

## Your CPA Wants What???

When it is time for you to turn over everything to your CPA or Tax Accountant there are generally questions like 'What exactly does he/she mean by XXX Report?', 'What report do I run to get that information?', 'Where do I find that report?'.

There are quite a few standard reports within your software that most CPA's and Tax Accountants are needing from you. Below is a checklist of the most common ones:

- Trial Balance from the General Ledger as of 12/31/15.
- Aged Trial Balance from Accounts Payable/Purchase Order for Period 12, 2015.
- Aged Trial Balance from Accounts Receivable/Sales Order for Period 12, 2015.
- General Ledger Activity Report for the entire year. This report will provide ALL activity for every General Ledger Account for each period throughout the year.
- Bank Reconciliation Report for each Bank Account along with the corresponding Bank Statement from the Bank.
- Fixed Asset Reports that include any New Additions, Retirements, and period/year depreciation booked.
- Copy of all W2's and Monthly, Quarterly, and Yearly Reconciliations for each tax authority you report to.
- Copy of all 1099's that were sent out to vendors and the corresponding backup of what was sent to the various tax authorities.
- Inventory Valuation Report as of 12/31/15.
- Amount of Fringe Benefits that were added to Stockholders and owners W2 information. These include Health Insurance, Use of Auto and GTLI amounts.
- Any ACA reporting that is required of your company. This depends upon employee size, etc. Your CPA or Tax Accountant, or Insurance Company Advisor can guide you through this process.
- Copies of all Board Meeting's minutes.
- Listing of any Customer Write-Off's that will occur after the Year End has finalized.
- Any Work In Progress for Jobs or Manufacturing.
- Any other backup documentation for support of amounts on the Balance Sheet.

### Demonstrations

TRAVERSE V11 CRM  
12/15/15 11 CST

### Web Based Training

OSAS End of Year Payroll  
12/03/15 9 CST  
12/03/15 1 CST

TRAVERSE Point of Sale  
12/01/15 9 CST  
12/01/15 1 CST

TRAVERSE Year End Checklist  
12/16/15 9 CST  
12/16/15 1 CST

OSAS Year End Checklist  
12/18/15 9 CST  
12/18/15 1 CST

To sign up go to the website:

[www.osas.com](http://www.osas.com)

Contact us if you would like any Year End Check Lists to assist you with Year End Processing.

Also contact us if you would like any specialized classes geared for your Company's processing.



### From our family to yours:

As I stop and take a moment to reflect upon this past year as well as the last almost 32 years that I have worked with both Open Systems Accounting Software (OSAS) and Traverse, I would like to thank YOU for your dedication to OSAS and TRAVERSE, and to especially thank YOU for your support of our company over all these years.

Without your support we never would have succeeded. I wish nothing but prosperity, health and happiness for you and your family in the years to come. And, I look forward to working with you and your company in the years ahead.

## Year End Processing

You want to create your new General Ledger Year immediately either on January 1, 2016 or even before.

You will be working out of two years for a few weeks as the year transitions so it is always recommended that you at least close Period 1 of 2015 and Period 12 of 2016 so that your fingers do not accidentally date January or December in the wrong year. You can of course also close all Periods except the two that you will be working in.

As you Post to the Master in 2015 remember to go immediately to Update Current Year while still in 2015, so that all your ending balances at 2015 will be brought forward to the beginning balances in 2016.

You can insure that you have Updated the Current Year by running a Trial Balance for Period 12 of 2015, and for Period 0 of 2016. Compare all the Balance Sheet accounts to insure that they are the same amount. Only the Retained Earnings account will be different by the amount of the Profit/Loss for 2015.

Keeping GL Balances updated can save you time and confusion as you analyze your GL.

## ACA Reporting

The specific forms you need to produce are dependent on several factors, including how many full-time equivalent employees you have and whether your company sponsors insurance for your employees through an insurance company or whether you are self-insured. We recommend that you speak with your health insurer, human resources specialist and/or legal representative about your requirements. The forms that TRAVERSE and OSAS Payroll with Enhanced Payroll Tax Reporting can help you file are 1095-B, 1094-B, 1095-C, and 1094-C forms. If you need assistance, give us a call and we can guide you through this year end process.

## Adjusting 1099 Amounts

If you had not entered a vendor as a 1099 vendor and made payments to them, or if you had some payments to a vendor that you did not want to include on the 1099 you will issue to them, you can adjust the amounts that originally calculate.

First, in File Maintenance go to Vendors, Vendor Codes, and enter the information necessary to generate a 1099, The vendor type, identification and form.

Now in Periodic Processing Edit 1099 Amounts the vendors that you just added the 1099 information will appear when you select All 1099 Vendors.

You can now adjust the amounts for this vendor that need to be printed on the 1099.

Each time you change an amount and reprint the Worksheets or 1099's these corrected amounts will appear on the 1099.

This Edit 1099 Information first appeared in Version 7.6 to assist you with editing while you are in Periodic Processing, which is where you are running the 1099's.

Please note you still can make changes the old way be going into the History Information screen within the Vendor File Maintenance and make changes to amounts there.

## AccuWage 2015

The AccuWage 2015 application is now available to test wage reports in the current EFW2-EFW2C formats. The most current version of AccuWage 2015 works with current and prior year wage submissions. It is recommended that wage submitters uninstall prior versions of AccuWage before downloading the software for the current tax year.

AccuWage 2015 allows you, like previous years to test your W2 Magnetic Media submissions before you upload them to the Social Security Administration. It will inform you of 4 levels of errors: 1)Critical (stops the testing until corrected), 2>Error (will not stop processing but must be corrected before submission), 3)Alert (will not stop processing, but is recommended you review records and correct before submission), 4)Info (will not stop processing, but should be corrected before submission). In each case you will be given the record numbers that are at issue.

You can run this testing as many times as you want to and once downloaded it will remain where you downloaded it to use over again.

Some common errors are the way a person's name is entered, in particular if they are a Junior, Senior etc. There are rules regarding special characters within a person's name.

When there is an error it will be identified by record number as well as a brief description of what information is on correct, making it easy to find and quickly fix the information that needs to be corrected.

To download AccuWage 2015 go to:

[www.ssa.gov/employer/accuwage](http://www.ssa.gov/employer/accuwage)