Payroll Year-end Processing Checklist

Points to Remember

- Payroll Period-end Processing can only be completed on a calendar year basis.
- Quarter-end Processing is done after Payroll is completed for quarters ending on March 31st, June 30th, and September 30th.
- Year-end Processing is only performed after all payroll checks with a date December 31st or earlier have been entered and updated.
- Payroll Period-end Processing IS NOT done on a fiscal year basis like other MAS 90 modules. If you are on a calendar year basis and plan to close other modules at this time, make sure you close all modules based on MAS 90 Order of Closing rules. If you are on a fiscal year basis, you may not be closing other modules at this time.
- DO NOT perform Period-end Processing until you have entered and updated all of your current year Payroll transactions.

Payroll Year-end Processing Checklist

1. ___ Make sure correct year tax tables are installed.
2. ___ Back up the Payroll files using a reliable backup system.
3. ___ Label the disks or tape as having been done PRIOR to performing Year-end Processing.
4. ___ Make sure that the Payroll system date is set to the last day of the calendar year.
5. ___ Change the date by double-clicking directly on the date displayed in the lower right hand corner of the MAS 90 Launcher.
6. ___ Verify that all checks issued using the current year Payroll check date have been updated.
7. ___ Print the Quarterly Governmental Report.
8. ___ Print the DE6 Report. (California residents only)
9. ___ Print the Quarterly 941 forms.
10. ___ Print all your W-2 forms.
11. ___ Process and make Magnetic Media diskettes (if applicable).
12. ___ Select **Period-end Processing** from the **Period End** menu, then select **Quarter- and Year-end Processing**.
13. ___ Choose all the reports you wish to print for the period.
     Best recommends you print the following reports.
     a) ___ Quarterly Tax Report
     b) ___ Payroll Check History Report
     c) ___ Quarterly Pay Period Recap
     d) ___ Earnings Report
     e) ___ Deduction Report
     f) ___ Benefit Accrual Report
     g) ___ Worker's Compensation Report
14. ___ Reconcile year-to-date totals on all reports.
15. ___ Verify that all checks have been entered and printed for the current quarter.
16. ___ Confirm that all proper adjustments have been made.
17. ___ Make sure that all selected reports have been printed.
18. ___ Complete Year-end Processing.
     Answering *Yes* to the, "DO YOU WANT TO COMPLETE PERIOD-END PROCESSING?" prompt **clears all current year data files** in preparation for the new year.
19. ___ Back up the Payroll files using a reliable backup system. Label the disks or tape as having been done after Period-end Processing.
     Do not use the same disks or tape that you used to back up your data prior to closing.