

# Sage 300 CRE U.S. Accounts Payable 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
1	<input type="checkbox"/>	Enter and post all invoices, checks (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.			<a href="#">35251, 17905</a>
3	<input type="checkbox"/>	Print management reports.			
4	<input type="checkbox"/>	Verify the <b>Accounts Payable Fiscal Year ending date</b> in the <b>AP Settings</b> window.			<a href="#">30081</a>
5		Verify the Accounts Payable <b>1099 year ending date</b> in the <b>AP Settings</b> window.			<a href="#">21584</a>
6	<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.			<a href="#">23166</a>
7	<input type="checkbox"/>	If needed, <b>install the year-end software update. (KB 21593)</b>			<a href="#">21593</a>
8	<input type="checkbox"/>	Verify the vendor information for 1099 recipients and their 1099 amounts.			<a href="#">27160, 21812</a>
9	<input type="checkbox"/>	Generate <b>1099 forms</b> for your vendors (before or after closing the 1099 year).			<a href="#">23090</a>
10	<input type="checkbox"/>	Close the 1099 year in Accounts Payable.			<a href="#">21730</a>
11	<input type="checkbox"/>	Close the Accounts Payable year at the end of your fiscal year.			<a href="#">21730</a>
13	<input type="checkbox"/>	( <i>Optional</i> ) Perform file maintenance.			<a href="#">25375</a>