

NEW PRODUCTS !!!

INTRODUCING GRAB MY INFO

Grab My Info is a new software tool which allows you to access information on your work/home computer using your cell phone. Cost is only \$60 per year.

Go to www.grabmyinfo.com for further information and to download your free trial.

DIRECT DEPOSIT FORMS

New Direct Deposit “checks/forms” are now available from Prosoft for Payroll Direct Deposit users. They are available in the same colors and styles as our other check products. For security, the new forms contain no MICR numbers and “**NON-NEGOTIABLE**” is boldly printed in the signature line area to prevent them from being mistaken for real, negotiable checks.

Pricing and a sample of the new Direct Deposit check/form may be viewed on our website *.

2009 TAX FORMS

Please order your 2009 1099, W2, 1096, and/or W3 tax forms as soon as possible. The Tax Forms Order Sheet will be available for printing from our website Support menu.

ALL TAX FORM ORDERS MUST BE PREPAID AND RECEIVED BY US NO LATER THAN FRIDAY, DECEMBER 18, 2009 TO ASSURE TIMELY DELIVERY TO YOU.

To print the various 2009 tax forms in Gemini **, you will need the following program versions.

- ☞ W2 FORMS: VERSION 18.02 OR HIGHER
- ☞ W3 AND 1096 FORMS: VERSION 2009/19.05 OR HIGHER
- ☞ 1099 FORMS: VERSION 16 OR HIGHER

We strongly recommend you check our website for the latest program changes before printing your tax forms.

CHECK COLOR CHANGES

If you haven't ordered checks from Prosoft since mid-2008 and do not use Premier check colors or MICR check stock, our vendor has changed “standard” check style and color availability. Check selection and pricing may be viewed on our website * – check colors on your monitor may appear slightly different than actual check colors.

If you FAX a check order to us and we aren't expecting it, please follow up with a call to Kathy at ext 302. EMail check orders to us at either kathy@prosoftinc.com or skip@prosoftinc.com. Order confirmation will be via return e-mail if requested.

VERSION 2010 PROGRAM

Eclare, Gemini, and PSClient version 2010 program CDs will be released and mailed out during the month of September 2009.

UPGRADES AND UPDATES

After program upgrade CDs have been sent out, version 2010 program updates will be placed on our website as changes are made for download and installation at your convenience. We strongly recommend you check our website at least every four to six weeks to see if there are any newer updates to your program. Updates can be downloaded using your program's **Help | Check for Updates** option.

After an update has been downloaded, exit out of the program. When you log back in, you should get a message that there is an update to be installed. All other users will have to exit out of the program in order to proceed with update installation.

GEMINI END OF YEAR

* <http://www.prosoftinc.com/Checks.html>

** Reminder: Current-year 1099 and W2 forms will not print correctly in the obsolete Prosoft DOS ProCAP program.
NEWS09.ORG.DOC, 08/06/09, 2 Pgs, CWC

ACTIVITIES - 2009

☞ **PRINT REPORTS** - Before you close December 2009, we recommend you print any end of year reports you feel are necessary.

☞ **BACKUP COMPANY DATA** - Make at least two backups of each company's data; one for on-site access and one for off-site storage.

☞ **CLOSE DECEMBER 2009 ACCOUNTING PERIOD**

☞ If December is also your *fiscal year end*, select **GL | End-of-Month Closeout | Current Month AND End of Fiscal Year**. NOTE: In Gemini, there is no need to hold a year open beyond the end of the month – select this option when you reach the end of your fiscal year.

☞ If December is *NOT* the end of your fiscal year, select **GL | End-of-Month Closeout | Current Month Only**.

☞ **PRINT 2009 FORMS 1099/W2 AND 1096/W3** - After December 2009 is closed, you may print subject forms whenever you wish during CY2010. For those who have the Payroll module, *2009 Payroll W2 information will not be available until the December 2009 accounting period is closed*.

☞ **GEMINI PAYROLL USERS** - Be sure to update 2010 federal and/or state tax tables and rates information *before* calculating your first 2010 payroll. Updated federal tax table and rate information for 2010 will be placed on our website as soon as it is available to us from the IRS--usually between early and mid-December.

For those running version 18 or higher, a special payroll file will be available which can be downloaded and saved in your Gemini folder. You can then “link” to it through Payroll to update your Federal tax tables and rates information. Instructions will be available on the website.

For those who either haven't upgraded and/or don't have access to the internet through an accounting program computer, federal tax tables and rates update information will also be available on the website in document format.

2009-2010 HOLIDAY SCHEDULE

We will be closed for business on the holidays listed below:

Labor Day	Monday, Sep 7, 2009
Thanksgiving	Thursday, Nov 26, 2009
	Friday, Nov 27, 2009
Christmas Eve	Thursday, Dec 24, 2009
Christmas Day	Friday, Dec 25, 2009
New Year's Eve	Close at Noon, Thursday, Dec 31, 2009
New Year's Day	Friday, Jan 1, 2010
Memorial Day	Monday, May 31, 2010
Independence Day Weekend	Monday, July 5, 2010
Labor Day	Monday, Sep 6, 2010

EMAIL DETAILS

Prosoft provides important notices and other information via e-mail. Please e-mail kathy@prosoftinc.com with the preferred e-mail address(es) for your company.