



Diamond Software

DYNAMICS GP NEWSLETTER

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EFFICIENCY, SIMPLIFIED

Document Management eliminates 20% to 30% of time spent filing, searching and retrieving documents. If you are looking for a way to go paperless with low startup costs consider **PaperSaveCloud**. Work away from the office and have your documents available to you anywhere at any time.

[Read more here.....](#)

FORMS 1094 AND 1095 FILING DEADLINES EXTENDED

The IRS Notice released December 28, 2015, extended the due dates for the 2015 information reporting

ANNOUNCING MICROSOFT ENVISION (FORMERLY CONVEGENCE)

Date: April 4-7, 2016

Location: New Orleans

Planning is well underway for [Microsoft Envision 2016](#), and it's shaping up to be a fantastic event. Envision brings the best minds in business and technology together. You'll discover breakthrough business insights, explore emerging solutions for your industry, and learn how your peers are reinventing their roles. Join us and discover strategies that can help you, your team, and your business achieve more.

Microsoft Envision is designed for CxOs and their senior department and functional leaders who are driven to shape their own future and position their organizations and business for success in a mobile first, cloud first world.

Gain crucial insights - Hear about what's next, what's trending, and how to capitalize.

Discover new solutions - Explore successful strategies, disruptive technologies, and next-level thinking that's relevant to your industry and role.

Build connections - Connect with innovators, experts, peers, and visionaries, and build professional relationships that will last for years.

Registration is now open. Get ready!

[Sign up for email updates.](#)

IMPROVE BALANCING SUBLEDGERS TO GENERAL LEDGER

requirements (both furnishing to individuals and filing with the Internal Revenue Service) for insurers, self-insuring employers, and certain other providers of minimum essential coverage, **all Forms 1094 & 1095. Specifically, this notice IRS extends 1094 and 1095 deadlines to:**

- Form 1095-C - from employer to employees - original deadline was 2/1/16, was **extended to 3/31/16**
- Form 1094-C and 1095-C IRS filing by the employer (paper) original deadline was 2/29/16, was **extended to 5/31/16.**
- Form 1094-C and 1095-C IRS filing by employer (electronically) original deadline was 3/31/16, was **extended to 6/30/16.**

HOW TO WRITE OFF ACCOUNTS RECEIVABLE DOCUMENTS IN GP

Use the Write-Off Documents window to write off outstanding credit or debit balance amounts for one or more customers. You can specify a write-off limit and cutoff date, and whether to create one credit or debit memo for each customer or document. The debit or credit memos that you create will be posted and applied to the documents you're writing off balances for.

[Click here for complete instructions.....](#)

MISSED ANY NEWSLETTERS?

[Click here to access archived newsletters.](#)

A great way to improve balancing the general ledger to Accounts Payable and Accounts Receivable is to prevent users from making journal entries to these accounts.

- Select an account using Cards>Financial>Account.
- Select the control account number (accounts payable or accounts receivable).
- Uncheck the Allow Account Entry box.
- Save.

After this change, only transactions posted to the subsidiary ledger will post to that account.

YEAR END CLOSING INSTRUCTIONS

IMPORTANT: BEFORE YOU CLOSE ANYTHING, MAKE A BACKUP TO KEEP PERMANENTLY. NOT HAVING A FULL AND VALID BACKUP WILL PUT YOU AT RISK OF DATA LOSS. Also be sure you have adequate disk space on the server.

If you haven't closed the year in the following modules, here are links to Microsoft KnowledgeBase year-end close articles. We ask that you review these carefully before you start your closing procedures.

[Receivables Management](#)

[Payables Management](#)

[Fixed Assets](#)

[Analytical Accounting](#)

[Inventory](#)

[Payroll](#)

[Space Needed for GL Close
General Ledger](#)

You will find documentation on Microsoft Customer Source complete and very helpful. If you have any questions, please call Microsoft at (800) 456-0025 and open a support incident, or call our office at (985) 892-2710.