Anytime Learning | Year-End Procedures Session List

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

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

Each session is a recorded instructor-led presentation that includes guidelines, checklists, and step-by-step instruction through key year-end tasks.

Sessions are from 5 to 20 minutes in length, and are always accessible and ready to view at any time you choose. Convenient controls allow you play, pause, fast forward, or go back and repeat parts of the session. You can:

- View a session as many times as you like.
- Encourage all interested personnel to access the sessions—your subscription is for your entire company.
- Choose sessions in the order that is most logical to you.

For more information about purchasing an Anytime Learning subscription, contact your Sage Timberline Office business partner or call the Anytime Learning marketing department at 800.858.7095.

General Year-End Release

Year-End Release Information

This session will help you determine if you need to install the year-end software update of Sage Timberline Office. The year-end update pertains to government reporting requirements for the ending tax year. In this session, you'll learn what these updates are, so you can decide if they affect you. If you need the year-end update, you may also need to upgrade to a newer CD version. This session also provides a list of resources to help you with year-end procedures and reports. Anyone responsible for software updates or year-end procedures should view this session.

Download the Year-End Update

Where can you find the year-end update? How do you download it? This session leads you through the steps of locating and downloading the year-end software changes. We'll explain how and when to update your Sage Timberline Office applications so that you can accurately produce year-end government required forms and reports. This session is designed for those who are responsible for updating the Sage Timberline Office software. Watch the session Year-End Release Information to determine if your company needs to download this year-end update.

Answer Year-End Questions With Knowledgebase

Learn how to find the very latest year-end release information in the Sage Timberline Office Technical Support Knowledgebase. Find out how to use this interactive, online tool to locate release-related documents, alerts, and notices. We'll show you how to narrow your search of the Knowledgebase to year-end topics, and find answers to specific year-end questions. Anyone who needs the answer NOW to a year-end question will benefit from this session.

File Maintenance and Backup Tools

Are you performing housekeeping tasks each year to keep your data files organized? There's no better time to do this than after you close the year. Sage Timberline Office provides the tools to perform these tasks. Learn how to create a plan to archive historical data. Find out recommended procedures for backing up and restoring your files and where to get a list of the files you should back up before you perform year-end tasks. This session is beneficial to anyone who performs critical year-end or archiving tasks in Sage Timberline Office.

Manage Files

Learn how to use the file management tools in Sage Timberline Office to help you manage your data and keep it running in tip-top condition. This session provides step by step instructions on how to backup and restore data files, and how to upgrade files after you have installed a new software release. See how to archive old transactions, remove unused records, and compact your files. This session is designed for system administrators, accounting managers, or data entry staff who are responsible for managing data.

Supported Printers

Which printers and printer drivers are supported by Sage Timberline Office and have been tested for printing 1099s, W-2s, and Canadian T4 forms? This session is intended for anyone who prints government-required forms or reports in Sage Timberline Office.

Accounts Payable

Accounts Payable Year-End Procedures

Do you need guidelines to prepare for the Accounts Payable year-end? When can you begin processing payments for the new year? When can you print 1099 forms? This session helps you plan for year-end so that you complete tasks in the proper order, and guides you through the Close Year and Close 1099 Year processes. In addition, you'll learn how to archive old check and invoice records, and how to remove obsolete vendors. View this session if you are responsible for closing the fiscal year or the 1099 year in Accounts Payable.

Correct 1099 Totals

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

Print 1099 Forms

Get it right the first time. Learn how to prepare for the printing of 1099s. Find out if your vendors have the proper settings, and how to use the 1099 Preparation report to verify vendor information. How about the 1099 forms? Learn how to order them, and how to calculate the quantity to order. This session guides you through the process of printing the 1099 forms, and directs you to troubleshooting tips for your dot matrix or laser printer. If you are responsible for producing 1099 forms, this session is for you.

Generate 1099 Magnetic Media Returns

Learn the essentials of generating your 1099s into a magnetic media file that will be accepted by the IRS. Find out how to correct and avoid common errors. This session is designed for anyone involved in the creation of 1099 magnetic media returns in Accounts Payable.

Payroll

Payroll Year-End Procedures

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

Canadian Payroll Year-End Procedures

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

Process Bonus Pays

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

Process Taxable Fringe Benefits

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

Payroll Special Reporting Considerations

Find out how to consolidate employees from multiple master files to produce one run of W-2s. Learn how to get the latest formats to print Form 941 and Form 941—Schedule B. Find out where to get instructions on how to process third-party sick pay, and how to reissue a check for a prior year. You will benefit from this session if any of these issues apply to you.

Recalculate Subject-To

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

Year-End Procedures Session List

W-2 Forms and Formulas

Do you know which W-2 forms to order? And how do you estimate the number of forms you will need? Can you order the forms from any vendor? Where is the information for the W-3 form? This session answers these questions and also shows you how to modify the default W-2 format to accommodate your state and local reporting needs. In addition, you will get an overview on how to create or modify formulas to calculate specific amounts on W-2s. This session is a must for anyone who plans to print W-2s.

Print W-2 Forms

Let us take the worry out of printing W-2s. In this session, we provide you with information on how to comply with government requirements for W-2s, and a checklist to help you prepare to print W-2s. We also direct you to troubleshooting tips for printing W-2s on your dot matrix or laser printer. We even take you step by step through the process of producing the printed W-2s. Anyone who plans to print W-2 forms will benefit from this session. You should also view the Anytime Learning session titled "W-2 Forms and Formulas."

Generate W-2 Magnetic Media Returns

Find out how to produce a W-2 media file that can be submitted electronically. This session guides you through the entire process. We also show you how to locate the free AccuWage software that checks your media file for compliance with current government requirements. Anyone who submits W-2s electronically at either the federal or state level will benefit from this session.

Download and Update Taxes

Avoid payroll headaches in the new year. Learn which tax rates are supplied by Sage Timberline Office, how to correctly download and update the new payroll tax rate changes, and how to start using them at the appropriate time. Find out how to verify that tax rates were updated, and what to do if you updated tax rates too soon. This session is designed for anyone who processes payroll. View this session before you begin processing payroll for the new year.

Property Management

Property Management Year-End Procedures

Do you understand how your data files are affected by closing the current period, particularly at the end of the fiscal year or at the end of the calendar year? What tasks should you perform in Property Management to prepare for closing the year? This session helps you plan for year-end and guides you through the process. Anyone who is responsible for Close Period in Property Management will benefit from this session.

Print 1098 Forms

How do you prepare for printing 1098 forms? And when should you print them? How can you make corrections to 1098 totals? This session addresses these topics and guides you through the printing of 1098 forms. View this session if you are responsible for producing 1098 forms.

Print 1099-INT Forms

Learn what processes to complete before you print 1099-INT forms and how to make corrections to the 1099-INT totals. Find out how to perform a print test so that you do not waste forms. Review each step involved in producing 1099-INT forms. This session will benefit anyone responsible for printing 1099-INT forms in Property Management.

Generate 1099-INT Magnetic Media Returns

Learn the essentials of generating 1099-INT returns into a magnetic media file that meets the latest requirements. Find out how to correct and avoid common errors. This session is designed for anyone involved in the creation of 1099-INT magnetic media returns in Property Management.

General Ledger

General Ledger Year-End Procedures

Follow recommended guidelines so that you can close your fiscal year with confidence. Learn how the close year process affects your data. Find out how to prepare for the fiscal year-end so that you can complete tasks smoothly and in the proper order. In addition, learn how to verify retained earnings, and report on archived data. This session provides essential information for those responsible for closing the fiscal year.

Prior-Year Adjustments

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

Cash Management

Cash Management Year-End Procedures

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

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