

# Prosoft<sup>INC</sup> FALL 2008 NEWSLETTER

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## ORDER 2008 TAX FORMS NOW!

Please order your 2008 1099, W2, 1096, and/or W3 Forms as soon as possible **\*\***.

The Tax Order Form can be printed from the main Support menu on our website. **ALL TAX FORM ORDERS MUST BE PREPAID AND RECEIVED BY US NO LATER THAN FRIDAY, DECEMBER 12, 2008 TO ASSURE TIMELY DELIVERY TO YOU.**


### No W-2 FORM CHANGES

You must be running Gemini version **18.02** or higher in order to print 2008 W2 forms.

### No 1099 FORM CHANGES

You must be running version **16** or higher to print 2008 1099 Forms.

## GEMINI 2009 PRINTS 1096 AND W3 FORMS

 Great news! You can now print both 2008 1096 and W3 Forms through Gemini.

## CHECK COLOR CHANGES

There has been a major change to check color and check availability for those of you who use pre-printed “standard”, *Safety Blue*, and/or *Safety Pink* laser checks ordered from Prosoft.

All have been replaced by two new styles of “standard” laser checks, **Parchment** and **Herringbone**. Both are available in colors ***Blue, Green, Grey, Maroon, Purple, Tan, and Yellow.*** Customers who are currently using Premier check colors or MICR check stock are not affected.

When placing new orders or re-ordering “standard”, *Safety Blue*, and/or *Safety Pink* laser checks, please specify the new check style and color you want, for

example, “*Herringbone Blue*”. New check styles/colors may be viewed on our website. Please note that, depending on your monitor, colors may be slightly different than the actual checks:

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

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](mailto:kathy@prosoftinc.com) or [skip@prosoftinc.com](mailto:skip@prosoftinc.com). Order confirmation will be via return e-mail if desired.

## VERSION 19 PROGRAM UPGRADES AND UPDATES

Eclare, Gemini, and PSClient version 19 CD **upgrades** will be released and mailed out in October 2008.

After program CDs have been sent out, version 19 program **updates** will be placed on our website as changes are made. Updates can then be downloaded and installed 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 LIEN WAIVERS AND TxTEXT MAINTENANCE

The popular third-party TxText Word Processing Maintenance module used in PSClient has been added to Gemini version 19 for use with AP Lien Waivers. ***Existing Lien Waivers must be manually converted to the new TxText format before they can be printed in version 19*** so, when upgrading, please allow

**\*\*** As in the past, current 1099/W2 forms will not print correctly in the obsolete DOS ProCAP program.  
NEWS08.ORG.DOC, 08/06/08, 2 Pgs, CWC

additional time for *converting* “old” lien waiver text and tokens to the “new” format. The up-side is that the **manual conversion is quick and easy**, you will finally have *separate Partial and Final waiver documents*, and you will have *much greater control over the appearance* of your lien waiver text.

Conversion information will be available on our website and in Gemini’s **Help** option. We strongly recommend you review this information *before* you begin program conversion.

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## GEMINI END OF YEAR ACTIVITIES - 2008

✍ **PRINT REPORTS** - Before you close December 2008, 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.

✍ **CLOSE DECEMBER 2008 ACCOUNTING PERIOD**

✍ If December is your fiscal year end, select **GL | End-of-Month Closeout | Current Month AND End of Fiscal Year.**

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

✍ **PRINT 2008 FORMS 1099/W2 AND 1096/W3** - After December 2008 is closed, subject forms can be printed whenever you wish during CY2009. For those who have the Payroll module, **2008 Payroll W2 information will not be available until the December 2008 accounting period is closed.** For your convenience, a FAQ sheet dealing with the most common questions and problems encountered in printing 1099 and W2 forms is available on our website, [www.prosoftinc.com](http://www.prosoftinc.com).

✍ **GEMINI PAYROLL USERS** - Be sure to update 2009 federal and/or state tax tables and rates information *before* calculating your first 2009 payroll. Updated federal tax table and rate information for 2009 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, it will be available as a special payroll file 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 form.

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## 2008-2009 HOLIDAY SCHEDULE

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

Thanksgiving	Thursday, Nov 27, 2008
	Friday, Nov 28, 2008
Christmas Eve	Close at Noon, Wednesday, Dec 24, 2008
Christmas Day	Thursday, Dec 25, 2008
	Friday, Dec 26, 2008
New Year’s Eve	Close at Noon, Wednesday, Dec 31, 2008
New Year’s Day	Thursday, Jan 1, 2009
Memorial Day	Monday, May 25, 2009
Labor Day	Monday, Sep 7, 2009

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## MAIL DETAILS

Prosoft provides important information via e-mail. Please e-mail [kathy@prosoftinc.com](mailto:kathy@prosoftinc.com) with the preferred e-mail address(es) for your company.