CHECKLIST
Year-End Fiscal Finale

ENUMERATE

GL

☐ **1. Make sure that all entries have been made prior to the closing of the year**
- Post any Interest Income
- CD Interest
- Bank Service Charges
- Reserve Adjustments
- Expense Adjustment

☐ **2. Make sure next year's budgets have been entered**

☐ **3. Print a copy of financials (preferable to file)**

☐ **4. Reconcile bank accounts**

AP

☐ **1. Print 1099's (can be done before closing the general ledger fiscal year)**
- Verify all vendors requiring a 1099 have been properly identified in vendor screen
- Determine how many 1099 forms to purchase
- Edit 1099 Records (if required)
- Print 1099's
- Print 1096 Transmittal Sheet
- Mail 1099's to vendors
- Mail government copies

☐ **2. Review and update all recurring payments**

AR

☐ **1. Update recurring charge amounts for Owners**

☐ **2. Verify end dates for any ongoing special assessments**

☐ **3. Generate the Owners Summary report to:**
- Identify homeowners using Enumerate Payments and advise them to ensure their banking and payment information is updated for the new year.
- It's also a great time to use the same report and send communications to your homeowners not benefitting from Enumerate Payments, encouraging them to signup and enable autopay, avoiding late fees and reducing manual efforts by automating your AR.

☐ **4. Review and update all automated processes and workflows to ensure they continue to run in the new year**

PR Tax Tables

- [ ] 1. Update Federal Tax Tables for the upcoming payroll year
- [ ] 2. Update State Tax Tables for the upcoming payroll year

PR-W2

- [ ] 1. Print Year End Employee Ledger (optional)
- [ ] 2. Review and Edit Employees for special information
- [ ] 3. Determine number of W-2's needed to print
- [ ] 4. Order/Purchase W-2's
- [ ] 5. Print W-2's
- [ ] 6. Complete W-3 transmittal form
- [ ] 7. Mail or Distribute W-2's
- [ ] 8. Mail government copies

PR-1099

- [ ] 1. Under Year End Reports - Print Non-Employee worker report
- [ ] 2. Review and Edit Non-Employees for special information
- [ ] 3. Determine number of 1099's needed to print
- [ ] 4. Order/Purchase 1099's to print
- [ ] 5. Print 1099's
- [ ] 6. Complete 1096 Transmittal Form
- [ ] 7. Mail or Distribute 1099's
- [ ] 8. Mail government copies

Close YR

- [ ] 1. Close Payroll Year