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## 2018 YEAR-END UPDATE FORM CHANGES

Microsoft will be releasing the year-end updates this month for supported versions of Microsoft Dynamics GP (2015, 2016 and 2018).

There are NO changes to the W-2, W-4 or W-3 forms for 2018.

Changes were made to the following:

- 1099-DIV
- 1096
- 1099-R (pension)
- 1094-C ACA

If you print 1099-DIV, 1096, and 1099-R forms using GP, please [contact us](#) soon to schedule the year-end update.

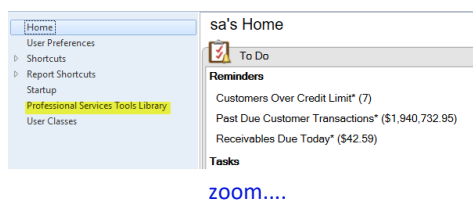
You can access Microsoft's year-end blog schedule [here](#).

## HOW TO VIEW CUSTOMER PRIOR ITEM HISTORY IN SOP TRANSACTION ENTRY

The Dynamics GP Customer Item Lookup PSTL (Professional Services Tools Library) feature allows users to view previous items the Customer has purchased with the most recent price.

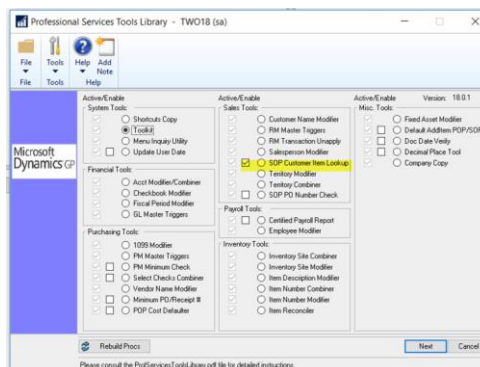
Here's how to set it up.

- Log into GP as the sa user. Go to the Professional Services Tools Library on your home page.



[zoom....](#)

- Check the box to activate the SOP Customer Item Lookup.



[zoom....](#)



## LET GREENSHADES HELP YOU WITH YOUR 2018 YEAR END

It's time to get ready for 2018 year-end. Year-end can be a whirlwind of filing, forms, envelopes and paper. If you're looking for an easier way to handle your year-end processes, Greenshades' motto is "Let Us Handle That."

For the 2017 tax year, Greenshades printed and mailed over 2 million forms. They are the tax experts. Head into year-end with confidence.

If you would like a demonstration of their solutions, [contact us](#) to see how easy they can make your year-end.

You can also sign up for these year-end webinars:

[Making year-end work for you](#)

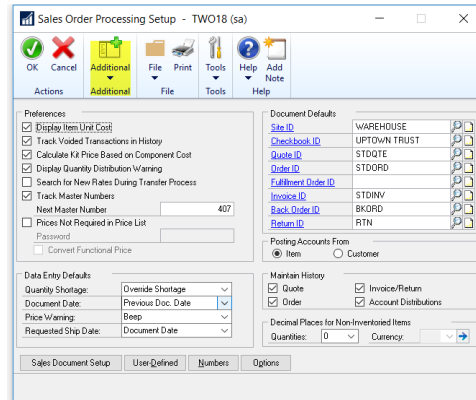
[Feeling fine with 1099s](#)

## WHAT'S NEW IN GP 2018 R2

[This link](#) will take you to Microsoft's list of all of the great new features in Dynamics GP 2018 R2.

You can also access the schedule for an ongoing blog series on the new features [here](#).

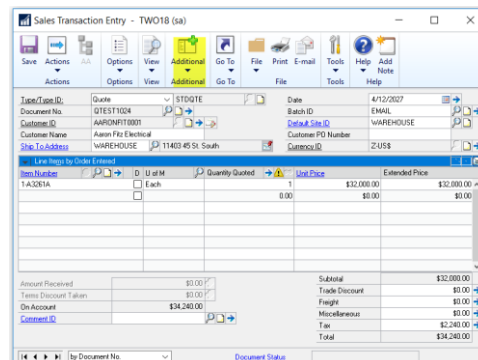
- To build the initial data from your history tables go to the Sales Order Processing Setup window (Sales >> Setup >> Sales Order Processing).



[ZOOM....](#)

- Click on Additional and select Create Initial Lookup Data. You will receive a message when the process is complete. The more history you have the longer this process will take. **(You must also be logged on as the "sa" user to do the initial data creation.)**

After your initial data has been created, the new Historical Lookup window will be available from the SOP Entry window. Click on the Additional button in and then select [Historical Lookup](#).

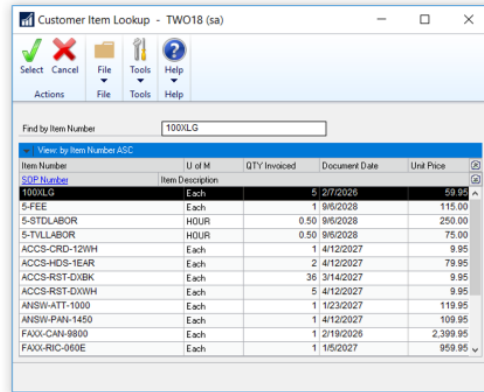


[ZOOM....](#)

If you haven't already upgraded or scheduled an upgrade and want to do so, please [contact us](#) to get on our schedule.

## DIAMOND SOFTWARE HOLIDAY SCHEDULE

Our offices will be closed for the holidays on November 22nd and 23rd, December 24th and 25th, 2018, and on January 1, 2019.



Item Number	U of M	QTY Invoiced	Document Date	Unit Price
100XLG	Each	5	2/7/2026	59.95
5-FEE	Each	1	9/6/2028	115.00
5-STDLABOR	HOUR	0.50	9/6/2028	250.00
5-TYLLABOR	HOUR	0.50	9/6/2028	75.00
ACCS-CRD-12WH	Each	1	4/12/2027	9.95
ACCS-HDS-1EAR	Each	2	4/12/2027	79.95
ACCS-RST-DXBK	Each	36	3/14/2027	9.95
ACCS-RST-DXWH	Each	5	4/12/2027	9.95
ANSW-ATT-1000	Each	1	1/23/2027	119.95
ANSW-PAN-1450	Each	1	4/12/2027	109.95
FAXX-CAN-9900	Each	1	2/19/2026	2,399.95
FAXX-RIC-060E	Each	1	1/5/2027	959.95

[zoom....](#)

As you post additional invoices, these records will be added to the table and included in the Customer Item Historical data.