

## **Newsletter for October 2007 from Club Data Corporation**

This newsletter is sent 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.
- Please note that there was no beginning of the month update, nor newsletter, for September, 2007.

### **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, normally after month end, so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area on the Club Data web site, download the file that includes SQLPos (or does not include SQLPos) as appropriate for your club.

We are seeing that some clubs are often months behind in their software, indicating that there may be a problem knowing how to download. The instructions start on page 11 at the end of this newsletter.

## Software Changes in Club Office for the September update:

There is a **rearrangement of the Member Financial Detail Screen** to more clearly present the members' current financial position.

**ADMIN @ Financials for: # 240 - Charlie Fish**

File Info Help

Options Edit Options Save Options Lookup Sub Accounts Other Charges Current Charges Cancel Exit

Balance Forward	1789.90	1-30 days	274.93	Food and Bev	11.60	Due	Prepaid Bal 1	.00
Current Charges	97.47	31-60 days	415.95	Pro Shop	.00	OK	Prepaid Bal 2	.00
Payments received	.00	61-90 days	277.38	Activities	.00	OK	Prepaid Bal 3	.00
Total due:	1887.37	91-120 days	366.75	Installation Bal 1	.00		YTD Total 1	607.22
		over 120 days	454.89	Installation Bal 2	.00		YTD Total 2	3384.38
Credit Limit:	.00	Frequency	1	Installation Bal 3	.00		YTD Total 3	.00

Account Options - System Cycle Setting: 10

No monthly minimum  
 Monthly minimum at month end  
 Cycle A - 1st thru last day of month  
 Cycle B - 15th thru 15th  
 Cycle C - 10th thru 10th  
 Cycle D - 20th thru 20th  
 Quarterly (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec)  
 Quarter +1 month (Feb-Apr, May-Jul, Aug-Oct, Nov-Jan)  
 Quarter +2 months (Mar-May, Jun-Aug, Sep-Nov, Dec-Feb)  
 Trimester (Jan-Apr, May-Aug, Sep-Dec)  
 6-month cycle (Jan-Jun, Jul-Dec)  
 Seasonal cycle (Apr-Sep)

Annual cycle (Jan-Dec)  
 2-month cycle (Jan-Feb, Mar-Apr, etc.)  
 User-defined

Skip late fees on this account

Food and Bev (code1) MGO  Cr  
 Pro Shop (code2) 0  Cr  
 Activities (code3) 0  Cr

**Current charges complete. Payments & adjustments this month: \$0.00**

**A new purge in inventory** eliminates old transaction history to speed up some inventory processing. Also inventory item numbers are now recorded in the "reason" field for G/L entries from inventory module.

**ADMIN @ Inventory**

File Reports Info Help

Printer setup Adjust Print Margins Single Item Add Multi Items Previous Next Cancel Save Delete Exit

Make global Changes  
 Adjust Inventory Quantities  
 Update SQLPos Inventory  
 Exit

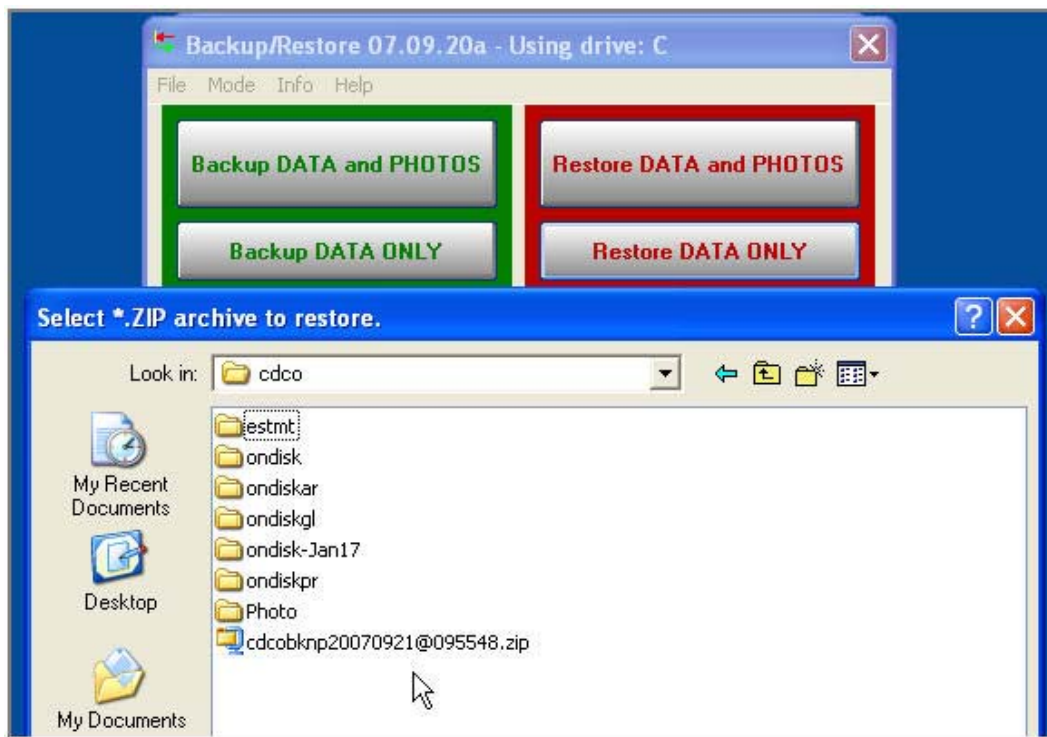
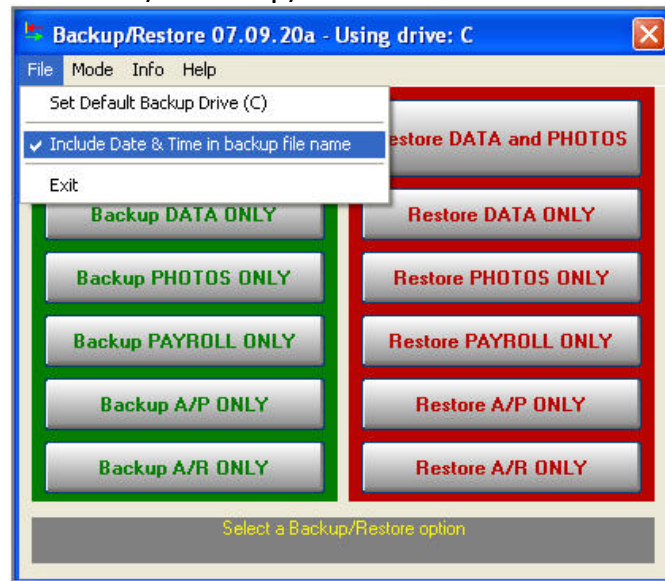
Description.....  
 Order unit (pkg).....  
 Current/Previous/Avg cost.....  
 Total value on hand.....  
 Vendor #.....  
 Vendor's SKU.....  
 Retail price..... 6.9500 Alternate retail price.... 3.4750  
 G/L Acct Sales..... 3042.000  
 Service charge % (Ex: .15 = 15%)..... 2000  
 Sales tax % (Ex: .065 = 6.5%)..... 0650  
 G/L Acct - Inventory..... 1055.000  
 G/L Acct Cost of Goods..... 1055.000  
 G/L Acct Sales Discounts..... 1055.000  
 Show in SQLPos (0=no, 1=yes)..... 1

Alt #: 0004  
 UPC: \*4\*  
 Avg cost x qty on hand  
 <Vendor not found>

Qty @ Storeroom A 0  
 Qty @ Storeroom B 0  
 Qty @ Mens Locker 0  
 Qty @ Womens Locker 0  
 Qty @ Primary Sales 15  
 Total Qty on hand..... 15  
 Optimum qty on hand... 0  
 Minimum qty on hand... 0  
 Over/(understock)..... 15  
 Reorder quantity..... 0  
 Suggested order.....  
 Qty on order..... 0

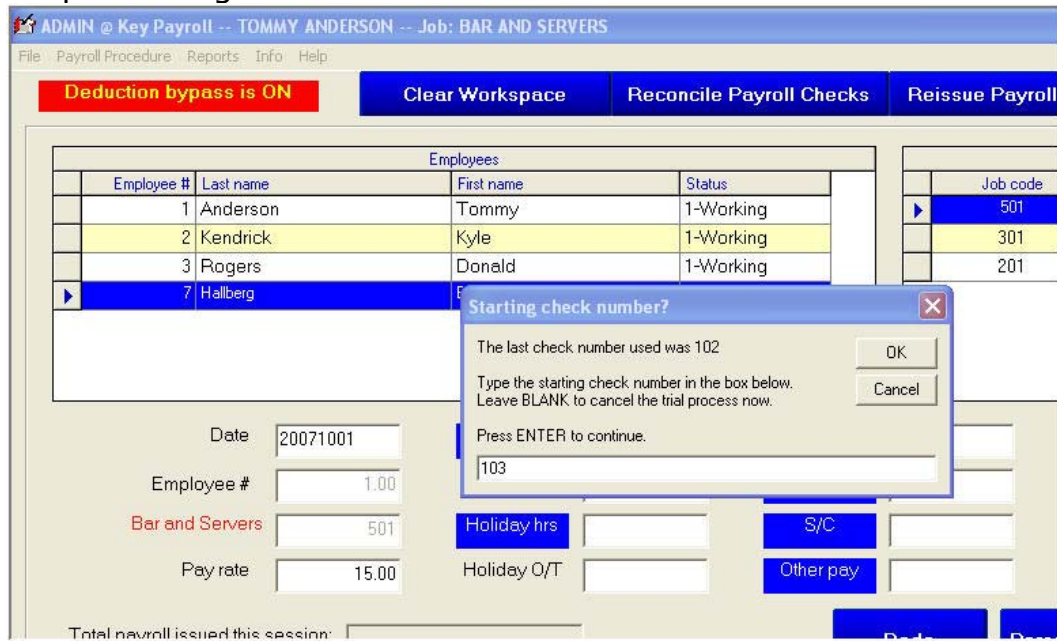
**Refresh Inventory Quantities**

**New Backup Routine:** In response to user requests, you now have the ability to include the Date / Time in the backup file name so that you can easily know exactly which files you have when determining the files to restore. It also allows you to easily keep many generations of backup without overlaying any existing backup files. From the pyramid, go to Utilities / Backup/Restore.



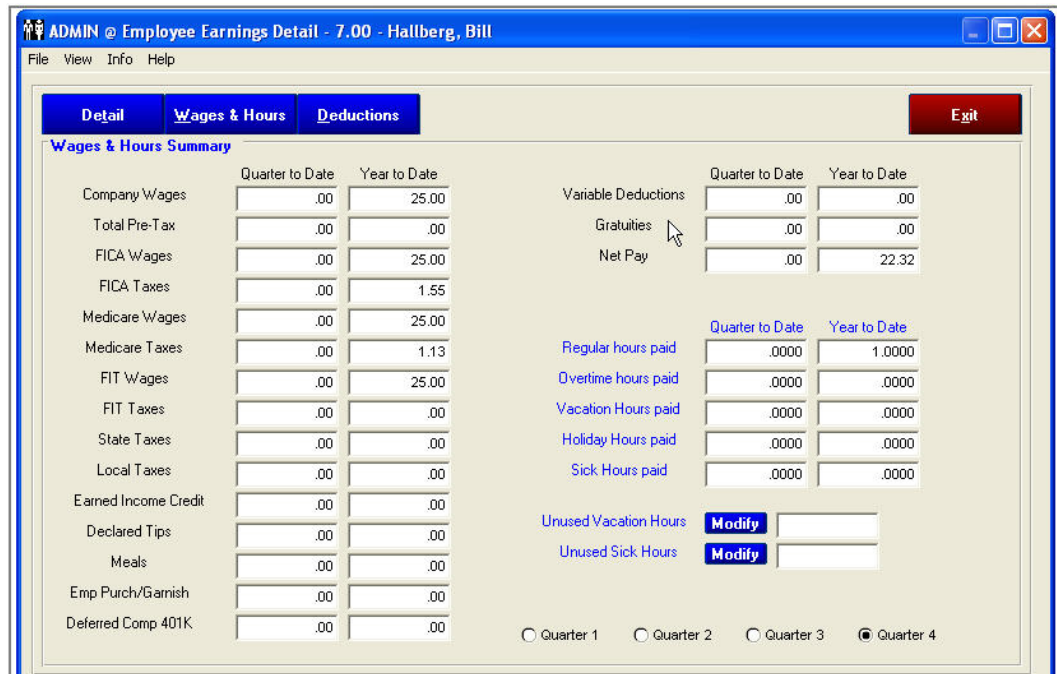
**CAUTION:** Whenever you do a backup or a restore, insure that the computer date is correct. People that sometimes change the computer date could get in serious trouble if the dates on the file are incorrect.

**Suggested check numbers:** In both A/P and in Payroll, the system will now suggest the next check number to be used when going into a check processing mode.

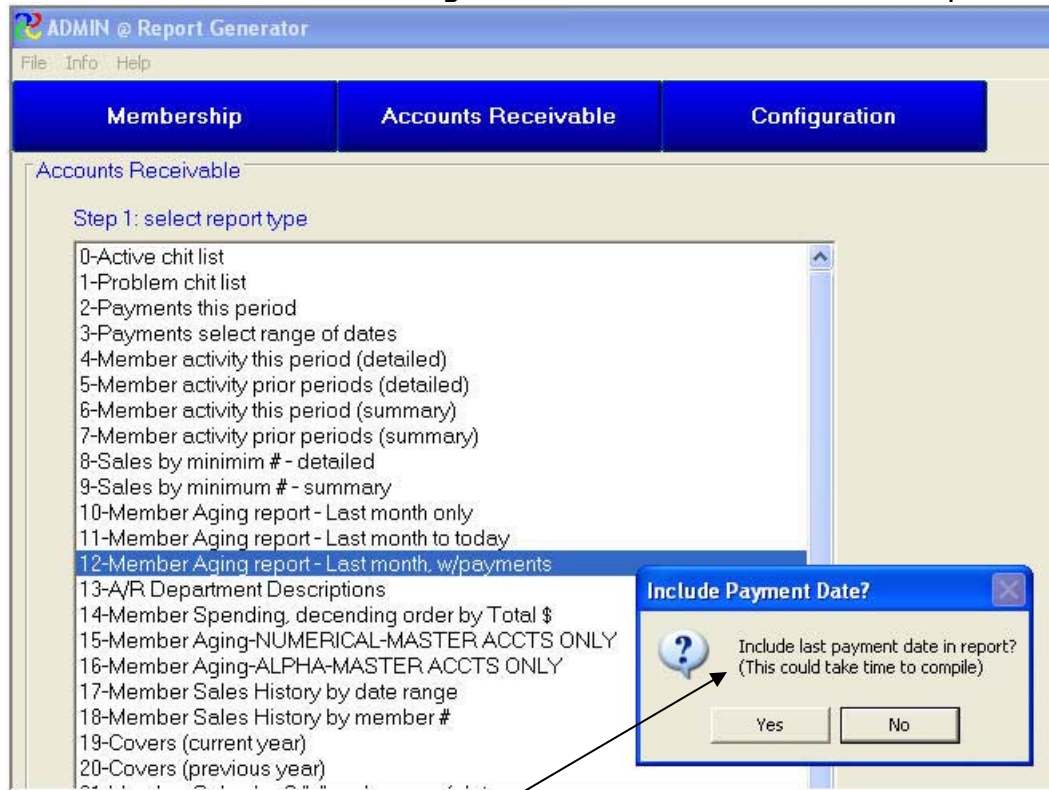


**Employee YTD Payroll Information:**

A field called "Fixed Deductions" has been on the Employee Earnings Detail screen but was applicable only as in input field for clubs converting from our old system – and that activity is long past. The new field "Variable Deductions" is now active. To see the fixed deductions, you can go to the Deductions tab for both Quarterly and YTD information.



**Revisions to AR Report 12, Member Aging Report:** You now have the option to include the Last Payment Date on the Member Aging Report. A word of information, however. To include the last payment date on the report requires the system to look at an additional database so it takes much longer to run than the "normal" report 12.



**Member Aging Report with Payments** Numerical Order Report date: 20071016 Page 1

The ABC Club through September 2007

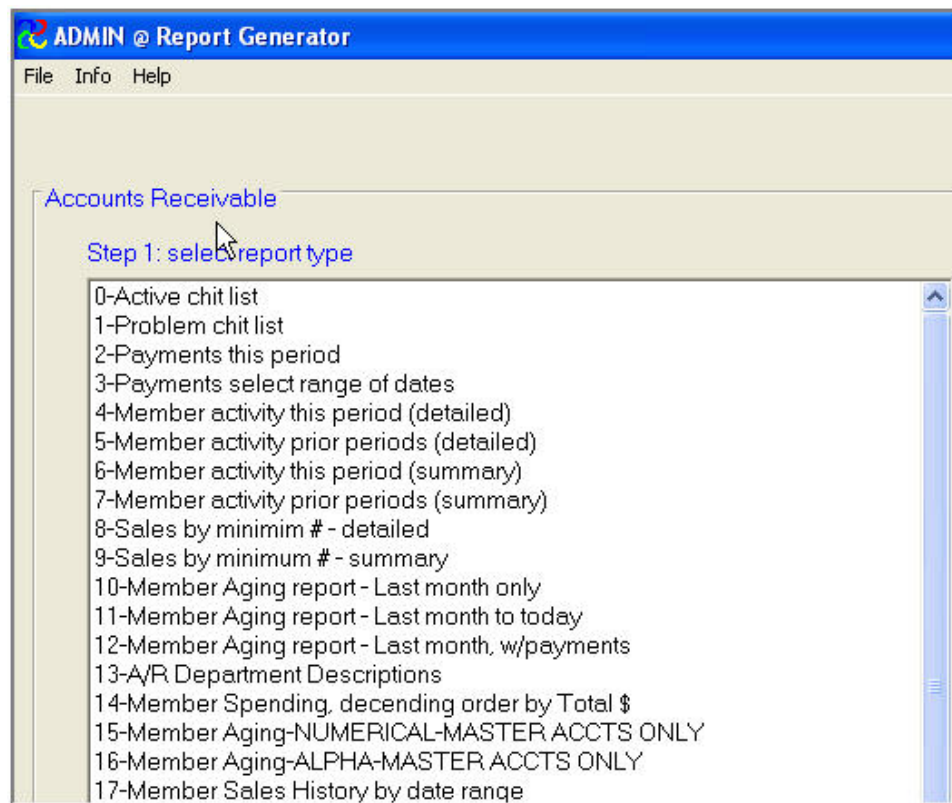
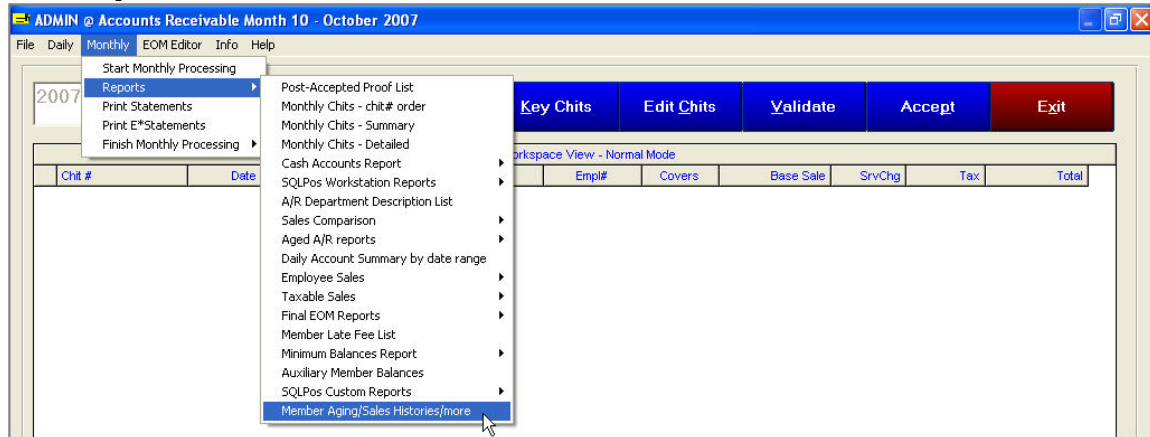
Acct #	Name	Last Pmt Date	Payments	1-30	31-60	61-90	91-120	121+	Total Due
100.00	Monday Men's League			-14,961.66					-14,961.66
109.00	Carlson, Bob	20070930		152.21					152.21
155.00	Davis, Lee	20070930		37.28					37.28
207.00	Anderson, Bob	20070930		82.51					82.51
240.00	Fish, Charlie	20070920		575.97	274.93	56.97			907.87
249.00	Carlson, Mark	20071015	-2,400.00	152.21	189.83	152.21	237.24	2,118.37	449.86
259.00	Emerson, Jim	20070930			87.68	60.00	85.50	84.24	317.42
274.00	Barnett, Charles	20071015	-151.21	151.21					
312.00	Anderson, Gary	20070427		141.50	164.65	141.50	209.38	1,192.14	1,849.17
355.00	Duck, Don M	20070930		10.16	104.15	105.88	153.52	1,017.65	1,391.16
356.00	Ripley, Gordon	20070930		9.58	98.14	9.58	96.55	95.12	308.97
429.00	Gack, Bob	20071015	-152.21	152.21					
443.00	Sands, Lee	20070930		152.21	192.78	152.21	240.15	236.60	973.95
512.00	Hallberg, Bill	20071015	-1,927.98	286.51	1,641.47				-0.01
1014.00	Malloy, Ken			42.80	78.78	62.80	125.95	890.14	1,200.07
1034.00	Fenton, Steve	20070930		169.06					169.06
1400.00	Johnson, Dave			20.23	31.41	20.23	30.65	694.45	796.97
5172.00	Dobbs, Jimmy	20071015	-94.78	94.78					



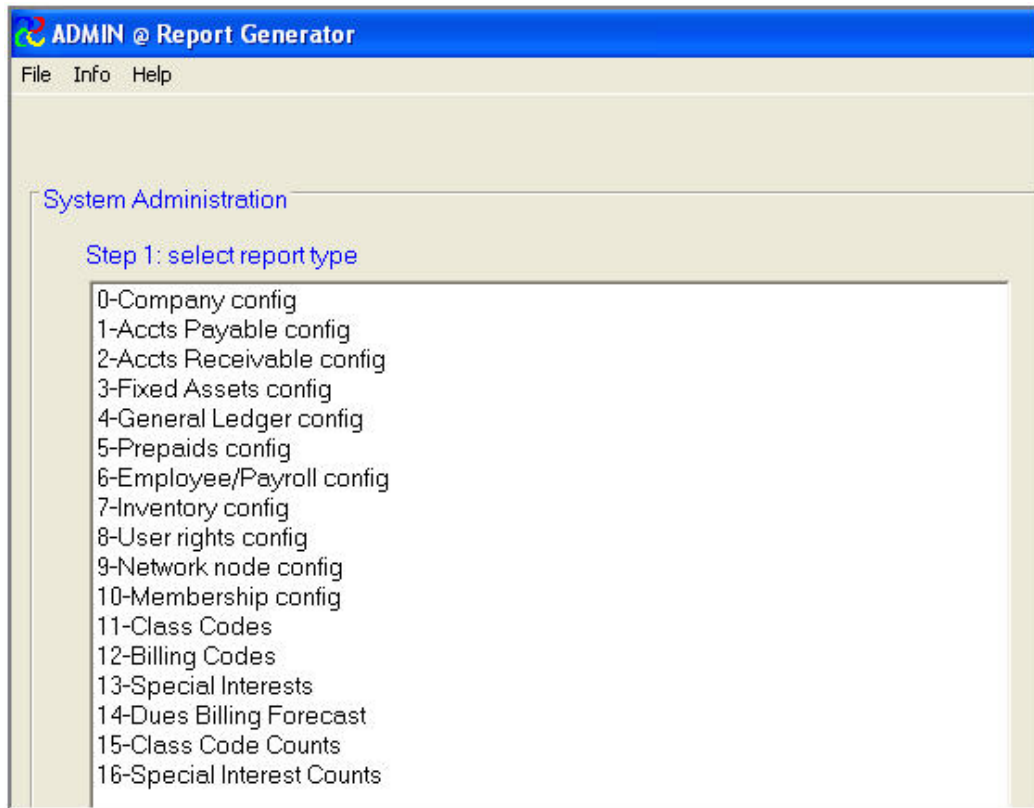
## Initiation of Reports: The Pyramid's Report Generator.

We have included the Membership, Accounts Receivable, and System Reports that can be printed from the pyramid or the various modules also. Therefore, the same reports can be run from their applicable area or from the pyramid.

### AR Reports:



## System Reports:



# Membership Reports:

ADMIN @ Account information for: # 207 - Bob Anderson

File Global Editor Reports Info Help

Main Info

Number	207.00	Class Code	G	Golf	Billing to:	2	
Last Name	Anderson	Dues Billing Code	G	125.00 current month dues	Newsletter to:	2	
First Name & MI	Bob	Social Sec. #	n666666	Locker #	B-209	Misc mail to:	3
Occupation	Airline Pilot	Review Date	20060520	Tax Exempt	<input type="checkbox"/>	Stock (Y/N)	N
Birthdate	19680501		39			Votes	0

ADMIN @ Report Generator

File Info Help

Membership

Step 1: Select report type

- 0-Name/Class
- 1-#/Name/Class
- 2-Name/Class/Main telephone
- 3-Name/Class/Secondary telephone
- 4-Name/Class/All Fax numbers
- 5-Name/Class/All phone & e-mail
- 6-Labels-address 1
- 7-Labels-address 2
- 8-Labels-address 3
- 9-Labels-billing address
- 10-Labels-newsletter
- 11-Labels-misc mail
- 12-Name/Occupation
- 13-Occupation/Name
- 14-Name/Class/Birthday
- 15-Name/Class/Joindate

Step 2: Select sort

- sort by member
- sort by last name
- sort by birthdate
- sort by joindate
- sort by classcode
- sort by classcode
- sort by occupation
- sort by billingcode
- sort by zipcode

Step 3: Select which records to print?

All records



## New Custom GL Report Template:

There is a new template, **GLCTXTR**, that can be used to reverse the natural signs of summary data for a report. It will allow you to show income as a positive number and expenses as a negative. Profit (if any) can be shown as a positive with a loss as a negative. This template is normally used only for P and L type information, not balance sheet data.

The screenshot shows the 'ADMIN @ GLRPT' window. The 'Report #' is 012 and the 'Your report title' is 'Income Statement'. The 'Report Format' is 'GLCTXTR.RPT'. A list of GL accounts is shown on the left, with '000 - L3 Total Income Minus Expenses' selected. The 'General Ledger' table on the right shows the following data:

glacctnum	glacctname	Type	Lvl
3060.000	Beverage sales	I	1
3070.000	Member beverage	I	1
3080.000	Non-member beverage	I	1
3090.000	Total beverage sales	I	2
3099.000	Total food & beverage sales	I	3
3100.000	GOLF	I	0
3120.000	Greens fees	I	1
3122.000	Golf car fees	I	1
3124.000	Golf Cart Program	I	1
3127.000	Golf Range	I	1
3128.000	Total greens fees/cars	I	2

**Income Statement** Report date: 20071001 Page 1

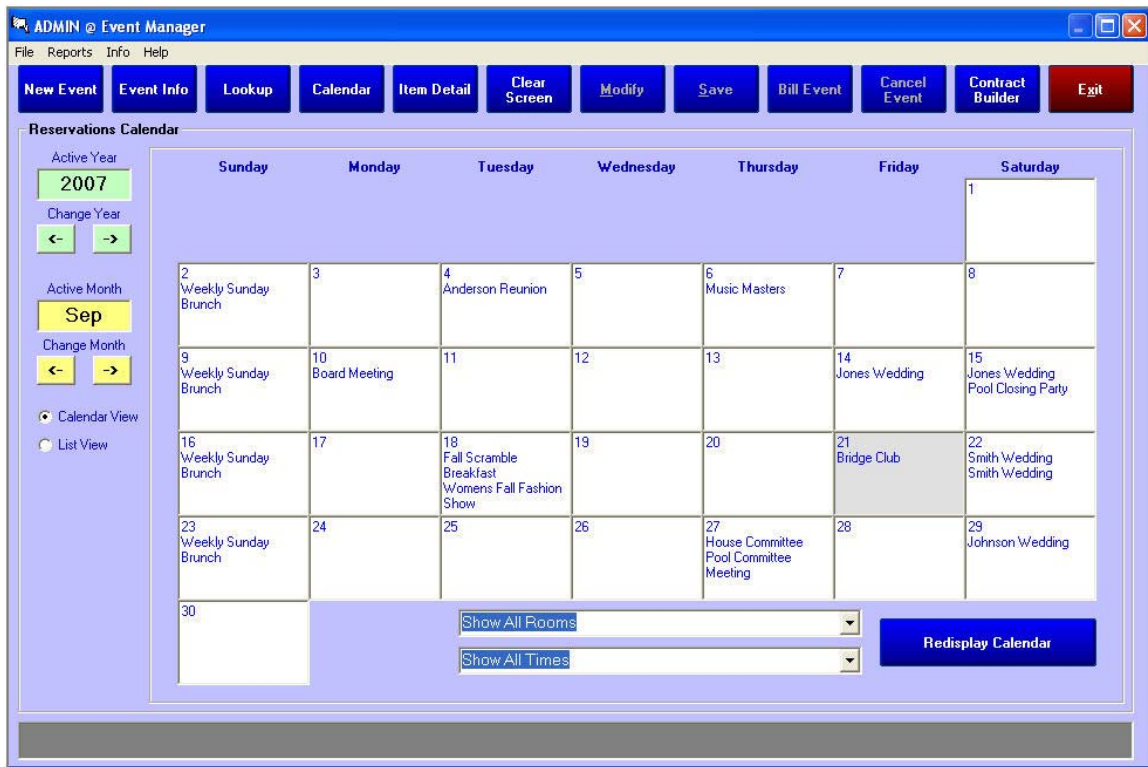
Custom Operating P/L Comparison - Summarized

Description	Period 6			Fiscal YTD			Actual compared to:	
	Actual T/Y	Budget T/Y	Actual L/Y	Actual T/Y	Budget T/Y	Actual L/Y	YTD Budget	YTD Last Yr
Total Beverage Income	44.00			44.00		300.00	44.00	-256.00
Total Golf Income	943.50		147.00	943.50		508.00	943.50	435.50
Total Food and Bev Expense	-1,429.00		-9.75	-1,429.00		-89.75	-1,429.00	-1,339.25
Total Income Minus Expenses	-441.50		137.25	-441.50		718.25	-441.50	-1,159.75

## New Module:

Club Data is pleased to announce a new module, **Event Manager**.

**Event Manager** is a calendar based scheduling tool that is an integrated add-on to Club Office. Call Club Data for features and pricing and to schedule a demonstration of Event Manager. In addition, specific information can be found in the user's manual found on the Club Data web site.



Please share this newsletter with all of your colleagues.

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

## Instructions for downloading updates from the Club Data website:

1. In ClubData.Com, go to Customer Login and then go to Software Updates. If you don't remember your login information, call Club Data.
2. Click on Club Office Professional

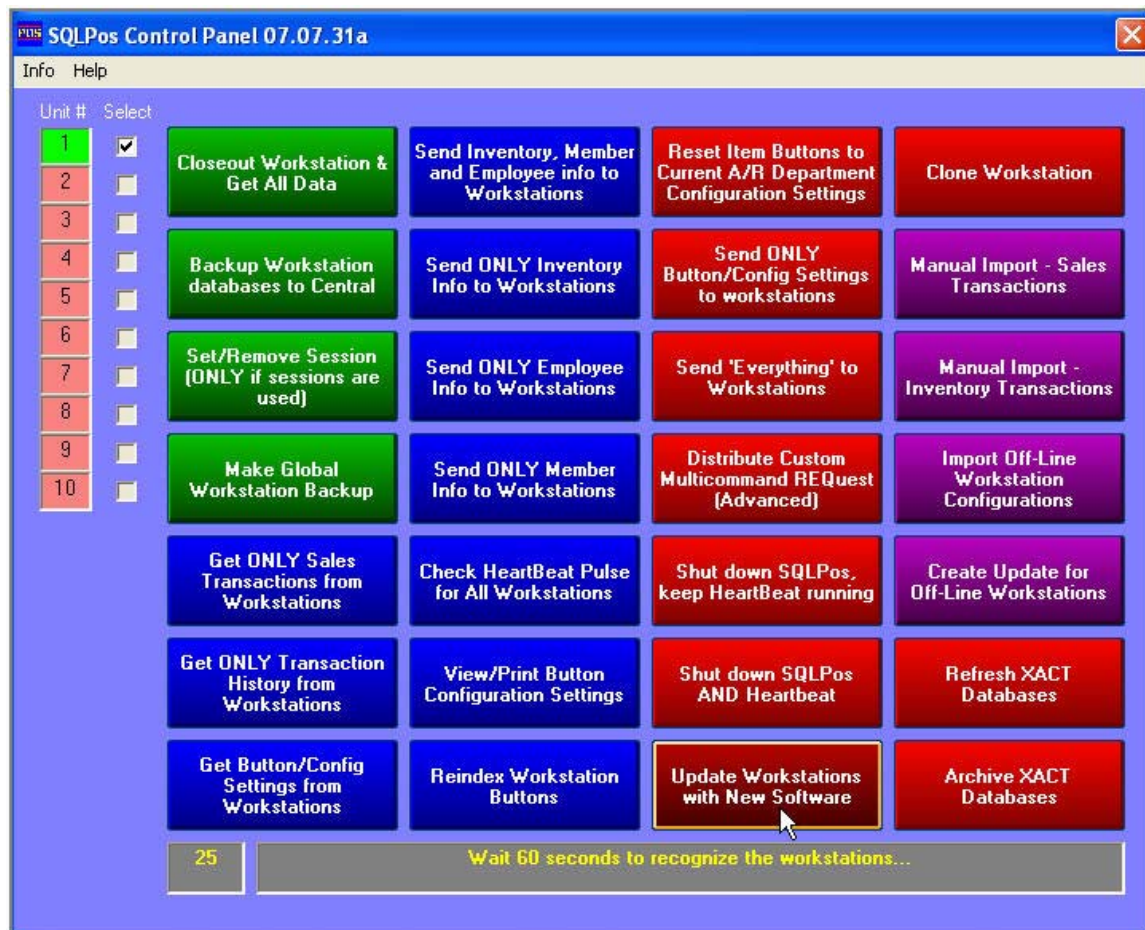


### 3. Result:



- If you just have Club Office, click on the [updatecdco.exe](#) Download Now button.
- If you just have both Club Office and the SQLPos module, click on the [updatecdcoplus.exe](#) Download Now button.
- Follow the instructions to update Club Office.

4. If you have SQLPos, you also need to update each of the POS registers after Club Office has been updated. To update the registers:
- Activate Heartbeat on each of the registers and then move to the SQLPos Control button on the pyramid.
  - Wait for each of the registers' unit number box to turn green.
  - Click in the Select box for each of the workstation units



- Press the red "Update Workstations with New Software" button (bottom of third column) and wait for the software to be pushed out to the workstations and the Unit # box turns green again. The process will actually involve shutting down the workstation and Heartbeat, updating the software, and then restarting Heartbeat and POS.