

# Sage 300

## Period-End Procedures

**Date:**

**Completed by:**

Perform the following periodic tasks in the given order:

### **Finish Daily Procedures (in all ledgers)**

### **Order Entry**

- Print Order Action and Aged Orders reports.
- Print Sales History and Sales Statistics reports.
- Clear transactions and printed posting journals that you no longer need.

### **Purchase Orders**

- Print Purchase Order Action, Aged Purchase Orders, and Shippable Backorders reports.
- Print Purchase History and Purchase Statistics reports.
- Print audit lists.
- Clear transactions and printed posting journals that you no longer need.

### **Inventory Control**

- Print stock control reports.
- Print price and sales analysis reports.
- Clear printed posting journals, serial numbers, item labels, and transactions that you do not need.

### **Project and Job Costing**

- Run Update Payroll.
- Create billings.
- Recognize revenue.
- Print audit and analytical reports.
- Clear posted documents and posting errors.

## **U.S. / Canadian Payroll**

- Run Update Payroll in Project and Job Costing, if you use that program.
- Transfer employee timecards to Payroll employee timecards.
- Calculate payroll, and print and verify the pre-check register.
- Process payroll checks, or direct deposits.
- For Canadian Payroll, print and file government reports, such as records of employment.
- Print transaction listings and other reports you require.
- Delete inactive records that you no longer need.
- For US Payroll, print reports required by federal and state law (941, W 2, and Quarterly Wage reports).

## **Accounts Receivable**

- Print unprinted deposit slips and invoices.
- Print Customer Transactions, Aged Trial Balance, and Aged Retainage reports.
- Enter manual adjustments and process periodic charges, as required (write-offs, interest, recurring charges, revaluation).
- Post batches of periodic adjustments, then print and file posting journals.
- Print customer statements.
- Print the Sales Tax Tracking report in Common Services.
- Clear paid transactions and customer comments that you no longer need.
- Delete inactive records that you no longer need.

## **Accounts Payable**

- Print the Purchase Tax Tracking report in Common Services.
- Print Vendor Transactions, Aged Trial Balance, and Aged Retainage report.
- Enter manual adjustments and process periodic charges, as required (interest, recurring payables, revaluation).
- Post batches of periodic adjustments, then print and file posting journals.
- Print the Purchase Tax Tracking report in Common Services.
- Clear paid transactions and vendor comments that you no longer need.
- Delete inactive records that you no longer need.

## General Ledger

- Update exchange rates and revalue account balances, as needed.
- Create reallocation and recurring entry batches, as required.
- Print Trial Balance and period-end statements.
- Consolidate posted transactions (optional).
- Perform period-end maintenance (delete inactive accounts and transaction detail history).