

		Date
Completed by		

Perform the following daily procedures in the given order:

**Order Entry**

- Print posting journals.
- Print G/L Transactions report.
- Create G/L batches.
- Print audit and analytical reports.

**Purchase Orders**

- Print posting journals.
- Print G/L transaction listings.
- Create G/L batches.
- Print audit and analytical reports.

**Project and Job Costing**

- Print transaction listings and G/L Transactions report.
- Print posting journals.
- Create G/L batches.

**Inventory Control**

- Enter and post daily transactions.
- Print transaction listings.
- Run Day End Processing.
- Create G/L batches.

**U.S. / Canadian Payroll**

- Enter timecards.
- Enter and process manual checks, as necessary.
- Print the Payroll G/L Transactions report.
- Create G/L batches.

**Accounts Receivable**

- Print batch listings.
- Post all batches.
- Print the G/L Transactions report.
- Print and file all posting journals.
- Create G/L batches.

**Accounts Payable**

- Post all batches.
- Print any outstanding batch listings.
- Print the G/L Transactions report.

**Sage 300 ERP**  
**Day-End Procedures**

		Date
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- Print and file all posting journals.
  - Create G/L batches.

**General Ledger**

- Post batches created in General Ledger and batches sent from other Sage 300 ERP programs.
  - Print transaction listings and source journals.
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