

# MAS 90/200 Year End Processing

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- Experience
- Expertise
- 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](mailto:support@bcsprosoft.com)
- Create a support ticket at [www.bcsprosoft.com](http://www.bcsprosoft.com)

## 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.

## 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).

## 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

Click and Forget eFiling Option

● Experience

● Expertise

● Results

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# eFiling Capability

No more aligning forms!



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● Expertise

● Results

# eFiling Capability

Completed form with data displays

Review/Edit options

State/Federal eFiling and Reporting - 2008 941 Report

File Edit View Help

Review / Edit My Copy Federal Copy

Report loading...

2 pages Prev Step Next Step Print Save

Form 941 for 2008: Employer's Quarterly Federal Tax Return 950108  
(Rev. January 2008) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

(EIN) Employer identification number 1 2 - 3 4 5 6 7 8 9

Name (not your trade name) EDWARDSON ELECTRIC COMPANY

Trade name (if any)

Address 56 TECHNOLOGY DR.  
Number Street  
IRVINE CA 92614  
City State ZIP

Report for this Quarter of 2008 (Check one)  
 1: January, February, March

Report Steps

Processing a Report

Note: Look for instructions in the action toolbar at the top.

1. Review / Edit

- Fill out review fields highlighted in red.
- Review the report for accuracy of values.
- Blue fields may be edited.

2. My Copy

- Print a copy for your records.

3. Federal Copy or State Copy

- Print an official Federal or State copy and mail it.
- or
- Simply click the eFile command to eFile your report.

Don't show this message again OK

Read the separate instructions before you fill out this form. Please type in the appropriate information.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for including: Mar. 1 (Quarter 1), June 1 (Quarter 2), Sept. 1 (Quarter 3), Dec. 1 (Quarter 4)

2 Wages, tips, and other compensation

3 Total income tax withheld from wages, tips, and other compensation

4 If no wages, tips, and other compensation are subject to social security or Medicare taxes, enter -00000000

5 Taxable social security and Medicare wages and tips:

Column 1	Column 2
5a Taxable social security wages	16000.00 X .124
5b Taxable social security tips	0.00 X .124
5c Taxable Medicare wages & tips	16000.00 X .029
5d Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)	2448.00
6 Total taxes before adjustments (lines 3 + 5d = line 6)	4405.20
7 TAX ADJUSTMENTS (read the instructions for line 7 before completing lines 7a through 7h.)	0.00
7a Current quarter's fractions of cents	0.00
7b Current quarter's sick pay	0.00

Note: The fractions of cents will calculate after you select a filing status on line 15 on the next page.

Please verify 4 character

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Expertise  
Results

# 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.

Experience

## eFiling Capability

One time eFiling enrollment required.

Access enrollment form from within Sage application.

On-screen detailed instructions.

## 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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