

MICROSOFT DYNAMICS GP

GENERAL LEDGER YEAR-END CLOSING PROCEDURES

Before you perform year-end closing procedures, you will need to: complete the posting of all entries and adjusting entries to reflect the transactions for the year, print reports and financial statements, and make a backup of your records.

Closing the year transfers all current-year information for each General Ledger (GL) account to account transaction history (if you are keeping history records) and prepares the accounting system for a new fiscal year. The closing procedure will also:

- Reconcile and summarize the General Ledger balances that have accumulated throughout the year.
- Transfer current-year Profit and Loss amounts to the Retained Earnings account.
- Zero all Profit and Loss account balances after they have been closed to the Retained Earnings account.
- Summarize Balance Sheet accounts, bringing the balances forward as the accounts' beginning balances in the new fiscal year.
- Produce the Year-End Closing Report. This report lists the accounts that have been closed and the transactions created to close them. The Year-End Closing Report is part of the audit trail and should be saved with your company's permanent records.

Steps to Perform a Year-End Close

1. Complete posting and closing procedures for all other modules.
2. Post all GL transactions for the year.
3. Print Account List to verify the Posting Type.
4. Close the last period of the fiscal year (optional).
5. Perform File Maintenance on all financial files.
6. Make sure **Maintain History for Accounts and Transactions** is marked in Setup>>Financial>>General Ledger (if you want to keep history records).
7. Print a final Detailed Trial Balance.
8. Print final financial statements.
9. Set up a new year in Fiscal Periods Setup.
10. Make a backup.
11. Close the fiscal year.
12. Close all fiscal periods for all series (optional).
13. Adjust budget figures for the new year and print financial statements.

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

Step 1: Complete Posting and Closing Procedures for Other Modules

If General Ledger is not integrated with other modules, you can skip this step.

- Post final transactions in all modules except General Ledger.
- Complete the month-end and quarter-end procedures for all modules except GENERAL LEDGER.
- Complete year-end closing procedures for each module in the following order:
 - ◆ Inventory
 - ◆ Receivables Management
 - ◆ Payables Management
 - ◆ Fixed Assets Management
 - ◆ General Ledger

Note: Payroll year-end procedures are independent of those in other modules and are always performed at calendar year end.

Step 2: Post All GL Transactions for the Year

You should post all transactions for the year, including any final adjusting entries. If you need to make any adjusting entries to allocate revenue, expenses or depreciation to the year, use the Transaction Entry window or Quick Journal Entry window to enter adjusting entries in the GENERAL LEDGER.

Adjusting entries include all entries that correct errors made in recording transactions and journal entries used to assign revenues or expenses to the period in which they were earned or incurred.

Many of these adjusting entries will have been made automatically if you marked them as reversing in the Transaction Entry window. Entries that increased assets or liabilities could be entered as automatically reversing since they would result in a future cash receipt or payment.

Step 3: Print Account List to Verify the Posting Type

Print an Account List Report or the Accounts SmartList to verify the Posting Type is set up correctly for each account in your chart of accounts. The Posting Type is used to determine whether the account should be closed to the Retained Earnings account at the end of the year or have a balance brought forward to the next year. If the account balance should be brought forward at the end of year, it should be set up as a **Balance Sheet** Posting Type. If the account balance should be closed to a Retained Earnings account at the end of the year, it should be set up as a **Profit and Loss** Posting Type. Use the Account Maintenance window if the Posting Type needs to be changed for an account.

- Account List Report (all versions): Reports >> Financial >> Accounts >> All Accounts

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

Step 4: Close the Last Period of the Fiscal Year (optional)

You can use the Fiscal Periods Setup window to close any fiscal periods that are still open for the year. This keeps transactions from accidentally being posted to the wrong period or year.

Be sure you have posted all transactions for the period and year for all modules before closing fiscal periods. If you later need to post transactions to a fiscal period you have already closed, you will need to return to the Fiscal Periods Setup window and reopen the period before you can post the transaction.

- Microsoft Dynamics GP button >> Tools >> Setup >> Company >> Fiscal Periods

Step 5: Perform File Maintenance

Perform Check Links on all of the financial files.

- Microsoft Dynamics GP >> Maintenance >> Check Links

Step 6: Check General Ledger Settings

If you want to keep historical records, make sure that **Maintain History for Accounts and Transactions** is marked in General Ledger Setup. Account history allows you to print historical financial statements and calculated budgets from historical information. Transaction history allows you to print historical detailed trial balances and to drill down to transaction detail. Both account history and transaction history are updated during the year-end close process if these options are marked.

- Microsoft Dynamics GP >> Tools >> Setup >> Financial >> General Ledger

Step 7: Print a Final Detailed Trial Balance

Use the Trial Balance Report window to print a year-end Detailed Aged Trial Balance. Be sure you have posted all transactions for the period and year for all modules before printing the Detail Aged Trial Balance. If you need to post transactions later, you should print a new Detailed Trial Balance.

Step 8: Print Final Financial Statements

Print any year-end financial statements required. The most common financial statements include:

- Balance Sheet
- Profit and Loss Statement
- Statement of Cash Flow
- Statement of Retained Earnings

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

Step 9: Set Up a New Fiscal Year

Before you can perform a year-end closing, a new fiscal year must be set up using the Fiscal Periods Setup window.

- Microsoft Dynamics GP >> Tools >> Setup >> Company >> Fiscal Periods

Step 10: Make a Backup

Make a backup of all company data and place it in safe, permanent storage. This gives you a permanent record of the company's financial position at the end of the year and can be restored later, if necessary.

Step 11: Close the Fiscal Year

Using the Year-End Closing window, review the required settings and close the General Ledger year. Before closing the year, you may want to change your GP user date to the last day of your fiscal year. This does not have any impact on how the year is closed; it will simply be used to update the "Last Close" date.

- Microsoft Dynamics GP >> Tools >> Routines >> Financial >> Year-End Close

Retained Earnings Account: All current-year earnings or losses will be transferred to the account specified here. The default account is the one you entered in the General Ledger Setup window when you set up the module. If you want to distribute the Retained Earnings for the year to more than one account, you can enter an allocation account to distribute the Retained Earnings amount to the appropriate accounts. For example, you could set up an allocation account to divide the earnings between several departments in your business.

You could transfer the year's profit or loss to accounts that contain a specific account segment. This is referred to as a **Divisional Retained Earnings closing**. See the FAQ section for an example of closing to Divisional Retained Earnings.

Starting Journal Entry: Using the Year-End Closing window, enter the starting journal entry number that will be used as the first journal entry number in the next fiscal year. You can either accept the default, which is one more than the highest posted journal entry number for the current year, or enter a new number. The journal entry number you select will be used as the journal entry number for the Year-End Closing Report.

Close the Year: Choose the **Close Year** button in the Year-End Closing window to begin the closing process.

Notes:

- *All users should be logged out of Microsoft Dynamics GP while performing the year-end closing procedures.*
- *All screensavers should be turned off.*
- *You computer's "hibernation" mode should be turned off.*
- *As long as your hard drive is processing, let it continue.*

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

Step 12: Close All Fiscal Periods for All Series (optional)

Once you have completed closing procedures for all modules, use the Fiscal Periods Setup window to mark all periods for all series as closed. This will prevent subsidiary transactions from being posted to any period in the year you have closed. Once a period has been marked as closed, transactions no longer can be posted to it unless it is reopened.

Completing this step is optional and should not be completed until you are sure that no adjusting transactions will be needed for the year. If you later find you need to post a transaction to a closed period, return to the Fiscal Periods Setup window to reopen the period. You may also need to turn on the **Allow Posting to History** option in the General Ledger module setup window.

- Microsoft Dynamics GP >> Tools >> Setup >> Company >> Fiscal Periods
- Microsoft Dynamics GP >> Tools >> Setup >> Financial >> General Ledger

Step 13: Adjust Budget Figures and Print Financial Statements

Adjust budget figures using the Budget Maintenance or Single-Account Budget Maintenance window. In the financial statements, use the Column Definition Setup to change the year to the current fiscal year for any columns set up as Period Range, Year-to-Date and Variable Year-to-Date. Print the Profit and Loss Statement and Balance Sheet to verify that Profit and Loss accounts were closed to Retained Earnings and that Balance Sheet accounts have a balance brought forward. The year-end closing does not have to be done right at year end (although it is recommended to do so as soon as possible).

Typically, adjusting entries will have been entered before closing the fiscal year in General Ledger. Adjusting entries that need to be made after the close of the year can be made and posted to the most recent closed year. Make sure **Allow Posting to History** and **Maintain History** are marked in General Ledger Setup. If an entry is posted to the closed year, a second entry will be made at that time to update the beginning balances that were set up for the new year during the year-end close. The following is an example of posting an adjusting entry after closing the fiscal year:

Example of Adjusting Entry:

12/25/16	Administration Expenses	\$500	
	Cash		\$500

Example of Posting Journal:

12/25/16	Administration Expenses	\$500	
	Cash		\$500

12/31/16	Retained Earnings	\$500	
	Cash		\$500

- If someone has an account that is supposed to be set up as a Profit and Loss account but was mistakenly set up as a Balance Sheet account, the Profit and Loss account will have a

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

beginning balance brought forward. You would also have a problem with a Balance Sheet account mistakenly set up as a Profit and Loss account; the Balance Sheet account will not have a beginning balance after the year-end close is run. To correct these situations, follow the steps provided in the next section.

Profit and Loss Account Closed as a Balance Sheet Account

If someone has a Profit and Loss account set up as a Balance Sheet account, the Profit and Loss account will have a beginning balance after the year-end close. To correct this situation, use the following steps.

1. Make a backup.
2. Be sure that the account(s) is still set to the INCORRECT Posting Type.
 - A. Cards >> Financial >> Account
 - B. In the Account Maintenance window, verify that the Posting Type is set to Balance Sheet.
 - C. Click the Save button and close the Account Maintenance window.
3. Turn off the **Maintain History** options in the Multicurrency module.
 - A. If you ARE registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Open the Multicurrency Setup window: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Multicurrency
 - (2) In the "Maintain History" area, uncheck the **General Ledger Account** checkbox.
 - (3) Click the **OK** button and close the window.
 - B. If you ARE NOT registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Turn off the **Maintain History** option. Use one of the following methods, depending on the version of Microsoft SQL Server you own:
 - (a) If you are using Microsoft SQL Server 2014, select:
Start >> All Programs >> Microsoft SQL Server 2014 >> SQL Server Management Studio
 - (b) If you are using Microsoft SQL Server 2016, select:
Start >> All Programs >> Microsoft SQL Server 2016 >> SQL Server Management Studio
 - (c) If you are using Microsoft SQL Server 2017, select:
Start >> All Programs >> Microsoft SQL Server 2017 >> SQL Server Management Studio
 - (2) Run the following statement against the company database:
UPDATE MC40000 SET MNSUMHST = 0
4. Turn off the **Maintain History** option setting in the General Ledger Setup window.
 - A. To open the General Ledger Setup window, select: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> General Ledger
 - B. In the "Maintain History" area, uncheck the **Accounts** checkbox and the **Transactions** checkbox.
 - C. In the "Allow" area, check the **Posting to History** checkbox.
 - D. Click **OK** and close the window.

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

5. Verify fiscal period settings. Make sure the fiscal period for the recently closed year is open. Microsoft Dynamics GP >> Tools >> Setup >> Company >> Fiscal Periods
6. Enter a transaction to reverse the incorrect beginning balance of the Profit and Loss account.
 - A. Transactions >> Financial >> General
 - B. In the Transaction Date field, enter a date that is in the **closed** fiscal year.
For example, if the Profit and Loss account has an incorrect debit beginning balance of \$100.00, create a transaction that credits the Profit and Loss account for \$100.00 and then debit the Retained Earnings account for \$100.00.
 - C. Post the transaction. Note the transaction updated only the current year because the "Maintain History" settings are not enabled.
7. Turn on the **Maintain History** setting in the General Ledger Setup window.
 - A. To open the General Ledger Setup window, select: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> General Ledger
 - B. In the "Maintain History" area, check the **Accounts** checkbox and the **Transactions** checkbox.
 - C. To allow transactions to be posted to the most recent historical year, check the **Posting to History** checkbox under the "Allow" section. If you do not want to allow transactions to be posted to a historical year, uncheck the **Posting to History** checkbox.
8. Turn on the **Maintain History** options in the Multicurrency module.
 - A. If you ARE registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Open the Multicurrency Setup window: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Multicurrency
 - (2) In the "Maintain History" area, check the **General Ledger Account** checkbox.
 - B. If you ARE NOT registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Turn on the **Maintain History** option. Use one of the following methods, depending on the Microsoft SQL Server you own:
 - (a) If you are using Microsoft SQL Server 2012, select:
Start >> All Programs >> Microsoft SQL Server 2012 >> SQL Server Management Studio
 - (b) If you are using Microsoft SQL Server 2014, select:
Start >> All Programs >> Microsoft SQL Server 2014 >> SQL Server Management Studio
 - (2) Run the following statement against the company database:
UPDATE MC40000 SET MNSUMHST = 1
9. Set the correct Posting Type on the account: Cards >> Financial >> Account

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

Balance Sheet Account Closed as a Profit and Loss Account

If someone has a Balance Sheet account set up as a Profit and Loss account, the Balance Sheet account will have a beginning balance of ZERO after the year-end close. To correct this situation, use the following steps:

1. Make a backup.
2. Be sure that the account(s) is still set to the INCORRECT Posting Type.
 - A. Cards >> Financial >> Account
 - B. In the Account Maintenance window, verify that the Posting Type is set to Balance Sheet.
 - C. Click the **Save** button and close the Account Maintenance window.
3. Turn off the **Maintain History** options in the Multicurrency module.
 - A. If you ARE registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Open the Multicurrency Setup window: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Multicurrency
 - (2) In the "Maintain History" area, uncheck the **General Ledger Account** checkbox.
 - (3) Click the **OK** button and close the window.
 - B. If you ARE NOT registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Turn off the **Maintain History** option. Use one of the following methods, depending on the version of Microsoft SQL Server you own:
 - (a) If you are using Microsoft SQL Server 2014, select:
Start >> All Programs >> Microsoft SQL Server 2014 >> SQL Server Management Studio
 - (b) If you are using Microsoft SQL Server 2016, select:
 - (a) Start >> All Programs >> Microsoft SQL Server 2016 >> SQL Server Management Studio
 - (b) If you are using Microsoft SQL Server 2017, select:
Start >> All Programs >> Microsoft SQL Server 2017 >> SQL Server Management Studio
 - (2) Run the following statement against the company database:
UPDATE MC40000 SET MNSUMHST = 0
4. Turn off the **Maintain History** option setting in the General Ledger Setup window.
 - A. To open the General Ledger Setup window, select: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> General Ledger
 - B. In the "Maintain History" area, uncheck the **Account** checkbox and the **Transactions** checkbox.
 - C. In the "Allow" area, check the **Posting to History** checkbox.
 - D. Click **OK** and close the window.
5. Verify fiscal period settings. Make sure the fiscal period for the recently closed year is open. Microsoft Dynamics GP >> Tools >> Setup >> Company >> Fiscal Periods
6. Enter a transaction to create the correct balance for the Balance Sheet account.
 - A. Transactions >> Financial >> General

MICROSOFT DYNAMICS GP

FIXING ACCOUNTS CLOSED WITH WRONG ACCOUNT TYPE

- B. In the Transaction Date field, enter a date that is in the closed fiscal year.
For example, if the Balance Sheet account should have a debit beginning balance of \$100.00, create a transaction that credits the Retained Earnings account for \$100.00 and debits the Balance Sheet account for \$100.00
- C. Post the transaction. Note the transaction updated only the current year because the **Maintain History** settings are not enabled.
7. Turn on the **Maintain History** setting in the General Ledger Setup window.
 - A. To open the General Ledger Setup window, select: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> General Ledger
 - B. In the “Maintain History” area, check the **Accounts** checkbox and the **Transactions** checkbox.
 - C. To allow transactions to be posted to the most recent historical year, check the **Posting to History** checkbox under the “Allow” section. If you do not want to allow transactions to be posted to a historical year, uncheck the **Posting to History** checkbox.
8. Turn on the **Maintain History** options in the Multicurrency module.
 - A. If you ARE registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Open the Multicurrency Setup window: Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Multicurrency
 - (2) In the “Maintain History” area, check the **General Ledger Account** checkbox.
 - B. If you ARE NOT registered for Multicurrency Management in Microsoft Dynamics GP, follow these steps:
 - (1) Turn on the **Maintain History** option. Use one of the following methods, depending on the Microsoft SQL Server you own:
 - (a) If you are using Microsoft SQL Server 2012, select:
Start >> All Programs >> Microsoft SQL Server 2012 >> SQL Server Management Studio
 - (b) If you are using Microsoft SQL Server 2014, select:
Start >> All Programs >> Microsoft SQL Server 2014 >> SQL Server Management Studio
 - C. Run the following statement against the company database:
UPDATE MC40000 SET MNSUMHST = 1

Notes:

- *If you do not close General Ledger at year end, the user will not get accurate financial statements for the new year. Beginning balances for the new year are not created until the year-end close process is completed. Therefore, your financial statements for the new year will only reflect current year activity until the year-end closing process is completed. This happens whether the financial statements are printed from Advanced Financial, FRx, or Management Reporter.*
- *If a transaction in General Ledger originated in Bank Reconciliation, you will not be able to drill back to Bank Reconciliation from General Ledger after the General Ledger year-end close has been performed.*

MICROSOFT DYNAMICS GP GENERAL LEDGER YEAR-END CLOSING FAQ

Divisional Retained Earnings Accounts

Q: I have these Retained Earnings accounts set up in my chart of accounts:

- 100-3300-00 Retained Earnings Division 100
- 200-3300-00 Retained Earnings-Division 200
- 300-3300-00 Retained Earnings-Division 300

The segment I am closing on is the division (first segment). Where will the accounts with a 400 division close into (i.e., 400-4100-00 Sales-division 400)?

A: Before performing the year-end close, the system will verify that all necessary Retained Earnings accounts exist. If a 400 Divisional Retained Earnings account is not found, the year-end closing will not proceed. An error will occur, and then you will have to set up the account.

Non-Financial (Unit) Accounts

Q: How are non-financial accounts closed at year end?

A: If the non-financial account is set up with a Balance Sheet Posting Type, the account's balance will be brought forward during the year-end close. If the non-financial account is set up with a Profit and Loss Posting Type, the accounts balance will be closed to Retained Earnings during the year-end close.

Beginning Balances Showing for Sales and Expense Accounts or Year-End with Wrong Account Type

Q: I performed the year-end closing procedure and beginning balances were brought forward for some of my sales and expense accounts. Why did this happen, and what can I do to correct this?

A: In the Account Maintenance window, verify the selection made for Posting Type. Sales and expense accounts need to have Profit and Loss selected on this line. To make corrections now, restore a backup, change the selection in this window, and close the year again or see the General Ledger Tips section for instructions to correct this after the close has been run.

Exclusive Use

Q: I am getting ready to close my year in General Ledger. Must everyone exit Microsoft Dynamics GP before this routine is performed?

A: We recommend that users at other client computers DO NOT continue to work in Microsoft Dynamics GP during the year-end closing procedure. The reason is that transactions may need to be re-entered if problems occur during the closing procedure.

MICROSOFT DYNAMICS GP

GENERAL LEDGER YEAR-END CLOSING FAQ

Allocating Net Profit

Q: I would like to allocate my Net Profit into my Retained Earnings or Capital accounts on a monthly basis. Also, Net Profit is supposed to be allocated to three different Retained Earnings or Capital accounts. Is this possible?

A: No. However, you could enter a non-financial account in the Account Maintenance window. Enter a number outside of your current account numbering scheme. This account will act as a holding or suspense account for the net income/loss. Every month, you can post an adjusting entry to the three Capital accounts that you wish to adjust; for the offset account, use the holding/suspense account. When the year-end close is completed, use the suspense account for the Retained Earnings account. This will offset all the manual adjustments made to the suspense account all year.

Note: Be sure that the holding account does not show up on reports. Also, when formatting the Balance Sheet, put the NP line as the last line on the Advanced Financial Analysis Statement and put a page break before it. The Balance Sheet needs an NP line, but that would show the net income/loss two times so it should be formatted off the financial statement.)

Invalid Status

Q: Why do I have an invalid status on some of my financial reports?

A: If a report is marked to use the accelerator file, any changes made to accounts through the Account Maintenance, Unit Account Maintenance, Mass Modify Chart of Accounts or Year-End Closing windows will cause the status of financial report printing options to change to Invalid. Before printing financial statements, you should update the accelerator file using Reports>>Financial>>Update Financial Accelerator Information so that your financial statement reflects the most current information about your chart of accounts.

Errors/Warnings Regarding the Year-End Close

Q: When I attempt to post a batch in General Ledger, the message "Batches cannot be posted while the year-end close is in progress" appears. The year-end closing is not being run in General Ledger. What should I do?

A: Have all users exit any transaction entry windows, then clear the following table in the Microsoft Dynamics database: SY00800.

Q: The following alert message appears when I attempt to close the year in General Ledger: "Sorry, another user is closing the year." No one else is closing the year. What should I do?

A: Clear the following table in the Company database: GL50100.

MICROSOFT DYNAMICS GP

GENERAL LEDGER YEAR-END CLOSING FAQ

Q: I started the year-end close process in General Ledger and a warning message appears. It says "A single-use batch or quick journal transaction has not been posted yet. Do you wish to continue closing?" Is there something wrong?

A: This message appears if you have unposted batches in General Ledger. If the batches need to be posted before closing the year-end, choose **Cancel**. If the batches do not need to be posted before closing the year, choose **Continue**.

Q: I am performing the year-end close in General Ledger and it appears to be hanging at 50%. It looks like my workstation has locked up. What should I do?

A: If your Year-to-Date Transaction Open file is large, it may take a while for the year-end close procedure to complete. If your hard drive is still processing, it is not locked up and you should leave it running. If your hard drive is not processing, you should restore a backup, perform File Maintenance on all files in the financial series and start the year-end close again.

Financial Reports

Q: If an adjustment is posted to a closed year, can I print a corrected Trial Balance for that year?

A: Yes. Set up a new Report Option for the Trial Balance, change the Year to History and choose the closed year. This historical Trial Balance will include any adjustments posted to the closed year.

Q: How does the system determine which financial statement should print for the account I am entering?

A: The category determines which financial statement (Balance Sheet or Profit and Loss) the account you are adding will print on for quick financials. However, you must format the desired accounts in Advanced Financial Analysis. The Posting Type (Balance Sheet/Profit and Loss) is used at year-end closing time to determine which accounts to close into Retained Earnings and which to carry a balance forward for. The Posting Type has no effect on the financial statements. If you are going to use the Advanced Financial Analysis module, specifically tell the program which accounts to print on each statement.

Analytical Accounting

If you are using AA, please make sure you are on the latest service pack available for your Dynamics GP version to ensure that the appropriate fixes are applied to address AA data issues. If you need verification that you are on the latest service pack, please take a screen shot of your GP version by going to Help | About, and send this to SVA Consulting Technical Support Desk (techsupport@sva.com).