

Newsletter for February 2007 from Club Data Corporation.

This newsletter is sent every month to Club Office users to:

- Remind you if there is a new software update on the Clubdata.Com website.
- Provide helpful hints and information that you may find of value.

Software Updates:

Club Office software is being updated continuously, either to add new features or report formats or to correct situations that has been identified. It is our intention that all users on support will take the time to update their software once a month, on the first or after, so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area, download the file that includes SQLPos or does not include SQLPos as appropriate.

On Line Statement Viewing:

On line statement viewing is a convenience for your members and a time saver for your staff that you may want to consider. You might send members a "summarized" statement and have them view the details on line if they need additional information. Contact Club Data Sales for more information.

Purging your Data Bases:

As data bases get large and perhaps hard to manage, you may choose to purge old history that is no longer of value. The attached procedure provides information and instructions for purging the DB's.

Restructuring the General Ledger:

The structure of a club's general ledger may no longer fit the needs of your organization. The attached document provides instructions and guidance for restructuring your general ledger while retaining the historical details of a accounts.

Microsoft Vista:

On Wednesday, Microsoft introduced its new, long awaited operating system, Vista, and we felt it necessary to convey Club Data's current position on its use. The following position is taken directly from the Club Data website:

Club Data software is built on and designed for Windows XP (Home or Professional.) Windows Vista has officially been released for sale to the general public and as such, there's a lot of excitement about "having the most recent" version of Windows. However, what we have read about Vista is not terribly encouraging. Evaluators are reporting that the networking component is particularly troublesome, which for networked software, creates an unsupportable environment. Of course, Vista is brand new, and Microsoft will certainly address such problems, just as they have in the past. We have purchased a retail copy of Vista and will be testing it over the next few months, but until we officially certify that our software is Vista-compatible, Club Data's official position is that we do not recommend or support Windows Vista at this time; users who attempt to use Vista with Club Data's software do so at their own risk and expense.

Until we certify the use of Vista, you need to continue to purchase Windows XP when you purchase new hardware. Microsoft has stated that they will be supporting Windows XP through 2014 - so there is little danger that you will be purchasing an obsolete operating system if you purchase new hardware with Windows XP. XP will most likely be an option when purchasing from web sites like HP and Dell.

Bill Hallberg
Club Data Sales and Support
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Purging Club Office Data Bases

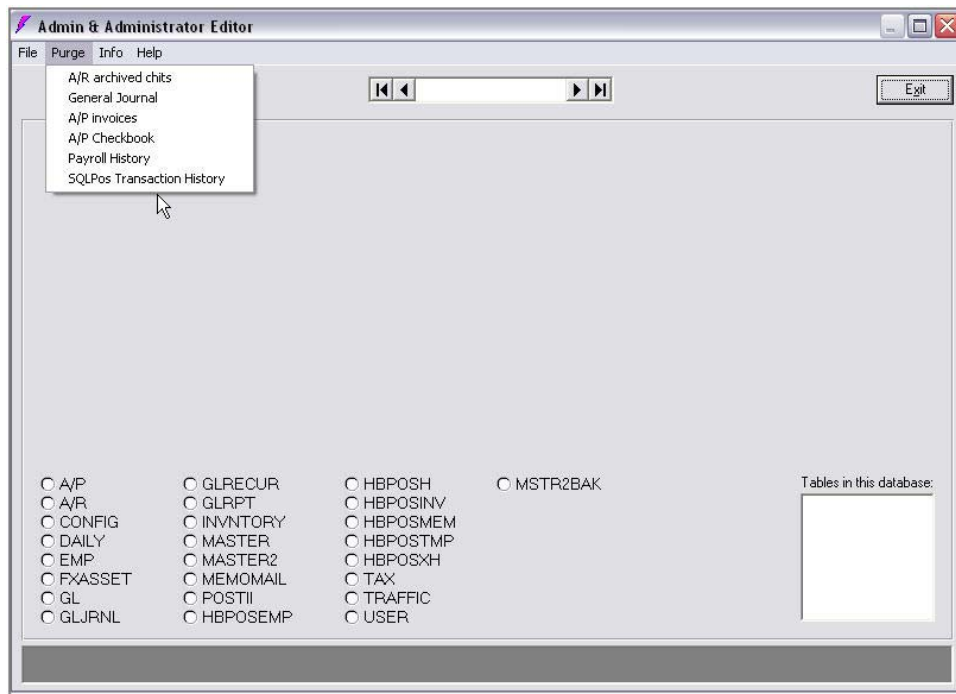
Many clubs have databases that have grown significantly over the years to the point that there is data available that is no longer useful or needed. Excessively large databases take longer to backup than may be needed, may take longer to process than is warranted, and may require excessive storage space.

If you have a lot of history that you no longer need, you may choose to purge old history prior for a variety of reasons.

Purging of history is done from the Administrative Editor found in the Clubdata\CDCO folder. Double click and enter the Admin Password.



Result:



Purging Club Office Data Bases

The purge process uses a cut off date basis by module. Purge one area at a time for a total of 6 areas.

A/R Chits:

A/R Chit Cutoff Date

Enter the desired cutoff date.

Example: type 20010323 to delete all chits through March 23, 2001.

Leave blank to cancel.

20051231

OK Cancel

G/L detail:

G/L Journal Cutoff Date

Enter the desired fiscal year cutoff date.

Example: type 2001 to delete all journal entries through 2001.

Leave blank to cancel.

2004

OK Cancel

A/P Invoices: Use the same date for both A/P and A/P Checks.

A/P Invoice Cutoff Date

Enter the desired cutoff date.

Example: type 20010714 to delete all paid invoices through July 14, 2001.

Leave blank to cancel.

20050630

OK Cancel

A/P Checkbook:

A/P Check Cutoff Date

Enter the desired cutoff date.

Example: type 20011031 to delete all checks through October 31, 2001.

Leave blank to cancel.

20050630

OK Cancel

Purging Club Office Data Bases

Payroll History:



The dialog box is titled "Payroll History Cutoff Date" and contains the following text and controls:

- Text: "Enter the desired cutoff date."
- Text: "Example: type 20011231 to delete all payroll history through December 31, 2001."
- Text: "Leave blank to cancel."
- Input field: Contains the text "20041231".
- Buttons: "OK" and "Cancel".

SQLPos Sales Transactions:



The dialog box is titled "SQLPos Transaction Cutoff Date" and contains the following text and controls:

- Text: "Enter the desired cutoff date."
- Text: "Example: type 20050323 to delete all transaction data through March 23, 2005."
- Text: "Leave blank to cancel."
- Input field: Contains the text "20051231".
- Buttons: "OK" and "Cancel".

Purging Club Office Data Bases

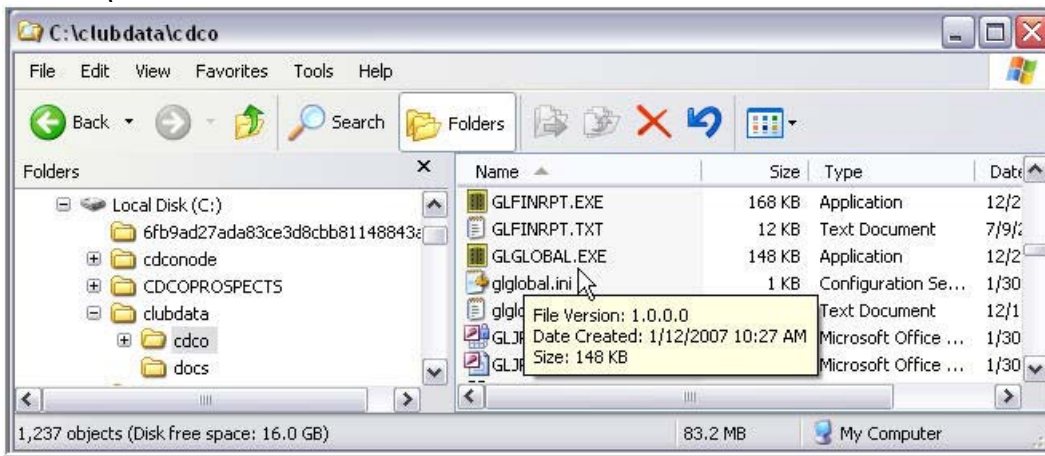
Purging Guidelines:

1. Think carefully about the amount of history you may need. You may need more history for one part of the DB than other parts. When in doubt, check with your accountant, your auditor, or Club Data for an opinion. AP and AP Checks should use the same time parameters as they use common data elements.
2. Run any summary reports that you think you may ever need for the periods being purged.
3. Get everyone off Club Office and the point of sale system for a few minutes.
4. Back up the entire database. Label the backup and place it in a safe location. To insure that you can reconstruct your working area entirely at some point down the road, backup the entire ClubData directory which will include both software and data.
5. Double click on Admedit.exe from within CDCO.
6. Sign in with the admin user and password.
7. Review the Help (for the Admedit Program) to become familiar with the cautions to be dealt with when using the program.
8. On the task bar, press Purge and do the purges one area at a time.
9. When done, back up the database, being careful not to overwrite the DB that was pre-purge. In this case, just the backup from the "Utilities" from the pyramid should be very adequate.
10. "Test" each of the area just to be sure that you can do your normal work in those areas.
11. Let everyone back on the system.

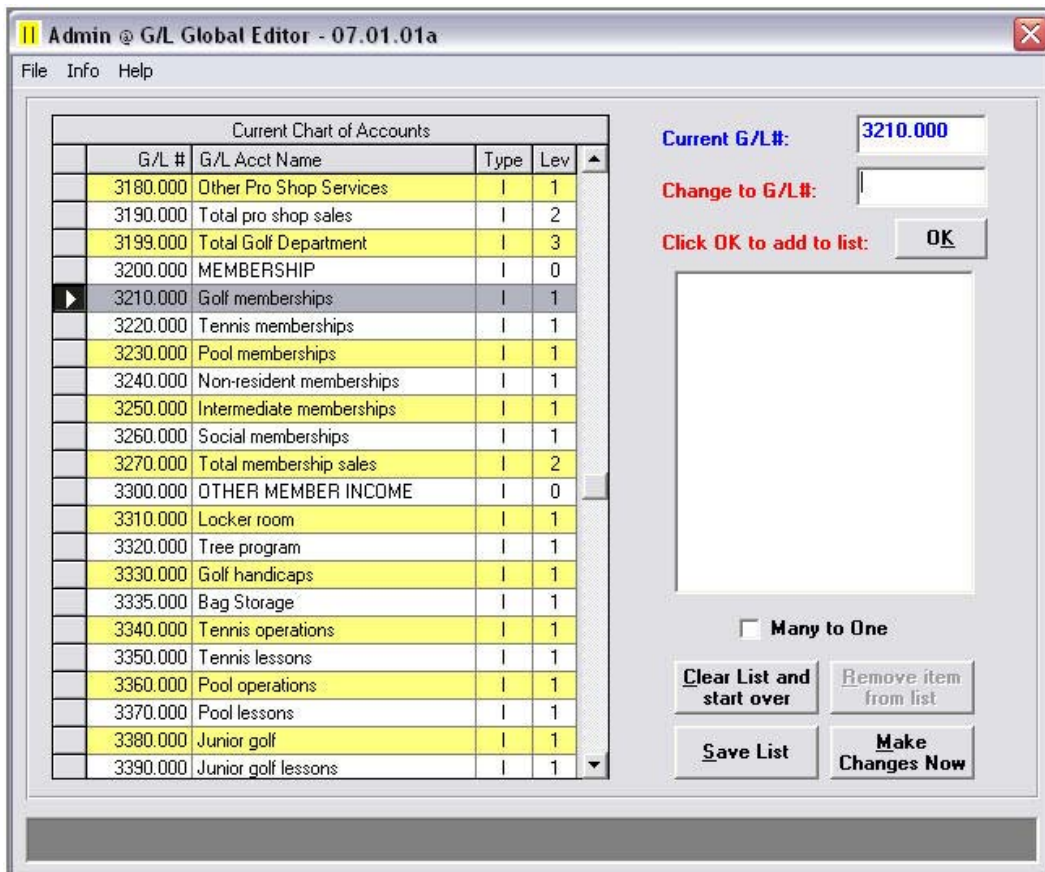
Reorganizing The General Ledger

Reorganizing the General Ledger is an option that is available with Club Office that you may want to consider. While retaining all history, you can change one G/L account number or you can merge one or more G/L account numbers into one. One club just reduced the number of pages in their P&L and their in Balance Sheet significantly.

To reorganize, use the "GLGlobal.EXE" program that is found in the Clubdata\CDCO folder.

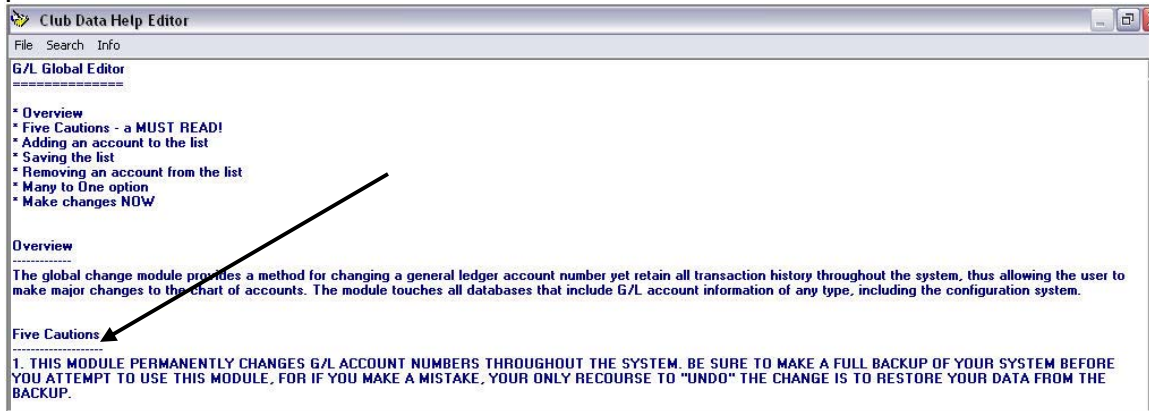


Result:

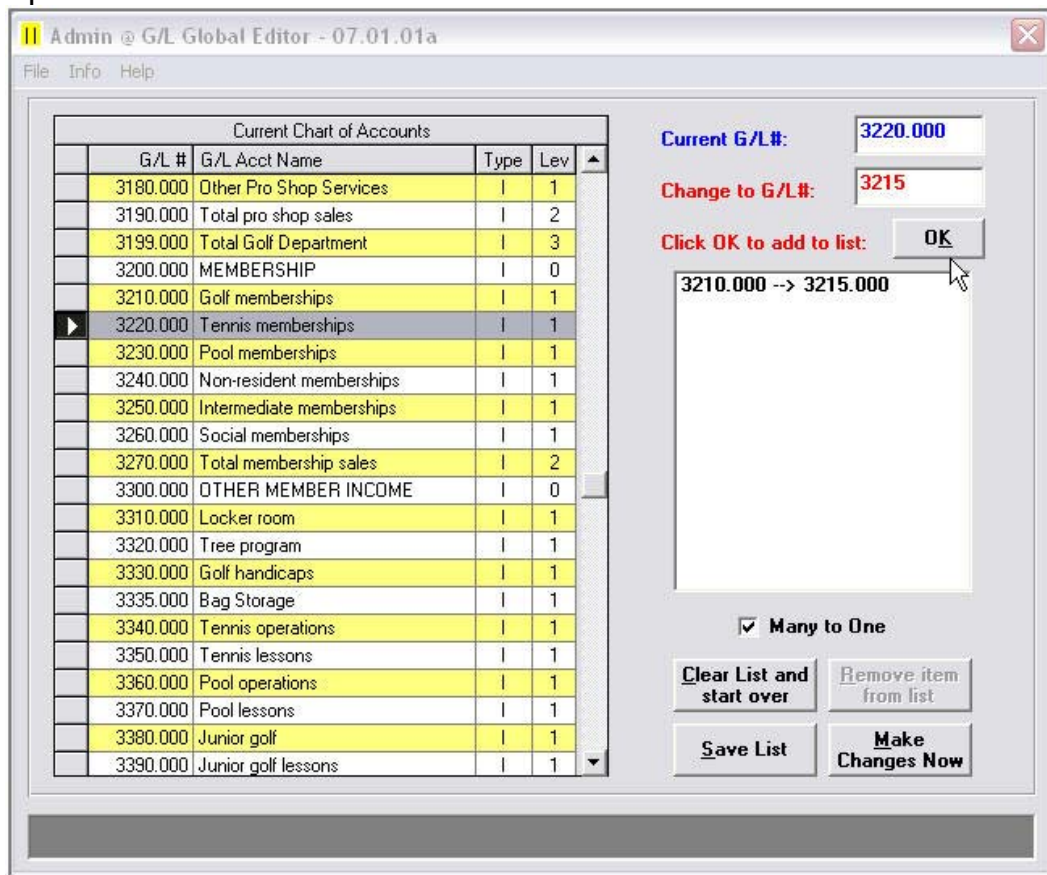


Reorganizing The General Ledger

There are obviously some ground rules and precautions that need to be observed. **Before Proceeding**, Read the Help and follow the instructions (so you don't end up in an unrecoverable situation.) Also follow the procedures at the end of this document.



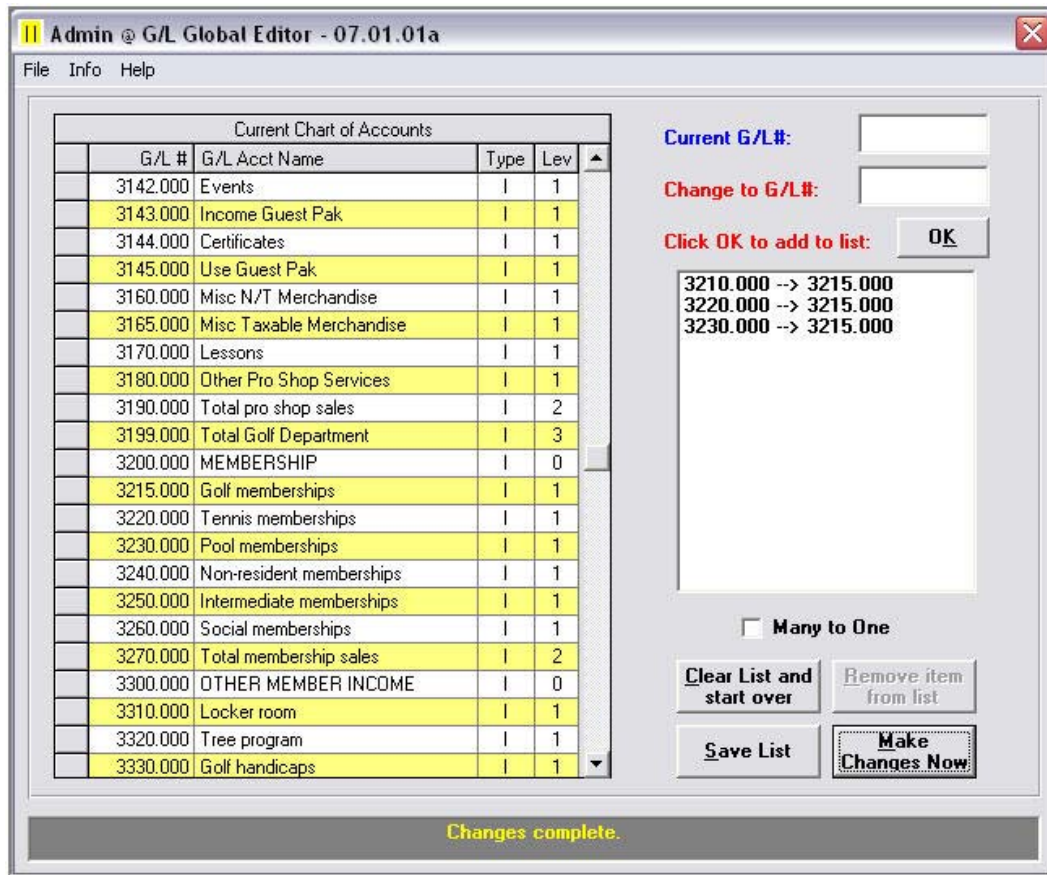
Highlight the account to be changed. Key in the new account number and press OK.



Note that the new account number(s) does not need to be set up in the chart of accounts in advance. The system will create a new account number if needed and will "remove" the old account number.

Reorganizing The General Ledger

If you are combining more than one account into one, check the "Many to One" box. When all accounts have been identified for changes, press the "Make Changes Now" box. If you combine "many to one", you will not be able to un-combine (and reclaim history – so be sure that that is what you intend to do).



The process will go through each of the databases, from A/R to A/P to Employees to Payroll to Point of Sale, and change all of the account numbers. No one can be in Club Office, Time Clock, or any Point of Sale while the process is running - so you must do this process during a quiet time at your club. SQLPos's Heartbeat can not be running either.

No one can be in Club Office, Time Clock, or any Point of Sale register during the process so you must do this process during a quiet time at your club.

Reorganizing The General Ledger

Why can't Time Clock or any of the Point of Sale registers (whether SQLPos or interfaced) be running when the conversion is made? You do not want to create transactions for account numbers that will no longer be valid that will cause trouble once you try to validate your chits or payroll in Club Office. Therefore, once the changes to the General Ledger have been made, you will need to insure that the account numbers being generated by POS are also updated.

For SQLPos, you will just need to go to the SQLPos control panel and push the changes out. For interfaced POS systems, please call Club Data for guidance.

The duration of the process will depend on the number of changes being made and the amount of history that you have. Changes to an account number cause a complete pass through the entire set of databases for each account number. On the other hand, it really doesn't take too much time, considering all of the work that is being done.

Summary: Changing your General Ledger is quite significant and should not be taken lightly. Once made, the changes to the General Ledger are permanent, especially the history when combining many accounts into one. Insure that you are in a position to return to your prior structure should you run into difficulty. Think through your changes carefully and insure that management (the board) is in agreement with the changes. Read the help prior to starting, call Club Data for advice if needed, back up your database before proceeding, and make sure your converted data is correct before turning on the system and moving forward.

Reorganizing The General Ledger

Steps to Reorganize the General Ledger:

1. Read the Help Documentation.
2. Determine the changes to be made.
3. Close out current month.
4. Print and save reports for the period including the P&L and the Balance Sheet. Place a copy of the reports in a folder and label in case there are questions later.
5. Push (or pull) all Time Clock and POS transactions to Club Office.
6. Turn off the Time Clock and the POS computers.
7. Back up the database. Place a copy of the database in a safe place.
8. Run the conversion process.
9. Run the same reports as in 4. for the period using the new account numbers.
10. Compare the before and after reports and make any changes needing to be made.
11. Once accurate, place a copy of the new report in the folder with the old reports.
12. Make a new backup of the database. Label and place in a safe place.
13. Address the POS account numbers. In SQLPos, push out the changes to all of the registers from the SQLPos control Panel. For interfaced POS systems, contact Club Data for advice.
14. Start using POS again.
15. When validating data, make corrections to any invalid account numbers that may have come through from POS or Timeclock. Correct the cause of the error by entering the correct account number(s).