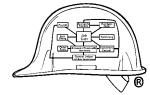# Year End Processing Tips

The user manuals have Year End Checklists for applications that require special year-end procedures. Here are some tips to make the year-end processing easier.

Accounts Payable

➢ You **MUST** select and run the "CREATE FILES FOR 1099 PROCESSING" (AP0820B) from the Year End Processing Menu before running a Calendar Year End Close AND **before** paying any checks dated in the new year. The 1099s print from the backup file created when running this program using the Calendar YTD Paid information. You may print the 1099s either before or after clearing the year.

➢ If your fiscal year is the same as the calendar year, use options #3 and #4 in the Year End Close Out program to clear all year-to-date totals. If your fiscal year is different from the calendar year, use options #2 and #4 in the Year-End Closeout program to clear the calendar year-to-date totals, but keep fiscal year-to-date totals.

General Ledger

➢ Print the Trial Balance Worksheet (GL0520) for Year-End adjustments.

➢ Use the year-end version of the Print General Ledger Statements program to print the annual financial statements.

➢ Consolidate multiple companies if necessary.

➢ After the Year-End Closeout is complete, use the Chart of Accounts Budget Maintenance program to enter budget figures for the new fiscal year.

➢ Change recurring journal entries for the new year, if necessary.

➢ Change text on financial statements as necessary, such as any literal containing yearly dates.

➢ If you have added any new accounts to your Chart of Accounts, make sure that they have been included in all GL Statement Formats that you use.

Payroll

➢ AFTER processing the last payroll with a December check date, print monthly reports and close month.

➢ Print quarterly reports such as 940 and 941 reports.

➢ Accrue sick and/or vacation hours if desired.

➢ You **MUST** select and run the "CREATE FILES FOR W-2 PROCESSING" (PR0982B) from the Year End Processing Menu before clearing the year. The W-2s print from the backup file created when running this program. You may print the W-2s either before or after clearing the year.

➢ The Year End Employee Masterfile Maintenance (PR0100YE) permits editing of the Employee Masterfile data backed up for W-2 processing if necessary. The Year End YTD Masterfile Maintenance (PR0150YE) permits editing of the YTD Totals in the files backed up for W-2 processing.

➢ The Special W-2 Field Maintenance (PR0982S) selection on the Year-End Menu screen allows you to change, print, or display the data in the special W-2 fields.

➢ The program Print W-2's and Create Electronic File (PR0982) is required to correctly create the W-2 electronic file.

➢ After the year is cleared and before entering data for the new year, change the rate and/or cap for extra deductions on the employee masterfile as necessary.

➢ Update Workers' Compensation Codes for new reporting classifications as necessary.

All Applications

➢ Make sure month-end and quarter-end procedures are completed before running year-end programs.

➢ Print any miscellaneous reports that you want to keep before closing the year.

➢ Always backup your data files before running year-end procedures.

➢ Change utility files for the new year as necessary, such as state and county sales tax rates; federal, state, and local income tax rates; payroll tax rates; union fringes and deductions; estimating labor rates; overhead rates; etc.

➢ Change masterfiles for the new year as necessary, such as billing rates on equipment items, selling prices on inventory items and service kits, and promotional prices in order entry.

➢ This is a good time to delete history from a previous year. Since the option to delete history is part of several month-end programs, deleting a previous year's history can be done during the December or January month-end.

➢ To keep year-to-date totals accurate, you **MUST** close the current year before posting transactions for the new year (other than Accounts Payable unpaid invoices).