

CLUB ADMIN

STARTING UP

ClubAdmin is used to balance all figures within the bingo hall, it is completed for the afternoon session, then the evening session – **it is important that this balances with the club safe.**

To open club admin:

- Double click on Club Admin on cash office desk top. A box will appear with username and password.
 - Username = your initials
 - Password = in

Once logged in, there will be boxes at the top of the screen, click on prepare.

- This will activate all departments for the session. Ensure the correct session is displayed.

Every department that is entered into club admin will have a banking figure. Depending on the department, this may be a minus figure.

After each departments figures have been entered, it is good practice to check your running total for the session then click save.

BOOKSALES FIGURES

1. Check all books and flyers have the **correct opening numbers, and correspond with the rough sheet.**
2. Using the rough sheet, **input prices**, in the prices column, for all books and flyers on paper and EBT. The price is entered in pence, **ensure the number of tickets for the price is correct and enter in the per column.**
 - Main Book, Carlton Connection and Big Link price per 6 tickets.
 - National Flyer, price per 5 tickets.
 - 9 from 30 flyer price per 1 ticket.
3. Once finished selling:
 - **Enter closing numbers** for all books and flyers;
 - If there are any **damages**, enter these in the **spoil's column**
 - If there are any free tickets on EBT, enter them in the free column.
 - **Ensure the number of tickets sold matches the rough sheet.**
 - If there are any damages, keep these in an envelope, the duty manager must check them and sign the envelope.

Entering Prize Money

1. Click on **ParFee Wizard** at the top of the screen.
2. Use either the mouse or the keys to scroll through the books:
 - Start with Main Session EBT figures:
 - Click into **prizes**, click the **prizes box**, then **full house only**.
 - The prize box will show the cash value of tickets sold.
 - **Allocate the total EBT income to prize money.**
 - Select main book paper tickets:
 - Use the rough sheet to **see total payout for this book**
 - Deduct the prize amount allocated to EBT from the total payout then **enter this amount in prizes for paper tickets.**
3. The **National Game prize money is automatically entered** when closing numbers have been entered.

- If a Jackpot of either £100 or £1000 is won on this game, the winner's name is entered in National Cash Jackpot prefix box and the amount won is issued by the club
 - If the Jackpot of £50,000 is won. The Duty Manager will fill in all necessary paperwork, and request a cheque – this amount IS NOT issued by the club
4. Any **9 from 30 flyer** (i.e. Treasure Chest) **prize money has to be entered** in the same way as main session books.
- Ensure correct allocation of prize money is entered. **The percentage of payout will be found on the charges to play notice for each session.** In this flyer a bonus can be won, if so, this amount is entered as APM.
5. Once all prize money has been entered, **highlight and scroll down the total prize money column to ensure the total matches the rough sheet.**
- The total amount will be shown at the bottom of the screen

Carlton Connection/Banking

1. As soon as you finish selling the Carlton Connection, **email your opening and closing numbers for both paper and EBT to Stirling.** There is a spreadsheet on the cash office desktop.
2. **Stirling will email link contributions for each club.**
 - Print this off.
 - Find your club
 - Add the EBT and paper contributions together
 - This is the total contribution for your club.
3. In ParFee wizard, **select Carlton Connection EBT**
 - In the prizes box, **enter the amount contributed for EBT tickets,**
 - Then select Carlton Connection paper, in the prizes box **enter the amount contributed for paper tickets.**
 - The **banking figure** for the Carlton Connection is the **total contribution, minus prize money won.**
 - Depending on prize money won, this figure may be a minus figure.
4. Fill in the link spreadsheet on the desktop.

Cash Pot Flyer

1. Once this game is complete, **print the results from the Meeron work station** at book sales.
2. Find the **stake per ticket and add the retained stake** (this is 0.500)
 - This total is now the stake per ticket.
 - **Multiply the total tickets sold for EBT by the stake**
 - Do the **same for paper tickets.**
 - In ParFee wizard, select cash pot flyer **then enter these totals in approximate payout for both EBT and paper.**
 - Add both totals together to get a **total contribution**
 - Enter this amount into **Meeron Cash Pot link stake.**

Big Link Flyer

1. Once the game has been played, **print the results from the Meeron Workstation**
2. Find the **stake per ticket.**
 - **Multiply the total tickets sold for EBT by the stake**
 - Do the **same for paper tickets.**
 - In ParFee wizard, select **Big Link** then enter these totals in **approximate payout for both EBT and paper.**
 - Add both totals together to get a **total contribution**
 - Enter this amount into **Meeron Big Link stake.**

Cash Pot and Big Link Winnings

Prize money of **£2000 or less** on either of these games is entered in the **Meeron Link Wins** line and cash is paid out to the customer.

Prize money **over £2000** will be issued as a cheque, **DO NOT** enter this amount in ClubAdmin. The Duty manager will request the cheque from Inverness office.

ADMISSIONS AND RENTALS

Enter the closing numbers from the admissions slip:

- **The slip will state whether it is free or paid admission.**
- These closing numbers are to be entered into the correct lines.
- **Ensure the amount in the issued column matches rough sheet admissions.**

The rental figure is the amount we have generated through customer's 'renting' the EBT device for the session – this price is included in the board price but must be accounted for separately on ClubAdmin

- **Enter the total number of EBTs in play for the session in EBT rental line**
- You will get this total from the rough sheet
 - OR, on the Main Session Audit trail from EBT Reports at book sales

VOUCHERS REDEEMED

Money-off vouchers are entered into the Vouchers Redeemed line on ClubAdmin:

- This is entered as a **total cash amount.**
- Each voucher must be scored through and date stamped.
- Fill in the voucher sheet and keep vouchers in an envelope
 - This is for audit purposes.

GIFT VOUCHERS

Redeeming Gift Vouchers

Gift vouchers redeemed are entered into club admin as the **quantity redeemed, not the actual cash amount.**

- £20 redeemed is entered into the **Gift Vouchers Redeemed line as 2**
- Fill in the voucher sheet then keep vouchers in an envelope as these are sent to the Inverness Office with the weekly mail.

Selling Gift Vouchers

When selling gift vouchers, enter the closing number in your batch of vouchers in the gift vouchers sold line.

- This will calculate the number of vouchers sold.
- Fill in the Gift voucher sheet.

CARD PAYMENTS

At the end of selling books (Afternoon and Evening), you will need a Z total from the card reader:

1. Select **Transaction Menu**, then **NEXT**
2. Select **Totals/Reports**
 - Enter Supervisor code
 - This will be your club code, e.g. Livingston is 0234
3. In the Totals menu, select **Z Totals**, then **YES**.
4. The card reader will now print and display the Z Total report
 - **Tear off** the Totals receipt.
5. **Press OK.**

Entering into ClubAdmin

- The amount from the Z Total should be entered into **Debit Card - Booksales** line.
 - If there is more than one card terminal on booksales, add all Z totals together.

Every evening, an end of day banking must be done.

1. Print **Z Total** as normal then go into the **Total's Menu**
2. Select **End of Day Banking**
3. When End of Day Banking is displayed on screen, select **yes**.
4. **'Select card types to be banked'** will be displayed, **select all**.
5. Terminal will now display **'connecting to China Union Pay'**
6. Once end of day banking has been downloaded, a receipt will be printed giving the total banked for the whole day
7. **Tear off** the receipt and keep this with all receipts and Z totals receipt.

Keep all card payment receipts and printouts in an envelope.

ATM FIGURES

The ATMs should be reconciled daily – **the cash withdrawn from these needs to be accounted for in ClubAdmin:**

- The amount of cash for all ATM's reconciled is entered into ATM line in ClubAdmin as a total
- The **'Day Close' from the ATM's will show this** – if you have multiple ATM's you will need to **add these amounts together.**

BAR TILLS

When the bar till is brought back to the office, there will be a receipt with all sales information.

- Check that all cash and card payment receipts are correct and **match this receipt.**
- Add to the remaining cash to make a new float
- Near the bottom of the receipt, you will find the **Till Meter Reading**
 - This will state **GT** then the reading.
 - Enter this number into the appropriate till line.
 - This will put the amount entered into the 'spoils' column
 - Use the sales information from the receipt to allocate totals for the following:
 - Bar Sales
 - Multi-snack sales
 - Can sales
 - Bottle sales
 - Tea and coffee sales
 - Food sales
- When the **grouped sales have been entered, make sure the total amounts entered matches the total sales.** – there should be no money remaining in the 'spoils' column.
- Any debit card sales from the bar till should be recorded in the **debit food and beverage line.**

- Keep the receipts in an envelope along with the booksales card payments and fill in the summary sheet.
- If you have received any free food or drinks vouchers:
 - The total cash amount of these goes into the promotional line in ClubAdmin.
 - File the vouchers in the envelope with any booksales vouchers
- In the evening, make sure the bar-person has printed an **End of Day Report**;
 - This ensures that the figures have been cleared for the following day.

CUSTOMER ACCOUNTS/EBT RECONCILIATION

From the EBT workstation, **print reports required:**

- **EBT cash reconciliation**
- **Main Session Audit Trail**
- **Credit List**
- Open the EBT spreadsheet on the desktop then use the EBT cash reconciliation report to **calculate your cash required figure:**

Cash Deposited at Booksales **PLUS** Main Stage Winnings

MINUS Cash Returned to Players from Booksales

EQUALS Cash Required

- This figure goes into the box at the top of the spreadsheet
- Fill in the spreadsheet using figures from cash reconciliation report.
- Once all figures have been entered, select the summary tab:
 - The box at the bottom for the session should always **say OK**.
- The figure above OK is the customer account card adjustment.
 - This may be a minus figure, if so, the figure will be in a red box.
 - Enter the amount in club admin in Customer Account Card Adjustment.

AWP EBT

- Using the figures from the spreadsheet, enter totals for Cat B/C and Cat D in the EBT AWP lines.

MCB FIGURES

At the end of the session, the MCB controller will bring you their paperwork – this will include printouts for Cash Bingo, Cash Card Plus and National Live games.

1. Enter the **Cash Bingo** games first:

- Select **ParFee Wizard**
- Select each game type that has been played
 - 50p, £1 and £2 games.
- Enter the **number of cards** in play for each game
 - You will find the total cards on the Cash Bingo Audit printout
- Then enter the **prize money paid** in the prizes box.

2. Enter any **Special Games** next:

- This could include 55 Special, National Cash & Red-Hot Jackpots
- For each type of game:
 - Enter the **total cards in the issued box**
 - There may be more than one of each of these games played.
 - The house **prize money will be automatically entered** in the prizes box when you input the total cards issued
- **If a £100 jackpot is won** on any of these games:
 - **Enter the customers name** in the National Jackpot prefix column then **enter the amount won** in the issued column.
- **If the £5000 jackpot is won** on National Cash:
 - The duty manager will **request a cheque** from the Inverness Office.
- Locate your **Cash Card Meter** reading on the Cash Bingo Audit printout then enter this as **number of cards**.

3. Enter your **National Live** figures

- Enter the **TOTAL number of cards** in play for all National Live games into the **National Live issued box**.
- If a customer wins up to £2000 on National Live:
 - We can pay this from the club
- If the win is over £2000:
 - The Duty Manager will request a check from the Inverness Office.

4. Cash Card Plus

- Open the **Meeron MCB Link spreadsheet** from the desktop
- Use the **Linked Game Audit** to enter the required amounts on the spreadsheet
 - Total Cash Input
 - National Live Cards in Play
 - Gross ParFee
 - Total Payout
- This will calculate the **ParFee for Cash Card Plus**
- **Open ParFee Wizard** in ClubAdmin
 - Select **Cash Card Plus** then enter the **ParFee** into the 'ParFee' box
 - Enter the **Total Cash In** then press **enter to run through** ParFee Wizard and allow ClubAdmin to calculate the figures
- If there have been any wins, enter the prize money amount in the Meeron Link MCB Wins line
- If a bonus amount has been won – Either on the Bullseye game or on the Double Up Jackpot Game:
 - Type the customer's name in the National Jackpot line 'prefix' box then type the amount in the 'issued' box
- Use the **Linked Games Audit** to locate your **Cash Input from linked games**
 - Enter this amount into the **Cash Card Plus Meter** line.

End of Session

- When all paperwork has been received from MCB control:
 - **Check the total payout (for books) in Club Admin matches the prize winner's reconciliation sheet.**
 - There may be bonuses and APM that will need to be added to the prize money.
 - To add APM – open ParFee Wizard and allocate the extra amount to the correct book by adding it to the existing prize amount (you will need to enter it in both boxes)
- **ALWAYS** complete a safe check before completing Club Admin.
 - If there is a difference, you can look into this and amend it.
- Add (or subtract if it is a negative) your banking figure to the existing figure for the week then enter this into your Safe Check
- **Once the safe check has been completed** and cash is balanced, you can complete Club Admin.
 - Click '**Complete**' at the top of the screen
 - A box will then appear for the 'banking' number.
 - This can be found on the club's bank giro credit book. It is a six-digit number.
 - Enter this number in the box then click ok.
 - This will complete Club Admin for the session.
- Next, **select print** to get the session return report.
 - Draw a line under the last 'book' prize amount and **total all prize money**
 - Write this amount at the bottom of the Club Admin printout then **take the paperwork, along with any vouchers redeemed, to the Duty Manager to check and sign before filing.**