# U.S. Archive Fiscal Year Checklist

# 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.

**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&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=4018&cmd=displayKC&dialogID=210427&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true).
* Read about the archiving process in the Year-End Guide.
* Decide when to archive your oldest fiscal year.   
  See [When should I archive last year's company data?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49669&sliceId=1)

Important! Do not archive your old fiscal year data immediately after advancing to period 1 of the new fiscal year.

* Recommended: If you use Inventory, perform a 12-5 Inventory Audit and resolve any errors.  
  See [How to audit inventory](https://support.na.sage.com/selfservice/viewdocument.do?externalId=49883&sliceId=1).
* Find and print any unprinted checks.
* Complete the entry of all transactions and corrections for the old fiscal year data, including adjustments provided by your tax advisor.
* Verify and update job statuses.  
  See [Changing job status for multiple jobs to Closed status or Completed Status](https://support.na.sage.com/selfservice/viewdocument.do?externalId=32957&sliceId=1).
* Audit the books using the **1-6 Fiscal/Period Management** window and repair any errors.  
  See [How do I resolve menu 1-6 Audit Books or Recalculate Balances general ledger audit errors?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=17468&sliceId=1)
* Print accounting reports for the old fiscal year, now or at any time after this step.
* Use Database Administration to archive the oldest fiscal year. Select Archive Company Data > Archive Oldest Fiscal Year.    
  See [How do I archive my Fiscal Year in Sage 100 Contractor?](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=79543&sliceId=1&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=4027&cmd=displayKC&dialogID=210538&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true)
* In the archive company, use the **7-2-1 Security Groups** window to change the security rights of all user groups to **No** for **Save, Delete, Void, Change Period,** and **Print Checks**.