



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

Preparing for Calendar Year End

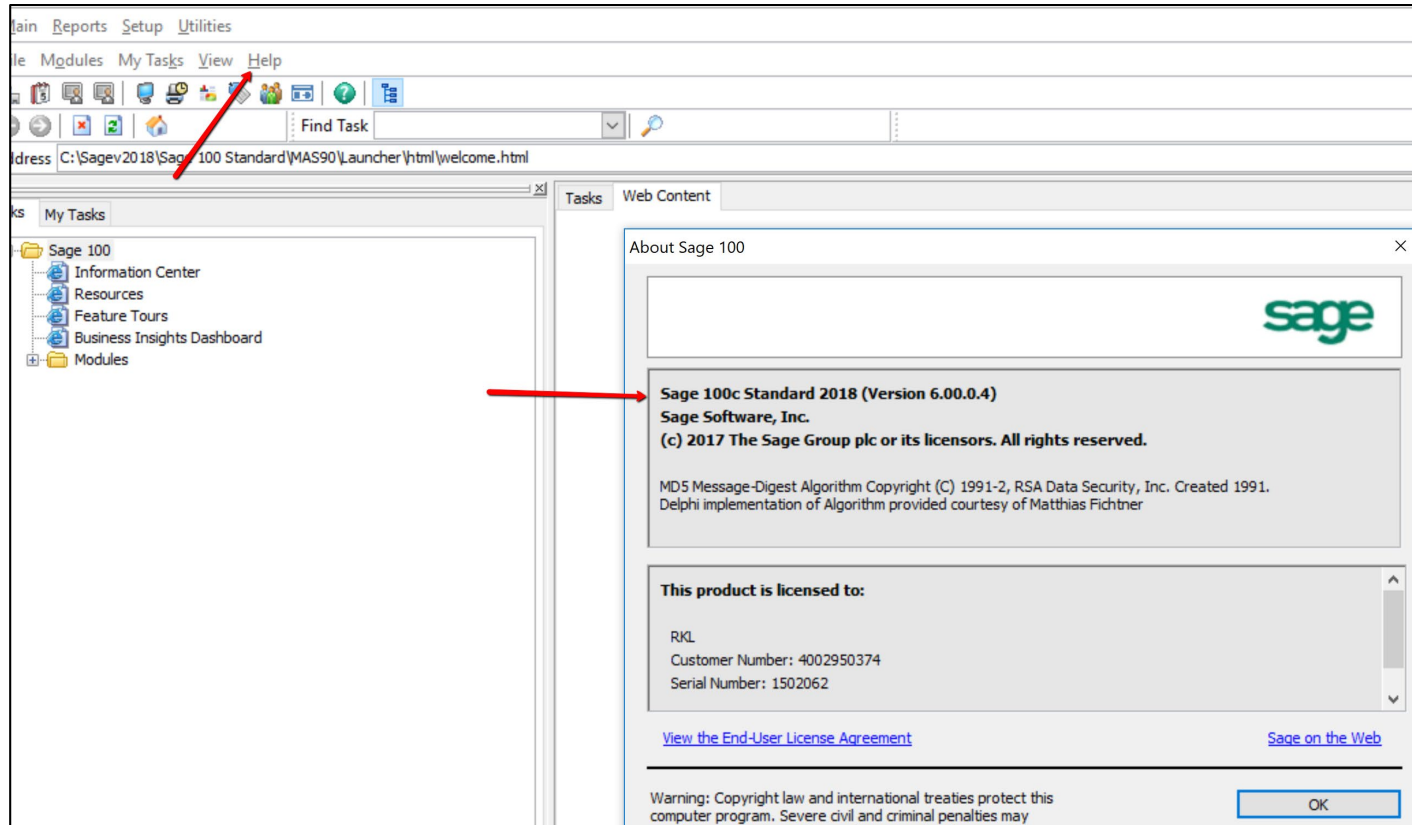
- ▶ In order to process year-end tax forms in Sage 100, you must **install the 2021 IRD** and the **year end (Aatrix) forms update**. The IRD is typically available the 3rd week of December.
- ▶ Before installing the IRD, validate Sage 100 and any 3rd party applications are compatible. Supported versions 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.

Preparing for Calendar Year End

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

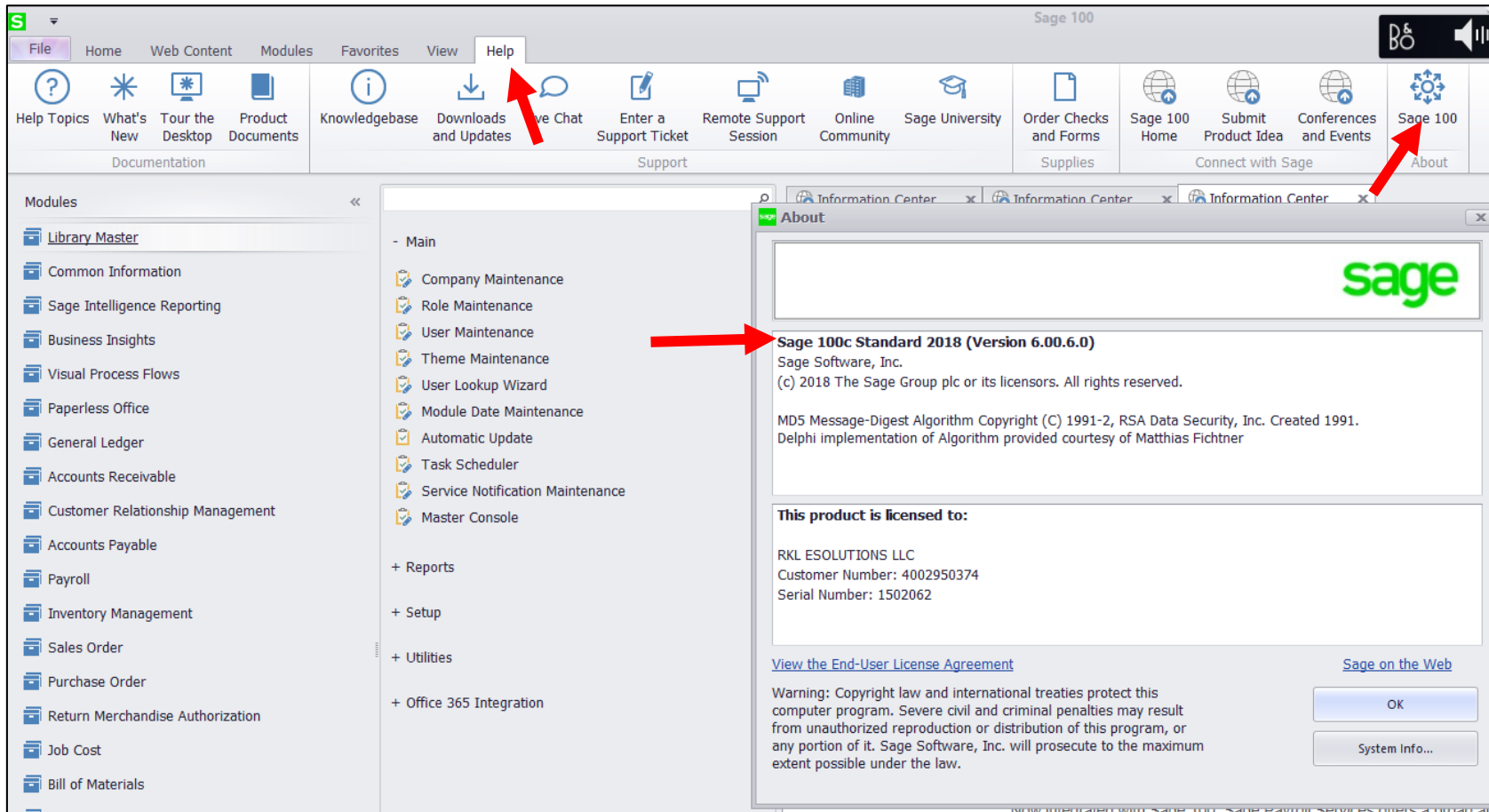


**Classic
View**



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:

The screenshot shows the 'Company Maintenance' window for company 'ABC' as of 12/3/2019. The window has a navigation bar with tabs: 1. Main, 2. Preferences, 3. Payment, 4. E-mail, 5. Fax, and 6. Theme. The '1. Main' tab is selected. Below the navigation bar is the 'Company Information' section with various input fields. The 'Federal ID No.' field is highlighted with a red rectangle and contains the value '23-1234567'. Other fields include 'Company Code' (ABC), 'Company Name' (ABC Distribution and Service Corp.), 'Address', 'Telephone', 'Fax', 'State ID No.', 'URL Address', 'E-mail Address', and 'Trade Name'. Buttons for 'Activate...', 'Remove...', 'Convert', and 'Copy' are also visible.

Company Information	
Address	Telephone () -
	Fax () -
	Federal ID No. 23-1234567
	State ID No.
URL Address	
E-mail Address	
Trade Name	

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

The screenshot shows the Sage Checks and Forms website. The header includes the Sage logo and the text "Checks and Forms" in a grey box. Below the header, it says "Official site for Sage checks and business forms". There are navigation links for "Checks" and "Envelopes". A main section titled "Software selector for your 1099s and 1096s" contains a form with two dropdown menus. The first dropdown is labeled "Select a software brand" and has "Sage 100 (MAS90/MAS200)" selected. The second dropdown is labeled "Select the software name/version you use" and has "2015 (5.20) or Later w/E-filing - S:" selected. To the right of the form, there is a promotional message: "Take the guesswork out of selecting tax forms. Our IRS approved tax forms are the only tax forms guaranteed by Sage to be 100% compatible with Sage software. Save money with form and envelope bundles." On the left side of the screenshot, there is a section for "Security envelopes are" and "Safeguard checks in compatible tin" with a "Shop Envelopes" button.



Preparing for Calendar Year End

▶ 1099 Processing

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

Vendor Maintenance (AST) 11/14/2021

Vendor No. TESTVEN
Name Test Vendor

1099 Form

Vendor Type	Individual
Default Form	Nonemployee Comp
Social Sec No.	123-23-2323
Default Box No.	1
Payer Made Direct Sales of \$5000+	<input type="checkbox"/>
Electronic Consent Signed	<input type="checkbox"/>
FATCA	<input type="checkbox"/>

1099 History...

1099 Payment History

1099 Form Type Nonemployee Comp
Calendar Year 2021

Box	Year to Date
1 Nonemployee comp	1,218.45
2 4 Fed income tax	.00
3 5 State income tax	.00
4 7 State income	.00
5 6 State/Payer No.	

Edit Amount(s) if necessary

Preparing for Calendar Year End

1099 Preparation

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

The screenshot displays the Sage 100 'Form 1099 Tax Reporting' window. The 'Form Type' dropdown is set to 'Nonemployee Compensation'. A 'Minimum YTD Payment' dialog box is open, showing a table with the following data:

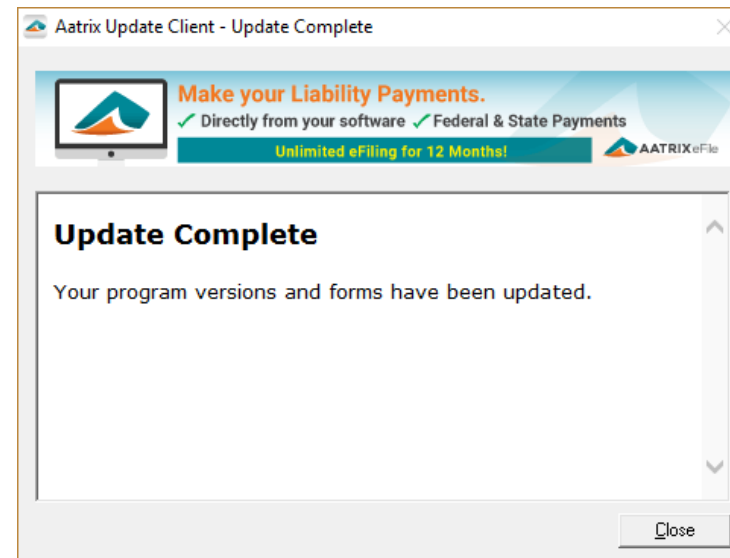
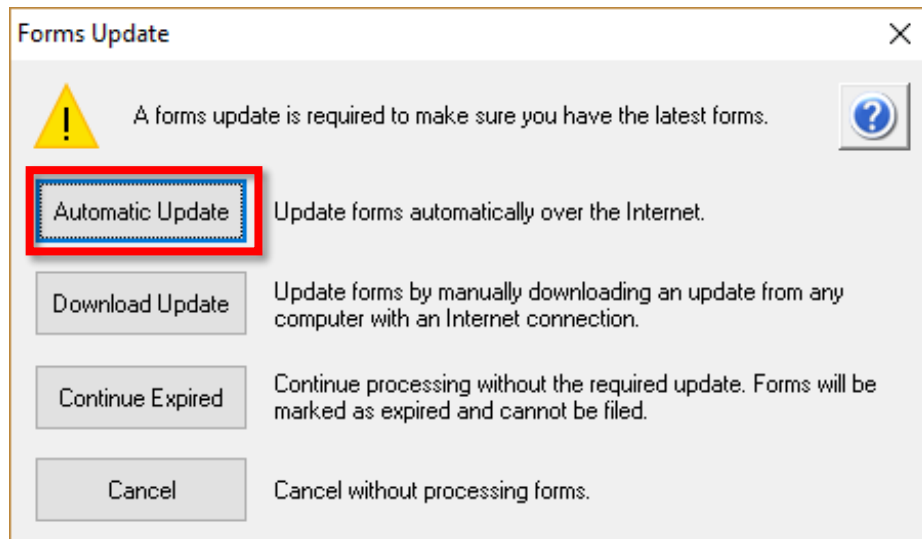
Row	Row Description	Min. YTD Payment
1	Nonemployee comp	600.00
4	Fed income tax	.00
5	State income tax	.00
7	State income	.00

A red callout box contains the text: ***Select 1099 Form Type and enter YTD Minimum**. The 'Form 1099 Tax Reporting' window also shows company information for 'ABC Distribution Company' and the '1099 Calendar Year' set to '2021'.

Preparing for Calendar Year End

1099 Preparation

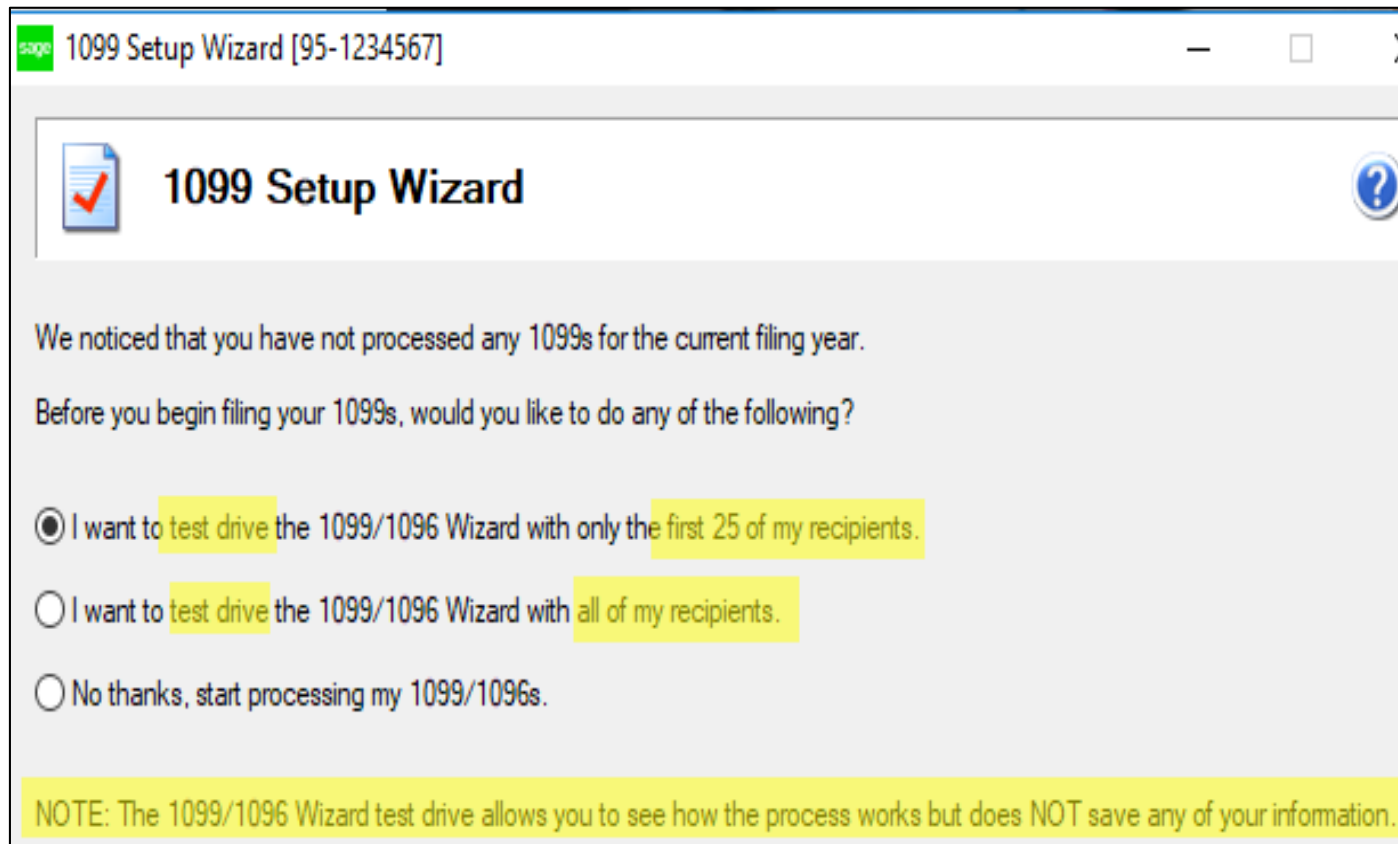
- ▶ 1099's are processed through a 3rd party product called **Aatrix**.
- ▶ Choose Automatic Update and follow the prompts
- ▶ If Automatic doesn't work, choose Download Update;. on the Aatrix website, scroll down and choose Sage 100.



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 to validate each section: Addresses, Income, Tax IDs, etc.
- ▶ Any information changed in these screens will not save back to Sage 100

	Recipient Company Name	Optional Name	Recipient Address	Recipient Address	\$17766.12				\$2835.00	
	Company Name	Full Name	Address Line 1	Address Line 2	Box 1	Box 6	Box 7	Substitute P		
1	Anders Auto Repair		1010 Main Street	Suite A-103	14266.12				1000.00	
2	Tax Consultants, Inc.		12205 Emerald Stre						1835.00	
3		Roger W. Learn	7721 24th Street	Suite 125	3500.00					

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!**

	# Recipients	Price/Recip.	Subtotal
The eFile Center will:			
- 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

<input type="checkbox"/> eFile Federal 1099s and 1096	3	\$0.49	\$ 0.00
<input type="checkbox"/> eFile State 1099s and Reconciliation Forms	3	\$0.69	\$ 0.00
<input checked="" type="checkbox"/> Print Federal 1099s and 1096 (Official Copy)			
<input checked="" type="checkbox"/> 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

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**

S Fiscal Year Maintenance (ABC) 11/14/20...

Fiscal Year 2021

Number of Accounting Periods 12

	Period	Starting Date	Ending Date
1	01	1/1/2021	1/31/2021
2	02	2/1/2021	2/28/2021
3	03	3/1/2021	3/31/2021
4	04	4/1/2021	4/30/2021
5	05	5/1/2021	5/31/2021
6	06	6/1/2021	6/30/2021
7	07	7/1/2021	7/31/2021
8	08	8/1/2021	8/31/2021
9	09	9/1/2021	9/30/2021
10	10	10/1/2021	10/31/2021
11	11	11/1/2021	11/30/2021
12	12	12/1/2021	12/31/2021

Accept Cancel Delete

S General Ledger Options (ABC) 11/14/2021

1. Main 2. Entry 3. Budget 4. Terminol

Batch Processing

Description	Enable	Next Batch
General Journal Entry	<input type="checkbox"/>	00001
Transaction Journal Entry	<input type="checkbox"/>	00001

Source Journals

Reset Journal Numbers During Year End

Reset Register Numbers During Year End

Track Deleted Journals

S General Ledger Options (ABC) 11/14/2021

1. Main 2. Entry 3. Budget 4. Terminology

Budget Information

	Budget Code	Description	Default
1	BUDGET 3	Next Year Budget	<input type="checkbox"/>
2	ORIGINAL	Original Budget	<input checked="" type="checkbox"/>
3	REVISED	Revised Budget	<input type="checkbox"/>
4			<input type="checkbox"/>

Copy Actual to Default Budget at Year End

Preparing for Fiscal Year End

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

Accounts Payable Options (ABC) 11/14/2021

1. Main 2. Additional 3. Entry 4. Printing 5. History 6. ACH

Accounts Payable Divisions

Aging Categories to Use for Invoices Days

Aging Categories

Fiscal Period

Current Fiscal Year 2021

Current Period 12

1099 Reporting

Default 1099 Calendar Year 2021

Accounts Payable Options (ABC) 11/14/2021

1. Main 2. Additional 3. Entry 4. Printing 5. History 6. ACH

Vendor Audit

Vendor Changes to Track All

Track Additions in Detail

Invoice/Payment History

Track Detailed Invoice/Payment History

Purchases History

Years to Retain Vendor History 2

Include Sales Tax and Freight

Years to Retain 1099 Payment History 2

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



S Vendor Maintenance (ABC) 11/14/2021



Vendor No. 01-AIRWAY    

Name Airway Property

1. Main 2. Additional 3. Statistics **4. Summary** 5. History 6. Invoices

Defaults to Current Period

Fiscal Period 12  

Fiscal Year 2021  

	Period to Date	Year to Date	Prior Year
Purchases	.00	5,247.95	.00
Payments	.00	5,142.99	.00
Discounts Taken	.00	104.96	.00
Discounts Lost	.00	.00	.00

Processing Year End

Sage Help Center – Online Period End Checklists

The screenshot shows the Sage 100 Help Center interface. The 'Help Topics' button in the top navigation bar is highlighted with a red box, and a red arrow points to the 'Help Center' window. In the 'Help Center' window, the 'Index' tab is selected, and 'checklists' is entered in the search field. A dropdown menu shows search results, with 'A/R period-end and year-end processing' selected. The main content area displays the 'A/R Period-End and Year-End Processing Checklist' with a list of six steps.

Navigation Path: Help Topics → Help Center → Index → checklists → A/R period-end and year-end processing

Checklist Content:

A/R Period-End and Year-End Processing Checklist

Use the following checklist to perform period-end processing activities.

1. Back up the Accounts Receivable files onto a monthly set of backup disks or tapes.
2. Ensure that all invoices and cash receipts are recorded for the current month.
3. Perform [Finance Charge Calculation](#) to apply finance charges to past due customers. Use [Finance Charge Entry](#) to make any manual adjustments, print the [Finance Charge Journal](#), and update.
4. Print statements for the appropriate customers.
5. Print the [Accounts Receivable Sales Tax Report](#) as of the appropriate date (monthly, quarterly, etc.) as required by your taxing jurisdiction, and purge from period end.
6. Perform period-end or year-end processing. For more information, see [Perform Period-End or Year-](#)

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

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.

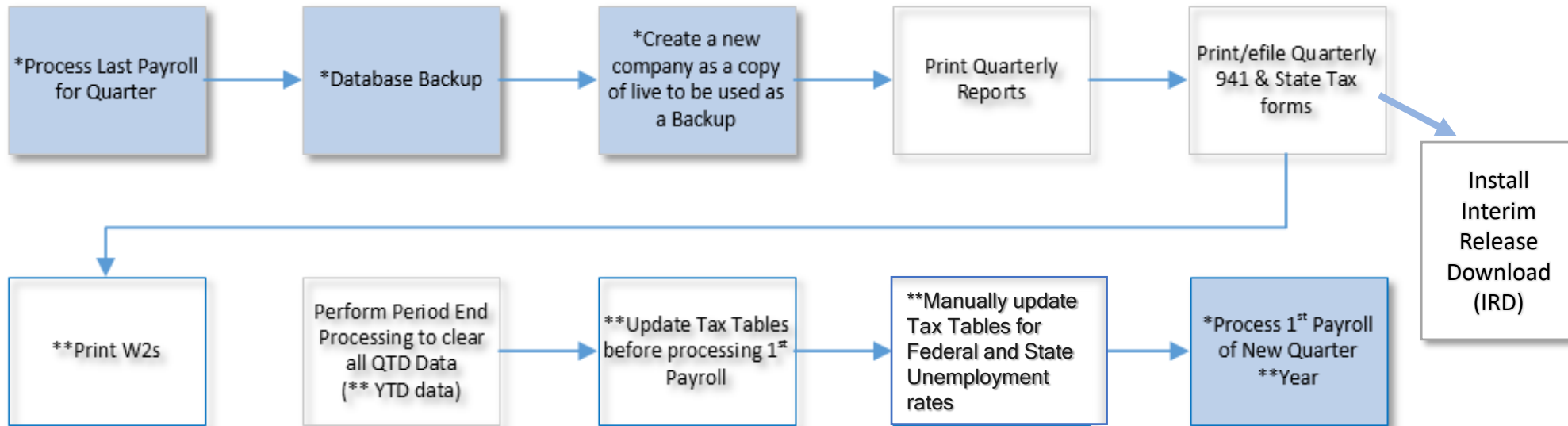
Payroll Qtr/Year End Processing

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.

Payroll Qtr/Year End Processing

Payroll Qtr/Year End Processing - Overview



*Instructions are not included in this document for Shaded Boxes

**Year End Only Steps

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:

- Reports
- Employee Listing
 - Employee Mailing Labels
 - Employee Memo Printing
 - Quarterly Tax Report
 - Check History Report
 - Quarterly Pay Recap
 - Earnings Report
 - Deduction Report
 - Pension Plan History Report
 - Time Off Accrual Report
 - Workers' Compensation Report
 - General Ledger Posting Recap

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 the 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**

- + Main
- + Reports
- + Direct Deposit
- Period End
- Federal and State Tax Reporting
- Period End Report Selection
- Period End Processing
- Periodic Time Off Accrual

[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

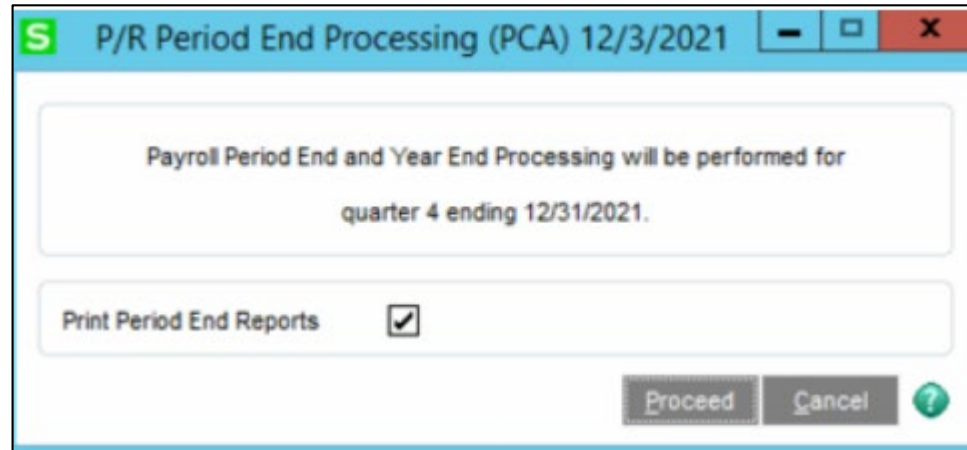
➤ **Note:** If you are prompted to install a mandatory or an optional update, click **Yes** and then follow the on-screen instructions. You must install mandatory updates to continue processing, and you must install Automatic updates to maintain current forms and programs.

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

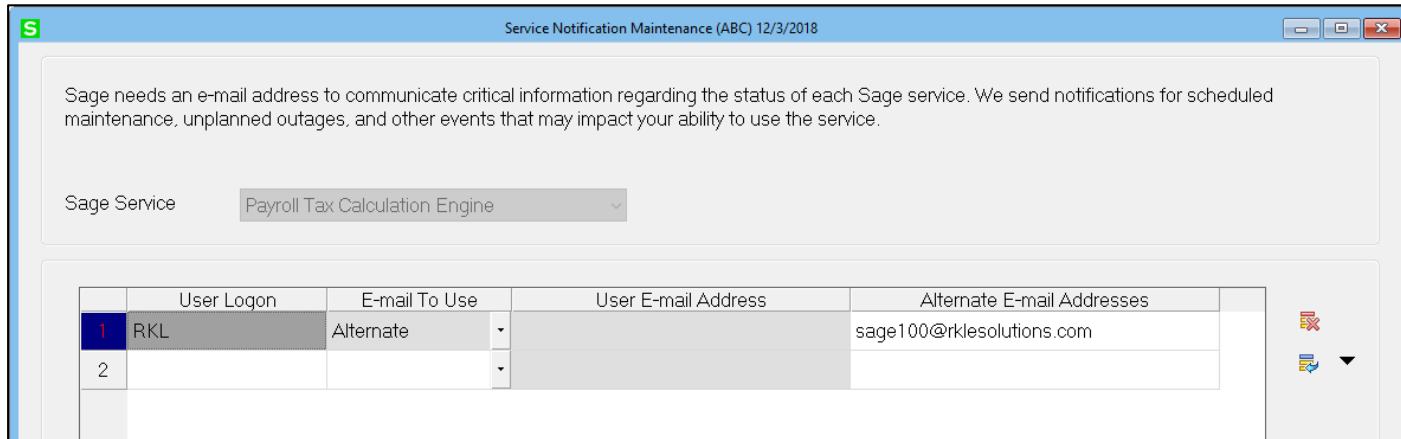
- Period End
 - Federal and State Tax Reporting
 - Period End Report Selection
 - Period End Processing
 - Periodic Time Off Accrual



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***

Company Tax Group Setup (PCA) 12/3/2021

Tax Group: CA
Description: California

1. Main 2. Additional 3. Tax Rates

	Tax	Effective Date	Rate
1	California Unemployment Insurance Tax En	1/1/2019	6.20000 %
2	California Unemployment Insurance Tax En	1/1/2022	6.50000 %
3			0.00000 %

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

Affordable Care Act (ACA)

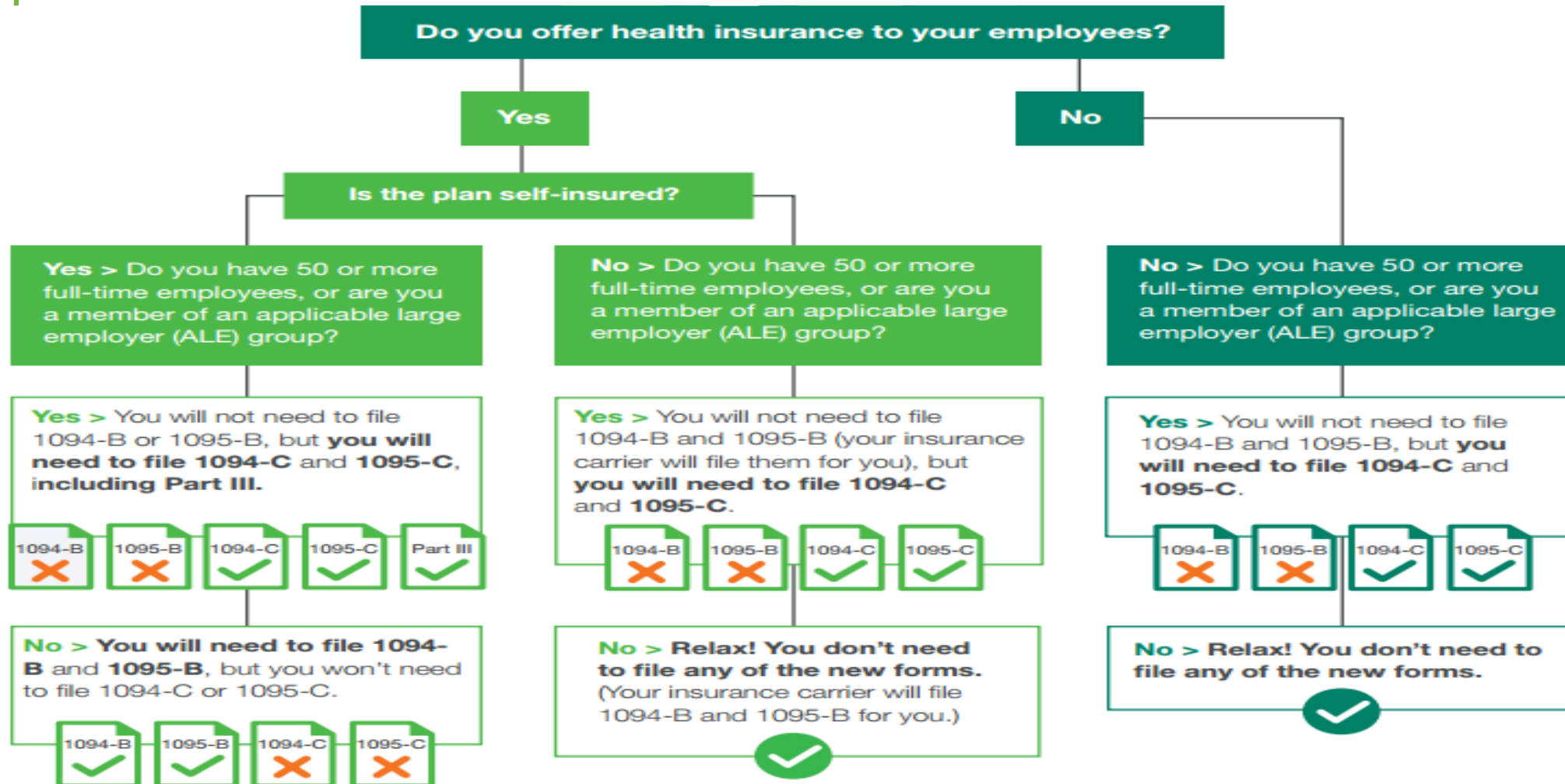
ACA

***** 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.

ACA - Forms



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](#).

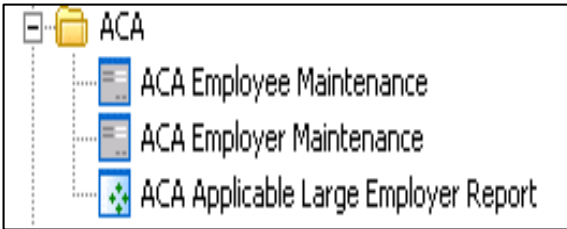
NOTE Because of the need to prorate the hours worked for pay cycles that span multiple months, the report calculations will be more consistent when you generate the report for the maximum 12-month date range. If the report is generated for a shorter date range, the prorated hours for some months may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

For information on how the employee totals are calculated, see [ACA Applicable Large Employer Report Calculation](#).

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.

Offer of Coverage Monthly Detail

Calendar Year: 2021
 Employee No.: 00-0000001
 Name: FullTime Employee

Month	Offer of Coverage	Employee Share of Lowest Cost	Applicable Section 4980H Safe Harbor
1	Jan	.00	
2	Feb		
3	Mar		
4	Apr		
5	May		
6	Jun		
7	Jul		
8	Aug		
9	Sep		
10	Oct		
11	Nov		
12	Dec		

Payroll ACA Offer of Coverage

Offer of Coverage	Description
1A	Qualified Offer: Minimum Essential Coverage providing Minimum Value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% ma
1B	Minimum Essential Coverage providing Minimum Value offered to employee only.
1C	Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essential Coverage offered to dependent(s) (not spouse).
1D	Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essential Coverage offered to spouse (not dependent(s)).
1E	Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essential Coverage offered to dependent(s) and spouse.
1F	Minimum Essential Coverage not providing Minimum Value offered to employee, or employee and spouse or dependent(s), or employee, spouse and dependents.
1G	Offer of coverage to employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the cal
1H	No offer of coverage (employee not offered any health coverage or employee offered coverage not providing Minimum Essential Coverage).
1I	Reserved
1J	Minimum essential coverage providing minimum value offered to you; minimum essential coverage conditionally offered to your spouse; and minimum essential coverage NOT offere
1K	Minimum essential coverage providing minimum value offered to you; minimum essential coverage conditionally offered to your spouse; and minimum essential coverage offered to
1L	Individual coverage HRA offered to employee only with affordability determined by using employee's primary residence location ZIP code.
1M	Individual coverage HRA offered to employee and dependent(s) (not spouse) with affordability determined by using employee's primary residence location ZIP code.
1N	Individual coverage HRA offered to employee, spouse, and dependent(s) with affordability determined by using employee's primary residence location ZIP code.
1O	Individual coverage HRA offered to employees only using the employee's primary employment site ZIP code affordability safe harbor.
1P	Individual coverage HRA offered to employee and dependent(s) (not spouse) using the employee's primary employment site ZIP code affordability safe harbor.
1Q	Individual coverage HRA offered to employee, spouse, and dependent(s) using employee's primary employment site ZIP code affordability safe harbor.
1R	Individual coverage HRA that is NOT affordable offered to employee; employee and spouse, or dependent(s); or employee, spouse and dependents.
1S	Individual coverage HRA offered to an individual who was not a full-time employee.

Copy values to other rows

Accept Cancel

ACA – Covered Individuals

- ▶ List each person covered by Insurance and which months.

The screenshot shows a software window titled "Covered Individuals". At the top left is a green "S" logo. Below the title bar are three input fields: "Calendar Year" with the value "2021", "Employee No." with the value "00-0000001" and a magnifying glass icon, and "Name" with the value "FullTime Employee". Below these fields is a table with the following structure:

	Covered Individual Name	Social Security No.	Date of Birth	Covered All Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACA Employer Maintenance

- ▶ Gather information for the 1094C form.

ACA Employer Maintenance (ESP) 12/3/2021

Calendar Year: 2021

Employer Name: Payroll Inc.

Country: []

Address: 514 Broad Street
Suite 103 #232

ZIP/Postal Code: 19169

City: Philadelphia State/Province: PA

Federal ID No.: 45-1157431

Contact Name: [] Telephone: []

ACA Forms to Use: 1094-C/1095-C Forms

Policy Origin Code: []

ALE Member Part of Aggregated Group:

Designated Government Entity

Name: [] EIN: []

Country: []

Address: []

ZIP/Postal Code: []

City: [] State/Province: []

Contact Name: []

Telephone: []

Certifications of Eligibility

Qualifying Offer Method: 98% Offer Method:

Section 4980H Transition Relief:

Buttons: Accept, Cancel, Delete, Print, Help

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.

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	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
2	Feb	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
3	Mar	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
4	Apr	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
5	May	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
6	Jun	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
7	Jul	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
8	Aug	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
9	Sep	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
10	Oct	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
11	Nov	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
12	Dec	<input type="checkbox"/>	0	0	<input type="checkbox"/>	

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.
 - » 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.

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.

The screenshot displays the 'Deduction Code Maintenance (PCA) 12/3/2021' window. The 'Deduction Code' is set to 'H2' and the 'Description' is 'ACA Employer Contribution'. The 'Deduction Type' is 'Employer Contribution' and the 'Calculation Method' is 'Fixed Amount'. The 'Standard Amount/Rate' is '300.00' and the 'Standard Limit' is '00'. The 'Apply to W-2 Box' is checked. The 'Deduction Code to Use' is empty, and the 'Employee Pay Rate' is 'Pay Rate 1'. The 'Frequency of Deduction' is set to 'Every Pay Period' (checked), with 'Pay Period 1' through 'Pay Period 5' all checked. The 'Automatically Apply Deduction to Earnings Code' is empty. The 'Deduction Accrual Account' and 'Contribution Expense Account' are empty. The 'Tax Rule' is empty. The window has 'Apply...' and 'Earnings...' buttons at the top right and 'Accept', 'Cancel', 'Delete', and a help icon at the bottom right.

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

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

Sage City

Support Business Partners Students Town Hall Blogs

sage
YEAR-END
CENTER
2017

Everything you need, all in one place.
Welcome to the Year-End Center!

Visit Sage Knowledgebase > Visit Sage University > Visit Sage City Homepage >

f t p e + 6

Year-end info for your Sage solution

Sage 50 Canadian Edition (English)
Sage 50 Comptabilité Édition canadienne (French)
Sage 50 U.S. Edition
Sage 100
Sage 100 Contractor

Quick reference

🇺🇸 **Important Dates: IRS**

NEWS ALERT: SSA Announces 2.0 Percent Benefit Increase for 2018

Government links

- Internal Revenue Service - IRS
- Social Security Administration - SSA
- Forms and Publications
- Employee Benefits
- Tax Years
- Employment Taxes
- IRS Tools
- ACA resources

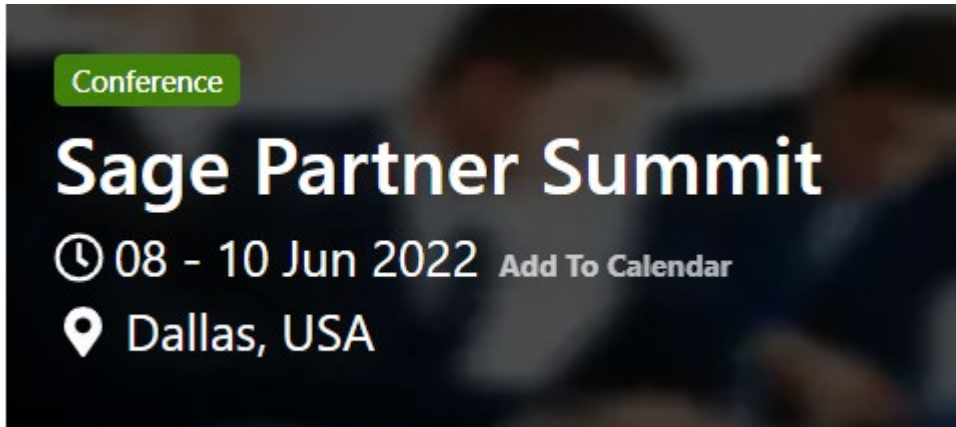
Wrap Up

Contact:

- ▶ **Lindsey Palladino**
Customer Advocate-West
 - ▶ *Direct: 717.869.4333*
 - ▶ lpalladino@rklesolutions.com

- ▶ **Michelle Laudano**
Customer Advocate-East
 - ▶ *Direct: 717.869.4327*
 - ▶ mlaudano@rklesolutions.com

Sage Summit



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

Do You Have Questions?

