



Certified Public Accountants &
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PAYROLL YEAR END CLOSE CHECKLIST

1. ___ Verify current open payroll tax years. (From Peachtree main menu go to Tasks/System/Change Accounting Period)
2. ___ Does the year for which you will be updating the payroll tax tables appear as an open payroll year?
 - a. If **YES** you do not have to close a payroll tax year - proceed to the payroll tax update instructions.
 - b. If **NO** continue with this checklist.
3. ___ Close the earliest payroll tax year open. (From the Peachtree main menu go to Tasks/System/Year End Wizard)
 - a. The year end wizard will walk you through the process of closing out your earliest open payroll tax year and/or fiscal year. **NOTE:** You may be closing BOTH a payroll year and a fiscal year. At every point in the process, the wizard makes your options clear. It is important to accept all defaulted information as it appears in the wizard. **DO NOT** change any accounting periods. One exception to this rule is that if the wizard prompts you to print any reports or unprinted items, you can bypass this by removing the selections. Also you can bypass the Internal Accounting Review by clicking next.
 - b. **BACKUP** – the wizard forces you to create a backup before continuing. This backup will become a permanent one. This means it should be labeled accordingly (ie. Permanent Backup – Do not use) and it should be stored away in a safe place.
 - c. After the wizard is complete you will see a Congratulations dialog box. Click the FINISH box to finalize the process. You may now update your payroll tax tables.