Newsletter for November, 2006 from Club Data
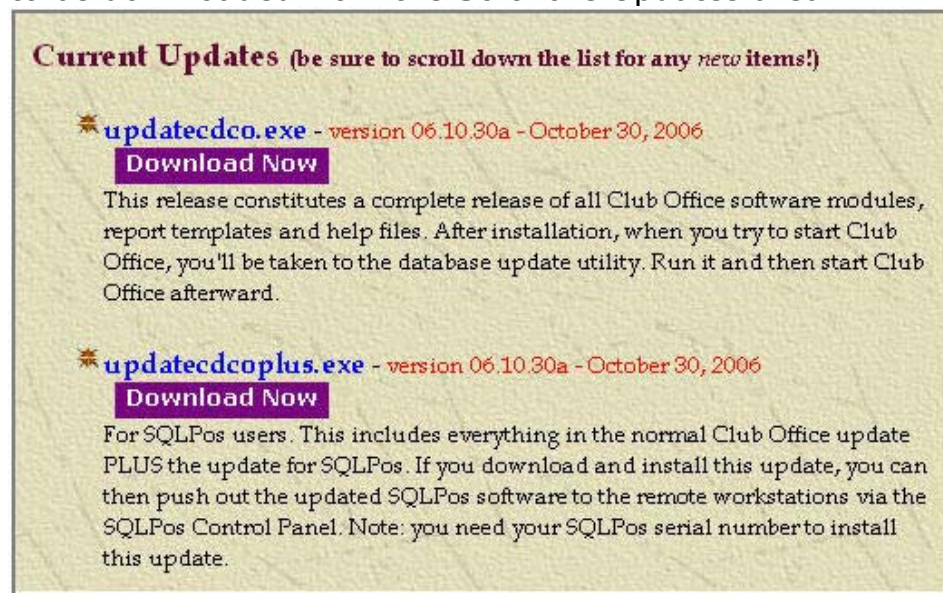
This newsletter is sent every month to Club Office users to:
- Remind you if there is a new software update on the Clubdata.Com website
- Provide tidbits, helpful hints, and information that you may find interesting

Software Updates:

Club Office software is being updated continuously, either to add new features or to correct situations that has been identified. It is our intention that all users on support will take the time to update their software once a month, on the first or after, so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features.

The October month end software updates are now on the web site ready to be downloaded from the Software Updates area.

Included in this update are:

- A new pop up calendar for certain screens. See the attached documentation.
- A new g/l cash sales report to help analyze the cash transactions coming from the A/R module.
- New indexing of the history database and the inventory database for faster performance.
- Minor cosmetic changes.

Order your W-2's and 1099's now. At this time of the year, you should be thinking about your year end payroll forms and how they will be processed. Again, Club Data can provide the forms and can provide the printing services if you wish. See the attached form.

Bill Hallberg
Club Data Sales and Support
952-941-0855

Cash Accounts Report

The General Ledger Journal Entry made to the cash accounts when closing the A/R monthly comes from 3 sources:
- Cash sales made from the POS registers
- Payments on account made from the POS registers
- Payment on account recorded through the A/R system

The Cash Accounts Reports are designed to provide the detail for the journal entry coming from the A/R month end. There are 2 versions of the report– summary or detail – for a user defined date or date range.

Setup:
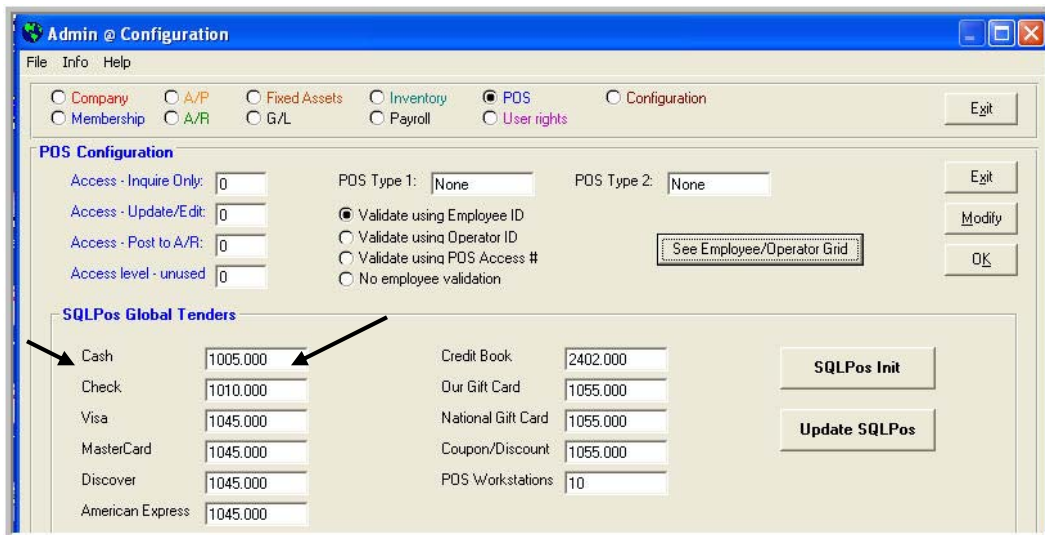In the "Update A/R from G/L" button on the A/R configuration, place a "1" in each of the cash accounts that you want to include on the reports.

Cash Accounts Report
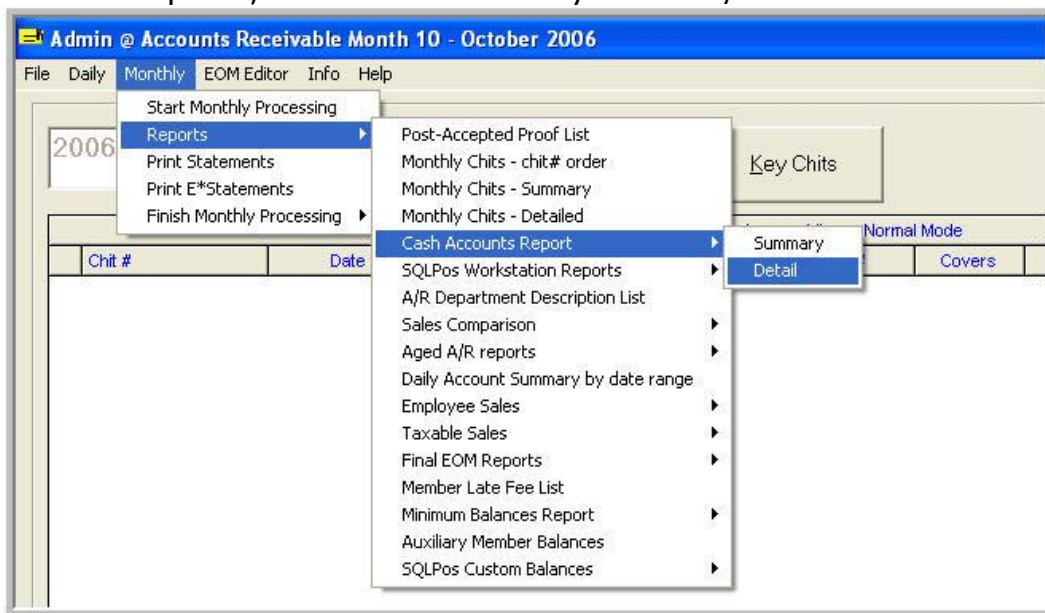
Whether or not you use the Club Data SQLPos or another POS system, be sure that the global tender account numbers for those transactions that you want reported are maintained correctly.

To run the reports, start in the Monthly tab in A/R.

Cash Accounts Report

Summary Report:

Cash Accounts Report - Summary   From 20061016 to 20061026   Report date: 20061027   Page   1

				Total
1005.000 Cash-undeposited	A	1	Thank You	
1 Cash				

POS Cash Sales	-44.45
POS Cash Payments on Account	-300.00
	-344.45

G/L Account totals for 1005.000 Cash-undeposited	
Total Sales - all sources	-44.45
Total Payments on account - all sources	-300.00
	-344.45

1010.000 Bank Checking	A	1	Thank You
2 Check			

POS Check Sales	-63.60
POS Check Payments on Account	
	-63.60

|	
G/L Account totals for 1010.000 Bank Checking	
Total Sales - all sources	-63.60
Total Payments on account - all sources	
	-63.60

Detailed Report:

Cash Accounts Report - Detailed   From 20061026 to 20061026   Report date: 20061027   Page   1

G/L Acct # and Description	Type and Level			Total	
1005.000 Cash-undeposited	A	1	Thank You		
1 Cash					
20061026 0001043A01	0.10	Cash Sale		-15.93	Paid by Cash
20061026 0001044A01	0.10	Cash Sale		-6.30	Paid by Cash
20061026 0001041A01	0.10	Cash Sale		-5.30	Paid by Cash
20061026 0001046A01	207.00	Anderson		-10.02	Paid by Cash
20061026 PAYMENTA01	207.00	Anderson		-300.00	POS trans#: 0001040A01
20061026 0001045A01	240.00	Fish		-6.90	Paid by Cash

POS Cash Sales	-44.45
POS Cash Payments on Account	-300.00
	-344.45

G/L Account totals for 1005.000 Cash-undeposited	
Total Sales - all sources	-44.45
Total Payments on account - all sources	-300.00
	-344.45

1010.000 Bank Checking	A	1	Thank You		
2 Check					
20061026 0001042A01	0.15	Check Sale		-53.25	Paid by Check
20061026 0001038A01	0.15	Check Sale		-10.35	Paid by Check

POS Check Sales	-63.60
POS Check Payments on Account	
	-63.60

G/L Account totals for 1010.000 Bank Checking	
Total Sales - all sources	-63.60
Total Payments on account - all sources	
	-63.60

Calendar in Club Data

The pop up calendar in the Club Office system is activated for the following data entry areas:

- A/R Master – Screen Entry or New Date Button
- A/R Chit Entry – For new batch
- Employee Master Date Fields
- Membership Module Date Fields
- A/P Invoices Date – Activated with F5 in the date fields or you can just key the date. In the interest of speed keying, we elected to have the calendar pop up optional here.
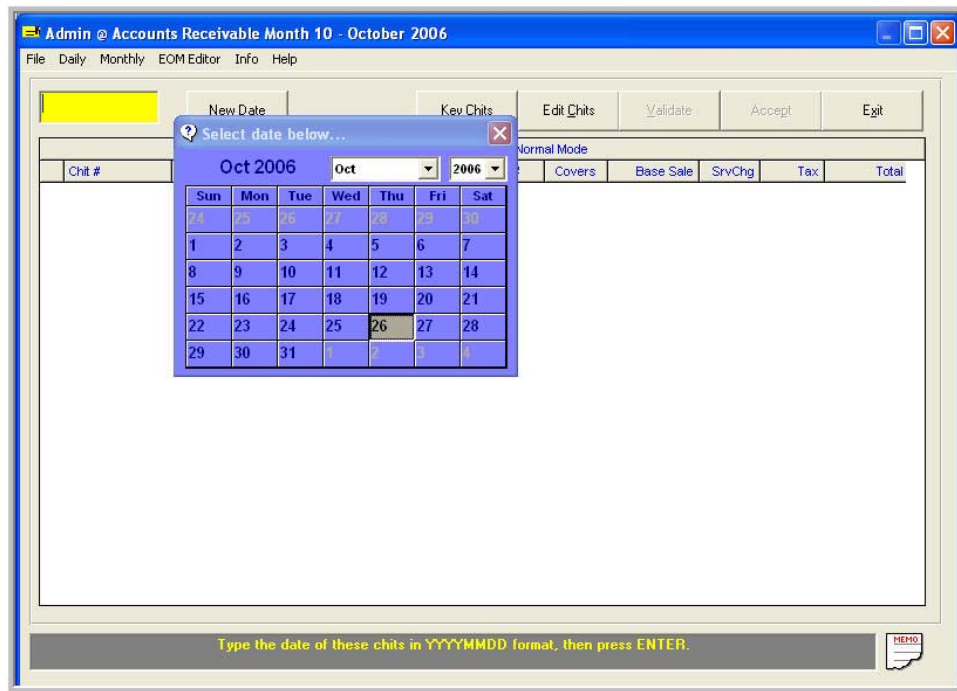
Just click on the date that is appropriate and continue entering data.

The calendar pop up is not available for reports where you need to key in the applicable dates.

Order your W2's now

October, 2006

It's that time of year again when we all have to think about end-of-year payroll responsibilities, two of which are filing W-2 and 1099 forms. Again, laser forms are available this year for those of you who have HP LaserJet or 100% LaserJet compatible printers. Our pricing is excellent on these forms, and we're taking orders now. We also offer printing services for those who would rather not have the hassle of running these forms through their own printers. This year again, Club Data will only run LASER forms as part of the printing services that we provide. Because of the way the forms come to us, we can accept orders in multiples of 50 for W-2 and 1099-MISC forms. To place your order, circle your desired quantity in the boxes in the table below, circle YES or NO in the Club Data Printing Services column, fill in the information at the bottom of the page, and fax or mail this page back to us. We have made great strides in improving the print capability in the Club Office system now giving you the ability to micro adjust the print location and hit the boxes much better. Thanks in advance!

	Circle Quantity Below Price, laser type: $0.75 per form	**Club Data Printing Service?** **$1.25 per form, Laser ONLY** **(circle YES or NO in the box)**	
W-2 <u>LASER</u> includes envelopes & 2 W3s per club)	50 100 150 200 250 300 350 400 450	**YES**	**NO**
1099 LASER	25 50 100 150 200 250 300 400 450	**YES**	**NO**

Please remember us on your next check, statement or envelope order.

Club Name _____

Email address:_____

Date _____   Signature _____

*** DON'T DELAY! - DEADLINE FOR PLACING AN ORDER IS NOVEMBER 30th ***

Don't forget to fill in your email address!

Please fax (or mail) this form to Club Data: **1-952-941-7514**