

**Note:** Perform all tasks in your current company data folder unless directed otherwise.

		Task	Due Date	Assigned to / Completed by	Article
1	<input type="checkbox"/>	Check Data Integrity: Click <b>Maintenance, Check Data Integrity.</b>			<a href="#">70041</a>
2	<input type="checkbox"/>	Back up your company files: Click <b>File, Backup.</b>			<a href="#">10390</a>
3	<input type="checkbox"/>	Reconcile Accounts - Do this at month-end, or when you receive your bank or credit card statement.			<a href="#">43210</a>
4	<input type="checkbox"/>	Print Year-End Reports - Print reports as of the last day of the year. (Print the ones that apply to your company business needs) <ul style="list-style-type: none"> <li>• Income Statement - Month-to-date</li> <li>• Income Statement - Year-to-date</li> <li>• Balance Sheet</li> <li>• Transactions By Account (past month)</li> <li>• All Transactions (past month)</li> <li>• Chart of Accounts</li> <li>• Purchase Transaction Details</li> <li>• Payment Transaction Details</li> <li>• Vendor Aged (Summary and Detail)</li> <li>• Sales Transaction report</li> <li>• Receipt Transaction Details</li> <li>• Customer Aged (Summary and Detail)</li> <li>• Payroll Transaction Details (Past month)</li> <li>• Inventory (Quantity and Summary)</li> <li>• Item Assembly Transactions (Past month)</li> <li>• Adjustment Transactions (Past month)</li> <li>• Project Report</li> </ul>			<a href="#">11043</a>

5	<input type="checkbox"/>	Print budget reports - Print the comparative Income Statement showing actual and budgeted amounts.			28193
6	<input type="checkbox"/>	Prepare this year's budget - Update this year's budget using last year's comparative Income Statement.			15096
7	<input type="checkbox"/>	Make year-end adjustments <ul style="list-style-type: none"> <li>• Ensure that the 'Do not allow transactions dated before' option is not set.</li> <li>• Process your adjustments with a date in the previous fiscal year.</li> </ul> .			<u>11043</u>
8	<input type="checkbox"/>	Click <b>Maintenance, Start New Year, Fiscal Year, OK.</b>			<u>36175</u> or <u>10323</u>