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SAGE MAS 90 & MAS 200 NEWSLETTER

Approaching the Close of Another Year

In This Issue:

[Approaching the Close of Another Year](#)

[Payroll Processing - The Year-End Challenge](#)

[Closing Modules: Keeping Things in Order](#)

[The Year-End Toolbox](#)

[Helpful Hints and FAQ's for Year-end](#)

It's that time of year again ... time for year-end processing (for most companies anyway). December marks an anxious time for many accounting departments. It's never too early to develop your plan for the year-end close to ensure that the process is as smooth as possible. Here is a quick summary of a few important things to remember.

Back Up Your Data

The first thing you want to do before beginning *any* year-end processing task is to execute a complete back up of your Sage MAS 90 or MAS 200 data. You should also test the back up to ensure it was successful and the data is readable. Without a reliable back up, there is no way to restore your system to its original state should you need to undo a significant year-end processing mistake. It's also a good idea to make a second back up after a successfully completed year-end close.

Payroll Planning

Even if your company is on a *fiscal* year, you'll need to close out your payroll at the end of the *calendar* year. Since year-end Payroll is typically a significant undertaking, it's a good idea to begin reconciling all of your quarterly 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.

Tax Table Updates and Preparation

Download and install any necessary tax table updates for your Sage MAS 90 or MAS 200 system. Tax table updates can be downloaded from Sage Software's [online support center](#). Prior to year-end, it's also a good idea to order necessary forms such as W-2's and 1099's as well as make sure you have all the information needed to complete them, particularly the appropriate tax ID's. Remember,

1099 and W-2 reporting is due by end of January.

[Click Here](#) to go to Sage Software's "Checks and Forms Website" for a complete selection of tax forms that are compatible with your Sage MAS 90 or MAS 200 system.

Review Module Options

Each module is a little different with respect to year-end processing. Also, data may or may not be cleared out based on your system's set up options. It's a good idea to review these options and follow a module-by-module checklist of year-end processing tasks to ensure that everything is performed in the proper sequence.

For an overview of the proper order of closing by module, [click here](#) to read "Closing Modules - Keeping Things in Order" on page 3.

Gather Important Information Early

Minimize the last minute scramble and stress of meeting deadlines by gathering important information before the end of the year. This can include 1099 information from vendors, employee address and W-4 changes, etc.

Develop a Work Plan

A detailed and step by step work plan for your year-end closing will help to ensure that no vital steps of the closing are left out.

Every company should follow a basic set of procedures to close their books at year-end. The key is to get a majority of your reconciling and corrections done before the end of the year. Naturally you'll have to do a final reconciliation once the books are closed, but getting a majority of the work done before a stressful deadline looms will minimize errors and make for a happier new year.



[Contact Us](#) for guidance or to help you create a "personalized year-end processing plan" and please be sure to call us before attempting any steps with which you are not familiar.



Payroll Processing – The Year-End Challenge

Is Outsourcing Payroll Processing and Compliance a Good Option?

Year-end payroll processing, reconciliation and tax compliance can be a grueling experience for many companies. Staff resources stretch thin during year-end processing and the extra time needed for such a large task necessitates either excessive overtime or adding temporary staff to accommodate the additional work. As administrators endeavor to start payroll processes for the *new* year, they are still creating, reviewing and submitting tax returns for the *prior* year. Adding to the stress, missed deadlines expose a company to penalties and interest charges. As such, many companies consider outsourcing payroll processing, year-end tax filing, or both, in order to alleviate staff burden. If your company is considering this option, it's a good idea to establish an accurate baseline for the total cost of ownership of your current in-house processing in order to compare these costs with outsourced payroll bids.

Payroll Processing vs. Tax Compliance

Some companies process payroll in-house and choose only to outsource year-end tax compliance which relieves a business of calculating, preparing and sending payments and tax returns. You'll receive reports from your outsourced payroll provider that prove correct amounts were paid on time. This step alone can provide welcomed relieve to your payroll and accounting staff at year-end.

On the other hand, many companies choose to outsource both tax compliance *and* payroll processing throughout the year. Initial interest in outsourcing payroll processing *and* tax filing often arises as part of a corporate effort to lower costs. But there are also less tangible considerations such as reducing the level of stress among staff, raising morale and having additional time to focus on more strategic business objectives which can add to the outsourcing value proposition.

The key is to compare total cost of ownership

When facing a decision about outsourcing, companies should start by comparing the total cost of ownership of in-house payroll processing and tax compliance versus outsourcing the tasks. Considerations must extend beyond a simple tally of staff hours required to fulfill these duties. A thorough assessment of cost should also include:

- Expenses associated with hiring qualified payroll personnel
- Recurring compliance training and educational costs to remain up to date on payroll tax law changes
- Other resources such as hardware, software and administrative assistance

Documenting costs will help ease the task of comparing these quantitative figures to quotes received from outsourcing providers. For some companies, the time and staff resources required to meet the challenge of in-house payroll processing and tax compliance is simply not cost-effective. In those cases, outsourcing may be a perfect alternative.



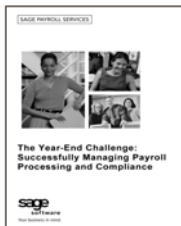
Year-End Payroll Processing Can be a Grueling and Stressful Experience for Payroll Staff.

Learn About Sage Software's Payroll Solutions

Sage Software offers solutions for both in-house and outsourced payroll processing and compliance that are integrated with your Sage MAS 90 or MAS 200 system. Whether you choose to add the [Sage MAS 90 Payroll](#)

[Module](#) for in-house processing or outsource the task to [Sage Payroll Services](#), Sage Software offers the right mix of product and service to meet your needs.

[Contact us](#) to discuss the payroll options that are available for your Sage MAS 90 or MAS 200 system.



Year-End Challenge

Successfully Managing Payroll Processing and Compliance

[Click here](#) to request a copy of this guide that provides a comprehensive review of the year-end payroll and tax compliance process as well as a worksheet to help you calculate the total cost payroll processing.

Closing Modules - Keeping Things in Order



The order in which you close your Sage MAS 90 or MAS 200 modules is extremely important. If modules are processed out of sequence, you run the risk of damaging your data. Here is an overview of the module processing order for Sage MAS 90 and MAS 200:

1. **System Wide Backup** - even though this is not a module, it's worthy of the #1 spot to reiterate that year-end processing can only be reversed by restoring your data from a backup.
2. **B/M - Bill of Materials**
3. **W/O - Work Order Processing**
4. **B/C - Bar Code**
5. **P/O - Purchase Order Processing**
6. **S/O - Sales Order Processing**
7. **I/M - Inventory Management**
8. **M/P - Material Requirements Planning**
9. **T/C - Timecard**

10. **M/R - Magnetic Data**
11. **P/R - Payroll**
12. **A/R - Accounts Receivable**
13. **A/P - Accounts Payable**
14. **J/C - Job Cost**
15. **G/L - General Ledger**

Closing modules in the proper sequence ensures that a module that writes data to another module is processed first. For example, #6 S/O Sales Order Processing can post to I/M, A/R and G/L and should be fully processed and closed before I/M, A/R or G/L.

If you are running applications, modules or third party products that are NOT listed above, please consult any specific instructions for those applications before closing any modules.

As always, be sure to contact us before attempting any closing process with which you are not familiar.

The Year-End Toolbox



Here is a collection of tips, information and resources to help make your year-end processing a little smoother.

Year-End Tax Table Updates

The year-end tax table update (TTU) is available for download in mid-December and can be found at Sage Software's [online support center](#).

Purchasing Compatible 2007 IRS Forms

[Click Here](#) to go to Sage Software's "Checks and Forms Website" for a complete selection of 2007 IRS tax forms that are compatible with your Sage MAS 90 or MAS 200 system. Alternatively, you can call (877) 246-2378 to order forms over the phone.

2007 IRS Standard Mileage Rate

The 2007 IRS Mileage rate for business use is **48.5 cents** which is up from 44.5 cents in 2006. The 2007 rate is the highest ever, matching the last 4 months of 2005 following Hurricane Katrina.

Section 179 Expense

The maximum section 179 deduction that you can elect for qualified business property placed in service

in 2007 has increased to **\$125,000** (\$160,000 for qualified enterprise zone and qualified renewal community property).

Support for Version 3.71 Expiring

2007 will be the last year that Sage Software will support critical payroll tax and 1099 updates for Sage MAS 90 and MAS 200 **Version 3.71**. In addition without an active ClientCare Support Plan, you may not receive automatic updates for *any* version.

[Contact Us](#) to discuss a support plan or and upgrade to the current version 4.2 to maximize your software investment.

Electronic Reporting

According to IRS regulations, companies reporting 250 or more W-2 or 1099 forms must file using electronic media. An integrated Electronic Reporting module is available for your Sage MAS 90 or MAS 200 system and is designed to assist you in complying with these regulations.



[Click here](#) to learn more about the **Electronic Reporting** module.



Did You Make the Most of Your System in 2007?

Did you take advantage of the many positive changes to Sage MAS 90 and MAS 200 in 2007? Here is a summary of new modules, a new version, and other enhancements that were introduced throughout 2007:

Introduction of Version 4.2

In April 2007, Sage Software announced availability of Sage MAS 90 and MAS 200 Version 4.2. The streamlined grid-style data entry screens that were first introduced in version 4.0 have been expanded throughout the core accounting modules.

One of the primary themes of this release is that it "Works the Way You Do." In particular, a dual-entry grid feature allows you to personalize your screen by organizing frequently used fields in a primary grid and lesser-used fields in a secondary grid. Building on that theme, Version 4.2 also introduced personalized report settings, enhanced "Smart Memo" capability, and powerful User-Defined Fields that can be added to any data file within Accounts Payable, Accounts Receivable and General Ledger.

Version 4.2 also introduced enhanced integration with 3 CRM solutions from Sage Software as well as the new Business Insights Explorer which is a powerful yet easy-to-use tool for inquiry and analysis that helps you turn data into actionable knowledge.



[Download](#) "What's New in Version 4.2" for more information.

	G/L Account	Amount	Description
1	545-10-03	2,000.00	Utilities: SMMK-CENTR
2	555-00-03	1,500.00	Rent
3	450-02-00	345.00	Freight
4	160-00-00	155.00	Furniture
5		.00	

*Quick and Easy Grid Entry in Accounts Payable
Version 4.2 is Efficient and Flexible*

New Fixed Assets Module

Introduced with Version 4.2, the new Sage MAS Fixed Assets module is a unique version of the award-winning Sage FAS Fixed Assets management solution developed specifically for Sage MAS 90 and 200. With the Sage MAS Fixed Assets module, you can now manage up to 1,500 assets, from acquisition to disposal, while reaping all available depreciation tax benefits.



[Download](#) the Sage MAS Fixed Assets brochure for more information.

New Automated Sales Tax Functionality

In May 2007, Sage Software announced a new Sales Tax module powered by AvaTax. By leveraging the power of automation and internet updates, it helps eliminate the tedious work and complexity of calculating, collecting, reporting on and remitting sales and use taxes in multiple jurisdictions with constantly-changing rates.



[Click Here](#) to watch a self-running demonstration online.

New Freight Module

In October 2007, the new Sage MAS 90 and MAS 200 StarShip Freight module was introduced. It's designed to automate and simplify the process of sending less-than-truckload (LTL) and truckload (TL) shipments using carriers such as Roadway or Yellow Freight. Through integration with Sage MAS 90 and 200, StarShip Freight swiftly converts sales orders into freight shipments using itemized customer and shipping details that pre-populate forms and print Bills of Lading. It also reduces shipping-related expenses through web-based communications with freight carriers for scheduling, tracking and rate quotes.



[Download](#) the StarShip Freight brochure for more information.



Contact Us With Any Questions

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