Newsletter for December 2007 from Club Data Corporation

This newsletter is sent to Club Office users to:

- Remind you that there is a new software update for Club Office on the Clubdata.Com website. There is no SQLPos update this month.
- Provide helpful hints or information that you may find of value.

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.

For December, 2007, there are only minor changes in Club Office that will be largely un-noticed and there are no changes in SQLPos. There is also a small change or 2 in the Events Manager.

What is important and is included in the 07.11.30a update however, is:

- The updated PRINTW2 module is included for users who wish to print their own 2007 W2 forms. The new module produces the resulting data file that you transmit to the government in the proper format for 2007 -- the feds change the format of something inside the file every year.

After the 1st of the year, there will be tax table updates for payroll that you should be planning to put in <u>after</u> your 2007 payroll processing has been completed and before you start to process any 2008 payroll.

The instructions for updating the software start on page 4 at the end of this newsletter.

Preparation for Year End Payroll Processing:

As you prepare for your year end employee payroll processing, please remember that the Federal and most State governments will reject some or all tax documents that are either incorrect or inaccurate. We suggest that you take the time now, prior to the end of the year, to review all employee records to insure that:

- The social security number is correct.
- That the two position state code is correct (ie MN rather than MM for the state of Minnesota, etc)
- That the employee addresses are correct.

Year End Tax Forms and Tax Form Processing:

A letter was sent to all clubs reminding you that we have W-2's and 1099's available. We still have a few forms that have not been reserved. Should you need either W-2's or 1099's, please let us know as soon as possible.

If you would like Club Data to print your year end tax forms, please contact Dave and let him know so he can place you on his schedule.

W-2's and 1099 Processing:

For those of you that are having us process your year end W-2's and 1099's, please send us your A/P and Payroll backup files after you have processed your final A/P and Payroll runs for the year. You could send just the A/P and the Payroll backups or you could send the entire data base depending on what is easier for you.
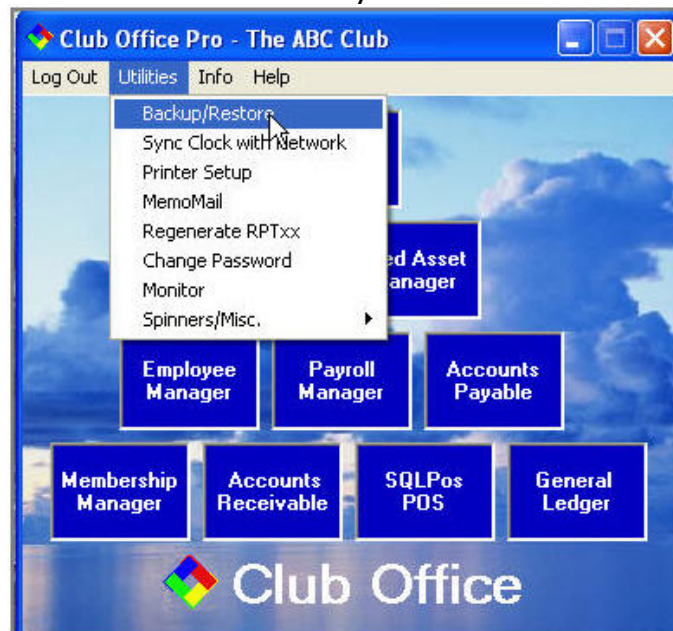
Year End Processing Activities:
As you plan for your year end processing, you may wish to review the Year End Processing Activities document starting on page 5.

Holiday hours:
Our office will be closed on December 24th, December 25th, December 31st , and January 1st, 2008.   Emergency support is available, of course.

From the team at Club Data, have a tremendous holiday season.

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

Please share this newsletter with all of your colleagues.

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

Club Data Customer Support
Quality software systems and exceptional customer service

Software Updates and Patches

Home

Software Updates

Help/Procedures

FAQ

Please click on a picture or link below to go to that respective download area.

Club Office *Professional*

3. Result:

Club Data Customer Support
Quality software systems and exceptional customer service

Club Office Updates & Patches

Home

Software Updates

Help/Procedures

FAQ

Miscellaneous

Forms & Supplies

Links

Main Web Site

- Current Updates
- Prior updates
- Supplemental Modules
- How to Install a Club Office Update

Current Updates (be sure to scroll down the list for any *new* items!)

updatecdco.exe - July 31, 2006   **Download Now**
INSTALL THIS RELEASE IF YOU DO NOT HAVE SQLPOS POINT OF SALE. This release constitutes a complete release of all software modules, report templates and help files. After installation, when you try to start Club Office, you'll be taken to the database update utility. Run it and then start Club Office afterward.

updatecdcoplus.exe - July 31, 2006   **Download Now**
INSTALL THIS RELEASE IF YOU DO HAVE SQLPOS POINT OF SALE. This is for users who have SQLPos Point of Sale installed on their systems and it includes both the normal Club Office update and SQLPos Point of Sale update in one installer package. Your SQLPos serial number is required for installation. After installation and running the database update, you can distribute the software update to the remote workstations via the SQLPos Control Panel.

- For December, 2007, there is no "updatecdcoplus.exe so just click on the updatecdco.exe Download Now button.
- Follow the instructions to update Club Office.

Year End Processing Activities - 2007

There are certain processes that should be run at the end of the year to insure that YTD reports run in the following year are meaningful, that data bases are reset properly, and to allow for ongoing processing as needed

Areas where year end processes need to be addressed are in:
- Accounts Payable
- Accounts Receivable
- Payroll
- Inventory
- General Ledger

Accounts Payable: If you print 1099s, the 2007 1099-MISC is the same as 2006 and the software can print them for all vendors or selective vendors who have hit the $600+ barrier.

1. Process 1099's:
   - Go into the Vendor module,
   - Click FILE and choose EOY Functions.
   - Select Recalculate Yearly Vendor Totals, using the FROM/TO dates appropriate to the year in question. This will recalculate vendor payments based on checks issued.
   - Print 1099s.

2. Use the "End of Year Zero" Function to reset all vendors' YTD Purchases to zero
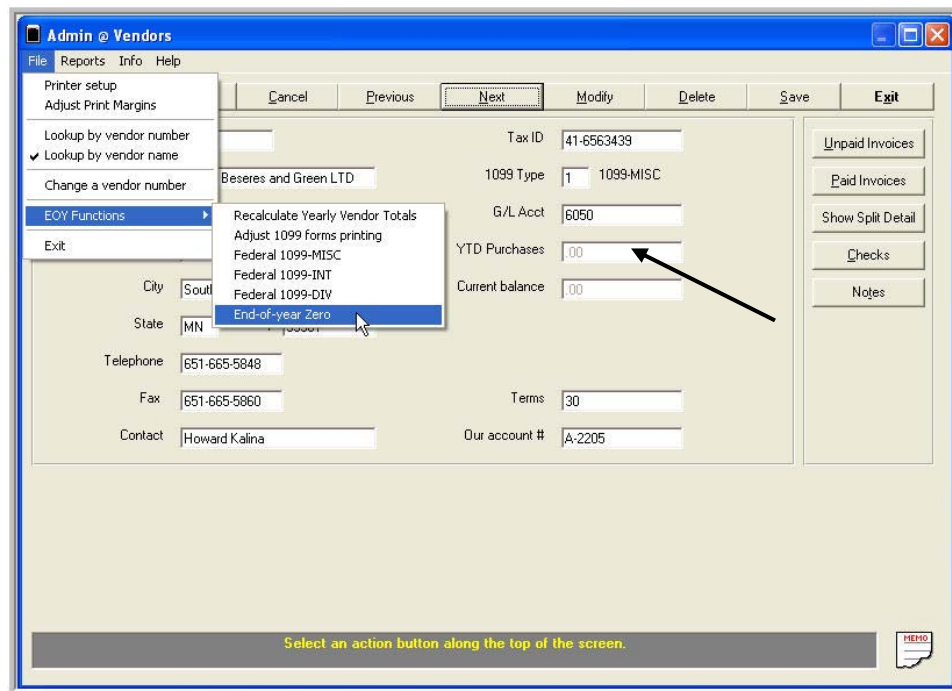
When: This is to be done after the final checks have been written and before the first checks for the New Year.

Accounts Receivable: There is nothing to do in A/R other than to make sure that December 2007's A/R has been finished. You probably don't want the December journal entries to show up in 2008 business! A/R is ongoing and runs month-to-month so there isn't a year-end function for it.

Payroll: Make sure all employees have been paid whatever they're supposed to have been paid, including bonuses, etc. so it all falls into 2007.

Important: If it's already January, 2008 and you need to issue a bonus or something for 2007 payroll, you need to physically change the computer's date to 12/31/2007 so that the check date is issued into the correct year since the feds consider the "issue date" as the determining factor for whether an employee's earnings apply to one year or the next.

Otherwise, make sure the last payroll has been "finished" with resulting journal entries. Then the normal payroll finish stuff happens (W2s, etc., generating the data file to upload to the feds, and finally the payroll year-end zero process that zeros employee totals getting ready for the next year.)
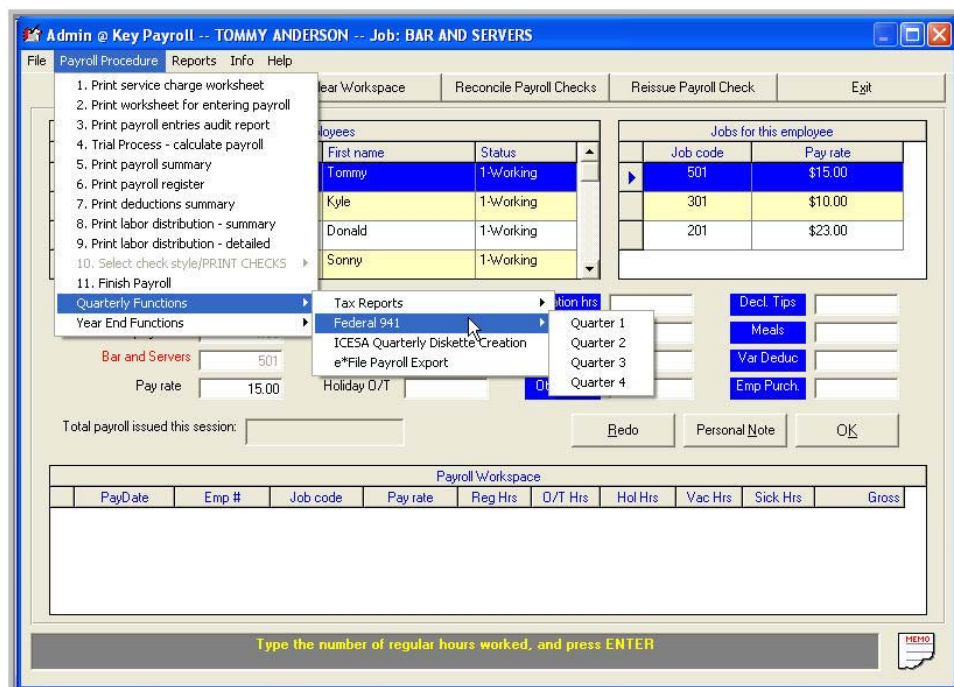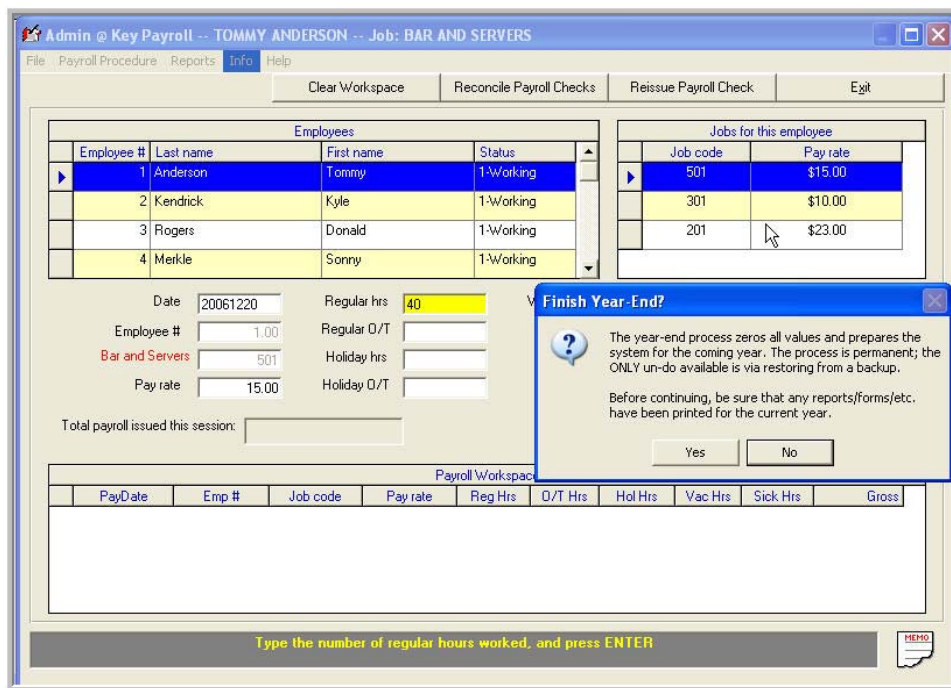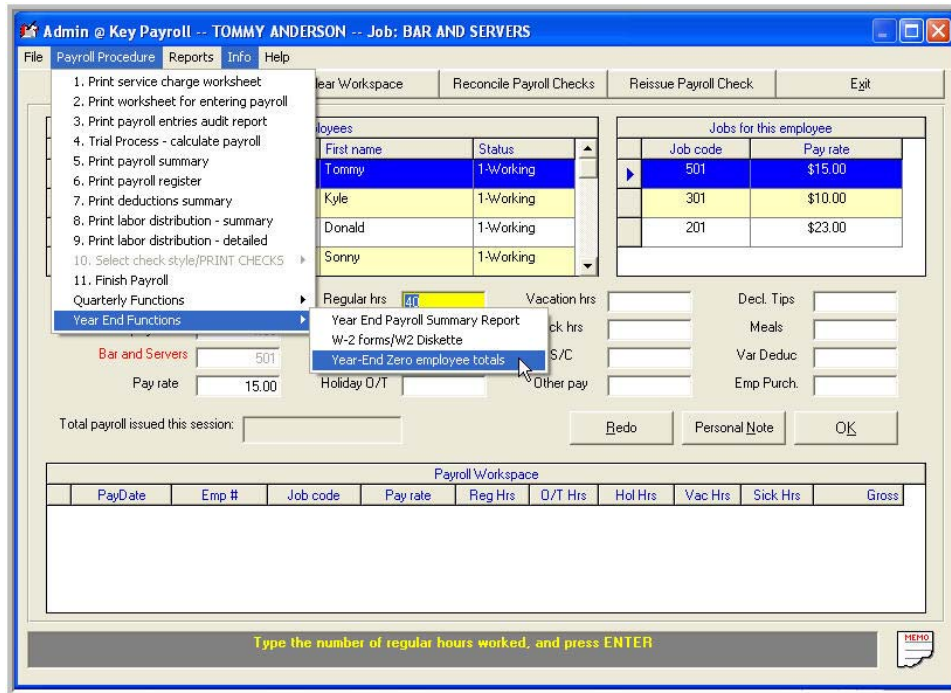
Inventory: Depending on your inventory control processes, you may want to take one of several steps to either update your inventory on hand quantities and / or update the quantities and pass the correct numbers to the general ledger.

Refresh the Inventory Quantities. This is a periodic process primarily for SQLPos users to take the sales transactions and decrement inventory and pass applicable sales data to the General Ledger.

Once inventory has been updated, you may want to take a physical inventory and make adjustments to Club Office as necessary.

Note: If inventory has been expensed at receipt time, just knowing the inventory quantities in stock compared to the expected quantities may just be an exercise in inventory awareness.

When: This is normally done prior to year end so year end /new year financials reflect the proper inventory and / or expenses.

The Inventory Journal Posting Report identifies transactions and amounts that have been passed to the G/L. If inventory has been expensed, these transactions should be deleted.

Inventory Journal Posting Report			Report date:	20061220				Page	1
The ABC Club									
Group	G/L Acct	Type	Amount	Status	Reason	User	Per	Chk#	Vend#
20061220@15:01:56									
1055.000	Suspense Account (Clear w/JE)	A	3.00	N	ITY-Cogs-3	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	(3.00)	N	ITY-Cogs-3	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	13.90	N	ITY-Disc-3	Admin	11		
3042.000	Misc Food	I	(13.90)	N	ITY-Disc-3	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	8.99	N	ITY-Disc-105	Admin	11		
3040.000	The Timbers Dining	I	(8.99)	N	ITY-Disc-105	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	1.59	N	ITY-Disc-200	Admin	11		
3040.000	The Timbers Dining	I	(1.59)	N	ITY-Disc-200	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	25.00	N	ITY-Cogs-201	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	(25.00)	N	ITY-Cogs-201	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	1.00	N	ITY-Disc-611	Admin	11		
3044.000	Misc N/A Beverage	I	(1.00)	N	ITY-Disc-611	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	2.00	N	ITY-Disc-612	Admin	11		
3044.000	Misc N/A Beverage	I	(2.00)	N	ITY-Disc-612	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	4.00	N	ITY-Cogs-825	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	(4.00)	N	ITY-Cogs-825	Admin	11		
1055.800	Suspense Account (Clear w/JE)	A	6.00	N	ITY-Disc-839	Admin	11		
3046.800	Misc ALC Beverage	I	(6.00)	N	ITY-Disc-839	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	60.00	N	ITY-Cogs-1130	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	(60.00)	N	ITY-Cogs-1130	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	39.00	N	ITY-Cogs-1440	Admin	11		
1055.000	Suspense Account (Clear w/JE)	A	(39.00)	N	ITY-Cogs-1440	Admin	11		
0.000			(153.00)	N	ITY-Disc-7000	Admin	11		
2400.000	Prize Money Payable	L	153.00	N	ITY-Disc-7000	Admin	11		

A cycle count taken at year end to record stock status quantities might create inventory financial transactions that you may want to keep or delete.

General Ledger - If all journal entries (or all you expect, anyway) are done and it's January, make sure your G/L period is set to period 12. Repost the journal and print all of your reports. Then:
- Make sure nobody is in the system at all
- Make a backup of the whole system, and finally,
- Click the EOY button toward the top-right of the G/L module. It will ask a few simple questions and then it'll be off and doing its stuff.

Finishing the year is quite quick (only a moment or two, really) and when it's done, you'll be in period 1 of the next fiscal year with only balance sheet items having a balances forward and income while expense accounts are set to zero. Once in period 1, you can repost period 1 to get up to speed and show numbers for period 1.

Income and expense items will be zeroed and will be placed into a balance forward retained earnings account as defined in the "G/L Acct Prior Year's Surplus" field on the G/L configuration screen. (below)

If you are not ready to close the year, the system will allow you to keep the old year and the current year open simultaneously. It will take you into period 13, 14, or 15, as the calendar date moves on.

You can close periods 12, 13 or 14 (but not 15) without closing the year. When ready to close the year, change the G/L period back to period 12 and proceed to close the year.
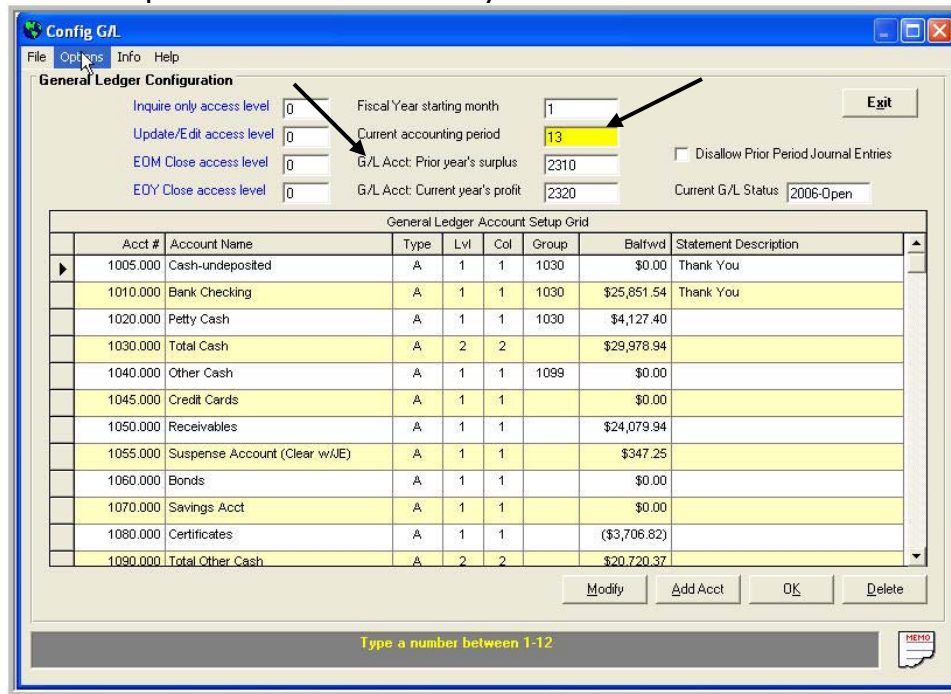
Serious Note: When you are in periods after 12 (ie period 13), be very certain to place all batches into the period that you intend. For example, in A/P, if you place the batch in period 1, it will be in period 1 of the "old" year. If you put it in period 13, it will be in period 1 of the new year. **Be very careful when assigning periods when you have not closed out the year**.

Also, close your year as soon as possible to avoid complications.

Backup? Did we ever say backup? Backups are really important at this time of the year. Before you do any year-end stuff for any of the modules, you should make a full backup of the whole system. This gives you something to go back to in case you need it (nobody ever has, to my knowledge, but it's sure nice to have). Year-end processes are permanent and there is no "undo" button. The only way back is to restore from a backup.

Backups cannot be made when users are in the system!
Backup Methods:
- Copy the entire CDCO folder and the entire CDCONODE folder and place on a CD or other storage device.
- Go into the pyramid / utilities / backup.