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# Newsletter for Sage 100 ERP

Year End 2014

## The Year In Review

### *What's New And What's Coming*

As the year comes to a close, we review the new capabilities added in Sage 100 ERP over the past year, and take a brief look ahead at what's in planning for 2015 and beyond.

### **Sage 100 ERP Version 2014**

Sage 100 ERP Version 2014 became available early in the year and included some very useful workflow enhancements, significant improvements in the interaction between Sage 100 ERP and Sage CRM, and closer integration with Sage Intelligence. We'll take a closer look at each.

### **Module Workflow Enhancements**

- A new Autocomplete feature allows you to enter just one or two characters of the customer name, vendor name, or item description in the respective data entry field, and receive a list of matching records, making finding the right customer, item, or vendor quick and easy. .
- There is now an option to keep the Custom Reports and Financial Reports windows open after print or preview, which will save time when printing or previewing numerous reports.
- When using the search grid, the Column Name field defaults to the first column name in the grid (it previously defaulted to the row number). For example, in A/P Invoice Data Entry, when you click the Find Row button to open the Search Grid window, G/L Account is now the default value in the Column Name field.



- An invoice list flashlight button has been added to Accounts Payable Invoice Data Entry, Accounts Payable Repetitive Invoice Entry, and Accounts Receivable Repetitive Invoice Entry. The new flashlight button allows you to easily search for invoices already entered but not yet posted.
- Payroll was updated to keep up to date with new changes in payroll requirements. This includes the ability to report up to 16 Box 12 codes on W-2s, Puerto Rico W-2s, as well as a new field for the Massachusetts Employer Medical Assistance Contribution rate in Tax Table Maintenance.

### **Sage CRM Integration Became More Seamless**

The integration with Sage CRM has been rewritten to provide a more seamless, stable experience, and to allow you to take advantage of all the capabilities of Sage CRM version 7.2B. This change also allows customizations in Sage 100 ERP and Sage CRM to work together for a more seamless

## Sage 100 ERP Year In Review

*(continued from cover)*

workflow. The integration of Sage CRM with Sage 100 ERP can provide:

- Increased efficiency by eliminating duplication of efforts and ensuring data consistency
- Improved organizational management with a complete business view across all areas
- Better decision making and timely response through a combined view of all customer financial and nonfinancial information
- Automatic maintenance and updates of customer data

Sage 100 ERP customers can now take advantage of the new capabilities in Sage CRM version 7.2B. These include Sales Tracker for Tablet PCs, Sales Lite for iPhones, Sage CRM for Facebook, collaboration through Yammer Groups and Yammer Topics, and smarter, more secure reporting.

### Sage Intelligence Got Smarter

Sage Intelligence can now be accessed directly from the Module Menu toolbar in Sage 100 ERP, and has also been updated to include a more streamlined user interface. Report Designer has become more flexible, including:

- A simplified way to rearrange rows and columns as well as find items in the Layout Generator through larger font size and alphabetical listing
- The ability to insert rows or columns into a specific location in a layout for speedier report design.
- Faster account mapping through the ability to add and delete row reporting groups.
- 64-bit versions of Excel are supported, and a new user-friendly reporting bundle was added, along with a profitability dashboard that allows you to meet customer demand by identifying

and focusing on high volume products, quickly identify top performing salespeople, and more quickly make decisions using meaningful graphics.

### Update To Sage Mobile Sales

Becoming available just this month is a new release of the Sage Mobile Sales app. It includes customer-requested features, improved workflows, lower activation fees, and compatibility with Windows 8 touchscreen laptops and Surface Pro tablets in addition to iPads. The updated app remains compatible with Sage 100 ERP 2013 and 2014.

A useful new feature is the ability to view a customer's 24-month item purchase history, which displays - beginning with the customer's most recent purchase - the item purchase price, purchase date, and invoice number. Also included are the customer's year-to-date purchases next to the previous year, for at-a-glance trend information. The add item button is now always visible when adding to an existing quote.

Sales management will now be able to restrict reps' access to only their assigned customers using the new Customer Access Control features. All the customer, inventory, and transaction information on the rep's laptop or tablet is now automatically linked to the Sage ERP system flowing through the Sage Data Cloud. To get the update, look for the new icon in the Apple app and Windows app stores. The one-time activation fee has been lowered to \$99 per company.

### What's Coming In 2015 and Beyond

Looking ahead, Sage will be alternating between Data Cloud-related releases and enhancements to your on-premise

software. New Capabilities for the Sage Cloud will come earlier in the year, including Sage CRM online and Sage Secure Files.

### 2015 Usability Enhancements

Sage 2015 is expected out mid-year. Here are just a few of the enhancements planned to make Sage 100 ERP both more capable and easier to use:

- Longer field for vendor names
- Purchase Order History, and the ability to copy from PO
- User Interface Scripting
- A new PDF creator for Paperless Office to improve PDF performance
- Flashlight lookup icon in Cash Receipts
- Level 3 credit card processing to provide more detail for business-to-business transactions
- "Keep Open" option for Purchase Order and Sales Order forms
- Font update for Crystal Reports® to improve performance

### Looking Ahead To 2016

Again in 2016, Cloud enhancements will come first. Options being discussed include online budgeting and planning, and Sage Fixes Assets online. The functional release for 2016 is planned to include Distribution and Manufacturing module enhancements.

If you have not yet upgraded to Sage 100 ERP Version 2014, please call us to plan your upgrade, or to discuss the specific benefits of the release for your organization. ☆

## Setting Up Paperless Office To Archive Your Period And Year-End Reports

The best way to produce and retain copies of your year-end reports for audit purposes is to save them electronically using Paperless Office. Here we provide the steps. We are assuming you have previously setup Paperless Office, if not call us for additional instructions. The Steps outlined below are applicable for all modules.

### Setup Period End Report Maintenance

1. Open Paperless Office, Setup, Period End Report Maintenance
2. Select applicable Company Code and P/R module from look up
3. In the PDF Directory, enter the full path of an existing folder to use for storing the period-end report in PDF format, or click the Browse Directory button to browse for a folder
4. Password Protect: Select whether to

password-protect PDF documents created for the report. Password protection requires the entry of a password to view the PDF document after it is created

- Select Prompt to display a message requiring you to define a password each time the PDF document is created
  - Select Yes to always password-protect the PDF document with the password entered in the Password field
  - Select No to create the PDF document without password protection
5. Password: Type the password that will be required to view the PDF documents created. You can type up to 32 characters. This field is available only if Yes is selected in the Password Protect field
  6. Confirm Password
  7. Re-type the password entered in the Password field
  8. Click Accept

### Setup Paperless Office Report Maintenance

1. Open Paperless Office, Setup, Report Maintenance
2. Select applicable Company Code and desired module from look ups
3. In the Document field, select the report to define PDF settings for. This field displays all reports for the company and module selected. Select All Documents to define PDF settings for all reports in the selected company and module.
4. Follow Steps 4 through 8 above.

### Setup Paperless Office for Payroll Data Entry Registers

1. Open Paperless Office, Setup, Journal & Register Maintenance
2. Select applicable Company Code and P/R module from look ups
3. In the Document field, select the report to define PDF settings for
4. Follow Steps 4 through 8 above. ☆

## 2014 Payroll Year End Considerations

As if closing the year and running special year-end payroll reports and forms were not enough to worry about, the various government agencies tend to wait to the last minute to announce changes to tax rates, limits, and calculations. Sage has created a year-end center on Sage City so you can easily find the latest information and updates. You should plan to access the year-end center in mid-December to download 2015 Tax Tables, and any Interim Releases that may be required to support year-end changes.

[Click here to access the year-end center.](#) The center also includes how-to videos of many of the common tasks unrelated

to payroll needed at year end, such as reconciling the Purchases Clearing account, and updating tax tables. The videos will be especially helpful if you have new employees, or need a refresher in any of the typical year-end activities.

### 2015 Affordable Care Act

In order to meet 2015 Affordable Care Act (ACA) reporting requirements, the “Retain Perpetual History” option needs to be activated for each Sage 100 ERP company in which you run Payroll. This feature ensures that you will be collecting the required data as you process your first payroll in 2015. The Retain Perpetual History option is found in Payroll Setup Options.

### E-Filing Of Tax Forms and Reports

As a reminder, Sage is no longer updating the Payroll and Accounts Payable tax forms and reports within Sage 100 ERP. Instead, you will need to use Federal and State eFiling and Reporting, powered by Aatrix. This functionality is easy to use and can make year-end reports and forms 100 percent electronic and paperless.

Please call us if you need help accessing the Year End Center, using E-Filing, or downloading tax tables. ☆

## 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<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 yearend processing in the 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 en-

tered 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

### {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.

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:

## General Module Closing Procedure For Sage 100 ERP

(continued)

- 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 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.

### 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:

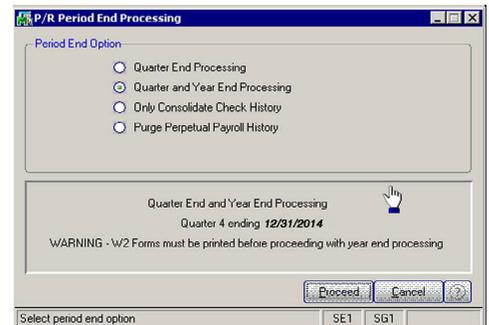
- Inventory Trial Balance (should tie to the inventory accounts on the G/L Trial Balance for the same period).
- Stock Status (quantities reflect day printed).
- Inventory Valuation (it should tie to G/L inventory account as of the day it is printed).
- Inventory Negative Tier Adjustment (from Period-End 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 Options 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 2012 information (Page X) and review year-end update information (Page X).

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 (2014 for 2014 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.

# General Module Closing Procedure For Sage 100 ERP

(continued)

2. Generate and retain the following reports:

- 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

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

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

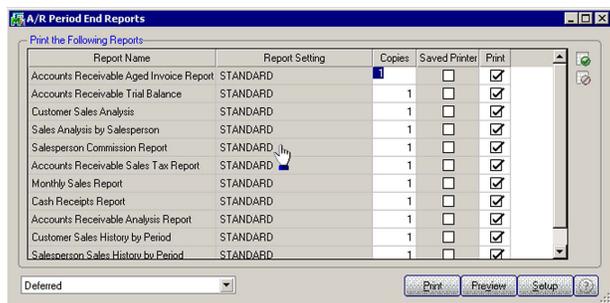
- Purges AR Monthly Cash Receipts file (unless retained in AR Options).
- PTD and YTD fields in the Customer Masterfile are reset.
- Purges PTD and YTD COG in AR Analysis by Salesperson.
- Moves current year information to prior year.
- PTD and YTD sales, gross profit, and commission amounts are reset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



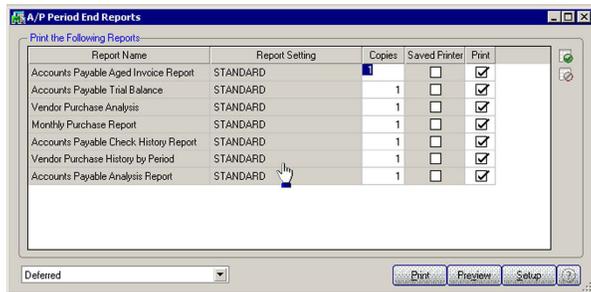
YTD totals on all reports.

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

## General Module Closing Procedure For Sage 100 ERP

(continued)



- 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. 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 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

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.

## General Module Closing Procedure For Sage 100 ERP

(continued)

- 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. ☆

## 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—A14 for the year 2014. Next, from the new company's Company Maintenance screen, click on the Copy Icon 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 2014 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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