



1-Minute Newsletter – February 2016

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

Period 13 or Period 1?

For many of you, going from December to January means that you're starting a new fiscal year. However, your accounting system doesn't know that and it stays in "last year" until you official close that fiscal year and open the next one. Club Office allows you to work in two different fiscal years at the same time by use of "G/L Period 13." Actually, period 13 doesn't exist because by definition, there are only twelve accounting periods in a fiscal year. However, since the system is still in FY2015, the month of January would be equivalent to "the 13th month of 2015." So when you are making manual journal entries in a new fiscal year but haven't closed the previous one, you need to know what month it is in relation to the fiscal year that's actually open. January 2016 is the

same as period 13 for FY2015. In like fashion, February 2016 would be the same as period 14 for FY2015. Get it? It's easy! When you finally close FY2015 the system will automatically subtract 12 so that period 13 entries will automatically become period 1, period 14 entries will become period 2, etc. Then all you have to do is post the journal for the first time in the new fiscal year and you'll be up to date! *"What if I accidentally forget and start entering January 2106 journal entries to period 1?"* Bad things! They will be posted to period 1 of the *currently open* fiscal year, which is 2015! To fix them, use the administrator mode to un-post those entries, then change their G/L period (in the period column) to 13. When you're done, repost the journal again.

SQLPos Tips...



• How to change the price on a button – the wrong way...

- Using the button editor and simply change the retail selling price of the item.
- Why is this the wrong way? Because it changes only that ONE register button on one register, not all buttons that sell that inventory item on all the registers. And the next time a central inventory update is performed, the button's price will be changed back to the right value.



• How to change the price on a button – the right way...

- Open the inventory module and change the price for the item that button sells. If you intend to change the prices of many items, it's a good idea to make all the changes in one session.
- Then when done, click FILE - Update SQLPos Inventory to update all the registers.



• How to change the G/L posting account of a Tender Button for all registers.

- Because this is a fairly rare action, it's a bit more involved, and you should do this at the start of a day before any sales have been transacted.
- Make sure ALL the POS units are powered on and HeartBeat is "Green"
- Open Club Office, then open the SQLPos Control Panel, select all the registers, choose Get Button/Config Settings from Workstations. Then wait for that to complete before closing the module.
- Open the main Club Office configuration, then choose the POS option. Click Modify, change the G/L account of the tender type to be changed, then choose Update SQLPos. Click DONE/Exit and close the module.
- Open the SQLPos Control Panel again, select all registers, choose the red "Send ONLY Button/Config Settings to workstations."
- Then answer YES to the "Update Register Configuration too?" option. Wait for the operation to complete on all registers before any sales transactions are made.

Membership Matters

Did you know that you can change several of the labels on the Membership screen to be more meaningful to you and your users? Yes, you can! Bear in mind that you can't change their function or what might appear on reports that use those fields of information, but you can at least personalize the display more to your liking. Screen labels that be changed are: **Occupation, Social Sec #, Review Date, Locker# and Spouse Name.** To change one, simply double-click on it and in the box that appears type how you'd like it to read and click OK. Double-clicking on other fields may appear to work, but they actually won't... at least not yet...

Main Info
Number
Last Name
First Name & MI
Class Code
Dues Billing
Occupation
Birthdate
Join Date
Social Sec.#
Review Date
Locker#
Billing to:
Newsletter to:
Misc mail to:
Stock (Y/N)
Votes
Sub. Accts:
POS Code:
Spouse Name:

Speaking of membership, at the end of a year there's often quite a bit of membership turnover, which means office staff will be spending a bit of time changing various membership settings. A few reminders:

When you terminate an account, be sure to change its class code and billing code to something that won't generate a dues charge at the end of the month. Typically this is done by setting both to the zero codes. And don't forget to uncheck all the special interests that are set for that member, too. If you have monthly minimums, at the member's financial page be sure to set the account to "no minimum at month end" to turn that feature off as well. Making these changes will help keep your books more accurate and timely and prevent the extra work involved to issue and process credits at a later date.