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Year End Preparation

Many Sage MAS 90 or Sage MAS 200 ERP customers have upgraded to version 4.10 over the last year. This is a great time to audit their reports for the core modules in preparation for the upcoming year-end. By taking this proactive step, if any discrepancies are found, they can be taken care of before they become time-critical in the midst of all the other normal year-end activities and distractions.

To assist in this audit process, Sage Software created checklists of the typical preparatory steps for year end, which are attached below.

We encourage you to go through the checklists over the next few weeks. If any issues arise that require our assistance, please go to our Support Page at <http://www.btsolutions.net/Support/index.html> to send an e-mail support request or call our support line at 919-781-2900 Option 1.

Overall Year End Preparation Checklist

1. Make a copy of your company data using Copy Company in Company Maintenance and use the newly copied company to run through your audit procedures and perform any simulations.
2. Make sure all activity and adjustments in modules integrated with General Ledger have been completed through the current period to be audited.
3. After you've completed the Year End Preparation Checklists, make any adjusting entries and reprint any reports affected by your adjustments to insure the results are to your satisfaction.
4. You can now simulate a Full Year End Processing in each of your modules. Audit any months not previously audited, make any adjusting entries and reprint any reports affected by your adjustments. When satisfied, be sure to perform Year End Processing in the correct order as explained in the Year End Processing Checklists.

Inventory Year End Preparation Checklist

1. Make sure the Inventory Management system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2. Ensure all updates have been completed through the current period:
 - a. All I/M data entry registers have been updated for the current period
 - b. The Variance Register has been updated for the current period
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:
 Negative Tier Report I/M Trial Balance
 Inventory Valuation Report Inventory Stock Status Report

Note: The I/M Trial Balance report should balance with the total of the Inventory accounts on the G/L Trial Balance report when printed for the same time period.

Payroll Year End Preparation Checklist

1. Make sure the Payroll system date is set to the last day of your current quarter. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2. Ensure all updates have been completed through the current quarter:
 - a. All checks have been updated for the current quarter.
3. Select the reports you wish to print through the current quarter. We recommend you print at the minimum:
 Quarterly Governmental Report Quarterly Tax Report
 Payroll Check History Report Quarterly Pay Period Recap
 Earnings Report Deduction Report
 Benefit Accrual Report Worker's Compensation Report
 Quarterly 941 to paper (for verification only)
 W-2 forms to paper (for verification only)

Note: Reconcile QTD and YTD totals on all reports.

Accounts Receivable Year End Preparation Checklist

1. Make sure the Accounts Receivable system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2. Ensure all updates have been completed through the current period:
 - a. All invoices and cash receipts have been updated for the current period
 - b. All finance charges have been applied to past due customers
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:
 - Accounts Receivable Aged Invoice Report
 - Customer Sales Analysis A/R Trial Balance
 - Sales Analysis by Salesperson Cash Receipt Report
 - Accounts Receivable Analysis Salesperson Commission Report

NOTE: The A/R Trial Balance should balance with the A/R account on the G/L Trial Balance when printed for the same time period.

The A/R Aged Invoice Report is not designed to balance with the A/R or G/L Trial Balance.

This is due to the fact that the Aged Invoice Report is based on the Invoice date while both Trial Balances are based on the date the transactions were actually posted.

Accounts Payable Year End Preparation Checklist

1. Make sure the Accounts Payable system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2. Ensure all updates have been completed through the current period:
 - a. All invoices have been updated for the current period
 - b. All checks have been updated for the current period
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:
 - Aged Invoice Report Trial Balance Check History Report
 - Vendor Purchase Analysis Monthly Purchase Report
 - Accounts Payable Analysis 1099 printing to paper (for verification only)

Note: The A/P Trial Balance report should balance with the A/P account on the G/L Trial Balance report when printed for the same time period.

The A/P Aged Invoice Report is not designed to balance with the A/P or G/L Trial Balance reports. This is due to the fact that the Aged Invoice Report is based on the Invoice date or Due date while both A/P and G/L Trial Balances are based on the date the transactions were actually posted.

General Ledger Year End Preparation Checklist

1. Make sure the General Ledger system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2. Make sure all activity and adjustments in modules integrated with General Ledger have been completed through the current period to be audited.
3. Print and update the Daily Transaction Register.
4. Select the reports you wish to print through the current period. We recommend you print at the minimum:
 - General Ledger Analysis General Ledger Trial Balance
 - Financial Reports General Ledger Detail Report
 - General Ledger Worksheet

*The General Ledger Worksheet can prove to be a useful tool in identifying and entering necessary adjustments. The adjustments are logged directly on the Worksheet, then entered into the system through General Journal Entry.

5. Make sure the Balance Sheet is in balance. If adjustments are required, refer to step 6.
6. Enter adjustments in General Journal Entry. This includes entries logged on the General Ledger Worksheet.

Year End Processing Checklist

This chart provides an outline of the processing order for MAS90 applications during Year End. The order logic assures an application that writes to another application is processed first.

1. The first step to take in processing Year End is to make a backup of your company data. Year end in MAS90 can only be "reversed" by restoring from a backup.

Order	Own	Closed	Module
1	<input type="checkbox"/>	<input type="checkbox"/>	System Wide Backup
2	<input type="checkbox"/>	<input type="checkbox"/>	B/M – Bill of Materials
3	<input type="checkbox"/>	<input type="checkbox"/>	W/O – Work Order
4	<input type="checkbox"/>	<input type="checkbox"/>	B/C – Bar Code
5	<input type="checkbox"/>	<input type="checkbox"/>	P/O – Purchase Order
6	<input type="checkbox"/>	<input type="checkbox"/>	S/O – Sales Order
7	<input type="checkbox"/>	<input type="checkbox"/>	I/M – Inventory Management
8	<input type="checkbox"/>	<input type="checkbox"/>	M/P – Material Requirements Planning
9	<input type="checkbox"/>	<input type="checkbox"/>	T/C – TimeCard
10	<input type="checkbox"/>	<input type="checkbox"/>	M/R – Magnetic Media
11	<input type="checkbox"/>	<input type="checkbox"/>	P/R – Payroll
12	<input type="checkbox"/>	<input type="checkbox"/>	A/R – Accounts Receivable
13	<input type="checkbox"/>	<input type="checkbox"/>	A/P – Accounts Payable
14	<input type="checkbox"/>	<input type="checkbox"/>	J/C – Job Cost
15	<input type="checkbox"/>	<input type="checkbox"/>	G/L – General Ledger