



Newsletter for December, 2008 from Club Data Corporation

This newsletter is sent monthly to Club Office users to provide helpful hints or information that may be of value.

New Update CD. This is a reminder about the new update CD that was sent to all Club Office users in August. If you have not updated your software yet, remember that you do need to both update and download new tax tables prior to the first payroll run of 2009. The CD needs to be installed before you can download the new tax tables. Time is getting close.

Year End Close Procedures. You may keep your current year GL open even after year end. Please review our newsletter from December, 2007, for year end closing information.

Tax Forms – W-2's. This is a reminder that you still have time to contact Club Data about processing your 2008 W-2's or ordering just the forms so you can process your own W-2's. Since W-2's are a once a year process, most clubs are more comfortable having us process them since they do not remember the steps from the previous year.

Restructure Your General Ledger. The beginning of the year is a good time to restructure your General Ledger to more closely reflect the reporting and data analysis that your club needs. With the built in utility, you can renumber or you can combine accounts that will look at both current and historical activity. You do not have to live with an old chart of accounts if it does not reflect your current organization or reporting structure or needs.

Employee Bonus: If you are considering a year end employee bonus, be sure to think through the timing and strategy to insure that you handle it mechanically from both the accounting and the tax viewpoint. Have a plan. Again, if the bonus is for 2008, make sure that it is processed prior to updating Club Office with 2009 tax rates.

Corrections in A/R? Should the correction be a Credit or an Adjustment? See page 3.

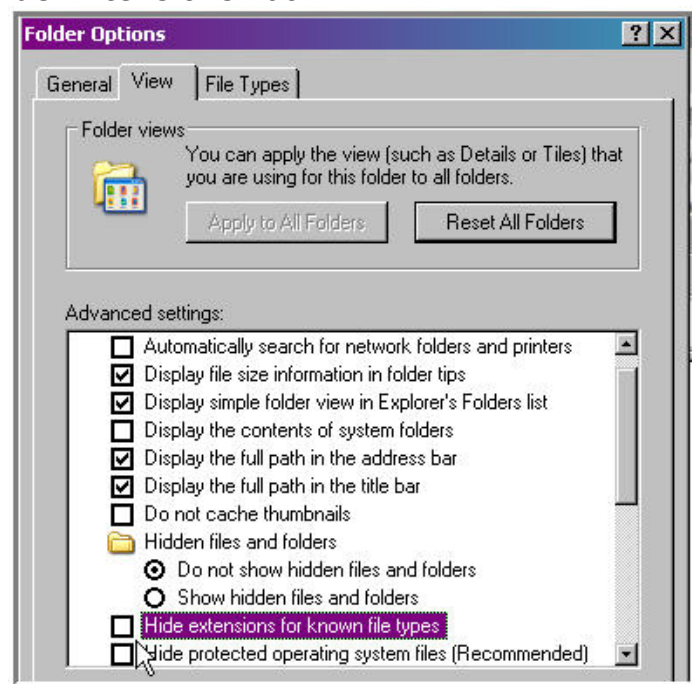
Employee Manual: There is an excellent, new set of Employee documentation at ClubData.com. Read it, along with the other Club Office documentation, both new and old.

Windows Hint: Many clubs continue to have trouble finding certain files in their system. This is often caused by Windows not displaying the extension of a file, causing the user to guess about the correct file.

To configure your system to display the extensions and avoid the issue, go to the Control Panel in the Folder's Option area and UNCHECK the "Hide Known Extension" box.



Uncheck the "Hide Extensions" box.



New Credit Card Processor: For SQLPos users, Club Data is pleased to let you know we have added a third company that you can use to process your credit cards through point of sale. Mercury Payment Systems now joins Merchant Partners and Moneris Solutions as processors built into the SQLPos software. An interesting optional feature that Mercury provides is something they call Dial Bridge, a backup credit card processing system that automatically uses the modem in the event the Internet is not available.

We believe that all three service providers should provide reliable, cost effective credit card processing for your club.

Please share this newsletter with your colleagues.

**Bill Hallberg
Club Data Sales and Service**

Adjustments vs Credits?

When you are correcting a previous entry in Accounts Receivable by keying a chit in the adjustment / credit mode, it is very important that you determine if the month of the original entry is the current month or not so you can make the proper entry.

For example, the member purchased a meal and then complained and you said you would remove the charge or a portion of the charge. Or, someone was billed incorrectly and the entry needs to be corrected.

- If the entry is to correct a prior month's transaction, the entry must be an adjustment.
- If the entry is to correct a current month transaction, the entry is a credit that will be netted out during month end processing.

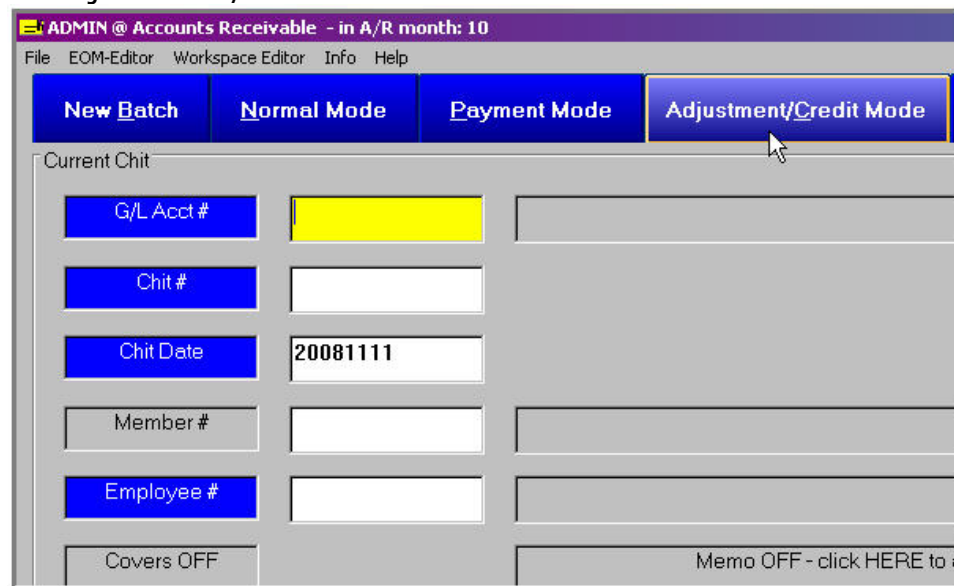
Adjustments are especially important if minimums or prepaids are involved so Club Office can accurately calculate and maintain accurate balances and totals.

Enter the Key Chit mode.



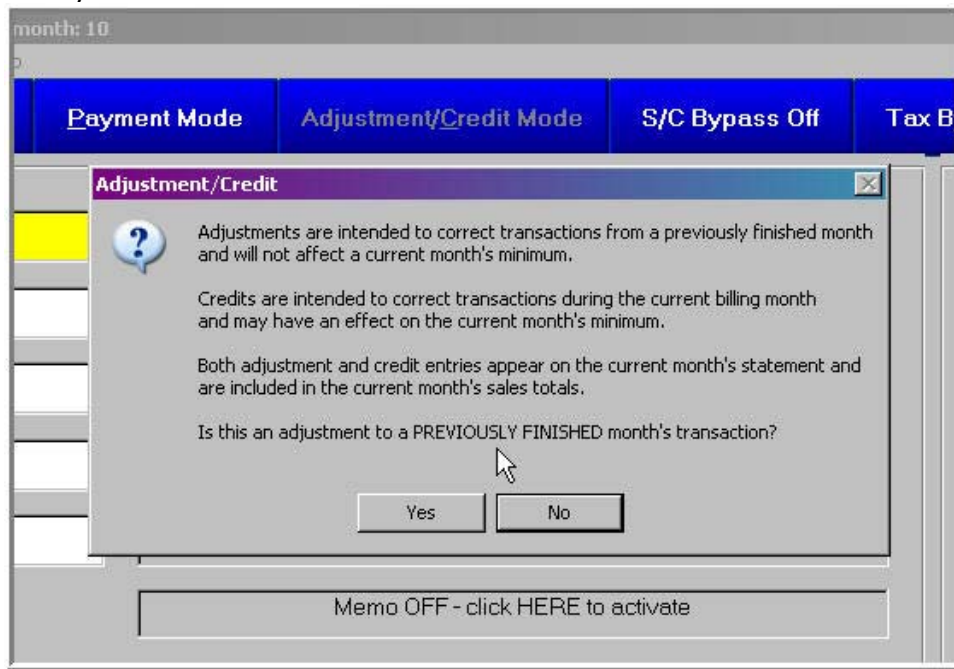
The screenshot shows a software window titled "ADMIN @ Accounts Receivable Month 10 - October 2008". The menu bar includes "File", "Daily", "Monthly", "EOM Editor", "Info", and "Help". A text field contains "20081111". To its right is a "New Date" button. Further right is a "Key Chits" button, which is highlighted by a mouse cursor. Below these elements is a "Daily Workspace View - Normal Mode" section with a table header containing columns: "Chit #", "Date", "GL/Dept #", "Member#", "Empl#", and "Covers".

Press the Adjustment/Credit mode button.

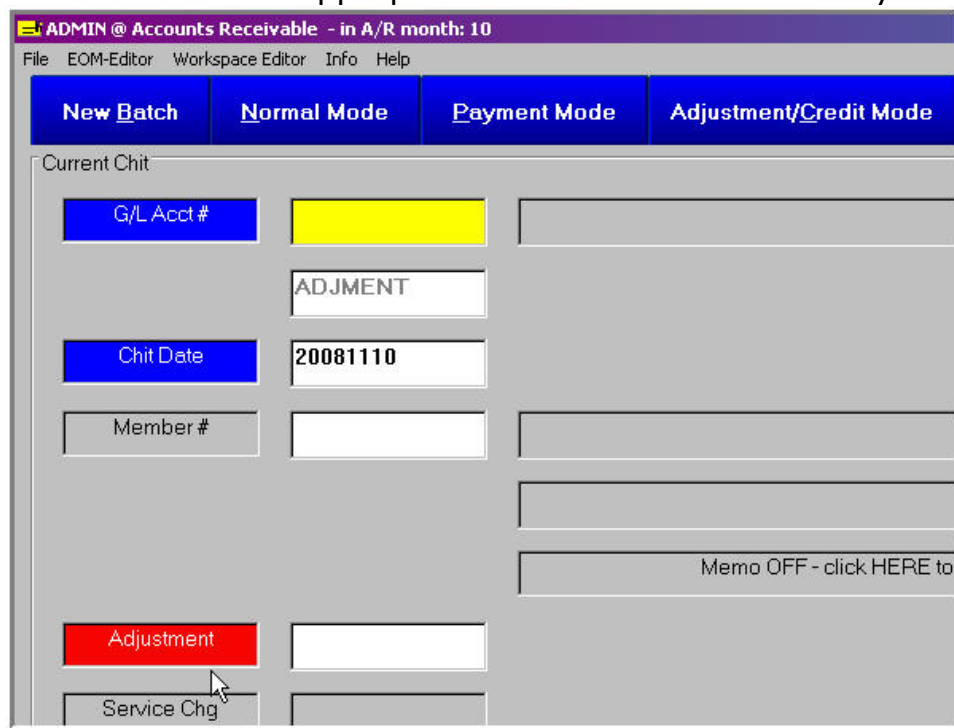


The screenshot shows a software window titled "ADMIN @ Accounts Receivable - in A/R month: 10". The menu bar includes "File", "EOM-Editor", "Workspace Editor", "Info", and "Help". There are four buttons: "New Batch", "Normal Mode", "Payment Mode", and "Adjustment/Credit Mode". The "Adjustment/Credit Mode" button is highlighted by a mouse cursor. Below the buttons is a "Current Chit" section with several input fields: "G/L Acct #" (highlighted in yellow), "Chit #", "Chit Date" (containing "20081111"), "Member #", "Employee #", and "Covers OFF". At the bottom right, there is a "Memo OFF - click HERE to e" label.

When you enter the Adjustment/Credit Mode, you will need to answer a very important question. Is this transaction to adjust a PREVIOUSLY FINISHED A/R month's transaction? Yes or No!



If you say "Yes", the key word "Adjment" is part of the transaction and Club Office will make the appropriate entries based on the key word.



If you say "No", the key word "Credit" is part of the transaction and Club Office will make the appropriate entries for the current A/R month.

ADMIN @ Accounts Receivable - in A/R month: 10

File EOM-Editor Workspace Editor Info Help

New Batch Normal Mode Payment Mode Adjustment/Credit Mode

Current Chit

G/L Acct #

CREDIT

Chit Date 20081110

Member #

Memo OFF - click HERE to

Credit

Point of Sale Customers:

In your POS system, whether it is SQLPos or another POS system, you again should make the same differentiation of the month the original transaction was made. If the original transaction was in the current month, then you can do a return. If the original transaction was in a prior month, however, keying an adjustment chit in A/R is necessary.

Needless to say, if the transactions are not correct, the system is not in a position to accurately process the transactions, keep track of important running balances, and create accurate statements for your members.