



Is Proud to Present...

Microsoft Dynamics
GP Year-End Closing
Workbook *and* Workshop

2016 WORKBOOK

- Designed to be used along with the *Workshop*
- 90 Spiral Bound, Full-Color Pages
- Easy to use Checklists
- Step-by-Step Guides for:
 - Creating SmartList Reports
 - Microsoft Dynamics GP Period-End Processes
 - Microsoft Dynamics GP Year-End Processes

2016 WORKSHOP

- Designed to be used along with the *Workbook*
- Includes:
 - Screenshots
 - Navigation Guides
 - Step-by-Step Directions:
 - Period-End
 - Year-End
- A comprehensive process designed for a *successful close each and every time*

Contact us today for pricing
and special offers:

sales@trainingdynamo.com

Ridding the World of Boring, Expensive and Ineffective Microsoft Dynamics GP Training

2016 WORKSHOP

Payables Management Year-End Checklist



1. Complete:

- Period-End Checklist for the final period

2. Post:

- ALL Payables Transactions for the year you are closing

3. Print:

- Historical Aged Trial Balance (as of the - last day of the year being closed)
- Aged Trial Balance with Option (as of the Current Date)

4. SQL Backup:

- DYNAMICS and Company Database(s)

5. Print:

- 1099 Form(s)
- 1096 Form(s)

6. Close:

- Calendar/Fiscal Year

*See Page 52 in Workbook

2016 WORKBOOK

Payables Management Year-End Checklist

- Complete Period-End Checklist for the final period
- Post all Payables Transactions for the year you are closing
- Print: Historical AP Aging (as of the last day of the year being closed)
Purchasing > Reports > Trial Balance > Historical Aged Trial Balance
- Print: Aged Trial Balance with Options (as of Current Date)
Purchasing > Reports > Trial Balance > Aged Trial Balance with Options
- SQL Backup: DYNAMICS and Company Database(s)
- Print 1099 and 1096 Forms
- Close: Fiscal and/or Calendar Year
Purchasing > Routines > Year-End Close
Save (Don't Print): Year-End Close report to the GP Year-End 20__ Folder

Notes:

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