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## Year End Checklist

### ACCOUNTING

- 1. [Create new GL Accounts for Cost of Sales](#) for the new year.
- 2. [Create new GL Accounts for Sales](#) for the new year.
- 3. [Input a Reporting Account.](#)
- 4. [Add new Models.](#)
- 5. [Add new accounts to Vehicle Sales Maintenance.](#)
- 6. [Add new Accounts to the Daily Report.](#)

### PAYROLL

- 1. [Payroll End Of Year Reports](#)
- 2. [Closing the Year for Payroll](#)
- 3. [Create W-2s](#)
- 4. [ACA Forms and Submission](#)
- 5. [Update FUTA & SUI](#)

**For Technical or Software Support, please contact: 1-800-227-8187 or email [dmssupport@dominiondms.com](mailto:dmssupport@dominiondms.com)**