



MAS 90 & MAS 200 Year-End Webinar

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experience insight

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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

MAS 90 & MAS 200 Retirement Schedule

- Version 3.7x SQL – September 30, 2011
- Version 4.0, 4.05, and 4.1 – September 30, 2011
- Version 4.2 – September 30, 2012
- Version 4.3 – September 30, 2013
- Version 4.4 – September 30, 2014
- Extended Enterprise Suite Version 1.3 and 1.4 – September 30, 2012

Sage MAS 90/MAS 200 version 4.5

- Current Version 4.50.1.0
- Supported Version 4.40.0.07
- Supported Version 4.30.0.23
- Supported Version 4.20.0.26

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

- Years to Retain purchase history
- Retain receipt history
- Retain Comment Lines in Receipt History
- Purge PO recap at period end
- Days to retain completed Purchase Orders

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
- Set P/O date to year end date
- Select Period-End Processing, choose Full Period and Year-End Processing
- Complete Full Period and Year-End Processing
- Make a final backup. Keep off-site

S/O Setup

Verify the following options

- Retain sales order and quote history
- Retain Deleted Orders/Quotes
- Retain Deleted Lines for Orders/Quote
- Years to Retain Sales History
- Retain Lot/Serial Item Sales History
- Retain Customers' Last Purchase History
- Retain Backordered Lines in Invoice History.
- Retain Ship-To Detail in Customer Sales History.
- Purge Customers' Last Purchase 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

The setting for Item History retention is found in Common Information Setup

- Retain transaction history (specify number of years 2-99)

You purge Item History by running Purge Item History.

I/M Info

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

- 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

- Make a final backup. Keep off-site.

A/R Setup

Verify the following options

- Years to Retain Cash Receipts History
- Retain Deposit Transaction History
- Invoice History – Retain in Detail
- Retain Deleted Invoices
- Retain Comment Lines
- Sales History – Years to Retain Customer History
- Years to Retain Salesperson History
- Include Sales Tax Credit History
- Days to Retain Credit Card 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

A/R Checklist

- 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

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 4.2x and after

Accounts Payable Setup Options

- Days to retain paid invoices – Additional Tab
- Track detailed invoice & payment history
- Retain Comment Lines for Invoices
- Years to Retain Vendor History
- Include Sales Tax and Freight
- Years to retain 1099 Payment History
- Current Period / Fiscal Year
- 1099 Reporting Default 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

You can enter checks or invoices for as many periods as you wish in version 4.2 and higher, although it is highly recommended that you regularly perform monthly period end processing within 30 days of month end.

In version 4.2 and higher 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
- Set A/P Date to year end date
- Select & complete Period-End and Year-End processing
- Make a final backup. Keep off-site.

A/P FAQs

Note: Fields in Accounts Payable Options are used to determine the current accounting period and the number of years to retain vendor purchase history, check history, and 1099 payment history after year-end processing.

The following occurs during period-end or year-end:

- Temporary vendors with zero balances are automatically purged unless you selected to retain the temporary vendor in Vendor Maintenance
- Check history information is cleared as of the period-ending date

A/P FAQs

- Vendor electronic payment history is removed based on the number of years set up to retain electronic payment history in Accounts Payable Options
- Vendor purchase history is removed based on the number of years set up to retain purchase history in Accounts Payable Options

A/P FAQs

- Open invoices with zero balances are removed based on the number of days to retain paid invoices in Accounts Payable Options
- If retaining invoice history, all current year invoice information is updated to the Last Year fields, and any invoice history with no current-year activity is removed based on options selected in Accounts Payable Options

A/P FAQs

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

A: Yes, In version 4.2 and higher you can enter checks and invoices in any future period.

A/P FAQs

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. 1099 Payment information is purged based on Years to Retain 1099 Payment History found in AP Options when you print 1099’s and answer the question.

“Do you want to increment the Default 1099 Calendar Year filed in the Accounts Payable Options window to the next calendar year?”

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.



A/P FAQs

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

A: From the Utility menu select Purge Payables History. Click on the “Remove 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.)



A/P FAQs

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

A: Note: The following information applies to Sage MAS 90 and 200 4.10 and earlier. As of version 4.20, the prior year does not need to be cleared. Just change the year in Accounts Payable Options.

Do not change the “1099 Calendar Year” field manually; doing so may result in 1099 payments being posted to an incorrect year. If Continued.....



A/P FAQs

...Continued....

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.

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 increment the Default 1099 Calendar Year filed in the Accounts Payable Options window to the next calendar year?”**



A/P FAQs

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.



A/P FAQs

Q: When does the 1099 payment file get updated?

A: The vendor 1099 payment file is updated at the time you update the Check and Electronic Payment 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.
(Company Maintenance Copy function.)
- Set J/C Date to year end date
- Select and complete Period-End and Year-End Processing
- Make a final backup. Keep off-site.

G/L Setup Version 4.05 – 4.5

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 4.05 – 4.50

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

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

Backup- 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 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
- Normal Support hours are Monday – Friday
- 8 a.m. – 5 p.m.



BKD Support Desk

- Year end schedule
 - The BKD Technologies Sage support help desk line will be closed Monday December 26th for the Christmas Holiday and Monday, January 2nd for the New Year Holiday.
 - The BKD offices will be closed on Friday December 23, 2011 for the Christmas Holiday. We will have Help Desk Coverage on this day.
 - The BKD Offices will be closed on Friday December 30, 2011 for the New Year Holiday. We will have Help Desk coverage on this day.
 - Sage Software support will be closed Monday and Tuesday December 26th and 27th for the Christmas Holiday. They will be closed Monday, January 2, 2012 for the New Year Holiday

Do you know ...

... Who your primary
BKD Consultant is?



Consultants

- **Lincoln / Kansas City** Amy Knust – aknust@bkd.com
- **Wichita / Joplin / Springfield / Kansas City**
Robin Reeder - rreeder@bkd.com
- **St. Louis** Deb Nugent – dnugent@bkd.com
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- **Indiana / Ohio / Illinois / Kentucky / Michigan**
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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 are 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 happy holiday.





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Thank you for attending. Learn more at bkdtechnologies.com.