

Anytime Learning | Year-End Procedures Subscription

The Year-End Procedures Anytime Learning subscription provides a convenient way to learn how to prepare for year-end, to review the essentials of year-end procedures in specific applications, and to find out more about the year-end release of Sage Timberline Office.

These lessons are designed for Construction Accounting and Real Estate customers who perform critical year-end tasks in Accounts Payable, Payroll, Canadian Payroll, Property Management, General Ledger or Cash Management. Anyone responsible for report printing, backup procedures, archiving tasks, and software installation will also benefit from these lessons.

Each 10- to 20-minute session is a recorded instructor-led presentation that includes guidelines, checklists, and step-by-step demonstrations through key year-end tasks.

The Anytime Learning Year-End Procedures subscription provides access for a full year to 24 online lessons, available to your entire staff. With Anytime Learning, you can learn at your own pace, as your busy schedule allows. Your employees can view each lesson as many times as they want, anytime, from almost anywhere. All that is required is a high-speed internet connection and a computer with headphones or speakers.

For more information about purchasing an Anytime Learning subscription, visit Sage University at www.sageu.com or call the Training Information team at 877-724-3285.

General Year-End Release

Year-End Update Information

What is included in the year-end software update? Does your company need it? How do you install it? This lesson leads you through the steps of locating and installing the year-end software changes. We'll explain what is in the update, so you can determine if it is right for you. Find out how and when to update your Sage Timberline Office software so that you can accurately produce year-end government required forms and reports. This lesson is designed for those who are responsible for updating the Sage Timberline Office software.

Payroll

Process Bonus Pay

Learn how to set up and process bonus pays and other types of supplemental wages. Find out how to use a separate tax rate for a supplemental pay and how to process a supplemental pay with taxes as the only deduction. You'll also be taught how to create a separate check for only supplemental pay. This lesson is designed for anyone who processes payroll.

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Process Taxable Fringe Benefits

Do you provide taxable fringe benefits to your employees, such as a company car or an insurance allowance? Find out how to set up and process this kind of benefit so that it is properly taxed and reported. Learn what corrections you can make if you neglected to process a taxable fringe benefit with the employee's regular wages. This lesson is designed for anyone responsible for processing taxable fringe benefits.

Recalculate Subject-To Amounts

Have you discovered that certain taxable and subject-to earnings are wrong? Find out what can cause these amounts to be incorrect. Learn about the Recalculate Subject-to tool and what to consider before you use it to correct taxable and subject-to earnings. This lesson is designed for anyone who processes payroll or produces government-required reports.

Payroll Year-End Procedures (U.S.)

What do you need to do before you close the year in Payroll? Do you close the month of December? How does Close Year affect your data? What updates do you need? When can you enter time for the new year? This lesson answers all these questions, and provides you with a critical checklist to prepare for year-end. View this lesson to guide you through the Close Year task and learn the recommended order for year-end tasks. Anyone who processes payroll or is responsible for closing the year in Payroll will benefit from this lesson.

Payroll Year-End Procedures (Canada)

Do you understand the calculation of Canadian payroll taxes? Do you know how to set up tax rates and employees in Canadian Payroll? How do you prepare to print T4 forms or generate them on magnetic media? This lesson provides an overview of these topics and offers setup and troubleshooting tips. Anyone responsible for processing Canadian Payroll or producing T4 forms should view this lesson.

Download and Update Taxes

Avoid payroll headaches in the new year. Learn which tax rates are supplied by Sage Timberline Office, and how to correctly download them. Find out how and when to update the new payroll tax rate changes and verify that the new rates are in effect. This lesson is designed for anyone who processes payroll. View this lesson before you begin processing payroll for the new year.

Customize the Template for Form W-2

How does Payroll know what to print in each box of the W-2 form? The secret lies within the template! In this lesson, you will learn how to customize the W-2 template to accommodate your particular reporting needs. We'll also show you how to use formulas to calculate specific amounts and to reduce the number of W-2 print runs you need to make. This lesson is a must for anyone who prints W-2s.

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Optional Workflow for W-2 Reporting

How can you make your workflow for filing W-2 returns more efficient? Learn how to keep your year-end reporting data separate from your payroll processing folder. Find out how to consolidate employees from multiple master files to produce one run of W-2s. If you are responsible for producing W-2s, view this lesson to see if these time-saving strategies are right for you.

File Form W-2

Do you know which W-2 forms to order? Where can you find the information for the W-3 form? In this lesson, we provide you with information on how to comply with government requirements for W-2s, and a checklist to help you prepare to print W-2s. We even take you step-by-step through the process of producing W-2s in printed form and as a file that can be submitted electronically. Anyone who plans to produce W-2 forms will benefit from this lesson. You should also view the lesson titled “Customize the Template for Form W-2.”

Archive Payroll Data

After you’ve finished your payroll year-end tasks, your data files will benefit from some simple housekeeping tasks. Learn how to speed up your day-to-day processing by archiving old payroll checks to a history file. De-clutter your master file by moving terminated employees to a separate master file. Then you’ll be ready to compact your payroll files to free up some disk space. This lesson is designed for system administrators or anyone responsible for managing Payroll data.

Accounts Payable

Verify 1099 Filing Information

How can you ensure that the amount on the 1099 form for each vendor is correct? And what if you need to print 1099 forms by fiscal entity? How does the software allocate the amount paid to each vendor by entity? Find out which reports can help you reconcile these totals and what to do if they are incorrect. This lesson demonstrates the tools you can use to reconcile and correct 1099 totals by vendor or by prefix. This lesson is a must for anyone producing 1099s in Accounts Payable.

File Form 1099

Which 1099 forms can be printed from Accounts Payable? And where do you get the printed blank forms? Where does the information come from that prints on the 1099? In this lesson, we’ll answer these questions and show you how to file returns for a single payer or multiple payers. Take a guided tour through the process of printing the 1099 forms and creating a file that you can submit electronically. If you are responsible for filing 1099 returns, this lesson is for you.

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Accounts Payable Year-End Procedures

What should you do to prepare your Accounts Payable files for the year-end? What does the Close Year task do, and when should you use it? How does the Close 1099 Year task affect your data files? This lesson helps you plan for year-end so that you complete tasks in the proper order. We also guide you through the Close Year and Close 1099 processes, so that you can complete them with confidence.

Archive Accounts Payable Data

With all the invoices and checks that you process throughout the year, your Accounts Payable data deserves a good cleanup. Learn how to organize your files by archiving old check and invoice records, and removing obsolete vendors. The strategies presented are helpful for improving your processing and reporting speeds, and freeing up disk space. This lesson is designed for anyone responsible for managing data files.

Property Management

Property Management Year-End Procedures

How are your data files affected when you use the Close Current Period task at the end of the fiscal year or at the end of the calendar year? Can you produce 1099-INT and 1099 forms after you've closed the calendar year? This lesson shows you each of the fields and accumulated totals that can be affected at the close of the calendar year, and the fiscal year. Anyone who is responsible for monthly processing in Property Management will benefit from this lesson.

File Form 1099-INT

What steps should you complete before you print 1099-INT forms? How do you verify the interest amount paid on lease deposits, and correct amounts that are wrong? This lesson leads you step-by-step through the process of preparing for and printing 1099-INT Forms. You'll also learn how to generate a file to submit your 1099-INT forms electronically. This lesson will benefit anyone responsible for filing 1099-INT returns in Property Management.

File Form 1098

How do you prepare for filing 1098 returns? Where is the reportable information stored in Property Management, and how is it calculated? This lesson addresses these topics and guides you through the process of printing the 1098 forms, and creating a file that you can submit electronically. View this lesson if you are responsible for producing 1098 Mortgage Interest statements.

Archive Property Management Data

What kind of maintenance should you perform at year-end on your Property Management data? Learn how to reduce the number of records in your current transaction file to speed up processing and report printing. This lesson provides step-by-step instructions on using the Clear Paid Items task and the Archive Leases task. You'll also learn how to compact your data files to free up disk space. Anyone responsible for managing data will benefit from this lesson.

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Cash Management

Cash Management Year-End Procedures

What tasks do you need to complete before you close the year in Cash Management? How does Close Year affect your data? This lesson addresses these topics and guides you through the Cash Management Close Year task. View this lesson if you are responsible for reconciliation or closing the year in Cash Management.

Archive Cash Management Data

Is your register file cluttered with reconciled entries that are months- and even years-old? Which entries can be moved out of this file and archived? View this lesson to learn how to manage the size of your register file by moving reconciled entries to a history file. Find out how to compact your Cash Management data to reduce the amount of disk spaced used. Anyone responsible for managing data will benefit from this lesson.

General Ledger

General Ledger Year-End Procedures

Follow our recommended guidelines so that you can close your fiscal year with confidence. Find out how to prepare for the fiscal year-end so that you can complete tasks smoothly and in the proper order. We'll show you how to identify and correct discrepancies in retained earnings distributions, and how to automate the distribution of retained earnings to multiple owners or prefixes. Learn how to review closing entries, and see how the close year process affects your data. This lesson provides essential information for those responsible for closing the fiscal year.

Prior Year Adjustments

Your accounting team has just identified adjustments and entries for the fiscal year you recently closed. How can you enter and post these adjustments so that they affect your account records for the proper period and year? How do you ensure that these entries are closed to retained earnings? This lesson addresses the most common questions about prior-year adjustments. Anyone responsible for closing the fiscal year or recording prior-year adjustments in General Ledger will benefit from this lesson.

Archive General Ledger Data

Day-to-day processing creates thousands of General Ledger transactions in your database. How can you organize the data so that the software can run efficiently? Learn how to archive your General Ledger entries and yet still be able to view them on your ledger reports.