

Newsletter for July, 2009 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: Update your software now from the Club Data website.

This month's software update includes: A Utility for Merging AP Vendors.

Many clubs seem to have the same vendor set up twice on the Vendor Master with different vendor numbers. If you have this situation, you might want to merge two vendors back into one so you have one set of records of the activity with that vendor. This merging includes both current AP activity and AP history. See the June 2009 Newsletter for details.

Modified SQLPos Tender Reports. For SQLPos users, the tender reports in the Inventory Module have been changed slightly to make them more applicable to a variety of users.

Tips and Ideas:

Sales Tax Update: We understand that many states have a sales tax update as of July 1. To accommodate this in your system:

1. Go to the A/R configuration screen and then to the "Update A/R List from G/L" screen.



2. Change the sales tax percentage for each affected account.

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	3044.000	Misc N/A	Beverage	1	0.15	0.065	1	0	0	2	0	2	Beverages		
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	3070.000	Member	oeverage	1	0.15	0.065	1	0	0	2	0	2	Beverages		

3. For users using Club Data's SQLPos, in the Inventory Module, go to File/Make Global Changes and then to Reset the Items to the A/R settings.

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File Reports Info Help				· · · · · · · · · · · · · · · · · · ·				
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Make Global Changes 🔹 🕨	Cost	•						
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Exit		- Inventory - Cost of Goods	UPC: 4			aly @ Sloreroom A	U	
Description	G/L Acct	- Discounts				Qty @ Storeroom B	0	
Order unit (pkg)	Sales Ta	Charge Percentage IX Percentage				Qty @ Mens Locker	0	
Current/Previous/Avg cc	Change	em in POS Dept Code).	0		Qty @ Womens Locker	0	
Total value on hand	<u> </u>	er Inventory ems to A/R Settings	Avg cost x qty on h	and)		Qty @ Primary Sales	0	
Vendor#	Purge In		Vendor not found:	<u>ان</u>		Total Qty on hand	0	
Vendor's SKU						Optimum qty on hand	0	
Retail price		6.9800	Alternate retail price	e 3.4750		Minimum qty on hand	0	
G/L Acct Sales		3042.000				Over/(understock)	-6	
Service charge % (Ex:.1	5 = 15%)	.2000				Reorder quantity	0	
Sales tax % (Ex: .065 = 6	.5%)	.0650				Suggested order	6	

4.	Be sure	the	changes	in	settings	are	pushed	out to	the	registers.	
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Description					-	Qty @ Storeroom B		
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Total value on	hand	Update SQLPos?				Dtv @ Primary Sale	is	-
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Sales tax % (E	Ex: .065 = 6.5%)		Yes		No	J		

5. In the SQLPos configuration, change the default sales tax percent.

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/C Tax Percent	1	CCard Acct Sub ID		G/L · Srv Chgs	3440	Set Cash Drav	uer Des
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ddress line 2	P.O. Box 456	Reg Flags	00121C4003000001090	Backup Drive A-Z	C	Help	Save
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tate	MN	Local printer #	4	Qty Warnings (0-9)	-	Live Xact Mode	0
ipcode	55344	Open Sale Mode	0	Server Password		Enable G/L Alias	1
hone 1	952-941-0855	Recall Hold Mode	3	Remote printer #1		Alpha Charge	
hone 2		G/L - Cash	1005	Remote printer #2		AutoReset Session	
mail	www.clubdata.com	G/L - Checks	1010	Remote printer #3		Table Viewer Mode	2
ales tax percent	0.065	G/L · Visa	1045	Remote printer #4		Use Original Date	0
tore ID	AT	G/L - MasterCard	1045	Remote printer #5		Reset Server #	0
how name	1	G/L - Discover	1045	Prevent \$0 price		Enable Seat #s	0
ession or Date	0	G/L - AMEX	1045	Local printer type		Print tip line (#5)	1
mp Validate Type	1	G/L - Carte Blan.	1055	Remote printer type		Get Local First	0
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evel 2 password	2	G/L - Credit Book	2405	Server only recalls		Panel 101 Security	-
evel 3 password	3	G/L - Our Gift Card	2404	Change for checks		Reprint Recall (mos)	0
evel 4 password	4	(unused)	1055	-	14		0
	- 92 		52	Change for gift cert	0	Master Acct Lookup	10

For non-SQLPos users, complete steps 1 and 2 above and then take appropriate action according to your circumstances.

Timing for the changes: It would seem that you would leave the rates alone until after you have processed June business and calculated June dues and would then make the changes. You would not want to push tax hikes to SQLPos until July 1.

Idea for Saving Money: Statements

Many clubs are in the process of looking for ways to save money. One area where there is a good possibility is in the approach to managing statements. There are 4 to 6 basic approaches for processing statements:

- 1. Use Pre-Printed statement forms in color and mail them to your members. This traditional approach is elegant but it is expensive when you consider the cost of the statement paper, the time to stuff the envelopes, and the ever increasing postage. The printer can be an inexpensive black and white laser printer. A variation may include another document such as a newsletter that further increases the cost to stuff and the postage.
- 2. Use perforated stock paper with your logo and club information built into a customized statement template. This approach suggests a better color laser printer but the cost of paper will be substantially less than 1 above.
- 3. Use the printing option to create statements only when necessary or consider not sending statements for "0" balance members. This option, however, might create telephone questions from some members looking for their statements. You could manage those members who need statements through filtering, however.

Select/Change Statement <u>D</u> ate	View/Edit Billing <u>N</u> otes	Generate E*Statements	<u>P</u> review Design	Ch <u>a</u> nge Design	S <u>t</u> op
O All Membe	irs			No statement for ze	ro balance
Filter by Spe	ciel Interest	Select MASTER (.8	0) accounts only	No statement for cr	edit balance
r mer by spe		Print statements onl	y when necessary	🔀 Print in groups of 200 staten	
Chit Consoli	dation ON	Print E*Statements	also	🗖 Date/dept # order	

4. E-Mail statements to members who are in a position to accept them. This option is faster than 1 and 2 because it does not require stuffing of envelops and it's much cheaper because it does not require postage and the cost of stuffing. It does require that clubs pay prompt and special attention to e-mails that bounce back as undeliverable so that e-mail address maintenance becomes a priority. If a newsletter is being sent with the statements, using e-mail can save additional money. You should be using Microsoft Outlook Express for your e-mail processing and should have a relatively fast Internet connection. You have the ability to e-mail statements to part (most) of your member base while mailing statements to the rest.

- 5. Use Club Data's optional <u>Online Statement Viewer Module</u> where members can log in to a web site and privately view their current statement and / or current balance. This option is <u>especially good</u> for clubs with minimums where members are calling to find out how much they need to spend. <u>Accordingly, this option should be</u> the least expensive to use since there is a one time module cost and the number of phone calls needing to be answered should be dramatically reduced. You will need to stay on top of your daily record posting and acceptance for this to work effectively.
- 6. Use 3rd party web hosting software to view member's statements. You would purchase a Club Data interface to get the statements to that 3rd party's site. This solution might be more expensive than 5 since there is normally a 3rd party monthly charge for this service and the Club Data interface will cost more than the Online Statement Viewer module itself. You would need the interface because some 3rd party web providers will not include a link because they "require" their own statement viewing solution.

Editing Chits in A/R

From time to time, we receive a call from a club wondering why some chit totals for edited chits are incorrect. We just wanted to remind the A/R folks about the proper way to edit chits.

When chits are created, whether by POS, month end, or manual procedures, they are "correct" relative to the base sale, service charge and the sales tax. When a chit is edited, however, you are changing a value in one or more fields and **in effect, bypassing edits. And this is where the issues might arise.**

Whether using the Daily Editor, the EOM Editor, or the Admin Editor, it's important to remember to edit **all** of the affected fields as appropriate. A specific situation that highlights the issue is shown below where a base sale field in the chit was being changed from positive number to a negative number. When changing the sign of the base amount, the sign on the tax amount was not changed – so when the editor added the fields across, the totals were "not correct" – even though technically correct.

Daily Editor.

Daily Monthly EC	M Editor Info Help								
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			Daily Work	space View - No	rmal Mode				
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	20090626	46107	1302	0	0	\$200.00	\$0.00	\$16.50	\$216.50

Base amount changed from \$200 to (\$200).

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The tax (and service charge) field needed to be changed to (\$16.50) also. Remember, you are editing the record and by-passing the edits and logic that were in place for creation of the original record.

Daily Monthly EC	M Editor Info Help								
20090626	<u>N</u> ew Dat	te		<u>K</u> ey Chits	Edit <u>C</u> hits	<u>V</u> alidate	/	Acce <u>p</u> t	E <u>x</u> it
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Chit #	Date	GL/Dept #	Member#	Empl#	Covers	Base Sale	SrvChg	Tax	Total
N105395	20090626	46107	1302	0	0	(\$200.00)	\$0.00	\$16.50	(\$183.50)
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EOM Editor. Once a record is accepted into the EOM table, all fields still can or / need to be changed as necessary.

ADMIN @ EOM Editor le Info Help							_ 8
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As a recommendation, it's often better to "Reverse" an entry and reenter it correctly. This can avoid errors in trying to correct a record.

Please share this newsletter with your colleagues.

Bill Hallberg Club Data Sales and Service