

Year-End Class

Who: Clients responsible for Year–End reporting and closing procedures.

Content: This class walks you through closing procedures for Accounts Payable, Job Cost, Cash Management, General Ledger, Payroll, Accounts Receivable, and Contracts. This is a great way to get some help preparing for Year–End procedures, and to ensure your software runs as efficiently as possible in the new year.

Credit: CPAs successfully completing this course will receive a CPE certificate. CIS Consulting Group is a CPE sponsor with the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh NC 27605

Prerequisites: An understanding of Microsoft® Windows®. We encourage clients to familiarize themselves with the software prior to attending.

Class Rates:

One Day: \$350 each participant

Registration:

Please fax completed registration form to 704-394-0052 or register online at www.cisinfo.com/classroom.htm for more information please call 704-393-0038 x1142

Course Outline

Year End Overview

Payroll

- Preparation Steps
- Printing W-2s
- Year-End Closing
- Generate and Copy Magnetic Media
- File Maintenance
- Tax Diskette

Accounts Payable

- Preparation Steps
- Print 1099 Forms
- Year-End Closing Procedures
- Generate and Copy Magnetic Media
- File Maintenance
 - Remove Vendors
 - Move Checks
 - Compact Files

Accounts Receivable

- Close Year
- File Maintenance

Cash Management

- Close Year
- File Maintenance

Contracts

- Close Year
- File Maintenance

Job Costs

- Close Year
- File Maintenance
 - Archive Jobs
 - Move Checks
 - Compact Files

General Ledger

- Preparation Steps
- Year-End Close
- Prior Year Adjustments
- File Maintenance

File and Disk Management

- Backing Up Files
- Copying Files

Print Considerations for Forms

- Laser and Dot Matrix Printers