

Club Office Main Configuration Module

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Club Office Main Configuration Module



How to access the main configuration module

Double-click on the multi-colored diamond at the bottom of the main Club Office menu. The first time you use Club Office, you will likely see a warning message that you're using the system in administrator mode. (By design, this message appears often if you're using this mode.) Click OK to hide the warning message and open the configuration module. The top of the module provides access to the configuration screens for the main Club Office components:



Overview

Configuration settings determine how Club Office operates, which users can access certain features and sometimes, which features even appear on the screen. Because Club Office is quite sensitive to configuration settings, it's important that you understand how system security works for allowing a single configuration setting to be changed can cause major changes in the resulting data the system maintains. Therefore, it's logical that only certain users may be allowed to change system configuration settings.

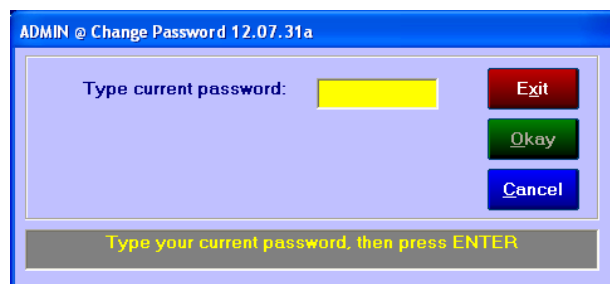
The Admin User Account

A new Club Office system is provided with one default user: **Admin** with the password **admin** (in lower case). The Admin account uses access level 99 (the highest level) for each module in the Club Office system. Because the Admin account has access to everything, including features that should not be used on a daily basis, the Admin account is not a good choice for performing everyday work because it's too easy to use "administrative overrides" that are intended only for special situations such as when you may be working with a Club Data tech support person. Think of the Admin account as being for administrative use only.

It is strongly suggested that prior to going "live" with Club Office, the password for the Admin account be changed from the default provided with the initial installation. This is easy to do and is performed via a utility available at the main Club Office menu.

How to Change the Admin Password

1. Start Club Office, type **Admin** as the user name (and press ENTER).
2. Type **admin** in lower case in the password box (and press ENTER again).
3. Click on the Log In button (or just press ENTER again). The main menu will appear.
4. Select **Utilities – Change Password**. You will see a warning message that you're using the system in administrator mode. (By design, this message appears often if you're using this mode.) Click OK to display the change password screen:



5. Type the current password (**admin**) into the top box and press ENTER. If the entry matches the current password, another box will appear.
6. Type the new password into the "new password" box and press ENTER to display a password verification box.
7. Type the new password again (for verification) into the second new password box. If the two password boxes match, the Okay button will become enabled.
8. Click Okay to save the new password; the change password screen disappears.
9. The new password will be required the next time you log into Club Office as Admin.

Modifying Information - General Procedure

Throughout Club Office, most any screen that provides a way to recall and change information contains a MODIFY button, an OK (or SAVE) button, and an EXIT button such as those below. The orientation and location on the screen may be different, but they all function the same way.



To modify the information on the screen, first click the MODIFY button to enable editing. Make the changes and when done, click OK/Save to save the information. Click EXIT to exit that configuration panel. Important: the changes will only be saved by clicking OK (or SAVE if it exists). Clicking EXIT without having first clicked OK (or SAVE) exits the screen without saving the changes. For your convenience, the color of the currently active field turns yellow when in edit mode, making it easy to know where you are on any screen.

Company Configuration

Company Configuration

Company Name	Club Data Golf Club	<input type="checkbox"/> Link A/P and Payroll check registers
Address 1	6440 Flying Cloud Drive	<input type="checkbox"/> Show Company Name on reports
Address 2	Suite 115	
City	Eden Prairie	
State	MN	
ZIP code	55344	
Phone 1	952-941-0855	
Phone 2		
Fax	952-941-7514	
Email	sales@clubdata.com	
Federal ID#	1234567890	
State Tax ID#	11223344	
State U/C #	556677889900	
Sales Tax % (.05 = 5%)	0.065	

Company information is used frequently by much of the Club Office system. For example, the A/R system can use company address information when printing member statements, federal and state tax ID information is used by the payroll and accounts payable systems and the sales tax percentage setting is used by A/R, POS, and inventory. It's likely that once configured, the data the company information screen displays won't change very frequently. Leave a field blank if you do not want it to show. Note in the example above, the "company name" field is yellow, which makes it the currently active field.

- ┆ **Company name:** text entry of up to 30 characters.
- ┆ **Address 1:** text entry of up to 30 characters. Example: 123 Main Street.
- ┆ **Address 2:** text entry of up to 30 characters. Example: P.O Box 456
- ┆ **City:** text entry of up to 22 characters.
- ┆ **State:** text entry of up to 2 characters.
- ┆ **Zip:** text entry of up to 10 characters. Example: 55344-2383
- ┆ **Phone 1:** text entry of up to 12 characters. Example: 952-941-0855
- ┆ **Phone 2:** text entry of up to 12 characters.
- ┆ **Fax:** text entry of up to 12 characters.
- ┆ **Email:** text entry of up to 30 characters.
- ┆ **Federal ID#:** the company's tax ID# that is used for filing federal tax reports; text entry of up to 20 characters.
- ┆ **State Tax ID#:** the company's state tax ID#; text entry of up to 20 characters.
- ┆ **State U/C#:** the company's unemployment compensation ID#; text entry of up to 20 characters.
- ┆ **Sales tax %:** the normal sales tax percentage afforded to taxable sales. This is a numerical percentage entry, and throughout Club Office, percentages are entered as decimal numbers. Example: 5% would be entered as .05. A warning message will appear when this value is changed because tax for each sales department in the A/R system is *manually* configured, which affords the user complete control over each sales department independently from the others as well as this default sales tax setting.
- ┆ **Link A/P and Payroll check registers:** if you use one checking account for payables and payroll, checking this box will cause the payroll system to send its paycheck records to the A/P checkbook and allows sharing the check numbering system

between A/P and payroll as well. The A/P and payroll check registers can be reconciled separately, of course, so it is not necessary to check this box. However, for some users, checking the box may make check reconciliations easier.

- ▣ **Show Company Name on reports:** there are roughly 700 report templates built into Club Office and many (but not all) of them can display the company name. Checking this box will show the name on reports where the name option is available.

Access Levels

Club Office functionality is controlled at the application module level by numerical “security access levels” that are assigned to the various application modules themselves. Each application has a place inside the main configuration system where the access levels for that module are assigned. Because each module’s security is independent from the other modules, the security settings for membership have no bearing on those for fixed assets, G/L security settings have no bearing on payroll, accounts payable is separate from accounts receivable, etc. Further, users are assigned an access level number for each of the modules. When a user’s access level is equal to or greater than an application’s access level, the user has whatever privileges are afforded at that level inside the application:

Users - Passwords - Access Levels												
User Name	Password	Local Drive	Mem	A/P	A/R	F/A	G/L	Inv	P/R	POS	EVT	Cfg
Admin	□,□%Ž	C:\cdconode\	99	99	99	99	99	99	99	99	99	99
Jean	1234567890	C:\CDCO	90	90	90	90	90	90	90	90	90	90
Mike	1234567890	C:\cdconode\	35	60	10	0	5	75	50	90	90	10
Sally	1234567890	C:\cdconode\	70	20	90	0	5	5	10	0	10	10

Security access levels are numerical and can range from 0 (the default) to 99 (administrator). A lower access level number is appropriate for allowing inquiry/viewing privileges while it’s logical to assign a higher number when editing or deleting privileges are required. For example, consider the membership system’s access level configuration screen:

5	Access - INQUIRE ONLY
50	Access - EDIT/UPDATE
25	Access - View FINANCIALS
75	Access- EDIT FINANCIALS

- ▣ In this example, to be able to make an inquiry and view a member’s information screen, a user’s access level for membership (Mem) must be at least 5.
- ▣ To be able to view a member’s financial screen (member balances, etc.) the user’s Mem setting must be at least 25.
- ▣ To be able to change a member’s record (address, phone, etc.) the user’s Mem setting must be at least 50.
- ▣ To be able to change various settings inside the member financial screen, the user’s Mem setting must be at least 75.

How it works: In the example above, user Mike’s Mem level is 35, which means that he can view main member information and see financial information too, but he cannot make any changes to any of the information. Sally’s Mem level is set to 70, which gives her the ability to view all member information and make changes to addresses/phone numbers, etc. but not to change financial settings. Jean’s Mem level is set to 90 so she can do anything inside the membership system. Of course, Admin has Mem level 99, which opens up additional capabilities of an administrative sort that only administrators should use.

Significance of access numbers: as stated earlier, security access levels can range from 0-99 with “higher” generally meaning greater privileges. Except for 99, the numbers are arbitrary in a sense only have meaning as they relate to the application levels you set for the individual modules. If you set the “inquire” level of a module to 5 instead of 10, it doesn’t matter to the system at all. However, it could mean that any users who have a setting of 7 for that module will be able to use it whereas if the “inquire” level were set to 10, they would not. **Note:** 99 is always the administrative level for any application.

Configuration - Change Security

The configuration module itself has its own security settings, and these are used to limit users from changing configuration settings on their own. Use configuration setup to set the access levels required for accessing or changing configuration settings. The Cfg user access level is used to keep changes to a minimum. In the example above, Mike and Sally have Cfg settings of 10 while Jean has 90 and Admin has 99.

<input type="text" value="5"/>	Access level - INQUIRE ONLY:
<input type="text" value="90"/>	Access level - EDIT/MODIFY:

Because the Inquire Only level for configuration is set to 5 and all users have at least a Cfg access level great than that, all of them can view the configuration screens. However, Cfg level 90 is required to be able to Edit/Modify a configuration screen and only Jean and Admin have at least that level; only Jean and Admin can make configuration changes.

It is suggested that Edit/Modify be set only for the most trusted staff members or better yet, reserved only for the Admin account. **Note:** Creating or changing users is an administrative function; a user must have Cfg level 99 to create/change/delete users or user access levels.

Define F-Key “Shortcuts”


Several of the modules include features that display predefined text when one of the F-keys on your keyboard is pressed. This module provides a way to link an F-key with the text you want the key to display. The text entry is limited to 10 characters in length; each module has its own set of F-key shortcuts. Note that while all of the main modules can be configured for F-keys, some of the modules may not presently be set to use the F-key feature. Also note that some keys may be reserved by the system for specific functions; such keys may not be redefined and are grayed-out on the F-key definition screen.

How to associate predefined text with an F-key

1. Click FILE - Define F-keys at the main configuration screen, and select the main module that you want to define. In a moment, the F-key definition screen will appear; the title of the screen will display the module you're currently configuring.
2. Click on one of the non-grayed out fields adjacent to the F-key you want to define. The chosen box will turn yellow.
3. Type the text you wish that key to display when pressed. You may type up to 10 characters. Special option: Type YYYYMMDD in the box if you wish that key to insert the current date (type the letters YYYYMMDD, not 20071015 for example)
4. When done, click the SAVE button.
5. Repeat for different modules.

Users and User Rights

Club Office users are created from within the main configuration module choosing the “User rights” option at the top of the screen. A screen similar to the following display will appear (you may or may not have these user names visible):

Users - Passwords - Access Levels												
User Name	Password	Local Drive	Mem	A/P	A/R	F/A	G/L	Inv	P/R	POS	EVT	Cfg
Admin	□,□%Ž	C:\cdconode\	99	99	99	99	99	99	99	99	99	99
Jean	1234567890	C:\CDCO	90	90	90	90	90	90	90	90	90	90
Mike	1234567890	C:\cdconode\	35	60	10	0	5	75	50	90	90	10
Sally	1234567890	C:\cdconode\	70	20	90	0	5	5	10	0	10	10
	1234567890	c:\cdco	0	0	0	0	0	0	0	0	0	
*												

How to Add a User

1. Click ADD USER
2. Click on the space immediately to the right of the little pencil that is displayed in the user grid in the first column (“User Name”).
3. Type the user's name in the “user name” column, limiting it to 25 or fewer characters. It’s probably best to keep user names brief -- often a first name is all that you’ll need. Users have to type this to log into Club Office and the shorter it is the easier it will be for them.
4. Press the TAB key to advance horizontally from the user name to the password column.
5. For a new user, do not change the default 1234567890 that appears. This is a special default for new users only – when the user logs in for the first time, he/she can change the password on their own, which will encrypt it in the password column. (Note in the example the encrypted password for Admin).
6. Press the TAB key to advance to the Local Drive column. Do not change this – it is managed automatically by the system.
7. Press the TAB key to advance to the access level columns. Type the appropriate numerical access level for the user for each application; the column headings have the application abbreviations:

Mem = Membership

A/P = Accounts Payable (invoices/vendors/checkbook)

A/R = Accounts Receivable

F/A = Fixed Assets

G/L = General Ledger, general journal, budgets

Inv = Inventory

P/R = Employees, job configuration, payroll

POS = POS Configuration, Interfaces to 3rd party POS systems

EVT = Event Manager

Cfg = Main Configuration module (also used for numerous other administrative-type options throughout the system).

8. When done, click the OK button to save the user record.

How to Modify a User

1. Click the Modify button on the User Rights screen. Depending on other actions that you may have done, it may be necessary to click the OK button (if it is active) to activate the modify button.
2. Click on the field to change.
3. Type the change.
4. Click OK to save the changes.

How to Reset a User's Password

1. Click the Modify button on the User Rights screen. Depending on other actions that you may have done, it may be necessary to click the OK button (if it is active) to activate the modify button.
2. Click on the Password field for the user name in question.
3. Type 1234567890 to reset the password to the system default. You cannot type an encrypted password directly into the box.
4. Click OK to save the changes.
5. The user can then log in normally with his/her name and password 1234567890, after which he/she can use the "change password" feature at the main Club Office menu to change it to an encrypted version.

How to Delete a User

1. Click the Modify button on the User Rights screen. Depending on other actions that you may have done, it may be necessary to click the OK button (if it is active) to activate the modify button.
2. Click on the small gray box immediately to the left of the user's name to delete; the box will become an arrow and the entire line will be highlighted.
3. Click the Delete button.
4. Click OK to the confirmation dialogue box that appears to effect the deletion.

Configuring Other Parts of Club Office



Information about configuring the other Club Office applications is covered in those respective manual sections (G/L configuration is in the G/L section of the manual, A/R in the A/R section, etc.)

Where the administrative user access level (99) is required

- ┆ **Recurring Invoices Module:** Allows deleting a recurring invoice
- ┆ **Main A/R Module:** Allows administrator override to start processing monthly even though chits for the current month are in the workspace.
- ┆ **A/R Print Statements Module:** Allows printing statements for system accounts (member # < 1)
- ┆ **A/P CheckBook Module:** Allows entering a negative deposit into A/P checkbook
- ┆ **Main Employee Module:** Allows creating employee #0 system account (the zero account is used as a workspace); Enables the Purge Terminated Employees menu option; Enables the Payroll Configuration menu option
- ┆ **Employee Earnings Module:** Allows deleting jobs from the job grid (if no transactions in current year); Allows deleting deduction from the deduction grid (if no transactions in current year)
- ┆ **EOM Edit Module (A/R system):** Enables deleting a ticket by selecting in grid and pressing DELETE button
- ┆ **Fixed Asset Module:** Allows autopost feature to run (system controlled from G/L if autopost it turned on in Fixed Assets configuration. AutoPost can happen with EOM procedure in G/L)

- ┆ **G/L Module:** Enables editing G/L info in the grid on the front screen; Enables G/L Configuration menu option
- ┆ **A/P Invoice Entry Module:** Enables invoice report by user
- ┆ **Main Login and Menu Pyramid:** Enables global logout and club data special masterpassword access for emergencies; Displays warning message if in administrative mode when running any application
- ┆ **Membership Module:** Allows creating a system account (member # < 1); Allows editing prepaid, installment, YTD or credit limit values on financial screen
- ┆ **MemoMail (Internal mail module):** Allows purging orphaned email memos

"Back Doors"

There are no hidden "back doors" into Club Office, although Club Data has a method to help users gain access to their systems when either no one can remember the administrator's password or the administrator is unavailable when a configuration setting needs to be changed. Call Club Data for a temporary "superuser" access password. The superuser password is good for one-time use only, allows access only to the main Configuration screens and is a "calculated" password, not one which is stored on the system. Once inside the configuration module, you can reset the administrator's password to the default 1234567890 and log out. Then you can again log in as Admin and reset the password via the change password function.

At other times, if Club Data's support staff needs to access your system remotely, you will have to create an administrative user and password for the support representative so that he/she can log in and diagnose the problem. Be sure to give level 99 access to all applications for this user.

Best Practices

- ┆ **Administrative mode:** you may be tempted to use the system in administrative mode all the time because in that mode, all features and functions are always available. **Don't do it.** Administrative mode exists for special situations such as setting up a system for the first time, fixing a problem that happened because of a computer crash or hung application or sometimes, just to perform permanent operations such as closing a G/L fiscal year. You do not want to have some of these special editing features available as a steady diet – it makes it far too easy to accidentally (and permanently) change configuration settings or even raw data.
- ┆ **Training:** the issue of staff turnover is a reality in the club industry, and when it happens in the accounting arena, it can cause serious delays in keeping your club's financial structure operating smoothly. Club accounting is an **"exception-based"** environment, which means that the procedures and internal billing rules are generally not truly uniform from one member to another. Instead, they're only *generally* the same **"except for** the XYZ class code" or **"except for** this or that group of members," etc. It's not easy for a new bookkeeper to assimilate all the nuances of the club's accounting practices on his or her own while simultaneously trying to learn how to use accounting software he or she has never seen before. Training and sometimes re-training is extremely important to your overall success, and Club Data can provide such services easily, quickly and inexpensively. Don't jeopardize your club's success by not providing your new staff members with the skills they need to get their jobs done.
- ┆ **Equipment:** all things considered, Club Office software's equipment requirements are quite average; most any PC you can purchase off the shelf today has ample capability to run our software. However, there are nuances to the Windows operating system as well as Windows networking (if you use a network) that can cause some curious and unpredictable issues, especially with transaction-based software designs (which most POS systems use). Additionally, POS equipment is often bound with "legacy" hardware port connections to computers and new computers often don't have such legacy (i.e.

“old” technology) ports available. Before you purchase new computers, consult with us. The information we can provide may save you money as well as many headaches.

- ▀ **Remote Access:** On the surface, being able to access your system from a remote location may not be interesting to you, but when it comes to helping you with a sticky problem or providing training, remote access is like the duct tape of the computing world. There are many fine Internet-based remote access tools available that are inexpensive, private, secure and virtually configuration-free. Having the ability to hook up to your system from our office can save time and money when situations arise that require special technical support. Before you sign up with a remote access service, call us – we may be able to help you pick the one that’s best for you.