Canadian 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 data unless directed otherwise.**

* Review the [Recommended Timeline of Year-End Tasks](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=79966&sliceId=1&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=21187&cmd=displayKC&dialogID=947968&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 audit errors. See [How to audit Inventory](https://us-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=224924150049883&page=1&position=1&q=how%20to%20audit%20inventory)
* Find and print any unprinted cheques.
* 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.
* Audit the books using the **1-6 Fiscal/Period Management** window and repair any errors.
* Print accounting reports for the old fiscal year, now or at any time after this step.
* Back up your Sage 100 Contractor data.   
  See [How to back up your company data or Restore in Sage 100 Contractor.](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=68385&sliceId=1&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=21192&cmd=displayKC&dialogID=948040&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true)
* 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 Cheques**