


QuickBooks Year-End Guide Checklist

Now that the end of the year is fast approaching, here's a great resources to help you deal with year-end closing.

Year-End Checklist Already in QuickBooks. QuickBooks has its own **Year-End Guide Checklist** available from **Help** in the QuickBooks software. (See below.) You check off tasks as they are completed. Items in the checklist are hyperlinked to help articles specific to each topic.

Year-End Guide
[Tech Support](#)

 **Year-End Guide Checklist**

Reduce hassles with our Year-End Guide. We'll show you how to wrap up the business year, archive your QuickBooks files, and get ready for the next business year.

Tasks to prepare for filing taxes

Save Checkmarks

Clear Checkmarks

- A. [Reconcile all bank and credit card accounts](#)
- B. [Verify petty cash entries for the tax year](#)
- C. [Make year-end accrual adjustments and corrections](#)
- D. [Close your books](#)
- E. [Adjust Retained Earnings](#)
- F. [Review details of all new equipment purchased during year](#)
- G. [Make all asset depreciation entries and adjustments](#)
- H. [Review fringe benefits that need to be reported on Form W-2](#)
- I. [Take a physical inventory and reconcile with book inventory](#)
- J. [Print financial reports](#)
- K. [Print income tax reports to verify tax tracking](#)
- L. [Import your tax-related data to TurboTax or ProSeries](#)
- M. [Print and mail Forms W-2, W-3, 1099, 940, 941 and 1096](#)
- N. [Archive and back up your data](#)
- O. [Order supplies and tax forms](#) ⚡

Tasks to do if you use subcontractors

- A. [Ensure that 1099 info is correct](#)
- B. [Print & mail 1099s](#)

Tasks to do if you have employees

If you use the Assisted Payroll Service

- [Click here for frequently asked questions about year-end tasks](#) ⚡
If you are enrolled in QuickBooks Assisted Payroll, the following items are handled by the payroll service for you:
 - Pay payroll taxes and other liabilities (Assisted Payroll automatically makes your federal and state payroll tax liability payments)
 - Print and distribute W-2s
 - Print and distribute W-3s
 - Process Form 940
 - Process Form 941

If you use QuickBooks Payroll or have no payroll service

- A. [Confirm you have current payroll tax tables \(QuickBooks Payroll only\)](#)
- B. Clear YTD payroll amounts - QuickBooks does this for you
- C. [Pay payroll liabilities](#)
- D. [Review W-2 forms](#)
- E. [Print & distribute W-2s](#)
- F. [Print form W-3](#)
- G. [Process Form 940](#)
- H. [Process Form 941](#)
- I. [Verify W4 information](#)

The links will take you to the QuickBooks help section for that topic. You can save the checkmarks to help you remember where you left off. It's a great way to organize the year-end clean up of your QuickBooks file.

If you'd like help from GrowthForce cleaning up your QuickBooks data to get you ready for the new year, email us at contact@growthforce.com.