DWD TECHNOLOGY GROUP

Sage 100 ERP Newsletter

Year End 2013

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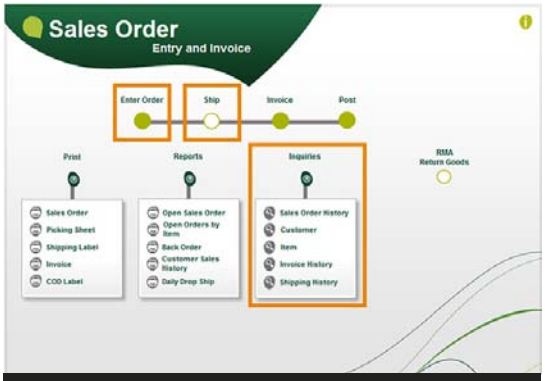
SAGE 100 ERP - THE YEAR IN REVIEW

With the introduction of Sage 100 ERP Version 2013 and subsequent product updates, your ERP software received an impressive range of new features during the year. Sage 100 ERP also got a boost in mobility thanks to the introduction of cloud-technology. These new features make it possible for you to access your system using a mobile device or tablet and stay productive even when you're on-the-go or away from the office. Let's take a look at the year in review.

The Release of Sage 100 ERP 2013

Sage 100 ERP Version 2013 was designed with you in mind - bringing together customer requested enhancements and improved system functionality. Popular additions like **Visual Process Flows** simplify navigation by providing a visual representation of all your business processes and workflow.



Visual Process Flows Provide a Visual Snapshot of your Business Processes and Workflow

These interactive flowchart diagrams allow you to quickly identify job-specific tasks and launch screens without searching through the tree of menu items and icons. Visual Process flows make it easy for new customers to learn Sage 100 ERP and for existing users to complete tasks that are performed infrequently like year end processing.

Sage has been slowly introducing customers to cloud-technology. For example, the new **Sage Exchange** uses could-technology to transform the way credit cards are processed. Sage Exchange allows you to take payments on your mobile device, manage payment information on-the-go, and cut down on merchant transaction fees – all while providing enhanced credit card security and Payment Card Industry (PCI) compliance. **Sage Advisor**, also based on cloud-technology, makes it easier to manage and apply service packs, product updates, and fixes as soon as they're released. It recognizes your current version, checks for available updates, and provides the details you need to download and install.

Top 10 Reasons to Upgrade to Sage 100 ERP Version 2013

Over time, we've learned our most successful Sage 100 ERP software users are those who take advantage of every tool available to run their business more efficiently. The software developers at Sage work continually to improve and add new functionality to Sage 100 ERP so your team can work faster and smarter. Each new software release is designed to streamline workflow saving your company time and money.

If your business is running an older version of Sage 100 ERP, learn the Top Ten Reasons to Upgrade to Sage 100 ERP version 2013.

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... The Year In Review Continued from Page 1

Sage Inventory Advisor

2013 also brought us **Sage Inventory Advisor** - an affordable cloud-based service that helps you reduce excess inventory and lower carrying costs while eliminating stock-outs. It works by connecting with your Sage 100 ERP inventory module, continuously crunching the numbers, and delivering a real-time health-check that optimizes inventory using a sophisticated forecast engine. Sage Inventory Advisor even monitors inventory status to provide early warnings for critical items such as inventory out of stock - or near out of stock - as well as excess and surplus orders.

Sage Mobile Apps

Just recently, Sage introduced 3 new mobile apps designed to help you improve sales communication, customer service, and cash flow using a mobile device or tablet. These new cloud-based solutions are affordable, easy-to-implement, and integrate directly with your Sage 100 ERP system.

Sage Mobile Sales is a native iPad app that provides your sales team with everything they need to close a sale at the customer site – process quotes and orders, take payments, and collect signatures all while out in the field.

With **Sage Mobile Service**, field technicians can schedule work, optimize routes, access customer information, and even accept payments all by using their iPhones.

And lastly, **Sage Billing and Payment** allows your customers to make payments and manage their accounts online using a new 24/7 web portal. This new app also provides an online dashboard where you can quickly resend outstanding invoices and track invoice delivery.

Learn more at the Sage Mobile Apps Website

Close more sales, provide outstanding customer service, and get paid faster using the new Sage Mobile Apps.

Sage City – An Online Community

This year, we also saw the launch of **Sage City** - an online community that replaces all of the previously separate online product portals and destinations. If you have any question about your system, head over to Sage City where you'll find fellow customers, industry peers, and a whole community of support to help you get more out of your software.

Join the discussion at: SageCity.NA.Sage.com

SAGE CITY
Your Online Community

Need Help Figuring It All Out? Contact Us with any questions about upgrading, updating, integrating, and everything in between!

2013 YEAR END FAQ'S

For General Ledger and Reporting

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, you can set the status of an account to **Inactive** to prevent future postings but still retain 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 the closed fiscal year and post to it.

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.

IMPORTANT DEADLINES & TAX INFORMATION

January 31, 2014 - Deadline to issue W-2, 1098, and 1099 forms to employees and independent contractors.

January 31, 2014 - Deadline for filing quarterly payroll & federal unemployment tax returns.

Depreciation and Section 179 Expense

Section 179 has been enhanced for the 2013 and 2012 tax years (2012 is retroactive). This is due to the passage of H.R.8: American Taxpayer Relief Act of 2012 (The "Fiscal Cliff / Fiscal Crisis" Bill).

Get full details at http://www.section179.org

- 2013 & 2012 (Retroactive) Deduction Limit: **$500,000**
- 2013 & 2012 (Retroactive) Limit on Capital Purchases: **$2,000,000**
- 2013 and 2012 (Retroactive) Bonus Depreciation: **50%**

Standard Mileage Rate

The standard mileage rate for operating an automobile for business use is **56.5 cents per mile** driven throughout 2013. The rate increased 1 cent from the 2012 rate.

Full mileage details at IRS.gov

**Note: this information is intended as a helpful reference and is not to be relied on as qualified advice from a tax professional.*

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YEAR END CHECKLISTS

Here are year end closing checklists for General Ledger, Accounts Receivable and Accounts Payable to help ensure that all procedures are processed and in the proper order. **Note**: these modules all ***begin*** with the following 2 steps:

1. Backup your AR/AP/GL files and label them as "**prior**" to Year End processing.
2. Make sure the AR/AP/GL system date is set to the last day of your fiscal year.

Accounts Receivable

3. Ensure all invoices and cash receipts have been recorded for the current year.
4. Apply finance charges to past due customers.

   Note: If you answered "None" for "Finance Charge Computation Method" in A/R Set Up Options, then continue.
5. Print statements for the appropriate customers.

   Note: If you did not activate the "Customer Statements" option in A/R Set Up Options, continue to the next step.
6. Select "Period End Processing" from the Period End menu, and choose the Full Period & YE Processing option.
7. Select the reports you wish to print for the period. At minimum, we recommend *Aged Invoice Report* and *A/R Trial Balance*.
8. Complete year end processing, backup AR files, and label them as "**after**" YE processing.

Accounts Payable

3. Ensure all invoices and checks have been entered and updated for the current year.
4. If your fiscal year coincides with the calendar year and your company issues 1099 Forms for vendors, then print, verify, and clear the 1099 Forms.
5. Select "Period End Processing" from the Period End menu, and choose the Full Period & YE Processing option.
6. Select the reports you wish to print for the period. At minimum, we recommend *Aged Invoice Report*, *A/P Trial Balance*, and *Check History Report*.
7. Complete year end processing, backup AP files and label them as "**after**" YE processing.

General Ledger

3. Make sure all activity and adjustments in modules integrated with General Ledger have been completed in the year to be closed. **Note:** Check the Module Closing Order article on the next page of this newsletter.
4. Print and update the Recurring Journals. Refer to the Recurring Journal section on page 99 of the GL Manual.
5. Print the General Ledger Worksheet and log all essential adjustments.
6. Enter adjustments in General Journal Entry. This includes entries logged on the General Ledger Worksheet (above).
7. Print and update the Daily Transaction Register.

   Note: The system will not allow YE processing to continue until after this step is performed.
8. Enter budget revisions through Budget Revision Entry and update the Budget Revision Register.
9. Go to G/L Options, confirm proper settings for these fields:
   - Auto Budget Option field is set to the option you want to create next years' budget
   - Number of Years to Retain in Transaction History
   - Number of Years to Retain in Summary History

   Note: Setting number of years to "1" will not retain history - 1 means current year only.
10. Make sure the Balance Sheet is in balance.
11. Print the General Ledger Analysis (not "required")
12. Update & print Custom Financial Reports (not "required")
13. Select, modify, and update the Allocation Journal.
14. Select Period End Processing, and choose the Full Period End Processing option.
15. Select the reports you wish to print for the period. At minimum, we recommend *Trial Balance*, *Standard Financial Statements*, and *General Ledger Detail Report*.
16. Complete period end processing, backup general ledger files, and label them as "**after**" YE processing.

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 ERP (fka MAS 90) 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. The only way to "reverse" year end processing in Sage 100 ERP is to restore your data from a backup.

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. 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 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 third party add-on products or Sage Endorsed Solutions, please contact us to discuss specific closing procedures for your company.

4 Tips for a Successful Year End

1. **General Ledger Closing** - While it's a good idea to close modules in a timely fashion, your General Ledger can remain open for as long as you need while awaiting final processing in other modules (or audit adjustments). A GL that's still open for 2013 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. It's a good idea to begin reconciling all of your payroll tax reports to the general ledger **in early December.** This gives you a chance to catch errors early and avoid filing an amended payroll tax return. **Note:** All W-2's and quarterly reports must be printed before processing the first payroll for 2014.

3. **Check Your Version Number** - Closing procedures can vary depending on which version of Sage 100 ERP 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 ERP

4. **Get All the Answers** - We've compiled an extensive packet of checklists, closing procedures, and FAQ's related to your core modules including General Ledger, Accounts Payable, Accounts Receivable, and Payroll.

Click Here to download the entire packet in a zip folder

5. **WE'RE HERE TO HELP** - As you begin year end closing procedures and prepare to start fresh in 2014, be sure to contact us if you need assistance during this important time of year. As your software and technology partner, we're always here to help!

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Important Product Updates & Reminders

Following is a collection of important product updates, changes, and version retirements that you should be aware of as you close out 2013 and look ahead to 2014.

Electronic Reporting Retirement

As previously announced, the **Electronic Reporting Module** is being retired this year, along with:

- Traditional Accounts Payable Form 1099
- Payroll Quarterly Form 941
- Payroll W2 Printing Using Pre-Printed Forms
- W2 and 1099 File Creation

Tax year 2013 is the last year Sage will maintain and support these tax forms within the Accounts Payable, Payroll, and Electronic Reporting modules. Starting with the release of Sage 100 ERP Version 2014 (expected in December) and for tax years 2014 and beyond, these pre-printed forms will be replaced with **plain paper printing** capabilities provided through the Sage 100 ERP integration with Federal and State eFiling and Reporting powered by Aatrix.

Note: the Payroll Tax Tables will continue to be maintained as long as you're running a currently-supported version of Sage 100 ERP (MAS 90).

SUPPORTED VERSIONS REMINDER

Sage officially supports the current plus 3 prior versions of Sage 100 ERP. Here's a glance at the current versions and support retirement dates:

Version	Phone/Email Support Retirement
Version 2013	Current - no retirement date yet
Version 4.5	9/30/15
Version 4.4	9/30/14
Version 4.3	**9/30/13 - No Longer Supported**

Supported Versions Matrix (PDF) >>>

Sage 100 ERP 2013

Product Update 4 (PU4)

Sage 100 ERP Version 2013, Product Update 4 (PU4) is now available for download on the Sage Customer Portal. Or you can use the **Sage Advisor** dashboard that's built into your system to review and download the update. Check out the PU4 Release Notes (PDF) for details about the product fixes and other changes included in this update.

Sage 100 ERP 2014

The Road Ahead

Expected for release sometime in December, Sage 100 ERP Version 2014 will emphasize tighter integration with Sage CRM along with product fixes and new customer-requested features. Here's a quick look at what's expected:

- Tighter, more stable integration with Sage CRM including option to connect with Sage CRM Cloud
- 60+ stability, maintenance, and feature issues resolved
- Payroll enhancements including ability to select up to 16 new Box 12 codes for W2 filing
- Flashlight lookup for A/P invoices
- Auto-complete search functionality for customers, vendors, and inventory items
- Option to leave the print window open after print and preview on custom reports and GL financial reports
- Updated search defaults to the first column in the grid instead of row number when performing a "find"
- Sage Intelligence is now auto-installed on the menu
- Enhanced integration with Sage Mobile and Sage Connected Services

Once the 2014 release is live and available for download, we'll provide more detail about the new features and product updates - so keep your eyes open for our follow up.

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Sage CRM Supplement

CRM Software for Sage 100 ERP

SAGE CRM VERSION 7.2b

Now Available for Sage 100 ERP 2013 Customers

In November, we got word from Sage that the latest Sage CRM Version 7.2b was integrated and now available to customers running Sage 100 ERP 2013. So let's take a look at what's included in this newest version of Sage CRM that's designed to work hand-in-hand with your ERP system.

CRM Gets Social

Our communication with business contacts and customers has changed over the last few years. While people still rely on email and phone, more folks are starting to use social media like Twitter, LinkedIn, and Facebook to connect with companies and make buying decisions.

Previous versions of Sage CRM were already integrated with Twitter and LinkedIn. But Sage CRM 7.2b introduces ***new*** social features to help you keep in touch with customers, stay on top of industry trends, and monitor competitors.

A new **Facebook Integration** means you can merge data from Facebook - like contact photos, customer data, and more - right into your Sage CRM screens. A great way to get a more complete picture of your customers and prospects.

Another social feature in Sage CRM 7.2b is an integration with Yammer - a private social network for your company that allows you to collaborate across departments and office locations. Now your sales team and customer service departments can communicate company-wide and share information right from Sage CRM.

These new integrations make it even easier to leverage the wealth of valuable customer/prospect data on social media and combine it with your Sage CRM screens.

CRM Gets Mobile

These days, business doesn't only happen in the office. More people work from home, are on the road, and onsite meeting with customers face to face. That's why Sage rolled out a slew of new features that allow you to stay connected with the office and take Sage CRM with you.

With previous releases, Sage CRM already introduced several important mobile features. But with Sage CRM 7.2b, new mobile apps were designed to be ***natively*** compatible with **iPhone**, **iPad**, and **Windows 8** devices. So regardless of whether you're a Microsoft or Apple user, Sage CRM has an app that's optimized for your device of choice.

Other New Features

Sage CRM 7.2b also introduces a few other enhancements that are worth noting including:

- **Reporting** - the ability to clone reports and repurpose for a new report, new security settings for better control over access, and new HTML5 report format that no longer requires Adobe Flash.
- **Reminders & Notifications** - on-screen notifications no longer interrupt your current task. Instead, an easy-to-find notifications area is visible at the top of the screen that allows you to review, clear, or snooze active alerts.

Be sure to **Contact Us** with any questions or to discuss an upgrade to the current version.