

DECEMBER 2018 NEWSLETTER

In This Issue

[W-2 Tips & Trick](#)

[Our Holiday Schedule](#)

[eOne Offers Solutions that Save Time & Improve Smartlists](#)

[Important Year End Closing Information](#)



W-2 TIPS & TRICKS

[Here's an article](#) designed to make sure you get your W-2's processed on time. It includes information on great features, how W-2's work in GP, and has answers to the most frequently asked questions.

DIAMOND SOFTWARE HOLIDAY SCHEDULE

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



MICROSOFT DYNAMICS GP 2018 YEAR END PROCEDURES

With 2019 just weeks away, we at Diamond Software want to help you plan and run your year-end procedures as smoothly and as quickly as possible. This message gives you links to Microsoft's complete instructions for each module and will summarize the more important steps.

Microsoft has released year-end updates 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, however changes were made to the following forms:

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

Here are links to Microsoft KnowledgeBase articles, and we ask that you review these carefully before you start your closing procedures.

[Receivables Management](#)

[Payables Management](#)

[Fixed Assets](#)

[Analytical Accounting](#)

[Inventory](#)

[Payroll](#)

[General Ledger](#)

Here are a few reminders about what must be done. Please remember that this is not a complete list, and you will need to read all of the instructions in the KB articles for detailed instructions (links above).

- BEFORE YOU CLOSE ANYTHING, MAKE A BACKUP TO KEEP PERMANENTLY. NOT

SAVE TIME AND IMPROVE REPORTING WITH GREAT PRODUCTS FROM eONE SOLUTIONS

SmartConnect Integration Solution

Diamond Software is proud to partner with eOne Solutions, the creator of SmartConnect. SmartConnect is the fastest-growing integration solution for Dynamics 365, Dynamics NAV, Dynamics GP, Dynamics CRM and Salesforce. It's trusted by over 5,000 companies and provides a highly configurable and scalable integration toolset that allows companies to:

- Reduce manual effort and increase automation among their CRM, ERP and best-of-breed cloud applications.
- Deliver integrations in a way that is efficient, agile, and cost-effective.
- Say yes to very specific business requirements without code.
- Integrate anywhere.
- Import/Export to a variety of destinations.
- Use transformations to save formatting time.
- Schedule integration maps to fit your needs.
- Call the SmartConnect Web Service to run a map from any application.

To learn more about SmartConnect, visit www.eonesolutions.com or contact Diamond Software today.

SmartView Tool for Smartlist Users

SmartView makes working with SmartLists a whole lot easier. It

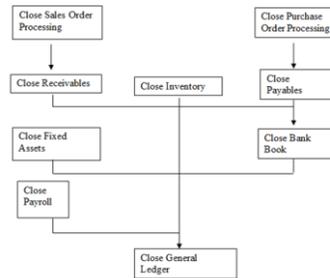
HAVING A FULL AND VALID BACKUP WILL PUT YOU AT RISK OF DATA LOSS. **Also, be sure you have adequate free disk space on the server.**

- Make sure all users are logged out of Dynamics GP before beginning any closing procedure.
- If you use Fixed Assets and your fiscal year is your calendar year, you will want to close the Fixed Assets after closing Payables and before closing General Ledger. Be sure you have entered all activity for the fiscal year, run depreciation, and post to General Ledger. Run reports, specifically reports which include year-to-date depreciation amounts as that information is not saved for previous/closed fiscal years in Fixed Assets. Be sure that the Fixed Asset calendar and quarters are set up correctly, and then perform the year end close.
- The closing procedures for payables, receivables and fixed assets should be done before anything is posted in those modules in 2019. Closing payables and receivables is optional.
- The closing procedures for payroll and inventory **MUST** be done before anything is posted in 2019.
- After completing all pay runs for 2018, complete all payroll month- and quarter-end reconciliations before closing payroll.
- General Ledger is date sensitive, so you can do the year-end closing at your convenience after all other modules have been closed.
- Verify the Posting Type (Balance Sheet/Profit and Loss) of each account before closing the year in General Ledger. This can easily be done with a SmartList. Let us know if you need help with the SmartList.
- Remember that the General Ledger close may take a long time, and even if it looks like it has hung up, do not stop the process. If you think it has gone too long, call us before doing anything to stop the procedure.
- **MAKE A BACKUP** when you have finished your closing procedures. Don't forget to backup the Dynamics and company databases again after any significant year-end procedures. We recommend that you do a backup after each module is closed, so that if there are any

provides a fast and flexible interface to all existing SmartLists from GP and those created using SmartList Builder. It provides you with lightning fast lists, unlimited filters, exports to Excel in seconds, and more. It also gives you the ability to see your lists outside of GP by using SmartView Stand Alone version. SmartView is the perfect fit for anyone who spends their day in and out of SmartLists. [Contact us](#) today to set up a demo and learn more.

problems you don't have to start the entire process again.

Here's a chart that illustrates the order in which modules should be closed.



[zoom...](#)

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. Note that Diamond Software's office will be closed on Dec. 24th and 25th, and all day on Jan. 1st, 2019.