

## General Overview

1. Order year-end forms.
2. Review Abra setup for accuracy.
  - a. Employer Information.
  - b. Earning, Deduction, and Tax codes.
  - c. Employee information (SSN's, Address, etc.)
3. Process year-end adjustments.
  - a. Void checks, edit history, etc.
4. Process special wages.
  - a. Third Party sick pay, taxable fringe benefits, etc.
5. Other pre-close processes.
  - a. Complete all 2002 payrolls.
  - b. Record and deposit all tax liabilities.
  - c. Generate pre-trial quarter reports.
  - d. Make changes to Earnings, Deductions, and Taxes
  - e. Mass Updates
6. Install 4<sup>th</sup> quarter update from Best Software.
7. Create a backup.
8. Run trial quarter close.
  - a. Manual or by running payroll for 2003.
9. Run pre-close reports for quarter and year.
10. Make adjustments and rerun quarter close if necessary.
11. Run final quarter close.
12. Edit year-end forms (if necessary).
13. Print year-end forms.
14. Create magnetic media files.
15. Update 2003 changes.
  - a. FUTA, SUTA rates, workers compensation rates, etc.