Sage MAS 90 & MAS 200
2009 Year-End Closing Procedures

BKD Technologies

Indianapolis, Indiana - 317 383-4000
Tracey Brinkman tbrinkman@bkd.com

Joplin, Missouri - 417 624-1065
Robin Reeder rreeder@bkd.com

St. Louis, Missouri - 314 231-5544
Tim Beranek tberanek@bkd.com
Debra Nugent dnugent@bkd.com
Chad Walter cwalter@bkd.com

Springfield, Missouri - 417 865-8701
Chris Diltz cdiltz@bkd.com

Lincoln, Nebraska - 402 473-7600
Amy Knust aknust@bkd.com

BKD Technologies Sage Software Support Desk
866 832-4253
sagesupport@bkd.com

Table of Contents

Order for Closing Modules 4

Month-end Closing Hints 5

Closing Purchase Order
- Setup Options 10
- Procedures 11
- Checklist 12
- Special Issues 13
- Reports Summary 14

Closing Sales Order
- Setup Options 17
- Procedures 18
- Checklist 19
- Reports Summary 20

Closing Inventory
- Setup Options 23
- Procedures 24
- Checklist 25
- Special Issues 26

Closing Accounts Receivable
- Setup Options 27
- Procedures 28
- Checklist 29
- Reports Summary 30

Closing Accounts Payable
- Setup Options 36
- Procedures 37
- Checklist 38
- Special Issues 40
- AP FAQs 41
- 1099 FAQs 42
- Reports Summary 46

Closing Payroll
Helpful Hints 51
Procedures 53
Year-End Closing Examples 54
Checklist 56
PR FAQs 58
Special Issues 61
Magnetic Media 61
W-2 Helpful Hints 62
W-2 Preparation Checklist 68
Reports Summary 69

Closing Job Cost
Setup Options 74
Procedures 75
Checklist 76

Closing General Ledger
Setup Options 77
Procedures 78
Checklist 79
Special Issues 81
GL FAQs 82

Importance of Period End Processing 84

Recommended Backup Procedures 86

Modules should be closed in the following order:

If you are running modules not on this list (i.e. Business Manager) or a third party product, there may be special considerations involved in year end closing. Please refer to the application's user guide or manual.

- **PURCHASE ORDER**
- **SALES ORDER**
- **INVENTORY**
- **ACCOUNTS RECEIVABLE**
- **ACCOUNTS PAYABLE**
- **PAYROLL**
- **JOB COST**
- **GENERAL LEDGER**

Month-End Closing Hints

Month-end and year-end are important in every accounting system and the point in time designated as a “cut-off” for reporting of financial statements, sales analysis, productivity and commission reports, payroll and sales tax reports and a slew of audit, general ledger and subsidiary account supporting reports.

It’s also the time that housecleaning is performed, from automatic software purging to boxing up the files in the cabinets for storage.

Schedule plenty of time

Put the dates on your calendar. Don’t put off scheduling to the last minute. Many review procedures can be done early. Account for staff assistance and vacation times.

Utilize product resources

Coming to the seminar is a great start! Don’t forget about newsletters, year-end guides, online help system, and help desk services. Each of these resources has been designed to have the information you might need.

Review module setup options

Options in the module setup screens (i.e. Accounts Payable Options) determine what data is saved and how it is saved. Review these options to maintain the desired level of history and purging of obsolete information.

1099 information

Do you have all the 1099 information from your vendors? Start collecting early so there’s no slow down later.

W-2 information

Do you have current and correct information on your employees? Be certain to avoid a line at your door by surveying your employees with a questionnaire and updating their payroll records with changes.

Forms

Order your forms for W-2's, W-4's and 1099's early. Avoid shipping problems and order enough to print duplicates or account for printing errors and problems. It is often suggested to print the forms on regular paper when verifying the numbers before using your forms.

Reconcile subsidiary accounts

With our owners anxiously waiting on the financial statements, the most daunting task ahead of us is the reconciliation of the general ledger. To avoid being over due, pre-reconcile balance sheet accounts on the GL Trial Balance.

Each should be reconciled to either a subsidiary account, application trial balance or some other manual schedule. Remember – if you can't identify an account or what is in a particular account – it's a good bet it's incorrect!

1. Print manual ledgers, application and general ledger trial balances.

2. Create a checklist.

Write each of the application accounts down the left side and create three columns – "Application", "General Ledger" and "Difference". Fill in the "General Ledger" column with the correct GL balance from the GL Trial Balance. Fill in the "Application" column by printing the application trial balance reports. This gives you a snap-shot that the subsidiary modules are correct. This can also be done at any time during the month too!

Once you are satisfied that all corrections have been made you're ready to physically close the modules!

What to Reconcile To the General Ledger

Accounts Payable – AP Trial Balance

Accounts Receivable – AR Trial Balance

Bank Reconciliation – Bank Reconciliation Register

Payroll – Quarterly 941 Report

Inventory – Inventory Valuation Report

Purchase Order – Purchases Clearing Report

Job Cost – Job Cost Work In Process

Identify Out of Balance vs. Timing Differences

If a subsidiary ledger does not agree with the GL, then it may be Out of Balance, or there may only be a Timing Difference with the GL.

A Timing Difference occurs when the application has updated to the GL in a different period than the one in which the transactions were entered. For example: AP Invoices were entered with a 06/03 date, but the Daily Transaction update was 07/03. This type of posting problem will cause the GL to be incorrect for the current period but it will be correct in the future.

The following procedure will assist you in determining if the GL account and a subsidiary ledger are out of balance due to the transaction date and the system date occurring in different periods (an update timing difference).

This example will assume AR is out of balance with the GL.

1. Print the AR Trial Balance as of the date of Period End 12/31/xx.

2. Use the GL Account Maintenance program to display the period ending balances for the AR General Ledger Account.

3. If the ending amount in Year of the GL Accounts Receivable Account equals the total on the AR Trial Balance printed for 12/31/xx, then the subsidiary ledger and GL are in balance; there is simply a timing difference caused by posting an AR transaction to the wrong period in the GL.

To correct an out-of-balance situation caused by a timing difference, use the General Ledger Journal Entry program to create a REVERSING JOURNAL entry between the two periods.

1. To determine the proper accounts to use, print or look up the GL Detail by Source report that fall in the future periods and reverse them.
2. If the subsidiary ledger and GL accounts did not agree in the future period, then the GL Account is Out of Balance.
3. First determine if the GL Trial Balance is in balance.
   a. Print the GL Trial Balance and check the totals.
   b. The Beginning and Ending totals should be zero (0). The Debit and Credit Totals should match each other.

4. If the GL Trial Balance is out of balance, then it needs to be corrected before you can go any further. The only things that can cause the Trial Balance to be out of balance are:

    a. a hardware problem
    b. data file integrity problem,
    c. update interrupted and restart problem

    It is very difficult to properly post information to the correct files without error when a power loss or hardware failure occurs. If an out-of- balance problem is, in fact, caused by hardware or software failure, then the only way to correct the GL is to make a One-sided Journal Entry. Contact your support analyst to assist you.

5. If the GL Trial Balance is in balance, then the problem is either in the Application SETUP or a data entry posting has been made to a subsidiary ledger GL Account.
    a. Check the Application SETUP Maintenance programs.

        i. Double check each GL Account number that is entered in the SETUP programs.

        ii. Do not allow any posting to the AR General Ledger Account other than the "Accounts Receivable Debit" account in Division Maintenance. Doing so will cause both the debit and credit to go to the AR General Ledger Account and the posting will be zero (0). As a result, the subsidiary ledger Trial Balance will not match the General Ledger.

    b. Check to make sure that no one is posting line entries directly to a GL subsidiary ledger account.

    For example, do not enter the AR General Ledger account as the Sales Account during AR Invoice Data Entry. Doing so will cause both the debit and credit to go to the AR General Ledger account and the posting will be zero (0). As a result, the subsidiary ledger Trial Balance will not match the GL.

    All posting to application GL base accounts should be automatic via the proper application SETUP programs. There is no reason to post them directly from within an application. Doing so will (probably) cause an out-of-balance situation between the application Trial Balance and the General Ledger subsidiary ledger account.

The best way to reconcile the subsidiary detail to the GL account is to print out the GL Detail Report for that account number and agree each posting to the base application Daily Transaction reports. Review the source journals that are posted to the account.

Notes

Purchase Order Setup Options

Verify The Following Options

- √ Retain purchase history
- √ Retain receipt history
- √ Purge PO recap at Period End
- √ Number of days to retain completed PO

Purchase Order Period End Procedures

Closing Purchase Order

- √ Print the regular monthly reports.
- √ Check and adjust History Retention feature in PO setup options.
- √ Backup the purchase order data to a Year-End backup.
- √ Select Period End Processing and choose Period and Year-End Processing option.
- √ Complete Period End Processing after reports are printed.

Notes

Purchase Order Period End Processing Checklist

1 _____ Make sure all receipts, invoices, returns and issues have been recorded for the current month.

2. _____ Select Period End Processing, and choose the Full Period End Processing option.

3. _____ Select the reports to be printed for the period from the Purchase Order Reports and Period End Menus. It is recommended *at least* the Open Purchase Order Report is printed.

4. _____ Complete Period End Processing after all of the reports have printed.

When performing Year-End Processing, use the same procedure as Period End Processing except that in step 2, you will need to select the Full Period and Year-End Processing option.

Special Purchase Order Issues

Reconciling Purchases Clearing

Reconciling the purchases clearing account is often overlooked.
Print the Purchases Clearing Report and verify that open PO's are truly open. This report will show PO's that have inventory received against them and no invoice and also PO's that have been invoiced yet no inventory received against them.

It is important to understand the reasons why the purchase orders are showing on the Clearing report, and by that understanding, then the proper way to clear them from the report. There are specific steps to take in closing a Back Order status PO along with recording an invoice that has actually been entered through AP.

For assistance, please call one of our Support Service Representatives.

Purchase Order Reports Summary

REPORT NAME	Transaction Details	Summary Option	Line Items Can Be Included	Date Sensitivity	Transaction or PTD/YTD	Ranges
Open Purchase Order Report	Yes	Yes - Order Totals	Yes	Order Date	Transaction	Order Number, Vendor Number, Required Date, Vendor Name
Open Purchase Orders by Item Report	Yes	Yes – Item Totals	Yes	Order Date	Transaction	Item Number, Item Description, Product Line, Warehouse
Cash Requirements Report	Yes	Yes – Vendor Totals	No	Invoice Date or Due Date	Transaction	Customer Number, Sort Field, Zip Code, Customer Type, Customer Name, Salesperson
Purchase Order Recap Report	Yes	No	No	Order Date	Transaction	Order Number, Order Date
General Ledger Posting Recap	Yes	Yes – Account Totals	No	Transaction Date	Transaction	Posting Date

Open Purchase Order Report

Lists purchase order information

- Can be printed for all purchase order types or for selected types
- Option to print in Summary or Detail format
- Summary format lists purchase order number, vendor number, order date, order status, order type, required date and order total
- Detail format lists summary information plus last receipt date, invoice numbers, invoice dates and line details (item number, description, quantity ordered, quantity received, quantity invoiced, quantity back ordered, unit cost and extended cost amount)
- Report totals exclude amounts for Master Orders, Drop Ship Orders and Completed Orders
- Option to print line item tax detail

Date Sensitivity: Order Date
Sort: Purchase Order Number, Vendor Number, Required Date and Vendor Name
Selection: Purchase Order Number, Vendor Number, Required Date and Vendor Name
Application: *Useful in determining future liabilities. Using the required date helps in creating order fulfillment by purchase order. Store as an audit document to detail purchase orders in the system at period end.*

Open Purchase Order By Item Report

Lists purchase order information grouped by inventory item number

- Can be printed for all purchase order types or for selected types
- Option to print in Summary or Detail format
- Summary format lists one line for each item with a total
- Detail format lists the item number, description, purchase order number, order type, order date, required date, vendor number, vendor name, unit cost, quantity ordered, quantity received, quantity back ordered and item cost extension
- Report totals exclude amounts for Master Orders, Drop Ship Orders and Completed Orders

Date Sensitivity: Order Date
Sort: Item Number, Item Description and Sales Order Number
Selection: Item Number, Item Description, Product Line, and Warehouse
Application: *Useful in reviewing inventory orders by vendor. Helpful in determining inventory fulfillment requirements.*

Cash Requirements Report

- Lists balances of open purchase orders
- Summarizes totals over three definable periods
- Definable periods default to 15 days apart from report date
- Option to include discounts and to calculate either by When Due or Always take discount
- Summary option that provides a one line total by vendor

Date Sensitivity: Ages by the invoice date or due date as specified in AR Options
Sort: Customer Number, Sort Field, Zip Code, Customer Type, Customer Name or Salesperson
Selection: Customer Number, Sort Field, Zip Code, Customer Type, Customer Name and Salesperson
Application: *Analyze current liabilities for future cash requirements. Review discount due dates to maximize savings.*

Purchase Order Recap

- Lists information on all types of purchase orders
- Choice in purchase order options to retain or purge report data at period end
- Open purchase orders and purchase orders that have receipt history information are not purged at period end
- Lists purchase order number, order type, order status, vendor number, vendor name, required date, last receipt date, invoice date and purchase order total amount
- Total number of new, open, cancelled and completed purchase orders is provided including order total of all reported purchases orders

Date Sensitivity: Order Date
Sort: Purchase Order Number
Selection: Purchase Order Number and Purchase Order Date
Application: *Helpful in a high-level review to identify unique purchase orders such as over certain amounts, past required date, etc. Store as an audit document to list purchases orders in the system over a specific date or number range and their totals at period end.*

General Ledger Posting Recap

- Recaps detail of postings to GL accounts from all PO transactions
- Designed for installations not using the General Ledger
- Data purged at Period End if Purchase Order is not integrated with the General Ledger
- Summary option to show one net amount per GL account
- Shows the account number, transaction date, journal reference, posting comment and amount

Date Sensitivity: Transaction Date
Sort: N/A
Selection: Posting Date (same as Transaction Date)
Application: *Helpful in auditing postings between the Purchase Order module and the General Ledger module. Review postings for specific Purchase Order and Accounts Payable module journals. Assists in monitoring account postings from Purchase Order over a specific date range.*

Sales Order Setup Options

Verify The Following Options

- √ Purge SO recap at Period End
- √ Retain ship-to detail in customer sales history
- √ Retain sales order & quote history

Sales Order Period End Procedures

Closing Sales Order

- √ Print the regular monthly reports.
- √ Check and adjust History Retention feature in SO setup options.
- √ Backup the sales order data to a Year-End backup.
- √ Copy the sales order data to an archive company (Library Master > Company Maintenance > Copy).
- √ Select Period End Processing and choose Period and Year-End Processing option.
- √ Complete Period End Processing after reports are printed.
- √ Backup your data to a **different** set of backups.

Notes

Sales Order Period End Processing Checklist

1. _____ Back up the sales order files onto a monthly set of backup diskettes or tapes.

2. _____ Make sure all invoices have been recorded for the current month.

3. _____ Select Period End Processing and choose the Full Period End Processing option.

4. _____ Select the reports to be printed for the period end. It is recommended *at least* the Open Sales Order Report is printed.

5. _____ Complete the Period End Processing after all of the selected reports have been printed.

1. _____ Back up the sales order files onto a separate set of diskettes or tapes. *Do not use* the set you used to back up the system in step 1.

When performing Year-End Processing, use the same procedure as month end except that in step 3, you will need to select the Full Period and Year-End Processing option.

To ensure that the Sales Recap reports from Sales Order are in "sync" with the sales history maintained for both the Customer and Inventory master files, you must perform Accounts Receivable and Inventory Management period-end processing in conjunction with the Sales Order period-end processing. Make sure to perform Accounts Receivable and Inventory Management period-end processing before performing a daily sales update for the next month's invoices.

Sales Order Reports Summary

REPORT NAME	Transaction Details	Summary Option	Line Items Can Be Included	Date Sensitivity	Transaction or PTD/YTD	Ranges
Open Sales Order Report	Yes	Yes – Customer Totals	Yes	Order Date	Transaction	Order Number, Customer Number, Ship Date, Bill To Name, Salesperson
Open Sales Orders by Item Report	Yes	Yes – Item Totals	Yes	Order Date	Transaction	Item Number, Product Line, Warehouse
Back Order Report	Yes	No	Yes	Ship Date	Transaction	Order Number, Product Line, Item Number, Customer Number, Bill To Name, Salesperson
Sales Order Recap	Yes	No	No	Order Date	Transaction	Order Number, Order Date, Customer Number
General Ledger Posting Recap	Yes	Yes – Account Totals	No	Transaction Date	Transaction	Posting Date

Open Sales Order Report

- Lists sales order information
- Can be printed for all sales order types
- Option to print in summary or detail format
- Summary format lists sales order number, order date, order status, customer number, customer name, ship date, customer purchase order number, last invoice number, last invoice date and order total
- Detailed format includes the summary format plus line item details (item number, description, ship from warehouse, price level, unit of measure, unit price, price extension, quantity on order, quantity shipped and quantity back ordered)
- Master and Repeating order reference information by order
- Report total includes amounts of open orders only
- Option to print line item tax details

Date Sensitivity: Order Date
Sort: Sales Order Number, Customer Number, Shipping Date, Bill To Name, and Salesperson
Selection: Sales Order Number, Customer Number, Shipping Date, Bill To Name, and Salesperson
Application: *Useful in forecasting revenue. Use the ship date in creating order fulfillment by sales order. Store as an audit report to detail orders in the system at period end.*

Open Sales Order By Item Report

- Lists sales order information grouped by inventory item number
- Can be printed for all sales order types
- Option to print in summary or detail format
- Summary format shows one line with a total for each item
- Detailed format lists order number, order type, order date, order status, promise date, customer number, customer name, customer item number, description, ship from warehouse, unit of measure, quantity ordered, quantity shipped, quantity back ordered and price extension
- Report total includes amounts of open orders only

Date Sensitivity: Order Date
Sort: Item Number/Order Number
Selection: Item Number, Product Line and Warehouse
Application: *Useful in reviewing inventory orders by customer. Helpful in determining inventory fulfillment requirements.*

Back Order Report

- Shows all back orders by item or by customer
- Lists order number, order date, ship date, customer number, customer name, item number, description, unit of measure, ship from warehouse, quantity ordered, quantity shipped, quantity back ordered and extended back order amount
- Option to include Kit line items

Date Sensitivity: Order Date
Sort: Product Line/Item Number, Customer Number, Bill To Name
Selection: Sales Order Number, Product Line, Item Number, Customer Number, Bill To Name, Shipping Date, Salesperson and Warehouse
Application: *Assists in planning purchase of inventory to fulfill orders.*

Sales Order Recap

- Lists information on all types of sales orders
- Choice in Sales Order options to retain or purge recap data at period end
- Shows the open amount on open orders and total order amount on completed orders
- Shows sales order number, order date, order type, order status, customer number, customer name, order comment and order total
- Option to include or exclude all order statuses
- Option to include or exclude all order types

Date Sensitivity: Order Date
Sort: Sales Order Number and Customer Number

Selection: Order Number, Order Date and Customer Number
Application: *Helpful as a high-level review to identify unique sales orders such as orders over certain amounts, orders on hold, etc. Store as an audit report to list sales orders in the system over a specific date or number range and their totals at period end.*

General Ledger Posting Recap

- Recaps detail of postings to GL accounts from all SO transactions
- Designed for installations not using the General Ledger
- Data purged at Period End if Sales Order is not integrated with the General Ledger
- Summary option to show one net amount per GL account
- Shows the account number, transaction date, journal reference, posting comment and amount

Date Sensitivity: Transaction Date
Sort: N/A
Selection: Posting Date (same as Transaction Date)
Application: *Helpful in auditing postings between the Sales Order module and the General Ledger module. Review postings for specific Accounts Receivable and Sales Order module journals. Assists in monitoring account postings from Sales Order over a specific date range.*

Inventory Setup Options

Verify The Following Options

√ Retain transaction history

√ Include in quantity available
  . Purchase orders
  . Work orders
  . Both
  . None

Inventory Year-End Procedures

Closing Inventory

Many MAS 90 users perform a physical inventory count as part of their year-end procedures and need an exact Year-End Inventory Valuation Report.

Since the inventory management module is a perpetual inventory system, when the inventory is frozen at year-end, invoices and receipts that are updated from sales order, purchase order and inventory transaction entry will continue to create postings that affect the Valuation Report and Trial Balance. To ensure a smooth year-end process, follow these procedures:

- After the last entries have been made for 2009, update all of the transaction journals and freeze the inventory.
- Physically count your inventory.
- Continue entering sales invoices, inventory and purchase order receipts. **DO NOT** update these transaction journals.
- Input the Physical Count Entry, print, verify and UPDATE the Physical Count Register with a 12/31/2009 Accounting Date.
- Print the inventory Valuation Report and the inventory Trial Balance. These assist with reconciling to general ledger.
- Back up your data.
- Perform Inventory Management Year-End processing.
- Backup your data.
- Change the accounting date to a January 20102008 date, then print and update the transaction journals that were on hold.

Inventory Period End Processing Checklist

1. _____ Back up the inventory management files onto a monthly set of backup diskettes or tapes.

2. _____ Make sure that all inventory sales, receipts, transfers, issues and adjustments have been recorded for the current period. If inventory management is integrated with sales order and/or purchase order, make sure all activity for the current period has been completed.

   Purchase order and sales order Period End Processing should be completed before Inventory Period End Processing is performed.

3. _____ If you have LIFO, FIFO, lot or serial items, print the Inventory Negative Tier Report to check for negative tiers.

4. _____ Select Period End Processing and choose the Full Period End Processing option.

5. _____ Select the reports to be printed for the period. It is recommended *at least* the Inventory Stock Status and the Inventory Detail Transaction Reports are printed.

   Note: The Inventory Trial Balance Report should agree with the General Ledger Inventory balance. It must be generated for the current month before Period End Processing.

6. _____ Complete Period End Processing after the reports have printed.

7. _____ Back up the Inventory Management files using a separate set of diskettes or tapes from the one used in step 1.

Special Inventory Issues

Review your extended costs and quantities for negative values. If you have not received inventory in a timely fashion or have part number classifications, you could have negative balances.

Accounts Receivable Setup Options

Verify The Following Options

- √ Number of days to retain paid invoices

- √ Retain detailed invoice & shipping history

- √ Retain deleted invoices in invoice history

Accounts Receivable Year-End Procedures

Closing Accounts Receivable

- √ Set the Accounts Receivable system date to the last day of the fiscal year.
- √ Check and adjust History Retention feature in AR Setup Options.
- √ Print the regular monthly accounts receivable reports and statements.
- √ Backup the accounts receivable data to a year-end backup.
- √ Select Period End Processing and choose Period and Year-End Processing option.
- √ Complete Period End Processing after the reports are printed.
- √ Backup the data to a **different** set of backups.

Notes

Accounts Receivable Period End Processing Checklist

1. _____ Back up the accounts receivable files onto a monthly set of backup diskettes or tapes.

2. _____ Make sure all invoices and cash receipts have been recorded for the current month.

3. _____ Perform Finance Charge Calculation to apply finance charges to past due customers. Use Finance Charge Entry to make any manual adjustments. Print, verify and update the Finance Charge Journal.

4. _____ Print statements for the appropriate customers.

5. _____ Print the Sales Tax Report as of the appropriate dates (i.e., monthly, quarterly, etc.) as required by your taxing jurisdiction.

6. _____ Select Period End Processing, and choose the Full Period End Processing option.

2. _____ Select the reports to be printed for the period end. It is recommended *at least* the Aged Invoice Report is printed.

8. _____ Complete the Period End Processing after all of the selected reports have been printed.

9. _____ Back up the accounts receivable files onto a separate set of diskettes or tapes. *Do not use* the set you used to back up the system in step 1.

When performing Year-End Processing, use the same procedure as month end except that in step 6, you will need to select the Full Period and Year-End Processing option.

Accounts Receivable Reports Summary

REPORT NAME	Transaction Details	Summary Option	Line Items Can Be Included	Date Sensitivity	Transaction or PTD/YTD	Ranges
Aged Invoice Report	Yes	Yes - Customer Totals	No	Invoice Date OR Due Date	Transaction	Customer Number, Sort Field, Zip Code, Customer Type, Customer Name, Salesperson
Trial Balance Report	Yes	Yes – Less Details	No	Transaction Date	Transaction	Customer Number
Cash Expectation Report	Yes	No	No	Discount Date OR Due Date	Transaction	Customer Number
Customer Sales Analysis	No	No	No	N/A	PTD/YTD	Customer Number, Sort Field, Zip Code, Customer Type, Customer Name, Salesperson
Sales Tax Report	Yes	Yes – Tax Code Totals	Yes	Invoice Date	Transaction	Document Date, Tax Code
Monthly Sales Report	Yes	Yes – Customer Totals	No	Invoice Date	Transaction	Customer Number, Invoice Number
Monthly Cash Receipts Report	Yes	Yes – Deposit Totals	No	Deposit Date	Transaction	Bank Code, Deposit Date, Customer Number, Check Number
Invoice History Report	Yes	Yes – Less Details	Yes	Invoice Date	Transaction	Invoice Number, Customer Number, Customer Name, Sales Order Number, Invoice Date
Accounts Receivable Analysis	Yes	No	No	No	Invoice Date	N/A
General Ledger Posting Recap	Yes	Yes – Account Totals	No	Transaction Date	Transaction	Posting Date
Customer Masterfile Audit Report	Yes	No	No	Transaction Date	Transaction	Transaction Date, User ID
Deposit Transaction Report	Yes	No	No	Check Date	Transaction	Payment Type, Customer Number, Transaction Date

Aged Invoice Report

- List of customer invoices, credits and adjustments
- Does not include cash receipt activity
- Ages each invoice by aging category into aging columns
- Option to include paid invoices
- Option to print report by invoice, detail or summary
- Option to age credit memos
- Option to include one or all of the aging categories
- Option to print transaction date
- Can be aged by invoice date or month (depends on AR Options)
- Options to include or exclude future transactions past report date

Date Sensitivity: Ages by the invoice date or due date as specified in AR Options
Sort: Customer Number, Sort Field, Zip Code, Customer Type, Customer Name or Salesperson
Selection: Customer Number, Sort Field, Zip Code, Customer Type, Customer Name and Salesperson
Application: *Used to reconcile the net activity of the Accounts Receivable module against the balance of the general ledger A/R accounts. The total of report is generated for open invoices as of the period ending date. Helpful in managing customer collections and analyze Receivables turnaround.*

Trial Balance Report

- Reviews customer activity
- Includes all AR activity types (invoices, payments, adjustments, etc.)
- Invoice status options include open, paid or all
- Option for detail printing that shows all invoice activity
- Summary without detail option prints a total only for each invoice
- Includes open activity from prior periods

Date Sensitivity: Uses the transaction date for qualifying A/R activity for the report
Sort: Customer Number
Selection: Customer Number
Application: *Used to reconcile the net activity in the Accounts Receivable against the balance of the general ledger A/R accounts. The total of report is generated for open invoices as of the period ending date. The report total of the Invoice Balance column must equal the balance of the Accounts Receivable Trade account(s) in the general ledger. Also used to reconcile individual customer accounts.*

Cash Expectations Report

- Summarizes invoices open balance information by due date
- Can be generated for up to 4 user definable periods that default to 15 days apart
- Lists customer name, invoice number, due date and invoice balance
- Option to include available discount amounts and discount dates
- Shows the aged payments due
- Option to show payment due dates based on invoice date and customers average days to pay instead of invoice due date(requires consistent and timely distribution of invoices and recording of received payments)
- Subtotals generated for customer and division
- Subtotals all payments due for each period ending date

Date Sensitivity: Uses the invoice date
Sort: Customer Number
Selection: Customer Number
Application: *Analyze current receivables to view a comprehensive picture of accounts receivable predicted cash flow. Useful in determining customer activity that is important to collect and manage lines of credit.*

Customer Sales Analysis

Recaps total sales, cost of goods sold, profit percentages, cash received and assessed finance charges

- Itemizes customer finance charges and shows total number of invoices per customer
- Only reports on the current period information
- Customer percent of total sales shown if report is sorted on PTD, YTD or prior YTD sales
- Option to include PTD, YTD and prior YTD values
- Option to include only customers between a YTD sales range
- Subtotals by division
- Sort by salesperson groups on primary salesperson value in customer maintenance

Date Sensitivity: Uses the invoice date
Sort: Customer Number, Sort Field, Zip Code, Customer Type, Customer Name, Salesperson, PTD Sales, YTD Sales, prior YTD sales
Selection: Customer Number, Sort Field, Zip Code, Customer Type, Customer Name, Salesperson
Application: *Used to compare sales activity by customer. Identify significant changes in sales trends. Notice who your top customers are and those customers who get top finance charges.*

Sales Tax Report

- Lists taxable sales, non-taxable sales, taxable freight, non-taxable freight, taxable tax, exemption amounts and amounts for each tax code

- Stores all invoice tax information until report is printed and purged
- Accumulated tax totals will print for each tax code and primary tax code
- Option to print Invoice Detail lists each invoice on each date
- Option to print in Summary format which lists only one line per tax code
- Standard printing shows summary of taxes by day per tax code
- Includes both AR and SO invoices

Date Sensitivity: Invoice date
Sort: Date, Tax Code and Invoice Number
Selection: Date and Tax Code
Application: *Assists in review taxes by date for local, state and federal sales tax payments. Review to verify information posted to general ledger tax accrual accounts.*

Monthly Sales Report

- Recap of all AR sales activity
- Includes invoices from AR and SO
- Subtotals by customer and division
- Prepayments on invoices are identified
- Standard report is a summary that shows one line with a total per customer
- Invoice detail option lists invoice number, invoice date, due date and discount date, transaction type, transaction date and amount

Date Sensitivity: Invoice Date (Transaction Date is shown)
Sort: Customer Number and Invoice Number
Selection: Customer Number and Invoice Number
Application: *High-level review of monthly sales. Identify top customers and collection opportunities. Store as an audit report document listing monthly sales activity.*

Monthly Cash Receipts Report

- Recap of all cash collection activity
- Lists deposit date, deposit number, customer number, customer name
- Subtotals by customer and division
- Prepayments on invoices are identified
- Standard report is a summary that shows one line with a total per customer
- Invoice detail option lists invoice number, invoice date, due date and discount date, transaction type, transaction date and amount by customer

Date Sensitivity: Invoice Date (Transaction Date is shown)
Sort: Bank-Code/Deposit Date, Customer Number and Check Number
Selection: Bank Code, Deposit Date, Customer Number and Check Number
Application: *Useful for reconciling bank statements and review payments on customer accounts. Store as an audit document detailing a breakdown of deposits to customer payments.*

Accounts Receivable Analysis

- Recaps the total AR aging for up to six periods
- Displays percent comparisons of AR dollar amounts
- Shows a statistical trend for AR activity including non-current receivable totals that is compared to prior periods
- Highlights the average invoice amount and average invoice aging
- Uses aging period definitions from AR options

Date Sensitivity: Aging Date pulled from MAS90 AR Application Date, Transactions Selected by Document Date (Invoice & Payment Dates)
Sort: Period Dates Descending
Selection: N/A
Application: *Used to compare sales activity between posting periods including trends in late receivables and total receivables.*

Deposit Transaction Report

- Listing of deposit transactions processed through AR
- Option to page break by payment type
- Available based on the 'Retain Deposit Transaction History' option in AR
- Details payment type, invoice paid, date of invoice paid, payment transaction date, customer number, customer name, sales order number reference, and payment reference and payment amount.

Date Sensitivity: Transaction Date
Sort: Payment Types and Payment Date
Selection: Payment Type, Customer Number and Transaction Date
Application: *Useful for reconciling bank statements. Store as an audit document listing monthly deposit activity.*

General Ledger Posting Recap

- Recaps detail of postings to GL accounts from all AR transactions
- Designed for installations not using the General Ledger
- Data purged at Period End if Accounts Receivable is not integrated with the General Ledger
- Summary option to show one net amount per GL account
- Shows the account number, transaction date, journal reference, posting comment and amount

Date Sensitivity: Transaction Date
Sort: N/A
Selection: Posting Date (same as Transaction Date)
Application: *Helpful in auditing postings between the Accounts Receivable module and the General Ledger module. Review postings for specific Accounts Receivable module journals. Assists in monitoring account postings from Accounts Receivable over a specific date range.*

Customer Masterfile Audit Report

- Lists additions and deletions of customer records
- Lists changes to made data fields of existing customer records
- Includes any changes made "On the Fly" during data entry
- Shows the user code, modification date, field change, old value and new value

Date Sensitivity: Transaction Date
Sort: User ID
Selection: User ID, Transaction Date
Application: *Great tool for tracking changes of important information like GL account, salesperson code, terms code, etc and identifying who made the change.*

Accounts Payable Setup Options

Verify The Following Options – Versions 4.1x and before

- √ Number of days to retain paid invoices
- √ Number of months to retain check history
- √ Track detailed invoice & payment history
- √ 1099 Calendar Year

Verify The Following Options – Version 4.2

- √ Days to Retain Paid Invoices
- √ Track Detailed Invoice/Payment History
- √ Retain Comment Lines for Invoices
- √ Years to Retain Vendor History
- √ Years to Retain 1099 Payment History

Closing Accounts Payable

- √ Set the Accounts Payable system date to the last day of the fiscal year.
- √ Check and adjust History Retention feature in AP Setup Options.
- √ Print the regular monthly accounts payable reports.
- √ Print and verify the 1099 forms.
- √ Backup the accounts payable data to a year-end backup.
- √ Select Period End Processing and choose Period and Year-End Processing option.
- √ Complete Period End Processing after the reports are printed.
- √ Backup the data to a **different** set of backups.

Notes

Accounts Payable Period End Processing Checklist

1. _____ Backup the Accounts Payable files using a reliable backup system. Be sure

to label the disks or tapes as having been done prior to Year-End Processing. **Note:** Sage Software recommends you keep this backup stored separately from your daily and monthly backups.

2. _____ Make sure that the Accounts Payable system date is set to the last day of your fiscal year.You can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.

3._____ Make sure all invoices, checks and adjustments have been entered and updated for the current month.

4. _____ If performing Period End Processing for the month of December (i.e., the end of the calendar year) in versions 4.1 or prior, print, verify and clear all 1099 Forms. You do not have to clear 1099 information in version 4.2 as the payment history can be saved indefinitely.

5. _____ Select Period End Processing from the Period End Menu, and choose the Full Period End Processing option.

6. _____ Select the reports to print for the period end. We recommend you print *at the minimum:*
   - Aged Invoice Report
   - A/P Trial Balance
   - Check History Reports

Note: The A/P Trial Balance report should balance with the A/P account on the G/L Trial Balance report when printed for the same time period. The A/P Aged Invoice Report is not designed to balance with the A/P or G/L Trial Balance reports. This is due to the fact that the Aged Invoice Report is based on the Invoice date or Due date while both A/P and G/L Trial Balances are based on the date the transactions were actually posted.

In versions 4.1 and prior, the following reports contain information that is purged or consolidated following Year-End processing. In version 4.2 this information is purged based on the number entered for "Years to Retain Vendor History.

- Vendor Purchase Analysis
- Monthly Purchase Report
- Accounts Payable Analysis

- Check History Report (In versions 4.1 and prior this is based on the accounts payable option “Number of months to retain check history.” In version 4.2 this is based on the number entered for “Years to Retain Vendor History.)

7. _____ Complete the Period End Processing after all of the selected reports have been printed.

8. _____ Back up the Accounts Payable files using a reliable backup system. Be sure to label the disks or tape as having been done after Year-End Processing.

When performing Year-End Processing, use the same procedure as month-end, except that in step 5, you will need to select the Full Period and Year-End Processing option.

Special Accounts Payable Issues

- Remember the 1099's are calculated on the cash basis. Therefore, the year-to-date totals probably will not agree with the accounts payable vendor reports since they are prepared on the accrual basis.

- In versions 4.1 and prior you can enter checks or invoices in the next period, but only for one future period. You can enter checks or invoices for as many periods as you wish in version 4.2 although it is highly recommended that you regularly perform monthly period end processing within 30 days of month end.

- In version 4.1 and prior you can retain up to 2 years of 1099 information, one current year & one future year. In version 4.2 you can retain up to 99 years of vendor 1099 payment history.

- Use the Manual Check Entry APP+ feature to clear zero amounts from Vendor accounts.

Accounts Payable Frequently Asked Questions

Q: Can I enter checks or invoices for the next period or next year before closing the current period?

A: Yes, in versions 4.1 and prior, but only for one future period. (ie... if the current period is 5, then future transactions can only be entered for period 6.) All transactions posted for a future period are accumulated into a single field. The future postings along with the current Period to Date, Year to Date and Last Year amounts can be viewed on the **History** tab in Vendor Maintenance. In version 4.2 you can enter checks and invoices into as many future periods as you wish since the individual Accounts Payable transactions are now being stored.

Q: When I perform Year-End for Accounts Payable, Do I lose my 1099 information?

A: No. In versions 4.1 and prior the 1099 information gets tracked separately using the "1099 Calendar Year" field found in AP options. This field is automatically incremented when Form 1099 printing takes place and you have answered "Yes" at the **"Do you want to Clear 1099 Payments?"** Prompt. In version 4.2 you can save up to 99 years of 1099 information.

Q: How long can I wait before I have to print and Clear 1099 forms?

A: In versions 4.1 and prior you can retain up to 2 years of 1099 information. One current year and one future year. In version 4.2 you can save up to 99 years of 1099 information. Per Federal law the vendors 1099's need to be postmarked by Jan 31st and copies mailed to the IRS by Feb 28th.

Q: Does my Invoice History File and Payment History file get purged during Year-End processing?

A: In versions 4.1 and prior the system retains this data until manually purged.

1) From the Period End menu select Period End Processing.
2) Click on the "Purge Detailed Invoice/Payment History" radio button.
3) Type in the as of date to purge. (ie… if you type in 01/01/97, all invoice history dated on or before 01/01/97 will be purged.)

In version 4.2 the data will be purged depending on the number entered at "Years to Retain Vendor History" in the Accounts Payable Options. The data can also be removed manually by going to the Utilities folder and selecting the Purge Accounts Payable History option.

Q: What information is stored in the Year to Date Column on the History tab in Vendor Maintenance?
A: In versions 4.1 and prior that column stores the year to date totals as of the current period; it does not include Future period amounts. In version 4.2 each period of the year is displayed separately.

1099 Frequently Asked Questions

Q: Do I have to print my 1099s before I close AP?
In version 4.1 and prior you can retain 2 years worth of 1099 information; therefore, you do not have to print 1099s before performing Year-End processing in A/P. The field "1099 Calendar Year" in the A/P options allows you to specify a separate 1099 calendar year. As a result, if your 1099 Calendar Year in AP options shows 2008, then "Clear" the 1099 information for the year 2008 prior to printing your 2009 1099's.
Steps to clear the current 1099 information:

1) From the Reports menu, select 1099 Form Printing
2) Print 1099s for all Vendor Types
3) Print all 1099 Form Types
4) Answer "Yes" to "Do you want to clear all 1099 Payments?"

In version 4.2 you can retain up to 99 years of 1099 information; therefore you do not have to print 1099's before performing Year-End processing. You also do not have to perform steps 1 – 4 listed above. You need only select the year you wish to print in Form 1099 Printing.

Q: My 1099s print with last year's 1099 information.
In versions 4.1 and prior if your A/P options show the 1099 Calendar Year as 2008, then "Clear" your 2008, 1099 information.

1) First print the 1099s for 2008
2) Confirm the information is correct for 2008.
3) Clear 2008 payment information.

. From the Reports menu, select 1099 Form Printing
- Print 1099s for all Vendor Types
- Print all 1099 Form Types
. Answer "Yes" to "Do you want to clear all 1099 Payments?"

What happens when you "Clear all 1099 Payments":
- The "Next Year" 1099 payment information replaces the "Year to Date" 1099 payment information
- The **1099 Calendar Year** field in A/P options changes to the next year.

Note: Do not purge until you are sure that this information is correct. You can now print your current year (2009) 1099s.

In version 4.2 you need only select the year you wish to print in Form 1099 Printing.

Q: In versions 4.1 and prior can I change the AP options field "1099 Calendar Year" manually?

Do not change the "1099 Calendar Year" field manually; doing so may result in 1099 payments being posted to an incorrect year. If you have started out with the incorrect 1099 calendar year in the AP options; then you must first determine which is correct, the "Year-to-Date" column or the "Next Year" column, found on the 1099 Payment history screen in Vendor Maintenance. If the "Year-to-date" column is the correct current year information, you may then change the "1099 Calendar Year" field in AP Options to 2009. If the "Next Year" column is the correct current year information:

1) First print the 1099s for 2008
2) Confirm the information is correct for 2008.
3) Clear 2008 payment information.

- From the Reports menu, select 1099 Form Printing
  - Print 1099s for all Vendor Types
  - Print all 1099 Form Types
- Answer "Yes" to "Do you want to clear all 1099 Payments?"
- You can now print your current year (2009) 1099s.

What happens when you "Clear all 1099 Payments":

- The "Next Year" 1099 payment information replaces the "Year to Date" 1099 payment information
- The **1099 Calendar Year** field in A/P options changes to the next year.

Note: Do not purge until you are sure that this information is correct.

In version 4.2 you can change the AP options field "Default 1099 Calendar Year" manually or you can increment it automatically by answering yes to "Do you want to increment the Default 1099 Calendar Year field in the Accounts Payable Options window to the next calendar year?" prompt received after printing the 1099's.

Q: In version 4.1 or prior my Year-to-date and Next Year totals are incorrect on the 1099 Payment History screen.

Confirm the "1099 Calendar Year" field in AP Options shows the current year. The next step requires manual calculation of the current year's and next years 1099 payments. If the **"Number of days to retain Paid Invoices"** field in AP Options exceeds one year:

Print the Trial Balance report:

- In the **Print Trial Balance As Of** field enter 12/31/07 (Last day of the current 1099 year)
- Select the **Print 1099 Information** checkbox
- Select Paid from the **Invoices to Print** drop box

    Enter the total for each vendor into the **Year-to-date** column on the 1099 Payment History screen.

    Change the **Print Trial Balance As Of** field to reflect the last day of the next year and print the report a second time.

    Enter the total for each vendor into the **Next Year** column on the 1099 Payment History screen.

If the **"Number of days to retain Paid Invoices"** field in AP Options is less than one year:

    The totals for each vendor will have to be manually calculated from the invoice hardcopies.

Or

If the Invoice/Payment History file has not been purged and the check box **"Track Detailed Invoice/Payment History"** was selected in AP Setup Options, then the Payment History Report will contain the information you need for each vendor total.

Q: Why do I have to upgrade to version 3.71 or higher for 1099 Reporting?

Since the oldest version Sage Software is supporting is 3.71 you must upgrade to this version to download and install 2009 1099 forms as published by the IRS. Refer to the document 2009 Tax Filing – 1099s for additional information.

Q: How can I change incorrect amounts that were printed on my 1099 forms?

These amounts can be changed through vendor maintenance.

From the Vendor Maintenance screen for the vendor with the incorrect amounts, select the **Additional** tab:

1) Click the **1099 History** button
2) Manually enter the correct amounts in the boxes with the incorrect amounts

Q: When does the 1099 payment file get updated?

The vendor 1099 payment file is updated at the time you update the Check Register or the Manual Check Register.

Q: I updated my Check Register for a 1099 vendor but the vendor's 1099 total was not updated.

For a payment amount to be updated to the vendor's 1099 total, the vendor must have been selected as a 1099 vendor at the time the invoice was entered/updated.
The payment amount can be manually added to the vendor's 1099 total, by clicking the **1099 History** button on the **Additional** tab in Vendor Maintenance.

Accounts Payable Reports Summary

REPORT NAME	Transaction Details	Summary Option	Line Items Can Be Included	Date Sensitivity	Transaction or PTD/YTD	Ranges
Aged Invoice Report	Yes	Yes - Vendor Totals	No	Invoice Date OR Due Date	Transaction	Vendor Number, Sort Field, Zip Code, Vendor Name
Trial Balance Report	Yes	Yes – Less Details	No	Transaction Date	Transaction	Vendor Number
Cash Requirements Report	Yes	No	No	Discount Date OR Due Date	Transaction	Vendor Number
Vendor Purchase Analysis	No	No	No	N/A	PTD/YTD	Vendor Number, Sort Field, Zip Code, Vendor Name, Vendor YTD Purchase Total
Monthly Purchase Report	Yes	Yes – Vendor Totals	No	Invoice Date	Transaction	Vendor Number
Check History Report	Yes	No	No	Check Date	Transaction	Vendor Number, Bank Code, Check Date
General Ledger Posting Recap	Yes	Yes – Account Totals	No	Transaction Date	Transaction	Transaction Date
Vendor Masterfile Audit Report	Yes	No	No	Transaction Date	Transaction	Transaction Date, User ID
A/P Expense by G/L Account	Yes	No	Yes	Transaction Date	Transaction	Transaction , Date, Vendor Number, GL Account
Invoice History Report	Yes	Yes – Less Details	Yes	Invoice Date	Transaction	Invoice Number, Vendor Number or Vendor Name, Purchase Order #, Invoice Date
Payment History Report	Yes	No	No	Check Date	Transaction	Vendor Number, Bank Code, Check Date
Sales Tax Report	Yes	Yes	Yes	Invoice Date	Transaction	Invoice Date, Tax Code

Aged Invoice Report

- Detailed list of invoices by vendor
- Ages each invoice by aging category into aging columns
- Does not include payment activity

- Includes open invoice activity from prior periods
- Invoice status options include open, paid or both
- Can be aged by invoice date or month (depends on AP Options)
- Option to include or exclude future transactions past report date

Date Sensitivity: Ages the invoice date or due date as specified in AP Options.
Sort: Vendor Number, Sort Field, Zip Code, or Vendor Name
Selection: Vendor Number, Sort Field, Zip Code, and Vendor Name
Application: *Used to reconcile the net activity of the Accounts Payable module against the balance of the general ledger A/P accounts. The total of report is generated for open invoices as of the date printed. Helpful in reviewing overdue liabilities.*

Trial Balance Report

- Reviews vendor activity
- Includes all AP vendor activity (invoices, payments, adjustments, etc.)
- Select range of vendor numbers to include
- Invoice status options include open, paid or both
- Detail printing shows all invoice activity
- Summary option prints a total only for each invoice
- Can include 1099 vendor totals
- Can include the line item G/L distribution accounts
- Includes open activity from prior periods

Date Sensitivity: Uses the transaction date for qualifying A/P activity for the report.
Sort: Vendor Number
Selection: Vendor Number
Application: *Used to reconcile the net activity in the Accounts Payable against the balance of the general ledger A/P accounts. The total of report is generated for open invoices as of the period ending date. The report total of the Invoice Balance column must equal the balance of the Accounts Payable Trade account(s) in the general ledger. Also used to reconcile individual vendor accounts.*

Cash Requirements Report

- Lists open balances of vendor invoices
- Summarizes totals over three periods
- Periods are user defined with a default of 15 days apart
- Option to include invoices on hold
- Four reporting methods
    1. All Invoices By Due Date
    2. Invoices By Discount Due Date
    3. Only Discount Invoices
    4. All Invoices By Average Day To Pay

Date Sensitivity: Choose invoice data or discount date
Sort: Vendor Number
Selection: Vendor Number
Application: *Analyze current liabilities for future cash requirements. Review discount due dates to maximize savings.*

Vendor Purchase Analysis

- Lists a current period recap of AP activity
- Shows total purchases, payments, discounts taken and discounts lost
- Can include Period to Date, Year to Date and Prior Year to Date numbers
- Provides a % calculation for each column printed
- Summarizes Division totals

Dates Sensitivity: Vendor record period values
Sort: Vendor number, sort field, zip code, Vendor name, PTD $, YTD $, Prior year $
Select: Vendor number, sort field, zip code, Vendor name, YTD $
Application: *Identify top vendor purchases, buying power opportunities to negotiate prices and review vendor totals for verification of contractual obligations. Identify significant trends or changes of purchasing activity in product and service providers.*

Monthly Purchase Report

- Includes all vendor invoices
- Lists invoice number, invoice date, due date and discount date
- Shows transaction type, transaction date and amount
- Notes invoices on hold
- Includes pre-payments for invoices
- Subtotals on vendor record and AP divisions
- Option to print invoice detail

Dates Sensitivity: Invoice Date
Sort: Vendor Number
Selection: Vendor Number
Application: *High-level review of monthly purchases. Using the discount date and invoice total can assist in identifying opportunities to maximize spending. Store as an audit report document listing monthly purchase activity.*

Check History Report

- Lists all vendor payments, reversals and voided checks.
- Can be printed by bank code

Date Sensitivity: Check Date

Sort: Check number, Vendor number
Selection: Vendor number, bank code and check date
Application: *Useful for reconciling bank statements and review payments made against vendor accounts.*

Accounts Payable Analysis

- Is a component of Business Insights
- Statistical presentation of payables activity
- Shows a recap for up to 6 periods
- Lists total AP dollars, period-to-period percent changes and total number invoices
- Includes a breakdown of overdue invoices by period

Date Sensitivity: N/A
Sort: N/A
Selection: N/A
Application: *Used to compare purchase activity between posting periods including trends of late payments and total payables.*

General Ledger Posting Recap

- Recaps detail of postings to GL accounts from all AP transactions
- Designed for installations not using the General Ledger
- Data purged at Period End if Accounts Payable is not integrated with the General Ledger
- Summary option to show one net amount per GL account
- Shows the account number, transaction date, journal reference, posting comment and amount

Date Sensitivity: Transaction Date
Sort: N/A
Selection: Posting Date (same as Transaction Date)
Application: *Helpful in auditing postings between the Accounts Payable module and the General Ledger module. Review postings for specific Accounts Payable module journals. Assists in monitoring account postings from Accounts Payable over a specific date range.*

AP Expense by GL Account

- Only available if tracking Invoice and Payment History is enabled in AP Options
- Only tracks invoice, credits and invoice adjustment postings
- Lists the expense account activity by invoice
- Shows GL account, vendor number, invoice number, invoice date, journal reference, transaction date, invoice payment hold flag, distribution amount and last check number paid against the invoice.
- Option to include open, paid or all invoices

Date Sensitivity: Transaction Date
Sort: GL Account Number
Selection: GL Account, Vendor Number and Transaction Date
Application: *Helpful in auditing postings between the Accounts Payable module and the General Ledger module. Review postings for specific GL accounts and vendors. Assists in monitoring account postings for certain accounts or vendors over a specific date range.*

Vendor Masterfile Audit Report

- Lists additions and deletions of vendor records
- Lists changes to made data fields of existing vendor records
- Includes any changes made "On the Fly" during data entry
- Shows the user code, modification date, field change, old value and new value

Date Sensitivity: Transaction Date
Sort: User ID
Selection: User ID, Transaction Date
Application: *Great tool for tracking changes of important information like GL account, check options, etc and identifying who made the change.*

Payroll Helpful Hints

Important Reminders

1. In Payroll, there is **NO Future Period**. The Payroll module is based on a calendar year. This means year-end processing must be performed before 20098 Payroll data can be entered.
2. Tax Tables are system-wide files. Once the 20098 Tax Table Update is installed, rates and limits will be updated for all companies on the computer, not just those that have been closed for 20087.
3. The limits printed on W2 forms are being read from the tax table masterfiles, not the employee masterfiles. Therefore, 20087 W2 forms will not print correctly if the 20098 Tax Table Update is installed prior to completing the 20087 closing.
4. Backup your data before closing. Retain the backup media.
5. Payroll Year-end Processing in MAS90 can only be "reversed" by restoring data from a current backup. Reopening a year is not allowed. Data for the current year is cleared during Year-end Processing with the exception of Perpetual History files. Always keep a current backup.
6. Do not perform Payroll Period-end Processing until the W-2s are printed and Magnetic Media has been processed. Keep a backup of the data for future use prior to closing, if needed.

Steps to Reverse an Out-of-Balance Check

MAS 90 is not designed to let you complete an Out-of-Balance entry. However, if something occurs after the entry, (such as a Deduction Code record dropped from the Check lines) then an Out-of-Balance may occur. MAS 90 ordinarily will show an Out-of-Balance message on the Audit Report or the Daily Transaction Register. Typically, an Out-of-Balance will be caused by an Earnings line, Deduction line, or Tax line being dropped during an update, which results in the Check Amount not equaling the Total Earnings less Deductions less Taxes. Out-of-Balance messages can usually be corrected if caught prior to the Check Register update. If the Out-of-Balance is noticed after the Check Register update, you must determine where the Out-of-Balance occurred.

To Reverse the Out-of-Balance Check

1. Print the following reports:

   Quarterly Tax Report
   Earnings Report
   Deductions Report
   Check History

2. Verify that the amounts have been updated by the last payroll.
3. If the **QTD** and **YTD Earnings Amounts** are incorrect on the Earnings Report, use the Library Master Utilities Data File Display & Maintenance on PR4 and modify the Earnings Records. Refer to the File Layouts section to see which amounts correspond to which field.
4. If the **QTD** and **YTD Deductions Amounts** are incorrect on the Deductions Report, select Employee Maintenance from the Main menu, then select Deductions Maintenance, and make appropriate corrections.
5. If **QTD** and **YTD Wages** or **Taxes** are incorrect on the Quarterly Tax Report, click the **Fix** button on the Tax Summary screen in Employee Maintenance to make any corrections.
6. If the Amounts on the Check History Report are not correct, they can be corrected using the utility Data File Display & Maintenance. For information about using Data File Display and Maintenance, contact BKD Technical Support.

How Taxes are Calculated

MAS 90 Payroll annualizes wages in the calculation of withholding taxes, which is why it may differ from the Circular E distributed by the IRS. Annualizing offers a more exact method of calculating taxes.

To manually calculate taxes you must consider the following information.

1. Filing Status
2. Pay Cycle
3. Fringe Benefits
4. 401k & Cafeteria Plans
5. Tax Calculation Steps

SAMPLE

Calculating California State Withholding Tax

- Employee Salary = $1600.00
- Filing Status = Married
- Dependent Exemptions = 0
- Personal Exemptions = 1
- Pay Cycle = Monthly
- Fringe Benefits = $500.00
- 401k & Cafeteria Plan = $100.00
- Tax Calculation Steps = 2-9-6-4-7-5

Payroll Year-End Procedures

Closing Payroll

- √ Check and adjust History Retention features in PR Setup Options
- √ Print the regular quarterly payroll reports
- √ Print and verify the W2 forms
- √ Backup the payroll data to a Year-End Backup. This backup should be stored offsite.
- √ Copy the payroll data to an archive company
- √ Select Period End Processing and choose Quarter and Year-End Processing option in your live company.
- √ Complete Period End Processing after reports are printed
- √ Backup your data to a **different** set of backups

Notes

Payroll Year-End Closing Examples

Listed below are two different examples of Year-End and W2 processing. One of these should provide the best solution for your needs. These examples apply to systems that have only one payroll company or have multiple payroll companies that can all close at the same time.

I. This example covers the situation in which the user will need to run several payroll check batches for 20098 prior to printing 20087 W2's:

A. After all 20087 payroll data has been entered and updated, make a backup of the payroll data files by performing the following procedures:
   - Versions 3.71 and prior
     - Click on File | Run and type SVDATA in the Program Name field.
     - Enter the company code to copy FROM and click on the NEXT button.
     - At the Source Applications screen, hold the control (CTRL) key down and click on General Ledger and Payroll, then click on the NEXT button.
     - At the Destination Company screen, click on NEW.
     - At the New Company screen, type in the new company code (i.e. P06) and the company name. Enter the remaining information and click on OK.
     - Once returned to the Destination Company screen, select the P06 company and click on the NEXT button two times and click on the FINISH button to complete the company archive.
   - Versions 4.x
     - Go to Library Master | Main | Company Maintenance.
     - Enter the new company code (P07 for example).
     - Enter the company information.
     - Click on the Copy button.
     - Answer "Yes" to the prompt "The company record must be saved before data can be copied. Do you want to save now?"
     - Select your live company as the source company. The destination company is the same as the new company code created above.
     - Select the Common Information, General Ledger and Payroll modules.
     - Click on Proceed.
     - Answer "Yes" to the prompt "Do you want to copy all data files to selected company?"
     - Close the Company Maintenance window.

B. Run Year-End in Company XXX (company XXX is the actual live company)

- When complete, verify the Payroll Options have incremented to Quarter 1 for the Year 2010.
- If not, call a BKD consultant for technical support.
- **DO NOT** manually change the Quarter or Year fields.

C. Process 20098 payroll cycle(s) as usual in company XXX.
D. When W2 forms and year-end reports are ready to be generated, access company P07 and print the W2 forms and payroll reports.
E. Download and install the Quarter 1, 20098 Tax Table Update (remember: DO NOT INSTALL THE TAX TABLE UPDATE UNTIL THE YEAR 2007 W2 FORMS ARE COMPLETE AND ACCURATE).
F. Back up the data and store offsite.

II. In the simplest example, the user is ready to complete Year-End Processing prior to running 20098 payroll. Perform the steps below:

A. After all 20087 payroll data has been entered and updated, make a backup of the payroll data files.
B. Print W2 forms and all payroll reports.
C. Run Year-End Processing. When complete, verify that the Payroll Options have incremented correctly to Quarter 1 for the Year 20098. If it has not, contact a BKD consultant for technical support. **DO NOT** manually change it.
D. Download and install the 20098 Tax Table Update.
E. Back up your data.
F. Process 20098 Payroll checks.
G. We suggest performing step 1A) above to keep archived payroll data for future reference.

Period End (Quarter & Year-End) Processing Checklist

Points to Remember

- Payroll Period-end Processing can only be completed on a calendar year basis.
- Quarter-end Processing is done after Payroll is completed for quarters ending on March 31st, June 30th, and September 30th.
- Year-end Processing is only performed after all payroll checks with a date December 31st or earlier have been entered and updated.
- Payroll Period-end Processing IS NOT done on a fiscal year basis like other MAS 90 modules. If you are on a calendar year basis and plan to close other modules at this time, make sure you close all modules based on MAS90 Order of Closing rules. If you are on a fiscal year basis, you may not be closing other modules at this time.
- DO NOT perform Period-end Processing until you have entered and updated all of your current year Payroll transactions.

Payroll Year-end Processing Checklist

1. _____ Make sure correct year tax tables are installed. (20087 for 20087 Year-end Processing.
2. _____ Back up the Payroll files using a reliable backup system. Label the disks or tape as having been done PRIOR to performing Year-end Processing.
3. _____ Set the Payroll System Date to the quarter ending date. Change the date by double-clicking directly on the date displayed in the lower right hand corner of the MAS90 Launcher.
4. _____ Verify that all checks issued using the current year Payroll check date have been updated.
5. _____ Print the Quarterly Governmental Report.
6. _____ Print the Quarterly 941 Forms.
7. _____ If performing quarter end for the fourth quarter (Year-End), print and verify the W2 Forms. Process and make Magnetic Media diskettes (if applicable).
8. _____ Back up the Payroll files onto a quarterly set of backup disks or tapes. At year-end, create archive company (P07) and use the SVDATA utility or Company Maintenance to copy data.

9. _____ Select Period End Processing from the Period End menu, and choose the Quarter End Processing option. If performing Period End Processing for the fourth quarter, select the Quarter End and Year-End Processing option.

10. _____ Select the reports to be printed for the period end. It is recommended the following reports be printed.
   a)____Quarterly Tax Report
   b)____Payroll Check History Report
   c)____Quarterly Pay Period Recap
   d)____Earnings Report
   e)____Deduction Report
   f)____Benefit Accrual Report
   g)____Worker's Compensation Report

11. _____ Reconcile year-to-date totals on all reports.

12. _____ Confirm that all proper adjustments have been made.

13. _____ Complete the Period End Processing after all of the selected reports have been printed.

14. _____ Back up the Payroll files using a reliable backup system. Label the disks or tape as having been done AFTER Period-end Processing. DO NOT USE the same disks or tape that you used to back up your data prior to closing 20087.

Payroll Year–End Frequently Asked Questions

1. Where can I find the Company Name that prints on the W-2?
The Company Name that prints on the W-2 Form comes from **Company Maintenance** which can be found in the Library Master folder. Insert the Company Name when defining your Company Code.

2. Where can I find the Company Tax ID Number that prints on the W-2?
The Company ID that prints on the W-2 Form comes from **Tax Table Maintenance** on the Payroll **Setup** menu. Enter *FED* or the two-letter state code, for example *CA*.

3. How do you copy Employee constant information without the QTD and YTD information from one company to another?
Use the SVDATA utility or the Copy button in Company Maintenance to copy all data file information from one company to another. You can then run Year-end Processing in the new company, which will remove all QTD and YTD historical information. The constant information is not touched. If the Retain Perpetual Payroll History check box is selected in Payroll Setup, select **Purge Perpetual Payroll History** from the **Period-end Processing** menu.

4. Is there a way to make corrections to the W-2?
Incorrect figures should be researched in depth to determine the cause. Verify that the incorrect figures have not affected other reports. Once you are satisfied with the integrity of your payroll data and still need to make corrections to the W-2s, click the **Fix** button in Tax Summary. This option will allow you to make changes to the W-2s for specific employees. From the **Main** menu, select **Employee Maintenance** after selecting the employee record to be changed, click the **Tax Summary** button, make your record selections, and then click the **Fix** button.

5. Where is the Fix button in Employee Tax Summary?
The **Fix** button will only be available if the user is logged on with a user code that has Supervisor rights. If no security is set on the system, at least one user code must be entered with the Supervisor Rights check box selected.

6. While trying to update the Check Register we're receiving the message "Check Date past the Quarter Ending Date".
Check the Payroll Posting Dates. The Check Date defaults to the Payroll System Date. If the Payroll System Date falls outside the current quarter as set in the Payroll options, you will get this message. If the Payroll System Date is not set for the current quarter, then either the date must be changed or the quarter must be closed.

7. How is Fractions of Cents calculated on the 941?

The calculated adjustment amount represents the difference between reported collected taxes and the amount that should have been collected. This forces the 941 form to equal the total liability for the quarter.

8. From where do the Box 13 check boxes get their information?

The Pension/Profit Sharing check box and the Statutory Employee check box need to be selected in Employee Maintenance for the boxes to be checked automatically by the system. . The Third Party Sick Pay check box must be selected manually.

9. When working in Magnetic Media Reporting, can you add a state not listed in M/R?

Yes.

a. From the M/R **Main** menu select **W-2 Magnetic Media Reporting**.
b. Select the State button.
c. Type the 2-character code in the State Code field for the state to be added, then press **ok and accept**
d. Select the check box to include State
e. Select Proceed.

10. What happens to the Employee Deduction Codes, found in Voluntary Deduction Maintenance, after performing Year-end Processing?

For an employee deduction code with an established goal:

- If the goal has been reached; the deduction code will be removed.
- If the goal has not been reached, the deduction code will remain in the employee record.

11. How do you change the Worker's Comp Calculation Method?

If the Worker's Comp Code has posted transactions, you can only change the Rate field and the Contribution Limit field. However, if there are no transactions posted to the code, you can make changes to any field.

12. I am getting the message "PRU.SOA NOT FOUND."

This message indicates the Tax Tables for Payroll are not installed or are not recognized. Install Tax Tables.

13. I am getting the message "INVALID OR MISSING G/L ACCOUNT IN TAX CODE: EIC."

The Account number for the Earned Income Credit in Tax Table Maintenance is missing.

- Select **Tax Table Maintenance** from the **Setup** menu.
- Enter *EIC* in the State field.
- Type or select a valid G/L account in the Accrual Account field.

14. How do I set up a reimbursement?

Reimbursements are not *wages* and should not be paid with an Earnings Code. A/P Manual Check entry is the preferred method to reimburse employees. If a reimbursement must be entered through Payroll:

a. Set up a Miscellaneous Deduction Code in Deduction Code Maintenance.

b. In P/R Data Entry, enter the Miscellaneous Deduction as a negative amount.

The reimbursement will not show up as wages on the 941 or W-2.

15. How would I print one state at a time on the W-2 Forms?

Enter the state code into the Sort field in Employee Maintenance. When printing W-2s, select **Sort Field** in the Sort Options field.

16. Why are the additional earnings and deductions not printing on the W-2?

The Miscellaneous Type Earnings or Deductions fields must be activated in Form Maintenance.

a. Select **W-2 Form Printing** from the **Setup** menu.

b. Click the **Form** button.

c. Click the **Details** tab.

d. Find the following fields and select the Print check box on the Data Line check box.

MISC. EARNINGS CODE 1
MISC. EARNINGS GROSS 1
MISC. EARNINGS AMOUNT 1
MISC. DEDUCTION CODE 1
MISC. DEDUCTION GROSS 1
MISC. DEDUCTION AMOUNT 1

e. If there is a second misc. earnings/deduction code, then select the Print checkbox on the Data line for the following fields.

MISC. EARNINGS CODE 2
MISC. EARNINGS GROSS 2
MISC. EARNINGS AMOUNT 2
MISC. DEDUCTION CODE 2
MISC. DEDUCTION GROSS 2
MISC. DEDUCTION AMOUNT 2

17. Why doesn't Payroll recalculate deduction totals if the regular earnings have been changed?

Once automatic deductions have been applied to regular earnings, the system will not recalculate if the regular hours or pay rate is changed. You must delete the deduction and re-enter it. This will allow the calculation method to recalculate the deduction amount.

18. Is there a way to create a check for the Employer's Tax Liability from Payroll? If not, can the information be transferred to Accounts Payable?

Employer's Tax Liability should be paid through Accounts Payable. Payroll does not update the A/P system with the Employer's Tax Liability. You can print the Employer's Expense Summary report; however, this report should only be run for the current Payroll and is cleared after updates to the Payroll Check Register.

19. Can Magnetic Media be run for multiple companies' data files at one time?
No. Magnetic Media must be run separately for each company.

Special Payroll Issues

Non-cash Fringe Benefits

Non-cash fringe benefits such as personal use of a company vehicle should be added to the last payroll of the year so that payroll taxes can be withheld from the last check for the non-cash income.

We suggest using the earnings code FB to add this income to the last check and then use a deduction code FB to deduct this income from the check.

Magnetic Media

Companies reporting 250 or more W2 forms are required to file using magnetic media. Any company using magnetic media to file W2 forms must first obtain a Personal Identification Number (PIN) and password from the Social Security Administration. To receive the PIN and password, either call the SSA at (800) 772 – 6270 or apply online at http://www.ssa.gov/employer/esohome.htm.

Sage MAS 90 has a separate module to prepare the file for magnetic media filing.

W-2 Helpful Hints

Make sure all W-2s, Governmental Reports, 941s, and other reports have been printed with the proper 20087 Tax Table installed before performing Year-end Processing.

- From the Payroll **Setup** menu, select **Payroll Options**. Select the Retain Year to Date Check History check box.
- Also select the Retain Perpetual Payroll History check box. Quarter-end doesn't affect this field, but it is important when updating checks.

W-2 Printing

- Before the first Payroll of 20098, you must either print your W-2 forms or copy your data to an archive company.
- Any 20088 Payroll data updated before the W-2 forms are printed will be included in the employees' 20087 payroll totals.
- If you are unable to print the W-2 forms before the first pay period of the new year, copy your Payroll data files to an archive company so the W-2 forms can be processed from it. Then change your 20098 Tax Table limits back to the 20087 limits when you are ready to print the W-2 forms.
- W-2s do not print in alphabetical order by state. If you wish to print in this fashion, enter the state in the Sort field on the Employee Maintenance screen. On the W-2 Form Printing screen, choose to sort printing based on the Sort field.
- Subtotals are no longer required for the reporting of Federal W-2 information. Enter *zero* (0) in the Sub-Total on Form field on the W-2 Form Printing screen.
- The last W-2 form printed is not a grand total. It is the final sub-total of the forms that have been printed since the prior sub-total was printed.
- The 4 Per Page W-2 option does not provide a Copy A. If you purchase 4 Per Page W-2s you must also purchase a set of 2 Per Page to meet filing requirements.
- Use the PRZRK2 utility for laser W-2 printer alignment. More information can be found in PR3000-ABC**.**

NOTE:

Printing in Windows to a local printer can cause difficulty when the printer becomes jammed, runs out of paper, or receives an off-line message. This is because MAS 90 may print directly to the printer port and Windows does not return an off-line message when printing to a local driver. Because of this, we strongly recommend that you:

- Print to a network printer whenever possible.
- Always keep enough forms available so the print job does not have to be restarted.

- Always perform a direct print. DO NOT print from preview or to deferred printing. If your forms get jammed or you run out of paper when printing W-2 forms, stop the print job, then fix the paper jam or fill your paper supply. Set the same selection criteria as the original print run and enter the specific employee to restart printing. Failure to use the same selection criteria may result in incorrect sub-total information for W-2 forms.

Tax Table Maintenance

When you install the 20098 Payroll Tax Table Update, all the current State and Federal tax tables will be replaced with new tables supplied by Sage Software, Inc. All Federal and State tax tables for 20098 will be updated automatically unless you have specifically excluded a state tax table from the update by selecting the Exclude This Table From Tax Update check box in Tax Table Maintenance. Local tax information will not be updated. You must manually enter changes in local tax ranges using Tax Table Maintenance. For more information, refer to *Tax Table Maintenance* in your Payroll manual. Make sure you have printed tax tables for any special changes that were made to any State or Federal tax table so that you can reenter that information in Tax Table Maintenance after the 20097 Payroll Tax Table Update has been completed.

Three important facts to remember

- There is no future period in Payroll
- Tax tables are system-wide files, therefore changes made to the tax tables affect all company codes
- Limits printed on W-2 forms come from the tax tables

Allocated Tips

W-2 Box 8

Definition: Calculated tip amount allocated to all employees if the tips reported are less than the specified percentage of the establishment's gross receipts for a given pay period. The specified percentage is entered in Payroll Options.

- Gross receipts for a given period are entered through Payroll Data Entry so the files are properly updated.
- Allocated tip amount is printed for informational purposes only.
- An earnings code is set up, flagged as not subject to any taxes by default.
- Not included in the wages, tips, and other compensation amount (Box 1).
- Not included in Social Security wages (Box 3), Social Security tips (Box 7), and Medicare wages & tips (Box 5)

Deceased Employee's Wages

- If an employee dies during the year, and then accrued wages, vacation pay, and other compensation paid after the date of death are not reported in Box 1 of the W-2.
- The income must be reported in Box 3, 1099-MISC.
- If the payment is made in the same year as the death, then Social Security wages (Box 3), Social Security tax withheld (Box 4), Medicare wages & tips (Box 5), and Medicare tax withheld (Box 6) must be withheld and reported.
- All wages paid to the employee during the current year but prior to death are also reported on the W-2 and are subject to the appropriate taxes.

For payments made after death

- Set up a new earnings code that is subject only to FICA, Medicare, and state taxes (if applicable).
- Payments made after death are not subject to federal withholding or FUTA.
- Perform Payroll data entry and update.
- Payments made after the year of death are not reported on the W-2 and no taxes are withheld.
- The W-2 must reflect the appropriate wages in Box 1 and Box 3, and Box 5, as well as withholdings in Box 2, Box 4, and Box 6.
- W-2s must include all wages and withholdings prior to death.
- W-2s must also include wages subject to FICA and Medicare as well as withholdings for FICA and Medicare made after death within the calendar year of that person's death.

Dependent Care Benefits
Qualified Plan

- A qualified plan allows the dependent care benefits to be set up as a cafeteria plan. The total amount of dependent care benefits is reported in Box 10. Any amounts over $5,000.00 must be reported in Boxes 1, 3, 5, 16, and 18
- Two deduction codes may be needed. The first deduction code is set up as a cafeteria deduction to reduce the taxable wages until the $5,000.00 maximum exclusion has been reached. This amount is not subject to federal withholding, unemployment, social security, or Medicare. After the $5,000.00 maximum exclusion has been reached, a new cafeteria deduction code must be set up so that taxes are no longer reduced.
- The deductions must be taken out during Payroll data entry and updated correctly to report all amounts over the $5,000.00 exclusion limit in Boxes 1, 3, 5, 16, and 18.
- This amount must be entered manually in the Dependent Care field in Employee Maintenance to be reported in Box 10 of the W-2. Open the employee record in Employee Maintenance. Click the **Tax Summary** button. In the Tax Summary window type *FED* in the State field. Enter the amount in the Dependent Care field.
- This type of deduction is not reported on the W-2 in Box 12.

Nonqualified Plan

- A nonqualified plan does not meet the requirements for tax-favored status. Taxable wages are not reduced; therefore the deduction code cannot be set up as a cafeteria plan. The amount deducted must be reported on the W-2 in Box 11.
- This amount must be entered manually. In Employee Maintenance, click the **Tax Summary** button, type *FED* in the State field, and enter the amount in the nonqualified field so it will be reported on the W-2 in Box 11.
- Do not assign a Box 12 label to the W-2 Box 12 Label field in Deduction Code Maintenance.

Fringe Benefits

- All taxable fringe benefits are reported in Box 1 and, if applicable, in Boxes 3, 5, 16, and 18.
- Set up an earnings code as a type "F".
- You can set up as many "Fringe" type earnings codes as you need but only one offsetting deduction code can be used. MAS 90 will automatically create an "FB" deduction code for the amount of the earnings.
- If you have already processed the last check of the year, a manual check with zero taxes and a net amount of zero must be entered. MAS 90 will not allow a negative check.

<u>NOTE:</u> "Fringe benefit" is not a maintainable field on the Federal Tax Summary screen in Employee Maintenance. Use the correct procedural method to record this amount. The **Fix** button (available to users with Supervisor rights) will allow access to this field. There is only one Fringe Benefits box, to which all fringe benefit earnings will update. See the Payroll manual's *Helpful Hints* section for additional information on fringe benefits.

Group Term Life
Coverage over $50,000.00

- If the employer paid for group-term life insurance in excess of $50,000.00 for an employee, the employer must report the amount determined on the W-2 (refer to IRS publications 15 and 15-A as well as the applicable state publication). The amount must also be reported in Box 12 with a code of "C".
- Create a type "M" earnings code and flag the applicable taxes.
- Create a deduction code with the amount equal to the earnings code and a Box 12 label of "C".
- The label "C" must also be entered on the W-2 Form Printing screen. Select **W-2 Form Printing** from the **Period End** menu. Click the **Form** button to open the Forms Customization screen, then click the **Details** tab. Scroll through the list and select BOX 12a, verify the Print check box on the Data line is selected.

Coverage under $50,000.00

- Create an earnings code with type "M" and flag the applicable taxes.
- Create a deduction code with the amount equal to the earnings code.

- On the W-2 Form Printing screen, enter the appropriate Misc. Earnings code to print.
- Select **W-2 Form Printing** from the **Period End** menu. Click the **Form** button to open the Forms Customization screen, then click the **Details** tab. Scroll through the list and select the Misc. Code 1 and Misc. Deduction Amount 1 list options, then select the Print check box in the Data line.
- The deduction code and amount will print in Box 14 of the W-2.

Moving Expenses

- Qualified moving expense reimbursements are excluded from wages and reported in Box 12 of the W-2.
- Create a deduction code with the Deduction Type set to *Standard Deduction* and a W2-Box 12 Label of "P".
- In Payroll Data Entry enter the deduction code with a negative amount.
- In the W-2 Form Printing screen type *P* in one of the Box 12 Label boxes.
- Make sure that the Print check box on the Data line for Box 12 is selected.

Reimbursements

The MAS 90 system is designed to handle reimbursements in Accounts Payable. You can set up a negative deduction code as a workaround to provide a reimbursement to the employee in Payroll. Using a negative deduction will increase the net amount of the check without affecting gross wages.

401(k) Plans

Qualified Plan

- For information regarding setup of a 401(k) deduction in MAS 90, refer to the *Helpful Hints* section in your Payroll manual.
- To print an "X" in the Retirement Plan field for Box 13, select the Pension/Profit Sharing check box on the **Main** tab in P/R Employee Maintenance.
- To disable printing an "X" in the Retirement Plan field of Box 13 for all employees; clear the Print check box on the Data line for the Retirement Plan Box list option on the **Detail** tab.

Other Pension Plans

- If pension plans other than 401(k) are used; Box 12 labels must be set in Deduction Code Maintenance.
- In W-2 Forms Customization on the **Detail** tab, the Print check box on the Data line for Box 12 list option must be selected in order to print on the W-2 form. The Box 12 label must be entered manually on the W-2 Form Printing screen.

SDI-State Disability Insurance

- Many states require that the SDI amount be printed on the W-2 form.
- This amount is normally printed in the Local Tax box.
- In W-2 Forms Customization on the **Detail** tab, the Print check box on the Data line for State Disability Withheld and State SDI Wages must be selected.
- Select the Print check box on the Description line for State SDI Wages and enter a description.

Box 12

- To print information in Box 12 of the W-2, set up a deduction code with a Box 12 label in Deduction Code Maintenance.
- When printing W-2 forms enter the label in one of the boxes for the Box 12 Label field in the W-2 Form Printing screen.
- In W-2 Forms Customization on the **Detail** tab, the Print checkbox on the Data line for the Box 12 list option must be selected.

3rd Party Sick Pay Reporting

- MAS 90 does not support 3rd party sick pay.
- An insurance company is usually responsible for making this payment to the employee. Depending upon the sick pay plan, it may be required that this information is reported on the W-2. Refer to the IRS publication 15-A. If you determine that this information is to be reported, you must identify which boxes need to contain this information. In most instances you will be able to use the following resolution.
- Create an Earnings Code with the Type of Earnings field set to *Miscellaneous* and flag all applicable taxes.
- Create a Deduction Code with the Calculation Method field set to *Equal to Earnings Code(s).*
- If you have Supervisor rights, click the **Fix** button in the Tax Summary window in Employee Maintenance to make corrections in the Federal and State screens and increase the FED W/H, Employee FICA, Employee Medicare, and State W/H taxes.
- The user must manually check the Third-Party Sick Pay box (Box 13) on the W2 form itself.

Period-end Reports
Quarterly Governmental Report

- Reads information from the PR3 file based on the record type (Federal, State, and Local).

- Fields can be changed in Forms Customization to display wage information like gross wages, withholding wages, or FICA wages.

Quarterly 941 Report

- You can print the Quarterly 941 Report using plain paper or a preprinted form.
- This report cannot be modified in Forms Customization.
- You can modify the data within the report by using PRZDRR. Select **Run** from the **File** menu, then type *PRZDRR* and click **OK**.

W-2 Preparation Checklist

This checklist is provided to assist you in processing W-2s for a single company. If you are processing W-2s for multiple companies, repeat these steps for each company.

1. ___ What kind of printer will be used for printing W-2s? Laser? Dot Matrix?
   Dot matrix printers: Single wide carriage (80 columns) Single wide W-2 forms
   __Note:__ Double wide W-2 forms are not supported with MAS 90•MAS 200.
   Laser printers: Two per page W-2 forms (Two employees print on each sheet - requires multiple printing runs.) Four per page W-2 forms (Same employee prints four times on a single page. It does not include Copy A for SSA, which may require an additional run.)

2. ___ How many employees does your company have?
   If you have 250 or more employees, the government requires W-2 information to be submitted electronically, which can be accomplished using the Magnetic Media module. Magnetic Media is installed from the MAS 90 CD-ROM (or diskettes). Magnetic Media is installed on my MAS 90. (To purchase the Magnetic Media module, please contact your reseller or call the Sage Software sales team.)

3. ___ Order your W-2s. Quantity: call for Sage Software Business Forms (800) 444-5555

__Note: Murphy's Law of W-2 printing –__ If you order the exact amount of W-2s that you need, something is sure to go wrong and a reorder will be necessary. Beat Murphy at his own game and order additional forms to cover potential mishaps.

4. ___ Make necessary adjustments. (i.e. Bonus checks, Fringe benefits…)

5. ___ Optional, but strongly recommended:
   Review the Year-end W-2 Helpful Hints and the Payroll FAQs
   Test print your W-2s

. Is the correct information printing in the correct boxes?
. Test for alignment - If the W-2 are not aligning correctly:
To align the W-2 laser forms when using a laser printer with a DOS device,

- From the **File** menu select **Run**
- . Type *PRZRK2* in the Run dialog box

See the list of tested printers for additional suggestions.

6. ___ Process your final payroll for the year.

7. ___ Print W-2s (prior to performing Year-end Processing) If you need to process Payroll for the new year, see the Payroll Year-End examples in the *W-2 Helpful Hints* section.

Payroll Reports Summary

REPORT NAME	Transaction Details	Summary Option	Line Items Can Be Included	Date Sensitivity	Transaction or PTD/YTD	Ranges
Quarterly Tax Report	No	Yes - Department Totals	No	N/A	PTD, QTD, YTD	Employee Number
Payroll Check History Report	Yes	Yes – Check Totals	Yes	Check Date	Transaction	Employee Number, Sort Field, Employee Name, Social Sec Number, Check Date
Quarterly Pay Period Recap	No	No	No	N/A	PTD, QTD	N/A
Earnings Report	No	No	No	N/A	PTD, QTD, YTD	Employee Number, Sort Field, Employee Name, Social Sec Number
Deduction Report	No	No	No	N/A	PTD, QTD, YTD	Employee Number, Sort Field, Employee Name, Social Sec Number
Benefit Accrual Report	No	Yes – Less Details	No	YTD	YTD	Employee Number, Sort Field, Employee Name, Social Sec Number, Hire Month, Benefit Code, Hire Date
Workers Compensation Report	No	Yes – Wrk Comp Code Totals	No	N/A	YTD	Employee Number, State Code, Worker Comp Code
General Ledger Posting Recap	Yes	Yes – Account Totals	No	Transaction Date	Transaction	Transaction Date
Employee Masterfile Audit Report	Yes	No	No	Transaction Date	Transaction	Transaction Date, User ID

Quarterly Government Report	No	No	No	N/A	YTD	Employee Number, Sort Field, Employee Name, Social Sec Number
Quarterly 941 Form Printing	No	No	No	N/A	YTD	N/A

Quarterly Tax Report

- Lists a summary of each employee's wage and tax information
- Summary option by Department
- Shows the current quarter and year amounts for each tax jurisdiction
- Fourth quarter printing lists all employees with any earnings in the year
- Order of tax information is Federal, EIC information, State and Local
- Prints EIC for all employees if at least one employee has an Earned Income Credit
- Notes variances (greater than $0.05) by employee in calculated taxes versus deducted taxes
    - FICA variances for Federal taxes
    - SDI/LDI variances for State and Local taxes
- Recaps taxable tips, tips deemed wages, EIC and allocated tips for each employee
- Tax amount totals listed for active, terminated and inactive employees
- When SUI taxes are used the SUI wages are included in the Gross Wages amount
- Prints tax totals summed for all states in a State Total on last page of report

Date Sensitivity: PTD/YTD
Sort: N/A
Selection: Employee Number
Application: *Used to reconcile the payroll tax accrual accounts by showing summarized taxes including amounts withheld and accrued.*

Payroll Check History Report

- Lists all checks written for a specific period by employee
- Option to print by a date range, quarter to date checks or year to date checks
- Report information can be saved or purged at period end based on Payroll Options
- Shows regular and overtime hours only
- Does not show hours for sick leave or vacation
- Does include all earnings amounts in the Gross Wages for each check
- Summary option provides check totals by employee

Date Sensitivity: Ages by the invoice date or due date as specified in AR Options
Sort: Employee Number, Sort Field, Employee Name and Social Security Number
Selection: Employee Number, Sort Field, Employee Name, Social Security Number and Check Date
Application: *Great as a reference only tool. Not a reconciliation tool.*

Quarterly Pay Period Recap

- Recaps pay period wage and tax information for the current quarter
- Lists total information by department or by pay period
- Reflects regular hours, overtime hours, wages, tips, FICA, Medicare, SDI, ECI, Local taxes, employee SUI deductions, net payments and totals for period and quarterly activity

Date Sensitivity: Pay Period Dates and QTD
Sort: N/A
Selection: N/A
Application: *Helpful in preparing to review the Quarterly 941 Form by providing a period summary of payroll tax deposit information.*

Earnings Report

- Provides a month to date, quarter to date and year to date summary of employee earnings
- Detailed by hours and amounts
- Print up to 5 earning codes on each report at a time
- Includes employees who have earnings for selected earnings codes
- Updated using the pay-period-ending date from Payroll data entry

Date Sensitivity: PTD, QTD and YTD
Sort: Employee Number, Sort Field, Employee Name and Social Security Number
Selection: Employee Number, Sort Field, Employee Name and Social Security Number
Application: *Used to reconcile salary expense accounts in the General Ledger and also reconcile the Quarterly 941 Form.*

Deduction Report

- Provides a month to date, quarter to date and year to date summary of employee deductions
- Print up to 6 deduction codes on each report at a time
- Includes employees who have deductions for selected deduction codes
- Updated using the pay-period-ending date from Payroll data entry

Date Sensitivity: PTD, QTD and YTD
Sort: Employee Number, Sort Field, Employee Name and Social Security Number
Selection: Employee Number, Sort Field, Employee Name and Social Security Number
Application: *Used to reconcile deduction accrual and expense accounts in the General Ledger and also reconcile the Quarterly 941 Form.*

Benefit Accrual Report

- Provides a year-to-date summary of accrued benefit information
- Details benefit hours and amounts for vacation, sick and 3rd user defined benefit
- Can print all or only selected benefits
- Option to include employees with no benefits
- Option to exclude benefit amounts (accrual balance)
- Summary option to exclude Pay Rate, Carry-Over Limit and amount (accrual balance)

Date Sensitivity: YTD
Sort: Employee Number, Sort Field, Employee Name, Social Security Number, Hire Month and Benefit Code
Selection: Employee Number, Sort Field, Employee Name, Social Security Number, Hire Month, Benefit Code and Hire Date
Application: *Store as a benefit audit report as of a specific period. Also used to provide information to 401k administrators and human resource departments of Payroll benefit period activity.*

Workers Compensation Report

- Shows a recap of workers' compensation tax calculations
- Print with employee details or summarized by compensation code
- Shows number of paychecks, wages, workers comp hours and tax extension
- Option to include codes with selected limit types (Monthly, Quarterly and Annual)
- Updated using the pay-period-ending date from Payroll data entry

Date Sensitivity: YTD
Sort: N/A
Selection: Employee Number, State Code and Workers' Comp Code
Application: *Use to calculate workers' compensation insurance payments. Store as an audit report of accumulated and paid payments for a specific period.*

General Ledger Posting Recap

- Recaps detail of postings to GL accounts from all PR transactions
- Designed for installations not using the General Ledger
- Data purged at Period End if Payroll is not integrated with the General Ledger
- Summary option to show one net amount per GL account

- Shows the account number, transaction date, journal reference, posting comment and amount

Date Sensitivity: Transaction Date
Sort: N/A
Selection: Posting Date (same as Transaction Date)
Application: *Helpful in auditing postings between the Payroll module and the General Ledger module. Review postings for specific Payroll module journals. Assists in monitoring account postings from Payroll over a specific date range.*

Employee Masterfile Audit Report

- Lists additions and deletions of employee records
- Lists changes made to data fields of existing employee records
- Includes any changes made "On the Fly" during data entry
- Shows the user code, modification date, field change, old value and new value

Date Sensitivity: Transaction Date
Sort: User ID
Selection: User ID, Transaction Date
Application: *Great tool for tracking changes of important information like hire date, demographic information, etc and identifying who made the change.*

Quarterly Government Report

- Lists employee income and tax information
- Option to selectively include Federal and/or State data
- Shows gross wages, unemployment wages and number of weeks worked

Date Sensitivity: YTD
Sort: Employee Number, Sort Field, Employee Name, Social Security Number, Hire Month and Benefit Code
Selection: Employee Number, Sort Field, Employee Name and Social Security Number
Application: *Used to report quarterly income and tax information to government agencies.*

Quarterly 941 Form Printing

- Lists employers quarterly federal tax return information
- Shows total wages, income taxes withheld, adjustments, social security wages paid, social security taxes, EIC payments and total company payroll tax deposits
- Option to print a Quarterly 941 Schedule B

Date Sensitivity: YTD
Sort: N/A
Selection: N/A

Application: *Used to report quarterly income and tax information to government agencies and reconcile payroll tax payments.*

Job Cost Setup Menu

Verify The Following Options

- √ Overhead rate maintenance

- √ Burden rate maintenance

Job Cost Period End Procedures

Closing Job Cost

- √ Verify that all change orders; job billing invoices; and direct cost, billing, and cash receipt transactions are recorded for the current month. Also, verify that all integrated modules (Accounts Payable, Payroll, etc.) have posted all transactions for the current month.
- √ If monthly calculation of overhead is selected in the Job Cost Options window, print the Monthly Overhead Allocation Report and update. Print and update the Daily Transaction Register.
- √ If any jobs have been completed during the current period, print the Job Close-Out Report and update.
- √ Print the regular monthly reports.
- √ Check and adjust History Retention feature in JC setup options.
- √ Backup the job cost data to a Year-End backup.
- √ Copy the job cost data to an archive company (SVDATA or Company Maintenance Copy function).
- √ Select Period End Processing and choose Period and Year-End Processing option.
- √ Complete Period End Processing after reports are printed.
- √ Backup your data to a **different** set of backups.

Notes

Job Cost Period End Processing Checklist

1. _____ Back up the job cost files onto a monthly set of backup disks or tapes.

2. _____ Make sure all change orders, invoices, and direct cost, billing and cash receipt transactions have been recorded for the current month. Also, make sure all integrated modules (e.g., accounts payable, payroll, etc.) have posted all transactions for the current month.

3. _____ If you selected monthly calculation of overhead in Job Cost Options, print, verify and update the Monthly Overhead Allocation Report. Then print, verify and update the Daily Transaction Register.

4. _____ If any jobs have been completed during the current period, print, verify and update the Job Close-Out Report.

5. _____ Select Period End Processing, and choose the Full Period End Processing option.

6. _____ Select the reports to be printed for the period end. It is recommended *at least* the Work In Process and Job Transaction Detail Reports are printed.

7. _____ Complete the Period End Processing after all of the selected reports have been printed.

8. _____ Back up the job cost files onto a separate set of disks or tapes. Do not use the set used to back up the system in step 1.

When performing Year-End Processing, use the same procedure as period end except that in step 5, you will need to select the Full Period and Year-End Processing option.

General Ledger Setup Options

Verify The Following Options

3.71

- √ Number of years to retain Transaction History
- √ Number of years to retain Summary History
- √ Journal Number Reset
- √ Auto Budget Option **(Note: If you manually prepare and input a budget make sure this field is set to "None.")**

4.05 – 4.20

- √ Years to Retain General Ledger History
- √ Reset Journal Numbers During
- √ Reset Register Numbers During
- √ Copy Actual to Default Budget at Year-End **(Note: If you manually prepare and input a budget make sure this field is not checked.)**

General Ledger Year-End Procedures

Closing General Ledger

- √ Check and adjust History Retention feature in GL setup options.
- √ Print the regular monthly general ledger reports.
- √ Print and verify the year-to-date general ledger detail report.
- √ Backup the general ledger data to a Year-End backup.
- √ Copy the general ledger data to an archive company (Optional)
  - √ 3.71 – Use SVDATA
  - √ 4.05 – 4.20 Use Copy button in Company Maintenance
- √ Make any budget revisions through Budget Revision Entry.
- √ Select Period End Processing and choose Period and Year-End Processing option.
- √ Complete Period End Processing after reports are printed.
- √ Backup your data to a **different** set of backups.

Notes

General Ledger Period End Processing Checklist

1. _____ Back up the General Ledger files using a reliable backup system. Be sure to label the disks or tape as having been done *prior* to Year-End Processing.

2. _____ Make sure the General Ledger system date is set to the last day of your fiscal year. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.

3. _____ Make sure all activity and adjustments in modules integrated with General Ledger have been completed in the period to be closed. The correct closing sequence requires processing the G/L after all other modules have been processed.

4. _____ Select any recurring journals to be posted through Recurring Journal Entry. Print, verify and update the Recurring Journal. Refer to the Recurring Journal section on page 99 of the General Ledger Manual.

5. _____ Print and review the General Ledger Worksheet for the accounting period to be closed. Enter any necessary adjustments to the worksheet. * The General Ledger Worksheet can prove to be a useful tool in identifying and entering necessary adjustments. The adjustments are logged directly on the Worksheet, and then entered into the system through General Journal Entry. The system does not require you to print the G/L Worksheet in order to proceed with Year-End Processing.

6. _____ Enter any closing adjustments for the period through General Journal Entry. Print, verify and update the General Journal.

7. _____ Print, verify and update the Daily Transaction Register. **<u>Note:</u>** The system will not allow you to proceed with Year-End Processing until the Daily Transaction Register has been printed and updated.

8. _____ Make any necessary budget revisions through Budget Revision Entry. Print, verify and update the Budget Revision Register.

9. _____ Go to G/L Options and confirm the options are set correctly for following fields:
   a) Auto Budget Option field is set to the option you want for creating next years' budget. For additional information on the Auto Budget, refer to the General Ledger Manual.
   b) Number of Years to Retain Transaction History
   c) Number of Years to Retain Summary History

10. _____ Print the Trial Balance and Standard Financial Statements for the period. Make sure the Balance Sheet is in balance. If any adjustments are required, repeat steps 4 and 5.

11. _____ Print the General Ledger Analysis as necessary. Update and print Custom Financial Reports as necessary.

12. _____ Update and print the Custom Financial Reports. The system does not require you to print the Custom Financial Reports in order to proceed with Year-End Processing.

13. _____ Select and modify all required Allocations and update the Allocation Journal.

14. _____ Select Period End Processing, and choose the Full Period End Processing option.

15. _____ Select the reports to be printed for the period end. It is recommended to print *at least* the
   a) Trial Balance
   b) Standard Financial Statements
   c) General Ledger Detail Report

16. _____ Complete the Period End Processing after all of the selected reports have been printed.

17. _____ Back up the General Ledger files onto a separate set of diskettes or tapes. *Do not use* the set you used to back up the system in step 1. Be sure to label the disks or tape as having been done after Year-End Processing.

Special General Ledger Issues

3.71

The general ledger can remain open for two fiscal years. This will allow you to work with the other modules in 2009 while the general ledger is still in 2008. This should provide plenty of time to get everything wrapped up for 2008.

Remember to check the GL Setup Options, Retain History flags prior to performing Year-End. If you need to retain detailed Transaction History, Period Summary History or you must have the ability to generate comparative financial statements, set the values to ‘2’ or greater, prior to performing Year-End Processing.

4.05 – 4.20

The general ledger can remain open indefinitely.

Remember to check the GL Setup Options, Retain General Ledger History flag prior to performing Year-End. If you need to retain General Ledger history or you must have the ability to generate comparative financial statements, set the value to ‘2’ or greater, prior to performing Year-End Processing.

General Ledger Frequently Asked Questions

Q: Can I print financial statements for the next year, prior to performing Year-End?
Yes. Select the fiscal year to print, in the Fiscal Year field on the report selection screen. You can only print Standard Financial statements for 1 future year.
NOTE: Do not manually change the year in General Ledger Options.

Q: My beginning balance shows zero for my future year in account maintenance.
Check the Current Fiscal Year field in GL Options to confirm the setting was not manually changed to the next year. Do not manually change the current fiscal year to print future year financial statements: select the fiscal year to print, in the Fiscal Year field on the report selection screen. MAS 90 calculates any account balances that roll forward to the future year. Also confirm that you do not have more than 2 years open in GL. MAS 90 rolls forward the beginning balances into only one future year.

Q: After performing Year-End, I want to delete some accounts that we will no longer be using for the current year, however I still want comparison financial statements. Will this work?
No. Prior year information is stored by account number. You need to retain those account numbers for as long as you require comparisons.

Q: Should I manually change the year in GL options if I want to post entries for the new year?
No. MAS 90 allows you to post to any future year. All entries will update to the correct future year based on the existing current year setup.

Q: How long before I must close the year in General Ledger?
MAS 90 allows you to post to unlimited future periods/years, however, you can only print accurate financial statements for one future year. MAS 90 calculates any account

balances that roll forward for 1 future year. (One year beyond the current year in the GL options).

Q: Can I perform Year-End for General Ledger prior to any other subsidiary module?
No. General Ledger should be the last module closed.

Q: Why, after I close, did my Balance sheet accounts not roll the ending balances into my new year?
Period End processing knows which account to "roll forward" based on the Account Breaks and Account Types setup in Account Maintenance. Confirm that Account Breaks are set correctly in Account Break Maintenance (not Account Break Type Maintenance). Once that is confirmed, access Account Maintenance and reselect the account type. Click the **Accept** button, do not just view the Account Type. Follow the same procedure for all accounts that did not roll forward. Once complete, you must perform Year-End again.

NOTE:
If the "Number of Years to retain Transaction/Summary History" fields in the GL Options screen are set to "1", then you must restore from the backup you made ***prior*** to performing Year-End.

The Importance of Period-End Processing

The end of the month marks the end of business for the current period and the starting point of a new month's activity. Your month-end routine probably includes activities such as printing statements, and reconciling and adjusting accounts. But, have you been including Period End Processing in your end-of-month routine? Period End Processing is a vital aspect of your MAS 90 accounting software.

When you complete Period End Processing, you close the current month's business by updating history and purging closed or obsolete transactions, clearing the way for the coming month. Period End Processing is necessary to maintain accurate and timely information, and must be completed each month for all accounting modules.

To illustrate its importance, consider what happens when Period End Processing is run for MAS 90 Accounts Receivable. During Period End Processing, Sales Commission, Split Commission, and Sales Tax information may be cleared, and the Accounts Receivable Analysis is updated. Period to Date fields are cleared, and future postings are brought forward to the current period for the Customer Sales History. Temporary customers with zero balances are cleared, and paid invoices are cleared according to the options you set in Accounts Receivable Setup Options.

Now, imagine what would happen if you did not complete Period End Processing. No historical files would be cleared and/or updated. Information would no longer be distinguished from one period to the next. Files normally purged of obsolete information would retain data, taking up valuable disk space and slowing system performance. In other words, to accurately report your accounting activity from month to month, you *must* complete Period End Processing.

With modular accounting software, there is an interdependency between one module and the next. The Accounts Receivable module, for example, may be integrated with the Sales Order Processing, Job Cost, Point of Sale, and Bank Reconciliation modules. Several of the reports from these integrated modules rely on information from the

Accounts Receivable files. If the information in any of these files contains both past and present data, you will not be able to receive the full benefit of your MAS 90 accounting software.

Not all modules require Period End Processing. Exceptions include Bank Reconciliation, Bill of Materials, Work Order Processing, and non-accounting modules such as Post Master and Visual Integrator. Some modules have unique Period End Processing cycles. Payroll closes quarterly, rather than monthly. In 3.71General Ledger may remain open for two fiscal years and indefinitely in version 4.05.

Many MAS 90 modules have one “future” posting period available. Future postings are made by changing the Accounting Date to the future period, and updating any transactions. The “Future Period” is one period in advance of the Current Period in the Setup Options for a module. This Future Period should be used to post to *only one* period in the future. When you run Period End Processing, the data in the future field is moved to the current period. All future postings are accumulated in the one future period for the module. To maintain the consistency of your data, you must complete Period End Processing *each month.*

Remember to make Period End Processing a regular part of your end-of-month routine - its one more way to master your MAS 90 accounting software.

Recommended Backup Procedures

This backup covers twelve weeks of *full* daily backups and requires a minimum twelve tapes, allowing you to delete data from your fixed disk and to retrieve it again up to three months later. You may however, add tapes for weekend backups if applicable or add additional monthly tapes for an extended retention period.

Label your tapes as follows:

MONDAY	**FRIDAY 1**	**FRIDAY 5**
TUESDAY	**FRIDAY 2**	**MONTH 1**
WEDNESDAY	**FRIDAY 3**	**MONTH 2**
THURSDAY	**FRIDAY 4**	**MONTH 3**

The *daily* **MONDAY** through **THURSDAY** tapes are rotated *weekly*
The *weekly* **FRIDAY** tapes are rotated *monthly*, alternately storing them off site.
The **MONTHLY** tapes are rotated *every three months.*

For example: Assuming you start this procedure at the beginning of the week, on Monday through Thursday, use the corresponding tapes. On the first Friday of the month, use the tape labeled 'FRIDAY 1', for the second Friday of the month use 'FRIDAY 2', etc….

Day of			Tape to be Used		
The Week	Week 1	Week 2	Week 3	Week 4	Week 5
Monday	Monday	Monday	Monday	Monday	Monday
Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
Friday	Friday 1	Friday 2	Friday 3	Friday 4	Friday 5

On the last day of the month, instead of using the corresponding daily tape, use the tape labeled **MONTH 1**. Use the tapes labeled **MONTH 2** and **MONTH 3** for consecutive months.

At **YEAR-END**, an additional backup should be done and then stored *off-site*. This tape should not be included in rotation.

2009