Sage 300 Canada
Year-end checklist

sage

		Task	Due Date	Assigned to / Completed by	Article
1	☐	Finish Periodic Processing (in all ledgers)			
Order Entry					
1	☐	Clear transaction history that you do not need.			
2	☐	Clear statistics and sales history that you do not need.			
Purchase Orders					
1	☐	Clear transaction history that you do not need.			
2	☐	Clear statistics and purchase history that you do not need.			
Project and Job Costing					
1	☐	Clear transactions for closed contracts and closed contracts that you do not need to keep			
Inventory Control					
1	☐	Do an inventory count.			
2	☐	Post a reconciliation worksheet to adjust for any variances found in the inventory count.			
3	☐	Clear statistics, expired contract prices, and transaction history that you do not need for drilldown.			
4	☐	In addition, for calendar year end, print reports required by statute.			
Accounts Receivable					
1	☐	Clear sales tax tracking information that you no longer need.			
2	☐	Clear history and statistics that you no longer need.			

3	☐	Run Year End to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and Days To Pay counter.			
4	☐	Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year			

Accounts Payable

1	☐	Clear purchase tax tracking information that you no longer need.			
2	☐	Clear history and statistics that you no longer need.			
3	☐	Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and Days To Pay counter.			
4	☐	Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year.			

General Ledger

1	☐	Run Create New Year to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year.			
2	☐	Print and clear the Batch Status report and the posting journal generated when you created the new year.			
3	☐	Using Period End Maintenance, delete prior-year fiscal sets, and reset batch numbers.			