Sage 100 Contractor 2016
(formerly Sage Master Builder)
Year-End Guide

Canadian Edition

Version 20.2

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Chapter 1: Introduction

About year-end processes

Sage 100 Contractor includes separate year-end processes:

- A process for closing payroll
- A process for advancing the fiscal year
- A process for archiving data in General Ledger

For many companies, the fiscal year end is the same as the calendar year end on December 31, while other companies have a fiscal year end other than December 31. Throughout this guide, we provide steps for both your fiscal year end and your calendar year end.

The fiscal and calendar year end can be a busy time. To keep your ledgers current and accurate, audit your books monthly. Sage recommends performing an additional audit several weeks before your year end to resolve any errors before beginning transactions for the next fiscal year. However, as of version 19.2, if you are on period 12 of your current fiscal year, you can begin entering transactions for period 1 of the new fiscal year even if you are still resolving auditing errors.

After you enter accounting adjustments, resolve any audit errors, and archive your data, make at least two backup copies of your data for your permanent records.

The time required to complete your year-end processes depends on many factors, such as the size of your company, any audit errors, and any accounting adjustments. If all of the following conditions are true, you may be able to finish your year end in a few hours:

- You have already backed up your data.
- You have been keeping up with accounting period audits.
- You only have repairable period audit errors.

What is a company archive?

Over the course of a year, the accounting and payroll databases grow as you enter records. In a manual accounting system, you might move previous years' records to storage boxes or a storage facility. Similarly, you can move Sage 100 Contractor records to an archive file when you no longer need the data for a fiscal year.

When you archive company data, Sage 100 Contractor:

- Removes the accounting activity from the oldest fiscal year (12 periods) in your current company, and places it in an archive company.
- In your current company books, adjusts the beginning balances for asset, liability and equity accounts and sub-accounts, as well as jobs, vendors, service clients, and equipment to match the archive year’s corresponding ending balances.

- Rolls income and expense balances for the archive year roll into the beginning balance for the Retained Earnings account in the current company.

At year end, if I don't have enough hard disk drive space to create an archive company, what can I do?

If you do not have enough disk space, free up disk space by deleting unnecessary files or programs, or manually copy the data to another hard disk drive, CD, or DVD.

When do I create the company archive?

You can create a company archive at any time after you have advanced to at least period 1 of the next fiscal year.

We recommend that you archive as soon as you have resolved all audit errors, and you have received and entered all accounting entries, including adjustments.

IMPORTANT:

- If you have more than one fiscal year to archive, you may perform the archive process more than once.
- If you have only one year's worth of data to archive, you must advance to at least period 1 of the next fiscal year in your current company books.
- The company folder cannot be in the same fiscal year that you are trying to archive.

Where in the program do I create a company archive?

You create archives using the following **Archive Company Data** features in the Database Administration for Sage 100 Contractor tool:

- Create company archives using the **Archive Oldest Fiscal Year** tab.
- Create an archive of your Payroll data using the **Archive Payroll Data**.

What about data backup?

To prevent loss of data, the Database Administration tool automatically creates a backup copy of your company data before creating the company archive. This backup copy is an additional safeguard to the nightly backups created during nightly maintenance (according to the schedule specified in Database Administration for your company.

Remember that these copies are your permanent records. We recommend that you always store one copy off site for added security.

After creating the company archive, review it to make certain that all records were copied correctly. If you find that the archive is incomplete, restore from a backup copy, and then create a new archive.

How does Sage 100 Contractor handle audit errors?

Every time you close a period, and when you advance the default posting period to period 1 of the next fiscal year, Sage 100 Contractor audits all transactions to verify that complete and balanced transactions support each account balance. If any transactions are out of balance, you are prompted to print an audit report. The audit report provides information you can use to resolve the errors.

Audit errors that refer specifically to periods contain the word “Period” in the row. You can resolve most period audit errors by recalculating the ledger balances: open **1-6 Period and Fiscal Year Management > Recalculate Balances**, then **Recalculate Balances** again.

Any remaining audit errors require assistance from Sage Customer Support. The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation. A Sage Customer Support analyst may request additional reports to help determine the cause and resolution of the error.

What about entering transactions?

If you are on period 12 of your current fiscal year, you can enter transactions for period 1 of the next fiscal year. Periods 2 through 12 of the next fiscal year become available when you advance to period 1 of the next fiscal year using the **Change Period** window. If you need to make adjustments to the previous fiscal year, you can do so by posting transactions to period 0.

To post a period 0-Prior Year transaction, post the transaction to period 0 of the current year. Then, to post the transaction to the archive, open the archive company then post the transaction to period 12. Sage 100 Contractor no longer supports posting simultaneously to period 0 of the current company and period 12 of the archive company.

When a fiscal year's data is no longer needed in the current books, archive your data, which removes your ledger data from the current books and places it in a company archive. Creating an archive removes all accounting activity from the oldest fiscal year in your company and adjusts the current balances for asset, liability, and equity accounts and sub-accounts, as well as jobs, vendors, service clients, and equipment to match the archive year's ending balances. Income and expense balances roll into the Retained Earnings account beginning balance.

The archive company contains all the data from the oldest 12 periods (your oldest fiscal year) existing in your company at the time you create the archive. If you have more than 12 periods of data in your company that require archiving, perform the archive process more than once.

Chapter 2: Calendar Year End Processes (Closing Payroll and Verifying T5018 Balances)

About closing the payroll

IMPORTANT: Closing the payroll is not the same as closing the accounting books. All companies close payroll at the end of the calendar year, but not all companies close the fiscal year in the general ledger at the end of the calendar year.

At the end of the calendar year, use the Archive Payroll Data tab in the Database Administration tool to close the payroll to prepare for the new calendar year. During the close, Sage 100 Contractor removes all payroll records and resets the quarter-to-date and year-to-date totals to $0. It is important to note that closing payroll does not affect the accrued vacation, sick, and compensation times in the employee records that you choose to retain. You can also delete old or unnecessary employee records.

Before entering timecards for the new calendar year, audit, back up, and then close (archive) the payroll. Although you may back up your company data at any time, in the context of closing the payroll, it makes sense to back up your data after you have audited it and corrected any errors.

Closing payroll can be time consuming, and the time necessary to create an archive may be considerable depending on the number of payroll records and employees contained in each company. We recommend creating a schedule of tasks to perform leading up to the close. For example, consider auditing the payroll a month in advance of the scheduled closing date. This should provide enough time to resolve any errors that might exist.

While it is not recommended, Sage 100 Contractor lets you close payroll with uncomputed records, unposted records, even payroll audit errors. If you close with unfinished work, you must go back to the archive later and compute and post the records, repair the audit errors, and then adjust the payroll records in the active company. From the archive, you can also prepare and print the federal reports (including T4 forms).

After you archive payroll, payroll numbers continue in sequence, rather than starting from 1, so that payroll record numbers are unique for a company, even across years.

Preparation for archiving the Payroll year and verifying T5018 Balances

IMPORTANT: The following instructions assume that these steps are performed at the Sage 100 Contractor server location. Sage strongly recommends this method because it avoids network irregularities that can disrupt the closing process.

Each task listed below should be completed in preparation for a calendar year-end close. Resolve audit errors as found during each step.

- Back up and verification
- Payroll audit
- Employee status and removal
- Print reports for after-close verification
- Verify vendor information

✱ **IMPORTANT:** You must have exclusive access to your company file to perform these steps.

Back up and verification

☐ Back up and validate your company files using **Database Administration** for **Sage 100 Contractor**.

Payroll audit

☐ Open **5-3-7 Payroll Audit**, click **Audit**.

If payroll is outsourced, it is okay to close with payroll audit errors.

If you have any errors, first try to resolve them by clicking **Repair** in **5-3-7 Payroll Audit**.

Employee status and removal

☐ Open **5-2-1 Employees**, and review employee statuses.

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

Print reports for after-close verification

☐ Open **5-2-2 Payroll Records**, and select **File** > **Count**, and write down the number of files.

The number of files will be used for verification purposes after the books have been closed.

☐ Print the **5-1-2-41 Payroll Check Register ~Totals Page** report.

This report will be used for verification purposes after the books have been closed.

Verify vendor information

☐ Verify **Vendor Tax ID** and **Vendor T5018 Types** by printing the **4-1-1-31 Vendor List Report**. Be sure to verify that the tax ID for each vendor is correct.

☐ Verify T5018 balances using the **4-1-5-61 Vendor Payment** report by date.

Payroll close for calendar year end

Before you begin to close your payroll, make sure that you are in your current company and not in your general ledger archive company.

Back up and verification

☐ Back up and verify two copies of your Sage 100 Contractor data.

Put one copy in a safe storage area. Save at least one of your backup copies on a separate removable storage device.

NOTE: You can use this backup copy to verify data integrity if you have to close again.

Designate your archive, select employee removal options, and close year

☐ Open **5-3-8 Close Payroll Year**, and enter a name for the archive.

NOTE: There are different ways to name your payroll archive company file. We suggest including the following information:

- 2016 Payroll [Your Company Name] (for example).
- The year of the archive file.
- The type of archive file you are making.
- The name of the company.

☐ Select employee removal options.

☐ Click **Close Payroll**.

The program is now in the new payroll year.

NOTES:

- During close, the program removes all **5-2-2 Payroll Records** and resets all employee quarter-to-date and year-to-date totals.

Verification tasks after closing the payroll year

Verification tasks

☐ In the current file, open **5-2-2 Payroll Records**, select **File > Count**, and verify that you find zero records.

☐ In the payroll archive company, open **5-2-2 Payroll Records**, select **File > Count**, and compare this record count to the record count done in the preparation steps above.

☐ In the archive company, print the **5-1-2-41 Payroll Check Register~Totals Page** report and compare it to the one printed during preparation. If the verification of the record count and **Payroll Check Register** report do not match what was expected, there was a problem during the close process. Restore the most recent backup made before closing payroll and re-close by starting with the Payroll Close steps.

NOTE: If you need to restore a backup and reclose the file, delete the payroll archive company file created during the payroll close process, as it is not a valid or correct file.

Backup and validate files

☐ Back up and validate your current and archive company files using **Database Administration for Sage 100 Contractor**.

New Calendar Year Preparation

Install year-end tax update

☐ Install the year-end tax update included in the software notice.

Update payroll calculations

☐ Update any payroll calculations, as needed, in **5-3-1 Payroll Calculations.** Delete calculations that will no longer be used or update rates if required.

☐ Adjust the **Default Max** to the correct maximums for the selected **Max Type**. Save the calculations, recall the calculations, and select **Options** > **Update Employees** > **ALL Employees**.

IMPORTANT: Updating employee calculations using **5-3-1 Payroll Calculations** > **Options** > **Update Employees** for calculations that involve different rates per employee can cause values to be reset to zero. If you have variable rates on your payroll calculations, do not update your employee rates from **5-3-1 Payroll Calculations**. Calculations that involve different rates per employee need to be updated in each employee's record on the Calculations tab of **5-2-1 Employees**.

NOTE: The **Default Max** may need to be updated manually with employees who are having wages garnished.

Change security in the archive company

☐ If required, change security in the archive company by changing the rights of all user groups in **7-2-1 Security Groups** to **No** for **Save**, **Delete**, **Void**, **Change Period**, and **Print Checks**. This prevents users from accidentally saving or printing records in the archive.

By setting Groups to **No**, users can still print reports, but can only view (not print) cheques. Each user has the same access they had before closing.

☐ For additional security, in **7-2-2 User List**, change the password for the company administrator.

Print year-end reports

☐ Print required year-end reports:

- T-4s from **5-4-1 Federal Forms**
- T5018 from **4-5 Vendor T5018 Forms**

Preparing payroll for the new calendar year

Before you process your first payroll in the new year, we recommend that you adjust rates for unemployment, adjust thresholds for payroll calculations, and reset vacation and sick accrual.

Make the corrections and adjustments from the menu option **Payroll Calculations (5-3-1)** in your active company folder:

- Correct Employment Insurance (EI) default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct Canada Pension Plan/Quebec Pension Plan default maximums. Do not forget to select **Options > Update Employees > All Employees** after saving the changes.
- Verify if you need to update default maximums for Registered Pension Plan (RPP) contributions. After saving the changes and only if all employees with this calculation have the same maximum, select **Options > Update Employees > Update Maximum Only > All Employees** with this calculation. Do not update the rate from **5-3-1** because this has to be done for each individual employee in the **5-2-1 > Compensation** tab.
- Delete, alter, or add payroll calculations (**5-3-1**). If the changes apply to all employees with these calculations, carefully select the appropriate update option from the **Options** menu.
- Reset sick and vacation time accrual for eligible employees (**5-2-1 > Compensation** tab) only if leftover hours do not carry over to the next year.
- Adjust **Employees (5-2-1)** calculation maximums to reflect what has been collected in prior years on the Calculations tab. For example, you may need to adjust employee loan repayment or employee garnishment maximums.

TIP: For more information on closing the payroll year, look in Help and search for “closing.”

Processing vendor T5018 forms at calendar year end

At the end of the calendar year, finish entering all vendor payments for the calendar year, back up the company data, and close the payroll. Verify the vendor T5018 balances and print the T5018 forms.

To process vendor T5018 forms at calendar year end:

1. Back up the company data, close the payroll, and create your payroll archives.
2. In your current company, select the **4-1-5-61 Vendor T5018 Payments** report.
3. Print the report.
4. Review the report for accuracy.
5. If you discover any discrepancies in the vendor T5018 amounts listed, open **4-4 Vendors (Accounts Payable)** and select the vendor; then select **Options > T5018 Balance Startup/Adjustment** and make the correction.
6. Open **4-5 Vendor T5018 Forms** to process your T5018s.

TIP: Print an individual vendor payment journal for each vendor, and mail it to the vendor for additional verification.

Chapter 3: Fiscal Year-End Processes

Preparing for fiscal year end

The following instructions assume that these steps are performed at the Sage 100 Contractor server location. Sage strongly recommends this method because it avoids network irregularities that can disrupt the closing process.

IMPORTANT: You must have exclusive access to your company file to perform these steps.

Each task listed below should be completed in preparation for fiscal year end. Resolve audit errors as found during each step.

- Verify posting period
- Backup and verification
- Recalculate balances
- Inventory audit (optional, but we strongly recommend it if you use the Inventory module)
- Verify cheques
- Job status and removal
- Print reports and record counts for verification

IMPORTANT: You must complete these preparation steps prior to archiving the general ledger.

NOTE: These steps assume you will not have your bank statement before you archive. If you have your bank statement, you may complete your bank reconciliation before you archive in the current company or after you archive in the new company file. If you do your bank reconciliation after you close your books in the new file, the archive file is not updated. If you want the archive file updated, you will need to do the bank reconciliation again in your archive.

Verify Posting Period

☐ In **1-6 Period and Fiscal Year Management** > **Change Period**, ensure the posting period is set to **Period 12**.

Backup and verification

☐ Back up and validate your company file by following your regular backup and verification procedures.

Inventory audit (optional, but strongly recommended if you use the Inventory module)

☐ If you use inventory, open **12-5 Inventory Audit**, click **Audit.**

Verify cheques

☐ Verify that there are no unprinted cheques.

To find and resolve unprinted cheques:

1. Open **2-5 General Journals**.
2. Print the **2-5-21 General Journal** report with the following settings:
   a. In the **Account** box, use the range for all cash accounts listed in **1-8 General Ledger Setup.**
   b. In the **Transaction#** box, select **Equal**, and type 0000.
   c. In the **Credit Amount** box, select **Greater or =**, and type $0.01.
3. If the transaction is an unprinted cheque, open **1-1 Cheques/Bank Charges**, and then click the **Print records** button to print the cheque, if desired.

   If you don't need to print a cheque, open **1-3 Ledger Transactions**, and change the **Transaction#** to anything other than 0000.

NOTE: If it is a **Source 16-Payroll**, click the **Go To Source** button to change the **Check#**. It's highly unusual that the cheque number would have been changed to 0000 unless the cheque had to be reprinted immediately.

Period Audit Errors

Some audit errors refer specifically to periods. If period audit errors exist, the **Audit** report displays them prominently. For example, a period audit error will contain the word **Period** in the row.

You can resolve most period audit errors by recalculating the ledger balances. To recalculate the ledger balances, open **1-6 Period and Fiscal Year Management > Recalculate Balances**, and then click **Recalculate Balances**.

Audit Errors Requiring Customer Support Assistance to Repair

Any remaining audit errors cannot be repaired by clicking **Recalculate Balances** on **1-6 Period and Fiscal Year Management > Recalculate Balances**. These audit errors might originate in accounts receivable, jobs, vendors, service clients, equipment, or other areas of the program where transactions originate.

CAUTION: Resolving remaining audit errors after a repair requires assistance from Customer Support. The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error.

Additional audit error reports are included with Sage 100 Contractor to assist Customer Support technicians in identifying the transaction sources of audit errors.

Job status and removal

☐ Verify that the status on each job in **3-5 Jobs (Accounts Receivable)** is correct. Any job that should be removed at year-end must have a status of **6-Closed** or **2-Refused**.

NOTE: If you need to change several jobs' statuses to **6-Closed**, you can use a Picklist window to close multiple jobs at once. To access this command, open **3-5 Jobs (Accounts Receivable)** and select **Update** > **Closed Status**.

Print reports and record counts for after year-end verification

☐ Print the following reports that will be used for verification purposes after the books have been closed:

- **2-2-21 Balance Sheet** report for period 12
- **2-3-21 Income Statement** report for periods 1 through 12
- **3-1-3-26 AR Invoice Aging** report for period 12
- **4-1-3-26 AP Invoice Aging** report for period 12
- **5-1-2-41 Payroll Check Register** report with “totals for status” equal to 3-**Posted**
- **6-1-6-21 Job Cost Totals** report for periods 1 through 12
- **11-1-3-26 Service Invoice Aging** report for period 12, if you use Service Receivables

Advance the General Ledger period for fiscal year end

Back up your Sage 100 Contractor data

☐ Back up and verify two copies of your Sage 100 Contractor data. Put one copy in a safe storage area. Save at least one copy to a separate removable storage device.

NOTE: A backup created at this point in the process reveals whether or not the program has discovered data problems during the year-end close. You can use this backup to verify data integrity if you have to close again.

Advance the fiscal period

☐ Open **1-6 Period and Fiscal Year Management > Change Period**, and then under **Change period to**, select period **1** of the next fiscal year.

You are now in the current fiscal year in your company file.

NOTE: You do not have to advance to period 1 of a new fiscal year before you can make transactions in it. If you are on period 12 of your current fiscal year, period 1 of the next fiscal year is available for transactions. Periods 2-12 of the next fiscal year become available only after you advance to period 1 of the new year.

Chapter 4: Archiving Data at Year End

What happens when you advance the fiscal year?

What happens when you advance the fiscal year?

Sage 100 Contractordoes not require you to close your books at the end of the fiscal year.

When you advance the fiscal year (from period 12 of the current year to period 1 of the next fiscal year), Sage 100 Contractor audits your accounting records to verify that valid, balanced transactions support the account balances. If no errors are present, Sage 100 Contractor advances the accounting period to period 1 of the next fiscal year. Periods 2-12 of the new fiscal year become available.

If you are on period 12 of your current fiscal year, you can begin entering transactions for period 1 of the new fiscal year by selecting **Period 1** from the **Posting Period** window or by changing the company period in **1-6 Change Period**.

Sage 100 Contractor does not archive your data automatically when you advance the fiscal year. You can archive your data after advancing the fiscal year by clicking [**Archive Fiscal Year**] from within the 1-6 Period and Fiscal Year Management window.

IMPORTANT: Make sure you have posted all the transactions for the year you are archiving. After archiving, you can post an entry to period 0 in the current books, but you must also open the archive and make the entry for the previous year.

Archive Data wizard overview

You can archive your company data at any time to preserve it for future access. You do not have to archive your records prior to advancing to the next fiscal year.

IMPORTANT: The archive process archives only one year of data at a time. If you need to archive more than one year of data, you must run the archive process for each year.

You can also use the Archive Data wizard to remove old jobs and invoices.

The archive process:

- Moves your oldest fiscal year data into a separate archive company.
- Removes all accounting activity for the oldest fiscal year in your company.
- Adjusts the beginning balances for asset, liability and equity accounts and sub-accounts, as well as jobs, vendors, service clients and equipment to match the archive year’s corresponding ending balances. Income and expense balances for the archive year roll into the Retained Earnings account beginning balance.

Before you begin

- Allow sufficient time to proceed through the entire archive process for each company you keep on Sage 100 Contractor. The time it takes to archive each company will vary.
- Ensure that your accounting and payroll systems are as up to date as possible.
- Ensure that you have two backup copies of your company data.

The archiving process

The archiving process consists of the following steps.

Preparation

During the **Preparation** step, the Archive Data wizard:

- Rebuilds indexes after removing deleted records
- Searches for unprinted cheques
- Audits the general ledger
- Audits inventory, if you use the Inventory module
- Creates a temporary backup

If issues are found or errors are encountered, the process stops and the text on this button changes to [**Resume Preparation**]. Click [**Resume Preparation**] to continue running subsequent tasks to see if there are additional items that require your attention.

NOTE: General ledger audit errors must be fixed before you can proceed with archiving. Exit the wizard and contact Customer Support to correct the errors before you proceed.

Maintenance Options

You can select one or more of the following tasks to perform on the database after archiving your data.

- Remove jobs with Closed or Refused status, and all related records. (Only jobs that do not have job costs or ledger activity in the current books are removed .)
- Remove payable invoices with Paid or Void status and no Job #.
- Remove service invoices with Paid, Completed, or Void status (option not displayed if you do not have service invoices).
- Remove purchase orders with Closed status and no Job #.

Archive Data

During this step, the wizard performs the following tasks:

- Creates the company archive. During this process the wizard:
  - Copies company data to the designated company archive folder. (The copied data includes Images, Attachments, Aatrix Forms, Direct Deposit and Reports subfolders.)

-
  - Removes accounting data that was posted to a fiscal year later than the year you are archiving, and recalculates ending balances, invoice balances (where payment was recorded in a future year), and inventory quantities, as necessary.

    NOTE: If jobs, vendors, employees, and equipment records created in subsequent years exist at the time you archive, these records are copied to the archive company, although the associated accounting data is removed.
- Verifies the archive
- Removes fiscal year information from the archived year for the current company
- Performs maintenance tasks, if any were selected
- Verifies the current company

Finished

- **Create backup of the company archive:** When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.
- **Make changes to existing general ledger accounts:** You can make prior year adjustments by posting transactions to period 0—Prior Year.
  - Transactions posted to period 0—Prior Year update the beginning balance in your current company.
  - Prior year adjustments posted to income and expense accounts update the Retained Earnings account in the current year in period zero(0).

  After archiving, if you post an entry to period 0 in the current books, you must also open the archive and make the entry for the previous year.
- **Change security in the archive company:** If required, change security in the archive company by changing the rights of all user groups in 7-2-1 Security Groups to No for Save, Delete, Void, Change Period, and Print Cheques. This prevents users from accidentally saving or printing records in the archive.
- **Print filtered reports for the archive company:** When printing the **6-1-7 Over/Under Billing**, **6-1-8 Bonding**, and **6-1-12 Committed Cost** reports for the archive company, print by fiscal period to exclude information for jobs, vendors, employees, and equipment records created in subsequent years.

Preparation for Archiving Your Data

The following tasks are performed during this step in the wizard.

- Search for unprinted cheques
- General ledger audit
- Inventory audit (optional, but strongly recommended if you use the Inventory module)
- Create temporary backup

When completed, each task displays one of the following icons:

- The green ✓ icon indicates that the task ran successfully.
- An orange ! icon indicates that the task has issues that should be reviewed before continuing.
- A red ✗ icon indicates that the task “failed” and you cannot close the books until the issue is resolved.

To begin preparation:

1. Click [**Begin Preparation**] to start performing all the tasks on this page.

NOTE: If issues are found or errors are encountered, the process stops and the text on this button changes to [**Resume Preparation**]. Click [**Resume Preparation**] to continue running subsequent tasks to see if there are additional items that require your attention.

2. After all tasks have been completed without errors, click [**Next**].

NOTE: While Sage 100 Contractor does create a temporary backup in this wizard step, you should always create the backup copy suggested before you begin.

Issue—Search for unprinted cheques

This task searches for chequing account transactions that have "0000" as the Transaction #, which may indicate that this cheque entry was never printed. If any such transaction records are found, click [**View Results**] to see the records in a grid.

- If it is an unprinted cheque (a physical cheque needs to be produced for this transaction), you'll need to exit the wizard, go to **1-1 Cheques/Bank Charges**, and print the cheque(s).
- If this cheque was printed but just needed the Transaction # assigned, drill down to the transaction record and enter the appropriate Transaction #.
- After making all needed corrections, click [**Try Again**] to run this task again.

Issue—Ledger audit

The wizard will not continue if audit errors are found. Click the [**View Results**] link for an audit report, then cancel out of the wizard to resolve the audit errors.

Issue—Inventory Audit (if Inventory data exists)

If there are no audit errors but the total value of parts does not match the ledger balance for the Inventory account, you can post an adjusting entry for the difference.

General Maintenance for Archiving Data

You can select one or more of the following options to be performed on the database after archiving your data.

- Remove jobs with Closed or Refused status, and all related records.

  CAUTION: If you have closed or refused jobs in the current fiscal year, do not select this option. Instead, use the **Remove Closed/Refused Jobs** option in the **3-5 Jobs** window.

- Remove payable invoices with Paid or Void status and no Job #.
- Remove service invoices with Paid, Completed, or Void status (this option does not appear if you do not have service invoices).
- Remove purchase orders with Closed status and no Job #.

When the archive process removes a job record, it also removes job-related records, including schedules, job costs, takeoffs, progress billing, time and materials setup, closed purchase orders, subcontracts, change orders, budgets, proposals, and accounts payable and receivable invoices assigned status **4-Paid** or **5-Void**.

NOTE: The archive process does not remove a closed job unless the job has a $0 balance and all invoices and credits have been assigned status **4-Paid** or **5-Void**.

If you select the **Remove service invoices with Paid, Completed, or Void status dated prior to** or **Remove purchase orders with Closed status and no Job # dated prior to** options, you must provide a date in the date field before clicking [**Next**].

Archiving Your Fiscal Year

The following tasks are performed during this step in the wizard.

- Preparation
- General Maintenance
- Archive your data: Archives 12 periods of data in one company

You can click [**Next**] only when all tasks have been completed successfully.

To archive your data:

1. From the introductory window, click [**Next**] then click [**Preparation**] to begin.

   A progress bar shows next to each task as it is running.

   When completed, each task displays one of the following icons:

   - The green ✓ icon indicates that the task ran successfully.
   - An orange ! icon indicates that the task has issues that should be reviewed before continuing.
   - A red ✗ icon indicates that the task “failed” and you cannot continue until the issue is resolved. Click **View Results** link to display detailed information about the error.

2. Click [**Next**].
3. Select one or more maintenance options you want to perform prior to archiving then click [**Next**].

4 Type a name for the company archive in the **Enter name for the company archive** box. The box cannot contain any special characters.

NOTE: If the archive folder already exists, it must be empty. Click [**Yes**] to continue the process or click [**No**] to go back to the window.

5 Click [**Archive Data**] to begin the archive process.

6 Click [**Close**] to finish the archiving process.

Finishing the Archive Data process

Create backup of the company archive

When backing up data as part of the archiving process, it is important to count the number of files and folders in your company.

1 In Windows Explorer, right-click the company folder and select **Properties**.

2 On the **Properties** window, the **General** tab, look in the list for the **Contains** line for the number of files and folders.

Write this number down so that you can refer to it after you have made the two copies. The number of files and folders must be exactly the same in both the company and the backup copy.

NOTE: If you are working across a network, you must back up company folders, report folders, and form folders that reside at the server.

We strongly recommend that you back up:

- Each company folder that contains financial data (**\\ServerName\CompanyName**).
- Custom reports and custom form designs.
  - Shared custom reports on a network. Back up the **\\ServerName\Sage100Contractor\Custom Reports** on your network.
  - Shared custom report forms on a network. Back up the \\ServerName\Sage100Contractor\Report Forms on your network.
  - Private custom reports. Back up the\\ServerName\Sage100Contractor\User Data\username\Custom Reports folder on your network.
  - Private report forms on a local drive. Back up the \\ServerName\Sage100Contractor\User Data\username\Report Forms folder on your network..

CAUTION: When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.

Make changes to existing general ledger accounts

You can make prior year adjustments by posting transactions to period 0 in the current company folder and then logging into the archive company to update the ending balance.

NOTES:

- Transactions posted to period 0 update the beginning balance in your current company.
- Prior year adjustments posted to income and expense accounts update the Retained Earnings account in the current year.

Change security in the archive company

If required, change security in the archive company by changing the rights of all user groups in **7-2-1 Security Groups** to **No** for **Save**, **Delete**, **Void**, **Change Period**, and **Print Cheques**. This prevents users from accidentally saving or printing records in the archive.

NOTE: By setting Groups to **No**, reports can still be printed, but cheques cannot be printed. Then each user will have access to everything they had access to before closing. They will be able to print reports but only view cheques.

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