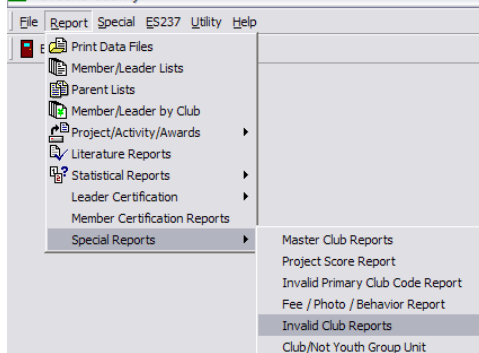


The following are two checks that you can do if your 237 doesn't balance.

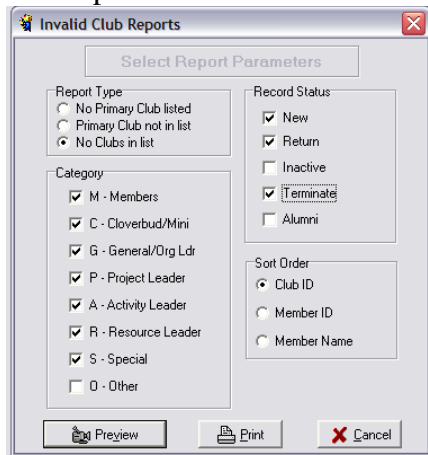
(Note: The member records that count on the ES-237 report are the Categories of Member, Cloverbuds/Mini 4H, & Special – M, C, S; with a Status of New, Return, & Terminated – N, R, T)

All members in the Categories of Member, Cloverbud/Mini 4H, or Special and with a Status of New, Returned, or Terminated must have the club listed as the Primary Club in the Club Membership list.

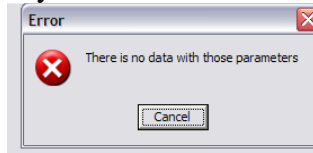
1. Go Reports\Special Reports\Invalid Club Reports.



Select preview – if there are names listed go to their record and complete their data.

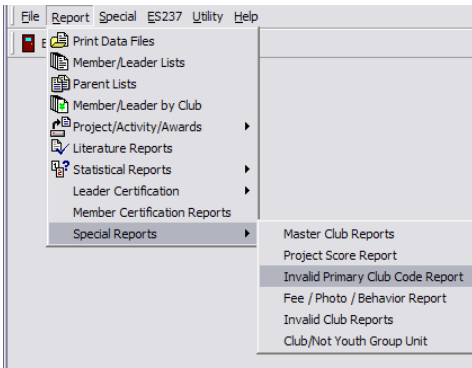


If you see this error message all your members are assigned a to a club.

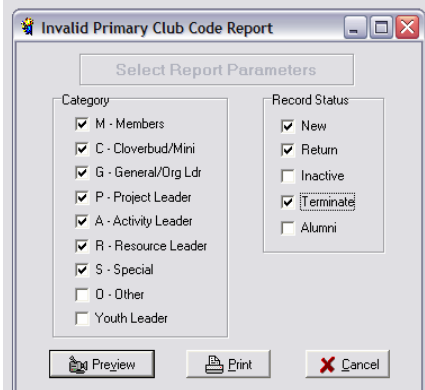


2. See if there are any members with Invalid primary Club Codes

Go to Report / Special Reports / Invalid primary Club Code Report



Make sure that the following are checked



If you see this error message you do not have anyone with an invalid primary club code, If a list appears you need to change the primary club code at the top of the member / leader screen so that it matches the club listed below.

