

# Autosoft DMS

## **2018 Year-End Closing**



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## **Tax Forms 2018**

*100% IRS COMPLIANT*

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*Lower price than retail stores!*

***Use Code TAXBOOK2018 for an extra 5% Off***

**HURRY WHILE SUPPLIES LAST!**

No Returns on Tax Forms after December 31, 2018. All returns must be in original unopened packaging with authorization, call 844-888-8100 to obtain authorization.



## Introduction

This is your 2018 year-end closing information. Autosoft has prepared the following instructions to aid you with the year-end closing procedures for payroll and accounting. This includes instructions for printing W-2 and 1099 forms. Please read this information carefully and in its entirety prior to beginning the year-end closing process and follow the instructions.

**Remember:** If you need to edit the posting date when you are posting journals, you ***MUST*** edit it on the Journal Entries menu. You can change the posting date by clicking on the **Operator ID** button or by pressing the F5 key. This opens the Default Operator ID and Posting Date prompt.

## Understanding the Process

Below is an outline of the process you will follow to close the year. Review the process so you know what to expect. Make sure you follow the instructions presented for each section. ***It is important you read all of the information in this booklet before closing.***

- I. Close payroll for the year.
  - A. Print payroll reports for 2018.
  - B. Perform the year-end closing.
  - C. Verify the tax and deduction information for 2019.
  - D. Remove dormant records.
  - E. Prepare W-2 data.
  - F. Print the W-3 transmittal form.
- II. Prepare vendor 1099 data.
  - A. Close accounts payable.
  - B. Generate a new 1099 vendor list.
  - C. Edit vendor information.
  - D. Print the 1099 forms.
  - E. Print the 1096 summary.
- III. Close the remaining books.
  - A. Generate the financial statement for month 12.
  - B. Close the accounts receivables.
  - C. Close the general ledger.
  - D. Archive records.
- IV. Make thirteenth month entries.

**Tip:** You do not have to close your general ledger before closing the payroll. Also, you do not have to close the payroll before closing the general ledger.

## Closing Payroll for the Year

**The first step is to close the payroll for 2018. Before closing the payroll figures, read all the information in this section. Do not close your payroll twice! You must close the payroll after your last payroll for 2018 and before the first payroll of 2019. Do not post payroll for 2019 until you have closed the payroll for 2018.**

**Stop!** Before closing Payroll for the year, Autosoft strongly recommends that you perform a daily backup and keep the disk for one month in the case that you mistakenly closed the year or would like to access the information in the future. If your dealership employs the hosted FLEX DMS solution, updates to the cloud are done automatically, and the Customer Support Center can assist you in restoring those backup files when necessary. See *Appendix A* for details.

## Printing Payroll Reports for 2018

Before the data for 2018 is cleared, Autosoft recommends that you print all payroll reports for the year you are closing so you have a hard copy available for future reference. Be sure to run a set of reports from **01/01/2018** to **12/31/2018** for your yearly records. After the payroll data is cleared, these reports are only available until you close the payroll for next year.

**Tip:** If you run your payroll reports in 2019 and the values are zero or the reports are blank, change your computer date back to December 31, 2018, and re-run the reports. This will fix the problem. Be sure to change your computer date back to the correct date after you print the payroll reports.

## Performing the Year-End Closing

The closing procedure moves all the year-to-date figures into a holding file. This allows you to print the W-2 forms any time during the new year. The working payroll records will be cleared to zero. All new data will be collected as each payroll is run during 2019.

1. Click **Accounting** on the FLEX DMS main menu.
2. Click **Payroll** on the Dealership Accounting menu.
3. Click **Maintenance** on the Payroll menu.

- Click **Year-End Closing & W2's** on the Maintenance menu. The Year-End Closing menu appears.

- Click **Year End Closing**.
- A warning appears indicating that web updates may be available for year-end closing procedures. Click **OK** to acknowledge the message.
- The Year End Closing screen opens.

8. The right side of the screen displays a list of the deductions entered in the payroll setup. Using the list on the right side of the screen for reference, type the deduction number for the federal, FICA, FICA/Medicare, state, and local taxes withheld. A second box is available in case you have two deduction accounts set up for any of the deductions. Both deduction boxes will pull to the appropriate box on the W-2 form. In the example, **Box 2** (federal withholding) is deduction number 11, and **Box 17A** (state withholding) is deduction number 12.

If you do not have a state income tax, leave **Box 17A** and **Box 17B** blank. If you do not have a local income tax, leave **Box 19A** and **Box 19B** blank. This will transfer a zero to the box on the W-2 form for that item.

The income amounts that will be reported for federal, FICA, state, and local deductions depend on the settings in the **GC** column of the Pay/Deduction Descriptions screen (the second menu option on the Payroll Setup menu). These particular deductions may be based on either Gross Pay (G) or Adjusted Gross Pay (A). Be sure and check your parameters carefully before performing the year-end closing on this screen.

9. Next, type your state abbreviation in **Box 17A** and your locality (city, township, parish etc.) in **Box 19A**.

**Important:** Pennsylvania requires that you type the two-digit county code in **Box 19A**. Type the two-digit county code to which the funds were remitted. (This code is the first two digits of the employer's PSD code.)

10. In **Box 15A** and **Box 15B**, type your state tax ID number, where applicable. You can find this number on your state income tax forms. Some states do not have an employer ID.
11. **Box 12** is comprised of four lines. The first set of boxes for each line is for the deduction number. The **Prefix** box is for the code letter used for the item. (You can find an explanation of the codes in the IRS "Instructions for Forms W-2 and W-3" publication for 2018.) The **Year** box applies only if the amount is for a previous year.

If you have a deduction for a qualified section 401K, type the deduction number in **Box 12a**. The **Prefix** should be **D**. If all contributions are for the current year, leave the **Year** blank.

**All entries for Box 12 must be determined by your accountant.**

12. **Box 14-1** is for reporting demo benefits. The total accumulated demo amount automatically pulls to box 14-1 on the W-2 form based on the demo amount listed for each employee on the Department Assignments screen. Use the **Description** field on this screen to enter a description for the demo benefit that will clearly identify this deduction to the employee. For example, you could enter LV for Lease Value or Demo.

Any demo benefits that you must report as taxable income should have been flagged for the applicable taxing authorities in the **Demo** column of the Enter Deductions screen (the second menu option on the Payroll menu). If a deduction is flagged with a "Y," the system will calculate the tax for that line based on the total taxable income, including any demo amount. Demo benefits may not be considered as income in some states and localities. Read your W-2 information booklet provided by your federal, state, and local tax collectors. Be sure to check your parameters carefully before performing the year-end closing on this screen. If you have any questions, check with your accountant.

13. Boxes 14-2, 14-3, and 14-4 are used for other deductions such as state disability insurance taxes withheld, union dues, education assistance payments, health insurance premiums, uniform payments, nontaxable income, allowance and utilities for clergy, non-elective employer contributions made on behalf of the employee, voluntary after-tax contributions that are deducted from an employee's pay, required employee contributions, and employer matching contributions.

For example, if you have a pretax insurance/cafeteria plan, you would enter the deduction number for the deduction in **Box 14-2** and type a description of the deduction (Aflac, Cafeteria, etc.) in the **Description** box. Use descriptions that will help the employee identify the deduction when he or she receives the W-2 form.

14. The FICA maximum wage for 2018 must be **\$128,400**. This figure must appear in the **FICA Maximum Wage for Reporting Year** box.
15. Once you verify you have the correct FICA maximum wage for the reporting year, click **Close**.
16. The system prompts you to continue with the update. Double-check the screen for accuracy. When you are satisfied with the entries, click **OK** to proceed.
17. The system compiles the information. It displays the status of the process for reference.
18. Once the system is finished with the year-end closing, it returns you to the Year-End Closing menu. The "Year-End Was Last Closed" label will display the current date.
19. You can print the W-2 forms any time after the update is complete.

**Important:** If you find that you need to correct the deduction numbers because they are pulling to the wrong boxes on the W-2 forms, you can edit the information on the Year End Closing screen. Select Re-Close when prompted to verify you want to close the year. This will regenerate the W-2 data. **DO NOT select Close**. If you select to close the payroll a second time (rather than re-closing), you will lose all of your W-2 data. If you close the payroll a second time, call Autosoft immediately at (800) 473-4630 for assistance. You can only re-close the payroll if the initial closing was within the last 120 days.

## Verifying the 2019 Tax Information

Following are the latest revisions released by the Federal Government.

1. Click **Setup** on the Dealership Payroll menu.
2. Click **Tax Tables** and click **Federal Tables**.
3. Click **Refresh 2019 Tables**. This will up the tax tables to the 2019 tax rates.
4. Verify the tax tables. The figures should match the following tables. The dependent figure for 2019 is **\$4,200**.

### Single Table

Federal Tax Tables

## Federal Tax Tables

Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N): S

Over	But Not Over	Tax	Rate	OF Excess Over
\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">14.60</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span> + <span style="border: 1px solid black; padding: 0 20px;">.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">14.60</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">51.90</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span> + <span style="border: 1px solid black; padding: 0 20px;">10.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">14.60</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">51.90</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">166.40</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">3.73</span> + <span style="border: 1px solid black; padding: 0 20px;">12.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">51.90</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">166.40</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">338.50</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">17.47</span> + <span style="border: 1px solid black; padding: 0 20px;">22.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">166.40</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">338.50</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">632.80</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">55.33</span> + <span style="border: 1px solid black; padding: 0 20px;">24.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">338.50</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">632.80</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">799.60</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">125.96</span> + <span style="border: 1px solid black; padding: 0 20px;">32.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">632.80</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">799.60</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">1977.30</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">179.34</span> + <span style="border: 1px solid black; padding: 0 20px;">35.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">799.60</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">1977.30</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">99999.99</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">591.54</span> + <span style="border: 1px solid black; padding: 0 20px;">37.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">1977.30</span>
\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span>	\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span> + <span style="border: 1px solid black; padding: 0 20px;">.00</span> %		\$ <span style="border: 1px solid black; padding: 0 20px;">.00</span>

Annual Federal Exemption Allowance Per Dependent: \$ 4200.00

Back
Refresh 2019 Tables
Save

*Married Table*

Federal Tax Tables

## Federal Tax Tables

Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N):

Over	But Not Over	Tax	Rate	Of Excess Over
\$ <input type="text" value=".00"/>	\$ <input type="text" value="45.40"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value=".00"/> %	\$ <input type="text" value=".00"/>
\$ <input type="text" value="45.40"/>	\$ <input type="text" value="120.00"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value="10.00"/> %	\$ <input type="text" value="45.40"/>
\$ <input type="text" value="120.00"/>	\$ <input type="text" value="349.00"/>	\$ <input type="text" value="7.46"/>	+ <input type="text" value="12.00"/> %	\$ <input type="text" value="120.00"/>
\$ <input type="text" value="349.00"/>	\$ <input type="text" value="693.10"/>	\$ <input type="text" value="34.94"/>	+ <input type="text" value="22.00"/> %	\$ <input type="text" value="349.00"/>
\$ <input type="text" value="693.10"/>	\$ <input type="text" value="1281.70"/>	\$ <input type="text" value="110.64"/>	+ <input type="text" value="24.00"/> %	\$ <input type="text" value="693.10"/>
\$ <input type="text" value="1281.70"/>	\$ <input type="text" value="1615.40"/>	\$ <input type="text" value="251.90"/>	+ <input type="text" value="32.00"/> %	\$ <input type="text" value="1281.70"/>
\$ <input type="text" value="1615.40"/>	\$ <input type="text" value="2400.60"/>	\$ <input type="text" value="358.68"/>	+ <input type="text" value="35.00"/> %	\$ <input type="text" value="1615.40"/>
\$ <input type="text" value="2400.60"/>	\$ <input type="text" value="99999.99"/>	\$ <input type="text" value="633.50"/>	+ <input type="text" value="37.00"/> %	\$ <input type="text" value="2400.60"/>
\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value=".00"/> %	\$ <input type="text" value=".00"/>

Annual Federal Exemption Allowance Per Dependent: \$

5. If you edit the tables, click **Save** to save the changes.
6. Click **Back** to return to the Tax Tables menu.

**Note:** For 2019, the employee tax rate for social security remains unchanged at 6.2%. The employer tax rate for social security is also unchanged at 6.2%. The Medicare tax rate is 1.45% each for employers and employees, unchanged from 2018.

## Setting Deductions for Employees

Next, verify the Maximum FICA Withheld for each employee is **\$8239.80** and that the percentage is **6.2%**.

1. Click **Setup** on the Payroll menu.
2. Click **Set Global Parameters**. The Set Global Parameters menu appears.
3. Click **Set Deduction Amount**.
4. A box appears to the right of the **Set Deduction Amount** button, and the bottom of the screen displays a list of deductions.

Set Deduction Amounts		
Set Deduction No.:		
To \$:	Or %:	
Maximum \$:		
01 = CAFE INS/SALES.....	09 = .....	17 = INSURANCE/SERV....
02 = CAFE INS/ADMIN....	10 = 401K DEDUCT.....	18 = INSURANCE/PARTS...
03 = CAFE INS/SERV.....	11 = FED WITHOLDING....	19 = INSURANCE/BODY....
04 = CAFE INS/PARTS.....	12 = STATE WITHOLDIN...	20 = .....
05 = CAFE INS/BODY.....	13 = H-BURG CITY.....	21 = .....
06 = .....	14 = MERCER COUNTY....	22 = 401K CHARGE.....
07 = FICA.....	15 = INSURANCE/ADMIN...	23 = 401K LOAN.....
08 = MEDICARE.....	16 = INSURANCE/SALES...	24 = GARNISHMENT.....
		25 = CHRISTMAS \$.....
		26 = ACCT CARS.....
		27 = MONY.....
		28 = UNIFORM/SERVICE...
		29 = UNIFORM/PARTS...
		30 = UNIFORM/SALES.....
		31 = .....
		32 = Direct Deposit....

5. In the **Set Deduction No.** field, type the deduction number for FICA.
6. Press ENTER to advance to the % field, and type **6.2**. (*Do not* enter a dollar amount in the \$ field.)
7. In **Maximum**, type **8239.80** and press ENTER.
8. Click **OK** when asked to verify you want to change the deduction.
9. Click **OK** when prompted the change is complete.
10. Click **Exit** on the Set Global Parameters menu. You will be returned to the Payroll Setup menu.
11. Click **Set Standard Deductions**. The Set Standard Deductions screen opens.
12. The left side of the screen displays a list of deductions.
13. On the line for **FICA**, type **6.2** in the % field.
14. On the line for **Medicare**, type **1.45** in the % field.
15. Click **Save**.



## Setting Deductions for Employers

The FICA Maximum on the Miscellaneous Parameters screen in the Payroll Setup will update with the maximum amount and rate for 2019 when you refresh the federal tax tables. You should verify that the amounts have been updated correctly. The maximum for 2019 is **\$132,900.00**, and that the percentage is **6.2%**.

1. Click **Setup** on the Payroll menu.
2. Click **Miscellaneous Parameters**. The Miscellaneous Parameters screen opens.
3. Verify the FICA **Maximum** field displays **132,900** and that the FICA **Rate** field displays **6.2**.

Verify the **MEDI Rate** (Medicare) displays **1.45**. While there is no maximum for Medicare, there is an additional .9% for wages in excess of \$200,000.

	Desc.	Maximum	Rate
FICA:	FICA	\$ 132900	6.2 %
MEDI:	MEDICARE	\$ 99999999	1.45 %

**Important:** SUTA rates and FUTA discounts vary by state. Autosoft does not have access to this information. Your individual state will send your 2019 SUTA rate and FUTA discount figures.

**Note:** The update clears all year-to-date figures. Manually check the annual maximum figure. Make sure it will not cause a deduction that was met in 2018. For example, in accounts receivable, an employee was paying \$10.00 per pay to an annual maximum of \$120.00. Since the YTD reverts to zero, it will begin the deduction again until it reaches \$120.00 for 2019.

## Removing Dormant Records

The employee information should be updated with termination dates, and a master list should be printed and kept with the payroll records for 2018 before removing the dormant records. This information is needed for the Workmen's Compensation Report to your insurance company.

Now, you need to remove dormant payroll records. These are the records flagged as inactive. The system also considers employees who have not had a paycheck printed for one year to be dormant. Therefore, if a new employee has been hired but has not had a paycheck printed, he/she may appear on the list of dormant records. You may exclude employees from having their records deleted.

**This maintenance should be run immediately after the end-of-year update and before the next payroll.** However, if this maintenance is run any other time, it will not remove records that have activity. This feature will flag records with any activity as "Active" even if you have previously flagged the record as "Inactive."

## Removing Records

1. Click **Maintenance** on the Dealership Payroll menu.
2. Click **Year-End Closing & W2's** on the Maintenance menu.
3. On the Year-End Closing menu, click **Remove Dormant Records**.
4. The window on the left side of the screen displays a list of the records flagged as inactive. The check box next to each employee's name contains a check mark to indicate the system will delete the employee's record. If you want to keep an employee's record in the system, click to clear the check box next to the employee's name. A blank check box means the employee's records will remain in the system.

Remove Inactive Records
<input checked="" type="checkbox"/> MORR02 MC MORRILL 595113826
<input checked="" type="checkbox"/> MORR03 RL MORRILL 595384997
<input checked="" type="checkbox"/> MORR04 MA MORRILL 591704424
<input checked="" type="checkbox"/> SMIT02 LN SMITH 591902453
<input checked="" type="checkbox"/> SMIT03 VA SMITH 595275350
<input checked="" type="checkbox"/> SMIT04 SR SMITH 591510573

### Remove Dormant Records

#### Description

This screen is used to remove dormant payroll records. These are the records flagged as inactive. The system also considers employees who have not had a paycheck printed for one year to be dormant. Therefore, if a new employee has been hired but has not had a paycheck printed, he/she may appear on the list of dormant records. You may exclude employees from having their records deleted. This will not remove employees from the W-2 data.

**Important:** You should run this maintenance immediately after the end-of-year update and before the next payroll. However, if this maintenance is run any other time, it will not remove records that have activity. This feature will flag records with any activity as "Active" even if you have previously flagged the record as "Inactive."

Back
Un-Check Box to Keep Record
Print
Remove Records

5. Click **Remove Records**.
6. Click **Gone** when prompted to verify you wish to delete the records.
7. The system prompts you with a message when it is finished deleting the records. Click **OK** to acknowledge the message.

## Preparing W-2 Data

If you are not ready to print the W-2 forms at this time, come back to the following steps later. The data will remain in the W-2 file for the rest of the year. The W-2 forms are standardized and may be purchased from any vendor (laser print, two per form).

## Editing W-2 Data

1. Click **Maintenance** on the Payroll menu.
2. Click **Year-End Closing & W2's** on the Maintenance menu. The Year-End Closing menu opens.
3. Click **Edit W2 Data**. The Edit W2 Data screen appears.

The screenshot shows the 'Edit W2 Data' window for 'ABC Motors'. The window is titled 'Edit W2 Data (ABC Motors)'. The main content area is titled 'Edit W2 Data' and includes a subtitle 'Numbers/Letters Refer To W2 Form Boxes'. The form contains several input fields for employee information: 'Employee:' (a green box), '(d) SSN:', '(e) Name ...' (with sub-fields for 'First & Mi:', 'Last:', and 'Suffix:'), '(f) Addr:', and '(f) C/S/Z:'. There are also boxes for W-2 form boxes 1 through 11, 12a through 12d, 13, 14-1 through 14-4, and 15 through 20. At the bottom are 'Back', 'Delete', and 'Save' buttons. On the right side, there is a scrollable list of employee names with corresponding numbers 14 through 69.

4. The window on the right side of the screen lists the employees with W-2 data. Click the employee whose information you wish to edit.
5. Edit any benefits, such as third-party sick pay, in the appropriate boxes. Add any additional data as needed.

**Important:** Some items require further explanation. These items are explained on the back of Copy C of the W-2 forms and in the IRS “Instructions for Forms W-2 and W-3” publication for 2018. Before filling in the boxes, contact your accountant to receive the correct information.  
**Autosoft cannot advise you on tax-related decisions specific to your business.**

6. Box 12 contains four lines. The IRS requires you to print an additional W-2 if you need more than four lines. The current IRS “Instructions for Forms W-2 and W-3” publication also gives you the code letters to use for these items.

The first box for Box 12 is for the code letter. The next two boxes are for the year and amount and should only be filled in if this is a makeup amount from a previous year. If the amount is for the current year, leave the year box blank.

7. Box 13 refers to the status of an employee as described in the IRS “Instructions for Forms W-2 and W-3” publication for 2018. There are three boxes available. Type an **X** where applicable. You may want to contact your accountant or plan administrator as to which box you should mark concerning your individual pension or 401k plan.

- The first box refers to statutory employees.
- The second box refers to specific retirement or pension plans.
- The third box refers to third-party sick pay.

8. All Box 14 dollar amounts must be labeled with a brief description preceding the dollar amount.

9. Box 14-1 is for demo benefits. The total demo amount listed for each employee on the Department Assignments screen automatically pulls to box 14-1 on the W-2 form. The description entered for the demo benefits on the Year End Closing screen automatically fills in. For example, the lease value of a vehicle provided to your employee and included in box 1, Wages, may appear as LV \$12,000. Refer to the IRS “Instructions for Forms W-2 and W-3” publication for 2015, or consult your accountant for additional information.

If your demo benefit amount is not based on the lease value of the vehicle as determined by the IRS, you must contact your accountant for specific instructions about the information that needs to be entered for box 14-1.

10. Click **Save** to save the information.
11. Click **Back** to close the screen when you are finished editing all of the W-2 data.

## Printing W-2 Data

Printing the W-2 data allows you to check the information for accuracy. If you find errors, use the Edit W2 Data screen to correct the information. Autosoft recommends that you print a copy of the W-2 data and retain it for your permanent records.

1. Click **Print W2 Data**.
2. Click to select **To Printer**.
3. Click **Print**.

## Printing W-2 Forms

Remember, you can print the W-2 forms any time during the year. The forms are standardized and may be purchased from any vendor. Before you print the actual forms, you should perform a test print.

### Performing a Test Print

The test print allows you to verify the information will line up on the forms.

1. Load plain paper in your printer.
2. Click **Print W2's**. The Print W2's screen opens.

14	GRIDER	MARGARET
15	ROGERS	CHRISTOPHE L
18	CUSIC	LANCE W
19	FERGUSON	SCOTT
21	COMPTON	RONNIE W
22	COMPTON	RODNEY L
23	TAYLOR	AARON M
29	DAVIS	LISA J
31	SANDERS	WILLIAM
34	TAYLOR	BRIAN A
35	SANFORD	GARY
36	CUSIC	KEN E
38	RAIMONDI	JULIA R
44	CUSIC	WILLIAM E
45	DARLAND	STEPHEN A
48	HOWELL	THEIRON K
50	RITTER	GENE
51	HUBBARD	DUANE R
52	MERIDETH	THOMAS R
53	PINKSTON	TYLER W
54	ROLLER	GARY W
55	SIMPSON	RONALD D
56	WILLIAMS	SHAWN
57	KING	MICHAEL J
58	LYONS	DARREL W
60	DARLAND	TAMMY R
62	DARLAND	PATRICIA A
63	HARMON	JEFFERY L
65	CUSIC	KENNETH W
66	SHEPPERSON	STANLEY D

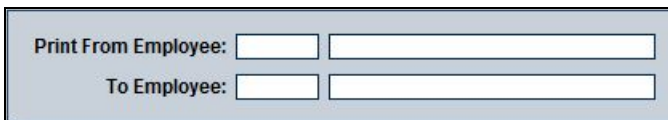
3. Click **Test Print**.
4. The system indicates it will print one form so you can test the alignment. Click **OK** to acknowledge the message.
5. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
6. One test form prints. Compare the printout to a W-2 form to verify that everything lines up. If the text does not line up, edit the **Start Line Factor** and **Left Margin Factor**. The **Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down or decrease the value to move the text up. The **Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right or decrease the value to move the text to the left. Continue to test print until everything lines up.

## Printing the Forms

Once your forms line up, you can print the actual W-2 forms.

**Important:** If you select to print your W-2 forms “to screen” and then print the forms from the viewing screen, **they will not line up**. You must close the viewing screen and print the forms again, selecting “To Printer.”

1. Load the W-2 forms in your printer.
2. Verify that the employer’s information is correct.
3. Type your federal EIN.
4. In **Print From Employee**, type the first employee’s employee number. A list of employees is displayed on the right side of the screen for your reference.
5. Leave the **To Employee** box blank, and press ENTER.



The image shows a screenshot of a software interface with two rows of input fields. The first row is labeled 'Print From Employee:' and has two adjacent text boxes. The second row is labeled 'To Employee:' and also has two adjacent text boxes. The labels are in a bold, sans-serif font, and the text boxes are simple rectangles with thin borders.

6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

**Important:** If you select to print your W-2 forms “to screen” and then print the forms from the viewing screen, **they will not line up**.

7. Repeat the above steps for each set of W-2 forms you need to print.
8. When the forms are finished printing, click **Exit** to close the screen.

## Generating the State W-2 e-file

The **Generate State W-2 e-file** button allows you to generate a file for your state W-2 data. You can use the file to submit the data electronically. Like W-2 forms, the W-2 e-file can be generated at any time after the year-end data has been prepared.

The file will only contain data for employees that have had the specified state's taxes withheld. For example, if your dealership is in Pennsylvania and employs residents of both Pennsylvania and Ohio, the file generated for Pennsylvania will not include Ohio residents that did not have Pennsylvania taxes withheld and vice versa.

Each state dictates what data needs to be included in the state record(s) that are submitted. These specifications may change without notice. Similarly, each state dictates how the files need to be submitted (on paper, through e-file, on removable media, etc.). Autosoft generates the file as a courtesy based on the W-2 data in the system and can only be responsible for issues directly related to the file format. It is your responsibility to understand your state's requirements for submitting W-2 information.

Many states will allow you to submit a test file for validation prior to submitting the live data. Login credentials are required in most states. You can perform this test any time of the year as long as the filing year matches the state's test year. If the file does not validate due to the format, contact Autosoft with details about the formatting issues.

Most states will not accept W-2 corrections via e-file once the originals are submitted and received. If the state requires a corrected W-2, you must send in a paper copy of the correction. You cannot generate corrections through the program. **It is your responsibility to understand your state's requirements for submitting corrected W-2 information.**

1. Click **Generate State W-2 e-File**.
2. Click **OK** when prompted to verify you are ready to generate the file for the state indicated.

**Tip:** The system selects the state based on the state for your dealership. If you need to generate a file for out-of-state employees, click **Change**. Use the State drop-down menu to select the state. Remember, the file will only contain data for employees who have had the specified state's taxes withheld.

3. For dealerships with in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EFW2\_ST.TXT (where ST is the two-letter abbreviation for the state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EFW2\_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the message.

**Important:** If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EFW2\_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see *Appendix B*.

- The system warns you that the file remains in the specified location until it is manually deleted. You should upload the file as needed and move the file to a secure location. Autosoft recommends you remove the file from the computer and save it to a secure location due to the sensitive nature of the data. Click **OK** to acknowledge the message.

## Printing the W-3 Transmittal Form

Next, you print the W-3 transmittal form.

- On the Year End Closing menu, click **Print W3 Transmittal**. The Print W3 Transmittal screen opens.

**Print W3 Transmittal (ABC Motors)**

**Print W3 Transmittal**

941 Mil 943 944 CT1 Hsld MGE TPS

b. Kind Of Payer (XX): ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐

c. Total Number Of W2 Forms:

d. Establishment Number:

e. Federal ID/EIN:

Employers Name:

Employers Name:

Address:

City:

Contact Person:

Telephone:  Extension:

FAX:

e-mail:

User ID for e-file:

B1:	1432628.91	B2:	181368.62
B3:	1348631.96	B4:	83613.86
B5:	1478341.20	B6:	21850.16
B7:	.00	B8:	.00
B9:	.00	B10:	.00
B11:	.00	B12:	45712.29
B13:		B12b:	.00
B14:			
B15:	KV 143557		
B16:	1432628.91	B17:	71009.00
B18:	2992767.84	B19:	22100.45

Start Line Factor:

Left Margin Factor:

Exit Test Alignment Print W3

- Verify the totals that must print in each box on the W-3 form.
- Box 15 should contain the state abbreviation and the state ID number if you only have one state withholding. If you have multiple state withholdings and multiple state ID numbers, the IRS instructions state that you should type an **X** as the state abbreviation and leave the ID number box blank.
- The W-3 form does not include reporting of the total value of healthcare coverage for all employees. (See *General Instructions for Forms W-2 and W-3* from the IRS for more information.)
- Perform a test print on blank paper by clicking **Test Alignment**. The test print for this form works the same way that the test print for the W-2 forms works. Continue to test print and adjust the settings until the text lines up correctly.
- When you are satisfied that the form is printing correctly, load the form into the printer.
- Click **Print W3** to print the form. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.



8. When the form is finished printing, click **Exit** to close the screen.
9. Click **Exit** until you return to the Dealership Accounting menu.

**Tip:** Once the payroll has been closed, the information is available through the **Print From Last Year** option on the Special Purpose Reports menu. This is useful if you need to go back and print information once the payroll has been closed. When you print last year's reports, always verify that the date displayed on the menu after clicking **Print From Last Year** is the date that you closed payroll. If the date is not the closing date, the report is not pulling the previous year's information. The prior year information will be available until the payroll is closed for 2018.

## Preparing Vendor 1099-Misc. Data

When closing your books for 2018, completing the 1099 process is essential. Follow the steps outlined here to generate, process and e-File your vendor 1099s.

The Autosoft FLEX DMS prints only the 1099-Misc. Income Form. All other 1099 forms must be typed by hand.

**Important:** You must consult with your accountant about which vendors require a 1099-Misc. Form. It is usually vendors that are not incorporated and supply a service only. In some rare cases, an employee would also require a 1099-Misc. Form, or you may want to send one to a vendor you pay directly with a check. You can add these vendors to your list using the Edit 1099-Misc. Vendor Information option.

## Process Overview

To process your 1099 information, follow the basic steps outlined below.

1. Close Accounts Payable AND General Ledger for period 12.
2. Generate new 1099 list for 2018.
3. Print the report listing payments made to 1099 vendors.
4. Edit 1099 vendor information.
5. Print the vendor list for 1099s.
6. Print the 1099s.
7. Print the 1096.
8. Generate the 1099 e-File.

## Closing Accounts Payable for the Year

Before closing the accounts payable schedule for the year, you must print a list of vendors that are set up to receive a 1099. This is based on the Send 1099 field on the Vendor Information screen in the Trade Vendor Payables. The 1099 list will include all vendors who have been set to "Y" to receive a 1099.

**Important:** Do NOT close January 2019 before beginning this process. January 2019 will need to remain open to properly compile 1099 data for 2018.

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Click **Lists & Labels**.
3. Click **1099 Mailing List/Labels**.
4. Click the **List** to print a mailing list.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Review the list and navigate to the Vendor Information screen to add any additional vendors at this time. Simply mark the missing vendors by entering a **Y** in the **Send 1099** field.

**Important:** It is imperative that you close the General Ledger for period 12 before running the 1099 report. If you do not close period 12 of the GL, your 1099 report will contain information for period 12 of the prior year. For full instructions on closing the GL, see page 29 of this document.

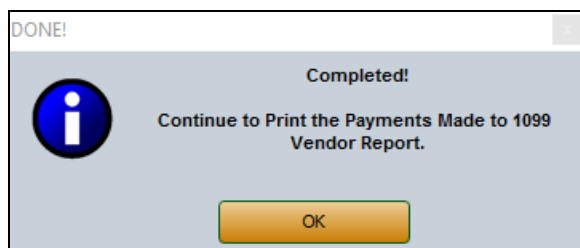
## Generating a New 1099 List for 2018

It's important that you generate this list of new 1099s to crosscheck with the report you'll generate in the next step of the 1099 process (*Printing the Report of Payments Made to 1099 Vendors*).

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Generate New 1099 List**.
4. A Generate New 1099 List pop-up will open. Verify that the **For Year** field contains 2018. If it does not, correct the field.



5. Press ENTER to generate the report.
6. When the process is complete, a pop-up will notify you and prompt you to print the Payments Made to 1099 Report. Click **OK** to proceed.



**Note:** After generating the list of 1099 vendors, you will automatically be prompted to print this report, but you can manually reprint it if necessary by clicking the Payments Made to 1099 Vendors button. For more information and directions on using this option to print the report, see *Printing the Report of Payments Made to 1099 Vendors*.

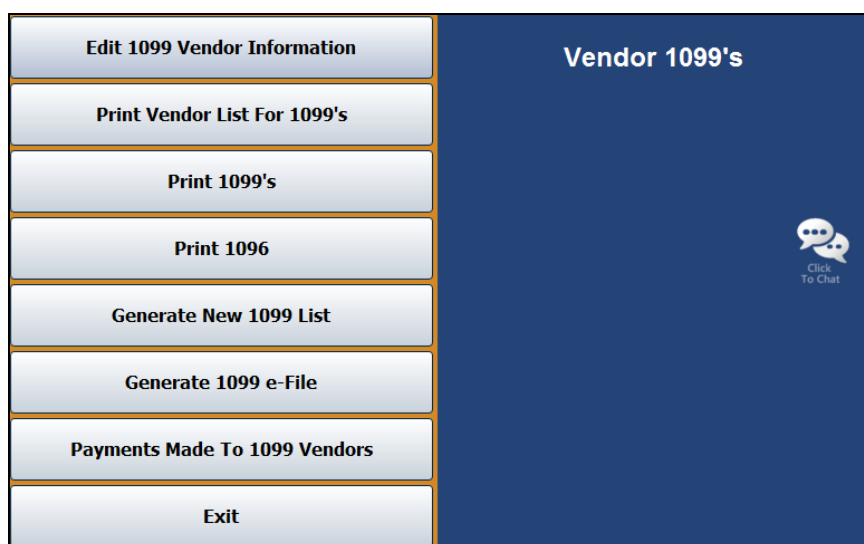
## Printing the Report of Payments Made to 1099 Vendors

After generating the list of 1099 vendors, you will automatically be prompted to print this report, but you can manually reprint it if necessary by clicking the Payments Made to 1099 Vendors button.

The report of payments made to 1099 vendors may include more or fewer vendors than the 1099 list you generated in the previous step of this process. The report includes only those vendors paid through the Payables Schedule during any months for which they were marked with a Y for "Send 1099." It will display any and all vendors that have been marked with a Y for 1099 vendor at any point throughout the year. This means that if Vendor 123 was marked with a Y for January and February, the payments made in those months will show up on the report.

This report will provide you with all of the information required to fill out the 1099s, including vendor control, vendor name, payment posting date, payments and reversals, and the total payments made to the vendor for each accounts payable vendor marked with a Y at any time throughout the year. It is sorted alphabetically by vendor control, then by date within each control. The last page or tab (depending on if you print the PDF or the Microsoft Excel version) will not list all vendors; instead, it will list only 1099 vendors that have been paid \$600 or more over the course of the year. These are the vendors to which you are legally required to send a 1099.

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Payments Made to 1099 Vendors**.



4. When prompted to verify your printer is ready, select your print criteria.
5. Click **Print**.

## Editing 1099 Vendor Information

Use the information from the Payments Made to 1099 Vendors report to manually enter or adjust the payments made to each 1099 vendor within the “Numbers Refer to the 1099-MISC Form Boxes” section within the Vendor 1099 Information screen. The screen auto-populates all vendors/payments marked with a Y (to receive a 1099), However, those vendors whose payments were less than \$600 will not appear in the list.

**Note:** You can also use this screen to add or remove any 1099 vendors. We recommend that you use the **Remove Acct from List** button to remove any 1099 vendors on the list to which you are not planning to send a 1099 (vendors to which you’ve made less than \$600 in payments for the year).

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Edit 1099 Vendor Information**. The Vendor 1099 Information screen will open.

Vendor Account: **TEXS1**

Name: **TEX'S AUTOGLASS**

Address: **1254 SOUTH AVENUE**

City: **FARRELL** PA **16121**

Phone: **111 111 1111**

TIN:

Manually Entered Payments: **10.00**

**Numbers Refer To The 1099-MISC Form Boxes**

1: <input type="text"/>	Rents	2: <input type="text"/>
3: <input type="text"/>	Other Income	4: <input type="text"/>
5: <input type="text"/>		6: <input type="text"/>
7: <input type="text"/>	Nonemployee	8: <input type="text"/>
9: <input type="text"/>		10: <input type="text"/>
13: <input type="text"/>		14: <input type="text"/>
15a: <input type="text"/>		15b: <input type="text"/>
16a: <input type="text"/>		16b: <input type="text"/>
17a: <input type="text"/>		17b: <input type="text"/>
18a: <input type="text"/>		18b: <input type="text"/>

**Save**

**Exit** **Vendor List** **Remove Acct from List**

4. Click **Vendor List** to open the Search Vendors screen, where you can search vendors by first letter of the vendor name. Click the appropriate alphabetical tab on the right side of the screen and scroll to find the vendor.
5. Click on the vendor to populate the Vendor 1099 Information screen with their data.
6. **Box 7** of the “Numbers Refer to the 1099-MISC Form Boxes” section of the screen will automatically tally all payments made to the vendor, including manually entered payments.

**For New Autosoft Customers**

**Important:** Please review any vendors that may have manually entered payments that were entered during inception. These payments are not listed as a part of the Payments Made to 1099 Vendors Report totals. You must add the manually entered payments from inception to the total found on the Payments Made to 1099 Vendors Report.

7. Make any other necessary changes.
8. Click **Save** to save the changes. The 1099 vendor will appear in the list on the right side of the screen.
9. Repeat this process for all necessary 1099 vendors.

## Printing the Vendor List for 1099s

Once you have entered and checked all of the figures on each 1099 vendor's Vendor 1099 Information screen, you can now print a list of all the 1099s that you will be printing. Keep this list for your records.

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Print Vendor List for 1099s**.
4. Select your print criteria and click **Print**.

## Printing the 1099s

When you are satisfied with the data, the next step is to print the 1099 forms. You'll first want to perform a test print of one or two vendors, and when you're satisfied with how the information prints, you can print the 1099s using 1099 forms. The 1099 forms are standardized and may be purchased from any vendor (laser print, two per form).

**Note:** Do not print to screen and then try to print to the printer from the PDF. This can cause issues with formatting.

**Print 1099's (ABC Motors)**

**Contact Name:** [Empty]  
**Payers Name:** ABC Motors  
**Address:** 1234 Anystreet  
**City:** Anytown, PA 11111  
**Phone:** ( ) -  
**Payers ID:** 1234567890  
**Payers State Number:** PA/1234567  
**Start Line Factor:** ☐ Usually  
**Left Margin Factor:** ☐ Usually

**Print From Vendor:** AUTO29 150 AUTO SALES  
**To Vendor:** TVSB28 TYLER BURROWS

**e-File Transmitter Control Code:** [Empty]  
**e-File Contact Phone Extension:** 724  
**e-Mail:** [Empty]

**Back** **Test Print**

AUTO29	150 AUTO SALES	.00
AUTO48	AUTO PAZAZZ	20016.00
CHIL30	CHILDERS UPHOLSTERY	115.00
COLO25	COLOUR DYNAMICS	5360.00
COPE45	COPE COMPLETE FLOOR	4080.00
COUL20	VINCENT L. COULTER	120.00
COVE61	FRED COVEL	300.00
DENT14	LARRY STAGGS	20790.00
DRUR01	MARY DRURY	285.00
DRUR57	CURTIS DRURY	1697.00
DUNN01	ANITA DUNN	4484.00
DUNN14	JAMES DUNN	8397.00
ELDR10	ELDRIDGE ENTERPRISES	670.50
FREE01	CAROLE FREEMAN	243.00
FREE13	JASPER FREEMAN	673.00
HARC15	HARCO NATIONAL INS.	3357.40
IMAG12	DANIEL BURTON	1146.84
KAYW70	KAYWOOD DISTRIBUTING	.00
LINT83	LINTON & SONS TOWING	1220.00
MARK14	MARK DARNALL	1075.00
PRIC43	STEVE PRICE	900.00
PROG30	PROGRESSIVE BUSINESS	42.75
RAY528	WAYS BOBCAT & LANDSC	140.00
RITT10	BOBBY RITTER	626.00
SOUD29	MARION SOUDER	5283.00
TRAC36	TRACY WILLIAM TAYLOR	1091.55
TVSB28	TYLER BURROWS	4785.50

## Performing a Test Print

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Print 1099s**. The Print 1099s screen opens.
4. Verify the information on the Print 1099s screen.

**Tip:** You can obtain the e-File Transmitter Control from the IRS. Autosoft is not privy to this information for your dealership.

5. Click **Test Print** to print a test form on a blank sheet of paper.
6. The system indicates it will print one form so you can test the alignment. Click **OK** to acknowledge the message.
7. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

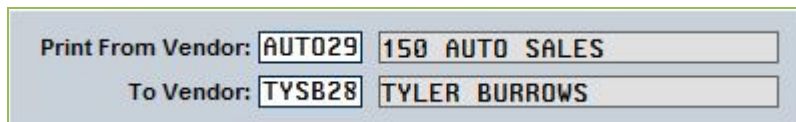


8. Compare the printout to a 1099 form to verify that everything lines up. If the text does not line up, edit the **Start Line Factor** and **Left Margin Factor**. The **Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down or decrease the value to move the text up. The **Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right or decrease the value to move the text to the left.
9. Continue to test print until everything lines up.

## Printing the Forms

Once your forms line up, you can print the actual 1099-Misc. Income forms.

1. Load the forms in the printer.
2. Make sure the dealership's information, federal EIN, state tax numbers, and phone number are correct.
3. Type the name of the contact person at your dealership.
4. Enter the vendor number for the first vendor on the list in the **Print From Vendor** box and the vendor number for the last vendor on the list in the **To Vendor** box.



Print From Vendor:	AUT029	150 AUTO SALES
To Vendor:	TYSB28	TYLER BURROWS

5. Press ENTER to advance through these boxes.
6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
7. Repeat the above steps for each set of 1099 forms you need to print.

## Printing the 1096 Summary

The **Print 1096** button allows you to print the 1096 summary form required for submitting your 1099 forms. The information prints on a preprinted 1096 form, which you should have received from the IRS. If you have any questions about the information that needs to print on the form, you should refer to the instructions provided by the IRS for completing the 1096 form to make sure you enter the information in the appropriate box.

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Print 1096**. The Print 1096 screen opens.
4. The column on the right side of the screen lists all the 1099 forms you prepared and printed.
5. Verify your dealership's information.
6. Type the contact person's name, an e-mail address, the dealership's fax number, and the required ID numbers.
7. If you have completed the previous 1099 steps, the system will autofill the number of forms and the total amount reported for the 1096. However, you will need to enter the Federal Income Tax Withheld before printing the 1096.
8. Click **Print**.
9. When prompted to verify your printer is ready, select your print criteria and click **Print**. You may wish to print the form to screen first to ensure the information will line up on the form. Adjust the **Start Line** and **Left Margin** factors as needed. Once you are sure everything will line up, click **Print** on the Print 1096 screen again, select **To Printer**, and click **Print**.

## Generating the 1099 e-File

This option is for states that require e-filing. The system will compile the Federal and State data into one file, which you can upload.

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. From the Vendor 1099's menu, click **Generate 1099 e-File**.
4. Click **OK** when prompted to verify you wish to generate the combined federal and state 1099 e-file.
5. The system will prompt you to indicate if this is a test file or live submission. Click **Test** if the submission is a test file or **Live** if you wish to submit the filing.
6. If your dealership employs an in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EF1099\_ST.TXT (where ST is replaced by the two-letter postal abbreviation for your dealership's state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EF1099\_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the file location.

**Important:** If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EF1099\_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see *Appendix B* of the *2018 Year-End Closing Manual*.

7. An alert will warn you that because of the sensitive nature of the data, the file should be deleted or moved to a safer location once it is uploaded. Click **OK** to continue.

## Closing the Books

You are now ready to close the books for the year. Make sure you read the information in this section carefully. The steps you follow at this point vary based on how you normally close your books for the month.

### Printing the Financial Statement for Month Twelve

You should print your financial statement for month 12. Generate the financial statement like you normally do. Make sure you select to compile for the current month.

### Closing the Accounts Receivable

If you normally close the accounts receivable at the end of the month, close them now.

If you closed the accounts receivable on the 25<sup>th</sup>, **do not** close them again.

### Closing the Accounts Payable

If you already closed your accounts payable so you could process your 1099 data, **do not** close the accounts payable again.

If you did not close the accounts payable yet and normally close the accounts payable at the end of the month, close them now. You can process your 1099 data once the A/P is closed for December.

If you do not close the accounts payable until January 10, you must monitor your purchases so only the December purchases are entered to ensure your 1099 data will be correct. January purchases should be posted ahead and will not show in your 1099 data.

## Closing the General Ledger

**Stop!** Before closing the General Ledger, Autosoft strongly recommends that you perform a daily backup (if you have not already done so prior to closing Payroll for the year) and keep the disk for one month in the case that you mistakenly closed the year or would like to access the information in the future. If your dealership employs the hosted FLEX DMS solution, updates to the cloud are done automatically, and the Customer Support Center can assist you in restoring those backup files when necessary. See *Appendix A* for details.

1. Close your general ledger for month 12 following the same steps you normally do to close the general ledger.
2. At the end of the general ledger update, an alert will remind you that you must “merge” the General Ledger beginning balances before you can continue daily input. The process will close out all Sales, Cost, and Expense accounts into Retained Earnings for the new year. Click **OK** to acknowledge the message.
3. When the update screen closes, the Merge Beginning Balances menu automatically opens. You use this menu to print the closing journals and to merge the income and expenses into retained earnings. This process brings the 2018 balances forward to the beginning balances for the balance sheet accounts and sets all sale, cost of sale, and expense accounts to zero to start the new year. You **MUST** complete this at this time.
4. The account number you assigned in the Operating Parameters for the retained earnings account automatically fills in on the menu. To change this account number if necessary, you must click on **Print Closing Journal**. The cursor will move to the Retained Earnings Account Box-Change Acct # and Press Enter.
5. The system prompts you to print the closing journals. Click to select **To Printer**, and click **Print**.
6. After the journals are printed, you can merge the balances. Click on Merge Beginning Balances. The cursor returns to the **Retained Earnings** account box. Change account number if necessary. Press ENTER again.
7. Click **OK** when prompted to verify you want to merge the balances.
8. The system displays a message when the balances have been merged. Click **OK** to acknowledge the message.
9. The system takes you back to Dealership Accounting menu.
10. Perform a monthly backup. This should be labeled “Yearly Backup 2018” and kept indefinitely.

## Archiving Records

After you have closed for the year, archive a complete list of year-to-date general ledger detail for the year and archive your period 12 to a PDF file (stack print). This process *will take longer* than archiving a regular month. Once you have archived the 2018 records, burn the archive files to a CD in the same manner you normally do.

**Important:** If your dealership employs the hosted FLEX DMS rather than operating FLEX DMS through an in-dealership server, after you run the General Ledger Year-to-Date Detail and Stack Month-End, you will not be able to burn those archived records directly from the hosted FLEX DMS hard drive (K:) to a CD/DVD, flash drive, or external hard drive. Instead you must copy the files from the K: drive to your local computer's desktop, from which you can burn to CD/DVD or transfer to a flash drive or external hard drive. For complete directions for copying such files, see *Appendix B*.

### Archiving the General Ledger Year-to-Date Detail

1. Click **Month-End** on the Dealership Accounting menu.
2. From the Month-End Procedures menu, click **Month-End Journals - G/L Detail**. The Month-End Journals menu opens.



3. Click **Print G/L Detail Year-To-Date**.
4. The system warns you that you should print the report to a PDF file because the report may be lengthy. Click **OK** to acknowledge the message.
5. Click **To .PDF File** when prompted to choose how you wish to print the report.
6. When the system is finished creating the PDF file, it reminds you that you can view and print the file using the Month-End Electronic Records. Click **OK** to acknowledge the message.

- Click **Exit** to Close the Month-End Journals menu.

## Archiving Month 12

- On the Month-End Procedures menu, click **Stack Month-End Print**. The Stack Print Month-End Records screen opens.

Stack Print Month-End Records (MEP1)

### Stack Print Month-End Records

**Copies To Print**

Print For Month Ending:  Year:

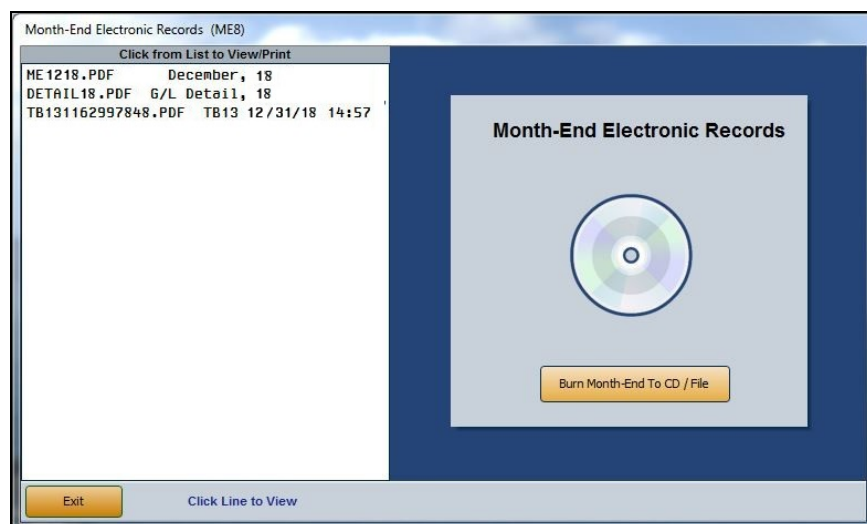
<input type="checkbox"/> Vehicle Inventories	<input type="checkbox"/> General Ledger	Period 01
<input type="checkbox"/> Trade Receivables	<input type="checkbox"/> Trial Balance	Period 02
<input type="checkbox"/> Trade Payables	<input type="checkbox"/> General Ledger Detail	Period 03
<input type="checkbox"/> Detail Forward Schedules	<input type="checkbox"/> Month-End Journals	Period 04
<input type="checkbox"/> Balance Forward Schedules		Period 05
		Period 06
		Period 07
		Period 08
		Period 09
		Period 10
		Period 11
		Period 12
		Current Period

Exit

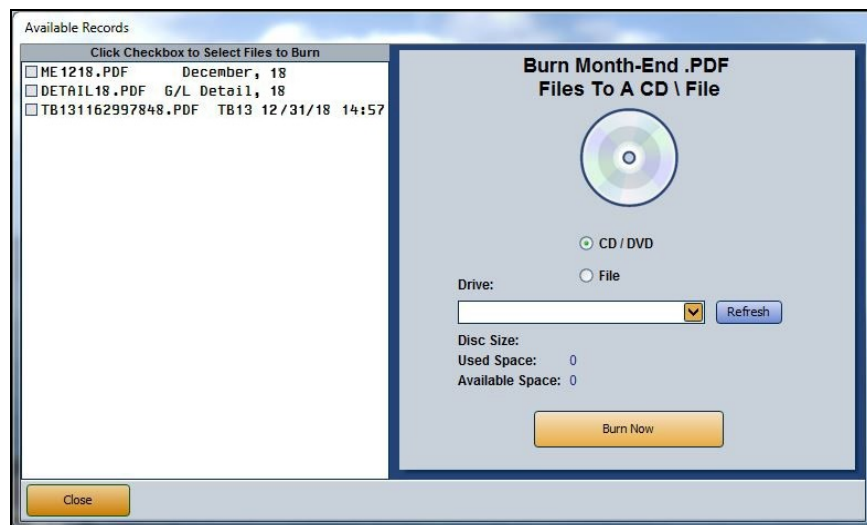
- Click **Period 12** in the list.
- Verify **18** appears in the **Year** box.
- Press ENTER.
- A warning will ask you to verify that you are printing for the year 2018. Click **OK**.
- Click **Print to PDF**.
- Click **OK** to begin printing.
- When finished, the system displays a message stating the system does not back up month-end files. Click **OK** to acknowledge the message. You must do a monthly back up in your super disk utility screen to preserve the month-end files.
- Click **OK** when the system advises you to burn the files to a CD. This will only be applicable if your dealership houses FLEX DMS on an in-house server.
- The Month-End Electronic Records screen opens.

## Burning the Files to a CD or External Hard Drive (for Local Server FLEX DMS)

1. If you wish to burn the files to CD, be sure you are working at a workstation with a CDR/W drive. Place a disk in the drive.
2. The Month-End Electronic Records screen will open automatically after archiving month 12 or can be accessed through the **Electronic Month-End Records** button on the Month-End Procedures menu.



3. The left side of the screen lists all the PDF files available for backup. Click a file to view the information. You can print the information from the viewing screen as needed.
4. When you are ready to burn the files, click **Burn Month-End To CD/File**.
5. The system will ask you how you would like the files sorted. Click on either **Name** or **Date**.
6. Boxes appear in front of the file names.



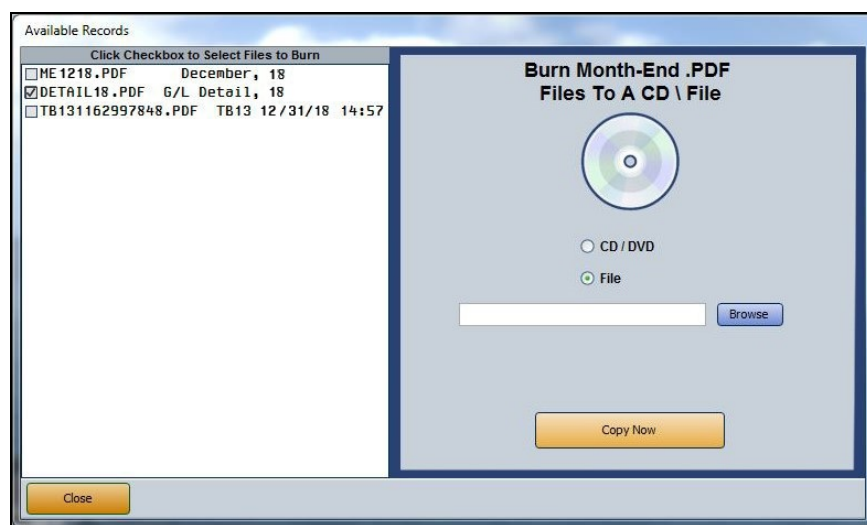


7. Click to select the check box next to **DETAIL18.PDF** (G/L Detail, 18) and **ME1218.PDF** (December, 18). A check mark appears in the box to indicate you selected the files. If necessary, select any other files that appear in the list that you wish to include.

If you prefer to burn the detail file to separate disks, select just the detail file. You can then repeat the process for the month-end file and any other files you wish to copy to a CD or DVD.

8. Click to select to burn to a **CD/DVD** or to **File**.
9. If you chose to burn to CD/DVD, click **Burn Now**.

If you chose to copy the month-end records to a file, click the **Browse** button to select a system drive, external hard drive, or thumb drive.



This will provide access to a file directory. Use the top drop-down menu to select the drive to which you would like to save the file. Use the folders in the list below to select a folder in which to save the file. When you've made your choices, click **OK**. Click **Copy Now** to copy the file.

10. The system burns the files to the CD/DVD or storage device.

**Tip:** You can burn the entire year plus the general ledger detail to one CD by selecting all 13 files for 2018. You can view files on the CD any time you need to view the archived information. Once the files open on your screen, you can print them as needed.

## Making Thirteenth Month Entries

The 13<sup>th</sup> month statement must be printed before doing your financial statement update for 2019. The 13<sup>th</sup> month statement prints off of the **2018** financial statement format, which will change for 2019, and the accounts may not print to the proper lines causing an out of balance condition.

Thirteenth month entries can be made at any time during 2019. If a 13<sup>th</sup> month statement is desired, the entries must be made, and the 13<sup>th</sup> month financial statement printed before the update for 2019. Only use journal 80. **Never use journal 09 in the thirteenth month!**

If a 13<sup>th</sup> month statement is not desired, the entries can be made throughout the year with the Accountant using the 13<sup>th</sup> month trial balance printout to do the tax returns. Each time the adjustments are made, the retained earnings figure on the 2019 financial statement will be changed accordingly. The factory may question this change.

Use the following steps to access the 13<sup>th</sup> Month Transactions menu.

1. Click **Month-End** on the Dealership Accounting menu.
2. Click **Thirteenth Month Entries**. The 13<sup>th</sup> Month Transactions menu opens.



You must complete each of the first five menu options in order whenever you use this menu to make adjustments.

## Before Your 2019 Financial Statement Update

After making your thirteenth-month entries and merging the balances, you can proceed to printing your thirteenth-month adjusted statement for your records and your accountant's records. Go to the screen where you compile your financial statement. Compile the statement using the **Compile For 13<sup>th</sup> Month** option.

## After Your 2019 Financial Statement Update

Make your 13<sup>th</sup> month entries, which will change your retained earnings figures or use Journal 80, and make a normal journal entry, using the retained earnings account in place of any sale, cost, or expense accounts. Thirteenth month entries can be made until December 2019; however, **you cannot print a 2018 financial statement once you complete the 2019 financial statement update.**

**Note:** The 2019 Financial Statement Updates will be released the last week of January and will be available through the **What's New?** button on the Dealership Accounting menu.

## Conclusion

This completes your year-end closing. Since all of the processes outlined in this document are crucial to a successful year-end closing, ensure you complete all processes. At any time during the process, you can contact an Autosoft Customer Support Center associate at 800.473.4630 for assistance.

### Appendix A: Using the Autosoft FLEX DMS Backup Utility

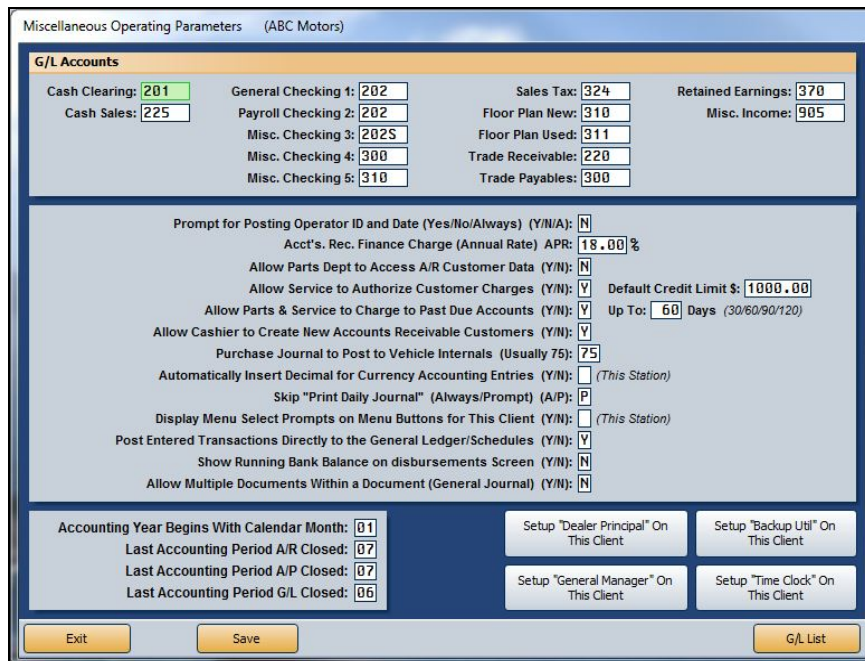
The Autosoft FLEX DMS Backup Utility integrates with your Autosoft FLEX DMS. It works with the Windows 2000 operating system and newer. The Backup Utility allows you to back up files and restore files from the backup. You can manually perform a backup or set an unattended (automatic) backup to run.

**Note:** If you need assistance loading or running your backup, please call the Autosoft Customer Success Center at 800.473.4630 and choose Option 1, followed by Option 4 for hardware support.

### Installing the Utility

You install the utility through the Autosoft FLEX DMS Accounting Setup. The installation will create an icon on your desktop.

1. Open Autosoft FLEX DMS.
2. Click **Accounting**.
3. Click **Setup**.
4. Click **Operating Parameters**.
5. Click **Setup "Backup Util" On This Client**.



Miscellaneous Operating Parameters (ABC Motors)

**G/L Accounts**

Cash Clearing: 201	General Checking 1: 202	Sales Tax: 324	Retained Earnings: 370
Cash Sales: 225	Payroll Checking 2: 202	Floor Plan New: 310	Misc. Income: 905
	Misc. Checking 3: 2025	Floor Plan Used: 311	
	Misc. Checking 4: 300	Trade Receivable: 220	
	Misc. Checking 5: 310	Trade Payables: 300	

Prompt for Posting Operator ID and Date (Yes/No/Always) (Y/N/A): ☐ N

Acct's. Rec. Finance Charge (Annual Rate) APR: 18.00 %

Allow Parts Dept to Access A/R Customer Data (Y/N): ☐ N

Allow Service to Authorize Customer Charges (Y/N): ☒ Y Default Credit Limit \$: 1000.00

Allow Parts & Service to Charge to Past Due Accounts (Y/N): ☒ Y Up To: 60 Days (30/60/90/120)

Allow Cashier to Create New Accounts Receivable Customers (Y/N): ☒ Y

Purchase Journal to Post to Vehicle Internals (Usually 75): 75

Automatically Insert Decimal for Currency Accounting Entries (Y/N): ☐ (This Station)

Skip "Print Daily Journal" (Always/Prompt) (A/P): ☐ P

Display Menu Select Prompts on Menu Buttons for This Client (Y/N): ☐ (This Station)

Post Entered Transactions Directly to the General Ledger/Schedules (Y/N): ☒ Y

Show Running Bank Balance on disbursements Screen (Y/N): ☐ N

Allow Multiple Documents Within a Document (General Journal) (Y/N): ☐ N

Accounting Year Begins With Calendar Month: 01

Last Accounting Period A/R Closed: 07

Last Accounting Period A/P Closed: 07

Last Accounting Period G/L Closed: 06

Setup "Dealer Principal" On This Client

Setup "Backup Util" On This Client

Setup "General Manager" On This Client

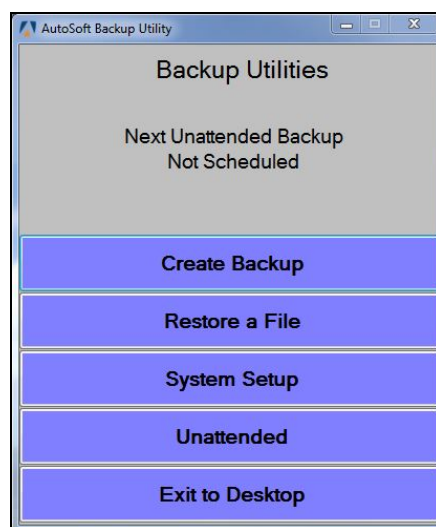
Setup "Time Clock" On This Client

Exit Save G/L List

6. Click **OK** when prompted to verify you wish to install the utility on this client. When the installation is complete, an **ASI DMS Backup** icon will appear on your desktop.
7. Click **Exit** to exit the Miscellaneous Operating Parameters screen and return to the Accounting System Setup menu.

## Opening the Utility

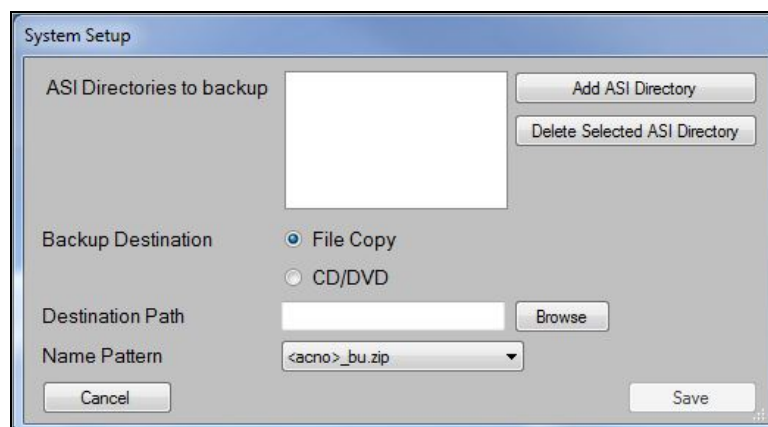
1. Double-click the **ASI DMS Backup** icon.
2. The utility opens.



## Adding Setup Information

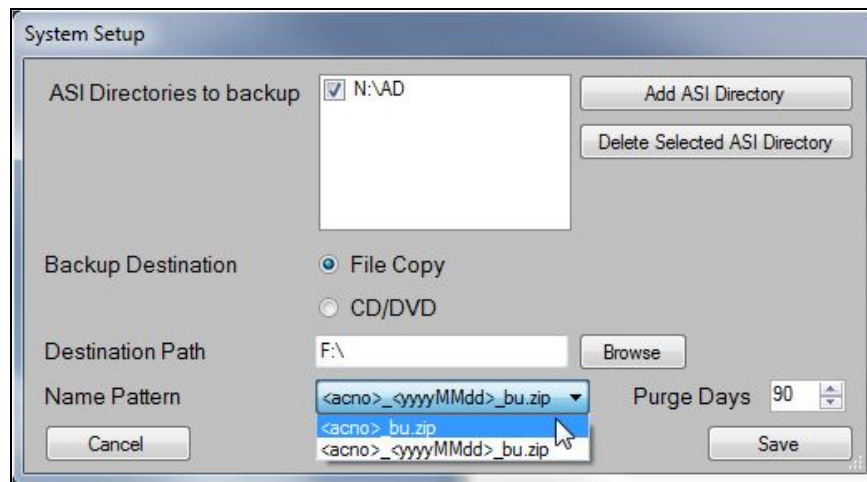
The setup determines the default information used when performing a backup.

1. On the Backup Utilities menu, click **System Setup**.

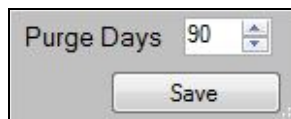


2. Click **Add ASI Directory**.

3. Browse to the location of your Autosoft FLEX DMS directory, and click on it.
4. Click **OK**.
5. The directory appears in the list window. Repeat steps 2 through 4 to add additional FLEX DMS directories as needed. The utility will only backup valid FLEX DMS files.
6. The **Backup Destination** option allows you to indicate if the backup files will be stored to an external drive or burned to a CD/DVD. Click the radio button next to **File Copy** (for external drive) or **CD/DVD** (to burn to disk).
7. In the **Destination Path** field, type the path for the external drive where the files should be written or use the **Browse** button to select the appropriate location to which the ZIP file should be saved. If burning the backup to CD/DVD, select the path for your CD/DVD burner.
8. Use the **Name Pattern** list to select the naming convention that will be used for the files.



- “<acno>\_bu.zip” will create a single backup file. This backup utility will overwrite the file each time the backup runs. <acno> will be your dealership’s Autosoft account number.
  - “<acno>\_<yyyymmdd>\_bu.zip” will create a file with your dealership’s Autosoft account number and the date (yyyymmdd). The utility will create a new file each day. If a backup is run multiple times in one day, the utility will overwrite the existing file with the most recent backup file.
9. If you select the “<acno>\_<yyyymmdd>\_bu.zip” naming convention, you must specify the “purge” days. Use the up and down arrows to set how long you wish to keep the files before they are deleted. The default entry is 90 days.

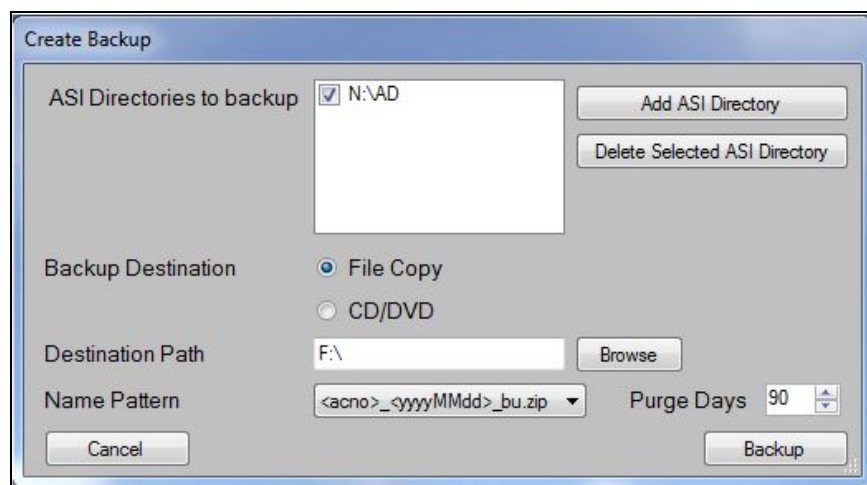


10. Click **Save**.

## Creating a Backup

The **Create Backup** option allows you to manually run a backup.

1. Click **Create Backup**.
2. The Create Backup screen displays the settings you selected in the System Setup screen. You can edit any of the information for the backup as needed, and the system will save the changes you make to the System Setup.



3. Click **Backup** to begin the backup.
4. The system displays a "Backup Complete" message when the backup is complete. Click **OK** to acknowledge the message (or **View Log** to view the backup log).

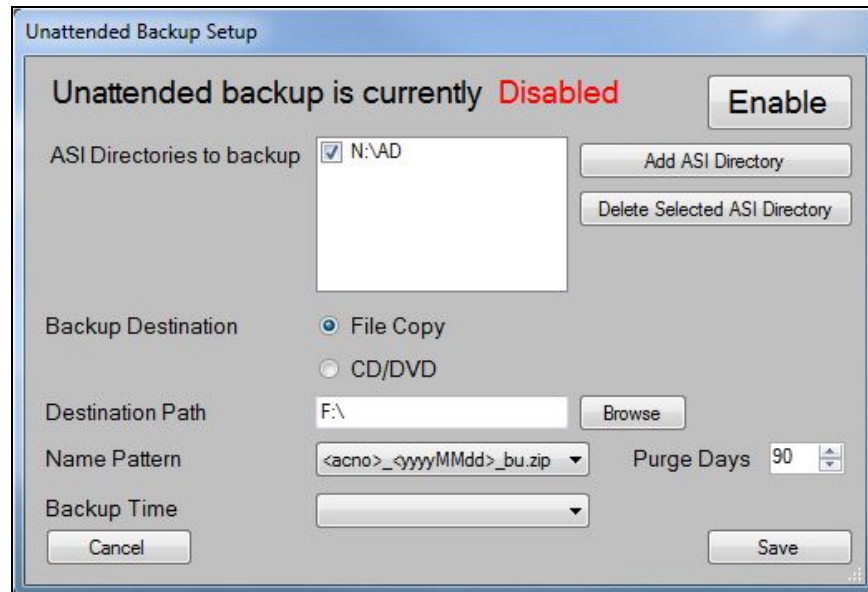


## Setting an Unattended Backup

An unattended backup will run automatically at a scheduled time. This is a useful tool, as it ensures that the backup runs but does not interrupt people while they are working. The backup should be scheduled to run when the DMS is not being used, ideally in the middle of the night. The Backup Utility program **MUST** be left open for the unattended backup to run.

1. On the Backup Utilities menu, click **Unattended**.

The **Unattended Backup Setup** screen opens. It pulls in the parameters you set in the System Setup. Edit the information as needed.



Use the **Backup Time** list to select the time when you would like the backup to run.

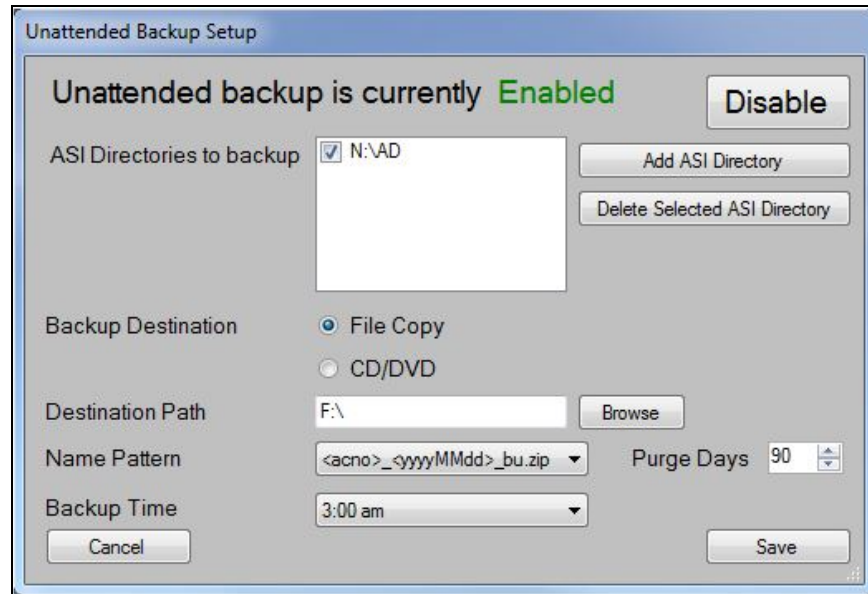
Click **Enable** to turn on the backup.

Click **Save**.

The screen closes. The main menu now identifies the next time the unattended backup is scheduled to run.

## Disabling an Unattended Backup

1. Click **Unattended** from the Backup Utilities menu.
2. Click **Disable** to turn off the backup.

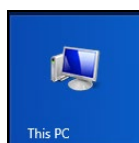


3. Click **Save**.

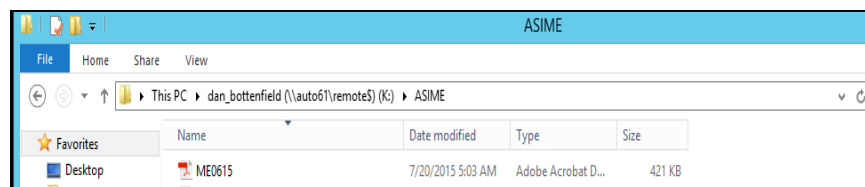
## Appendix B: Transferring Records from the Hosted FLEX DMS Server to Your Desktop

If your dealership employs the hosted FLEX DMS server rather than housing FLEX DMS on an in-dealership server, you will not be able to burn or direct items saved to the K drive, or the server hard drive, directly to an external device (CD, USB flash drive, or external hard drive) through the system. To save your month-end and year-end records, follow these steps:

1. Archive the general ledger year-to-date details and generate the stack month as usual (detailed in the earlier sections “Archiving the General Ledger Year-to-Date Detail” and “Archiving Month 12”).
2. The files will be saved as PDFs in the ASIME folder in the K: drive. The files will be named using the format of MEMMY and DetailYY, respectively. For example, the file name ME1217.pdf represents a month-end record for December 2018, while Detail17.pdf represents the general ledger year-to-date detail for 2018.
3. To access the files, click the **Windows** icon at the bottom left of your screen.
4. Click **This PC**.



5. In the address field, type “**K:**” and hit ENTER.
6. Open the ASIME folder in the K drive, where you will see the month-end file/s.



7. Right-click on the file/s and click **Copy**.
8. Minimize the hosted remote screen so you are viewing your computer's desktop. Right-click on a blank space on the desktop and click **Paste**.
9. This should place a copy of the file/s on your desktop.
10. Download, copy, and paste the file/s to the required drives or use the file to e-file state and federal records as required.

**Important:** Use steps 3 through 10 to access any saved records necessary for e-filing. Once the files have been copied to your desktop, you can easily access them for e-filing.