

YEAR END 2016

Sage 100 Newsletter



INTRODUCING SAGE 100 2017

Released in late October, Sage 100 2017 introduces the ability to collect customer payments using ACH, enhanced credit card verification for corporate purchases, improved lookup and search features, and a collection of other updates throughout the software. Here's a look at what's new.



Customer Payment Processing

You can now offer your customers the ability to pay invoices electronically using new ACH (Automated Clearing House) payment processing in A/R Invoice Data Entry, Cash Receipts Entry, Repetitive Invoice Entry, Sales Order Entry, and S/O Invoice Data Entry.

Not only does ACH improve cash flow through faster and more immediate payment processing, it also eliminates fees associated with credit card payments. In addition, customers that pay by credit card will be happy to learn that Sage 100 2017 also delivers enhanced verification for corporate cards and purchase cards, adding extra security and peace of mind.

Improved Lookups and Searches

With **enhanced auto-complete**, your search criteria is compared with all words within the searched fields, not just the beginning of the text as it functioned in previous versions. As an example, if you have a customer named Allen's Appliance Repair and a customer named Appliance Services, typing "**Appl**" in the Customer No. field results in a list that includes both customers.

In addition, a **Full Text** option has been added to the Search list in Lookup windows. With this option, your search criteria is compared with the data in all columns available in the Lookup window.

Lastly, you can now search for fields that do not contain a value (empty fields) in Lookup windows. After selecting a field from the Search list, select **Is Empty** from the operand list, then click Find.

Other Notable Changes

Here are additional changes and enhancements in Sage 100 2017 that are worth mentioning:

In-Product Chat - get help by chatting with customer support in real-time, right in the software.

Sage Intelligence - new downloadable templates increase reporting flexibility.

User Experience - improvements to reporting fonts, easier file-based navigation, and ribbon-style search capabilities all combine to make Sage 100 2017 easier to use than ever.

IN THIS ISSUE:

- Introducing Sage 100 2017
- Year End Closing Tips, Resources, & Video Tutorials
- Sage 100c May Soon Be The Only Option

UPCOMING EVENTS

Sage 100 Year End Payroll Processing

Date: Dec 13, 2016
Time: 2 PM Eastern

Sage 100 Year End Processing

Date: Dec 20, 2016
Time: 2 PM Eastern

[Registration & Details](#)

GET THE GUIDES

Click below to get all the release notes and guides for Sage 100 2017 including:

- Customer Upgrade Guide
- Detailed Release Notes
- Upgrade Checklist
- What's New Review

[Send Me the Guides!](#)

4 THINGS TO NOTE BEFORE CLOSING THE BOOKS

At a high level, here are 4 things to consider as you begin closing the books on 2016 and start fresh in the new year.

1. Backup Your Data

Executing a complete [backup of your database](#) is one of the most important things you can do before starting any closing process. You should also **test the backup** to ensure it was performed successfully and the data is readable.

If you make a mistake, the only way to “reverse” year end processing is to restore data from a backup.

2. Follow the Module Closing Order

A year end process in one module often writes data to another related module. Therefore, closing modules in the proper sequence is extremely important in order to avoid unexpected results or damage to your data.

For more detail and guidance, refer to the [Module Closing article on page 3](#) of this newsletter.

3. Follow the Module Closing Checklists

Step-by-step checklists are available for most modules. These checklists provide guidance on the sequence of detailed tasks and procedures that should be performed within each module.

For more detail refer to the [Year End Checklists article on page 4](#). In addition, these checklists are available right from within the [Sage 100 Help system](#).

4. Get Help When Needed!

Be sure to Contact Us if you have any questions before, during, or after you start year end processing. Especially if you have customizations or 3rd party add-on products that are integrated with Sage 100, we can help you plan a closing process for your specific system/installation.

TIP: Creating a Copy Company For Archive/Backup

At year end, it can be useful to create an archive company using the **Copy Company** feature. This provides a readily accessible copy (and backup) of the current year’s data even after you perform year end processing in your live company.

To make a copy company, go to:

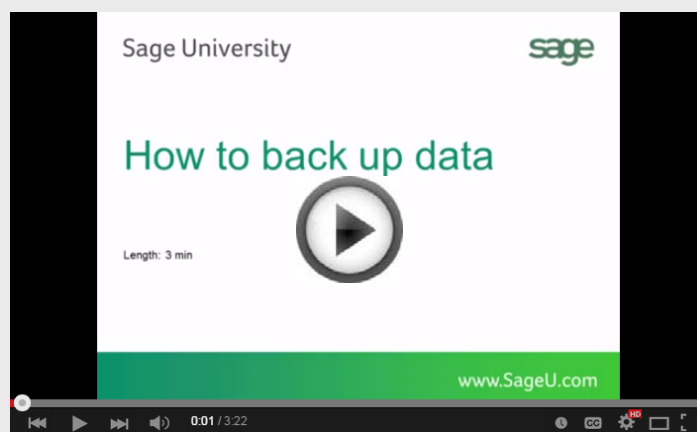
Library Master > Main Menu > Company Maintenance

1. Create a new **company code** and **company name** (description) that’s easy to identify and distinguish from the live/active company that you’re copying.
2. Click the **Copy** button and enter the Company Code of your current year live (or “Source”) company.
3. **Select the modules** you want to copy to your archive company. To create a complete archive/backup, you’ll want to copy all modules. Click **Proceed**. Once the process is finished, click **Accept**.

Note: For good measure, you might run a trial balance in each module and do a quick spot check to make sure all the data that came over is balanced and accurate.

Watch the Video

Head over to YouTube to [watch a recorded demonstration](#) of the Copy Company process in action.



MODULE CLOSING

Keeping Things In Order

A year end process in one module often writes data to another module. Therefore, the sequence in which you close your Sage 100 (formerly “MAS 90” or “MAS 200”) modules is extremely important in order to avoid the risk of damaging your data.

Important: Remember to **back up your data** before starting any module closing procedures. The only way to “reverse” year end processing in Sage 100 is to restore your data from a backup.

1. Bill of Materials*
2. Work Order Processing*
3. Bar Code
4. Purchase Order Processing
5. Sales Order Processing
6. Inventory Management
7. Material Requirements Planning (MRP)*
8. Timecard
9. Electronic Reporting/Magnetic Data*
10. Payroll (*Quarter-end processing*)
11. Accounts Receivable
12. Accounts Payable
13. Job Cost
14. Bank Reconciliation
15. General Ledger

***Note:** While there is no formal closing procedure in the Bill of Materials, Work Order, MRP, and Electronic Reporting modules, all transactions in those modules should be posted before starting any closing procedures in the modules that follow them (i.e. Post transactions in Work Order before closing Purchase Order, Sales Order, and Inventory).

Remember, this is just a general guideline. If you own modules that aren't listed above or you run any third party add-on products, please contact us to discuss specific closing procedures for your company.

YEAR END TIPS

4 Tips for a Successful Year End

Here are just a few tips to keep in mind as you begin year end processing in Sage 100.

1. **General Ledger Closing** - While it's a good idea to close modules in a timely fashion, the General Ledger can remain open for as long as you need while awaiting final processing (or audit adjustments) in other modules. A GL that's still open for 2016 will **NOT** prevent you from entering transactions for the new year.
2. **Payroll Planning** - Even if your company is on a **fiscal** year, you'll need to close out payroll at the end of the **calendar** year.

It's a good idea to begin reconciling all of your payroll tax reports to the general ledger in early December. This gives you a chance to catch errors early and avoid filing an amended payroll tax return.

Note: All W-2's and quarterly reports **must be printed** before payroll is closed in order to process the first payroll for 2017.

3. **Check Your Version Number** - Closing procedures can vary depending on which version of Sage 100 you're currently running. For Version 4.0 or above, do the following to identify both your version number and service pack:

Select **Help > About Sage 100**

4. **Master Console** - Once you're actually ready to close, you need to make sure all users are out of the system. That's where the Master Console comes in handy. This utility provides a snapshot of all users currently logged into Sage 100, the workstation being used, what programs/tasks they are using, the activity date, and more. From this screen, you can also broadcast a message to all users or even shut them down remotely.

To launch the Master Console:

Select **File > Master Console**

YEAR END CHECKLISTS

Here are year end closing checklists for General Ledger, Accounts Receivable and Accounts Payable to help ensure that all tasks are processed and in the proper order.

Note: these modules all **BEGIN** with the following 2 steps:

1. Backup your AR/AP/GL files and label them as “**prior**” to Year End processing.
2. Make sure the AR/AP/GL system date is set to the last day of your fiscal year.

Accounts Receivable

3. Ensure all invoices and cash receipts have been recorded for the current year.
4. Apply finance charges to past due customers.
Note: If you answered “None” for “Finance Charge Computation Method” in A/R Set Up Options, then continue.
5. Print statements for the appropriate customers.
Note: If you did not activate the “Customer Statements” option in A/R Set Up Options, continue to the next step.
6. Select “Period End Processing” from the Period End menu, and choose the Full Period & YE Processing option.
7. Select the reports you wish to print for the period. At minimum, we recommend *Aged Invoice Report* and *A/R Trial Balance*.
8. Complete year end processing, backup AR files, and label them as “**after**” YE processing.

Accounts Payable

3. Ensure all invoices and checks have been entered and updated for the current year.
4. If your fiscal year coincides with the calendar year and your company issues 1099 Forms for vendors, then print, verify, and clear the 1099 Forms.
5. Select “Period End Processing” from the Period End menu, and choose the Full Period & YE Processing option.
6. Select the reports you wish to print for the period. At minimum, we recommend *Aged Invoice Report*, *A/P Trial Balance*, and *Check History Report*.
7. Complete year end processing, backup AR files and label them as “**after**” YE processing.

General Ledger

3. Make sure all activity and adjustments in modules integrated with General Ledger have been completed in the year to be closed. **Note:** Check the **Module Closing Order** article on **page 3** of this newsletter.
4. Print and update the Recurring Journals. Refer to the Recurring Journal section of the GL Manual.
5. Print the General Ledger Worksheet and log all essential adjustments.
6. Enter adjustments in General Journal Entry. This includes entries logged on the General Ledger Worksheet (above).
7. Print and update the Daily Transaction Register.
Note: The system will not allow YE processing to continue until after this step is performed.
8. Enter budget revisions through Budget Revision Entry and update the Budget Revision Register.
9. Go to G/L Options, confirm proper settings for these fields:
 - Auto Budget Option field is set to the option you want to create next years’ budget
 - Number of Years to Retain in Transaction History
 - Number of Years to Retain in Summary History**Note:** Setting number of years to “1” will not retain history - 1 means current year only.
10. Make sure the Balance Sheet is in balance.
11. Print the General Ledger Analysis (not “required”)
12. Update & print Custom Financial Reports (not “required”)
13. Select, modify, and update the Allocation Journal.
14. Select Period End Processing, and choose the Full Period End Processing option.
15. Select the reports you wish to print for the period. At minimum, we recommend *Trial Balance*, *Standard Financial Statements*, and *General Ledger Detail Report*.
16. Complete period end processing, backup general ledger files, and label them as “**after**” YE processing.

Get ALL the Checklists!



TIP: Year end checklists for **all modules** can be viewed onscreen from the **Sage 100 Help** section of your software.

YEAR END FAQ'S

For General Ledger & Reporting

Here are answers to a handful of the most Frequently-Asked Questions (FAQs) regarding General Ledger and Reporting when it comes to year end processing.

Can I print financial statements for the NEXT fiscal year PRIOR to performing year end processing?

YES. In the Fiscal Year field within the applicable report window, simply select the fiscal year to print.

Do NOT manually change the fiscal year in General Ledger Options in order to print financial statements for the next fiscal year.

After year end processing, can I delete accounts that will no longer be used in the new fiscal year and still run comparison statements?

Information about prior fiscal years is stored by account number. These account numbers **must be retained for as long as you require comparisons.**

Instead of deleting, you can set the status of an account to **Inactive** which prevents future postings but still retains the account number for comparisons. On the **Main Tab** in **Account Maintenance**, select Inactive in the Status field and click Accept.

Can I open a closed fiscal year to make General Ledger postings/adjustments?

YES. If you retained detail history for a prior fiscal year by entering the **'Years to Retain General Ledger History'** field in GL Options, you can reopen the closed fiscal year and post to it.

TO POST TO A CLOSED FISCAL YEAR:

1. Select General Ledger Setup menu > GL Options
2. On the Main tab, in the Current Fiscal Year field, select the past fiscal year to reopen
3. In the Current Period field, select the accounting period to post to and click Accept

4. In General Journal Entry or Transaction Journal Entry, enter the transaction to the reopened fiscal year and period and update the journal entry.
5. Reprint year end reports when you're finished
6. Go back to General Ledger Options Main tab and select the current year in the Current Fiscal Year field, and the current period in the Current Period field. Click Accept.

You've just re-opened the closed fiscal year, posted a journal entry, and reverted back (in step 6) to the current fiscal period and year.

Note: Closed fiscal years can *only* be reopened in the General Ledger module.

Can I process year end in General Ledger before I'm finished with the other modules?

NO. General Ledger should be the very last module you close. Refer to the **Module Closing Order** article earlier in this newsletter for details on the proper closing sequence.

TIP: How to Correct an Out of Balance General Ledger

There are a variety of reasons that your general ledger can get out of balance. In the video below, you'll learn how to discover and correct the out-of-balance situation including instructions for making one-sided journal entries.

Watch the Video



Affordable Care Act (ACA) Info

When it comes to the [Affordable Care Act \(ACA\)](#), there are a variety of questions about how to track and report data in order to remain in compliance.

That's why Sage has put together an [ACA Resource Center](#) to help you understand the provisions and how to comply using your Sage 100 software. Here are some popular ACA resources to consider reviewing.

HOW TO SET UP ACA TRACKING IN SAGE 100

Step-by-step instructions for setting up Sage 100 for ACA.

[Review Setup Procedure](#)

HOW DO I GENERATE THE REQUIRED FORMS?

Instructions for generating and printing required ACA forms including 1094 and 1095.

[Generating ACA Forms in Sage 100](#)

HOW TO REPORT EMPLOYER-SPONSORED HEALTH-CARE COVERAGE ON THE W2 USING SAGE 100

Setting up Sage 100 Payroll to track and report the cost of coverage under an employer-sponsored group health plan.

[Review Instructions](#)

ACA VIDEO GALLERY

A collection of "How-To" videos for ACA setup, generating forms, and more using Sage 100.

[Video Gallery](#)

The resources and articles above are simply a guide to using Sage 100 for ACA compliance.

Be sure to consult with your accountant or tax advisor for legal advice or personalized guidance.

Sage 100 Year End Center

Sage has created a [Year End Center](#) that provides valuable resources to guide you through a smooth year end closing process in Sage 100 including:

- Year End Articles and Checklists
- Video Tutorials
- Live Chat With Tech Support
- Tax Forms, Payroll, and Report Guidance

Take advantage of this free and valuable resource!

[Visit Year End Center](#)

Supported Versions Reminder

Sage officially supports the current plus 3 prior versions of Sage 100. With the release of Sage 100 2017, here's the updated list of supported versions and retirement dates:

Sage 100	2017	2016	2015	2014
Release Date	Oct 2016	Nov 2015	Apr 2015	Feb 2014
Phone Support Retirement	9/30/2020	9/30/2019	9/30/2018	9/30/2017
Year End IRD Updates	12/31/2019 (Use eFiling & Reporting)	12/31/2018 (Use eFiling & Reporting)	12/31/2016 (Use eFiling & Reporting)	12/31/2016 (Use eFiling & Reporting)
Tax Table Updates	12/31/2019 (2019Q4)	12/31/2018 (2019Q1)	12/31/2017 (2018Q1)	12/31/2016 (2017Q1)
Product Updates	June 2018	June 2017	June 2016	Nov 2015
Hot Fixes	6/30/2019	6/30/2018	6/30/2017	12/31/2016
Online Support Knowledge-base	Yes	Yes	Yes	Yes

[Get Complete Support Details Here ...](#)

SAGE 100c MAY SOON BE THE ONLY OPTION

Sage announced earlier this year and recently reiterated that effective January 1, 2017, **Sage 100c** (the new premium version of the product) will be the only Sage 100 offering available to **new customers** and **certain existing customers**.

Here's what it all means to both current and prospective Sage 100 customers.

What is Sage 100c?

First things first – let's clarify the distinction between the "Classic" version of Sage 100 and the newer premium version called Sage 100c.

Sage 100 (without the "c") has been one of the most popular accounting software applications on the market for over 20 years. Many people also know this "classic" version of the software as **MAS 90** or **MAS 200**.

Sage 100c is a new premium version that was launched in late 2015. It touts a totally redesigned and modernized web interface. It also offers an advanced manufacturing suite, inventory optimization bundle, and built-in Sage Intelligence Reporting. Even though the product is newer and more modern, its bloodlines come from the classic version of Sage 100 so they share very similar functionality and workflow.

NOTE ABOUT PRICING: Another important distinction between the two is how the products are licensed. Sage 100 Classic is sold under a traditional perpetual license while Sage 100c is sold on a subscription basis.

So What's Changing?

Sage 100c will be the only product available for purchase to **new customers beginning January 1, 2017**. In other words, companies that are not already using the software will no longer be able to purchase the classic version of Sage 100 (perpetual license) after December 31, 2016.

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But new customers aren't the only group affected.

If you already own the classic version of Sage 100 (perpetual), **but your Sage Business Care Plan has lapsed** (aka "off-plan customer") for more than 3 months, the only option available to you will be Sage 100c if you decide to reinstate your Business Care and/or upgrade to a current version of the software. In other words, you'll need to convert your perpetual license to a subscription.

What About **CURRENT** Sage 100 On-plan Customers?

This change does not impact customers that remain on a current business care plan. Active on-plan customers can continue using the classic version of Sage 100 as a perpetual license beyond January 1, 2017 – as well as purchase additional modules and licenses.



QUESTIONS? [Get in touch](#) and we'll help you determine whether this change affects your particular situation or current software license.

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