

## **Sonoma House Account Transactions**

### **New “On The Fly” Method**

Summary: With the old way of issuing comps with House Accounts you would bring up the House Account and then issue a comp to it. You could record a customer name and reason to the transaction but it was never directly tied to an actual customer account. With the new method, called “On The Fly” House Account transactions you actually bring up the real customer account for the person who will be receiving the comp and then issue to them and in the middle of the process you will tell Sonoma you are using a House Account to do so.

The instructions below show the steps now required to issue a comp with a House Account:

1. Bring Up the Customer Account in the screen your are using (Pit Station, Pit Manager, Customer Account)
2. Press the “Issued Reward” Button and the list of available comps will appear
3. Press the new “Use House Account” button ( figure 1)
4. Enter the employee number and PIN Number for the House Account to be used on the orange login screen ( figure 2)
5. Confirm that you have validated the correct House Account by clicking “Yes” when asked ( figure 3)
6. The comp window will now show that you are using the specific House Account. Select the actual comp / reward item that is going to be issued (figure 4)
7. Confirm that you have selected the correct reward item to issue (figure 5)
8. Assign the reason for the House Account transaction from the pre-approved list of choices. Note: In the old version, this screen is where you would enter the customer’s name. It is now filled in for you (figure 6)
9. IF the customer receiving the comp does actually have some points still left you will have the option to use the remaining points before using the House Account points. Either way the transaction will still complete, one way with all House Account points used and the other with a mix (figure 7)
10. The transaction will complete and the final confirmation box will pop up. Click yes to finish (figure 8)

MB-1 Pit Station User: A Admin *Sonoma*

Table	Seat	Avg Be	Cash In	StartTime	Duration	Adjust
MB-1	2	40		13:55	0:21	

\$11 Meal Comp(2332pts)

\$12 Meal Comp(2544pts)

\$13 Meal Comp(2756pts)

\$14 Meal Comp(2968pts)

\$16 Meal Comp(3392pts)

\$17 Meal Comp(3604pts)

\$18 Meal Comp(3816pts)

\$19 Meal Comp(4028pts)

\$2 Meal Comp (424pts)

2010 World Cup Drawing Voucher(0pts)

Facebook F/B Coupons(0pts)

New Member Fun Pack(0pts)

\$ 3 Meal Comp(636pts)

\$ 8 Meal Comp(1696pts)

\$10 Meal Comp(2120pts)

\$15 Meal Comp(3180pts)

\$20 Meal Comp(4240pts)

\$25 Meal Comp(5300pts)

Casino Ind. Offer(0pts)

Cigarette Comp(1696pts)

\$7 Poker Meal Voucher(0pts)

\$25 AMC Movie Card(10600pts)

Use House Account

Cancel Reward QTY

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FIGURE 1



FIGURE 2

**All Tables** Pit Station User: A Admin *Sonoma*

Table	Seat	Avg Be	Cash In	StartTime	Duration	Adjust
(M) FCP-2	1	10		11:35	2:49	
MB-1	2	40		13:55	0:29	

- \$11 Meal Comp(2332pts)
- \$12 Meal Comp(2544pts)
- New Member Fun Pack(0pts)
- \$ 3 Meal Comp(636pts)
- Meal Comp(1696pts)
- \$10 Meal Comp(2120pts)
- \$15 Meal Comp(3180pts)
- \$20 Meal Comp(4240pts)
- \$25 Meal Comp(5300pts)
- Casino Ind. Offer(0pts)
- Cigarette Comp(1696pts)
- \$7 Poker Meal Voucher(0pts)
- \$25 AMC Movie Card(10600pts)

## Confirmation


**Are you sure you would like to use the House Account for (ha) Tomjohn Smithjones for this transaction?**

FIGURE 3

**Pit Station** User: A Admin

Seat	Avg Be	Cash In	S
2	10		
	40		0.29

**Using House Account: (ha) Tomjohn Smithhines**

\$11 Meal Comp(2332pts)	New Member Fun Pack(0pts)
\$12 Meal Comp(2544pts)	\$ 3 Meal Comp(636pts)
\$13 Meal Comp(2756pts)	\$ 8 Meal Comp(1696pts)
\$14 Meal Comp(2968pts)	\$10 Meal Comp(2120pts)
\$16 Meal Comp(3392pts)	\$15 Meal Comp(3180pts)
\$17 Meal Comp(3604pts)	\$20 Meal Comp(4240pts)
\$18 Meal Comp(3816pts)	\$25 Meal Comp(5300pts)
\$19 Meal Comp(4028pts)	Casino Ind. Offer(0pts)
\$2 Meal Comp (424pts)	Cigarette Comp(1696pts)
2010 World Cup Drawing Voucher(0pts)	\$7 Poker Meal Voucher(0pts)
Facebook F/B Coupons(0pts)	\$25 AMC Movie Card(10600pts)

Use House Account

Cancel Reward
QTY
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FIGURE 4

Pit Station User: A Admin *Sonoma*

Using House Account: (ha) Tomjohn Smithines

Table	Seat	Avg Be	Cash In	StartTime	Duration	Adjust
FCP-2	1	10		11:35	2:50	
MB-1	2	40		13:55	0:30	

## Reward Confirmation


 Are you sure you want to issue the \$12 Meal Comp reward to this customer for 2544 points?

Yes
No

Use House Account

Cancel Reward QTY

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\$11 Meal Comp(2332pts) New Member Fun Pack(0pts)  
 \$12 Meal Comp(2544pts) \$ 3 Meal Comp(636pts)  
 Meal Comp(1696pts)  
 \$10 Meal Comp(2120pts)  
 \$15 Meal Comp(3180pts)  
 \$20 Meal Comp(4240pts)  
 \$25 Meal Comp(5300pts)  
 Casino Ind. Offer(0pts)  
 Cigarette Comp(1696pts)  
 \$7 Poker Meal Voucher(0pts)  
 \$25 AMC Movie Card(10600pts)

FIGURE 5




FIGURE 6

**Pit Station** User: A Admin *Sonoma*

**Using House Account: (ha) Tomjohn Smithones**

Table	Seat	Avg Be	Cash In	StartTime	Duration	Adjust
stopher R(M)	FCP-2	10		11:35	2:50	
M(M)	MB-1	2	40	13:55	0:30	

## Finish Customer Points


 This player DOES have 815 remaining.  
 Would you like to use these before using  
 the points from the House Account?

Yes

No

Log Out

System Message

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Use House Account

Cancel Reward

QTY

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- New Member Fun Pack(0pts)
- \$ 3 Meal Comp(636pts)
- Meal Comp(1696pts)
- \$10 Meal Comp(2120pts)
- \$15 Meal Comp(3180pts)
- \$20 Meal Comp(4240pts)
- \$25 Meal Comp(5300pts)
- Casino Ind. Offer(0pts)
- Cigarette Comp(1696pts)
- \$7 Poker Meal Voucher(0pts)
- \$25 AMC Movie Card(10600pts)

FIGURE 7



Player Rewards

2 All Tables Pit Station User: A Admin **SONOMA**

Using House Account: (ha) Tomjohn Smithines

	Table	Seat	Avg Be	Cash In	StartTime	Duration	Adjust
Christopher R(M)	FCP-2	1	10		11:35	2:51	
John M(M)	MB-1	2	40		13:55	0:31	

**Update**

\$12 Meal Comp issued for 2544 points.

**OK**

Menu

Log Out

System Message

Action Menu

Unrated Drop

Use House Account

Cancel Reward

QTY

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New Member Fun Pack(0pts)

\$3 Meal Comp(636pts)

Meal Comp(1696pts)

\$10 Meal Comp(2120pts)

\$15 Meal Comp(3180pts)

\$20 Meal Comp(4240pts)

\$25 Meal Comp(5300pts)

Sino Ind. Offer(0pts)

Cigarette Comp(1696pts)

\$7 Poker Meal Voucher(0pts)

\$25 AMC Movie Card(10600pts)

FIGURE 8