

Sonoma Guide
House Account Transaction Report

Instructions for reviewing / printing a list of rewards issued for a specific time period involving House Accounts.

1. From the main menu goto **Reports**
2. Choose report category **Points**.
3. Under *Choose Report* select **Points Issued**
4. Click the **House Account Trans** report option
5. Under *Filter Criteria* set the **From** and **To** dates
 - by default if you just back up the from date by a day it will show the last 24 hours
6. Choose the specific casino location under the **Site** drop down box
7. Click **Show Report**

This report will show a detailed listing of each individual comp transaction that involves a House Account. It will show the House Account used, the player who received the item, and the person who was logged in using the system as well as the transaction Date / Time, item name, and points used.