

## The (Club) Monthly Report

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with updates by Bob Gruber

The first eight steps—preparing the database—can be done any time during the month. They can be completed one day, then the monthly report done later. In any case, the report should be e-mailed to the ACBL prior to the 6<sup>th</sup> of the next month.

### Preparing the Database

If asked which month, *always specify the current month.*

1. For the club of interest, make sure ALL game files for the month you're reporting have been DBADDED (on your computer). If not, they won't be included and people won't get their master points. Also, it's a hassle to file a secondary report. DBADD
2. Open ACBLscore. Click on *Data Base* on the top row to trigger the drop-down menu; if a single click doesn't work, double click. Click on *Maintenance* from the list that drops down. Data Base:  
Maintenance
3. A smaller window will pop up with 11 different functions. The first function, *Prepare Data Base for next month or year* will be highlighted, or should be. Assuming it is, click "OK" at the bottom left of this smaller window. Prepare  
Data Base
4. The next window tells you the Data Base should be backed up. Click "Yes."
5. In the next window, select *Month end* and click "OK." Month End
6. The next window asks you to *Confirm prepare Data Base for Month end*. Click "Yes."
7. You then get a window whose Title Bar at the top should say "Preparing Data Base for Month end" and upon completion will have a horizontal blue bar across it and "100%" to the right of the blue bar. Click "OK."
8. You'll be returned to the window with 11 different functions. Press the "ESC" key to return to ACBLscore's opening window. ESC

### Doing the ACBL Report

9. On ACBLscore's opening screen select *Data Base*. Then select *ACBL Reports*. Database:  
ACBL Reports
10. Select the month of the report in the next window and click "OK." If you make a mistake, close the window and start over. Select month
11. Select the number of the bridge club in the next window and click "OK." The choices displayed are based upon your entries when you did the *Club Setup*. Select Club
12. Click "OK" in the next window, which notes there's an extra charge for mailing a disk. (The e-mail address—[club.report@mail.acbl.org](mailto:club.report@mail.acbl.org)—to submit the report is also given.)
13. The next window gives you three options for "ACBL Report Type." *Option 3, Both club financial and masterpoint reports for ACBL*, should be highlighted. If it is, click "OK;" if not, select 3, then click "OK." Option 3
14. Now you are asked if you want to include unreported games from previous months. Click "No." No
15. The next window tells you if certain games from your reporting month will not be included. If this window comes up, chances are you have not DBADDED the game(s) in question. (In the case of Spanish Hills, no games are held the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Thursdays.) If you haven't DBADDED, exit this function and DBADD the games. But, if the games

are from prior months and someone else was responsible for them, click “OK.” The window will say “Continue with Financial Report.” Click “OK.”

16. Select Option 2, *Both Printer and File for ACBL*, in the next window. This option will print a summary of the financial report, which is important for club bookkeeping and tracking attendance. Make sure your printer is on; then click “OK.” Option 2
17. The next window asks for a location for the report once it’s created. Click “Browse” and use the small sliding square to slide the folder list up and down until you find the word “Desktop.” Highlight that word and click “OK.” The report file will now be saved on your desktop and you’ll see it when you’re done. Save to Desktop
18. Next you’re told if you pay by credit card, you can e-mail the report. Click “OK.”
19. The next window tells you how much will be charged for the report and sanction fees. It asks if you want to pay by credit card. Click “Yes.”
20. Next, enter the Card Number (without spaces), Card type, Name on Card, and expiration date. Be sure you get the name absolutely correct or you will get a message that says “Unable to create report.” It will say NOTHING about the name not being correct. Avoid any variation. Click “OK.” **Precise**  
Name on  
Credit Card
21. You’ll be asked about printing a cover sheet. It shouldn’t be needed if you’re e-mailing the report. Click your choice of “Yes” or “No.” There may be a slight pause while the report is being generated.
22. The next window tells you a list of non-ACBL members may be included. Click “Yes.”
23. When the report has been created, the program will repeat the e-mail address to send to. It will also give you the report’s 8 to 10 digit file name with an extension of LZH. The digits are the 6-digit club number and then 1 or 2 digits each for the year and month. Have your printer on and the financial part of the report will print for your records. SEND NO PAPER to the ACBL. WRITE DOWN THE E-MAIL ADDRESS THE PROGRAM GIVES YOU. It has been: Club #  
1 or 2-digit yr  
1 or 2-digit mon  
[club.report@mail.acbl.org](mailto:club.report@mail.acbl.org)<sup>1</sup>
24. Exit ACBLscore. On the desktop, find the icon with the file you just created (the one that looks like 23456796.LZH).
25. Open your e-mail program. Address an e-mail to the address you wrote down in *Step 23*. In the subject line, type “September [or whatever month] report for club no. [enter the club number].” Open e-mail  
Subject: Month & Club #
26. One of the following attachment options will apply:
  - a. Click the “attachment” button (probably a paper clip). When it asks for a filename, enter “C:\users\[your name or the name of the owner of the computer]\desktop\23456796.lzh” (using the real name of the file on the Desktop.) Click on the file name, and it should appear in the e-mail’s attachment box. Attach LZH file
  - b. More likely, when you click “attachment,” you’ll get a window which has two frames. In the left frame, use the sliding button to find the word “Desktop,” probably at the top of the little white frame. Highlight that word and the contents of the desktop will appear in the frame on the right. Find the name of the file (23456796.lzh or whatever it is). Click on it. The file will be attached. Attach LZH file
27. Click “Send” and you’re done. Send

<sup>1</sup> Correction reports are sent to: [clubreport.comment@acbl.org](mailto:clubreport.comment@acbl.org).