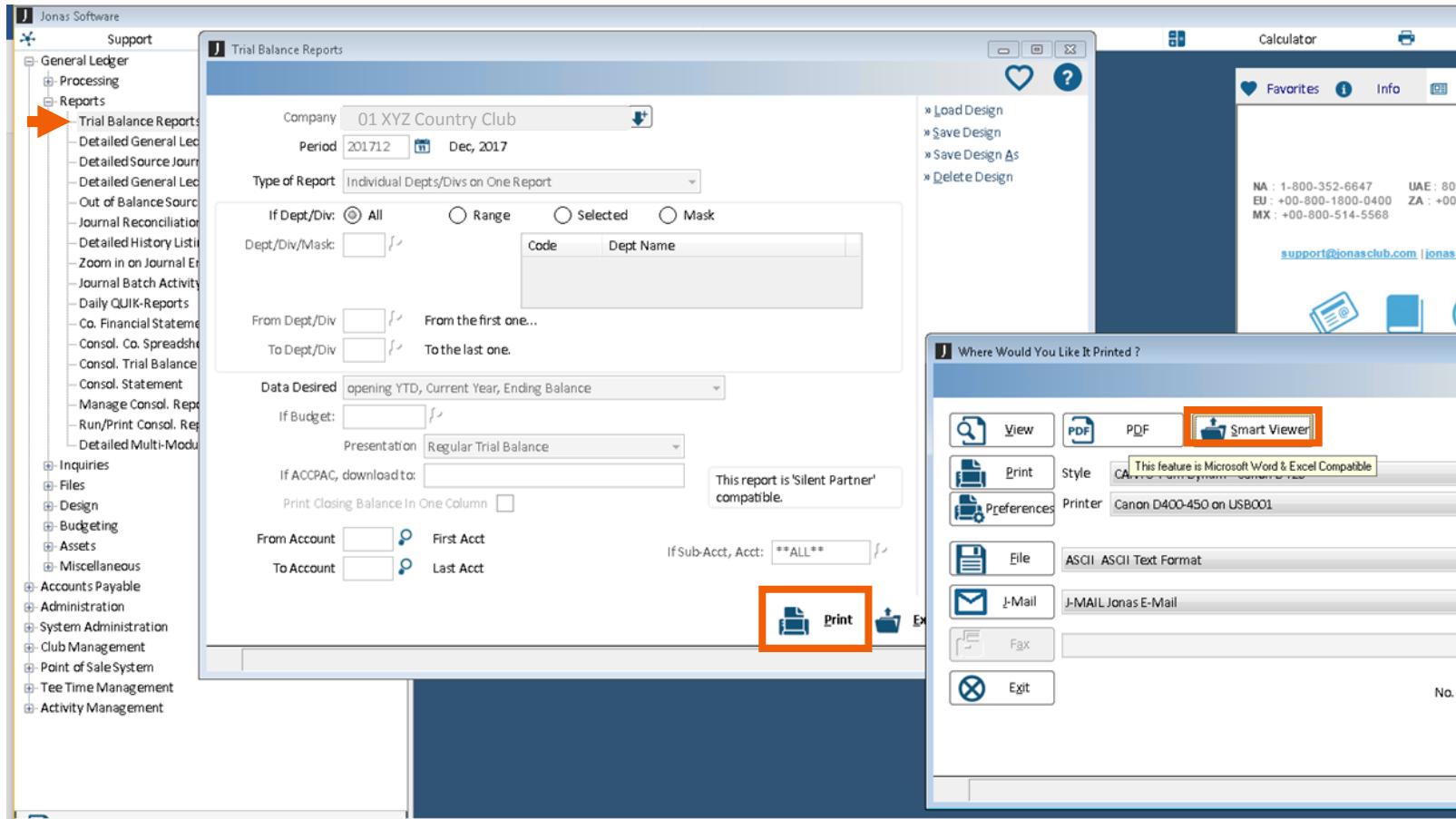




Annual Update Instructions for Jonas Customers



If you have questions or need assistance accessing
your Jonas trial balance file, please email us at
support@clubbenchmarking.com

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/tb-upload