

## Annual Update Instructions for Jonas Customers

J Jonas Software			
🔆 Support	Trial Balance Reports		Calculator 🖶
General Ledger		00	
Processing Penetts		$\checkmark$	🎔 Favorites 🚯 Info 🖾
Trial Balance Reports	Company 01 XYZ Country Club	» Load Design	
- Detailed General Led		» <u>S</u> ave Design	
- Detailed Source Journ	Period 201712 III Dec, 2017	» Save Design <u>A</u> s	
Detailed General Lec	Type of Report Individual Depts/Divs on One Report -	» <u>D</u> elete Design	NA: 1-800-352-6647 UAE: 800
Out of Balance Sourc			EU: +00-800-1800-0400 ZA: +00-
- Journal Reconciliation	If Dept/Div: () All () Range () Selected () Mask		MX:+00-800-514-5568
Detailed History Listi	Dept/Div/Mask: Code Dept Name		support@jonasclub.com  jonass
- Zoom in on Journal Er			
- Journal Batch Activity			
- Daily QUIK-Reports	From Dept/Div		
- Consol, Co. Spreadshe			
- Consol. Trial Balance	To Dept/Div	Where Would You Like It Printed ?	
Consol. Statement	Data Desired opening YTD, Current Year, Ending Balance		
Manage Consol. Rept			
Run/Print Consol. Rep	If Budget:	View PDF PDF	📥 Smart Viewer
- Detailed Multi-Modu	Presentation Regular Trial Balance 👻		
Inquiries	If ACCPAC, download to:	Print Style CA This feature	e is Microsoft Word & Excel Compatible
Files Decim	Print Closing Balance In One Column	Printer Conon D400	150 co LISP.001
Design Budgeting		Preferences Printel Canon D4004	430 GH 038001
H- Assets	From Account Pirst Acct		
Miscellaneous	To Account Sub-Acct Sub-Acct State 75	Eile ASCII ASCII Text Form	at
Accounts Payable			
Administration	🕒 prist 🏦	J-Mail J-MAIL Jonas E-Mail	
System Administration			
Club Management		Fax	
Point of Sale System			
I ee Time Management		Egit	No. c
Activity wianagement			
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If you have questions or need assistance accessing your Jonas trial balance file, please email us at <u>support@clubbenchmarking.com</u>

## STEP-BY-STEP INSTRUCTIONS

- In your Jonas program, go to "General Ledger" and then "Reports" and select "Trial Balance Reports."
- On the popup screen, set "Period" to the desired fiscal year-end date.
- On the "Type of Report" dropdown, select "Individual Depts/Divs on One Report" and make sure "All" is selected.
- On the "Data Desired" dropdown, select "opening YTD, Current Year, Ending Balance" and set presentation to "Regular Trial Balance."
- Click "Print" on the bottom of the Jonas screen, then select Smart Viewer to save the file in Excel. Send the resulting file to Club Benchmarking via the online form at www.clubbenchmarking.com/securesurvey