

## Payroll Year-End Close

This module is not date sensitive! Be sure checks for the closing year are entered and posted.

**DO NOT** post any transactions for the new year until the year-end file is created and the new tax table is installed.

- 1. Complete final payroll run for the calendar year.
- 2. Complete period-end procedures. (Reports – Payroll - Period-End)
- 3. Complete quarter-end procedures. (Reports - Payroll - Quarter-End)  
NOTE: User date must be on or before 12/31/09.
- 4. Print any additional reports. (Reports - Payroll)
- 5. Backup data – All Company & Dynamics databases (also REPORTS.DIC and FORMS.DIC on server and/or locally).
- 6. Perform Check Links on all Payroll Series files.  
(Microsoft Dynamics GP - Maintenance - Check Links - Series-“Payroll”, ALL)
- 7. Create Year-End Wage File. (Microsoft Dynamics GP - Tools - Routines - Payroll - Year-End Closing – Create Year-End Wage File)  
NOTE: You may skip to step 13 and process the new year payroll and complete steps 8-12 at a later date.
- 8. Verify/Print W-2 information. (Microsoft Dynamics GP - Tools - Routines - Payroll - Print W-2s (use blank paper))
- 9. Verify/Print 1099-R information. (Microsoft Dynamics GP - Tools - Routines - Payroll - Print 1099)  
NOTE: W-2 and 1099-R statements can be reprinted at any time.
- 10. Edit W-2’s and 1099-R’s if necessary (Microsoft Dynamics GP - Tools - Routines - Payroll - Edit W-2s or 1099-Rs)
- 11. Create Federal Magnetic Media file (Microsoft Dynamics GP - Tools – Routines – Payroll – W-2 Magnetic Media).
- 12. (Optional) Archive inactive employee Human Resources information (Microsoft Dynamics GP - Tools - Utilities – Human Resources – Archive Employee).
- 13. Close all periods for Payroll (Microsoft Dynamics GP - Tools - Setup - Company - Fiscal Periods – Mark all periods for Payroll)  
NOTE: This prevents any posting to the Payroll module for the closed year. To post historical transactions at a later date, unmark the desired posting period to “re-open”, post, and then “re-close” the period by re-marking the box.
- 14. Install payroll tax update on one workstation only (Microsoft Dynamics GP – Maintenance – U.S. Payroll Updates – Check for Tax Updates). You must be logged in as “sa”.  
Choose Automatic & enter main phone number.  
Verify Tax Table Update date in Microsoft Dynamics GP – Tools – Setup – System – Payroll Tax –  
Last Tax Update=12/18/2009

### What the Payroll Close accomplishes.

Creates Year-End wage file to print W-2 and 1099-R statements.

Tax Update:

- Updates FICA, federal & state tax tables