
Payroll Year-End Checklist

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 6.1x 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 tasks¹:
 - 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 - remove outdated transaction and check history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 ___ Delete outdated recurring entries using the Purge Recurring Entries on the Periodic Processing menu.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.

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