

November 15, 2006

Dear 4.10 MAS90 or MAS200 Customer,

Since many of you have upgraded to 4.10 over the last year and this is your first year end using the new software, now is a great time to audit your reports for the core modules in preparation for the upcoming year end. We strongly suggest you take a look at your data now, so that if you find any discrepancies, you can take care of any issues before they become time-critical in the midst of all the other normal year end activities and distractions.

We have provided checklists of the typical preparatory steps for year end. We strongly encourage you to go through these checklists over the next few weeks. If you should run into any issues and need our assistance, please email us at [yearend.mas90@sage.com](mailto:yearend.mas90@sage.com) or call 1-888-282-4198 to set up an appointment for us to work with you to resolve any issues. We will be setting up appointments (expect an approximate 24 hr turnaround) for **November and December only**, so we can assist you prior to the normal year end rush in January and February.

Sincerely,

Customer Support  
Accounting Solutions Group, Mid-Market Division  
MAS90 & MAS200  
Sage Software



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<b>Orange County, California</b> 23161 Mill Creek Drive Laguna Hills, California 92653 Phone: (949) 583.9500 Toll Free: (800) 425.9843 Fax: (949) 583.0649	<b>Atlanta, Georgia</b> 1100 Johnson Ferry Road, Ste. 450 Atlanta, Georgia 30342 Phone: (404) 841.6240 Toll Free: (800) 455.1368 Fax: (404) 841.6243
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### Overall Year End Preparation Checklist

1.  Make a copy of your company data using Copy Company in Company Maintenance and use the newly copied company to run through your audit procedures and perform any simulations.
2.  Make sure all activity and adjustments in modules integrated with General Ledger have been completed through the current period to be audited.
3.  After you've completed the Year End Preparation Checklists, make any adjusting entries and reprint any reports affected by your adjustments to insure the results are to your satisfaction.
4.  You can now simulate a Full Year End Processing in each of your modules. Audit any months not previously audited, make any adjusting entries and reprint any reports affected by your adjustments. When satisfied, be sure to perform Year End Processing in the correct order as explained in the Year End Processing Checklists.

### Inventory Year End Preparation Checklist

1.  Make sure the Inventory Management system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2.  Ensure all updates have been completed through the current period:
  - a.  All I/M data entry registers have been updated for the current period
  - b.  The Variance Register has been updated for the current period
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:  
 Negative Tier Report                       I/M Trial Balance  
 Inventory Valuation Report               Inventory Stock Status Report

**Note:** The I/M Trial Balance report should balance with the total of the Inventory accounts on the G/L Trial Balance report when printed for the same time period.

### Payroll Year End Preparation Checklist

1.  Make sure the Payroll system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2.  Ensure all updates have been completed through the current period:
  - a.  All checks have been updated for the current period
  - b.  All finance charges have been applied to past due customers for the current period.
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:  
 Quarterly Governmental Report               Quarterly Tax Report  
 Payroll Check History Report               Quarterly Pay Period Recap  
 Earnings Report                                       Deduction Report  
 Benefit Accrual Report                       Worker's Compensation Report  
 Quarterly 941 to paper (for verification only)  
 W-2 forms to paper (for verification only)

**Note:** Reconcile QTD and YTD totals on all reports.

### Accounts Receivable Year End Preparation Checklist

1.  Make sure the Accounts Receivable system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2.  Ensure all updates have been completed through the current period:
  - a.  All invoices and cash receipts have been updated for the current period
  - b.  All finance charges have been applied to past due customers
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:  
 Aged Invoice Report                       A/R Trial Balance                       Customer Sales Analysis  
 Sales Analysis by Salesperson       Cash Receipt Report  
 Accounts Receivable Analysis       Salesperson Commission Report

NOTE: The A/R Trial Balance should balance with the A/R account on the G/L Trial Balance when printed for the same time period.

The A/R Aged Invoice Report is not designed to balance with the A/R or G/L Trial Balance.

This is due to the fact that the Aged Invoice Report is based on the Invoice date while both Trial Balances are based on the date the transactions were actually posted.

### Accounts Payable Year End Preparation Checklist

1.  Make sure the Accounts Payable system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2.  Ensure all updates have been completed through the current period:
  - a.  All invoices have been updated for the current period
  - b.  All checks have been updated for the current period
  - c.  All finance charges have been applied to past due customers for the current period.
3. Select the reports you wish to print through the current period. We recommend you print at the minimum:  
 Aged Invoice Report                       A/P Trial Balance                       Check History Report  
 Vendor Purchase Analysis       Monthly Purchase Report  
 Accounts Payable Analysis       1099 printing to paper (for verification only)

Note: The A/P Trial Balance report should balance with the A/P account on the G/L Trial Balance report when printed for the same time period.

The A/P Aged Invoice Report is not designed to balance with the A/P or G/L Trial Balance reports. This is due to the fact that the Aged Invoice Report is based on the Invoice date or Due date while both A/P and G/L Trial Balances are based on the date the transactions were actually posted.

### General Ledger Year End Preparation Checklist

1.  Make sure the General Ledger system date is set to the last day of your current period. If necessary, you can change the date by double-clicking directly on the date in the lower right hand corner of the MAS90 Launcher.
2.  Make sure all activity and adjustments in modules integrated with General Ledger have been completed through the current period to be audited.
3.  Print and update the Daily Transaction Register.
4. Select the reports you wish to print through the current period. We recommend you print at the minimum:
  - Balance Sheet       General Ledger Analysis       Trial Balance
  - Standard Financial Statements       General Ledger Detail Report
  - General Ledger Worksheet

\*The General Ledger Worksheet can prove to be a useful tool in identifying and entering necessary adjustments. The adjustments are logged directly on the Worksheet, then entered into the system through General Journal Entry.

5.  Make sure the Balance Sheet is in balance. If adjustments are required, refer to step 6.
6.  Enter adjustments in General Journal Entry. This includes entries logged on the General Ledger Worksheet.

### Year End Processing Checklist

This chart provides an outline of the processing order for MAS90 applications during Year End. The order logic assures an application that writes to another application is processed first.

1.  The first step to take in processing Year End is to make a backup of your company data. Year end in MAS90 can only be "reversed" by restoring from a backup.

Order	Own	Closed	Module
1	<input type="checkbox"/>	<input type="checkbox"/>	System Wide Backup
2	<input type="checkbox"/>	<input type="checkbox"/>	B/M – Bill of Materials
3	<input type="checkbox"/>	<input type="checkbox"/>	W/O – Work Order
4	<input type="checkbox"/>	<input type="checkbox"/>	B/C – Bar Code
5	<input type="checkbox"/>	<input type="checkbox"/>	P/O – Purchase Order
6	<input type="checkbox"/>	<input type="checkbox"/>	S/O – Sales Order
7	<input type="checkbox"/>	<input type="checkbox"/>	I/M – Inventory Management
8	<input type="checkbox"/>	<input type="checkbox"/>	M/P – Material Requirements Planning
9	<input type="checkbox"/>	<input type="checkbox"/>	T/C – TimeCard
10	<input type="checkbox"/>	<input type="checkbox"/>	M/R – Magnetic Media
11	<input type="checkbox"/>	<input type="checkbox"/>	P/R – Payroll
12	<input type="checkbox"/>	<input type="checkbox"/>	A/R – Accounts Receivable
13	<input type="checkbox"/>	<input type="checkbox"/>	A/P – Accounts Payable
14	<input type="checkbox"/>	<input type="checkbox"/>	J/C – Job Cost
15	<input type="checkbox"/>	<input type="checkbox"/>	G/L – General Ledger



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**Orange County, California**  
23161 Mill Creek Drive  
Laguna Hills, California 92653  
Phone: (949) 583.9500  
Toll Free: (800) 425.9843  
Fax: (949) 583.0649  
[www.blytheco.com](http://www.blytheco.com)

**Atlanta, Georgia**  
1100 Johnson Ferry Road, Ste. 450  
Atlanta, Georgia 30342  
Phone: (404) 841.6240  
Toll Free: (800) 455.1368  
Fax: (404) 841.6243  
[solutions@blytheco.com](mailto:solutions@blytheco.com)

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