

SAGE 100 CONTRACTOR YEAR END PROCEDURES



Year End Process

Process for Closing PR 2024

Process for Advancing Fiscal Year

Process For Archiving **Past Years** Payroll Data

Process For Archiving **Past Years** General Ledger Data

Processing 1099's

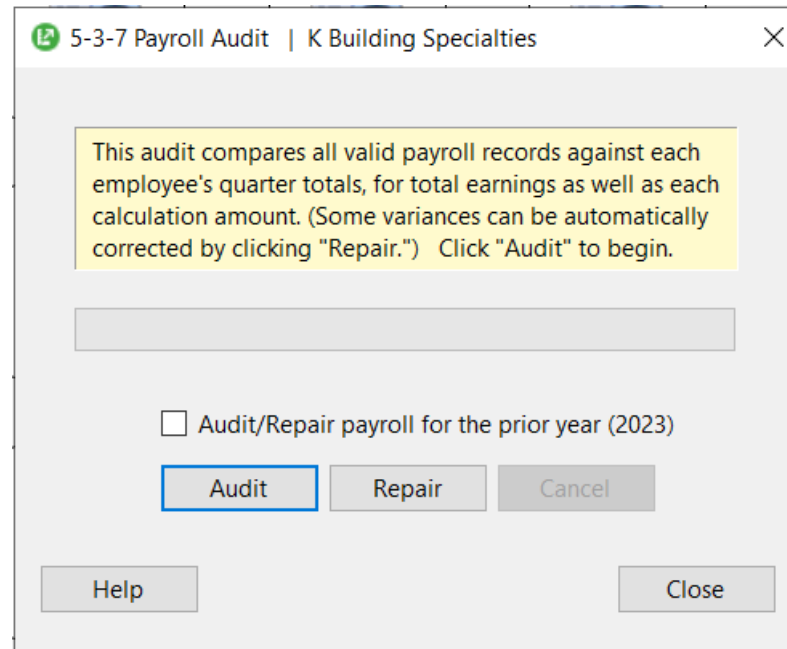
Important! You Must have access to the Database Administrator in order to perform the General Ledger and Payroll Archives

Process for Closing Payroll Step 1

Sage has made the Payroll closing process easier than in the past.

You no longer have to archive your payroll before entering the new payroll year transactions. You can now have two years of payroll available for audit purposes and reviewing employee history.

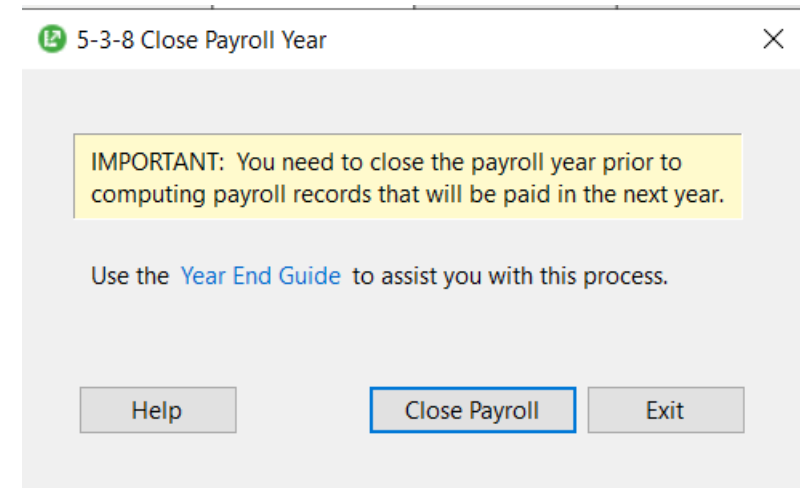
1. In 5 – Payroll, 3 – Payroll Management, Select 7 – Payroll Audit.



NOTE: If you have any errors, Click Repair to resolve. If Errors are still present, contact your Sage Consultant to assist in correcting the errors

Process for Closing Payroll Step 2

- In 5 – Payroll, 3 – Payroll Management, 8 – Close payroll.
- You must close payroll prior to entering any 2025 payroll transactions. This will allow you to have the 2024 transactions available for you to view employee verifications and create audit reports with out having to review a previously archived database for partial year audit periods.



- NOTE: After you have closed the payroll year, you must update Sage with the 2025 tax tables before you can enter any 2025 transaction. You will need exclusive access to the Database Administrator.

OPTIONAL: Process for Archiving Oldest Payroll Years

The screenshot displays the '5-2-1 Employees' window for 'Sample Company' in the 'SAGE100CON' application. The window title bar shows the file path 'DESKTOP-41TJR14\SAGE100CON'. The menu bar includes 'File', 'Edit', 'View', 'Options', and 'Help'. A toolbar with various icons is located below the menu bar. The main form area is divided into several sections. At the top, there are fields for '* First Name' (Samuel), 'M.I.' (D), and '* Status' (5 - Terminated). Below these are fields for '* Last Name' (Torres). A tabbed interface is present with tabs for 'General Information', 'Human Resources', 'Compensation', 'Direct Deposit', 'Calculations', 'Additional Contacts', and 'ACA'. The 'General Information' tab is active, showing fields for 'Address 1' (87 Bridge Road), 'Address 2', 'City' (Santa Rosa), 'State' (CA), 'Zip' (99999), 'Phone#' ((999) 555-4712), 'Fax#', 'Home#', 'Pager#', 'Cell#', 'Email', 'User Def1', 'User Def2', and 'Equipment'. At the bottom of the window, there are buttons for 'Earnings', 'Payroll', 'Licenses', and 'Training'. A status bar at the very bottom provides a legend for employee status: 'Employee status (1-Current, 2-On Leave, 3-Quit, 4-Laid Off, 5-Terminated, 6-Probation, 7-Deceased) | * Selection is required'.

5-2-1 Employees | Sample Company | DESKTOP-41TJR14\SAGE100CON

File Edit View Options Help

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* First Name Samuel M.I. D * Status 5 - Terminated

* Last Name Torres

General Information Human Resources Compensation Direct Deposit Calculations Additional Contacts ACA

Address 1 87 Bridge Road Address 2 City Santa Rosa State CA Zip 99999 Phone# (999) 555-4712 Fax# Home# Pager# Cell# Email User Def1 User Def2 Equipment

Earnings Payroll Licenses Training

Employee status (1-Current, 2-On Leave, 3-Quit, 4-Laid Off, 5-Terminated, 6-Probation, 7-Deceased) | * Selection is required

Review Employee Status for Removal – Open 5-2-1 Employees

If you want to remove any employees during the archive process, they must have a status of Quit, Laid Off, Terminated or Deceased

Process for Archiving Oldest Payroll Year Step 1

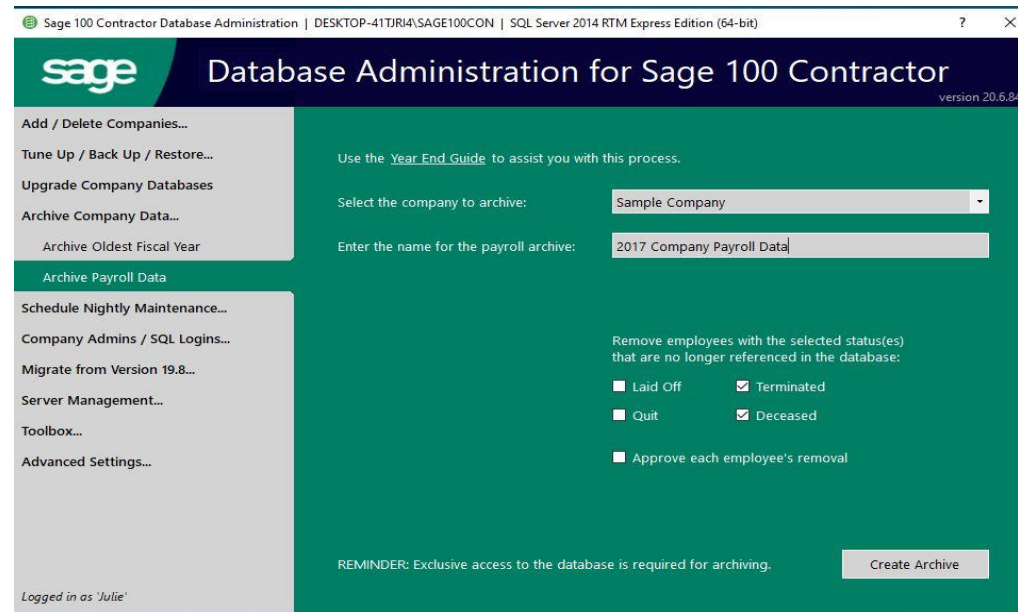
1. Print Reports for After-Close Verification

- A. Open 5-2-2 Payroll Records. Select File then Count, and write down the number of records. The number of files will be used for verification purposes after the books have been closed.
- B. Print the 5-1-2-41 Payroll Check Register ~Totals Page report. This report will also be used for verification purposes after the books have been closed.
- C. Print the 5-4-3 ACA Hours Allocation report. This report will be used to determine the number of full-time and full-time equivalent employees per month, and as a reference when you fill out federal forms required under the Affordable Care Act
- D. Open 4-2 Accounts Payable Invoices. Select File then Count, and write down the number of records. The number of files will be used for verification purposes after the books have been closed.

Process for Archiving Oldest Year Payroll Step 2

2. Archiving Payroll Data

- A. Open Database Administrator and Select Archive Company Data then Archive Payroll Data
- B. Click “Create Archive”



Reminder All Users Must be Out of Sage During the Archive Process

Process for Archiving Past Year Payroll Step 3

3. Verify the Archived Payroll Data by Opening Up Sage and Select “SHOW ARCHIVES”
 - a. Select the Archived Company
 - b. Open 5-2-2 Payroll Records. Select File then Count, and write down the number of records. Compare the number of records to the previous count.
 - c. Open 4-2 Accounts Payable Invoices. Select File then Count, and write down the number of records. Compare the number of records to the previous count.

Verification:

If these totals match, your archive has been completed successfully.

If there are any discrepancies, restore your back up and create a new archive.

Process for Archiving Past Year Payroll Step 4

4. Verification After Archiving the Payroll Year

- a. Open Sage “Show Active Companies”
- b. Open 5-2-2 Payroll Records. Select File then Count, Verify the count is the same as the 2024 count
- c. Open 4-2 Accounts Payable Invoices. Select File then Count, this number should match the previous count.

NOTE: If you need to restore a backup and reclose the file, delete the payroll archive company before repeating this process.

New Year Payroll Preparation

Install the Year-End tax Update received with your Year End Notice

Update All Pay Calculations as needed by selecting 5-3-1 Payroll Calculations. Delete any Payroll Calculations that you will not be using in the New Year.

Adjust any default Max, i.e. 401(k) Maximum, SUTA, State Disability

Select Payroll Calculation, Options, Update Employees, Update Default Rate and Maximum

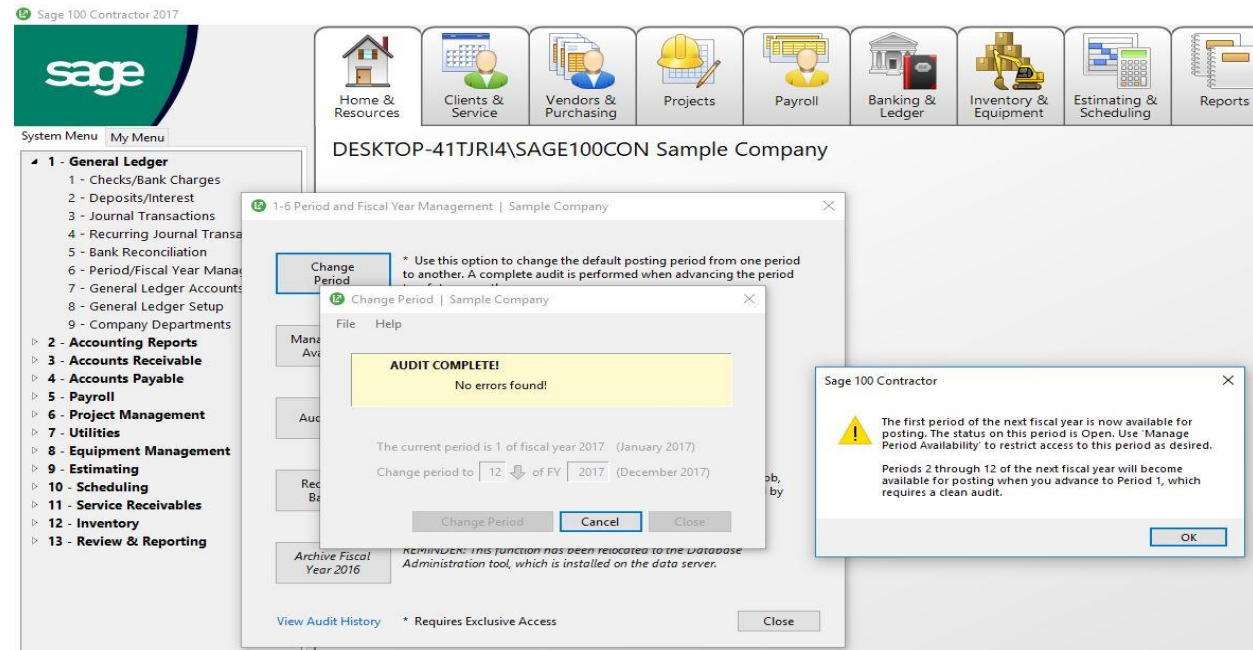
NOTE 1: If All Employees are effected with the Pay Calculation Change Select “Update All Employees” If a Calculation only effects certain Employees Select “Employees With This Calculation”

NOTE 2: If you have variable rates for employees, you must update each employee in the individual Employee Record

Advancing Fiscal Year Process Step 1

1. Verify Posting Period

- In 1-6 Period and Fiscal Year Management, Select Change Period. Make sure the Posting Period is Set to 1.



NOTE: You Must Have Exclusive Access In Order to Perform These Steps

Make sure a current back up has been created before moving forward.

Advancing Fiscal Year Process Step 2

2. Period Error Audit

- a. The Period Audit is completed once you advance to the current month. If audit errors occur, select 1-6 Period Fiscal Year Management then Recalculate Balances. You can resolve most of these audit errors by recalculating the General Ledger Balances.
- b. If any remaining audit errors cannot be repaired by Recalculating Balances, you must contact Customer Support or your Sage Consultant to assist in correcting these errors. Please have your Company Name, Telephone number, Software Version and Sage ID found under the Home and Resources tab under and select “About Sage 100 Contractor”

Advancing Fiscal Year Process Summary

What Happens in SAGE Once you have advanced the fiscal year?

1. When you advanced your fiscal year period from Period 12 to Period 1, Sage Audits your accounting records to verify that all valid balanced transactions support the General Ledger account balances.
2. Sage 100 Contractor DOES NOT Require you to close your books in order to move forward with the Next Years transactions

Processing 1099's

- If you are a new user to Sage 100 Contractor, you will need to bring over the beginning 1099 Balances from your old accounting platform. In 4- Account Payable Options, Select 1099 Balance Start up adjustment. Enter your go live date, and enter the amount of the 1099 vendors balance from your old accounting platform in the start up adjustment column.

The screenshot shows the Sage 100 Contractor software interface. The main window is titled '4-4 Vendors (Accounts Payable) | RKL USER CONFERENCE 11-14-2024 | SN-33125\SAGE100CON'. The 'Options' menu is highlighted. The 'Vendor Name' is 'Capital Electric Construction Co, Inc.' and the 'Short Name' is 'Capital Electric Construction'. The 'Vendor Type' is '0 - None'. The 'General Information' tab is selected, showing fields for Owner, Address 1 (PO BOX 410079), Address 2, City (KANSAS CITY), State (MO), and Zip (64141). A dialog box titled '1099 Balance Startup/Adjustment' is open, displaying the following information:

- Startup/adjustment entries are included along with actual payments when determining the vendor's 1099 balance for a given year.
- Print Vendor 1099 Payments report
- * Startup/Adjustment Date: 06/30/2024
- Current 1099 Balance for Calendar Year 2024: 0.00
- * Startup/Adjustment Amount: 65,000.00
- Resulting 1099 Balance: 65,000.00

Buttons for 'Help', 'Save', and 'Cancel' are visible. At the bottom, there is a table with columns 'Row', 'Contact Name', and 'Job Title'. The table has three rows, with the first row containing data. Below the table, there is a note: 'Startup/adjustment to payments made to the vendor | * Entry is required'. At the very bottom, there are buttons for 'Subcontracts', 'Open POs', 'Closed POs', 'Open Invoices', 'Paid Invoices', 'Invoice Payments', 'Credit Card Payments', 'All Payments', and 'Certificates'. A footer note says 'Enter a brief name for sorting/finding the vendor | * Entry is required'.

Preparing for 1099 Reporting

- Under 4- Accounts Payable, 1 – Payable Reports, Select Vendor Payment Journal and report 61 – Vendor 1099 payments. Select the 1099 Type and verify each vendor 1099 amount. If adjustments must be made, you can correct by using the 1099 Start up adjustment in the vendor record.

The screenshot displays the SAGE 100 CON software interface. On the left, a navigation menu lists various accounting functions, with '4 - Accounts Payable' and '1 - Payable Reports' highlighted. The main window is titled '4-1-5 Report Printing | RKL USER CONFERENCE 11-14-2024 | SN-33125\SAGE100CON'. It features a 'Report Criteria' tab with a list of report types, including '61 - Vendor 1099 Payments'. The 'Report Form' is set to '1 KBS Logo.Report'. The 'Vendor#' field is set to 'Between', and the 'Vendor Type' is set to 'Equal'. The 'Date' field is set to 'Between', and the '1099 Type' is set to '1'. The 'Sort Alpha' checkbox is unchecked. At the bottom, a note states: 'Select the 1099 type (0-Undetermined, 1-Nonemployee Compensation, 2-Rent, 3-Attorney, 4-Interest, 5-Medical, 6-Div., 7-No 1099)'.

System Menu | My Menu

- 1 - General Ledger
- 2 - Accounting Reports
- 3 - Accounts Receivable
- 4 - Accounts Payable
 - 1 - Payable Reports
 - 1 - Vendor List
 - 2 - Payable Invoice List
 - 3 - Payable Aging
 - 4 - Payable Journal/Ledger
 - 5 - Vendor Payment Journal
 - 6 - Vendor Documents
 - 7 - Use Tax Report
 - 2 - Payable Invoices/Credits
 - 3 - Vendor Payments
 - 4 - Vendors (Accounts Payable)
 - 5 - Vendor 1099 Forms
 - 6 - Recurring Payables
 - 7 - Credit Card Management
- 5 - Payroll
- 6 - Project Management
- 7 - Utilities
- 8 - Equipment Management
- 9 - Estimating
- 10 - Scheduling
- 11 - Service Receivables
- 12 - Inventory
- 13 - Review & Reporting

Home & Resources | Clients & Service | Vendors & Purchasing | Projects | Payroll | Banking & Ledger | Inventory & Equipment | Estimating & Scheduling | Re

4-1-5 Report Printing | RKL USER CONFERENCE 11-14-2024 | SN-33125\SAGE100CON

File Edit Options Defaults Help

Create Shortcut

Printer: TSPrint Default Quality: High Pages: to Duplex

Tray: Automatically Select Size: Letter Copies: 1

Report Criteria Samples / Notes

- 10 - Vendor Check Payments [Shared]
- 15 - Payment Invoice Details-Job; by Ve
- 21 - Vendor Payments
- 31 - Vendor Workers Comp Report
- 41 - Job Payments
- 42 - Job Payments-Alpha
- 51 - Payment Invoice Details-Alpha by V
- 52 - Payment Invoice Details-Job; by Ve
- 61 - Vendor 1099 Payments

Report Form: 1 KBS Logo.Report

Vendor#: Between Vendor Type: Equal Date: Between 1099 Type: Between 1 1

Sort Alpha

Show / Hide System Reports

Select the 1099 type (0-Undetermined, 1-Nonemployee Compensation, 2-Rent, 3-Attorney, 4-Interest, 5-Medical, 6-Div., 7-No 1099)

Printing 1099's Through Aatrix

- To print 1099's, Select 4 – Accounts Payable, 1 – Payable Reports and 5 – Vendor 1099 forms. Follow the prompt through Aatrix reporting.

The screenshot displays the Sage software interface. On the left, the 'System Menu' is visible, with the following structure:

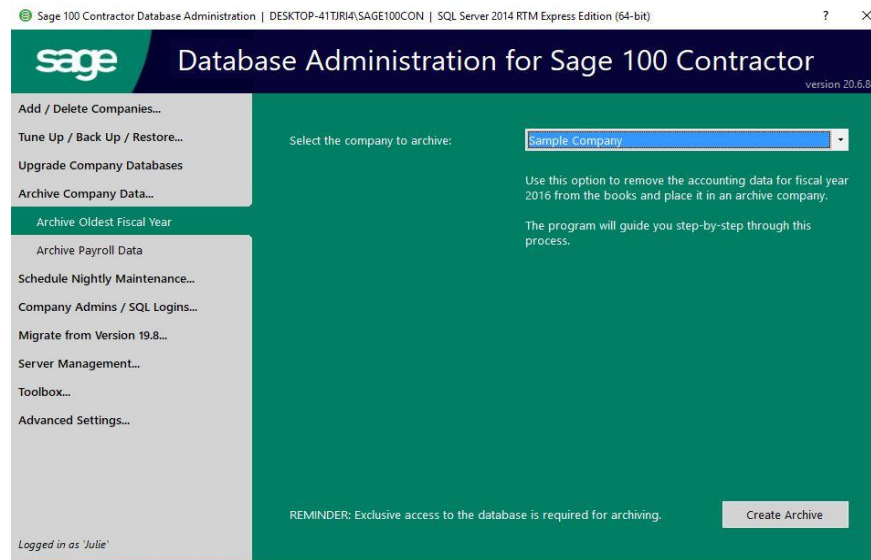
- 1 - General Ledger
- 2 - Accounting Reports
- 3 - Accounts Receivable
- 4 - Accounts Payable
 - 1 - Payable Reports
 - 1 - Vendor List
 - 2 - Payable Invoice List
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- 11 - Service Receivables
- 12 - Inventory
- 13 - Review & Reporting

The main window shows a toolbar with icons for Home & Resources, Clients & Service, Vendors & Purchasing, Projects, Payroll, Banking & Ledger, and Inventory & Equipment. Below the toolbar, the path 'SN-33125\SAGE100CON RKL USER CONFERENCE 11-14-2024' is displayed. A dialog box titled '4-5 Vendor 1099 Forms and eFiling by Aatrix® | RKL USER CONFERENCE 11-14-2024' is open, showing a list of report types: TIN Verification Form, Electronic 1099 Consent, 2023 1099-NEC (highlighted), 2023 1099-MISC, 2023 1099-INT, and 2023 1099-DIV. The 'Criteria' section shows '* Year' set to 2024. Buttons for 'View History' and 'Run Report' are visible at the bottom of the dialog box.

Process for Archiving General Ledger Data Step 1

1. Archiving your Oldest Fiscal Year Data

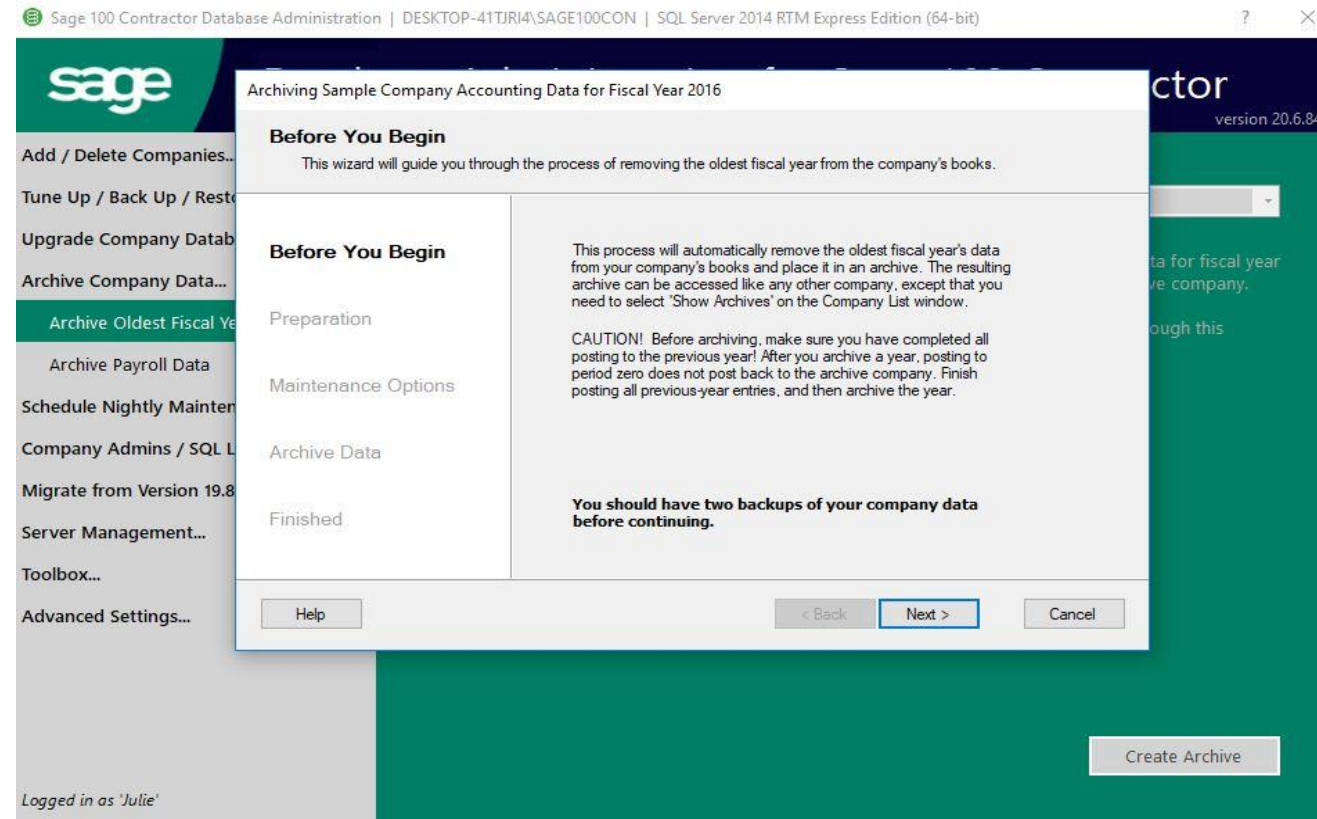
a. In the Database Administrator, Select Archive Company Data and then Archive Oldest Fiscal Year. Select Company to be Archived and Double Click on Create Archive. For Most Users that have been using Sage you will be archiving 2023.



Suggested Archive Practice: Do Not Archive the most recent closed Year

Process for Archiving General Ledger Data Step 2

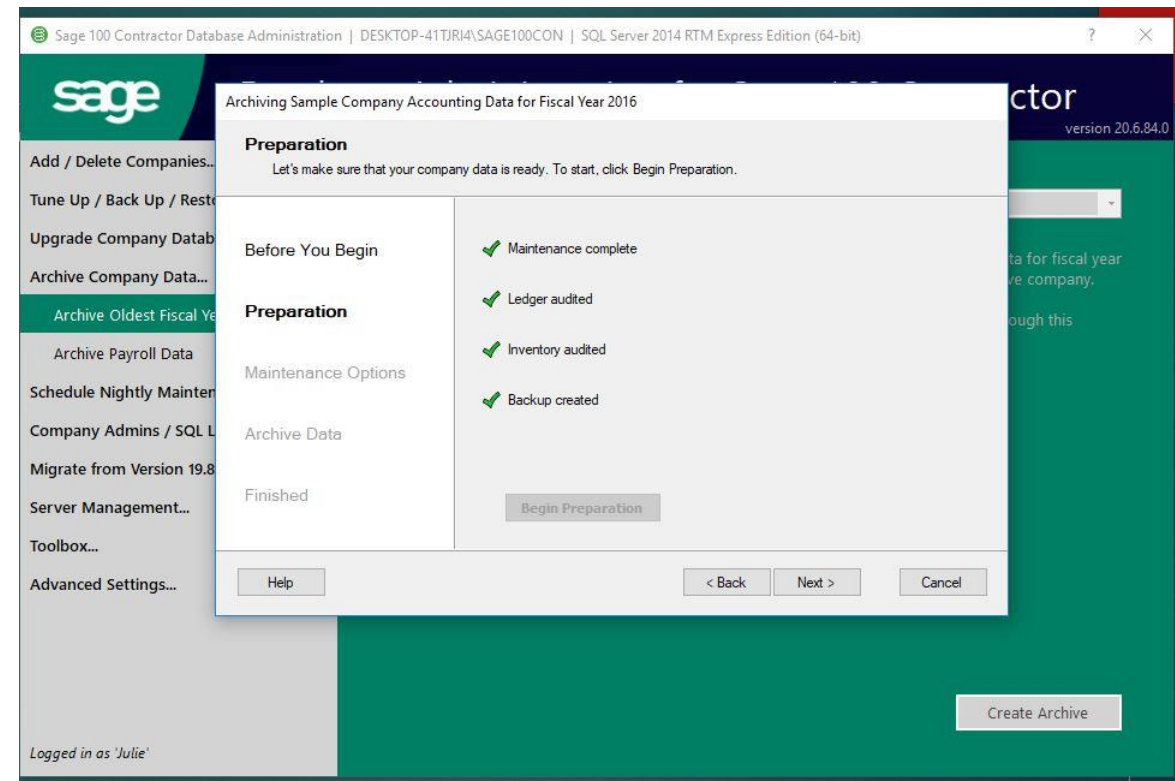
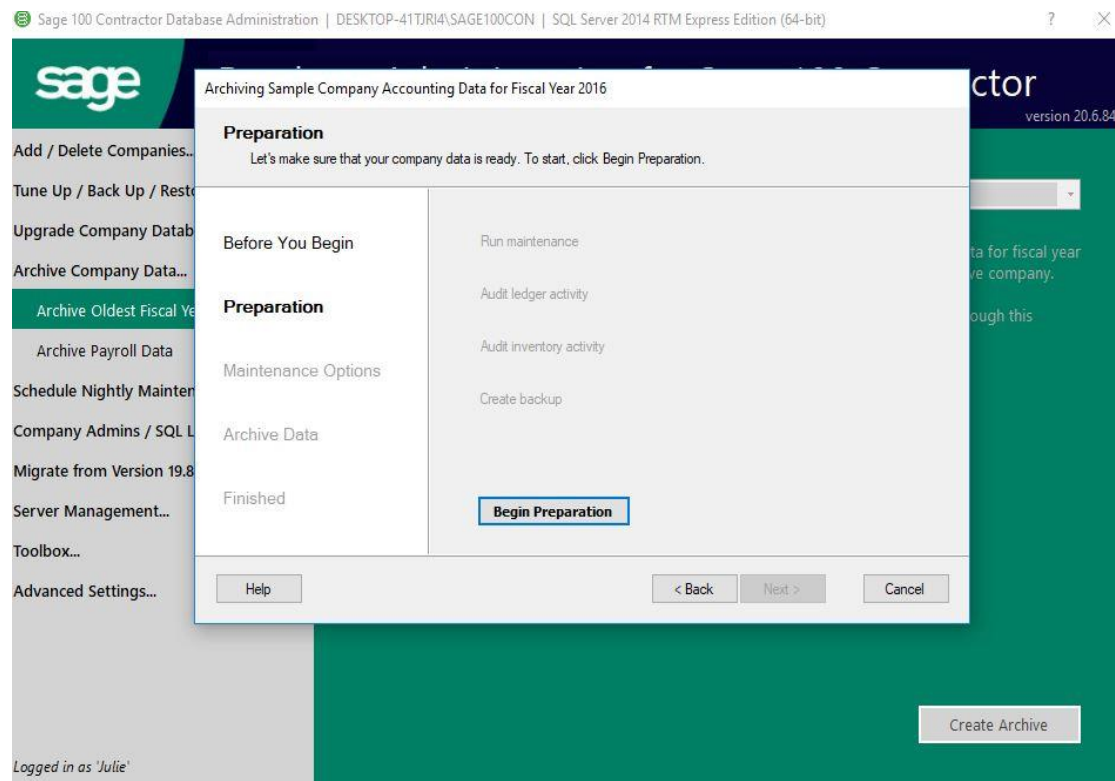
2. This will bring you to the Archive Data Wizard. The Wizard will guide you through the process as follows:



Process for Archiving General Ledger Data Step 3

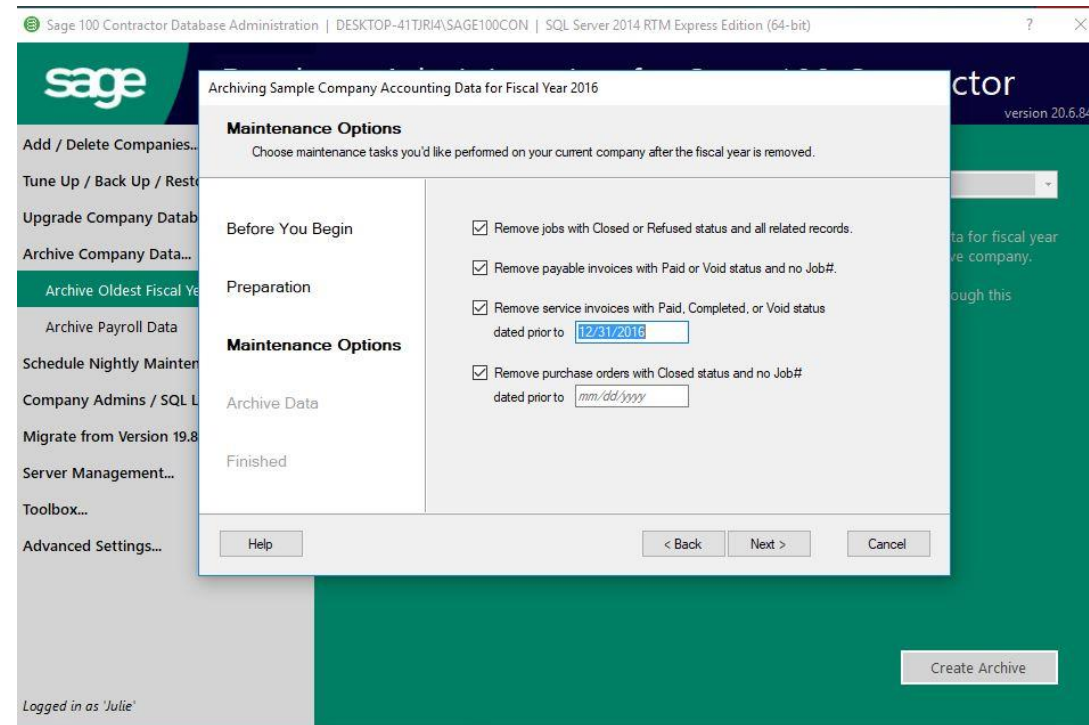
3. On the Preparation Page, Select “Begin Preparation”

This process will automatically run maintenance, Audit Ledger Activity, Audit Inventory if applicable and create the company back up. Once completed, Hit “Next”



Process for Archiving General Ledger Data Step 4

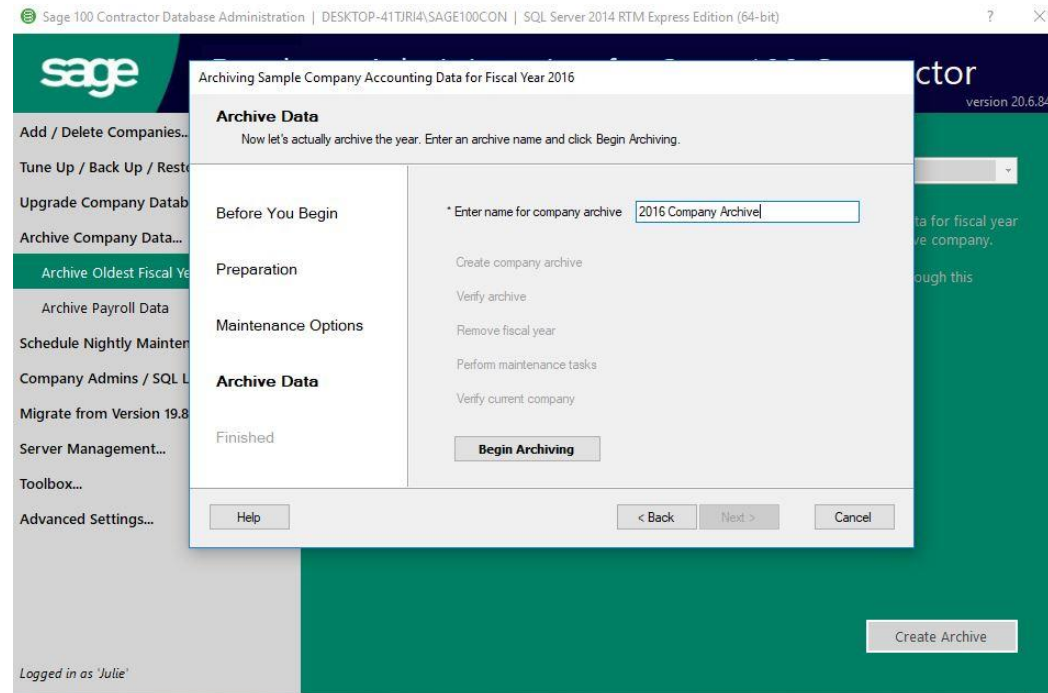
4. On the Maintenance Option Page, Select the maintenance tasks you want to have performed. Then click “Next”



Process for Archiving General Ledger Data Step 5

On the Archive Data Page, Type in the Name of the Company Archive i.e. X 2023 ABC Company Archive.

Click “Begin Archiving” and then “yes” if you have backed up your data previously.



This completes the Sage 100 Year End Process

Thank you for attending this Webinar!

If you need further assistance, please contact
Your Sage 100 Contractor Consultant