



Friendly Systems Inc

Working Together To Build Your Business

Newsletter

December, 2002

Year End Processing

Year-end processing is a vitally important step in keeping your data healthy. Many modules maintain buckets of data by year (year-to-date, prior year, etc.). These data elements are reinitialized during year-end processing. Lots of other housekeeping is performed during year-end as well. For example, in General ledger, income and expense account balances are cleared and net profit is posted to the Retained Earnings account.

Year-end is a busy time for most businesses, and frequently internal accounting is put on a back burner. Nevertheless, do not neglect this procedure, as its delay can have far reaching impact on your data. With a little planning, information and a minor time commitment, year-end processing can proceed smoothly.

Closing Order - It's Important!

The order in which modules are closed is very important. The period-end and year-end processes performed in one module often write data to another module. To close the modules out of order risks getting this information permanently damaged. Modules should be closed in the following order:

- Bill Of Materials
- Work Order
- Bar Code
- Purchase Order
- Sales Order
- Inventory
- MRP
- TimeCard
- Magnetic Media
- Payroll
- Accounts Receivable
- Accounts Payable
- Job Cost
- General Ledger

Contact Friendly Systems if you would like more information or assistance with year-end processing.

Important News for 1099 and W-2 Filing

For MAS 90 and MAS 200, before printing your W-2s or 1099s, you must have installed either version 3.71 or the appropriate IRD (interim release disk). If you file using Magnetic Media, you must have installed version 3.71 prior to producing the file. Significant changes were made to the magnetic Media file requirements.

Due to the timing of version 3.71, the Q1 2003 Tax Table Update (TTU) will be published on a separate disk and included with customer shipments of the 3.71 CD for customers with a current subscription plan. Since year-end processing uses the current Q4 TTU, the separate diskette containing next year's tax rates can be installed on systems immediately after performing year-end processing, even if you are not ready to install the 3.71 CD.

Tech Tips

Did you know...

...you can navigate MAS 90 and MAS 200 almost entirely without using the mouse?

Whenever a field or button has a character in its name underlined, holding down the *Alt* key while pressing the underlined character takes you to that field or "clicks" the button.

...you can change the tab order for data entry screens?

The tab order for fields can be set using Customer Office so that it only stops at the fields you use regularly. If desired, different versions can be created to change the tab order for a particular user or company.

...you can use Custom Office to enhance security?

Custom Office can also be used to disable or hide one or more fields in a screen based on the userID. For example, you could set Order Entry to only allow managers to override prices while still displaying them to everyone.

Happy Holidays!

Friendly Systems will be closed December 24 & 25, and January 1



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