Sage Fixed Assets
Year-end checklist

Use this checklist to help you end the year, start the new year, and prepare your data so you can easily roll back in the case of an audit.

		Task	Due Date	Assigned to / Completed by	Article
Step 1: Verify fiscal year end					
Note: Depreciation automatically rolls at the beginning of the New Year based on the initial setup of the company. Verify your company's fiscal year end is set correctly					
1	☐	In Sage Fixed Assets, select **File > Edit Company**.			49117
2	☐	Verify the **Fiscal Year End** is the correct month for the end of your fiscal year			
Step 2: Run Depreciation to year end					
1	☐	In Sage Fixed Assets, select **Depreciation > Depreciate**			17115
2	☐	Select to depreciate the **All Completed Assets** group.			
3	☐	After depreciation completed, select **Reports > Depreciation Expense** to review the **Depreciation Expense Report**			
Note: If you select the **Force Recalculate** option, the system recalculates depreciation on the selected group of assets through the given date. This means the **Depreciation This run** amount will be equal to the total amount of depreciation taken since the **Placed In Service**, **Beginning Date**, or **Period Close date** in each asset.					
Step 3: Run Midquarter Applicability					
1	☐	Select **Reports > Tax Reports > Mid-quarter Applicability**.			49114
2	☐	Select the **Tax book**.			
3	☐	Type the **Fiscal Year End** you are reporting.			
4	☐	Click **Run** to run the report.			

		Step 4: Verify 4562 report numbers			
1	☐	Run the **4562 report** and make sure the numbers match the Depreciation Expense.			17176
2	☐	**Reconciling the 4562 report: _See Page 4_**			

		Step 5: Back up your company			
note		**Note**: You can back up your **Depreciation** data using the system backup utility or a third-party program. If you're using the single-user version of Depreciation and the database is on your local drive, use a third-party utility to back up your data to an external drive or network. This helps protect your data if your local drive or system fails. We recommend you do not store the database directly on the network if using the single-user program. If you need to restore a prior year backup, we recommend you restore it to a new company because restoring over an existing company is permanent and cannot be undone.			
1	☐	Go to **File > Company Utilities > Back up Company**.			79434, 17026
2	☐	Select the companies you want to back up to a single file. Click **Select All** to save a backup of all of your companies.			
3	☐	Browse for a location to save your backup. Backups should be saved to a known location on the local hard drive of the machine running Sage Fixed Assets			
4	☐	Specify a **File Name** for your backup			
5	☐	Click **Backup. Important!** The backup process can take a long time to complete. Do not end task during this process.			

		Step 6: Set Period Close			
note		**Note**: Before you use **Period Close,** verify that depreciation has been run through to the end of the period for all desired assets.			
1	☐	Select **Depreciation > Period Close**			17343
2	☐	Specify the **Group** from the drop down menu			
3	☐	Select the **Desired book(s)**.			
4	☐	Click **OK**			

In Sage Fixed Assets all depreciation calculations begin with the values stored in the Period Close. This means that once a Period Close has been set, depreciation cannot be calculated for a date prior to the period close date on an asset unless it has been cleared.

Step 7: Export reports to a file

1	☐	Select which report to export from the **Reports** menu (Reports, Standard Reports, Depreciation Expense).			57696
2	☐	Select your parameters (Group, Books, Date, and so on)			
3	☐	Select **Send to: Window** checkbox, and click **Run Report**.			
4	☐	When the report displays, click on the **Export Report** button on the upper left-hand side.			
5	☐	Select the desired report format from the Save as Type dropdown.			
6	☐	Name the report and click **Save**.			

Note: If you export reports in the .RPT (Crystal Report) format, you can open the report in SAP Crystal Reports and then export it from the program to MS Excel or PDF.

Step 8: Copy the company to start a new year

After closing the period, copy the company to a new database named for the new fiscal year. By creating a new company for the new year, you "freeze" the year so you have a record of the company at the time the year was completed. This is helpful for times when changes are made in the new year that modify the original values for assets—you can go back to each year's copy to collect or review data that was true for that year.

Warning! If you are using Sybase version of Sage Fixed Assets Depreciation Network, and the company you need to copy is larger than 5,000 assets, we recommend you copy the company to a new database.

1	☐	Select **File > Company Utilities > Copy Company**. • In the **From** field, select the company you want to copy. • In the **To** field, select the **database** where you want the copy.			17299
2	☐	If you copy the company to the same database, enter the **New Company Name,** then click **Rename**. **Tip:** You can edit the company name of the copy to include the new year (for example, XYZ Corporation FY2013).			

3	☐	Click **Copy**.			

Important! The Copy Company process may take a while and the system may pause. Your operating system may show the program is **Not Responding**, but this doesn't mean the process has stopped. Please allow the process to continue until it is finished. The process will generate an error if there is an issue. Do not End Task on the process.

Reconciling the 4562 report

1. Create groups in **Group Manager** using the criteria below (including the qualifying depreciation methods):
   - MACRS: **MA, MF, MR, MI, MT, AD, AA**
   - ACRS: **AT, SA, ST**
   - Straight Line: **SL, SF, SB, SD, SH, RV**
   - Declining-Balance: **DB, DC, DD, DE, DH, DI**
   - Sum-of-the-Year's Digits: **YD, YH, YD**

2. Run the **Depreciation Expense** report using each group created in step 1.
   Note: For asset information to appear for a December year end (for example), make sure your **Current through** date includes the final month of the fiscal year.

3. Review the **Tax Expense** report for each of the following lines and fields:

   Line 2 - **Acquired Value**
   - Property Type is not **R**
   - Depreciation Method is **MACRS**, **ACRS**, **SF**, or **SB**
   - Placed in Service is between **1/1/2016** and **12/31/2018**
   - Tax Book Section 179 Qualified? is **T**

   Line 14 - **168 Expense**
   - Prop Type is **P**
   - Prop Type is **R**
   - Placed in Service is between **1/1/2016 and 12/31/2018**

   Line 16 - **Current YTD**
   - Prop Type is **P**
   - Prop Type is **R**
   - Sort by Depreciation Method: Depreciation Method is **Non-MACRS**

   Line 17 - **Current YTD**
   - Prop Type is **P**
   - Prop Type is **R**
   - Placed in Service is less than **1/1/2018**
   - Sort by Depreciation Method: Depreciation Method is **MACRS**

Line 19 - **Current YTD**
- Prop Type is **P**
- Prop Type is **R**
- Placed in Service is between **1/1/2018 and 12/31/2018**
- Depreciation Method is **MACRS**
- Sort by **Estimated Life**
- Part III, 19 i Non-residential real property must meet three conditions:
    1. Property type **R**
    2. Depreciation method **MF100**
    3. Estimated life **39 years**

Line 20 - **Current YTD**
- Prop Type is **P**
- Prop Type is **R**
- Depreciation Method is **AD**
- Depreciation Method is **AA**
- Placed in Service is between **1/1/2018 and 12/31/2018**
- Sort by **ADS life**

Line 25 - **168 Expense**
- Prop Type is **A**
- Prop Type is **Q**
- Prop Type is **T**
- Prop Type is **S**
- Placed in Service is between **1/1/2018 and 12/31/2018**

Line 26 - **Acquired Value and Current YTD**
- Prop Type is **A**
- Prop Type is **Q**
- Prop Type is **T**
- Prop Type is **S**
- Placed in Service is less than **1/1/2018**

Line 42 - **Current YTD**
- Prop Type is **Z**
- Placed in Service is between **1/1/2018 and 12/31/2018**

Line 43 - **Current YTD**
- Prop Type is **Z**
- Placed in Service is less than **1/1/2018**