

MICROSOFT DYNAMICS SL 2022 YEAR END PROCESSING



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Presenter

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Learning Objectives/Agenda

- Review Dynamics SL Year-end updates & officially supported versions
- Understand the processing of 1099s in DSL
- Understand the processing of W-2s in DSL
- Review module closing procedures
- Address Common errors and issues related to month end and year end processes
- Q & A

Dynamics SL Year End



Officially Supported Dynamics SL Versions

- What Version am I currently using? Click Help > About

Microsoft Dynamics SL

This product is registered to:
RSM Product Sales US LLPEast
1065 La Averida St.
Mountain View, CA 94043
US

Customer ID: 005883

Unlocked Modules:

- GL General Ledger
- PR Payroll
- AP Accounts Payable
- PO Purchasing
- AR Accounts Receivable

Microsoft Dynamics SL 2018 CU7 - Advanced Management
Version 10.07.51209.00 (10.0.0.0)

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System Info...

OK

Dynamics SL Year End

- Official Year End availability for these versions:
 - Dynamics SL 2018

CU1(10.01)/CU2(10.02)/CU3(10.03)/CU4(10.04)/CU5(10.05)/
CU6(10.06)/ CU7(10.07)/ CU8(10.08)

- Microsoft lifecycle support policy:
<https://support.microsoft.com/en-us/help/17138>

Dynamics SL Year End

Microsoft Dynamics SL library

https://learn.microsoft.com/en-us/dynamics/s-e/sl/mdsldirectory_1233

The screenshot shows a web browser window displaying the Microsoft Dynamics SL documentation page. The browser's address bar shows the URL: learn.microsoft.com/en-us/dynamics/s-e/sl/mdsldirectory_1233. The page title is "Microsoft Dynamics SL December 2021 and 2022 Payroll Tax Table Updates". The article is dated 08/22/2022, takes 2 minutes to read, and has 2 contributors. The page includes a navigation menu on the left with categories like "Microsoft Dynamics NAV", "Microsoft Dynamics SL", and "Tax & Regulatory Updates". The main content area features a "Filter by title" search box and a list of related articles. The article text discusses tax table changes for December 2021 and 2022, and includes sections for "Overview" and "Important Notices".

Dynamics SL Year End

Microsoft Life Cycle

<https://learn.microsoft.com/en-us/lifecycle/policies/extended#service-packs>

Dynamics SL Life Cycle

<https://learn.microsoft.com/en-us/lifecycle/products/dynamics-sl-2018>

Support Dates

Listing	Start Date	Mainstream End Date	Extended End Date
Dynamics SL 2018	May 1, 2018	Jan 9, 2024	Jul 11, 2028

2022 1099-MISC sample

9595 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$		OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 20 ____		Miscellaneous Information Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.		
		2 Royalties \$					3 Other income \$	
		4 Federal income tax withheld \$					5 Fishing boat proceeds \$	
PAYER'S TIN	RECIPIENT'S TIN	6 Medical and health care payments \$						
RECIPIENT'S name		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest \$				
Street address (including apt. no.)		9 Crop insurance proceeds \$		10 Gross proceeds paid to an attorney \$				
City or town, state or province, country, and ZIP or foreign postal code		11 Fish purchased for resale \$		12 Section 409A deferrals \$				
Account number (see instructions)		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments \$		15 Nonqualified deferred compensation \$			
2nd TIN not. <input type="checkbox"/>		16 State tax withheld \$		17 State/Payer's state no. \$			18 State income \$	

Form **1099-MISC** (Rev. 1-2022) Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

- BOX 13 is now a FATCA check box
- BOXES 14 – 18 are renumbered

2022 Year End Updates – 1099NEC sample

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2022) For calendar year 20 ____		Nonemployee Compensation
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$		
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		Copy A For Internal Revenue Service Center File with Form 1096. <small>For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.</small>
Street address (including apt. no.)		3		
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$		
Account number (see instructions)	2nd TIN not. <input type="checkbox"/>	5 State tax withheld \$	6 State/Payer's state no. \$	
		7 State income \$		

Form **1099-NEC** (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page

* Continuous use form now – NO year indicated

2022 Year End Updates – 1099s and W-2s - Changes

TIN Matching

TIN Matching allows a payer or authorized agent who is required to file Forms 1099-B, DIV, G, INT, K, MISC, NEC, OID, and/or PATR, which report income subject to backup withholding, to match TIN and name combinations with IRS records before submitting the forms to the IRS. TIN Matching is one of the e-services products that is offered and is accessible through the IRS website. For program guidelines, see Pub. 2108-A, or go to [IRS.gov](https://www.irs.gov) and enter keyword "TIN matching" in the upper right corner. It is anticipated that payers who validate the TIN and name combinations before filing information returns will receive fewer backup withholding (CP2100) notices and penalty notices. E-services technical support is available by calling 866-255-0654.

2022 Year End Updates – 1099s and W-2s - Changes

Electronic filing of returns. The Taxpayer First Act of 2019, enacted July 1, 2019, authorized the Department of the Treasury and the IRS to issue regulations that reduce the 250-return requirement for 2021 tax returns. If those regulations are issued and effective for 2021 tax returns required to be filed in 2022, we will post an article at [IRS.gov](https://www.irs.gov) explaining the change. Until regulations are issued, however, the number remains at 250, as reflected in these instructions.

2022 Year End Updates – Deadlines

*** Dates are same as last year since there are no due dates on a weekend

Deadlines for W-2s and Other Forms

Tax Forms	Recipient Deadline	Paper Filing Deadline	E-file Deadline
1099-NEC	1/31/2022	1/31/2022	1/31/2022
1099-MISC (No Data in Boxes 8 or 10)	1/31/2022	2/28/2022	3/31/2022
1099-MISC (With Data in Boxes 8 or 10)	2/15/2022	2/28/2022	3/31/2022
1099-B, 1099-S	2/15/2022	2/28/2022	3/31/2022
1099-INT, 1099-R, 1099-DIV, 1099-C, 1098-, 1098-T	1/31/2022	2/28/2022	3/31/2022
W-2	1/31/2022	1/31/2022	1/31/2022
1042-S	3/15/2022	3/15/2022	3/15/2022
ACA Forms 1095-C, 1095-B, 1094-C	3/2/2022	2/28/2022	3/31/2022

2022 Year End Updates – Notable links

W-2 Mate

<http://www.realtaxtools.com/>

If you are on an unsupported version and need to electronically file

Official Year End Accounting meme



1099s

- In a Multi-Company environment, dollar amounts are based on the company ID from which the check was issued.
- Grouping of amounts is based on the FED ID as maintained in the Company Maintenance screen
- Examples are included in the year end update PDF
- Dollar limit is established on the AP Setup screen. Currently, you should see \$600 in the setup screen
- The “1099 Preview” report should show all 1099 vendors regardless of amount
- The “1099 Forms” report will follow the above rules

1099s: Correcting vendor amounts

- Verify that you have Initialize Mode rights to the Vendor Maintenance screen

The screenshot shows the 'Access Rights Maintenance' application window. The title bar reads 'Access Rights Maintenance (95.270.00) - Contoso Business Solutions'. The interface includes a toolbar with navigation icons and a 'Contoso Business Solutions' logo in the top right corner. Below the toolbar, there are input fields for 'Type' (set to 'User'), 'Group / User ID' (containing 'CCC'), 'Name' (containing 'CCC User'), and 'Company ID' (containing '[ALL]'). A checkbox for 'All Companies' is checked. A 'Preload...' button is located below these fields. The main area contains tabs for 'Screen/Report/Query', 'Web Service', and 'Role Center'. Under the 'Screen/Report/Query' tab, a table titled 'Detail (F4 - for grid/form view)' is displayed. The table has columns for 'Screen/Report Number *', 'Type', 'Name', 'Module', 'View', 'Update', 'Insert', 'Delete', and 'Initialization Mode'. The first row is highlighted in blue and shows '03.270.00' for the screen number, 'Screen' for the type, 'Vendor Maintenance' for the name, 'AP' for the module, and checked checkboxes for 'View', 'Update', 'Insert', 'Delete', and 'Initialization Mode'. The status bar at the bottom right shows 'USD | INS | CBS | SYSADMIN | 12/4/2012 ...'.

	Screen/Report Number *	Type	Name	Module	View	Update	Insert	Delete	Initialization Mode
1	03.270.00	Screen	Vendor Maintenance	AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1099s: Turn On Initialize Mode

The screenshot displays the Microsoft Dynamics SL System Manager interface. The breadcrumb navigation path is: Contoso Business Solutions > Administration > System Manager > Security > Access Rights Maintenance. A context menu is open over the 'Access Rights Maintenance' link, with 'Initialize Mode' selected. The main content area shows a tree view of System Manager categories: Maintenance, Security, and Utilities. The Maintenance category is expanded, showing sub-items like Registration, Database Administration, Company Maintenance, Menu Maintenance, Screen Maintenance, Web Service Lookup Maintenance, Web Service Method Maintenance, and Quick Query Viewer. The Security category includes User Maintenance, Group Maintenance, Access Rights Maintenance, Trusted Web Service Account Maintenance, and Web Service Lookup Security. The Utilities category includes Event Log Viewer, Database Physical Integrity, Control Macro Generator, Transaction Import, Database Update, Possible Values Import, and Active Users. The left sidebar contains navigation options: Home, Quick Query, Administration, Government Contractors, Month-End-Closing, Financial, Project, Orders, Inventory, and Field Service. The status bar at the bottom shows the date 12/4/2012, user SYSADMIN, and application ContosoUsApp. The taskbar at the very bottom shows several open applications, including Microsoft Dynamics SL, Report Definition, and Microsoft SQL Server.

1099s: Open Vendor Maintenance

Vendor Maintenance (03.270.00) - Contoso Distribution, Inc.

Vendor ID: RANDY ANDREWS
 Class ID:
 Status:

Vendor | Address Info | Defaults | **1099 Info** | Purchasing Info | Documents | Quick Send

1099 Vendor: Default 1099 Box Number:

Tax ID Nbr:

TIN Name:

Recipient Name 2:

Backup Withholding
 TIN Incorrect Notice:
 Calculate Backup Withholding:

Select Company
 Specific Company ID:
 All

1099 Year:

	2014	2015
Box 1 - Rents:	0.00	0.00
Box 2 - Royalties:	0.00	0.00
Box 3 - Other Income:	0.00	0.00
Box 4 - Federal Income Tax Withheld:	0.00	0.00
Box 5 - Fishing Boat Proceeds:	0.00	0.00
Box 6 - Medical and Health Care Payments:	0.00	0.00
Box 7 - Nonemployee Compensation:	0.00	0.00
Box 8 - Payments in Lieu of Dividends/Interest:	0.00	0.00
Box 10 - Crop Insurance Proceeds:	0.00	0.00
Box 13 - Excess Golden Parachute Payments:	0.00	0.00
Box 14 - Gross Proceeds Paid to an Attorney:	0.00	0.00
Box 15a - Section 409A Deferrals:	0.00	0.00
Box 15b - Section 409A Income:	0.00	0.00

USD | INS | CDI | SYSADMIN | 11/17/2015

1099s: Turn Off Initialize Mode

The screenshot shows the Microsoft Dynamics SL System Manager interface. The breadcrumb path is: Contoso Business Solutions > Administration > System Manager > Security > Access Rights Maintenance. A context menu is open over the 'Initialize Mode' option, which is highlighted. The menu items are: Open, Find Database..., Switch User..., Close Company, Initialize Mode (checked), Business Date, Printer Setup..., and Exit. The main window displays the 'System Manager' page with a tree view on the left and a list of maintenance tasks on the right. The tree view includes sections for Home, Administration, Government Contractors, Month-End-Closing, Financial, Project, Orders, Inventory, and Field Service. The right pane lists tasks under Maintenance, Security, and Utilities. The taskbar at the bottom shows the Start button and several open applications: Microsoft Dynamics SL, Report Definition, and Microsoft SQL Server.

1099s: Calendar Year Control Processing

Before

This screen is used to change the status of the calendar years displayed below or to purge all 1099 data for the oldest year displayed and add a new year. The purge option should only be used after final printing of the 1099 forms for the oldest year displayed on this screen has been completed. It is recommended that backup copies of your database be made immediately prior to this process.

Process Option:

Current 1099 Year:

Current Year Status:

Next 1099 Year:

Next Year Status:

USD | INS | CGC | SYSADMIN | 12/4/2012

After

This screen is used to change the status of the calendar years displayed below or to purge all 1099 data for the oldest year displayed and add a new year. The purge option should only be used after final printing of the 1099 forms for the oldest year displayed on this screen has been completed. It is recommended that backup copies of your database be made immediately prior to this process.

Process Option:

Current 1099 Year:

Current Year Status:

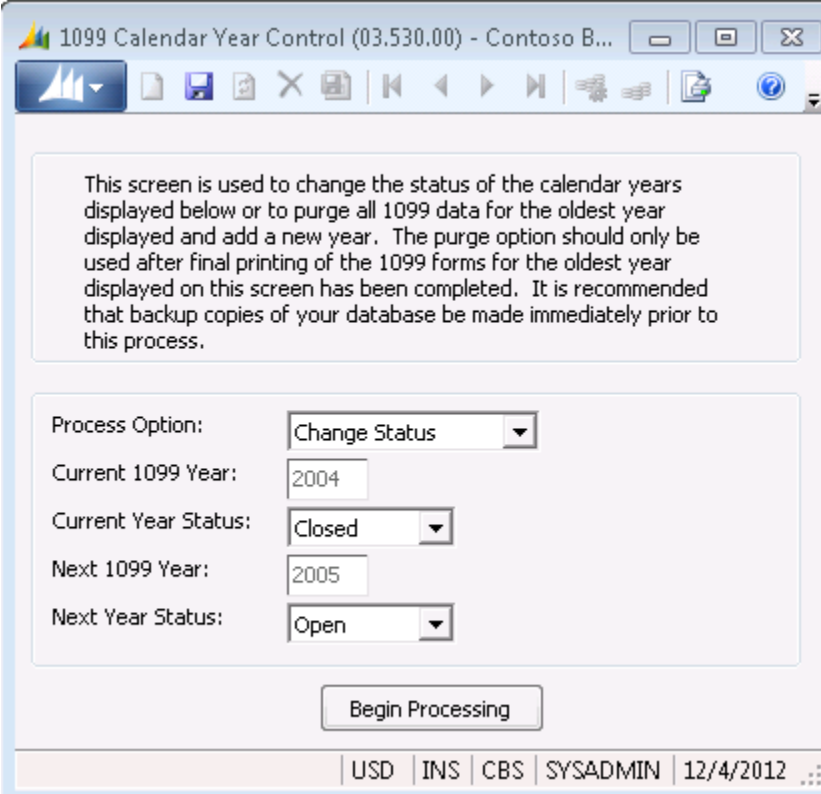
Next 1099 Year:

Next Year Status:

USD | INS | CGC | SYSADMIN | 12/4/2012

1099s: Prevent Prior Year Check Printing

To prevent check printing in the prior 1099 year, change the Status:



1099 Calendar Year Control (03.530.00) - Contoso B...

This screen is used to change the status of the calendar years displayed below or to purge all 1099 data for the oldest year displayed and add a new year. The purge option should only be used after final printing of the 1099 forms for the oldest year displayed on this screen has been completed. It is recommended that backup copies of your database be made immediately prior to this process.

Process Option:

Current 1099 Year:

Current Year Status:

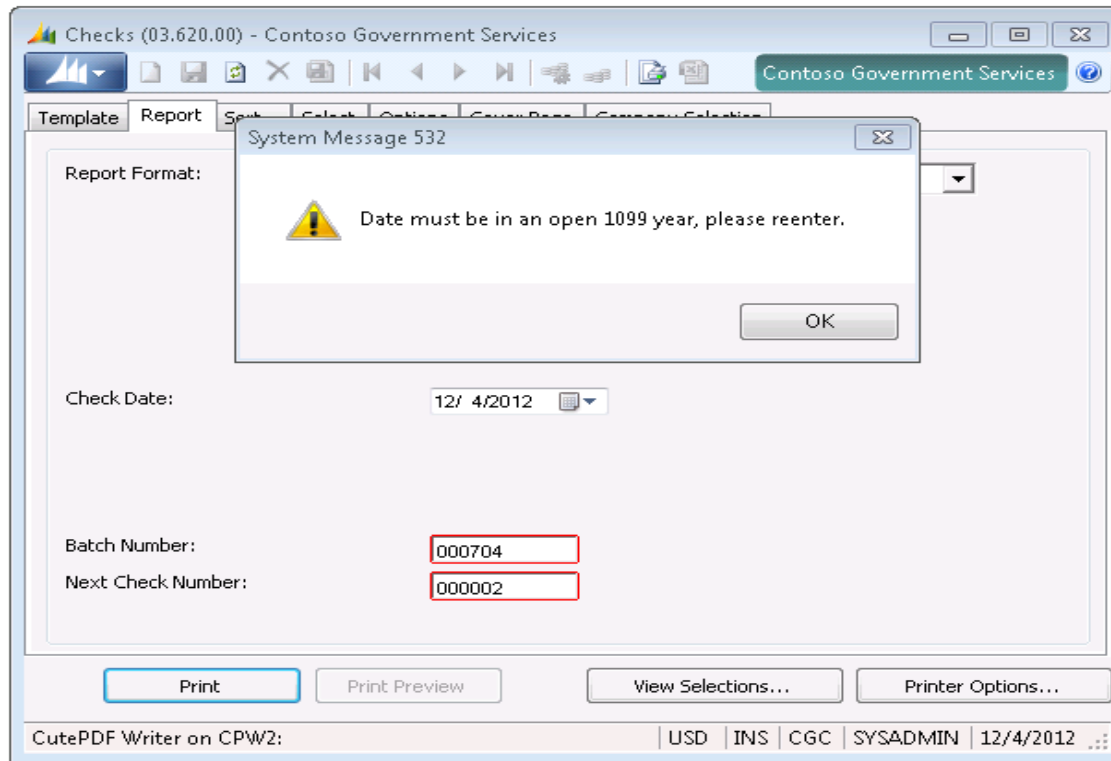
Next 1099 Year:

Next Year Status:

USD | INS | CBS | SYSADMIN | 12/4/2012

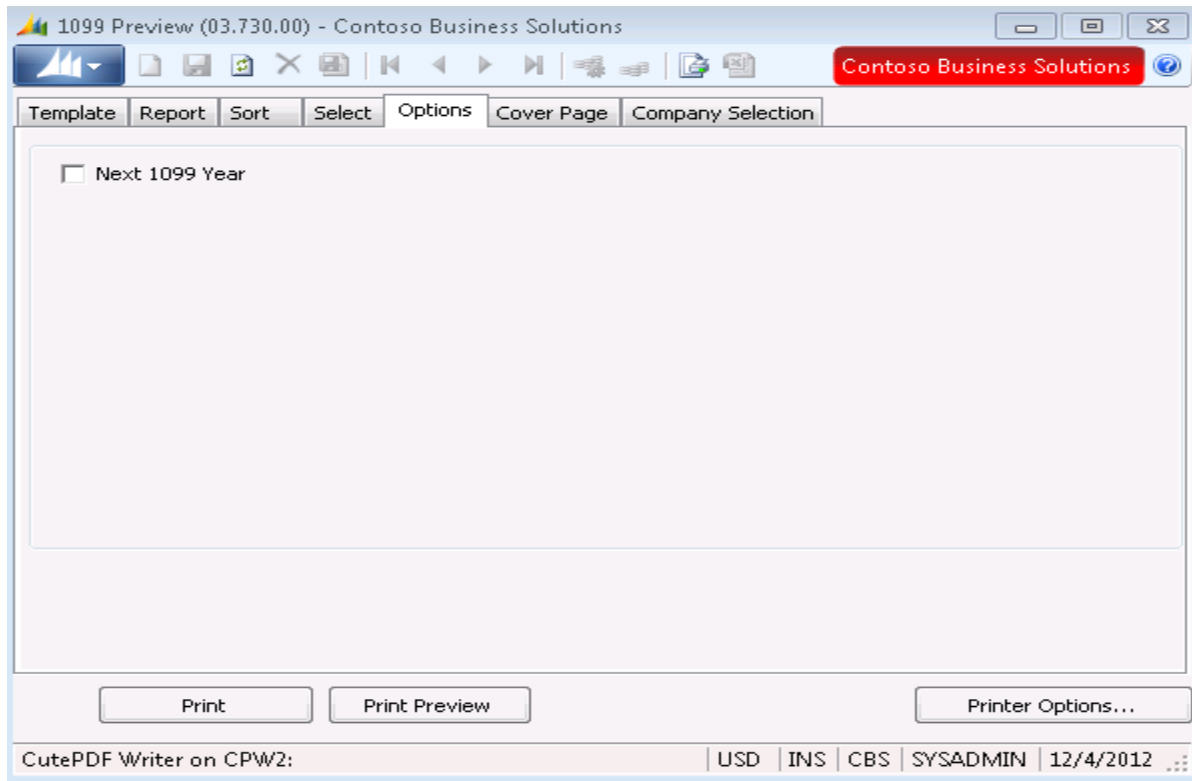
1099s: How to handle “Open 1099” Message

If you attempt to print checks in January, 2023 and get this message, you need to roll the 1099 year.



1099s, cont'd

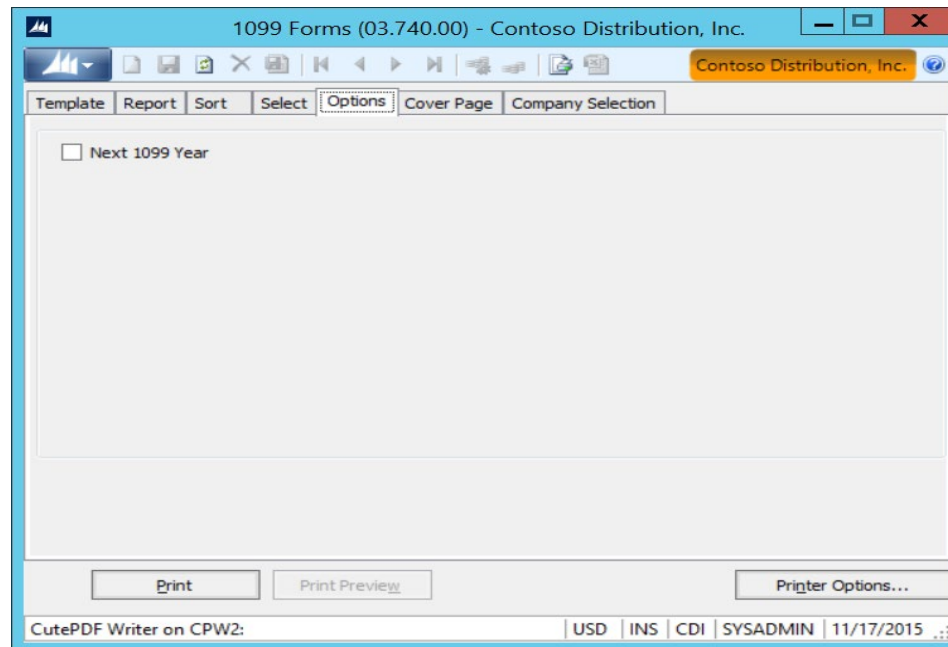
1099 Report should default to the “Current” Year



1099 Printing

- 1099 Printing is accomplished using the A/P 1099 Forms Report

*** Be sure to generate the proper year



1099 Electronic Filing

- The electronic file is created using A/P > Processes > Generate 1099 Electronic File

The screenshot shows a software window titled "Generate 1099 Electronic File (03.742.00) - Contoso Distrib...". The window contains a form with the following elements:

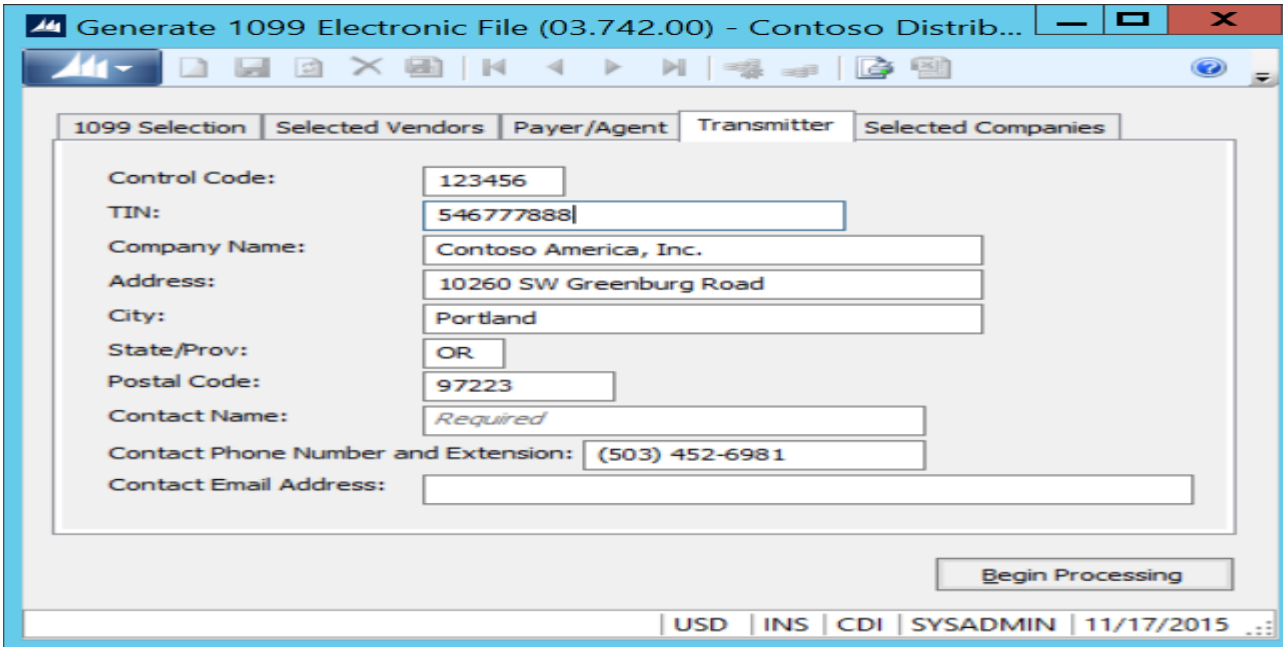
- 1099 Selection** (selected tab):
 - Calendar Year:** Radio buttons for 2014 (selected) and 2015.
 - Include All Qualified 1099 Vendors
 - Vendor Selection: [Text Input Field]
 - Transfer Agent Reporting
- Company ID:** [Text Input Field] containing "CDI", with "Contoso Distribution, Inc." displayed below it.
- OutPut Path:** [Text Input Field] with a browse button (...).
- Begin Processing** button.

The status bar at the bottom of the window displays: | USD | INS | CDI | SYSADMIN | 11/17/2015 |

1099 Electronic Filing, con't.

- FIRE (Filing Information Returns Electronically) number must be obtained from IRS:

<https://fire.irs.gov/>



The screenshot shows a software window titled "Generate 1099 Electronic File (03.742.00) - Contoso Distrib...". The window contains a form with the following fields and values:

1099 Selection	Selected Vendors	Payer/Agent	Transmitter	Selected Companies
Control Code:	123456			
TIN:	546777888			
Company Name:	Contoso America, Inc.			
Address:	10260 SW Greenburg Road			
City:	Portland			
State/Prov:	OR			
Postal Code:	97223			
Contact Name:	Required			
Contact Phone Number and Extension:	(503) 452-6981			
Contact Email Address:				

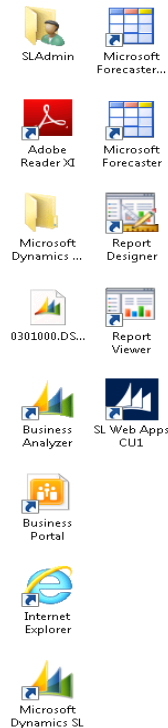
At the bottom right of the form is a button labeled "Begin Processing". At the bottom of the window, there is a status bar showing "USD | INS | CDI | SYSADMIN | 11/17/2015 ..:".

1099s: Helpful KB Articles

- Detail 1099 Preview report:
<http://support.microsoft.com/kb/936577>
- Company Info appears incorrect on 1099:
<http://support.microsoft.com/kb/846649>
- 1099 Forms not aligned properly:
<http://support.microsoft.com/kb/875724>

1099 - Vendor Maintenance – W-9

Consider attaching vendor's 1099 for record keeping:



Vendor Maintenance (03.270.00) - Contoso Business

Vendor ID: **ABAR**
Adam Barr

Vendor | Address Info | Defaults | 1099 Info | Purchasing

1099 Vendor: **Yes** (Default)
Tax ID Nbr: **123456789** (TIN Inco)
Tin Name: **Adam Barr**
Recipient Name 2:
Select Company: **Specific** Company ID: **CBS** (Contoso Business)
All
1099 Year: **2004**

Box 1 - Rents:
Box 2 - Royalties:
Box 3 - Prizes and Awards:
Box 4 - Federal Income Tax:
Box 5 - Fishing Boat Proceeds:
Box 6 - Medical Payments:
Box 7 - Nonemployee Compensation:
Box 8 - Payments in Lieu of Interest:
Box 10 - Crop Insurance Proceeds:
Box 13 - Excess Golden Parachute Payments:
Box 14 - Gross Proceeds Paid to an Attorney:
Box 15a - Section 409A Deferrals:
Box 15b - Section 409A Income:

Attachments - vendor 'ABAR'

Title	Description	Location	Attached Date	Attached By
W9BARR.pdf		http://dynamics01-99/At...	12/5/2014	SYSADMIN

W-9
Form (Rev. August 2011)
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Adam Barr
Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual sole proprietor C Corporation S Corporation Partnership Trust/estate

Exemptions (see instructions):
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):
 Other (see instructions):

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created pages on IRS.gov for information about Form W-9, at www.irs.gov/w9, and information about any future developments affecting Form W-9, such as legislation enacted after the release of this form.

Start the process with W2 Calculation

The screenshot shows the 'W2 Calculation (02.510.00) - Contoso Business Solutions' application window. The interface is divided into several sections:

- Control Info:**
 - Calendar Year: 2004
 - Social Security Wage Limit: 110100.00
 - Protect Edited W2 Information
- Pay Group (F4 for grid/form view):**

ID *	Description
01	Bi-Weekly Payroll
- Employee (F4 for grid/form view):**

Selected	Pay Group ID	Employee ID	Name	Edited W2 Info Exists	Direct Deposit
<input checked="" type="checkbox"/>	01	AINGLES	Anthony Ingles	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01	ARECKER	Recker Amy	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01	ARUSKO	Rusko Amy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	01	BALVAREZ	Brenda Alvarez	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01	BDIAZ	Brenda Diaz	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01	BPARKER	Bill Parker	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	01	BPOTTER	Potter Barry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	01	CDEWER	Dewer Craig	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01	CNADER	Candace Nader	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01	COBRIAN	Chris OBrian	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the window, there are buttons for 'Select All', 'Clear Selections', and 'Begin Processing'. The status bar at the very bottom shows 'USD | INS | CBS | SYSADMIN | 12/4/2012 ...'.

W-2s: Things to Consider

- Only use initialize mode to “fix” amounts that were actually paid and hit the GL
- If tax amounts are incorrect, find and fix the problem
- After closing the year, be sure to import tax table updates as necessary (as they become available)

ACA (Affordable Care Act) reporting

- No native reporting for ACA is included in SL

*** Plumblin & W-2 Mate offer a 3rd party solution for this function if you are utilizing SL payroll

Closing Process

Module Closing & History Retention

Module	Current Fiscal Period	Closing Type	Delete Detail
General Ledger:	06	Do Not Close	<input type="checkbox"/>
Accounts Payable:	06	Do Not Close	<input type="checkbox"/>
Purchasing:	06		<input type="checkbox"/>
Accounts Receivable:	06	Do Not Close	<input type="checkbox"/>
Inventory:	06	Do Not Close	
Cash Manager:	06	Do Not Close	<input type="checkbox"/>
Payroll:	06	Do Not Close	<input type="checkbox"/>
Bank Reconciliation:	06	Do Not Close	

Begin Processing

USD | INS | CBS | SYSADMIN | 12/6/2012

***** DO NOT CLICK THE DELETE DETAIL BUTTON ON THIS SCREEN**

Closing Process: Preparatory Steps

- Tie out Sub Ledgers: Aged A/P, Aged A/R, Inventory etc.
- Don't forget to run GL Allocations & Project Allocator
- Review Batch Status report/query for unposted/unreleased/hold batches

Closing Process: More Considerations

- General Ledger must go last in the closing steps
- For GL, closing the “Year” includes an implied closing of the “Month”
- If you have set Reversing Entries to generate on closing they will get created during the closing process
- For Payroll, closing the fiscal period identified as December actually closes the calendar year – deduction & history records for the next calendar year are created

Closing Process: Considerations

- Payroll for the December month must be closed in order to print checks for January (Use Year instead of Month)
- Project Controller closing is done in the Project Controller module
- The Purchasing module period post depends on the A/P module period post

Closing Process, cont'd.

The screenshot displays the 'GL Setup (01.950.00) - Contoso Government Services' window. The window title bar includes standard OS controls and the application name. Below the title bar is a menu bar with options: Options, Master Company Info, Fiscal Info, Currency Info, Chart of Acct Order, Budget Info, and Posting Options. The main content area is divided into several sections:

- Account Information:** YTD Net Income: 3200; Net Income - Current Year; Retained Earnings: 3100; Retained Earnings.
- Batch Information:** Last Batch Number: 000067; Post Batches On Release: In GL, AR & AP.
- Automatic Batch Reports for all Modules:** Checked. A sub-section allows disabling reports for various modules: Accounts Payable, Accounts Receivable, Advanced Payroll, Cash Manager, Currency Manager, General Ledger, Inventory, Payroll, and Purchasing. All are currently unchecked.
- Auto Reference:** Radio buttons for Automatic Reference Increment, No Automatic Increment, and Optional On Each Batch (selected).
- Retention:** Periods to Retain Module Trans: 12; Periods to Retain GL Trans: 12; Years to Retain GL Balances: 1.
- Automatic Reversing Entries:** Radio buttons for Generate while closing (selected) and Generate while releasing.
- Database Defaults:** Default Ledger ID: ACTUAL; Activate Multi-Company with Inter-Company Processing (checked); Allow Multiple Companies in a Single Database (checked); Activate Centralized Cash Processing (unchecked).
- Account Validation:** Validate Account/Subaccount (unchecked); Validate Account/Subaccount at Posting (unchecked).

The status bar at the bottom right shows: USD | INS | CGC | SYSADMIN | 12/4/2012

Closing Process, cont'd.

GL Setup (01.950.00) - Contoso Business Solutions

Options Master Company Info Fiscal Info Currency Info Chart of Acct Order Budget Info Posting Options

Allow posting to closed fiscal periods for all Modules

Prevent posting to prior fiscal years

Allow posting to closed fiscal periods for the following Module(s)

<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Currency Manager	<input type="checkbox"/> Purchasing
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Service Contracts
<input type="checkbox"/> Advanced Payroll	<input type="checkbox"/> Inventory	<input type="checkbox"/> Service Dispatch
<input type="checkbox"/> Bill of Material	<input type="checkbox"/> Multi-Company	<input type="checkbox"/> Work Order
<input type="checkbox"/> Cash Manager	<input type="checkbox"/> Payroll	

USD | INS | CBS | SYSADMIN | 12/6/2012

Month End Closing tip

Consider creating a custom menu with your organization's month end/year end procedures

The screenshot displays the Microsoft Dynamics SL interface for the 'Month-End-Closing Step-by-Step' process. The breadcrumb navigation at the top reads: Contoso Government Services > Month-End-Closing > Month-End-Closing Step-by-Step. The left-hand navigation pane shows a tree structure with 'Month-End-Closing Step-by-Step' expanded, containing sub-items: 'Accounts Payable Closing', 'Accounts Receivable Closing', and 'General Ledger Closing'. Below this, a vertical menu lists various business areas: Home, Quick Query, Administration, Government Contractors, Month-End-Closing (highlighted), Financial, Project, Orders, Inventory, and Field Service. The main content area, titled 'Month-End-Closing Step-by-Step', lists several tasks: 'Accounts Payable Closing' (with sub-tasks 'AP Batch Register' and 'Voucher and Adjustment Entry'), 'Accounts Receivable Closing' (with sub-tasks 'AR Batch Register' and 'Invoice and Memo'), and 'General Ledger Closing' (with sub-tasks 'Release GL Batches', 'GL Batch Register', 'Journal Transactions', and 'Trial Balance'). The Microsoft Dynamics SL logo is visible in the top right corner of the main area. The status bar at the bottom shows the date '12/4/2012', user 'SYSADMIN', application 'ContosoGCApp', and role 'Self'.

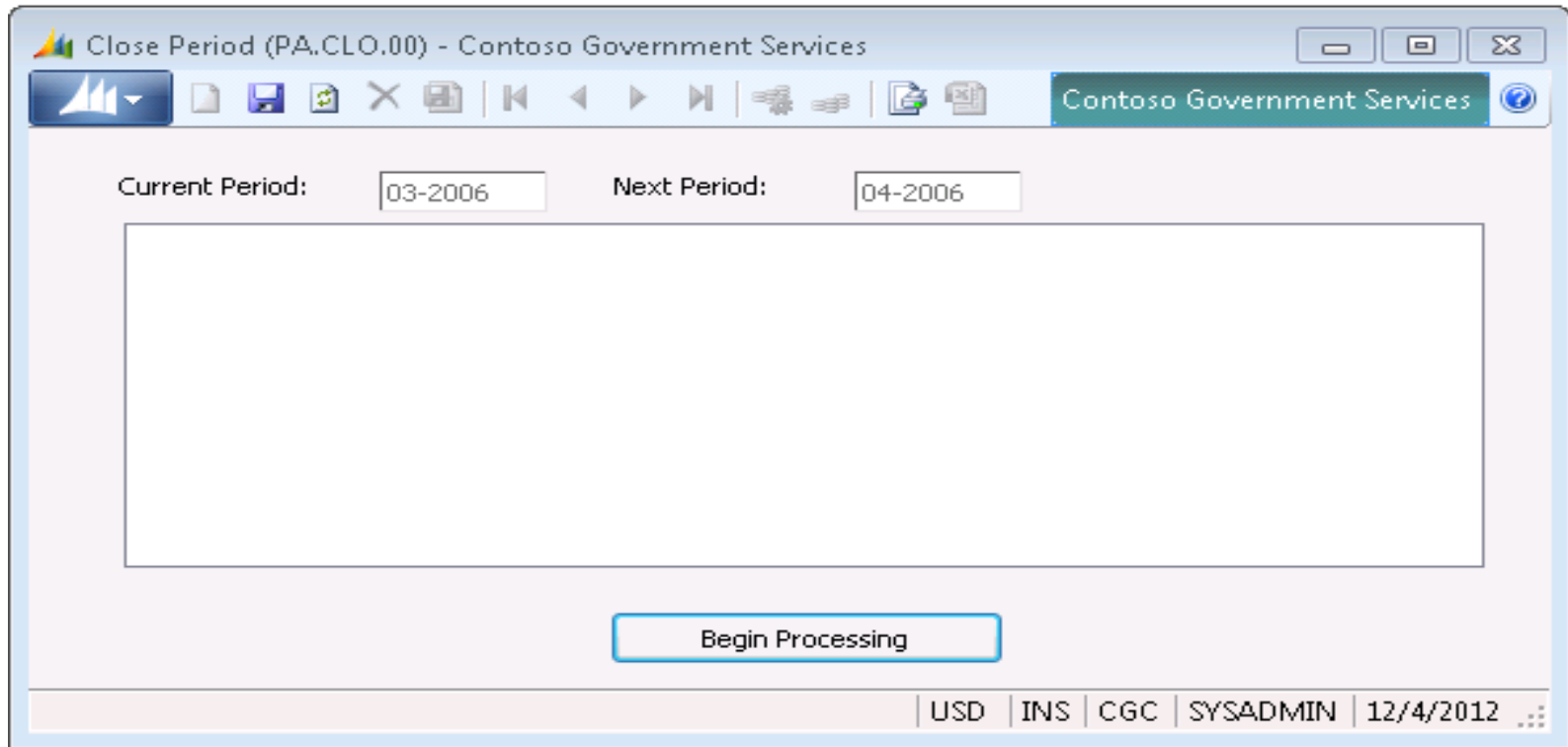
Project Controller Closing Process

Closing process checks modules specified in the Project Controller setup & updates various summary project tables

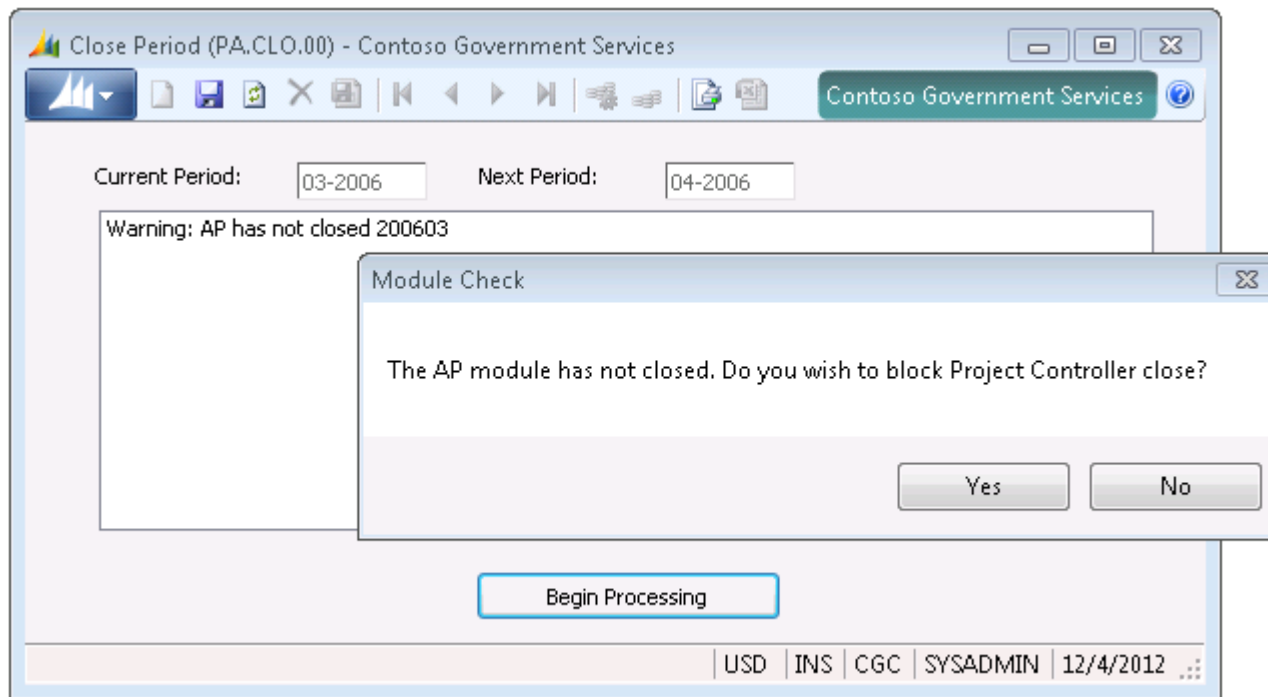
The screenshot displays the 'Project Controller Setup (PA.SET.00) - Contoso Business Solutions' application window. The interface includes a menu bar with options like 'General Information', 'PC Options and Setup', 'Revenue Setup', 'Equipment/UOP Setup', 'Billed To Date Setup', and 'Bill to a Maximum Setup'. The 'PC Options and Setup' tab is active, showing various configuration options. Key settings include: 'Project ID's to be included in IQ.PAS.01' (two dropdown menus), 'Enable Budget History' (checkbox), 'Store History of Budget Revisions Entered in Project Budgeting' (checkbox), 'Transfer AR Payments/Req Default Task' (checked), 'Auto Add Default Task to New Projects' (checked), 'Default Task for Sys Postings' (000), 'Non Post Project' (NP), 'Default Task Desc - Segment#' (1), 'Default Day Range for Timecard Schedule and Task List' (0), 'Auto Increment - Project' (1, OCAT), 'Auto Increment - Task' (checkbox), 'Modules Checked in Period Cls' (GL AP AR IN PO PR), 'Financial Modules Integrated' (GL AP AR IN PO PR), 'Activate Utilization Process' (checked), 'Default Utilization Type' (DIR), 'Recap GL Postings' (checked), 'No zero amount postings' (checkbox), 'Selection by Batch' (checked), 'Auto-started Allocations' (checked), 'Method Number' (Both), 'Automatic Financial Transaction Transfer' (checked), 'Allow Posting of a Financial Batch to a Prior Period' (checked), 'Summarize Payroll FTT records' (checkbox), 'Activate Foreign Currency Billing and Multi Currency Expense Entry' (checkbox), and 'Auto-started Communicator Destination' (0000). The status bar at the bottom shows 'USD | INS | CBS | SYSADMIN | 12/6/2012'.

Project Controller Closing Process

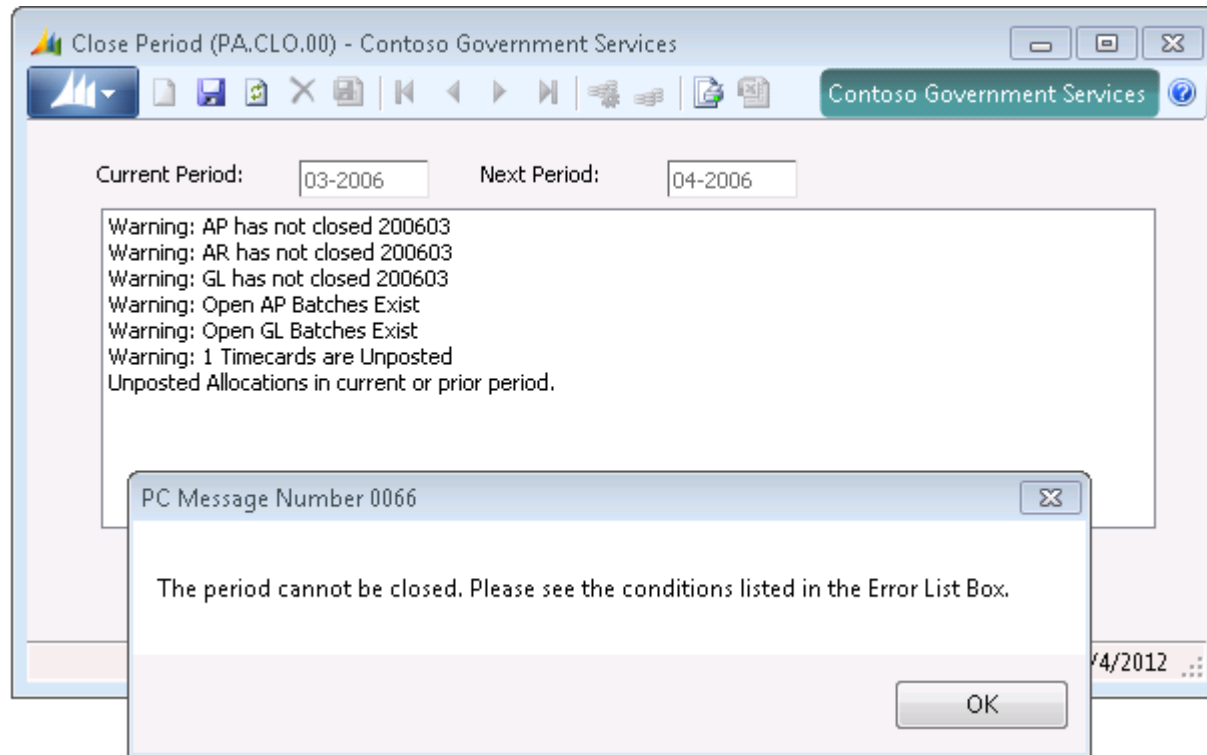
After reviewing reports, etc.....Open the Close Period screen and click Begin Processing



Project Controller Closing Process, cont'd.



Project Controller Closing Process, cont'd.



Project Controller Closing Process, cont'd.

How to resolve Project Controller closing issues:


<http://support.microsoft.com/kb/933076>

Dynamics SL Year End



QUESTIONS ?





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