

**This fax has a total of 3**

**Payroll Tax tables for 2019 are in a separate document. If your STATE tax rate changed and you need help entering it, look at the PR year end document for instructions or call Petro-Data.**

**Please distribute this fax to those employees responsible for year-end processing of ALL modules (not just Payroll).**

### **End of Year Processing Reminders**

Here is our 2018 ***YEAR END HOLIDAY SCHEDULE.***

Dec 25 CLOSED

Jan 1 CLOSED

Below is the link to our End of Year Web page:

<http://www.petrodatainc.com/Docs.html>

There are many documents (including this one) that will be useful to you at this time of year. Some states have fuel tax rate changes, some AR balances are written off, 1099's and 1099k's need to be processed, etc. All documents are in PDF format and can be printed from the website.

If you are unable to get what you need from the website, send an email to one of the addresses at the top of this document and we will email you what you need.

### ***FUEL AND SALES TAX RATE CHANGES IF YOUR STATE CHANGES RATES ON JAN 1:***

***(Note: There are NO fuel tax rate changes in Texas.)***

*For our customers in States where there are changes to tax rates, we have a Special Future tax rate feature that will allow you to enter a new rate with an effective date. This will allow you to enter or create invoices for 2018 and 2019 without changing rates back and forth.*

*Instructions are in a document on the website. Please test the feature and check good invoices to make sure the feature works properly with your software configuration.*

*\*\*\*If you are using AVERAGE COST TANK REPORT with TAXES, you must change the tax rates in each Tank.\*\*\* There should be a browse in the Tax Authority Change Program to assist with this process.*

## **END OF YEAR PROCESSING REMINDERS**

### **ACCOUNTS PAYABLE**

Instructions for printing 1099's and 1099k's in Petro-Data are on the website, along with other end of year documents. Clear and reset 1099 totals BEFORE any expenses for 2019 are entered. Although newer versions have a calculate which uses a range of Check Dates to recalculate the 1099 totals.

### **FUEL INVENTORY and ACCOUNTS RECEIVABLE**

When you select the option 'End of Month Routine' in Inventory or 'Period End Closing' in Accounts Receivable, 'Is this the Year end?' should be answered 'Y' to clear the amount in the YTD field of certain records used for reporting. IT DOES NOT PURGE YOUR HISTORY FILE OR DELETE HISTORY TRANSACTIONS. You may safely answer 'Y' to this question either at the CALENDAR year end or your FISCAL year end.

### **!SALES AND FUEL TAX RATE CHANGES!**

Texas customers - there are no fuel tax rate changes. If you sell sales taxable items, you may have to change some of those rates if they are effective on January 1, 2019.

Other States - See Notice above about tax rate change feature that allows you to enter invoices for 2018 and 2019 and the correct tax rates for that year will be used.

\*\*\*If you do NOT enter any 2019 invoices until after you finish 2018 and close Jobber and AR, use the following procedure:

*Make tax RATE changes in Fuel Taxes and Sales Taxes AND run 'Tax Authority Update' or 'Update Tax Authorities with Tax Changes' BEFORE entering invoices for 2019. PLEASE VERIFY that the new tax rates are being used on the January invoices BEFORE printing and updating them.*

## **GENERAL LEDGER**

If December is your fiscal year end, there will be some extra considerations when you are ready to close the GL for the year. See the documentation in the 'Petro-Data Appendix' in the back of your GL Manual or email Petro-Data for a copy. You do NOT have to close the General Ledger before entering and updating sales and purchases for January.

## **DEFINING THE FISCAL PERIODS for 2019**

**IF your fiscal year ends in December**, you will have to define the fiscal periods for 2019 before the END of January 2019 - even if you do not use the General Ledger. You can do it now - no need to wait until December is closed.

If you use the AR FUTURE feature, you will have to do it now, and then verify the current period (AR, AR Setup, Confirm Future Period.)

The process in short is:

'GL Link Programs' (or AR Install, or AR Setup - depending on the version of your menu)  
'Define Fiscal Periods'

Year 2019, first month 1, month closed BLANK, press <enter> to see the 12 periods BEFORE you exit. Closing Date column should be blank for all periods.

## **PAYROLL YEAR-END**

The following documents are available to assist you in closing the year in Payroll. They are included in the Petro-Data Payroll APPENDIX in the back of your Payroll Manual, but let us know if you need us to send another copy:

Payroll Quarter End Processing (Reports only).

**There is only ONE closing for QTR and Year.**

Payroll Year End Processing

Bonus check procedures \*\* rewritten - more information included\*\*

Instructions for handling Fringe Benefits in Payroll

(f:\docs\yearend\yearend18.wpd and pdf)