

Year End Preparation and Processing

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12.11.13
Sage Software User Group Meeting



Year End Topics

- Archiving Prior Year
- IRD?
- Key points for 2013 and 2014
- Payroll Procedures
- 1099 Procedures
- Electronic Reporting
- Closing Modules
- Miscellaneous
- Product changes for the new year
- Software and Services we provide

Archiving Prior Year

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Archiving for 4.x & 2013

- Instructions found in Help
 - Select LM Main, Company Maintenance
 - In the Company Maintenance window, enter a company code and company name (i.e.: F13 (company code), ABC Distributing 2013 backup (company name))
 - Click Copy
 - In the Copy Data window, at the Source Company field, enter the company you are copying FROM
 - Select the Data Check Box corresponding to each module that you want to copy data from
 - Select the Forms Check Box corresponding to each module that you want to copy forms from
 - Click proceed

