

2023 Viewpoint Spectrum Year-End Checklist

Is there a checklist so that I know what I need to do?

- [**Viewpoint Spectrum Year-End Checklist**](#)

Where do I go in Spectrum to complete the checklist?

- Log into your Spectrum system and go to:

System Administration | Year End | Year End Processing

- You will see links to a checklist for each module requiring year end processing, including Accounts Payable, Equipment Control, Fixed Assets, Materials Management, Payroll, General Ledger

2023 Viewpoint Spectrum Year-End FAQs

How can I prepare for Accounts Payable Year End?

- [Creating 1099-NEC and 1099-MISC Forms in Spectrum](#)
- [How to issue a 1099-MISC form to someone that is not set up as a Vendor in Spectrum](#)

How can I prepare for Payroll Year End?

- [How to balance Payroll for W-2s](#)
- [Creating W-2 Forms in Spectrum](#)
- [Do I need to build my W-2 file before I do the Year-End update?](#)
- [How to report more than four items for Box 12 on the W-2](#)
- [How to include more than three items in Box 14 on the W-2](#)
- [Loading Tax Tables at Year-End in Spectrum](#)
- [2023 Tax Table Downloads \(Released 01-03-2023\)](#)
- [Can I print 2023 payroll checks before performing the Year-End Update for 2022?](#)
- [Spectrum won't let me set a new pay cycle in the new year. I keep getting 'ERROR – Year End Clear must be performed before beginning a pay cycle dated later than <Current payroll year>. OK to continue'.](#)
- [Accounting for personal use of company vehicle's on an employee's W-2 in Spectrum](#)
- [Does Spectrum support the creation of corrected W-2 forms \(also known as W2-C forms\)?](#)
- [See where vacation \(or PTO\), sick and holiday accruals are coming from](#)
- [How does the Quarterly Federal Tax Report \(941\) calculate # of employees?](#)

****If you can't login your Viewpoint Customer Portal, try using the Forgot Password link or contact your System Admin to ensure you have access. You will need these self-help resources for continued knowledge, updates and support for your system. If you need additional help logging into the Customer Portal, contact Viewpoint or OnPoint Client Care.**

Check out Viewpoint's Year End Webinars for further instruction:

- [Spectrum Preparing for 2022 Year End](#)
- [Spectrum Processing for 2022 Year End](#) (Register for webinar to be held January 11, 2023)

Where can I get additional information if I need it?

- Click here: [Viewpoint Spectrum Year End Resources](#)
- Call OnPoint to schedule time with your consultant 877-213-3860