



Welcome to the Dynamics GP Users' Group

Year-End Processing

Introduction

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- More than 20 years experience
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Year-End Closing Agenda

- ◆ 8:30 – 8:45 Introductions and Opening Remarks
- ◆ 8:45 – 9:15 General Ledger
- ◆ 9:15 – 9:45 Receivables Management
- ◆ 9:45 – 10:15 Payables Management
- ◆ 10:15 – 10:30 Break
- ◆ 10:30 – 10:45 Fixed Assets
- ◆ 10:45 – 11:15 Inventory
- ◆ 11:15 – 12:00 Payroll

General Ledger Year-End Closing

Pre-Close

Because the year-end close moves data from one set of data to another by using temporary tables, make sure you have enough hard drive space. You must have free disk space that is equal to the size of the GL20000 table.

Your database administrator can aid you with this item.

General Ledger Year-end Closing Procedures

- ◆ Close all other modules
- ◆ Post final adjustments
- ◆ Print GL Account List to verify Posting Type (Balance Sheet vs. Profit Loss) or use Accounts SmartList
- ◆ Close the last fiscal period of the year, but not if using FRx.
- ◆ Make sure Maintain History is marked in Setup >> Financial >> GL
- ◆ Print a Trial Balance Detail report

General Ledger Year-end Closing Procedures

- ◆ Print final financial reports
- ◆ Set up a new fiscal year
- ◆ Close the fiscal year
- ◆ Leave the last period open in the Financial Series when using FRx
- ◆ Make a BACKUP

Year-end closing – General Ledger

What will the General Ledger closing process accomplish?



Year end closing – General Ledger

- ✓ **Transfers amounts to transaction and account history**
- ✓ **Reconciles and summarizes General Ledger balances**
- ✓ **Closes P&L accounts to Retained Earnings**
- ✓ **Clears all profit and loss account balances for new year**
- ✓ **Summarizes year end balance sheet accounts to bring balances forward to new fiscal year**
- ✓ **Removes inactive accounts that have zero balances**
- ✓ **Prints Year-End Closing Report**

General Ledger Closing Tip

Run a smart list for GL Accounts and review the Posting Type for accuracy!!!

Remember:

- Balance Sheet Type accounts will have a balance forward in the new year
- Profit and Loss Type accounts will be closed to retained earnings and have a zero balance in the new year

General Ledger Closing Question

Question: Once I close GL for a year, can I reopen it to post new transactions?

Answer: Yes. You can post into the most recently-closed fiscal year.

Make sure Allow Posting to History is marked in General Ledger Setup.

General Ledger Closing Question

Question: I need to print financial reports and trial balance reports for the new year prior to closing the old year. Can I do this?

Answer: Yes. With FRx or Management Reporter, you can create provisional reports to print new year reports prior to closing the old year.

General Ledger Closing

For more information, review your General Ledger User Guide and KB Article 888003 “Year-end Closing Procedures for General Ledger in Microsoft Dynamics GP”

End General Ledger

Receivables Year-end Closing Procedures

- ◆ Post all transactions for the year
- ◆ Make a backup
- ◆ Close the Calendar Year
- ◆ Close the Fiscal Year
- ◆ Close the Tax Year

Calendar Year for Receivables

Clears the Following Fields

- ◆ Finance Charges Current YTD
- ◆ Total # Finance Charges YTD
- ◆ Total Finance Charges YTD
- ◆ Total Waived FC YTD
- ◆ Unpaid Finance Charges YTD

Updates the Following Fields

- ◆ Finance Charges LYR Calendar
- ◆ Total # FC LYR

Fiscal Year for Receivables

- ◆ Summary amounts transferred from Year-to-date column to Last Year column
 - Only transfers amounts from fiscal year being closed
 - New fiscal year amounts remain in the Year-to-Date column

Receivables Closing

Areas Not Date-Sensitive

- ◆ Amounts Since Last Close
- ◆ Customer Finance Charge Summary Window
- ◆ SmartList objects

Receivables Closing

Why close Receivables Management?

Produce reports for each year's summary data rather than calculating it each time.

Receivables Closing

- ◆ For more information consult the Receivables Management User Guide or KB article 857444 “Year-end closing procedures for Receivables Management in Microsoft Dynamics GP”

End Receivables Management

Year-end Closing Procedures for Payables

Master Year-End Closing Checklist

- ◆ Post all transactions for the year
- ◆ Print the Aged Trial Balance with Options report
- ◆ Print the Vendor Period Analysis report
- ◆ Install the Payroll Year-End Update (Optional)
- ◆ Verify 1099 data
- ◆ Print 1099 statements
- ◆ Close the Year
- ◆ Close the Fiscal Periods
- ◆ Close the Tax Year

Year-end Closing Procedures for Payables

Calendar Year-End Closing List

- ◆ Post all transactions for the year
- ◆ Print the Aged Trial Balance with Options report
- ◆ Print the Vendor Period Analysis report
- ◆ Install the Payroll Year-End Update (Optional)
- ◆ Verify 1099 data
- ◆ Print 1099 statements
- ◆ Close the Calendar Year
- ◆ Close the Fiscal Periods
- ◆ Close the Tax Year

Year-end Closing Procedures for Payables

Fiscal Year-End Closing Checklist

- ◆ Post all transactions for the year
- ◆ Print the Vendor Period Analysis report
- ◆ Close the Fiscal Year
- ◆ Close the Fiscal Periods

Printing 1099's

Print 1099 Statements

GP 10 and 2010

- ◆ Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Print 1099

GP 9

- ◆ Tools >> Routines >> Purchasing >> Print 1099

Closing the Year for Payables

Electronic Filing of 1099

- ◆ GP does not support electronic filing of state 1099's
- ◆ Greenshades Software provides a product to electronically submit 1099's

Payables Closing Tip

We recommend:

- Posting all payables transactions for the calendar year before closing the year.
- Entering future-period payables transactions prior to closing the year:
 - Enter new year transactions in a separate batch.
 - Post new year batch after closing the year.

Payables Closing Questions

Question: Can I remove inactive vendors?

Answer: If the vendor has no 1099 amounts for the year and has no documents in work or history. You will need to purge historical data for a vendor to remove it.

Payables Closing

For more information consult the Payables Management User Guide or KB article 875169 “Year-end closing procedures for the Payables Management module in Microsoft Dynamics GP”

End Payables Management

Fixed Assets Year-End Closing

- ◆ Perform all year-end closing for Payables
- ◆ Enter all fixed asset transactions for the year
- ◆ Depreciate all assets through the end of the year
- ◆ Perform the GL Posting through the end of the year
- ◆ Run year-end reports
- ◆ Verify the Fixed Asset calendar is built correctly
- ◆ Verify the quarters are set up correctly
- ◆ Perform the year-end closing routine

Fixed Assets Year-End Closing

Reports to Print

- ◆ Annual Activity
- ◆ Additions
- ◆ Retirements
- ◆ Transfers
- ◆ Depreciation Ledger
- ◆ Property Ledger
- ◆ Fixed Asset to General Ledger Reconciliation
- ◆ Book to Book Reconciliation
- ◆ Book to Book YTD Depreciation Comparison

Fixed Assets Year-End Closing

Items Updated During Close

- ◆ Updates the Begin Quantity on the Asset General Information
- ◆ Clears the YTD Maintenance amount
- ◆ Clears the YTD Depreciation amount
- ◆ Copies Cost Basis amount to Begin Year Cost
- ◆ Copies LTD Depreciation to Begin Reserve
- ◆ Copies Salvage Value to Begin Salvage
- ◆ Increases the Current Fiscal Year by 1 on Book Setup

Fixed Assets Year-End Closing

For more information consult the Fixed Assets User Guide or KB article 865653 “The year-end closing procedures for the Fixed Asset Management module in Microsoft Dynamics GP”

Fixed Assets Year-End Closing

End Fixed Assets

Inventory Year End Closing Procedures

- ◆ Post all transactions for the year
- ◆ Reconcile Inventory Quantities
- ◆ Complete a Physical Inventory count and post any adjustments
- ◆ Print additional reports
- ◆ Make a **BACKUP**
- ◆ Close the year
- ◆ Close the fiscal periods for the Inventory series (optional – but recommended)
- ◆ Make a final **BACKUP**

Physical Inventory

- ◆ Create a Stock Count Schedule
- ◆ Start the count – this “freezes the inventory”
- ◆ The Stock Print Options allows you to print the count sheet
- ◆ Physically count the inventory
- ◆ Enter stock count results

Physical inventory – other options

- ◆ ABC analysis
- ◆ Physical inventory without Dynamics GP

Close the year for Inventory

Closing the year for Inventory-

- ◆ Updates each Item's Beginning Quantity to be the Quantity on Hand at each Site
- ◆ Quantity Sold field for each item is reset to zero

Inventory Year End Closing Tips

- *The year-end close must be completed before any transactions for the new year have been posted.*
- *You have the option of removing Discontinued Items, Sold Receipts or Sold Lot Attributes.*

Inventory Year End Closing Tips

- ◆ *If you mark Update Item's Standard Cost, the Standard Cost for any Items that have been assigned the FIFO periodic or LIFO periodic Valuation Method will be adjusted automatically to reflect each Item's current Cost. Current Cost is the amount you most recently paid for the Item.*
- ◆ *Inventory has no Year End Closing report.*

Inventory Year-End Closing

For more information consult the Inventory User Guide or KB article 872713 “Inventory year-end closing procedures in Inventory Control in Microsoft Dynamics GP” and document “Information on the Inventory Year-End Closing Procedures in Inventory Control Module in Microsoft Dynamics GP”

End Inventory

Payroll Year-End Closing Procedures

- ◆ (Required) Verify the version of GP you are using
- ◆ (Required) Complete all pay runs for 2010
- ◆ (Optional) Complete all monthly and quarterly procedures for Payroll
- ◆ Make a backup of your Dynamics and company databases
- ◆ Install the year-end update on ALL GP workstations
- <https://mbs.microsoft.com/partnersource/downloads/taxupdates/usgpye10.htm?printpage=false>
- <https://mbs.microsoft.com/partnersource/downloads/taxupdates/usgpye9.htm?printpage=false>

Payroll Year-End Closing Procedures

- ◆ (Required) Close the Payroll Year (Tools >> Routines >> Payroll >> Year-End Closing)
- ◆ (Recommended) Make a backup of the post close data
- ◆ (Recommended) Verify W-2 and 1099-R statement information.
- ◆ (Required) Print the W-2 statements and W-3 transmittal form.
- ◆ (Required) Print the 1099-R forms and the 1096 Transmittal form.
- ◆ (Required) File your taxes
- ◆ (Optional) Archive inactive employee HR Information

Payroll Year-End Closing Procedures

- ◆ (Required) Set up fiscal periods for 2011
- ◆ (Optional) Close fiscal periods for payroll series in 2010
- ◆ (Required) Install the payroll tax update for 2011
- GP 2010 and 10 - Maintenance >> U.S. Payroll Updates >> Check for Tax Updates
- GP 9 - Help >> U.S. Payroll Updates >> Check for Tax Updates
- You will need your authorization number – this is usually your main phone number with area code.
- You can also download the latest tax updates from CustomerSource

Verify the data is installed

- ◆ Version 2010 or 10 – Open the Payroll Setup window (Microsoft Dynamics GP >> Tools >> Setup >> Payroll >> Payroll) and check the Last Year-end Update date. It should be 11/19/2010.
- ◆ Version 9 – Open the Payroll Setup window (Tools >> Setup >> Payroll >> Payroll) and check the Last Year-end Update date. It should be 11/19/2010.

Magnetic Media Filers Take Note

- ◆ Make sure you are registered with the SSA.
- ◆ Complete all pay runs in 2010
- ◆ Create the Year End Wage File
- ◆ Verify W-2 amounts
- ◆ *Be sure nobody updates the W-2 data while the electronic filing is in process.*

Payroll Year-End Closing Procedures

- ◆ Dynamics GP does not support electronic filing of 1099-R, SUTA forms, or state W-2 forms
- ◆ Two third parties provide solutions
 - Greenshades
 - MasterTax

Payroll Year-End Closing Procedures

For more information consult the Payroll User Guide or KB article 850663 “Year-end Closing Procedures for Microsoft Dynamics GP Payroll”

End Payroll

Installing the Year-End Update

What the year-end update includes:

- ◆ W3 form changes
- ◆ W2 Electronic changes (EFW2)
- ◆ Hire Act ending 12/31/2010
- ◆ 1099-INT form changes (Payables)
- ◆ Luxury Auto Depreciation changes for Automobiles, Trucks and Vans (Fixed Assets)



Going Paperless In Dynamics GP Webinar

- ◆ Going Paperless In Dynamics GP
- ◆ Day: January 20, 2010
- ◆ Register at:

www.bkdtechnologies.com/attend

BKD Technologies Help Desk

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