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## Payroll Year-End Checklist

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The following Year-End checklist has been designed to conform to the features and functionality of the currently supported versions of the OSAS Accounting Software (version 7.0x and version 6.5x). Use of this checklist for earlier versions of your software may or may not be complete.

1. \_\_\_ Post the payroll checks for the last payroll cycle of the year.
2. \_\_\_ Print the quarterly reports:
  - \_\_\_ Earnings and Deductions Report
  - \_\_\_ Sick Leave and Vacation Report
  - \_\_\_ Quarterly State Unemployment Report
  - \_\_\_ Transaction and Check History Reports
  - \_\_\_ Quarterly Employer's Tax Report
  - \_\_\_ Quarterly Withholding Report
  - \_\_\_ Department Report
  - \_\_\_ 941 Worksheet
3. \_\_\_ (*OPTIONAL*) Print any additional reports or have them saved to a file.
4. \_\_\_ **Backup data files.**
5. \_\_\_ Run the Post Expenses to GL function on the Periodic Processing menu.
6. \_\_\_ **Backup data files again.** Do not use the same diskette or tape used in step 4.
7. \_\_\_ Select the Year End option in the Periodic Maintenance function on the Periodic Processing menu to perform the following tasks<sup>1</sup>:
  - create last-year files
  - clear QTD and YTD balances in the new-year Employee History and Department files
  - remove outdated transaction and check history
  - delete terminated employees from the Payroll files for the new year
8. \_\_\_ Delete outdated recurring entries using the Purge Recurring Entries on the Periodic Processing menu.
9. \_\_\_ Consolidate sick and vacation balance records using the Roll Up Leave Balance function on the Periodic Processing menu.
10. \_\_\_ If you elected to have the system accrue vacation and sick hours, switch to the new year files using F9. Then select Tables from the File Maintenance menu to update the MAXVSxxx, SICccxxx, and VACccxxx tables for the new year. Otherwise, manually update sick and vacation hours in the new-year using the Leave Adjustments function on the File Maintenance menu.
11. \_\_\_ Update the federal, state, and local tax tables and formulas in the new-year if necessary. Subscribing to the Software Fitness Program ensures that you are always up to date. If you have received an update disk, install it instead of manually updating the tables.
12. \_\_\_ Rebuild the new-year PAEPxxx, PAEDxxx, PAEWxxx, PAEExxx, PAESxxx, and PAEGxxx files using the Change File Size and/or File Rebuild/Verify functions on the Data File Maintenance menu in Resource Manager.
13. \_\_\_ Switch to the New Year files using F9 to process payroll in the new year.
14. \_\_\_ Switch to last-year files using F9 to update the last-year Employee and Department files, then select the Manual Checks function on the Payday Work menu.
15. \_\_\_ Repeat steps 13 and 14 as needed.
16. \_\_\_ Print the W-2 forms.
17. \_\_\_ Delete last year files using the Close Last Year function on the Periodic Processing menu.

<sup>1</sup> You can print W-2 forms before running Year-end if you have completed payroll processing.