

# CheckMark Payroll – Closing the Year

**NOTE: WITH THE NEW CHECKMARK PAYROLL DATABASE, ALL COMPANIES WILL BE CLOSED AT ONE TIME. YOU WILL STILL BE ABLE TO PROCESS PAYROLLS IN THE 2017 YEAR, IF YOU NEED TO, BY FOLLOWING STEPS ONE AND TWO ON THE PRINTING W-2s INSTRUCTIONS TO GET BACK IN THE 2017 YEAR.**

When you close the year for a company, the following happens:

- The payroll year is incremented to the next year.
- All employee and employer checks are deleted.
- All employee year-to-date balances are zeroed.
- All employees who have been marked as inactive in the Personal view mode on the Employees window are deleted.

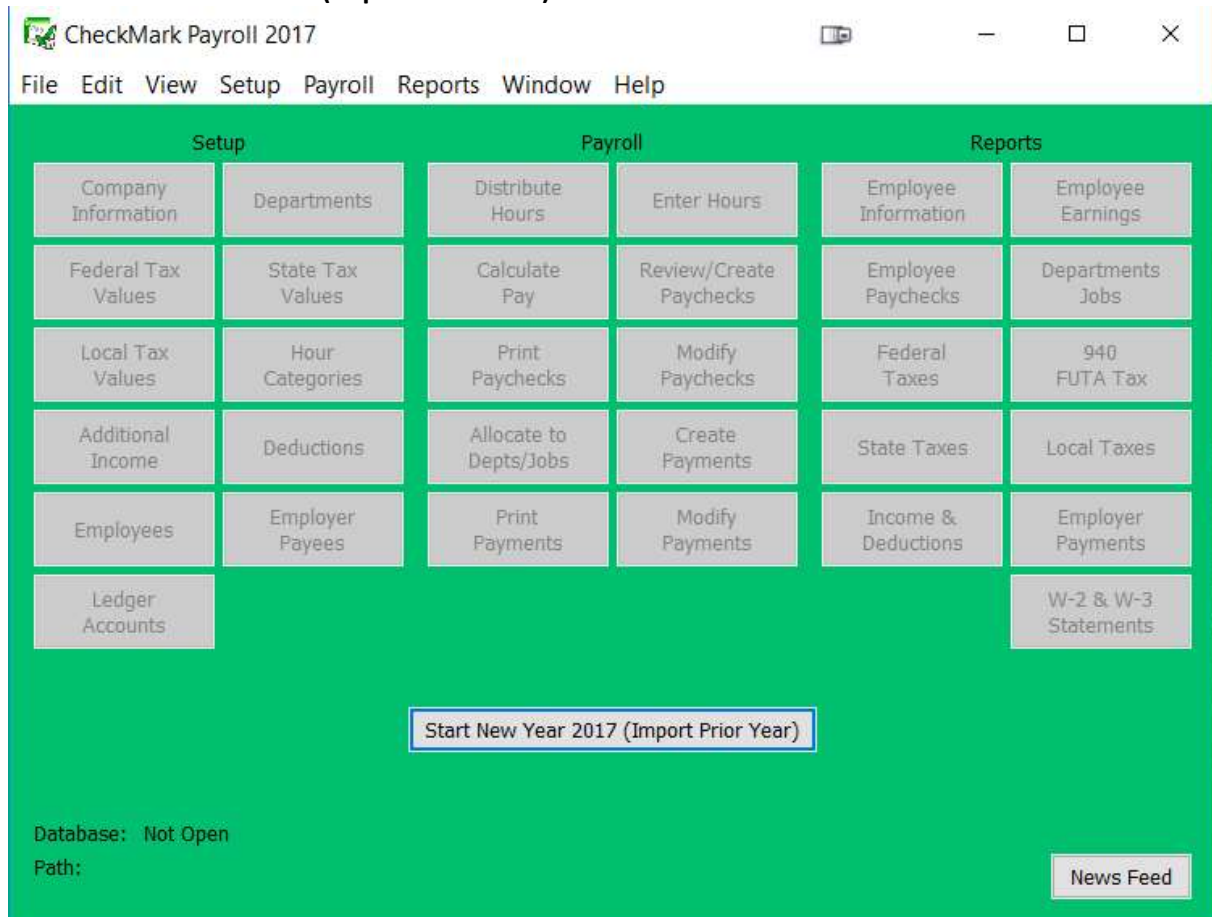
After you've closed the year and before you create employee or employer checks in the new year, you can do the following:

Change the order of the hour categories on the Hour Categories window under the Set Up menu if necessary. [Delete Additional Income](#) or [Other Deduction](#) categories that are no longer used by your employees. [Delete employer payees](#) if necessary.

## Closing the Year

To close the year, do the following:

1. Click **Start New Year 2018 (Import Prior Year)**.



2. Highlight your Database and Click **Start New Year**. (Click '**Add Database to List**' if your company database is not already in the list.)

Start New Year (Import from Prior Year)

Select a prior year database and click 'Start New Year' to continue.


Payroll Year	Database Name
2016	Default Payroll Company Database

Path

\* new year already started

3. Click **Yes**.

Start New Year (Import from Prior Year)

 **Start New Year?**

[Print](#)  
[Copy](#)

Please confirm that you want to start the new year for the following database:

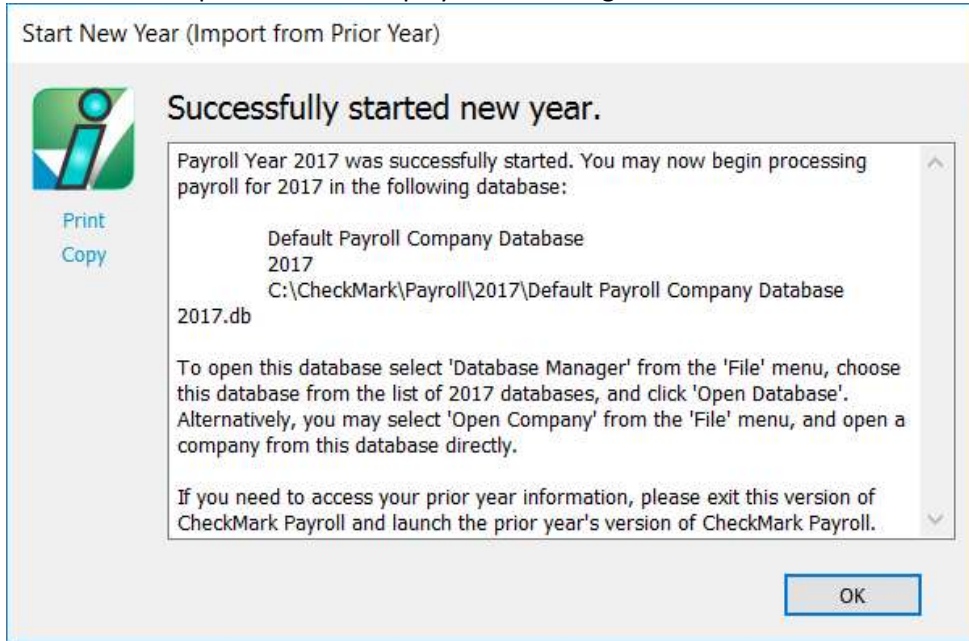
Default Payroll Company Database  
2016  
C:\CheckMark\Payroll\2016\Default Payroll Company Database  
2016.db

Companies:  
Sample Company

**IMPORTANT:** Please close any prior year version of CheckMark Payroll before continuing.

Additional Details:

4. It will run the Import and then display the following screen:



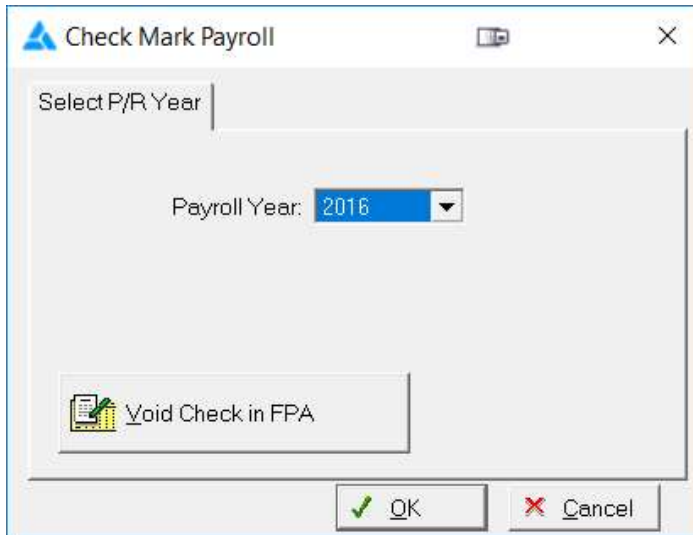
5. Click **OK** and it will bring you back to the screen in Step 2. If you have more than one database, follow steps 2 through 4 again. If not, click **Close**. You are now ready to enter payroll in 2018.

**NOTE: IF YOU HAVE MORE THAN ONE DATABASE, FOLLOW STEPS 2 THROUGH 5 FOR EACH DATABASE.**

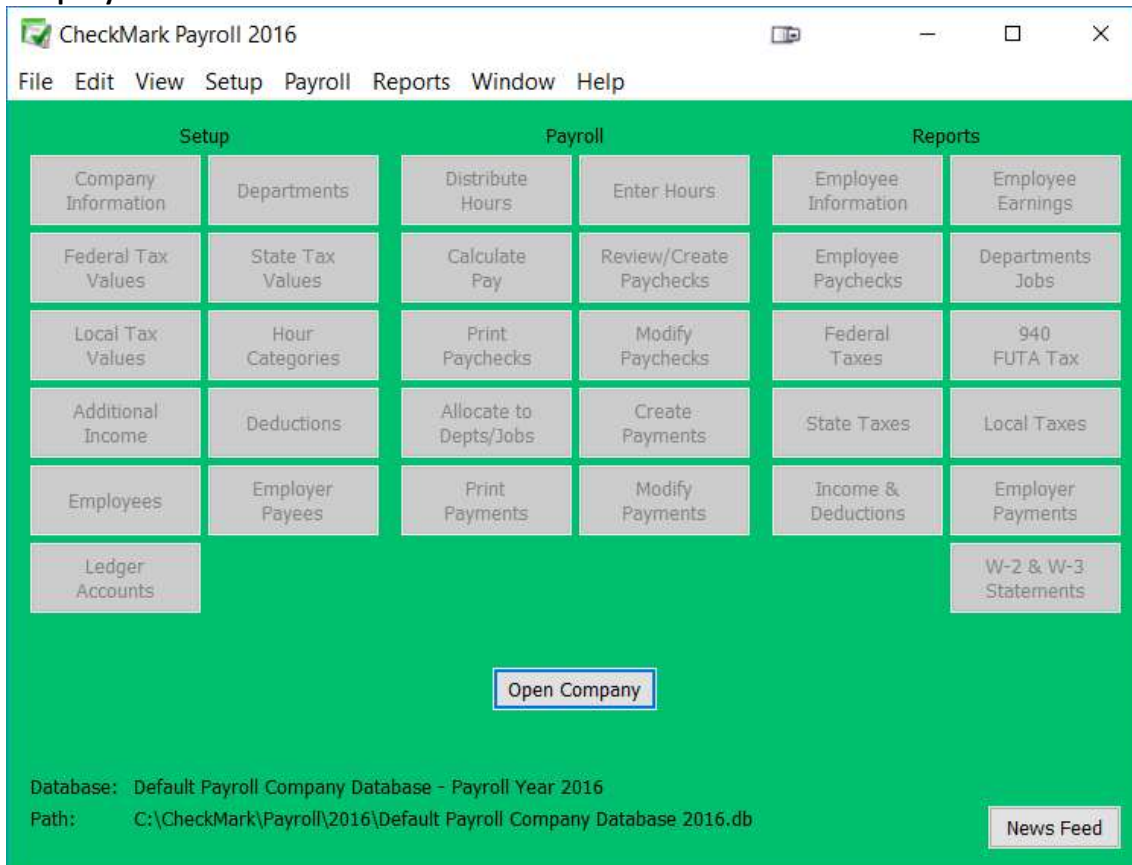
# CheckMark Payroll – Printing W-2s

To print W-2s in CheckMark Payroll, do the following:

1. When opening Payroll from the Forest Products Accounting menu, select Payroll Year 2017 from the drop-down list.



2. If your company is not open or you need to swap to a different company, open your company by using the **Open Company** button.



3. After opening your company, click on the **W-2 & W-3 Statements** button to process your W-2s and W-3. The screen will look like the following:

