compusource

Year End Processing Highlights
Webinar December 2012

complete detailed instructions available on our website – www.compusource.com

■ **General Ledger**

> *Setup 2013*
> *Conversion Table in System Manager*
> *Printing Chart – verifying account types*
> *Rolling Balances Forward – Posting to Retained Earnings*

■ **Accounts Payable**

> *1099 Processing*
> *Reviewing worksheet, amending totals,*
> *Obtaining 1099 Forms*
> > *Computer Forms – link on our website*

■ **Traverse Payroll**

> *2013 Payroll Database will be added for you*
> > *Review Employees for Terminations / Changes*
> > *Let us know when you last payroll is scheduled for*
>
> *After Database is created you should review:*
> > *SUTA Percentage – different for every employer*
> > *Employee Declining Balances –verify correct*
> > *401k Deductions w/Balance limits – change annual limits*
> > *Vacation Accruals – roll up detail lines to create one*
> > > *Beginning Total for Sick and/or Vacation*
>
> *Traverse Year End Reports*
> > *QTR/Yr End Reports*
> > *Enhanced Payroll Module*
> > *W2's and 1099's*

■ **Ascente Time Card Entries**

> *Payroll Processing for hrs worked in 2012 but paid in 2013*
>
> *Make sure you change your payroll year!!!!!*