



Sage Pro ERP

Year End Closing Procedure.

This document is a supplement to the period and year-end closing checklist, which is included in this document.

This document covers Sage Pro version 7.4 and above.

Procedures for inventory counts and payroll are not covered in this document.

Pre-closing Clean up

There are some maintenance procedures that you should consider performing prior to closing.

Deleting Master records.

Alternatives to deletion.

Inactivation.

There are a number of utilities in Sage Pro that will allow you to eliminate records from the list that appear without deleting them. The simplest is to mark the records inactive. This will selectively remove those records from pick list. For example, an inventory item marked inactive will not appear on Sale Order, Invoice or inventory count list. Inactive items can always be reactivated.



www.SoftwareGeneration.net

SGEN, L.L.C., P.O. Box 1093, Bedford TX 76095
Metro 817-858-0222 FAX 817-858-0223 800-732-3001

Key Changes.

Key changes allow you to move items within the list by changing the keys. As an example, one customer changed all obsolete part numbers to start with "Z" so they would drop to the bottom of the list and so that they knew that they were obsolete. So item 1234 became item Z1234. All the items were still accessible and retained all history but were clearly marked and at the bottom of list. You could do this with no longer active customers and vendors too.

Information on using the key change utility to make this change is located in the System Manager manual.

Deletion Rules: Vendors / Customers / Items

You may want to delete some master record in the system if your files are getting large. The rules for deleting items in the major master files are below. When you first delete an item, it does not go away. It can be recalled until the year-end procedure is run.

VENDORS:

A vendor cannot be deleted unless the values in the current balance, open debit or open POs fields are zero. Once deleted, a vendor can be recalled until the deleted records are removed during a period closing reindex.

CUSTOMERS:

If a customer has a current balance, an open credit or an on order not equal to zero, it cannot be deleted. Once deleted, a customer can be recalled until the deleted records are removed during a period closing reindex.

INVENTORY ITEMS:

You cannot delete an inventory item if the on-hand, allocated or on-order quantities are not zero, or if the item has been sold within the last year (in case it is returned). If there are no prior sales or outstanding (unreceived) purchase orders, then an item can be deleted. Once deleted, an item cannot be recalled.

General Ledger Reorganization

If the organization of your General Ledger Chart of Accounts doesn't fit your business reporting, accounts are out of sequence or you have a lot of accounts you don't use, we offer a utility to move or combine accounts. By combining accounts you can effectively remove them from the system.

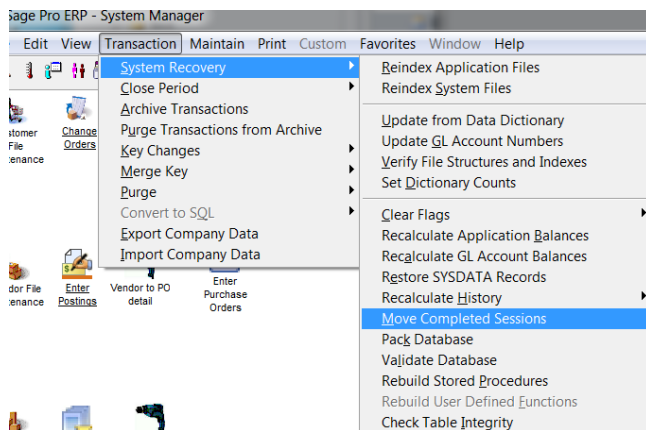
Please contact us if you have out of place accounts or accounts you want to remove and we can install the utility.

Purging Files

You may want to delete some old logs from the system to clear up some disk space and keep the performance impact of system files to a minimum.

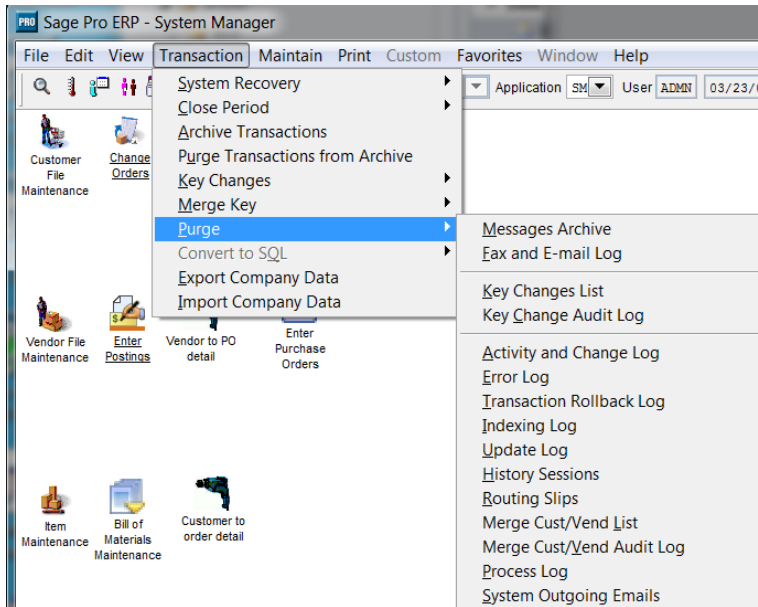
If you purge files, you might purge portions of audit trails especially if you have turned on file change audit logging. So always be sure you have a backup that will be retained in case we ever need to recover the logs.

First, you might want to move completed sessions to history.



We recommend that all complete sessions over a year old be moved to history.

After moving sessions, you may want to purge other master files.



Assuming your system is reasonably stable we recommend purging all the files over a year old.

Message Archive: These are internal system messages and can be purged.

Fax and E-mail log: This is a log of faxes and emails sent through message master. Unless you need these records, we recommend you purge anything over a year old.

Key Changes List and Key Change Audit Log: This logs key changes made to the item number, customer ID and Vendor Number. If you ever need to refer to old keys on this item, this will let you find them. That is unlikely and we recommend these be purged.

Activity and Change Log: If audit logging is turned on, the information is stored here. This includes processing logging and record changes if file level audit logging is in place. Unless you have a reason to retain these for an audit trail, we recommend records over 3 years old be purged.

Error Log: If you have stability issue with your system you should probably not purge the error log. Otherwise, purge the log.

Error Log: If you have stability issue with your system you should probably not purge the transaction roll back log. Otherwise, purge the log.

Indexing log: Purge this file.

Update Log: This logs module maintenance updates. Purge this log.

History Sessions: Purge records over a year old.

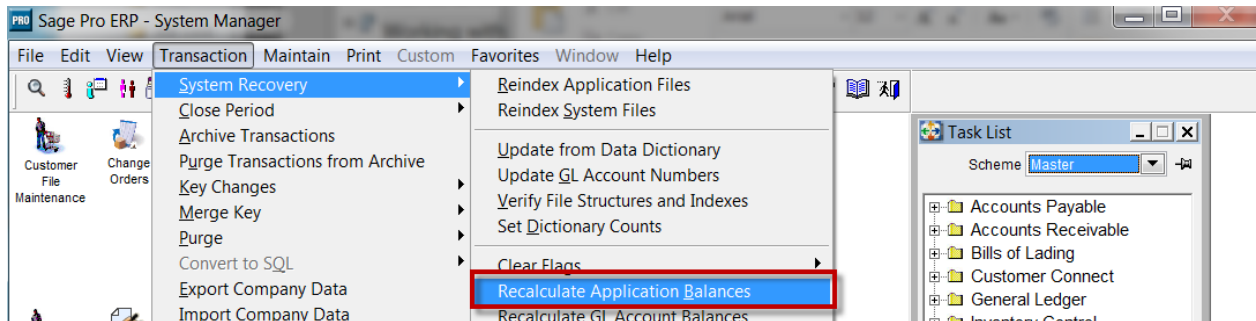
Merge customer / vendor list and Audit Log: We recommend you not purge the list as it provides a permanent record of such merged records and the old keys. We recommend the audit log be purged.

Process log: We recommend you purge the process log.

System Outgoing Emails: Since copies of these will also exist in the email system, we recommend purging these files.

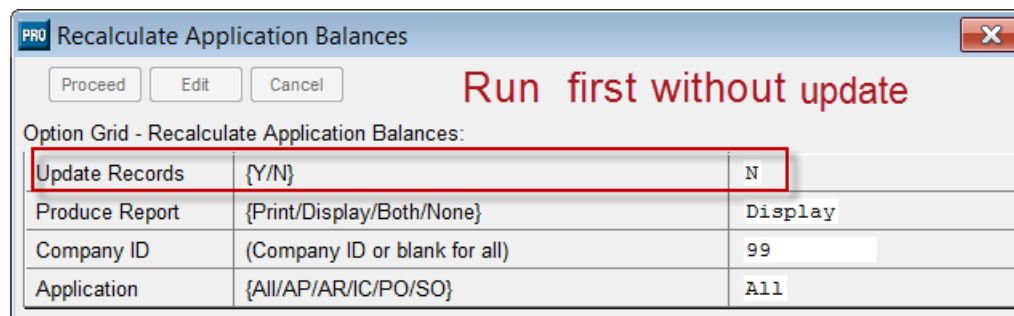
Recalculate Application Balances

You should run this before closing day to detect possible issues. The majority of the issue will be of minor consequences and can be readily correct but it should be reviewed.



The recalculate application balances option enables you to identify and resolve certain inconsistencies that may develop in your customer, vendor, or inventory balances. For example, if customer balances do not match the amount of open Invoices, you can recalculate file balances to reconcile them.

You should first run this without making changes to review any issues.



You can use this option to update any data files where you may encounter discrepancies, or to see a report of the discrepancies.

If you cannot resolve your discrepancies or want to validate the results, please contact Software Generation. Sage is not liable for any inaccurate reconciliations or results generated by using this feature. Recalculating application balances does not affect history files.

The recalculate utility will never make a change to your system that would generate or require a journal entry to stay in balance. Therefore, items like inventory count discrepancies are reported but must be corrected manually.

Recalculate General Ledger Balances

While useful, this utility needs to be used with care. We recommend that you only run it if you have issue with the General Ledger and definitely run it without update and review the results before allowing changes to be made.

It is possible that this utility can produce inaccurate results and damage your system if:

Data was converted from an older system including possibly version of Sage Pro from the 1990's and Vision Point;

- The data was originally entered by forcing balances into the system;
- Beginning balance entry techniques were used;
- Data was forced directly into the data base to make changes;
- There is data corruption in General Ledger;

You might want to limit the date range on this to eliminate the possibility of picking up some of these errors. For example, if comparable financials are important for only the last three or four years, you can run it for just those years.

Pre-closing System Maintenance

We recommend some of these procedures be run after hours the day before closing or during a period, such as lunch, because exclusive access is sometimes required. The reliability of your system has an impact on how far before closing you can perform this maintenance.

Backup

Backup is not built into Sage Pro but is usually part of the Network operating system or is a program added to the system. Not all backups require exclusive access to work but



many do and the results can be incomplete if files are open during backup.

A backup run the night before might be adequate depending on the volume of transactions and the difficulty of reconstruction. If you are running a Microsoft SQL based system, an advantage of SQL is that the prior backup and the logs can be used to roll the database forward.

If you have questions about your backup, if it has never been tested, or if you are getting errors on backup logs – assuming someone reviews the backup logs, and don't know what they mean please contact Software Generation or your network support personnel to review them.

In about 50% of the cases where we attempt to restore from backup, the backup is incomplete, damaged or inaccessible. Have you tested your backup?

Clear all flags including active sessions.

This can be run pre-close or might need to be run as part of the close.



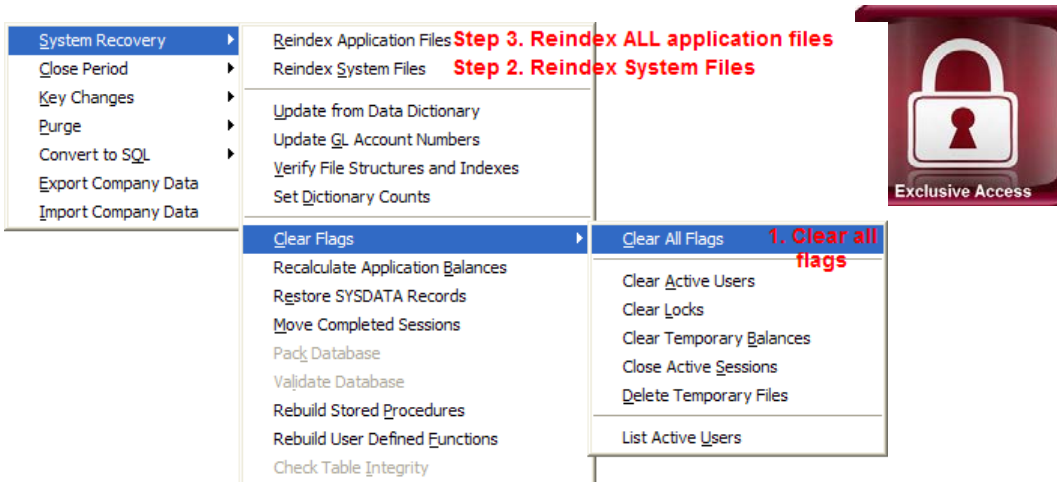
Sage Pro 7.4 has separated the archive functions, which requires exclusive access to the module being closed from the closing process. So if you clear all flags, and close all sessions ahead of time, this may not be necessary during close and folks in Sales Order, Purchase Orders, Inventory and such can continue to work, while you close.

This would be especially true if you close the day after the end of the month and all transaction for the prior month are completed. Then sessions and records open today would not be in the month being closed.

If any session number has transactions that for some unknown reason were not updated by Sage PRO, the associated batch will not be recognized as available for release. Close Active Sessions will not void or delete any entered and saved sessions, but will only allow the program to recognize all entered and saved sessions and make them available for release to the GL.

EXCLUSIVE USE WARNING: Be sure to Clear All Flags in exclusive use when no other user is logged into PRO SERIES. If Active Sessions are closed while a user is posting any kind of transactions, be prepared to restore from a current backup

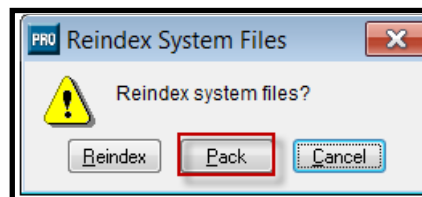
Reindex System Files



This requires exclusive access. We recommend that this be run about once a month. If you are NOT encountering issues with indexes you can run this the evening before the backup. If you are encountering issues, clearing flags or other maintenance may be required.

Reindexing files can improve performance. We recommend the following settings.

We recommend you run this with the PACK option. This will eliminate unneeded records.

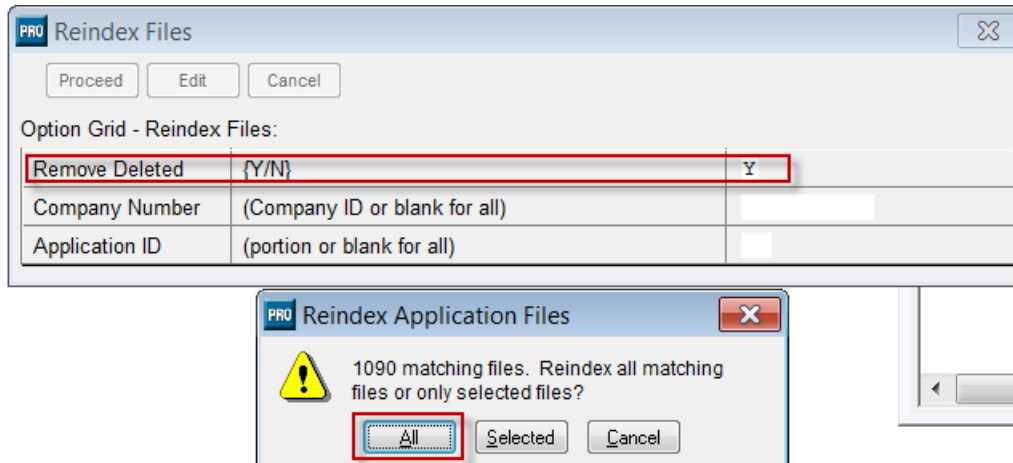


Reindex Application Files

This requires exclusive access. We recommend that this be run about once a month. If you are NOT encountering issues with indexes you can run this the evening before the close. If you are encountering issues, clearing flags or other maintenance may be required. Reindexing files can improve performance.



We recommend the remove deleted flag be set to yes and that all files be reindexed.



Closing Steps

Please review the steps above to be sure you are ready to close. You may have run these during pre-close.

Clear Flags - See the discussion above on this option.

Reindex System Files - See the discussion above on this option.

Reindex Application Files - See the discussion above on this option.



CHECK disk space - See the Check Disk Space addendum.

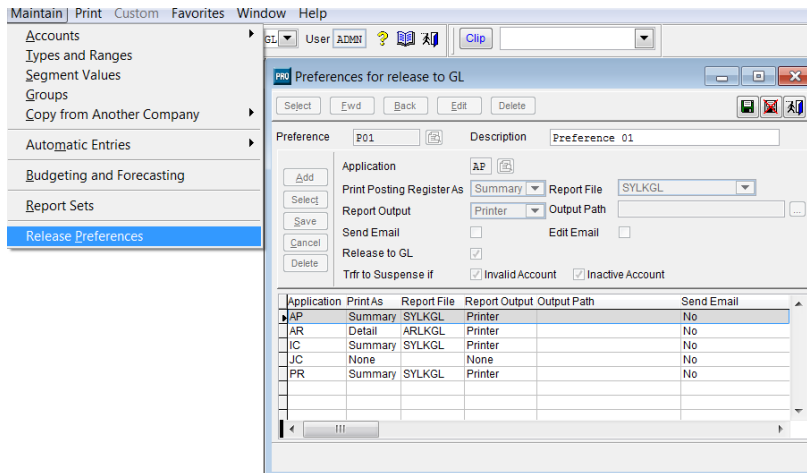
Release all posting to General Ledger

You can do this for all modules before you before you Instead of releasing from each application to general ledger you can pull all the GL transaction from all modules into GL using the release preferences

Setting Up Release Preferences

You can set up a series of preferences for releasing postings to General Ledger. Each preference can contain different applications and each application can have different default values assigned. Preferences are Company-specific.

You set up the preference under General Ledger / Maintain / Release Preferences.



The options are:

Print Posting Register As :

During the release to GL process, the Posting Register report is created based on the setting selected. When an application is added to the preference, the default report setting is Summary and the Report File field displays the default report file name.

- Summary to see a report of the postings to be released including the posting period, account number and description, and the posted amount.
- Detail to see a report that also includes detailed information about each transaction that generated the postings.
- None to release postings without producing a report. If selected, the remaining selection options are grayed out, except for Release to GL.

Report File: Displays the main and customized (if applicable) report files. The file selected for the application preference will be used when printing or creating a PDF from the report. The PDF file is created in the following format:

<<releaseapplication>>+ <<company>>+“_”+<<Session number up to which entries were considered for the process>>.

Report Output: Select an option to output the posting register report to: Printer, PDF, or None.

Edit Mail: If the Send Email field is enabled, check this field to display a screen for entering the email information. If you check Edit Email, you see the Email Details dialog box: Enter the e-mail information in appropriate fields. You must

enter a valid e-mail address in the To and Cc To fields to save the e-mail information.

- Click Verify Address to verify an e-mail address (e-mail Addresses are verified when you click the Save button).
- Click Address Book to select available addresses.
- Click the Save button to continue setting release preferences in the Preferences for Release dialog box.

Release to GL: Check this box if there are entries that need to be released to General Ledger.

Trfr to Suspense if: This field is enabled if Release to GL is checked.

- Check Invalid Account or Inactive Account to automatically post entries having invalid/ inactive account information to a suspense account during the release process.
- If the account options are unchecked, if invalid/inactive account entries are located during the release process, the process is aborted.

Module preparation

It is IMPERATIVE to close AR, SO and IC on the exact same schedule to keep the data files they share from getting out of sync. Certain SO transactions, such as Sales Order Returns which reverse a shipment, work correctly only if IC and SO are in the same period.

Accounts Receivable

Release AR to GL if linked.

NOTE: applies to 7.4 and earlier only.

INITIALS

DATE

Suggested Reports

Invoice Register

Cash Receipts Register

Sales Tax by Territory

Open Receivables Aging

Sales Analysis Report

AR Journal

Inventory Control

INITIALS DATE

- Release IC to GL if linked.
- NOTE: applies to 7.4 and earlier only.

Suggested Reports

- Inventory On Hand Report
- Inventory Analysis
- Consolidated Transaction Report
- Issues Report
- Receipts Report
- Adjustments Report
- Sales History Report
- IC Journal

Sales Order / Order Entry

INITIALS DATE

Suggested Reports

- Open Order Report
- Operations Summary
- Orders by Salesperson Report
- Shipments Report
- Transaction Report

Purchase Orders

INITIALS DATE

Suggested Reports

- Purchase Order Status Report
- Open Order Report
- Receipts Report

Accounts Payable

INITIALS DATE

Suggested Reports

- Release AP to GL if linked.
- NOTE: applies to 7.4 and earlier only

Suggested Reports

- Master AP Journal. _____
- Invoice Register _____
- Aged Payables Report _____
- Cash Requirements Report _____
- Unbilled (PO) Receipts Report _____
- Check Register _____
- Bank Reconciliation Report _____

Job Cost

In Job Cost, the term “period” is used differently than in the rest of your Sage Pro accounting system. In Job Cost, “period” refers to the period of time or frequency that you review job information, and is not a reference to your company's fiscal period. You may review jobs on a weekly, biweekly, monthly, or other basis. For example, if your company reviews the status of all jobs on a weekly basis, then your period is Weekly. You would close the period once a week (in System Manager), and print the Weekly Period Job Report for a view of the job activity for the week.

INITIALS DATE

- Release JC to GL if linked. _____
- NOTE: applies to 7.4 and earlier only
- Suggested Reports**
- Transaction Journal _____
- A/R Aging by Job _____
- Inventory on hand and WIP _____
- _____
- _____

Work Order and Production Entry

INITIALS DATE

- Suggested Reports**
- Manufacturing Journal _____
- Work in Process _____
- Note: in Work Orders only
- _____
- _____

Project Accounting

Suggested Reports

- Transaction Journal
-
-

INITIALS DATE

_____	_____
_____	_____
_____	_____

Payroll

You should only close payroll at the end of the quarter, not every accounting period.

You should only close payroll once all transaction and corrections for the quarter or year are posted because numbers are stored on which payroll reports and forms are based.

You must close payroll before processing payroll for the next quarter or year.

You can release to General Ledger without closing.

- Release PR to GL if linked.

INITIALS DATE

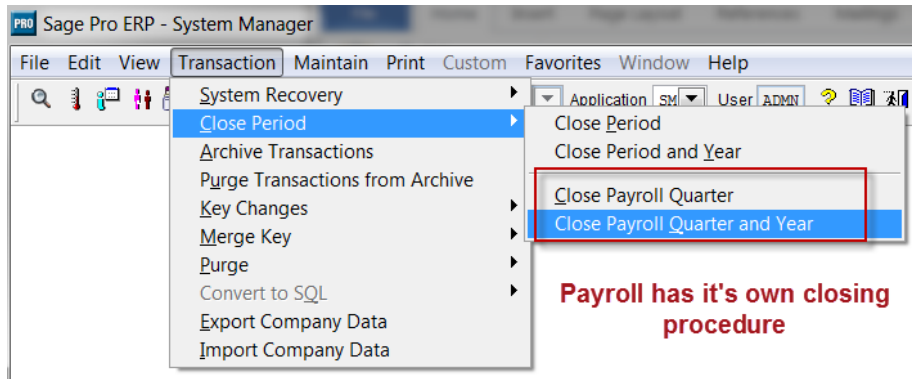
_____	_____
-------	-------

Suggested Reports

- Check Register
- Deduction Report
- Payroll Register
- Project/Ledger Report, if applicable
- Tax Deposit, if used
- Tax File Report, if applicable
- State Wage and Tax Report
- Employee Wage and Tax Report
- Distribution Report, if linked

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The consolidated closing procedure for introduced in Pro 7.4 does not apply to Payroll.



From System Manager / Transactions / Close Period / Close Payroll

Payroll close option grid:

Delete Trans History: (based on cutoff date below):	No. Never delete your history.
---	--------------------------------

Select destination for period close log: Screen - File - None. Choose Screen or None.

General Ledger

All modules should have been released to GL before closing GL. See the addendum on the release to GL procedure or the information above on release all modules to GL.

If you choose not to close all modules at the same time, GL is always the last application to be closed.

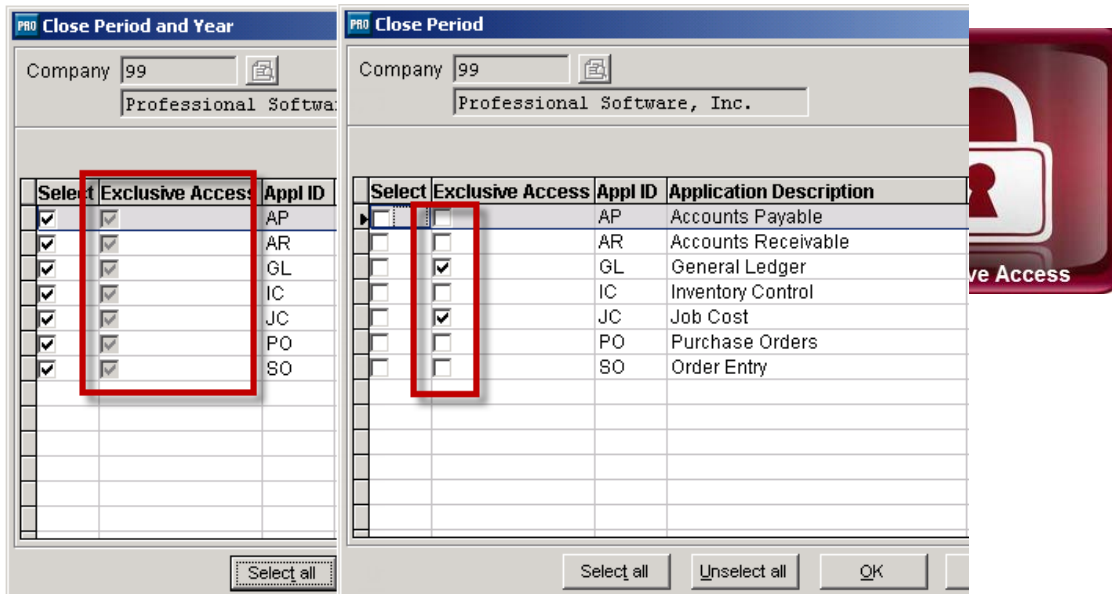
	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Generate allocation entries if applicable.	_____	_____
<input type="checkbox"/> Generate recurring entries if applicable.	_____	_____
<input type="checkbox"/> Make standard journal entries if applicable.	_____	_____
<input type="checkbox"/> Receive intercompany batches if applicable.	_____	_____
<input type="checkbox"/> Import external General Ledger entries if applicable.	_____	_____
<input type="checkbox"/> Post all batches to GL for the period being closed.	_____	_____

Suggested Reports

- Print Posted Batch Summary _____
- Print General Journals _____
- Print Trial Balance _____
- Print Financial Statements and Analysis Reports as needed. _____

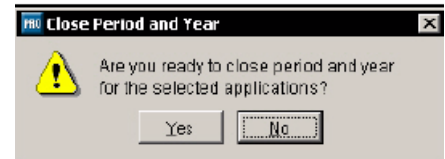
Closing all modules

If you are closing the year exclusive access to the system will be required from this point on. Only General Ledger and Job Cost require exclusive access when closing months or other periods.



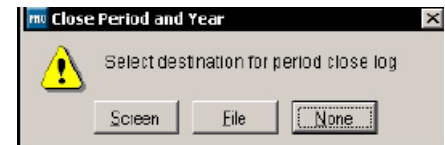
You will get a couple of option boxes during close

When you are ready to close the period and year, you see a dialog box similar to the following:



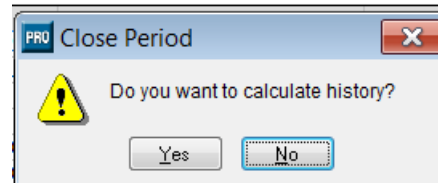
Click Yes to close the period and year or No to cancel the closing process.

When you click Yes, you see the following dialog box:



Select a destination for the period close log

You will also get an option to calculate history to which you should answer YES. If you do not recalculate history during close, you can calculate it later using the utility in System Manager.



Archiving all modules

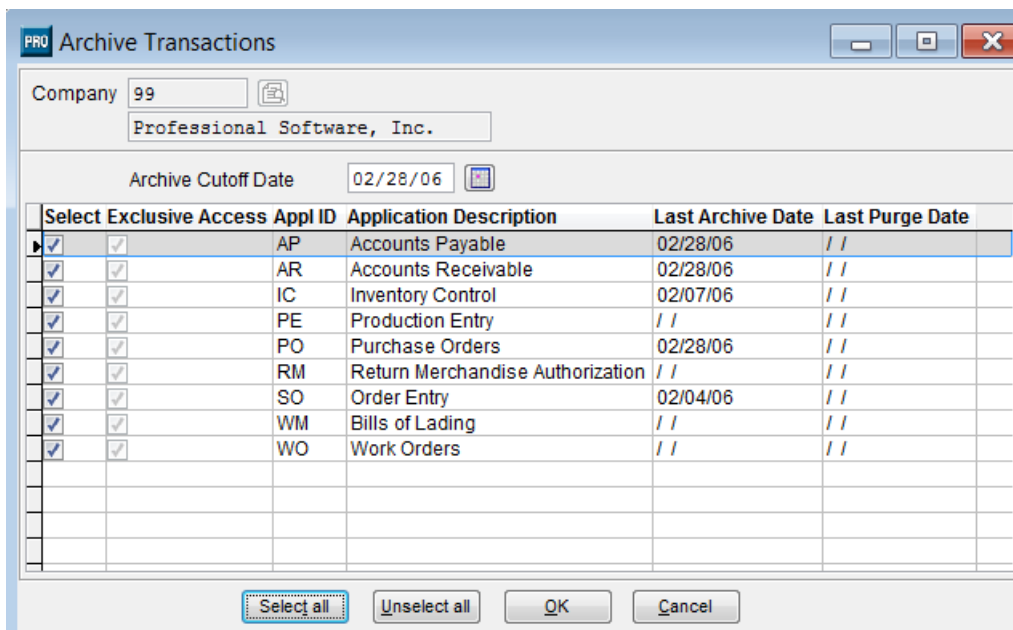
Archiving is not required for most operation in Sage Pro since 7.4 because the system keeps track of when the files were last archived and knows where the transactions are. The one exception is the current and history buttons on the vendor, custom and item inquiry screens which still depend on whether the records are in the current or history files to find the data. All other functions depend on the archive dates in the file SYAPMNT to locate data.



Archiving has been broken out of the closing process so that for most periodic closing operation exclusive access is not required. Combined with the fact that postings in the system are date sensitive, this allows people to continue to use the system while most closing operations are going on.

We suggest you do not archive during closing but run the archiving routine after hours. You could even run it quarterly if that is adequate for you.

When you close the period or year, the closing process does not move records to history. You must use the Archive Transactions feature to move the records to history.

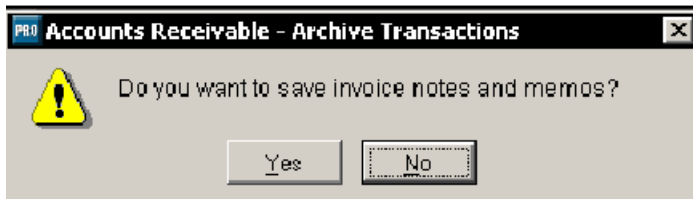


When you archive transactions for an application(s), you enter a cutoff date from which you want the transactions to be archived.

We suggest that you select all the modules for archiving.

Enter an Archive Cutoff Date. The default is the last day of the previous period. That would be the date you just close. For example, if today's date is 10/15/11 and the current period started on 10/01/11, the default date would be 09/30/11.

You will get some module specific questions such as this Accounts Receivable message



The answer to most of these dialogues should be the answer that will preserve the data but read them carefully and if you need additional explanation please consult the System Manager manual.

Purging Transaction from Archive

Purging Transactions from the archives is not **required**. You should only do this if you need to:

- Recover disk space;
- Shrink a file size approaching technical limits;
- Improve performance in lookups, reports or maintenance operations.



We suggest that you make a complete copy of the current company to another company before archiving. Then you will have access to the historical data you are going to archive. Obviously, this is not a possibility if you are archiving because of a shortage of disk space.

Check Disk Space Addendum

Overview:

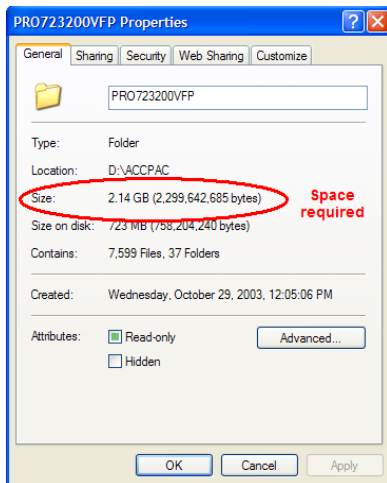
This procedure sheet serves as a worksheet to assist you in calculating the disk space needed before closing an application.

It is difficult to create a formula to calculate required disk space. For example, one company may have hundreds of thousands of customers who only order one item each. Another company may have a few hundred customers, each with thousands of detailed orders. In this case, it would be impossible to predict disk volume necessary by either the number of customer or the number of orders. Because of this ambiguity, we have created a rule of thumb based on the number of system users. This formula is provided as a guideline only, and can be modified using any better information available with specific client accounts.

To check server space you can log into the server and check the drive where the files are stored, such as the server D: drive.

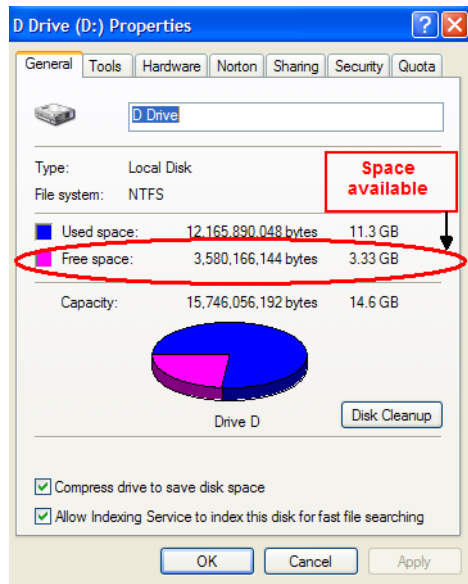
First select the directory where the Pro Series data is stored (e.g. D:\SQLDATA\ACCPAC\) and right click on it. Then click properties. This will tell you how much space is needed. A safe margin is TWICE this space.

This is a sample of the properties screen:



Bring up windows explorer and right click on the D: drive on the server. Then click properties. It will produce a graph of available space and tell you how much is available.

Bring up windows explorer and right click on the D: drive on the server. Then click properties. It will produce a graph of available space and tell you how much is available.



CRITICALLY IMPORTANT NOTE: There must be at least as much free space available on the Pro Series volume as space occupied by Pro Series. That is, the volume must never be more than 50% full. This is because when Pro Series closes an accounting period, it makes temporary copies of all of the data files.

Two commonly overlooked disk space requirements are:

Temporary files volume. The volume where PRO SERIES stores its temporary files (*.tmp) which is set in System Manager, must have sufficient space to handle some large files being created during closing or when large queries are run (for reports).

Development volume. If the consultant is performing modifications to the Pro Series system, there should be a development volume where a mirror copy of Pro Series and all current data files exists. This effectively doubles the overall estimation of space required.

Month End Closing: Performance Statistics

Overview:

This procedure sheet serves as a checklist for tracking month-end closing performance statistics.

DATE	MODULE	TIME REQUIRED	NOTES:
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		

During each month end closing, please record today's date, the amount of time required to process that module's closing and any notes that might help with future closings. This will provide data that will allow you to determine the estimated amount of time required to process month end closings and will help determine if there are any challenges with the current closings.

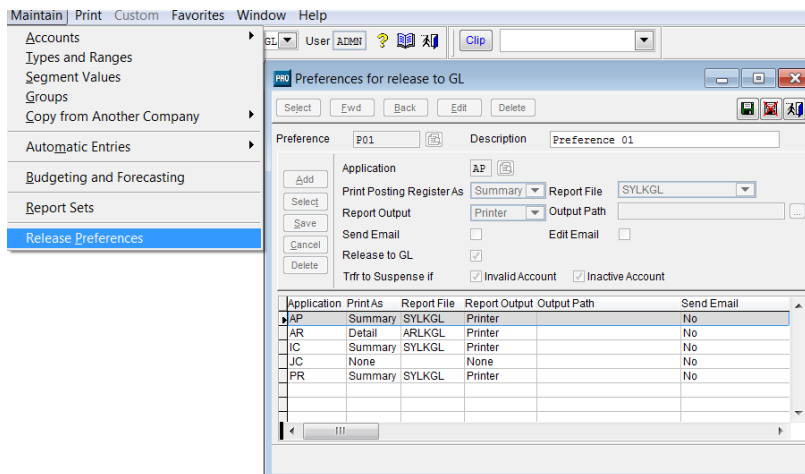
Release to GL Addendum.

Instead of releasing from each application to general ledger you can pull all the GL transaction from all modules into GL using the release preferences

Setting Up Release Preferences

You can set up a series of preferences for releasing postings to General Ledger. Each preference can contain different applications and each application can have different default values assigned. Preferences are company-specific.

You set up the preference under General Ledger / Maintain / Release Preferences.



The options are:

- Print Posting Register As : During the release to GL process, the Posting Register report is created based on the setting selected. When an application is added to the preference, the default report setting is Summary and the Report File field displays the default report file name.
- Summary to see a report of the postings to be released including the posting period, account number and description, and the posted amount.
 - Detail to see a report that also includes detailed information about each transaction that generated the postings.
 - None to release postings without producing a report. If selected, the remaining selection options are grayed out, except for Release to GL.

Report File: Displays the main and customized (if applicable) report files. The file selected for the application preference will be used when printing or creating a PDF from the report. The PDF file is created in the following format:

<<releaseapplication>>+ <<company>>+“_”+<<Session number up to which entries were considered for the process>>.

Report Output: Select an option to output the posting register report to: Printer, PDF, or None.

Edit Mail: If the Send Email field is enabled, check this field to display a screen for entering the email information. If you check Edit Email, you see the Email Details dialog box: Enter the e-mail information in appropriate fields. You must enter a valid e-mail address in the To and Cc To fields to save the e-mail information.

- Click Verify Address to verify an e-mail address (e-mail addresses are verified when you click the Save button).
- Click Address Book to select available addresses.
- Click the Save button to continue setting release preferences in the Preferences for Release dialog box.

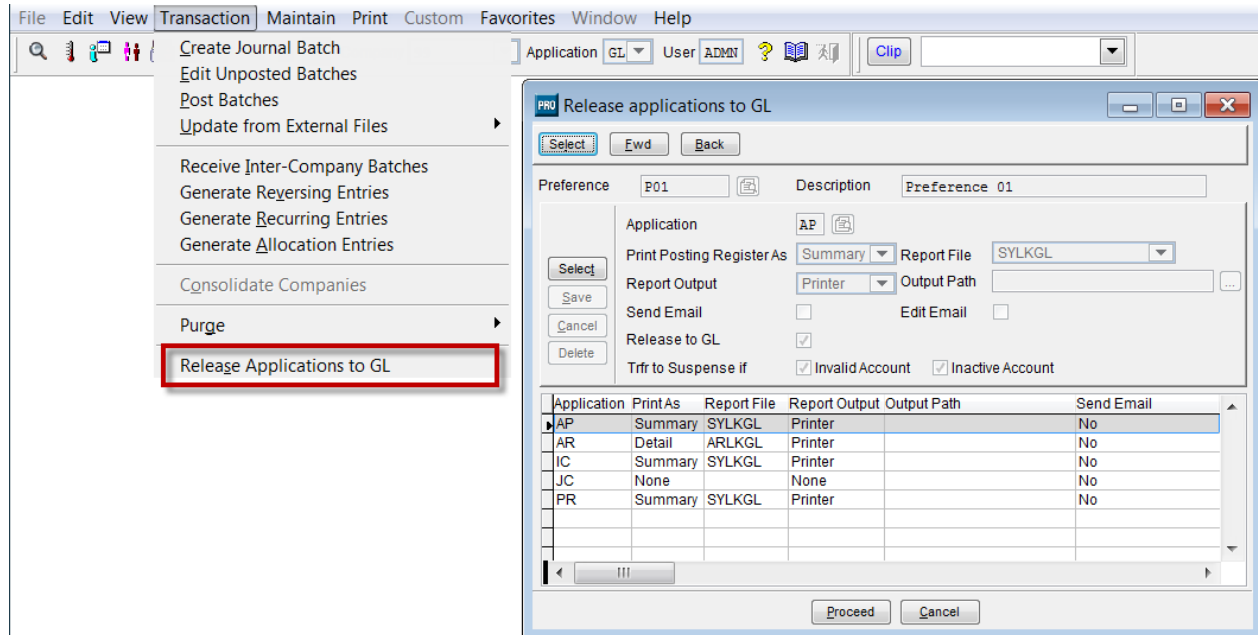
Release to GL: Check this box if there are entries that need to be released to General Ledger.

Trfr to Suspense if: This field is enabled if Release to GL is checked.

- Check Invalid Account or Inactive Account to automatically post entries having invalid/ inactive account information to a suspense account during the release process.
- If the account options are unchecked, if invalid/inactive account entries are located during the release process, the process is aborted.

Releasing Application Postings to GL

To release postings to General Ledger, from the linked application, select Transaction Release Applications to General Ledger.



You see the Release Applications to GL dialog box:

This is the same screen used to define the release preferences.

Enter or select a release to GL preference in the Preference field. The screen populates with the applications and settings defined in the selected preference.

You can edit the application release details by clicking the Select button. Any changes made to the preference settings in this screen are temporary.

- Proceed to release the information to General Ledger.
- Cancel to leave the entries in the holding file. You can then release them later.

If the posting register Report Output for any application is set to "PDF", a PDF is created in the Output Path specified in the preference. If the output is set to "Printer", the Print Destination dialog box is displayed.

Checklist addendum

	INITIALS	DATE
<input type="checkbox"/> Pre close preparation .	_____	_____
<input type="checkbox"/> Backup .	_____	_____
<input type="checkbox"/> Clear all Flags	_____	_____
<input type="checkbox"/> Reindex application files	_____	_____
<input type="checkbox"/> Reindex System files	_____	_____
<input type="checkbox"/> Release all application to GL(1)	_____	_____
Accounts Receivable		
<input type="checkbox"/> Release AR to GL if linked(1).	_____	_____
<input type="checkbox"/> Invoice Register	_____	_____
<input type="checkbox"/> Cash Receipts Register	_____	_____
<input type="checkbox"/> Sales Tax by Territory	_____	_____
<input type="checkbox"/> Open Receivables Aging	_____	_____
<input type="checkbox"/> Sales Analysis Report	_____	_____
<input type="checkbox"/> AR Journal	_____	_____
Inventory Control		
<input type="checkbox"/> Release IC to GL if linked(1).	_____	_____
<input type="checkbox"/> Inventory On Hand Report	_____	_____
<input type="checkbox"/> Inventory Analysis	_____	_____
<input type="checkbox"/> Consolidated Transaction Report	_____	_____
<input type="checkbox"/> Issues Report	_____	_____
<input type="checkbox"/> Receipts Report	_____	_____
<input type="checkbox"/> Adjustments Report	_____	_____
<input type="checkbox"/> Sales History Report	_____	_____
<input type="checkbox"/> IC Journal	_____	_____
Sales Order / Order Entry		
<input type="checkbox"/> Open Order Report	_____	_____
<input type="checkbox"/> Operations Summary	_____	_____
<input type="checkbox"/> Orders by Salesperson Report	_____	_____
<input type="checkbox"/> Shipments Report	_____	_____
<input type="checkbox"/> Transaction Report	_____	_____
Purchase Orders		
<input type="checkbox"/> Purchase Order Status Report	_____	_____
<input type="checkbox"/> Open Order Report	_____	_____
<input type="checkbox"/> Receipts Report	_____	_____
Accounts Payable		
<input type="checkbox"/> Release AP to GL if linked(1).	_____	_____
<input type="checkbox"/> Master AP Journal.	_____	_____
<input type="checkbox"/> Invoice Register	_____	_____
<input type="checkbox"/> Aged Payables Report	_____	_____
<input type="checkbox"/> Cash Requirements Report	_____	_____
<input type="checkbox"/> Unbilled (PO) Receipts Report	_____	_____

	INITIALS	DATE
<input type="checkbox"/> Check Register	_____	_____
<input type="checkbox"/> Bank Reconciliation Report	_____	_____
Job Cost		
<input type="checkbox"/> Release JC to GL if linked(1).	_____	_____
<input type="checkbox"/> Transaction Journal	_____	_____
<input type="checkbox"/> A/R Aging by Job	_____	_____
<input type="checkbox"/> Inventory on hand and WIP	_____	_____
Work Order and Production Entry		
<input type="checkbox"/> Manufacturing Journal	_____	_____
<input type="checkbox"/> Work in Process	_____	_____
Project Accounting		
<input type="checkbox"/> Transaction Journal	_____	_____
Payroll		
<input type="checkbox"/> Release PR to GL if linked(1)	_____	_____
<input type="checkbox"/> Check Register	_____	_____
<input type="checkbox"/> Deduction Report	_____	_____
<input type="checkbox"/> Payroll Register	_____	_____
<input type="checkbox"/> Project/Ledger Report, if applicable	_____	_____
<input type="checkbox"/> Tax Deposit, if used	_____	_____
<input type="checkbox"/> Tax File Report, if applicable	_____	_____
<input type="checkbox"/> State Wage and Tax Report	_____	_____
<input type="checkbox"/> Employee Wage and Tax Report	_____	_____
<input type="checkbox"/> Distribution Report, if linked	_____	_____
<input type="checkbox"/> Close Payroll	_____	_____
The consolidated closing procedure does not apply to Payroll.		
General Ledger		
<input type="checkbox"/> Release all modules to GL(1)	_____	_____
<input type="checkbox"/> Generate allocation entries	_____	_____
<input type="checkbox"/> Generate recurring entries	_____	_____
<input type="checkbox"/> Make standard journal entries	_____	_____
<input type="checkbox"/> Receive intercompany batches	_____	_____
<input type="checkbox"/> Import external entries	_____	_____
<input type="checkbox"/> Post all batches to GL	_____	_____
<input type="checkbox"/> Print Posted Batch Summary	_____	_____
<input type="checkbox"/> Print General Journals	_____	_____
<input type="checkbox"/> Print Trial Balance	_____	_____
<input type="checkbox"/> Print Financial Statements and Analysis Reports as needed.	_____	_____
Close All modules		
<input type="checkbox"/> Close all modules	_____	_____
Archive All modules		
<input type="checkbox"/> Archive data	_____	_____

(1) These can release all at once. See the release to GL Addendum