

#22 - POS "Communiqué"

BAR CHITS

Closing your members - (Temporary – CF1 card is launched)

CLOSING THE BAR CHITS IN POS SYSTEM – (needs to be actioned – daily/weekly or monthly) depending on the sales

1. ***A/R Invoice summary Search*** report to see which members accounts were used.

Accounts receivable (module)

Report –

A/R –

Invoice summary search –

Custom Date – enter the week/day you need

You will need to print this report for the next step

2. ***A/R Summary Statement*** (will show the amount owe by each person)

Account Receivable (module)

Report

A/R

Summary statement

List of all your members - from your Invoice summary search you will check off your members that used their bar chit

Print this report – report will give you the total that the customer charged per your date range (daily, weekly, monthly)

This report can now be used to enter their charges into MSPG (temporary until CF1 card)

3. **Close the members receivable in POS system**

Account Receivable module

Transaction Entry –click on

Customer screen appears –start to type last name - (make sure you have the right person) OK

Add

Date: enter today's date

Amount: enter the amount customer charged

Type: change to CREDIT

OK

(Repeat steps for each person) Your customer credit limit will be adjusted back to the original amount that was set up.