



Year-End Planning for Sage 500

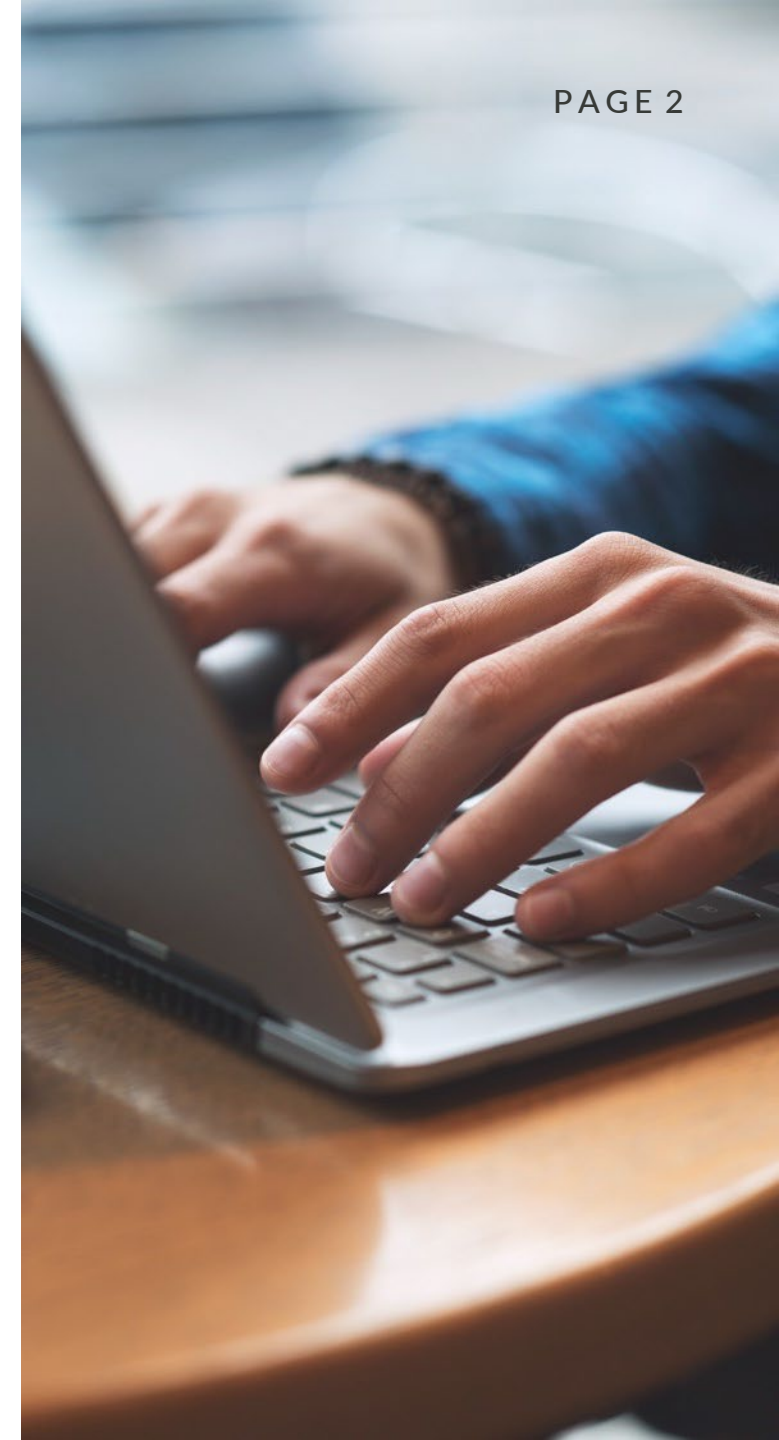
To Join the Audio: 1-408-638-0968
Passcode: 716 189 706

Darlene Hetman ,Chuck Zuleger,
Becky Keene & Russ Griffith
Solution Architects



Agenda

1. 1099 Filing – Process and Deadlines
2. Avalara Required Security Update
3. Preparing for 2023 and Closing 2022
4. FAS Updates
5. General Health Checks and Updates
6. RKL Web Tools and On-line Blogs



1099 Filing

1099 Changes for 2022

- Changes for 2022 for form 1099-MISC
 - One box added and several moved on the form
 - Payers indicate the tax year on the form
 - Box 13 changes from Excess Golden Parachute to FATCA Filing Requirement checkbox
 - Box 14 changes from Nonqualified Deferred Comp to Excess Golden Parachute
 - Box 15 goes from State Tax Withheld to Nonqualified Deferred Comp
 - Box 16 goes from Payer's State to State Tax Withheld
 - Box 17 goes from State Income to Payer's State
 - Box 18 is added for State income



2022 Form 1099-MISC

9595 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 20	<p>Miscellaneous Information</p> <p>Copy A For Internal Revenue Service Center</p> <p>File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.</p>
		2 Royalties \$		
		3 Other income \$	4 Federal income tax withheld \$	
PAYER'S TIN	RECIPIENT'S TIN	5 Fishing boat proceeds \$	6 Medical and health care payments \$	
RECIPIENT'S name		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$	
Street address (including apt. no.)		9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$	
City or town, state or province, country, and ZIP or foreign postal code		11 Fish purchased for resale \$	12 Section 409A deferrals \$	
		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments \$	
		15 Nonqualified deferred compensation \$		
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	16 State tax withheld \$	17 State/Payer's state no. \$	



Supported versions: v2018 or later

- Sage will provide 1099 updates for v2018 even though support ended with the release of v2023 in October.
- Going forward, v2018, will no longer get any 1099 updates.
 - If Sage releases a v2024 next fall, v2019 may be excluded from updates next year
- Earlier versions – Sage 2017 or earlier are unsupported
 - RKL developed updates for some customers
 - Cannot print and e-file directly from Sage
 - Expect to use an on-line service
 - Plan to pull the information out of Sage into Excel
 - Once in Excel, you can update Form/Box information
 - Then upload data to one of the on-line services



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Deadlines

Form	IRS Due Date		Recipient Due Date
1099-INT	Tuesday, February 28, 2023	*	Tuesday, January 31, 2023
1099-MISC	Tuesday, February 28, 2023	*	Tuesday, January 31, 2023
1099-DIV	Tuesday, February 28, 2023	*	Tuesday, January 31, 2023
1099-NEC	Tuesday, January 31, 2023		Tuesday, January 31, 2023
* The due date is March 31 if filed electronically.			

- IRS Deadline for Other 1099 forms – See link:
 - https://www.irs.gov/instructions/i1099gi#en_US_2023_publink1000287056
- Penalties per form - \$50 within 30 days, \$110 31 days through 8-1-23
- Extension forms – IRS Form 8809 Application for Extension...Information Returns
 - https://www.irs.gov/instructions/i1099gi#en_US_2022_publink1000286921
- Electronic filing via IRS FIRE (Filing Information Returns Electronically)
 - Required if 250+ returns of any one form (NEC, Misc, Int, or Div)
 - Use Aatrix, Intuit/QuickBooks, or another service



Reviewing Vendor Payments

Processing 1099s in Sage 500

- Accounts Payable, Activities, Edit 1099 Data
 - Edit voucher 1099 data (changed the vendor's 1099 status mid-year)
 - 1099 Beginning Balances (1099 payments were made outside of Sage 500)
- Standard Reports and Explorers are a good start, but:
 - Explore Vendors is missing Last Payment Date and useful 1099 type
 - Explore Vendor Payments does not have any 1099 data
- Email Support@RKLeSolutions.com for custom 1099 Explorers offered
 - Three-year Vendor Payment History
 - Vendors w/Missing 1099 Payments
 - Vendor List w/1099 Type & Last Payment Date



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Vendor Credit Card Payments

- If 1099 processing has all become too cumbersome for you, Pay 1099 vendors by credit card
 - CC Payments are not reported by the Payer (you)
 - CC issuer reports on Form 1099-K *Payment Card and Third Party Network Transactions*
- Sage 500 v2019 – new pay vendor by credit card
 - Or talk to RKL Support about documentation of ways to have a credit card “payment type” attached to a “Bank Account”



On-line Services

- Track 1099 (by Avalara)
 - <https://www.track1099.com/>
- E-file My Forms
 - <https://www.efilemyforms.com/>
- 1099 On-Line.com
 - <https://www.1099online.com/>
- eFile for Biz
 - <https://www.efile4biz.com/>
- H & R Block
 - <https://www.hrblock.com/tax-center/irs/forms/form-1099/>
- Aatrix
 - <https://www.aatrix.com/efile/1099/>



Resources List

- IRS 2022 Instructions for Forms 1099-MISC and 1099-NEC
 - <https://www.irs.gov/pub/irs-pdf/i1099mec.pdf>
- Sage 500 – Aatrix 1099 Joint Page
 - <https://partner.aatrix.com/sage500>
- IRS –General 1099 NEC information
 - <https://www.irs.gov/forms-pubs/about-form-1099-nec>
- IRS – Order forms on-line
 - <https://www.irs.gov/businesses/online-ordering-for-information-returns-and-employer-returns>
- IRS – Electronic Filing – 162 page PDF
 - <https://www.irs.gov/pub/irs-pdf/p1220.pdf>



Avalara Required Security Update

Avalara Required Security Update

- Avalara announced in early 2022 that they would be deprecating support of the Transport Layer Security (“TLS”) version 1.0 and 1.1
 - TLS 1.2 is required
 - Required updates must be applied by February 16, 2023
- Avalara provided updates to for supported versions of Sage 500 ERP
 - These are versions 2018 (aka 7.9), 2019 (8.0) and 2021 (8.1)
 - Note: Avalara has not yet released their installer for version 2023
- For further details you can review our blog on this topic
 - <https://www.rklesolutions.com/blog/avatax-for-sage-500-erp-required-update-to-support-tls-1.2>
- Any other connections to Avalara outside of Sage 500 ERP must also be reviewed
 - eCommerce, Point of Sale or other software solutions that use Avalara to calculate tax

The Sage logo is displayed in a vibrant green color, featuring the word "Sage" in a clean, sans-serif font.

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Preparing for 2023 and Closing 2022

Quick Checklist of Steps

<u>Module and Task</u>	<u>Use</u>	<u>Save to</u>	<u>Done</u>
IM-Post IM Batches	Check everything posted		
IM-Inventory Cost Report	Save report		
IM-Process Period End	Close module		
PO-Post PO Batches	Check everything posted		
PO-Purchases Clearing	Save report		
AP-Post AP Batches	Check everything posted		
AP-Process Period End	Close module		
<i>*Note: Closing AP will close PO</i>			
SO-Post SO Trans.	Check everything posted		
AR-Post AR Batches	Check everything posted		
GL-Set Up Fiscal Calendar	Open new period		
AR-Process Period End	Close module		
CM-Post CM Batches	Check everything posted (Reconciliation batches will stay open)		
CM-Process Period End	Close module		
GL-Post GL Batches	Check everything posted		
GL-Process Period End	Close module		



Batch Types & Reports

- **Inventory Management**

- IMIT – Inventory Transaction
- IMPC – Physical Count
- IMCU – Cost Tier Adjustment
- IMTA – Adjust Transfer Discrepancies
- IMKT – Process Kit Assemblies

- **Accounts Payable**

- APCC – Credit Card Transfer
- APMC – Manual Checks
- APPA – Payment Applications
- APSC – System Checks (Process Invoices for Payment)
- APST – AP-AR Invoice Settlement
- APVO – Vouchers

- **Accounts Receivable**

- ARIN – Invoices
- ARCR – Cash Receipts
- ARPA – Apply Payments and Memos

- **Sales Orders**

- SH – Shipments
- TR – Transfers
- RT – Returns

- **Cash Management**

- CMCM – Bank Transactions
- CMDE – Bank deposits
- CMRE – Bank Reconciliations

- **General Ledger**

- GLAJ – Allocations
- GLGJ – General Journals

- **Reports**

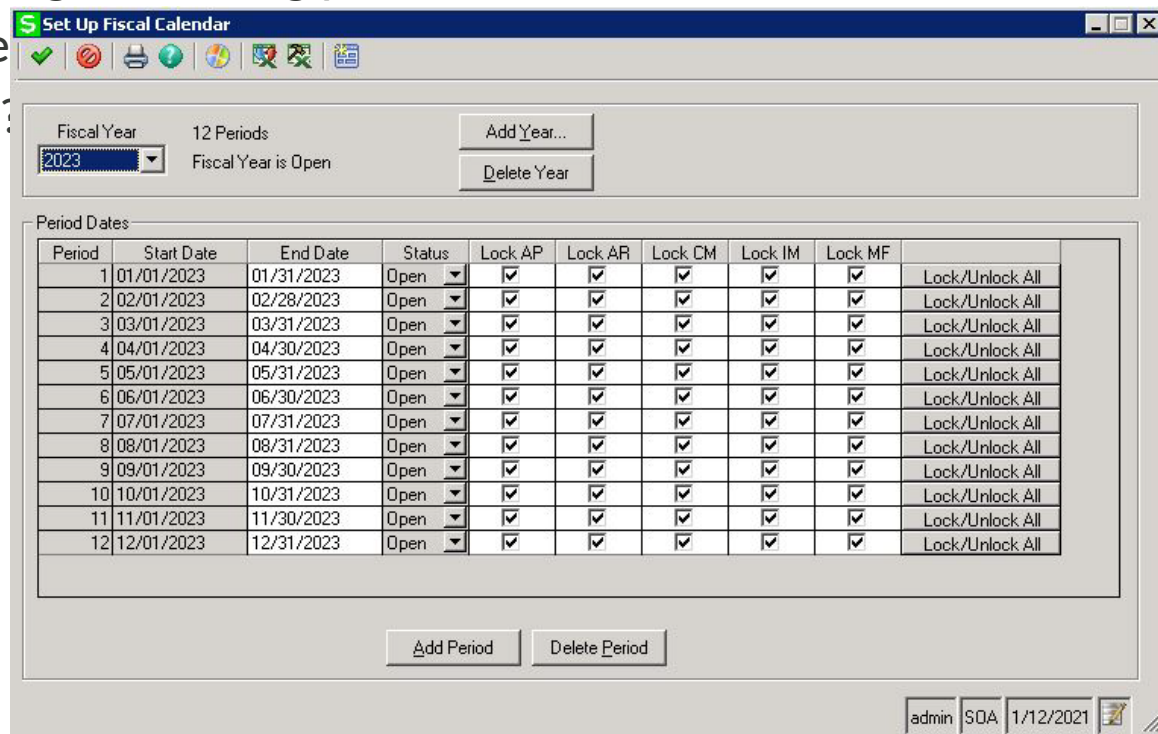
- Inventory Closing Report
- Purchases Clearing Report

The Sage logo is displayed in a vibrant green color, featuring a stylized font where the 'S' and 'a' are connected.

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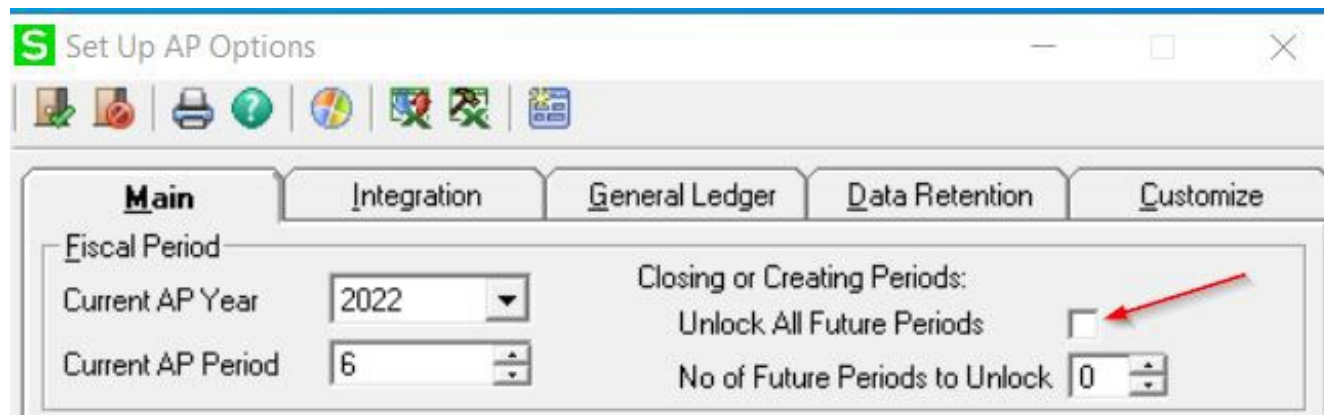
GL Fiscal Calendars

- General Ledger > Maintenance > GL Setup > Set Up Fiscal Calendar
 - Check module options “closing or creating periods”
 - Check if 2023 is already the
 - How soon do you need this?



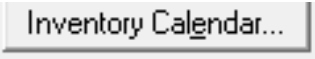
Module Periods, Locked?

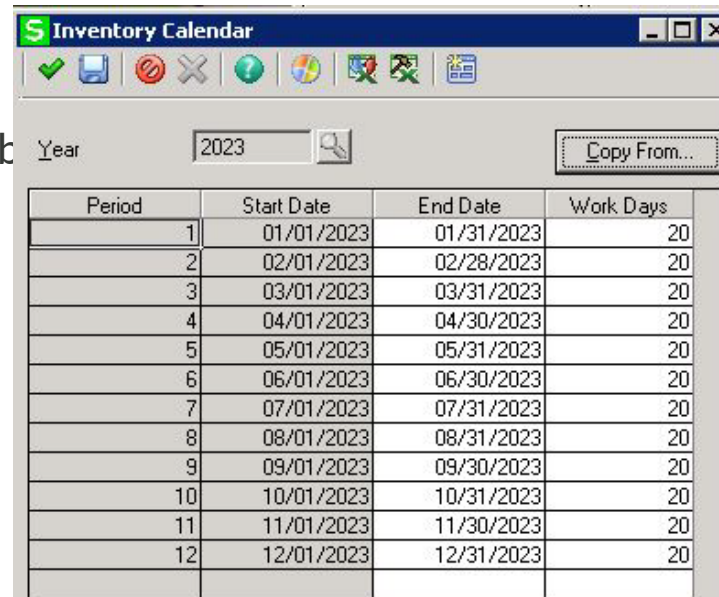
- Do you want future periods to be locked until you choose to open them?
 - Defaulting either direction can be irritating if that's not the way you want it
 - Control is in each "Set Up Options" screen
 - Locks on PO: Receipt of Goods – from Inventory and Receipt of Invoice – from AP



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Inventory Calendars

- Inventory Management > Maintenance
 - > IM Setup > Setup IM Options > Miscellaneous 
- It's not going to change existing numbers, but it still goes through unnecessary steps
 - Run after hours
 - If it's slow, kill it. Call RKL - we'll do it in the tab



The screenshot shows the 'Inventory Calendar' window in Sage 500. The window title is 'Inventory Calendar'. Below the title bar, there is a toolbar with various icons. The main area contains a 'Year' field set to '2023' and a 'Copy From...' button. Below this is a table with the following data:

Period	Start Date	End Date	Work Days
1	01/01/2023	01/31/2023	20
2	02/01/2023	02/28/2023	20
3	03/01/2023	03/31/2023	20
4	04/01/2023	04/30/2023	20
5	05/01/2023	05/31/2023	20
6	06/01/2023	06/30/2023	20
7	07/01/2023	07/31/2023	20
8	08/01/2023	08/31/2023	20
9	09/01/2023	09/30/2023	20
10	10/01/2023	10/31/2023	20
11	11/01/2023	11/30/2023	20
12	12/01/2023	12/31/2023	20

Sage Fixed Assets (FAS)

Sage Fixed Assets (FAS)

- Plan on upgrading when new versions come out
 - If you are using tax books – any changes to IRS Depreciation rules are included
 - **Alert that you should be on at least version 2021.1 if you use the tax books.
First-year bonus depreciation (168K Allowance) will be dropping from 100% to 80% on 1/1/2023, and another 20% each year after that.
 - Even if you aren't using the tax books, upgrades are usually straight-forward, and any updates are one level at a time.
- FAS v2023.0 has been released
 - Since the tax changes haven't been so great the last few years, Sage has worked on improvements to the usability and performance.



General Health Checks and Updates

Physical Inventory

- Do you have a plan?
 - Who, when? Do you need weekend coverage?
- Count documents
 - Count Cards (One per item/Bin) or Count Sheets
 - Excel – DataPorter
- Entering Counts
 - Show Counted, Uncounted, or Both and the Apply button
 - Set Uncounted to Zero
 - Timing Freeze – Count – Other Posting
 - Excel – DataPorter



Physical Inventory (cont'd)

- Reports
 - Missing Count Cards
 - Reconciliation Report
 - Discrepancy Report

- Explorers
 - Pending Physical Counts
 - At the bin/lot/serial level
 - * Let RKL know if you need a summarized \$ variance by item version*



Disaster Recovery Plan

- Basics of a Disaster Recovery Plan (DRP)
 - Update Emergency Contacts
 - Update Recovery Tasks Checklist including who does each step
 - RKL's Infrastructure Team can work with you to design a DRP that's right for you
- SQL Considerations
 - Test (!) your backup/recovery procedures
 - Offsite Backup Media
 - SQL & Sage Install media and product keys
 - Copy of SQL and Sage Media
 - Credit Card Passwords and encryption keys

! It's real – Ransomware is rampant !

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Pruning (Hiding)

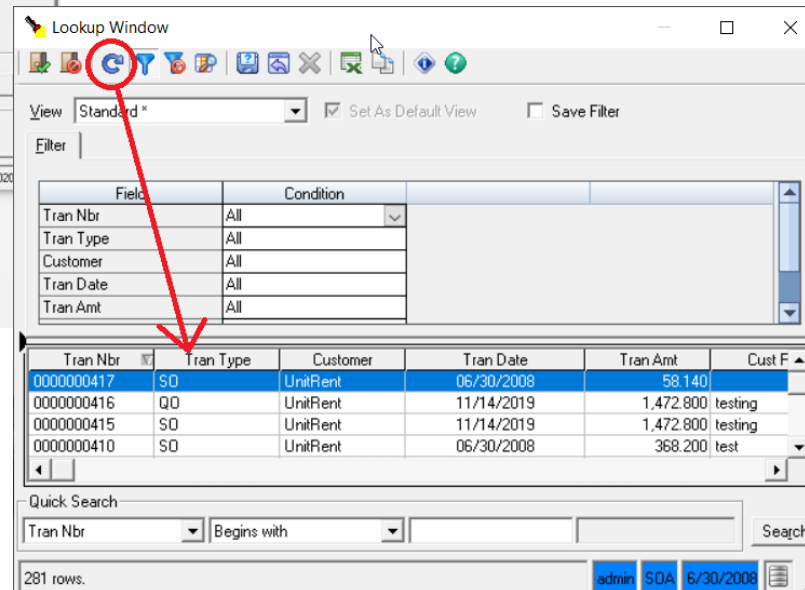
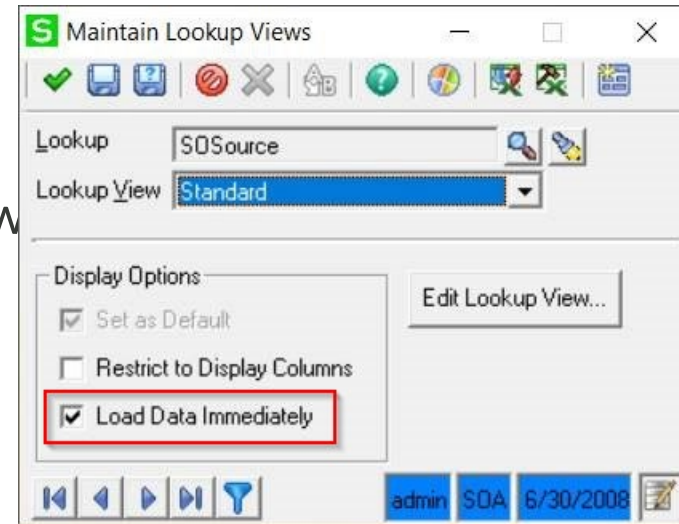
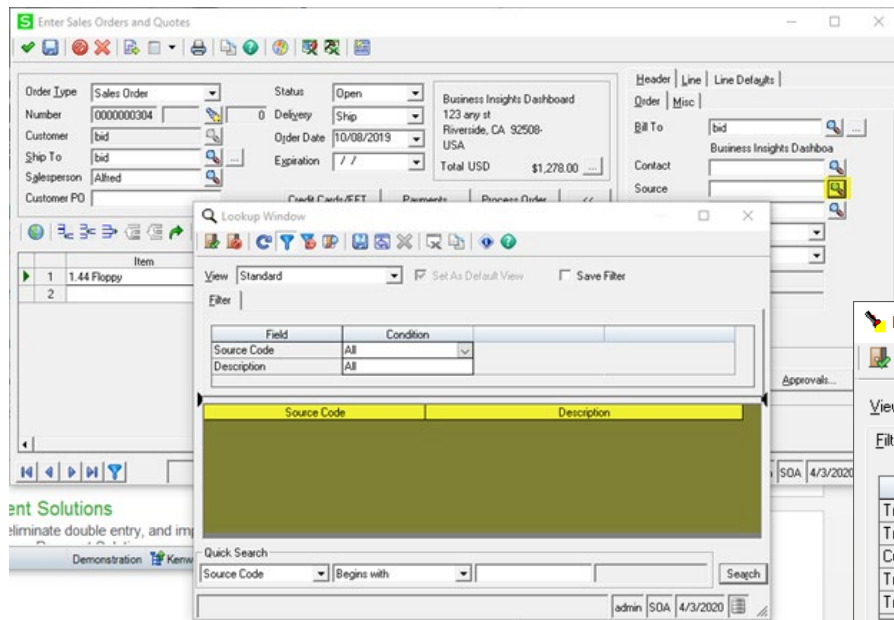
How can I safely reduce what data users have to dig through?

- Inactivate GL accounts
- Inactivate Customers
- Inactivate Vendors (check the Vendor Performance Report)
- Inactivate Items
- Explorers cans assistance for last used
- DataPorter for updates
- Training users on filters



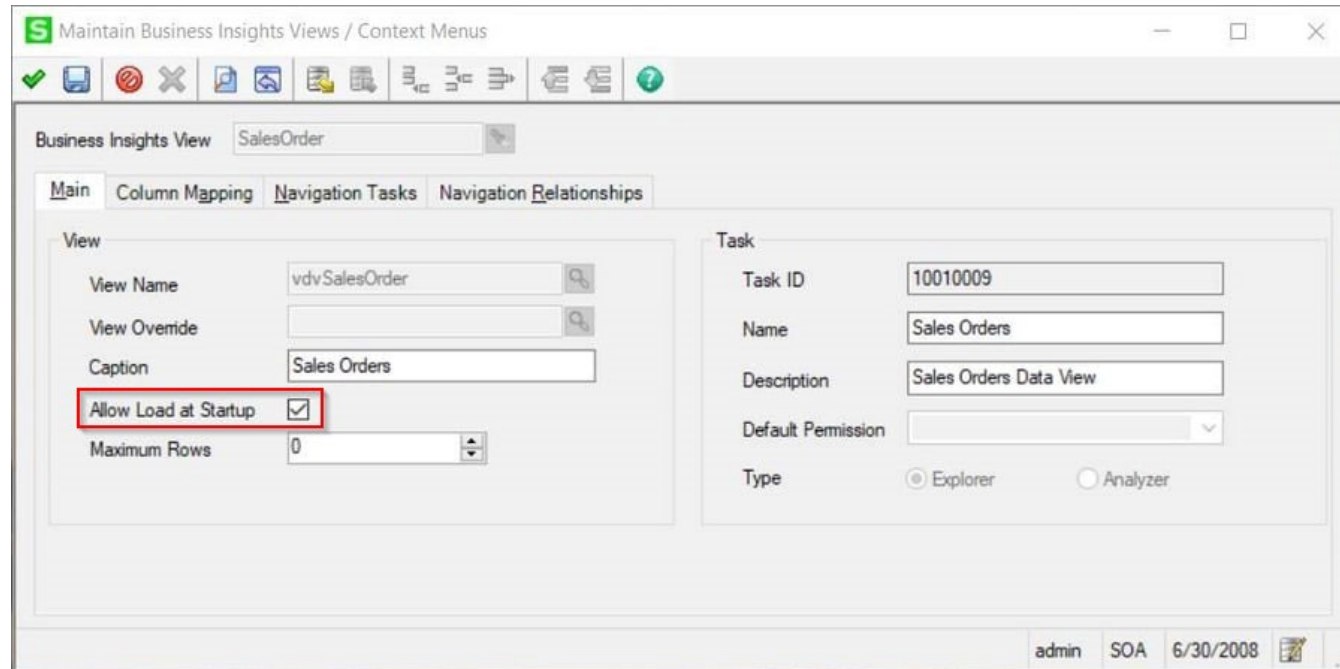
Pruning (Hiding)

Turn off "Load Data Immediately" for Lookup View



Pruning (Hiding)

Turn off “Allow Load at Startup” for Business Insights Views/Context Menus



Pruning (Hiding)

- System Administrator Update All BIE Views and Lookup Views

To update ALL Lookup Views and BIEs for Sage 500 ERP you can have your Systems Administrator update values in the Data View and Lookup View settings tables. You can contact RKL eSolutions Support if you or your System Administrator need assistance with completing this task.

```
-- Update Auto Loading for BIE Views and Lookup Views upon Initial Load
-- Note that the settings are different:
--   On the BIE Views the StartupMode of '0' will disable the auto load of data
--   On Lookup Views the StartupMode of '1' will disable the auto load of data

-- Set Default BIE View data loading to 'No' at start (0 = delay / 1 = Immediate)
UPDATE tsmDataViewSetting SET StartupMode = '0' WHERE StartupMode = '1'

-- Set Default Lookup View data loading to 'No' at start (1 = Delay / 0 = Immediate)
UPDATE tsmLookupView SET StartupMode = '1' WHERE StartupMode = '0'
```

The Sage logo is displayed in a large, green, sans-serif font.

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Pruning (Purging)

How can I safely reduce the 'footprint' of my database?

- Some things are safe to purge within 500 (Older Than **12-18 Months**)
 - Purchase Order – POs, Receivers>Returns, Requisitions
 - Sales Order – SOs, Quotes, Shipments>Returns/RMAs, especially Pick Lists!
 - Manufacturing – Completed Work Orders
 - System Manager – Activity Log (Period End, Module Purge, Security Changes, Suspense Postings, etc.)
- Contact us for suggestions on:
 - Deleting Inactive Users in both **Maintain Users** and SQL
 - Deleting Demo or Inactive companies, changing color or removing from drop-downs
 - Pruning specific SQL tables (*tcidBActivityLog, tsoPickList, tciMaintAuditLog, WRK tables*)



Menus and Security Groups

Menu Upgrade Utility

- Add missing tasks to your 500 menus
- Fairly well hidden under the 500 Client folder's **Managed Applications** sub-directory

C:\Program Files (x86)\Sage Software\Sage MAS 500 Client\Managed Applications\Accounting.Framework.MenuUpgradeUtility.Exe

Review current 500 users' roles and responsibilities

- Display versus normal access
- Multiple groups vs single default groups
- Available views for security reviews (talk to RKL Support)



Performance Review/Tuning

RKL Performance Review Service

SQL Server System Configuration and Review

- This will include new virtual server(s) configuration suggestions including the following:
 - Storage Design: SQL binaries, data files, log files, tempdb
 - CPU
 - Memory
 - Network
 - VMware settings
 - Backup
 - Performance Monitoring tools
- SQL Server Baseline Information & Analysis
- Possibly some additional scripts should we have any suggested Index creation or Index drops

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RKL Web Tools & Online Blogs

Resources

- www.RKLeSolutions.com
 - Blogs
 - Functional and Technical
 - <https://www.rklesolutions.com/blog/sage-500-disable-auto-load>
 - Past Webinars and Recordings
 - Contact numbers
- Reach out directly to our support team for (non-project related) fast support
 - Better than direct emails in most instances
 - Support@RKLeSolutions.com
- Sage Support/Sage KB* / Sage City
 - Supported versions (current, minus 3)
 - Must be on plan for Sage Support and Sage Knowledge Base*



Sage 500

Year-end Deals & Reminders

#FloQast

At a time like this, FloQast can be used as a powerful tool to help add visibility into the team's workload, allowing the team to do more with less. Benefits include:

- Integrates to Sage and Excel to bridge the gap between the GL + checklists/workbooks
- Quick implementation.. 3-5 weeks on average!
- 26% reduction in time to close
- 39% increase in accuracy of close data

LeaseQuery

Schedule a demo, and sign up with LeaseQuery before year-end and get 50% off implementation (that's a \$2,500 savings)!

Avalara

Now through December 31, 2022, RKL has partnered with Avalara to extend to you Avalara's Standard Sales Tax Risk Assessment (a \$4,500 value) **for free.**

[Find out more](#)

Sage

Sage 500

Ask your RKL representative for more info on any of these year-end promotions

Do You Have Questions?





Thank you and Happy Holidays!

Contact us for any pricing, compatibility and consulting needs of your business management solutions.

Sales@rklesolutions.com
717-735-9109

