Sage 300
Period-End Procedures

Date: **Completed by:**

Perform the following periodic tasks in the given order:

Finish Daily Procedures (in all ledgers)

☐

Order Entry

☐   Print Order Action and Aged Orders reports.

☐   Print Sales History and Sales Statistics reports.

☐   Clear transactions and printed posting journals that you no longer need.

Purchase Orders

☐   Print Purchase Order Action, Aged Purchase Orders, and Shippable Backorders reports.

☐   Print Purchase History and Purchase Statistics reports.

☐   Print audit lists.

☐   Clear transactions and printed posting journals that you no longer need.

Inventory Control

☐   Print stock control reports.

☐   Print price and sales analysis reports.

☐   Clear printed posting journals, serial numbers, item labels, and transactions that you do not need.

Project and Job Costing

☐   Run Update Payroll.

☐   Create billings.

☐   Recognize revenue.

☐   Print audit and analytical reports.

☐   Clear posted documents and posting errors.

acutedata

U.S. / Canadian Payroll

- [ ] Run Update Payroll in Project and Job Costing, if you use that program.

- [ ] Transfer employee timecards to Payroll employee timecards.

- [ ] Calculate payroll, and print and verify the pre-check register.

- [ ] Process payroll checks, or direct deposits.

- [ ] For Canadian Payroll, print and file government reports, such as records of employment.

- [ ] Print transaction listings and other reports you require.

- [ ] Delete inactive records that you no longer need.

- [ ] For US Payroll, print reports required by federal and state law (941, W 2, and Quarterly Wage reports).

Accounts Receivable

- [ ] Print unprinted deposit slips and invoices.

- [ ] Print Customer Transactions, Aged Trial Balance, and Aged Retainage reports.

- [ ] Enter manual adjustments and process periodic charges, as required (write-offs, interest, recurring charges, revaluation).

- [ ] Post batches of periodic adjustments, then print and file posting journals.

- [ ] Print customer statements.

- [ ] Print the Sales Tax Tracking report in Common Services.

- [ ] Clear paid transactions and customer comments that you no longer need.

- [ ] Delete inactive records that you no longer need.

Accounts Payable

- [ ] Print the Purchase Tax Tracking report in Common Services.

- [ ] Print Vendor Transactions, Aged Trial Balance, and Aged Retainage report.

- [ ] Enter manual adjustments and process periodic charges, as required (interest, recurring payables, revaluation).

- [ ] Post batches of periodic adjustments, then print and file posting journals.

- [ ] Print the Purchase Tax Tracking report in Common Services.

- [ ] Clear paid transactions and vendor comments that you no longer need.

- [ ] Delete inactive records that you no longer need.

General Ledger

- ☐ Update exchange rates and revalue account balances, as needed.

- ☐ Create reallocation and recurring entry batches, as required.

- ☐ Print Trial Balance and period-end statements.

- ☐ Consolidate posted transactions (optional).

- ☐ Perform period-end maintenance (delete inactive accounts and transaction detail history).

acutedata