Inventory Checklist:

Month End (Daily Work Menu)

* Print Transaction Journal
* Print Transfers Journal (If any on file)
* Post Transactions (If transfers exist, select Both when posting)
* Print GL Adjustments Journal
* Post GL Adjustments
* Run Quantity Cross Verification (Periodic Processing Menu)
* Run Rebuild Item Quantities (Periodic Processing Menu)

Year End Processing (Periodic Processing Menu)

* Do the first 5 items on the Month End checklist.
* Run Year-End Maintenance function (Select option to run the Qty Cross Verification)
* Run Rebuild Item Quantities.