Payroll Year-end Processing Checklist

Points to Remember

- Payroll Period-end Processing can only be completed on a calendar year basis.
- Quarter-end Processing is done after Payroll is completed for quarters ending on March 31st, June 30th, and September 30th.
- 4th Quarter and Year-end Processing is only performed after all payroll checks with a check date of December 31st or earlier have been entered and updated.
- Payroll Period-end Processing is not done on a fiscal year basis like other Sage 100 modules. If you are on a calendar year basis and plan to close other modules at this time, make sure you close all modules based on Sage 100 Order of Closing rules. If you are on a fiscal year basis, you may not be closing other modules at this time.
- **DO NOT** perform Period-end Processing until you have entered and updated all of your current year Payroll transactions.
- **DO NOT** manually change the period &/or year in Payroll Options

Payroll Year-end Processing Checklist

1. ___ Make sure correct year tax tables (TTU) and the current year Interim Release Download (IRD) have been installed
2. ___ Change the Payroll system date is set to the last day of the calendar year
3. ___ Verify that all checks issued using the current year Payroll check date have been updated and adjustments made
4. ___ Print the Quarterly Tax Report (Under Payroll > Reports menu)
5. ___ Print applicable State Quarterly forms using State eFiling and Reporting (Under Payroll > Period End menu)
6. ___ Print the Quarterly 941 form using Federal eFiling and Reporting (Under Payroll > Period End menu)
7. ___ Print & verify accuracy of all W-2 forms. (Under Payroll > Period End > Federal eFiling & Reporting menu)
8. ___ Print Payroll reports **BEFORE** closing the quarter/year. **NOTE:** Once the quarter is closed these reports are no longer available. Sage recommends you print the following reports **at the minimum:**
    a) ___ Quarterly Tax Report
    b) ___ Payroll Check History Report
    c) ___ Quarterly Pay Period Recap
    d) ___ Earnings Report
    e) ___ Deduction Report
    f) ___ Benefit Accrual Report
    g) ___ Worker's Compensation Report
    h) ___ Employee Totals Verification Report
9. ___ Reconcile year-to-date totals on all reports Ex.Verify all (1st-4th Qtrs) 941 forms match the totals on your W-3.Verifyll (1st-4th Qtrs) Quartertly 941
10. ___ **MAKE A BACKUP** of company data files, using a reliable backup system or make a Copy Company of the live company. If applicable, label the disks or Copy Company Name as having been done ***BEFORE*** Period-end or Year-end Processing.
11. ___ Select **Period-end Processing** from the **Period End** menu, then select **Quarter- and Year-end Processing.** **DO NOT** manually change the period &/or year in Payroll Options

    Answering *Yes* to the, "DO YOU WANT TO COMPLETE PERIOD-END PROCESSING?" prompt **clears all current year data files** in preparation for the new year.