

PAYROLL YEAR END CHECKLIST Page 1 of 2

Check List	Detail	Application	
<input type="checkbox"/>	Complete Month/Quarter Procedures	<p>Note: This should be done after your last payroll for the year is completed. That means any check dated in the Calendar year regardless of actual expense period desired. No check can be written dated in January until the Year End is completed. Such accounting period can be overridden from January to December for budget purposes when starting Check run in SP-PP-SC line (04) accounting period even after December has been closed.</p>	SP-ME (Month End)
<input type="checkbox"/>	Build W-2 File	<p>Note: This application only builds the W2-File; printing is on a different menu that can be used even after Year End is complete, so forms can be printed and reprinted until the next Year End. However, please check audit trail thoroughly before completing Year End menu as this application cannot be reran after the Year End is completed and all modifications will have to be done manually instead of automated which this application is designed to accomplish.</p>	SP-YE-2B (Builds W-2 file) SP-YE-2A (Prints Audit Trail)
<input type="checkbox"/>	Print Reports from SP-YE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Screen M Audit Listing <input checked="" type="checkbox"/> Terminated Employee Listing <input checked="" type="checkbox"/> Employee CYTD Balance listing 	SP-YE-MA (Audit List) SP-YE-YD (Report Listing) SP-YE-CB (Report Listing)

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<input type="checkbox"/>	Install New Tax Table	Note: Momsoftware will provide all clients with the new tax tables. We only update Federal, FICA, Medicare, EIC and State tax just for California.	SP-YE-IT
<input type="checkbox"/>	Run and Update Weekly/Biweekly Payrolls	<p>Note: This application is a simple search and replace program for the 3rd payroll string.</p> <p>Warning: If application is not ran correctly, taxes and deductions will not be right. This might not be noticed until later in the year.</p>	SP-YE-SE (Maintenance) SP-YE-US (Print/Update)
<input type="checkbox"/>	Print W-2 Forms	Note: For electronic filers, please check W-2 information with Accuwave software before submitting. This software is available on the SSA.GOV website.	SP-YR-W2 (Maintenance) SP-YR-2A (Form Print) SP-YR-FD (Electronic Exec.) SP-YR-2D (Transmittal) SP-YR-2C (Copy to Drive)
<input type="checkbox"/>	Print 1099 Forms	Note: Most payrolls do not use this application. This is not for vendors from payroll. Vendors for payroll 1099's are run in Accounts Payable module.	SP-YR-6M (Maintenance) SP-YR-6P (Form Print)