

ProSolutions

YOUR BUSINESS SOLUTIONS PROVIDER



Title of class: MAS 90 / MAS 200 Period and Year-end Processing Procedures

Date: Wednesday, December 15, 2010

Time: 9:00 AM – 12:00 PM

Course fee: \$ 250.00 includes Core Applications text only
\$ 275.00 includes Core Application and Payroll text

Included in the course fee: Course material as described above
Continental breakfast

As the end of the year approaches, we are prepared to equip our clients with the tools they need to successfully perform year-end processing. Attend this course to learn the steps necessary to perform period and year-end closing procedures.

By the end of the class, you will be able to:

- Back up your data
- Print reports
- Issue 1099s
- Reconcile your bank with General Ledger
- Correct out-of-balance transactions
- Purge data
- Close the accounting period and the year

To register: Contact Donna Penn at (858) 695-3900 or donnapp@prosolutionsssd.com and please indicate if you want one or both texts and which software version you are on.

Registration deadline: Wednesday, December 8, 2010