Club Program for use with Nationwide

Table of Contents

Table of Figures

Club Program Overview

The Club Program module is an optional module.

The Club Program is used for creating club agreements for various things such as Liability Damage Waiver/Guarantee Replacement Program (LDW/GRP), Bonus Bucks, Elite Points. When you, the RSSS client, establish a program with Nationwide, you will use the RSSS Club Program. In this document, we will refer to it as Club Program.

RSSS offers the ability to keep track of Nationwide club payments and provide an extract file that allows clients to transmit the customer club agreement data to Nationwide via email, modem, ftp or media.

Setup for Club Agreements

There are several steps to set up your system (details to follow in this document) to process and track club agreements for your Nationwide program.

1. Set up the advertising code RE for referral.
2. Clear the bonus bucks/points field on the customer records.
3. Set up discount/promotion codes for each location.
4. Turn on the club agreement program indicators within the RSSS system.

Set up the Advertising Code

Make sure an advertising code is set up for referrals. To run this program, press F10 on any menu and at the command line prompt "Input the module that you would like to execute:" type in ADVCODES and <u>do not</u> press ENTER. This will take you to the screen that appears in Figure 1. If the code is not defined, set it up by adding it into this screen as RE Referral and press the F9 key to accept the changes. On the second screen that appears, press F9 again to update all the entire changes or additions.

```
                      Advertising Source Codes Maint              12/15/05

   Code    Description        Code    Description        Code    Description


  1.  TV    TELEVISION       2. RA    RADIO             3. CC    CURRENT CUST

  4.  RE    REFERRAL         5. NP    NEWSPAPER         6. YP    YELLOW PAGES

  7.  DH    DOOR HANGERS     8. FL    FLYERS            9. DM    DIRECT MAIL

 10.  WM    WORD OF MOUTH   11. DB    DRIVE/WALK BY    12. AV    ADVO

 13.  PC    PREV. CUSTOMER  14.                        15.

 16.  BC    BEFORE COMPUTER




Return-Next Field F8-Backout Cmd-Exit Pgm Enter-Update Record,Next Screen
```

Figure 1 Advertising Source Codes Maintenance Screen

Clearing the Bonus Bucks/Points field the first time

The next thing you need to do is clear the bonus bucks/points field on the customer records in your system. To do this, you need to run the program CSTNCACR. To run this program, press F10 on any menu and at the command line prompt "Input the module that you would like to execute:" type in CSTNCACR and do not press ENTER. This will take you to the screen that appears in Figure 2.

Type a Y to continue and the program will execute and clear the bonus bucks/points field out for all customers.

```
                    Clear the customer NCA Bonus Bucks




                        Continue:  N
```
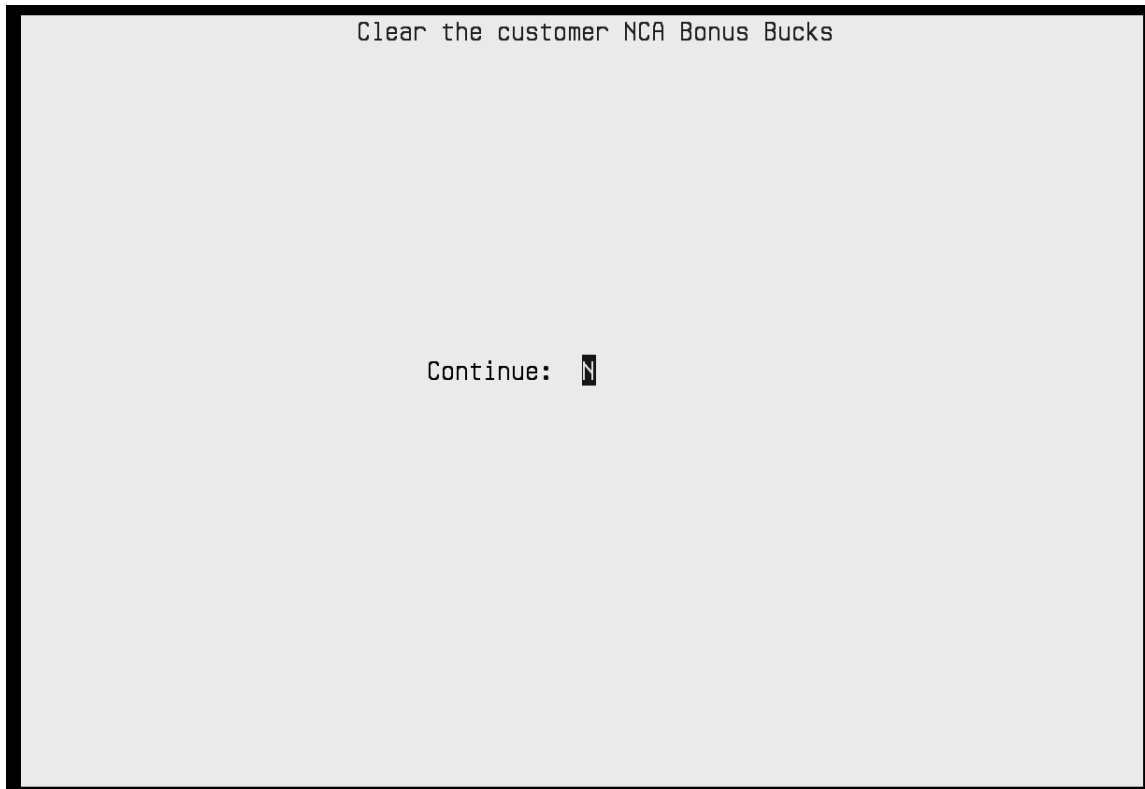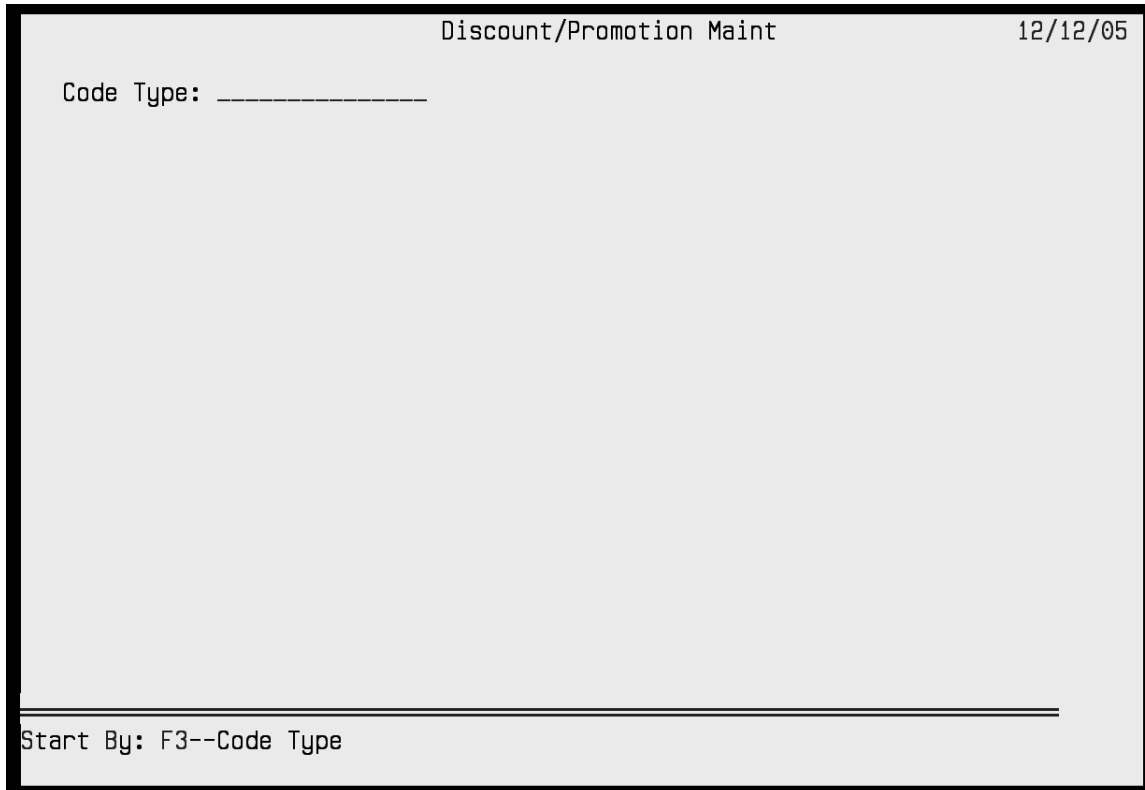
Figure 2 Clear the customer NCA Bonus Bucks Screen

Setting up Discount/Promotion Codes

Discount/Promotion codes need to be set up for each location if the bonus bucks/points feature is going to be used. To set these up for each location, press F10 on any menu and at the command line prompt "Input the module that you would like to execute:" type in DPCODES and press the ENTER key. This will take you to the screen that appears in Figure 3.

```
                       Discount/Promotion Maint                    12/12/05

    Code Type: _____



















_____
Start By: F3--Code Type
```

Figure 3 Discount/Promotion Maintenance Screen

Press the F3—Code Type key to list the code types that are defined (if any). See Figure 4 for the result of pressing the F3 key seen in Figure 3.

At this screen press the F6-Add key to add the new discount/promotion code for the
Nationwide program if the code needs to be added, see Figure 4.

```
                         Discount/Promotion Maint                    12/12/05


     Code Type: _____

Code Type   Code Nbr   Code Description
     D          1       4 TH WEEK FREE
     D          2       8 TH WEEK FREE
     D          3       12 TH WEEK FREE
     D          4       16 TH WEEK FREE
     D          7       $10 CUSTOMER REFERRAL
     D          8       REFUND USED FOR NEW RENT
     D          9       GOLD CARD COUPON
     D         10       NEW RENTAL DISCOUNT
     D         50       CENTRAL FILE VIP CERT.
     P          5       ADVERTISED COUPON
     P          6       PAYOUT COUPON
     P         10       GOLD CARD CUSTOMER COUPON
       EOF




F1-Next Page F2-Prev Page F5-Delete F6-Add ENTER-Update F8-Prev Menu CMD-Exit
```

Figure 4 Discount/Promotion Maintenance Screen

If you are adding a new discount/promotion code, you will see the screen in Figure 5 after you press the F6-Add key.

```
                        Discount/Promotion Add                    12/12/05


        Record Type:   _
           Code Nbr: ___
        Description: _____









                           D) Discount  P) Promotion
_____
Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
```

Figure 5 Discount/Promotion Add Screen

RECORD TYPE   Enter D for discount (used in Rent To Own for existing agreements) or P for Promotion (used with the NEW program for new agreements).

CODE NBR   Enter the code number you want to use to define the Nationwide Club Program.

DESCRIPTION   Enter the description you want to use to describe the Nationwide Club Program.

Enter the information for the new discount/promotion code and press the F9 key. At the "Any More Changes: N" prompt, press ENTER to accept the default of N for no if there are no more changes. The code has been added.

Examples of discount/promotion codes that have been added can be seen in Figure 6.

```
                        Discount/Promotion Maint                    12/15/05

     Code Type: _____

Code Type   Code Nbr   Code Description
     D          1       4 TH WEEK FREE
     D          2       8 TH WEEK FREE
     D          3       12 TH WEEK FREE
     D          4       16 TH WEEK FREE
     D          7       $10 CUSTOMER REFERRAL
     D          8       REFUND USED FOR NEW RENT
     D          9       GOLD CARD COUPON
     D         10       NEW RENTAL DISCOUNT
     D         20       NATIONWIDE CLUB AGMT
     D         50       CENTRAL FILE VIP CERT.
     P          5       ADVERTISED COUPON
     P          6       PAYOUT COUPON
     P         10       GOLD CARD CUSTOMER COUPON
     P         20       NATIONWIDE CLUB AGMT
     EOF



_____
F1-Next Page F2-Prev Page F5-Delete F6-Add ENTER-Update F8-Prev Menu CMD-Exit
```

Figure 6 Discount/Promotion Maintenance Screen with codes added example

Setting up Club Agreement Control Indicators for use with Nationwide – NCACTRL Program

The next step is to set up the control indicators for the Club Agreement Program to use for Nationwide. To do this, press F10 on any menu and at the command line prompt "Input the module that you would like to execute:" type in NCACTRL and press ENTER.

The screen will now ask you for a password which will be provided by RSSS.
Enter the location you are setting up.
This will take you to a screen similar to Figure 7.

```
                    Nationwide Club Control Change                12/15/05

                 Location:        1

              NCA Store ID:        1
Club is by Customer or Agreement:      B
        Percent of Club to NCA:  10.000
 Nbr Bonus Bucks for On-time Pmt:     5
    Nbr Bonus Bucks for Referral:     5
    Nbr Bonus Bucks for New Agmt:     5
Nbr Bonus Bucks for Joining Club:    10
   Discount Code for Bonus Bucks:    20
       ESP on Agreements is NCA'S:     Y
Customer Type for NCA Agreements:     O
Print Bonus Bucks on RP Receipts:     Y
           Maximum Number of Days:
Referral Advertising Source Code:      RE



         Advertising source code used to indicate a referral for bonus bucks



Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
```

Figure 7 Nationwide Club Control Screen

LOCATION   The store number you are setting this up for.

NCA STORE ID   Enter your Nationwide Store ID number for this store. This field needs to be filled in correctly for the Nationwide club program to work.

CLUB IS BY CUSTOMER OR AGREEMENT   Enter one of the following:
C = Customer, customer must have a club fee ticket and all RTO agreements are covered by this club ticket.
A = Agreement, only agreements with ESP amounts are covered.
B = Both, one of the current agreements must have ESP amount on it and the customer must have a club fee ticket and all this customer's agreements will be covered.

PERCENT OF CLUB TO NCA   Enter the percent of the amount of club collected that will be due to NCA.

NBR BONUS BUCKS FOR ON-TIME PMT   Enter the number of bonus bucks the customer will earn for making an on-time payment. If the agreement is a monthly agreement, the customer will earn 4 times this number and for a bi-weekly/semi-monthly the customer will earn 2 times this number.

NBR BONUS BUCKS FOR REFERRAL   Enter the number of bonus bucks the referral customer will earn for making the referral.

NBR BONUS BUCKS FOR NEW AGMT   Enter the number of bonus bucks the customer will earn for a new agreement.

NBR BONUS BUCKS FOR JOINING CLUB   Enter the number of bonus bucks the customer will earn for joining the club.

DISCOUNT CODE FOR BONUS BUCKS   Enter the discount/promotion code that is set up for use with bonus bucks.

ESP ON AGREEMENTS IS NCA'S If using B in the "CLUB IS BY CUSTOMER OR AGREEMENT" field above, enter a Y here if ESP is also on agreements otherwise enter an N.

CUSTOMER TYPE FOR NCA AGREEMENTS   If using B in the "CLUB IS BY CUSTOMER OR AGREEMENT" field above, enter a Y here if ESP is also on agreements otherwise enter an N.

PRINT BONUS BUCKS ON RP RECEIPTS   If you want the bonus bucks to print on the receipts enter a Y otherwise enter a N. If this is set to Y, it will only work with system settings (SETSYS) set to RP RCT 2 OR 3 for receipt printing. RP Receipt to print: 1=RSSS 2=Plain Paper 3=Royce 4=Star.

MAXIMUM NUMBER OF DAYS   If left blank, there is no limit, otherwise enter the maximum number of days a due date can be moved with bonus bucks attached.

REFERRAL ADVERTISING SOURCE CODE   Enter the advertising code that is notated as a referral, i.e. RE.

Adding a club program agreement to a new customer without an existing rental agreement

Build the new agreement as you normally would with the following items addressed as they apply to the Club Program.

If this is a referral from a customer that already has the club program, it is imperative to enter the advertising code (Source field on the screen) "RE" for referral. Note that in the Source field in Figure 8, you must enter "RE" if it is a referral from a customer that is on the club program.

```
                         New Agreement Add                       12/14/05

Customer Name: SMITH            , JOHN               Acct#:  21205273

Salesmen Nbrs:    1                    Agreemnt Nbr:
 Acct Mgr Nbr:    1                    Agreemnt Date:  12/14/05
    Store Nbr:    1                    Delivery Date:  12/14/05
       Source:   RE◄                      Cust Type:         O
Agreemnt Type:    A                       Pmt Terms:         W
     Tax Code:                           Ticket Nbr:   3009272
   Ticket Type:   O                     # BOR Items:
   Serial Nbr  Pmt Amt  Spiff  ESP Amt   Serial Nbr  Pmt Amt  Spiff  ESP Amt
   06994587      56.95



 ╭─────────────────────────────────────────────────────────────────╮
 │Add Club Ticket: Y Regular Club Payment:    2.99  Any Changes: Y  │
 ╰─────────────────────────────────────────────────────────────────╯

  F3-Calc Amt/Date     F4-Calc Date/Amt     F5-Help     F8-Backout     F10-Exit
```

Figure 8 Source field = RE for referral

After you have entered the serial number(s), the system will prompt you for adding the club agreement. If this customer has purchased the Club Program, then accept Y as the default. If the customer did not purchase the Club program, enter N and the club agreement will not be added. Do not change the regular club payment amount; just accept the default amount. If there are no more changes, change the "Any Changes: Y" prompt to N for no.

Go ahead and post the money received today for this agreement, then press F9 and the following will appear as seen in Figure 9.

```
                      New Agreement Add                  12/14/05

Customer Name: SMITH          , JOHN              Acct#:  21205273

 Rate Of Pmt:     56.95    Rate Of Grp:            Rate Of ESP:     0.00
 Rate Of Tax:      3.42    Ttl Reg Due:    60.37   Next Pmt Due: 12/15/05
Agreemnt Amt:  4,442.10    Agreemnt Bal: 4,442.10  Balloon Pmt:
Delivery Amt:              1st Pmt Amt:     8.13    GRP/ESP Amt:     0.43
 Deposit Amt:               Proc Fee:              Tax Amt:       0.51
   Total Due:      9.07        Pmt 1: 1/    9.07       Pmt 2:   /
   Pmt Terms: W  78 Wks   Amt Received:     9.07    Change Due:     0.00
   Serial Nbr  Pmt Amt  Spiff  ESP Amt   Serial Nbr  Pmt Amt  Spiff  ESP Amt
   06994587      56.95




Club Agreement Number:  21205273   Any Changes: Y
  (Enter the desired agreement number or enter zero for automatic assignment)

 F3-Calc Amt/Date     F4-Calc Date/Amt      F5-Help     F8-Backout    F10-Exit
```

Figure 9 New agreement add Screen with club prompt

Then print the agreement and the following will appear as seen in Figure 10.

```
                      New Agreement Add                  12/14/05

Customer Name: SMITH          , JOHN              Acct#:  21205273

 Rate Of Pmt:     56.95    Rate Of Grp:            Rate Of ESP:     0.00
 Rate Of Tax:      3.42    Ttl Reg Due:    60.37   Next Pmt Due: 12/15/05
Agreemnt Amt:  4,442.10    Agreemnt Bal: 4,442.10  Balloon Pmt:
Delivery Amt:              1st Pmt Amt:     8.13    GRP/ESP Amt:     0.43
 Deposit Amt:               Proc Fee:              Tax Amt:       0.51
   Total Due:      9.07        Pmt 1: 1/    9.07       Pmt 2:   /
   Pmt Terms: W  78 Wks   Amt Received:     9.07    Change Due:     0.00
   Serial Nbr  Pmt Amt  Spiff  ESP Amt   Serial Nbr  Pmt Amt  Spiff  ESP Amt
   06994587      56.95




Print Club Agmt: Y

 F3-Calc Amt/Date     F4-Calc Date/Amt      F5-Help     F8-Backout    F10-Exit
```

Figure 10 New agreement add with print club agmt prompt

Press enter to accept the default of Y to print the club agreement. You will be prompted for a beneficiary name. Enter the beneficiary name. You will then be prompted for the relationship to the beneficiary. Enter the relationship of the beneficiary to the customer. See Figure 11.

```
                         New Agreement Add                        12/14/05

Customer Name: SMITH           , JOHN                 Acct#:  21205273

 Rate Of Pmt:      56.95    Rate Of Grp:             Rate Of ESP:       0.00
 Rate Of Tax:       3.42    Ttl Reg Due:    60.37    Next Pmt Due:  12/15/05
Agreemnt Amt:  4,442.10    Agreemnt Bal:  4,442.10    Balloon Pmt:
Delivery Amt:               1st Pmt Amt:     8.13     GRP/ESP Amt:       0.43
 Deposit Amt:                  Proc Fee:              Tax Amt:       0.51
   Total Due:       9.07         Pmt 1:  1/    9.07        Pmt 2:   /
   Pmt Terms: W  78 Wks    Amt Received:     9.07      Change Due:      0.00
   Serial Nbr  Pmt Amt  Spiff  ESP Amt   Serial Nbr  Pmt Amt  Spiff  ESP Amt
   06994587      56.95




 ┌─────────────────────────────────────────────────────┐
 │ Print Club Agmt: Y                                   │
 │Enter The Beneficiary's Name: JANE                    │
 │Enter The Relationship To Benficiary: WIFE█           │
 └─────────────────────────────────────────────────────┘
 ─────────────────────────────────────────────────────────────────────
  F3-Calc Amt/Date     F4-Calc Date/Amt     F5-Help     F8-Backout     F10-Exit
```

Figure 11 New agreement add with beneficiary prompts

You will then be prompted if you want to reprint the club agreement. Enter a Y to reprint this club agreement if necessary otherwise press the ENTER key to accept the default of N for no.

The next screen you will see similar to Figure 12, will ask you for the customer number that made the referral. This is the customer who referred this account that you are adding and is due to receive the bonus bucks/points for the referral.

```
                        New Agreement Add                        12/14/05

Customer Name: SMITH          , JOHN             Acct#:  21205273

 Rate Of Pmt:     56.95    Rate Of Grp:             Rate Of ESP:     0.00
 Rate Of Tax:      3.42     Ttl Reg Due:    60.37   Next Pmt Due: 12/15/05
Agreemnt Amt:  4,442.10   Agreemnt Bal:  4,442.10   Balloon Pmt:
Delivery Amt:              1st Pmt Amt:      8.13    GRP/ESP Amt:     0.43
 Deposit Amt:                  Proc Fee:               Tax Amt:      0.51
   Total Due:      9.07        Pmt 1:  1/    9.07      Pmt 2:    /
   Pmt Terms: W  78 Wks   Amt Received:      9.07    Change Due:      0.00
   Serial Nbr  Pmt Amt  Spiff  ESP Amt   Serial Nbr  Pmt Amt  Spiff  ESP Amt
   06994587      56.95




Customer Account Number That Receives Referral Points: ▮_____


                        Leave Zero to Abort
 F3-Calc Amt/Date     F4-Calc Date/Amt     F5-Help     F8-Backout     F10-Exit
```

Figure 12 New agreement add with referring customer prompt

Enter the referring customer number and press ENTER. This will complete the customer transaction.

Adding a new club agreement to a customer with an existing rental agreement

If you have a customer with an LDW/GRP and you want to convert them to the club program or you have sold them the program and they already have a rental agreement, you will need to do the following:

1. Choose Add a new agreement from the menu.
2. Follow normal procedures to select the customer.
3. Add the agreement.
4. Enter the correct weekly rate.
5. Change the ticket type field to "Fee Club" and the fee type field to "Club" as shown in Figure 13.

Note: The ticket type defaults to "O" for rental when building an agreement. Press the space bar to clear it out and you will get a drop down box where you can select the ticket type "F". Press the space bar and you will get a drop down box where you can select "CLUB FEE". See Figure 13.

```
                        New Agreement Add                    12/15/05

Customer Name: SMITH          , JOHN              Acct#:    1004310

Salesmen Nbrs:     1                  Agreemnt Nbr:
 Acct Mgr Nbr:     1                  Agreemnt Date:  12/15/05
    Store Nbr:     1                  Delivery Date:  12/15/05
       Source:  CC                       Cust Type:      O
 Agreemnt Type:   A                      Pmt Terms:      W
     Tax Code:                          Ticket Nbr:   3009275
  Ticket Type:  ( F )Fee Type: ( CLUB FEE )  # BOR Items:     █
    Serial Nbr  Pmt Amt  Spiff  ESP Amt   Serial Nbr  Pmt Amt  Spiff  ESP Amt







         Enter the number of BOR you want this agreement to count for

 F5-Help                      F8-Backout                      F10-Exit
```

Figure 13 Ticket type and Fee type

As you are adding this club ticket, you will see the same prompts for printing the club agreement, entering the beneficiary and the beneficiary's relationship to the customer and so on that appear in Figures 10, 11 and 12.

NOTE: You do not have to go back and delete the LDW/GRP from the existing agreements. Adding and subtracting the LDW/GRP when converting to and from the Club program is automatically done by the system. The only time you will be prompted is if an existing customer is dropping the club. At that time, you will be

prompted if you want to add LDW/GRP back on the agreements. Since the system prompts for LDW/GRP, there is no need to worry about adding or overcharging the customer.

Adding a surcharge

The system will automatically calculate the surcharge needed for additional agreements. In addition, the system will automatically drop surcharge amount when the customer agreement account falls below the minimum amount of agreements.

Club agreement payments

Club agreement payments will be processed the same as a normal rental agreement. You will need to enter the amount of payments the customer is paying and continue through your payment procedure.

Closing Club Agreements

To close a club agreement, enter the payment screen (short cut to the payment screen is to press the F10 key and at the command line prompt "Input the module that you would like to execute:" type in RP and press ENTER). Once you bring the customer payment screen up with a list of the customer's agreements you should see the club ticket agreement on this screen. Use the down arrow key till you highlight the club ticket. Press F2 as if you are going to pay off the agreement and close it. See Figure 14.

```
   1                        This is NOT a receipt
 Name: SMITH            , JOHN              Acct#:   1004310   H Ph: (555)555-5555
  Add: 2212 CAROLINA CT.          BTTC:                        W Ph: (555)555-5555
 City: ANYTOWN           TX 55555 PayDay:                      BBucks:    20
Comment:



Ticket# Seq   Bal #P Pmt Amt  Other    Late     Grp     Esp    Tax Tot Due Due Date
Club Fee    3.84        2.99                                   0.18     3.17 12/23/05
TV BIG S  4292.17       55.95                                  3.36    59.31 12/23/05



                                   ┌──────────────────┐
                                   │ Highlight this club │
                                   │ ticket line and press │
                                   │ the F2 key to close │
                                   └──────────────────┘




Length   78 Terms W FEE Total Charge    0.00                   0.00 Due    0.00
         Enter the number of payments customer is making or F5 for help
 F1-CustChg F2-Payoff F3-ShowTic/BadChk F4-Hist F6-Comment F7-Date/Amt F8-Back
```

Figure 14 Payment Screen showing Club Ticket to close

The next screen that appears will look similar to Figure 15.

```
Fee Ticket Amounts For:  JOHN        SMITH          Tick    1004310    12/15/05



                Number of Payments Already Made:       1.2843
                           Amount Already Paid:          3.84













                                                  ┌─────────────┐
                                                  │Type CLOSE and│
                                                  │ press ENTER  │
                                                  └─────────────┘
                                                         │
                                                         ↓
    Enter "CLOSE" to Close Fee Ticket or Press Return To Continue: _____

                        Press F5 for Help

```

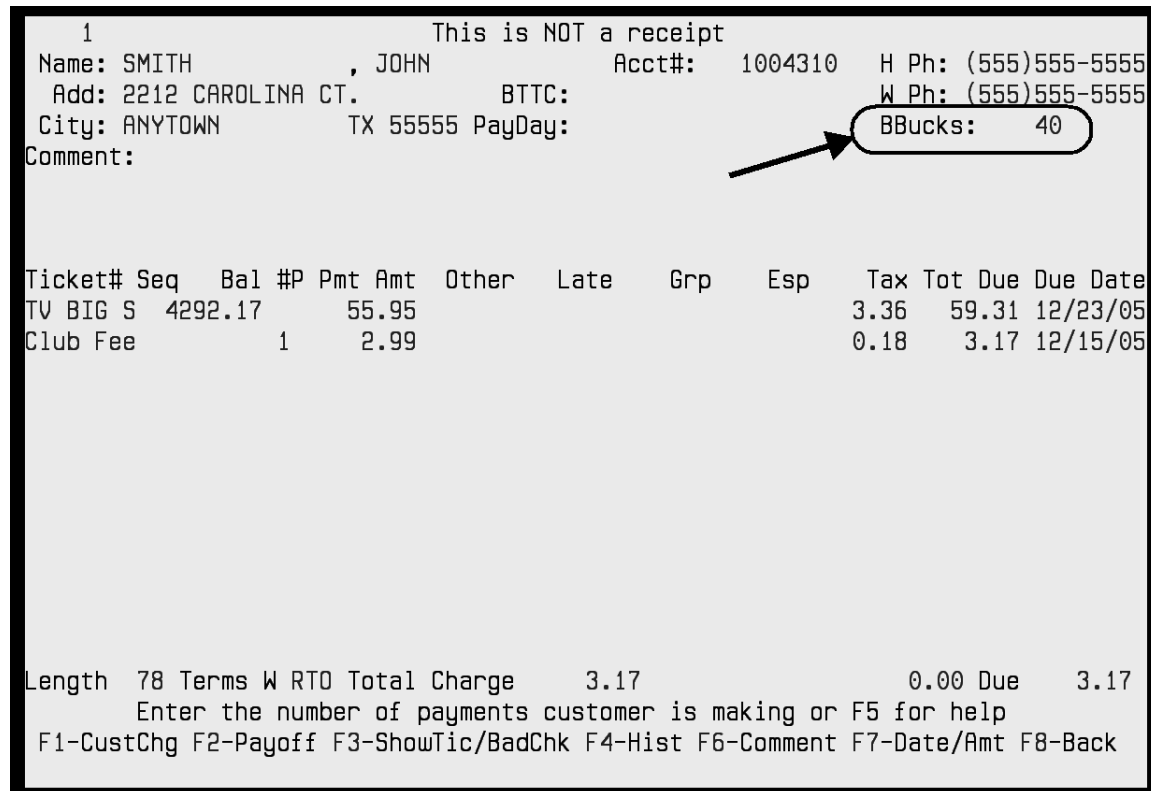*Figure 15 Payment Screen F2 Close Screen*

You will then type CLOSE and press ENTER to proceed. You will be prompted if you want to add the LDW/GRP back to the agreement. Figure 16 shows you the prompt to add back the LDW/GRP. After typing a Y to add the LDW/GRP back, press ENTER and the screen will advance back to the payment screen and take you back to the screen to enter a customer name. If you do not want to add LDW/GRP back to the customer's agreements, type N and press ENTER. This will close the club agreement and adjust the customer's ticket and payment information.

```
 Fee Ticket Amounts For:  JOHN        SMITH          Tick   1004310    12/15/05



                 Number of Payments Already Made:       1.2843
                             Amount Already Paid:        3.84












                                                  ┌──────────────┐
                                                  │  To add back │
                                                  │LDW/GRP type a Y│
                                                  └──────────────┘
                                                         │
                                                         │
                                                         ▼
                  Add GRP to ALL open RTO agmts: █
         Enter a Y to add GRP to all open RTO agreements otherwise an N
```

Figure 16 Adding back LDW/GRP, Closing Club Agreement

BBucks field

In Figure 17, there is a field called BBucks that has the number of club program bonus bucks/points this customer has at this time. Any corrections to 'BBucks' will need to be made by your store manager.

```
   1                      This is NOT a receipt
 Name: SMITH           , JOHN            Acct#:   1004310   H Ph: (555)555-5555
  Add: 2212 CAROLINA CT.         BTTC:                      W Ph: (555)555-5555
 City: ANYTOWN          TX 55555 PayDay:                    BBucks:    40
Comment:



Ticket# Seq   Bal #P Pmt Amt  Other    Late     Grp     Esp    Tax Tot Due Due Date
TV BIG S  4292.17      55.95                                   3.36   59.31 12/23/05
Club Fee           1    2.99                                   0.18    3.17 12/15/05









Length   78 Terms W RTO Total Charge     3.17                    0.00 Due    3.17
         Enter the number of payments customer is making or F5 for help
  F1-CustChg F2-Payoff F3-ShowTic/BadChk F4-Hist F6-Comment F7-Date/Amt F8-Back
```
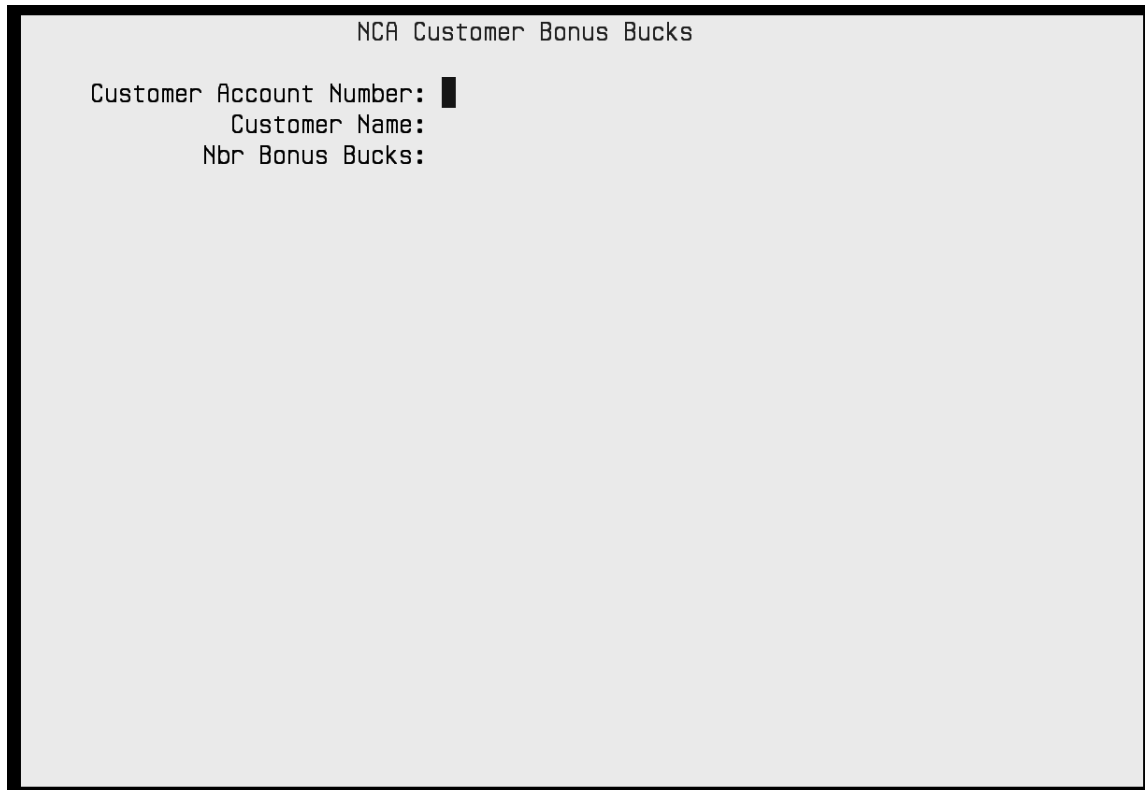
Figure 17 Where to find Club Agreement BBucks field

The bonus bucks/points available will print on the receipt if the control indicator to print them on the receipts was turned on in NCACTRL. In addition, the Bonus Bucks will be listed on the regular payment screen as seen in Figure 17 if the club agreement program was turned on in FSCTRL.

Correcting Customer's Bonus Bucks

To redeem bonus bucks/points or to make corrections to the customer's bonus bucks/points, press F10 on any menu. At the command line prompt "Input the module that you would like to execute:", type in CUSTNCA and press ENTER. You can then enter the customer number or press ENTER and enter the customer name. You may receive a drop down box with the customer list. Arrow down and select the customer and press ENTER. The amount of bonus bucks/points earned by the customer will be listed. You will need to enter the new amount of bonus bucks/points after redemption. You can also use this field to make corrections for bonus bucks/points for that customer. Proper security is needed to access this program. See Figure 18.

```
                    NCA Customer Bonus Bucks

      Customer Account Number: █
               Customer Name:
            Nbr Bonus Bucks:
```

Figure 18 Customer Elite Plus Points Screen

Clearing the Bonus Bucks/Points field

Before clearing out Bonus Bucks/Points field, you may want to run a Bonus Bucks/points Report. To run this bonus bucks/points report, press the F10 key on any menu, and at the command line prompt "Input the module that you would like to execute:", type in BONUSRPT and press ENTER. See Figure 20.

To clear out the BBucks field, press F10 on any menu and at the command line prompt "Input the module that you would like to execute:", type in BONUSCLR and press ENTER. See Figure 19.

```
            This Program Will Read The Customer File,
            Clear Customer Records Bonus Bucks/Points Field and
            Print A History Report of What Was Cleared

            Days Customers Inactive:      60
```

```
            Customers inactive for this many days or more
```
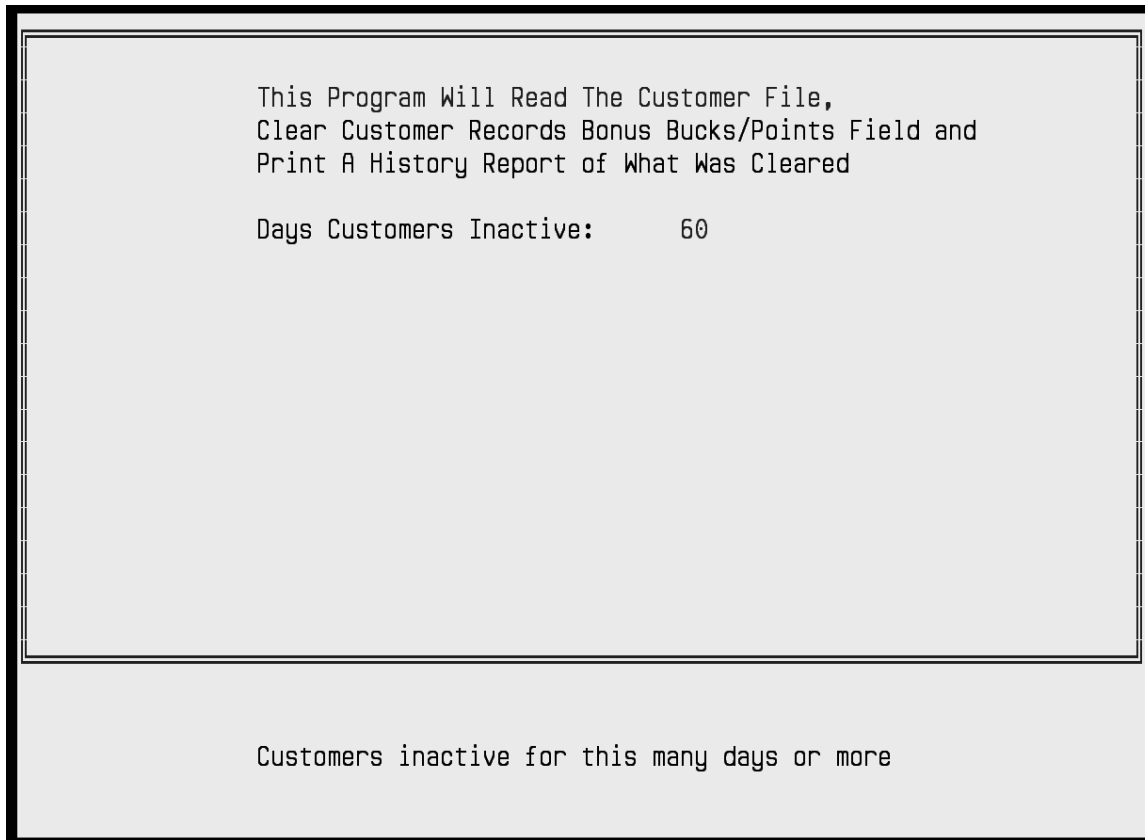
Figure 19 Clearing Bonus Bucks/Points field

Enter the number of days customers are inactive that you want to clear bonus bucks/points for and press ENTER to run the BONUSCLR program.

Bonus Bucks/Points Report

To run the bonus bucks/points report, press the F10 key on any menu, and at the command line prompt "Input the module that you would like to execute:", type in BONUSRPT and press ENTER. See Figure 20.
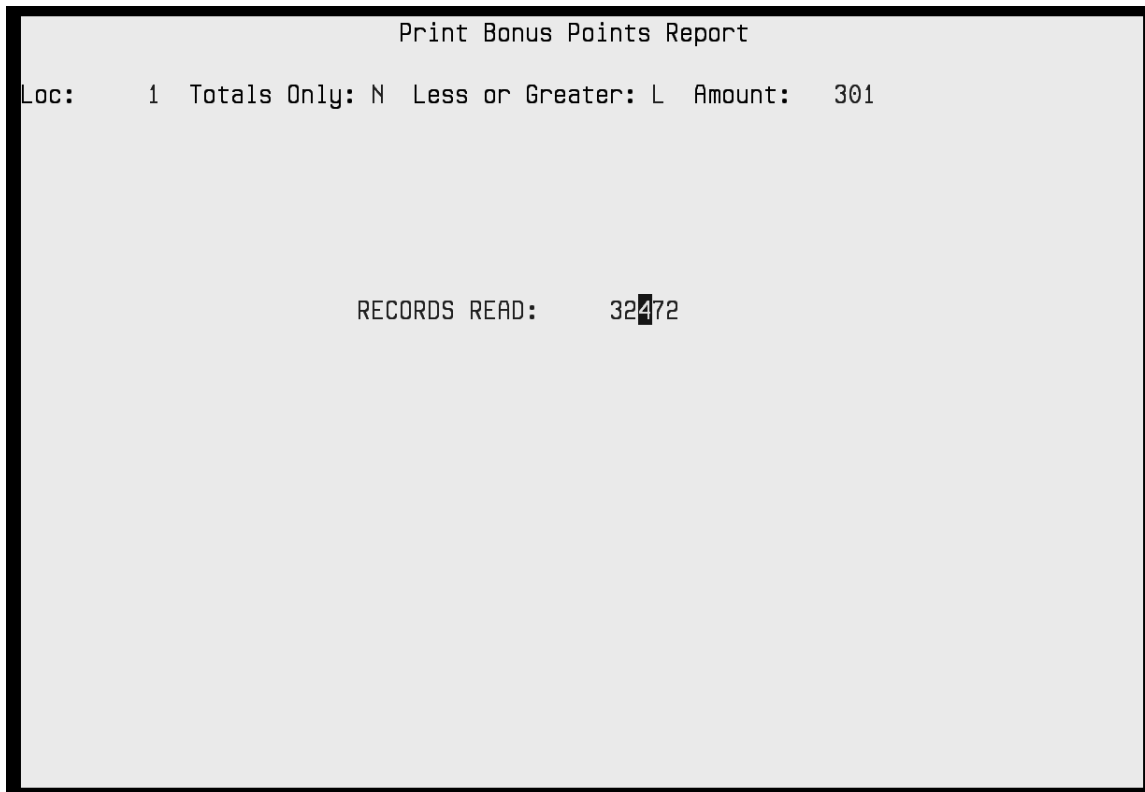
```
                    Print Bonus Points Report

Loc:    1  Totals Only: N  Less or Greater: L  Amount:    301




                    RECORDS READ:     32472
```

Figure 20 Print Bonus Points Report Screen

LOCATION   Enter the store number you want the report for.

TOTALS ONLY   Enter a Y if you want a Totals Only Report.

LESS OR GREATER Enter a G if you want a report that shows customer records that will be greater than the amount you set in the next field otherwise leave as L and enter the amount for the customers you want to see that are less than than this number in bonus bucks/points.

AMOUNT   Enter an amount of bonus bucks/points you want to see customers for on this report based on how you set the LESS OR GREATER field.

Press the F9 key and at the "Any More Changes: N", press the ENTER key to accept the default of N for no more changes. The report will begin running and you will see the RECORDS READ counter processing. When it completes, you will be returned to a menu.

Figure 21 is an example Bonus Report.

```
                        Bonus Point Report
Run Date: 12/16/05                         Page:      1        Report: BONUSRPT

   Loc     Cust#    Name                         Phone          Tickets       Pt
     1   1002073   JONES       ALRICK L      (555)555-5555         1           6
     1   1003526   M.          TERESA        (555)555-5555         1          16
     1   1004196   M           GARY          (555)555-5555         1          16
     1   1004310   SMITH       JOHN          (555)555-5555         1          40
     1   1004415   L.          TAMMY         (555)555-5555         2          83
     1   2003257   JONES       ABIGAIL       (555)555-5555         1           6
     1   2003829   SAADE       PHILIP        (555)555-5555         2          19
     1   2004065   SABATH      LOUELLA       (555)555-5555         1           6
     1   2005534   LABARGE     RANDY         (555)555-5555         0          10
     1   2005556   ABERNATHY   CHRISTIE      (555)555-5555         4          54
     1   2006137   SMITH       ALAN          (555)555-5555         1           6
     1   2008447    DARBY      SANDRA        (555)555-5555         0          20
     1   3001846   L. MUSGRAVE/ GW           (555)555-5555         1          16
     1   3002492   SMITH       ALBERTA       (555)555-5555         1           6
     1   3009007   SMITHSONIAN INSTITUTE     (000)000-0001         1           6
     1   5003196   LABORN      SHARANZA      (555)555-5555         1           6
     1   5003213   LABORN      CHARLENA      (555)555-5555         3           6
     1   5003915   SMITH       JANE          (555)555-5555         1          30
     1   6002014   SMITH       JOHN          (555)555-5555         1          20
     1   6002108   SABASTAIN   YVONNE        (555)555-5555         1          20
     1   7000084   ABRAHAM     DIANE         (555)555-5555         0           6
     1   7001347   SMITH       JOHN          (555)555-5555         1          20
     1   9001267   MABRY       CORINE        (555)555-5555         0          36
     1  14001357   KABLE       SHANE         (555)555-5555         1           6
     1  16000624   SABB        CAROL         (555)555-5555         1          20
     1  17000808   SAAVEDRA    JIDIER        (555)555-5555         0           6
     1  21201154   NABORS      ANGELA        (555)555-5555         1          20
     1  21203226   ABBOTT      ANTHONY       (555)555-5555         2          12
     1  21205273   SMITH       JOHN          (555)555-5555         1          20
     1  24000066   JONES       ALICE         (555)555-5555         1           6
     1  27000079   LABAFF      JASON         (555)555-5555         4          12
     1  40003154   MABRY       TIM           (555)555-5555         7         216
     1  60001550   SMITH       ADRIENNE      (555)555-5555         1           6
      1200000401   AARON       JOHN          (555)555-5555         0           6

                               TOTALS
        34                                               45        784
        Cust                                           Ticket  Bonus Pt
        Count                                           Count    Count
```
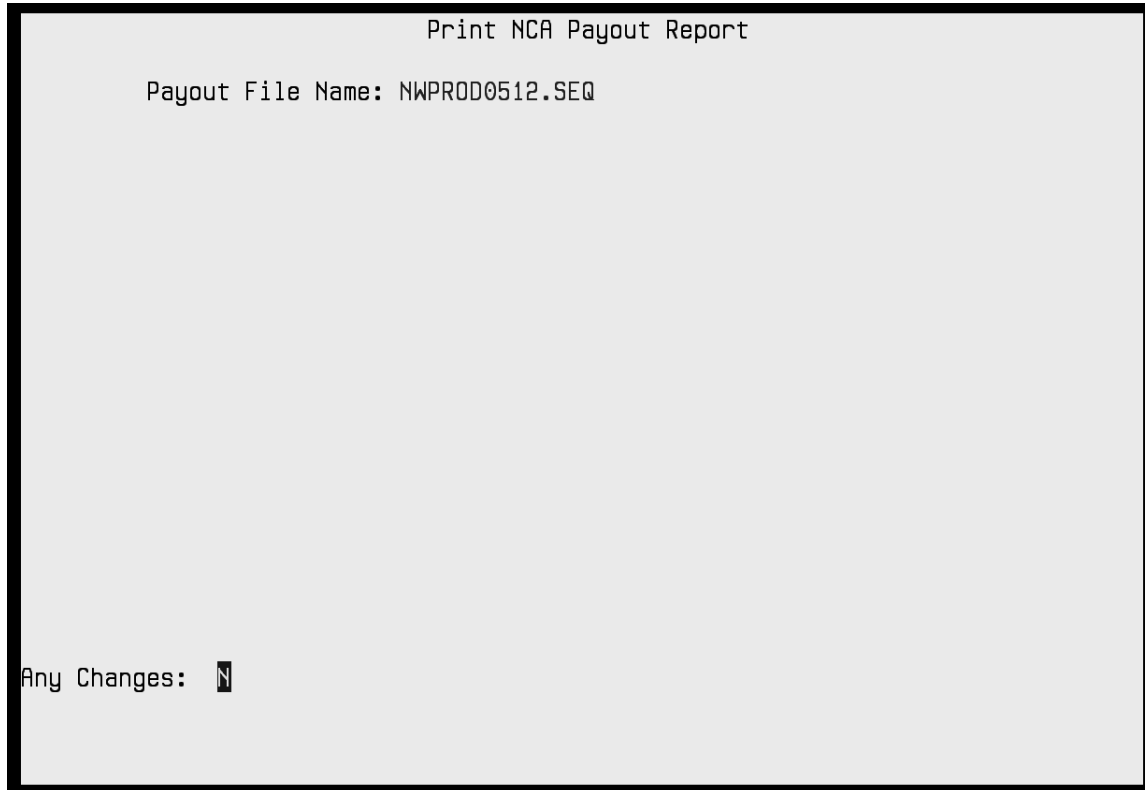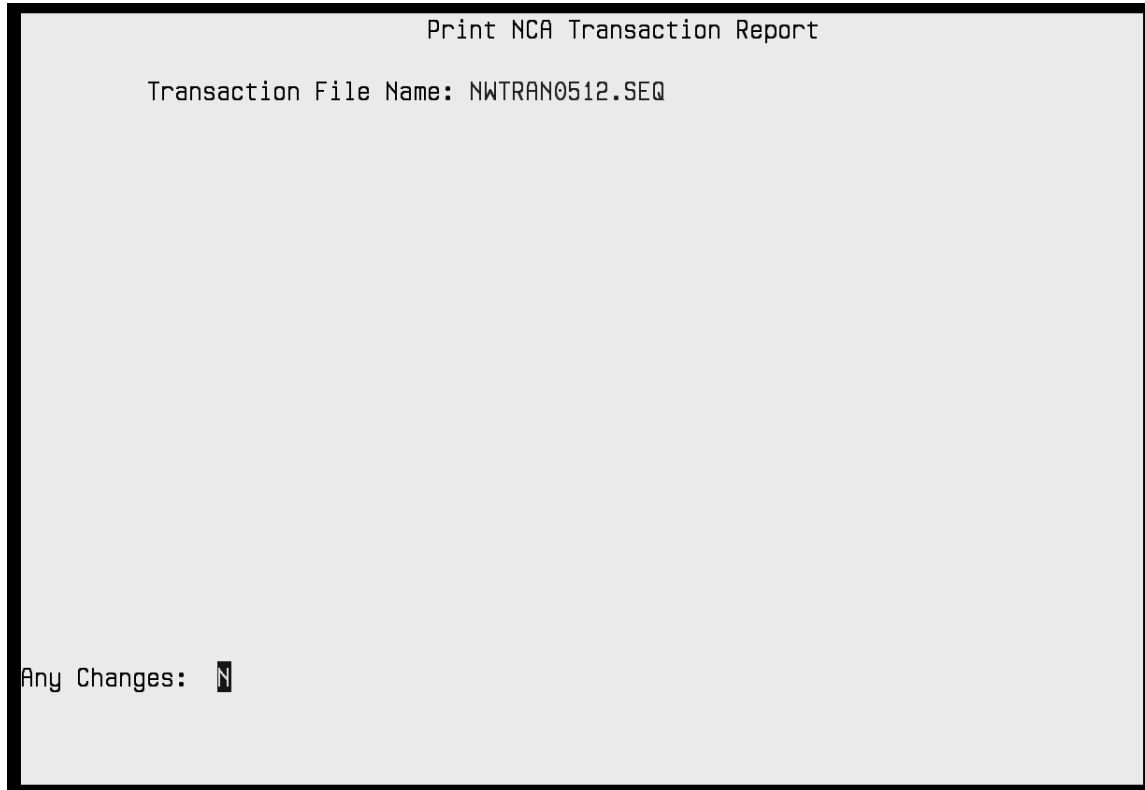
Figure 21 Bonus Point Report Example

NCA Payout Report

To run the NCA Payout Report, press the F10 key on any menu, and at the command line prompt "Input the module that you would like to execute:", type in NCAPRPT and press ENTER. Enter the printer number you want the report to print to and press ENTER. See Figure 22.

```
                    Print NCA Payout Report

        Payout File Name: NWPROD0512.SEQ












Any Changes:  N
```

Figure 22 NCA Payout Screen

Enter the Payout File Name you want the report to print for.

Press the F9 key and at the "Any More Changes: N", press the ENTER key to accept the default of N for no more changes. The report will run. When it completes, you will be returned to a menu. Figure 23 is an example NCA Payout Report.

```
Run Date: 12/16/05                      POWER SALES & RENTALS                              Page:    1
Time: 10:53:04                             Payout Report

                                                                                       Orig    Date
Store  Agreement      Item      Description         Mfr              Model      Serial  Purch   Paid
Number Number         Number    of Item                              Number     Number  Date    Out

    ~ 0.01~01 0010030  0001~T~12 009.20~01 001003009106    ~1 0001~T~121505~0001.8 ~01 001003009106  001~T~1215 01/ 0/ 1  3/ 0/91

                    Count of Products This Store:        1
                    Count of Non Blank Store Number:     1
               Count of Non Blank Agreement Number:      1
                    Count of Non Blank Item Number:      1
                    Count of Non Blank Description:      1
                    Count of Non Blank Model Number:     1
                    Count of Non Blank Serial Number:    1
         Count of Non Blank Original Purchase Date:      1
                    Count of Non Blank Payout Date:      1


.08~01 ~1 0001~T~12140 0010160006    ~1 0001~T~121405~0000.0 ~01 001007001347      ~1  001~T~121405~0000. 1021205273  1/~T/~1 14/ 5/~0

                    Count of Products This Store:        1
                    Count of Non Blank Store Number:     1
               Count of Non Blank Agreement Number:      1
                    Count of Non Blank Item Number:      1
                    Count of Non Blank Description:      1
                    Count of Non Blank Model Number:     1
                    Count of Non Blank Serial Number:    1
         Count of Non Blank Original Purchase Date:      1
                    Count of Non Blank Payout Date:      1


1 0001 1 001002008447  T~121405~0 ~01 001006002108       ~1  001~T~121405~0000.06~01 0 1003009266      ~1 121405~000  0/10/ 4 10/  /

                    Count of Products This Store:        1
                    Count of Non Blank Store Number:     1
               Count of Non Blank Agreement Number:      1
                    Count of Non Blank Item Number:      1
                    Count of Non Blank Description:      1
                    Count of Non Blank Model Number:     1
                    Count of Non Blank Serial Number:    1
         Count of Non Blank Original Purchase Date:      1
                    Count of Non Blank Payout Date:      1


5~0000      ~1 0001~T 26~01 0010 15     ~1 0001~T~121505~ 000.01~0                          / /    / /

                    Count of Products This Store:        1
                    Count of Non Blank Store Number:     1
               Count of Non Blank Agreement Number:      1
                    Count of Non Blank Item Number:      1
                    Count of Non Blank Description:      1
                    Count of Non Blank Model Number:     1
                    Count of Non Blank Serial Number:    1
         Count of Non Blank Original Purchase Date:      1
                    Count of Non Blank Payout Date:      1
```

Figure 23 NCA Payout Report Example

NCA Transaction Report

To run the NCA Transaction Report, press the F10 key on any menu, and at the command line prompt "Input the module that you would like to execute:", type in NCATRPT and press ENTER. Enter the printer number you want the report to print to and press ENTER. See Figure 24.

```
                    Print NCA Transaction Report

        Transaction File Name: NWTRAN0512.SEQ

















Any Changes:  N
```

Figure 24 NCA Transaction Screen

Enter the Transaction File Name you want the report to print for.

Press the F9 key and at the "Any Changes: N", press the ENTER key to accept the default of N for no more changes. The report will run. When it completes, you will be returned to a menu. Figure 25 is an example NCA Transaction Report.

```
Run Date: 01/09/06                    POWER SALES & RENTALS                         Page:     1
Time: 09:26:01                          Transaction Report

Store       Agreement      Transaction   Transaction   Transaction
Number       Number          Type          Date         Amount

1 0001  1 001002008447        T          12/14/ 5        0.06
1 0001  1 001006002108        T          12/14/ 5        0.06
1 0001  1 001003009266        T          12/14/ 5        0.06
1 0001  1 001001004310        T          12/14/ 5        0.08
1 0001  1 001016000624        T          12/14/ 5        0.06
1 0001  1 001007001347        T          12/14/ 5        0.06
1 0001  1 001021205273        T          12/14/ 5        0.01
1 0001  1 001003009060        T          12/15/ 5        9.20
1 0001  1 001003009106        T          12/15/ 5        1.81
1 0001  1 001003009106        T          12/15/ 5        9.32
1 0001  1 001003009106        T          12/15/ 5        0.26
1 0001  1 001005003915        T          12/15/ 5        0.01
1 0001  1 001003009264        P          12/23/ 5        0.00
1 0001  1 001003009266        T          12/23/ 5        0.12
1 0001  1 001003009284        C          12/29/ 5        0.00
1 0001  1 001003009285        T          12/29/ 5        0.10
1 0001  1 001003009281        T          12/29/ 5        0.10


            Transaction Count This Store:      17
         Count of Non Blank Store Numbers:     17
     Count of Non Blank Agreement Numbers:     17
     Count of Non Blank Transaction Types:     17
     Count of Non Blank Transaction Dates:     17
      Count of Non Blank Transaction Amts:     15
        Total Dollar Amount of Transactions:  21.31



            Transaction Count This Report:     17
         Count of Non Blank Store Numbers:     17
     Count of Non Blank Agreement Numbers:     17
     Count of Non Blank Transaction Types:     17
     Count of Non Blank Transaction Dates:     17
      Count of Non Blank Transaction Amts:     15
        Total Dollar Amount of Transactions:  21.31


Time Finished: 09:26:01
```

Figure 25 NCA Transaction Report Example

NCA Agreement Report

To run the NCA Agreement Report for new agreements, press the F10 key on any menu, and at the command line prompt "Input the module that you would like to execute:", type in NCAARPT and press ENTER. Enter the printer number you want the report to print to and press ENTER. See Figure 26.
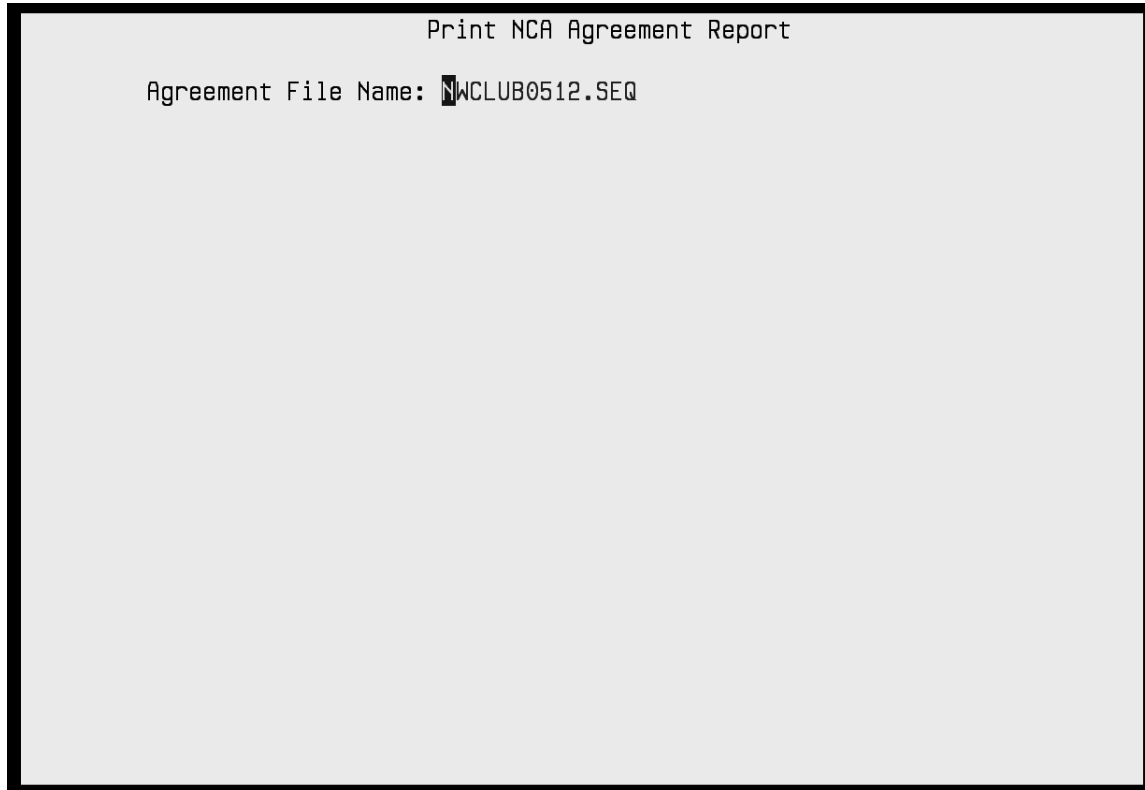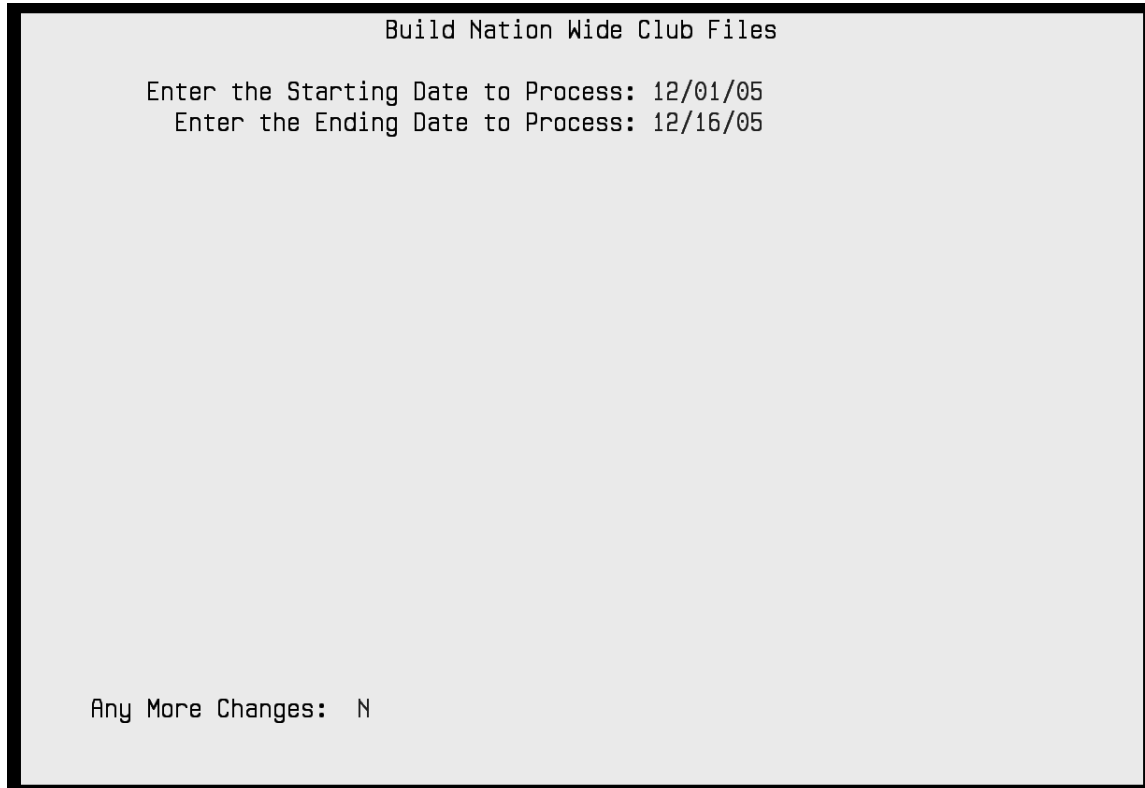
```
                    Print NCA Agreement Report

        Agreement File Name: NWCLUB0512.SEQ
```

Figure 26 NCA Agreement Screen

Enter the Agreement File Name you want the report to print for.

Press the F9 key and at the "Any Changes: N", press the ENTER key to accept the default of N for no more changes. The report will run. When it completes, you will be returned to a menu. Figure 27 is an example NCA Payout Report.

```
Run Date: 01/09/06                    POWER SALES & RENTALS                               Page:    1
Time: 09:20:21                        New Member Report

                                                                Rent    Club   Num F
Store    Agreement                                       Zip    Start   Start  of  R
Number    Number     Last Name    First Name  Address           City        St  Zip  Ext    Date    Date   Pmts Q     Phone

 0006    006006021285  SMITH        JOHN       340 W. HAMPTON  ANYTOWN      TX 55555    0  8/11/ 4 12/15/ 5   78 W (555)555-5555


            Count of New Members This Store:         1
       Count of Non Blank Agreement Numbers:         1
            Count of Non Blank Last Name:            1
            Count of Non Blank First Name:           1
             Count of Non Blank Address:             1
             Count of Non Blank Address2:            1
              Count of Non Blank City:               1
              Count of Non Blank State:              1
               Count of Non Blank Zip:               1
         Count of Non Blank Zip Extension:           1
       Count of Non Blank Rent Start Date:           1
       Count of Non Blank Club Start Date:           1
      Count of Non Blank Number of Payments:         1
       Count of Non Blank Payment Frequency:         1
              Count of Non Blank Phone:              1
      Count of Non Blank Number Payout Date:         0


1 0001 1 001003009278  SMITH        JANE       116 CHURCH ST.  ANYTOWN      TX 55555    0 12/15/ 5 12/15/ 5   78 W (555)555-5555
1 0001 1 001003009280  SMITH        AARON      1407 GEER HWY.  ANYTOWN      TX 55555    0 12/29/ 5 12/29/ 5   78 W (555)555-5555
1 0001 1 001003009284  JONES        ABIGAIL    868 CREST ST.   ANYTOWN      TX 55555    0 12/29/ 5 12/29/ 5   78 W (555)555-5555


            Count of New Members This Store:         3
       Count of Non Blank Agreement Numbers:         3
            Count of Non Blank Last Name:            3
            Count of Non Blank First Name:           3
             Count of Non Blank Address:             3
             Count of Non Blank Address2:            0
              Count of Non Blank City:               3
              Count of Non Blank State:              3
               Count of Non Blank Zip:               3
         Count of Non Blank Zip Extension:           3
       Count of Non Blank Rent Start Date:           3
       Count of Non Blank Club Start Date:           3
      Count of Non Blank Number of Payments:         3
       Count of Non Blank Payment Frequency:         3
              Count of Non Blank Phone:              3
      Count of Non Blank Number Payout Date:         0



0
Run Date: 01/09/06                    POWER SALES & RENTALS                               Page:    2
Time: 09:20:21                        New Member Report

                                                                Rent    Club   Num F
Store    Agreement                                       Zip    Start   Start  of  R
Number    Number     Last Name    First Name  Address           City        St  Zip  Ext    Date    Date   Pmts Q     Phone

            Count of New Members This Report:        4
       Count of Non Blank Agreement Numbers:         4
            Count of Non Blank Last Name:            4
            Count of Non Blank First Name:           4
             Count of Non Blank Address:             4
             Count of Non Blank Address2:            1
              Count of Non Blank City:               4
              Count of Non Blank State:              4
               Count of Non Blank Zip:               4
         Count of Non Blank Zip Extension:           4
       Count of Non Blank Rent Start Date:           4
       Count of Non Blank Club Start Date:           4
      Count of Non Blank Number of Payments:         4
       Count of Non Blank Payment Frequency:         4
              Count of Non Blank Phone:              4
      Count of Non Blank Number Payout Date:         0


Time Finished: 09:20:21
```

Figure 27 NCA Agreement Report Example

Building the Export Files for Nationwide

Please login to the RSSS system as "root" to extract the data for Nationwide.

To run this program, press F10 on any menu and at the command line prompt "Input the module that you would like to execute:" type in NCAEXPRT and do not press ENTER. This will take you to the screen that appears in Figure 28.

```
                    Build Nation Wide Club Files

        Enter the Starting Date to Process: 12/01/05
          Enter the Ending Date to Process: 12/16/05


















         Any More Changes:  N
```

Figure 28 Build Nationwide Club Member File

ENTER THE STARTING DATE TO PROCESS   Enter the beginning date of the
            month you are processing for. For example, in December, you will be
            processing November business so the date here would be 11/01/05.

ENTER THE ENDING DATE TO PROCESS   Enter the ending date of the month
            you are processing for. For example, in December, you will be
            processing November business so the date here would be 11/30/05.

Press the F9 key and at the "Any More Changes: N", press the ENTER key to accept the default of N for no more changes. This process will generate the export files NWCLUBYYMM.SEQ (YY being year and MM being month), NWPRODYYMM.SEQ and NWTRANYYMM.SEQ (these three files reside on your root directory). Once this file is created, you will need to export it off your system on to a Windows machine and email the file to Nationwide. There are a few options as to how to get the file off your Windows machine using a DOS copy (dscop) command or using the FTP (file transfer protocol) method. Contact an RSSS representative about your options.

Exporting All Club Accounts to Nationwide

Please login to the RSSS system as "root" to export the data to Nationwide.
To export all club accounts to Nationwide, press the F10 key on any menu, and at the command line prompt "Input the module that you would like to execute:", type in NCAALLEX and DO NOT press ENTER.   See Figure 29.

```
                 Export All Nation Wide Club Agmts








































         Continue:  N
```
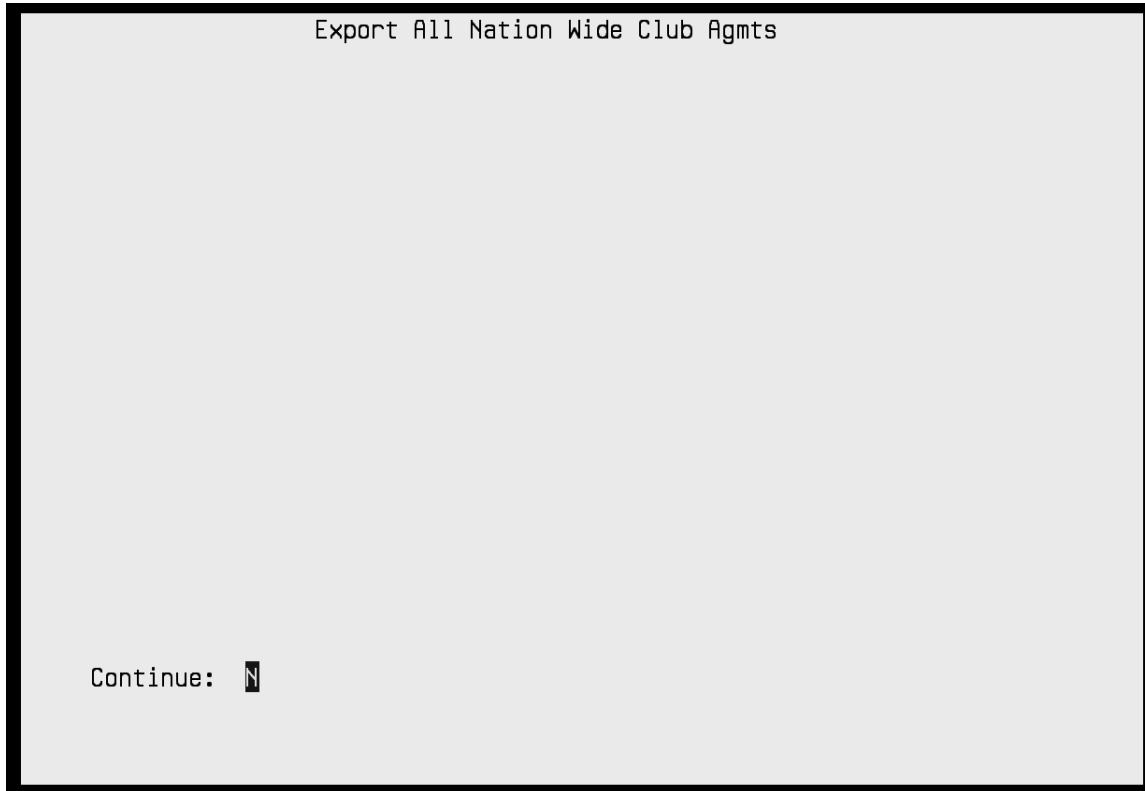
Figure 29 Export All Nationwide Club Agreements

At the prompt "Continue: N" enter a Y and the export file will be built. The file name will be NWCLUBALL.SEQ and can be found on the root drive (i.e. /NWCLUBALL.SEQ).

At this point we have many different ways of getting the file to Nationwide, depending on what you have worked out with Nationwide. Contact Nationwide or RSSS for the proper procedure to export your file and email it if you do not have procedures to do this.

INDEX