

## Sage 300 ERP (Accpac) 6.X – Year End Procedures

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| Complete the following tasks in this order.  |
| <b>Finish Periodic Processing (in all ledgers)</b>   |
| <input type="checkbox"/>   |
| <b>Order Entry</b>   |
| <input type="checkbox"/> Clear all transactions, statistics and sales history that are not needed.   |
| <b>Purchase Orders</b>   |
| <input type="checkbox"/> Clear all transactions, statistics and sales history that are not needed  |
| <b>Project and Job Costing</b>   |
| <input type="checkbox"/> Clear all transactions for closed contracts   |
| <input type="checkbox"/> Close all contracts that are not needed   |
| <b>Inventory Control</b>   |
| <input type="checkbox"/> Do an inventory count   |
| <input type="checkbox"/> Post a reconciliation worksheet to adjust for any variances found in the inventory count.   |
| <input type="checkbox"/> Clear statistics, expired contract prices, and transaction history that are not needed for drilldown.   |
| <b>U.S. / Canadian Payroll</b>   |
| <input type="checkbox"/> In addition, for calendar year end, print reports required by statute.  |
| <b>Accounts Receivable</b>   |
| <input type="checkbox"/> Clear all history, statistics, and sales tax tracking information that are not needed.  |
| <input type="checkbox"/> Run [Year End] to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and days to pay counter.              |
| <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>  |
| <input type="checkbox"/> Clear all history, statistics and purchase tax tracking information that are not needed   |
| <input type="checkbox"/> Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and days to pay counter.               |
| <input type="checkbox"/> Print the customer list and customer statistics reports to verify the transfer of data to the previous fiscal year.                             |
| <b>General Ledger</b>  |
| <input type="checkbox"/> Run [Create New Year] to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the New Year. |
| <input type="checkbox"/> Print and clear the batch status report and the posting journal generated when you created the New Year.  |
| <input type="checkbox"/> Using period end maintenance, delete prior-year fiscal sets, and reset batch numbers.   |