

From: Lillian Aaron [lillian@basi-usa.com]
Sent: Tuesday, February 16, 2010 1:08 PM
To: Lillian Aaron
Subject: Business Accounting Tips - February 2010 - Preview



Proofing financial statements

As new General Ledger accounts are added during the year, it's possible an account was added to the Chart of Accounts, but not added to the Balance Sheet or Income Statement reports.

One way to confirm that all accounts are included in the statements is to print the Income Statement and the Balance Sheet reports for the latest period and compare the Year-to-Date Income/Loss amount on the Income Statement to the Year-to-Date Income/Loss on the Balance Sheet. If these figures are different, then you most likely have a Revenue or Expense account missing from your Income Statement.

There are different ways to determine which accounts are missing, some simpler than others. If you need help locating it, give us a call.

Test W2's with SSA's free program

The Social Security Administration offers AccuWage - a free program to test your company's W2's. This program reports to you any errors found that would affect submitting the W2 Magnetic Media to the SSA.

To download the Accuwate 2009 software go to www.ssa.gov/employer/accuwage. If you have used AccuWage in prior years, the SSA recommends that you uninstall the older programs and install the latest version.

Year End Updates for OSAS/TRVERSE

The 2009 / 2010 Year End Updates will be available the week of December 14th. If you are current on the annual maintenance program, these program and tax updates are free of charge.

If you would like assistance with installation, please call us at 1-888-246-1771 or 512-246-1771 to schedule your appointment.

December 31 - Not your fiscal year end?

If December 31 is not your company's year end, here are a few things to keep in mind:

- Payroll always runs on a calendar year per the IRS. So the 2009 Payroll year must be closed the the new 2010

February 2010

In this Issue

- ▶ [Proofing financial statements](#)
- ▶ [Test W2's with SSA's free program](#)
- ▶ [Year End Updates for OSAS/TRVERSE](#)
- ▶ [December 31 - Not your fiscal year end?](#)
- ▶ [Need W2 and 1099 forms?](#)

Just a Note...



In just a few weeks, the new year will be here. T'is time to wrap up 2009 in anticipation of a new year.

This newsletter contains a few tips to help you with year-end processing. Additional tips are available free of charge - so be sure to call or email us for your own 'Year-end in an Nutshell' guide.

As the years have past, Open Systems has made the year-end software process simpler. Things do happen however so remember we're here to help you.

Wishing you happiness with your loved ones during this holiday season - and a better new year than you ever imagined.

Until next time,
Lillian

Payroll year should be created. The Period Conversion tables should already be set up to know what period to post the new January Payroll to.

- When printing W2's, remember to switch the payroll year to 2009.
- In Accounts Payable, when processing 1099's there is a selection for which year you want to process. Remember to change to 2009 before printing the forms.

Need W2 and 1099 forms?

If you need W2 and 1099 forms, call Laura at Business Accounting Software for pricing and ordering. Note: form prices are typically less expensive when ordered before Dec 31, 2009.

At BAS, our goal is to provide flexible, simple-to-use accounting and business management systems and support to help your organization achieve unprecedented success.

If you would like to discuss issues you're experiencing in your organization and explore how we might help—call me today!

Sincerely,



Lillian and the BAS team

Helping your accounting make \$ense

This email was sent to
[Click here](#) to *instantly* unsubscribe.

Business Accounting Software, Inc.
8607 Grandview Drive
Jonestown, TX 78645
512-267-2277
888-246-1771

Quick Links

[Visit Our Website](#)
[Visit Open Systems/ Traverse](#)
[More About BAS](#)
[More Free Tips](#)

Contact Us Now!

888-246-1771
lillian@basi-usa.com

Pass It On

Know anyone who might be interested in our newsletter?
[Click here](#) to forward this email to up to five friends at once.

You are receiving this newsletter because you signed up from our web site. [Click here](#) to unsubscribe.