



SOFTWARE • SOLUTIONS

# 2017 YEAR-END NEWSLETTER

## Inside the Issue

### Page 2

Introducing  
Acumatica  
2017 R2

### Page 3

Acumatica Users:  
Year-End Tips &  
Resources

### Page 5

Introducing  
Sage 100 2018

### Page 7

Sage 100 Users:  
Year-End Tips  
and Resources

### Page 9

ACC Updates



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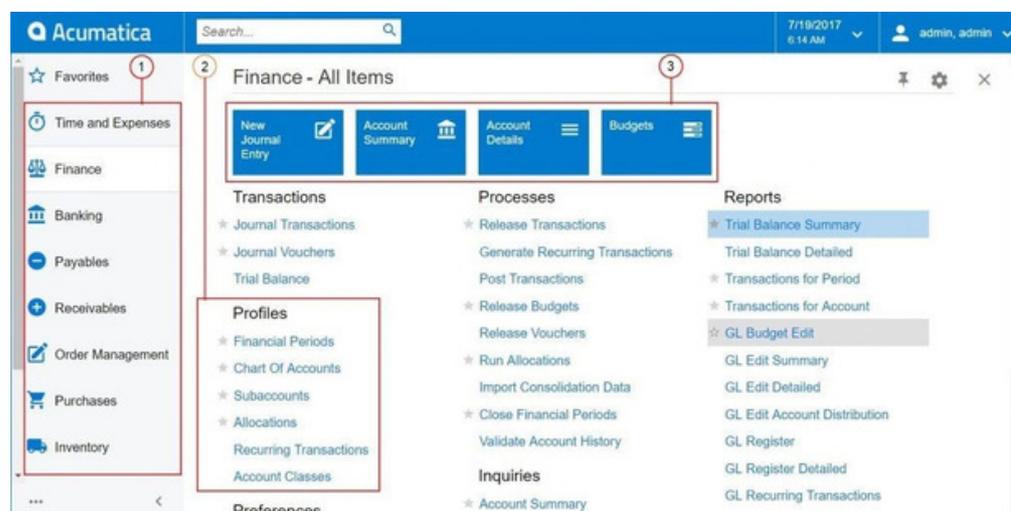


# Introducing Acumatica 2017 R2

Acumatica 2017 R2 release was developed around the pillars of “**Insights**,” “**Productivity**,” and “**Technology**.” Each of the added features can be grouped into one of these categories to deliver increased value to Acumatica users. With these new features, Acumatica touches on key functionalities of modern ERP platforms and re-asserts itself as the one true Cloud ERP platform designed for mid-sized customers.

## New Industry Edition

**Acumatica Manufacturing Edition** formerly known as JAMS has been fully developed on the Acumatica xRP platform by JAAS Systems. Manufacturing Edition includes BOM and Routing Management, Production Management, and MRP (Material Requirements Planning). Optional applications include Estimating, Product Configurator, and APS (Advanced Planning and Scheduling).



## UPDATE HIGHLIGHTS INCLUDE:

- New User Interface
- Reporting Enhancements
- Enhanced marketing capabilities in Acumatica CRM
- Real-time integration with Salesforce CRM
- Enhanced REST APIs and OPEN API 2.0 (Swagger) specification
- New GPS location framework for mobile apps
- New Manufacturing Edition
- Integration with Adobe Sign
- Integration with Smartsheet

## Integration Updates

1. Adobe Sign
2. SmartSheets
3. Salesforce CRM
4. REST & Swagger APIs
5. Mobile GPS Framework

## New User Interface (featured in image)

1. Navigation pane with workspaces
2. Links to forms
3. Tiles (links with additional parameters to forms)





## Acumatica Year-End Tips & Resources

In Acumatica ERP, a financial year is closed automatically when you close the last period of this financial year. Thus, you should close the last period of a particular financial year only when the company is ready to close the financial year.

In this topic, you will read about the closing procedure at the end of a year, and about the update of balances after closing.

### Year-End Closing Procedure

**The year-end closing includes the following stages:**

1. Generating periods for the new year and activating at least one of these periods.
2. Carrying out the operations on your company's "year-end" checklist
3. Closing the last period in the General Ledger module (see closing periods section on page 4).

### Balance Update

After you close the financial year, the system updates the balance of the Retained Earnings account with the balance of the YTD Net Income account. After that, the system resets to zero the balance of the YTD Net Income account for a new financial year.

The balances of the balance sheet accounts are simply transferred into the new financial year, while balances of other accounts are reset to zero.



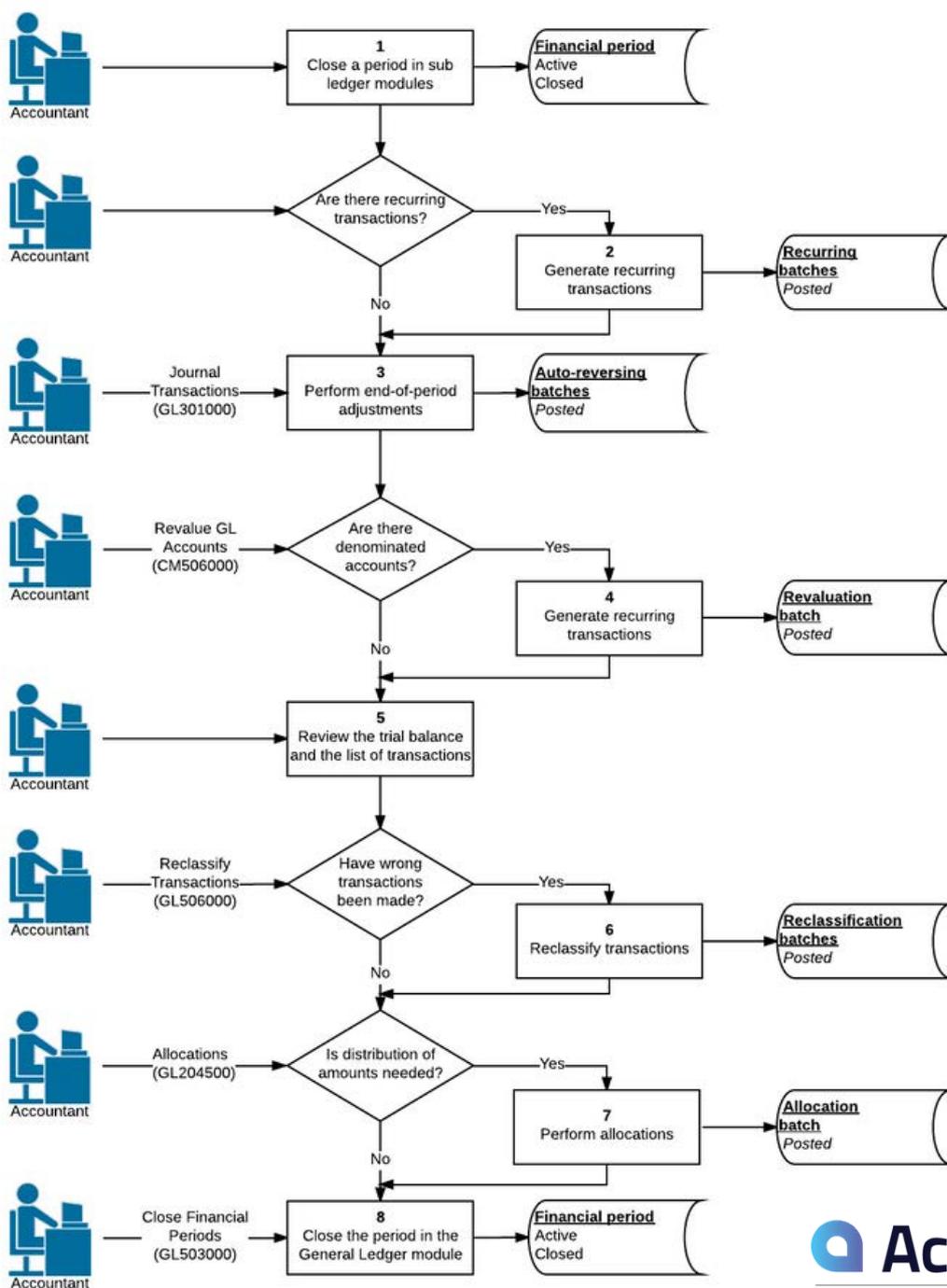
#### Pro Tip: Use the User Guide!

Acumatica resources including **quick guides**, **report designer**, and the **user guide** can all be found at [help.acumatica.com](http://help.acumatica.com)!

# Closing Periods

After all of the needed transactions have been posted to a financial period and all figures have been verified, you can close the financial period in the system, which in some system configurations prevents users from posting new transactions to this period. Financial periods can be closed, starting from the first one of the first financial year. (You cannot close a financial period if the previous one hasn't been closed yet.) You can close multiple periods at once (for instance, all periods of a year). Once closed, a period cannot be opened again, although you can allow users to enter documents and post transactions to the period.

The process of closing a period in the system is shown in the following figure.



## UPDATE HIGHLIGHTS INCLUDE:

- A redesign of the Job Cost and Payroll modules to improve performance and usability
- Spell checking in several areas including comments, memos, and messages that print on forms (Sage 100c only)
- Inactive and restricted statuses for warehouses (Sage 100c only)
- Improvements to the renamed Mobility for Bar Code module, including a simplified import process to extend support for mobile apps



## Introducing Sage 100 2018

In October, Sage 100 & Sage 100c 2018 were released and are now available for download. Here's a look at some of the most important changes and new features introduced with this latest version.

### Spell Checking

A long-requested, in-line spell checker has been added so that misspelled words are underlined. The spell checker gives users recommended replacements as well as the option to ignore once or ignore all instances of the misspelled word.

### Updated Desktop

The Sage 100 Desktop has received multiple updates including the option to minimize the desktop into a Toolbar Mode. A Web Content tab has been added allowing users to open a web page in a default browser rather than the browser embedded in the Desktop. Forward and Backwards navigation buttons have been added to the embedded browser for easier navigation between pages.

## Crystal Reports 2016

SAP Crystal Reports for Sage (version 2016SP04) now ships with Sage 100. Users must uninstall earlier versions of SAP Crystal Reports before installing the new version. Sage Fixed Assets users will receive an error message if Sage Fixed Assets and Sage 100 2018 are installed on the same computer because they utilize different versions of SAP Crystal Reports runtime engine. An upcoming release of Sage Fixed Assets will resolve this issue.



### Pro Tip: Get Trained!

Get the most out of Crystal Reports and other Sage 100(c) modules with comprehensive training at ACC!

## Other Notable Changes & Updates

**Service Notification Maintenance:** A new task called Service Notification Maintenance has been added to the Library Master main menu and the Payroll Setup menu. This task can be used to manage who will receive email notifications related to Sage services, scheduled maintenance, unplanned outages, or other issues that may affect your ability to access the service.

**Inventory Management:** A Status field has been added to Warehouse Code Maintenance. The three status options are Active, Inactive, and Restricted.

### Job Cost & Payroll 2.0 User Interface Enhancements:

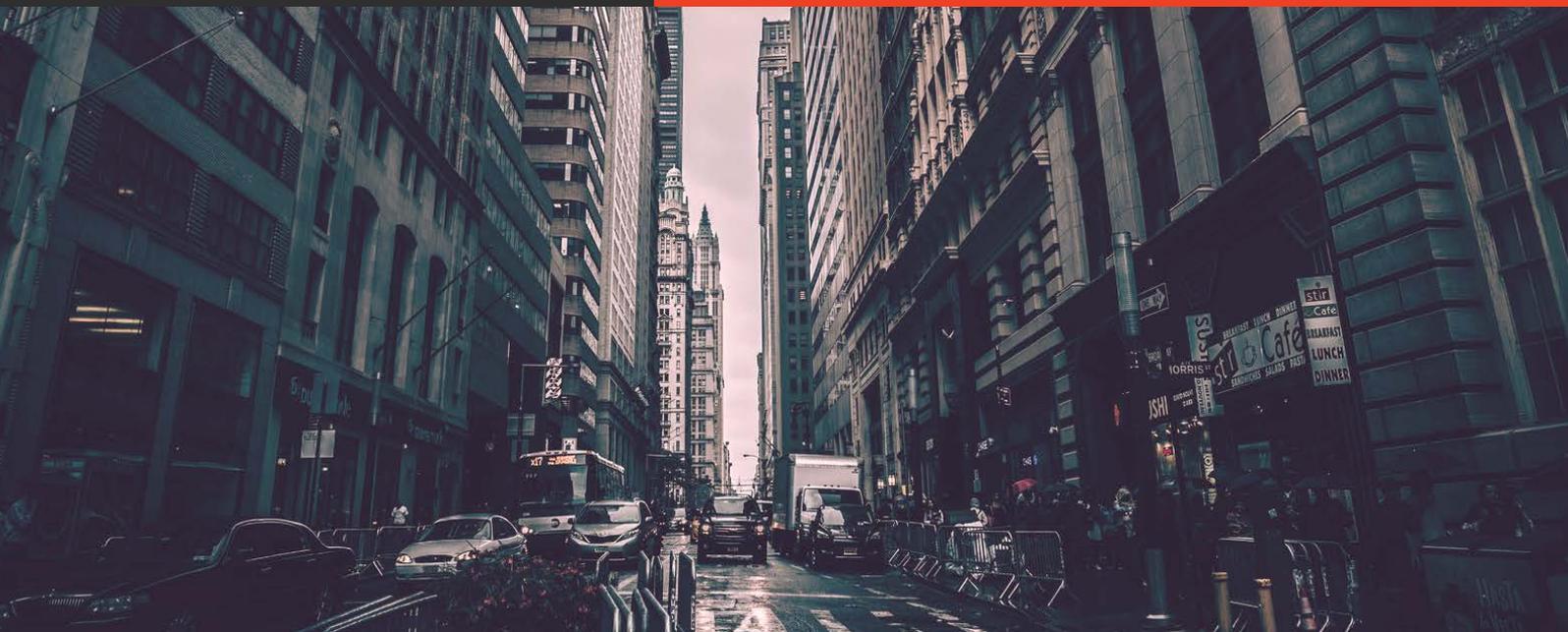
- Data entry grids are used to improve efficiency.
- Selection grids are available for most report task windows and elsewhere.
- Calculator buttons have been added to dollar amount fields.
- Calendar buttons have been added to date fields.
- Hyperlinks to related tasks have been added where applicable.
- Batch Entry can now be used for a number of tasks.

**Sage Mobility for Bar Code:** The Bar Code module has been renamed and redesigned with new functionalities to allow distribution and manufacturing companies to streamline supply chain operations with real-time communication with both iOS and Android mobile devices from directly within their Sage 100 system.

Full release notes including updated Supported Platform Matrix (SPM) can be found at [www.4acc.com](http://www.4acc.com).

## Supported Versions Reminder

| Sage 100<br>(Standard, Advanced, Premium)                                                                     | 2018                                                    | 2017                                                    | 2016                                                    | 2015                                                    |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| <b>Release Date</b>                                                                                           | Oct 2017                                                | Oct 2016                                                | Nov 2015                                                | Apr 2015                                                |
| <b>Phone Support</b><br>(Retirement Date)                                                                     | 9/30/2021                                               | 9/30/2020                                               | 9/30/2019                                               | 9/30/2018                                               |
| <b>Year end IRD updates</b> (AP and Payroll as needed to support State and Federal <a href="#">eFiling</a> )* | 12/31/2020 (Use <a href="#">eFiling</a> and Reporting)* | 12/31/2019 (Use <a href="#">eFiling</a> and Reporting)* | 12/31/2018 (Use <a href="#">eFiling</a> and Reporting)* | 12/31/2017 (Use <a href="#">eFiling</a> and Reporting)* |
| <b>Tax Table Updates</b> (TTU)                                                                                | N/A                                                     | 12/31/2019<br>(2019Q4)                                  | 12/31/2018<br>(2019Q1)                                  | 12/31/2017<br>(2018Q1)                                  |
| <b>Product Updates</b>                                                                                        | March 2019                                              | March 2018                                              | June 2017                                               | June 2016                                               |
| <b>Hot Fixes**</b>                                                                                            | 6/30/2020                                               | 6/30/2019                                               | 6/30/2018                                               | 6/30/2017                                               |
| <b>Online Support Knowledgebase</b>                                                                           | Yes                                                     | Yes                                                     | Yes                                                     | Yes                                                     |



## Sage 100 Year-End Tips & Resources

### Creating a Copy Company: Easy as 1-2-3.

First things first, to start your year-end process you'll need to back up your data using the Copy Company feature. To make a copy, select the Company Maintenance task from the Library Master module, Main Menu. Create a company code that is easy to identify, such as A for archive and the last two digits of the year - A17 for 2017. Next, from the company Maintenance screen, click on the Copy button and type in the Company Code of your current year's live company. You will be presented with a list of the installed modules in that company and you can select which modules you wish to copy to your archive company.

1. Set up a New Company
2. Select Modules to Copy
3. Confirm your Selection



#### Pro Tip: Get all of the Checklists!

Now that you've backed-up your data and know your module closing sequence you can start closing your modules.

Year-end checklists for **all modules** can be accessed from the **Sage 100 Help** section of your system.

### Suggested Module Closing Sequence

Period-end and year-end processes performed in one module often write data to another module. To avoid the risk of damaging your data Sage recommends that you use the following sequence to close your Sage 100(c) modules\*.

1. System-Wide Backup
2. Bill of Materials
3. Work Order Processing
4. Bar Code
5. Purchase Order
6. Sales Order
7. Point of Sale
8. Inventory Management
9. MRP
10. TimeCard
11. Electronic Reporting (Magnetic Media)
12. Payroll
13. Accounts Receivable
14. Accounts Payable
15. Job Cost
16. General Ledger

**\*Note:** This is a general guideline. If you are using third-party enhancements or modules that aren't listed above, please contact us to discuss specific closing procedures for your company.

## 6 More Tips for a Successful Year-End

- 1. General Ledger Closing** - It's generally a wise decision to close modules in a timely fashion. However, the General Ledger can remain open for as long as you need while waiting for final processing (or audit adjustments) in other modules. A GL that is still open for 2017 will not prevent the entering of transactions in 2018.
- 2. Payroll Planning** -You'll need to close out payroll at the end of the calendar year, even if your company is on a fiscal year. It's a good idea to begin reconciling all of your payroll tax reports to the general ledger in early December. This gives you a chance to catch errors early and avoid filing an amended tax return. **Note:** All W-2's and quarterly reports must be printed before payroll is closed in order to process the first payroll for 2017.
- 3. Master Console** - When you're ready to close, you need to make sure all users are out of the system. The Master Console utility provides a snapshot of all users currently logged into Sage 100, the workstation being used, what programs/tasks they are using, the activity date, and more. From this screen, you can also broadcast a message to all users or even shut them down remotely. To launch the Master Console: **Select File > Master Console**
- 4. Close your Books Regularly** - Before you do so always turn on the maximum history retention in every module. You can always get rid of history but it will never come back. Don't worry too much about having to go back and make an entry into a closed period. Many more people worry about closed periods than actually ever have to re-open them to post entries.
- 5. Check your Version Number** - Closing procedures can vary depending on which version of Sage 100 or Sage 100c you are currently running. For version 4.0 or above, select **Help** and then **About Sage 100** to identify both your version number and service pack.
- 6. Stay on the Latest Version** - It's tempting to cling to aging versions. However, this will cost you time and resources when it comes to year-end processing. Every new version of Sage 100 introduces new updates and functionalities meant to streamline year-end procedures.

## Looking for more Year-End Tips?

Sage City Year-End Center <https://sagecity.na.sage.com/p/yearend>

Sage Customer Portal <https://customers.sagenorthamerica.com/>

-Under Knowledgebase, select Sage Knowledgebase

-On the left, click Sage 100 ERP

-Select the Year End Center for Sage 100 for applicable info

- Year End Processing FAQ's
- Year End Processing Procedures
- Interim Release Download (IRD)
- Tax Table Updates (TTU) Download

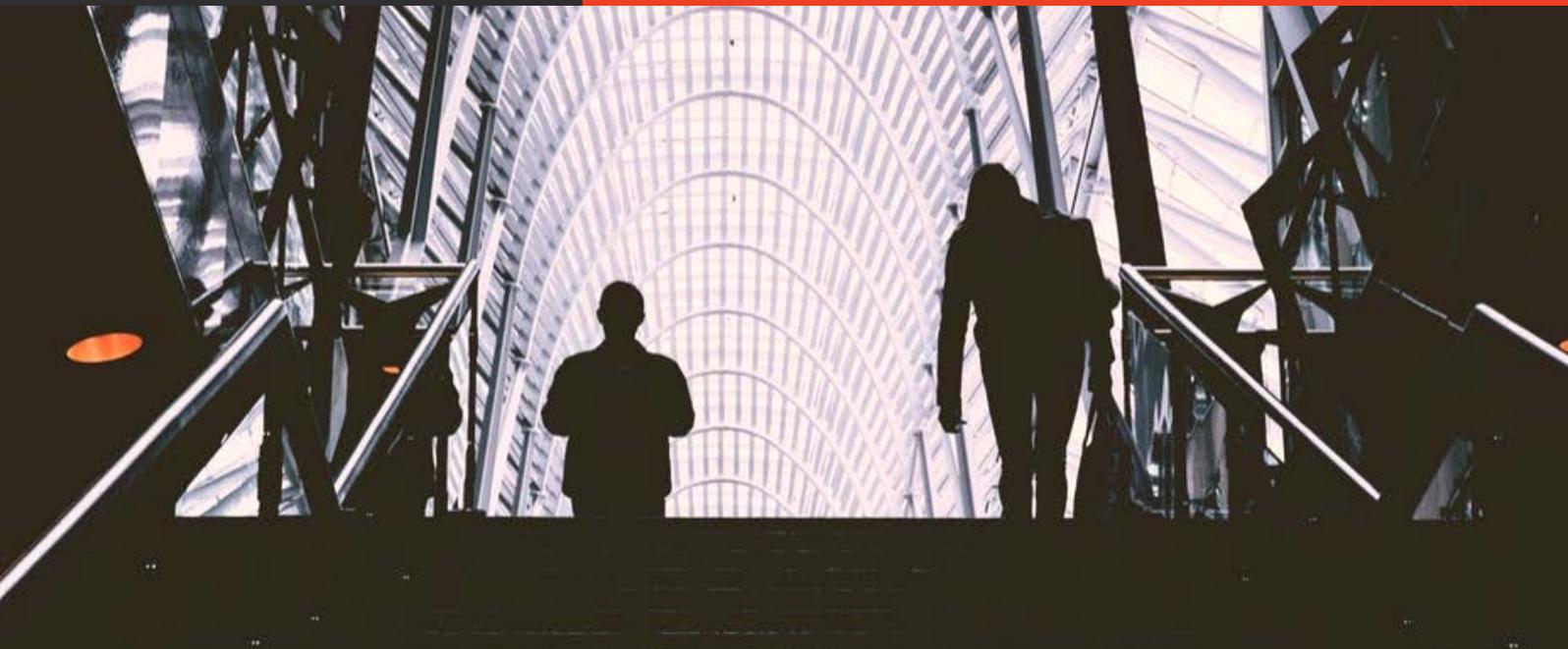


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### Pro Tip: Get Help when Needed!

We're here to help! **Contact us** if you have any questions before, during, or after you start year-end processing.



## ACC Updates

### ACC's 2017 Highlights

In 2017, ACC rebranded with a new name and logo, redesigned the 4acc.com website, was named a **Top 100 ERP blog in the world** by Feedspot, named a **top 100 ERP authority** by Agilience, and published its first eBook.



### 2017 Blog Highlights



**6 Steps to ERP Implementation: As Told by Dog Memes**



**Artificial Intelligence, Chatbots and the Future of ERP**



**Embracing Disruptive Innovation: The Argument for Trouble**



**Industry 4.0, Intelligent Manufacturing, and Smart Factories**



**7 ERP Lessons from Game of Thrones**



**Painting the Picture for Postmodern ERP: The Influence of Postmodern Art**



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### Holiday Schedule

December 25 & 26: Closed for Winter Holidays  
January 1: Closed for New Years Day



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