

Sage 300 CRE

Payroll year-end checklist



Before you start year-end processing, review the *Year-End Procedures and Government Forms Guide*. You can download the latest version from [Sage 300 Construction and Real Estate Product Documents website](#).

When it is time to close the calendar year, perform the tasks in this checklist. To learn more about a task, click the link to the Sage Knowledgebase article. In some cases, you will need to log into the Knowledgebase to access the article.

		Task	Due Date	Assigned to / Completed by	Article
Prepare for the calendar year end					
1	<input type="checkbox"/>	Run and post the final payroll for the year you are closing.			
2	<input type="checkbox"/>	Reconcile employee totals and payroll tax totals.			21673 , 21935
3	<input type="checkbox"/>	Reconcile Payroll to General Ledger.			33489 58030
4	<input type="checkbox"/>	Print management reports.			
5	<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.			23166 17256 86066
6	<input type="checkbox"/>	Install the year-end software update. (KB 21593)			21593 63689
7	<input type="checkbox"/>	Customize the T4 format, if necessary.			21961
8	<input type="checkbox"/>	Generate T4 forms (before or after closing the Payroll year).			22011
10	<input type="checkbox"/>	Create an annual archive after completing your calendar-year processing. This archive can be used for restoring data or reporting purposes.			21545 86066
9	<input type="checkbox"/>	Close the Payroll year.			21790
11	<input type="checkbox"/>	(Optional) Perform file maintenance.			
In January, prepare for the first payroll of the new year					
1	<input type="checkbox"/>	Download and update taxes for the new year. Note: Only install taxes after you have posted all cheques for the year that you just closed.			21675
2	<input type="checkbox"/>	If necessary, modify personal tax credit amounts.			

