**Anycity Corporation** Payroll Year End 2023 Page: Dec 18, 2023 01:13PM Step 1. Before You Get Started \*\*\*IMPORTANT Use the steps in this checklist to close the current payroll year. Complete the following steps in order. Install the latest Connect update Print the W-2s as soon as possible. Wait to load new tax information until you have completed this steps checklist. A. Close the last payroll of the year. - Follow the Each Pay Period steps checklist to close the last payroll of the year. B. Install the latest version of Connect. C. Print quarterly reports for the 4th quarter - Include quarterly reports for your state. Step 2. Verify Pay Code Information A. Verify pay code rates and limits. Check the maximum wage limit on the employee portion and employer portion for the following pay codes: Social Security, Medicare, and any pay code with a maximum wage limit. B. Verify IDs for federal and state pay codes. - Look up pay code 76-00 [FWT] and 77-00 [SWT]. Verify the federal and state ID numbers. C. Review the subject to pay codes. - Print the pay code List and use it to verify the pay codes subject to Social Security, Medicare, Federal Withholding Tax, and State Withholding Tax. D. Verify W-2 Box 10, 11, 12, and 14 settings. Use the pay code list to verify special pay code flags for Boxes 10, 11, 12, and 14. \*\*\*CASELLE SUPPORT STAFF ARE NOT TAX EXPERTS Customer support can help you find the right box in the Payroll application to enter W-2 values for Box 10, 11, 12, and 14, but they cannot tell you what to fill in. - If you need help, you can contact your auditor or refer to the IRS website. E. Run checkout. - Correct all errors reported on the error report before you continue to the next step. Step 3. Verify Year-to-Date Information A. Verify the GL updates for the calendar year. Check if duplicate transactions have been posted to the PC, PB, and CDP journals in the general ledger.

Anycity Corporation	ity Corporation Payroll Year End 2023						Page: 2									
								De	c 18	, 202	3 0	1:13	PM			
B. Print payroll history for the calendar year.					$\exists$								$\dashv$			
<ul> <li>Select the Payroll History - By Calendar Year [C Range column, on the left, match the totals in the</li> </ul>	aselle Master]. Use the printed report to check if the totals in the Year-to-Date column, on the right.															
C. Print annual 941 report for the calendar year.																
- Print the 941 report for 1/1/YYYY to 12/31/YYYY																
- You will use this report to match W-3 amounts.																
D. Print the employee tax summary.																
- Print the employee tax summary for 1/1/YYYY to	12/31/YYYY.															
- You will use this report to balance taxable wages																
E. Verify reports.																
- Verify employee information on the employee his	tory report.															
- Verify taxable wages on the employee tax summ	ary and annual 941 reports.															
F. Print additional annual reports.																
- This step is optional.																
- You can set up the pay code transaction report t	o print annual reports for the entire calendar year.															
Step 4. Verify Employee Information																
A. Review the employee settings.																
- Verify the employee's social security number (En	nployee tab).															
<ul> <li>Verify the subject to information (Wage tab).</li> </ul>	). Check the settings on the Statutory, Retirement Plan, and Third				,											
Party Sick Pay checkboxes.	, orbest the searings on the statutory, rectionion i han, and mind															
B. Run employee checkout again.																
- Correct errors on the error report before you con	tinue to the next step.															
													_			
Step 5. Verify Leave Time Information																
A. Print the leave report.													$\dashv$			
- Use the default report dates.																
- Verify leave time balances for each employee.																
B. Verify carryover limit in leave tables.																
- Complete this step if your organization's leave p current payroll year to the new payroll year.	olicy allows employees to carry leave hours accrued during the															
- Review the properties assigned to the leave rate	S.															
C. Run adjust carryover hours.					$\exists$						$\dashv$		$\dashv$			
- Run this routine to adjust the total leave hours o	n an employee to the carryover hours allowed by the leave rate.															
Train the routine to daylest the total leave flours to	a., omployee to the early ever flours allowed by the leave rate.												_			
													$\exists$			

Anycity Corporation Payroll Year End 2023 Page: 3

				De	c 18	, 202	23 0	1:131	PМ
Step 6. Print W-2s									
A. Back up the current year's payroll data.									
B. Convert year-end tax information.									
- Verify the year (YYYY) is the tax year that you want to use to print W-2s.									
C. Check the conversion printout.									
- Compare the conversion printout against the payroll history report and employee tax summary report. Verify the same amounts appear on both reports for each employee.									
D. Verify the organization's W-2 information.									
E. Run checkout W-2 employees.									
- Check W-2 employees and 1099 recipients for errors in the tax year. - Correct all errors on the error report before you continue to the next step.									
F. Print sample W-2s to scratch paper.									
- Review and verify the items in each box on the W-2 form.									
G. Enter corrections in the payroll system.									
- If you need to correct amounts, make the correction in the Payroll application, and then return to Step 6B.									
*** SEE NOTES									
- If you are not printing W-2s at this time, skip to Step 7.									
H. Print actual W-2s.									
I. Create the electronic W-2 file.									
- Complete this step if you use Accuwage on the IRS website to report W-2s to the IRS To create the electronic W-2 file, select the correct YYYY, fill in the form, and then click GO.									
J. Update electronic W-2 file (New)									
Step 7. Finishing Up									
A. Close the payroll year.									
- Run this routine to close the current payroll year.									
B. Update federal and state tax rates.									
- Social Security tax pay code: Update the maximum wage limit and percentage for the new payroll year Download the new federal and state tax rates for the new payroll year.									
C. Update social security wage limit									
***CONGRATULATIONS!									$\neg$
You're ready for the first payroll of the new payroll year.									