# Sage 300 Day-End Procedures

#### 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.
- □ 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 programs.
- □ Print transaction listings and source journals.