

Course Agenda

Year End

Sage 300 CRE | Instructor: Deborah Lastro

Course Overview

This 3-hour class is designed to give an overview of month end reconciliation of the core modules to General Ledger. Reporting and troubleshooting will be covered. It is ideal for those employees responsible for monthly and quarterly financial reporting.

Agenda

- **Preparing for Year End**
 - Backup Data
 - Backup System Files
- **Module Specific Tasks & Reports**
 - Cash Management
 - Payroll
 - Accounts Payable
 - Billing
 - Contracts
 - Accounts Receivable
 - Property Management
 - Job Cost
 - General Ledger
- **After the Year End**
 - Backup Data
 - Download & Install Year End Software
 - Tax Updates
 - Aatrix Software
- **Aatrix-1099 & Payroll Tax Reporting**
 - Options with Aatrix
 - Company Information Setup
 - Modifying W2
 - Combine multiple Sage 300 CRE Payroll folders for one W2 run
 - Generating W2s
 - Working with Aatrix Grids
 - Printing & Filing
 - Reprint W2
- **ACA – Affordable Care ACT**
 - Reporting Requirements
 - Sage ACA Settings
 - ACA Compliance Worksheet
 - Using Aatrix to file ACA Forms