

# Vertical Solutions

an R.L. Nelson & Associates Company

## Dynamics GP 2009 Year End for Inventory Control, Receivables, Payables, Fixed Assets, and General Ledger

**Client:** \_\_\_\_\_

**Date:**    /    /

#	Description	Done	Notes
	<b>Inventory Control (KB Article 872713):</b>		
1	Post all transactions for the year		
2	Reconcile Inventory quantities		
3	Complete a physical inventory count and post any adjustments		
4	Print additional reports		
5	Make a backup		
6	Close the year		
7	Close the fiscal periods for Inventory Series (Optional)		
8	Make a final backup		
	<b>Receivables Management (KB Article 857444):</b>		
1	Post all the sales and receivables transactions for the year		
2	Make a pre-year end closing backup		
3	Close the year		
4	Close the fiscal periods (Optional)		
5	Close the year		
6	Make a post-year-end closing backup		
	<b>Payables Management (KB Article 875169):</b>		
1	Post all transactions for the year		
2	Print the Aged Trial Balance with options report		
3	Print the Vendor Period Analysis Report		
4	Install the year-end update		
5	Make a backup that is named "Pre-1099 Edits"		
6	Verify the 1099 information and edit if it is required		
7	Print the 1099's		
8	Make a backup that is named "Pre Year-End"		
9	Close the year		
10	Close the Fiscal Periods		
11	Close the tax year		
12	Make a backup that is named "Post Year-End"		

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#	Description	Done	Notes
	<b>Fixed Assets (KB Article 865653):</b>		
1	Perform all the year-end closing procedures for Payables		
2	Enter all Fixed Asset transactions for the current fiscal year		
3	Depreciate all assets through the last day of the current fiscal year		
4	Perform the GL Posting process (Optional)		
5	Run year-end reports for financial records		
6	Guarantee that the FA calendar is built correctly (Optional)		
7	Verify that the quarters are setup correctly for all fiscal years		
8	Create a backup		
9	Perform the fixed assets year-end closing routine		
	<b>General Ledger (KB Article 888003):</b>		
1	Complete the posting procedures and closing for other modules		
2	Post the final adjusting entries in G/L		
3	Print an account list to verify the posting type of each account		
4	Close the last period of the fiscal year (Optional)		
5	Perform file maintenance on the Financial series group of modules		
6	Verify the settings in the G/L setup window		
7	Make a backup		
8	Print a final Detailed Trial Balance Report		
9	Print the year-end financial statements		
10	Setup a new fiscal year		
11	Close the fiscal year		
12	Close all the fiscal periods for all the series (Optional)		
13	Adjust the budget figures for new year.		
14	Print the financial statements		
15	Make a backup		