



## Newsletter for September, 2008 from Club Data Corporation

This newsletter is sent monthly to Club Office users to:

- Remind you to periodically check the Clubdata.Com website to see if there are newer updates. Currently, there is a significant update that you should download and install to update your software. If you are using our **payroll module**, it is important that you take the steps defined below in tip #1 prior to installing this update.
- Provide helpful hints or information that you may find of value.

**This Month:** There are a number of significant changes being introduced with this update that you should know about. These include:

- **A/P.** Vendor terms for A/P invoices – Either the due date or a number of days can be used for a vendor to specify the payment terms.
- **A/R.** Allow payments for terminated members.
- **G/L.** A new prior/previous year trial balance report.
- **Payroll.** The display of Accrued Vacation and Accrued Sick time on payroll checks. **\*\*See important information in Tip #1.\*\***
- **Payroll.** A new report in payroll showing regular hours and pay, overtime hours and pay, and holiday hours and pay by employee for use in filing workman's comp.
- **SQLPos** – Adding credit book and or prize money balances to the POS receipt is available.
- **SQLPos** – Pre-populate the credit card authorization box for customers using an external credit authorization system.
- **SQLPos** manual – Status explanations have been added to the POS documentation.
- **SQLPos** – A purge of the history file (HBPOSX00.MDB) by cutoff date has been added to the DB Viewer found in the Manager menu.

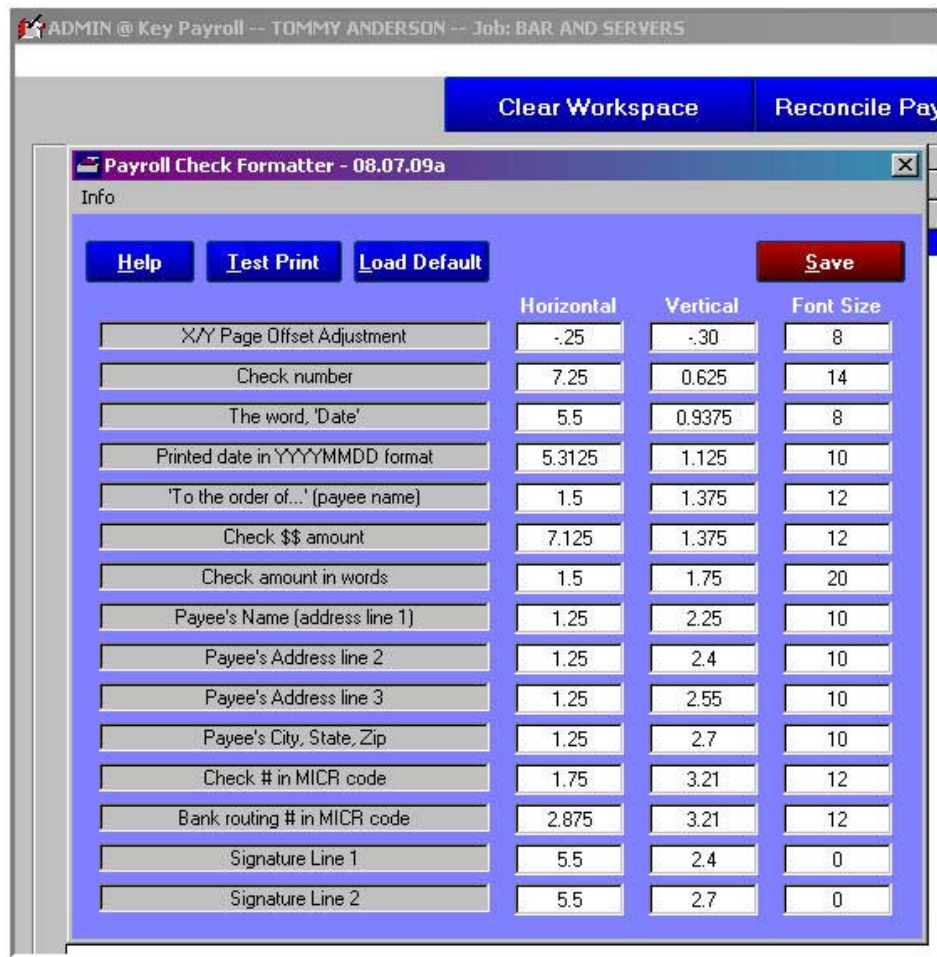
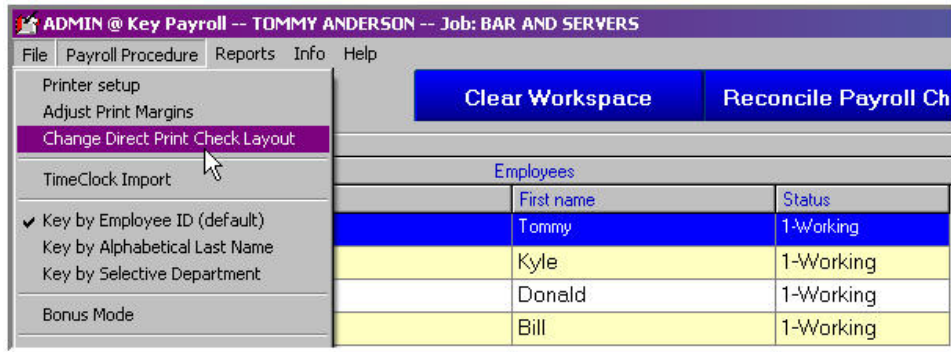
## **Software Update News:**

Because Club Office system software has matured into a rather complete product, it is our intent to replace the current mega-sized monthly software updates with a more compact version that includes only software changes and fixes instead of full system releases. Consequently, the software update pages on the tech support web site may change, too. For example, you may see more single-module updates for downloading as the situations warrant. For many of you, this change may reduce the frequency with which you need to update your system software - and updating your system should be quicker. The software expiration dates will be extended, too. The change in release size will allow us to focus on some other important and longer-term projects, such as:

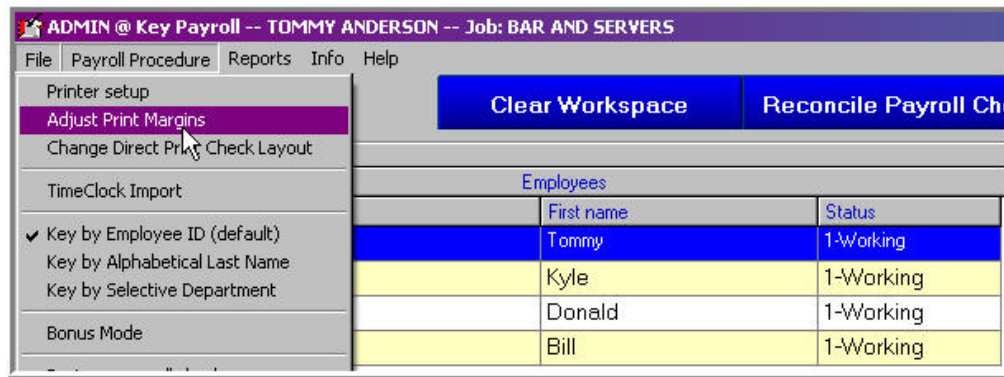
- **Updating the Club Office reporting system.** We are just starting the process of updating all of the report templates with a newer version of the Crystal Reports engine. This will result in more flexibility for you and especially for the many of you who produce e\*statements for your members. Unfortunately, because of the way Windows works, mixing the old and new templates won't work, so we get to do all 768+ of them at once. Tweaking, verifying, recompiling and testing all the templates will require hundreds of hours of work for our tech staff but we're quite confident that you'll like the end result. We're hopeful that we can finish the project by the time 2009 rolls around. We ask for your patience as we work on it.
- **Rewriting the remaining parts of our manuals.** We will finish updating the employee, payroll, fixed asset and accounts payable operation manuals. Once those are done, we will update all the on-line help files to bring them current as well.
- **E-Biz.** We're also working with other credit card processors in expanding the card processing options available to our SQLPos users. At the same time, we feel that it's time to review the impact electronic funds transfer has on the club industry and begin incorporating that functionality into our A/R system. To some degree, we have already started by implementing the "auto debit" check box on the member financial screen. It's quite possible that by this time next year, we will have embedded automated electronic billing into the system, too. To that end, if you have any thoughts on the matter, please direct them to [dave@clubdata.com](mailto:dave@clubdata.com).

## Tip of the Month - 1: Payroll users process prior to updating the software.

If you are using Club Office to process your payroll checks, there is a new check template showing accrued vacation and accrued sick time. The software update will be changing your check layout back to the default - so print out your Check Layout prior to installing this update to aid you in re-establishing the proper check information and dimensions. Prior to your first check run after updating, change your check format as needed.

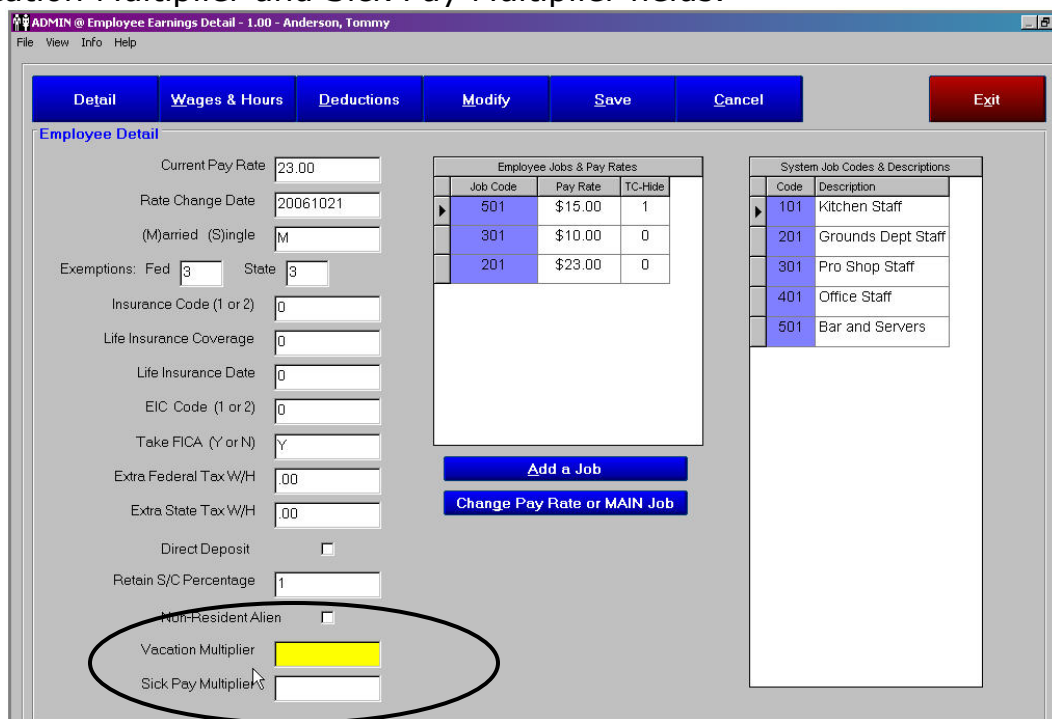


In addition to setting up the check formatter, you may need to adjust the Printing Margins prior to running your first checks. Try a test print using blank paper and compare this to your checks and then adjust your margins if appropriate.



To populate the vacation and sick accrued fields, you will be doing maintenance in both the Employee Module Earnings Detail Screen and the Earnings Detail Wages and Hours Screen.

To set up to have the system accrue the hours, fill in either or both the Vacation Multiplier and Sick Pay Multiplier fields.



Then move to the Wages and Hours screen and modify the unused vacation and sick hours fields to reflect the current hours - those hours accrued prior to the next check run.

The screenshot shows the 'Wages & Hours Summary' screen. It features a table of wage and deduction items, each with 'Quarter to Date' and 'Year to Date' input fields. The 'Unused Vacation Hours' and 'Unused Sick Hours' fields are circled in black, with 'Modify' buttons next to them. At the bottom, there are radio buttons for 'Quarter 1', 'Quarter 2', 'Quarter 3' (selected), and 'Quarter 4'.

	Quarter to Date	Year to Date		Quarter to Date	Year to Date
Company Wages	.00	.00	Variable Deductions	.00	.00
Total Pre-Tax	.00	.00	Gratuities	.00	.00
FICA Wages	.00	.00	Net Pay	.00	.00
FICA Taxes	.00	.00			
Medicare Wages	.00	.00			
Medicare Taxes	.00	.00	Regular hours paid	.0000	.0000
FIT Wages	.00	.00	Overtime hours paid	.0000	30.0000
FIT Taxes	.00	.00	Vacation Hours paid	.0000	.0000
State Taxes	.00	.00	Holiday Hours paid	.0000	.0000
Local Taxes	.00	.00	Sick Hours paid	.0000	.0000
Earned Income Credit	.00	.00	Unused Vacation Hours	Modify	
Declared Tips	.00	.00	Unused Sick Hours	Modify	
Meals	.00	.00			
Emp Purch/Garnish	.00	.00			
Deferred Comp 401K	.00	.00			

These fields will be updated as a result of the final payroll process and the new values will be displayed on the screen when the payroll process has been completed.

**NOTE:** The Accrued Vacation and Accrued Sick Hours displayed on the check advisor reflect the hours prior to the existing check run since the update to these fields is not made until after the check has been physically printed. A reprinted check takes the current value.

## **Tip of the Month -2: Writing Checks to one time vendors.**

You may have a situation where you write checks to "one time" vendors and do not want to set up a separate vendor in Club Office every time you write a check to one of these vendors. An effective method to handle this might be to set up a vendor number "9999" with a vendor name of \_\_\_\_\_ (underline/underscore).

When the vendor sends in an invoice, select this vendor number and enter the vendor name in the product field.

When you print the check, the name will be \_\_\_\_\_ and you will hand write the "real" name on the check.

For auditability, your AP records will indicate who you really sent the check to by the vendor name in the product field on the check record.

## **Tip of the Month -3:**

We frequently have people ask about the process for terminating members within Club Office. Please refer to attachment 1 for information that you might consider when creating your procedures to terminate members.

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

**Bill Hallberg  
Club Data Sales and Service**

## **Attachment 1:**

### **Club Data White Paper: Processing Terminated Members**

Club Data Corporation is issuing White Papers to introduce topics that may be of interest and to stimulate individual clubs to think about that topic. As you read these White Papers, remember that all clubs are different. No 2 are alike. Also, keep in mind that there are many ideas on many topics and that some of the ideas presented may not apply to a club, may not be relevant to a club, or may not be a correct idea for a club. The information presented is really intended to get you thinking and to expand beyond this information.

When members terminate or leave your club, there is a certain amount of maintenance that is needed to insure that minimums are no longer being calculated, that dues and fees are no longer billed, and that historical data is available to meet your needs for data analysis, now and in the future.

In the big scheme of things, there is no one way to accomplish the task of terminating a member - and with every club having different needs, there may be several ways. What is presented here is a suggestion that you might use - or might modify to meet your needs.

Some clubs use the renumber utility to renumber their terminated members to a number range set aside for former members (ie members 9000 to 9999.) This allows them to get some reports that either include or exclude the former members by member number range. When a member is re-numbered using the renumbering utility, all of the history data is changed to the new member number so member sales and dues type history is available.

(Renumbering a member will not affect any sales information on the individual SQLPos registers - so all sales should be processed into Club Office prior to changing the member numbers. Once changed in Club Office, all sales history for that member will come from Club Office.)

Deleting former members in the middle of a year - or immediately reusing a member number - is not recommended. This causes "orphaned records" and data integrity issues as reports on sales or activity are printed. In addition, at some point, you may wish to communicate with former members without having to do a lot of research and the most recent information in the system should be helpful.

Some clubs establish a class code for former members by membership category (ie, FSM for former Social Members, FGM for former Golf Members, etc.) This enables those clubs to select data for specific groups on many reports and include either prior or current members or both. These "former" class codes will of course have a billing code of "0" so that new billings are not calculated. If one class code for former members is adequate, that's ok also.

There are some excellent reports showing the numbers of members by class code or special interest by month. These reports can be of significant interest should you be having membership or program issues.

In short, the following steps should be taken:

- Be certain that any financial obligations have been met and any club property returned.
- Change the Class Code to one for inactive members.
- Change the Billing Code to zero.
- Uncheck Special Interests, especially those with a fee. If you think it might help, creative creation of special interests for former members might enable you to get additional data and reports for terminated members.
- Check the Terminated field and fill in the terminated date.
- Insert notes on the screen for appropriate information as documentation. (Optional)
- You may choose to use the "User Defined Information" screen with its reporting capability to retain termination information.
- Check the "No Monthly Minimum" box if applicable to turn the minimum calculation off.
- Perform other maintenance such as deleting locker numbers and maintaining club stock information.
- Renumber the member (optional).