



Join IDT Consulting at the Microsoft offices in Downers Grove Tuesday morning, December 9th, for our Year-End Processing Seminar.

We'll strive to help make your accounting and business reporting requirements easier by showing you step-by-step how to take advantage of your current tools to produce year-end reports that are both thorough and accurate.

Event Schedule:

8:00 - 8:30 - Continental breakfast and registration

8:30 - Presentations begin

12:00 - Conclusion of general sessions

Payroll users: A special session at the end of the seminar will be held for those attendees who are users of Microsoft Dynamics GP- Payroll Processing. This session will conclude at **1:00**.

The seminar will cover:

- Month End Procedures and Checklists
 - Reconciling Reports
 - File Maintenance
- Quarter End Procedures and Checklists
 - Reconcile Utilities
 - Test Backup & Recovery
 - Clean Up Users & Security
- Fiscal Year End Procedures and Checklists
 - Record Maintenance
 - Data Maintenance
- Calendar Year End Procedures and Checklists (for those attendees who use Microsoft
 - Dynamics - GP Payroll)
 - Document Printing
- 1099s and W2s
- Helpful tools such as Macros and Smartlists
- Microsoft Business Portal
- Enterprise Content Management integration with Microsoft Dynamics – GP

We hope you'll join us for this free event!

Sign up today at www.idtconsulting.com/event_registration or give me a call at 630.875.1100.

Hope to see you in December,

Brian Anderson
IDT Consulting