



NEWSLETTER

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When You Upload A Batch

As I mentioned last month, more and more clubs are submitting batches that cannot be approved for processing. Common problems relating to CLUB awards are:

- uploading the batch more than once, thereby duplicating the awards
- uploading red masterpoints that do not agree with the AN number they have been given by their SMPS for those states (NSW, VIC, WA & TAS) using the Authorisation system
- uploading blank batches, which means there is nothing to process. Clubs should delete those batches immediately
- uploading a batch with ONLY a Comment and/or an AN number but nothing else. If you want to send us an actionable Comment you should just email the Centre. AN numbers should only be included WITH club red masterpoints, not blank batches
- uploading excessive awards. This month 2 clubs submitted awards for an 8 digit ABF number (currently our maximum ABF number is only 7 digits), and not for the first time. As a masterpoint file has a fixed record length of 13 digits, the first SEVEN the ABF number and the next SIX the masterpoints, submitting an 8 digit numbers corrupts the file. One player was to be awarded 9000.02 green masterpoints and the other player 1000.02 green masterpoints. With help from the Centre the first batch was able to be corrected and the correct ABF number used, so the player did receive their masterpoints. Still waiting on the other club to get back to us to resolve their problem, so their batch was not able to be included in the end of June update

Whenever you upload any batches to the Centre you should ALWAYS use the online option **List Award Batches** to check that what you think you have uploaded is what you have actually uploaded. If you do this 5 second check this will alleviate these problems from ever being an issue because if you see any duplicated batches, excessive awards, blank batches etc, you can fix them immediately and your awards will never be held up waiting for a response from you before we can process your batch(es).

If you need to delete any batches just use the online option **List Award Batches**, and then against any batch (that has not been approved for processing) click on the **Delete** option to delete that batch.

Administration Fee

To avoid this unnecessary fee, remember to ALWAYS include your **CLUB NUMBER** with any payment to the Centre. We don't need your name, your club name, an invoice number or anything else, just your **CLUB NUMBER**.

Club Membership Total=30,833 (corresponding total last year: 30,824)

By State: ACT=1000; NSW=11,115; VIC=5,162; QLD=6,347; SA=2,590; WA=3,701; TAS=799; NT=119