Newsletter for November, 2008
from
Club Data Corporation

This newsletter is sent monthly to Club Office users to provide helpful hints or information that you may find of value.

This Month:
All Club Office users have received a CD with the latest version of Club Office. This version introduces a new version of the Crystal Report Writer with significant additional capabilities when saving a report to a file - primarily in a PDF format.

Another very nice feature is the ability to run a prior year Trial Balance by specifying the period(s) in either a summary or a detailed format. See page 2.

A 3rd feature for POS users is the ability to identify register locations on the SQL Pos Control Panel. See page 6.

> Most of you have already updated your system.
> For those of you who have not, you must install the
> CD update before you update the 2009 tax rates
> prior to your first payroll run in 2009. We suggest
> that you update now and not wait until you have to.

TIP OF THE MONTH: Develop a procedure to record and recognize use / sales tax liabilities when you purchase goods or services where the tax is not included on the invoice. See page 4.

TIP OF THE MONTH 2: Every year, when you file your W-2 information, you need to log in with your ID and Pin number. That data needs to be renewed annually. It might be appropriate to log into: www.SSA.GOV/Employer to renew your information before you are forced to at the last minute.

**TIP OF THE MONTH 3:** Attribute your icons. See Page 5.

Please share this newsletter with your colleagues.

Bill Hallberg
Club Data Sales and Services

Getting Prior Year General Ledger Information

One of the new features in the August 2008 update to Club Office is a prior year Trail Balance Report that can enable you to view the prior year's G/L activity for one period or multiple periods.

This information has a variety of uses, from looking for specific detail to getting historic information for budgeting purposes.
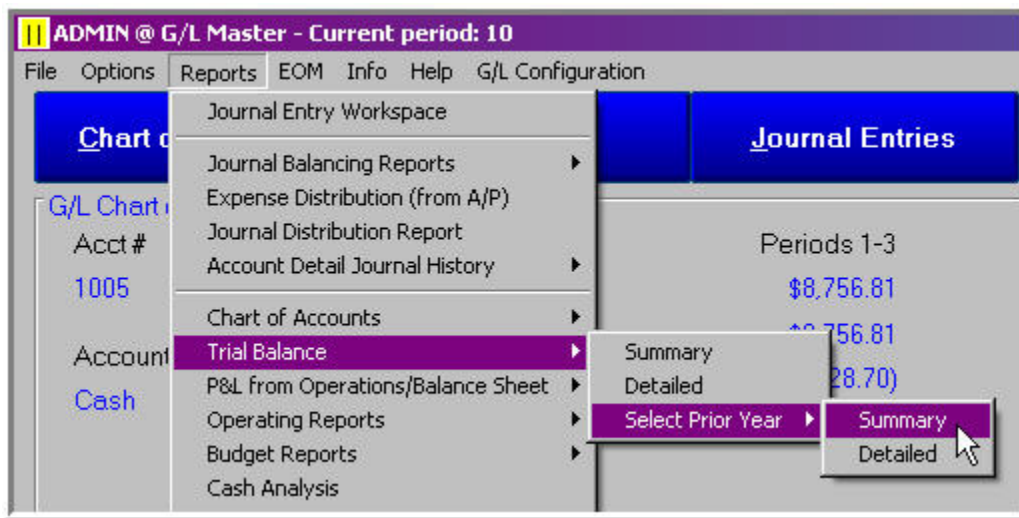
Summary Report:

Trial Balance	Printed: 20081017 09:32:31				Page 3
FY: 2007 From period 10 to period 10					
	Beg Balance	Total Debits	Total Credits	Net Activity	Ending Balance
3260.000 Social memberships	I -900.00		-100.00	-100.00	-1,000.00
3310.000 Locker room	I -1,500.00				-1,500.00
3320.000 Tree program	I -30.00		-5.00	-5.00	-35.00
3330.000 Golfhandicaps	I -630.00		-90.00	-90.00	-720.00

Detailed Report:

Trial Balance - Detailed		Printed: 20081017 14:10:24			Page 4
FY: 2007 From period 10 to period 10					
	Beg Balance	Total Debits	Total Credits	Net Activity	Ending Balance
3260.000 Social memberships	I -900.00		-100.00	-100.00	-1,000.00
20071119@09:25:37 A/R EOM Sales		-$100.00	ADMIN	10	
3310.000 Locker room	I -1,500.00				-1,500.00
3320.000 Tree program	I -30.00		-5.00	-5.00	-35.00
20071119@09:25:37 A/R EOM Sales		-$5.00	ADMIN	10	
3330.000 Golfhandicaps	I -630.00		-90.00	-90.00	-720.00
20071119@09:25:37 A/R EOM Sales		-$90.00	ADMIN	10	

Trial Balance Summary:

Summary					
	Beg Balance	Total Debits	Total Credits	Net Activity	Ending Balance
Income	-51,210.28	2.50	-1,775.95	-1,773.45	-52,983.72
Expense	3,026.85	0.00	0.00	0.00	3,026.85
Asset	140,416.58	6,643.20	-4,883.68	1,759.52	142,176.09
Liabilities	-92,233.15	102.00	-88.07	13.93	-92,219.22
Capital	0.00	0.00	0.00	0.00	0.00
Zero Test	0.00	6,747.70	-6,747.70	0.00	0.00

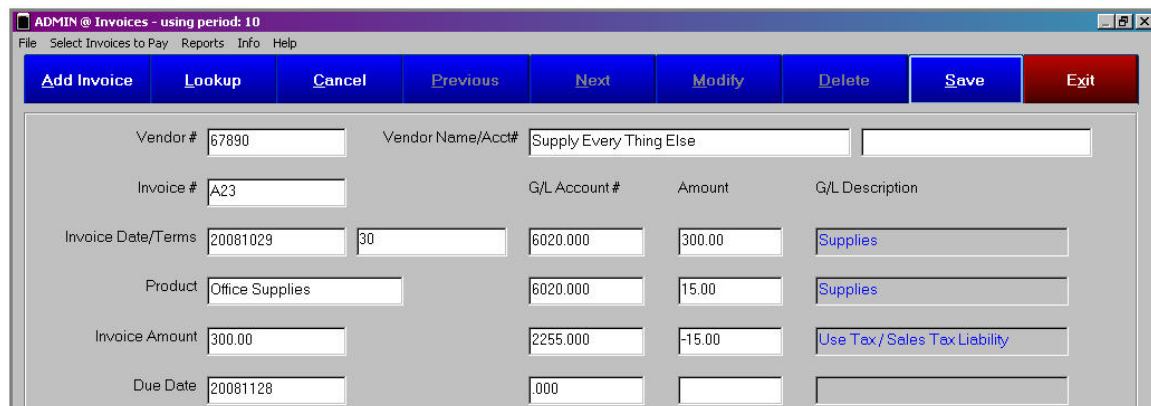Another source of prior year data may be obtained from one of the Budget Worksheet Reports that are available.

Tracking Use Tax in AP

For a variety of reasons, most clubs will have a situation where they purchase an item or service that is subject to either a sales tax or a use tax that was not paid to the vendor and needs to be paid directly to the state.

This situation would normally occur when something is purchased from an out of state vendor.

Recording and recognizing the liability is something that is important and needs not be complicated.

A technique that you might consider is illustrated in the following invoice. The invoice amount is $300 from the vendor – and you know that there is a 5% use tax that you will need to pay.

ADMIN @ Invoices – using period: 10									
File Select Invoices to Pay Reports Info Help									
Add Invoice	Lookup	Cancel	Previous	Next	Modify	Delete	Save	Exit	

Vendor #	67890	Vendor Name/Acct#	Supply Every Thing Else	
Invoice #	A23	G/L Account #	Amount	G/L Description
Invoice Date/Terms	20081029 30	6020.000	300.00	Supplies
Product	Office Supplies	6020.000	15.00	Supplies
Invoice Amount	300.00	2255.000	-15.00	Use Tax / Sales Tax Liability
Due Date	20081128	.000		

In the example, the vendor is owed $300, after taxes the cost of the supplies is really $315, and there is a Use Tax / Sales Tax Liability of $15 that has been recorded and is easily tracked.

The key to this process is the recognition of the liability and recording it properly.

By implementing a system like this, the proverbial sales tax audit should go very well.

Attribute Your Icons

Issue: At <u>some</u> clubs, for a variety of reasons, Club Office has been installed a multiple number of times in different locations on the club's network computers. Yet, there is only one "REAL" Club Office system and data base. You need to guard against users using an incorrect data base and losing information.

In some networking situations, WINDOWS can automatically change the Club Office login icon away from the "REAL" system to using one of the old or incorrect systems.

To insure that users continue to use the "REAL" system when logging into Club Office or Point of Sale – and to guard against WINDOWS automatically changing the system you are using - we highly encourage you to ATTRIBUTE <u>each computer's</u> desktop icons to READ ONLY. This will help you guard against the possibility that Windows will automatically change the icon properties and cause you problems.

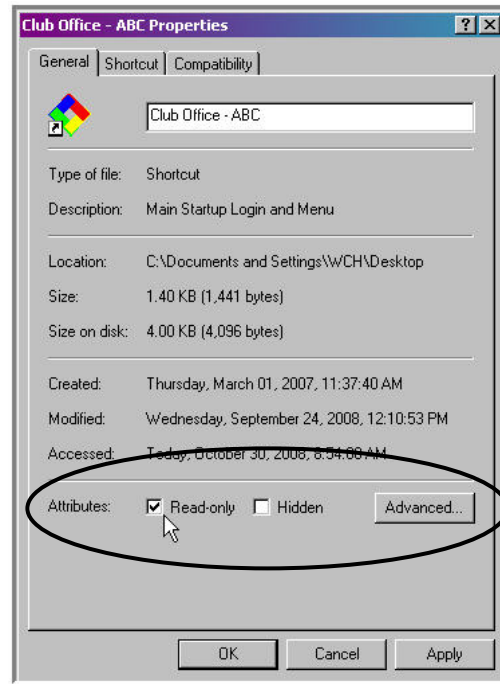**To attribute your icons:**

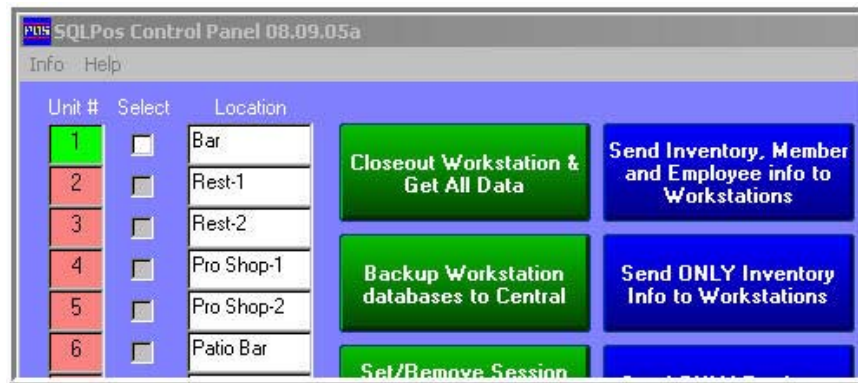- Right Click on the Icon

- Go to Properties
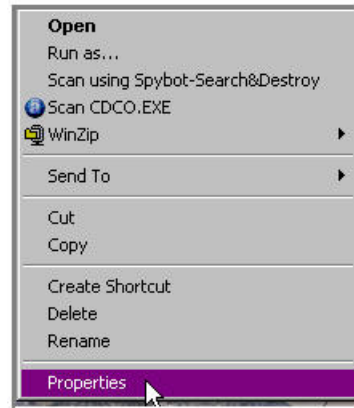
- On the General Tab, make the Icon Read Only.

Identify your registers:
You can now record the register number location on your SQL Pos Control Panel.

To determine a register's workstation number, look in the upper left corner of the workstation's POS screen.