



**Deltek**

# Deltek Vision®

Year-End Checklist

**December 1, 2023**

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## Year-End Checklist

At year end, you need to complete the steps listed in the checklist below. You should complete all required activities in the recommended order.

Step	Description	Done?
1.	Make a complete backup.	
2.	Open a New Period (Fiscal Year). Only open one new accounting period if Benefit Accrual is being used.	
3.	Begin to process allowable transactions in the new calendar year. However, <b>do not</b> process any Accounts Payable disbursements, Accounts Payable payment processing, or Payroll processing.	
4.	Install the 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>	
5.	After all payroll processing, including payroll adjustments and bonuses are done for the prior year, run the Open New W-2 Quarter utility to open the new W-2 Quarter/Year. Since December is in the fourth quarter, Vision automatically opens a new W-2 Quarter/Year.	
6.	Print W-2 forms and, if applicable, generate the Electronic Filing file. You can complete this step at any point after step 5.	
7.	Post <b>all</b> prior year timesheets and process all benefit accruals and adjustments for the prior year. And then, run the Open New Benefit Year utility. You can now begin processing the New Year timesheets and Payroll.	
8.	Complete <b>all</b> prior year Accounts Payable payment processing, adjustments, and Accounts Payable disbursements in the prior year.	
9.	Run the 1099 Initialization utility. You can now begin processing Accounts Payable payments and Accounts Payable disbursements for the New Year.	
10.	Print 1099-MISC and 1099-NEC forms and, if applicable, generate the Electronic Filing files. You can complete this step at any time after step 9.	
11.	Process any prior year accounting adjustments, such as journal entries.	
12.	Print the final batch of prior year accounting reports.	
13.	Close the prior periods and fiscal year (optional).	

Year-End Checklist

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Step	Description	Done?
14.	Make a complete backup. Deltek recommends that you label this backup with the date and the Vision version number.	

## 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.

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## 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](http://www.deltek.com)