

Newsletter for November 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.

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 3 at the end of this newsletter.

Software Changes in Club Office for the November update:

New AR Report Generator Report: There is a new AR report 37 showing members with A/R balances over 31 days.

Members with Past Due Balances > 31 Days					Numerical Order	Report date: 20071102	Page 1			
The ABC Club					Current month: October 2007					
Acct #	Name	Last Pmt Date	Last Pmt \$	Total Due	Current Month Net Activity	Aged Balances				
						1-30	31-60	61-90	91-120	121+
0.10	Cash Sale, Tender			176.19		66.66		21.05		88.
240.00	Fish, Charlie	20070920	-200.00	907.87		575.97	274.93	56.97		
249.00	Carlson, Mark	20071015	-2,400.00	449.86	-2,400.00	152.21	189.83	152.21	237.24	2,118.
259.00	Emerson, Jim	20070930	-5,615.81	317.42			87.68	60.00	85.50	84.
312.00	Anderson, Gary	20070427	-600.00	1,849.17		141.50	164.65	141.50	209.38	1,192.
355.00	Duck, Don M.	20070930	-5,000.12	1,391.16		10.16	104.15	105.68	153.52	1,017.
356.00	Ripley, Gordon	20070930	-5,702.73	308.97		9.58	98.14	9.58	96.55	95.
443.00	Sands, Lee	20070930	-2,075.95	973.95		152.21	192.78	152.21	240.15	236.
1014.00	Melloy, Ken			1,200.07		42.60	78.78	62.60	125.95	890.
1400.00	Johnson, Dave			796.97		20.23	31.41	20.23	30.65	694.

Event Viewer: There are now internal notes for communication with staff in addition to the external notes that are on contracts and other reports to be shared with members–customers.

Memo Mail: Memo Mail has been resurrected and improved to allow you to send notes within Club Office to others or even yourself. This can be especially helpful as a method to record reminders. Review the documentation to familiarize yourself with this feature.

Vendor Invoice Lookup: Invoice lookup within A/P is now in LIFO sequence with the newest invoices on top and the oldest at the bottom of the list.

SQLPos Closed Ticket Lookup:

The lookup of closed tickets is now in LIFO sequence with the most recent tickets at the top of the list and the oldest at the bottom.

Year End Tax Forms and Tax Form Processing:

A letter was sent to all clubs reminding you that we have W-2's and 1099's available. Should you need either of these forms, please let us know as soon as possible.

If you would like Club Data to print your year end tax forms, please contact Dave and let him know so he can place you on his schedule.

Field Lengths – Your Input:

We are looking at a February project to increase the length of certain fields within the database. Some of these include names, addresses, and e-mail addresses.

We are looking for your input to be sure that we do not miss any fields or so we enlarge the fields as much as needed. Your input will be appreciated. Contact Dave with your thoughts.

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

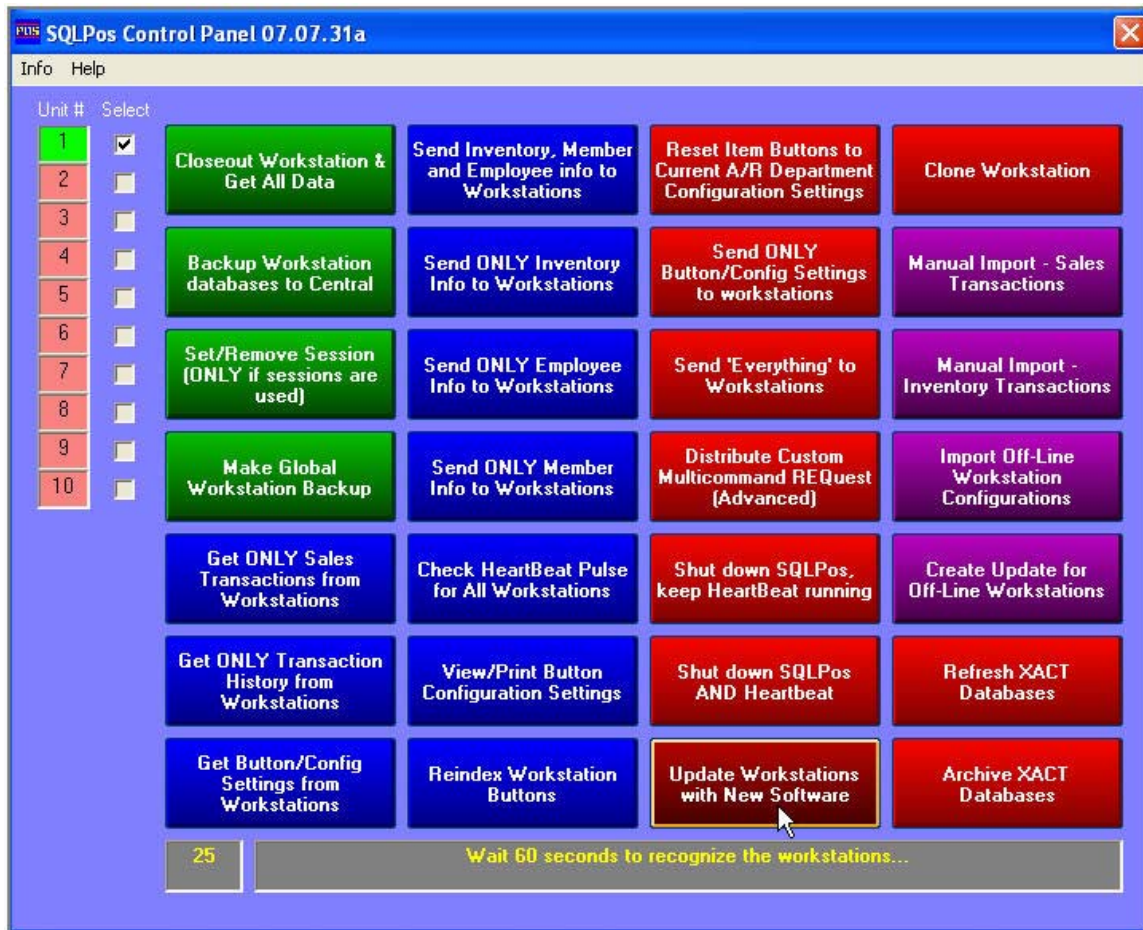


3. Result:



- 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.