



Deltek

Deltek Vision®

Year-End Accounts Payable
Processing Checklist

December 1, 2023

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Accounts Payable Checklist

At year end, there are certain steps that you need to perform in Accounts Payable, as outlined below. Refer to the following checklist to ensure that you perform all required Accounts Payable activities in the recommended order.

Step	Description	Done?
1.	Complete all Accounts Payable payment processing, adjustments, and Accounts Payable Disbursements for the current year.	
2.	Create a backup of the database.	
3.	Install the Vision Year-End Cumulative Update. <i>For Deltek First Vision Essentials SaaS customers, the Year-End Cumulative Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Vision Essentials SaaS organizations.</i>	
4.	Confirm the Paid This Year 1099 totals, 1099 Required , Federal ID , and Primary Address information for vendors.	
5.	Run the 1099 Initialization to open a new 1099 year.	
6.	Generate the 1099 work files and run the Verify Payments Report.	
7.	Print 1099s and, if applicable, generate the Electronic Filing files.	

Appendix: If You Need Assistance

If you need assistance installing, implementing, or using Vision, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Support Services analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and web-based training

Attention: Find out more about these and other services from the Deltek Support Center.

Deltek Support Center

The Deltek Support Center is a support website for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Support Services analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Support Services analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the website.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com