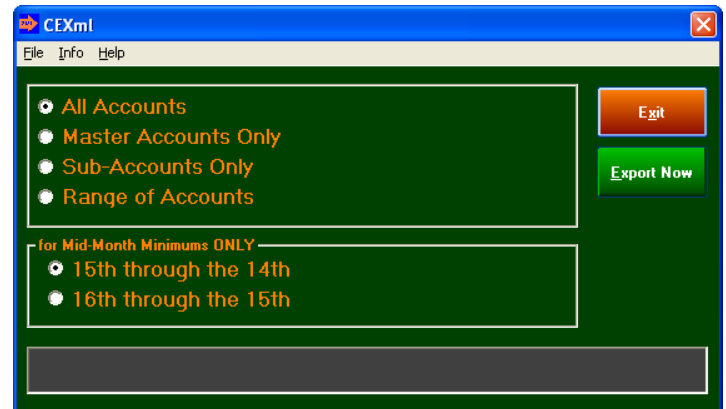


CEXml Export

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Overview

This module exports current month sales transaction data in a specific XML data format that is compatible with custom web sites developed and hosted by the Club Essential Company. The exported data may then be uploaded to and/or imported into the Club Essential web site using their SyncClient tool for display on web sites that have sales transaction display capability. SyncClient is an “agent” that runs in the background on one of your computers and is a software product from Club Essential.

The option to run the module is found on the Monthly file menu just above the option to “Finish Monthly:”



What Data is exported?

The exported data includes all accepted sales, payment or other A/R transactions and all member balances as of the date and time the export is performed. Transactions that are in the A/R workspace are NOT exported because they have not yet been "accepted" as being correct.

- The module uses the current month and year settings in Club Office A/R configuration to determine what the "current" month is. Only current month data is exported.

- The module does not export data retroactively, e.g. you cannot export data for last March if you're already in July of that year. This is because the exported data will not match the account balances, which are always current.
- The module does not export member account names, addresses, telephone numbers, IDs, passwords or any other personal data. Only member numbers, aged balances, minimum balance #1 and related sales transactions of active member accounts are exported.
Member accounts that are marked as “terminated” are not exported.
- For more specific information, the end of this help file includes a sample of the inquiry definition specifications provided by Club Essential for the creation of XML data.

How Frequently Can I Export Data?

Except during month-end processing, there is no limitation placed on this. You may export data multiple times every day, week or month. However, it is incumbent on the end user to upload/update the club web site using the most current, correct information.

During month-end processing, Club Office member balances are in flux as dues, special interest charges and other automatically generated fees are created. This is a highly critical time in the billing and information cycle, and the following information should be helpful:

1. While month-end processing is actually running and generating month-end charges, DO NOT RUN THE EXPORT. Wait until all charges have been generated. You may not run the export simultaneously while month-end charges are being generated.
2. While statements are actually being printed, DO NOT RUN THE EXPORT. Wait until all statement printing has been completed. You may not run the export simultaneously while statements are being printed.
3. The most complete time to export all of a month's transactions and current balances is after statements have been printed and immediately prior to performing the A/R Finish Monthly procedure. This will ensure that all member information is in sync. Only a user who has A/R access privileges equal or greater than A/R level 4 (Finish & Post Monthly) is allowed to export data during this critical time during the entire month-end procedure.
IMPORTANT: exporting data just prior to running the A/R EOY Finish will provide the most complete set of data for your web site and is, in fact, the ONLY time where member balances, monthly charges and special month-end charges for dues, special interests, etc. are part of the mix. If you desire this information on your web site, this is the ONLY OPPORTUNITY you have to get it; after you finish the month, the export will not let you export the same information because it will no longer be the "current" month.

CAUTION: Running the export concurrently with steps 1 or 2 above may cause unpredictable results in the operation of the A/R system because the exporting of data at the same time such data is being changed is the very definition of the term "file conflict." It is impossible to predict the outcome of such an activity; therefore, it is incumbent on the end user to take all possible measures to prevent such an accident from occurring.

Club Office Data vs. Web Site Data

By using this module, you are sharing data between two different database systems: one is Club Office accounting where the data resides in databases on your local computer system or network; the other is the database installed on and accessed via your web site. Keeping the two in sync with one another is an ongoing, manual, managed operation that requires careful attention. The two most common problems are likely to be:

- 1) A member account resides on one system but not on the other, prompting a complaint to the club's office staff.
- 2) A member purchases a meal one night and the next morning, finds that the charge is not yet shown on his account, prompting a call to the club's business office to ask why.

If you add or delete a member to/from your Club Office system, you should also add or delete that member to/from the membership database on your web site. This module will export the member's data, but it will not necessarily create or delete a member's account on the web site. In like fashion, if you add or delete a member account to/from your web site, be sure to also configure the member's account in Club Office appropriately, too so that the data is in sync with one another.

It's important to understand that the frequency that you export the Club Office member data may be different than the automatic setting used by Club Essential's SyncClient module, which performs the actual connection to your web site, transfers the data file and causes your web site to update itself with new information.

Be sure to communicate with your club's membership via newsletter or otherwise about the timing you use to update your web site data, and then stick to the schedule you set. Make sure they understand that the shrimp dinner they purchased at 8:00 p.m. on Friday night isn't likely to appear on the web site when they get home at 10:00, nor may it even appear until late Monday morning when the staff returns to the office to process sales transactions from the Friday-Saturday-Sunday just completed.

How Detailed is the Exported Data?

What you "accept" from the A/R workspace into the Club Office A/R system is the maximum amount of detail that is provided in the export. Your POS system may provide information on a POS receipt that is much more detailed than what flows into the A/R system through an interface and unless you use Club Data's SQLPos POS system, it is likely to be more generalized. The export can only provide as much detail as has been entered into the A/R system.

Installing CEXml Software

Things you will need:

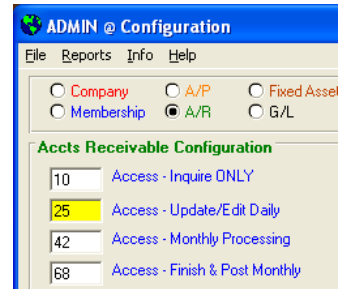
- The most recent Club Office software update, or at least be using version 09.06.22a or later.
 - CEXml software, provided on CD or electronically via email or downloaded from the Club Data Technical Support Web Site.
 - Your CEXml software serial number. This will be assigned to you when you purchase the software.
 - You will also need to know where your main Club Office system software is already installed. In the case of a single-user system, this is likely the c:\clubdata\cdco folder. On a networked system, it is likely the p:\cdco folder. CEXml must be installed into the active, working Club Office folder; it is not an application that runs on its own apart from the Club Office system.
1. Open the **setup_cexml.exe** module. If you acquired the software on CD media, insert the CD into your CD drive and open it in My Computer. If you downloaded the software, go to the location on your computer where it was downloaded to and open it from there. If it's an attachment to an email, open the attachment.
 2. Follow the on-screen directions, including entering your name, company name and serial number.

3. Select the destination directory where your Club Office system software resides, click Next and finally FINISH.

Starting CEXml for the First Time

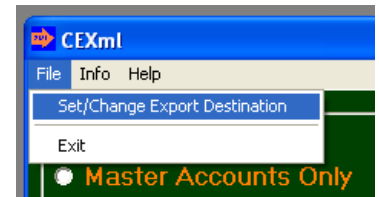
To access the export module, the user must have an A/R access level equal or greater than the update/edit daily level as displayed on the main A/R configuration screen. If the user's level for A/R is equal or greater than this setting, the CEXml menu option will appear on the monthly section of the A/R module's menu. Otherwise, the menu option is not visible.

Be sure to assign appropriate access level permissions to the users who will use CEXml to export the data.

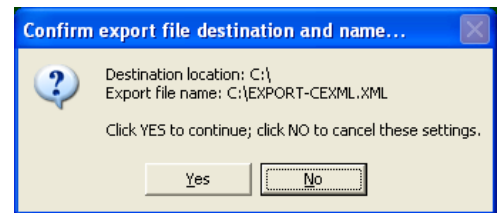


Setting/Changing the Export File Destination

This option is located on the FILE menu. The name and location of the resulting export data file may be changed and/or reset by choosing this option. The file name and location are stored by the system so that the export operation may be easily repeated as needed.



Note that if the setting stores the data file to a networked drive, it is necessary that all users who use the module have identical drive mappings, or the export operation will likely fail. To eliminate this problem, it is suggested that the user choose the LOCAL hard disk drive (usually drive C:) as the destination drive.



The Club Essential SyncClient module will be configured on your computer(s) to scan for the XML export file in a specific folder location either on your computer or on your local network. Your Club Essential technical representative will configure these settings at your facility when the SyncClient module is installed. He/she will likely choose a location that is common to both your computer and to the Club Office software so that Club Data's CEXml export module writes the export data into the same folder where Club Essential's SyncClient module is looking for it. If both modules aren't configured to use the same common file folder location, the web site update cannot occur.

Choosing Which Accounts to Use

Because Club Office includes the capability to track both master accounts (member numbers ending with .00) and sub accounts (member numbers ending in .01-.99), the module provides the flexibility to export all accounts, only the master (.00) accounts or only the sub (.01-.99) accounts.

Further, it is possible to select a range of accounts by member number, providing a way to segment smaller groups of accounts for clubs that assign various types of accounts based on a special numbering system. By default, CEXml will ignore terminated member accounts.

Mid-Month Minimums only

Some clubs utilize mid-month "cycle minimums" which are intended to be offset by the middle point of the month. However, there is no specific rule that determines the midpoint of a month as some clubs consider the midpoint to be the 15th day of the month while

others use the 16th. If you use mid-month cycle minimums, select the appropriate option for your club. If you do not use mid-month cycle minimums, the setting will have no effect on your data and you can ignore the setting:

- 15th through the 14th
- 16th through the 15th

Info

This menu option displays a brief screen message that highlights the version of the software module. If you experience trouble with the module, your tech support representative may request this information from you. In this example, the version **09.06.18a** indicates that the module was last updated on June 18, 2009 (09.06.18 is short for 20090618). The small letter “a” at the end indicates that this was the first revision of that module on that day and is a part of the version number. (Multiple revisions on the same day use more of the alphabet, such as **a b, c, d, e, f**, etc.)



Help

Choosing this menu option displays the built-in help file. The Club Data Help Editor can also be used to print the help file on your local printer.

Helpwindow Messages

The dark gray box at the bottom of the screen is called the "helpwindow." Various messages may appear in this window as the module is running. For example, the member number currently being processed will be displayed, and in some cases, it may be so quick that it may be hard to read. Think of it as a progress box; if the module encounters a problem during an export, it will display the member # at which the problem occurred. When finished, the word "Done" will appear in the helpwindow such as this example:



Other Messages

Periodically, unexpected situations may cause the module to display other messages in a standard Windows dialogue box. Such messages almost always require that the user click OK or choose Yes/No, etc. While every effort has been made to make the export seamless and trouble-free, there's always the possibility that an unexpected situation may arise from which the software cannot recover. For example, network connection problems, electrical power fluctuations, other outside influences or even the interaction with other software running on the same computer can cause unpredictable results. Normally an on-screen message will appear to help offer some guidance in solving the situation.


It is also possible that messages may appear on your screen from the Club Essential SyncClient module. At the present time, it is unknown what their content may be.

Automatic Operation

CEXml has the ability to run unattended at a prescribed day, date, and/or time of day using Windows' built-in Scheduled Tasks option.

Caution: “Automatic” software setups may often lull the end user into a false sense of security – a sort of “set it and forget it” attitude may develop. Users should understand that it is incumbent on the end user to periodically verify that the software actually is functioning as intended, and especially so when software is configured to run unattended and automatically.

Configuring a Windows' Scheduled Task to run CEXml

1. Start the function by selecting "Add Scheduled Task" inside Windows' Scheduled Tasks folder.
2. The Scheduled Task Wizard will open; click NEXT to view the program selection screen.
3. Click the Browse button and search for the CEXml.EXE module. The module is located in the CDCO folder where the Club Office system normally resides and is marked with the following icon: 

4. Select the appropriate "Perform this task:" setting for you; depending on the option chosen, you may be required to configure other time and/or date settings.

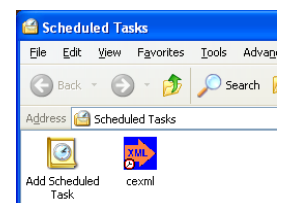
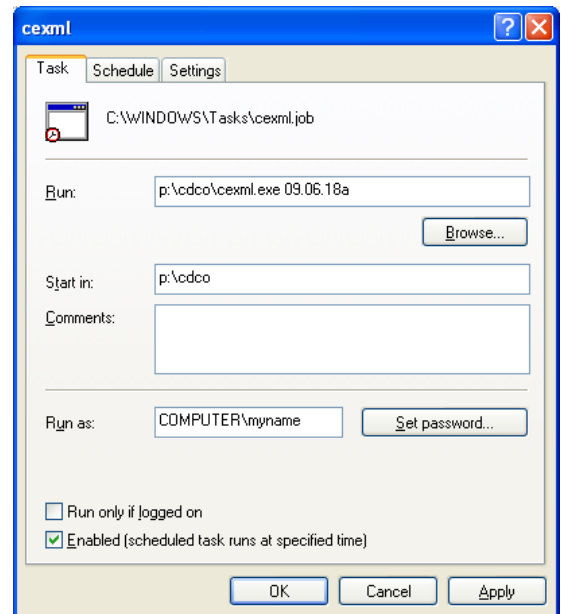
5. Complete the appropriate user and password requirements.
6. Click the box to "Open the advanced properties for this task when I click Finish" box, and then click the Finish button.



7. At the advanced properties TASK panel, change the "Run" line by adding a blank space and the version number of the software at the end of the command line. In the example to the right, the user has typed the blank space followed by **09.06.18a** into the box.

(Reminder: you may find the software version by clicking the **Info** menu option on a CEXml module itself while it's running.)

8. After modifying the "Run" line, click the Apply button.
9. Be sure to check the Schedule tab of the advanced properties menu to ensure when the task is to be performed.
10. Be sure to check the Settings tab of the advanced properties menu for any other settings that may be pertinent to the way you want CEXml to run.
11. Be sure to click the Apply button if you make any additional changes, and click the OK button when done.
12. The CEXml task will then be created in the scheduled tasks folder:



Important

For a scheduled task to run, the computer on which the scheduled task has been defined must also be running when the task is to be executed. Setting up a task on your computer to run in the wee hours of the morning but then turning the computer off before you go home at 5:00 p.m. won't allow the scheduled task to run.

If you subsequently update your CEXml software with a newer version, understand that you also will need to change the properties of the scheduled task's "Run" line to match the updated version of the software, or the automatic mode *will not run*.

To delete a scheduled task, simply delete it from the scheduled tasks folder.

Obtaining Technical Support

The CEXml module primarily interacts with the sales and membership data stored in the Club Office databases. During operation, it is not designed to interact with a web site in any way. Therefore, Club Data can support only issues related to the configuration and operation of the Club Office accounting system and using CEXml to export the data.

Following creation of the export file, it is solely the end user's responsibility to apply the exported data file to his/her Club Essential web site according to the prescribed methods outlined by the Club Essentials staff. It is Club Data's understanding that special software is provided and configured by Club Essential technical staff that performs both the file transfer and ensuing website update. Contact your Club Essential representative for assistance on this matter.

Manuals and support documentation for Club Essential web sites are available at <http://support.clubessential.com>, via the support link visible only to club administrators on their web site's menu under the CE option, or directly from your Club Essential technical support representative.

Caveats/Software Modifications

Because this module exports data that is intended to be viewed on the Internet, it is entirely possible that the malleable nature of Internet web sites hosted by Club Essential may result in periodic reprogramming of some or all of the features of this export module. In such cases, additional reprogramming fees may apply.

The export can only provide data as it has been processed from within Club Office software. The accuracy of such data is in the sole domain of the users of the Club Office software and is dependent on the proper configuration and operation of the Club Office system in concert with consistent operational procedures in the club's business office.

Note that the account names and statement descriptions of your Club Office general ledger accounts can affect the process of importing the data into the Club Essential system. For example, the inclusion of the ampersand (&) character, double or single quote marks in the data can cause data importing mechanisms to fail for these characters are often used by the importing tools themselves to perform various operations instead of being interpreted as "data."

Software Updates

Club Data regularly reviews and updates its software with new features and places the updated software on its technical support web site so that end users who maintain a software support subscription may download and install it. When an update for CEXml is

available, it will be made available in the Club Office Professional software downloads section. *You will need the original serial number of your software to be able to install the update.*

General Theory of Operation

1. Sales transactions are “accepted” by the Club Office user. This is a normal part of the daily A/R procedure of verifying that the sales transaction chits are correct. The “accept” process transfers the chits to the “armonthly” portion of the database and marks them as approved.
2. At a regular, predetermined time of the day (or week?) the user opens the CEXml module and exports the current month’s sales transactions to the destination data folder. *Exporting data is not necessarily automatic; it is usually a manual option invoked by the user. Users who rely on Windows’ Task Scheduler to automate the export should periodically verify that Task Scheduler and the computer are configured and operating properly.*
3. At a preconfigured time the SyncClient module automatically scans the data folder to see if a new data file has been placed there; if so, it connects to the web site, performs the appropriate file transfer and invokes an update on the web site. The original data file is archived by the SyncClient module in the event it is needed again.
4. The Sync Client module returns to a wait mode until the next scheduled time it is set to check for a new data file and repeat the file upload/update process.

Club Essential Inquiry Definition

The following XML data file layout is provided by Club Essential to software developers as a template for creating data that is compatible with their web site displays. This documentation was used during the preparation of the CEXml Export module.

```
<?xml version="1.0"?>
<Inquiry>
  <Billing>
    <Version>Optional Version Number</Version>
    <startTime>Optional Start Time To Process</startTime>
    <endTime>Optional End Time To Process</endTime>
    <Date>File Generation Date</Date>
    <MemberId ID="MemberNumber">
      <BillingInfo>
        <StatementEndDate>Billing Period Close Date</StatementEndDate>
        <BillingSubAccount>
          Optional
          If member has more than one account ie: House,Dues etc.
          Seperate MemberId node required for each member account.
        </BillingSubAccount>
        <BalanceForward>Balance carried from prior billing period</BalanceForward>
        <BalanceDue>Account Total Balance</BalanceDue>
        <Aging>
          <Amount PERIOD="1">0-30 Days</Amount>
          <Amount PERIOD="2">30-60 Days</Amount>
          <Amount PERIOD="3">60-90 Days</Amount>
          <Amount PERIOD="4">Over 90 Days</Amount>
        </Aging>
        <Minimum>
          <CycleFrom>Minimum Cycle Start Date</CycleFrom>
          <CycleTo>Minimum Cycle End Date</CycleTo>
          <Balance>Credit Book Balance</Balance>
          <Spent>Spent Minimum Balance</Spent>
          <TotalAmount>Minimum Total For Period</TotalAmount>
        </Minimum>
        <CreditBook>
          <CycleFrom>Minimum Cycle Start Date</CycleFrom>
          <CycleTo>Minimum Cycle End Date</CycleTo>
          <Unspent>Unspent Minimum Balance</Unspent>
          <CBDetail>
```



```

        <![CDATA[
            Multi Line Text Representation of Credit Book Transaction Detail
        ]]>
    </CBDetail>
</CreditBook>
<Details>
    <Line NUMBER="Display Order">
        <ChargeDate>Charge Date</ChargeDate>
        <TrackingNumber>Unique Charge ID</TrackingNumber>
        <Description>Charge Description or Area</Description>
        <SalesAmount>Sub Total</SalesAmount>
        <ServiceCharge>Service Charges</ServiceCharge>
        <GST>Sales Tax</GST>
        <PST>Optional Tax 2</PST>
        <Othertaxes>Optional Tax 3</Othertaxes>
        <Total>Total Charge</Total>
        <ChitCode>Unique ID of Coresponding Chit</ChitCode>
        <ChitDate>Optional Chit Date</ChitDate>
    </Line>
</Details>
<Chits>
    <Chit>
        <Code>Chit Unique ID</Code>
        <Body>
            <![CDATA[
                Multi Line Text Representation of Chit Detail
            ]]>
        </Body>
    </Chit>
</Chits>
</BillingInfo>
</MemberId>
</Billing>
</Inquiry>

```