



## 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.

ADMIN @ Configuration

File Reports Info Help

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

Exit

**Accts Receivable Configuration**

25 Access - Inquire ONLY  
50 Access - Update/Edit Daily  
60 Access - Monthly Processing  
90 Access - Finish & Post Monthly

1050.000 G/L Acct A/R  
2250.000 G/L Acct A/R sales tax

See Chit Entry Validity Update A/R list from G/L Exit

	Title	GL Acct	Ppd?	Ppd G/L#
Minimum #1	Food and Bev	3460.000	N	
Minimum #2	Pro Shop	2480.000	N	
Minimum #3	Activities	8600.000	N	

Modify OK

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

**ADMIN @ Configuration**

File Reports Info Help

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

**Accts Receivable Configuration**

25 Access - Inquire ONLY   **See Chit Entry Validity**   **Hide A/R Department Grid**   **Exit**

G/L Acct#	Name	Level	SC%	Tax%	Min#	Ins#	Ppt#	Tot#	Ppt	Group	Statement Text
3020.000	Food sales	1	0	0.065	1	0	0	1	0	1	Food
3030.000	Member dining	1	0.15	0.0675	1	0	0	1	0	1	Food
3040.000	The Timbers Dining	1	0.2	0.065	1	0	0	1	0	1	Food
3042.000	Misc Food	1	0.2	0.065	1	0	0	1	0	1	Food
3044.000	Misc N/A Beverage	1	0.15	0.065	1	0	0	2	0	2	Beverages
3046.000	Misc ALC Beverage	1	0.15	0.09	1	0	0	2	0	2	Beverages
3048.000	Misc Other	1	0.15	0.065	1	0	0	2	0	3	Miscellaneous
3060.000	Beverage sales	1	0	0	1	0	0	2	0	2	Beverages
3070.000	Member beverage	1	0.15	0.065	1	0	0	2	0	2	Beverages

**Modify**   **OK**

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.

**ADMIN @ Inventory**

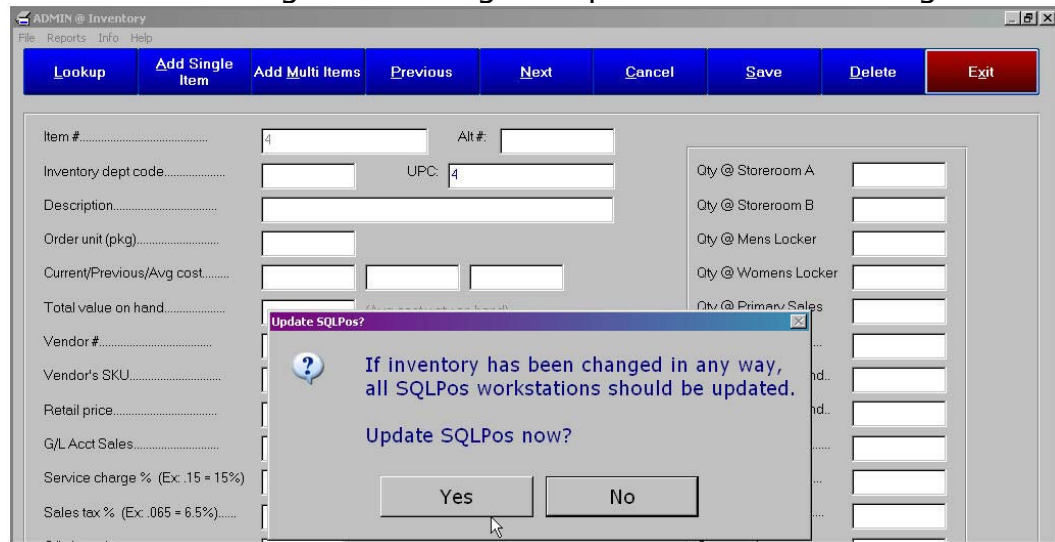
File Reports Info Help

Printer setup   Adjust Print Margins   **Single m**   **Add Multi Items**   **Previous**   **Next**   **Cancel**   **Save**   **Delete**   **Exit**

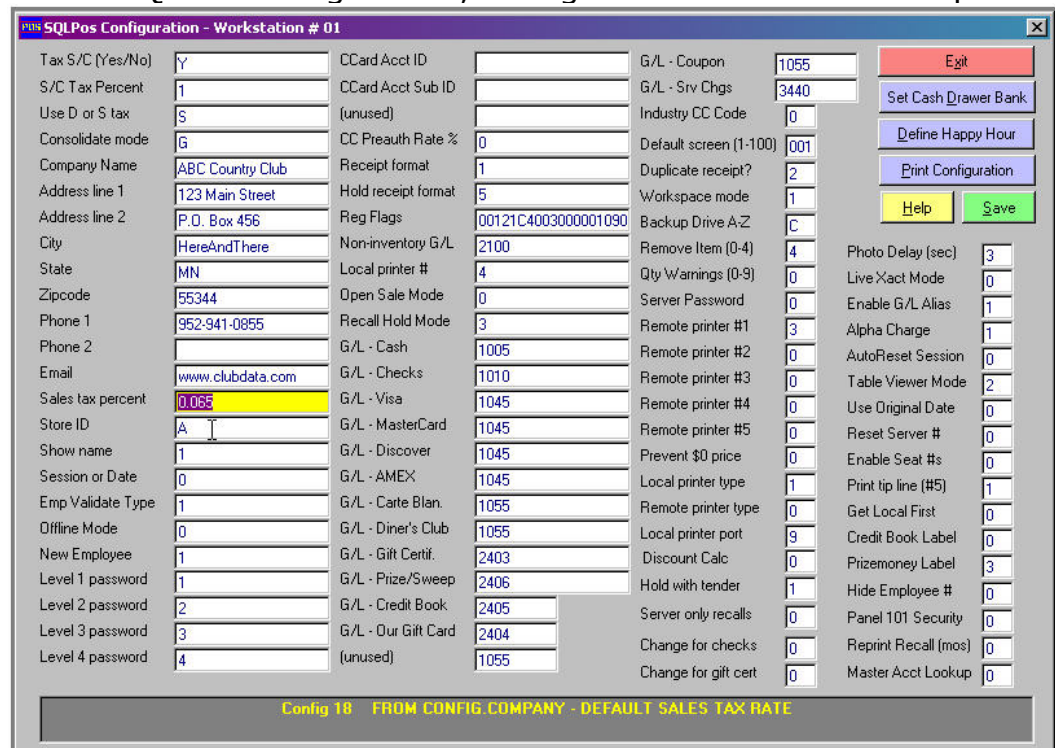
**Make Global Changes**   Cost   Retail Price   Alternate Retail   Alt #: 0004  
 Adjust Inventory Quantities   G/L Acct - Sales   UPC: 4  
 Update SQLPos Inventory   G/L Acct - Inventory   G/L Acct - Cost of Goods   Avg cost x qty on hand  
 Exit   G/L Acct - Discounts   Change Dept Code   0000  
 Description.....   Service Charge Percentage   Renum Inventory   Vendor not found  
 Order unit (pkg).....   Sales Tax Percentage   **Reset Items to A/R Settings**  
 Current/Previous/Avg c.....   Show item in POS   Purge Inventory XACT  
 Total value on hand.....   Vendor #.....  
 Vendor's SKU.....  
 Retail price..... 6.9800   Alternate retail price.... 3.4750  
 G/L Acct Sales..... 3042.000  
 Service charge % (Ex: .15 = 15%)..... 2000  
 Sales tax % (Ex: .065 = 6.5%)..... 0650

Qty @ Storeroom A   0  
 Qty @ Storeroom B   0  
 Qty @ Mens Locker   0  
 Qty @ Womens Locker   0  
 Qty @ Primary Sales   0  
 Total Qty on hand..... 0  
 Optimum qty on hand.. 0  
 Minimum qty on hand.. 0  
 Over/(understock)..... -6  
 Reorder quantity..... 0  
 Suggested order..... 6

4. Be sure the changes in settings are pushed out to the registers.



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



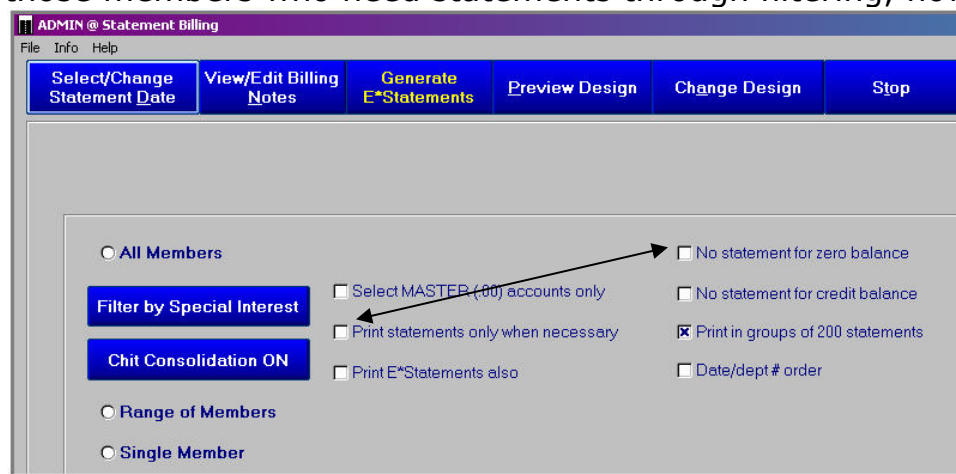
For non-SQLPos users, complete steps 1 and 2 above and then take appropriate action according to your circumstances.

**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.



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 envelopes 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 Online Statement Viewer Module where members can log in to a web site and privately view their current statement and / or current balance. This option is especially good for clubs with minimums where members are calling to find out how much they need to spend. Accordingly, this option should be 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 3<sup>rd</sup> party web hosting software to view member's statements. You would purchase a Club Data interface to get the statements to that 3<sup>rd</sup> party's site. This solution might be more expensive than 5 since there is normally a 3<sup>rd</sup> 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 3<sup>rd</sup> 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.

Chit #	Date	GL/Dept #	Member #	Empl #	Covers	Base Sale	SrvChg	Tax	Total
N105395	20090626	46107	1302	0	0	\$200.00	\$0.00	\$16.50	\$216.50

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

Batch	Dept #	Chit #	Date	Member #	Empl #	Cvr	Base	SIC	Tax	Total	Memo
ADMIN11:54:15	46107.000	N105395	20090626	1302.00	0	0	-200	\$0.00	\$16.50	\$216.50	

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.

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)

**EOM Editor.** Once a record is accepted into the EOM table, all fields still can or / need to be changed as necessary.

Current month mode: 6

Make changes here, then click OK

A/R Acct # 46107

Chit # N105395

Date 20090626

Member # 1302

Employee # 0

Covers 0

Base -200

Serv Chg 0

Tax 16.5

Chit Total -183.5

Minimum code 0

Prepaid code 0

Chit status P

Memo

Total code 0

Installment code 0

Tender 9

Monthly A/R Chits - Edit Mode ON

A/R Dept	Chit #	Date	Member #	Empl #	Covers	Base	SIC	Tax	Total	Min #	Tot #	Ppd #	Inst #	Status	Memo
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As a recommendation, it's often better to "Reverse" an entry and re-enter 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**