

Year End Close Top Tips

Click the buttons below to find the year end close information you need.

General advice from our GP experts
Start Here

Standard year end close procedures

Module specific year end close
instructions

General tips for GP Payroll users

Additional notes

Need to log into Microsoft CustomerSource to download the updates? Here's how.

General Tips From Our GP Experts

- *Please do not wait until you want to perform year end functions to read through the instructions in this guide that apply to your organization.*
Because:
 - You probably need to prepare.
 - Some modules, such as Payables and Receivables, need year end functions to be performed prior to entering 2018 data for best results.
 - You might want to have your Payables and Receivables staff wait to enter 2018 documents until you have entered all 2017 documents.
 - You might want to prepare your IT staff to run and save a pre-year end backup of your data.
- GL year end *does not* need to be performed until you wish to run a GL Trial Balance or a Balance Sheet for 2018. (Those reports require 2018 beginning balances, which are not created until GL Year End process runs).

Module specific year end close instructions

Each year, Microsoft releases specific Year End close instructions for these modules. Find them on [CustomerSource](#). Or, if you're a current client of ours, keep an eye on your inbox. We'll mail you these and other important Year End information each December.

Fixed Assets

General Ledger

Inventory

Payables

Receivables

Payroll

General Tips For GP Payroll Users

- *Note: the payroll tax tables for next year and the year end files for this year are only available for the latest 2 major releases of Dynamics GP. Questions? [Refer to this article by the Microsoft Support team.](#)*
- The year end update needs to be installed sometime *before* you create the year end wage file and *before* you run the first pay run in the new year. 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 tax table update for the new year needs to be installed *after* you run your final pay run for this year, *after* you create your year end wage file and *before* you run your first pay run of the new year. It is installed only once from any workstation or from the server.

Additional Notes

- The Year-End Update will be an *all-inclusive* update that contains all prior service packs, hot fixes, etc..
- Mainstream support for Dynamics GP 2013 (i.e. tax and year-end updates) ended on *04/10/2018*. Extended support with no updates will end on *4/11/2023*. For more information on this and what it means to you, please [visit this webpage](#).

Need Help?

- Current clients of Intelligent Technologies, Inc., if you have questions about any of the information contained in this resource guide or something else that was not addressed here, please do not hesitate to call (336) 315-3935 or email ERP Consultant, Beth Hodge at bhodge@inteltech.com.
- If you are not yet a client but would like to put our more than 25 years' Dynamics GP experience to work for your business, call (336) 315-3935 or email Sales Director, Allen Finch at afinch@inteltech.com.