Newsletter for October 2007 from
Club Data Corporation

This newsletter is sent to Club Office users to:

- Remind you that there is a new software update on the Clubdata.Com website.
- Provide helpful hints or information that you may find of value.
- Please note that there was no beginning of the month update, nor newsletter, for September, 2007.

Software Updates:
Club Office software is being updated continuously, either to add new features or report formats 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, <u>normally after month end,</u> so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area on the Club Data web site, download the file that includes SQLPos (or does not include SQLPos) as appropriate for your club.

We are seeing that some clubs are often months behind in their software, indicating that there may be a problem knowing how to download. The instructions start on page 11 at the end of this newsletter.

Software Changes in Club Office for the September update:

There is a **rearrangement of the Member Financial Detail Screen** to more clearly present the members' current financial position.

A new purge in inventory eliminates old transaction history to speed up some inventory processing. Also inventory item numbers are now recorded in the "reason" field for G/L entries from inventory module.

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New Backup Routine: In response to user requests, you now have the ability to include the Date / Time in the backup file name so that you can easily know exactly which files you have when determining the files to restore. It also allows you to easily keep many generations of backup without overlaying any existing backup files. From the pyramid, go to Utilities / Backup/Restore.
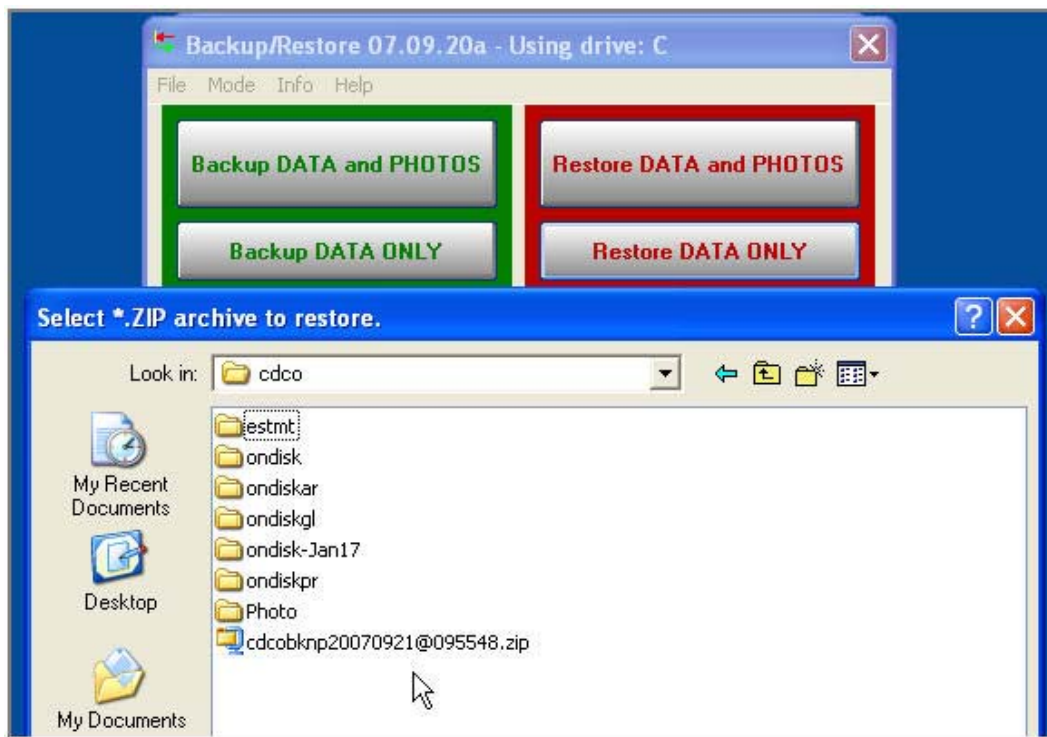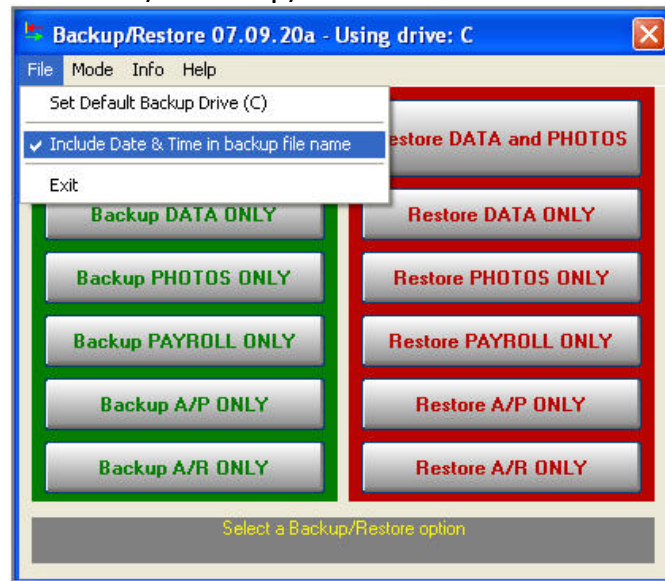
CAUTION: Whenever you do a backup or a restore, insure that the computer date is correct. People that sometimes change the computer date could get in serious trouble if the dates on the file are incorrect.

Suggested check numbers: In both A/P and in Payroll, the system will now suggest the next check number to be used when going into a check processing mode.
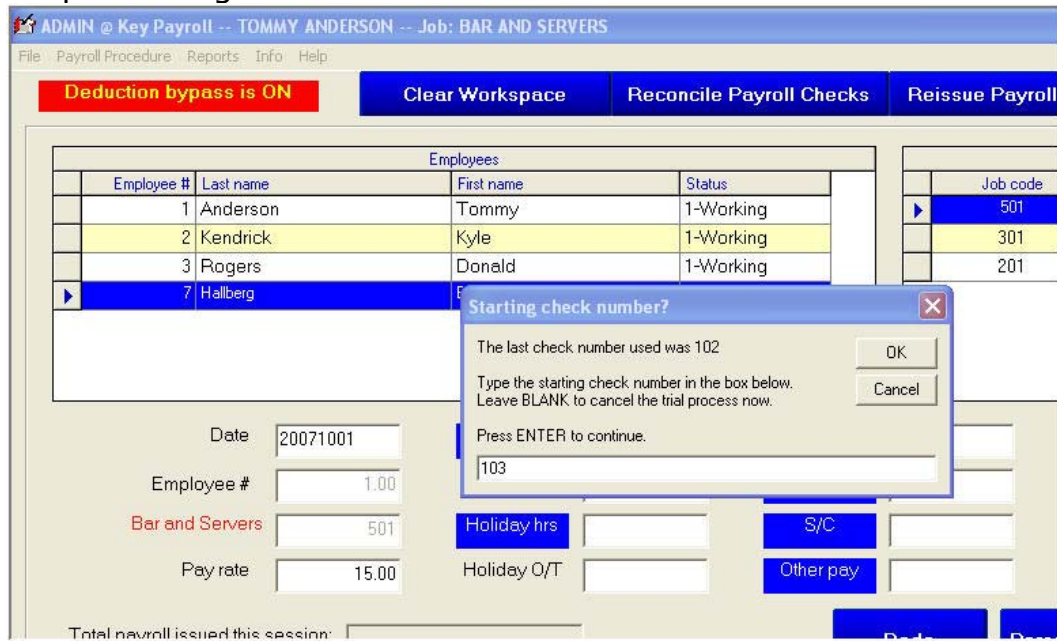
Employee YTD Payroll Information:

A field called "Fixed Deductions" has been on the Employee Earnings Detail screen but was applicable only as in input field for clubs converting from our old system – and that activity is long past. The new field "Variable Deductions" is now active. To see the fixed deductions, you can go to the Deductions tab for both Quarterly and YTD information.
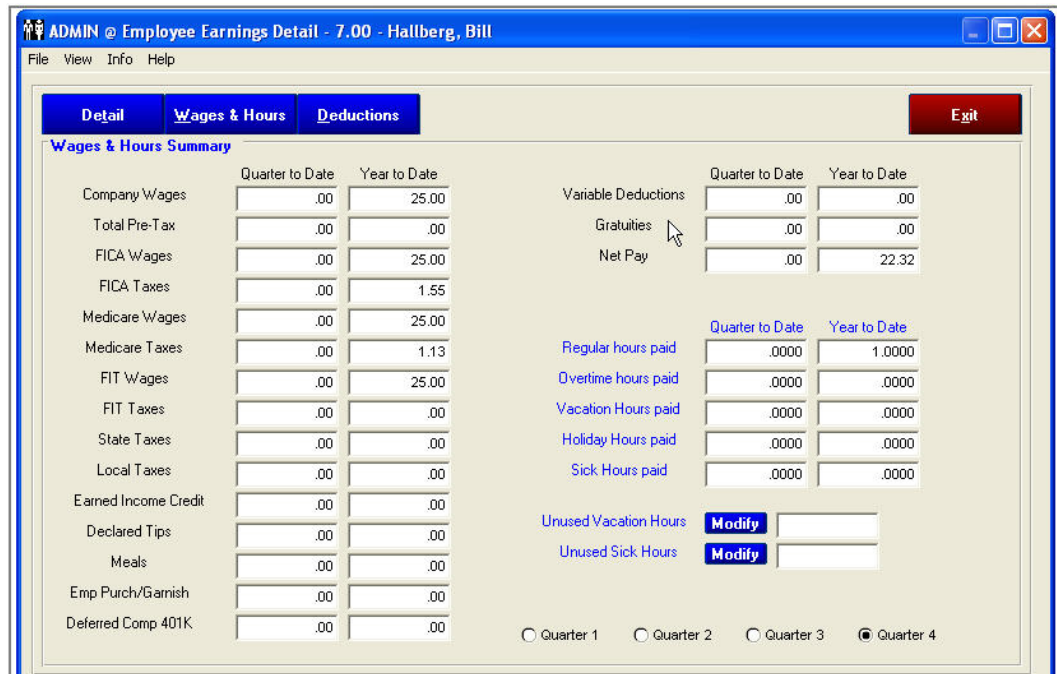
Revisions to AR Report 12, Member Aging Report: You now have the option to include the Last Payment Date on the Member Aging Report. <u>A word of information, however.</u> To include the last payment date on the report requires the system to look at an additional database so it takes much longer to run than the "normal" report 12.
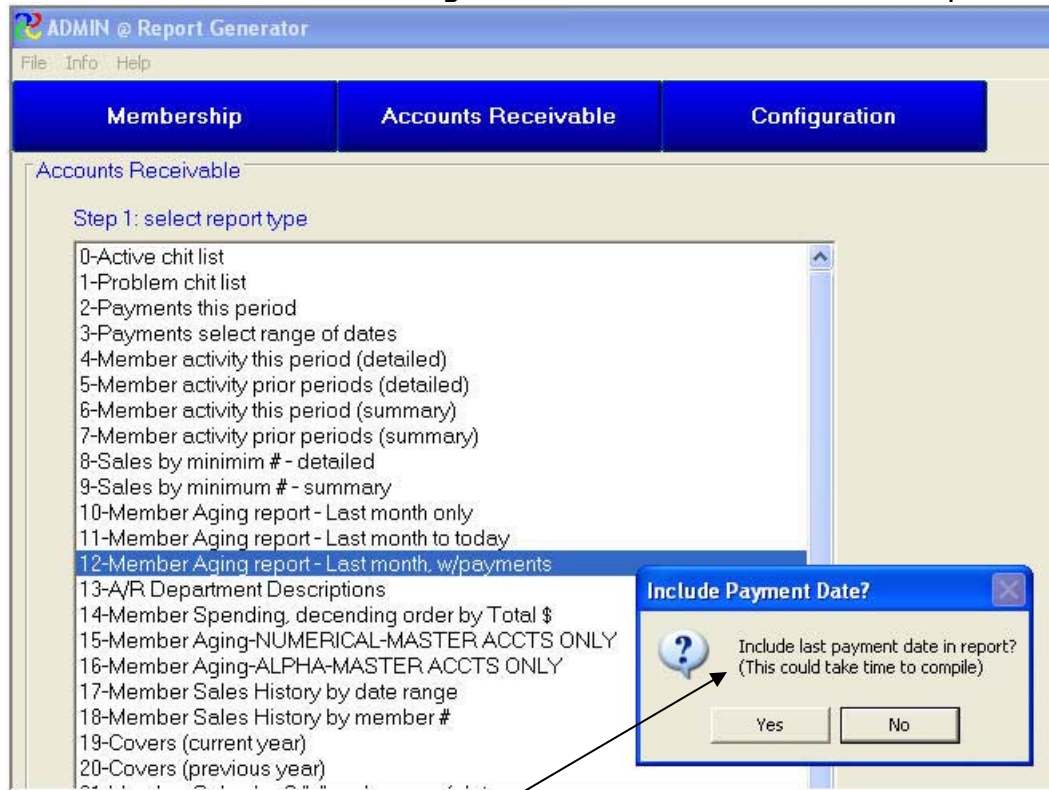

Member Aging Report with Payments   Numerical Order   Report date: 20071016   Page   1

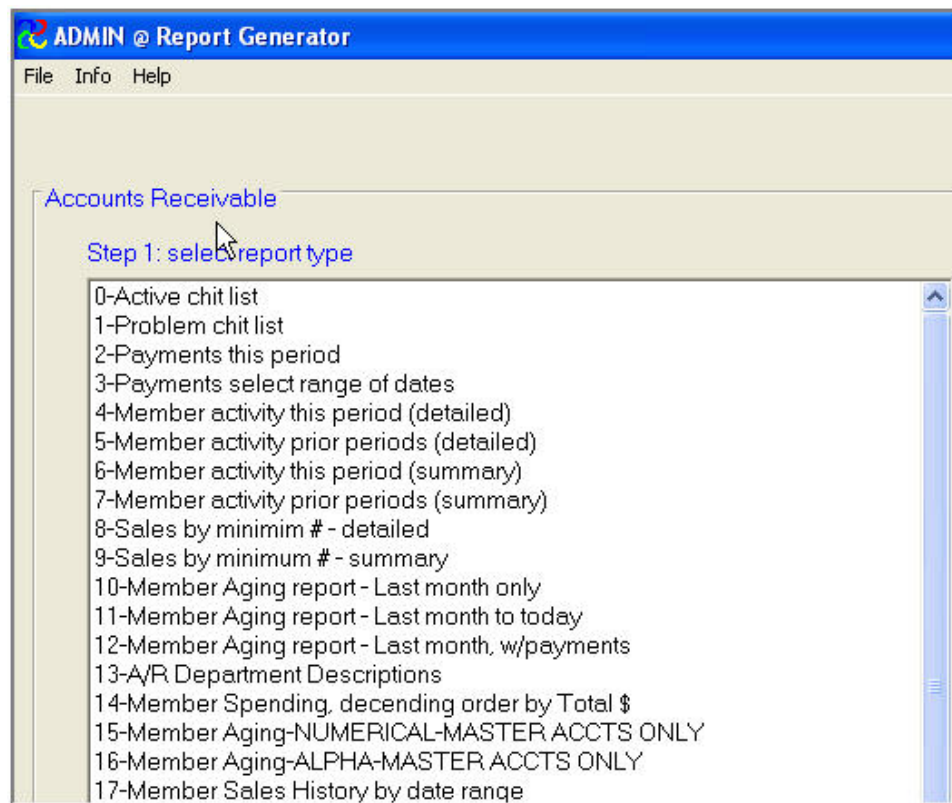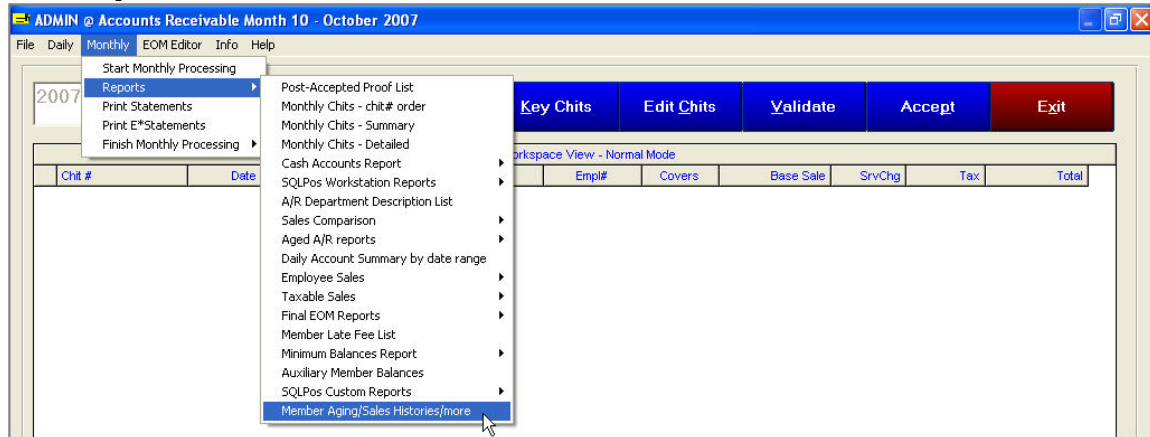The ABC Club   ...through September 2007

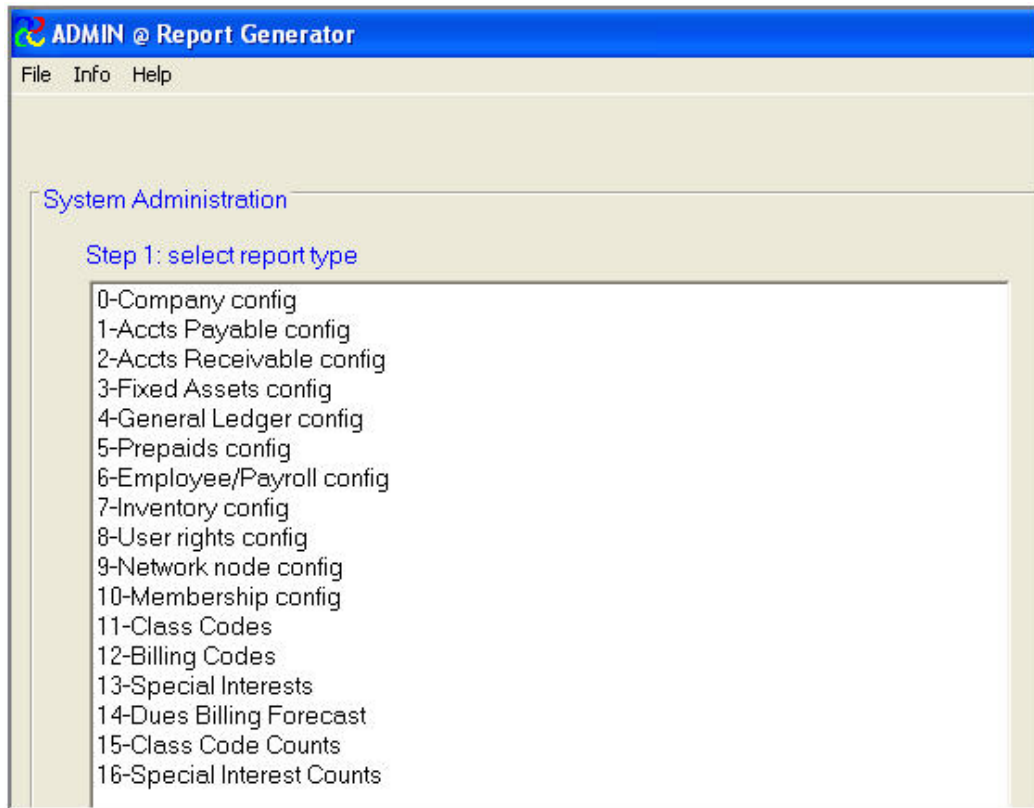| Acct #	Name	Last Pmt Date	Payments	1-30	31-60	61-90	91-120	121+	Total Due
100.00	Monday Men's League,			-14,961.66					-14,961.66
109.00	Carlson, Bob	20070930		152.21					152.21
155.00	Davis, Lee	20070930		37.28					37.28
207.00	Anderson, Bob	20070930		82.51					82.51
240.00	Fish, Charlie	20070920		575.97	274.93	56.97			907.87
249.00	Carlson, Mark	20071015	-2,400.00	152.21	189.83	152.21	237.24	2,118.37	449.86
259.00	Emerson, Jim	20070930			87.68	60.00	85.50	84.24	317.42
274.00	Barnett, Charles	20071015	-151.21	151.21					
312.00	Anderson, Gary	20070427		141.50	164.65	141.50	209.38	1,192.14	1,849.17
355.00	Duck, Don M	20070930		10.16	104.15	105.68	153.52	1,017.65	1,391.16
356.00	Ripley, Gordon	20070930		9.58	98.14	9.58	96.55	95.12	308.97
429.00	Gack, Bob	20071015	-152.21	152.21					
443.00	Sands, Lee	20070930		152.21	192.78	152.21	240.15	236.60	973.95
512.00	Hallberg, Bill	20071015	-1,927.98	286.51	1,641.47				-0.01
1014.00	Malloy, Ken			42.60	78.78	62.60	125.95	890.14	1,200.07
1034.00	Fenton, Steve	20070930		169.06					169.06
1400.00	Johnson, Dave			20.23	31.41	20.23	30.65	694.45	796.97
5172.00	Dobbs, Jimmy	20071015	-94.78	94.78					

Initiation of Reports: The Pyramid's Report Generator.

We have included the Membership, Accounts Receivable, and System Reports that can be printed from the pyramid <u>or</u> the various modules <u>also.</u> Therefore, <u>the same reports</u> can be run from their applicable area or from the pyramid.

AR Reports:

System Reports:

```
ADMIN @ Configuration
File   Reports   Info   Help

     O Company        O A/P       O Fixed Assets    O Inventory    O POS          O Configuration
     O Membership     O A/R       O G/L             O Payroll      O User rights   O Event Manager
```

```
ADMIN @ Report Generator

File   Info   Help



System Administration

    Step 1: select report type

    0-Company config
    1-Accts Payable config
    2-Accts Receivable config
    3-Fixed Assets config
    4-General Ledger config
    5-Prepaids config
    6-Employee/Payroll config
    7-Inventory config
    8-User rights config
    9-Network node config
    10-Membership config
    11-Class Codes
    12-Billing Codes
    13-Special Interests
    14-Dues Billing Forecast
    15-Class Code Counts
    16-Special Interest Counts
```

Membership Reports:

New Custom GL Report Template:

There is a new template, **GLCTXTR**, that can be used to reverse the natural signs of summary data for a report. It will allow you to show income as a positive number and expenses as a negative. Profit (if any) can be shown as a positive with a loss as a negative. This template is normally used only for P and L type information, not balance sheet data.

New Module:

Club Data is pleased to announce a new module, **Event Manager.**

Event Manager is a calendar based scheduling tool that is an integrated add-on to Club Office. Call Club Data for features and pricing and to schedule a demonstration of Event Manager. In addition, specific information can be found in the user's manual found on the Club Data web site.
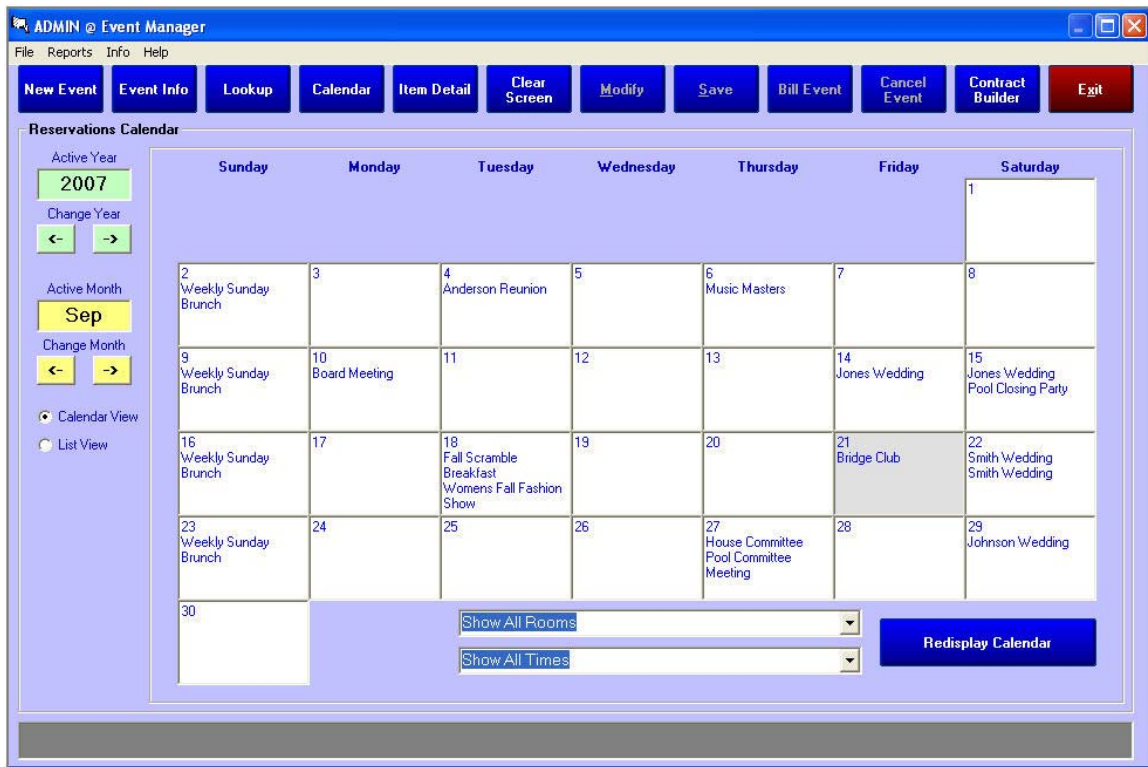
Please share this newsletter with all of your colleagues.

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

Instructions for downloading updates from the Club Data website:

1. In ClubData.Com, go to Customer Login and then go to Software Updates. If you don't remember your login information, call Club Data.
2. Click on Club Office Professional

3. Result:

- If you just have Club Office, click on the updatecdco.exe Download Now button.
- If you just have both Club Office and the SQLPos module, click on the updatecdcoplus.exe Download Now button.
- Follow the instructions to update Club Office.

4. If you have SQLPos, you also need to update each of the POS registers after Club Office has been updated. To update the registers:
   - Activate Heartbeat on each of the registers and then move to the SQLPos Control button on the pyramid.
   - Wait for each of the registers' unit number box to turn green.
   - Click in the Select box for each of the workstation units
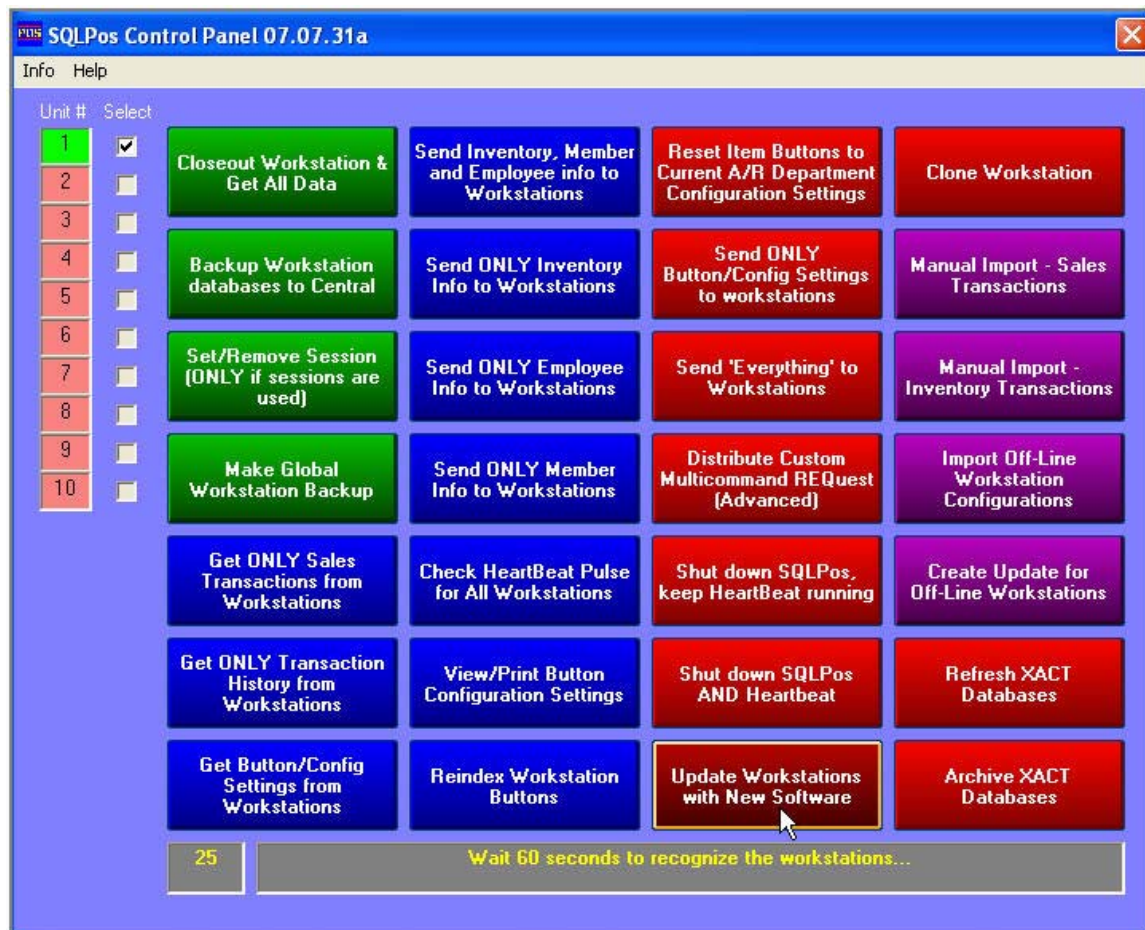
   - Press the red "Update Workstations with New Software" button (bottom of third column) and wait for the software to be pushed out to the workstations and the Unit # box turns green again. The process will actually involve shutting down the workstation and Heartbeat, updating the software, and then restarting Heartbeat and POS.