

# Sage 300 US Year-end checklist



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

		recurring charge amounts, invoices paid and Days To Pay counter.			
4	<input type="checkbox"/>	Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year			
<b>Accounts Payable</b>					
1	<input type="checkbox"/>	Clear purchase tax tracking information that you no longer need.			
2	<input type="checkbox"/>	Clear history and statistics that you no longer need.			
3	<input type="checkbox"/>	<b>Run Year End</b> to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and Days To Pay counter.			
4	<input type="checkbox"/>	Print the <b>Customer List</b> and customer statistics reports to verify the transfer of data to the previous fiscal year.			
<b>General Ledger</b>					
1	<input type="checkbox"/>	<b>Run Create New Year</b> to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year.			
2	<input type="checkbox"/>	<b>Print</b> and clear the <b>Batch Status</b> report and the posting journal generated when you created the new year.			
3	<input type="checkbox"/>	Using <b>Period End Maintenance</b> , delete prior-year fiscal sets, and reset batch numbers.			