

Year End Close Training



Year End Close Training Class

Cost \$125

8:30 a.m. to noon CST

You will learn how to perform closing procedures in each Microsoft Dynamic GP module. The agenda for the class is:

- Introductions
- Overview of year-end procedures
- Updates
- Backups
- Fiscal year-end vs. Calendar year-end
- Sales Order Processing
- Purchase Order Processing
- Inventory Control
- Receivables Management
- Payables Management
- Fixed Assets
- General Ledger
- Payroll
- Other Modules and 3rd Party Products
- FAQ's

A year-end checklist will be provided for proper close procedures. During the training, we will go through making backups of data, as well as reports that are useful to create and run, such as Smart Lists related to doing 1099's. We will walk through the close process so users can see the results of the closing the modules. If your AP/AR/Inventory/HR/PR teams have an active role in the month end and year end processes then those users would benefit from the training, otherwise, there are handouts and procedures that are available to take back to your company. The training documentation goes through the needed closes for all modules including both fiscal and calendar years.

If you have any questions, please let us know.