



## **Newsletter for June, 2009 from Club Data Corporation**

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

### **This Month:**

**Updates:** There are no new updates this month - but there will be a new one at the end of June. If you need the program for combining AP vendors (discussed below) before the end of June, please call and we can get it to you.

**More than 1 Club Office setup on your system?** In October, 2008, we suggested that you might want to explore your network looking for multiple copies of Club Office. Every now and then, we continue to run into a club that has more than one Club Office that leads to some difficulty when trying to upgrade or back up the "correct system." Please review the Newsletter from October, 2008, to determine if you have more than one Club Office install and call Club Data for advice if needed.

### **AR Zero Dates:**

You might find that there is a "0" date in the AR Chit Date Field and you are having difficulty determining what to do. There is a little "double secret" technique that allows you to fix the date. See attachment 1 for details. **Note that a cause of this has been fixed for the end of June update. As always, we strongly suggest that you update your software when updates are available.**

### **Merging AP Vendors:**

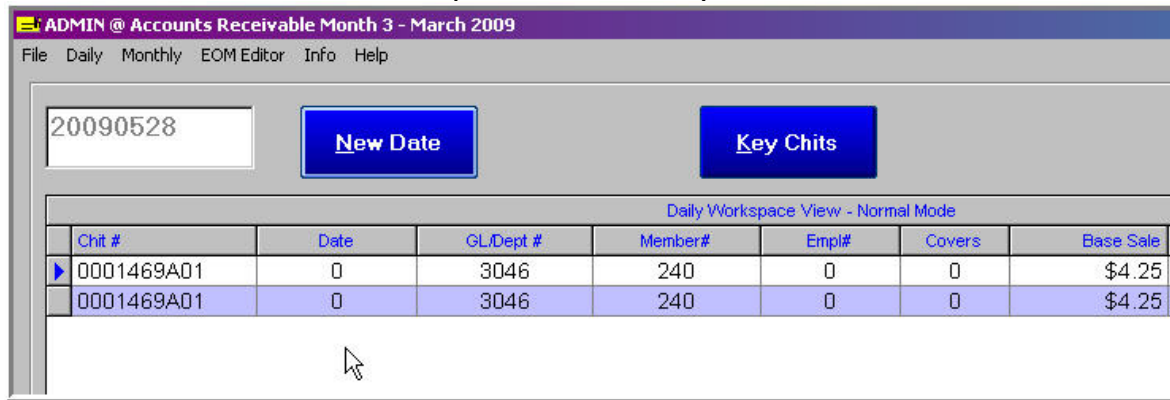
Many clubs seem to have the same vendor set up twice on the Vendor Master with different names. If you have this situation, you might want to merge two vendors back into one so you have one set of records of the activity with that vendor. This merging includes both current AP activity and AP history. See attachment 2 below for details.

Please share this newsletter with your colleagues.

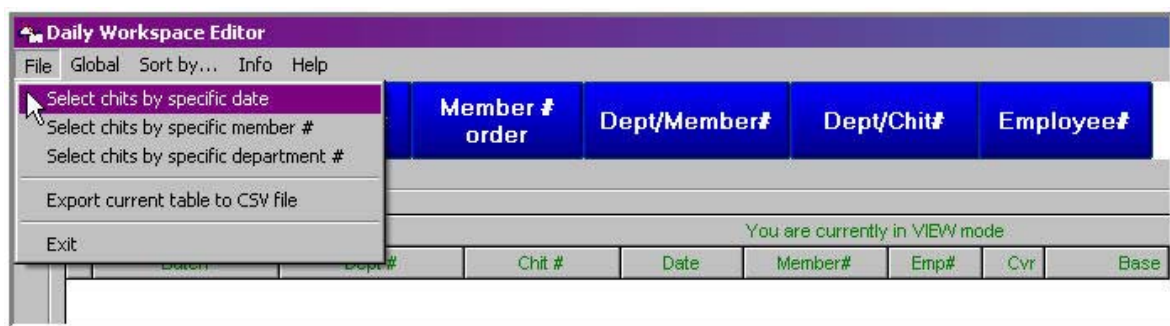
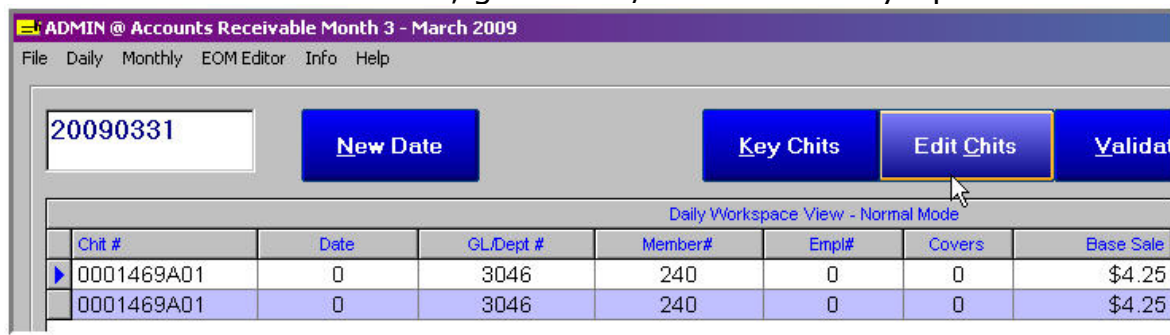
**Bill Hallberg  
Club Data Sales and Service**

## Attachment 1 - Fixing "Zero" Dates in AR

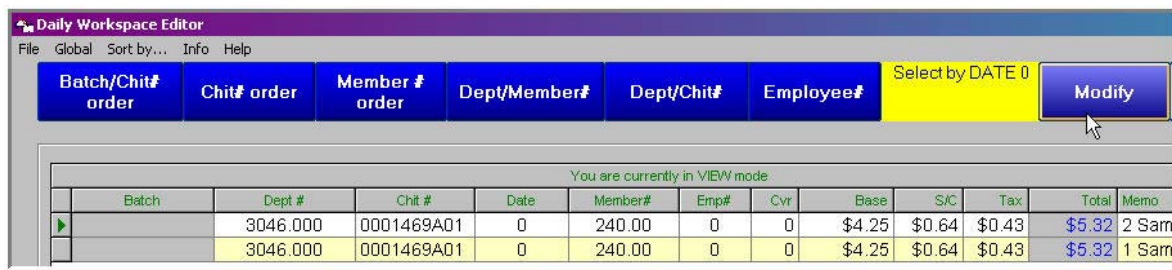
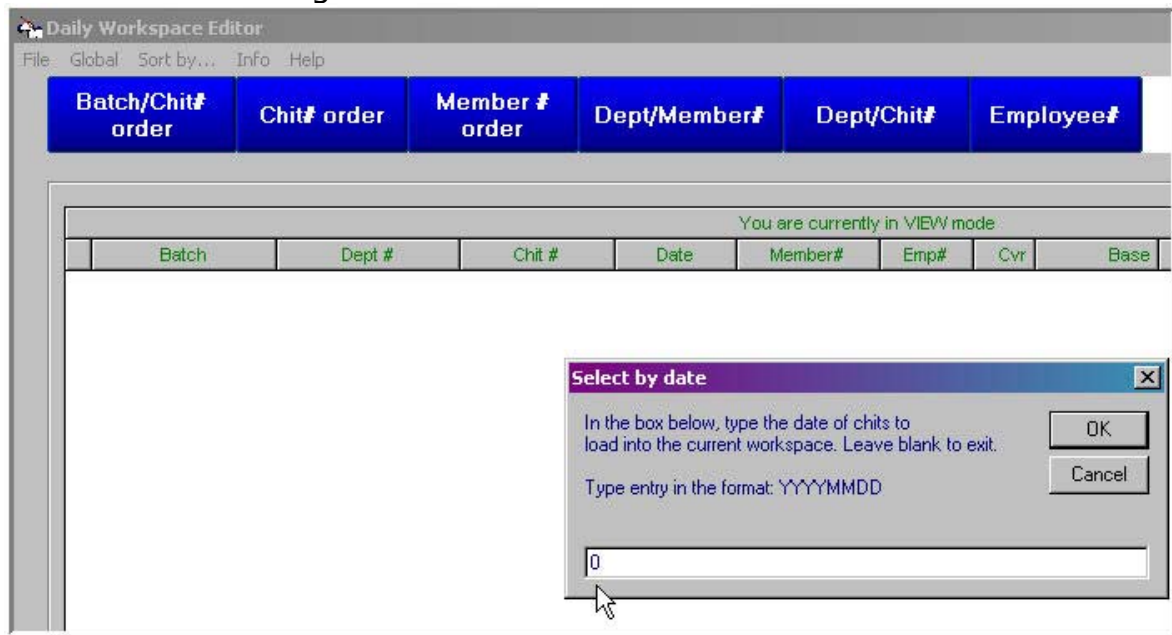
On occasion, you might find that there is a "0" date in the AR Chit Date Field and you are having difficulty determining what to do. There is a little "double secret" technique that allows you to fix the date.



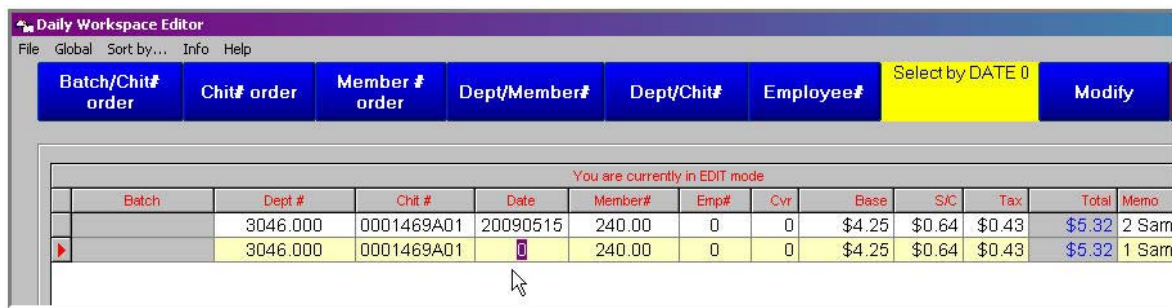
1. In the "Edit Chits" mode, go to File / Select Chits by Specific Date.



2. In the Select By Date field, enter a "0" to correlate with the zero date on the record(s). The system will then pull up the records with a zero date for editing.



3. Click the "Modify" button and then enter the "correct date". Do this for all records.



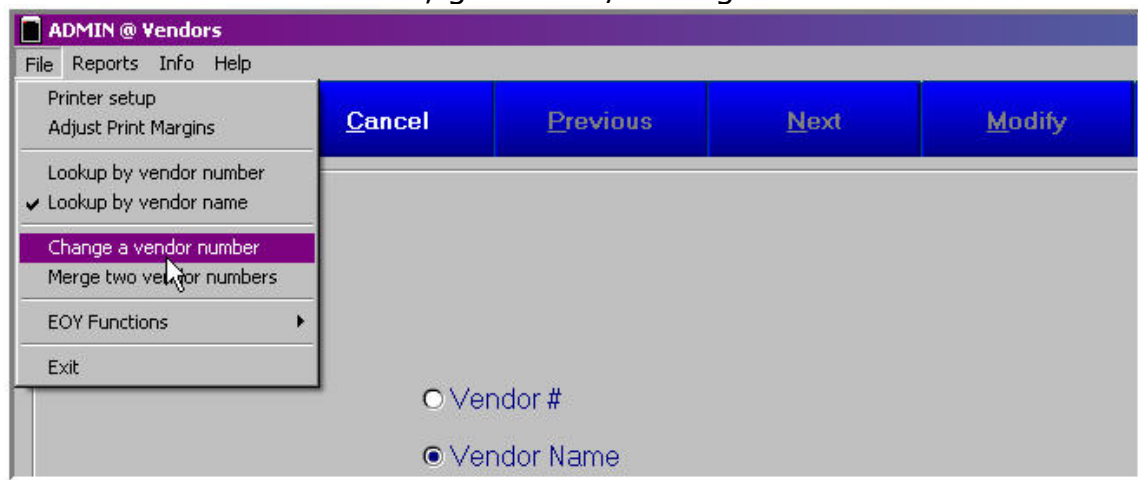
4. Lastly, if you can determine the cause of the zero date or can provide some insight, please let us know what you think so we can pursue the cause. We have just fixed one cause and hope that that will end the problem. In the meantime, you can easily fix a 0 date.

## Attachment 2 - Merging AP Vendors

There is a situation that some clubs have where the same vendor is set up twice on the Vendor Master with different names. This can happen accidentally from a change in personnel, either permanent or temporary, where the employee was not versed on the naming conventions. Or, it might happen if a vendor has a name change, you don't catch it, and you set up a new vendor.

If you have this situation, you might want to merge two vendors back into one so you have one set of records for you activity with that vendor. This merging includes both current AP activity and AP history.

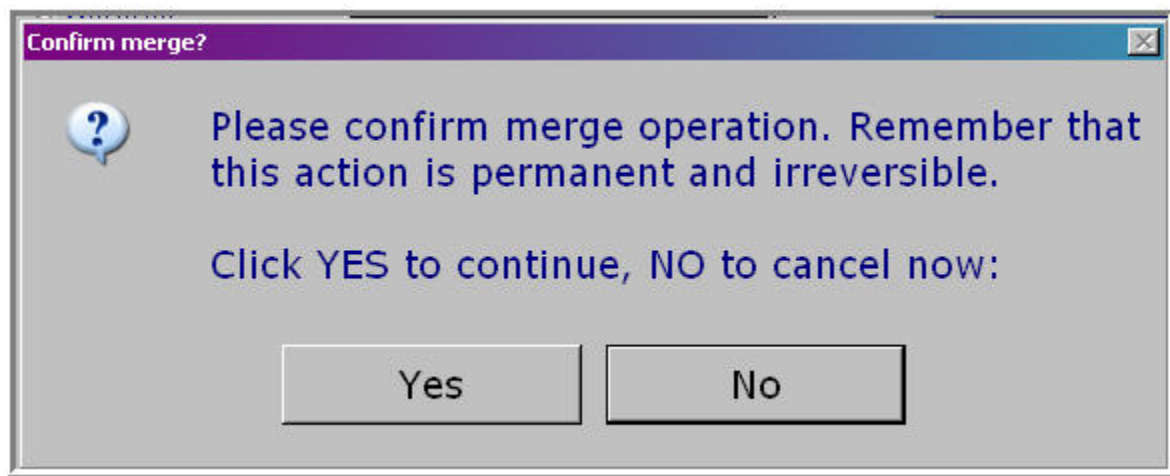
1. From the Vendor Screen, go to File / Change a Vendor Number.



2. Enter the obsolete vendor number into the surviving vendor number field.
3. Press Go and wait for completion.



3. Heed the warning. Once the records from the two vendor numbers have been merged, the only way to correct a mistake is by restoring the backed up database.



Ground Rules:

1. Back up AP prior to running this function.
2. You must be in Administrator mode ( Level 99).
3. Be careful.

Caveats:

1. After a vendor merge has been completed, reprinting checks or other reports will reflect the original vendor name to which the check was originally issued although the vendor number will reflect the new vendor number. This is because the vendor name is retained as the "payee name" in the AP checkbook.
2. Because General Ledger reports are linked to the AP system via both the vendor and check number, it is possible that certain reports may indicate the original check payee name while others may indicate the new vendor name.