

2006 Year-End Guide



DacEasy

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DacEasy Year End Guide

Welcome

The purpose of this guide is to help you manage year end activities with DacEasy software. Depending on what DacEasy modules you use, you may need to do the following:

- **Payroll Year End Procedures**—This may include printing annual earnings and tax reports, printing employee W-2 and contract labor 1099 forms, producing magnetic media, and closing the payroll year. For more information, refer to Chapter 2, “Payroll Year End Procedures.”
- **Accounting Year End Procedures**—This may include closing the periods, forecasting budget figures, making year end adjustments, printing annual reports, closing the fiscal year, and purging data files. For more information, refer to Chapter 3, “Accounting Year End Procedures.”
- **Order Entry Year End Procedures**—This may include closing the year, printing annual reports, and purging data files. For more information, refer to Chapter 4, “Order Entry Year End Procedures.”
- **Point of Sale Year End Procedures**—This may include closing the year, printing annual reports, and purging data files. For more information, refer to Chapter 5, “Point of Sale Year End Procedures.”



Tip

The DacEasy Business Center includes Workflow Guides that step you through the Period End and Year End processes. Each Workflow Guide includes a description of each step and a direct link to the feature. Refer to Chapter 6, “Working With Business Center Pages,” in the *Getting Started Guide* for more information on using Workflow Guides.

DacEasy Checks and Forms

You can save time and money with DacEasy's complete line of checks and forms. All of our checks and forms are 100% compatible with DacEasy products so you can be sure checks and forms print correctly. Choose from a wide selection of colors, styles, and customized options—all at low prices. Plus, DacEasy provides a choice of four type styles and over 50 standard logos. You also have peace of mind because your checks and forms have the latest tamper-resistant features so you can use them with confidence.

Save Time and Money With Checks and Forms From DacEasy

- Payroll Checks
- Accounts Payable Checks
- Multi-Purpose Checks
- Self-Sealing Envelopes
- Tax Forms (1099, W-2, and W-3 forms)

Let DacEasy Print Your Invoices and Purchase Orders

- Product Invoice
- Service Invoice
- Statements
- Purchase Orders
- Order Entry Forms
- Point of Sale – Sales Receipts
- Credit Memos

Customize Your Forms for a Professional Image

- Custom Forms
- Pre-Inked Rubber Stamps
- Envelopes

Security

DacEasy checks have the latest tamper-resistant features:

- Safety-Paper: Includes safety stain to indicate chemical tampering.
- Micro-Print Signature Line: Reads “MicroPrintSafe” and turns into a dashed line if reproduced.
- High-Resolution Border: Loses detail if copied.
- Padlock Icon: Directs readers to the back for Security checklist.
- Security Checklist: All security features listed on the back of each check.
- Security Screen: Back of each document displays a screen-back security seal.

100% Satisfaction Guaranteed

If for any reason you are not completely satisfied with your order, return your order for a full credit or refund. For more information on any of these products, refer to the DacEasy Forms catalog in your DacEasy product box or call (800) 222-0505.

If you require technical assistance with any DacEasy product, take a moment to read about various Client Support options. All support plans are for 365 days from the date of activation or the time limit purchased, whichever comes first.

For more information on support plans, call (800) DAC-EASY or (800) 322-3279.

DacEasy Support Options

1-Hour	\$229.00
2-Hour	\$329.00
Unlimited	\$379.00

Preparing for a Technical Support Call

There are several things you should do before calling DacEasy.

- Register your DacEasy product, if you have not already done so.
- Read the section in the online Help that discusses the procedure you are performing.
- Attempt to duplicate the error in the Sample Company (Sample Data) provided with your software.

To Prepare for a Technical Support Call

The DacEasy representative answering your call needs certain information to help you. To help the representative provide you with the best service, please do the following:

- 1 Be at your computer.
- 2 Have your manuals available.
- 3 Know the telephone number you have registered your product under or have your customer ID available.
- 4 Know the version number of your product. This can be found in the **About** section on the **Help** menu.
- 5 Write down the steps you performed prior to the problem occurring.
- 6 Write down the exact error message(s) as it appeared on your screen.
- 7 If you are operating on a network, you need to know the type of network, the location of the DacEasy program (program path), and the location of your DacEasy data (data path).
- 8 If you are experiencing problems printing a report, form, or financial statement, you need to be able to provide the type of printer and possibly the printer driver you are using.



For printing errors, consider printing to an alternate printer to help isolate the problem. Also, open the Sample Company and try printing the same report, form, or financial statement. This helps determine if the problem is specific to your company data.

Payroll Year End Procedures

This section explains how to run the DacEasy Payroll Year End routine, as well as print reports, forms, and worksheets that coincide with this routine. The following list gives the order in which you perform each routine. All payrolls for the current year must be posted prior to beginning these procedures. DacEasy allows you to make entries into the next year for up to a full quarter before you are required to perform Year End routine.

Year End Procedure Checklist

- Check for online tax updates
- Process and record any tax deposits
- Reconcile checks
- Purge checks
- Print State Quarterly reports and worksheets
- Print the Form 941
- Print the Schedule B
- Print the Form 940
- Print the Form W-2s, Form W-3, and Form 1099s
- Create Magnetic Media files
- Create a backup of your company data for archival purposes
- Close the month
- Close the year (Close Year routine closes both the fourth quarter and the year at the same time)
- Purge the Detail History report (available in Version 10 or later)
- Print W-4s

Checking for Tax Updates Online

The Online Tax Update feature allows you to periodically check the DacEasy Web site for the latest Payroll Tax Updates available for your program. For more information on this feature, contact the DacEasy Sales division at (800) DAC-EASY or (800) 322-3279.

To Set Up DacEasy Payroll to Automatically Check for Tax Updates

- 1 Select **Online Tax Updates** from the **Periodic** menu. The **Online Tax Updates** dialog box appears.
- 2 Type your Account ID.
- 3 Select how often you want to check for new Tax Update program files. Select **Monthly** or **Quarterly** if you want DacEasy to automatically check for new Tax Update program files. Select **Do not check** if you want to check for new Tax Update program files manually.
- 4 Click **Save** to save the changes.

To Check for Tax Updates Manually

- 1 Select **Online Tax Updates** from the **Periodic** menu. The **Online Tax Updates** dialog box appears.
- 2 Type your Account ID.
- 3 Click **Check Now**. The DacEasy Tax Update Service web page is minimized on the Windows Taskbar.



Note Even if you have DacEasy set up to check for Tax Updates automatically, you can still use the **Check Now** button to manually check for new Tax Updates at any time.

Making Tax Deposits

The Tax Deposit routine maintains a record of your tax liabilities, deposits, and the amount due for each of your taxes. Use this routine to print 940, 941, state, and local tax deposit checks. Refer to the *DacEasy Payroll User's Guide* for more detailed information on recording tax deposits.

Post all transactions before making tax deposits. The liability and deposit sections pull information from the **Edit Employee Accumulations** dialog box. Post all payroll transactions to ensure this information is current. To view or print the deposit history, click **History** (F7) while viewing the tax deposit.

To Make Tax Deposits

- 1 Select **Tax Deposit** from the **Process** menu, and then select the appropriate tax deposit module. You can record tax deposits for 940, 941, state, and local taxes. The appropriate dialog box appears.
- 2 Type the two-letter abbreviation of the state for which you want to make a deposit if you are recording a state tax deposit.

Type the code of the local tax for which you are making a deposit if you are recording a local tax deposit.

- 3 Select the quarter you want to make a deposit for using the Deposit For field.
- 4 Complete the appropriate fields on the dialog box.



Note

Click **Help** from the dialog box for a detailed description of each field. Click **Address** to record the address of the institution to whom the check is payable.

- 5 Click **OK** to save the tax deposit.

If you selected **Computer** as the Check Type, the **Report Layout** dialog box appears so you can print the tax deposit check. After printing the tax deposit check, the **Report Layout** dialog box appears so you can print the GL Transaction Summary report.



Note

If you are using continuous-feed checks, click **Test Page** from the **Report Layout** dialog box to print a test check and verify the check is loaded properly. If you use this feature, the check number on the tax deposit dialog box is voided.

If you selected **Manual** or **None** as the Check Type, a message appears confirming you want to continue. Choose **Yes** to continue. The **Report Layout** dialog box appears so you can print the GL Transaction Summary report.

- 6 Select the target and click **OK** to begin generating the report.

If you owe an amount for the prior quarter, a message appears. If you want to apply a portion of this deposit to the prior quarter, choose **Yes**. The deposit amount cannot be over the amount due for the prior quarter. If you choose **No**, DacEasy applies the deposit to the current quarter.

Reconciling Checks

You can reconcile checks in DacEasy Payroll if you do not select the **Erase Check Register After Posting** or **Reconcile With DacEasy Accounting** check boxes on the **System Preferences** dialog box.

Use the Reconcile Checks routine to keep track of outstanding, cleared, and voided payroll checks. A message appears if you try to view the Check Register but no checks are in the Check Register file. You can access this routine only if you printed checks or have posted manual checks in DacEasy Payroll.

When you access this routine, all checks appear in check number order along with the check date, employee code and name, and the amount of the check. The following steps explain how to use this routine to reconcile your payroll checks.

To Reconcile Checks

- 1 Select **Reconciliation** on the **Periodic** menu, and then select **Reconcile Checks**. The **Check Reconciliation** dialog box appears.
- 2 Select the check you need to mark as cleared or void, and choose the appropriate option in the Status column.

If you mark a check as cleared, Clear appears in the Status column. If you mark a check as void, the word VOID appears in the employee's name, and Void appears in the Status column.



Note

Once you change the status of a check to Void and save the Reconciliation, you cannot change the status of the check back to Cleared or Outstanding.

- 3 Repeat step 2 until all checks are marked appropriately.



Tip

Click **Help** from the **Check Reconciliation** dialog box for a detailed description of each field.

- 4 Click **OK** to update the Check Register.

Purging Checks

Depending on the number of checks you issue, you may want to purge checks in DacEasy Payroll once a month. Purging checks allows you to either delete voided and cleared checks or delete *all* checks. Run this routine at the end of the month to clear the file of excessive data buildup and to preserve hard disk storage space. The Purge Checks routine does not remove any posted data from the Employee file.



Tip

If you have sufficient hard disk space, you do not have to purge checks and can save all information in the Check Register file. By saving all the information, you can print quarterly, semi-annual, or annual Check Register reports during the year.



Note

Be sure to make a backup of your payroll data before you purge the detail in the Check Register file. You can restore this backup to review archived data.

To Purge Checks

- 1 Select **Reconciliation** on the **Periodic** menu, and then select **Purge Checks**. The **Check Register Purge** dialog box appears.
- 2 Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. After the Backup routine is complete, the **Check Register Purge** dialog box appears again.
- 3 Select whether you want to purge only Cleared and Void checks or purge All checks prior to the date entered.



Note

If you need a record of the checks being purged from the Check Register file, print a Check Register report and make a backup of your payroll data before continuing with the Purge Checks routine.

- 4 Type the date prior to which the payroll checks should be deleted. The checks printed before the date entered are purged from the Check Register file.
- 5 Click **OK** to remove the checks from the Check Register file.



Note

Run the Recover routine on the Check Register file after you run the Purge Checks routine. The Recover routine compresses your files and frees up hard disk drive space. For more information on the Recover routine, refer to the Help topic titled “Using File Utilities.”

Printing State Quarterly Reports

DacEasy Payroll allows you print Form 9413 or 9414 State Quarterly Reports for state governmental reporting requirements. You can use these reports to submit State Unemployment Insurance (SUI) information. DacEasy also provides users with the State Quarterly Worksheet to simplify manual preparation of the State Quarterly Reports.

The State Quarterly Worksheet includes calculations for the following items:

- Gross Wages (GrossWagesYTD)
- Wages Subject to SUI (Calculated GrossWagesQTD - all pretax and non-taxed codes QTD from the Employee Accumulations)
- Excess Wages (Wages Subject to SUI - SUI limit)
- SUI Taxable Wages (Wages Subject to SUI - Excess Wages)
- SUI Liability for all states (SUI WH QTD + SUI Liab QTD)

If you require additional information to file your report for a specific state, you can create a custom report in DacAccess. DacEasy's Sample Company (Sample Data) provides helpful predefined reports. These reports can be copied to your company data files using the **Shift+F3** command from the DacAccess Query or Publisher.

Print the State Quarterly reports after posting the last payroll for the quarter, but before closing the year. If you close the year before printing this report, you must restore a backup to recover the information. The State Quarterly Report routine prints the Form 9413 or 9414 on preprinted forms. If you want to complete the forms yourself, use the State Quarterly Worksheet routine to print the worksheet with the amounts necessary to complete the forms manually. Contact your state employment agency for information on where you can get the preprinted 9413 or 9414 forms.

It is important to contact your state employment agency before printing a quarterly report, because different states have different requirements. Although you should be able to use this routine to submit a Form 9413 or 9414 in a majority of states, some states do not accept these forms.



Some states only accept Optical Character Reader (OCR) forms for their quarterly reports. DacEasy does not currently provide the ability to print OCR reports.

If you need to process a payroll for the next quarter before printing your state quarterly reports, be sure to enter the check date in the next quarter on the **Pay Frequency** dialog box. DacEasy stores this data in the Next Quarter column on the **Edit Employee Accumulations** dialog box.

To Print a State Quarterly Report

- 1** Select **Quarter End** from the **Periodic** menu, and then select **State Quarterly Report**. The **State Quarterly Report** dialog box appears.
- 2** Complete the fields on the dialog box.
- 3** Click **OK** to continue. The **Report Layout** dialog box appears.
- 4** Select the target and click **OK** to generate the forms.

Printing State Quarterly Worksheets

Use the State Quarterly Worksheet as a source document for forms submitted to your state agencies as required by state governmental reporting requirements. Print the worksheet after posting the last payroll for the year, but before closing the year. If you close the year before printing this worksheet, you must restore a backup to recover the information.

It is important to contact your state employment agency to determine what type of quarterly form you must provide; different states have different requirements. Acquire the appropriate state forms before running this routine. Print the State Quarterly Worksheet to help you complete these forms.



Some states only accept Optical Character Reader (OCR) forms for their quarterly reports. DacEasy does not currently provide the ability to print OCR reports.

If you need to process a payroll for the next quarter before printing your state quarterly worksheet, be sure to enter the check date in the next quarter on the **Pay Frequency** dialog box. DacEasy stores this data in the Next Quarter columns on the **Edit Employee Accumulations** dialog box.

To Print a State Quarterly Worksheet

- 1 Select **Quarter End** on the **Periodic** menu, and then select **State Quarterly Worksheet**. The **State Quarterly Worksheet** dialog box appears.
- 2 Type the range of state codes you want included in the worksheet.
- 3 Click **OK** to continue. The **Report Layout** dialog box appears.
- 4 Select the target and click **OK** to generate the worksheet.

Printing the Form 941

This routine prints the federal tax return you must submit to the IRS at the end of every quarter. You need to print the 941 before closing the year. If you close the year before printing this form, restore the backup made just prior to closing the year to recover the information.

Each time you run the Posting routine, DacEasy updates the 941 file with all the information necessary to print out the ROFT (Record of Federal Tax liability) Section of the form. The top section of the 941 prints based on information stored on the **Edit Employee Accumulations** dialog box. When viewing the 941 form, the information tracked by DacEasy appears, but you can edit these amounts. You can enter additional information including adjustments that DacEasy does not track.

If you need to process a payroll for the next quarter before printing your Form 941, be sure to enter the check date in the next quarter on the **Pay Frequency** dialog box. DacEasy stores this data in the Next Quarter columns on the **Edit Employee Accumulations** dialog box.

To Print the 941

- 1 Select **Quarter End** from the **Periodic** menu, and then select **Form 941**. The **Form 941** dialog box appears.
- 2 Select whether you want to print the Federal Form or the Worksheet.
- 3 Type a name in the Name field if it is different from the trade name.

The information on the form automatically appears, pulling the information from the **Edit Company** dialog box and the employee records.
- 4 Make changes to the amounts on the form if necessary.
- 5 Select whether you are a Semi-weekly or Monthly depositor.
- 6 Select **OK** to continue. The **Report Layout** dialog box appears.



Note

If you select Federal Form as the Type, you have the option to print the form on plain paper. To print the form on plain paper, select the **Plain Paper** check box on the **Report Layout** dialog box. If you are printing the form on a preprinted form, do not select the Plain Paper option.

- 7 Select the target and click **OK** to generate the form.



Tip

If you are printing on continuous-feed preprinted forms, click **Test Page (F8)** from the **Report Layout** dialog box to print a test form and verify that the form is loaded properly.

Troubleshooting Printing the Form 941

DacEasy Payroll uses Adobe Acrobat Reader Version 6.0 or higher to print the 941 Federal Form by opening Adobe Acrobat and completing the form with the 941 information. You will notice when printing the Form 941, Schedule B, and W-4 forms that the Adobe Acrobat splash screen appears when generating the report.

To correct problems printing the Form 941:

- 1 Try accessing Adobe Acrobat Reader. With Adobe Acrobat still open, try to print the Form 941 from DacEasy.
- 2 Try to print a Schedule B or W-4 form. If it does not print the 941 Schedule B or W-4, proceed to step 3.
- 3 Try uninstalling and reinstalling DacEasy Payroll and/or Adobe Acrobat Reader Version 6.0 or higher. It can be found on the latest tax update CD at Browse Contents > Utility > Adobe.

Try the following in Acrobat Reader:

- Open Adobe Acrobat Reader. When the License Agreement prompt appears, be sure to select **Accept** to accept the terms of the agreement.
 - Confirm that the version is 6.0 or higher. To check the version, select **About Acrobat Reader** from the **Help** menu.
 - Confirm that the Forms Plug-ins are available. To check this, select **About Adobe Acrobat Plug-ins** from the **Help** menu. The **About Adobe Acrobat Plug-ins** dialog box appears. Select **Forms** and confirm it is loaded.
 - Try printing a PDF file directly from Adobe Acrobat. If you do not have a PDF file available, select **Reader Help** from the **Help** menu to view the Acrobat Reader Online Help, which is a PDF file. Try printing a page from the Online Help.
 - Confirm that only one version of Adobe Acrobat Reader is installed. You can do this from the Add/Remove Programs option in the Windows Control Panel. Remove any old version.
- 4 Open Windows Explorer and clear the TEMP folder and try to print the Form 941 in DacEasy Payroll again. The TEMP folder is usually located in the Windows folder for most operating systems. If you are using a Windows NT operating system like Windows 2000, the TEMP folder is located in the WinNT folder.
 - 5 If the Form 941 still does not print and/or you receive the error messages: "Printer already printing a report," or "Printer in use by...", try the following listed below.



Make sure you have your Windows operating system disk or printer drivers available before you delete the print driver.

- Delete the default printer driver from the Windows operating system.
- Add a new driver for the printer in Windows.
- Delete the DacEasy Payroll REPSETUP.DB file. This file is located in the Dep4base subfolder of your DacEasy Payroll installation folder. The default Installation folder for DacEasy Payroll is C:\DacEasy\PY. The REPSETUP.DB file is recreated once you access DacEasy Payroll.
- Try printing the Form 941 again. If the form still does not print, contact DacEasy Customer Support Services for assistance.

Troubleshooting Line 2 —Total Wages on the Form 941

DacEasy Payroll reports Federal Taxable Wages on Line 2 of the Form 941.

DacEasy pulls this information from the Quarterly Accumulation column on the **Earnings** tab of the **Edit Employee Accumulations** dialog box.

The following are some common reasons why your Line 2 on the Form 941 is incorrect:

- You are looking at the wrong wages. Federal Wages QTD not Gross Wages QTD are reported on Line 2.
- You have not posted the last payroll of the quarter.
- You have edited the Employee file and now the total earnings on the Payroll Registers do not match the wages on Line 2. For example, you made edits directly to an employee on the Edit Employee Accumulations dialog box.
- You have restored a backup and one or more payrolls are missing from the backup.
- You have entered incorrect beginning balances in the Employee file.
- There was a partial posting and now the earnings on the Payroll Registers do not match Line 2.

Troubleshooting Line 7a—Calculation Vs Actual on the Form 941

Line 7a of the Form 941 normally contains a number derived from rounding. This number is the difference between what was actually withheld from the employee's wages versus the amount of employee wages multiplied by the FICA percentages.

To help locate the cause of an incorrect amount in Line 7a, a custom report was created in DacEasy Payroll. This report is available in the Sample Company (Sample Data) and is titled 941_Recap. To copy this report to your company, follow these steps. Open the Sample Company in DacEasy Payroll, and select **Publisher** from the **DacAccess** menu. Type **941_Recap** and press **Enter**. Continue to press **Enter** until the report appears in the **Report Editor**. Select **Options**, and then select **Copy Report**. The **Report Copy** dialog box appears. Select to copy the report to another company and type the path to your company data files. Give the report a new report and query name. Select **OK** to copy the report. Now you can print the report from your company to help locate the reason Line 7a is incorrect. You also have the option to create your own custom report in DacAccess to gather information regarding Line 7a of the Form 941.



Note

You may not have installed the Sample Data during installation. If so, reinstall DacEasy Payroll and include the Payroll Sample Data and copy the reports to your company files.

The following are some common reasons why your Line 7a (Form 941) is incorrect:

- Earnings were entered on the **Transaction Entry** dialog box, but the Calculate Payroll routine was not performed for the payroll prior to posting.
- Changes were made on the **Transaction Entry** dialog box after taxes had been calculated.
- A reversed posting was done incorrectly (for example, deductions or liabilities were not included).
- An “after the fact” payroll was entered, but liabilities were not included on the **Transaction Entry** dialog box.
- The Employee file was manually edited or had a partial posting.

ROFT Date Sensitivity

The ROFT section of the Form 941 pulls from the MISC.DB file. This file is updated during the Posting routine according to the check date on the payroll transaction. If the liability amount for one month is understated and another month is overstated, Line 15 of the Form 941 is updated according to the check date (for example, employees worked 10/17/06 through 10/31/06 but the check date was 11/1/06). Line 15 would include this payroll in the total for the second (November) month, instead of in the total for the first (October) month.

The following are some common reasons why your ROFT section is incorrect:

- The MISC.DB file was replaced during the quarter.
- A payroll was posted with an incorrect check date.

- The current payroll has not been posted.
- The year or quarter has been closed prior to printing the Form 941 or the Schedule B.
- You started using DacEasy Payroll mid-quarter and manually edited the Employee file to record existing accumulations for your employees.

Printing the Schedule B

The Schedule B prints a report of your tax liability on a daily basis. The report shows a daily record of when tax liability was incurred. Like the ROFT, the Schedule B is updated according to the check date used on the payroll. You must complete this schedule if you are required to deposit on a semiweekly basis or if your tax liability on any day is \$100,000 or more. You must show tax liability on this form, not deposits. The Schedule B, since its information is contained in the MISC file, is **ONLY** updated during the Posting routine. If you started using DacEasy Payroll in the middle of a quarter, the amounts are incorrect because manual entries were not posted to update the 941 file. Therefore, you must manually enter the amounts according to the day on the Schedule B form.

You need to print the Schedule B before closing the year. If you close the year before printing this form, restore the backup made just prior to closing the year to recover the information.

To Print the Schedule B

- 1 Select **Quarter End** from the **Periodic** menu, and then select **Schedule B**. The **Print Schedule B** dialog box appears.
- 2 Select whether you want to print the Federal Form or Worksheet.
- 3 Click **OK** to continue. The **Report Layout** dialog box appears.



Note

If you select **Federal Form** as the Type, you have the option to print the form on plain paper. To print the form on plain paper, select the **Plain Paper** check box on the **Report Layout** dialog box. If you are printing the form on a preprinted form, do not select the Plain Paper option.

- 4 Select the target and click **OK** to generate the form.

Troubleshooting Printing the Schedule B

DacEasy Payroll uses Adobe Acrobat Reader Version 6.0 or higher to print the Schedule B Form by opening Adobe Acrobat and completing the form with the Schedule B information. You will notice when printing the Form 941, Schedule B, and W-4 forms the Adobe Acrobat splash screen appears when generating the report.

To correct problems printing the Schedule B or the Worksheet:

- 1 Try accessing Adobe Acrobat Reader. With Adobe Acrobat still open, try to print the Schedule B from DacEasy.
- 2 Try to print a 941 or W-4 form. If it does not print the 941 Schedule B or W-4, proceed to step 3.

- 3 Try uninstalling and reinstalling DacEasy Payroll and Adobe Acrobat Reader Version 6.0 or higher. It can be found on the latest tax update CD at Browse Contents > Utility > Adobe.

Try the following in Acrobat Reader:

- Open Adobe Acrobat Reader. When the License Agreement prompt appears, be sure to select **Accept** to accept the terms of the agreement.
 - Confirm the version is 6.0 or higher. To check the version, select **About Acrobat Reader** from the **Help** menu.
 - Confirm the Forms Plug-ins are available. To check this, select **About Adobe Acrobat Plug-ins** from the **Help** menu. The **About Adobe Acrobat Plug-ins** dialog box appears. Select **Forms** and confirm it is loaded.
 - Try printing a PDF file directly from Adobe Acrobat. If you do not have a PDF file available, select **Reader Help** from the **Help** menu to view the Acrobat Reader Online Help, which is a PDF file. Try printing a page from the Online Help.
 - Confirm that only one version of Adobe Acrobat Reader is installed. You can do this from the Add/Remove Programs option in the Windows Control Panel. Remove any old version.
- 4 Open Windows Explorer and clear the TEMP folder and try to print the Schedule B in DacEasy Payroll again. The TEMP folder is usually located in the Windows folder for most operating systems. If you are using a Windows NT operating system like Windows 2000, the TEMP folder is located in the WinNT folder.
 - 5 If the Schedule B still does not print and/or you receive the error messages: "Printer already printing a report," or "Printer in use by...", try the following listed below.



Make sure you have your Windows operating system disk or printer drivers available before you delete the print driver.

- Delete the default printer driver from the Windows operating system.
- Add a new driver for the printer in Windows.
- Delete the DacEasy Payroll REPSETUP.DB file. This file is located in the Dep4base subfolder of your DacEasy Payroll installation folder. The default Installation folder for DacEasy Payroll is C:\DacEasy\PY. The REPSETUP.DB file is recreated once you access DacEasy Payroll.
- Try printing the Schedule B again. If the form still does not print, contact DacEasy Customer Support Services for assistance.

Printing the 940

This routine prints a Form 940. You can print either the form or a worksheet to help you complete your annual federal unemployment (FUTA) tax return, which you must submit to the IRS at the end of each year. DacEasy pulls information for the form from the **Edit Employee Accumulations** dialog box and the ROFT (Record of Federal Tax liability) in the 940 file, both of which DacEasy updates during the Posting routine. Because DacEasy clears the ROFT information during the Close Year routine, it is important to print out your Form 940 before you close the year.

Information on State Unemployment Insurance (SUI) and FUTA wages, total payments, excess over limit, and FUTA tax for each quarter with a total for the year is available when printing the 940 worksheet. This information prints in the same format as the actual 940 form, but it also includes line detail as well as the dollar amounts.

To Print the 940

- 1 Select **Year End** from the **Periodic** menu, and then select **940-EZ**. A message appears. Select **OK** to view the **Form 940** dialog box.
- 2 Select whether you want to print the Federal Form or the Worksheet and type a name in the Name field if it is different from the default Name that appears. Type a Trade Name if is different from the Name. The information on the form appears, pulling the information from the **Edit Company** dialog box and the employee records.
- 3 Make changes to the amounts on the form if necessary.
- 4 Click **OK**. The **Report Layout** dialog box appears.



If you selected **Federal Form** as the Type, the **Plain Paper** check box is selected. This option prints the entire federal form with the corresponding amounts on plain paper.

- 5 Select the target and click **OK** to generate the form.

Printing W-2s

This option prints continuous-feed or laser W-2 forms in the format prescribed by the Internal Revenue Service. You can purchase these forms from the DacEasy Forms division by calling (800) 222-0505.



The federal government periodically changes the format of W-2 forms during the year. If you know the form has changed since your last upgrade or purchase of DacEasy Payroll, you need to get a Tax Update from DacEasy to print W-2 forms correctly. This Payroll Tax Update is available in December, allowing DacEasy to include all new tax laws. Contact the DacEasy Sales department at (800) DAC-EASY for more information on the Payroll Tax Update.

You must print W-2 forms before you run the Close Year routine. If you perform the Year End routine before printing W-2 forms, you need to restore the backup made immediately prior to running the Year End routine to recover the information.

If you need to process a payroll for the next year before you print your W-2 forms, enter the dates for the next year on the **Pay Frequency** dialog box. If you process a payroll in the next quarter before you close the year, DacEasy stores this data in the Next Quarter columns on the **Edit Employee Accumulations** dialog box.

Employers who are filing magnetic media do not submit a Copy A form to the Social Security Administration and may use any of the W-2 form types. Therefore, any of the three W-2 Form options may be selected.

To Print W-2s

- 1 Select **Year End** from the **Periodic** menu, and then select **W-2 Forms**. The **Print W-2** dialog box appears.
- 2 Select the type of W-2 form you are printing.



Employers who are not filing magnetic media must submit a paper Copy A of Form W-2 with the Social Security Administration. Copy A is only available in the standard 2-Up format. To print this form, select **2-Up** as the type of form you want to print. The 2-Up option allows you to print on continuous feed or laser forms. The 4-Up and 4-Up Horizontal options only print on laser forms.

- 3 Complete the remaining fields on the dialog box. Select the **Custom Design** check box if you need to customize your W-2s.
- 4 Click **OK** to save the information. The **Report Layout** dialog box appears. If you select the **Custom Design** check box, the **Custom Design W2s** dialog box appears. Complete the fields as necessary and click **OK** to continue.

- 5 Select the target and click **OK** to generate the forms.
- 6 Follow the instructions on each screen to continue.



You can print a second set of W-2s, and a W-3 form after you print the first set of W-2s.

Troubleshooting Printing W-2s

This section provides tips when printing the W-2 forms. If you continue to experience problems printing your forms, contact Customer Support Services for assistance.

Avoiding Printer Jams When Printing W-2s

Continuous-feed W-2 forms come in four-, six- or eight-part forms. Some dot-matrix printers jam or feed incorrectly while printing six-part forms because they can't accommodate the thickness of these forms. Additionally, print heads on some printers don't strike hard enough to reach all forms, rendering some parts unreadable.

If you have experienced any of these problems in the past, try carefully separating the six layers in half, leaving two separate sets of three-part forms. Dividing the forms in this manner produces a thinner stack of forms, which helps to prevent printer jams and increases the chance of the print head reaching through to the last form. Once the forms are divided, run the W-2 Forms routine twice, once for each set of forms. Be sure to use the same sort and rank options when printing each set of forms. You can print the W-2s an unlimited number of times before closing the year.

If you do not want to separate the W-2 forms manually, you can contact our Forms department at (800) 222-0505 to order Twin Sets, available in six- or eight-part. These Twin Set forms are pre-split for you.

Reprinting After a Printer Jam

If your W-2 forms jam in the printer while printing, you can use the sort and rank options to print a select range of W-2 forms. If you experience a jammed printer or a break in the continuous forms, you can reprint just the section of the forms that remains, rather than printing the whole batch again.

Including Local Taxes 3 & 4 on the W-2

Printing Local Table 3 and Local Table 4 tax information on the W-2 form requires setting up a separate customized W-2 for the employee or employees requiring the additional tax information. First, you use the sort and rank options to print W-2s for all employees who require Local 1 and 2 tax information on their W-2s. Then, you use the sort and rank options to print W-2s for all employees that require the Local 3 and 4 tax information. Follow the steps provided to customize the W-2 form to include Local Table 3 and Local Table 4 tax information.

To include Local Tax 3 and 4 on the W-2:

- 1 After printing all W-2s that require Local 1 and 2 tax information, return to the **Print W-2** dialog box.



DacEasy automatically prints Local 1 and Local 2 tax information in boxes 18, 19 and 20 on the W-2 form.

- 2 Select the range of employees that require Local Table 3 and Local Table 4.
- 3 Select the **Custom Design** check box.
- 4 Select **OK** to continue. The **Custom Design** dialog box appears.
- 5 Navigate to the line under Box 18 and click **LookUp**.
- 6 Select **Local 3 Wages YTD** and press **Enter**. The field appears in the selected field. Move to the second line and repeat this step for **Local 4 Wages YTD**.
- 7 Navigate to the first line under Box 19 and click **LookUp**.
- 8 Select **Local 3 WH YTD** and press **Enter**. The field appears in the selected field. Move to the second line and repeat this step for **Local 4 WH YTD**.
- 9 Navigate to the first line under Box 20. Type the name for Local WH 3 and press **Enter**. Type the name for Local WH 4 in the second line under Box 20 and press **Enter**.
- 10 Click **OK** to save the changes to the **Custom Design** dialog box. The **Print W-2** dialog box appears again.
- 11 Print the customized W-2s including the Local 3 and 4 tax information.

Printing the W-3

The W-3 form is a summary of the information printed on the W-2 forms for the employer. You can print the W-3 form automatically after you print the W-2 forms. However, you can print just the W-3 form at any time.

- 1 Select **Year End** from the **Periodic** menu, and then select **W3 Forms**. The **Print W-3** dialog box appears.
- 2 Select whether or not you are reporting the W-3 information to more than one state.

If you selected to report to more than one state, proceed to step 4.

- 3 Type the state abbreviation for the state for which you are filing the Form W-3 and the corresponding State Tax ID. Click **LookUp** to select a state from a list.



The State ID must be entered and saved on the **Edit State Tax Table** dialog box before the state appears in the LookUp.

- 4 Select the **Filing Third-Party Sick Pay Recap Form** check box if you pay third-party sick pay and are filing Third Party Sick Pay Recap Forms W-2 and W-3. If you select this check box, "Third-Party Sick Pay Recap" prints in Box 13 of the W-3 form.
- 5 Click **Contact**. The **Contact Information** dialog box appears. Verify that the information is correct. Make any changes necessary. Click **OK** to save the changes and return to the **Print W-3** dialog box.
- 6 Select **OK**. A message appears, asking you to insert the form and begin printing.
- 7 Select **Continue** to print the W-3 form. The **Report Layout** dialog box appears.
- 8 Select the target and click **OK** to print the W-3 form.

Printing 1099s

This routine prints laser or continuous-feed 1099 forms in the format prescribed by the Internal Revenue Service. You must purchase laser or continuous-feed forms for federal/state reporting before performing this routine. You can purchase these forms from the DacEasy Forms division by calling (800) 222-0505.

DacEasy prints out 1099 forms for contract labor employees based on the dollar limit you specify when printing the forms. You also have the option of printing subtotals. If you select this option, every 42nd 1099 form prints a subtotal of the previous forty-one 1099 forms printed.

You must print 1099 forms before you close the year. If you close the year before printing these forms, you must restore a backup made prior to closing the year to recover the information.

To Print 1099s

- 1 Select **Year End** from the **Periodic** menu, and then select **Federal 1099**. The **Print 1099** dialog box appears.

- 2 Complete the fields on the dialog box as necessary.

Select the **Custom Design** check box if you need to customize your 1099s.

- 3 Click **OK** to save the information. The **Report Layout** dialog box appears.

If you select the **Custom Design** check box, the **Custom Design 1099s** dialog box appears. Complete the fields as necessary and click **OK** to continue.

- 4 Select the target and click **OK** to generate the forms.

- 5 Follow the instructions on each screen to continue.



You can print a second set of 1099s after you print the first set.

Troubleshooting 1099 Printing

This section provides tips when printing the 1099 forms. If you continue to experience problems printing your forms, contact Customer Support Services for assistance.

Reprinting After a Printer Jam

If your 1099 forms jam in the printer during printing, you can use the sort and rank options to print the range of 1099 forms remaining. If you experience a jammed printer or a break in the continuous-feed forms, you can reprint just the section of the forms that remains rather than print the whole batch again.



If you selected the **Print Subtotals** check box on the **Print 1099** dialog box, every 42nd 1099 form prints a subtotal of the previous forty-one 1099 forms. If you need to reprint the subtotal after a printer jam, make sure you include the entire range from the last printed subtotal.

Creating Magnetic Media Files

The federal government requires you to file W-2 forms in a magnetic media file if you employ more than 250 employees. You must register with the Social Security Administration to submit a magnetic media file. DacEasy prints W-2 forms to a disk file that meets the magnetic media file requirement set by the Social Security Administration.

In addition, DacEasy allows you to include your state records in the magnetic media file if specified. If you are required to file magnetically with your state, you can copy the same file to another floppy disk and send that file to your state's taxing authority. Check with your state taxing authority to confirm that it accepts MMREF-1 format.

The following steps explain how to create and copy the necessary files to a disk.



You must create the W-2 magnetic media file to a disk before you close the year. If you close the year before creating this file, you must restore a backup made prior to closing the year to recover the information.

To Create a Magnetic Media File

- 1 Select **Year End** from the **Periodic** menu, and then select **W2 Magnetic Media**. The **Magnetic Media** dialog box appears.
- 2 Complete the fields on the dialog box.
- 3 Click **OK** to continue. The **Contact Information** dialog box appears. Verify that the information is correct. The address information entered as Address 1 on the **Edit Company** dialog box is used as the Delivery Address when filing MMREF. The address information entered as Address 2 on **Edit Company** dialog box is used as the Location Address when filing MMREF. Make any changes necessary.
- 4 Click **OK** to continue. A message appears, confirming that you want to create the magnetic media file. Click **Continue**.

The W-2 magnetic media file is created and stored in the path entered. The name of the file is W2REPORT. Copy the magnetic media file to a disk to send it to the Social Security Administration.

Accuware Information

The following website, <http://www.ssa.gov/employer/accuware/index.html>, was provided by the Social Security Administration to enable you to test your magnetic media file before submitting it. Use this web site to download the appropriate Accuware software and use it to check for mistakes or missing information before submitting your magnetic media file to the the government.

Creating a Backup

With the Backup routine, you can back up your data to a disk, to your hard drive, or to a network drive. We recommend that you make frequent backups of your data. It is especially important to make a backup before performing certain irreversible functions such as posting or purging. For your convenience, you can make backups directly from a number of irreversible functions such as the Transaction Posting, Automatic Payroll Calculation, Close Month, Close Quarter, and Close Year routines. In addition, you can make a backup at any time by accessing the Backup function from the File menu.



You can back up or restore all data files in a company profile at one time using the DacEasy Business Center. Refer to Chapter 5, “Working With the Business Center” in the *Getting Started Guide* for more information.

Tip

To Create a Backup of Your Data Files

- 1 Select **Backup/Restore** on the **File** menu. The **File Backup/Restore** dialog box appears.
- 2 Select **Backup** in the Operation field.
- 3 Select **Payroll** to back up only payroll data files. Select **Accounting** to back up only your accounting data files.
- 4 Type the path to the data files you want to back up in the Source field. DacEasy displays the path to the company data files currently open, but you can change the path if you want to back up files located elsewhere on your hard disk drive.
- 5 Type the path where you want to store the backup files in the Target field. If you are not sure of the path, click the **Browse** button to locate the drive and folder you want.
- 6 Click **OK**. A message appears, confirming that you want to make a backup. Select **Yes** to continue. During the routine, DacEasy prompts you to insert disks in the appropriate drive, if necessary.



Make a separate backup of your accounting data if you are running DacEasy Payroll interfaced with DacEasy Accounting.

Closing the Month

This routine clears and prepares all monthly fields on the **Edit Employee Accumulations** dialog box to receive transactions for the next month. You should run this routine prior to posting the first payroll of each month. If you have any custom reports that pull from the month column in the Employee file, those reports must be run before closing the month.

To Close the Month

- 1 Select **Month End** from the **Periodic** menu. The **Close Month** dialog box appears.
- 2 Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. After the Backup routine is complete, the **Close Month** dialog box appears again.
- 3 Click **OK** to close the month.

Closing the Year

This routine clears and prepares all year-to-date accumulation fields on the **Edit Employee Accumulations** dialog box to accept accumulations for the next year. If you select the **Purge History** check box, you can also clear information from the Payroll History files during the Close Year routine. Print hard copies of the Payroll History files by printing the Detail Transaction History, Codes History, and Detail reports to archive before purging the information. **Print all necessary quarterly and annual reports before running this routine.** This includes the State Quarterly Report, 941, Schedule B, 940, W-2s, W-3, and 1099s. In addition, the Current Quarter field must be 4 on the **Edit Company** dialog box before you can close the year.

If you record and post payroll transactions for the next quarter while in the fourth quarter, DacEasy posts these transactions into the Next Quarter columns and transfers them to the Quarter and Year columns when you run the Close Year routine.

The following list explains the processes that take place when you close the year.

- Clears the Year columns on all tabs of the **Edit Employee Accumulations** dialog box.
- Clears the Quarter columns on all tabs of the **Edit Employee Accumulations** dialog box.
- Moves the Next Qtr columns on all tabs of the **Edit Employee Accumulations** dialog box to the Current Quarter and Current Year columns.
- Updates the Current Quarter field to 1 and the Current Year field to 2006 in the **Edit Company** dialog box. This information is stored in the DEPGNRL.DB file.
- Clears the MISC.DB file, which stores various tax information for the Form 941, Schedule B, and 940.
- Nets or clears vacation and sick time on the **Edit Employee Information** dialog box (if specified).
- Deletes terminated employees (if specified).



Be sure to make a backup of your payroll data before closing the year. This is important because you cannot access a previous year once the year is closed. You also want to make a backup if you need to retrieve any yearly accumulations after running the Close Year routine, especially if you select to purge history.

To Close the Year

- 1 Select **Year End** from the **Periodic** menu, and then select **Close Year**. The **Close Year** dialog box appears.



Note

You are only able to run the Close Year routine if you are currently in the fourth quarter. The current quarter appears in the DacEasy Payroll status bar. You can also view the current quarter on the **Edit Company** dialog box by selecting **Company** on the **Edit** menu.

- 2 Make any necessary selections on the dialog box.
- 3 Select the **Purge History** check box if you want to clear information from the Payroll History files. If you select this option, type the date range or type the date through which you want to purge information.
- 4 Click **OK** to close the year.



Note

If you close the year while tax liabilities exceed deposits for the most recent quarter, the program displays the message “There is a tax liability balance due...” Select **Abort** to exit the routine and process the Tax Deposit, or select **Continue** to ignore the message and close the year. For more information on processing Tax Deposits, refer to the section titled “Making Tax Deposits” earlier in this chapter.

Purging the Detail Report

You can purge the Payroll Transaction History files used for the Detail Report and Transaction History Report during the Close Year routine. When you select the **Purge History** check box during the Close Year routine, you are purging the information used for the Detail Report and the Transaction History Report. For more information on purging the Payroll Transaction History files, refer to the section titled “Closing the Year” earlier in this chapter.



Note

Be sure to make a backup of your payroll data before you purge the Detail Report. You can restore this backup to review archived data.

Printing W-4s

DacEasy allows you to print the W-4 Federal Form. If any employees require any changes to this form, you can print a new form each year so you can keep a current W-4 form for all employees. Use this feature to print the federal form with your employee's information. If you need to print additional information on the W-4 form, refer to the section titled "Printing the New Hire Report" in the chapter titled "Management Reporting" in the *DacEasy Payroll User's Guide*.

To Print the W4s

- 1 Select **W4 Forms** from the **Periodic** menu. The **Form W-4** dialog box appears.
- 2 Type the Sort By range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.
- 4 Click **OK** to save the information. The **Report Layout** dialog box appears.



If you want to print the W-4 Federal Form on plain paper, select the **Plain Paper** check box on the **Printer** tab of the **Report Layout** dialog box. If you are printing on a preprinted form, do not select the **Plain Paper** check box.

- 5 Select the target and click **OK** to generate the report.

Accounting Year End Procedures

This chapter includes information on closing periods and the year in DacEasy Accounting, as well as printing the necessary reports and forms that coincide with these routines. You are not required to close any General Ledger periods until you close the year. You can track up to two years of transactions in DacEasy Accounting before you are required to close the year. The following list provides the order in which you perform each routine. All transactions for the current year must be posted prior to beginning these procedures.



Note

If you are running DacEasy Accounting interfaced with another DacEasy add-on module such as DacEasy Point of Sale, DacEasy Order Entry, or DacEasy Payroll, be sure all transactions within the year you are closing are posted in the appropriate module before you perform the Period End and Year End routines in DacEasy Accounting.

There are four different year-end routines in DacEasy: Accounts Receivable, Accounts Payable, Inventory, and General Ledger. Here are some rules of thumb to follow when closing the year:

- Run the Period End routines first.
- Run all year-end routines consecutively (for example, do not run Inventory Year End, and then wait a week to run the Payables Year End).
- Run the General Ledger Year End last.

The following checklist helps you plan your end-of-year tasks. While not all items on the list may apply to you, it is a general to-do list to help remind you to keep data files in order.

Year End Procedure Checklist

- Complete each step on the Period End Checklist. Refer to the section titled “Closing Periods” for more information on these steps. Close all periods before running the Year End procedure. If you have any year-end adjustments, enter those before closing the last period.



Note

The Accounts Receivable and Accounts Payable Period End routines are optional. Refer to the appropriate section in this chapter to determine if running these routines is right for you.

- If you are using the Forecasting feature, print the Statistical YTD Report, perform the Forecast Calculation routine, and print the Forecast Report for receivables, payables, and inventory to view your forecasted figures.
- Print any financial reports you may need (for example, Trial Balance, Income Statement, Balance Sheet, and General Ledger Activity Report).
- Print 1099 forms for contract labor vendors.
- Make a backup of your data files.
- Run Year End for the Receivables Ledger, Payables Ledger, Inventory modules.
- Run Year End for the General Ledger.
- Purge your data files for the prior year (This step is optional).
- Run File Utilities on all data files if you purged any data.

Closing Periods

The following checklist details each step involved in closing the period for the Receivables Ledger, Payables Ledger, Inventory, and General Ledger modules.



The Period End routines are optional. Refer to the appropriate section in this chapter to determine if performing the Period End routine is right for you.

Period End Checklist

- Post all modules for the period you are closing.
- Back up data files.
- Generate finance charges for customers.
- Print customer statements.
- Run the Receivables Ledger Period End routine.
- Run the Payables Ledger Period End routine.
- Run the General Ledger Period End routine.
- Run File Utilities on all files.

Generating Finance Charges

You should generate finance charges just prior to performing the Receivable Ledger Period End routine. This is to accommodate your balance forward-type customers, because the open invoice detail for balance forward customers is consolidated into one open invoice during period end.

DacEasy calculates finance charges based on the finance charge rate entered on the customer record and the number of past due days on a customer's invoice.

DacEasy creates a separate finance charge entry in the Accounts Receivable Open Invoice Detail file for each past due invoice and updates the Accounts Receivable Open Invoice Header file with the change. Finance charges print as separate items on the Accounts Receivable Aging Report and Statements. In addition, DacEasy ages finance charges along with the past due invoice.

The finance rate formula prorates charges on a 30-day cycle. For example, if an invoice is more than 30 days past due, DacEasy assesses the full percentage of the finance charge. If an invoice is 10 days past due, DacEasy uses the following formula to determine the finance charge: **past due amount * (10/30 * finance charge %)**.

After calculating finance charges, DacEasy creates a summary transaction in the General Ledger. The journal code for the transaction is AR. As DacEasy generates finance charges, it prints a Finance Charge Journal. This journal provides the audit trail necessary to verify all entries made in the General Ledger and Customer files.

To Generate Finance Charges

- 1 Select **Receivables** from the **Periodic** menu, and then select **Generate Finance Charges**. The **Generate Finance Charges** dialog box appears.



It is important that you make a backup because you cannot reverse this routine after it has been performed. You can back up all data files for the company, including add-on modules, from the Business Center. Or, to access the Accounting Backup routine, click **Backup** from the **Generate Finance Charges** dialog box.

- 2 Type the date used to determine which invoices are past due and the amount of the finance charge.

Finance charges are prorated based on a 30-day period. If an invoice is more than 30 days past due, it is assessed the full finance charge. If an invoice is 10 days past due, it is multiplied by a prorated percentage ($10/30 * \text{finance charge \%}$) to calculate the finance charge amount.

- 3 Select **OK** to generate finance charges for all customers. A Finance Charge Journal prints, and a summary transaction is posted to the General Ledger with an AR journal code.



To generate finance charges for a range of customers, select **Range** and type the range of customer codes. To generate finance charges for customers that do not fall within a sequential range, choose **Select** as the Scope. When you click **OK**, you can select the customers for whom you want to generate finance charges.

Printing Customer Statements

DacEasy allows you to print statements for your customers. You can customize the statements for printing on plain paper or on preprinted forms. For more information on printing customer statements, refer to the Online Help topic titled “Printing statements.”

Closing the Period for the Receivables Ledger

The Receivable Ledger Period End routine does the following:

- Removes all paid-in-full invoices from the Accounts Receivable Open Invoice Header and Detail files. Removes all the paid-in-full invoices from the Accounts Receivable Open Invoice file in all prior versions. This information appears on the Aging Report and Statements. The invoice and payments must be posted and be dated on or before the date the Period End routine is run.
- Updates the Balance Information for your customers. This Period is cleared and the amount is added to the Beginning field.
- Consolidates all remaining posted transactions for the period into one invoice for balance forward-type customers. The date becomes the invoice number using the YYYYMMDD format.
- Updates the Accounts Receivable Open Invoice Header file. The Accounts Receivable Open Invoice file is used for the Credit Check and Alert features.



Note

You should generate finance charges prior to running the Accounts Receivable Period End routine. This is to accommodate your balance forward-type customers, because the open invoice detail for balance forward customers is consolidated into one open invoice during period end.

- The Accounts Receivable Period End routine does not prevent you from entering customer transactions for the period you close.

To Run the Period End Routine for Receivables

- 1 Select **Receivables** from the **Periodic** menu, and then select **Period End**. The **Accounts Receivable Period End** dialog box appears.



Note

It is important that you make a backup because you cannot reverse this routine after it has been performed. You can back up all data files for the company, including add-on modules, from the Business Center.

- 2 Type a date corresponding to the period you want to close. The corresponding period appears below the date. Note: you may close more than one period at a time.
- 3 Click **OK** to close the period for the Receivables Ledger. A confirmation message appears when the process is complete.
- 4 Select **Continue** to return to the main menu.

Closing the Period for the Payables Ledger

The Payables Ledger Period End routine does the following:

- Removes all paid-in-full invoices from the Accounts Payable Open Invoice Header and Detail files. Removes all paid-in-full invoices from the Accounts Payable Open Invoice file in all prior versions. This information appears on the Aging Report, Statements and Payments Report. The invoice and all payments must be posted and be dated on or before the date the Period End routine is run.
- Updates the Balance Information area on each vendor record. This Period is cleared, and the amount is added to the Beginning field.
- Consolidates all remaining posted transactions for the period into one invoice for balance forward-type vendors. The date becomes the invoice number using the YYYYMMDD format.
- Updates the Accounts Payable Open Invoice Header file. This file is used for the Payables Reminder and Alerts feature.



The Payable Ledger Period End routine does not prevent you from entering Payables Ledger transactions for the period you close.

To Run the Period End Routine for Payables

- 1 Select **Payables** from the **Periodic** menu, and then select **Period End**. The **Accounts Payable Period End** dialog box appears.



It is important that you make a backup because you cannot reverse this routine after it has been performed. You can back up all data files for the company, including add-on modules, from the Business Center.

- 2 Type a date corresponding to the period you want to close. The period appears below the date. Note: you may close more than one period at a time.
- 3 Click **OK** to close the period for Accounts Payable. A confirmation message appears when the process is complete.
- 4 Select **Continue** to return to the main menu.

Entering Account Budget Figures

You can enter budget figures for your chart of accounts, and then view the information on financial reports and listings. You can only enter budget amounts for detail accounts. DacEasy automatically passes the budget amount entered for each detail account to the parent (general) accounts above it.

You can enter budget figures for your accounts using two different methods. Enter budget figures for one account at a time from the **Account History** dialog box, or enter budget figures for all accounts at the same time using the Budget routine on the **Periodic** menu. Refer to the Online Help for more information on the **Account History** dialog box. The steps required to enter budget figures from the Budget routine on the **Periodic** menu follow.

To Enter Budget Figures

- 1 Select **General Ledger** from the **Periodic** menu, and then select **Budget**. The **LookUp Account Budget** window appears.
- 2 Double-click a detail account and the **Account Budget** dialog box appears.



You can view budget figures for general accounts; however, you cannot edit general accounts. Each detail account updates the general accounts into which it flows.

- 3 Type the Budget amounts in the appropriate periods. You can click **Duplicate** to repeat the amount for each remaining period.
- 4 Click **OK** to update the account budget information.

Closing the General Ledger Period

The General Ledger Period End routine changes the status on the periods table to Closed for the selected period and all prior periods. You cannot make entries into a closed period, and a closed period cannot be changed to an open or active status. You do not have to close the period prior to entering transactions in the next period. The only time you are required to close the period is prior to closing the year.

You can close an accounting period after you (1) enter and post all accounting activity for a given period and (2) print all associated reports, journals, and financial reports. Use discretion when you close a period; once you close a period in the General Ledger, you cannot enter a transaction for dates within or before the closed period.



Closing a period closes all periods prior to the selected period, in addition to the selected period.

To Run the Period End Routine for the General Ledger

- 1 Select **General Ledger** from the **Periodic** menu, and then select **Period End**. The **General Ledger Period End** dialog box appears.



It is important that you make a backup because you cannot reverse this routine after it has been performed. You can back up all data files for the company, including add-on modules, from the Business Center.

- 2 Type a date corresponding to the period you want to close. The corresponding period appears below the date.
- 3 Select **OK**. If prior periods are not closed, a message appears, warning that you are closing more than one period. Select **Yes** to close the current period and all prior periods. A confirmation message appears when the process is complete.



If unposted transactions exist, an error appears. You must post the specified module before closing the period.

- 4 Select **Continue** to return to the main menu.

Troubleshooting the General Ledger Period End Routine

This section offers some tips for working through common error messages you may receive while performing the General Ledger Period End routine.

Errors Due to Unposted Transactions

When attempting to close periods in the General Ledger, you may experience a number of errors stating “Transactions have not been posted.” The error tells you which module has the unposted transactions. It, however, does not tell you which period is unposted. Here are some steps to help locate the unposted transactions.

- 1 Select **Period End** from the **General Ledger** menu and close the first open period. If the program closes the period successfully, then you know the unposted transactions are in a different period. Continue this process for each subsequent period until you receive the error “Transactions have not been posted.”
- 2 Post the unposted transactions, and then close the period.



Tip

To determine whether there are unposted transactions for the period you are closing, select each module on the **Journals** menu and try to print a journal for the period you are closing. If you receive the message “Error #144 No Records found in Range entered,” all transactions are posted for that module for that period. If a journal prints, there are unposted transactions for the module for the selected period.

- 3 If you still receive the error and cannot find the unposted transaction, run File Utilities on all data files. For more information on the File Utilities routine, refer to the Help topic titled “Using File Utilities.”

Closing the Year

There are four different year-end routines in DacEasy: Accounts Receivable, Accounts Payable, Inventory, and General Ledger. There are two rules of thumb when closing the year:

- Run all year-end routines consecutively (for example, do not run Inventory Year End, and then wait a week to run Payables Year End).
- Run the General Ledger Year End last.

The following checklist helps you plan your end-of-year tasks. While not all items on the list may apply to you, it is a general to-do list to help remind you to keep data files in order.



If you are running DacEasy Accounting interfaced with another DacEasy add-on module such as DacEasy Point of Sale, DacEasy Order Entry, or DacEasy Payroll, be sure all transactions within the year you are closing are posted in the appropriate module before you perform the Period End and Year End routines in DacEasy Accounting.

Year End Checklist

- If you are using the Forecasting feature, print the Statistical YTD Report and perform the Forecast Calculation for receivables, payables, and inventory.
- If you performed the Forecast Calculation routine, print the Forecast Report for receivables, payables, and inventory to view your forecasted figures.
- Print any financial reports you may need (for example, Trial Balance, Income Statement, Balance Sheet, and General Ledger Activity Report.)
- Make a backup of your data files and label it Year End 2006.
- Run Year End for Receivables.
- Run Year End for Payables.
- Run Year End for Inventory.
- Run Year End for the General Ledger.
- Purge your data files for the prior year (this task is optional).
- Run File Utilities on all data files if you decided to purge information.

Forecasting

You can plan for the next year by forecasting your purchasing figures for your vendors and sales figures for customers, products, and services. Before you run the Year End routine, run the Forecast Calculation routine to forecast these figures.

Perform the following tasks to use the Forecasting routine:

- Prior to running the Forecast Calculation routine, print the Statistical YTD Report to view forecasted figures for the current year and compare these numbers to actual figures.
- Run the Forecast routine prior to running the Year End routine. DacEasy places the forecast amounts in the Budget column on the **Historical Information** dialog box for each record.
- Print the Forecast Report to view the past year figures with the budgeted figures for the New Year.

To Print the Statistical YTD Report

- 1 Select **Receivables**, **Payables**, or **Inventory** from the **Periodic** menu, and then select **Print Statistical YTD**. The **Print Statistical YTD** dialog box appears.
- 2 Select the sorting method and type a range if you want to print the report for a range of records. If you do not enter a range, the default is First to Last.
- 3 Click **OK** and the **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to view the report.



Note

Repeat these steps for each module (Receivables, Payables, or Inventory) for which you want to view a Statistical YTD report.

To Forecast Budget Figures

- 1 Select **Receivables**, **Payables**, or **Inventory** from the **Periodic** menu, and then select **Forecast Calculation**. The **Forecast Calculation** dialog box appears.
- 2 Select the method by which to calculate the forecast figures and complete the Percent field if the percent method is selected.
- 3 To calculate the forecast for a range of records, select a Sort By method and type a range. If you do not enter a range, the default is First to Last and the forecast is calculated for all records.

- 4 Click **OK** to calculate the forecast.



Repeat these steps for each module (Receivables, Payables, or Inventory) to complete the Forecast Calculation routine.

To Print the Forecast

- 1 Select **Receivables**, **Payables**, or **Inventory** from the **Periodic** menu, and then select **Print Forecast**. The **Print Forecast** dialog box appears.
- 2 Select the method by which to sort the report. Type a range if you want to limit the records that appear on the report.
- 3 Click **OK** and the **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to view the report.



Repeat these steps for each module (Receivables, Payables, or Inventory) for which you want to view the Forecast report.

Closing the Year for the Receivables Ledger

The Receivable Ledger Year End routine updates historical information for each customer. DacEasy transfers the year-to-date figures to last year and last year's amounts to the year-before-last. You lose balances for the year-before-last during this routine. To retain the information in the Year Before Last fields, make and store a backup of your data files for archival purposes.



If you are using the Forecasting feature, perform the Receivables Forecasting routine prior to running the Receivables Ledger Year End.

To Run the Receivable Ledger Year End Routine

- 1 Select **Receivables** from the **Periodic** menu, and then select **Year End**. A message appears, warning you to make a backup before proceeding.



It is important that all transactions for the current year are posted prior to closing the year. Run the General Ledger Period End routine for the last period of the year to ensure that transactions are posted before the Receivable Ledger Year End routine is performed.

- 2 Click **Start Year End Close** to close the year. A confirmation message appears when the process is complete.
- 3 Select **Continue** to return to the main menu.

Printing 1099 Forms

DacEasy tracks the vendor information required to issue a 1099 at the end of the year. Select the **Contract Labor** check box on the **Edit Vendor** dialog box for each vendor that requires a 1099. This form shows the amount you paid to the vendor during the year. DacEasy gets this information from the Vendor Payment file. To view this information, click **Options** from the vendor record, and then select **1099 Information**.

To Print 1099 Forms

- 1 Select **Payables** from the **Reports** menu, and then select **1099s**. The **1099s** dialog box appears.
- 2 Complete each field. The federal and state tax IDs entered on the **Company Information** dialog box appear, as well as the current year. You can edit these fields if necessary. A 1099 prints for each contract vendor that received payments equal to or greater than the amount entered in the Minimum field.
- 3 Click **OK** to access the **Report Layout** dialog box.
- 4 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

Troubleshooting the 1099 Routine

For a 1099 to print for any vendor

- Contract Labor must be checked in Edit-Vendors on the Account tab by the beginning of the year.
- Cash transaction must have been made and posted to the Contract Labor vendor.

If the conditions above were not met and you must print a 1099, you may correct this situation using the following steps:

- 1 Open the vendor file, select **Edit-Vendor**, and then the **Account** tab.
- 2 Click **Contract Labor**.
- 3 Click **Options** and select **1099 Information**.
- 4 Then, enter the **Year to Date Payment Amount**.

Closing the Year for the Payables Ledger

The Payables Ledger Year End routine updates the historical information for each vendor. DacEasy transfers year-to-date values to last year and last year's balances to the year-before-last. You lose balances for the year-before-last during this routine. To retain information in the Year Before Last fields, make and store a backup of your data files for archival purposes.



If you are using the Forecasting feature, perform the Payables Forecasting routine prior to running Payables Ledger Year End.

To Run the Payables Ledger Year End Routine

- 1 Select **Payables** from the **Periodic** menu, and then select **Year End**. A message appears, warning you to make a backup before proceeding.



It is important that all transactions for the current year are posted prior to closing the year. Run the General Ledger Period End routine for the last period of the year to ensure that transactions are posted before the Payables Ledger Year End routine is performed.

- 2 Click **Start Year End Close** to close the year. A confirmation message appears when the process is complete.
- 3 Select **Continue** to return to the main menu.

Closing the Year for Inventory

The Inventory Year End routine updates historical information in the Product and Service files. DacEasy transfers year-to-date balances to last year and last year's balances to year-before-last. You lose balances for the year-before-last during this routine. To retain information in the Year Before Last fields, make and store a backup of your data files for archival purposes.



If you are using the Forecasting feature, perform the Inventory Forecasting routine before you run Inventory Year End.

To Run the Inventory Year End Routine

- 1 Select **Inventory** from the **Periodic** menu, and then select **Year End**. A message appears, warning you to make a backup before proceeding.



It is important that all transactions for the current year are posted prior to closing the year. Run the General Ledger Period End routine for the last period of the year to ensure that transactions are posted before the Inventory Year End routine is performed.

- 2 Click **Start Year End Close** to close the year. A confirmation message appears when the process is complete.
- 3 Select **Continue** to return to the main menu.



If you skip the inventory year end routine or run it more than once, the Product Activity report will be incorrect.

Closing the Year for the General Ledger

When you run the General Ledger Year End routine, your data files are updated as follows:

- The **Periods** tab on the **Company Information** dialog box is updated to reflect the new year (Second Year periods become First Year periods and the following year is added to the Second Year). All transactions for the year must be recorded and posted before running the Year End routines. After you close the year, you cannot enter transactions for the year.
- The **Account History** dialog box for each account is updated to reflect the new periods structure. DacEasy transfers the This Year balance to the Last Year balance field for each period, providing you with historical information for the previous year.
- The **Salesperson History** dialog box is updated to reflect the new periods structure.
- The **Sales Tax History** and **Purchase Tax History** dialog boxes are updated to reflect the new periods structure.
- Revenue and Expense accounts are zeroed out (beginning balances), and the net profit or loss is transferred to the Current Earnings account entered on the **Account Interface** dialog box.

After you have run Year End for receivables, payables, and inventory, you are ready to close the General Ledger for the year.



Note

Before you run the Year End routine, you must run the General Ledger Period End routine for the last month of the year.

To Run the General Ledger Year End Routine

- 1 Select **General Ledger** from the **Periodic** menu, and then select **Year End**. A message appears, warning you to make a backup before proceeding.
- 2 Click **Start Year End Close** to close the year. A confirmation message appears when the process is complete.

If each period has not been closed, an error appears. Exit the Year End routine and run the General Ledger Period End routine to close the last period of the current year. Then, return to the Year End routine to continue closing the year.

If a Current Earnings account was not entered on the **Account Interface** dialog box, you are prompted to enter a clear to account. Type the current earnings account number or click **LookUp** and select the account from the list.

- 3 Select **Continue** to return to the main menu.



Tip

After you run General Ledger Year End routine, the first transaction for the new year should be a transfer transaction. The transfer transaction moves the current earnings balance (for the year just closed) to a Retained Earnings account.

Troubleshooting the General Ledger Year End Routine

This section offers answers to some questions and tips for working through common error messages you may receive while performing the General Ledger Year End routine.

Error #265 Last Month Must be Closed

Before performing the General Ledger Year End routine, the last month of that year must be closed. This error occurs when the General Ledger Period End routine was not run for the last period on the **Periods** tab of the **Company Information** dialog box. Once the Period End routine is performed for the last period, a status of “C” appears for all periods in the First Year column. Run the General Ledger Period End routine for the last month of the year, and then return to the Year End routine to close the year.

Why Am I Prompted for a “Clear to Account”?

When you close the year, the Revenue and Expense accounts are zeroed out and the net profit or loss is transferred to the Current Earnings account (or the “Clear To” account) entered on the **Account Interface** dialog box. If this field is blank, the program prompts you for a “Clear To” account. The account normally used in the DacEasy sample chart of accounts is 33 Current Earnings; however, you can use any detail Capital account as the “Clear To” account.

Error #86 The Current Earnings Account is Not a Capital Account.

The Current Earnings account selected on the **Account Interface** dialog box or during Year End must be a Capital account. To verify the account type, select **Accounts** from the **Edit** menu, and then type the account number you are using as the Current Earnings or “Clear To” account. The Group selection must be **Capital** for the account selected as the Current Earnings or “Clear To” account.

Purging Data Files

Use the Purge routine to remove unwanted information from your data files. If you purge a transaction file, DacEasy removes all posted and deleted transactions from the file for the specified date range. In addition, you can purge customers, vendors, products, and services that you no longer need.

After you purge your transaction files, you can no longer view your transactions or print listing reports to view these transactions. For this reason, you might choose not to purge data until after you close the year. Additionally, you may choose not to purge the General Ledger since it serves as your audit trail. It is very important that you back up your data files prior to purging information. Once the data has been purged, it can only be retrieved by restoring a backup made prior to running the Purge routine.



Tip

To increase available hard disk space, run the Recover routine on the file after you run the Purge routine. For more information on the Recover routine, refer to the Help topic titled “Using File Utilities.”

To Purge Files

- 1 Select **Purge** from the **Periodic** menu. The **Purge Files** dialog box appears.
- 2 Select the file to purge.
- 3 If a transaction file is selected, type the range of transactions to purge based on the transaction date. All records up to and including the date entered are purged.

If a non-transaction file is selected, type the ending date for the last record to purge. All records up to and including the date entered are purged.
- 4 Click **OK**. A confirmation message appears when the Purge process is complete.
- 5 Select **Continue** to return to the **Purge Files** dialog box.

Order Entry Year End Procedures

The Year End routine updates the historical information in your Customer, Product, Service, Salespeople, and Tax modules. DacEasy transfers the year-to-date (YTD) values to the last year (LY) field and last year values to year before last (YBL). Values in the Year Before Last fields are removed during the Year End routine. The routine also changes the period dates to the new year.

Performing the Year End routine in DacEasy Order Entry is almost the same procedure as the Year End routine in DacEasy Accounting. If you are running DacEasy Order Entry interfaced with DacEasy Accounting, you are not required to run year end in Order Entry.

As mentioned earlier, the information for the year before last is removed during the Year End routine. If you want to retain this historical information for your customers, products, and services, make a backup of your data files before performing the Year End routine. Store the backup for archival purposes.

To Run the Year End Routine

If you are not running DacEasy Order Entry interfaced with DacEasy Accounting, the year end process updates the historical information for Customer, Product, Service, and Tax files. It updates the salesperson history by moving the first year Sales and Commission amounts to the second year. If you are interfaced with DacEasy Accounting, refer to the next section titled “To Run the Year End Routine When Interfaced With DacEasy Accounting.”

- 1 Download the WebStore orders that are using a date in the year you are closing. Post all invoices for the year you are closing. For steps on posting, refer to the chapter titled “Processing Orders” in the *DacEasy Order Entry User’s Guide*.



The easiest way to verify that all invoices are posted is to run a Sales Listing report in DacEasy Order Entry from first to last. Select **Sales Journal** from the **Process** menu. Select to print a **Listing**. If no asterisks appear next to the invoice or return number, all invoices or returns are posted.

- 2 Make a backup of your order entry data files. Clearly label each backup disk.
- 3 Select **Year End** from the **Periodic** menu. The current year appears. Verify that the year is the one you want to close.

If the year you want to close does not correspond with the year that appears, exit the dialog box and change the program date. Then, return to the **Year End** dialog box.

If the year that appears is correct, select **Yes** to continue. Order Entry closes the year.

To Run the Year End Routine When Interfaced With DacEasy Accounting

Follow these steps to run the Year End routine if you are interfaced with DacEasy Accounting. If you are not interfaced with DacEasy Accounting, refer to the previous section titled “To Run the Year End Routine.”

- 1 Download the WebStore orders that are using a date in the year you are closing. Post all invoices for the year you are closing. For steps on posting, refer to the chapter titled “Processing Orders” in the *DacEasy Order Entry User’s Guide*.



The easiest way to verify that all invoices are posted is to run a Sales Listing report in DacEasy Accounting from first to last. Select **Billing** from the **Journal** menu. Select to print a **Listing**. If no asterisks appear besides the invoice or return number, all invoices or returns are posted.

To Run the Year End Routine

To Run the Year End Routine When Interfaced With DacEasy Accounting

- 2 Make a backup of your accounting data files, and then make a backup of your order entry data files. Clearly label each backup disk.
- 3 Select **Year End** from the **Periodic** menu. The current year appears. Verify that the year is the one you want to close.

If the year you want to close does not correspond with the date that appears, exit the dialog box and change the program date. Then, return to the **Year End** dialog box.

If the year that appears is correct, select **Yes** to continue. DacEasy Order Entry closes the year.

- 4 Exit DacEasy Order Entry and access DacEasy Accounting. Refer to the chapter titled "Accounting Year End Procedures" for more information on performing the Year End routine in Accounting.



Note

When you are interfaced with DacEasy Accounting, you are not required to run the Year End Routine in Order Entry. When Order Entry is interfaced with DacEasy Accounting, the Accounting Periods Table is referenced.

Purging Data Files

DacEasy Order Entry maintains information in various data files for the entire year. Even after you perform the Post Shipments routine, Order Entry retains the order information so you can print sales analysis reports and sales listings that include data for the entire year.

However, some of the files can become very large as a result of holding old data. DacEasy Order Entry provides an easy way to purge information from your data files. The Purge routine purges information from the files according to the date range specified.

For example, assume you just closed the year and started processing orders for the next year. To remove all orders prior to the new year, use the Purge routine. To ensure that you remove all information from the previous year, you should perform the Purge routine for all data files using the dates from the previous year.



To increase available hard disk space, run the Recover routine on the file after you perform the Purge routine.

File Descriptions

Here is a brief explanation of the data contained in each file. Review the list to determine which files you want to purge and which files include information you want to maintain for reporting purposes.

General Ledger	<p>This file contains all general ledger transactions created when DacEasy Order Entry is not interfaced with DacEasy Accounting. DacEasy Order Entry assigns its own account numbers to the transactions in the General Ledger files. To print a listing of general ledger transactions, select General Ledger from the Reports menu.</p> <p>If you are running DacEasy Order Entry interfaced with DacEasy Accounting, Order Entry uses the General Ledger files in Accounting. To purge the information from these files, we recommend you purge the general ledger transactions in DacEasy Accounting.</p>
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Sales Orders	<p>This file contains detail information for all orders entered in the program. Order Entry maintains the order detail in this file, even after you ship orders and post shipments. To obtain a printed copy of the contents of this file, select Sales Orders from the Reports menu. Purging Sales Orders also purges the Credit Card file. Only orders with a status of Completed, Voided, or Canceled are purged through the Purge routine.</p>
Quotes	<p>This file contains the detail of all sales quotes in the company. Use the Purge routine to delete old quotes you do not need anymore. To print the contents of this file, select Print Orders from the Process menu, and then select Quotes.</p>
Invoices	<p>This file contains all of the invoices created by the orders you have shipped. Do not confuse invoices with orders in the program. When you ship an order or RMA (Returned Merchandise Authorization), Order Entry creates a new transaction called an invoice or sales return. This file is used for the AutoOrder and AutoReorder feature. If you would like to retain your customer's sales history for this feature, do not purge this file.</p> <p>If you are running DacEasy Order Entry interfaced with DacEasy Accounting, Order Entry creates invoices and sales returns in your invoice transaction files in DacEasy Accounting. You can purge invoices and sales returns using the Purge routine in either DacEasy Accounting or DacEasy Order Entry. To print the contents of this file before purging, print the Sales Listing report in DacEasy Order Entry or the Billing Listing in DacEasy Accounting.</p>
Serial Numbers	<p>DacEasy Order Entry tracks serial numbers for your products and services after a sale. DacEasy stores serial number information in a separate file from the orders so you can purge orders but still track serial numbers. You should only purge this file if you do not want to track serial numbers for older sales. If you want to track the sale of a serial number at a later time, do not purge this file. To print the contents of this file, select Serial Numbers from the Customer Service menu.</p>

Accounts Receivable Open Invoices	<p>DacEasy Order Entry stores the open invoices even after they are paid. You may want to purge the older, paid open invoices after they no longer apply to your reports. When purging the AR open invoices, a list of open invoices appears so you can select the invoices you want to delete.</p> <p>If you are running DacEasy Order Entry interfaced with DacEasy Accounting, you cannot use the Purge routine on AR open invoices. You must run the Receivables Period End routine in DacEasy Accounting to clear the open invoices from the Aging report and statements.</p>
Promotional Prices	<p>This file contains the transactions entered using the Edit Promotional Price dialog box. Use the Purge routine to delete old promotions you do not need anymore. To print the contents of this file, select Promotional Price from the Reports menu.</p>
Customer Transaction History	<p>If you select the Track Customer Transaction History check box on the System Preferences dialog box, an entry is recorded in this file each time you enter transactions for open invoice customers. To view the customer transaction history for a customer, select Customers from the Edit menu. Enter a customer and click Transactions. Purging this file removes all customer historical transaction detail within the date range specified.</p>
Assembly Transactions	<p>Purging this file removes all posted or deleted assembly transactions within the date range entered. This option purges transactions entered using the Assembly on-the-fly routine from Order Entry dialog box in DacEasy Order Entry and using the Assembly Transaction dialog box in DacEasy Accounting (if interfaced).</p>
Product History Detail	<p>If you selected to track product transaction history on the System Preferences dialog box, an entry is made to this file every time you enter transactions using a product. To view the product history detail, select Products from the Edit menu. Enter a product. Click Options, and then select Product History Detail. Purging this file removes all product history detail within the date range specified.</p>
Customers	<p>You can purge a range of customers based on the Last Sales Date field on the Edit Customer dialog box. All customers meeting the requirements are deleted from the system.</p>

Products	You can purge a range of products based on the Last Sales Date field on the Edit Products dialog box. All products meeting the requirements are deleted from the system.
Services	You can purge a range of services based on the Last Sales Date field on the Edit Service dialog box. All services meeting the requirements are deleted from the system.

To Purge a File

- 1 Make a backup of your order entry data files. Archive this backup and keep it as a record of the information you are going to purge. If you are running DacEasy Order Entry interfaced with DacEasy Accounting, make a separate backup of your accounting data files.



It is very important that you have a current backup before purging files. The purge process cannot be reversed. If you are running DacEasy Order Entry interfaced with DacEasy Accounting, make a separate backup of your accounting data files or perform the Backup routine from the Business Center to back up all data files in your company profile.

- 2 Select **Purge** from the **Periodic** menu. The **Purge Files** dialog box appears.
- 3 Select the file you want to purge.
- 4 Type the last sales date or range of dates for the information you want purged from the data files.
- 5 Click **OK**. The Purge routine begins.

If you selected to purge the AR Open Invoice file and you are not running DacEasy Order Entry interfaced with DacEasy Accounting, a list of open invoices appears. Select the open invoices you want to purge and click **OK**. The Purge routine begins.



Run the Recover routine on your data files after you run the Purge routine. The Recover routine compresses your files and frees up hard disk space especially after the Purge routine. Select **Utilities** from the **File** menu to access the Recover routine.

Point of Sale Year End Procedures

The Year End routine updates the historical information in your Customer, Product, Service, Salespeople, and Tax modules. DacEasy transfers the year-to-date (YTD) values to the last year (LY) field and last year values to year before last (YBL). Values in the Year Before Last fields are removed during the Year End routine. The routine also changes the period dates to the new year.

Running the AR End of Period Routine

When you run the Accounts Receivable (AR) End of Period routine, your paid, posted Accounts Receivable (AR) transactions are cleared from the current company. This keeps your customer data at a minimum. If you run this routine periodically, the open invoice section of the **AR payments** dialog box is not cluttered with old, paid invoices. It is important that you make a backup of your data prior to running this routine because it cannot be reversed.

The Accounts Receivable Period End routine does the following:

- Removes all paid-in-full invoices from the Accounts Receivable Open Invoice files. This information appears when entering AR payments. The invoices must be posted and dated on or before the date the Period End routine is run.
- Updates the Balance Information for your customers. This Period is cleared and the amount is added to the Beginning field.
- For balance forward-type customers, all remaining posted transactions for the period are consolidated into one invoice. The date becomes the invoice number, using the YYYYMMDD.



Note

If you are running DacEasy Point of Sale interfaced with DacEasy Accounting, run the Accounts Receivable Period End routine in DacEasy Accounting.

To Run the Accounts Receivable Period End Routine

- 1 Select **AR End of Period** from the **Periodic** menu. The **Accounts Receivable Period End** dialog box appears.
- 2 Enter a date corresponding to the period you want to close. The posted, paid invoices on or before the date entered clear from the system. The period that corresponds to the date appears in the Period field.
- 3 Click **OK** to begin AR Period End routine.
- 4 Click **Continue** to return to the main menu.

Closing the Year

The Year End routine updates the historical information in your Customer, Product, Service, Salespeople, and Tax modules. DacEasy transfers the year-to-date (YTD) values to the last year (LY) field and last year values to year before last (YBL). Values in the Year Before Last fields are removed during the Year End routine. The routine also changes the period dates to the new year.

Performing the Year End routine in DacEasy Point of Sale is almost the same procedure as the Year End routine in DacEasy Accounting. If you are running DacEasy Point of Sale interfaced with DacEasy Accounting, you are not required to perform the Year End routine in DacEasy Point of Sale. Instead, run the Year End routine in DacEasy Accounting.

As mentioned earlier, the information for the year before last is removed during the Year End routine. If you want to retain this historical information for your customers, products, and services, make a backup of your data files before performing the Year End routine. Store the backup for archival purposes.

If you are not running DacEasy Point of Sale interfaced with DacEasy Accounting, the Year End routine updates the historical information for customer, product, service, and tax files. It also clears the Sales and Commission information in the Salesperson file.

To Run the Year End Routine

- 1 Post all sales transactions in DacEasy Point of Sale. For steps on posting, refer to the chapter titled "Daily Register Processing" in the *DacEasy Point of Sale User's Guide*.



The easiest way to verify that all sales transactions are posted is to run a Sales Listing report in DacEasy Point of Sale from first to last. Select **Journals** from the **Process** menu. Select to print a **Listing**. If no asterisks appear next to the transaction number, all transactions are posted.

- 2 Make a backup of your data files. Clearly label each disk.
- 3 Select **Year End** from the **Periodic** menu. The current year closed during this procedure appears on the **Year End** dialog box. Verify that the year is the one you want to close.

If the year you want to close does not correspond with the year that appears, exit the dialog box and change the system date. Then, return to the **Year End** dialog box.

If the year that appears is correct, select **Yes** to continue.

- 4 Click **Start Year End Close**. A message appears when the process is complete.



An error appears if all transactions are not posted. Exit this function and post all transactions before closing the year.

- 5 Click **Continue** to return to the main menu.

Purging Data Files

Use the Purge routine to remove unwanted information from your data files. If you purge a transaction file, DacEasy removes all posted and deleted transactions from the file for the specified date range. In addition, you can purge customers, products, and services that you no longer need.

After you purge your transaction files, you can no longer view the purged transactions or print listing reports including the purged transactions. For this reason, you might choose not to purge data until after you close the year. It is very important that you back up your data files prior to purging information. Once the data has been purged, it can only be retrieved by restoring a backup made prior to running the Purge routine.



To increase available hard disk space, run the Recover routine on the file after you perform the Purge routine.

Tip

File Descriptions

A brief explanation of the data contained in each file follows. Review the list to determine which files you need to purge and which files you need to keep information for reporting purposes.

General Ledger	This file holds all general ledger transactions created when DacEasy Point of Sale is not interfaced with DacEasy Accounting. DacEasy Point of Sale assigns its own account numbers to the transactions in the General Ledger file. To print a listing of general ledger transactions, select General Ledger from the Reports menu.
	If you are running DacEasy Point of Sale interfaced with DacEasy Accounting, Point of Sale uses the General Ledger files in Accounting. So, to purge the general ledger transactions with the POS journal code you must access the DacEasy Accounting program and run the Purge routine on the General Ledger transaction files there.

Sales Transactions	This file contains detail information for all sales entered in the program. Point of Sale maintains sales detail in this file, even after you post sales transactions. To print the transactions in this file, print a Sales Listing report by selecting Journals from the Process menu. Purging sales transactions also purges the Credit Card file. This file is used for the AutoOrder and AutoReorder feature. If you would like to retain your customer's sales history for this feature, do not purge this file.
Layaway Records	This file contains all the information for your layaway transactions. Each time you enter a layaway transaction or make a payment to a layaway this file is updated. To print the information held in this file select Layaway Transactions from the Reports menu.
Serial Numbers	Point of Sale tracks serial numbers for your products and services after a sale. DacEasy stores serial number information in a separate file from the sales so you can purge sales transactions but still track serial numbers. You should only purge this file if you do not want to track serial numbers for older sales. If you want to track the sale of a serial number at a later time, do not purge this file. To print the contents of this file, select Serial Number Tracking from the Reports menu.
Product History	Purging this file removes all product history from the product inquiry within the date range specified. To view the product historical inquiry information, select Product Inquiry from the Options menu.
Customer History	Purging this file removes all customer history from the customer inquiry within the date range specified. To view the customer historical inquiry information, select Customer Inquiry from the Options menu.
Service History	Purging this file removes all service history from the service inquiry within the date range specified. To view the service historical inquiry information, select Service Inquiry from the Options menu.
Quotes	This file contains the detail of all sales quotes in the company. Use the Purge routine to delete old quotes you do not need anymore. To view all the quotes in the company, click Options, and then select Quotes from the Sales Register Entry dialog box.

Promotional Prices	This file contains the transactions entered using the Edit Promotional Price dialog box. Use the Purge routine to delete old promotions you do not need anymore.
Customer Transaction History	If you chose to track customer transaction history on the System Preferences dialog box, an entry is made to this file every time you enter transactions for open invoice customers. To view the customer transaction history for a customer, select Customers from the Edit menu. Enter a customer and click Transactions . Purging this file removes all customer historical transaction detail within the date range specified.
Salesperson Timesheets	This file contains the times each salesperson logged in and out of the sales register. To view the timesheets for each salesperson, select Tables from the Edit menu, and then select Salesperson Timesheet .
Assembly Transactions	Purging this file removes all posted or deleted assembly transactions within the date range entered. This option purges transactions entered using the Assembly Transaction dialog box in DacEasy Accounting and the Sales Register Entry dialog box using Assembly on-the-fly routine.
Product History Detail	If you chose to track product transaction history on the System Preferences dialog box, an entry is made to this file every time you enter transactions using a product. To view the product history detail, select Products from the Edit menu. Enter a product. Click Options , and then select Product History Detail . Purging this file removes all product history detail within the date range specified.
Customers	You can purge a range of customers based on the Last Sales Date field on the Edit Customer dialog box. All customers that meet the requirements are deleted from the system.
Products	You can purge a range of products based on the Last Sales Date field on the Edit Products dialog box. All products that meet the requirements are deleted from the system.

Services

You can purge a range of services based on the Last Sales Date field on the **Edit Service** dialog box. All services that meet the requirements are deleted from the system.

To Purge Files

- 1 .Select **Purge** from the **Periodic** menu. The **Purge Files** dialog box appears.



It is very important that you have a current backup before purging files. The purge process cannot be reversed. If you are running DacEasy Point of Sale interfaced with DacEasy Accounting, make a separate backup of your accounting data files or perform the Backup routine from the Business Center to back up all data files in your company profile.

- 2 Select the file to purge.
- 3 If a transaction file is selected, enter the range of transactions to purge based on the transaction date. All records up to and including the date entered are purged.

If a non-transaction file is selected, enter the ending date for the last record to purge. All records up to and including the date entered are purged.
- 4 Click **OK**. A confirmation message appears when the purge process is complete.
- 5 Click **Continue** to return to the **Purge Files** dialog box.

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