

# Sage 100 Contractor Year-End Training



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## **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 <u>http://www.tugweb.com</u>
  - Attend Sage University > Home & Resources Tab > Sage University <u>http://www.sageu.com</u>

**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 uncomputed and/or unposted checks.

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This audit compares all valid payroll records against each employee's quarter totals, for total earnings as well as each calculation amount. (Some variances can be automatically	
corrected by clicking "Repair.") Click "Audit" to begin.	<b>′</b>
Audit Repair Cancel	



### **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

	base Administration for Sag	version 20.6.84
dd / Delete Companies		
une Up / Back Up / Restore	Company	Last Backup
Tune Up Company Databases	Central Texas Lath & Plaster, LP	12/4/2017 7:04:18 AM
Back Up Companies	CLI Playground	11/30/2017 1:00:33 AM 11/9/2017 6:28:49 AM
Restore Company from Backup	Colorado Lighting, Inc Test	11/8/2017 10:03:14 AM 11/28/2017 4:57:02 PM
pgrade Company Databases	CTLP - 2010, LLC	11/13/2017 3:51:22 PM
rchive Company Data	Gorman Roofing Services, INC	11/8/2017 10:07:21 AM
chedule Nightly Maintenance	☐ JTs Smoked Meats & Catering LLC	11/28/2017 10:45:03
ompany Admins / SQL Logins	Sample Company	11/8/2017 10:10:24 AM
ligrate from Version 19.8		
erver Management		
oolbox	Enter the location for the backup files:	
dvanced Settings	C:\Sage100Con\Backup\On Demand	Browse
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ogged in as 'Julie'		

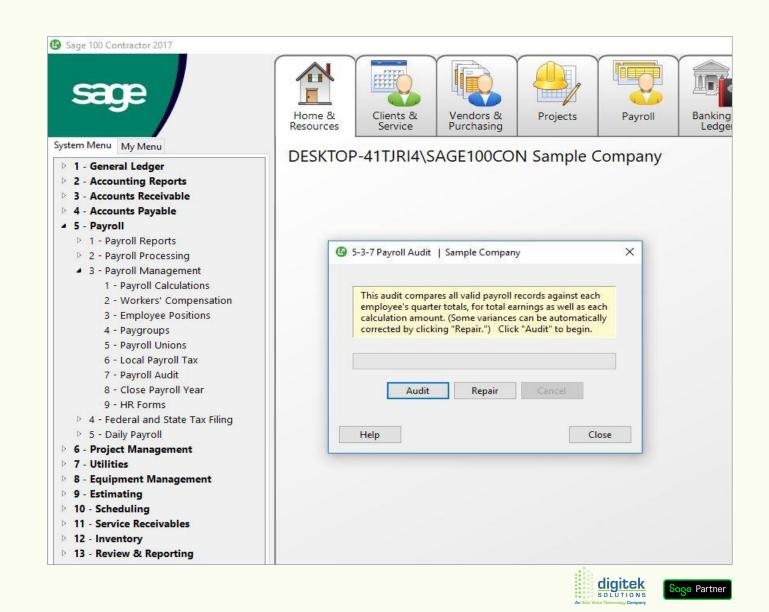


### **Process for Archiving Payroll**

### 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



### 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

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### Process for Archiving Payroll

### **Step 3 continued..**

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

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

General Information	Human Resources	Compensation	Direct Deposit	Calculations	Additional Contacts	ACA	W-4 Information
* Pay Pe	riod 1 - Weekly	$\sim$	Sick Available		Vacation Av	ailable [	
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Paygr	oup 21 - Carp-Frm	n 🖓 🖓	Method	1 - Per period	~ M	lethod	~
Regular Hourly I	Rate	26.0000	Maximum		Max	imum [	
Overtime Hourly I	Rate	39.0000	Annual Limit		Annua	l Limit [	
Premium Hourly I	Rate	52.0000	Accrued YTD		Accrue	d YTD	
Sa	alary		Carry Forward		Carry Fo	orward [	
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Advances	Due		Federal Rate				
			Federal Limit				
W-2 Opti	ons: 🗌 Retirement	t Plan	Federal YTD				
	Third-Party Consent for	y Sick Pay or Electronic W-2					



### **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.



### **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

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sage Datab	ase Administration	for Sage	e 100 Cont	tractor version 20.6.84
Add / Delete Companies				
Tune Up / Back Up / Restore	Use the Year End Guide to assist you with	h this process.		
Upgrade Company Databases Archive Company Data	Select the company to archive:	Sample Compa	iny	•
Archive Oldest Fiscal Year	Enter the name for the payroll archive:	2017 Company	Payroll Data	
Archive Payroll Data				
Schedule Nightly Maintenance				
Company Admins / SQL Logins			vees with the selected st ger referenced in the da	
Migrate from Version 19.8		Laid Off	🗹 Terminated	
Server Management		Quit	🗹 Deceased	
Advanced Settings		Approve eac	ch employee's removal	
	REMINDER: Exclusive access to the datab	ase is required for	archiving.	Create Archive
Logged in as 'Julie'				



### 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.

Sage 100 Contractor 2017	
sage	Home & Clients & Vendors & Vendors & Projects Payroll Payroll Ledger Inventory & Estimating & Reports Cheduling
System Menu My Menu	DESKTOD ATTIDIALSA CE100CON Sample Company
3 - Journal Transactions 4 - Recurring Journal Transa 5 - Bank Reconciliation 6 - Period/Fiscal Year Manag	DESKTOP-41TJRI4\SAGE100CON Sample Company     Sample Company     * Use this option to change the default posting period from one period     to another. A complete audit is performed when advancing the period
<ul> <li>7 - General Ledger Accounts</li> <li>8 - General Ledger Setup</li> <li>9 - Company Departments</li> <li>2 - Accounting Reports</li> <li>3 - Accounts Receivable</li> <li>4 - Accounts Payable</li> </ul>	Change Period   Sample Company × File Help Ava AUDIT COMPLETE! No errors found! Sage 100 Contractor ×
<ul> <li>5 - Payroll</li> <li>6 - Project Management</li> <li>7 - Utilities</li> <li>8 - Equipment Management</li> <li>9 - Estimating</li> <li>10 - Scheduling</li> <li>11 - Service Receivables</li> </ul>	Auc       The current period is 1 of fiscal year 2017 (January 2017)         Change period to       12       0 FY       2017 (December 2017)         Bz       by       Periods 2 through 12 of the next fiscal year will become available for posting when you advance to Period 1, which requires a clean audit.
<ul> <li>12 - Inventory</li> <li>13 - Review &amp; Reporting</li> </ul>	Change Period     Cancel     Close       Archive Fiscal Year 2016     NEMINUEN: Inis function has been relocated to the Uatabase Administration tool, which is installed on the data server.     OK



### **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"



### **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"

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### Process for Advancing a Fiscal Year

## 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.

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### 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

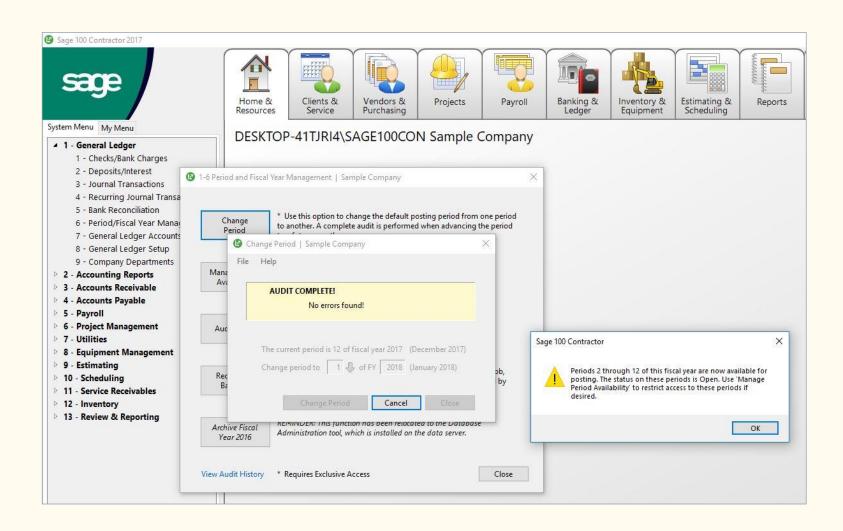


### Process for Advancing a Fiscal Year

## 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

Sage 100 Contractor Database Administration	DESKTOP-41TJRI4\SAGE100CON   SQL Server	2014 RTM Express Edition (64-bit)	? ×
sage Datab	ase Administratior	n for Sage 100 Co	ntractor version 20.6.84.0
Add / Delete Companies Tune Up / Back Up / Restore Upgrade Company Databases Archive Company Data	Select the company to archive:	Sample Company Use this option to remove the acco 2016 from the books and place it i	
Archive Oldest Fiscal Year Archive Payroll Data Schedule Nightly Maintenance Company Admins / SQL Logins Migrate from Version 19.8 Server Management Toolbox Advanced Settings		The program will guide you step-b process.	y-step through this
Logged in as 'Julie'	REMINDER: Exclusive access to the da	atabase is required for archiving.	Create Archive

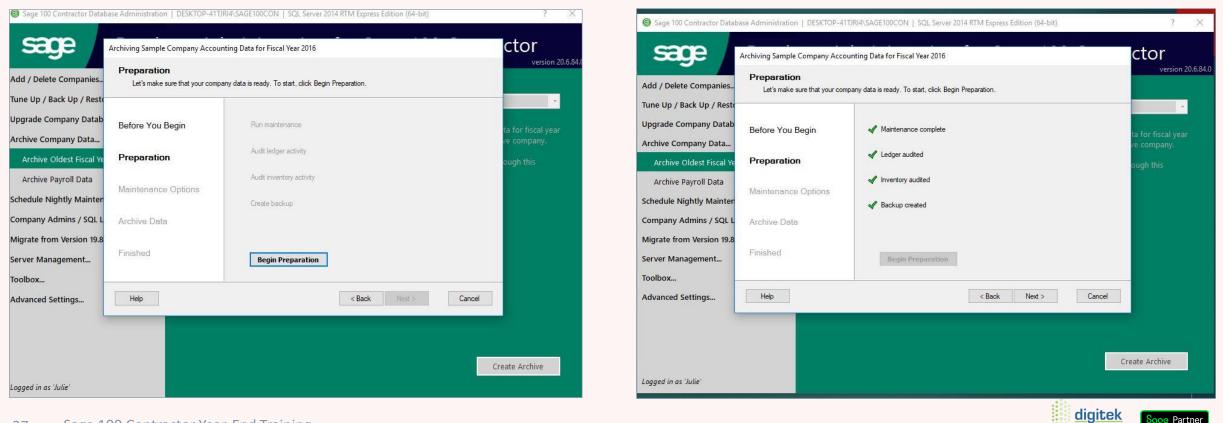


This will bring you to the Archive Data Wizard. The Wizard will guide you through the process as follows:

Add / Delete Companies	Before You Begin This wizard will guide you throug	h the process of removing the oldest fiscal year from the company's books.	version 20.6.8
fune Up / Back Up / Resto Jpgrade Company Datab Archive Company Data Archive Oldest Fiscal Ye	Before You Begin Preparation	This process will automatically remove the oldest fiscal year's data from your company's books and place it in an archive. The resulting archive can be accessed like any other company, except that you need to select 'Show Archives' on the Company List window. CAUTION! Before archiving, make sure you have completed all	ta for fiscal year ve company. ough this
Archive Payroll Data Schedule Nightly Mainter Company Admins / SQL L	Maintenance Options	posting to the previous year! After you archive a year, posting to period zero does not post back to the archive company. Finish posting all previous year entries, and then archive the year.	
Migrate from Version 19.8 Server Management	Archive Data Finished	You should have two backups of your company data before continuing.	
Foolbox Advanced Settings	Help	< Back Next > Cancel	
.ogged in as 'Julie'			Create Archive

### 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"



SOLUTIONS

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

Sage 100 Contractor Databa	ase Administration   DESKTOP-41TJRI	4\SAGE100CON   SQL Server 2014 RTM Express Edition (64-bit)	? >
dd / Delete Companies	Archiving Sample Company Accounti Maintenance Options Choose maintenance tasks you'd l	ng Data for Fiscal Year 2016 ike performed on your current company after the fiscal year is removed.	ctor version 20.6.8
pgrade Company Datab rchive Company Data Archive Oldest Fiscal Ye	Before You Begin Preparation	Remove jobs with Closed or Refused status and all related records. Remove payable invoices with Paid or Void status and no Job#.	ta for fiscal year ve company. ough this
Archive Payroll Data hedule Nightly Mainten ompany Admins / SQL L	Maintenance Options	<ul> <li>Remove service invoices with Paid, Completed, or Void status dated prior to 12/31/2016</li> <li>Remove purchase orders with Closed status and no Job# dated prior to mm/dd/yyyy</li> </ul>	
grate from Version 19.8 rver Management	Finished		
oolbox dvanced Settings	Help	< Back Next > Cancel	
gged in as 'Julie'			Create Archive

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.

Add / Delete Companies	Archiving Sample Company Accour Archive Data Now let's actually archive the ye	ear. Enter an archive name and click Begin	Archiving.		ctor version 20.6.84
Tune Up / Back Up / Rest Upgrade Company Datab Archive Company Data	Before You Begin	* Enter name for company archive	2016 Company Archive		ta for fiscal year ve company.
Archive Oldest Fiscal Ye Archive Payroll Data	Preparation	Create company archive Verify archive			ough this
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Company Admins / SQL L Migrate from Version 19.8	Archive Data	Venfy current company			
Server Management Toolbox	Finished	Begin Archiving			
Advanced Settings	Help		< Back Next >	Cancel	
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Logged in as 'Julie'					



## **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?**



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Year-End Update Booking itsupport@digiteksolutions.com



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