Sage 100 Order of Closing Modules v2022 and higher

	Registers Updated	Period End Process	Done	Module (If module not activated, skip to the next)
1	☐	N/A	☐	System Wide Backup
2	☐	N/A	☐	B/M – Bill of Materials
3	☐	N/A	☐	B/C – Mobility for Bar Code
4	☐	N/A	☐	W/O – Work order (Retired v2022)
5	☐	N/A	☐	R/A – Return Merchandise Authorization
6	☐	Y	☐	P/O – Purchase Order Processing
7	☐	Y	☐	S/O – Sales Order Processing
8	☐	N/A	☐	O/M – Operations Management (3rd party)
9	☐	Y	☐	P/M – Production Management
10	☐	Y	☐	I/M – Inventory Management
11	☐	N/A	☐	I/P – Inventory Requirements Planning
12	☐	N/A	☐	M/P – Material Requirements Planning (retired v2022)
13	☐	Y	☐	P/R – Payroll
14	☐	Y	☐	A/R – Accounts Receivable
15	☐	Y	☐	A/P – Accounts Payable
16	☐	Y	☐	J/C – Job Cost
17	☐	N/A	☐	B/R – Bank Reconciliation
18	☐	Y	☐	G/L – General Ledger

** If 3rd party enhancements are installed, review documentation before proceeding or contact the Master Developer.

This chart provides an outline of the processing order for Sage 100 application during Period and Year-End. The order logic assures a module that writes to another module is processed first. Review any data entry in process and print and post/update any registers. Print any reports prior to closing that are needed.

All modules do not have a period end process to complete. You will still need to update registers and print reports prior to closing subsequent modules.

***Some modules can send information, in addition to receive information from another module.

For example: J/C can post invoices to A/R; A/R can post invoices to J/C. All registers should be processed prior to closing either of these registers.

!!!!! Make a BACKUP of the company data is the first step prior to any processing of Period/Year End modules.

Closed periods can ONLY be reversed by RESTORING from a BACKUP.