



## Newsletter for May, 2008 from Club Data Corporation

This newsletter is sent to Club Office users to:

- Remind you that there is a new software update for Club Office on the Clubdata.Com website. In addition to Club Office, there is an update this month for SQLPos and Event Manager.
- Provide helpful hints or information that you may find of value.

### Software Updates:

It is our intention that all users on support will take the time to update their software once a month 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 for Club Office on the Club Data web site, download the file, UpdateCDCO.EXE which will be the "normal" update or UpdateCDCOPlus.EXE if you have SQLPos also. Event Manager has its own update.

### This Month:

- There is a new G/L Report template, GLCTCAPR.RPT, that takes level one accounts and summarizes them and presents them with descriptions of your choosing by month within the year. This template might be an excellent way to quickly create a nice P&L, Balance Sheet, or special report by including only the level one accounts to be included and then inserting appropriate level 2 through level 9 totalers.

Total Income Summaries By Category													Report Date:	20080429	Page	1
Custom All Periods	Period 4															
Description	Jan. Period 1	Feb. Period 2	Mar. Period 3	Apr. Period 4	May. Period 5	Jun. Period 6	Jul. Period 7	Aug. Period 8	Sep. Period 9	Oct. Period 10	Nov. Period 11	Dec. Period 12	Total			
Total Food		46	2,123	444												2,612
Total Beverages	21,049	1,131	1,238	1,249												24,667
Total Memberships	225	225	225	225												900
Total Fees and Services	60	60	1,300	1,305												2,723
Total Tournaments																
Total Income	21,334	1,461	4,885	3,222												30,902

Report# 013      Your report title (max=40 characters) Total Income Summaries By Category      Report Format GLCTCAPP.RP      Format Choices

3080.000 - Non-member beverage  
3215.000 - Golf memberships  
000 - L2 Total Beverages  
3220.000 - Tennis memberships  
3240.000 - Non-resident memberships  
3250.000 - Intermediate memberships  
3230.000 - Pool memberships  
3260.000 - Social memberships  
000 - L2 Total Memberships  
3310.000 - Locker room  
3320.000 - Tree program  
3330.000 - Golf handicaps  
3335.000 - Bag Storage  
3340.000 - Tennis operations  
3350.000 - Tennis lessons  
3360.000 - Pool operations  
3420.000 - Evans Scholarships  
000 - L2 Total Fees and Services  
3601.000 - Green Fees-Tourn 1  
3611.000 - Cart - Tourn 1  
000 - L2 Total Tournaments  
000 - L3 Total Income

Clear Report  
Period: 5  
Select Period  
Move UP  
Move DOWN  
←  
→  
Save  
L2 Total    L3 Total    L4 Total    Print  
L5 Total    L6 Total    L7 Total    Exit  
L8 Total    L9 Total    L0 Space

glacctnum	glacctname	Type	Lvl
2120.000	Fixtures	L	1
2130.000	Building	L	1
2140.000	Total E/F/B	L	2
2150.000	Depreciation	L	1
2160.000	Total depreciation	L	2
2200.000	Payables	L	0
2210.000	Accounts Payable	L	1
2220.000	Unvouchered AP	L	1
2225.000	Gratuities Payable	L	1
2226.000	Gratuities Paid Out	L	1
2230.000	Total current payables	L	2
2240.000	Taxes	L	0
2250.000	Sales tax payable	L	1
2260.000	Federal tax payable	L	1
2261.000	Federal unemployment tax	L	1
2262.000	State tax payable	L	1
2263.000	State unemployment tax	L	1
2264.000	Medicare Tax Payable	L	1
2269.000	Total taxes payable	L	2
2300.000	Member Equity	L	0
2310.000	From prior year	L	1
2320.000	Current profit	L	1
2399.000	Total member equity	L	2
2400.000	Prize Money -06	L	1

### Tips of the Month:

1. Think about your procedures and checklists. Are they written? Do you follow them? Can others use them to do their job? Will they work for your fill-in when you are on vacation?
  - Procedure for closing out the registers
  - For tying out cash
  - For daily processes
  - For month end processes
  - For year end processes
  - For updating the POS registers from the central office
  - For using the Event Manager Module to reserve rooms, prepare itemized lists of items included in the event, write contracts, and bill the customer
2. There is a new process for using the Club Data FTP website to store your backups or to load a backup for use by technical support. See attachment .
3. If you tend to leave your computers (registers, work stations, or servers) on for extended periods of time, we recommend that you re-boot your machines periodically to clean up memory and close unused applications.

## New Module:

Club Data is pleased to announce the introduction of our latest module, an online tee sheet reservation management system. With our tee sheet, members or non members can save you money as they make or manage their own reservations on line – using the variety of configurable options set for your club by your program administrator.

The screenshot shows a web interface for ABC Golf Club. The header is blue with 'TTG' on the left and 'ABC Golf Club' with 'Welcome Mike Anderson' on the right. The main content area is split into two columns. The left column contains a list of reservation management options, each with a radio button: 'Make a new reservation', 'Change/View an existing reservation', 'Cancel an existing reservation', 'Move an existing reservation', 'Duplicate a reservation to another time', 'Change my password', 'Change my personal information', and 'Log Out'. Below this list is a 'GO' button. The right column displays the current date 'Today is: 05-05-2008' and the heading 'Active Reservations:'. Below this is a table with four columns: 'Course', 'Date', 'Time', and 'Confirmation'. The table contains three rows of reservation data.

Course	Date	Time	Confirmation
B	05-05	10:20	9T2YEX79K
B	05-07	09:32	6CGXUT1DJ
B	05-08	09:56	8327TURZA

Like all of the Club Data modules, our tee sheet represents an exceptional value in comparison with the products offered by our competition. "We feel that clubs using tee sheet can manage their scheduling process more effectively with less staff" says Dave Haberle, our Development Director who was himself a former PGA touring and club pro.

Check with Club Data for features, pricing, and the implementation steps for our tee sheet.

**Please share this newsletter with your colleagues.**

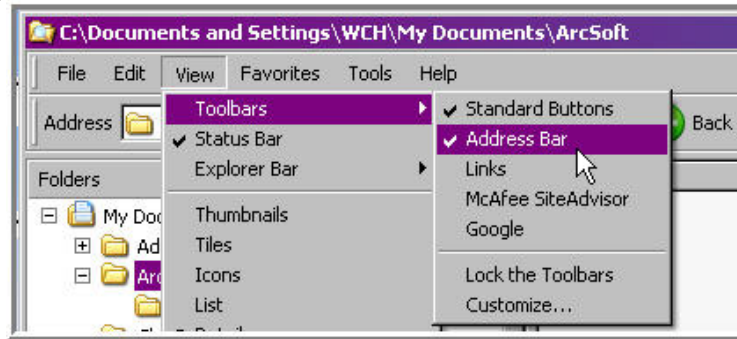
**Bill Hallberg**  
**Club Data Sales and Service**

**Attachment 1:** Using Club Data’s FTP Website.

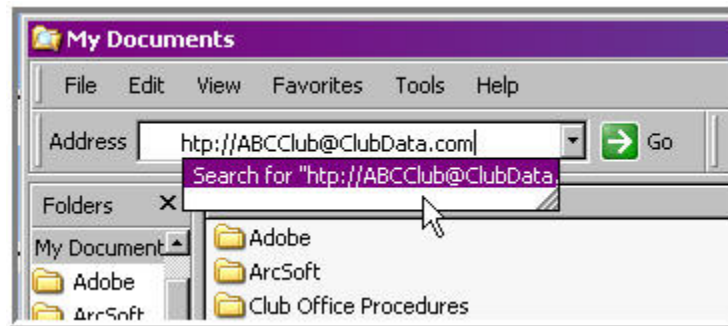
Club Data’s FTP Site is a location where a club can store their backed up data bases or where the club can quickly and upload or download their data base when needed by Club Data for support.

**To place data on the Club Data FTP Site:**

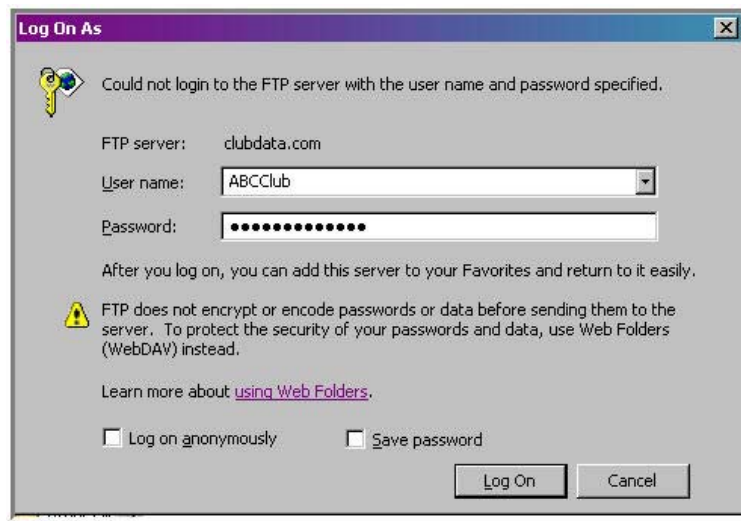
Insure that your Windows Explorer has the Address Bar visible:



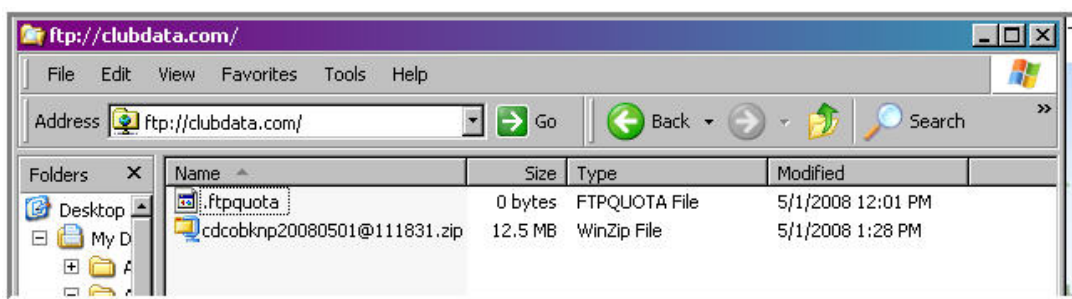
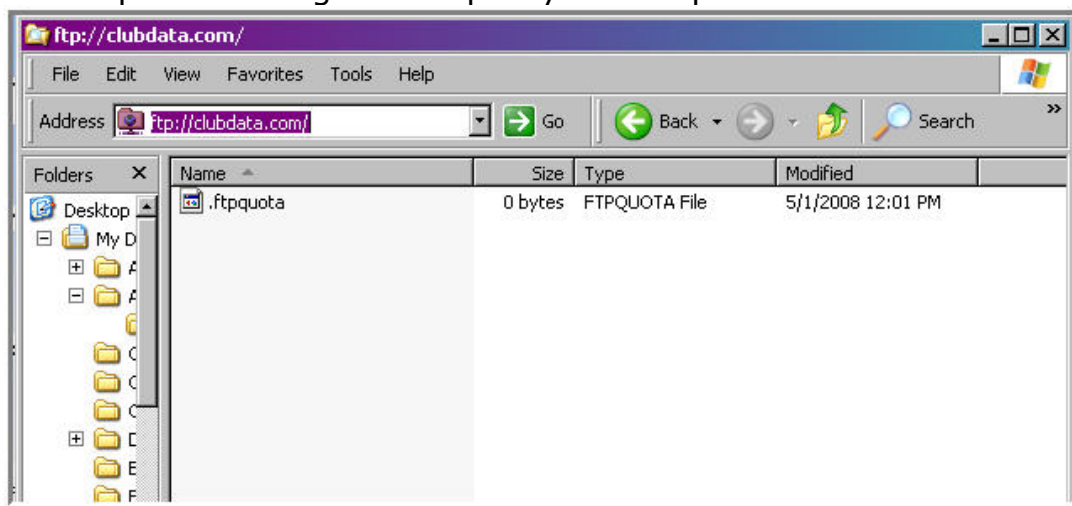
In the address bar, type in FTP://your club’s user ID@Clubdata.com and press enter.



Use your club's user name and password to enter your area of the FTP site.



Either copy / paste **or** drag and drop the applicable file (s) to the FTP site. When you want to retrieve your file(s), either copy and paste to your computer or drag and drop to your computer.



If you don't know your club's user ID and Password, contact Club Data for that information.