Sage 300
Year-End Procedures

Date: **Completed by:**

Perform the following year-end tasks in the given order:

Finish Periodic Processing (in all ledgers)

☐

Order Entry

☐ Clear transaction history that you do not need.

☐ Clear statistics and sales history that you do not need.

Purchase Orders

☐ Clear transaction history that you do not need.

☐ Clear statistics and purchase history that you do not need.

Project and Job Costing

☐ Clear transactions for closed contracts that you do not need to keep.

Inventory Control

☐ Do an inventory count.

☐ Post a reconciliation worksheet to adjust for any variances found in the inventory count.

☐ Clear statistics, expired contract prices, and transaction history that you do not need for drilldown.

U.S. / Canadian Payroll

☐ For calendar year end, print reports required by statute.

Accounts Receivable

☐ Clear sales tax tracking information that you no longer need.

☐ Clear history and statistics that you no longer need.

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

Accounts Payable

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

General Ledger

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

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800.761.3037 | solutions@acutedata.com
www.acutedata.com