ENAVATE™

DYNAMICS GP 2022 YEAR END PAYROLL UPDATE CHECKLIST

Client:_____ **Date:**____/___/_____

#	Description	Done	Notes
0	**If 2023 Payrolls must be processed before completing the payroll close for 2022 then follow the checklist / instructions in Chapter 2 – Page 8**		
1	Verify that you have installed the latest 2022 Payroll tax updates. The last tax update was released on last week of December.		
2	Complete all 2022 pay runs		
3	Complete payroll month/period & quarter end procedures.		
4	Make a backup of your 2022 company database(s). Label the backup "Pre-Year-end Wage File". (See Chapter 4)		

5	Install 2022 Year End Update Service Pack - See Chapter 4 Page 17
	
	• Create Package Files for
	    o Reports and Forms Dictionaries
	    o Make copy of Dynamics.vba file
	• Have all users exit GP and stay out until update is complete.
	• Update will need installed on all computers that use GP.
	• Download Dynamics GP SP
	• At Server double click the exe or msp file
	• If you are prompted to reboot do so now
	• After installation is complete run Dynamics GP Utilities. This updates the company databases so allow time for this process.
	• In the Additional Tasks Window choose to update the forms and reports. An alternative is to rename the files after the update and import the package files created above. **If a client has a modified report that Microsoft has updates, re-importing the package file will not give you the update. The changes this year were for the 1094-C and 1095-C**
	• Install year-end update on all workstations and the above step if not using shared dictionaries for forms and reports.
	• Go to Tools>>Setup>>Payroll>>Payroll (Last Year End Update should be TBD)		

6	Confirm with client that Employee W-2 Information has been checked and benefit and deduction has the proper W-2 box and Label set.		
7	Verify that the Employer State ID number in the Payroll Tax Identification Setup window (Tools >> Setup >> Payroll >> Tax ID)		
8	Create Year End Wage File (See Chapter 4) Tools>>Routines>>Payroll>>Year End Closing>>Create Year End File for Year **"2022">>(**Process)		
	Make a backup data (Post Year End Wage File 2022)		

10	Verify W-2 and 1099-R statement information **(**Tools>>Routines**>>**Payroll>>Edit W-2s or Edit 1099-Rs**)**		
11	Print the W-2 Validation Report, W-2's and W-3 Transmittal Form (See Chapter 6) (Tools->>Routines>>Payroll>>Year end Wage Report (Tools>>Routines**>>**Payroll>>Print W-2) (Tools>>Routines**>>**Payroll>>Print W-3)		
12	Print 1099-R Validation Reports and 1096 Transmittal Form (See Chapter 6) (Tools>>Routines**>>**Payroll>>Print 1099-Rs)		
13	Prepare and submit W-2 information in the Federal EFW2 format if required. (See Chapter 5)		
14	**This step is optional and should be planned, possibly a separate engagement. The Wage file must be completed for the year. 12a should be performed before 12b. (See Chapter 4)** (14a) - Archive HR Information for inactive employees Tools>>Utilities>>HR>>Archive Employees (14b) Delete Information for Inactive employees Tools>>Utilities>>Payroll>>Remove Inactive Records		
15	Open year for 2022 if necessary (See Chapter 4) (Tools>>Setup>>Company>>Fiscal Periods)		
16	Close 2022 fiscal periods for payroll series (Optional) (See Chapter 4) (Tools>>Setup>>Company>>Fiscal Periods)		
17	Delete Human Resource Information for Inactive Employee (Optional) (See Chapter 4) Tools>>Utilities>>Human Resources>> Remove Inactive Records		
18	Setup HR Attendance (See Chapter 4) Tools>>Setup>>Human Resources>>Attendance>>Setup		

19	**2022 Pay Runs and Wage File must be complete.**
	Install the 2023 Payroll Tax Update (Last Tax Update should be released the week of December)
	• Automatic Method (Maintenance>>U.S. Payroll
	  o Updates>>Check for Updates) Must be logged in as 'sa'.
	• Manual Method - Copy TX.cab to local client folder
	  o Maintenance>>U.S. Payroll Updates>>Check for Updates (Must be logged in as 'sa').
	  o Select Manual as the method
	  o Select local client folder
	  o Click on process		

20	Tools>>Setup>>System>>Payroll Tax (Last Tax Update should be 12/XX/2022)		
21	Process the 2023 pay runs. The user date must occur in 2023.		