Sage 200 Evolution:

Year-End Procedures for Branch Accounting Companies

For detailed information regarding each check, hover over the heading and click

Contents

Introduction 3
Why run the Year-End? 3
Summary of the Year-End Procedure 4
Before running the Year-End 4
Year-End Procedure 5
Step 1: Company Back Up 5
Step 2: Inventory Count (Stock Take) 11
Step 3: Sub-Ledger: Purging Transactions, Accounts, and Inventory Items 17
Step 4: General Ledger (GL) Relink 20
Step 5: General Ledger vs Sub-Ledger Reconciliation and printing of Reports 20
Step 6: General Ledger Purge 21
Step 7: General Ledger Archive 23
Step 8: General Ledger vs Sub-Ledger Reconciliation and printing of Reports 24
Step 9: Add New Accounting Year 24
After the Year-End 25
Additional Resources 26

Introduction

We understand the overwhelming challenge of running a year-end, having to ensure that the whole year's accounts are prepared correctly, and that your financial records are completed for auditing. We are therefore pleased to issue you with the Sage 200 Evolution Branch Accounting Year-End Guide.

The guide highlights important steps in using your Sage Evolution software to ensure the successful completion of your financial year-end.

We have prepared this step-by-step Sage Evolution Year-End Guide with easy-to-follow instructions and screen illustrations to assist you in ensuring that your books are accurately balanced for a smooth rollover into the next financial year.

This guide is produced exclusively for you, our Sage Evolution customers, because we want you to spend less time in support queues and more time managing your business efficiently.

If support is needed, always have your Customer Number handy when contacting Sage Evolution Support to ensure your call is routed correctly and efficiently.

Why run the Year-End?

The following is only relevant to clients running on Evolution prior to version 7:

You have up to five financial years of General Ledger information in Sage Evolution. At the end of the 5th financial year, you will be required to purge the information contained in the 1st year. By completing the **First Year Purge** procedure, you are able to add an additional year to the system.

Purging can also be done to reduce the size of your company database and to increase processing speed.

The following is relevant to clients running on Evolution version 7 and higher:

Since Sage Evolution version 7, it's possible to have a virtual, unlimited number of financial periods. That means you are not forced to purge financial years and can manually add another financial year at year-end.

Also, note that running a General Ledger Purge (as it's called in Evo version 7 and higher) routine does not remove the actual accounting year that has been purged, only its transaction history.

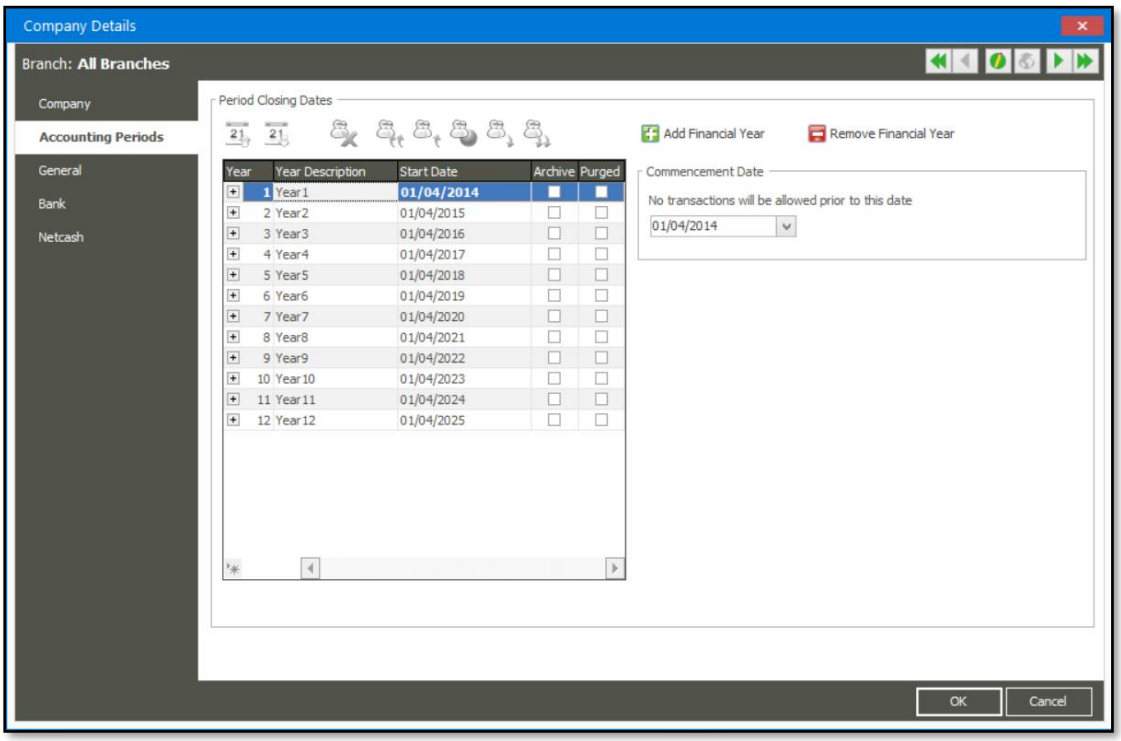
Summary of the Year-End Procedure

Step	Procedures
1	Back up your Evolution company
2	Perform an Inventory Count
3	Purging of transactions and accounts • Receivable and Payable transactions and accounts • Stock transactions
4	Print the relevant reports: Ensure that all the reports for the relevant accounting year have been printed according to your auditor or company's requirements
5	General Ledger Purge / Archive Financial Year If working on Evolution prior to version 7 run a **Purge First Year** routine. For Evolution version 7 and higher, archive the relevant accounting year or run a General Ledger Purge, if needed (this is not compulsory for Evolution version 7 or higher companies).
6	Adding a new accounting year If working in an Evolution version 7 or higher company, manually add a new accounting year, if needed.

Before running the Year-End

Before commencing with the Year-End procedure, you should establish which year you are currently in.

To do so, go to **Maintenance | Common | Company Details.** Click on the **Accounting Periods** tab. Before purging or archiving the relevant accounting year, complete all processing in its entirety for it.



The General Ledger Purge routine physically deletes General Ledger transactions, and they can therefore no longer be reported on, printed afterwards.

If your current processing accounting year is Year 1, then you should **not run a Purge First Year or archive the first year.**

Also, note the following: Your Business Financial Policy and Procedures (BFPP) determines how many years of unpurged accounting years should be available.

For example, your current processing accounting year is Year 5. Your BFPP determines that there should be at least 3 years of **unpurged** accounting years in the Evolution company and available on reports. Therefore, run the General Ledger Purge routine for accounting years 1 and 2 only. Thereafter, run the General Ledger Purge routine once a year.

If, for any reason, you need to access and run reports on already purged accounting years, do the following:

1. Restore the backup that was made that still includes the relevant, unpurged accounting years.
   This restore routine is to create a **new** Evolution company database. The backup is **not restored over** the live company database.
2. Locate the new company database using the Locate button on the Evolution logon screen.
3. Run the relevant reports.

The Purge and Archiving routines can be performed at any point. However, it is imperative that the relevant year should have been audited and cleared by your accountants before running the General Ledger | Maintenance | General Ledger Purge or General Ledger Archive routines.

It is therefore not necessary to wait until the last day of your current accounting year to purge or archive prior accounting years - it can be done right now.

Year-End Procedure

Step 1: Company Back Up

Data loss is an unforeseen but very real risk. Backups are therefore vital to retain the integrity of the data. Having multiple backup sets enables you to restore old or recent data sets as required.

A backup can be restored over an existing live database or to create a new Evolution company database (if you need to reference historical data).

In addition to making manual backups, consider external backup services such as **MetroFile Cloud** (previously called IronTree). This service automates the full backup process and ensures that data is secure and accessible 24 hours a day, anywhere in the world. Visit **https://metrofile.com/** for more details and on how to contact them.

When manually making a company backup, the complete company should be backed up. You should not choose to backup only specific files or perform a **differential** backup. The reason is that it may be easy to miss/misplace one or more backup files, which could be detrimental for the backup restoration process when needed. Sage strongly recommends using **only** MS SQL Management Studio, Sage Evolution Database Management, or the Administration | System Tools | Database Administration backup and restore utility (as found within the Evolution company) to create or restore Evolution company backups.

Always make backups under the following circumstances:

- Before running the Year-End Routine. This backup should be kept in a safe place, separate from normal backups.
- Before running the General Ledger Purging or Archiving routines.
- Before running any of the Relink options under the Maintenance menu.
- To prevent loss of valuable data and downtime due to hard disk failure, fire or theft.

Only restore backups if no other alternatives exist. Consider the following:

Relink options, such as GL Relink and others, could recalculate transactions and balances, but not necessarily fix severe data corruption instances.

Restore company backups under the following circumstances:

When significant capturing and processing errors have been made, or when extreme cases of data corruption have been discovered, a backup should be restored to bring the company back to the same state before the incorrect capturing/ processing or data corruption.

The restoring process will discard any changes that have been made following the backup that you have elected to restore, i.e. the data will be exactly as it was at that stage of the backup. It is also advisable to practice restoring to a TEST company until you're comfortable with the restore procedure to avoid inadvertently overwriting the wrong set of data.

Also, ensure all users are completely logged out of the company before commencing with the restoration process.

Backup Plan

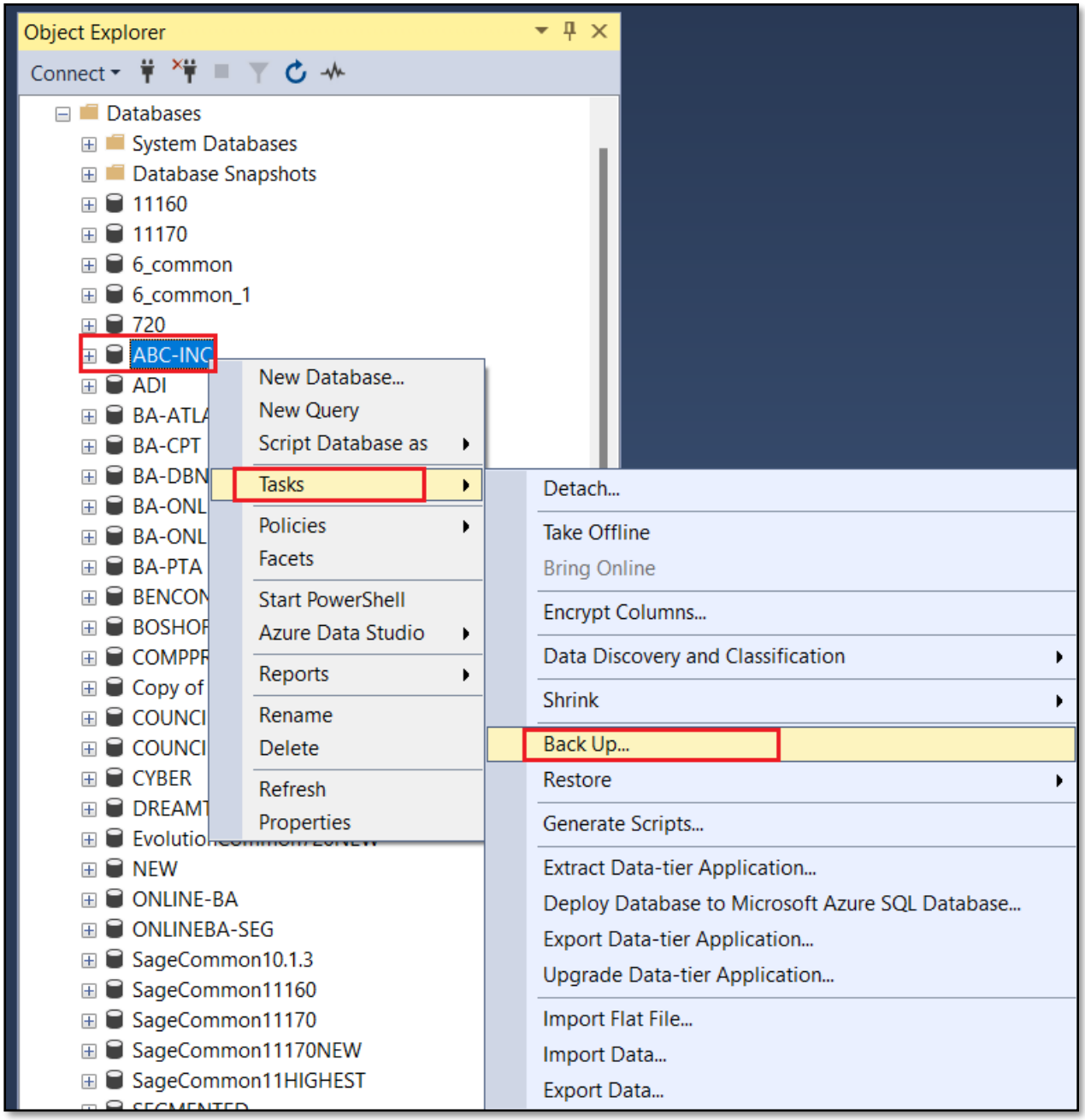
Before developing your backup strategy, you need to develop a plan of action. Evaluate your company and ask yourself what the maximum amount of downtime is that you can accept. This should be helpful to determine the frequency of backups per week or month. Once this is established, you can decide on the appropriate course of action by matching your company's needs to the appropriate level of database backups. Note that it's possible to automatically schedule backups using full MS SQL Server (as opposed to using MS SQL Express) or making use of the **MetroFile Cloud** backup service.

Full Backups

A **Full** backup type, as opposed to **Differential** backups, is the easiest type of backup to implement in SQL Server and is highly recommended by Sage Evolution Support. It takes a complete image of your company database that also includes backing up all users and their permissions. Please ensure that all users are completely logged out of Sage Evolution before commencing the backup process.

Backup Procedures using MS SQL Server Management Studio:

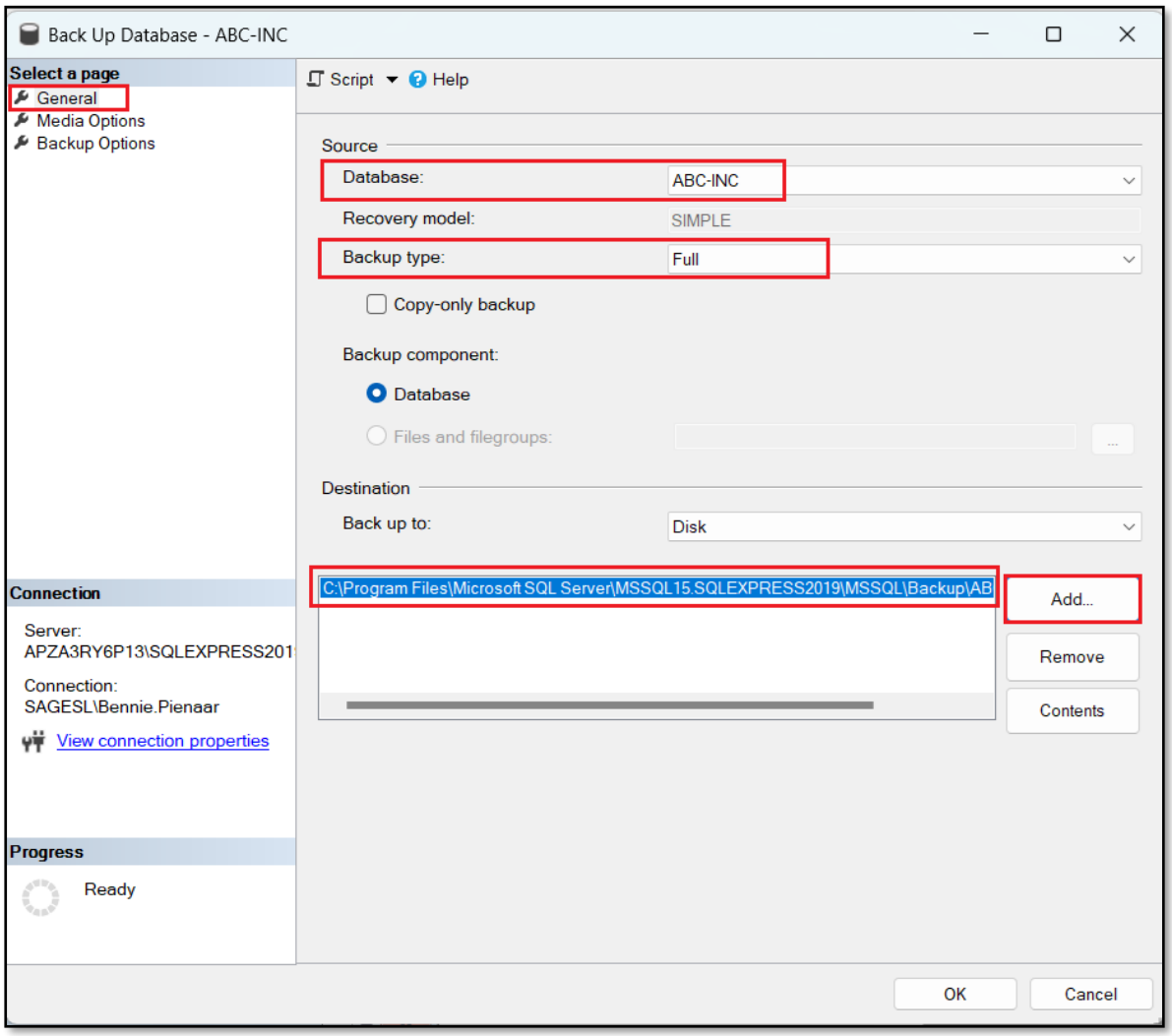
1. Go to Start | All Programs | Microsoft SQL | SQL Server Management Studio.
2. Select the relevant SQL server instance name.
3. Select the **Windows Authentication** (if working directly on the server PC) or the **MS SQL Authentication** method (If Windows authentication is relevant) and then click on the Connect button.
4. When it is opened, double-click on the Databases folder on the top left to display the list of all the live databases.
5. Right-click on the relevant database, e.g. ABC-INC and select Tasks | Back Up.



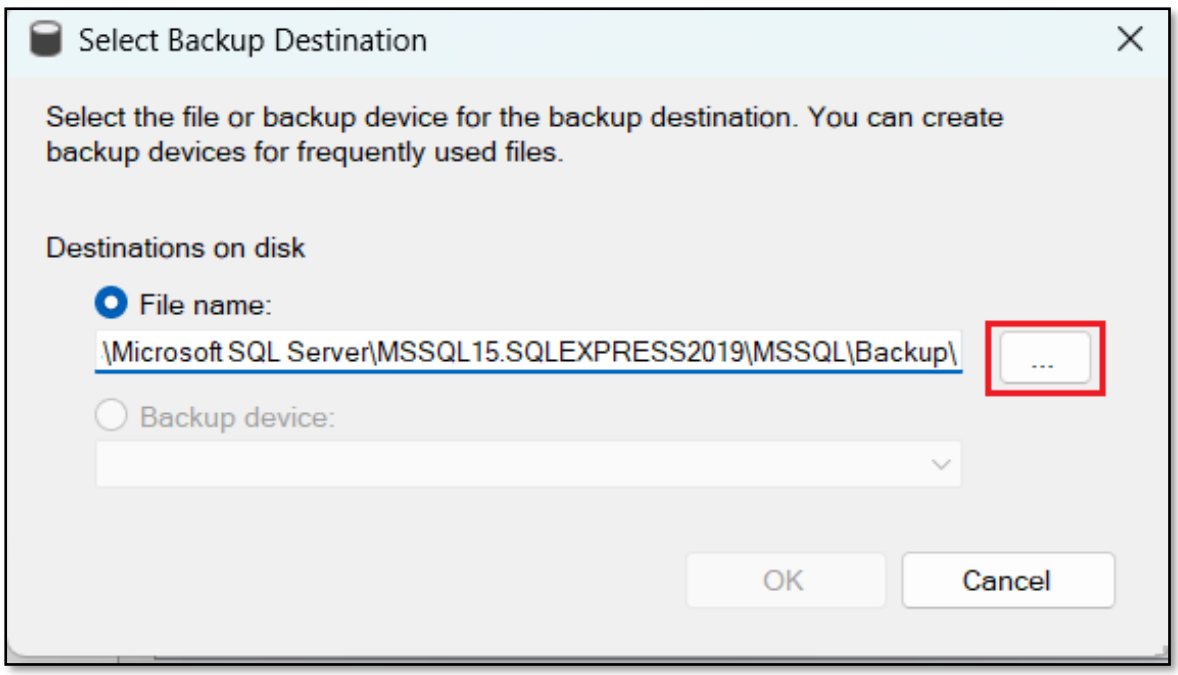
Keep all the default settings at the top of the Backup screen. Here is an explanation of the most important options:

- Database – the database that you want to back up.
- Backup type - you can select 2 options: Full and Differential. We always recommend using the **Full** option.
- Destination - the file path where the backup file will be created. You can leave this as the default or browse to a specific location where the backup file needs to be created.

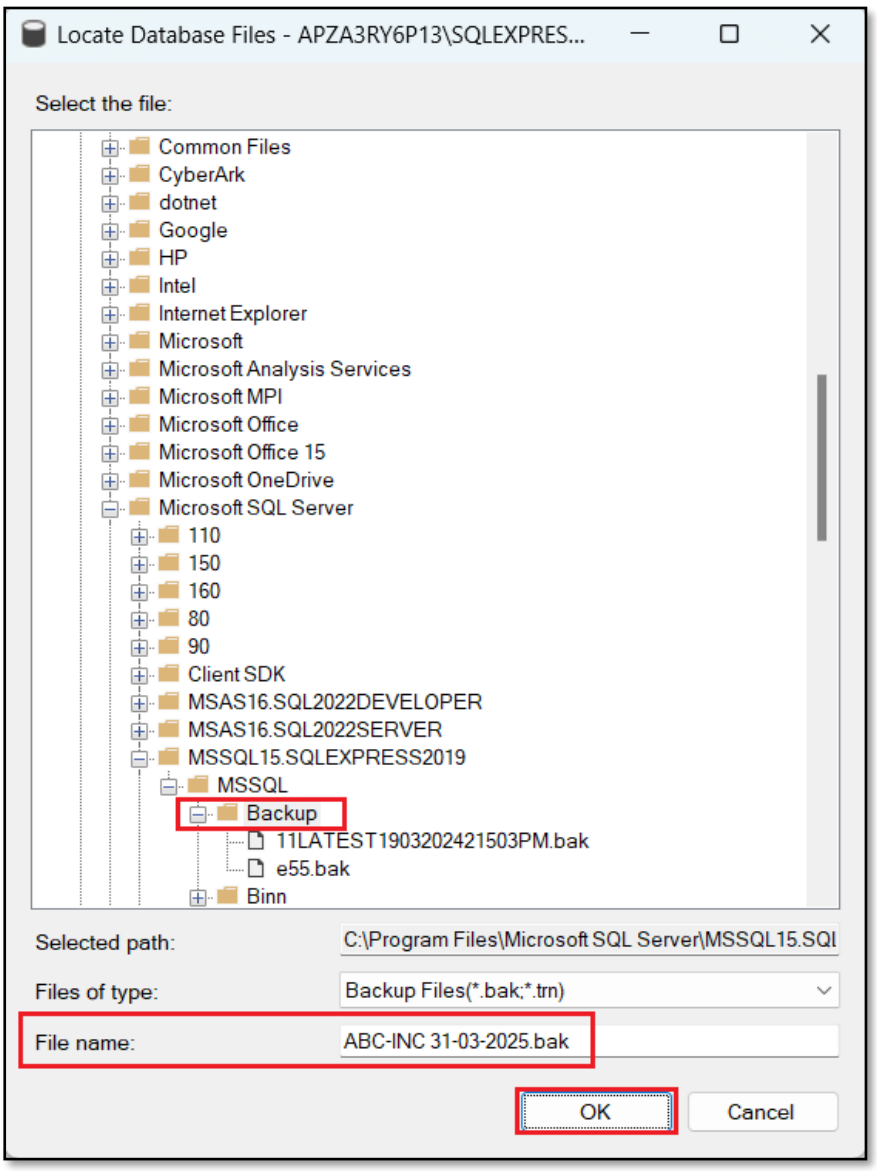
6. Click the Add button below to browse to the required backup location:



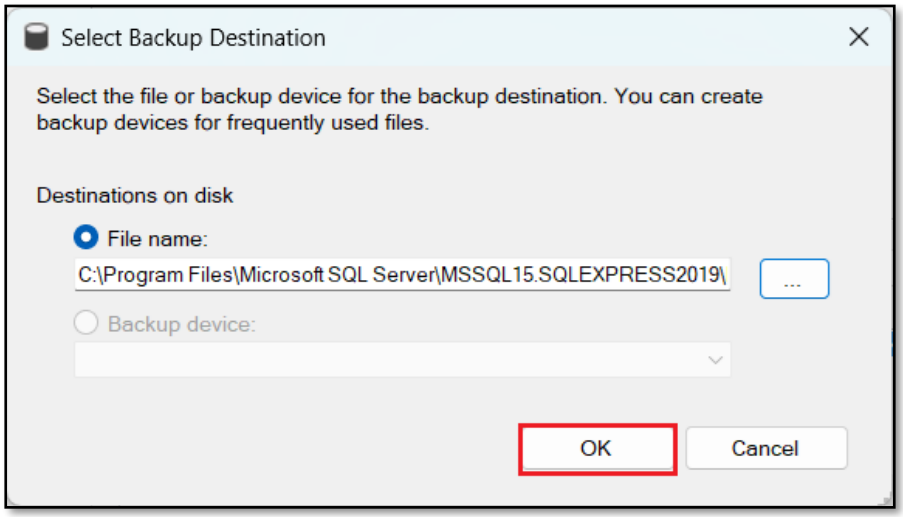
7. Click on the browse button on the right of the screen as indicated below.



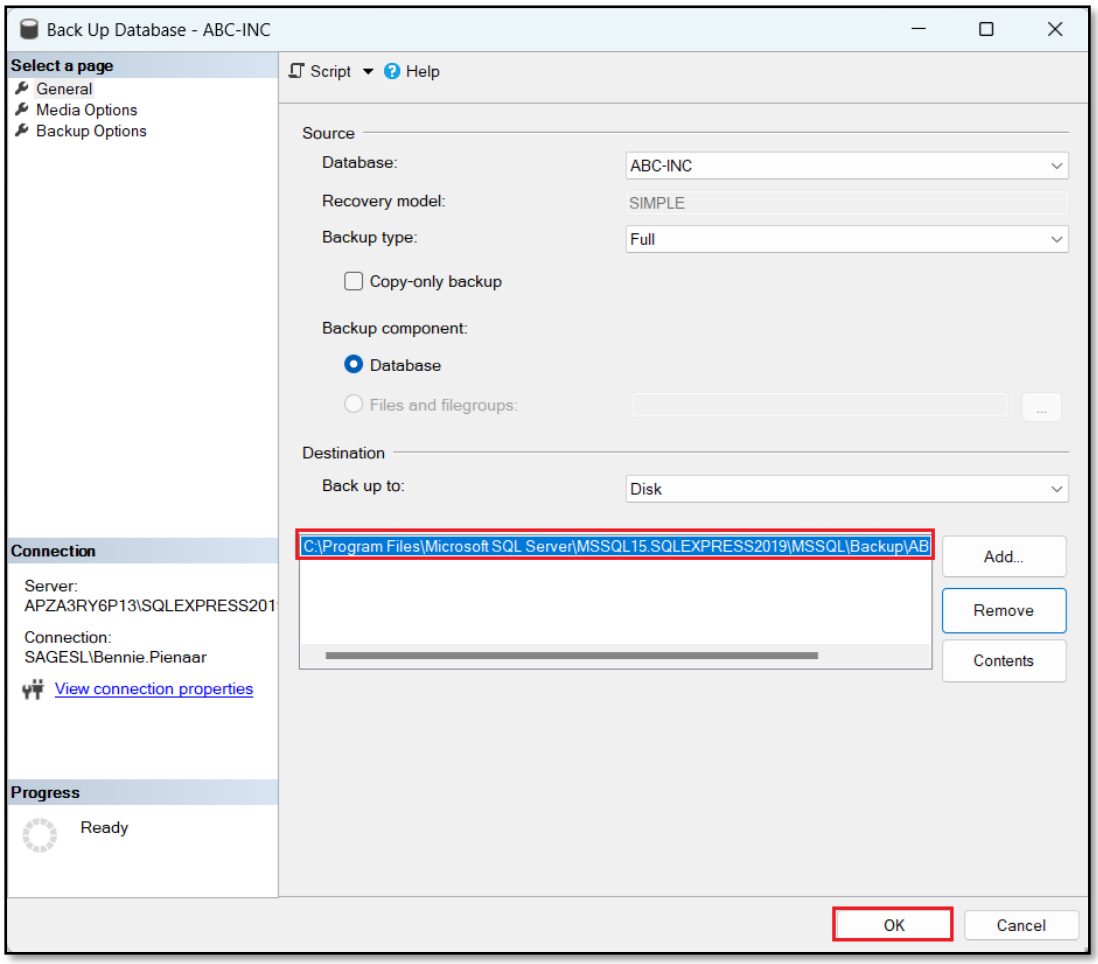
8. Browse to a valid location on your PC and enter the backup file name. It's recommended to always include the date. Always end the backup file name with **.bak** in the File name, as can be seen below.



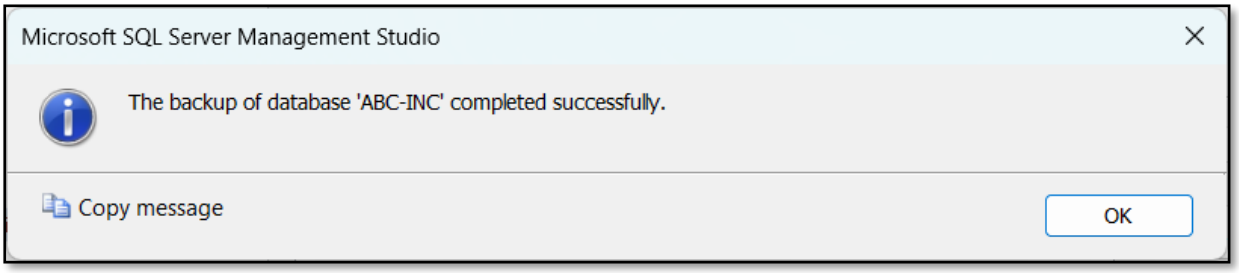
9. When done, click on the OK button above.
10. Click the OK button on the following screen.



11. Click on the OK button to start the backup process.



12. Wait until the backup process is completed.
13. When done, note the following message below indicating the backup has been successfully completed.



14. Browse to the selected destination (as specified in Step 8 above). Here, you'll notice the newly created backup file (in **.bak** format).
15. This file should now be copied to another drive (e.g., an online cloud storage drive such as OneDrive, DropBox, external drive device, etc.). Use any location, as long as it's copied to a different location than the local MS SQL server PC.

Step 2: Inventory Count (Stock Take)

Inventory Counts are usually performed at the Branch Level, and the results are then synced to the Head Office (if running Offline Branch Accounting).

It's important to physically count your stock on hand as part of your Year-End procedures. This ensures that if there are any variances between your physical stock and the theoretical stock levels on hand, you have adequate time to correct this.

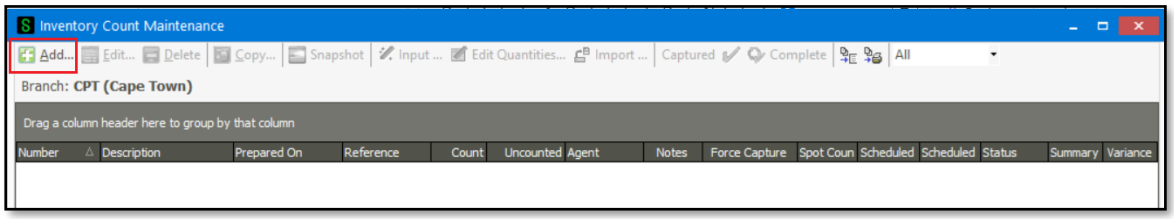
In so doing, accurate stock values can be determined, and provisions for the relevant general ledger accounts' updates can be made for the relevant financial year to be finalised.

Please note that performing a stock take is not necessarily a compulsory activity as part of the official Evolution Year-End procedure and is entirely dependent on your company's local policies and procedures.

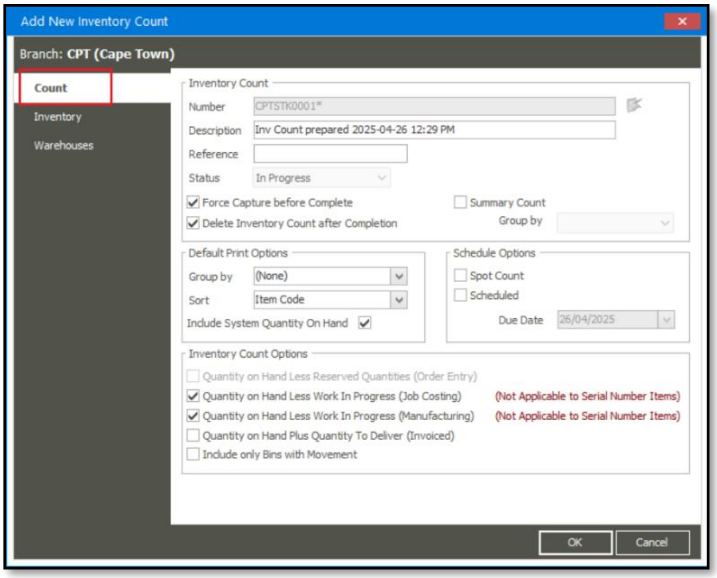
However, consider running a stock take at the end of the current financial year, **regardless of running the Purge First Year routine or not**. Doing this should give you certainty about the company's actual stock valuation at the current Year-End. As a result, this also ensures the correct stock control account balance at year-end.

Follow these steps to complete the Inventory Count:

1. Ensure all other users are logged out of the company.
2. Back up the company if you haven't yet done so, or if a significant amount of time has passed since the previous backup.
3. Create a new Inventory Count session by going to Transactions | Inventory | Inventory Count option. Below, click the Add button.



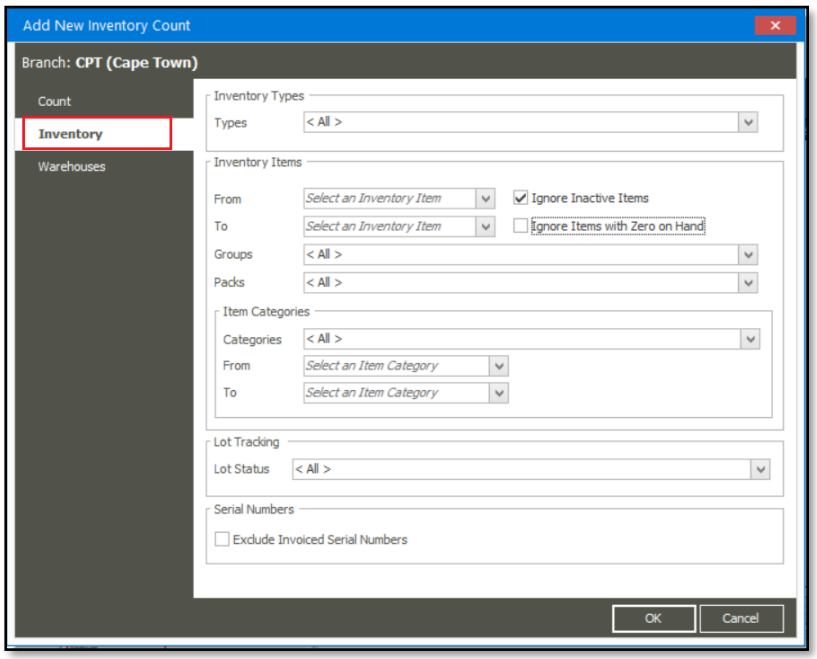
4. On the **Add New Inventory Count | Count** screen, enter a **Description** and **Reference** value which will allow you to identify which report belongs to which person. This means you can create multiple count sessions (each time clicking the **Add** button above. This is handy if you want to organize the Stock Take project in smaller sections, each defined by e.g., a specific range of Inventory Groups and/or warehouses



You can also select how the items on the report are grouped and sorted. Also note the option to print the theoretical quantity on hand, as it's currently on the system.

If you are not counting the inventory yourself, don't select the **Include System Quantity** option above. Doing this eliminates the temptation for the individuals counting the items using the Inventory Count report.
When a counter notices that his/her physical count value is higher than the reports printed System Quantity, he/she may be tempted to write down the current System Quantity as counted (which is a fraudulent value) and steal the difference.
Also, select how you would like to see the items grouped and sorted on the report.

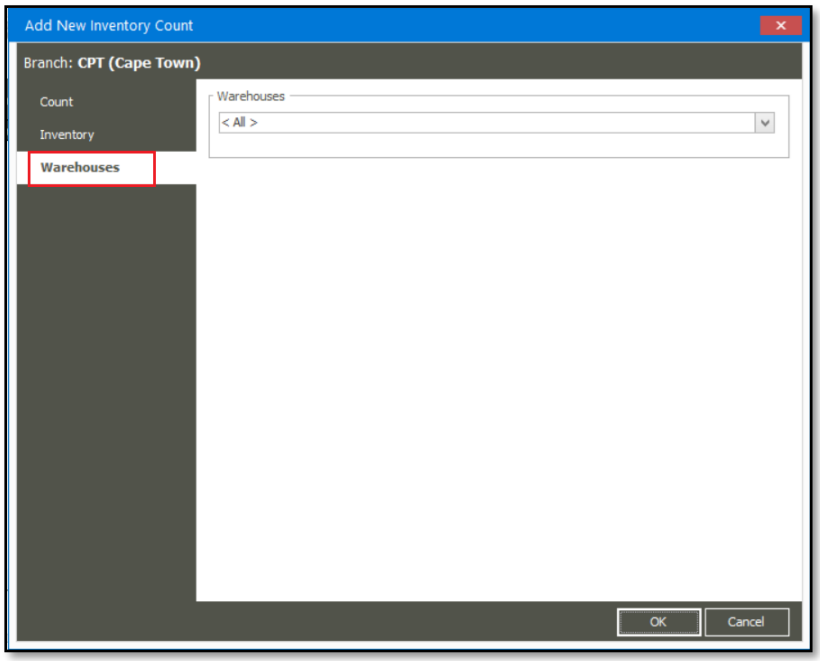
5. On the Inventory tab, filter on the **Items, Groups, Packs, Bin Location, Lot Status** and **Warehouses** fields to determine which Inventory Items will be included in the Count.



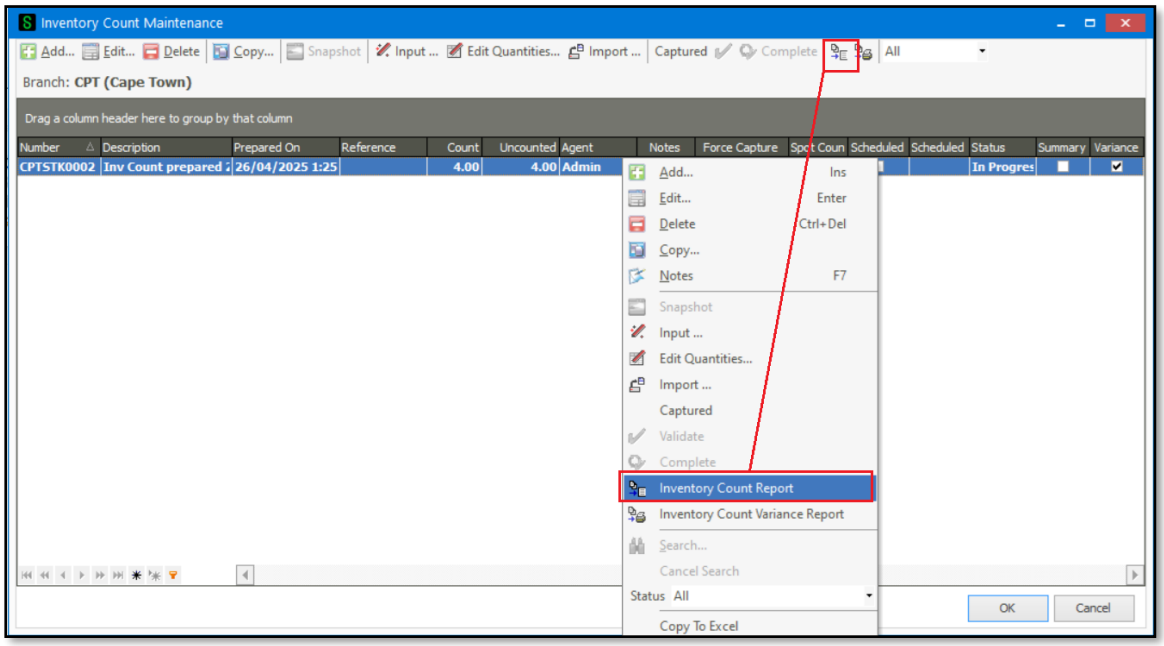
To shorten the task of your inventory count, you can select the **Ignore Inactive Inventory Items** option above. This is to ensure only your active items are included in the count.

On the Warehouses tab, select the <All> option for all warehouses, or select specific warehouses to be included in this Count session. Click the OK button below when done.

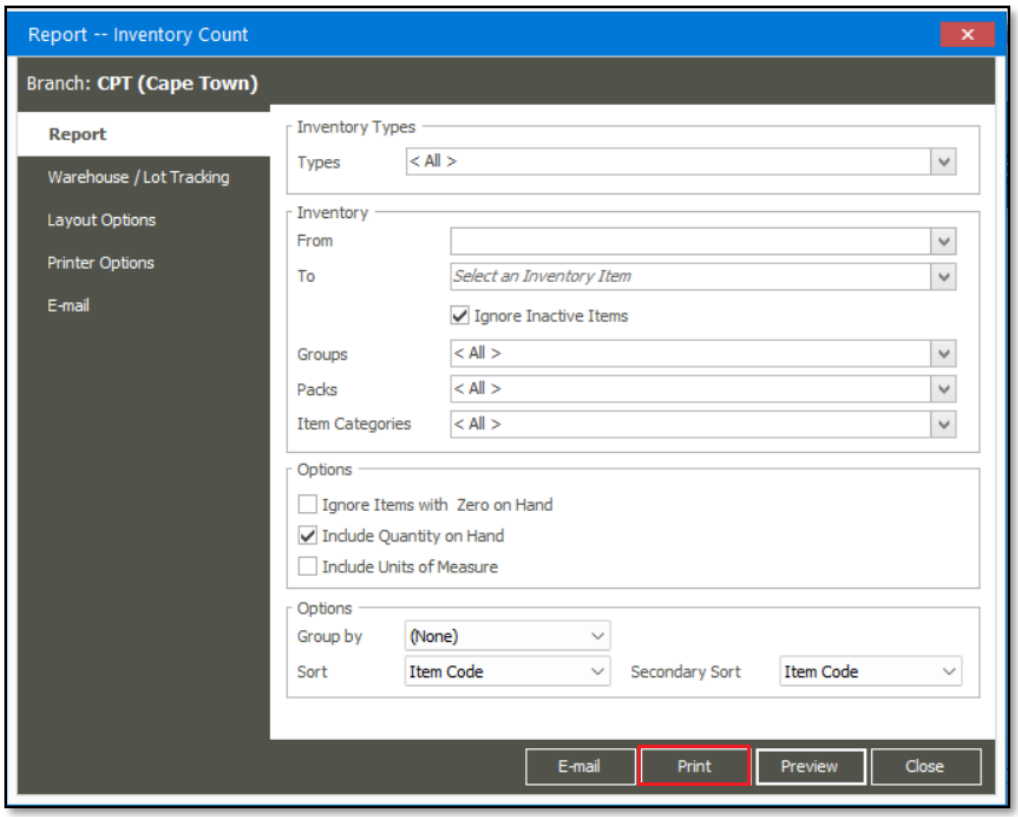
When done, click the **OK** button to create the Inventory Count session.



6. To print the Inventory Count report, right-click on the specific inventory count session and select the **Inventory Count Report** option below. Alternatively, select the Count session and click the Report button at the top.



7. All the options selected on the above screens should automatically pull through on the **Inventory Count Report** filter screen, e.g. **Ignore Inactive Items** and the inventory related filters. However, you can still further define the report setup as seen below.
8. Click on Print (or Preview first) to print out the Inventory Count report. Afterwards, hand it to the staff members performing the physical count.



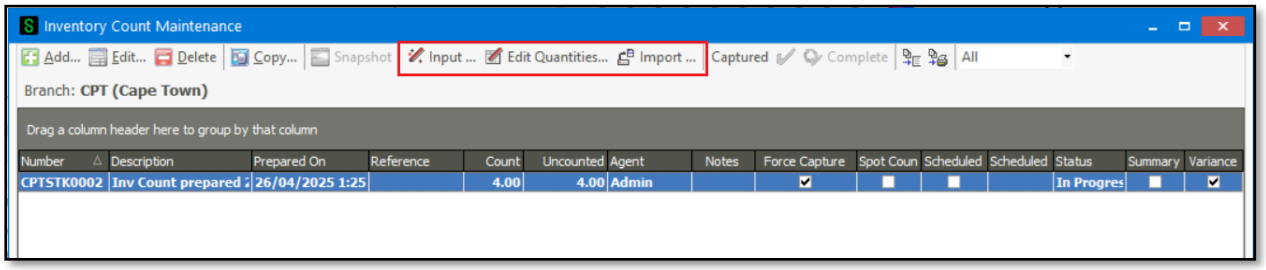
9. The physical stock take counting now starts with the counters using the above printed report handed to them.

If you have multiple stock counters, print different Count reports based on different report filters applied above and hand each report to separate counters.

For example, Report 1 should include all items with item codes A – D, Report 2 with item codes E – H, etc.

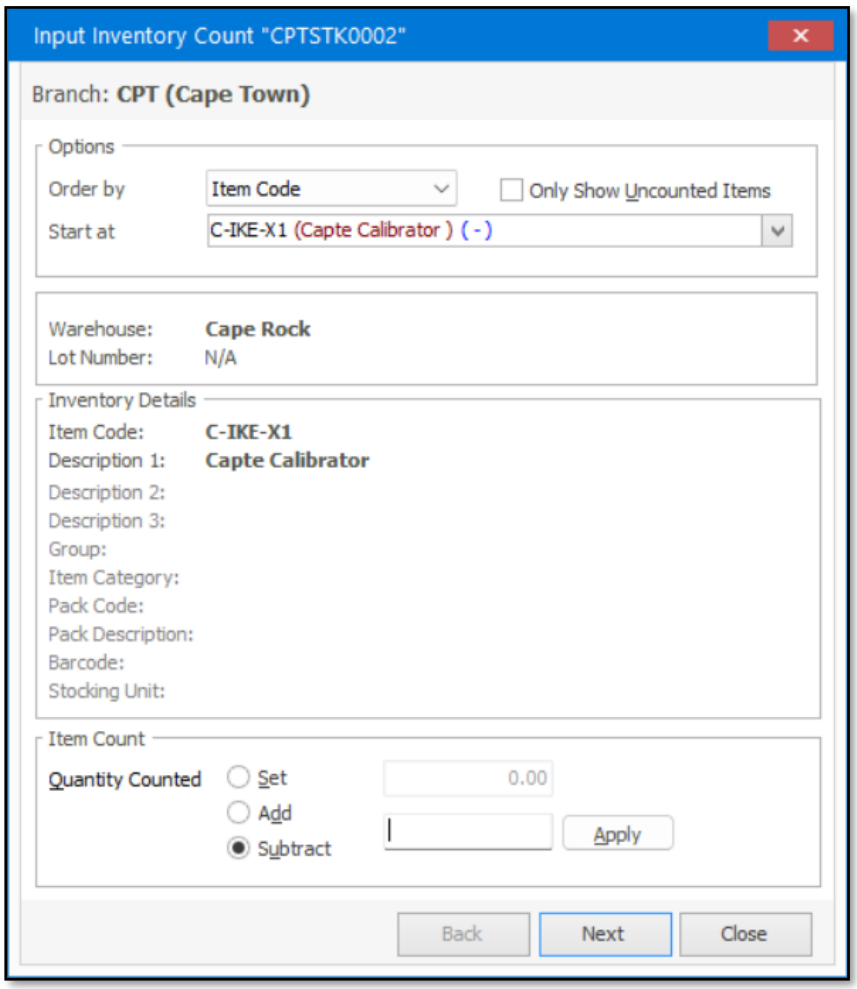
You should organise and separate this in the best way suitable for your company by considering all the filter fields above (item-, group-, packs-, warehouses-, etc., ranges).

10. After completing a physical count of your stock items, you can use one of 3, or a combination of them, to enter the actual counted quantities, as marked below.



Input:

On the top of the **Input Inventory Count** screen, select the sequence of how items should be displayed on the screen, in the **Order by** field. At the bottom, select the **Set, Add or Subtract** options that determine how the captured quantity should be treated.



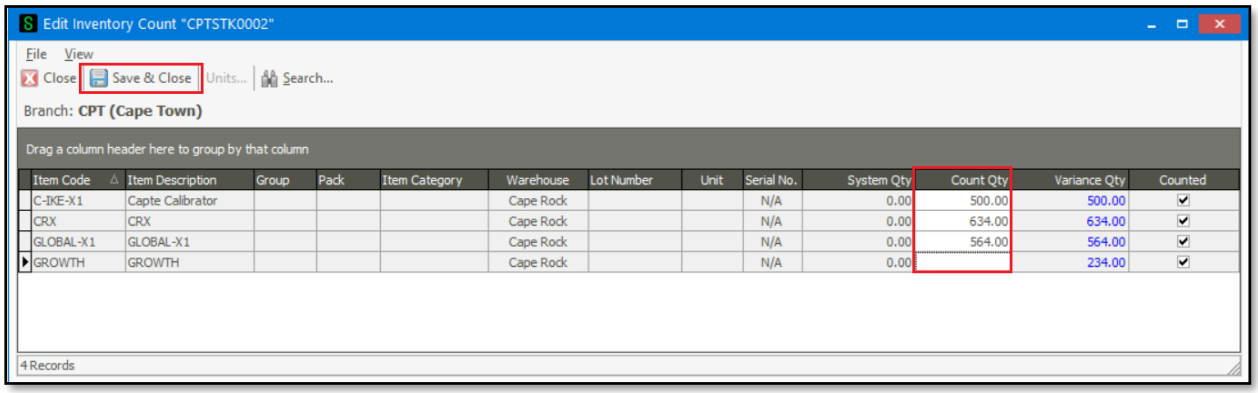
- **Set:** The current System Quantity will be overridden with the above captured quantity.
- **Add:** The current System Quantity will be increased by the above captured quantity.
- **Subtract:** The current System Quantity will be decreased by the above captured quantity.

Edit Quantities:

When using the **Edit Quantities** option, a grid screen opens in which you can enter the counted quantity in the **Count Qty** column.

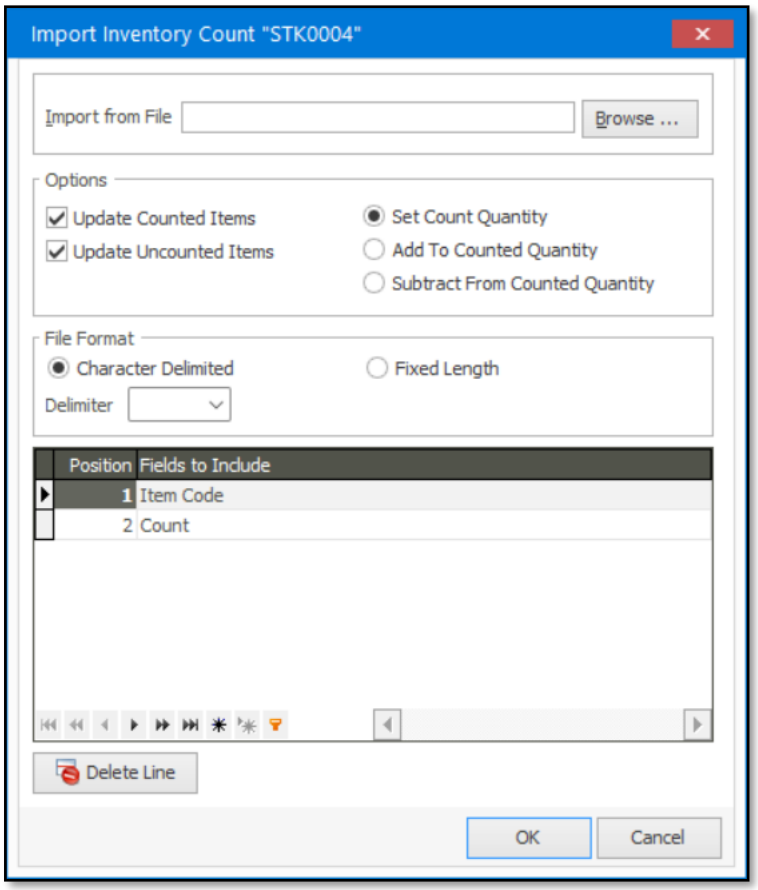
This screen also reflects the current system quantity as well as calculates and displays the variance to be posted.

Click the **Save & Close** button once all quantities have been entered.

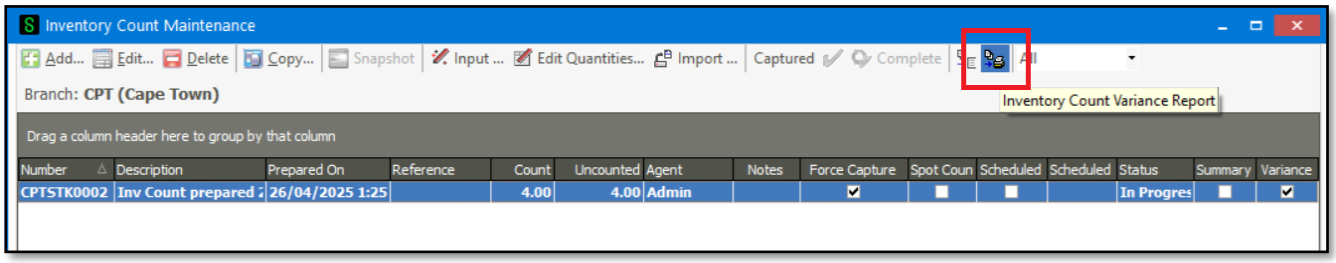


Import:

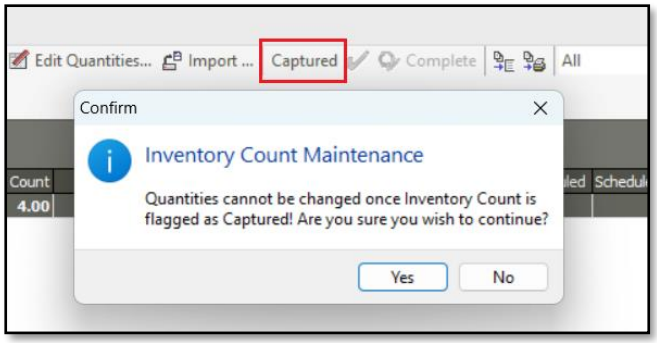
The **Import** option can be used when you have captured your physical count into another system or by making use of a barcode hand-held scanning device. This option requires a CSV file, which you can import into Sage Evolution.



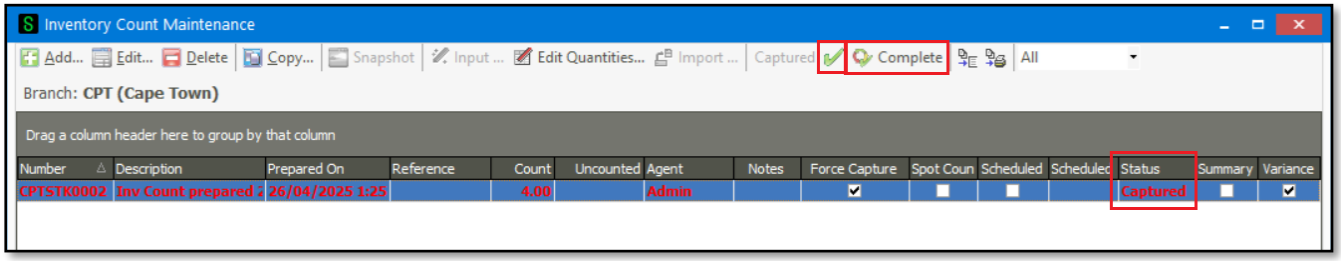
11. After the quantities have been entered, print and analyse the **Variance Report**.



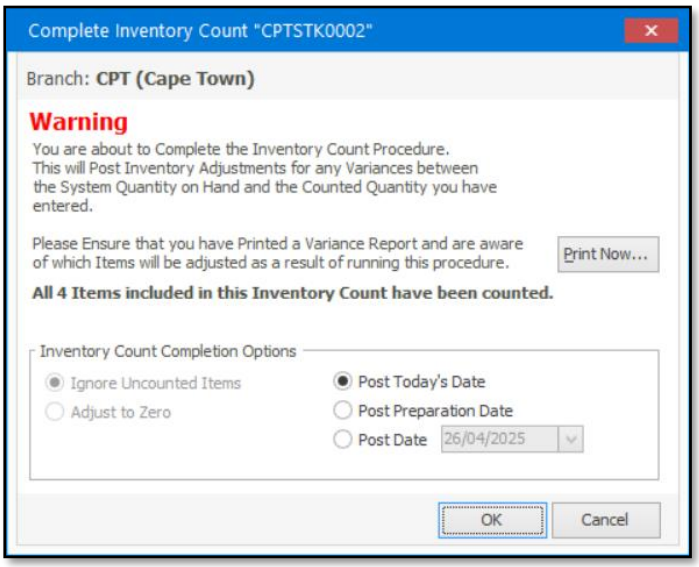
12. If needed, you can still adjust the captured counted values in Step 10 above.
13. When done and ready to continue, click the Captured button and click Yes below.



14. Click on the **Complete** button to finalise the stock take.



15. Carefully read and consider the Complete Inventory Count screen options that should be properly completed before finally accepting and processing the inventory count.
16. Select the required Date option (3 options below) at the bottom of the screen and then click the OK button. Select either to ignore uncounted items or adjust them to zero.



Doing this post entries to the relevant GL accounts set up on the Inventory Groups (if relevant) and/or stock adjustment transaction type (as set up on the Inventory Defaults | Adjustment tab | Transaction Type field).

Step 3: Sub-Ledger: Purging Transactions, Accounts, and Inventory Items

To be done at the Branch Accounting Head Office only.
The purging of customer, supplier and inventory transactions and customer and supplier accounts.
It is **not a compulsory step** as part of the Year-End routine. However, doing so may assist in reducing the size of your Evolution company database and even increase processing speeds.

The procedure described below is therefore only included to advise on how to accomplish the above when you are considering removing older transaction history (no longer needed), to free up space and improve database efficiency.

The following points should be taken into consideration when attempting to purge or delete history on any of the relevant account types:

Customers/Suppliers Accounts and Transactions

No Customer or Supplier accounts can be deleted if there is any existing transaction history. Furthermore, transactions can only be purged (deleted) if all those transactions (e.g. invoices, payments, journal debits/credits) are fully allocated.

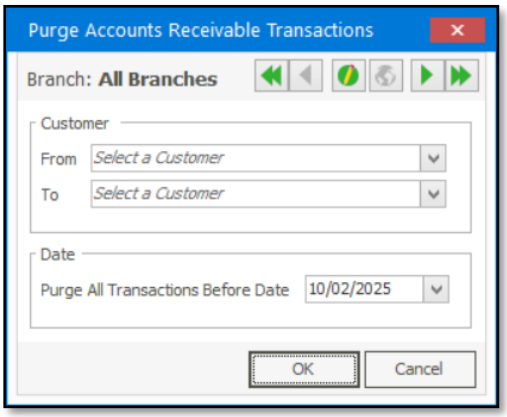
Ensure that all debtor/creditor account transactions have been fully allocated (i.e. Maintenance | Receivables/Payables | Allocation Utilities) before attempting the steps below. Also, note that even if you don't intend to delete any customer or supplier accounts, it's still advisable to purge old and archaic transaction history on them to improve general processing and reporting speed in the company.

Steps to purge Customers/Suppliers transactions and accounts:

If a reasonable period has elapsed since making the first company backup as discussed above, please make another **full** company backup.
Also, ensure all other users are logged out of the company.

To Purge Customer transactions: Go to Customers | Maintenance Purge Transactions.
To Purge Supplier transactions: Go to Suppliers | Maintenance Purge Transactions.

The Purge Customer Transactions screen is shown below. Note that the same principle discussed below also applies to the Purge Suppliers Transaction screen.



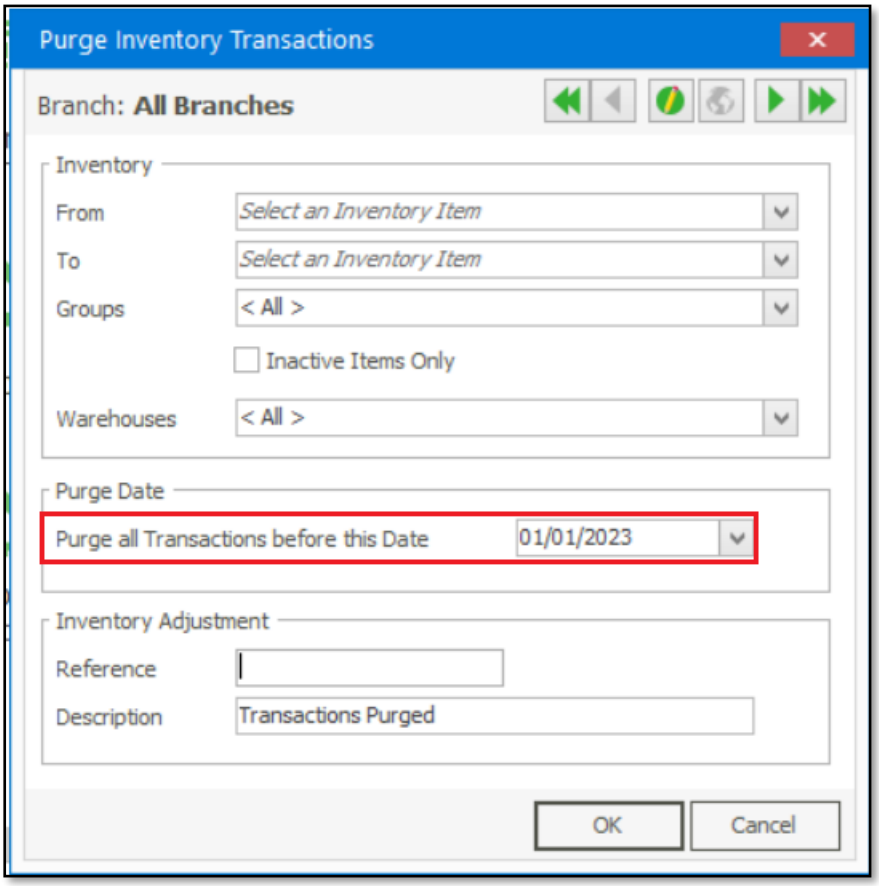
Specify the account(s) **From** and **To,** and Date range options. Please note that you are only able to purge **fully allocated transactions**. After the purge, you cannot retrieve the data unless you restore a backup. If the objective is to delete all transactions in the screen above in order to delete the actual debtor or creditor account, select the earliest date that covers all transaction history.

Once completed, go to **Maintenance | Customers** or **Maintenance | Suppliers.** Here, the relevant, specifically required customer or supplier records can be individually deleted **BUT ONLY** for those that have **no transaction history**, after performing the above-mentioned transaction history purge.

Steps to purge Inventory transactions:

Inventory Transactions can only be purged (deleted) at the Head Office Level on behalf of all branches.

1. If needed, make another reliable backup of your company data. Also, ensure all users at all branches are logged out of the company until the steps below are completed.
2. Go to Inventory Maintenance | Purge Transactions.
3. Here, select the 'All Branches' option at the top of the screen.
   The Purge Inventory Transactions window allows you to delete stock transactions by
   - filtering specific Inventory Items, Inventory Groups, Warehouses, Active or Inactive items,
   - as well as the cutoff date of these transactions to be deleted.
4. When the correct range of Inventory Items and/or Groups has been selected, click the OK button below.

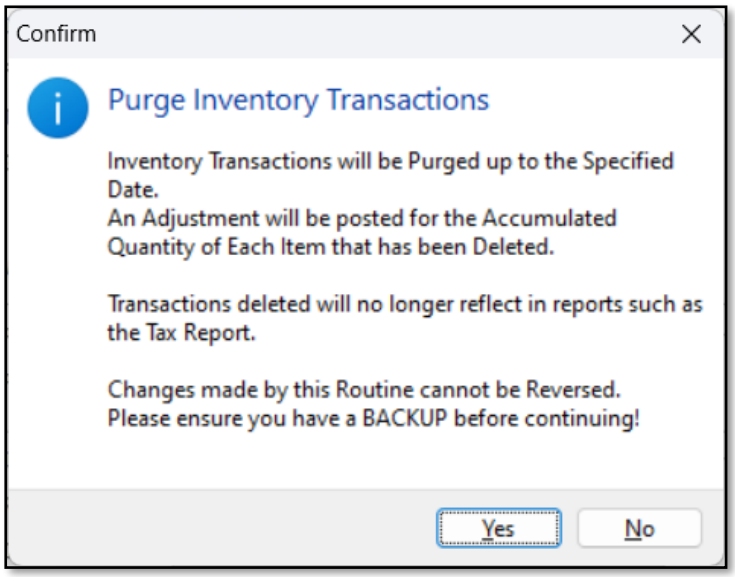


Ensure the correct values are selected above! After the purge, you cannot retrieve the data unless you restore a backup.

The date specified in the **Purge all Transactions before this Date** field above cannot be a date in the current year.

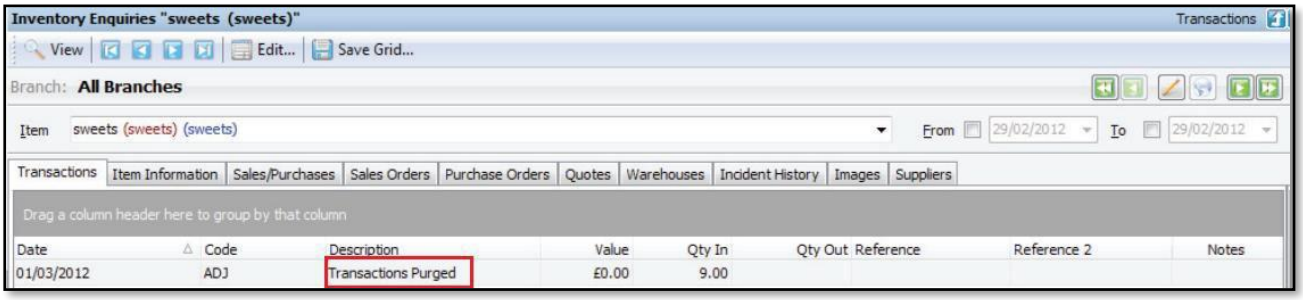
5. The message below should be displayed to confirm that the purging of stock transactions will occur.

   Click on **Yes** if you have made a reliable backup. As this routine cannot be reversed, should you encounter any other error, or should you have selected the incorrect date, you will have to restore your backup.



6. The following message should be displayed as confirmation once the purge has been completed successfully Click the Yes or No button depending on your requirements.

7. As the selected stock transaction history is removed, an entry for the consolidated purging of transactions is also posted on the affected inventory items, as can be seen on the Item Enquiry screen:
8. As the selected stock transaction history is removed, an entry for the consolidated purging of transactions is also posted on the affected inventory items, as can be seen on the Item Enquiry screen:



The difference between the purging of stock and customer/supplier transactions is that a stock item cannot be deleted, even if all its stock transaction history has been deleted.
If a specific customer's or supplier's transactions have all been deleted (via either the Suppliers or Customers Purge Transactions functionality), the relevant account can be deleted afterwards.

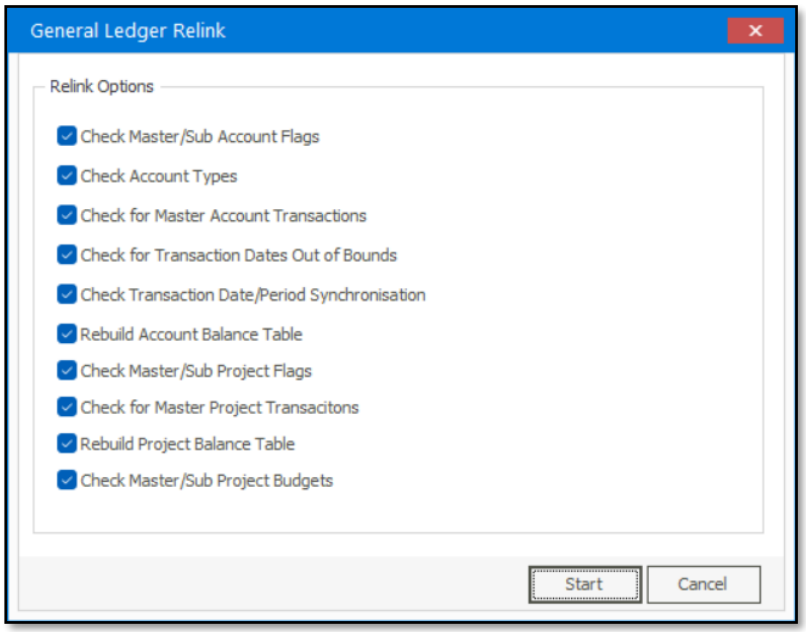
Step 4: General Ledger (GL) Relink

The GL Relink can only be performed at the Head Office (HO) and only after the HO's local Sync Monitor is stopped.

Running a GL Relink recalculates the balances of all GL accounts and ensures company data integrity is kept intact.

Do the following to run a GL Relink

1. Stop the HO's local Sync Monitor.
2. Make a company backup if any new transactions were processed in the company since the previous backup.
3. Ensure all users are logged out of the company.
4. Go to General Ledger | Maintenance | General Ledger Relink.
5. Ensure that all options below are selected, and click on the **Start** button to start the Relink.



Step 5: General Ledger vs Sub-Ledger Reconciliation and printing of Reports

There are three main Year-End dimensions of reporting, reconciliation, and balancing

A. Current company financial position before the purging of the financial years

You need to take a snapshot of the various financial and sub-ledger reports as part of your Year-End procedure.

Recommended reports to be printed at Head Office as well as at all Branches, for the Current financial year:

- Trial Balance
- Income Statement
- Balance Sheet
- Ledger Accounts
- Account Balances
- Project Profit & Loss
- Inventory Management
- Inventory Valuation
- Suppliers and Customers Age Analysis
- Tax Report
- Any additional reports that may be required by your business's Year-End procedure

B. Ledger vs Sub-Ledger Balancing

According to healthy accounting principles, the company's Sub-Ledger should always support and be reconciled with the Ledger accounts, for the same period.

Consider the following principles that should apply:

- Inventory Valuation should balance with the Inventory Control Account/s
- Customers' Age Analysis should balance with the Customer Control Account/s
- Suppliers' Age Analysis should balance with the Supplier Control Account/s
- VAT Report/s should balance with the VAT Control Account/s

If you fail to reconcile the Ledger vs Sub-Ledger:

1. Open this link for various resources on how to resolve it:
   https://communityhub.sage.com/za/sage-200-evolution/sage-200-evolution-year-end-centre

2. Here, focus on the **Year- End Troubleshooting** and **Checklists** sections.

C. Total Branch vs Head Office balancing

The total balances of all GL accounts, Customers, Suppliers and Inventory Items of all branches should balance with the consolidated balances at the Head Office, for the same period.

Ensure all syncing is completed between all Branches and the Head Office before the Year-End procedure in the Evolution company is started.

Regardless of running the GL Purge and/or GL Archive routines (see further below in this guide) or not, ensure your accounts are in balance and reconciled as per the three above described dimensions.

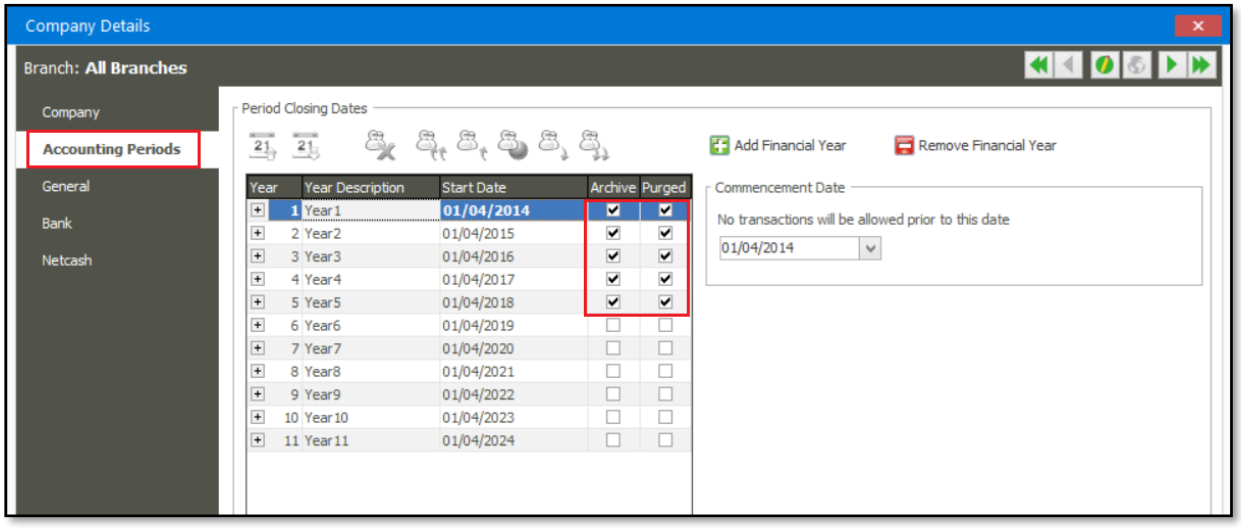
Step 6: General Ledger Purge

The General Ledger Purge can only be performed at the Head Office (HO) and should only be run after the HO's local Sync Monitor is stopped.
It is **not a compulsory** step as part of your Year-End procedure.

What happens during the General Ledger Purge?

- GL accounts not linked to an Account Type of **Cash and Cash equivalents:**
  All transactions of the above GL accounts are deleted.
- GL accounts linked to an Account Type of **Cash and Cash equivalents:**
  The reconciled transactions of the above GL Accounts are deleted.
  The unreconciled reconciled transactions of the above GL Accounts are not deleted.
- Rebuilds the Accounting Periods table.
- A Net Profit/Loss (for income and expenses type GL accounts) is calculated for the purged year and posted on the Accumulated Profit/Loss GL Account as selected during the GL Purge routine.
- The closing balances of Period 12 (of the purged Accounting Year) of Balance Sheet type GL Accounts,
  - are brought forward as opening balances
  - of the first period of the first non-purged accounting year.
  - E.g., if Accounting Year 1 is purged, the opening balances are brought to Accounting Year 2

  On your financial reports, the account balances for the purged year will be displayed as the previous year's figures.
- If an Accounting Year is Purged, it is automatically also Archived.

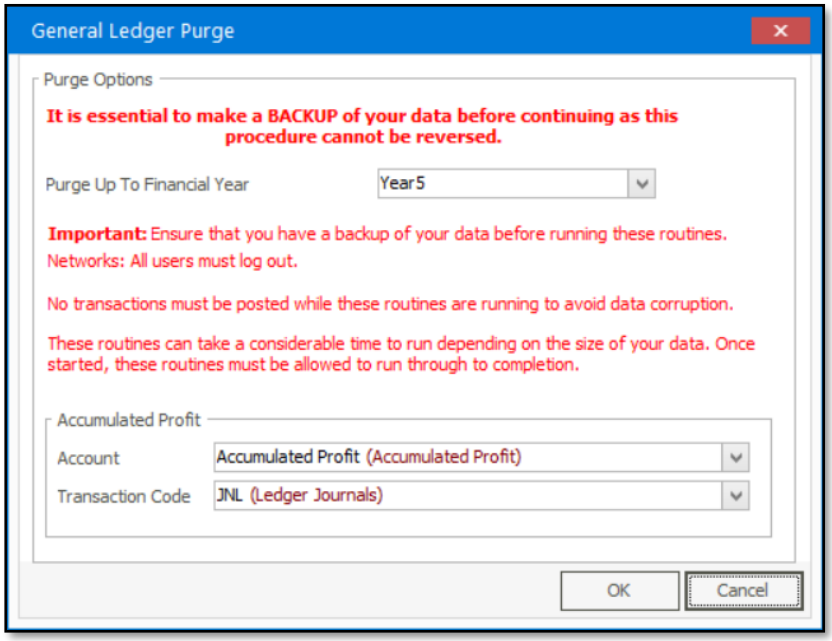


The General Ledger Purge routine is only compulsory for Evolution companies prior to version 7 **and** you've reached the end of your last financial year in your company.
In Evolution companies prior to version 7, the General Ledger Purge was called **Purge First Year**.

Once an accounting year has been **purged**, it's also **automatically archived,** as seen below.

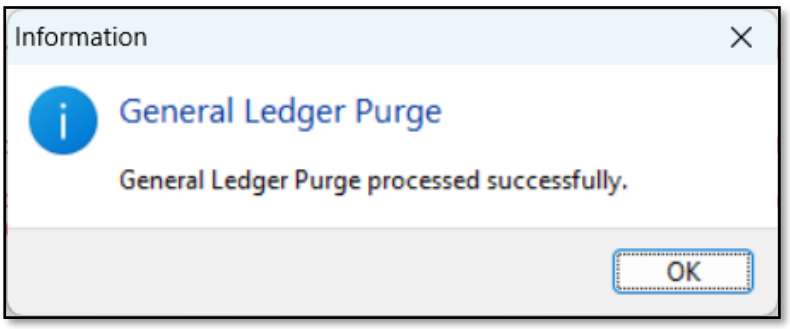
Do the following to run a General Ledger Purge:

1. Stop the HO's local Sync Monitor.
2. Make a company backup if any new transactions were processed in the company since the previous backup.
3. Ensure all users are logged out of the company.
4. Go to General Ledger | Maintenance | General Ledger Purge.
5. On the top of the screen, select the specific Accounting Year to be purged. Note that all non-purged accounting years prior to the selected year will also be purged.
6. Select an **Accumulated Profit** type account**.** Should none be available, or the existing one is not suitable, press the **Insert** key to create a new GL account.
7. Select a **Transaction Code** (i.e. JNL) and click the OK button to start.



Once this procedure is started, it cannot be interrupted. Should any kind of interruption occur, restore your backup and restart the Year-End procedure.

8. When the Purge is completed, the following message should be displayed.



Step 7: General Ledger Archive

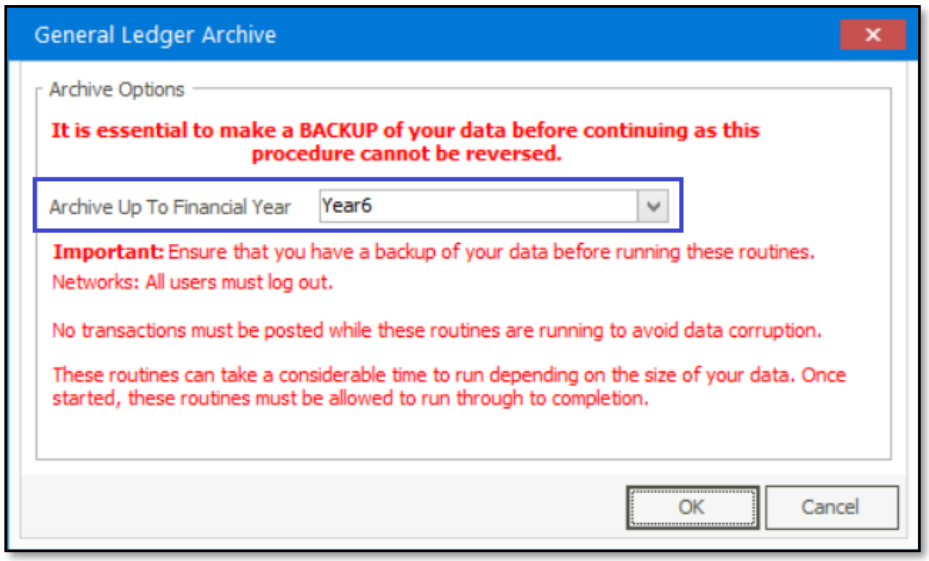
The General Ledger Archive can only be run at the Head Office.
It is **not a compulsory** step as part of your Year-End procedure

What happens during the General Ledger Archive?

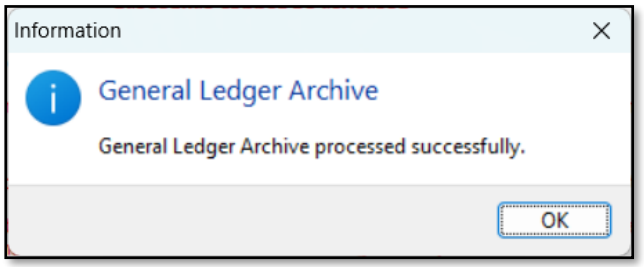
- All transactions in the selected Accounting Year are archived and not deleted.
- These transactions are still available on the GL related reports, such as the Trial Balance, Income Statement, etc.
- No transactions can be processed in the specific year that was Archived.
- All transactions in the Archived Year are moved out of the POSTGL table to the _etblPostGLHist table. This is to increase the processing speed and general efficiency in the company.

Do the following to run a General Ledger Archive:

1. Stop the HO's local Sync Monitor.
2. Make a company backup if any new transactions were processed in the company since the previous backup.
3. Ensure all users are logged out of the company.
4. Go to General Ledger | Maintenance | General Ledger Archive.
5. Select the specific year to be Archived and click on the OK button to start the process.

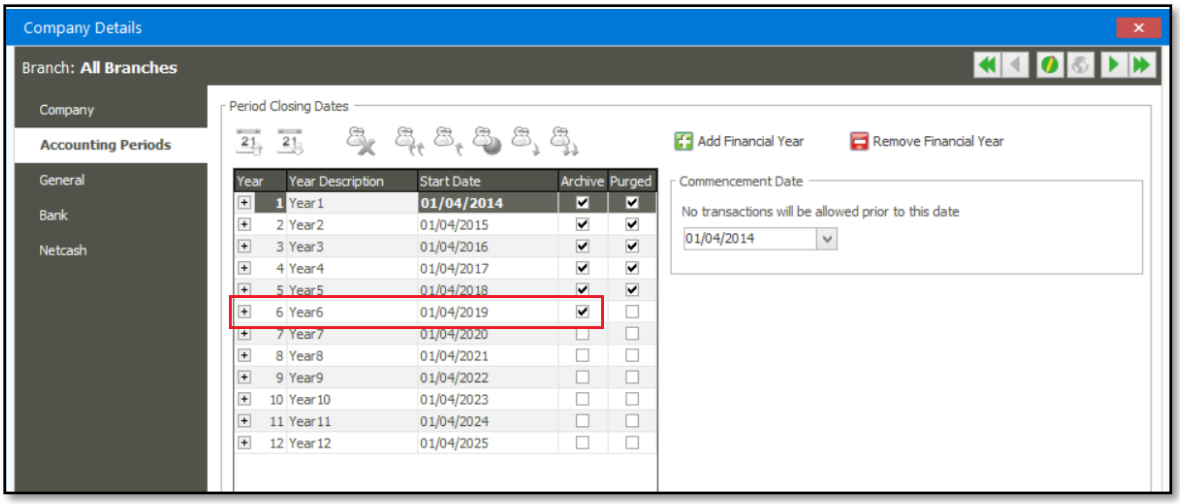


6. When done, the following message should be displayed:



After the General Ledger Archive:

The archived year will be indicated as such on the **Common | Company Details | Accounting Periods** screen.



No new transactions will be allowed in the Archived Accounting Year.

Step 8: General Ledger vs Sub-Ledger Reconciliation and printing of Reports

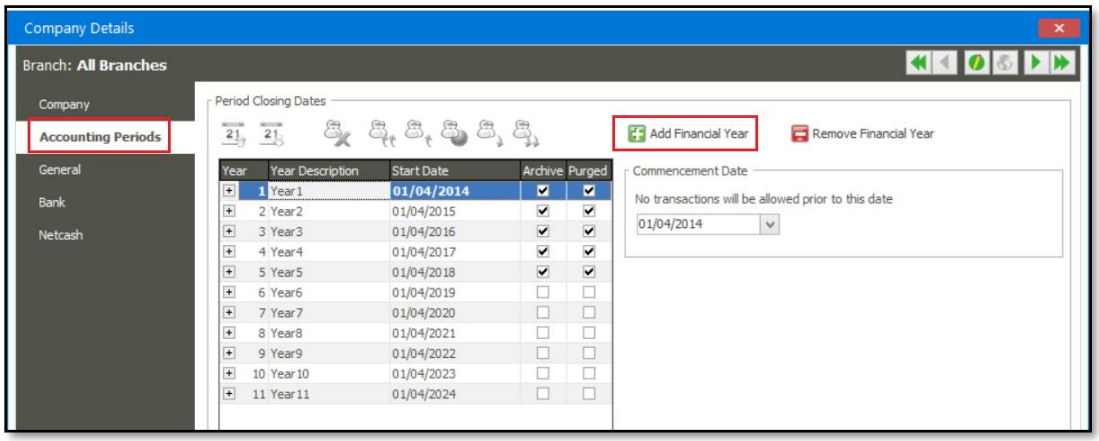
Repeat Step 5 above and ensure that your Ledger and Sub-Ledger accounts are still reconciled and in balance.

Step 9: Add New Accounting Year

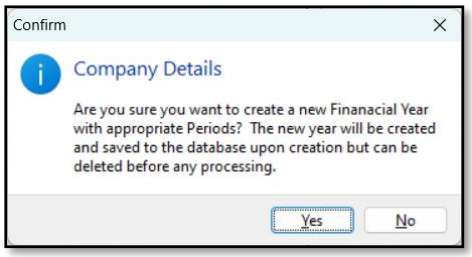
A new Accounting Year can be manually added as needed to allow continuous processing in the company.

Do the following to achieve it:

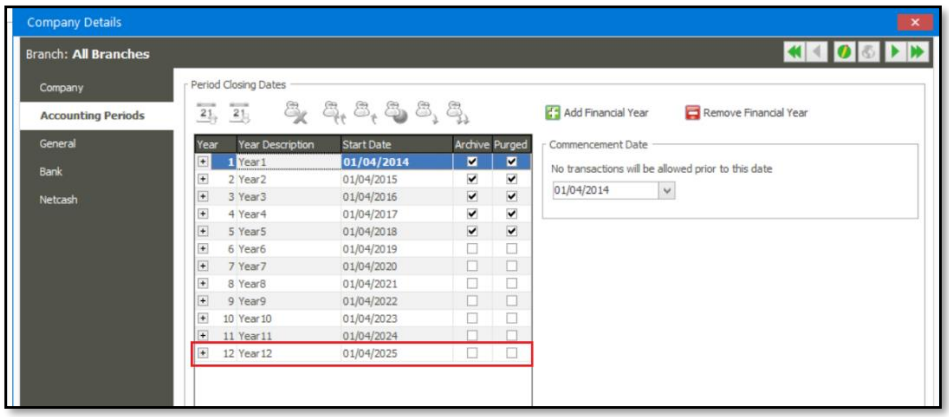
1. Go to Common | Maintenance | Company Details.
2. On the **Accounting Periods** tab, click the **Add Financial Year.**



3. Click Yes on this message.



4. Notice the new accounting year that has been added:



Note that Evolution allows an unlimited number of Accounting Years that can be added to the company.

After the Year-End

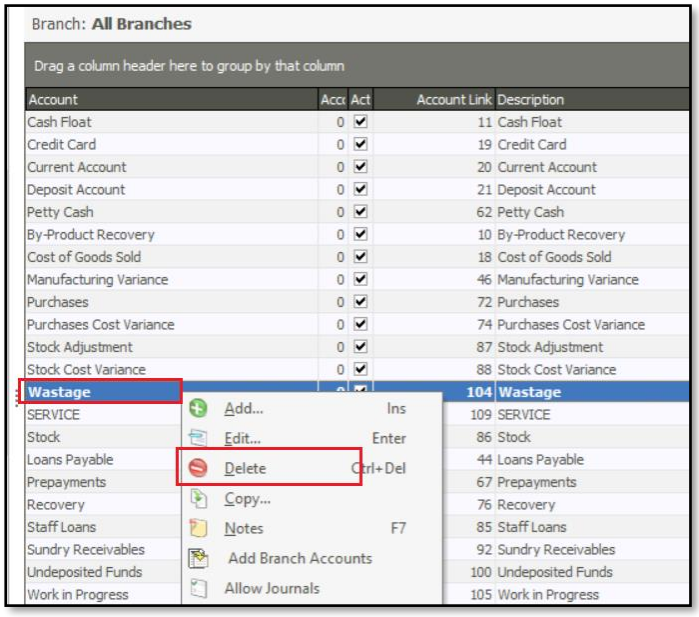
Deletion of General Ledger Accounts:

Should the account be an expense or income type account, it can only be deleted

- after the General Ledger Purge procedure has been completed, and
- no transactions exist for the GL account that remain in any period

If there is no transaction history for a GL account that you want to delete, do the following:

1. Go to the Maintenance | General Ledger | Accounts.
2. Highlight the specific account and click on the **Delete** button.



Balance Sheet accounts have a brought forward balance if an amount exists to be brought forward from the purged accounting year. If this is the case, they cannot be deleted.

Period Blocking of Prior Accounting Years

It's recommended to block processing for all periods in prior Accounting Years.

You can also consider blocking transactions for non-current periods in the current Accounting Year.

For instance, the current Accounting Year runs from April 2025 to March 2026, and the current period where your processing occurs is May 2025. Therefore, block periods April 2025 and all periods from June 2025 onwards.

The blocking of periods can only be done at the Head Office.

Restarting syncing at the HO and across all branches

Run the Sync Monitor at the Head Office, followed by the branches, for the changes to take effect at the branches.

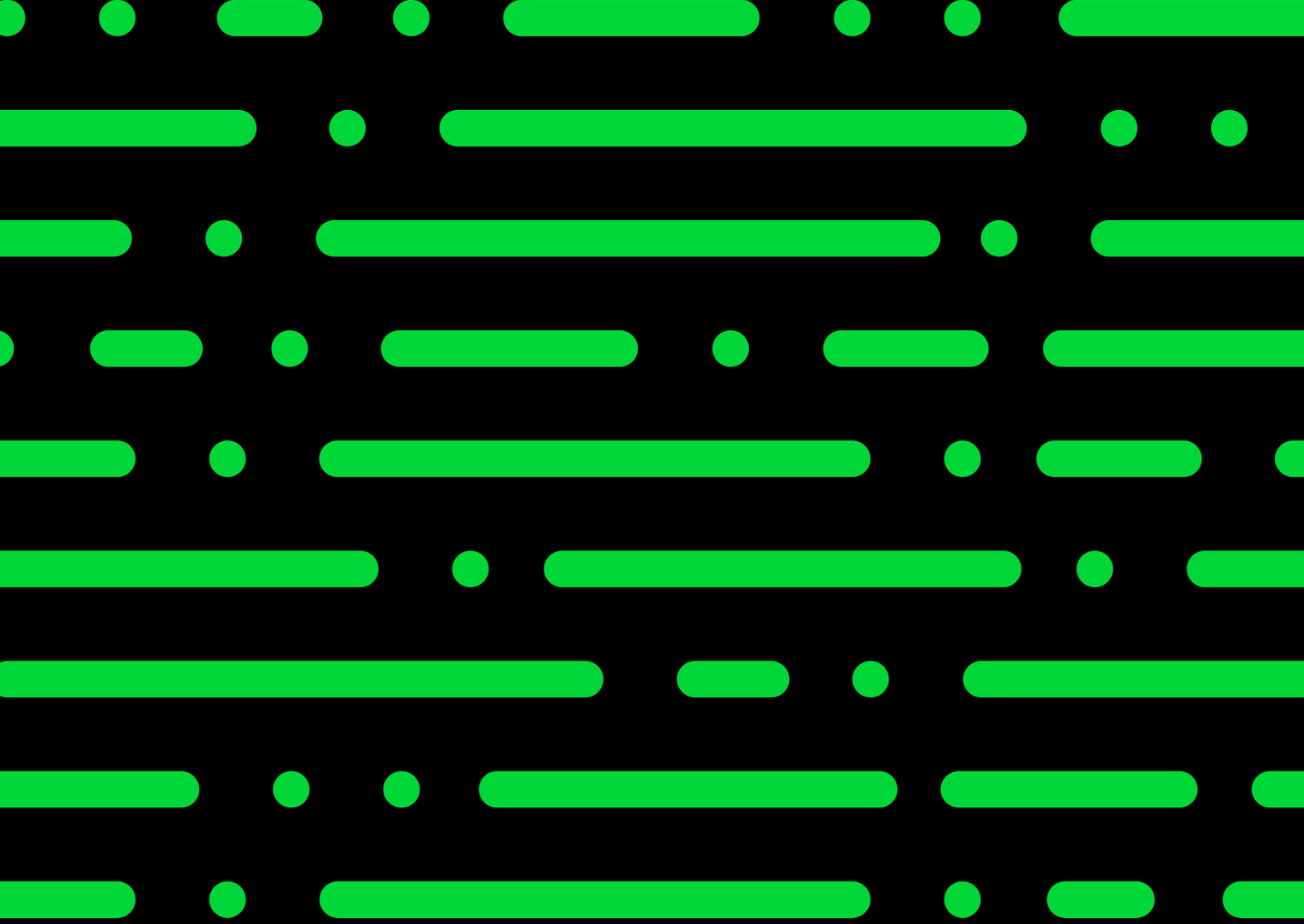
Additional Resources

Sage 200 Evolution Year-End Centre

We prepared a wide variety of resources to assist with your Year-End Procedure

- Year-end guides for Branch Accounting and non-Branch Accounting companies
- Accounts Receivable / Accounts Payable Control Account vs AR / AP Age Analysis discrepancy troubleshooting + solutions
- Stock Control vs Stock Valuation discrepancy troubleshooting + solutions
- VAT Control account vs Tax Report discrepancy troubleshooting + solutions
- Diagnostic Tool guide
- Backup and Restore using MS SQL Management Studio
- Bank Reconciliation Guide
- Control Account Reconciliation Utility
- Inventory Valuation by Date Utility
- Where to access the latest Evolution software

If you still need further assistance to correct/balance your General Ledger reports with each other, or General Ledger and sub-ledger, contact your business partner or the Sage Evolution Support Team for further assistance.



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