Sage 300 Construction and Real Estate

(formerly Sage Timberline Office)

2020 Year-End Procedures and Government Forms Guide (United States)

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Chapter 1: Introduction

This guide covers the steps for closing the year in your Sage 300 Construction and Real Estate software.

For government reporting, you need to close the Payroll year (see page 12) in January. You also need to close the 1099 year in Accounts Payable (see page 18).

When it is time to close your fiscal year, close the fiscal year in the following applications (in any order) before closing the fiscal year in General Ledger (see page 28).

- Accounts Payable; see page 16
- Accounts Receivable; see page 24
- Cash Management; see page 25
- Contracts; see page 25
- Equipment Cost; see page 26
- Job Cost; see page 26
- Property Management; see page 21
- Residential Management; see page 24
- Service Management; see page 27

If your fiscal year is the same as the calendar year, close them in January.

This guide also covers the steps for producing the following government forms:

- W-2 forms from Payroll; see page 33
- Affordable Care Act forms (1094 and 1095) from Payroll; see page 55
- 1099 forms from Accounts Payable; see page 75
- 1099 and 1098 forms from Property Management; see page 90
- Quarterly forms from Payroll; see page 100

Note: Beginning in January 2020, new employees and existing employees changing their federal tax withholding must use the new W-4 form. See page 90 for information about entering the amounts from the new W-4 form for an employee.

Important reminders for year-end processing

Supported version

For year-end 2020, you need to be using version 20.

Before you generate quarter-end and year-end government forms, install the year-end software version, which is version 20.3. Log into the Sage Knowledgebase and locate Knowledgebase article 108251 .

Important! If you need to submit corrected 1099 forms for 2019 or earlier years, we recommend that you complete those forms **before** updating to version 20.3 because of the 1099 form changes for 2020. If you upgrade to version 20.3 and find that you need to submit older 1099 forms, see the instructions on the Aatrix website.

Backups

You must back up your data and system files before you begin any year-end procedures. Make a complete backup on external media, such as CD-ROM or DVD-ROM, and store this backup off site permanently. See "Appendix A: Backup Procedures" on page 107 for more information, including the file names to back up in each application. Be sure to show file extensions to ensure proper operation.

Caution! Partial backups will not be useful if you need to restore your data. A complete backup is required.

Security

If you are using security, make sure your staff has the correct security settings to access year-end tasks. In Sage Desktop, select **Tools > Security Administration**, and click **Security Settings** to set up and review the settings. If there were any staff changes during the year, you may need to change the security permissions.

Tax forms and electronic filing

We have partnered with Aatrix Software to use the data from Sage 300 Construction and Real Estate to print or electronically file year-end and quarterly government forms. Aatrix is a leading provider of online filing for payroll and tax forms. Aatrix generates the state and federal forms using information extracted from Payroll, Accounts Payable, and Property Management.

In Aatrix, you can review and edit the reports on screen. You can then select to print and mail the forms yourself, electronically file (eFile) your forms, or have Aatrix print and mail employee/vendor forms for you. To learn more, visit the Aatrix-Sage 300 Construction and Real Estate website.

You can process the following forms for the United States:

- Forms 941, W-2, W-3, and forms for all 50 states from Payroll
- Forms 1094 and 1095 (for the Affordable Care Act) from Payroll
- 1099 forms from Accounts Payable and Property Management
- Quarterly reports for all 50 states

Things to know before you begin using Aatrix

Important! Employee copies of W-2 forms and recipient copies of 1099 forms must be postmarked or electronically filed (eFiled) by January 31. Because activity on the Aatrix website will be heavy in the last days of the month, we recommend that you process the forms in Aatrix no later than **January 28**. Refer to the Knowledgebase article titled "When do I have to submit my W-2s or 1099s to Aatrix so they are eFiled on time?" (ID number 22650) for information about state filing deadlines.

- You must have an internet connection to use Aatrix.
- You can complete the Aatrix enrollment form now or after you complete your processing. You will not be able to eFile until you have enrolled with Aatrix. See "Aatrix Enrollment" on page 5.
- You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates; see the next section for more information.
- You can save reports in progress, then come back to work on them at any time.
- Modifications you make to forms and information in Sage 300 Construction and Real Estate are reflected in Aatrix forms. However, changes you make to reports and data in Aatrix are not written back to Sage 300 Construction and Real Estate.
- We use a variety of terms for your tax ID number in the software and in this manual, including Federal Employer Identification Number (FEIN), Employer Identification Number (EIN), and Taxpayer Identification Number (TIN).
- Back up your Sage 300 Construction and Real Estate files before you begin.

Note: You can edit, print, or eFile W-2 forms using Aatrix either before or after closing the Payroll year.

Firewall settings

You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates and ensure you can electronically file the tax forms.

Firewalls often need to have access allowed through specific ports.

- The Tax forms and eFiling Updater uses standard HTTP port 80 to access the site **http://updates.aatrix.com**.
- The eFiling component uses secure HTTPS on port 443 to access the site **https://efile.aatrix.com**.
- The registration component uses HTTP to access the site **http://soapregcode.aatrix.com**, IP Address 68.178.93.201

By allowing access to **aatrix.com**, you will allow both updates and eFiling. Occasionally the restrictions are even tighter and only allow access to these ports by specific programs. Tax Forms and eFiling uses the following programs to access the Internet:

For Updating using http on port 80 to **http://updates.aatrix.com**:

- aatrixforms.exe
- updater.exe
- updater2.exe

For eFiling using secure http on port 443 to **https://efile.aatrix.com**:

- builder.exe
- viewer.exe

For a full list of the required firewall and permission requirements, see http://aatrix.com/updateshome/techinfo/.

Getting help with year-end issues

Assistance at year-end

During year end, it can be hard to reach a customer support analyst at the Sage Customer Support Call Center as quickly as you need. We recommend utilizing your software's in-product Help system or viewing the product documentation first to answer your technical questions.

You can also visit Sage City for answers to year-end questions, such as questions about the Affordable Care Act forms:

- https://www.sagecity.com/support_communities/sage_construction_and_real_estate/sage300cre-yearend/
- https://sagecity.na.sage.com/p/aca

When you need additional assistance, refer to the Sage Support Resources page for Sage 300 Construction and Real Estate to determine what service works best for you.

Upgrading your service plan

If you would like to add, renew, or upgrade your service plan, please call **800-858-7098**.

Determining your software version

If you need to contact Sage, you should know your software version. To determine which version of the software you use, in any application, select **Help > About <application>**.

Make a note of your software version for reference.

Getting training to help with year-end tasks

To see step-by-step instructions about year-end closing tasks, register for one of the following complimentary Year-end Procedures Anytime Learning subscriptions on Sage University:

- 2020 Year-end Procedures (U.S. Edition)
- 2020 Year-end Procedures (Canada Edition)

Aatrix Enrollment

If you plan to eFile any of your tax forms, you must enroll with Aatrix. If you have not already created an account with Aatrix, you can enroll any time before you begin. You will be prompted to enroll when you attempt to eFile your forms.

1 Access Aatrix by visiting the following website:
https://efile.aatrix.com/

2 To create your Aatrix account, click "**Enroll**" in the upper-right corner.

3 Enter the following information for your Aatrix account, and then click [**Save Changes**].

- The username and password that you want to use
- Your filer type (filing for your company or as a third-part Tax Preparer)
- **Sage 300 CRE** for **Accounting Package**
- Your contact information (name, email address, and phone)
- Your company EIN or account number
- Your company name and address
- The employee/recipient count

> **Tip:** If you want to receive automatic reminders of important events on your cell phone, add your phone information and select the **Click here to accept SMS/Text alerts from Aatrix** check box.

4 Log into Aatrix by entering your password and clicking [**Continue**].

5 Select your security question and image, and then click [**Continue**].

6 Read the enrollment information, and then click [**Continue**].

7 On the **Home** page of your account page, click the **Companies** tab.

8. If you plan to file reports in addition to W-2, 1094, 1095, and 1099 forms, print the authorization form:
   a. Click [**print eFile authorization form**].
   b. Print the PDF.
   c. Verify that your company and contact information is correct.
   d. Sign and date the form.
   e. Fax the Aatrix eFile Authorization Form to Aatrix.
9. Select the states where you need to file tax forms:
   a. Click [**update filing states**].
   b. Select the check box before each state where your company files taxes.
   c. Click [**Save Changes**].
10. If desired, make any other changes on this or the other tabs. You can see a history of each filing on the **Filings** tab.
11. When finished, click [**Log Out**].
12. Remember to sign and fax your Aatrix eFile Authorization Form to Aatrix at 701-746-5063 or 701-746-4393.

    Aatrix will send you an email with your Aatrix Filing ID (AFID).

After your Aatrix enrollment is complete, you can select the option to eFile any of your completed forms.

Forms update

You may receive a prompt to update tax forms when you open the **eFile and Reporting** window from Payroll, Accounts Payable, or Property Management. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**].

> **Note:** You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates. For more information, see page 3.

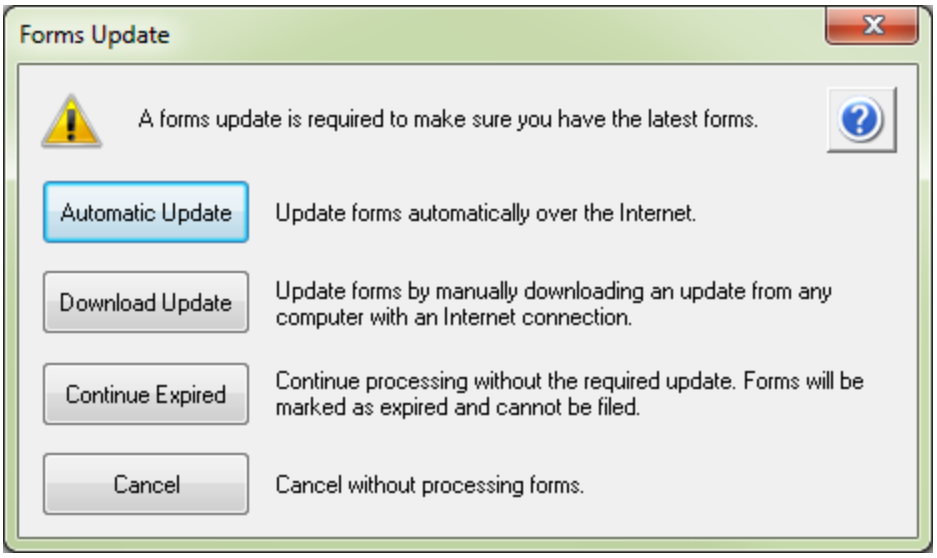
Aatrix provides updates on the 20th of each month associated with the end of a quarter. For example, for the fourth quarter of the year, Aatrix will ask to update on the 20th of December.

Aatrix continually updates all forms with any changes such as calculations, rates, or filing dates to meet compliance standards. If you have expired forms or if an updated version of Aatrix is available, you will receive a prompt to perform an update when you open Aatrix.

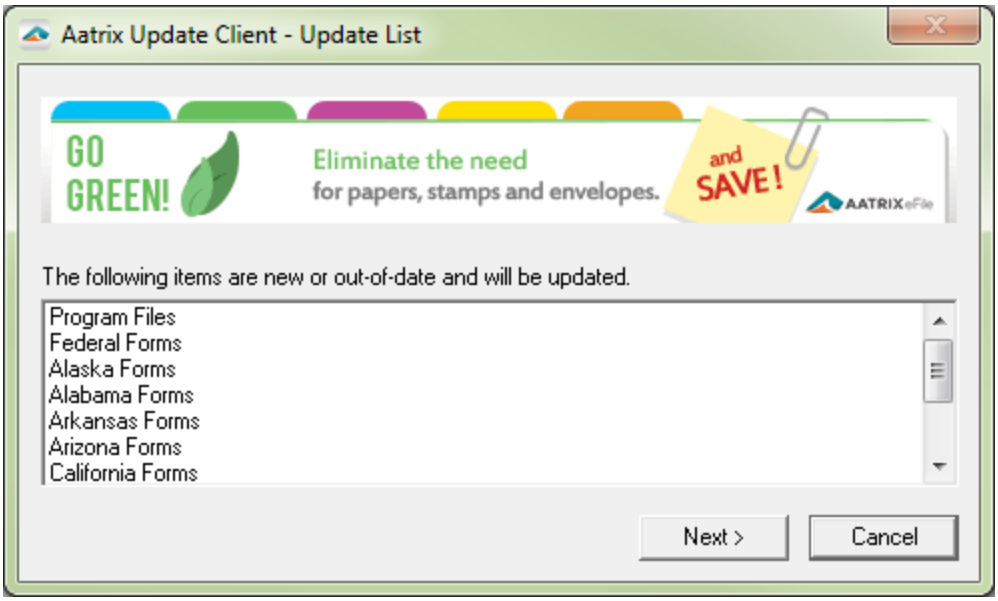
To perform the update:

1 In the **Forms Update** window, select one of the following options:

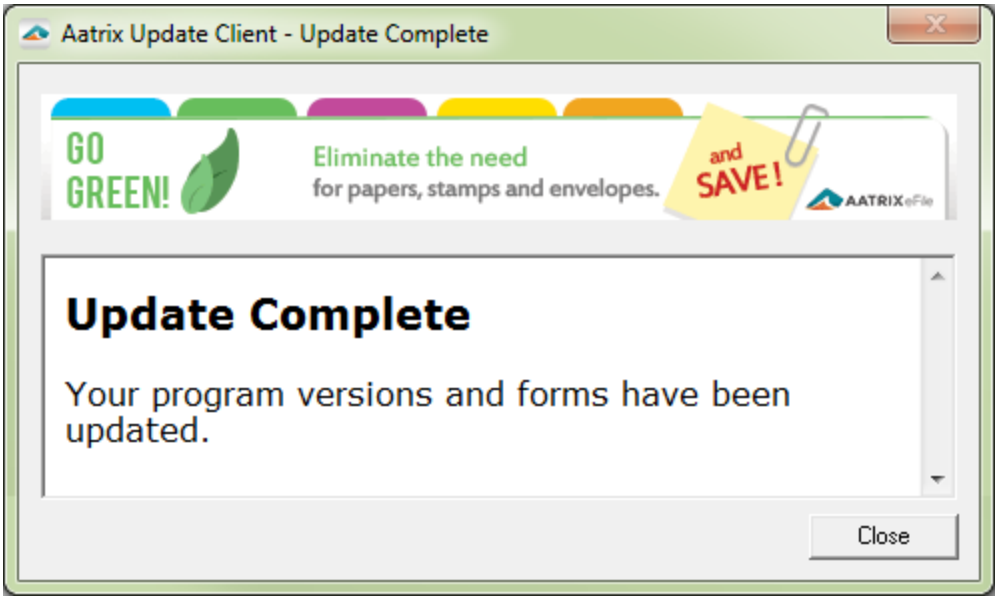
- If your computer is connected to the internet, click [**Automatic Update**].
- If your computer is not connected to the internet, click [**Download Update**] to display instructions about downloading the updated forms to a computer with internet access and then transfer them to the computer where your software is installed.
- If your service plan has expired, you can click [**Continue Expired**]. You are still able to retrieve, review, and print copies of the forms you need for your records, but you are not able to file the forms. An EXPIRED watermark appears on the report printouts and the eFile command is also unavailable.



2 If you clicked [**Automatic Update**], Aatrix lists the forms that need to be updated. Click [**Next >**] to begin the forms update.



3 After Aatrix updates the files, it displays "Update Complete" in the **Aatrix Update Client** window. Click [**Close**].



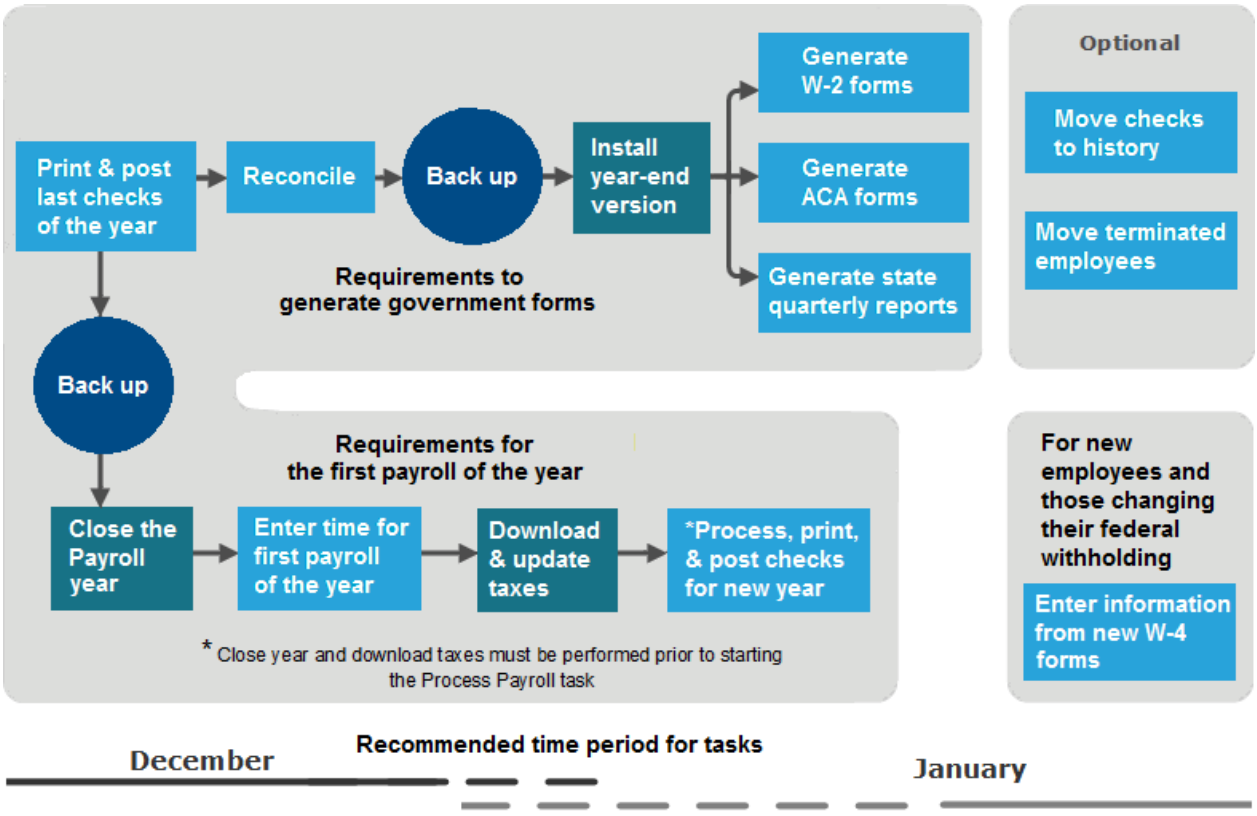
Chapter 2: Closing the year in Payroll

When it is time to close the calendar in Payroll, perform the steps outlined in this chapter.

Year-end closing checklist for Payroll

	Tasks	Comments
	Prepare for the calendar year end.	
☐	Run and post the final payroll for the year you are closing.	
☐	Reconcile employee totals and payroll tax totals.	
☐	Reconcile Payroll to General Ledger.	
☐	If needed, enter information to comply with the Affordable Care Act (ACA).	See page 55.
☐	Print management reports.	
☐	Make a backup copy of your entire database (if you have not already done so).	See page 107.
☐	Install the 2020 year-end version.	See page 2.
☐	Customize the W-2 forms, if necessary.	See page 36.
☐	Generate W-2 forms (before or after closing the Payroll year).	See page 38.
☐	If required, generate ACA (Affordable Care Act) forms (before or after closing the Payroll year).	See page 55.
☐	Generate additional Federal and State quarterly forms and year-end forms (before or after closing the year in Payroll).	See page 100.
☐	Close the Payroll year.	See page 12.
☐	Create an annual archive after completing your calendar-year processing. This archive can be used for restoring data or reporting purposes.	See page 107.
☐	Perform file maintenance.	See page 13.
	In January, prepare for the first payroll of the new year.	See page 12.
☐	Download and update taxes for the new year.	
☐	If you hire new employees or if existing employees change their federal tax withholding, they must use the updated W-4 form. Enter the information from their W-4 forms in Employee Setup.	See page 13.

Payroll year-end workflow



Preparing for closing the year in Payroll

Perform the following steps before closing the Payroll year:

1. Run and post the final payroll of the year.
2. Reconcile reports based on your cutoff date of 12/31/2020 and make corrections.

   Note: If the last pay period extends beyond the calendar year-end date of 12/31/2020, you may want to create Billing, Equipment Cost, General Ledger, and Job Cost accrual entries for the earnings expense portion of the time entered to get a clearer picture of year-end costs. Select **Tasks > Generate Accrual Entries**. These accrued entries may be a part of your reconciliation process at year-end, but they do not affect your W-2 employee totals. In accordance with IRS guidelines, Payroll files are updated by check date rather than period-end date. For more information, refer to "Generating Accrual Entries" in Payroll Help.

3. Perform the standard steps for a month-end closing.
4. Decide if you need to retain year-to-date totals for any pays, fringes, or deductions. For example, you may want to retain totals for accrued vacation time or employee loans that have not been paid in full. When you retain year-to-date totals, the retained amounts become the accumulated totals in the employee setup for the new Payroll year.

   If you want to retain year-to-date totals, verify each pay, deduction, and fringe to see if the setting is correct for **Retain YTD** totals at close year. Review the settings as follows:

   a. Select **Setup > Pays**.
   b. Click [**Next**].
   c. Select or clear the **Retain YTD totals at close year** check box, as appropriate.
   d. Press **TAB** twice.
   e. Select or clear the **Retain YTD totals at close year** check box.
   f. Click [**Save**].
   g. Click [**Next**] to review the next pay.
   h. When finished, click [**Close**].
   i. Select **Setup > Deductions**, and then repeat steps b–f to review each deduction.
   j. Select **Setup > Fringes**, and then repeat steps b–f to review each fringe.

5. Make a backup copy of your Payroll files. See "Appendix A: Backup Procedures" on page 107 for more information.

   Note: We recommend you back up your entire data base before closing the year. This archive can be used for restoring data or reporting purposes.

Closing the year in Payroll

To close the year, select **Tasks > Close Year**. This task:

- Reminds you to back up your Payroll master file.
- Clears MTD, QTD, and YTD totals in the Payroll master file.
- Moves employee totals to the prior period fields.
- Changes the **Current Month** to January and the year-end date to 12/31/2021 in the **Payroll Settings** window.

Preparing for the first payroll of the new year

You can enter time for the new year, however, do not process your payroll until you have:

- Completely finished employee payment processing through 2020.
- Performed the Close Year task, which resets the employee year-to-date accumulators to zero.
- Downloaded the Payroll tax update, available in late December, by selecting **Tools > Download Taxes**.
- Updated the taxes by selecting **Tools > Update Taxes** prior to processing your first payroll.
- Verified that the taxes are updated and the year-end date is 2021.
- If you have employees who live or work in Oregon, specify the pay basis for each of your pay groups in the **Pay Group Setup** window.

> **Note:** When you pay these employees in 2021, run the PR Wage Statement Supplement report (which is in the reports folder) after printing the checks but before posting the checks. Include the corresponding page of this report with each employee's check.

Payroll calculations are based on year-to-date totals. Therefore, if you did not close the year prior to processing payroll, your pays, taxes, fringes, and deductions may not calculate correctly. For example, an employee may have already met the limit for a tax so it does not calculate.

If you processed payroll without closing the year or updating taxes, you can still perform those two tasks. Then perform the **Process Payroll** task again with the **Reprocess Checks** check box selected.

If you updated taxes too early, then you should restore prior payroll taxes.

Maintaining your files

You can use the Move Checks tool to archive the past year's checks. You can use the Move Employees tool to archive information about terminated employees. These tools reduce the amount of the data in your current files and speeds processing. For detailed instructions, see "Payroll archive procedures" on page 131 in Appendix B.

Caution! Do not move checks or employees until you have generated all year-end government forms.

After you successfully move checks and terminated employees, compact your Payroll master file and Payroll current transaction file. See "Compacting files using File Doctor" on page 113 in Appendix A for more information.

Note: This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Using the new W-4 form

Starting January 1, 2020, new employees and employees who change their federal tax withholding information must use the updated W-4 form issued by the IRS that bases federal tax withholding on amounts instead of on exemptions.

For employees who use the updated W-4 form, enter the following information:

1. In the **Employee Setup** window on the **Entry Info** tab:
    a. Select the **Use W-4 amounts** check box.
    b. Enter the amounts for **Dependents** from line 3, **Other income** from line 4(a), and **Deductions** from line 4(b).
    c. If they selected the check box in step 2(c) of the W-4 form, select one of the new **Filing status** codes (S2, M2, or H2).
2. If they included an amount for extra withholding on line 4(c):
    a. In the **Employee Setup** window, click [**Taxes**].
    b. In the first column of **the Employee Setup - Taxes** window, click [**List**] and select the federal tax ID.
    c. Select **Addon** as the adjustment type and enter the amount from line 4(c) for **Adj Amount**.

Tip: View the Form W-4, Employee's Withholding Certificate video for more information.

Common Payroll questions and answers

Do I need to close the month before I close the year in Payroll?

No. If your current Company folder month is December, select **Tasks > Close Year**. The software prevents you from closing the month if it is December, since December is the last month of the year.

How can I void and reissue a check from the previous year?

You must perform a sequence of steps to void and reissue checks. However, there are several considerations before voiding and reissuing checks from the previous year:

- If you have already updated taxes for the current year, then taxes have the current year's rates and limits.
- When you process a check, the system uses the year-to-date (YTD) totals on the master file. These totals are for the current year and help determine when an employee meets the limit for a tax.
- If the employee met the limit for a tax in the prior year, the original check may not include this tax. When you process the reissued check, the tax, taxable, and subject-to-tax amounts may calculate if the employee has not met the limit in the current year.
- You can manually zero out the tax amount in Enter Checks, but this does not clear the taxable and subject-to amounts. The taxable and subject-to amounts accumulate to the prior year taxable and subject-to master file totals when you post the check to the prior year. This will affect government reports. You cannot change the taxable or subject-to amounts in Enter Checks.
- We do not recommend the use of Audit Setup Activity to correct the taxable and subject-to totals on the master file, because this causes the master file to be out of balance with the transaction file.
- If the tax amounts withheld on the check change, you may need to print your quarterly and year-end tax reports again and file amended reports to the local, state, and federal governments. Consult your tax accountant or tax attorney for information on the tax laws and regulations that apply to your situation.
- The check stub for the reissued check displays the current year's YTD totals, not the prior year totals.
- If you need to void a check for the prior year and reissue it with corrections, the corrections affect the totals used for government reporting.

Perform these steps to void and reissue the check to the prior year:

a Create a backup. See "Appendix A: Backup Procedures" on page 107 for more information.

b If you have closed the General Ledger period for the accounting date of the check, open the period; (in General Ledger, select **Tasks > Open/Close Posting Period**).

c Print the Check Activity with Detail report in Payroll (by selecting **Reports > Pay Period Processing**) and determine if the limit was met for any of the taxes.

> **Note:** If the SOC, SOC_E, FUTA_E, state SUI_E, or local taxes did not calculate on the original check, the employee may have met or exceeded the limit for that tax.

d Void the check by selecting **Tasks > Void Checks**.

e In Enter Checks, determine if any tax amounts changed, and make any necessary adjustments to tax amounts. For example, if the limit for a tax has been met, adjust the tax amount to zero.

f Click [**Process**].

g Print the check with a check date for the prior year, then post the check.

h Select **Tools > Recalculate Subject-to** and then select **Prior year** in the **Recalculate Subject-to - Print Selection** window.

i Print government forms using prior period fields.

I just downloaded the new year's tax changes. When should I update them?

Select **Update Taxes** after you complete the last payroll for the year but before you process checks for the first payroll of the next year. Although **Update Taxes** updates most tax tables, you still may need to change local tax tables and unemployment rates and limits.

When I ran Payroll > Tools > Update Taxes, I got an error message that reads, "NEW.PRX not found." What does it mean?

This message usually means that you have already selected **Update Taxes** or you have not yet downloaded the new tax files. The **New.prx** file is installed during **Download Taxes** and deleted after you select **Update Taxes**.

When I ran Payroll > Tools > Update Taxes, I got an error message that reads, "PR Tax file is incompatible. The file will be upgraded now." What does it mean?

This message means that the **Tax.prx** file needs to be upgraded. Click [**OK**] to upgrade the tax file.

How can I verify that my taxes updated?

To verify that the latest tax rates were installed or updated, select **Setup > Taxes > Tax Rates**. Enter the tax ID for one of the taxes for the current tax release. If the **Effective date** in the **Tax Rate Setup** window matches the effective date of the current release, taxes updated correctly. If the effective dates do not match, review the installation instructions provided in the *Payroll Tax Release Notes* and repeat any steps necessary.

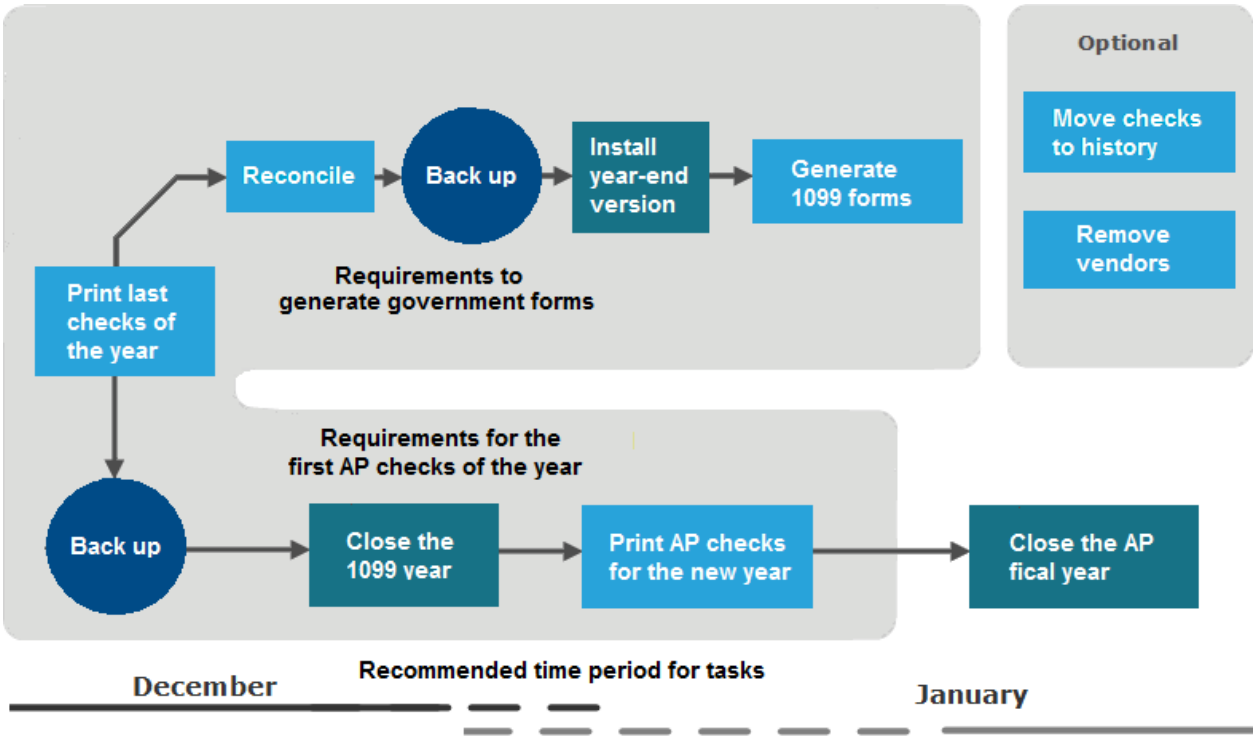
Chapter 3: Closing the year in Accounts Payable

When it is time to close the calendar year or fiscal year, perform the steps outlined in this chapter.

Year-end closing checklist for Accounts Payable

	Tasks	Comments
☐	Enter and post all invoices, checks (manual and computer), electronic payments, and credit card payments for 2020.	
☐	Reconcile Accounts Payable to itself and to General Ledger.	
☐	Print management reports.	
☐	Verify the Accounts Payable fiscal year-ending date in the **AP Settings** window.	
☐	Verify the Accounts Payable 1099 year-ending date in the **AP Settings** window.	
☐	Make a backup copy of your entire database (if you have not already done so).	See page 107.
☐	After generating any corrected 1099 forms for prior years, install the 2020 year-end version.	See page 2.
☐	For each vendor, verify that the correct 1099 form is selected on the **1099 Settings** tab of the **Vendor Setup** window. Also verify their 1099 amounts.	See page 16.
☐	Generate 1099 forms for your vendors (before or after closing the 1099 year).	See page 75.
☐	Close the 1099 year in Accounts Payable.	See page 18.
☐	At the end of your fiscal year, close the Accounts Payable year.	See page 19.
☐	After completing your year-end processing, create an annual archive. This archive can be used for restoring data or reporting purposes.	See page 115.
☐	Perform file maintenance.	See page 20.

Accounts Payable year-end workflow



Preparing for year end in Accounts Payable

Important! If you need to submit corrected 1099 forms for 2019 or earlier years, we recommend that you complete those forms **before** updating to version 20.3 because of the 1099 form changes for 2020. If you upgrade to version 20.3 and find that you need to submit older 1099 forms, see the instructions on the Aatrix website.

Perform the standard month-end steps. Even though Accounts Payable does not have a close month task, you need to complete reconciliation steps based on your cutoff date of 12/31/2020. These steps should include the following:

1. Be sure to enter all invoices and approve pending invoices for the year.
2. Select the Post Invoices task and verify that all invoices posted.
3. Enter all payments (manual and computer checks, electronic payments, and credit card payments) through December 2020.

4. Reconcile Accounts Payable to itself and then to General Ledger. (General Ledger should be current and posted.) Use the Reconciliation Tool to reconcile AP to itself. Use the following reports to reconcile Accounts Payable to General Ledger:
   - Period End Report for AP Accts.
   - Entries by Batch for AP Accts.
   - Period End Report for RP Accts.
   - Entries by Batch for RP Accts.
5. Print month-end reports (such as Open Invoice, Invoice Aging, Check Register) and any other reports that you print as part of your normal month-end procedures. Also print year-end reports as needed.
6. Make a backup copy of your Accounts Payable files. See "Appendix A: Backup Procedures" on page 107 for more information.

   Note: We recommend you back up your entire data base, creating an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes.
7. If you want to remove inactive vendors from your database, you should do this before closing the year. See "Removing vendors" on page 119 for more information.
8. Decide whether to print 1099 forms before or after you close the 1099 year. Your 1099 forms can be printed for the current year-end date or the prior year. If you decide to close your 1099 year first, see "Maintaining your files" on page 20.

Closing the 1099 year

At the end of the calendar year, after all invoices and payments are posted, close the 1099 year.

1. Verify that payments for the calendar year were entered.
2. Generate the calendar year-end reports.
3. Verify that the **1099 year ending date** in the **AP Settings** window is 12/31/2020.

   Caution! If the **1099 year ending date** is 12/31/2020, the close 1099 year process was already performed—do not proceed with steps 4 and 5. If you accidentally run the Close 1099 Year task twice, the 1099 year ending date becomes 12/31/2021; you will need to restore your data from a backup copy made before you closed the second time.
4. In Accounts Payable, select **Tasks > Close 1099 Year**.
5. In the **Close 1099 Year** window, verify or change the dates, and then click [**Start**].

When you close the 1099 year, the system:

- Moves the amount in the **This Year 1099 Amount Paid** field to the **Last Year 1099 Amount Paid** field in each vendor record.
- Moves the **Next Year 1099 Amount Paid** field to the **This Year 1099 Amount Paid** field in each vendor record.
- (If you store totals by prefix) Moves the **Year-to-date Amount Paid** field to the **Last Year Amount Paid** field and then moves the **Next Year Amount Paid** field to the **Year-to-date Amount Paid** field in each prefix record.
- Updates the **1099 Year Ending Date** in the **AP Settings** window with the new year.

Closing the Accounts Payable year (fiscal year)

> **Note:** Do not close the Accounts Payable year at the end of the calendar year unless it is also the end of your fiscal year.

To close the Accounts Payable year at the end of your fiscal year:

1. Verify that invoices and payments for the fiscal year were entered.
2. Generate the year-end reports.
3. Verify that the **Year ending date** in the **AP Settings** window is set to the correct date.

   > **Note:** If the **Year ending date** is already set to next year, this process was already performed.

4. In Accounts Payable, select **Tasks > Close Year**.

When you close the fiscal year, the system:

- Moves the amounts in the **This Year** fields to the **Last Year** fields that appear in the **Vendor Setup - Totals** window for each vendor.
- Moves the **Next Year** fields to the **This Year** fields in the same window for each vendor.
- Updates the **Year Ending Date** field in the **AP Settings** window with the new year.

Maintaining your files

Use Move Payments to move payments and their related invoice information to a history file. This keeps your historical payments separate from your current payments. It also decreases the size of your data file and speeds processing time. After the payments have been transferred to history, they can be used for reporting purposes; they can no longer be voided or edited.

For detailed instructions, see "Accounts Payable archive procedures" on page 117 in Appendix B.

After you successfully move payments and remove unused vendors, compact your Accounts Payable master file and Accounts Payable current transaction file. See "Compacting files using File Doctor" on page 113 in Appendix A for more information.

Note: This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Common Accounts Payable questions and answers

Can I post January 2021 payments and print 1098 and 1099 forms for 2020 later?

You can print 1098 and 1099 forms based on this year's or last year's totals.

For information on generating 1099-NEC, 1099-MISC, 1099-DIV, and 1099-INT forms from Accounts Payable, see page 75

For information on generating 1099–INT forms from Property Management, see page 90.

For information on generating 1098–Mortgage Interest forms from Property Management, see page 95.

Important! If you need to submit corrected 1099 forms for 2019 or earlier years, we recommend that you complete those forms **before** updating to version 20.3 because of the 1099 form changes for 2020. If you upgrade to version 20.3 and find that you need to submit older 1099 forms, see the instructions on the Aatrix website.

Can my vendors receive electronic 1099 forms?

Yes. If a vendor wants to receive an electronic 1099 form instead of a printed (and mailed) 1099 form:

1. In the **Vendor Setup** window, locate the vendor.
2. Click the **1099 Settings** tab.
3. Select the **Electronic 1099** check box and enter the email address where the vendor will receive notification of the electronic 1099 form.
4. Click [**OK**] to save the settings.

This information is automatically passed to Aatrix when preparing the 1099 forms.

Note: To provide electronic 1099 forms, the IRS requires that you have written consent from the recipients on file. Sage provides a blank consent form that you can send to your vendors; see Knowledgebase article 87584 for more information.

Chapter 4: Closing the year in Property Management

When it is time to close the calendar year or fiscal year, perform the steps outlined in this chapter.

Year-end closing checklist for Property Management

	Tasks	Comments
☐	Reconcile Property Management receivables to General Ledger.	
☐	Print management reports.	
☐	Make a backup copy of your entire database (if you have not already done so).	See page 107.
☐	Advance to a new calendar year (and new fiscal year if applicable) by selecting **Tasks > Close Current Period**.	See the next section.
☐	Generate 1099-INT forms (if applicable)	See page 90.
☐	Generate 1098-Mortgage Interest forms (if applicable)	See page 95.
☐	(Optional) Archive Property Management data.	See page 135
☐	(Optional) Perform file maintenance	See page 23.

Closing the calendar or fiscal year

Property Management tracks year-to-date totals based on both the calendar year end and the fiscal year end specified during property setup. If you operate on a calendar year, the process is triggered when you select **Tasks > Close Current Period** and the period-end date is advanced from December to January. The fiscal year-end process is triggered when you advance to the new fiscal year.

Data changes that occur during either the calendar or fiscal year-end are built into Close Current Period process. In addition to monthly changes, which occur during Close Current Period, changes are made to your Property Management data when a current period end advances to a new calendar or fiscal year.

Be sure to print the necessary reports you typically print each month before you close the current billing period and advance to January. As usual, confirm that you have backed up your Property Management files before you select **Close Current Period**.

The following table describes the data changes that occur during each type of year-end process. These tasks are performed in addition to the tasks you perform every period.

Calendar Year-End	Fiscal Year-End
Changes the **Annual Interest totals** on the lease deposit fields: ▪ The value in **Interest Paid YTD** is moved to **Interest Paid Last Year**. ▪ The value in **Interest Paid Next year** is moved to **Interest Paid YTD**. ▪ **Interest Paid Next Year** is set to zero.	Changes the totals in the **Miscellaneous Income** fields: (Tax fields appear only if you are tracking taxes.) ▪ The amount stored in **Income YTD** is moved to **Income Last Year**. ▪ **Tax YTD** is moved to **Tax Last Year**. ▪ The amount stored in **Income Next Year** is moved to **Income YTD**. ▪ **Tax Next year** is moved to **Tax YTD**. ▪ **Income Next Year** is set to zero. ▪ **Tax Next Year** is set to zero.
Deletes old **Property Calendar Year Occupancy** records, if appropriate, based on the number of years that you retain occupancy.	Deletes old **Property Fiscal Year Occupancy** records, if appropriate, based on the number of years that you retain occupancy.
Deletes old **Property Calendar Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.	Deletes old **Property Fiscal Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.
Deletes old **Unit Calendar Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.	Deletes old **Unit Fiscal Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.
Deletes old **Lease Calendar Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.	Deletes old **Lease Fiscal Year Accumulator** records, if appropriate, based on the number of years that you retain each accumulator.
Deletes old **Lease Calendar Year Sales Volume** records, if appropriate, based on the number of years that you retain sales volume history.	Deletes old **Lease Recovery Expense Amount** records.
	Advances fiscal year-end date on the property.

Note: Occupancy records and accumulator records are retained for the number of years you specify during their respective setup. If you specify zero years, the record totals are retained indefinitely.

Maintaining your files

Use Clear Paid Items to clear open items that are completely paid and move all the related entries from the current transaction file to a history transaction file. Miscellaneous Income, Accumulator Adjustment, Reference, Vacancy Loss, and Straight Line Rent entries are also moved. Enter a cutoff date to limit the entries that are affected. You should only clear paid items that are no longer accessed on a daily basis.

Move Entries allows you to move transaction records from one history file to another. Transactions are moved from Current to History through the Clear Paid Items process.

Use Archive Leases to move canceled or historical leases and their related records to archive files within your live data folder.

For detailed instructions, see "Property Management archive procedures" on page 135 in Appendix B.

After you successfully move paid items, compact your Property Management current transaction file. See "Compacting files using File Doctor" on page 113 in Appendix A for more information.

> **Note:** This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Common Property Management questions and answers

Can I post January 2021 payments and print 1098 and 1099 forms for 2020 later?

You can print 1098 and 1099 forms based on this year's or last year's totals.

For information on generating 1099–INT forms from Property Management, see page 90.

For information on generating 1098–Mortgage Interest forms from Property Management, see page 95.

Chapter 5: Closing the year in other applications

When it is time to close the fiscal year, use the instructions in this chapter to close the fiscal year in the following applications:

- Accounts Receivable; see the next section
- Cash Management; see page 25
- Contracts; see page 25
- Equipment Cost; see page 26
- Job Cost; see page 26
- Service Management; see page 27

It is not necessary to close the fiscal year for these applications in this order. However, close the fiscal year in General Ledger last, as explained in the next chapter.

> **Note:** Do not close the fiscal year at the end of the calendar year in these applications unless your fiscal year also ends on December 31.

Accounts Receivable

To close the fiscal year:

1. Enter and post all invoices and cash receipts for the fiscal year.
2. Print the month-end and year-end reports that are required by your company.
3. Back up your Accounts Receivable files. See "Appendix A: Backup Procedures" on page 107 for more information.
4. Select **Tasks > Close Year**, verify the year-end dates, and click [**Start**].

   Accounts Receivable clears the year-to-date fields and then moves the next year totals into the year-to-date fields. In addition, the **Year-end date** in the **AR Settings** window is changed to the new year.
5. Move paid invoices to a history file. See "Accounts Receivable archive procedures" on page 120 for more information.

Cash Management

Cash Management tracks interest received on an annual basis by bank account. You can view the **Year to date**, **Next year to date**, and **Last year to date** interest for a bank account on the **Interest** tab of the **Bank Accounts** window; (select **Setup > Bank Accounts**). The accumulation in these fields is controlled by the **Year-ending date** in the **CM Settings** window.

Before closing the year, verify that all interest received has been recorded. Compare the **Year to date** interest shown in the **Bank Accounts** window is the same as the year-to-date interest on your December bank statement.

To close the year:

1. If needed, make adjustments to a bank register; (select **Tasks > Edit Register**, select the bank account, click [**OK**], make changes in the **Edit Register** window, and click [**Finish**]).
2. Post any checks and files for the current year by selecting **Tasks > Post Entries**.
3. Select **File > Company Settings > CM Settings** and verify that the current date is displayed for **Year-ending date** in the **CM Settings** window.

   Note: If the year in this window is earlier than 2020, close the year until this year-end date is correct.
4. Reconcile your December bank statement. See “Reconciling” in the Cash Management Help for more information.
5. Back up your Cash Management files. See “Appendix A: Backup Procedures” on page 107 for more information.
6. Select **Tasks > Close Year**, verify the year-end dates, select the **CM Master file has been backed up** check box, and click [**OK**].

   Cash Management moves the interest amounts into the appropriate year-to-date fields in the **Bank Accounts** windows. In addition, the **Year-ending date** in the **CM Settings** window is changed to the new year.
7. Move entries from the register file to a history file. See “Cash Management archive procedures” on page 122 for more information.

Contracts

Although the Contracts application has no official year-end procedures (because the data is processed on a contract-to-contract basis), you may want to perform the following steps:

1. Print the month-end and year-end reports that are required by your company.
2. Back up your Contracts data files. See “Appendix A: Backup Procedures” on page 107 for more information.
3. Post entries (by selecting **Task > Post** and clicking [Start]) and verify that the transactions were posted by reviewing the posting journal.
4. Select **Tasks > Close Month**, verify the months, and click [**Start**].

   If the month that you are closing is the last month in the fiscal year, the application clears the year-to-date fields and changes the fiscal year-end date in the **CN Settings** window.

5 For those contracts that are complete, change their status to **Closed**:

   a Select **File > Open Contract**, highlight the contract, and click [**OK**].

   b Click the **General** tab.

   c Move the **Status** slider to **Closed**.

   d Repeat these steps for each completed contract.

6 Move closed contracts to a history file. See "Contracts archive procedures" on page 123 for more information.

Equipment Cost

Although the Equipment Cost application has no official year-end procedures (because the data is processed on an equipment-by-equipment basis), you may want to perform the following steps:

1 Enter and post all transactions.

2 Print the month-end and year-end reports that are required by your company.

3 Back up your Equipment Cost files. See "Appendix A: Backup Procedures" on page 107 for more information.

4 Select **Tasks > Close Month**, verify the months, and click [**Start**].

   When you close the last month of the fiscal year, the application clears the year-to-date and month-to-date fields.

5 If desired, move transactions to a history file. See "Equipment Cost archive procedures" on page 124 for more information.

Job Cost

Although the Job Cost application has no official year-end procedures, you may want to perform the following steps:

1 Print the month-end and year-end reports that are required by your company.

2 Back up your Job Cost data files. See "Appendix A: Backup Procedures" on page 107 for more information.

3 Select **Tasks > Close Month**, verify the months, and click [**Start**].

   If the month that you are closing is the last month in the fiscal year, the application clears the year-to-date fields and changes the fiscal year-end date in the **JC Settings** window.

4 If desired, either:

   - Move transactions for closed jobs to a history file in your active data folder and moving closed jobs to an archive folder.
   - Move closed jobs and their transactions to an archive data folder.

   See "Job Cost archive procedures" on page 126 for more information.

Service Management

To close the fiscal year:

1. Enter and post all entries for the year.
2. Print the month-end and year-end reports that are required by your company.
3. Back up your Service Management files. See "Appendix A: Backup Procedures" on page 107 for more information.
4. If desired, move work orders to a history file. See "Service Management archive procedures" on page 139 for more information.

Chapter 6: Closing the year in General Ledger

When it is time to close the fiscal year, close the fiscal year in your other applications before closing the fiscal year in General Ledger.

Year-end closing checklist for General Ledger

	Task	Comments
	1. Prepare for fiscal year end	See page 29
☐	Record and post all entries for the current fiscal year. Review and correct rejected entries.	
☐	Verify that all suspense-type accounts have a zero balance.	
☐	Print a trial balance, current ledger, and any other month-end reports. Verify they are in balance.	
☐	Reconcile other applications to General Ledger.	
☐	Print financial statements.	
☐	Make a backup copy of your entire database (if you have not already done so).	See page 107.
	2. Perform final General Ledger year-end closing steps	See page 29
☐	Print a year-to-date ledger.	
☐	Close the fiscal year by selecting **Tasks > Close Fiscal Year**.	
☐	**3. Make adjustments to prior fiscal year if necessary**	See page 31
	4. (Optional) Perform file maintenance	See page 31
☐	Archive General Ledger data.	See page 125
☐	Compact files.	See page 113

Preparing for year end

Perform the standard steps for a normal month-end closing. These steps should include the following:

1. Be sure that all Sage 300 Construction and Real Estate entries are completed.
2. Post all new files.
3. Use the journal to verify that no entries for the current year were rejected. Review and correct any rejected entries.
4. Verify that all suspense-type accounts have a zero balance. This is necessary for Close Fiscal Year to move balances properly and post to retained earnings.
5. Print a trial balance, current ledger, and any other month-end reports.
6. Balance General Ledger and reconcile it with other applications.
7. Print financial statements.
8. Back up your General Ledger files. See "Appendix A: Backup Procedures" on page 107 for more information.

Closing the fiscal year

Note: Do not close the fiscal year at the end of the calendar year unless it is also the end of your fiscal year.

Typically, General Ledger will be the last application you close. You can close Accounts Payable, Payroll, Property Management, and other applications first and then continue posting entries for the new year because General Ledger stores up to six months of future activity.

This process lets you print all of the standard reports (current ledger, trial balance, and financial statements) for each period in the new fiscal year. When you receive adjusting entries for the previous year, you will post them as prior year adjustments. You may then print adjusted financial statements for the prior year and each period in the new year, as well as reprint the prior year's year-to-date ledger.

Caution! Make adjustments to the suspense accounts to bring the suspense account balances to zero for the year before you select **Tasks > Close Fiscal Year**. This task will not close out the suspense account, and the retained earnings entry may be incorrect.

1. Complete your monthly closing procedures.
2. Back up your General Ledger files to store off-site. See "Appendix A: Backup Procedures" on page 107 for more information.
3. Print your current ledger and financial statements reports.

4 Print a year-to-date ledger.

> **Note:** If you have transactions in a history transaction file (History.glt), you should select the appropriate option in **Tran files for YTD ledger** in the **GL Settings - Ledger Settings** window before you print the year-to-date ledger.

> **Caution!** Before you close the fiscal year, back up your General Ledger files. The process of closing the fiscal year is intensive. If it fails, you must restore from a backup. Remember that the General Ledger master file cannot be used by other applications while you close the year in General Ledger.

5 Select **Tasks > Close Fiscal Year** to close the year. If you have multiple prefixes, select the appropriate prefix level to close.

Use a copy of your income statement to verify the amount posting to retained earnings. If the amounts agree, proceed. Otherwise, cancel and determine the problem before you proceed. Be sure to check the suspense account, because entries in suspense will not close to retained earnings at year-end.

If both fiscal percentages (on the retained earnings account) and partner percentages (in the **GL Settings–Partners** window) exist, the partner percentages will override fiscal percentages to distribute the retained earnings. For more details see “Close Fiscal Year” in General Ledger Help.

The Close Fiscal Year process:

- Creates the entries that close the income and expense account balances to the retained earnings accounts in the history transaction file (History.glt).
- Clears the current balance of the income and expense accounts and posts the net income or loss to the retained earnings accounts in the General Ledger master (.glm) file. The closing entries are not reflected in the activity field for the last month of the fiscal year. This allows the system to retain the activity totals for reporting purposes. Closing transactions are posted to the History.glt file.
- Advances the year-end balances one year.
- Advances the fiscal year-ending and period-ending dates.
- Advances the account activity fields one period, changes the current activity on all accounts to zero, and moves in any posted future activity.
- Advances future activity one period.
- Prints a Close Fiscal Year journal that lists the closing entries.

6 Back up your General Ledger files again after you select **Tasks > Fiscal Year**, and store this backup copy off site.

7 We recommend you back up your entire data base, creating an annual archive after completing your year-end processing. This archive can be used for restoring data or reporting purposes.

Making prior year adjustments

To make prior year adjustments:

1 Before making any prior year adjustments, either make a backup copy of your entire database or back up the following General Ledger files:

- Master.GLM
- History.GLT
- Current.GLT

See "Appendix A: Backup Procedures" on page 107 for more information.

2 Select **Tasks > Open/Close Posting Period**.

3 Select the entity that you want to use.

4 Click the appropriate **Closed Period** check box to clear it.

5 Select **Tasks > Record Entries** to enter all prior year adjustments using the prior year accounting date.

6 Select **Tasks > Post Entries** to post the entries.

7 Back up your General Ledger files again before you proceed.

> **Caution!** The process of closing the fiscal year is intensive. If it fails, you must restore from a backup.

8 Select **Tasks > Close Fiscal Year** to close the prior year adjustments to retained earnings.

9 Reprint financial statements for the prior year. Enter the number of periods to roll back in the **Rollback** field.

10 Reprint financial statements for the current year periods to reflect the prior year adjustments using the rollback option.

11 Reprint the year-to-date ledger with the date range set to the prior fiscal year.

12 Re-close the prior period by selecting **Tasks > Open/Close Posting Period** and selecting the **Closed Period** check box that you cleared in step 4.

13 If desired, move the prior year transactions to the History.glt file with **Tools > Move > Transactions > Current to History**.

14 Be sure to transfer only prior-year transactions. Also, be sure to enter the fiscal year-ending date as the cutoff date.

Maintaining your files

If you have more than two years of transactions in the History.glt file, you may want to move the oldest year to an archived history file. For detailed instructions, see "General Ledger archive procedures" on page 125 in Appendix B.

After you successfully move transactions, compact your General Ledger current transaction file. See "Compacting files using File Doctor" on page 113 in Appendix A for more information.

> **Note:** This compacting process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete the process.

Common General Ledger questions and answers

How do I clear the balance in a suspense account?

Make reversing entries to a suspense account. Refer to “Correcting suspense account entries” in General Ledger Help.

If I close General Ledger, will I still be able to post prior year adjusting entries that my accountant sends me?

Yes. If you want to close the year in order to print current financial statements in the new year, you can always open the prior period and post those entries. Just do not forget to close the fiscal year again if it is an entry to an income or expense account. Also, do not forget to go back and close the posting period again (**Tasks > Open/Close Posting Period**). For more information, see “Closing the fiscal year” on page 29.

How do you close the last period of the year?

Select **Tasks > Close Fiscal Year**.

Chapter 7: Producing Payroll W-2 forms

In January, your company needs to produce the W-2 forms for employees performing work in the United States. The W-2 forms report the taxable wages earned by your employees during the previous calendar year. Follow the instructions in this chapter to produce the W-2 forms with the Sage 300 Construction and Real Estate Payroll application, which utilizes Aatrix.

Important! This year, employers must file W-2 information with the federal government by **February 1**. If you are mailing employee copies of W-2 forms, they must be postmarked by **February 1**. If you have Aatrix mail the employee copies or electronically file (eFile), we recommend that you process the forms in Aatrix in early January because activity on the Aatrix website will be heavy in the last days of January. See the Aatrix website for the federal and state form submission deadlines.

Before producing the W-2 forms, all 2020 payroll checks must be posted. You may also want to close the Payroll year, but you can produce the W-2 forms before or after closing the Payroll year.

Caution! You must install the year-end update, close the Payroll year, and install the 2021 tax updates before processing the first payroll checks for 2021.

W-2 forms checklist

	Task	Comments
☐	Install the 2020 year-end version.	See page 2.
☐	Decide if you want to print or eFile the W-2 forms.	See page 34.
☐	Calculate the number of W-2 forms. (optional)	See page 34.
☐	If you plan to print the W-2 forms, order the forms.	See page 35.
☐	Set up, review, or modify your W-2 template, such as for 401(k) deductions or payments related to COVID-19. Aatrix uses these settings to produce your W-2 forms.	See page 36.
☐	Back up the Payroll information.	See page 107.
☐	Generate W-2 forms for printing or eFiling.	See page 38.

Options for producing the W-2 forms

Sage 300 Construction and Real Estate is integrated with Aatrix software to produce your W-2 tax forms. You have the following options for producing the W-2 forms:

- Aatrix electronically files the W-2 forms with federal and state agencies. Aatrix provides the employee copies online on a secure website.
- Aatrix electronically files the W-2 forms with federal and state agencies. Aatrix prints and mails the W-2 forms to employees.
- Aatrix electronically files the W-2 forms with federal and state agencies. You print the employee copies and mail them to employees.
- You print all W-2 forms. You then mail them to the federal government, state agencies, and employees.

Note: You **must** electronically file with federal and some state agencies if you have 250 or more W-2 forms.

For information about Aatrix fees, visit http://partner.aatrix.com/sage300construction.

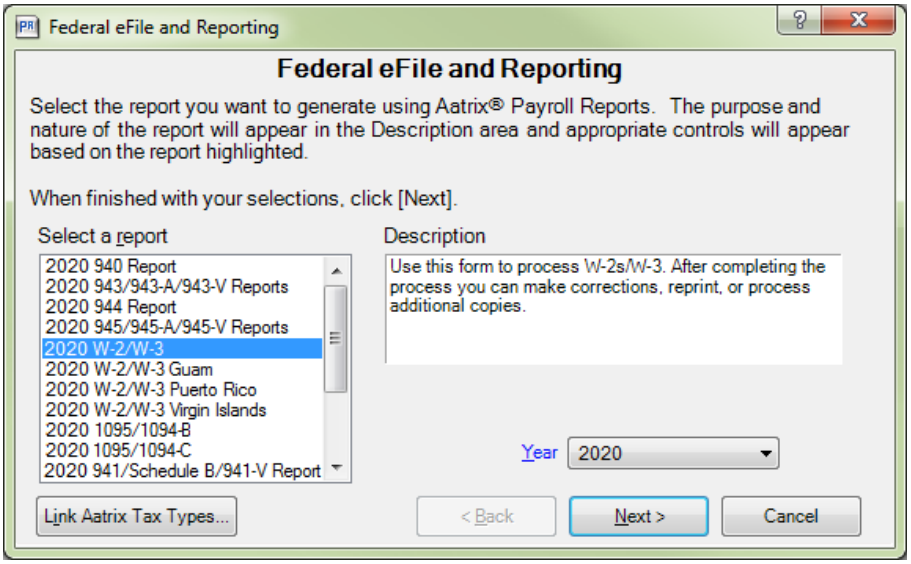
Determining the number of W-2 forms (optional)

If you plan to print the forms, run through the W-2 wizard in test drive mode to determine the number of forms needed.

To determine the number of employee W-2 forms you need if you plan to print:

1 In Payroll, select **Tasks > Federal eFile and Reporting**.

2 In the **Federal eFile and Reporting** window, select the **W-2/W-3** report and select the year or period.



3 Complete the steps in the wizard windows until you see the **W-2/1099 Preparer** window.

4 From the **View** menu, select the **W-2/W-3 Report**.

The number of W-2 forms appears in the upper-right corner of the report below **Total number of Forms W-2**.

To determine the number of state W-2 forms you need if you plan to print:

1 In Payroll, select **Tasks > Federal eFile and Reporting**.

2 In the **Federal eFile and Reporting** window, select the **W-2/W-3** report, select the year or period, and then click [**Next**].

3 Click [**Next**] in the wizard windows until you see the **W-2 Printing and Filing Options** window.

4 Select **Other Options** and then only select the **Print State W-2s and Reconciliation Forms** check box.

5 Click [**Next**].

6 Make sure that all states where you are required to submit W-2 forms are selected.

7 Proceed through the wizard until you see images of the W-2 forms. The number of forms for a state is shown in the top-left corner of the image for that state.

Ordering forms

Order the correct forms to load in your printer. These forms must meet the layout required by the eFiling and reporting service provided by Aatrix. Refer to the Knowledgebase article titled "Which forms should I order?" (Article ID 21923) for information about the forms.

Order your forms from Sage CRE Forms to guarantee compliance with the new requirements. Sage CRE Forms can be reached at:

Phone: 800-760-7929
Fax: 503-454-1826
Email: sales@sagecreforms.biz
Web: www.sagecreforms.biz

Use the information in the following table to select the correct paper or form to use.

Government forms	Paper/forms to use
Federal W-2 forms (if printed and mailed)	Plain paper with black ink*
Federal W-3 forms (if printed and mailed)	Plain paper with black ink*
State and local W-2 forms (if printed and mailed)	Blank perforated paper 4-up W-2 paper
Employee W-2 forms	Blank perforated paper 4-up W-2 paper (can have the notice/instructions printed on the back)**
W-2 instructions for employees**	Blank paper**
Copies of W-2 and W-3 forms for your records	Blank paper

* For more information, see the Knowledgebase article titled "The W-2 and W-3 for the Social Security Administration is not red" (Article ID 21924).

** If the notice/instructions are not printed on the back of the employee W-2 forms, you can print them on plain paper and provide them to the employees.

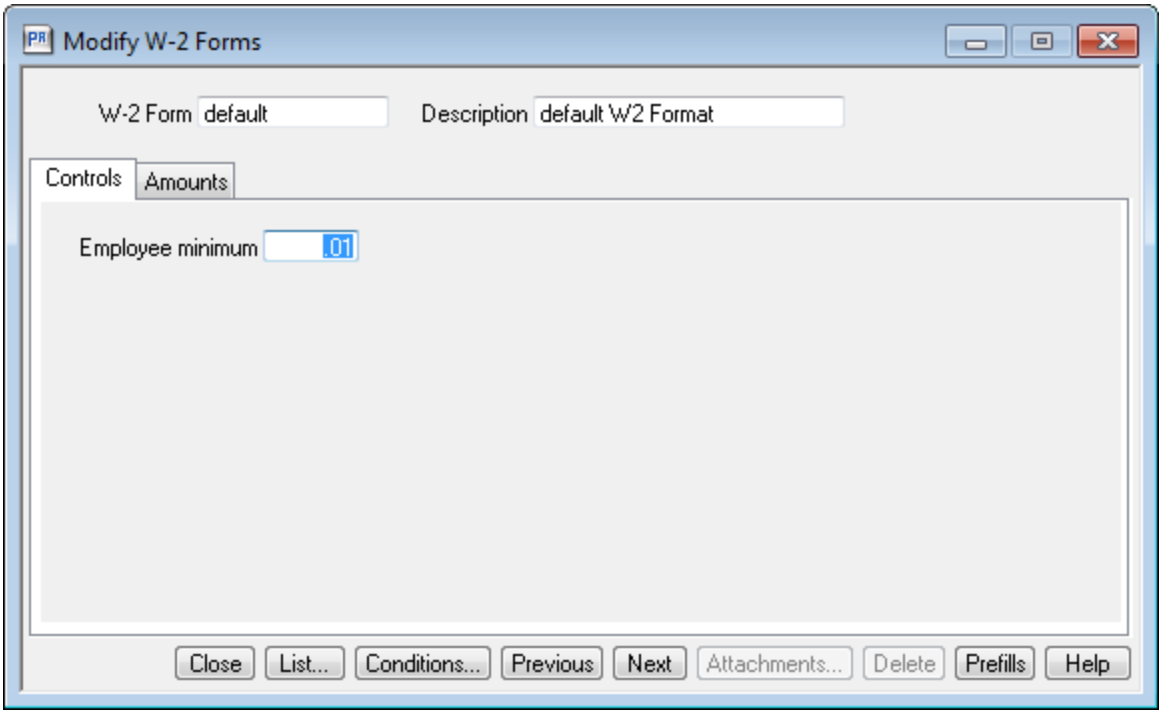
Creating or modifying your W-2 forms

To meet government reporting requirements, you can control the information that prints on the W-2 form. You can modify the standard W-2 form already designed for you, or you can create an entirely new one.

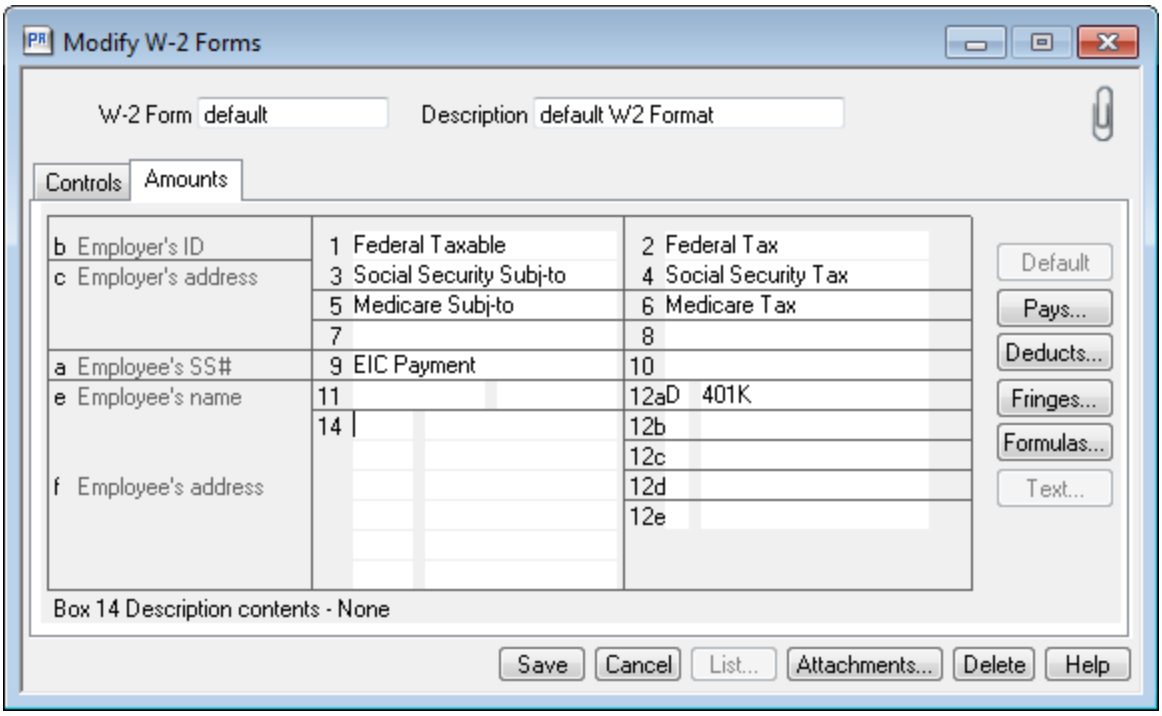
> **Note:** For more information about W-2 forms, see "Modifying W-2 forms" in Payroll Help.

To create or modify a W-2 form:

1. In Payroll, select **Tools > Modify Forms > W-2 Forms**.
2. Choose or create a form:
   - To select an existing form, click [**List**], select the form, and click [**OK**].
   - To create a new W-2 form, enter a form name and description for the new form.
3. Press **TAB** to access the **Controls** tab.
4. If appropriate, change the **Employee minimum**, which is the minimum amount of taxable withholding that the employee must have for the W-2 form to be generated. For example, if this is **0.01**, the software does not generate a W-2 form for an employee with zero taxable withholdings. If this is **0.00**, the software generates a W-2 form for all employees.



5 Click the **Amounts** tab. Most of the required information for the W-2 form is automatically filled in for you in tax boxes 1 through 6. State tax information is automatically transferred to Aatrix.



6 If you need to report additional information, use tax boxes 7 through 14. See the Payroll Help for more information.

- To add any other pays, deductions, or fringes, select the appropriate tax box, click [**Pays**], [**Deducts**], or [**Fringes**], select the desired item, and then click [**OK**].
- To add or change tax information, select the appropriate tax box, click [**Formulas**], select a formula, and click [**OK**].

Important! Use Box 14 to include descriptions and amounts for qualifying sick leave or family leave paid pursuant to the Families First Coronavirus Response Act.

Note: Do not add New Jersey private family leave (NJFLI) or New Jersey disability leave insurance (NJSDI) here. Instead, add these items in the grid in Aatrix, as described on page 51.

7 Click [**Save**] and then click [**Close**].

Generating the W-2 forms

This section walks you through the steps to generate W-2 forms in preparation for eFiling or printing your forms using Aatrix services.

Before you begin

- Back up the Payroll information. See "Appendix A: Backup Procedures" for instructions.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see page 5.
- Make any desired changes to the W-2 form templates, as described on page 36. Aatrix uses these templates to generate the W-2 forms.

Tip: If you do not want to generate forms for employees with zero taxable withholdings, set the **Employee minimum amount** to **.01** in the **Modify W-2 Forms** window; see page 36 for more information.

Notes:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate Payroll database.
- Since eFiling can take several days and activity on the Aatrix website will be heavy in the last days of the month, schedule accordingly.

Special situations in Payroll

For the most common workflows, your Payroll data appears automatically in Aatrix. If you have the following situations, you will need to make adjustments.

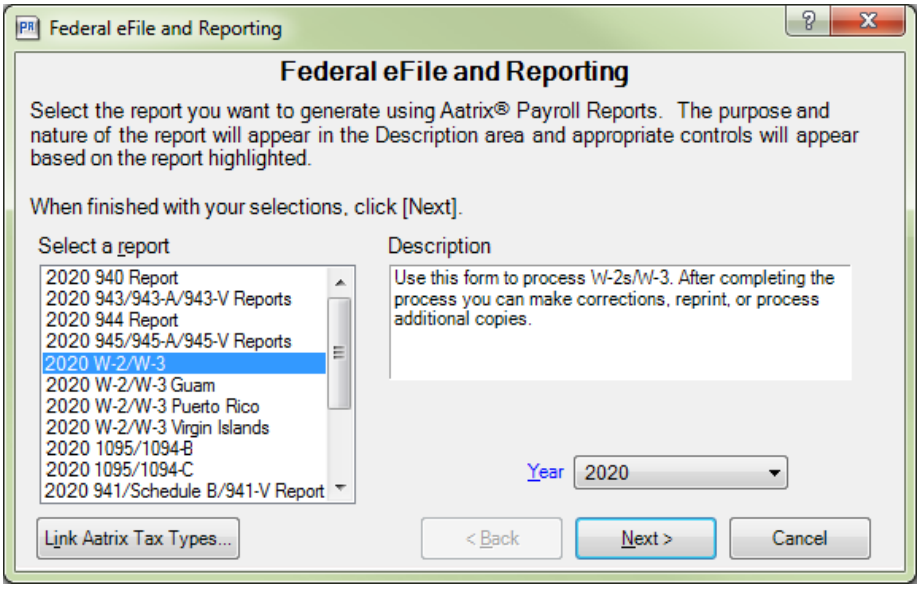
- Multiple Payroll tax IDs: You can link multiple Payroll tax rates to one tax group, as described on page 39.
- Local tax settings: You can link local taxes to tax descriptions during setup, as described on page 39
- Ohio School Districts: If you generate W-2 forms for the state of Ohio, link each Ohio School District you need to report in the **Link Aatrix Tax Types to PR Tax Rates** window as described on page 41.
- Multiple local taxes: You can set up multiple taxes in the **State and Local Taxes** window. See page 46.
- Multiple FEINs: You may have two or more Federal Employer Identification Numbers (FEINs) but only one Payroll master file. See page 44.
- Third-party sick pay: If you have any employees who had federal income tax withheld on third-party sick pay, select **the Third-party sick pay** check box in the **W-3 Information** window (on page 47) and enter the income tax amount withheld.
- Multiple Payroll master files: You can merge multiple payroll data files, as described on page 48.
- New Jersey Private Family Leave and Disability Insurance: Because the state of New Jersey has special reporting requirements, if you generate W-2 forms for the state of New Jersey, ensure you set up your software to meet these requirements, as described on page 51.

Creating a tax group to link tax rates

In some cases, your payroll taxes may not already be associated with their corresponding Aatrix tax descriptions, such as payroll calculations for local withholding taxes or school district taxes. Also, multiple tax rates may apply to a locality. To correctly link the taxes, create a new Aatrix tax group and assign the appropriate payroll taxes:

1 In Payroll, select **Tasks > Federal eFile and Reporting**.

2 In the **Federal eFile and Reporting** window, click [**Link Aatrix Tax Types**].



3 In the **Link Aatrix Tax Types to PR Tax Rates** window, click (the Add New button) to create the tax new group.

4 Enter the following information in the **Link Aatrix Tax Types to PR Tax Rates** window:

a For **Group ID**, type a name (no more than 20 characters) for the new tax group.

b For **Group Description**, type a description (no more than 60 characters) for the new Aatrix tax group.

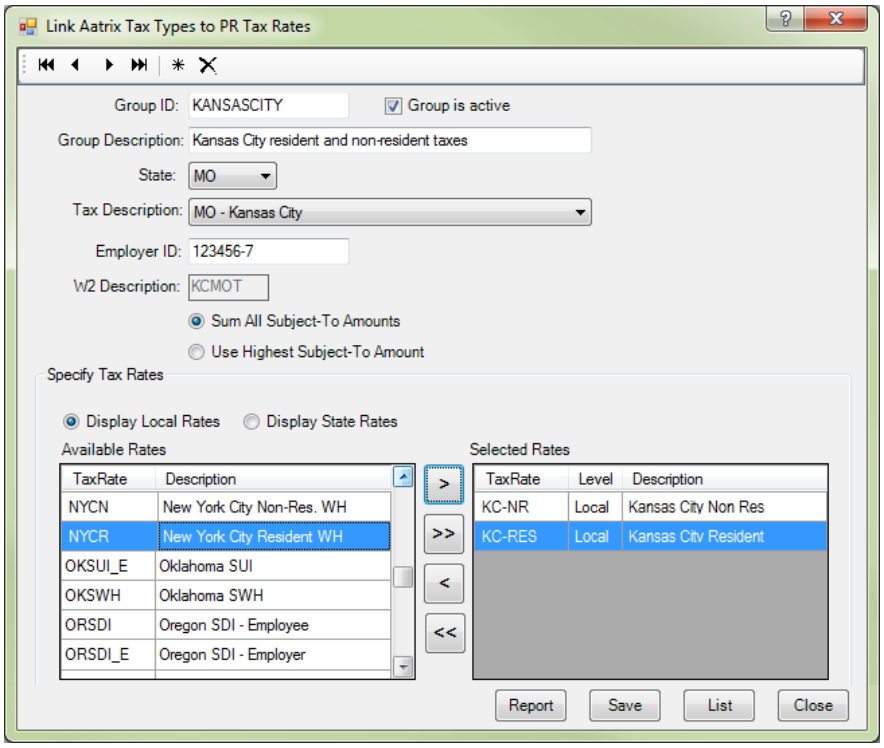
Use this description to help identify the tax group and its purpose. For example, if you combine Kansas City resident and non-resident taxes, you can type "Kansas City resident and non-resident taxes" in the description.

c For **State**, select the first state containing the tax ID or IDs that you want to assign or group.

The available Aatrix tax codes associated with the state you select appear in the **Tax Description** list.

d For **Tax Description**, select the Aatrix tax description. If it does not appear, you can select **Local Withholding**.

e For **Employer ID**, type your employer ID number.



f **W-2 Description** displays a description corresponding with your selection in for **Tax Description** box (step 4b). If you selected **Local Withholding** for **Tax Description**, type the W-2 description that you want to appear on the resulting W-2 form.

g Select the desired subject-to calculation method.

- **Sum All Subject-to Amounts**: Sends Aatrix the sum of the subject-to amounts for all tax IDs in the **Selected Rates** list.

  For example, if you select New York City Resident withholding (NYCR) and New York City Non-Resident withholding (NYCN) from the **Available Rates** list (which have subject-to amounts of $10,000 and $12,000 respectively), the subject-to amount sent to Aatrix for the tax group is $22,000.

- **Use Highest Subject-to Amount**: Sends Aatrix the highest subject-to amount for all tax IDs in the **Selected Rates** list.

  Using the preceding example, the subject-to amount sent to Aatrix for the tax group is $12,000.

h Select one or more tax rates in the **Available Rates** list and click > to add them to the **Selected Rates** list.

Payroll adds together the tax rates in the **Selected Rates** list and sends them to Aatrix along with the subject-to amount. The resulting tax rate, subject-to amount, and W-2 description appear on the W-2 form.

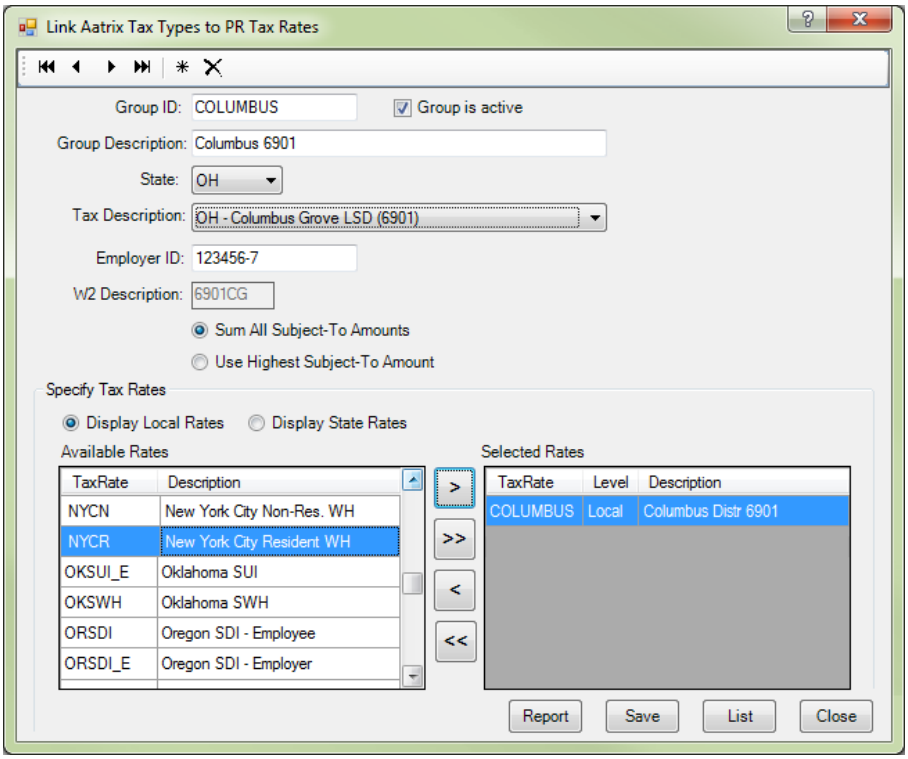
> **Tip:** You can select **Display Local Rates** or **Display State Rates** to change the items in the **Available Rates** list.

i Click [**Save**] to save the new tax group.

j If desired, click [**Report**] to print a report displaying the tax group setup information for your records.

5 Repeat step 4 for each new tax group that you want to create.

Note: For Ohio school districts, create a separate tax group for each school district where your employees live. You select a school district in the **Tax Description** list, and then select the relevant rate in the **Available Rates** list and move it to the **Selected Rates** list.



6 If desired, you can continue with step 4 (on page 42) in the **Federal eFile and Reporting** window.

Selecting the tax report

When you are ready to generate your W-2 forms:

1 In Payroll, select **Tasks > Federal eFile and Reporting**.

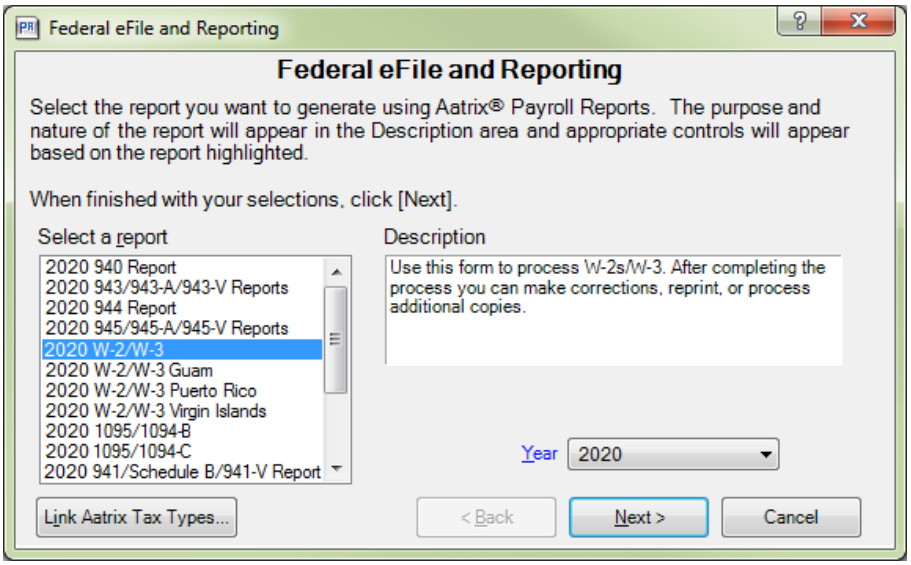
If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see page 7.

If your software is set up to use multiple Payroll master files, you will be prompted to select the one you want to work with now. (You have the option to merge Payroll master files in a later step; see page 48.)

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next**].
- If you want to use a saved report, select **Saved reports**, click [**Next**], verify your Federal ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

2 In the **Federal eFile and Reporting** window, select the **W-2/W-3** report and select the year or period.



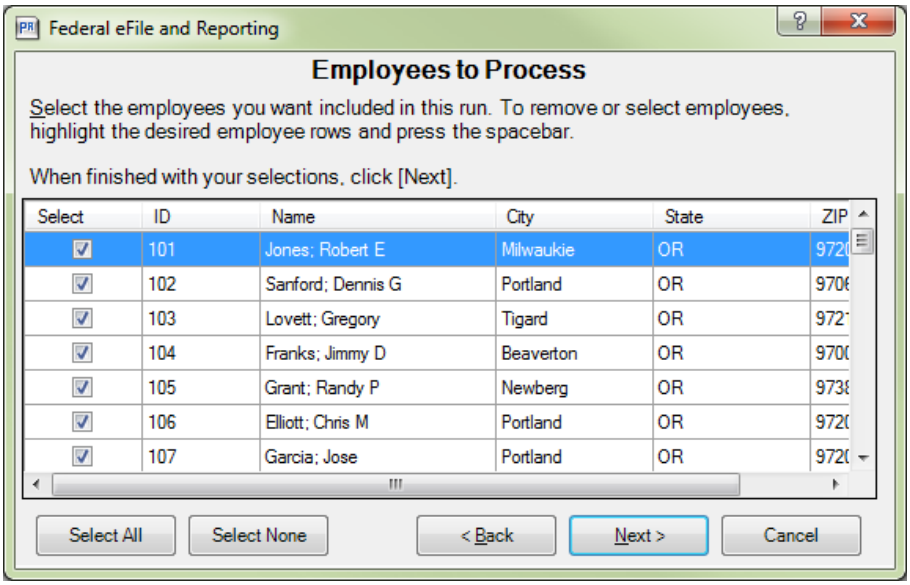
3 If you need to assign local or state taxes for the states where your company works, click [**Link Aatrix Tax Types**] and follow the steps in "Creating a tax group to link tax rates" on page 39.

4 In the **Federal eFile and Reporting** window, click [**Next >**].

5 In the **W-2 Format Selection** window, select the W-2 format you want to use for this report and click [**Next >**].

> **Note:** The **W-2 Format Selection** window does not appear if you only have one W-2 format.

6 In the **Employees to Process** window, select the check box before the employees that you want to include, and then click [**Next >**].



Tip: To clear all of the check boxes, click [**Select None**]. To select all of the check boxes, click [**Select All**]. To select a range of check boxes, highlight the check boxes and then click one of the highlighted check boxes; to highlight the rows, you can highlight the first row of the range, and then hold down **SHIFT** as you click the last row of the range.

Note: If you have multiple Employer Identification Numbers (EINs) in the same Payroll master file, only select the employees that work for the EIN that you are processing. See page 44.

7 In the **Generate Federal Report** window, read the instructions, and then click [**Generate**].

This opens the Aatrix **W-2 Setup Wizard**. See "Using the Aatrix W-2 Setup Wizard" on page 44 for the next steps.

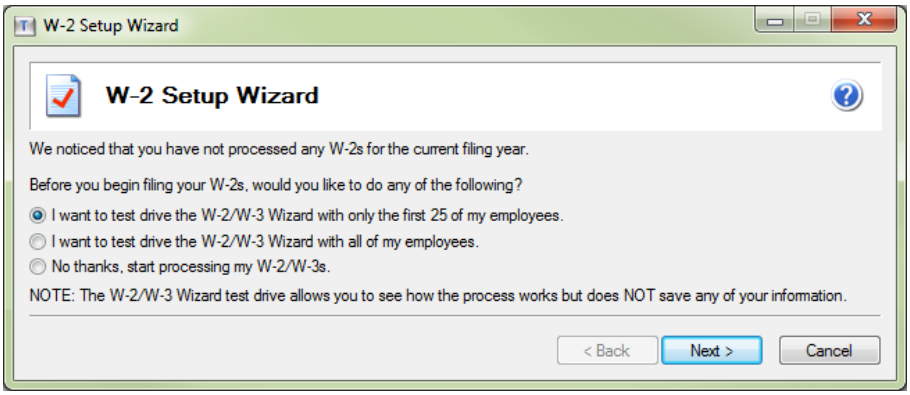
Note: If you have already set up your W-2 report, you will not see the wizard.

Using the Aatrix W-2 Setup Wizard

The first time you generate a W-2 report, the W-2 Setup wizard opens to help you set up your report.

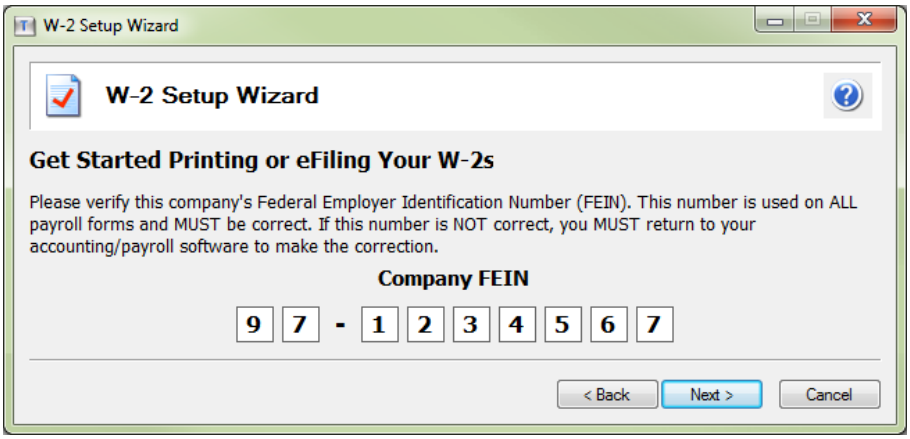
Tip: Click (the Help button) for detailed information about what to enter in each window.

1 Select one of the processing options, and then click [**Next**]. You may want to select "test drive" mode to run through the process first. To process the final forms, select **No thanks, start processing my W-2/W-3s**.



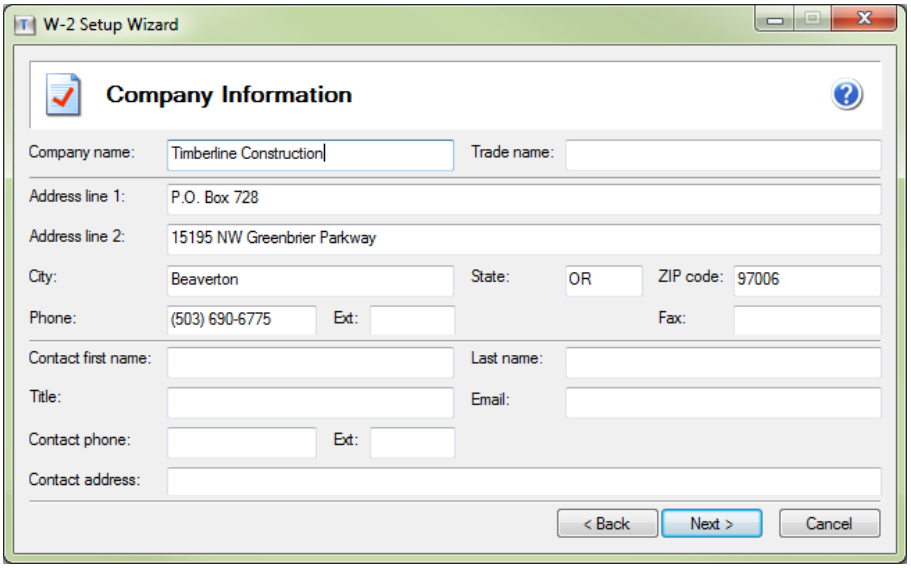
Note: In test drive mode, no information is saved after you print your forms. Do not use test drive mode when processing your final W-2 forms.

2 Verify your **Company FEIN** (Federal Employer Identification Number), and then click [**Next**].



Note: If you have more than one FEIN, but only one Payroll Master file, select which employees to include in the first FEIN. Then change the FEIN in Payroll by selecting **Setup > Taxes > Tax Groups**, selecting **Federal** for **Tax level**, making the correction for **Employer ID**, clicking [**Accept**], and then clicking [**Close**]. You then repeat the process in this section for that FEIN.

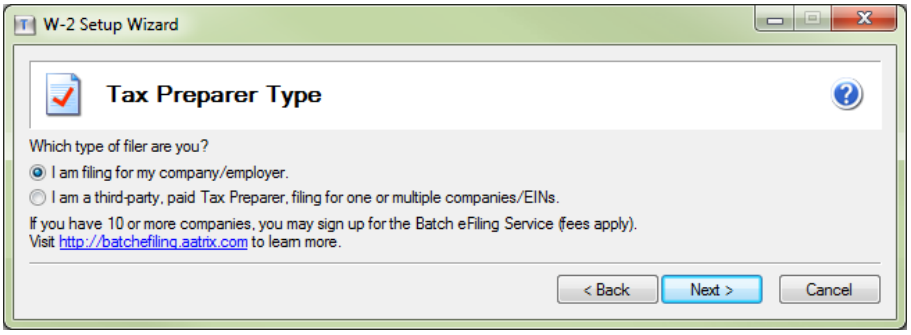
3 In the **Company Information** window, verify that all information is correct, enter missing information, and then click [**Next**]. There must be a contact name and phone number. The company information will be included on the forms.



Note:
You can open the **Company Information** window later if you need to make changes to your information by either:

- Clicking [**Setup**] in the existing Reports window.
- Selecting **Edit > Update Company Information** in the Forms Viewer or W-2 grid.

4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a third-party, paid tax preparer, and then click [**Next >**].



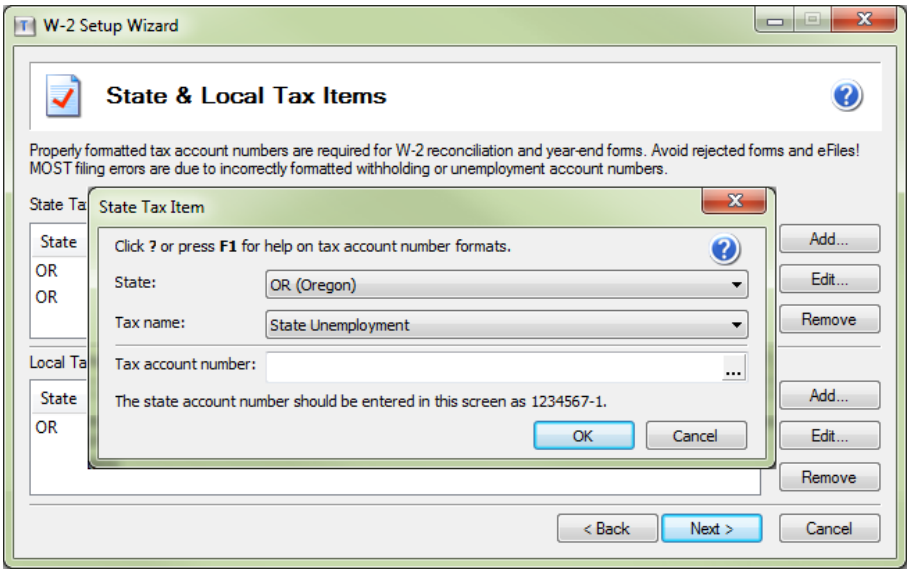
Note: If you select the second option, a window appears in which you enter your tax preparer TIN and other information for inclusion on the final form.

5 In the **State & Local Tax Items** window, make any necessary changes to the state and local taxes that need to be reported on the W-2 forms, and then click [**Next**].

- To change an existing tax item, select it, click [**Edit**], make the change in the **Tax Item** window, and click [**OK**]. Local tax accounts are not automatically displayed; you must enter them manually.

> **Note:** If there is a tax item that you do not want to include on the W-2 form, you can enter a dummy tax account number in the correct format. For more information, see Knowlegebase article 68867.

- To add a tax item, click [**Add**] in either the state or local area, make selections in the **State Tax Item** window (including the tax account number), and click [**OK**]. (However, items added this way do not pull any data from Payroll.)



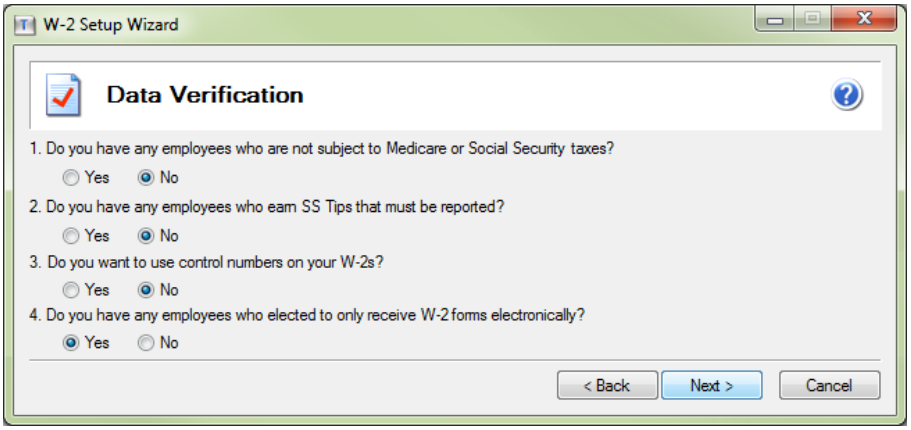
> **Tip:** Click (the Help button) for information about the selections.

> **Note:** Depending on the states selected, you may need to provide additional information in additional windows.

6 In the **Multiple Payroll Data Files** window, select whether you use a single payroll data file or multiple files, and then click [**Next**].

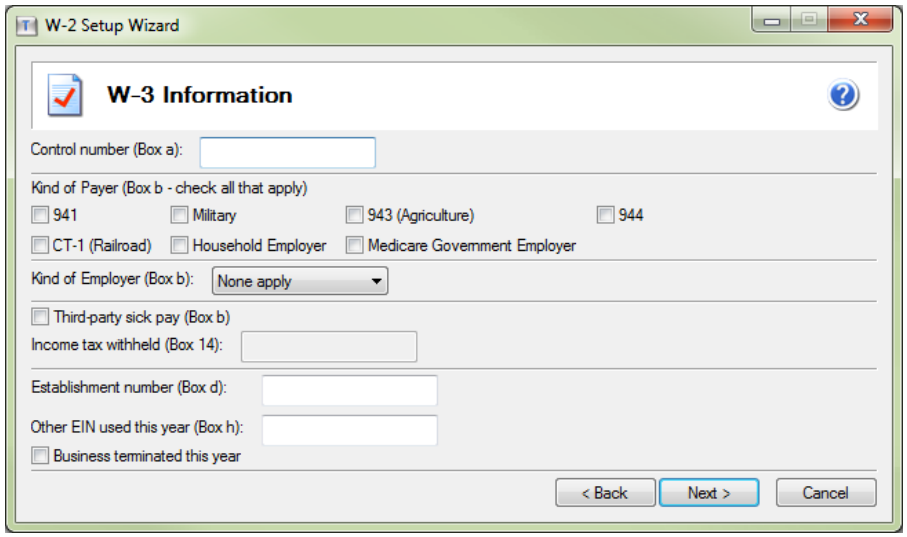
> **Note:** If you use multiple files, you will select the data files to merge in a later step (on page 48). The payroll data is merged for the report but the original data files are not affected by this process.

7 In the **Data Verification** window, answer the questions, and then click [**Next**]. The answers affect what appears in the grid in the **W-2/1099 Preparer** window, which you use to verify your data in a later step (on page 50). You may need to provide additional information in additional windows.



Tip: Click (the Help button) for more detailed information about each question.

8 In the **W-3 Information** window, make the appropriate selections, and then click [**Next**].



Tip: Click (the Help button) for more detailed information about what to enter in this window.

9 If you are in test drive mode, click **OK** in the information window.

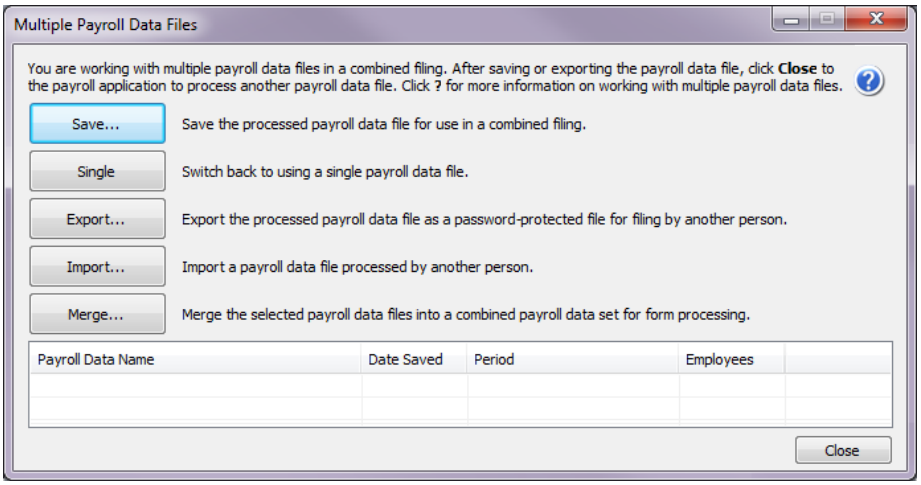
You then either see the **Multiple Payroll Data Files** window, which is described in the following section, or the **Verify Employee Information** grid, which is described on page 50.

Merging multiple Payroll data files

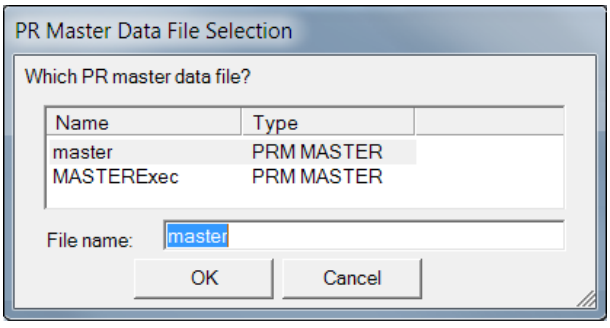
If you selected the option to use multiple payroll data files (in step 6 on page 46), you now select which files to merge. If you have a single payroll data file, skip to "Verifying employee information," on page 50.

> **Note:** Copies of your Payroll data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

1. In the **Multiple Payroll Data Files** window, select whether to merge Payroll data files. This feature is used for companies or tax preparers who keep separate databases for employees working under the same FEIN (Federal Employer Identification Number). For example, you may have separate departments, divisions, or company names under the same FEIN. It is also used if you have separate named transaction and master files, such as for salaried employees and for field employees.

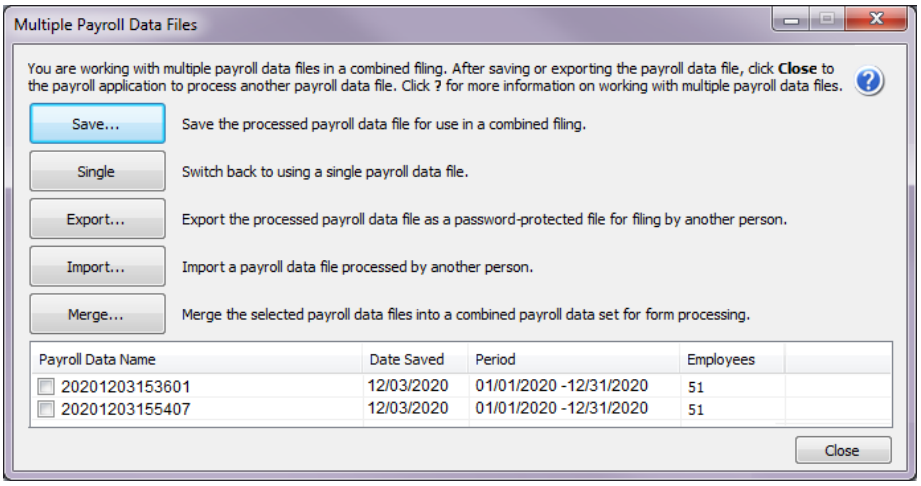


2. Click [**Save**] (to select the payroll data file you currently have open), enter a name for the data file, and click [**OK**].
3. Click [**Close**] to close the **Multiple Payroll Data Files** window.
4. Select **Tasks > Federal eFile and Reporting**, and select another Payroll master file when prompted.



5. Run through the setup wizard using the same information you entered for the first master file.
6. In the **Multiple Payroll Data Files** window, click [**Save**] to add the new payroll data file to the list.

7 Repeat Steps 4, 5, and 6 until you have included all the payroll data files required for processing.



8 In the grid near the bottom of the window, select the check mark before the payroll data files that you want to include, and then click [**Merge**] to combine the data files.

You then see the **Verify Employee Information** grid, which is described in the next section.

Note: You can continue to add data files to the list and merge them at any time. Each time you merge, a new worksheet is created. If you create multiple reports, you must be cautious to use the correct report when printing or eFiling.

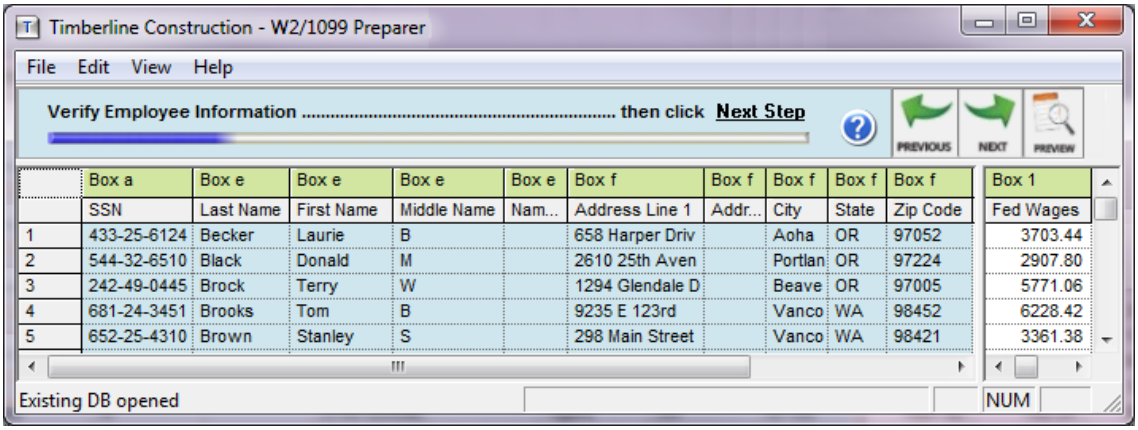
Verifying employee information

The grid in the **W-2/1099 Preparer** window displays employee information in rows and columns. The columns in the grid correspond to the boxes on the W-2 forms.

During each step of the verification process, you can review, make corrections, and add information to the cells. Missing or incorrect information is indicated with a red cell. The information required at each step is based on your answers to the questions in the **Data Verification** window (step 7 on page 47).

To add additional columns to the grid, right-click a column head, select **Insert**, enter the name for the column and default text, and click [**OK**]. Click the drop-down list in the column header and select a box number and description.

Click (the Help button) for a full description of the grid functions.



	Box a	Box e	Box e	Box e	Box e	Box f	Box f	Box f	Box f	Box f	Box 1
	SSN	Last Name	First Name	Middle Name	Nam...	Address Line 1	Addr...	City	State	Zip Code	Fed Wages
1	433-25-6124	Becker	Laurie	B		658 Harper Driv		Aoha	OR	97052	3703.44
2	544-32-6510	Black	Donald	M		2610 25th Aven		Portlan	OR	97224	2907.80
3	242-49-0445	Brock	Terry	W		1294 Glendale D		Beave	OR	97005	5771.06
4	681-24-3451	Brooks	Tom	B		9235 E 123rd		Vanco	WA	98452	6228.42
5	652-25-4310	Brown	Stanley	S		298 Main Street		Vanco	WA	98421	3361.38

1 Verify and correct the employee names and addresses that are highlighted.

A red cell in the grid contains an error. You must correct the errors before you can continue.

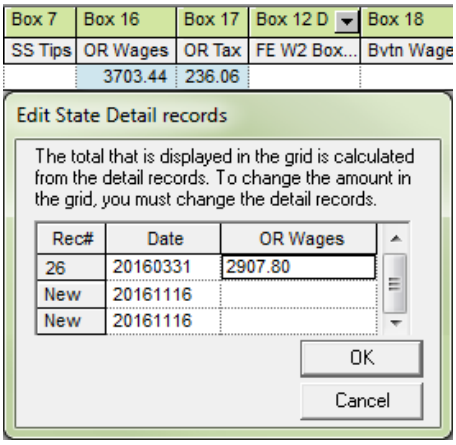
> **Note:** Any changes you make in this grid are **not** written back to your Payroll database. You must also correct the data within Payroll.

After verifying or correcting the employee information, click

.

2 Verify that the information in the right side of the grid is correct, including state wages (**Box 16**) and state tax withheld (**Box 17**).

The state wages are calculated based on your Payroll data. To make changes, click in the cell, make the correction the **Edit State Detail records** window, and click [**OK**].



3 If your company does work in New Jersey, you may need to link the New Jersey Employee data for New Jersey Private Family Leave and/or Private Disability Leave Insurance amounts, as described in the next section.

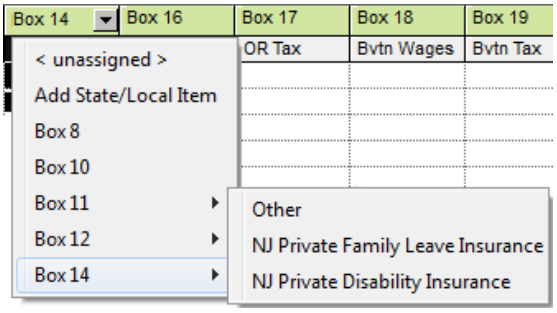
4 After verifying/correcting the employees' state information, click [**Next Step**].

Linking New Jersey private family leave and disability leave insurance amounts

Employee data for New Jersey Private Family Leave and/or Private Disability Leave Insurance appears in the grid as an undefined column. You must link it to **Box 14** to display it correctly on the W-2 form.

> **Note:** The option to link to NJ private family leave insurance withholding or NJ private disability withholding only appears if you have NJ selected as a state in the company setup wizard.

1 Click the drop-down arrow on the column header and select **Box 14 > NJ Private Family Leave Insurance or NJ Private Disability Insurance**.



2 When prompted, enter the plan number.

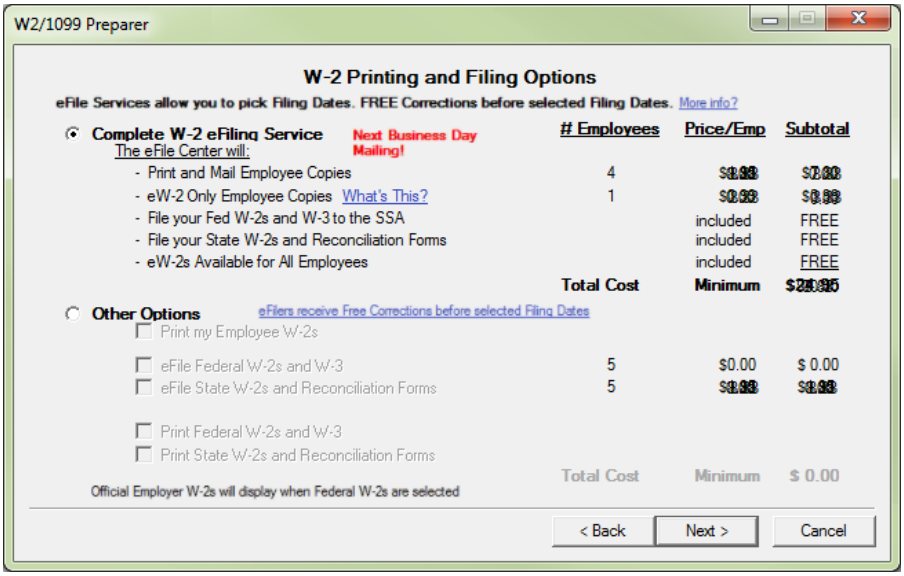
The column then automatically displays as **FLI** or **DI**, depending on your selection.

> **Note:** After you complete the rest of the W-2 employee grid and generate a form, the information will display in box 14 of the W-2 forms.

3 After verifying/correcting the employees' state information, click [**Next Step**].

Selecting filing options and generating the forms

The **W-2 Printing and Filing Options** window displays your options for eFiling and printing the W-2 forms as well as the associated costs, if any.



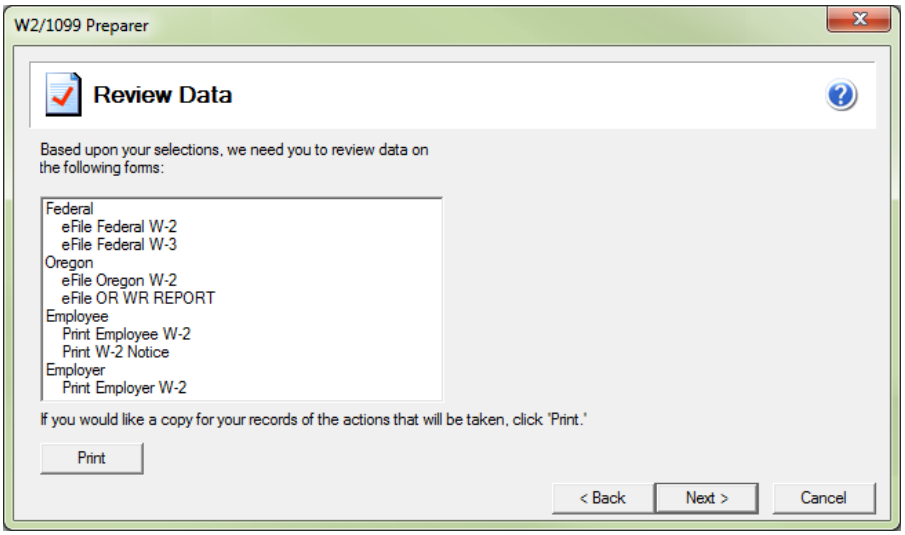
1 In the **W-2 Printing and Filing Options** window, select the desired printing or eFiling options, and then click [**Next**].

2 Select the states where you want to file W-2 forms and click [**Next**].

> **Notes:**
>
> - Some states have more than one W-3 reconciliation form and you need to select which ones apply to your company. If you are not sure which forms apply to your company, check with your state agency or tax adviser.
> - If a state does not appear in the list in this window, that state does not require a W-2 form.

3 Select whether you want divider sheets between each report type that is printed, and then click [**Next**].

4 In the **Review Data** window, review the list of the forms that will be generated. If a form is missing, click [**Back**] and change your selections. Click [**Next**] when you are ready to generate the forms.



5 Review each form on your screen. A progress bar displays in the yellow area near the top of the window.

a If any boxes are outlined in red, make corrections.

b If there are several pages for the form, click the green arrow to move to the next page.

c If you want to print the forms, click [**Print Final**], insert the correct paper in the printer, and make selections in the **Print** window.

> **Tip:** For more information on federal form printing requirements, see page 35.

d Click to go to the next form. If you see the **Print** window and do not want to print the forms, click [**Cancel**].

6 After you verify all of the forms, click [**Agree**] in the **Verify Report Complete**] window.

7 If you selected to eFile, log onto the secure Aatrix website and follow the on-screen instructions to complete your transaction in Aatrix.

> **Tip:** If you eFile the W-2 forms, you select a date range for submitting the forms to the government. You also select when to mail employee copies. We recommend that you select the latest date available (late January) so you have time to make corrections to the W-2 forms before they are submitted. Corrections made prior to the form being submitted to the government are free of charge. However, if you have to make a change after the forms are submitted, you must send corrected forms, as described in the next section. Aatrix will charge you for eFiling the corrected forms.

Correcting W-2 forms (creating W-2C forms)

If you already submitted the W-2 forms to the government and need to make changes, you must submit W-2C forms. Aatrix will charge you for eFiling the corrected forms. (Aatrix does not print W-2C forms.)

> **Tip:** If you eFiled but the forms have not yet been submitted to the government, you can make corrections in Aatrix without having to file W-2C forms and without incurring a charge.

1. In Payroll, select **Tasks > Federal eFile and Reporting**.
2. Select **Saved reports**, and then click [**Next**].
3. In the **View or Edit Saved Reports** window, verify or select your Federal ID number, and then click [**Open**].
4. In the **Open Report** window, select the W-2 form that needs to be corrected, and then click [**Edit**].
5. Select **Correct Completed W-2s**, and then click [**Next**].
6. In the **W-2/1099 Preparer** window, manually enter the correct amounts in the appropriate boxes for each employee requiring a W-2C form. Changed amounts appear in blue. Only the forms with corrections will be printed or eFiled.
7. In the **Correction Options** window, select **Yes** for each entity that requires a W2-C form, and then click [**Continue**].
8. Follow the prompts to generate the W2-C forms.

Chapter 8: Producing ACA forms

If your company qualifies as an applicable large employer, your company may be required to file two tax forms reporting health care coverage to ensure compliance with the Affordable Care Act (ACA):

- **Form 1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
  One form for your company.
  This form lists the number of full-time employees and total number of employees each month. It also includes additional information if your company is a member of an Aggregated ALE (Applicable Large Employer) Group.
- **Form 1095-C** Employer-Provided Health Insurance Offer and Coverage
  One form for every full-time employee.
  This form indicates if minimum essential health insurance was offered by the company to the employee and family, the employee share of the lowest-cost coverage, and who was covered (if the employee enrolled in an employer self-insured plan).

  Note: If the health insurance plan your company offered employees was not a self-insured plan, the issuer of the plan will also send form 1095-B to the employees with their coverage information.

In some cases, your company may need to file the Form 1094-B and 1095-B forms instead.

To review information about the ACA requirements, find out if your company qualifies as an applicable large employer, and determine if you need to report employee healthcare coverage, see the Internal Revenue Service website. You may also want to contact your tax adviser for assistance with the ACA requirements.

ACA forms checklist

	Task	Comments
☐	Determine if your company needs to produce the ACA forms.	
☐	Determine the number of full-time (FT) and full-time equivalent (FTE) employees.	See page 56.
☐	Enter or review the ACA information for your employees.	See page 57.
☐	Back up the Payroll information.	See page 107.
☐	Generate the ACA forms for printing or eFiling.	See page 58.

Important! See the Aatrix website for the form submission deadlines.

Determining employee numbers

If your company qualifies as an applicable large employer, based on the number of full-time (FT) and full-time equivalent (FTE) employees each month, and you file Form 1094-C, you will need to include the monthly employee numbers.

To calculate the number of FT and FTE employees each month:

1. Specify the pays to be used to determine the hours worked for the ACA calculations by selecting **Setup > Pays** and selecting the **Include in ACA hours** check box.
2. In Payroll, select **Tasks > ACA Compliance**.
3. In the **Affordable Care Act Compliance** window, select the year. Full-time employees (who have an **ACA exempt** status of **Full-time**) will automatically show 130 hours per month.
4. Enter the hours for your part-time employees (who have an **ACA exempt** status of **Not exempt**):
   - If you track employee hours per day **and** create daily distribution records for your part-time employees, click [**Use Daily Distributions**] to use these distributions to calculate their total hours for each month of the selected year.
   - If you do not use daily distribution records, type the hours worked each month for your part-time employees. Remember that pay periods can include hours worked in two months. You can use the ACA Daily Time Entry by Month report and other records (such as employee time cards) to determine the hours worked each month for each part-time employee. Do not enter more than 130 hours for an employee each month.
5. View the totals at the bottom of the table:
   - **FT Count**: The number of employees designated full time (where **Full-time** was selected for **ACA exempt**) plus the number of employees working 130 or more hours in the month. This information is reported on Part III in column b of the federal 1094-C form.
   - **FTE Count**: The **FT Count** plus the total number of hours worked by each part-time employee (but no more than 120) divided by 120.

   Caution! This FTE calculation is used only for ACA reporting purposes. Do not use the **FTE Count** for other purposes, such as for tax credits, because they have a different method for calculating FTE.
6. Click [**Save**] to save your entries.

   Tip: You can run the ACA Hours Allocated report to have a copy of the information in the table in the **Affordable Care Act Compliance** window

Entering employee ACA information

If your company qualifies as an applicable large employer, you will need to file Form 1095-C or 1095-B for any employee who is full time for any month in the year. You also need to supply this form to those employees (similar to the W-2 forms) so they can use them for their income tax forms.

To help you track the required information for the forms, enter information in the following Payroll windows.

Window	Access method	Information
ACA Settings window	In the **Payroll Settings** window, click [**ACA Settings**].	Specify the default ACA settings for your employees. These settings prefill the settings in the **Employee Settings** window.
ACA tab of the **Employee Settings** window	In the **Employee Settings** window, click the **ACA Coverage** tab.	Select the following ACA settings for each employee: ▪ If the employee is exempt from ACA reporting, is a full-time employee, or is a part-time employee; (select **Not exempt** for a part-time employee). ▪ The code for the type of health care coverage your company offered the employee. ▪ The monthly premium amount for self coverage for the basic plan, if offered to the employee. ▪ The safe harbor code (if applicable) or the employment status/enrollment status code for the employee. ▪ The policy origin code (if you will produce Form 1095-B for this employee instead of Form 1095-C).
Affordable Care Act Compliance Details window	On the **ACA Coverage** tab of the **Employee Settings** window, click [**Employee/Dependent Detail**].	▪ If the ACA settings for an employee varied by month, enter the settings for each month. ▪ If your company offered a self-insured health plan and the employee enrolled in the plan, enter the individuals covered, their social security numbers (or dates of birth if no social security numbers), and the months covered. **Tip:** When you first select a new year, the dependent information is automatically copied from the previous year. You can then make changes

Note: Only employees that have **Full-time** or **Not exempt** selected for **ACA exempt** in the **Employee Settings** window (on the **ACA Coverage** tab) will be sent to Aatrix to generate the ACA forms. If you change any employee's **ACA Exemption Status** on the **Affordable Care Act Compliance Details** window to **Full-time** or **Not exempt**, also make that ACA status change in the **Employee Settings** window.

Tip: You can use the **PR ACA Terminated Employee Exempt Status** report to identify employees that were terminated during the year and verify their **ACA exempt** status. See Knowledgebase 71392 for more information and to download this report.

Generating the ACA forms

In January 2021, you can use Aatrix to generate the 1094-C and 1095-C forms (or 1094-B and 1095-B forms).

This section walks you through the steps to generate ACA forms in preparation for eFiling or printing your forms using Aatrix services.

Before you begin

- Back up the Payroll information. See "Appendix A: Backup Procedures" on page 107 for more information.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see page 5.

Notes:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate Payroll database.
- Since eFiling can take several days and activity on the Aatrix website will be heavy in the last days of the month, schedule accordingly.

Selecting the forms

When you are ready to generate your ACA forms, follow these steps.

1 In Payroll, select **Tasks > Federal eFile and Reporting**.

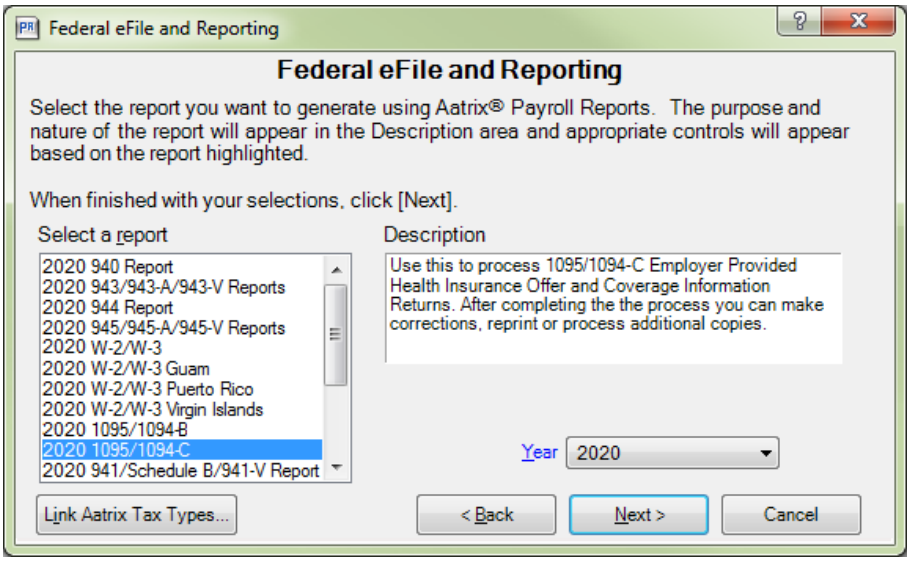
If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see page 7.

If your software is set up to use multiple Payroll master files, you will be prompted to select the one you want to work with now. (You have the option to merge Payroll master files in a later step; see page 63.)

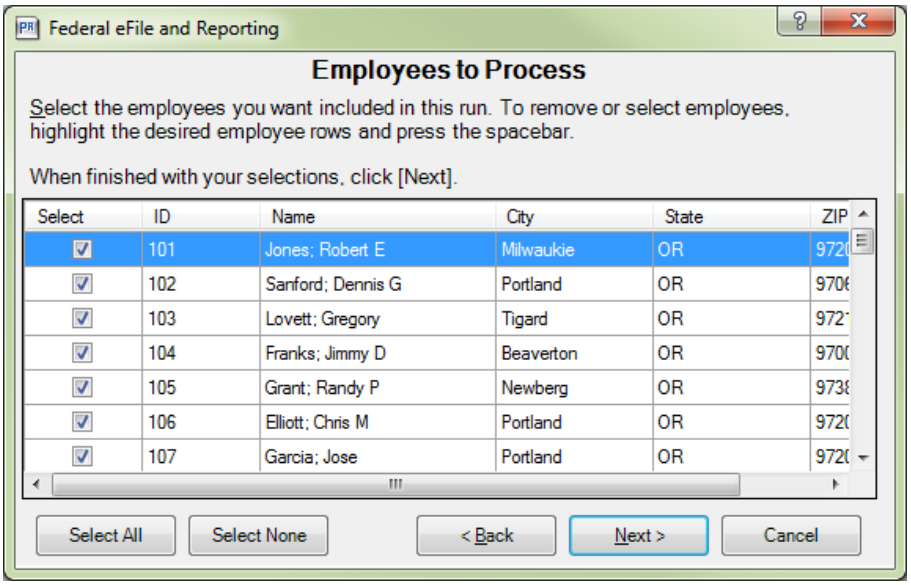
If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next**].
- If you want to use a saved report, select **Saved reports**, click [**Next**], verify your Federal ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

2 In the **Federal eFile and Reporting** window, select the **1095/1095-C** or the **1095/1095-B** reports, select the year, and then click [**Next >**].



3 In the **Employees to Process** window, select the check box before the employees that you want to include, and then click [**Next >**].



Tip: To clear all of the check boxes, click [**Select None**]. To select all of the check boxes, click [**Select All**]. To select a range of check boxes, highlight the check boxes and then click one of the highlighted check boxes; to highlight the rows, you can highlight the first row of the range, and then hold down **SHIFT** as you click the last row of the range.

Note: If you have multiple Employer Identification Numbers (EINs) in the same Payroll master file, only select the employees that work for the FEIN that you are processing.

4 In the **Generate Federal Report** window, read the instructions, and then click [**Generate**].
This opens the Aatrix **ACA Setup Wizard**.

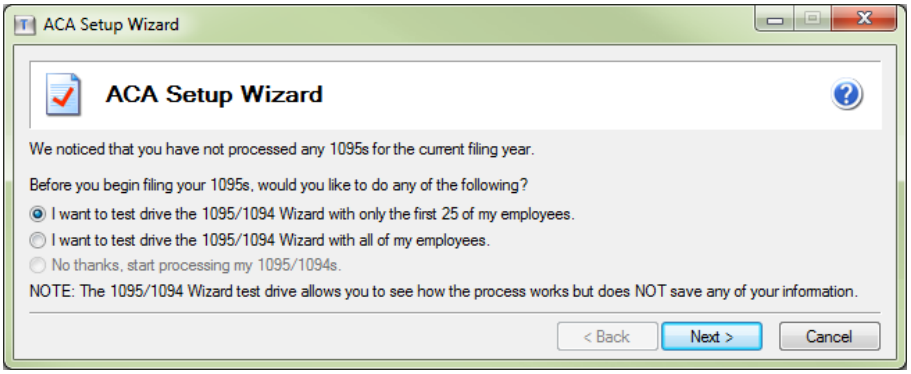
> **Note:** If you see informational messages about the ACA reports, read the information and click [**OK**].

Using the Aatrix ACA Setup Wizard

The first time you generate ACA reports, the ACA Setup wizard opens to help you set up your report.

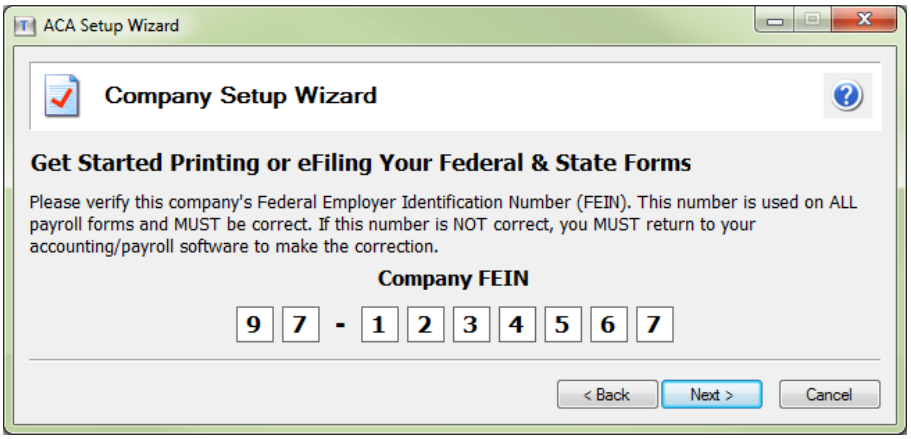
> **Tip:** Click (the Help button) for detailed information about what to enter in each window.

1 Select one of the processing options, and then click [**Next**]. You may want to select "test drive" mode to run through the process first. To process the final forms, select **No thanks, start processing my 1095/1094s**.



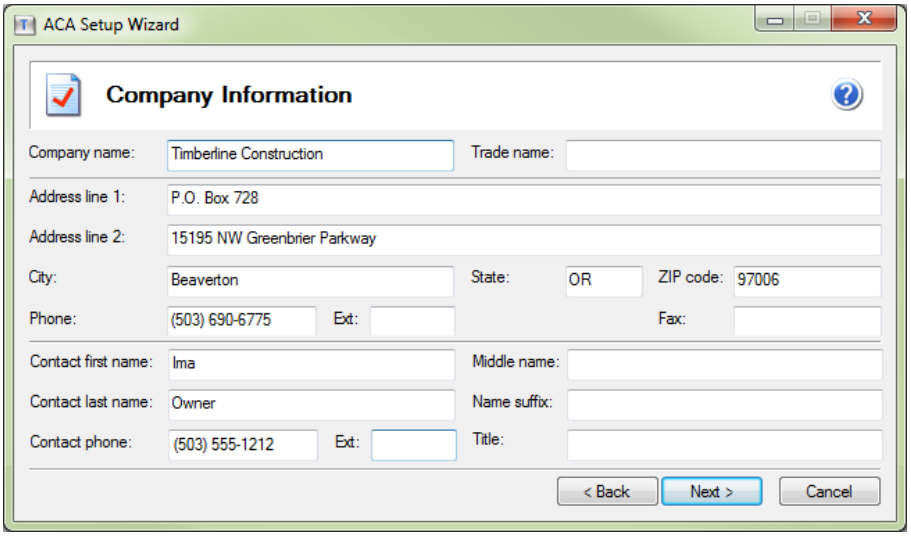
> **Note:** In test drive mode, no information is saved after you print your forms. Do not use test drive mode when processing your final ACA forms.

2 Verify your **Company FEIN** (Federal Employer Identification Number), and then click [**Next**].



> **Note:** If you have more than one FEIN, but only one Payroll Master file, select which employees to include in the first FEIN. Then change the FEIN in Payroll by selecting **Setup > Taxes > Tax Groups**, selecting **Federal** for **Tax level**, making the correction for **Employer ID**, clicking [**Accept**], and then clicking [**Close**]. You then repeat the process in this section for that FEIN.

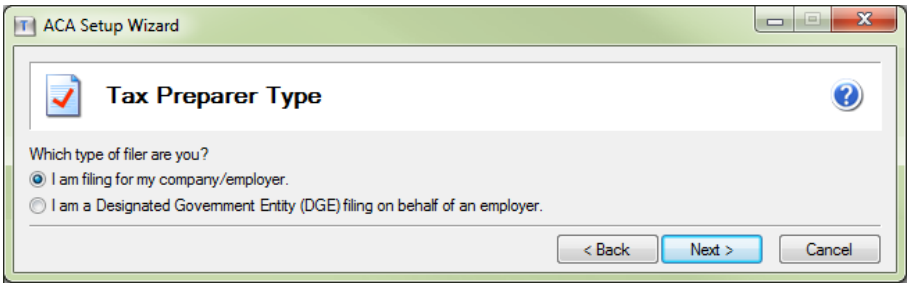
3 In the **Company Information** window, verify that all information is correct, enter missing information, and then click [**Next**]. There must be a contact name and phone number. The company information will be included on the forms.



Note:
You can open the **Company Information** window later if you need to make changes to your information by either:

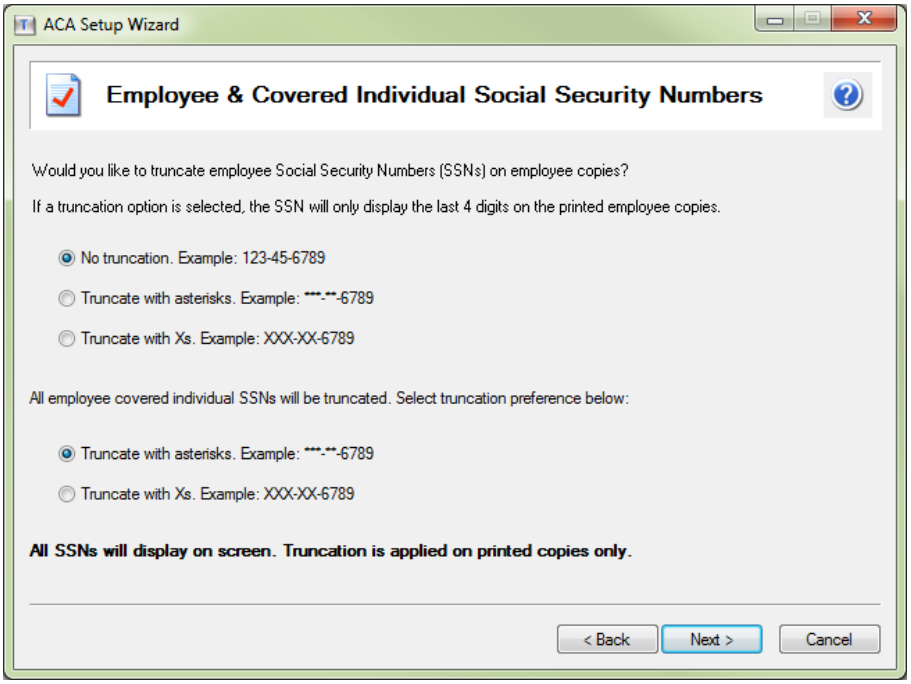
- Clicking [**Setup**] in the existing Reports window.
- Selecting **Edit > Update Company Information** in the Forms Viewer or report grid.

4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a Designated Government Entity (DGE), and then click [**Next >**].



Note: If you select the second option, a window appears in which you enter your DGE name and other information for inclusion on the final form.

5 In the **Employee & Covered Individual Social Security Numbers** window, select whether (and how) you want employee social security numbers to be masked ("truncated") when printed on the forms, select how to mask social security numbers of covered individuals when printed on the forms, and then click [**Next**].



6 In the **Multiple ACA Data Files** window, select whether you use a single ACA data file or multiple files, and then click [**Next**].

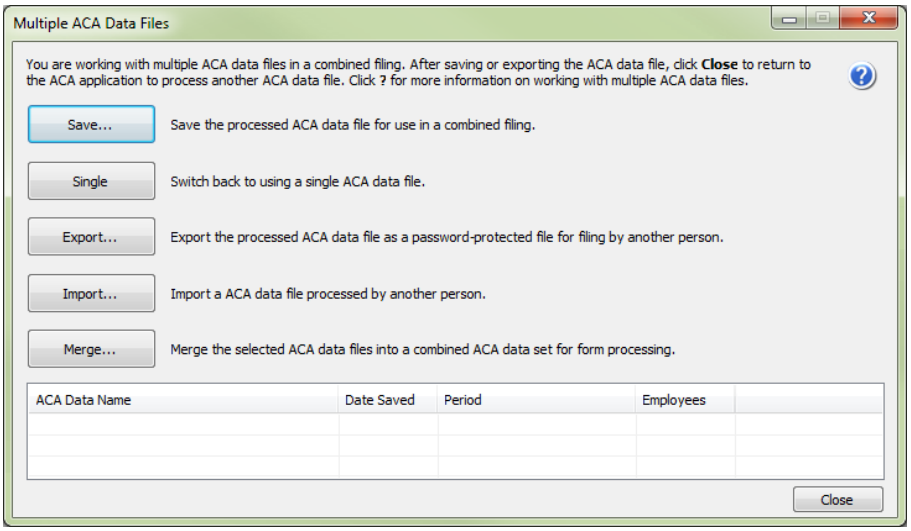
- If you selected **Yes, I use multiple ACA data files for this EIN**, you then see the **Multiple ACA Data Files** window, which is described in the following section.
- If you selected **No, I use a single ACA data file for this EIN**, you then see either:
  - The **1095/1094-C Preparer** window, which is described on page 65.
  - The **1095/1094-B Preparer** window, which is described on page 70.

Merging multiple ACA data files

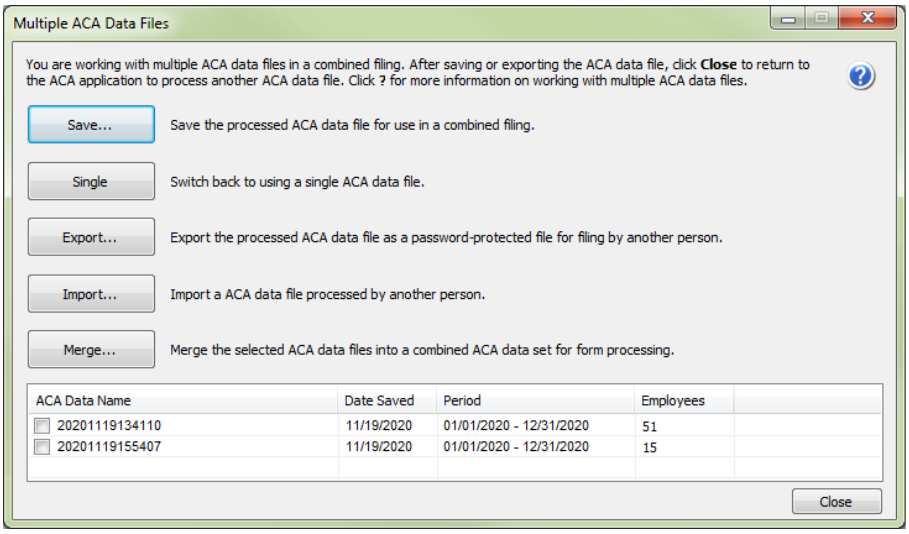
If you selected the option to use multiple ACA data files (in step 6 on page 62), you now select which files to merge. If you have a single ACA data file, skip to "Verifying employer and employee information for 1095-C and 1094-C forms," on page 65 or "Verifying employee information for 1095-B and 1095-B forms," on page 70.

> **Note:** Copies of your ACA data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

1. In the **Multiple ACA Data Files** window, select whether to merge ACA data files. This feature is used for companies or tax preparers who keep separate databases for employees working under the same EIN (Employer Identification Number). For example, you may have separate departments, divisions, or company names under the same EIN. It is also used if you have separate named transaction and master files, such as for salaried employees and for field employees.



2. Click [**Save**] (to select the payroll data file you currently have open), enter a name for the data file, and click [**OK**].
3. Click [**Close**] to close the **Multiple ACA Data Files** window.
4. Select **Tasks > Federal eFile and Reporting**, and select another Payroll master file when prompted.
5. Run through the setup wizard using the same information you entered for the first master file.
6. In the **Multiple Payroll Data Files** window, click [**Save**] to add the new ACA data file to the list.
7. Repeat Steps 4, 5, and 6 until you have included all the payroll data files required for processing.



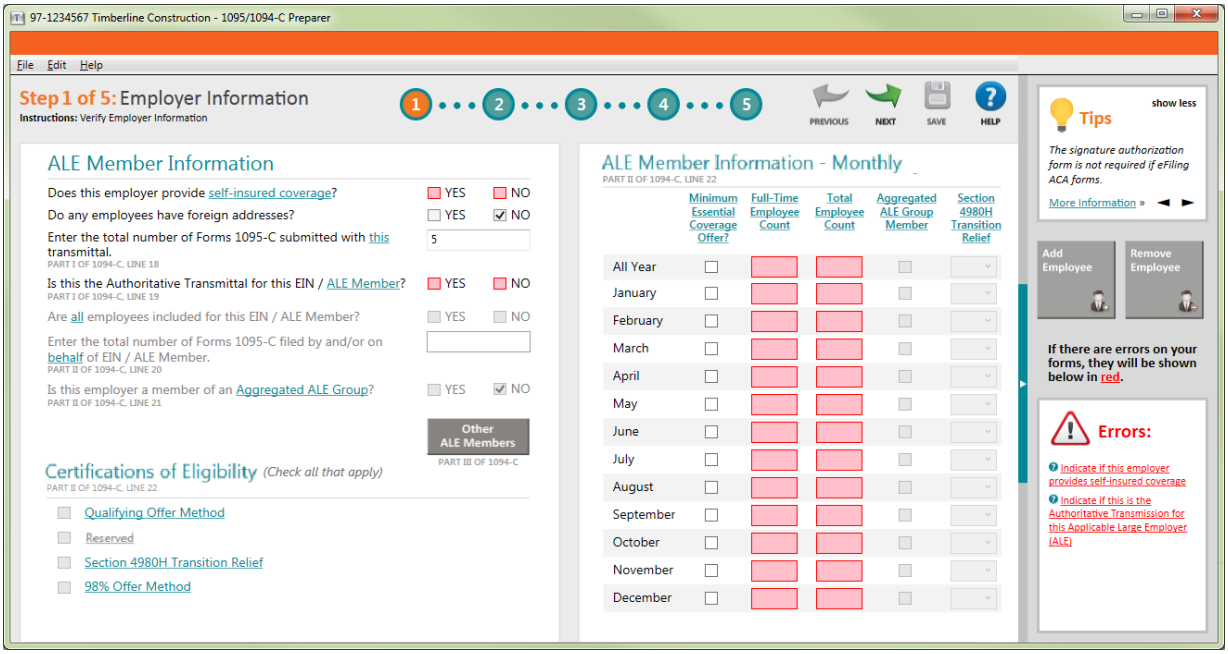
8 In the grid near the bottom of the window, select the check mark before the payroll data files that you want to include, and then click [**Merge**] to combine the data files.

You then see the **1095/1094 Preparer** window, which is described in the next section.

Note: You can continue to add data files to the list and merge them at any time. Each time you merge, a new worksheet is created. If you create multiple reports, you must be cautious to use the correct report when printing or eFiling.

Verifying employer and employee information for 1095-C and 1094-C forms

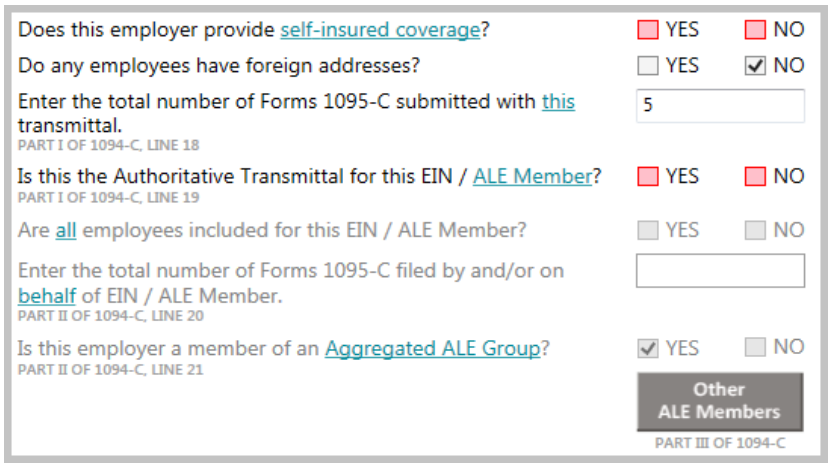
If you selected 1095/1094-C forms in the **Federal eFile and Reporting** window, the **1095/1094-C Preparer** window opens so you can review, make corrections, and add information.



Tip: Click (the Help button) for detailed information about what to enter in each window. The panel on the right contains tips, buttons (to add or remove employees and covered individuals), and information about errors. You can hide this panel by clicking the arrow on the divider line.

1 In Step 1 of the **1095/1094-C Preparer** window, on the left side:

   a Answer the questions by selecting the **Yes** and **No** check boxes.



b Enter or verify the total number of employee 1095-C forms with this transmittal. If your company is a member of an Aggregated ALE Group, also enter the total number of 1095-C forms for all members of the ALE.

c If your company is a member of an Aggregated ALE Group, click [**Other ALE Members**], add the members (by clicking [**Add Company**], entering the information about a member, and clicking [**OK**]), and then click [**OK**].

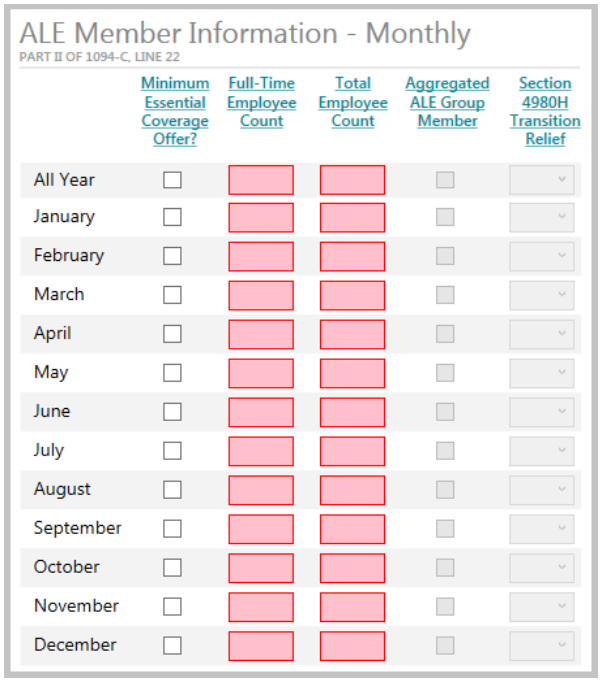
d In the **Certifications of Eligibility** section, select any check boxes that apply.

2 In the table on the right side of the **1095/1094-C Preparer** window:

a If your company offers minimum essential health care coverage to employees all year, select the check box in the **Minimum Essential Coverage Offer** column in the **All Year** row.
If the company only offers this coverage for some months, select the check box for those months.

b If your company had the same number of full-time employees all year, enter the number in the **Full-Time Employee Count** column in the **All Year** row.
Otherwise, enter the number of full-time employees for each month.

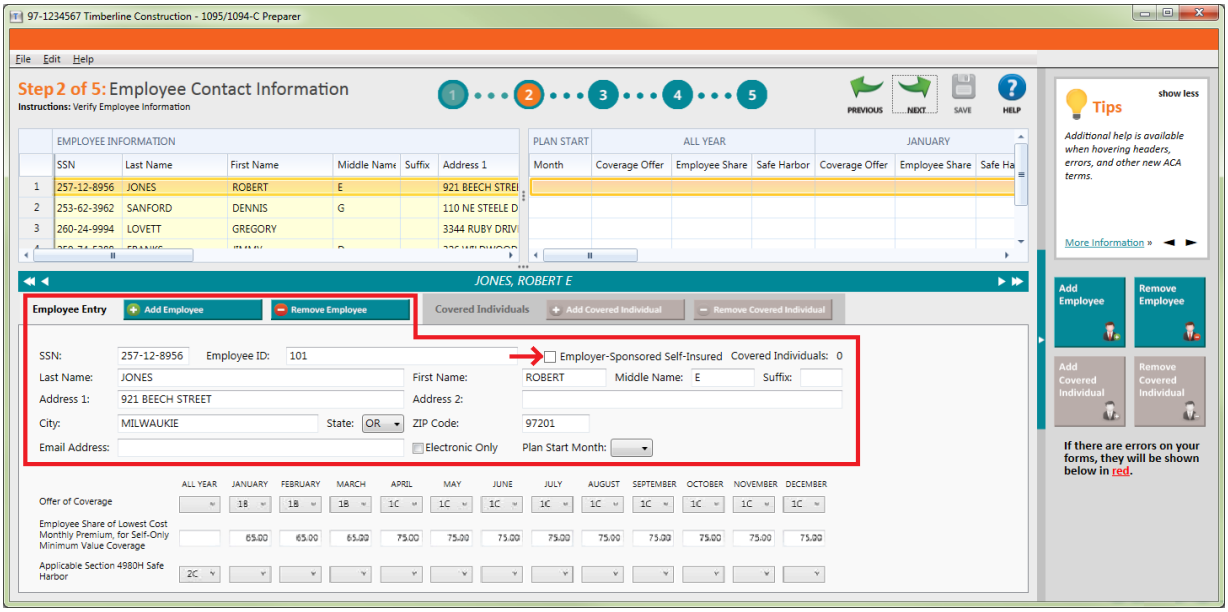
c If your company had the same number of employees all year, enter the number in the **Total Employee Count** column in the **All Year** row.
Otherwise, enter the total number of employees for each month. These numbers are provided on the ACA Monthly Employee Count report; see page 55 for information about this report.



d If you selected **Yes** for being a member of an Aggregated ALE Group and the company was a member for the whole year, select the check box in the **Aggregated ALE Group Member** column in the **All Year** row.
Otherwise, select the check box for each month that your company was a member.

e If you selected the check box for being eligible for Section 4980H Transaction Relief and the company was eligible for the whole year, select the check box in the **Section 4980H Transaction Relief** column in the **All Year** row.
Otherwise, select the check box for each month that your company was eligible.

3 When you finish entering and reviewing the information, click NEXT near the top of the window to display Step 2 of the **1095/1094-C Preparer** window.



4 Review the information for each employee shown on the **Employee Entry** tab on the lower part of the window.

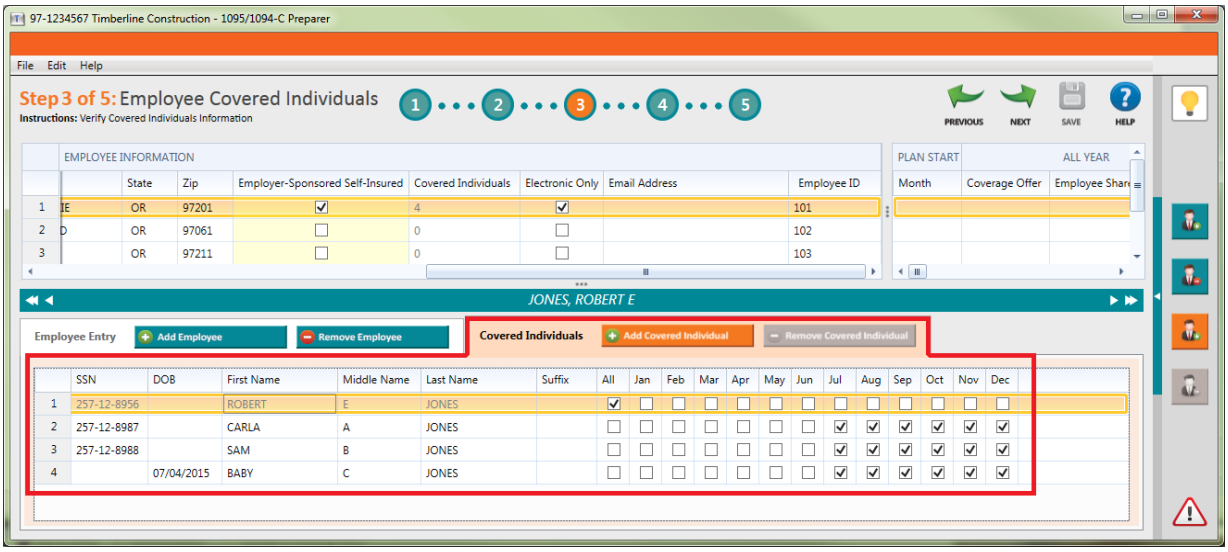
a Verify the employee's social security number, name, address, and email address.

b If the employee participated in your company's health care plan (and that plan was self insured), select the **Employer-Sponsored Self-Insured** check box.

Tip: To move to the next employee, you can select the next employee in the table in the top part of the window—or you can click the right arrow in the blue divider bar.

Note: Any changes you make in this window are **not** written back to your Payroll database. You must also correct the data within Payroll.

5 When you finish reviewing the information, click NEXT to display Step 3 of the **1095/1094-C Preparer** window.

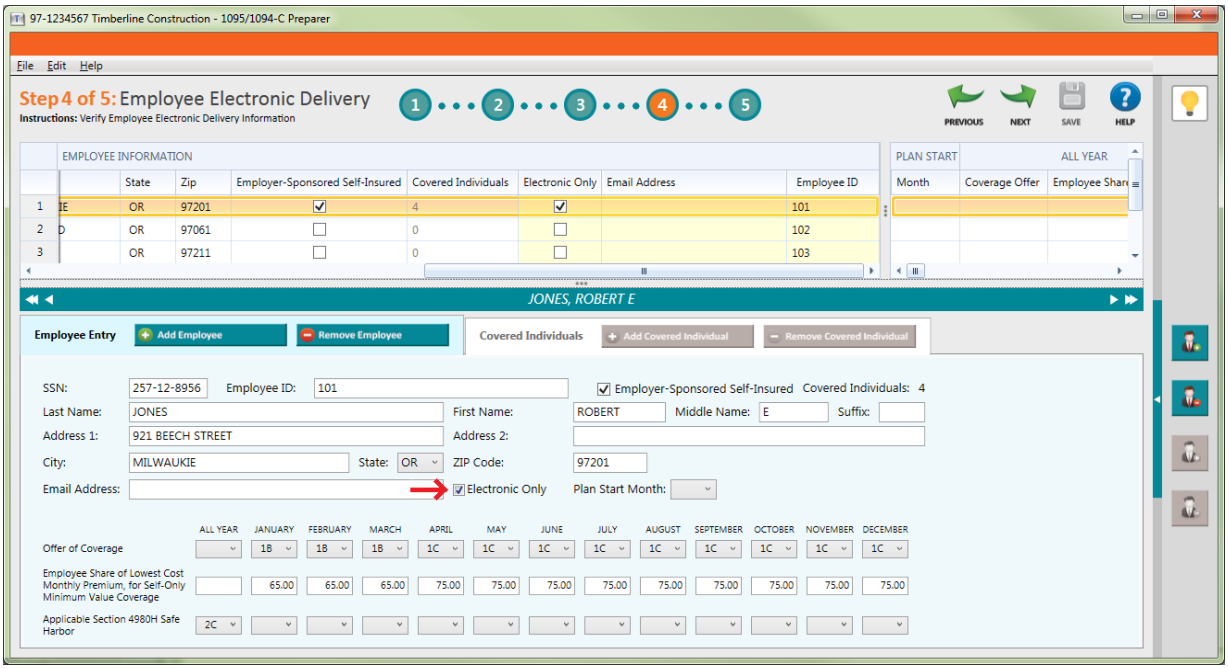


6 If your company offered a self-insured health care plan and the employee participated in that plan, review the information for the covered individuals on the **Covered Individuals** tab on the lower part of the window. The employee is automatically listed in the first row of the table. For each individual covered by the plan:

- Verify each covered individual's social security number (or date of birth) and name.
- Verify the months that each individual was covered by the health care plan.

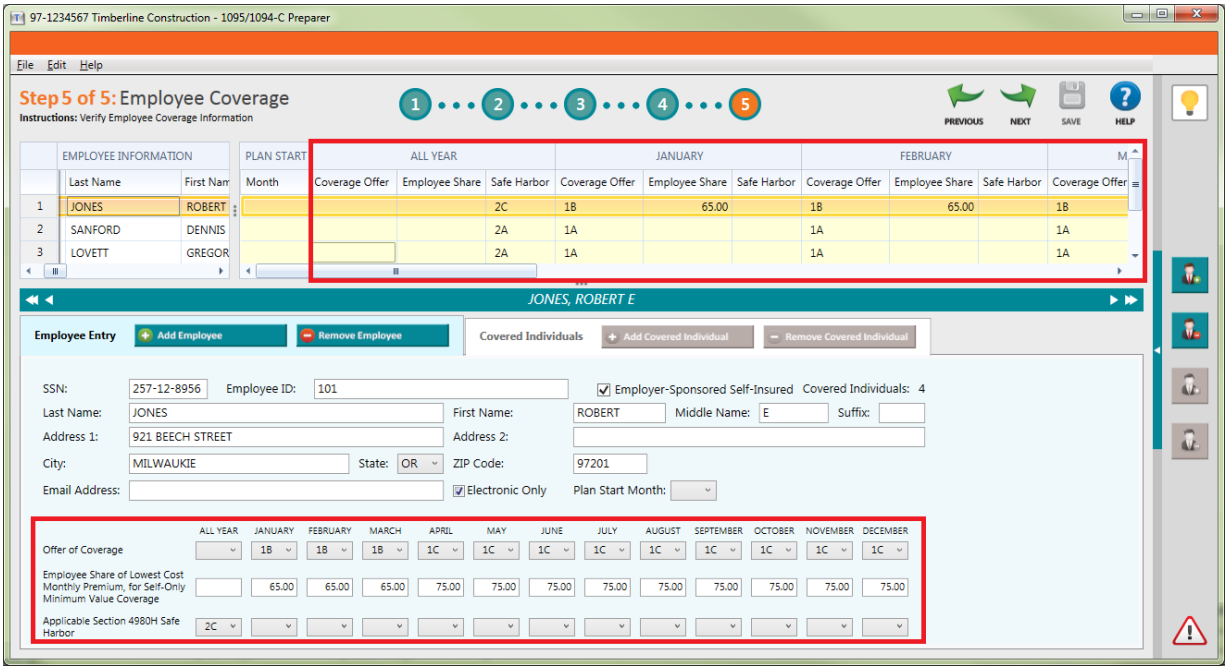
7 When you finish reviewing the covered individual information for each employee, click

to display Step 4 of the **1095/1094-C Preparer** window.



8 On the **Employee Entry** tab, verify that the **Electronic Only** check box is selected for each employee who opted to only receive an electronic copy of the 1095-C form.

9 When you finish reviewing the electronic delivery information, click NEXT to display Step 5 of the **1095/1094-C Preparer** window.

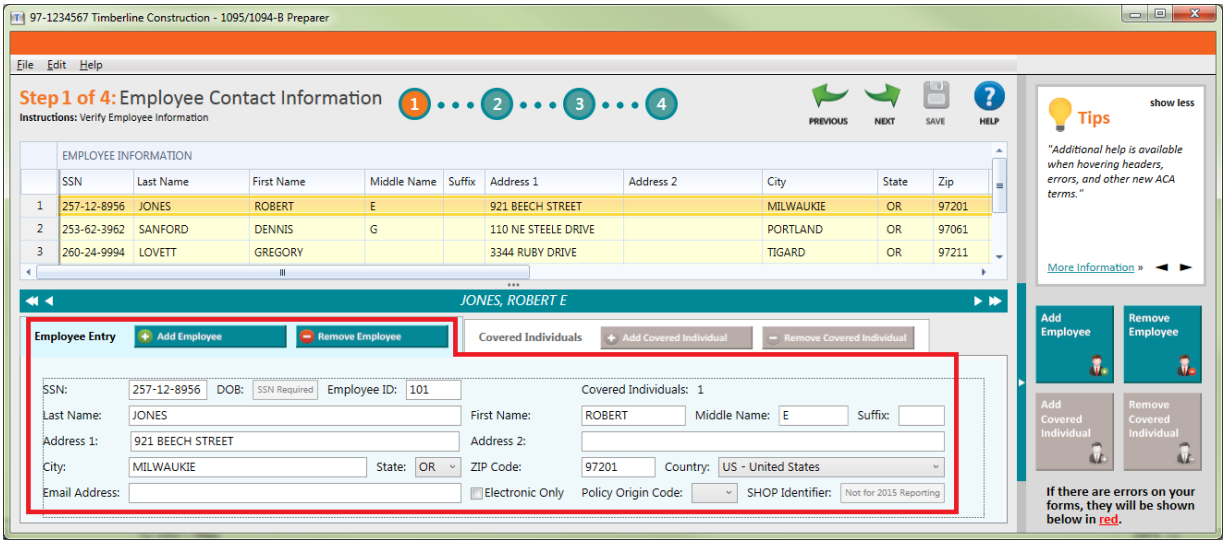


10 For each employee, verify the codes and premium amounts for the months on the lower part of the tab; these correspond to the items on the 1095 form. You can select this information in the table on the upper-right part of the window or on the lower part of the tab. The boxes are red when information is missing.

11 After verifying or correcting all employee information, click NEXT to proceed to the filing options, as described on "Selecting filing options and generating the forms" on page 73.

Verifying employee information for 1095-B and 1095-B forms

If you selected 1095/1094-B forms in the **Federal eFile and Reporting** window, the **1095/1094-B Preparer** window opens so you can review, make corrections, and add information if needed.



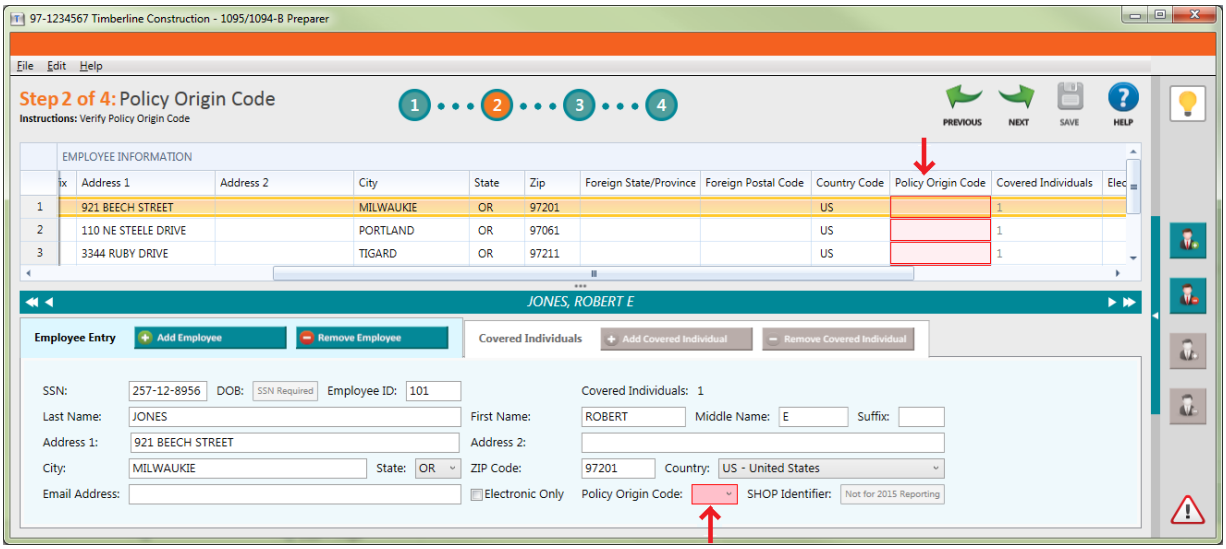
Tip: Click (the Help button) for detailed information about what to enter in each window. The panel on the right contains tips, buttons (to add or remove employees and covered individuals), and information about errors. You can hide this panel by clicking the arrow on the divider line.

1 In Step 1 of the **1095/1094-B Preparer** window, review the information for each employee shown on the **Employee Entry** tab on the lower part of the window. Verify the employee's social security number, name, address, and email address.

Tip: To move to the next employee, you can select the next employee in the table in the top part of the window—or you can click the right arrow in the blue divider bar.

Note: Any changes you make in this window are **not** written back to your Payroll database. You must also correct the data within Payroll.

2 When you finish entering and reviewing the information, click NEXT near the top of the window to display Step 2 of the **1095/1094-B Preparer** window.

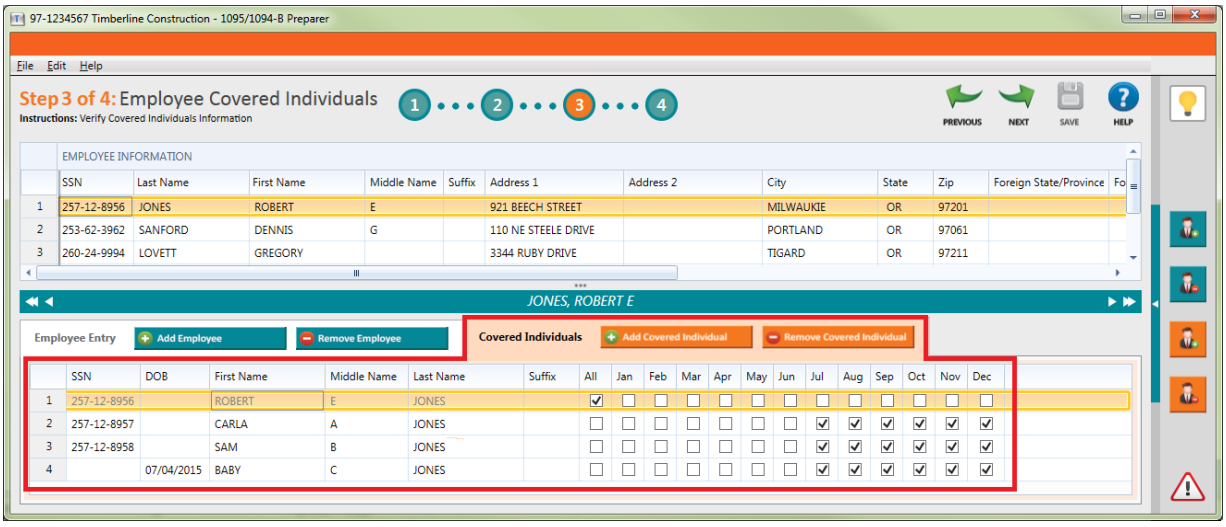


3 Review the **Policy Origin Code** for each employee. You can

- Verify or select the code in the **Policy Origin Code** column of the table in the top part of the window.
- Verify or select the **Policy Origin Code** for each employee on the **Employee Entry** tab on the lower part of the window.

4 When you finish reviewing the information, click

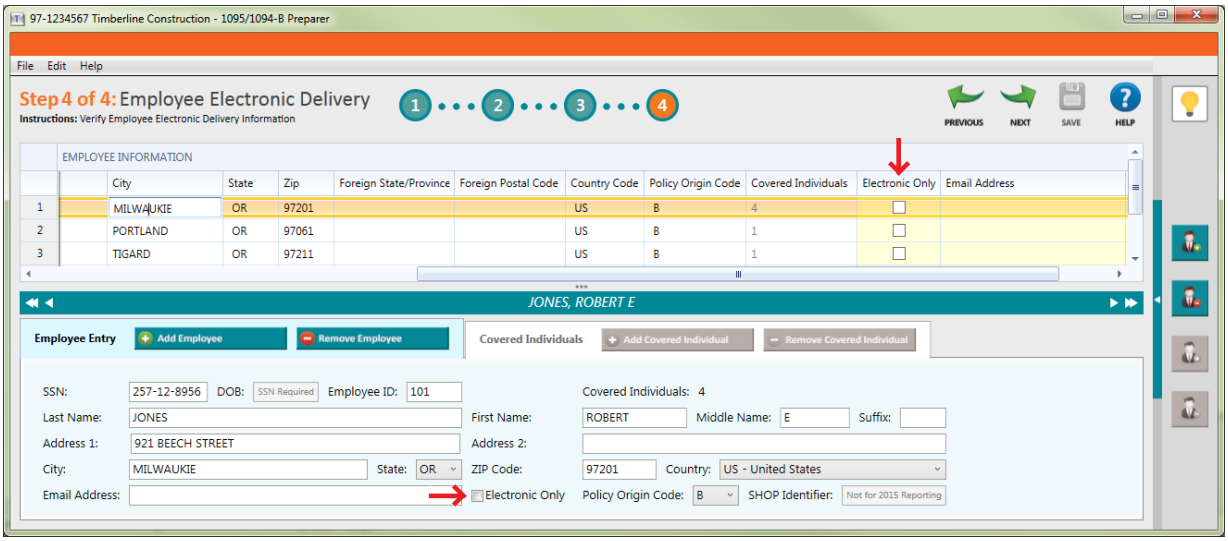
to display Step 3 of the **1095/1094-B Preparer** window.



5 Review the information for the covered individuals on the **Covered Individuals** tab on the lower part of the window. The employee is automatically listed in the first row of the table. For each individual covered by the plan:

- Verify each covered individual's social security number (or date of birth) and name.
- Verify the months that each individual was covered by the health care plan.

6 When you finish reviewing the covered individual information for each employee, click NEXT to display Step 4 of the **1095/1094-B Preparer** window.



7 For each employee who opted to only receive an electronic copy of the 1095-B form, verify that the **Electronic Only** check box is selected. You can:

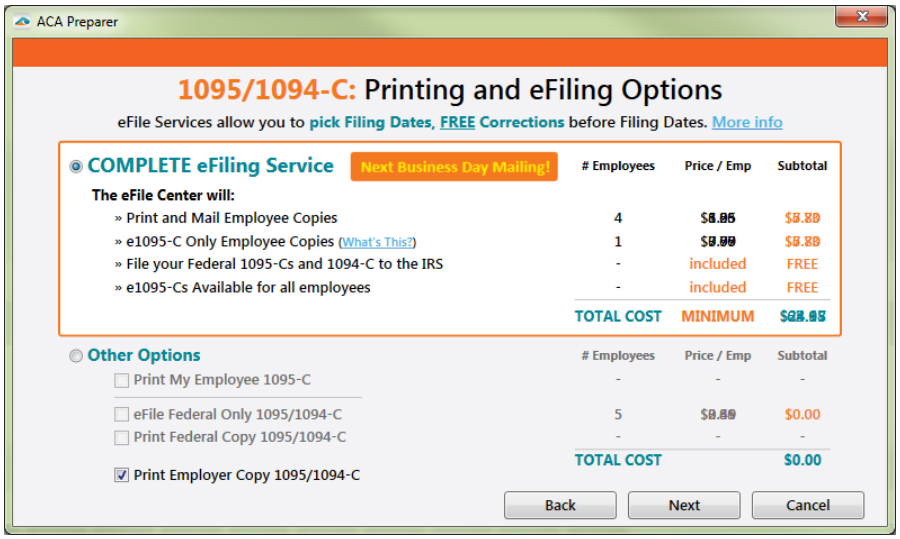
- Verify or select the check box in the **Electronic Only** column in the table in the top part of the window.
- Verify or select the **Electronic Only** check box for each employee on the **Employee Entry** tab on the lower part of the window.

> **Tip:** Although it is not required, an email address is recommended for the employees who opted to only receive electronic copies.

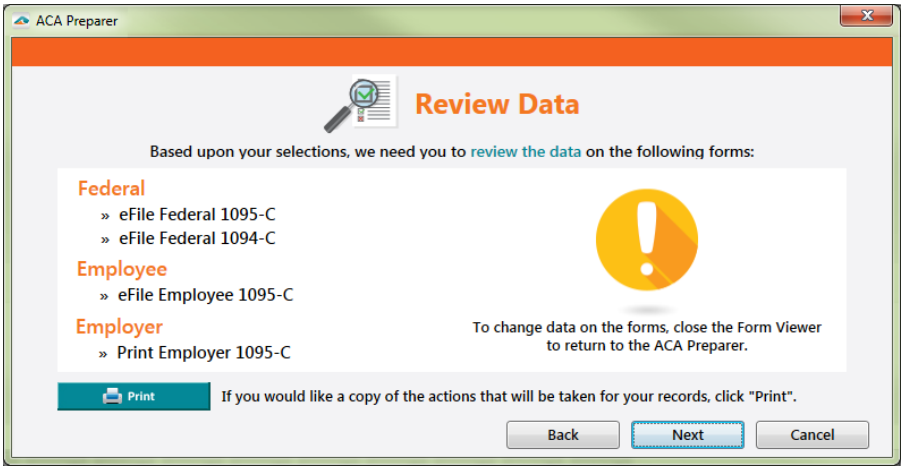
8 When you finish reviewing the electronic delivery information, click NEXT to proceed to the filing options.

Selecting filing options and generating the forms

The **Printing and Filing Options** window displays your options for eFiling and printing the ACA forms as well as the associated costs, if any.



1. In the **Printing and Filing Options** window, select the desired printing or eFiling options.
2. Click [**Next**] and follow the on-screen instructions.
3. In the **Review Data** window, review the list of the forms that will be generated. If a form is missing, click [**Back**] and change your selections. Click [**Next**] when you are ready to generate the forms.



4. Review each form on your screen. A progress bar displays in the yellow area near the top of the window.
   a. If any boxes are outlined in red, make corrections.
   b. If there are several pages for the form, click the green arrow to move to the next page.
   c. Click [**Print Copy**] to print a copy for your records.
   d. Click to go to the next form.
   e. If you see the **Print Report** prompt, you can click **Yes** to print the form.
5. After you verify all of the forms, click [**Agree**] in the **Verify Report Complete**] window.
6. If you selected to eFile, log onto the secure Aatrix website and follow the on-screen instructions to complete your transaction in Aatrix.

Chapter 9: Producing Accounts Payable 1099 forms

In January, your company needs to produce the 1099 forms for certain vendors, such as subcontractors, located in the United States. The forms show the payments made to the vendors during the previous calendar year. Follow the instructions in this chapter to produce these forms, which utilizes Aatrix and information from Accounts Payable.

Important! If you have Aatrix mail the copies or electronically file (eFile), we recommend that you process the forms in Aatrix in early January because activity on the Aatrix website will be heavy in the last days of January. See the Aatrix website for the federal and state form submission deadlines.

Before producing the 1099 forms, all 2020 payments to these vendors must be processed.

1099 forms checklist

	Task	Comments
☐	Install the 2020 year-end version. **Important!** If you need to submit corrected 1099 forms for 2019 or earlier years, we recommend that you complete those forms **before** updating to version 20.3 because of the 1099 form changes for 2020. If you upgrade to version 20.3 and find that you need to submit older 1099 forms, see the instructions on the Aatrix website.	See page 2.
☐	Decide if you want to print or eFile the 1099 forms.	See page 76.
☐	If you plan to print the 1099 forms, order the forms.	See page 76.
☐	Check your company's tax numbers.	
☐	Ensure that the correct vendors are set up to receive 1099 forms and the correct 1099 form is selected on the **1099 Settings** tab of the **Vendor Setup** window.	See page 77.
☐	Finalize the calendar year.	
☐	Run the Recalculate 1099 Totals tool (optional).	See page 78.
☐	Back up your Accounts Payable files.	See page 107.
☐	Process the data and generate the 1099 forms.	See page 78.

Options for producing the 1099 forms

Sage 300 Construction and Real Estate is integrated with Aatrix software to produce your 1099 forms. You have the following options for producing the 1099 forms:

- Aatrix electronically files the 1099 forms with federal and state agencies. Aatrix prints and mails the 1099 forms to recipients.
- Aatrix electronically files the 1099 forms with federal and state agencies. You print the recipient copies and mail them to recipients.
- You print all 1099 forms. You then mail them to the federal government, state agencies, and recipients.

Note: You **must** electronically file if you have 250 or more 1099 forms.

For information about Aatrix fees, visit http://partner.aatrix.com/sage300construction.

Note: If your Federal ID is a non-US number, you cannot electronically file through Aatrix. Contact Customer Support for information about how to file.

Ordering 1099 forms (optional)

Order the correct forms to load in your printer. These forms must meet the layout required by the eFiling and reporting service provided by Aatrix.

Use the information in the following table to select the correct paper or form to use.

Government forms	Paper/forms to use
Federal 1099-DIV, 1099-INT, or 1099-MISC forms (if printed and mailed)	Pre-printed red ink 1099 form
Federal 1096 forms (if printed and mailed)	Pre-printed red ink 1096 form
Recipient 1099-DIV, 1099-INT, or 1099-MISC forms	Blank perforated 4-up 1099 paper
1099 instructions for recipients	Blank paper
Copies of Federal 1099-DIV, 1099-INT, or 1099-MISC forms for your records	Blank paper
Copies of Federal 1096 forms for your records	Blank paper
Copies of 1099 payer forms for your records	Blank perforated 4-up 1099 paper

Order your forms from Sage CRE Forms to guarantee compliance with the new requirements. Sage CRE Forms can be reached at:

Phone: 800-760-7929
Fax: 503-454-1826
Email: sales@sagecreforms.biz
Web: www.sagecreforms.biz

Verifying the forms to generate for vendors

Ensure that vendors who must receive 1099 forms are properly set up.

1. In Accounts Payable, select **Setup > Vendors**.
2. In the **Vendor Setup** window, select the vendor and press **TAB**.
3. Click the **1099 Settings** tab, verify the **Vendor Receives a Form 1099** check box is selected, and verify the vendor's **Tax ID Number**.
4. For **Form Type**, verify that the correct 1099 form type is selected for this vendor. This controls which 1099 form will be used for this vendor and where information appears on the 1099:
   - **1099-NEC Non-employee compensation**: The amount paid appears in the Non-employee compensation box on Form 1099-NEC.
   - **1099-MISC Rents/Gross Proceeds**: The amount paid appears on Form 1099-MISC.
   - **1099-INT Interest**: The amount paid appears in the Interest income box on Form 1099-INT.
   - **1099-DIV Dividend**: The amount paid appears in the Dividend box on Form 1099-DIV.
5. When you have finished verifying or correcting the information for this vendor, click [**Save**] .

Preparing to generate the 1099 forms

Before you begin generating the 1099 forms:

- Ensure that all payments for the reporting year were posted for the vendors.
- If needed, run the Recalculate 1099 Totals tool; see the next section for more information.
- Back up your Accounts Payable files. See “Appendix A: Backup Procedures” on page 107 for more information.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see page 5.

Important! For each Federal Employer ID (FEIN), you are allowed to file only once for each 1099 form type.

If you will be processing multiple runs for 1099 forms of any type (including DIV, INT, or MISC) using the same FEIN in Accounts Payable and/or Property Management, be sure to select "**Yes, I use multiple 1099 data files for this (EIN)**" in the **1099 Setup Wizard**. This combines the data files into one form. See “Merging the data files,” on page 85.

Running the Recalculate 1099 Totals tool

The 1099 totals may need to be recalculated before you produce the 1099 forms if:

- You changed the **Retain totals per GL prefix** setting in the **AP Settings** window during the year.
- You changed the **Include Misc deduction in 1099 totals** setting in the **AP Settings - Miscellaneous Deduction Settings** window during the year.
- You made partial payments to vendors by credit card.
- You closed the 1099 year late last year.

To have Accounts Payable recalculate the 1099 totals to use for 1099 forms:

1. Back up your files.
2. Select **Tools > Recalculate 1099 Totals**.
3. In the **Recalculate 1099 Totals - Print Selection** window, you can select specific vendors or a range of vendors by clicking [**Ranges**]. Otherwise, Accounts Payable recalculates the totals for all applicable vendors.
4. Click [**Start**] to begin processing. Accounts Payable initially resets the 1099 amounts paid to zero, and then reads through the payment records to recalculate the 1099 amounts for those vendors (and GL prefixes if applicable).
5. View the journal to see the number of vendors processed and number of prefix total records processed.

> **Note:** Do not move payments to history before running the Recalculate 1099 Totals tool. The tool does not read through the payment records in the history file.

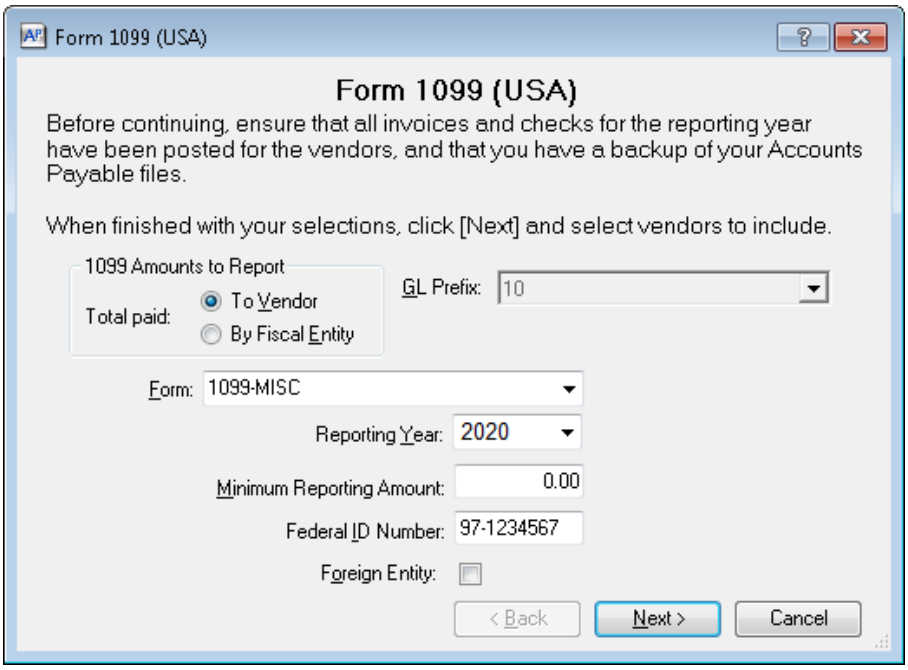
Processing data for the 1099 forms

1. In Accounts Payable, select **Tasks > Government eFile and Reporting > Form 1099 (USA)**.

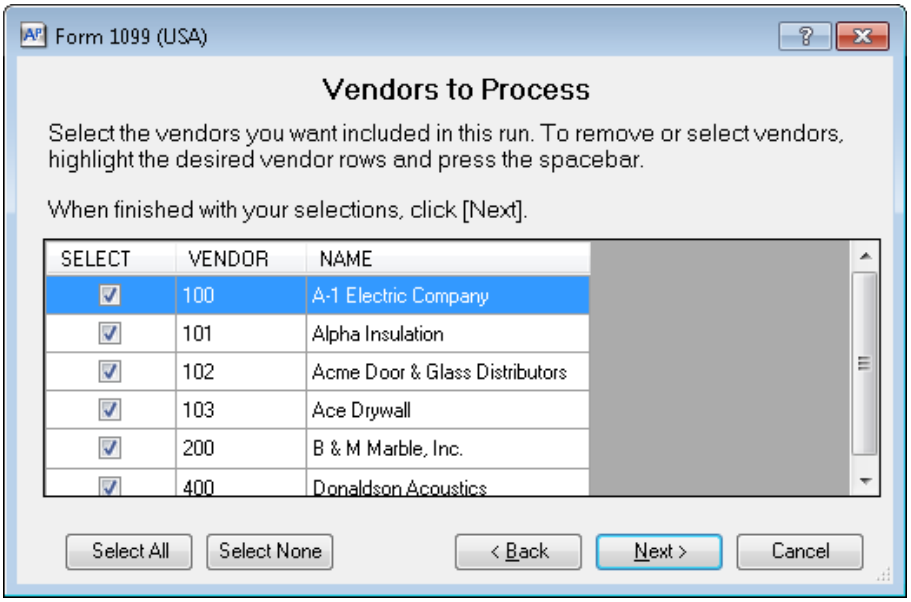
   You may receive a prompt to update tax forms when you select this task. To ensure you are always in compliance with the latest government-mandated changes, select [**Automatic Update**] in the **Update Forms** window. See "Forms update" on page 7 for more information.
2. If you already saved a 1099 report, you can create a new report or you can open a saved report. To open a saved report:
   a. Select **Saved 1099 report**, and then click [**Next**].
   b. In the **View or Edit Saved 1099 Reports** window, select the form and Federal ID number, and then click [**Open**].
   c. In the **Open Report** window, select the report you want to open and click [**Edit**].
3. In the **Form 1099 (USA)** window, verify or enter the following items, and then click [**Next**]:
   - **1099 Amounts to Report**: Select whether to generate the report by the total paid to vendors or by fiscal entity. If you select **By Fiscal Entity**, you must also select the **GL Prefix**.

     > **Note:** This item is only visible if you selected **Retain totals per GL prefix** in the **AP Settings** window.

- **Form**: Select which 1099 form to generate.
- **Reporting Year**: Select the correct year from the drop-down list.
- **Minimum Reporting Amount**: Type the minimum reporting amount. Only vendors with income that equals or exceeds this amount will be included on the report.
- **Federal ID Number**: Type the Federal ID Number (FEIN) you want to use when filing the 1099 form or accept the prefilled number. The prefilled FEIN is retrieved from the fiscal entity. If your fiscal entity is set at the data folder, the FEIN is located in **GL: File > Company Settings > GL Settings**. If your fiscal entity is set at the GL prefix, the FEIN is located in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.
- **Foreign Entity**: Do not select this check box. You cannot generate 1099 forms using Aatrix if you select **Foreign Entity**. If your company does not have a US Federal ID Number, contact Sage Customer Support for information on how to file 1099 forms.



4 In the **Vendors to Process** window, select the check box in front of each vendor that you want to include on the report, and then click [**Next**].



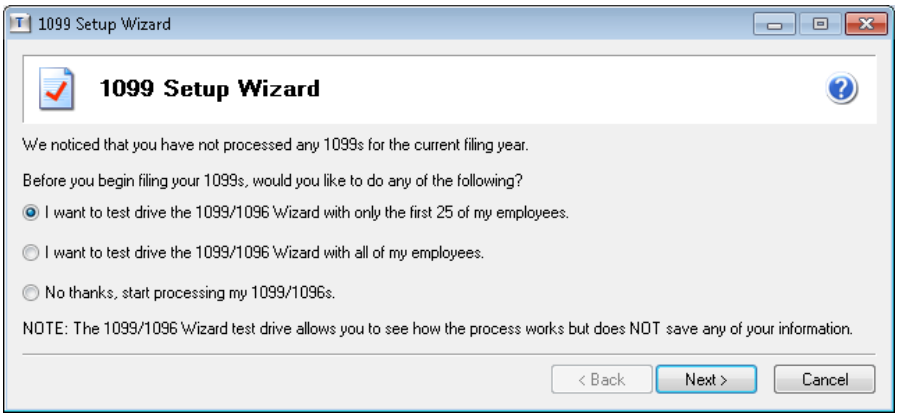
Tip: You can select a range of vendors by holding down the **SHIFT** key as you scroll through the list. You can also make multiple selections in the list by holding down the **CTRL** key as you make your selections.

5 In the **Generate Form 1099 (USA)** window, click [**Generate**] to generate the data and open the **1099 Setup Wizard**.

Using the 1099 Setup Wizard

Note: For information about windows in the **1099 Setup Wizard**, click (the help button) to access the Aatrix help system.

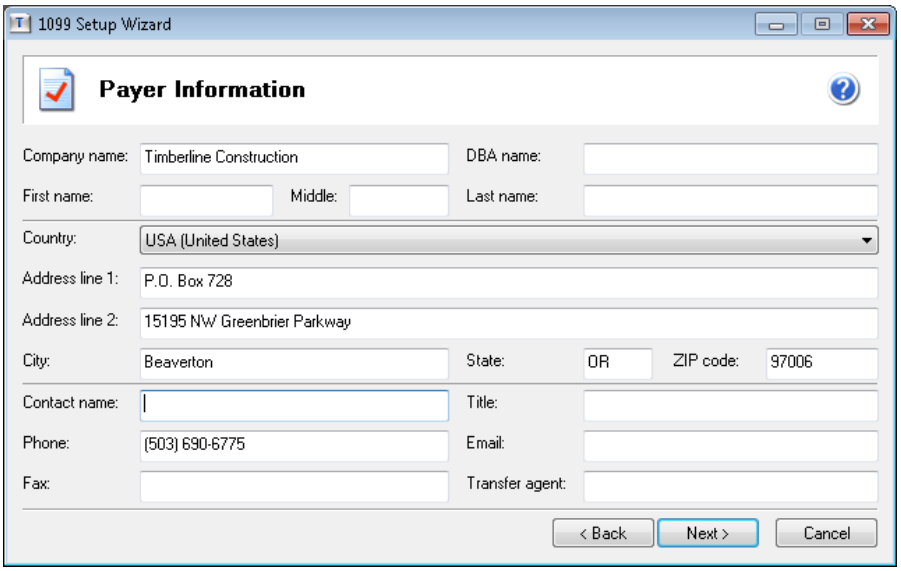
1 In the **1099 Setup Wizard**, select whether to test drive the system or generate reports for printing or eFiling, and then click [**Next >**]. You may find it useful to run through the process in "test drive" mode before printing your final forms.



Note: If you select test drive mode, the wizard does not save the information. Do not use test drive mode to process your final 1099 run.

2 Verify your Taxpayer Identification Number (TIN), which is the **Federal ID Number** from the **Form 1099 (USA)** window, and then click [**Next >**].

3 In the **Payer Information** window, verify that the information is correct, enter any missing information, and then click [**Next >**].

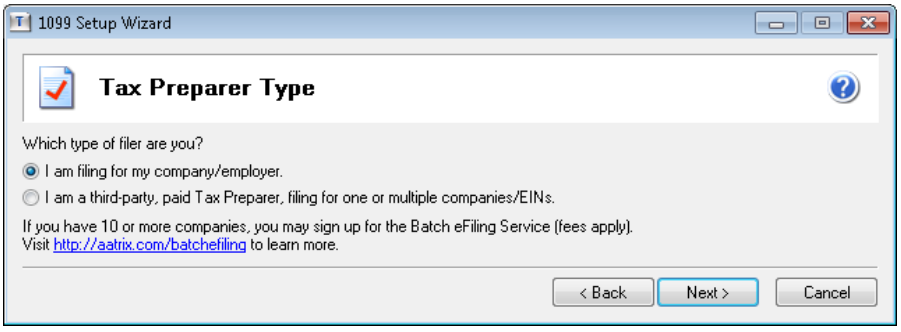


Note:
If you need to make changes to this information later, you can access the **Payer Information** window:

- When you are in the existing **Reports** window, click [**Setup**].
- When you are in the Forms Viewer or 1099 grid, select **Edit > Update Company Information**.

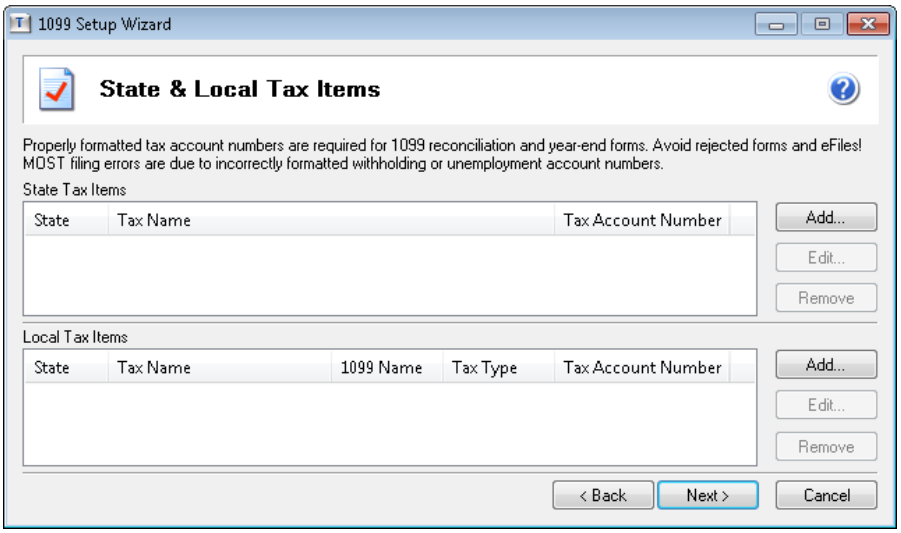
4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a third-party, paid tax preparer, and then click [**Next >**].

Note: If you select the second option, the **Third-Party Preparer Information** window appears for you to enter your tax preparer TIN and other information for inclusion on the final report.



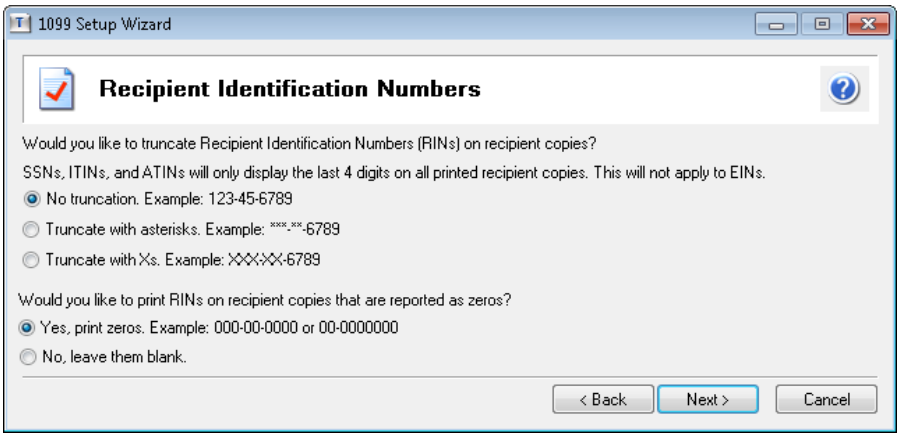
5 In the **State & Local Tax Items** window, assign the correct tax account number and add all state and local taxes that need to be reported on your 1099 forms, and then click [**Next >**]. If you already completed a federal or state tax form, the items may be already filled in. Click (the help button) for more information about the formats.

- Click [**Add**] to add a new tax item to the state or local grid. Adding state withholding will automatically add a column for that state in the grid in the **W2/1099 Preparer** window, but you will need to manually enter the withholding amounts.
- Click [**Edit**] to change the tax item selected in the state or local grid.
- Click [**Remove**] to delete the tax item selected in the state or local grid so it is not included on the 1099 forms.



6 In the **Data Verification** window, select **Yes** if any of the vendors/recipients want to only receive an electronic copy of the 1099 form, and then click [**Next >**].

7 In the **Recipient Identification Numbers** window, select how you want to print recipient numbers on the 1099 forms, and then click [**Next >**].



8 In the **Multiple 1099 Data Files** window select whether you need to merge multiple 1099 data files for this report, and then click [**Next >**].

Select **No** if you will file a 1099 form from Accounts Payable only. You can then skip to "Verifying recipients" on page 87.

Select **Yes** if:

- You will file a 1099-INT with data from Property Management as well as Accounts Payable.
- You want to merge multiple Accounts Payable data files.

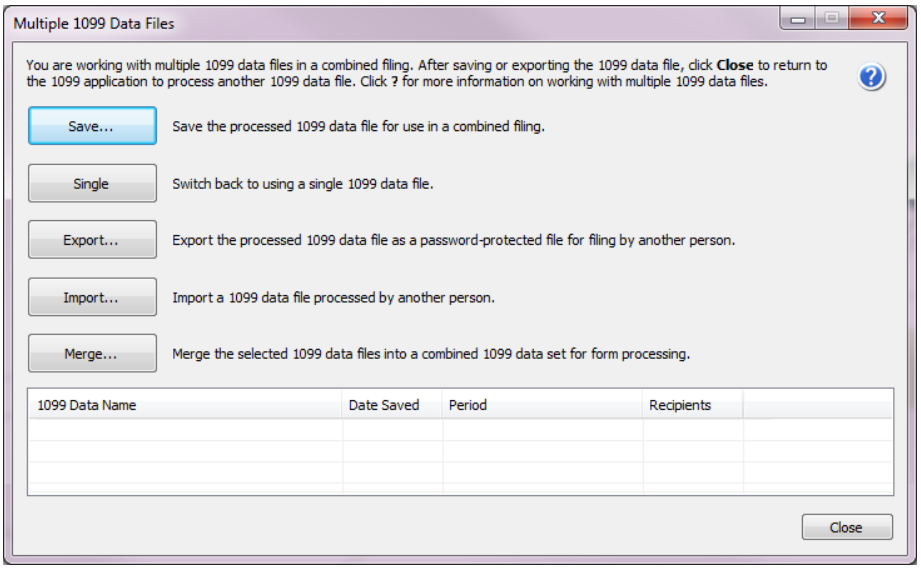
Continue with the steps in "Merging the data files," on page 85.

Merging the data files

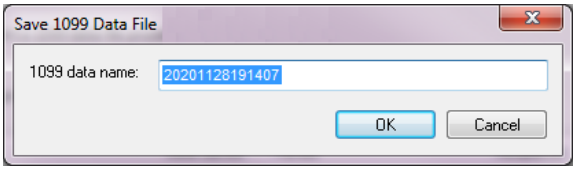
If you selected the option to use multiple 1099 data files (in Step 6 on page 84), you now select which files to merge. If you have a single 1099 data file, skip to "Verifying recipients" on page 87.

> **Note:** Copies of your accounting data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

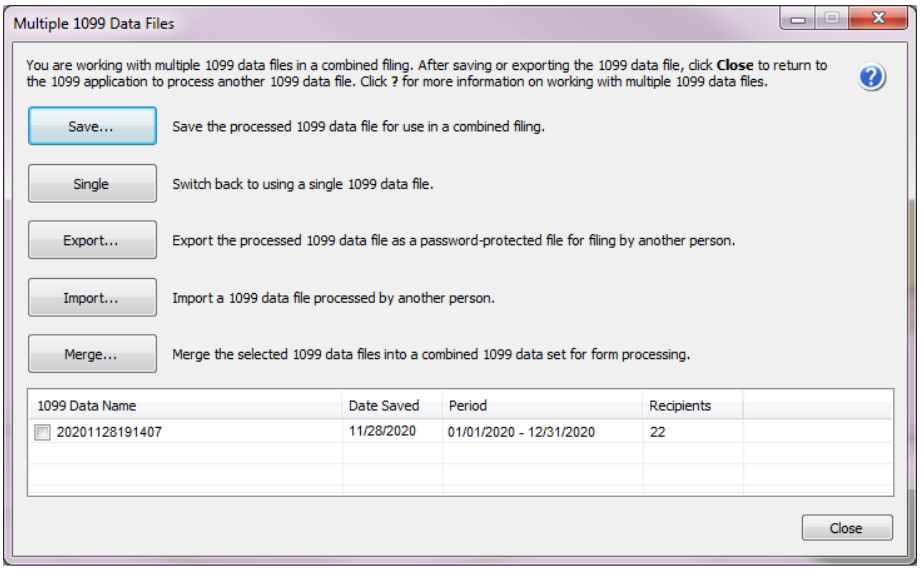
1 In the **Multiple 1099 Data Files** window, click [**Save**] to add the current data file to the list.



2 In the **Save 1099 Data File** window, enter a name for this file, and then click [**OK**].



The file is listed in the grid near the bottom of the **Multiple 1099 Data Files** window.



3 If you need to add additional files to be merged:

   a Click [**Close**] to exit the **Multiple 1099 Data Files** window.

   b To add another Accounts Payable data file for this form, repeat the steps to process the data and use the **1099 Setup Wizard** (starting on page 78).

   c To add a Property Management data file for this form, follow the steps to process the data and use the **1099 Setup Wizard** (starting on page 91).

4 If the grid near the bottom of the **Multiple 1099 Data Files** window includes all files that need to be merged for this form, select the check box before each of the files, and then click [**Merge**].

   The software combines copies of the data and then displays the information in the **1099 Preparer** grid for you to verify.

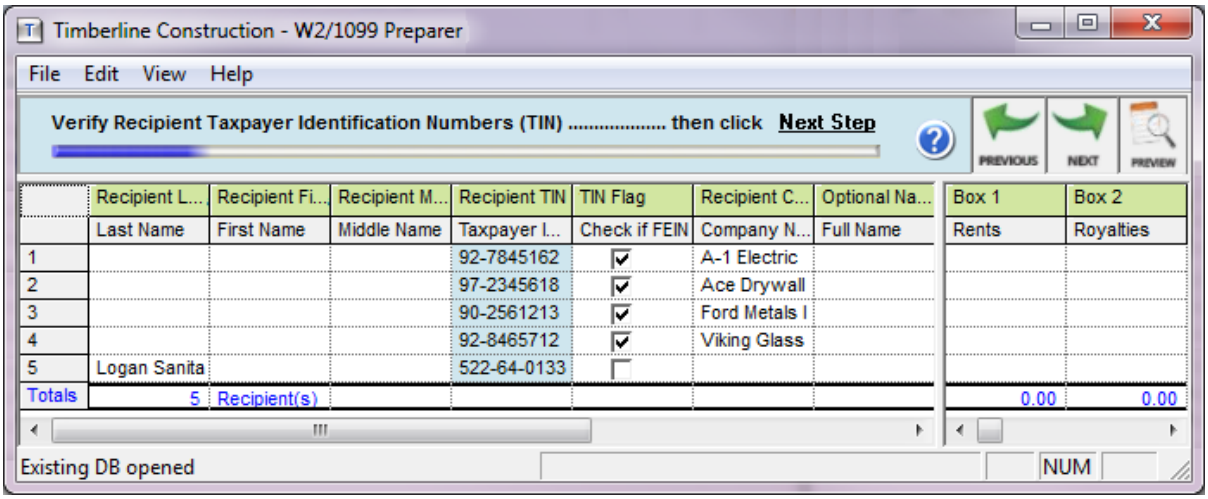
Verifying recipients

The **W-2/1099 Preparer** window displays information in a grid. The columns in the grid correspond to the boxes on the form. Verify information highlighted for each step. Missing or incorrect information is indicated with a red cell.

For information about this window, click (the help button) to access the Aatrix help system.

1 Verify or correct each recipient's Taxpayer Identification Number (**TIN**), and then click NEXT to proceed through the grid.

> **Note:** Any changes you make in this grid do not correct your accounting data. You must correct the data within Sage 300 Construction and Real Estate for the changes to be permanent.



	Recipient L...	Recipient Fi...	Recipient M...	Recipient TIN	TIN Flag	Recipient C...	Optional Na...	Box 1	Box 2
	Last Name	First Name	Middle Name	Taxpayer I...	Check if FEIN	Company N...	Full Name	Rents	Royalties
1				92-7845162	☑	A-1 Electric			
2				97-2345618	☑	Ace Drywall			
3				90-2561213	☑	Ford Metals I			
4				92-8465712	☑	Viking Glass			
5	Logan Sanita			522-64-0133	☐				
Totals	5	Recipient(s)						0.00	0.00

2 If the recipient's TIN is also their Federal Tax Identification Number (FEIN), select the check box in the **TIN Flag** column, and then click [**Next Step**].

> **Note:** The software automatically detects whether the TIN is also the FEIN based on the Recipient's tax ID number (on the **1099 Settings** tab of the **Vendor Setup** window).

3 Verify or correct the recipients' names and addresses, and then click [**Next Step**].

4 Verify or correct the income boxes (such as the amount of rents, interest, or other amounts withheld), and then click [**Next Step**].

5 Verify or enter the filing state, and then click [**Next Step**].

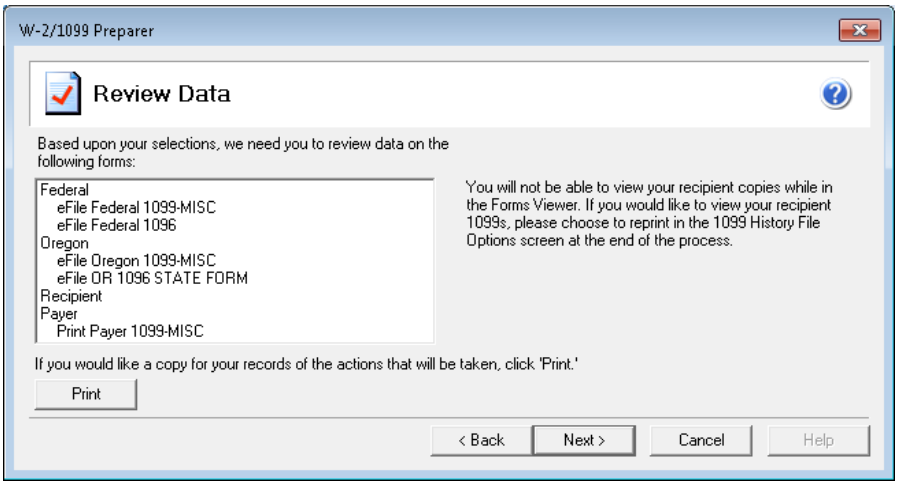
6 Verify or correct the state income and withheld amounts, and then click [**Next Step**].

The **1099 Printing and Filing Options** window opens.

Selecting filing options and generating the forms

The **1099 Printing and Filing Options** window displays your options for eFiling and printing the 1099 forms as well as the associated costs, if any.

1. In the **1099 Printing and Filing Options** window, select the desired printing or eFiling options.
2. Click [**Next**] and follow the on-screen instructions.
3. In the **Review Data** window, review the list of the forms that will be generated. If a form is missing, click [**Back**] and change your selections. Click [**Next**] when you are ready to generate the forms.



4 Review each form on your screen. A progress bar displays in the yellow area near the top of the window.

   a If any boxes are outlined in red, make corrections.

   b If there are several pages for the form, click the green arrow to move to the next page.

   c If you want to print the forms, click [**Print Copy**], insert the correct paper in the printer, and make selections in the **Print** window.

   > **Tip:** For more information on federal form printing requirements, see page 76.

   d Click

to go to the next form. If you see the **Print** window and do not want to print the forms, click [**Cancel**].

5 After you verify all of the forms, if you selected to eFile, log onto the secure Aatrix website and follow the on-screen instructions to complete your transaction in Aatrix. You select a date range for submitting the forms to the government. You also select when to mail recipient copies.

Correcting 1099 forms

If you already submitted the 1099 forms to the government and need to make changes, you must submit the corrections.

> **Tip:** If you eFiled but the forms have not yet been submitted to the government, you can make corrections in Aatrix without having to file 1099-C forms and without incurring a charge.

1 In Accounts Payable, select **Tasks > Government eFile and Reporting > Form 1099 (USA)**.

2 Select **Saved 1099 report**, and then click [**Next**].

3 In the **View or Edit Saved 1099 Reports** window, verify or select your Federal ID number, and then click [**Open**].

4 In the **Open Report** window, select the report that needs to be corrected, and then click [**Edit**].

5 Follow the prompts to make the corrections and generate the corrected forms.

Chapter 10: Producing Property Management 1099 and 1098 forms

This chapter covers:

- 1099-INT forms: see the next section
- 1098–Mortgage Interest forms: see page 95

Producing 1099-INT forms

In January, your company may need to produce 1099-INT forms for tenants located in the United States. The forms show the payments made during the reporting calendar year. Follow the instructions in this chapter to produce these forms, which utilizes Aatrix and information from Property Management.

Important! If you are mailing recipient copies of 1099-INT forms, they must be postmarked by January 31. If you have Aatrix mail the copies or electronically file (eFile), we recommend that you process the forms in Aatrix in early January because activity on the Aatrix website will be heavy in the last days of the month. See the Aatrix website for the federal and state form submission deadlines.

Before producing the 1099-INT forms, all 2020 interest payments to these tenants must be processed.

1099-INT forms checklist

	Task	Comments
☐	Decide if you want to print or eFile the forms.	See page 76.
☐	If you plan to print the forms, order the forms.	See page 76.
☐	Check your company's tax numbers.	
☐	Finalize the calendar year.	
☐	Back up your Property Management files.	See page 107.
☐	Process the data and generate the forms.	See page 91.

Before you begin generating the 1099-INT forms

- Ensure that all interest for the reporting year has been paid.
- Back up your Property Management files. See "Appendix A: Backup Procedures" on page 107 for more information.

Important! For each Federal Employer ID (FEIN), you are allowed to file only once for each 1099 form type.

If you will be processing multiple runs for 1099-INT forms using the same FEIN in Accounts Payable and/or Property Management, be sure to select "**Yes, I use multiple 1099 data files for this (EIN)**" in the **1099 Setup Wizard**. This combines the Accounts Payable and Property Management 1099-INT data files into one form. See "Merging the data files" on page 85 for more information.

Note: If your Federal Employer ID is a non-US number, you will not be allowed to proceed with eFiling 1099 forms through Aatrix.

Processing data for the 1099-INT forms

1 In Property Management, select **Tasks > eFile Form 1099**.

You may receive a prompt to update tax forms when you select this task. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**] in the **Update Forms** window. See "Forms update" on page 7 for more information.

2 If you already saved a 1099 report, you can create a new report or you can open a saved report. To open a saved report:

a In the **eFile Form 1099** window, select the form and Federal ID number, and then click [**Open**].

b In the **Open Report** window, select the report you want to open and click [**Edit**].

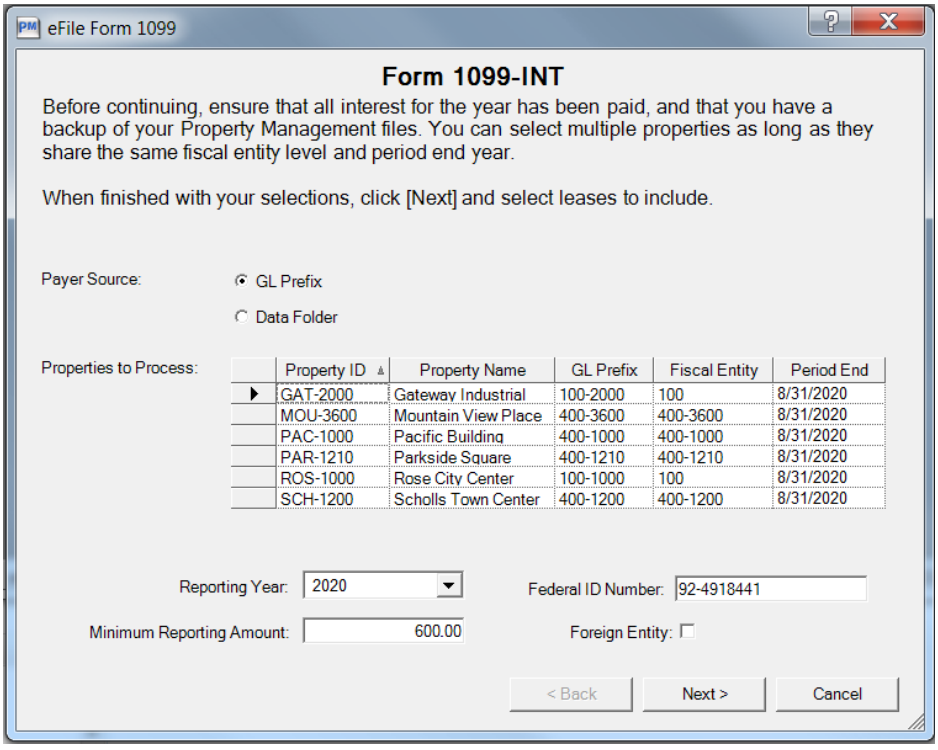
3 In the **eFile Form 1099** window, if you want to create a new report, enter the following items, and then click [**Next**]:

- **Payer Source**: Select one of the following sources:
  - **GL Prefix**: Uses the payer information listed in the GL prefix associated with the fiscal entity for the property. For example, the GL prefix that is listed on the property may be 001-004-00. If the fiscal entity is 001, the system will use the payer information listed on the 001 prefix.
  - **Data Folder**: Uses the payer information listed with your company in **File > Company Settings > General**.

  Note: This item is not visible if your Property Management fiscal entity is set to **Data Folder** in **GL: File > Company Settings > GL Settings**.
- **Properties to Process**: Select which properties you want to include in this run. You can select multiple properties if they share the same fiscal entity and their period-end date year is the same.
- **Reporting Year**: Select the correct year from the drop-down list.

- **Federal ID Number**: Type the Federal ID Number (FEIN) you want to use when filing the 1099 or accept the prefilled number. The prefilled FEIN is retrieved from the fiscal entity. If your fiscal entity is set to data folder the FEIN is located in **GL: File > Company Settings > GL Settings**. If your fiscal entity is set to GL prefix, the FEIN is located in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.
- **Minimum Reporting Amount**: Type the minimum reporting amount. Leases with interest that is equal to or exceeds this amount will be included on the report.
- **Foreign Entity**: This check box is automatically selected if the **Foreign Entity** check box is selected in your fiscal entity. If your fiscal entity is set at the data folder, this check box is located in **GL: Company Settings > GL Settings > [Calendar/ Fiscal Settings]**. If your fiscal entity is set at the GL prefix, the checkbox is located where you set up your fiscal entity in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.

> **Note:** You cannot process 1099 forms using Aatrix if you select **Foreign Entity**. Contact Customer Support for information about how to file.



4. In the **Leases to Process** window, select the leases you want to include on this report, and then click [**Next**].
5. In the **Generate Form 1099-INT** window, click [**Generate**].

Using the 1099 Setup Wizard

Note: For information about windows in the **1099 Setup Wizard**, click (the help button) to access the Aatrix help system.

1 In the **1099 Setup Wizard**, select whether to test drive the system or generate reports for printing or eFiling, and then click [**Next**]. You may find it useful to run through the process in "test drive" mode before printing your final forms.

Note: If you select test drive mode, the Wizard does not save the information. Do not use test drive mode to process your final 1099 run.

2 In the **1099 Setup Wizard**, verify your Taxpayer Identification Number (TIN), which is the **Federal ID Number** from the **Form 1099-INT** window, and then click [**Next**].

3 In the **Payer Information** window, verify that the information is correct, enter any missing information, and then click [**Next**].

Note:
If you need to change this information later, you can access the **Payer Information** window:

- From the existing **Reports** window by clicking [**Setup**].
- From the Forms Viewer or 1099 grid by selecting **Edit > Update Company Information**.

4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a third-party, paid tax preparer, and then click [**Next**].

Note: If you select the second option, the **Third-Party Preparer Information** window appears for you to enter your tax preparer TIN and other information for inclusion on the final report.

5 In the **Multiple 1099 Data Files** window select whether you need to merge multiple 1099 data files for this report, and then click [**Next**].

Select **No** if you will file a 1099 form from Property Management only. You can then proceed to "Verifying recipients" on page 94.

Select **Yes** if:

- You will file a 1099-INT with data from Accounts Payable as well as Property Management.
- You want to merge multiple Accounts Payable data files.

Continue with the steps in "Merging the data files" on page 85.

Note: Copies of your accounting data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

Verifying recipients

The **W-2/1099 Preparer** window displays information in a grid. The columns in the grid correspond to the boxes on the form. Verify the highlighted information for each step. Missing or incorrect information is indicated with a red cell.

For information about this window, click (the help button) to access the Aatrix help system.

1 Verify or correct the recipients' taxpayer IDs, and then click **Next Step** to proceed through the grid.

> **Note:** Any changes you make in this grid do not correct your accounting data. You must correct the data within Sage 300 Construction and Real Estate for the changes to be permanent.

2 Verify or correct the recipients' names and addresses, and then click **Next Step**.

3 Verify or correct the amount of interest received, and then click **Next Step**.

4 Verify or enter the filing state, and then click **Next Step**.

The **1099 Printing and Filing Options** window opens.

Selecting eFiling and printing options

The **1099 Printing and Filing Options** window displays your options for eFiling and printing the 1099 forms as well as the associated costs, if any.

1 Select the desired option(s), and then click [**Next**].

2 Follow the on-screen instructions to review and print the forms. Even if you choose to eFile, print copies of the forms for your office records.

> **Tip:** For information about ordering forms for printing, see page 76.

Correcting 1099 forms

If you already submitted the 1099 forms to the government and need to make changes, you must submit the corrections.

Tip: If you eFiled but the forms have not yet been submitted to the government, you can make corrections in Aatrix without having to file 1099-C forms and without incurring a charge.

1 In Property Management, select **Tasks > eFile Form 1099**.

2 Select **Saved 1099 report**, and then click [**Next**].

3 In the **View or Edit Saved 1099 Reports** window, verify or select your Federal ID number, and then click [**Open**].

4 In the **Open Report** window, select the report that needs to be corrected, and then click [**Edit**].

5 Follow the prompts to make the corrections and generate the corrected forms.

Producing 1098-Mortgage Interest Statements

The federal government may require your company to submit Form 1098–Mortgage Interest Statements to report mortgage interest received from tenants. The federal government requires you to file 1098 forms on magnetic media if you issue 250 or more forms.

1098-Mortgage Interest forms checklist

	Task	Comments
☐	Enter information in the Property Management fields.	See page 96.
☐	Back up your Property Management files and store them as a permanent record off site. IRS regulations require you to be able to reproduce your 1098 submittal.	See page 107.
☐	Print a test run of the 1098 forms on plain paper.	See page 96.
☐	Print the 1098 forms on preprinted forms and generate the magnetic media file.	See page 97.
☐	Submit the magnetic media file to the IRS.	See page 99.

Before you begin generating the 1098-Mortgage Interest Statements

Enter the appropriate information in the following Property Management fields so the forms to calculate correctly:

- **Current interest paid**: Select **Setup > Properties > General** and click the **Status** tab.
- **Tax amount**: Select **Setup > Properties > General** and click the **Tax** tab.
- **Unit shares**: Select **Setup > Units > General** and click the **Class/Address/Rent** tab.
- Clear the **Do not print 1098 form** check box; select **Setup > Manage Leases > Change Lease > General** and click the **Miscellaneous** tab.

Printing a test run of the 1098-Mortgage Interest Statements

Before you print the 1098-Mortgage Interest forms on preprinted forms, print a test run on plain paper. This lets you review the information for errors without wasting forms.

1. Select **Reports > Forms > 1098-Mortgage Interest**.
2. Follow the steps in the **1098 Interest Forms** wizard.
3. In the **Printer Setup–1098 Mortgage Interest** window, clear the **Use printer fonts** check if it is selected.
4. Click [**Ranges**] and select at least three leases to make a test run.
5. Check the alignment of data on the form:
   - If the data prints too high on the form, select [**Page Setup**], increase the top margin, and make another test run.
   - If the data prints too low with a zero top margin, your printer has a top clip region that is too large to print 1098 forms. If the bottom couple of lines from the first page print on the second page and the rest of the second page is blank, your printer's bottom clip margin is too large to print 1098 forms. In either situation, use another compatible printer to print your 1098 forms.

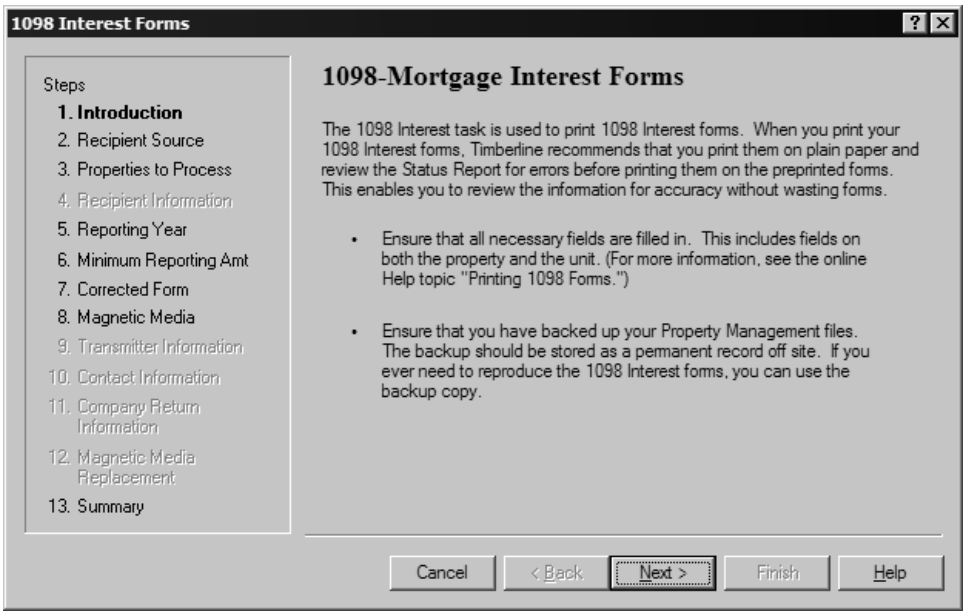
   Note: Sage 300 Construction and Real Estate supports the use of business-class printers but no longer supports continuous-feed printers for year-end processing. We recommend that you use the PCL 5e or later printer driver.
6. Follow steps 1 through 5 and make as many test runs as necessary until you are satisfied with the results. Make a note of any changes you make on the test runs so you can make the same changes for your live run.

Printing the 1098-Mortgage Interest Statements and generating the magnetic media files

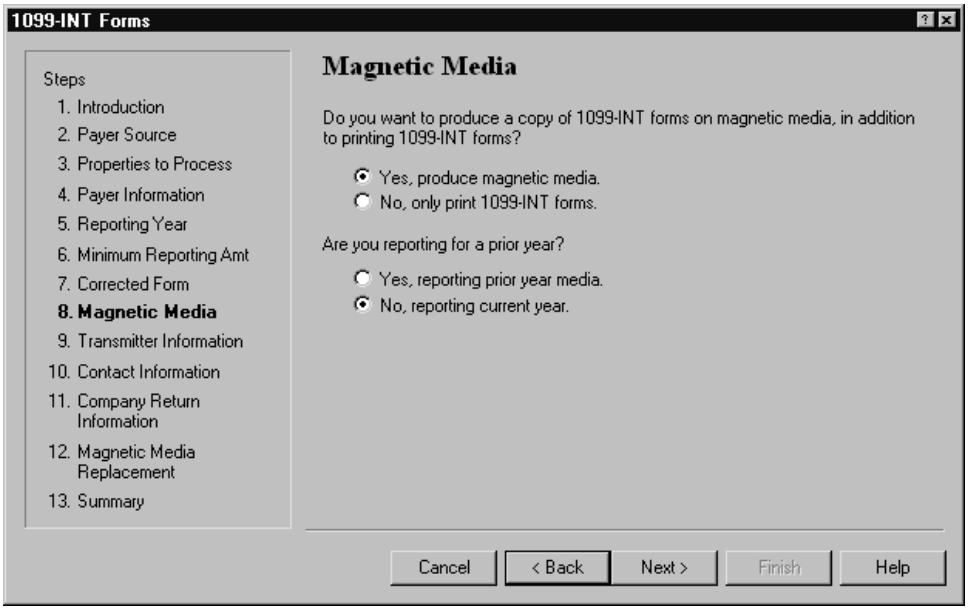
To print 1098–Mortgage Interest forms for your tenants and the IRS:

1 Select **Reports > Forms > 1098–Mortgage Interest**.

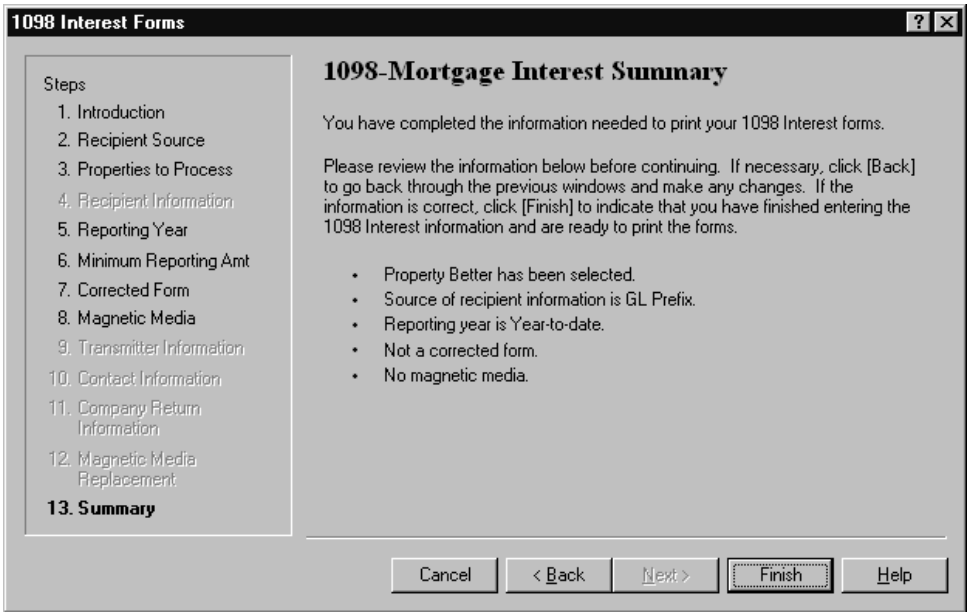
2 Follow the steps in the **1098 Interest Forms** wizard to set up information for the forms.



3 If you want to generate a magnetic media file for the IRS in addition to printing the 1098-Mortgage Interest forms, select the **Yes, produce magnetic media** option in the **Magnetic Media** window of the wizard.



4 The last window of the wizard summarizes the options you chose. Verify this information. If you need to make any changes, click [**Back**] to move to the appropriate window.



5 Click [**Finish**] to complete the wizard.

6 If you selected to create a magnetic media file, you can name the magnetic media file. The default file name is **IRSTAX** but you can change the name.

> **Caution!** If you need to create more than one magnetic media file in the same folder (such as if you produce 1098–MISC forms by prefix), ensure you save each magnetic media file with a unique file name before you produce the next batch of 1098 forms. This is necessary because each time you create a new magnetic media file, it replaces any magnetic media file currently in the folder with the same name.

7 In the **1098-Mortgage Interest - Print Selection** window, click [**Ranges**] to choose specific leases within the set of properties chosen.

8 To produce printed 1098–Mortgage Interest forms, click [**Start**].

> **Note:** If a property has multiple units, one form will print for each unit. Also, if a lease has revisions, a separate form will print for each revision of the lease.

Submitting 1098-Mortgage Interest magnetic media files

Submit your magnetic media to the IRS by electronic file upload through their File Information Returns Electronically (FIRE) system at https://fire.irs.gov/firev1r/. Create an account and log on before uploading your magnetic media file.

Note: The U.S. Federal Government no longer accepts magnetic media submissions on diskette.

Chapter 11: Producing quarterly reports

You can process the following federal and state Payroll quarterly forms using Aatrix:

- Federal Form 941
- State quarterly forms

Federal Form 941

Aatrix provides the ability to print or electronically file Form 941.

Processing the federal form

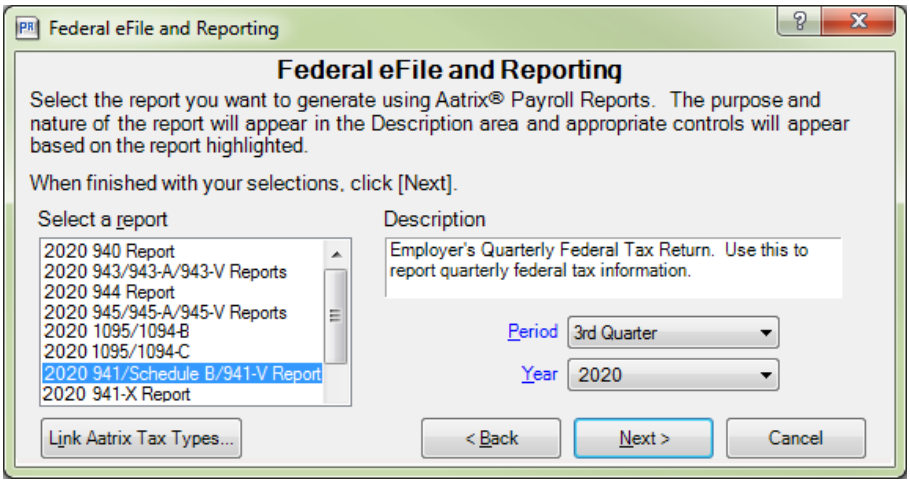
1 In Payroll, select **Tasks > Federal eFile and Reporting**.

If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see page 7.

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next >**].
- If you want to use a saved report, select **Saved reports**, click [**Next >**], verify your Federal ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

2 In the **Federal eFile and Reporting** window, select the **941/Schedule B/941-V Report** for the current year.



3 Select the appropriate period and year for the form, and then click [**Next >**].

4 In the **Employees to Process** list, select the check box next to each employee you want included in the report, clear the check box next to each employee you want excluded from the report, and then click [**Next >**].

> **Note:** Only the selected employees that have earnings in the quarter are included in the totals for Form 941. You do not need to clear the check boxes in front of the employees that had no earnings; they are automatically excluded.

> **Tip:** You can select a range of employees by holding down the **SHIFT** key as you scroll through the list. You can also make multiple selections in the list by holding down the **CTRL** key as you make your selections.

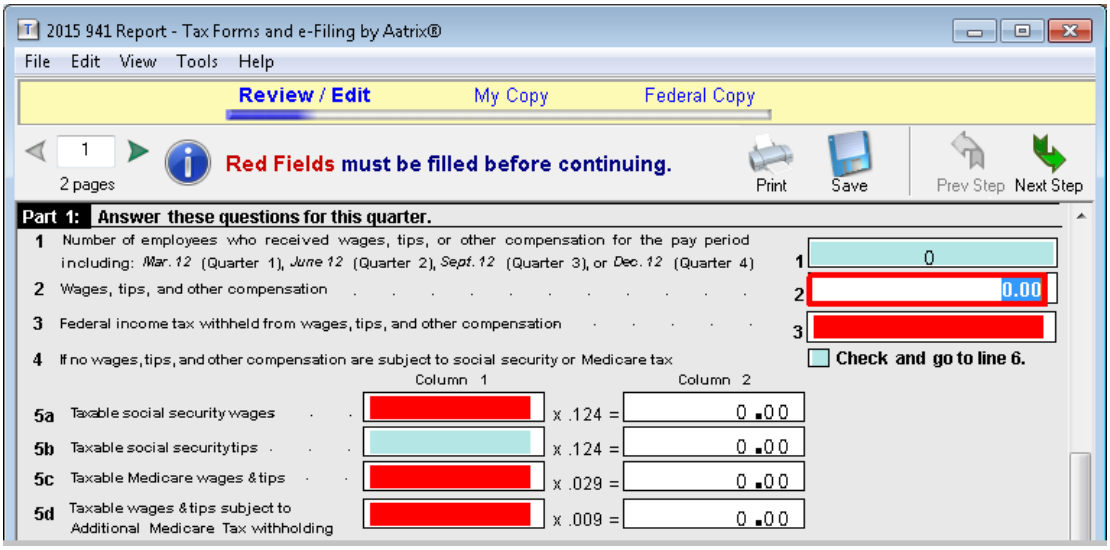
5 In the **Generate Federal Report** window, read the instructions, and then click [**Generate**].

6 If this is your first time using the **Federal eFile and Reporting** Aatrix tasks, follow the steps in the **Company Setup Wizard**. See page 45 for more information.

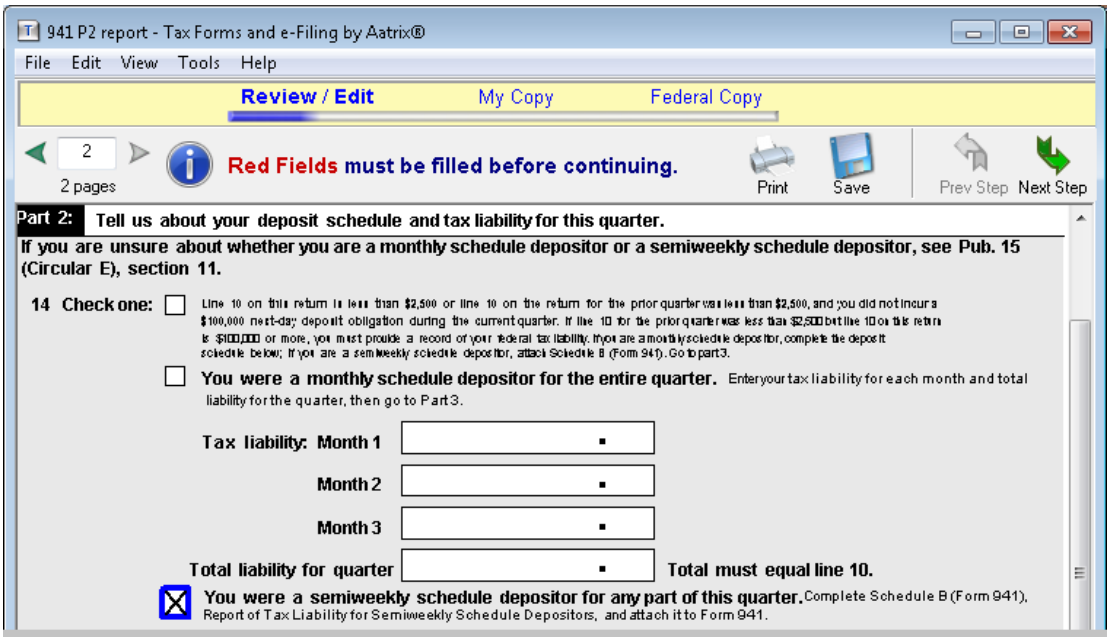
Printing or electronically filing the federal form

After generating your quarterly form, Aatrix guides you through the process for printing or electronically filing your Form 941. Follow the steps in the yellow-shaded area near the top of the report window.

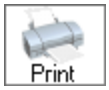
1 In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.



2 If you are required to submit Schedule B (of Form 941), click the green arrow to move to page 2 and select the **You were a semiweekly depositor** check box.



3 After entering the required information, you can click

to save the changes or click 

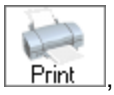
to print the form for review.

4 Click

.

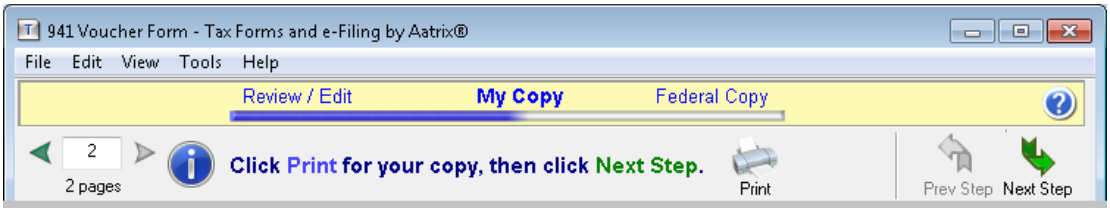
5 In the **Verify Report Complete** window, either:

- Click [**Double Check**] to return to the report form.
- Click [**Agree**] to continue.

6 In the **My Copy** step, print a copy of the form for your records by clicking 

, making selections in the **Print** window, and clicking [**OK**].

> **Note:** Do not file this copy; it is the unofficial copy for your records only.



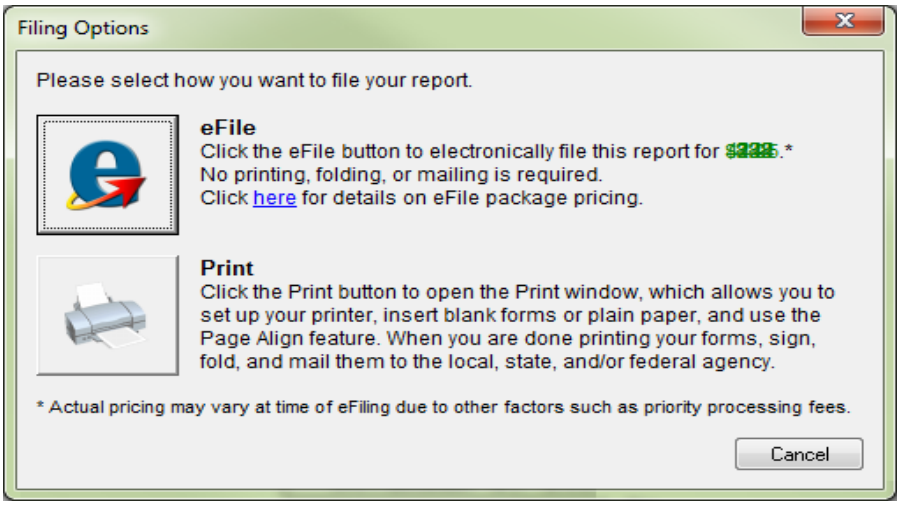
7 Click [**Next Step**].

8 In the **Filing Options** window, select your desired filing method:

- **eFile**: Click to electronically file the quarterly report with federal authorities. There is a fee for this option.

  If you have not yet registered with Aatrix, click **Forgot your login?** to set up an account.

- **Print**: Click to print the quarterly report if you plan to mail it.



9 Follow the on-screen instructions to print your report or log in to send it electronically.

A copy of the completed form is now accessible in your history.

State quarterly forms

Aatrix also provides the ability to print or electronically file quarterly reports for all 50 States.

Processing the state forms

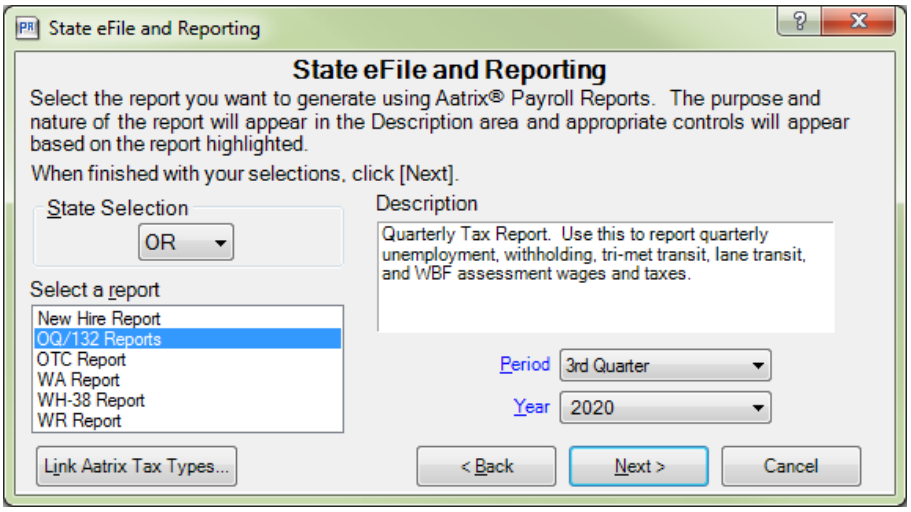
1 In Payroll, select **Tasks > State eFile and Reporting**.

If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see page 7.

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next**].
- If you want to use a saved report, select **Saved reports**, click [**Next**], verify your Federal ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

2 In the **State eFile and Reporting** window, select the state for which you are producing quarterly reports for **State Selection**.



3 Select the report you want to generate, the reporting period, and year, and then click [**Next >**].

4 In the **Employees to Process** list, select the check box next to each employee you want included in the report, clear the check box next to each employee you want excluded from the report, and then click [**Next**].

Note: Only the selected employees that have earnings in the quarter are included in the totals for the state quarterly report. You do not need to clear the check boxes in front of the employees that had no earnings; they are automatically excluded.

Tip: You can select a range of employees by holding down the **SHIFT** key as you scroll through the list. You can also make multiple selections in the list by holding down the **CTRL** key as you make your selections.

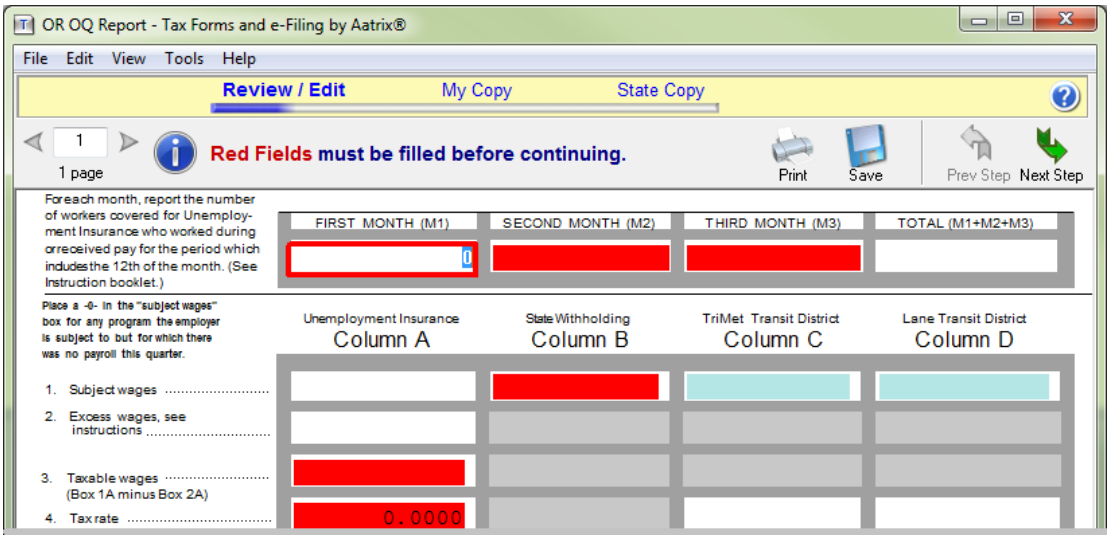
5 In the **Generate State Report** window, read the instructions, and then click [**Generate**].

6 If this is your first time using the **State eFile and Reporting** or **Federal eFile and Reporting** Aatrix tasks, follow the steps of the **Company Setup Wizard** at the prompt.

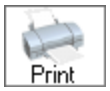
Printing or electronically filing the state forms

After processing your quarterly form, Aatrix guides you through the process for printing or electronically filing your state quarterly report. Follow the steps in the yellow-shaded area near the top of the report window.

1 In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.



2 After entering the required information, you can click

to save the changes or click 

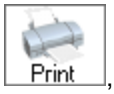
to print the form for review.

3 Click

.

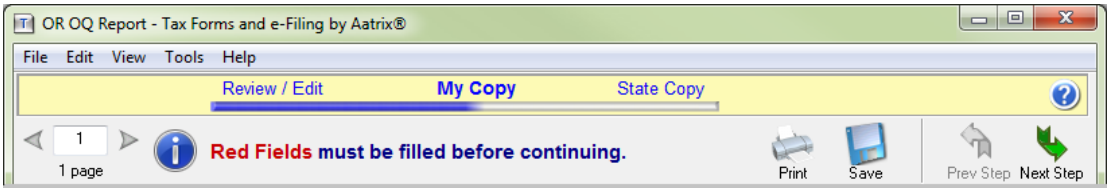
4 In the **Verify Report Complete** window, either:

- Click [**Double Check**] to return to the report form.
- Click [**Agree**] to continue.

5 In the **My Copy** step, print a copy of the form for your records by clicking 

, making selections in the **Print** window, and clicking [**OK**],

> **Note:** Do not file this copy; it is the unofficial copy for your records only.



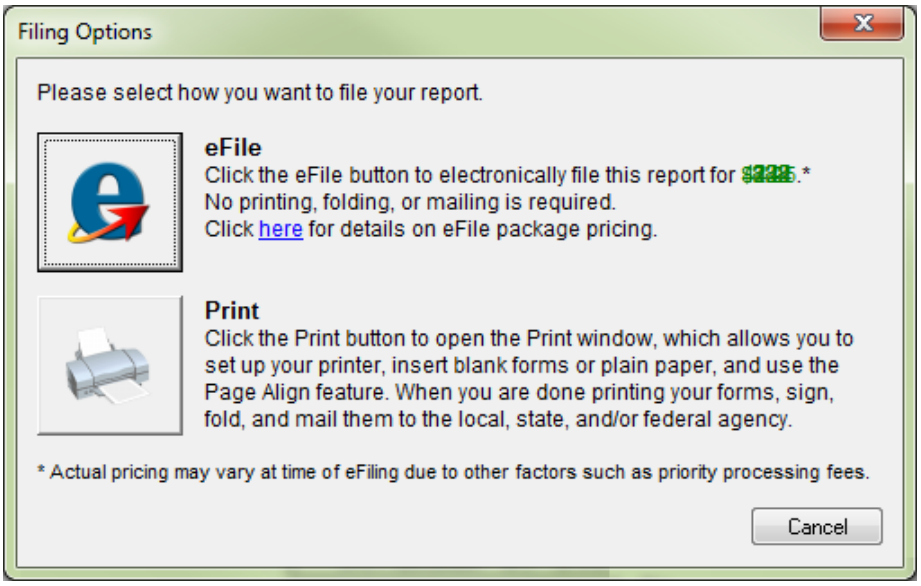
6 Click [**Next Step**].

7 In the **Filing Options** window, click the button next to your desired filing method:

- **eFile**: Click to electronically file the quarterly report with state authorities. There is a fee for this option.

  If you have not yet registered with Aatrix, click **Forgot your login?** to set up an account.

- **Print**: Click to print the report if you want to mail it.



8 Follow the on-screen instructions to print your report or log in to send it electronically.

A copy of the completed form is now accessible in your history.

Appendix A: Backup Procedures

Throughout this guide you are asked to back up and copy files. These copies are important:

- To preserve an off-site copy in case of damage to your building.
- To eliminate the need to re-key data in case of damage to your system.
- To ensure that you have a copy of your files for reference before you close the current year.

Important! With any backup tool, we recommend that you validate and test the backup to ensure that the process is working properly. Environmental issues and files in use can affect the integrity of a backup. Restoring your business data requires advanced knowledge of the Actian Pervasive, Microsoft SQL (if using), and Sage 300 Construction and Real Estate file systems. We strongly recommend you undertake this process with a knowledgeable professional, such as your business partner, certified consultant, or Sage Customer Service representative.

Files to copy

This section lists the file names to back up or copy in each application.

- Be sure to show file extensions to ensure proper operation.
- These procedures use default file names (for example, **Current.glt** and **History.glt**). If you use named files, substitute your named files for the default names.
- History files such as **History.apt** or **History.glt** are created when you select **Tools > Move** to move a file to history. For more information on moving files to history, see the topics on "File Maintenance" in each section of this book.

Refer to the list on the following pages when you are instructed to back up or copy files for a specific application.

Note: The files in the list are required for reporting. When you back up your entire database, these files will be included. If you need to restore your Sage 300 Construction and Real Estate database, you should restore the backup of your entire database.

Accounts Payable

- Current.apt
- History.api
- History.apt
- Master.apm
- Master.txm
  (if using taxes in AP)
- New.api
- Standard.aps
- Ts.ctl
- User.frm
  (in the **Formula** folder)

Accounts Receivable

- Activity.ara
- Current.art
- History.ara
- History.art
- Master.arm
- Master.txm
  (if using taxes)
- New.art
- Standard.ars
- Ts.ctl
- User.frm
- View.arv

Billing

- Billed.bli
- Billed.blw
- History.blt
- History.blw
- Master.blm
- Master.txm
  (if using taxes)
- New.blt
- Standard.bls
- Ts.ctl
- Unbilled.bli
- Unbilled.blw
- User.frm

Cash Management

- History.cmt
- Master.cmm
- Register.cmt
- Ts.ctl
- User.frm

Contracts

- Contracts
- Active.cna
- Active.cnc
- Active.cnt
- Settings.cns
- Ts.ctl
- User.frm

Equipment Cost

- Current.eqt
- History.eqt
- Master.eqm
- New.eqt
- Standard.eqs
- Ts.ctl
- User.frm

General Ledger

- Current.glt
- History.glt
- Master.glm
- Ts.ctl
- User.frm

Job Cost

- Current.jct
- History.jct
- Master.jcm
- New.jct
- Ts.ctl
- User.frm

Payroll

- Current.prt
- History.prt
- Master.prm
- Pr.frm
- System.prs
- Tax.prx
- Ts.ctl
- User.frm

Property Management

- Accum.pma
- Current.pmt
- History.pmt
- Issue.pmz
- Lease.pml
- Master.txm
  (if using taxes)
- New.pmt
- Property.pmp
- Recovery.pmv
- Retail.pmr
- System.pms
- Tenant.pmn
- Ts.ctl
- User.frm

Note: Files that can be named will have the same extension as those listed in the table above. For example, **January.api** would be a named invoice file.

Other data folders to back up include:

- Purchasing and Inventory files, which are located in the **POIVData** folder under your company data folder.
- Service Management files, which are located in the **SMData** folder under your company data folder. If you have SM files in a different location, note the location by selecting **File > Data Folder Settings > File Locations > SM Data**.

Backing up files using System Administrator

We recommend that you use the backup operation in the System Administrator tool to back up your company data (including the global, Service Management, Purchasing, and Inventory data) on a regular basis. See the Using System Administrator to back up and restore your data video for more information.

Note: Although you can still use File Tools to back up and restore your company data stored in Pervasive, File Tools does not back up and restore the SQL data.

Important! Perform the backup during off hours so that nobody is accessing or changing the data. If someone is using the software, some data files may be locked and the backup will fail.

To use System Administrator to back up data:

1. On the server, access the tool by selecting the **Sage Administration** program group (from the Start menu) and then selecting **System Administrator**.
2. Click the **Backup** tab.
3. Your company folders are shown in a table. Select the **Backup** check box in front of the companies to include in the backup.

   If you have more than one company, we recommend that you back up all of them.
4. In the **Files** column, select the type of files to back up:
   - **All**: Includes print files or other file types that were saved inside the company folder as well as the data files.
   - **Data only**: Only includes the Pervasive files and folders (not other file types such as .bmp and .txt files) inside the company's data folder.

   Note: We recommend that you select **All**. The **Sage\Timberline Office\9.5** folder is always included in the backup.
5. If you need to add other folders or files to the backup, click [**Add Folder**] or [**Add File**] and then select the folder or file; it will be listed in the table.

   Note: You may want to include folders containing attachments that are not already in the data folders.
6. Select the folder to store the backed-up data by either:
   - Typing the path.
   - Clicking [**Browse**] and selecting the folder.
7. To schedule a time every day for an automatic backup, select the **Automatically back up every day at** check box, select the time, and click [**Save**].

   Tip: The automatic backup selection creates a Task in the Windows Task Scheduler. You may be able to use that tool to adjust the timing and days of the week to back up the data automatically.
8. To back up your data immediately, click [**Save**] and then [**Back Up Now**].

When the backup runs, success and failure messages display on your screen. If there is a failure, click [**View Log**] to view the log file to determine the issue.

The backup process creates a zip file named **backup<DATE>_<TIME>.zip** that contains:

- The Pervasive data folders for the companies you selected in step 3
- The SQL database (if your data was replicated)
- The 9.5 folder (without Wininst)
- Any additional folders or files that you selected in step 5
- Log files with the backup information

Backing up files using File Tools

Although we recommend that you use the backup operation in the System Administrator (as described on page 110), you can use File Tools to back up the entire Sage 300 Construction and Real Estate data folder or selected data files.

Note: When you use File Tools, the folder options of Windows Explorer should be set to display file extensions.

To use File Tools to back up data:

1. Open Sage Desktop and select **Applications > Common Tools > Tools > File Tools**.
2. In the **Operation Selection** window, select **Backup** and click [**Next**].
3. In the **Backup Operation** window, select the folder or files you want to include.
   - To back up an entire folder, click [**Add Folder**] and then select the folder that contains the files to be backed up. When you select a folder, all sub-folders are included. Use the down arrow at the right to open a list of available drives and folders. You can navigate to a higher folder on the same drive or change the search to another drive by selecting the applicable drive or folder. You can navigate one level upward by clicking the folder icon with the up arrow. Perform this step for each data folder you want included in the backup.

     Tip: To back up your Purchasing and Inventory files separately, click [**Add folders**] and choose the **POIVData** folder located under your company data folder. To back up your Service Management files separately, click [**Add folders**] and choose the **SMData** folder located under your company data folder. However, if you have SM files in a different location, note the location by selecting **File > Data Folder Settings > File Locations > SM Data**.
   - To back up additional files (in folders that are not already selected), click [**Add Files**]. Select the files to be backed up by holding down the **CTRL** key and clicking each file to highlight it. You can highlight all files by pressing the **CTRL + A** keys. Click a file again to remove the selection highlight.
4. Click [**Next**].
5. For **Destination**, specify the name and location for the backup file or click [**Browse**] to locate the destination folder.

6 For **Archive Name**, type the name of the new archive file you want to create. You can click [**Append**] to insert either a date and time stamp or to add a unique numeric value to the file. The **.tsZip2** extension will be used if you do not enter an extension.

> **Note:** Be aware that if the **.tsZip2** file you specify already exists, it will be overwritten by the new file.

7 (Optional) For **Comment**, type a comment that will appear with this backup if the backup is restored.

8 Click [**Next**] to begin the validation.

9 When the **Validation Summary** window appears, click [**Next**].

10 When the **Verify Files** window appears, verify that the correct folders and files are included, and then click [**Next**].

11 When the **Execution Summary** window appears, verify that the process is correct, and then click [**Next**] to start the backup.

12 When the **Operation Journal** window appears, review the processes that were performed, and then click [**Save**] to save the journal or click [**Print**] to print the journal.

13 Click [**Finish**] to exit File Tools.

Copying files using File Tools

You can also use File Tools to copy selected Sage 300 Construction and Real Estate data files to another location. These copies are meant to restore files immediately if a process does not finish successfully. They are not meant to replace your full backup. When you use File Tools, show file extensions to ensure proper operation.

To use File Tools to copy files:

1 Open Sage Desktop and select **Applications > Common Tools > Tools > File Tools**.

2 In the **Operation Selection** window, select **Copy** and click [**Next**].

3 To copy your entire data folder, click [**Add Folder**] then select the folder that contains the files to be copied. Use the down arrow at the right to open a list of available drives and folders. You can then navigate to a higher folder on the same drive or change the search to another drive by selecting the applicable drive or folder. You can navigate one level upward by clicking the folder icon with the up arrow.

4 To copy individual files, click [**Add Files**] to open the list of files eligible for copying; then select the files to be copied by holding down the **CTRL** key and clicking each file to highlight it. To remove a highlight, click the file again. You can highlight all files by pressing the **CTRL + A** keys.

5 For **Destination**, specify the full path where files will be copied or click [**Browse**] to locate the destination folder. If you are copying to a CD, choose the CD drive as the destination folder.

6 Click [**Next**].

7 If any of the files being copied already exist in the destination location, a warning will appear for each one. Select one of the following options for each warning:

- [**Yes**]: Overwrite the file named in the warning.
- [**Yes to All**]: Overwrite this file and any additional files that already exist and have duplicate names of those being copied. No more warnings will appear.
- [**No**]: Do not overwrite; remove this file from the list to be copied.
- [**No to All**]: Do not overwrite this file or any additional files that already exist and have duplicate names of those being copied. No more warnings will appear.

As the files are copied, the status is shown in the **Progress** window. If the validation process finds issues that need to be resolved, the wizard will instruct you how to fix them.

> **Note:** If you click [**Back**] before an operation is complete, the program returns to the previous window without completing the operation. If you click [**Cancel**], you cancel any further operations and exit File Tools; if any previous operations were already completed successfully, they are not canceled.

8 When the copy operation is complete for all files, review the processes that were performed, and then click [**Save**] to save the journal or click [**Print**] to print the journal.

9 Click [**Finish**] to exit File Tools.

Compacting files using File Doctor

After successfully performing the archive procedures, use File Doctor to compact your data files. This reduces the size of these files by compacting the unused space left behind by deleting or moving data.

> **Caution!** You should only use File Doctor at the server so it is run on data stored on the local drive of the computer. Using File Doctor over your network can severely damage your data. Do not run File Doctor from a workstation on data stored on a server. Sage is not responsible for damage caused to your data as a result of using File Doctor over the network.

To run File Doctor:

1 Back up your data files.

2 At the server, open Sage Desktop and select **Applications > Common Tools > Tools > File Doctor**.

3 Verify that you have a current backup of your data files and click [**Yes**].

4 In the **Check files in** section, select **Current data folder**.

> **Note:** If you are using multiple data folders or you want to also compact your archive folder, select **All data folders** instead. Compacting all data folders can take a considerable amount of time.

5 In the **Tasks** section, select the **Compact good files** check box.

6 In the **Files** list, select the files that you want to compact or click [**All**] to compact your entire data folder. The files are grouped by application.

7 Click [**Start**] to start the compact process and print the report to a file or printer.

Tip: The progress of File Doctor can be viewed in Background Tasks.

8 When the status is **Completed Normally**, review the report. If there are any errors, be prepared to restore from backup.

Appendix B: Archive Procedures

This appendix includes information about year-end file and disk maintenance (in the next section) and general data archiving information. It also includes detailed considerations and procedures for the following applications:

- Accounts Payable (page 117)
- Accounts Receivable (page 120)
- Cash Management (page 122)
- Contracts (page 123)
- Equipment Cost (page 124)
- General Ledger (page 125)
- Job Cost (page 126), Payroll (page 131)
- Project Management (page 133)
- Property Management (page 135)
- Purchasing and Inventory (page 137)
- Service Management (page 139)

There are no archive capabilities for Address Book or Billing.

For specific guidelines for your company or for additional assistance, contact your local Sage 300 Certified Consultant or Sage Professional Services at Professional.Services@Sage.com.

Optional year-end file and disk maintenance

This appendix describes year-end file and disk maintenance routines that you may consider performing to help keep your system running at optimum performance. You can also incorporate these procedures into your monthly and quarterly procedures.

1. Archive and delete any print files (.prn) from your hard disk left from the previous year. For copying instructions, see "Copying files using File Tools" on page 112.
2. Test backups by restoring them to test folders. These tests are important because backup media may have a limited life, backup devices may malfunction, and you may have incorrect software settings in your backup software. Also, if you use a tape drive, be sure to clean your tape device regularly, as recommended by your tape device manufacturer.
3. Archive your data files. For more information, see "Archiving your data" in the next section.
4. Store your archived data in an off-site location.

Archiving your data

When you archive your data, you move the data from your current files to history files, or from one history file to another history file. You may create an archive data folder to perform some archiving tasks or to separate historical data from current data. This is not the same as backing up your data (also called creating an archive or archiving); backups protect your data from catastrophic loss. A good policy for doing both (backing up and archiving data) will protect and enhance the performance of your data.

Archive your data on a regular basis to:

- Reduce file size, which reduces processing and reporting time.
- Reduce time requirements when you upgrade your current data.
- Combine historical and current data for reporting purposes or enable you to report on each separately.
- Streamline your selection lists to include only current records (jobs, employees, vendors, etc.).
- Organize historical data.

We recommend that you develop a company-wide plan to archive your data. If your company has a procedures guide, you may want to integrate this plan into your current procedures. Consider the following items when you create this company-wide archive plan:

- How frequently do you need to archive data in each application?
- Do you move entries from your current transaction files to history files in the same data folder or to an archive folder?
- If you use named files, what is your naming convention for archived data files?
- What is the naming convention of your archive data folders?
- Where do you store your archived data?

Before you archive your data, perform the following tasks:

- Back up your data before you archive your files. See "Appendix A: Backup Procedures" on page 107 for more information.
- Make sure that you have the proper permissions in the application and on the network.
- Run any necessary reports. Your report results may change after you archive your data.
- Some archive processes require that you create a new data folder by selecting **File > New Company**. This creates a **Ts.ctl** file and enables you to access your archived data. Enter a new company name that distinguishes the archive folder from your current data folder. Enter the correct data folder path name according to your procedures. Select the **Use current setup** check box so the setup options are the same in the archive folder as for the live data.
- Assess the time it will take to archive your data. You must stop processing in the application in this data folder while you are archiving the data. You may want to archive over the weekend so there is less impact on daily processing.
- Use File Doctor (by selecting **Tools > File Doctor** in the application) to identify any potential issues.

> **Note:** File Doctor is not available in Purchasing / Inventory or Service Management.

If you are moving data to an archive folder, make sure that all custom fields are available for general use. This ensures that custom fields will be available in your archive folder if you need them for reporting purposes. For example, if you use custom fields for jobs:

1. In Job Cost, select **File > Company Settings> Custom Fields**.
2. In the **Custom Fields - Record Selection** window, select a record (such as **Job**) and then click [**Edit**].
3. If you see the **Do you want to make these custom fields available for general use?** message, click [**Yes**].
4. In the **Custom Fields** window, click [**Close**].
5. Repeat these steps for all of the records.

After you archive your data, perform the following tasks:

- Back up your data files. See "Appendix A: Backup Procedures" on page 107 for more information. You may need to modify your backup procedures to include archive data folders.
- Reduce the size of your current files by compacting them. See "Compacting files using File Doctor" on page 113 for more information.
- Document which files were archived and where the data is stored. You may want to retain copies of the archive journals as part of your documentation.

Accounts Payable archive procedures

In Accounts Payable, you can move payments and remove vendors you no longer use.

Moving payments

You can use the Move Payments tool to move payments and their related invoice information to a history file. This keeps your historical payments separate from your current payments. It also decreases the size of your data files and speeds processing time. After the payments are transferred to history, they can be used for reporting purposes, but they can no longer be voided or edited.

When you move payments from current to history, transaction records in the **Current.apt** file move to the **History.apt** file. The corresponding invoice, distribution, payment, tax distribution, invoice payment, distribution payment, and tax distribution payment records move from the **Master.apm** file to the **History.api** file. When you move payments from history to history to decrease the size of your historical file, invoice, distribution, payment, tax distribution, invoice payment, distribution payment, and tax distribution payment records move from the **History.api** file to another **History.api** file. Transaction records are not moved when moving payments from history to history.

Before you move payments, review the following considerations:

- Reports that use invoice detail from the AP master file (such as the JC Committed Cost with Detail report), any Job Cost reports, or custom reports may be affected by moving payments. You may not want to move payments until the related jobs are complete, depending on the level of detail required on your Job Cost reports.
- Using Report Designer, you can modify any report that uses the invoice detail from the Accounts Payable master file to also include invoice detail from the history file. Refer to the "Data File Selection" topic in Report Designer Help for more information.

- The Move Payments process in Accounts Payable moves checks and other payments that have cleared in Cash Management—but it does not move payments in Cash Management. See "Cash Management archive procedures" on page 122 for more information.
- The Move Payments process can be time intensive. Schedule adequate time to complete the process.
- Because you cannot reprint the Accounts Payable Move Payments Report, these steps instruct you to print to a file. To view the print file after the task completes, select **File > Printouts**, and then locate and open the named print file.

Caution! Payments that are moved to history cannot be moved back to the current file. You cannot void those payments or change the information for related invoices. We recommend that you make a backup copy of your Accounts Payable data files before you move payments to history.

To move payments:

1. Make a backup of your Accounts Payable files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. In Accounts Payable, select **Tools > Move > Payments > Current to History**.
3. If a history file does not exist, click [**OK**] to create the file.
4. In the **Move Payments - Cur/Hist - Print Selection** window, enter the cutoff date for the checks and other payments to be moved. You can also click [**Ranges**] or [**Conditions**] to further narrow the payments to move.
5. If you want the Move Payments Report to print details about the payments that move, select the **Print payment detail** check box.

   Note: This report can be very long if you select to print details.

6. Specify that the Move Payments Report is printed to a file by clicking [**Printer Setup**], selecting the **Print to file** check box, and clicking [**OK**].
7. Click [**Start**], specify the name and location of the report, and click [**OK**] to begin the process.
8. Select **File > Printouts**, open the Move Payments Report, and verify that the payments moved successfully.

   Note: If some checks or payments did not move to history, read the "About setting criteria for moving payments" and "Correcting errors in Move Payments" topics in Accounts Payable Help.

9. Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Removing vendors

You can use the Remove Vendors tool to remove vendors you no longer use. The vendors are permanently removed; they are not archived.

To avoid removing active vendors, run the Remove Vendors tool before you close the fiscal year or close the 1099 year so that vendors that were paid during the current year are not removed. You can also specify conditions in the **Remove Vendors - Print Selection** window (by using [**Ranges**] and [**Conditions**]) to further control which vendors are removed. A new vendor with no invoices or payments may be removed if just the default criteria are used

> **Caution!** Once vendors are removed, they cannot be moved back. We recommend that you make a backup copy of your Accounts Payable data files before you remove vendors.

To remove vendors:

1. Make a backup of your Accounts Payable files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. In Accounts Payable, select **Tools > Remove Vendors**.
3. In the **Remove Vendors - Print Selection** window, select the **Preview only** option to verify which vendors will be removed.
4. Select the check boxes to only process vendors with no current 1099 activity and no current year activity.
5. You can also click [**Ranges**] or [**Conditions**] to further narrow the vendors to remove.

   > **Caution!** If you do not select ranges or conditions, all vendors without current activity are removed.

6. Click [**Start**].
7. Examine the results of the preview.
   - If the correct vendors are listed, go to step 8.
   - If vendors are included that you do not want to remove or the preview does not include vendors that you want to remove, repeat steps 2 onward while making the necessary adjustments to the criteria.
8. Select **Tools > Remove Vendors**.
9. In the **Remove Vendors - Print Selection** window, select the **Remove vendor records** option. This permanently deletes vendors with no current 1099 totals or current year activity based on the ranges and conditions you specified.
10. Click [**Start**] to permanently delete the vendors that meet the criteria.
11. Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Accounts Receivable archive procedures

In Accounts Receivable, you can move invoices that are fully paid or voided to a history file.

Moving invoices

You can use the Move Invoices tool to move invoices from the current to history file. Only fully paid or voided invoices can be moved. Invoices that are moved to history can be moved back to current if needed.

Before you move invoices, review the following considerations:

- The invoices must have a status of **Paid** or **Voided**. Negative invoices must also be paid.
- Retainage must be billed. Keep the original invoice where the retainage was held and the retainage billed invoice together in the same file (current or history).
- The invoice date must fall between the start and end dates entered in the **Move Invoices** window.
- When invoices are moved, their related payment, adjustment, cash receipt, and deposit entries are moved.
- When moving from current to history, entries are moved from **Activity.ara** to **History.ara** and from **Current.art** to **History.art**.
- You can also move invoices from history files back to current files.
- You can view entries moved to the history files by selecting the history files when using inquiries or reports.

To review invoices that are fully paid and eligible to be moved to history:

1. In Accounts Receivable, select **Reports > Aging** and select one of the aging detail reports:
   - **Detail by Customer**: to see all invoices for a customer
   - **Detail by Job**: to see results sorted by Job
   - **Detail by Contract**: to see results sorted by Contract
2. In the **Data File Selection** window, select only the current transaction file to use for the report, and then click [**OK**].
3. In the **Print Selection** window:
   a. For **Aging As Of Date**, either enter a specific cut-off date or enter a future date (to see all activity).
   b. Select the **Include Retainage Column** check box.
   c. Clear the **Unpaid Only** check box.
   d. Click [**Ranges**] and select the customers that you want included in the report.
   e. Click [**Start**] to generate the report.

4 Review the report.

- Confirm that the cash receipt amounts equal the invoice amounts. Only invoices that are paid in full can move to history.
- If the invoices have retainage, the retainage held must be equal to the retainage released before those invoices can move to history.

To move invoices:

Important! Do not move large chunks of invoices at one time as this can take hours to finish. Instead, use ranges to move 10-20 jobs at a time or 10-20 customers at a time. It is best to only move invoices for jobs that are paid in full (so reports on a job will include all of the job information). After the move finishes, backup both the activity and current files as well as both history files before doing the next move.

Tip: When you make the first move of the year, start by moving one voided invoice to history with the **Move unassociated entries** check box selected and a large date range. The initial move of unassociated items will take the longest time. Click [**Ranges**] and slide the bottom scroll bar to the right to see the last column, and then select a voided invoice for moving. Run an aging report before moving to history and after and compare the totals, which should not change.

1 Make a backup of your Accounts Receivable files. See "Appendix A: Backup Procedures" on page 107 for more information.

2 Run an aging report with a future date (such as 12/31/9999) for **Aging As Of Date**. You can compare this report to the report generated after the move (in step 10).

3 In Accounts Receivable, select **Tools > Move Invoices > Current to History**.

4 If prompted, confirm that you have posted all transactions.

5 In the **Current to History - Print Selection** window, enter the start and end date for the invoices to be moved.

Tip: Make the date range large (such as 1/1/1901 - 12/31/9999) to include all paid invoices that fall within those dates. Paid invoices up to the end date will be moved.

6 Select the **Move unassociated entries** check box to move misc cash receipts and other transactions that are not associated with invoices.

7 Click [**Ranges**] to select a group or range of invoices to move. Only invoices with a status of **Paid** or **Voided** display in the range of invoices.

Note: Do not use conditions, since it may be hard to decipher the resulting journal to see which invoices did not move to history.

8 Click [**Start**] to begin the process.

9 Review the journal to verify the move was successful.

10 Run an aging report and compare the totals to the aging report you ran before moving to history (in step 2).

Notes: If the totals changed, these is an issue that will require restoring to the backup made prior to moving (or moving all items back from history and starting over).

11 Repeat steps 1 - 10 to move another set of fully-paid invoices.

12 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Cash Management archive procedures

In Cash Management, you can move reconciled transactions to a history file.

Moving entries

You can use the Move Entries tool to move transactions from the register file to a history file, or from one history file to another. When you move entries from a register file to a history file, reconciled transactions (along with their corresponding cash detail, deposit items, deposit item detail, withdrawal detail, batch, and transaction attachment records) move from the **Register.cmt** file to a **History.cmt** file. When you move entries from history to history, the same records move from the **History.cmt** file to another **History.cmt** file.

Before you move entries, review the following considerations:

- Transactions in the history file cannot be un-reconciled or edited.
- A check cannot be voided after it is moved to history.
- In order to be moved, the transaction must be reconciled.
- During the move process, only entries with a transaction statement date between the specified **Beginning statement date** and **Ending statement date** are moved. If no **Beginning statement date** is entered, all entries prior to the **Ending statement date** are moved.

Caution! Transactions that are moved to history cannot be moved back to the register file.

To move entries:

1 Make a backup of your Cash Management files. See "Appendix A: Backup Procedures" on page 107 for more information.

2 In Cash Management, select **Tools > Move Entries > Register to History**.

3 If a history file does not exist, click [**OK**] to create the file.

4 In the **Move Entries to History - Print Selection** window, enter the **Ending statement date** for the entries to be moved. You can instead click [**List**] and select an available statement date.

5 If desired, enter the **Beginning statement date**. If you do not enter a beginning statement date, all reconciled transactions with a statement date prior the ending statement date move to the history file.

6 You can also click [**Ranges**] or [**Conditions**] to further narrow the entries to move.

7 Click [**Start**] to begin the process.

8 Review the Move Entries report to verify the transactions moved successfully.

9 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Contracts archive procedures

In Contracts, you can move closed or paid contracts to a history file.

Moving contracts

You can use the Move Contracts tool to move closed or paid contracts from the current to history file. When a contract is moved, all related records are also moved. All contract information is moved from the **Active.cnc** (contract file), **Active.cna** (derived file), and **Active.cnt** (transaction file) into to the **History.cnc**, **History.cna**, and **History.cnt**. You can view contracts that have been moved to the history file through inquiries and reports by selecting these files. You can also move contracts from history back to current as long as a contract with the same ID does not exist in the current file

Before you move contracts, review the following considerations:

- If you do not select a range or enter a condition in the **Move Contracts to History - Print Selection** window, all paid and closed contracts are moved.
- Only contracts with a status of either **Closed** or **Paid in Full** can be moved.

  Note: The contract items for the contract can be any status.
- A contract with the same ID must not exist in the history file.
- The contract cannot have unposted entries. You can use the Unposted Transactions inquiry (by selecting **Inquiry > Other > Unposted Transactions**).
- Retainage for the contract must be completely billed.
- The receivables amount must equal the billed amount. The receivables amount includes cash receipts and receivable adjustments. The billed amount includes total billed, total tax billed, add-ons billed, and deductions billed.

To move contracts:

1. Make a backup of your Contracts data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. In Contracts, select **Tools > Move Closed Contracts > Current to History**.
3. If history files do not exist, click [**OK**] to create the files.
4. In the **Move Contracts to History - Print Selection** window, you can click [**Ranges**] or [**Conditions**] to narrow the contracts to move.

   Note: If you do not select a range or enter a condition, all paid and closed contracts will be moved.
5. Click [**Start**] to begin the process.
6. Review the Move Contracts journal, which identifies the contracts that were moved or rejected (and the reason why a contract was not be moved).
7. Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Equipment Cost archive procedures

In Equipment Cost, you can move retires equipment transactions to a history file.

Moving transactions

You can use the Move Transactions tool to move transactions from the new to new file, current to current file, current to history file, or history to history file. You may choose to move transactions for pieces of equipment that have been retired or at the end of each fiscal year.

> **Caution!** Transactions that are moved to history cannot be moved back to the current file.

To move transactions from current to history:

1. Make a backup of your data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. In Equipment Cost, select **Tools > Move transactions > Current to History**.
3. If a history file does not exist, click [**OK**] to create the file.
4. In the **Move Transactions - Cur/Hist - Print Selection** window, you can click [**Ranges**] or [**Conditions**] to narrow the transactions to move. For example, you can set a condition to move transactions with an accounting date less than 01/01/2019.

   > **Note:** f you do not select ranges or conditions, all transactions are moved from the current file to the history file.

5. Click [**Start**] to begin the process.
6. Review the journal to verify the correct transactions were moved.
7. Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

General Ledger archive procedures

In General Ledger, you can move old transactions and batch records to a history file.

Moving transactions

You can use the Move Transactions tool to move transactions from the new to new file, current to current file, current to history file, or history to history file. Since the current and year-to-date ledgers cannot process transactions older than two years old, consider moving transactions older than two years to a history file. When generating a report or inquiry, you can select a history file to include those transactions.

Caution! Transactions that are moved to a history file cannot be moved back to a current file. You cannot use Change Entries to edit transactions in a history file.

To move transactions:

1. Make a backup of your data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. In General Ledger, select **Tools > Move Transactions > Current to History**.
3. If you use named files, select the current file that contains the transactions you want to move and select the history file. If you do not use named files, the transactions will move to the **History.glt** file in your current data folder.
4. In the **Move Transactions Curr to Hist - Print Selection** window, enter the cutoff date for the transactions to be moved. You can also click [**Ranges**] or [**Conditions**] to further narrow the transactions to move.
5. Click [**Start**] to begin the process.
6. Review the journal to verify the move was successful.
7. Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Note: If your current or year-to-date ledgers do not print correctly after you move transactions, verify that your ledger settings are set to include the history files if needed. To specify the ledger settings, select **File > Company Settings > GL Settings** and click [**Ledger Settings**].

Job Cost archive procedures

In Job Cost, you can move transactions, jobs, and commitments to a history file or a special archive data folder that you set up for holding archived JC information.

Creating an archive data folder

If you do not already have an archive folder, create one (or more) before you move transactions, jobs, and commitments. You will need to have one archive folder per company data folder for archiving purposes.

> **Note:** The archive folders must be upgraded whenever you upgrade your Sage 300 Construction and Real Estate software.

To create an archive data folder:

1. In Job Cost, select **File > New Company**.
2. In the **New Company** window, type the name for the archive folder (such as **Job Archive**) for **Company name** and press **TAB**.
3. For **Data folder path name**, type the data folder path for the archive folder or click [**Browse**] and select the path.
4. For **Data folder description**, type a description that will help you identify this archive folder in the list of available companies.
5. Select the **Use current setup** check box to ensure that all custom descriptions are maintained. Clear the **Use setup wizard** check box.
6. Click [**OK**].

Closing jobs

Before moving a job and its transactions, post any remaining costs and billings associated with the job, and then change the job status to **Closed**. After you move the job, you cannot post transactions to it.

To close a job:

1. In Job Cost, select **Setup > Jobs**.
2. In the **Job Setup** window, type the job ID or select the job from the list.
3. Click the **Status** tab.
4. For the **Status**, select **Closed**.
5. Click [**OK**].

Moving transactions

You can use the Move Transactions tool to move transactions to an archive data folder or to another file within your live data folder. You can move transactions from the new to new file, current to current file, current to history file, history to history file, or history to current file. Transactions that have been moved to an archive folder can be moved back to the live data folder. Transactions that have been moved to a history file can also be moved back to the current file. You can also use Move Transactions to reduce the size of the data stored in the current file for active jobs.

To move transactions related to closed jobs to an archive folder:

1 Make a backup of your data files. See "Appendix A: Backup Procedures" on page 107 for more information.

2 In Job Cost, select **Tools > Move > Transactions > Current to Current**.

3 In the **Move Transactions Cur/Cur - Destination File Selection** window, select your archive data folder (such as **Job Archive**), select **CURRENT** for **Destination File**, and then click [**Open**].

> **Note:** If the **Current.jct** file does not exist in the destination folder, click [**Yes**] to create the file.

4 In the **Move Transactions Cur/Cur - Print Selection** window, specify conditions to limit the transactions to be moved to those for closed jobs:

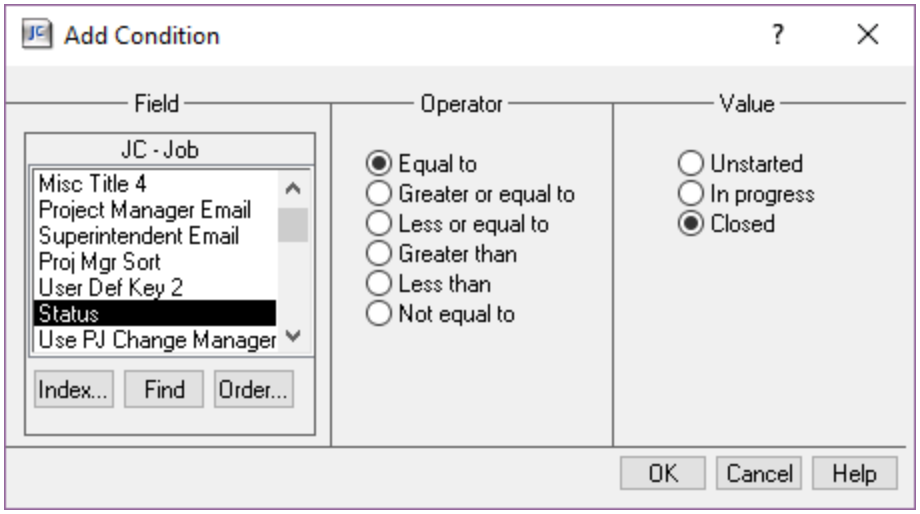
a Click [**Conditions**].

b In the **Add Condition** window in the **Field** area, click [**Index**], select **JC - Job**, and click [**OK**].

c In the list in the **Field** area, select **Status**.

d In the **Operator** area, select **Equal to**.

e In the **Value** area, select **Closed**.



f Click [**OK**].

g In the **Condition Selection** window, click [**OK**].

5 If desired, click [**Ranges**] to further narrow the transactions to move.

> **Note:** If you do not select ranges or conditions, all transactions for all jobs are moved to the archive folder.

6 In the **Move Transactions Cur/Cur - Print Selection** window, click [**Start**] to begin the move process.

7 Review the journal to verify that the correct transactions moved to the archive current file.

8 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Moving jobs and commitments

You can use the Move Jobs tool to move closed and outdated jobs to an archive data folder, which also moves the associated extra, cost code, category, draw, changes order, compliance, and custom field records. You can also move the associated commitments items, commitment change orders, commitment change order items, and commitment custom fields to another file within your live data folder.

Jobs cannot be moved to another master file within the same data folder. Jobs that have been moved to an archive folder can be moved back to the live data folder as long as the job ID was not reused.

To move jobs and certain commitments to an archive folder:

1 Make a backup of your data files. See "Appendix A: Backup Procedures" on page 107 for more information.

2 In Job Cost, select **Tools > Move > Jobs**.

3 In the **Move Jobs - Destination File Selection** window, select your archive data folder (such as **Job Archive**), select **MASTER** for **Destination File**, and then click [**Open**].

> **Notes:** If the **MASTER.jct** file does not exist in the destination folder, click [**Yes**] to create the file.

4 In the **Move Jobs - Print Selection** window, select the **Move Commitments** check box if you want to move all commitments associated with these jobs.

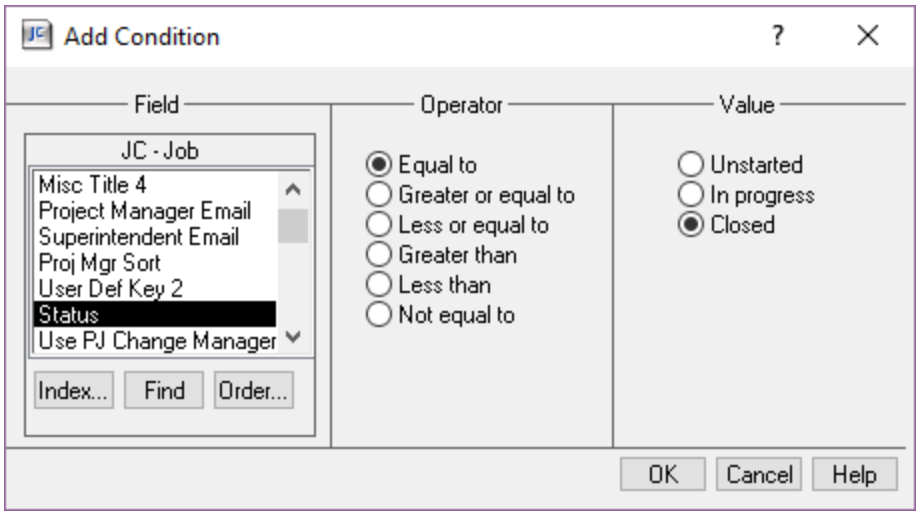
> **Note:** This does not move commitments that are assigned to multiple jobs.

5 To only move specific jobs:

- **a** Click [**Ranges**].
- **b** In the **Job Range Selection** window, select the jobs or range of jobs to move.
- **c** Click [**OK**].

6 To only move jobs that meet specific conditions, such as jobs that are closed:

- **a** Click [**Conditions**].
- **b** In the **Add Condition** window in the list in the **Field** area, select **Status**.
- **c** In the **Operator** area, select **Equal to**.
- **d** In the **Value** area, select **Closed**.



e Click [**OK**].

f In the **Condition Selection** window, click [**OK**].

> **Note:** If you do not select ranges or conditions, all jobs are moved to the archive folder.

7 Click [**Start**] to begin the move process.

8 Review the journal to verify that the correct jobs (and their commitments) were moved.

9 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Moving commitments

You can use the Move Commitments tool to move commitments to an archive data folder, which moves the commitments, commitment items, commitment change orders, commitment change order items, and commitment custom fields. Use the Move Commitments tool when you assign multiple jobs to a single commitment and they did not move when moving jobs.

Commitments cannot be moved to another master file within the same data folder. Commitments that have been moved to an archive folder can be moved back to the live data folder as long as the commitment ID was not reused.

To move commitments to an archive folder:

1 Make a backup of your data files. See "Appendix A: Backup Procedures" on page 107 for more information.

2 In Job Cost, select **Tools > Move > Commitments**.

3 In the **Move Commitments - Destination File Selection** window, select your archive data folder (such as **Job Archive**), select **MASTER** for **Destination File**, and then click [**Open**].

> **Notes:** If the **MASTER.jct** file does not exist in the destination folder, click [**Yes**] to create the file.

4 In the **Move Commitments - Print Selection** window, to only move specific commitments:

   a Click [**Ranges**].

   b In the **Commitment Range Selection** window, select the commitments or range of commitments to move.

   c Click [**OK**].

5 In the **Move Commitments - Print Selection** window, to only move commitments that meet specific conditions, such as commitments for closed jobs:

   a Click [**Conditions**].

   b In the **Add Condition** window in the **Field** area, click [**Index**], select **JC - Job**, and click [**OK**].

   c In the list in the **Field** area, select **Status**.

   d In the **Operator** area, select **Equal to**.

   e In the **Value** area, select **Closed**.

   f Click [**OK**].

   g In the **Condition Selection** window, click [**OK**].

   Note: If you do not select ranges or conditions, all commitments are moved to the archive folder.

6 Click [**Start**] to begin the move process.

7 Review the journal to verify that the correct commitments were moved.

8 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Payroll archive procedures

In Payroll, you can move checks and employees to a history file.

Moving checks

You can use the Move Checks tool to archive the past year's checks, which reduces the amount of the data in your current files and speeds processing. When you move checks, the following records are moved from the current payroll transaction file to another current file or to a history file: Time, Check, Check Pay, Check Tax, Check Deduct, Check Fringe, Check Workers Comp, Daily Distribution, Batch, and Burden Detail. You can move checks from Current to Current, Current to History, or History to History.

When Payroll checks are transferred to history:

- They can still be used for reporting purposes but you cannot move them back to the current status.
- They cannot be voided or corrected.
- They do not move in Cash Management. See "Cash Management archive procedures" on page 122 for more information.

This process may be lengthy, depending on the size of your files and your system. Please allow sufficient time to complete this process.

> **Caution!** Do not move checks until you have generated all year-end government forms.

To move checks:

1. Make a backup of your Payroll data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. If you want to retain burden and daily distribution detail in the history file, select **File > Company Settings > PR Settings**, and then select the **Retain distributions in history** check box. Otherwise, the daily distribution and burden detail records are deleted when checks are moved from the current file to a history file.
3. In Payroll, select **Tools > Move > Checks > Current to History** or select **Tools > Move > Checks > Current to Current** to move the checks to an archive folder.
4. If a history file does not exist, click [**OK**] to create the file. Otherwise, navigate to your archive data folder (such as Payroll Archive).
5. In the **Move Checks - Print Selection** window, click [**Conditions**] and specify **Check Date Less Than 01/01/2020** so only checks with a date earlier than the date specified are moved.

   > **Caution!** If you do not enter a condition, all checks will be moved.

6. Click [**Start**] to begin the process.
7. Review the journal to verify the checks moved successfully.
8. Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Moving employees

You can use the Move Employees tool to archive the terminated employee information, which reduces the amount of the data in your current files and speeds processing. When you move employees, the following records are moved from one master file to another master file: Employee, Employee State, Employee Pay, Employee Tax, Employee Deduct, Employee Fringe, and Employee Custom Fields.

You can move employees to a named master file within your live data or to a master file in an archive folder. This can be the same archive folder you use for jobs or a separate folder just for Payroll. You can move employees from one master file to another as long as that employee ID is not in use in the destination file. Employees in an archive folder or in a separate master file in your live data folder can still be processed if needed.

You can use the Move Employees tool to move seasonal employees, rehires, etc. back to the original folder for reporting purposes.

Caution! Do not move employees until you have generated all year-end government forms.

To move employees:

1. Make a backup of your Payroll data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. Create an archive folder for your payroll data if you have not already done so.
3. In Payroll, select **Tools > Move > Employees**.
4. In the **Move Employees - Destination File Selection** window, select your archive data folder (such as Payroll Archive) if you do not use named files. If you use named files, select the master file you are moving employees from (**Source File Name**), then select the master file that you want to move employees to (**Destination File**). To create a new master file, type the file name for **Destination File**.
5. Click [**Open**].
6. If the Payroll master file does not exist, click [**OK**] to create the file. Otherwise, navigate to your archive data folder (for example Payroll Archive).
7. In the **Move Employees - Print Selection** window, select the **Move only terminated employees** check box to move only employees with a termination date. Employees with both a rehire date and a termination date only move if the termination date is later than the rehire date.

   Tip: You can review employees with a termination date by running a report, using an inquiry, or selecting **Setup > Employees > Misc Info**.
8. If desired, click [**Ranges**] or [**Conditions**] to narrow the employees to move. For example, you can click [**Conditions**] and create the following condition to employees who have not been paid since a certain date: **Last Check Date Less than 01/01/2019**

   Caution! If you do not enter a range, enter a condition, or select the **Move only terminated employees** check box, all employees will be moved.
9. Click [**Start**] to begin the process.
10. Review the journal to verify the employees moved successfully.

11 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

If you want to access terminated employee records in the archive data folder, such as to run reports or move an employee record back to your live data folder, use **File Tools** to copy the following files from your live data folder to your archive data:

- ts.ctl
- system.prs
- tax.prx

Note: Some reports require additional files such as the Master.glm and Master.cmm files. Use **File Tools** to copy these files into the archive folder.

Project Management archive procedures

In Project Management, you can move closed jobs to a history file.

Moving jobs

You can use the Move Jobs tool to move Project Management jobs from your live data folder to an archive folder, which also moves the associated job spec. sections, job contacts, attachments, custom fields, transmittals, correspondence log entries, drawing logs, meeting minutes, RFIs, submittals, field reports, custom logs, change requests, change orders, and commitment change order records.

Note: The PJ Master file that is created through the archive process is an archive file, so tasks functions are disabled. Jobs moved to an archive folder are available for reporting and inquiry only, but they are not available for processing. Before moving jobs to an archive folder, be sure that the jobs are no longer needed for processing. You can move Project Management jobs from the archive folder back to your live folder if needed.

To move jobs:

1 Make a backup of your Project Management files. See "Appendix A: Backup Procedures" on page 107 for more information.

2 Make sure that all custom logs are available for general use.

3 In Project Management, select **Setup > Custom Logs**.

4 If the "Update System Information" message displays, click [**Yes**].

5 In the **Custom Log Setup** window, click [**Close**].

6 In Project Management, select **Tools > Move Jobs**.

7 Follow the instructions in the wizard to move jobs. On each page, click [**Next**] to continue to the next page. The following pages are included:

Welcome: Introduction to Move Jobs.

Important Reminders: Verify that you completed steps 1, 2, and 3. Click [**Yes**] to confirm that you completed the steps.

Select Destination: Type or browse to the destination folder where you want the jobs to move. The destination can be an existing archive data folder or a new folder.

Destination Folder Information: Displays information about the destination folder that you selected on the previous page. If it is a new folder, type a description for the destination folder for **Destination Folder Description**, such as "Prior Year Archive." Later, the destination folder will be updated with information from the current folder. This description will help you distinguish the new folder from the current folder.

Select Jobs: Select the jobs that you want to include in the move by clicking **All**, by clicking **Closed**, or by selecting individual jobs using the check box in the first column.

Log: Select a location for the Move Jobs journal. You can send it to a PDF or text file or print the log.

Review: Review the summary of the jobs to be moved. If you selected more than 500 jobs (which is the maximum that we recommend), the system displays a message. To change your selection, click [**Back**]. If you want to send the job information to an Excel spreadsheet, select the jobs that you want to export and then click [**Export to Excel**]. Note that the path for the log file appears beneath the grid. Click [**Start**] to continue.

Important Post-Move Instructions: Displays a reminder that you should move the corresponding Job Cost jobs and compact your data files. Click [**Yes**] to continue.

Preparing to Move Jobs: Prepares the destination folder that you selected by updating information from the current folder. The wizard then begins to move the selected jobs.

Moving Data: Displays the move progress and the approximate time remaining. If you want to stop the move, click [**Cancel Move**]; any jobs that were not already moved will remain in the original folder.

Finished or **Cancel** (if you canceled the move): To view the jobs that were moved, click [**View Log**]. Click [**Finish**] to close the wizard.

8 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Property Management archive procedures

In Property Management, you can move open items that are completely paid, transaction records, and canceled or historical leases to a history file.

Moving paid items

Use Clear Paid Items to clear open items that are completely paid and move all the related entries from the current transaction file to a history transaction file. Miscellaneous Income, Accumulator Adjustment, Reference, Vacancy Loss, and Straight Line Rent entries are also moved. Enter a cutoff date to limit the entries that are affected. You should only clear paid items that are no longer accessed daily.

Review the following considerations before you clear paid items:

- Clear Paid Items can be very time intensive, especially if it has not been done on a regular basis.
- Items may not move if all related items do not fall before the cutoff date entered.

Caution! After the items are moved to history, you can no longer change them in Change Entries.

To move paid items:

1. Make a backup of your Property Management files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. Select **Tools > Clear Paid Items**.
3. Enter a **Cutoff date** to limit which paid items and transactions will be cleared.
4. Click [**Conditions**] to limit the move to one or more properties, leases, or tenants. Click [**OK**].
5. Click [**Start**] to begin the process.
6. Review the **Clear Paid Items** journal and print the Transactions by Lease report (**Reports > Reconciliation**) to verify that all transactions moved.

Moving entries

Move Entries allows you to move transaction records from one history file to another. Transactions are moved from Current to History through the Clear Paid Items process.

To move paid items:

1. Make a backup of your Property Management files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. Select **Tools > Move Entries**.
3. Enter the **Cutoff date** to limit which paid items and transactions will be moved.
4. Click [**Conditions**]; select transactions for one or more properties, leases, or tenants; and then click [**OK**].
5. Under **From**, verify the source **History.pmt** from which you want to move entries.
6. Under **To**, click [**...**] and select the location of the new or existing **History.pmt** file to which you want to move entries.
7. Click [**Start**].

8 Review the journal to verify that transactions moved as expected.

Archiving leases

Use Archive Leases to move canceled or historical leases and their related records to archive files within your live data folder.

Review the following considerations before archiving leases:

- Archived leases are available for reporting and inquiry; they are not available for any processing.
- You can only include leases with a status of Historical or Canceled.

  Note: Review the "Terminating a Lease" topic in the Property Management help for steps on how to mark a lease as Historical.

- All revisions for the leases must also have the status of Historical or Canceled.
- No transactions for the leases you plan to archive can exist in the current transactions file.
- Archiving more than 2000 leases at once may take considerable time. You will have the opportunity to specify which leases to archive during the archive session.

To prepare your data for archiving:

1 Use Clear Paid Items to move all related charges, payments, applied credits, refunds, etc., to the Property Management history transaction file. You cannot archive a lease that has transactions in the current file.

2 If you use chargebacks in Accounts Payable, stop processing in Accounts Payable as well as Property Management.

3 Make a backup of your Property Management files. See "Appendix A: Backup Procedures" on page 107 for more information.

To archive leases:

1 Select **Tools > Archive Leases** to open the Archive Leases wizard.

2 If this is the first time that leases are to be archived, you are prompted to create the new archive files. Click [**OK**] to the message "The PM Archive [Name] file was not found. The file will be created."

3 If you use custom fields, a message displays advising you to upgrade the PM Archive files.

4 The wizard moves you through the following pages. Click [**Next**] to move through each page of the wizard:

Welcome: Click [**Next**].

Important Reminder: Click the appropriate responses to the questions. Click [**Next**].

Lease Cutoff Date/Properties: This is the first of two criteria pages. In this page, you can enter cutoff dates and select properties to narrow down the number of leases you want to move.

Select Leases: In this window, you can select the exact leases you want to move based on the dates and properties criteria you established on the previous window. You can click [**Back**] to go back and change criteria if necessary.

Log: This page allows you to select a location for the log (Archive Leases journal). You can enter or browse for a path for the log or you can select to print the log. The log file defaults to a new file name, which you can overwrite with the name you want to use. The file type must be PDF or text (.txt extension) format.

Review: This page allows you to view the leases that will be moved. If you need to make any changes, you can click [**Back**] to move back through the wizard. If you have more leases selected to move than fit into the grid, you can scroll as necessary to view all of the information. Click [**Export to Excel**]to send the lease information to an Excel spreadsheet. You can export line by line or export the entire grid. The path for the log file appears below the grid. When you have reviewed the lease information and you are ready to begin the process, select [**Yes**] and then click [**Start**].

> **Note:** This page displays the number of leases that meet the criteria for leases you want to include in the archive. If the number of leases is more than 2000, it will take a long time for the process to complete. You can click [**Back**] to change the criteria if you want to reduce the number of leases in this archive session.

Moving: This page provides a status of the archive progress and the approximate time remaining. You can click [**Cancel Move**] to stop the process. If you cancel the move, a **Canceled** window appears and any leases that were not moved up to the point of canceling will remain in the current files. You can view the log to see which leases were moved.

Finished: This page appears when the archive is complete. If you canceled the archive process in the previous window, the title of this window will display as Canceled.

5 Once the Archive Wizard is complete, you can view the log file for a record of the archived leases.

6 Click [**Finish**] to close the wizard.

7 Compact your files. See "Compacting files using File Doctor" on page 113 for more information.

Purchasing and Inventory archive procedures

In Purchasing and Inventory, you can move purchase order, change orders, receipts, and invoices to a history file.

Moving purchase orders and change orders

There are two move options in Purchasing:

- Move POs & COs To History
- Move Receipts & Invoices To History

Data moves from your current data files to history files within the same purchasing and inventory data folder (POIVData). This data is separate from the accounting data for other applications.

> **Caution!** After data is moved to history it cannot be moved back. These records are no longer available for processing.

Use Move POs & COs To History to move purchase orders and change orders. Only orders and change orders that meet certain criteria will be moved. Purchasing uses the following rules when archiving:

- The order date is less than or equal to the cutoff date you select on the Move to History window.
- The status of the order is either **Completed** or **Voided**. This status is achieved if you receive the order and create and invoice, or if you use the Close Orders task. If you do not generate invoices in Purchasing or do not close the order, you cannot archive orders or change orders. Review the PO Order Status report for orders that meet these criteria (by selecting **Reports > Status > Order Status**).
- The order or change order has been sent to Job Cost. To see which orders were not sent to Job Cost, select **Tasks> Send Orders to Job Cost**, and then click [**Preview**] to see the purchase orders and change orders that have not been sent to Job Cost.
- The order has no uncommitted change orders.

To move purchase orders and change orders:

1. Make a backup of your Purchasing and Inventory data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. Select **Tools > Move Data > Move POs & COs To History**.
3. Enter a date for **Move Cutoff Date**. Orders prior to or equal to this date will move.
4. Select the **Trial Run** check box if you want to preview the orders that will be moved.
5. Click [**Start**]. If you did not select the **Trial Run** check box, the system displays a warning that this process will permanently remove orders and change orders to history; click [**Yes**] to continue.
6. The status bar indicates the progress of the move. When the process is complete, a message appears detailing the number of orders and change orders that have been moved. Click [**OK**] to continue.
7. Click [**View Log**] to view the text file. To print to file, select the check box and select the desired file format.
8. Click [**Close**] to close the window.

Moving receipts and invoices

The Move Receipts & Invoices to History command allows you to move receipts and invoices from your current data files to history files. This allows you to store historical receipts and invoices separately from current receipts and invoices. Only receipts and invoices that meet certain criteria are moved. Purchasing uses the following rules when archiving:

For receipts:

- The receipt date is less than or equal to the cutoff date you select on the Move to History window
- The status of the receipt is Posted.
- The receipt has been posted as an invoice or confirmed.

For invoices:

- The invoice date is less than or equal to the cutoff date you select on the Move to History window.
- The status of the invoice is Posted.
- The invoice has been posted to Accounts Payable.
- The posting sequence on the invoice is less than the last posting sequence.
- The receipt associated with the invoice has a status of Complete.

Note: You can preview the data that will be moved before you actually move it. Select the Trial Run check box and click [**Start**]. You can then preview or print the report from this trial run to verify that the correct data is being moved.

To move receipts and invoices:

1. Make a backup of your Purchasing and Inventory data files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. Select **Tools > Move Data > Move Receipts & Invoices To History**.
3. Select a cut-off date from the drop-down calendar or enter the date to limit the invoice and receipts that are moved.
4. Click [**Start**]. The status bar indicates the progress of the move. When the process is complete, a message appears detailing the number of receipts and invoices that have been moved. Click [**OK**] to continue.
5. Click [**View Log**] to view the log text file. To print to file, select the check box and specify the desired file format.
6. Click [**Close**] to close the window.
7. Select **Tools > Upgrade Files** to compact the files.

Note: To print reports for data that has been moved, select **Reports > History**. To view data on an inquiry, go to **Inquiry > Archived Orders**. To modify or create custom reports on historical data use the data tables with **Hist** or **Hst** in the table name for example **Histpod.dat** contains the historical PO detail, **Hstrecd.dat** contains the historical receipts detail. Refer to the Purchasing & Inventory Data Dictionary for more information.

Service Management archive procedures

In Service Management, you can move work orders to a history file.

Moving work orders

Use the Archive Wizard to select work orders to move from current to history or from history back to current. The work order and related records are moved from the SMData folder DAT files to the History data folder DAT files within the SMData folder.

Information about the work orders that have been moved and rejected is saved to a log file after the move process finishes. Any work order that is rejected will be listed in the errors section. Each rejection will include the Work Order ID and an explanation of the rejection. If the work order is rejected due to an associated record, the reason for the associated record's rejection is included. The explanation can be quite lengthy, if there is a long "chain" of associated records to get to the rejection.

To move work orders:

1. Make a backup of your Service Management files. See "Appendix A: Backup Procedures" on page 107 for more information.
2. Select **Tools > Archive Wizard**.
3. Follow the instructions in the wizard to move work orders. On each page, click [**Next**] to continue to the next page. The pages include the following:

   Welcome page: Introduction to move work orders.

   Warning page: Do not move work orders when other users are in Service Management.

   Archive or Unarchive page: Select to move work orders from Current to History or from History to Current.

   Set Criteria page: Select the status of the work orders you want to move, the date range or a range of work order numbers.

   > **Note:** If you do not enter any criteria all work orders can be moved to history.

   Review page: Shows you the number of work orders that meet the criteria that you have entered. Listed at the bottom of the window is where the log will be stored when the move is complete. Click [**Start**] to begin moving the selected data.

   Moving page: Indicates the progress of the move process and an estimated time remaining.

   Finish page: If there are rejections, you will see a message that says "You moved some work orders, but some could not be moved". View the log file for details on what work orders were moved and the reason for the rejections. The path where the log is stored is listed here. Click [**Finish**] to close the wizard.

Viewing archived work orders

Use the following reports to view archived work orders:

- Work Order Status
- Work Order Profitability by Location,
- Labor Analysis by Call Type
- Labor Analysis by Problem
- Labor Detail