U.S. Payroll: Year-End Checklist

* **Perform all tasks, in the given order, for your current company unless directed otherwise.**
* Review the [Recommended Timeline of Year-End Tasks](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=79827&sliceId=1&noCount=true&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=4039&cmd=displayKC&dialogID=210695&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true).
* Review and complete setup requirements for the Affordable Care Act.   
  See [How do I set up Sage 100 Contractor to support ACA requirements?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=54641&sliceId=1)
* Decide whether you need to order ACA-related forms.  
  See [Which forms should I order for Affordable Care Act reporting?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=70131&sliceId=1)
* Order W-2 Forms and any required ACA-related forms from [Sage Construction and Real Estate Forms](http://www.sagecreforms.biz/) or by phoning 1-800-760-7929.
* Print and post all payroll checks that have a check date in the calendar year for which you are closing payroll.
* Review and update employee statuses.  
  See [How to verify employee status](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49514&sliceId=1).
* Perform a **5-3-7 Payroll Audit** and then repair any errors.   
  See [How do I repair payroll audit errors?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=18191&sliceId=1)
* Print payroll quarterly management reports, as usual.
* Reconcile payroll reports.   
  See [How to reconcile payroll reports](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49522&sliceId=1).
* Print payroll year-end management reports, as usual.
* Perform a **5-3-7 Payroll Audit** again and repair any errors.
* Install the year-end tax and software update.  
  See [FAQ - Year End update](https://support.na.sage.com/selfservice/viewdocument.do?externalId=22246&sliceId=1).
* Close the payroll year using the 5-3-8 Close Payroll Year window.
* Update payroll calculations for the current year.    
  See [What payroll calculations should be updated at the beginning of the new calendar year?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49688&sliceId=1)
* Enter and compute the first payroll of the new year in your current company.   
  Note: Perform this task only after you install the year-end software update and close the year in Payroll.
* Process and print W-2s and W-3s for the payroll year you closed.    
  See [How to process and print W2s](https://support.na.sage.com/selfservice/viewdocument.do?externalId=27555&sliceId=1).
* Generate ACA forms 1095-C/1094-C or forms 1095-B/1094-B, if needed, for the payroll year you closed.   
  See [How do I generate the required ACA forms?](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=71655&sliceId=1)
* Print the Federal 941 report for the payroll year you closed.   
  See [How to print the 941 report](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49520&sliceId=1).
* Print the Federal 940 report for the payroll year you closed.   
  See [How to run and print the 940 report](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49534&sliceId=1).
* Print state annual payroll reports for the payroll year you closed.  
  See [How to print state reports](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49537&sliceId=1).
* When you no longer want payroll records for a previous year in your current company, archive the oldest payroll year using Database Administration > Archive Company Data > Archive Oldest Payroll Year.

**UPDATED**: Sage 100 Contractor version 26.1 and later offers the option to combine archiving of the oldest fiscal year and the oldest payroll year during the **Archive** **Oldest Fiscal Year** process in **Database Administration for Sage 100 Contractor**. To perform this action, the company database's Fiscal year-end date must be **December 31**, just like the payroll year-end

* In the archive company, using the 7-2-1 Security Groups window, change the security rights of all user groups to **No** for **Save, Delete, Void, Change Period**, and **Print Checks**.