

Start 2010 with some of these tips and settings to prevent headaches, 'do-overs' and wasted time!

[2010 Checklist for Microsoft Dynamics GP](#)

1. Create the New Year Setup > Company > Fiscal Periods AND Try closing **JAN 2009 checkbox** so no inadvertent posts to Jan '09 instead of JAN '10.
2. Enter new Payroll state tax rates for CA, AZ, MN, MA, NJ, NY, ND, VT plus Federal & EIC rates. Tools > Setup > Payroll > Payroll (use cab file).
3. Begin preparation for 1099 AP reporting. First, run a smartlist of all 1099 status vendors, then go to Tools > Routines > Purchasing > Print 1099s.
4. Restrict AP/AR/INV accounts from being posted to directly (helps with reconciling)! Cards > Financial > Accounts and don't "Allow Account Entry".
5. Update Billing and Employee Rates in Project Accounting.
6. Update Pay rates, vacation, or PTO schedules effective for 2010 in Payroll.
7. Check Fixed Assets to be sure Books and Quarters are defined for 2010.
8. Consider adding Posting Numbers to your Journals. Tools > Setup > Company > Company > Options (select 'Enable Posting Numbers' & choose by Year or Period).
9. Use Reminders this year to keep ahead of Due Dates and link to Smartlists that you can watch closely. Setup > User Preferences > Reminders.
10. Make a backup of all Microsoft Dynamics GP directories and databases and take off-site. Add an export of all modified reports and forms to backup!

**If you have any questions,
email Support@BorekBusinessSolutions.com
or call us at 541-345-3883 Option 2
so we can assist you!**