

Period Closing Checklist Sage X3

Closing Phase	SALES		PURCHASING		STOCK/MFG		FINANCE	
	Application	Step	Application	Step	Application	Step	Application	Step
Data Entry & Reporting	SALES	Orders	PURCH	Orders	STOCK	Inter Site Entries	A/R	Customer BP Invoices
	SALES	Delivery / Shipments	PURCH	Receipts	STOCK	Daily Cycle Counts / Adjustments	A/P	Supplier BP Invoices
	SALES	Invoices	PURCH	Invoices	WIP	Production Tracking Completed	A/R	Cash Receipts / Bank Transactions
	SALES	Returns/RMA	PURCH	Returns	WIP	Indirect References (Non Production Time)	A/P	Payments / Bank Transactions
	SALES	Credit Memo's	PURCH	Credit Memo's	WIP	WO Completed	G/L	Daily/Period Journal Entries
	SALES	Ship Not Invoiced Reconciliation			WIP	WO Closed & Costed		
	SALES	Monthly Returns Credit Report						
	SALES	Shipment/Delivery Not Validated						
	SALES	Monthly Sales Ledger Report						
Data Postings	SALES	Delivery/Shipment Validations	PURCH	Purchase Invoices & CM Validation	STOCK	Stock Accounting Interface	A/P	Bank Posting
	SALES	Sales Invoices & CM Validation	PURCH	Return Validation	WIP	In Process Posting/WIP Cost Finalization	A/R	Customer BP Invoices
							A/P	Supplier BP Invoices
							G/L	Daily/Period Journal Entries
							G/L	Reversals (From Prior Period)
Functions			PURCH	RNI Reconciliation	STOCK	Physical Counts	G/L	Receipts Not Invoiced Exp Accrual
					STOCK	Stock Accounting Interface	G/L	Allocations
					STOCK	Inventory Valuation Report	G/L	Bank Reconciliation
					WIP	In Process Posting/WIP Cost Finalization	G/L	Open Next Period
					WIP	WIP Valuation Report		
Review Steps	SALES	Review Open Sales Quotes	PURCH	Review Open Purchase Orders			G/L	Generate Financial Reports
	SALES	Review Open Sales Orders	PURCH	Review Open Purchase Requests			G/L	RNI & Other Reconciliations
Finalization & Closing	SALES	Close Obsolete Orders	PURCH	Close Obsolete Orders	STOCK	Close Stock Period	G/L	Journal Finalizations
							G/L	PreClosing Verification
							G/L	Year End Simluation
							G/L	Period Close
						G/L	Next Period Open	

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Phase	SALES					
	Application	Step	Owner	Function	Menu Path	Descriptions / Comments
Data Entry & Reporting	SALES	Orders	SALES	GESSOH	Sales > Orders > Orders	
	SALES	Delivery / Shipments	SALES	GESSDH	Sales > Deliveries > Deliveries	
	SALES	Invoices	SALES	EXEALH	Reports > Queries :	VEN044 : Returns that need credit memo.
	SALES	Returns/RMA	SALES	EXEALH	Reports > Queries :	ZCPT009 : IFP Deliveries not Validated
	SALES	Credit Memo's	SALES	GESSIH	Sales > Invoices > Invoices	
	SALES	Ship Not Invoiced Reconciliation	SALES	EXEALH	Reports > Queries :	NAVEN039 : Shipments Not Invoiced
	SALES	Monthly Returns Credit Report	SALES	EXEALH	Reports > Queries :	VEN044 : Returns that need credit memo.
	SALES	Shipment/Delivery Not Validated	SALES	EXEALH	Reports > Queries :	ZCPT009 : IFP Deliveries not Validated
	SALES	Monthly Sales Ledger Report	SALES	AIMP	Reports > Reports :	SINVOICEE (summary) / SINVOICEL (detail)
Data Postings	SALES	Delivery/Shipment Validations	SALES	FUNCFMDLV	Sales > Deliveries > Deliveries Validation	
	SALES	Sales Invoices & CM Validation	SALES	FUNCFMINV	Sales > Invoices > Invoices Validation	
Functions						
Review Steps	SALES	Review Open Sales Quotes	SALES			Choose appropriate reports or queries
	SALES	Review Open Sales Orders	SALES			Choose appropriate reports or queries
Finalization & Closing	SALES	Close Obsolete Orders	SALES	GESSOH	Sales > Orders > Orders	Close Obsolete Orders or their Lines in the Sales Order Screen

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Phase	PURCHASING					
	Application	Step	Owner	Function	Menu Path	Descriptions / Comments
Data Entry & Reporting	PURCH	Orders	Purchasing	GESPOH	Purchasing > Orders > Orders	
	PURCH	Receipts	Purchasing	GESTPTH2	Purchasing > Receipts > Receipts	
	PURCH	Returns	Purchasing	GESPIH	Purchasing > Invoices > Invoices	
	PURCH	Invoice & CM's	Purchasing	GESPNH	Purchasing > Returns > Return	
	PURCH	Monthly Returns Credit Report	Purchasing	EXEALH	Reports > Queries :	ACH027 : Returns that need credit memo
	PURCH	Purchase Invoice/CM Validation	Purchasing	FUNPIH	Purchasing > Invoices > Invoices Validation	
Data Postings	PURCH	Purchase Invoice/CM Validation	Purchasing	FUNPIH	Purchasing > Invoices > Invoices Validation	
	PURCH	Purchase Return Validation	Purchasing	FUNPNHTRT	Purchasing > Returns > Return Validation	
Functions	PURCH	RNI Matching	Purchasing		Choose Automatic or Manual Matching	
	PURCH	RNI Reconciliation	Accounting			Run the Report or Query appropriate for your version
	PURCH	Purchase Invoice/CM Validation	Accounting	FUNPIH	Purchasing > Invoices > Invoices Validation	
Review Steps	PURCH	Review Open Purchase Orders	Purchasing			Choose appropriate reports or queries
	PURCH	Review Open Purchase Requests	Purchasing			Choose appropriate reports or queries
Finalization & Closing	PURCH	Close Obsolete Orders	Purchasing			

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Phase	STOCK/MFG					Descriptions / Comments
	Application	Step	Owner	Function	Menu Path	
Data Entry & Reporting	STOCK	Inter Site Entries	Inventory			
	STOCK	Daily Cycle Counts	Inventory	{various}	Stock > Counts	
	WIP	Production Tracking Completed	Manufacturing	GESMTK	Manufacturing > Production Tracking > Production Tracking	
	WIP	Indirect References (Non Production Time)	Manufacturing			Choose appropriate reports or queries
	WIP	WO Completed	Manufacturing	GESMTK	Manufacturing > Production Tracking > Production Tracking	
	WIP	WO Closed & Costed	Manufacturing	FUNMCLOSE	Manufacturing > Production Tracking > WO Close	
Data Postings	STOCK	Stock Accounting Interface	Inventory	FUNSTKACC	Stock > Periodic Processing > Account. Interface	
	WIP	WIP Cost Finalization	Manufacturing	FUNWIPMFC	Costing > Production Costs > WIP Finalization	
	WIP	In Process Posting	Manufacturing	FUNWIPACC	Costs > WIP > In Process Posting	
Functions	STOCK	Physical Counts	Inventory			
	STOCK	Stock Accounting Interface	Accounting	FUNSTKACC	Stock > Periodic Processing > Valuation > Account. Interface	
	STOCK	Inventory Valuation Report	Accounting	FUNSTVA	Stock > Periodic Processing > Valuation > Account. Interface	
	WIP	In Process Posting	Accounting	FUNWIPACC	Costs > WIP > In Process Posting	
	WIP	WIP Valuation Report	Accounting	ORDWIPVAL	Costs > WIP > WIP Valuation	
Review Steps						
Finalization & Closing	STOCK	Close Stock Period	Accounting	GESPER	Common Data > G/L Accounting Tables > Fiscal Periods	

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Phase	FINANCE					
	Application	Step	Owner	Function	Menu Path	Descriptions / Comments
Data Entry & Reporting	A/R	Customer BP Invoices	Accounting	GESBIC	A/P - A/R Accounting > Invoicing > Customer BP Invoices	
	A/P	Supplier BP Invoices	Accounting	GESBIS	A/P - A/R Accounting > Invoicing > Supplier BP Invoices	
	A/R	Cash Receipts / Bank Transactions	Accounting	GESPAY	A/P - A/R Accounting > Payments > Payment Receipt Entry	REC - Transaction Screens
	A/P	Payments / Bank Transactions	Accounting	GESPAY	A/P - A/R Accounting > Payments > Payment Receipt Entry	PAY - Transaction Screens
	G/L	Daily/Period Journal Entries	Accounting	GESGAS	Financials > Journals > Journal Entry	
Post Data	A/P	Bank Posting	Accounting	REMBAN	A/P - A/R Accounting > Payments > Bank Posting	
	A/R	Customer BP Invoices - Validation	Accounting	BPCVAL	A/P - A/R Accounting > Invoicing > Validate Customer BP Invoices	
	A/P	Supplier BP Invoices - Validation	Accounting	BPSVAL	A/P - A/R Accounting > Invoicing > Validate Supplier BP Invoices	
	G/L	Daily/Period Journal Entries	Accounting	GESGAS	Financials > Journals > Journal Entry	
	G/L	Reversals (From Prior Period)	Accounting	CPTXT	Financials > Current Processing > Reversals	
ME End Entry & Functions	G/L	Receipts Not Invoiced Exp Accrual	Accounting	FUNPTH	Financials > Closing Processings > Invoice Receivable	
	G/L	Allocations	Accounting	GESGAS	Financials > Journals > Journal Entry	
	G/L	Bank Reconciliation	Accounting	BANREC	A/P - A/R Accounting > Reconciliation > Bank Reconciliation	
	G/L	Open Next Period	Accounting	GESPER	Common Data > G/L Accounting Tables > Fiscal Periods	
Review Steps		Generate Financial Reports RNI & Other Reconciliations				
Finalization & Closing	G/L	Journal Finalizations	Accounting	CPTVAL	Financials > Current Processing > Final Validation	
	G/L	PreClosing Verification	Accounting	AIMP	Reports > Prints/Group > Financials > Financial Accounting	CLOPER : Pre-Closing Verification Report
	G/L	Year End Simulation	Accounting	SIMULFINEX	Financials > Utilities > Closing > Year end simulation	
	G/L	Period Close	Accounting	GESPER	Common Data > G/L Accounting Tables > Fiscal Periods	
	G/L	Next Period Open	Accounting	GESPER	Common Data > G/L Accounting Tables > Fiscal Periods	