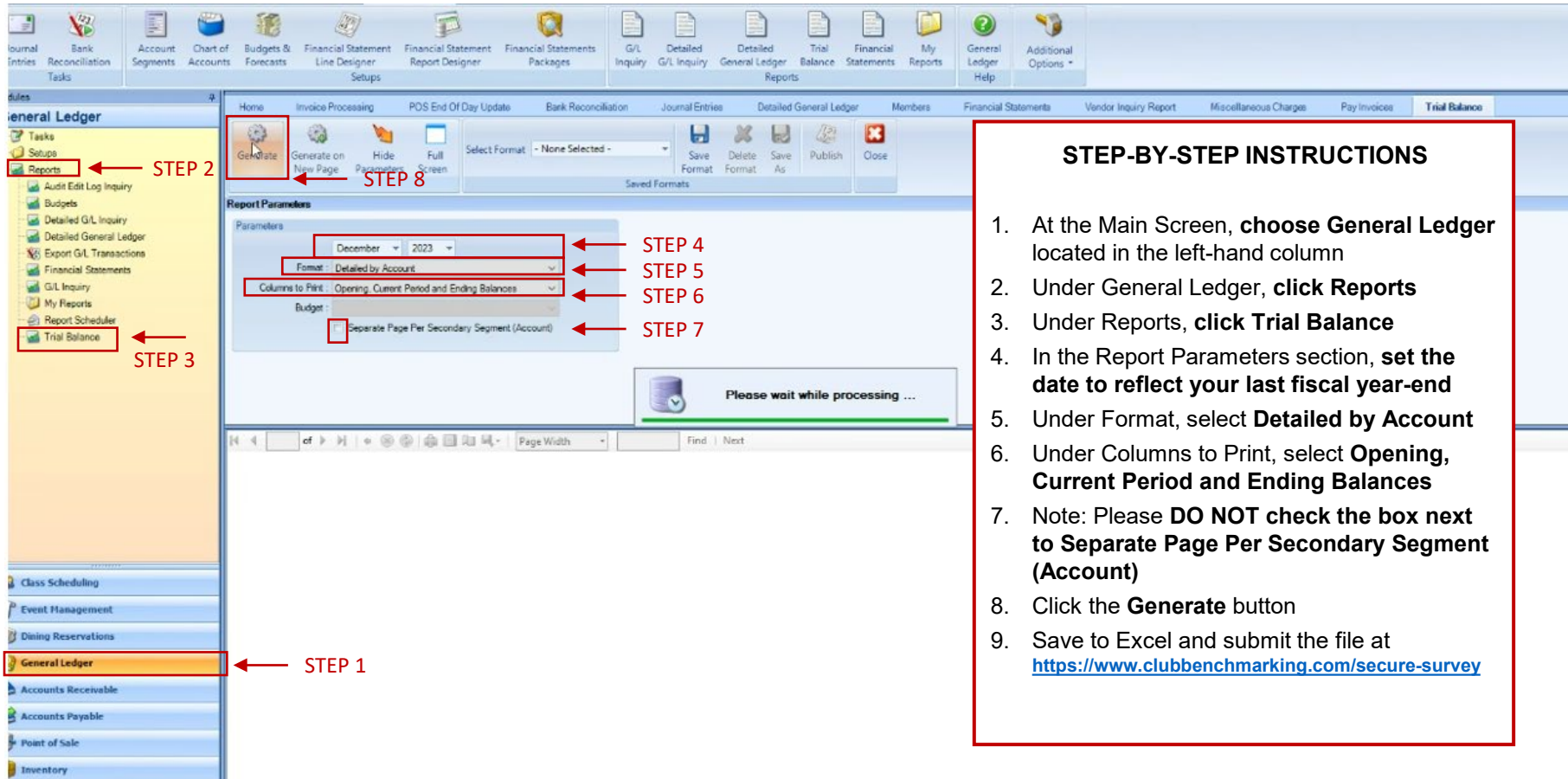


Annual Update Instructions for Jonas Encore Customers



The screenshot shows the Club Benchmarking software interface. The left-hand column contains a tree view with 'General Ledger' selected. The main area displays the 'Report Parameters' section for the 'Trial Balance' report. Red boxes and arrows indicate the following steps:

- STEP 1:** Select 'General Ledger' in the left-hand column.
- STEP 2:** Click 'Reports' under the 'General Ledger' section.
- STEP 3:** Click 'Trial Balance' under the 'Reports' section.
- STEP 4:** Set the date to 'December 2023' in the 'Parameters' section.
- STEP 5:** Select 'Detailed by Account' in the 'Format' dropdown.
- STEP 6:** Select 'Opening, Current Period and Ending Balances' in the 'Columns to Print' dropdown.
- STEP 7:** Uncheck the box 'Separate Page Per Secondary Segment (Account)'.
- STEP 8:** Click the 'Generate' button.

A 'Please wait while processing ...' progress bar is visible at the bottom of the main area.

STEP-BY-STEP INSTRUCTIONS

1. At the Main Screen, **choose General Ledger** located in the left-hand column
2. Under General Ledger, **click Reports**
3. Under Reports, **click Trial Balance**
4. In the Report Parameters section, **set the date to reflect your last fiscal year-end**
5. Under Format, select **Detailed by Account**
6. Under Columns to Print, select **Opening, Current Period and Ending Balances**
7. Note: Please **DO NOT** check the box next to **Separate Page Per Secondary Segment (Account)**
8. Click the **Generate** button
9. Save to Excel and submit the file at <https://www.clubbenchmarking.com/secure-survey>