



2020 Year End Close Guide for Microsoft Dynamics GP

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General advice from our experts

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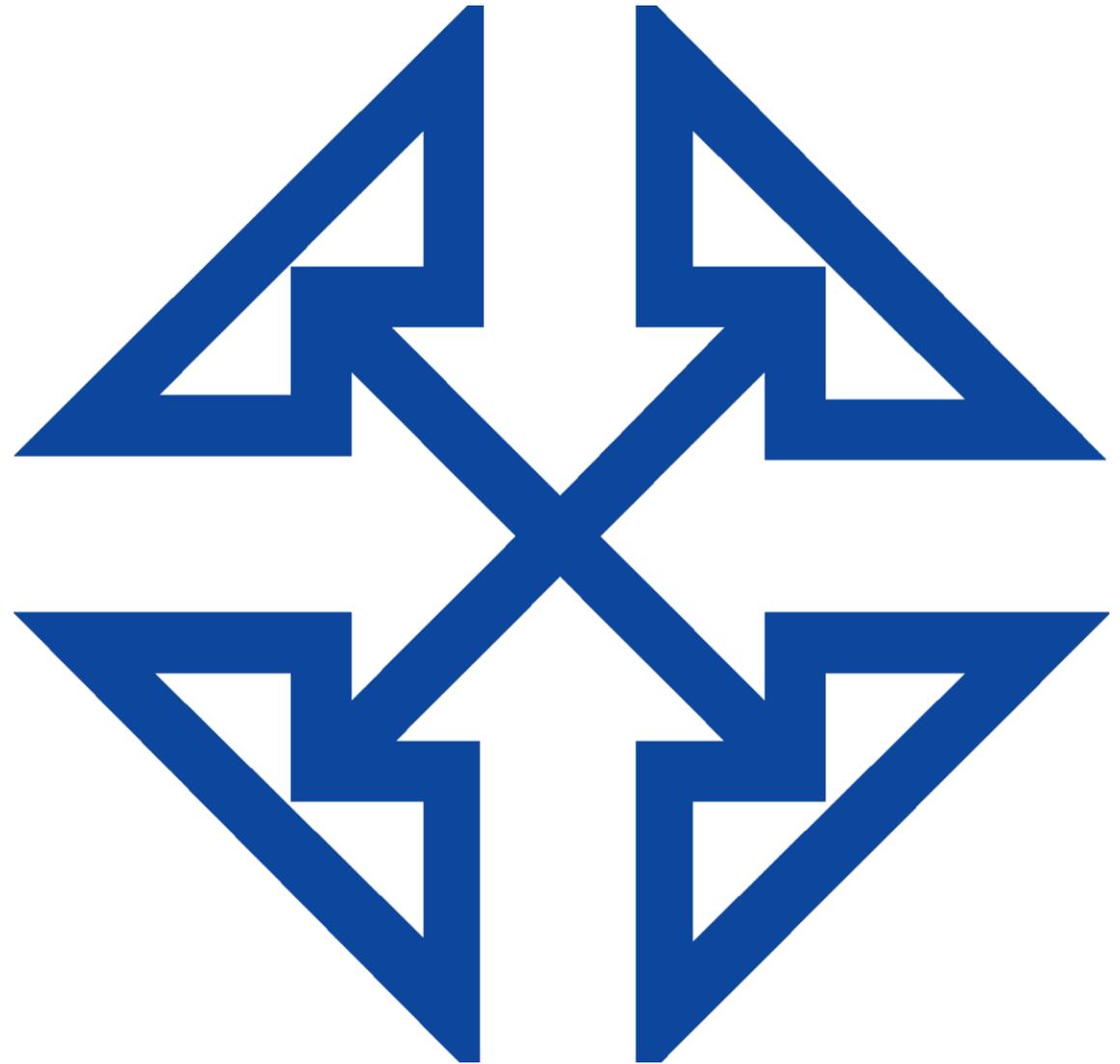
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General Tips From Our GP Experts

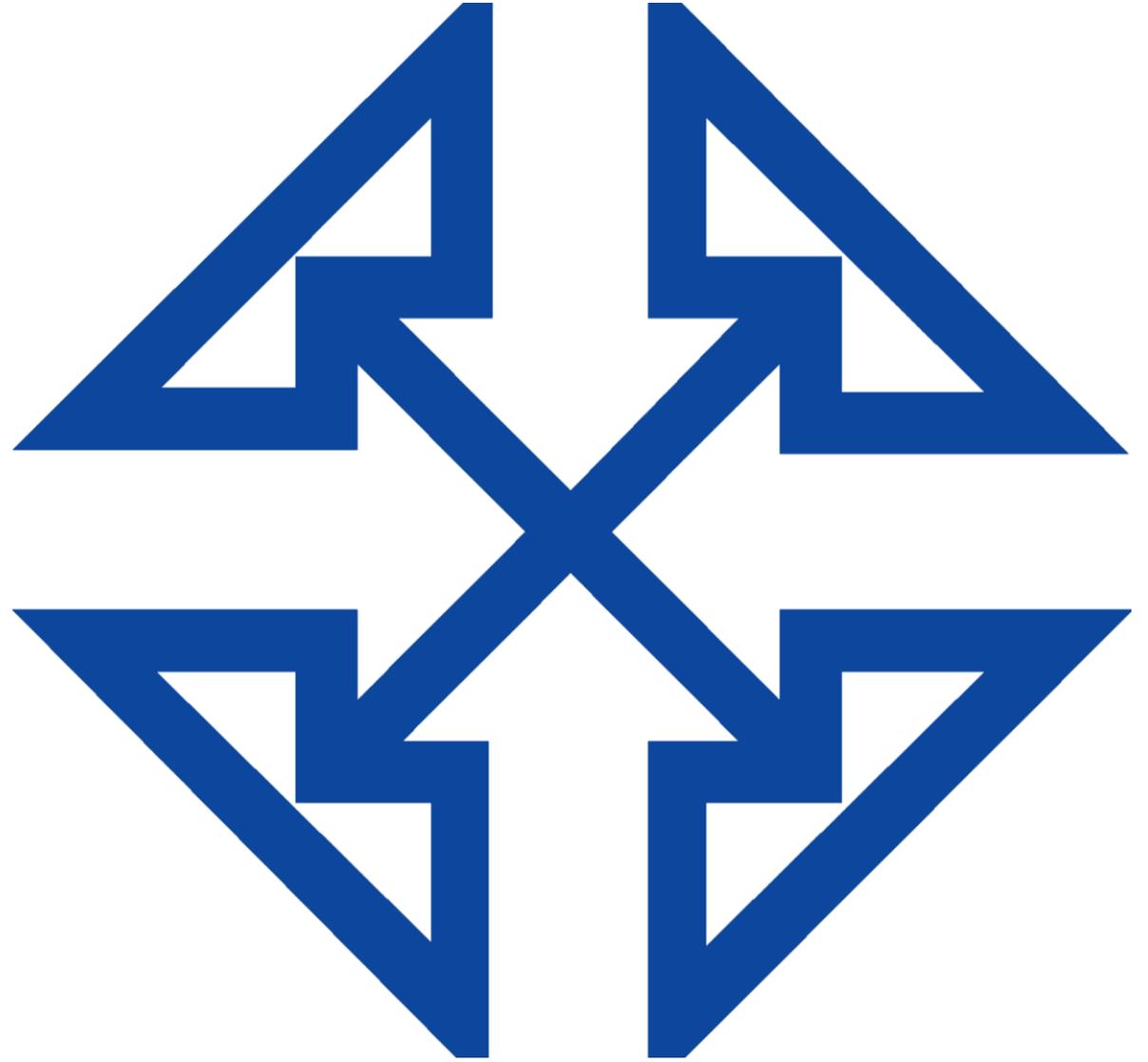
Please do not wait until you want to perform year-end functions to read through these instructions. Because:

- You probably need to prepare.
- Some modules, such as Payables and Receivables, need year-end functions to be performed prior to entering 2021 data for best results.
- You might want to have your Payables and Receivables staff wait to enter 2021 documents until you have entered all 2020 documents.
- You might want to prepare your IT staff to run and save a pre-year-end backup of your data.
- When you apply the year-end update for Dynamics GP, many third-party programs will also require an update.
- GL year-end does not need to be performed until you wish to run a GL Trial Balance or a Balance Sheet for 2021. (Those reports require 2021 beginning balances, which are not created until GL year-end process runs).
- When you apply this year-end service pack, it may corrupt your reports dictionary, resulting in errors or GP closure when you run specific reports. If this happens, you will need to export your reports, rename your reports dictionary and re-import your reports to fix the problem.



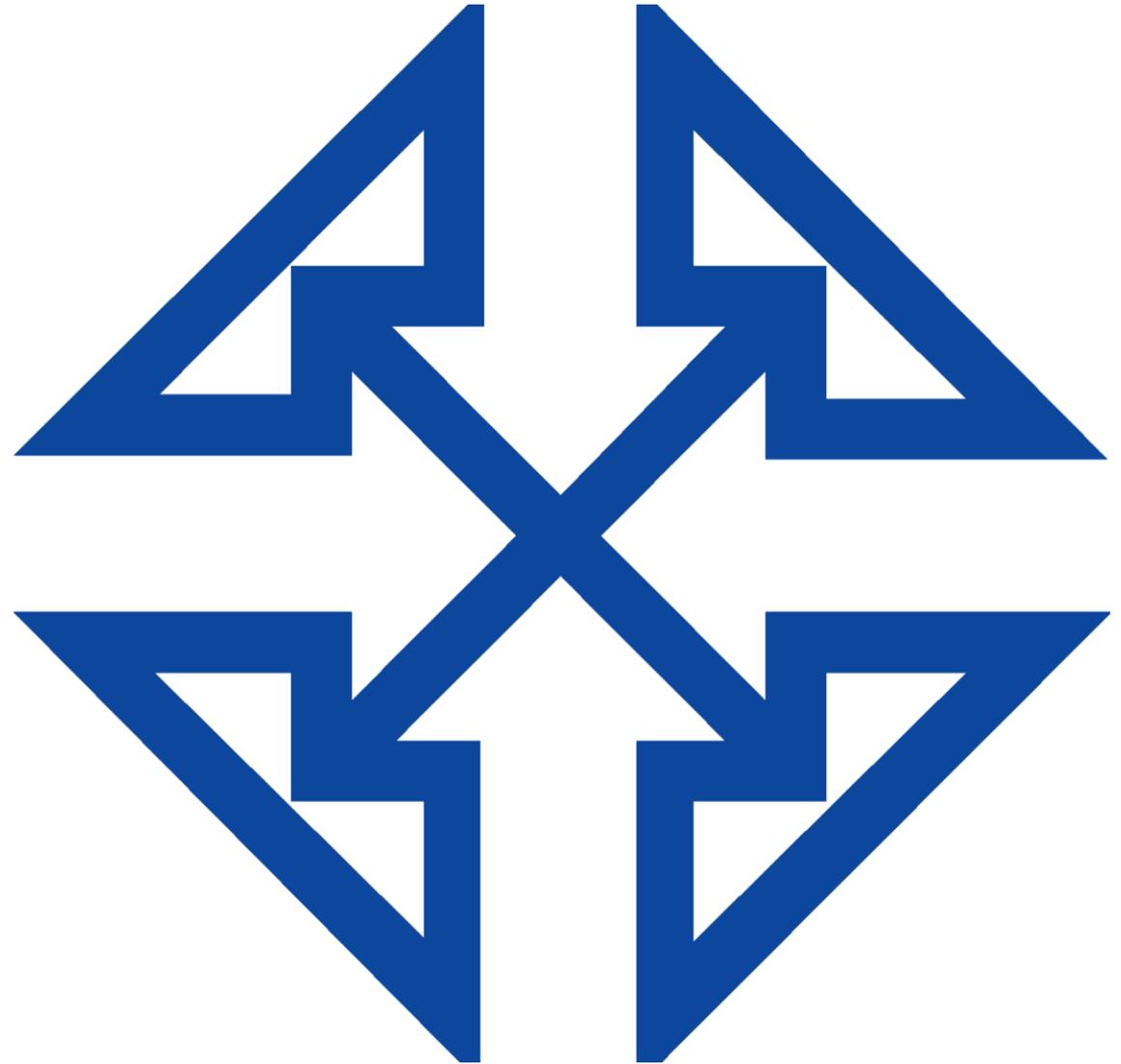
General Tips For GP Payroll Users

- Note: the 2020 payroll tax tables and 2020 year-end files will not be available for versions lower than GP 2016. If this is an issue for you, please contact us at (336) 315-3935 right away.
- The year-end update needs to be installed sometime before you create the year-end wage file and before you run a 2021 pay run (checks dated in 2021). It needs to be installed on each workstation and on the server. It will run through an update of your data, so it is not a quick task.
- The 2021 tax table update needs to be installed after you run your final 2020 pay run and you create your year-end wage file, but before you run your first 2021 pay run (checks dated in 2021). It is installed only once from any workstation or from the server.
- If you are running payroll for a check date in 2021 and you are processing it prior to 1/01/2021, be sure to change your Dynamics GP date (in the bottom tray) to 1/01/2021 or later. Otherwise, you will get an error and won't be able to finish the pay run.
- For more Payroll specific instructions, [visit this webpage](#).



W-2 Updates

- Remember, with the release of Microsoft Dynamics GP 2016 R2, you have the ability print W-2's with lines on blank paper!!!! The **1-Wide Forms with Box** Form Type was added in the **Print W-2 Forms** window to accomplish this (Microsoft Dynamics GP >> Routines >> Payroll >> Print W-2's >> Form Type = 1 Wide- Forms with Box >> Print = W-2 Forms).
- Note: Dynamics GP only prints the black form with lines, not the red form, but most customers electronically file so the red forms do not need to be purchased, just file electronically for FREE.
- If you need to purchase forms (W2's), we recommend you check out [Microsoft Business Checks!](#)
- For more W-2 filing information and FAQs, [visit this blog.](#)



ACA Notes

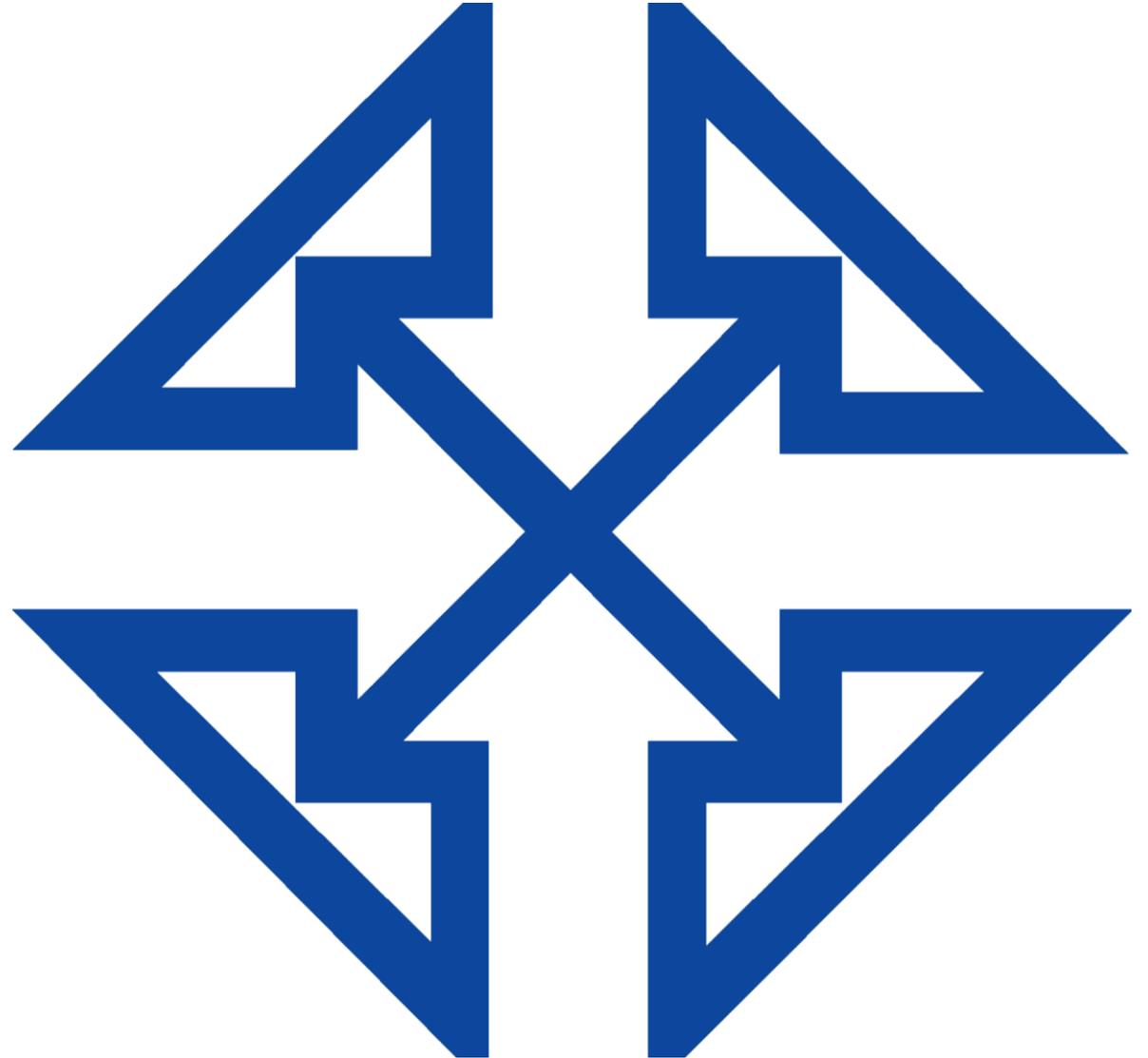
There are several changes you need to be aware of regarding ACA reporting this year. Here are the top 3.

1. The due date for furnishing Form 1095-C to individuals is extended from January 31, 2021, to March 2, 2021.
2. If you print Dependents, they now all moved to their own page, no dependents will print on the first page of the 1095-C form as they have in years past.
3. Each employee's age will be calculated and printed on the form. If the employee date of birth is not populated on the employee record, the age will not calculate correctly.

The age will be calculated on the fly when you print the 1095-C form, it is not stored when you create the year-end wage file.

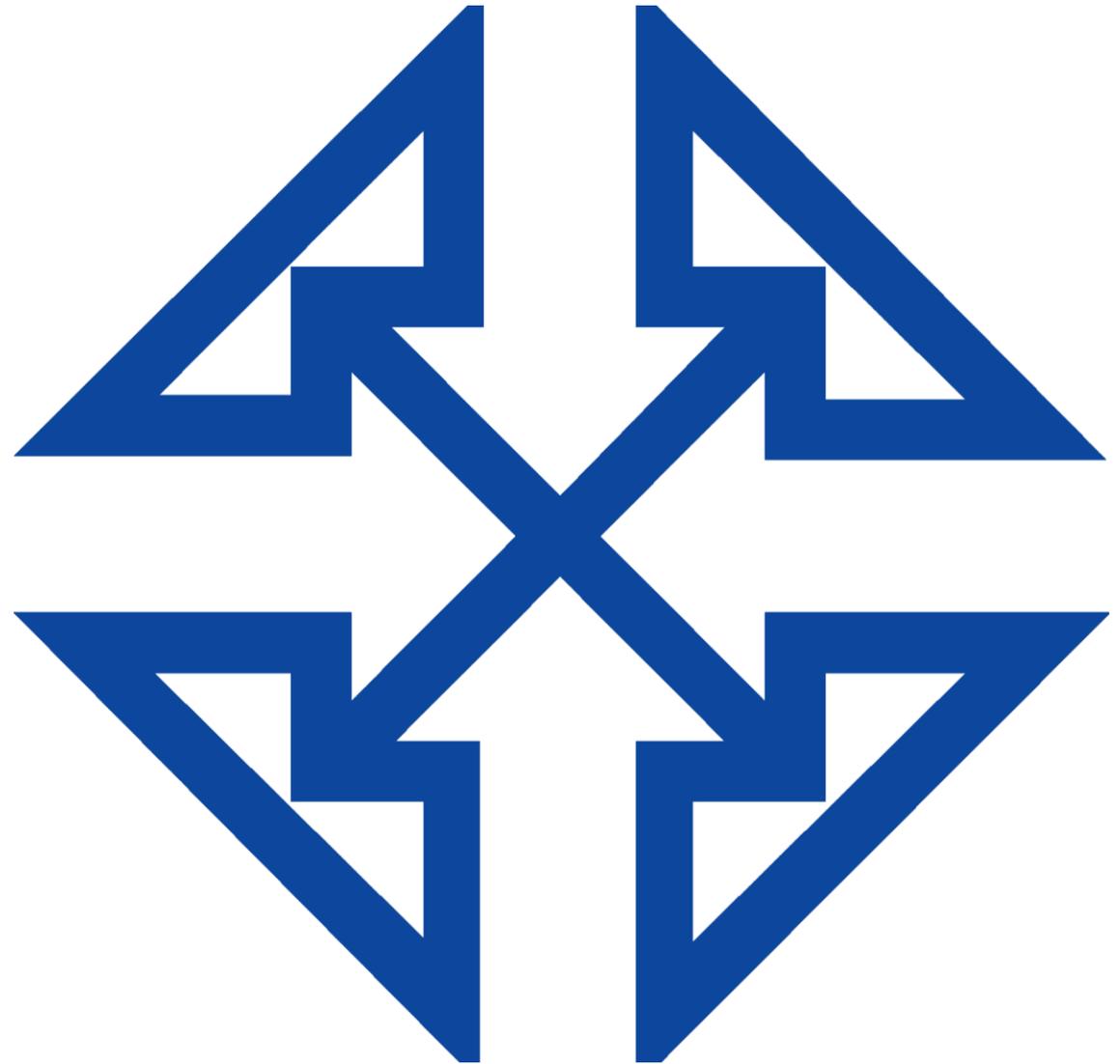
The employee birth date is stored under the Additional Information window from the main employee maintenance record, table UPR00100, field birthdate.

[View the full list.](#)



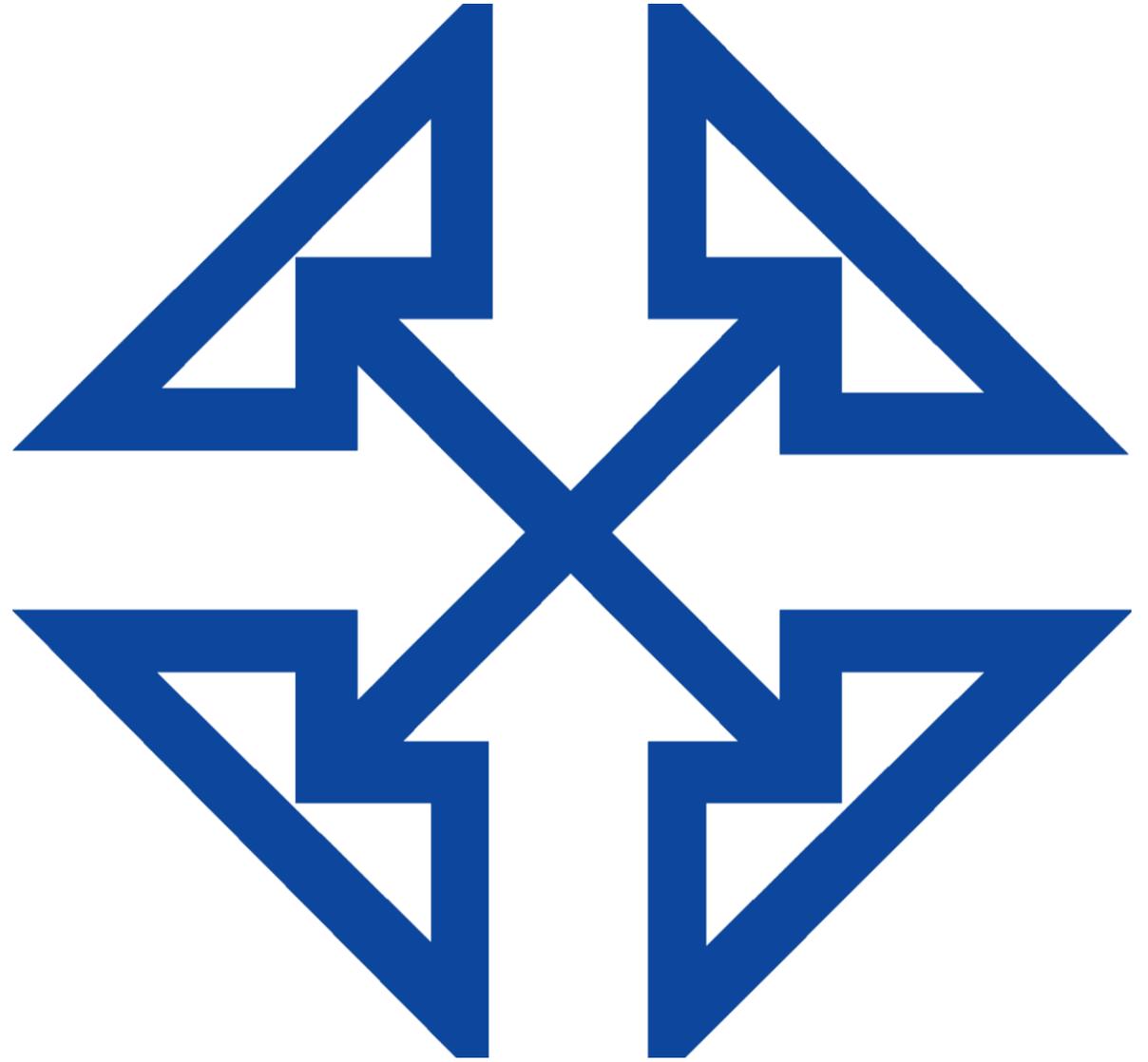
1099-MISC Updates and FAQs

- For your 2020 taxes (filed in 2021), the IRS has revived an old tax form last used in 1982. This form, called the 1099-NEC, will affect your filing requirements for all non-employee compensation, including freelance, contracted, consultant, or vendor-based work. The 2020 1099-NEC will replace Form 1099-MISC for reporting most non-employee compensation.
- To help with the transition, the 1099-NEC is included in the Dynamics GP Year-end update for 2020.
- The new 1099-NEC "report" is not automatically added to security, so you might get a "not privileged to run this report" error trying to run the 1099-NEC. To fix the problem, modify the ADMIN_PURCH_007* security task settings for GP reports, adding the new 1099-NEC reports.
- Questions about the 1099-NEC? [Check out this FAQ.](#)



Additional Information

- The 2020 - U.S. year-end update has released for all versions, dating back to GP 2016. As a reminder, these updates are ALL inclusive of prior patches. This is especially important for [GP as it will include the October 2020 release \(18.3\)](#) so make sure you test your upgrade, customizations, 3rd party/ISV solutions and business process to verify everything is working as it should.
- This is the last year-end update for Microsoft Dynamics GP 2016. Mainstream support for Microsoft Dynamics GP 2016 will end in July 2021.
- If you receive an error message during the utilities update, when you install the 2020 U.S. year-end update released 11/19/2020 **Violation of PRIMARY KEY constraint 'PKPM00204'. Cannot insert duplicate key in object 'dbo.PM00204'** [follow the Known Upgrade blog for a workaround.](#)
- To see a complete list of changes included in the 2020 year-end update by product version, [visit this webpage.](#)



Fixed Assets

General Ledger

Inventory

Payables

Payroll

Receivables

Module Specific Procedures



Download the Updates

The year-end updates are now available for Dynamics GP 2016 and later.

[Get them now on CustomerSource](#)

Trouble logging into CustomerSource?
[Let us help.](#)

