

## Year-End Checklist

At year end, you need to complete the steps listed in the checklist below. You can complete any module in any order; however, it is recommended to process General Ledger last. NOTE: You may elect to use the System Administration – Period End – Year End Processing tool (wizard-like) or process each module directly in the applicable application. Also, refer to the Help Topics regarding Year End.

Step	Description	Completed
1.	Prepare exceptional and one-time Payroll items such as taxable employee personal use of company vehicles or life insurance in excess of \$50,000 (If necessary, seek guidance from CPA or Tax Attorney.)	
2.	Complete all current year Payroll payments and adjustments in the current year.	
3.	Print period end Payroll reports.	
4.	Install the Year-End Update or applicable patch for Spectrum self-hosted users. For Viewpoint hosted customers the Year-End Update is scheduled and installed by Viewpoint Cloud administrators. The timing and specifics of this update will be communicated by Viewpoint to hosted users.	
5.	Build W-2 Form (Payroll – Period End – W-2 Processing)	
6.	Adjust Tax Tables for new year or download and install tax tables from Spectrum Online. Install update via System Administration – Year End – Tax Table Subscription.	
7.	Perform Year End Update (Payroll – Period End – Year End Update.)	
8.	Commence new year Payroll processing ensuring that CHECK DATES are in the new year.	
9.	Complete W-2 Processing and Printing and/or electronic media.	
10.	Complete Affordable Health Care Plan Processing (Payroll – Period End – 1095-C Processing)	
11.	Complete all current year Accounts Payable payment processing, adjustments, and Accounts Payable disbursements in the current year.	
12.	Accounts Payable – 1099-Misc Forms (Accounts Payable – Period End – 1099-Misc Forms) <ul style="list-style-type: none"> <li>• Build Form</li> <li>• Print Forms (Form button)</li> <li>• Export 1099-Misc File</li> </ul>	
13.	Equipment Control – Open Forward Balance	
14.	Fixed Assets – History Consolidation	
15.	Materials Management – Open Forward Balance	
16.	Process any current year accounting adjustments, such as journal entries	
17.	Print the final batch of current year accounting reports.	
18.	General Ledger – Period End – Opening Forward Balance Update	
19.	General Ledger – Period End – Fiscal Calendar Maintenance (if necessary)	
20.	Adjust processing dates for applications – System Administration – Installation – Processing Dates	