

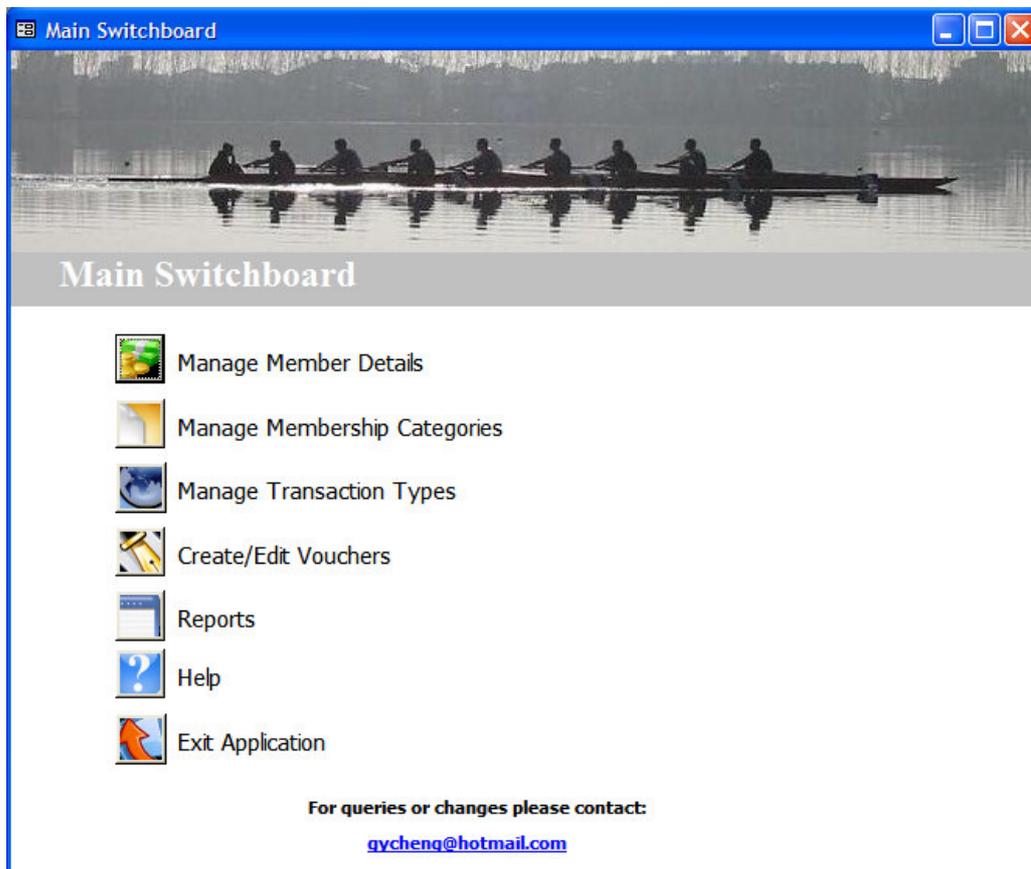
## Easy Club Manager by SKC Consulting

### Overview

Are you having a hard time organizing the finance of your club? Are you loosing track of your members' contributions? Easy Club Manager is perfect for managing financial transactions between members of clubs, church groups, social communities and simple strata management. Forget about learning the complex accounting systems – this is a simple yet effective program to do the necessary things.

Club Manager captures and stores information of each member and their transactions with your club. Members can be assigned to different Membership Categories, which can be created as required. All of these information can then be displayed on many different Reports of different formats. In particular, reports can be produced in HTML format and therefore can be published easily and timely on club websites or intranets. Everything will become crystal-clear to your members.

### 1. Main Menu



## 2. Manage Member Details

Manage Personnel
✕

Manage Members

Member ID

First Name

Last Name

Category

Email

 **Add Person**

 **Update Details**

 **Delete Person**

ID	LastName	FirstName	Category	EmailAddress
20	Andersen	Steve	Masters-Men	Steve.Andersen@hotmail.com
2	Arnott	Rafer	Masters-Men	Rafer.Arnott@hotmail.com
23	Chan	Will	Masters-Men	Will.Chan@yahoo.com
17	Clark	Linda	Masters-Women	Phil.Clark@gmail.com
4	Dollisson	Michelle	Masters-Women	Michelle.Dollisson@hotmail.com
6	Harrington	Leanne	Masters-Women	Steve.Harrington@hotmail.com
18	Henderson	Menhan	Masters-Women	Bryan.Henderson@yahoo.com

 **Back to Main**

 **Export Name List to Excel**

### 2A. Add a Member

To add a member, fill in [First Name](#), [Last Name](#), [Member Category](#), and [Email](#) (optional).

Manage Personnel



## Manage Members

Member ID:

First Name:

Last Name:

Category:

Email:

 [Add Person](#)

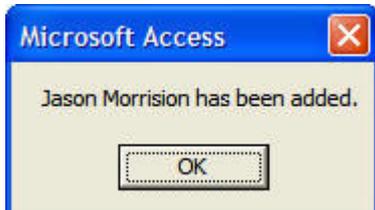
 [Update Details](#)

 [Delete Person](#)

ID	LastName	FirstName	Category	EmailAddress
20	Andersen	Steve	Masters-Men	Steve.Andersen@hotmail.com
2	Arnott	Rafer	Masters-Men	Rafer.Arnott@hotmail.com
23	Chan	Will	Masters-Men	Will.Chan@yahoo.com
17	Clark	Linda	Masters-Women	Phil.Clark@gmail.com
4	Dollisson	Michelle	Masters-Women	Michelle.Dollisson@hotmail.com
6	Harrington	Leanne	Masters-Women	Steve.Harrington@hotmail.com
18	Henderson	Menhan	Masters-Women	Bryan.Henderson@yahoo.com

 [Back to Main](#)  [Export Name List to Excel](#)

Click [Add Person](#), and a message confirms that the new member has been added.



New member has been added and is shown in the [Members List](#). A [Member ID](#) is automatically assigned to the new member by the program.

Manage Personnel



## Manage Members

Member ID

First Name

Last Name

Category

Email

 [Add Person](#)

 [Update Details](#)

 [Delete Person](#)

ID	LastName	FirstName	Category	EmailAddress
21	McDonald	Mark	Masters-Men	Mark.McDonald@yahoo.com
22	McGrady	John	Masters-Men	John.McGrady@hotmail.com
8	McKinnan	John	Masters-Men	John.McKinnan@yahoo.com
24	Miller	Karen	Masters-Women	Mike.Miller@hotmail.com
29	Morrison	Jason	Masters-Men	jason@aapt.net
14	Northside	Michael	Masters-Men	Michael.Northside@yahoo.com
7	Ohare	Rob	Masters-Men	Rob.OHare@yahoo.com

 [Back to Main](#)  [Export Name List to Excel](#)

## 2B. Update Member Details

To update details of a member, firstly select the member from the [Members List](#). Details of that member are shown automatically in the text boxes.

**Manage Personnel**



### Manage Members

Member ID:

First Name:

Last Name:

Category:

Email:

 [Add Person](#)

 [Update Details](#)

 [Delete Person](#)

ID	LastName	FirstName	Category	EmailAddress
20	Andersen	Steve	Masters-Men	Steve.Andersen@hotmail.com
2	Arnott	Rafer	Masters-Men	Rafer.Arnott@hotmail.com
23	Chan	Will	Masters-Men	Will.Chan@yahoo.com
17	Clark	Linda	Masters-Women	Phil.Clark@gmail.com
4	Dollisson	Michelle	Masters-Women	Michelle.Dollisson@hotmail.com
6	Harrington	Leanne	Masters-Women	Steve.Harrington@hotmail.com
18	Henderson	Menhan	Masters-Women	Bryan.Henderson@yahoo.com

 [Back to Main](#)       [Export Name List to Excel](#)

Change any of the member's details as required.

**Manage Personnel**



### Manage Members

Member ID:

First Name:

Last Name:

Category:

Email:

 [Add Person](#)

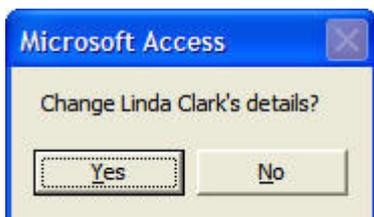
 [Update Details](#)

 [Delete Person](#)

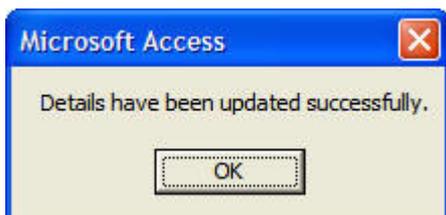
ID	LastName	FirstName	Category	EmailAddress
20	Andersen	Steve	Masters-Men	Steve.Andersen@hotmail.com
2	Arnott	Rafer	Masters-Men	Rafer.Arnott@hotmail.com
23	Chan	Will	Masters-Men	Will.Chan@yahoo.com
17	Clark	Linda	Masters-Women	Phil.Clark@gmail.com
4	Dollisson	Michelle	Masters-Women	Michelle.Dollisson@hotmail.com
6	Harrington	Leanne	Masters-Women	Steve.Harrington@hotmail.com
18	Henderson	Menhan	Masters-Women	Bryan.Henderson@yahoo.com

 [Back to Main](#)       [Export Name List to Excel](#)

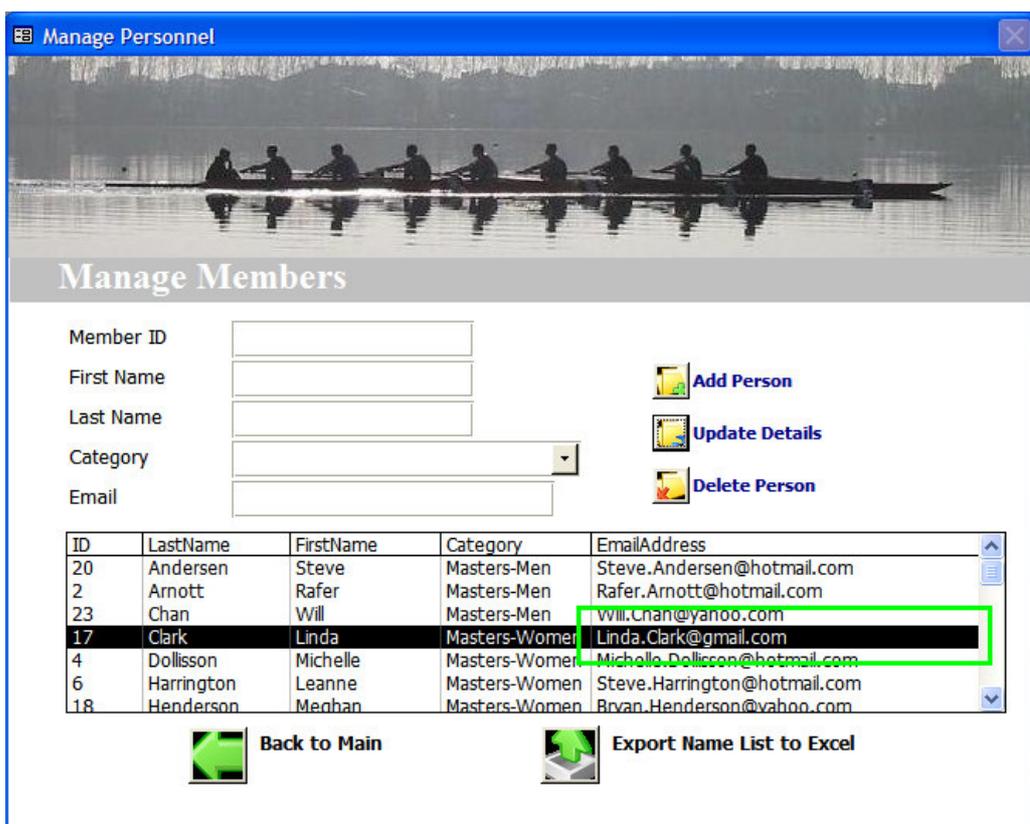
Click [Update Details](#), and a message pops up asking the user to confirm the changes.



Click [Yes](#) to confirm the changes, and a message confirms changes have been made successfully.



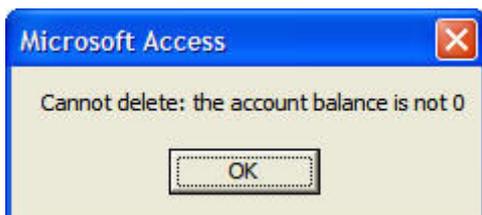
Updated details of that member is immediately shown in the [Members List](#).



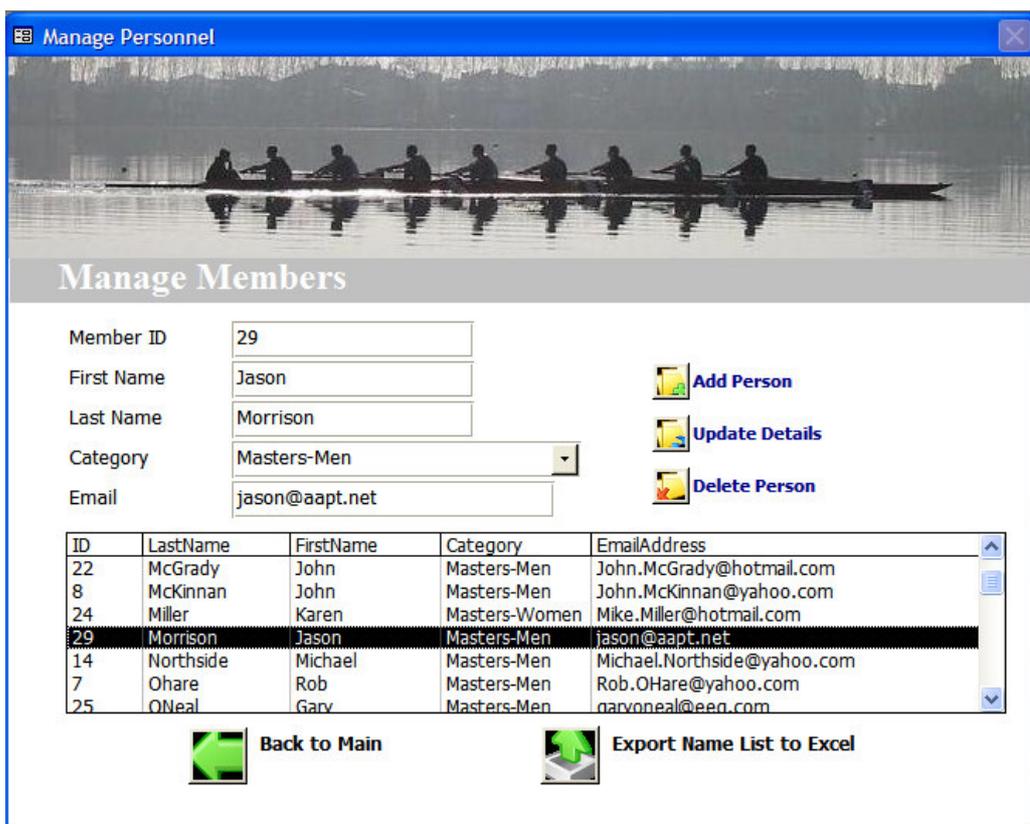
## 2C. Delete a Member

A member can only be deleted if his/her balance is \$0 (i.e., he/she does not owe anything to the club and the club does not owe anything to the member). If user attempts to delete a member and the balance of the member being deleted is not \$0,

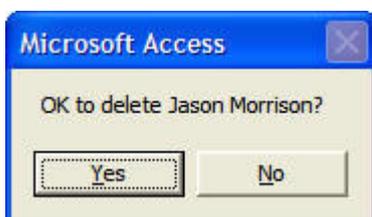
an error message will pop up:



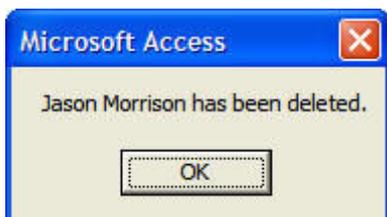
To delete a member, select the member from the [Members List](#).



Click [Delete Person](#), and a message pops up asking the user to confirm to delete.



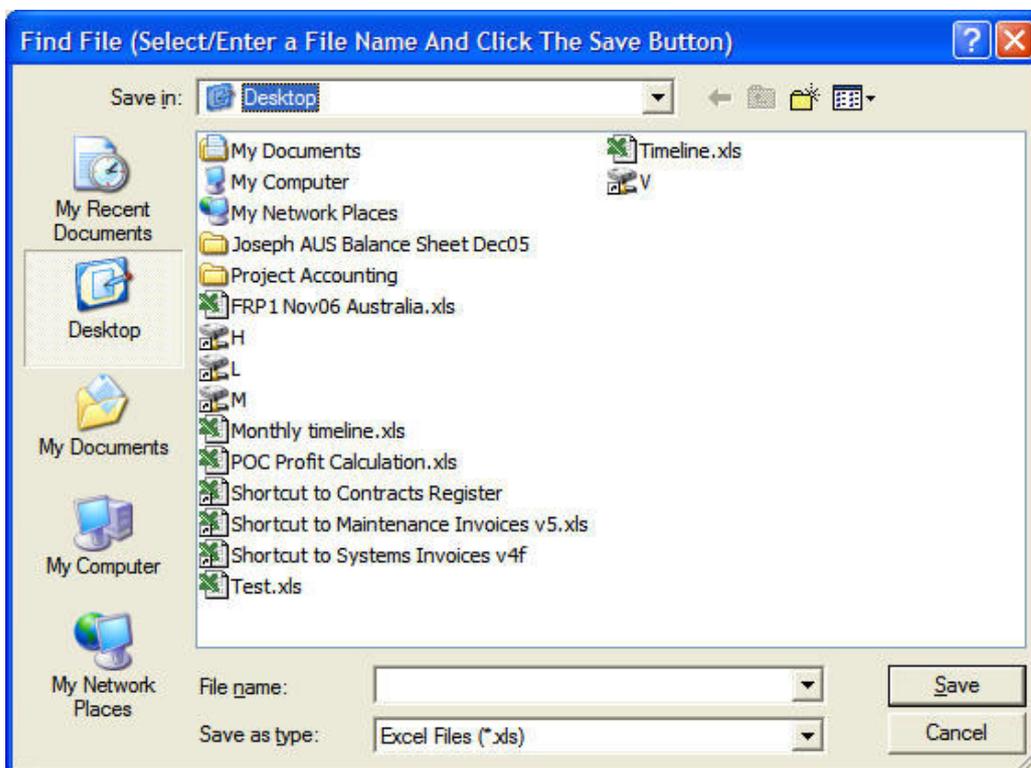
Click [Yes](#) to confirm to delete, and a message confirms that the member has been removed successfully.



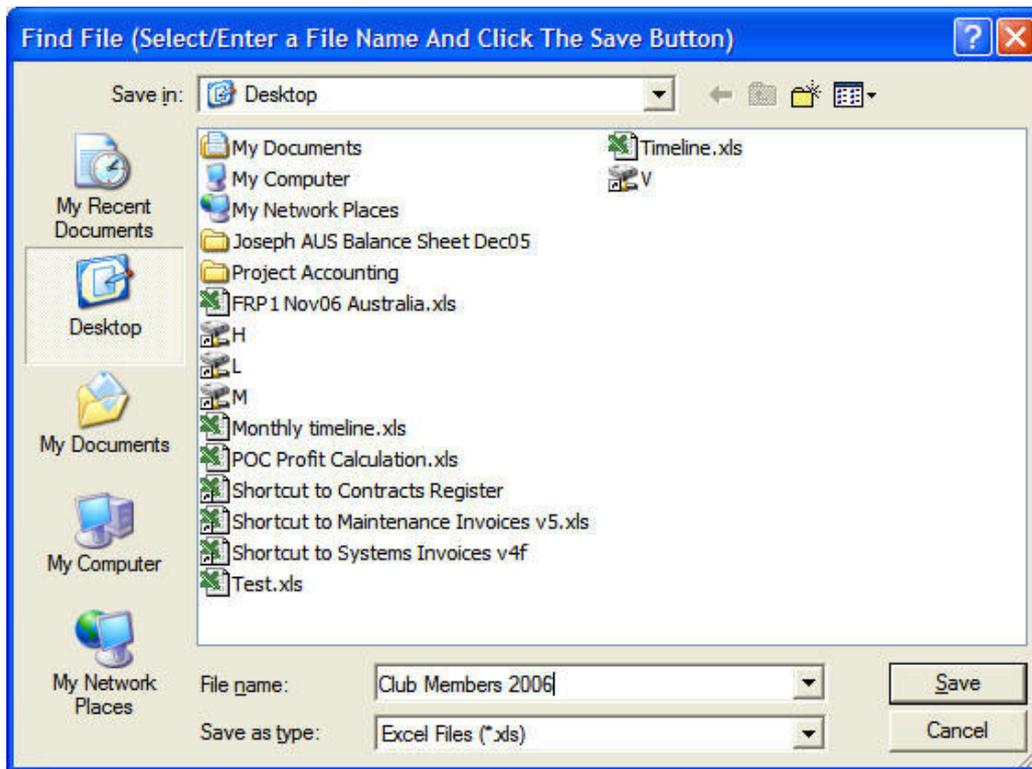
## 2D. Export Members List to Excel

[Members List](#) can be exported to Excel. This is useful for integration with your other club software, and also as an alternative method of entering vouchers (please refer to the Create a Voucher section).

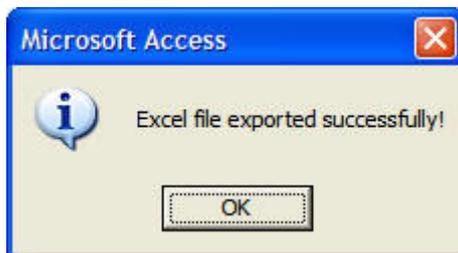
To export [Members List](#) to Excel, click on the [Export Name List to Excel](#) button. A file browser window will come up, asking user to select a location to save the Excel file to.



Enter a name for the Excel file and click [Save](#).



A message confirms the successful export.



Open the Excel file from the location in which it has been saved. The Excel file now has details of each member. The **Amount** column (column E) is used as an alternative method to create vouchers.

Microsoft Excel - Club Members 2006.xls

File Edit View Insert Format Tools Data Window Help

Tahoma 10 B I U

B37 fx

Member ID	First Name	Last Name	Email Address	Amount Income (+ve) Disbursement (-ve)	Category
1	Jimmy	Taylor	Jimmy.Taylor@yahoo.com		Masters-Men
2	Rafer	Arnott	Rafer.Arnott@hotmail.com		Masters-Men
3	Kerry	Johnson	Kerry.Johnson@hotmail.com		Masters-Men
4	Michelle	Dollison	Michelle.Dollison@hotmail.com		Masters-Women
5	Rob	Jurry	Rob.Jurry@hotmail.com		Masters-Men
6	Leanne	Harrington	Steve.Harrington@hotmail.com		Masters-Women
7	Rob	Ohare	Rob.OHare@yahoo.com		Masters-Men
8	John	McKinnan	John.McKinnan@yahoo.com		Masters-Men
9	Bill	Johnson	Bill.Johnson@yahoo.com		Masters-Men
10	John	Visy	John.Visy@yahoo.com		Masters-Men
11	Peter	Lamton	Peter.Lamton@yahoo.com		Masters-Men
12	Torq	Ursula	Torq.Ursula@yahoo.com		Masters-Men
13	John	Van	John.Van@yahoo.com		Masters-Men
14	Michael	Northside	Michael.Northside@yahoo.com		Masters-Men
15	John	Stuart	John.Stuart@hotmail.com		Masters-Men
16	James	Jordan	James.Jordan@hotmail.com		Masters-Men
17	Linda	Clark	Linda.Clark@gmail.com		Masters-Women
18	Meghan	Henderson	Bryan.Henderson@yahoo.com		Masters-Women
19	Mark	Williamson	Mark.Williamson@yahoo.com		Masters-Men
20	Steve	Andersen	Steve.Andersen@hotmail.com		Masters-Men
21	Mark	McDonald	Mark.McDonald@yahoo.com		Masters-Men
22	John	McGrady	John.McGrady@hotmail.com		Masters-Men
23	Will	Chan	Will.Chan@yahoo.com		Masters-Men
24	Karen	Miller	Mike.Miller@hotmail.com		Masters-Women
25	Carv	O'Neal	carvoneal@eeq.com		Masters-Men

Name List / Sheet2 / Sheet3 /

Ready NUM

### 3. Manage Membership Categories

This window lets user setup and delete membership categories.

Manage Membership Type



## Membership Categories

Membership Category

Membership Category
Masters-Men
Masters-Women

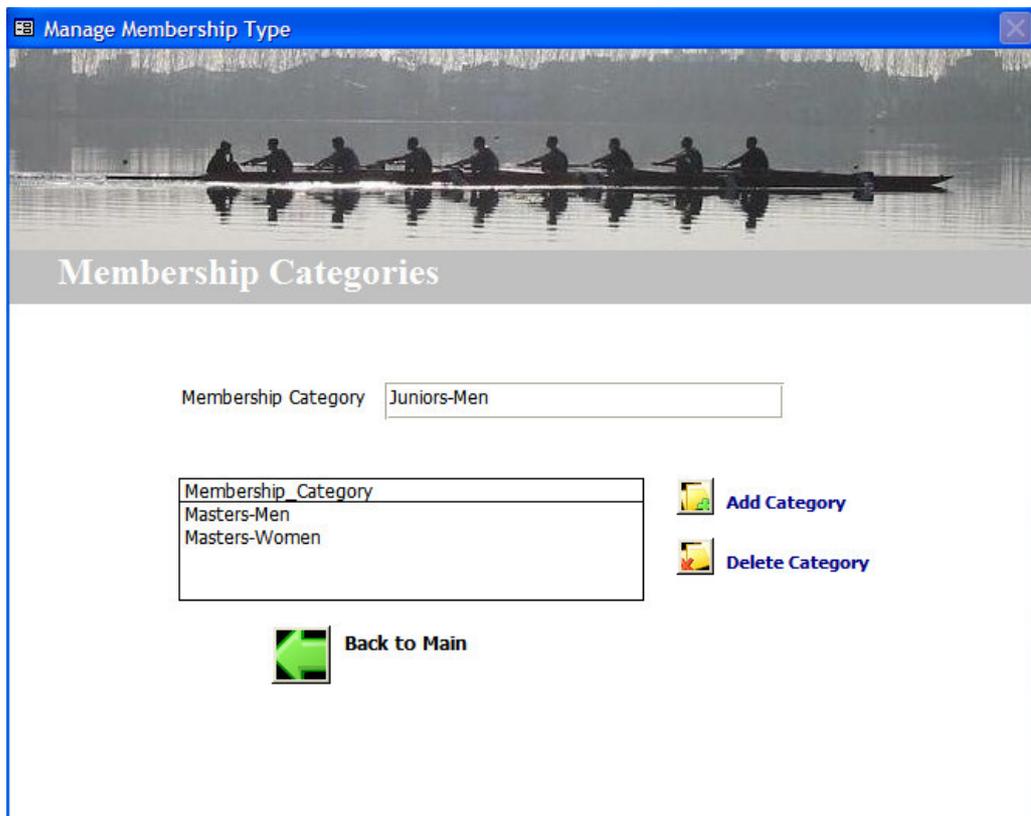
 **Add Category**

 **Delete Category**

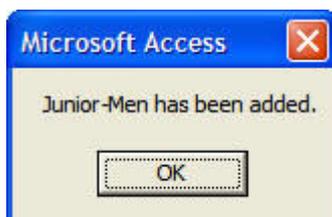
 **Back to Main**

### 3A. Add a Membership Category

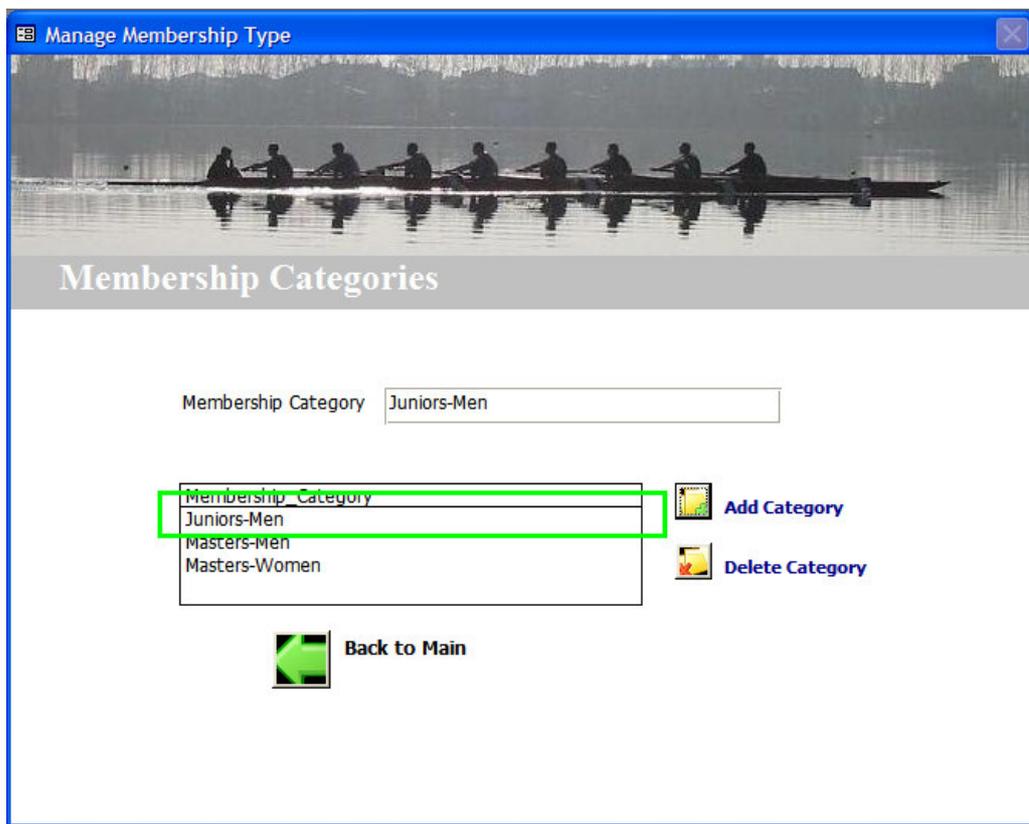
To add a membership category, enter a name for the new category into the text box.



Click [Add Category](#), and a message confirms that the new category has been added.



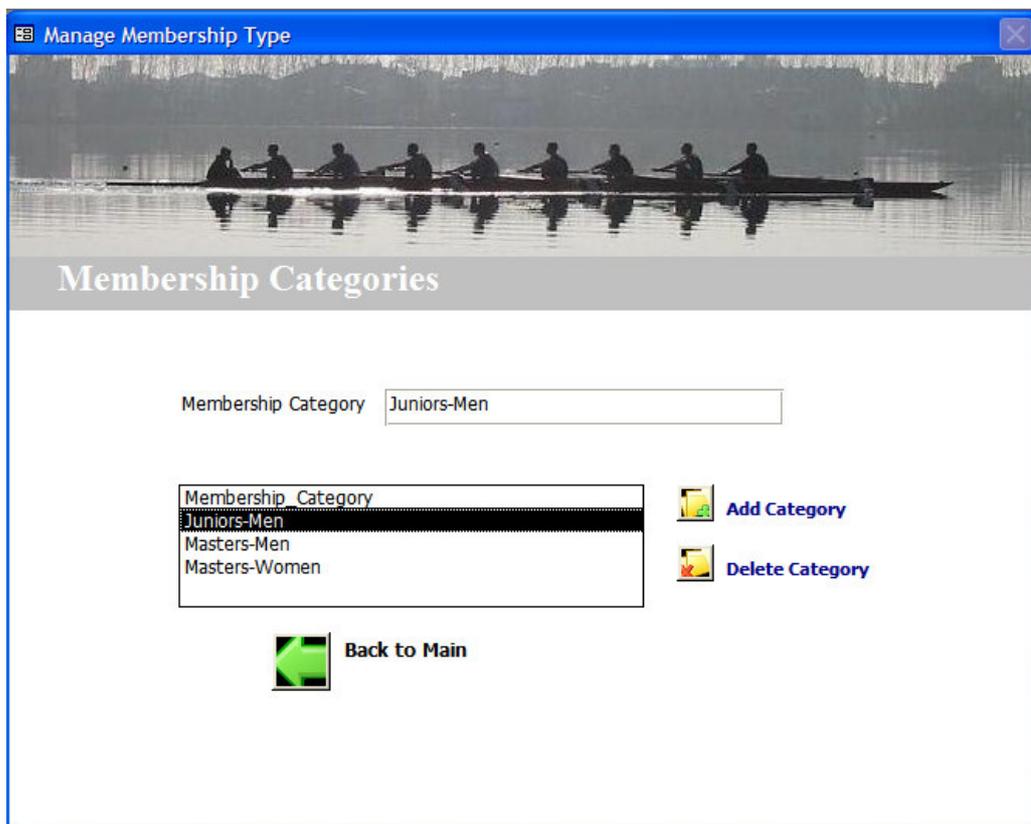
The membership category is added, and is included in the [Membership Categories](#) List.



### 3B. Delete a Membership Category

Membership categories can only be deleted if it contains no members. Therefore, before you delete any membership category, all members in that category must be transferred to another category.

To delete, select the membership category from the [Membership Categories](#) list.



Click [Delete Category](#), and a message pops up to confirm that the category has been deleted.



#### 4. Manage Transaction Types

This program provides the flexibility to allow users to setup transactions and assigning them to a transaction type (e.g. whether its an income or disbursement).

Manage Transaction Types



## Transaction Types

### Add a Transaction Type

Transaction Name

Transaction Type

TransactionName	PLType
Bank Charges	Disbursement
Levy Received	Income
Opening Balance (from old a	Income
Regatta Fees	Disbursement

 [Add Transaction Name](#)

 [Delete Transaction Name](#)

 [Back to Main](#)

#### 4A. Add a Transaction Type

To add a transaction type, enter a name for the new Transaction into the text box.

Then select whether it is an [Income](#) or [Disbursement](#) from the [Transaction Type](#) drop-down list.

**Manage Transaction Types**

**Transaction Types**

**Add a Transaction Type**

Transaction Name:

Transaction Type:

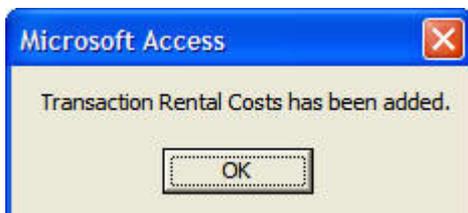
TransactionName	PLType
Bank Charges	Disbursement
Levy Received	Income
Opening Balance (from old ac)	Income
Regatta Fees	Disbursement

**Add Transaction Name**

**Delete Transaction Name**

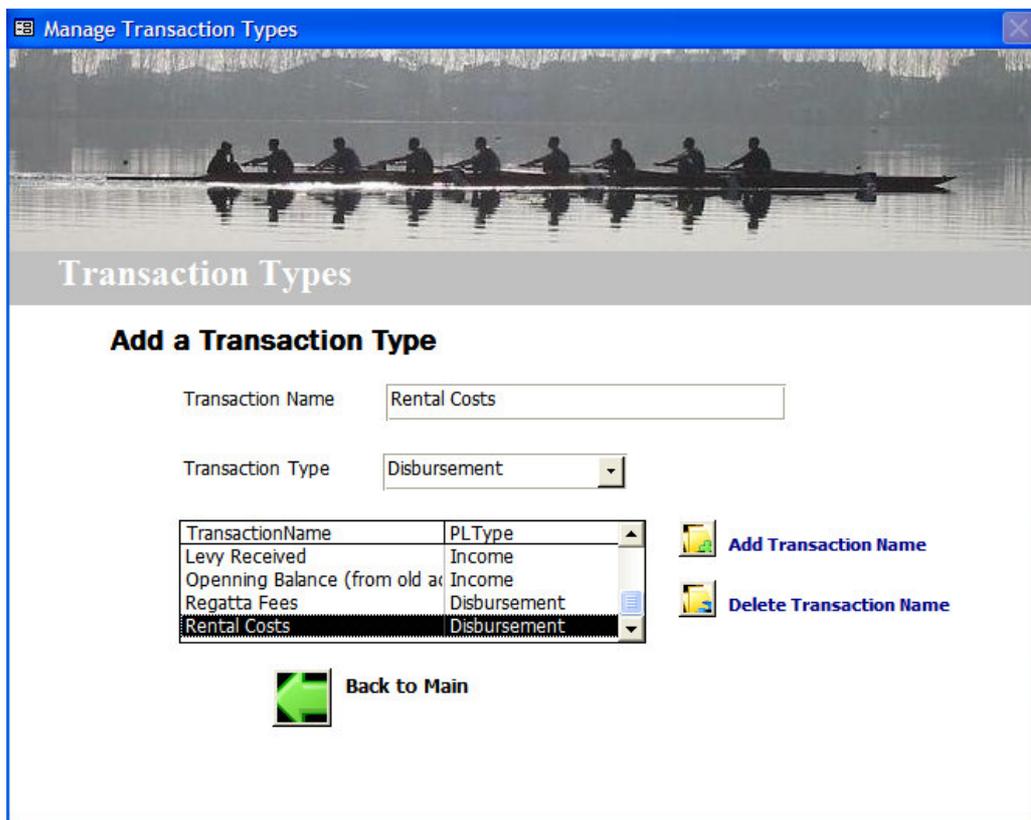
**Back to Main**

Click [Add Transaction Type](#), and a message pops up to confirm that the transaction type has been added.

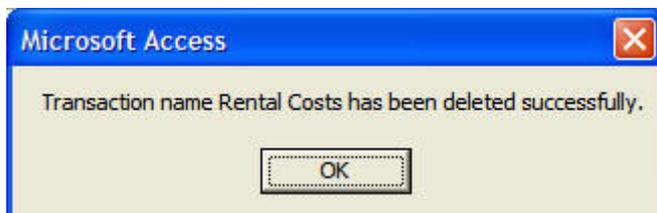


#### **4B. Delete a Transaction Type**

To delete a transaction type, select the transaction type from the [Transaction Types](#) list.



Click [Delete Transaction Name](#), and a message pops up to confirm that the transaction name has been deleted.



## 5. Vouchers

Transactions between the club and its members are recorded by the program as vouchers. Vouchers can be either Income (to the club) or Disbursement (from the club). A voucher can be created for 1 or more members.

**Vouchers**

**New Voucher**      **Load Voucher**

Voucher ID:

Voucher Date:

Transaction Type:

Description Line 1:

Description Line 2:

Total Amount:       Unapplied Amount:

Import Details:

FirstName	LastName	Category	Amount
Steve	Andersen	Masters-Men	
Rafer	Arnott	Masters-Men	
Will	Chan	Masters-Men	
Michelle	Dollisson	Masters-Women	
Meghan	Henderson	Masters-Women	
Kerry	Johnson	Masters-Men	
Rob	Jurry	Masters-Men	
Mark	McDonald	Masters-Men	

Please select a person

**Apply Amount**

**Back to Main**      **Save Voucher**

## 5A. Creating a Voucher

Click **New Voucher**, and a **Voucher ID** will be assigned. **Voucher Date** is set to the current date by default, but can be over-written if required.

**Vouchers**



## Vouchers

 **New Voucher**       **Load Voucher**

Voucher ID:

Voucher Date:

Transaction Type:

Description Line 1:

Description Line 2:

Total Amount:       Unapplied Amount:

Import Details:

FirstName	LastName	Category	Amount
Steve	Andersen	Masters-Men	
Rafer	Arnot	Masters-Men	
Will	Chan	Masters-Men	
Michelle	Dollisson	Masters-Women	
Meghan	Henderson	Masters-Women	
Kerry	Johnson	Masters-Men	
Rob	Jurry	Masters-Men	
Mark	McDonald	Masters-Men	

Please select a person

 **Apply Amount**

 **Back to Main**       **Save Voucher**

Complete voucher details by selecting a [Transaction Type](#), [Descriptions](#) (optional) and [Total Amount](#) of the voucher.

**Vouchers**



## Vouchers

 **New Voucher**
 **Load Voucher**

Voucher ID:   
 Voucher Date:   
 Transaction Type:   
 Description Line 1:   
 Description Line 2:   
 Total Amount:       Unapplied Amount:

Import Details:  

FirstName	LastName	Category	Amount
Steve	Andersen	Masters-Men	
Rafer	Arnett	Masters-Men	
Will	Chan	Masters-Men	
Michelle	Dollisson	Masters-Women	
Meghan	Henderson	Masters-Women	
Kerry	Johnson	Masters-Men	
Rob	Jurry	Masters-Men	
Mark	McDonald	Masters-Men	

Please select a person

 **Apply Amount**

 **Back to Main**
 **Save Voucher**

Select the member from the [Members List](#) and enter the member's amount into the text box.

**Vouchers**



## Vouchers

 **New Voucher**       **Load Voucher**

Voucher ID:

Voucher Date:

Transaction Type:

Description Line 1:

Description Line 2:

Total Amount:       Unapplied Amount:

Import Details:

FirstName	LastName	Category	Amount
Meghan	Henderson	Masters-Women	
Kerry	Johnson	Masters-Men	
Rob	Jurry	Masters-Men	
Mark	McDonald	Masters-Men	
John	McKinnan	Masters-Men	
Rob	Ohare	Masters-Men	
Gary	O'Neal	Masters-Men	
John	Smyth	Masters-Men	

Apply amount to:

 **Apply Amount**

 **Back to Main**       **Save Voucher**

Click [Apply Amount](#), and the amount will be immediately shown next to the member's name. The [Unapplied Amount](#) figure also gets updated according.

**Vouchers**



## Vouchers

 **New Voucher**
 **Load Voucher**

Voucher ID:   
 Voucher Date:   
 Transaction Type:   
 Description Line 1:   
 Description Line 2:   
 Total Amount:  Unapplied Amount:

Import Details:  

FirstName	LastName	Category	Amount
Rob	Jurry	Masters-Men	320.00
Steve	Andersen	Masters-Men	
Rafer	Arnott	Masters-Men	
Will	Chan	Masters-Men	
Michelle	Dollisson	Masters-Women	
Meghan	Henderson	Masters-Women	
Kerry	Johnson	Masters-Men	
Mark	McDonald	Masters-Men	

Apply amount to:

 **Apply Amount**

 **Back to Main**
 **Save Voucher**

Repeat the previous 2 steps to apply amounts to other members in the same voucher until the **Unapplied Amount** is \$0.

**Vouchers**

**New Voucher**      **Load Voucher**

Voucher ID: 5  
 Voucher Date: 20/12/2006  
 Transaction Type: Levy Received  
 Description Line 1: Members' Contribution  
 Description Line 2: November 2006  
 Total Amount: \$850.00      Unapplied Amount: \$0.00

Import Details:

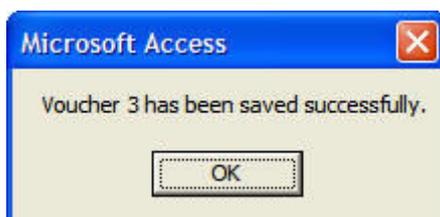
FirstName	LastName	Category	Amount
Rob	Jurry	Masters-Men	320.00
Meghan	Henderson	Masters-Women	250.00
Michelle	Dollisson	Masters-Women	200.00
Kerry	Johnson	Masters-Men	80.00
Steve	Andersen	Masters-Men	
Rafer	Arnett	Masters-Men	
Will	Chan	Masters-Men	
Mark	McDonald	Masters-Men	

Apply amount to: Torq Ursula

**Apply Amount**

**Back to Main**      **Save Voucher**

Click [Save Voucher](#), and a message will pop up to confirm that voucher has been saved successfully.



## 5B. Import Voucher Details

This function is useful when a voucher includes a lot of members at once. Before importing voucher details, firstly click [New Voucher](#), and complete the voucher header section, i.e., [Voucher Date](#), [Transaction Type](#), [Descriptions](#) (optional), and [Total Amount](#).

Vouchers
✕

Vouchers

**New Voucher**
 **Load Voucher**

Voucher ID:

Voucher Date:

Transaction Type:

Description Line 1:

Description Line 2:

Total Amount:

Unapplied Amount:

Import Details:

FirstName	LastName	Category	Amount
Rafer	Arnott	Masters-Men	
Will	Chan	Masters-Men	
Michelle	Dollisson	Masters-Women	
Rob	Jurry	Masters-Men	
Rob	Ohare	Masters-Men	
Gary	ONeal	Masters-Men	
John	Visy	Masters-Men	
Scou	Anderson	Masters-Men	

Apply amount to:

Bill Johnson

**Apply Amount**

**Back to Main**
 **Save Voucher**

Open the exported Excel file (refer to Section 2D) and complete column E with the members' allocated amounts. Save the Excel file.



**Vouchers**

**New Voucher**      **Load Voucher**

Voucher ID: 4  
 Voucher Date: 17/12/2006  
 Transaction Type: Bank Charges  
 Description Line 1: Bank Charges  
 Description Line 2: December 2006  
 Total Amount: \$300.00      Unapplied Amount: \$0.00

Import Details: C:\Documents and Settings\gcheng\Desktop\Club Members 2006.xls

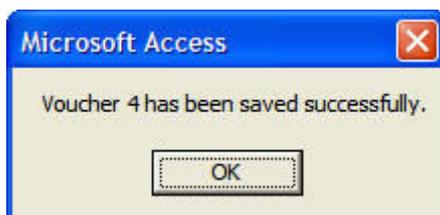
FirstName	LastName	Category	Amount
Gary	ONeal	Masters-Men	42.00
Mark	Williamson	Masters-Men	42.00
Rafer	Arnot	Masters-Men	25.00
Rob	Jurry	Masters-Men	25.00
Steve	Andersen	Masters-Men	24.00
Meghan	Henderson	Masters-Women	23.00
John	Stuart	Masters-Men	22.00
Kevin	Johnson	Masters-Men	20.00

Apply amount to: Bill Johnson

**Apply Amount**

**Back to Main**      **Save Voucher**

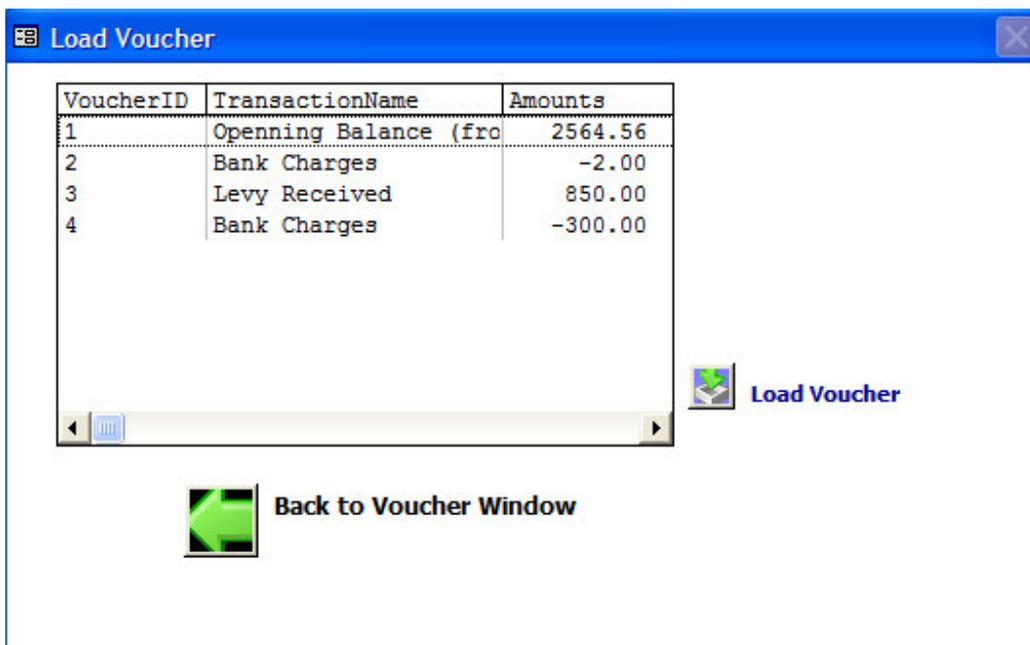
Once all details are confirmed to be correct, click Save Voucher. A message will pop up to confirm the voucher has been saved.



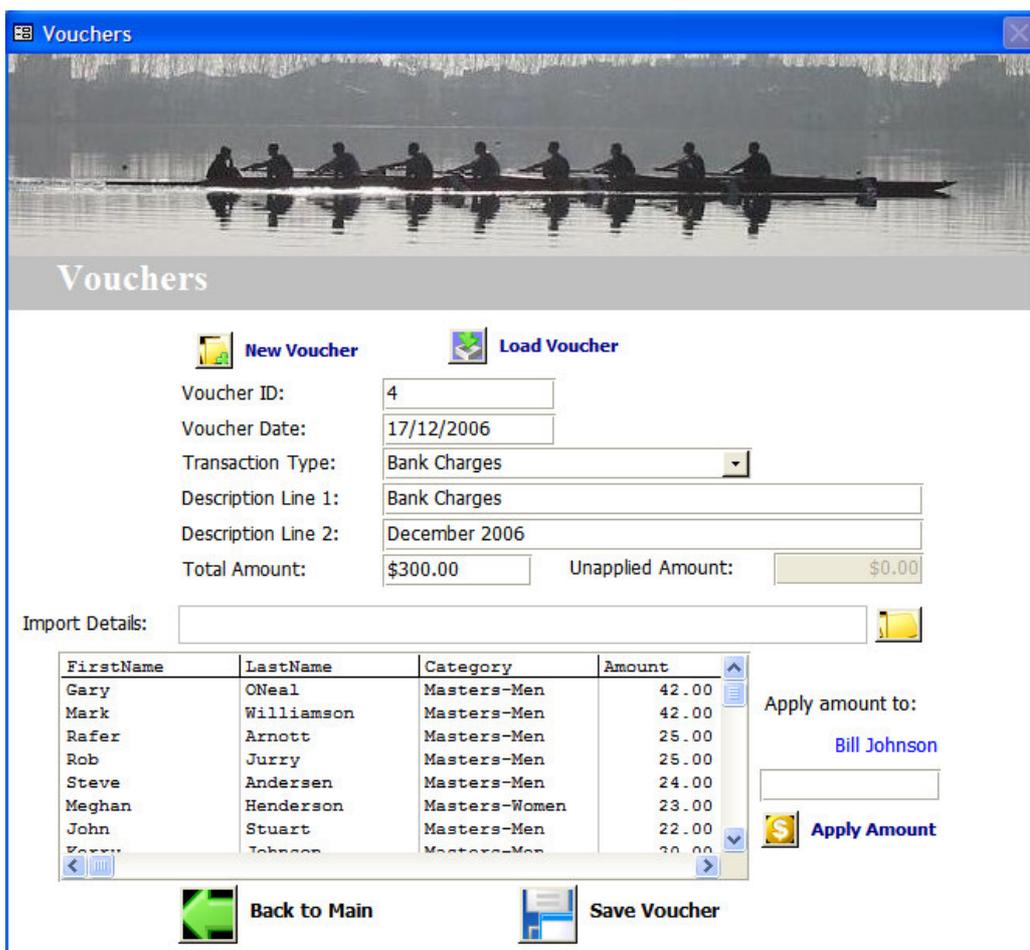
## 5C. Edit Existing Voucher

A voucher that has been entered into the program can be edited at a later date if required.

Click [Load Voucher](#), and a window will pop up allowing you to choose the voucher you wish to edit.



Select the voucher and click [Load Voucher](#). Voucher is now loaded and any changes can be made before clicking [Save Voucher](#) to save the updates.



## 6. Reports

There are 3 main reports that can be produced by the program. The program gives the options to allow the user to choose to report for either all members, a member category, or an individual member.

To display a report, follow these steps:

- i. Choose a [Report Year](#);
- ii. Choose a [Report Type](#);
- iii. Choose a [Report Group](#);
- iv. If [All Members](#) is chosen as [Report Group](#), click [Run Reports](#) to display the Report;  
 If [Member Category](#) is chosen as [Report Group](#), choose a [Category](#) from the last drop-down list then click [Run Reports](#);  
 If [Individual](#) is chosen as [Report Group](#), choose a [Person](#) from the last drop-down list then click [Run Reports](#).

## 6A. Creating HTML Reports

This program can generate reports in HTML formats to allow clubs to share information on their websites with their members.

To generate HTML reports, firstly select a [Report Year](#).

Reports

Report Year: 2006

Report Type: [Dropdown] Run Reports

Report Group: [Dropdown]

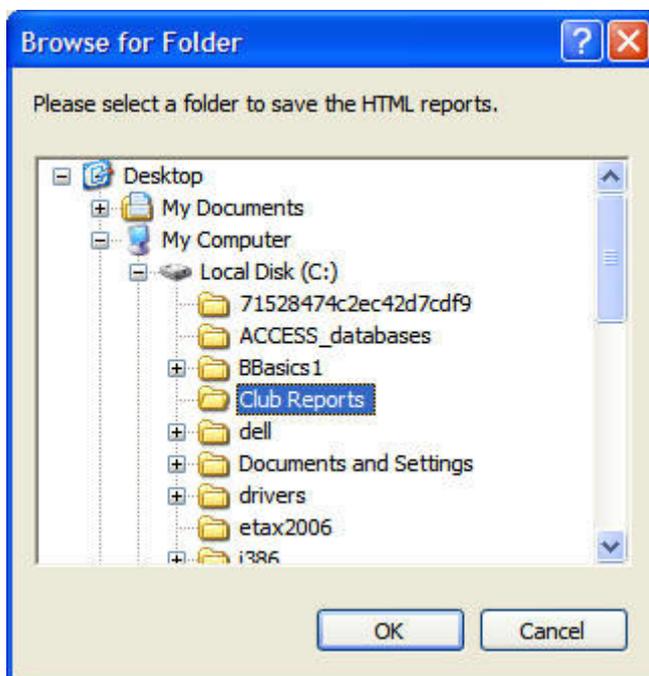
HTML Folder: [Text Field] HTML Reports

Email Subject: [Text Field] Email Members

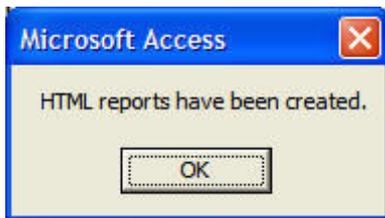
Email Message: [Text Field]

Back to Main

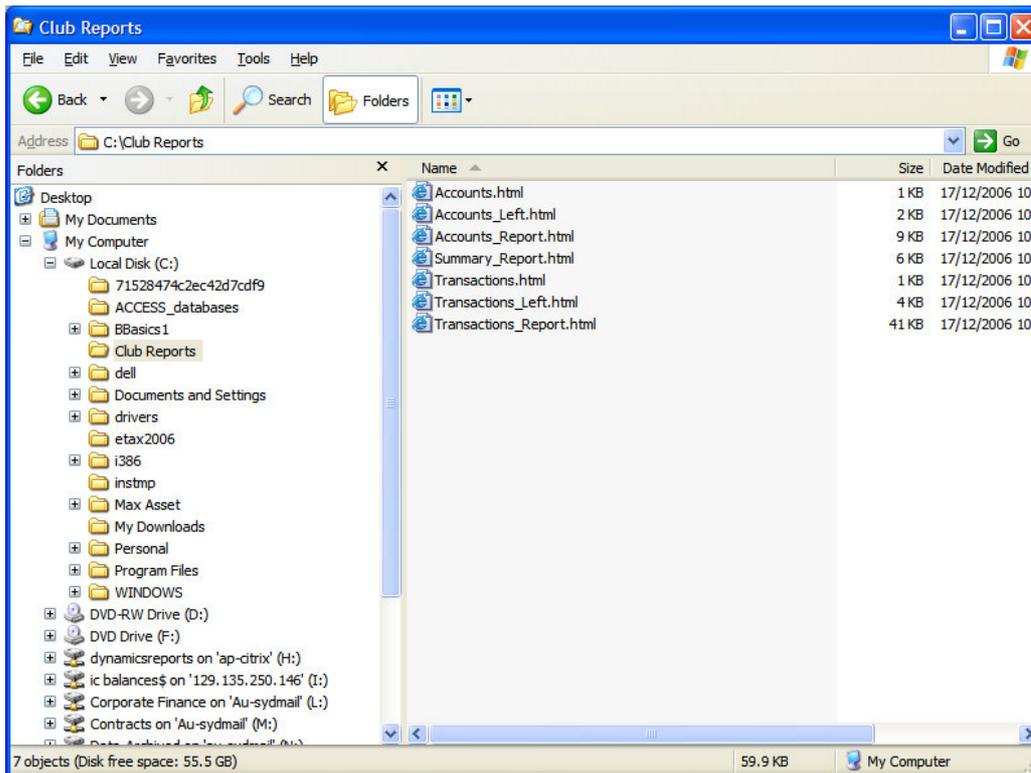
Click on the  button to choose a location to save the HTML files into.



Click [HTML Reports](#), and a message will confirm that HTML files have been created successfully.



Open [Windows Explorer](#) and go to the location in which the HTML files have been saved. There are a number of HTML files created, of which 3 of them are viewable reports.



#### i. **Accounts Balances - Accounts.html**

This report displays member's account balances. The menu on the left allows you to choose to display the report in different ways.

Accounts Report - Microsoft Internet Explorer

Address: C:\Club Reports\Accounts.html

Please select a report:  
[All Members](#)

Category:  
 [Masters-Men](#)  
 [Masters-Women](#)

### Accounts Balances 2006

All Members

Last Name	First Name	Member Category	Balance
Andersen	Steve	Masters-Men	\$64.06
Arnott	Rafer	Masters-Men	\$169.72
Chan	Will	Masters-Men	\$423.84
Clark	Linda	Masters-Women	\$128.62
Dollison	Michelle	Masters-Women	\$(15.00)
Harrington	Leanne	Masters-Women	\$181.12
Henderson	Meghan	Masters-Women	\$93.12
Johnson	Bill	Masters-Men	\$54.48
Johnson	Kerry	Masters-Men	\$174.12
Jordan	James	Masters-Men	\$377.62
Jury	Rob	Masters-Men	\$(25.00)
Lamton	Peter	Masters-Men	\$176.62
McDonald	Mark	Masters-Men	\$(5.90)
McGrady	John	Masters-Men	\$71.84
McKinnan	John	Masters-Men	\$(3.38)
Miller	Karen	Masters-Women	\$73.84
Northside	Michael	Masters-Men	\$129.62
Ohare	Rob	Masters-Men	\$319.00
ONeal	Gary	Masters-Men	\$(42.00)
Stuart	John	Masters-Men	\$13.12
Taylor	Timmv	Masters-Men	\$31.24

## ii. Monthly Summary - Summary\_Report.html

This report displays the balances of each transaction type by month. The grand total figure at the bottom right shows the net financial position of the club.

C:\Club Reports\Summary\_Report.html - Microsoft Internet Explorer

Address: C:\Club Reports\Summary\_Report.html

### Summary Report 2006

	Prior Yr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Income</b>														
Levy Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00	\$850.00
Opening Balance (from old accounts)	\$0.00	\$0.00	\$0.00	\$2,564.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,564.56
<b>Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,564.56</b>	<b>\$0.00</b>	<b>\$850.00</b>	<b>\$3,414.56</b>							
<b>Disbursement</b>														
Bank Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(2.00)	\$(300.00)	\$(302.00)
<b>Disbursement</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(2.00)</b>	<b>\$(300.00)</b>	<b>\$(302.00)</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,564.56</b>	<b>\$0.00</b>	<b>\$(2.00)</b>	<b>\$550.00</b>	<b>\$3,112.56</b>						

### iii. Transactions Report - Transactions.html

This report displays the transactions between the club and its members. Clicking on an option in the left menu allows you to see transactions for either All Members, a particular Member Category, or an individual only.

**Transactions Report 2006**

**All Members**

Voucher ID	Voucher Date	Transaction Name	Transaction Type	Description 1	Description 2	Amount	Running Balance
<b>Opening Balance</b>							<b>\$0.00</b>
1	1/3/2006	Opening Balance (from old accounts)	Income	From Excel Accounts		\$2,564.56	\$2,564.56
2	19/11/2006	Bank Charges	Disbursement			\$(2.00)	\$2,562.56
3	17/12/2006	Levy Received	Income	Members Contribution	November 2006	\$850.00	\$3,412.56
4	17/12/2006	Bank Charges	Disbursement	Bank Charges	December 2006	\$(300.00)	\$3,112.56
<b>Closing Balance</b>							<b>\$3,112.56</b>

**Category : Masters-Men**

Voucher ID	Voucher Date	Transaction Name	Transaction Type	Description 1	Description 2	Amount	Running Balance
<b>Opening Balance</b>							<b>\$0.00</b>
1	1/3/2006	Opening Balance (from old accounts)	Income	From Excel Accounts		\$2,064.86	\$2,064.86
2	19/11/2006	Bank Charges	Disbursement			\$(2.00)	\$2,062.86
3	17/12/2006	Levy Received	Income	Members Contribution	November 2006	\$850.00	\$2,912.86
4	17/12/2006	Bank Charges	Disbursement	Bank Charges	December 2006	\$(262.00)	\$2,650.86
<b>Closing Balance</b>							<b>\$2,650.86</b>

**Category : Masters-Women**

Voucher ID	Voucher Date	Transaction Name	Transaction Type	Description 1	Description 2	Amount	Running Balance
<b>Opening Balance</b>							<b>\$0.00</b>

### 6B. Emailing Members

This program can send emails out to all members via Microsoft Outlook to notify them that reports are ready.

Firstly, complete the [Email Subject](#) and [Email Message](#) text boxes.

**Reports**

Report Year:

Report Type:  **Run Reports**

Report Group:

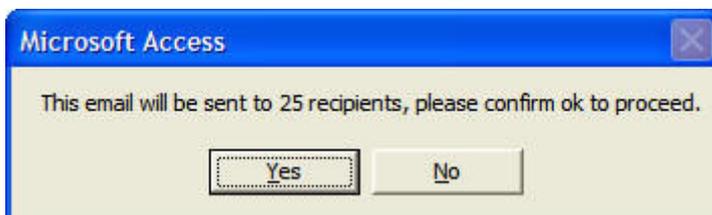
HTML Folder:  **HTML Reports**

Email Subject: December reports are ready **Email Members**

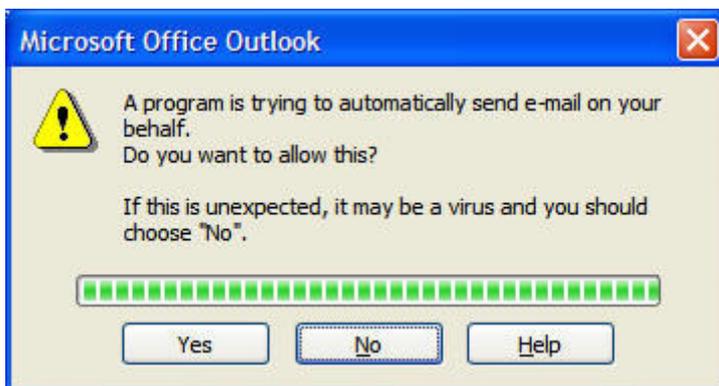
Email Message: Please visit the club website to see your account balance.

**Back to Main**

A message will pop up seeking confirmation that the email should be sent out to all the members.



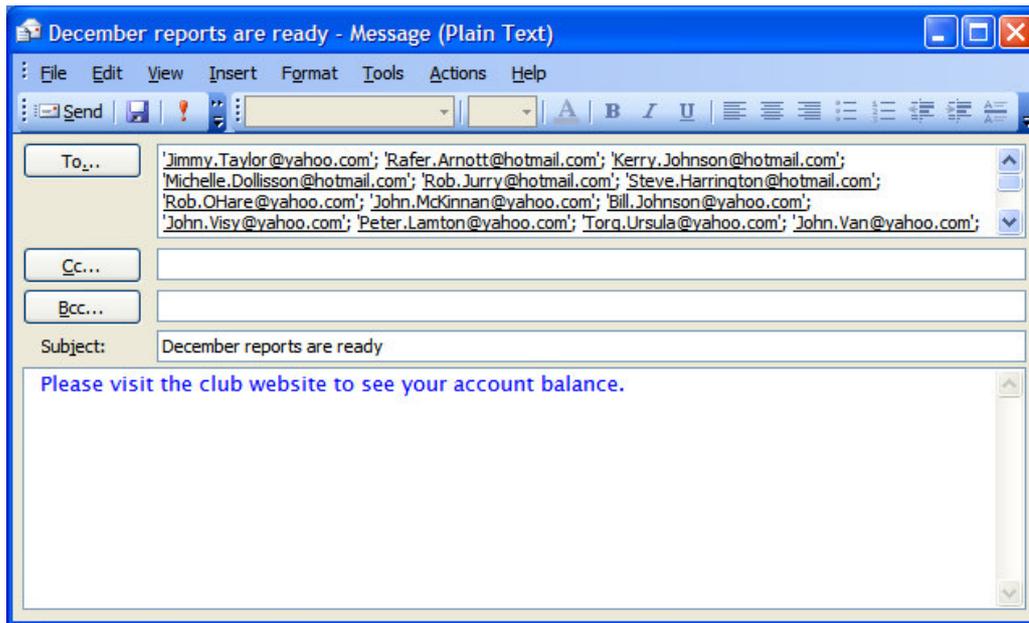
Before the message is sent, Microsoft Outlook will display the following message asking you to confirm the email is good to be sent out. Click [Yes](#).



Below message confirms that the email has been sent successfully.



You can see a copy of the email from your Microsoft Outlook [Sent Items](#) folder.



**For questions, changes or other development projects, please contact us at:**

**[gycheng@hotmail.com](mailto:gycheng@hotmail.com)**