



# Planning for your Microsoft Dynamics GP Year End

December 8, 2016

# Housekeeping Items

GoToWebinar

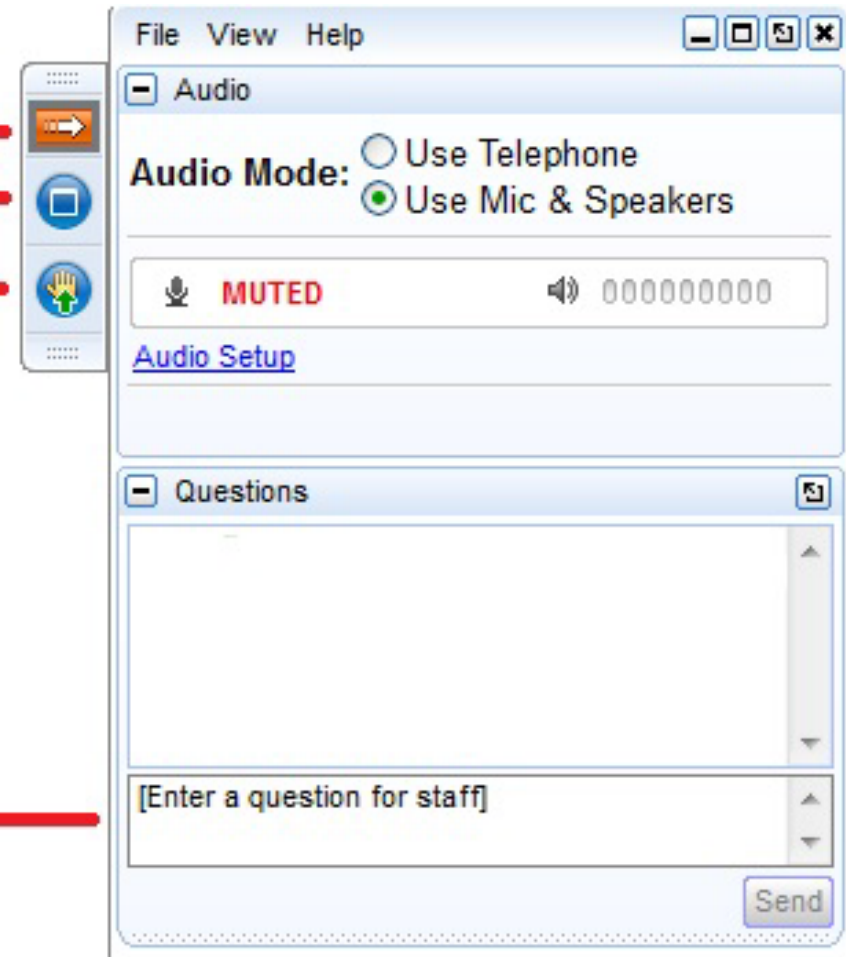
Dashboard

Hide/show control  
panel

Full screen

Raise hand

Questions





k-eCommerce - First 3  
months of hosting  
charges free through  
12/16



Look for the 2017 GP  
Webinar Series on our  
website:  
[www.socius1.com](http://www.socius1.com)



# Agenda

## Goals

- Review the common year-end processes
- Provide tips and tricks for preparing for year-end

## Review Year-end Checklist

- Provide an overview and comments
- Step through applicable windows in GP

# Recommendations

## Use your resources

- CustomerSource
- Microsoft Dynamics GP Solutions Support
- Your Dynamics GP partner

## Be prepared

- Make sure all day-to-day activities are completed

## Be methodical

- Review and follow year-end checklists
- Verify ISV compatibility
- Make backups

# Recommendations

## Other resources

- GPUG ([www.gpug.com](http://www.gpug.com))
- GPWindow.com
- VictoriaYudin.com
- DynamicAccounting.com

# Recommendations

## KnowledgeBase Articles:

- Inventory Control – 872713
- Receivables Management – 857444
- Payables Management – 875169
- Fixed Asset Management – 865653
- Analytical Accounting – 960356
- General Ledger – 888003

# Year-End Checklist

- Finalize any/all applicable transactions
- Reconcile submodules to General Ledger
- Print necessary reports & file
- Make a backup when finished
- Begin closing process



# Closing Fiscal Periods

Administration -> Setup -> Company -> Fiscal Periods

**Fiscal Periods Setup - TWO (sa)**

OK Calculate Redisplay File Print Tools Help Add Note

Year: 2017 First Day 1/1/2017 Last Day 12/31/2017 Number of Periods 12 Historical Year Open All Close All

Period	Period Name	Date	Series Closed					
			Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Period 2	2/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period 3	3/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Period 4	4/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Period 5	5/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Period 6	6/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Period 7	7/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Period 8	8/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mass Close

# Modular Closing Order

- Sales Order Processing & Purchase Order Processing
- Inventory Control
- Receivables Management
- Payables Management
- Fixed Assets Management
- Analytical Accounting
- General Ledger

# Modular Closing Order

- Sales Order Processing & Purchasing Order Processing
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# Sales Order Processing/Purchase Order Processing

## No specific Year-End close process in either module

- SOP: Double-check for any applicable invoices/returns and post
- POP: Double-check for any applicable receivers/invoice matches and post
- POP: Received/Not Invoiced report ties out your 'Accrued Purchases' liability account
  - Purchasing -> Reports -> Analysis ->Received/Not Invoiced

# Modular Closing Order

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# Inventory

- The Inventory module should be closed at the end of your Fiscal year, before any new transactions that would affect inventory quantities are posted

# Inventory

- Transfers all summarized current-year Quantity, Cost and Sales amounts to last-year for the Items for which you have been keeping summarized Sales History
- Updates each Item's Beginning Quantity from the Quantity on Hand at each site
- Zeros the Quantity Sold field in the Item Quantities Maintenance (Inventory -> Cards -> Quantities/Sites) for each Site

# Inventory

## Additional Options

- Remove Discontinued Items
- Remove Sold Receipts
- Remove Sold Lot Attributes and Cost Change History
- Update Item's Standard Cost

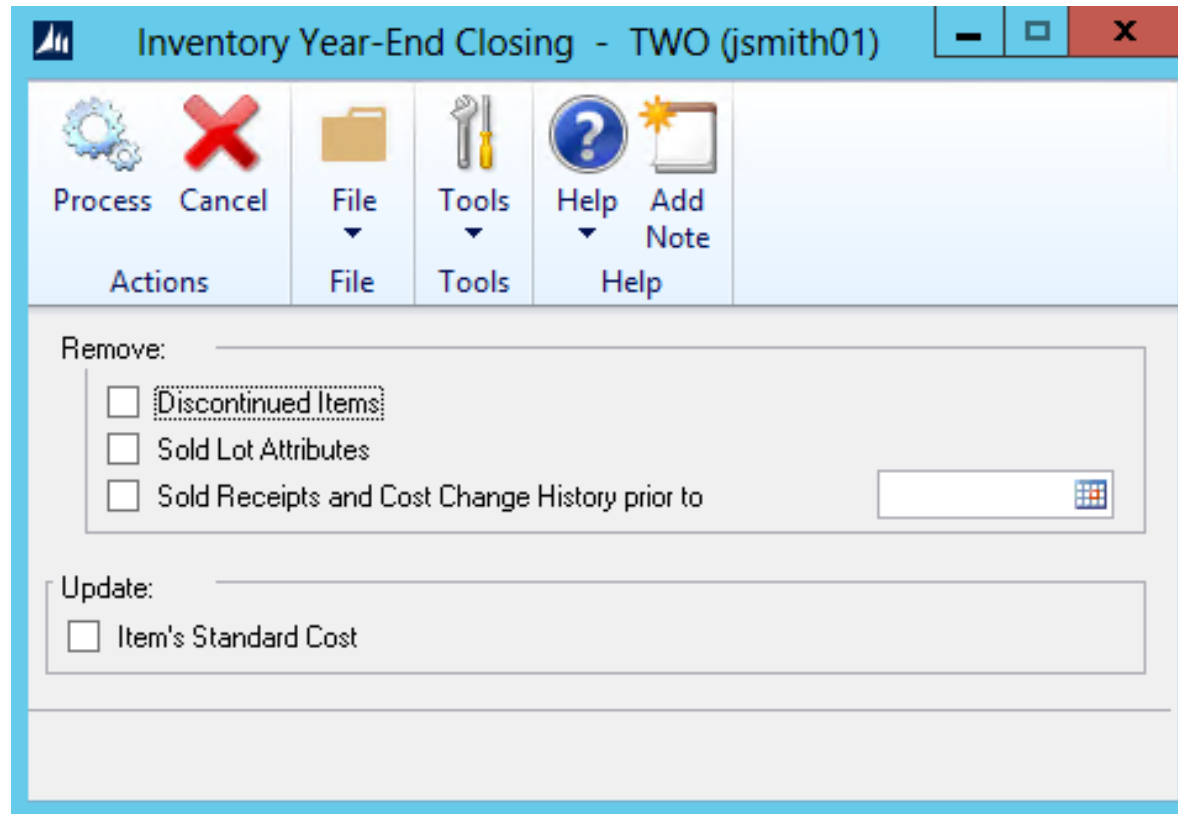


# Inventory

- Post all transactions for the year
- Reconcile inventory quantities (GP or PSTL)
- Complete a physical inventory count, and then post any adjustments
- Print additional reports
- Make a backup
- Close the year
- Close the fiscal periods for the inventory series (optional)
- Make a final backup

# Inventory

Inventory -> Routines -> Year-End Close



# Modular Closing Order

- Sales Order Processing & Purchase Order Processing
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# Receivables Management

- The Calendar Year end close should be done at the end of the calendar year prior to posting any transactions in the next calendar year
- The Fiscal Year end close should be done at the end of the fiscal year prior to posting any transactions in the next fiscal year

# Receivables Management

- The Fiscal Year end close transfers all amounts other than the Calendar YTD Finance Charge amount to the Last Year column in Customer Summary using the Amounts Since Last Closed View (Sales -> Cards -> Summary)
- The Calendar Year end close transfers Calendar YTD Finance Charge amount to the Last Year column in Customer Summary using the Amounts Since Last Closed View (Sales -> Cards -> Summary)

\*If the amounts are incorrect in the Amount Since Last Close View contact support for scripts that can be ran to correct the amounts.

# Receivables Management

- Post all the sales and receivables transactions for the year
- Make a pre-year-end closing backup
- Close the year
- Close the fiscal periods (This step is optional)
- Close the tax year (RM and PM at the same time)
- Make a post-year-end closing backup

# Receivables Management

Sales -> Cards -> Summary

Customer Summary - TWO (jsmith01)

Save Clear Write Letters File Print Tools Help Add Note

Customer ID: AARONFIT0001 Aged As Of: 4/12/2017

Name: Aaron Fitz Electrical

Period	Amount
Current	\$4,042.39
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$0.00
Balance	\$21,941.43

Unposted:

Sales/Debits	\$53.50
Cash/Credits	\$5,286.97
Other Sales	\$18,658.03
Other Cash	
On Order	\$2,800.45

Summary View: Amounts Since Last Close

Year: Period: All From To Calculate

	Year to Date	Last Year	Life to Date
Number of Sales Docs	58		58
No. of Paid Invoices	44		44
Sales	\$59,896.97		\$59,896.97
Cost	\$18,576.80		\$18,576.80
Cash Received	\$36,060.10		\$36,060.10
Returns			
Writeoffs			
Terms Discounts Taken			
High Balance	\$33,024.56		\$33,024.56

History Finance Charges Credit Summary

by Customer ID

# Receivables Management

Sales -> Cards -> Summary -> Finance Charges

Customer Finance Charge Summary - TWO (sa)

OK File Tools Help

Actions File Tools Help

Customer ID: AARONFIT0001  
Name: Aaron Fitz Electrical

[Unpaid Charges](#): \$20.00  
[Last Charge Amount](#): \$20.00

Calendar Finance Charges: 0/0/0000

	Current Year	Last Year	Next Year
Amount	\$20.00		

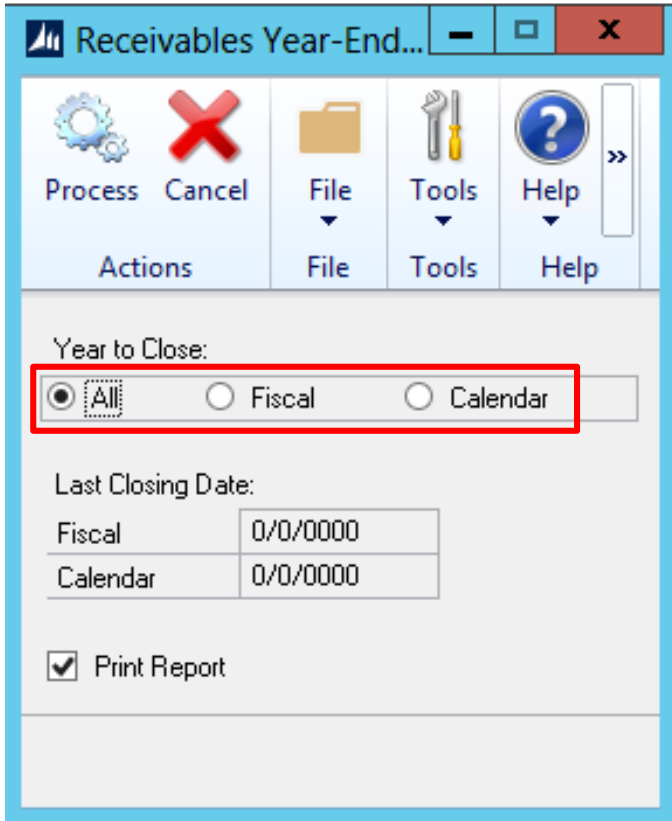
Fiscal Finance Charges: 0/0/0000

	<a href="#">Year-to-Date</a>	<a href="#">Last Year</a>	<a href="#">Life-to-Date</a>
Number	1		1
Amount	\$20.00		\$20.00
Waived			



# Receivables Management

Sales -> Routines -> Year-End Close



Receivables Year-End...

Process Cancel File Tools Help

Actions File Tools Help

Year to Close:

☒ All ☐ Fiscal ☐ Calendar

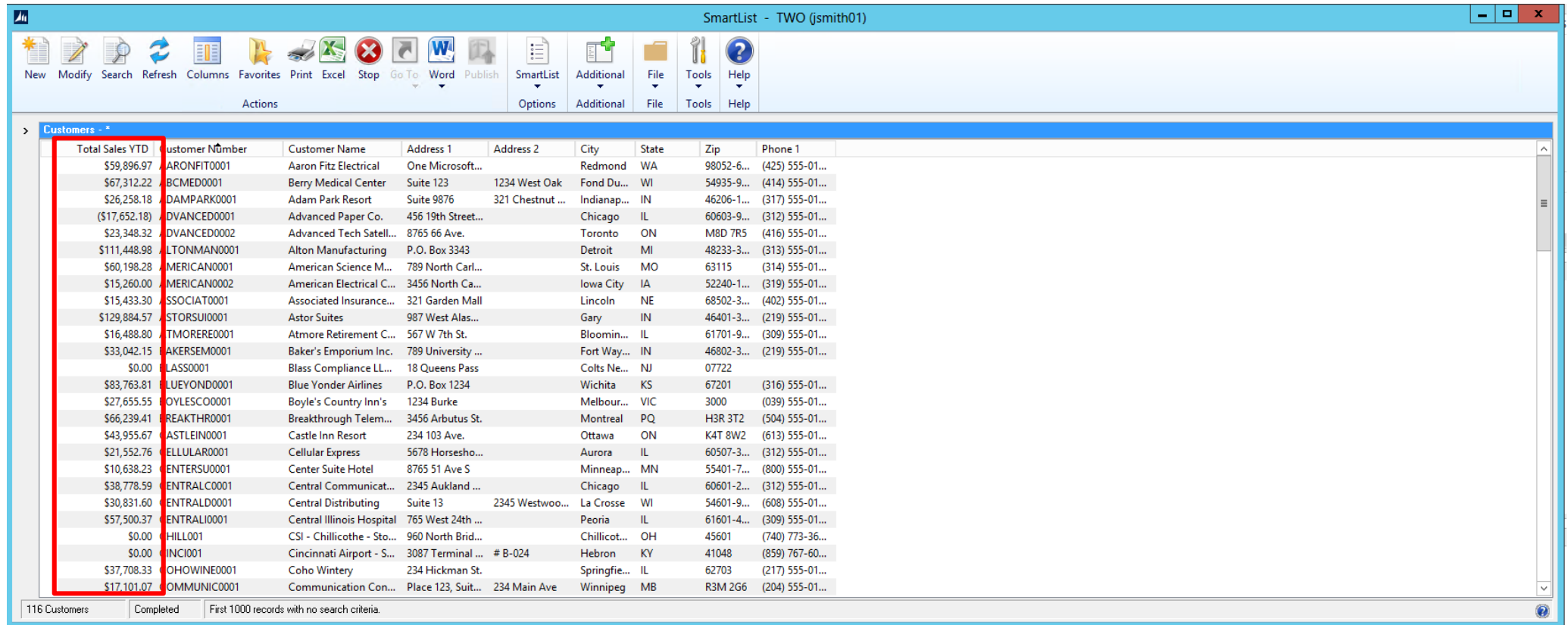
Last Closing Date:

Fiscal	0/0/0000
Calendar	0/0/0000

☒ Print Report

# Receivables Management

## Microsoft Dynamics GP -> Smartlist



SmartList - TWO (jsmith01)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Stop, Go To, Word, Publish, SmartList, Additional, File, Tools, Help

Total Sales YTD	Customer Number	Customer Name	Address 1	Address 2	City	State	Zip	Phone 1
\$59,896.97	ARONFIT0001	Aaron Fitz Electrical	One Microsoft...		Redmond	WA	98052-6...	(425) 555-01...
\$67,312.22	BCMED0001	Berry Medical Center	Suite 123	1234 West Oak	Fond Du...	WI	54935-9...	(414) 555-01...
\$26,258.18	DAMPARK0001	Adam Park Resort	Suite 9876	321 Chestnut ...	Indianap...	IN	46206-1...	(317) 555-01...
(\$17,652.18)	ADVANCED0001	Advanced Paper Co.	456 19th Street...		Chicago	IL	60603-9...	(312) 555-01...
\$23,348.32	ADVANCED0002	Advanced Tech Satell...	8765 66 Ave.		Toronto	ON	M8D 7R5	(416) 555-01...
\$111,448.98	ALTONMAN0001	Alton Manufacturing	P.O. Box 3343		Detroit	MI	48233-3...	(313) 555-01...
\$60,198.28	AMERICAN0001	American Science M...	789 North Carl...		St. Louis	MO	63115	(314) 555-01...
\$15,260.00	AMERICAN0002	American Electrical C...	3456 North Ca...		Iowa City	IA	52240-1...	(319) 555-01...
\$15,433.30	ASSOCIAT0001	Associated Insurance...	321 Garden Mall		Lincoln	NE	68502-3...	(402) 555-01...
\$129,884.57	ASTORSU0001	Astor Suites	987 West Alas...		Gary	IN	46401-3...	(219) 555-01...
\$16,488.80	ATMORERE0001	Atmore Retirement C...	567 W 7th St.		Bloomin...	IL	61701-9...	(309) 555-01...
\$33,042.15	BAKERSEM0001	Baker's Emporium Inc.	789 University ...		Fort Way...	IN	46802-3...	(219) 555-01...
\$0.00	BLASS0001	Blass Compliance LL...	18 Queens Pass		Colts Ne...	NJ	07722	
\$83,763.81	BLUEYOND0001	Blue Yonder Airlines	P.O. Box 1234		Wichita	KS	67201	(316) 555-01...
\$27,655.55	BOYLES0001	Boyle's Country Inn's	1234 Burke		Melbour...	VIC	3000	(039) 555-01...
\$66,239.41	BREAKTHR0001	Breakthrough Tele...	3456 Arbutus St.		Montreal	PQ	H3R 3T2	(504) 555-01...
\$43,955.67	CASTLEIN0001	Castle Inn Resort	234 103 Ave.		Ottawa	ON	K4T 8W2	(613) 555-01...
\$21,552.76	CELLULAR0001	Cellular Express	5678 Horsesho...		Aurora	IL	60507-3...	(312) 555-01...
\$10,638.23	CENTERSU0001	Center Suite Hotel	8765 51 Ave S		Minneap...	MN	55401-7...	(800) 555-01...
\$38,778.59	CENTRALC0001	Central Communicat...	2345 Aukland ...		Chicago	IL	60601-2...	(312) 555-01...
\$30,831.60	CENTRALD0001	Central Distributing	Suite 13	2345 Westwoo...	La Crosse	WI	54601-9...	(608) 555-01...
\$57,500.37	CENTRALI0001	Central Illinois Hospital	765 West 24th ...		Peoria	IL	61601-4...	(309) 555-01...
\$0.00	CHILL001	CSI - Chillicothe - Sto...	960 North Brid...		Chillicot...	OH	45601	(740) 773-36...
\$0.00	CINCIO01	Cincinnati Airport - S...	3087 Terminal ...	# B-024	Hebron	KY	41048	(859) 767-60...
\$37,708.33	COHOWINE0001	Coho Wintery	234 Hickman St.		Springfie...	IL	62703	(217) 555-01...
\$17,101.07	COMMUNIC0001	Communication Con...	Place 123, Suit...	234 Main Ave	Winnipeg	MB	R3M 2G6	(204) 555-01...

116 Customers | Completed | First 1000 records with no search criteria.

# Modular Closing Order

- Sales Order Processing & Purchase Order Processing
- Inventory Control
- Receivables Management
- Payables Management
- Fixed Assets Management
- Analytical Accounting
- General Ledger

# Payables Management

- The Calendar Year End Close Routine should be run at the end of the Calendar year prior to posting transactions in the next Calendar year
- The Fiscal Year End Close Routine should be run at the end of the Fiscal year prior to posting transactions in the next Fiscal year

# Payables Management

- The Calendar Year End Close Process transfers 1099 Amount from the Year to Date Column to the Last year column in the Amounts Since Last Close view
- The Fiscal Year End Close Process transfers all other amounts from the Year to Date column to the Last Year column in the Amounts Since Last Close view

\*If the amounts are incorrect in the Amount Since Last Close View contact support for scripts that can be ran to correct the amounts.

# Payables Management

- 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)
- Make a backup that is named "Pre-1099 Edits"
- Verify the 1099 information and edit it if it is required

# Payables Management

- Print the 1099 statements
- Make a backup that is named "Pre Year-End"
- Close the year
- Close the fiscal periods
- Close the tax year
- Make a backup that is named "Post Year-End"

# Payables Management

Purchasing -> Cards -> Summary -> Yearly

Vendor ID: ADVANCED0001  
Name: Advanced Office Systems

Summary View: Amounts Since Last Close

Year:  Period: ☐ All ☐ From:  0 To:  0 Calculate

	Year to Date	Last Year	Life to Date
Amount Billed	\$152,879.75	\$0.00	\$152,879.75
Amount Paid	\$6,961.61	\$0.00	\$6,961.61
1099 Amount	\$0.00	\$0.00	\$0.00
Withholding	\$0.00	\$0.00	\$0.00
Terms Disc Avail	\$307.66	\$0.00	\$307.66
Terms Disc Taken	\$0.00	\$0.00	\$0.00
Terms Disc Lost	\$0.00	\$0.00	\$0.00
Finance Charges	\$0.00	\$0.00	\$0.00
Writeoffs	\$0.00	\$0.00	\$0.00
Returns	\$0.00	\$0.00	\$0.00
Trade Discounts	\$0.00	\$0.00	\$0.00
No. Finance Charges	0	0	0
Number Invoices	64	0	64



# Payables Management

Purchasing -> Routines -> Year-End Close

Payables Year-End Cl...

File Tools Help Add Note

Year to Close:

☒ All ☐ Fiscal ☐ Calendar

☒ Print Report

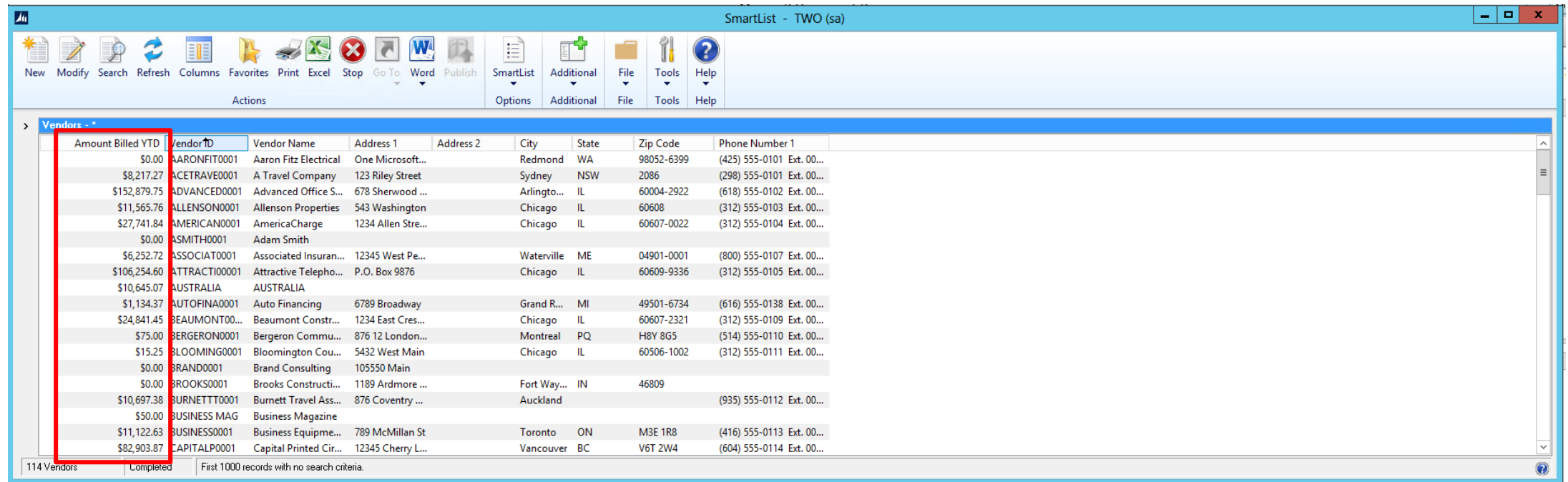
Last Closing Date:

Fiscal	
Calendar	

Close Year

# Payables Management

- Microsoft Dynamics GP -> Smartlist



SmartList - TWO (sa)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Stop, Go To, Word, Publish, SmartList, Additional, File, Tools, Help

Amount Billed YTD	Vendor ID	Vendor Name	Address 1	Address 2	City	State	Zip Code	Phone Number 1
\$0.00	AARONFIT0001	Aaron Fitz Electrical	One Microsoft...		Redmond	WA	98052-6399	(425) 555-0101 Ext. 00...
\$8,217.27	ACETRAVE0001	A Travel Company	123 Riley Street		Sydney	NSW	2086	(298) 555-0101 Ext. 00...
\$152,879.75	ADVANCED0001	Advanced Office S...	678 Sherwood ...		Arlingto...	IL	60004-2922	(618) 555-0102 Ext. 00...
\$11,565.76	ALLENSON0001	Allenson Properties	543 Washington		Chicago	IL	60608	(312) 555-0103 Ext. 00...
\$27,741.84	AMERICAN0001	AmericaCharge	1234 Allen Stre...		Chicago	IL	60607-0022	(312) 555-0104 Ext. 00...
\$0.00	ASMITH0001	Adam Smith						
\$6,252.72	ASSOCIAT0001	Associated Insuran...	12345 West Pe...		Waterville	ME	04901-0001	(800) 555-0107 Ext. 00...
\$106,254.60	ATTRACTI0001	Attractive Telepho...	P.O. Box 9876		Chicago	IL	60609-9336	(312) 555-0105 Ext. 00...
\$10,645.07	AUSTRALIA	AUSTRALIA						
\$1,134.37	AUTOFINA0001	Auto Financing	6789 Broadway		Grand R...	MI	49501-6734	(616) 555-0138 Ext. 00...
\$24,841.45	BEAUMONT00...	Beaumont Constr...	1234 East Cres...		Chicago	IL	60607-2321	(312) 555-0109 Ext. 00...
\$75.00	BERGERON0001	Bergeron Commu...	876 12 London...		Montreal	PQ	H8Y 8G5	(514) 555-0110 Ext. 00...
\$15.25	BLOOMING0001	Bloomington Cou...	5432 West Main		Chicago	IL	60506-1002	(312) 555-0111 Ext. 00...
\$0.00	BRAND0001	Brand Consulting	105550 Main					
\$0.00	BROOKS0001	Brooks Constructi...	1189 Ardmore ...		Fort Way...	IN	46809	
\$10,697.38	BURNETT0001	Burnett Travel Ass...	876 Coventry ...		Auckland			(935) 555-0112 Ext. 00...
\$50.00	BUSINESS MAG	Business Magazine						
\$11,122.63	BUSINESS0001	Business Equipme...	789 McMillan St		Toronto	ON	M3E 1R8	(416) 555-0113 Ext. 00...
\$82,903.87	CAPITALP0001	Capital Printed Cir...	12345 Cherry L...		Vancouver	BC	V6T 2W4	(604) 555-0114 Ext. 00...

114 Vendors | Completed | First 1000 records with no search criteria.

# Payables Management

- Purchasing -> Transactions -> Edit 1099 Transaction Information

Vendor ID: BEAUMONT0001  
Name: Beaumont Construction

Documents: by Voucher Number ☒ All ☐ From:   To:

Include: ☒ 1099 Debit Transactions ☐ All Debit Transactions ☐ All Credit Transactions

Voucher Number	Document Number	Type	Doc. Date	Tax Type	Box	1099 Description	1099 Amount
00000000000000000195	3000	INV	10/8/2013	Miscellaneous	7	Nonemployee Compensation	\$2,067.00
00000000000000000196	3001	INV	11/12/2013	Miscellaneous	7	Nonemployee Compensation	\$2,000.00
00000000000000000197	3002	INV	12/19/2013	Miscellaneous	7	Nonemployee Compensation	\$445.88
00000000000000000351	13000000	INV	1/20/2014	Miscellaneous	7	Nonemployee Compensation	\$6,828.57
00000000000000000513	59983	INV	4/10/2017	Miscellaneous	7	Nonemployee Compensation	\$5,000.00
00000000000000000514	58994	INV	4/12/2017	Miscellaneous	7	Nonemployee Compensation	\$3,500.00
00000000000000000515	94995	INV	4/12/2017	Miscellaneous	7	Nonemployee Compensation	\$2,000.00
00000000000000000516	599999	INV	4/12/2017	Miscellaneous	7	Nonemployee Compensation	\$3,000.00

Navigation: < < > > by Vendor ID

# Payables Management

- Purchasing -> Utilities -> Update 1099 Information

Update 1099 Information - TWO (jsmith01)

Process Clear File Print Tools Help Add Note

Actions File Tools Help

Update: ☒ Vendor ☐ 1099 Transactions ☐ Vendor and 1099 Transactions

From: Tax Type: All 1099 Box Number: All

To: Tax Type: Dividend 1099 Box Number: 1a Ordinary Dividends

Ranges: Vendor ID From: To:

Insert >> Remove

# Payables Management

- Purchasing -> Routines -> Print 1099

Print 1099 - TWO (jsmith01)

Clear File Print Forms Print Tools Help Add Note

Company: Fabrikam, Inc.

Address ID: Primary

Address: 3801 W. Ferguson Rd., Ste. 209

City: Fort Wayne

State: IN

ZIP Code: 46809

Phone: (312) 436-2671 Ext. 0000

Payer's Federal ID Number:

1099 Year: 2017

1099 Type: Miscellaneous

Form Type: Continuous

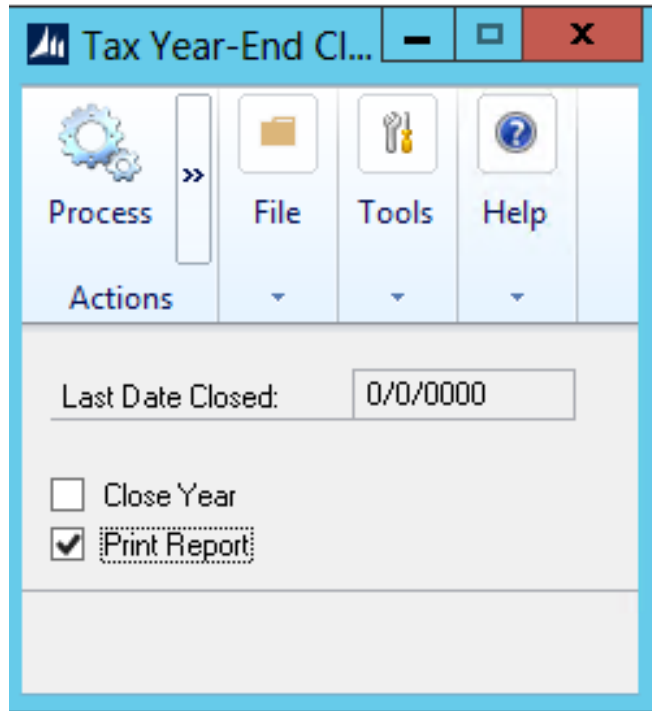
Vendors: Vendor ID All From To

Print: 1099 Form Alignment Form 1096 Form

Order: Vendor ID

# Receivables Management/Payables Management

Administration -> Routines -> Tax Year-End Close



The screenshot shows a dialog box titled "Tax Year-End Cl..." with standard window controls (minimize, maximize, close). The interface includes a menu bar with "Process", "File", "Tools", and "Help", each with a corresponding icon. Below the menu bar is an "Actions" section with a vertical scroll bar. The main area of the dialog contains a "Last Date Closed:" label followed by a text box with the value "0/0/0000". Below this are two checkboxes: "Close Year" (unchecked) and "Print Report" (checked). The "Print Report" checkbox is highlighted with a dashed border.

# Module Closing Order

- Sales Order Processing & Purchase Order Processing
- Inventory Control
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- Fixed Assets Management
- Analytical Accounting
- General Ledger

# Fixed Asset Management

- Perform all the year-end closing procedures for Payables Management
- Enter all the fixed asset transactions for the current fiscal year
- Depreciate all assets through the last day of the current fiscal year
- Perform the GL Posting (GL Interface) process
- Run any year-end reports that you want to keep as part of the year-end financial records

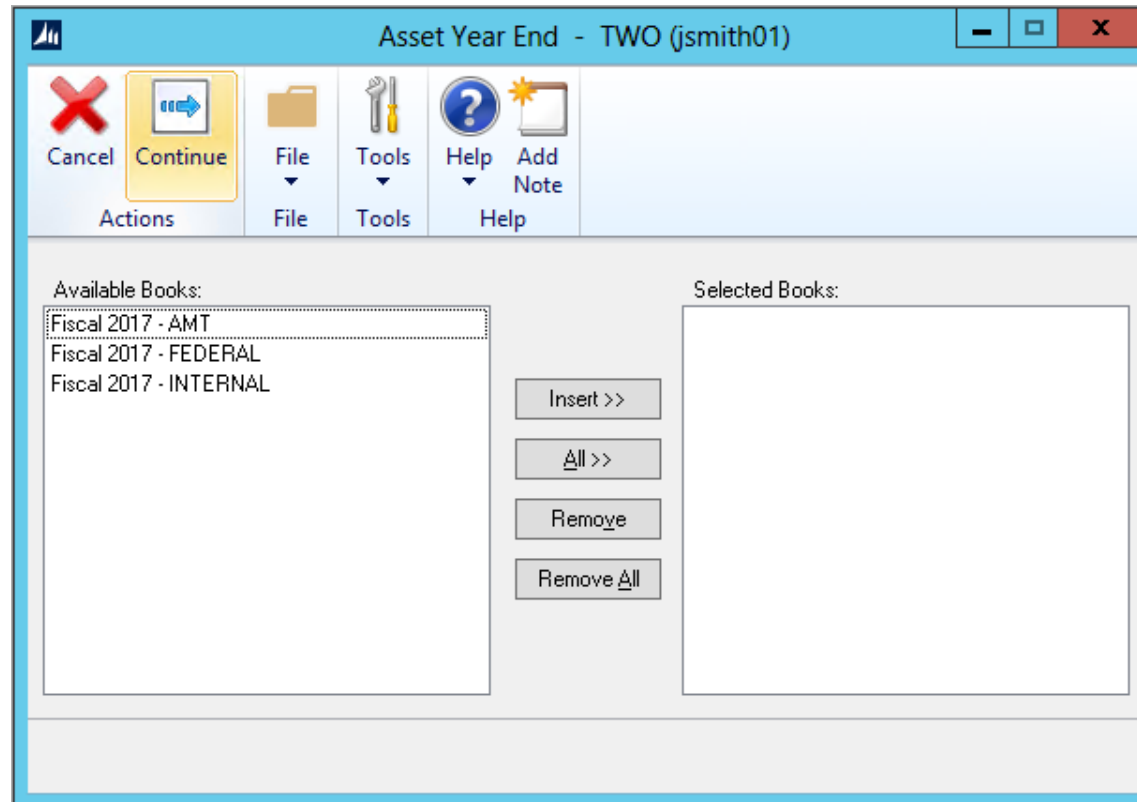


# Fixed Asset Management

- Make sure that the Fixed Assets calendar is built correctly
- Verify that the quarters are set up correctly for all the fiscal years
- Create a backup
- Perform the fixed assets year-end closing routine

# Fixed Asset Management

Financial -> Routines -> Fixed Assets -> Year End



# Module Closing Order

- Sales Order Processing & Purchase Order Processing
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# Analytical Accounting

- There is not a separate year-end close procedure for Analytical Accounting
- Balance Brought Forward (BBF) entries are created for AA dimensions automatically as part of the year-end close process, if you have the AA dimensions setup to have a BBF entry created

# Analytical Accounting

Administration -> Setup -> Company -> Analytical Accounting -> Options

The screenshot shows a Windows-style dialog box titled "Analytical Accounting Options - TWO (sa)". It features a toolbar with icons for OK, Cancel, Redisplay, File, Print, Tools, Help, and Add Note. Below the toolbar is a table of options with checkboxes. The option "Include dimensions in the year end close" is checked and highlighted with a red rectangle. Other options include "Post through to General Ledger for Trx Posting", "Allow Deletion of transaction dimensions", "Show Inactive Trx.Dim in Acct Class Maint Window", "Show Inactive Trx.Dim in Dim Relations Window", "Enable Trx. Dimensions in Payroll (United States)", "Allow special characters in Trx. Dim./codes.", "Show valid code combinations in trxs and budgets", "Enable Trx. Dimensions in Fixed Assets", and "Include required TrxDim. in Purchase Requisitions". At the bottom, there are buttons for "User-Defined", "Column Heading", "Reporting Periods", and "SmartList Integration".

Enable	Option
<input type="checkbox"/>	Post through to General Ledger for Trx Posting
<input type="checkbox"/>	Allow Deletion of transaction dimensions
<input type="checkbox"/>	Show Inactive Trx.Dim in Acct Class Maint Window
<input type="checkbox"/>	Show Inactive Trx.Dim in Dim Relations Window
<input type="checkbox"/>	Enable Trx. Dimensions in Payroll (United States)
<input checked="" type="checkbox"/>	Include dimensions in the year end close
<input type="checkbox"/>	Enable Trx. Dimensions in Fixed Assets
<input type="checkbox"/>	Include required TrxDim. in Purchase Requisitions.

# Analytical Accounting

Financial -> Cards -> Analytical Accounting-> Transaction Dimension

The screenshot shows the 'Transaction Dimension Maintenance' window for dimension 'GRANT'. The window includes a toolbar with icons for Save, Clear, Delete, File, Available Reports, Tools, Help, and Add Note. The main form contains fields for Trx Dimension (GRANT), Data Type (Alphanumeric), Description 1 (Grant), and Description 2. Below these are sections for Alphanumeric Dimensions (with checkboxes for 'Create New Codes On The Fly' and 'Create New Codes In Background'), Numeric Dimensions (with fields for 'Decimal Places' and 'U of M Schedule ID'), Adjustment (with checkboxes for 'Allow Adjustment' and 'Code Required During Adjustment'), and Year End Close (with a checkbox for 'Consolidate balances during Year End close'). At the bottom, there are buttons for 'User-Defined', 'Relations', 'Order', and 'Codes', and a navigation bar with a dropdown menu set to 'by Trx Dimension'.

<b>Trx Dimension</b>	GRANT	<input type="checkbox"/> Inactive
<b>Data Type</b>	Alphanumeric	
<b>Description 1</b>	Grant	
<b>Description 2</b>		

**Alphanumeric Dimensions**

- ☒ Create New Codes On The Fly
- ☐ Create New Codes In Background

**Numeric Dimensions**

Decimal Places: 0

U of M Schedule ID:

**Adjustment**

- ☒ Allow Adjustment
- ☐ Code Required During Adjustment

**Year End Close**

- ☐ Consolidate balances during Year End close

User-Defined Relations Order Codes

by Trx Dimension

# Module Closing Order

- Sales Order Processing & Purchase Order Processing
- Inventory Control
- Receivables Management
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- Fixed Assets Management
- Analytical Accounting
- General Ledger

# General Ledger

ALWAYS the final module to be closed!!!

Doesn't need to be closed immediately like others



# General Ledger

- Complete the posting procedures and the closing procedures for other modules
- Post the final adjusting entries in General Ledger
- Print an account list to verify the posting type of each account
- Close the last period of the fiscal year
- Optional: Perform file maintenance on the Financial series group of modules

# General Ledger

- Verify the settings in the General Ledger Setup window
- Make a backup
- Print a final Detailed Trial Balance report
- Print the year-end financial statements
- Set up a new fiscal year
- Close the fiscal year
- Close all the fiscal periods for all the series

# General Ledger

- Adjust the budget figures for the new year, and then print the financial statements
- Make a backup

# General Ledger

Financial -> Routines -> Year-End Closing

Year-End Closing - TWO (sa)

Clear File Tools Help Add Note

Retained Earnings Account 000-3030-00

Starting Journal Entry 3,588 Year 2014

☐ Remove Unused Segment Numbers

☐ Maintain Inactive Accounts

☒ With Budget Amounts

☐ All Inactive Accounts

Last Closing Date

Reverse Historical Year Close Year

# General Ledger

Financial -> Setup -> General Ledger

**General Ledger Setup - TWO (sa)**

OK Clear File Print Tools Help Add Note

Actions File Tools Help

**Next Journal Entry** 000000  
**Next Budget Journal Entry** 2  
**Next Reconciliation** 8

Display:  
☒ Net Change  
☐ Period Balances

**Retained Earnings**  
☐ Close to Divisional Account Segments  
Account 000 -3030 -00

**Maintain History:**  
☒ Accounts  
☒ Transactions  
☒ Budget Transactions

**Allow:**  
☒ Posting to History  
☒ Deletion of Saved Transactions  
☐ Voiding/Correcting of Subsidiary Transactions  
☒ Back Out of Intercompany Transactions

☒ Update Accelerator Information

**Reporting Ledgers**  
☐ Allow

Ledger Name	Description
BASE	Base Ledger

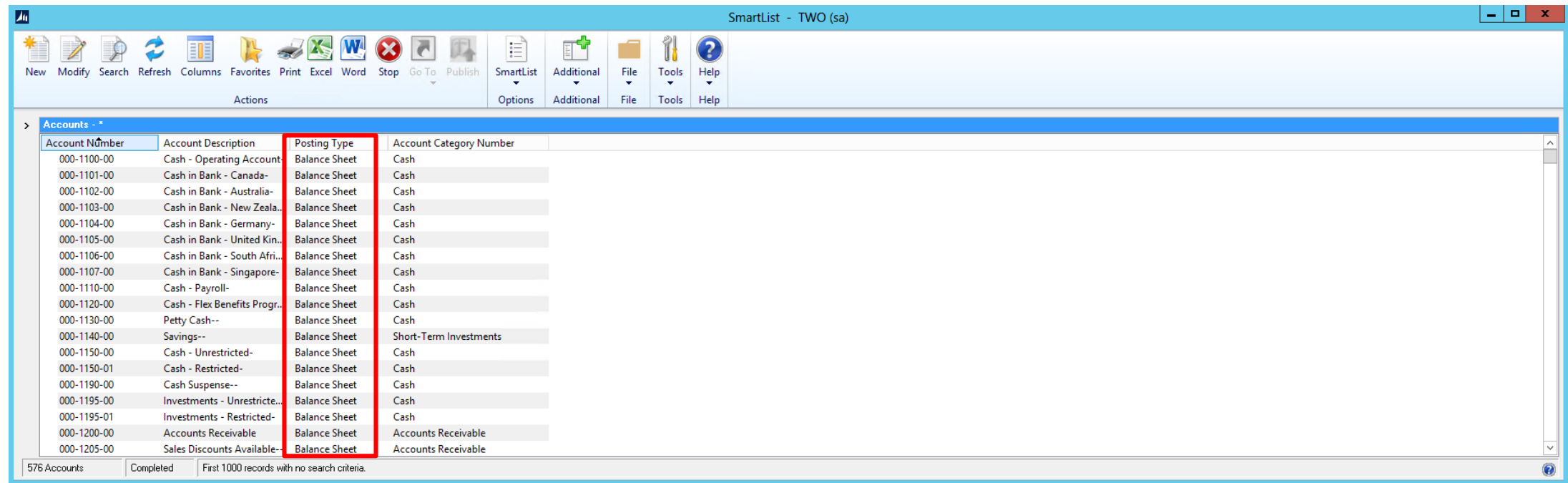
Account Balance for Subsidiary Windows  
BASE

**User-Defined Field Labels**

User-Defined 1	User-Defined 1	User-Defined 3	User-Defined 3
User-Defined 2	User-Defined 2	User-Defined 4	User-Defined 4

# General Ledger

## Microsoft Dynamics GP -> Smartlist



SmartList - TWO (sa)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Word, Stop, Go To, Publish, SmartList, Additional, File, Tools, Help

Account Number	Account Description	Posting Type	Account Category Number
000-1100-00	Cash - Operating Account	Balance Sheet	Cash
000-1101-00	Cash in Bank - Canada-	Balance Sheet	Cash
000-1102-00	Cash in Bank - Australia-	Balance Sheet	Cash
000-1103-00	Cash in Bank - New Zeala..	Balance Sheet	Cash
000-1104-00	Cash in Bank - Germany-	Balance Sheet	Cash
000-1105-00	Cash in Bank - United Kin..	Balance Sheet	Cash
000-1106-00	Cash in Bank - South Afri..	Balance Sheet	Cash
000-1107-00	Cash in Bank - Singapore-	Balance Sheet	Cash
000-1110-00	Cash - Payroll-	Balance Sheet	Cash
000-1120-00	Cash - Flex Benefits Progr..	Balance Sheet	Cash
000-1130-00	Petty Cash--	Balance Sheet	Cash
000-1140-00	Savings--	Balance Sheet	Short-Term Investments
000-1150-00	Cash - Unrestricted-	Balance Sheet	Cash
000-1150-01	Cash - Restricted-	Balance Sheet	Cash
000-1190-00	Cash Suspense--	Balance Sheet	Cash
000-1195-00	Investments - Unrestrict...	Balance Sheet	Cash
000-1195-01	Investments - Restricted-	Balance Sheet	Cash
000-1200-00	Accounts Receivable	Balance Sheet	Accounts Receivable
000-1205-00	Sales Discounts Available-	Balance Sheet	Accounts Receivable

576 Accounts Completed First 1000 records with no search criteria.

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