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ACCOUNTS PAYABLE AUTOMATION
The #1 Customer-Requested Add-on

According to a 2017 survey that Sage conducted of customers, accounts payable automation was the most requested new functionality. So it should come as no surprise that Sage recently introduced **Sage AP Automation** powered by Beanworks. Let's take a look at this new suite of AP automation features now available for **Sage 300c**.

What is Sage AP Automation?

Sage AP Automation is designed to simplify and remove manual tasks from your entire accounts payable process, from purchase to payment. Invoices enter your Sage 300c system with guaranteed accuracy and are stored securely in the cloud, saving time and removing the complexity from manual data entry. Other benefits include:

- Improved visibility into invoices and AP documents
- Better cash management
- Higher levels of payment accuracy
- Mitigation of payment related fraud

The Benefits of Automating AP

There are a variety of reasons that automating your accounts payable process could be highly beneficial to your business. Here are some common questions to ask yourself:

- Does your current process require a lot of touch points, moving parts, and paper filing?
- Is your invoice approval process manual and inefficient?
- Do you spend a lot of time manually entering AP data?
- Do you have remote employees and/or multiple locations that need access to AP invoices?

On average, a single invoice can cost your business up to **$15.96 to process manually** when you consider the price of labor, materials, printing, and postage. By automating that manual AP work-flow, you can dramatically reduce that cost to just **$2.94 on average**. With Sage AP Automation, the more invoices you process, the more your per-invoice (and overall) costs decrease.

What's more, manual AP processes can take approximately 11.4 days to complete as you enter data, code invoices, chase down approvals through emails and phone calls, and cut printed checks. AP automation can reduce that processing time down to just 3.6 days.

Now Available for Sage 300c

Sage AP Automation is now available for customers on a Sage 300c subscription. Be sure to get in touch if you'd like to learn more about Sage AP Automation pricing, capabilities, or benefits.

6 TIPS FOR A SUCCESSFUL YEAR END CLOSE

1. **Back Up Your Data** - before you begin any year end process, be sure to execute a complete back up of your database. You should also **test the back up** to ensure it was successful and the data is readable. The only way to "reverse" year end processing is to restore your data from a backup. So do it now!

2. **Check Your Version Number** - closing procedures can vary depending on the version of Sage 300 (or "Accpac") you're currently running. Check your version number and service pack before starting year end processing.

3. **Create a New Fiscal Calendar** - Sage 300 allows you to begin entering transactions for the new year without closing out the current year. Simply create a new fiscal calendar in **Common Services > Fiscal Calendar** and then click the **New** icon. If the period date ranges are correct, then **Save** the year. Do this before entering transactions for 2018.

4. **General Ledger Closing** - While it's a good idea to close modules in a timely fashion, your General Ledger can remain open as long as you need while awaiting final processing (or audit adjustments) in other modules.

5. **Check Data Retention Settings** - Sage 300 will retain historical data based on your software version and the settings you've configured in each module. So it's a good idea to review all module and system settings to avoid the unintended loss/purge of important data during year end close. In particular, check GL Options to see how many years of history your system is set up to retain.

6. **Remember, We're Here to Help** - As you begin year end closing procedures and prepare to start fresh in 2018, be sure to contact us if you need assistance during this important time of year. As your software and technology partner, we're here to help!

HOW TO CREATE A DATABASE BACKUP IN SAGE 300

One of the most important things you can do before starting the year end closing process is to backup your data. Here's how to do it in Sage 300:

1. Click the **Start** button, highlight **Programs**, then **Sage 300**, **Tools**, and click **Database Dump**.

2. Type the password for the Admin user in Sage 300, then click the **OK** button.

3. Click to highlight the database that you want to Dump. Click the **Set Directory** button to enter the location where you want to save the files.

4. Click **OK**. You'll return to the Dump Sage 300 ERP Data screen.

5. Click the **Dump** button to proceed. A confirmation message will appear. Click **OK** to continue.

6. A Dataset Description screen will display in which an optional description of the database may be entered. Enter a description, then click **Done**.

   To see this full backup process in action, watch the Sage 300 backup video demonstration on YouTube.

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HELPFUL YEAR END PROCESSING RESOURCES

Sage 300 Year End Center

Sage has created a Year End Center that provides valuable resources that can help guide you through a smooth year end closing process in Sage 300 including:

- Year End Tips, Articles, and Checklists
- Video Tutorials
- Online Q&A and Discussion Forum
- Live Chat With Tech Support
- Tax Forms, Payroll, and Reporting Guidance

Take advantage of this free and valuable resource!

Visit Year End Center!

Reviewing Year End Checklists

Checklists are great for helping you keep things on track and to ensure processes are executed in the right sequence. Here's how to access year end processing checklists that are built right into Sage 300:

Current Version of Sage 300:

1. Logon to your Sage 300 system
2. From the Task Ribbon, click **Help** then **Product Documents**
3. Browse the version of your product, then select **Checklists**
4. Click the link called **Year-End Procedures**

Older Versions of Sage 300:

1. Logon to your Sage 300 system
2. From the menu bar, click **Help** and then **Documentation**
3. Browse the **ENG folder**
4. Find the PDF called **Sage300ERP_Checklist_YearEnd.pdf**

Sage 300 Payroll FAQs and Tutorial Videos

For companies running the payroll module, here are answers to a few frequently-asked questions along with some helpful instructional videos to help prepare for year end.

When do I close the year?

You never close the year. Continue processing payrolls as you do all year long, entering period-end dates in the new year as you cross the calendar year boundary. After you have completed all of the previous year's year-end processing and made backup copies of the data, you can run **Delete Inactive Records** to remove terminated employees and other obsolete information from your data.

Can I produce W-2s (U.S.) or T4s (Canada) after processing payrolls for Jan 1?

Yes. The program allows you to start processing payrolls for Jan 1 and later produce W-2s/T4s for the previous year without any additional procedures. When you produce W-2s/T4s, select previous year as the Payment Year.

Is there a limit to the number of W-2s or T4s that can be printed?

No. You can print the W-2 forms or T-4 slips as many times as you need.

Helpful Videos:

How to Download and Install Payroll Tax Updates
How to Print W-2 Forms (U.S.)
How to Print T4 Forms (Canada)

How to Change GL Accounts That Were Set Up Incorrectly

During year end processing, some companies discover that certain GL accounts were incorrectly set up using the wrong **Account Type**.

For instance if Income Statement accounts were set up as Balance Sheet accounts, these accounts would not close to Retained Earnings after running Create New Year. In other words, the accounts would still have a beginning balance in the new year.

If you find yourself in that situation, here's how to resolve it.

1. Ensure the option **Allow Posting to Previous Years** is selected.

2. Create a new GL account with the correct Account Type (Income Statement).

3. Create a GL entry to transfer the balance from the old account (Balance Sheet) and into the new Income Statement account.

4. Select period 12 and the fiscal year in which the entry is intended to be posted.

5. Mark the old Balance Sheet account as **Inactive** so no additional entries can be posted to this incorrect account.

6. Repeat steps 2 through 5 for each account that was set up incorrectly as a Balance Sheet account.

NOTE: Do not run the Create New Year function again. The system will recognize the entry is posted to a prior year and will update the Retained Earnings account.

Be sure to Contact Us if you need help with this or any other issue with your Sage 300 software.

LOCKING FISCAL PERIODS IN SAGE 300

Starting with Sage 300 Version 6.0, you have the ability to lock or unlock fiscal periods **individually for each module** (in versions prior to 6.0, you can only lock or unlock **all** modules at once).

This capability in Sage 300 makes it easier to lock down modules in the proper sequence and prevent unexpected errors during year end processing.

PREPARING to Lock Fiscal Periods

It's important to understand how transactions flow through Sage 300 **before you begin** locking fiscal periods for individual modules.

The Preparing to Lock Fiscal Periods video on YouTube provides important information that you should review prior to locking fiscal periods.

Locking Fiscal Periods

After you review the set up and workflow information, you're ready to use the fiscal calendar to begin locking and unlocking fiscal periods. Here are some general best practices to keep in mind:

1. Lock operations modules (OE, Inventory, etc.) **before** financial modules (GL, AP, AR, etc.).

2. When locking Bank Services, also lock modules that integrate directly with it including AR, AP, & Payroll.

3. Create and post all outstanding GL batches for a fiscal period before you lock it for GL.

Watch the Locking Fiscal Periods video on YouTube for step-by-step instructions.

SAGE CRM
Using the Classic Outlook Integration

For many businesses, Microsoft Outlook is an indispensable tool for communication. In this article, we'll show you how to combine the power of Sage CRM with Outlook so you can take control of all tasks, contacts, and appointments no matter which application you use most often.

What Is Classic Outlook Integration?

Classic Outlook Integration is a plugin for Sage CRM that synchronizes contacts, appointments, and tasks between the two applications. It also allows you to file single or multiple email messages in Outlook to one or more Sage CRM records so you have full documentation of all email communication between you and your customers. You can even attach Sage CRM shared documents to Outlook email.

Installing the Plugin

Before using the integration, you must first download and install the plugin for Sage CRM. For instructions and system requirements, watch this installation video.

Once the plugin is successfully installed, a CRM ribbon will display in Outlook which provides access to the integration features. The ribbon allows you to file emails, add Outlook contacts to Sage CRM, initiate synchronization, and manage synchronization settings.

Depending on how you configure the integration, you can synchronize data from Sage CRM to Outlook only, from Outlook to Sage CRM only, or both ways. Watch the video on configuring Classic Outlook integration for guidance.

Using Classic Outlook Integration

The first thing you'll do is to flag the Sage CRM contacts that you want to synchronize with Outlook. These contacts will then share data between the two applications and be included in all future synchronizations.
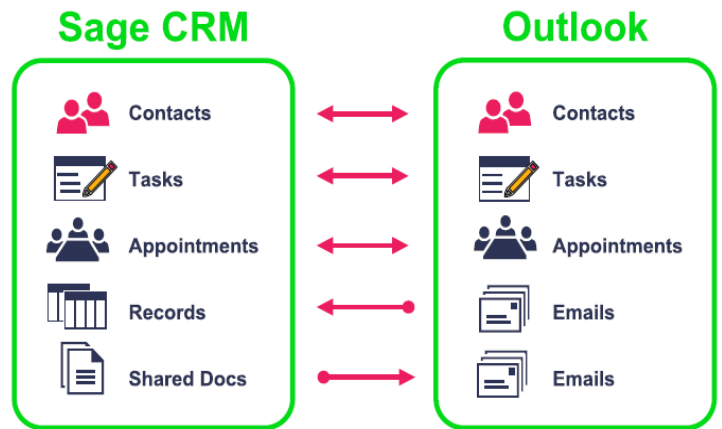
Now you're ready to get started with the following activities that will synchronize for you:

Scheduling Appointments - create a new appointment in either Sage CRM or Outlook and discover that it's in your calendar in both applications following the next synch.

Manage Tasks - creating a new task automatically adds a reminder in Outlook or onscreen notification in Sage CRM.

File Email - clicking "File Email" in Outlook will attach the message(s) to the "Communications" tab for the contact in Sage CRM.

Attach Shared Documents - attach documents from the "Shared Documents" tab in Sage CRM to emails sent from Outlook.

Watch the Working with Classic Outlook Integration video to see it all in action.

Two powerful applications working together to make you more efficient and effective!

How to Edit 1099 Vendor Codes or Amounts

At some point during year end processing, you may discover that the 1099 codes or amounts you've recorded for a vendor need to be edited or adjusted.

To Change a 1099 Code:

1. Go to **A/P Vendors** and select **Vendors**
2. Select the vendor with the issue
3. Click on the **Invoicing** tab
4. Choose the *correct* 1099 code
5. Click on **Save** and then **Close**

To Allow Editing of 1099 Amounts:

1. Go to **A/P Set Up** and select **Options**
2. Select **Transactions** Tab
3. Check of **Allow Edit of 1099/CPRS Amounts**
4. Click **Save** and then **Close**

To Update a Vendor's 1099 Amount:

1. Go to **A/P Vendors** and choose **A/P 1099/CPRS Inquiry**
2. Filter to **Vendor(s)**
3. Filter to the incorrect 1099 Code
4. Click on the double arrows (**Go option**)
5. Note the information for all entries listed
6. Filter to the correct **1099 Code**
7. Click on the double arrows (**Go option**)
8. Press the **Insert key** to add a new line
9. Enter the appropriate information for the detail line
10. Repeat the previous 2 steps for each detail line
11. Filter to the incorrect 1099 Code
12. Click on the double arrows (**Go option**)
13. Press the **Delete** key to remove the incorrect detail lines individually

Sage 300 Supported Versions for 2017 Year End Processing

In accordance with their stated support policy, Sage is currently supporting Sage 300 versions 2018, 2017, and 2016 for year-end processing. The same applies to tax table updates for Sage 300 Payroll which will also be available for versions 2018, 2017, and 2016.

Getting Up To Date

To process year-end tasks for 2017, you should have the most current product update installed for a supported version of Sage 300. Product updates for Sage 300 2018, 2017, and 2016 will be available in December.

For product updates that are currently available, refer to the Sage 300 Product Updates Downloads.

If you are using an unsupported version of Sage 300 (2014 or earlier), we strongly you upgrade to a supported version of the software. Be sure to contact us for guidance or to request help with an upgrade.

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