



# **Sage 100 Contractor 2016** **(formerly Sage Master Builder)**

## Year-End Guide

United States Edition

Version 20.4

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# Contents

- Chapter 1: Introduction ..... 1**
- Chapter 2: Calendar Year End Processes (Closing Payroll and Verifying 1099 Balances) ..... 5**
- Chapter 3: Fiscal Year-End Processes ..... 13**
- Archiving data at year end ..... 17**
- Index ..... 21**



# 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.

- 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 use the Archive Oldest Fiscal Year utility in Database Administration to archive your company.

You use the Archive Payroll Data utility in Database Administration to archive your Payroll data.

### **What about data backup?**

To prevent loss of data, we highly recommend that you always store one copy of your backed-up data 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 1099 Balances)

## About archiving payroll data

At the end of the calendar year, you archive the payroll to close it and 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. You can also delete old or unneeded employee records.

**Important!** Closing payroll does not affect the accrued vacation, sick, and compensation times in the employee records that you choose to retain.

**Note:** The payroll archive company is different from the general ledger archive company. If you enter transactions between closing the fiscal year and closing payroll, back up and archive your accounting and payroll records separately to ensure that you have permanent records of all your data.

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, you can close payroll with uncomputed records, unposted records, and even payroll audit errors. If you close with unfinished work, you must go back to the archive later, 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 state and federal reports (including W-2 forms).

**Note:** When you close a payroll year, Sage 100 Contractor creates new ACA records for the new payroll year. It uses the December values from the previous year as defaults for each month of the new year.

## Preparation for archiving the Payroll year and verifying 1099 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.

- Print the **5-4-3 ACA Hours Allocation** report.

This report will be used to determine the number of full-time and full-time equivalent employees per month, and as a reference when you fill out federal forms required under the Affordable Care Act.

### Verify vendor information

- Verify **Vendor Tax ID** and **Vendor 1099 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 1099 balances using the **4-1-5-61 Vendor Payment** report by date.

## Archiving payroll data

- Archiving and closing payroll at the end of the calendar year is a separate process from closing the fiscal year in the general ledger.
- You cannot process payroll for the new calendar year until you archive (and close) payroll for the previous year.
- You cannot enter payroll data with check dates in the new calendar year until you archive payroll for the previous year.

### Before you archive payroll data

- Review the Year End Guide to make sure you are familiar with all aspects of closing a payroll year.
- Make sure that you are in your current company and not in your general ledger archive company.
- 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.

- Make sure no other users are logged into the company.

### To archive payroll data

1. Click **Archive Company Data >Archive Payroll Data**.
2. On the Archive Payroll Data tab:
  1. From the **Select the company to archive** list box, select the company for which you want to archive payroll .
  2. In the text box, type a name for the payroll archive.
  3. If you want to remove records for employees who no longer work for the company, select their statuses as follows:
    - To remove records with 3-Quit status, select the **Quit** check box.
    - To remove records with 4-Laid Off status, select the **Laid Off** check box.
    - To remove records with 5-Terminated status, select the **Terminated** check box.
    - To remove records with 7-Deceased status, select the **Deceased** check box.
3. Click [**Create Archive**] .

**Tip:** The first payroll of a new year may include ACA hours attributable to the previous year. In the Sage 100 Contractor application, when you run the 5-4-3-21 ACA Hours Allocation report for an archive company, you can use the Combine Company for ACA Hours Allocation window Sage 100 Contractor to combine the report results with the hours entered in the active company. The ACA report then includes payroll records entered for the previous year in the active company's new year.

## Close and archive Payroll at calendar year end

**Notes:**

- During close, the program removes all **5-2-2 Payroll Records** and resets all employee quarter-to-date and year-to-date totals.
- You use Database Administration to perform the following tasks.

### Back up your company

- Use the **Back Up Companies** tab to backup two copies of your Sage 100 Contractor company 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 company, select employee removal options, and archive payroll

- On the **Archive Payroll Data** tab, select the company you want to archive, and then enter a name for the payroll 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 **Create Archive**

The program is now in the new payroll year.

## Verifying the payroll archive

You should check the number of payroll records and Accounts Payable invoices before and after archiving to ensure that your payroll archive is not missing any records.

## To verify the payroll archive:

1. Open Sage 100 Contractor, and then:
  1. Select the company whose payroll you are going to archive.
  2. Open 5-2-2 Payroll Records, click File > **Count**, and then note the total number of records.
  3. Open 4-2 Accounts Payable Invoices, click File > **Count**, and note the total number of records.
  4. Exit Sage 100 Contractor.
2. In Database Administration for Sage 100 Contractor, archive the payroll.
3. Open Sage 100 Contractor, and then:
  1. Select the archive you created in step 2.
  2. Open 5-2-2 Payroll Records, click File > Count, and then note the total number of records.
  3. Open 4-2 Accounts Payable Invoices, click File > Count, and then note the total number of records.
4. Compare the record totals before archiving with those from the archive.
  - If the totals agree, the records have been archived correctly.
  - If the totals do not agree, the archive is incomplete. Restore the company from a backup, and create new archives.

## 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 state or local 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. For example, updating the employee 401 (k) maximum will cause this to happen because the setting varies per employee. 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**.

#### Notes:

- Maximums for the new year can be found by searching on the topic at <http://www.irs.gov/>.
- 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) checks. 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:
  - W-2s from **5-4-1 Federal Forms**
  - 1099 from **4-5 Vendor 1099 Forms**
  - 941 from **5-4-1 Federal 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 State Unemployment default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct Social Security default maximums. Do not forget to select **Options > Update Employees > All Employees** after saving the changes.
- Correct State Disability Insurance default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct 401K default maximums. 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 1099s 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 1099 balances, and then print the 1099s.

### To process vendor 1099s 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 1099 Payments** report.
3. Print the report.
4. Review the report for accuracy.
5. If you discover any discrepancies in the vendor 1099 amounts listed, open **4-4 Vendors (Accounts Payable)** and select the vendor; then select **Options > 1099 Balance Startup/Adjustment** and make

the correction.

6. Open **4-5 Vendor 1099 Forms** to process your 1099s.

**Tip:** Print an individual vendor payment journal for each vendor, and then 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 checks
- 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 checks

Verify that there are no unprinted checks.

### To find and resolve unprinted checks:

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 check, open **1-1 Checks/Bank Charges**, and then click the **Print records** button to print the check, if desired.

If you don't need to print a check, 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 check number would have been changed to 0000 unless the check 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

**Note:** If you pay retainage in the next year for a prior year invoice and then print this report for the prior year, the report will show a reduced Retention amount, and the amount paid in the future period is allocated to the Current period or an aging period. Therefore, you should always print these reports as part of your year-end processing to ensure that you have a set of reports that reflect the true amount of retainage outstanding at year end.

- **5-1-2-41 Payroll Check Register** report with "totals for status" equal to **3-Posted**
- **5-4-3-21 ACA Full Time Equivalent Count** report.
- **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

**Tip:** If you archive your data at year end, you can also print the reports from the archive company, later.

## 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.

## What happens when you advance the fiscal year?

### What happens when you advance the fiscal year?

Sage 100 Contractor does 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**.

**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.

# Archiving data at year end

You archive data using these Archive Company Data tabs in the Database Administration tool:

- Use Archive Oldest Fiscal Year to archive accounting data for a fiscal year.
- Use Archive Payroll Data to close and archive the payroll for a calendar year.

## About archiving company data

You can archive your data from a given fiscal year at any time. You can advance your fiscal period and archive fiscal data separately. You do not need to close the books at year end, and you do not have to archive your data before advancing to the next fiscal year.

You can archive up to 12 periods at one time. If you have more than one year of fiscal data to archive, perform the archive process more than once.

The Archive Data wizard leads you through the process of archiving your data from previous fiscal periods. It removes the oldest fiscal year of data from your current company, and places it in a separate archive company. Therefore, before archiving a fiscal year, ensure your current period is not in the same fiscal year.

**Note:** You cannot archive a fiscal year until you advance the default posting period to at least period 1 of the following year. You must advance your fiscal period using the Change Period window in the Sage 100 Contractor application.

**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.

## Archiving the oldest fiscal year

The data archive process removes the oldest fiscal year of data from your current company, and places it in a separate archive company. Therefore, before archiving a fiscal year, ensure your current period is not in the same fiscal year.

The Archive Data wizard leads you through the process of archiving your data from previous fiscal periods. You can archive up to 12 periods at one time. You do not have to close your fiscal year before archiving your data

### Before archiving

Make sure you have :

- Administrator rights for the company you want to archive.
- Posted all transactions for the year your are archiving.
- Advanced the default posting period to at least period 1 of the year following the one you are archiving. (You advance your fiscal period using the Change Period window in the Sage 100 Contractor

application.)

- Created at least two backups of your company data.

### To archive a fiscal year

1. Click **Archive Company Data > Archive Oldest Fiscal Year**.
2. On the Archive Oldest Fiscal Year tab, select the company you want to archive from the list box.

**Note:** Only companies for which your current login ID has administrator rights appear in the list.

The **Archive Data** wizard opens, displaying information about the archiving process and the tasks you should have completed before archiving.

**Tip:** As you proceed through the wizard, you can click the **[Help]** button to view more detailed information about each page.

3. Click **[Next]**.
4. On the Preparation page:
  1. Click **[Begin Preparation]** to start performing all the listed preparatory tasks.

**Note:** If any problems 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. When all the preparatory tasks are complete and without error, click **[Next]**.

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

5. On the Maintenance Options page, select one or more maintenance tasks you want to perform prior to archiving, and then click **[Next]**.
6. On the Archive Data page:
  1. Type a name for the company archive in the **Enter name for the company archive** box. The name cannot contain any special characters
  2. Click **[Begin Archiving]**, and then click **[Yes]** if you are sure you have backed up your data and completed the other tasks in the "Before archiving" section.

**Note:** If the archive folder exists, it must be empty. Click **[Yes]** to continue the process, or click **[No]** to go back to the Archive Data page.

If you selected maintenance options before archiving, you can click **View Result** to display a message box that lists information about the maintenance tasks completed.

3. Click **[Next]**.

When the archiving process has finished, the wizard backs up your data, and then displays information about working with your archive company.

7. Click [**Close**] .

### After archiving a fiscal year

If you have more than one year of fiscal data to archive, perform the archive process more than once.

## About removing jobs at fiscal year end

**Caution!** If you need to review any deleted records, refer to the company's archive or restore a backup made prior to the archiving of your fiscal year.

When archiving your accounting data, you can remove job records from the company database. When a job is completed, fully invoiced, completely paid, and you do not want to carry its data into the next fiscal year, change the job record status to **6-Closed**.

**Important!** All jobs with a job record status of **2-Refused** will also be removed when archiving your data if you select the **Remove jobs with closed or refused status** maintenance option.

When Sage 100 Contractor removes a job record, it also removes job-related records, including schedules, 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**.

The archive process does not remove a closed or refused job unless the job has a zero balance, no open payable invoices/credits, no job costs in the current books, no payable invoices/credits in the current books (even if they are paid or void), and no balance in a WIP account. You can confirm that the jobs meet the criteria for removal.

**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.

## 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 also back up:

- 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..

### 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 Checks**. This prevents users from accidentally saving or printing records in the archive.

**Note:** By setting Groups to **No**, reports can still be printed, but checks 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 checks.

# Index

---

## 1

1099 forms  
    vendor 11 .....

## A

advance fiscal year  
    what happens in the program 16 .....

archives  
    company 1 .....

    payroll 8 .....

    verifying 8 .....

archiving 7 .....

    company data 17 .....

    the oldest fiscal year 17 .....

archiving data  
    remove jobs 19 .....

archiving payroll  
    about 5 .....

audit  
    inventory 13 .....

    payroll 6 .....

audit errors  
    handling 2 .....

## B

backup 9 .....

    data 2, 7-8, 15 .....

---

## C

calendar-year  
    close 5 .....

checks  
    unprinted 13 .....

    verify 13 .....

close books 19 .....

    fiscal year 17 .....

closing  
    payroll  
        verify archive 8 .....

closing payroll  
    about 5 .....

## D

Default Max 10 .....

## E

employee  
    status and removal 6, 8 .....

## F

fiscal year  
    close 17 .....

fiscal year-end  
    remove jobs 19 .....

fiscal year end  
    preparation 13 .....

---

**G**

general ledger  
close 17 .....

**H**

handling audit errors 2 .....

**J**

job  
status and removal 14 .....

**P**

payroll  
archiving at calendar year-end 5 .....  
records  
errors 2 .....

payroll calculations  
update 10 .....

Payroll year end  
verification 9 .....

**R**

record counts  
print 15 .....

reports  
print 15 .....

print year-end 10 .....

---

**S**

security  
archive company 10 .....

**T**

taxes  
vendor 1099s 11 .....

transactions  
entering 3 .....

**V**

vendor  
verify information 6 .....

verification  
after-close 6 .....

backup 6 .....

tasks 9 .....

**Y**

year-end close (archiving)  
fiscal-year checklist 17 .....

general ledger 17 .....

payroll 8 .....

preparation 5 .....

vendor 1099s 11 .....

year-end wizard 19 .....

finish closing tasks 19 .....

year end  
calendar year 1 .....

general ledger 15 .....

---

more about 1 .....

preparation 13 .....