



## Newsletter for February, 2010 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.

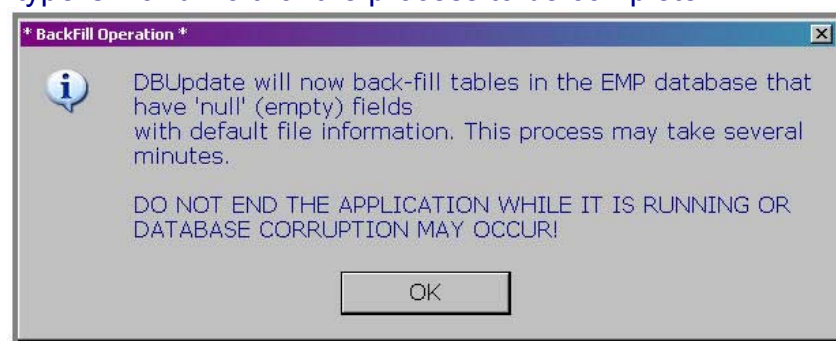
**Club Office Changes in the February, 2010 update:** There is a new update on the Club Data website for both Club Office and one for SQLPos. **For Club Office**, install the **updatecdco.exe** into your CDCO directory. **For SQLPos**, also install the **up-add-sqlpos.exe** into CDCO directory and then use the **SQLPos control panel to push** the new software to each of the POS workstations.

### **New Accounts Payable Utility:**

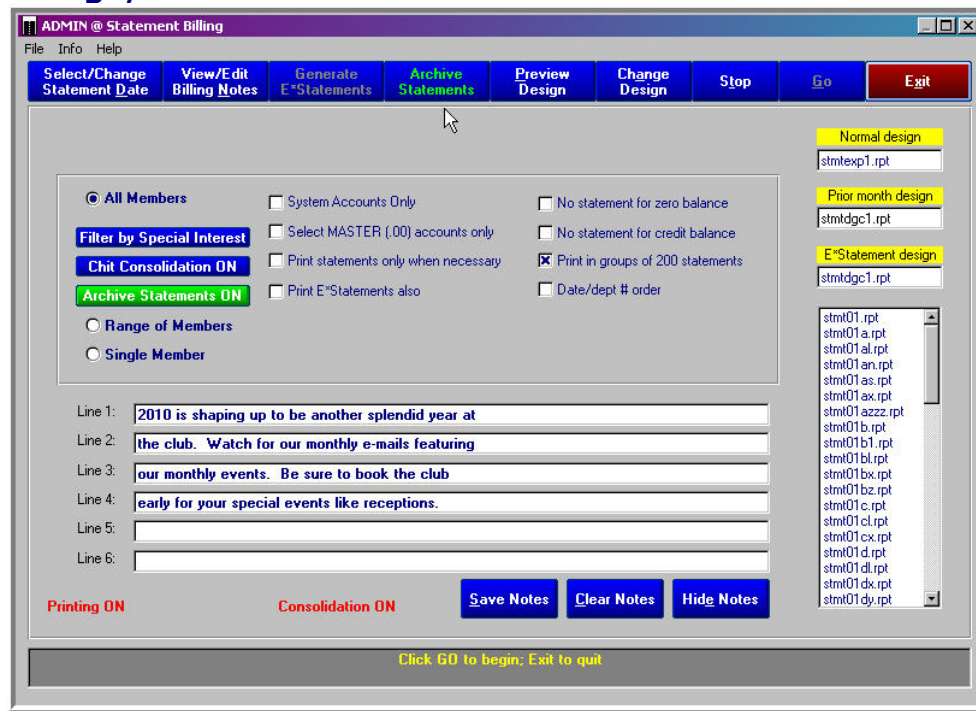
A new utility in Accounts Payable lets you clear checks by date range. You might use this utility is to go back and clear all of the un-cleared checks from way back in case you have not been clearing them on a routine basis and are trying to purge old checks. Or, you might be changing banks and wish to show all of the checks from the old bank as cleared. Or, at the end of the month, you might use the utility to reconcile the new bank statement more easily.

To use the utility, in A/P Checks, go to File and then to the "Global Clear Checks" Option and proceed. Note that all checks in the date range will be cleared but a cleared check can subsequently be uncleared. If there are fewer checks to be cleared than remain uncleared, it would be best to continue to clear one check at a time.

**Data Base Changes:** There have been some fields added to the employee database that need to have a value. After you update the Club Office software, you will need to do the automatic DB update. There will be new message that comes up that you will need to follow and run to populate the DB. It should not take long – but be sure you type OK and wait for the process to be complete.



## A/R Change, Archive Statements



In our December, 2009 Newsletter, we said that you have the ability to print individual statements in PDF format as part of the statement printing processing. This enables you to retain copies of the original statements without having to physically print them. There is a change to the process in the current update.

1. Press the Archive Statements button to turn the archiving on or off.
2. Once on, press the "Archive Statements" button at the top of the screen.

**Note:** Procedurally, the Archive Processing needs to be completed prior to the physical printing of statements.

### POS Changes:

We added additional functionality to allow users to hide modifiers from the final guest check yet have them on the sales record for communication. This is referenced on page 66 of the updated SQLPos manual. We mention this because it will allow you to present a cleaner looking final guest check while still communicating with the kitchen through the POS register. See the new SQLPos manual, Page 66. Type 0 - Text Only Button

Also, see page 71 of the SQLPos Manual to learn about changes to function 67 – Send Instant Note to Remote Button.

## Useful Information:

### Working with USB Receipt Printers in SQLPos.

A common problem we run into involves unplugging a USB receipt printer from the USB port and then plugging it into a different USB Port. A "feature" of Windows is that it recognizes a "new" printer when a different port is used – and sets the default printer to the "new" printer which then needs to be set up properly to trigger a cash drawer and other set ups associated with the printer. TO ELIMINATE A PROBLEM, either

- Be sure that when you unplug your USB Receipt Printers that you use the same USB Port when you plug the printer in again. OR
- That you remember that you need to go to printer setup and configure the "new" printer appropriately.

### Accounts Payable Helpful Hint:

**Scenario:** You receive a large debit from a vendor and wish to apply it against unpaid invoices. As you key in the debit, the amount needs to be less than or equal to the sum of the invoices that you wish to "Pay". If you do not, during check writing, the debit will not be considered if it cannot be fully applied and you will write a check that you probably had not intended to write.

In the example that follows, the \$115.00 will be deducted from the check used to pay the other 3 approved invoices because the amount of those invoices is greater than the \$115.

| Invoice# | Vendor# | Invoice Date | Due Date | Invoice \$\$\$ | Period | S | Entry Date |
|----------|---------|--------------|----------|----------------|--------|---|------------|
| MEMO     | 7250    | 20100121     | 20100123 | \$201.00       | 13     | 3 | 20100121   |
| MEMO     | 7250    | 20100121     | 20100123 | \$26.73        | 13     | 3 | 20100121   |
| MEMO     | 7250    | 20100121     | 20100123 | (\$115.00)     | 13     | 3 | 20100121   |
| MEMO     | 7250    | 20100125     | 20100127 | \$10.20        | 13     | 3 | 20100125   |

In the next example, the debit of \$115 is greater than the 2 approved invoices (\$36.93) so it cannot be used and a check will be cut for the \$36.93. To use the debit, it should be broken down into 2 (or more) debits – one amount for \$36.93 and the other for the remainder.

File Select Invoices to Pay Reports Info Help

Add Invoice Lookup Cancel Previous Next Modify Delete Save Exit

Total \$ of all Unpaid Invoices: 122.93

Invoice Numbers to be paid: MEMO MEMO MEMO

Select this invoice Unselect

Sort by DUE DATE Sort by Invoice DATE  
Sort by VENDOR # Sort by Invoice \$\$\$  
Sort by INVOICE # Sort by Entry Date

Show All Active invoices  
 Show only SELECTED invoices

Exit

| Active Invoices |          |         |              |          |                |        |   |            |
|-----------------|----------|---------|--------------|----------|----------------|--------|---|------------|
|                 | Invoice# | Vendor# | Invoice Date | Due Date | Invoice \$\$\$ | Period | S | Entry Date |
|                 | MEMO     | 7250    | 20100121     | 20100123 | \$201.00       | 13     | 2 | 20100121   |
|                 | MEMO     | 7250    | 20100121     | 20100123 | \$26.73        | 13     | 3 | 20100121   |
|                 | MEMO     | 7250    | 20100121     | 20100123 | (\$115.00)     | 13     | 3 | 20100121   |
|                 | MEMO     | 7250    | 20100125     | 20100127 | \$10.20        | 13     | 3 | 20100125   |

**Payroll Deductions:** Some states allow a tax deduction for local taxes paid. Please review the [updated Employee Manual](#) for information on processing this deduction with the Club Office payroll.

### Your Suggestions:

As we plan our software directions, we are looking for your comments and suggestions. Please use the attached sheet to fax us your input so we can direct our attention where to the topics and areas that will benefit you the most. [One of the changes in this month's update came from a fax sheet suggestion.](#) Thanks.

Please share this newsletter with your colleagues.

**Bill Hallberg**  
**Club Office Sales and Support**

