

To prepare your file for upload, save the year end Trial Balance, with ***department level detail (as opposed to a summary report)** in Excel format. Please make sure to include all accounts – balance sheet and income statement.

*What's the Difference?					
Summary Report: X			Department Level Detail Report: ✓		
6000	Salaries & Wages	2,000,000.00	6000-500 6000-600 6000-600	S&W Administration S&W F&B S&W Building Maintenance	400,000 850,000 160,000

PLEASE NOTE:

If your accounting system has a separate department code, like this:

- 4000-100 Membership Dues

Please send a list of departments with their associated code.

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If your system uses a range of numbers for each department, like this:

- 4000's Food & Beverage
- 5000's Administration
- 6000's Buildings Maintenance

Please send a list of department names and associated ranges.

QUESTIONS?

Contact Jim Boyle at 978-505-1643
or email support@clubbenchmarking.com

When your file is ready, complete the upload at:
www.clubbenchmarking.com/tb-upload