Sage 300 CRE
Canada General Ledger year-end checklist

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	☐	Close the fiscal year in your other applications, such as Accounts Payable, Accounts Receivable, Cash Management, Contracts, Equipment Cost, Job Cost, Property Management, and Service Management.			
Prepare for fiscal year end in General Ledger					
3	☐	Record and post all entries for the current fiscal year. Review and correct rejected entries.			
4	☐	Verify that all suspense-type accounts have a zero balance.			17757
5	☐	Print a trial balance, current ledger, and any other month-end reports. Verify they are in balance.			17736
6	☐	Reconcile other applications to General Ledger.			
7	☐	Print financial statements.			
8	☐	Make a backup copy of your entire database, if you have not already done so. **Note**: You can use this backup to restore to a new folder to be used for historical reporting.			23166 51000 17357
Perform final General Ledger year-end closing steps					
1	☐	Print a year-to-date ledger.			
2	☐	Close the fiscal year by selecting **(Tasks > Close Fiscal Year)**			21626
3	☐	If necessary, make adjustments to prior fiscal year.			18082
4	☐	Archive General Ledger data.			22469
5	☐	(*Optional*) Perform file maintenance			