

Sage

Sage 100 Contractor 2023 (SQL)

Year End Guide

Canada Edition

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Introduction

About year-end processes

Sage 100 Contractor includes separate year-end processes:

- A process for closing payroll
- A process for advancing the fiscal year

Note: Use the procedures in the year-end checklists to help simplify year-end processing. The checklists are available in the [Sage 100 Contractor Year-End Center](#).

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

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

How does Sage 100 Contractor handle audit errors?

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

You can resolve many period audit errors by recalculating the ledger balances: open **1-6 Period and Fiscal Year Management > Recalculate Balances**, then **Recalculate Balances** again.

About year-end processes

Any remaining audit errors require assistance from Sage Customer Support. Visit [Sage Customer Resources](http://www.SageCity.com/Resources) (www.SageCity.com/Resources) for links to Live Chat and Online Case submission.

What about entering transactions?

If you are on period 12 of your current fiscal year, you can enter transactions for period 1 of the next fiscal year. Periods 2 through 12 of the next fiscal year become available when you advance to period 1 of the next fiscal year using the **Change Period** window.

Chapter 1: Calendar Year End Processes

Calendar year-end processes involve closing payroll and verifying T5018 balances.

About closing a payroll year

When you complete payroll processing for the year, you need to close it so that you can begin processing payroll for the new year.

Closing payroll at calendar year end and archiving payroll records are separate processes:

- When you **close** a payroll year, the program prepares Payroll for a new year (for example, resetting all employee quarter-to-date and year-to-date totals). It does not remove payroll records or create a payroll archive.
- When you **archive** payroll, the program removes **5-2-2 Payroll Records** for the oldest payroll year and places them in a separate payroll archive. You use the Archive Oldest Payroll Year tab in Database Administration to archive payroll.

Tip: Use the procedures in the year-end checklists to help simplify year-end processing. The checklists are available in the [Sage 100 Contractor Year-End Center](#).

Note: You need to be logged as Company Administrator and, if you use Payroll Security, you need Payroll Admin rights to close a payroll year.

Effects of closing a payroll year

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

Closing a payroll year does not affect the accrued vacation, sick, and compensation times in the employee records that you choose to retain. Also, it does not remove payroll records from

Preparing to close the payroll year

your current company. (To remove payroll records from the oldest payroll year, you need to use the Archive Oldest Payroll Year tab in Database Administration.)

Preparing to close the payroll year

Before closing a payroll year, you should audit your payroll and print required year-end reports.

Audit Payroll

Complete a payroll audit before closing payroll for a calendar year. Be sure to resolve any audit errors found.

Note: If you outsource payroll, it may be okay to close with payroll audit errors.

To audit payroll:

1. Open **5-3-7 Payroll Audit**.
2. Click **Audit**.
3. If you have any audit errors, try to resolve them by clicking **Repair**.

Print year-end reports

When ready, print required year-end reports from your current data:

- T4s from **5-4-1 Federal Forms**
- T5018 from **4-5 Vendor T5018 Forms**

Closing payroll at calendar year end

You use the **5-3-8 Close Payroll Year** window in Sage 100 Contractor to close a payroll year.

You do not need to archive payroll at calendar year end.

Before you close the payroll year

- Make sure that there are no uncomputed or unposted payroll records.
- Audit payroll audit and resolve any audit errors found.

Preparing Payroll for the new calendar year

- Print required year-end reports from your current data.
- Make sure no other users are logged into the company.

To close a payroll year:

1. In Sage 100 Contractor, open **5-3-8 Close Payroll Year**.
2. Click [**Close Payroll**].

Preparing Payroll for the new calendar year

After closing payroll and before you process your first payroll in the new year, you need to update the following information in payroll calculations and payroll records, as needed:

- Adjust rates for unemployment.
- Adjust thresholds for payroll calculations.

Note: You may need to update default maximums individually for employees whose wages are garnished.

- Reset vacation and sick accruals.

Tip: If all employees use the same rate for a calculation, you can save the calculation, recall it, and then select **Options > Update Employees > ALL Employees**.

Important! Using the **5-3-1 Payroll Calculations** to update calculations that have different rates per employee can cause values to reset to zero and add calculations for employees that do not use them.

For payroll calculations that vary from employee to employee, do not use this method. You need to update these calculations for each employee on the Calculations tab in the employee records.

Update payroll calculations

Make corrections and adjustments using the **5-3-1 Payroll Calculations** in your active company:

Note: Adjust default maximums to the correct maximum for the associated **Max Type**.

- Correct State Unemployment default rates and default maximums.

After saving the changes, select **Options > Update Employees > Update Default Rate and Maximum > Employees with this Calculation**.

- Correct Canada Pension Plan/Quebec Pension Plan default maximums.

After saving the changes, select **Options > Update Employees > ALL Employees**.

- Verify if you need to update default maximums for Registered Pension Plan (RPP) contributions.

After saving the changes—and only if all employees with this calculation have the same maximum—select **Options > Update Employees > Update Maximum Only > ALL Employees**.

Note: Do not update the rate using the **5-3-1 Payroll Calculations** window. You need to update the rate for each employee using the **5-2-1 Employees > Compensation** tab.

- Delete, edit, or add payroll calculations using the **5-3-1 Payroll Calculations** window.

If the changes apply to all employees with these calculations, carefully select the appropriate update option from the **Options** menu.

- Reset sick and vacation time accrual for eligible employees (**5-2-1 Employees > Compensation** tab) only if leftover hours do not carry over to the next year.

- Using the **5-2-1 Employees** window, adjust calculation maximums to reflect what was accumulated in prior years on the Calculations tab. For example, you may need to adjust employee loan repayment or employee garnishment maximums.

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

Processing vendor T5018 forms at calendar year end

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

To process vendor T5018 forms at calendar year end:

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

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

Chapter 2: Fiscal Year-End Processes

Preparing for fiscal year end

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

Important! You must have exclusive access to your company file to perform these steps.

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

- Verify posting period
- Recalculate balances
- Audit inventory (optional, but we strongly recommend it if you use the Inventory module)
- Verify cheques
- Verify job status and remove closed and refused jobs
- Print reports and record counts for verification

Verify Posting Period

Open **1-6 Period and Fiscal Year Management > Change Period**, and then make sure the posting period is set to **Period 12**.

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

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

Verify cheques

Make sure that there are no unprinted cheques.

To find and resolve unprinted cheques:

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

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

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

Audit Errors

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

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

Audit Errors Requiring Customer Support Assistance to Repair

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

Caution! Resolving remaining audit errors after a repair requires assistance from Customer Support. Visit [Sage Customer Resources](http://www.SageCity.com/Resources) (www.SageCity.com/Resources) for links to Live Chat and Online Case submission. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error.

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

Verify job status and remove closed and refused jobs

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

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

Advance the General Ledger period for fiscal year end

Advance the fiscal period

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

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

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

What happens when you advance the fiscal year?

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

Advance the General Ledger period for fiscal year end

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

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

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

Chapter 3: Archiving data

When you no longer need the data for a fiscal or payroll year in the current books, archive it.

You can archive data at any time. You do not need to archive data before advancing the fiscal year or before closing the payroll for the year.

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

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

For more information about archiving data, see the help for Database Administration or refer to the *Database and Company Administration Guide*.

What is a company archive?

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

When you archive company data, Sage 100 Contractor:

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

The archive company contains all the data from the oldest 12 periods (your oldest fiscal year) existing in your company at the time you create the archive. If you have more than 12 periods

of data in your company that require archiving, perform the archive process more than once.

If you need to make adjustments to an archived fiscal year, you can do so by posting transactions to period 0 in the current books. To post the transaction to the archive, open the archive company, and then post the transaction to period 12.

About archiving company data

You use Archive Oldest Fiscal Year in Database Administration to archive accounting data for the oldest fiscal year in your current company. You can archive fiscal year data at any time.

The Archive Data wizard leads you through the process of archiving your data from previous fiscal periods. It removes the oldest fiscal year of data from your current company, and places it in a separate archive company.

Note: Advancing your fiscal period and archiving fiscal data are separate processes. You do not need to close the books at year end, and you do not have to archive your data before advancing to the next fiscal year. However, you cannot archive a fiscal year until you advance the default posting period to at least period 1 of the following year using the **Change Period** window in the Sage 100 Contractor application.

Archiving the oldest fiscal year

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

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

Before archiving

Make sure you have:

- Administrator rights for the company you want to archive.
- Advanced the default posting period to at least period 1 of the year following the one you are archiving. (You advance your fiscal period using the **Change Period** window in the Sage 100 Contractor application.)
- Back up your company data.
- Ensured that all other users are logged out of the company you plan to archive.

Note: Sage highly recommends that you post all transactions and complete all bank reconciliations for the year you are archiving *before* you archive.

To archive a fiscal year:

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

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

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

4. Click **[Next]** .
5. On the **Preparation** page:

- a. Click [**Begin Preparation**] to start performing all the listed preparatory tasks.

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

- b. When all the preparatory tasks are complete and without error, click [**Next**].

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

6. On the **Maintenance Options** page, select one or more maintenance tasks you want to perform prior to archiving, and then click [**Next**].

7. On the **Archive Data** page:

- a. Type a name for the company archive in the **Enter name for the company archive** box. The name cannot contain any special characters
- b. Click [**Begin Archiving**], and then click [**Yes**] if you are sure you have backed up your data and completed the other tasks in the "Before archiving" section.

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

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

- c. Click [**Next**].

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

8. Click **[Close]** .

After archiving a fiscal year

If you have more than one year of fiscal data to archive, you will need to run the archive process separately for each year.

Verification tasks after archiving your data

Open **3-5 Jobs (Accounts Receivable)**, and verify that the jobs you selected to be removed have been removed.

Important! If something went wrong during the archive process, delete the archive file and the current company file (using Database and Company Administration Guide) because they are not valid or correct files. Then, restore your data from backup and archive your data again.

About removing jobs at fiscal year end

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

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

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

When Sage 100 Contractor removes a job record, it also removes job-related records, including schedules, takeoffs, progress billing, time and materials setup, closed purchase orders, subcontracts, change orders, budgets, proposals, and accounts payable and receivable invoices assigned status **4-Paid** or **5-Void**.

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

Note: If jobs, vendors, employees, and equipment records created in subsequent years exist at the time you archive, these records are copied to the archive company, although the associated accounting data is removed.

About archiving payroll data

You use the Archive Oldest Payroll Year tab in Database Administration to archive your oldest payroll year. The archive process removes all payroll records and places them in a payroll archive. You can also choose to delete old or unneeded employee records when you archive payroll.

Note: The payroll archive company is different from the general ledger archive company.

The time required to archive payroll can be considerable, depending on the number of payroll records and employees contained in each company. However, you do not need to archive payroll when you close payroll at calendar year end. You can archive payroll when it is convenient for you.

Archiving payroll data

Note: Archiving payroll is a separate process from archiving the fiscal year in the general ledger.

Before you archive payroll data

- Make sure that you are in your current company and not in your general ledger archive company.

Archiving payroll data

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

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

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

To archive payroll data

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

Verification tasks after archiving the oldest payroll year

Verification tasks

Open the archive, and make sure your payroll data is there for the year.

Important! If something went wrong during the archive process, delete the archive file and the current company file (using Database and Company Administration Guide) because they are not valid or correct files. Then, restore your data from backup and archive your data again.

Changing security for the archive company

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

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

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

Archiving FAQs

When do I create the company archive?

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

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

How do I create an archive?

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

You use the **Archive Oldest Payroll Year** utility in Database Administration to archive your Payroll data.

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

What about data backup?

To prevent loss of data, we highly recommend that you always store one copy of your backed-up data off site for added security.

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