

Sage 300 Construction and Real Estate

(formerly Sage Timberline Office)

2019 Year-End Procedures and
Government Forms Guide
(Canada)

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Chapter 1: Introduction

This guide covers the steps for closing the year in your Sage 300 Construction and Real Estate software.

For government reporting, you need to close the Payroll year (see [page 10](#)) in January.

When it is time to close your fiscal year, close the fiscal year in the following applications (in any order) before closing the fiscal year in General Ledger (see [page 25](#)).

- Accounts Payable; see [page 14](#)
- Accounts Receivable; see [page 21](#)
- Cash Management; see [page 22](#)
- Contracts; see [page 22](#)
- Equipment Cost; see [page 23](#)
- Job Cost; see [page 23](#)
- Property Management; see [page 18](#)
- Residential Management; see [page 21](#)
- Service Management; see [page 24](#)

If your fiscal year is the same as the calendar year, close them in January.

This guide also covers the steps for producing the following government forms:

- ▣ T4 forms from Payroll; see [page 30](#)
- ▣ T5018 forms from Accounts Payable; see [page 39](#)
- ▣ ROE forms from Payroll; see [page 44](#)

Important reminders for year-end processing

Supported version

For year-end 2019, you need to be using version 18.

Before you generate year-end government forms, install the year-end software version, which is version 18.4. Log into the Sage Knowledgebase and see [Knowledgebase article 102056](#).

Backups

You must back up your data and system files before you begin any year-end procedures. Make a complete backup on external media, such as CD-ROM or DVD-ROM, and store this backup off site permanently. See “[Appendix A: Backup Procedures](#)” on page 49 for more information, including the file names to back up in each application. Be sure to show file extensions to ensure proper operation.

Caution! Partial backups will not be useful if you need to restore your data. A complete backup is required.

Security

If you are using security, make sure your staff has the correct security settings to access year-end tasks. In Sage Desktop, select **Tools > Security Administration**, and click **Security Settings** to set up and review the settings. If there were any staff changes during the year, you may need to change the security permissions.

Tax forms and electronic filing

We have partnered with Aatrix Software to use the data from Sage 300 Construction and Real Estate to print or electronically file year-end government forms. Aatrix is a leading provider of online filing for payroll and tax forms. Aatrix generates the federal forms using information extracted from Payroll and Accounts Payable.

In Aatrix, you can review and edit the reports on screen. You can then select to print and mail the forms yourself, electronically file (eFile) your forms, or have Aatrix print and mail employee/vendor forms for you. To learn more, [visit the Aatrix website](#).

You can process the following Canadian forms:

- ▣ Form T4 from Payroll
- ▣ Form T5018 from Accounts Payable
- ▣ Record of Employment (ROE) forms from Payroll

Things to know before you begin using Aatrix

- You must have an internet connection to use Aatrix.
- You can complete the Aatrix enrollment form now or after you complete your processing. You will not be able to eFile until you have enrolled with Aatrix. See [“Aatrix Enrollment” on page 5](#).
- You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates; see the [next section](#) for more information.
- You can save reports in progress, then come back to work on them at any time.
- Modifications you make to forms and information in Sage 300 Construction and Real Estate are reflected in Aatrix forms. However, changes you make to reports and data in Aatrix are not written back to Sage 300 Construction and Real Estate.
- We use a variety of terms for your tax ID number in the software and in this manual, including Canadian tax ID and account number.
- Back up your Sage 300 Construction and Real Estate files before you begin.

Note: You can edit, print, or eFile T4 forms using Aatrix either before or after closing the Payroll year.

Firewall settings

You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates and ensure you can electronically file the tax forms.

Firewalls often need to have access allowed through specific ports.

- ▣ The Tax forms and eFiling Updater uses standard HTTP port 80 to access the site <http://updates.aatrix.com>.
- ▣ The eFiling component uses secure HTTPS on port 443 to access the site <https://efile.aatrix.com>.
- ▣ The registration component uses HTTP to access the site <http://soapregcode.aatrix.com>, IP Address 68.178.93.201

By allowing access to aatrix.com, you will allow both updates and eFiling. Occasionally the restrictions are even tighter and only allow access to these ports by specific programs. Tax Forms and eFiling uses the following programs to access the Internet:

For Updating using http on port 80 to <http://updates.aatrix.com>:

- aatrixforms.exe
- updater.exe
- updater2.exe

For eFiling using secure http on port 443 to <https://efile.aatrix.com>:

- builder.exe
- viewer.exe

For a full list of the required firewall and permission requirements, see <http://aatrix.com/updateshome/techinfo/>.

Getting help with year-end issues

Assistance at year-end

During year end, it can be hard to reach a customer support analyst at the Sage Customer Support Call Center as quickly as you need. We recommend utilizing your software's in-product Help system or viewing the [product documentation](#) first to answer your technical questions.

You can also visit Sage City for answers to year-end questions: <https://sagecity.na.sage.com/p/yearend>

When you need additional assistance, refer to the [How do I get technical support for Sage 300 Construction and Real Estate?](#) article to determine what service works best for you.

Upgrading your service plan

If you would like to add, renew, or upgrade your service plan (such as to add telephone support), please call **800-858-7098**.

Determining your software version

If you need to contact Sage, you should know your software version. To determine which version of the software you use, in any application, select **Help > About <application>**.

Make a note of your software version for reference.

Getting training to help with year-end tasks

To see step-by-step instructions about year-end closing tasks, register for one of the following complimentary Year-end Procedures Anytime Learning subscriptions on Sage University:

- [2019 Year-end Procedures \(U.S. Edition\) Anytime Learning](#)
- [2019 Year-end Procedures \(Canada Edition\) Anytime Learning](#)

You can also sign up for a [\\$99 instructor lead course](#) that is applicable to either edition.

Aatrix Enrollment

If you plan to eFile any of your tax forms, you must enroll with Aatrix. If you have not already created an account with Aatrix, you can enroll any time before you begin. You will be prompted to enroll when you attempt to eFile your forms.

- 1 Access Aatrix by visiting the following website:
<https://efileca.aatrix.com/pages/public/publicCAN.aspx>
- 2 To create your Aatrix account, click "Enroll" in the upper-right corner.



- 3 Enter the following information for your Aatrix account, and then click [Save Changes].
 - The username and password that you want to use
 - Your filer type (filing for your company or as a third-part Tax Preparer)
 - Sage 300 CRE for Accounting Package
 - Your contact information (name, email address, and phone)
 - Your company EIN or account number
 - Your company name and address
 - The employee/recipient count

Tip: If you want to receive automatic reminders of important events on your cell phone, add your phone information and select the **Click here to accept SMS/Text alerts from Aatrix** check box.

- 4 Log into Aatrix by entering your password and clicking [Continue].
- 5 Select your security question and image, and then click [Continue].
- 6 Read the enrollment information, and then click [Continue].
- 7 On the **Home** page of your account page, click the **Companies** tab.
- 8 If desired, make any other changes on this or the other tabs. You can see a history of each filing on the **Filings** tab.
- 9 When finished, click [Log Out].

After your Aatrix enrollment is complete, you can select the option to eFile any of your completed forms.

Forms update

You may receive a prompt to update tax forms when you open the **eFile and Reporting** window from Payroll or Accounts Payable. To ensure you are always in compliance with the latest federal or provincial mandated changes, select [**Automatic Update**].

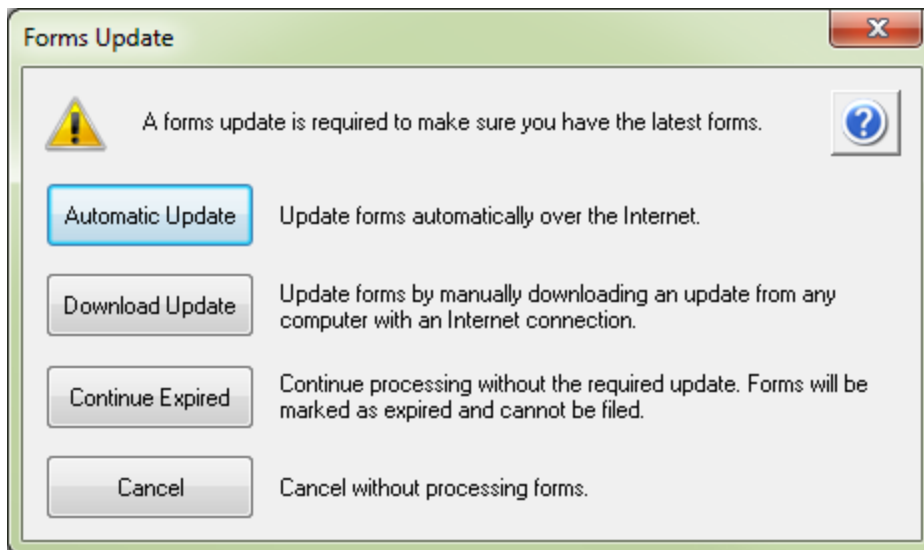
Note: You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates. For more information, see [page 3](#).

Aatrix continually updates all forms with any changes such as calculations, rates, or filing dates to meet compliance standards. If you have expired forms or if an updated version of Aatrix is available, you will receive a prompt to perform an update when you open Aatrix.

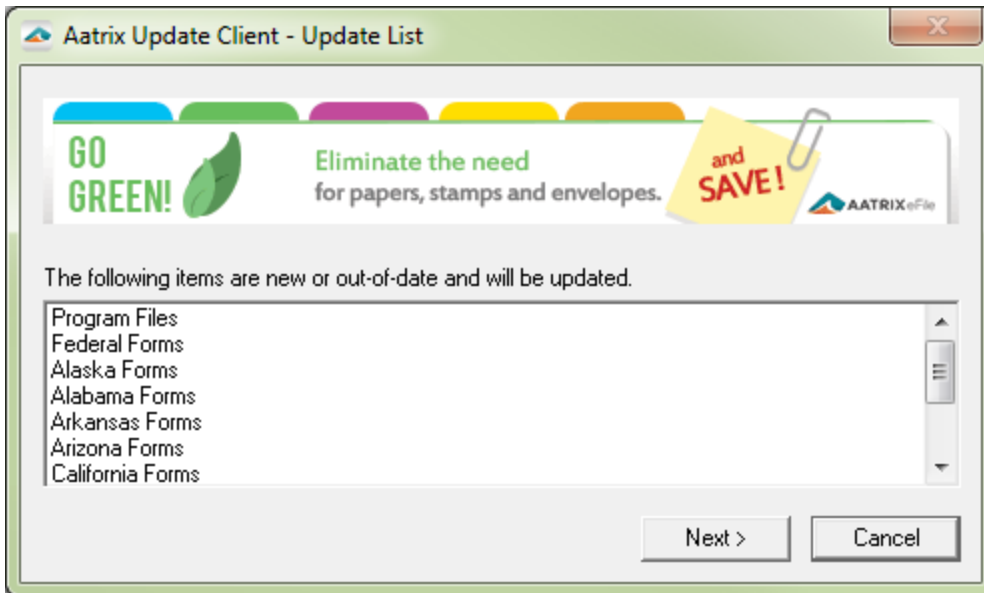
To perform the update:

1 In the **Forms Update** window, select one of the following options:

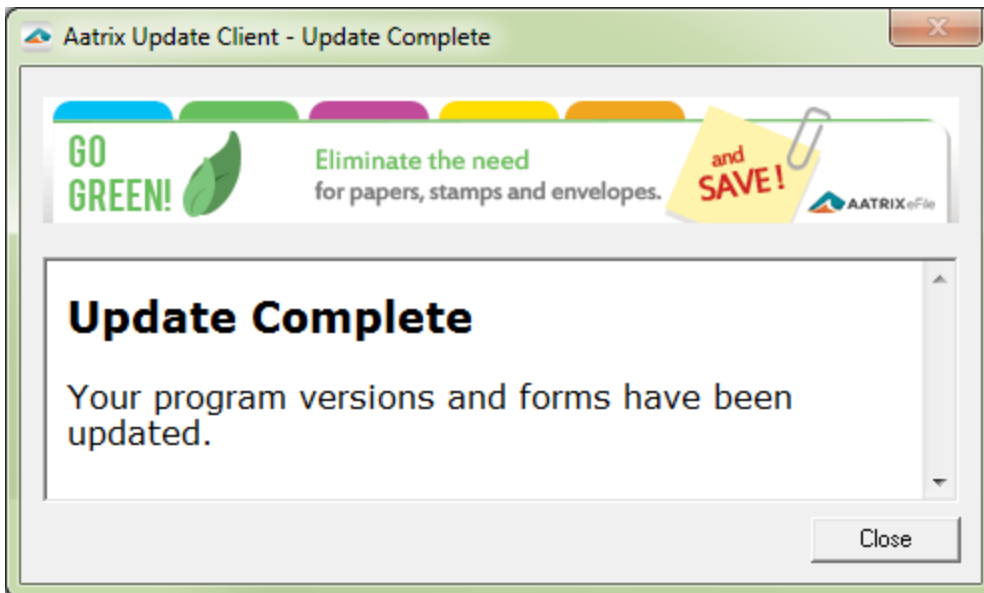
- ▣ If your computer is connected to the internet, click [**Automatic Update**].
- ▣ If your computer is not connected to the internet, click [**Download Update**] to display instructions about downloading the updated forms to a computer with internet access and then transfer them to the computer where your software is installed.
- ▣ If your service plan has expired, you can click [**Continue Expired**]. You are still able to retrieve, review, and print copies of the forms you need for your records, but you are not able to file the forms. An EXPIRED watermark appears on the report printouts and the eFile command is also unavailable.



- 2 If you clicked [Automatic Update], Aatrix lists the forms that need to be updated. Click [Next >] to begin the forms update.



- 3 After Aatrix updates the files, it displays "Update Complete" in the Aatrix Update Client window. Click [Close].



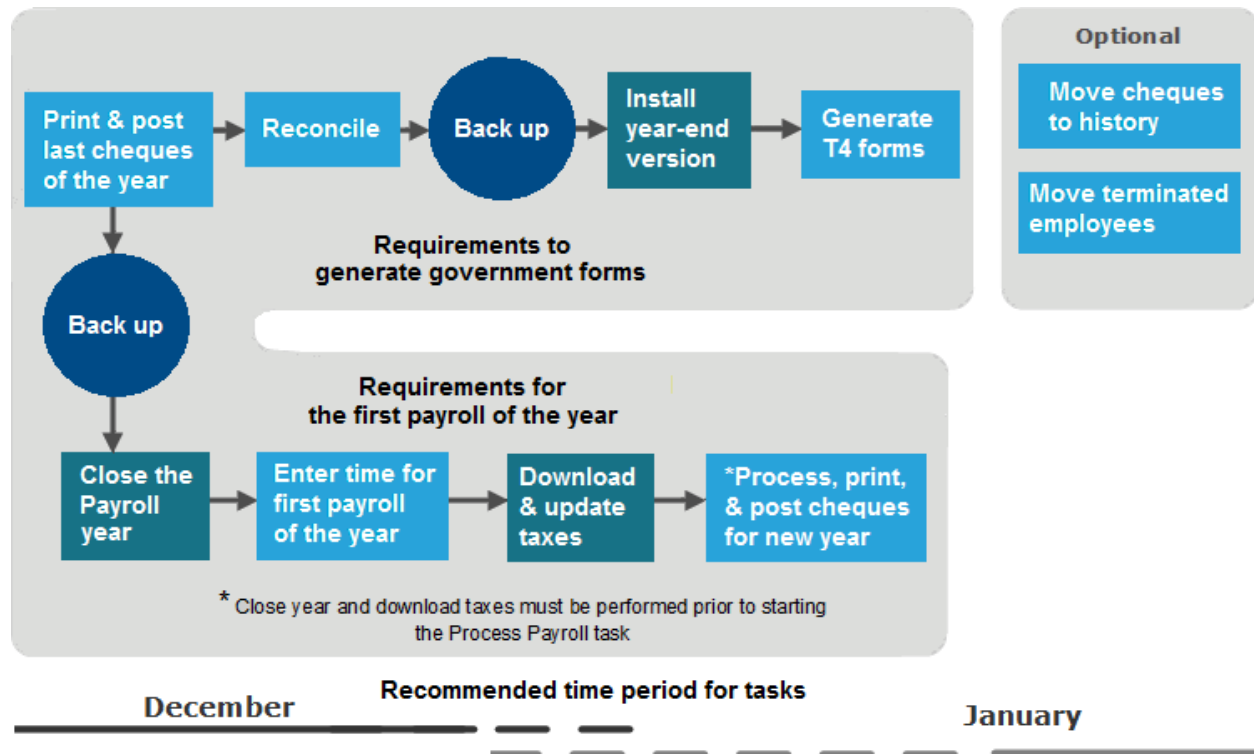
Chapter 2: Closing the year in Payroll

When it is time to close the calendar in Payroll, perform the steps outlined in this chapter.

Year-end closing checklist for Payroll

	Tasks	Comments
	Prepare for the calendar year end.	
<input type="checkbox"/>	Run and post the final payroll for the year you are closing.	
<input type="checkbox"/>	Reconcile employee totals and payroll tax totals.	
<input type="checkbox"/>	Reconcile Payroll to General Ledger.	
<input type="checkbox"/>	Print management reports.	
<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.	See page 49 .
<input type="checkbox"/>	Generate T4 forms (before or after closing the Payroll year).	See page 30 .
<input type="checkbox"/>	Close the Payroll year.	See page 10 .
<input type="checkbox"/>	Create an annual archive after completing your calendar-year processing. This archive can be used for restoring data or reporting purposes.	See page 49 .
<input type="checkbox"/>	Perform file maintenance.	See page 12 .
	In January, prepare for the first payroll of the new year.	See page 11 .
<input type="checkbox"/>	Download and update taxes for the new year.	
<input type="checkbox"/>	If necessary, modify personal tax credit amounts.	See page 11 .

Payroll year-end workflow



Preparing for closing the year in Payroll

Perform the following steps before closing the Payroll year:

- 1 Run and post the final payroll of the year.
- 2 Reconcile reports based on your cutoff date of 31/12/2019 and make corrections.

Note: If the last pay period extends beyond the calendar year-end date of 31/12/2019, you may want to create Billing, Equipment Cost, General Ledger, and Job Cost accrual entries for the earnings expense portion of the time entered to get a clearer picture of year-end costs. Select **Tasks > Generate Accrual Entries**. For more information, refer to "Generating Accrual Entries" in Payroll Help.

- 3 Perform the standard steps for a month-end closing.

- 4 Decide if you need to retain year-to-date totals for any pays, fringes, or deductions. For example, you may want to retain totals for accrued vacation time or employee loans that have not been paid in full. When you retain year-to-date totals, the retained amounts become the accumulated totals in the employee setup for the new Payroll year.

If you want to retain year-to-date totals, verify each pay, deduction, and fringe to see if the setting is correct for **Retain YTD** totals at close year. Review the settings as follows:

- a Select **Setup > Pays**.
 - b Click [**Next**].
 - c Select or clear the **Retain YTD totals at close year** check box, as appropriate.
 - d Press **TAB** twice.
 - e Select or clear the **Retain YTD totals at close year** check box.
 - f Click [**Save**].
 - g Click [**Next**] to review the next pay.
 - h When finished, click [**Close**].
 - i Select **Setup > Deductions**, and then repeat steps b–f to review each deduction.
 - j Select **Setup > Fringes**, and then repeat steps b–f to review each fringe.
- 5 Make a backup copy of your Payroll files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.

Note: We recommend you back up your entire data base before closing the year. This archive can be used for restoring data or reporting purposes.

Closing the year in Payroll

To close the year, select **Tasks > Close Year**. This task:

- ▣ Reminds you to back up your Payroll master file.
- ▣ Clears MTD, QTD, and YTD totals in the Payroll master file.
- ▣ Moves employee totals to the prior period fields.
- ▣ Changes the **Current Month** to January and the year-end date to 31/12/2020 in the **Payroll Settings** window.

Preparing for the first payroll of the new year

You can enter time for the new year, however, do not process your payroll until you have:

- Completely finished employee payment processing through 2019.
- Performed the Close Year task, which resets the employee year-to-date accumulators to zero.
- Downloaded the Payroll tax update, available in late December, by selecting **Tools > Download Taxes**.
- Updated the taxes by selecting **Tools > Update Taxes** prior to processing your first payroll.
- Verified that the taxes are updated and the year-end date is 2020.

Payroll calculations are based on year-to-date totals. Therefore, if you did not close the year prior to processing payroll, your pays, taxes, fringes, and deductions may not calculate correctly. For example, an employee may have already met the limit for a tax so it does not calculate.

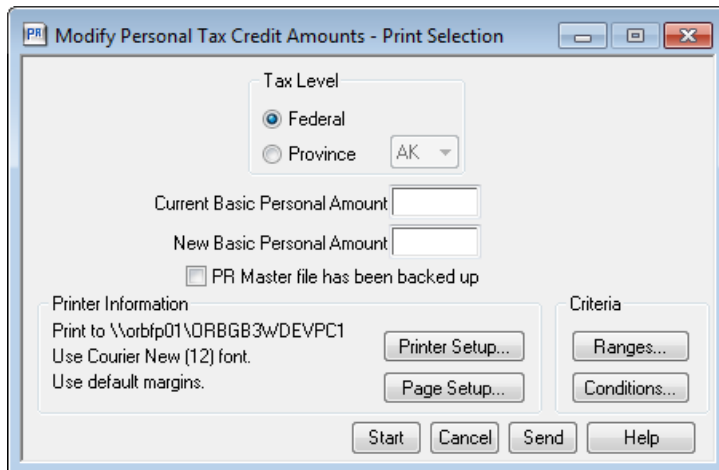
If you processed payroll without closing the year or updating taxes, you can still perform those two tasks. Then perform the **Process Payroll** task again with the **Reprocess Cheques** check box selected.

If you updated taxes too early, then you should restore prior payroll taxes using File Tools.

Modifying personal tax credit amounts

If the federal or provincial personal tax credits have changed for the new year, update your employees' tax credits:

- 1 Make a backup copy of your Payroll files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Select **Tools > Modify Personal Tax Credits Amounts**.



- 3 Choose **Federal** or **Provincial** for the tax level. If you choose the provincial level, also choose the province.
- 4 Enter the current personal credit amount for **Current Basic Personal Amount**.
- 5 Enter the new personal credit amount for **New Basic Personal Amount**.
- 6 Select the **PR Master file has been backed up** check box and click [**Start**].
- 7 Repeat these steps until the personal tax credit amounts have been updated for all tax levels.

Maintaining your files

You can use the Move Cheques tool to archive the past year's cheques. You can use the Move Employees tool to archive information about terminated employees. These tools reduce the amount of the data in your current files and speeds processing. For detailed instructions, see ["Payroll archive procedures" on page 73](#) in Appendix B.

Caution! Do not move checks or employees until you have generated all year-end government forms.

After you successfully move cheques and terminated employees, compact your Payroll master file and Payroll current transaction file. See ["Compacting files using File Doctor" on page 55](#) in Appendix A for more information.

Note: This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Common Payroll questions and answers

Do I need to close the month before I close the year in Payroll?

No. If your current Company folder month is December, select **Tasks > Close Year**. The software prevents you from closing the month if it is December, since December is the last month of the year.

How can I void and reissue a cheque from the previous year?

You must perform a sequence of steps to void and reissue cheques. However, there are several considerations before voiding and reissuing cheques from the previous year:

- ▣ If you have already updated taxes for the current year, then taxes have the current year's rates and limits.
- ▣ When you process a cheque, the system uses the year-to-date (YTD) totals on the master file. These totals are for the current year and help determine when an employee meets the limit for a tax.
- ▣ If the employee met the limit for a tax in the prior year, the original cheque may not include this tax. When you process the reissued cheque, the tax, taxable, and subject-to-tax amounts may calculate if the employee has not met the limit in the current year.
- ▣ You can manually zero out the tax amount in Enter Cheques, but this does not clear the taxable and subject-to amounts. The taxable and subject-to amounts accumulate to the prior year taxable and subject-to master file totals when you post the cheque to the prior year. This will affect government reports. You cannot change the taxable or subject-to amounts in Enter Cheques.
- ▣ We do not recommend the use of Audit Setup Activity to correct the taxable and subject-to totals on the master file, because this causes the master file to be out of balance with the transaction file.
- ▣ If the tax amounts withheld on the cheque change, you may need to print your year-end tax reports again and file amended reports to the provincial and federal governments. Consult your tax accountant or tax attorney for information on the tax laws and regulations that apply to your situation.
- ▣ The cheque stub for the reissued cheque displays the current year's YTD totals, not the prior year totals.
- ▣ If you need to void a cheque for the prior year and reissue it with corrections, the corrections affect the totals used for government reporting.

Perform these steps to void and reissue the cheque to the prior year:

- a** Create a backup. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- b** If you have closed the General Ledger period for the accounting date of the cheque, open the period; (in General Ledger, select **Tasks > Open/Close Posting Period**).
- c** Print the Cheque Activity with Detail report in Payroll (by selecting **Reports > Pay Period Processing**) and determine if the limit was met for any of the taxes.
- d** Void the cheque by selecting **Tasks > Void Cheques**.
- e** In Enter Cheques, determine if any tax amounts changed, and make any necessary adjustments to tax amounts. For example, if the limit for a tax has been met, adjust the tax amount to zero.
- f** Click [**Process**].
- g** Print the cheque with a cheque date for the prior year, then post the cheque.
- h** Select **Tools > Recalculate Subject-to** and then select **Prior year** in the **Recalculate Subject-to - Print Selection** window.
- i** Print government forms using prior period fields.

I just downloaded the new year's tax changes. When should I update them?

Select **Update Taxes** after you complete the last payroll for the year but before you process cheques for the first payroll of the next year.

When I ran Payroll > Tools > Update Taxes, I got an error message that reads, "NEW.PRX not found." What does it mean?

This message usually means that you have already selected **Update Taxes** or you have not yet downloaded the new tax files. The **New.prx** file is installed during **Download Taxes** and deleted after you select **Update Taxes**.

When I ran Payroll > Tools > Update Taxes, I got an error message that reads, "PR Tax file is incompatible. The file will be upgraded now." What does it mean?

This message means that the **Tax.prx** file needs to be upgraded. Click [**OK**] to upgrade the tax file.

How can I verify that my taxes updated?

To verify that the latest tax rates were installed or updated, select **Setup > Taxes > Tax Rates**. Enter the tax ID for one of the taxes for the current tax release. If the **Effective date** in the **Tax Rate Setup** window matches the effective date of the current release, taxes updated correctly. If the effective dates do not match, review the installation instructions provided in the *Payroll Tax Release Notes* and repeat any steps necessary.

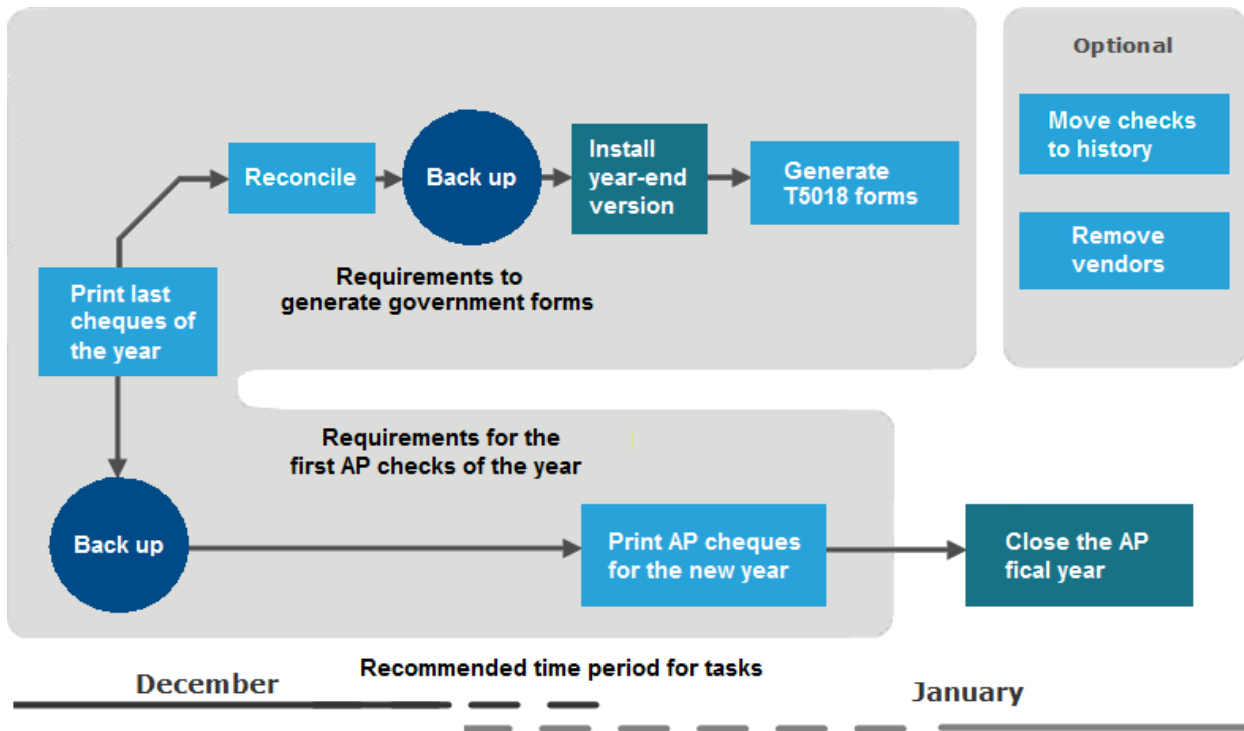
Chapter 3: Closing the year in Accounts Payable

When it is time to close the calendar year or fiscal year, perform the steps outlined in this chapter.

Year-end closing checklist for Accounts Payable

	Tasks	Comments
<input type="checkbox"/>	Enter and post all invoices, cheques (manual and computer), electronic payments, and credit card payments for 2019.	
<input type="checkbox"/>	Reconcile Accounts Payable to itself and to General Ledger.	
<input type="checkbox"/>	Print management reports.	
<input type="checkbox"/>	Verify the Accounts Payable fiscal year-ending date in the AP Settings window.	
<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.	See page 49 .
<input type="checkbox"/>	Install the 2019 year-end software update, if needed.	See page 2 .
<input type="checkbox"/>	Verify the T5018 totals.	
<input type="checkbox"/>	Generate T5018 forms for your vendors (before or after closing the year in Accounts Payable).	See page 39 .
<input type="checkbox"/>	Close the Accounts Payable year at the end of your fiscal year.	See page 16 .
<input type="checkbox"/>	Create an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes.	See page 57 .
<input type="checkbox"/>	Perform file maintenance.	See page 17 .

Accounts Payable year-end workflow



Preparing for year end in Accounts Payable

Perform the standard month-end steps. Even though Accounts Payable does not have a close month task, you need to complete reconciliation steps based on your cutoff date of 31/12/2019. These steps should include the following:

- 1 Be sure to enter all invoices and approve pending invoices for the year.
- 2 Select the Post Invoices task and verify that all invoices posted.
- 3 Enter all payments (manual and computer cheques, electronic payments, and credit card payments) through December 2019.

- 4 Reconcile Accounts Payable to itself and then to General Ledger. (General Ledger should be current and posted.) Use the Reconciliation Tool to reconcile AP to itself. Use the following reports to reconcile Accounts Payable to General Ledger:
 - Period End Report for AP Accts.
 - Entries by Batch for AP Accts.
 - Period End Report for RP Accts.
 - Entries by Batch for RP Accts.
- 5 Print month-end reports (such as Open Invoice, Invoice Aging, Cheque Register) and any other reports that you print as part of your normal month-end procedures. Also print year-end reports as needed.
- 6 Make a backup copy of your Accounts Payable files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.

Note: We recommend you back up your entire data base, creating an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes.

- 7 If you want to remove inactive vendors from your database, you should do this before closing the year. See [“Removing vendors” on page 61](#) for more information.

Closing the Accounts Payable year (fiscal year)

Note: Do not close the Accounts Payable year at the end of the calendar year unless it is also the end of your fiscal year.

To close the Accounts Payable year at the end of your fiscal year:

- 1 Verify that invoices and payments for the fiscal year were entered.
- 2 Generate the year-end reports.
- 3 Verify that the **Year ending date** in the **AP Settings** window is set to the correct date.

Note: If the **Year ending date** is already set to next year, this process was already performed.

- 4 In Accounts Payable, select **Tasks > Close Year**.

When you close the fiscal year, the system:

- Moves the amounts in the **This Year** fields to the **Last Year** fields that appear in the **Vendor Setup - Totals** window for each vendor.
- Moves the **Next Year** fields to the **This Year** fields in the same window for each vendor.
- Updates the **Year Ending Date** field in the **AP Settings** window with the new year.

Maintaining your files

Use Move Payments to move payments and their related invoice information to a history file. This keeps your historical payments separate from your current payments. It also decreases the size of your data file and speeds processing time. After the payments have been transferred to history, they can be used for reporting purposes; they can no longer be voided or edited.

For detailed instructions, see [“Accounts Payable archive procedures” on page 59](#) in Appendix B.

After you successfully move payments and remove unused vendors, compact your Accounts Payable master file and Accounts Payable current transaction file. See [“Compacting files using File Doctor” on page 55](#) in Appendix A for more information.

Note: This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Chapter 4: Closing the year in Property Management

When it is time to close the calendar year or fiscal year, perform the steps outlined in this chapter.

Year-end closing checklist for Property Management

	Tasks	Comments
<input type="checkbox"/>	Reconcile Property Management receivables to General Ledger.	
<input type="checkbox"/>	Print management reports.	
<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.	See page 49 .
<input type="checkbox"/>	Advance to a new calendar year (and new fiscal year if applicable) by selecting Tasks > Close Current Period .	See the next section.
<input type="checkbox"/>	(Optional) Archive Property Management data.	See page 77
<input type="checkbox"/>	(Optional) Perform file maintenance	See page 20 .

Closing the calendar or fiscal year

Property Management tracks year-to-date totals based on both the calendar year end and the fiscal year end specified during property setup. If you operate on a calendar year, the process is triggered when you select **Tasks > Close Current Period** and the period-end date is advanced from December to January. The fiscal year-end process is triggered when you advance to the new fiscal year.

Data changes that occur during either the calendar or fiscal year-end are built into Close Current Period process. In addition to monthly changes, which occur during Close Current Period, changes are made to your Property Management data when a current period end advances to a new calendar or fiscal year.

Be sure to print the necessary reports you typically print each month before you close the current billing period and advance to January. As usual, confirm that you have backed up your Property Management files before you select **Close Current Period**.

The following table describes the data changes that occur during each type of year-end process. These tasks are performed in addition to the tasks you perform every period.

Calendar Year-End	Fiscal Year-End
<p>Changes the Annual Interest totals on the lease deposit fields:</p> <ul style="list-style-type: none"> ■ The value in Interest Paid YTD is moved to Interest Paid Last Year. ■ The value in Interest Paid Next year is moved to Interest Paid YTD. ■ Interest Paid Next Year is set to zero. 	<p>Changes the totals in the Miscellaneous Income fields: (Tax fields appear only if you are tracking taxes.)</p> <ul style="list-style-type: none"> ■ The amount stored in Income YTD is moved to Income Last Year. ■ Tax YTD is moved to Tax Last Year. ■ The amount stored in Income Next Year is moved to Income YTD. ■ Tax Next year is moved to Tax YTD. ■ Income Next Year is set to zero. ■ Tax Next Year is set to zero.
<p>Deletes old Property Calendar Year Occupancy records, if appropriate, based on the number of years that you retain occupancy.</p>	<p>Deletes old Property Fiscal Year Occupancy records, if appropriate, based on the number of years that you retain occupancy.</p>
<p>Deletes old Property Calendar Year Accumulator records, if appropriate, based on the number of years that you retain each accumulator.</p>	<p>Deletes old Property Fiscal Year Accumulator records, if appropriate, based on the number of years that you retain each accumulator.</p>
<p>Deletes old Unit Calendar Year Accumulator records, if appropriate, based on the number of years that you retain each accumulator.</p>	<p>Deletes old Unit Fiscal Year Accumulator records, if appropriate, based on the number of years that you retain each accumulator.</p>
<p>Deletes old Lease Calendar Year Accumulator records, if appropriate, based on the number of years that you retain each accumulator.</p>	<p>Deletes old Lease Fiscal Year Accumulator records, if appropriate, based on the number of years that you retain each accumulator.</p>
<p>Deletes old Lease Calendar Year Sales Volume records, if appropriate, based on the number of years that you retain sales volume history.</p>	<p>Deletes old Lease Recovery Expense Amount records.</p>
	<p>Advances fiscal year-end date on the property.</p>

Note: Occupancy records and accumulator records are retained for the number of years you specify during their respective setup. If you specify zero years, the record totals are retained indefinitely.

Maintaining your files

Use Clear Paid Items to clear open items that are completely paid and move all the related entries from the current transaction file to a history transaction file. Miscellaneous Income, Accumulator Adjustment, Reference, Vacancy Loss, and Straight Line Rent entries are also moved. Enter a cutoff date to limit the entries that are affected. You should only clear paid items that are no longer accessed on a daily basis.

Move Entries allows you to move transaction records from one history file to another. Transactions are moved from Current to History through the Clear Paid Items process.

Use Archive Leases to move canceled or historical leases and their related records to archive files within your live data folder.

For detailed instructions, see [“Property Management archive procedures” on page 77](#) in Appendix B.

After you successfully move paid items, compact your Property Management current transaction file. See [“Compacting files using File Doctor” on page 55](#) in Appendix A for more information.

Note: This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Chapter 5: Closing the year in other applications

When it is time to close the fiscal year, use the instructions in this chapter to close the fiscal year in the following applications:

- Accounts Receivable; see the [next section](#)
- Cash Management; see [page 22](#)
- Contracts; see [page 22](#)
- Equipment Cost; see [page 23](#)
- Job Cost; see [page 23](#)
- Service Management; see [page 24](#)

It is not necessary to close the fiscal year for these applications in this order. However, close the fiscal year in General Ledger last, as explained in the next chapter.

Note: Do not close the fiscal year at the end of the calendar year in these applications unless your fiscal year also ends on December 31.

Accounts Receivable

To close the fiscal year:

- 1 Enter and post all invoices and cash receipts for the fiscal year.
- 2 Print the month-end and year-end reports that are required by your company.
- 3 Back up your Accounts Receivable files. See [“Backing up files using File Tools” on page 53](#) for more information.
- 4 Select **Tasks > Close Year**, verify the year-end dates, and click **[Start]**.

Accounts Receivable clears the year-to-date fields and then moves the next year totals into the year-to-date fields. In addition, the **Year-end date** in the **AR Settings** window is changed to the new year.

- 5 Move paid invoices to a history file. See [“Accounts Receivable archive procedures” on page 62](#) for more information.

Cash Management

Cash Management tracks interest received on an annual basis by bank account. You can view the **Year to date**, **Next year to date**, and **Last year to date** interest for a bank account on the **Interest** tab of the **Bank Accounts** window; (select **Setup > Bank Accounts**). The accumulation in these fields is controlled by the **Year-ending date** in the **CM Settings** window.

Before closing the year, verify that all interest received has been recorded. Compare the **Year to date** interest shown in the **Bank Accounts** window is the same as the year-to-date interest on your December bank statement.

To close the year:

- 1 If needed, make adjustments to a bank register; (select **Tasks > Edit Register**, select the bank account, click **[OK]**, make changes in the **Edit Register** window, and click **[Finish]**).
- 2 Post any cheques and files for the current year by selecting **Tasks > Post Entries**.
- 3 Select **File > Company Settings > CM Settings** and verify that the current date is displayed for **Year-ending date** in the **CM Settings** window.

Note: If the year in this window is earlier than 2019, close the year until this year-end date is correct.

- 4 Reconcile your December bank statement. See “Reconciling” in the Cash Management Help for more information.
- 5 Back up your Cash Management files. See [“Backing up files using File Tools” on page 53](#) for more information.
- 6 Select **Tasks > Close Year**, verify the year-end dates, select the **CM Master file has been backed up** check box, and click **[OK]**.
Cash Management moves the interest amounts into the appropriate year-to-date fields in the **Bank Accounts** windows. In addition, the **Year-ending date** in the **CM Settings** window is changed to the new year.
- 7 Move entries from the register file to a history file. See [“Cash Management archive procedures” on page 64](#) for more information.

Contracts

Although the Contracts application has no official year-end procedures (because the data is processed on a contract-to-contract basis), you may want to perform the following steps:

- 1 Print the month-end and year-end reports that are required by your company.
- 2 Back up your Contracts data files. See [“Backing up files using File Tools” on page 53](#) for more information.
- 3 Post entries (by selecting **Task > Post** and clicking **[Start]**) and verify that the transactions were posted by reviewing the posting journal.
- 4 Select **Tasks > Close Month**, verify the months, and click **[Start]**.
If the month that you are closing is the last month in the fiscal year, the application clears the year-to-date fields and changes the fiscal year-end date in the **CN Settings** window.
- 5 For those contracts that are complete, change their status to **Closed**:
 - a Select **File > Open Contract**, highlight the contract, and click **[OK]**.

- b** Click the **General** tab.
 - c** Move the **Status** slider to **Closed**.
 - d** Repeat these steps for each completed contract.
- 6** Move closed contracts to a history file. See [“Contracts archive procedures” on page 65](#) for more information.

Equipment Cost

Although the Equipment Cost application has no official year-end procedures (because the data is processed on an equipment-by-equipment basis), you may want to perform the following steps:

- 1** Enter and post all transactions.
- 2** Print the month-end and year-end reports that are required by your company.
- 3** Back up your Equipment Cost files. See [“Backing up files using File Tools” on page 53](#) for more information.
- 4** Select **Tasks > Close Month**, verify the months, and click **[Start]**.
When you close the last month of the fiscal year, the application clears the year-to-date and month-to-date fields.
- 5** If desired, move transactions to a history file. See [“Equipment Cost archive procedures” on page 66](#) for more information.

Job Cost

Although the Job Cost application has no official year-end procedures, you may want to perform the following steps:

- 1** Print the month-end and year-end reports that are required by your company.
- 2** Back up your Job Cost data files. See [“Backing up files using File Tools” on page 53](#) for more information.
- 3** Select **Tasks > Close Month**, verify the months, and click **[Start]**.
If the month that you are closing is the last month in the fiscal year, the application clears the year-to-date fields and changes the fiscal year-end date in the **JC Settings** window.
- 4** If desired, either:
 - ▣ Move transactions for closed jobs to a history file in your active data folder and moving closed jobs to an archive folder.
 - ▣ Move closed jobs and their transactions to an archive data folder.See [“Job Cost archive procedures” on page 68](#) for more information.

Service Management

To close the fiscal year:

- 1 Enter and post all entries for the year.
- 2 Print the month-end and year-end reports that are required by your company.
- 3 Back up your Service Management files. See [“Backing up files using File Tools” on page 53](#) for more information.
- 4 If desired, move work orders to a history file. See [“Service Management archive procedures” on page 81](#) for more information.

Chapter 6: Closing the year in General Ledger

When it is time to close the fiscal year, close the fiscal year in your other applications before closing the fiscal year in General Ledger.

Year-end closing checklist for General Ledger

	Task	Comments
	1. Prepare for fiscal year end	See page 26
<input type="checkbox"/>	Record and post all entries for the current fiscal year. Review and correct rejected entries.	
<input type="checkbox"/>	Verify that all suspense-type accounts have a zero balance.	
<input type="checkbox"/>	Print a trial balance, current ledger, and any other month-end reports. Verify they are in balance.	
<input type="checkbox"/>	Reconcile other applications to General Ledger.	
<input type="checkbox"/>	Print financial statements.	
<input type="checkbox"/>	Make a backup copy of your entire database, if you have not already done so.	See page 49 .
	2. Perform final General Ledger year-end closing steps	See page 26
<input type="checkbox"/>	Print a year-to-date ledger.	
<input type="checkbox"/>	Close the fiscal year by selecting Tasks > Close Fiscal Year .	
<input type="checkbox"/>	3. Make adjustments to prior fiscal year if necessary	See page 28
	4. (Optional) Perform file maintenance	See page 28
<input type="checkbox"/>	Archive General Ledger data.	See page 67
<input type="checkbox"/>	Compact files.	See page 55

Preparing for year end

Perform the standard steps for a normal month-end closing. These steps should include the following:

- 1 Be sure that all Sage 300 Construction and Real Estate entries are completed.
- 2 Post all new files.
- 3 Use the journal to verify that no entries for the current year were rejected. Review and correct any rejected entries.
- 4 Verify that all suspense-type accounts have a zero balance. This is necessary for Close Fiscal Year to move balances properly and post to retained earnings.
- 5 Print a trial balance, current ledger, and any other month-end reports.
- 6 Balance General Ledger and reconcile it with other applications.
- 7 Print financial statements.
- 8 Back up your General Ledger files. See [“Backing up files using File Tools” on page 53](#) for more information.

Closing the fiscal year

Note: Do not close the fiscal year at the end of the calendar year unless it is also the end of your fiscal year.

Typically, General Ledger will be the last application you close. You can close Accounts Payable, Payroll, Property Management, and other applications first and then continue posting entries for the new year because General Ledger stores up to six months of future activity.

This process lets you print all of the standard reports (current ledger, trial balance, and financial statements) for each period in the new fiscal year. When you receive adjusting entries for the previous year, you will post them as prior year adjustments. You may then print adjusted financial statements for the prior year and each period in the new year, as well as reprint the prior year’s year-to-date ledger.

Caution! Make adjustments to the suspense accounts to bring the suspense account balances to zero for the year before you select **Tasks > Close Fiscal Year**. This task will not close out the suspense account, and the retained earnings entry may be incorrect.

- 1 Complete your monthly closing procedures.
- 2 Back up your General Ledger files to store off-site. See [“Backing up files using File Tools” on page 53](#) for more information.
- 3 Print your current ledger and financial statements reports.

4 Print a year-to-date ledger.

Note: If you have transactions in a history transaction file (History.glt), you should select the appropriate option in **Tran files for YTD ledger** in the **GL Settings - Ledger Settings** window before you print the year-to-date ledger.

Caution! Before you close the fiscal year, back up your General Ledger files. The process of closing the fiscal year is intensive. If it fails, you must restore from a backup. Remember that the General Ledger master file cannot be used by other applications while you close the year in General Ledger.

5 Select **Tasks > Close Fiscal Year** to close the year. If you have multiple prefixes, select the appropriate prefix level to close.

Use a copy of your income statement to verify the amount posting to retained earnings. If the amounts agree, proceed. Otherwise, cancel and determine the problem before you proceed. Be sure to check the suspense account, because entries in suspense will not close to retained earnings at year-end.

If both fiscal percentages (on the retained earnings account) and partner percentages (in the **GL Settings—Partners** window) exist, the partner percentages will override fiscal percentages to distribute the retained earnings. For more details see “Close Fiscal Year” in General Ledger Help.

The Close Fiscal Year process:

- ▣ Creates the entries that close the income and expense account balances to the retained earnings accounts in the history transaction file (History.glt).
 - ▣ Clears the current balance of the income and expense accounts and posts the net income or loss to the retained earnings accounts in the General Ledger master (.glm) file. The closing entries are not reflected in the activity field for the last month of the fiscal year. This allows the system to retain the activity totals for reporting purposes. Closing transactions are posted to the History.glt file.
 - ▣ Advances the year-end balances one year.
 - ▣ Advances the fiscal year-ending and period-ending dates.
 - ▣ Advances the account activity fields one period, changes the current activity on all accounts to zero, and moves in any posted future activity.
 - ▣ Advances future activity one period.
 - ▣ Prints a Close Fiscal Year journal that lists the closing entries.
- 6 Back up your General Ledger files again after you select **Tasks > Fiscal Year**, and store this backup copy off site.
- 7 We recommend you back up your entire data base, creating an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes.

Making prior year adjustments

To make prior year adjustments:

- 1 Back up your General Ledger files before making any prior year adjustments. See [“Backing up files using File Tools” on page 53](#) for more information.
- 2 Select **Tasks > Open/Close Posting Period**.
- 3 Select the entity that you want to use.
- 4 Click the appropriate **Closed Period** check box to clear it.
- 5 Select **Tasks > Record Entries** to enter all prior year adjustments using the prior year accounting date.
- 6 Select **Tasks > Post Entries** to post the entries.
- 7 Back up your General Ledger files again before you proceed.

Caution! The process of closing the fiscal year is intensive. If it fails, you must restore from a backup.

- 8 Select **Tasks > Close Fiscal Year** to close the prior year adjustments to retained earnings.
- 9 Reprint financial statements for the prior year. Enter the number of periods to roll back in the **Rollback** field.
- 10 Reprint financial statements for the current year periods to reflect the prior year adjustments using the rollback option.
- 11 Reprint the year-to-date ledger with the date range set to the prior fiscal year.
- 12 Re-close the prior period by selecting **Tasks > Open/Close Posting Period** and selecting the **Closed Period** check box that you cleared in step 4.
- 13 If desired, move the prior year transactions to the History.glt file with **Tools > Move > Transactions > Current to History**.
- 14 Be sure to transfer only prior-year transactions. Also, be sure to enter the fiscal year-ending date as the cutoff date.

Maintaining your files

If you have more than two years of transactions in the History.glt file, you may want to move the oldest year to an archived history file. For detailed instructions, see [“General Ledger archive procedures” on page 67](#) in Appendix B.

After you successfully move transactions, compact your General Ledger current transaction file. See [“Compacting files using File Doctor” on page 55](#) in Appendix A for more information.

Note: This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Common General Ledger questions and answers

How do I clear the balance in a suspense account?

Make reversing entries to a suspense account. Refer to “Correcting suspense account entries” in General Ledger Help.

If I close General Ledger, will I still be able to post prior year adjusting entries that my accountant sends me?

Yes. If you want to close the year in order to print current financial statements in the new year, you can always open the prior period and post those entries. Just do not forget to close the fiscal year again if it is an entry to an income or expense account. Also, do not forget to go back and close the posting period again (Tasks > Open/Close Posting Period). For more information, see [“Closing the fiscal year” on page 26](#).

How do you close the last period of the year?

Select Tasks > Close Fiscal Year.

Chapter 7: Producing T4 forms

Follow the instructions in this chapter to generate T4 forms in preparation for eFiling your forms using Aatrix services. The T4 forms report the taxable wages earned by your employees during the previous calendar year.

Before producing the T4 forms, all 2013 payroll cheques must be posted. You may also want to close the Payroll year, but you can produce the T4 forms before or after closing the Payroll year.

T4 forms checklist

	Task	Comments
<input type="checkbox"/>	Create or modify your T4 template. Aatrix uses these settings to produce your T4 forms.	See page 30 .
<input type="checkbox"/>	Back up the Payroll information.	See page 49 in Appendix A.
<input type="checkbox"/>	Generate the T4 forms.	See page 32 .

Note: If you have Indian employees, their Code 71 year-to-date earnings should be subtracted from their provincial year-to-date gross on the T4 form for their primary province. For more information, see [Sage Knowledgebase article 96713](#).

Creating or modifying your T4 formats

You can control the information that prints on the T4 form. You can modify the standard T4 format already designed for you, or you can create an entirely new one.

Note: For more information about T4 formats, see the "Modifying T4 formats" topic in Payroll Help.

To create or modify a T4 format:

- 1 In Payroll, select **Tools > Modify Forms > T4 Formats**.
- 2 In the **Modify T4 Formats** window you can choose or create a T4 format:
 - ▢ To select an existing format, click **[List]**, select the format, and click **[OK]**.
 - ▢ To create a new T4 format, enter a format name for **T4 form** and a description for the new format.
- 3 Press **TAB** to access the **Controls** tab.

- If appropriate, change the **Employee minimum**, which is the minimum amount of taxable earnings that the employee must have for the T4 form to be generated. For example, if this is **0.01**, the software does not generate a T4 form for an employee with zero taxable earnings. If this is **0.00**, the software generates a T4 form for all employees.

The screenshot shows the 'Modify T4 Formats' dialog box with the 'Controls' tab selected. The 'T4 form' field contains 'T4' and the 'Description' field contains 'T4 format'. The 'Employee minimum' field is set to '.01'. At the bottom, there are buttons for 'Save', 'Cancel', 'List...', 'Attachments...', and 'Help'.

- Click the **Amounts** tab. Most of the required information for the T4 form is automatically filled in for you.

The screenshot shows the 'Modify T4 Formats' dialog box with the 'Amounts' tab selected. The 'T4 form' field contains 'T4' and the 'Description' field contains 'T4 format'. The 'Box 20 contents - None' section contains a table with columns for 'box' and 'amount'. The 'Other Information Boxes' section contains fields for 'code' and 'amt'.

box	amount	box	amount
14	Employment Income	22	Income tax
16	Employee CPP	24	EI Insurable
17	Employee QPP	26	CPP/QPP Pensionable
18	Employee EI	44	
20		46	
52		50	
55		56	

Other Information Boxes:

code	amt	code	amt	code	amt
71	BONUS				

At the bottom, there are buttons for 'Save', 'Cancel', 'List...', 'Attachments...', and 'Help'.

- 6 If you need to report additional information, use tax boxes 44, 46, 50, and 52. See the Payroll Help for more information.
 - To add any other pays, deductions, or fringes, select the appropriate tax box, click [**Pays**], [**Deducts**], or [**Fringes**], select the desired item, and then click [**OK**].
 - If needed, use the **Other Information Boxes** area of this window to enter up to six codes and amounts that relate to employment commissions, taxable allowances and benefits, deductible amounts, and other entries. See the *Employers' Guide - Filing the T4 and T4F Slip and Summary Forms* (available from the Canada Customs and Revenue Agency) for a list of valid codes and their descriptions.
- 7 Click [**Save**] and then click [**Close**].

Before you begin processing the T4 forms

- Back up your Payroll information. See [page 49](#) in Appendix A for instructions.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see [page 5](#).
- Make any desired changes to the T4 formats, as described on [page 30](#). Aatrix uses these formats to generate the T4 forms.

Tip: If you do not want to generate T4 forms for employees with zero taxable withholdings, set the **Employee minimum amount** to **.01** in the **Modify T4 Formats** window; see [page 31](#) for more information.

Notes:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate Payroll database.
- Since eFiling can take up to two days, schedule accordingly.

Processing data for the T4 forms

- 1 In Payroll, select **Tasks > eFile and Reporting**.

If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest CCRA-mandated changes. For more information, see [page 6](#).

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next**].
- If you want to use a saved report, select **Saved reports**, click [**Next**], verify your Canadian Tax ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

- 2 In the **Federal eFile and Reporting** window, select the report, select the year, and click [**Next >**].

- 3 If more than one T4 format was set up, select the T4 format that you want to use for this report in the **T4 Format Selection** window .
- 4 In the **Employees to Process** window, select the check box before the employees that you want to include, and then click [**Next >**].

Select	ID	Name	City	Province	ZIP
<input checked="" type="checkbox"/>	116	Hanson, Virgil C	Sample City	ON	98064
<input checked="" type="checkbox"/>	117	Gamer, Colin K	Sample City	ON	97586
<input checked="" type="checkbox"/>	118	Crocker, Mark W	Sample City	ON	97548
<input checked="" type="checkbox"/>	119	Brooks, Tom B	Sample City	ON	98452
<input checked="" type="checkbox"/>	120	Smith, Harry D	Sample City	ON	97068
<input checked="" type="checkbox"/>	121	Olson, Barry W	Sample City	ON	97220
<input checked="" type="checkbox"/>	122	Williams, Joseph E	Sample City	ON	97222
<input checked="" type="checkbox"/>	123	King, Tammy D	Sample City	ON	97222

Tip: To clear all of the check boxes, click [**Select None**]. To select all of the check boxes, click [**Select All**]. To select a range of check boxes, highlight the check boxes and then click one of the highlighted check boxes; to highlight the rows, you can highlight the first row of the range, and then hold down **SHIFT** as you click the last row of the range.

- 5 If you are asked to select a report, select the **T4 Official Report** (not the **Québec RL-1 Official Report**) and then click [**OK**].

Note: If you select the **Québec RL-1 Official Report**, you will need to type the information in manually.

- 6 In the **Generate Federal Report** window, click [**Generate**] to open the **T4 Setup Wizard**. If you have already set up your T4 report, the wizard will not appear.

Using the T4 Setup Wizard

The first time you generate a T4, a wizard opens to help you set up your report.

Tip: For information about windows in the **Canada Setup Wizard**, click  (the help button) to access the Aatrix help system.

Repeat the process in this section for each company account number you will use to file T4 forms. If you have more than one company account number, but only one Payroll master file, you can repeat this process multiple times. With each run, change the Employer ID, then begin the eFiling process. Select which employees to include for each company account number in accordance with step 4 of the preceding section.

- 1 If you are asked to select a report, select the **T4 Official Report** (not the **Québec RL-1 Official Report**) and then click [**OK**].
- 2 Select one of the processing options, and then click [**Next**]. You may want to select "test drive" mode to run through the process first.

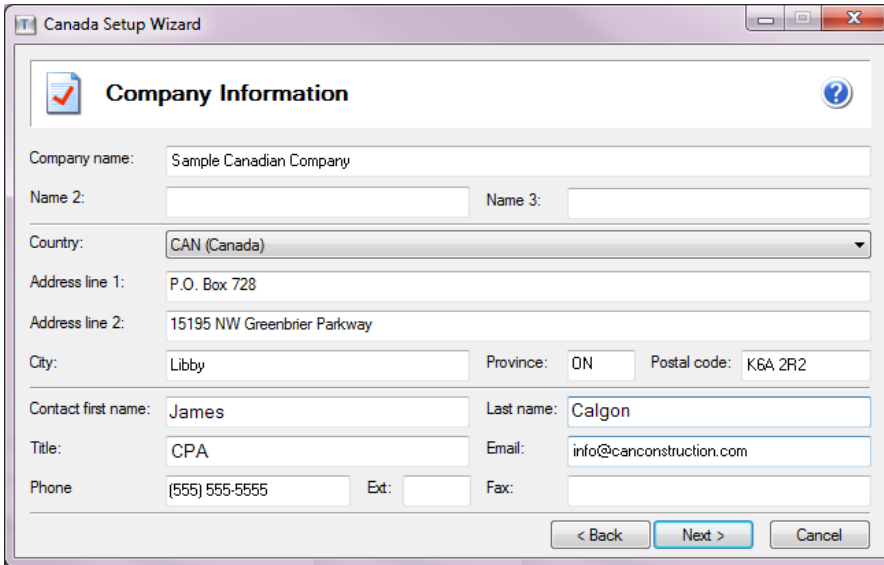
Note: In test drive mode, no information is saved after you print your forms. Do not use test drive mode when processing your final T4 forms.


- 3 Verify your **Account Number**, and then click [**Next >**].

Caution! If you need to change this number, close the Setup Wizard. In Payroll, select **Setup > Taxes > Tax Groups**, and type the correct number for **Employer ID** in the **Tax Group Setup** window.

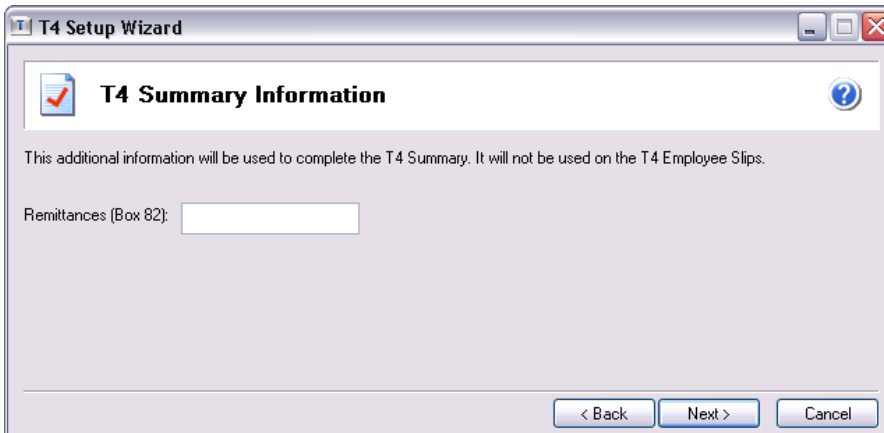


- 4 The **Company Information** window displays information included on the forms you are filing. Verify that all information is correct, enter missing information, and then click **[Next >]**.



Tip: Click  (the Help button) for detailed information about what to enter in this window.

- 5 In the **T4 Summary Information** window, enter the remittances that will appear in Box 82 of the T4 Summary, and then click **[Next >]**.



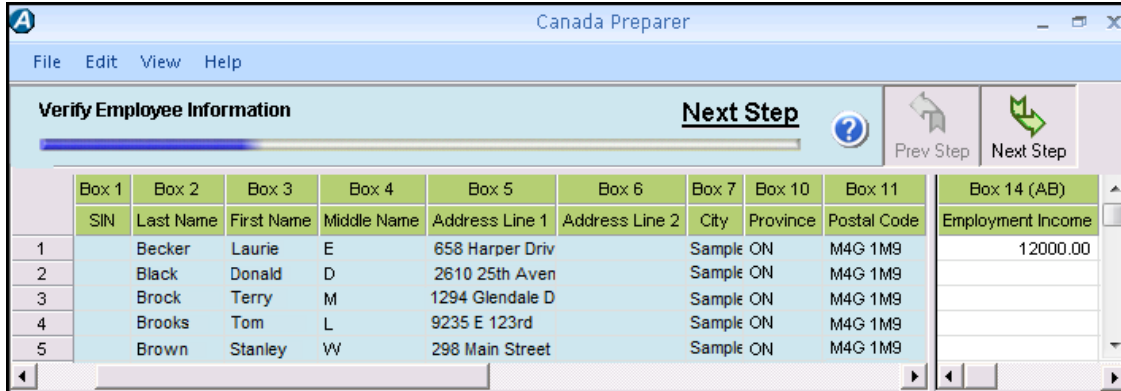
- 6 In the **Multiple Payroll Data Files** window, select either:
 - ▣ Yes if you use multiple payroll data files for the same federal account number.
 - ▣ No if you use a single payroll data file.

Verifying employee information

The grid in the **Canadian Preparer** window displays employee information in rows and columns. The columns in the grid correspond to the boxes on the T4 forms.

During each step of the verification process, you can review, make corrections, and add information to the cells. Missing or incorrect information is indicated with a red cell.

Click  (the Help button) for a full description of the grid functions.




1 Verify and correct the employee names and addresses that are highlighted.

A red cell in the grid contains an error. You must correct the errors before you can continue.

Note: Any changes you make in this grid are **not** written back to your Payroll database. You must also correct the data within Payroll.



After verifying or correcting the employee information, click .

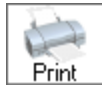
2 Verify that the information in the right side of the grid is correct, make any corrections, and then click **[Next Step]**

Selecting filing options and generating the forms

- 1 The **T4 Printing and Filing Options** window displays your options for eFiling and printing the T4 forms as well as the associated costs. Select the desired options.

Option	# Employees	Price/Emp	Subtotal
- Print and Mail Employee T4 Copies	10	\$3.00	\$30.00
- File your Federal T4 and T4 Summary to the CRA		included	FREE
Total Cost		Minimum	\$33.95
- Print my Employee T4s	10	\$0.00	\$ 0.00
- eFile Federal T4 and T4 Summary to the CRA			
Total Cost		Minimum	\$ 0.00

- 2 Click **[Next]** and follow the on-screen instructions.
- 3 In the **Review your Action List** window, review the list of reports, and then click **[Next >]**.
- 4 You will now see each of the reports displayed in Aatrix. Follow the on-screen instructions to review, make corrections, and print the forms.
 - In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.



- If desired, print a copy of the form by clicking **Print**, making selections in the **Print** window, and clicking **[OK]**. Even if you choose to eFile, print copies of the forms for your office records.



When you have completed your review and edits of each page, click **Next**.

Click (the Help button) for more information about the windows.

Common T4 form questions and answers

Will the period-end date of my last payroll affect my T4 forms?

Payroll always posts by cheque date. T4 forms should only include the dollars paid to the employee during the year being reported (2019). Cheques dated January 2020 or later, regardless of the period-end date, are not included in the T4 totals for 2019.

If I have multiple Payroll master files, should I move all my employees into one Payroll master file before producing the T4 forms?

You are required to combine employees in all master files only if the same business number and location code applies to all master files. If you have multiple location codes, see the Knowledgebase for articles containing additional information about generating and eFiling the T4 forms. Log into the [Sage Knowledgebase](#) and search for articles containing "location codes" in their titles.

If any employees were terminated in 2019, do not use the Move Employees tool to archive the terminated employee information until after you produce their T4 forms.

Chapter 8: Producing T5018 forms

Follow the instructions in this chapter to generate T5018 forms in preparation for eFiling your forms using Aatrix services.

Before you begin processing the T5018 forms

- Ensure that all invoices and cheques for the reporting year have been posted for the vendors.
- Verify vendors are set up to receive T5018 forms. (This is set on the **T5018 Settings** tab of the **Vendor Setup** window.)
- Back up your Accounts Payable files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see [page 5](#).

Notes:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate database.
- Since eFiling can take up to two days, schedule accordingly.

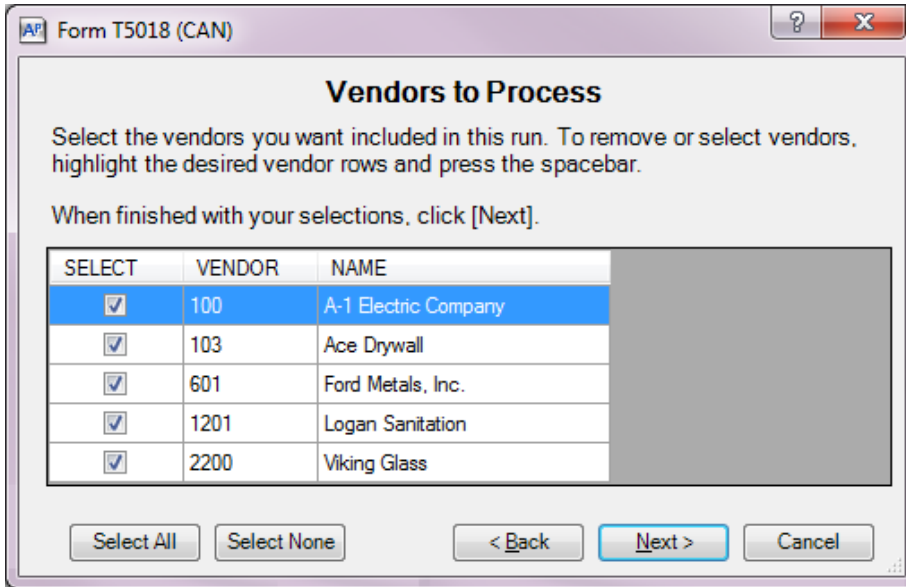
Processing data for the T5018 forms

- 1** In Accounts Payable, select **Tasks > Government eFile and Reporting > Form T5018 (CAN)**.
You may receive a prompt to update tax forms when you select this task. To ensure you are always in compliance with the latest government-mandated changes, select **[Automatic Update]** in the **Update Forms** window. See [“Forms update” on page 6](#) for more information.
- 2** If you already saved a T5018 report, you can create a new report or you can open a saved report. To open a saved report:
 - a** In the **Form T5018 (CAN)** window, select **Saved T5018 report**, and then click **[Next]**.
 - b** Select the form and the Canadian Tax ID number, and then click **[Open]**.
 - c** In the **Open Report** window, select the report you want to open and click **[Edit]**.

- 3** If you are creating a new T5018 report, verify or enter the following items in the **Form T5018 (CAN)** window, and then click [**Next >**]:
- **T5018 Amounts to Report:** Select whether to generate the report by the total paid to vendors or by fiscal entity. If you select **Fiscal Entity**, you must also select the **GL Prefix**; the Canadian Tax ID for that GL prefix will be used for your forms.
 - **Start Date:** Select the beginning date of the reporting period. If your reporting period is the same as the calendar year, select January 1.
 - **End Date:** Select the end date of the reporting period. If your reporting period is the same as the calendar year, select December 31.
 - **Minimum Reporting Amount:** Type the minimum reporting amount. Only vendors with income that equals or exceeds this amount will be included on the report.
 - **Canadian Tax ID:** Type the number you want to use when filing the T5018 form. It must be 9 digits, followed by 2 letters, followed by 4 digits.

The screenshot shows a window titled "Form T5018 (CAN)". Inside the window, there is a heading "Form T5018 (CAN)" followed by a warning: "Before continuing, ensure that all invoices and checks for the reporting year have been posted for the vendors, and that you have a backup of your Accounts Payable files." Below this is the instruction: "When finished with your selections, click [Next] and select vendors to include." The form contains several fields: "T5018 Amounts to Report" with radio buttons for "To Vendor" (selected) and "By Fiscal Entity"; "GL Prefix:" with a dropdown menu showing "10"; "Start Date:" with a dropdown menu showing "January -01-17"; "End Date:" with a dropdown menu showing "December -31-17"; "Minimum Reporting Amount:" with a text box containing "500.00"; and "Canadian Tax ID:" with an empty text box. At the bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

- 4 In the **Vendors to Process** window, select the check box in front of each vendor that you want to include, and then click **[Next >]**.



- 5 In the **Generate Form T5018 (CAN)** window, click **[Generate]** to generate the data and open the **T5018 Setup Wizard**

Using the T5018 Canada Setup Wizard

Tip: For information about windows in the **Canada Setup Wizard**, click  (the help button) to access the Aatrix help system.

- 1 Choose whether to test drive the T5018 wizard or to start processing the T5018 forms.
- 2 Verify your **Account Number**, and then click **[Next >]**. (To change this number, close the Setup Wizard. In Accounts Payable, select **Tasks > Government eFile and Reporting > Form T5018 (CAN)** and type the correct number for **Canadian Tax ID** in the **Form T5018 (CAN)** window.)



- 3 The **Company Information** window displays information included on the forms you are filing. Verify that all information is correct, enter missing information, and then click **[Next >]**.


- 4 In the **Multiple T5018 Data Files** window select whether you need to merge multiple T5018 data files for this report, and then click **[Next >]**.


Select **No** if you use one data file in Accounts Payable.

Select **Yes** if you want to merge multiple data files.

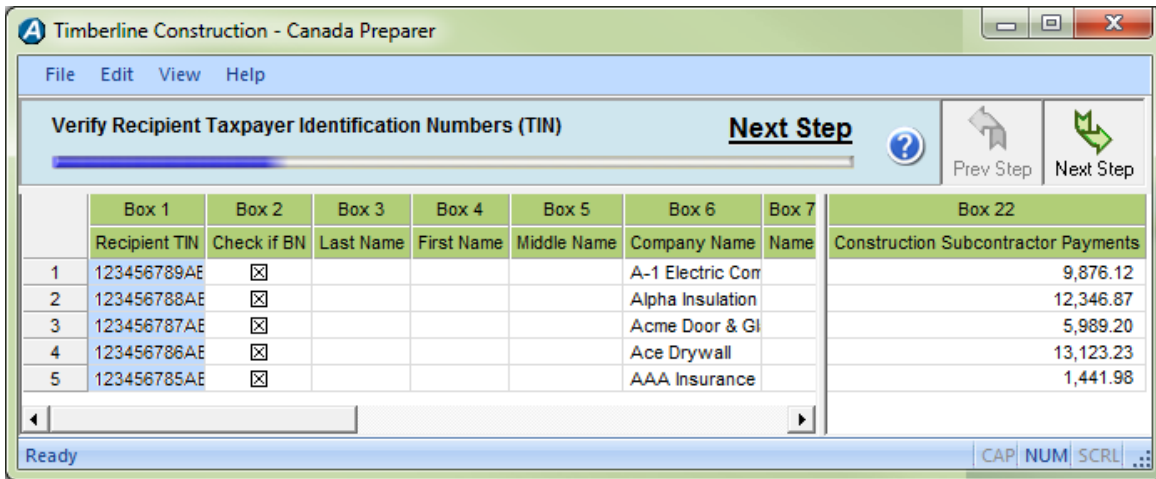
Verifying recipients

The **Canadian Preparer** window displays information in a grid. The columns in the grid correspond to the boxes on the form. Verify information highlighted for each step. Missing or incorrect information is indicated with a red cell.

For information about this window, click  (the help button) to access the Aatrix help system.

- 1 Verify or correct each recipient's Taxpayer Identification Number (**TIN**), and then click  to proceed through the grid.

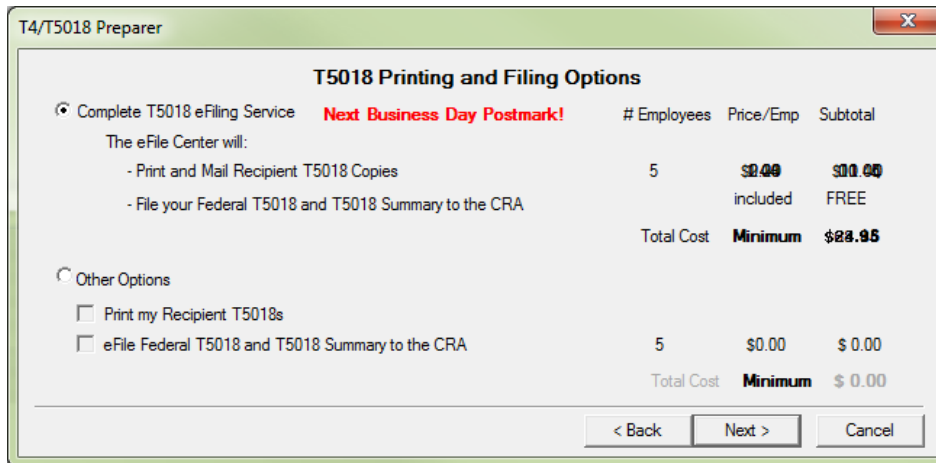
Note: Any changes you make in this grid do not correct your accounting data. You must correct the data within Sage 300 Construction and Real Estate for the changes to be permanent.



- 2 Verify or correct the recipients' names and addresses, and then click [Next Step].
- 3 Verify or correct the payments box, and then click [Next Step].
The T5018 Printing and Filing Options window opens.

Selecting printing and eFiling options

The T5018 Printing and Filing Options window displays your options for eFiling and printing the T5018 forms as well as the associated costs, if any.



- 1 Select the desired options, and then click [Next >].
- 2 Review the list of reports, and then click [Next >].
- 3 You will now see each of the reports displayed in Aatrix. Follow the on-screen instructions to review, make corrections, and print the forms. Even if you choose to eFile, print copies of the forms for your office records.

Chapter 9: Producing ROE forms

Follow the instructions in this chapter to generate ROE (Record of Employment) forms. You can either:

- Generate and eFile your forms using Aatrix services.
- Generate a file containing the forms within Sage 300 Construction and Real Estate.

Note: When a ROE form is submitted after 3 p.m. Central time, Aatrix processes it the next day. Although this still meets Canadian government requirements, the delay may affect some contract requirements that ROE forms be processed within 24 hours of the employee being laid off. If your company has this requirement, generate the forms within Sage 300 Construction and Real Estate.

Entering employee termination information

When an employee is terminated, enter the **Termination date** and **Reason** on the **Misc Info** tab of the **Employee Setup** window. The termination reason will be included on the ROE form for the employee.

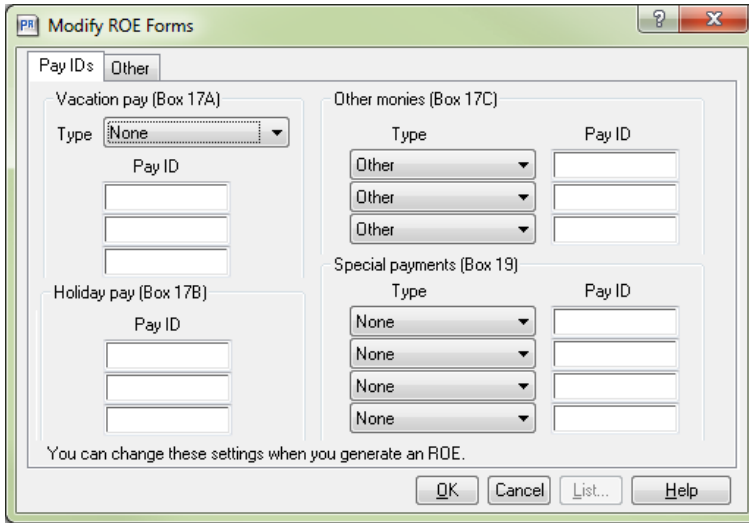
Caution! If you rehired an employee who was laid off, but did not enter a **Rehire date** on the **Misc Info** tab of the **Employee Setup** window, the ROE could report the same earnings twice in error.

Modifying your ROE forms

To set up or modify the information that most frequently applies to ROE forms:

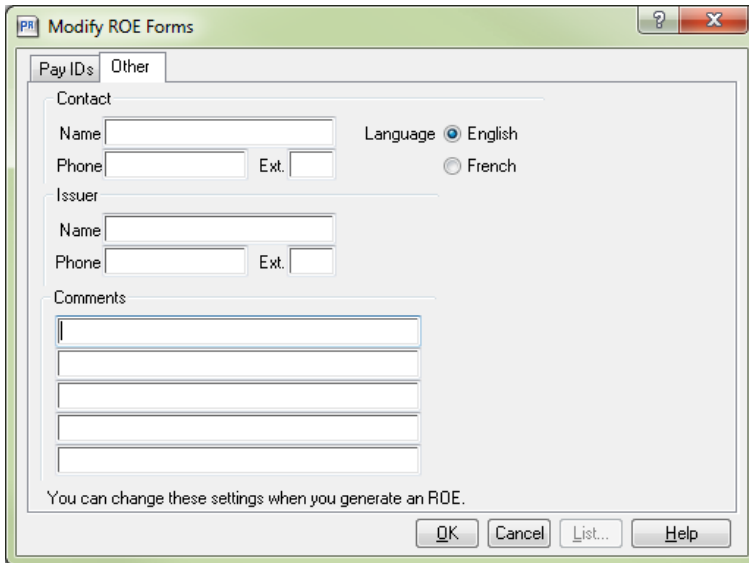
- 1 In Payroll, select **Tools > Modify Forms > ROE Forms**.
- 2 In the **Modify ROE Forms** window, enter the applicable pay IDs for:
 - Vacation pay
 - Holiday pay
 - Other monies
 - Special payments (such as sick, maternity, parental leave, or group wage loss indemnity payments).

Also select the type for vacation pay, other monies, and special payments.



- 3 Click the **Other** tab, enter the current contact information, issuer information, and comments (if needed) to include in Box 18 on the ROE form.

Note: Because the comments are reviewed manually by a Service Canada agent, only include comments if there are specific details about exceptional circumstances that you want to explain.



- 4 Click [OK].

Note: Changes made in the **Modify ROE Forms** window are included when you generate the ROE form in **Tasks > eFile and Reporting**. Changes made while generating or eFiling the ROE form in Aatrix are not written back to Payroll.

Generating and eFiling your ROE forms with Aatrix

To generate and eFile the ROE forms:

- 1 In Payroll, select **Tasks > eFile and Reporting**.
- 2 In the **Federal eFile and Reporting** window, select the **ROE Record of Employment** report, select the **ROE Date**, and click **[Next >]**.



- 3 In the **Employees to Process** window, select the check box before the employees that you want to include, and then click **[Next >]**.

Select	ID	Name	City	Province	Pos
<input checked="" type="checkbox"/>	101	Jones; Robert E	Sample City	ON	X6A
<input checked="" type="checkbox"/>	102	Sanford; Dennis G	Sample City	ON	X6A
<input checked="" type="checkbox"/>	103	Lovett; Gregory	Sample City	ON	X6A

- 4 In the **Generate Federal Report** window, click **[Generate]**.
- 5 Aatrix displays the first form. Verify or correct the content on the forms. Missing or incorrect information is indicated with a red rectangle.

Tip: Click  (the Aatrix Help button) for more information.

- 6 When you have finishing correcting the forms, click , and then click **[Agree]** in the **Verify Report Complete** window.

- 7 Click  to print a copy for your records, and then click .

- 8 In the **Filing Options** window, click the icon for the desired options, and then follow the directions in Aatrix.

Generating the forms within Sage 300 Construction and Real Estate

When you generate ROE forms, you can select up to six current and/or history Payroll Transaction files from which to pull data for the ROE forms. For example, you may have moved all of your Payroll data for the previous year to a history transaction file. Until the end of the current year, you will need to be able to print ROE forms using data from the history file and data from the current file. You will be able to access both files simultaneously for purposes of generating ROE forms.

ROE forms can be generated for one or multiple employees in a single run. Any information that you enter in the **Print ROE Forms - Print Selection** window or in the **ROE Forms - Printed Form Options** window will be used for all ROE forms generated during the current run.

To print the ROE forms:

- 1** In Payroll, select **Tasks > Generate ROE**.
- 2** Select the oldest Payroll transaction file that you want to use, and then click **[OK]**. If you want to add another transaction file, click **[Yes]**. When you are finished adding transaction files, click **[No]** in the prompt to add another file.
- 3** In the **Generate ROE - Print Selection** window:
 - a** Enter your company's business number and verify your company's address.
 - b** If needed, change the issue status or ROE date.
 - c** Make a selection for **Expected Date of Recall**. If the employees will be recalled on a specific date, select **Date** and specify the expected date.
 - d** Specify the name of the export file to create.
 - e** Select the **Generate export file for employees without errors** check box if you want the program to create the export file for all employees that do not have errors. Otherwise, clear the check box.
 - f** To select the employees to include, click **[Ranges]**, select the employees, and click **[OK]**.
 - g** To specify conditions to limit the employees included on the ROE forms (such as those who have a specific termination date), click **[Conditions]**, set up the condition, click **[OK]**, verify the condition selection, and click **[OK]**.

Caution! If you do not limit the employees included (by using ranges or conditions), all employees will be included in the ROE export file (unless they have errors).

- 4 If you want to override ROE settings for the current ROE run:
 - a Click [Options],
 - b In the **ROE Forms - Printed Form Options** window, make the desired changes.

Note: These changes will apply to the current run only.

- c Click [OK].
- 5 In the **Generate ROE - Print Selection** window, click [Start]. If your program is set up to save the journal as a file, specify the file name.
- 6 Review the journal.
- 7 If there are no errors, upload the export file to the Service Canada website.

Appendix A: Backup Procedures

Throughout this guide you are asked to back up and copy files. These copies are important:

- To preserve an off-site copy in case of damage to your building.
- To eliminate the need to re-key data in case of damage to your system.
- To ensure that you have a copy of your files for reference before you close the current year.

Important! With any backup tool, we recommend that you validate and test the backup to ensure that the process is working properly. Environmental issues and files in use can affect the integrity of a backup. Restoring your business data requires advanced knowledge of the Actian Pervasive, Microsoft SQL (if using), and Sage 300 Construction and Real Estate file systems. We strongly recommend you undertake this process with a knowledgeable professional, such as your business partner, certified consultant, or Sage Customer Service representative.

Files to copy

This section lists the file names to back up or copy in each application.

- Be sure to show file extensions to ensure proper operation.
- These procedures use default file names (for example, **Current.glt** and **History.glt**). If you use named files, substitute your named files for the default names.
- History files such as **History.apr** or **History.glt** are created when you select **Tools > Move** to move a file to history. For more information on moving files to history, see the topics on "File Maintenance" in each section of this book.

Refer to the list on the following pages when you are instructed to back up or copy files for a specific application.

Note: The files in the list are required for reporting. When you back up your entire database, these files will be included. If you need to restore your Sage 300 Construction and Real Estate database, you should restore the backup of your entire database.

Accounts Payable

- Current.appt
- History.api
- History.appt
- Master.apm
- Master.txm
(if using taxes in AP)
- New.api
- Standard.aps
- Ts.ctl
- User.frm
(in the Formula folder)

Accounts Receivable

- Activity.ara
- Current.art
- History.ara
- History.art
- Master.arm
- Master.txm
(if using taxes)
- New.art
- Standard.ars
- Ts.ctl
- User.frm
- View.arv

Billing

- Billed.bli
- Billed.blw
- History.blt
- History.blw
- Master.blm
- Master.txm
(if using taxes)
- New.blt
- Standard.bls
- Ts.ctl
- Unbilled.bli
- Unbilled.blw
- User.frm

Cash Management

- History.cmt
- Master.cmm
- Register.cmt
- Ts.ctl
- User.frm

Contracts

- Contracts
- Active.cna
- Active.cnc
- Active.cnt
- Settings.cns
- Ts.ctl
- User.frm

Equipment Cost

- Current.eqt
- History.eqt
- Master.eqm
- New.eqt
- Standard.eqs
- Ts.ctl
- User.frm

General Ledger

- Current.glt
- History.glt
- Master.glm
- Ts.ctl
- User.frm

Job Cost

- Current.jct
- History.jct
- Master.jcm
- New.jct
- Ts.ctl
- User.frm

Payroll

- Current.prt
- History.prt
- Master.prm
- Pr.frm
- System.prs
- Tax.prx
- Ts.ctl
- User.frm

Property Management

- Accum.pma
- Current.pmt
- History.pmt
- Issue.pmz
- Lease.pml
- Master.txm
(if using taxes)
- New.pmt
- Property.pmp
- Recovery.pmv
- Retail.pmr
- System.pms
- Tenant.pmn
- Ts.ctl
- User.frm

Note: Files that can be named will have the same extension as those listed in the table above. For example, **January.api** would be a named invoice file.

Other data folders to back up include:

- Purchasing and Inventory files, which are located in the **POIVData** folder under your company data folder.
- Service Management files, which are located in the **SMDData** folder under your company data folder. If you have SM files in a different location, note the location by selecting **File > Data Folder Settings > File Locations > SM Data**.

Backing up files using System Administrator

We recommend that you use the backup operation in the System Administrator tool to back up your company data (including the global, Service Management, Purchasing, and Inventory data) on a regular basis. See the [Using System Administrator to back up and restore your data](#) video for more information.

Note: Although you can still use File Tools to back up and restore your company data stored in Pervasive, File Tools does not back up and restore the SQL data.

Important! Perform the backup during off hours so that nobody is accessing or changing the data. If someone is using the software, some data files may be locked and the backup will fail.

To use System Administrator to back up data:

- 1 On the server, access the tool by selecting the **Sage Administration** program group (from the Start menu) and then selecting **System Administrator**.
- 2 Click the **Backup** tab.
- 3 Your company folders are shown in a table. Select the **Backup** check box in front of the companies to include in the backup.

If you have more than one company, we recommend that you back up all of them.

- 4 In the **Files** column, select the type of files to back up:
 - **All:** Includes print files or other file types that were saved inside the company folder as well as the data files.
 - **Data only:** Only includes the Pervasive files and folders (not other file types such as .bmp and .txt files) inside the company's data folder.

Note: We recommend that you select **All**. The **Sage\Timberline Office\9.5** folder is always included in the backup.

- 5 If you need to add other folders or files to the backup, click [**Add Folder**] or [**Add File**] and then select the folder or file; it will be listed in the table.

Note: You may want to include folders containing attachments that are not already in the data folders.

- 6 Select the folder to store the backed-up data by either:
 - Typing the path.
 - Clicking [**Browse**] and selecting the folder.
- 7 To schedule a time every day for an automatic backup, select the **Automatically back up every day** at check box, select the time, and click [**Save**].

Tip: The automatic backup selection creates a Task in the Windows Task Scheduler. You may be able to use that tool to adjust the timing and days of the week to back up the data automatically.

- 8 To back up your data immediately, click [**Save**] and then [**Back Up Now**].

When the backup runs, success and failure messages display on your screen. If there is a failure, click **[View Log]** to view the log file to determine the issue.

The backup process creates a zip file named **backup<DATE>_<TIME>.zip** that contains:

- The Pervasive data folders for the companies you selected in step 3
- The SQL database (if your data was replicated)
- The 9.5 folder (without Wininst)
- Any additional folders or files that you selected in step 5
- Log files with the backup information

Backing up files using File Tools

Although we recommend that you use the backup operation in the System Administrator (as described on [page 52](#)), you can use File Tools to back up the entire Sage 300 Construction and Real Estate data folder or selected data files.

Note: When you use File Tools, the folder options of Windows Explorer should be set to display file extensions.

To use File Tools to back up data:

- 1 Open Sage Desktop and select **Applications > Common Tools > Tools > File Tools**.
- 2 In the **Operation Selection** window, select **Backup** and click **[Next]**.
- 3 In the **Backup Operation** window, select the folder or files you want to include.
 - To back up an entire folder, click **[Add Folder]** and then select the folder that contains the files to be backed up. When you select a folder, all sub-folders are included. Use the down arrow at the right to open a list of available drives and folders. You can navigate to a higher folder on the same drive or change the search to another drive by selecting the applicable drive or folder. You can navigate one level upward by clicking the folder icon with the up arrow. Perform this step for each data folder you want included in the backup.

Tip: To back up your Purchasing and Inventory files separately, click **[Add folders]** and choose the **POIVData** folder located under your company data folder. To back up your Service Management files separately, click **[Add folders]** and choose the **SMDData** folder located under your company data folder. However, if you have SM files in a different location, note the location by selecting **File > Data Folder Settings > File Locations > SM Data**.

- To back up additional files (in folders that are not already selected), click **[Add Files]**. Select the files to be backed up by holding down the **CTRL** key and clicking each file to highlight it. You can highlight all files by pressing the **CTRL + A** keys. Click a file again to remove the selection highlight.
- 4 Click **[Next]**.
 - 5 For **Destination**, specify the name and location for the backup file or click **[Browse]** to locate the destination folder.

- 6 For **Archive Name**, type the name of the new archive file you want to create. You can click [**Append**] to insert either a date and time stamp or to add a unique numeric value to the file. The **.tsZip2** extension will be used if you do not enter an extension.

Note: Be aware that if the **.tsZip2** file you specify already exists, it will be overwritten by the new file.

- 7 (Optional) For **Comment**, type a comment that will appear with this backup if the backup is restored.
- 8 Click [**Next**] to begin the validation.
- 9 When the **Validation Summary** window appears, click [**Next**].
- 10 When the **Verify Files** window appears, verify that the correct folders and files are included, and then click [**Next**].
- 11 When the **Execution Summary** window appears, verify that the process is correct, and then click [**Next**] to start the backup.
- 12 When the **Operation Journal** window appears, review the processes that were performed, and then click [**Save**] to save the journal or click [**Print**] to print the journal.
- 13 Click [**Finish**] to exit File Tools.

Copying files using File Tools

You can also use File Tools to copy selected Sage 300 Construction and Real Estate data files to another location. These copies are meant to restore files immediately if a process does not finish successfully. They are not meant to replace your full backup. When you use File Tools, show file extensions to ensure proper operation.

To use File Tools to copy files:

- 1 Open Sage Desktop and select **Applications > Common Tools > Tools > File Tools**.
- 2 In the **Operation Selection** window, select **Copy** and click [**Next**].
- 3 To copy your entire data folder, click [**Add Folder**] then select the folder that contains the files to be copied. Use the down arrow at the right to open a list of available drives and folders. You can then navigate to a higher folder on the same drive or change the search to another drive by selecting the applicable drive or folder. You can navigate one level upward by clicking the folder icon with the up arrow.
- 4 To copy individual files, click [**Add Files**] to open the list of files eligible for copying; then select the files to be copied by holding down the **CTRL** key and clicking each file to highlight it. To remove a highlight, click the file again. You can highlight all files by pressing the **CTRL + A** keys.
- 5 For **Destination**, specify the full path where files will be copied or click [**Browse**] to locate the destination folder. If you are copying to a CD, choose the CD drive as the destination folder.
- 6 Click [**Next**].

- 7 If any of the files being copied already exist in the destination location, a warning will appear for each one. Select one of the following options for each warning:
- **[Yes]**: Overwrite the file named in the warning.
 - **[Yes to All]**: Overwrite this file and any additional files that already exist and have duplicate names of those being copied. No more warnings will appear.
 - **[No]**: Do not overwrite; remove this file from the list to be copied.
 - **[No to All]**: Do not overwrite this file or any additional files that already exist and have duplicate names of those being copied. No more warnings will appear.

As the files are copied, the status is shown in the **Progress** window. If the validation process finds issues that need to be resolved, the wizard will instruct you how to fix them.

Note: If you click **[Back]** before an operation is complete, the program returns to the previous window without completing the operation. If you click **[Cancel]**, you cancel any further operations and exit File Tools; if any previous operations were already completed successfully, they are not canceled.

- 8 When the copy operation is complete for all files, review the processes that were performed, and then click **[Save]** to save the journal or click **[Print]** to print the journal.
- 9 Click **[Finish]** to exit File Tools.

Compacting files using File Doctor

After successfully performing the archive procedures, use File Doctor to compact your data files. This reduces the size of these files by compacting the unused space left behind by deleting or moving data.

Caution! You should only use File Doctor at the server so it is run on data stored on the local drive of the computer. Using File Doctor over your network can severely damage your data. Do not run File Doctor from a workstation on data stored on a server. Sage is not responsible for damage caused to your data as a result of using File Doctor over the network.

To run File Doctor:

- 1 Back up your data files.
- 2 At the server, open Sage Desktop and select **Applications > Common Tools > Tools > File Doctor**.
- 3 Verify that you have a current backup of your data files and click **[Yes]**.
- 4 In the **Check files in** section, select **Current data folder**.

Note: If you are using multiple data folders or you want to also compact your archive folder, select **All data folders** instead. Compacting all data folders can take a considerable amount of time.

- 5 In the **Tasks** section, select the **Compact good files** check box.
- 6 In the **Files** list, select the files that you want to compact or click **[All]** to compact your entire data folder. The files are grouped by application.
- 7 Click **[Start]** to start the compact process and print the report to a file or printer.

Tip: The progress of File Doctor can be viewed in Background Tasks.

- 8 When the status is **Completed Normally**, review the report. If there are any errors, be prepared to restore from backup.

Appendix B: Archive Procedures

This appendix includes information about year-end file and disk maintenance (in the next section) and general data archiving information. It also includes detailed considerations and procedures for the following applications:

- Accounts Payable ([page 59](#))
- Accounts Receivable ([page 62](#))
- Cash Management ([page 64](#))
- Contracts ([page 65](#))
- Equipment Cost ([page 66](#))
- General Ledger ([page 67](#))
- Job Cost ([page 68](#)), Payroll ([page 73](#))
- Project Management ([page 75](#))
- Property Management ([page 77](#))
- Purchasing and Inventory ([page 79](#))
- Service Management ([page 81](#))

There are no archive capabilities for Address Book or Billing.

For specific guidelines for your company or for additional assistance, contact your local Sage 300 Certified Consultant or Sage Professional Services at Professional.Services@Sage.com.

Optional year-end file and disk maintenance

This appendix describes year-end file and disk maintenance routines that you may consider performing to help keep your system running at optimum performance. You can also incorporate these procedures into your monthly and quarterly procedures.

- 1 Archive and delete any print files (.pm) from your hard disk left from the previous year. For copying instructions, see [“Copying files using File Tools” on page 54](#).
- 2 Test backups by restoring them to test folders. These tests are important because backup media may have a limited life, backup devices may malfunction, and you may have incorrect software settings in your backup software. Also, if you use a tape drive, be sure to clean your tape device regularly, as recommended by your tape device manufacturer.
- 3 Archive your data files. For more information, see [“Archiving your data”](#) in the next section.
- 4 Store your archived data in an off-site location.

Archiving your data

When you archive your data, you move the data from your current files to history files, or from one history file to another history file. You may create an archive data folder to perform some archiving tasks or to separate historical data from current data. This is not the same as backing up your data (also called creating an archive or archiving); backups protect your data from catastrophic loss. A good policy for doing both (backing up and archiving data) will protect and enhance the performance of your data.

Archive your data on a regular basis to:

- ▣ Reduce file size, which reduces processing and reporting time.
- ▣ Reduce time requirements when you upgrade your current data.
- ▣ Combine historical and current data for reporting purposes or enable you to report on each separately.
- ▣ Streamline your selection lists to include only current records (jobs, employees, vendors, etc.).
- ▣ Organize historical data.

We recommend that you develop a company-wide plan to archive your data. If your company has a procedures guide, you may want to integrate this plan into your current procedures. Consider the following items when you create this company-wide archive plan:

- ▣ How frequently do you need to archive data in each application?
- ▣ Do you move entries from your current transaction files to history files in the same data folder or to an archive folder?
- ▣ If you use named files, what is your naming convention for archived data files?
- ▣ What is the naming convention of your archive data folders?
- ▣ Where do you store your archived data?

Before you archive your data, perform the following tasks:

- ▣ Back up your data before you archive your files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- ▣ Make sure that you have the proper permissions in the application and on the network.
- ▣ Run any necessary reports. Your report results may change after you archive your data.
- ▣ Some archive processes require that you create a new data folder by selecting **File > New Company**. This creates a **Ts.ctl** file and enables you to access your archived data. Enter a new company name that distinguishes the archive folder from your current data folder. Enter the correct data folder path name according to your procedures. Select the **Use current setup** check box so the setup options are the same in the archive folder as for the live data.
- ▣ Assess the time it will take to archive your data. You must stop processing in the application in this data folder while you are archiving the data. You may want to archive over the weekend so there is less impact on daily processing.
- ▣ Use File Doctor (by selecting **Tools > File Doctor** in the application) to identify any potential issues.

Note: File Doctor is not available in Purchasing / Inventory or Service Management.

If you are moving data to an archive folder, make sure that all custom fields are available for general use. This ensures that custom fields will be available in your archive folder if you need them for reporting purposes. For example, if you use custom fields for jobs:

- 1 In Job Cost, select **File > Company Settings > Custom Fields**.
- 2 In the **Custom Fields - Record Selection** window, select a record (such as **Job**) and then click **[Edit]**.
- 3 If you see the **Do you want to make these custom fields available for general use?** message, click **[Yes]**.
- 4 In the **Custom Fields** window, click **[Close]**.
- 5 Repeat these steps for all of the records.

After you archive your data, perform the following tasks:

- ▢ Back up your data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information. You may need to modify your backup procedures to include archive data folders.
- ▢ Reduce the size of your current files by compacting them. See [“Compacting files using File Doctor” on page 55](#) for more information.
- ▢ Document which files were archived and where the data is stored. You may want to retain copies of the archive journals as part of your documentation.

Accounts Payable archive procedures

In Accounts Payable, you can move payments and remove vendors you no longer use.

Moving payments

You can use the Move Payments tool to move payments and their related invoice information to a history file. This keeps your historical payments separate from your current payments. It also decreases the size of your data files and speeds processing time. After the payments are transferred to history, they can be used for reporting purposes, but they can no longer be voided or edited.

When you move payments from current to history, transaction records in the **Current.appt** file move to the **History.appt** file. The corresponding invoice, distribution, payment, tax distribution, invoice payment, distribution payment, and tax distribution payment records move from the **Master.apm** file to the **History.api** file. When you move payments from history to history to decrease the size of your historical file, invoice, distribution, payment, tax distribution, invoice payment, distribution payment, and tax distribution payment records move from the **History.api** file to another **History.api** file. Transaction records are not moved when moving payments from history to history.

Before you move payments, review the following considerations:

- ▢ Reports that use invoice detail from the AP master file (such as the JC Committed Cost with Detail report), any Job Cost reports, or custom reports may be affected by moving payments. You may not want to move payments until the related jobs are complete, depending on the level of detail required on your Job Cost reports.
- ▢ Using Report Designer, you can modify any report that uses the invoice detail from the Accounts Payable master file to also include invoice detail from the history file. Refer to the “Data File Selection” topic in Report Designer Help for more information.

- The Move Payments process in Accounts Payable moves cheques and other payments that have cleared in Cash Management—but it does not move payments in Cash Management. See [“Cash Management archive procedures” on page 64](#) for more information.
- The Move Payments process can be time intensive. Schedule adequate time to complete the process.
- Because you cannot reprint the Accounts Payable Move Payments Report, these steps instruct you to print to a file. To view the print file after the task completes, select **File > Printouts**, and then locate and open the named print file.

Caution! Payments that are moved to history cannot be moved back to the current file. You cannot void those payments or change the information for related invoices. We recommend that you make a backup copy of your Accounts Payable data files before you move payments to history.

To move payments:

- 1 Make a backup of your Accounts Payable files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Accounts Payable, select **Tools > Move > Payments > Current to History**.
- 3 If a history file does not exist, click **[OK]** to create the file.
- 4 In the **Move Payments - Cur/Hist - Print Selection** window, enter the cutoff date for the cheques and other payments to be moved. You can also click **[Ranges]** or **[Conditions]** to further narrow the payments to move.
- 5 If you want the Move Payments Report to print details about the payments that move, select the **Print payment detail** check box.

Note: This report can be very long if you select to print details.

- 6 Specify that the Move Payments Report is printed to a file by clicking **[Printer Setup]**, selecting the **Print to file** check box, and clicking **[OK]**.
- 7 Click **[Start]**, specify the name and location of the report, and click **[OK]** to begin the process.
- 8 Select **File > Printouts**, open the Move Payments Report, and verify that the payments moved successfully.

Note: If some cheques or payments did not move to history, read the “About setting criteria for moving payments” and “Correcting errors in Move Payments” topics in Accounts Payable Help.

- 9 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Removing vendors

You can use the Remove Vendors tool to remove vendors you no longer use. The vendors are permanently removed; they are not archived.

To avoid removing active vendors, run the Remove Vendors tool before you close the fiscal year so that vendors that were paid during the current year are not removed. You can also specify conditions in the **Remove Vendors - Print Selection** window (by using **[Ranges]** and **[Conditions]**) to further control which vendors are removed. A new vendor with no invoices or payments may be removed if just the default criteria are used

Caution! Once vendors are removed, they cannot be moved back. We recommend that you make a backup copy of your Accounts Payable data files before you remove vendors.

To remove vendors:

- 1 Make a backup of your Accounts Payable files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Accounts Payable, select **Tools > Remove Vendors**.
- 3 In the **Remove Vendors - Print Selection** window, select the **Preview only** option to verify which vendors will be removed.
- 4 Select the check boxes to only process vendors with no current T5018 activity and no current year activity.
- 5 You can also click **[Ranges]** or **[Conditions]** to further narrow the vendors to remove.

Caution! If you do not select ranges or conditions, all vendors without current activity are removed.

- 6 Click **[Start]**.
- 7 Examine the results of the preview.
 - If the correct vendors are listed, go to step 8.
 - If vendors are included that you do not want to remove or the preview does not include vendors that you want to remove, repeat steps 2 onward while making the necessary adjustments to the criteria.
- 8 Select **Tools > Remove Vendors**.
- 9 In the **Remove Vendors - Print Selection** window, select the **Remove vendor records** option. This permanently deletes vendors with no current year activity based on the ranges and conditions you specified.
- 10 Click **[Start]** to permanently delete the vendors that meet the criteria.
- 11 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Accounts Receivable archive procedures

In Accounts Receivable, you can move invoices that are fully paid or voided to a history file.

Moving invoices

You can use the Move Invoices tool to move invoices from the current to history file. Only fully paid or voided invoices can be moved. Invoices that are moved to history can be moved back to current if needed.

Before you move invoices, review the following considerations:

- The invoices must have a status of **Paid** or **Voided**. Negative invoices must also be paid.
- Retainage must be billed. Keep the original invoice where the retainage was held and the retainage billed invoice together in the same file (current or history).
- The invoice date must fall between the start and end dates entered in the **Move Invoices** window.
- When invoices are moved, their related payment, adjustment, cash receipt, and deposit entries are moved.
- When moving from current to history, entries are moved from **Activity.ara** to **History.ara** and from **Current.art** to **History.art**.
- You can also move invoices from history files back to current files.
- You can view entries moved to the history files by selecting the history files when using inquiries or reports.

To review invoices that are fully paid and eligible to be moved to history:

- 1 In Accounts Receivable, select **Reports > Aging** and select one of the aging detail reports:
 - **Detail by Customer**: to see all invoices for a customer
 - **Detail by Job**: to see results sorted by Job
 - **Detail by Contract**: to see results sorted by Contract
- 2 In the **Data File Selection** window, select only the current transaction file to use for the report, and then click **[OK]**.
- 3 In the **Print Selection** window:
 - a For **Aging As Of Date**, either enter a specific cut-off date or enter a future date (to see all activity).
 - b Select the **Include Retainage Column** check box.
 - c Clear the **Unpaid Only** check box.
 - d Click **[Ranges]** and select the customers that you want included in the report.
 - e Click **[Start]** to generate the report.

4 Review the report.

- Confirm that the cash receipt amounts equal the invoice amounts. Only invoices that are paid in full can move to history.
- If the invoices have retainage, the retainage held must be equal to the retainage released before those invoices can move to history.

To move invoices:

Important! Do not move large chunks of invoices at one time as this can take hours to finish. Instead, use ranges to move 10-20 jobs at a time or 10-20 customers at a time. It is best to only move invoices for jobs that are paid in full (so reports on a job will include all of the job information). After the move finishes, backup both the activity and current files as well as both history files before doing the next move.

Tip: When you make the first move of the year, start by moving one voided invoice to history with the **Move unassociated entries** check box selected and a large date range. The initial move of unassociated items will take the longest time. Click [**Ranges**] and slide the bottom scroll bar to the right to see the last column, and then select a voided invoice for moving. Run an aging report before moving to history and after and compare the totals, which should not change.

- 1 Make a backup of your Accounts Receivable files. See "[Appendix A: Backup Procedures](#)" on page 49 for more information.
- 2 Run an aging report with a future date (such as 12/31/9999) for **Aging As Of Date**. You can compare this report to the report generated after the move (in step 10).
- 3 In Accounts Receivable, select **Tools > Move Invoices > Current to History**.
- 4 If prompted, confirm that you have posted all transactions.
- 5 In the **Current to History - Print Selection** window, enter the start and end date for the invoices to be moved.

Tip: Make the date range large (such as 1/1/1901 - 12/31/9999) to include all paid invoices that fall within those dates. Paid invoices up to the end date will be moved.

- 6 Select the **Move unassociated entries** check box to move misc cash receipts and other transactions that are not associated with invoices.
- 7 Click [**Ranges**] to select a group or range of invoices to move. Only invoices with a status of **Paid** or **Voided** display in the range of invoices.

Note: Do not use conditions, since it may be hard to decipher the resulting journal to see which invoices did not move to history.

- 8 Click [**Start**] to begin the process.
- 9 Review the journal to verify the move was successful.
- 10 Run an aging report and compare the totals to the aging report you ran before moving to history (in step 2).

Notes: If the totals changed, these is an issue that will require restoring to the backup made prior to moving (or moving all items back from history and starting over).

- 11 Repeat steps 1 - 10 to move another set of fully-paid invoices.
- 12 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Cash Management archive procedures

In Cash Management, you can move reconciled transactions to a history file.

Moving entries

You can use the Move Entries tool to move transactions from the register file to a history file, or from one history file to another. When you move entries from a register file to a history file, reconciled transactions (along with their corresponding cash detail, deposit items, deposit item detail, withdrawal detail, batch, and transaction attachment records) move from the **Register.cmt** file to a **History.cmt** file. When you move entries from history to history, the same records move from the **History.cmt** file to another **History.cmt** file.

Before you move entries, review the following considerations:

- Transactions in the history file cannot be un-reconciled or edited.
- A cheque cannot be voided after it is moved to history.
- In order to be moved, the transaction must be reconciled.
- During the move process, only entries with a transaction statement date between the specified **Beginning statement date** and **Ending statement date** are moved. If no **Beginning statement date** is entered, all entries prior to the **Ending statement date** are moved.

Caution! Transactions that are moved to history cannot be moved back to the register file.

To move entries:

- 1 Make a backup of your Cash Management files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Cash Management, select **Tools > Move Entries > Register to History**.
- 3 If a history file does not exist, click [OK] to create the file.
- 4 In the **Move Entries to History - Print Selection** window, enter the **Ending statement date** for the entries to be moved. You can instead click [List] and select an available statement date.
- 5 If desired, enter the **Beginning statement date**. If you do not enter a beginning statement date, all reconciled transactions with a statement date prior the ending statement date move to the history file.
- 6 You can also click [Ranges] or [Conditions] to further narrow the entries to move.
- 7 Click [Start] to begin the process.
- 8 Review the Move Entries report to verify the transactions moved successfully.
- 9 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Contracts archive procedures

In Contracts, you can move closed or paid contracts to a history file.

Moving contracts

You can use the Move Contracts tool to move closed or paid contracts from the current to history file. When a contract is moved, all related records are also moved. All contract information is moved from the **Active.cnc** (contract file), **Active.cna** (derived file), and **Active.cnt** (transaction file) into to the **History.cnc**, **History.cna**, and **History.cnt**. You can view contracts that have been moved to the history file through inquiries and reports by selecting these files. You can also move contracts from history back to current as long as a contract with the same ID does not exist in the current file

Before you move contracts, review the following considerations:

- If you do not select a range or enter a condition in the **Move Contracts to History - Print Selection** window, all paid and closed contracts are moved.
- Only contracts with a status of either **Closed** or **Paid in Full** can be moved.

Note: The contract items for the contract can be any status.

- A contract with the same ID must not exist in the history file.
- The contract cannot have unposted entries. You can use the Unposted Transactions inquiry (by selecting **Inquiry > Other > Unposted Transactions**).
- Retainage for the contract must be completely billed.
- The receivables amount must equal the billed amount. The receivables amount includes cash receipts and receivable adjustments. The billed amount includes total billed, total tax billed, add-ons billed, and deductions billed.

To move contracts:

- 1 Make a backup of your Contracts data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Contracts, select **Tools > Move Closed Contracts > Current to History**.
- 3 If history files do not exist, click **[OK]** to create the files.
- 4 In the **Move Contracts to History - Print Selection** window, you can click **[Ranges]** or **[Conditions]** to narrow the contracts to move.

Note: If you do not select a range or enter a condition, all paid and closed contracts will be moved.

- 5 Click **[Start]** to begin the process.
- 6 Review the Move Contracts journal, which identifies the contracts that were moved or rejected (and the reason why a contract was not be moved).
- 7 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Equipment Cost archive procedures

In Equipment Cost, you can move retired equipment transactions to a history file.

Moving transactions

You can use the Move Transactions tool to move transactions from the new to new file, current to current file, current to history file, or history to history file. You may choose to move transactions for pieces of equipment that have been retired or at the end of each fiscal year.

Caution! Transactions that are moved to history cannot be moved back to the current file.

To move transactions from current to history:

- 1 Make a backup of your data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Equipment Cost, select **Tools > Move transactions > Current to History**.
- 3 If a history file does not exist, click **[OK]** to create the file.
- 4 In the **Move Transactions - Cur/Hist - Print Selection** window, you can click **[Ranges]** or **[Conditions]** to narrow the transactions to move. For example, you can set a condition to move transactions with an accounting date less than 01/01/2019.

Note: If you do not select ranges or conditions, all transactions are moved from the current file to the history file.

- 5 Click **[Start]** to begin the process.
- 6 Review the journal to verify the correct transactions were moved.
- 7 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

General Ledger archive procedures

In General Ledger, you can move old transactions and batch records to a history file.

Moving transactions

You can use the Move Transactions tool to move transactions from the new to new file, current to current file, current to history file, or history to history file. Since the current and year-to-date ledgers cannot process transactions older than two years old, consider moving transactions older than two years to a history file. When generating a report or inquiry, you can select a history file to include those transactions.

Caution! Transactions that are moved to a history file cannot be moved back to a current file. You cannot use Change Entries to edit transactions in a history file.

To move transactions:

- 1 Make a backup of your data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In General Ledger, select **Tools > Move Transactions > Current to History**.
- 3 If you use named files, select the current file that contains the transactions you want to move and select the history file. If you do not use named files, the transactions will move to the **History.glt** file in your current data folder.
- 4 In the **Move Transactions Curr to Hist - Print Selection** window, enter the cutoff date for the transactions to be moved. You can also click **[Ranges]** or **[Conditions]** to further narrow the transactions to move.
- 5 Click **[Start]** to begin the process.
- 6 Review the journal to verify the move was successful.
- 7 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Note: If your current or year-to-date ledgers do not print correctly after you move transactions, verify that your ledger settings are set to include the history files if needed. To specify the ledger settings, select **File > Company Settings > GL Settings** and click **[Ledger Settings]**.

Job Cost archive procedures

In Job Cost, you can move transactions, jobs, and commitments to a history file or a special archive data folder that you set up for holding archived JC information.

Creating an archive data folder

If you do not already have an archive folder, create one (or more) before you move transactions, jobs, and commitments. You will need to have one archive folder per company data folder for archiving purposes.

Note: The archive folders must be upgraded whenever you upgrade your Sage 300 Construction and Real Estate software.

To create an archive data folder:

- 1 In Job Cost, select **File > New Company**.
- 2 In the **New Company** window, type the name for the archive folder (such as **Job Archive**) for **Company name** and press **TAB**.
- 3 For **Data folder path name**, type the data folder path for the archive folder or click [**Browse**] and select the path.
- 4 For **Data folder description**, type a description that will help you identify this archive folder in the list of available companies.
- 5 Select the **Use current setup** check box to ensure that all custom descriptions are maintained. Clear the **Use setup wizard** check box.
- 6 Click [**OK**].

Closing jobs

Before moving a job and its transactions, post any remaining costs and billings associated with the job, and then change the job status to **Closed**. After you move the job, you cannot post transactions to it.

To close a job:

- 1 In Job Cost, select **Setup > Jobs**.
- 2 In the **Job Setup** window, type the job ID or select the job from the list.
- 3 Click the **Status** tab.
- 4 For the **Status**, select **Closed**.
- 5 Click [**OK**].

Moving transactions

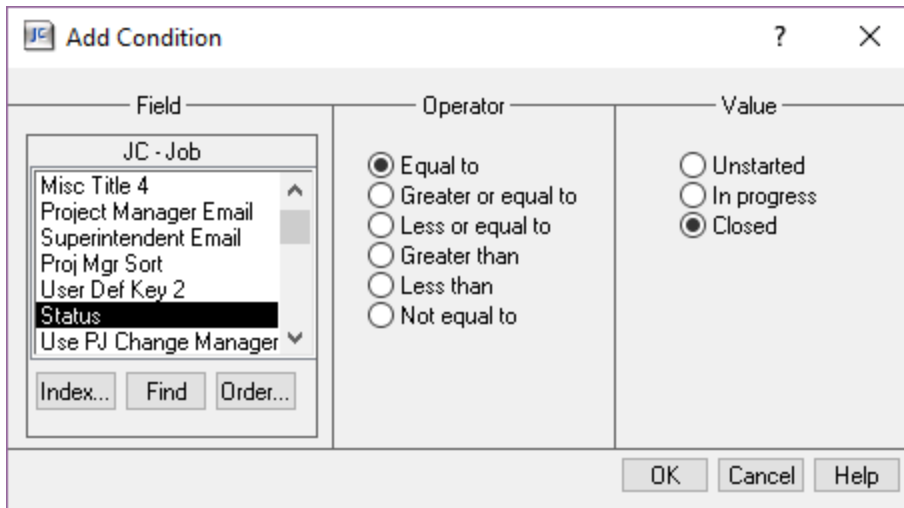
You can use the Move Transactions tool to move transactions to an archive data folder or to another file within your live data folder. You can move transactions from the new to new file, current to current file, current to history file, history to history file, or history to current file. Transactions that have been moved to an archive folder can be moved back to the live data folder. Transactions that have been moved to a history file can also be moved back to the current file. You can also use Move Transactions to reduce the size of the data stored in the current file for active jobs.

To move transactions related to closed jobs to an archive folder:

- 1 Make a backup of your data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Job Cost, select **Tools > Move > Transactions > Current to Current**.
- 3 In the **Move Transactions Cur/Cur - Destination File Selection** window, select your archive data folder (such as **Job Archive**), select **CURRENT** for **Destination File**, and then click **[Open]**.

Note: If the **Current.jct** file does not exist in the destination folder, click **[Yes]** to create the file.

- 4 In the **Move Transactions Cur/Cur - Print Selection** window, specify conditions to limit the transactions to be moved to those for closed jobs:
 - a Click **[Conditions]**.
 - b In the **Add Condition** window in the **Field** area, click **[Index]**, select **JC - Job**, and click **[OK]**.
 - c In the list in the **Field** area, select **Status**.
 - d In the **Operator** area, select **Equal to**.
 - e In the **Value** area, select **Closed**.



- f Click **[OK]**.
 - g In the **Condition Selection** window, click **[OK]**.
- 5 If desired, click **[Ranges]** to further narrow the transactions to move.

Note: If you do not select ranges or conditions, all transactions for all jobs are moved to the archive folder.

- 6 In the **Move Transactions Cur/Cur - Print Selection** window, click [**Start**] to begin the move process.
- 7 Review the journal to verify that the correct transactions moved to the archive current file.
- 8 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Moving jobs and commitments

You can use the Move Jobs tool to move closed and outdated jobs to an archive data folder, which also moves the associated extra, cost code, category, draw, changes order, compliance, and custom field records. You can also move the associated commitments items, commitment change orders, commitment change order items, and commitment custom fields to another file within your live data folder.

Jobs cannot be moved to another master file within the same data folder. Jobs that have been moved to an archive folder can be moved back to the live data folder as long as the job ID was not reused.

To move jobs and certain commitments to an archive folder:

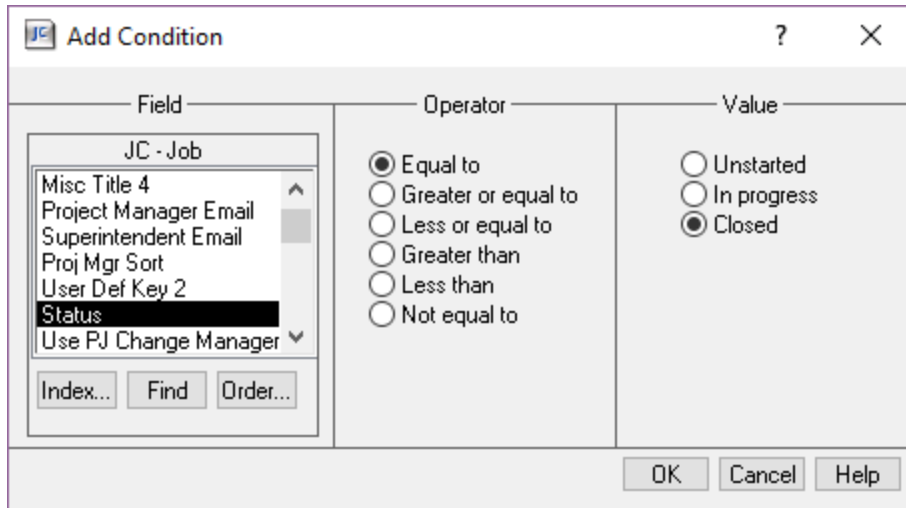
- 1 Make a backup of your data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Job Cost, select **Tools > Move > Jobs**.
- 3 In the **Move Jobs - Destination File Selection** window, select your archive data folder (such as **Job Archive**), select **MASTER** for **Destination File**, and then click [**Open**].

Notes: If the **MASTER.jct** file does not exist in the destination folder, click [**Yes**] to create the file.

- 4 In the **Move Jobs - Print Selection** window, select the **Move Commitments** check box if you want to move all commitments associated with these jobs.

Note: This does not move commitments that are assigned to multiple jobs.

- 5 To only move specific jobs:
 - a Click [**Ranges**].
 - b In the **Job Range Selection** window, select the jobs or range of jobs to move.
 - c Click [**OK**].
- 6 To only move jobs that meet specific conditions, such as jobs that are closed:
 - a Click [**Conditions**].
 - b In the **Add Condition** window in the list in the **Field** area, select **Status**.
 - c In the **Operator** area, select **Equal to**.
 - d In the **Value** area, select **Closed**.



- e Click [OK].
- f In the **Condition Selection** window, click [OK].

Note: If you do not select ranges or conditions, all jobs are moved to the archive folder.

- 7 Click [Start] to begin the move process.
- 8 Review the journal to verify that the correct jobs (and their commitments) were moved.
- 9 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Moving commitments

You can use the Move Commitments tool to move commitments to an archive data folder, which moves the commitments, commitment items, commitment change orders, commitment change order items, and commitment custom fields. Use the Move Commitments tool when you assign multiple jobs to a single commitment and they did not move when moving jobs.

Commitments cannot be moved to another master file within the same data folder. Commitments that have been moved to an archive folder can be moved back to the live data folder as long as the commitment ID was not reused.

To move commitments to an archive folder:

- 1 Make a backup of your data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 In Job Cost, select **Tools > Move > Commitments**.
- 3 In the **Move Commitments - Destination File Selection** window, select your archive data folder (such as Job Archive), select **MASTER** for **Destination File**, and then click [Open].

Notes: If the **MASTER.jct** file does not exist in the destination folder, click [Yes] to create the file.

- 4** In the **Move Commitments - Print Selection** window, to only move specific commitments:
 - a** Click [**Ranges**].
 - b** In the **Commitment Range Selection** window, select the commitments or range of commitments to move.
 - c** Click [**OK**].
- 5** In the **Move Commitments - Print Selection** window, to only move commitments that meet specific conditions, such as commitments for closed jobs:
 - a** Click [**Conditions**].
 - b** In the **Add Condition** window in the **Field** area, click [**Index**], select **JC - Job**, and click [**OK**].
 - c** In the list in the **Field** area, select **Status**.
 - d** In the **Operator** area, select **Equal to**.
 - e** In the **Value** area, select **Closed**.
 - f** Click [**OK**].
 - g** In the **Condition Selection** window, click [**OK**].

Note: If you do not select ranges or conditions, all commitments are moved to the archive folder.

- 6** Click [**Start**] to begin the move process.
- 7** Review the journal to verify that the correct commitments were moved.
- 8** Compact your files. See ["Compacting files using File Doctor" on page 55](#) for more information.

Payroll archive procedures

In Payroll, you can move cheques and employees to a history file.

Moving cheques

You can use the Move Cheques tool to archive the past year's cheques, which reduces the amount of the data in your current files and speeds processing. When you move cheques, the following records are moved from the current payroll transaction file to another current file or to a history file: Time, Cheque, Cheque Pay, Cheque Tax, Cheque Deduct, Cheque Fringe, Cheque Workers Comp, Daily Distribution, Batch, and Burden Detail. You can move cheques from Current to Current, Current to History, or History to History.

When Payroll cheques are transferred to history:

- They can still be used for reporting purposes but you cannot move them back to the current status.
- They cannot be voided or corrected.
- They do not move in Cash Management. See [“Cash Management archive procedures” on page 64](#) for more information.

This process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete this process.

Caution! Do not move checks until you have generated all year-end government forms.

To move cheques:

- 1 Make a backup of your Payroll data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 If you want to retain burden and daily distribution detail in the history file, select **File > Company Settings > PR Settings**, and then select the **Retain distributions in history** check box. Otherwise, the daily distribution and burden detail records are deleted when cheques are moved from the current file to a history file.
- 3 In Payroll, select **Tools > Move > Cheques > Current to History** or select **Tools > Move > Cheques > Current to Current** to move the cheques to an archive folder.
- 4 If a history file does not exist, click **[OK]** to create the file. Otherwise, navigate to your archive data folder (such as Payroll Archive).
- 5 In the **Move Cheques - Print Selection** window, click **[Conditions]** and specify **Cheque Date Less Than 01/01/2019** so only cheques with a date earlier than the date specified are moved.

Caution! If you do not enter a condition, all cheques will be moved.

- 6 Click **[Start]** to begin the process.
- 7 Review the journal to verify the cheques moved successfully.
- 8 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Moving employees

You can use the Move Employees tool to archive the terminated employee information, which reduces the amount of the data in your current files and speeds processing. When you move employees, the following records are moved from one master file to another master file: Employee, Employee State, Employee Pay, Employee Tax, Employee Deduct, Employee Fringe, and Employee Custom Fields.

You can move employees to a named master file within your live data or to a master file in an archive folder. This can be the same archive folder you use for jobs or a separate folder just for Payroll. You can move employees from one master file to another as long as that employee ID is not in use in the destination file. Employees in an archive folder or in a separate master file in your live data folder can still be processed if needed.

You can use the Move Employees tool to move seasonal employees, rehires, etc. back to the original folder for reporting purposes.

Caution! Do not move employees until you have generated all year-end government forms.

To move employees:

- 1 Make a backup of your Payroll data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Create an archive folder for your payroll data if you have not already done so.
- 3 In Payroll, select **Tools > Move > Employees**.
- 4 In the **Move Employees - Destination File Selection** window, select your archive data folder (such as Payroll Archive) if you do not use named files. If you use named files, select the master file you are moving employees from (**Source File Name**), then select the master file that you want to move employees to (**Destination File**). To create a new master file, type the file name for **Destination File**.
- 5 Click [Open].
- 6 If the Payroll master file does not exist, click [OK] to create the file. Otherwise, navigate to your archive data folder (for example Payroll Archive).
- 7 In the **Move Employees - Print Selection** window, select the **Move only terminated employees** check box to move only employees with a termination date. Employees with both a rehire date and a termination date only move if the termination date is later than the rehire date.

Tip: You can review employees with a termination date by running a report, using an inquiry, or selecting **Setup > Employees > Misc Info**.

- 8 If desired, click [Ranges] or [Conditions] to narrow the employees to move. For example, you can click [Conditions] and create the following condition to employees who have not been paid since a certain date:
Last Cheque Date Less than 01/01/2019

Caution! If you do not enter a range, enter a condition, or select the **Move only terminated employees** check box, all employees will be moved.

- 9 Click [Start] to begin the process.
- 10 Review the journal to verify the employees moved successfully.

11 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

If you want to access terminated employee records in the archive data folder, such as to run reports or move an employee record back to your live data folder, use **File Tools** to copy the following files from your live data folder to your archive data:

- ts.ctl
- system.prs
- tax.prx

Note: Some reports require additional files such as the Master.glm and Master.cmm files. Use **File Tools** to copy these files into the archive folder.

Project Management archive procedures

In Project Management, you can move closed jobs to a history file.

Moving jobs

You can use the Move Jobs tool to move Project Management jobs from your live data folder to an archive folder, which also moves the associated job spec. sections, job contacts, attachments, custom fields, transmittals, correspondence log entries, drawing logs, meeting minutes, RFIs, submittals, field reports, custom logs, change requests, change orders, and commitment change order records.

Note: The PJ Master file that is created through the archive process is an archive file, so tasks functions are disabled. Jobs moved to an archive folder are available for reporting and inquiry only, but they are not available for processing. Before moving jobs to an archive folder, be sure that the jobs are no longer needed for processing. You can move Project Management jobs from the archive folder back to your live folder if needed.

To move jobs:

- 1** Make a backup of your Project Management files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2** Make sure that all custom logs are available for general use.
- 3** In Project Management, select **Setup > Custom Logs**.
- 4** If the "Update System Information" message displays, click **[Yes]**.
- 5** In the **Custom Log Setup** window, click **[Close]**.
- 6** In Project Management, select **Tools > Move Jobs**.

- 7 Follow the instructions in the wizard to move jobs. On each page, click **[Next]** to continue to the next page. The following pages are included:

Welcome: Introduction to Move Jobs.

Important Reminders: Verify that you completed steps 1, 2, and 3. Click **[Yes]** to confirm that you completed the steps.

Select Destination: Type or browse to the destination folder where you want the jobs to move. The destination can be an existing archive data folder or a new folder.

Destination Folder Information: Displays information about the destination folder that you selected on the previous page. If it is a new folder, type a description for the destination folder for **Destination Folder Description**, such as "Prior Year Archive." Later, the destination folder will be updated with information from the current folder. This description will help you distinguish the new folder from the current folder.

Select Jobs: Select the jobs that you want to include in the move by clicking **All**, by clicking **Closed**, or by selecting individual jobs using the check box in the first column.

Log: Select a location for the Move Jobs journal. You can send it to a PDF or text file or print the log.

Review: Review the summary of the jobs to be moved. If you selected more than 500 jobs (which is the maximum that we recommend), the system displays a message. To change your selection, click **[Back]**. If you want to send the job information to an Excel spreadsheet, select the jobs that you want to export and then click **[Export to Excel]**. Note that the path for the log file appears beneath the grid. Click **[Start]** to continue.

Important Post-Move Instructions: Displays a reminder that you should move the corresponding Job Cost jobs and compact your data files. Click **[Yes]** to continue.

Preparing to Move Jobs: Prepares the destination folder that you selected by updating information from the current folder. The wizard then begins to move the selected jobs.

Moving Data: Displays the move progress and the approximate time remaining. If you want to stop the move, click **[Cancel Move]**; any jobs that were not already moved will remain in the original folder.

Finished or Cancel (if you canceled the move): To view the jobs that were moved, click **[View Log]**. Click **[Finish]** to close the wizard.

- 8 Compact your files. See ["Compacting files using File Doctor" on page 55](#) for more information.

Property Management archive procedures

In Property Management, you can move open items that are completely paid, transaction records, and canceled or historical leases to a history file.

Moving paid items

Use Clear Paid Items to clear open items that are completely paid and move all the related entries from the current transaction file to a history transaction file. Miscellaneous Income, Accumulator Adjustment, Reference, Vacancy Loss, and Straight Line Rent entries are also moved. Enter a cutoff date to limit the entries that are affected. You should only clear paid items that are no longer accessed daily.

Review the following considerations before you clear paid items:

- Clear Paid Items can be very time intensive, especially if it has not been done on a regular basis.
- Items may not move if all related items do not fall before the cutoff date entered.

Caution! After the items are moved to history, you can no longer change them in Change Entries.

To move paid items:

- 1 Make a backup of your Property Management files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Select **Tools > Clear Paid Items**.
- 3 Enter a **Cutoff date** to limit which paid items and transactions will be cleared.
- 4 Click **[Conditions]** to limit the move to one or more properties, leases, or tenants. Click **[OK]**.
- 5 Click **[Start]** to begin the process.
- 6 Review the **Clear Paid Items** journal and print the Transactions by Lease report (**Reports > Reconciliation**) to verify that all transactions moved.

Moving entries

Move Entries allows you to move transaction records from one history file to another. Transactions are moved from Current to History through the Clear Paid Items process.

To move paid items:

- 1 Make a backup of your Property Management files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Select **Tools > Move Entries**.
- 3 Enter the **Cutoff date** to limit which paid items and transactions will be moved.
- 4 Click **[Conditions]**; select transactions for one or more properties, leases, or tenants; and then click **[OK]**.
- 5 Under **From**, verify the source **History.pmt** from which you want to move entries.
- 6 Under **To**, click **[...]** and select the location of the new or existing **History.pmt** file to which you want to move entries.
- 7 Click **[Start]**.

- 8 Review the journal to verify that transactions moved as expected.

Archiving leases

Use Archive Leases to move canceled or historical leases and their related records to archive files within your live data folder.

Review the following considerations before archiving leases:

- Archived leases are available for reporting and inquiry; they are not available for any processing.
- You can only include leases with a status of Historical or Canceled.

Note: Review the "Terminating a Lease" topic in the Property Management help for steps on how to mark a lease as Historical.

- All revisions for the leases must also have the status of Historical or Canceled.
- No transactions for the leases you plan to archive can exist in the current transactions file.
- Archiving more than 2000 leases at once may take considerable time. You will have the opportunity to specify which leases to archive during the archive session.

To prepare your data for archiving:

- 1 Use Clear Paid Items to move all related charges, payments, applied credits, refunds, etc., to the Property Management history transaction file. You cannot archive a lease that has transactions in the current file.
- 2 If you use chargebacks in Accounts Payable, stop processing in Accounts Payable as well as Property Management.
- 3 Make a backup of your Property Management files. See ["Appendix A: Backup Procedures" on page 49](#) for more information.

To archive leases:

- 1 Select **Tools > Archive Leases** to open the Archive Leases wizard.
- 2 If this is the first time that leases are to be archived, you are prompted to create the new archive files. Click **[OK]** to the message "The PM Archive [Name] file was not found. The file will be created."
- 3 If you use custom fields, a message displays advising you to upgrade the PM Archive files.
- 4 The wizard moves you through the following pages. Click **[Next]** to move through each page of the wizard:

Welcome: Click **[Next]**.

Important Reminder: Click the appropriate responses to the questions. Click **[Next]**.

Lease Cutoff Date/Properties: This is the first of two criteria pages. In this page, you can enter cutoff dates and select properties to narrow down the number of leases you want to move.

Select Leases: In this window, you can select the exact leases you want to move based on the dates and properties criteria you established on the previous window. You can click **[Back]** to go back and change criteria if necessary.

Log: This page allows you to select a location for the log (Archive Leases journal). You can enter or browse for a path for the log or you can select to print the log. The log file defaults to a new file name, which you can overwrite with the name you want to use. The file type must be PDF or text (.txt extension) format.

Review: This page allows you to view the leases that will be moved. If you need to make any changes, you can click [**Back**] to move back through the wizard. If you have more leases selected to move than fit into the grid, you can scroll as necessary to view all of the information. Click [**Export to Excel**] to send the lease information to an Excel spreadsheet. You can export line by line or export the entire grid. The path for the log file appears below the grid. When you have reviewed the lease information and you are ready to begin the process, select [**Yes**] and then click [**Start**].

Note: This page displays the number of leases that meet the criteria for leases you want to include in the archive. If the number of leases is more than 2000, it will take a long time for the process to complete. You can click [**Back**] to change the criteria if you want to reduce the number of leases in this archive session.

Moving: This page provides a status of the archive progress and the approximate time remaining. You can click [**Cancel Move**] to stop the process. If you cancel the move, a **Canceled** window appears and any leases that were not moved up to the point of canceling will remain in the current files. You can view the log to see which leases were moved.

Finished: This page appears when the archive is complete. If you canceled the archive process in the previous window, the title of this window will display as Canceled.

- 5 Once the Archive Wizard is complete, you can view the log file for a record of the archived leases.
- 6 Click [**Finish**] to close the wizard.
- 7 Compact your files. See [“Compacting files using File Doctor” on page 55](#) for more information.

Purchasing and Inventory archive procedures

In Purchasing and Inventory, you can move purchase order, change orders, receipts, and invoices to a history file.

Moving purchase orders and change orders

There are two move options in Purchasing:

- ▣ Move POs & COs To History
- ▣ Move Receipts & Invoices To History

Data moves from your current data files to history files within the same purchasing and inventory data folder (POIVData). This data is separate from the accounting data for other applications.

Caution! After data is moved to history it cannot be moved back. These records are no longer available for processing.

Use Move POs & COs To History to move purchase orders and change orders. Only orders and change orders that meet certain criteria will be moved. Purchasing uses the following rules when archiving:

- ▣ The order date is less than or equal to the cutoff date you select on the Move to History window.
- ▣ The status of the order is either **Completed** or **Voided**. This status is achieved if you receive the order and create an invoice, or if you use the Close Orders task. If you do not generate invoices in Purchasing or do not close the order, you cannot archive orders or change orders. Review the PO Order Status report for orders that meet these criteria (by selecting **Reports > Status > Order Status**).
- ▣ The order or change order has been sent to Job Cost. To see which orders were not sent to Job Cost, select **Tasks > Send Orders to Job Cost**, and then click **[Preview]** to see the purchase orders and change orders that have not been sent to Job Cost.
- ▣ The order has no uncommitted change orders.

To move purchase orders and change orders:

- 1 Make a backup of your Purchasing and Inventory data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Select **Tools > Move Data > Move POs & COs To History**.
- 3 Enter a date for **Move Cutoff Date**. Orders prior to or equal to this date will move.
- 4 Select the **Trial Run** check box if you want to preview the orders that will be moved.
- 5 Click **[Start]**. If you did not select the **Trial Run** check box, the system displays a warning that this process will permanently remove orders and change orders to history; click **[Yes]** to continue.
- 6 The status bar indicates the progress of the move. When the process is complete, a message appears detailing the number of orders and change orders that have been moved. Click **[OK]** to continue.
- 7 Click **[View Log]** to view the text file. To print to file, select the check box and select the desired file format.
- 8 Click **[Close]** to close the window.

Moving receipts and invoices

The Move Receipts & Invoices to History command allows you to move receipts and invoices from your current data files to history files. This allows you to store historical receipts and invoices separately from current receipts and invoices. Only receipts and invoices that meet certain criteria are moved. Purchasing uses the following rules when archiving:

For receipts:

- ▣ The receipt date is less than or equal to the cutoff date you select on the Move to History window
- ▣ The status of the receipt is Posted.
- ▣ The receipt has been posted as an invoice or confirmed.

For invoices:

- ▣ The invoice date is less than or equal to the cutoff date you select on the Move to History window.
- ▣ The status of the invoice is Posted.
- ▣ The invoice has been posted to Accounts Payable.
- ▣ The posting sequence on the invoice is less than the last posting sequence.
- ▣ The receipt associated with the invoice has a status of Complete.

Note: You can preview the data that will be moved before you actually move it. Select the Trial Run check box and click **[Start]**. You can then preview or print the report from this trial run to verify that the correct data is being moved.

To move receipts and invoices:

- 1 Make a backup of your Purchasing and Inventory data files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Select **Tools > Move Data > Move Receipts & Invoices To History**.
- 3 Select a cut-off date from the drop-down calendar or enter the date to limit the invoice and receipts that are moved.
- 4 Click **[Start]**. The status bar indicates the progress of the move. When the process is complete, a message appears detailing the number of receipts and invoices that have been moved. Click **[OK]** to continue.
- 5 Click **[View Log]** to view the log text file. To print to file, select the check box and specify the desired file format.
- 6 Click **[Close]** to close the window.
- 7 Select **Tools > Upgrade Files** to compact the files.

Note: To print reports for data that has been moved, select **Reports > History**. To view data on an inquiry, go to **Inquiry > Archived Orders**. To modify or create custom reports on historical data use the data tables with **Hist** or **Hst** in the table name for example **Histpod.dat** contains the historical PO detail, **Hstrecd.dat** contains the historical receipts detail. Refer to the Purchasing & Inventory Data Dictionary for more information.

Service Management archive procedures

In Service Management, you can move work orders to a history file.

Moving work orders

Use the Archive Wizard to select work orders to move from current to history or from history back to current. The work order and related records are moved from the SMDData folder DAT files to the History data folder DAT files within the SMDData folder.

Information about the work orders that have been moved and rejected is saved to a log file after the move process finishes. Any work order that is rejected will be listed in the errors section. Each rejection will include the Work Order ID and an explanation of the rejection. If the work order is rejected due to an associated record, the reason for the associated record's rejection is included. The explanation can be quite lengthy, if there is a long "chain" of associated records to get to the rejection.

To move work orders:

- 1 Make a backup of your Service Management files. See [“Appendix A: Backup Procedures” on page 49](#) for more information.
- 2 Select **Tools > Archive Wizard**.
- 3 Follow the instructions in the wizard to move work orders. On each page, click **[Next]** to continue to the next page. The pages include the following:
 - Welcome page:** Introduction to move work orders.
 - Warning page:** Do not move work orders when other users are in Service Management.
 - Archive or Unarchive page:** Select to move work orders from Current to History or from History to Current.
 - Set Criteria page:** Select the status of the work orders you want to move, the date range or a range of work order numbers.

Note: If you do not enter any criteria all work orders can be moved to history.

Review page: Shows you the number of work orders that meet the criteria that you have entered. Listed at the bottom of the window is where the log will be stored when the move is complete. Click **[Start]** to begin moving the selected data.

Moving page: Indicates the progress of the move process and an estimated time remaining.

Finish page: If there are rejections, you will see a message that says “You moved some work orders, but some could not be moved”. View the log file for details on what work orders were moved and the reason for the rejections. The path where the log is stored is listed here. Click **[Finish]** to close the wizard.

Viewing archived work orders

Use the following reports to view archived work orders:

- Work Order Status
- Work Order Profitability by Location,
- Labor Analysis by Call Type
- Labor Analysis by Problem
- Labor Detail