

✓	Task	Complete on or before this date:	Task assigned to:	Article #
	Note: Perform all tasks in your current company data folder unless directed otherwise.			
	1. Check Data Integrity: Click Maintenance, Check Data Integrity.			70041
	2. Back up your company files: Click File, Backup.			10390
	3. Reconcile Accounts - Do this at month-end, or when you receive your bank or credit card statement.			43210
	<p>4. Print Year-End Reports - Print reports as of the last day of the year. (Print the ones that apply to your company business needs)</p> <ul style="list-style-type: none"> • Income Statement - Month-to-date • Income Statement - Year-to-date • Balance Sheet • Transactions By Account (past month) • All Transactions (past month) • Chart of Accounts • Purchase Transaction Details • Payment Transaction Details • Vendor Aged (Summary and Detail) • Sales Transaction report • Receipt Transaction Details • Customer Aged (Summary and Detail) • Payroll Transaction Details (Past month) • Inventory (Quantity and Summary) • Item Assembly Transactions (Past month) • Adjustment Transactions (Past month) • Project Report 			11043
	5. Print budget reports - Print the comparative Income Statement showing actual and budgeted amounts.			11043

	6. Prepare this year's budget - Update this year's budget using last year's comparative Income Statement.			11043
	7. Make year-end adjustments <ul style="list-style-type: none"> • Ensure that the 'Do not allow transactions dated before' option is set. • Process your adjustments with a date in the previous fiscal year. • Uncheck the 'Do not allow transactions dated before' option after you finish making adjustments. 			11043
	8. Click Maintenance, Start New Year, Fiscal Year, OK.			36175 or 10323

Note: To learn about a task, use the Sage Knowledgebase (<http://support.na.sage.com>) and enter the article number.