

## **Newsletter for March 2007 from Club Data Corporation.**

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

- Remind you that there is a new software update on the Clubdata.Com website.
- Provide helpful hints or 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 for your club.

### **Correcting A/R Entries:**

From time to time, we receive questions about making corrections to A/R entries. The attached document provides guidance in this area.

### **Time Clock Changes:**

A new option has been added to the Time Clock that will tell the system not to calculate overtime through Time Clock but rather, to send the actual hours to Payroll and have the payroll person manually calculate the overtime. This option is beneficial for areas where an employee works in multiple work centers and you want to insure that the overtime is recorded in the correct work center. This is also relevant for clubs that are using Time Clock but are not using Club Office Payroll where certain assumptions on overtime need to be coded in the 3rd party payroll system.

### **New POS Function 81:**

There is a new POS function that allows the server to both send a ticket to the remote printer while keeping the screen open for tendering. This is a feature that can be used in snack bar operations where putting a sale on hold while printing to a remote printer is not practical.

Bill Hallberg  
Club Data Sales and Support  
952-941-0855

## Correcting Erroneous AR Entries

Often, an error is made in the entry of AR chits and you need to fix it. One method is to create a reversing chit. When that is done, however, the aging will be wrong since payment type activity, such as the reverse, comes off of the oldest aging. In essence, all you are trying to do is eliminate a chit as though nothing happened – while retaining an audit trail.

To achieve this, a preferred method is to reverse the entry so it will remain in the database as an "X" (reversed) status.

Go to the A/R EOM Editor. Highlight the entry to be reversed. Press Modify, then press Reverse.

Admin @ EOM Editor

File Info Help

Current month mode: 9

Reverse Modify OK Cancel Exit

Make changes here, then click OK

A/R Acct # 4060 Covers 0 Minimum code 0 Total code 0

Chit # 146238 Base -250 Prepaid code 0 Installment code 0

Date 20060910 Serv Chg 0 Chit status P Tender 9

Member # 532 Tax -16.25 Memo

Employee # 0 Chit Total -266.25

A/R Dept	Chit#	Date	Member #	Emp #	Covers	Base	S/C	Tax	Total	Mini
2530.000	8000	20060915	8000.00	0	0	(\$255.44)	\$0.00	\$0.00	(\$255.44)	0
2190.000	ADJMENT	20060926	9000.00	0	0	(\$252.22)	\$0.00	(\$16.39)	(\$268.61)	0
7540.000	9000	20060926	9000.00	0	0	(\$251.15)	\$0.00	\$0.00	(\$251.15)	0
1070.000	9000	20060912	9000.00	0	0	(\$250.13)	\$0.00	\$0.00	(\$250.13)	0
1045.000	PAYMENT	20060906	4015.00	0	0	(\$250.00)	\$0.00	\$0.00	(\$250.00)	0
4060.000	146238	20060910	532.00	0	0	(\$250.00)	\$0.00	(\$16.25)	(\$266.25)	0
1045.000	PAYMENT	20060921	4029.00	0	0	(\$250.00)	\$0.00	\$0.00	(\$250.00)	0
1040.000	8000	20060913	8000.00	0	0	(\$249.15)	\$0.00	\$0.00	(\$249.15)	0
2530.000	9000	20060927	9000.00	0	0	(\$247.25)	\$0.00	\$0.00	(\$247.25)	0
4025.000	ADJMENT	20060922	5550.00	0	0	(\$244.13)	\$0.00	(\$15.87)	(\$260.00)	0
1070.000	9000	20060910	9000.00	0	0	(\$237.15)	\$0.00	\$0.00	(\$237.15)	0
1035.000	9000	20060905	9000.00	0	0	(\$233.10)	\$0.00	\$0.00	(\$233.10)	0

Sorted by Base

MEMO

## Correcting Erroneous AR Entries

The system will reverse both sides of the transaction. An (\*) will be inserted in front of the chit number and the status will be changed to an X (in the right hand column.)

Admin @ EOM Editor

File Info Help

Current month mode: 9

Modify OK Cancel Exit

Make changes here, then click OK

A/R Acct # 4060 Covers 0 Minimum code 0 Total code 0  
 Chit # \*146233 Base -250 Prepaid code 0 Installment code 0  
 Date 20060910 Serv Chg 0 Chit status X Tender 9  
 Member # 532 Tax -16.25 Memo  
 Employee # 0 Chit Total -266.25

Monthly A/R Chits											
A/R Dept	Chit#	Date	Member #	Emp #	Covers	Base	S/C	Tax	Total	Min#	T
4060.000	146717	20060916	525.00	0	0	\$50.00	\$0.00	\$3.25	\$53.25	0	
4060.000	*146233	20060910	532.00	0	0	\$250.00	\$0.00	\$16.25	\$266.25	0	
4060.000	*146233	20060910	532.00	0	0	(\$250.00)	\$0.00	(\$16.25)	(\$266.25)	0	
6090.000	146233	20060910	532.00	0	0	\$19.99	\$0.00	\$1.30	\$21.29	0	
4060.000	146238	20060910	532.00	0	0	(\$250.00)	\$0.00	(\$16.25)	(\$266.25)	0	
1070.000	8980	20060910	532.00	0	0	\$28.54	\$0.00	\$0.00	\$28.54	0	
1045.000	PAYMENT	20060912	537.00	0	0	(\$224.26)	\$0.00	\$0.00	(\$224.26)	0	
4020.000	147119	20060920	537.00	0	0	\$30.00	\$0.00	\$1.95	\$31.95	0	
1070.000	528	20060921	537.00	0	0	\$9.88	\$0.00	\$0.00	\$9.88	0	
1070.000	7816	20060902	540.00	0	0	\$14.48	\$0.00	\$0.00	\$14.48	0	
4060.000	145538	20060903	540.00	0	0	\$50.00	\$0.00	\$3.25	\$53.25	0	
1030.000	PAYMENT	20060915	540.00	0	0	(\$271.74)	\$0.00	\$0.00	(\$271.74)	0	

Click anywhere on the line of a chit to select it. Use the slider bars or keyboard arrow and page up/down keys to move around the grid. If you are in administrator mode, you may also delete a line (press the delete key on your keyboard).

Be sure to reverse all necessary transactions.

Admin @ EOM Editor

File Info Help

Current month mode: 9

Modify OK Cancel Exit

Make changes here, then click OK

A/R Acct # 4060 Covers 0 Minimum code 0 Total code 0  
 Chit # \*146233 Base -250 Prepaid code 0 Installment code 0  
 Date 20060910 Serv Chg 0 Chit status X Tender 9  
 Member # 532 Tax -16.25 Memo  
 Employee # 0 Chit Total -266.25

Monthly A/R Chits											
A/R Dept	Chit#	Date	Member #	Emp #	Covers	Base	S/C	Tax	Total	Min#	T
1030.000	PAYMENT	20060914	513.00	0	0	(\$159.74)	\$0.00	\$0.00	(\$159.74)	0	
1030.000	PAYMENT	20060911	518.00	0	0	(\$301.73)	\$0.00	\$0.00	(\$301.73)	0	
1030.000	PAYMENT	20060915	519.00	0	0	(\$53.25)	\$0.00	\$0.00	(\$53.25)	0	
1030.000	PAYMENT	20060915	525.00	0	0	(\$187.20)	\$0.00	\$0.00	(\$187.20)	0	
4060.000	146717	20060916	525.00	0	0	\$50.00	\$0.00	\$3.25	\$53.25	0	
4060.000	*146233	20060910	532.00	0	0	(\$250.00)	\$0.00	(\$16.25)	(\$266.25)	0	
4060.000	*146233	20060910	532.00	0	0	\$250.00	\$0.00	\$16.25	\$266.25	0	
4060.000	*146238	20060910	532.00	0	0	(\$250.00)	\$0.00	(\$16.25)	(\$266.25)	0	
4060.000	*146238	20060910	532.00	0	0	\$250.00	\$0.00	\$16.25	\$266.25	0	
6090.000	146233	20060910	532.00	0	0	\$19.99	\$0.00	\$1.30	\$21.29	0	
1070.000	8980	20060910	532.00	0	0	\$28.54	\$0.00	\$0.00	\$28.54	0	
1045.000	PAYMENT	20060912	537.00	0	0	(\$224.26)	\$0.00	\$0.00	(\$224.26)	0	

Click anywhere on the line of a chit to select it. Use the slider bars or keyboard arrow and page up/down keys to move around the grid. If you are in administrator mode, you may also delete a line (press the delete key on your keyboard).

# Correcting Erroneous AR Entries

Example, Statement with Reversing Chits:

- Note the aging, the service charges, and the totals.

Please return top portion with payment

Date	Reference	Description	Amount	Srv Chg	Tax	Total
20080900	BALFWD	BALANCE FORWARD	735.29			735.29
20080910	146233	24HR STD GREEN FEES	250.00		18.25	268.25
20080910	146233	GLOVES	19.99		1.30	21.29
20080910	146238	24HR STD GREEN FEES	(250.00)		(18.25)	(268.25)
20080910	8980	FOOD & BEV CHARGES	28.54			28.54
20080930	LATE FEE	FINANCE CHARGE	7.04			7.04

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<b>Total Due</b> <b>\$ 792.16</b>
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Acct # 532.00	Current \$323.12	31-80 Days \$469.04	Restan LLC	10-04-2006
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stmbwd3 Statement of account

# Correcting Erroneous AR Entries

Statement, Example with reversed transactions.

- Note the aging, the finance charges, and the total.

Please return top portion with payment

Date	Reference	Description	Amount	Srv Chg	Tax	Total
20060900	BALFWD	BALANCE FORWARD	735.29			735.29
20060910	146233	GLOVES	19.99		1.30	21.29
20060910	8980	FOOD & BEV CHARGES	28.54			28.54
20060930	LATE FEE	FINANCE CHARGE	11.03			11.03

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**Total Due  
\$ 796.15**

Acct # 532.00      Current \$60.86      31-60 Days \$735.29  
stintwid3      Statement of account      Restan LLC      10-04-2006