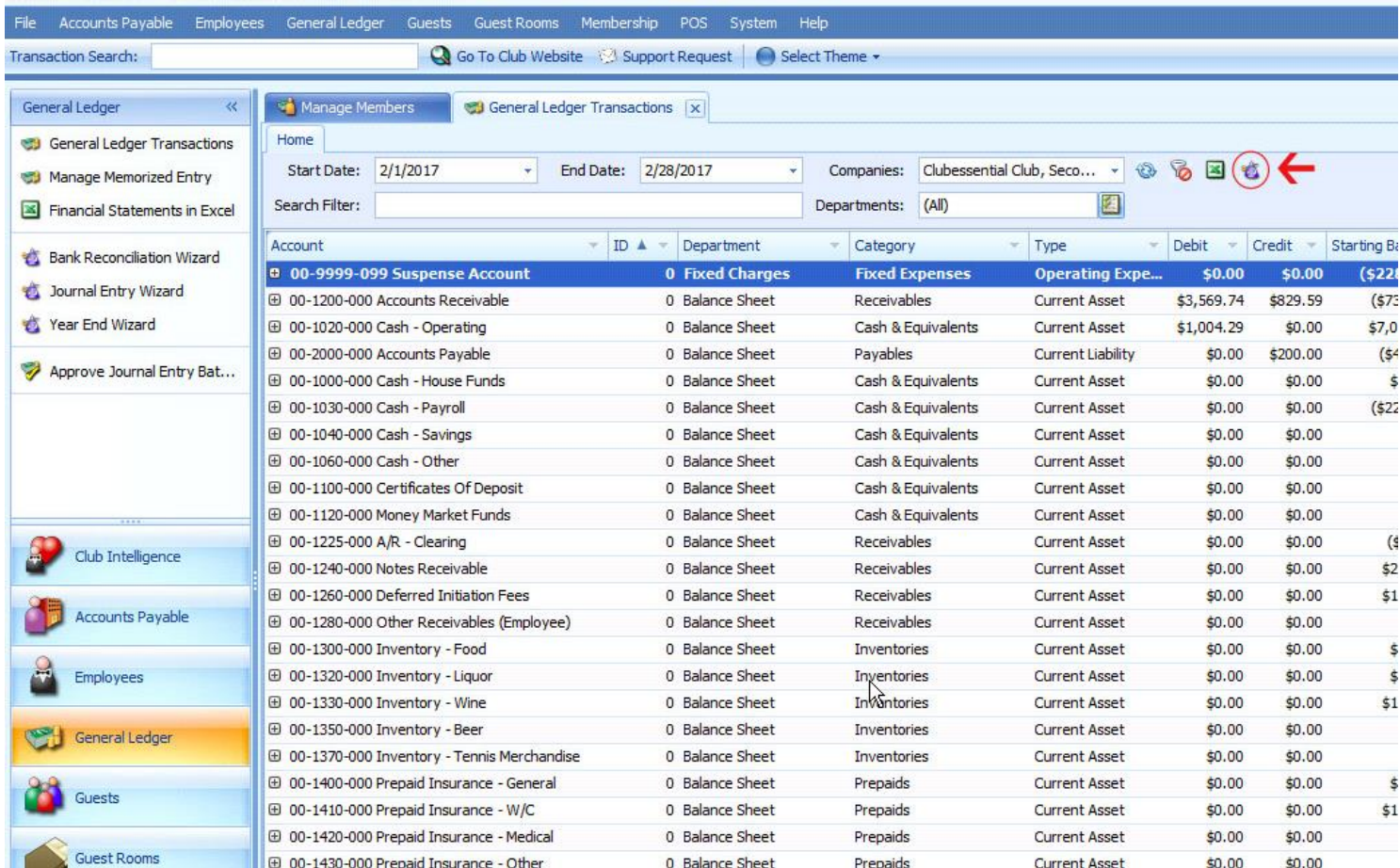


Club Benchmarking Trial Balance Submission

- 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 <https://www.clubbenchmarking.com/secure-survey> to transfer that file to Club Benchmarking. If you have questions or need assistance with your Clubessential dashboard, email support@clubessential.com.



The screenshot shows the Clubessential Office Software interface. The top menu bar includes File, Accounts Payable, Employees, General Ledger, Guests, Guest Rooms, Membership, POS, System, and Help. Below the menu is a Transaction Search bar and links for Go To Club Website, Support Request, and Select Theme. The left sidebar contains a General Ledger button, which is highlighted. The main window displays the General Ledger Transactions tab. At the top of this tab, there are fields for Start Date (2/1/2017), End Date (2/28/2017), Companies (Clubessential Club, Seco...), and Departments (All). A red circle and arrow point to a wizard hat icon in the top right corner of the main window. Below these fields is a table with columns: Account, ID, Department, Category, Type, Debit, Credit, and Starting Balance. The table lists various accounts, including Suspense Account, Accounts Receivable, Cash - Operating, Accounts Payable, Cash - House Funds, Cash - Payroll, Cash - Savings, Cash - Other, Certificates Of Deposit, Money Market Funds, A/R - Clearing, Notes Receivable, Deferred Initiation Fees, Other Receivables (Employee), Inventory - Food, Inventory - Liquor, Inventory - Wine, Inventory - Beer, Inventory - Tennis Merchandise, Prepaid Insurance - General, Prepaid Insurance - W/C, Prepaid Insurance - Medical, and Prepaid Insurance - Other.

Account	ID	Department	Category	Type	Debit	Credit	Starting Balance
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	(\$73)
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	(\$4
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	(\$22
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	