



1-Minute Newsletter – Dec 2015

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

“Oops! How do I fix...”

Club Office’s design has LOTS of redundancy built in to fix things that go bump in the night, such as...

- **“I entered the same payables invoice twice. How do I take one out?”** Easy. If the items hasn’t been paid yet, just find the invoice in the invoice module, select modify and choose delete. If it’s already been posted, the system will automatically create reversing journal entries. If it hasn’t been posted yet, it’ll just delete the unposted invoice.
- **“I accidentally keyed next month’s date for a member payment. How do I change the date?”** Open the Edit Chits option at the Accounts Receivable screen. Once in that module, click FILE – Select chits by specific date. Type the date you entered for the payment (YYYYMMDD) and click OK. It will be displayed in the grid. Then click modify, change the date to the correct date, then click DONE.
- **“I forgot to key the hours for an employee and already finished the payroll. HELP!!!”** Also easy! Simply start a new payroll, but key only the hours for that one employee and perform all the normal steps for a payroll run, including printing the payroll check and finishing it. It will create its own set of G/L journal entries for only one employee’s paycheck, but everything will be correct when you’re done.
- **“We turned on a register we don’t use very often and suddenly a bunch of last month’s sales transactions came through. What do I do now?”** Similar to the second item above, use the Edit Chits option to recall those tickets into the editor window. Then choose the menu option: GLOBAL – Change dates. Type the date of the tickets you want to change and click OK. The module will then ask for what date you want to change them to, and type that date. We suggest using the first day of the current A/R month. While this moves those sales from last month into the current month, it’s a lot better than deleting those sales and losing them altogether! The second thing to do is write a reminder to your staff to make sure that tickets from any seldom-used registers have been closed out and sent to the accounting system before those registers are powered off!

Credit Card Fees

Banks that issue cards consider manually entered (keyed) credit card transactions to have a higher risk of fraud than card-present transactions where the card is swiped through a reader. Because they feel the risk is greater, you pay a higher processing fee than you might otherwise pay. This is the primary reason why your credit card rate is likely not as low as an original quote might have been. However, you may be able to use AVS (address verification) and/or CVV information to help lower the rate you pay for such manual transactions. Remember though, storing the CVV codes from the back sides of credit cards will violate the merchant agreement with your bank and card processor. So even if the member says it’s okay to keep the code on hand and as much as you want to abide by your members’

wishes, some things you just cannot do. But if you’re charging up monthly dues and fees from a list of members’ credit cards, a quick call to the member to request the CVV code may be very worthwhile and save you some serious money. By the way, do your members prefer to use “rewards cards” because they get “points” or “paybacks?” Those are the *most* expensive cards for merchants. Those “rewards” are not coming from the card processor or the bank – they’re coming *out of your pocket* in the form of a higher card processing rate.

Note that some clubs charge an additional service fee for processing credit card transactions in payment of dues/monthly statements – it’s legal to do and can help recoup some of those costs.

2015 W2/1099 Forms – LAST CHANCE Reminder

If you haven’t yet ordered your 2015 tax forms, this is your last chance! Call us TODAY: 952-941-0855. Or if you prefer to have Club Data print them for you, please let us know so we can make scheduling plans. Thanks!

2016 Payroll Tax Tables

We’ve already begun scanning state governmental agencies for 2016 tax information and like always, it’s our plan to provide those well in time for your first payroll of 2016. Also remember that the federal wage base for THIS year is \$118,500 and if this limit may affect you, be sure your payroll configuration is set for that amount before 2015 ends!