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What's Inside

Newsletter for Sage 100 ERP

Year End 2013

The Year In Review
New Capabilities Now And Into The Future

As the year comes to a close, it seems appropriate to review everything that has happened with the Sage 100 ERP product line, and look ahead to what's coming. This year Sage made important additions to its cloud-based solution portfolio, while continuing to enhance the modules within the core product according to customer needs. Sage also continues to invest in a closer relationship with customers via the Sage Listens RV tour, and Sage City, the new social meeting place for customers. Let's learn more.

Connecting With Customers
In the middle of the year, Sage launched Sage City, designed to deliver a unified social networking experience for Sage customers. In addition to unifying the various discussion forums and blogs, the Sage City site offers many of the features that you would expect on any modern social media site, such as the ability to have friends, follow people, like things, join groups, send messages, subscribe to RSS feeds, post comments, and more. To get started, visit Sage City at www.sagecity.na.sage.com.

At the same time, Sage also took steps to connect even more closely with customers. Sage executives traveled 6,300+ miles to personally meet with customers during the Sage Listens RV relay. The tour provided an opportunity for executives to personally visit customers across the U.S. to build stronger relationships, help customers maximize their software investments, and discuss how Sage can better partner with them. Sage executives gained greater visibility into customers' needs, and will use this important information to continue improving Sage products and services.

Mobile Solutions
For many, the highlight of the year was the launch of Sage mobile solutions. These solutions are part of a concerted effort by Sage to build connectors between on-premise solutions and the cloud, to give your business the freedom to interact with your data anywhere, anytime. In this way, Sage supports your ability to preserve your investment in existing business processes and operational knowledge, while bringing you new capabilities and modern technologies.

Sage 100 ERP Year In Review

(continued from cover)

Improve Customer Service – And Cash Flow

Mobile solutions support the "work anywhere, anytime" trend that continues to grow as mobile devices and applications proliferate. Your on-the-go employees can be even more productive, while providing customers better service. The new mobile solutions for Sage 100 ERP are Sage Mobile Sales, Sage Mobile Service, and Sage Billing and Payment.

Good cash flow is essential for organizations to prosper in the current marketplace. Sage mobile solutions are designed to expedite the sales process, improve field service efficiency, and collect payments more easily.

Sage Mobile Sales

Sage Mobile Sales is an intuitive native iPad application. Your sales reps can use it to discuss product and customer account information knowledgeably, making a positive impression on customers and prospects, and close bigger sales. Mobile Sales provides anytime, anywhere access to customer order history, product availability, and an online product catalog. Through a real-time cloud connection to Sage 100 ERP data, sales reps can process quotes and orders in the field, take payments, and collect signatures on their iPad.

Sage Mobile Service

Sage Mobile Service helps your field service technicians be more efficient and flexible in the field. This app lets them schedule work, view completed orders, invoice, and analyze from a web portal. Detailed information such as customer service histories, work orders, and approved estimates can be viewed on smartphones, leading to better customer service and higher employee productivity. From their iPhones, they can also update and complete the work order as well as collect payment easily and securely on the spot.

Sage Billing and Payment

Sage Billing and Payment provides your organization with a way to speed up customer invoicing. The service is accessed through a web browser that streamlines and automates accounts receivable with the ability to accept electronic payments, which reduces the time it takes to receive funds. It can also expedite receipt delivery by sending electronic receipts instead of mailing paper ones. Sage Billing and Payment also offers your customers an online portal to manage their account and make payments instead of placing calls to your customer service team. And, by utilizing electronic invoices instead of paper invoices, the app delivers invoices at a much lower cost.

Inventory Advisor

Sage also added another cloud-based solution in June, Sage Inventory Advisor. This solution integrates with Sage 100 ERP to analyze inventory data and identify where the biggest improvements can be made. The software produces sophisticated but easy-to-use forecasts and replenishment recommendations in minutes. "What if" simulation is provided in an intuitive graphical user interface that makes analysis and forecasting fast and easy. As a result, adopters of this software have been able to reduce excess inventory, improve inventory turns, and free up working capital while improving fill rates and reducing stock-outs.

Sage Intelligence Gets Smarter

A subscription-based reporting bundle is available for Sage Intelligence. The Bundle includes a profitability dashboard that enables you to easily identify the profitability of customers, products, and salespersons based on weekly, monthly, quarterly, or annual segments. With the profitability dashboard, companies can:

- Identify and focus on high volume products.
- Quickly identify top performing salespeople.
- Make quicker decisions using information from their Sage ERP system.
- The Bundle also includes unlimited licenses for report manager, report designer, viewers (to drill down into reports), and connectors to consolidate reports from any Sage or non-Sage database.

Looking Ahead

Version 2014

In keeping with Sage's strategy of interim releases coupled with a larger annual release, Sage 100 ERP 2014 is due out this quarter.

The 2014 version release is expected to include improved integrations with Sage CRM, Sage Intelligence, and other Sage platforms. For example, Sage Intelligence will be auto-installed and available from within the Sage 100 ERP tasks menu. Customer-requested enhancement include:

- "Flashlight" lookup for invoices in A/P Flashlight lookup added to AP

Year In Review

(continued from page 2)

Invoice Data Entry and AP/AR Repetitive Invoice Entry

- Auto-complete functionality for customers, vendors, and inventory items, with defaults customized by user for each entity
- Ability to leave print window open for G/L Financial Reports and Custom Reports
- Updated search defaults: Defaults to the first column in the grid instead of row number when doing a "find"
- Payroll enhancements, including the ability to select up to 16 Box 12 codes, mapping of earnings and deductions codes for Puerto Rico, and Improvements to eFiling and Reporting.

Version 2015

Sage is already planning and designing new capabilities for the 2015 release. Some highlights of customer-requested enhancements under consideration are:

- Longer field for vendor names
- Field in PO and SO to display creator's name
- Additional Visual Process Flows
- Project Accounting connected service (integrated application)
- Alternating line colors in data entry grids
- Voice to text feature for mobile apps
- Improved user-interface for invoice payment selection
- Sort by columns in Bank Rec

- Attached Documents stored in cloud
- SO Entries Default from Hierarchy for E-mail
- Grid Customization added to List Views
- Show Total # of Checks to print in AP

Version and Feature Retirements

Please remember that support for Sage 100 ERP Version 4.4, including phone support, hot fixes, and tax table updates ends on December 31, 2013. Now is the time to plan your upgrade if you are still running on this version.

Please call us if you have any questions about the current and future capabilities of Sage 100 ERP. ☆

Year-End Information For Payroll Tax Law Changes, 1099, And W-2 Form Completion

Year end often involves changes to tax tables and tax forms, including W-2s and 1099s. Here we relay the most current information as of press time. Before generating W-2s and 1099s, it is always wise to check for the most current information available.

Going Electronic

The Tax Filing Year 2013 is the final year Sage will maintain and support the 1099 form in Accounts Payable, the W-2 and 941 forms in Payroll and the Electronic Reporting (formerly Magnetic Media) module.

As of Tax Filing Year 2014, customers will be able to print and/or eFile 250+ signature ready State and Federal tax

forms from within the Sage 100 ERP integration to State and Federal eFiling and Reporting, powered by Aatrix, additional fees apply for eFiling services only.

Note for Payroll customers: Sage will continue to maintain and provide Payroll Tax Table Updates (TTU) for applicable supported versions.

eFiling

Federal & State eFiling & Reporting powered by Aatrix, year-end updates will be released December 20th. Simply access Federal or State eFiling and Reporting from within Sage 100 ERP and the system will prompt you to apply the automatic update.

IRD Available December 20

The 2013 Interim Release Download (IRD) and 2014-Q1 Tax Table Update (TTU) are scheduled to be posted by December 20th, remember to check back on the Sage Portal throughout the month of January for any last minute tax table updates.

Timing Is Important

Remember to install the IRD before you produce year end reports. The TTU, however, should be installed after year end processing and before you produce the first payroll of 2014. ☆

Overview - Module Closing Sequence

It is essential to perform year-end closing in the proper module sequence. 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 have backed up your data:

• Bill of Materials

• Work Order

Note: While there is no formal year-end processing procedure in these two modules, all transactions should be entered and posted before proceeding with yearend processing in the distribution modules.

• Bar Code
• Purchase Order
• Sales Order
• Inventory Management
• MRP
• TimeCard*
• Electronic Reporting*

*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, 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 100 ERP. ✩

General Module Closing Procedure For Sage 100 ERP

Here we provide general module closing procedures for the most common modules, applicable to current supported versions. Current versions of most Sage 100 ERP modules store date information for all transactions. As a result, there is no time sensitivity in performing year-end processing for any module, with the important exception of Payroll.

Use this document as a guide. We highly recommend that you save time, paper, and filing cabinet space by using Paperless Office to electronically archive your reports.

Purchase Order

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. Generate and retain the following reports:

• 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)

Purchase Order Full Period and Year-End Processing performs the following housekeeping 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

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

{How To Find Your Version Level}

To find the version number for Version 4.0 and above:

1. Expand Library Master, Setup, and System Configuration.

2. Double-click Modules. The version of each module is listed in the Level column.

General Module Closing Procedure For Sage 100 ERP

- 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. Generate and retain the following reports

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

Sales Order Full Period and Year End Processing performs the following housekeeping tasks:

- Resets the PTD and YTD Sales, Cost of Goods Sold, and Quantity Sold 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.

Inventory Management

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. Generate and retain the following reports:

- 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.

- 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 to next period and year.
- To perform year-end processing, select the option Full Period End Processing.

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 2013 information (Page 8) and review year-end update information (Page 3).
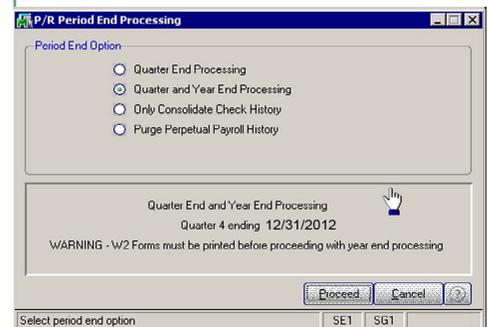
1. Before closing the Payroll module for the year, be certain that:

- 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.
- Correct tax tables are installed (2013 for 2013 Year-End Processing).
- 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. Generate and retain the following reports:

- Quarterly Tax
- Payroll Check History
- Quarterly Pay Period Recap
- Earnings
- Deductions

General Module Closing Procedure For Sage 100 ERP

- Quarterly Governmental
- Quarterly 941 Form
- Benefit Accrual
- Workers' Compensation

3. Be certain to reconcile QTD and YTD totals on all reports.

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.
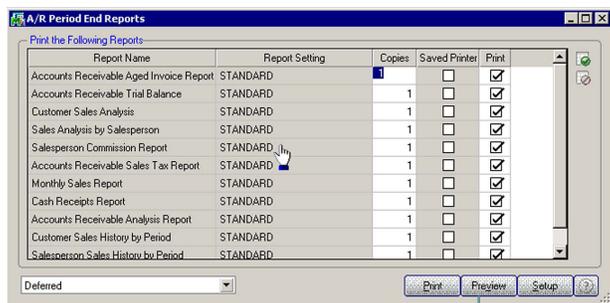
- Changes the current quarter from 4 to 1.
- Resets employee benefit limits according to Payroll Options Setup.
- Resets Pension Plan, Cafeteria Plan Deduction, Allocated Tips, Fringe Benefits, Non-Qualified Plan, and Dependent Care Benefits fields to zero.
- Sets all quarterly/yearly reports to zero.
- 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 2014 TTU (tax table update)

before the first payroll run of the year.

Accounts Receivable

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. Generate and retain the following reports:

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

- Purges AR Monthly Cash Receipts file (unless retained in AR Options).

- 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 processing.
- Sets current fiscal year to next sequential year and the current period changes to 1.

Accounts Payable

You do not need to print 1099 forms before proceeding with the Accounts Payable year-end processing because Sage 100 ERP 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.

General Module Closing Procedure For Sage 100 ERP
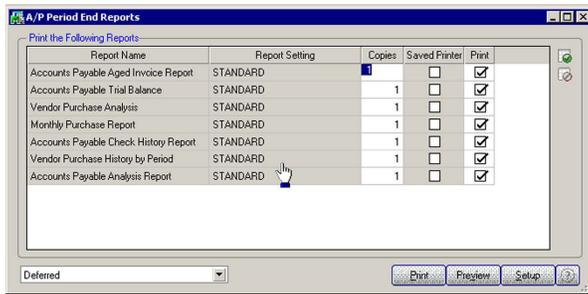
Note: If your 1099 information is not correct, please check with us for instructions before proceeding with year-end closing.

2. Generate and retain the following reports:

- Aged Invoice
- Trial Balance (the amounts 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)

Year-end processing takes place automatically when period-end processing is performed for the last period of the fiscal year. 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

Sage 100 ERP allows you to post to unlimited future periods/years; however, you can only print accurate financial statements using Standard Financials 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 if adjustments need to be made.
- 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 safe-

keeping, 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

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

General Module Closing Procedure For Sage 100 ERP

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. ✩

Create An Archive Company

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—A13 for the year 2013. Next, from the new company's

Company Maintenance screen, click on the Copy button and enter 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 2013 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.

Housekeeping
If you have been archiving companies for more than seven years, now might be a good time to delete older ones you no longer need. ✩

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