# 1-Minute Newsletter – July 2015

This is another installation of our 1-Minute Newsletter – we hope you find it helpful!

Didja know?

There are many features built into Club Office to help you get information that you forgot to get originally. For example, there's the "OOPS! I forgot to print the A/P journal report!" feature. Use the "Journal Balancing Report – by Select Entry Date/Time Group" to get your report. It's easy!

1. Go to the G/L module and choose View/Edit Journal.
2. Scroll down to the bottom of the screen. Journal entries are listed in chronological order so the most recent entries will be at the bottom of the journal entry display grid.
3. Select any one of the entries that shows A/P-*something* in the Reason/Source column.
4. Click Reports – Journal Balancing Reports – By Selective Entry Date/time group
5. The chosen date/time group for the journal entry you chose will be automatically displayed in the box that appears.
6. Click OK to view and/or print the report!
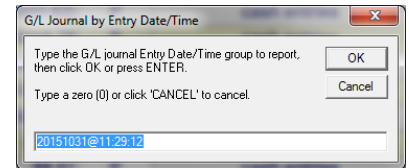
Another valuable feature that few users have ever tried is the **A/R Custom Reports module**. This module allows selecting the individual sales accounts you want to include in the report and gathering totals based on the "from/to" range of sale dates you choose. The module reports on "accepted" sales, not sales that are still in the A/R workspace. It's easy to use and to try it out, do this:

1. Go to the A/R module and choose Monthly – Reports – A/R Custom Reports Module.
2. Select the Report # to use; if it is already a design in use, accounts will appear on the left side of the screen; it it's blank, nothing will be displayed and it's a report number that's available.
3. Type a title for your report in the top box for "Your report title"
4. Choose a Report Format. These are pre-defined layouts for reports. Click the down arrow on the Format Choices box to review those that are available for A/R reporting: they start with the letters ARC for "AR Custom" report formats. Choose the first one – you can always change it to a different format later on after you get a basic report working.
5. Scroll down the list of G/L accounts on the right side of the screen to get to your income (Type 'I') accounts. The level 1 detail accounts that you'll want to use are highlighted in yellow.
6. Double-click on an account to add it to the list on the left side of the screen.
7. Click the green SAVE button to save the list, report title and format settings.
8. Click the green PRINT button to see the report. An input box will appear to enter the FROM date. Remember the shortcut to entering dates: typing only MMDD and press ENTER for the current year; if you want to go back to a prior year, you must type the whole date as YYYYMMDD.
9. After the FROM date, the TO date box will appear – type the ending date to gather information for your report. When you press the ENTER key, the module will scan the sales data and display the report.
10. Remember that the 'from/to' dates used determine how long the module will take to compile the information – a larger range will take more time so be patient!

Probably the least-used feature of all is the **Club Office Browser**. This is a menu option on the Utilities menu at the main startup screen and can be really handy for going directly to the Club Data Tech Support site, check for software updates or even access the private FTP area that's set up for you on our web site.

When you select to go to the Tech Support web site, you'll be met with the traditional User name/Password screen. Type those two items (in lower case!) and check the "Remember my password" box for future use.

To configure access to the FTP site, click FILE – Configure Private FTP Site. Type the same user ID that you use for the tech support site. Then when you choose to go to the Private FTP Site, type the user id and password and the browser will remember it for future use.

OH NO! We've been hacked!

Do you think you're not a target for hackers? Crooks want credit card data that can be converted into cash and they'll go after *anyone* who has it. Industry statistics indicate that 4 out of 5 data breaches are in small and medium-sized businesses and nearly three quarters of victims don't discover the problem for months, and usually they don't discover it themselves, either. A full *one-third* of the breaches are at point-of-sale terminals and the statistics also show that the average damage to a business from a data breach is more than *$23 thousand dollars*! There are some things you can do to minimize risk:

1. Don't store lists of credit card numbers *anywhere*, and destroy any lists you already have.
2. Use complex passwords for applications that use credit card applications. A complex password is one with upper/lower case letters and numbers and is at least 8 characters in length.
3. Install and keep anti-virus, anti-spyware and firewalls up-to-date. Because any of these can cause connectivity problems between applications on your network, you will also have to learn how to configure them so the heightened security doesn't get in the way of allowing your software to run. Get configuration help directly from the companies that produce those security software tools – it's usually free with the purchase!
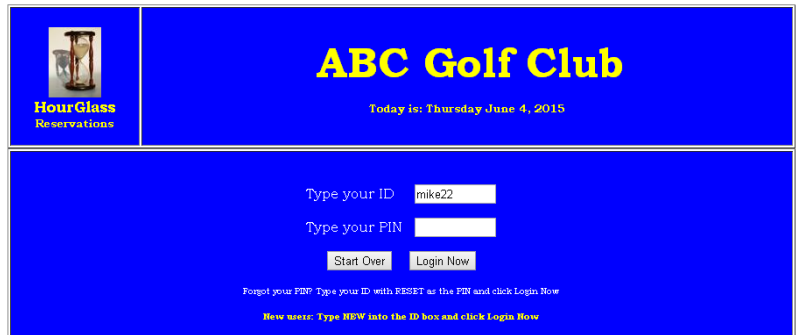4. Keep your POS system separate from any Wi-Fi networks that you make available to your customers and members. Get help directly from your Internet provider on how to do that. They're in the security business, too!
5. Implement secure payment processing technology with POS such as the Mercury Payment Systems' IPAD. Not to be confused with the Apple iPad tablet, Mercury's IPAD is a credit card terminal that provides 100% data security for POS transactions. If a crook happens to break into your network, they won't be able to use the credit card data because it's already encrypted *as the card is swiped in the IPAD* – the data they might steal can't be deciphered and is therefore unusable! Contact us for more information about the IPAD.

Electronic Tee Sheet?

Do you use one now for your operation? Does your service provider require X number of tee times in exchange for the service? Have you ever put a pencil to the total value of those starting times you're giving away? Would you rather keep that money yourself instead? If yes, then you might consider installing Club Data's **HourGlass Reservations** on your own web site. Or if you prefer, we can set up a system for you on our web site and you'd only pay a small monthly fee to use it. Either way you'd be saving *thousands* of dollars annually.

Want to check it out? Easy! Open your browser and go to: www.hourglass.clubdata.com. Click the button to start HourGlass, sign in as user: **mike22** with password: **asdf** and look around. Depending on when you log in you may or may not see any active reservations. Or, if you want to create your own account, type NEW for the user name and click the Login button. We've set our demo system so you can register yourself. There are configuration options that provide ample controls on who can use your tee time system.

Concerned about having to type hundreds of customer names into the HourGlass database to set it up? We've taken care of that for you! Club Office includes a handy HourGlass export so that your members can be imported directly into the HourGlass player database once the system is installed on

your web site. Need help installing HourGlass? We can help you there, too – there's a one-time fee for setup assistance. Have multiple courses? HourGlass can manage up to four courses simultaneously. And yes, players can move from course to course if you like.

Just think of all the money you'll be saving by owning your own reservations system! And if it's hosted on your own web site, the only fees you pay are whatever your normal web site costs are. Need a web site? We can help you there, too!

An electronic tee sheet isn't for everybody, but if you're looking for a basic, solid on-line reservations system that can save you money and convenience, consider HourGlass.

SAVE REPORTS AS PDF FILES!

Ever have a need to send a big report to a board or committee member? Has your auditor ever wanted a copy of your complete detailed trial balance of 273 pages? Ever dread having to print out that much paper? Why not use the built-in feature of our report viewer to export the report directly to a PDF file, and then simply email it directly to the person that needs it! Exporting is easy… simply click on the "export" envelope in the menu bar at the top of the screen, choose the Acrobat Format (PDF) format, destination as Disk file and click OK. You can then save ALL pages of the report to the location on your computer that you want (such as My Documents) and even change the report name if you like! Then it's a simple process to open your email program and attach the file you exported and bingo, it's done! Using the PDF Export is also a great way to save various reports that are only available at the end of a fiscal year – just give the file name a good description and save it on your computer in a place where you'll remember it.