Newsletter for July 2007 from Club Data Corporation

This newsletter is sent monthly to Club Office users to:

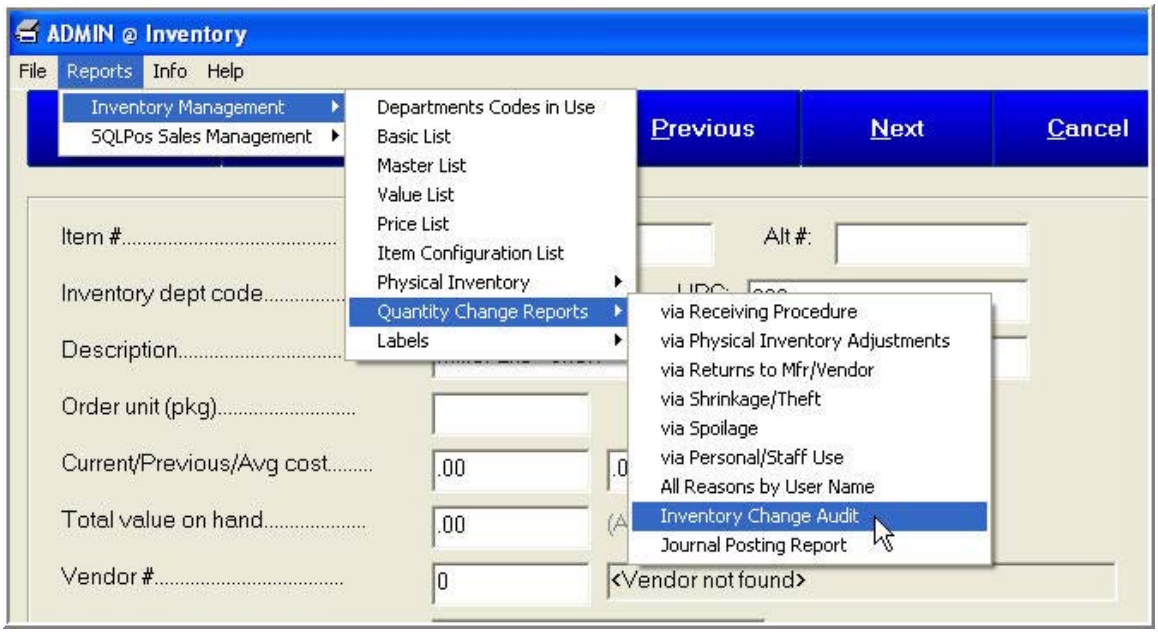
- Remind you that there is a new software update on the Clubdata.Com website.
- Provide helpful hints or information that you may find of value.

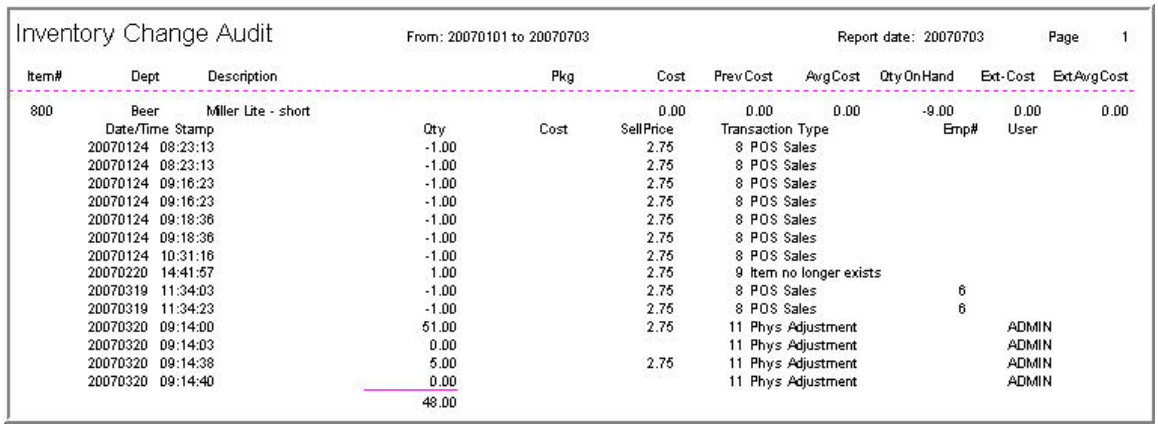
Software Updates:
Club Office software is being updated continuously, either to add new features or report formats or to correct situations that has been identified. It is our intention that all users on support will take the time to update their software once a month, on the first or after, so that 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.





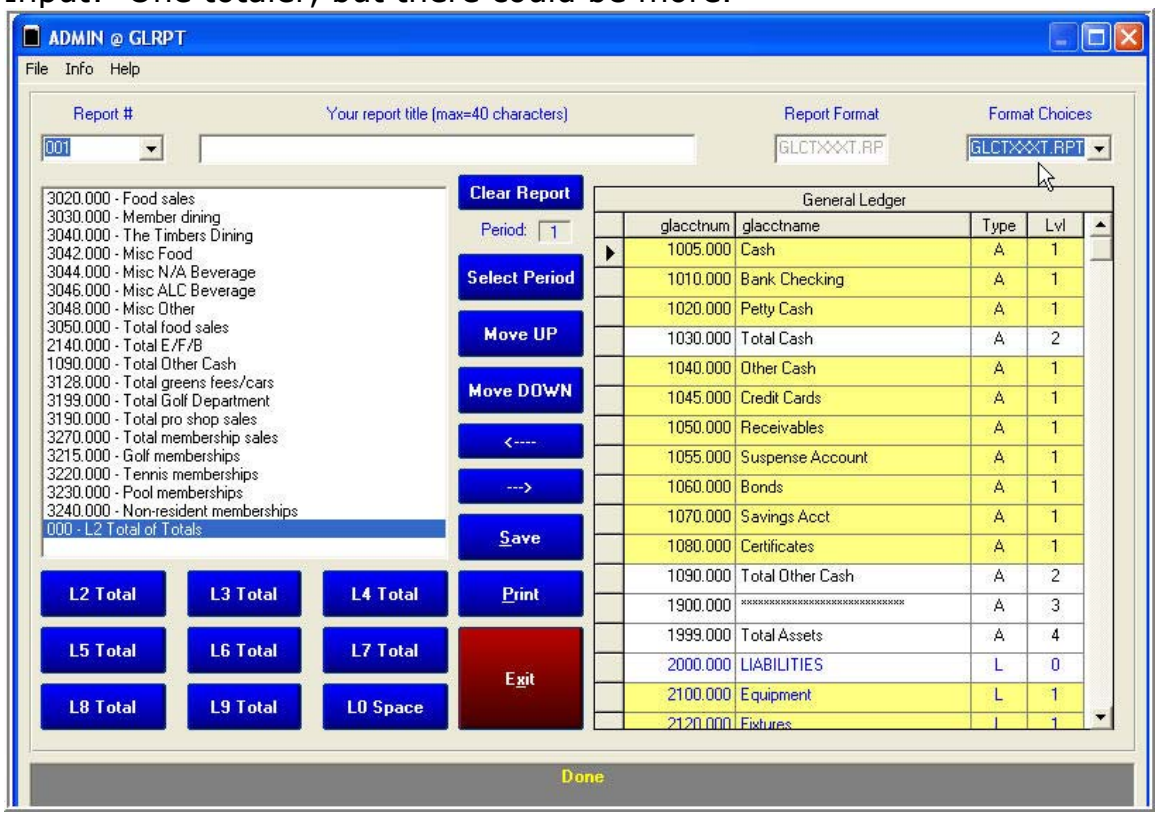
Inventory Change Audit — From: 20070101 to 20070703 — Report date: 20070703 — Page 1

Item#	Dept	Description	Pkg	Cost	Prev Cost	Avg Cost	Qty On Hand	Ext Cost	Ext Avg Cost
800	Beer	Miller Lite - short		0.00	0.00	0.00	-9.00	0.00	0.00

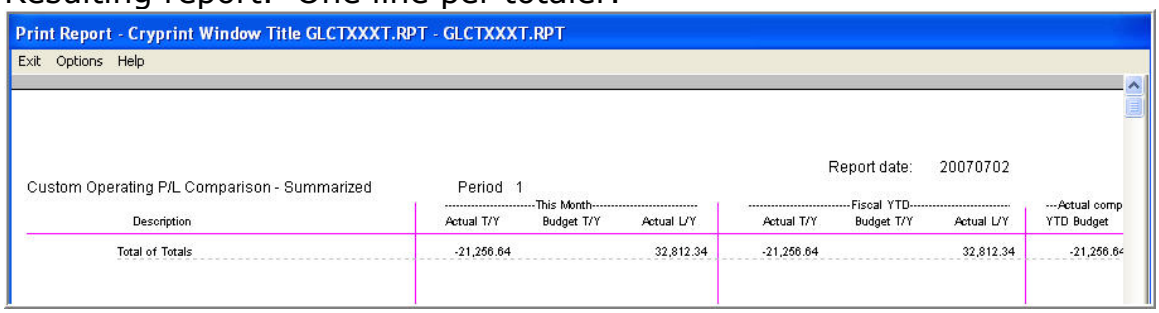
Date/Time Stamp	Qty	Cost	Sell Price	Transaction Type	Emp#	User
20070124 08:23:13	-1.00		2.75	8 POS Sales		
20070124 08:23:13	-1.00		2.75	8 POS Sales		
20070124 09:16:23	-1.00		2.75	8 POS Sales		
20070124 09:16:23	-1.00		2.75	8 POS Sales		
20070124 09:18:36	-1.00		2.75	8 POS Sales		
20070124 09:18:36	-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 GLCTXXXT.Rpt. All you need to do is insert totalers that can be labeled in the appropriate places in your report.

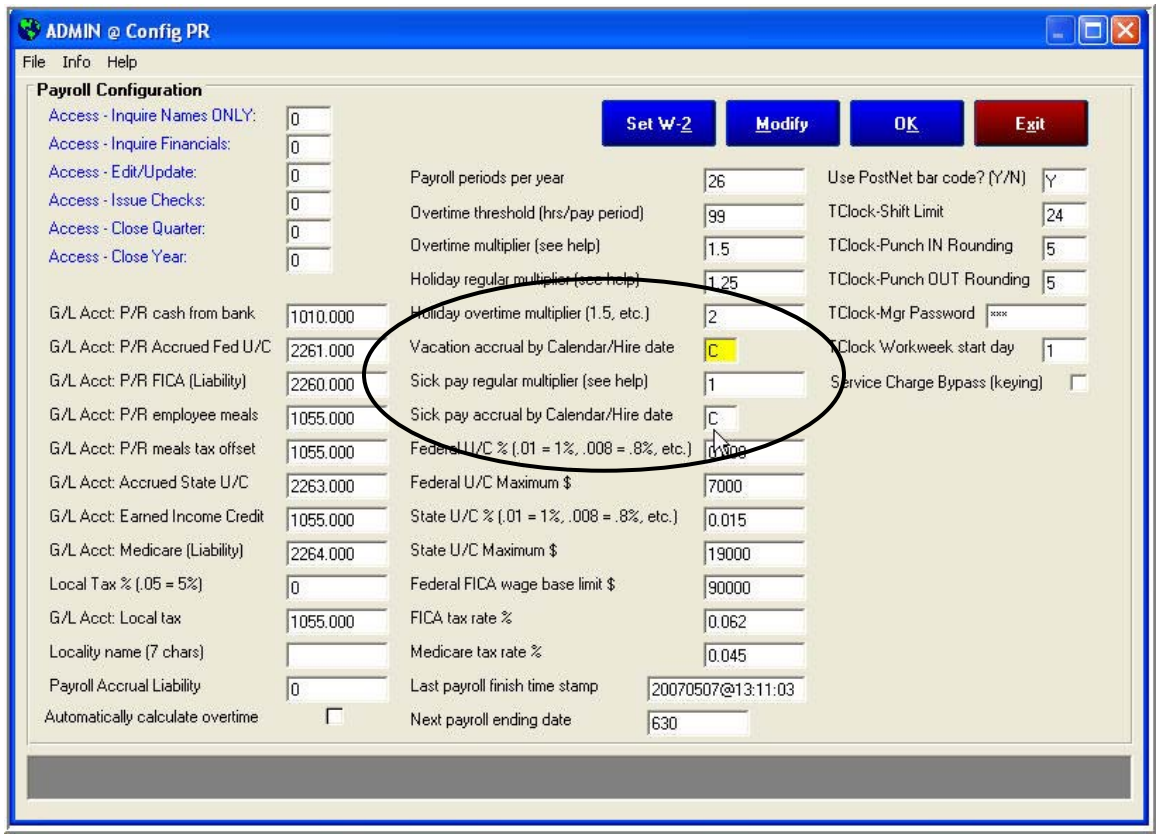
Input: One totaler, but there could be more.

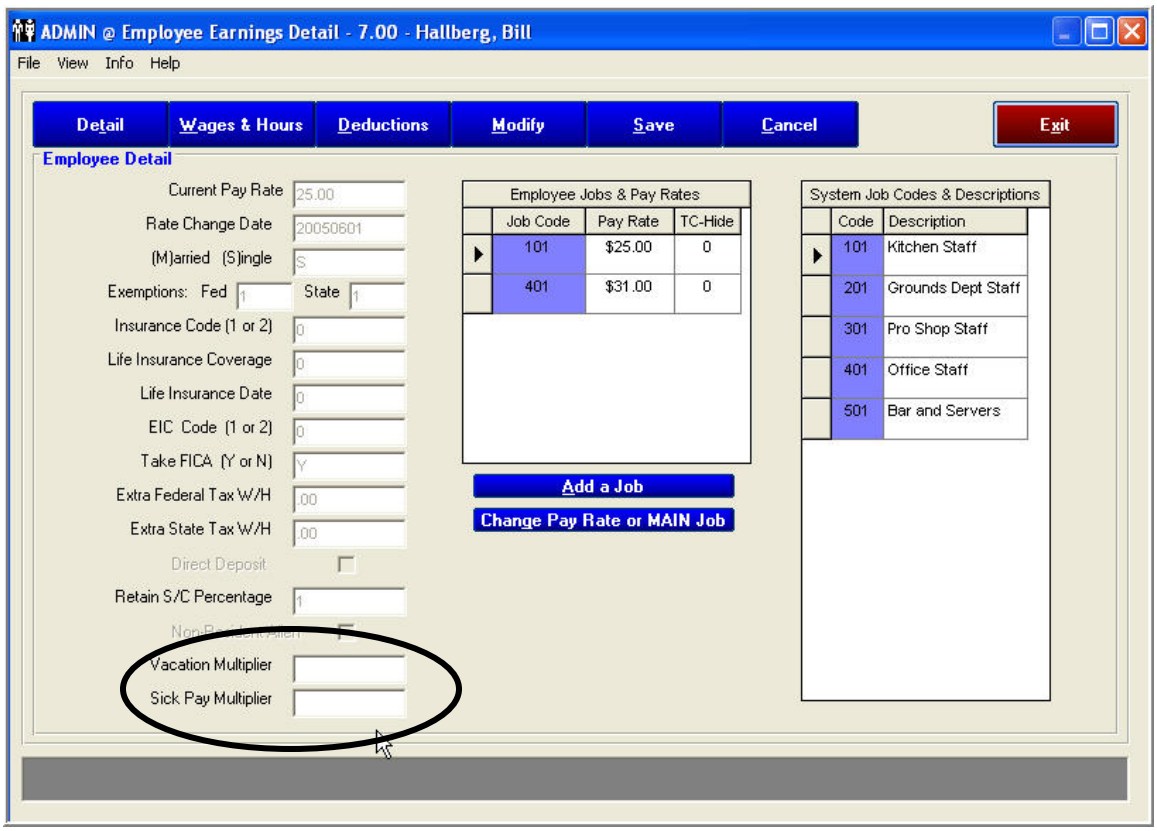


Resulting report. One line per totaler.



- **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.





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.

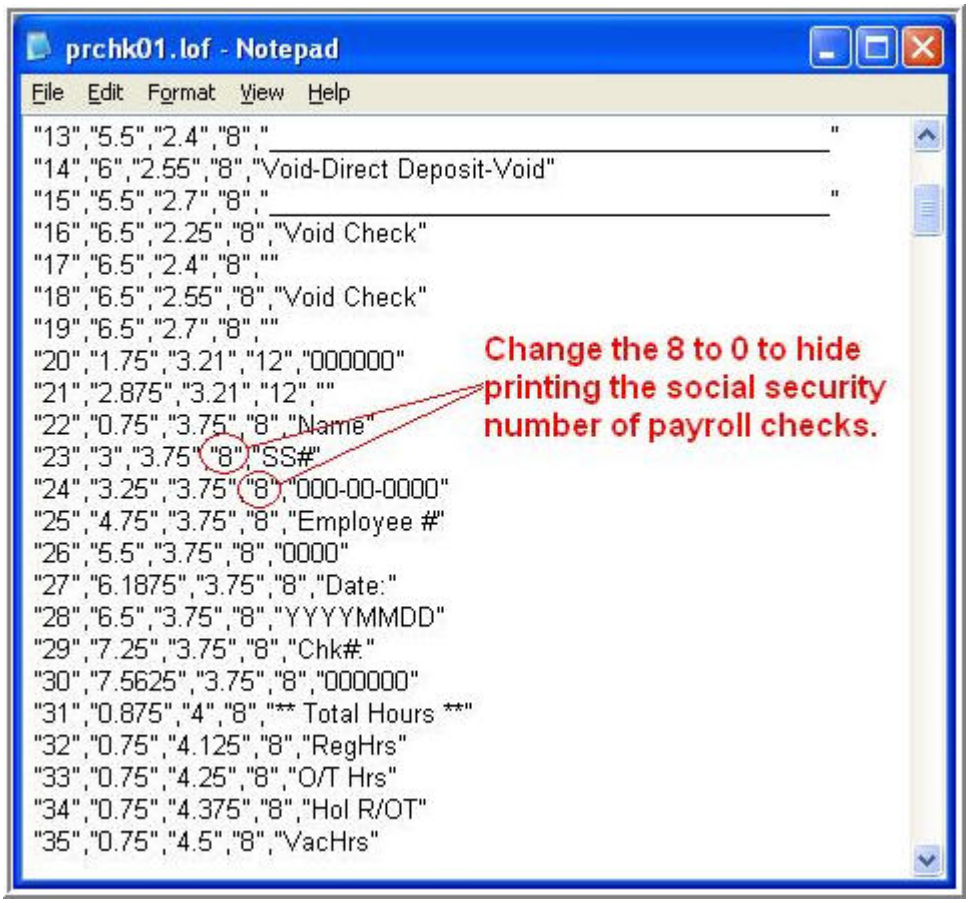
Hiding Social Security Numbers on Payroll Checks:
Some customers have inquired about how to hide the Social Security Number so it does not print on payroll checks. See the documentation below for specifics.

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."



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.

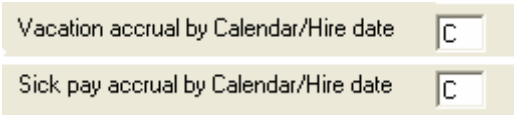
Club Office Payroll Accumulated Vacation and Sick Pay

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.

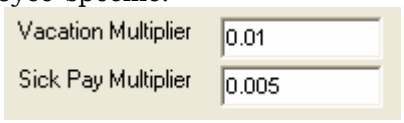
Configuration Settings

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



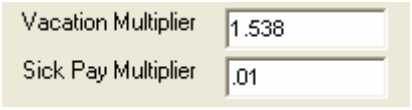
- "C" causes the system to accumulate time according to the calendar year. At the end of the payroll year when the "EOY Zero" procedure is invoked, the system resets every employee's accumulated time credit to zero. In effect, this is a "use-it-or-lose-it" setting.
- "H" causes the system to accumulate 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:



- 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.



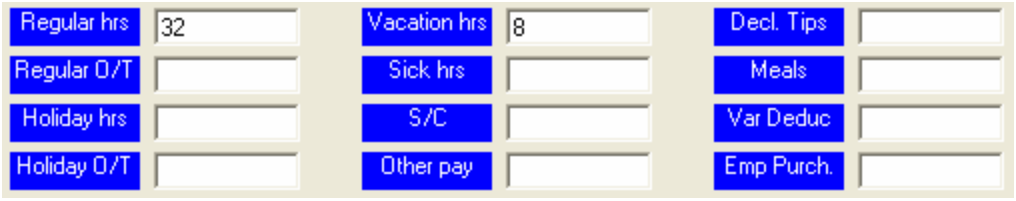
- A multiplier can be set to zero, which effectively disables the time calculations for that function for the employee involved.

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.

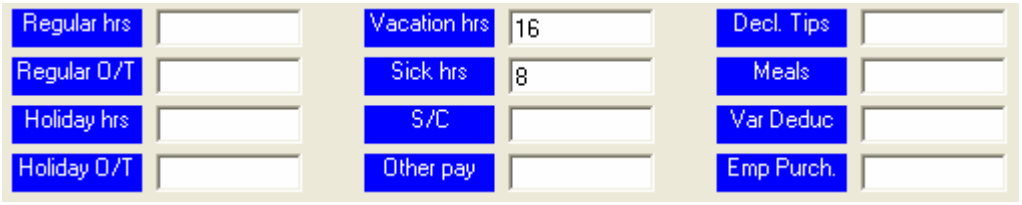
To edit a value, click the respective Modify button, change the value and click the Save button:

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.



- 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.



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.