

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"/>	Enter and post all invoices, cheques (manual and computer), electronic payments, and credit card payments for the year you are closing.			
2	<input type="checkbox"/>	Reconcile Accounts Payable to itself and to General Ledger.			35251, 17905
3	<input type="checkbox"/>	Print management reports.			
4	<input type="checkbox"/>	Verify the Accounts Payable Fiscal Year ending date in the AP Settings window.			30081
5	<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.			23166
6	<input type="checkbox"/>	Install the year-end software update. (KB 21593)			21593
7	<input type="checkbox"/>	Verify the T5018 totals.			38823
8	<input type="checkbox"/>	Generate T5018 forms for your vendors (before or after closing the year in Accounts Payable).			35462
9	<input type="checkbox"/>	Close the Accounts Payable year at the end of your fiscal year.			21730
10	<input type="checkbox"/>	Create an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes.			25375