

# Payroll year-end checklist

Before you start year-end processing, review the *Year-End Procedures and Government Forms Guide*. You can download the latest version from [Sage 300 Construction and Real Estate Product Documents website](#).

When it is time to close the calendar year, perform the tasks in this checklist. To learn more about a task, click the link to the Sage Knowledgebase article. In some cases, you will need to log into the Knowledgebase to access the article.

|                          | Tasks  | Article #                                     |
|--------------------------|--|---|
|                          | <b>Prepare for the calendar year end.</b>  |   |
| <input type="checkbox"/> | Run and post the final payroll for the year you are closing.   |   |
| <input type="checkbox"/> | Reconcile employee totals and payroll tax totals.  | <a href="#">21673</a> , <a href="#">21935</a> |
| <input type="checkbox"/> | Reconcile Payroll to General Ledger.   | <a href="#">33489</a>                         |
| <input type="checkbox"/> | Print management reports.  |   |
| <input type="checkbox"/> | If needed, enter information to comply with the Affordable Care Act (ACA).   | <a href="#">70726</a>                         |
| <input type="checkbox"/> | Make a backup copy of your entire database, if you have not already done so.   | <a href="#">23166</a>                         |
| <input type="checkbox"/> | (Optional) For reporting purposes, make a copy of your Payroll data files for the filing year.   | <a href="#">21545</a>                         |
| <input type="checkbox"/> | Install either Version 15.1 Update 7 or Version 16.1 Rev 5 (which contains the year-end update).   | <a href="#">21593</a>                         |
| <input type="checkbox"/> | Customize the W-2 forms, if necessary.   | <a href="#">21942</a>                         |
| <input type="checkbox"/> | Generate W-2 forms (before or after closing the Payroll year).   | <a href="#">23035</a>                         |
| <input type="checkbox"/> | If required, generate ACA (Affordable Care Act) forms (before or after closing the Payroll year).  | <a href="#">70707</a>                         |
| <input type="checkbox"/> | Generate additional Federal and State quarterly forms and year-end forms (before or after closing the year in Payroll).                            | <a href="#">37430</a> , <a href="#">35153</a> |
| <input type="checkbox"/> | Close the Payroll year.  | <a href="#">21790</a>                         |
| <input type="checkbox"/> | Create an annual archive after completing your calendar-year processing. This archive can be used for restoring data or reporting purposes.        | <a href="#">22468</a>                         |
| <input type="checkbox"/> | (Optional) Perform file maintenance.   |   |
|                          | <b>In January, prepare for the first payroll of the new year.</b>  |   |
| <input type="checkbox"/> | Download and update taxes for the new year.<br><b>Note:</b> Only install taxes after you have posted all checks for the year that you just closed. | <a href="#">21675</a>                         |



# Accounts Payable year-end checklist

Before you start year-end processing, review the *Year-End Procedures and Government Forms Guide*. You can download the latest version from [Sage 300 Construction and Real Estate Product Documents website](#).

When it is time to close the calendar year or fiscal year, perform the tasks in this checklist. To learn more about a task, click the link to the Sage Knowledgebase article. In some cases, you will need to log into the Knowledgebase to access the article.

|                          | Tasks  | Article #                                     |
|--------------------------|--|---|
| <input type="checkbox"/> | Enter and post all invoices, checks (manual and computer), electronic payments, and credit card payments for the year you are closing. |   |
| <input type="checkbox"/> | Reconcile Accounts Payable to itself and to General Ledger.  | <a href="#">35251</a> , <a href="#">17905</a> |
| <input type="checkbox"/> | Print management reports.  |   |
| <input type="checkbox"/> | Verify the Accounts Payable fiscal year-ending date in the <b>AP Settings</b> window.  | <a href="#">30081</a>                         |
| <input type="checkbox"/> | Verify the Accounts Payable 1099 year-ending date in the <b>AP Settings</b> window.  | <a href="#">21584</a>                         |
| <input type="checkbox"/> | Make a backup copy of your entire database, if you have not already done so.   | <a href="#">23166</a>                         |
| <input type="checkbox"/> | If needed, install either Version 15.1 Update 7 or Version 16.1 Rev 5 (which contains the year-end update).                            | <a href="#">21593</a>                         |
| <input type="checkbox"/> | Verify the vendor information for 1099 recipients and their 1099 amounts.  | <a href="#">27160</a> , <a href="#">21812</a> |
| <input type="checkbox"/> | Generate 1099 forms for your vendors (before or after closing the 1099 year).  | <a href="#">23090</a>                         |
| <input type="checkbox"/> | Close the 1099 year in Accounts Payable.   | <a href="#">21730</a>                         |
| <input type="checkbox"/> | Close the Accounts Payable year at the end of your fiscal year.  | <a href="#">21730</a>                         |
| <input type="checkbox"/> | Create an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes. | <a href="#">25375</a>                         |
| <input type="checkbox"/> | (Optional) Perform file maintenance.   |   |

# Property Management year-end checklist

Before you start year-end processing, review the *Year-End Procedures and Government Forms Guide*. You can download the latest version from [Sage 300 Construction and Real Estate Product Documents website](#).

When it is time to close the calendar year or fiscal year, perform the tasks in this checklist. To learn more about a task, click the link to the Sage Knowledgebase article. In some cases, you will need to log into the Knowledgebase to access the article.

|                          | Tasks  | Article #             |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | Reconcile Property Management receivables to General Ledger.   | <a href="#">47383</a> |
| <input type="checkbox"/> | Print management reports.  |                       |
| <input type="checkbox"/> | Make a backup copy of your entire database, if you have not already done so.   | <a href="#">23166</a> |
| <input type="checkbox"/> | Install either Version 15.1 Update 7 or Version 16.1 Rev 5 (which contains the year-end update).                         | <a href="#">21593</a> |
| <input type="checkbox"/> | Advance to a new calendar year (and new fiscal year if applicable) by selecting <b>Tasks &gt; Close Current Period</b> . | <a href="#">23013</a> |
| <input type="checkbox"/> | Generate 1099-INT forms (if applicable)  | <a href="#">22994</a> |
| <input type="checkbox"/> | Generate 1098-Mortgage Interest forms (if applicable)  | <a href="#">22994</a> |
| <input type="checkbox"/> | (Optional) Archive Property Management data.   | <a href="#">22450</a> |
| <input type="checkbox"/> | (Optional) Perform file maintenance.   |                       |

# General Ledger year-end checklist

Before you start year-end processing, review the *Year-End Procedures and Government Forms Guide*. You can download the latest version from [Sage 300 Construction and Real Estate Product Documents website](#).

When it is time to close the fiscal year, close the fiscal year in your other applications before closing the fiscal year in General Ledger. Then perform the tasks in this checklist. To learn more about a task, click the link to the Sage Knowledgebase article.

|                          | Tasks  | Article #             |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | Close the fiscal year in your other applications, such as Accounts Payable, Accounts Receivable, Cash Management, Contracts, Equipment Cost, Job Cost, and Service Management. |                       |
|                          | <b>1. Prepare for fiscal year end in General Ledger</b>  |                       |
| <input type="checkbox"/> | Record and post all entries for the current fiscal year. Review and correct rejected entries.  |                       |
| <input type="checkbox"/> | Verify that all suspense-type accounts have a zero balance.  | <a href="#">17757</a> |
| <input type="checkbox"/> | Print a trial balance, current ledger, and any other month-end reports. Verify they are in balance.  | <a href="#">17736</a> |
| <input type="checkbox"/> | Reconcile other applications to General Ledger.  |                       |
| <input type="checkbox"/> | Print financial statements.  |                       |
| <input type="checkbox"/> | Make a backup copy of your entire database, if you have not already done so.   | <a href="#">23166</a> |
|                          | <b>2. Perform final General Ledger year-end closing steps</b>  |                       |
| <input type="checkbox"/> | Print a year-to-date ledger.   |                       |
| <input type="checkbox"/> | Close the fiscal year by selecting <b>Tasks &gt; Close Fiscal Year</b> .   | <a href="#">21626</a> |
| <input type="checkbox"/> | <b>3. If necessary, make adjustments to prior fiscal year</b>  | <a href="#">18082</a> |
|                          | <b>4. (Optional) Perform file maintenance</b>  |                       |
| <input type="checkbox"/> | Archive General Ledger data.   | <a href="#">22469</a> |
| <input type="checkbox"/> | Compact files.   |                       |