

AFTER Last 2009 Payroll

- _____ Run Bonus checks payable in 2009, (if any)..
- _____ Menu Option 1.7.1 -Backup Data Files. File name PYYE2009, File for 7 years.
- _____ Menu Option 1.7.7 -Backup Programs. File name PGRM2009, File for 7 years.

- _____ Menu Option 1.3.2 -Print Employee Long Listing. File for 7 years.
- _____ Menu Option 7.2.2 -Payroll Check History. Print for 2009. File for 7 years.

BEFORE First 2010 Payroll

- _____ Menu Option 7.3.1 -Create W2 Work Files. (can only be run one time)
NOTE: If you receive any type of error message during this procedure, contact an analyst immediately.

- _____ Menu Option 7.2.2 -Payroll Check History. Print for 2009, if not done above. Purge payroll check records per employee by a range of dates by pressing F2. We recommend that you keep the previous 3 months (Oct, Nov, and Dec 2009); in case employees have questions on previous checks.

- _____ Menu Option 1.3.2 -Work on Employee File. Set any terminated employees to 'purge' (inactive will no longer purge inactive employees at the newer versions). NOTE: The inactive or purge selector is set in the 'Pay Type' field. Also make sure to enter the termination date in the termination date field.

- _____ Menu Option 7.3.2 -Perform Payroll Year End (can only run one time).

- _____ Menu Option 1.5.1 -Work on Control File. No changes as of November 16, 2009,

please verify withholding rates when you get your Publication 15 from the IRS for 2010 wages.

BEGIN PROCESSING 2010 PAYROLL CHECKS

- _____ Menu Option 7.3.4 -Print W2 Register.

- _____ Menu Option 7.3.3 -Maintain W2 Work Files. If discrepancies found on W2 register, you may correct through this option.

- _____ Menu Option 7.3.5 -Print W2's. Do not forget that W2's must be completed by January 31st. We no longer support continuous forms printing of W2's.

- _____ Menu Option 7.3.6 -Create Magnetic W2 Diskette- this is for uploading your wages and withholding to the SSA for companies with more than 250 employees. Please make sure to download the ACCUWAGE 2009 Program to test your disk prior to uploading.