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Year End Planning for Sage 100

To Join the Audio: 1 877 309 2071
Passcode: 210-062-577

Lanette Felsch & Sue Pawlowic
December 7th, 2021

Agenda

- End of Year Preparation
- 1099 Vendors - Calendar Year End
- Fiscal Year End
- Year End Resources
- Payroll
  - Preparing for Payroll year end processing
  - Payroll Period and year end processing- Reports
  - Processing and filing Quarterly and year end forms
  - Processing and filing W-2/W-3 Form and Aatrix
  - Period year end close
  - Tax table updates
  - Post year end processing considerations
  - ACA
- Q&A

Preparation for Calendar Year End

Preparing for Calendar Year End

- Verify your Disaster Recovery Plan
- Setup Paperless Office for reports
- Create a copy of your live company before closing the year
- Calendar Year End vs. Fiscal Year End

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Preparing for Calendar Year End

- In order to process year-end tax forms in Sage 100, you must install the 2021 IRD and the year end (Aatrix) forms update. The IRD is typically available the 3rd week of December.
- Before installing the IRD, validate Sage 100 and any 3rd party applications are compatible. Supported versions of Sage 100 are:
  - 2021 Update 2 (6.30.2) (6.30.0 and higher if not printing 1099 forms)
  - 2020 Update 4 and higher (6.20.4) (6.20.2 if not printing 1099 forms)
  - 2019 Update 5 and higher (6.10.5) - End of Life
  - Sage 100 Payroll 2.22.0 for Version 2021 (release 12/2021)
  - Sage 100 Payroll 2.21.3.0 for Version 2020 and lower)with PR6032-T Hotfix for the 941)
- If you need an update, IRD installed, or assistance with year end, please contact RKL Support for assistance. Email: support@rklesolutions.com
- If you need to upgrade from Version 2018 or lower, please contact your RKL

Preparing for Calendar Year End

- RKL support for product updates, IRD installations, and year end assistance will be a minimum of two hours and will include (as needed):
  - Product Update Installation and Data Conversion
  - IRD Installation
  - Federal and Tax Reporting Installation
  - 2021 Tax Forms Download
  - RKL follow-up call
  - Assistance as required, including walk through of 1099 and/or W-2 printing
- Additional time above two hours will be billed as Time and Materials.

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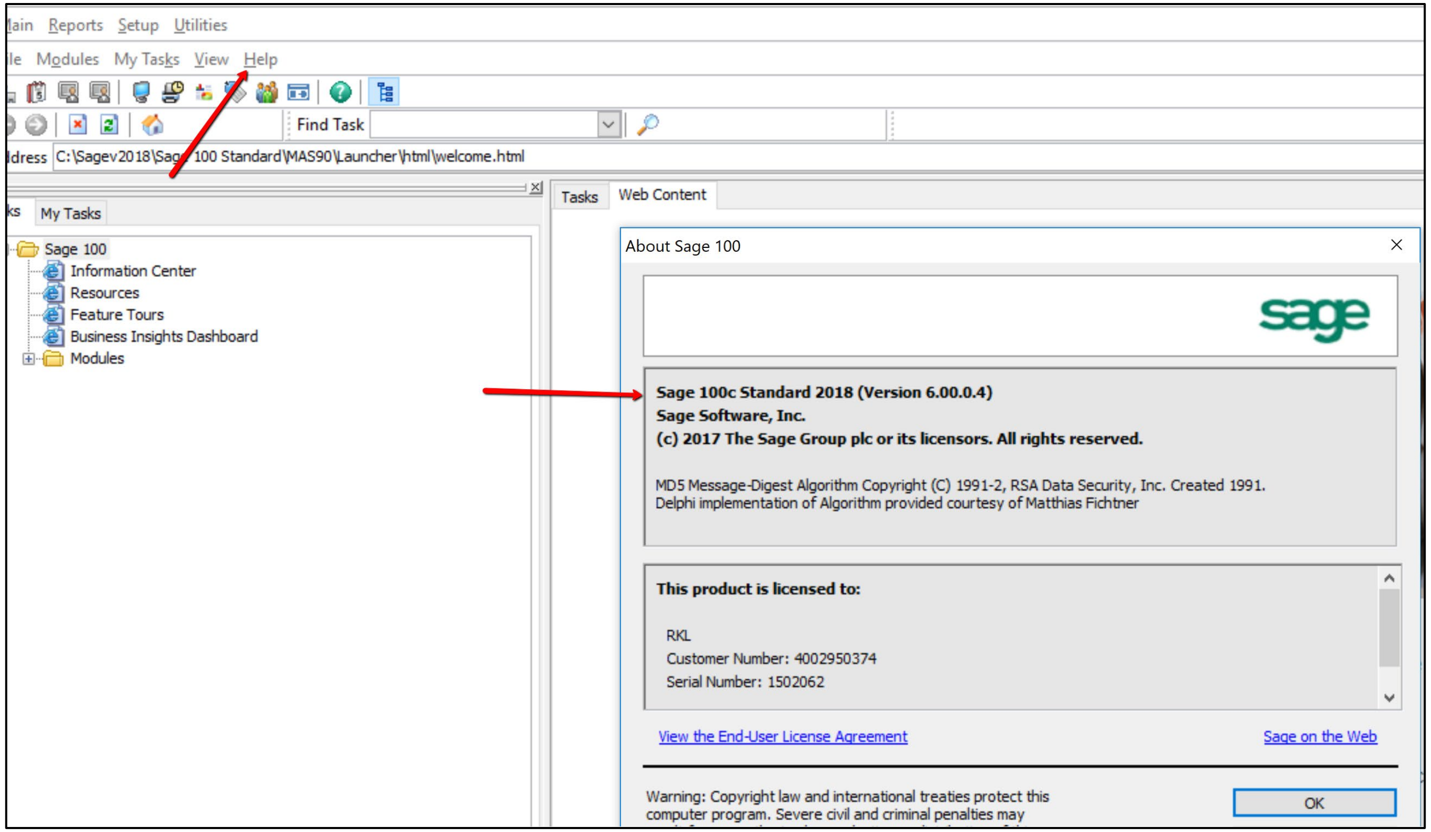
Preparing for Calendar Year End

To Determine your current version of Sage 100 using ***Classic View***, go to Help > **About Sage 100**



Classic View

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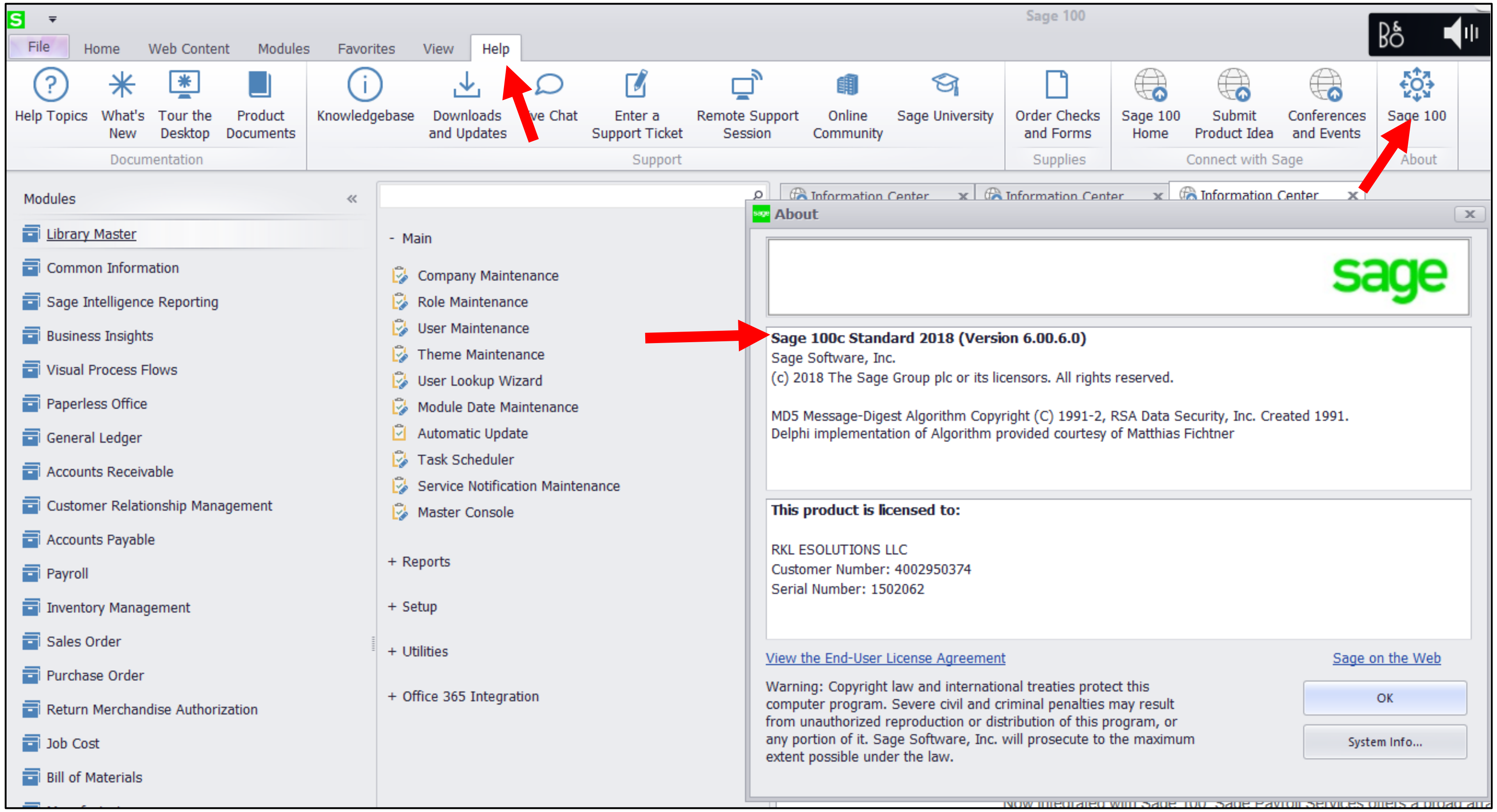
Preparing for Calendar Year End

To Determine your current version of Sage using ***Standard View***, go to the Help Ribbon and choose **Sage 100.**

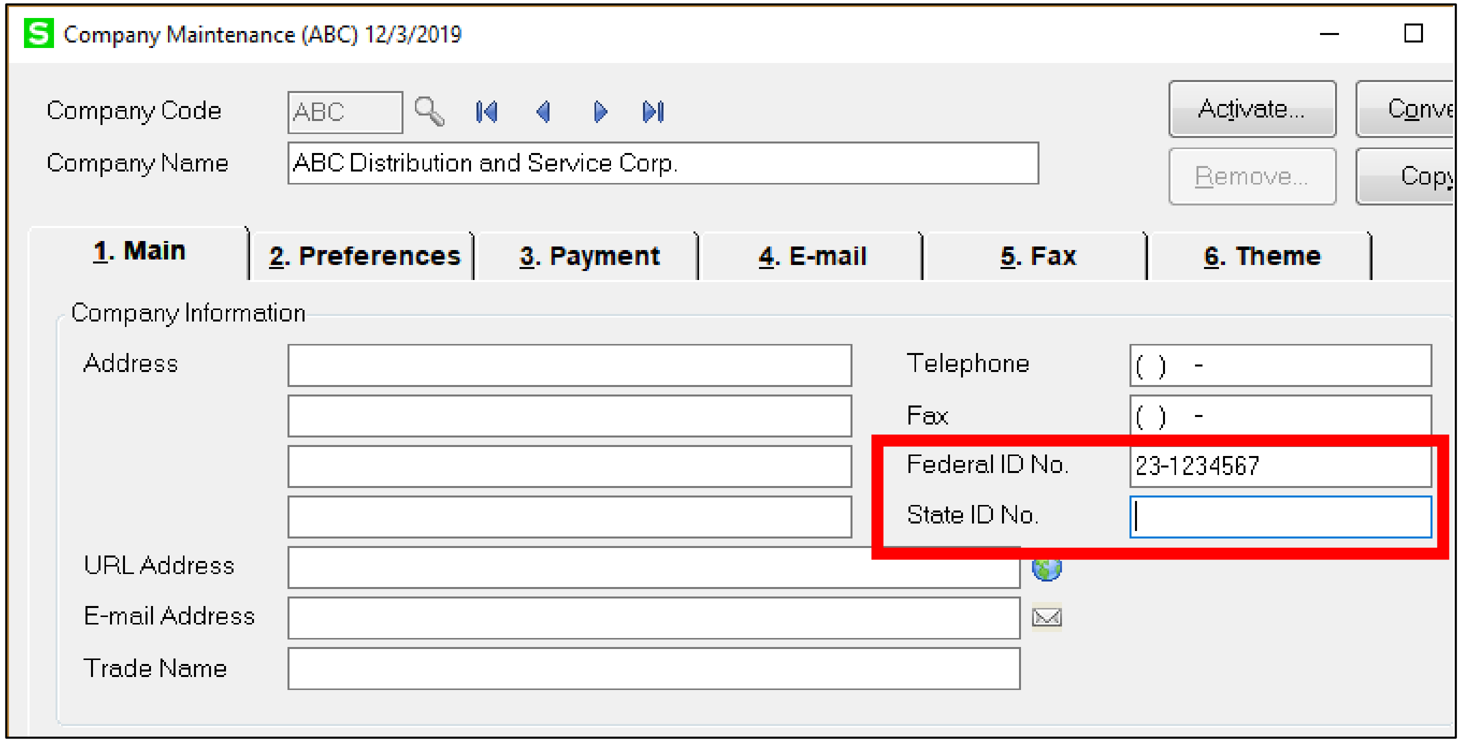


Standard View

Preparing for Calendar Year End

1099 Preparation

Open ***Library Master > Main > Company Maintenance*** and confirm your EIN number has been entered:



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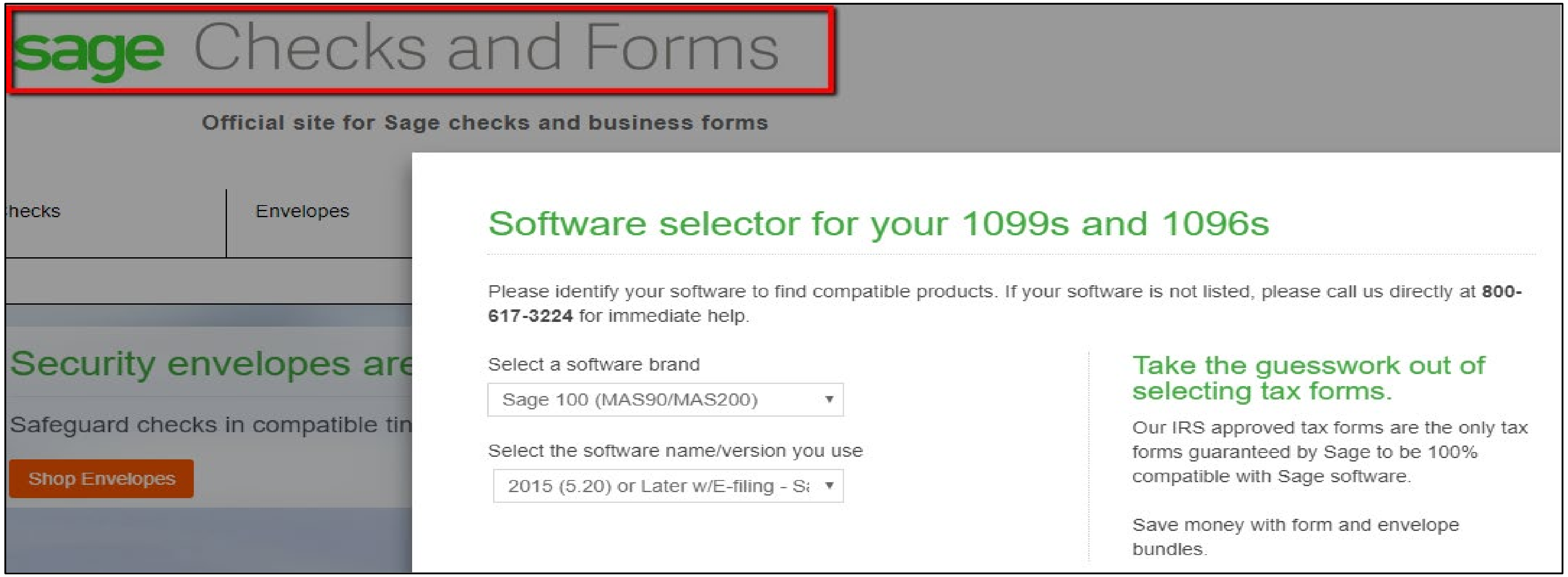
Preparing for Calendar Year End

- 1099 Preparation - Forms
  - Aatrix will eFile for a fee or you can print your own forms.
  - 2021 1099 forms are 3-part
  - Tax forms can be ordered from Sage Checks & Forms or https://www.sagechecks.com/estore/ or call 800-617-3224



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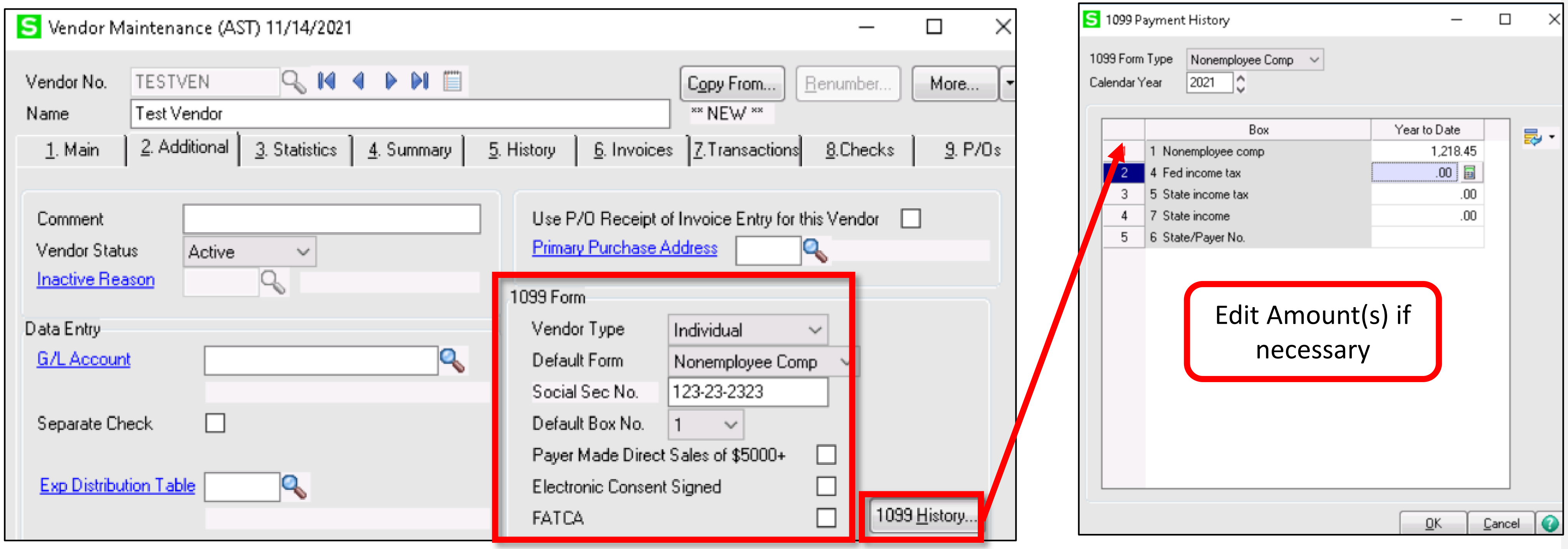
Preparing for Calendar Year End

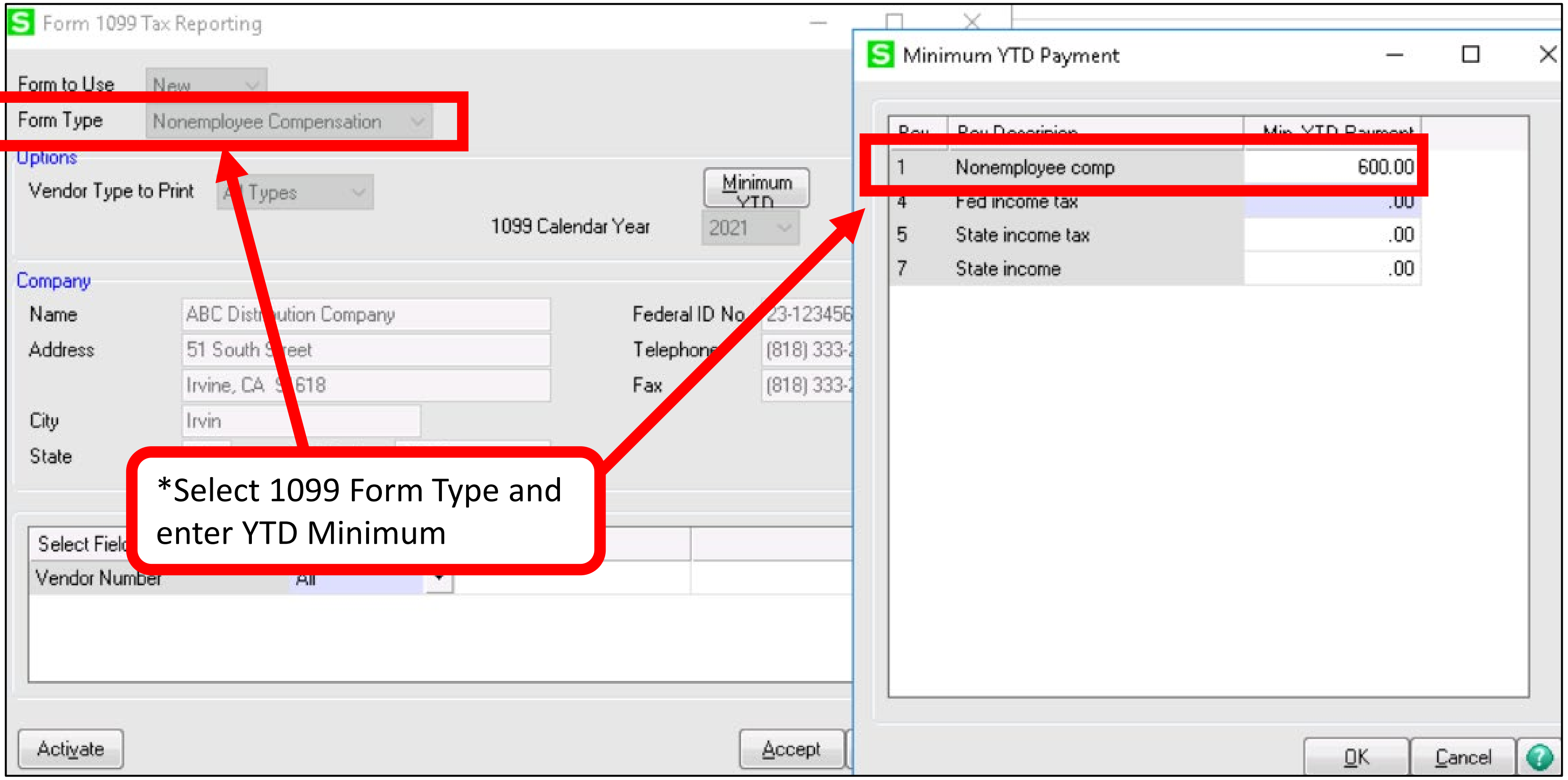
- 1099 Processing
  - Payment History Report
  - Correct Vendor 1099 amounts on the Vendor Masterfile as needed



Preparing for Calendar Year End

1099 Preparation

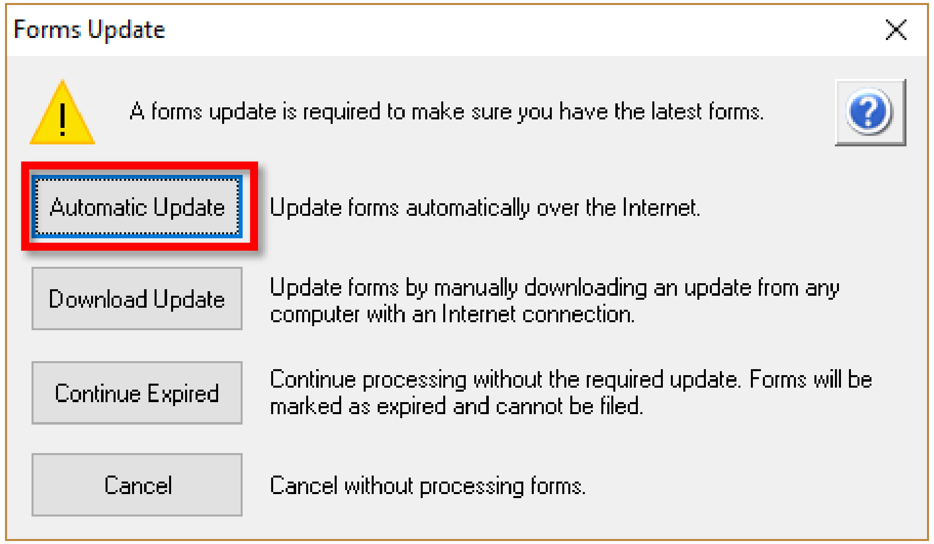
Go to ***Accounts Payable* > *Reports* > *Form 1099 Tax Reporting***

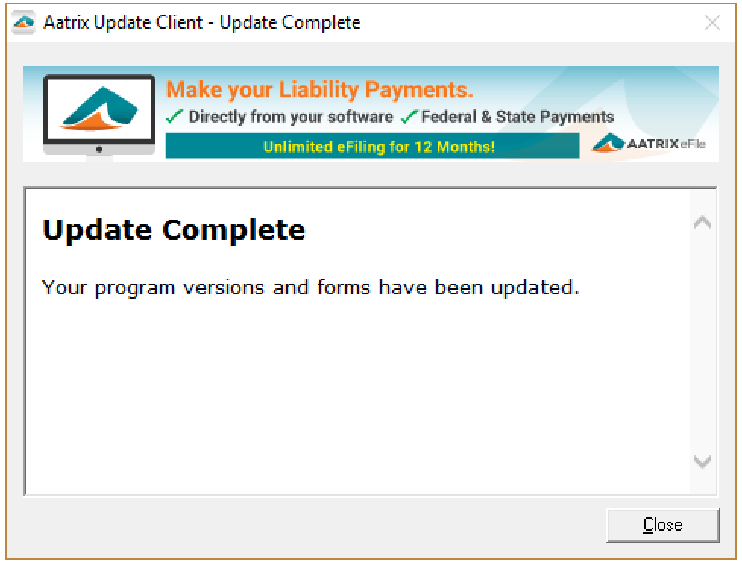


Preparing for Calendar Year End

1099 Preparation

- 1099's are processed through a 3rd party product called **Aatrix.**
- Choose Automatic Update and follow the prompts
- If Automatic doesn't work, choose Download Update;. on the Aatrix website, scroll down and choose Sage 100.





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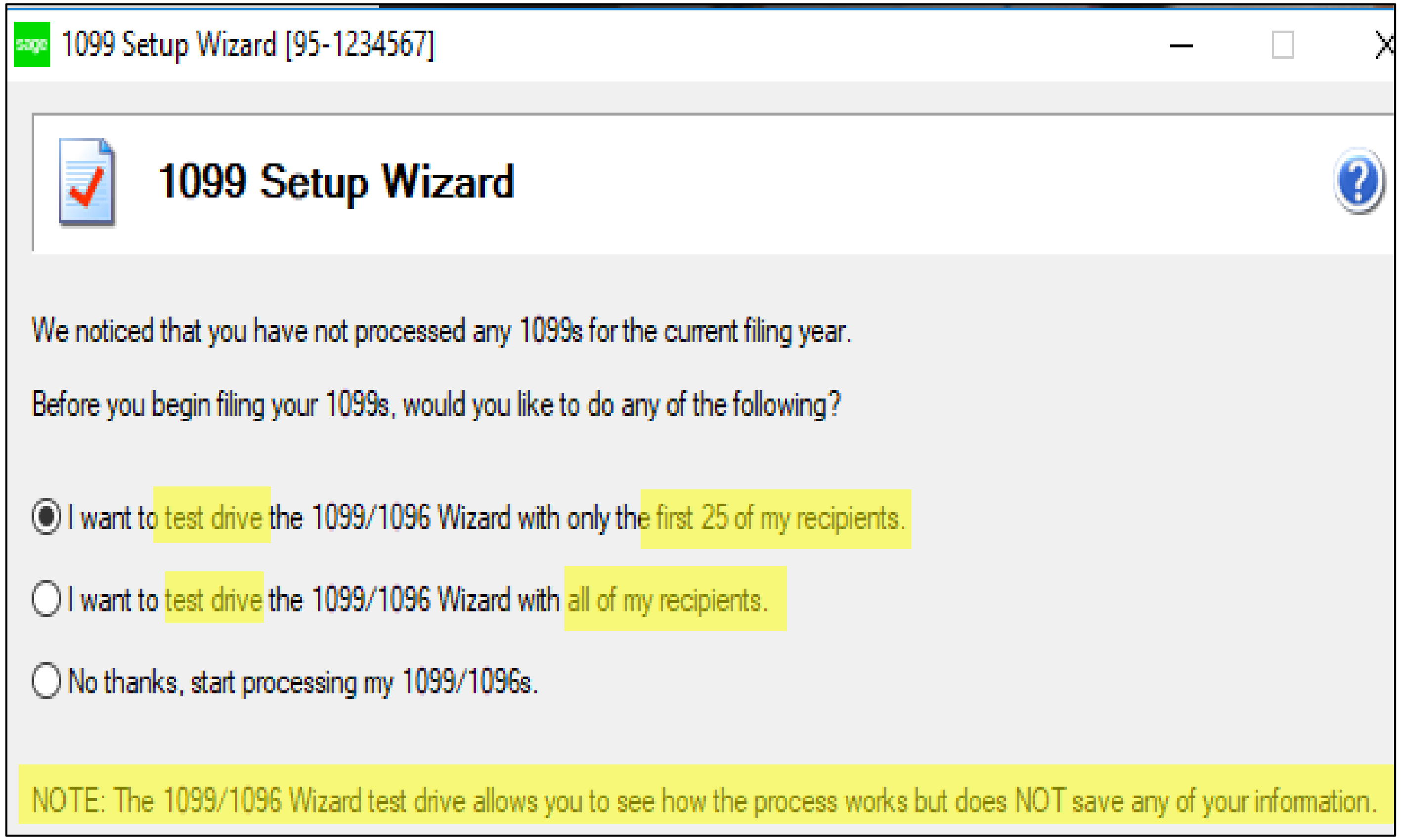
Preparing for Calendar Year End

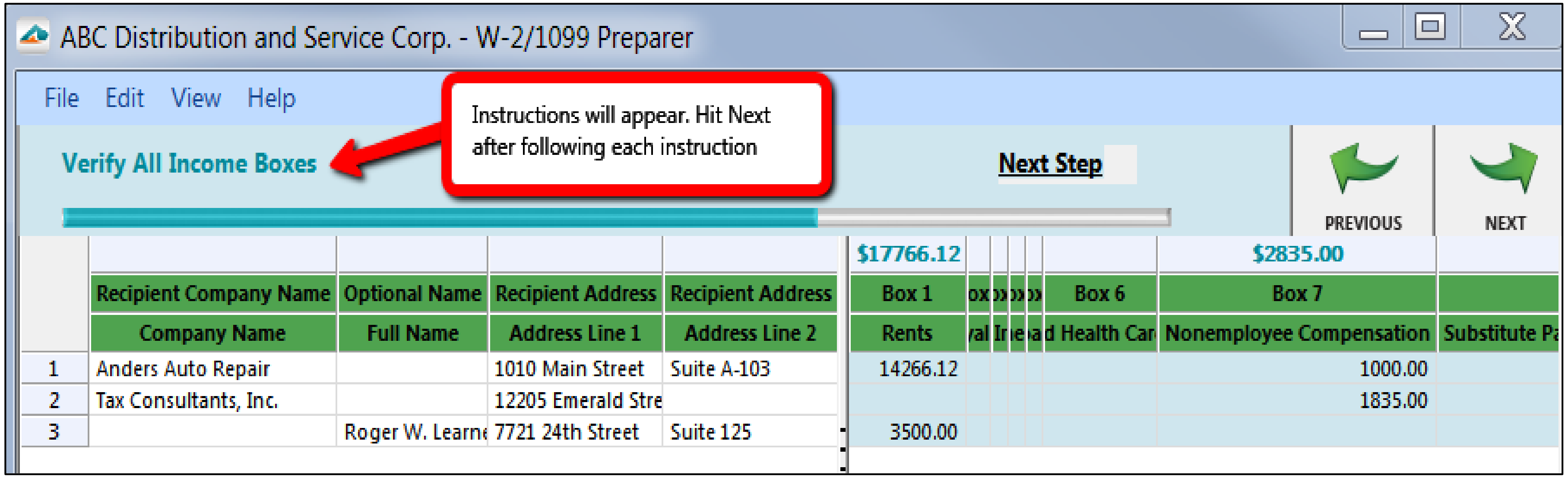
1099 Preparation

- Test access to Aatrix before year end



Preparing for Calendar Year End

- 1099 Preparation
  - The wizard will pull year end 1099 information from Sage, and prompt you validate each section: Addresses, Income, Tax IDs, etc.
  - Any information changed in these screens will not save back to Sage 100



Preparing for Calendar Year End

- 1099 Processing
  - In the below screen, choose the correct options for electronic filing or printing

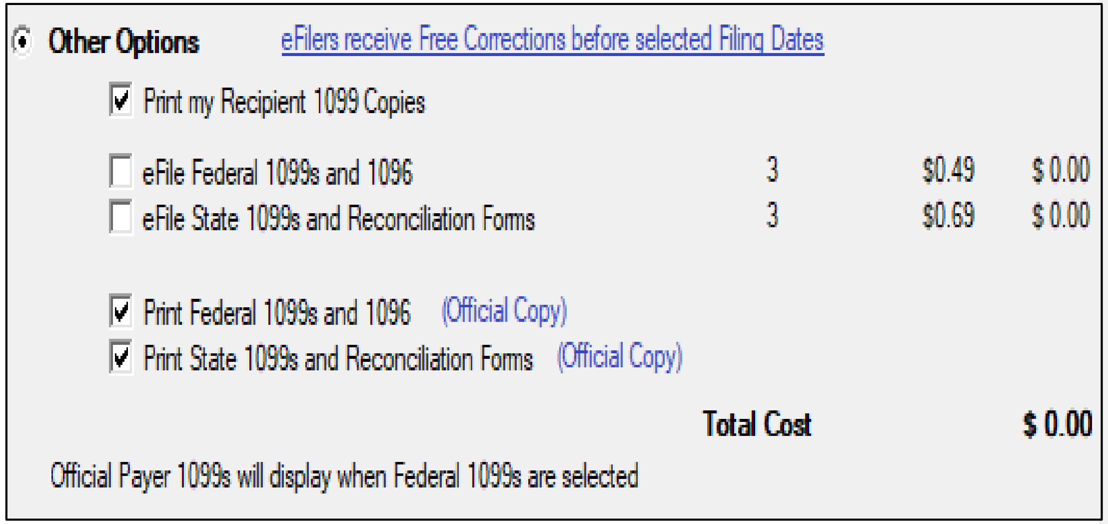
-2/1099 Preparer

1099 MISC Printing and Filing Options

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. More info?

Complete 1099 eFiling Service — Next Business Day Mailing!

The eFile Center will:	# Recipients	Price/Recip.	Subtotal
- Print and Mail Recipient Copies	3	$1.99	$5.97
- e1099 Only Recipient Copies What's This?	0	$0.99	$0.00
- File your Federal 1099s and 1096		included	FREE
- File all applicable State 1099s and Reconciliation Forms		included	FREE
- e1099s Available for all Recipients		included	FREE
	Total Cost	Minimum	$24.95



Other Options — eFilers receive Free Corrections before selected Filing Dates

☑ Print my Recipient 1099 Copies			
☐ eFile Federal 1099s and 1096	3	$0.49	$ 0.00
☐ eFile State 1099s and Reconciliation Forms	3	$0.69	$ 0.00
☑ Print Federal 1099s and 1096 (Official Copy)			
☑ Print State 1099s and Reconciliation Forms (Official Copy)			
	Total Cost		$ 0.00

Official Payer 1099s will display when Federal 1099s are selected

Preparation for Fiscal Year End

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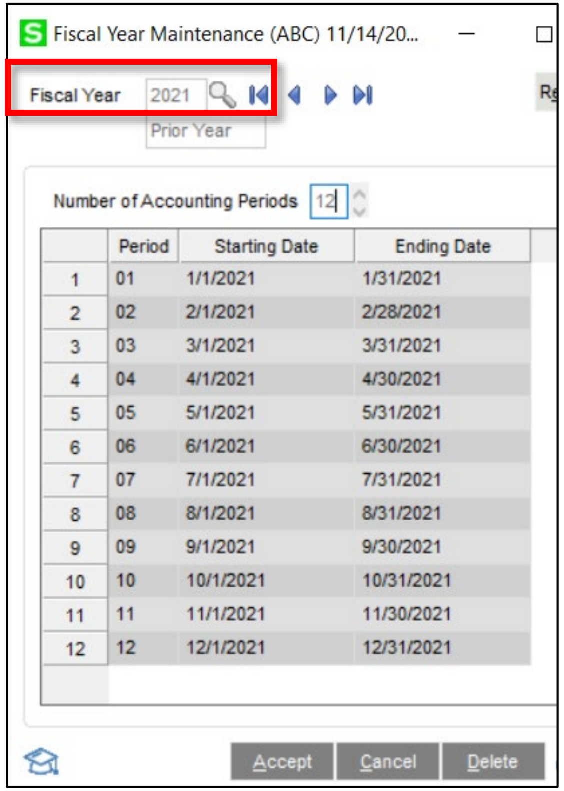
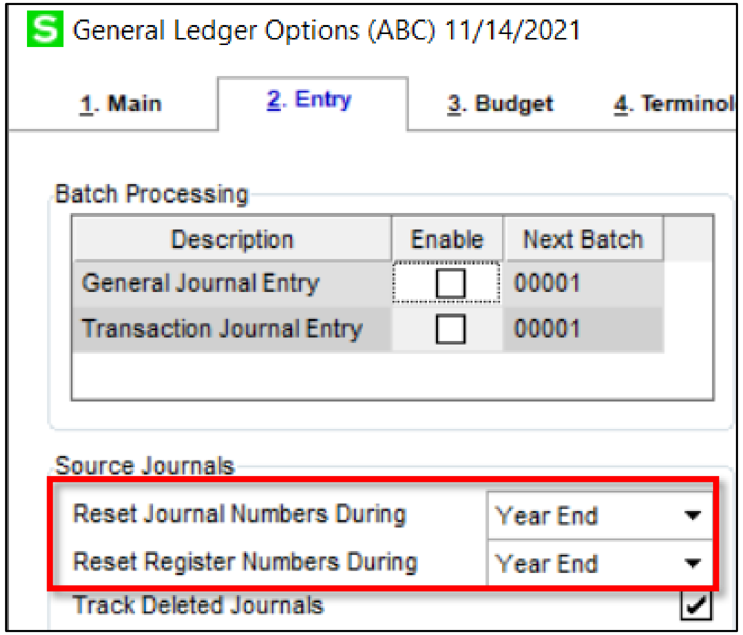
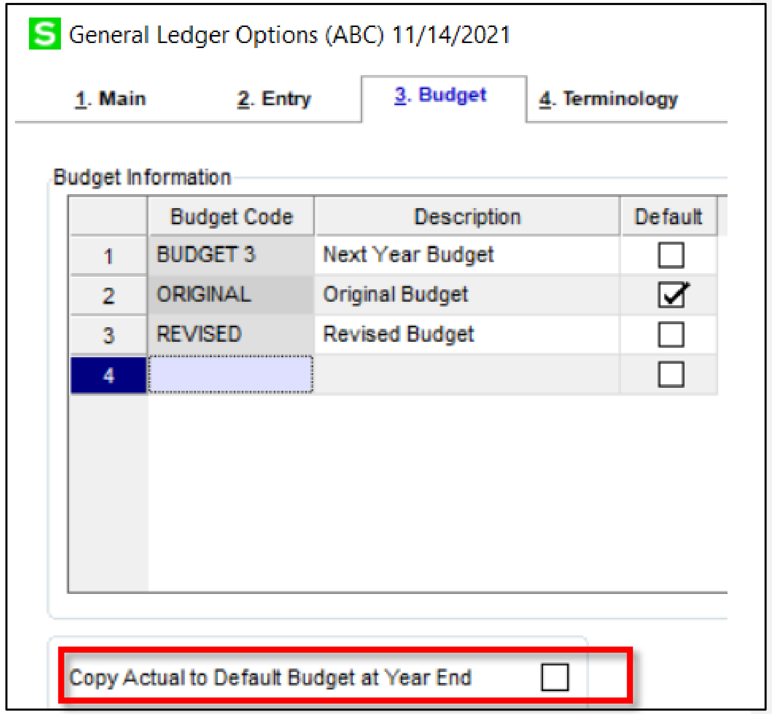
Preparing for Fiscal Year End

- Setup your next fiscal year: ***General Ledger > Setup > Fiscal Year Maintenance***
- Validate GL Budget Settings & Journal Resets: ***General Ledger > Setup > General Ledger Options***







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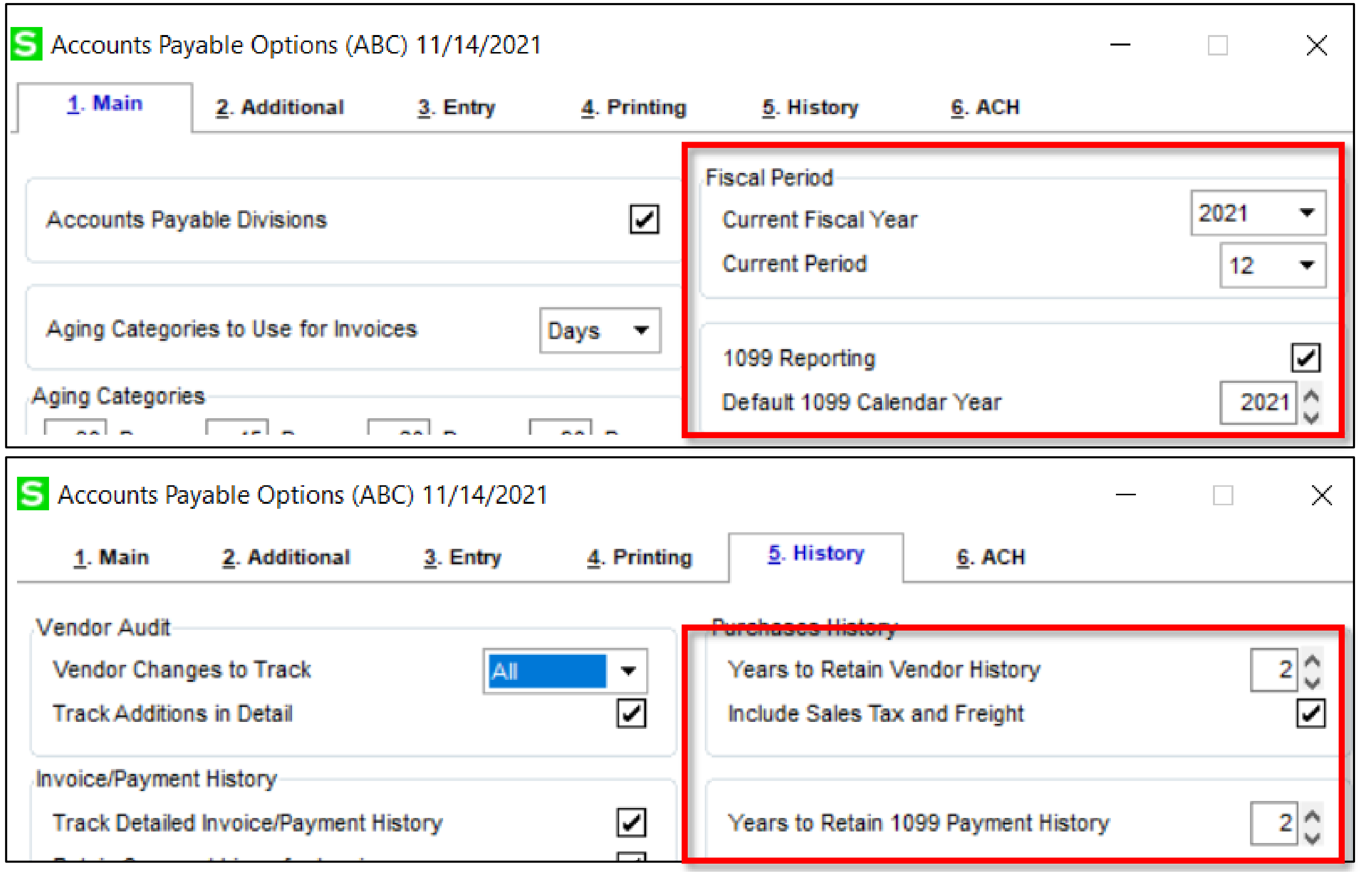
Preparing for Fiscal Year End

- Verification of Fiscal Period/Year and History retention in each module



Processing Fiscal Year End - Reconciliation

Company:	**ABC Company**
Period Ending:	**12/31/2016**
Purchase Order module	
Purchases Clearing Report	$
GL Acct # Purchases Clearing	$
Inventory module	
Inventory Valuation Report	$
Inventory Trial Balance Report	$
GL Acct # Inventory	$
A/R module	
Accounts Receivable Aged Invoice Report	$
Accounts Receivable Trial Balance Report	$
GL Acct # A/R Trade	$
A/P module	
Accounts Payable Aged Invoice Report	$
Accounts Payable Trial Balance Report	$
GL Acct # A/P Trade	$
Manufacturing	
Work in Process	$
GL Acct# WIP	$

- Post all Journals & registers – Don't forget GL!
- Purchases Clearing Report
- If Inventory valuation is LIFO, FIFO, Lot or Serialized, then reconcile negative tiers.
- Trial Balance uses Posting date
- Aging reports use Invoice date.
- Please Validate with your Accountant any additional reconciliations that may be needed for your company.

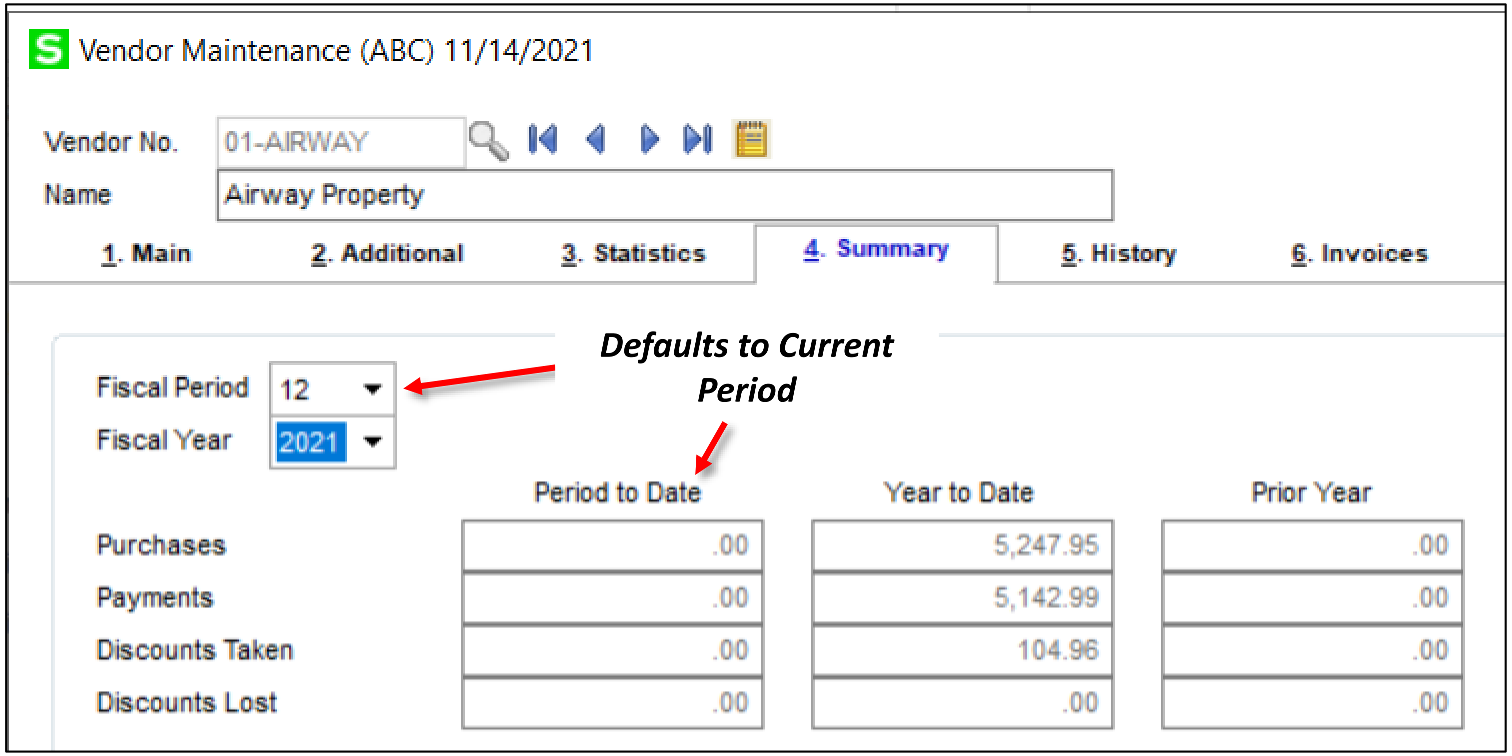
Processing Year End

Processing Year End – Order of Closing

Order	*P/E	Module	Steps to Close
1		Bill of Material	Verify all transactions are posted. No formal closing procedure
2		WO	Reconcile WIP to GL. Print period/year end reports.
3		Manufacturing	Reconcile WIP to GL. Print period/year end reports.
4	X	*PO	Reconcile PO Clearing Report to GL on last day of month. Print Reports. Run Period end processing. *If last day of month is not possible, then reconcile to current GL balance. PO Clearing Report is perpetual.
5	X	*SO	Print Reports. Run Period end processing.
6	X	*Inventory	Negative tier adjustments if applicable. Perform Physical Inventory Count. Reconcile Inventory to GL. Print Reports. Run Period end processing.
7	X	MRP	Period end is performed once per year to close out the previous year's projected demand
8	X	*Payroll	Quarterly & Year end closing based on Calendar year
9	X	*AR	Compute Finance charges if used. Print Statements if used. Validate Commissions if used. Reconcile AR to GL. Print Reports. Run Period end processing.
10	X	*AP	Reconcile AP to GL. Print Reports. Run Period end processing.
11	X	*Job Cost	Reconcile to GL. Print Reports. Run Period end processing
12		Bank	Reconcile to bank statements. (Occurs when Bank statement is received). *Note Bank module does not retain any history/
13	X	*GL	Reconcile to subsidiary modules (AR, AP, PO, INV). Reconcile and Validate Financial reports. Run Period end processing. When Year end is processed, income and expense accounts will roll into Retained Earnings.

**P/E = There is a period end function that must be performed. The Period End function will advance that module to the next Period and will purge history/completed transactions depending on parameter settings (how many periods/years are being stored in that module). If using Temp customers or vendors, they may be purged.*
***Please Validate with your Accountant specific reports or year end tasks that may be needed for your company.*

Processing Year End – PTD & YTD Buckets



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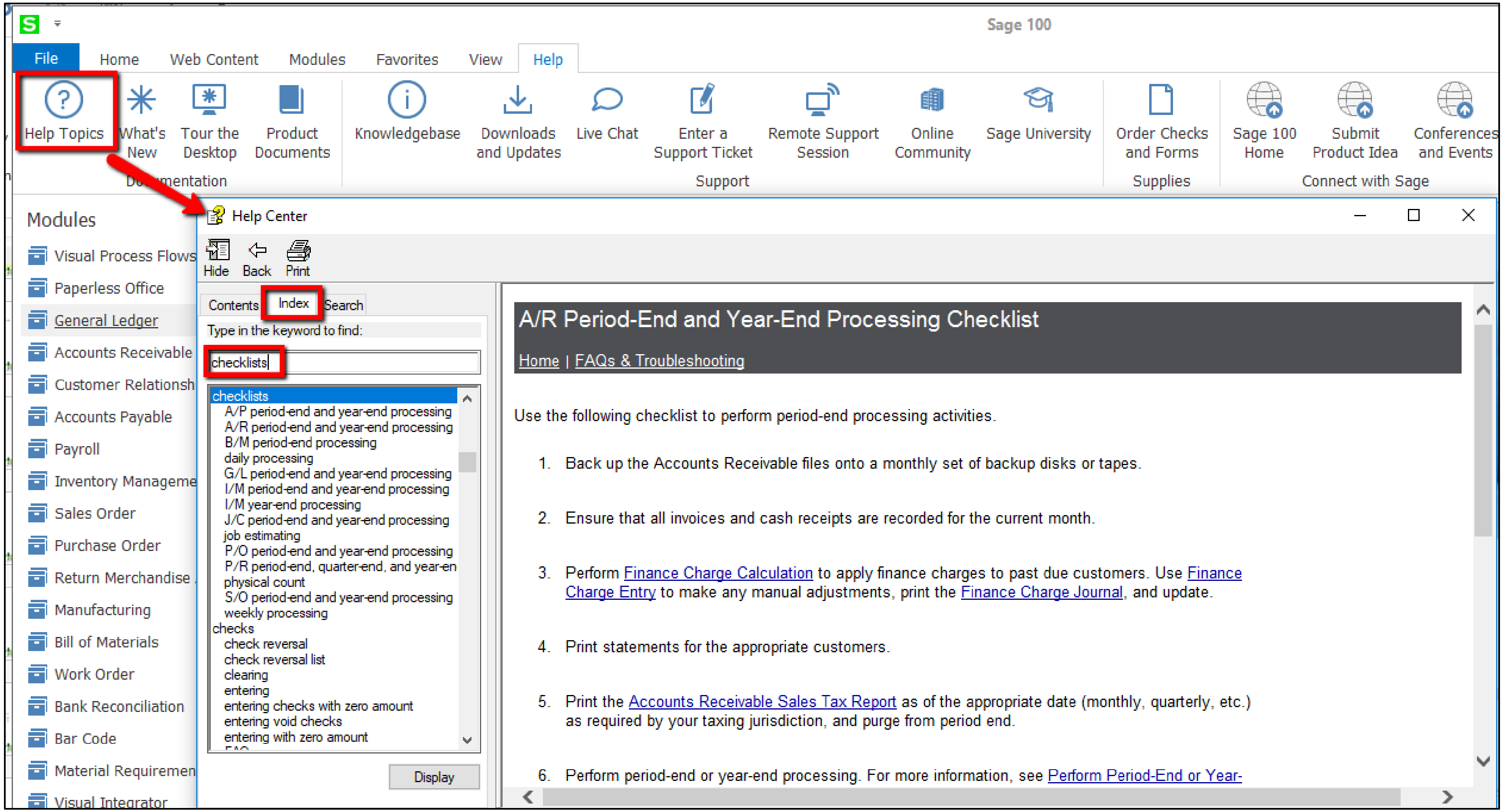
Processing Year End

Sage Help Center – Online Period End Checklists



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Processing Year End

Closing Tips

- Period End Reports
- Period end will purge history based on parameter options
- PO, AP and AR open transactions purged (remain in history)
- General Ledger controls what period can be posted
- General Ledger CAN be Re-Opened
- Company Maintenance will allow you to restrict posting to current and 1 future period
- Close modules every period
- Year End Backup

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Preparing For Payroll Qtr/Year End Processing

Preparing For Payroll Qtr/Year End Processing

- Payroll Period end occurs each quarter and at the end of the calendar year.
  - Version 2018 and Higher –
    - When the payroll period end processing is run, QTD and YTD data is stored in the system for the number of years chosen in Payroll Options. The minimum number of years you can store data is 4 (including the current year). You can enter payroll into future quarters and periods. However, RKL strongly recommends a backup company be created before running period end processing to avoid any issues and to ensure backup history is available.

Payroll Qtr/Year End Processing

Federal and State Tax Reporting

- Quarterly Tax Forms and W-2 Forms
- Interim Release Download (IRD) for 2021 must be installed prior to running W-2s
- Requires installation on workstation
- May prompt for download of new forms
- Must have an active Sage Business Care plan, internet connection and be on a supported version of Sage 100 ERP. (For Tax filing year 2021 the current supported Sage 100 ERP versions 2019.5, 2020.2, and 2021.0) .
- If installing a new product update, new unlocking keys from Sage will be required.

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Payroll Qtr/Year End Processing

Install Interim Release Download (IRD)

- Available on Sage website approximately December 23, 2021.
- Must be downloaded and installed before running W-2s
- Must be on a supported version of Sage 100 in order to be able to install IRD
  - 2019 update 5 (6.10.5) - **This is the last Year End Update for Sage 100 2019**
  - 2020 update 2 (6.20.2)
    - Payroll 2.21.3 or higher
  - 2021 Update 0 (6.3.0)
    - Payroll 2.22.0 or higher
- If installing a new product update, new unlocking keys from Sage will be required.

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Payroll Qtr/Year End Processing

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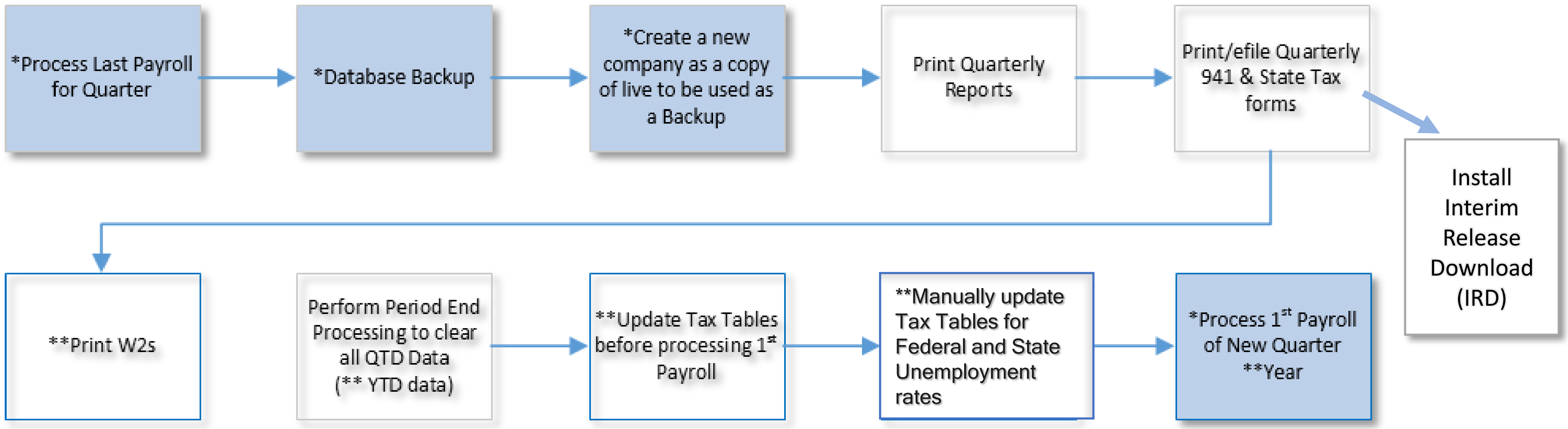
Payroll Qtr/Year End Processing - Overview



*Instructions are not included in this document for Shaded Boxes

**Year End Only Steps

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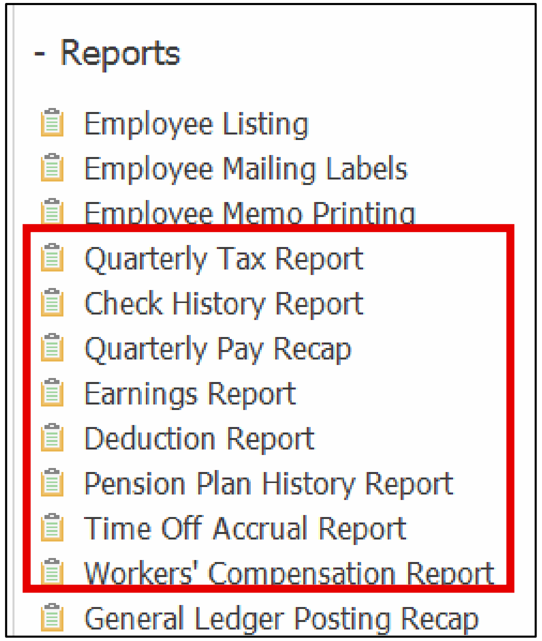
Payroll Qtr/Year End Processing - Reports

- Print Quarterly Payroll and Year end Reports
- This section covers reports you should run quarterly to save for your own records and to assist in reconciling the information on your tax forms. Sage recommends the following reports (at a minimum) be printed **BEFORE** period-end processing:



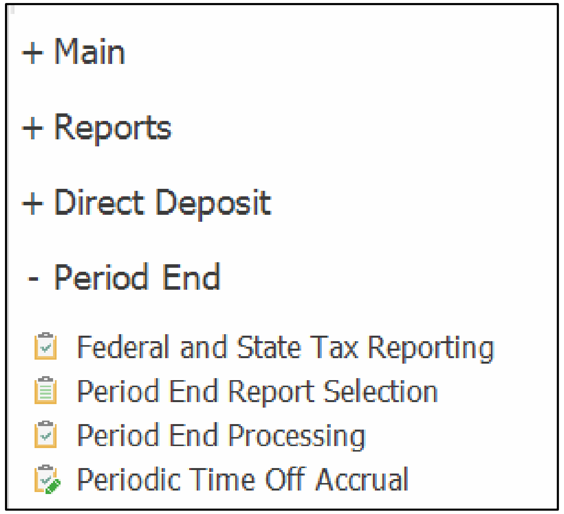
Payroll Qtr/Year End Processing – Reports (Cont.)

- • Quarterly Tax Report (ID 26733): Produces a summary of each employee's wage and tax information for the current quarter and year for each tax jurisdiction. This report should be used to assist in reconciling your quarterly 941 form and applicable State quarterly tax forms.
- • Quarterly Governmental Report (ID 49696): Used for reporting quarterly income and tax information to various governmental agencies. The default format supplied with your Payroll module accommodates the original federal Form 941A. This federal form is not required, but may be applicable for some state requirements.
- • Employee Totals Verification (ID 26175): Used to confirm the calculated values of check totals for employees equal the employee totals in Tax Summary. This report lists employees with discrepancies, and employee totals that differ from check totals. Review this report before printing W-2 forms to verify the correct information is reported to he IRS.
- • Payroll Check History report (ID 48774): Lists all checks written for a specified period by employee. Use this report for reference purposes. This report may not be appropriate for all reconciling purposes.
- • Earnings Report Provides a month-to-date, quarter-to-date and year-to-date summary of employee earnings information detailed by hours and amounts. This report is updated using the pay period ending date entered in Payroll Data Entry.
- • Deduction Reports (ID 49698): Provides a month-to-date, quarter-to-date, and year-to-date summary of employee deduction information for up to six deduction codes. This report is updated using the pay period ending date entered in Payroll Data Entry.
- • Benefit (Time Off) Accrual Report Provides a year-to-date summary of accrued benefit hours and amounts, by employee, for the three types of benefits (vacation, sick pay, and the third benefit type defined in Payroll Options). If the third benefit type is not defined in Payroll Options, the fields for this benefit type do not print.
- Pension Plan History Report Provides a summary of hours worked and earnings amount by employee for a date range for pension plan deduction codes.
- • Worker's Compensation Report Provides a recap of workers' compensation tax calculations. This report can be printed with employee detail or can be summarized by workers' compensation code. The number of paychecks, wages, and hours applying to specific codes are reported, as well as the tax extension for each employee. In the Workers' Compensation Maintenance window, when Monthly is selected in the Type of Limit field, the Workers' Compensation Report prints for the month defined in the Payroll Accounting Date field.

Payroll Qtr/Year End Processing

Quarterly Tax Form

- Print Quarterly Tax Forms
- Go to Payroll > Period End Processing > **Federal and State Tax Reporting**



Print the 941 & 941 Schedule B Federal tax forms (ID 27107): This is a quarterly form. These forms are printed on plain paper.

a. Go to: **Payroll > Period End > Federal eFiling and Reporting – Federal and State Tax Reporting.**

b. Select the following, and click **Accept**.
   - Form ID = **xxxx 941/Schedule B/941-V Report** (xxxx=tax form year)
   - Verify Company information. ***Note:** Company name, address, phone and Federal Tax ID are automatically populated from Company Maintenance, but can be changed
   - Verify the Reporting **Year** and **Quarter**
   - Click **Accept**

Print applicable State tax forms (ID 52376): These forms are printed on plain paper.

a. Go to: **Payroll > Period End > Federal eFiling and Reporting – Federal and State Tax Reporting.**

b. Select the applicable State from drop down

c. Highlight applicable **State tax form**
   - Verify Company information. ***Note:** Company name, address, phone and Federal Tax ID are automatically populated from Company Maintenance, but can be changed
   - Verify the Reporting **Year** and **Quarter**
   - Click **Accept**

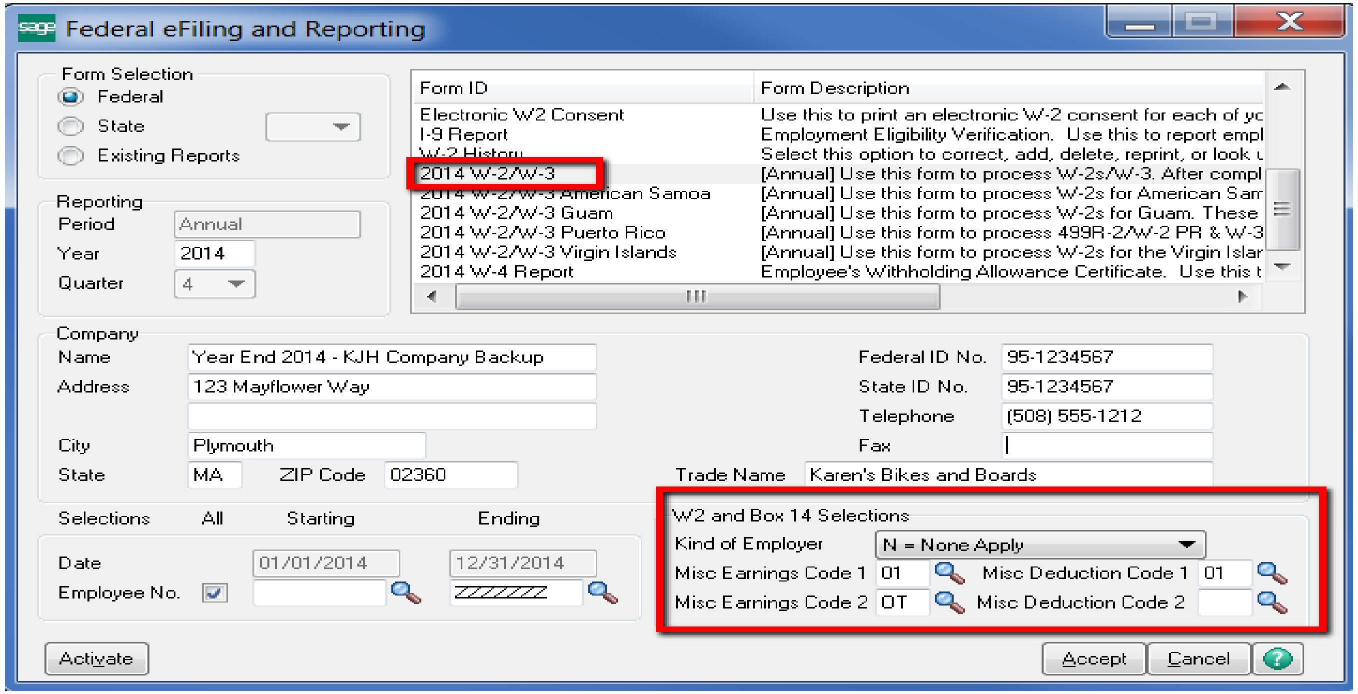
Payroll Qtr/Year End Processing

Print or eFile W2/W3 Forms

- At Calendar Year End Print or eFile W2/W3 forms
  - Interim Release Download (IRD) for 2021 must be installed prior to running W-2s
  - *W-2s should be printed from your live company. If a W-2 needs to be reprinted after Year end processing, then it can be printed from your backup company.*
- ***Go to: Payroll > Period End > Federal and State Tax Reporting***
- ****Note:** In order to access Federal and State Tax Reporting, you must have:
  - An active Sage Business Care plan
  - Internet connection
  - Be on a supported version of Sage 100

Payroll Qtr/Year End Processing

Print or eFile W2/W3 Forms - Aatrix

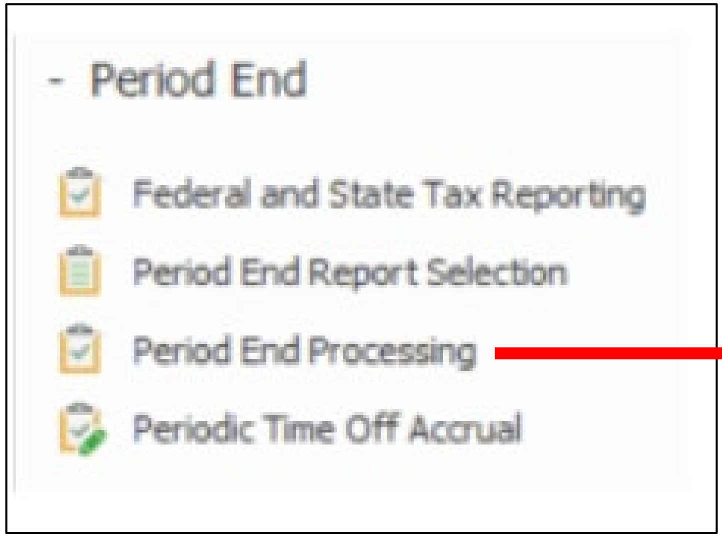


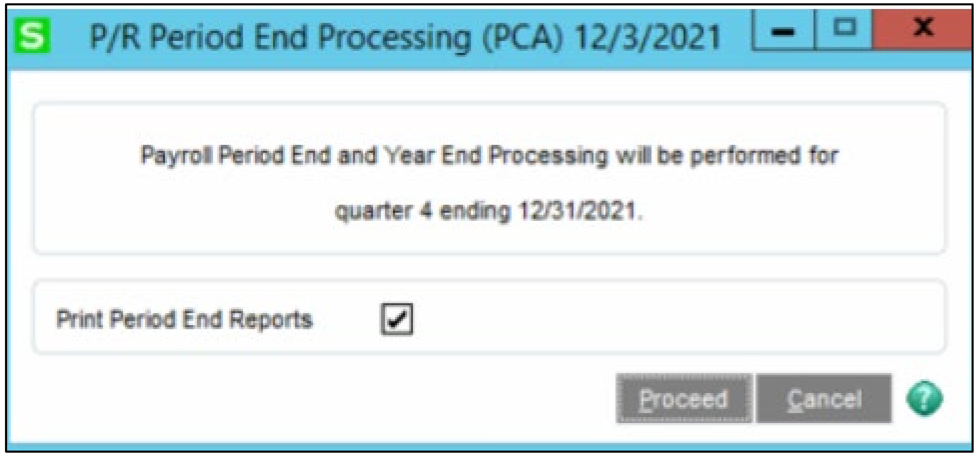
- **Note:** If you are prompted to install a mandatory or an optional update, click **Yes** and then follow the on-screen instructions. You must install mandatory updates to continue processing, and you must install Automatic updates to maintain current forms and programs.

If reprinting W-2 forms from Backup company, edit data to match live company; this is what will print on the W-2 form.

Payroll Qtr/Year End Processing

Perform Period End in Live Company to Close Out Quarter





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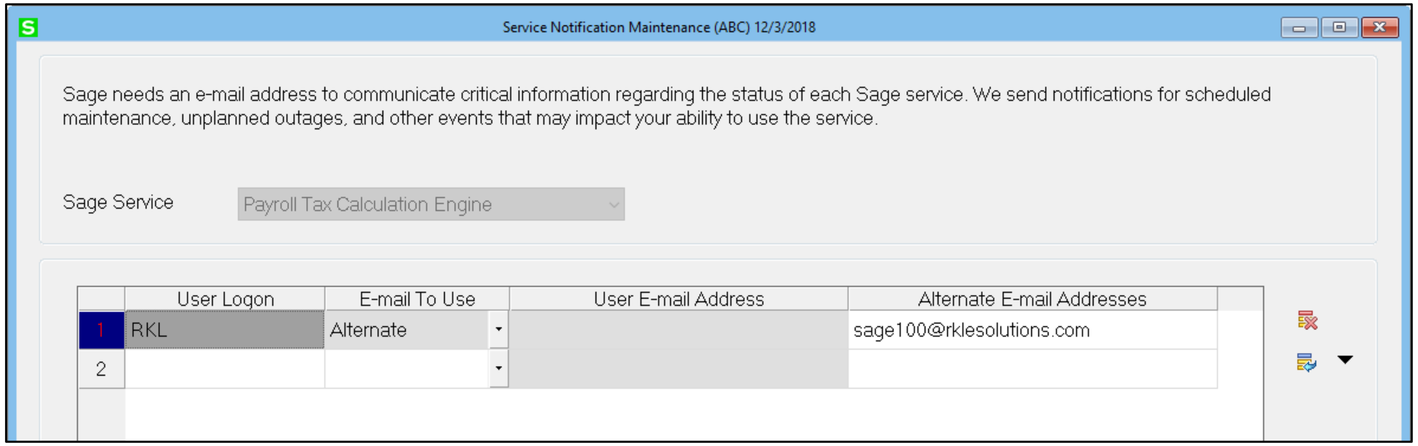
Payroll Qtr/Year End Processing

Tax Table Updates

- Set up a user/email address in ***Payroll > Setup > Service Notification Maintenance***



As tax updates become available throughout the year, you will receive an email with a link to download and install the current tax rates. The downloads include all local taxes in the United States.

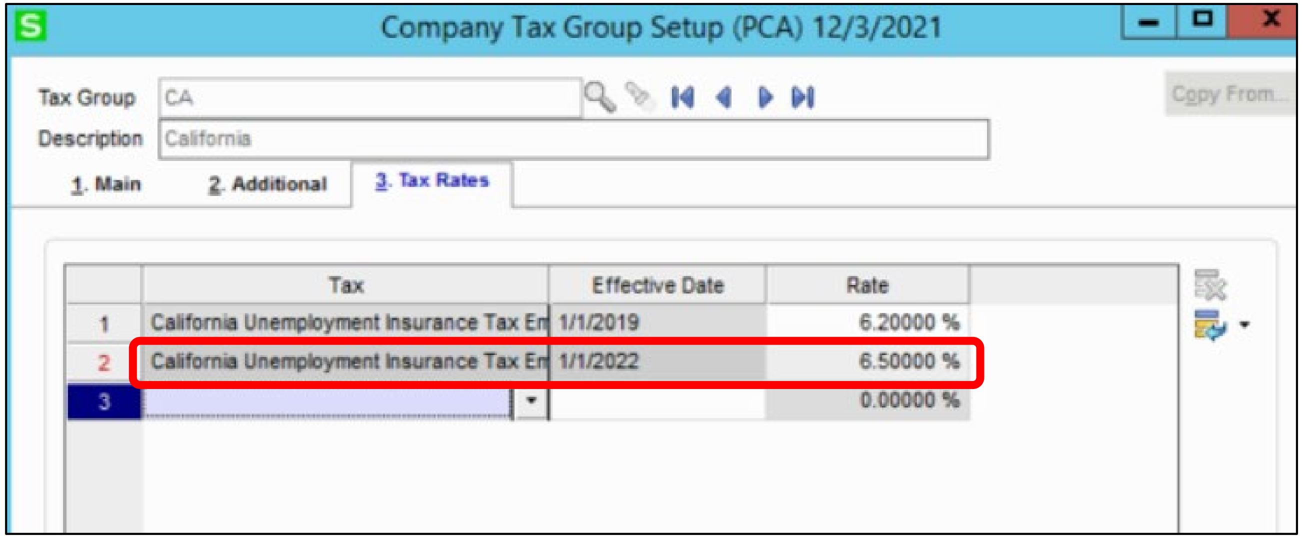
- If no user is listed in Service Notification Maintenance, as tax rates change you will be prompted to download new
tax rates when you log into Sage 100.

- ***PLEASE DO NOT DOWNLOAD OR INSTALL ANY TAX UPDATES UNTIL AFTER THE LAST 2021 PAYROLL HAS BEEN PROCESSED.***

Payroll Qtr/Year End Processing

Tax Table Updates

- Manually create new line-items for your 2022 SUTA and FUTA rates, with a start date of January 1, 2022.
- ***Payroll > Setup > Company Tax Group Maintenance***



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Payroll Year End Consideration

Payroll Year End Considerations

- Version 2019 through 2021:
  - Timing to create year end backup copy: after running last 2021 Payroll and before running W-2s. No one in system so you can copy GL, CI and PR to archive company code.
  - Timing to download and install 2021 Interim Release Downloads, which will be available approximately 12/23/2021: after running last 2021 Payroll and before running W-2s.
  - Timing to download and install 2022-Q1 Tax table update, which will be available approximately 12/23/2021: after running W-2s and closing the last Payroll quarter in the live company.
- Federal and State Tax Reporting (Aatrix) forms
  - Year end update will be available approximately 12/23/2021.
  - You need to access Federal and State Tax Reporting to get the update.

Payroll Year End Considerations (Cont.)

- **Version 2019 (6.10.5) Retirement Reminder:** the 2021 year end IRD and 2022-Q1 tax table update will be the last year end IRD and tax table update that will be provided for version 2019, please see Sage's Supported Versions document: **https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=31477&sliceId=1&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=16358&cmd=displayKC&dialogID=725559&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true**

- **Sage End of Year Center:** https://sagecity.na.sage.com/support_communities/sage100_erp/sage100-yearend

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Affordable Care Act (ACA)

ACA

************** Please Read **************

- **This section of the guide is to assist with understanding some of the new IRS rules so that Sage Payroll can be setup properly, but it is not the official IRS guideline. Check with your Accountant to validate requirements for your company. Please also review the IRS website: http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act#Employers**
- Affordable Care Act (ACA) will require employers with more than *50 employees or that are self-insured to report employee health insurance information to the IRS.

  *See IRS rules to determine if you qualify.

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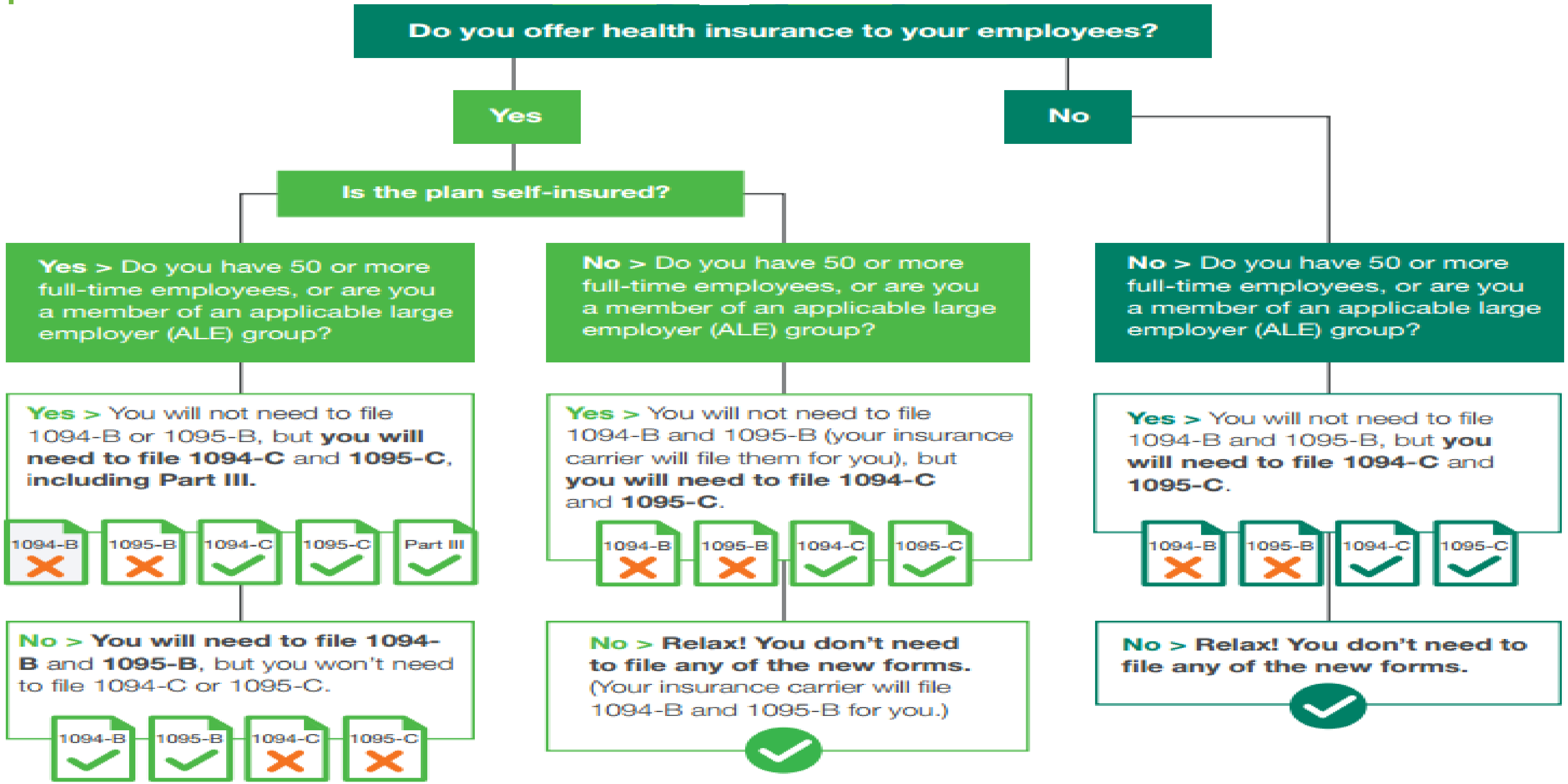
ACA - Forms



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ACA

- ACA features must be setup and data loaded prior to processing ACA reporting.
  - ACA Employer Maintenance
  - ACA Employee Maintenance
- If you own or subscribe Visual Integrator, data can be imported into the ACA files if necessary.
- Ensure that Employer ACA maintenance is accurate for each year.
- Have you processed your fringe benefits for the year?
- Have your processed an employer contribution deduction for reporting of ACA employer sponsored health care on the W-2?

ACA Test

- **Are you considered a Large Employer?**
  - Your organization is an applicable large employer if you or other entities that must be combined together with your organization (for instance, other members of an aggregated group) employed **an average of at least 50 full-time employees, including full-time equivalent employees**, on business days during the preceding calendar year. For example, your 2021 employee count determines if you'll be required to track and report employee and health coverage information in 2022.

ACA Applicable Large Employer Report

- If you are an **Applicable Large Employer**, then at the end of the year, you can run the "ACA Applicable Large Employer Report" to populate the Employees and hours by month in the Employer Maintenance - Monthly Detail.

To generate full-time and FTE employee counts and update the ACA Employer file

1. Select Payroll ACA menu > ACA Applicable Large Employer Report.
2. Click Earnings to Exclude to specify which (if any) earnings codes you want to exclude from the report in the Earnings to Exclude window.

   Note Only earnings codes that use the Standard and Add Amount to Rate entry methods are included in the report calculation.
3. In the Period End Date Range Starting and Ending fields, enter the date range for the report. For more information, see ACA Applicable Large Employer Report - Fields.
4. Make any other selections as needed.
5. Print and review the report. Change selections and reprint if needed.
6. Close the task window.
7. When the message appears asking if you want to update the ACA Employer file, click Yes.

The employee counts are updated to the ACA Employer file and appear in the ALE Member Information - Monthly window accessed from ACA Employer Maintenance.

Note Because of the need to prorate the hours worked for pay cycles that span multiple months, the report calculations will be more consistent when you generate the report for the maximum 12-month date range. If the report is generated for a shorter date range, the prorated hours for some months may not be reflected in the report totals.

For information on how the employee totals are calculated, see ACA Applicable Large Employer Report Calculation.

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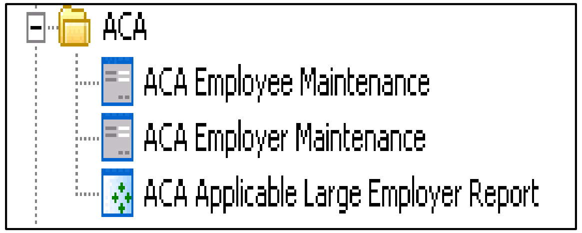
ACA Applicable Large Employer Report (Cont.)

- ***Note** The ACA Applicable Large Employer Report is offered as a self-help tool for your independent use. Sage cannot and does not guarantee the report's accuracy or applicability to your circumstances. To comply with the Affordable Care Act, hours of service must be reported by calendar month. Because hours worked are tracked by pay periods in Sage 100 ERP and pay periods may span more than one month, a calculation is performed to get an approximate monthly total. The total is an estimate and may not reflect the actual hours worked. For specific tax or legal advice, see a professional tax service provider or an attorney, as appropriate.*

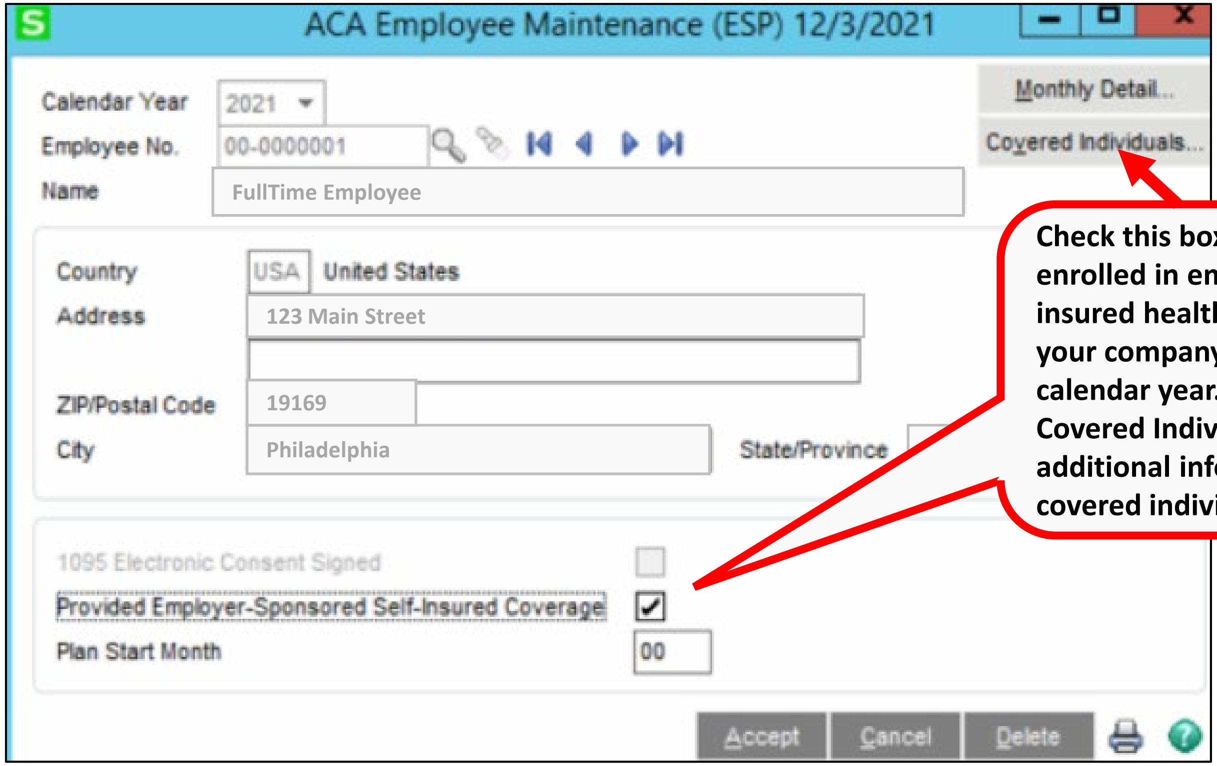
ACA Setup and Filing



What you'll need for Form 1095-C

- Who is a full-time employee for each month.
- Identifying information for employer and employee such as name and address.
- Information about the health coverage offered by month, if any.
- The employee's share of the monthly premium for lowest-cost self-only minimum value coverage.
- Months the employee was enrolled in your coverage.
- Months the employer met an affordability safe harbor with respect to an employee and whether other relief applies for an employee for a month.
- If the employer offers a self-insured plan, information about the covered individuals enrolled in the plan, by month.

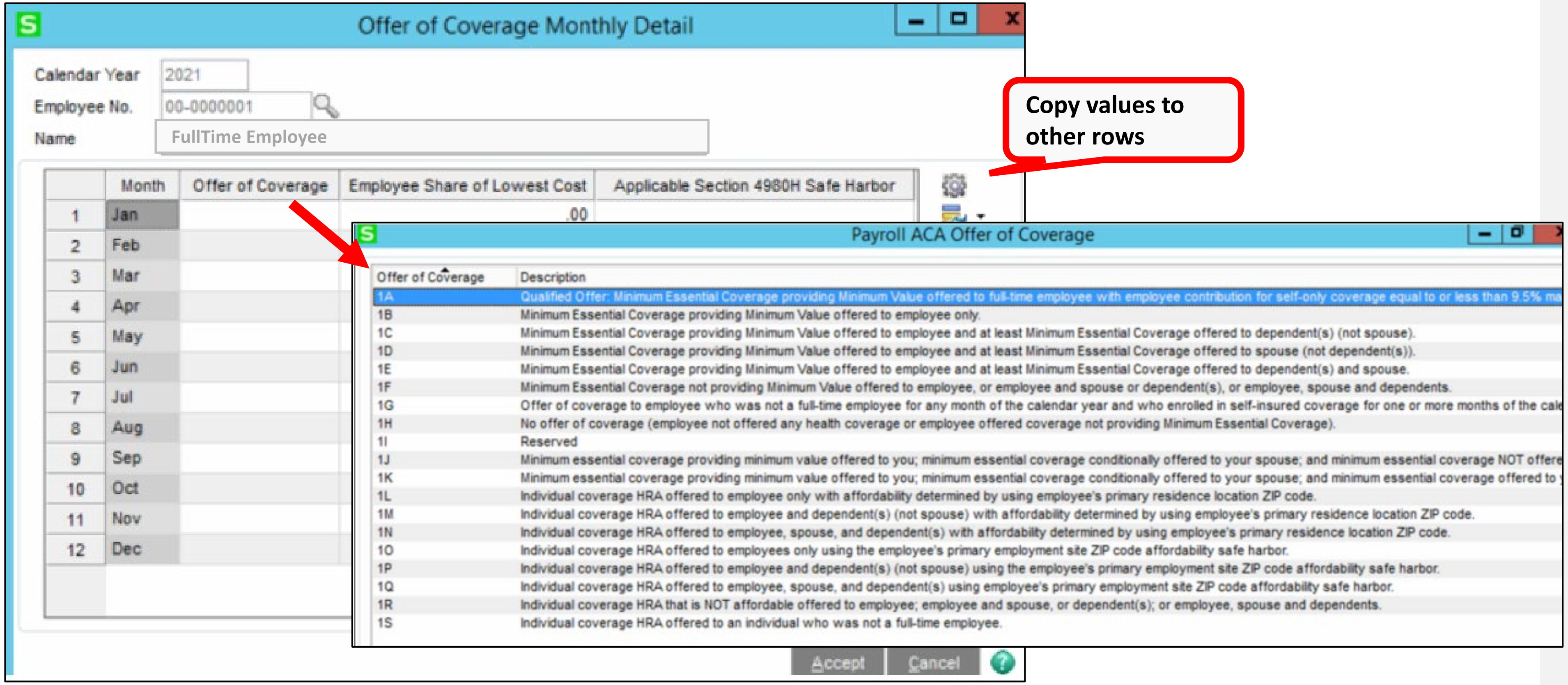
ACA Employee Maintenance - Gather Information for the 1095C form



Check this box if the employee enrolled in employer-sponsored self-insured health coverage offered by your company during any part of the calendar year. You can then click Covered Individuals to enter additional information for each covered individual.

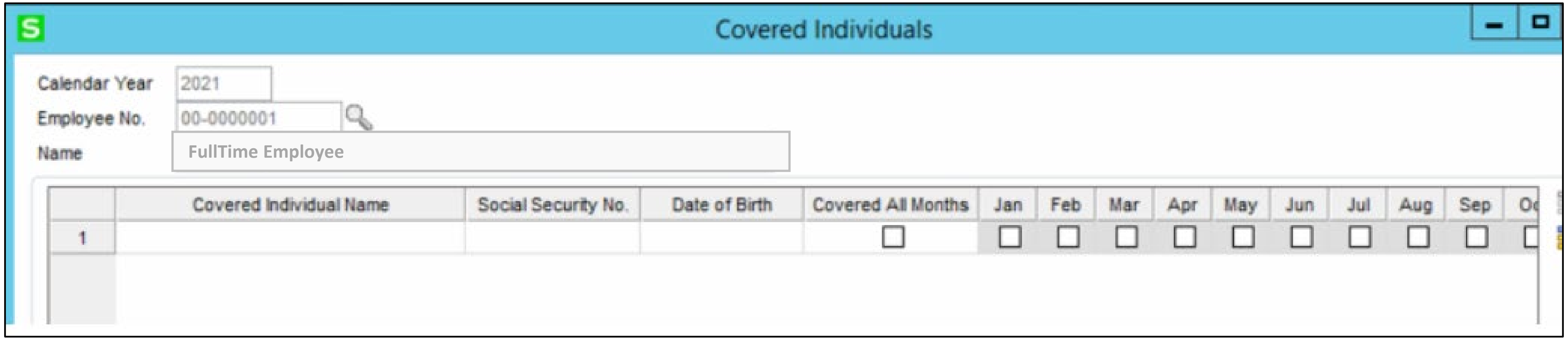
ACA – Monthly Detail

- Select the Offer of Coverage and Employee share. Check with your insurance provider to validate Offer of Coverage.



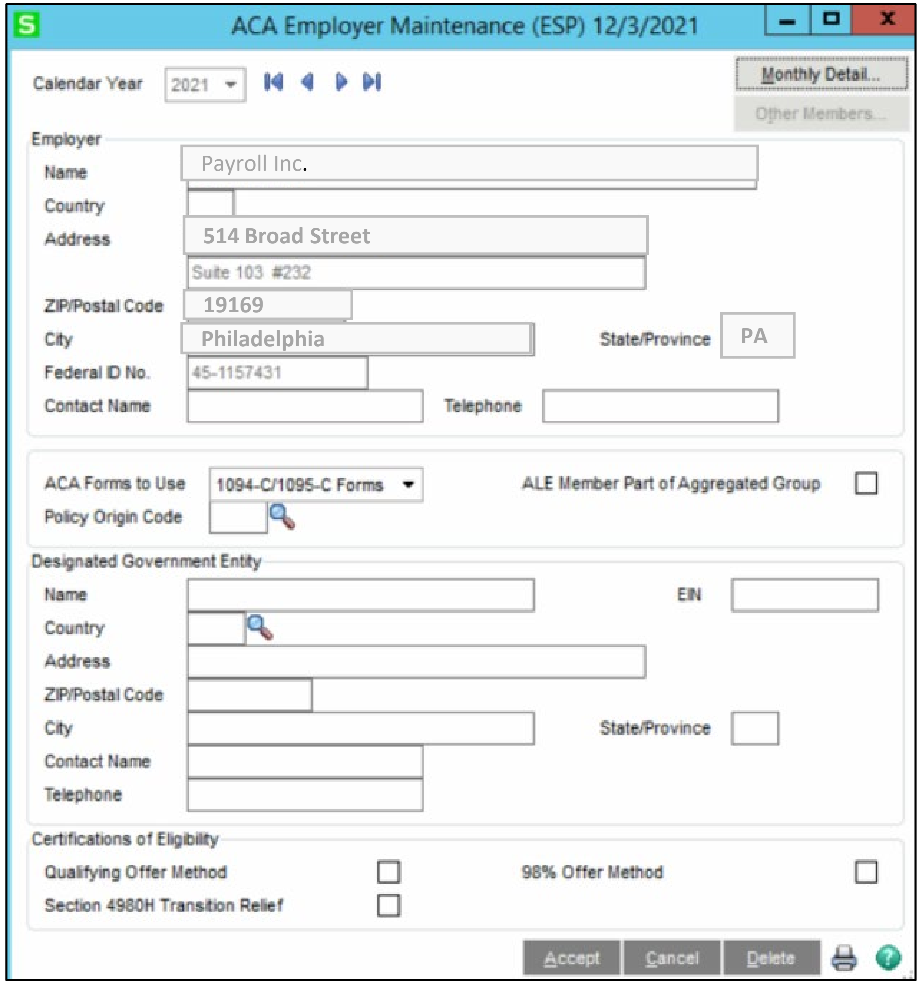
ACA – Covered Individuals

- List each person covered by Insurance and which months.



ACA Employer Maintenance

- Gather information for the 1094C form.



What you'll need for Form 1094-C

- Identifying information for your organization.
- Information about whether you offered coverage to 70% of your full-time employees and their dependents in 2015. (After 2015 this threshold changes to 95%.)
- For the authoritative transmittal
  - Total number of Forms 1095-C you issued to employees.
  - Information about members of the aggregated applicable large employer group, if any.
  - Full-time employee counts by month.
  - Total employee counts by month.
  - Whether you are eligible for certain transition relief.

If less than 50 employees, the Employer Maintenance will not be updated unless you Check the "Medical Coverage" box, and enter an effective date, in the Employee Maintenance Benefits tab.

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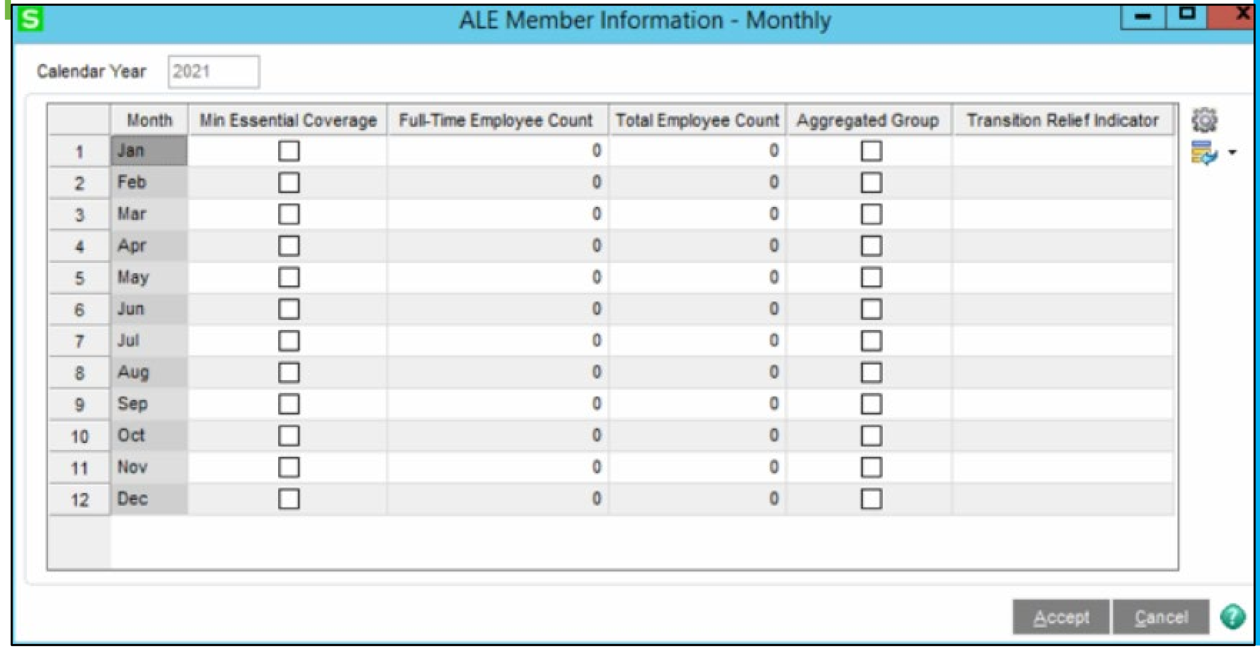
ACA Employer Maintenance

- Monthly Detail



ALE Member Information - Monthly

Calendar Year 2021

	Month	Min Essential Coverage	Full-Time Employee Count	Total Employee Count	Aggregated Group	Transition Relief Indicator
1	Jan	☐	0	0	☐	
2	Feb	☐	0	0	☐	
3	Mar	☐	0	0	☐	
4	Apr	☐	0	0	☐	
5	May	☐	0	0	☐	
6	Jun	☐	0	0	☐	
7	Jul	☐	0	0	☐	
8	Aug	☐	0	0	☐	
9	Sep	☐	0	0	☐	
10	Oct	☐	0	0	☐	
11	Nov	☐	0	0	☐	
12	Dec	☐	0	0	☐	

Accept Cancel

What you'll need for Form 1094-C

- Identifying information for your organization.
- Information about whether you offered coverage to 70% of your full-time employees and their dependents in 2015. (After 2015 this threshold changes to 95%.)
- For the authoritative transmittal
  - » Total number of Forms 1095-C you issued to employees.
  - » Information about members of the aggregated applicable large employer group, if any.
  - » Full-time employee counts by month.
  - » Total employee counts by month.
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If less than 50 employees, the Employer Maintenance will not be updated unless you Check the "Medical Coverage" box, and enter an effective date, in the Employee Maintenance Benefits tab.

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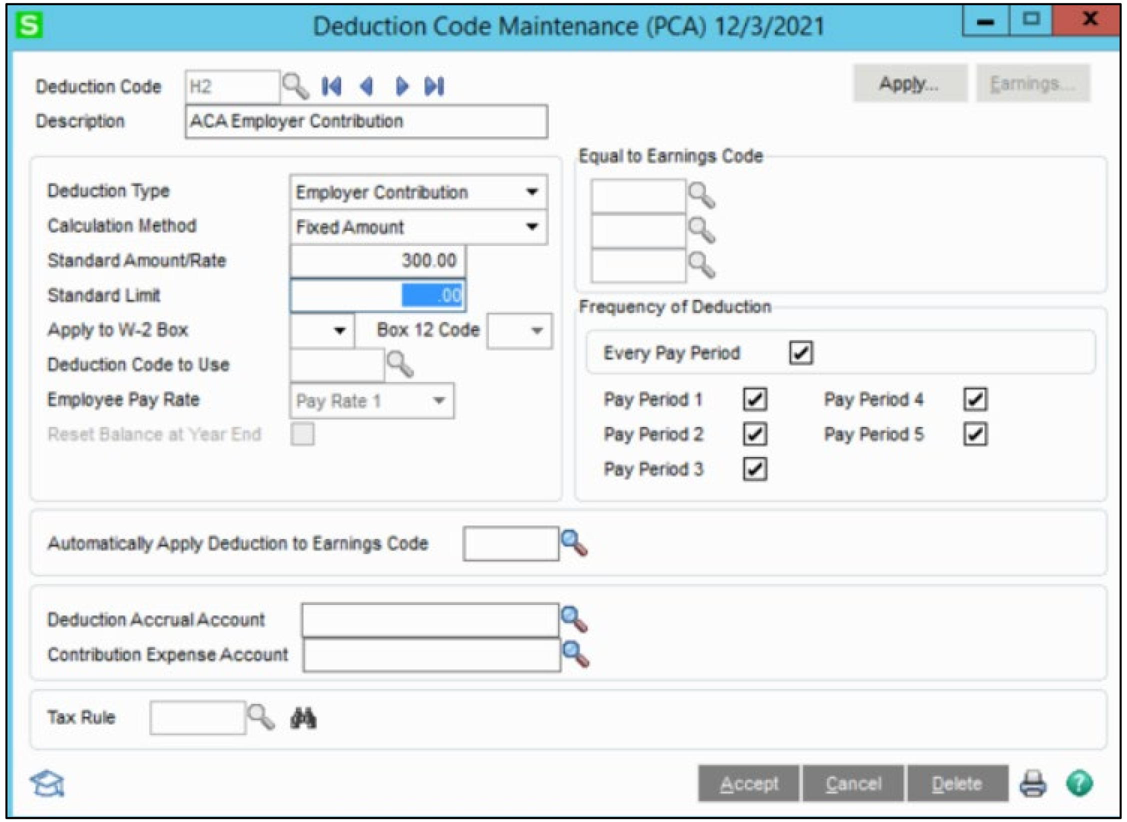
ACA - Create an Employer Contribution Deduction for Employer-Sponsored Health Coverage

- The Affordable Care Act (ACA) requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer's excludable contribution to health coverage continues to be excludable from an employee's income, and it is not taxable.



ACA - Payroll EEO-1 Compliance

- If paying 100 or more employees:
  - As of September 1, 2019 Component 2 Data is required to be reported
  - Includes hours worked and pay information from W2 forms by ethnicity/race and gender
- Payroll Version 2.19.4 and higher include the following fields:
  - Ethnicity/Race
  - Gender
  - EEO Job Category

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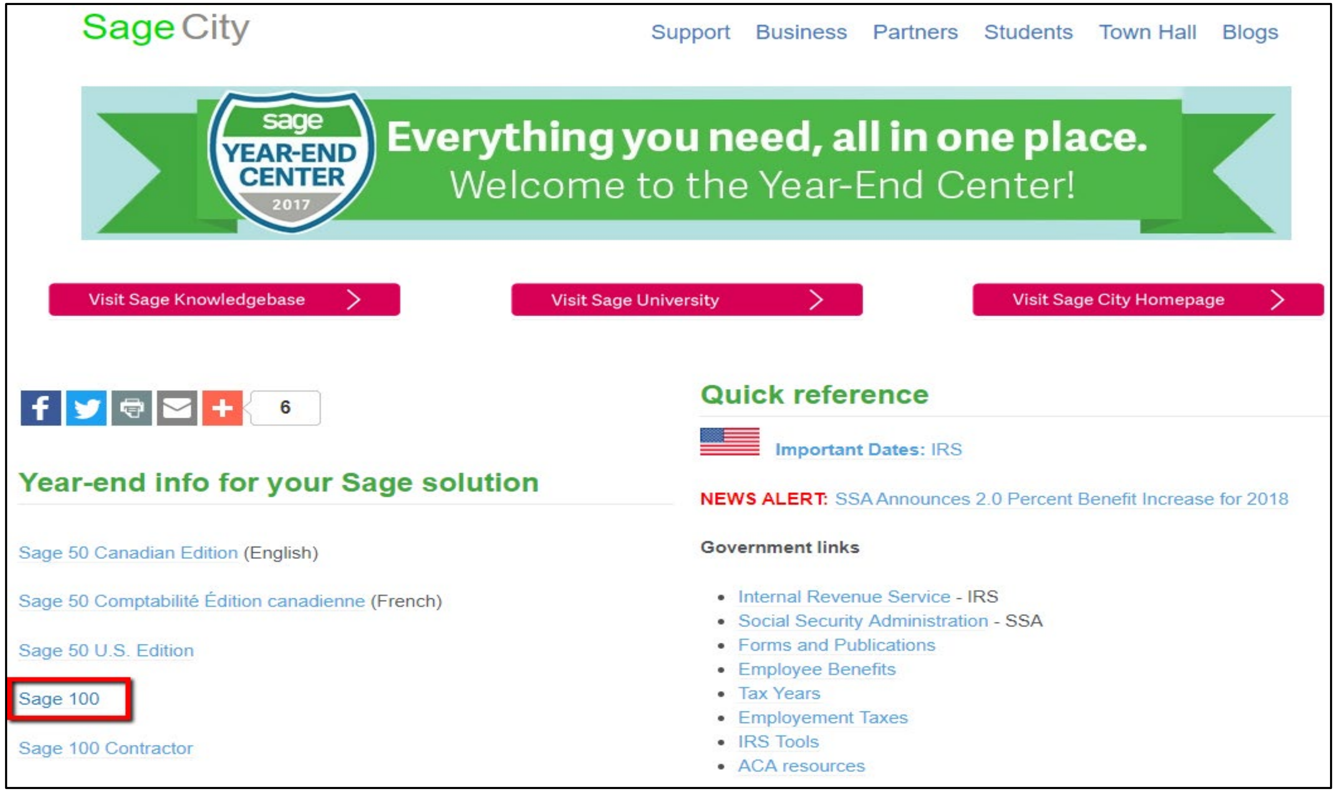
Year End Resources

- RKL Support — Support@rklesolutions.com
- Sage On-line Help — Click on ? Icon to obtain help on any topic
- Sage City Year End Center — https://sagecity.na.sage.com/p/yearend
- SageU



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Wrap Up

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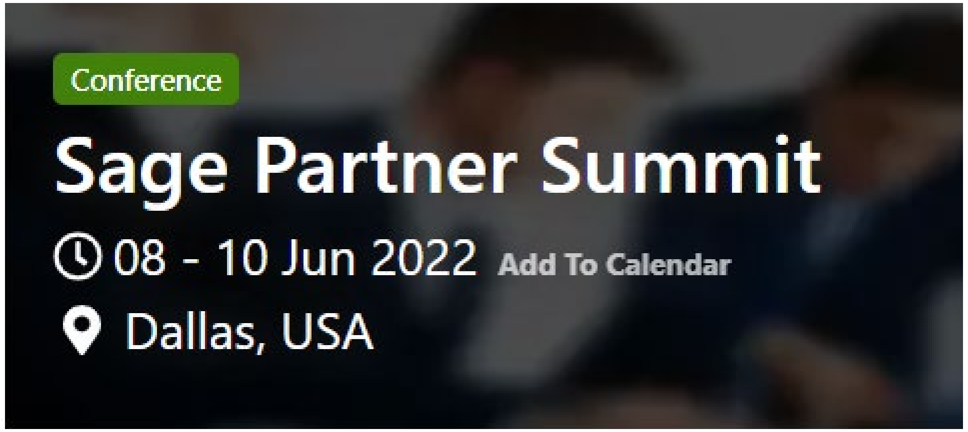
Sage Summit



https://events.sage.com/profile/web/index.cfm?PKwebID=0x5910abcd#2022

Do You Have Questions?