1-Minute Newsletter – Nov 2014

This is another installation of our 1-Minute Newsletter – we hope you find it helpful!

Our New Address

Some of you have yet to update your accounts payable systems with our new address! Please help Cliffy Claven out by doing so right away. Our new FAX number is: **763-550-0721**. Our new address is:

Club Data Corporation
574 Prairie Center Drive
Suite 135-509
Eden Prairie, MN 55344

Conversions – still a few holdouts...

We still have a few customers who have not yet converted to the new version of Club Office software. Remember that we are no longer updating the older version and are putting all our time into the new system. For customers who also use our SQLPos POS software and credit card processing please note that the new smart card integration (when we get the information from our providers) will apply <u>only</u> to the new version, too!

This fall is a *great* time to switchover – get it done before the craziness of Thanksgiving and Christmas strike! A conversion normally takes a full morning if we get started at 8am, and we're taking reservations for any weekday Monday through Thursday. Call us to schedule your conversion date: **952-941-0855.**
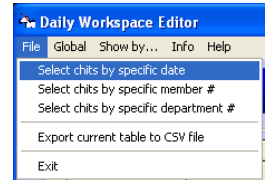
Zero-Date A/R Chits

Periodically you may encounter an A/R transaction that does not have a valid date – perhaps the date is displayed as zero and you can't get rid of them or change them. Well yes, you can. Use the Edit Chits module!
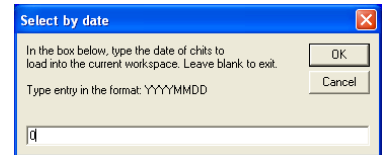
1. At the main A/R screen, choose any prior date, then select the blue **Edit Chits** button:

2. At the Daily Workspace Editor, click **FILE**, then **Select Chits by specific date**:

3. In the **Select by date** box that appears, type a zero and click OK:

4. BINGO! There they are!!! Now you can continue with the normal edit procedure – click the green Modify button, make the date and other changes as necessary and when done, exit the module back to the A/R screen and you're good to go!