Sage 100 ERP Order of Closing

Order	Own	Closed	Module
1	☐	☐	System Wide Backup
2	☐	☐	B/M – Bill of materials
3	☐	☐	W/O – Work Order Processing
4	☐	☐	B/C - Bar Code
5	☐	☐	P/O - Purchase Order Processing
6	☐	☐	S/O - Sales Order Processing
7	☐	☐	I/M - Inventory Management
8	☐	☐	M/P - Material Requirements Planning
9	☐	☐	T/C - Timecard
10	☐	☐	P/R - Payroll
11	☐	☐	A/R - Accounts Receivable
12	☐	☐	A/P - Account Payable
13	☐	☐	J/C - Job Cost
14	☐	☐	B/R - Bank Reconciliation
15	☐	☐	G/L - General Ledger

This chart provides an outline of the processing order for Sage 100 ERP applications during Year End. The order logic assures an application that writes to another application is processed first.

FOR EXAMPLE:
Sales Order Processing, which can post to I/M, A/R and G/L should be fully processed and closed before I/M, A/R or G/L.

Some applications can send information, in addition to receiving information from another application.

FOR EXAMPLE:
J/C can post invoices to A/R; A/R can post invoices to J/C. Therefore, both J/C and A/R should be processed prior to closing either application.

The first step to take in processing Year End is to make a backup of your company data.
Year end in Sage 100 ERP can only be "reversed" by restoring from a backup.