# MAS 90/200 Year End Processing

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Results

The information provided in this slide deck is based upon our experience in working with MAS 90 and MAS 200 as well as documents available from Sage

If you have any questions, don't hesitate to contact us. There are 3 ways to reach us:

- Call (800) 622-9014
- email support@bcsprosoft.com
- Create a support ticket at www.bcsprosoft.com



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#### **Year End Processing**

As of version 4.40 there are only three modules still in the "old" framework, Payroll, Job Cost and Work Order.

This means that all other modules are not constrained by the PTD, YTD and Last Year Bucket philosophy previously used.

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## **Year End Processing**

Version 4.30 and prior – Purchase Order and Inventory are still on the old framework

Version 4.10 and prior – Accounts Payable is still on the old framework

Version 4.05 and prior – Accounts
Receivable and Sales Order are still on the old framework

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#### **Year End Processing**

What does this mean for you?

In the "new" framework modules the only purpose for Period/Year End Processing is to keep users from posting to a prior period/year and to remove historical data based on the module setup options.

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#### **Year End Processing**

What does this mean for you? (cont)

You will not lose summary data for

Customers, Vendors, Inventory
Items, and G/L Accounts as long as
the setup options are correct for your
organization and it's retention
policies.



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#### **Year End Processing**

Review Module Setup Options

Focus on Data Retention Settings such as number of years to retain transaction detail, paid invoices, completed purchase orders, etc.

Ensure the Budget Copy Feature in G/L is set properly.

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#### **Year End Processing**

#### Non 4.x Framework Modules

Must adhere to the 2 open period rule (Current + 1 Future)

Failure to properly close will result in inaccurate reporting, but integrity of accounting data still intact.

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#### **Year End Processing**

Special Considerations - Inventory

In order to have a Valuation Report to match the G/L Balance, you cannot process any future inventory transactions before completing the Year/Period (Trial Balance can still be used to balance).

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#### **Year End Processing**

Special Considerations - Payroll

If you will process a 2011 payroll before printing 2010 W2's, then you need to make an archive copy of the company before closing.

Install the 2011 Q1 Tax Table and process the 2011 payroll.



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### **Year End Processing**

Special Considerations - Payroll (cont)

To process 2010 W2's, you must re-install the Q4 2010 Tax Tables.

Install the 2010 Interim Release for Payroll (only available for version 4.00 and higher).

Print the W2's from the archive company.

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### **Year End Processing**

Special Considerations – Payroll (cont)

Once W2's are processed, the 2011 Q1 Tax Table must be re-installed.

Pre-printed Laser W2's can be purchased from most office supply stores (make sure to get them early and have enough in case there are any problems).

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## **Year End Processing**

Special Considerations – Accts Payable

Install the 2010 Interim Release for A/P before 1099's are processed.

A/P will track multiple years of 1099 data at the vendor level. Therefore, it is not

necessary to make a copy of the company before closing.

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#### **Year End Processing**

Special Considerations - Accts Payable (cont)

Check the vendor 1099 amounts and make any adjustments necessary.

Pre-printed laser 1099 forms can be purchased from office supply stores (make sure to get them early and have enough in case there are problems).

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## **Year End Processing**

Sage has published a FAQ document regarding Year End Processing for MAS. You can access it via the

BCS/Prosoft website.

http://www.bcsprosoft.com



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#### **Electronic Reporting**

Originally called Magnetic Media.

File is generated and can be submitted to the IRS.

BCS/Prosoft can provide solutions for state specific reporting requirements



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## eFiling Capability

Certified Forms

- 941, W2 & W3, 1099 & 1096, DE6, NYS 45
- Forms for all 50 states
- 250 Approved Payroll Form Sets (400+ forms)

#### Seamless Integration

- Forms automated populated with payroll data
- Fully Integrated with current payroll software

#### Easy to Use

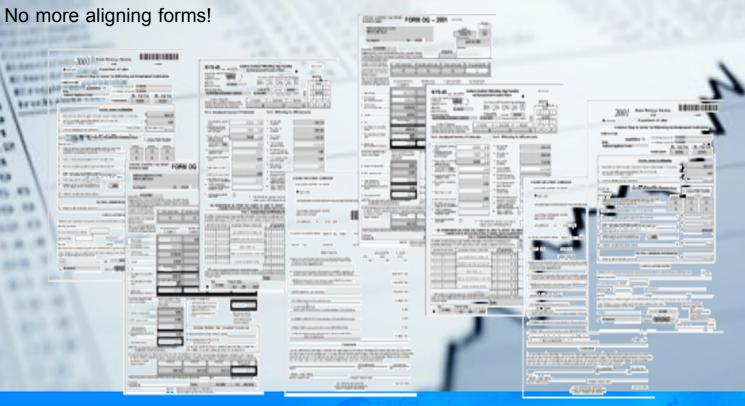
- Quick activation, virtually no support needed
- On-Screen Editing of the Actual Report
- Printing Option

BCSClick and Forget eFiling Option

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### **eFiling Capability**

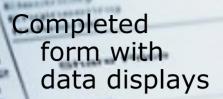


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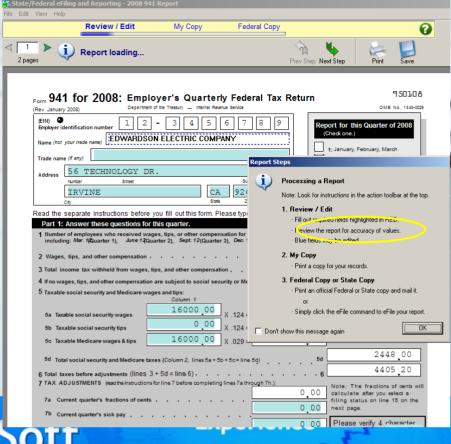
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eFiling Capability



Review/Edit options



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## eFiling Capability

Users are alerted each quarter to update the forms - mandatory All forms are automatically updated with a single click

Fully automated using built-in web communication.

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#### eFiling Capability

One time eFiling enrollment required.

Access enrollment form from within Sage application.

On-screen detailed instructions.

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# **Year End Processing** Things to look out for

Archive Payroll in new company code

Reinstall 2010 Q4 tax tables prior to printing W2's from archive company

Have plenty of 1099 and W2 forms

Install 2011 941 updates from Sage



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# Year End Processing

Things to look out for – (cont)

Reinstall 2011 Q1 tax tables after printing W2's from archive company

Don't wait until the last minute to process your W2's and 1099's

My 1099's aren't correct - why?

What happened to my budget?

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