

Dynamics GP 2009 Year End Payroll Update Checklist (KB Article 850663)
Manual Method Checklist (Tax Update expected on 12/18/2009)

Client: _____ **Date:** / /

#	Description	Done	Notes
1	Complete all 2009 pay runs		
2	Complete payroll month & quarter end procedures.		
3	Make a backup of data (Pre Year End Wage 2009)		
4	<u>Install 2009 Year End Update</u> Make a backup of: Reports.Dic; Forms.Dic; Dynamics.vba		
5	Save year-end update file to local client folder: 9.0 – MicrosoftDynamicsGPKB975177-V9-ENU.msp (includes SP4) 10.0 – MicrosoftDynamicsGPKB975174-V10-ENU.msp (includes SP4)		
6	At Server double click msp file. After installation is complete run Dynamics GP Utilities. This updates the company databases so allow time for this process.		
7	Install year-end update on all workstations		
8	Go to Tools>>Setup>>Payroll>>Payroll (Date should be 11/14/2009)		
9	Create Year End Wage File Tools>>Routines>>Payroll>>Year End Closing>>Create Year End File “2009”>>(Process)		
10	Make a backup data (Post Year End Wage 2009)		
11	Install the 2009 Payroll Tax Update Copy TX.cab to local client folder		
12	Help>>US PR Updates>>Check for Tax Updates		
13	Select Manual as the method		
14	Select local client folder		
15	Click on Process		
16	Setup>>System>>Payroll Tax (Date should be 12/18/2009)		
17	Print 2009 Verification Reports, W-2’s, etc.		
18	Archive HR Information for inactive employees Tools>>Utilities>>HR>>Archive Employees		
19	Open year for 2010 if necessary		
20	Setup HR Attendance Tools>>Setup>>HR>>Attendance>>Setup		
21	Delete Inactive Employee Tools>>Utilities>>Payroll>> Remove Inactive Records		