



Sage 100 Newsletter

From Business Computer Associates, Inc.

Year End - 2021

In This Issue

Page 1

New Features
Inspired by YOU

Pages 2 - 5

Year End Tips &
Resources

Tips For Closing the
Books

How to Backup Your
Data

Module Closing
Order

Year End FAQs

Page 6

Introducing Sage
Fixed Assets 2022

sage

Authorized
Partner

NEW FEATURES INSPIRED BY YOUR IDEAS

For many years now, Sage has provided a platform for customers to submit their ideas and make Sage 100 even better. Several of those ideas were incorporated into the Sage 100 2021 release and subsequent product updates that we'll take a closer look at in this article.

New DBA Fields for 1099 Forms in Vendor Maintenance

Based on customer feedback, DBA (doing business as) name and address fields have been added to the Additional tab in Vendor Maintenance and the Vendor Maintenance On-the-Fly window.

- If a DBA name is entered, it prints on the vendor's 1099 form in addition to the vendor name.
- If a DBA address is entered, it prints on the vendor's 1099 form instead of the vendor address.

Security Option to Delete or Overwrite Companies

A new security option, 'Allow Delete/Overwrite Live and Archive Companies', has been added in Role Maintenance. When this check box is selected, users assigned to that role will be able to delete or overwrite companies with 'Live' or 'Archive' selected as the type. A message pops up to confirm the intention to delete or overwrite the company before completing the action.

Note: Similarly, several security-related enhancements, requested by customers, have been made to simplify the security setup process.

Expanded Check Number Field

The check number field has been expanded to hold 10 characters. Task windows, forms, and reports have been updated to reflect this change which is carried through to Accounts Payable, Bank Reconciliation, General Ledger, Payroll (requires Payroll v2.21 or later), and Purchase Order.

Default Delivery Options in Paperless Office

A new 'Default Delivery Options' task has been added to the Paperless Office Setup menu. Use this task to make default form selections that are automatically set in the Paperless Office Delivery Options window when creating a new customer or vendor record. You can change these defaults if needed. (Note: this features is only available with a Sage 100 Subscription license).

Form 1099-NEC Option

You can now select the 1099-Nonemployee Comp form when entering a document in the following tasks: Purchase Order Entry, Receipt of Goods Entry, Receipt of Invoice Entry, and Return of Goods Entry.



Have a Great Idea? Be sure your voice is heard at the [Sage 100 Ideas Website](#).

4 THINGS TO NOTE BEFORE CLOSING THE BOOKS

At a high level, here are 4 things to consider as you begin closing the books on 2020 and start fresh in the new year.

1. Backup Your Data

Executing a complete [backup of your database](#) is one of the most important things you can do before starting any closing process. You should also **test the backup** to ensure it was performed successfully and the data is readable.

If you make a mistake, the only way to “reverse” year end processing is to restore data from a backup.

2. Follow the Module Closing Order

A year end process in one module often writes data to another related module. Therefore, closing modules in the proper sequence is important in order to avoid unexpected results or damage to your data.

For more detail and guidance, refer to the [Module Closing article on page 3](#) of this newsletter.

3. Follow the Module Closing Checklists

Step-by-step checklists are available for most modules. These checklists provide guidance on the sequence of detailed tasks and procedures that should be performed within each module.

Detailed checklists for each module can be accessed right from within the [Sage 100 Help system](#).

4. Preview The Process

A video is posted on the Sage Customer Support and Training channel on YouTube that walks you through an overview of period and year-end processes. It provides a nice refresher before starting your live closing process.

 [Watch the Year-End Processing Video](#)

CREATING A COPY COMPANY FOR ARCHIVE / BACKUP

At year end, it’s useful to create an archive company using the **Copy Company** feature. This provides a readily accessible copy (and backup) of the current year’s data even after you perform year end processing in your live company.

To make a copy company, go to:

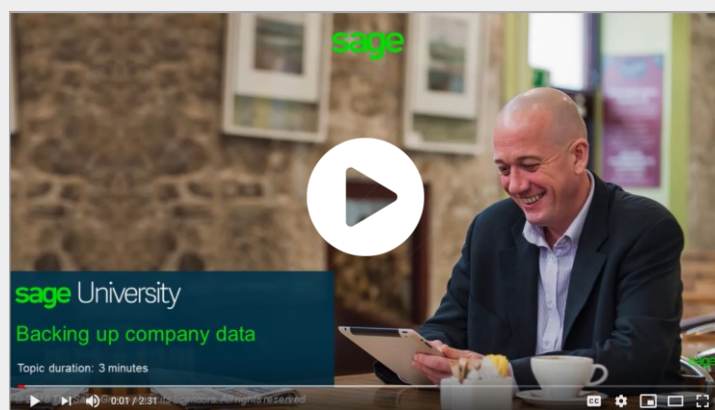
[Library Master > Main Menu > Company Maintenance](#)

1. Create a new **company code** and **company name** (description) that’s easy to identify and distinguish from the live/active company that you’re copying.
2. Click the **Copy** button and enter the Company Code of your current year live (or “Source”) company.
3. **Select the modules** from the **source** company you want copied over to your archive company. For a complete archive/backup, you’ll want to copy all modules. Click **Proceed**. Once the process is finished, click **Accept**.

Note: For good measure, you might run a trial balance in each module and do a quick spot check to make sure all the data that came over is balanced and accurate.

Video: How to Back Up Data

Head over to YouTube to [watch a recorded demonstration](#) of the Copy Company process in action.



MODULE CLOSING

Keeping Things In Order

A year end process in one module often writes data to another module. Therefore, the sequence in which you close your Sage 100 modules is important in order to avoid the risk of damaging your data.

Important: Remember to **back up your data** before starting module closing procedures. Refer to the article on [page 2](#) of this newsletter for guidance.

1. Bill of Materials*
2. Work Order*
3. Bar Code
4. Purchase Order
5. Sales Order
6. Inventory Management
7. Material Requirements Planning (MRP)*
8. Timecard
9. Payroll (*Quarter-end processing*)
10. Accounts Receivable
11. Accounts Payable
12. Job Cost
13. Bank Reconciliation
14. General Ledger

***Note:** While there is no formal closing procedure in the Bill of Materials, Work Order, or MRP modules, all transactions in those modules should be posted before starting any closing procedures in the modules that follow them (i.e. Post transactions in Work Order before closing Purchase Order, Sales Order, and Inventory).

Remember, this is just a general guideline. If you own modules that aren't listed above or you run any third party add-on products, please contact us to discuss specific closing procedures for your company.

[Get The Full Details](#)

YEAR END PROCESSING

4 Tips for Success

Here are just a few tips to keep in mind as you begin year end processing in Sage 100.

1. **General Ledger Closing** - While it's a good idea to close modules in a timely fashion, the General Ledger can remain open for as long as you need while awaiting final processing (or audit adjustments) in other modules. A GL that's still open for 2021 will **NOT** prevent you from entering transactions for the new year.
2. **Payroll Planning** - Even if your company is on a fiscal year, you may need to close out payroll at the end of the calendar year - particularly if you're running an older version of Sage 100 Payroll.

NOTE: This does **NOT** apply to the **newer** Payroll 2.0 module which allows two calendar years to be open so you don't have to run year-end tax reports and W-2's before processing payroll for 2022 (as was required with the old payroll module).

3. **Check Your Version Number** - Closing procedures can vary depending on which version of Sage 100 you're running. Here are steps to identify both your version number and service pack:

Select **Help > About Sage 100**

4. **Master Console** - Once you're ready to close, you need to make sure all users are out of the system. That's where the Master Console comes in handy. This utility provides a snapshot of all users currently logged into Sage 100, the workstation being used, what programs/tasks they're using, and more. You can also broadcast a message to all users or even shut them down remotely.

To launch the Master Console:

Select **File > Master Console**



YEAR END FAQ'S For General Ledger & Reporting

Here are answers to a handful of the most Frequently-Asked Questions (FAQs) regarding General Ledger and Reporting when it comes to year end processing.

Can I print financial statements for the NEXT fiscal year PRIOR to performing year end processing?

YES. In the Fiscal Year field within the applicable report window, simply select the fiscal year to print.

DO NOT manually change the fiscal year in General Ledger Options in order to print financial statements for the next fiscal year.

After year end processing, can I delete accounts that will no longer be used in the new fiscal year and still run comparison statements?

Information about prior fiscal years is stored by account number. These account numbers must be retained for as long as you require comparisons.

Instead of deleting, you can set the status of an account to **Inactive** which prevents future postings but still retains the account number for comparisons. On the **Main Tab** in **Account Maintenance**, select Inactive in the Status field and click Accept.

Can I open a closed fiscal year to make General Ledger postings/adjustments?

YES. If you retained detail history for a prior fiscal year by entering the **'Years to Retain General Ledger History'** field in GL Options, you can reopen and post to a closed fiscal year.

TO POST TO A CLOSED FISCAL YEAR:

1. Select General Ledger Setup menu > GL Options
2. On the Main tab, in the Current Fiscal Year field, select the past fiscal year to reopen
3. In the Current Period field, select the accounting period to post to and click Accept

4. In General Journal Entry or Transaction Journal Entry, enter the transaction to the reopened fiscal year and period and update the journal entry.
5. Reprint year end reports when you're finished
6. Go back to General Ledger Options Main tab and select the current year in the Current Fiscal Year field, and the current period in the Current Period field. Click Accept.

You've just re-opened the closed fiscal year, posted a journal entry, and reverted back (in step 6) to the current fiscal period and year.

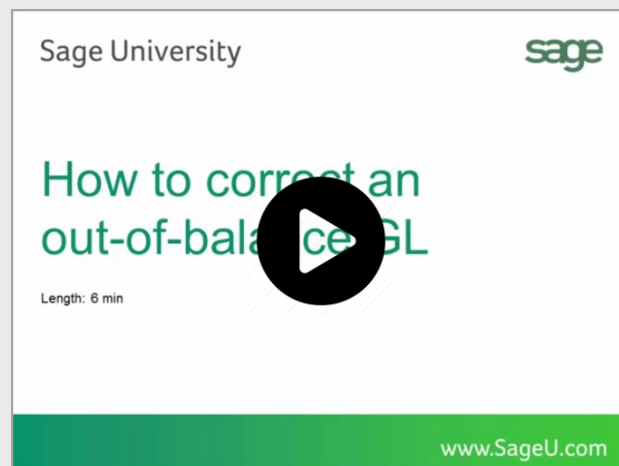
Note: Closed fiscal years can *only* be reopened in the General Ledger module.

Can I process year end in General Ledger before I'm finished with the other modules?

NO. General Ledger should be the very last module you close. Refer to the **Module Closing Order** article earlier in this newsletter for details on the [proper closing sequence](#).

TIP: How to Correct an Out of Balance General Ledger

There are a variety of reasons that your general ledger can get out of balance. [In the video below](#), you'll learn how to discover and correct the out-of-balance situation including instructions for making one-sided journal entries.



AFFORDABLE CARE ACT (ACA) REPORTING & PROCESSING

Welcome to the
Sage ACA Center!

Sage has put together an **ACA Resource Center** to help you understand the provisions as well as track and report the necessary data in Sage 100 in order to remain in compliance. Here are some popular ACA resources to consider reviewing.

HOW TO SET UP ACA TRACKING IN SAGE 100

Step-by-step instructions for setting up Sage 100 for ACA tracking and reporting.

[Review Setup Procedure](#) / [Watch the Video](#)

HOW DO I GENERATE THE REQUIRED FORMS?

Instructions for generating and printing required ACA forms in Sage 100 including 1094 and 1095.

[How to Generate ACA Forms](#) / [Watch the Video](#)

HOW TO REPORT EMPLOYER-SPONSORED HEALTHCARE COVERAGE ON THE W2 USING SAGE 100

Setting up Sage 100 Payroll to track and report the cost of coverage under an employer-sponsored group health plan.

[Review Instructions](#) / [Watch the Video](#)

Consult Your Accountant

These resources and articles are designed to provide **general guidance** on using Sage 100 for ACA compliance.

Be sure to consult with your accountant or tax advisor for legal advice or guidance that's personalized to your company-specific requirements.

[VISIT ACA CENTER](#)

SAGE 100 YEAR END CENTER

Sage has created a [Year End Center](#) that provides valuable resources to guide you through a smooth year end closing process in Sage 100 including:

- Year End Tips and Checklists
- Video Tutorials and How-to Articles
- Live Chat With Tech Support
- Tax Forms, Payroll, and Report Guidance

Take advantage of this free and valuable resource!

[Visit Year End Center](#)

SAGE 100 SUPPORTED VERSIONS

What versions of Sage 100 are currently supported? What is the "end of life" date for the version I'm running now? Those questions are answered in the table and notes below:

SAGE 100 (All Editions)	2021 (7.0) Payroll 2.21	2020 (6.20) Payroll 2.20	2019 (6.10) Payroll 2.19
Release Date	April 2021	March 2020	April 2019
End of Support (Retirement)	Release Date of Version 2024	Release Date of Version 2023	Release Date of Version 2022

Things to Note:

Retired versions have limited to no phone support. Support for Sage 100 2018 (Version 6.0) ended in April 2021 (with the release of Sage 100 2021). Customers using Sage 100 2017 with **payroll** will need to upgrade to a supported version. Sage 100 Version 2017 & earlier will not support additional fields that are necessary to accurately calculate federal withholding taxes based on changes implemented in 2020.

[Get Full Details ...](#)

INTRODUCING SAGE FIXED ASSETS 2022

Sage Fixed Assets 2022 is now available for download. Here's a look at what's new in the latest version of the powerful fixed asset management software.

New Features Overview

Here's a high level overview of the new features or enhancements to existing functionality that have been added in Sage Fixed Assets 2022.

Import Asset Disposal Information – you can import disposal information for multiple assets using custom import. Now hundreds of items can be fully disposed of in minutes (subscription version only).

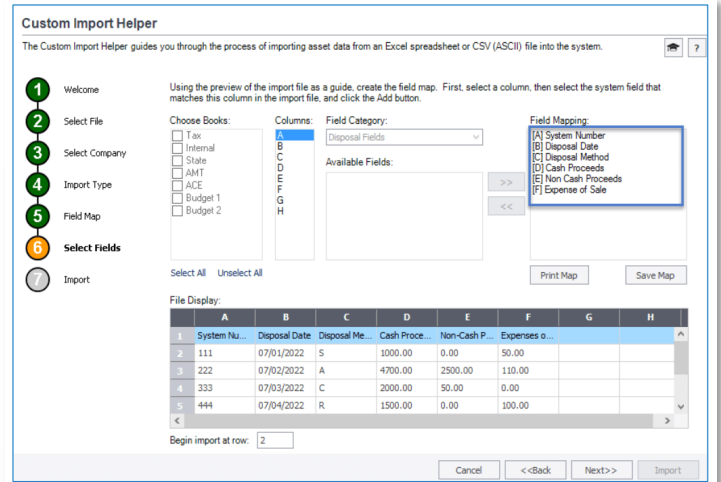
Asset List - quickly see total values for numeric fields, like Cost or NBV, on all assets in a group without having to run a report.

Reorder Batch Reports – reorganize the order of your batch reports with ease.

Intuitive Depreciation This Run Enhancement (DTR) – Whether disposals are entered before or after running depreciation for the current period, DTR is now correct without manually recalculating depreciation for disposals entered in the current month.

Asset List Export to Excel – Lists of assets exported to Excel now display a frozen header row for convenient reference while scrolling vertically. In addition, a new total row sums numeric columns.

Advanced Search options in Help – Answers are now easier to find within the built-in help system with the addition of logical search terms and filters using operands such as "and", "or" and "near." Results are displayed by rank and you can also reorder the results list alphabetically by clicking the title header.



New Drag and Drop Capability

The following screens now feature drag-and-drop capability to easily reorder or move fields.

- Customize Asset List (Depreciation)
- Batch Reports (Depreciation)
- Inventory Helper (Tracking)
- Global Task Manager (Premier Depreciation)

Fixed Assets Scanner v2.0

The [Sage Fixed Assets Scanner app](#) for Android has the following updates:

- Integrated with Unitech built-in scanner
- Increased space between the edit, upload, and trash icons on the asset list to select the correct option more easily and avoid mistakes
- Chat with support directly through the app

Contact us with your questions about Sage Fixed Assets or if you need help with an upgrade to Version 2022.

We focus on your technology, you focus on your business



www.bcainc.com

8323 NW 12th St., Ste 204

| Miami, FL 33126

| (305) 477-9515