

Newsletter for July 2007 from Club Data Corporation

This newsletter is sent monthly 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.

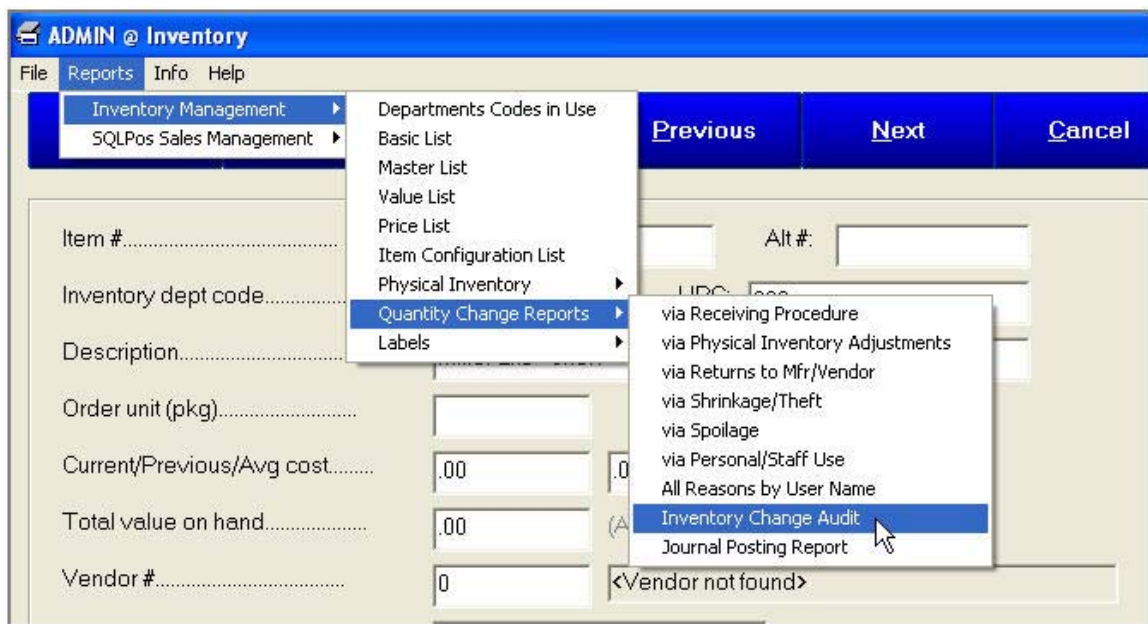
Software Updates:

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.

Software Changes in Club Office in the end of June update:

Changes or features that you should know about are:

- There is a change to the A/P invoice module to allow "product" information when selecting invoices for payment.
- There is a new inventory audit report that shows the adjustments to an item's inventory.



Inventory Change Audit			From: 20070101 to 20070703		Report date: 20070703		Page 1		
Item#	Dept	Description	Pkg	Cost	Prev Cost	Avg Cost	Qty OnHand	Ext-Cost	Ext.AvgCost
800	Beer	Miller Lite - short		0.00	0.00	0.00	-9.00	0.00	0.00
		Date/Time Stamp	Qty	Cost	Sell Price	Transaction Type	Emp#	User	
		20070124 08:23:13	-1.00		2.75	8 POS Sales			
		20070124 08:23:13	-1.00		2.75	8 POS Sales			
		20070124 09:16:23	-1.00		2.75	8 POS Sales			
		20070124 09:16:23	-1.00		2.75	8 POS Sales			
		20070124 09:18:36	-1.00		2.75	8 POS Sales			
		20070124 09:18:36	-1.00		2.75	8 POS Sales			
		20070124 10:31:16	-1.00		2.75	8 POS Sales			
		20070220 14:41:57	1.00		2.75	9 Item no longer exists			
		20070319 11:34:03	-1.00		2.75	8 POS Sales	6		
		20070319 11:34:23	-1.00		2.75	8 POS Sales	6		
		20070320 09:14:00	51.00		2.75	11 Phys Adjustment		ADMIN	
		20070320 09:14:03	0.00			11 Phys Adjustment		ADMIN	
		20070320 09:14:38	5.00		2.75	11 Phys Adjustment		ADMIN	
		20070320 09:14:40	0.00			11 Phys Adjustment		ADMIN	
			48.00						

- There is a new G/L Custom Report Writer template has one summary line for the accounts selected. The template is GLCTXXX.T.Rpt. All you need to do is insert totalers that can be labeled in the appropriate places in your report.

Input: One totaler, but there could be more.

The screenshot shows the 'ADMIN @ GLRPT' window. At the top, there's a menu bar with 'File', 'Info', and 'Help'. Below that, the 'Report #' is set to '001'. The 'Your report title (max=40 characters)' field is empty. The 'Report Format' is 'GLCTXXX.T.RP' and 'Format Choices' is 'GLCTXXX.T.RPT'. A list of accounts is on the left, with '000 - L2 Total of Totals' selected. The 'General Ledger' table on the right shows the following accounts:

glacctnum	glacctname	Type	Lvl
1005.000	Cash	A	1
1010.000	Bank Checking	A	1
1020.000	Petty Cash	A	1
1030.000	Total Cash	A	2
1040.000	Other Cash	A	1
1045.000	Credit Cards	A	1
1050.000	Receivables	A	1
1055.000	Suspense Account	A	1
1060.000	Bonds	A	1
1070.000	Savings Acct	A	1
1080.000	Certificates	A	1
1090.000	Total Other Cash	A	2
1900.000	*****	A	3
1999.000	Total Assets	A	4
2000.000	LIABILITIES	L	0
2100.000	Equipment	L	1
2120.000	Fixtures	L	1

Navigation buttons include 'Clear Report', 'Select Period', 'Move UP', 'Move DOWN', 'Save', 'Print', and 'Exit'. A 'Done' button is at the bottom.

Resulting report. One line per totaler.

Print Report - CRYPT Window Title GLCTXXX.T.RPT - GLCTXXX.T.RPT

Exit Options Help

Report date: 20070702

Custom Operating P/L Comparison - Summarized

Description	Period 1			Fiscal YTD			---Actual comp YTD Budget
	Actual T/Y	Budget T/Y	Actual L/Y	Actual T/Y	Budget T/Y	Actual L/Y	
Total of Totals	-21,256.64		32,812.34	-21,256.64		32,812.34	-21,256.64

- Payroll System Changes - Vacation and Sick Time Accumulation.** We've added functionality to manage vacation and/or sick time accumulation inside the payroll system. There are new options in the payroll configuration, the employee earnings detail and wages/hours screens, as well as updated help files throughout. The system can be configured to accumulate time on a percentage of regular hours worked or as a fixed amount per pay period. See the documentation below.

ADMIN @ Config PR

File Info Help

Payroll Configuration

Access - Inquire Names ONLY: 0

Access - Inquire Financials: 0

Access - Edit/Update: 0

Access - Issue Checks: 0

Access - Close Quarter: 0

Access - Close Year: 0

G/L Acct: P/R cash from bank: 1010.000

G/L Acct: P/R Accrued Fed U/C: 2261.000

G/L Acct: P/R FICA (Liability): 2260.000

G/L Acct: P/R employee meals: 1055.000

G/L Acct: P/R meals tax offset: 1055.000

G/L Acct: Accrued State U/C: 2263.000

G/L Acct: Earned Income Credit: 1055.000

G/L Acct: Medicare (Liability): 2264.000

Local Tax % (.05 = 5%): 0

G/L Acct: Local tax: 1055.000

Locality name (7 chars):

Payroll Accrual Liability: 0

Automatically calculate overtime:

Payroll periods per year: 26

Overtime threshold (hrs/pay period): 99

Overtime multiplier (see help): 1.5

Holiday regular multiplier (see help): 1.25

Holiday overtime multiplier (1.5, etc.): 2

Vacation accrual by Calendar/Hire date: C

Sick pay regular multiplier (see help): 1

Sick pay accrual by Calendar/Hire date: C

Federal U/C % (.01 = 1%, .008 = .8%, etc.): 0.008

Federal U/C Maximum \$: 7000

State U/C % (.01 = 1%, .008 = .8%, etc.): 0.015

State U/C Maximum \$: 19000

Federal FICA wage base limit \$: 90000

FICA tax rate %: 0.062

Medicare tax rate %: 0.045

Last payroll finish time stamp: 20070507@13:11:03

Next payroll ending date: 630

Use PostNet bar code? (Y/N): Y

TClock-Shift Limit: 24

TClock-Punch IN Rounding: 5

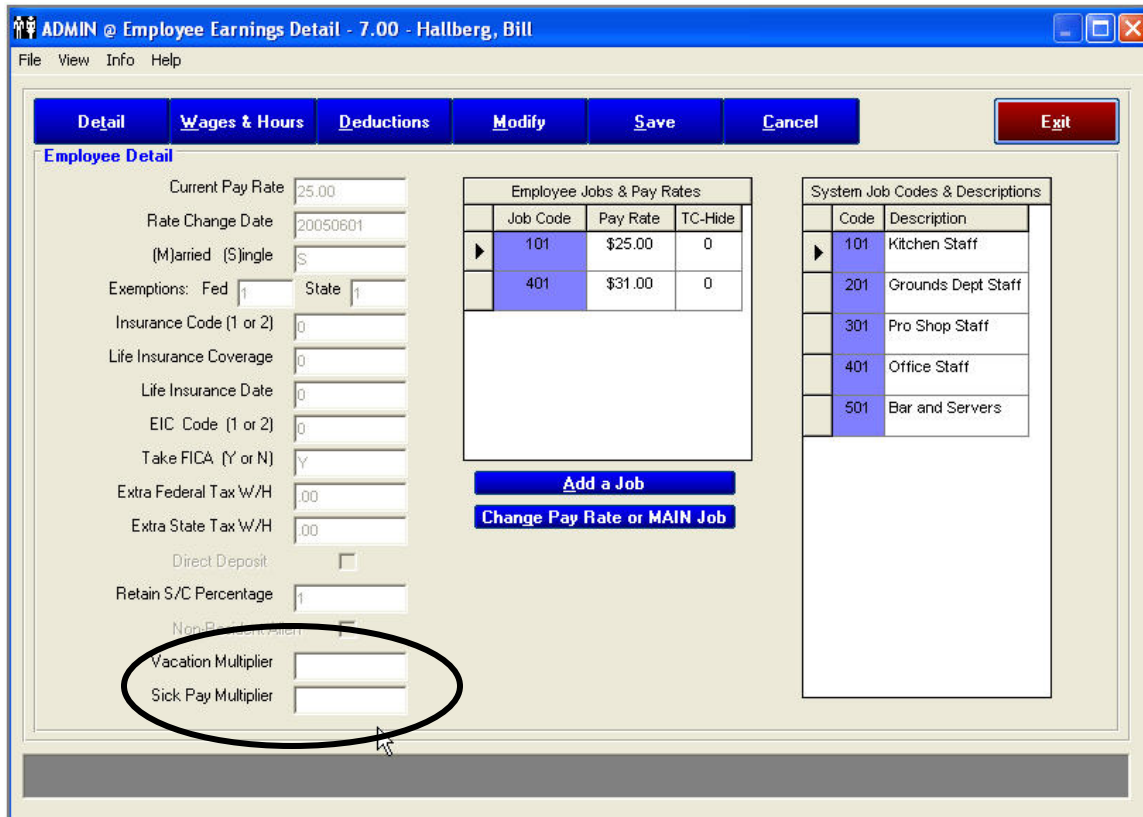
TClock-Punch OUT Rounding: 5

TClock-Mgr Password: ****

TClock Workweek start day: 1

Service Charge Bypass (keying):

Buttons: Set W-2, Modify, OK, Exit



Follow Up Thoughts on Norton Anti-Virus:

We’ve recently seen some very attractive offers from Norton Utilities where the end result is free software after rebates. We remind you that Norton is a good but complicated product that may not be within the skill level within your business to install or support. It has caused problems for network users that were only solved by un-installing the software. Just a word of warning that “free” may not be “free”. Be sure of your system expertise before considering Norton. See our website for a product that may be easier to install and configure.

Hiding Social Security Numbers on Payroll Checks:

Some customers have inquired about how to hide the Social Security Number so it does not print on payroll checks. See the documentation below for specifics.

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

Hiding Social Security Number on Payroll Checks:

Some customers have asked for a way to hide the employee social security number when printing payroll checks. This is easy to do and here's how.

1. Open the PRCHK01.LOF file in the CDCO folder. You can open it with Windows NotePad.
2. Scroll down to lines "23" and "24."

```
prchk01.lof - Notepad
File Edit Format View Help
"13","5.5","2.4","8",""
"14","6","2.55","8","Void-Direct Deposit-Void"
"15","5.5","2.7","8",""
"16","6.5","2.25","8","Void Check"
"17","6.5","2.4","8",""
"18","6.5","2.55","8","Void Check"
"19","6.5","2.7","8",""
"20","1.75","3.21","12","000000"
"21","2.875","3.21","12",""
"22","0.75","3.75","8","Name"
"23","3","3.75","8","SS#"
"24","3.25","3.75","8","000-00-0000"
"25","4.75","3.75","8","Employee #"
"26","5.5","3.75","8","0000"
"27","6.1875","3.75","8","Date:"
"28","6.5","3.75","8","YYYYMMDD"
"29","7.25","3.75","8","Chk#"
"30","7.5625","3.75","8","000000"
"31","0.875","4","8","*** Total Hours ***"
"32","0.75","4.125","8","RegHrs"
"33","0.75","4.25","8","O/T Hrs"
"34","0.75","4.375","8","Hol R/OT"
"35","0.75","4.5","8","VacHrs"
```

3. Change the fourth element from 8 to zero in both lines. Change only the number and not the "" marks.
4. Save the file.
5. Note that this affects only the direct print checks, not the print/preview method of printing payroll checks.

Club Office Payroll Accumulated Vacation and Sick Pay

Club Office’s payroll system incorporates mechanisms to manage the accumulation of vacation time credit and sick pay time credit. The mechanisms function identically yet they are configured separately. Using the system can help identify which employees have vacation or sick time coming as well as others who have used up their vacation and sick time benefits.

Vacation or sick time can be accumulated based on a percentage of regular time worked or as a fixed quantity of time per payroll check. An employee’s accumulated values can be maintained either since the initial date of hire or on a calendar year basis.

Configuration Settings

- The main payroll configuration screen includes two settings that control the global operation of the two mechanisms:

Vacation accrual by Calendar/Hire date	<input type="text" value="C"/>
Sick pay accrual by Calendar/Hire date	<input type="text" value="C"/>

- “C” causes the system to accumulate time according to the calendar year. At the end of the payroll year when the “EOY Zero” procedure is invoked, the system resets every employee’s accumulated time credit to zero. In effect, this is a “use-it-or-lose-it” setting.
- “H” causes the system to accumulate time back to the employees’ respective original employment start dates. Note that the system cannot calculate these programs properly for employees whose employment start dates have not been assigned.
- The functions are independent of one another; it is possible to set vacation to “C” and “Sick pay” to “H” or vice-versa.
- The Earnings Detail screen for every employee includes two settings for the “percentage multipliers” the system uses to calculate accumulated credit hours; the settings are employee-specific:

Vacation Multiplier	<input type="text" value="0.01"/>
Sick Pay Multiplier	<input type="text" value="0.005"/>

- The “percentage multiplier” is factored against the REGULAR hours earned by the employee to award the applicable number of hours. In the above example, the total number of regular hours of employment is multiplied by .01 to calculate the vacation hour “credit” for the employee. For an employee who worked 80 regular hours, this would equal .8 hours, or 48 minutes. At the end of a year of 26 pay periods, this would equate to 20.8 hours, roughly equivalent to 2-1/2 days of vacation time. The sick pay example would equate to .4 hours, or 24 minutes, equating to 10.4 hours over a year having 26 pay periods. (The values presented here are for example only and are not suggested as standards.)
- A multiplier that is 1 or greater is used as a “fixed value” instead of a multiplier. In the example below, the vacation multiplier is 1.538 which would add 1.538 hours per paycheck to the accrued vacation total instead of multiplying by

1.538. Over a 26 pay period year, this would create 40 hours of vacation credit (26 x 1.538 = 39.988), or roughly 5 days of vacation.

Vacation Multiplier	1.538
Sick Pay Multiplier	.01

- A multiplier can be set to zero, which effectively disables the time calculations for that function for the employee involved.

The Employee Earnings module's Wages and Hours screen displays the current accumulated values for the employee. If the user has administrative privileges to the employee system, "modify" buttons appear that allow editing these values. This can be handy for users who wish to set the multipliers to zero (turning off the automatic credit calculations) yet still track vacation and sick time usage manually.

Unused Vacation Hours	Modify	1.6
Unused Sick Hours	Modify	0.8

To edit a value, click the respective Modify button, change the value and click the Save button:

Unused Vacation Hours	Modify	1.6
Unused Sick Hours	Modify	0.45
		Save

How Payroll Entries Affect Accumulated Totals

- For systems that are configured to award vacation or sick time, a value for regular hours must be entered or the system will not be able to calculate and accumulate any time.
 - The calculations, whether percentage or fixed quantity, are based *only* on regular hours and not on regular overtime, holiday or holiday overtime hours; if the regular hours field is blank or zero, the vacation or sick calculation will likewise be zero.
- When vacation or sick hours are used by the employee, such hours reduce the employee's respective accumulated time totals. **Note:** it is possible for accumulated totals to become negative if more vacation or sick time is used than has been accumulated.
- Example: if the employee worked 32 regular hours and used one vacation day (8 hours) in a week, the following entry could be made when issuing the payroll check. This would have the effect of reducing the employee's accumulated vacation time by 8 hours, yet would also add back the percentage of regular hours worked. If the employee's record was set to a .1 vacation multiplier percentage, the employee would earn 3.2 hours of vacation time while using up 8 hours, resulting in a net reduction of 4.8 hours from the employee's accumulated vacation total.

Regular hrs	32	Vacation hrs	8	Decl. Tips	
Regular O/T		Sick hrs		Meals	
Holiday hrs		S/C		Var Deduc	
Holiday O/T		Other pay		Emp Purch.	

- In the following example, no regular hours are entered for the employee – the employee is using up 16 hours of vacation and 8 hours of sick time. Therefore, no additional time will be added to the employee’s totals and the employee’s vacation total will be reduced by 16 hours and the sick total reduced by 8 hours.

Regular hrs		Vacation hrs	16	Decl. Tips	
Regular O/T		Sick hrs	8	Meals	
Holiday hrs		S/C		Var Deduc	
Holiday O/T		Other pay		Emp Purch.	

How Payroll Finish Processing Affects Accumulated Totals

The payroll finish procedure calculates the net effect of an employee’s payroll record on his/her accumulated totals and updates these totals along with all the other quarter-to-date and year-to-date earnings and tax totals. Accumulated vacation and sick time totals are cumulative and dependent on whether the system’s global configuration setting is set to either calendar or hire date methods (C or H). When set to calendar date, the totals are effectively “year-to-date” because they will be zeroed at the end of the payroll year when the payroll EOY zero process is invoked.

How Voiding a Payroll Check Affects Accumulated Totals

Voiding a payroll check causes the system to reverse whatever vacation or sick calculations that were performed when the payroll check was originally issued. Note that changes are applied to the CURRENT payroll year, even if the voided check was issued in a prior year.

How Changing Between Calendar and Hire Date Modes Affects Accumulated Totals

Changing between the global “C” or “H” settings (for Calendar or Hire date, respectively) can affect employee accumulated totals in two ways:

1. Remember that when in the calendar mode, the normal end-of-year payroll zero procedure resets the accumulated totals to zero as well. It is not possible to have some employees on a calendar schedule and others on a hire date schedule. Changing from the calendar mode to the hire date mode is non-destructive insofar as in hire date mode, totals are retained even at the end of the year when the end-of-year payroll zero process is used. Changing from the hire date mode to the calendar mode will cause ALL employees to be reset to zero at the end of a year, which means that employees who may have accumulated several years’ worth of time will effectively lose it – it will not be carried over to the next year. However, remember that the employee totals can be manually edited. If your system is set to calendar mode, prior to running the end of year zero procedure, print the accumulated vacation/sick time report (in the employee module’s

- report menu). The totals of those employees that you want to carryover time can be manually edited after the payroll zero has been run; thereby retaining their accumulated time until the next payroll zero process is invoked.
2. The Payroll Jobs & Deductions configuration module includes a cumulative earnings recalculation feature that is also sensitive to the global calendar/hire date setting as it relates to recalculating accumulated vacation and sick pay time. If any employee totals have been edited manually, the edited values will be lost as they are replaced with the recalculated values. Therefore, prior to using the recalculation feature, print the accumulated vacation/sick report so that you can manually reedit the totals of the records that may require it.

How “Bonus Mode” Payroll Affects Accumulated Totals

There is no distinction between “bonus” and “regular” payroll modes as they relate to accumulated vacation and sick time; entering 10 hours into the regular hours field in bonus mode is the same as 10 hours in regular mode. Consider entering straight “other pay” in bonus mode instead of using hour entries to avoid affected accumulated vacation and sick totals.

Accounting vs. Tracking

The payroll finish process creates appropriate journal entries for a payroll run based on the configuration of jobs, deductions, and federal and state tax settings. The payroll finish does not create journal entries for accumulated vacation or sick pay time; the accumulated vacation and sick pay time system merely “tracks” the time as a convenience to the employer and as such, it does not create liability journal entries for vacation or sick time “owed” to the employees.