



Banyon Data Systems, Inc.

Payroll

There are no changes to the 2009 W-2's. So as long as you were updated last year for the changes to the 2008 W-2's you are prepared for 2009.

Reminder (How to create W2's) :

W2's are found under View, Special Reports, Wage and Tax Statement-W2. They must be created/recreated before the year is closed and after the last payroll of the year. W2's can be reviewed and edited on screen. They can be printed before or after year end. Zero-amount W2's do not have to be deleted – they will not print and will be excluded from electronic filing.

If there were no additional deductions/benefits or any changes to them that affect the way social security and taxes were calculated in 2008, and your 2008 w2's did not get rejected by the SSA, you can create 2009 W2's from the W2 Create screen without any adjustment.

If you are not sure what deductions or IRS Code to put in box 12, please contact your auditor.

Fund Accounting and Payroll—Updating the programs—(If your version is dated before 6/22/2009, you will need to update from the web first.)

Click on the Tools menu, then file transfer. The last option under file transfer is, check for software/payroll update. This option will allow you to check for new software versions at any time. Just click on "Check for payroll/software update" and the system will check to see what version is currently available on the internet and also show you what version you have on your PC. If the release and/or version is newer than what is listed for "Current release on your computer", you will then be able to click on the "Current release on internet". At that time the software will download the release and automatically start the installation.

Utility Billing

End of Year Procedures:

Create an End of Year backup on an external source (CD, Zip disk, Flash Drive etc.). This is your most important End of Year task.

If you know which reports your auditors will be looking for, go ahead and print them. If you are not sure what they will want, here are a few suggestions:

- Account Balance report - Reports down-arrow
- Account Charge Balance report-Reports down-arrow
- DNR report -Reports down-arrow
- Systems Info reports: Right click >Tools > System Info

There are a number of EOY (End of Year) reports created for your use.

Right click > Setup > Choose Forms > Special Forms (Right column)

Turn on (change the No to Yes) the EOY reports you are interested in using. Back on the Utility Billing Account screen, the reports can be selected from the Reports down-arrow.

Fund Accounting

1099

There is no new format for 2009 1099's.

Adding a new Year

You can add 2010 without Completing 2009. Go to view, then periodic processing. Go to the end of the month tab, click on 2007 and make sure all the periods are closed for 2007. Click on final a year tab, should have final 2007 in the box, click on it. After finaling the year, click on add new year tab, **MAKE A BACKUP**, and then click on the add new year button.

Tax Table Update:

There will be new tax tables for 2010. The update will be available for download the first week of January. If you have a payroll or two before the update is downloaded, this will not be a problem. We will make a note on our web site (www.banyon.com), and chat board once the tax table update is available. In order to download the update here are the steps to take:

- ⇒ Go to Tools - Setup options - Tax tables
- ⇒ Click on the link in blue to [Download tax table update](#)
- ⇒ Click **OK** to start and **Run** to install. (**NOTE:** You may get another message or two from Windows asking if you want to unblock or run unknown publisher. As long as this is coming up after selecting to download the tax table update it is from us and you will want to run and/or unblock to complete the update.)

Fund Accounting

New Reports:

Checks for the Month: Click on checks, then Check Writer (checkbook icon). When you click on the printer next to Checks for the month it will give you a running balance report of all checks and receipts for the current month.

JE Posted for a Month: Click on Journal Entries, then click on JE Posted report for a month. This will give you a range box with the current period in it. You can select any period or range in this box. (ex. 01-12 will give you the whole year of journal entries)

Projects: Click on Projects from the main desktop. You will see a list of your projects; once your project is selected you will have the option to filter the information.

New Features:

Press here for unposted batches and checks for current and prior years: This box is found on your main desktop. When you click, it will show you any unposted batches and/or checks without check #'s in all your open three years.

End of Month: This option is on your main desktop. When you click here you will be brought to the periodic processing screen and will be given the option to close selected month, as long as nothing is open.

Customer/Vendors:

Different report formats: Select the customer/vendor. History 1, History 2, History and Checks have the ability to filter out years or select all history.

Recur payment or receipt: Select this option on the customer or vendor. Select which group (payment or receipts). Enter the account codes which recur for this customer/vendor. You can select to copy automatically.

Periodic Processing:

Delete all old reconciled checks: Select periodic processing, go to the maintenance tab. Select under Check reconciliation year delete. Click on the year you want to delete, as long as the checks are reconciled they will delete from your See Checks list. This will not delete the transaction from your vendor.

Budget: You have the ability to copy budget from year to year, or adopt your original budget in the copy budget tab. (After your budget is adopted, you are able to make changes throughout the year to your actual budget without changing the adopted budget. However if you want the adopted budget to reflect the changes, you will need to re-adopt your budget.)

Please make sure to do a Back up your data before copying your budget.

Payroll

All users should be updated to the most recent version of Payroll Version 6.071. If you are not on this version, please update. If your version is Before version 5 you will possibly need a CD to upgrade, please call Banyon Data Systems before attempting the upgrade.

The only Users that should not be on version 6.071 at this point would be users that do not have Windows XP, Vista or 7 on their PC. All others should make sure to upgrade .

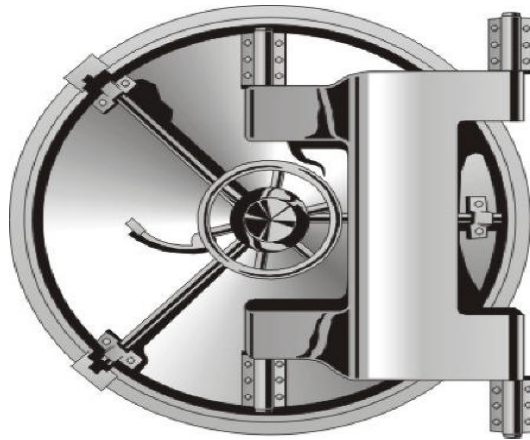
Payroll Report Writer

The Report Writer in the Payroll program has been updated to include all the same options and features on one page instead of 2 separate tabs. There shouldn't be any change to the existing functions and features you have seen throughout the years just a new look. Please feel free to call with any questions when creating or editing reports.

**Are your BDS backups stored off site
incase of tornadoes, flooding, or fire?**

If not, use BDS VAULT!

***NOW
AVAILABLE***



***NOW
AVAILABLE***

- BDS Vault is a new software that will transfer your Banyon data files to our secure servers.
- From the menu, select all programs to transfer immediately or later that day.
- Annual pricing is available for 1, 2, 3, 4 or more BDS programs.
- Have confidence knowing your data will be restored if a disaster occurs.

Contact Chris Olson for details!
800-229-1130 chriso@banyon.com

Customer Chat/Message Board:

From Banyon's web site www.banyon.com you can access the chat board. You will need a username and password to log on. To obtain your username and password, email support@banyon.com

The chat board is designed for Banyon customers to communicate with each other regarding the software. A question can be logged and then when someone responds, you will be sent an email to let you know someone has answered your question.

This should not be used in place of support. We would prefer you call or email support@banyon.com with support questions for Banyon staff.

Banyon will use the message board to keep customers up to date on new features that have been implemented within the software and to offer our own suggestions for questions posted by users.

Office 2007 and Windows 7

Banyon is always updating and making changes to stay up to date with the constantly changing technology. Our programmers are currently working on getting our programs upgraded to Microsoft Access 2007. So keep an eye out for emails to alert you of our changes in 2010.

For those of you that have already or are planning on upgrading to Windows 7, we are ready. We have done in house testing and currently have some user on Windows 7. There have not been any major issues with our program running on the Windows 7 platform.

Backing up Reports to an external source

You sometimes spend hours creating reports for your reporting purposes. We can replace the reports that come with the Banyon applications, but we cannot replace the reports that you create. Why not be proactive and backup these reports to an external source (just in case). To accomplish this task: on the main screen, 1) click on File 2)BDS Report Transfer 3) Export 4) Select the reports to export 5)then click on Export. Save it to another directory or a diskette. To import reports: on the main screen, 1) click on File 2)BDS Report Transfer 3) Import 4) Select the directory or drive the reports were saved to 5)Select the reports to import 6) then click on Import.

Backup Files You keep and How Long?

Payroll—Retain a copy of the Calendar and Fiscal Year End backups basically forever. The Quarter End Backup should be kept at least a year, and the Month End and Pre Posting Backups should be kept for at least 2-3 months.

Fund Accounting—Retain the Year End backup basically Forever. And retain at Least 1 Month of Pre Posting Backups.

Utility Billing—The yearly backups (Late December) should be kept until the Auditor has completed that year. All other backups should be kept at least one billing cycle.

ALL YEAR END BACKUPS SHOULD BE COPIED ON AT LEAST ONE FORM OF EXTERNAL MEDIA (EX. CD, DVD, Flash Drive)

2010 Holiday Calendar

January 1, 2010	New Years Day	Friday
May 31, 2010	Memorial Day	Monday
July 5, 2010	Day After Indep Day	Monday
September 6, 2010	Labor Day	Monday
October 11, 2010	Columbus Day	Monday
November 25, 2010	Thanksgiving Day	Thursday
November 26, 2010	Day After Thanksgiving	Friday
December 24, 2010	Christmas Day	Friday

Banyon Data Systems—Scheduled 2010 Holidays