



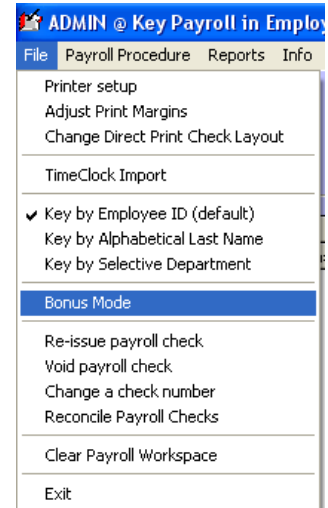
1-Minute Newsletter – March 2016

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

Payroll Bonus Mode Reminders

Spring sometimes results in the issuance of bonuses to employees who've done a bang-up job last year. While the employee manual covers bonus mode in detail, it's a good idea to go over a few important reminders...

- In the payroll module, click FILE and choose BONUS MODE to begin.
- Bonus mode payroll cannot be combined with a regular payroll run – it must be issued as its own separate payroll run and payroll checks.
- For a bonus issued to *salaried* employee, be sure to change the default hours to “zero” so normal wages are not applied, too.
- Using the “other pay” field for the bonus amount is the best idea.
- When running the trial process to calculate the payroll, say “Yes” to bypass deductions.
- In “bonus mode” only Fica and Medicare taxes are calculated; income taxes are bypassed.



Reprinting a Prior Month Statement...

This is one of the most popular features of Club Office, and it's very easy to do. When the statement printing module is started it asks for the desired month and defaults to the current billing month. Simply type the month number you want into the box and click OK (January = 1, February = 2, etc.). When trying to reprint a statement for a month that's also in a *PRIOR YEAR*, then type not only the month to use, but at the next screen, the YEAR to use. Printing a prior month statement defaults to single-member mode. The down-side to this method is that the current member aged balances often will not coincide with the member's transactions. We suggest using the STMTPM.RPT statement template for prior month statements as it does not display aged balances.

If having the ability to reprint all statements of a prior month or showing the correct aged balance on a prior month statement is important to you, then you should get into the habit of using “**Archive Statements.**” This is an option that must be turned on at the statement printing module by clicking the red button; when it's green the “Archive Statements” button will turn on along the menu at the top of the module. This user-chosen feature stores the current billing month's statements as PDF files, one for each member account. The files are store inside archive folders.



The statement archive folders reside inside the main CDCO folder and have folder names like arc-201511, arc-201512, arc-201601, etc. which denote the billing year and month of the folder's contents. To print a member's prior month's statement, simply go into the **arc** folder for the desired year-month, open that member's statement and what you'll see is an EXACT copy of the statement the member originally received, including all aged balances at the time the statement was originally generated.

To print multiple statements as a group, first set your computer's default printer to the desired printer. Then open the desired **arc** folder and hold the SHIFT key down on the keyboard while selecting the statements to be reprinted. Then right-click on any one of the selected statements and choose PRINT from the menu that appears; they'll be sent directly to your default printer.

More detailed information about this super-cool feature is in the Accounts Receivable manual on page 73; click HELP in either the main A/R or statement printing module to view it.