

Sage 100 Year-end checklist



		Task	Due Date	Assigned to / Completed by	Article
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. Verify Years to retain eFiling history in Payroll Options is set appropriately.					
1	<input type="checkbox"/>	Print payroll reports in Sage 100			26733
2	<input type="checkbox"/>	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>			52376
3	<input type="checkbox"/>	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>			56085
4	<input type="checkbox"/>	Make a copy/backup of the live company prior to closing the payroll period to retain payroll details for year that will be closed.			19501
5	<input type="checkbox"/>	Download and Install year-end software updates Access the Sage 100 download portal			23500
6	<input type="checkbox"/>	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>			52376
7	<input type="checkbox"/>	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
8	<input type="checkbox"/>	Perform year-end processing in Payroll in the Live Company Code			19504

		Task	Due Date	Assigned to / Completed by	Article
9	<input type="checkbox"/>	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.			<u>94878</u>
10	<input type="checkbox"/>	Review and complete setup requirements for Affordable Care Act (ACA) for the filing year.			<u>48622</u>