# Information about performing the year-end closing procedure in Receivables Management in Microsoft Dynamics GP after December 31

**CONFIDENTIAL ARTICLE**

(The information in this article is provided to you in accordance with your Confidentiality Agreement)

Article ID : 851140
Last Review : N/A
Revision : 6.0

## INTRODUCTION

This article describes the effects of performing the year-end closing procedure in Receivables Management in Microsoft Dynamics GP after December 31.

## MORE INFORMATION

When you post transactions in Microsoft Dynamics GP, the system automatically posts to the correct fiscal year and calendar year according to the dates of the transactions. You can view the amounts of the transactions in the Customer Summary window. To do this, follow these steps:

1. On the **Cards** menu, click **Sales**, and then click **Summary**.
2. Click a customer.
3. Click either **Fiscal Year** or **Calendar Year**, and then type the appropriate year or period in the field.
4. Click **Calculate**.

Notice that the year-end closing routine has not changed because of the Date Sensitive enhancement. Closing the Fiscal Year will affect the **Amounts Since Last Close** view within the Customer Summary window. To open this window, click **Sales** on the **Cards** menu, and then click **Summary**.

The Date Sensitive enhancement provides the following new options for viewing the data by date:

- Three summary views in the Customer Summary window:
  - Amounts Since Last Close
  - Fiscal Year
  - Calendar Year
- Viewing enhancements in the RM Sales Analysis window.
- Viewing enhancements in the RM Period Sales Analysis window.
- The Customer Period Summary window. To open this window, click **Sales** on the **Cards** menu, click **Summary**, and then click **History**.

The following example shows how the year-end closing routine handles a specific transaction.

**Note** This sample procedure uses Fabrikam, Inc., the sample company for Microsoft Dynamics GP. This sample assumes that the calendar year 2009 has not yet been closed in Receivables Management.

1. Set the user date. To do this, follow the appropriate step:
   - In Microsoft Dynamics GP 10.0, click **Microsoft Dynamics GP**, and then click **User Date**.
   - In Microsoft Dynamics GP 9.0, click **User Date** on the **File** menu.
2. Type **01/15/2010**, and then click **OK**.
3. Click **Transactions**, point to **Sales**, and then click **Transaction Entry** to open the Receivables Transaction Entry window.
4. Create and then post an invoice. To do this, follow these steps:
   a. Under **Document Type**, click **Sales / Invoice**.
   b. Accept the default value in the **Number** box.
   c. Leave the **Batch ID** box blank.
   d. In the **Document Date** box, type **01/10/2010**.
   e. Click the lookup button next to the **Document Date** box, and then type **01/10/2010** in the **Posting Date** box.
   f. Click **OK**.
   g. In the **Customer ID** list, click **SINCLAIR0001**.

      **Note** SINCLAIR0001 is a customer in Fabrikam, Inc. that has no posted transactions. If SINCLAIR0001 has posted transactions, click another Customer ID that has no posted transactions.
   h. In the **Sales** box, type **$100.00**.
   i. Click **Post** to post the document.
5. On the **Cards** menu, point to **Sales**, and then click **Summary**.
6. In the **Customer ID** list, click **SINCLAIR0001**, and then click **Amount Since Last Close** in the **Summary View** list.

   **Note** The $100.00 Sales amount appears in the **Year to Date** column.
7. Click **Close**.
8. If you use Microsoft Dynamics GP 10.0, point to **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Sales**, and then click **Year-End Close**. If you use Microsoft Dynamics GP 9.0, point to **Routines** on the **Tools** menu, point to **Sales**, and then click **Year-End Close**.
9. Click **Process** to close the year.
10. On the **Cards** menu, point to **Sales**, and then click **Summary** to open the Customer Summary window. In the **Customer ID** list, click **SINCLAIR0001**, and then click **Amount Since Last Close** in the **Summary View** list.

| | |
|---|---|
| | **Note** The $100.00 Sales amount now appears in the **Last Year** column even though the amount was typed on a document that has a document date and a posting date that are both January 10, 2010. |
| 11. | In the **Summary View** list, click **Calendar View**, and then click **Calculate**. The $100.00 Sales amount appears in the **Year-to-Date** column. |

For more information about how to perform the year-end closing routine, click the following article number to view the article in the Microsoft Knowledge Base: