

# The Power of Data Genie

## GUIDE

November 16th 2:00 PM EST



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# Ask a Question at Any Time!

Questions will be addressed at the end of the webinar.

**Please note:** This webinar is being recorded. The recording will be sent out after the webinar.



- What data genie excels at
  - How to Open a Data Genie View
  - Manipulating the Pivot Table
  - Saving the report view
- Using graphs
  - Scheduling an email
  - Exporting the report
  - A Brief Explanation of each view and best fields to use for basic reporting
  - Questions & Answers

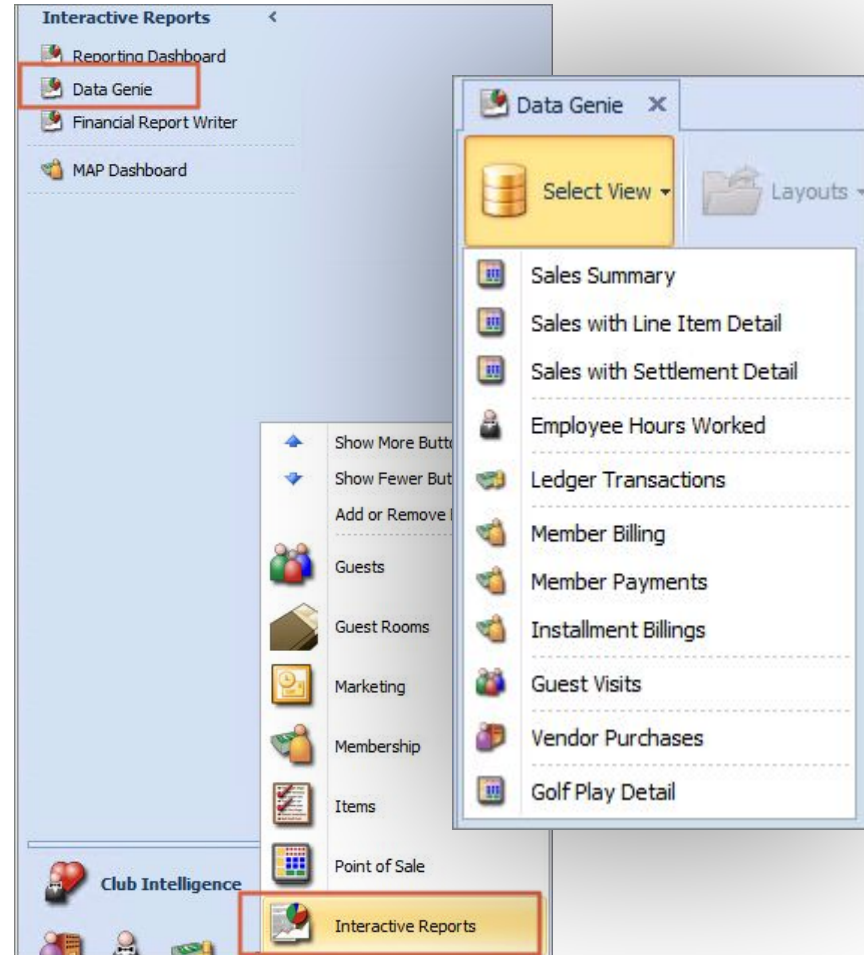
## What Data Genie Excels At

- Ability to manipulate data
- High levels of detail
- Fully customizable
- Custom filter options



## How to Open a Data Genie View

- Navigate to the Interactive reports module in CMA
- Select Data Genie from the module options
- Select a View from the view dropdown

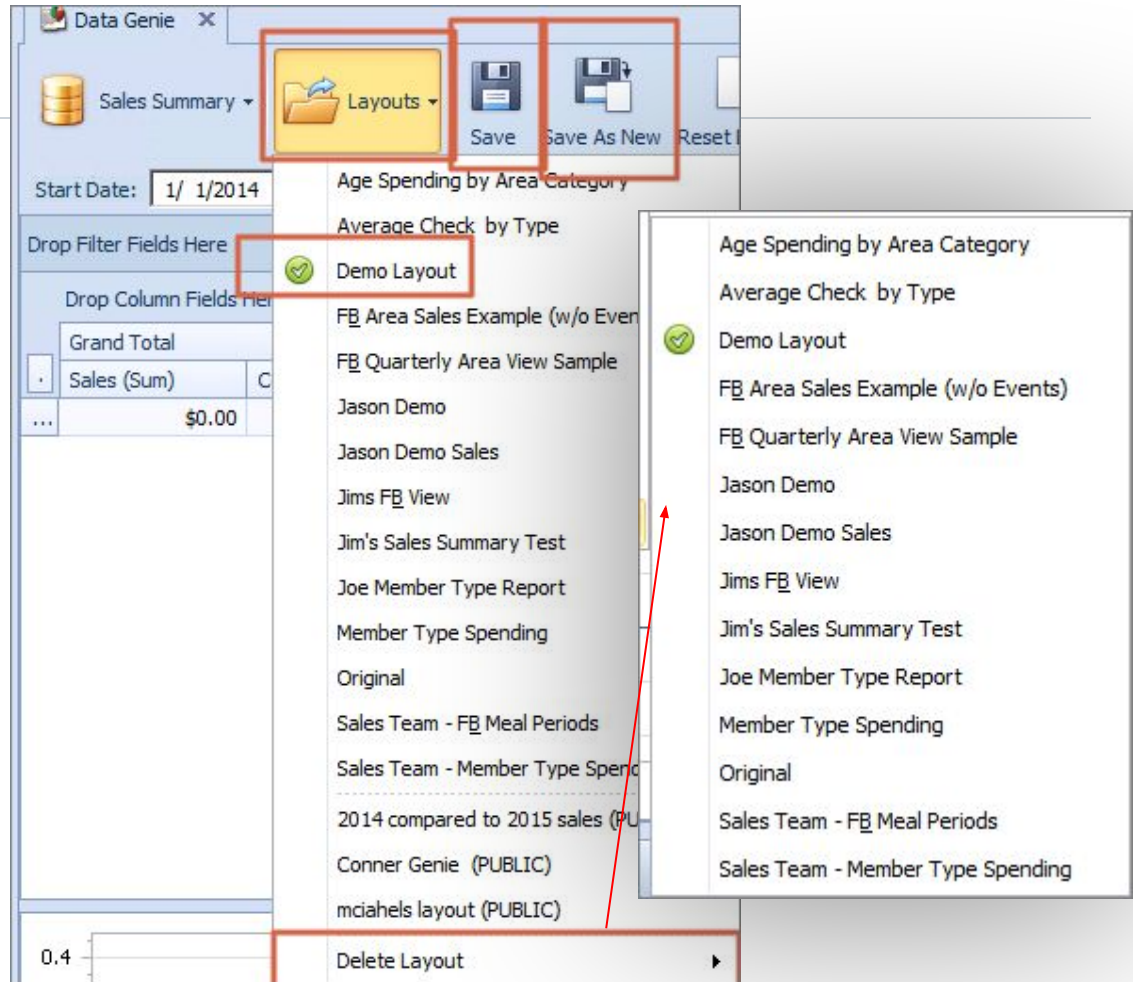


The screenshot displays the 'Interactive Reports' module in the Clubessential system. The 'Data Genie' option is highlighted with a red box. A dropdown menu is open, showing a list of views including 'Sales Summary', 'Sales with Line Item Detail', 'Sales with Settlement Detail', 'Employee Hours Worked', 'Ledger Transactions', 'Member Billing', 'Member Payments', 'Installment Billings', 'Guest Visits', 'Vendor Purchases', and 'Golf Play Detail'. The 'Interactive Reports' module is also highlighted with a red box at the bottom of the screen.



## Selecting Premade Layouts

- Pre-made layouts are available for selection
- Save any updates to that layout
- Save the changes as a new layout
- Delete any *non-public* layout from the list



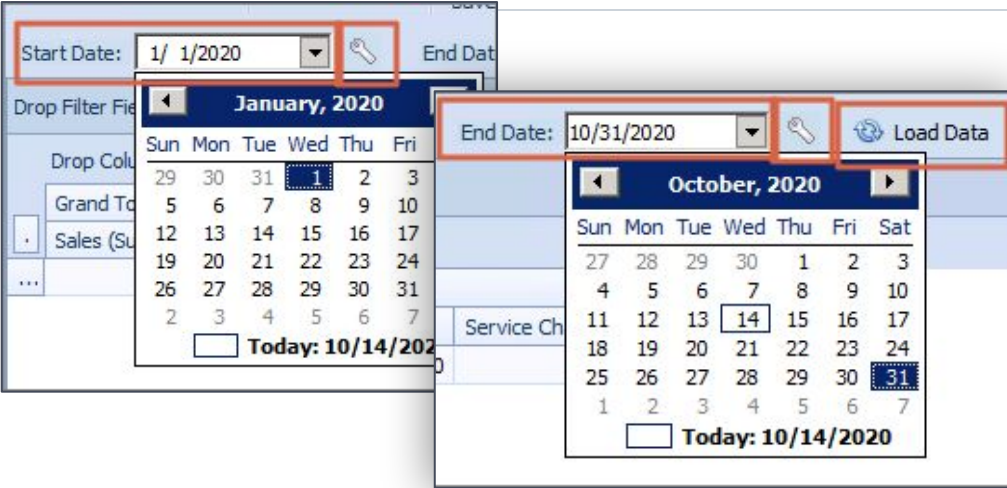
The screenshot shows the Data Genie application interface. The 'Layouts' menu is open, displaying a list of pre-made layouts. The 'Demo Layout' is selected, indicated by a green checkmark. The 'Delete Layout' option is visible at the bottom of the menu. The background shows a data table with columns for 'Grand Total' and 'Sales (Sum)'. The 'Sales (Sum)' column contains the value '\$0.00'. The 'Start Date' is set to '1/ 1/2014'. The 'Save' and 'Save As New' buttons are highlighted with red boxes. A red arrow points from the 'Delete Layout' option to the 'Demo Layout' in the list.

Grand Total	Sales (Sum)
	\$0.00

Layouts menu items:

- Age Spending by Area Category
- Average Check by Type
- Demo Layout
- FB Area Sales Example (w/o Events)
- FB Quarterly Area View Sample
- Jason Demo
- Jason Demo Sales
- Jims FB View
- Jim's Sales Summary Test
- Joe Member Type Report
- Member Type Spending
- Original
- Sales Team - FB Meal Periods
- Sales Team - Member Type Spending
- 2014 compared to 2015 sales (PUBLIC)
- Conner Genie (PUBLIC)
- mciahels layout (PUBLIC)
- Delete Layout

## Choose Date Range & Load Data



Start Date: 1/ 1/2020 End Date: 10/31/2020

End Date: 10/31/2020 Load Data

January, 2020

Sun	Mon	Tue	Wed	Thu	Fri
29	30	31	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31
2	3	4	5	6	7

Today: 10/14/2020

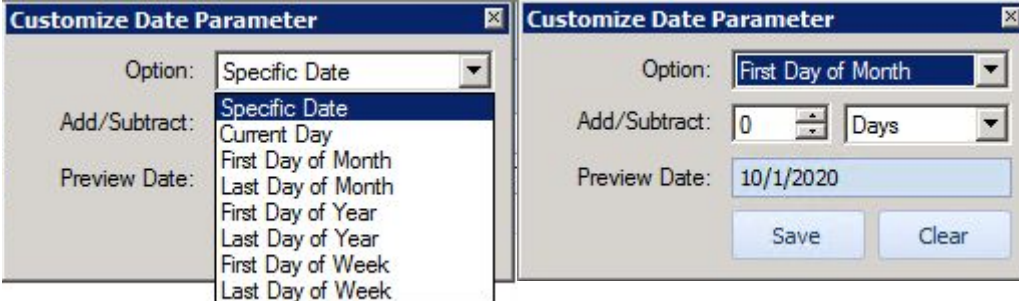
October, 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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
1	2	3	4	5	6	7

Today: 10/14/2020

First, select a start date and an end date. Use the wrench icon next to each of these dates to customize the range by options such as:

- Specific Date
- Current Day
- First day of the Month
- Last Day of the Month
- First Day of the Year
- Last Day of the Year
- First Day of the Week
- Last Day of the Week



Customize Date Parameter

Option: Specific Date

Add/Subtract: 0 Days

Preview Date: 10/1/2020

Save Clear

Option: First Day of Month

Add/Subtract: 0 Days

Preview Date: 10/1/2020

Save Clear

Then add/subtract days to find the dynamic start/end dates.

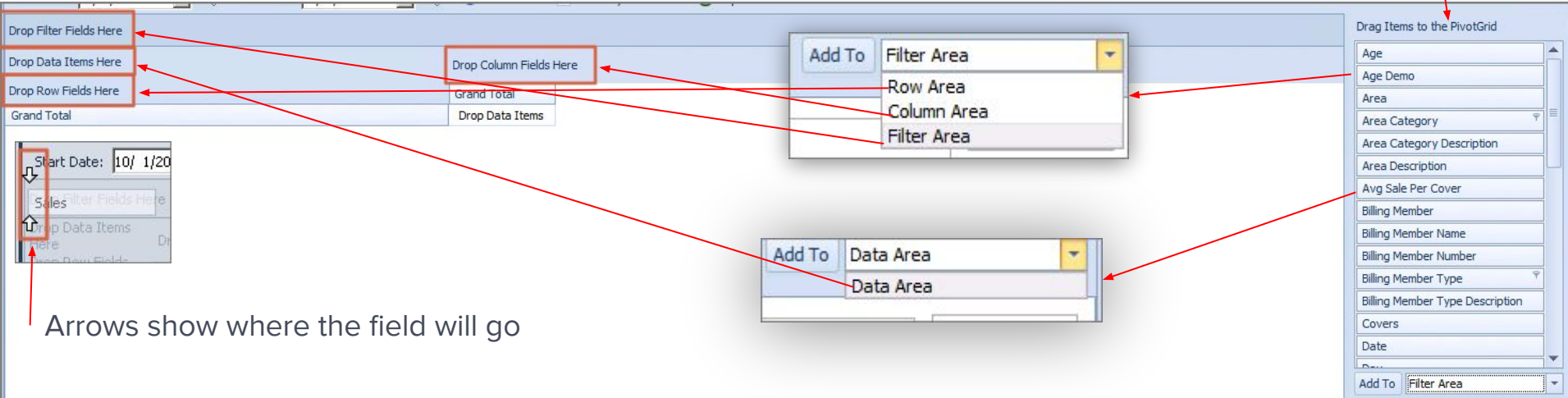
Finally, select **Load Data**.



# Building the report view (Adding Columns or Rows)

Right click in the field area to open the entire field list to the right of the grid.

Different fields enter different areas



Arrows show where the field will go



# Building The Report View (Sorting and Filters)

Sorting by a single field.

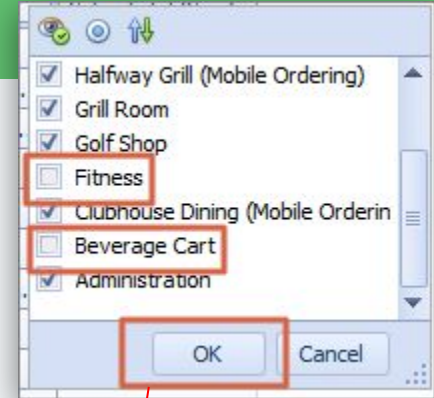
Click the small **drop down arrow** within the field.

To filter click the small **Filter Icon** next to the drop down Icon.

Select whichever fields are desired or un-check any non-necessary ones then select **OK**.

Filters remain even if field is removed from pivot table

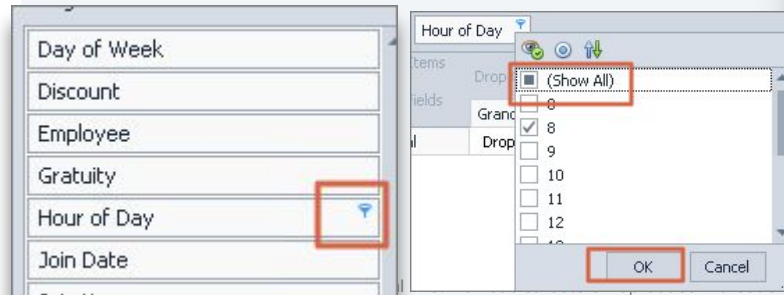
Area	Sales Total (Sum)
Pool Kiosk	\$24.25
Ocean Side Gaz...	\$472.00
Halfway Grill (M...	\$98.50
Grill Room	\$1,208.91
Golf Shop	\$2,160.77
Fitness	\$0.00
Clubhouse Dinin	\$263.75
Beverage Cart	\$0.00
Administration	(\$75.00)



Drop Filter Fields Here

Sales (Sum) Drop Column Fields Here

Area	Sales Total (Sum)
Pool Kiosk	\$24.25
Ocean Side Gaz...	\$472.00
Halfway Grill (M...	\$98.50
Grill Room	\$1,208.91
Golf Shop	\$2,160.77
Clubhouse Dinin...	\$263.75
Administration	(\$75.00)
Grand Total	\$4,153.18



## Building The Report View (Removing Columns or Rows)

Drop Filter Fields Here	
Sales (Sum)	Hour of Day ▲
Area ▼	0 8
Pool Kiosk	\$0.00
Ocean Side Gaz...	\$0.00
Halfway Grill (M...	\$0.00
Grill Room	(\$7.50)
Golf Shop	\$0.00
Clubhouse Dinin...	\$0.00
Administration	(\$75.00)
Grand Total	(\$82.50)

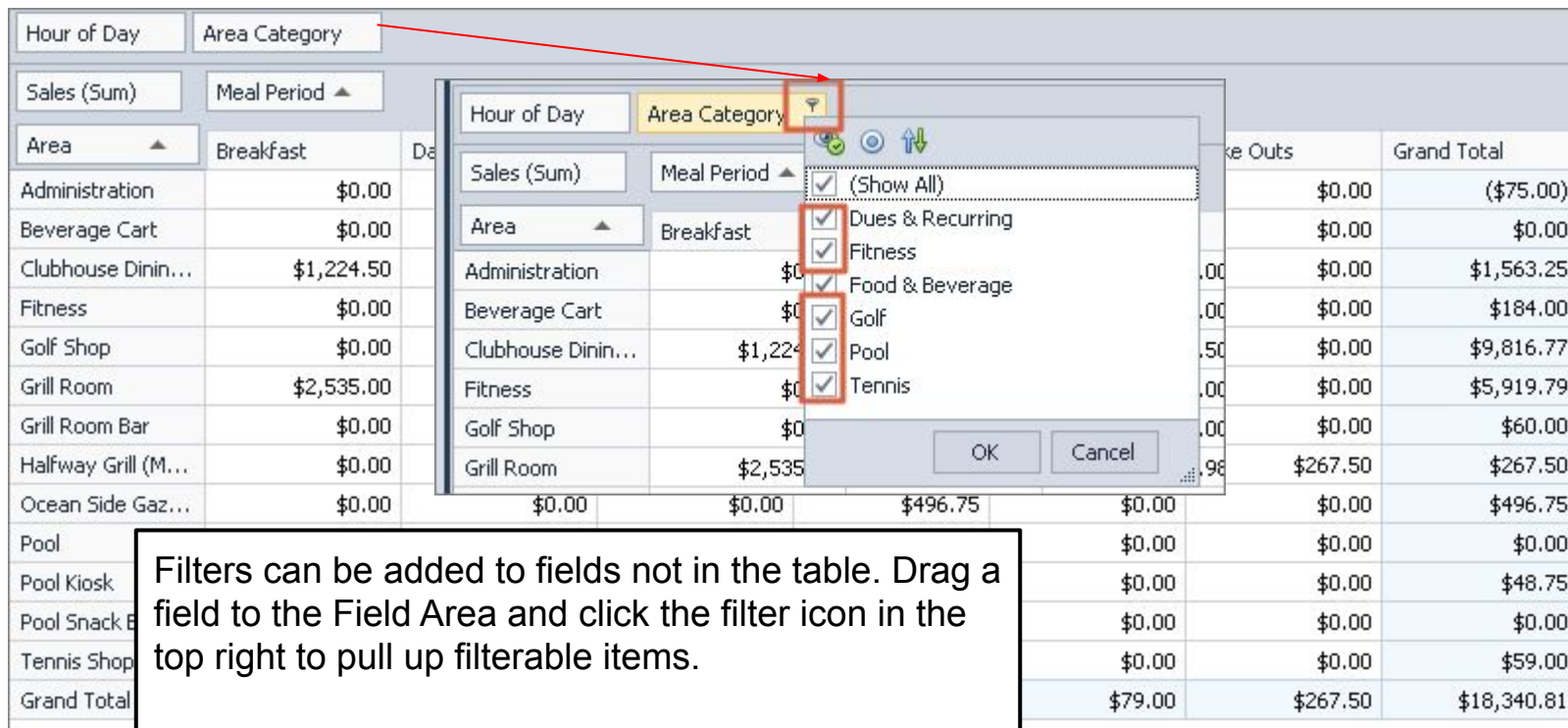
Drop Filter Fields Here	
Sales (Sum)	Hour of Day ▲
Area ▲	0 8

Drop Column Fields Here	
Area ▲	Sales Total (Sum)
Administration	(\$75.00)
Beverage Cart	\$0.00
Clubhouse Dinin...	\$1,563.25
Fitness	
Golf Shop	

Drop Column Fields Here		
Area ▲	Breakfast	Daily
Administration	\$0.00	
Beverage Cart	\$0.00	
Clubhouse Dinin...	\$1,224.50	
Fitness	\$0.00	

Drag the column or row from its place on the **pivot table** back to the **fields list** or into the **Filter fields area** for quick retrieval.

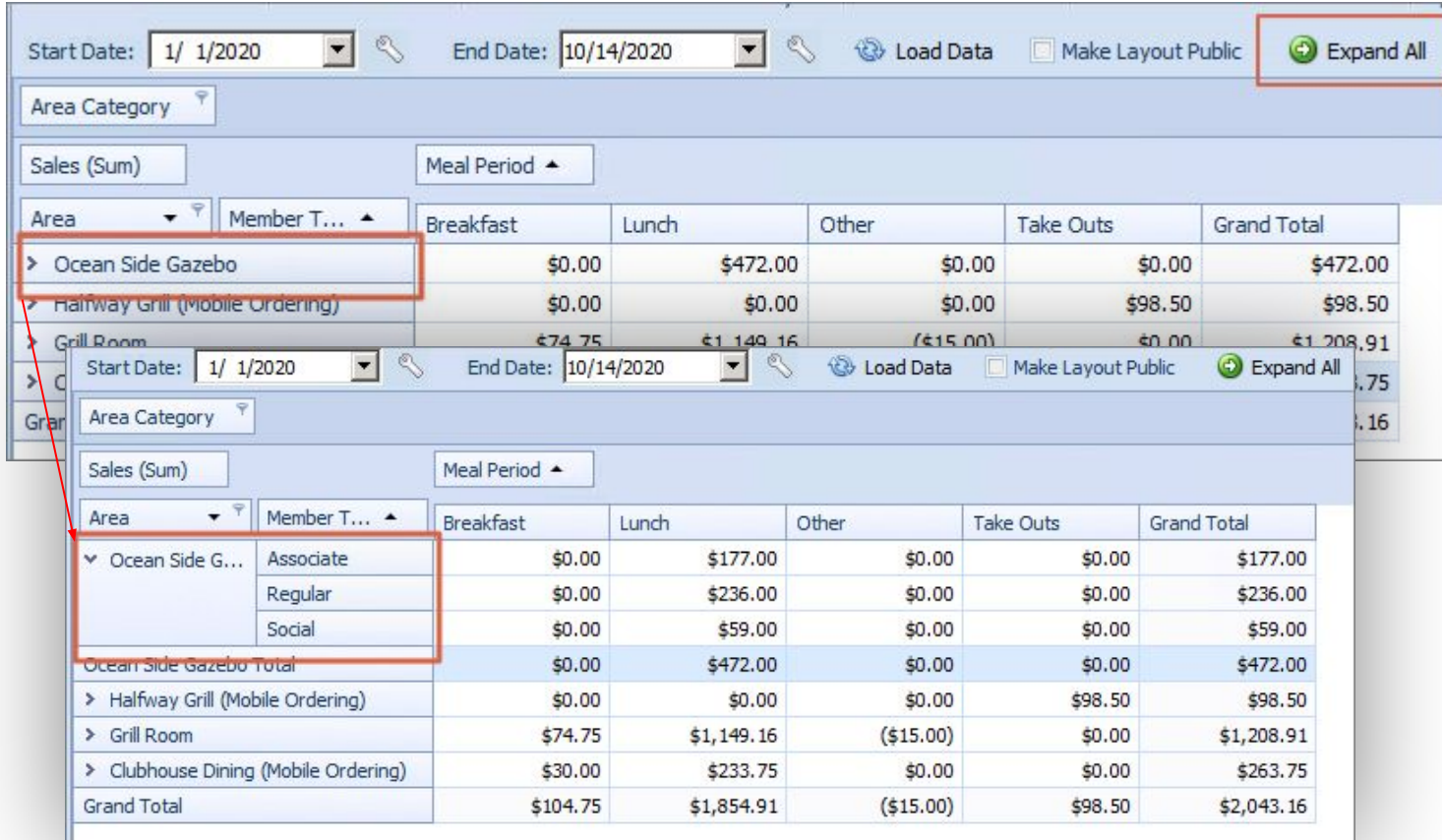
## Adding a filter to the Fields Area



Filters can be added to fields not in the table. Drag a field to the Field Area and click the filter icon in the top right to pull up filterable items.

Hour of Day	Area Category	Sales (Sum)	Meal Period	Area	Breakfast	Day	Take Outs	Grand Total
Administration		\$0.00					\$0.00	(\$75.00)
Beverage Cart		\$0.00					\$0.00	\$0.00
Clubhouse Dinin...		\$1,224.50					\$0.00	\$1,563.25
Fitness		\$0.00					\$0.00	\$184.00
Golf Shop		\$0.00					\$0.00	\$9,816.77
Grill Room		\$2,535.00					\$0.00	\$5,919.79
Grill Room Bar		\$0.00					\$0.00	\$60.00
Halfway Grill (M...		\$0.00					\$267.50	\$267.50
Ocean Side Gaz...		\$0.00					\$0.00	\$496.75
Pool		\$0.00					\$0.00	\$0.00
Pool Kiosk		\$0.00					\$0.00	\$48.75
Pool Snack B...		\$0.00					\$0.00	\$0.00
Tennis Shop		\$0.00					\$0.00	\$59.00
Grand Total		\$79.00	\$267.50				\$18,340.81	

## Building The Report View (Multiple Rows and Columns)



Start Date: 1/ 1/2020 End Date: 10/14/2020 Load Data Make Layout Public **Expand All**

Area Category

Sales (Sum) Meal Period

Area	Member T...	Breakfast	Lunch	Other	Take Outs	Grand Total
> Ocean Side Gazebo		\$0.00	\$472.00	\$0.00	\$0.00	\$472.00
> Halfway Grill (Mobile Ordering)		\$0.00	\$0.00	\$0.00	\$98.50	\$98.50
> Grill Room		\$74.75	\$1,149.16	(\$15.00)	\$0.00	\$1,208.91
> C						.75
Grar						.16

Start Date: 1/ 1/2020 End Date: 10/14/2020 Load Data Make Layout Public **Expand All**

Area Category

Sales (Sum) Meal Period

Area	Member T...	Breakfast	Lunch	Other	Take Outs	Grand Total
▼ Ocean Side G...	Associate	\$0.00	\$177.00	\$0.00	\$0.00	\$177.00
	Regular	\$0.00	\$236.00	\$0.00	\$0.00	\$236.00
	Social	\$0.00	\$59.00	\$0.00	\$0.00	\$59.00
Ocean Side Gazebo Total		\$0.00	\$472.00	\$0.00	\$0.00	\$472.00
> Halfway Grill (Mobile Ordering)		\$0.00	\$0.00	\$0.00	\$98.50	\$98.50
> Grill Room		\$74.75	\$1,149.16	(\$15.00)	\$0.00	\$1,208.91
> Clubhouse Dining (Mobile Ordering)		\$30.00	\$233.75	\$0.00	\$0.00	\$263.75
Grand Total		\$104.75	\$1,854.91	(\$15.00)	\$98.50	\$2,043.16

Click the arrow on an individual row or column to expand that next layer of detail.

Clicking **Expand All** will expand every layer in the grid.



## Collapsing Fields

The club can choose to collapse any number of expanded columns or rows or choose to **Collapse All**.

Start Date: 1/ 1/2020 End Date: 10/14/2020 Load Data Make Layout Public **Collapse All**

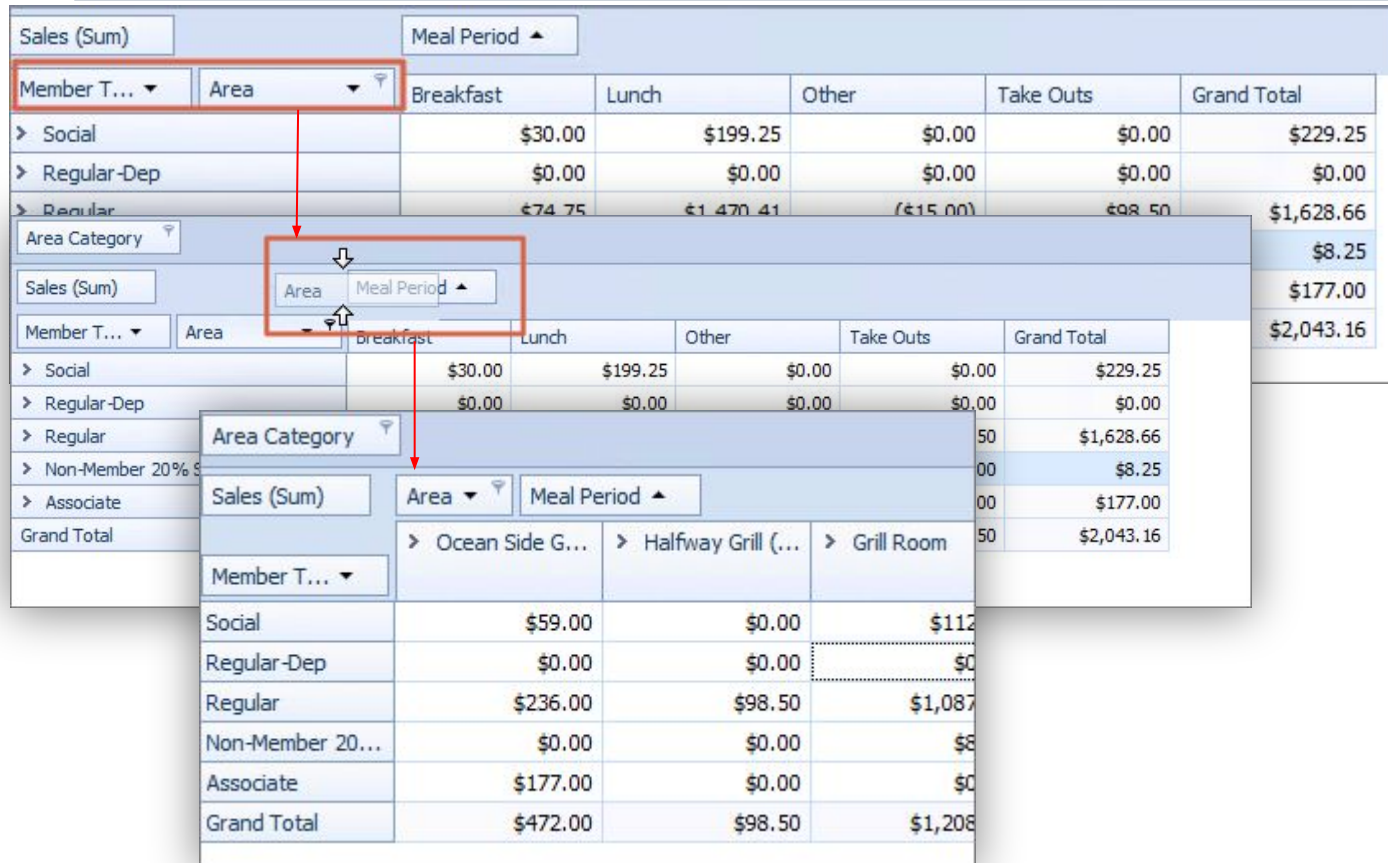
Area Category

Sales (Sum) Meal Period

Area	Member T...	Breakfast	Lunch	Other	Take Outs	Grand Total
▼ Ocean Side G...	Associate	\$0.00	\$177.00	\$0.00	\$0.00	\$177.00
	Regular	\$0.00	\$236.00	\$0.00	\$0.00	\$236.00
	Social	\$0.00	\$59.00	\$0.00	\$0.00	\$59.00
Ocean Side Gazebo Total		\$0.00	\$472.00	\$0.00	\$0.00	\$472.00
▼ Halfway Grill (...)	Regular	\$0.00	\$0.00	\$0.00	\$98.50	\$98.50
▼ Grill Room	Non-Member 20...	\$0.00	\$8.25	\$0.00	\$0.00	\$8.25
	Regular	\$74.75	\$1,028.16	(\$15.00)	\$0.00	\$1,087.91
	Regular-Dep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Social	\$0.00	\$112.75	\$0.00	\$0.00	\$112.75
Grill Room Total		\$74.75	\$1,149.16	(\$15.00)	\$0.00	\$1,208.91
▼ Clubhouse Di...	Regular	\$0.00	\$206.25	\$0.00	\$0.00	\$206.25
	Social	\$30.00	\$27.50	\$0.00	\$0.00	\$57.50
Clubhouse Dining (Mobile Ordering) T...		\$30.00	\$233.75	\$0.00	\$0.00	\$263.75
Grand Total		\$104.75	\$1,854.91	(\$15.00)	\$98.50	\$2,043.16



## Building The Report View (Multiple Rows and Columns)



The image shows a pivot table interface with three overlapping windows. The top window shows a pivot table with 'Sales (Sum)' as the value field and 'Area' and 'Meal Period' as row fields. The 'Area' field is highlighted with a red box. The middle window shows the same pivot table, but the 'Area' field is being dragged from its original position to a new position, indicated by a red arrow. The bottom window shows the pivot table after the 'Area' field has been moved to a new position, with 'Meal Period' now as the row field and 'Area' as the column field. The 'Area' field is now highlighted with a red box.

Member T...	Area	Breakfast	Lunch	Other	Take Outs	Grand Total
> Social		\$30.00	\$199.25	\$0.00	\$0.00	\$229.25
> Regular-Dep		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
> Regular		\$74.75	\$1,470.41	(\$15.00)	\$98.50	\$1,628.66
						\$8.25
						\$177.00
						\$2,043.16

Area Category	Area	Meal Period

Member T...	Area	breakfast	Lunch	Other	Take Outs	Grand Total
> Social		\$30.00	\$199.25	\$0.00	\$0.00	\$229.25
> Regular-Dep		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
> Regular						50
> Non-Member 20% S						00
> Associate						00
Grand Total						50

Sales (Sum)	Area	Meal Period	
	> Ocean Side G...	> Halfway Grill (...)	> Grill Room
Member T...			
Social	\$59.00	\$0.00	\$112
Regular-Dep	\$0.00	\$0.00	\$0
Regular	\$236.00	\$98.50	\$1,087
Non-Member 20...	\$0.00	\$0.00	\$8
Associate	\$177.00	\$0.00	\$0
Grand Total	\$472.00	\$98.50	\$1,208

Drag any column or row into a different location until the indicator arrows highlight where in the pivot table the Field will land.

Then the columns be be rearranged as much as desired.

## Using Custom Pre-Filters

Click **Add Filter**.

Select from the Plus Icon to add as many AND, OR, NOT AND, NOT OR filters as desired.

Within the filter the **Blue** indicates a **Field** and the **Green** is the **Expression**.

The final portion is what filter criteria are in place.

Click **Apply** after all criteria are placed.

Use the **Clear All** to Remove all Prefilters.

Member T...	Member	Club Events	Clubh
Junior	[ 00363 ] Horn, Jennifer	\$20.00	
	[ 00396 ] Rodgers, Carrie	\$0.00	
	[ 00510 ] Navarro, Troy	\$20.00	
	[ 00582 ] Cruz, Cindy	\$0.00	
	[ 00823 ] Mathews, Peter	\$0.00	
	[ 01001 ] Summers, Je...	\$0.00	
	[ 01015 ] Pierce, Reed	\$20.00	
	[0987-F ] Sweet, Lauren	\$0.00	
Junior Total		\$60.00	
Junior-Sp		\$0.00	

## Adding a Custom Field

Select the **Add Field**.

Choose a **Caption**, **Display Type** and **Field Name**.

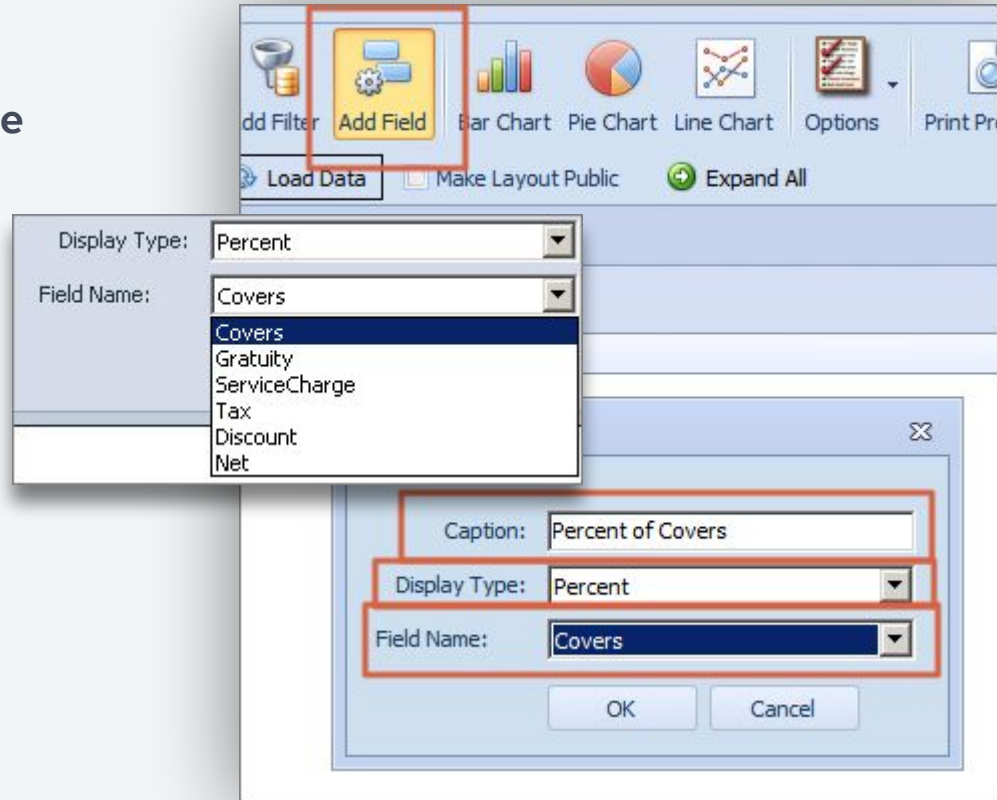
**Display type** can be:

- **User Defined Formula**
- **Percent**
- **Variation**

**Field Name** can be

- **Covers Gratuity**
- **Service Charge**
- **Tax**
- **Discount**
- **Net**

Press **OK**.



## Sorting By Specific Column

To sort by a specific Column, right click and select from the sorting options.

Then select the sort icon in the field sorting by.

To **remove** the sort, right click again on the column and deselect the previously sorted option. Or click **Remove All Sorting**.

C...	Perc...	Drop Column Fields Here	
		Grand Total	
Member T... ▼		Covers (Sum)	Percent of Cov...
Tournament		0	0
Tennis-Sp		22	0.58 %

Sort "Member Type" by This Column

C...	Perc...	Drop Column Fields Here	
		Grand Total	
Member T... ▼		Covers (Sum)	Percent of Co... ▼
Regular		2724	71.22 %
Social		313	8.18 %
Regular-Sp		220	5.75 %
Non-Member 20...		93	2.43 %

Member Type

C...	Perc...	Drop Column Fields Here	
		Grand Total	
Member T... ▼		Covers (Sum)	Percent of Co... ▼
Regular		2724	71.22 %
Social		313	8.18 %
Regular-Sp		220	5.75 %
Non-Member 20...		93	2.43 %

Sort "Member Type" by This Column

Remove All Sorting

# Working With Charts

Data Genie x

Sales Summary | Layouts | Save | Save As New | Reset Layout | Add Filter | Add Field | **Bar Chart**

Start Date: 1/1/2020 | End Date: 10/14/2020 | Load Data | Make Layout Public

Member

C... | Perc... | Drop Column Fields Here

Member T...	Covers (Sum)	Percent of Co...
Regular	2724	71.22 %
Social	313	8.18 %
Regular-Sp	220	5.75 %
Non-Member 20...	93	2.43 %
Senior	83	2.17 %
Associate	62	1.62 %
Tennis	47	1.23 %
Junior	42	1.10 %
Regular-Dep	42	1.10 %
Social-Sp	36	0.94 %
Seasonal Memb...	33	0.86 %
Honorary	28	0.73 %
Tennis-Sp	22	0.58 %

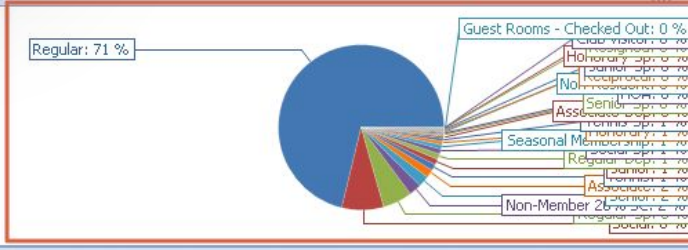
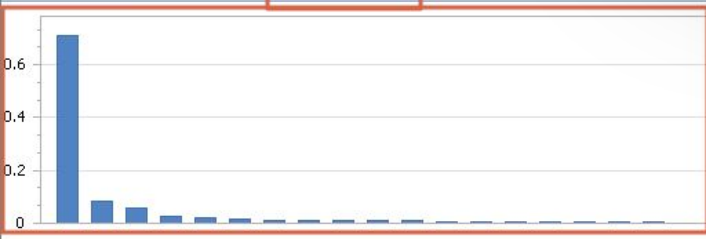
Layouts | Save | Save As New | Reset Layout | Add Filter | Add Field | Bar Chart | **Pie Chart** | Line Chart | Options

End Date: 10/14/2020 | Load Data | Make Layout Public | Expand All

nn Fields Here

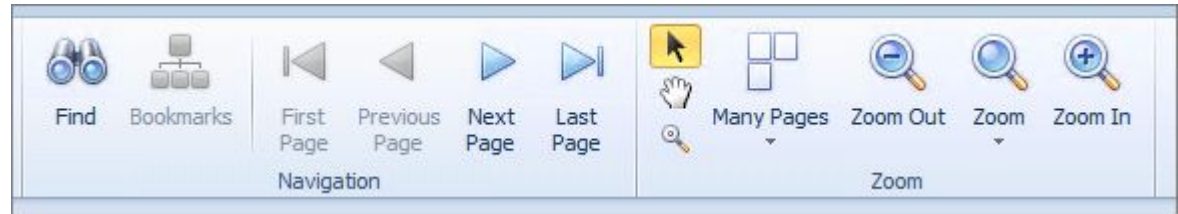
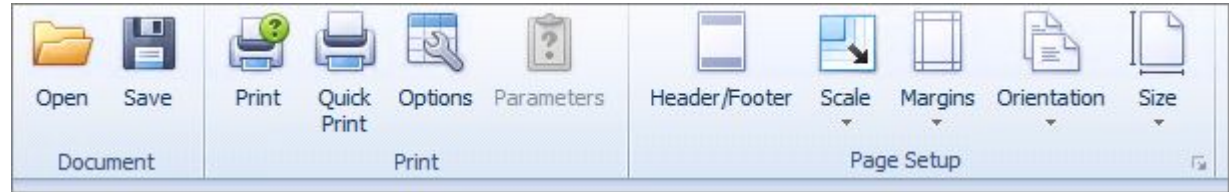
of Co...	Percent of Co...
Regular	71.22 %
Social	8.18 %
Regular-Sp	5.75 %
Non-Member 20...	2.43 %
Senior	2.17 %
Associate	1.62 %
Tennis	1.23 %
Junior	1.10 %
Regular-Dep	1.10 %
Social-Sp	0.94 %
Seasonal Memb...	0.86 %
Honorary	0.73 %
Tennis-Sp	0.58 %

Select Data.  
Select Chart.  
View Chart Below Data.



## Print Preview

- Use scale to fit the information on the correct number of pages.
- Use Margins to increase or decrease the margins
- Use the Export to and Email As tools to build the doc in a variety of formats.





## Scheduling an Email

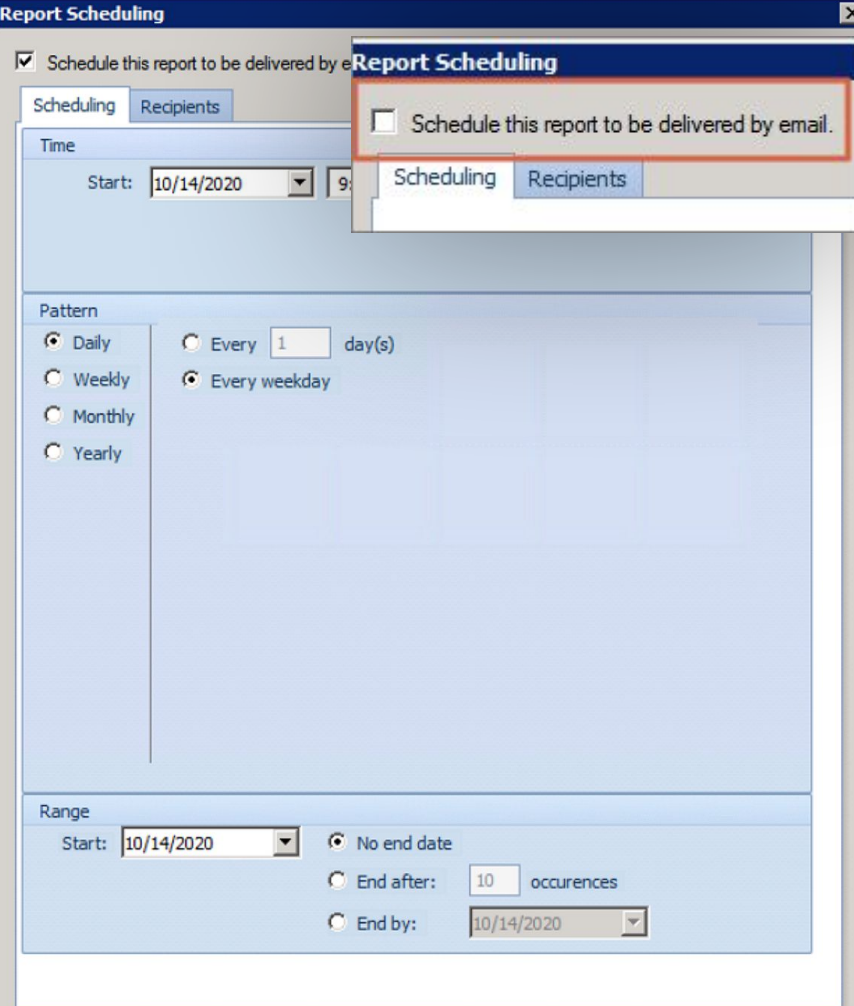
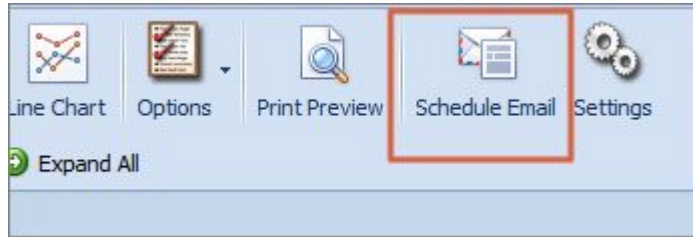
Click on **Schedule Email**.

Select the ***Schedule this report to be delivered by email*** checkbox.

Click on the **Scheduling** tab.

Choose **Recipients**.

**Save.**



## Scheduling an Email - Recipients

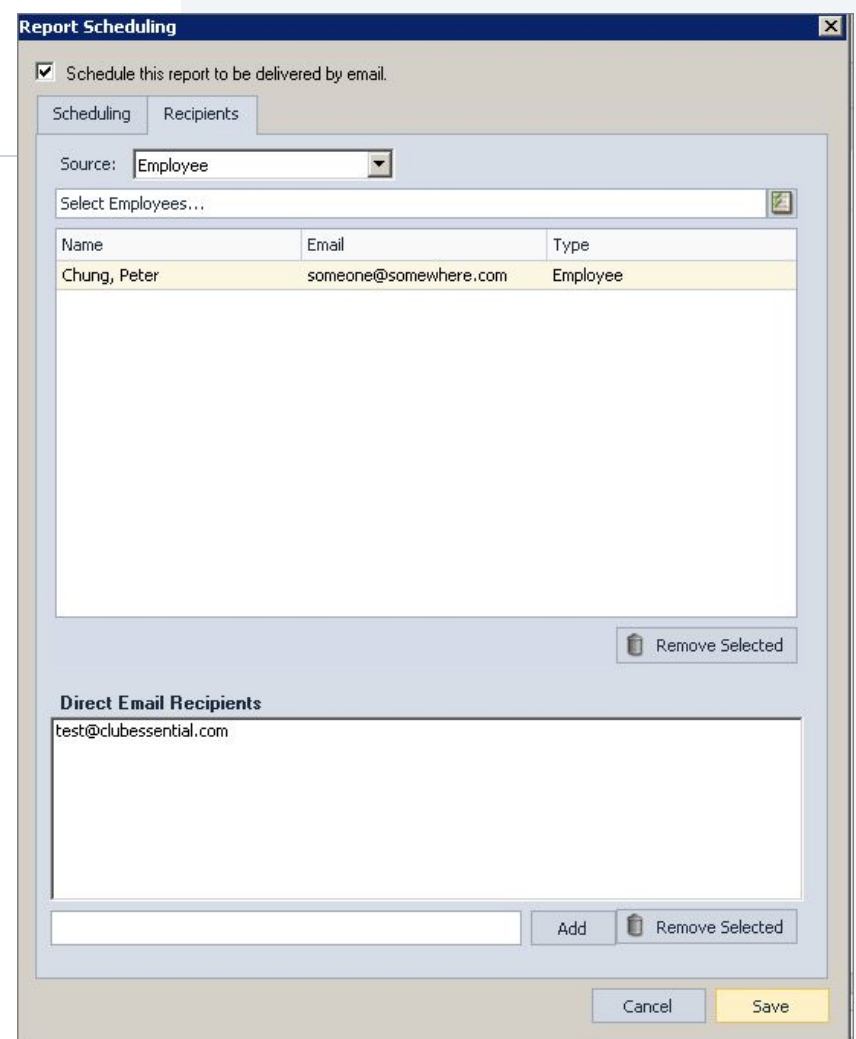
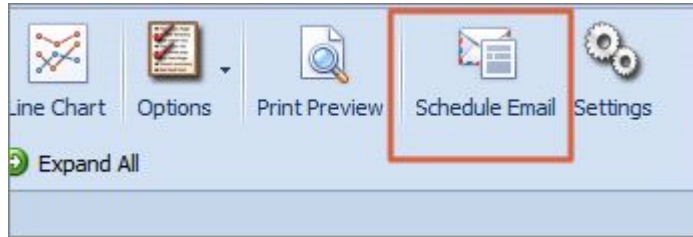
Click on **Schedule Email**.

Select the ***Schedule this report to be delivered by email*** checkbox.

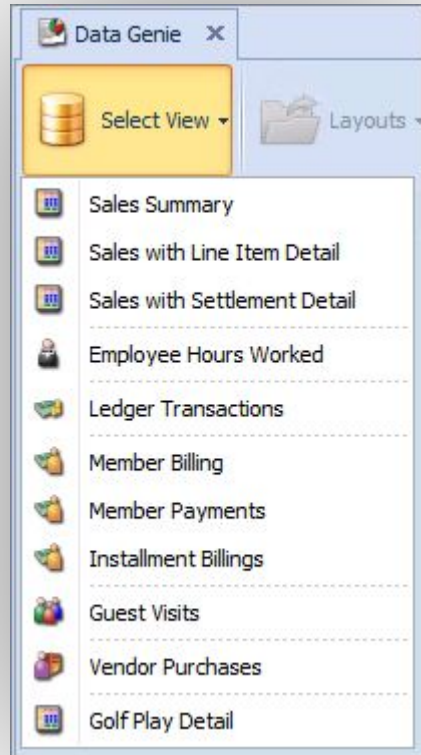
Click on the **Scheduling** tab.

Choose **Recipients**.

**Save.**



## The Different Data Genie Views and What They Do

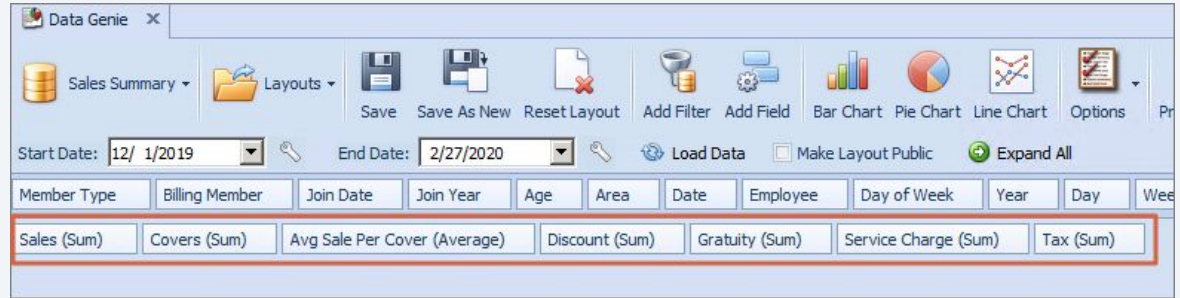


- Sales Summary
- Sales with line Item Detail
- Sales with Settlement Detail
- Employee Hours Worked
- Ledger Transactions
- Member Billing
- Member Payments
- Installment Billing
- Guest Visits
- Vendor Purchases
- Golf Play Detail

**Sales Summary** is an overview of all sales within a time range.

Can include totals, minimums, maximums and averages from:

- Sales \$
- Covers
- Average Sale Per cover
- Discounts
- Gratuity
- Service Charge
- Tax



## Sales Summary Column and Row Fields

These can be dragged to the column or row portion of the pivot table.

There is also the **Add To** button at the bottom of the list.

Drag Items to the PivotGrid
Age
Age Demo
Area
Area Category
Area Category Description
Area Description
Avg Sale Per Cover
Billing Member
Billing Member Name
Billing Member Number
Billing Member Type Description
Date
Day
Day of Week

Drag Items to the PivotGrid
Discount
Employee
Gratuity
Hour of Day
Join Date
Join Year
Meal Period
Member
Member Name
Member Number
Member Type
Member Type Description
Month
Quarter

Ref
Ticket
Week Number of Year
Year
<b>Add To</b>
Filter Area
Row Area
Column Area
Filter Area



# Good Startup Fields for Sales Summary

## Sales Summary

Dynamic Date Range  
Covers Data field  
Member Type in Row  
Meal Period in Column

The screenshot shows a software interface for a 'Sales Summary' report. The interface includes a toolbar with icons for 'Sales Summary', 'Layouts', 'Save', 'Save As New', 'Reset Layout', 'Add Filter', and 'Load Data'. Below the toolbar, there are two date range filters: 'Start Date: 1/ 1/2020' and 'End Date: 10/15/2020'. A 'Drop Filter Fields Here' section contains a grid of filter fields. The grid has 'Covers (Sum)' and 'Meal Period' in the top row, 'Member Type' and 'Grand Total' in the middle row, and 'Grand Total' and a value '0' in the bottom row. Red boxes highlight the 'Sales Summary' title, the date range filters, and the filter grid.

Covers (Sum)	Meal Period ▲
Member Type ▲	Grand Total
Grand Total	0



## ◀ Sales With Line Item Detail

Sales With Line Item Detail is a sales report with focus on items in each purchase.

Can include totals, minimums, maximums and averages from:

- Sales
- Discount
- Line Cost
- Margin Percent
- Quantity
- Tax
- Service Charge

Day of Week	Member Type	Billing Member	Billing Member Type	Member Type Description	Area Category	Item Group
Sales	Discount (Sum)	Line Cost (Sum)	Margin Percent (Average)	Quantity (Sum)	Tax (Sum)	Service Charge (Sum)
Item Group						Sum
Beach						Min
F&B: Bar Beverage						Max
F&B: Beer						Average

# Sales With Line Item Detail Column and Row Fields

Drag Items to the PivotGrid

Age
Age Demo
Area
Area Category
Area Category Description
Area Description
Billing Member
Billing Member Name
Billing Member Number
Billing Member Type
Billing Member Type Description
Date
Day
Day of Week
Employee

Drag Items to the PivotGrid

Employee
Hour of Day
Item
Item Category
Item Category Description
Item Description
Item Group
Item Group Description
Item Vendor
Member
Member Name
Member Number
Member Type
Member Type Description
Month

Month	
Quantity	
Quarter	
Week Number of Year	
Year	
Add To	Filter Area
	Row Area
	Column Area
	Filter Area
	Data Area

## Good Startup Fields for Sales with Line Item Detail

The screenshot shows a software interface for 'Sales with Line Item Detail'. The interface includes a toolbar with icons for Save, Save As New, Reset Layout, Add Filter, Add Field, Bar Chart, Pie Chart, and Line Chart. Below the toolbar, there are date range filters for 'Start Date' (1/1/2020) and 'End Date' (10/15/2020). A 'Drop Filter Fields Here' section contains several filter fields: Sales, Discount (Sum), Tax (Sum), Service Charge (Sum), Day of Week, Item Group, Item Category, and Item. Below this, there are two more filter fields: Area and Member Type. The main data table has columns for Sales, Discount (Sum), Tax (Sum), and Service Charge. The Grand Total row shows values of \$0.00 for all columns.

Area	Member Type	Sales	Discount (Sum)	Tax (Sum)	Service Charge ...
Grand Total		\$0.00	\$0.00	\$0.00	\$0.00

### Sales with Line Item Detail

Dynamic Date Range

Sales Discount (Sum) Tax (Sum), Service Charge (Sum) Data Fields

Area, Member Type Row Fields

Day of Week, Item Group, Item Category, Item Column Fields

## Sales with Settlement Detail

Sales With Settlement Detail is a sales report focused on how members paid for their tickets.

The only Data Field Item in this report is the **Payment Amount**.

Drop Filter Fields Here	
Payment Amount	Drop Column Fields Here
Drop Row Fields Here	
Payment Amount Total	Payment Amount Total
	\$10,797.25

Drag Items to the PivotGrid
Age
Age Demo
Area
Area Category
Area Category Description
Area Description
Billing Member
Billing Member Name
Billing Member Number
Billing Member Type
Billing Member Type Description
Date
Day

Drag Items to the PivotGrid	
Day of Week	
Employee	
Hour of Day	
Member	
Member Name	
Member Number	
Member Type	
Member Type Description	
Month	
Payment Type	
Quarter	
Type	
Week Number of Year	
Year	
Add To	Filter Area

## Good Startup Fields for Sales with Settlement Detail

---

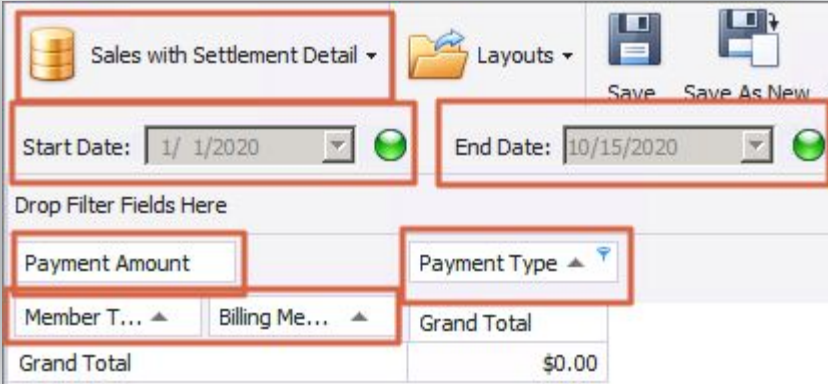
### Sales with Settlement Detail

Dynamic Date Range

Payment amount Data Field

Member type, Billing Member Row Field

Payment Type Column Field



The screenshot shows a software interface for 'Sales with Settlement Detail'. The interface includes a title bar with a database icon and the text 'Sales with Settlement Detail'. Below the title bar are two date pickers: 'Start Date: 1/ 1/2020' and 'End Date: 10/15/2020'. Below the date pickers is a section titled 'Drop Filter Fields Here' containing 'Payment Amount' and 'Payment Type'. At the bottom, there are two columns: 'Member T...' and 'Billing Me...', and a 'Grand Total' row showing '\$0.00'. Red boxes highlight the title bar, the date pickers, the 'Payment Amount' field, the 'Payment Type' field, and the 'Member T...' and 'Billing Me...' columns.

Member T...	Billing Me...	Grand Total
		\$0.00

## Employee Hours Worked

Drop Filter Fields Here			
Drop Column Fields Here			
Hours Worked (Sum)	Rate (Sum)	Wages (Sum)	
Drop Row Fields Here			
Grand Total			
Hours Worked (...)	Rate (Sum)	Wages (Sum)	
Grand Total	37669.86	\$61.75	\$40,181.39

Employee Hours Worked report audits employee shifts and hours worked. Includes Sum, Minimums, Maximums and Averages from:

- Hours Worked
- Rate
- Wages

Drag Items to the PivotGrid

- Clock In
- Clock In Terminal
- Clock Out
- Clock Out Terminal
- Company Code
- Company Name
- Day
- Day of Week
- Employee
- Employee Number
- Employee Status
- Employee Status Description
- Employee Type
- Employee Type Description

Is Salaried

Job Code

Job Code Description

Manager Employee

Month

Quarter

Week Number of Year

Year

Add To Filter Area



# Good Startup Fields for Employee Hours Worked

## Employee Hours Worked

Dynamic Date Range

Rate (Sum), Wages (Sum), Hours Worked (Sum) Data Fields

Employee Row Field

Day of Week, Clock In, Clock in Terminal, Clock Out, Clock out Terminal Column Fields

The screenshot displays a software interface for 'Employee Hours Worked'. The top toolbar includes icons for 'Employee Hours Worked', 'Layouts', 'Save', 'Save As New', 'Reset Layout', 'Add Filter', 'Add Field', 'Bar Chart', 'Pie Chart', 'Line Chart', and 'Options'. Below the toolbar, there are date range filters: 'Start Date: 10/ 1/2020' and 'End Date: 10/31/2020'. The main area is divided into two sections: 'Drop Filter Fields Here' and a data table. The 'Drop Filter Fields Here' section contains fields for 'Rate (Sum)', 'Wages (Sum)', 'Hours Worked (Sum)', 'Day of Week', 'Clock In', 'Clock In Terminal', 'Clock Out', and 'Clock Out Terminal'. The data table below shows a 'Grand Total' row with columns for 'Employee', 'Rate (Sum)', 'Wages (Sum)', and 'Hours Worked (...)'. The 'Grand Total' row shows values of '\$0.00', '\$0.00', and '0' respectively.

Employee	Rate (Sum)	Wages (Sum)	Hours Worked (...)
Grand Total	\$0.00	\$0.00	0

# Ledger Transactions

Drop Filter Fields Here

Credit (Sum) Debit (Sum) Net Change

Drop Column Fields Here

Grand Total		
Credit (Sum)	Debit (Sum)	Net Change
\$32,694,469.37	\$32,694,469.37	\$0.00

Drop Row Fields Here

Grand Total

Drag Items to the PivotGrid

- Account
- Account Description
- Account Name
- Account Number
- Batch Control
- Batch Type
- Calendar Period
- Date
- Day
- Day of Week
- Department Description
- Department Name

- Department Number
- Description
- ID
- Is Reconciled
- Ledger Category
- Ledger Category Description
- Ledger Type
- Ledger Type Description
- Month
- Period
- Quarter
- Reference
- Week Number of Year
- Year

Ledger Transactions report will display all the General Ledger information.

Can pull Sum, Minimums, Maximums and Averages data by:

- Credit
- Debit
- Net Change

# Good Startup Fields for Ledger Transactions

The screenshot shows the 'Ledger Transactions' software interface. Red boxes highlight several key features:

- The 'Ledger Transactions' menu item in the top left.
- The 'Start Date' and 'End Date' dropdown menus, both set to 1/1/2020 and 10/15/2020 respectively.
- The 'Credit (Sum)', 'Debit (Sum)', and 'Net Change' data fields in the table header.
- The 'Month' and 'Is Reconciled' column headers in the table.
- The 'Ledger T...' and 'Batch Type' row fields in the table.

	Credit (Sum)	Debit (Sum)	Net Change
Grand Total	\$0.00	\$0.00	\$0.00

## Ledger Transactions

Dynamic Date Range

Credit (Sum), Debit (Sum), Net Change Data Fields

Ledger Type, Batch Type Row Fields

Month, Is Reconciled Column Fields

# Member Billing

Drop Filter Fields Here				
Service Charge (Sum)	Sub Total (Sum)	Tax (Sum)	Total (Sum)	
Drop Row Fields Here				
Grand Total				
	Service Charge ...	Sub Total (Sum)	Tax (Sum)	Total (Sum)
Grand Total	\$785.00	\$7,254,654.94	\$17,703.13	\$7,284,783.07

Member Billing report focuses exclusively on items charged to members via month end wizard. Billing, Minimums, and Late fee items can all be filtered in this report. The data fields used include Sum, Minimums, Maximums and Averages from

- Service Charge
- Sub Total
- Tax
- Total

Drag Items to the PivotGrid

Age	Line
Age Demo	Member Name
Area	Member Number
Area Description	Member Status
Billing Type	Member Status Description
Company Code	Member Type Description
Company Name	Month
Date	Player Type
Day	Quarter
Day of Week	Service Charge
Employee	Sub Total (Sum)
Item	Tax
Item Category	Total
Item Category Description	Week Number of Year
Item Description	Year
Item Group	
Item Group Description	Add To Filter Area
Join Date	
Line	

# Good Startup Fields for Member Billing

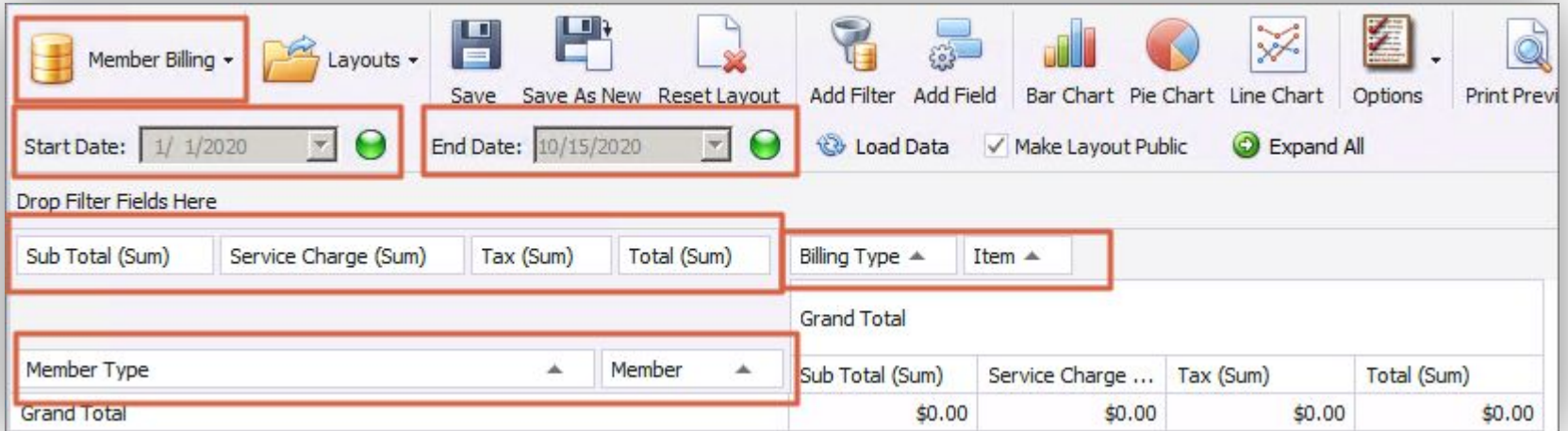
## Member Billing

Dynamic Date Range

Sub Total (Sum) Service Charge (Sum) Tax (Sum) Total (Sum) Data Fields

Member Type, Member Row Fields

Billing Type, Item Column Fields



The screenshot shows a software interface for 'Member Billing'. The interface includes a top toolbar with icons for saving, adding filters, and charting. Below the toolbar are date range selectors for 'Start Date' (1/1/2020) and 'End Date' (10/15/2020). A 'Drop Filter Fields Here' section contains buttons for 'Sub Total (Sum)', 'Service Charge (Sum)', 'Tax (Sum)', and 'Total (Sum)', along with 'Billing Type' and 'Item' dropdowns. At the bottom, there is a 'Grand Total' row and a table with columns for 'Sub Total (Sum)', 'Service Charge ...', 'Tax (Sum)', and 'Total (Sum)', all showing \$0.00.

Grand Total				
	Sub Total (Sum)	Service Charge ...	Tax (Sum)	Total (Sum)
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00

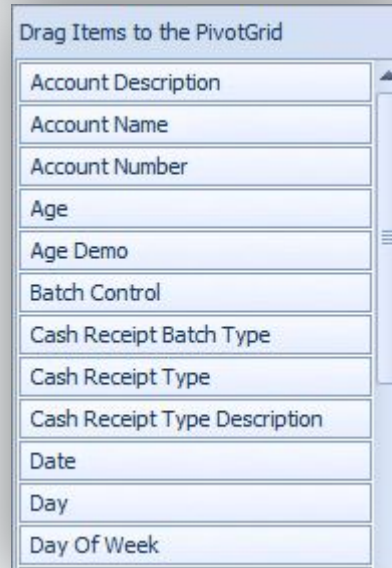
## Member Payments

Member Payments report only shows member payments.

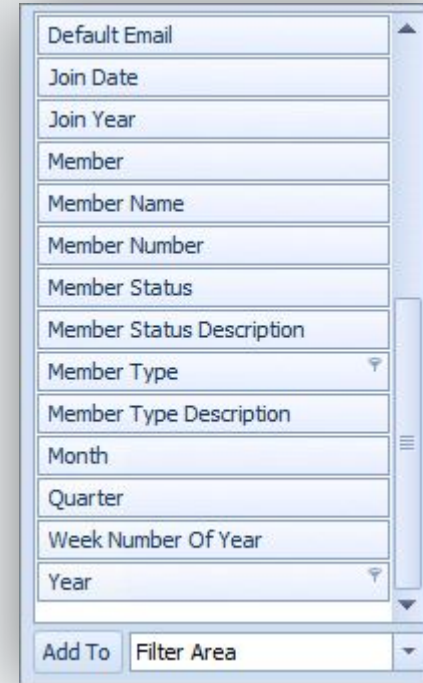
Includes Sum, Minimum, Maximum and Average on the only Data Field, Amount.



Drop Filter Fields Here		Drop Column Fields Here	
Amount (Sum)			
Drop Row Fields Here		Amount Total (S...	
Amount Total (S...			\$5,218,801.43



Drag Items to the PivotGrid
Account Description
Account Name
Account Number
Age
Age Demo
Batch Control
Cash Receipt Batch Type
Cash Receipt Type
Cash Receipt Type Description
Date
Day
Day Of Week



Default Email	
Join Date	
Join Year	
Member	
Member Name	
Member Number	
Member Status	
Member Status Description	
Member Type	
Member Type Description	
Month	
Quarter	
Week Number Of Year	
Year	
Add To	Filter Area

# Good Startup Fields for Member Payments

## Member Payments

Dynamic Date Range

Amount (Sum) Data Field

Member Type, Member Row  
Fields

Cash Receipt Type, Month, Day  
Column Fields

The screenshot shows a software interface for 'Member Payments'. The interface includes a toolbar with icons for 'Save', 'Save As New', and 'Reset Layout'. Below the toolbar, there are two date pickers: 'Start Date: 1/1/2020' and 'End Date: 10/15/2020'. A section titled 'Drop Filter Fields Here' contains several fields: 'Amount (Sum)', 'Cash Receipt Type', 'Month', and 'Day'. Below this, there are two dropdown menus: 'Member Type' (set to 'Member') and 'Member' (set to 'Member'). At the bottom, a 'Grand Total' row is displayed with a value of '\$0.00'. Red boxes highlight the 'Member Payments' title, the date pickers, the 'Amount (Sum)' field, the 'Cash Receipt Type', 'Month', and 'Day' fields, the 'Member Type' and 'Member' dropdowns, and the 'Grand Total' row.



# Installment Billings

Drop Filter Fields Here	
Amount (Sum)	Drop Column Fields Here
Drop Row Fields Here	Amount Total (Sum)
Amount Total (Sum)	\$114,354.00

Drag Items to the PivotGrid
Billing Item Combo ID
Billing Item Combo Name
Billing Item ID
Billing Item Name
Date
Installment Billing ID
Installment Billing Item ID
Installment Billing Name
Invoice ID
Is Billed
Member First Name
Member Full Name

Member ID
Member Last Name
Member Number
Month
Month Name
Periods
Start Month
Start Year
Total Adjustment
Total Amount
Total Net
Year
Add To
Filter Area

Installment Billings report is only interested in any installment billings connected to individual members.

Single Data Field, Amount, can be Summed, Min'd, Maxed, and Averaged.

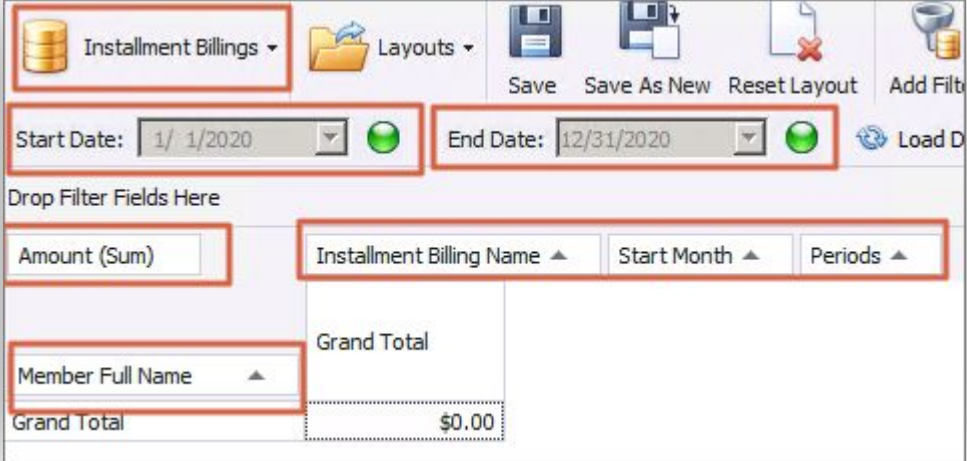
## Good Startup Fields for Installment Billing

Dynamic Date Range

Amount (Sum) Data Field

Member Full Name Row Field

Installment Billing Name, Start Month,  
Periods Column Fields



The screenshot shows a software interface for installment billing. The interface includes a toolbar with icons for 'Installment Billings', 'Layouts', 'Save', 'Save As New', 'Reset Layout', and 'Add Filter'. Below the toolbar, there are two date range fields: 'Start Date: 1/ 1/2020' and 'End Date: 12/31/2020'. A section titled 'Drop Filter Fields Here' contains several fields: 'Amount (Sum)', 'Member Full Name', 'Installment Billing Name', 'Start Month', and 'Periods'. A table at the bottom shows a 'Grand Total' row with a value of '\$0.00'.

Amount (Sum)	Installment Billing Name	Start Month	Periods
Member Full Name			
Grand Total			\$0.00

Drop Filter Fields Here	
Visits (Sum)	Drop Column Fields Here
Drop Row Fields Here	
Visits Total (Sum)	
	32

Drag Items to the PivotGrid
Age
Age Demo
Area
Area Category
Area Category Description
Area Description
Date
Day
Day of Week
Guest
Guest Type

Guest Type Description	
Member	
Member Name	
Member Number	
Member Type	
Member Type Description	
Month	
Quarter	
Week Number of Year	
Year	
Add To	Filter Area

Guest Visits report considers the number of visits a guest of a member has made.

This report only brings in one data field - Visits. Uses Sum, Min, Max, and average.

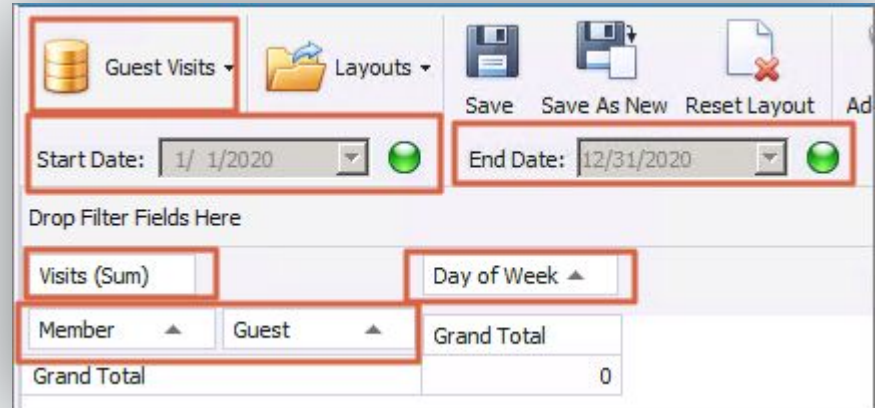
## Guest Views

Dynamic Date Range

Visits (Sum) Data Field

Member, Guest Row Fields

Day of Week Column Fields





## Vendor Purchases

Drop Filter Fields Here

Quantity (Sum) Price (Sum) Total (Sum)

Drop Column Fields Here

Grand Total

Quantity (Sum)	Price (Sum)	Total (Sum)
2498	\$5,316,685.15	\$5,371,487.17

Drop Row Fields Here

Grand Total

2498 \$5,316,685.15 \$5,371,487.17

Drag Items to the PivotGrid

- Account Number
- AP Account Description
- AP Account Name
- AP Account Number
- Batch Control
- Batch Date
- Date
- Day
- Day of Week
- Description
- Due Date
- Expense Account Name
- Expense Account Number

Drag Items to the PivotGrid

- Account Number
- AP Account Description
- AP Account Name
- AP Account Number
- Batch Control
- Batch Date
- Date
- Day
- Day of Week
- Description
- Due Date
- Expense Account Name
- Expense Account Number

Vendor Purchases shows the club all purchases made from vendors within the selected date range.

Can pull Sum, Minimums, Maximums and Averages data by

- Quantity
- Price
- Total

# Good Startup Fields for Vendor Purchases

## Vendor Purchases

Dynamic Date Range

Quantity (Sum), Price (Sum), Total (Sum) Data Fields

Vendor Row Field

Line Type, Month, Due Date Column Fields

The screenshot shows a software interface for 'Vendor Purchases'. The interface includes a toolbar with icons for 'Vendor Purchases', 'Layouts', 'Save', 'Save As New', 'Reset Layout', 'Add Filter', 'Add Field', and 'Bar'. Below the toolbar, there are date range fields: 'Start Date: 1/ 1/2020' and 'End Date: 12/31/2020', both with green circular refresh icons. Below the date fields, there is a section labeled 'Drop Filter Fields Here' containing a row of filter fields: 'Quantity (Sum)', 'Price (Sum)', 'Total (Sum)', 'Line Type', 'Month', and 'Due Date'. Below this, there is a 'Vendor' dropdown menu. At the bottom, there is a 'Grand Total' row in a table with columns for 'Quantity (Sum)', 'Price (Sum)', and 'Total (Sum)'. The values in the Grand Total row are 0, \$0.00, and \$0.00 respectively.

Quantity (Sum)	Price (Sum)	Total (Sum)
0	\$0.00	\$0.00



# Golf Play Detail

Drop Filter Fields Here							Drop Column Fields Here									
Cart Ro...	Golf Ro...	Quantit...	Discoun...	Service ...	Tax (Sum)	Sales (S...	Grand Total									
Drop Row Fields Here							Cart Rounds (S...	Golf Rounds (Sum)	Quantity (Sum)	Discount (Sum)	Service Charge ...	Tax (Sum)	Sales (Sum)			
Grand Total							1105.00	430.00	2172.000	(\$263.30)	\$208.19	\$105.71	\$63,935.20			

Golf Play Detail report focuses on items sold in the pro shop that have a round of golf associated with them.

Sum, Minimums, Maximums and Averages data by

- Cart Rounds
- Golf Rounds
- Discount
- Quantity
- Service Charge
- Tax
- Sales



## Golf Play Detail Column and Row Fields

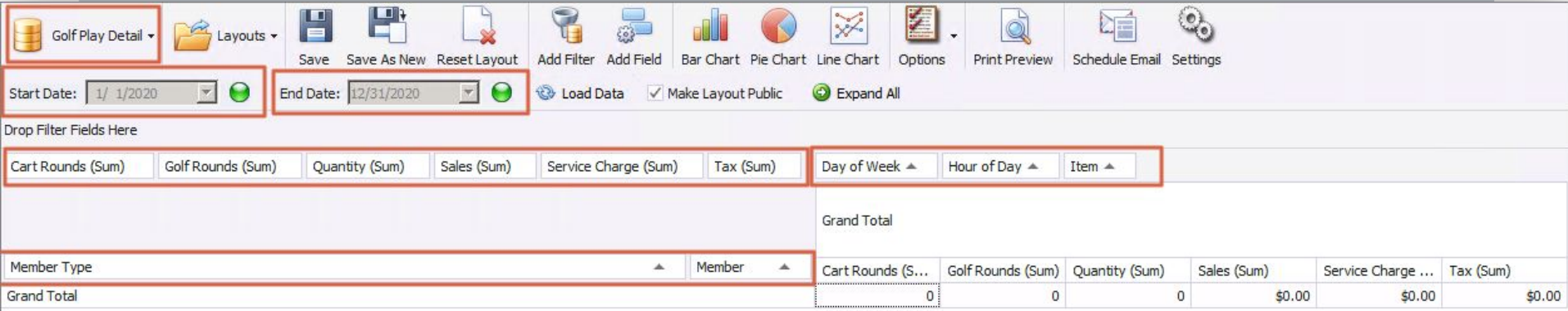
Drag Items to the PivotGrid

Age
Age Demo
Area
Area Category
Area Category Description
Area Description
Billing Member
Billing Member Name
Billing Member Number
Billing Member Type
Billing Member Type Description
Date
Day
Day of Week

Employee
Hour of Day
Item
Item Category
Item Category Description
Item Description
Item Group
Item Group Description
Member
Member Name
Member Number
Member Type
Member Type Description
Month

Quarter	
Round Classification	
Round Day Of Week	
Round Type	
Week Number of Year	
Year	
Add To	Filter Area

# Good Startup Fields for Golf Play Detail



Start Date: 1/ 1/2020 End Date: 12/31/2020

Drop Filter Fields Here

Member Type	Member	Cart Rounds (Sum)	Golf Rounds (Sum)	Quantity (Sum)	Sales (Sum)	Service Charge (Sum)	Tax (Sum)	Day of Week	Hour of Day	Item
Grand Total		0	0	0	\$0.00	\$0.00	\$0.00			

## Golf Play Detail

Dynamic Date Range

Cart Rounds (Sum), Gold Rounds (Sum), Quantity (Sum), Sales (Sum), Service Charge (Sum), Tax (Sum) Data Fields

Member Type, Member Row Fields

Day of Week, Hour of Day, Item Column Fields

# Q&A

