

COLLINS COMPUTING CUSTOMER WEBCAST

MICROSOFT DYNAMICS GP 2013 YEAR-END CLOSING NOTES

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December 2013



WEBCAST OVERVIEW

MICROSOFT NEWS

TIPS - INSTALL & UPDATE NOTES

OVERVIEW OF CHANGES (IF YOU'VE DONE IT BEFORE)

MODULE DETAILS

CLOSING NOTES/QUESTIONS

CONVERGENCE 2014 IS GOING TO BE AMAZING!

Atlanta, Georgia
March 3-7th, 2014
(Monday-Friday)



Early Bird Special
Ends January 9th!
Save \$300

Collins Customer Appreciation Dinner

– Monday Night! –

Pittypat's Porch 5:30-8:00 pm

R.S.V.P. To Analisa or Abra



Thursday Concert FUN!

“Some Nights”

“We Are Young”

“Carry On”

Celebrate with FUN.



Join us for the Convergence Celebration
Thursday, March 6 with the award nominated band FUN.

Handy Tools To Help You Out!

Microsoft Blog Link re: Year-End

<http://community.dynamics.com/gp/b/dynamicsgp/archive/2013/11/07/back-by-popular-demand-microsoft-dynamics-gp-year-end-closing-blog-series-for-2013.aspx>

Back by popular demand...Microsoft Dynamics GP Year-End Closing Blog Series for 2013!!

The Microsoft Dynamics GP Team will be creating blog posts this year related to year-end closing processes for Microsoft Dynamics GP. Below is the schedule of upcoming blog posts.

November 12, 2013 – [Payables Management](#)

November 14, 2013 – [US Payroll](#)

November 19, 2013 – [Analytical Accounting](#)

November 21, 2013 – [Fixed Assets](#)

November 26, 2013 – [Install and Upgrade](#)

November 29, 2013 – [Inventory](#)

December 03, 2013 – [Receivables Management](#)

December 05, 2013 – [Canadian Payroll](#)

December 10, 2013 – **General Ledger**

What's Changed?

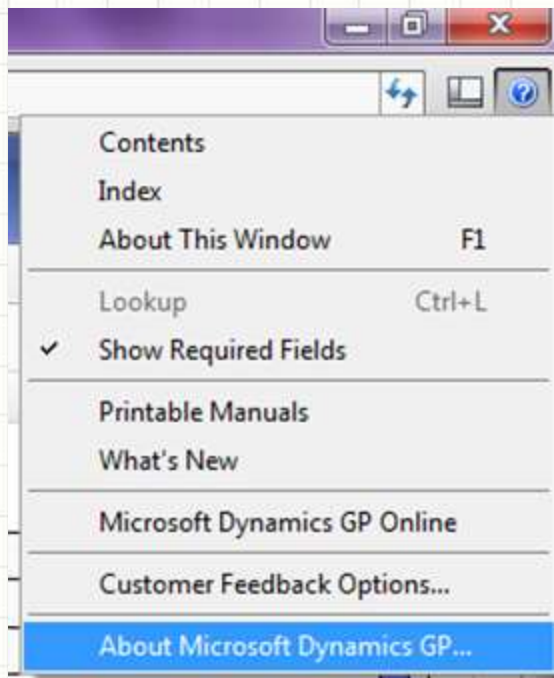
Year End Updates (Please Use Collins to install)

Service Packs include: Table changes, Code changes, hot fixes & compliance updates.

Service Packs: Inclusive of changes throughout the year.

GP2013: SP2 + Year-End = 12.00.1538

GP 2010: SP4 + Year-End = 11.00.2292



Check your version by going to “?” and
About Microsoft Dynamics GP

****GP 10: No Updates Avail (Need to Upgrade)**

941 Incorrect over \$200K

Specific Year-End Update Changes

- Payroll

- No W-2 or W-3 Form changes
- EFW2 Changes (Electronic Filing)
 - *Recommended install if you are filing electronically via GP*
- Product Quality Fixes around Payroll Year-End
 - *Recommended install for payroll customers*

- Fixed Assets

- Luxury Auto Max Depreciation Deduction Amt's
 - The maximum allowed for luxury vehicles has been updated for assets placed in service in calendar year 2013 to comply with IRS Guidelines:
http://www.irs.gov/irb/2013-12_IRB/ar07.html
- Historical Reporting Capability in GP 2013

- Payables

- 1099 DIV , 1099 MISC and 1099 INT ALL HAVE CHANGES
- 1096 Summary form (GP 2013)

What does that mean for you?

- You MAY not need the 'year-end' update if:
 1. You do not use payroll.
 2. You do not generate 1099 info.
 3. You DO use payroll but not affected by list.
 4. You ONLY need the small form changes.
- Call Collins Computing to create modified reports for the 1099 layouts.
- This will be a case-by-case basis, as each version is different and not all customers will need all formats.
- **CONTACT Collins Computing Prior For Assistance Please!**

PAYABLES MANAGEMENT CHANGES

Changes to the 1099-DIV form

Recipient box was reduced in size

Street Address/City boxes moved up 1 line & increased in size

Account Number/2nd Tin box moved down (where blank box was)

9191 VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.		1a Total ordinary dividends	OMB No. 1545-0110
		\$	2013
PAYER'S federal identification number		1b Qualified dividends	Form 1099-DIV
		\$	
RECIPIENT'S identification number		2a Total capital gain distr.	2b Unreap. Sec. 1250 gain
		\$	\$
RECIPIENT'S name		2c Section 1202 gain	2d Collectibles (28%) gain
		\$	\$
Street address (including apt. no.)		3 Nondividend distributions	4 Federal income tax withheld
		\$	\$
City or town, province or state, country, and ZIP or foreign postal code		5 Investment expenses	6 Foreign tax paid
		\$	\$
Account number (see instructions)		7 Foreign country or U.S. possession	8 Cash liquidation distributions
		\$	\$
2nd TIN ext. <input type="checkbox"/>		9 Noncash liquidation distributions	10 Exempt-interest dividends
		\$	\$
		11 Specified private activity bond interest dividends	12 State
		\$	\$
		13 State correction ex.	14 State tax withheld
		\$	\$

Dividends and Distributions

Copy A For Internal Revenue Service Center

File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.

Form 1099-DIV Cat. No. 14415N www.irs.gov/form1099div 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





PAYABLES MANAGEMENT CHANGES

Changes to the 1099 MISC form

- Recipient box was reduced in size
- Street Address/City boxes moved up one line and increased in size

If this is the **ONLY** change affecting you, we will provide you with updated form – just contact our support department!

CORRECTED (if checked)

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	OME No. 1545-0115 2013 Form 1099-MISC	Miscellaneous Income
PAYER'S federal identification number		2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$
RECIPIENT'S identification number		5 Fishing boat proceeds \$	6 Maternal and health care payments \$	Copy B For Recipient
RECIPIENT'S name Street address (including apt. no.) City or town, province or state, country, and ZIP or foreign postal code		7 Nonemployee compensation \$	8 Substitute payments in lieu of dividends or interest \$	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
RECIPIENT'S tax ID number (see instructions)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$	10 Crop insurance proceeds \$	
15a Section 409A deferrals \$		11 Foreign tax paid \$	12 Foreign country or U.S. possession	
15b Section 409A income \$		13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
16 State tax withheld \$		17 State/Payer's state no.	18 State income \$	

Form 1099-MISC (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service



PAYABLES MANAGEMENT YEAR END

Changes to the 1099 INT form

- Two per page format (instead of three per page)

Changes to the 1096 Summary form

- Checkboxes at bottom smaller/realigned

(in GP 2013 only)

Do Not Staple 6969

Form **1096** Annual Summary and Transmittal of U.S. Information Returns OMB No. 1545-0108
 Department of the Treasury Internal Revenue Service **2013**

FILER'S name
 Street address (including room or suite number)
 City or town, province or state, country, and ZIP or foreign postal code

Name of person to contact Telephone number
 Email address Fax number

For Official Use Only

1 Employer identification number 2 Social security number 3 Total number of forms 4 Federal income tax withheld \$ 5 Total amount reported with this Form 1096 \$

6 Enter an "X" in only one box below to indicate the type of form being filed. 7 If this is your final return, enter an "X" here.

W-9G 50	1099-INT 81	1099-C 79	1099-E 84	1099-T 83	1099-A 80	1099-B 79	1099-C 85	1099-CAP 72	1099-DIV 91	1099-G 86	1099-H 71	1099-INT 92	1099-K 10	1099-REC-SS 93	MISC 95	1099-CID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-PATR 97	1099-G 31	1099-R 98	1099-S 75	1099-SA 94	3921 25	3922 26	5498 28	5498-ESA 72	5498-SA 27							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.

PAYABLES MANAGEMENT YEAR END

Important points to remember (Additional functionality)

– Microsoft Dynamics GP 2013

- Separate *1099 Address ID* field on vendor card
- Additional Box Numbers added for each Tax Type
- Additional fields on the 1099 Details window
- New functionality to edit 1099 information:
 - *Edit 1099 Transaction Information* window (per trx)
 - *Update 1099 Information* utility now has options for ‘Not a 1099 vendor’ tax type (per vendor)
- Print 1096 Summary Form

GP 2013 New AP Fields/Screens

1099 Details sa Fabrikam, Inc. 4/12/2017

Vendor ID: BEAUMONT0001
 Name: Beaumont Construction
 Tax Type: Miscellaneous
 Display: Month Year
 Month: April Year: 2017
 Payer made Direct Sales of \$5,000 or more etc.
 State/Payer's State No.

1099 Box	Description	Amount
1	1 Rents	\$0.00
2	2 Royalties	\$0.00
3	3 Other Income	\$0.00
4	4 Federal Tax Withheld	\$0.00
5	5 Fishing Boat Proceeds	\$0.00
6	6 Medical Payments	\$0.00
7	7 Dividends/Interest	\$0.00
8	8 Substitute Payments	\$0.00
10	10 Other Income	\$0.00
13	13 Golden Parachute	\$0.00
14	14 Attorney Proceeds	\$0.00
15a	15a Section 409A Deferrals	\$0.00
15b	15b Section 409A Income	\$0.00
16	16 State Tax Withheld	\$0.00
18	18 State Income	\$0.00

New 1099 Fields

**Additional Boxes
Per Tax Type**

Vendor Maintenance

Vendor ID: BEAUMONT0001
 Name: Beaumont Construction
 Short Name: Beaumont Constr
 Check Name: Beaumont Construction

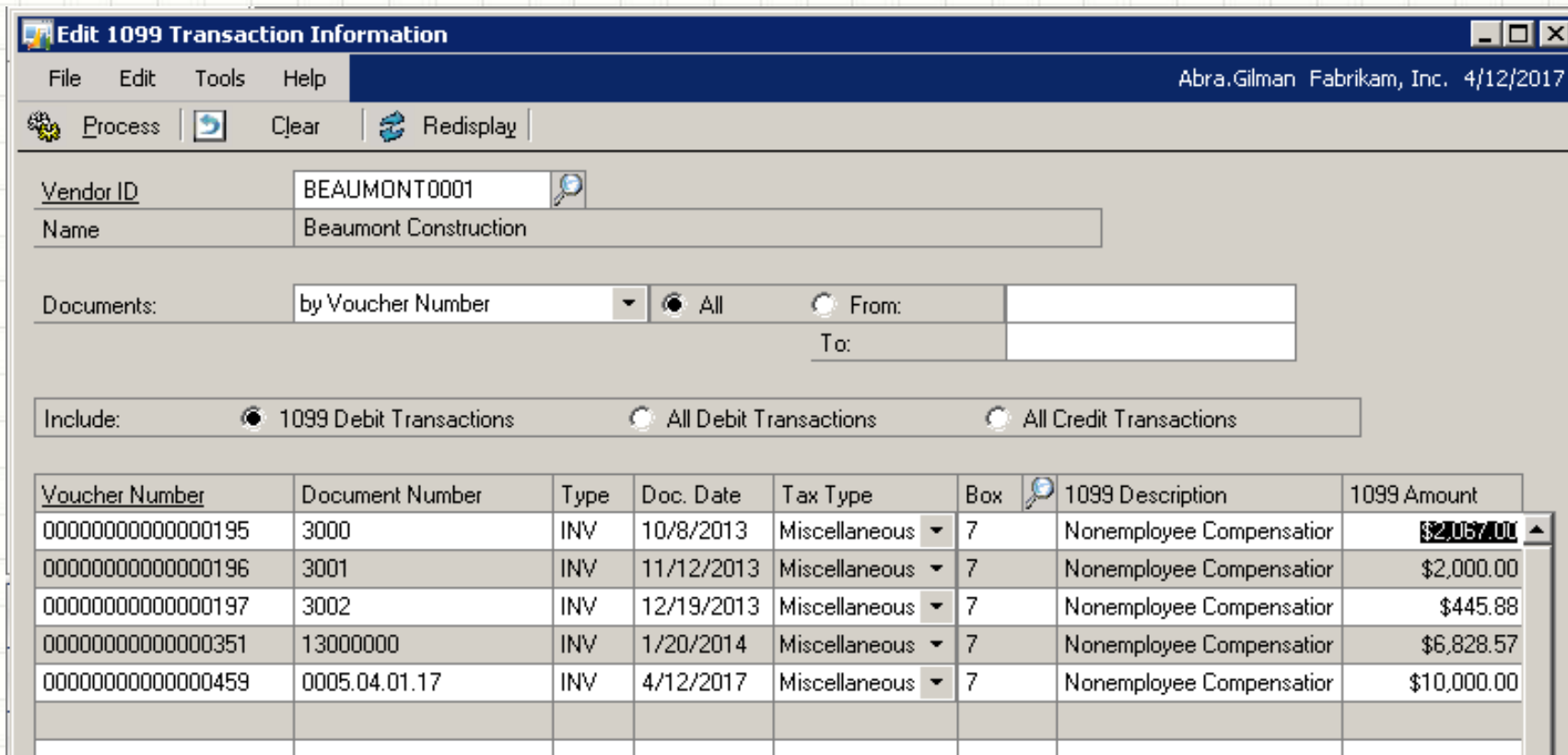
Primary Address:
 Address ID: PRIMARY
 Contact: Phil Beaumont
 Address: 1234 East Crestview Drive
 City: Chicago
 State: IL
 ZIP Code: 60607-2321
 Country: USA

Address IDs:
 Purchase: PRIMARY
 Remit To: PRIMARY
 Ship From: PRIMARY
 1099: **1099**

New 1099 Address ID

Update Vendor 1099 Information

In Edit 1099 Trx info, you can see the detailed transactions for a 1099 vendor and change the individual transaction information to ensure accurate 1099s.



Vendor ID: BEAUMONT0001
 Name: Beaumont Construction

Documents: by Voucher Number All From:
 To:

Include: 1099 Debit Transactions All Debit Transactions All Credit Transactions

Voucher Number	Document Number	Type	Doc. Date	Tax Type	Box	1099 Description	1099 Amount
000000000000000195	3000	INV	10/8/2013	Miscellaneous	7	Nonemployee Compensator	\$2,067.00
000000000000000196	3001	INV	11/12/2013	Miscellaneous	7	Nonemployee Compensator	\$2,000.00
000000000000000197	3002	INV	12/19/2013	Miscellaneous	7	Nonemployee Compensator	\$445.88
000000000000000351	13000000	INV	1/20/2014	Miscellaneous	7	Nonemployee Compensator	\$6,828.57
000000000000000459	0005.04.01.17	INV	4/12/2017	Miscellaneous	7	Nonemployee Compensator	\$10,000.00

Make vendor 1099 after trx entered!

Update 1099 Information

File Edit Tools Help sa Contoso Electronics, Inc. 9/13/2012

Update: Vendor 1099 Transactions Vendor and 1099 Transactions

From: Tax Type: Not a 1099 vendor 1099 Box Number: -

To: Tax Type: Dividend 1099 Box Number: 1a Ordinary Dividends

Ranges: Vendor ID From: BURNETT0001 To: BURNETT0001

Vendor ID From BURNETT0001 To BURNETT0001

Process Clear

Update 1099 Information will let you change a non-1099 vendor and that vendor's transactions to a 1099 vendor and update the tax type and 1099 box number.

Update 1099 Information Audit Report
Contoso Electronics, Inc
Payables Management

Page: 1
User ID: sa

Sorted By: Vendor ID

Document Date: First - Last

Vendor ID: BURNETT0001 Vendor Name: Burnett Travel Associates
 Old Tax Type: Not a 1099 Vendor Old 1099 Box Number:
 New Tax Type: Dividend New 1099 Box Number: 1a Ordinary Dividends

Status Changed

Document Number	Old Tax Type	New Tax Type	Old 1099 Box Number	New 1099 Box Number	Old 1099 Amount	New 1099 Amount	Status
000000000000000024	Not a 1099 Vendor	Dividend		1a Ordinary Dividends	\$0.00	\$14,099,374.99	Changed
000000000000000025	Not a 1099 Vendor	Dividend		1a Ordinary Dividends	\$0.00	\$14,099,724.85	Changed
000000000000000026	Not a 1099 Vendor	Dividend		1a Ordinary Dividends	\$0.00	\$14,104,301.99	Changed

Analytical Accounting Notes

- Don't underestimate the importance of AA matching GL amounts.
 - **New scripts to verify AA data against GL
- Management Reporter (Data Mart) reads from AA tables
- Make sure AA is installed and enabled on workstation where GL is being closed!
- AA Codes automatically close when GL is closed.

Analytical Accounting Year End Scripts

Analytical Accounting data closes with General Ledger regardless of whether options on dimensions are marked

1. PRIOR to closing GL: Verify the results are not duplicated:

```
select distinct(YEAR1) from AAG30000
```

```
select distinct(YEAR1) from AAG40000
```

2. PRIOR to closing GL – see that top 2 and bottom 2 match:

```
select distinct(YEAR1) from AAG30000
```

```
select distinct(OPENYEAR) from GL20000
```

```
select distinct(YEAR1) from AAG40000 order by YEAR1
```

```
select distinct(HSTYEAR) from GL30000 order by HSTYEAR
```

3. Be sure the following returns no results:

```
select count(*) from AAG40001 where aaCopyStatus<>8
```

4. Option (setup) to have BBF entries on dimensions

within notes at back of slides

General Ledger Year End Close

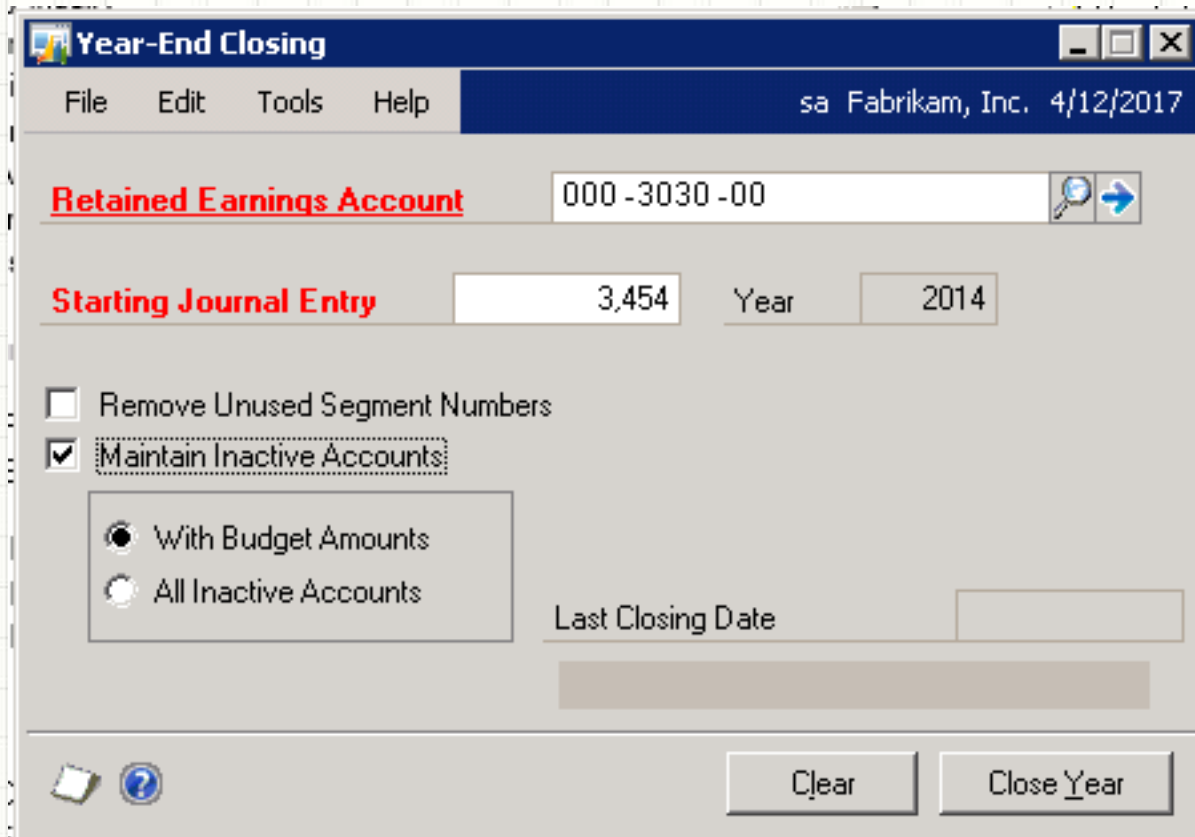
New Notes For This Year!

- Issue with Divisional Retained Earnings checkbox does not update GL40000 table if marked and unmarked.
 - Run script “update GL40000 set DIVACTSG = 0”
 - Fixed in GP 2013

- Microsoft Dynamics GP 2013
 - Maintain inactive accounts in Year-End Close window
 - Progress bar WORKS in Year-End Close window
 - Unit Accounts have option to clear balance during YEC

GL Year-End Close New Options

If you don't select anything, it works the way it does now. It will NOT remove unused segments and it WILL delete all inactive accounts.



But if you want to ONLY keep inactive accounts that have Budgets, select as shown.

The Progress Bar Works!

Payroll “Tax” Updates

Round 1 – 2014 (Do not install until final ‘13 run)

Due out week of Dec 16th (Do it yourself or call Collins)

- FICA Social Security Limit changed to \$117K
- State updates include: California, Connecticut, Delaware, Kansas, Kentucky, Maine, Maryland, Minnesota, New Mexico, New York, North Carolina and Yonkers.
- Federal Changes
- Round 2 Due in Mid-January

** So, you may skip Year-End update and add tax update only (with 1099 forms manually added).*

Check Yourself – What do you need?

- Downloads & Updates >> Tax Updates
- U.S. Year End Update.pdf
- W-2 Wage and Tax Statement Data Source.pdf
- Tax Forms – 800-432-1281
www.microsoftbusinesschecks.com
- IRS Forms and Publications
<http://www.irs.gov/formspubs/index.html>
- Accuwage for Electronic File Verification
<http://www.ssa.gov/employer/accuwage/index.html>
- KB Article 850663 Year-end closing procedures for Microsoft Dynamics GP Payroll
<http://support.microsoft.com/kb/850663>

Collins Blog & YouTube Channel

<http://collinsdynamicsgp.blogspot.com/>

<http://www.youtube.com/user/CollinsComputing/videos>

CollinsComputing

Home Videos Discussion About Search

Uploads



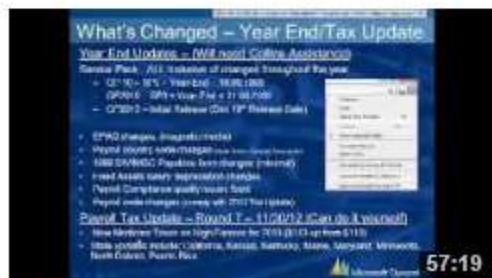
Microsoft Dynamics GP Report Writer - Copying Calculated Fields - By Coll...

455 views 6 months ago



Microsoft Dynan Select Printer

42 views 8 months ago



Microsoft Dynamics GP - 2012 Year End Closing Video - By Collins Com...

105 views 11 months ago



Collins Computi TOP FINDS 2012

22 views 1 year ago

Collins Dynamics GP Blog

Collins Computing Inc. is the largest Microsoft Dynamics Gold Partner. Since 1986, Collins Computing's award-winning team has been providing a competitive edge with leading mid-market financial, business...

Thursday, November 7, 2013

2014 Round 1 Tax Update

Targeted release date of 12/16/13. Changes, so far, include:

- FICA Social Security Limit set to \$117,000
- California
- Kansas
- Maryland
- North Carolina

If you have any questions, please contact support@collinscomputing.com or call (888) 391-6690.

at 3:16 PM

ADP SmartComplianceSM Supports Integration



Visit the [ADP SmartCompliance website](#)
 Watch the [ADP SmartCompliance video](#)

Employment Tax

Wage Payments

Unemployment Claims

Wage Garnishments

Tax Credits

Employment Verification

W2 Management

- > Reduced risk & penalties
- > Federal, State & local tax compliance
- > Single-feed W-2, W-2c Filing
- > Lower effective tax rate
- > Full suite of credits: WOTC, Points of Hire, Geographic Training, Negotiated, Saleable, and more
- > Comprehensive Paperless Payroll
- > Paycard
- > Internet statements
- > ACH origination
- > Check printing
- > W-2 printing/posting
- > Automated services powered by The Work Number®
- > Data accessible by internet or phone
- > Secure release of employee
- > Claims & appeal handling
- > Proven hearing representation
- > Benefits processing
- > Employment verification
- > Timely, accurate year-end statement processing
- > Complete W2c generation, distribution, and posting
- > Upload capability to major tax preparers
- > Interrogatories, Interpretation & Correspondence
- > Shift judgment and penalty risk
- > Letter compliance
- > Lien interpretation
- > Disbursement management



Module Order Discussion

1

- SOP, POP, Inventory, Proj Acct & Fixed Assets.

2

- Payables, Receivables, AA & General Ledger

3

- Payroll and Human Resources

MODULES: CLOSE IN THIS ORDER

General Ledger should be the last module!

Close in the following order:

Inventory (SOP/POP)

Receivables (Project)

Payables

Fixed Assets

Payroll/HR

General Ledger



DISTRIBUTION YEAR-END (INVENTORY, SOP, POP, INVOICING)

When should the close be done?

- The Inventory module should be closed at the end of your Fiscal year, before any new transactions that would affect inventory quantities are posted
- Enter and post all Purchase Order Processing, Invoicing/Sales Order Processing, and Inventory transactions for the current year

Inventory year end

Closing the Year in Inventory will:

- Transfer summarized **current-year quantities, costs, and sales information (Dollars/Quantities)**
- Update **Beginning quantity** of each item from the **On Hand** quantity at each site. (Some reports—such as the Turnover Report—use the beginning quantity field in calculations.)
- Reset the **Quantity Sold** field for each item to **zero**.

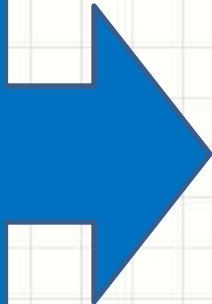
Cards > inventory > Quantity/Sites.

Options to:

- Remove **purchase receipts** for items completely sold.
- Remove **discontinued items** from item records that have been completely sold.
- Remove **lot attributes** from records of lot numbered items that have been completely sold.
- Update the **standard cost of each item to the current cost** if using FIFO or LIFO periodic valuation methods.
- Remove **Cost Change** History.

INVENTORY CARD HISTORY

Quantities and
Amounts moved
to "Last Year"



Item History sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save

Item Number: ACCS-CRD-12WH Phone Cord - 12' White

	Current Year	Last Year
Sales Quantity	76	0
Sales Cost	\$250.04	\$0.00
Sales Amount	\$756.20	\$0.00

Year: Calendar Fiscal Sites: All Site ID

Annual Historical Usage: 30 Annual Projected Usage: 0

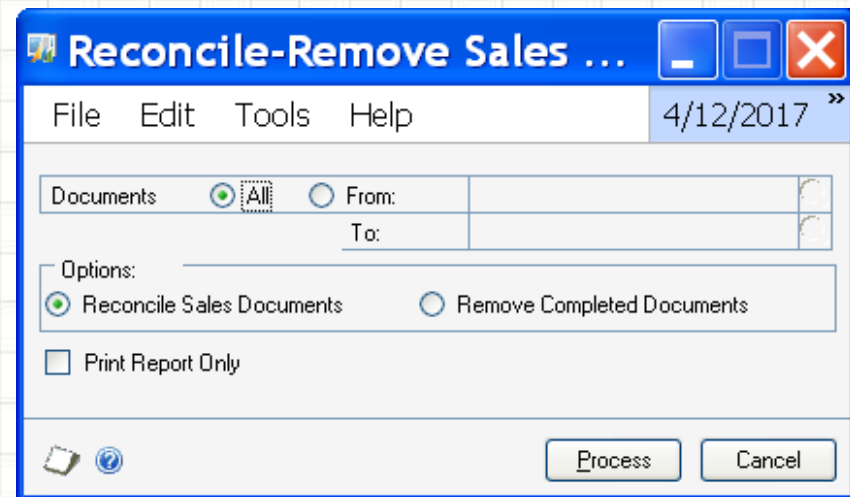
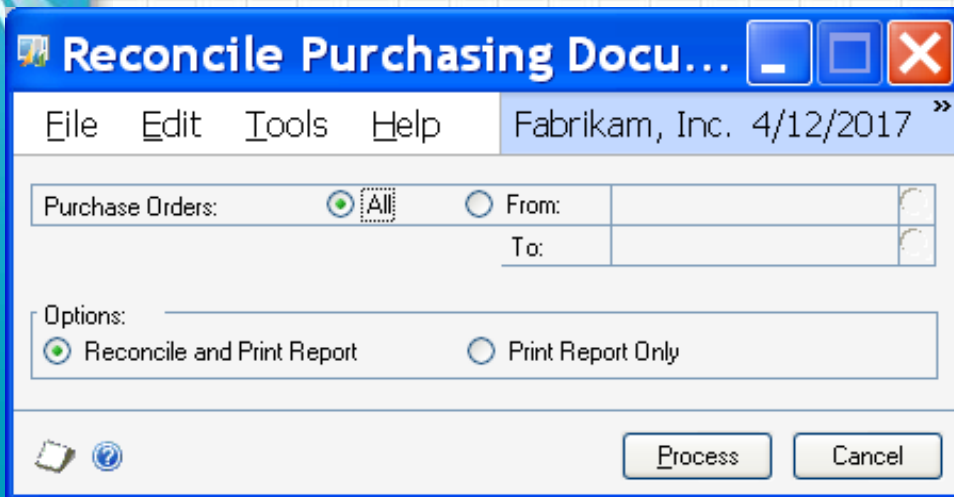
Display: All Hist. & Proj. Annual Fiscal/Cal. Year: 0 Add Period

Month	Year	Sales Quantity	Sales Cost	Sales Amount
		Dependent Quantity	Dependent Cost	Projected Quantity
April	2014	8	\$26.32	\$79.60
May	2014	4	\$13.16	\$39.80
January	2016	11	\$36.19	\$109.45
February	2016	13	\$42.77	\$129.35
March	2016	6	\$19.74	\$59.70
January	2017	11	\$36.19	\$109.45
February	2017	13	\$42.77	\$129.35
March	2017	6	\$19.74	\$59.70

by Item Number

Year End Steps for Inventory

- ✓ Post all transactions for the year for:
 - Purchase Order Processing, Inventory Transactions, Project Accounting, BOM, Invoicing, SOP, Field Service, and Mftg.
- ✓ If you are using SOP/POP, reconcile them first.
 - GP > Tools > Utilities > Purchasing > Reconcile Purchasing Transactions
 - GP > Tools > Utilities > Sales > Reconcile / Remove Sales Documents

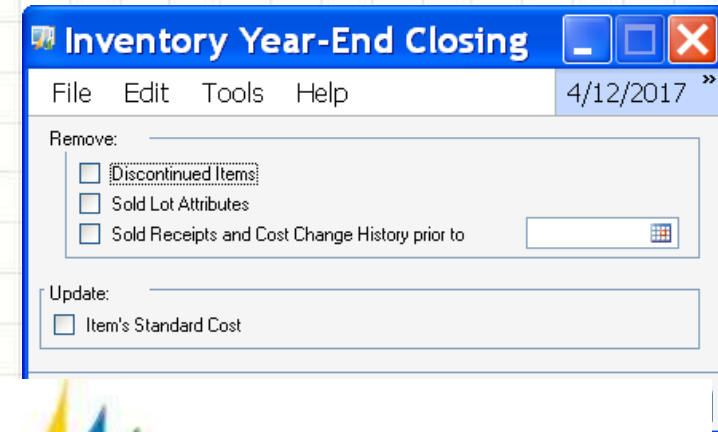


Year End Steps for Inventory (cont.)

- ✓ Reconcile Inventory quantities.
[GP > Tools > Utilities > Inventory > Reconcile](#)



- ✓ (Optional) Complete a physical inventory count & post adjustments.
[Reports-Inventory-Activity-Physical Inventory Checklist](#)
- ✓ Print inventory reports for records (if applicable):
- ✓ Make a backup.
- ✓ Close the Inventory Module year
[Tools > Routines > Inventory > Year-End Close](#)



Physical/Stock Counts – Auto Process

Stock Calendar Maintenance

Maintain [when](#) suggested dates for next stock count for specific item-site combo.

[GP > Tools > Inventory > Setup > Stock Calendar](#)

Stock Count Cycle Assignment

Assign one stock count frequency to many items.

[Cards > Inventory > Cycle Count Assignment](#)

Stock Count Schedule [Transactions > Inventory > Stock Count Schedule](#)

List of specific items/site counted during count. Qty on hand for each line in stock count schedule captured. Later, actual count number compared to captured values to create default variance transactions.

Stock Count Forms [can be printed during this process.](#)

Stock Count Entry

Window to enter results of your stock counts. When you process a stock count, variance transactions are created. If the [Auto-post](#) Stock Count Variances check box is selected, the transactions will also be posted.

[Transactions > Inventory > Stock Count Entry](#)

Stock Count Screens

Stock Count Entry

sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save Clear Count Process

Stock Count ID DEMO
 Description demo stock count schedule
 Status: Entered

Document Date 4/12/2017
 Autopost Stock Count Variances
 Reuse Stock Count

Sort By: Item Number / Site ID / Bin

Item Number	U of M	Counted Qty	Variance Qty	Verified
ACCS-CRD-12WH	Each	1	0	<input checked="" type="checkbox"/>

Item Number	U of M	Counted Qty	Variance Qty	Verified
ACCS-CRD-12WH	Each	1	0	<input checked="" type="checkbox"/>
ACCS-CRD-12WH	Each	1	1	<input type="checkbox"/>
ACCS-CRD-12WH	Each	85	(18)	<input checked="" type="checkbox"/>
ACCS-CRD-12WH	Each	103	103	<input type="checkbox"/>

Buttons: Distribution, Serial/Lot, Unposted Trx, Trx History

Unposted Item Transactions

sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Item Number ACCS-CRD-12WH
 Description Phone Cord - 12' White
 Site ID WAREHOUSE

Sort By: Module/Doc Type/Doc Number

Mod	Doc Type	Document Number	Doc Date	Origin	Batch ID
IVC	Sale	IVC22	5/23/2017	Invoice Entry	INVOICE BATCH
SOP	Sale	ORDST2229	4/12/2017	Sales Transaction Entry	DOCS
SOP	Sale	STDINV2259	4/12/2017	Sales Transaction Entry	DOCS
BOM	Assembly	ASM00000000000013	2/28/2017	Assembly Entry	ASSEMBLY 1

Stock Count - Manually Adjust

To manually control what you want to count/post, [print a Physical Inventory Checklist](#) by using the Inventory Activity Reports window, and then [perform a physical count](#) of your Inventory Items to verify that quantity on hand amounts are accurate for all Items.

[Reports > Inventory > Activity](#)

Then –
 Manually create Inventory Transactions of the differences for each item.

Item Number	Item Description	Base U Of M	CHK/CNT
1-A3261A	Multi-Core Processor	Each	_____
1-A3483A	SIHM EDO 72	Each	_____
100XLG	Green Phone	Each	_____
12222	12222	Each	_____
128 SDRAM	128 meg SDRAM	Each	_____
1GPROC	1 Ghz Processor	Each	_____
2-A3284A	Dual Core Server	Each	_____
24X IDE	24x CD-ROM	Each	_____
256 SDRAM	256 meg SDRAM	Each	_____
2GPROC	2 Ghz Processor	Each	_____
3-A2440A	Operating System	Each	_____
3-A2969A	1 TB SCSI Raid	Each	_____
3-A2990A	HSC 2 Expansion Slot	Each	_____
3-A2998A	Rackmount UPS	Each	_____
3-A3294A	ECC Memory	Each	_____
3-A3416A	Internal CD-ROM Drive	Each	_____
3-A3542A	DDS Drive	Each	_____
3-B3813A	Keyboard	Each	_____
3-B3897A	CD-ROM Media	Each	_____
3-C2786A	Cabinet	Each	_____
3-C2804A	Rackmount Kit	Each	_____
3-C2924A	SCSI Cable	Each	_____
3-D2094A	Printer	Each	_____
3-D2657A	Male Adapter	Each	_____
3-D2659A	Female Adapter	Each	_____
3-E4471A	Extractor Fan	Each	_____
3-E4472A	Power Base Unit Trans-Media W...	Each	_____

[Transactions > Inventory > Transaction Entry](#)



DataCollection

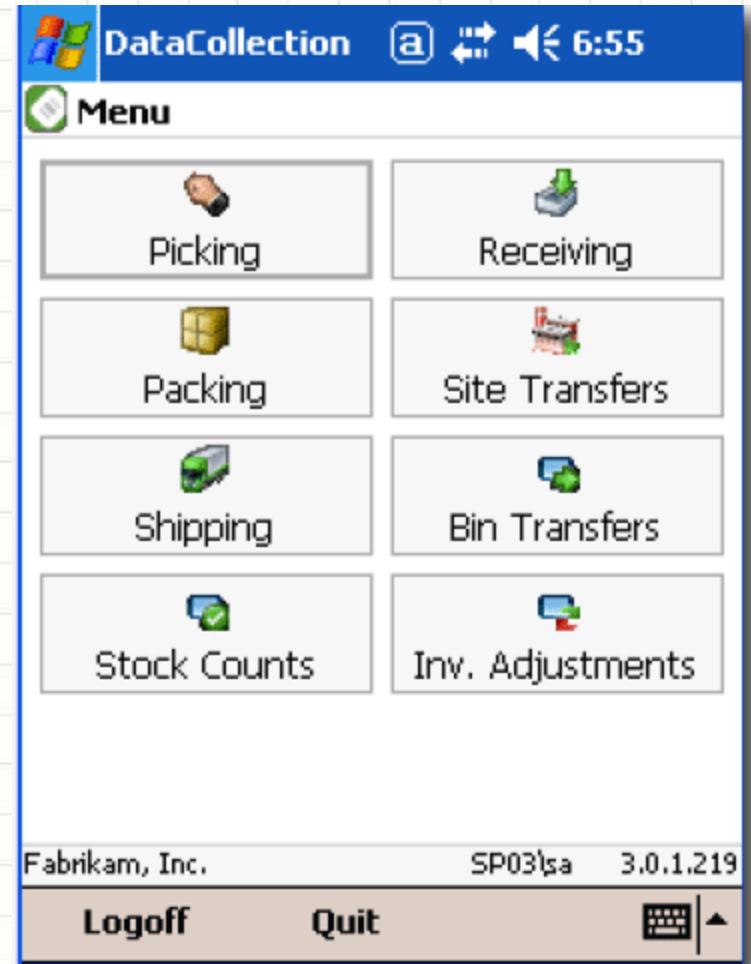
DataCollection provides an easy to deploy & use mobile bar-code data collection solution.

Manage materials within a warehouse or across sites. Easily create **Bin Transfers, Site Transfers, and Inventory Adjustments.**

Allows users to easily enter **Stock Counts** supporting GP's standard inventory counting functionality.

If you are interested in learning more about **DataCollection**, contact Abra Agilman@collinscomputing.com to coordinate a discussion and demonstration.

SalesPad Data Collection



Optional Inventory Reports

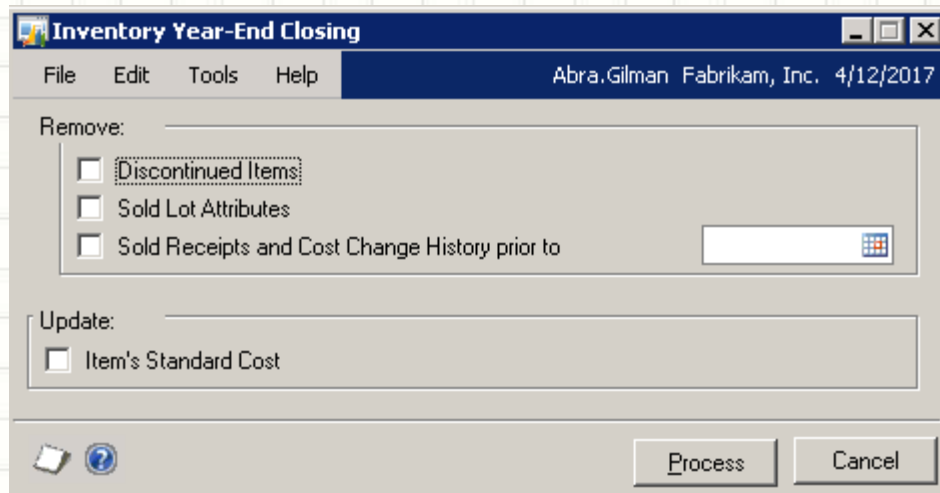
Print any additional reports that you will need for planning or for your permanent records. The suggested reports are as follows:

Report	Path
Stock Status Report	Reports >> Inventory >> Activity
Purchase Receipts Report	Reports >> Inventory >> Activity
Turnover Report	Reports >> Inventory >> Analysis
Transaction History Report	Reports >> Inventory >> History
Serial Number List	Reports >> Inventory >> Serial/Lots
Lot Number List	Reports >> Inventory >> Serial/Lots

If you plan to remove sold purchase receipts during the year-end closing process, we recommend that you print the Purchase Receipts Report to review the receipts that will be removed.

Tools > Routines > Inventory > Year End Close

The summary windows in inventory with the specific views of calendar or fiscal year are date-sensitive. The inventory year end close process is **not** date-sensitive.



Be aware that changing Standard Costs DOES NOT create a financial batch to reflect the inventory valuation change in your general ledger. **UNLESS YOU ARE USING GP 2013!**

Otherwise, the entry must be prepared manually by referring to pre- and post-close Stock Status reports to determine the valuation change.

Serial/Lot Numbers syncing issues

Running the **Checklinks/Reconcile** for inventory may create **new** records in Serial Master table that represent missing serial numbered items.

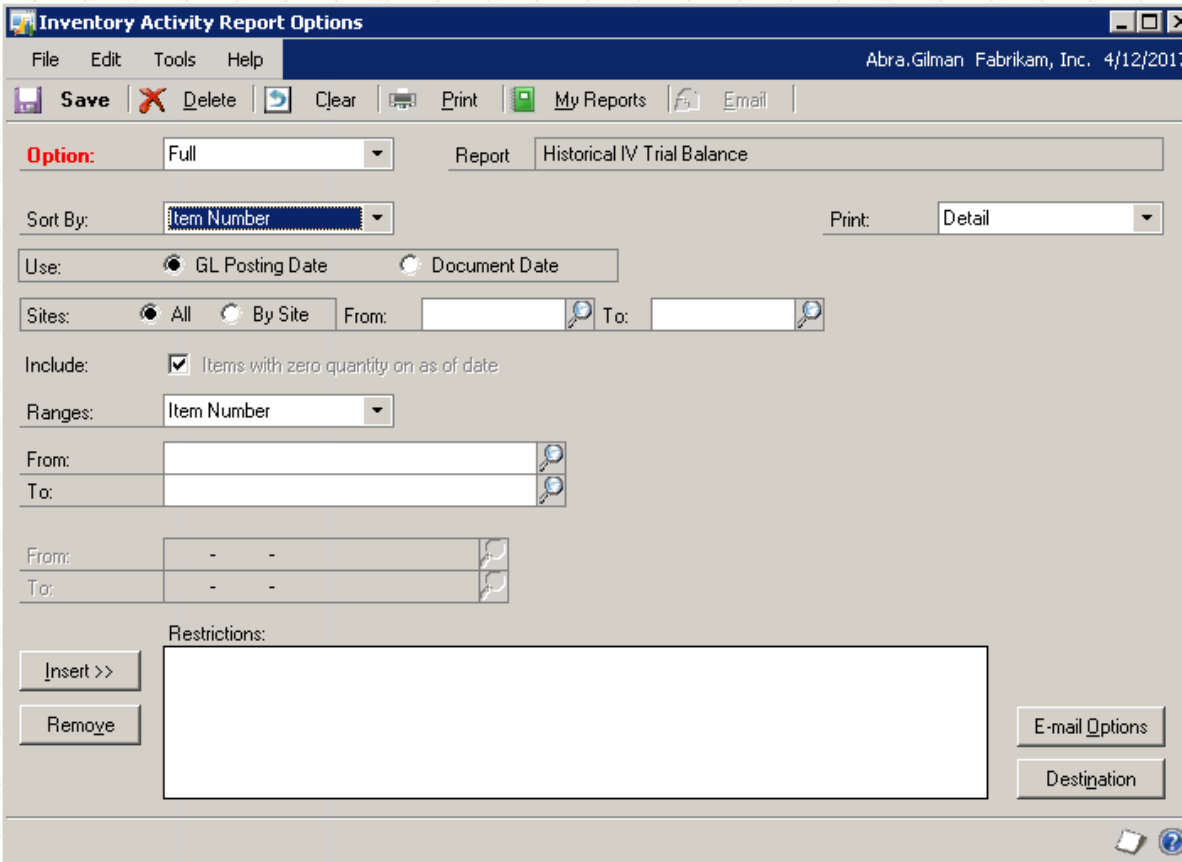
The system will create new serial numbers but these will not match your inventory. **Edit** the records in the Serial Lot Master table to correct serial numbers.

You can also simply **add** records to the Serial Master table for the missing serial numbers.

This can also be done for **missing lots**.

NEWER – Historical IV Trial Balance

If you do not see an option for **Historical IV Trial Balance** under the **Reports > Inventory > Activity** menu, then you will need to install it. (and use the **HITB Inventory Reset Tool**.) Contact Support!



Inventory Activity Report Options

File Edit Tools Help Abra.Gilman Fabrikam, Inc. 4/12/2017

Save Delete Clear Print My Reports Email

Option: Full Report: Historical IV Trial Balance

Sort By: Item Number Print: Detail

Use: GL Posting Date Document Date

Sites: All By Site From: [] To: []

Include: Items with zero quantity on as of date

Ranges: Item Number

From: [] To: []

From: [] To: []

From: [] To: []

Restrictions:

[Insert >>] [Remove] [E-mail Options] [Destination]

You may balance your General Ledger to your Inventory Module “As of” a particular date!

Receivables Management Closing

Calendar Year End – should be done at the end of the calendar year **prior** to posting any transactions in the next calendar year.

➤ Transfers **finance charges** to the last year (LY) field on the customer records.

(Need to **print finance charges** on the Dec & Jan customer statements.)

*Finance charges **do not automatically print** on the customer statements so report needs to be modified to include this information)

Fiscal Year end – should be done at the end of the fiscal year **prior** to posting any transactions in the next fiscal year.

➤ Transfers **all other amounts** to Last Year

Receivables Customer Summary

Cards > Sales > Summary

Customer Summary Abra.Gilman Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save Clear Write Letters

Customer ID AARONFIT0001 Aged As Of 4/12/2017

Name Aaron Fitz Electrical

Period	Amount
Current	\$4,373.02
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$0.00
Balance	\$24,272.06

Unposted:

Sales/Debits	\$53.50
Cash/Credits	\$2,280.00
Other Sales	\$6,910.45
Other Cash	
On Order	\$990.15

Summary View Fiscal Year

Year 2014 Period All From 0 To 0 Calculate

	Year to Date	Last Year	Life to Date
Number of Sales Docs	9	3	55
No. of Paid Invoices	0	0	0
Sales	\$21,468.68	\$14,502.04	\$59,567.47
Cost	\$7,015.86	\$0.00	\$18,545.80
Cash Received	\$16,072.52	\$1,500.00	\$35,557.10
Returns	\$0.00	\$0.00	\$0.00
Writeoffs	\$0.00	\$0.00	\$0.00
Terms Discounts Taken	\$0.00	\$0.00	\$0.00
High Balance	\$0.00	\$0.00	\$0.00

History Finance Charges Credit Summary

by Customer ID

RM Year End Procedures

- Post all trxs for year & complete month-end procs.
- Make a backup / Close the year

Tools > Routines > Sales > Year End Close

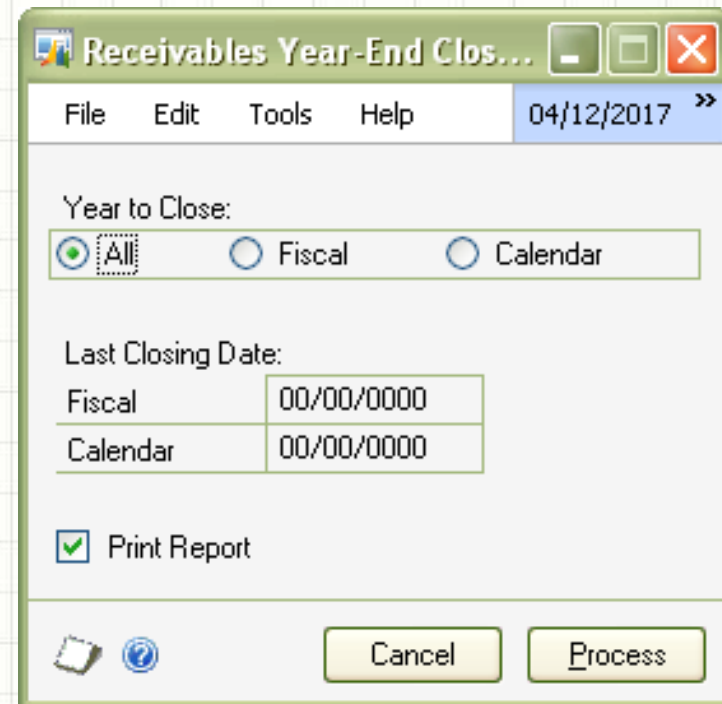
GP 2010 change print to PDF **PRIOR to clicking** on “Close Year”. Once you click close, you CANNOT change it. (Need Adobe **Writer** installed).

Not really necessary to print to paper.

ABLE to change after in GP 2013

- **Calendar year**
- **Fiscal year**
- **Both (if Fiscal is 12/31)**

Look at the Closing Date! DO NOT hit process button twice or it will close again! Last Year #s will zero out.



Year to Close:	
<input checked="" type="radio"/> All	<input type="radio"/> Fiscal
<input type="radio"/> Calendar	

Last Closing Date:	
Fiscal	00/00/0000
Calendar	00/00/0000

Print Report

Cancel Process

Closing Company Tax Details

After closing BOTH AP AND AR MODULES!!



Tools>Routines >Company >Tax Year End

Select **Close Year** check box AND/OR **Print Report**

Click **Process**.

When prompted to continue with the year-end close, Click **Yes**.

Note: We recommend you keep a copy of year-end report together w/ permanent year-end audit records.

Need to **Modify \$ Amt**s?

Go to: **Tools > Setup >Company > Tax Details**

Screen Output - TX Year End Close

File Edit Tools Find Help

Print Send To Modify 75% Completed 2 Pages

System: 11/19/2012 3:03:05 PM Fabrikam, Inc. Page: 1
 User Date: 4/12/2017 TAX YEAR END CLOSING REPORT User ID: sa

Tax Detail ID

AUSSTE+PS0N0			
Total Sales YTD:	\$0.00	Taxable Sales YTD:	\$0.00
Total Sales LYTD:	\$0.00	Taxable Sales LYTD:	\$0.00
Sales Taxes YTD:		\$972.12	
Sales Taxes LYTD:		\$0.00	
AUSSTE+PS20N0			
Total Sales YTD:	\$0.00	Taxable Sales YTD:	\$0.00
Total Sales LYTD:	\$0.00	Taxable Sales LYTD:	\$0.00
AUSSTE-PS20N0			
Total Sales YTD:	\$134,290.42	Taxable Sales YTD:	\$0.00
Total Sales LYTD:	\$0.00	Taxable Sales LYTD:	\$0.00
CANARDST+PS6N0			

Payables Management Year End

When should I run it/ What does it do?

- **Calendar Year End When** - Routine should be run at the end of the Calendar year prior to posting transactions in the next Calendar year
- **Calendar Year End What** - 1099 Amounts YTD cleared, move to LY and LTD

- **Fiscal Year End When** - Routine should be run at the end of the Fiscal year prior to posting transactions in the next Fiscal year
- **Fiscal Year End What** - Vendor Yearly Summary Figures are moved to History – updates LY and LTD

Payables Vendor Summary

Vendor Yearly Summary Inquiry

File Edit Tools Help sa

OK

Vendor ID: ACETRAVE0001
Name: A Travel Company

Summary View: Amounts Since Last Close

Year: _____ Period: All From _____ To _____

	Year to Date	Last Year
Amount Billed	\$8,303.27	
Amount Paid	\$8,091.78	
1099 Amount		
Withholding		
Terms Disc Avail		
Terms Disc Taken		
Terms Disc Lost		
Finance Charges		
Writeoffs		
Returns		
Trade Discounts		
No. Finance Charges		
Number Invoices		11

by Vendor ID

Vendor Yearly Summary Inquiry

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

OK

Vendor ID: ACETRAVE0001
Name: A Travel Company

Summary View: Fiscal Year

Year: 2017 Period: All From _____ To _____

Calculate

	Year to Date	Last Year	Life to Date
Amount Billed	\$140.00	\$0.00	\$8,303.27
Amount Paid	\$6,691.78	\$0.00	\$8,091.78
1099 Amount	\$0.00	\$0.00	\$0.00
Withholding	\$0.00	\$0.00	\$0.00
Terms Disc Avail	\$0.00	\$0.00	\$0.00
Terms Disc Taken	\$0.00	\$0.00	\$0.00
Terms Disc Lost	\$0.00	\$0.00	\$0.00
Finance Charges	\$0.00	\$0.00	\$0.00
Writeoffs	\$0.00	\$0.00	\$0.00
Returns	\$0.00	\$0.00	\$0.00
Trade Discounts	\$0.00	\$0.00	\$0.00
No. Finance Charges	0	0	0
Number Invoices	3	0	11

by Vendor ID

Payables Management Year End

What steps should I take to close the year?

- Post all transactions for the calendar year you want to close (2013).
- Make sure trx for new year (2014) are saved in batches, but not posted.
- Print Aged Trial Balance with

Reports>Purchasing>Trial Balance—Aged Trial Balance w/ Options

- Print the Vendor Period Analysis Report (newer suggestion)
- Make a backup that is named “Pre-1099 edits”
- Print 1099 Statements using the Print 1099 window

Tools > Routines > Purchasing > Print 1099

- Make a Back up named “Post-1099 edits”
- Close the year
- Close the fiscal periods
- Close the tax year
- Make a Back up named “Post Year End”

1099 Vendor Information

- Vendor Card – 1099 applicable?
- When AP invoices with 1099 figures are paid, 1099 paid amt is updated.

Verify 1099 Data

- Smartlist – Vendors with **1099** yes (and **User Def 2** for W-9 a yes!)
- Print Edit List of 1099 Vendors (**Tools > Routines > Purchasing > Print 1099 icon**)
- Inquiry Vendor Period

Search Vendors

sa Fabrikam, Inc. 4/12/2017

Search Definition 1
 Column Name: 1099 Type
 Filter: is not equal to
 Value: Not a 1099 Vendor

Search Definition 2
 Column Name:
 Filter:
 Value:

Search Definition 3
 Column Name:

Search Definition 4
 Column Name:

Search Options
 Maximum Records:

Columns

Field Name	Type
All Columns	
1099 Amount LIFE	Currei
1099 Amount LYR	Currei
1099 Amount YTD	Currei
1099 Type	Drop
Account Number With Vendor	String
Accounts Payable Account Number	Accou
Accrued Purchases Account Number	Accou

SmartList

sa Fabrikam, Inc. 4/12/2017

File Edit Tools Smart_List Additional Help

Search Refresh Columns Favorites Print Excel Word

Vendor	Vendor Name	Address 1	Address 2	City	State
BEAUMONT...	Beaumont Const...	1234 East Cr...		Chicago	IL
BERGEROND...	Bergeron Comm...	876 12 Lond...		Montreal	PQ
COMNETEN...	Comnet Entarpr...	45678 Long ...		San Fr...	CA
COMPUTERO...	Computer Trainl...	876 Prescot ...		St. Louis	MO
DOLECKIC00...	Dolecki Catering	6543 Lexing...		Chicago	IL
GARDINERS...	Gardner Services	456 Townsq...		St. Pet...	FL
GKCLEAN100...	G & K Cleaning	234 7 Ave. ...		Wauco...	IL
INLINSE0001	Inline Service Sy...	543 44 Ave ...		Omaha	NE
INTERNATO...	International Tel...	9876 28 St		Vanco...	BC
INTERNATO...	International Tel...	2345 East Br...		New Y...	NY
MULTINATO...	Multinational Co...	3456 N Fron...		Grand...	MI
PERMIERS00...	Premier System...	2345 Sylvani...		Toledo	OH
RELIANCE00...	Reliance System...	9876 Wester...		Ames	IA
SIGNATURO...	Signature Services	34567 Mead...		San Fr...	CA
TELECONNO...	Teleconnect Sys...	8765 145 St...		St. Clo...	MN
WOODCONS...	Wood Consulting	1234 Lakesh...		Toronto	ON

16 Vendors Completed First 1000 records where 1099 Type is not equal to Not a 1099 Vendor.

Editing 1099 Information

The 1099 Amount may be edited for prior payments

Tracks amounts by tax type for each vendor.

1099 Box	Description	Amount
1	1 Rents	\$0.00
2	2 Royalties	\$0.00
3	3 Other Income	\$0.00
4	4 Federal Tax Withheld	\$0.00
5	5 Fishing Boat Proceeds	\$0.00
6	6 Medical Payments	\$0.00
7	7 Nonemployee Compensation	\$687.00
8	8 Substitute Payments	\$0.00
10	10 Crop Insurance	\$0.00
13	13 Golden Parachute	\$0.00
14	14 Attorney Proceeds	\$0.00
15a	15a Section 409A Deferrals	\$0.00
15b	15b Section 409A Income	\$0.00
16	16 State Tax Withheld	\$0.00

Mark Vendor as a 1099 type under “Options” on Vendor Maintenance Card.

Tax ID	
Tax Registration	R235877923
Checkbook ID	
Type	Other Expenses
User-Defined 2	
Tax Type:	Miscellaneous
1099 Box	7 Nonemployee Compensa
FOB:	None
Language:	None

Cards > Purchasing > 1099 Details
By Period
By Tax Type

NEW - GP2013 – Edit 1099 Transactions and Vendor History!

In Edit 1099 Trx info, you can see the detailed transactions for a 1099 vendor and change the individual transaction information to ensure accurate 1099s.

Edit 1099 Transaction Information Abra.Gilman Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Process Clear Redisplay

Vendor ID:

Name:

Documents: All From:

To:

Include: 1099 Debit Transactions All Debit Transactions All Credit Transactions

Voucher Number	Document Number	Type	Doc. Date	Tax Type	Box	1099 Description	1099 Amount
000000000000000195	3000	INV	10/8/2013	Miscellaneous	7	Nonemployee Compensator	\$2,067.00
000000000000000196	3001	INV	11/12/2013	Miscellaneous	7	Nonemployee Compensator	\$2,000.00
000000000000000197	3002	INV	12/19/2013	Miscellaneous	7	Nonemployee Compensator	\$445.88
000000000000000351	13000000	INV	1/20/2014	Miscellaneous	7	Nonemployee Compensator	\$6,828.57
000000000000000459	0005.04.01.17	INV	4/12/2017	Miscellaneous	7	Nonemployee Compensator	\$10,000.00

Make vendor 1099 after trx entered!

Update 1099 Information will let you change a non-1099 vendor and that vendor's transactions to a 1099 vendor and update the tax type and 1099 box number.

Update 1099 Information Audit Report
 Contoso Electronics, Inc
 Payables Management

Page: 1
 User ID: sa

Sorted By: Vendor ID

Document Number	Old Tax Type	New Tax Type	Old 1099 Box Number	New 1099 Box Number	Old 1099 Amount	New 1099 Amount	Status
000000000000000024	Not a 1099 Vendor	Dividend		1a Ordinary Dividends	\$0.00	\$14,099,374.99	Changed
000000000000000025	Not a 1099 Vendor	Dividend		1a Ordinary Dividends	\$0.00	\$14,099,724.85	Changed
000000000000000026	Not a 1099 Vendor	Dividend		1a Ordinary Dividends	\$0.00	\$14,104,301.99	Changed

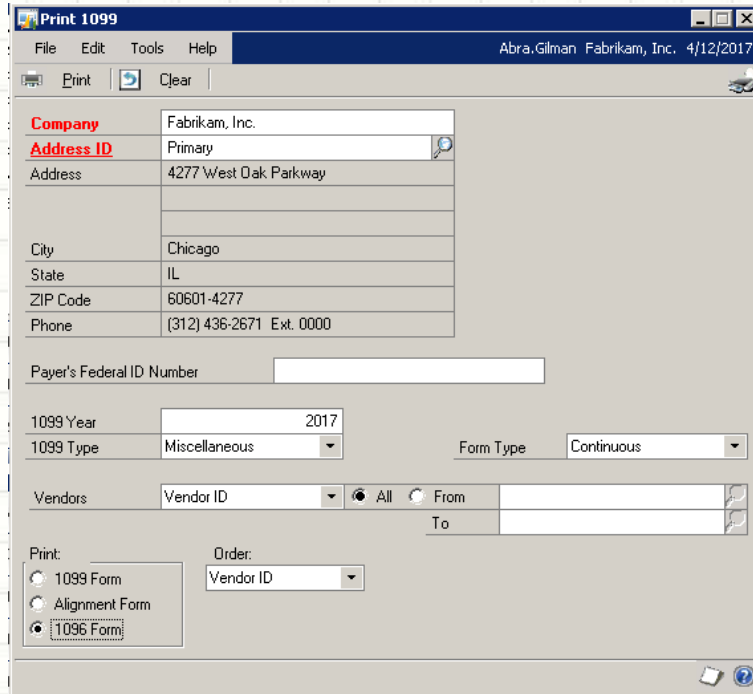
GP2013 Only!

Printing your Company 1099's

Tools > Routines > Purchasing > Print 1099

Only those vendors marked as "1099 Vendors" AND with over \$600 in 1099 payments will print or show on the list.

For an Edit List – hit the printer icon!



Fabrikam, Inc.
 4277 West Oak Parkway
 Chicago IL 60601-4277
 (312) 436-2671 Ext. 0000

169876654

Beaumont Construction 687.00

1234 East Crestview Drive
 Chicago IL 60607-2321

In GP 2013 – you can also print 1096 forms from this window!

Print Period Analysis Report (& email)

Reports > Purchasing > Analysis > Period

Purchasing
Transaction Entry

Purchasing Analysis Report Options sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save Clear Delete Print My Reports Email

Option: demo Report Period

Sort By: Vendor ID Display: Calendar Fiscal

Payment Date: Enter Date 0/0/0000

Ranges: Year From: 2016 To: 2016

Restrictions: Year From 2016 To 2016

E-mail Options Destination

Microsoft Dynamics GP Report:Vendor ...

File Message Insert Options Format Text Review

Paste Clipboard Basic Text Names Include Tags Zoom

To: Abra Lynne Gilman;

Subject: Microsoft Dynamics GP Report:Vendor Period

Attached: Vendor Period.txt (21 KB)

Vendor Period - Notepad

File Edit Format View Help

System: 11/19/2012 2:29:33 PM Fabrikam, Inc.
User Date: 4/12/2017 VENDOR PERIOD ANALYSIS R
Payables Management

Ranges:
Year: 2016 - 2016
Period: First - Last
Vendor ID: First - Last
Sorted By: Vendor ID

Vendor ID	Vendor Name
ADVANCED0001	Advanced Office Systems

Period: 1, 2016

Amount Billed:	\$194.04
Amount Paid:	\$103.79
1099 Amount:	\$0.00
withholding:	\$0.00

Microsoft Dynamics

No. of Invoices: 2
Period: 2 2016

Tools > Routines > Purchasing > Year End Close

You can print to a pdf printer IF you change the printer selection PRIOR to clicking on “Close Year”. **Once you click that, you CANNOT** change the printer option. (You must also have **Adobe Writer** installed).

UNLESS YOU ARE ON GP 2013 – with the advanced print option!



- Calendar year
- Fiscal year
- Both

Close tax year too...

Project Accounting Year End

- NO required year-end closing procedures.
- Projects can span multiple fiscal periods. Additionally, projects are independent of the fiscal and calendar year.

Optionally perform the following procedures as part of basic year-end process:

- Post all cost transactions.
- Run final billings & revenue recognition on projects for the year. (so GL module is updated before you run the year-end routine in GL). After you do this, PA & GL will reconcile more quickly & easily.
- Update the rate tables in the PA Position Rate Table Maintenance and PA Employee Rate Table Maintenance windows.

Fixed assets closing actions

Asset General Window:

- YTD Maintenance amount is removed
- Qty is copied to the Begin Qty field

Asset Book Window:

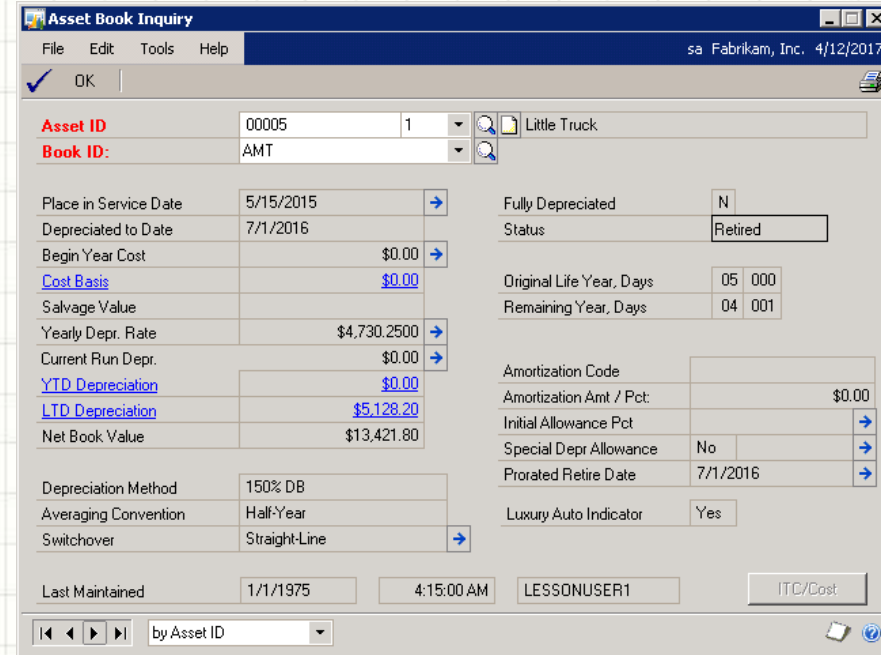
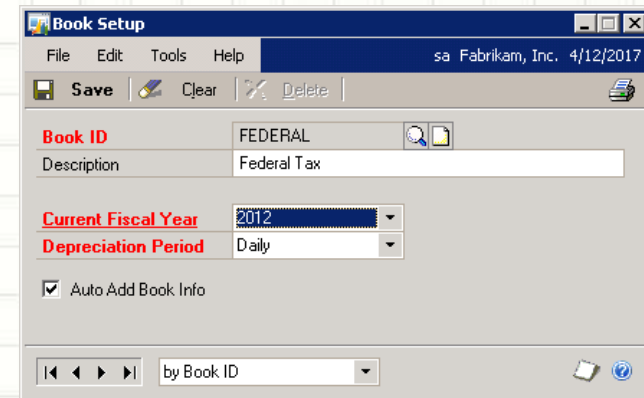
- YTD Depreciation Amount is removed
- Cost Basis is copied to Begin Year Cost
- LTD Depr moved to Begin Reserve
- Salvage is copied to Begin Salvage

Book Setup Window

- Current Fiscal Year is updated to the next year

Do NOT manually change this year to post a new asset into the new year, you will damage data!
Just take the time to close the year!

Inquiry > Fixed Assets > Book

Steps PRIOR to Fixed Asset Year-End Close

- Last module closed before General Ledger (**AFTER A/P!**)
- Enter ALL your transactions for the year. (AP, Transfers, etc)
- **Close ALL books** before you can process in new year.
- Fiscal Year End only
- Run depreciation for the final period of the year.

* Make sure to run depreciation all the way through the **last day of the year.**

Tools>Routines>Fixed Assets>Depreciate

- Run the General Ledger Interface (Optional, can be done later)
Date should fall within the current fiscal year that is being closed. (**Tools>Routines>Fixed Assets> GL Posting**)

PRE-CLOSE Fixed Asset Year End

- Run the following reports:
 - Depreciation Ledger
 - Property Ledger
 - Annual Activity
 - Additions
 - Retirements
 - If more than one year also run Book to Book YTD COMPARISONS
- Ensure that the Fixed Asset Calendar is built correctly
Tools>Utilities>Fixed Assets>Build Calendar
- Verify that the Quarters are setup correctly for all Fiscal Years
Tools>Setup>Fixed Assets>Quarters
- Run a backup!

Year End Steps Fixed assets

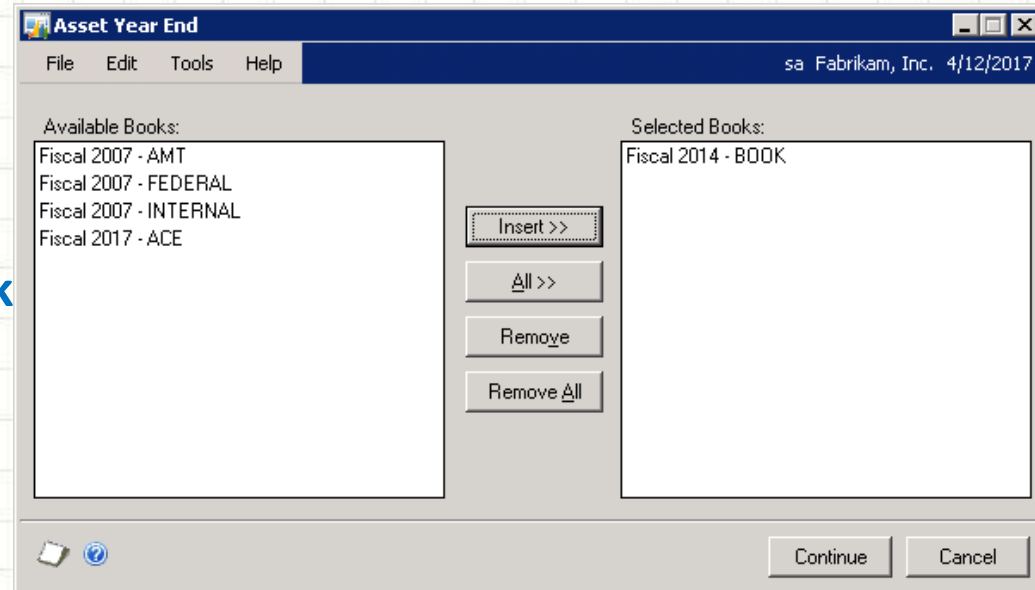
➤ Run year end routine

- Verify that Current Fiscal Year on the Available Books list is correct

Tools>Setup>Fixed Assets>Book

- Select each book
- Insert that book
- Click continue

Tools>Routines>Fixed Assets >Year End



**** A report will NOT be generated from this process.**

GP 2013 Fixed Assets Enhancements!

- Historical Depreciation Reports
- Reset History in Detail
- Restrict Displaying Reset Transactions
- Lock Fixed Assets Year
- Process Progress Bars
- Mass Depreciation Reversal
- Independent Fixed Assets Calendars
- Define Short/Long Calendar Years
- Auto-generate Next Asset ID
- Intercompany Asset Transfer
- Fixed Assets Transactions Batches
- Post in Detail to General Ledger
- Analytical Accounting Integration

Analytical Accounting Year End Close

Analytical Accounting data closes with General Ledger regardless of whether options on dimensions are marked

1. PRIOR to closing GL: Verify the results are not duplicated:

```
select distinct(YEAR1) from AAG30000
```

```
select distinct(YEAR1) from AAG40000
```

2. PRIOR to closing GL – see that top 2 and bottom 2 match:

```
select distinct(YEAR1) from AAG30000
```

```
select distinct(OPENYEAR) from GL20000
```

```
select distinct(YEAR1)from AAG40000 order by YEAR1
```

```
select distinct(HSTYEAR) from GL30000 order by HSTYEAR
```

3. Be sure the following returns no results:

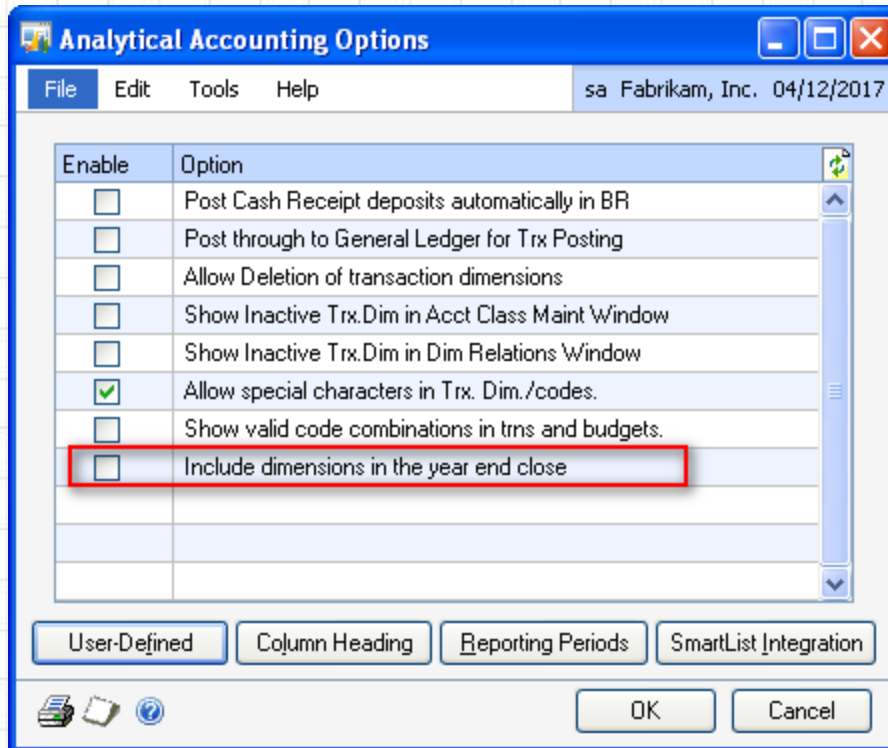
```
select count(*) from AAG40001 where aaCopyStatus<>8
```

4. Option (setup) to have BBF entries on dimensions

Analytical Accounting Close - Setup

In the Analytical Accounting Options window “**Include dimensions in the year end close**” option should be checked as illustrated below.

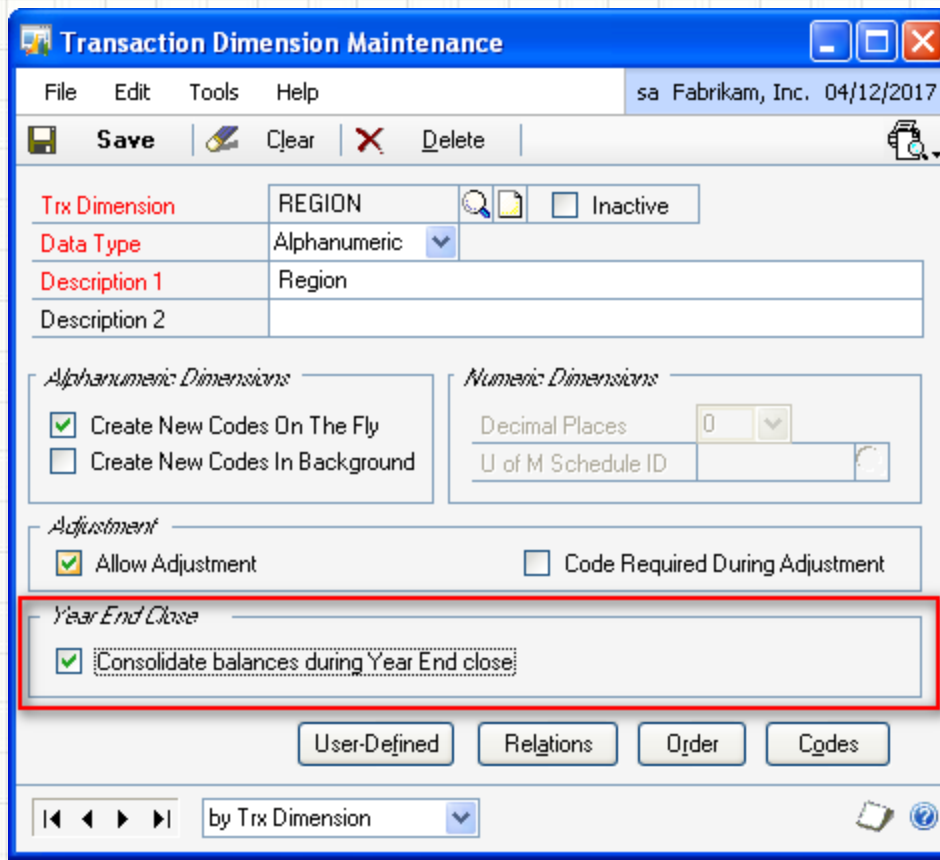
GP > Tools > Setup > Company > Analytical Accounting > Options,



AA Dimension setup

Once GL has had AA closing enabled, define the “**Consolidate balances during Year End close**” option for every transaction dimension that has been created in the system, in the Transaction Dimension window.

Cards > Financial > Analytical Accounting > Transaction Dimensions



Transaction Dimension Maintenance

File Edit Tools Help sa Fabrikam, Inc. 04/12/2017

Save Clear Delete

Trx Dimension REGION Inactive

Data Type Alphanumeric

Description 1 Region

Description 2

Alphanumeric Dimensions

Create New Codes On The Fly

Create New Codes In Background

Numeric Dimensions

Decimal Places 0

U of M Schedule ID

Adjustment

Allow Adjustment Code Required During Adjustment

Year End Close

Consolidate balances during Year End close

User-Defined Relations Order Codes

by Trx Dimension

Do not miss marking this option for any transaction dimension, since any transaction dimension which has this option unmarked, does not get involved during the year end process.

General Ledger Close

What does GL Year-end process do?

- Closes P/L to Ret. Earnings and brings B/S accounts' balances to new year.

Since the Retained Earnings accts are updated by the \$ from P&L accts, **RE accts are the only BS accts that will have a different BB than the ending balance** from the year that you are closing.

In GP 2013, you can also have Unit Accounts with roll forward or clear!

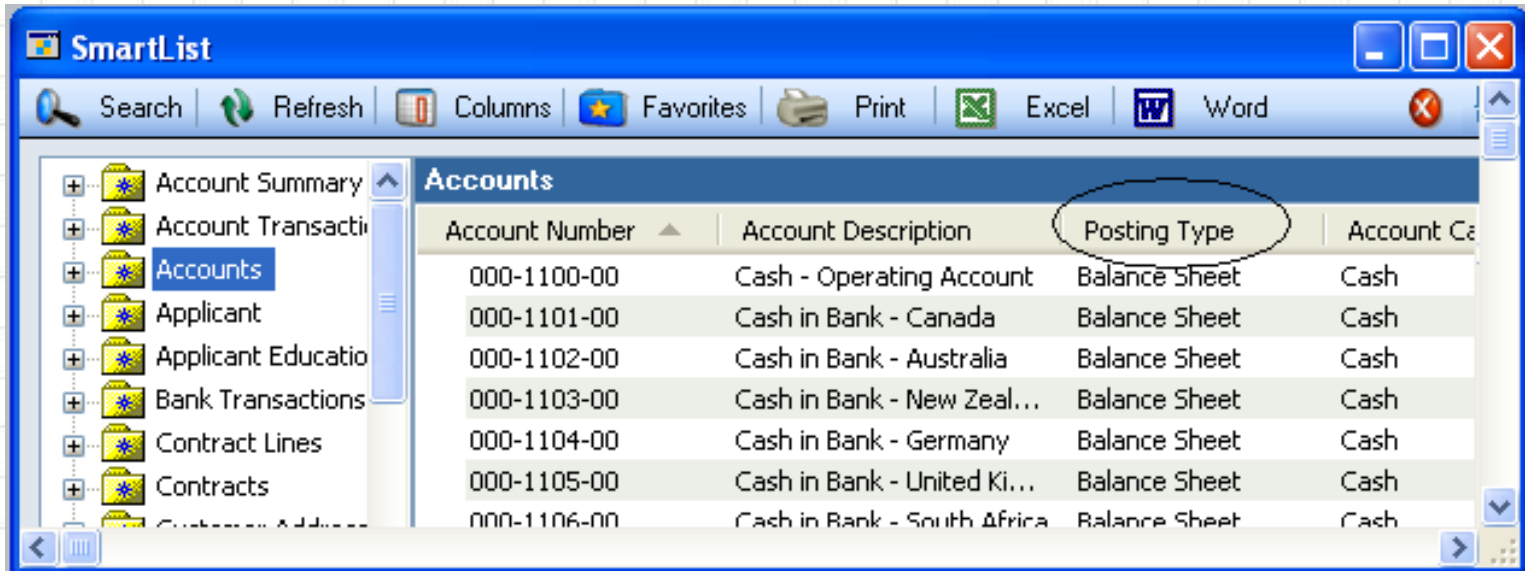
- Moves all open year amounts to historical year
(GL20000 to GL30000)
- Fiscal Period tables are updated to mark the year that is closed as historical.
- Analytical Accounting tables are updated. Moves AA data to history and creates BBF entries on dimensions
- GP 2013: Option to remove inactive accounts – or leave those with budget amounts.

GL Close Key points

- General Ledger year end does not have to be done right at year end.
 - **Although you setup the new fiscal year & periods to process transactions for the new year.
- It is recommended to have all users exit during the closing process.
- Need enough disk space to double GL20000 in size.
- Recommended* - Run GL close at server.
- Looks like it hangs at 50% but it's still running! (FIXED IN GP 2013)!
- Should be the last module closed. Other modules should be closed in the following order:
 - Inventory (SOP/POP)
 - Receivables (Project)
 - Payables
 - Fixed Assets

Year End Steps for GL

1. Complete posting and closing procedures for other modules.
2. Post final adjusting entries in GL
3. Print an Account List or use **Smartlist** to verify the Posting Type

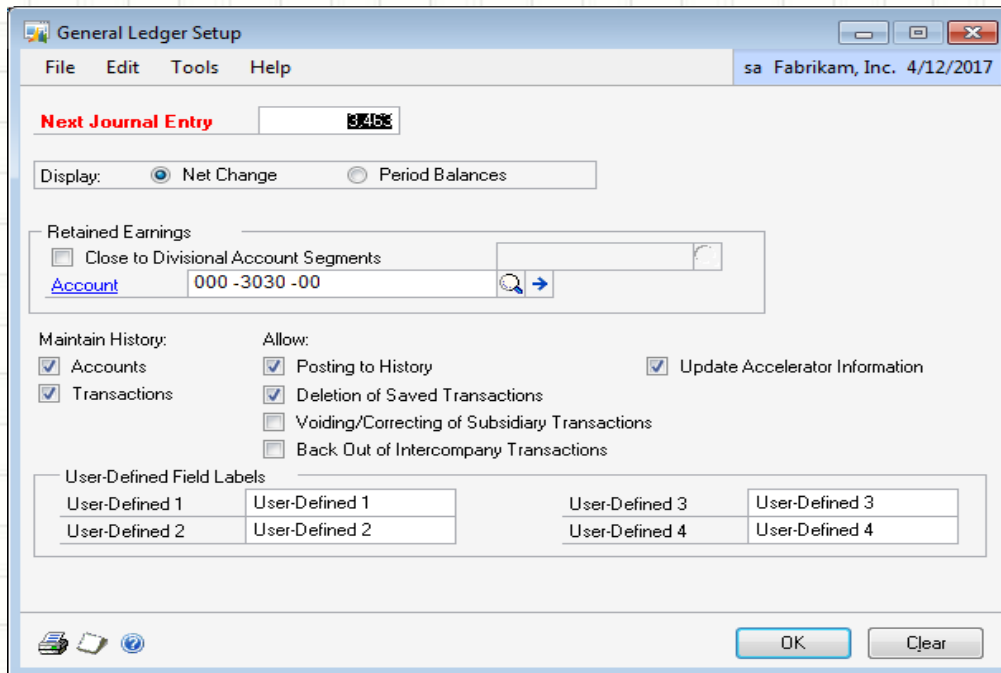


The screenshot shows the SmartList application window. The left sidebar contains a tree view with folders like 'Account Summary', 'Account Transactions', 'Accounts', 'Applicant', 'Applicant Education', 'Bank Transactions', 'Contract Lines', 'Contracts', and 'Customer Address'. The main area displays a table titled 'Accounts' with the following data:

Account Number	Account Description	Posting Type	Account Category
000-1100-00	Cash - Operating Account	Balance Sheet	Cash
000-1101-00	Cash in Bank - Canada	Balance Sheet	Cash
000-1102-00	Cash in Bank - Australia	Balance Sheet	Cash
000-1103-00	Cash in Bank - New Zealand	Balance Sheet	Cash
000-1104-00	Cash in Bank - Germany	Balance Sheet	Cash
000-1105-00	Cash in Bank - United Kingdom	Balance Sheet	Cash
000-1106-00	Cash in Bank - South Africa	Balance Sheet	Cash

Year End Steps for GL (cont.)

4. Close the last period of the fiscal year **Optional Setup > Company > Fiscal Periods**
5. Make sure Maintain History for Accounts & Transactions is marked.
Tools > Setup > Financial > General Ledger



General Ledger Setup

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Next Journal Entry

Display: Net Change Period Balances

Retained Earnings

Close to Divisional Account Segments

Account

Maintain History:

Accounts Transactions

Allow:

Posting to History Deletion of Saved Transactions Update Accelerator Information

Voiding/Correcting of Subsidiary Transactions

Back Out of Intercompany Transactions

User-Defined Field Labels

User-Defined 1	User-Defined 1	User-Defined 3	User-Defined 3
User-Defined 2	User-Defined 2	User-Defined 4	User-Defined 4

OK Clear

** Retained Earnings Account **may be defined** WITH option to close to Div. Segments.

Also can choose the NEXT Journal Entry to use (Some companies **choose "14-000000" to start a new year)

Year End Steps for GL (cont.)

6. Perform File Maintenance on all Financial files – Have users out of system, this may take awhile!

[File>Maintenance>Checklinks](#)

7. **Make a backup.**

8. Print a final Detail Trial Balance

[Reports > Financial > Trial Balance > Detail \(to pdf\)](#)

9. Print final financial statements. (FRx, Mgmt Rept, AF)

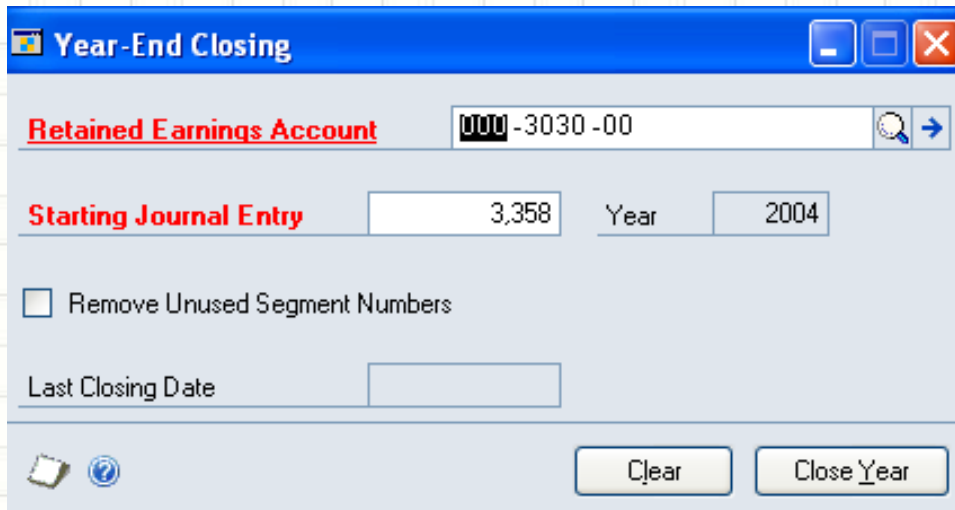
10. Set up new year in Fiscal Periods Setup.

[Tools > Setup > Company > Fiscal Periods](#)

11. Close the fiscal year.

[Tools > Routines > Financial > Year end closing](#)

Tools > Routines > Financial > Year End Closing



Change printer selection to PDF **PRIOR** to clicking on “Close Year”. Once you click close, **CANNOT** change the printer option. (Need **Adobe Writer**). **FIXED IN GP 2013**

- * It will notify you of open batches. Most companies WILL have open recurring or new year batches open!
- * If fiscal year close appears to hang up at 50% **DO NOT REBOOT AS LONG AS THE HARD DRIVE IS WORKING!** Just let it continue processing! **FIXED IN GP 2013.**

****Print the Year End Closing Report after completing year end close.**

TIPS to save yourself from a GL Support Call

- Make a **copy of your LIVE system into TEST** and run a BETA Close in TEST. Make Backups!! Make Backups!!
- **Check your Account Types** (Profit & Loss or Balance Sheet)
To fix this: Account not set with correct posting type? TK #864913.
- YES – **it is STILL running** even though you are stuck on 50%, do NOT kill the process. Another user closing = SY00800 BACHNUMB = “GL_Close”
- Yes, You can **post adjusting entries to the closed year (but not 2 years back!)**
 - Go to fiscal period setup. **Tool>Setup>Financial>GL**
 - Uncheck the particular month
 - Set allow posting to history
 - Make the entry
 - Re-check the month!

New GL Screens GP 2013

Journal Entry Inquiry (Now History Too!)

- Choose Year
- Allows filter by Open or History

The screenshot shows two overlapping windows. The top window is 'Journal Entry Inquiry' with fields for Journal Entry (802), Fiscal Year (2013), Transaction Date (12/31/2013), and Source Document (BBAL). The bottom window is 'Journal Entries' with a search dropdown menu open, showing options: 'View: All Open Year Journal Entries; by Journal Entry', 'All Open Year Journal Entries' (checked), 'All Historical Year Journal Entries', and 'Refresh'. A list of journal entries is visible below the menu.

The screenshot shows the 'Unit Account Maintenance' window for account 'Sales Purchasing' in year 2017. It features a table with columns for 'Period', 'Net Change', and 'Period Balance'. A blue arrow points to the 'Period Balance' column. Below the table are buttons for 'History' and 'Budget'.

Close Unit Accounts,
Clear Balance

The screenshot shows the 'Year-End Closing' window for 'Retained Earnings Account' (000-3030-00) for the year 2014. It includes a 'Starting Journal Entry' field with the value 3,454. There are checkboxes for 'Remove Unused Segment Numbers' and 'Maintain Inactive Accounts'. Below these are radio buttons for 'With Budget Amounts' and 'All Inactive Accounts'. A blue arrow points to the 'All Inactive Accounts' option. At the bottom, there are 'Clear' and 'Close Year' buttons.

New Close Options

AUDITORS REQUEST!

External auditors usually ask for a list of all GL entries:

- 1) Posted for the year,
- 2) Who posted them, and
- 3) When they were posted

Primarily to see if entries were posted during non-business hours.

You can get a close report by using Smartlist!

Use Account Transactions SmartList, filter for Financial Transactions, & add Columns:

- User Who Posted (User ID of whoever posted transaction)
- Originating Posted Date (Sys date on workstation - but user could change)
- Reference (GL Description, WHY entry was made)

(You can use the Note fields to provide detailed support for your journal entries!)

In GP2013 there is also an approval ID and Approval Date for Batches!

*The Sales Order Processing is different. There is a field called USER2ENT that records the ID of the user that entered the transaction and a field called PTDUSRID that shows the id of the user that entered the transaction in the table SOP10100.

Payroll Tax Update list for 2013

Load these prior to running last payroll for 2013.

Go to GP > Tools > Setup > System > Payroll Tax

Tax Update Changes

Tax Update Change	Table Change	Code Change	Last Tax Table Update Date	Last Tax Code Update Date
R7	Ohio	NA	9/1/2013	NA
R6	North Dakota	NA	7/12/2013	NA
R5	Minnesota	NA	6/20/2013	NA
R4	Georgia, Idaho	NA	4/5/2013	NA
941 Form	NA	941 Form Added 5d, column 1, column 2, and form layout changes	NA	11.00.2197
R3	Missouri, New Mexico, Vermont	NA	2/22/2013	NA
R2	Federal, Colorado, Connecticut, Georgia, Hawaii, Illinois, Maine, Oklahoma, Oregon, Puerto Rico, Rhode Island	NA	1/15/2013	NA
2013 R1	California, Kansas, Kentucky, Maryland, Minnesota, Nebraska, New York, North Dakota, Yonkers, FICA	NA		



NOTES:

The Last Tax Table Update Date and the Last Tax Code Update Date can be found at Microsoft Dynamics GP | Tools | Setup | System | Payroll Tax.

What's Changed – 2014 Round 1 Tax Update

1. FICA Social Security Limit set to \$117,000
2. Federal
3. California
4. Connecticut
5. Delaware
6. Kansas
7. Kentucky
8. Maine
9. Maryland
10. Minnesota
11. New Mexico
12. New York
13. North Carolina
14. Yonkers

US Payroll New Year Runs

– Install 2013 Payroll Tax Update

- Microsoft Dynamics GP | Maintenance | U.S. Payroll Updates | Check for Payroll Tax Updates
- Downloads & Updates | Tax Updates (manual)

Payroll year-end: What does it do?

The payroll year-end process creates the “Year-End Wage” file with annual wage information used to generate **W2’s, W3’s, 1099’s, and Magnetic Media** for the year being closed.

If the Year End Update is not installed prior to closing Payroll:

W2 Medicare Taxable Wages may be incorrect on **printed** W2's (Box 5) for employees making more than \$200K.

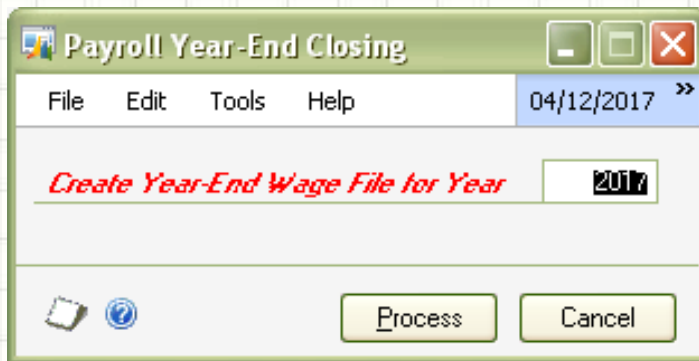
We recommend you install the 'Year End Update'.

However, you can workaround this issue by updating the FICAMWLM field in the UPR10100 table as follows:

```
UPDATE UPR10100 set FICAMWLM=' ' WHERE RPTNGYR ='2013'
```

Payroll year-end checklist

1. Verify your version of Microsoft Dynamics GP.
2. Download Payroll Tax updates for 2013.
3. Complete all pay runs for the current year
4. Complete your company's regular monthly/quarterly payroll procedures for the current year (See Checklists – SUTA/FUTA, WC, Form 941)
5. Make a “Pre Year-End Wage File” backup of the original files.
6. Install the Year-End Update
7. Create the Year-End Wage file



ALWAYS at Calendar Year-End
Tools>Routines >Payroll > Year-end Closing

Payroll year-end checklist (Continued)

8. Make a backup of new file (named "Post Year-End Wage Table")
9. Verify W-2 and 1099-R statement info (Note: If any changes are made to the statement information , make another backup).

Wages, Tips, & Other Comp.		10909.45
Federal Income Tax Withheld		877.62
Social Security Wages		11,228.82
Social Security Tax Withheld		696.19
Medicare Wages and Tips		11,228.82
Medicare Tax Withheld		162.82
Social Security Tips		
Allocated Tips		
Advanced EIC Payment		
Dependent Care Benefits		
Nonqualified Plans		

* Edit W-2 info if necessary
Tools>Routines >Payroll>Edit W-2s

Company: Fabrikam, Inc.
 Address ID: Primary
 Address: 4277 West Oak Parkway
 City: Chicago
 State: IL
 ZIP Code: 60601-4277
 Employer Identification Number: 23-8260216

10. Print the W-2 statements and the W-3 Transmittal form

Tools > Routines > Payroll > Print W-2
 Select Radio Button that you need

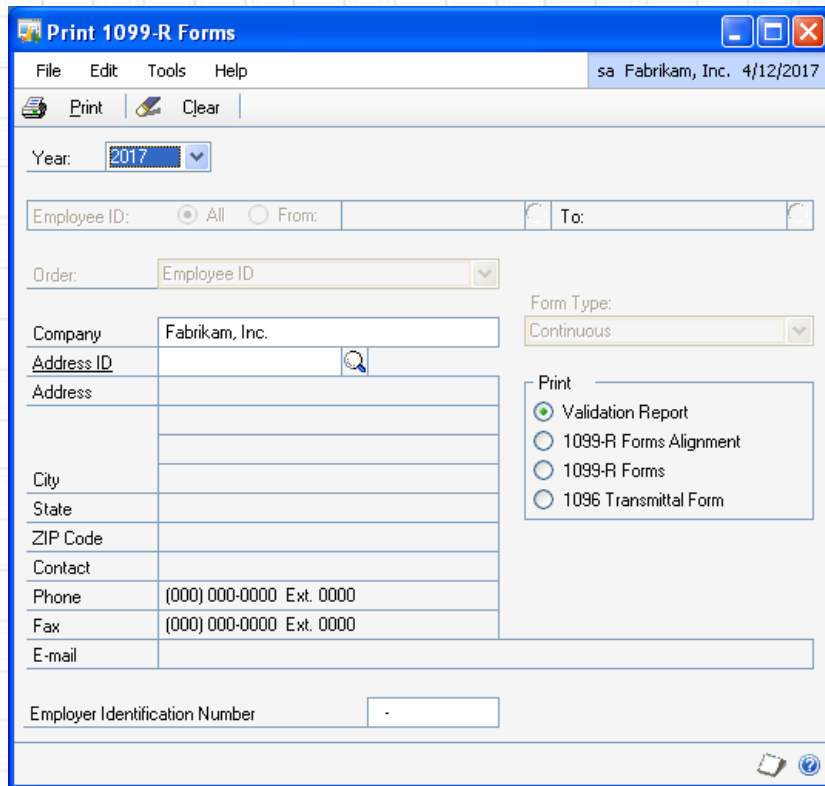
Payroll year-end checklist (Continued)

11. Print the 1099-R forms and the 1096 Transmittal form

1099-R Forms

Tools > Routines > Payroll > Print 1099-Rs

Click 1099-R Forms, and then click Print.



1096 Transmittal form
(Same Window)

Click 1096 Transmittal Form Radio Button,
& click Print.

**** You can print the 1099-R and/or
1096 Transmittal form as many times
as you need.**

Payroll year-end checklist (continued)

12. Optional: Create a magnetic media file – EFW2

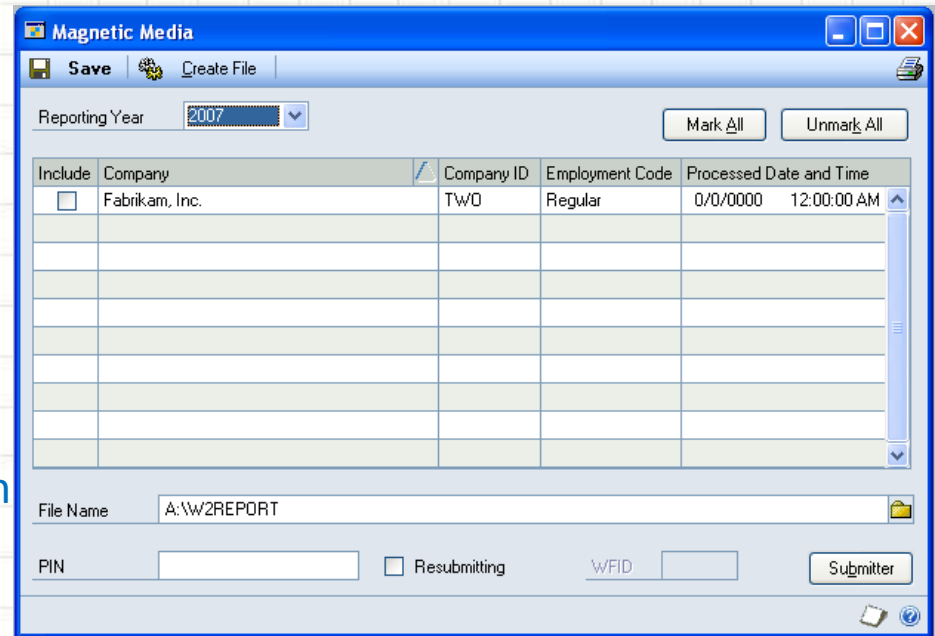
If your company has more than 250 employees, the Social Security Administration requires you to create and submit federal W-2 wage reports electronically.

Tools > Routines > Payroll > Electronic File

- Select Appropriate Companies,
- Enter User ID Number,
- Click Submitter.

The Electronic Filer Submitter Information window opens.

- Enter the authorized submission information.
- Close **Electronic Filer Submitter Info**
- Change the file destination information **File Name** field if it is required.
- Click **Create File**



Include	Company	Company ID	Employment Code	Processed Date and Time
<input type="checkbox"/>	Fabrikam, Inc.	TWO	Regular	0/0/0000 12:00:00 AM

*****AccuWage** – www.ssa.gov/employer/accuwage
(To Test the file) – FREE from Social Security!

Payroll year end checklist (continued)

13. (Optional:) Archive inactive employee Human Resources information

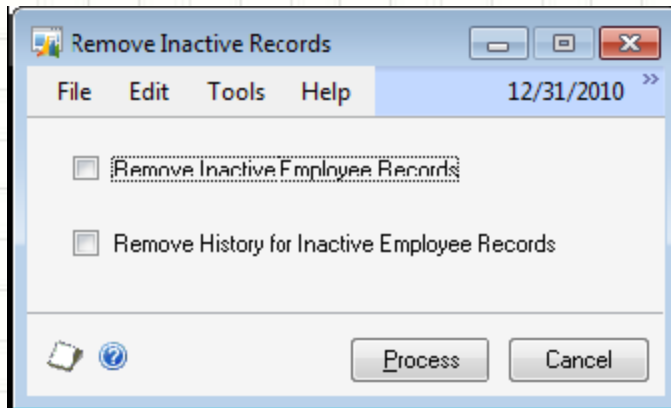
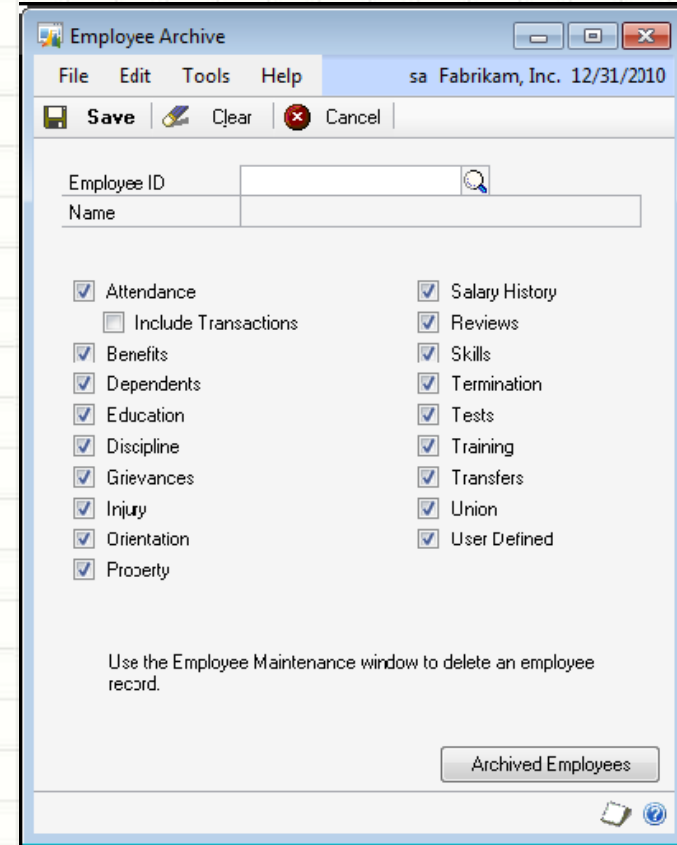
Tools > Utilities > Human Resources > Archive Employee

14. Close fiscal periods for payroll series for 2013.

15. (Opt:) Delete inactive employee information

Tools > Utilities > Payroll > Remove Inactive

(To save disk space, but do AFTER creating Year End wage file).



Inactive do NOT count as 'active' employees in license count.

Payroll year end checklist (continued)

16. Set up fiscal periods for 2013

Tools>Setup>Company>Fiscal Periods

17. Install the payroll tax update for 2013
Confirm update –

**GP > Maintenance > U.S. Pay Update >
Check for Payroll Tax updates**

> Automatic – Next

> Enter Authorization # (Login)

> Finish .



18. Setup Attendance for new year (Reset with Mass Update)

Tools > Setup > Human Resources > Attendance >>Setup

Or Tools >>Utilities >>Payroll >>Mass Update

19. Update Local tax and Unemployment Tax rates.

20. Run first 2014 payroll.

Need to:

Run Paychecks in 2014, prior to closing 2013

- ✓ Go through steps 1-7 on previous slides' checklist
 1. Verify your version of Microsoft Dynamics GP.
 2. Download Payroll Tax updates for 2013.
 3. Complete all pay runs for the current year
 4. Complete all monthly/quarterly payroll procedures for the current year
 5. Make a backup of the original file
 6. Install the Year-End Update
 7. Create the Year-End file
- ✓ Set up Fiscal Periods for 2014 **Tools>Setup>Company>Fiscal Periods**
- ✓ Install the payroll tax update for 2014
- ✓ Process the 2014 pay runs. The user date must occur in 2014.
- ✓ THEN - Print the W-2 statements and the W-3 Transmittal form
- ✓ Print the 1099-R forms and the 1096 Transmittal form
- ✓ (Optional:) Create a magnetic media file
- ✓ Archive/Inactivate employees

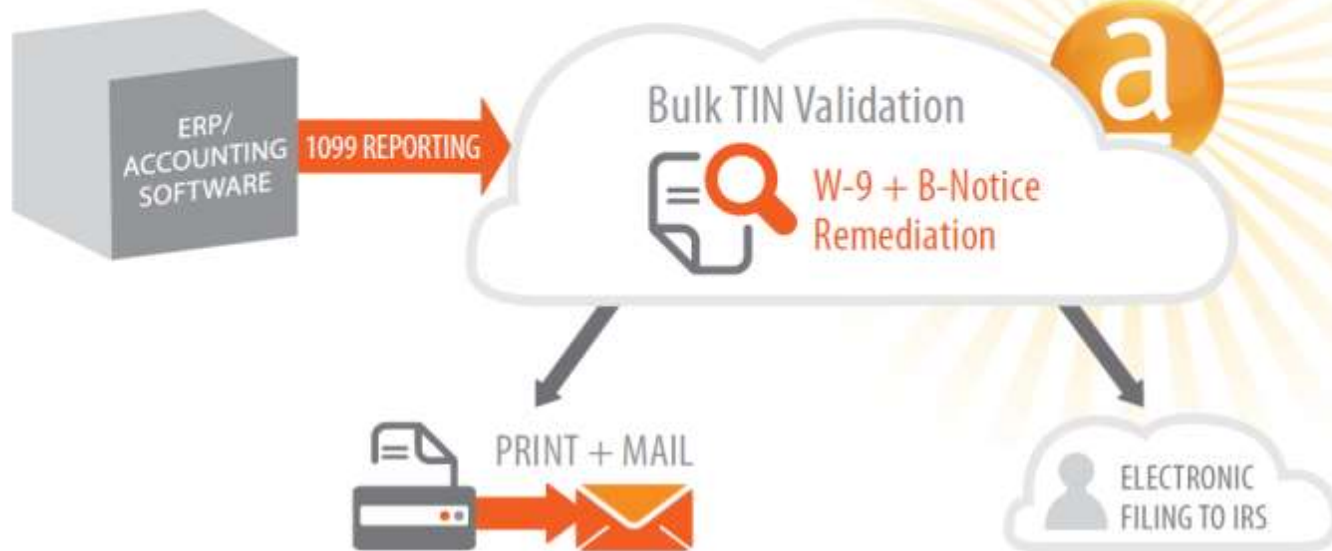
Avalara makes complicated 1099 tax reporting easy.

No late night pizza parties.

To get those 1099 envelopes stuffed in January to meet the IRS mandated IRS deadlines.

All printing, mailing and electronic filing of 1099s is done through Avalara 1099. Make the new tax year start out and remain stress free for your accounting department by offloading a time consuming 1099 process. The Avalara 1099 product takes the angst out of the annual 1099 headaches experienced by most AP departments at year end.

Your annual 1099 reporting process managed within the cloud.





www.greenshades.com

The E-File Wizard automatically extracts info from GP & creates E-Files suitable for filing to a tax and non-tax agencies. GreenShades can E-File each of the reports below as well as custom reports your company may need:

[State Filings \(SUTA and W2\)](#)

[State New Hire Reporting](#)

[Federal 1099](#)

[Federal W2s](#)

[Local W2s](#)

[940 and 941 Reports](#)

[401\(k\) Reports](#)

20% disc on purchase of **GreenShades Benefits Enrollment module**. Direct integration with Dynamics GP - admin can manage flexible rules to determine benefit packages, open enrollment, and qualifying life event eligibility based on information already stored in GP. ** Offer valid through December 31, 2013

Vital Year End Closing notes

- Close **General Ledger** Module Last.
- Use your Checklists (Paper or System) every year.
- Perform and VALIDATE your **backups** every year.
- Fiscal Year vs. Calendar Year difference in AR/AP/INV modules.
- Date Sensitive (except “amount since last close”) in modules.
- 2013 YEAR-END Update: Payroll – EFW, Luxury Taxes, **Accounts Payable** 1099 and 1096 forms.
- Jan 2014 Payroll Tax Update 1 **avail now.**
- **Print 2013 final paychecks first!**

Upcoming Collins WERKS Webcasts

<http://www.collinscomputing.com/collins-werks.html>

Year-End Webcast "Re-run"

Do you need a refresher course in year end closing techniques? Attend this webinar for hints, reminders, and tips to make this year's closing process the smoothest yet.

Thursday, Jan 9th @ 1:30pm PST/3:30pm CST/4:30pm EST

Planning for Convergence 2014

Hear about the best sessions to attend - all about DayOne and the Collins events we are planning specifically for our clients.

Thursday, Feb 20th @ 9am PST/11am CST/12pm EST

Just email afatigati@collinscomputing.com or
agilman@collinscomputing.com
to sign-up for ANY WEBCASTS!



QUESTIONS?

Thank You!

