



Newsletter for January, 2009 from Club Data Corporation

This newsletter is sent monthly to Club Office users to provide helpful hints or information that you may find of value.

This Month:

Update CD (sent previously). This is a reminder about the update CD that was sent in August. If you have not updated your software yet, remember that you do need to update prior to the first payroll run of 2009 so you can get the latest tax tables from the Club Data website.

1. Process your payroll for 2008.
2. Update Club Office with the update CD (if you have not done so previously.)
3. Download the new payroll update from the Club Data website. This update of tax tables will be available on the first of January for clubs current with their support.
4. Make any changes on the Payroll Configuration Screen.
5. Back up your database.
6. Start processing 2009 payroll.
7. Prepare your W-2's.
 - a. Send Club Data a back up of your database for W-2 preparation. If you are using the FTP site, contact Club Data to let us know that the database is here **or**
 - b. Process your own W-2's.
8. From the Club Data website, update Club Office, POS, Event Manager, TimeClock, and TeeSheet as applicable with the latest software updates. There are several changes since the last general software update. (This update will be available in early January for clubs current with their support.)

Year End Close Procedures. You may keep GL period 12 open even after year end. And, you can close period 12 and work in periods 13 or 14 before you actually close your year. Please review our newsletter from December, 2007 on the website for year end closing information.

Staff Training – Develop Depth. We often find a club where some processes or functions can not be completed because of personnel absences or resignations and there is no backup plan in place. In addition, we find that managers develop innovative new programs or processes when they are more knowledgeable of the software capabilities. Club Data training can help you build depth in your staff while introducing functionality and concepts that may be very relevant. Club Data training, either on site or over the Internet, can be customized to meet your needs. Contact us to discuss how we can help.

Club Data LockBox. See attachment 1 for information about this important new utility.

Please share this newsletter with your colleagues.

**Bill Hallberg
Club Data Sales and Service**

Club Data LockBox

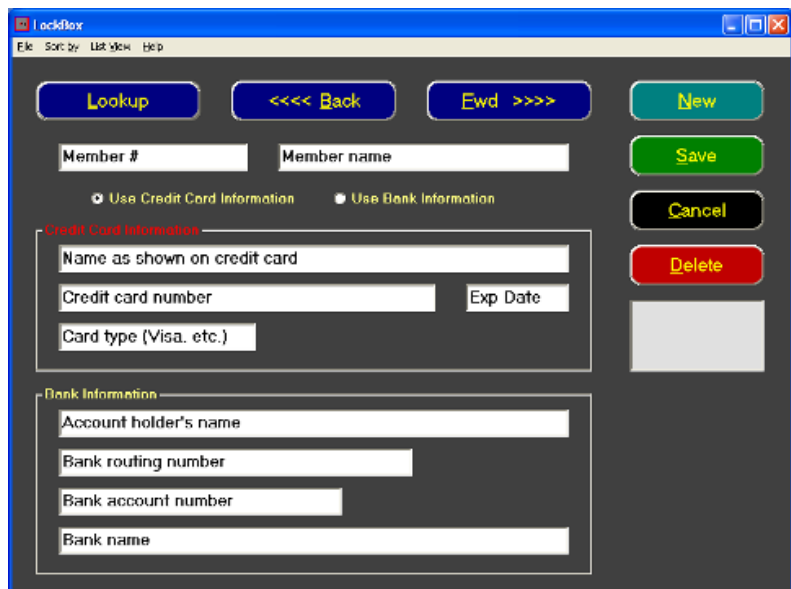
Do members use credit or debit cards at your club for the payment of dues or other regularly provided services? As a convenience to them as well as to your operation, do you keep their card numbers on file so you can use them as needed?

If you do, you are exposing your club to EXTREME financial risk should those card numbers ever be stolen!

You can protect yourself and your club by storing those card numbers in a secure way using the same encryption methods prescribed by the credit card industry. What's more, you can do so inexpensively using LockBox, a secure data storage software product from Club Data Corporation.

LockBox is a completely self-contained, single-user Windows module that uses industry standard 3DES encryption technology to keep your card information safe. LockBox can store credit card, debit card, or even bank routing/account information safely and securely. Should someone break into your office and steal the database or even the whole computer, they would not be able to use or even begin to decode the data!

Your members have entrusted you to keep highly sensitive credit card and/or bank account information on file. You owe it to them to keep the information safe.



The screenshot shows the LockBox application window. At the top, there are navigation buttons: 'Lookup', '<<< Back', 'Ewd >>>', 'New', 'Save', 'Cancel', and 'Delete'. Below these are input fields for 'Member #' and 'Member name'. There are two radio buttons: 'Use Credit Card Information' (selected) and 'Use Bank Information'. The 'Credit Card Information' section includes fields for 'Name as shown on credit card', 'Credit card number', 'Exp Date', and 'Card type (Visa, etc.)'. The 'Bank Information' section includes fields for 'Account holder's name', 'Bank routing number', 'Bank account number', and 'Bank name'.

LockBox is priced at only \$250. Compare this low purchase price against potential fines of up to \$50,000 *per stolen credit card number* and LockBox may just be the least expensive form of data protection you can buy.

To purchase LockBox, contact:

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