

# How to perform the year-end closing procedures in Payables Management after you have already posted transactions to the new year in Microsoft Dynamics GP

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## CONFIDENTIAL ARTICLE

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### SUMMARY

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This article describes how to perform the year-end closing procedure for the current year after you have posted transactions for the upcoming new year in Payables Management in Microsoft Dynamics GP. This article also describes how to run the procedure without losing data integrity for the upcoming new year.

### MORE INFORMATION

Payables Management is not date sensitive. The year-end closing procedure transfers the amounts from the **Year To Date** column to the **Last Year** column in the **Vendor Yearly Summary** window. To view this information, click **Cards**, point to **Purchasing**, and then point to **Summary**. After you have chosen a Vendor ID for display, click **Yearly**.

If you have already posted transactions for the upcoming new year, the transaction amounts remain in the **Year To Date** column because you have not yet performed the year-end closing.

If you close the year, the values in the **Year To Date** column are transferred to the **Last Year** column. (These values include both current year values and any amounts that are posted to the upcoming new year.) Therefore, the amounts in the Vendor Yearly Summary window will be inaccurate. We recommend that you do not post any transactions for the new year until you have closed the previous year. Or, you can enter transactions for the new year, and then save the transactions in a batch without posting them. You can then post the new transactions after you perform the year-end closing for Payables Management.

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### APPLIES TO

- Microsoft Dynamics GP 2010
- Payables Management, when used with:
  - Microsoft Dynamics GP 10.0
  - Microsoft Dynamics GP 9.0

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