



This checklist is a summary of the items that should be completed as part of your year-end process. Based on your company's process, you may have additional items that need to be done. If you are not comfortable with any of these actions, please reach out to us for assistance.

Step 1: Complete all transactions for the year

Before you begin this process, confirm that all transactions have been entered, posted and the Journals and Registers have been printed and updated.

Step 2: Perform final month bank reconciliation

Once you have completed the bank reconciliation it is a good idea to print the Bank Reconciliation Report.

Step 3: Create a pre-year-end backup and confirm all users logged out.

Before you run any year-end processing procedures, make a company backup and ensure that all users are logged out.

Step 4: Bill of Materials

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print all necessary Reports BM - Reports Production History Report Engineering Change History Report General Ledger Posting Recap		

Step 5: Work Order

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print all necessary Reports WO - Reports Work Order History Report General Ledger Posting Recap		
2	<input type="checkbox"/>	Purge all work orders closed during the current period. WO - Main - Work Order Purge.		

Step 6: Bar Code

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print all necessary Reports BC - Reports		
2	<input type="checkbox"/>	Purge EZ Import History BC - Period End - Purge EZ Import History.		

Step 7: Purchase Order

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print all necessary Reports PO - Period End - Period End Report Selection		
2	<input type="checkbox"/>	Run Purchases Clearing Report PO - Period End - Purchases Clearing Report		
3	<input type="checkbox"/>	Run Period End Processing PO - Period End - Period End Processing		

Step 8: Sales Order

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print all necessary Reports SO - Period End - Period End Report Selection		
2	<input type="checkbox"/>	Run Period End Processing SO - Period End - Period End Processing		

Step 9: Inventory Management

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print the Inventory Negative Tier Report to check for negative tiers,If you have LIFO, FIFO, lot, or serial items. If negative tiers exist, they must be corrected. IM - Period End - Inventory Negative Tier Report		
2	<input type="checkbox"/>	Print all necessary Reports IM - Period End - Period End Report Selection		
3	<input type="checkbox"/>	Run Period End Processing IM - Period End - Period End Processing		

Step 10: Material Requirements Planning

		TASK	Due Date	Assigned to /Completed by
Work Order				
1	<input type="checkbox"/>	Print all necessary Reports MP - Reports		
2	<input type="checkbox"/>	Run Period End Processing MP - Period End - Mat Req Planning Period End		

Step 11: Timecard, Magnetic Media and Payroll

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If you are using Sage 100 payroll, it is best to check the Sage 100 Year-end Center for Checklists and tips on processing payroll and payroll-related modules.

Note:

You will need to install product and tax updates.

https://www.sagecity.com/support_communities/sage100_erp/sage100-yea

Contact us for more information: support@i-datatech.com or 516-867-6752.

Step 12: Accounts Receivable

	TASK	Due Date	Assigned to /Completed by
Work Order			
1	<input type="checkbox"/> Perform Finance Charge Calculation to apply finance charges to past due customers. AR - Period End - Finance Charge Calculation AR - Period End - Finance Charge Entry AR - Period End - Finance Charge Journal		
2	<input type="checkbox"/> Print statements for the appropriate customers. AR - Period End - Statement Printing		
3	<input type="checkbox"/> Print all necessary Reports AR - Period End - Period End Report Selection Accounts Receivable Sales Tax Report Accounts Receivable Trial Balance		
4	<input type="checkbox"/> Run Period End Processing AR - Period End - Period End Processing		

Step 13: Accounts Payable

	TASK	Due Date	Assigned to /Completed by
Work Order			
1	<input type="checkbox"/> Run 1099 Processing AP - Reports - Form 1099 Tax Reporting Note: Must be on a current version with a current Sage Business Care plan.		
2	<input type="checkbox"/> Print all necessary Reports AP - Period End - Period End Report Selection Accounts Payable Trial Balance Check History Report		
3	<input type="checkbox"/> Run Period End Processing AP - Period End - Period End Processing		

Step 14: Job Cost

	TASK	Due Date	Assigned to /Completed by
Work Order			
1	<input type="checkbox"/> Print all necessary Reports JC - Period End - Period End Report Selection Job Close-Out Report Work in Process Report Job Transaction Detail Report		
2	<input type="checkbox"/> Run Period End Processing JC - Period End - Period End Processing		

Step 15: General Ledger

	TASK	Due Date	Assigned to /Completed by
Work Order			
1	<input type="checkbox"/> Confirm that all modules integrated with General Ledger have been completed (closed) for the current period.		
2	<input type="checkbox"/> Confirm that all Journals and Daily Transaction Register have been updated.		
3	<input type="checkbox"/> Make any necessary Budget Revisions GL - Budget - Budget Revision Entry GL - Budget - Budget Revision Register		
4	<input type="checkbox"/> Process the Allocation Journal GL - Period End - Allocation Selection GL - Period End - Allocation Journal		
5	<input type="checkbox"/> Print all necessary Reports GL - Period End - Period End Report Selection Trial Balance Standard Financial Statements General Ledger Detail Report		
6	<input type="checkbox"/> Run Period End Processing GL - Period End - Period End Processing		

Step 15: Final Year-end Backup

Complete a final year-end backup that includes all adjustments and closed modules.

CONGRATS! YOU HAVE COMPLETED YOUR YEAR-END PROCESSING

If you have any questions or need any assistance with your end of the year processing give us a call us on 516-867-6752 or email us at info@i-datatech.com.