

## **Windows Payroll Cycle and End of Year Procedures**

### **Payroll Cycle**

#### **In Timecard Tab:**

- Enter Employee Leave
- Enter Employee Time Cards

#### **In Payroll Cycle:**

- Calculate Payroll
- Print Pre-posting reports

#### **Suggested Reports:**

Warning List, Payroll Register, Payroll Summary, Deduction/Benefit Register, Distribution to Accounting-Summary

- Print Checks
- Distribute to Fund Accounting
- Make a backup** and post checks
- Print After-posting Reports

#### **Suggested Reports:**

Outstanding Checks

### **End of Month Process**

#### **In Payroll Cycle:**

- Click End-of-Month
- Click yes to make a backup
- Click yes to print Month End reports(Month End Collection)

#### **Suggested Reports:**

Monthly, Paid Register, Leave Transaction, Employee Deductions, and Employee

Benefits

### **End of Quarter Process**

#### **In Payroll Cycle:**

- Follow End of Month Process
- Run End-of-Quarter from Payroll Cycle
- Click yes if you want make a backup of data
- Click yes to print End-of-Quarter reports(Quarter End Collection)

#### **Suggested Reports:**

Quarterly, FUTA, SUTA, Quarter Hours Worked 941-Quarterly Tax Return, 941-Cafeteria, Schedule B 941-Quarter Data

### **End of Fiscal Process**

#### **In Payroll Cycle:**

- Follow End of Month process
- Follow End of Quarter process
- Run End of Fiscal procedure
- Click yes if you want to make a backup of data
- Click yes to print Fiscal End reports (Fiscal End Collection)

#### **Suggest Report:** Fiscal

### End of Calendar Process

#### In Personnel Tab:

- Check status of terminated employees
- In Payroll Cycle**
- Follow End of Month process
- Follow End of Quarter process
- Run End of Calendar procedure
- Create W-2's (you can print them in January)
- Click yes to delete terminated employees
- Click yes if you want to make a backup of data
- Click yes to print Calendar End Reports(Calendar End Collection)

#### **Suggested Reports**

Accumulation Report, and  
Calendar

#### In Special Reports

- In January, print W-2's