



Newsletter for November, 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.

Year End Checklist: You should probably start thinking about your year end processes so you have plenty of time to think about and develop a checklist of the activities that you'll want to complete as part of the year end. Topics on your checklist might include:

- Processes to be run – such as updating the budget
- Reports needed, both for December and for Year End
- Backups to be made
- Payroll activities and cut offs
- Purging to be done
- Timing for closing out December and closing your year.

Good News: A software bug fix! We're sure that every user of the General Ledger has bumped into the bug that caused a blank G/L account type to pop up in the first account on the General Ledger and that you have learned how to fix this annoying little irritant. The cause of the bug, which was the longest known issue in Club Office, has now been found and corrected. The problem was really obscure – and conditional – and we could not duplicate it to fix it and users could not describe the sequence that caused it to happen to them. For this 10 year old problem, Scott found a way to duplicate it so Dave was able to fix it. Way to go, guys! Just download the GLMaster.exe file from the Club Data website and place it in the CDCO directory and that bug will go away.

Hardware Watch: In the October newsletter, before Windows 7 became available, we suggested that anyone purchasing new computers should order the XP Pro downgrade operating system. Now, with the introduction of Windows 7 and Vista no longer being available, we see that some computer manufacturers like Dell still offer the XP Pro downgrade for new computer purchases. As we stated in October, you may find it easier and more practical to learn and support one operating system rather than two, so our advice on continuing to purchase the XP Pro downgrade when getting new computers still applies.

Year End Tax Forms: It's not too late for you to either order your year end tax forms (W-2 or 1099) or to schedule Club Data to process the forms for you.

G/L Global Change Editor: We remind you that you always have the opportunity to restructure your chart of accounts to meet existing reporting needs or to simplify your analysis of account or work center activity.

The G/L Global Change Editor provides a method for changing a general ledger account number while also retaining all transaction history throughout the system. This allows making major changes to the chart of accounts without having to essentially start over. The module touches all Club Office databases including the configuration. (You might need to manually change over-ride account numbers in SQLPos, however.) The Global G/L Editor allows you to select one or more accounts to change in a "batch" mode. You create a list of existing G/L account numbers to change along with their "new" numbers and then make the changes as a "batch" of changes. Combining accounts into one account is an option.

If you have a need or desire to restructure your General Ledger, think it through completely prior to moving forward. Involve your board and club management in this process. The actual process will not take long – but determining what your needs are might take longer.

Club Procedural Survey: While processing month end and printing statements, many clubs print and retain a second copy of the statements for ready access. If we were to give you the ability to create an electronic copy of statements in a folder by month and year, you could review or print a statement in question if needed. Our questions:

- Would you use this feature?
- Would this eliminate your need to physically print a second copy of all statements?

We're reluctant to work on something that clubs will not be using. We want your input. Please give me an opinion for your club by emailing me at Bill@Clubdata.com. Thanks.

Going Green: Many clubs are trying to identify ways of “going green” for a variety of reasons. The reasons might be to help the ecology or they might be to see how to save money while processing within the club. Some ideas on using the computer more efficiently include:

- Not printing detailed reports for board members and employees. Print them to a PDF in both summary and detailed form and let individuals print the individual pages that they might need. E-mail the reports in plenty of time so people can review them without having to have a printout at the meeting. At meetings, provide a summary copy only.
- E-mailing as many statements as possible to save both paper and postage.
- E-mailing as many newsletters and announcements as possible.
- Using On-Line statements so members can look up their own information on-line.
- Turning off monitors when not being used.
- Monitoring the number of reams of paper you process monthly to be able to challenge the business needs and effectiveness of your printing. There are obviously pros and cons on paper printing habits.

Please share this newsletter with your colleagues.

Bill Hallberg
Club Data Sales and Service