Perform the following year-end tasks in the given order:

<table>
<thead>
<tr>
<th>Finish Periodic Processing (in all ledgers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ] Clear transaction history that you do not need.</td>
</tr>
<tr>
<td>![ ] Clear statistics and sales history that you don’t need.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Orders</th>
</tr>
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<td>![ ] Clear transaction history that you do not need.</td>
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<td>![ ] Clear statistics and purchase history that you do not need.</td>
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<table>
<thead>
<tr>
<th>Project and Job Costing</th>
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<tr>
<td>![ ] Clear transactions for closed contracts and closed contracts that you do not need to keep.</td>
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</table>

<table>
<thead>
<tr>
<th>Inventory Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ] Do an inventory count.</td>
</tr>
<tr>
<td>![ ] Post a reconciliation worksheet to adjust for any variances found in the inventory count.</td>
</tr>
<tr>
<td>![ ] Clear statistics, expired contract prices, and transaction history that you do not need for drilldown.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U.S. / Canadian Payroll</th>
</tr>
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<tr>
<td>![ ] In addition, for calendar year end, print reports required by statute.</td>
</tr>
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<table>
<thead>
<tr>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ] Clear sales tax tracking information that you no longer need.</td>
</tr>
<tr>
<td>![ ] Clear history and statistics that you no longer need.</td>
</tr>
<tr>
<td>![ ] Run Year End to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and Days To Pay counter.</td>
</tr>
<tr>
<td>![ ] Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year.</td>
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<th>Accounts Payable</th>
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<td>![ ] Clear purchase tax tracking information that you no longer need.</td>
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<td>![ ] Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and Days To Pay counter.</td>
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<tr>
<th>General Ledger</th>
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<tr>
<td>![ ] Run Create New Year to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year.</td>
</tr>
<tr>
<td>![ ] Print and clear the Batch Status report and the posting journal generated when you created the new year.</td>
</tr>
<tr>
<td>![ ] Using Period End Maintenance, delete prior-year fiscal sets, and reset batch numbers.</td>
</tr>
</tbody>
</table>