Sage 300

Year-End Procedures

Da	te: Completed by:	
Perform the following year-end tasks in the given order:		
Finish Periodic Processing (in all ledgers)		
Oı	rder Entry Clear transaction history that you do not need. Clear statistics and sales history that you do not need.	
Pu	Clear transaction history that you do not need. Clear statistics and purchase history that you do not need.	
Project and Job Costing		
	Clear transactions for closed contracts that you do not need to keep.	
Inventory Control		
	Do an inventory count.	
	Post a reconciliation worksheet to adjust for any variances found in the inventory count.	
	Clear statistics, expired contract prices, and transaction history that you do not need for drilldown.	
U.S. / Canadian Payroll		
	For calendar year end, print reports required by statute.	
Accounts Receivable		
	Clear sales tax tracking information that you no longer need.	
	Clear history and statistics that you no longer need.	

	Run Year End to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and Days To Pay counter.
	Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year.
Accounts Payable	
	Clear purchase tax tracking information that you no longer need.
	Clear history and statistics that you no longer need.
	Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts invoices paid and Days To Pay counter.
	Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year.
General Ledger	
	Run Create New Year to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year.
	Print and clear the Batch Status report and the posting journal generated when you created the new year.
	Using Period End Maintenance, delete prior-year fiscal sets, and reset batch numbers.