Sonoma Guide
Points Roll Off

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 **Point Roll Off**
4. Set the "Cut Off Date" in the upper left corner to the desired setting
5. Click the "Show Report" button, this will tell Sonoma to start the process off determining how many points to roll off for each customer
6. The report will display showing the list of player who's points are about to roll
7. Click back to the "Report Setup" tab at the top of the screen
8. Click the "Roll Off These Points" button in the upper right, 2nd button down
9. Sonoma will now go through each account one by one to roll off points and make a corresponding point adjustment to each account
10. When completed a message box will pop up stating the roll off is done and what the batch
        number was
11. To view the roll off detail highight the batch number in the list of "Previous Roll Off Batches" and click "Show Detail for This Batch"