



# Sage 300 CRE Year-End Training



**Greg Lane**  
Sage Senior Consultant



**Troy Guevara**  
Construction Technologist



# Topics For Discussion

- Year End Guide
  - Main Year End Center
- BIG TOPICS Available at Sage City:  
[https://www.sagecity.com/support\\_communities/sage\\_construction\\_and\\_real\\_estate/sage300cre-yearend/](https://www.sagecity.com/support_communities/sage_construction_and_real_estate/sage300cre-yearend/)
  - Affordable Care Act (ACA) Center: [www.SageCity.com/ACA](http://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?
- Q & A

# Install Year End Update

- Is it really required?
    - (yes and no)
  - Which version is supported?
    - 18.xxx > 20.5 > 23.2
    - Will your environment handle the new upgrade?
      - System requirements – [115391](#)
  - 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 2023
- 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

*Created on 09-19-2019 | Last modified on 11-24-2021*

# 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!

# 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



# 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
  - This will tell you which field in your vendor setup will print
- Scenario 1: 1099 year is 2022
  - Close 1099 year BEFORE printing 1099s and BEFORE printing 2024 checks!
  - Close 1099 year again if needed to get year end to 12-31-2024
- Scenario 2: 1099 year is 2023
  - Print 1099s BEFORE/AFTER you close 1099 year – just pick correct year when printing
  - Print 2023 checks BEFORE/AFTER you close 1099 year – depending on current year end
- Scenario 3: 1099 year is 2024
  - Print 1099s and 2024 checks ANY TIME
  - Do NOT need to close your 1099 year again until late 2024/early 2025

|                       |            |
|-----------------------|------------|
| Year ending date      | 12-31-2022 |
| 1099 year ending date | 12-31-2023 |

|                               | This Year | Last Year | Next Year |
|-------------------------------|-----------|-----------|-----------|
| 1099 Amount Paid              | 1103.85   |           |           |
| Misc deduction2 amount dedctd |           |           |           |

# 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

|                       |            |
|-----------------------|------------|
| Year ending date      | 12-31-2023 |
| 1099 year ending date | 12-31-2023 |

- 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

# 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!

# 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!**

# Version 23 Highlights

|                            |  |
|----------------------------|--|
| <b>Payroll</b>             | Aatrix (OT/DT) Certified Reports   |
|                            | Compliance with the US Equal Employment Opportunity Commission EEO-1 Component 1 |
|                            | Aatrix the Washington Paid Family Leave now includes exempt status info.         |
|                            | Aatrix – Duplicate State and Local Tax Descriptions                              |
|                            | Generate Direct Deposits   |
| <b>Accounts Payable</b>    | Generate Electronic Payments   |
| <b>Inventory</b>           | Item Valuation Reports   |
| <b>Property Management</b> | 1098 IRSTAX file format  |
| <b>Service Management</b>  | Archive Work Orders  |
|                            | Synchronize vendors from AP now updates Service Management Vendor record         |
| <b>Others</b>              | Windows 11 and Windows Server 2022 are now supported                             |
|                            | Desktop: Embedded browser upgrade  |
|                            | System Administrator: Initial Replicator database setup no longer stalls         |

# Thank You! Questions?



**Greg Lane**

[consulting@digitekolutions.com](mailto:consulting@digitekolutions.com)



**troy.guevara@digitekolutions.com**

480.908.4442



**Year-End Update Booking**

[itsupport@digitekolutions.com](mailto:itsupport@digitekolutions.com)



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