

Club Office Report Generator

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Overview

The Club Office report generator provides a convenient and easy to use method to print various types of reports using predefined report templates. The module can be opened directly via menu options on either the Membership Manager or the main Accounts Receivable module. It may also be opened directly from the main menu, which then provides access to all of its features instead of only those related to the specific origination module.

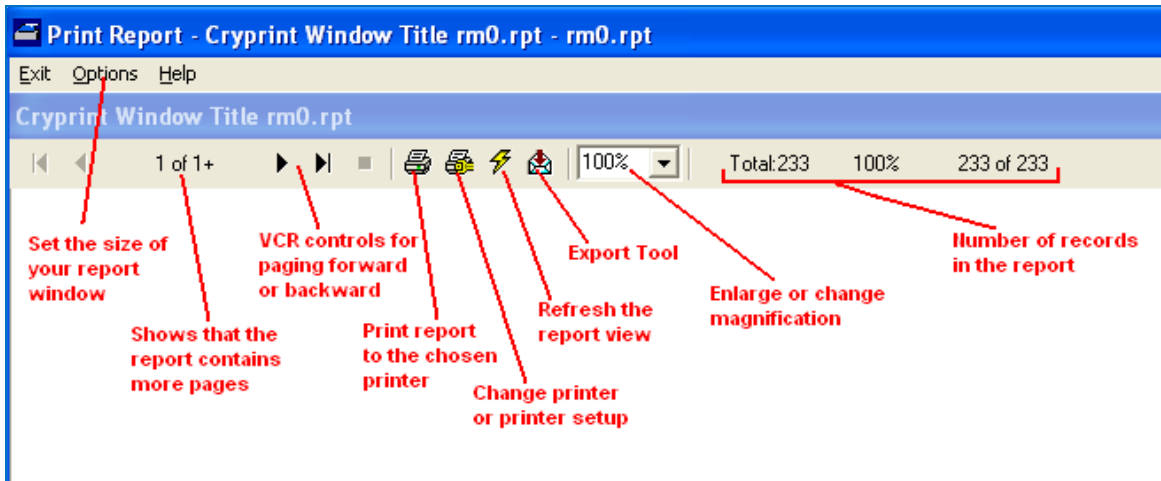
Report generation modules are quite challenging to create for there is virtually no limit to the kinds of information, the presentation order or the layout on the page that an end user may want to have. Therefore, some generalities and assumptions are made, as well as an ample number of report layout formats to provide for most (but not likely all) users' needs. Any of



the reports produced by the report generator can be exported to a file in a variety of different formats, after which the end user can import them into the application of his/her choice and edit or reformat them to reach the desired result. It's possible that in some instances, it may require merging one or more exported files into one master file to assemble all the information the user desires. Because of the variables involved with accomplishing that, it is not possible to address those issues in this document.

The Report Generator includes three main reporting areas: membership, accounts receivable and system configuration. Select one to view additional options pertinent to the chosen topic.

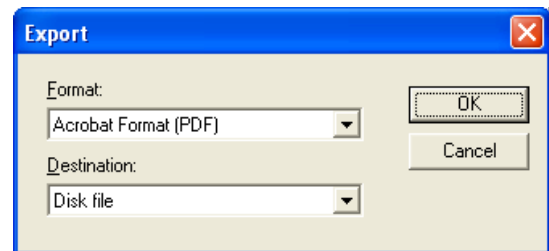
Cryprint Report Viewer Window Controls



Exporting Report Data

Any Club Office report that can be viewed on the screen has the following export options:

- **Multiple data formats** such as Adobe Acrobat, CSV, Excel, Microsoft Word, and others. (The exact options available to you somewhat depend on what other applications that may be installed on your computer.)
- **Multiple “destinations”** such as:
 - Export directly to another application installed on your computer such as a word processor or spreadsheet and start that application immediately.
 - A disk file for later review by the application you’d use to open it.
 - A Microsoft Exchange folder (if you use Microsoft Exchange)
 - A Lotus Domino application (if you use Lotus Domino)
 - Your default email client; to email the report in the chosen format to the email address of your choice.



Different combinations of formats and destinations may result in additional selection options after “OK” is clicked; they are generally easy to understand and you can experiment with them on your own.

Changing the Default Size of your report viewing window

1. With a report on the screen, click on the **lower right corner** of the report window. Your cursor may change to a diagonal one with arrows:
2. Drag the corner down and to the right to make the report viewer window taller and wider, according to your preference. Making it 100% full-screen size can cause other issues with using Windows (it hides the Windows taskbar) and is not recommended.
3. Click **OPTIONS** in the file menu and choose **Save Size**.
4. Close the report window. The change will be in place the next time you view a report.



Membership Reporting

When used from within the Membership Manager, the report generator displays only membership reports. When the report generator is accessed via the main Club Office menu, all reports for all modules are generally available, depending on the user's access level for various types of reports.

By default, virtually all Club Office reports print their output to the screen first, after which they may be printed on your default printer, exported to a disk file in a variety of file formats such as Microsoft Word or Excel or even sent via email. Only in a few cases (such as printing payroll or accounts payable checks or a few auditing reports) does Club Office print directly to the printer, bypassing the view-before-print functionality.

Club Office uses the Crystal Reports engine to print its reports. Here's a quick overview of the functions and options available to you anytime a report is viewed on the screen:

Special Interests
ABC Golf Club

Report date: 20071106 Page 1

Interest #	Description	Billing Code	G/L Acct #	G/L Acct Name
1	Evans Scholars	ES	3420.000	Evans Scholarships
2	Locker	LOC	3310.000	Locker room
3	Club Storage	CS	3335.000	Bag Storage
4	Tree Program	TRE	3320.000	Tree program
5	Employee Christmas Fund	ECF	3430.000	Employee Christmas Fund
6	Range Program	RP	3410.000	Range program
7	Junior Golf	JG	3380.000	Junior golf
8	City League Team	CL	3400.000	City league team
9	Handicap	HAN	3330.000	Golf handicaps
10	Tax Exempt	0		
11				
12	Slip N-01	S01	3140.000	Rentals
13	Slip S-01	S02	3140.000	Rentals
14	Slip E-01	S03	3140.000	Rentals
15	Slip VV-01		.000	Rentals
16				
17				
18				
19				

1 of 4 | Cancel | Print | Export | Email | Close | 200 of 200 | Total:200 | 100%

Printer Margins

Most reports have 1/2" top, left, right and bottom margins so as to accommodate most printers. It is possible to adjust the top and left margins when printing from your computer. Note that on a networked Club Office system, each computer using Club Office has its own printer margin settings. Click **FILE - Adjust Printer Margins** to select this option. Note that the settings apply to ALL printouts that are viewable on the screen and subsequently printed, and you may discover that adjusting printing for one type of report (such as mailing labels) adversely affects another report.

Caution: Some reports may be extremely lengthy -- in some cases many hundreds of pages. The report window shows which page you're viewing as well as the total number of pages in the report. Be sure your default printer is loaded with appropriate paper stock before sending a report to the printer!

Special Paper Stock Formats

- **Mailing labels:** Club Office's default label format is 3 across and ten down per page, for a total of 30 labels per page. Many label manufacturers produce this type of label. Choose label stock that is compatible with Avery # 2160, 5160 or 8160 style.
- **Rotary index cards:** Three are available from the membership file: using address 1, address 2 and address 3 information. The reports are designed to print on Avery # 5385 stock, which has 4 rotary index cards per page: 2 across and 4 down.
- **Membership Cards:** custom card stock is available. Because most clubs personalize their membership cards, contact Club Data for more information.
- **Member Statements:** Club Office includes roughly fifty built-in statement templates, some with generic heading logos; some without. Contact us for special papers or custom statement templates if you want one that isn't already provided.
- **Payroll/Accounts Payables checks:** Club Office's default check formats are set to print on most generic check stock paper where the check is the top third of the page and the bottom two-thirds are check stubs. While check formats can be modified by the end-user to match almost any check format, contact Club Data before you attempt such a project.

Printing Membership Reports

The report generator generally uses an easy, 5-step process. You must have made a selection for each step or the report may not be printed:

- **Step 1:** from the report list on the left side of the screen, select the report you want by clicking on it in the list. It will then be highlighted with a dark bar across the selected item.
- **Step 2:** from the sorting list on the right side of the screen, select the sorted order that you want the list to have. Click on the desired order. For reports that do not allow a sort order the sort list will disappear from the screen.
- **Step 3:** select which records to include in the report by clicking on one of the round radio buttons in the lower left corner of the screen. Depending on which you select, additional boxes may appear to the right. Optional: You may restrict the report to master (i.e. .00 accounts) or sub-accounts (.01-.99) accounts only by checking one of the square boxes in the lower left corner of the screen. Left unchecked, the report will include all accounts.
- **Step 4:** depending on what you selected in step#3, you may be required to enter a "FROM" and a "TO" value. For example, if you select a range of member accounts, you must provide the numbers for your starting and ending accounts. Not all step 3 selections will require step 4 entries.
- **Step 5/the last step:** click the PRINT REPORT button.
- Note that some reports that may require a "from/to" range of dates or other selectors. In such cases, appropriate dialogue boxes will appear on the screen to lead you to making the right choices. For example, printing labels displays dialog boxes for selecting the number of times you want to print each label and also the specific label on the page to start printing, which eliminates wasted label paper stock.
- Another option in many reports is the ability to provide your own report subtitle. In such cases, the system will request an optional "subtitle" for your report, which might be helpful when printing special filtered reports based on a class code, range of member numbers or by one or more special interests. (Note that not all reports include

a subtitle, such as printing mailing labels.) To leave the subtitle blank, just press ENTER or click the OK button, leaving the subtitle dialogue box blank.

- ┆ The “helpwindow” along the bottom of the screen may display information as it's formulating the queries and gathering data for the chosen report.

Step 3 – Selectors

Selectors perform the bulk of the work in selecting the types of records to be included in the report. The software assembles your selectors into a query that it sends to the database engine and the database engine then delivers the selected data which is then displayed on the screen. The main selectors are at the top while sub-selectors appear below:

Step 3: Select which records to display?

- All records
- Range of records by Acct Number
- Range of records by Name
- Records by a specific class code
- Records by a specific special interest

- Show MASTER accounts ONLY
- Show SUB-accounts only
- Skip Suspended Accounts
- Skip Terminated Accounts
- Show Member Number
- Use Date Filter

- ┆ **All records:** select all membership records unless a sub-selector is used.
- ┆ **Range of records by acct number:** allows a “from#” and “to#” option.

Step 4: Type selector

Type FROM value here Type TO value here

- ┆ Example: if former members are kept in the 30000-40000 member number range, you could select “from 30000 to 40000” and print a set of mailing labels for a “rejoin now” membership promotion.
- ┆ **Range of records by name:** allows a “from last name” and “to last name” option.
 - ┆ Example: if your club has two different minimum schedules and the membership is assigned to one or the other based on whether their last name falls between A thru M or N thru Z, you might select “from A to MZ” to print a set of mailing labels for only those members on the first cycle; then you could print another set for members “from N to ZZ.”

- ┆ **Records by a specific class code:** allows selecting by one or more class codes. Type the desired classcode into the “type classcode here box” and press ENTER. The chosen classcode will appear in the “show multi-selections” box immediately below.

Step 4: Type selector

Type classcode here

Up to 15 selections are possible

You may add more class codes if you wish, up to a maximum of 15; click Print Report to continue. In this example, class codes A, B, and C have been entered.

Step 4: Type selector

Up to 15 selections are possible

- Example 1: you use class code SR for your senior members and the senior group chairperson needs a telephone list for the group.
- Example 2: you have five different classes that you use for different types of non-stock holding members yet you have a dozen stock certificates for sale. You could select all five of the class codes and print a set of mailing labels for a custom promotional flyer to all non-stockholding members.
- Records by a specific special interest:** allows selecting by one or more special interests. Type the desired special interest number into the “type interest# here box” and press ENTER. The chosen interest# will appear in the “show multi-selections” box immediately below. You may add more special interests if you wish, up to a maximum of 15; click Print Report to continue.

Step 4: Type selector

Type Interest # here

Up to 15 selections are possible

Special interests 1, 4, 11 and 14 have been selected:

Step 4: Type selector

Up to 15 selections are possible

1 4 11 14

- Example 1: your events coordinator wants to call all the families who have grade school age children and invite them to a special Holiday Party just for kids. By selecting the “Grade School” special interest you can print a telephone listing of only those families.
- Example 2: you want to send the most recent financial reports to the board of directors via email. By selecting the email generator report and the “Board Member” special interest, the email generator is ready for you to attach the financial reports and hit “send.”
- Example 3: you want to send a list of new club safety requirements for Hobie and J-class owners. By selecting the “Hobie” and “J-Class” special interests, you can have any of the membership listings or labels available within moments and provide a potentially life-saving service to your members.

┆ **Sub-selectors:** these options modify the functions of the main selectors

- ┆ **Select master accounts only:** only the .00 accounts are included in the report. If left unchecked, the default is all accounts.
- ┆ **Select sub-accounts only:** only the .01-.99 accounts are included in the reports. If left unchecked, the default is all accounts.
- ┆ **Skip suspended accounts:** exclude accounts that are “suspended” and have the suspected checkbox active. Note that there is not a default classification code that triggers an account for suspended status, although you may certainly assign one to them.
- ┆ **Skip terminated accounts:** exclude accounts that are “terminated” and have the terminated checkbox active. Note that there is not a default classification code that triggers an account for terminated status, although you may certainly assign one to them.
- ┆ **Show Member Number:** some reports do not normally display the member number and when appropriate, this option will appear.
- ┆ **Use Date Filter:** some reports are date-range oriented, and when appropriate, this option will appear.

- Show MASTER accounts ONLY
- Show SUB-accounts only
- Skip Suspended Accounts
- Skip Terminated Accounts
- Show Member Number
- Use Date Filter

E*Mail Generator

The E*Mail Generator provides a way to send an email message and/or file attachment to a list of members that have been selected via the report generator's membership report #30. E*Mail Generator sends *individual* emails instead of including a block of dozens or hundreds of email addresses in the "send to" window. Because the emails are individual, they are likely less susceptible to being considered as "spam" by email providers although recent changes in ISP-based antispam filters may create unforeseen problems in this area.

#	Last name	First	Email 1	Email 2	Email 3
249.00	Carlson	Mark			
240.00	Fish	Charlie			
166.00	Davis	Lee			
269.00	Emerson	Jim			
207.00	Anderson	Bob	captrja@attasaviation.com	bobmary@aol.com	bobmary@aol.com
443.00	Sands	Lee			
429.00	Gack	Bob			
356.00	Ripley	Gordon			
5172.00	Dobbs	Jimmy			
312.00	Anderson	Gary	gary_anderson@aol.com	gary_anderson@aol.com	
1014.00	Malloy	Ken			
274.00	Barnett	Charles			
109.00	Carlson	Bob			
1400.00	Johnson	Dave			
1034.00	Fenton	Steve			

Email Setup Prerequisites

E*Mail Generator uses the standard Microsoft Mail API (msmapi32.ocx) email "hook" into Microsoft Windows' email functions and in testing, has been proven to be compatible with Microsoft Outlook Express and to a somewhat lesser extent, Microsoft Outlook. For the purposes of this document, both Outlook and Outlook Express will be referred to simply as "Outlook." Note that Outlook Express is generally an easier email client to configure and use than the full Outlook package because of the enhanced security built into Outlook, but whichever you use, it must be configured and working properly prior to using this module.

- Because of the myriad complexities and variable nature of the Internet email system as well as the virtually limitless ways a Windows computer or network may be configured, this document can only address the email topic in the most generic of terms.
- E*Mail Generator may or may not be compatible with other email software such as Eudora, Netscape Mail, Netscape Navigator or other third-party products or other email systems such as Microsoft's Hotmail, Yahoo! Mail, AOL, or MSN Messenger.
- Most web sites (www.yourdomainname.com, etc.) include standard POP and SMTP email capability. You may wish to check with your web site host about whether customers who send out a great many legitimate emails (such as sending the club's monthly newsletter to your 300 members) are marked as "spammers" and have them exempt your domain name from the "spammer's list."
- Receiving multiple identical emails is one way that receiving email systems identify whether the items are good spam candidates. For example, comcast.net, the popular cable-based broadband service provider monitors their incoming emails and if you

have many members also on comcast.net, your legitimate emails could eventually be rejected. If this happens from any email provider's system, contact the blocking system, explain who you are and that you have many of your customers who use their service and request that they unblock mail from your mail server. Most email providers are very accommodating and appreciate legitimate business users.

Before starting the E*Mail Generator, the following is highly suggested:

- E*Mail Generator works best if your email client is already running and logged into your email account prior to starting the module. Results may be unpredictable if your email client is not running prior to clicking the "send now" button; most of the issues appear to be mitigated by various Internet security settings that are outside the control of E*Mail Generator itself.
- The Outlook security setting to "**warn me if other applications try to send mail as me**" must be turned off ("un-checked"). If it is turned on (i.e. "checked") you must manually confirm sending each individual email – a major headache when sending to more than just a few members.
- Be sure that Outlook is set to "Save a copy of sent messages in the 'Sent Items' folder" if you wish to keep an audit of which members were sent various emails. If the email is subsequently "bounced back," is undeliverable for other reasons or the recipient asks to have it resent, it's easy to locate in the "sent items" folder and retransmitted.

Selecting Which Email Address to Use

Club Office stores up to three email addresses per member account. Which address is used for billing, a newsletter and miscellaneous mail is configured inside the membership manager module. E*Mail Generator assumes that the user has configured the membership database properly. Note that if an email field in the membership file contains non-email address information such as an extra phone number or wedding anniversary date, E*Mail Generator's behavior may become unpredictable when those items are encountered because the software is expecting that only valid email addresses are stored in the email data fields.

Check the appropriate box to use the BILLING, NEWSLETTER or MISC email address. You may check more than one if you wish, and this would allow sending the same message to a business email address as well as to a home email address for the same member. Note that the module will not send a message to a member who does not have an email address for the address chosen.

Use BILLING email address
 Use NEWSLETTER email address
 Use MISC email address

Subject Line and Message

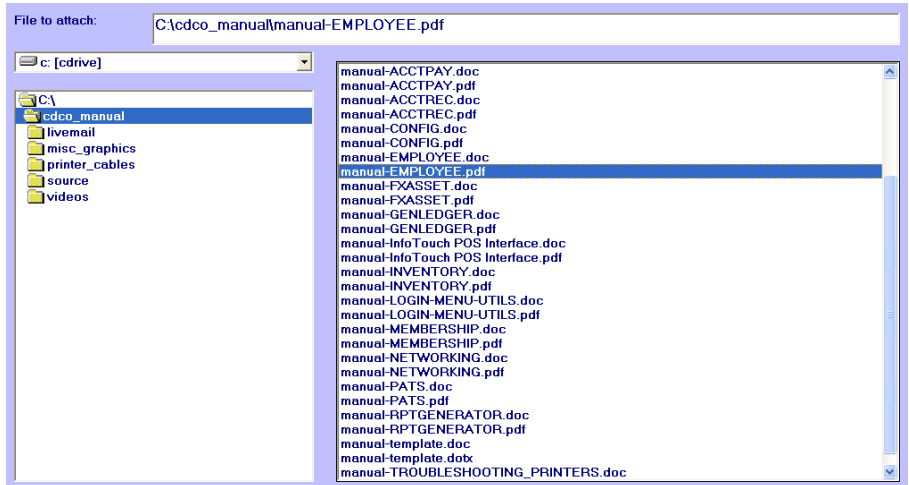
Most email systems require a subject line of some sort, but the message is optional.

E*Mail generator can include a message of up to 30,000 characters. You may type the message into this box. Standard Windows copy/paste functions can be used to paste a message into the box from another application. *The message box can contain text only -- no special formatting or pictures can be used.* As you type, a small box will display the number of characters used in your message, which could be helpful if your provider's email system has a message size limitation.

The screenshot shows a web-based form for composing an email. It features a 'Subject line:' label above a single-line text input field. Below that is a 'Message:' label above a large, multi-line text area with a vertical scrollbar on the right side. At the bottom left of the form, there is a 'Characters Used:' label above a small, empty rectangular box.

Browse/Attaching a file to the email: Click the “Browse for attachment” button to change the display to something similar to the following:

The standard Windows drive, folder and file list boxes appear and are provided so that you may locate the desired file attachment on your computer or network. Once you locate it, click once on it in the file pane on the right side and its location on your computer will be displayed in the file attachment box. Leave the box blank (or delete the entry in the box) to skip attaching a file to the email. Only one file may be attached to an email; to send multiple attachments, repeat the process to send another file using the same list. **Caution:** check with your email system provider and discover if they have a limitation to the size of attachments that may be sent through their system.



Review list

Click on this button to view the numbers, names and email addresses of the members that are currently in the selection queue; a display similar to the following will appear:

Current List						
#	Last name	First	Email-1	Email-2	Email-3	
249.00	Carlson	Mark				
240.00	Fish	Charlie				
155.00	Davis	Lee				
259.00	Emerson	Jim				
207.00	Anderson	Bob	captrja@altasaviation.com	bobmary@aol.com		bobmary@aol.com
443.00	Sands	Lee				
429.00	Gack	Bob				
356.00	Ripley	Gordon				
5172.00	Dobbs	Jimmy				
312.00	Anderson	Gary	gary_anderson@aol.com	gary_anderson@aol.com		
1014.00	Malloy	Ken				
274.00	Barnett	Charles				
109.00	Carlson	Bob				
1400.00	Johnson	Dave				
1034.00	Fenton	Steve				

- You may delete one or more of the entries on the list, but you cannot edit email addresses or add records to the list. Remember, the list has simply been populated from the Report Generator based on the selectors you used and the data in your databases.
- To delete an entry from the current list, simply highlight the line in the grid, press the DELETE key on your keyboard and answer YES to the confirmation box. Note that deleting does not delete the actual member account -- it only removes it from the currently active list of those chosen to send this particular email.

Email System Limitations/Concepts

- Most ISPs (Internet Service Providers) have imposed limits on the total size and/or quantity of individual emails and they will not process emails that exceed their limitations. Such emails are generally marked as "undeliverable" and returned to the sender. The total size of an email is generally the sum of its parts, i.e. subject + message + attachments. Some ISPs limit the total number and/or total size of all emails in the "outbox" for a single sender to help prevent "spam." You might check with your ISP so that you know any size or number limitations prior to sending

potentially many hundreds of undeliverable emails that could clog up your email system.

- Audio/Visual file attachments: these typically become quite large very quickly. A typical 3-minute song file, for example, may be 30 million bytes in size, and even after conversion into an MP3 audio file could still be 3 million bytes in size. Photos can be also be stored in multiple formats, but the BMP type is usually the largest, followed by JPG (or JPEG) and finally TIFF and GIF. GIF is typically the most compact size. There are many commercial file conversion tools available and many are free via download from the Internet.
- One very popular product is Adobe Acrobat which can create PDF type documents that are generally compact in size yet can contain both text and pictures. Acrobat is an excellent tool for creating newsletters and other presentations for email because they can also be opened and viewed on multiple computer types, such as PCs, Apple Macintosh, or even Linux computers. The Adobe Acrobat Reader is required to view Acrobat PDF files, but the reader is free via download from Adobe's web site: www.adobe.com.

Login ID and Password (optional)

Some email systems or ISPs may require an additional security ID and password. If this applies to you, you might try entering values into the ID and password boxes. Outlook itself generally does not require additional login settings, and these two boxes can usually be left blank.



The image shows a screenshot of a login form with a light blue background. On the left side, there are two labels: "Login ID: (optional)" and "Password: (optional)". To the right of each label is a white rectangular input field. The top input field is empty, and the bottom input field is also empty.

Error messages/Email Problems

Internet email is an incredibly complex operation, and the possible problems one can encounter in using email are virtually limitless. However, the module should provide some helpful messages should your email system encounter trouble with the Internet or whether the module is having trouble communicating with your email system.

Disclaimer

While we'd like to provide support in this area, we're really unable to offer much, if any help. E*Mail Generator's design is based on a rather simple email structure and mechanism because it's the most readily available to all Internet users. With the advent of all manner of antivirus, antispyware, firewall and other protective mechanisms available today, it is simply not possible for Club Data's technical support staff to address personal email communication problems. Instead, we suggest contracting with a local networking or communication expert to help with such issues.

Member Certificates

This module is used to print a member gift certificate based on a range of either birthdates or member join dates. Accessing the module is via the report generator when choosing membership report #29. The module does not utilize the other special selectors built into the membership section of the report generator. To function properly, member database records must have already have valid birthdates and/or join dates in the proper database fields.

Certificates are printed at the top portion of a standard 8-1/2 x 11 pages, much like a payables or payroll check would be. The member name and address information prints in a position to match a #10 window envelope. Pre-printed forms are available from Club Data, or you may design your own.

Member Certificates - v. 12.07.31a

Step 1
 use Birthdate use Join Date Birthdate Mode

Step 2
"FROM" Year (leave blank for any year) [] "FROM" date (MMDD) []
"TO" Year (leave blank for any year) [] "TO" date (MMDD) []

Step 3
 Master Accounts
 Sub-Accounts

Step 4
 Alphabetical order
 Birthdate order

Step 5
 use Billing address
 use Newsletter address
 use MiscMail address
 no address

Edit Text Scan/Select
Print Certificates
Print Labels
Help Exit

How to print certificates:

1. Select to use either the birthdate or join date (default=birthdate).
2. Type the FROM/TO Year into the appropriate boxes. Press ENTER to advance to the next field. Type the FROM/TO Date into the appropriate boxes.
 - a. Example: In the "from year" and "to year" boxes, type the year as four digits, such as 1945 or 1957 to enable to program to scan between a range of years.
 - b. To scan for a specific year, type the same year into both the FROM and TO boxes.
 - c. To scan for all years, leave the YEAR boxes blank.
 - d. Using YEAR and DATE combinations
 - e. When the YEAR fields are used, the query to select records becomes YYYYMMDD instead of only MMDD. Using combinations of the year and date fields, you can produce many varied results. Here are some examples:
 - f. Example 1: to find out who was born in 1949, you would type 1949 into both the FROM and TO year, and type 0101 in the FROM date and 1231 in the TO date box. This would produce a query that would scan between 19490101 and 19491231, which would be an entire year.
 - g. Example 2: to find out who was born between July 4, 1952 and July 4, 1953, you would type 1952 into the FROM year box, 1953 in the TO year box, and 0704 into both the FROM and TO date boxes.
 - h. Example 3: to find out who was born in the month of March, leave both YEAR boxes blank but type 0301 in the FROM date box and 0331 in the TO date box.
3. Select Master, or Sub-accounts, or check both to select all accounts. Member accounts marked as "terminated" are skipped.
4. Select the sorted order (alphabetical or by birthdate)

5. Select the billing address to use.
6. Click GO to scan the membership database. When done, the helpwindow at the bottom of the module will display the number of records that match the selection criteria.
7. Click Print Certificates to view the certificates on the screen. Choose Print Labels to print mailing labels instead.

Edit Certificate Text

You may edit other information to be printed on the bottom portion of the certificate, such as redemption instructions, instructions to the staff, or any other message. If you use a pre-printed message on your certificate forms, then you should edit the text by clearing the text from the respective message file, which will prevent overprinting your existing text because there will be nothing to print.

The two certificate message files are named CERTTXTB.TXT (for birthday certificates) and CERTTXTJ.TXT (for join date certificates. Both of these may be edited by using the built-in Club Data help editor, which Club Office uses to display help files.

Clicking the Edit Text button will start the Club Data Help Editor and load a either the CERTTXTB.TXT (birthday) or CERTTXTJ.TXT (join date) text file. Then you can edit the contents of the respective text file. However, in its native state, the help editor does not allow you to “save” the changes. To do that, the help editor contains a "switch" that turns on the option to be able to "save" data, which protects help files from accidental user-modifications. To activate the “save” feature, do the following:

1. Click Edit Certificate Text.
2. When the help editor appears, click INFO along its menu bar.
3. When the information box appears, click on the picture of the hand holding the pencil:

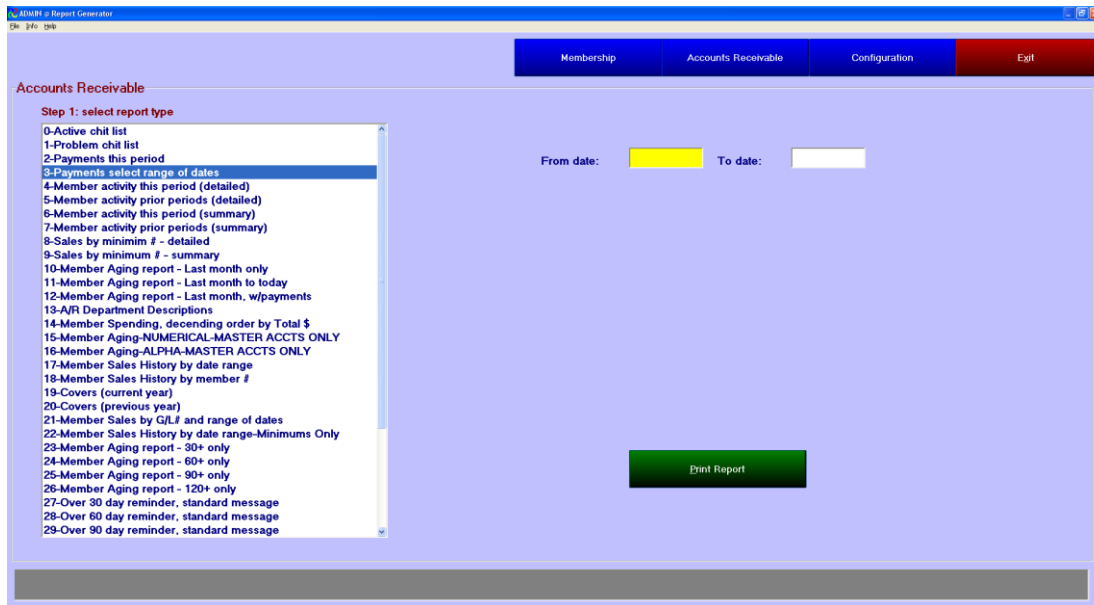


4. Close the “Version Information Box” that also appears on the screen.
5. Now when you click FILE in the Help Editor, you will see the additional options to SAVE the text.
6. You can also edit the CERTTXTB.TXT or CERTTXTJ.TXT files with the standard Windows Notepad editor.

Accounts Receivable Reporting

While most reports are in the Accounts Receivable module itself, an option to open the Report Generator's A/R reports is found on both the Daily and Monthly reports menus of the main A/R module. Of course, the Report Generator can be accessed from the main menu as well.

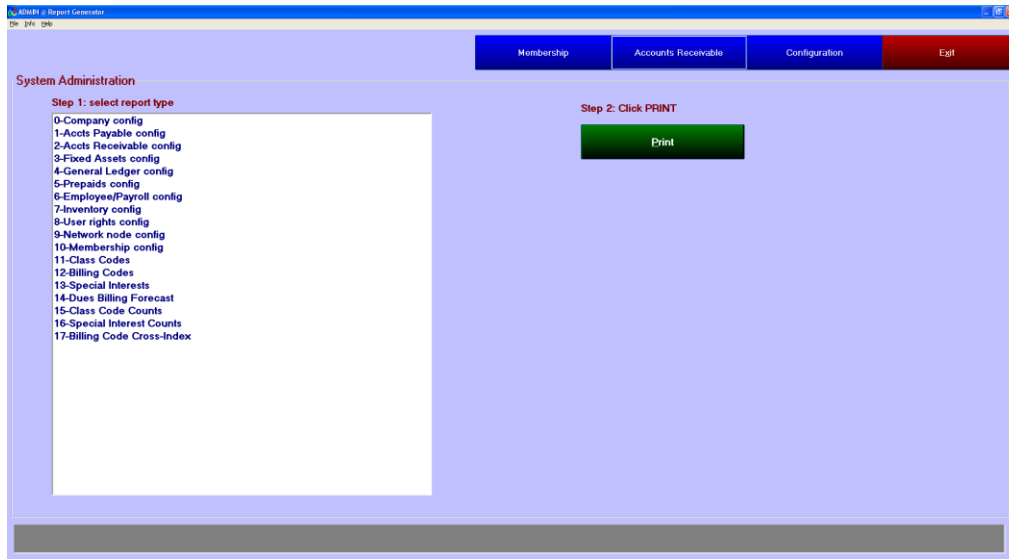
In the example below, the user has selected A/R report #3:



1. In the list on the left side of the screen, click on the report that you want to make. It will be highlighted with a dark bar across the report name.
 2. Depending on which report you selected, you may be required to type the starting and ending dates for your report. If a report requires the FROM and TO dates, the input boxes will display on the right side of the screen. (Note: like most other areas inside Club Office, dates are in YYYYMMDD format. You can use the easy shortcut and just type the MMDD portion and press ENTER and let the system fill in the current year.)
 3. Click the Print Report button.
- Member Aging reports: Because Club Office' architecture is quite fluid, during the month end processing activities, member balances are in quite a bit of flux. Printing any of the aging reports during this short period of processing time may produce unpredictable results. It is suggested that member aging reports be printed either before or after monthly processing but not during the actual running of the month-end generation process.
 - Reports 31-34 (Overdue reports – user defined message) provide a method to incorporate a user defined message as the text of the report. The text of the letter is stored in the LATEMSG.TXT file in the CDCO folder. Some trial and error is normally required so that you get the text and spacing exactly the way you want it to appear on the report. Use Windows Notepad to edit the LATEMSG.TXT file.
 - Member BALFWD (A/R Report #36)

- ┆ The BALFWD Transaction Report can be used to help recreate the total receivables value as of the starting day of a chosen month. The reports also display the name of the member account and the account balance. The last page of the report displays the total of all receivables as of the date in question.
- ┆ The reports include only "BALFWD" transactions. These are system-generated transactions that represent the member account's total financial obligation to the club at the very start of the month in question, which Club Office calls the "00" or "zero" day. Therefore, the report uses dates such as 20060900 for the start of September 2006, which is the same as at the close of August 2006. Note: the BALFWD transactions for the *current* month do not exist until month-end processing is started.
- ┆ **Caveats:**
 - ┆ If member numbers are re-used and re-assigned to different people by simply changing the name and address on the account (instead of using the member change number function), the balfwd reports for such member accounts will not be valid. Example, suppose member #234 John Smith resigned and the name on the account was simply changed to be Bob Anderson. If you ran a BALFWD report for member #234 for a prior month it would show Bob Anderson's name was attached to the balance leftover from John Smith's activity. Solution: if you re-use member numbers, the right way to do it is to first use the member renumber function to change the current member's account to one that's not being used, which also carries all the financial transactions with the new number. This frees up the original number again without the baggage of the former number holder's financial data.
 - ┆ In the case of a member deletion, Club Office software retains all history but reassigns all the deleted member's transactions, including the BALFWD transactions to member #0. As such, the values appear at the top of the report as amounts due yet without member names so that the account balances are still included in the report.

Configuration Reporting



Configuration reports can be helpful in working with your Club Data technical support representative – you can print them and fax them to our tech support staff at 952-941-7514 prior to calling about an issue.

Other reports are included here that may also be found on either the membership or accounts receivable menu options, but are located here because they are also results of configuration choices.