

Sage 300 CRE U.S. 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
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					
1	<input type="checkbox"/>	Record and post all entries for the current fiscal year. Review and correct rejected entries.			
2	<input type="checkbox"/>	Verify that all suspense-type accounts have a zero balance.			17757
3	<input type="checkbox"/>	Print a trial balance, current ledger, and any other month-end reports. Verify they are in balance.			17736
4	<input type="checkbox"/>	Reconcile other applications to General Ledger.			
5	<input type="checkbox"/>	Print financial statements.			
6	<input type="checkbox"/>	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	<input type="checkbox"/>	Print a year-to-date ledger.			
2	<input type="checkbox"/>	Close the fiscal year by selecting Tasks > Close Fiscal Year .			21626
3	<input type="checkbox"/>	If necessary, make adjustments to prior fiscal year			18082
4	<input type="checkbox"/>	(Optional) Perform file maintenance			
5	<input type="checkbox"/>	Archive General Ledger data.			22469