



# Banyon Data Systems, Inc.

## Payroll

There are no changes yet as we know of to the 2011 W-2's.

### 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 2010, and your 2010 w2's did not get rejected by the SSA, you can create 2011 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.

## Utility Billing

### End of Year Procedures:

**Create an End of Year backup on an external source** (CD, Zip disk, Flash Drive etc.). Or, use the BDS Vault Backup Service. 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
- EOY Receipts by Charge: great to get sales tax

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

## Helpful Year End Modules

**Fund Accounting:** *Manage payables* is great for year end when you want an item expensed in December, but paid in January. In December, the expense account is debited and accounts payable credited. When the check is paid in January (or later), accounts payable is debited and cash is credited.

**Utility Billing:** *Certification to Taxes* avoids doing manual adjustments on each service on each account. A new feature has also been added to print certification notices. If you have previously purchased the certification module, this feature is in the new version of Utility Billing.

The cost for each module is a one time fee of \$495

## Fund Accounting

### 1099

There is no new format for 2011 1099's.

### Adding a new Year

You can add 2012 without Completing 2011. Go to view, then periodic processing. Go to the end of the month tab, click on 2008 and make sure all the periods are closed for 2008. Click on final a year tab, should have final 2008 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 2012. 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](http://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.)

**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](mailto:chriso@banyon.com)