

Date:

Completed by:

Perform the following daily procedures in the given order:

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.

Accounts Receivable

- Print batch listings.
- Post all batches.
- Print the G/L Transactions report.
- Print and file all posting journals.
- Create G/L batches.

Accounts Payable

- Post all batches.
- 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 300 programs.
- Print transaction listings and source journals.