



Year-End Planning for Sage 100

To Join the Audio:

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RKL eSolutions, LLC

12/8/2022

Sage Business Partner

AGENDA

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



Preparing for Calendar Year End

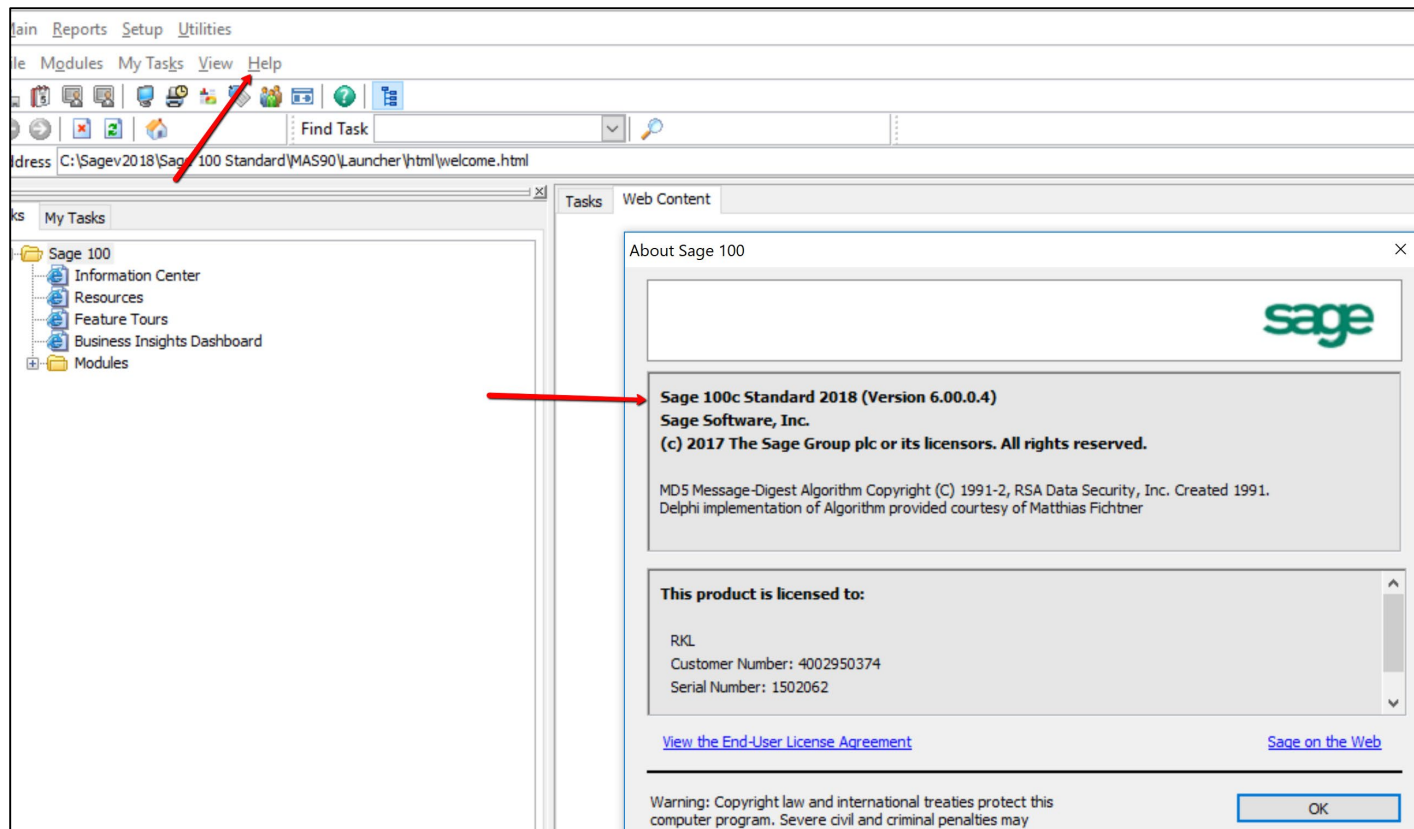
- ▶ Verify your Disaster Recovery Plan
- ▶ Setup Paperless Office for reports
- ▶ Create a copy of your live company before closing the year
- ▶ Calendar Year End vs. Fiscal Year End

Preparing for Calendar Year End

- ▶ In order to process year-end tax forms in Sage 100, you must install the **2022 IRD** and the **year end Tax Forms (Aatrix) 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:
 - ▶ 2022 Update 0 and higher (7.00.0)
 - ▶ 2021 Update 3 and higher (6.30.3)
 - ▶ 2020 Update 5 and higher (6.20.5) - End of Life
- ▶ If you need an update or IRD installed, please contact RKL Support for assistance.
Email: support@rklesolutions.com
- ▶ If you need to upgrade from Version 2019 or lower, please contact your RKL account manager.

Preparing for Calendar Year End

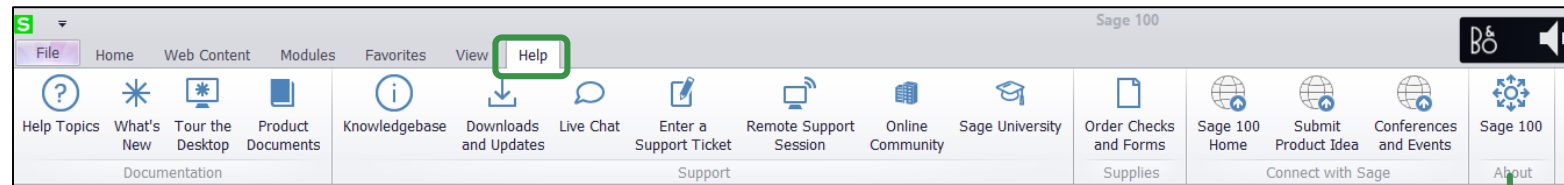
- ▶ To Determine your current version of Sage using Classic View, go to **Help > About Sage 100**



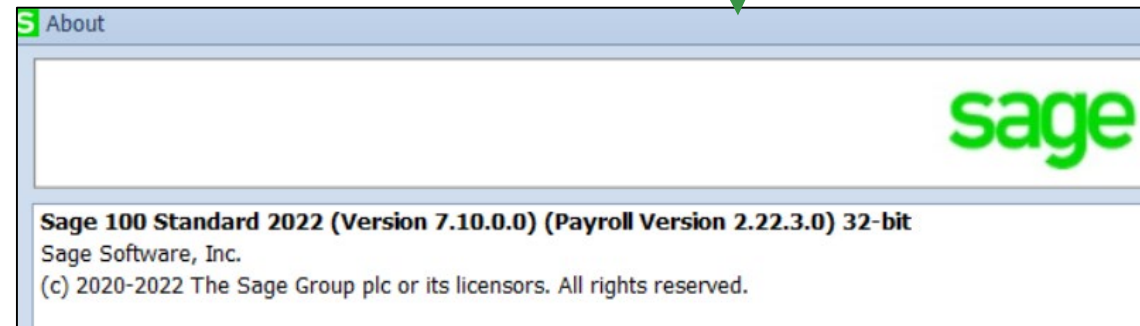
Classic View (available in Version 2020 only)

Preparing for Calendar Year End

- ▶ To Determine your current version of Sage using the Standard View, go to **Help > 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:

Versions 2020 and 2021

The screenshot shows the 'Company Maintenance (ABC) 12/3/2019' window. The 'Company Code' is 'ABC' and the 'Company Name' is 'ABC Distribution and Service Corp.'. The 'Federal ID No.' is '23-1234567'. The '1. Main' tab is selected and circled in black. The 'Federal ID No.' field is highlighted with a green box.

Version 2022

The screenshot shows the 'Company Maintenance (MFG) 11/30/2022' window. The 'Company Code' is 'ABC' and the 'Company Name' is 'ABC Distribution and Service Corp.'. The 'Company Type' is 'Demo'. The 'Federal ID No.' is '23-1234567'. The '2. Additional' tab is selected and circled in black. The 'Federal ID No.' field is highlighted with a green box.

Preparing for Calendar Year End

- ▶ 1099 Preparation
 - ▶ 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+
Electronic Consent Signed
FATCA

1099 History...

1099 Payment History

1099 Form Type Nonemployee Comp
Calendar Year 2022

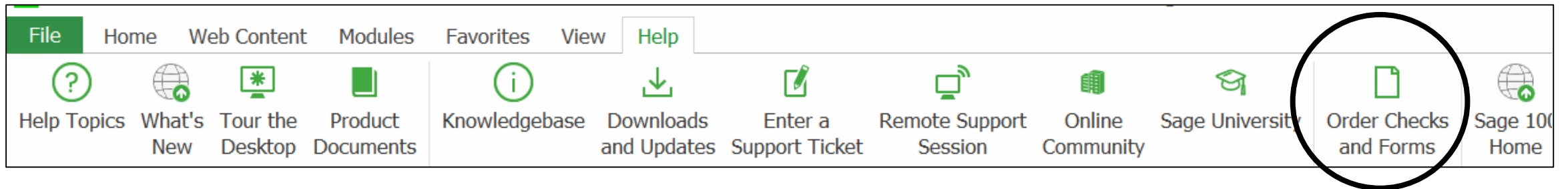
| | Box | Year to Date |
|---|--------------------|--------------|
| 1 | 1 Nonemployee comp | 1,218.45 |
| 2 | 4 Fed income tax | .00 |
| 3 | 5 State income tax | .00 |
| 4 | 7 State income | .00 |
| 5 | 6 State/Payer No. | |

Edit Amount(s) if necessary

Preparing for Calendar Year End

▶ 1099 Preparation - Forms

- ▶ Aatrix will electronically file 1099 forms for a fee or you can print your own forms.
- ▶ Tax forms can be ordered from [Sage Checks & Forms](#), or call 800-617-3224



- ▶ For 1099-NEC vendors, the IRS has released a continuous form format. Click here for more information:

<https://sovos.com/regulatory-updates/trr/irs-releases-continuous-use-format-form-1099-nec-for-tax-year-2022-and-forward/>

Preparing for Calendar Year End

1099 Preparation

- 1099's are processed through a 3rd party product called Aatrix (a tax compliant program)
- Go to *Accounts Payable > Reports > 1099 Form Tax Reporting*

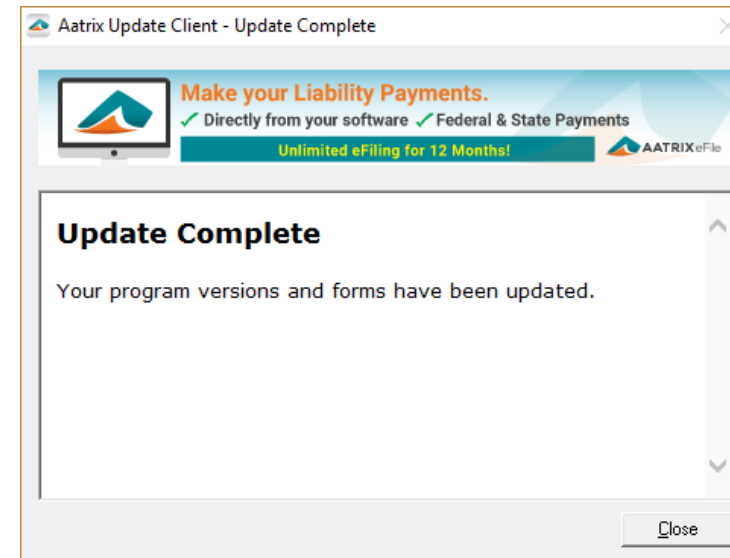
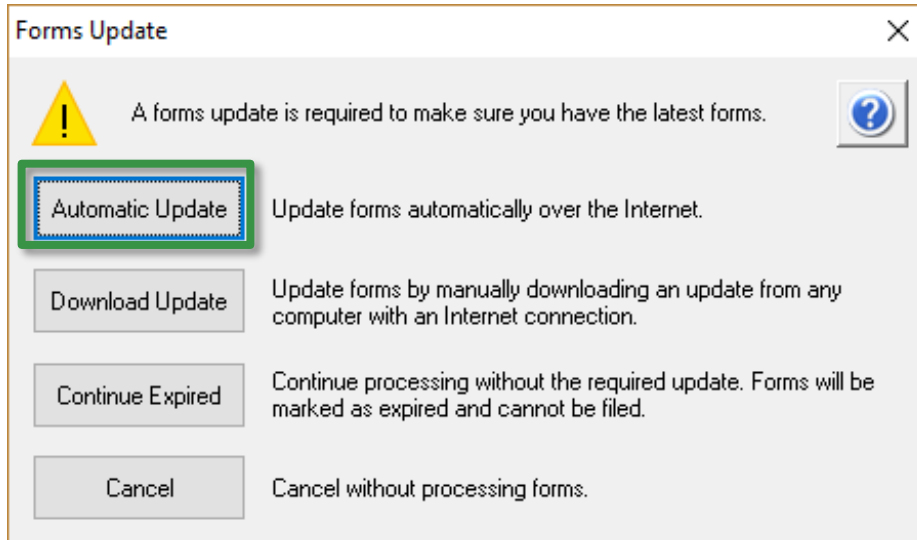
***Select 1099 Form Type and enter YTD Minimum 2022**

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

Preparing for Calendar Year End

1099 Preparation

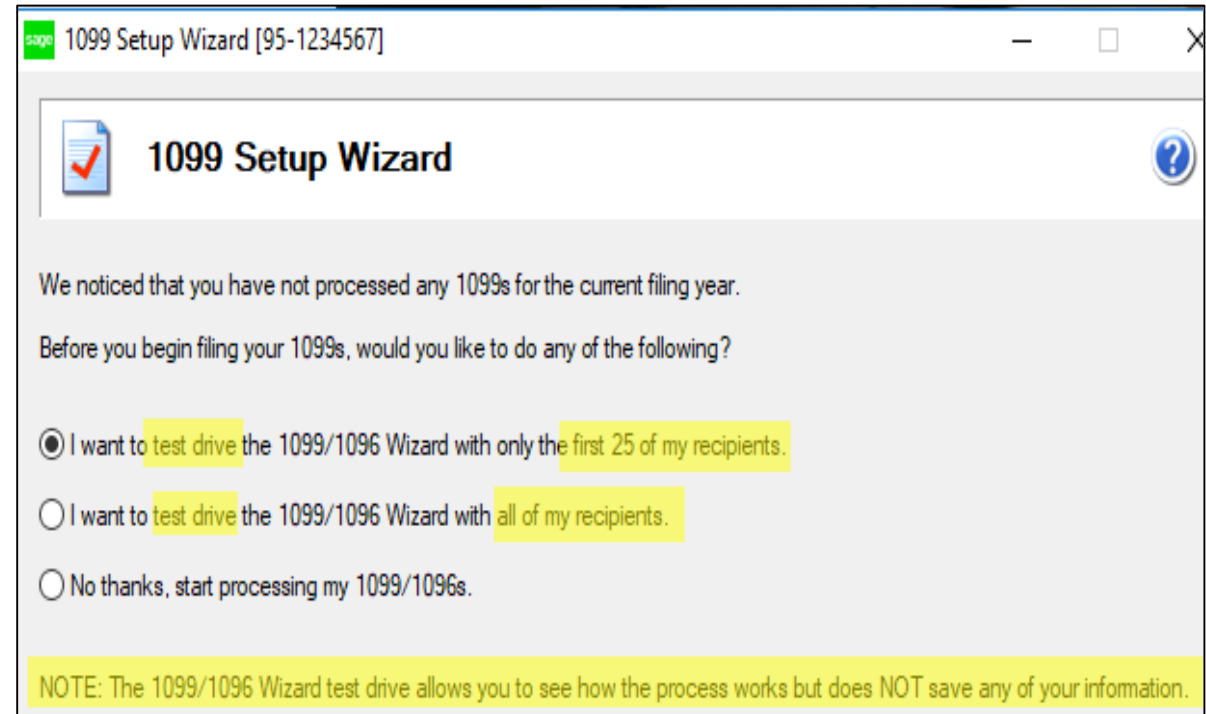
- To download 2022 forms, choose Automatic Update and follow the prompts
- If Automatic doesn't work, choose Download Update and browse to the Aatrix website for the download



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 the 1099 information from Sage and have you validate each section: Addresses, Income, Tax IDs, etc.

| | 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 | | |
| 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

W-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

| | | | |
|--|---|--------|----------------|
| <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

Preparing for Calendar Year End

1099 Questions



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**

Fiscal Year Maintenance (ABC - Demo) 12/4/2022

Fiscal Year:

Number of Accounting Periods:

| | Period | Starting Date | Ending Date |
|----|--------|---------------|-------------|
| 1 | 01 | 1/1/2023 | 1/31/2023 |
| 2 | 02 | 2/1/2023 | 2/28/2023 |
| 3 | 03 | 3/1/2023 | 3/31/2023 |
| 4 | 04 | 4/1/2023 | 4/30/2023 |
| 5 | 05 | 5/1/2023 | 5/31/2023 |
| 6 | 06 | 6/1/2023 | 6/30/2023 |
| 7 | 07 | 7/1/2023 | 7/31/2023 |
| 8 | 08 | 8/1/2023 | 8/31/2023 |
| 9 | 09 | 9/1/2023 | 9/30/2023 |
| 10 | 10 | 10/1/2023 | 10/31/2023 |
| 11 | 11 | 11/1/2023 | 11/30/2023 |
| 12 | 12 | 12/1/2023 | 12/31/2023 |

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

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

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 History retention in each module

The image displays two screenshots of the Accounts Payable Options (ABC) software interface, specifically the 'History' tab. The top screenshot shows the 'Fiscal Period' section with the following settings: Current Fiscal Year set to 2022, Current Period set to 12, 1099 Reporting checked, and Default 1099 Calendar Year set to 2022. The bottom screenshot shows the 'Purchases History' section with the following settings: Years to Retain Vendor History set to 2, Include Sales Tax and Freight checked, and Years to Retain 1099 Payment History set to 2.

Processing Fiscal Year End - Reconciliation

| | |
|--|-------------|
| Company: | ABC Company |
| Period Ending: | 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 - Module 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. |

Processing Year End - Module Order of Closing







**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.*

NOTE: 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.      

Name

[1. Main](#) [2. Additional](#) [3. Statistics](#) **[4. Summary](#)** [5. History](#) [6. Invoices](#)

Defaults to Current Period

Fiscal Period  

Fiscal Year 

| | 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 Closing Tips

- ▶ Period End Reports
- ▶ Period end will purge history based on parameter options.
- ▶ General Ledger controls what period can be posted
- ▶ General Ledger CAN be Re-Opened
- ▶ Subledgers: can be re-opened but not recommended
- ▶ Company Maintenance will allow you to restrict posting to current and 1 future period
- ▶ Close modules every period
- ▶ Year End Backup

Processing Year End

Sage Help Center - Online Period end Checklists

The screenshot shows the Sage 100 Help Center interface. The top navigation bar includes 'File', 'Home', 'Web Content', 'Modules', 'Favorites', 'View', and 'Help'. The 'Help' menu is expanded, showing options like 'Help Topics', 'What's New', 'Tour the Desktop', 'Product Documents', 'Knowledgebase', 'Downloads and Updates', 'Live Chat', 'Enter a Support Ticket', 'Remote Support Session', 'Online Community', 'Sage University', 'Order Checks and Forms', 'Sage 100 Home', 'Submit Product Idea', and 'Conferences and Events'. A red box highlights the 'Help Topics' icon, and a red arrow points to the 'Help Center' window. In the 'Help Center' window, the 'Index' tab is selected, and the search bar contains the text 'checklists'. A dropdown menu shows a list of 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.

Help Topics

What's New | Tour the Desktop | Product Documents | Knowledgebase | Downloads and Updates | Live Chat | Enter a Support Ticket | Remote Support Session | Online Community | Sage University | Order Checks and Forms | Sage 100 Home | Submit Product Idea | Conferences and Events

Modules

- Visual Process Flows
- Paperless Office
- General Ledger
- Accounts Receivable
- Customer Relationship Management
- Accounts Payable
- Payroll
- Inventory Management
- Sales Order
- Purchase Order
- Return Merchandise
- Manufacturing
- Bill of Materials
- Work Order
- Bank Reconciliation
- Bar Code
- Material Requirements Planning
- Visual Integrator

Help Center

Contents | **Index** | Search

Type in the keyword to find:

checklists

checklists

- A/P period-end and year-end processing
- A/R period-end and year-end processing
- B/M period-end processing
- daily processing
- G/L period-end and year-end processing
- I/M period-end and year-end processing
- I/M year-end processing
- J/C period-end and year-end processing
- job estimating
- P/O period-end and year-end processing
- P/R period-end, quarter-end, and year-end physical count
- S/O period-end and year-end processing
- weekly processing
- checks
- check reversal
- check reversal list
- cleaning
- entering
- entering checks with zero amount
- entering void checks
- entering with zero amount

Display

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

Home | [FAQs & Troubleshooting](#)

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-](#)

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/yearend>

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](#)

Processing Year End

Year End Questions



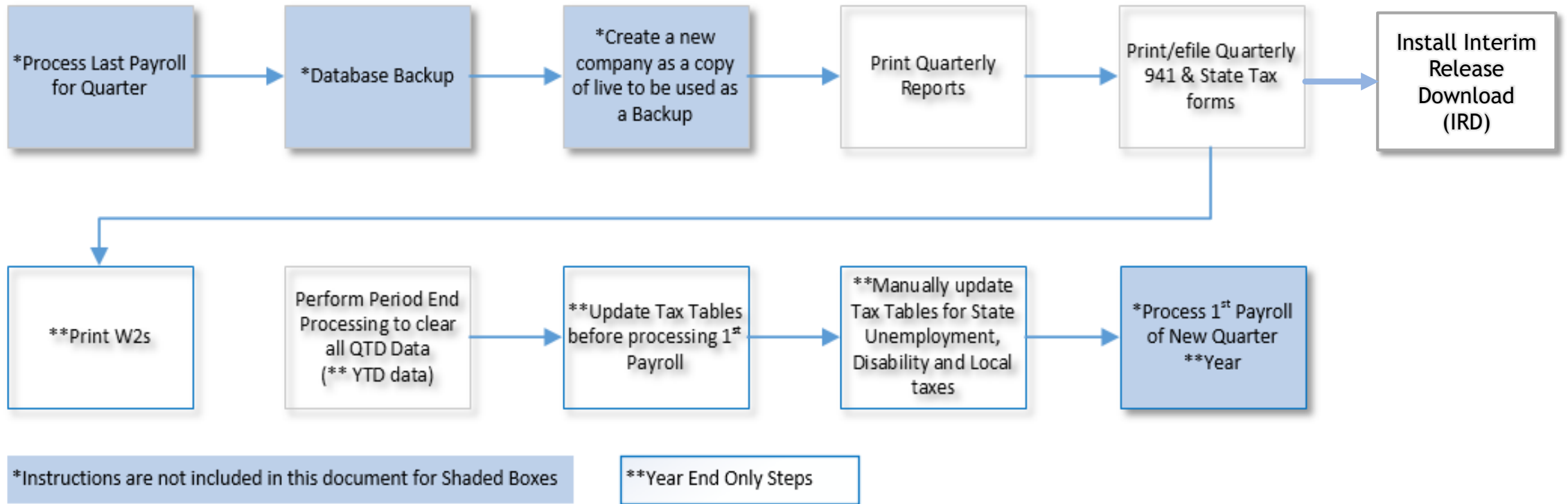
Preparing for Payroll QTR/Year End Processing

- ▶ 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 years. However, RKL strongly recommends a backup company be created before running year end processing to avoid any issues, to have a snapshot, and to ensure backup history is available.

Payroll Year Considerations

- ▶ Have you processed your fringe benefits for the year?
- ▶ **Version 2020 (6.20.5) Retirement Reminder:** the 2022 year end IRD and 2023-Q1 tax table update will be the last year end IRD and tax table update that will be provided for version 2020, 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

Payroll QTR/Year End Processing - Overview



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:



| |
|-------------------------------------|
| Quarterly Tax Report |
| Check History Report |
| Quarterly Pay Recap |
| Earnings Report |
| Deduction Report |
| Pension Plan History Report |
| Pension Plan Audit Report |
| Workers' Compensation Report |
| General Ledger Posting Recap |
| Pay Rate Change Report |
| Employee Audit Report |
| Certified Payroll Reporting |
| Time Off Accrual Report |
| Employee Retention Credit Worksheet |
| Emergency Leave Worksheet |
| Quarterly Unemployment Report |
| Tax Liability Report |
| Tax History Report |

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.
- ▶ • [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.
- ▶ • [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.
- ▶ • [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.
- ▶ • [Pension Plan History Report](#) Provides a summary of hours worked and earnings amount by employee for a date range for pension plan deduction codes.

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

- ▶ • **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.
- ▶ • **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.
- ▶ • **Tax Liability Report** Provides a summary of current tax liabilities by jurisdiction; can be run by date range or by quarter/year.
- ▶ • **Tax Liability History** Provides a historical summary of current tax liabilities by jurisdiction; can be run by date range or by quarter/year.

Install Interim Release Download (IRD)

- ▶ Available on Sage website in mid-December.
- ▶ Must be downloaded and installed before running W-2s
- ▶ Must be on a supported version of Sage 100 *and Payroll* in order to be able to install IRD
 - ▶ 2020 update 5 (6.20.5) or higher - **This is the last Year End Update for Sage 100 2020**
 - ▶ 2021 update 0 (6.30.3) or higher
 - ▶ 2022 Update 0 (7.10.0) or higher
 - ▶ ***Payroll 2.23.0 (due for release in mid-December)***
- ▶ If installing a new product update, new unlocking keys from Sage will be required.

Federal and State Tax Reporting

- ▶ Quarterly Tax Forms and W-2 Forms
- ▶ Interim Release Download (IRD) for 2022 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 2022 the current supported Sage 100 ERP versions 2020, 2021, and 2022.)*

Quarterly Tax Forms

- ▶ 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

Quarterly Tax Forms

[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 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**

Print or Electronically File W2/W3 forms

- ▶ At Calendar Year End Print or electronically file W2/W3 forms
- ▶ Interim Release Download (IRD) for 2022 must be installed prior to running W-2s
- ▶ *W2's should be printed from your live company. If a W2 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 and be on a supported version of Sage 100 ERP. (For Tax filing year 2022 the current supported Sage 100 ERP versions 2020, 2021, and 2022.)

Print or Electronically File W2/W3 forms - Aatrix

S Federal and State Tax Reporting

Form Type: Federal
State Code:
Form Name: 2022 W-2/W-3
[Annual] Use this form to process W-2s/W-3. After completing the process you can make corrections, reprint, or process additional copies.

Reporting Period: Annual
Year: 2022
Quarter: 2

W-2 Selections
Kind of Employer: N = None Apply
Starting Check Date: 1/1/2020
Ending Check Date: 12/31/2020

Company
Name: ABC Distribution and Service Corp.
Country: USA United States
Address: 7158 Grand Ave
ZIP/Postal Code: 92626
City: Costa Mesa State/Province: CA
Federal ID No.:
Telephone: Expanded to 20
Fax:
Trade Name:

Selections

| Select Field | Operand | Value |
|-----------------|---------|-------|
| Employee Number | All | |
| Sort Field | All | |

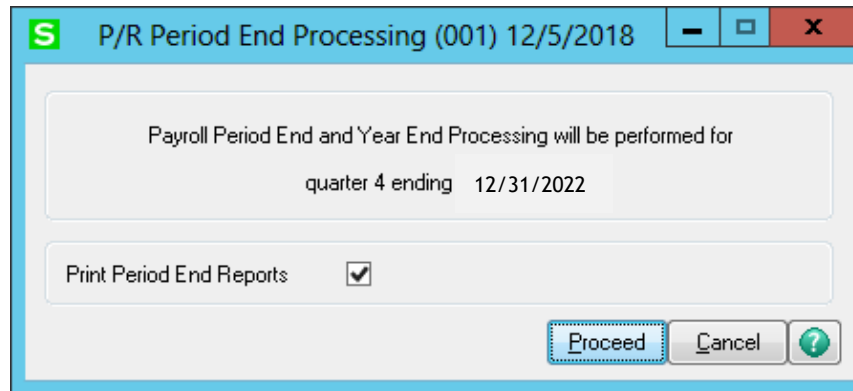
Buttons: Activate, Proceed, Cancel, ?

If printing W2 from Backup company, edit data to match live company; this is what will print on the W2.

➤ **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.

Perform Period End in Live company to close out quarter

- ▶ Make sure all Quarter & Year End Reports have been printed
- ▶ Validate W2's have been printed/electronically filed if year end
- ▶ Validate a Backup Company of your Payroll has been created. (At a minimum create a copy of live company with Payroll, GL, and Common Information)
- ▶ Go to Payroll > Period End > Period End Processing



Tax table Updates

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

Sage needs an e-mail address to communicate critical information regarding the status of each Sage service. We send notifications for scheduled maintenance, unplanned outages, and other events that may impact your ability to use the service.

Sage Service: Payroll Tax Calculation Engine

| | User Logon | E-mail To Use | User E-mail Address | Alternate E-mail Addresses |
|---|------------|---------------|---------------------|----------------------------|
| 1 | RKL | Alternate | | sage100@rklesolutions.com |
| 2 | | | | |

Tax Table Updates

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 2022 PAYROLL HAS BEEN PROCESSED.

W-4 Forms - January 2023

- ▶ The IRS has released a new W-4 form effective January 1, 2022. New form must be used by:
 - ▶ All new employees starting January 1, 2022 or later
 - ▶ All existing employee changes after January 1, 2022
- ▶ Sage 100 Versions 2017 and lower will not support the additional fields necessary to correctly calculate federal withholding taxes.
 - ▶ Must manually calculate taxes using the IRS calculator:

<https://www.irs.gov/individuals/tax-withholding-estimator>

W-4 Forms – January 2023

- ▶ To upgrade Sage 100 version, please contact your RKL account manager (contact info is shown at the end of this presentation).
 - ▶ Windows 2008R servers are no longer supported by Sage 100.
 - ▶ As of October, 2023 Windows 2012R2 servers will no longer supported by Sage 100.

Payroll Year End

Payroll Year End Questions



Affordable Care Act (ACA)

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

- ▶ This section of the guide is to assist with understanding some of the 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.

Payroll ACA Year End Considerations

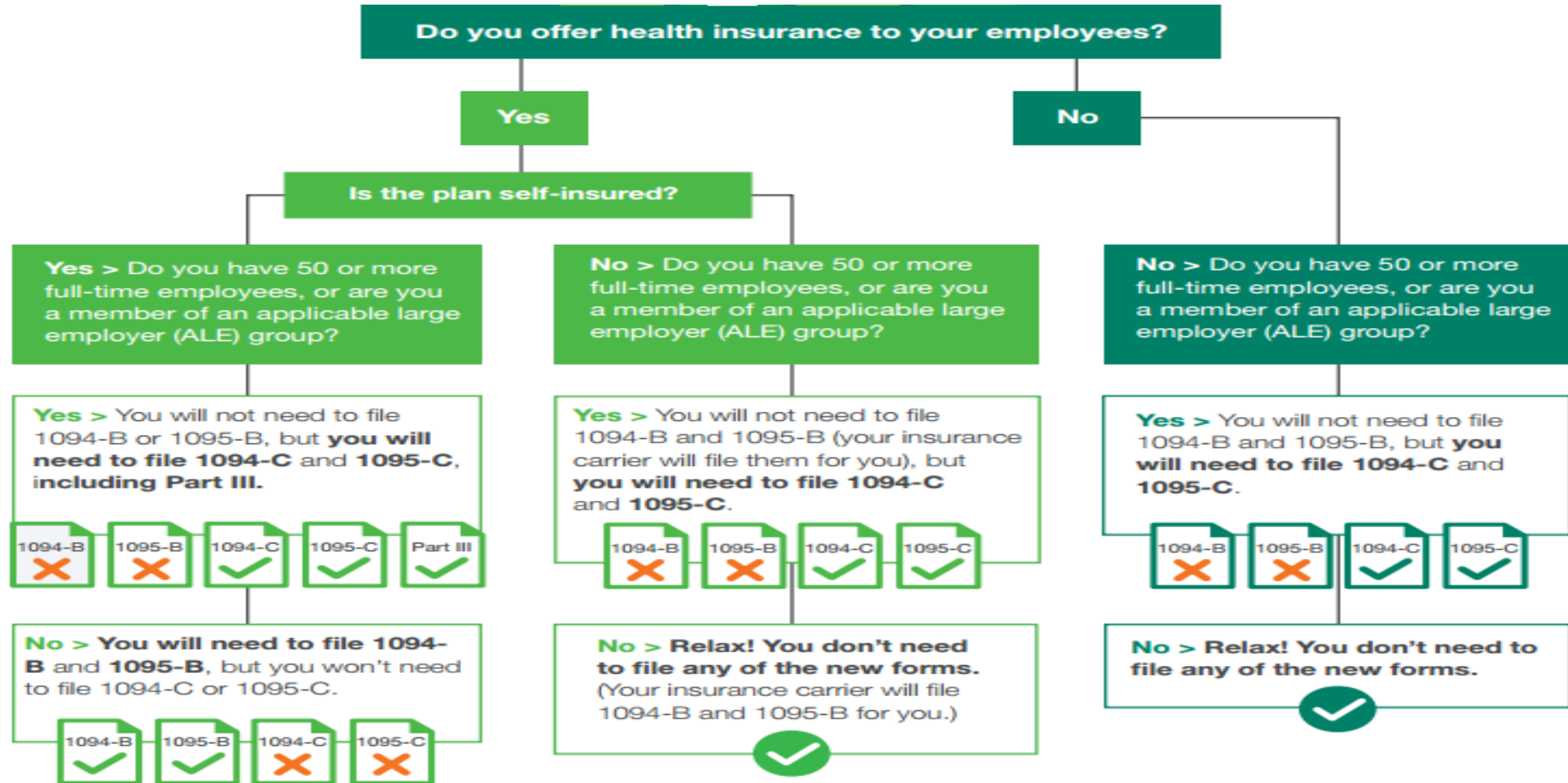
- ▶ ACA features must be setup and data loaded prior to processing ACA reporting.
 - ACA Employer Information
 - ACA Employee Information
- ▶ If you own Visual Integrator, data can be imported into the ACA files if necessary.
- ▶ Ensure that Employer ACA maintenance is accurate for each year.
- ▶ Have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

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' window for 'ABC - Demo' on 12/4/2022. The 'Deduction Code' is 'H2' and the 'Description' is 'Health Contribution'. The 'Deduction Type' is set to 'Employer Contribution' (highlighted with a green box). The 'Calculation Method' is 'Fixed Amount' with a 'Standard Amount/Rate' of 300.00. The 'Standard Limit' is .00. The 'Apply to W-2 Box' is set to 'Box 12 Code'. The 'Employee Pay Rate' is 'Pay Rate 1'. The 'Maximum Income Multiplier' is .00. The 'Reset Balance at Year End' checkbox is unchecked. On the right, the 'Frequency of Deduction' is set to 'Every Pay Period' (checked), with 'Pay Period 1', 'Pay Period 2', and 'Pay Period 3' also checked. The 'Automatically Apply Deduction to Earnings Code' field is empty. The 'Deduction Accrual Account' is '239-00-00' (Accrued PR Deduction) and the 'Contribution Expense Account' is '602-00-00' (Payroll Benefit Exp.). The 'Tax Rule' field is empty. At the bottom right, there are 'Accept', 'Cancel', and 'Delete' buttons.

ACA - Forms

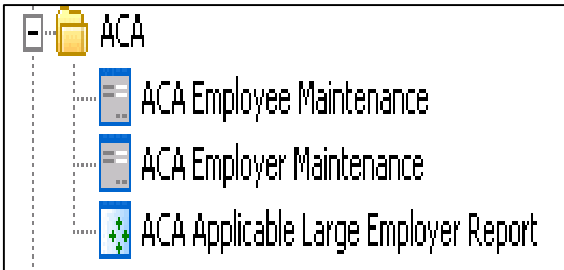


Test

▶ 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.***
 - ▶ This includes full-time equivalent employees, on business days during the preceding calendar year.
- ▶ For example, your 2022 employee count determines if you'll be required to track and report employee and health coverage information in 2023.

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

The screenshot shows the 'ACA Employee Maintenance (KJH) 9/11/2015' window. It contains the following fields and controls:

- Employee No.: FN-0000001
- Name: Karen Hanley
- Year: 2022
- Address: 123 Plymouth Plantation Highwa
- ZIP Code: 02360
- City: Plymouth
- State: MA
- 1095-C Electronic Consent Signed:
- Provided Self Insured Coverage:
- Buttons: Monthly Detail..., Covered Individuals...

A red arrow points to the 'Provided Self Insured Coverage' checkbox. Below the form, a red-bordered box contains the following text:

Select this check 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.

Clear this check box if the employee was not enrolled in employer-sponsored self-insured health coverage offered by your company during any part of the year.

ACA – Monthly Detail

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

Employee No. FN-0000001
Name Karen Hanley
Year 2022

| | Month | Offer of Coverage | Employee Share of Lowest Cost | Applicable Section 4980H Safe Harbor |
|----|-------|-------------------|-------------------------------|--------------------------------------|
| 1 | Jan | 1B | 300.00 | |
| 2 | Feb | 1B | 300.00 | |
| 3 | Mar | 1B | 300.00 | |
| 4 | Apr | | | |
| 5 | May | | | |
| 6 | Jun | | | |
| 7 | Jul | | | |
| 8 | Aug | | | |
| 9 | Sep | | | |
| 10 | Oct | | | |
| 11 | Nov | | | |
| 12 | Dec | | | |

Payroll ACA Offer of Coverage

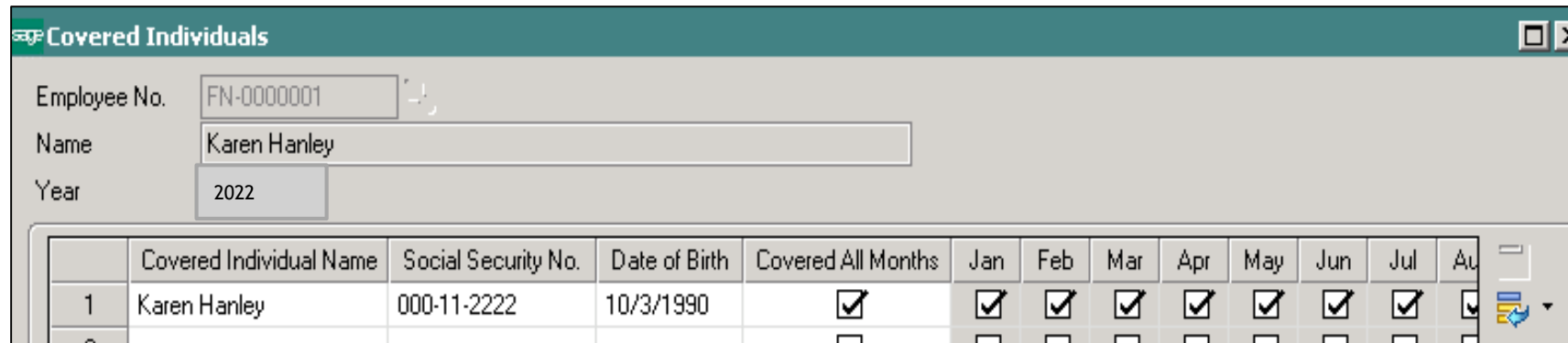
| Off... | Description |
|--------|--|
| 1A | Qualified Offer: Minimum Essential Coverage providing Minimum Value offered to full-time employee with |
| 1B | Minimum Essential Coverage providing Minimum Value offered to employee only. |
| 1C | Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essen |
| 1D | Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essen |
| 1E | Minimum Essential Coverage providing Minimum Value offered to employee and at least Minimum Essen |
| 1F | Minimum Essential Coverage not providing Minimum Value offered to employee, or employee and spous |
| 1G | Offer of coverage to employee who was not a full-time employee for any month of the calendar year anc |
| 1H | No offer of coverage (employee not offered any health coverage or employee offered coverage not pro |
| 1I | Qualified Offer Transition Relief 2015: Employee (and spouse or dependents) received no offer of cover |

Copy values to remaining Rows

Accept Cancel ?

ACA – Covered Individuals

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



The screenshot shows a software window titled "Covered Individuals". It contains input fields for "Employee No." (FN-0000001), "Name" (Karen Hanley), and "Year" (2022). Below these fields is a table with columns for "Covered Individual Name", "Social Security No.", "Date of Birth", "Covered All Months", and months from "Jan" to "Au". The first row shows Karen Hanley with SSN 000-11-2222 and DOB 10/3/1990, with checkmarks in the "Covered All Months" column and the "Jan" through "Au" columns.

| | Covered Individual Name | Social Security No. | Date of Birth | Covered All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Au |
|---|-------------------------|---------------------|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | Karen Hanley | 000-11-2222 | 10/3/1990 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

ACA Employer Maintenance - Gather information for the 1094C Form

The screenshot shows a software window titled "ACA Employer Maintenance (KJH) 9/11/2015". It features a "Year" dropdown set to "2022" and navigation arrows. There are two buttons: "Monthly Detail..." and "Other Members...".

Employer Section:

- Name: Karen's Bike and Boards
- Address: 100 Pilgrim Way, Plymouth, MA 02360
- EIN: [Empty]
- Contact Name: Karen
- Contact Phone No.: (508) 555-1212

Designated Government Entity Section:

- Name: [Empty]
- Address: [Empty]
- ZIP Code: [Empty]
- City: [Empty] State: [Empty]
- Country: [Empty]
- EIN: [Empty]
- Contact Name: [Empty]
- Contact Phone No.: [Empty]

Bottom Section:

- ALE Member Part of Aggregated Group:

Buttons at the bottom: Accept, Cancel, Delete, and a green circular icon.

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 box to be included as Applicable.

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.

ACA Applicable Large Employer Report

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 (continued)

- ▶ *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.*

How to generate Forms 1094-C & 1095-C

- ▶ *Aatrix year end update released in mid-December will include the Forms 1094 & 1095.*
- ▶ ***Note:** A 1095 form will be generated for all employees who have information entered in the ACA Employee Maintenance > Monthly Detail and/or Covered Individuals screens*
- ▶ **Open Payroll, Period End, Federal and State Tax Reporting**
 - ▶ After installing the Aatrix 2022 year end update the Forms 1094 & 1095 will be listed.

How to generate Forms 1094-C & 1095-C

▶ Additional Information:

- ▶ If you wish to import ACA information into Sage 100 using Visual Integrator module, please see article in Sage Knowledgebase: *Where are the Affordable Care Act (ACA) Visual Integrator jobs located.*
- ▶ If you have Sage 100 version 4.50 or 2013 installed and you are not able to upgrade to Sage 100 2014 or higher, you may use the ACA worksheet to gather your ACA information.

Note: You must own the Visual Integrator module. Please see related article, *ACA Reporting Worksheet for Sage 100 ERP* .

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 race, ethnicity, and gender
- ▶ Sage 100 Payroll Version 2.22.3 includes the following fields:
 - ▶ Ethnicity/Race/Gender Identity
 - ▶ Job Category

Payroll ACA

ACA Questions



Final Questions





Year-end Deals



At a time like this, FloQast can be used as a powerful tool to help add visibility into the team's workload, allowing the team to do more with less. Benefits include:

- Integrates to Sage and Excel to bridge the gap between the GL + checklists/workbooks
- Quick implementation.. 3-5 weeks on average!
- 26% reduction in time to close
- 39% increase in accuracy of close data



Schedule a demo, and sign up with LeaseQuery before year-end and get 50% off implementation (that's a \$2,500 savings)!



Now through December 31, 2022, RKL has partnered with Avalara to extend to you Avalara's Standard Sales Tax Risk Assessment (a \$4,500 value) **for free.**

[Find out more](#)

Ask your RKL account manager for more info on any of these year-end promotions.

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

Thank you and Happy Holidays!

Contact us for pricing, compatibility and consulting needs of your business management solutions.

Sales@rklesolutions.com

717.735.9109