set to n for members whom you do not want to receive a statement every month. Paid Dues lets the user know if this member has paid his dues. Card printed tells the system if the member has received a membership card. The current address field can be either left blank (use summer address) or set to w (use winter address.) Each member can have up to six different membership types. The system maintains their current balance, month, and yearly totals. To save this member information, just click on Update. The Transactions button allows you to view this member's transactions. Print allows you to quickly print member information. Cancel is used to return to the member grid.

The **Member Transactions** screen displays:

1 Arnold Palmer Member Transactions

Deer Ridge Mountain Resort 5/23/2005

Type	Number	Date	System Code	Description	Total	By	Time
POS	1587	12/11/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90	demo	12:10 pm
POS	1588	12/12/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90	demo	12:12 pm
POS	1589	12/13/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90	demo	12:12 pm
POS	1590	12/14/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90	demo	12:12 pm
POS	1591	12/14/2001	X18CART	CART EXTRA 18	\$10.60	demo	12:13 pm
POS	1592	12/14/2001	M-SHIRTS	MENS SHIRT	\$26.50	demo	12:15 pm
POS	1593	12/14/2001	BALL - LOGO	LOGO GOLF BALL	\$12.72	demo	12:15 pm
Charge	1594	12/11/2001	Dining	Dining Room	\$56.00	demo	12:19 pm
Payment	1595	12/11/2001	Check	Check Payment	\$-100.00	Demo	12:20 pm
Charge	66498	5/31/2004	VACATION CLL	VACATION CLUB	\$1,000.00	TERRY	1:58 pm
Payment	66499	5/31/2004	Cash	Cash Payment	\$-1,000.00	TERRY	1:58 pm
Credit	66500	5/31/2004	VACATION CLL	VACATION CLUB	\$-1,000.00	TERRY	2:02 pm
Payment	66501	5/31/2004	Cash	Cash Payment	\$1,000.00	TERRY	2:03 pm
				Total	\$69.42		

Print Bill Show All Show Detail Cancel

Initially, only charges for this month are displayed, with previous months showing as previous month. The Show All button will display all items for this member. The Show Detail button lists tax and service charge information. Print Bill allows a quick print of this member's statement. Cancel returns the user to the member screen.

System Codes Maintenance

To maintain system codes, choose Members, then select Member System Codes Maintenance from the System Menu. The following window will be displayed.

Member Codes Maintenance

Deer Ridge Mountain Resort 5/23/2005

System Code Types

System Code	Description	Amount
-------------	-------------	--------

Exit

Clicking on the arrow will activate a drop down listing several options. These include:

- Sales – these are the items used for member charges.
- Payments – these are the payment codes allowed.
- Transfer – only used if you have the POS module installed
- Tax – sales tax information is stored here
- Member Type – membership types and amounts.

Simply click on the category you want to maintain and a second drop down will be displayed.

Member Codes Maintenance

Deer Ridge Mountain Resort 5/23/2005

Sales System Codes

System Code	Description	Amount
-------------	-------------	--------

Exit

To maintain existing information, simply choose the item from the list. To add a new item, just choose Add New from the list. The following screen will be displayed.

Member Codes Maintenance
Deer Ridge Mountain Resort 5/23/2005

Sales Dining

System Code	Description	Amount
Dining	Dining Room	
State Taxable	y	Daily 1 50.00
County Taxable		MTD 1 50.00
Other Taxable		YTD 1 50.00
Occupancy Taxable		
Apply Service Charge	y	
General Ledger Number	110111	

Modified by demo Date 12/11/2001

Update Delete Exit

This particular example is for a sales item called Dining. The System Code is the name that will be displayed in the drop down. The Description will be printed on the member statement. The Amount is a default amount that is displayed during posting and can be overridden by the user at posting. Do not enter a dollar sign for the amount. Decimals are optional. If the item is taxable then enter a y for the appropriate tax. Apply service charge is a y if you wish the system to automatically add a service charge to the item. This is used mainly for automatic adding of gratuity. If you choose to sort your items by general ledger number during reports, enter you GL Number. The system will maintain figures for daily, monthly, and yearly totals, the user that last changed this item, and the date of the last change. To save your changes or additions, simply click on the Update button. To delete the item, just click on the Delete button. To exit the program, either click on the Exit button, or click on the X in the top right hand corner of the window.

Of course, tax and service charge only apply to sales items. These fields are ignored for other types.

When dealing with taxes, the amount field is used as a percentage field. This example will apply a 6% sales tax to state taxable items.




Member Codes Maintenance 5/23/2005

Deer Ridge Mountain Resort

Tax:

System Code	Description	Percentage
<input type="text" value="State"/>	<input type="text" value="State Tax"/>	<input type="text" value="6.00"/>
State Taxable	<input type="checkbox"/> Daily	76 188.06
County Taxable	<input type="checkbox"/> MTD	76 188.06
Other Taxable	<input type="checkbox"/> YTD	76 188.06
Occupancy Taxable	<input type="checkbox"/>	
Apply Service Charge	<input type="checkbox"/>	
General Ledger Number	<input type="text" value="108101"/>	

Modified by: Rick Date: 5/6/2001

 Update  Delete  Exit

This example shows a golf membership with an annual fee of \$1000.00. This example shows a state taxable item.




Member Codes Maintenance 5/23/2005

Deer Ridge Mountain Resort

Member Type:

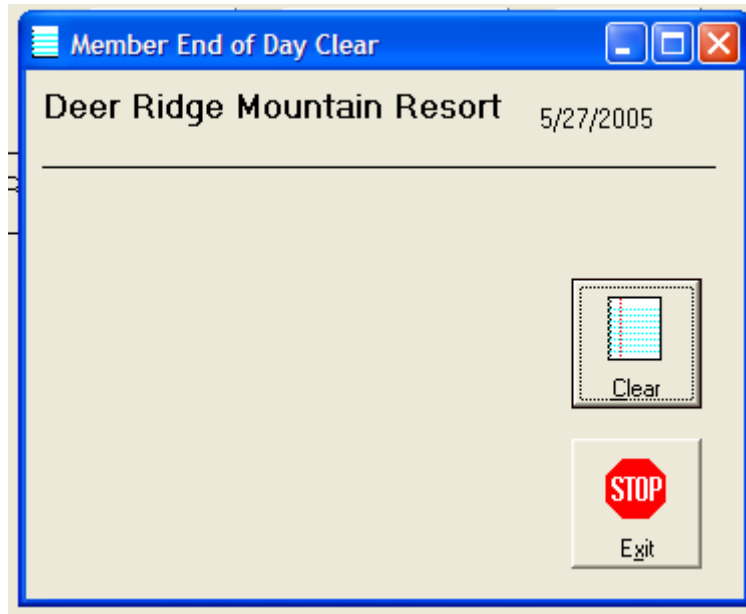
System Code	Description	Amount
<input type="text" value="Golf"/>	<input type="text" value="Golf Membership"/>	<input type="text" value="1000.00"/>
State Taxable	<input checked="" type="checkbox"/> y	Daily <input type="text"/>
County Taxable	<input type="checkbox"/>	MTD <input type="text"/>
Other Taxable	<input type="checkbox"/>	YTD <input type="text"/>
Occupancy Taxable	<input type="checkbox"/>	
Apply Service Charge	<input type="checkbox"/>	
General Ledger Number	<input type="text" value="1001101"/>	

Modified by: Date:

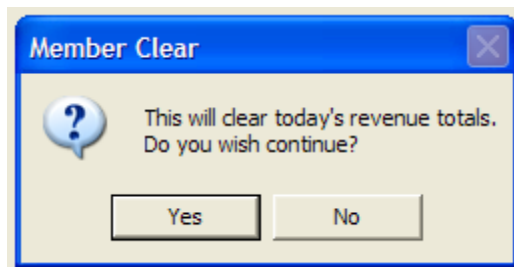
 Update  Delete  Exit

Member Clear

The Member Clear programs are provided to reset the daily, monthly, and yearly revenue totals. The daily clear should be run each day, with the monthly run at the end of each month, and the yearly clear at the end of each year. Choose Members, Member Clear, then the appropriate clear program. The Daily Clear window is shown below.



Just click on Clear to begin the clear process. Next, the user is given the opportunity to exit the program.



Clicking Yes will begin the actual clear process.

Posting to Member Accounts

Global Resort Systems provides programs to post charges and payments to member accounts. Also, the user has the option to clear membership dues and to automatically post membership dues. The following pages describe each function.

Correcting Errors

Eventually, a user will incorrectly post a charge or payment to a member account. Just remember, if you make a mistake in the post charge program, correct your mistake in the post charge program. Posting programs have both a post and a correct button. If you are reversing a mistake, choose the same system code and enter the same amount as you entered when you made the mistake. Next, instead of clicking the post button, just click the Post Credit button, or if in the payment function, click the Post Ccorrection button.

Member Charges

Member charges are posted by choosing Members, then Post, then Charges from the System Menu. First the member grid is displayed.

Members

Deer Ridge Mountain Resort 5/23/2005

Charge Date 5/23/2005 Member

Number	Name	Company
3	DuVall, David	
1234	MATHIS, BARB	
1	Palmer, Arnold	
2	Woods, Tiger	

Members Exit

The user can either enter the member number manually, or just click on the member's name.

The post charge window will be displayed.

Post Transaction 5/23/2005





Deer Ridge Mountain Resort

Member Information

Last	Woods	Member Number	2	0.00
First	Tiger			
Middle	<input type="text"/> Mr.			
Company	<input type="text"/>			
Address1	1 Buick Road			
Address2	<input type="text"/>			
City	Detroit			
State	MI	Zip	33333	
Phone	828-123-4568			
Fax	<input type="text"/>			
Notes	<input type="text"/>			

Charge Information

System Code	Description	Amount
<input type="text"/>	State Tax	<input type="text"/>
<input type="text"/>	County Tax	<input type="text"/>
<input type="text"/>	Other Tax	<input type="text"/>
<input type="text"/>	Occupancy Tax	<input type="text"/>
<input type="text"/>	Service Charge	<input type="text"/>
<input type="text"/>	Gratuuity	<input type="text"/>
<input type="text"/>	Total Charge	<input type="text"/>

 Post Charge  Post Credit  Transactions  Exit

Choose the appropriate charge code from the System Code drop down.

Post Transaction 5/23/2005

Deer Ridge Mountain Resort

Member Information

Last	Woods	Member Number	2	0.00
First	Tiger	Charge Information		
Middle	<input type="text"/> Mr.	Description		
Company	<input type="text"/>	Dining	Dining Room	15.00
Address1	1 Buick Road	State Tax .90		
Address2	<input type="text"/>	County Tax 0.00		
City	Detroit	Other Tax 0.00		
State	MI Zip 33333	Occupancy Tax 0.00		
Phone	828-123-4568	Service Charge 0.00		
Fax	<input type="text"/>	Gratuity 3.00		
Notes	<input type="text"/>	Total Charge 18.90		

Post Charge Post Credit Transactions Exit

This example shows a \$15.00 dining room charge which is taxable and a \$3.00 tip has been added for a total of \$18.90 to be charged the this member. To charge this amount, click on post charge. If you are crediting this member, click on post credit. The user can override the description.

Member Payments

Member payments are posted by choosing Members, then Post, then Payments from the System Menu. First the member grid is displayed.

Members

Deer Ridge Mountain Resort 5/23/2005

Charge Date Member

5/23/2005

Number	Name	Company
3	DuVall, David	
1234	MATHIS, BARB	
1	Palmer, Arnold	
2	Woods, Tiger	

Members Exit

The user can either enter the member number manually, or just click on the member's name.

The post payment screen will be displayed.

Post Payment 5/25/2005

Deer Ridge Mountain Resort

Member Information

Last: Member Number: Amount:

First:

Middle: Surname:

Company:

Address1:

Address2:

City:

State: Zip:

Phone:

Fax:





Notes:

Payment Information

Payment:

CC Number: Expiration Date: Reference Number:

Type	Date	System Code	Description	Total
POS	12/11/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/12/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/13/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/14/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/14/2001	X18CART	CART EXTRA 18	\$10.60
POS	12/14/2001	M-SHIRTS	MENS SHIRT	\$26.50
POS	12/14/2001	BALL - LOGO	LOGO GOLF BALL	\$12.70
Charge	12/11/2001	Dining	Dining Room	\$56.00
Payment	12/11/2001	Check	Check Payment	\$-100.00

 **Post Payment**  **Post Correction**  **Transactions**  **Exit**

Choose the appropriate payment code from the Payment drop down.

Deer Ridge Mountain Resort 5/25/2005

Member Information

Last: Palmer
First: Arnold
Middle: Surname: Mr
Company:
Address1: 1 Army Blvd
Address2:
City: Asheville
State: NC Zip: 33311
Phone: 828-296-9296
Fax:
Notes:

Payment Information

Member Number: 1 Amount:
Cash Payment: 100
CC Number: Expiration Date: Reference Number:

Type	Date	System Code	Description	Total
POS	12/11/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/12/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/13/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/14/2001	CARTS 18 MEM	CART 18 HOLES MEMBER	\$15.90
POS	12/14/2001	X18CART	CART EXTRA 18	\$10.60
POS	12/14/2001	M-SHIRTS	MENS SHIRT	\$26.50
POS	12/14/2001	BALL - LOGO	LOGO GOLF BALL	\$12.70
Charge	12/11/2001	Dining	Dining Room	\$56.00
Payment	12/11/2001	Check	Check Payment	\$-100.00

Post Payment Post Correction Transactions Exit

This is an example of a \$100.00 cash payment. To post this payment, click the Post Payment button. To debit this member, choose post correction. The user can override the description.

If the member has not paid his dues yet, the user will be asked if this payment should be considered a dues payment.

Dues payment...

? This member has not paid his dues yet.
Is this payment for member dues?

Yes No

If the user chooses yes, then the Dues Paid field is set to y for the member. This will exclude the member from being printed on the Member Dues Not Paid report.

Clear Member Dues

To reset the dues paid flag, choose Members, Post, Clear Dues from the System Menu. The following window will be displayed.

The screenshot shows a Windows-style application window titled "Clear Member Dues Paid". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area has a header section with "Deer Ridge Mountain Resort" on the left and "5/25/2005" on the right. Below the header is a horizontal line. Under the line, there is a "Post Date" label followed by a text box containing "5/25/2005". Below this, there are two checkboxes: "Golf" and "Tennis", both of which are currently unchecked. At the bottom right of the window, there are two buttons: a "Clear" button with a folder icon and an "Exit" button with a red stop sign icon.

All membership types will be displayed with a check box. The user can select which membership type to reset by placing a check mark in the box beside the appropriate type. Clicking on the Clear button starts the process. All members with the checked membership type will have their Dues Paid set to n.

Charge Member Dues

To charge membership types, choose Members, Post, Dues from the System Menu. The following window will be displayed.

The screenshot shows a software window titled "Post Member Dues" with a blue header bar. Below the header, the text "Deer Ridge Mountain Resort" is displayed on the left and "5/25/2005" on the right. A horizontal line separates the header from the main content area. Below the line, there is a label "Post Date" followed by a text box containing "5/25/2005". Underneath this, there are two checkboxes: the first is labeled "Golf" and is unchecked; the second is labeled "Tennis" and is also unchecked. In the bottom right corner of the window, there are two buttons: the top one is labeled "Post" and has a small icon of a document with a grid; the bottom one is labeled "Exit" and has a red octagonal "STOP" sign icon.

All membership types will be displayed with a check box. The user can select which membership type to charge by placing a check mark in the box beside the appropriate type. Clicking on the Post button begins the process. All members with the checked membership type will have their dues posted to their account.

Reports

Global Resort Systems provides several views of your data. The following pages provide information on printing system reports.

Member Statements

To produce member statements, choose Members, Reports, Member Statements from the System Menu. The following window will be displayed.

The screenshot shows a software window titled "Member Statements" with a blue title bar. Inside the window, the text "Deer Ridge Mountain Resort" is on the left and "5/27/2005" is on the right. Below this, there are several options: "Print by Number" (radio button), "Print by Name" (radio button, selected), "Print Zero Balance Bills" (checkbox), "Apply Finance Charge" (checkbox), and "Print All Transactions for Year" (checkbox). A "Choose Address" section contains three radio buttons: "Use Current Address" (selected), "Use Summer Address", and "Use Winter Address". On the right side of the window, there are two buttons: "Print" (with a printer icon) and "Exit" (with a red stop sign icon).

The user has the option of printing statements by member number or by member name. Also, the user can opt to print zero balance bills. Without this option checked, no statements will be produced for members whose account is paid in full. When the next option, Apply Finance Charge, is checked, the system will print finance charges for overdue members. During the statement print, the finance charge is calculated and printed. However, the actual charge to the member account is not created. This charge is created during the Trail Balance print. This allows the user to stop and restart the statement run if any problems should arise during the print process. Placing a check beside Print All Transactions for Year will print every transaction the member has incurred for the entire year. Leaving this blank will print just this month's transactions with all previous transactions listed as a total on the first line of the statement.

Remember, the user can be selective with which members receive finance charges. If you recall, under Member Maintenance, the user can enter an n in the Apply Late Code field. This will cause the system to skip finance charge calculation for the member. Also, by entering an n in the Statement Code field will cause the system to skip the member when printing statements.

Choose Address

If you recall, when we added new members to the system, we had fields to enter both a summer and winter address. Also, a Current Address field exists for each member.

User Current Address

By choosing Use Current Address, the system will examine each member's Current Address field. If the field is blank or s, then the system will use the member's summer address. If this field is w, the system will use the winter address.

Use Summer Address

When the user chooses Use Summer Address, the system will print the summer address on each statement.

User Winter Address

When the user chooses Use Winter Address, the system will print the winter address on each statement. For members with no winter address, the summer address is printed.

Clicking the Print button will start the print process. The user can stop the process by clicking on Exit. A sample statement follows.

Deer Ridge Mountain Resort
3710 Weber Road
Gatlinburg, TN 37738
Local Number (865)436-2325

Woods, Tiger
1 Buick Road
Detroit, MI 33333

Number: 2
Stmt Date: 5/27/2005
Balance Due: \$75.60

Amount Paid: _____
Page: 1

Return upper portion with your payment.

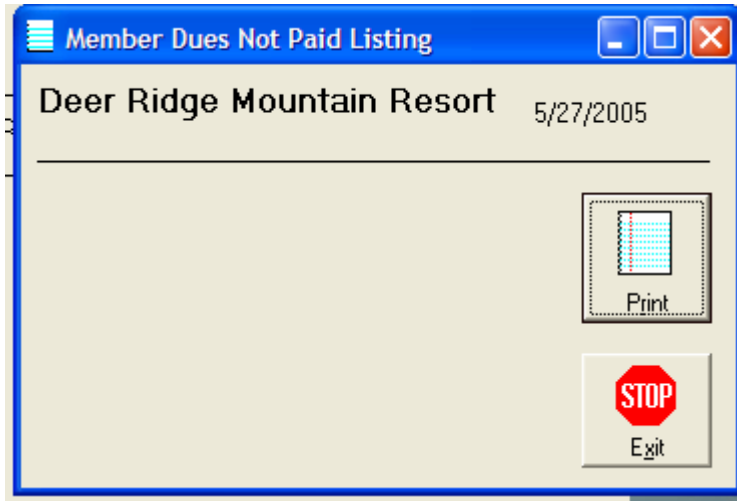
STATEMENT

Date	Description	Charge	Credit	Total
	Previous Balance		\$.00	\$.00
5/27/2005	Snack Bar	\$5.00		\$5.00
	Sales Tax	\$.30		\$5.30
5/27/2005	Dining Room	\$55.00		\$60.30
	Sales Tax	\$3.30		\$63.60
	Gratuity	\$12.00		\$75.60

Thank you for your continuing support.

Member Dues Not Paid

To print the Member Dues Not Paid report, choose Members, Reports, Member Dues Not Paid from the System Menu. The following window is displayed.



This report will list all members whose Paid Dues field is set to n. Simply click on Print to start the report. A sample report follows.

Deer Ridge Mountain Resort
Member Dues Not Paid Listing

Rick 5/27/2005 1:13 pm Page 1

Member	Name
1234	MATHIS, BARB
1	Total

Member Trial Balance

To print the Member Trial Balance, choose Members, Reports, Member Trial Balance from the System Menu. The following window will be displayed.

The user has the option of printing the report by member number or by member name order. To apply finance charges to past due member accounts, place a check in the Age and Apply Finance Charge box.

Remember, the user can be selective with what members receive finance charges. If you recall, under Member Maintenance, the user can enter an n in the Apply Late Code field. This will cause the system to skip finance charge calculation for the member.

A sample trial balance follows.

Deer Ridge Mountain Resort		Rick	5/27/2005	12:04 pm	Page 1		
Member Aged Trial Balance							
Member Name		Balance	Current	30 - 60	60 - 90	90 - 120	120 +
1	Palmer, Arnold	70.46	1.04	.00	.00	.00	69.42
1234	MATHIS, BARB	.00	.00	.00	.00	.00	.00
2	Woods, Tiger	75.60	75.60	.00	.00	.00	.00
3	DuVall, David	136.00	136.00	.00	.00	.00	.00
4		282.06	212.64	.00	.00	.00	69.42

Member Detail

To print Member Detail, choose Members, Reports, Member Detail from the System Menu. The following window will be displayed.

The screenshot shows a software window titled "Transactions Detail Listing" for "Deer Ridge Mountain Resort" dated "5/27/2005". The window contains several input fields and controls:

- Starting**: A date input field.
- Ending**: A date input field.
- Sort by**: Radio buttons for ☒ Date and ☐ Member Number.
- System Code**: A dropdown menu.
- Amount**: A text input field.
- Print Totals Only**: A checkbox.
- Month Selection**: A calendar for May 2005. The date 27 is highlighted in yellow. The calendar shows days 1 through 31, with days of the week (S, M, T, W, T, F, S) indicated at the top.
- Buttons**: "Print" (with a printer icon) and "Exit" (with a red stop sign icon).

This report will print all member activity that occurred on or after the Starting Date and occurred on or before the Ending Date. To print just one day's activity, make the Starting and Ending dates the same. The user has the option of printing the report in date order or member number order. If the System Code field is left blank, all activity is printed. If the user desires to examine just one system code's activity, simply choose this code from the System Code drop down. If the user enters an Amount, only transactions that match the amount entered are printed. If a check is entered in the Print Totals Only just the total for each system code is printed.

This report shows the detail and totals.

Deer Ridge Mountain Resort				Rick	5/27/2005	12:17 pm	Page 1
Friday 5/27/2005 Transaction Detail Listing							
Member	Post Date	Code Type	Sys Code	Description	Amount	Tax	Total
2	2005/05/27	Sales	Snack	Snack Bar	5.00	.30	5.30
2	2005/05/27	Sales	Dining	Dining Room	55.00	3.30	70.30
1	2005/05/27	Sales	Finance	Finance Charge	1.04		1.04
3	2005/05/27	Sales	Snack	Snack Bar	600.00	36.00	636.00
		Sales	1	Dining	55.00	3.30	70.30
			1	Finance	1.04		1.04
			2	Snack	605.00	36.30	605.30
			4	Sales Totals	<u>\$661.04</u>	<u>\$39.60</u>	<u>\$712.64</u>
					=====	=====	=====
			0	Payment Totals	<u>=====</u>	<u>=====</u>	<u>=====</u>

This report shows the totals only.

Deer Ridge Mountain Resort				Rick	5/27/2005	12:17 pm	Page 1
Friday 5/27/2005 Transaction Detail Listing							
Member	Post Date	Code Type	Sys Code	Description	Amount	Tax	Total
		Sales	1	Dining	55.00	3.30	70.30
			1	Finance	1.04		1.04
			2	Snack	605.00	36.30	605.30
			4	Sales Totals	<u>\$661.04</u>	<u>\$39.60</u>	<u>\$712.64</u>
					=====	=====	=====
			0	Payment Totals	<u>=====</u>	<u>=====</u>	<u>=====</u>

Member Revenue

To print the Member Revenue report, choose Members, Reports, Member Revenue. The following window will be displayed.

Member Revenue Listing

Deer Ridge Mountain Resort 5/27/2005

Starting

May 2005

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Print

Exit

Simply choose the starting date and click on print. A sample report follows.

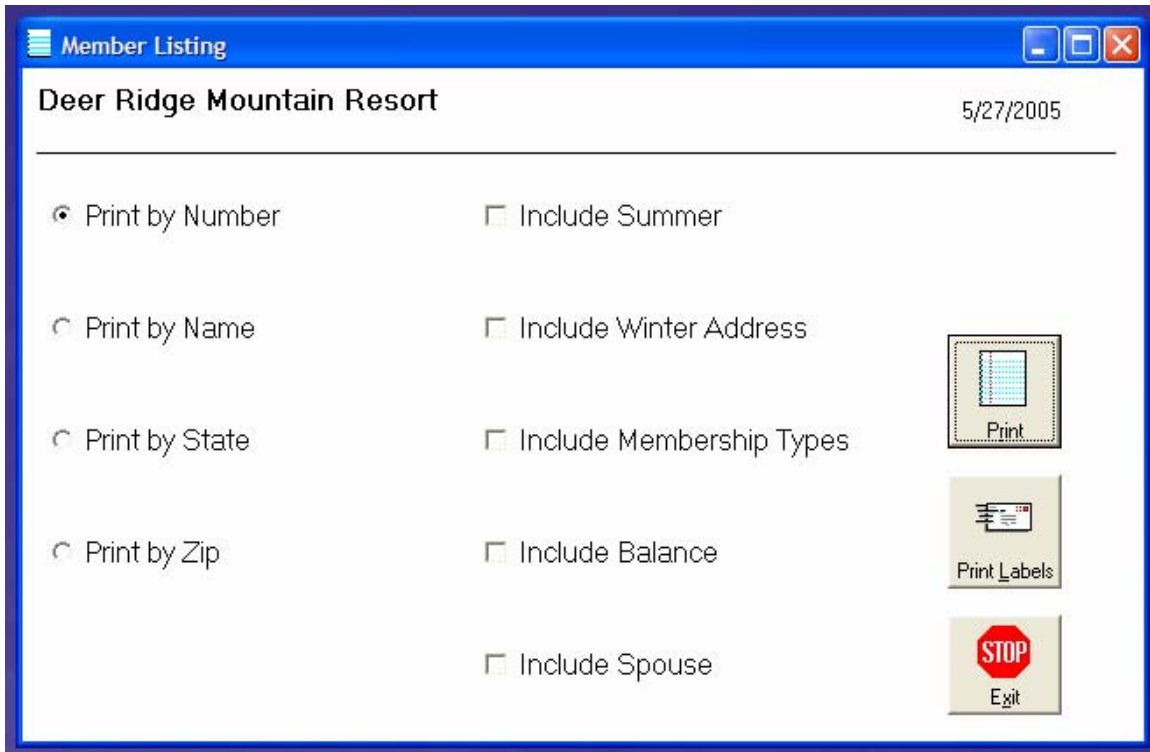
Deer Ridge Mountain Resort
Friday 5/27/2005 Member Revenue Report

Rick 5/27/2005 12:36 pm Page 1

Sys Code	Description	-----Today-----		-----Month-----		-----Year-----	
		Trans	Amount	Trans	Amount	Trans	Amount
Golf	Golf Membership						
Tennis	Tennis Membership						
	Member Type		.00		.00		.00
Gratuity	Gratuity Collected	2	16.00	2	16.00	2	16.00
	Paid Out	2	16.00	2	16.00	2	16.00
AMEX	American Express Pay		.00		.00		.00
Cash	Cash Payment	4	697.47	4	697.47	4	697.47
Check	Check Payment	6	1.00	6	1.00	6	1.00
Discover	Discover		.00		.00		.00
Visa/MC	Visa/MC		.00		.00		.00
	Payment	10	698.47	10	698.47	10	698.47
Copier	Copier Use	15	27.80	15	27.80	15	27.80
Dining	Dining Room	2	105.00	2	105.00	2	105.00
Fax	Fax Charges	9	9.00	9	9.00	9	9.00
Misc Tax	Misc Taxable Item	2	300.00	2	300.00	2	300.00
Service Charge	External Charges	1	.00	1	.00	1	.00
Snack	Snack Bar	2	605.00	2	605.00	2	605.00
	Sales	31	1,046.80	31	1,046.80	31	1,046.80
County	County Tax						
Occupancy	Occupancy Tax	35	77.19	35	77.19	35	77.19
Other	Other Tax						
State	State Tax	79	227.66	79	227.66	79	227.66
	Tax	114	304.85	114	304.85	114	304.85
Credit	Transfer Credit						
Debit	Transfer Debit						
Transfer	Transfer for POS Sys	4	97.52	4	97.52	4	97.52
	Transfer	4	97.52	4	97.52	4	97.52

Member List

To print the Member List, choose Members, Print, Member List from the System Menu. The following window will be displayed.



This is a very versatile report. This program either creates or report or prints labels. Of course, some options will be ignored when printing just labels. The user has the option of sorting the report by member number, member name, member state, or member zip code.

This report can include summer and winter addresses, membership types, member account balance, and member spouse information.

To print the report, just click on Print. To print labels, just click on Print Labels.

A sample report follows.

Deer Ridge Mountain Resort Member Listing		Rick	5/27/2005	12:52 pm	Page 1
Member	Name	Spouse		Balance	
1	Palmer, Arnold			\$70.46	
Summer	Current Address: 1 Arny Blvd Asheville, NC 33311 828-296-9296 Dues Paid: y	Winter:	1 Palmer Road Sunnyville, FL 23989		
Types:	Golf				
2	Woods, Tiger			\$75.60	
Summer	Current Address: 1 Buick Road Detroit, MI 33333 828-123-4568 Dues Paid: y	Winter:	37 Park Avenue Drive Orangeburg, FL 33312		
Types:	Golf Tennis				
3	DuVall, David			\$136.00	
Summer	Current Address: 1 Winners Way Boston, MA 45678 816-444-1069 Dues Paid: y	Winter:			
Types:	Golf				
1234	MATHIS, BARB			\$.00	
Summer	Current Address: 3710 WEBER RD GATLINBURG, TN 37738 865-436-2325 Dues Paid:	Winter:			
Types:	VC1BR2WKS				
4	Total			\$282.06	