



# Issue 15

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## Headline News

The Sage Software BusinessWorks Support Center earned the prestigious *Support Center Practices Certification* for the ninth straight year. The program quantifies the effectiveness of customer support, establishes a foundation of existing quality processes to build on, and provides a clear focus on measurable results.

SCP-certified organizations must demonstrate their continued commitment to high-performance standards through annual re-certification audits.

## Print-N-Sign And eFile

See page 4  
for more info!

# 2006 Year-End Planning

**Y**ear end is a busy time for most businesses, and frequently internal accounting is put on a back burner. Nevertheless, do not defer your year-end procedures, as a delay can have far-reaching impact on your data.

### Step One—Backup Your Data

Before you close any Sage BusinessWorks Accounting modules, perform a complete backup of company data. Retain this backup indefinitely, as it provides critical data for recovery or audit purposes.

1 Select *Backup* from the Sage BusinessWorks Launcher's *File Menu* to open the *Database Backup Wizard*.

2 Choose the company you wish to backup by clicking the *Company ID*.

3 In the *Select Backup File Name* window:

a) Select a folder or drive from the list. Type a backup file name; be sure to select a unique name to avoid overwriting an existing backup file. We suggest using a file name that includes the company ID and the date. Example: *SampleCompany123106.zip*. Then click *Next*.

b) Click *Start* and select *Yes* to begin the backup. When the backup is complete a message appears giving you the option to back up another company. If you have multiple companies, select *Yes* and repeat these same steps.

**Note:** It is strongly recommended that you per-

form the backup within Sage BusinessWorks described above even if another backup utility is used on your system.

### Step Two—Create An Archive Company

Use the Sage BusinessWorks *Copy Company* feature to create an archive copy of your active company files for the year's data. In doing so, you have a copy of the current year's data intact and readily accessible without the need to restore from a backup file. The *Copy Company* feature is avail-

able for Sage BusinessWorks V6 and above. To use it:

1 Select *Utilities / Maintain Companies*.

2 Select *OK* to the exclusive-option message.

3 Use the Look up capability to select the Company ID and select *Accept*.

4 Click on the Copy icon.

5 Enter a new Company ID,



Careful planning can save a lot of headaches at year end.

choosing an ID that is unique and that you can easily recognize as this company's data for the year, and select *OK*.

If you are running a version of Sage BusinessWorks older than V6, call us to obtain instructions for manually creating an archive company.

### Step 3—Prepare Modules For Closing

The following describes the recommended year-end steps to perform before closing each module. Once these steps are performed, close the modules in the recommended sequence.

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# 2006 Year-End Planning CONTINUED

## Closing Order—It's Important!

The order in which certain modules are closed is very important to avoid incorrect data. Modules should be processed and closed in the following order:

- ▶ Accounts Receivable
- ▶ Inventory Control
- ▶ Order Entry
- ▶ All other modules
- ▶ General Ledger (last)

## Accounts Receivable

Before you close the Accounts Receivable module:

- 1 Make sure all appropriate recurring invoices are entered and active
- 2 Verify that you have entered all invoices, debit memos, credit memos, deposits, and checks
- 3 Calculate finance charges, if you are using them
- 4 Print the following reports for the current month:
  - ▶ Detail Report
  - ▶ Aging Report
  - ▶ Transaction Registers
  - ▶ Open Invoice Report
  - ▶ G/L Reconciliation Report
  - ▶ Any other reports you need
- 5 Back up your data files
- 6 Close the month with *Close Current Month* (or *Company Close* in System Manager)

When you close a month, the following takes place:

- Transaction detail is removed, depending upon the number of months you have selected to keep history (1 to 60 months)
- Current month advances to the next month; if the current month is the last month in your fiscal year, year-to-date totals are reset
- Current month advances to the first month of the new fiscal year; and any active recurring invoices are posted to the new month

## Inventory Control

Before you close the Inventory Control module:

- 1 Verify that you have entered all purchase

orders, receipts, issues, returns and adjustments

2 Print the following reports for the current month and any other reports you need:

- ▶ Transaction Detail Report
- ▶ Transaction Summary Report
- ▶ Stock Status Report or On Hand Detail Report

3 If this is the last month of your fiscal year, you should also print:

- ▶ On Hand Detail Report
- ▶ Inventory Performance Report
- ▶ Margin Analysis Report

4 Reconcile Stock Status Report or On Hand Detail Report to the inventory balance in the General Ledger to assure accuracy

5 Back up your data files.

6 Close the month with *Close Current Month* (or *Company Close* in System Manager)

When you close a month, the following takes place:

- Month advances to the next month
- Period-to-date totals are reset
- YTD totals moved to prior year totals

## Order Entry

Before you close the Order Entry module:

- 1 Verify entry of all quotes and sales orders, and invoicing of all shipped orders
- 2 Make sure you've processed all returns
- 3 Produce the following reports:
  - ▶ Detailed Quote Report
  - ▶ Detailed Sales Order Report
  - ▶ Invoice Detail Report
  - ▶ Any other reports you need
- 4 If this is the last month of your fiscal year, print the Sales Analysis Report
- 5 Back up your data files
- 6 Close the month with *Close Current Month* (or *Company Close* in System Manager)

During close, the following events occur:

- Current month advances to the next month
- The system purges detail depending on the number of months you set to keep
- Period-to-date and year-to-date totals are reset
- If the current month is the end of

your fiscal year, Sage BusinessWorks automatically zeros all appropriate totals

## Accounts Payable And Cash Management

Before you close the Accounts Payable and Cash Management modules:

- 1 Make sure recurring invoices are entered and have an active status
- 2 Verify that you have entered all invoices, debit memos, and credit memos
- 3 Make sure you have paid all vendors you want to pay this month
- 4 Produce an A/P Aging Report for the current month and reconcile the balance with your balance in General Ledger
- 5 Produce the following reports:
  - ▶ Check Register
  - ▶ Bank Transaction Report
  - ▶ Open Invoice Report
  - ▶ Aging Report run with current date
  - ▶ Flash Report
  - ▶ Accounts Payable Detail Report
  - ▶ Purchases and an Adjustments Journal showing year-to-date
- 6 Print vendor 1099 Forms before you close. This is very important because when closing December the 1099 payments field is zeroed out

7 Back up your data files

8 Close the month in Accounts Payable with *Close Current Month* (or *Company Close* in System Manager)

The following events occur during the closing process:

- When the Accounts Payable module is closed the Cash Management module will also be closed
- The system verifies that you printed vendor 1099 forms and warns you to print them if you did not
- Transaction detail is removed, based on the number of months of history you keep
  - The current month advances to the next month
  - Year-to-date totals are reset, and the current month advances to the first month of the new fiscal year
  - Because vendors' year-to-date 1099

# 2006 Year-End Planning CONTINUED

totals are tracked by calendar year, they are reset

- Active recurring invoices are posted to the new month on the due date

## Payroll

Before you close the Payroll module:

1 Print all payroll reports containing year-to-date information for your permanent records. We recommend you print the following:

- ▶ Check Register for the current open month and for the year
- ▶ Tax Deposits Register
- ▶ Employee Master List
- ▶ Employee Earnings Report
- ▶ Employee History Report
- ▶ Employee Vacation/Sick Pay Report
- ▶ Employee Overtime Report
- ▶ Company Totals Report
- ▶ Any totals reports you may need

2 Print your liability and deposit information reports:

- ▶ Unemployment Worksheet
- ▶ 941 Worksheet
- ▶ State Tax Reports
- ▶ Tax Deposit Register

3 Print W-2 Forms for all employees and W-3 information report

**Important Note:** Printing W-2 forms before doing the year-end close is not mandatory, however, you will not be able to make any changes to W-2 figures after closing. When you are ready to print W-2s, Sage BusinessWorks will ask whether you want to print *Current* or *Previous* W-2 information. If you are already in the new year, select *Previous* for all employees, as choosing *Current* will generate the information only for the period elapsed in the new year, and the data you wanted for the previous year will be lost.

4 Reconcile W-3 and 941 forms. The W-3 compiles all the totals for each box on the W-2. The W-3 should match the total amounts on each line of the 941 report for all four quarters.

**Note on Magnetic Media Filing:** When you access the Create W-2 Reporting File option and enter your company-specific information, Sage BusinessWorks will create the W-2 report file in the federal magnetic media format and save it in the location you specify. Because of varying state

requirements, Sage BusinessWorks only creates a state magnetic media file for California. You can check with your state to see if they will accept the federal magnetic media format. If your state does not accept the federal format you can file magnetically through the new Enhanced Tax Reporting in Sage BusinessWorks Version 7. Please see our article on Page 4 for more information about this add-on service.

5 If you are using General Ledger, print a Payroll Journal with Journal Report in General Ledger, and keep this report as part of your permanent records

6 Back up your data files

7 Close the month with *Close Current Month* (or *Company Close* in System Manager)

When you close a month, the following takes place:

- Current month advances to the next month. Period-to-date totals are reset
- Appropriate wage, tax, commission, other pay, deduction, piece rate, and task code totals are zeroed out
- Check detail older than the Years to Keep history is cleared

### After-Closing Payroll Tasks

After closing Payroll, update your rate tables if you have rate changes for SDI or SUI, using Maintain Tax Tables. Modify the tax rates for SDI and SUI using Activate States (these rates vary from company to company).

After you close Payroll, it is the time to download and install the **Tax Table Update** (TTU). Updates for 2007 will be available for download at the end of December 2006. However, only an early tax table update will be available for V6. This will be the last update for V6. **Note:** Wait to install the tax table until after the W-2s have been printed and verified.

## General Ledger

Before you close the General Ledger module:

- 1 Close all other modules
- 2 Post recurring journal entries
- 3 Review Working Trial Balance and make correcting or adjusting entries
- 4 Produce the following reports:
  - ▶ Journal Report for all journals
  - ▶ Balance Sheet

- ▶ Income statement
- ▶ Statement of Cash Flows
- ▶ Detailed Trial Balance
- ▶ Other desired reports

5 Verify that the Trial Balance is correct. If you need to post any more correcting journal entries, reprint the Trial Balance Report and the Journal Report after you make your corrections.

6 Back up your data files

7 Close the month with *Close Current Month* (or *Company Close* in System Manager)

**Note:** Closing the last month of the fiscal year automatically closes the year.

When you close the last month of the fiscal year, the following takes place in the General Ledger:

- Sales data transfers to Year-to-Date Earnings
- Comparative data is updated
- Transaction detail is removed, based on number of months to keep a history (up to nine years)
- The current month advances to the next month
- Year-to-date earnings are transferred to retained earnings, year-to-date totals are reset, and the current month advances to the first month of the new fiscal year
- Reversing entries set up to post to the next month post to the new current month

If you need help or have questions regarding year-end procedures, we would like to help, please give us a call. ★



## Spotlight On Sage BusinessWorks Print-N-Sign And eFile



**W**ith over 10,000 taxing agencies in the U.S. and constantly changing regulations, staying compliant with government reporting requirements can be a challenge. How much time do you spend completing and submitting monthly or quarterly payroll tax forms? What if you could reduce the time you spend and save money too?

In order to help customers increase the efficiency and accuracy of their payroll tax reporting, Sage BusinessWorks Accounting Version 7 added Enhanced Tax Reporting which includes the **Print-N-Sign Forms** feature. In addition to Print-N-Sign Forms, **eFile Service** is an add-on service you can utilize to electronically file and pay your taxes. Let's learn more.

### Tax Reporting Made Easy

With the new **Print-N-Sign** feature, you can automatically produce more than 250 tax forms including state and federal unemployment forms, new hire reports, W-2s, W-3s, 1099s, and more. Print-N-Sign populates the forms using data from the Sage BusinessWorks accounting system. Review the information on screen and then simply print your reports—on plain paper—and sign. Not only do you save time, and potentially costly data entry errors, but you also save the cost of pre-printed forms.

### Full State And Federal Support For ClientCare Subscribers

Fifty state forms are supported as well as federal reports, so Print-N-Sign can handle your needs—regardless of the number of states in which you must file. And the best part is that Print-N-Sign is provided free of charge for all Sage BusinessWorks customers with a current ClientCare subscription. Changes to the forms are automatically provided to current ClientCare subscribers as well, so you don't have to worry about keeping track of the changes each state may make to their forms.

### Go Paperless

Working in tandem with Print-N-Sign is the exciting new **eFile Service**. The add-on eFile Service enables you to electronically send forms and reports directly to the appropriate government agency, eliminating the need to print and mail them. The service can print and file your forms, and it can even submit tax payments on your behalf. No more worries about whether the check will arrive on time!

Over 250 forms, several for each state, are supported. eFile also offers you the option of submitting your W-2, W-3, and 1099 forms electronically. Have you struggled for hours getting W-2s to align properly on your printer? How long do you think you spend on the dreary task of separating the forms and stuffing them in envelopes? With the eFile service, you can say goodbye to all of that. Studies show that the average cost, including the purchase of preprinted forms, to produce W-2s in house is \$3.24 per employee. The Complete eFile Service costs less than half this amount per employee.

### Access To History

The reports and forms generated by both Print-N-File and eFile are all saved in detail in a history file that you can easily retrieve.



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If you process your payroll in house using Sage BusinessWorks, consider taking advantage of the significant benefits you will realize by using the Enhanced Tax Reporting Print-N-File feature and eFile Service.

- ▶ Save money by cutting your processing time and eliminating the need to purchase preprinted forms.
- ▶ Increase productivity—prepare tax forms in less time. Customers have reported reducing preparation time from 20 to two hours.
- ▶ Minimize data entry errors—forms are populated automatically from Sage BusinessWorks accounting data.
- ▶ Enjoy convenience—electronically file forms, no need to run to the post office.
- ▶ Access to information—complete historical files are retained for review if needed.

With W-2 submission time just around the corner, now is the perfect time to add Print-N-Sign and eFile to your Sage BusinessWorks software. Give us a call to discuss. ★