

## **Payroll 4<sup>th</sup> Quarter Reports & W2's**

You must do your quarterly reports and W2's after the last payroll for December and BEFORE the first payroll for January.

1. Run your quarterly reports for the last quarter after your last payroll for December.
2. Run option: END CURRENT QUARTER.
3. Run option: YEAR TO DATE GROSS and OVERTIME WAGES REPORT
4. Run option: YEAR ENDING TAXES / DEDUCTION REPORT SUMMARY
5. Look over these reports. If everything looks OK then proceed with printing W2's.
6. Even if you are not going to do the W2's – you should print them on paper for future reference.

If you need additional information, email [support@southpoint.net](mailto:support@southpoint.net) or call our office.