

---

---

# MAS90/MAS200 NEWS

---

YEAR END 2002

---

---

*“An information bulletin written for MAS90/MAS200 end-users”*

---

## Payroll

As you may know, it is necessary to print W-2's and perform quarter and year-end processing in MAS90/200 before you can start processing your payroll for the new year. This can be rather hectic, and throw in version 3.71 being released, the holiday season, and the beginning of cold and flu season, you will probably be ready to out-source your payroll.

If you would like to ease some of the time crunch and print W-2's and other year end type reports sometime after running your first payroll of the new year, consider performing the following: After running the last payroll of the year, copy your 'live' company's payroll records to a backup company in MAS 90/200, using the SVDATA (or SUDATA) command.

This is done from your MAS90/200 File/Run menu. Type SVDATA (or SUDATA) in the Program Name box, click OK, and follow the instructions. Then, change over to the test company and make sure your data copied properly. You can now close the payroll year in your live company. W-2's and other year-end reports can be run from your payroll backup company at your convenience.

If you would like a test by a step-by-step guide (with pictures) for running SVDATA, give us a call and we will be happy to email or fax this to you.

SUGGESTION: Consider using this tool to make a complete backup copy of your live company, so as to run time sensitive reports, such as the Inventory Valuation Report, at a later point in time.

---

**Happy Holidays!!!**

From all of us at Howard & Company

## Year End Processing

Period end and year end processing need to be performed in a timely fashion in order for your data to be reflected properly in certain history files. As a rule, with the exception of the General Ledger module, all modules should have period end processing done prior to entering data for the second month following the month being closed. So for the year ending December 31, 2002, make sure period and year end processing is performed before processing February 2003 transactions.

Your General Ledger can remain open beyond that to capture year-end adjustments from accountants, etc.

The order in which you perform period end processing is also important. The recommended order is as follows:

- Bill of Materials
- Work Order
- Sales Order
- Point of Sale
- Purchase Order
- Inventory
- Accounts Receivable
- Accounts Payable
- Job Cost
- General Ledger

If you have questions, or need help with any year end procedures, please do not hesitate to give us a call.

**Howard & Company, CPAs, PC**

**56 Main Street**

**Raymond, NH 03077**

**603-895-0101**

**603-895-0488 (Fax)**

**[mail@howcocpas.com](mailto:mail@howcocpas.com)**