Canadian 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=79966&sliceId=1&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=3465&cmd=displayKC&dialogID=170798&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true).
* Order T4 Forms from [Sage Construction and Real Estate Forms](http://www.sagecreforms.biz/) or by phoning 1‑800‑760‑7929.
* Print and post all payroll cheques that have a cheque 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 the 5-1-3-21 Federal Tax report for January 1 through December 31 for the payroll year you are closing.
* Print the 5-1-4-21 Provincial Tax report for January 1 through December 31 for the payroll year you are closing.
* Reconcile payroll reports.
See [How to reconcile payroll reports](https://support.na.sage.com/selfservice/viewdocument.do?externalId=50073&sliceId=1).
* Print any other payroll year-end management reports, as required.
* Perform a **5-3-7 Payroll Audit** again and repair any errors.
* Print the **5-1-2-41 Payroll Check Register Totals Page** report.
* Install the year-end tax and software update.
See [FAQ - Year End update](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=50076&sliceId=1&dialogID=44863&cmd=displayKC&docType=kc&noCount=true&stateId=44867&isLoadPublishedVer=&docTypeID=DT_Article&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl).
* Close the payroll year using the 5-3-8 Close Payroll Year window.
* Update payroll calculations in your current company.
See [How to update payroll calculations in current company](https://support.na.sage.com/selfservice/viewdocument.do?externalId=50080&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 T4s for the payroll year you closed.
See [How can I run or print my T4s?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=50082&sliceId=1)
* When you no longer need 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**.