

ShelbyPODCAST Outline:
Top Ten Year-End Tips

10. Backup Your Database:

9. Be Aware of Resources:

8. Sign Up for Webinars:

7. Load the Year-End Update:

6. Review Names in GlobaFILE and Membership:

5. Check Financial Modules for Unfinalized Activity:

4. Save Statements and Reports as PDFs:

3. Make Changes to the Chart of Accounts:

2. Run W2 and 1099 Edit Reports:

1. Make Sure the Default Year is Set Correctly:
