Sage 300

Construction and Real Estate

2012 Year-End Procedures Guide

sage

Contents

Introduction

The *2012 Year-End Procedures Guide* is a benefit of your Sage 300 Construction and Real Estate (formerly Sage Timberline Office) service plan subscription. We encourage you to use this guide as a helpful tool to manage your company's year-end closing process.

For the 2012 year-end release, we are supporting versions 9.7, 9.8, and 12.1. In order to complete 2012 year-end processing, you will need to upgrade to one of those versions. Please contact your Sage business partner for assistance with upgrading.

Each year, government agencies establish new reporting requirements that may affect your company's year-end reporting. These changes are incorporated into the year-end software release. The 2012 year-end release will be available for you to download in December. We will send a notice when the 2012 year-end update is available.

Changes for Year-End 2012

- In-product tax forms and magnetic media are no longer supported.
- The 2012 Year-End software update is required.
- If you use Payroll, the 2013 tax update is required.
- Government reporting is now provided through Aatrix for Sage eFiling and Reporting Services.

Conventions Used in this Document

Named Files

Throughout the procedures used in this guide, default file names are referenced (for example, Current.glt and History.glt). If you use named files, substitute your named files for the default names.

User Interface

- Information you type into the software is shown in bold font; for example: Type **Miscellaneous** in the box.
- The names of screens, windows, fields, and other features displayed by the software are shown in **bold font**.
- The names of buttons you can click are enclosed in brackets with bold font; for example, [**OK**], [**Post**].
- Names of keys are shown in capitals; for example, ENTER, TAB. A plus sign (+) between two key names indicates that you should press both keys at the same time; for example, SHIFT + TAB.

- Names that are variable or are specific to your installation appear in italics and brackets; for example: [*Drive*]\\[*Server Name*]

Symbols

NOTE: This symbol is used when presenting information that is supplemental to the adjacent text.

TIP: This symbol is used when presenting information that is helpful to know when using the software.

CAUTION: This symbol is used when presenting information that is important because it can help you avoid a costly or time-consuming error.

IMPORTANT: This symbol is used when presenting information that is critical to understand or that requires you to take some action.

Menu Paths

In this document, menu paths show you the steps required to start a task. Menu paths appear in bold font with angle brackets separating each menu option; for example:

In Payroll, select **Tools > Download Taxes.**

To follow this path, open the Payroll application, and from the **Tools** menu, select the **Download Taxes** option.

Getting Help at Year-End

Technical 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. When you need additional assistance, please refer to the following chart to best determine what service* and expected response time works best for you.

If Your Question Is:	Our Recommendation	Our Year-End Expected Response Time	How to Reach Us?
A how-to or step-by-step instruction	**Sage Knowledgebase** Find answers to your questions and subscribe to articles.	Available 24/7**	[Sage Customer Portal](#) Log on and click "Knowledgebase"
A quick inquiry	**Live Chat** Chat online with a customer support analyst.	Typically less than 15-20 minutes	[Live Chat](#) Enter your contact info, select product name, and submit Customer Account ID.
Complex, but not urgent	**Online Support Request** Submit your questions through a web form for our call center support analysts to contact you.	4 hours or less	[Sage Customer Portal](#) Log on and click "Cases"
Complex and/or urgent	**Customer Support Call Center** Work with one of our technical support analysts over the phone.	Up to 30 minutes	Call 800-551-8307

*Services offered are available depending on your Sage Service Plan
**Exceptions for scheduled or unscheduled maintenance

Follow us for up-to-the-minute news

- Follow us on Twitter [@SageConstruct](#)
- Like us on [Facebook](#)
- Connect with us on [LinkedIn](#)

HOURS:

Live Chat: Monday through Friday from **6 am to 3 pm** Pacific Time, with the same exceptions as telephone support (see below).

Online Support Request or Telephone Support: Monday through Friday from **6 am to 5 pm** Pacific Time with the following exceptions:

- Every Thursday from 2 pm to 3 pm Pacific Time (Customer Support staff meetings)
- Quarterly company meetings
- Standard United States holidays, including those shown in the following table:

Holiday	Date
Christmas Eve	Monday, December 24, 2012
Christmas Day	Tuesday, December 25, 2012
New Year's Day 2013	Tuesday, January 1, 2013

Upgrading Your Service Plan:

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

Determine 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 TS-Main, select **Help > About TS-Main**. An example is shown below.
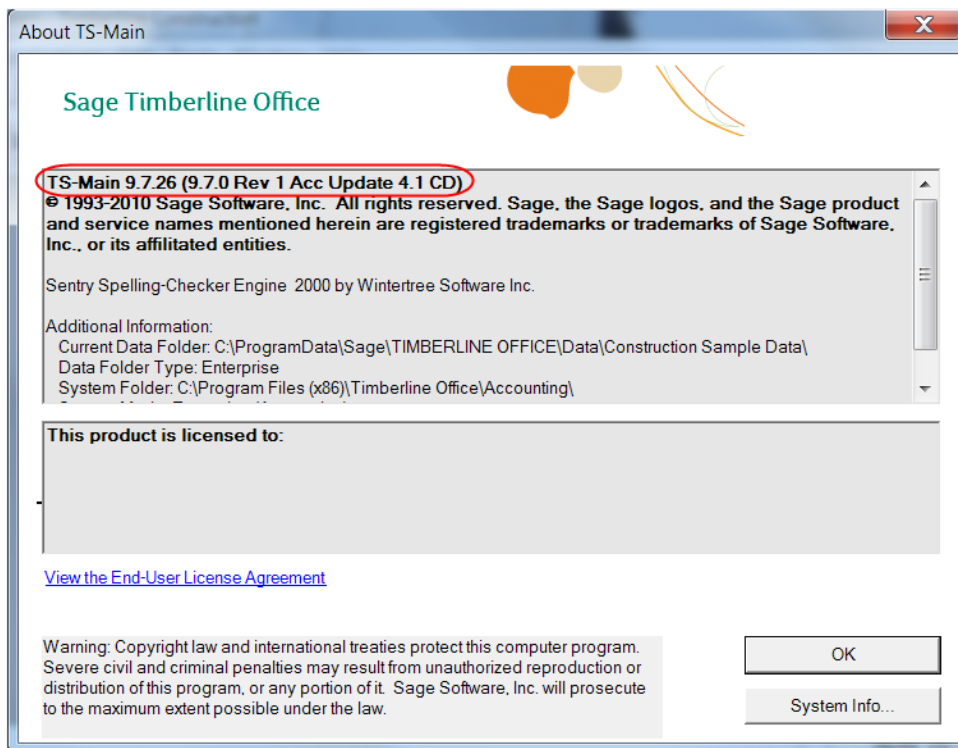
After you determine which software version is installed, make a note for reference later.

Get Training to Help with Year-End

Complimentary Year-End Training

The following complimentary year-end lessons are available as a courtesy to you. Click the links below to view the three lessons:

Government Forms and eFiling with Aatrix

Taxable Fringe Benefits

Bonus Pays and Supplemental Wages

Year-End Procedures Anytime Learning Subscription

This package of recorded lessons will be updated for 2012 by mid-December. Available for just $99.00 (with promo code WINTERFUN!) this subscription includes 14 lessons that will guide you through year-end tasks including:

- Preparation and filing of W2s and W3s

- Preparation and filing of forms 1099-MISC, 1099-INT, and 1098

- Preparation and filing of Canadian forms T-4 and T5018

- Making prior-year adjustments to General Ledger

- Downloading and Updating Taxes

Registration for this subscription gives anyone in your company access to these lessons for a full year. Download the PDF for complete descriptions of these lessons.

Do you prefer a blended approach, with both in-person and recorded training? Check with your local Sage business partner or certified consultant to learn about local classroom or on-site training options.

Go to Sage University for additional training opportunities. Questions? Contact the training information team at 877-724-3285.

Chapter 1: Frequently Asked Questions

This *2012 Year-End Procedures Guide* is designed to help you with your year-end processing. You may save yourself valuable time and a phone call if you check these frequently asked questions in the application sections of this guide before you contact Customer Support.

General Year-End Questions and Answers

Payroll Questions and Answers

For answers to Canadian Payroll questions, see the Canadian Supplement.

Accounts Payable Questions and Answers

on page 29

For answers to Canadian Accounts Payable questions, see the Government Forms Guide.

Property Management Questions and Answers

on page 40

General Ledger Questions and Answers

on page 54

Chapter 2: Preparing for Year-End Processing and Reporting

This *2012 Year-End Procedures Guide* is designed to help you with your year-end processing and reporting. Please read each section carefully to decide which recommendations and instructions will help your year-end process run smoothly.

In This Section

Important Reminders

Backing Up

You must back up your data and system files before you begin any year-end procedures. You can make this complete backup using whatever backup utility you prefer, provided you use external media (for example, CD-ROM, DVD-ROM). Store this backup off site permanently.

Appendix B lists the file names to back up or copy in each application. Be sure to show file extensions to ensure proper operation.

CAUTION: Partial backups will not be useful if for any reason you need to restore. A complete back up is required.

Security

Be sure you set up security for any staff who require access to year-end tasks. through **Security Administration** on the **Desktop Tools** menu. If you have had any staff changes, review system security and file access to verify proper permissions.

Changes for Year-End 2012

In-Product Tax Forms and Magnetic Media no Longer Supported

We are retiring tax forms and magnetic media files generated directly from Sage 300 Construction and Real Estate in Year-End 2012. In-product federal or state reports and magnetic media files are not supported and will no longer be updated. Any format changes made by a state or federal authority may cause the in-product generated forms or magnetic media files to be rejected and result in late filing.

Government reporting is now provided through [Aatrix for Sage eFiling and Reporting Services.](#)

To generate tax forms in 2012:

- **Payroll: Tasks > Federal eFile and Reporting**

- **Accounts Payable: Tasks > Government eFile and Reporting**

- **Property Management: Tasks > eFile Form 1099**
  To generate Form 1098 INT, open **Reports > Forms > 1098 Mortgage Interest**.

2012 Year-End Update is Required

The 2012 Year-End software update (available in December) is required if ANY of the following apply to you:

- You use **Payroll** to issue checks – In order for the new Medicare tax to calculate correctly, before processing any 2013 checks, you must:

  - Install the 2012 year-end software update.

    AND

  - Download and install 2013 Payroll taxes. See [“2013 Payroll Tax Updates” on page 8](#)

- You use **Accounts Payable** to generate Form 1099-MISC, 1099-DIV, or Form 1099-INT – Apply the year-end software update before generating Form 1099-MISC or Form 1099-INT to ensure your forms are in compliance.

- You use **Property Management** to generate Form 1099-INT – Apply the year-end software update before generating Form 1099-INT to ensure your forms are in compliance.

The 2012 year-end release is compatible with Sage 300 Construction and Real Estate versions 9.7, 9.8, and 12.1. If you are not familiar with your operating system, data files, backup procedures, or the software, contact your Sage Business Partner to arrange for assistance from a certified consultant.

Generate Government Forms with Aatrix

Government reporting is now provided through Aatrix for Sage eFiling and Reporting Services, which includes the following advantages:

- Aatrix provides over 250 government forms.

- With Aatrix, you have the ability to electronically file (eFile).

- Federal W-2 form eFiling is **free**!

- Aatrix guarantees compliance.

Aatrix generates state and federal reports using information extracted from Payroll, Accounts Payable, and Property Management. After you review and edit W-2s, 1099s, and other forms, you can select to print and mail the forms yourself, eFile your forms, or have Aatrix print and mail them for you.

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

Printing Forms

While you can continue to print and send your government forms with Aatrix, you now have the option to complete and send your tax forms electronically. You may not need or want to continue printing forms.

Learn more about eFiling and supplying my employees with electronic copies of tax forms.

> **NOTE:** Property Management 1098-Mortgage Interest forms are not available through Aatrix. You can continue generating magnetic media in Property Managment for 1098s. "1098–Mortgage Interest Forms" on page 43.

Which tax forms should I order for Year-End 2012?

The government forms for year-end 2012 have changed. Should you choose to print tax forms, verify that the forms you order meet the requirements of Aatrix. Order your forms from Sage CRE Forms to guarantee compliance with the new requirements.

Special Considerations or Warnings

Use the eFile and Reporting tasks in Accounts Payable, Payroll and Property Management to print or eFile your state and federal government forms.

Effective for 2012 Year-End, in-product federal or state reports and magnetic media files are not supported and will no longer be updated.

Form W-2 and W-3

Form Type	Federal SSA copy	Federal W-3	Employer	State W-2/Local	Employee
eFile W-2	Record Copy**	Record Copy**	Record Copy**	Record Copy**	Blank Perforated 4 Part***
Printed W-2	Plain Paper*	Plain Paper*	Record Copy**	Blank Perforated 4 Part	Blank Perforated 4 Part***

Plain Paper*: The Federal W-2 and W-3 may be submitted to the IRS on plain paper with black ink. Refer to [Knowledgebase article KB9464](#) for more information.

Record Copy**: This form may be printed to blank paper for your records.

W-2 Instructions***: We recommend ordering blank 4 part perforated forms with instructions on the back. You may also print the instructions separately using blank non-perforated paper. Then photocopy the printed instructions to include with all the Employee W-2s you are mailing.

Form 1099

Form type	Federal 1099	Federal 1096	Payer and Recipient	Instructions*
eFile 1099-Misc	Record Copy**	Record Copy**	Blank Perf 4 Part w/o backer	Plain paper
Printed 1099-Misc	Red Pre-Printed Form	Red Pre-Printed Form	Blank Perf 4 Part w/o backer	Plain paper
eFile1099-INT	Record Copy**	Record Copy**	Blank Perf 4 Part w/o backer	Plain paper
Printed 1099-INT	Red Pre-Printed Form	Red Pre-Printed Form	Blank Perf 4 Part w/o backer	Plain paper
eFile 1099-DIV	Record Copy**	Record Copy**	Blank Perf 4 Part w/o backer	Plain paper
Printed 1099-DIV	Red Pre-Printed Form	Red Pre-Printed Form	Blank Perf 4 Part w/o backer	Plain paper

1099 Instructions*: The instructions are printed on plain paper and distributed with the recipient copies.

Record Copy**: This form may be printed to blank paper for your records.

For both options you can place orders by calling 800-760-7929 or visiting the Sage CRE Forms web site at http://www.sagecreforms.com.

> **TIP:** Sage Construction and Real Estate Forms are the only guaranteed forms. If you choose to order forms from a vendor other than Sage Construction and Real Estate Forms, you may want to order a set of sample forms from Sage CRE Forms to make sure that they are identical to the forms that you plan to order.

Calculate the Number of W-2s to Order

Calculate the Number of 1099s to Order

2013 Payroll Tax Updates

The 2013 Payroll tax updates are available separately in downloadable form in late December.

IMPORTANT: In order for the new Medicare tax to calculate correctly in 2013, before processing any 2013 checks, you must:

- Install the 2012 year-end software update

  AND

- Download 2013 Payroll taxes

CAUTION: Do not install 2013 tax updates until after you finish processing payroll for 2012 and are ready to process your first payroll for 2013.

General Year-End Questions and Answers

1 I have never closed my year before. Where do I start?

Read this guide, and participate in year-end training.

If you need to contact Customer Support, consider using Live Chat. You will normally get your questions answered much quicker with Live Chat than with a phone call.

2 What should I know before starting the eFiling process?

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

3 Which tax forms should I order?

You can print and/or eFile tax forms after generating them in Aatrix. Should you choose to print your forms, follow the instructions for ordering forms in "Printing Forms" on page 6

4 W**hen will I receive the 2012 year-end update?**

The 2012 year-end update is available as a downloadable file in December. You will receive notification when the update is availble.

5 **When will I receive my Payroll tax update for 2013?**

The 2013 tax update is available as a downloadable file in late December. You will receive notification when the update is availble.

6 **In what order should I close my applications?**

The order depends on your individual company's accounting practices. All of Sage 300 Construction and Real Estate's applications can be closed independently of one another. However, Payroll is generally closed first, in order to begin processing payroll for the next year and produce W-2s. This is followed by Property Management and Accounts Payable so that 1099 forms can be produced and so that the vendor totals for this year, last year, and next year are accurate. You should reconcile your subledgers to your General Ledger and close those applications. General Ledger is usually the last application to be closed. "Year-End Closing Sequence" on page 10 for the sequence of year-end closing steps.

7 **My company's fiscal year does not run on the calendar year. What do I need to do?**

For Payroll and Property Management applications, follow the normal year-end procedures described in this guide for the purpose of government reporting.

In Accounts Payable, select **Tasks > Close 1099 Year** to close 1099 invoice totals for government reporting. Do not select the **Close Year** task, which closes fiscal totals, unless it is also the end of your fiscal year.

8 **When do I back up my files?**

Before you download and install the year-end software update, you should create a complete backup of your data and system files. We recommend that you use third-party backup software and test your backup by restoring to an empty folder.

We also recommend that you create an annual archive after completing your year-end processing as well. This archive can be used for restoring data or reporting purposes.

Throughout this guide, you will see warnings advising you to back up files using **File Tools**. These backups are meant to restore files immediately if a process does not finish successfully. They are not meant to replace your annual backup. When you use **File Tools**, be sure to show file extensions to ensure proper operation. See "Backing Up Files" on page 90, "Appendix B" on page 87, and "System Guidance" in the *User's Guide* (open **Help > Documents > Users Guide** or click *User's Guide*).

Year-End Closing Sequence

The following is a recommended sequence of steps for closing the year. Your actual sequence may vary, depending upon your organization's processes.

December

1 Order tax forms if necessary. page 6

2 Install 2012 Year-End software update. You will receive an email notice with a link to the update.

3 Run and post the final payroll of the year. page 22

4 Reconcile reports and make corrections.

5 Download the 2013 Payroll tax update. You will receive an email notification to download taxes in late December.
See **Caution** on page 4

January

Perform year-end procedures in the following order:

1 Payroll - page 11

2 Accounts Payable - page 26

3 Property Management - page 40

4 Accounts Receivable - page 48

5 Cash Management - page 48

6 Contracts - page 49

7 Equipment Cost - page 50

8 Job Cost - page 50

9 Residential Management - page 52

10 Service Management - page 52

January/February

Perform year-end procedures for General Ledger - page 53

Chapter 3: Payroll

If you will file T4s, see the Canadian Supplement.

In This Section

Year-End Checklist

This checklist provides a recommended sequence of steps. Your actual sequence may vary, depending upon your organization's processes.

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

1. December Tasks, see page 22

_____Order tax forms if necessary.

_____Install the 2012 Year-End software update.

_____Run and post the final payroll for 2012.

_____Reconcile reports and make corrections.

2. Close the Year, see page 23

_____Decide whether or not you want to retain totals for any other payments, deductions, or fringes.

_____Run the **Close Year** task.

_____Download the year 2013 tax file and update taxes.

3. Run the First Payroll of 2013, see page 24

_____Verify that taxes are updated and the year-end date is 2013 prior to running payroll.

NOTE: Ensure your state unemployment insurance tax rates (SUI) are also up-to-date.

4. January Tasks - Prepare for Year End, see page 25

_____Print all management reports.

_____Reconcile Payroll to itself and to General Ledger.

_____Make a backup copy of your entire database if you have not already done so.

5. Generate W-2 Forms, see page 25

_____Print a test run of W-2s on plain paper.

_____Generate W-2s.

6. Create an Annual Archive

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. For more information on backing up, see "Appendix B" on page 87. See also the chapter on System Guidance in the _User's Guide_.

7. Perform File Maintenance page 25

_____Archive 2012 checks.

_____Move terminated employees.

_____Compact your Payroll master and current transaction files.

Payroll Year-End Workflow
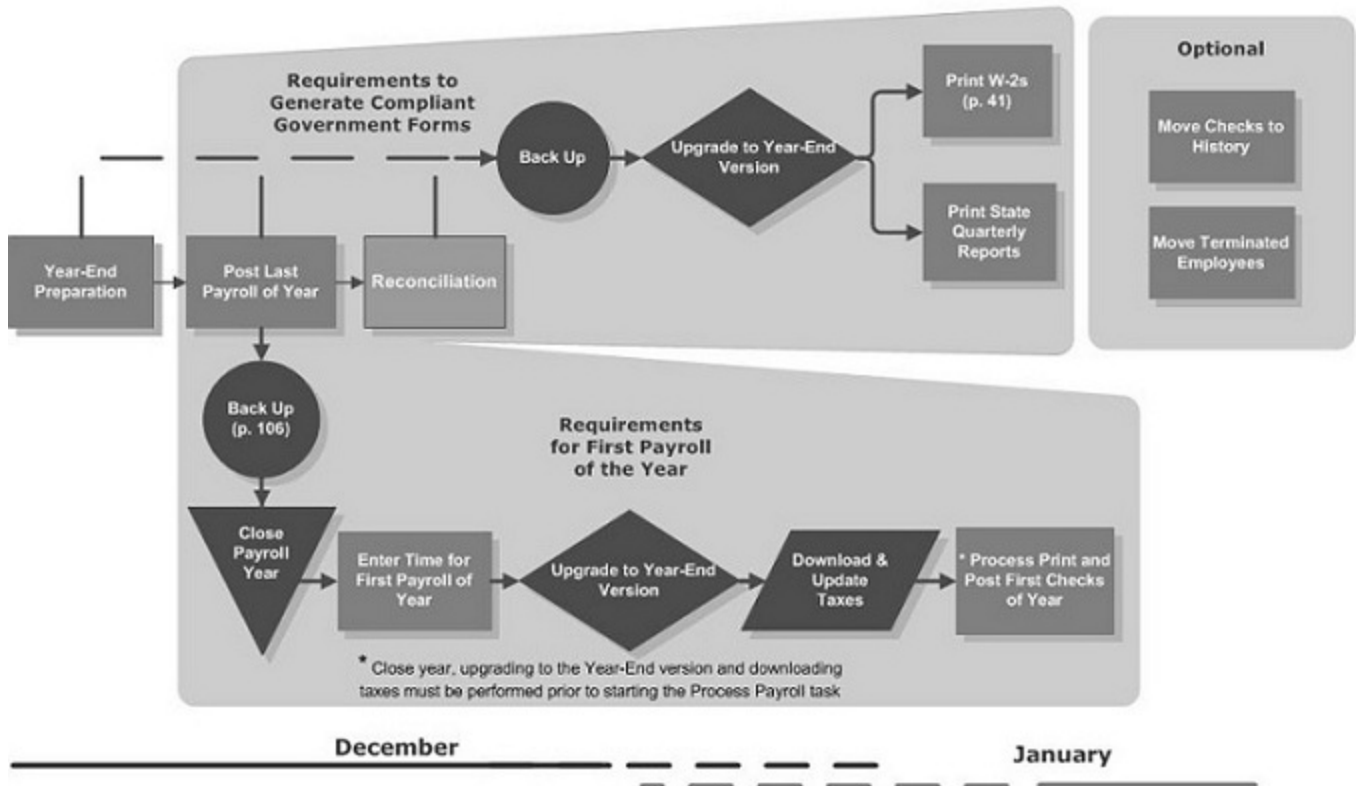
Common Payroll Questions and Answers

GENERAL

1 What should I know before generating forms with Aatrix?

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

2 What types of W-2s does Sage 300 Construction and Real Estate support?

See "Which tax forms should I order for Year-End 2012?" on page 6.

3 How do I calculate the number of W-2s to order?

Employee W-2s

a In Payroll, select **Tasks > Federal eFiling and Reporting**.

b Select the appropriate form.

c Complete the wizard screens to advance to the **W2/1099 Preparer** grid.

d From the **View** menu, select **W-3/W-2 Report**.

e The number of forms appears below **Total number of Forms W-2**.

State Forms

NOTE: This is only required if you will not eFile State W-2s.

a In Payroll, select **Tasks > Federal eFiling and Reporting**.

b Select the appropriate form. If offered, test-drive the process for all employees.

c Complete the wizard screens and **W-2/1099 Preparer** grid to advance to the **W-2 Printing and Filing options**.

d Under the **Other Options** list, select **Print State W-2s and Reconciliation Forms only**.

e Select all states for which you will submit printed W-2s.

f Proceed through the wizard and total the number of pages that appears in the top left of the window for each state.

4 **How many print runs should I make for the W-2 forms?**

Generate once per company. To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

TIMING

1 **Do I need to download and install the year-end software update before running W-2s?**

Yes. See "Changes for Year-End 2012" on page 5. We recommend you review the year-end software notice to determine if any of the changes apply to you.

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

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

3 **Will the period-end date of my last payroll affect my W-2s?**

Payroll totals are always updated by the check date. Because W-2s should include only dollars paid during the year, any checks dated January 2013 or later are not included in your 2012 W-2s. For example, if the period end date is 12/31/2012 but the check date is 1/1/2013, this check amount is not included in the employee totals for 2012.

4 Do I have to generate W-2s before I close the year in Payroll?

No. You can generate W-2s after you have closed the year. Select the year and form in **PR: Tasks > Federal eFile and Reporting**. Open Help for detailed instructions.

5 Can I process payroll for the new year before generating W-2s?

Payroll can be processed for the new year *only* if:

◻ You have already closed the year.

◻ You have already installed the 2012 year-end software update.

◻ You have already downloaded and updated Payroll taxes for 2013.

◻ Once the year is closed, verify that all Payroll amounts are moved to "**Prior Year**" columns before processing new entries. See for more information.

6 I just downloaded the 2013 tax changes. When should I update them?

Select **Update Taxes** after you complete the last payroll for 2012 but before you process checks for the first 2013 payroll. Although Update Taxes updates most tax tables, you still may need to change local tax tables and unemployment rates and limits.

SET UP PAYROLL

1 How do I set up bonus pays or supplemental wages to be taxed at a specific rate?

Supplemental wages are pays included on an employee's check that should be taxed at a flat federal and state withholding tax rate. For example, you may want to tax a year-end bonus pay at a flat 25% federal withholding tax rate. To create supplemental wages for a check:

a In **Setup > Pays**, enter the pay ID and description. Select **Other** as the **Pay type**. Select the **Supplemental** check box.

b Go to **Setup > Taxes > Tax Rates** and enter a **Supplemental Rate** (percentage or formula) for the appropriate federal and state withholding taxes.

For a thorough description of the process, refer to the Payroll Help topic "About supplemental wages."

2 How do I set up a vehicle reimbursement?

a Select **Setup > Pays**.

b Enter a **Pay ID** and **Description** for this pay.

c Select Reimbursement as the **Pay type**. The items in the window change to reflect this selection.

d Enter the applicable information for this reimbursement pay.

e Click [**Save**]; then click [**Close**].

f Customize this pay for an employee by entering and modifying it in the **Employee Setup - Pays** window.

For more detail, refer to "Setting up reimbursement pays" in Payroll Help.

NOTE: Set up a reimbursement pay for expenses incurred by an employee that are not taxable wages (for example, mileage reimbursement and gasoline reimbursement). Tax items in the **Pay Setup** window are not available when **Reimbursement** is the pay type since reimbursement pays are not taxed

3 How do I delete terminated employees from the Payroll master file at the end of the year?

After you produce W-2s, use **Tools > Move > Employees** to move terminated employees to a different master file. See "Chapter 3: Payroll" on page 11 for more information.

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

You must perform a sequence of steps to void and reissue checks. However, there are several considerations before voiding and reissuing checks 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 check, 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 check may not include this tax. When you process the reissued check, 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 Checks**, 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 check to the prior year. This will affect W-2s and state quarterly reports. You cannot change the taxable or subject-to amounts in **Enter Checks**.

- 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 check change, you may need to print your quarterly and year-end tax reports again and file amended reports to the local, state, and federal governments. Consult your tax accountant or tax attorney for information on the tax laws and regulations that apply to your situation.

- The check stub for the reissued check displays the current year's YTD totals, not the prior year totals.

- If you need to void a check for the prior year and reissue it with corrections, the corrections may have an effect on the W-2 and quarterly report totals.

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

a Use **File Tools** to create a backup. See "Backing Up Files" on page 90 for more information.

b If you have closed the General Ledger period for the accounting date of the check, open the period (**General Ledger** > **Tasks** > **Open/Close Posting Period**).

c Print the **Check Activity with Detail** report (**Payroll** > **Reports** > **Pay Period Processing**) to determine if the limit was met for any of the taxes.

NOTE: If the **SOC**, **SOC_E**, **FUTA_E**, [*State ID*]**SUI_E**, or local taxes did not calculate on the original check, the employee may have met or exceeded the limit for that tax.

d Void the check (**Payroll** > **Tasks**).

e In **Enter Checks**, 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 check with a check date for the prior year, then post the check.

h From the **Tools** menu, select **Recalculate Subject-to**. Select **Prior year**.

i Print W-2s and fourth quarter reports using prior period fields.

5 **How do I set up a Third-Party Sick Pay in Payroll?**

> **NOTE:** Consult your tax advisor on the effects of third-party sick and disability wages on your government reports. You must manually adjust the 941 Schedule B to include these amounts. If you cannot enter checks for third-party sick pay and disability wages before you close the year and enter the new year's payroll, you will need to issue checks for a prior year.

Use **Option A** to set up third-party sick pay or disability wages when:

▫ A third-party insurance carrier is responsible for payment of disability wages, withholding and employee Medicare (MED), and Social Security (SOC) taxes, but is not responsible for issuing of W-2 forms at year-end.

▫ The employer is responsible for the employer portion of MED, SOC, FUTA for the first six months, and any unemployment (SUI) taxes.

▫ The W-2 must reflect the employee's disability wages and FICA withheld.

Use **Option B** to set up third-party sick pay or disability wages when:

▫ A third-party insurance carrier is responsible for payment of withholding and the employee MED and SOC taxes as well as issuance of a W-2 form to report this information.

▫ The third-party transfers the employer portion of the SOC and MED tax liability to the employer.

▫ This is only a liability to the employer and should not be included on the employees existing tax totals.

Option A

a Create a new pay ID, **INSUR PAY**.

    i. From the **Setup** menu, select **Pays**.

    ii. Type **INSUR PAY**, and then press the TAB key.

    iii. Type a description, and then press the TAB key.

    iv. In the **Pay type** list, select **Other**.

    v. Select the **In/Out** check box.

    vi. In the **Calculation method** list, select **Flat Amount**.

vii. Click [**Deduct**] and enter the credit account. Use the same general ledger account for both the **Pay** (expense) and the **In/Out deduction** (liability).

viii. Click [**OK**], click [**Save**], and then click [**Close**].

b Create a new deduction ID, **WASH**.

    i. From the **Setup** menu, select **Deducts**.

    ii. Type **WASH**, and then press the TAB key.

    iii. Type a description, and then press the TAB key.

    iv. Use the same general ledger liability account as the employee FICA taxes.

    v. In the **Deduction Type** list, select **Normal**.

    vi. In the **Calculation Method** list, select **Flat Amount**.

    vii. Click [**Save**], and then click [**Close**].

c Set up the employee as a third-party sick pay recipient.

    i. From the **Setup** menu, select **Employees**.

    ii. Enter the employee ID of an employee that must report third-party sick pay on their W-2 form, then press the TAB key twice.

    iii. Click the **Misc. Info** tab.

    iv. Select the **3rd party sick** check box.

    v. Click [**Save**], and repeat these steps for each employee that must report third-party sick pay on their W-2 form.

    vi. Click [**Close**].

d Enter a manual check for the third-party pay amount.

    i. From the **Tasks** menu, select **Enter Checks**.

    ii. Click [**List**], select the employee, and click [**OK**].

    iii. Type the period end date, and press the TAB key twice.

    iv. Use the **INSUR PAY** pay ID for the amount of disability wages paid by the insurance carrier.

    v. Click [**Process**], clear the **Check** check box, and then click [**OK**].

    vi. Click [**Tax**]. Select each tax amount not associated with the check and change it to **$0.00**.

    vii. Confirm that the calculations for MED and SOC match the amounts the insurance carrier paid. The employer portion should be the same.

    viii. Click [**Deduct**] and on a new entry line, enter the **WASH** deduction with a negative amount equal to the employee's tax amount. This results in a zero net check.

ix. Click [**Process**], clear the **Check** check box, and then click [**OK**]. This is necessary after you alter the check.

x. Click [**Manual**] and enter the check number and date in the **Check number** and **Check date** boxes.

xi. Click [**Accept check**], and repeat these steps for each employee who receives third-party sick pay.

xii. Click [**Finish**].

NOTE: The **Check date** determines which period the check posts to in Payroll.

When you post the check, the **Wash** deduction automatically creates an entry so the employee FICA portion does not go to General Ledger as a liability. The employer taxes due are the only amounts that affect General Ledger.

Option B

Create a journal entry in General Ledger to post the liability to General Ledger. However, if you want to have a record of the tax amounts paid on behalf of an employee in Payroll, complete the steps below:

a Create a new tax ID, **INSUR TAX**.

i. From the **Setup** menu, select **Taxes** > **Tax Rates**.

ii. Type **INSUR TAX**, and then press the TAB key.

iii. Type a description, and then press the TAB key.

iv. Click **Federal**, click **FICA/SDI**, and then click **No table**.

v. Select the **Employer Tax** check box.

vi. Enter the expense (debit) and liability (credit) accounts.

vii. Click [**Save**] and then click [**Close**].

b Enter a manual check for the third-party pay amount.

i. From the **Tasks** menu, select **Enter Checks**.

ii. Click [**List**], select the employee, and click [**OK**].

iii. Type the period end date, and press the TAB key twice.

iv. Click [**Tax**], then click [**Emplr Tax**].

v. Enter **INSUR TAX** with the employer amount of FICA, FUTA, or SUI due. Do not enter earnings on the check.

vi. Click [**Process**], clear the **Check** check box, and then click [**OK**].

vii. Click [**Manual**] and enter the check number and date in the **Check number** and **Check Date** boxes.

viii. The **Check date** determines which period the check posts to in Payroll.

ix. Click [**Accept check**], and repeat these steps for each employee who receives third-party sick pay.

x. Click [**Finish**].

When you post the check, the tax liability amount affects General Ledger.

SET UP W2s

1 **How do I mark the Retirement Plan and Third-Party Sick Pay boxes on the W-2?**

   a Select **Setup > Employees**.

   b On the **Misc Info** tab, select the **Retirement plan** and **3rd party sick** check boxes.

   NOTE: You can select these check boxes directly on the W-2 form prior to printing or eFiling.

2 **How do I add a 401(k) deduction to the W-2?**

   a Select **Tools > Modify Forms > W-2 Forms**.

   b Select the **W-2 Form**.

   c On the **Amounts** tab, place your cursor in one of the amount fields for box 12.

   d Click [**Deducts**].

   e Select the **401K Deduction** or your deduct ID from the **Deduction** list.

   f To associate the **YTD** amount in box 12 to a W-2 code, enter a letter in the box 12 code field.

   g Click [**Save**].

   h Click [**Close**].

3 **How do I suppress printing W-2s for employees with zero YTD taxable?**

   Select **Tools > Modify Forms > W-2 Forms > Controls** and type **0.01** in **Employee minimum**.

   When you print federal W-2s, the W-2 program looks for FWH YTD taxable, MED YTD taxable, and SOC YTD taxable greater than or equal to $0.01 (on the employee tax record) to determine whether to print a W-2 for an employee.

4 **How do I generate W-2s for employees in states with no state withholding?**

   Aatrix automatically generates state W-2s only for states that require a W-2.

5 **How do I add the Affordable Care Act information on the W-2?**

   a Open **Tools > Modify Forms > W2 Forms** and select the W-2 form you are using.

    b Click the **Amounts** tab.

    c In the next available line for Box 12, click in the first box and type **DD**.

    d Click in the next box for the Box 12 line you are using and click the [**Deduction**], [**Fringe**] or [**Formula**] box as appropriate and select the deduction, fringe or formula you use to track employer sponsored health coverage and click [**OK**].

    e Click [**Save**] and [**Close**].

MULTIPLES

1 If I have multiple localities per state, do I need to set up multiple W-2 formats?

Setting up multiple W-2 formats is not required. Aatrix will automatically print extra W-2s with the locality information as required. For more information on how to link local taxes to the W-2, refer to Help or the *Government Forms Guide*.

2   I have employees who work in multiple states. How do I generate W-2s?

Additional W-2s are automatically generated for employees who work in multiple states. To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

3   How do I report more than two local taxes on W-2s?

Additional W-2s are automatically generated for employees who work in multiple locals. To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

4   I need to combine more than one pay, fringe, or deduction in a single box on the W-2. What formula can I use in the W-2 amount field?

The record needed to pull the associated field is denoted in angle brackets (<#>). For example, the field **YTD Pay <Employee Pay >** will be found on the employee pay record. See the example below or open Knowledgebase article KB594498 for detailed information..

NOTE: You can group local taxes in **PR: Tasks > Federal eFile and Reporting > [Link Aatrix tax types]**. Open **Help** for detailed instructions.

Lookup YTD earnings:

- LOOKUP(YTD Pay<Employee Pay>, Employee<Employee>, 3, "BONUS") + LOOKUP(YTD Pay, Employee, 3, "BONUS2")

- "BONUS" and "BONUS2" represent actual pay IDs. The 3 represents the Pay Type (1 = Regular, 2 = Overtime, 3 = Other, 4 = Reimbursement, 5 = Accrual).

5 I have two federal tax IDs but only one master file. How can I print two sets of W-2s?

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

6 If I have multiple Payroll master files, should I move all my employees into one Payroll master file to generate W-2s?

See the steps in the Government Forms Guide. To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

2013 TAX UPDATE

✳ **IMPORTANT:** You must install the 2012 year-end software update in order for the Medicare Additional Tax to calculate correctly.

1 I just downloaded the 2013 tax changes. When should I update them?

Select **Update Taxes** after you complete the last payroll for 2012 but before you process checks for the first 2013 payroll. Although **Update Taxes** updates most tax tables, you still may need to change local tax tables and unemployment rates and limits.

2 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**.

3 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.

Prepare for Payroll Year-End: December Tasks

Perform the standard steps for a normal month-end closing. You should also add the following steps:

1 Order W-2 forms if necessary. Which tax forms should I order?

2 Install the 2012 Year-End Update. (Available in mid-December.)

3 Run and post the final payroll of the year.

📋 **NOTE:** As an optional step, if you have entered time in Payroll and your pay period extends beyond the calendar year-end date of 12/31/2012, you may want to use the **Generate Accrual Entries** command on the **Tasks** menu in Payroll. This command creates Billing, Equipment Cost, General Ledger, and Job Cost accrual entries for the earnings expense portion of time entered. This will give you a clearer picture of year-end costs. Accrued entries may be a part of your reconciliation process at year-end, but they do not affect your W-2 employee totals. In accordance with IRS guidelines, Payroll files are updated by check date rather than period-end date. For more information, refer to "Generating Accrual Entries" in Payroll Help.

4 Reconcile reports and make corrections.

5 Download the 2013 Payroll tax update. (Available in late December.)

Set Up or Modify the W-2 Form Design

To meet government reporting requirements, you can control the information that prints on the W-2 form. You can modify the standard W-2 form already designed for you, or you can create an entirely new one.

To Set Up a W-2 Form:

1 Select **Tools > Modify Forms > W-2 Forms**.

2 Enter an ID and description for the W-2 form.

3 Enter a minimum amount of taxable withholding in the Employee minimum field (up to 4.2 digits). For example, if you enter **0.01**, then the system does not print a W-2 form for any employee with zero taxable withholdings.

4 Select the appropriate boxes for address print information (optional).

5 Select the **Amounts** tab to specify the information you wish to appear in boxes 7 through 14.

Most of the required information for the W-2 form is provided for you in boxes 1 through 6. If, however, you need to report additional information, use boxes 7 through 14 to add any other pays, deductions, or fringes by clicking [**Pays**], [**Deducts**], or [**Fringes**]. For more information, see Payroll Help.

If you need to add or change tax information, select the appropriate tax item and click [**Formulas**] to select a formula.

Payroll Year-End Closing Procedures

📋 **NOTE:** We recommend you back up your entire database, creating an annual archive before closing your year. This archive can be used for restoring data or reporting purposes. See "Appendix B" on page 87 for information on backing up.

1 Decide whether 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 From the **Setup** menu, select **Pays**.

    b Click [**Next**] and verify the **Retain YTD totals at close year** setting.

    c Select or clear the **Retain YTD totals at close year** check box, as appropriate.

    d Press the TAB key 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 Click [**Close**] when finished.

    i From the **Setup** menu, select **Deductions**, and repeat steps b–d to review each deduction.

    j From the **Setup** menu, select **Fringes**, and repeat steps b–d to review each fringe.

2 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** field in **Payroll Settings** to January and changes the year-end date to 2013.

3 Use **Tools > Download Taxes** to download and update the year 2013 Payroll Tax file before you process your first payroll for 2013. Remember to select **Tools > Update Taxes** in Payroll prior to processing your first payroll for 2013 if you did not update the taxes immediately after you downloaded them.

The First Payroll of the New Year

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

- Performed the Close Year task to reset all employee year-to-date accumulators to zero.
- Installed the 2012 year-end software update.
- Downloaded and updated Payroll taxes for 2013.

Update taxes for the new year only when you have:

- Completely finished check processing for the prior year.
- Performed the **Close Year** task to reset all employee year-to-date accumulators to zero.

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** command again with the check box **Reprocess checks** selected.

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

Prepare for Payroll Year-End: January Tasks

1 Print all management reports, including Subject-to, Deposit Summary, and so on. Verify that year-to-date totals are correct.

You can print quarterly reports and forms for the fourth quarter either before or after you close the year.

2 Reconcile Payroll to itself and to General Ledger.

Perform a Test Run in Aatrix

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

Generate W-2s

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

File Maintenance Procedures

Move Checks and Move Employees

Use Move Checks and Move Employees to archive the past year's checks and terminated employees or to reduce the amount of the data in your current files. This maintenance routine makes the regular Payroll files smaller and faster to process.

See Payroll Archive Procedures in Appendix A for detailed instructions.

CAUTION: If you need to print W-2s for terminated employees, do not move them until you have printed the W-2s. If you do not use conditions or ranges or if you use a single condition, all employees will be moved.

Compacting Files

After you successfully move checks and employees, see "Appendix A " on page 58 to compact the Payroll master file and Payroll current transaction file.

Chapter 4: Accounts Payable

If you will file T5018s, see the *Government Forms Guide*.

The Accounts Payable application has a **Close Year** command and a **Close 1099 Year** command. If you are working on a calendar year, perform both commands at the end of the year. If you are working on a fiscal year, only the **Close 1099 Year** command needs to be performed with the final year-end steps. Perform the **Close Year** command at the end of your fiscal year.

In This Section

- AP Year-End Checklist
- AP Year-End Workflow
- AP Year-End FAQ
- Prepare for Year-End
- Year-End Closing Procedures
- Prepare to Generate 1099s
- Generate 1099s
- File Maintenance Procedures

Year-End Checklist

NOTE: This checklist provides a recommended sequence of steps only. Your actual sequence may vary, depending upon your organization's processes.

1. December Tasks, see page 29

_____Order 1099 forms. Read recommendation on page 6.

_____Install the 2012 year-end software update.

_____Download the 2013 payroll tax update. page 8

2. January - Prepare for Year-End, see page 36

_____Verify the Accounts Payable 1099 year-ending date and fiscal year-ending date in **AP Settings**.

_____Enter and post all invoices, print or enter manual checks, and print reports for 2012.

_____Reconcile Accounts Payable to itself and to General Ledger.

_____Make a backup copy of your entire database, if you have not already done so.

_____Decide when to print 1099s, before or after year-end.

3. Prepare to Generate 1099 Forms or T5018s, see page 38

_____Generate the 1099 Preparation report and verify the vendor information is correct.

_____Verify the 1099 amount paid to vendors.

_____Enter and post any adjustments and corrections for 2012.

4. Generate 1099s, see page 39

_____Print a test run of 1099s until the data aligns with the forms correctly.

_____Print a test run of all 1099s on plain paper and review.

_____Print or eFile the final run of 1099s.

5. Create an Annual Archive, see See "Appendix A "

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.

6. Perform File Maintenance Procedures, see page 39

_____Optional - Move checks.

_____Optional - Remove vendors.

_____Compact files.

6. Perform Final Accounts Payable Year-End Closing Steps, see page 37

_____Close 1099 year.

_____Close Accounts Payable year (at the end of your fiscal year only).

Accounts Payable Year-End Workflow
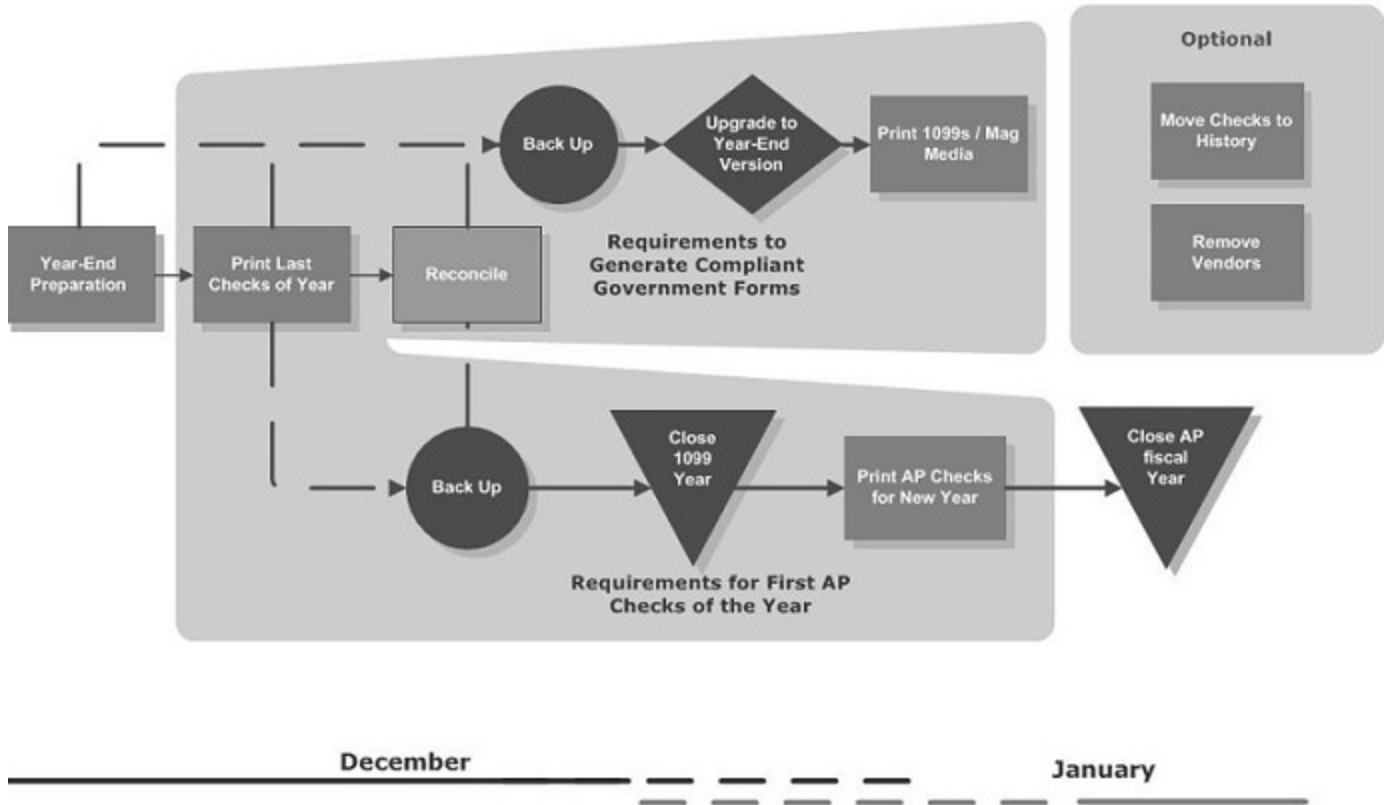
Common Accounts Payable Questions and Answers

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

1 How do I calculate the number of 1099s to order?

  a From the **Tasks** menu, select **Government eFiling and Reporting > Form 1099 (USA).**

  b Complete the wizard screens to advance to the **W2/1099 Preparer** grid.

  c From the **View** menu, select **1099 Report**.

  d The number of forms appears below **Total number of forms**.

2 How can I easily print a list of the vendors who need to receive a 1099?

You can print the 1099 report to find your 1099 vendor totals. Follow the steps in **Option A** below if you want to print one 1099 for each vendor. Follow the steps in **Option B** if you want to print 1099s for different General Ledger prefixes.

NOTE: If you want to print 1099s for different General Ledger prefixes, verify the **Retain 1099 totals per GL prefix** check box in Accounts Payable settings (**File** > **Company Settings** > **AP Settings**) is selected. This check box is not retroactive. If the check box was not selected when you originally set up Accounts Payable, then select the check box and manually correct your 1099 totals for each prefix.

Option A

Print the **1099 Report** for each vendor as follows:

  a From the **Tasks** menu, select **Government eFiling and Reporting > Form 1099 (USA).**

  b If you receive the prompt to create a new or saved 1099 report, choose New 1099 report and click [**Next**].

  c On the **Form 1099 (USA)** select **To Vendor** under **1099 Amounts to Report**.

  d Select the **Reporting Year** and the **Minimum Reporting Amount** and **Federal ID Number**. Click [**Next**].

  e Complete the wizard screens to advance to the **W2/1099 Preparer** grid.

  f From the **View** menu, select **1099 Report**.

  g The vendors and amounts are printed after the first page.

NOTE: You can verify your current 1099 year in Accounts Payable settings (**File** > **Company Settings** > **AP Settings**). How you enter this condition depends on whether you have closed your 1099 year when you print your 1099s. For example, if you want to print 1099s for the 2012 calendar year and your Accounts Payable 1099 year is still in 2012, then you would select **1099 Amt Paid This Yr**. If you have already closed your 1099 year in Accounts Payable and you want to print 1099s for the previous year, then select **1099 Amt Paid Last Yr**.

<u>**Option B**</u>

Print the **1099 Report** by General Ledger prefix as follows:

a From the **Tasks** menu, select **Government eFiling and Reporting > Form 1099 (USA).**

b If you receive the prompt to create a new or saved 1099 report, choose **New 1099 report** and click [**Next**].

c On the **Form 1099 (USA**) select **By Fiscal Entity** under **1099 Amounts to Report** and choose the **GL Prefix** from the dropdown.

d Select the **Reporting Year** and the **Minimum Reporting Amount** and **Federal ID Number**. Click [**Next**].

e Complete the wizard screens to advance to the **W2/1099 Preparer** grid.

f From the **View** menu, select **1099 Report**.

g The vendors and amounts are printed after the first page.

NOTE: You can verify your current 1099 year in Accounts Payable settings (**File** > **Company Settings** > **AP Settings**). How you enter this condition depends on whether you have closed your 1099 year when you print your 1099s. For example, if you want to print 1099s for the 2012 calendar year and your Accounts Payable 1099 year is still in 2012, then you would select **YTD Amt Paid**. If you have already closed your 1099 year in Accounts Payable and you want to print 1099s for the previous year, then select **Last Yr Amt Paid**.

3 Why doesn't my vendor show on the 1099 preparation report or when I generate 1099s?

The **Vendor receives a Form 1099** check box is not selected on the vendor setup. To select the check box:

a Select **Setup > Vendors**.

b Click the **1099 Settings** tab in the **Vendor Setup** window.

c Select the **Vendor receives a Form 1099** check box.

The 1099 amount paid totals are accumulated for each vendor regardless of whether the **Vendor receives a Form 1099** check box is selected. If you print 1099s by vendor and you select the check box before the run, the vendor will be included.

If you print 1099s by prefix, and you select the **Vendor receives a Form 1099** check box before you print, the vendor is included as long as the **Retain 1099 totals per GL prefix** check box in **File > Company Settings > AP Settings** was selected when the checks for the vendor were printed.

4 I have a vendor who did not have the 1099 check box marked. Can I mark it now to include it on my 1099 run?

Yes. The 1099 amount paid totals are accumulated for each vendor regardless of whether the **Vendor receives a Form 1099** check box is selected. Select the check box to include the vendor's 1099 in the print run. If you print 1099s by vendor, and you select the check box before the run, the vendor will be included. If you print 1099s by prefix and you select the check box before the run, the vendor will be

included as long as the **Retain 1099 totals per GL prefix** check box in **File > Company Settings > AP Settings** was selected when the checks for the vendor were printed.

5 How do I set up a vendor to receive two different types of 1099 forms?

Only one form type per vendor record is allowed. For a vendor to receive more than one type of 1099, a different vendor ID must be set up for each type. For more information, refer to step 3 of "Prepare To Generate 1099 Forms" on page 38 of this guide.

6 How do I verify that my 1099 amount paid for the vendor is correct?

You must download and print a custom 1099 reconciliation report. These custom reports are available only from the Technical Support Knowledgebase article "How do I verify my 1099 amount paid for a vendor?" Follow the instructions below to verify and correct your Accounts Payable 1099 totals.

These reports were designed for the Accrual Basis of accounting. If you are using the Cash Basis of accounting, print either the Paid Invoices Register (**Reports > Cash Management > Paid Invoices Register**) or the Paid Invoices by Property report (**Reports > Cash Management > Paid Invoices by Property**).

Before selecting a report, consider the following important points to determine which 1099 reconciliation report you need to download:

- Determine whether or not your 1099 year is correct and up to date.

- Determine whether or not you want to print 1099s for this year or last year depending on your current Accounts Payable **1099 year ending date**.

- Determine whether or not you want to print one 1099 for each vendor, or for each vendor and different General Ledger fiscal entities. If you are unsure as to whether you need to print 1099s by fiscal entity or not, contact your certified Sage 300 Construction and Real Estate consultant and your accountant.

- If you want to print 1099s for different fiscal entities, determine which General Ledger prefix corresponds to your fiscal entity level. You can have up to three different General Ledger prefixes, and your fiscal entity level can be set to any one of those. Your fiscal entity level can also be set at the company level.

- Determine what report design you need in accordance with the table below:

NOTE: If you want to print 1099s for different fiscal entities, use the report that corresponds to the fiscal entity level you want to print 1099s for, not the total number of prefixes you have. For example, you may have three different General Ledger prefixes, but if the fiscal entity that you want to print 1099s for has the fiscal entity level set at the B prefix level, download and use the **XX AP 1099 Amt Pd by Prefix AB Recon** report.

1099 Method and Time Period	Report to Save and Print
1099s by vendor (for this year)	1099 Amt Paid Reconciliation
1099s by Prefix A (for this year)	1099 Amt Pd by Prefix A Recon (AP)
1099s by Prefix AB (for this year)	1099 Amt Pd by Prefix AB Recon (AP)
1099s by Prefix ABC (for this year)	1099 Amt Pd by Prefix ABC Recon (AP)
1099s by Prefix A (for last year)	1099 Lst Yr Amt Pd by Prefix A Recon (AP)
1099s by Prefix AB (for last year)	1099 Lst Yr Amt Pd by Prefix AB Recon (AP)
1099s by Prefix ABC (for last year)	1099 Lst Yr Amt Pd by Prefix ABC Recon (AP)

a Download and save the appropriate report design from the Knowledgebase article "How do I verify my 1099 amount paid for a vendor?" You will find links to the report designs at the bottom of the article.

b Print the report design and use it to verify and correct your 1099 totals. Refer to **Option A** for detailed information on printing the **XX AP 1099 Amt Paid Reconciliation** report. Refer to Option B for detailed information on printing any of the other reports.

Option A

Print the **XX AP 1099 Amt Paid Reconciliation** report to determine the correct 1099 vendor totals for the current 1099 year as follows:

You can follow the steps below and print the **XX AP 1099 Amt Paid Reconciliation** to determine 1099 totals for the previous 1099 year instead of the current 1099 year. Enter the appropriate dates in step c and d. The **Master 1099 Amount** column totals come from the current 1099 year's totals on the vendor record and will not match the amounts on **Invoice 1099 Amount** column. However, you can still use the **Invoice 1099 Amount** column totals to determine the correct 1099 amounts for the year you specify in steps c and d.

a Select your report to print it, either from Report Designer or the Accounts Payable **Reports** menu as appropriate.

b Select **AP Master** and click [**OK**].

NOTE: Do not select both **AP Master** and **AP Invoice (history)** at the same time when you print the report. If you have moved any checks to history in Accounts Payable for the year you print the report for, you must print the report twice. Follow all the steps in Option A to print the report and select **AP Master** in step b. Then follow all the steps again, but select **AP Invoice (history)** in step b. Add the amounts in the **Invoice 1099 amount** column together for each vendor to determine the correct 1099 total for each vendor.

c In the **Start date** box, type the beginning of the calendar year for which you want to verify the 1099 totals. For example, if you want to verify 1099 totals for 2012, type **01012012**.

d In the **End date** box, type the ending of the calendar year for which you want to verify the 1099 totals. For example, if you want to verify 1099 totals for 2012, type **12312012**.

e Do not click [**Ranges**] or [**Conditions**].

f Click [**Print Preview**] to view the report, or click [**Start**] to print the report to a file or printer.

When you view the report, the **Master 1099 amount** column indicates your current 1099 year totals in Accounts Payable (**Setup** > **Vendors** > **1099 Settings**). The **Invoice 1099 amount** column indicates the correct 1099 total for each vendor based on your actual transactions for the **Start date** and **End date** you specified.

If there is a difference, use the **Invoice 1099 amount** column to correct your 1099 totals.

Option B

Print any of the 1099 reconciliation reports by prefix as follows:

a Select the appropriate report to print it, either from Report Designer or the Accounts Payable **Reports** menu as appropriate.

b Select **AP Master** and click [**OK**].

NOTE: Do not select both **AP Master** and **AP Invoice (history)** at the same time when you print the report. If you have moved any checks to history in Accounts Payable for the year you print the report for, you must print the report twice. Follow all the steps in Option B to print the report and select **AP Master** in step b. Then follow all the steps again, but select **AP Invoice (history)** in step b. Add the amounts in the **Calculated 1099 Amount Paid (Y)** column from both reports together for each vendor to determine the correct 1099 total for each vendor.

c In the **Start Date** box, type the beginning of the calendar year for which you want to verify the 1099 totals. For example, if you want to verify 1099 totals for 2012, type **01012012**.

d In the **End Date** box, type the ending of the calendar year for which you want to verify the 1099 totals. For example, if you want to verify 1099 totals for 2012, type **12312012**.

e For the 1099_Amt_pd_by_prefix_AB_Recon_(AP).rpt and 1099_Amt_pd_by_prefix_AB_Recon_ (AP).rpt reports, type the description of the requested prefix in the prompt field. You can find the description in **File** > **Date Folder Settings** > **Custom Descriptions** > [**Set Up Sections**] on the **GL Account** field.

f Do not click [**Ranges**] or [**Conditions**].

g Click [**Print Preview**] to view the report, or click [**Start**] to print the report to a file or printer.

When you view the report, the **Prefix Total YTD 1099 Amount (X)** column, or the **Prefix Total Last Year 1099 Amount (X)** column, indicate your 1099 prefix total in Accounts Payable for the current or previous 1099 year as appropriate (**Tools** > **Maintain Prefix Totals**). The **Calculated 1099 Amount Paid (Y)** column indicates the correct 1099 total for each prefix and vendor based on your actual transactions for the **Start Date** and **End Date** you specified.

If there is a difference, use the **Calculated 1099 Amount Paid (Y)** column to correct your 1099 prefix totals.

NOTE: Do not add any ranges or conditions when you print any of the custom 1099 reconciliation

7 How does the 1099 amount calculate for an invoice with payments in two different years?

The 1099 amount accumulates by the nonexempt amount paid to a vendor during a single year. It does not accumulate by the amount invoiced. For example, if you enter a vendor invoice for $1,000 in the current year, print a check for $900 in the current year, and print a second check for $100 in the next year, the results on the vendor record are:

- The vendor 1099 amount paid for This year on the 1099 Settings tab shows $900.

- The vendor **1099 amount paid** for **Next year** on the **1099 Settings** tab shows $100.

- The **Amount purchased** for **This year** on the **Totals** tab shows $1,000.

The 1099 amount accumulated may or may not include miscellaneous deduction amounts depending on whether you selected **Include Misc Deduction in 1099 totals** in **AP Settings > Invoice Settings > Misc Deduction Settings**. You may have renamed this field in **Custom Descriptions**. Taxes are not included in the 1099 amount.

8 What do I do if the government cannot verify a vendor with the name and federal ID used on the 1099 report?

The government may have a different name for the vendor. You may be using the vendor's DBA name as the vendor ID. To correct the vendor name:

a Confirm with the vendor the correct name to use for government reporting.

b In Accounts Payable, select **Setup > Vendors**.

c On the 1099 Settings tab, enter the correct name in the **Recipient's tax ID name**.

9 Can I post January 2013 invoices and print 1099s for 2012 later?

Because 1099s are based on payments (for example, checks), not invoices, entering 2013 invoices does not affect 1099 amounts from 2012.

10 When can I print Accounts Payable checks for 2013?

You do not need to stop processing invoices or printing checks at the end of the year to close the 1099 year. Because Accounts Payable accumulates totals for next year (**Setup > Vendors > Totals** tab), you can print AP checks anytime, even if you have not closed the year or 1099 year.

11 My 1099 totals are incorrect.

The 1099 year was not closed at the correct time. When the 1099 year is closed at the wrong time, current year checks and next year checks combine in the **Next Year** total. When the 1099 year is closed, the combined amount in the **Next Year** total is rolled into the **This Year** total.

You must verify and correct your 1099 totals. See "How do I verify that my 1099 amount paid for the vendor is correct?" on page 31 for instructions on verifying your 1099 totals. To correct your totals, see "How do I edit 1099 amounts for Accounts Payable vendors?" on page 35.

12 How do I edit 1099 amounts for Accounts Payable vendors?

Create a backup of your entire data folder before you change any 1099 totals. Choose Option A to edit 1099 totals for a vendor if you do not maintain 1099 totals by General Ledger prefix. Choose Option B to edit 1099 totals if you do maintain 1099 totals per General Ledger prefix. If you need to add 1099 totals for a new vendor, first set up the vendor in Accounts Payable (**Setup > Vendors**), and then edit the new vendor's 1099 totals as follows:

Option A

Edit 1099 totals for a vendor in the **W-2/1099 Preparer** window.

NOTE: Editing totals for vendors in the **W-2/1099 Preparer** window does not make any changes to your vendor totals.

a When you are ready to print or eFile your Form 1099s, from the **Tasks** menu, select **Government eFiling and Reporting > Form 1099 (USA).**

b If you receive the prompt to create a new or saved 1099 report, choose **New 1099 report** and click [**Next**].

c Update the totals in the **W/2/1099 Preparer** window.

d Continue through the wizard to generate your Form 1099s.

Option B

Edit 1099 totals for a vendor when you maintain 1099 totals by General Ledger prefix as follows:

a Turn on Audit setup activity.

b From the **Setup** menu, select **Vendors**.

c Select your vendor, and then click the **1099 Settings** tab.

d Verify the **Vendor receives a Form 1099** check box is selected.

e Repeat steps 3-4 for each vendor with an incorrect 1099 total.

f Click [**Save**], and then click [**Close**].

g From the **Tools** menu, select **Maintain Prefix Totals**.

h Select a GL prefix and vendor.

i Press ENTER on your keyboard, click [**OK**] to the **Must set Prefix level** message, click [**Next**], and then press ENTER on your keyboard.

j Click [**OK**] to the message that appears.

k In the 1099 amount paid column, enter the correct amounts in the **Year-to-date**, **Last year**, and **Next year** boxes.

l Click [**Save**].

m Repeat steps 8-12 to edit the incorrect vendor totals for each prefix.

n Click [**Close**].

o Turn off **Audit setup activity**.

Option C

Edit 1099 totals for a vendor when you maintain 1099 totals by General Ledger prefix as follows:

a Turn on **Audit setup activity**.

b From the **Setup** menu, select **Vendors**.

c Select your vendor, and then click the **1099 Settings** tab.

d Verify the **Vendor** receives a **Form 1099** check box is selected.

e Repeat steps 3-4 for each vendor with an incorrect 1099 total.

f Click [**Save**], and then click [**Close**].

g From the **Tools** menu, select **Maintain Prefix Totals**.

h Select a GL prefix and vendor.

i Press ENTER on your keyboard, click [**OK**] to the **Must set Prefix level** message, click [**Next**], and then press ENTER on your keyboard.

j Click [**OK**] to the message that appears.

k In the **1099 amount paid** column, enter the correct amounts in the **Year-to-date**, **Last year**, and **Next year** boxes.

l Click [**Save**].

Prepare for Accounts Payable Year-End

Perform the standard steps for a normal month-end. Even though Accounts Payable does not have a close month command, you need to complete reconciliation steps based on your cutoff date of 12/31/2012. These steps should include the following:

1 Be sure to enter all invoices and approve pending invoices for 2012.

2 Select the **Post Invoices** command and verify that all invoices posted.

3 Enter all manual checks and print computer-generated checks for 2012.

4 Print month-end reports (for example, Open Invoice, Invoice Aging, Check Register) and any other reports that you print as part of your normal month-end procedures. Also print year-end reports as needed.

5 Reconcile Accounts Payable to itself 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 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.

6   Make a backup copy of your Accounts Payable files. For instructions, see .

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.

8   Decide whether to print 1099 forms before or after you select Close 1099 Year. Your 1099s can be printed for the current year-end date or the prior year. If you decide to close your 1099 year first, see .

Accounts Payable Year-End Closing Procedures

CAUTION: The **Close 1099 Year** command does not print a journal. Once you click [**Start**], the process begins. Verify that the **1099 year ending date** in **AP Settings** is 12/31/2012 before you begin. If the 1099 year ending date is 12/31/2013, this process has already been performed. If you accidentally run close year twice, you will need to restore the information from a backup copy made before you closed the second time.

1   Select **Tasks > Close 1099 Year**. The 1099 year is always the calendar year regardless of your company's fiscal year. The **Close 1099 Year** command:

□ Moves the amount in the **This Year 1099 Amount Paid** field to the **Last Year 1099 Amount Paid** field in each vendor record.

□ Moves the **Next Year 1099 Amount Paid** field to the This Year 1099 Amount Paid field in each vendor record.

□ Updates the **1099 Year End Date** field in the **AP Settings** window with the new year.

□ If you store 1099 totals by prefix, the amount in the **1099 Amount Paid: Year-to-date** field moves to the **1099 Amount Paid: Last Year** field, and the **1099 Amount Paid: Next Year** field moves to the **1099 Amount Paid: Year-to-date** field in each prefix total record. You can view these totals using **Tools > Maintain Prefix Totals**.

NOTE: You can perform the Close 1099 Year command at any point during the year-end process.

2   At the end of your fiscal year, close the Accounts Payable year by entering all the invoices for the year and printing year-end reports. Close the Accounts Payable year using **Tasks > Close Year**. The **Close Year** command:

□ Moves the amounts in the **This Year** fields to the **Last Year** fields that appear in the **Vendor Setup - Totals** window for each vendor record.

□ Moves the **Next Year** fields to the **This Year** fields in the same window for each vendor record.

□ Updates the **Year Ending Date** field in the **AP Settings** window with the new year.

NOTE: Do not close the Accounts Payable year at the end of the calendar year unless it is also the end of you r fiscal year.

Prepare To Generate 1099 Forms

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

Print the 1099 Preparation report and review the vendor information:

1 Select **Reports > Miscellaneous > 1099 Preparation** to print a report that lists the vendors by form type.

2 Use the 1099 Preparation report to verify the vendors who will receive a 1099. The report includes each vendor's federal tax ID, and each vendor's address. Two amount columns are printed on this report. The amounts are those recorded in the **Last Year** and **This Year** fields on the **1099 Settings** tab of the **Vendor Setup** window.

3 If you have a vendor who needs to receive two different types of 1099 forms, you must set up a different vendor ID for each type. Set up two different vendor IDs, one for each form. Check the appropriate form type for each vendor, then split out the 1099 dollars between the vendor IDs. Do this by selecting the **Audit Setup Activity** check box under **Tools > Options**. If you have not closed your 1099 year, manually adjust the dollar amounts in the **This Year 1099 Amount Paid** fields between the two vendor IDs. If you have closed your 1099 year, manually adjust the dollar amounts in the **Last Year 1099 Amount Paid** fields between the two vendor IDs.

4 If a vendor is not listed on the 1099 Preparation report and should receive a 1099, open the **Vendor Setup** window and click the **1099 Settings** tab. Select the **Vendor receives a Form 1099** check box. The 1099 totals are stored automatically for each vendor, which allows you to print a 1099 for a vendor at any time.

5 If you have tried unsuccessfully for two of the last three years to contact a vendor to obtain its federal tax ID number, mark the **Second TIN Notice** check box on the **1099 Settings** tab of the **Vendor Setup** window. When this check box is selected, the **2nd TIN Not.** box on the 1099 form or in the magnetic media is selected.

6 If you want to report gross dollars paid to a particular vendor in box 14 of the 1099-MISC form, select the Gross proceeds paid to an attorney check box on the **1099 Settings** tab of the **Vendor Setup** window. If the box is not selected, the gross dollars paid appears in box 7 of the 1099-MISC Form.

7 If a "doing business as" (dba) designation is needed, enter the dba in the **Recipient's tax ID name** field. This field prints above the vendor name on the 1099.

The information in the **This Year 1099 amount paid**, **Last Year 1099 amount paid**, and **Next Year 1099 amount paid** fields in the **Vendor Setup** window is based on check dates, not invoice or accounting dates. You can print checks for the year 2011 without affecting 1099 amounts for 2012 because 1099s are accumulated by check date, regardless of fiscal year or invoice date.

NOTE: If your fiscal year is different from your calendar year, the 1099 year-ending date should be 2012.

8 If you have a vendor that uses both address lines 1 and 2 on the Vendor Setup window and the total characters entered in both address lines is 33 or less, the two address lines combine and print as follows on the 1099 form:

1552 S.W. 199th Ave. Suite 103

Line 1 (1552 S.W. 199th Ave.) and line 2 (Suite 103) contain a total of 30 characters. If the total characters on both address lines is 34 or higher, Sage 300 Construction and Real Estate prints two separate address lines.

To print two address lines on the 1099, insert a period (.) at or after the 25th space.

9 Reconcile and verify the 1099 amount paid for your vendors by downloading the appropriate report from Knowledgebase article "How do I verify the 1099 paid for a vendor?" This article helps you determine which report you should use based on how you print 1099s - by vendor or by fiscal entity and the fiscal entity level. For detailed instructions, see "How do I verify that my 1099 amount paid for the vendor is correct?" on page 31.

Generate 1099s with Aatrix

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

File Maintenance Procedures

Move Checks and Remove Vendors

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

Remove Vendors allows you to remove vendors that do not have current 1099 totals, current year totals or based on the criteria that you enter. Vendors are permanently removed. They are not archived.

See Accounts Payable Archive Procedures in Appendix A for detailed instructions.

Compact Files

After you successfully remove vendors and move checks, see "Appendix A " on page 58 to compact the Accounts Payable master file and Accounts Payable current transaction file.

Chapter 5: Property Management

For Year-End 2012, use **Tasks > eFile Form 1099** to generate all tax forms except 1098-Mortgage Interest forms.

1098-Mortgage Interest forms are created using magnetic media. See for detailed instructions.

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

In This Section

- PM Year-End Checklist
- PM FAQs
- Advance to a New Year
- Generate 1099-INT Forms
- Generate 1098-Mortgage Interest Forms
- File Maintenance Procedures

Year-End Checklist

NOTE: This checklist provides a recommended sequence of steps only. Your actual sequence may vary, depending upon your organization's processes.

January

_____Advance to a new year, see .

_____Prepare to generate 1099 forms, see .

_____Generate1099–Interest forms, see .

_____Print 1098-Mortgage Interest forms and generate magnetic media, see . Submit magnetic media, see .

_____Clear paid items and compact files, see .

Common Property Management Questions and Answers

Can I post January 2013 payments and print 1098s and 1099s for 2012 later?

You can print 1098s and 1099s based on this year's or last year's totals.

For more information on printing 1099–INT forms from Property Management, see

For more information on printing 1098–Mortgage Interest forms from Property Management, see:

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Advance to a New 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 the period-end date is advanced from December to January when you select Close Current Period. 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. 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 table below details the data changes that occur during each year-end process. These tasks are performed in addition to the tasks you perform every period.

Calendar Year-End	Fiscal Year-End
Changes the **Annual Interest totals** on the lease deposit fields: 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** is set to zero.	Changes the totals in the **Miscellaneous Income** fields: (**Tax** fields appear only if you are tracking taxes.) 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.

Calendar Year-End	Fiscal Year-End
Deletes old **Property Calendar Year Occupancy** records, if appropriate, based on the number of years that you retain occupancy.	Deletes old **Property Fiscal Year Occupancy** records, if appropriate, based on the number of years that you retain occupancy.
Deletes old **Property Calendar Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.	Deletes old **Property Fiscal Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.
Deletes old **Unit Calendar Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.	Deletes old **Unit Fiscal Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.
Deletes old **Lease Calendar Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.	Deletes old **Lease Fiscal Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.
Deletes old **Lease Calendar Year Sales Volume** records, if appropriate, based on the number of years that you retain sales volume history.	Deletes old **Lease Recovery Expense Amount** records.
	Advances fiscal year-end date on the property.

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.

1099–INT Forms

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

The federal government may require your company to submit 1099 forms to report interest paid on deposits.

Before you begin

1 Select **Tasks > Deposit Interest > Accrue Interest** to accumulate year-to-date interest.

2 Select **Tasks > Deposit Interest > Pay Interest** to create invoices for payment.

3 Print the 1099–INT forms on plain paper before you print them on preprinted forms. This lets you review the information for errors without wasting forms.

4 Make backup copies of your Property Management files and store them as a permanent record off site. For instructions, see "Appendix B" on page 87. IRS regulations require you to be able to reproduce your 1099 submittal.

5 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.

NOTE: You can print 1099s either before or after you close December because 1099s can be printed from either **Interest Paid Last Year** or **Interest Paid YTD**.

Generate 1099–INT Forms

To generate, print, and eFile 1099 forms for your tenants and the IRS, select **Tasks > eFile Form 1099**.

To learn more about generating, printing, and eFiling your government forms with Aatrix, refer to the 2012 *Government Forms Guide* and to the lesson Government Forms and eFiling with Aatrix.

NOTE: If a lease has multiple interest-bearing deposits, the deposit interest will be combined on a single form. If a tenant has multiple leases with interest-bearing deposits, the tenant will receive one 1099–INT form for each lease. If there are revisions to a lease, a separate form will print for each revision of that lease.

1098–Mortgage Interest Forms

With the exception of 1098-Mortgage Interest forms, all government forms for Property Management are generated in **Tasks > eFile Form 1099**. Continue reading for instructions on how to file 1098-Mortgage Interest forms.

The federal government may require your company to submit Form 1098–Mortgage Interest Statements to report mortgage interest received from tenants. The federal government requires you to file 1098 forms on magnetic media if you issue 250 or more forms. In order for the forms to calculate correctly, make sure you enter the appropriate information in the following Property Management fields:

- **Current interest paid** (**Setup > Properties > General > Status tab**).
- **Tax amount** (**Setup > Properties > Tax tab**).
- **Unit shares** (**Setup > Units > General > Class/Address/Rent tab**).
- **Do not print 1098 form** check box is cleared (**Tasks > Manage Leases > Change Lease > General > Miscellaneous tab**).

Before you actually begin the printing process, you should perform the following steps:

1 Print the 1098 forms on plain paper before you print them on preprinted forms. This lets you review the information for errors without wasting forms.

2 Back up your Property Management files and store them as a permanent record off site. For copying instructions, see "Appendix B" on page 87. IRS regulations require you to be able to reproduce your 1098 submittal.

Print a Test Run of 1098–Mortgage Interest Forms

To print a test run of 1098–Mortgage Interest statements:

1 Select **Reports > Forms > 1098–Mortgage Interest**. Follow the wizard.

2 In the **Printer Setup–1098 Mortgage Interest** window, clear **Use printer fonts** if it is selected.

3 Use [**Ranges**]; select at least three leases to make a test run.

4 If the data prints too high on the form, make another test run. Before you print another test, select [**Page Setup**] and increase the top margin.

If the data prints too low with a zero top margin, your printer has a top clip region that is too large to print 1098 forms. If the bottom couple of lines from the first page print on the second page and the rest of the second page is blank, your printer's bottom clip margin is too large to print 1098 forms. In either situation, use another compatible printer to print your 1098 forms.

> **NOTE:** Sage 300 Construction and Real Estate supports the use of business-class printers. We recommend that you use the PCL 5e or later printer driver. Sage 300 Construction and Real Estate no longer supports continuous-feed printers for year-end processing.

5 Follow steps 1 through 5 and make as many test runs as necessary until you are satisfied with the results. Make a note of any changes you make on the test runs. You will make the same changes for your live run.

Print 1098–Mortgage Interest Forms

To print 1098–Mortgage Interest forms for your tenants and the IRS:

1 Select **Reports > Forms** > **1098–Mortgage Interest**.

The 1098–Mortgage Interest Forms wizard directs you through the process of setting up information to print the forms.

The last window of the wizard summarizes the options you chose. Verify this information. If you need to make any changes, click [Back] to move to the appropriate window.
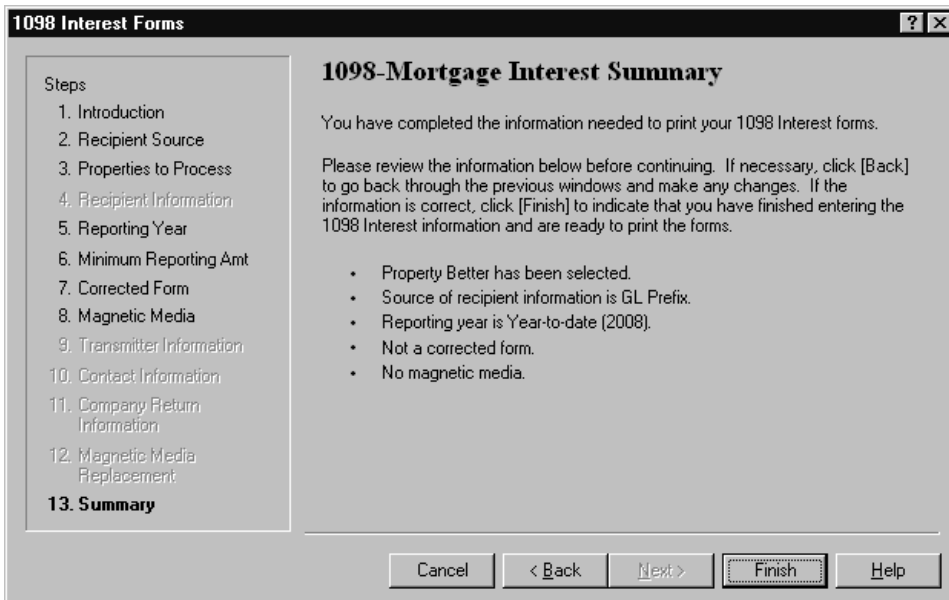
2 Click [**Finish**] to complete the wizard.

3 Select [**Ranges**] to choose specific leases within the set of properties chosen. To produce printed 1098–Mortgage Interest forms, select **Start**.

NOTE: Sage 300 Construction and Real Estate no longer support continuous-feed printers for year-end processing.
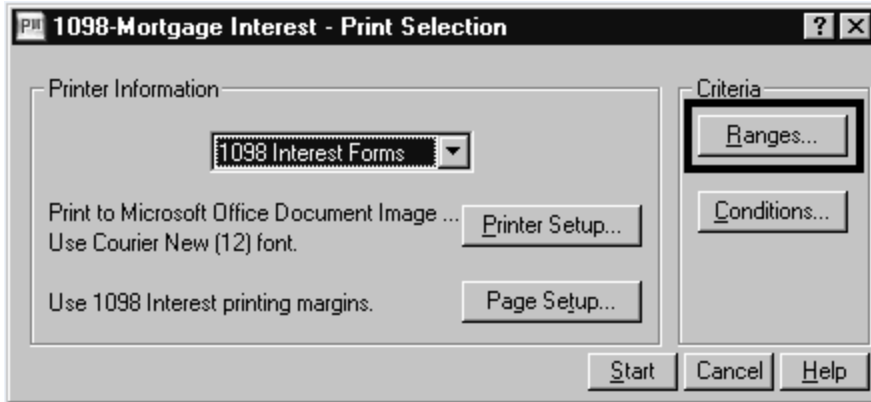
NOTE: If a property has multiple units, one form will print for each unit. Also, if a lease has revisions, a separate form will print for each revision of the lease.

Print 1098–Mortgage Interest Forms and Generate Magnetic Media Returns

In addition to printing 1098–Mortgage Interest forms, you can use the **1098–Mortgage Interest Forms wizard** to simultaneously generate a magnetic media file for the IRS. If you want to generate magnetic media for the IRS, select the **Yes, produce magnetic media** option in the **Magnetic Media** window of the wizard.
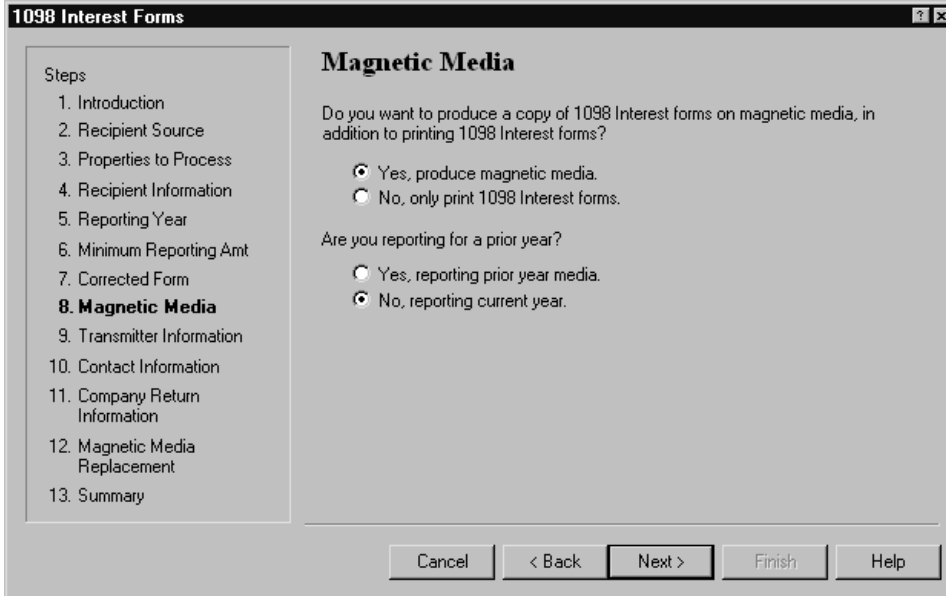
After you finish the wizard, you will be prompted to name the magnetic media file. The default file name is IRSTAX but you can change the name as required.

If you need to create more than one magnetic media file in the same folder (for example, you produce 1099–MISC forms from Accounts Payable and 1098–INT forms from Property Management, or you produce 1098–MISC forms by prefix), ensure you save each magnetic media file with a unique file name before you produce the next batch of 1098 forms. This is necessary because each time you create a new magnetic media file, it replaces any magnetic media file currently in the folder with the same name.

Submitting 1098_Mortgage Interest Magnetic Media Files

Submit your magnetic media to the IRS by electronic file upload through their File Information Returns Electronically (FIRE) system at https://fire.irs.gov/firev1r/. Create an account and log on before uploading your magnetic media file.

NOTE: The U.S. Federal Government no longer accepts magnetic media submissions on diskette.

File Maintenance Procedures

Clear Paid Items, Move Entries, and Archive Leases

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 Archiving Procedures in Appendix A.

Compact Files

After you successfully move paid items, use **Upgrade Files** with the **Force File Upgrade** check box selected to compact the Property Management current transaction file. For more information, see "Appendix A " on page 58.

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

Chapter 6: Other Applications

In This Section

Accounts Receivable

For Accounts Receivable, the year-end procedures are listed below:

1 Enter and post all invoices and cash receipts for the year.

2 Print the necessary month-end and year-end reports that are required by your company.

3 Back up your Accounts Receivable files. For copying instructions, see "Appendix B" on page 87.

4 Select **Tasks > Close Year**. Year-to-date totals will be cleared and next-year totals will appear in year-to-date. In addition, the **Year-End date** is changed to the new year in AR Settings.

5 Move paid invoices to a history file with **Tools > Move Invoices > Current to History**.

> **NOTE:** To move miscellaneous General Ledger and Job Cost cash receipts, or to move transactions for activities that have been voided and not retained, select the **Move unassociated entries** check box. This moves unassociated entries regardless of start date, end date, ranges, or conditions entered.

For detailed instructions, see Accounts Receivable Archiving Procedures in Appendix A.

Cash Management

Cash Management tracks interest received on an annual basis by bank account. Every bank account has **Year to date**, **Next year to date**, and **Last year to date** interest fields. These fields are found in **Setup > Bank Account** on the **Interest** tab. The accumulation in these fields is controlled by the year-ending date in **CM Settings**. To verify that all interest received has been recorded, compare the interest **Year to date** field with the year to date interest on your December bank statement.

To close Cash Management:

1 Back up all your Cash Management files. For copying instructions, see "Appendix B" on page 87.

2 Make any 2012 adjustments through **Tasks > Edit Register**.

3 Post any checks and files for the year 2012.

4 Verify the current **Year ending date** in **CM Settings**. If the year in the date is earlier than 2012, close the year until your year-end date is correct.

5 Once your December bank statement has been reconciled, select **Tasks > Close Year**. See "Reconciling" in Cash Management Help for more information.

   The **Current year ending date** and the **Next year ending date** will appear.

6 Click **CM Master file has been backed up**.

7 Click [**OK**] to close the year. The system will move the values in the interest fields to the appropriate period for the new year.

Tools > Move Entries > Register to History is usually done during the year as part of the monthly bank reconciliation procedure. See "Move, Entries" in Cash Management Help for more information.

NOTE: Once a check has been moved to a history file, it cannot be unreconciled or edited.

For detailed instruction see Cash Management Archiving Procedures in Appendix A.

Contracts

Contracts has no official year-end procedures because the data is processed on a contract-to-contract basis. You may want to consider the following steps:

NOTE: Before moving contracts, be sure all billings associated with a contract have been posted in Contracts. After the contract has been moved, all unposted transactions for that contract are rejected.

1 Print the necessary month-end and year-end reports that are required by your company.

2 Back up your Contracts data files. For copying instructions, see "Appendix B" on page 87.

3 Select **Task > Post Entries** and verify transactions are posted by reviewing the posting journal.

4 Select **Tasks > Close Month**. If the month that you are closing is the last month in the fiscal year, the system clears the year-to-date fields and advances the fiscal year-end date in **CN Settings**.

5 Change the status of completed contracts to **Closed** by selecting **File > Open Contract** and opening a contract. Click on the **General Tab** and move the **Status** to **Closed**. Repeat this step for each completed contract.

6 Move closed contracts to a history file with **Tools > Move Closed Contracts > Current to History**.

For detailed instructions, see Contracts Archiving Procedure in Appendix A.

Equipment Cost

Equipment Cost has no official year-end procedures because it is processed on an equipment-by-equipment basis. You may want to consider the following steps:

1 Enter and post all transactions.

2 Print the necessary month-end or year-end reports that are required by your company.

3 Back up your Equipment Cost files. For copying instructions, see "Appendix B" on page 87.

4 Select **Tasks > Close Month**. When it is the last month of the fiscal year, the year-to-date and month-to-date fields are cleared.

For detailed instructions, see Equipment Cost Archiving Procedure in Appendix A.

Job Cost

Job Cost has no official year-end procedures. You may want to consider the following steps.

1 Print the necessary month-end or year-end reports that are required by your company.

2 Back up your Job Cost data files. For copying instructions, see "Appendix B" on page 87.

3 Select **Tasks > Close Month**. If the month that you are closing is the 12th month in the fiscal year, the system clears the year-to-date fields and advances the fiscal year-end date in **JC Settings**.

After closing the month, you may consider archiving your Job Cost data. Your options include:

- Moving transactions for closed jobs to a history file in your active data folder and moving closed jobs to an archive folder.
- Moving closed jobs and their associated transactions to an archive data folder.

Moving Closed Job Transactions into a History File

After closing the month, you can move your transactions into a history file in your active data folder. If you want to move both your transactions and jobs into an archive folder, skip this section and see "Moving Transactions and Jobs into an Archive Folder" on page 51.

NOTE: Remember that inquiries will not allow you to look at both current and history files at the same time. However, reports will allow you to select both current and history files.

1 If you have not already done so, select **Setup > Jobs** and mark closed jobs with a status of Closed.

2 Select **Tools > Move > Transactions > Current to History**.

If this is the first time you have moved transactions to history, you will receive a message stating that the JC history file was not found and that it will be created. Click [**OK**].

3 In the **Print Selection** window, select [**Ranges**] or [**Conditions**] to avoid moving all current transactions to the history file.

CAUTION: Failure to select [**Ranges**] or [**Conditions**] will move all transactions to the history file.

If you select [**Ranges**], enter a beginning and an ending job number.

If you select [**Conditions**], click [**Index**] and select **JC Job**. Select **Status** in the **Field** column, **Equal To** in the **Operator** column, and **Closed** in the **Value** column.

4 After you move the transactions, review the journal to verify that the correct information was moved.

5 Move closed jobs to an archive folder. See "Move Closed Jobs into an Archive Folder" on page 51.

Moving Transactions and Jobs into an Archive Folder

It is recommended that transactions and closed jobs reside in the same folder for reporting purposes. Therefore, you may want to move transactions from Current to Current and select the Closed Jobs archive folder as the destination.

If you do not have an archive folder, create one before you move transactions. Use the **New Company** command on the **File** menu. Select a new company name for the folder (for example, Closed Jobs) and keep the other current settings.

1 Perform the following steps to move transactions associated with closed jobs to the archive folder. If you are moving transactions, commitments, and closed jobs, move the transactions first and then proceed to step 2 to move closed jobs with the commitments. You must move the transactions first so you can use job status as a condition for moving transactions. If you move jobs first, job status will not be available to use as a condition.

   a If you have not already done so, select **Setup > Jobs** and mark closed jobs with a status of **Closed**.

   b Select **Tools > Move > Transactions > Current to Current**.

   c In the **Destination File Selection** window, double-click the archive folder you want to move the transactions into and click [**Open**].

   d In the Print Selection window, select [**Ranges**] or [**Conditions**] to avoid moving all current transactions to the history file.

CAUTION: Failure to select [**Ranges**] or [**Conditions**] will move all transactions to the history file.

If you select [**Ranges**], enter a beginning and an ending job number.

If you select [**Conditions**], click [**Index**] and select **JC Job**. Select **Status** in the **Field** column, **Equal To** in the **Operator** column, and **Closed** in the **Value** column.

2 Move closed jobs to an archive folder. See "Move Closed Jobs into an Archive Folder" following this section.

Move Closed Jobs into an Archive Folder

NOTE: Before moving transactions, be sure that all costs and billings associated with a job have been posted in Job Cost. Once the job has been moved, unposted transactions for that job are rejected.

1 If you do not have an archive folder, create one before you move jobs. Use the **New Company** command on the **File** menu. Select a new company name for the folder (for example, Closed Jobs) and keep the other current settings.

2 Select **Tools > Move > Jobs**.

3 In the **Destination File Selection** window, select your closed jobs folder and accept the file name of Master. If this is the first time you have moved jobs into this folder, you will receive a message: File not found. Okay to create? Answer [**Yes**].

4 In the **Print Selection** window, select [**Ranges**] or [**Conditions**] as discussed above to avoid moving all jobs.

5 If you also want to move all commitments associated with these closed jobs, select the **Move Commitments** check box. This will not move commitments entered to multiple jobs.

6 After you move the jobs, review the journal to verify that the correct information was moved.

For information about additional file maintenance, see Job Cost Archiving Procedure in Appendix A.

Residential Management

For Residential Management, the year-end procedures are listed below:

1 Post all transactions.

2 Print the necessary month-end and year-end reports that are required by your company.

3 Back up your Residential Management files. For copying instructions, see "Appendix B" on page 87.

4 Select **File > End of Month**.

Service Management

For Service Management, the year-end procedures are listed below:

1 Enter and post all entries for the year.

2 Print the necessary month-end and year-end reports that are required by your company.

3 Back up your Service Management files. For copying instructions, see "Appendix B" on page 87.

For additional information related to file maintenance, see Service Management Archiving Procedures in Appendix A.

Chapter 7: General Ledger

In This Section

- [Year-End Checklist](#)
- [GL Year-End FAQ](#)
- [Prepare for Year-End](#)
- [Year-End Closing Procedures](#)
- [File Maintenance Procedures](#)

Year-End Checklist

1. Prepare for Year-End, see "Prepare for Year-End" on page 54.

_____Record and post all entries for 2012.

_____Review and correct rejected entries.

_____Verify that all suspense-type accounts have a zero-balance.

_____Print a trial balance, current ledger, and any other month-end reports. Verify they are in balance.

_____Reconcile General Ledger with other applications.

_____Print financial statements.

_____Back up your data folder.

2. Perform Final General Ledger Year-End Closing Steps, see page 54.

_____Print a year-to-date ledger.

_____Make sure all changes and adjustments for 2012 have been made.

_____Use **Tasks > Close Fiscal Year** to close the year.

3. Make Adjustments to Prior Year as Necessary, see page 56.

_____Make adjustments to prior year as necessary.

4. Perform File Maintenance Procedures, see page 56.

_____Optional - Select **Tools > Move Transactions > Current to History** to move entries in your current files to history.

_____Compact files.

Common General Ledger Questions and Answers

1 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.

2 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 "Year-End Closing Procedures" on page 54.

3 How do you close the last period of the year?

Select Tasks > Close Fiscal Year.

4 What is the Foreign Entity check box?

The Foreign Entity check box allows a Canadian client to print 1099s for vendors in the United States.

Prepare for Year-End

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

1 Be sure that all 2012 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. For copying instructions, see "Appendix B" on page 87.

Year-End Closing Procedures

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 before you select **Close Fiscal Year**. This command will not close out the suspense account, and the retained earnings entry may be incorrect.

1 Complete your monthly closing procedures. Refer to "Prepare for Year-End" on page 54 for more information.

2 Back up your General Ledger files to store off-site. Refer to "Appendix B" on page 87 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 Use 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** command:

- 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 you proceed with the prior year adjustments.

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 time 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 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.

File Maintenance Procedures

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 Archiving Procedures in Appendix A.

Compact Files

After you successfully move paid items, use **Upgrade Files** with the **Force File Upgrade** check box selected to compact the General Ledger history transaction file. This step reduces the size of this file by compacting the unused space. For more information, see "Appendix A " on page 58.

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

Appendix A

Optional Year-End File and Disk Maintenance

The following procedures provide additional year-end file and disk maintenance routines you may consider using. These procedures are basic tasks 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 (.prn) from your hard disk left from the previous year. For copying instructions, see "Appendix B" on page 87.

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 and store your data off-site. For information on archiving your data files, see "Archiving Your Data" in the next section.

Archiving Your Data

Overview

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 also 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) which protects your data from catastrophic loss. A good policy for doing both – backing up and archiving – will protect and enhance the performance of your data.

Archive your data on a regular basis to achieve the following:

■ Reduce file size, which reduces processing and reporting time.

■ Reduce time requirements when you upgrade your current data.

■ Combine your historical and current data for reporting purposes or allow you to report on each separately.

■ Streamline your selection lists to include only current records (jobs, employees, vendors, etc.).

■ Organize historical data.

You should 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 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?

- Where do you store your archived data, and what is the naming convention of your archive data folders?

Complete the following before you archive your data:

- Back up your data before you archive your files. See Appendix B for more information on backing up data files.

> **NOTE:** If you are creating the history files for the first time as part of your archiving process, be sure to use **Tools > File Tools** to delete or rename them in the case where you have to restore from backup. If you do not delete the history files and you start the archiving process over again, you could end up with duplicated data in history or the archive process won't work because the data is already in history.

- 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 you to create a new data folder by going to **File > New Company**. This creates a Ts.ctl file and allows 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 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 **Tools > File Doctor** 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 Select **File > Company Settings> Custom Fields**.

2 In the Record Selection window, select Job and then click [**Edit**].

3 If the message Do you want to make these custom fields available for general use? displays, click [**Yes**].

4 When the **Custom Fields** window opens, click [**Close**].

5 Repeat these steps for all records with custom fields.

Complete the following after you archive your data:

- Back up your data files. See Appendix B for more information on backing up data files. You may need to modify your backup procedures to include archive data folders.

- Reduce the size of your current files by compacting them. See Appendix B for more information on compacting data files.

- 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.

NOTE: There are no archive capabilities for Address Book or Billing.

Detailed considerations and procedures for each application are addressed in the following pages. 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.

Accounts Payable Archive Procedures

Move Checks

Move Checks lets you move checks and all related invoice information to a history file. This keeps your historical checks separate from your current checks. It also decreases the size of your data files and speeds processing time. After the checks have been transferred to history, they can be used for reporting purposes, but they can no longer be voided or edited.

When you move checks from current to history, transaction records in the Current.apt move to the History.apt file. The corresponding invoice, distribution, check, 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 checks from history to history to decrease the size of your historical file, invoice, distribution, check, 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 checks from history to history.

Review the following considerations before you move checks:

- 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 checks. You may not want to move checks 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 "Data File Selection" in Report Designer Help for more information.

- The Move Checks process in Accounts Payable moves checks that have been cleared in Cash Management. It does not move checks in Cash Management.See Cash Management – Move Entries for more information.

- The Move Checks process can be time intensive. Schedule adequate time to complete the process.

- Because you cannot reprint the Accounts Payable Move Checks Report, these steps instruct you to print to file. To view the print file after the task completes, from the File menu, select Printouts, and then locate and open your named print file.

CAUTION:

- Once you move checks to a history file, you can no longer void those checks or change the information for related invoices.

- Once vendors have been removed or checks have been moved to history, they cannot be moved back. You will be unable to change or delete any checks after they are moved to history. Make a backup copy of your Accounts Payable data files before you perform these steps.

Moving Checks

1 Make a backup of your Accounts Payable files. See Appendix B for more information on backing up your data files.

2 From the **Tools** menu select **Move > Checks > Current to History**.

3 If a history file does not exist, click [**OK**] to create the file.

4 Make sure to enter the correct check date cutoff. A cutoff date is required. You can also use **Ranges** and **Conditions** to further narrow the number of checks to move.

5 If you want the journal to print detail about the checks that move, select the Print check detail check box.

NOTE: This report can be very long if detail is selected.

6 Print the move checks journal to a file.

7 Review the journal to verify that the checks moved successfully (**File > Printouts**).

8 Compact your files. See Appendix B for more information on compacting data files.

NOTE: If some checks did not move to history, read the Accounts Payable Help Topics "About setting criteria for moving checks" and "Correcting errors in Move Checks".

Remove Vendors

Remove Vendors allows you to remove vendors that do not have current 1099 totals, current year totals or based on the criteria that you enter. Vendors are permanently removed. They are not archived.

To avoid removing active vendors, select **Remove Vendors** before you close the 1099 year or the fiscal year and after you print 1099s. When you select **Close Year** and **Close 1099 Year**, the amounts on the **1099 Settings**, **Current Balances** and **Totals** on each vendor record for the last year, current year, and next year are updated automatically. Use [**Ranges**] or [**Conditions**] to further control which vendors are removed.

CAUTION: A new vendor with no invoices or payments may be removed if just the default criteria are used.

Removing Vendors

1 Back up your Accounts Payable files. See Appendix B for instructions on backing up data files.

2 Select **Tools > Remove Vendors**.

3 Use the **Preview Only** option to verify which vendors will be removed.

4 In the **Remove Vendors – Print Selection** window select the boxes to only process vendors with no current 1099 activity and no current year activity.

5 Click [**Ranges**] or [**Conditions**] to further limit the vendors that are removed.

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

6 If the results of the preview are correct, go to step 7. If the results of the preview include vendors you do not want to remove or does not include vendors it should, make the necessary adjustments to the criteria, preview the results again and then proceed to step 7.

7 Select **Tools > Remove Vendors**, and select **Remove vendor records** under **Processing**
  option. This permanently deletes vendors with no current 1099 totals or current year activity or based on
  the [**Ranges**] and [**Conditions**] you've used.

8 Compact your files. See Appendix B for instructions on compacting data files.

Accounts Receivable Archive Procedures

Move Invoices

Move Invoices lets you move paid invoices from current to history. Only fully paid or voided invoices can be moved. Invoices that are moved to history can be moved back to current if needed.

Review the following considerations before you move invoices.

- The invoices must have a status of **Paid** or **Voided**.

- Retainage should be billed. The retainage billed invoice does not have to be paid in order for an original invoice to move to the history files. However, it is recommended to keep the original invoice where the retainage was held and the retainage billed invoice together in the same file (current or history).

- Invoices that have not had retainage released can be moved to history which means the retainage for these invoices will not be billed. Review invoices with retainage before moving them.

- The invoice and payment date must fall between the start and end dates entered on the Move Invoices window.

- When invoices are moved related payment, adjustment, and deposit entries are moved.

- During the move process, a deposit and its deposit items move to history only if all invoices associated with each deposit item have been moved and if the deposit date falls between the start and end dates on the Move Invoices window.

- When moving from current to history, entries are moved from the **Activity.ara** to the **History.ara** (activity files) and from the **Current.art** to the **History.art** (transaction files).

- You can also move invoices from history files back to current files. A deposit and its items move from history files to current files only if one of its invoices is also being moved. Whether or not a deposit moves with an invoice depends on whether they both have dates that fall between the start and end dates entered for the move.

- 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, from the **Reports** menu, select one of the aging detail reports. Select only the Current.art to report from.

2 Select the **Include Retainage Column** and clear the **Unpaid Only** check box.

3 Click [**Conditions**] and [**Add**].

4 Create the condition: **Job Equal to** Job X or **Contract Equal to** Contract X or **Accounting Date Less Than** XX/XX/XXXX.

5 Click [**OK**] twice and print the report.

6 Confirm the cash receipt amounts equal the invoice amounts.

NOTE: Negative invoices must also be paid.

To verify that the retainage held has been released (billed):

1 In Accounts Receivable, from the **Reports** menu, select **Bill Retainage Preparation**.

2 Select either the **Bill Retainage Preparation by Job** or **Bill Retainage Preparation by Contract** report. Use [**Ranges**] and [**Conditions**] to select the invoices to review.

3 Verify the **Retainage Held** column is blank for that job, contract or time period.

Procedure

1 Make a backup of your Accounts Receivable files. For detailed instructions, see Appendix B.

2 From the **Tools** menu, select **Move Invoices > Current to History**.

3 Enter the **Start** date and **End** date. Make the date range large, such as 1/1/1950 – 12/31/2050, to include all paid invoices that fall within those dates. Enter an end date through a certain date to move all paid invoices up to that date – for example the year ending date two years ago.

4 Select the **Move unassociated entries** check box to move misc cash receipts and other transactions that are not associated with invoices.

5 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. Using [**Ranges**] is optional.

6 Click [**Conditions**] to enter criteria for selecting specific invoices to move. You can enter a condition to move invoices for a particular job or contract or a set of jobs / contracts. Using [Conditions] is optional.

7 Click [**OK**] twice.

8 Click [**Start**]. Review the journal to verify the move was successful.

9 Compact your files. See Appendix B for more information.

NOTE: If you don't enter a range or conditions, all paid invoices that have an invoice date that falls between the start and end dates are moved from the current files to history files.

Billing

There are no archiving procedures for Billing.

Cash Management Archive Procedures

Move Entries

Move Entries allows you 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 your 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 a History.cmt file.

Review the following considerations before you move entries:

- Transactions cannot be moved back to the register file after they have been move to history.

- Transaction in the history file cannot be un-reconciled or edited.

- A check cannot be voided after it is moved to history.

- The transaction must be reconciled.

- The transaction statement date must fall between the specified Beginning statement date and the specified Ending statement date. If no Beginning statement date is entered, all entries prior to the Statement ending date are moved.

Moving Entries

1 Back up your data files. See Appendix B for more information.

2 From the **Tools** menu, select **Move Entries > Register To History**. If a history file does not exist, click [**OK**] to create a new history file.

3 Enter an Ending statement date, or click [List] to select an available statement date.

NOTE: A beginning statement date is optional. 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.

4 Use [**Conditions**] or [**Ranges**] to apply additional selection criteria. This step is optional.

5 Click [**Start**], to move transactions.

6 Review the **Move Entries** report to verify that the transactions moved successfully.

7 Compact your files. See Appendix B for more information.

Contracts Archive Procedures

Move Contracts

Move Contracts allows you to move Closed or Paid contracts from current to history. 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.

- Review the following considerations before you move contracts:
- If you do not enter a range or condition, all paid or closed contracts are moved.

The contract status must be either **Closed** or **Paid in Full**.

> **NOTE:** The contract items for the contract can be any status.

- A contract with the same ID must not exist in the history file.
- Unposted entries for the contract must not exist. Use the Unposted Transactions inquiry (**Inquiry menu > Other**) to check for any unposted transactions.
- Retainage for the contract must be completely billed.
- The receivables amount must equal the billed amount.

> **NOTE:** The receivables amount includes cash receipts and receivable adjustments. The billed amount includes total billed, total tax billed, add-ons billed, and deductions billed.

Moving Contracts

1 Back up your data files. See Appendix B for more information.

2 From the **Tools** menu, select **Move Closed Contracts > Current to History**. If the history files do not yet exist, click [OK] to create the files.

3 In the **Move Contracts to History Print Selection** window, click either [**Ranges**] or [**Conditions**] to select criteria for determining specifically which closed or paid contracts are to be moved.

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

4 Click [**Start**], to begin the move process.

5 Review the move contracts journal. The number of contracts moved and rejected is identified. The reason why a contract could not be moved is included on the journal.

6 Compact your files. See Appendix B for more information.

Equipment Cost Archive Procedures

Move Transactions

Move Transaction allows you to move transactions from new to new, current to current, current to history and history to history. There are no preset criteria for moving transactions in Equipment Cost. You may choose to move transactions for pieces of equipment that have been retired or at the end of each fiscal year.

⚠ **CAUTION:** All transactions will be moved unless you use [Ranges] or [Conditions]. Once transactions have been moved to history they cannot be moved back to current.

Moving Transactions

1 Back up your data files. See Appendix B for more information.

2 From the Tools menu, select **Move Transactions > Current to History**.

3 If the history file does not yet exist, click [**OK**] to create it.

4 Select [Ranges] or [Conditions] to limit the transactions that are moved to history by equipment or by a condition placed on the transactions. For example, Accounting Date Less than 01/01/XXXX.

5 Click [Start] to begin the move process.

6 Review the move transactions journal to verify the correct transactions moved.

7 Compact your files. See Appendix B for more information.

General Ledger Archive Procedures

Move Transactions

The General Ledger Move Transactions process allows you to move transaction and batch records from New to New, Current to Current, Current to History or History to History. Since the current and year to date ledgers cannot process transactions older than two years old, consider moving transactions older than that to history. Transactions in history can be viewed and reported on by selecting the history file in inquiries and reports.

Review these considerations before moving transactions:

- After you move transactions to a history file, you cannot move them back to a current file.

- You cannot use Change Entries to edit transactions in a history file.

Moving Transactions

1 Back up your data files. See Appendix B for more information.

2 From the Tools menu, select **Move Transactions > Current to History**.

3 If you use named files select the current file that contains the entries you want to move.

4 Select the history file you want to move entries to. If you do not use named files your transactions move to the History.glt file in your current data folder.

5 If the history transaction file does not exist, click [**OK**] to create the file.

6 Enter the **Cutoff date**. This is required. Entries with an accounting date less than or equal to this date move to the history file.

7 Click [**Ranges**] or [**Conditions**] to apply additional selection criteria. This step is optional.

8 Click [**Start**] to move entries and print the journal to a file or printer.

9 Compact your files. See Appendix B 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 (**File > Company Settings > GL Settings > [Ledger Settings]**).

Job Cost Archive Procedures

Move Jobs, Move Commitments and Move Transactions

CAUTION: In Job Cost, you cannot move jobs or commitments to a history file in the same data folder. You can move them to a separate data folder that you set up specifically for holding archived jobs and commitments. You have the option of moving transactions to a history file or to the archive data folder.

Move Jobs allows you to move closed and outdated jobs to an archive data folder. When you move jobs the Job, Extra, Cost Code, Category, Draw, Change Order and Custom Field records are moved from one master file to another. Commitments can also be moved at the same time as the jobs. 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 has not been reused.

Creating an Archive Data Folder

If you do not already have an archive folder, create one before you move jobs and transactions. The archive folder(s) must be upgraded whenever you upgrade your Sage 300 Construction and Real Estate software.

1 On the **File** menu, select **New Company**.

2 Select a new company name for the folder (for example, Job Archive).

3 Select the proper data folder path for your company's archive procedures.

4 Enter a data folder description. This will help you identify this as an archive folder when selecting companies from the list of available companies.

5 Select the **Use current setup** check box to ensure that all custom descriptions are maintained.

6 Do not use the setup wizard.

7 Click [**OK**] to save the new data folder.

8 Go to **File > Open Company** and select your live data folder. Jobs are moved from the live folder into the archive folder.

Moving Jobs and Commitments:

1 Backup your data files. See Appendix B for more information.

2 In Job Cost, from the **Tools** menu, select **Move > Jobs**.

3 In the **Look in** box, select your archive data folder (for example, Job Archive).

4 Accept the Destination File name of Master and click [**Open**]. If this is the first time you've moved jobs into this folder click [**Yes**] to create the master file.

5 If you also want to move all commitments associated with these jobs, select the **Move Commitments** check box in the **Print Selection** window.

NOTE: This does not move commitments assigned to multiple jobs.

6 Select [**Ranges**] or [**Conditions**].

⚠ **CAUTION:** If you do not select ranges or conditions, all jobs move to the archive folder.

Select [**Ranges**] to select the jobs from the list of jobs and then click [**OK**]. You can select individual jobs or ranges of jobs.

Select [**Conditions**] to use criteria to move jobs by. For example if you want to only move jobs that are closed, enter a condition of JC – Job Status Equal to Closed. You can place a condition on Last Cost Update or Actual Complete Date or other job fields that meet the needed criteria. Click [OK] twice.

7 Click [Start]. After you move the jobs, review the journal to verify that the correct jobs and commitments were moved.

Move Commitments

Move Commitments allows you to move closed and outdated commitments to an archive data folder. Commitment, Commitment Item, Commitment Change order, Commitment Change Order items and Commitment custom fields are moved from one master file to another. 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 has not been reused. Use Move Commitments when you assign multiple jobs to a single commitment and they do not move when moving jobs.

Moving Commitments

1 Back up your data files. See Appendix B for more information.

2 In Job Cost, from the **Tools** menu, select **Move > Commitments**.

3 In the **Look in** box, select your archive data folder (for example, Job Archive).

4 Accept the **Destination File** name of **Master** and click [**Open**].

5 Select [**Ranges**] or [**Conditions**].

⚠ **CAUTION:**
If you do not select ranges or conditions, all commitments move to the archive folder.

Select [**Ranges**] to select the commitments from the list of commitments and then click [**OK**]. You can select individual commitments or ranges of commitments.

Select [**Conditions**] to use criteria to move commitments by. For example if you want to only move commitments that are closed, enter a condition of **JC – Commitment – Closed Equal to Y** (checked). You can place a condition on **Amount Invoiced equal to Amount Paid** or other commitment fields that meet the needed criteria. Click [**OK**] twice.

6 Click [**Start**]. After you move the commitments, review the journal to verify that the correct commitments were moved.

7 Compact your files. See Appendix B for more information.

Move Transactions

Move Transactions allows you to move transactions to an archive data folder or to another file within your live data folder. You can move transactions from New to New, Current to Current, Current to History, History to History or History to Current. 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. Use Move Transactions to move the transactions related to archived jobs to the archive folder. You can also use Move Transactions to reduce the size of the data stored in the current file for active jobs.

Moving Transactions

1 Moving transactions related to the archived jobs

2 Back up your data files. See Appendix B for more information.

3 Select **Tools > Move > Transactions > Current to Current**.

4 In the **Look in** box, select your archive data folder (for example, Job Archive).

5 Select the Current.jct file and click [**Open**].

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

6 In the **Print Selection** window, select [**Conditions**].

> **CAUTION:** If you do not select ranges or conditions, all transactions for all jobs move to the archive folder.

7 Enter a condition of **JC – Transaction Job Not Equal to JC – Job Job** (click [**List Items**] and [**Index**] to the JC – Job record).

> **NOTE:** This condition moves transactions that do not have a job in the JC Master file in the source data folder.

8 Click [**Start**]. Review the journal to verify that the correct transactions moved to the archive current file.

Moving Transactions from Current to History for Active Jobs

1 Back up your data files. See Appendix B for more information.

2 Select **Tools > Move > Transactions > Current to History.**

3 If a History.jct file does not exist in the live data folder click [**OK**] to create the file.

4 In the **Print Selection** window, select [**Ranges**] or [**Conditions**].

> **CAUTION:** If you do not select ranges or conditions, all transactions for all jobs move to history.

Select [**Ranges**] to select transactions related to the jobs on your job list. Click [**OK**]. You can select individual jobs or ranges of jobs.

Select [**Conditions**] to use criteria to move transactions by. For example if you want to only move transactions through a certain date, enter a condition of JC – Transaction – Transaction Date Less or equal to 12/31/XX.

> **NOTE:** This condition moves all transactions with a date equal to or earlier than the date entered.

5 Click [**Start**]. Review the journal to verify that the correct transactions moved to the history file.

6 Compact your files. See Appendix B for more information.

Payroll Archive Procedures

Move Checks and Move Employees

Use Move Checks and Move Employees to archive the past year's checks and terminated employees or to reduce the amount of the data in your current files. This maintenance routine makes the regular Payroll files smaller and faster to process.

When you move checks, the following records are moved from the current payroll transaction file to another current file or to a history file: Time, Check, Check Pay, Check Tax, Check Deduct, Check Fringe, Check Workers Comp, Daily Distribution, Batch, and Burden Detail.

When checks have been transferred to history in Payroll:

- 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 – Move Entries for more information.

You can move checks from Current to Current, Current to History or History to History.

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

Moving Checks

1 Make a backup of your Payroll data files. See Appendix B for instructions on backing up data files.

2 Select **File > Data Folder Settings > PR Settings**. Select the **Retain distributions in history** check box if you want to retain burden and daily distribution detail in the history file. If you do not select this setting, the **Daily Distribution** and **Burden Detail** records are deleted when moved from the current file to a history file.

3 Select **Tools > Move > Checks > Current to History**. If the history file does not exist, click [**Yes**] to create the file. If you are moving the checks to an archive folder, select **Current to Current**. In the **Look In** field, navigate to your archive data folder (for example Payroll Archive). If the current file does not exist click [**Yes**] to create it.

4 In the **Print Selection** window, click [**Conditions**] and select **Check Date LessThan 1/1/XXXX**. This ensures that you only move checks with a date earlier than the date entered. You can enter a condition for any check field that meets the needed criteria. Ranges are not available in Move Checks.

CAUTION: If you do not enter a condition all checks will be moved.

5 Review the journal to verify the correct checks moved.

6 Compact your files. See Appendix B for more information.

Move Employees

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. See Creating an archive data folder for more information. 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 also use the **Move Employees** command to move seasonal employees, rehires, and so on, back to your original folder for W-2 reporting purposes.

CAUTION: If you need to print W-2s for terminated employees, do not move them until you have printed the W-2s. If you do not use conditions or ranges or if you use a single condition, all employees will be moved.

Moving Employees

1 Make a backup of your Payroll data files. See Appendix B for instructions on backing up data files.

2 If you have not already done so, create an archive folder for your payroll data.

3 From the Tools menu, select **Move > Employees**.

4 If you do not use named files, select a destination folder for the employees you're moving (for example Payroll Archive). 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 in the **Destination File** field.

5 Click [**Open**]. If a Payroll master file does not exist click [**Yes**] to create it.

6 Use 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. You can review employees with a termination date by running a report, using an inquiry or going to **Setup > Employees > Misc Info**.

7 To move employees based on a range or a condition, clear the **Move only terminated employees** check box. Click [**Ranges**] to select individual employees or ranges of employees to move. Ranges and conditions can be used in conjunction with the terminated employees criteria.

8 Click [**Conditions**] to enter criteria to move employees by. For example place a condition of **Last Check Date less than 1/01/XXXX** to move employees who have not been paid since a certain date.

9 Click [**Start**].

10 Review the journal to verify that the correct employees were moved.

11 If you want to access terminated employee records in the archive data folder, for example if you need 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.

12 Compact your files. See Appendix B for more information.

Project Management Archive Procedures

Move Jobs

Move Jobs allows you to move Project Management jobs from your live data folder to an archive folder. By removing closed jobs and associated records from a current data folder, you can improve your processing time for current data while keeping archive data for review and reporting needs.

Records moved with the job record include 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 orders.

> **NOTE:** The PJ Master file that is created through the archive process is flagged as an archive file and the 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 back from the archive folder to your live folder if needed.

Moving Jobs

1 Make a backup of your data files. See Appendix B for instructions on backing up data files.

2 Make sure that all custom logs are available for general use.

3 Select **Setup > Custom Logs**.

4 If the message Update System Information displays, click [**Yes**].

5 When the **Custom Log Setup** window opens, click [**Close**].

6 Select **Tools > Move Jobs**.

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

Welcome: Introduction to Move Jobs.

Important Reminders: Verify that you have completed steps 1, 2, and 3. Select Yes for each question to confirm that you have completed these 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 in the Destination Folder Description field. For example, "Prior Year Archive." During the Preparing to Move Jobs phase of the move, 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 specify to send it to a PDF or text file, or you can select the option to print the log.

Review: Review the summary of the jobs that you are about to move. If you have selected more than 500 jobs, which is the maximum that we recommend, a message will appear. 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 to move the corresponding Job Cost jobs and to compact your data files. Click [Yes] to start the move.

Preparing to Move Jobs: Prepares the destination folder that you selected by updating information from the current folder. When processing is complete, the wizard will proceed to the next step and will begin to move the selected jobs.

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

Finished: If you cancel the move, the Cancel page displays instead. To view the jobs that were moved, click View Log. Click [Finish] to close the wizard.

7 Compact your files. See Appendix B for more information.

Property Management Archive Procedures

Clear 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 on a daily basis.

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.

1 Back up your Property Management files. See Appendix B for instructions on backing up data files.

2 Select **Tools > Clear Paid Items**.

3 Enter a **Cutoff date** to limit which paid items and transactions will be cleared.

CAUTION: After these items move to history, you can no longer change them in Change Entries.

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.

Move Entries and Archive Leases

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.

1 Back up your Property Management files. See Appendix B for instructions on backing up data files.

2 Select **Tools > Move Entries**.

3 Enter a **Cutoff date** to limit which paid items and transactions will be moved.

4 Click [**Conditions**] to select transactions for one or more properties, leases, or tenants. Click [**OK**].

5 Under **From**, verify the source History.pmt from which you want to move entries.

6 Under **To**, click [**…**] to specify 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.

Archive 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 Property Management help topic Terminating a Lease for steps on how to mark a lease as Historical.

- All of the 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.

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 Backup your Property Management files. See Appendix B for instructions on backing up data files.

Archive leases:

1 From the **Tools** menu, select **Archive Leases**. This opens the Archive Leases wizard.

2 If this is the first time archiving leases 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.

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.

4 Once the Archive Wizard is complete you can view the log file for a record of the archived leases.

5 Click [**Finish**] to close the wizard.

6 Compact your Property Management files. See Appendix B for more information.

Purchasing and Inventory Archive Procedures

Move Purchase Orders & Change Orders and Move Receipts & Invoices

There are two move options in Purchasing:

- Move POs & COs To History and
- 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: Once data has been 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 order 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 and 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 this criteria (**Reports > Status > Order Status**)
- The order or change order has been sent to Job Cost. To see what orders have not been sent to Job Cost, go to **Tasks> Send Orders to Job Cost**. Click [**Preview**] to see the POs and Cos that have not been sent to Job Cost.
- The order has no uncommitted change orders.

Move POs & COs To History

1. Backup your Purchasing and Inventory data files. See Appendix B for more information.
2. From the **Tools** menu, select **Move Data > Move POs & COs To History**.
3. Enter a date in the **Move Cutoff Date** box. 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**]. You will receive a warning that this process will permanently remove orders and change orders to history if you have not selected the **Trial Run** check box. 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 & Invoices to History

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.

Move Receipts & Invoices to History

1 Backup your Purchasing and Inventory data if you have not already done so. See Appendix B for more information on backing up files.

2 From the Tools menu, select **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 From the **Tools** menu run **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 (KB475).

Service Management Archive Procedures

Move 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 SMData folder DAT files to the History data folder DAT files within the SMData 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.

Archive Wizard

Make a backup of your Service Management data. See Appendix B for more information.

1 From the **Tools** menu, select the **Archive Wizard**.

2 Follow the instructions in the wizard to move work orders. On each page, click [**Next**] to continue to the next step. 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.

The following reports can be used to view archived work orders:

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

The SMData folder will be compacted the next time it is Upgraded. The Upgrade process can be invoked by renaming the Version.DAT file located in the SMData folder.

Appendix B

More detailed information is available in the chapter on System Guidance in the *User's Guide*.

Backup and Copy 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.

This appendix lists the file names to back up or copy in each application. Be sure to show file extensions to ensure proper operation.

NOTES:

- 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.apt or History.glt are created when you select **Tools >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.

Files to Copy

When you are asked to back up or copy files, refer to the table below.

NOTE: The files listed in the table 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.apl	Current.apt	History.api
History.apl	History.apt	Master.apm
Master.txm (if using taxes)	New.api	Ts.ctl
User.frm	Standard.aps	--

Accounts Receivable		
Activity.ara	Current.art	Master.arm
History.ara	New.art	Standard.ars
Ts.ctl	History.art	Master.txm (if using taxes)
User.frm	View.arv	--
Billing		
Billed.bli	New.blt	Standard.bls
Unbilled.bli	History.blt	Master.txm (if using taxes)
User.frm	Unbilled.blw	Billed.blw
Ts.ctl	Master.blm	--
History.blw	--	--
Cash Management		
Register.cmt	History.cmt	Master.cmm
Ts.ctl	User.frm	--
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
Ts.ctl	User.frm	System.prs
Tax.prx	Pr.frm	--
Property Management		
Accum.pma	Current.pmt	History.pmt
Issue.pmz	Lease.pml	New.pmt
Property.pmp	Recovery.pmv	Retail.pmr
System.pms	Tenant.pmn	Ts.ctl
Master.txm (if using taxes)	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.

Purchasing and Inventory

To ensure that your Purchasing and Inventory files are included in the backup, we recommend that you click [**Add folders**] and select your data folder when backing up your files using **File Tools**. For more information, see "Backing Up Files Using File Tools" on page 90. To back up your Purchasing and Inventory files separately, click [**Add Folders**] and choose the **POIVData** folder located under your company data folder.

Service Management

To ensure that your Service Management files are included in the backup, we recommend that you click [**Add folders**] and select your data folder when backing up your files using **File Tools**. For more information, "Backing Up Files Using File Tools" on page 90. To back up your Service Management files separately, click [**Add Folders**] and choose the **SMData folder** located under your company data folder. If you have SM files in a different location, note the location by clicking **SM:File > Data Folder Settings > File Locations > SM Data**.

Residential Management

For Residential Management, copy both the .mdf and the .ldf files. Before the files can be copied, the MSSQL Server must be stopped. After copying the file, restart the MSSQL Server.

Refer to the *Technical System Reference - Residential Management* for detailed instructions on starting and stopping the MSSQL Server.

Backing Up Files

NOTE: When you use **File Tools**, the **Folder Options** of **Windows Explorer** should be set to display file extensions.

Use **File Tools** when you are asked to copy or back up files.

For other **File Tools** operations not described here, refer to the "File Tools" topic in any application's Help.

All **File Tools** options begin from a central window that is accessed by selecting File Tools from the Tools menu in any application. The **Operation Selection** window displays a list of options. Select an option and click [Next].

Backing Up Files Using File Tools

Use this File Tools operation to back up the entire Sage 300 Construction and Real Estate data folder or select data files.

1 To back up your entire folder, click [Add Folder] and then select the folder that contains the files to be backed up. 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.

NOTE: When you select a folder, all sub-folders are included.

2 To back up files in folders other than those selected in step 1, 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 on a file again to remove a highlight.

3 Click [**Next**] to display the next **Backup Operation** window.

The following graphic is a sample. Your **Backup Destination** window will display different information.

4 Use the Destination: field to specify the name and location of the backup file. Click [**Browse**] to help locate the destination folder. In the **Archive Name** field, type the name of the new archive file you want to create. The .tsZip2 suffix will be provided if you do not enter it.

NOTE: Be aware that if the .tsZip2 file you select already exists, it will be overwritten by the new file.

5 Enter a comment of your choice in the **Description**: field.

6 Click [Next] to advance to the **Progress** window.

7 A **Validation Summary** window appears. Click [**Next**].

8 The **Verify Files** window appears. Include and exclude the files from the remainder of the operation.

9 The **Execution Summary** window appears. Click [**Next**].

10 The **Operation Journal** window appears. If you want to save this journal, click [**Save**]. Click [**Finish**] to end the backup operation.

Copying Files Using File Tools

Use this File Tools operation to copy selected Sage 300 Construction and Real Estate data files to another location. These backups 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.

1 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.

2 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.

3 Enter the full path where files will be copied in the **Destination Folder**: field. Use the [**Browse**] button to help locate the destination folder.

4 Click [**Next**]. If any of the files being copied already exist in the destination location, a warning will appear for each one. Click one of the following options for each warning:

[**Yes**]—Overwrite this file whose name is shown 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.

5 The next window to appear is the **Progress** window.

Copying to Disk Using File Tools

Follow the steps described previously in "Copying Files Using File Tools" with this addition: In Step 3, choose the appropriate disk drive as the destination folder.

About the File Tools Progress Window

Use this window to confirm that the operation you have started is finished. Click one of the following options:

[**Back**]—Return to the previous operation window without completing the operation.

[**Start**]—Complete the operation selected. The progress appears in the bottom half of the window; then the **Finish** window appears.

[**Cancel**]—Cancel the operation and exit **File Tools**. If any previous operations were completed successfully before this one was cancelled, the results of those previous operations will remain in effect.

If the validation process finds issues that need to be resolved, the wizard will instruct you in how to fix them.

About the Finishing File Tools Window

Use this window to display the results of the operations performed during this session. These results are also written as a textual log file in the Sage 300 Construction and Real Estate program folder, **MISC** sub-folder. After viewing the results, click one of the following options:

[[**Save**]—Saves a text file copy of the operation journal to the selected location.

[[**Print**]—Prints a copy of the operation journal.

[**Finish**]— Exits **File Tools**.

Compacting Files

After successfully performing 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 moving the 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.

File Doctor

1 Back up your data files.

2 In TS Main select **Tools > File Doctor**. Verify that you have a current backup of your data files and click [**Yes**].

3 In the **Check files** in section, select **Current data folder**. If you are using multiple data folders or you want to also compact your archive folder, select **All data folders**.

CAUTION: Compacting all data folders can take a considerable amount of time.

4 In the **Tasks** section, select the **Compact good files** check box.

5 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.

6 Click [**Start**] to start the compact process and print the report to a file or printer. The progress of File Doctor can be viewed in Background Tasks. When the status is **Completed Normally**, review the printout. If there are any errors, be prepared to restore from backup.

Contact Sage 300 Construction and Real Estate support at 1-800-551-8307 for help with any errors.