

The (Club) Monthly Report

by Bob Gruber

Preparing the database can be done any time during the month. It 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 6th of the next month.

Preparing the Database

1. For the club of interest, make sure ALL game files for the month you're reporting have been DBADDED (on your computer)¹.
2. Open ACBLscore. Click on *Data Base* on the top row. Click on *Maintenance* from the list that drops down.
3. A smaller window will pop up with 11 different functions. *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.
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.
6. The next window asks you to *Confirm prepare Data Base for Month end*. Click Yes.
7. You see a window whose Title Bar at the top says "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.
9. Press the "ESC" key on your keyboard to return to ACBLscore's opening window.

Doing the ACBL Report

1. On ACBLscore's opening screen select *Data Base*. Then select *ACBL Reports*.
2. Select the month of the report in the next window and click OK. If you make a mistake, close the window and start over.
3. 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*.
4. Click OK in the next window, which notes there's an extra charge for mailing a disk.
5. For "ACBL Report Type" ensure *Option 3, Both club financial and masterpoint reports for submission* is highlighted. Click OK.
6. You're asked if you want to include financials for prior unreported games. Click No.
7. If a window comes up telling you certain games for your reporting month will not be included, chances are you have not DBADDED the game(s) in question. 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.
8. Select Option 1, *Reports as File with coversheet*, 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.

¹ If you get game files from other directors, you should either ensure your player names are synchronized or edit the names in each "external" game file on your computer before DBADDING.

9. Click Browse to choose where to save the files for the report on your computer. 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 first of 3 report files (called a JSON file) will now be saved on your desktop. Save to Desktop
10. Next you're told your payment can be by credit card, debit card, or PayPal. Click OK.
11. The next window tells you how much will be charged for the report and sanction fees. Click "Yes" to pay now, or "No" to finish the process later.
12. The next window tells you a list of non-ACBL members may be included. Click Yes.
13. You're asked if you want to include unreported masterpoints from previous months. Click No. No
14. There will be an alert that a web browser is about to open, which will bring you to the ACBL website. Click OK.
15. Minimize the ACBLscore window to see the ACBL website in your web browser.
16. Click Select Files on the ACBL Club Financial Upload Screen.
17. Locate where you have saved the JSON file on your computer (see Step 9). The JSON file has a particular naming convention. After an initial "J," the next six characters are the club number, the next four characters are the year and the final two characters are the month you are uploading.
18. Click Open.
19. You will see the file name on the screen. Click Upload.
20. On the ACBL Club Financial Payment screen, enter the cardholder information for the payment card you will be using.
21. Either click *PayPal* to pay with a PayPal account or enter your credit card information.
22. Verify club manager information in the gray boxes below.
23. Click *Pay Now*.
24. On the ACBL Club Report Upload Screen, click *Select Files*.
25. Locate where you have saved the LZH file on your computer (see Step 9) and click *Open*. (The first character of the LZH file name is "R," and the last three are LZH.)
26. You will see the file name on the screen. The LZH file has a particular naming convention. After the initial "R," the next six characters are the club number, the next four characters are the year and the final two characters are the month you are uploading.
27. Click *Upload*.
28. Confirmation of your upload and payment will appear on the ACBL Club Report Confirmation Screen.
29. **Steps 29 thru 44 are for when you need to pay your fees later.**

The monthly report process will leave 3 files on your computer:

- I...html
- J...json
- R...lzh

You may wish to move them to a folder or delete them and rely on the confirmation e-mail from ACBL.