

Property Management year-end checklist

Before you start year-end processing, review the *Year-End Procedures and Government Forms Guide*. You can download the latest version from [Sage 300 Construction and Real Estate Product Documents website](#).

When it is time to close the calendar year or fiscal year, perform the tasks in this checklist. To learn more about a task, click the link to the Sage Knowledgebase article. In some cases, you will need to log into the Knowledgebase to access the article.

	Tasks	Article #
<input type="checkbox"/>	Reconcile Property Management receivables to General Ledger.	47383
<input type="checkbox"/>	Print management reports.	
<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.	23166
<input type="checkbox"/>	Install either Version 15.1 Update 7 or Version 16.1 Rev 5 (which contains the year-end update).	21593
<input type="checkbox"/>	Advance to a new calendar year (and new fiscal year if applicable) by selecting Tasks > Close Current Period .	23013
<input type="checkbox"/>	Generate 1099-INT forms (if applicable)	22994
<input type="checkbox"/>	Generate 1098-Mortgage Interest forms (if applicable)	22994
<input type="checkbox"/>	(Optional) Archive Property Management data.	22450
<input type="checkbox"/>	(Optional) Perform file maintenance.	