

In This Issue

Page 1

Introducing
Sage 300 2023

Pages 2 - 5

Year End Tips

How to Backup
Your Data

Payroll FAQs

Running Year End
Reports

Starting a New
Year in Sage 300

Editing 1099s

More ...

Page 6

Sage 300 News
and Updates
(Quick Takes)

Sage Partner

WHAT'S NEW IN SAGE 300 2023

Sage 300 2023 is now available. Here's a look at some of the top new features that span security, web screens, CRM integration, and more.

Enhanced Password Security

In Sage 300 2023, user passwords are even more secure. You now have the option to require complex passwords that must include a lower-case letter, upper case letter, number, and a special character. Plus, additional technical upgrades and enhancements improve overall security.

Note: for customers using **Sage Fixed Assets** integrated with Sage 300, you must first update your system in order to require complex passwords as explained in [Knowledgebase Article 115839](#).

Improved Sage CRM Integration

When updating contact information on the Sage 300 A/R Customers screen, a new '**Update CRM Data**' popup screen allows you to specify whether you want to update an existing person, replace an existing person, or create a new person in Sage CRM. Another change in the A/R Customers screen is that it now uses the **current date** by default instead of the Sage 300 Session Date.

New Web Screens

Sage 300 2023 introduces new web screens for **Project and Job Costing** including:

- **Account Sets:** create groups of G/L accounts, which you assign to contracts to identify the G/L ledger accounts to which you post Project and Job Costing transactions for each contract.
- **Charges:** record amounts that you charge your customers for services or fees for which you have not incurred any costs directly
- **Update Retainage:** enter opening retainage balances for contracts you are transferring to Sage 300 Project and Job Costing from another job-costing system.

In addition, new **keyboard shortcuts** are available to open web screens from the navigation menu.

New App Icons and Menu Organization

Improvements have been made to the organization of **Sage 300 App Icons** in the Windows Start Menu so you can find things more easily. Instead of a single Sage 300 menu option, there are now 3 options divided into the core Sage 300 functions, Admin Utilities, and Support Utilities.

Sage 300 2023 Upgrade Notes



- Watch this [Sage 300 2023 Video](#) to see some of these new features in action.
- Refer to the [Upgrade Guide](#) for system requirements and technical details.
- Be sure to [contact us](#) if you have questions or need help with an upgrade.

6 TIPS FOR A SUCCESSFUL YEAR END CLOSE

- 1. Back Up Your Data** - before you begin any year end process, be sure to execute a complete back up of your database. You should also **test the back up** to ensure it was successful and the data is readable. The only way to “reverse” year end processing is to restore your data from a backup. So do it now!
- 2. Check Your Version Number** - closing procedures can vary depending on the version of Sage 300 you’re running so check your version number and service pack before starting year end processing.
- 3. Create a New Fiscal Calendar** - Sage 300 allows you to begin entering transactions for the new year without closing out the current year. Simply create a new fiscal calendar in **Common Services > Fiscal Calendar** and then click the **New** icon. If the period date ranges are correct, then **Save** the year. Do this before entering transactions for 2023.
- 4. General Ledger Closing** - While it’s a good idea to close modules in a timely fashion, your General Ledger can remain open as long as you need while awaiting final processing (or audit adjustments) in other modules.
- 5. Check Data Retention Settings** - Sage 300 will retain historical data based on your software version and the settings you’ve configured in each module. So it’s a good idea to review all module and system settings to avoid the unintended loss/purge of important data during year end close. In particular, check GL Options to see how many years of history your system is set up to retain.
- 6. Remember, We’re Here to Help** - As you begin year end closing procedures and prepare to start fresh in the new year, be sure to contact us if you need help. As your software and technology partner, we’re here for you.

HOW TO CREATE A DATABASE BACKUP IN SAGE 300

One of the most important things you can do before starting the year end closing process is to backup your data.

Here’s how to do it in Sage 300:

1. Click the **Start** button, highlight **Programs**, then **Sage**, and click **Database Dump**.
2. Type the password for the Admin user in Sage 300, then click the **OK** button.
3. Click to highlight the database that you want to Dump. Click the **Set Directory** button to enter the location where you want to save the files.
4. Click **OK**. You’ll return to the Dump Sage 300 Data screen.
5. Click the **Dump** button to proceed. A confirmation message will appear. Click **OK** to continue.
6. A Dataset Description screen will display in which an optional description of the database may be entered. Enter a description, then click **Done**.

Watch this [Sage 300 backup video demonstration](#) on YouTube to see the full process step-by-step.



SAGE 300 YEAR END CENTER

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

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

Take advantage of this free and valuable resource!

[Visit Year End Center!](#)

REVIEW YEAR END CHECKLISTS

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

Newer Versions of Sage 300:

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

Older Versions of Sage 300:

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

SAGE 300 PAYROLL FAQs AND TUTORIAL VIDEOS

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

When do I close the payroll year?

You never close the year. Continue processing payrolls as you do all year long, entering period-end dates in the new year as you cross the calendar year boundary.

After you have completed all of the previous year's year-end processing and made backup copies of the data, you can run **Delete Inactive Records** to remove terminated employees and other obsolete information from your data.

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

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

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

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

Helpful Links and Videos:

[Sage 300 Payroll Updates](#) (Downloads Page)

[How to Download and Install Payroll Tax Updates](#)

[How to Print W-2 Forms](#) (U.S.)

[How to Print T4 Forms](#) (Canada)

RECOMMENDED REPORTS TO PRINT FOR YEAR END

After year end closing is completed, it's a good idea to print and keep the following recommended reports that provide an overview of year end closing transactions as well as your company's financial status:

Batch Status

Shows all of the activity that has taken place during year end closing, including the number of transactions and the total debits and credits posted.

Posting Journals

An audit trail of all the transactions posted for year end.

Balance Sheet

This critical report shows the company's assets, liabilities, and shareholder's equity, and opening balances carried over from the previous year.

Trial Balance

Shows all the opening balances for the new year. Note that all the income statement accounts should display as zero.

Transactions Listing

This report reveals all entries posted to the G/L, including all net changes, balances, and transaction details for all accounts within the range of the fiscal year.

Video: [Instructions for Printing These Year End Reports](#)



HOW TO START A NEW YEAR IN SAGE 300

Here's an overview of the process for starting a new year in Sage 300 which includes several steps as follows:

1. Users log out

Verify that all users are logged out of the system.

2. Create a backup of your data

Refer to the instructions on [page 2](#) of this newsletter.

3. Create a new fiscal year

Creating a new year in Common Services allows you to start posting transactions to the new year. If desired, you can also [lock fiscal periods](#).

4. Check data integrity

Use the [Data Integrity tool](#) to check for errors in your data.

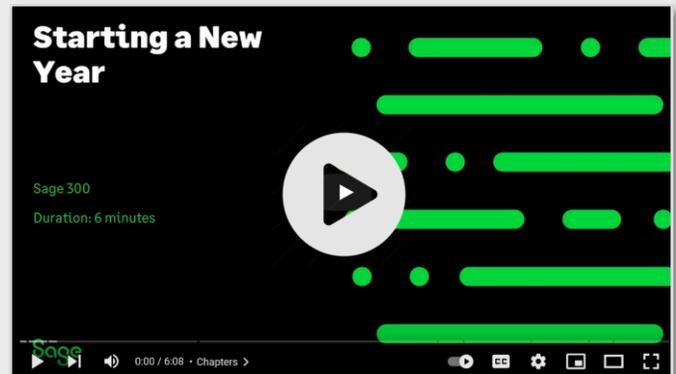
5. Complete year end in A/P (Optional)

If you want to reset the batch number for Accounts Payable, you'll need to perform a year end in A/P after posting all transactions for the current year, and before posting transactions for the new year.

6. Complete year end in A/R (Optional)

Similar to A/P, you'll need to perform a year end in A/R if you want to reset the Accounts Receivable batch number.

Video: [Instructions for Starting a New Year](#)



How to Change GL Accounts That Were Set Up Incorrectly

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

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

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

1. Ensure the option **Allow Posting to Previous Years** is selected.
2. Create a new GL account with the correct Account Type (Income Statement).
3. Create a GL entry to transfer the balance from the old account (Balance Sheet) and into the new Income Statement account.
4. Select period 12 and the fiscal year in which the entry is intended to be posted.
5. Mark the old Balance Sheet account as **Inactive** so no additional entries can be posted to this incorrect account.
6. Repeat steps 2 through 5 for each account that was set up incorrectly as a Balance Sheet account.

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



Be sure to get in touch if you need help with this or any other issue with your Sage 300 software.

HOW TO EDIT 1099 VENDOR CODES OR AMOUNTS

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

To Change a 1099 Code:

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

To Allow Editing of 1099 Amounts:

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

To Update a Vendor's 1099 Amount:

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



SAGE 300 NEWS AND UPDATES (QUICK TAKES)

A collection of quick announcements and updates related to your Sage 300 software.

Sage 300 2023 Product Update 1

The first product update for Sage 300 2023 (2023.1) was released in early December 2022. Here's what's new:

New User Activity Report

Available for Sage 300 admin users, this report creates a log of user activities including login/logout, open/close screen, and eviction. In addition to the log, the report includes the following columns date and time, company ID, action, platform, screen ID, screen name, and computer name.

1099 eFile Forms

Aatrix eFiling of 1099-NEC, 1099-MISC and 1099-INT will be supported in v2023.1 (PU1), v2022.4(PU4) and v2021.7 (PU7). There is no change in terms of functionality for setup and processing of 1099 codes or amounts. For additional details, [watch this recorded webcast](#).

New web screens

Sage 300 2023 included New Project and Job Costing web screens like account sets, charges, and update retainage. Sage 300 2023.1 also includes new web screens for bills of material and assemblies/disassemblies within the Inventory Control functionality of the solution.

Sage CRM 2022 R2 Now Available

Sage CRM 2022 Release 2 is now available (for standalone installation) and includes new features such as the ability to set a maximum password length, import contacts and email messages from Exchange Online, upload files to a specified folder, and more.

Refer to the [release notes](#) for full details.



Sage 300 TLS Compliance Update

As previously communicated, effective **October 2023**, Sage License Servers will no longer accept communication using the less-secure TLS 1.0 and 1.1 protocol. As such, you will need to be running one of the following Sage 300 versions compliant with TLS 1.2 (as of the date of this article):

- Sage 300 2019.6
- Sage 300 2020.3
- Sage 300 2021, 2022, and 2023 (All Versions)

Sage Member Masterclass 2.0

In a previous newsletter, we talked about the launch of Sage's new "Member Masterclass" series featuring talks and articles from the world's leading experts on the challenges that are most important for businesses today. Season 2 is now available featuring expert speakers sharing their thoughts on what it really means to unlock productivity.



[Access season 2 here](#)

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