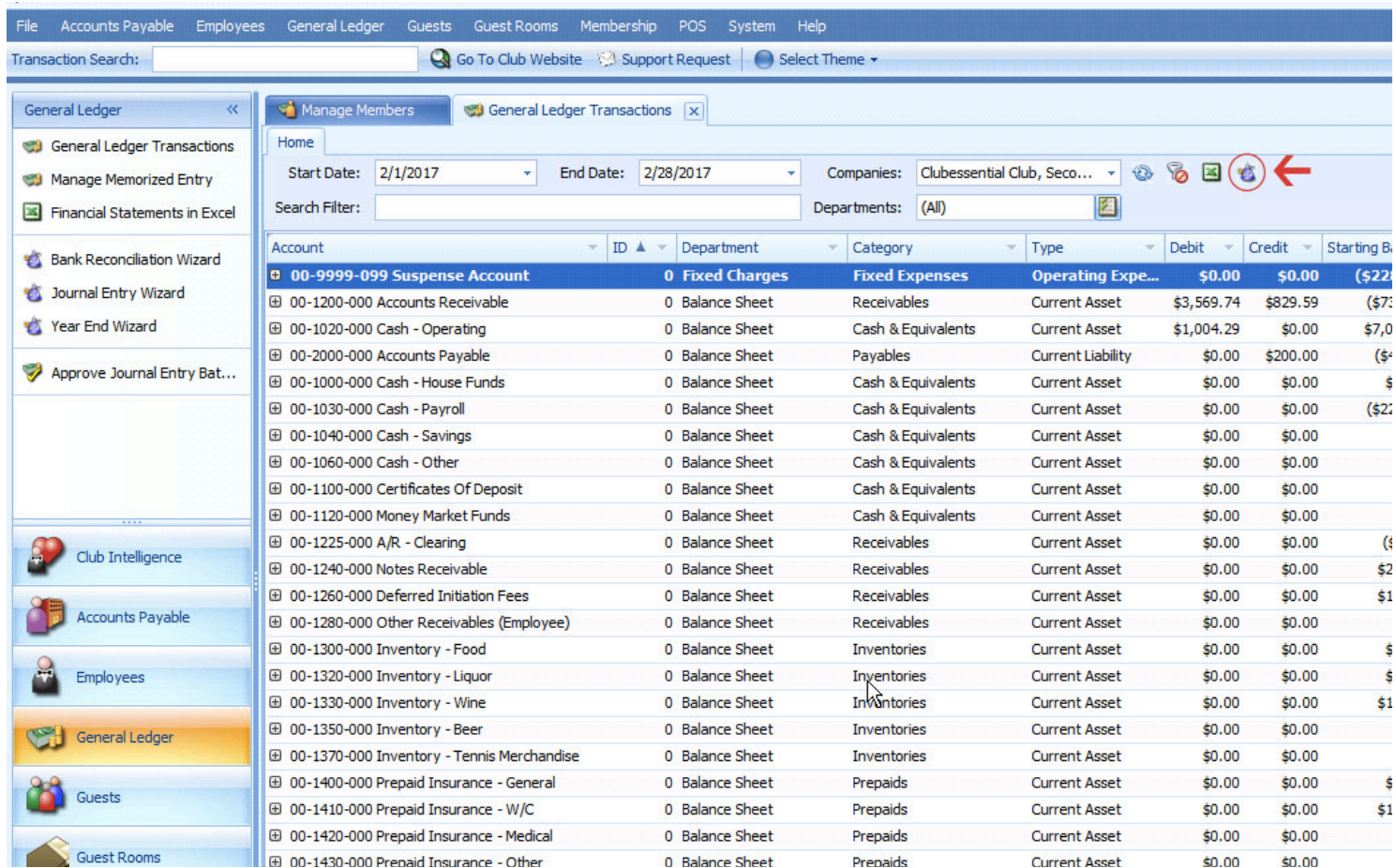


## Club Benchmarking Trial Balance Submission

- From within your Clubessential Office Software, click on the General Ledger button in the lower left pane below.
- In the General Ledger Transactions tab, set the Start and End Date fields to reflect the completed fiscal year you wish to submit.
- Click the wizard hat icon on the top right (circled below in red).
- Follow the prompts to submit your trial balance to Club Benchmarking.

**PLEASE NOTE: If the icon isn't working** in your software, you can set the Start and End Date fields to reflect the completed fiscal year you wish to submit and use the Excel icon to save the data to a file. Visit [www.clubbenchmarking.com/tb-upload](http://www.clubbenchmarking.com/tb-upload) to transfer that file to Club Benchmarking. If you have questions or need assistance with your Clubessential dashboard, email [support@clubessential.com](mailto:support@clubessential.com).



Transaction Search:  Go To Club Website Support Request Select Theme

General Ledger Transactions | Manage Memorized Entry | Financial Statements in Excel

Start Date: 2/1/2017 End Date: 2/28/2017 Companies: Clubessential Club, Seco... Departments: (All)

Account	ID	Department	Category	Type	Debit	Credit	Starting B
00-9999-099 Suspense Account	0	Fixed Charges	Fixed Expenses	Operating Expe...	\$0.00	\$0.00	(\$22
00-1200-000 Accounts Receivable	0	Balance Sheet	Receivables	Current Asset	\$3,569.74	\$829.59	(\$7:
00-1020-000 Cash - Operating	0	Balance Sheet	Cash & Equivalents	Current Asset	\$1,004.29	\$0.00	\$7,0
00-2000-000 Accounts Payable	0	Balance Sheet	Payables	Current Liability	\$0.00	\$200.00	(\$-
00-1000-000 Cash - House Funds	0	Balance Sheet	Cash & Equivalents	Current Asset	\$0.00	\$0.00	\$
00-1030-000 Cash - Payroll	0	Balance Sheet	Cash & Equivalents	Current Asset	\$0.00	\$0.00	(\$2:
00-1040-000 Cash - Savings	0	Balance Sheet	Cash & Equivalents	Current Asset	\$0.00	\$0.00	
00-1060-000 Cash - Other	0	Balance Sheet	Cash & Equivalents	Current Asset	\$0.00	\$0.00	
00-1100-000 Certificates Of Deposit	0	Balance Sheet	Cash & Equivalents	Current Asset	\$0.00	\$0.00	
00-1120-000 Money Market Funds	0	Balance Sheet	Cash & Equivalents	Current Asset	\$0.00	\$0.00	
00-1225-000 A/R - Clearing	0	Balance Sheet	Receivables	Current Asset	\$0.00	\$0.00	(\$
00-1240-000 Notes Receivable	0	Balance Sheet	Receivables	Current Asset	\$0.00	\$0.00	\$2
00-1260-000 Deferred Initiation Fees	0	Balance Sheet	Receivables	Current Asset	\$0.00	\$0.00	\$1
00-1280-000 Other Receivables (Employee)	0	Balance Sheet	Receivables	Current Asset	\$0.00	\$0.00	
00-1300-000 Inventory - Food	0	Balance Sheet	Inventories	Current Asset	\$0.00	\$0.00	\$
00-1320-000 Inventory - Liquor	0	Balance Sheet	Inventories	Current Asset	\$0.00	\$0.00	\$
00-1330-000 Inventory - Wine	0	Balance Sheet	Inventories	Current Asset	\$0.00	\$0.00	\$1
00-1350-000 Inventory - Beer	0	Balance Sheet	Inventories	Current Asset	\$0.00	\$0.00	
00-1370-000 Inventory - Tennis Merchandise	0	Balance Sheet	Inventories	Current Asset	\$0.00	\$0.00	
00-1400-000 Prepaid Insurance - General	0	Balance Sheet	Prepays	Current Asset	\$0.00	\$0.00	\$
00-1410-000 Prepaid Insurance - W/C	0	Balance Sheet	Prepays	Current Asset	\$0.00	\$0.00	\$1
00-1420-000 Prepaid Insurance - Medical	0	Balance Sheet	Prepays	Current Asset	\$0.00	\$0.00	
00-1430-000 Prepaid Insurance - Other	0	Balance Sheet	Prepays	Current Asset	\$0.00	\$0.00	