

# Payroll Year-End Checklist

## Sage 100 Contractor -- U.S. Edition



✓	Task	Complete on or before this date:	Task assigned to:	Article #
	<b>Note:</b> Perform all tasks in your current company data folder unless directed otherwise			
	1. Review the Recommended Timeline of Year-End Tasks.			22238
	2. Review and complete setup requirements for the Affordable Care Act.			54641
	3. Order W-2 Forms from Sage CRE Forms. (www.sagecreforms.biz 800-760-7929)			17395
	4. Decide whether you need to order ACA-related forms from Sage CRE Forms.			70131
	5. Print and post all payroll checks with a check date in the closing calendar year.			
	6. Review and update employee statuses.			49514
	7. Perform a <b>5-3-7 Payroll Audit</b> , and repair errors.			18191
	8. Print payroll quarterly management reports, as usual.			
	9. Reconcile payroll reports.			49522
	10. Print payroll year-end management reports, as usual.			
	11. Perform a <b>5-3-7 Payroll Audit</b> again, and repair errors.			18191
	12. Perform a Record Count for <b>5-2-2 Payroll Records</b> , and note the count.			49684
	13. Print <b>the 5-1-2-41 Payroll Check Register Totals Page Report</b> .			
	14. Backup and verify two copies of your Sage 100 Contractor data.			17467
	15. Close Payroll Year ( <b>5-3-8</b> )			23262
	16. Complete <b>7-4 Rebuild Indexes</b> in the current company, using the option <b>All Tables</b> .			24674
	17. Verify payroll archive, using the count and report from steps 12 and 13 above.			50074
	18. Change security in the archive company by changing the rights of all user groups in <b>7-3-1 Security Groups</b> to <b>No</b> for <b>Save, Delete, Void, Change Period, and Print Checks</b> .			

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	19. Install the year-end tax and software update.			22246
	20. Update payroll calculations in your current company folder.			49688
	21. Enter and compute the first payroll of the new year in your current company data folder. (Only perform this task after you have closed the year in Payroll and installed the year-end tax and software update.)			
	22. Produce W-2s and W-3s from your payroll archive company			27555
	23. Produce ACA forms 1095-C/1094-C or forms 1095-B/1094-B, if appropriate, from your payroll archive company.			71655
	24. Print your Federal 941 from your payroll archive company.			49520
	25. Produce Federal 940 from your payroll archive company.			49534
	26. Produce State annual payroll reports from your payroll archive company.			49537

**Note:** To learn about a task, log on to the Sage Knowledgebase and enter the article number.