

Year End 2011

## What's Inside

### Page 2

What's New And What's Coming CONTINUED

### Page 3

Creating A New Company In Sage ERP MAS 90 Is Easy As 1-2-3

The Importance Of Budgeting Module Closing Sequence

### Pages 4-6

Year End Compliance Releases

### Page 7

SQL Payroll For Sage ERP MAS 200 SQL Customers

### Page 8

General Module Closing: Purchase Order Sales Order

Tips & Tricks

### Page 9

General Module Closing: Inventory Management Payroll

### Page 10

General Module Closing: Payroll CONTINUED Accounts Receivable Accounts Payable

### Page 11

General Module Closing: Accounts Payable CONTINUED General Ledger

### Page 12

Tips To Help Year-End Processing Run Smoothly

## What's New And What's Coming

### 2011 In Review And A Look Forward To 2012 And 2013

As the year comes to a close, we highlight some of the new capabilities added to Sage ERP MAS 90 and 200 in 2011, and look forward to what is coming. Sage updates and publishes the product roadmap periodically to provide you with a long-range view of the future direction of the product line. This year Sage completed all the major milestones indicated in the 2010 roadmap. The current roadmap, published September 2011, gives us an idea of what to expect for Sage ERP MAS 90 and 200 through the year 2013.

#### 2011 In Review

2011 saw the release of Product Updates 5 and 6 for Version 4.4. In October 2011, Sage launched Version 4.5, a major release including 18 significant enhancements across the system (AR, SO, PO, PR), a Microsoft SQL Server database option, and a free SageCRM server and one user license. Also announced in the fall was Sage ERP MAS 90 Online.

#### Product Updates

Product Updates 5 and 6 included usability enhancements. Product Update 5 added company-specific background colors, a Multiple Company Aged Invoice Report in the Accounts Payable module, and new security events in the Inventory Management module. Product Update 6 added the ability to save report settings by form code and user for all reports (not just standard reports).



#### Version 4.5

Inspired by customer feedback, the main functional enhancements in Sage ERP MAS 90 and 200 Version 4.5 are found in the Sales Order, Purchase Order, Accounts Receivable, and Payroll modules. Here are the highlights of each module's enhancements.

#### Sales Order And Purchase Order

Pricing enhancements in Sales Order allow you to set prices by product line, by customer, and for total item quantities. You also can distribute lot and serial numbers during sales order entry. Commission splits were enhanced with the ability to set splits by customer, and by using a rate table to match salesperson, customer, and item. You also will find new and better ways to automatically create purchase orders from sales orders.

(continued on page 2)

## What's New And What's Coming

(continued from cover)

### National Accounts

If you have customers that have many locations or divisions, National Accounts in the Accounts Receivable module will enhance your workflow greatly. It gives you the ability to establish relationships between a single national account and multiple subsidiary accounts, such as branches and retail outlets. National Accounts allows you to invoice the parent company for goods and services provided to multiple locations, each with their own unique customer account.

### Payroll Module Enhancements

Customers using the Payroll module will benefit from some key features added in Version 4.5. The new functionality includes:

- » Five new deduction calculation methods
- » Ability to perform deduction recalculations automatically and set deductions based on earnings type
- » Enhanced Visual Integrator importing of common time management software formats into Payroll Data Entry
- » Ability to establish a minimum number of hours worked for benefit accruals

### Extended Enterprise Suite Merged

With the release of Version 4.5 the Extended Enterprise Suite product has been merged into the core product line. Integrated SageCRM, the user-based pricing model, and the simplified installation process will be available for all three versions of Sage ERP MAS 90 and 200. Version 4.5 also is compatible with SageCRM 7.1, which delivers tools to communicate and collaborate more effectively and help you compete in today's marketplace.

### Sage ERP MAS Intelligence

In Version 4.5 Sage ERP MAS Intelligence enhancements expand its power for financial reporting—including the ability to create Reporting Trees; attach Reporting Trees to

ReportDesigner Layouts; and greater flexibility in distributing and publishing reports.

### Available SQL Database

If you need the performance and security benefits of a Microsoft SQL Server database with the feature set of Sage ERP MAS 90 and 200, it has arrived in Version 4.5. And you can rest assured the SQL version will stay current with ProvideX versions.

### Sage ERP MAS 90 Online

The Sage ERP MAS 90 Online option, intended primarily for new customers, is now available. It offers the benefit of Web access to full-featured Sage ERP MAS 90 anytime, from anywhere. This cloud-based deployment of the software is hosted by Sage at QTS Atlanta Metro Data Center, the second largest data center in the world. This option is great for companies with a short implementation time frame and limited IT staff. There are no up-front software costs, just low per-user monthly pricing. Sage ERP Online customers can migrate to an on-premise version if their business needs change.

### Looking Ahead

In the works is a utility designed to reduce the effort in migrating FRx reports to Sage MAS Intelligence. Look for this sometime in the first half of 2012, along with quarterly Product Updates for Version 4.4 and Version 4.5. Toward the end of 2012, Sage plans to release Sage ERP MAS 90 and 200 Version 5. The planned features fall into these categories:

#### » Enhanced SageCRM Integration:

Including the ability to map multiple Sage ERP companies to a single CRM system, and simplified workflow for the quote-to-order process.

- » **Sage Exchange Integration:** This payment platform provides a versatile PA-DSS certified environment to facilitate the

exchange of payment data. Sage Exchange connects to a Virtual Terminal with card swipe capability and encrypted point-of-sale terminals.

- » **Auto Update:** Manage software updates from your desktop, including scheduled checks for updates and a prerequisite checker for updates and fixes.
- » **Mobile Reports:** The ability to view reports on your iPhone, Droid, and BlackBerry smartphone. Usability studies are underway that will drive requirements.
- » **Most Popular Feature Requests:** Currently under consideration are: Accounts Payable invoice number expansion; ability to inactivate customers and vendors; and ability to show check cleared in Vendor Maintenance.

The Sage ERP MAS 90 and 200 Version 5.1 release, scheduled for 2013, may include mobile applications, payroll for SQL, and portal-based access to the software.

### Retirements

Periodically Sage retires support for versions of software. To assist you in planning your upgrade schedule, the scheduled end of support by version of the software is shown below:

- » Version 3.7x SQL—September 30, 2011
- » Version 4.0, 4.05, and 4.1—September 30, 2011
- » Version 4.2—September 30, 2012
- » Version 4.3—September 30, 2013
- » Version 4.4—September 30, 2014
- » Version 4.45—March 30, 2012
- » Extended Enterprise Suite Versions 1.3 and 1.4—September 30, 2012

Please give us a call with any questions you may have. 

## Creating A New Company In Sage ERP MAS 90 Is Easy As 1-2-3

At year end, it is useful to establish an archive company for the year's data using the Copy Company feature. This gives you a readily accessible copy of the current year's data even after you perform year-end processing in your live company. To make a copy, select the Company Maintenance task from the Library Master module, Main Menu. Create a company code that is easy to identify, such as A for archive and the last two digits of the year—A11 for the year 2011. Next, from the new company's Company Maintenance screen, click on the Copy button and type in the Company Code of your current year's live company. You will be presented with a list of the installed modules in that company and you can select which modules you wish to copy to your archive company. The steps below provide an overview of the process.

### 1. Set Up A New Company:

Create a new (archive) Company Code into which your 2011 data will be copied. Next, enter in the source company code (your current live company) to copy the data from.

### 2. Select Modules To Copy:

For the purpose of creating an archive company, we suggest you select all modules and copy them to your new company code.

### 3. Confirm:

After you have confirmed your selection, answer *Yes* to the prompt to copy all selected data files to the archive company. It is that easy. ✨

## The Importance Of Budgeting

Does your organization produce budgets and track progress? Here we discuss why budgeting is important. And year-end is a great time to make the resolution to create comprehensive budgets for the new year, so you can better track results against expectations.

### Why Budget And Forecast?

If you are only forecasting revenue but not budgeting expenses, you only have half the picture. By doing both, you can anticipate potential cash flow crunches and make plans to manage through them, such as applying for a business line of credit. In fact, budgets and forecasts can help you qualify for funding—demonstrating your company's potential to investors and lenders.

Budgets and forecasts also are an excellent management tool. They can help your staff understand goals and be accountable for staying on budget and reaching revenue milestones.

Budgets and forecasts also are essential if you are thinking of developing a new product line. By comparing expected revenues to costs, you will quickly get a feel for the feasibility of your venture, as well as identifying capital requirements.

### Budgeting Options

Sage ERP MAS 90 and 200 General Ledger Version 4.0 and above contains enhanced budgeting tools to help you create a basic budget. If you prefer to use Microsoft Excel for budgeting, F9 software allows you to read and write budget information between Excel spreadsheets and the General Ledger module. If you need a tool with more flexibility and power, Sage Active Planner is available as a stand-alone budgeting tool.

Call us to discuss the best budgeting tool for your organization. ✨

## Module Closing Sequence

The order that modules are closed is very important. The period-end and year-end processes performed in one module often write data to another module, so to close the modules out of order may cause damage to your data.

**Note:** Before you begin any year-end closing procedures, ensure that you have a complete and verified back up of your data.

Modules should be closed in the following order—after you back up your data:

» **Bill of Materials<sup>1</sup>**

» **Work Order<sup>1</sup>**

<sup>1</sup>**Note:** While there is no formal year-end processing procedure in these modules, all transactions should be entered and posted before proceeding with year-end processing in the other distribution modules.

» **Bar Code**

» **Purchase Order**

» **Sales Order**

» **Inventory Management**

» **MRP**

» **TimeCard<sup>2</sup>**

» **Electronic Reporting<sup>2</sup>**

<sup>2</sup>**Note:** While there is no formal year-end processing procedure in these modules, all transactions should be entered and posted before proceeding with year-end processing in Payroll.

» **Payroll**

» **Accounts Receivable**

» **Accounts Payable**

» **Job Cost**

» **General Ledger**

If you are running modules not on this list, for example e-Business Manager, one or more Sage ERP MAS 90 Extended Solutions, or a third-party product, there may be special considerations involved in year-end closing. Give us a call and we will advise you on the best procedure for closing your year in Sage ERP MAS 90 and 200. ✨

# Year-End Compliance Releases

With three different product lines and half a dozen supported versions of the software, there is an array of different actions you may need to take to ensure your Sage ERP MAS 90 and MAS 200 software is up to date on the latest government changes at year end. Please review this article carefully for the actions required for your software version.

## Supported Versions

The current supported versions of Sage ERP MAS 90 and 200 on the ProvideX database are:

- » Version 4.30.0.18
- » Version 4.40.0.1
- » Version 4.45.0.0
- » Version 4.50

The current supported versions of Sage ERP MAS 200 SQL are:

- » Version 4.45.0.0
- » Version 4.50

Please make sure that you have installed the appropriate product updates and service packs for your version.

## Soon To Retire

This is the last year that Sage will provide support for Sage ERP MAS 200 SQL Version 3.74 and Sage ERP MAS 90 or 200 Version 4.2. The Q1 2012 Tax Table Update (TTU) and Year-End Interim Release Download (IRD) are the last ones that will be provided. You will need to upgrade to a more current version of the software in order to receive future TTUs.

## Accounts Payable 1099 Reporting

There were no governmental changes to 1099 reporting this year. If you performed 1099 reporting on your system last year, you should have all the programs you need to process 1099 reporting this year. As a reference, the following are the minimum versions you



must be running for compliant 1099 filing:

- » Version 3.74—you must have last year's (2010) year-end IRD installed
- » Version 4.20—you must have last year's (2010) year-end IRD installed
- » Version 4.30.0.18—you must have last year's (2010) year-end IRD installed
- » Version 4.40.0.1—you must have last year's (2010) year-end IRD installed
- » Version 4.45.0.0 (including SQL) and 4.50.0 are compliant as shipped

If you own the Electronic Reporting module, you can use it to file your 1099s electronically. Alternatively, if you are running Sage ERP MAS 90 or 200 Version 4.3 or higher, you can choose to use Sage ERP MAS 90 and 200 Federal and State eFiling and Reporting by selecting *Form 1099 eFiling and Reporting* from the Reports menu in the Accounts Payable module.

## Payroll Form W-2 Reporting

All of the program changes required for government compliance were added to the software with Version 4.5, so if you have upgraded to this version, no IRD is needed to print W-2s.

Customers running earlier versions will need to download and install the 2011 IRD before printing W-2 forms.

**Note:** It is important to make sure that you previously installed the 2010 IRD before installing the 2011 IRD.

Below we list the minimum version you need to be on before installing the 2011 IRD:

- » MAS 200 SQL Version 3.74—you must have last year's (2010) year-end IRD installed
- » MAS 90 and 200 Version 4.20—you must have last year's (2010) year-end IRD installed
- » MAS 90 and 200 Version 4.3—you must be on Version 4.30.0.18: and have last year's (2010) year-end IRD installed
- » MAS 90 and 200 Version 4.4—you must be on 4.40.0.1

**Note:** Product Update 8, scheduled for release in late December 2011, will include the IRD program changes. Customers running Version 4.40.0.1 can install either the IRD or Product Update 8 but are not required to install both.

Regardless of your version, you will need to download and install the TTU prior to processing Payroll for 2012.

## Government Changes

The IRD includes changes to Payroll to support the Cost of Employer-Sponsored Health Coverage reporting. Although reporting this information is not mandatory for employers until filing reports for 2012, the ability to include Code DD on Form W-2 Box 12 is included in this IRD. It also supports Designated Roth Contributions under Governmental Section 457 with the addition of Code EE on Form W-2 Box 12.

## IRD And TTU Downloads

The Q1 2012 Tax Table Update (TTU) and Interim Release Download (IRD) are expected to be available for download on December 20, 2011.

## Year-End Compliance Releases CONTINUED

### Available Year-End Compliance Releases And When To Install Them

	Sage ERP MAS 90 and 200	Sage ERP MAS 90 and 200	Sage ERP MAS 200 SQL	Sage ERP MAS 200 SQL	When to Install
Version	4.5	4.2/4.3/4.4 and EES 1.3/1.4	3.74	4.45/4.5	
1099 Printing	Included in original release, no IRD required	No changes required	No changes required	Included in initial release no IRD required	N/A
W-2 Printing	No IRD required	Dec. 20, 2011 IRD	Dec. 20, 2011 IRD	N/A	Prior to creating W-2s for 2011
Electronic Reporting for 1099s	No changes required	No changes required	No changes required	Use eFiling and Reporting powered by Aatrix	Download updates for eFiling and Electronic Reporting prior to creating year-end electronic reporting file
Electronic Reporting for W-2s	No IRD required	Dec. 20, 2011 IRD	Dec. 20, 2011 IRD	N/A	Prior to creating W-2s for 2011
Q1-2012 TTUs	Download latest TTU from Sage Online. Click on Sage ERP MAS Support, or use the upper-right corner "login" from <a href="http://www.SageMAS.com">www.SageMAS.com</a>			N/A	After W-2 forms have been created and the Electronic Reporting file has been completed, and prior to first payroll run for 2012

You can access the downloadable TTU and IRD from:

- » Sage Online: Sage ERP MAS Support section at <http://www.sagesoftwareonline.com/eservices/main/frmlogin.aspx>
- » The **Log On** link in the upper-right corner of <http://www.sagemas.com>

If necessary, the TTU also will be updated with any late-breaking changes throughout January 2012. Many state tax rate changes are announced at the last minute, so check back

regularly for updates.

You must be on a current Sage Business Care plan to download the updates. Call us if you need to renew your plan.

#### Obtaining A Sage Online Login

If you do not have a current logon to Sage ERP MAS Support, click on the **Register Now** link after you open the following URL: [www.sagesoftwareonline.com/eServices](http://www.sagesoftwareonline.com/eServices)

You will need your Sage account number

to register. Please note that to access the site you must have a current support agreement or subscription plan with Sage. If you encounter issues while trying to obtain a support logon, you can get assistance by sending an email to: [Tools.na@sage.com](mailto:Tools.na@sage.com)

#### Installing The TTU And IRD

It is recommended that you install the TTU and IRD onto your server into the directory where Sage ERP MAS 90 or 200

## Year-End Compliance Releases CONTINUED

is installed. For detailed installation instructions, please read the **Installation and System Configuration Guide**, or call us for assistance.

### eFiling Updates

If you are using eFiling and Reporting Version 4.3 or 4.4, you will still need to apply the IRD before eFiling. On December 20, 2011, you will be able to access Federal and State eFiling and Reporting within the Payroll module to update your W-2 forms. Also using eFiling and Reporting, you will be able to update your 1099 forms for year end 2012 within the Accounts Payable module. Simply access eFiling and Reporting within Sage ERP MAS 90 and 200 after December 20, and the system will prompt you to apply the online automated update.

Throughout the year, quarterly updates for Federal and State eFiling and Reporting are generally available on the twentieth of the last month of each quarter unless that date falls on a weekend. If it falls on a weekend, it will be made available on the last business date before the twentieth.

### New Features Of Sage eFiling and Reporting

To make it easier to use and understand the Sage eFiling and Reporting process, the Test Drive feature was added last year, which allows you to walk through the process of W-2 filing without making any permanent changes or edits. This year, the Test Drive feature is available for the 1099 process as well. The Sage eFiling and Reporting website has text message alerts and customizable calendar reminders. New **Return Later Instructions** are available at the end of the W-2 and 1099 process to assist you in reprinting, making corrections, or processing additional copies. W-2 forms now support new Box 12 Codes for:

» DD—Cost of employer-sponsored health coverage

» EE—Designated Roth contributions under a governmental section 457(b) plan.

On the W-3 form print program, there is a new drop-down field to identify the type of employer.

When using the eFiling option and printing W-2 forms and W-3 forms, you now can use plain paper and an inkjet or laser printer. The red preprinted form is no longer required. You can identify the approved form by looking for the numbers 0000/1048 under Year on the W-2 form and in the *For Official Use Only* box on the W-3 form. These forms are approved for use by the Social Security Administration and conform to the IRS Publication 1141 as required.

### Changes Made To Electronic Reporting For Form W-2

W-2 Electronic Reporting has been modified according to the Social Security Administration's (SSA) 2011. Specifications for Filing Forms W-2 Electronically (EFW2). Codes DD and EE for Box 12 have been added. Also added is a field to identify the kind of employer. This field can be populated by selecting from the drop-down box on the Additional Information panel in W-2 Electronic Reporting after installing the 2011 Year-End IRD.

Please note that the IRS will no longer support the Magnetic Media filing of W-2 or 1099 information. If you have used this method in the past, you will need to switch to the Electronic Reporting module or use the eFiling option.



### Still Using Printed Forms?

The Sage Tax Forms Division provides approved 2011 IRS forms that are the only ones guaranteed to be 100 percent compatible with Sage ERP MAS 90 and 200.

You can order forms online from: <https://sage.checks-and-forms.com> or by phone by calling: 1-800-538-5514.

When ordering year-end forms please make sure to specify if you need eFiling forms or standard Sage ERP MAS forms.

### We Are Here To Help

Year end is a busy time with many distractions and things to remember, please feel free to contact us if you need assistance. We are here to help. ★

# SQL Payroll For Sage ERP MAS 200 SQL Customers

If you use Sage ERP MAS 200 SQL, you have an option to use an integrated, SQL-based human resources and payroll system—Sage HRMS. By managing your payroll and HR processes in house you can save money while gaining access to tools that support compliance with regulations, better cost control, and increased employee satisfaction. In this article we will focus on the capabilities of the Payroll module of Sage HRMS.

## Payroll Designed For Mid-size Organizations

As part of an overall Sage HRMS solution, the Payroll module includes the payroll functionality needed by mid-size organizations to process their payroll accurately and on time. The Sage HRMS Payroll module supports the needs of most industries, including manufacturing, services, retail, wholesale, financial, transportation, high-tech, government, education, construction, and agriculture.

The module supports a wide range of tax management requirements. It also offers flexible pay plans, including sales commission and piece-rate plans, and a variety of pay frequencies to meet the needs of organizations such as governments and schools.

## Powerful And Flexible Payroll Features

You can set up an unlimited number of earnings and deduction codes with a wide variety of calculation methods. Flexible Accrual and Overtime Schedules make it easy to manage employee paid time off and overtime payments. The Sage HRMS Payroll module uses a simplified and flexible four-step payroll process. You can create templates and set up selection lists of employees for whom you can calculate payroll as a group. You can process by date without being tied to pay periods or required openings and closings.

You also can run an unlimited number

of payrolls to ensure data accuracy prior to printing checks. It is easy to preview checks before printing, print test checks, and further simplify check printing with MICR and laser signature options.

The Sage HRMS Payroll module streamlines the entire payroll process by making it easier to produce paychecks on demand and make adjustments when necessary. Direct Deposit also is available, and offers the ability to assign an unlimited number of direct deposit accounts for your employees.

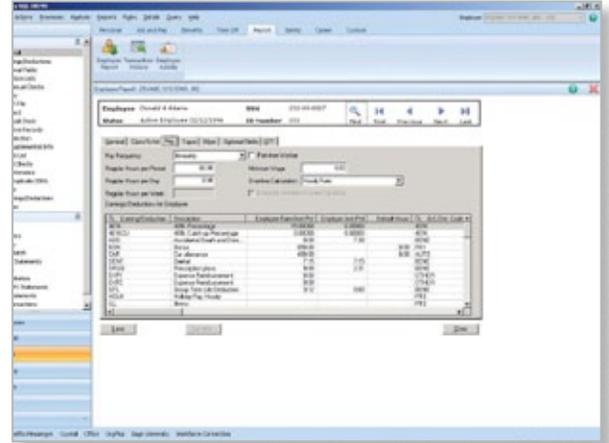
## Tax Management, Compliance, And Reporting

With Sage HRMS Payroll, it is easy to meet federal and state tax management and compliance needs with automatic quarterly updates of tax tables and electronic media reporting where required. Stay on top of state and federal regulations and requirements with the Sage Compliance Center. You can meet government and management reporting requirements with built-in standard reports, Crystal® Report Writer, and electronic media reporting.

## Sage HRMS 2012

Sage HRMS 2012 has just been released, and it includes significant enhancements to Payroll functionality. With Sage HRMS 2012 you can:

- » Generate federally compliant Child Support EFT files for state garnishments. As often as every pay period, you can send an EFT file to individual state agencies for electronic payment of an employee's child support order, as mandated by 21 states in the U.S.
- » Define a percentage allocation for each



Sage HRMS 2012 Payroll streamlines the entire payroll process by making it easier to produce paychecks on demand, make changes, and more.

employee. If you have employees whose work is applied against multiple General Ledger (GL) codes, this feature will enable you to define a split allocation between multiple codes that is applied automatically to every timecard.

- » Fill out and file tax forms electronically, including U.S. federal forms 940, 943, 944, 945, U.S. state tax forms, and new hire reporting by state; and the Canadian T4 form and Record of Employment (ROE). Sage Payroll Tax Forms and eFiling by Aatrix is included with Sage HRMS 2012.
- » Assign a tax to multiple employees. This task enables you to assign a tax to multiple employees in a single operation instead of assigning taxes to one employee at a time.
- » Get a complete picture of employer expenses and liability associated with each check date by associating a GL account to a Workers' Compensation group.

We recommend a Sage HRMS bundle that includes HR, Payroll, Attendance, and the integration. Call us for details. ✨

# General Module Closing For Sage ERP MAS 90 And 200

Here we provide general module closing procedures for the most common modules. For your convenience we indicate the version that a module was updated to the Business Framework. Modules that have not been updated to the Business Framework maintain buckets of data by year (year-to-date, prior-year, etc.). These data receptacles are initialized during year-end processing, so year-end processing is time sensitive and must be performed in the first month of the new year. Regardless of your version, the Payroll module is the most time sensitive when it comes to year-end processing because there is no future period.

Use this document as a guide. If you are

## (( Tips & Tricks ))

### How To Find Your Sage ERP MAS 90 Version Number

To find the version number for Version 4.0 and above:

- » Expand Library Master, Setup, and System Configuration.
- » Double-click Modules. The version of each module is listed in the Level column.

using Paperless Office, we highly recommend that you save time, paper, and filing cabinet space by using the Period End feature to electronically archive the reports.

## Purchase Order

### To Business Framework in Version 4.4

Ideally, Sage ERP MAS 90 and 200 Purchase Order Year-End Processing should be performed before any transactions are updated for the new year. If that is not possible, remember that for Versions 4.3 and prior that the future posting capability for Purchase Order is limited to one accounting period beyond the current period. Failure to close Purchase Order before the end of that one future period will cause the summarized

totals for the current or future period to not match the transaction detail reports. If you have upgraded to Version 4.4, the limit of one future accounting period no longer applies.

1. Before closing the Purchase Order module for the year, be certain that:

- » All purchase orders for the prior year have been entered.
- » All receipts, invoices, returns, and issues have been entered and updated.
- » The current Purchase Order date agrees with the period-end date.
- » A backup of Purchase Order files is made.

2. From the Reports Menu the following reports should be created and retained:

- » Open Purchase Order
- » Open Purchase Order by Item (optional)
- » Purchases Clearing by Item and by Product Line Reports (should reconcile to the General Ledger Control account)
- » Cash Requirements (optional)
- » Receipt History
- » Purchase History
- » Purchase Order Recap (optional)

3. The Purchase Order Full Period and Year-End Processing performs the following house-keeping tasks:

- » Sets the PTD and YTD quantity and dollars purchased fields to zero.
- » Removes completed purchase orders according to the number of days designated in the Purchase Order Setup options.
- » Removes master and repeating orders that have expiration dates on or prior to the period-end date from the open purchase order file.
- » Advances current period in Purchase Order Setup Options to the next period and year.

## Sales Order

### To Business Framework in Version 4.1

Ideally, Sales Order Year-End Processing

should be performed before any invoices are updated for the new year. If that is not possible, remember that for Versions 4.0 and earlier the future posting capability for Sales Order is limited to one accounting period beyond the current period. Failure to close Sales Order before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports. Sales orders may be entered with a date of the new year without adverse consequence.

1. Before closing the Sales Order module for the year, be certain that:

- » All Sales Order invoices for the current year have been entered and updated.
- » The current Sales Order date agrees with the period-end date.
- » A backup of the Sales Order data files has been made.

2. From the Reports Menu the following reports should be created and retained:

- » Open Sales Orders
- » Open Orders By Item (optional)
- » Back Order (if applicable)
- » Customer Sales History (optional)
- » Monthly Recap (optional)

3. The Sales Order Full Period and Year End Processing performs the following house-keeping tasks:

- » Resets the PTD and YTD Sales, Cost of Goods Sold, and Quantity Sold fields in the daily and monthly Sales Recap files to zero.
- » Resets the periods for current year, quantity shipped, dollars sold, and cost of goods sold; and moves current year Quantity Sold to Prior Year Quantity Sold in the Sales Order Customer Sales History file.
- » Removes master and repeating orders from the open sales order file that have expiration dates on or prior to the period-end date.
- » Advances current period in Sales Order Setup Options to the next period.

# General Module Closing For Sage ERP MAS 90 And 200

## Inventory Management

### To Business Framework in Version 4.4

Ideally, Inventory Year-End Processing should be performed before any transactions are updated for the new year. If that is not possible, remember that for Versions 4.3 and prior that the future posting capability for Inventory Management is limited to one accounting period beyond the current period. Failure to close Inventory Management before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports. If you have upgraded to Version 4.4, the limit of one future accounting period no longer applies.

The Inventory year-end process should occur immediately after Purchase Order and Sales Order year-end processing and before Accounts Receivable year-end processing.

1. Before closing Inventory for the year, be certain that:
  - » All adjustments have been entered and registers updated.
  - » Current Inventory date agrees with period-end date.
  - » A backup of Inventory files has been made.
2. From the Reports Menu the following reports should be created and retained:
  - » Inventory Trial Balance (should tie to the inventory accounts on the G/L Trial Balance for the same period).
  - » Stock Status (quantities reflect day printed).
  - » Inventory Valuation (it should tie to G/L inventory account as of the day it is printed).
  - » Inventory Negative Tier Adjustment (from Period-End Menu). Be certain to update this report.

Note: Any negative tiers should be resolved before closing and making any new year entries.

3. The Inventory Full Period End and Year

End Processing performs the following housekeeping tasks:

- » Calculates beginning average cost (by item by warehouse) and average on-hand quantity.
- » Resets PTD and YTD quantity sold and issued, quantity returned, dollars sold, and cost of goods sold.
- » Moves current year information to prior year fields in the Inventory Item Warehouse Detail file.
- » Removes any zero quantity costing tiers for LIFO, FIFO, Lot, or Serial items (if applicable).
- » Advances current period in Inventory Setup Options to next period and year.

To perform year-end processing, select the option Full Period End Processing. This ensures that the ending period is the last period of your year.

## Payroll

The Payroll module is based on a calendar year. There is no future period in Payroll. You cannot post a payroll with a check date in a future quarter until the current quarter is closed by selecting Quarter and Year End Processing from the Period End menu. Before proceeding with year-end processing, make sure the Quarterly Governmental Report, Quarterly 941 Form, and employee W-2 forms have been printed. Consider creating a company to archive your 2011 information and review year-end update information (see page 3).

1. Before closing the Payroll module for the year, be certain that:
  - » All payroll cycles have been entered and updated for the quarter.
  - » All checks written during the quarter (including manual) have been entered and updated.
  - » Payroll System Date is set to the last day of the calendar year.
  - » Proper year tax tables are installed (2011

for 2011 Year-End Processing).

- » W-2 forms are printed and verified.
  - » Electronic Reporting files, if applicable, are processed and created.
  - » A backup of the payroll files has been made. Check and double-check the backup.
2. The following reports should be created and retained:
    - » Quarterly Tax
    - » Payroll Check History
    - » Quarterly Pay Period Recap
    - » Earnings
    - » Deductions
    - » Quarterly Governmental
    - » Quarterly 941 Form
    - » Benefit Accrual
    - » Workers' Compensation
  3. Be certain to reconcile QTD and YTD totals on all reports.
  4. Payroll Period-End Processing performs the following housekeeping tasks:
    - » Resets the QTD and YTD employee fields to zero.
    - » Increments the current year to the next year.
    - » Changes the current quarter from 4 to 1.
    - » Resets employee benefit limits according to Payroll Options Setup.
    - » Resets Pension Plan, Cafeteria Plan Deduction, Allocated Tips, Fringe Benefits, Non-Qualified Plan, and Dependent Care Benefits fields to zero.
    - » Sets all quarterly/yearly reports to zero.



# General Module Closing For Sage ERP MAS 90 And 200

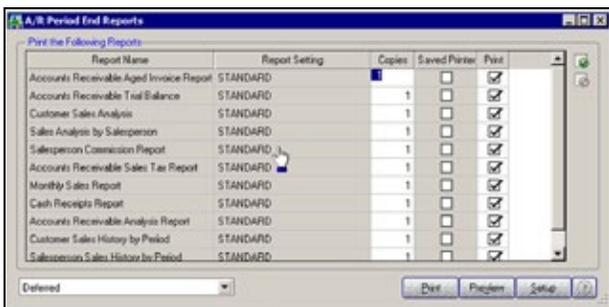
- » Removes check history and perpetual history depending upon your system settings.
- » Purges terminated employees.
- » Purges standard deductions that have met goals.

Once you have completed year-end processing for Payroll, be certain to install the Q1 2012 TTU (tax table update) for 2012 before the first payroll run of the year.

## Accounts Receivable

### To Business Framework in Version 4.1

Ideally, Accounts Receivable Year-End Processing should be performed before any transactions are updated for the new year. If that is not possible, remember that for Versions 4.0 and earlier the future posting capability for Accounts Receivable is limited to one accounting period beyond the current period. Failure to close Accounts Receivable before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports.



1. Before closing the Accounts Receivable module for the year, be certain that:

- » All invoices and cash receipts have been entered and updated.
- » Finance charges have been run and updated (if applicable).
- » Customer statements have been printed (if applicable).

- » The Accounts Receivable System Date is set to the last day of your fiscal year.
- » A backup of the Accounts Receivable files has been made.
- » Any AP from AR Clearing has been processed.

2. From the Reports Menu the following reports should be created and retained:

- » Aged Invoice
- » Trial Balance (this amount should agree and be reconciled to the General Ledger account before completing year-end processing)
- » Customer Sales Analysis
- » Cash Receipt Report
- » Sales Analysis by Salesperson
- » Salesperson Commission
- » Sales Tax (if applicable, this report should be printed and cleared each month)
- » Monthly Sales Analysis (optional)
- » Monthly Cash Receipts
- » Accounts Receivable Analysis

3. The Accounts Receivable Full Period and Year End Processing performs the following housekeeping tasks:

- » Purges AR Monthly Cash Receipts file (unless retained in AR Options).
- » All PTD and YTD fields in the Customer Masterfile are reset.
- » Purges PTD and YTD COG in AR Analysis by Salesperson. Moves current year information to prior year. PTD and YTD sales, gross profit, and commission

- amounts are reset in the AR Salesperson masterfile. YTD information is moved to the prior-year field.
- » Purges all temporary customers with zero balances.
- » Purges various customer history files according to the parameters you selected in Accounts Receivable Options. We

- recommend you check these parameters prior to performing year end.
- » Sets current fiscal year to next sequential year and the current period changes to 1.

## Accounts Payable

### To Business Framework in Version 4.2

Ideally, Accounts Payable Year-End Processing should be performed before any transactions are updated for the new year. You do not need to print 1099 forms before proceeding with the Accounts Payable year-end processing because Sage ERP MAS 90 and 200 has a separate 1099 calendar year in Accounts Payable options.

1. Before closing the Accounts Payable module for the year, be certain that:

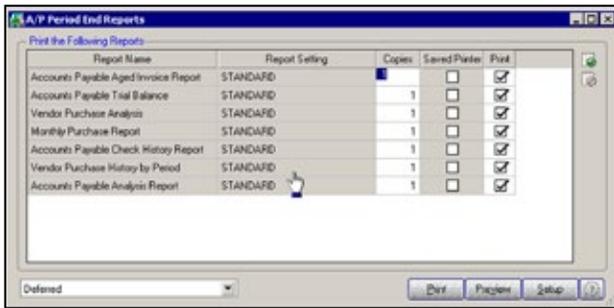
- » All invoices have been recorded in both the Accounts Payable and Purchase Order modules.
- » All checks are printed and updated.
- » All manual checks written during the month have been entered.
- » The current Accounts Payable date agrees with the period-end date.
- » Accounts Payable files are backed up.
- » AP from AR clearing has been processed.
- » 1099 data for the calendar year is verified.

**Note:** If your 1099 information is not correct, please check with us for instructions before proceeding with year-end closing.

2. From the Reports Menu the following reports should be created and retained:

- » Aged Invoice
  - » Trial Balance (this amount should agree and be reconciled to the General Ledger account before completing period-end processing)
  - » Vendor Purchase Analysis
  - » Monthly Purchase
  - » Check History
  - » Accounts Payable Analysis
  - » 1099 printing to paper (verification only)
3. Year-end processing takes place

# General Module Closing For Sage ERP MAS 90 And 200



automatically when period-end processing is performed for the last period of the fiscal year. The Accounts Payable Full Period End and Year End Processing performs the following housekeeping tasks:

- » Resets the PTD and YTD purchases, payments, and discounts fields in the vendor master file to zero. Moves current year information to prior-year fields.
- » Removes all temporary vendors, and any associated memos, with zero balances from the vendor master file.
- » Purges vendor, 1099, and check history according to the number of days to retain history in Accounts Payable Setup Options.
- » Sets current fiscal year to next sequential year and the current period changes to 1.

## General Ledger

### To Business Framework in Version 4.0

Sage ERP MAS 90 or 200 allows you to post to unlimited future periods/years; however, you can only print accurate financial statements for one future year.

1. Before closing General Ledger for the year, be certain that:

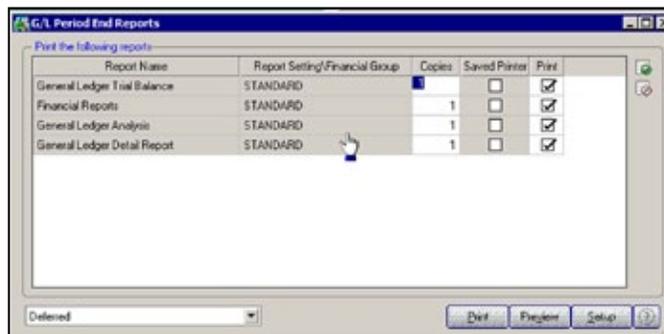
- » The current General Ledger date agrees with the year-end date.
- » Balance Sheet is in balance.
- » Budget revisions are entered through Budget Revision Entry and the Budget Revision Register is run.
- » All activity and adjustments in modules integrated with General Ledger are

complete in the year to be closed.

- » Recurring Journals have been printed and updated.
- » Allocations have been posted if necessary and the Allocation Journal has been updated.
- » General Journal adjustments have been entered.

**Note:** The General Ledger Worksheet is a useful tool in determining which adjustments to make.

- » Daily Transaction Register is printed and updated.
- » A backup of the General Ledger files has been made. This is even more important for General Ledger than the other modules. Do not neglect this step. Label and store the backup for safekeeping.



- » A second backup has been performed. Label and store the backup for safekeeping, once year-end processing is completed.
- 2. From the Period End Report Selection menu confirm the list of reports you wish to print during year-end processing. The reports you select here will print automatically during year-end processing if you check the Print Period End Reports box on the Period End Processing window. At a minimum, the following reports should be created and retained:
  - » General Ledger Detail (the reports for

periods 01–12 should be printed and retained)

- » Trial Balance
- » Standard Financial Statements
- » General Ledger Analysis
- » General Ledger Worksheet
- » Balance Sheet

3. Year-end processing takes place automatically when period-end processing is performed for the last period of the fiscal year. Year-end processing performs the following housekeeping tasks:

- » Sets current fiscal year to next sequential year and the current period changes to 1.
- » Clears all income and expense account balances and posts net profit to the Retained Earnings account.
- » Creates next year's budget based on your setup options in the Auto Budget feature in General Ledger Options.

**Note:** Options determine how you create next year's Current Budget. The options are: copy this year's Actual or do nothing to next year's Current Budget. » Transaction history may be purged based on how you have set the Number of Years to Retain General Ledger History setting in

the General Ledger Options. It is advisable to retain at least seven years of history.

- » To perform period-end processing, select the option Period-End Processing from the General Ledger period-end menu, ensuring that the period number displayed is your final period of the year.

Please call us if you have any questions or concerns regarding year-end processing—we would be happy to assist you. ✨



## IN THE SPOTLIGHT: Tips To Help Year-End Processing Run Smoothly

### Determine If Your Installed Tax Table Update (TTU) Is Current

Because government agencies may make changes to tax rates at the last minute, Sage may release several TTUs in late 2011 and in early 2012. Here is how you can check if you have the latest TTU installed:

First check the year, quarter, and release date of the latest TTU available on Sage Software Online as follows:

1. Log on to Sage Software Online, and access the Sage ERP MAS 90 and 200 support page.
2. In the Download area, click the Tax Table Update link.
3. Click the Download the TTU link for the desired tax table. Note the date, quarter, and year, which are displayed near the top of the download page.

The quarter and year also are included as part of the download file name (for example: 2011Q1TTU.exe)

Next, check the TTU version on your installed software as follows:

1. Expand Library Master and Reports. Double-click Installed Module Listing.
2. Click the Preview button to display the report, and note the year and quarter for the tax table displayed in the Modules/Enhancement column (for example: 2011-Q4 Tax Tables). Also compare the date listed in the Release Date column (for example 11/12/2011).

This tip applies to Version 4.0 and later. Give us a call for assistance. ✨

### Filing Forms And Reports

Federal and State eFiling and Reporting was introduced in Sage ERP MAS 90 and 200 Version 4.3 to streamline your tax reporting processes. Over 230 federal and state forms are included, such as: Unemployment, Withholding, New Hire reports, Form W-2, and Form W-3. You are able to automatically eFile W-2 and 1099 forms to the appropriate state and federal agencies, print and mail the forms to your employees, or choose to use the fee-based eFiling service.

When you use the electronic forms within Sage ERP MAS 90 or 200, they will look very familiar, as they replicate the pre-printed government forms. However, the on-screen form will have much of the information already populated in the appropriate fields. Simply select the form from within Sage ERP MAS 90 or 200, view and edit the information on your screen, and then the form is ready to print.

You can avoid the hassle of aligning pre-printed forms by using blank, perforated W-2 and 1099 forms. You also can go green by using Sage eFiling Service, offered on a transaction-fee basis. The flexible service allows you to choose which documents you want to eFile. Hard copies will automatically be sent to you and your employees as appropriate. You also can provide employees with access to their copy on a secure website. Forms are kept up-to-date automatically, so you never have to worry about having the current form or report. All forms are saved in a history file for easy retrieval.

The fees for the W-2 and 1099 form eFiling service range from \$.69 to \$1.79 per employee, depending on how much of the service you want to use. Volume pricing is available for those with large numbers of W-2 or 1099 forms to file. A minimum fee applies to all Form W-2 filings. Please give us a call for assistance with eFiling. ✨



844 Centre Avenue  
Reading, PA 19601  
(610) 685-2111  
(800) 289-9109 toll free  
(610) 685-2112 fax  
info@keystonesoftware.com  
www.keystonesoftware.com

