

#25 - POS "Communiqué" Privileged Cards

(formerly known as PMC, Entertainment, BCWO, Work party)

PRIVILEGED CARDS STEPS:

What we are actioning during this process is charging cost price plus tax to our privileged cards in the POS system.

The following are steps on how to action:

Server sign in - type their server number - Enter
Click on the - Cost (icon)

The next screen is identical as your member screen – the **ONLY** difference is now the items will be at **COST price**.

Each Privileged Card has it own receivables account. (example PMC = P1001, Entertainment P1002)

The procedure is the same as charging a Members Account or a Special Function 1, 2, 3, 4 to their receivable. (Adding their sales to a Bar Chit), (see instructions below creating a tab and transferring to a chit)

When attaching their TAB to a CHIT you will type **P** on the Account number field and hit enter – this will bring up all your privilege accounts that you have at your mess. You will select the one that pertains to the account you require.

CHIT: TRANSFERRING YOUR TAB TO A CHIT:

From quick screen - order the items for the customer

Click **TAB**

Enter the Privileged card name and click on enter

Now the privilege card has a tab, now to add to a chit

Click on **CHIT**

Account Number: type **P** (the system will give you your list of Privilege cards for your mess and you will select the one you require)

Now the privilege card has a chit. – You can send the chit to a holding area in the POS system and each time you need to add you will open the chit and order more items or when you are ready to finalize you will close..

Once they are ready to leave;

Pull up their order – click on **PRINT** – have member look at the chit and sign. Once they give back to you click **CLOSE** - the cash calculator will appear you will enter the total cost of the chit and request the receipt. Attach the receipt to the signed copy of the chit.

The next morning Manager/Bar supervisor will pull a report called "Sales by Category and Revenue Center" as this will have the information that you are required to send to NPF, for the function you had the day prior.