

# REALWORLD YEAR END PROCESSING

## I. ACCOUNTS PAYABLE

1. Close a Period
2. Year End/Close a Year (if fiscal year ends on calendar year end)
3. Year End/Close year for 1099's  
Print 1099's (after year end tax updates are loaded)  
Close 1099 year after 1099's have been successfully printed

## II. PAYROLL (year end tax updates are necessary to print the W-2's accurately)

Update Tax Tables (prior to first check paid in 2010; after last check run in 2009)

### Federal Withholding

Max soc sec wages		106800.00
Fed w/h allowance amt		3650.00
0	10.0	6050.00
437.50	15.0	10425.00
4281.25	25.0	36050.00
12193.75	27.0	67700.00
16716.25	30.0	84450.00
17691.25	28.0	87700.00
41827.25	33.0	173900.00
108421.25	35.0	375700.00

### Married - table

0	10.0	13750.00
1075.00	15.0	24500.00
8762.50	25.0	75750.00
13337.50	27.0	94050.00
21437.50	25.0	124050.00
26687.50	28.0	145050.00
46833.50	33.0	217000.00
101085.50	35.0	381400.00

State – Colorado State Withholding or verify other state tax tables

State w/h allowance		3650.00	
Single – table	0	4.63	2050.00
Married – table	0	4.63	7750.00

Year End/Print W'2's (after loading year end tax update)

Year End/Close a year

Payroll year must be closed no later than 3/30/10

### III. GENERAL LEDGER

1. Close fiscal year / Print closing report
2. Close fiscal year/Post closing entries