



Newsletter for January, 2008 from Club Data

This newsletter is sent to Club Office users to:

- Provide helpful hints or information that you may find of value.
- Remind you that there is / will be a new software update for Club Office on the Clubdata.Com website. The January Club Office update will be placed on the website during the first week of January. There is not an update this month for SQLPos.

Software Updates:

It is our intention that all users with a support subscription will take the time to update their software once a month, normally after month end processing, so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area for Club Office on the Club Data web site, you will download the file, UpdateCDCO.EXE which will be the "normal" update.

On January 1, there will be a separate update for the payroll tax tables that you should be planning to put in after your 2007 payroll processing has been completed and before you process any 2008 payroll checks.

New Year Processing:

Back up your Club Office Database before December month end and after December month end. Then, be sure to back up your data base prior to closing out the year. Year End Processing activities were included in the December, 2007 newsletter. Review this document as needed.

Other Planning For Next Year: Member Sub-Accounts

In February, we will be introducing an exciting new feature – allowing member sub-accounts to charge to their own sub-account number but have the activity invoiced on the master account. To use this feature, you will setup family members as sub-accounts and then authorize charging through your POS system. Through convention, you can allow or not allow charging by sub-accounts on an individual basis. You will have complete visibility of sub-account detail while we invoice the master account.

This feature might be especially helpful when you want employees to easily validate that the family member in fact does have charge privileges but want to send only one invoice to the member.

To implement this feature, you may want to start adding sub-accounts now to get ready for the feature in February. More news next month.



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Updated Documentation:

We are excited about our new, updated documentation that you can find on our website. We've updated Configuration, Membership, Accounts Receivable, General Ledger, Inventory and Utilities, and will update more module documentation in the future.

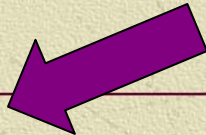
Club Data Customer Support
Quality software systems for clubs and exceptional customer service

Club Office "How-to" Procedures

- * [Operation Manuals in PDF](#)
- * [Payroll/Employee](#)
- * [Accounts Payable](#)
- * [Accounts Receivable](#)
- * [Fixed Assets](#)
- * [General Ledger](#)
- * [General Setup Issues](#)
- * [General Operational Issues](#)
- * [Networking Matters](#)
- * [Performance Issues](#)

Operation Manuals in PDF *(some sections still in progress as we re-write our documentation...)*

1. [manual - Config](#)
2. [manual - Login/Menu/Utils](#)
3. [manual - Membership](#)
4. [manual - Accounts Receivable](#)
5. [manual - General Ledger](#)
6. [manual - Accounts Payable \(in progress\)](#)
7. [manual - Employee \(in progress\)](#)
8. [manual - Payroll \(in progress\)](#)
9. [manual - Inventory](#)
10. [manual - Fixed Assets \(in progress\)](#)



New Report- Member Visit Report:

This report, number 38 from the A/R report menu, has tremendous implications for member management. It is based upon the number of days where there is a hit for a member.

Member Visits by Date Range		Report date: 20071213	Page 1
from 20070101 to 20071215			
Last, First	Member #	Class Code	Visits
Anderson, Bob	207.00	G	16
Barnett, Charles	274.00	G	1
Carlson, Mark	249.00	G	1
Davis, Lee	155.00	NR	2
Duck, Don M	355.00	H	9
Emerson, Jim	259.00	H	1
Fenton, Steve	1034.00	H	6
Fish, Charlie	240.00	G	32
Hallberg, Bill	512.00	G	2

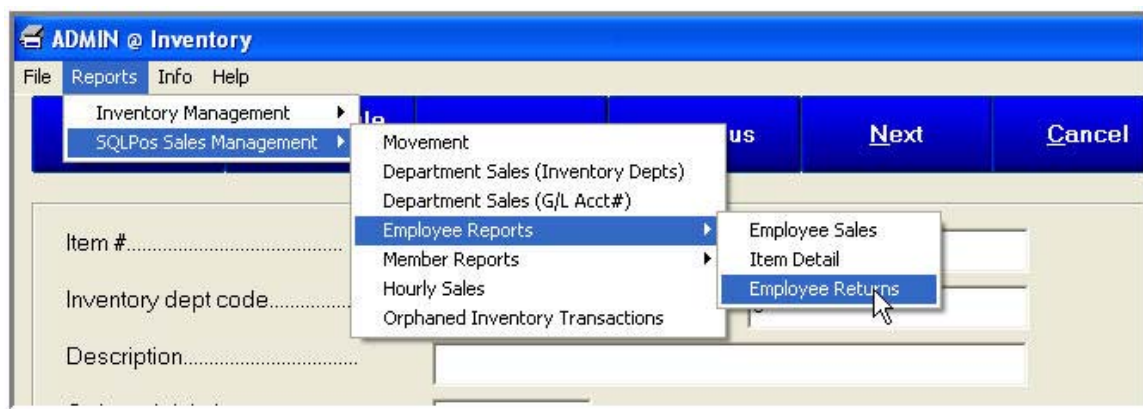
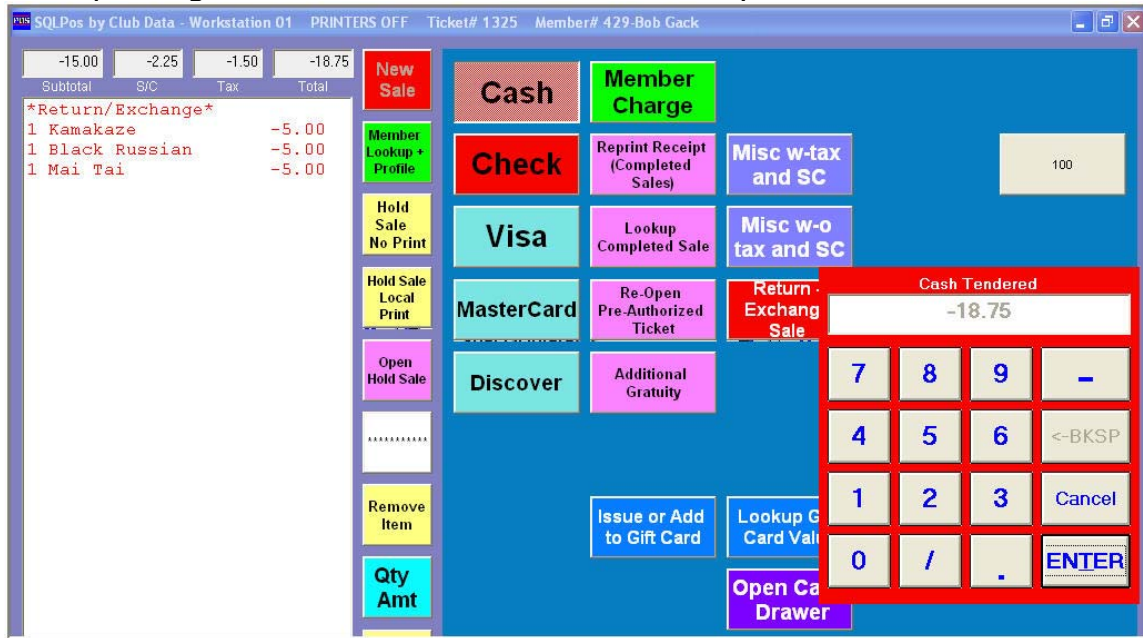


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New Report-Employee Returns - Detail:

In the Inventory Module, the new Employee Returns Detail Report provides information that might prove valuable in your evaluation of events in your POS area. For this report to be most useful, you may wish to insure that an employee number is used for sales transactions.

After the daily register closeout, the inventory return data is available for reporting from within Club Office Inventory.



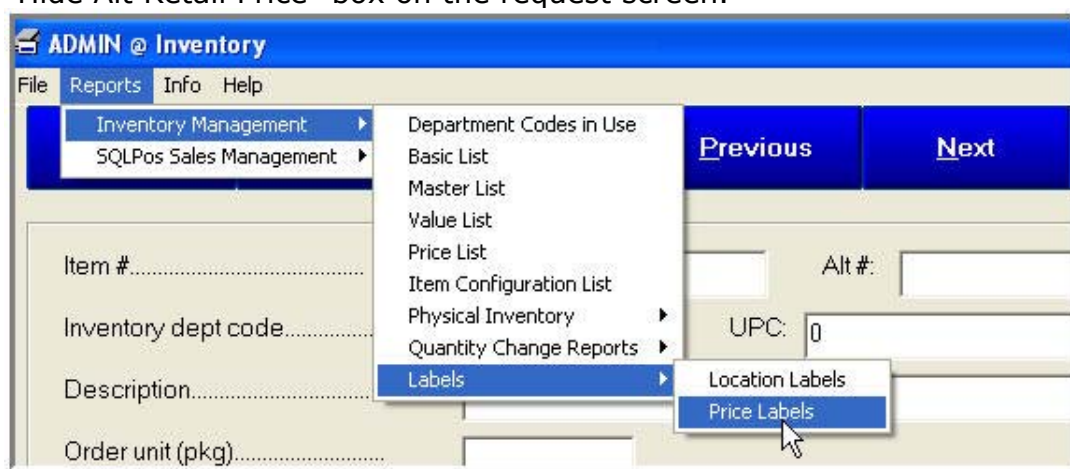


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Employee Returns - Detail		Report date: 20071221		Page 1			
20071210 to 20071221		Qty	Cost	Sell Price	Discount	Total	Srv Chg
200	The Club Burger						
	Ticket#: 0001322A01 Date: 20071220	-1.00		7.95		-7.95	-1.59
	Ticket#: 0001322A01 Date: 20071220	-1.00		7.95		-7.95	-1.59
Emp# 7	Hallberg, Bill	-2.00	0.00	15.90	0.00	-15.90	-3.18
	Item Totals	-2.00	0.00	15.90	0.00	-15.90	-3.18
785	Black Russian						
	Ticket#: 0001324A01 Date: 20071221	-1.00		5.00		-5.00	-0.75
Emp#	No Employee	-1.00	0.00	5.00	0.00	-5.00	-0.75
	Item Totals	-1.00	0.00	5.00	0.00	-5.00	-0.75
924	Kamakaze						
	Ticket#: 0001324A01 Date: 20071221	-1.00		5.00		-5.00	-0.75
Emp#	No Employee	-1.00	0.00	5.00	0.00	-5.00	-0.75
	Item Totals	-1.00	0.00	5.00	0.00	-5.00	-0.75
929	Mai Tai						
	Ticket#: 0001324A01 Date: 20071221	-1.00		5.00		-5.00	-0.75
Emp#	No Employee	-1.00	0.00	5.00	0.00	-5.00	-0.75
	Item Totals	-1.00	0.00	5.00	0.00	-5.00	-0.75
1130	Pro V1x 3-Pak						
	Ticket#: 0001323A01 Date: 20071220	-1.00	12.00	9.00		-9.00	
Emp# 7	Hallberg, Bill	-1.00	12.00	9.00	0.00	-9.00	0.00
	Item Totals	-1.00	12.00	9.00	0.00	-9.00	0.00
1190	Pro V1 Box						
	Ticket#: 0001323A01 Date: 20071220	-1.00		50.00		-50.00	
	Ticket#: 0001323A01 Date: 20071220	-1.00		50.00		-50.00	
Emp# 7	Hallberg, Bill	-2.00	0.00	100.00	0.00	-100.00	0.00
	Item Totals	-2.00	0.00	100.00	0.00	-100.00	0.00

Printing Change – Price Labels:

When printing Price Labels in the Inventory Module, you now have the capability to leave the Alternative Price off the price label. Just check the "Hide Alt Retail Price" box on the request screen.





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ADMIN @ Inventory
File Reports Info Help

Lookup Add Single Item Add Multi Items Previous Next Cancel Save Delete Exit

Item #..... 0 Alt #:

Inventory dept code..... UPC: 0

Description.....

Order unit (pkg).....

Current/Previous/Avg cost..... .00 .00 .00

Total value on hand..... .00 (Avg cost x qty on hand)

Vendor #..... 0 <Vendor not found>

Vendor's SKU.....

Retail price..... .0000 Alternate retail price.... .0000

G/L Acct Sales..... .000

Service charge % (Ex: 15 = 15%) 10000

Price Labels

Label format

- Avery 5260 (3 across, 10 down)
- Avery 5261 (2 across, 10 down)
- Avery 5262 (2 across, 7 down)
- Avery 5263 (2 across, 5 down)
- Avery 5264 (2 across, 3 down)
- Avery 5266 (2 across, 16 down)
- Avery 5267 (4 across, 20 down)

Barcode/Alt-Retail

- No barcode
- Print with barcode
- Hide Alt Retail Price

Modification – Membership Report 18, Member Fixed Charges Forecast:

In the Report Generator, the Membership Report -18 has been modified to allow you to print one page per member. You might use this when you want to send a member's page to them requesting that they validate their data.

File Info Help

Membership Accounts Receivable Configuration

Membership

Step 1: Select report type

- 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/#!/Birthday
- 15-Name/#!/Joindate
- 16-Member Basic List
- 17-Member Master List
- 18-Member Fixed Charges Forecast**
- 19-Member info dump to disk (all records)
- 20-File Folder Label
- 21-Locker List - select sort
- 22-Locker List - locker # order

Step 2: Select sort

- sort by member ac
- sort by lastname, th
- sort by birthdate the
- sort by joindate, the
- sort by classcode,
- sort by classcode,
- sort by occupation,
- sort by billingcode,
- sort by zipcode (lat

Step 3: Select which records to print?

- All records
- Range of records by acct number

One page per member option

Click YES to print one page for each member; click NO for the normal report.

Yes No



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"Normal Report"

Member Fixed Charges Forecast		Report date: 20071221 AVR Month: 12 December			Page	2
Member #	Last name, First	Class Code Interest #	Description	Billing Code	\$\$\$	
274.00	Barnett, Charles	Dues: G	Golf	G	125.00	
		1	Evans Scholars	ES	8.50	
		2	Locker	LOC	.00	
		3	Club Storage	CS	.00	
		9	Handicap	HAN	.00	
		Dues total:	125.00	Special Interest total:	8.50	Total this month: 133.50
312.00	Anderson, Gary	Dues: S	Social	S	100.00	
		5	Employee Christmas Fund	ECF	50.00	
		20				
		43	House Committee	0	.00	
		44	LRP Committee	0	.00	
		Dues total:	100.00	Special Interest total:	50.00	Total this month: 150.00
355.00	Duck, Don M	Dues: H	Honorary	H	.00	

Single Page Report

Member Fixed Charges Forecast		Report date: 20071221 AVR Month: 12 December			Page	8
Member #	Last name, First	Class Code Interest #	Description	Billing Code	\$\$\$	
274.00	Barnett, Charles	Dues: G	Golf	G	125.00	
		1	Evans Scholars	ES	8.50	
		2	Locker	LOC	.00	
		3	Club Storage	CS	.00	
		9	Handicap	HAN	.00	
		Dues total:	125.00	Special Interest total:	8.50	Total this month: 133.50



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Different Sort in A/P Invoice by Vendor Lookup:

After a vendor has been looked up in the Invoice Module, the visibility of invoices for that vendor will now be in descending invoice date sequence with the most recent invoices displayed first.

ADMIN @ Invoices - using period: 12
File Select Invoices to Pay Reports Info Help

Add Invoice Lookup Cancel Previous Next Modify Delete Save

Vendor #
 Invoice #
 Check #
 Invoice Date 25
 Invoice Due Date

Go
Cancel

From this screen, pressing the previous button will take you to invoices with an earlier Invoice Date. This inquiry previously started with the oldest date first which required more effort to find the newer invoices which were more apt to be needed but were at the end of the scrolling inquiry list.

ADMIN @ Invoices - using period: 12
File Select Invoices to Pay Reports Info Help

Add Invoice Lookup Cancel Previous Next Modify Delete Save

Vendor # 25 Vendor Name/Acct# Smitson's Farm Market

Invoice # 12-100 G/L Account # Amount G/L Description

Invoice Date/Terms 20071207 5010.000 975.00 Food cost

Product Produce

Invoice Amount 975.00

Due Date 20071217



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Updated Report – Tender Report by Date Range:

In A/R, the Tender Report by Data Range has been changed to include Member Charges so the report should now mirror the daily POS tender reports.



SQLPos Tender Report * Accepted Tickets Only* Report date: 20071211 Page 1

Date range: from 20071001 to 20071210

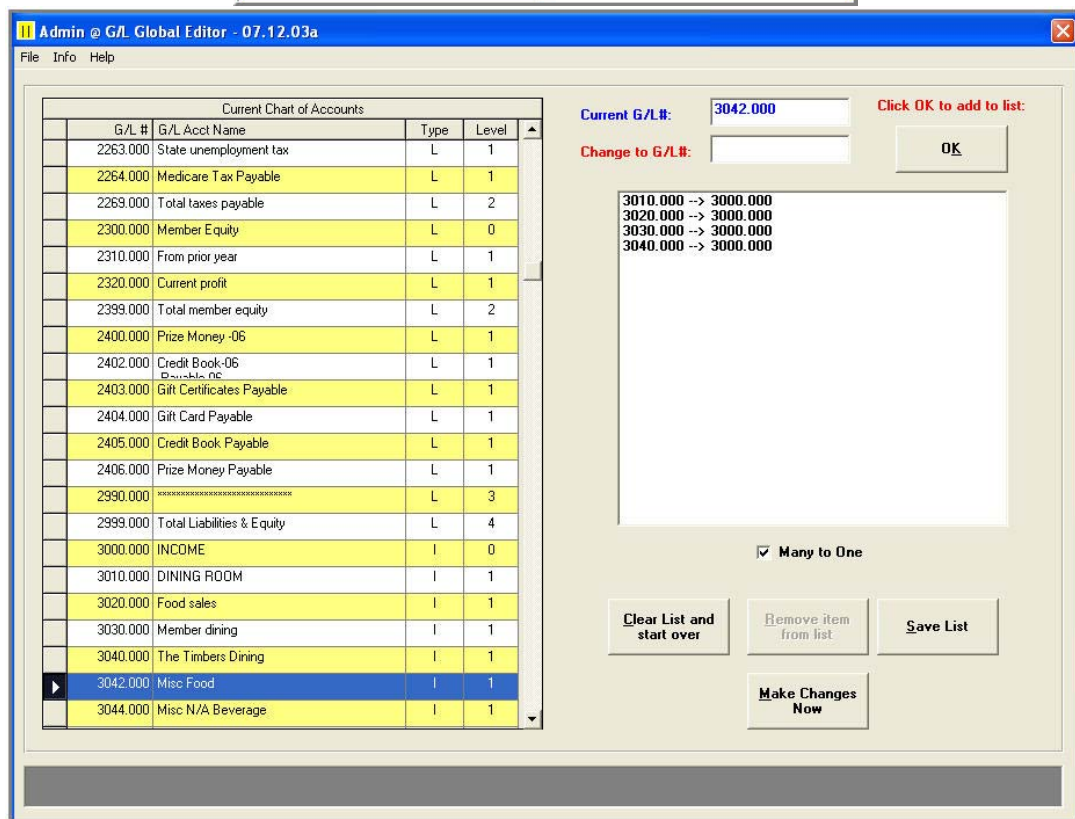
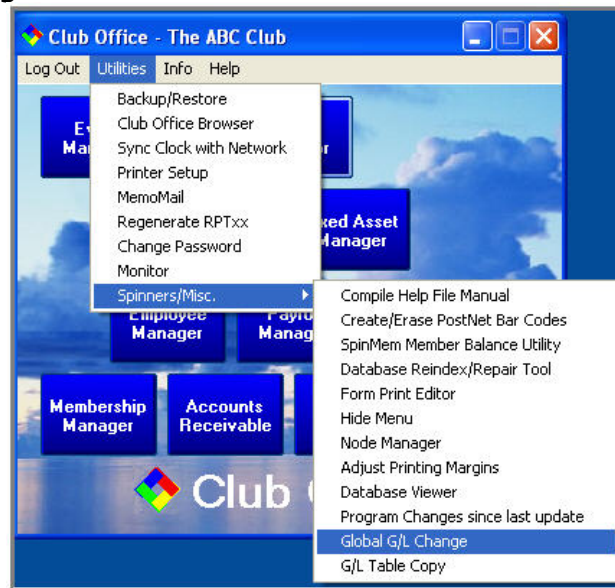
G/L #	Tender Type	G/L Account Name	Type	Total
	Member Charge			-\$4,014.33
			Total to G/L Account #:	-\$4,014.33
1005.000	Cash	Cash	A	-\$250.00
			Total to G/L Account #:	1005.000 -\$250.00
1010.000	Check	Bank Checking	A	-\$5,083.72
			Total to G/L Account #:	1010.000 -\$5,083.72
1045.000	VISA	Credit Cards	A	
	MasterCard	Credit Cards	A	
	Discover	Credit Cards	A	
	American Express	Credit Cards	A	
			Total to G/L Account #:	1045.000 \$0.00
1055.000	Carte Blanche	Suspense Account	A	
	Diner's Club	Suspense Account	A	
	National Gift Card	Suspense Account	A	
	Coupon	Suspense Account	A	
			Total to G/L Account #:	1055.000 \$0.00
2403.000	Gift Certificate	Gift Certificates Payable	L	
			Total to G/L Account #:	2403.000 \$0.00
2404.000	Our Gift Card	Gift Card Payable	L	
			Total to G/L Account #:	2404.000 \$0.00
2405.000	Credit Book	Credit Book Payable	L	
			Total to G/L Account #:	2405.000 \$0.00
2406.000	Prize Money	Prize Money Payable	L	
			Total to G/L Account #:	2406.000 \$0.00



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G/L Global Utility to Restructure Your General Ledger:

We've previously reported on the availability of the G/L Global utility that allows you to restructure your chart of accounts. If you are thinking about restructuring, it should be done **BEFORE THE YEAR END CLOSE**. This will enable you to have a good This Year (TY) versus Last Year (LY) comparison during 2008.



Please read the G/L documentation prior to starting this activity.



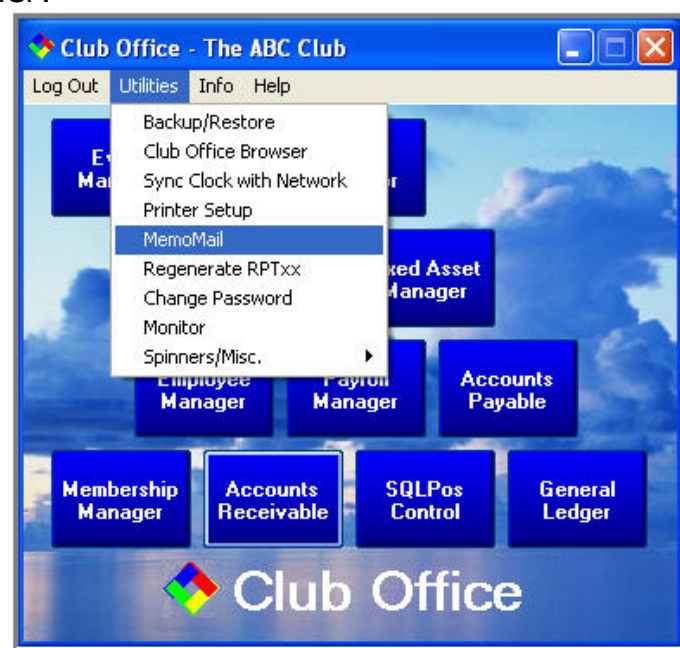
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Updated Feature - Memo Mail:

There is a feature in Club Office that is activated from the Utilities Menu that can be used to send desktop memos to other users of Club Office. When a user signs in, a memo indicator appears on the pyramid if there is a message waiting. From the icon, the user can retrieve the memo.



Message Sender:





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Message sender:

ADMIN @ MemoMail - 0 message(s) waiting
Exit Info Help

Purge Sent Status Check Mail New Memo Broadcast Exit

MemoMail From:

Reply Forward Keep Delete

MemoMail To:
(click down arrow for user names)

- Admin
- Bill
- DEMO
- Janet
- Mark

Send Cancel

Click the down arrow to display the list of users, then click on the desired name.

ADMIN @ MemoMail - 0 message(s) waiting
Exit Info Help

Purge Sent Status Check Mail New Memo Broadcast Exit

MemoMail From:

Reply Forward Keep Delete Characters remaining: 1974

MemoMail To:
Bill Test Memo Mail for Bill

This is a sample of mail that can be created for another Club Office user.

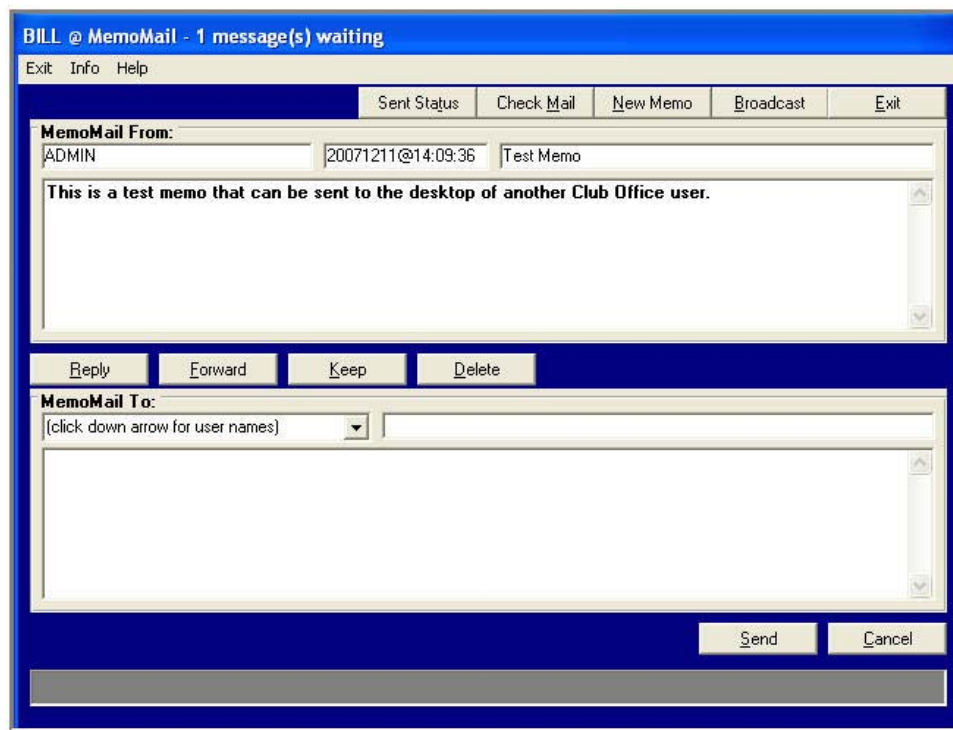
Send Cancel

Type the text of your memo. When done, click SEND to send the memo.



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Message recipient: Click on the icon.



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

Please share this newsletter with all of your colleagues.