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INTRODUCING SAGE 100 2018

Sage 100 and 100c Version 2018 are now available. This newest version includes enhancements for Job Cost, warehouse management, bar coding, and a rollout of the long-anticipated Payroll 2.0. Let's take a closer look (**note:** some of the features covered in this article are for Sage 100c only).

Job Cost and Payroll 2.0

With Sage 100 2018, both the **Job Cost** and **Payroll** modules have been **totally redesigned** and modernized to improve performance and usability. In both modules, many tasks have been reorganized to provide a better workflow and more efficient data entry. In particular, the following interface enhancements have been applied:

- Data entry grids have been implemented to improve efficiency
- Selection grids are available on most report task windows and elsewhere
- Calculator buttons have been added to dollar amount fields
- Calendar buttons have been added to date fields
- Hyperlinks to related tasks have been added where applicable

Note: As a result of the extensive improvements to Payroll, the **TimeCard module** is not currently compatible with Payroll 2.0. However, a compatible version of TimeCard will be released in a product update during the first half of 2018.

For full details on new features and changes in Payroll, check out the Payroll 2.0 Upgrade Guide.

Inventory Management and Bar Coding

In the Inventory Management module, new **status settings** are now available to help you better manage warehouses:

Inactive – for a warehouse that's no longer in use. Setting inactive status will make the warehouse unavailable for selection in any data entry tasks.

Restricted – for a warehouse still in use but requires a temporary restriction. This could be useful if you need to perform a physical inventory count for example.

The Bar Code module has been renamed and is now called **Mobility for Bar Code** (available for Sage 100c only). In a nutshell, a variety of functions and tasks have been added to the bar code interface, making it easier to leverage Scanco's mobile app (for Apple iOS and Android) in order to process transactions like data entry, receipt of goods, inventory counts, and much more using a handheld mobile device.

4 THINGS TO NOTE BEFORE CLOSING THE BOOKS

At a high level, here are 4 things to consider as you begin closing the books on 2017 and start fresh in the new year.

1. Backup Your Data

Executing a complete backup of your database is one of the most important things you can do before starting any closing process. You should also **test the backup** to ensure it was performed successfully and the data is readable.

If you make a mistake, the only way to "reverse" year end processing is to restore data from a backup.

2. Follow the Module Closing Order

A year end process in one module often writes data to another related module. Therefore, closing modules in the proper sequence is extremely important in order to avoid unexpected results or damage to your data.

For more detail and guidance, refer to the **Module Closing article on page 3** of this newsletter.

3. Follow the Module Closing Checklists

Step-by-step checklists are available for most modules. These checklists provide guidance on the sequence of detailed tasks and procedures that should be performed within each module.

Detailed checklists for each module can be accessed right from within the **Sage 100 Help system**.

4. Get Help When Needed!

Be sure to Contact Us if you have any questions before, during, or after you start year end processing. Especially if you have customizations or 3rd party add-on products that are integrated with Sage 100, we can help you plan a closing process for your specific system/installation.

CREATING A COPY COMPANY FOR ARCHIVE/BACKUP

At year end, it's useful to create an archive company using the **Copy Company** feature. This provides a readily accessible copy (and backup) of the current year's data even after you perform year end processing in your live company.

To make a copy company, go to:
Library Master > Main Menu > Company Maintenance

1. Create a new **company code** and **company name** (description) that's easy to identify and distinguish from the live/active company that you're copying.

2. Click the **Copy** button and enter the Company Code of your current year live (or "Source") company.

3. **Select the modules** you want to copy to your archive company. To create a complete archive/backup, you'll want to copy all modules. Click **Proceed**. Once the process is finished, click **Accept**.

Note: For good measure, you might run a trial balance in each module and do a quick spot check to make sure all the data that came over is balanced and accurate.

Watch the Video
Head over to YouTube to watch a recorded demonstration of the Copy Company process in action.

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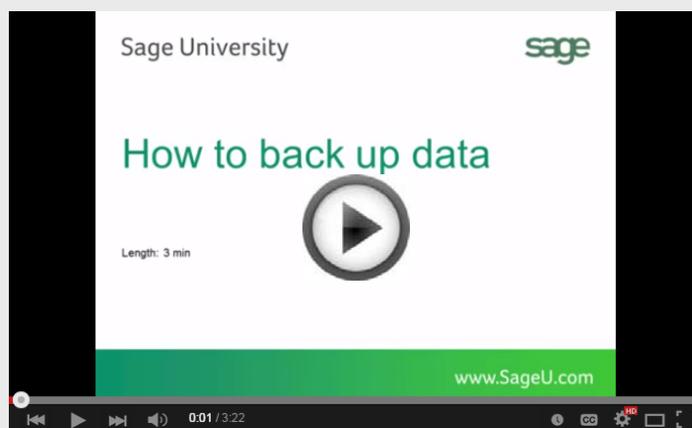
MODULE CLOSING
Keeping Things In Order

A year end process in one module often writes data to another module. Therefore, the sequence in which you close your Sage 100 (formerly "MAS 90" or "MAS 200") modules is extremely important in order to avoid the risk of damaging your data.

Important: Remember to **back up your data** before starting any module closing procedures. Refer to the article on page 2 of this newsletter for guidance.

1. Bill of Materials*
2. Work Order Processing*
3. Bar Code
4. Purchase Order Processing
5. Sales Order Processing
6. Inventory Management
7. Material Requirements Planning (MRP)*
8. Timecard
9. Electronic Reporting/Magnetic Data*
10. Payroll *(Quarter-end processing)*
11. Accounts Receivable
12. Accounts Payable
13. Job Cost
14. Bank Reconciliation
15. General Ledger

*Note: While there is no formal closing procedure in the Bill of Materials, Work Order, MRP, and Electronic Reporting modules, all transactions in those modules should be posted before starting any closing procedures in the modules that follow them (i.e. Post transactions in Work Order before closing Purchase Order, Sales Order, and Inventory).

Remember, this is just a general guideline. If you own modules that aren't listed above or you run any third party add-on products, please contact us to discuss specific closing procedures for your company.

YEAR END TIPS
4 Tips for a Successful Year End

Here are just a few tips to keep in mind as you begin year end processing in Sage 100.

1. **General Ledger Closing** - While it's a good idea to close modules in a timely fashion, the General Ledger can remain open for as long as you need while awaiting final processing (or audit adjustments) in other modules. A GL that's still open for 2017 will **NOT** prevent you from entering transactions for the new year.

2. **Payroll Planning** - Even if your company is on a fiscal year, you'll need to close out payroll at the end of the calendar year. All W-2's and quarterly reports must be printed before payroll is closed in order to process the first payroll for 2018.

   NOTE: This does **NOT** apply to the **new** Payroll 2.0 which now allows two calendar years to be open so you don't have to run year-end tax reports and W-2's before processing payroll for 2018.

3. **Check Your Version Number** - Closing procedures can vary depending on which version of Sage 100 you're currently running. For Version 4.0 or above, do the following to identify both your version number and service pack:

   Select **Help** > **About** Sage 100

4. **Master Console** - Once you're ready to close, you need to make sure all users are out of the system. That's where the Master Console comes in handy. This utility provides a snapshot of all users currently logged into Sage 100, the workstation being used, what programs/tasks they're using, and more. You can also broadcast a message to all users or even shut them down remotely.

   To launch the Master Console:
   Select **File > Master Console**

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YEAR END FAQ'S
For General Ledger & Reporting

Here are answers to a handful of the most Frequently-Asked Questions (FAQs) regarding **General Ledger and Reporting** when it comes to year end processing.

Can I print financial statements for the NEXT fiscal year PRIOR to performing year end processing?

YES. In the Fiscal Year field within the applicable report window, simply select the fiscal year to print.

DO NOT manually change the fiscal year in General Ledger Options in order to print financial statements for the next fiscal year.

After year end processing, can I delete accounts that will no longer be used in the new fiscal year and still run comparison statements?

Information about prior fiscal years is stored by account number. These account numbers must be retained for as long as you require comparisons.

Instead of deleting, you can set the status of an account to **Inactive** which prevents future postings but still retains the account number for comparisons. On the **Main Tab** in **Account Maintenance**, select Inactive in the Status field and click Accept.

Can I open a closed fiscal year to make General Ledger postings/adjustments?

YES. If you retained detail history for a prior fiscal year by entering the *'Years to Retain General Ledger History'* field in GL Options, you can reopen and post to a closed fiscal year.

TO POST TO A CLOSED FISCAL YEAR:

1. Select General Ledger Setup menu > GL Options

2. On the Main tab, in the Current Fiscal Year field, select the past fiscal year to reopen

3. In the Current Period field, select the accounting period to post to and click Accept

4. In General Journal Entry or Transaction Journal Entry, enter the transaction to the reopened fiscal year and period and update the journal entry.

5. Reprint year end reports when you're finished

6. Go back to General Ledger Options Main tab and select the current year in the Current Fiscal Year field, and the current period in the Current Period field. Click Accept.

You've just re-opened the closed fiscal year, posted a journal entry, and reverted back (in step 6) to the current fiscal period and year.

Note: Closed fiscal years can *only* be reopened in the General Ledger module.

Can I process year end in General Ledger before I'm finished with the other modules?

NO. General Ledger should be the very last module you close. Refer to the **Module Closing Order** article earlier in this newsletter for details on the proper closing sequence.

TIP: How to Correct an Out of Balance General Ledger

There are a variety of reasons that your general ledger can get out of balance. In the video below, you'll learn how to discover and correct the out-of-balance situation including instructions for making one-sided journal entries.

[Watch the Video](#)

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AFFORDABLE CARE ACT (ACA) REPORTING & PROCESSING

When it comes to the Affordable Care Act (ACA), there are a variety of questions about how to track and report data in order to remain in compliance.

That's why Sage has put together an ACA Resource Center to help you understand the provisions and how to comply using your Sage 100 software. Here are some popular ACA resources to consider reviewing.

HOW TO SET UP ACA TRACKING IN SAGE 100

Step-by-step instructions for setting up Sage 100 for ACA tracking and reporting.

Review Setup Procedure

HOW DO I GENERATE THE REQUIRED FORMS?

Instructions for generating and printing required ACA forms including 1094 and 1095.

Generating ACA Forms in Sage 100

HOW TO REPORT EMPLOYER-SPONSORED HEALTHCARE COVERAGE ON THE W2 USING SAGE 100

Setting up Sage 100 Payroll to track and report the cost of coverage under an employer-sponsored group health plan.

Review Instructions

ACA VIDEO GALLERY

A collection of "How-To" videos for ACA setup, generating forms, and more using Sage 100.

Video Gallery

The resources and articles above are designed to provide general guidance on using Sage 100 for ACA compliance. Be sure to consult with your accountant or tax advisor for legal advice or guidance that's personalized to your company-specific requirements.

SAGE 100 YEAR END CENTER

Sage has created a Year End Center that provides valuable resources to guide you through a smooth year end closing process in Sage 100 including:

- Year End Tips and Checklists
- Video Tutorials and How-to Articles
- Live Chat With Tech Support
- Tax Forms, Payroll, and Report Guidance

Take advantage of this free and valuable resource!

Visit Year End Center

SAGE 100 SUPPORTED VERSIONS UPDATE

Sage officially supports the current plus 3 prior versions of Sage 100. With the release of Sage 100 2018, here's the updated list of supported versions and retirement dates:

Sage 100	2018	2017	2016	2015
Release Date	Oct 2017	Oct 2016	Nov 2015	Apr 2015
Phone Support Retirement	9/30/2021	9/30/2020	9/30/2019	9/30/2018
Year End IRD Updates	12/31/2020 (Use eFiling & Reporting)	12/31/2019 (Use eFiling & Reporting)	12/31/2018 (Use eFiling & Reporting)	12/31/2017 (Use eFiling & Reporting)
Tax Table Updates	N/A	12/31/2019 (2019Q4)	12/31/2018 (2019Q1)	12/31/2017 (2018Q1)
Product Updates	March 2019	March 2018	June 2017	June 2016
Hot Fixes	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Online Support Knowledge-base	Yes	Yes	Yes	Yes

Get Complete Support Details Here ...

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New Spell Check Feature

With Sage 100 2018, you can now spell check documents in several areas including comments, memos, and messages that print on forms (Sage 100c only). Misspelled words are identified by underline and you can then right-click them to choose a replacement word from a list of options, add the word to your personal dictionary, or ignore the misspelled word. In addition when adding a multi-line user-defined field (UDF) to a screen, you can select whether to enable spell check.

Update Available for Sage 100 2017.3

In addition to the Sage 100 2018 release, an update for **Sage 100 2017.3** is also available. It includes program fixes as well as updates to Accounts Payable, Accounts Receivable, Bank Reconciliation, and Bill of Materials.

For full details, refer to the Sage 100 2017.3 release notes.

Upgrading to Sage 100 Version 2018

In addition to the new features mentioned in this article, there are a variety of global enhancements added across other modules like Accounts Payable, Accounts Receivable, and Reporting.

For full details of all enhancements, changes, and things to consider before upgrading, refer to the following guides:

What's New in Sage 100 2018 (Detailed)

Sage 100 Upgrade Guide (Versions 2013 through 2018)

Sage 100 2018 Release Notes

Sage 100 2018 Upgrade Checklists

Be sure to get in touch if you have questions or need assistance with an upgrade to Sage 100 2018.

GETTING TO KNOW PAYROLL 2.0

A long time in the making, Sage 100 Payroll 2.0. (aka "Payroll 2018") is the next-generation payroll module that has been modernized to improve performance and user experience. Since it represents a significant change, we wanted to introduce you to a few how-to videos that should help you with a smooth transition from the legacy payroll module.

How to Convert Payroll Data

This video teaches you how to convert data from your legacy payroll (Sage 100 2017 and earlier) using the new **Payroll Conversion Wizard**.

▶ WATCH: How to Convert Payroll Data

Payroll 2018 Setup and Options

In this video, you'll learn about the changes to the various setup options for Payroll including those for the Earnings Codes, Deduction Codes, and Time Off Codes.

▶ WATCH: Payroll 2018 Setup

How to Create and Use Tax Profiles

Learn how to setup new tax profiles the system uses to calculate employee federal, state, and local taxes.

▶ WATCH: Payroll 2018 Tax Profiles

NOTE: The initial release of Payroll 2018 is not yet compatible with the **TimeCard** module. If you use TimeCard, you'll need to wait until the release of Sage 100 2018 PU1 (early 2018) before upgrading payroll.

Capitol Computer Systems, Inc.
406 Second Street
New Cumberland, PA 17070
(717) 774-7406

Capitol Computer Systems, Inc.

DianaL@CapitolCom.com | www.CapitolCom.com