EAGLE
BUSINESS SOFTWARE

5351 Lincoln Highway,
Gap, PA 17527

Wednesday, January 6, 2010
2:30-4:30

End of Year Processes

In this Forum, the following topics will be discussed:

- **Closing months regularly**
- **Grouping periodic reports within the close month wizard**
- **The proper time to close a Year and re-opening a period**
- **Preparing reports for your Accountant - a list of reports your accountant will need, where you find the reports etc.**
- **Year End maintenance Utilities including ledger balances**
- **Printing 1099 Reports**
- **W2 Reports and processing Electronic W2's**
- **Reviewing asset, Liability, and equity general ledger balances.**
- **General Ledger adjustments from the accountant**

Location: **Houston Run Family Center** | **Webinar - Virtual Forum**
The conference room will be opened at 2:15 pm

If you plan to attend this forum, please fax this sheet to Eagle Business Software at 717-442-1096 or email your response to mstauffer@eaglebusinessSoftware.com. If you have questions, contact Melissa Stauffer at 717-442-3247, ext. 1124.

Company Name_____

Contact Name_____

Phone #_____   No. Attending _____

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