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INTRODUCING SAGE 300 2016

In November, Sage 300 2016 was released and is now available for download. Here's a look at a few of the most significant changes and new features introduced with this latest version.

New Web Screens

The marquee feature in Sage 300 2016 is the introduction of a brand new web interface for Common Services, Bank, Tax, General Ledger, Accounts Payable, and Accounts Receivable. These new HTML-based screens are compatible with all the main web browsers (i.e. Internet Explorer, Chrome, etc) and you can access them from a wider variety of devices.

Perhaps best of all, you can leverage these new modern web screens without being forced to move to the cloud. The operations modules like Inventory Control, Order Entry, and Purchase Order, will follow sometime in early 2016 as part of a product update.

Time-Saving Enhancements

A few enhancements have been added in Sage 300 2016 that will save you valuable time when it comes to posting, reporting, and reconciliation. For example, you can now post invoices, receipts, adjustments, and refunds directly from the entry screens for General Ledger, Accounts Payable, Accounts Receivable, and Bank Reconciliation. You no longer have to run an entire batch to post an individual invoice or receipt.

If you design reports using Sage Intelligence Reporting, you'll save time with enhancements in Sage 300 2016 that will:

- Automatically detect missing accounts from reports.
- Exclude zero value rows from reports to make them easier to read.
- Set up dynamic ranges that detect any changes to the General Ledger and automatically include these changes at run time to ensure your reports are consistently up to date.

Other Notable Changes

Updated Integrations - Sage 300 2016 is integrated with the latest versions of Sage CRM (7.3), Sage Payroll (7.2), and Sage Intelligence (7.6).

Microsoft Updates - Sage added support for Windows 10, Office 2016, and SQL Server 2016.

Affordable Care Act (ACA) Updates - for companies required to comply with the new Affordable Care Act legislation in the U.S., Sage 300 2016 combined with Sage Payroll 7.2 offers updates that minimize the effort to track and report the data required.



[Contact us](#) for information about upgrading to Sage 300 2016 or to register for one of the upcoming "What's New" webcasts that are scheduled for December and January.

CLOSING PROCEDURES CHECKLISTS

Year end processing in Sage 300 (formerly “Accpac”) is designed to be fairly straight-forward. But understanding how to coordinate the process within each of the modules and in the proper sequence is important. It also requires a bit of judgment based on your specific system configuration and business processes. This article provides a checklist for **general** period end and year end closing processes.

Period End Processing

Before you can begin **year end** processing, you’ll need to run through your **period end** processes first. So here’s a checklist of typical period end procedures. Make sure you’ve finished the typical **daily** procedures in all ledgers, then proceed with these period end processes:

Order Entry

- Print Order Action and Aged Orders reports
- Print Sales History and Sales Statistics reports
- Clear transactions and printed posting journals that you no longer need

Purchase Orders

- Print Purchase Order Action, Aged Purchase Orders, and Shippable Backorders reports.
- Print Purchase History and Purchase Statistics reports.
- Print audit lists
- Clear transactions and printed posting journals that you no longer need

Inventory Control

- Print stock control reports
- Print price and sales analysis reports
- Clear printed posting journals, serial numbers, item labels, and transactions that you do not need

Project & Job Costing

- Run Update Payroll
- Create billings
- Recognize revenue
- Print audit and analytical reports
- Clear posted documents and posting errors

U.S. / Canadian Payroll

- Run Update Payroll in Project and Job Costing, if you use that program.
- Transfer employee timecards to Payroll employee timecards.
- Calculate payroll, and print and verify the pre-check register.
- Process payroll checks, or direct deposits.
- For Canadian Payroll, print and file government reports, such as records of employment.
- Print transaction listings and other reports you require.
- Delete inactive records that you no longer need.
- For US Payroll, print reports required by federal and state law (941, W-2, and Quarterly Wage reports).

Year End Processing

Once you’ve completed all period end processing tasks, you’re ready to begin closing out the year as follows:

Order Entry

- Clear transaction history that you do not need
- Clear statistics and sales history that you don’t need

Purchase Orders

- Clear transaction history that you do not need
- Clear statistics and purchase history that you do not need

(Continued on Next Page ...)

Year End Tips and Resources

Project and Job Costing

- Clear transactions for closed contracts and closed contracts that you do not need to keep

Inventory Control

- Do an inventory count
- Post a reconciliation worksheet to adjust for any variances found in the inventory count
- Clear statistics, expired contract prices, and transaction history that you do not need for drilldown

U.S./Canadian Payroll

- In addition, for calendar year end, print reports required by statute

Accounts Receivable

- Clear sales tax tracking information that you no longer need
- Clear history and statistics that you no longer need
- Run Year End to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and Days To Pay counter
- Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year

Accounts Payable

- Clear purchase tax tracking information that you no longer need
- Clear history and statistics that you no longer need.
- Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and Days To Pay counter
- Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year

General Ledger

- Run Create New Year to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year
- Print and clear the Batch Status report and the posting journal generated when you created the new year
- Using Period End Maintenance, delete prior-year fiscal sets, and reset batch numbers

SAGE 300 TAX UPDATES

How to Install and Activate Tax Updates

Payroll Tax Updates are an important part of year end processing. Here are the steps to download and install:

To Download Tax Updates:

1. Login to the [Sage Customer Portal](#) and visit **Sage 300 Downloads** to access the latest updates.
2. Choose **Get the Update** on the appropriate link.
3. Click **download** in the upper right of the page, then click **run** to start the process.

To Install Tax Updates:

1. Run the executable file that you just downloaded
2. Confirm or change the location that the files will be saved to (default is c:\AI_Temp), click **next**, and follow the onscreen prompts.
3. Accept the license agreement and click **next**.
4. Select or change the location where the files will be set up, select the features you wish to install, select or enter a new program folder, and click **next**.
5. Verify components to be installed and file locations. If you need to make changes, click **back**. If details are correct, click **next**.
6. Click **finish** to complete installation.

Note: This applies to both U.S. and Canadian payroll in Sage 300 (Accpac) version 5.6 and later.

You must have a user name and password along with a current Business Care support plan to access and download tax updates from the Sage Customer Portal.

Watch It! [How to Update Tax Tables](#)



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TIPS FOR A SUCCESSFUL YEAR END

- 1. Back Up Your Data** - before you begin any year end process, be sure to execute a complete back up of your database. You should also **test the back up** to ensure it was successful and the data is readable. The only way to “reverse” year end processing is to restore your data from a backup. So do it now! **NOTE:** Refer to Page 5 to see a video tutorial that walks you step-by-step through the backup process.
- 2. Check Your Version Number** - closing procedures can vary depending on the version of Sage 300 (or “Accpac”) you’re currently running. Check your version number and service pack before starting year end.
- 3. Create a New Fiscal Calendar** - Sage 300 allows you to begin entering transactions for the new year without closing out the current year. Simply create a new fiscal calendar in [Common Services > Fiscal Calendar](#) and then [General Ledger > G/L Periodic Processing > Create New Year](#) before entering transactions for 2016.
- 4. General Ledger Closing** - While it’s a good idea to close modules and purge historical data in a timely fashion, your General Ledger can remain open as long as you need while awaiting final processing (or audit adjustments) in other modules.
- 5. Check Data Retention Settings** - Sage 300 retains historical data based on the version you’re running and the settings you’ve configured in each module. So it’s a good idea to review your module and system settings to avoid the loss/purge of important data during year end close. In particular, check GL Options to see how many years of history your system is set up to retain.
- 6. Remember, We’re Here to Help** - As you begin year end closing procedures and prepare to start fresh in 2016, be sure to contact us if you need assistance during this important time of year. As your software and technology partner, we’re here to help!

LOCKING FISCAL PERIODS IN SAGE 300

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

This added capability in Version 6.0 and higher makes it easier to lock down modules in the proper sequence and prevent unexpected errors.

Preparing to Lock Fiscal Periods

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



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

Locking Fiscal Periods

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

1. Lock operations modules (OE, Inventory, etc.) **before** financial modules (GL, AP, AR, etc.).
2. When locking Bank Services, also lock modules that integrate directly with it including AR, AP, & Payroll.
3. Create and post all outstanding GL batches for a fiscal period before you lock it for GL.



Watch the [Locking Fiscal Periods video](#) on YouTube for step-by-step instructions.

OTHER USEFUL TIPS & RESOURCES

Here's a collection of tips, downloads, and video tutorials that we think will help you with a smooth year end closing process and to get you ready for a fresh start in 2016.

Overview of Year End Procedures

For some, just the thought of year end closing can evoke anxiety. But if you [watch this video](#), you'll learn about general month-end and year end procedures that will have you well on your way to a stress-free year end closing process in Sage 300.



Creating a Sage 300 Database Backup

The most important thing you can do before starting ANY period or year end process is to backup your data. [Watch this video](#) and learn how to backup Sage 300 (Accpac) using the Database Dump Utility.



Download & Review Year End Checklists

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

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

Sage 300 Payroll

For companies running the payroll module, here are some helpful instructional videos to help prepare for year end:

- [How to Process a Bonus in Payroll](#)
- [How to Print Quarterly Tax & Wage Reports](#)
- [How to Print W-2 Forms \(U.S.\)](#)
- [How to Print T4 Forms \(Canada\)](#)

Sage 300 Year End Center

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

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

Take advantage of this free and valuable resource!

[Visit Year End Center!](#)

Introducing Sage 300c

In addition to enhancements added to Sage 300 2016, Sage simultaneously launched a new “deluxe” version of the software called **Sage 300c**. Here’s a quick look at this new web-based mobile version of Sage 300.



What is Sage 300c?

While the existing “traditional” versions of Sage 300 remain available, you can think of Sage 300c as a new “Premium” version. The primary difference is that Sage 300c features totally modernized and highly-customizable web screens.

Same Features, More Mobility

With Sage 300c, you get all the core functionality of the “traditional” Sage 300 product along with enhancements added with the 2016 release. But the web screens deliver a more customizable experience and more choices to access and use Sage 300 from a laptop, desktop, or tablet.

In fact, the new Sage 300c web screens can run side-by-side with the Sage 300 traditional Windows screens so there’s no disruption to your typical workflow.

Want More Info?



[Contact us](#) for a copy of the new **Sage 300c Brochure** or to request pricing information.

SAGE 300 PAYROLL NOTICE

Upgrade to Payroll 7.2 by December 31st

With the release of Sage 300 2016, Sage also updated Payroll to Version 7.2. Effective January 2016, support for any previous Payroll versions (other than 7.2) will be discontinued and tax updates for these versions will no longer be released.

Customers using **Payroll 6.0** will need to **upgrade your entire system and modules** to a version compatible with Payroll 7.2. If you’re using **Payroll 7.0** or **Payroll 7.1** you’ll need to **upgrade just your Payroll module**.

This applies to both U.S. and Canadian payroll customers.

[Payroll 7.2 FAQs](#)

We’re Here To Help!

[Contact us](#) with questions or if you need help upgrading.

PRODUCT RETIREMENT NOTICE

SAGE 300 (ACCPAC) VERSION 6.0

With the release of Sage 300 2016, and in accordance with their official support policy, Sage no longer supports Sage 300 (Accpac) Version 6.0.

If you’re still running version 6.0, it’s recommended that you upgrade to one of the currently-supported versions including Sage 300 2012, Sage 300 2014, and the newly-released Sage 300 2016 or 300c.



[Contact us](#) if you have questions about support policy or need help with an upgrade.

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