Newsletter for January, 2010
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.

Club Office Changes in the January, 2010 update: DO NOT download the new software until all 2009 payroll has been processed.

Help Manuals: With the January, 2010 update, we are merging the on-line help with the updated Club Office manuals. This gives you the ability to pull up the user manual from within the Club Office modules. For this to happen, you need to have Acrobat Reader available on each of the Club Office computers that will be accessing the help files. If needed, please follow the attached link to Adobe.com to download and install Acrobat Reader on each of your computers. (With Reader, we are continuing our practice of using industry standard software for our applications and utilities.)

http://get.adobe.com/reader/

Machines without Acrobat Reader will continue to get the old help.

Archiving of statements: With the January update, you have the ability to print individual statements in PDF format as part of the statement printing processing. This will enable you to retain copies of the original statements without having to physically print them. Simply press the Archive Statements button to turn the archiving on or off.
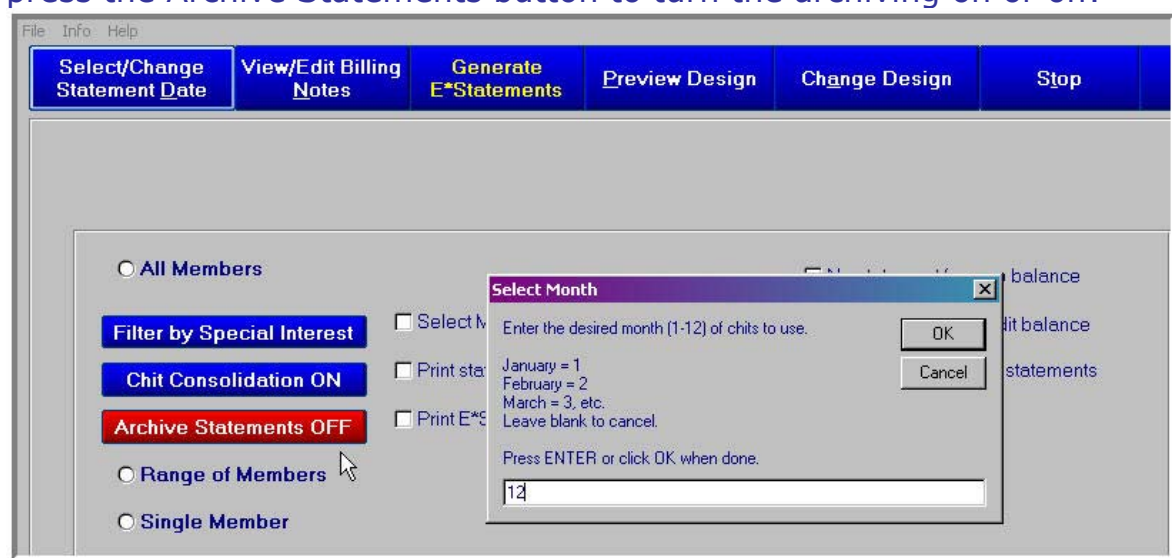
SQLPos Users:

If you are <u>not </u>using <u>SQLPos' embedded credit card processing</u> but are using an external card swipe terminal instead, you may type EXTERNAL in the AcctID box on the SQLPos configuration screen. This will trigger a more automatic tendering mode with less cashier keying required when credit cards are swiped. See page 32 of the October 29, 2009 revision of the SQLPos manual.

Payroll Processing Reminder:

Any payroll processing that you want included in 2009 records must be processed during December, 2009. This includes year end bonuses if they are for 2009. Prior to running any payroll in 2010, you need to download the latest Club Office software which will have any new tax rates included. DO NOT download the new software until all 2009 payroll has been processed.

New Member Incentives: To get new members, many clubs offered new members temporary / different dues rates as an incentive. As you process dues for the new year, do not forget to update the appropriate class code so members are charged the proper amount going forward. (Mechanically, you may have been using the User Notes and / or the review date fields to record your agreement with the new members.)

Your Suggestions:

As we plan our software directions, we are looking for your comments and suggestions. Please use the attached sheet to fax us your input so we can direct our attention where to the topics and areas that will benefit you the most.

Please share this newsletter with your colleagues.

Bill Hallberg
Club Data Sales and Service
Software Enhancement / Suggestion Request

Club Office Enhancement Suggestion Form

Name:_____

Club: _____

Your phone number: _____

My Suggestion or Request is: _____

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What is the benefit? How will it help your club? _____

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Thank your for your input. Please fax this form to 952-941-7514

We will be compiling the input from all of our customers to determine all needs and the general benefits that Club Office can provide.

Note: Please use a separate sheet for each suggestion or request.