Sage 100 Contractor Year-End Training

Linda Allstadt
Senior Sage 100 Consultant

Troy Guevara
Construction Technologist

digitek SOLUTIONS
An Alta Vista Technology Company

Sage Partner

Training Outline

1. Year-end resources and general information.
2. Closing or Archiving Payroll.
3. Advancing a Fiscal Year.
4. Archiving General Ledger Data.
5. Enhancements on version 25.
6. Q&A

Year-end Resources and General Information

- Sage 100 Contractor Desktop > Home & Resources Tab > Product Documents > Year-End Guide
- Sage 100 Contractor Desktop > Home & Resources > Online Community: in search bar type in Sage 100 Contractor Year End Center.
- Schedule Year End Training:
  - Watch Recorded TUG Webinar: Sage 100 Contractor Fiscal Year Archiving http://www.tugweb.com
  - Attend Sage University > Home & Resources Tab > Sage University http://www.sageu.com

Contact Your Sage 100 Contractor Consultant to Schedule Time If You Need Assistance

Multi-Year Payroll – V24.2.X

- ✓ Allows you the OPTION to close payroll year without having to Archive.
  - ✓ Keeps payroll records in the current database
    - ✓ This can include multiple years of payroll
    - ✓ Enables you to run reports that span over multiple years – Example Insurance Audits.
    - ✓ Allows you to make any final adjustments to previous year

Does not create a separate database – this isn't done until the Archiving process

5-3-8 Close Payroll Year

- ✓ Clears employee’s YTD and QTD totals, including sick and vacation YTD amounts
- ✓ Creates employee ACA records for the new year
- ✓ Advances the current payroll year

Archiving Payroll

This process can now be performed anytime you are ready

Archiving does the following:

- Closes payroll for the year you are archiving (if you have not already closed)
- Creates a backup of the payroll records
  - These records are now stored in the list of Archived companies.
- In the Archive database
  - Only payroll records for the year you are archiving is retained, and future records are removed

Housekeeping Items to Begin Now

- ✓ Decide when to Close or Archive
- ✓ Process bonuses, reimbursements, etc.
- ✓ Post final payroll for 2023
- ✓ Audit 5-3-7
  - ✓ Note: If Closing vs Archiving you can Close with audit errors
- ✓ Update employee statuses 5-1-1 #21 Employee List
- ✓ Verify W-2 Options – Retirement Plan, Third-Party Sick Pay, Consent for Electronic W-2
- ✓ Review ACA information if applicable
- ✓ Trial run W-2's
- ✓ Enroll with Aatrix https://efile.aatrix.com
- ✓ Get employees consent to issue W-2's electronically
  - ✓ 5-2-3-9 HR Forms – Electronic W-2 Consent

Computation of Payroll in multi-year environment

Critical factor is the check date

- ✓ The check date year determines the employee's YTD and QTD totals
- ✓ Check date year can affect the computation of sick & vacation hours
- ✓ Voiding a payroll record with a check date in the previous year will update information for the employee for that year.
- ✓ Compute payroll uses the current payroll data to calculate rates and maximums

Refer to the release Notes for Version 24.2 for additional information about multi-year payroll.

Close Payroll

- Issue any reimbursements and/or contributions for the year if you have not been doing so throughout the year
- Knowledge Base Examples:
    - Health Insurance
    - Vehicle Reimbursements
    - HSA Contributions
- Final compute and post for the closing year
    - You can enter new year payroll records but ***don't compute them***
- Audit and resolve any audit errors as needed.
    - Choose Repair to address any audit errors

Close Payroll

MAKE A BACKUP – Database Administration Tune Up/Backup/Restore

- Close Payroll 5-3-8
- Must be logged in as company admin and payroll admin (if you are using this feature)

After Payroll Close

- Update your rates and maximums for the new year as needed in:
  - 5-2-1 Employees (Calculations)
  - 5-3-1 Payroll Calculations Social Security EE/ER max $168,600 for 2024
  - 5-3-2 Workers' Compensation
  - 5-3-4 Paygroups, Paygroup Benefits
  - 5-3-6 Local Payroll Tax
- Update Simple Time Entry (if using) 5-6-6 BiWeekly
- Update accrued vacation and/or sick 5-2-1 (does not automatically reset)
- Clean up (get rid of) calculations you are no longer using

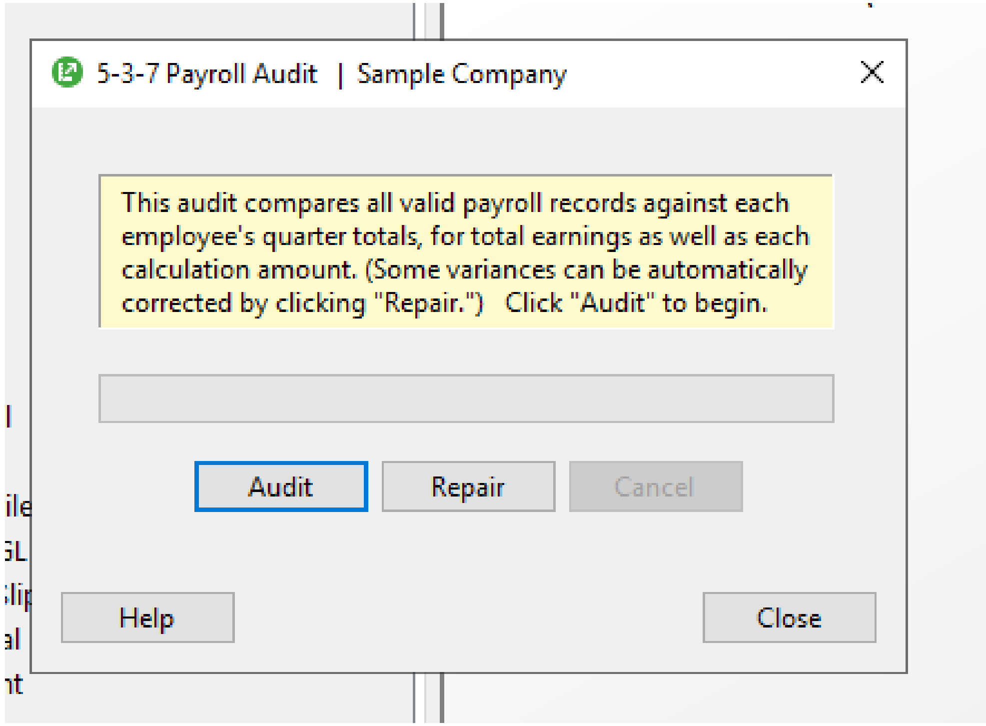
You can now begin processing payroll for the new year

ARCHIVING Payroll – Items to Perform Now Before Archiving

Archiving can be done at any time.

5-3-7 Run the Payroll Audit. Resolve any audit errors so the Archiving goes smoothly.

Note: Sage 100 Contractor DOES NOT (with most recent update 23.2.xxx) let you Archive payroll with un-computed and/or unposted checks.



Payroll – Now Ready for Archiving

Complete and Post Final Payroll for 2023

Perform the Archiving process on the Network Drive

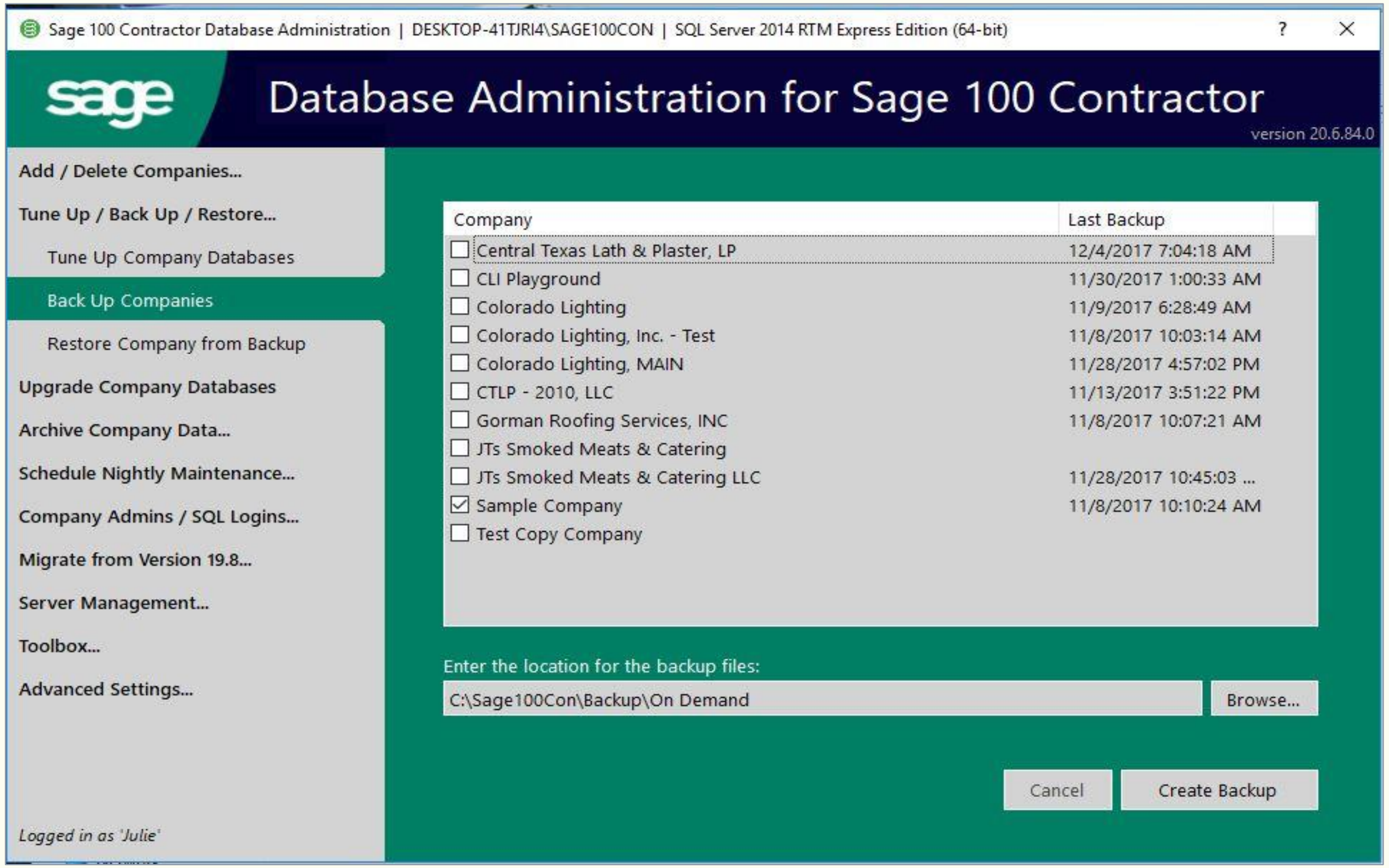
Strongly recommend to avoid any network irregularities

Process for Archiving Payroll Step 1

Before entering timecards for the new Payroll Year, you need to perform the following steps in preparation for the Archiving process ***IF YOU CHOSE TO GO DIRECTLY TO ARCHIVING VS CLOSE***

Decide on your Archive date now

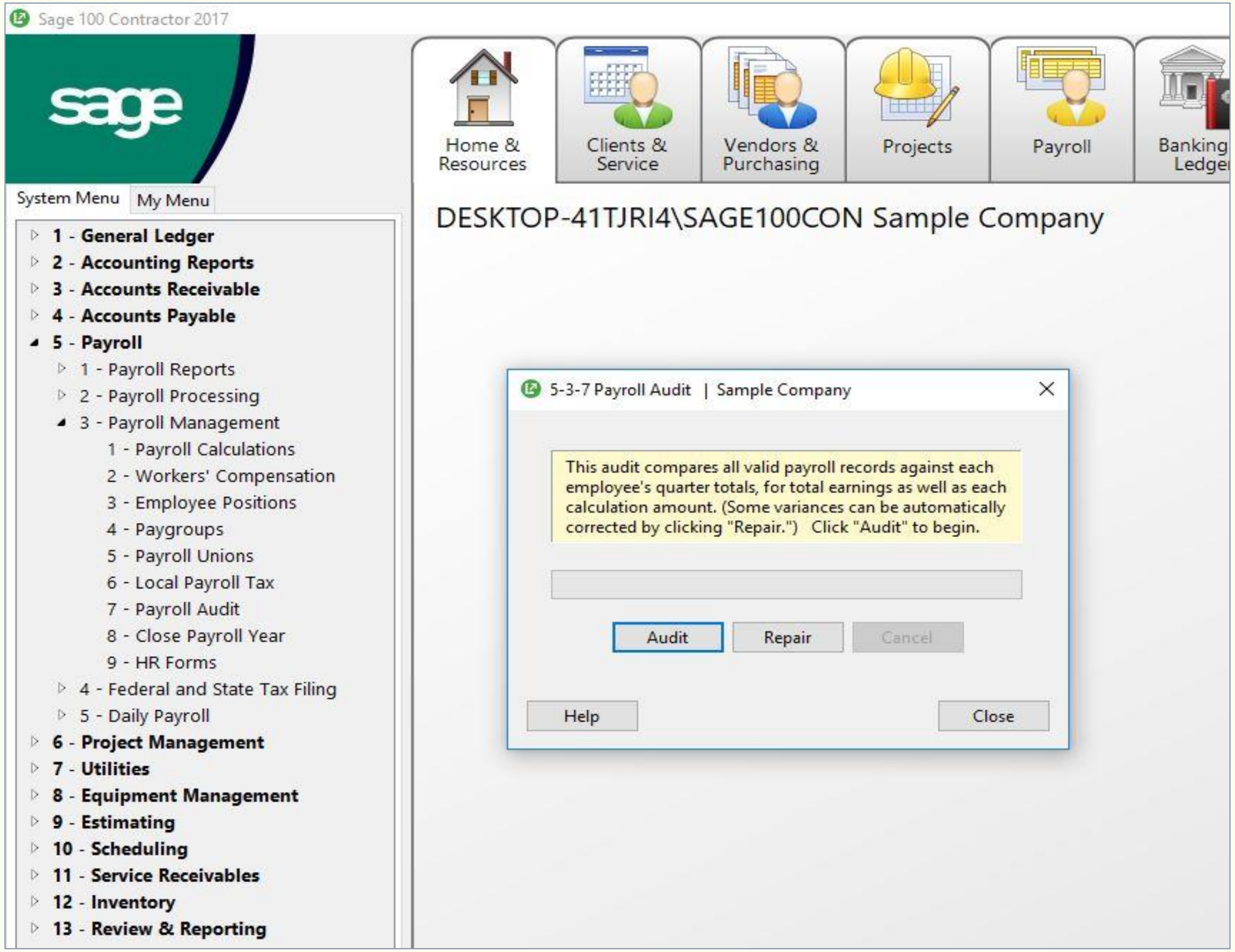
Back up your company data through Data Base Administrator



Step 2

Run the Payroll Audit in 5-3-7

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

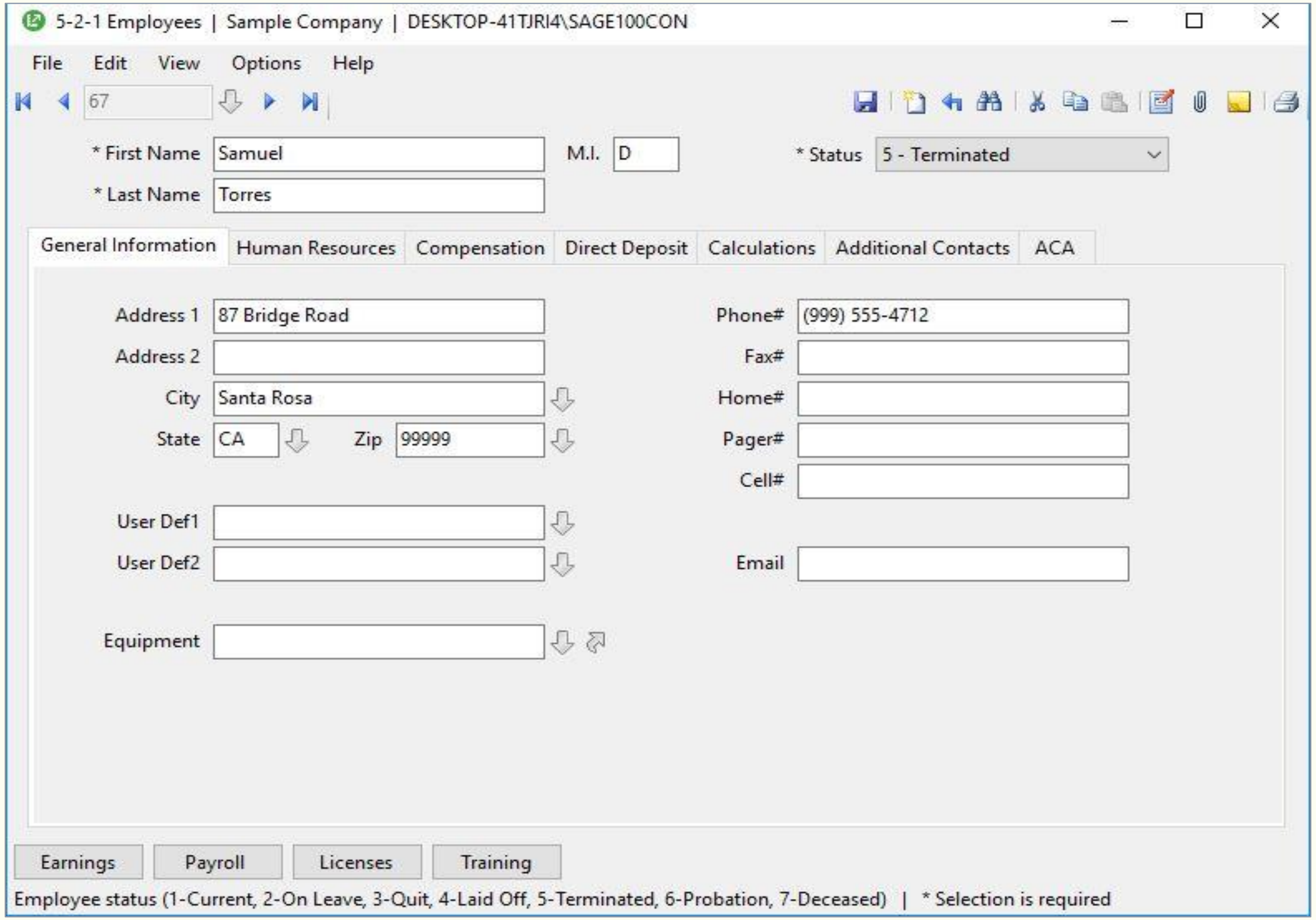


Step 3

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

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

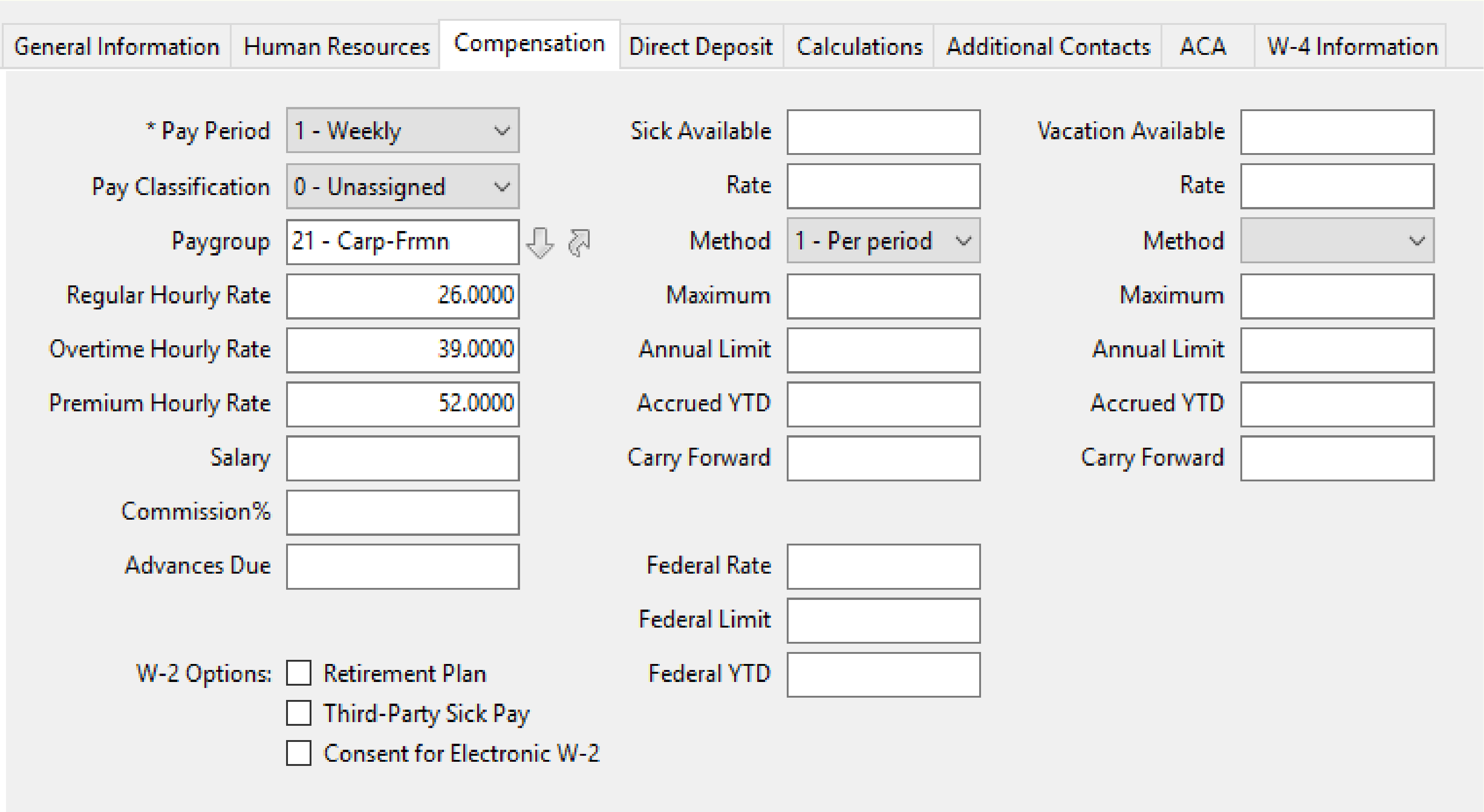
5-1-1-21 Employee List: This report shows all employees and their status



Step 3 continued..

5-2-1 Employees > Compensation > W2 Options:

- ✓ Retirement Plan
- ✓ Third-Party Sick Pay
- ✓ Consent for Electronic W2



Step 4

Print Reports for After-Archive Verification

a. Print the 5-1-2-41 Payroll Check Register ~ Totals Page report. This report will also be used for verification purposes after the books have been closed.

b. Print the 5-4-3 ACA Hours Allocation report. This report will be used to determine the number of full-time and full-time equivalent employees per month, and as a reference when you fill out federal forms required under the Affordable Care Act

c. Open 5-2-2 Payroll Records. ***(Only for version prior to V 24.2.X)***Select File then Count and write down the number of records. The number of files will be used for verification purposes after the books have been closed.

Step 5

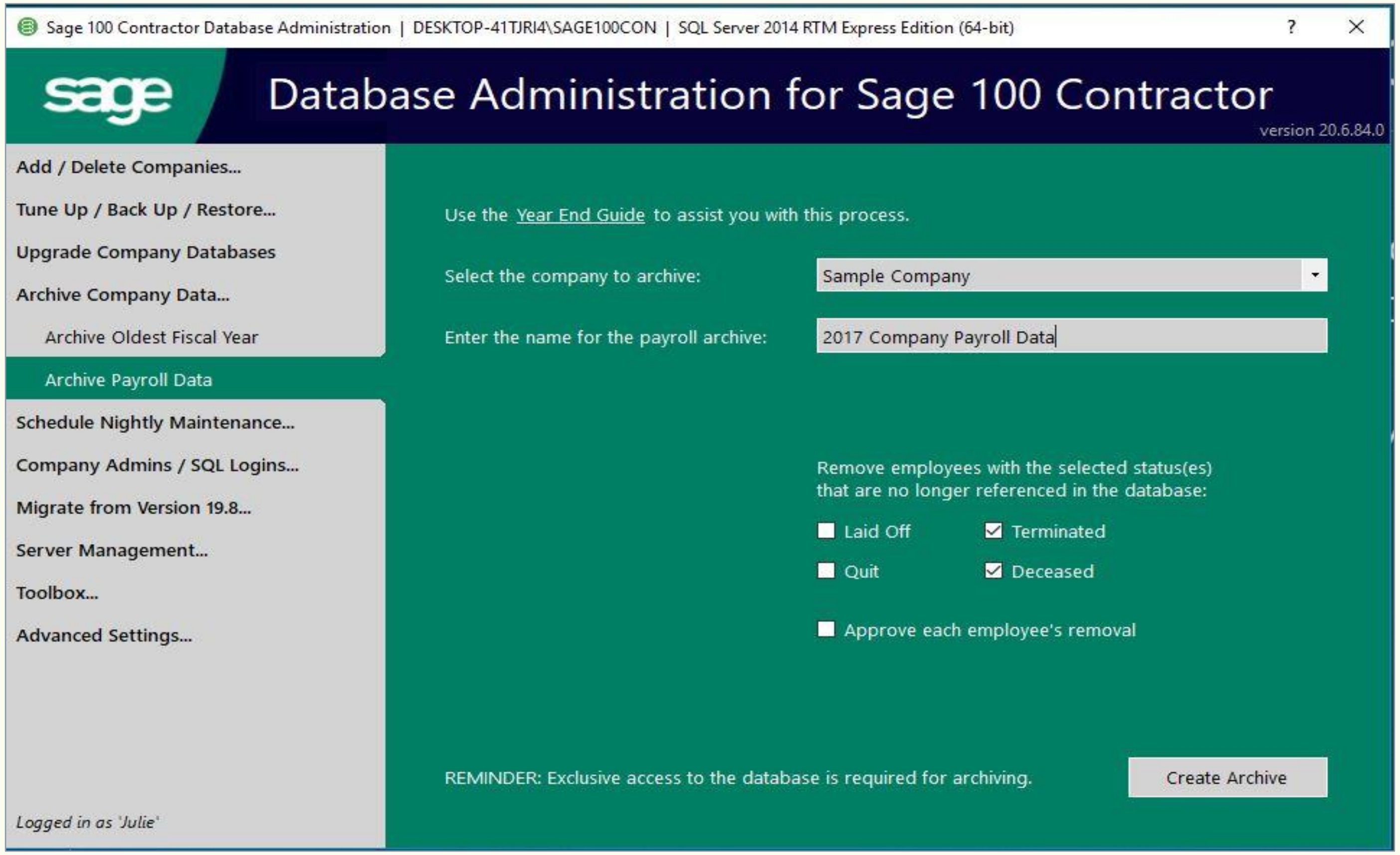
Archiving Payroll Data

NOTE: You cannot enter payroll data with check dates in the new calendar year until you archive payroll for the previous year ***if you have chosen not to Close payroll***

a. Open Database Administrator and Select Archive Company Data then Archive Payroll Data

b. Click "Create Archive"

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



Step 6

Verify the Archived Payroll Data by Opening Up Sage and Select "SHOW ARCHIVES"

a. Select the Archived Company

b. Verify the following from the record counts and reports ran prior to Archiving

    a. Payroll Check Register Totals

    b. ACA Hours Allocations Report

    c. Payroll Records Count ***if you did not choose to Close payroll***

    d. Accounts Payable Records Count

Verification:
If these totals match, your archive has been completed successfully.
If there are any discrepancies, restore your back up and create a new archive.

NOTE: All W-2's and 4th Quarter Reports Must be Run through the Archived Payroll Company if you chose to Archive vs Close payroll

Change Security in the PR Archive

- ✓ **Change Security**
  - ✓ Menu 7-2-1 Security Groups – recommend changing security right s of all user groups to “No” to help prevent users from accidentally saving, voiding, etc. in the Archive.
  - ✓ Company Administrator can still have access
- ✓ **Change Archive Company Name**
  - ✓ 7-1 Company Information – eliminates confusion when printing reports from the Archive
- ✓ **Lock Posting Periods**
  - ✓ Menu 1-6 Manage Period Availability – extra assurance that no entries will be made accidentally.

Current Company Database

- Archived year’s payroll records are removed
- Removes the archive year’s records from Simple Time Entry where the work data is earlier than November 1 of the archive year
- Removes employee records according to the archive options selected

New Year Payroll Preparation

a. Install the Year-End tax Update received with your Year End Notice
   a. New tax tables are scheduled to be published mid December
   b. May be more updates published after the new year
b. Update All Pay Calculations as needed by selecting 5-3-1 Payroll Calculations. Delete any Payroll Calculations that you will not be using in the New Year.
c. Adjust any default Max, i.e. 401(k) Maximum, SUTA, State Disability, and update any Rate changes.
d. Select Payroll Calculation, Options, Update Employees, Update Default Rate and Maximum

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

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

Preparation for Archiving the Company 2023 to 2024

ALLOW SUFFICIENT TIME FOR THE YEAR-END PROCESS

The Time required depends on the size of your company and any audit errors encountered during the closing process.

PERFORM ARCHIVE PROCESS ON NETWORK DRIVE

Strongly recommended to avoid network irregularities that can disrupt the closing process

Items to Perform Now Before Archiving

- ✓ Run the Audit and resolve any Audit errors: 1-6 Period and Fiscal Year Management > Audit
- ✓ Verify there are no unprinted or unposted checks
- ✓ Change "Status" on jobs you do not want carried forward into the current database.
- ✓ Jobs with a status of Refused or Closed can be removed
- ✓ Verify the posting period is set to Period 12 in 1-6 Period and Fiscal Year Management

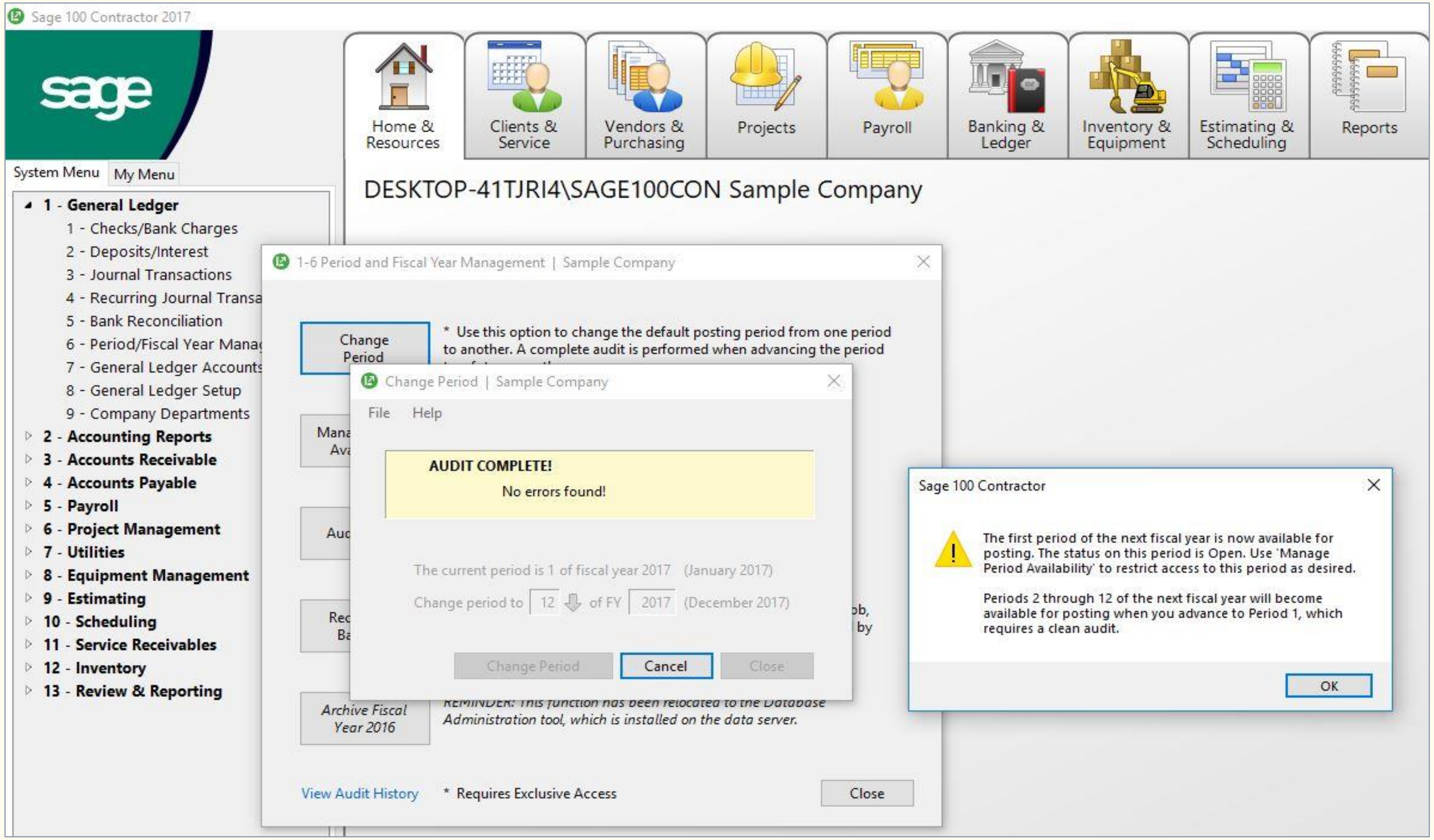
Process for Advancing a Fiscal Year Step 1

Verify Posting Period

In 1-6 Period and Fiscal Year Management, Select Change Period. Make sure the Posting Period is Set to 12.

NOTE: You must have exclusive access in order to perform these steps.

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



Step 2

Period Audit Errors

a. The Period Audit is completed once you advance to the current month. If audit errors occur, select 1-6 Period Fiscal Year Management then Recalculate Balances. You can resolve most of these audit errors by recalculating the General Ledger Balances.

b. If any remaining audit errors cannot be repaired by Recalculating Balances, you must contact Customer Support to assist in correcting these errors. Please have your Company Name, Telephone number, Software Version and Sage ID found under the Home and Resources tab under and select “About Sage 100 Contractor”

Step 3

Verify Checks

Make sure there are no unprinted checks

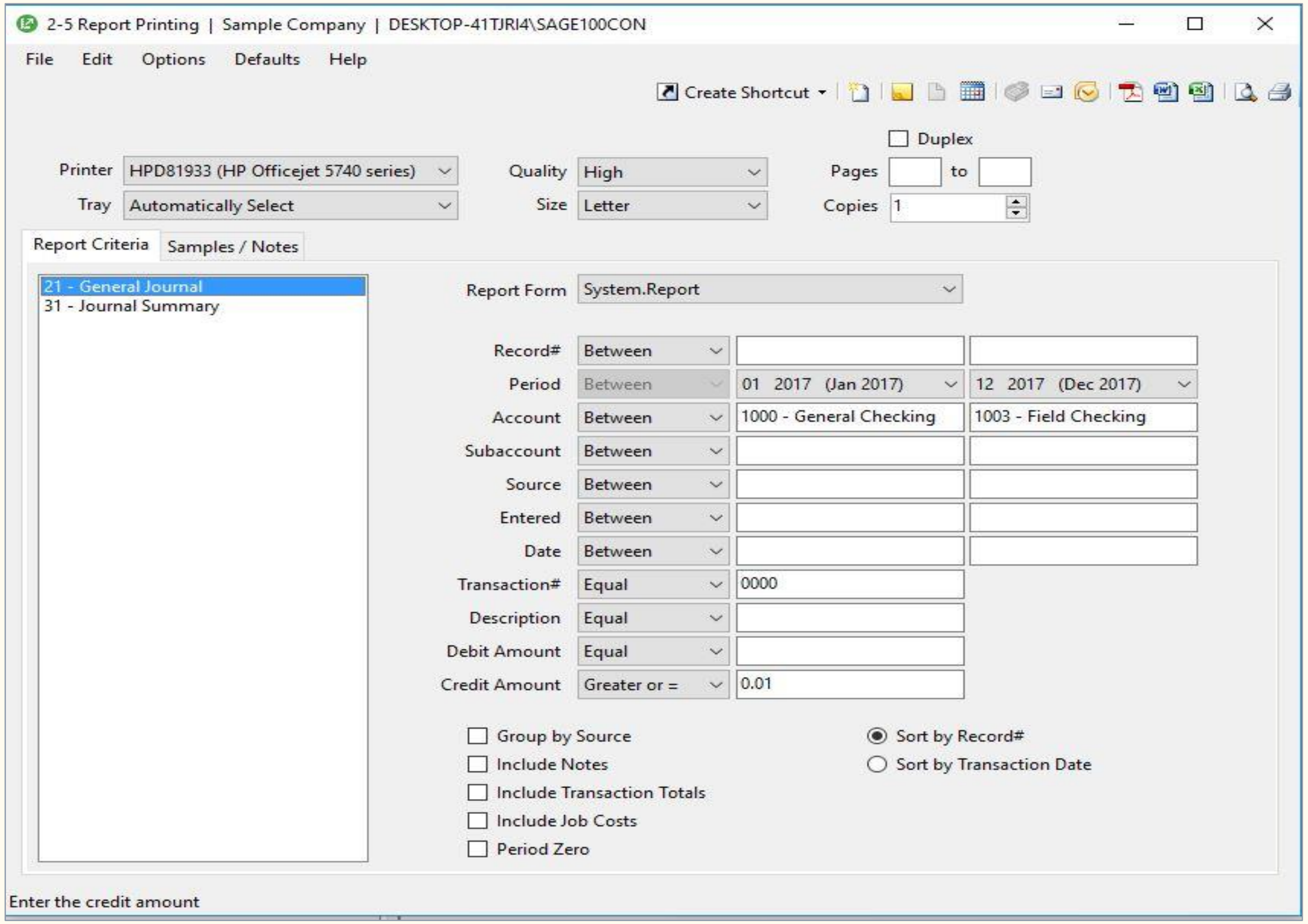
a. Open 2-5 General Journals

b. Print the 2-5-21 General Journal Report with the following settings

  i. In the Account Box, use the range for all cash accounts

  ii. In the Transaction Number box, select "Equal" and Type "0000"

  iii. In the Credit Amount, select "Greater or =" and type "0.01"



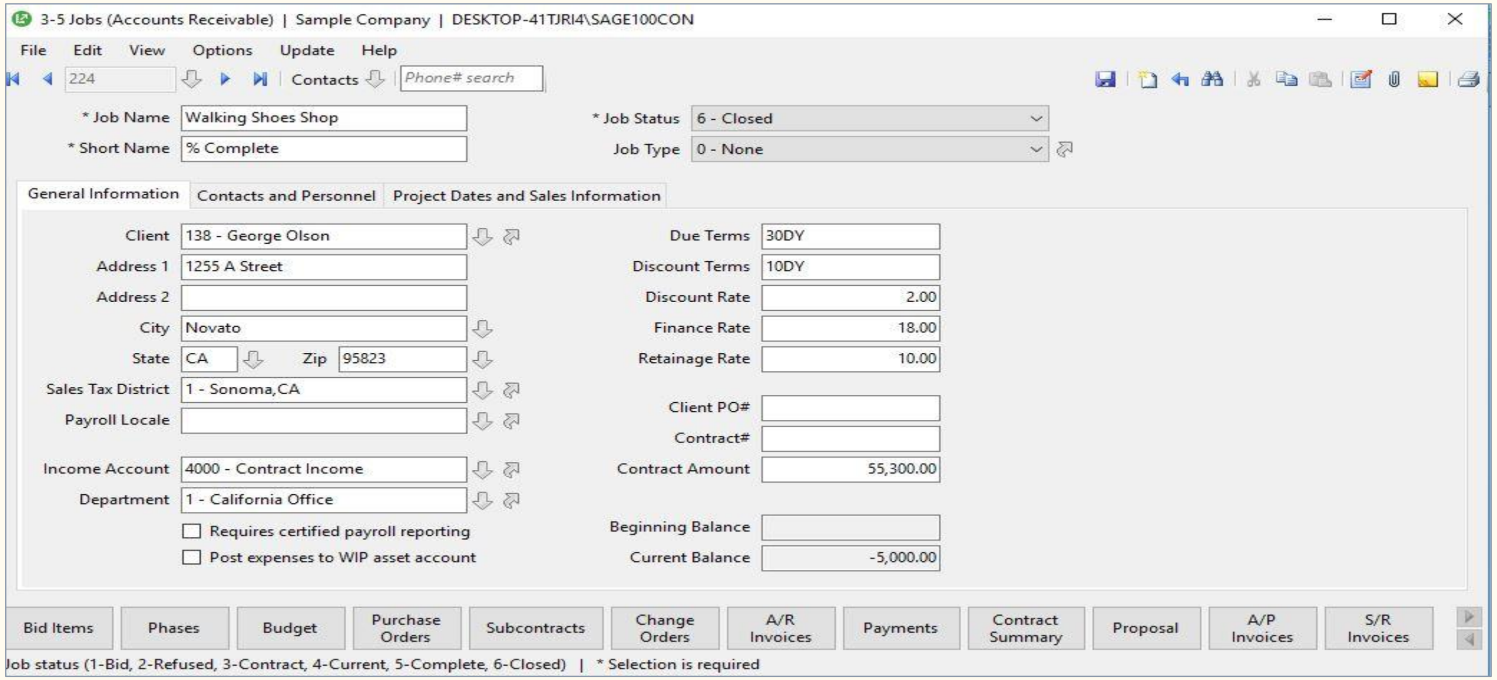
Step 4

Job Status and Removal

If any jobs are to be removed at the year-end, they must have a status of Closed or Refused.

NOTE: If you need to change several Jobs to a “Closed” status, you can use a picklist window to close multiple jobs at once. Open 3-5 and select update, Closed Status. This will prompt you to select multiple jobs.

Jobs with any open activity will not be removed.



Step 5

Print Reports for after Year-End Reconciliation.

Print the Following Reports that will be used for Verification Purposes.

a. 2-2-21 Balance Sheet

b. 2-3-21 Income Statement

c. 3-1-3-26 AR Invoice Aging

d. 4-1-3-26 AP Invoice Aging

e. 6-1-6-21 Job Cost Totals Report for Periods 1 through 12

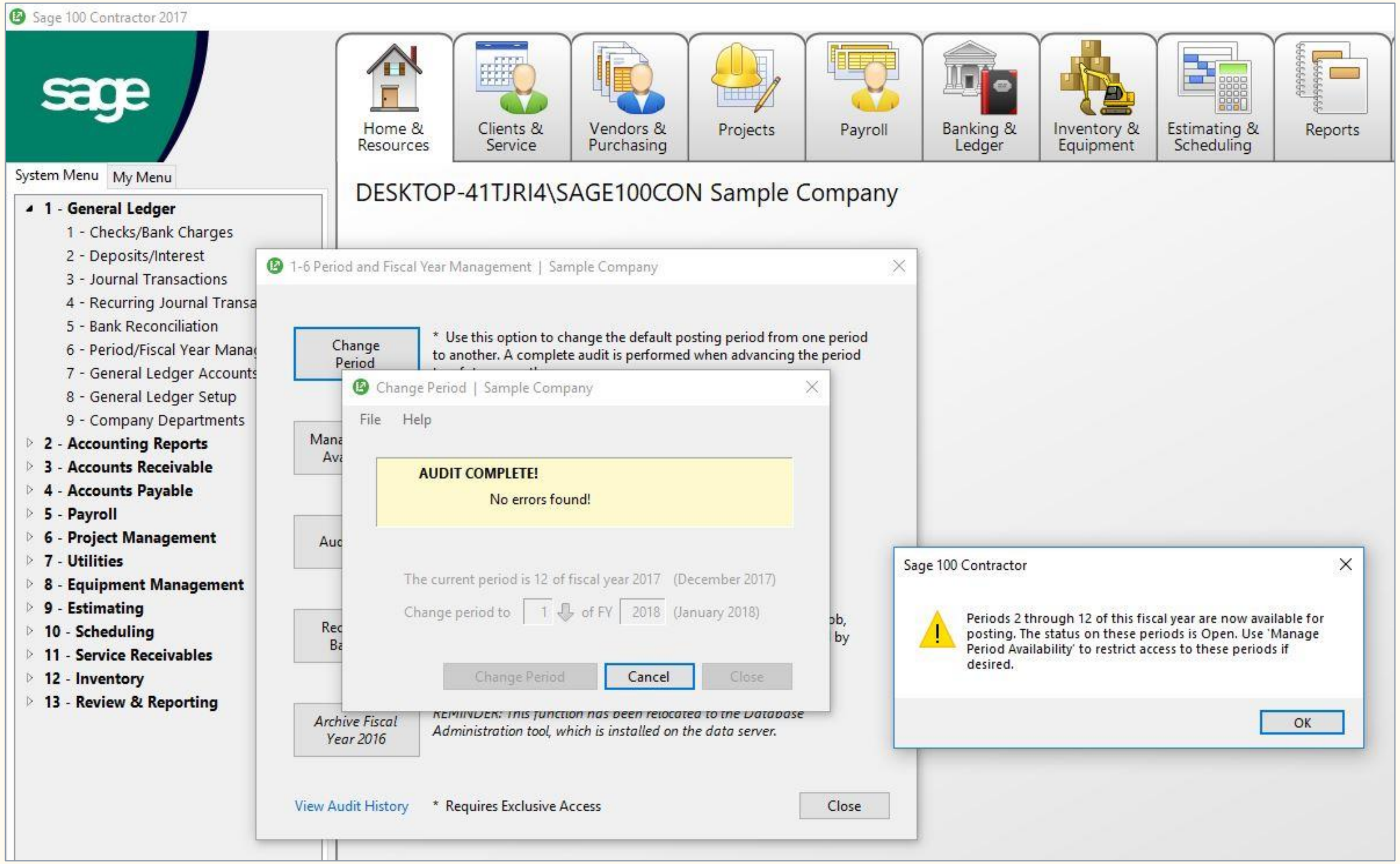
f. 11-1-3-26 Service Invoice Aging   NOTE: For Service Receivable only

Step 6

Advance the Fiscal Period to 2024

a. Open 1-6 Period and Fiscal Year End Management. Select Change Period and then Change Period to Period 1

b. Periods 2 through 12 are now available.



Advancing Fiscal Year Process Summary

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

a. When you advanced your fiscal year period from Period 12 to Period 1, Sage Audits your accounting records to verify that all valid balanced transactions support the General Ledger account balances.

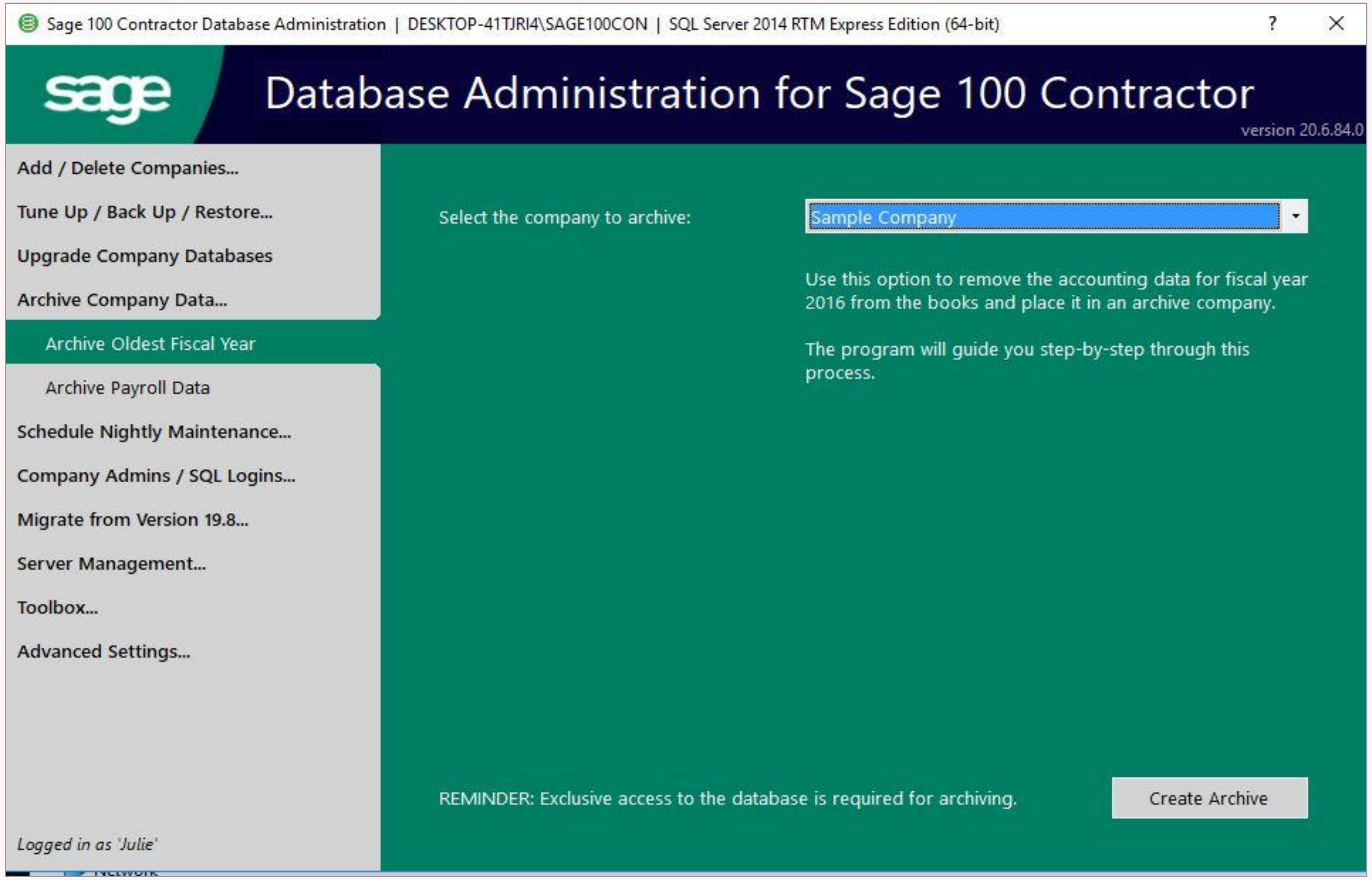
b. Sage 100 Contractor DOES NOT Require you to close/archive your books in order to move forward with the Next Years transactions.

Process for Archiving General Ledger Data Step 1

Archiving your Oldest Fiscal Year Data

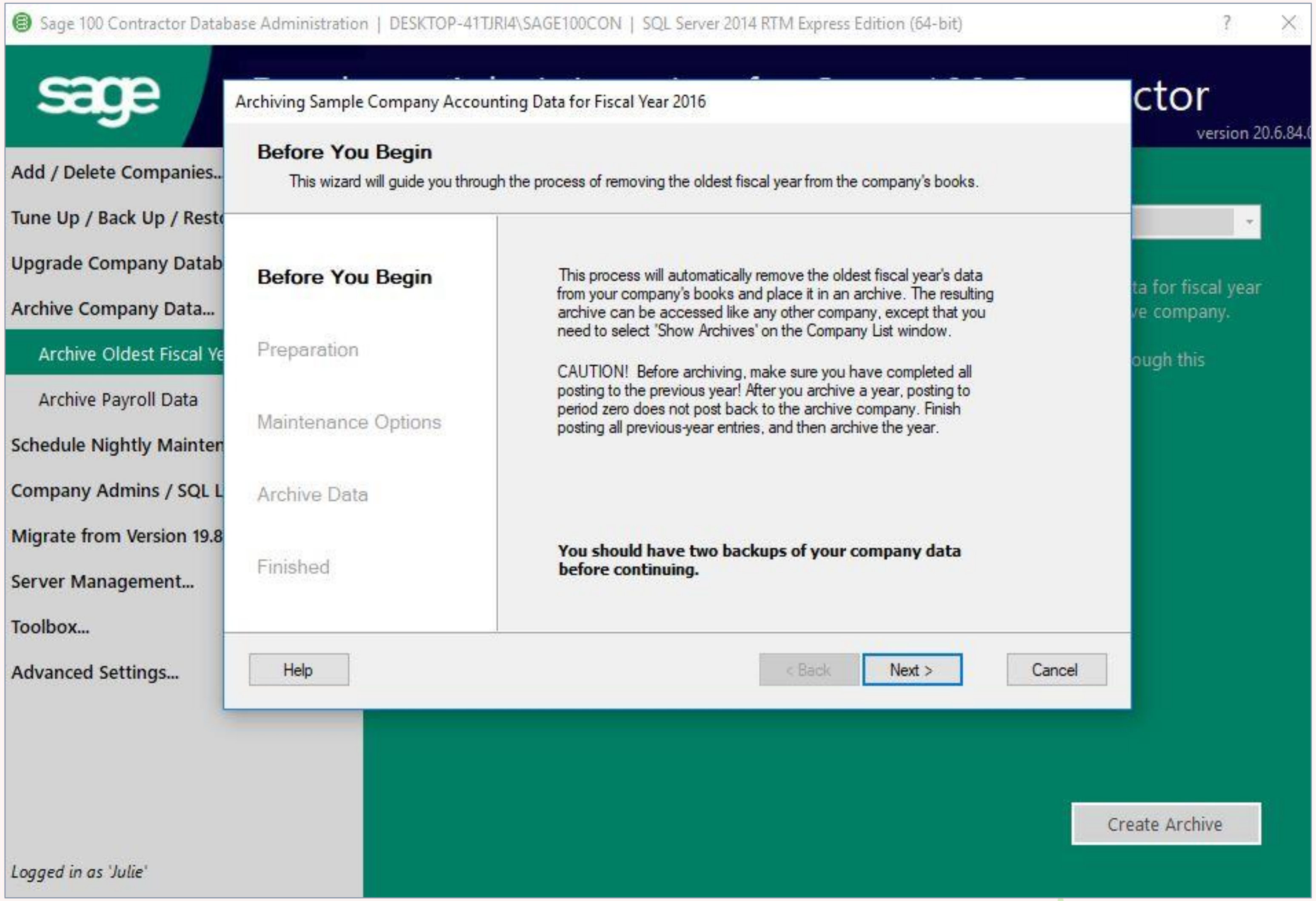
In the Database Administrator, Select Archive Company Data and then Archive Oldest Fiscal Year. Select Company to be Archived and Double Click on Create Archive.

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



Step 2

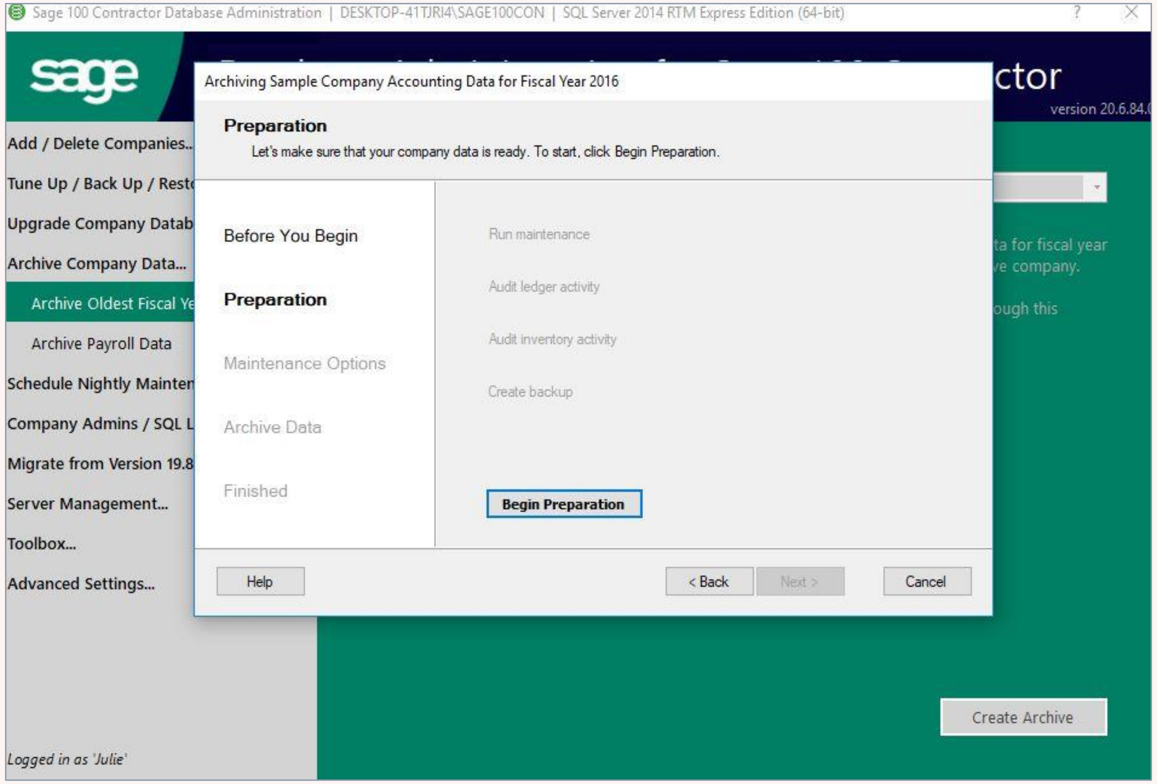
This will bring you to the Archive Data Wizard. The Wizard will guide you through the process as follows:

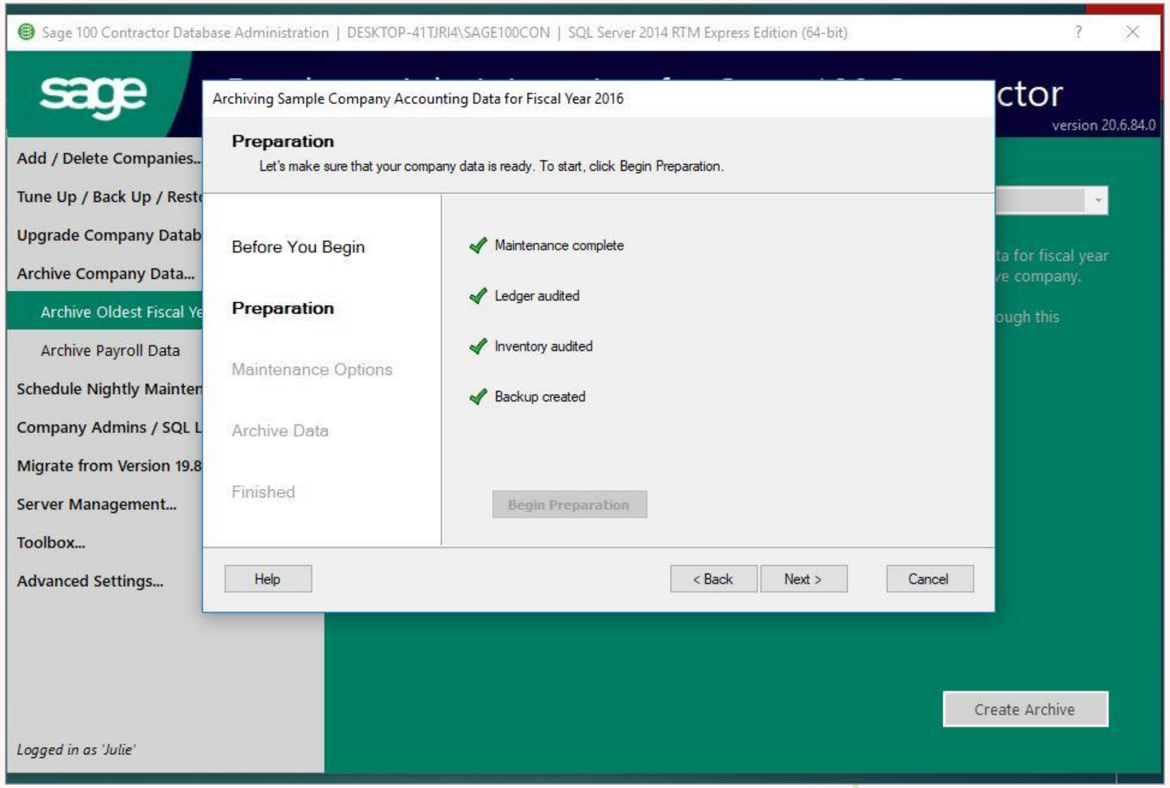


Step 3

On the Preparation Page, Select “Begin Preparation”

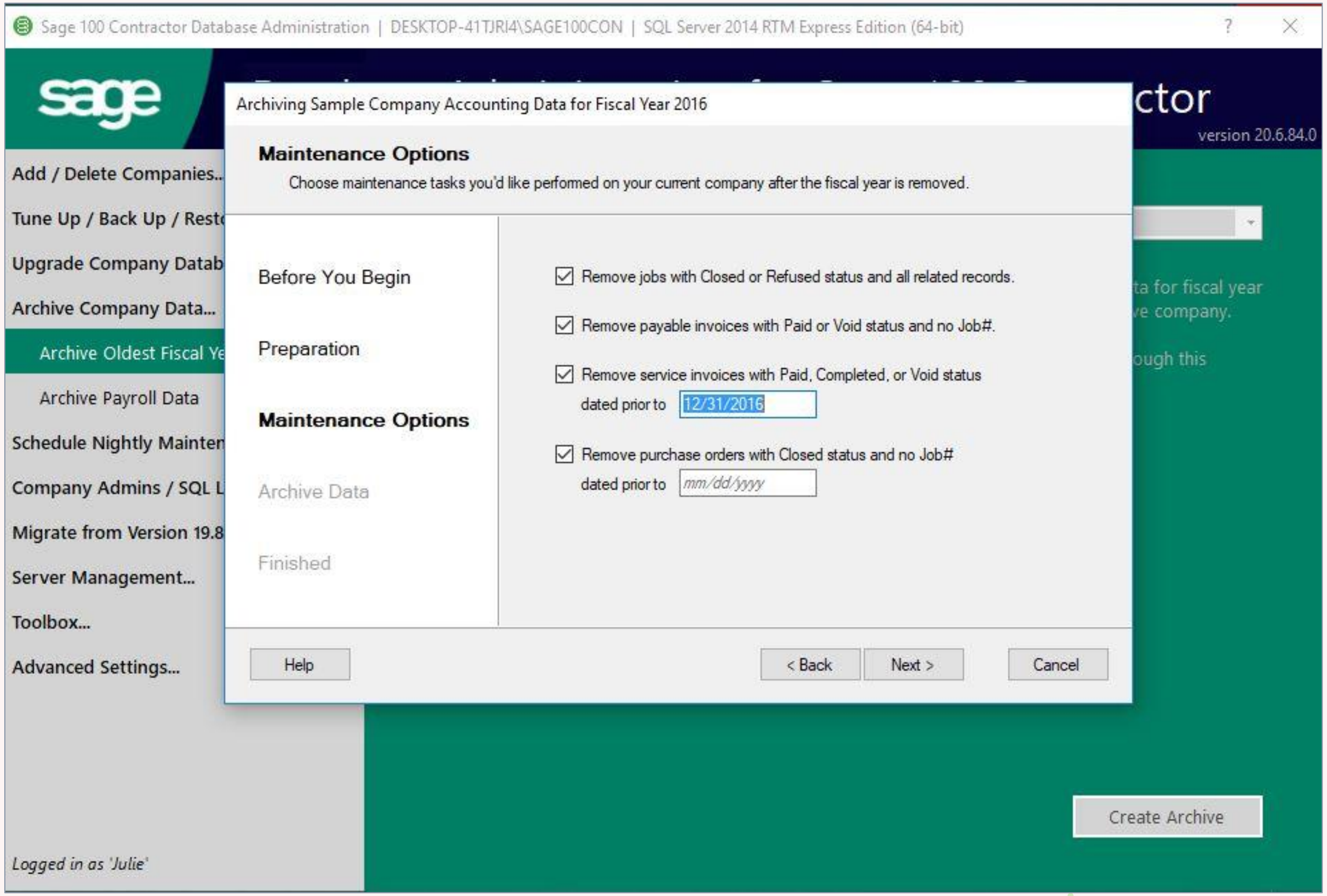
This process will automatically run maintenance, Audit Ledger Activity, Audit Inventory if applicable and create the company back up. Once completed, Hit “Next”





Step 4

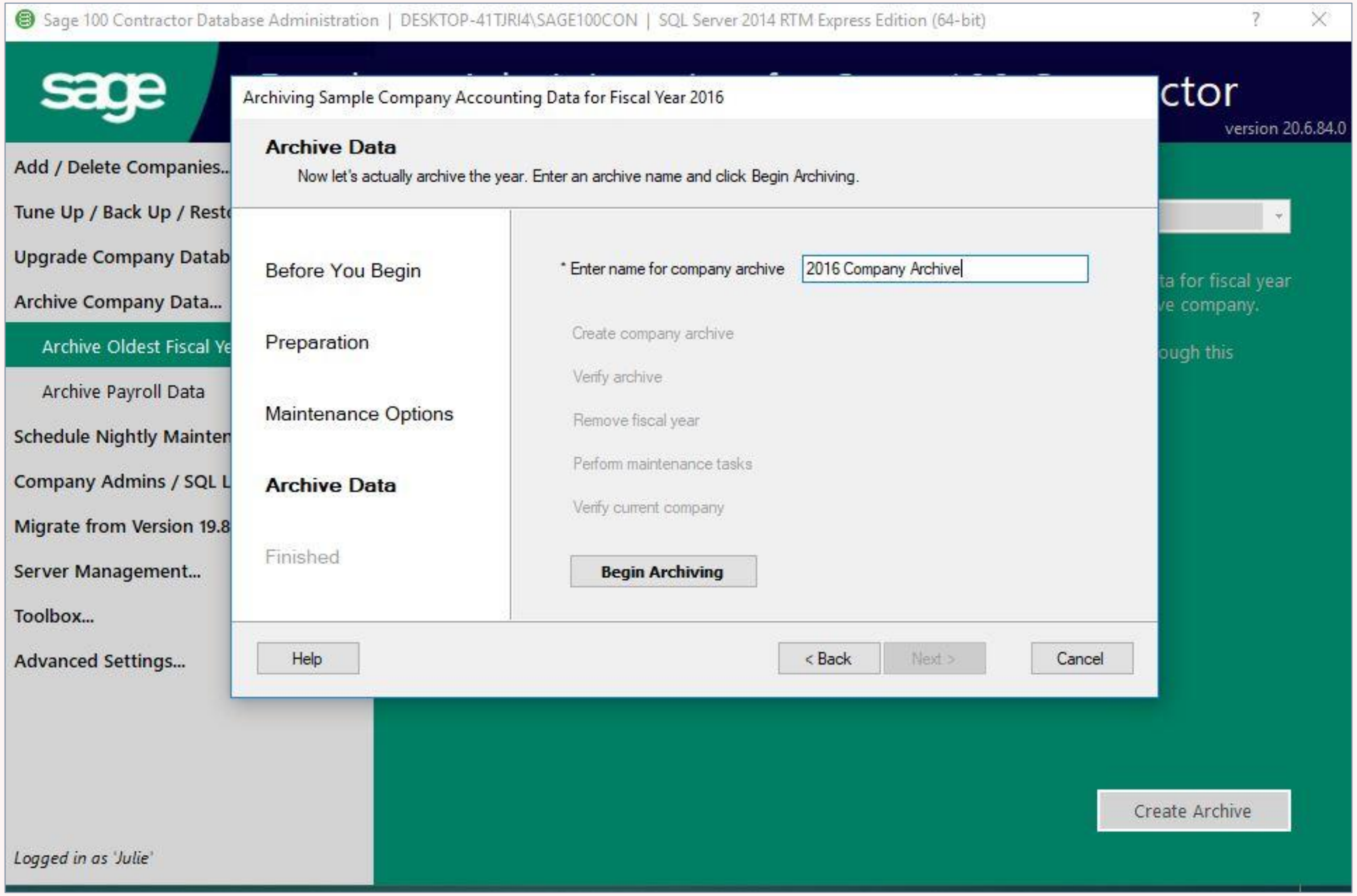
On the Maintenance Option Page, Select the maintenance tasks you want to have performed. Then click “Next”



Step 5

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

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



After You Close – Archive Company

- ✓ **Verify Archive Data Complete**
  - ✓ Compare to reports created in the Preparation process.
- ✓ **Change Security**
  - ✓ Menu 7-2-1 Security Groups – recommend changing security rights of all user groups to “No” to help prevent users from accidentally saving, voiding, etc. in the Archive.
  - ✓ Company Administrator can still have access
- ✓ **Change Archive Company Name**
  - ✓ 7-1 Company Information – eliminates confusion when printing reports from the Archive
- ✓ **Lock Posting Periods**
  - ✓ Menu 1-6 Manage Period Availability – extra assurance that no entries will be made accidentally.

After You Close – Current Company

- ✓ Remove Unused Vendors
- ✓ Changes to Existing General Ledger
- ✓ Reclassify Owner’s Draw/Distribute Retained Earnings (If Applicable)
- ✓ Additional Entries to Archived General Ledger
  - To post a prior year transaction, post the transaction to period 0 of the current year.
  - Archived transactions or transactions posted to Period 0 in the current company cannot be voided; a reversing entry will need to be entered

Enhancements on Version 25.1

Release notes can be found under the **Home & Resources tab > Product Documents > Release Notes**

- Ability to create a Positive Pay file for protection against fraud
- New Purchase Order# and Subcontract# fields to apply payments to a subcontract or a purchase order
- New 4-7-7 Import Credit Card Transactions window
- Ability to reconcile downloaded credit card transactions
- Ability to edit posted credit card transactions

Enhancements on Version 25.2

- **AR:** New Certified Payroll tab that contains additional certified reporting fields for Aatrix
- **AP:** New Taxable column in the grids in the 6-6-1 Purchase Orders and the 6-11-1 Requests For Proposal windows to indicate whether a detail line is taxable
- **AP:** Two new 1099 types: 5 – Medical and 6 – Dividends
- **AP:** Added a totals row to the 4-1-1-61 Vendor 1099 Report
- **Payroll:** Add, edit, and delete pay types using the new 5-3-10 Custom Pay Types window

Thank you! Questions?

Linda Allstadt
consulting@digiteksolutions.com

troy.guevara@digiteksolutions.com
480.908.4442

IT

Year-End Update Booking
itsupport@digiteksolutions.com

digitek SOLUTIONS
An Alta Vista Technology Company

Sage Partner

* Recording of this webinar will be available to you next Monday.