



Sage MAS 90/MAS 200 Year End Webcast

December 2010

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Welcome / Introductions

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Agenda

- ◆ Welcome/ Introductions
- ◆ Sage MAS 90/ MAS 200 version updates
- ◆ Order of closing
- ◆ Helpful hints
- ◆ Specific module information
 - Backup
 - Purging data
- ◆ Support Resources
- ◆ Other Information
- ◆ Questions & Answers
- ◆ Conclusion

Sage MAS 90/MAS 200 version 3.71 Retirement

- Last Payroll W-2 Update
 - December 2009
- Last Accounts Payable 1099 Update
 - December 2009
- **All support ended June 30, 2010**

Sage MAS 90/MAS 200 version 4.00-4.10 Retirement

- Last Payroll W-2 Update
 - December 2010
- Last Payroll Tax Table Update
 - September 2011
- Last Accounts Payable 1099 Update
 - December 2010
- **All support ends September 30, 2011**

Sage MAS 90/MAS 200 version 4.3

- Current version is 4.30.0.19
- Service update 19 released 09/27/10

Sage MAS 90/MAS 200 version 4.4

- Current version is 4.40.0.03
- Product update 3 released 09/27/10

Order of Closing

◆ These modules **don't** need to be closed

- » Library Master
- » Common Information
- » Business Insights
- » Paperless Office
- » CRM
- » Return Merchandise Authorization
- » Bill of Materials
- » Bank Reconciliation
- » Electronic Reporting
- » Visual Integrator
- » Custom Office

Order of Closing

◆ These modules **do** need to be closed **and** need to be closed in the following order:

1. Bill of Materials
2. Work Order
3. Purchase Order
4. Sales Order
5. Inventory
6. Payroll
7. Accounts Receivable
8. Accounts Payable
9. Job Cost
10. General Ledger

Order of Closing

- ◆ What if you are running a module that isn't listed (i.e., e-Business Manager, etc), or a “bolt on” product, (i.e., JobOps, etc.)?
- ◆ There could be special considerations. Please refer to your application user guide, or contact your primary BKD Consultant.

Helpful Hints

Schedule Plenty of Time

- ◆ Put the dates on your calendar.
- ◆ Don't wait until last minute to schedule.
- ◆ Perform review procedures early.
- ◆ Plan around staff vacations.

Helpful Hints

Utilize Resources

- ◆ Attend a webcast by BKD!
- ◆ Read year-end newsletter from BKD
- ◆ Review year-end manual from BKD
- ◆ Check out Sage on-line knowledgebase
- ◆ Call BKD's Sage Support Help Desk
- ◆ Call your primary BKD Consultant

Helpful Hints

Review the set up options for every module.

- ◆ Review record retention options to determine what is saved and what will be purged.

Helpful Hints

Gather 1099 Information

- ◆ Do you have all the 1099 information from your vendors? Start collecting information now so you have the information when you need it.

Helpful Hints

Order your forms early.

- ◆ Order W-2s, W-4s, and 1099s early.
- ◆ Avoid shipping delays.
- ◆ Order extra forms to allow for printing errors and problems.

Helpful Hints

Print your forms on plain paper first.

- ◆ Use this printing to validate information and check alignment.

Helpful Hints

Pre-reconcile subsidiary accounts.

- ◆ Pre-reconcile balance sheet accounts.
- ◆ Each balance sheet account should be reconciled to a subsidiary account, application trial balance or some other manual schedule.

P/O Setup

- ◆ Verify the following options
 - Retain purchase history
 - Retain receipt history
 - Purge PO recap at period end
 - Number of days to retain completed PO

◆ Purchases Clearing

- Reconciling the purchases clearing account is often overlooked.
- Should be done every month-end.
- Print the Purchases Clearing Report.
- Verify that open POs are truly open.

P/O Checklist

- Make a preliminary backup
- Check and adjust retention options in Setup
- Make sure all receipts, invoices, returns and issues have been recorded for the year.
- Print the regular period-end reports.
 - Purchases Clearing Report
 - Open Purchase Order Report

P/O Checklist

- Review reports, reconcile, make adjustments and reprint as necessary.
- Make a another preliminary backup
- Select Period-End Processing, choose Full Period and Year-End Processing.
- Set P/O date to year end date.
- Complete Full Period and Year-End Processing.
- Make a final backup. Keep off-site.

S/O Setup

- ◆ Verify the following options
 - Purge SO recap at Period-End
 - Retain ship-to detail in customer sales history
 - Retain sales order and quote history

S/O Info

- ◆ 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 you perform Accounts Receivable and Inventory Management period-end processing before performing a daily sales update for the next month's invoices.

S/O Checklist

- Make a preliminary backup
- Check and adjust retention options in Setup
- Make sure all invoices have been recorded for the current month.
- Print the regular month-end reports.
 - Open Sales Order Report

S/O Checklist

- Review reports, reconcile, make adjustments and reprint as necessary
- Make another preliminary backup
- Set S/O Date to year end date.
- Select Period-End Processing,
- Complete Period-End and Year-End Processing.
- Make a final backup. Keep off-site.

I/M Setup

- ◆ Verify the following options
 - Retain transaction history

- ◆ 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.

- ◆ 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 the checklist.

I/M Checklist

- Make a preliminary backup
- Check and adjust retention options in Setup
- Make sure all sales, receipts, transfers, invoices, returns, adjustments and issues have been recorded for the current month.
- Freeze the inventory
- Physically count your inventory

I/M Checklist

- Continue entering sales invoices, inventory and purchase order receipts. **DO NOT** update these journals.
- Input your Physical Count Entry.
- Print, verify and update the Physical Count Register, using the accounting date of the physical count.

I/M Checklist

- Make sure Purchase Order and Sales Order are already closed.
- If you have LIFO or FIFO, Lot or Serial items, print the Inventory Negative Tier Report.
- Review and reconcile negative tiers.

I/M Checklist

- Print the regular period end reports
 - Inventory Stock Status Report
 - Inventory Detail Transaction Report
 - Inventory Valuation Report
 - Inventory Trial Balance.
- Review reports, reconcile, make adjustments and reprint as necessary

I/M Checklist

- If inventory is integrated with sales order and/or purchase order, make sure all activity from those modules has been completed and the modules closed.
- Make a preliminary backup
- Set I/M Date to year end date.
- Perform Full Period-End processing

I/M Checklist

- Change the accounting date to a date after your physical count, then print and update the transaction journals that were on hold.
- Make a final backup. Keep off-site.

A/R Setup

- ◆ Verify the following options
 - Number of days to retain paid invoices
 - Retain detailed invoice & shipping history
 - Retain deleted invoices in invoice history

A/R Checklist

- Make a preliminary backup
- Check and adjust retention options in Setup
- Make sure all invoices and cash receipts have been recorded for the current month.
- Perform Finance Charge Calculation to apply finance charges to past due customers.

A/R Checklist

- ❑ Use Finance Charge Entry to make any manual adjustments.
- ❑ Print, verify and update the Finance Charge journal.

A/R Checklist

- ❑ Print the regular period-end reports.
 - ❑ A/R Trial Balance
 - ❑ A/R Aged Invoice Report
 - ❑ A/R Statements
- ❑ Review reports, reconcile, make adjustments and reprint as necessary
- ❑ Print Sales Tax Report as of the appropriate dates, (i.e., monthly, quarterly, etc) as required by your taxing jurisdiction.

A/R Checklist

- Verify your Sales Tax Report
- Make another backup
- Set A/R Date to year end date
- Perform Period-End and Year-End Processing
- Make a final backup. Keep off-site.

A/P Setup – Version 4.1x and before

- Accounts Payable Setup Options
 - Number of days to retain paid invoices
 - Number of months to retain check history
 - Track detailed invoice & payment history
 - Current Fiscal Year
 - Current Period
 - 1099 Calendar Year

A/P Setup – Version 4.2x and after

- Accounts Payable Setup Options
 - 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
 - Current Fiscal Year
 - Current Period
 - 1099 Calendar Year

A/P Info

- ◆ 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.

A/P Info

- ◆ 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 or 4.3 although it is highly recommended that you regularly perform monthly period end processing within 30 days of month end.

A/P Info

- ◆ 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 or 4.3 you can retain up to 99 years of vendor 1099 payment history.

A/P Info

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

A/P Checklist

- Make a preliminary backup
- Check and adjust retention options in Setup
- Make sure all invoices, checks and adjustments for the month have been updated.
- Print the regular period end reports
 - Aged Invoice Report
 - A/P Trial Balance
 - Check History

A/P Checklist

- Review reports, reconcile, make adjustments and reprint as necessary
- Print and verify 1099 forms
- Set the Accounts Payable date to the last day of the fiscal year.
- Make another backup
- Select & complete Period-End and Year-End processing
- Make a final backup. Keep off-site.

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

A: Yes, but in version 4.1 and earlier, you can only enter invoices and checks for one future period. (ie... if the current period is 12, then future transactions can only be entered for period 1 of the next year.) In version 4.2 and 4.3 you can enter checks and invoices in any future period.

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

A: No. 1099 information gets tracked separately using the “1099 Calendar Year” field found in AP options. In version 4.1 and prior, you can store two years of 1099 data, current year data and one future year’s data. Your current year data will be purged when Form 1099 printing takes place and you have answered “Yes” at the **“Do you want to Clear 1099 Payments?”** prompt.

A/P FAQs

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

A: Per Federal law the vendor 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: No. The system retains this data until manually purged.

Q: How can I manually purge Invoice History and Payment History?

A: From the Period End menu select Period End Processing. Click on the “Purge Detailed Invoice/Payment History” radio button.

Type in the date through which you want to purge. (ie... if you type in 12/31/05, all invoice history dated on or before 12/31/05 will be purged.)

Q: Do I have to print my 1099s before I close AP?

A: In version 4.1 and earlier, you can retain 2 years worth of 1099 information.

In version 4.2 and later you can retain 99 years of 1099 information.

Therefore, you do not have to print 1099s before performing Year End processing in A/P.

A/P FAQs

Q: My 1099s print with last year's 1099 information.

A: If your A/P options show the 1099 Calendar Year as 2009 then clear your 2009 1099 information. First print the 1099s for 2009 by selecting 1099 Form Printing from the Reports menu. Print 1099s for all Vendor Types and Form Types. Answer "Yes" to "Do you want to clear all 1099 Payments?"

Q: What happens when you “Clear all 1099 Payments?”

A: 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. This is especially true if you have not yet printed all of the 1099’s.

Q: Can I change the AP options field “1099 Calendar Year” manually?

A: 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 you must first determine whether the “Year-to-Date” column or the “Next Year” column found on the 1099 Payment history screen in Vendor Maintenance is correct.

Continued.....

A/P FAQs

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If the “Year-to-date” column contains the correct current year information, you may then change the “1099 Calendar Year” field in AP Options to 2010. If the “Next Year” column contains the correct current year information print the 1099s for 2009 and answer “Yes” to “Do you want to clear all 1099 Payments?”

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

A: These amounts can be changed through vendor maintenance.

From the Vendor Maintenance screen for the vendor with the incorrect amounts, select the **Additional** tab click the **1099 History** button and manually enter the correct amounts in the boxes with the incorrect amounts.

Q: When does the 1099 payment file get updated?

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

A/P FAQs

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

A: 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.**

J/C Setup

- ◆ Verify the following options
 - Overhead rate maintenance
 - Burden rate maintenance

J/C Checklist

- Make a preliminary backup
- Check and adjust retention options in Setup
- Verify all change orders, job billing invoices, direct cost, billing, and cash receipt transactions are recorded.
- Verify all integrated modules (i.e, Accounts Payable, Payroll, etc.) have posted all transactions and are closed.

J/C Checklist

- If monthly calculation of overhead is selected in Job Cost Options, print the Monthly Overhead Allocation Report and update.
- Print and update the Daily Transaction Register.
- If jobs were completed during the current period, print the Job Closeout Report and update.

J/C Checklist

- Print the regular period-end reports
 - Work in Process
 - Job Transaction Detail
- Review reports, reconcile, make adjustments and reprint as necessary

J/C Checklist

- Copy the job cost data to an archive company. (SVDATA or Company Maintenance Copy function)
- Select and complete Period-End and Year-End Processing.
- Make a final backup. Keep off-site.

G/L Setup – Version 3.71

- ◆ Verify the following options
 - 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, set this field to “None.”)

G/L Setup – Version 4.05 – 4.4

- ◆ Verify the following options
 - 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.)

G/L Info – Version 3.71

- ◆ The general ledger can remain open for eighteen months. This will allow you to work with the other modules in 2011 while the general ledger is still in 2010. This should provide plenty of time to get everything wrapped up for 2010.

G/L Info – Version 3.71

- ◆ 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.

G/L Info – Version 4.05 – 4.40

- ◆ The general ledger can remain open indefinitely.

G/L Info – Version 4.05 – 4.30

- ◆ 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.

G/L Checklist

- ❑ Make a preliminary backup
- ❑ Check and adjust retention options in Setup
 - ❑ Verify your Auto Budget Option
- ❑ Make sure all entries have been updated.
- ❑ Make sure all activity and adjustments in all modules integrated with General Ledger have been complete, and the periods are closed.
- ❑ Print, verify and update recurring journals.

G/L Checklist

- Print and review the General Ledger Worksheet for the end of the year.
- Identify adjustments
- Enter adjustments through General Journal Entry
- Print, verify and update General Journal Entry
- Verify all Daily Transaction Registers are updated
- Print and update Allocations

G/L Checklist

- Print the regular period-end reports
 - GL Trial Balance
 - GL Detail
 - Standard Financial Reports
 - GL Analysis
 - Custom Financial Reports
- Review reports, reconcile, make adjustments and reprint as necessary
- Make budget revisions through Budget Revision Entry.
- Make another backup

G/L Checklist

- Select Period End Processing and choose Period and Year End Processing
- Set your General Ledger date to the last day of your fiscal year.
- Complete Period End Processing after reports are printed.
- Make a final backup. Keep off-site.

Backup

Sage MAS 90/MAS 200 version 3.x

- Backup the entire MAS 90 directory if possible
- Backup the xxyyy directories where
xx = module code and yyy = company code
(APBKD, ARBKD, GLBKD, etc.)
- Also backup the Home & SOA directories
- Label backup and store offsite

Backup

Sage MAS 90/MAS 200 version 4.x

- Backup the entire MAS 90 directory if possible
- Backup the MAS_yyy directories where yyy = company code (MAS_BKD, MAS_IOS, MAS_MMH, etc.)
- Also backup the Home, SOA, MAS_SYSTEM, and MAS_USERS directories
- Label backup and store offsite

Year End Purging

- Make sure that backup procedures have been performed before purging data.
- In 3.x modules purge utilities can be found in Period End Processing menu.
- In 4.x modules purge utilities can be found in Utilities folder of each module.
- **NOTE: THERE IS NO REASON TO KEEP YOUR DATA IN THE “LIVE” COMPANY FOREVER!!**

Support Resources

- Information Center
- Resources
- Tutorials
- Help Files
- Sage Software Online
- BKD Technologies

BKD Support Desk

sagesupport@bkd.com

1 (866) 832-4253

Year end schedule

Do you know...

... Who your
primary BKD
Consultant is?



Consultants

- ◆ **Lincoln / Kansas City**
Amy Knust – aknust@bkd.com
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BKD Webcasts

- ◆ Our goal is to bring additional value to our relationship.
- ◆ Webcasts are offered at least once a month, sometimes more. (There were 2 in December)

BKD Webcasts

- ◆ Check our website frequently to see what is offered www.bkdtechnologies.com/events.
- ◆ If you have an idea for a future webcast, please email rreeder@bkd.com.

Questions?

Conclusion



Everyone at BKD Technologies wishes you and your family a safe and Merry Christmas.