YEAR END 2017 PREPARATIONS

Experience Matters

CRESTWOOD
ASSOCIATES

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The 2017 calendar year-end is approaching and Microsoft is planning the release of the Dynamics GP year-end update for mid-November.

As we begin thinking about the end of 2017, some topics require planning and decision-making. Our December Year-end meetings will be very detailed regarding these topics, and we wanted you to have a chance to think about them in advance.

Version number and Service Packs:

In Dynamics GP 2013, GP 2015, or GP 2016 click the Help icon to the right of the Address bar (or click Alt+H), and go to About Microsoft Dynamics GP.
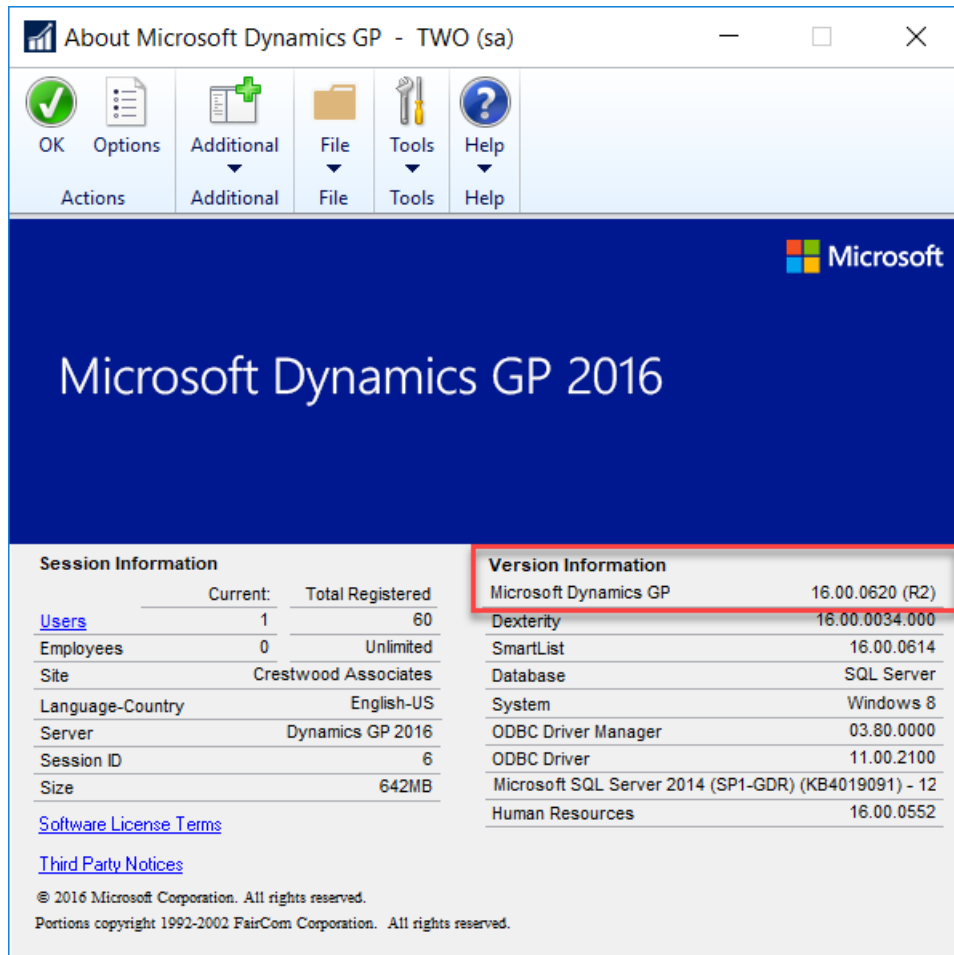
Take careful note of the Version Information.

Service Packs:

To prepare for the application of the latest Service Packs, make a list of all the servers and workstations that have Microsoft Dynamics GP installed, along with the logins and passwords on those machines. AS OF TODAY (10/5/2017), the latest Service packs are shown in the table below. **Please note that Dynamics GP 2010 support expired in October 2015. There will be NO 2017 year-end update and NO tax updates for Dynamics GP 2010. There will be a 2017 Year-end Update for GP 2013, GP 2015, and GP 2016.**

Version	Version Number	Release Information	Mainstream Support Ends	2017 Tax and Year-end Update Available
2016	16.00.0620	2017 Mid-Year Tax Update (July Hotfix)	7/13/2021	YES
2015	14.00.1059	2017 Mid-Year Tax Update (July Hotfix)	4/14/2020	YES
2013	12.00.2181	2017 Mid-Year Tax Update (July Hotfix)	4/10/2018	YES

In Preparation for the 2017 Year-end, we recommend that you update GP 2013, GP 2015, and GP 2016 as soon as possible to the most recent hotfix listed above so that you have all of the changes to tables and windows related to the 2017 Mid-Year Tax Update.

The 2017 Year End Update changes are pending. The 2017 Year-end Update will be all inclusive of previous hotfixes and service packs for GP 2013, GP 2015, and GP 2016.

If you are using GP 2015, to install the 2017 Year-end Update, you will need to be on 14.00.0983 or later.

If you are using GP 2013, to install the 2017 Year-end Update, you will need to be on 12.0.2104 or later.

Note that if you are on GP 2015 and on a release prior to 14.00.0983, or if you are on GP 2013 and on a release prior to 12.0.2104, you will need to upgrade to those release versions or later prior to installing the 2017 Year-end Update.

What we know as of 10/5/2017:

- No form changes for 1099-INT
- No form changes for 1099-MISC
- No form changes for 1099-DIV

- No form changes for 1096
- No form changes for 1099-R
- No form changes for W2
- No form changes for W3
- There will be form changes related to ACA
- There will be file changes related to the payroll year-end electronic filing

****As in previous years, Microsoft will **NOT** supply the ACA electronic file.

If you need to file the ACA form electronically, contact your Client Account Manager and they will help you determine a third party product that will handle your requirements.

System Review:

Be sure that your **Backups** are working correctly, and test the **Restore** process prior to Year-end.

Have you been doing your **File Maintenance** procedures regularly? We recommend that the file maintenance Check Links be done each quarter, but these can be run monthly, if you wish. All users should be out of the system while you perform these functions. In addition, always be sure to back up your databases prior to running any of the File Maintenance processes.

Run Check Links for each series. Some of the information in table groups is stored in two or more of the tables that compose them. If information in one table is missing or damaged, the check links program examines other tables where the same information is stored, and re-creates the damaged record in the first table.

Reconcile processes may be run as well. If you use Sales Order Processing, Purchase Order Processing, and Inventory, be sure to run them in that order. **DO NOT RUN THE ACCOUNT FORMAT SETUP RECONCILE BECAUSE IT RE-SETS THE MAIN SEGMENT TO BE THE FIRST SEGMENT.** If you have Payroll, just run the Reconcile report. **DO NOT MARK THE RECONCILE BOX – ONLY MARK THE PRINT REPORT BOX!**

If you have never run Check Links or Reconciles in your system we recommend that you run first in a test company to determine how long the processes will take and insure that you understand and can deal with any issues that may arise.

How much space do you have on your server? The year-end procedures may take quite a bit of space, so look into this soon.

General Ledger:

Be sure that your Account Types are correct. If you have a P & L account mislabeled as a Balance Sheet account, or vice versa, the Fiscal Year Close will not be correct. Use a SmartList to verify these Account Types. If any are incorrect, make the change now so that your fiscal year-end close will be correct.

If using divisional or fund accounting, be sure to set up a Retained Earnings account for each division/fund.

Purchasing:

Use a SmartList to be sure you have all the required vendor tax ID numbers for your 1099's. Any that are missing can then be requested in plenty of time. Do a Dry Run on your 1099 printing, if you have time.

Payroll:

Run the Reconcile Report. **DO NOT CHECK THE RECONCILE BOX; ONLY CHECK THE PRINT REPORT BOX!** If anything appears on this report, look into the situation. The report should be empty.

Order Tax Forms:

Get a head start on the 2017 Tax Season by ordering your W2 and 1099 forms.

What's Next?

Be on the lookout for the announcement of our Year-end sessions – dates and locations to be announced.

GP 2018

GP 2018 will release at year-end. There will be no direct upgrade path from GP 2013. If you are using GP 2013 and want to upgrade to GP 2018, you will first need to upgrade to either GP 2015 or GP 2016.

To upgrade to GP 2018 from:
GP 2015 – you need to be on 1400.0898 (the US Year-end 2015) or later
GP 2016 – you need to be on 16.00.0439 (the US Year-end 2016) or later

Microsoft Resources:

Microsoft Dynamics GP Directory (includes links to Documentation and other information)
https://mbs.microsoft.com/customersource/northamerica/GP/learning/documentation/system-requirements/dynamicsgpresource#top

GP 2018 Upgrade and GP Year-End Update Blog Series:
https://community.dynamics.com/gp/b/dynamicsgp/archive/2017/09/15/microsoft-dynamics-gp-2018-and-year-end-update-upgrade-blog-series-schedule

Dynamics GP 2010 Mainstream Support Ended October 13, 2015

As many of you are already aware, Microsoft Dynamics GP 2010 mainstream support was discontinued on October 13, 2015. Extended support will be ending on October 13, 2020.

Dynamics GP 2013 Mainstream Support Will End April 10, 2018

Although GP 2013 will have a year-end update this year, we highly recommend that all GP 2013 customers upgrade soon, especially if you are using Payroll. The mainstream support for GP 2013 ends in April 2018, so there will be no additional tax updates or year-end updates after that date.

Below is a chart that outlines the differences between Mainstream Support and Extended Support.

Type of support	Mainstream support phase	Extended support phase	Self-help online support
Request to change product design and features	✓	✗	Access to freely available online content, such as Knowledge Base articles, online product information, and online support WebCasts
Security updates	✓	✓	
Non-security update support	✓	☆	
Complimentary support[1] included with license, licensing program[2] or other no-charge support programs	✓	✗[3]	
Paid-support (including pay-per-incident Premier and Essential Support)	✓	✓	
Product-specific information that is available by using the online Microsoft Knowledge Base or Support site at Microsoft Help and Support to find answers to technical questions	✓	✓	
Hardware warranty claims	✓		

✓ Available	✗ Not available	☆ Only available with Extended Hotfix Support through Premier Support. Not available for Desktop Operating System consumer products.

*Please Note: Microsoft's Support Lifecycle Policy does not apply to all products. To see the specific support start and end dates by applicable product, you can search the Support Lifecycle Product Database.

[1] Refers to phone support and online support options.

[2] For example, support incidents acquired through the Software Assurance program for server products.

[3] Limited complimentary support may be available (varies by product).