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

### Finish Periodic Processing (in all ledgers)
- [ ]

### Order Entry
- [ ] Clear transaction history that you do not need.
- [ ] Clear statistics and sales history that you don’t need.

### Purchase Orders
- [ ] Clear transaction history that you do not need.
- [ ] Clear statistics and purchase history that you do not need.

### Project and Job Costing
- [ ] Clear transactions for closed contracts and closed contracts that you do not need to keep.

### Inventory Control
- [ ] Do an inventory count.
- [ ] Post a reconciliation worksheet to adjust for any variances found in the inventory count.
- [ ] Clear statistics, expired contract prices, and transaction history that you do not need for drilldown.

### U.S. / Canadian Payroll
- [ ] In addition, for calendar year end, print reports required by statute.

### Accounts Receivable
- [ ] Clear sales tax tracking information that you no longer need.
- [ ] Clear history and statistics that you no longer need.
- [ ] Run Year End to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and Days To Pay counter.
- [ ] Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year.

### Accounts Payable
- [ ] Clear purchase tax tracking information that you no longer need.
- [ ] Clear history and statistics that you no longer need.
- [ ] Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and Days To Pay counter.
- [ ] Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year.

### General Ledger
- [ ] Run Create New Year to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year.
- [ ] Print and clear the Batch Status report and the posting journal generated when you created the new year.
- [ ] Using Period End Maintenance, delete prior-year fiscal sets, and reset batch numbers.