

Sage Accpac ERP

Day-End Procedures

Completed by		Date

Perform the following daily procedures in the given order:

ePOS

- Enter and post sales receipts and returns.
- Perform cash-out.
- Print transaction reports.

Order Entry

- Print posting journals.
- Print G/L Transactions report.
- Create G/L batches.
- Print audit and analytical reports.

Purchase Orders

- Print posting journals.
- Print G/L transaction listings.
- Create G/L batches.
- Print audit and analytical reports.

Project and Job Costing

- Print transaction listings and G/L Transactions report..
- Print posting journals.
- Create G/L batches.

Inventory Control

- Enter and post daily transactions.
- Print transaction listings.
- Run Day End Processing.
- Create G/L batches.

U.S. / Canadian Payroll

- Enter timecards.
- Enter and process manual checks, as necessary.
- Print the Payroll G/L Transactions report.
- Create G/L batches.

		Date
Completed by		

Accounts Receivable

- Print batch listings.
- Post all batches, except batches of debit notes sent from ePOS.
- Run the ePOS Clearing Macro, then post debit notes from ePOS.
- Print the G/L Transactions report.
- Print and file all posting journals.
- Create G/L batches.

Accounts Payable

- Post all batches, including batches sent from ePOS.
- Print any outstanding batch listings.
- Print the G/L Transactions report.
- Print and file all posting journals.
- Create G/L batches.

General Ledger

- Post batches created in General Ledger and batches sent from other Sage Accpac programs.
- Print transaction listings and source journals.