

Payroll Year-end Checklist

Sage 100



✓	Task	Complete on or before this date:	Task assigned to:	Article #
	<p>Run and Update all final payrolls for the year you are closing. This includes all checks dated in the tax year for which you are filing W-2s.</p> <p>Verify Years to retain eFiling history in Payroll Options is set appropriately.</p>			
	<p>Print payroll reports in Sage 100 (setup P/L – KB 49809)</p>			19504
	<p>Generate Federal & State quarterly and annual tax forms/Reports from the Live Company (<i>if changes were made in a copy company after closing the year, perform this task from the copy company where changes were made</i>)</p>			52376
	<p>Reconcile tax forms generated in Aatrix to your Sage 100 reports. Make changes as necessary in Sage 100 (<i>if possible, make changes in live company before closing the year.</i>)</p>			56085
	<p>Make a copy/backup of the live company prior to closing the payroll period to retain payroll details for year that will be closed.</p>			19501
	<p>Download and Install the year-end software updates (IRD – Interim Release Download) before generating W-2s and other government forms and reports.</p>			45892
	<p>Generate Federal & State quarterly and annual tax forms/Reports from the Live Company (<i>if changes were made in a copy company, perform this task from the copy company where changes were made</i>)</p>			52376

	Generate and process W-2s from the Live Company Code (<i>if changes were made in a copy company, perform this task from the copy company where changes were made</i>)			26818
	Perform year-end processing in Payroll in the Live Company Code			19504
	Download and install tax table updates (TTU) for the new tax year. Only perform this task after you have posted all checks for the year that you just closed.			45726
	Review and complete setup requirements for the Affordable Care Act (ACA) for the filing year.			48622

Note: To learn about a task, log on to the Sage Knowledgebase and enter the article number.