

Please note that our offices will be closed Thursday Nov. 26 and Friday Nov. 27 for the Thanksgiving holiday. Our staff wishes you and your family a Happy Thanksgiving!

Tick Tock, Tick Tock – Make the Most of Precious Time with Year-End Task Classes

The clock is ticking! Sports announcers repeat that phrase a lot this time of year. During the final drive in the fourth quarter of a football game or during the game's final minute of your favorite college basketball team—everyone is looking for more time! December and January in your church office has you on the same search . . . for more time. CDM+ stands ready to assist you make the most of your moments.

We want to assist you in the transition to the new year. Year-End online classes are designed to help you prepare for the end of one year and the beginning of another.

During the months of December and January the Group Online class schedule offers three classes to assist your transition:

- Year-End Contributions Tasks
- Year-End Accounting Tasks
- Year-End Payroll Tasks

Each class will demonstrate the skills to complete year-end tasks and discuss important year-end issues in one of these program areas. The presentation with question-and-answer format enhances your learning.

The Year-End Contributions Tasks class demonstrates how to update Givers Codes and transfer contributions to another Giving Code as needed. As for those contributions Giving Statements you must prepare, a detailed “how-to” is provided covering the variety of formats available in CDM+. New this year: a

separate class on e-mailing Giving Statements. Note that to e-mail Giving Statements, you must have both the Pro version of CDM+ Contributions v8.1.2 and Enhanced Notices.



Complete your once-a-year to-do list in less time and with more confidence. Sign up for CDM+ Year-End task classes today!

The Year-End Accounting Tasks class presents a review of year-end accounting tasks to be completed in CDM+. Topics covered in this class include: updating vendors and printing vendor 1099s, creating the 2010 budget, entering Year-End accounting ledger entries and closing the accounting year of 2009.

The Year-End Payroll Tasks class features “how-to” review, preview and print W2s and the W3. Updating employee records and time-off as well as installing a new tax table in CDM+ is demonstrated.

How will you benefit? You will:

- Have new confidence to complete year-end tasks
- Save time by knowing what to do and how to do it
- Be assured that you have not forgotten an important year-end task
- Receive a checklist of “to-do’s” for each program area
- You will be prepared for the transition to 2010!

For more information including full class descriptions, class schedules and online registration, visit www.cdmpplus.com/Training/GroupOnline. Register for a year-end tasks class today—you know the clock is ticking!

GROUP ONLINE CLASSES FOR YEAR-END TASKS

Fri., December 11

- CDM+ Year-End Contributions Tasks 12:30-1:30 pm ET
- CDM+ Year-End Accounting Tasks 2:00-3:00 pm ET
- CDM+ Year-End Payroll Tasks 3:30-4:30 pm ET

Tues., December 15

- CDM+ Year-End Contributions Tasks 11:00 am-12:00 pm ET
- CDM+ Year-End Accounting Tasks 12:30-1:30 pm ET
- CDM+ Year-End Payroll Tasks 3:30-4:30 pm ET

Wed., December 17

- Emailing Giving Statements (Enhanced Notices required) 11:00 am-12:00 pm ET
- Emailing Giving Statements (Enhanced Notices required) 2:00-3:00 pm ET

Tues., January 5

- Emailing Giving Statements (Enhanced Notices required) 3:30-4:30 pm ET

Thurs., January 7

- CDM+ Year-End Contributions Tasks 12:30-1:30 pm ET
- CDM+ Year-End Accounting Tasks 2:00-3:00 pm ET
- CDM+ Year-End Payroll Tasks 3:30-4:30 pm ET

Wed., January 13

- CDM+ Year-End Accounting Tasks 11:00 am-12:00 pm ET
- CDM+ Year-End Payroll Tasks 12:30-1:30 pm ET
- CDM+ Year-End Contributions Tasks 3:30-4:30 pm ET

Thurs., January 14

- Emailing Giving Statements (Enhanced Notices required) 11:00 am-12:00 pm ET

Tues., January 19

- CDM+ Year-End Contributions Tasks 12:30-1:30 pm ET
- CDM+ Year-End Accounting Tasks 2:00-3:00 pm ET

Wed., January 20

- CDM+ Year-End Payroll Tasks 11:00 am-12:00 pm ET
- Emailing Giving Statements (Enhanced Notices required) 12:30-1:30 pm ET

THIS LIST CONTAINS ONLY YEAR-END TASK CLASSES.

For the complete class schedule, visit: cdmpplus.com/Training/GroupOnline