

# **Classic Accounts Payable Year-End Checklist – 2022**

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# Caselle Classic Accounts Payable Year-End Checklist - 2022

## Welcome back!

Please refer to your Year End Steps Checklist contained in this document. The Accounts Payable Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you switch from cash to accrual, prepare 1099 forms, close the year, and prepare for the new year.

## Need more help?

If you need more help, please contact **Civic Customer Service** at **(888) 241-1517**. Our hours are 7:30 A.M. to 5:00 P.M., M-F, CST.

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**Let's get started...**

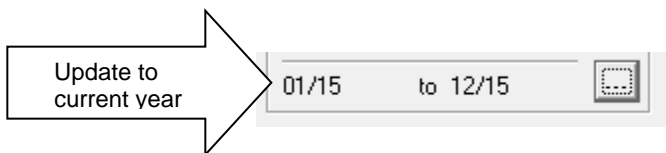
# Changing from Cash to Accrual Basis at Fiscal Year-End

Many of you will want to record accounts payable transactions on an accrual basis rather than a cash basis after the fiscal year-end. This will eliminate the need to make adjusting journal entries to record prior year payables.

If you are currently on a cash basis, all accounts payable transactions post to the General Ledger based upon the check date. After year-end, you may not want this to occur. You will want invoices being paid in the current fiscal year for services rendered or goods received in the prior fiscal year recorded as expenditures in the prior fiscal year. This is called the accrual basis of accounting.

## Step 1: Print and Review Unpaid Invoice Report and GL Reconciliation Summary Report Before Proceeding

1. Print and review the **Unpaid Invoice Report** through year end. In **Accounts Payable**, select **Reports | Unpaid Invoice Report**.
2. Pay all invoices shown on the report before changing the accounting basis.
  - a. Go to **Data Entry | Invoice Payment Selection**.
  - b. Enter **Check Issue Date**.
  - c. Mark invoices to be paid and click **GO**.
  - d. Go to **Reports | Checks**.
  - e. Enter **Beginning Check No.**
  - f. Print checks.
- g. Run the GL Reconciliation Summary Report. Select **Reports | GL Reconciliation Summary Report**. Change the date to include the entire year:



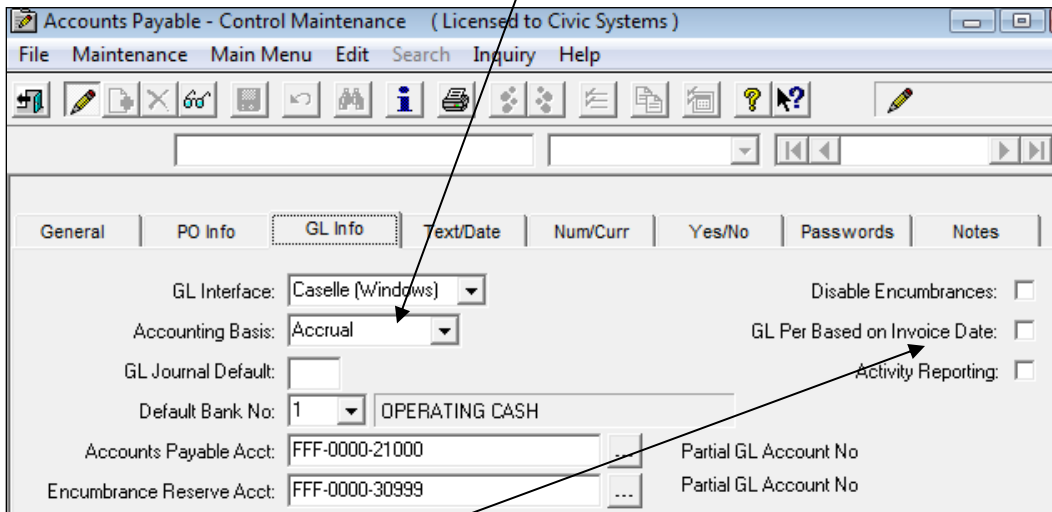
Each month will be shown on a separate page. If non updated items are present, a **Yes** will appear in the un-posted column. To update month where **Yes** is present, go to **Miscellaneous | General Ledger Update** and change the **GL Posting Period** to any and all periods that have transactions that need updating .

## Step 2: Make the Change from Cash to Accrual

**Note:** In the following example, fiscal year-end is 12/31/YY.

**This change is usually done on the first working day of the new fiscal year or before the first group of invoices is entered in the new fiscal year.**

1. In **Accounts Payable**, go to **Maintenance | Control**.
2. Click on the **GL Info** tab.
3. At the **Accounting Basis** field, select **Accrual** from the drop down. Make this change to accrual after the last check run in the current fiscal year or before the first group of invoices are entered in the new fiscal year.

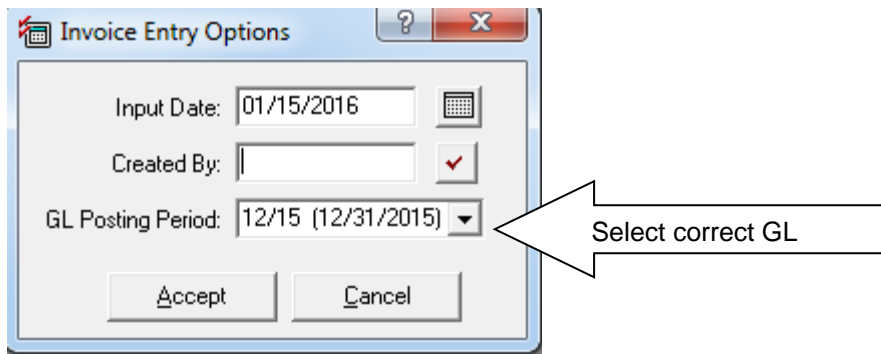


The field **GL Period Based on Invoice Date** will become active. Check this field if you want the system to determine the accounting period the invoice will be posted to based upon the invoice date (See step 3. 1. below). **Important Note:** Marking this check box will assign each invoice a GL posting period based on the invoice date. For example, if you receive an invoice in January 2023 with an invoice date of November 11, 2022, the system will assign a November 2022 posting period (period 11/22).


We recommend the **GL Period Based on Invoice Date** field be left unchecked. The user will then have control over the period to which the invoice is charged (see step 3. 2. below).

## Step 3: Entering Invoices

1. **GL Period Based on Invoice Date** Checked (**not recommended**):  
If you checked the **GL Period Based on Invoice Date** in Step 2 above, the **GL Posting Period** in **Invoice Entry** will automatically populate based on the entered invoice date. You may edit this field once it is populated.
2. **GL Period Based on Invoice Date** Unchecked (**recommended**):  
If you unchecked the **GL Period Based on Invoice Date** in Step 2 above, you have control over the period to which the invoice is charged. As you enter **Data Entry | Invoice Entry**, a new field will appear allowing you to select a **GL Posting Period**.



The screenshot shows a dialog box titled "Invoice Entry Options". It contains three input fields: "Input Date" with the value "01/15/2016", "Created By" which is empty, and "GL Posting Period" with a dropdown menu showing "12/15 (12/31/2015)". An arrow points from a text box containing "Select correct GL" to the dropdown menu. At the bottom of the dialog are "Accept" and "Cancel" buttons.

We suggest that you separate invoices between prior fiscal year invoices and current fiscal year invoices. Specify the **GL Posting Period** the invoices should be recorded upon entering **Invoice Entry**. This will be the default GL period for invoices entered during that session. When you have completed entry of the prior year invoices, **either** change the **GL Period**: on the **Invoice Entry** screen or select the **Options**  on the toolbar to change the **GL Posting Period**.

**NOTE:** When doing **Invoice Payment Selection**, the GL period you assign to the check should be based on the check issue date and **not** the GL period assigned to the invoice. If you have any questions regarding this, call Civic Support.


## Step 4: Updating the General Ledger

1. When updating the General Ledger, do not forget to update applicable periods. You may find yourself updating several accounting periods in the prior fiscal year and in the current fiscal year. For example, if you entered an invoice to be posted to the prior fiscal year (assume 12/31 fiscal year-end), updating January will only update the check to the General Ledger and not the invoice. December will also need to be updated to post the invoice to the appropriate expense account in the prior fiscal year.

You can continue to leave the system on an accrual basis as long as you find the need to post invoices to the prior fiscal year.

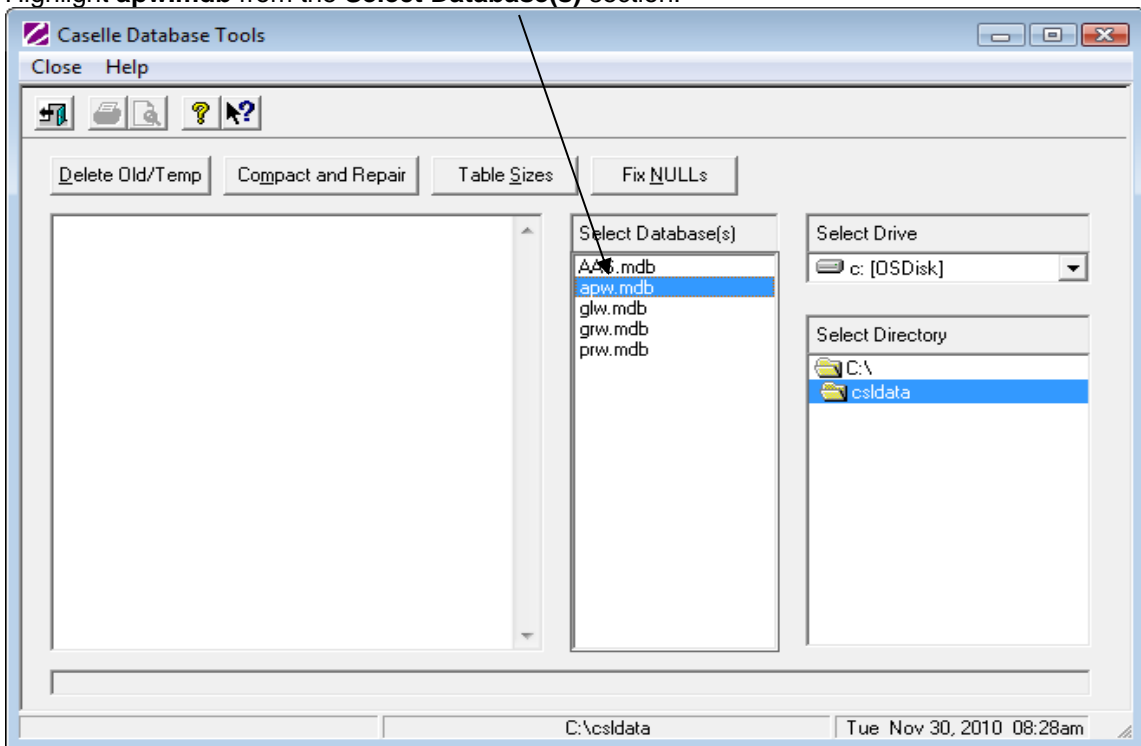
## Step 5: Setting the System Back to Cash Basis


When **ALL** invoices have been recorded for the prior fiscal year and you wish to return to a cash basis, follow these steps:

1. In **Accounts Payable**, select **Maintenance | Control**.
2. Click on the **GL Info** tab.
3. At the **Accounting Basis** field, select **Cash** from the drop down. All invoice transactions will now post to the General Ledger as of the check date.
4. Click Close .

# Check Data Integrity, Run Checkout and Backup Data

1. Perform a BACKUP of the current accounts payable files (APW.MDB) using your customary backup procedures.
2. Go to **System Management | Caselle Application Tools**. Make sure that all users are out of the system.
3. Select **Database** from the menu.
4. Highlight **apw.mdb** from the **Select Database(s)** section.



5. Click **Compact and Repair**. Wait for the message, "Finished Compacting selected database(s)" on the left.
6. Click **Fix NULLs**. Wait for the message, "Finished fixing NULLs" on the left.
7. Click **Close** .
8. Select **Exit** from the menu and then **Exit** again to return to the **System Management Menu**.
9. Go to **Accounts Payable**.
10. Select **Miscellaneous | Checkout**.



- a. Verify the **Vendor Information** boxes are checked. They do not automatically default to checked.

Vendor Information



Check for vendor summaries:	<input type="checkbox"/>
Validate vendor summaries:	<input type="checkbox"/>
Checks not tied to an Invoice:	<input checked="" type="checkbox"/>
Multiple beginning balances:	<input checked="" type="checkbox"/>
Validate Invoice Numbers:	<input checked="" type="checkbox"/>

- b. Click the **Transaction Information** check box.
- c. Click the drop-down arrow by **As of GL Period** date. Select applicable period from the list. Also, make sure all checkboxes are checked as show below. This function will check for un-updated transactions to the General Ledger through this period. Be patient as this process may take several minutes.

Transaction Information

Check for GL Updated Status:	<input type="checkbox"/>
As of GL Period:	13/19 (12/31/2019) ▼
Verify Invoice/Check Sequences:	<input checked="" type="checkbox"/>
Report System Checks:	<input checked="" type="checkbox"/>

Select correct GL

- d. Click **GO** .
- e. Verify printer settings and click **Print** .
- f. Address all checkout errors before proceeding.

# Year-End Processing

The IRS changes 1099 form layouts almost every year. Make sure you have the latest program release installed. 1099/W2 & W3 instructions can be downloaded at [www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html).

These steps will walk you through the process of printing 1099's and closing the year in Accounts Payable.

## Accounts Payable Steps Checklist – Year-End Steps

<b>IMPORTANT!!!</b> >> The IRS changes 1099 form layouts almost every year. Make sure you have the latest Caselle program release installed.				
>> The year-end closing process creates year-end summary totals, changes the designated current year to reflect the correct current balances for each vendor, and deletes vendor history prior to number of years shown.				
1. Verify Federal ID#.				
2. Print a 1099 Reconciliation Report for 1099 verification (REPORTS).				
3. Review the information on the list.  <ul style="list-style-type: none"> <li>Any corrections for Vendor Type and 1099 ID should be entered through Vendor maintenance (MAINT).</li> <li>Correct 1099 amounts using 1099 Adjustments (MISC). Note: Adjustments or changes can also be made in Government Reporting database.</li> </ul>				
4. Print a FINAL copy of 1099 Reconciliation Report for 1099 verification (REPORTS).				
5. Print a Vendor History for applicable vendors (OPTIONAL).				
6. Go to the W-2 & 1099 Module				
7. Convert 1099 information from Accounts Payable files (W-2 & 1099/MISC).				

8. Review the Conversion Report.				
9. Verify the 1099 Control File information (MAINT).				
10. Run the 1099 Recipient File Checkout (MISC).				
11. Verify the totals and the converted vendors. Correct 1099 amounts through Recipient Maintenance (MAINT).				
12. Print sample 1099 to plain paper (REPORTS).				
13. Repeat Step 12 for each 1099 Type (DIV, INT, MISC, etc.).				
14. Review and verify the items in each box of the 1099 form.				
15. Repeat steps 11 through 14 until sample 1099's are correct.				
16. Print each 1099 type to actual 1099 forms (REPORTS).				
17. Run Year-End Update – Accounts Payable (MISC).				

## Step 1: Verify Federal ID#


1. In **Accounts Payable**, select **Maintenance | Control**.
2. Verify that the **Employer ID** number is present and correct

Employer ID:

## Step 2: Print a 1099 Reconciliation Report for 1099 verification (REPORTS)

1. Select **Reports | 1099 Reconciliation Report**.
2. Change **Payment Date(s)** if necessary. You may want to deselect **Include Non-1099 Invoices**.

Field	Value	Test
Invoice.Invoice No	ALL	Field
Invoice.Vendor No	ALL	Field
Vendor.Name	ALL	Field

3. Click **Print** or **Print Preview**.
4. Verify printer settings and click **GO**  to print the report.

### Step 3: Review the Information on the List

If vendors are missing and corrections for Vendor Type and 1099 ID are needed, make these changes through Vendor maintenance (MAINT).

1. Select **Maintenance | Vendor**.

2. Select the applicable vendor.

3. At **Type**: select the proper 1099 Type from the drop down menu.

Type:

4. At the **1099 ID No**: field, enter the applicable 1099 ID number.

1099 ID No:

5. Repeat steps **2.b. – 2.d.** for all applicable vendors.

6. Click **Close** .

**Correct 1099 amounts using 1099 Adjustments (MISC). Note: Adjustments or changes can also be made in Government Reporting database.**

1. Select **Miscellaneous | 1099 Adjustments**.

2. Enter applicable vendor number and press Enter.

3. Check the box to indicate those invoice amounts to be included as a 1099 amount.

This utility allows you to modify 1099 information by vendor.

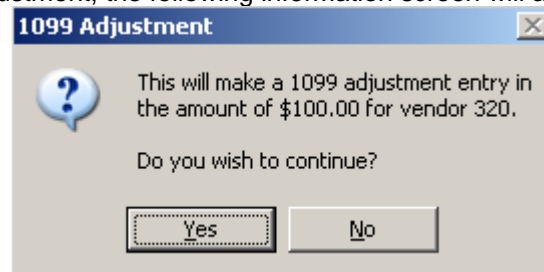
12/31/2015 Vendor: 230 Carl's Custodial Service

Inv Date	Chk Date	Invoice No	Seq	Invoice Description	Inv Amount	10
1/25/2011	2/9/2011	1001	1	CLEANING SERVICES	150.00	<input type="checkbox"/>
1/25/2011	2/9/2011	1001	2	CLEANING SERVICES	30.00	<input type="checkbox"/>
1/25/2011	2/9/2011	1001	3	CLEANING SERVICES	30.00	<input type="checkbox"/>
1/25/2011	2/9/2011	1001	4	CLEANING SERVICES	30.00	<input type="checkbox"/>
1/25/2011	2/9/2011	1001	5	CLEANING SERVICES	60.00	<input type="checkbox"/>
2/25/2011	3/9/2011	1002	1	CLEANING SERVICES	150.00	<input type="checkbox"/>
2/25/2011	3/9/2011	1002	2	CLEANING SERVICES	30.00	<input type="checkbox"/>
2/25/2011	3/9/2011	1002	3	CLEANING SERVICES	30.00	<input type="checkbox"/>
2/25/2011	3/9/2011	1002	4	CLEANING SERVICES	30.00	<input type="checkbox"/>
2/25/2011	3/9/2011	1002	5	CLEANING SERVICES	60.00	<input type="checkbox"/>
12/31/2010	1/5/2011	98DEC	1	CLEANING SERVICES	150.00	<input type="checkbox"/>

1099 Adjustment Amount: 0.00  
Total 1099 Amount: 900.00

Anycity Corporation C:\csldemo Wed Dec 09, 2015 01:56pm

4. If the **Total 1099 Amount** is still incorrect, click in the 1099 Adjustment Amount field and enter the amount of the adjustment. This can be either a negative or positive amount.
5. To verify the adjustment, the following information screen will appear. Click **Yes**.



6. Repeat steps 2 through 5 to adjust other vendors.

## Step 4: Print a FINAL copy of 1099 Reconciliation Report for 1099 verification (REPORTS)

If any changes to the Vendor Type and 1099 ID were needed, print a FINAL copy of the 1099 Reconciliation Report for 1099 verification.


1. Select **Reports | 1099 Reconciliation Report**.
2. Change date range as needed and deselect **Include Non-1099 Invoices**.
3. Click **Print** or **Print Preview**.
4. Verify printer settings and click **GO** to print the report.

## Step 5: Print a Vendor History for applicable vendors (OPTIONAL)

Print a Vendor History for ALL vendors, if desired (Optional).

1. Select **Reports | Vendor History**.
2. Verify Transaction Date(s) range includes the entire year. If it does not, click the ellipsis button to change the dates.

Transaction Date(s)  
 Current Calendar Year Beginning  
 to  
 Current Date (Today)  
 01/01/2016 to 12/09/2016 ...

- From the Select Report Dates box choose the correct date either from the calendar , or by selecting the applicable "Types". Select the current calendar year-end date. Click **Accept**.

Select Report Date(s)

Current Calendar Year Beginning Date 01/01/2016

to

Current Date (Today) 12/09/2016

Types Variables Dates

Types Variables Dates

Accept Cancel


Select current calendar year end

3. Change the **Selection Criteria** to include those vendors you wish to include in the report if other than ALL. If you wish to include ALL vendors, skip to step 4.

- a. Double-click on the Value section for “**Vendor.Vendor No**”.

Selection Criteria:		
Field	Value	Test
Vendor.Name	ALL	Field
Vendor.Vendor No	ALL	Field
Vendor.Vendor Type	ALL	Field

- b. Enter the vendor number(s) you would like to appear on this report in **Enter Value**.

- c. Click **A**cept.
4. Verify printer settings and click **P**rint Or **P**rint Preview.
5. Click **G**O .

## Step 6: Go to the W-2 & 1099 Module

**Go to or create the GRW.MDB database. The GRW.MDB database is used to store all 1099 and W-2 information.**

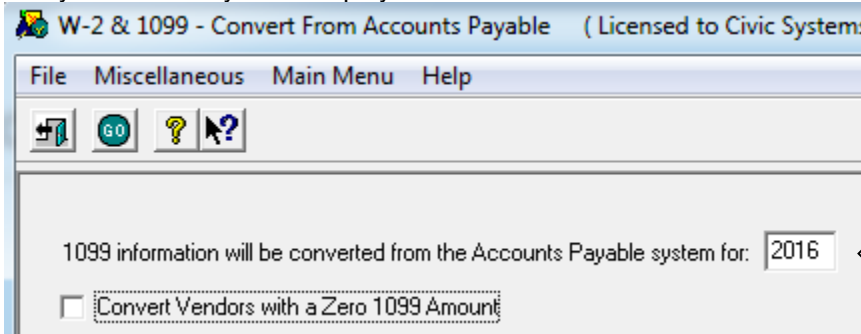
1. From the **Accounts Payable** menu, select **Applications | W-2 & 1099**.
2. If no GRW.MDB exists, a message box will appear asking you if you “Would like to create an empty database?” If no message appeared, continue to next step.
  - a. Click **Y**es.
  - b. Click **Y**es at “Okay to continue?”
  - c. Click **Y**es at “The Grw database revision of 2.X.XX does not match the most current revision of 2.X.XX. Okay to update the database?”.
  - d. Click **O**K when Database updated successfully.



## Step 7: Convert 1099 Information from Accounts Payable (W-2 & 1099/MISC)

Convert 1099 information from Accounts Payable files.

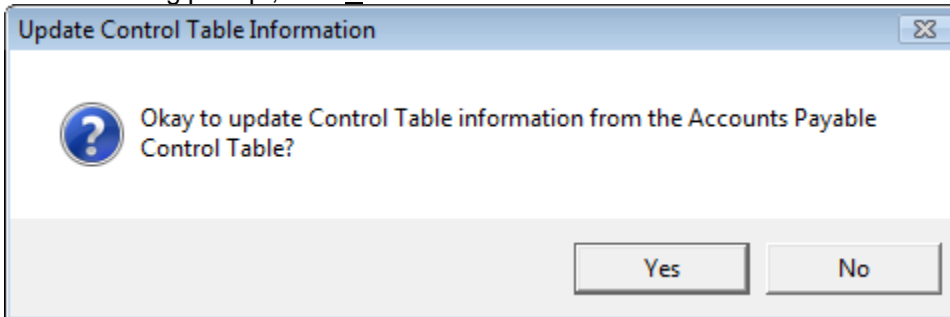
1. Select **Miscellaneous | Convert from Accounts Payable**.
2. Verify the **current** year is displayed.




Will show year being converted

You now have the option of converting vendors with a Zero 1099 Amount by placing a check mark in this box.

3. Click **GO** .
4. At the following prompt, click **Yes**.



5. If 1099's were printed from Caselle last year, a message will appear, "Okay to delete 20YY information from the 1099 Recipient Table?" Click **Yes** to delete the prior year recipient data. If you do not click **Yes**, 1099's will include data from both the prior year and the current year.
6. Verify printer settings and click **Print** .

## Step 8: Review the Conversion Report

Review the Conversion Report for accuracy.

## Step 9: Verify the 1099 Control File Information (MAINT)

Verify the 1099 Control File Information is complete.

1. From the **Government Reporting** menu, select **Maintenance | Control**.
2. Verify or complete all information on the **General** tab. Set 1099 Misc Limit. The amount has been 600.00 and has not changed for 2022 1099's. Set the amount to "\$599.99".

W-2 & 1099 - Control Maintenance (Licensed to Civic Systems)

File Maintenance Main Menu Edit Search Inquiry Help

General | Magnetic Media | Passwords | Notes

Name 1: CITY OF ANYCITY

Name 2:

Mailing Address 1:

Mailing Address 2:

City: State:

1099 Misc Limit: 599.99

1099 Int Limit: .00

1099 Div Limit: .00

1099 R Limit: .00

Third Party: .00

3. Complete the Magnetic Media screen, if applicable.

W-2 & 1099 - Control Maintenance (Licensed to Civic Systems)

File Maintenance Main Menu Edit Search Inquiry Help

General | Magnetic Media | Passwords | Notes

Contact Information

Name:

Phone:

Extension:

E-Mail:

FAX:

Preferred Method of Problem Notification: 2

Preparer Code: L

Agent Indicator Code:

Employer/Agent Employer Identification No (EIN):

Agent for EIN:

Terminating Business Indicator:

Employment Code: R

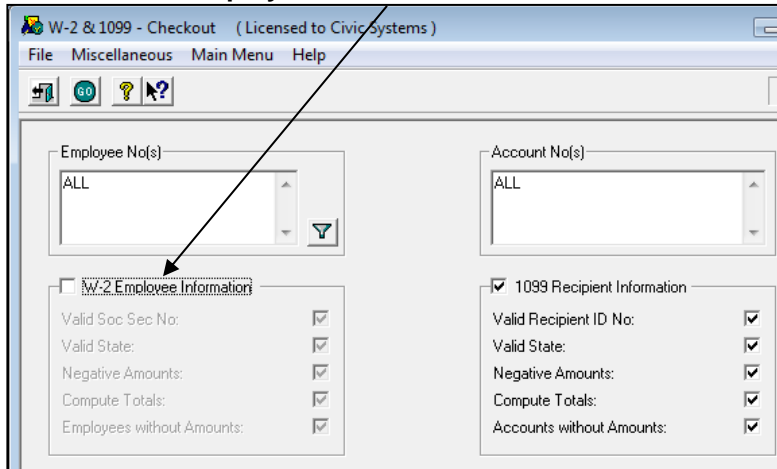
Tax Jurisdiction Code:

Third Party Sick Pay Indicator:


4. Click **Close** .

## Step 10: Run the 1099 Recipient File Checkout (MISC)

1. Select **Miscellaneous | Checkout**.
2. Deselect the **W-2 Employee Information** check box.



3. Click **GO** .

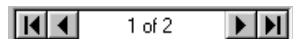
4. Verify printer settings and click **Print** .

5. Address all checkout errors before proceeding.

## Step 11: Verify the Totals and the Converted Vendors (MAINT)

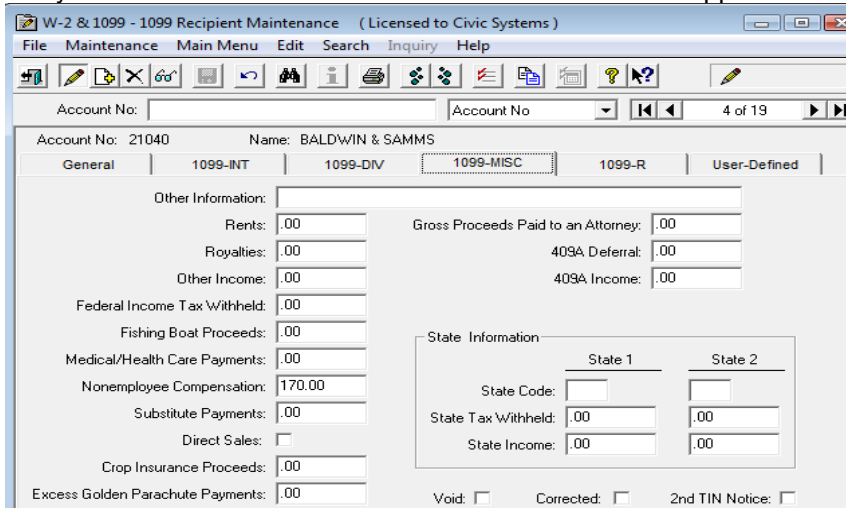
**Verify the totals and the converted vendors. Correct 1099 amounts through Recipient Maintenance.**



1. Select **Maintenance | 1099 Recipients**.
2. Browse the vendors using the Data Control arrows. Verify and correct name and addresses on the



**General** tab.

Verify the amount field on the **1099-Misc** tab and all other applicable tabs.



3. If 1099 recipients were not setup in Accounts Payable, they may be added through 1099 Recipient Maintenance by clicking the **New**  icon. Vendor information can be entered at the **General** tab and applicable amounts on the appropriate tab. Click **Save** . Continue adding vendors as needed.

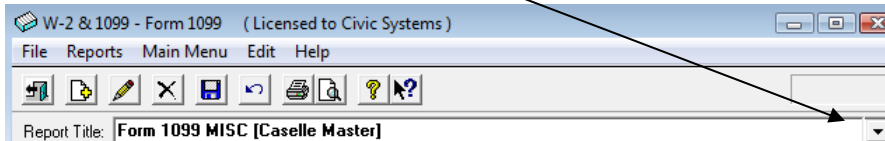
**Note: If any changes and/or additions are made in this area, they will be overwritten if convert year end is repeated.**

4. Click **Close** .


## Step 12: Print Sample 1099's (REPORTS)

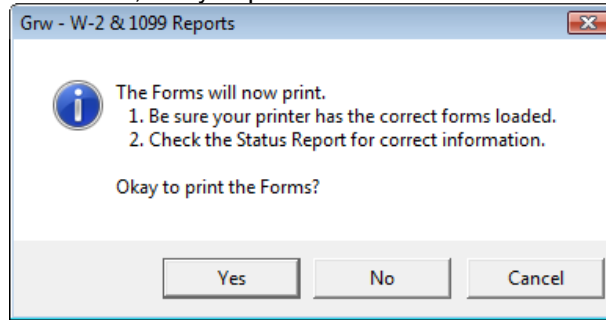
Print sample 1099's to plain paper.


1. Select **Reports | Form 1099**.
2. Select the appropriate report from the drop down menu for the type of vendor that you are going to print 1099's.



3. Deselect the **Include 1099's below Minimum Limit:** check box   
 **Include 1099's below Minimum Limit:**
4. Print forms to paper initially and verify alignment.

- a. Click **Print** 
- b. Select **Yes**, Okay to print the Forms?



- c. Click **GO** 
  - d. Click **No** to Form Alignment.
5. Review and verify alignment by laying the sample over the actual form.

### **Step 13: Repeat Step 12 for 1099 Type (DIV, INT, MISC, etc.)**

**Repeat step 12 for each 1099 Type including DIV, INT, MISC, etc.**

### **Step 14: Review and Verify Items in Each Box (DIV, INT, MISC, etc.)**

**Review and verify the items in each box for each type of 1099 form.**

### **Step 15: Repeat Steps 11 Through 14 Until Sample 1099's are Correct**

**Repeat steps 11 through 14 until sample 1099's are correct.**

### **Step 16: Print each 1099 Type to Actual 1099 Forms (REPORTS)**

**Print each 1099 type to actual 1099 forms repeating for each copy. Upon completion of printing all copies, click Close.**

## Step 17: Run Year-End Update (MISC)

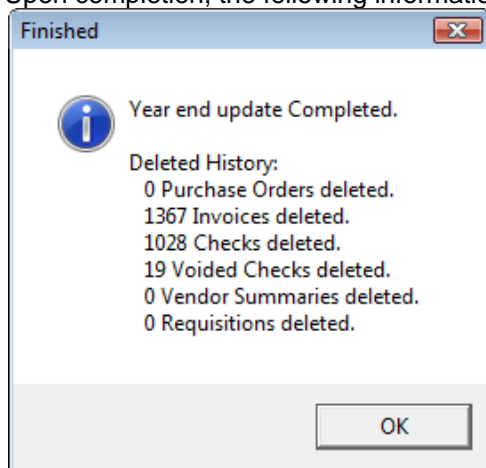
The year-end closing process creates year-end summary totals, deletes invoices, checks, PO's and requisitions that are paid/closed prior to the number of years of history as shown.

**Example:** The Control Table is set to 3 years of history. Run year-end update to move from 2022 to 2023. The system will purge data prior to 2018. You can change the number of history years the system will keep in **Maintenance | Control**. The process also changes the designated current year totals to reflect the correct current balances for each vendor.

1. Return to **Accounts Payable**.
2. Select **Miscellaneous | Year-End Update**.
3. Verify proper year is displayed in the **The Current Year will be updated to** field.

4. Click **GO** .

5. Upon completion, the following information will appear.



6. At the prompt click **OK**.