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