



## **Newsletter for June, 2008 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. In addition to Club Office, there is an update this month for SQLPos and Event Manager.
- Provide helpful hints or information that you may find of value.

### **Software Updates:**

It is our intention that all users on support will take the time to update their software once a month after month end so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area for Club Office on the Club Data web site, download the file, UpdateCDCO.EXE which will be the "normal" update or UpdateCDCOPlus.EXE if you have SQLPos also. This month, there is also an update for TimeClock.

### **Significant Changes This Month:**

**Auto Debit:** Many clubs have adopted the process of procedurally debiting their members' bank accounts each month for the balance due. We have made several changes to the software to help facilitate this process. First, an Auto Debit field was added in this update on the financial tab of the membership screen to allow you to identify the members who have elected to have their bank accounts charged. Secondly, statements can be configured to reflect those members in the program to indicate "do not pay." Thirdly, in the June 30 Club Office update, there will be an aging report that lists the amounts due for the members who are participating in the Auto Debit Program. Note that this field does not cause the system to automatically debit the members' bank accounts but that it identifies the members and the amounts to make it easier to communicate with the member banks.

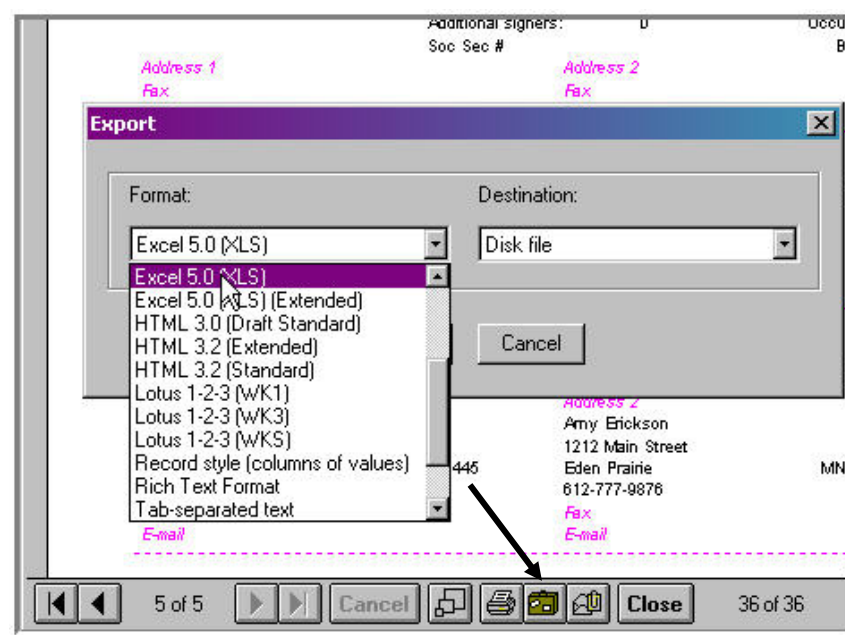
See attachment 1.

To take advantage of the Auto Debit feature, you will need to have your statement template changed. The fee to change the templates for Auto Debit is \$115. Contact Dave prior to June 15 if you want to introduce the process for June 30 billing.

As you are thinking about implementing the Auto Debit concept, we wanted to remind you that you have a variety of statement options available for your system – from very specific detail with comments to consolidation at various levels. Some clubs have elected to print information such as prize money and credit book balances on the statement. Again, as you look at your statements, you may wish to contact Dave and have him incorporate some changes in your statement layout.

## Tip of the Month:

**Printing within Club Office.** All reports printed from Club Office can be sent to a variety of file formats that can enable you to further process the information. This is a feature that is not used as often as it could be. Check out this feature and pass the info to the boss and all other associates.



## New Module:

Club Data is pleased to announce the introduction of our latest module, **TTG**, an integrated online tee sheet reservation management system. With **TTG**, members or non member guests can save you money as they make or manage their own reservations on line – using the variety of configurable control options you set for your club.

<b>TTG</b>	<b>ABC Golf Club</b> Welcome Mike Anderson																
<ul style="list-style-type: none"> <li>● Make a new reservation</li> <li>● Change/View an existing reservation</li> <li>● Cancel an existing reservation</li> <li>● Move an existing reservation</li> <li>● Duplicate a reservation to another time</li> <li>● Change my password</li> <li>● Change my personal information</li> <li>● Log Out</li> </ul> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="GO"/> </div>	<div style="text-align: right; margin-bottom: 10px;">           Today is: 05-05-2008            Active Reservations:         </div> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Course</th> <th>Date</th> <th>Time</th> <th>Confirmation</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>05-05</td> <td>10:20</td> <td>9T2YEX79K</td> </tr> <tr> <td>B</td> <td>05-07</td> <td>09:32</td> <td>6CGXUT1DJ</td> </tr> <tr> <td>B</td> <td>05-08</td> <td>09:56</td> <td>8327TURZA</td> </tr> </tbody> </table>	Course	Date	Time	Confirmation	B	05-05	10:20	9T2YEX79K	B	05-07	09:32	6CGXUT1DJ	B	05-08	09:56	8327TURZA
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Like all of the Club Data modules, **TTG** represents an exceptional value in comparison with the products offered by our competition. "We feel that clubs using tee sheet can manage their scheduling process more effectively with less staff and lower cost" says Dave Haberle, our Development Director who was himself a former PGA touring and club pro. "Consider purchasing your tee sheet software rather than paying larger annual fees to rent it." (By the way, for other clubs not using Club Office, TTG can be run independently of Club Office to allow for possible use in a wider range of club environments.)

Check with Club Data for features, pricing, and the implementation steps for our tee sheet, TTG.

**Please share this newsletter with your colleagues.**

**Bill Hallberg**  
**Club Data Sales and Service**

## Attachment 1:

### Auto Debit Feature

Club Office has a new feature, Auto Debit, which is available for the June 30 billing cycle. Auto Debit is a mechanism to help process debits and have them reflected on the member statements.

#### Procedurally:

- Set up members who want their bank contacted to automatically debit their bank account for the balance forward amount of the current statement.

ADMIN @ Financials for: # 207 - Bob Anderson

File Info Help

Options Edit Options Save Options Lookup Sub Accounts Other Charges Current Charges Cancel Exit

Balance Forward 2289.79 1-30 days 843.79 Food and Bev 35.00 Due Prepaid Bal 1 .00

Current Charges .00 31-60 days 419.92 Pro Shop .00 OK Prepaid Bal 2 .00

Payments & Credits .00 61-90 days 218.36 Activities .00 OK Prepaid Bal 3 .00

Total due: 2289.79 91-120 days 185.99

over 120 days 621.73

Installment Bal 1 .00 YTD Total 1 657.52

Installment Bal 2 .00 YTD Total 2 3245.94

Installment Bal 3 .00 YTD Total 3 .00

Credit Limit .00 Frequency 0

Account Options - System Cycle Setting: 10

☐ No monthly minimum ☐ Annual cycle (Jan-Dec)

☒ Monthly minimum at month end ☐ 2-month cycle (Jan-Feb, Mar-Apr, etc.)

☐ Cycle A - 1st thru last day of month ☐ User-defined

☐ Skip late fees on this account

☒ Auto Debit Statement Msg

- Have Club Data change your statement template to look for Auto Debit Statement processing and insert the words "Do Not Pay" for those members on Auto Debit.
- Review the report of the Auto Debit members for the balance forward amounts to communicate with the appropriate banks.
- Record a payment in A/R when you have validated that the money has been transferred to your account.

#### Your Action:

- Contact Club Data to request a change to your statement to reflect the Auto Debit processing prior to implementing this process.
- Set up processes and procedures to implement this process.