

# 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 31<sup>st</sup>, June 30<sup>th</sup>, and September 30<sup>th</sup>.
- Year-end Processing is only performed after all payroll checks with a check date of December 31<sup>st</sup> 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.

## Payroll Year-end Processing Checklist

1. \_\_\_ Make sure correct year tax tables and the current year Interim Release Download (IRD) have been installed.
2. \_\_\_ Back up the Payroll files using a reliable backup system.
3. \_\_\_ Label the disks or tape as having been done **PRIOR** to performing Year-end Processing.
4. \_\_\_ Make sure that the Payroll system date is set to the last day of the calendar year.
5. \_\_\_ Change the date by double-clicking directly on the date displayed in the lower right hand corner of the Sage 100 Launcher.
6. \_\_\_ Verify that all checks issued using the current year Payroll check date have been updated.
7. \_\_\_ Print the Quarterly Tax Report.
8. \_\_\_ Print the DE9 Report. (California residents only)
9. \_\_\_ Print the Quarterly 941 forms.
10. \_\_\_ Print all your W-2 forms.
11. \_\_\_ Process and make Electronic Reporting (formerly Magnetic Media) files (if applicable).
12. \_\_\_ Select **Period-end Processing** from the **Period End** menu, then select **Quarter- and Year-end Processing**.
13. \_\_\_ Choose all the reports you wish to print for the period.  
**Best recommends you print the following reports.**
  - 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
14. \_\_\_ Reconcile year-to-date totals on all reports, ex. Make sure all Quarterly 941 forms match the totals on your W-3.
15. \_\_\_ Verify that all checks have been entered and updated for the current quarter.
16. \_\_\_ Confirm that all proper adjustments have been made.
17. \_\_\_ Make sure that all selected reports have been printed.
18. \_\_\_ Complete Year-end Processing.  
**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.**
19. \_\_\_ Back up the Payroll files using a reliable backup system. Label the disks or tape as having been done after Period-end Processing.  
**Do not use the same disks or tape that you used to back up your data prior to closing.**