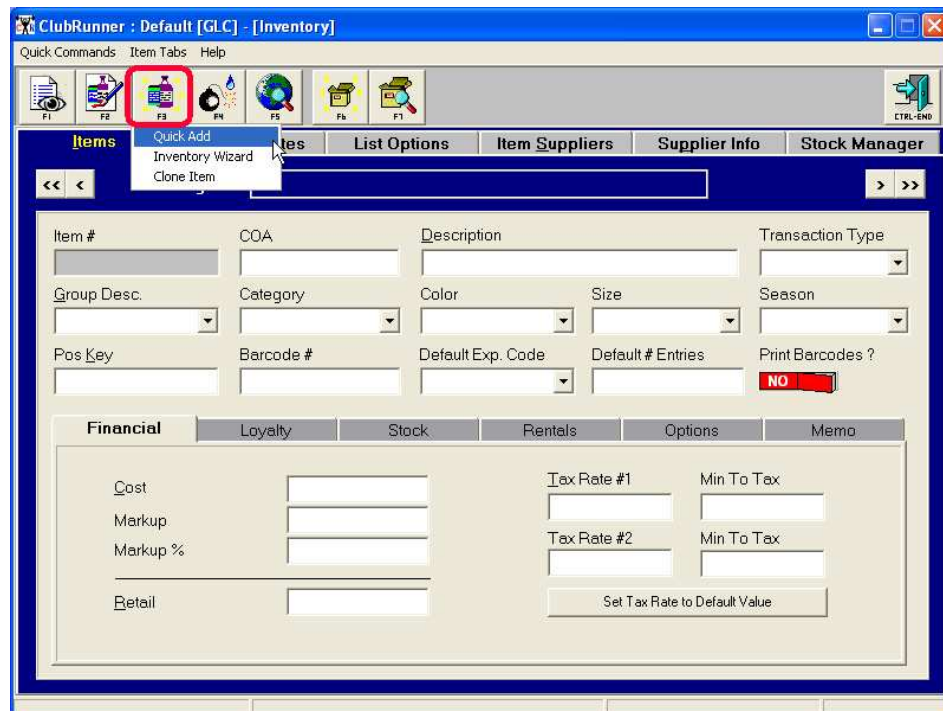
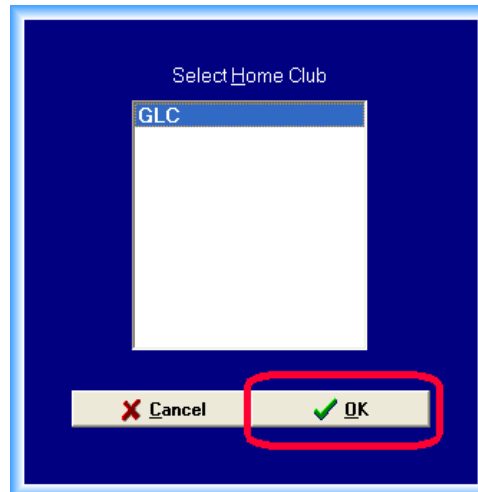


Inventory (or, how to setup anything you sell)

This is probably the most “complex” section of Clubrunner, but it is not complicated. The easiest way to explain how best to utilize all of the Inventory's modules features is to take you on a step by step tour of each field.

We begin by illustrating a “Quick Add” of a Gatorade (fruit punch)...





The first step is to select the club that the item is being added to. “Single” clubs (not chains), always just click “OK”. Chains, select the club that you want to create the item for.

Then you'll be asked to enter an Item Number. This will require some thought...



- *Item Numbers can be up to 10 digits, letters or numbers*
- *In facilities that DO NOT SCAN (barcode) product, we recommend that Item Numbers closely follow Item Descriptions (GATORADEFP stands for “Gatorade Fruit Punch”)*
- *If you do scan (barcode) product, we recommend that you use the barcode number for the Item Number.* If, for whatever reason you cannot scan the barcode, you'll be able to type it in as the item number.

Now we'll add the description, which in our example is just a “fuller” version of the Item Number.



Next, we can move to the “Group Desc” (Group Description) field.

Item #	COA	Description	Transaction Type
GATORADEFP		Gatorade Fruit Punch	Charge
Group Desc.	Category	Color	Size
Drinks		None	None
Juice Bar			
Massage			
None			
Nutrition			
Paperwork			
Personal Training			
Pilates			
Retail			
Price #	Default Exp. Code	Default # Entries	Print Barcodes ?
	Endless		NO
Stock	Rentals	Options	Memo
\$0.00	Tax Rate #1	Min To Tax	

The "Group Description" is an extremely important field. We could either add a new "Group Description", or pick one from previously added groupings. The Group Description is what most Inventory reports sort by. Below is an example of a section of the Transaction Totals report, which is sorted by Group Descriptions (alphabetically)...

Print Preview

Print 72 % 3 Close

Group	COA	Item # / Description	Sales	Charges	Receipts	Credits	Tax	Qty O/Hand	O/Order	Cost
Club: CRT										
Facials			3,960.00	3,960.00	0.00	0.00	0.00	84	0 0	5,094.00
							0.00	427,896.00	0.00	
Fit Test										
		FITTEST1	70.00	70.00	0.00	0.00	0.00	4	0	25.00
		FITTest- New Member					0.00	100.00	0.00	
121		FITTEST2	50.00	50.00	0.00	0.00	0.00	2	0	30.00
		FITTest- ReTest					0.00	60.00	0.00	
			120.00	120.00	0.00	0.00	0.00	6	0 0	160.00
							0.00	960.00	0.00	
Gratuity										
		GRATUITY	4,483.50	4,483.50	115.00	0.00	0.00	222	0	0.00
		Gratitu					0.00	0.00	0.00	
			4,483.50	4,483.50	115.00	0.00	0.00	222	0 0	0.00
							0.00	0.00	0.00	
Group Class										
		COMPGR0	0.00	0.00	0.00	0.00	0.00	48	0	0.00
		Comp Group Class					0.00	0.00	0.00	
121		GRPCLAS-	1,200.00	1,200.00	0.00	0.00	0.00	66	0	0.00
		Group Class-10					0.00	0.00	0.00	
121		GRPCLAS-	1,540.00	1,540.00	0.00	0.00	0.00	62	0	0.00
		Group Class-20					0.00	0.00	0.00	
121		GRPCLAS-	494.00	494.00	0.00	0.00	0.00	69	0	0.00
		Group Class-1					0.00	0.00	0.00	
121		GRPCLAS-	120.00	120.00	0.00	0.00	0.00	15	0	0.00
		Group Class-5					0.00	0.00	0.00	
			3,354.00	3,354.00	0.00	0.00	0.00	260	0 0	0.00
							0.00	0.00	0.00	
Guest Fees										
100		GUEST-10,	315.00	335.88	0.00	0.00	20.88	21	-103 0	0.00
		1 Day/Guest Fee					0.00	0.00	0.00	
100		GUEST-1W	120.00	127.80	0.00	0.00	7.80	3	-44 0	0.00
		1 Week Guest Fee					0.00	0.00	0.00	
100		GUEST-3D,	200.00	213.04	0.00	0.00	13.04	8	-54 0	0.00
		3 Day/Guest Fee					0.00	0.00	0.00	
			635.00	676.42	0.00	0.00	41.42	32	-2727 0	0.00
							0.00	0.00	0.00	

Page 3 of 15

Note that all the Group Descriptions are sub-totaled.

Back to the Inventory Module and our adding a new item quickly. That means we're skipping certain, non essential fields that we'll review later. Next we'll enter the Retail (amount the product sells for without tax) and Tax Rate #1 (if applicable, which in our example is)...

Item # GATORADEFP	COA <input type="text"/>	Description Gatorade Fruit Punch	Transaction Type Charge
Group Desc. Drinks	Category <input type="text"/>	Color None	Size None
Season <input type="text"/>	Pos Key <input type="text"/>	Barcode # <input type="text"/>	Default Exp. Code Endless
Default # Entries <input type="text"/>	Print Barcodes ? NO		

Financial	Loyalty	Stock	Rentals	Options	Memo
------------------	---------	-------	---------	---------	------

Cost	\$0.00	Tax Rate #1	Min To Tax
Markup	\$1.88	6.5	<input type="text"/>
Markup %	0.00%	Tax Rate #2	Min To Tax
		0	<input type="text"/>
Retail	\$1.88	Set Tax Rate to Default Value	

When this item is sold, ClubRunner will add the tax and the total sale will be for \$2.00. The final step to complete our quick add is to turn off "Reduce Stock" on the "Options" tab. Ignore the other default options, even if you do not have a receipt printer and cash drawer...

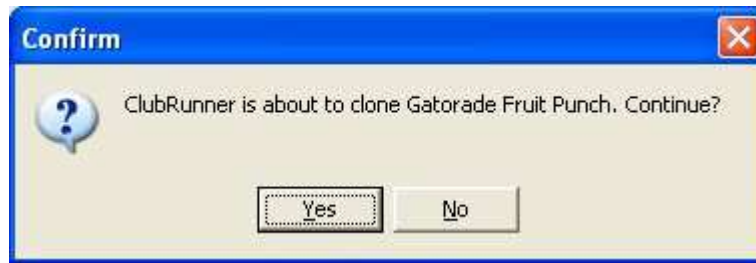
Financial	Loyalty	Stock	Rentals	Options	Memo
-----------	---------	-------	---------	----------------	------

<input type="checkbox"/> Add-On <input type="checkbox"/> Auto Renew <input type="checkbox"/> Commissionable <input type="checkbox"/> Com Port <input type="checkbox"/> Disc Below Cost <input type="checkbox"/> Disc By Mem Type <input type="checkbox"/> Gate Access Groups <input checked="" type="checkbox"/> Hide From Point of Sale <input type="checkbox"/> Open Ticket	<input checked="" type="checkbox"/> Pop Cash Drawer <input checked="" type="checkbox"/> Print Receipt <input type="checkbox"/> Print Secondary Receipt <input type="checkbox"/> Reduce Stock <input type="checkbox"/> Rental <input type="checkbox"/> Schedule Item <input type="checkbox"/> Series Item <input type="checkbox"/> Track To Account <input type="checkbox"/> Track To Consultant	<input type="checkbox"/> Track Time (Minutes Per Entry) <input type="text" value="0"/> <input type="checkbox"/> Vending (Units to vend) <input type="text"/>
---	---	---

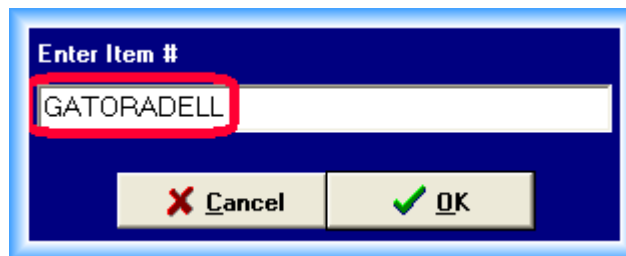
To review, the steps for a "Quick Add" are:

- 1) Click the "Add" (F3) button and select "Quick Add".
- 2) Select your club.
- 3) Enter the Item #.
- 4) Enter the Description.
- 5) Select a previous Group Description or add a new one.
- 6) Enter the Retail amount of the product without tax.
- 7) Enter the Tax Rate #1 if applicable.
- 8) Turn off the "Reduce Stock" option on the "Options" tab.

It gets better and easier...In our facility we sell 4 different flavors of Gatorade. We now need to add the other three. Click the “Add” button (F3) and say “yes” when asked to save your changes. That will save what we just did, “GATORADEFP”. Instead of choosing “Quick Add”, select “Clone Item”.



Answer “yes”! Then for the Item Number, either slightly change it or enter this item's barcode number (if you are scanning product)...



Our next Gatorade is Lemon-Lime (“LL”), thus the Item Number. Now change the end of the Description...



You are done, assuming that the Group Description, Retail, and Options tab are identical to the cloned item.

To review, the steps for “Cloning an Item” are:

- 1) Click the “Add” (F3) button and select “Clone Item”.
- 2) Select your club.
- 3) Enter the Item #.
- 4) Enter the Description.
- 5) Change the Retail amount if different.

So, you want to be an “expert”?

Let's go...field by field, tab by tab, with examples, but skip the fields that we've already documented...

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Gatorade Fruit Punch CRT > >>

Item # COA Description Transaction Type

GATORADEFP 99 Gatorade Fruit Punch Charge

COA: short for “Chart of Account #”. This is a number that is used to coordinate ClubRunner with a full, General Ledger program (like quick books). Example: All items sold that are “food” related may go in to a COA # of “99”. Your accountant will tell you how to structure this. Reports in any format can be exported out to the GL program sending specifically designed information to your GL.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Gatorade Fruit Punch CRT > >>

Item # COA Description Transaction Type

GATORADEFP 99 Gatorade Fruit Punch Charge

Group Desc. Category Color Size

Drinks [] None None

Pns Kev Barcode # Default Exn. Code Default # Entries

Charge
Payment
Adjustment
No Change

Transaction Type:

Charge: This is the default Transaction Type. A “Charge” means that the transaction will create a “debit” and look for a corresponding payment to act as a “credit”. In the Gatorade example, a \$2.00 debit would be created (charge), and when paid for at the same time, a \$2.00 payment (credit) would appear. *Sales that are charged and credited simultaneously, and that do not need to post to a member's account, will go to an internal ClubRunner account known as the “Cash Account”.* Here's a example of that type of transaction...

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

Personal Info Extended Info Financial Summary Contact FD Messages Notes

Acct #1 Mem #1 Cash Account

<< < Editing Last Entered : CRT > >>

Current Balance \$0.00 Cash Out \$0.00 Future Billing Amount \$0.00

Applied	Time	Qty	Description	Pmt. Method	Charge	Payment	Adjust
08/31/08	12:41 P	1	Gatorade Fruit Punch	Cash	\$2.00	(\$2.00)	\$0.00

Payment: These are “credits” against a member's account. Typically, “Payments” are made to offset some previous charge(s). Inventory Items that are payments need to be set up as follows:

- Add an Inventory Item but select “Payment” as the Transaction Type.
- Select / Add a Group description (maybe “Payments”).
- Set the “Retail” to \$0 as payments will be for different amounts.
- On the “Options” tab, turn off “Reduce Stock” (payments are not physical items) and turn on “Open Ticket”. This option allows you to change the dollar amount of the item at the POS.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Adding Member Payment CRT > >>

Item # MP COA Description Member Payment Transaction Type Payment

Group Desc. Payments Category Color None Size None Season

Pos Key Barcode # Default Exp. Code Endless Default # Entries Print Barcodes ? NO

Financial Loyalty Stock Rentals Options Memo

Cost \$0.00 Markup \$0.00 Markup % 0.00%

Retail \$0.00

Tax Rate #1 Min To Tax Tax Rate #2 Min To Tax Set Tax Rate to Default Value

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On	<input checked="" type="checkbox"/> Pop Cash Drawer	<input type="checkbox"/> Track Time			
<input type="checkbox"/> Auto Renew	<input checked="" type="checkbox"/> Print Receipt	(Minutes Per Entry)			
<input type="checkbox"/> Commissionable	<input type="checkbox"/> Print Secondary Receipt	<input type="text" value="0"/>			
<input type="checkbox"/> Com Port	<input type="checkbox"/> Reduce Stock	<input type="checkbox"/> Vending			
<input type="checkbox"/> Disc Below Cost	<input type="checkbox"/> Rental	(Units to vend)			
<input type="checkbox"/> Disc By Mem Type	<input type="checkbox"/> Schedule Item	<input type="text" value=""/>			
<input type="checkbox"/> Gate Access Groups	<input type="checkbox"/> Series Item				
<input type="checkbox"/> Hide From Point of Sale	<input type="checkbox"/> Track To Account				
<input checked="" type="checkbox"/> Open Ticket	<input type="checkbox"/> Track To Consultant				

We've chosen "MP" for our Item Number (Member Payment). It really **DOES NOT MATTER** how you describe any Transaction Type that's a Payment. All Payment types act as "credits". You could have a 'Payment on Account', a "Renewal Payment", a "Returned EFT Payment", etc, etc. As long as those items have a Transaction Type of "Payment", then they will act as a "credit" and automatically ask for the member's name (obviously, ClubRunner needs to know who has made the payment to credit the appropriate account). Looking at Jeff Colen's Summary page in Members, he currently owes \$300.

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 CTRL-END

Personal Info Extended Info Financial **Summary** Contact FD Messages Notes

Acct #608 Mem #0 Jeff Colen

<< < Viewing Last Entered : 01/14/2008 7:52 am CRT > >>

Current Balance **\$300.00** Cash Out \$300.00 Future Billing Amount \$300.00

Month	Charges	Payments	Adjustments	Balance	Amount Due	Days Past Due
Aug 2008	\$650.00	(\$350.00)	\$0.00	\$300.00	\$300.00	0

"Blowing Out" the Summary page for August, he owes this money because...

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 CTRL-END

Personal Info Extended Info Financial **Summary** Contact FD Messages Notes

Acct #608 Mem #0 Jeff Colen

<< < Viewing Last Entered : 01/14/2008 7:52 am CRT > >>

Current Balance **\$300.00** Cash Out \$300.00 Future Billing Amount \$300.00

Applied	Time	Qty	Description	Pmt. Method	Charge	Payment	Adjust
08/31/08	01:25 P	1	Initial Payment	Cash	\$0.00	(\$350.00)	\$0.00
08/31/08	01:23 P	1	Membership	Charge To Account	\$650.00	\$0.00	\$0.00

His membership wasn't fully paid for at the time of the sale. Jeff comes in and pays, and your staff needs to record the payment. ClubRunner will take care of the rest...

Typically, the member's payment will be entered either in the Front Desk Module or the Full Screen POS as follows...

ClubRunner : Default [CRT] - [Front Desk]

Quick Commands Help

JEFF COLEN [CRT]

1 Attempted Entries/Exits (Last 90 days)

Date	Time	Type	Guest/Member	Check In Computer	Club
08/31/2008	01:35:54 pm	No Card Entry	Member	Server	CRT

P.O.S.

Member.. <None>

Description	Qty	Amount	Extend
Member Payment	1	300.00	300.00

Item #	Description	Amount
LECTURE	Lunch And Learn Lecture	\$15.00
MP	Member Payment	\$0.00
NUT6WKA	Nutrition 6 Week Accountability Program	\$180.00
NUTCONS	Nutrition Consult-1	\$75.00

Discount \$0.00
Gratuity \$0.00
Tax \$0.00
TOTAL \$300.00
Discount 0.00 %
Gratuity 0.00 %

Charge To Account
Cash
Check
Credit Card
Loyalty Points
More...
Void
Close

Regardless of how Jeff chooses to pay, Clubrunner will ask who is making the payment and then credit that member's account. A look at his Summary page after making the payment shows...

"Blowing Out" the month of August reveals...

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

Summary

Acct #608 Mem #0 Jeff Colen

Viewing Last Entered : 08/31/2008 1:35 pm CRT

Current Balance \$0.00 Cash Out \$0.00 Future Billing Amount \$0.00

Month	Charges	Payments	Adjustments	Balance	Amount Due	Days Past Due
Aug 2008	\$650.00	(\$650.00)	\$0.00	\$0.00	\$0.00	

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 CTRL-END

Personal Info Extended Info Financial Summary Contact FD Messages Notes

Acct #608 Mem #0 Jeff Colen

<< < Viewing Last Entered : 08/31/2008 1:35 pm CRT > >>

Current Balance \$0.00 Cash Out \$0.00 Future Billing Amount \$0.00

Applied	Time	Qty	Description	Pmt Method	Charge	Payment	Adjust
08/31/08	01:40 P	1	Member Payment	Check	\$0.00	(\$300.00)	\$0.00
08/31/08	01:25 P	1	Initial Payment	Cash	\$0.00	(\$350.00)	\$0.00
08/31/08	01:23 P	1	Membership	Charge To Account	\$650.00	\$0.00	\$0.00

The “Member Payment (MP), acted as a “credit” and offset Jeff’s balance. **Remember, it does not matter how you describe Payment Transaction Types, they will always act as a credit against a member's account.**

Adjustment: Typically used to change a member's account balance, either raising or lowering it (crediting or debiting). Much the same way the phone company may credit your account without money ever being exchanged. Adjustments should be used rarely, as they are a reaction transaction to a “mistake”. The better way to deal with a “mistake” is either to delete the culprit transaction (only with proper security), or just void it. The same basic rules that apply to a Transaction Type of a Payment, also apply to an Adjustment, with one major exception...

- Add an Inventory Item but select “Adjustment” as the Transaction Type.
- Select / Add a Group description (maybe “Adjustments”, or enter different types of Group Descriptions depending upon why the adjustment was made.
- Set the “Retail “ to \$0 as the adjustments can be for any amount, either positive or negative.
- On the “Options” tab, turn off “Reduce Stock” (adjustments are not physical items) and turn on “Open Ticket”. This option allows you to change the dollar amount of the item at the POS.
- **On the “Options” tab, turn on “Hide from POS”. When an item has this property, it will not be displayed in the Standard POS. You can only use this item in the Member Module which typically has a much higher security level.**

ClubRunner comes pre-loaded with about 100 transactions that you can use in the Member's Module. They are hidden from the Standard & Full Screen POS. There are extensive adjustment transactions that all begin with the letters “ADJ” (ADJustment). You can either use these, or, create your own...

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Adding Member Adjustment CRT > >>

Item # ADJUSTMEMB COA Description Member Adjustment Transaction Type Adjustment

Group Desc. Membership Category Color None Size None Charge Payment Adjustment No Change

Pos Key Barcode # Default Exp. Code Endless Default # Entries NO

Financial Loyalty Stock Rentals Options Memo

Cost \$0.00 Tax Rate #1 Min To Tax

Markup \$0.00 Tax Rate #2 Min To Tax

Markup % 0.00%

Retail \$0.00 Set Tax Rate to Default Value

Financial Loyalty Stock Rentals Options Memo

☐ Add-On ☒ Pop Cash Drawer ☐ Track Time

☐ Auto Renew ☒ Print Receipt (Minutes Per Entry)

☐ Commissionable ☐ Print Secondary Receipt 0

☐ Com Port ☒ Reduce Stock ☐ Rental

☐ Disc Below Cost ☐ Schedule Item ☐ Vending

☐ Disc By Mem Type ☐ Series Item (Units to vend)

☐ Gate Access Groups ☐ Track To Account

☒ Hide From Point of Sale ☐ Track To Consultant

☒ Open Ticket

No Change: Just what it says. This is a “catch all” Transaction Type that **DOES NOT EFFECT A MEMBER'S BALANCE**. ClubRunner uses this Transaction Type to post the usage of series items. The same basic rules that apply to a Transaction Type of a Payment, also apply to an No Change, with one major exception...

- Add an Inventory Item but select “No Change” as the Transaction Type.
- Select / Add the appropriate Group description.
- Set the “Retail “ to \$0 as the No Changes can be for any amount. You can set them to a “fixed” amount.
- On the “Options” tab, turn off “Reduce Stock” (No Changes are not physical items) and turn on “Open Ticket”.
- On the “Options” tab, turn on “Track to Account” if you want to know who purchased this item.

The best way to explain this specialized Transaction Type is to show some examples. First, we'll look at how ClubRunner uses a "No Change" when a "package" or "series item" is used...

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

Personal Info Extended Info Financial Summary Contact FD Messages Notes

Acct #93 Mem #1009 John T Connor

<< < Editing Last Entered : 04/21/2005 10:44 am CRT >>

Current Balance \$1,830.59 Cash Out \$1,830.59 Future Billing Amount \$1,830.59

Description	Pmt. Method	Charge	Payment	Adjust	N/C	Entered
PersonalTrain 1/2-20	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/31/08
PersonalTrain 1/2-20	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/29/08
PersonalTrain 1/2-20	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/26/08
PersonalTrain 1/2-20	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/24/08
PersonalTrain 1/2-20	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/22/08
PersonalTrain 1/2-20	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/19/08
PersonalTrain 1/2-20	Charge To Account	\$800.00	\$0.00	\$0.00	\$0.00	01/19/08
Personal Train 1/2Hr	Series Item	\$0.00	\$0.00	\$0.00	\$40.00	01/17/08
Personal Train 1/2Hr	Charge To Account	\$40.00	\$0.00	\$0.00	\$0.00	01/17/08
Totals		\$840.00	\$0.00	\$0.00	\$0.00	

Delete Summary / Monthly Overview Previous Transaction Next Transaction

This PT package was purchased for \$800, payment method "Charge To Account". Then the member redeemed their sessions by training. Each sessions value (1/20th of the purchase price) as they were used, is reflected in the *N/C column (No Change)*. These amounts are used to calculate how much money we need to pay our trainers.

Example 2: Let's say that your facility is sponsoring an "aerobithon" or a 5k run to raise money for cancer research. You solicit your membership to give you \$xx for how well the participants perform. If Jeff runs the 5k in under 30 minutes, John Doe has pledged \$100. Here's how you set that up...

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7

CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Adding 5k Cancer Run CRT > >>

Item # **CANCERRUN** COA Description **5k Cancer Run** Transaction Type **No Change**

Group Desc. **Donations** Category Color **None** Size **None**

Pos Key Barcode # Default Exp. Code **Endless** Default # Entries **NO**

Financial Loyalty Stock Rentals Options Memo

Cost **\$0.00** Tax Rate #1 Min To Tax

Markup **\$0.00** Tax Rate #2 Min To Tax

Markup % **0.00%** Set Tax Rate to Default Value

Retail \$0.00

Financial Loyalty Stock Rentals Options Memo

☐ Add-On ☒ Pop Cash Drawer ☐ Track Time

☐ Auto Renew ☒ Print Receipt (Minutes Per Entry) **0**

☐ Commissionable ☐ Print Secondary Receipt

☐ Com Port ☐ Reduce Stock

☐ Disc Below Cost ☐ Rental

☐ Disc By Mem Type ☐ Schedule Item

☐ Gate Access Groups ☐ Series Item

☐ Hide From Point of Sale ☒ **Track To Account** ☐ Vending (Units to vend)

☒ **Open Ticket** ☐ Track To Consultant

Now, let's sell this item...

ClubRunner : Default [CRT] - [Front Desk]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CTRL-B CTRL-END

Check-In Info History Log

Member.. <None>

Description	Qty	Amount	Extend
5k Cancer Run	1	100.00	100.00

Charge To Account: Cash, Check, **Credit Card**, Loyalty Points, More...

Discount: \$0.00, Gratuity: \$0.00, Tax: \$0.00, TOTAL: **\$100.00**, Discount: 0.00 %, Gratuity: 0.00 %

Void Close

P.O.S.

Item #	Description	Amount
BODYAGE	Body Age Test	\$75.00
CANCERR	5k Cancer Run	\$0.00
COMPFAC	Comp Facial	\$70.00
COMPGRO	Comp Group Class	\$0.00

I've pledged \$100 and I'll pay by Credit card...as the sale is completed, ClubRunner will ask for the member's name and post a transaction out to that account. ***This will not effect you register close out reports!*** The member's Summary page would look like this...

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 CTRL-END

Personal Info Extended Info Financial Summary Contact FD Messages Notes

Acct #608 Mem #0 Jeff Colen

Editing Last Entered : 08/31/2008 1:35 pm CRT

Current Balance: **\$0.00** Cash Out: \$0.00 Future Billing Amount: \$0.00

Applied	Time	Qty	Description	Pmt. Method	Charge	Payment	Adjust
08/31/08	03:49 P	1	5k Cancer Run	Visa	\$0.00	\$0.00	\$0.00
08/31/08	01:40 P	1	Member Payment	Check	\$0.00	(\$300.00)	\$0.00
08/31/08	01:25 P	1	Initial Payment	Cash	\$0.00	(\$350.00)	\$0.00
08/31/08	01:23 P	1	Membership	Charge To Account	\$650.00	\$0.00	\$0.00
Totals					\$650.00	(\$650.00)	\$0.00

Delete Summary / Monthly Overview Previous Transaction Next Transaction

ClubRunner : Default [CRT] - [Members]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 CTRL-END

Personal Info Extended Info Financial Summary Contact FD Messages Notes

Acct #608 Mem #0 Jeff Colen

<< < Editing Last Entered : 08/31/2008 1:35 pm CRT > >>

Current Balance \$0.00 Cash Out \$0.00 Future Billing Amount \$0.00

Charge	Payment	Adjust	N/C	Entered	User	Description
\$0.00	\$0.00	\$0.00	\$100.00	08/31/08	JC	5k Cancer Run
\$0.00	(\$300.00)	\$0.00	\$0.00	08/31/08	JC	Member Payment

Note that the member's balance is still \$0. You can run a report that will show you which members, in any time frame, that committed to making a donation by isolating this transaction. These are just some examples of how to use the “No Change” Transaction Type.

Reviewing what you've learned

Transaction Types can be one of four types:

- Charge:** The default, and 95% of your products will fall in to this type. Typically acts as a debit and credit simultaneously.
- Payment:** Credits a member's account to offset previous Charges.
- Adjustment:** Credits or Debits a member's account to raise or lower their balance.
- No Change:** Credits or Debits a member's account but *does not effect their balance*.

Understanding this concept gives you full flexibility. Example: We want to set up an Inventory Item that records a “Payout” if I take money from my cash drawer to pay for a C.O.D. Order. We want to pay \$100 to UPS for merchandise received. First, we would set up an appropriate Inventory Item...

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Adding Payout For Merchandise CRT > >>

Item # PAYOUT COA Description Payout From Drawer (must be Negative) Transaction Type Payment

Group Desc Payout Category Color None Size None Season

Pos Key Barcode # Default Exp. Code Endless Default # Entries Print Barcodes ? NO

Financial Loyalty Stock Rentals Options Memo

☐ Add-On
☐ Auto Renew
☐ Commissionable
☐ Com Port
☐ Disc Below Cost
☐ Disc By Mem Type
☐ Gate Access Groups
☐ Hide From Point of Sale
☒ Open Ticket

☒ Pop Cash Drawer
☒ Print Receipt
☐ Print Secondary Receipt
☒ Reduce Stock
☐ Rental
☐ Schedule Item
☐ Series Item
☐ Track To Account
☐ Track To Consultant

☐ Track Time (Minutes Per Entry) 0
☐ Vending (Units to vend)

Now let's use it...

ClubRunner : Default [CRT] - [Front Desk]

Quick Commands Help

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CTRL-B CTRL-END

Check-In Info History

Member.. <None>

Description	Qty	Amount	Extend
Payout From Drawer (must be Negative -)	1	-100.00	-100.00

P.O.S.

Item #	Description	Amount
PAPERWO	Paperwork Was Returned	\$0.00
PAYOUT	Payout From Drawer (must be Negative -)	\$0.00
PIL-1	Pilates- 1	\$85.00
PIL1-10	Pilates1-10	\$800.00

Discount \$0.00
Gratuity \$0.00
Tax \$0.00
TOTAL **-\$100.00**
Discount 0.00 %
Gratuity 0.00 %

Charge To Account
Cash
Check
Credit Card
Loyalty Points
More...
Void
Close

This Item is a "Payment", and ClubRunner will ask whose account this should be applied to. A "negative" payment means that you've given money out, rather than take money in. Since your employees have to be entered in to ClubRunner in order to get passwords for access to any Module, we would put the Payout on the employee that rung it up. Or, you could put the Payout on the "Cash Account". We'll put it on the "Cash Account", and the Transaction Log report would look like this...

Print Preview

Print 72 % 1 Close

Transaction Log

Using Date To Apply From September 1, 2008 to September 1, 2008 Start Time 12:00 AM - End Time 11:59 PM

Date/Time	Description	Name	Club	Acct/Mem #	How Paid	Adjustments	Charges	Payments Rec #	Comp Name
September 1, 2008									
1:39 P	1	Payout From Drawer (must be Cash Account)	CRT	1	Cash	0.00	0.00	100.00 9914	Server
1:40 P	1	Member Payment	CRT	608	Check	0.00	0.00	(300.00) 9915	Server
						0.00	0.00	(200.00)	
						0.00	0.00	(200.00)	

Payments are normally negative numbers (credits), so the positive payment for \$100 designates money that was paid out. The member payment from Jeff Colen shows as a credit of \$300. The end result is that your drawer should have \$200 as the report shows.

Category

The “Category” is a general way to group the items that you sell. It's really an “optional” field, as most facilities find that the “Group Desc.” field is all they need. *You cannot edit/add to the Category Fields.*

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Gatorade Fruit Punch CRT > >>

Item #	COA	Description	Transaction Type
GATORADEFP	99	Gatorade Fruit Punch	Charge
Group Desc.	Category	Color	Size
Drinks	Miscellaneous Pro Shop Restaurant	None	None
Pos Key		Default Exp. Code	Default # Entries
		Endless	
			Print Barcodes ?
			NO

Color

The “Color” is a further definition for some items that you sell. You should always include the color in the description of your item. Setting the Color field is very helpful for reporting purposes.

Item # COA Description Transaction Type

RFGBLMTM 182 Black Gilden MensT- Medium Charge

Group Desc. Category Color Size Season

Retail Pro Shop Black Medium

Pos Key Barcode # Entries Print Barcodes ?

20331 YES

Financial Loyalty Stock Options Memo

Cost \$5.50

Markup \$14.50

Min To Tax

Size

The “Size”, like the “Color”, is a further definition for some items that you sell. You should always include the size in the description of your item. Setting the Size field is very helpful for reporting purposes.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Black Gilden MensT- Medium CRT > >>

Item #	COA	Description	Transaction Type
RFGBLMTM	182	Black Gilden MensT- Medium	Charge
Group Desc.	Category	Color	Size
Retail	Pro Shop	Black	Medium
Pos Key	Barcode #	Default Exp. Code	Season
	20331	Endless	

Financial Loyalty Stock Rentals

Cost \$5.50 Tax Rate 6.5

Markup \$14.50

5 Min
55cm
60
64 Oz
65cm
6oz
Medium
None

Season

A rarely used field, but can be very valuable for facilities that sell seasonal products. It helps when reporting on products that are sold only certain times of the year.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Black Gilden MensT- Medium CRT > >>

Item #	COA	Description	Transaction Type
RFGBLMTM	182	Black Gilden MensT- Medium	Charge
Group Desc.	Category	Color	Size
Retail	Pro Shop	Black	Medium
Pos Key	Barcode #	Default Exp. Code	Season
	20331	Endless	Summer

Autumn
Spring
Summer
Winter

POS Key

This "key" is used in conjunction with specialized keyboards. These keyboards are like the ones that restaurants use where each key represents an item.

Item #	COA	Description	Transaction Type	
GATORADEFPP	99	Gatorade Fruit Punch	Charge	
Group Desc.	Category	Color	Size	Season
Drinks		None	None	
Pos Key	Barcode #	Default Exp. Code	Default # Entries	Print Barcodes ?
		Endless		NO

Financial	Loyalty	Stock	Rentals	Options	Memo																				
<table> <tr> <td>Cost</td> <td>\$0.00</td> <td>Tax Rate #1</td> <td>Min To Tax</td> </tr> <tr> <td>Markup</td> <td>\$1.88</td> <td>6.5</td> <td></td> </tr> <tr> <td>Markup %</td> <td>0.00%</td> <td>Tax Rate #2</td> <td>Min To Tax</td> </tr> <tr> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>Retail</td> <td>\$1.88</td> <td colspan="2">Set Tax Rate to Default Value</td> </tr> </table>						Cost	\$0.00	Tax Rate #1	Min To Tax	Markup	\$1.88	6.5		Markup %	0.00%	Tax Rate #2	Min To Tax			0		Retail	\$1.88	Set Tax Rate to Default Value	
Cost	\$0.00	Tax Rate #1	Min To Tax																						
Markup	\$1.88	6.5																							
Markup %	0.00%	Tax Rate #2	Min To Tax																						
		0																							
Retail	\$1.88	Set Tax Rate to Default Value																							

Barcode

There are two (2) types of barcode numbers that Clubrunner supports. The first is the UPC (Universal Product Code) that most manufactured products have. This is a unique 10 digit number that identifies the product. ***Be careful – different “flavors”, “colors”, or “sizes” of the same product have slightly different UPC barcodes!*** That means that each “flavor” of Gatorade will have a different UPC code, so they must be entered individually in to ClubRunner. The fastest way to enter these type of items is to add the first one, and “clone” the others. Remember, when you clone the other similar items you must change:

- Item #
- Description
- Barcode #
- Color & Size (if applicable)

Item #	COA	Description	Transaction Type	
GATORADEFPP	99	Gatorade Fruit Punch	Charge	
Group Desc.	Category	Color	Size	Season
Drinks		None	None	
Pos Key	Barcode #	Default Exp. Code	Default # Entries	Print Barcodes ?
	1234567890	Endless		NO

Financial	Loyalty	Stock	Rentals	Options	Memo																				
<table> <tr> <td>Cost</td> <td>\$0.00</td> <td>Tax Rate #1</td> <td>Min To Tax</td> </tr> <tr> <td>Markup</td> <td>\$1.88</td> <td>6.5</td> <td></td> </tr> <tr> <td>Markup %</td> <td>0.00%</td> <td>Tax Rate #2</td> <td>Min To Tax</td> </tr> <tr> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>Retail</td> <td>\$1.88</td> <td colspan="2">Set Tax Rate to Default Value</td> </tr> </table>						Cost	\$0.00	Tax Rate #1	Min To Tax	Markup	\$1.88	6.5		Markup %	0.00%	Tax Rate #2	Min To Tax			0		Retail	\$1.88	Set Tax Rate to Default Value	
Cost	\$0.00	Tax Rate #1	Min To Tax																						
Markup	\$1.88	6.5																							
Markup %	0.00%	Tax Rate #2	Min To Tax																						
		0																							
Retail	\$1.88	Set Tax Rate to Default Value																							







The second type of Barcode # that ClubRunner supports is one that you assign. These barcode #'s are for those products ***that do not have a UPC code***. Examples might be Clothing, PT packages, Shakes from the shake bar, etc... You can either create your own barcode labels and attach them to these items, or create barcode scan cards or sheets. To do this, you ***turn on “Print Barcodes ?”*** and enter a barcode # for that item. ***These barcode #'s must be at least four (4) digits***. We suggest that you start at 1000 and add one for each item. Clubrunner will tell you if a duplicate barcode # is entered.

Item # RFGBLMTM	COA 182	Description Black Gilden MensT- Medium	Transaction Type Charge
Group Desc. Retail	Category Pro Shop	Color Black	Size Medium
Season Summer	Barcode # 20331	Default Exp. Code Endless	Default # Entries
Pos Key 	Print Barcodes ? YES		

Financial	Loyalty	Stock	Rentals	Options	Memo
------------------	---------	-------	---------	---------	------

Cost	\$5.50	Tax Rate #1	Min To Tax
Markup	\$14.50	6.5	
Markup %	263.64%	Tax Rate #2	Min To Tax
Retail	\$20.00	Set Tax Rate to Default Value	

An example of a printed sheet of non UPC barcodes looks like...

6 Rattan Coasters , 	Africa Habitat Desk 	Anatomie- Paris Cuf 
Juice Boost 	Anatomie- Baqqy Wov 	Anatomie- Paris Loo 

To implement the scanning of product barcodes, you'll need to change an option in the CR.INI file located on the server in the CR4WIN folder. Just open the CR.INI file up, find the "[OPTIONS]" section, and change POSBC=FALSE to POSBC=TRUE. Exit out of CR.INI and save your changes, then restart ClubRunner.

```
[OPTIONS]
FDESK=FALSE
SKIPINIT=FALSE
COUNTRY=US
LOCK=FALSE
POSBC=TRUE
```

Additionally, your barcode reader will need re-programming to produce a "%" sign for a pre-amble and post-amble.

Default Exp. Code

This is a very specific field that is primarily used in conjunction with two types of Items, "Series" and "Auto Renew". These

items are associated with a “length of time” as to when they expire. Default Exp. Code stands for Default *Expiration* Code.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

Editing **PT Sport Specific 10- 1 Hour** CRT

Item #	COA	Description	Transaction Type
PTSS1-10	121	PT Sport Specific 10- 1 Hour	Charge
Group Desc.	Category	Color	Size
Personal Training		None	1
Pos Key	Barcode #	Default Exp. Code	Default # Entries
	10020	6 Months	10
		3 Months	
		6 Months	
		9 Months	
		13 Months	
		14 Months	
		18 Months	
		1 Year	
		2 Years	
			Print Barcodes ?
			YES

Financial Loyalty Stock Options Memo

Cost	\$450.00	Rate #1	Min To Tax
Markup	\$400.00		
Markup %	88.89%	Rate #2	Min To Tax
Retail	\$850.00	Set Tax Rate to Default Value	

The “Series” and “Auto Renewals” item types are set in the “Options” tab...

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input checked="" type="checkbox"/> Auto Renew		<input type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt			
<input type="checkbox"/> Com Port		<input type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input checked="" type="checkbox"/> Series Item			
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Our example is using a “Series” Item, a ten (10) pack of 1 hour Personal Training Sessions. The Default Exp. Code is “6 Months”. When this item is sold to a member, they will have 6 months to use all ten sessions. If they have not used all their sessions within the 6 months, this “package” will no longer be available. There are ways to “override” the expiration date. For more on this please refer to the Personal Training Documentation.

Another example of how to use the “Default Exp. Code” would be with a transaction of an *Auto Renew* type.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Renewal 1 Year CRT > >>

Item # **RENEW1YEAR** COA Description **Renewal 1 Year** Transaction Type **Charge**

Group Desc. **Membership** Category Color **None** Size **None** Season

Pos Key Barcode # **9999** Default Exp. Code **1 Year** Default # Entries Print Barcodes ? **YES**

Financial Loyalty Stock Rentals Options Memo

Cost **\$0.00** Tax Rate #1 **6.5** Min To Tax

Markup **\$500.00** Tax Rate #2 **0** Min To Tax

Markup % **0.00%** Set Tax Rate to Default Value

Retail **\$500.00**

Financial Loyalty Stock Rentals **Options** Memo

☐ Add-On ☒ Pop Cash Drawer ☐ Track Time

☒ Auto Renew ☒ Print Receipt (Minutes Per Entry) **0**

☐ Commissionable ☐ Print Secondary Receipt

☐ Com Port ☐ Reduce Stock

☐ Disc Below Cost ☐ Rental

☐ Disc By Mem Type ☐ Schedule Item

☐ Gate Access Groups ☐ Series Item

☐ Hide From Point of Sale ☐ Track To Account

☐ Open Ticket ☐ Track To Consultant

☐ Vending (Units to vend)

When a member purchases this item, they will be automatically renewed for 1 year.

Default # Entries

This field is used specifically for “Series” items. It represents the number of sessions in a package. In this example, this is a ten pack, so the *Default # Entries was set to 10*. Again, for more info on this please refer to the Personal Training Documentation.

Item # PTSS1-10	COA 121	Description PT Sport Specific 10- 1 Hour	Transaction Type Charge
Group Desc. Personal Training	Category 	Color None	Size 1
Pos Key 	Barcode # 10020	Default Exp. Code 6 Months	Default # Entries 10
			Print Barcodes ? YES

Financial	Loyalty	Stock	Rentals	Options	Memo
------------------	---------	-------	---------	---------	------

Cost	\$450.00	Tax Rate #1	Min To Tax
Markup	\$400.00		
Markup %	88.89%	Tax Rate #2	Min To Tax
Retail	\$850.00	Set Tax Rate to Default Value	

Financial tab

Cost

This is the cost of the item to the facility. This is “invaluable” when analyzing profit reports.

Markup

Use this field to calculate the Retail price. This is a fixed dollar field, so if you enter an amount here, ClubRunner will calculate the **Markup %** and **Retail** for you.

Markup %

Use this field to calculate the Retail price. This is a percentage field, so if you enter a percent here, ClubRunner will calculate the **Markup** and **Retail** for you.

Retail

This is the amount that the item sells for (without tax if applicable).

Tax Rate #1

You can either type it in, or click on the “Set Tax rate to Default Value” button. Tax Rates are in whole numbers and fractions, so a seven (7) percent tax rate should be typed in as “7.0”.

Min To Tax

Believe or not, some areas in some countries only pay tax on items over a certain dollar amount. In the US, the state of Washington and Indian Reservations have such laws. Tax would only be added to the amount above/over the **Min To Tax**.

Tax Rate #2

Some countries (like Canada) need tax from the Federal level reported separately from the State or Provincial Level. In Canada, Tax Rate #1 would be GST, and Tax Rate #2 would be PST. The field names would change and reflect this.

Financial	Loyalty	Stock	Rentals	Options	Memo
Cost	\$1.00	Tax Rate #1	Min To Tax		
Markup	\$0.88	6.5			
Markup %	88.00%	Tax Rate #2	Min To Tax		
		0			
Retail	1.88	Set Tax Rate to Default Value			

Loyalty tab

Loyalty Points act much like “Frequent Flyer” points. Member's can accrue points and redeem them to purchase products. And, just like the airlines, you can keep changing the rules! For more info on this, please refer to the Loyalty Points documentation.

Stock tab

If you want to keep track of what you sell, and know exactly what you should have on your shelves at any moment, you need to use this feature. This is the #1 way to limit /stop employee theft!

Item #	COA	Description	Transaction Type
GATORADEFP	99	Gatorade Fruit Punch	Charge
Group Desc.	Category	Color	Size
Drinks		None	None
Pos Key	Barcode #	Default Exp. Code	Default # Entries
	1234567890	Endless	
			Print Barcodes ?
			NO

Financial	Loyalty	Stock	Rentals	Options	Memo
On Hand	7	\$7.00	Reorder Point		
On Order	0	\$0.00	Order Date		
Total Stock		\$7.00	Expected Arrival		
New Activity		View Activity			

On Hand

Is the quantity of the item that ClubRunner thinks you currently have. Also, the dollar value of the stock is calculated based upon the **cost** on the Financial tab. In our example, we have seven (7) fruit punch gatorades on our shelves, for a dollar value to us of seven (7) dollars (7 units @ \$1 per unit = \$7). To change the **On Hand**, you must use the **New Activity** button.

On Order

Is the quantity of the item that ClubRunner thinks you have placed an order with a manufacturer. Many facilities do not use this feature, as it is not necessary to tell Clubrunner about an order to note a Stock Arrival. However, it can be a valuable tool to follow an order's progress and quickly look up Supplier's information. To change the **On Order**, you must use the **New Activity** button.

Total Stock

The sum of the **On Hand** & the **On Order**.

New Activity Button

Allows you to update the stock **On Hand** & **On Order** totals with an explanation as to why. Any New Activity creates a permanent record which can be viewed or reported on.

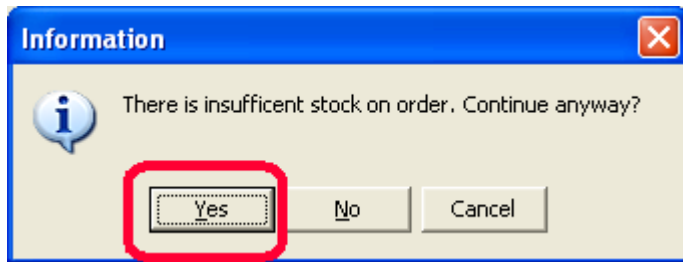
The screenshot shows a software interface with a tabbed menu at the top: Financial, Loyalty, **Stock**, Rentals, Options, and Memo. The **Stock** tab is active. Below the tabs, there are input fields for 'On Hand' (7, \$7.00), 'On Order' (0, \$0.00), and 'Total Stock' (\$7.00). To the right, there are fields for 'Reorder Point', 'Order Date' (a dropdown), and 'Expected Arrival' (a dropdown). At the bottom, there are two buttons: 'New Activity' (highlighted with a red rectangle) and 'View Activity'.

If we wanted to enter a Stock arrival for this item, after clicking the **New Activity** button we would see...

The screenshot shows a 'Stock Transaction' dialog box with a blue header. Below the header, it says 'Enter Details' and 'Inventory Item Gatorade Fruit Punch (#GATORAD)'. There are three main input areas: 'Date To Apply' (8/31/2008), 'Description of Action' (a dropdown menu with 'Stock Arrival' selected), and 'Quantity' (5, with a note 'eg 10, or -10'). Below these, there is a section 'Select Outstanding Order' with a table. The table has columns: Action, Supplier Name, Quantity, and Outstanding. The table is currently empty. At the bottom of the dialog, there are navigation buttons: back, cancel, and forward.

We're able to set the date when the activity occurred, as well as the reason for the activity and a plus/minus number of units. Note that there are **no Outstanding Orders** for this Stock Arrival. When we complete this **New Activity**, we will increase our On Hand by five (5) units...

When you create a *Stock Arrival* without first setting up a *Stock Order*, ClubRunner will ask two questions...



Information

There is insufficient stock on order. Continue anyway?

Yes No Cancel

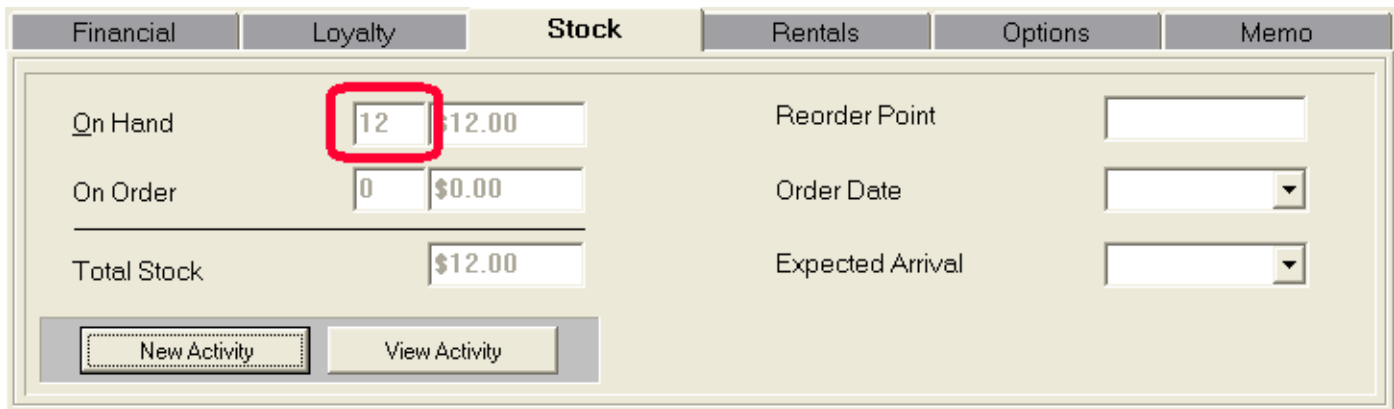


Confirm

Do you want to reduce stock on order?

Yes No

Answer the questions as circled above. The Stock tab will now be updated and looks like...



Financial Loyalty **Stock** Rentals Options Memo

Qn Hand 12 \$12.00 Reorder Point

On Order 0 \$0.00 Order Date

Total Stock \$12.00 Expected Arrival

New Activity View Activity

View Activity button

Allows you to view the permanent transactional records that effected this items' *On Hand* & *On Order*. These records were created by the *New Activity* button.



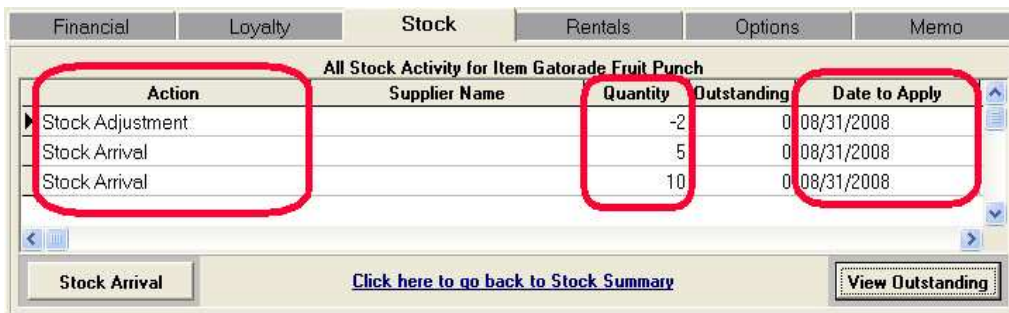
Financial Loyalty **Stock** Rentals Options Memo

Qn Hand 12 \$12.00 Reorder Point

On Order 0 \$0.00 Order Date

Total Stock \$12.00 Expected Arrival

New Activity View Activity



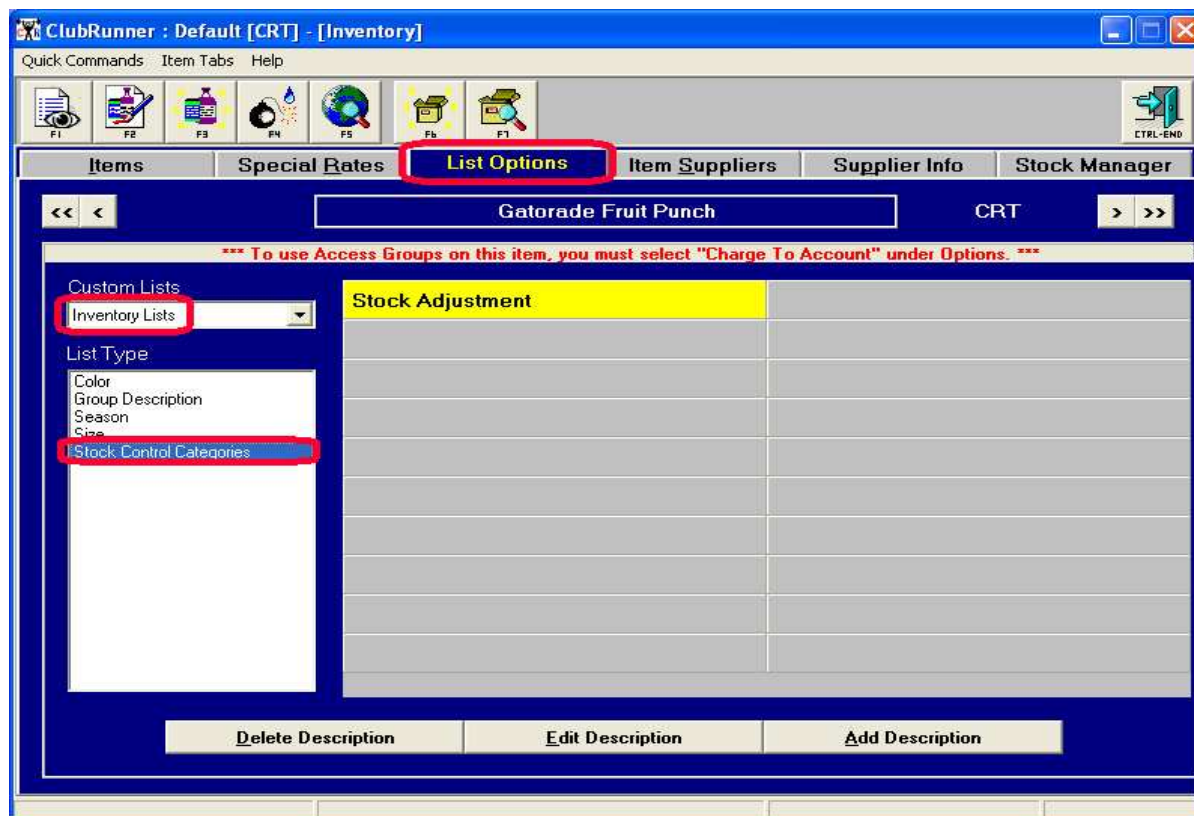
Financial Loyalty **Stock** Rentals Options Memo

All Stock Activity for Item Gatorade Fruit Punch

Action	Supplier Name	Quantity	Outstanding	Date to Apply
Stock Adjustment		-2	0	08/31/2008
Stock Arrival		5	0	08/31/2008
Stock Arrival		10	0	08/31/2008

Stock Arrival [Click here to go back to Stock Summary](#) View Outstanding

ClubRunner comes preset with three (3) “Actions”. *Stock Arrival*, *Stock Order*, *Stock Cancel Order*. You can add as many “Actions” as desired under the *List Options* tab. We've added *Stock Adjustment* to reflect “unknown” changes to our On Hand count (either up or down). If you choose not to use the “Order” half of Inventory, then most facilities use just *Stock Arrival* & *Stock Adjustment*. Remember, to activate Inventory tracking for an item, you must turn on *Reduce Stock* under the options tab as well as update the *Stock* tab.



Reorder Point

When you get below this number of items, ClubRunner will warn the user whenever this item is sold that they should order some more! This number also is displayed on various reports.

Order Date

This is one of two fields (Expected Arrival is the other) that can be used for a “trimmed down” ordering system. Enter the date that you placed an order for this item.

Expected Arrival

Enter the date that you expect to receive a shipment of this item.

Rental tab

Here's where you set up any items' rental rules. This works in conjunction with “*Rental*” being turned on under the *Options* tab. Many different type of items can be “rented”. Examples are towels, locks for lockers, racquets, exercise mats, etc. Once an item is rented, whenever the member checks in, they will be given the opportunity to return the rental item. Once the item is returned, the *Rental Tab* rules are applied. If the rental is late, the member receives a charge for the appropriate late fees.

Item # RENTALRBR	COA <input type="text"/>	Description Rental Racquetball Racquet	Transaction Type Charge
Group Desc. Racquetball	Category <input type="text"/>	Color None	Size None
Pos Key <input type="text"/>	Barcode # <input type="text"/>	Default Exp. Code Endless	Default # Entries <input type="text"/>
			Print Barcodes ? NO

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On <input type="checkbox"/> Auto Renew <input type="checkbox"/> Commissionable <input type="checkbox"/> Com Port <input type="checkbox"/> Disc Below Cost <input type="checkbox"/> Disc By Mem Type <input type="checkbox"/> Gate Access Groups <input type="checkbox"/> Hide From Point of Sale <input type="checkbox"/> Open Ticket		<input checked="" type="checkbox"/> Pop Cash Drawer <input checked="" type="checkbox"/> Print Receipt <input type="checkbox"/> Print Secondary Receipt <input type="checkbox"/> Reduce Stock <input checked="" type="checkbox"/> Rental <input type="checkbox"/> Schedule Item <input type="checkbox"/> Series Item <input type="checkbox"/> Track To Account <input type="checkbox"/> Track To Consultant		<input type="checkbox"/> Track Time (Minutes Per Entry) <input type="text" value="0"/> <input type="checkbox"/> Vending (Units to vend) <input type="text"/>	

Financial	Loyalty	Stock	Rentals	Options	Memo
<div>Rental Days <input type="text" value="1"/></div> <div>Rental Late Fee <input type="text" value="\$3.00"/></div> <div>Rental Late Fee Max <input type="text" value="\$30.00"/></div>					

Rental Days

The number of days that the rental is for. If the item is returned after that number of days, it is considered “late”.

Rental Late Fee

The amount that the member will be charged for each day that they are “late”.

Rental Late Fee Max

The maximum amount of late fees that the member would have to pay.

The end result would look like this...

ClubRunner : Default [CRT] - [Front Desk]

Quick Commands Help

Check-In Info History Log

JEFF COLEN [CRT]

Employee Misc

Add-Ons Associated Members

Select Rental Items for Jeff Colen

Description	Date Rented	Days Out
Rental Racquetball Racquet	09/01/2008	0

Press 'Space Bar' to Toggle Selection

Cancel OK

Options tab

If we're talking about the *Options tab* in terms of the human body, we would be talking about the “brain”. This is the “nerve center” that controls the properties of an item...

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Gatorade Fruit Punch CRT > >>

Item # COA Description Transaction Type

GATORADEFP 99 Gatorade Fruit Punch Charge

Group Desc. Category Color Size Season

Drinks None None

Pos Key Barcode # Default Exp. Code Default # Entries Print Barcodes ?

1234567890 Endless NO

Financial Loyalty Stock Rentals **Options** Memo

☐ Add-On ☒ Pop Cash Drawer ☐ Track Time (Minutes Per Entry) 0

☐ Auto Renew ☒ Print Receipt

☐ Commissionable ☐ Print Secondary Receipt

☐ Com Port ☒ Reduce Stock

☐ Disc Below Cost ☐ Rental

☐ Disc By Mem Type ☐ Schedule Item

☐ Gate Access Groups ☐ Series Item

☐ Hide From Point of Sale ☐ Track To Account

☐ Open Ticket ☐ Track To Consultant

☐ Vending (Units to vend)

The three items checked on are the defaults when adding a new item. They are **Pop Cash Drawer**, **Print Receipt**, **Reduce Stock**. Keeping **Pop Cash Drawer & Print Receipt** on will have no effect even if there is no printer/cash drawer.

Add-On

Items that can be sold **automatically and recursively**. Primarily used to sell the item to a member on a monthly (or an cycle) basis). If you do not want to sell this items in the Front Desk POS, click on “Hide From Point Of Sale”. An example would be the ClubRunner Item, “Dues” (9921).

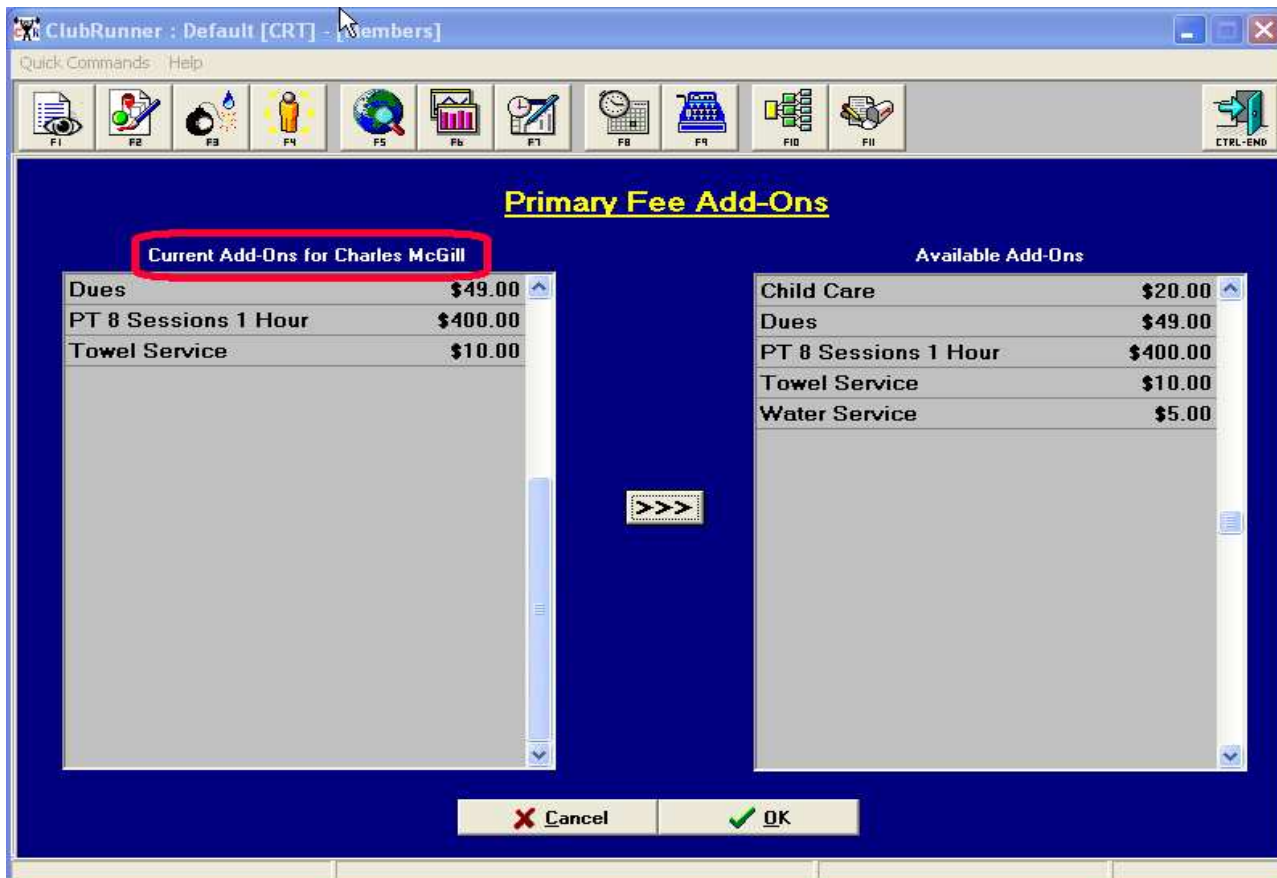
The screenshot shows the 'Dues' item editing window. The 'Add-On' checkbox is checked and highlighted with a red box. Other options like 'Pop Cash Drawer', 'Print Receipt', and 'Reduce Stock' are also checked. The 'ClubRunner Items' dropdown at the bottom is also highlighted with a red box.

Not all Add-Ons go with all Membership Types, so, before you can use an the Add-On it needs to be associated with the appropriate Membership Types in the Utilities Module.

The screenshot shows the 'Utilities' module in ClubRunner. The 'Member' membership type is selected and highlighted with a red box. The 'View Add-Ons' button at the bottom is also highlighted with a red box.



Once you've setup the Add-Ons in Inventory and Utilities, they will appear in the Members Module when adding a month to month member (EFT Checking, EFT Credit Card, Statements, or Coupons) as:



This member has chosen three (3) recursive monthly charges (addons): ***Dues***, ***PT 8 Sessions*** (which is set to expire after one (1) month)h. and ***Towel Service***. Their total is reflected on the Financial page below. Every month this member is paying for their Dues \$49), 8 PT sessions (\$400), and Towel Service (\$10).

Next Billing Date <input type="text" value="03/01/2008"/>	Alternate Billing Date <input type="text"/>
Cycle <input type="text" value="Monthly"/>	Cycles <input type="text"/>
Fee <input type="text" value="\$459.00"/>	Fees <input type="text" value="\$0.00"/>
<input type="checkbox"/> Draft Amount Only	

Auto Renew

A great way to automatically renew a fixed term membership from either the Standard Front Desk POS or the Full Screen POS. Selling this type of item will update the members Starting Membership Date, Renewal Date, and Deny Entry On Date.

Financial	Loyalty	Stock	Rentals	Options	Memo
<div> <input type="checkbox"/> Add-On <input checked="" type="checkbox"/> Auto Renew <input type="checkbox"/> Commissionable <input type="checkbox"/> Com Port <input type="checkbox"/> Disc Below Cost <input type="checkbox"/> Disc By Mem Type <input type="checkbox"/> Gate Access Groups <input type="checkbox"/> Hide From Point of Sale <input type="checkbox"/> Open Ticket </div> <div> <input checked="" type="checkbox"/> Pop Cash Drawer <input checked="" type="checkbox"/> Print Receipt <input type="checkbox"/> Print Secondary Receipt <input type="checkbox"/> Reduce Stock <input type="checkbox"/> Rental <input type="checkbox"/> Schedule Item <input type="checkbox"/> Series Item <input type="checkbox"/> Track To Account <input type="checkbox"/> Track To Consultant </div> <div> <input type="checkbox"/> Track Time (Minutes Per Entry) <input type="text"/> <input type="checkbox"/> Vending (Units to vend) <input type="text"/> </div>					

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

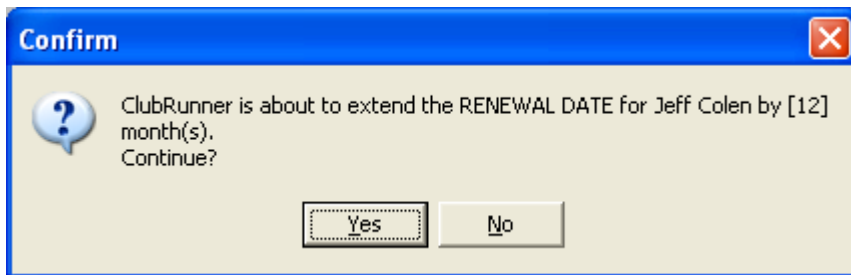
Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing **Renewal 1 Year** CRT > >>

Item # RENEW1YEAR	COA <input type="text"/>	Description Renewal 1 Year	Transaction Type Charge
Group Desc. Membership	Category <input type="text"/>	Color None	Size None
Pos Key <input type="text"/>	Barcode # 9999	Default Exp. Code 1 Year	Default # Entries <input type="text"/>
			Print Barcodes ? <input checked="" type="checkbox"/> YES

Financial	Loyalty	Stock	Rentals	Options	Memo
Cost \$0.00 Markup \$500.00 Markup % 0.00% Retail \$500.00	Tax Rate #1 6.5 Tax Rate #2 0 Min To Tax <input type="text"/> Min To Tax <input type="text"/> Set Tax Rate to Default Value				

When this Item is sold in the Standard or Full screen POS, we would see...



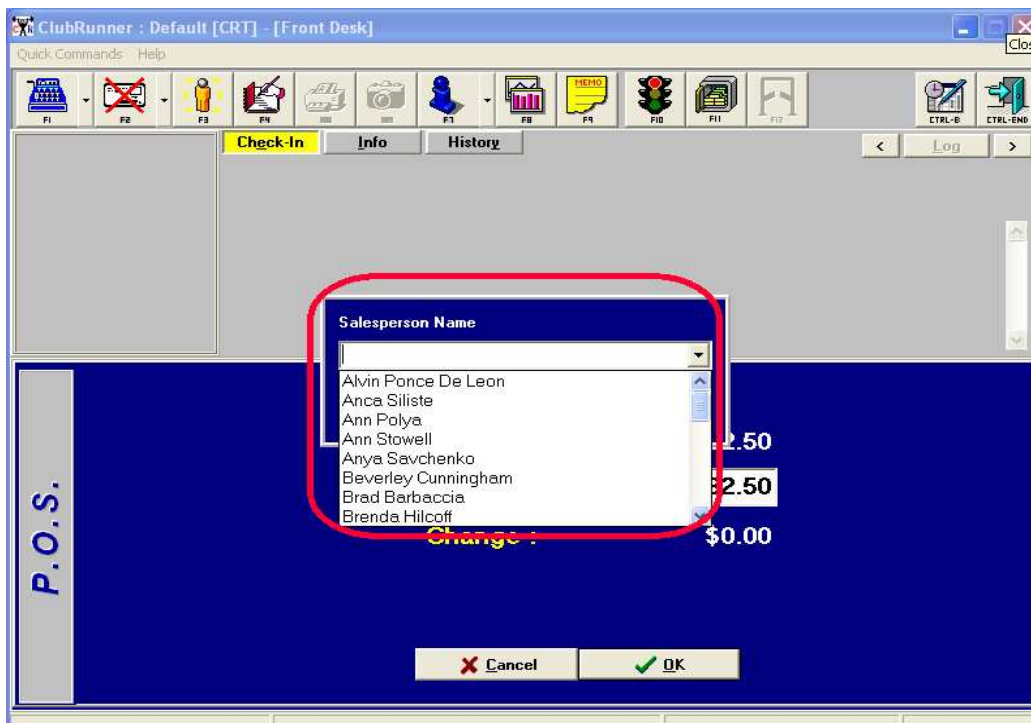
After completing the sale, this member's contract information would be automatically updated. ***We strongly advise you NOT TO MAKE AN "AUTO RENEW" TRANSACTION AN "OPEN TICKET"***. Open Ticket allows your staff to change the price of an item, and, in this case, also allows them to change the Renewal Date. If they need to change the price of an item at the Point of Sale, they should do so by using the discount feature in POS. You can then run reports on items that have been discounted between any dates and take action if necessary.

Commissionable

This property is used to track items that you wish to pay a commission on (excluding Personal Training commissions which are typically handled differently). Commissionable items will be tracked to either Employees entered in to ClubRunner, or, you can free lance type in a name. The latter should only be used if the employee has not yet been entered into ClubRunner.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input checked="" type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		0	
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item			
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

When this is checked on, and the item is sold in POS, the following window appears...



If you “skip” selecting an employee, then you'll see...



ClubRunner offers a wide variety of Commission reports, one of which will fit your needs.

Com Port

Seldom used, when an item is sold and this option is on, ClubRunner will issue a command to a com port that will trigger a device (such as a door, turnstile, etc.).

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input checked="" type="checkbox"/> Com Port		<input type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text"/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Disc Below Cost

Is short for “Discount Below Cost”.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input type="checkbox"/> Reduce Stock			
<input checked="" type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text"/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Disc By Mem Type

Is short for “Discount By Membership Type”. This property works in conjunction with the “Special Rates” tab that allows you to discount items for specific Membership Types. Any item can be discounted any percent for any Membership Type.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input checked="" type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text"/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items **Special Rates** List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Gatorade Fruit Punch CRT > >>

Standard Rate
Retail: \$1.88

Off Peak Times **Membership Prices**

Membership Type	Peak	Off Peak
<input type="radio"/> Default Non Member	-	-
<input type="radio"/> Default Member	-	-
Employee	-	-
Guest	-	-
Member	-	-
VIP	\$1.50	\$1.50

Peak / Off Peak Prices

	Peak	Off Peak
Discount %	20.21%	20.21%
Fixed Discount	\$0.38	\$0.38
Retail	\$1.50	\$1.50

Dispenser Option
Units to Vend 0 0

[Note: 'Disc By Mem Type' must be set in options to activate this feature]

Clear Rate

In the example above, the VIP membership would only pay 1.50 (without tax) for Gatorade, whereas all other types would pay \$1.88. Please note that similarly, or, in conjunction with,, you can discount items depending upon the time of the day they are purchased. This is very useful with with Personal Training, Bookings, Classes, etc where you may want to encourage more off peak usage.

Gate Access Groups

When an item with this property is sold, a remote Gate/Door/Electronic device will be “triggered” allowing access to other areas of the facility.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On	<input checked="" type="checkbox"/> Gate Access Groups	<input checked="" type="checkbox"/> Pop Cash Drawer	<input checked="" type="checkbox"/> Print Receipt	<input type="checkbox"/> Track Time (Minutes Per Entry)	
<input type="checkbox"/> Auto Renew	<input type="checkbox"/> Hide From Point of Sale	<input type="checkbox"/> Print Secondary Receipt	<input type="checkbox"/> Reduce Stock	<input type="text" value="0"/>	
<input type="checkbox"/> Commissionable	<input type="checkbox"/> Open Ticket	<input type="checkbox"/> Rental	<input type="checkbox"/> Schedule Item	<input type="checkbox"/> Vending (Units to vend)	
<input type="checkbox"/> Com Port		<input type="checkbox"/> Series Item	<input type="checkbox"/> Track To Account		
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Track To Consultant			
<input type="checkbox"/> Disc By Mem Type					

Hide From Point Of Sale

A widely used feature that “hides” from the Front Desk POS any item that has this property. Examples might be Adjustments, Refunds for Memberships, etc, etc. Generally, these are any item(s) that you **DO NOT WANT YOUR FRONT DESK STAFF SELLING**, but you want the ability to sell the item(s) in Members Module.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text" value=""/>	
<input checked="" type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Open Ticket

Another widely used feature that allows changing of price (without discounting), changing the Number of Sessions and Expiration Dates for Personal Training Packages, and changing the Expiration for Auto Renew (membership renewal) transactions.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text" value=""/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input checked="" type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

This property should only be used if you have

- “Miscellaneous” retail item that the price varies on.
- An “open ended” PT Package .
- A “fluctuating” renewal date for Auto renew transactions.

Please take the time to understand the differences when using this property. *If “mis-used”, this can be property is extremely dangerous!* Some examples of potential problems of “necessary evils” might be...

Description		Qty	Amount	Extend
Gatorade Fruit Punch		1	0.25	0.25

Item #	Description	Amount
FITTOGOT	4- Week Long Distance Fitness Training	\$240.00
GATORAD	Gatorade Fruit Punch	\$1.88
GETFIT	Get Fit Program	\$438.70
GETFITCL	Get Fit Group Class	\$0.00

Discount	\$0.00
Gratuity	\$0.00
Tax	\$0.02
TOTAL	\$0.27
Discount	0.00 %
Gratuity	0.00 %

Member.. <None>

Charge To Account

Cash

Check

Credit Card

Loyalty Points

More...

Void

Close

There is ***NO RECORD OF THE PRICE BEING CHANGED!*** A better way to do this would be to Discount the item, where there are records of such transactions.

P.O.S.

Member.. <None>

Description	Qty	Amount	Extend
PT 8 Sessions 1 Hour	1	400.00	400.00

Expiration Date 10/10/2008 Entries Allowed 8

Item #	Description	Amount
JBPPEL	Propel Water	\$2.00
PT1-8	PT 8 Sessions 1 Hour	\$400.00
PTIH1	PT In Home 1	\$20.00
PTIH1-10	PT In Home 1-10	\$200.00

Discount \$0.00
 Gratuity \$0.00
 Tax \$0.00
TOTAL \$400.00
 Discount 0.00 %
 Gratuity 0.00 %

Charge To Account
 Cash
 Check
 Credit Card
 Loyalty Points
 More...
 Void
 Close

Anything circled in red can be changed. In the case of the PT Package, this is a good way to make the transition from a paper system to ClubRunner by changing the price of the package to \$0, and appropriately adjusting the Entries Allowed & Expiration Date.

P.O.S.

Member <Jeff Colen>

Description	Qty	Amount	Extend
Renewal 1 Year	1	500.00	500.00

Expiration Date 11/15/2009

Item #	Description	Amount
RDYNADIS	Dyna Disc Balance Pad	\$38.00
RENEW1Y	Renewal 1 Year	\$500.00
RENTALRE	Rental Racquetball Racquet	\$5.00
RETAILMIS	Misc Retail Item	\$0.00

Discount \$0.00
 Gratuity \$0.00
 Tax \$32.50
TOTAL \$532.50
 Discount 0.00 %
 Gratuity 0.00 %

Charge To Account
 Cash
 Check
 Credit Card
 Loyalty Points
 More...
 Void
 Close

In the case of an Auto renew for 1 year, you have the ability to override the predetermined Expiration Date. Very dangerous and ***NOT RECOMMENDED!***

Pop Cash Drawer

This property, if “on” when the item is sold, will pop the cash drawer attached to the receipt printer. If the cash drawer has a media slot, certain payment methods will not pop the cash drawer.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		0	
<input type="checkbox"/> Corn Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item			
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Print Receipt

This property, if “on” when the item is sold, will print a receipt on the receipt printer. You may not want to print a receipt for some items you sell, such as “water”. Why kill a tree?

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text" value=""/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Print Secondary Receipt

Used in environments where there is a second receipt printer such as in the kitchen area of a restaurant.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input checked="" type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text" value=""/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Rental

This property must be “on” to activate the previously documented **Rental Tab** features.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input checked="" type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt		<input type="text" value="0"/>	
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input checked="" type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item		<input type="text" value=""/>	
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input type="checkbox"/> Track To Consultant			

Schedule Item

Is only used in conjunction with the optional “Bookings/Scheduling” module. This is a specialized type of item, which “books/reserves” an appointment (such as a group PT session or a Pilates class). Note that “Hide From Point Of Sale” is also checked on, as this is not a “sellable” item.

ClubRunner : Default [DIV] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing Booking 1/2 Hour Group Level 5 DIV >> >>

Item #	COA	Description	Transaction Type
BKPT.5HG5L	4070	Booking 1/2 Hour Group Level 5	Charge
Group Description	Category	Color	Size
Personal Training		None	None
Pos Key	Barcode #	Default Exp. Code	Default # Entries
		Endless	
		Print Barcodes ?	
		NO	

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On <input type="checkbox"/> Auto Renew <input type="checkbox"/> Commissionable <input type="checkbox"/> Com Port <input type="checkbox"/> Disc Below Cost <input type="checkbox"/> Disc By Mem Type <input type="checkbox"/> Gate Access Groups <input checked="" type="checkbox"/> Hide From Point of Sale <input type="checkbox"/> Open Ticket		<input type="checkbox"/> Pop Cash Drawer <input type="checkbox"/> Print Receipt <input type="checkbox"/> Print Secondary Receipt <input type="checkbox"/> Reduce Stock <input type="checkbox"/> Rental <input checked="" type="checkbox"/> Schedule Item <input type="checkbox"/> Series Item <input type="checkbox"/> Track To Account <input type="checkbox"/> Track To Consultant	<input type="checkbox"/> Track Time (Minutes Per Entry) 0 <input type="checkbox"/> Vending (Units to vend) 0		

*** WARNING *** Sweep has been disabled by CLUBRUNNER!

Series Item

The “key” property when selling “packages” (Personal training, Massages, Classes, etc.). Having this property “on” allows other fields (Default exp. Code, Default # Entries) to become active. Please refer to *Personal Training* documentation for more information about this feature.

ClubRunner : Default [CRT] - [Inventory]

Quick Commands Item Tabs Help

F1 F2 F3 F4 F5 F6 F7 CTRL-END

Items Special Rates List Options Item Suppliers Supplier Info Stock Manager

<< < Editing PT Rehab 20- 1/2 Hour CRT >> >>

Item #	COA	Description	Transaction Type
PTSP1/2-20	121	PT Rehab 20- 1/2 Hour	Charge
Group Description	Category	Color	Size
Personal Training		None	1/2
Pos Key	Barcode #	Default Exp. Code	Default # Entries
	10017	6 Months	20
		Print Barcodes ?	
		YES	

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On <input type="checkbox"/> Auto Renew <input type="checkbox"/> Commissionable <input type="checkbox"/> Com Port <input type="checkbox"/> Disc Below Cost <input type="checkbox"/> Disc By Mem Type <input type="checkbox"/> Gate Access Groups <input type="checkbox"/> Hide From Point of Sale <input type="checkbox"/> Open Ticket		<input type="checkbox"/> Pop Cash Drawer <input checked="" type="checkbox"/> Print Receipt <input type="checkbox"/> Print Secondary Receipt <input type="checkbox"/> Reduce Stock <input type="checkbox"/> Rental <input type="checkbox"/> Schedule Item <input checked="" type="checkbox"/> Series Item <input type="checkbox"/> Track To Account <input checked="" type="checkbox"/> Track To Consultant	<input type="checkbox"/> Track Time (Minutes Per Entry) 0 <input type="checkbox"/> Vending (Units to vend) 0		

Track To Account

Items sold with this property “on” will ask for the member who purchased it. This can be very useful for tracking which members buy higher priced items (protein powders, Vitamin packs, clothing, etc.). How can you benefit by knowing this? One example would be promoting other similar products that may be new to those members. This could be done via mail, email, or a Front Desk Comment when they check in.

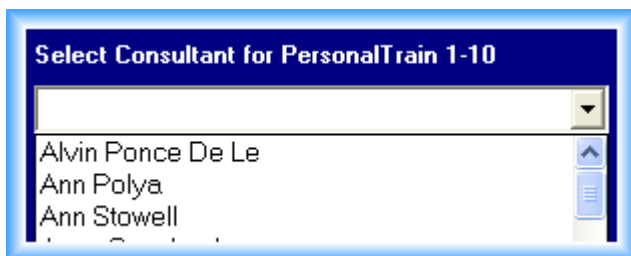
Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt			
<input type="checkbox"/> Com Port		<input checked="" type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input type="checkbox"/> Series Item			
<input type="checkbox"/> Hide From Point of Sale		<input checked="" type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input checked="" type="checkbox"/> Track To Consultant			

Track To Consultant

“Consultant” is a generic word describing PT Trainers, Massage Therapists, Pilates Instructors, Nutrition Advisors, etc. Used almost exclusively with the “series items” property.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On		<input type="checkbox"/> Pop Cash Drawer		<input type="checkbox"/> Track Time	
<input type="checkbox"/> Auto Renew		<input checked="" type="checkbox"/> Print Receipt		(Minutes Per Entry)	
<input type="checkbox"/> Commissionable		<input type="checkbox"/> Print Secondary Receipt			
<input type="checkbox"/> Com Port		<input type="checkbox"/> Reduce Stock			
<input type="checkbox"/> Disc Below Cost		<input type="checkbox"/> Rental		<input type="checkbox"/> Vending	
<input type="checkbox"/> Disc By Mem Type		<input type="checkbox"/> Schedule Item		(Units to vend)	
<input type="checkbox"/> Gate Access Groups		<input checked="" type="checkbox"/> Series Item			
<input type="checkbox"/> Hide From Point of Sale		<input type="checkbox"/> Track To Account			
<input type="checkbox"/> Open Ticket		<input checked="" type="checkbox"/> Track To Consultant			

When the item is sold or “used” (package), the following screen will pop up...



The consultant will be tracked as part of the transaction. This leads to some very detailed, specialized, and customizable commission reports...

Personal Training

01/21/08	Katie Traeger	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 14/20 entries remaining	\$40.00	\$40.00
01/21/08	Jean Clark	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 15/20 entries remaining	\$40.00	\$40.00
01/21/08	Diana Powell	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 18/20 entries remaining	\$40.00	\$40.00
01/21/08	Michael Powell	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 6/20 entries remaining	\$40.00	\$40.00
01/21/08	Allen Hunting	Personal Train 1/2-5 Entry Used : Consultant [JoAnn Book] 0/5 entries remaining	\$45.00	\$45.00
01/22/08	Michael Powell	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 5/20 entries remaining	\$40.00	\$40.00
01/22/08	Donald Webb	PersonalTrain 1/2-10 Entry Used : Consultant [JoAnn Book] 2/10 entries remaining	\$45.00	\$45.00
01/22/08	Sally Grieb	PersonalTrain 1-20 Entry Used : Consultant [JoAnn Book] 14/20 entries remaining	\$60.00	\$60.00
01/23/08	Jean Clark	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 14/20 entries remaining	\$40.00	\$40.00
01/23/08	Katie Traeger	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 13/20 entries remaining	\$40.00	\$40.00
01/24/08	Michael Powell	PersonalTrain 1/2-20 Entry Used : Consultant [JoAnn Book] 4/20 entries remaining	\$40.00	\$40.00
01/24/08	Donald Webb	PersonalTrain 1/2-10 Entry Used : Consultant [JoAnn Book] 1/10 entries remaining	\$45.00	\$45.00
01/24/08	Betsy Quinn	PersonalTrain 1-5 Entry Used : Consultant [JoAnn Book] 4/5 entries remaining	\$65.00	\$65.00
01/25/08	Allen Hunting	PersonalTrain 1/2-10 Entry Used : Consultant [JoAnn Book] 9/10 entries remaining	\$45.00	\$45.00
01/25/08	Sally Grieb	PersonalTrain 1-20 Entry Used : Consultant [JoAnn Book] 13/20 entries remaining	\$60.00	\$60.00
			\$685.00	\$685.00

Commission \$411.00

Joanna Knowles

Facials

01/21/08	Marjorie O'Connor	Astara Signature FaciEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$95.00	\$95.00
01/21/08	Joan O'Connor	Babor Collagen BoosEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$95.00	\$95.00
01/21/08	Betty Perry	Babor Collagen BoosEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$95.00	\$95.00
01/21/08	Jocelyne Monty	Astara Add On Mini FEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$50.00	\$50.00
01/23/08	Ann Rohlen	Astara Signature FaciEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$125.00	\$125.00
01/23/08	Lauretta Bowes	Astara Add On Mini FEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$50.00	\$50.00
01/25/08	Bonnie Grizzard	Babor Complex C FaEntry Used : Consultant [Joanna Knowles] 0/1 entries remaining	\$95.00	\$95.00
			\$605.00	\$605.00

Commission \$393.25

Track Time

This is another form of a "Series item" or "Package". You can create packages based upon time.

Financial	Loyalty	Stock	Rentals	Options	Memo
<input type="checkbox"/> Add-On	<input checked="" type="checkbox"/> Pop Cash Drawer	<input checked="" type="checkbox"/> Track Time (Minutes Per Entry)	<input checked="" type="checkbox"/> Print Receipt	<input type="checkbox"/> Vending (Units to vend)	
<input type="checkbox"/> Auto Renew	<input type="checkbox"/> Print Secondary Receipt	<input type="checkbox"/> Reduce Stock	<input type="checkbox"/> Rental		
<input type="checkbox"/> Commissionable	<input type="checkbox"/> Schedule Item	<input checked="" type="checkbox"/> Series Item	<input type="checkbox"/> Track To Account		
<input type="checkbox"/> Com Port	<input type="checkbox"/> Track To Consultant				
<input type="checkbox"/> Disc Below Cost					
<input type="checkbox"/> Disc By Mem Type					
<input type="checkbox"/> Gate Access Groups					
<input type="checkbox"/> Hide From Point of Sale					
<input type="checkbox"/> Open Ticket					

For example,

- PT package of 600 minutes that can be used in hours or ½ hours
- Tanning package of 200 minutes within 2 months
- Tennis/Racquetball packages that can be used in 15 minute increments (1 hour = 4 increments)
- Batting cage package that can be used in 10 minute increments (1 hour = 6 increments)

These are just a few examples of the many versatility of this specialized series item.

Let's follow this through during the checkin process...

Track Items

Select Entry for Jeff Colen

	Description	Allowed	Used	Exp. Date	Time Left
▶	Tanning 200 Minutes	200	0	11/13/2008	200

Press 'Space Bar' to Toggle Selection

✖ Cancel
✔ OK

The clock starts “ticking” on this Tanning package of 200 minutes. Now the member checks out when finished.

Track Items

*** Check Out ***
Clear Entries for Jeff Colen
*** Check Out ***

Warning : Member has open Series Items (Attendance will not be tracked)

Date	Time	Description	Mins Open	Units Left	Units Used	Mins Used	Hrs Used
09/13/2008	1:31 P	Tanning 200 Minutes	12	200	12	12	0

Press 'Space Bar' to Toggle Selection

✖ Cancel
✔ OK

You can edit the time and change the “units used” if desired.. When the member checks in the next time, we would see...

Track Items

Select Entry for Jeff Colen

	Description	Allowed	Used	Exp. Date	Time Left
▶	Tanning 200 Minutes	200	12	11/13/2008	188

Press 'Space Bar' to Toggle Selection

✖ Cancel
✔ OK

Memo tab

Let's you type in a comment or memo about this item...

Financial	Loyalty	Stock	Rentals	Options	Memo
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Make sure when ordering this item to inquire about any new flavors!

