

Billing items	<p>Membership</p> <ul style="list-style-type: none"> - Allow hold, on leave, extend, expired, exchange and renew membership - Allow membership to be sold at selected shop or all shops - Allow sold membership to be used at selected shop or all shops - Allow members who have purchased membership to enroll a limited number of lessons within membership period - Allow members who have purchased membership to enroll a limited number of lessons within every specified period, e.g. 5 lessons per week - Lesson can be fixed, can be flexible (e.g. all yoga lessons and dance lessons), or all lessons. - Allow limit member in out count within membership period. - Allow limit member in out count within every specified period, e.g. 5 count per week. - Allow membership start date by invoice date, first date of invoice next month, service start date or a specified date. - Allow membership start date to be amended at invoice.
	<p>Class - can be enrolled by member or non member by payment, can be enrolled by non member for trial lesson, can also be enrolled by members who have purchased membership.</p>
	<p>Product - a tangible item of goods which will update inventory automatically after transactions confirmed.</p>
	<p>Deposit - value that can be used in the club. Deposit may be acquired free of charge because of other purchases or may be acquired by direct purchases.</p> <p>Direct purchases can be purchased one-on-one or at a discount.</p> <p>If member use free acquired deposit to purchase product, product sales value will be \$0.</p> <p>If member use discount purchased deposit to purchase product, product sales value will adjusted in pro-rata basis.</p>
	<p>Gift certificate - Deposit is purchased for own use. Gift certificates have the same properties as deposit but gift certificate is purchased for other members.</p>
	<p>POS item - billing item with no special properties, for invoicing only. Normally use for handling charge or F&B items.</p>
	<p>Promotion suite - a multi-dimensional billing item. Use only one item code to include different combinations of the above billing items for easy invoicing.</p>
Related reports	Membership hold report
	Membership on leave report
	Membership extension report
	Membership expired report
	Monthly membership lapsed report
	Monthly membership lapsed payment report
	Membership outstanding report
	PT session used report
	PT session summary report
	Membership transaction report
	POS Item master
	Deposit master
	Promotion Suite master
	Product master
	Item master
	Item price master
Volume discount master	

Member	Member record new, view, edit, delete
	Standard member fields
	Member fields display setup
	Unlimited user defined fields, fields can be displayed as text box, check box and radio button
	Member record input control
	New member duplication check
	Member basic search (selected fields)
	Member advanced search (all fields)
	Member comment Record important matters that staff should be aware when servicing the member

	Add comment to multiple member Input same comment to more than one member by one action
	Member comment analysis
	Print Member label
	Member statistics use graph to display member distribution
	Member record amendment history
	Group member If one member mistakenly create two member code, group member function can combine the transactions of the two member code into one
Related reports	Member record report
	Member report writer

Counter check in	- after input member code, system will display member photo, member name and member group
	- can view member details and document
	- can view member purchased membership and products
	- can view member all enrolled lessons
	- can do check in and check out, enrol group lesson and enrol private lesson for members
	- can do membership extension and upgrade for member
	- can view, edit and new member comment
	- display member unpaid records, can press [pay school fees] to pay outstanding amount
	- When check in, will according to member purchased membership, check whether member have entrance rights
	- will display check in day lesson and complete lesson check in
	- can record member locker and loan out items

Point of Sale	Cashier Invoice
	Member Application Form
	Installment and Settlement
	Invoice Search
	Allow send invoice to member by email
	Item discount, invoice discount, member discount, volume discount and total discount
	Invoice remark
	Unlimited self defined payment method
	User defined autogen invoice number sequence
	Reference invoice number
	Exchange Invoice
	Back Order and Collection
	Cash Closing
	Promotion message at invoice
	Locker rental - Member can rent, renew and terminate locker
	Member deposit account
Member membership account in out record and lesson enrolled and used record	

Related reports	Invoice Journal
	Item sales listing (8 reports - by nature, brand, promotion code, analysis code, shop, member, division and sales)
	Item sales report (8 reports - by nature, brand, promotion code, analysis code, shop, member, division and sales)
	Promotion suite sales listing
	Promotion suite sales report
	Best selling item report
	Item sales discount report
	Member installment payment report
	Member Installment transactions report
	Member backorder status report
	Member account report

Class	Calendar Lesson Calendar - daily by tutor, daily by classroom, Weekly & Monthly - User defined information to be displayed in time slots of the calendar, such as lesson name, tutor, classroom, lesson quota, no. of remaining seats, etc. - Lesson full alert - Member with overdue amount alert - Lesson calendar is available for view, print and export to excel - Schedule lesson at weekly calendar - Allow class lesson and individual lesson at lesson calendar - Allow multiple tutor or multiple classroom for one lesson - Allow no tutor or no classroom for lesson - Member admission for class lesson - Member admission for private training lesson - Lesson admission control - Not allow member usage of unpaid lesson; Not allow admission lesson if member has X time absent / cancel lesson record within X day - Print membership admission slip - Cancel admission - Cancel admission control - Not allow cancel past admission; Not allow cancel same day admission within X hours - Waiting list admission - Trial lesson admission - Allow remove lesson for lesson without admission - Edit, change and split lesson - Re-schedule all lessons in one day to another date
	Change lesson - Member change lesson and undo change lesson - Change lesson log - Members of different member group have different maximum change times per class (for individual lesson, per lesson)
	Manual check in - allow check in, undo check, late check in and mark absent record in bulk
	Related reports Lesson master
Related reports	Class template master
	Class master
	Class attendance report
	Lesson attendance report
	Member attendance report
	Class enrolment report
	Active and inactive member report
	Class commencement report
	Class revenue report
	Class utilisation summary
	Lesson revenue report
	Class member details report
	Member expected attendance report

Inventory	Goods Receipt
	Adjustment
	Consumption
	Stock Transfer
	Shop Request
	Transfer Order
	Stock Take
	Import stock take record
	Repack
	Safety Stock
	Purchase Order
	Vendor
	Inventory costing using weighted average or FIFO
	Related reports Stock Inquiry

	Stock Value Inquiry (costing method using weighted average or FIFO)
	Stock Value Inquiry (costing method using master cost, retail price and/or by lot)
	Product COGS report
	Goods receipt report
	Purchase cost amendment report
	Adjustment listing
	Consumption listing
	Transfer order report
	Transfer report
	Stock take variance report
	Inventory in out report
	Inventory movement report by retail value and cost value
	Inventory movement report
	Slow movement product report
	Inventory aging report
	Purchase order listing
	Vendor master (Master report)

Promotion	Promotion Code
	Analysis Code
	Member referrals program
	Bonus Point Scheme
	Cash Dollar Scheme
	Contact member - Arrange colleagues to follow up members; colleagues record the content and progress of follow up; Managers monitor the follow up progress; follow up statistic by colleagues
Related reports	Promotion master (Master report)
	Member referral record report
	Member bonus point report
	Contact campaign analysis by campaign
	Contact campaign analysis by shop
	Contact campaign analysis by sales
	Contact campaign analysis by member

Staff	Staff Master
	Staff Shift
	Holiday / Rest day
	Statutory Holiday
	Public Holiday
	Staff Leave
	Send email to assigned person after leave application, approved, rejected and cancelled
	Staff Roster
	Staff Sign in
Related reports	User group access rights report
	Staff master report
	User login history report
	Leave report
	Staff attendance report
	Staff missing punch card report
	Staff attendance summary report

Commission	Sales Commission Report
	Monthly membership lapsed payment report by sales commission
	PT session summary report by sales commission
	Tutor Salary Calculations

Invoice receipt A4, A5 or 80mm with company logo (to be provided by client)	Cashier invoice
	Settlement invoice
	Exchange return invoice
	Collection invoice

System Control	Access control with login and password
	Full access rights control
	Control of staff void invoice
	Shop manager discount password
	Display or not display product cost control
	Company Announcement
	Shop access right
	Warehouse access right
	Document closing to disable users' input in closed period
	Shop fixed IP
	Deny access from unauthorized computer
	SSL encryption

System Short cuts	Today birthday member
	Apply own leave
	Today on leave staff
	Approve leave
	Staff leave calendar
	Counter check in / check out

Mobile system functions	Member application form
	Member record amendment form
	Member survey form
	Member consent form
	New member, search member, edit member
	Today birthday member
	Search invoice
	Business performance
	Company announcement
	Approve leave
	Staff leave calendar
	Inventory status inquiry
	Inventory availability inquiry
	Inventory transaction inquiry
	Transfer in
	Transfer in search
	Apply own leave
File pool	

Member online booking	Main Page
	- Small logo at top right corner
	- Login, Book lesson, Booked lesson, Completed lesson and Questions
	- Content display multiple company's news
	News
	- User can setup multiple company news message and upload photo
	- News will display on main page
- Member click the news to display message content	
Book lesson	
- Lesson details include Date, time, lesson, tutor, available and location	
- Default display today all lesson and all time, available to change	
Booked lesson	
- Display member booked record but not yet attended	
- Allow member cancel booking under the cancel rules	
Completed lesson	
- Display member attended record	
- Lesson details include date, time, lesson, tutor and location	
Login	
- Member input login and password to login system	
- Enable to handle forgot password case	
- member provide login, telephone or email, system will send login and password to by SMS or email	