

Sage 300 CRE U.S. Property Management 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"/>	Reconcile Property Management receivables to General Ledger.			47383
2	<input type="checkbox"/>	Print management reports.			
3	<input type="checkbox"/>	Make a backup copy of your entire database if you have not already done so.			23166
4	<input type="checkbox"/>	Install the year-end software update. (KB 21593)			21593
5	<input type="checkbox"/>	Generate 1099-INT forms (if applicable)			22994 51200
6	<input type="checkbox"/>	Generate 1098-Mortgage Interest forms (if applicable)			22994
7	<input type="checkbox"/>	Advance to a new calendar year (and new fiscal year if applicable) by selecting Tasks > Close Current Period .			23013
8	<input type="checkbox"/>	(Optional) Archive Property Management data.			22450
9	<input type="checkbox"/>	(Optional) Perform file maintenance.			