



Sage 300 CRE

Year End Training

Host: Seth Myers

Topics For Discussion

- Year End Guide
 - Main Year End Center
 - Available at Sage City: www.sagecity.com/yearend
https://www.sagecity.com/support_communities/sage_construction_and_real_estate/sage300cre-yearend/
- BIG TOPICS
 - COVID-19 Legislation
 - Affordable Care Act (ACA) Center: www.SageCity.com/ACA
- Steps to prepare for year end closings?
- Software
 - When to install year end update?



Topics For Discussion

- Payroll
 - When to install tax updates?
 - Printing W2s/W3s
- AP
 - Printing 1099s, 1098s Closing procedures
- Critical year end tasks – including data archiving
- What's new?

COVID-19 Legislation - related to Payroll Setup/Reports

- **Families First Coronavirus Relief Act (H.R. 6201)**
 - [H.R.6201 Families First Coronavirus Response Act and Sage 300 CRE US Payroll](#)
- **CARES (Coronavirus Aid, Relief, and Economic Security) Act H.R. 748**
 - [CARES Act: U.S. Payroll reporting for Sage 300 CRE](#)
 - [Sage 300 CRE: Recording and tracking a loan from the CARES Act H.R. 748 Paycheck Protection Program](#)
- **Executive Order**
 - [Executive Order deferring U.S. Payroll tax obligations](#)
 - [Sage is reviewing the Executive Order guidance and the Form 941 Draft](#)
 - [Sage is monitoring the President's Executive Order related to COVID-19](#)
- **Tax Forms**
 - [Preparing for Q2 941s](#)
- **Additional Resources:**
 - [Coronavirus \(COVID-19\) Advice and Support](#)
 - [COVID-19: Business Support Finder](#)
 - [Free Sage University Learning and Certification offer Extended through June 30](#)
 - [COVID-19 Legislation Explained \(RubinBrown\)](#)
 - [SOS Business Planning Guide \(Collective\)](#)
 - [Business Survival Guide \(SWK Technologies\)](#)
 - [Paycheck Protection Program Resources \(AICPA\)](#)
 - [EIDL vs PPP Comparison Chart \(EideBailly\)](#)
 - [PPP Small Business Application Check List \(EideBailly\)](#)
 - [Overview of the CARES Act \(U.S. Chamber of Commerce\)](#)

COVID-19 Legislation - related to Payroll Setup/Reports

- How to setup PAYS in payroll module to account for Families First Coronavirus Response Act – 103997
 - Main issue
 - Setup 3 new pays:
 - COVIDFMLA – Emp paid sick leave @ 2/3 reg rate (\$200/day) – self/family care
 - COVFMLA10 – Emp paid sick leave @ 2/3 reg rate (\$200/day) – childcare/school closed
 - COVIDSICK – Emp paid 100% pay up to 2 weeks
 - Process checks SEPARATELY
 - Reporting
 - 104105 – downloadable reports to track COVID-19 pays
 - 104167 – How to report payroll related to HR748, PPP loans and CARES Act



Affordable Care Act (ACA) and California Consumer Privacy Act (CCPA)

- Main Reference Page: sagecity.com/p/aca
 - Sage 300 Articles
 - Video links
 - IRS ACA website links

Affordable Care Act (ACA) and California Consumer Privacy Act (CCPA)

California Consumer Privacy Act (CCPA)

- [How does Sage 300 CRE support ACA?](#) - Article ID: 70726
- [FAQ: California Consumer Privacy Act \(CCPA\)](#) - Article ID 101838

Affordable Care Act (ACA)

- [How do I set up Sage 300 CRE to support ACA requirements?](#) - Article ID: 70299
- [How do I generate the required ACA forms?](#) - Article ID: 70707
- [How do I report employer-sponsored health care coverage on the W-2 form?](#) - Article ID: 22738
- [How is a Large Employer determined by the Affordable Care Act?](#) - Article ID 62864
- [How do I set a self-insured plan for ACA coverage?](#) - Article ID 62040
- [What are the Section 4980H Safe Harbor Codes for the Affordable Care Act?](#) - Article ID 62869
- [What does Self-Insured or Self-Fund Group Insurance plan mean for ACA reporting?](#) - Article ID 54111
- [What Payroll information prints on Form 1095-C to Employees?](#) - Article ID 69185
- [What Payroll information prints on Form 1094-C to the IRS?](#) - Article ID 69177
- [Which forms should I order for Affordable Care Act reporting?](#) - Article ID 70131

Affordable Care Act (ACA) and California Consumer Privacy Act (CCPA)

- Main Steps
 - Review employee count for PREVIOUS calendar year to determine if you're an "Applicable Large Employer" (ALE)... generally 50 FTE emps
 - 54349 – report to show ACA hours by month
 - Determine which ACA form you need for THIS calendar year
 - Confirm Sage 300 is setup to track the ACA information – 70725, 54849
 - Install any year-end product releases
 - Use Aatrix to generate W-2 and ACA forms



Prep For Year End Closings

- Cut final year PR/AP checks, make adjustments and corrections
- Run AR/AP aging reports and adjust as needed
- Post all modules
- Review any reports for unposted transactions – fix issues
- Make sure nothing sitting in suspense account!

Install Year End Update

- Is it really required?
 - (yes and no)
- Which version is supported?
 - (20.xxxx) – 16.1 or 17.1 = 18.4 then 20.x
 - Will your environment handle the new upgrade?
 - System requirements – 104860
- Best practices
 - BACKUP BACKUP BACKUP!!! 17256
 - Wildcards: *.prn, *.pdf, *.txt, *.xls, *.xlsx, *.doc, *.docx, *.msg, *.tszip2, *.zip
 - Backup C:\ProgramData\Sage\TIMBERLINE OFFICE\9.5
 - Reboot server and workstations before installing update
 - Turn off or silent mode AV
 - Run data update overnight and REVIEW upgrade journal

Installing PR Tax Updates

- Tax Updates are installed when you are ready for 2021
- You want to avoid prior year check adjustments!
 - Process to fix prior year checks:
 - Restore old tax file – 18839
 - Fix bad checks (and post)
 - Run Recalc-subject to prior year
 - Restore new tax file (or change file locations)
- Download tax rates – update any manually (SUI_E, ETT, SDI)
 - 100820

Printing 1099/1098

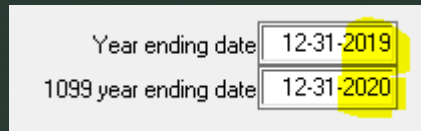
- Ensure all invoices and payments for “REPORTING YEAR” have been posted
- Verify appropriate vendors have “Vendor Receives a Form 1099” marked in Setup > Vendors > 1099 Settings tab
- Backup AP files (17256)
- Enroll in Aatrix (21984) or recover password if needed
 - <https://efile.aatrix.com> – Canada: <https://efileca.aatrix.com>
- Install any updates needed on workstation for Aatrix
- Start “New Report” for applicable year – AP > Tasks > Government eFile and Reporting > Form 1099 (USA)

Printing 1099/1098

- Follow wizard through process – add states as needed
- Make sure if you add states to fill in applicable boxes
 - 1099-MISC: boxes 18 (wages) and 16 (tax)
 - 1099-INT: box 17 (state tax) OR box 6 (foreign tax)
 - 1099-DIV: boxes 13 (wages) and 14 (tax) OR box 6 (foreign tax)

Printing 1099/1098

- Do I (or when do I) need to close year in AP?
 - First, check AP Year ending date AND 1099 year ending date in AP Settings



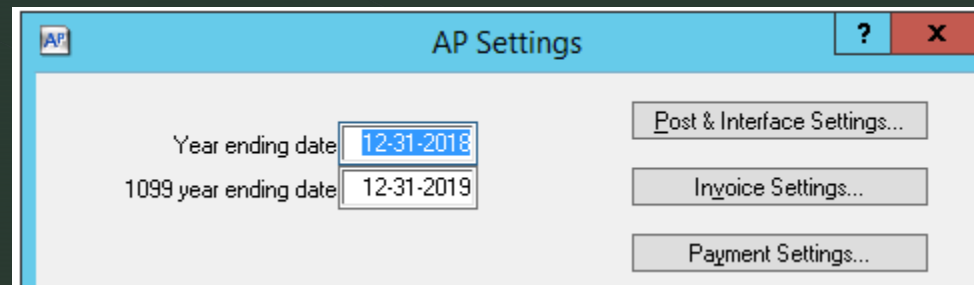
A screenshot of a software interface showing two date fields. The first field is labeled 'Year ending date' and contains the text '12-31-2019'. The second field is labeled '1099 year ending date' and contains the text '12-31-2020'. Both fields are highlighted with a yellow rectangular selection box.

Year ending date	12-31-2019
1099 year ending date	12-31-2020

- Scenario 2: 1099 year is 2019
 - Close 1099 year BEFORE/AFTER printing 1099s and BEFORE printing 2021 checks!
 - Close 1099 year again if needed to get year end to 12-31-2021
- Scenario 1: 1099 year is 2020
 - Print 1099s BEFORE/AFTER you close 1099 year – just pick correct year when printing
 - Print 2020 checks BEFORE/AFTER you close 1099 year – depending on current year end
- Scenario 3: 1099 year is 2021
 - Print 1099s and 2020 checks ANY TIME
 - Do NOT need to close your 1099 year again until late 2021/early 2022

Printing 1099/1098

- What about closing AP year?????
 - Check AP settings for AP year
 - You can always post 12 months ahead of current AP year



The screenshot shows a dialog box titled "AP Settings" with a blue header bar. Inside the dialog, there are two date fields: "Year ending date" with the value "12-31-2018" and "1099 year ending date" with the value "12-31-2019". To the right of these fields are three buttons: "Post & Interface Settings...", "Invoice Settings...", and "Payment Settings...". The dialog box has a standard Windows-style title bar with a question mark and a close button (X).

- If needed, close AP year so "Next Year" or YTD fields on vendors have correct totals

Printing 1099/1098

- Common articles needed
 - How to combine multiple files with same EIN for 1099? – 23256
 - Setup/allow electronic 1099s – 87586
 - Reprint completed 1099s – 76181
 - Efile or Print Incomplete 1099s – 31989
 - Correct COMPLETED 1099s – 30565
 - General process information – 23090

Printing W2s/W3s

- Do I NEED to print on perforated paper or can I print on plain?
22496
- What forms to order?
 - <http://www.sagecreforms.biz> – shipped 24-48hrs from order
 - Order the 4-UP forms
 - “Quick Ship” option = same business day if ordered by 11am PST
 - Call ahead 800-760-7929
 - Can order the ACA – 1095 forms
- Determine # forms: PR > Reports > Tax Preparation > W-2 Count

Printing W2s/W3s

- Start Aatrix wizard – PR > Tasks > Federal eFile and Reporting
- Install updates as needed
- Select form to generate
- Clear any employees not needed – forms ONLY generate for wages >0 in reporting year selected
- You can combine multiple PR data files for W2s – 23034
 - Named master files can only contain 1 SSN!

Closing Procedures

- General Order
 - Payroll – makes sure first payroll run has correct taxes & limits
 - Use Close Year
 - Property Management & Accounts Payable – helps insure vendor payments post to correct total bucket (this year/last year buckets)
 - Use Close Year
 - Equipment Cost, Contracts, Job Cost
 - Use Close Month
 - Accounts Receivable & Cash Management
 - Use Close Year
 - General Ledger
 - User Close Year

Closing Procedures

- Common Questions
 - General Ledger
 - Can we close year even if all prior year adjustments are done?
 - Do I need to install year end before closing fiscal year in GL?
 - Payroll
 - Is there a proper order for close year, update taxes, install year-end versions?
 - Can I process new year checks before closing? NO!
 - Accounts Receivable and Accounts Payable
 - Can I process changes for prior year?

Adjustments In GL – General Process

- Record and post all entries for fiscal year – fix rejections
- Verify all suspense accounts have 0 balance
- Print trial balance and other month end reports
- Reconcile other applications to General Ledger
- Print financial statements
- Backup ENTIRE database – user File Tools – 17256
- Close fiscal year in General Ledger
 - If needed, make adjusting entries for prior year and Close Year again

Critical Year End Task

- Plan ahead
 - Order forms (+ 10%)
 - Plan upgrade times – especially data upgrade!
 - Run all reconciliation reports before closing
- **BACKUP BACKUP BACKUP!**

What's New/Notes?

- Notes on version 20.2
 - ** MUST be on v18.4 or v20.1 to upgrade – no data upgrade needed
 - ** If v18.1 through v18.3, upgrade data after installing v20.2
 - ** If v16.1 or v17.1 upgrade to 1.8 (and data) then v20.2
- New Items
 - New form types for Aatrix
 - When SM invoice is voided in AR, the SM transactions no longer have same row id as original transactions
 - In AR, when you Adjust Receivables, entries now tied to correct invoice
 - In AP, you no longer get error message when accessing Misc. Compliance tab when there's a large number of items
 - The APIs were “enhanced” so they don't rely on Sage's SQL Replicator



What's New/Notes?

- Ability to specify the file name and location of Excel files exported from inquiries
- “Sever fixes and workflow improvements”
- Identification of the exact software versions you have downloaded and installed

Fixes?

- Employee names were missing from the PR Subject To Date Range report
- Error: “BulkCopyReplication failed for NOTES” in Sage SQL Replicator
- Labor Distribution report and Gross Wages fixed
- Subcontractor Compliance Management crashes on Misc. Compliance items
- Union report shows employees that didn’t work during the time period
- Transactions in SM with duplicate ROWID/ROWVERSION
- Invoices showing as cash receipt in AR
- AR Sales Tax Summary report is including Stored Materials in Gross Sales
- Balance to Finish on billing invoice not showing entire amount – cuts off digits
- Misc. Compliance by Vendor report in AP shows an item as compliant when it is outstanding
- Desktop performance/tasks slow to open or load after upgrade to 17.1 or higher



■ QUESTIONS?

