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Year End Software Updates. What do I need?

Current Updates Available

- Version 2018
    - Product Update 5
    - Payroll 2.19.0
        - Tax Rule Inquiry Utility
        - Capped Wages Window
        - Payroll Employee Tax Information Window
- Version 2017
    - Product Update 6
    - 2019 Q1 Tax Table Update
- Version 2016
    - Product Update 5
    - 2019 Q1 Tax Table Update

Version Required to Install Year End Updates (IRD) and process Year End

- Version 2018
    - Product Update 2 or higher.
    - The 2018 IRD only needs to be installed if processing 1099-DIVs
- Version 2017
    - Product Update 1 or higher.
- Version 2016
    - Product Update 5
- Version 2015 and Prior are no longer supported.

Tax Table Updates

- Will be available for versions 2016 and 2017
- Version 2018 pulls current tax tables from the cloud. These updates are available December 19th.

Sage 100 (Standard, Advanced, Premium)	**2018**	**2017**	**2016**	**2015**
Release Date	Oct 2017	Oct 2016	Nov 2015	Apr 2015
Phone Support (Retirement Date)	9/30/2021	9/30/2020	9/30/2019	9/30/2018
Year end IRD updates (AP and Payroll as needed to support State and Federal eFiling)*	12/31/2020 (Use eFiling and Reporting)*	12/31/2019 (Use eFiling and Reporting)*	12/31/2018 (Use eFiling and Reporting)*	12/31/2017 (Use eFiling and Reporting)*
Tax Table Updates (TTU)	N/A	12/31/2019 (2019Q4)	12/31/2018 (2019Q1)	12/31/2017 (2018Q1)
Product Updates	March 2019	March 2018	June 2017	June 2016
Hot Fixes**	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Online Support Knowledgebase	Yes	Yes	Yes	Yes

Sage 100 Year End Notes

- The 2019-Q1 Tax Table Update (TTU) and 2018 Interim Release Download (IRD) were released 12/19/2018.
- The Aatrix eFiling and Reporting year end update will be released after December 14th.
- The applicable Sage 100 Product Update, 2018 IRD and Aatrix Year End Update **MUST be installed BEFORE** processing W2ôs, 1099ôs or ACA forms.
- Updated Tax Tables will be released throughout the month of January as tax changes become available. Remember to **verify the Unemployment Tax Rate** in Tax Table Maintenance for each of the states you process payroll, to reflect your companyôs correct 2019 unemployment rate for each company. Tax tables should be installed after W-2ôs have been processed.

Options for Processing W-2's, 1099's and ACA forms

- Aatrix eFiling and Reporting is the integrated solution for Sage 100.
- You are still able to print W2 and 1099 forms plus 330+ tax forms for FREE to your printer. There is an additional charge for eFiling through Aatrix.

Resources Available

- CSI Year End Webpage
  - Resources for year-end processing
  - http://www.comstrategies.com/resources/year-end-updates
- Search the Sage Knowledgebase for ñYear End Resourcesò
  - eFiling and Reporting User Guide
    - Download this step by step guide for processing W2ôs, 1099ôs, 1095ôs and other Payroll tax forms/reports.
- Sage 100 Year End Center on Sage City
  - Sage City www.SageCity.com/YearEnd
  - Affordable Care Act www.SageCity.com/ACA
  - Sage University www.SageU.com
- Sage Tax Forms
  - www.sagechecks.com or 1-800-538-5514
- Sage Affordable Care Act Resource Center
  - http://sagecity.na.sage.com/p/aca/

Automating Data Entry for ACA Reporting

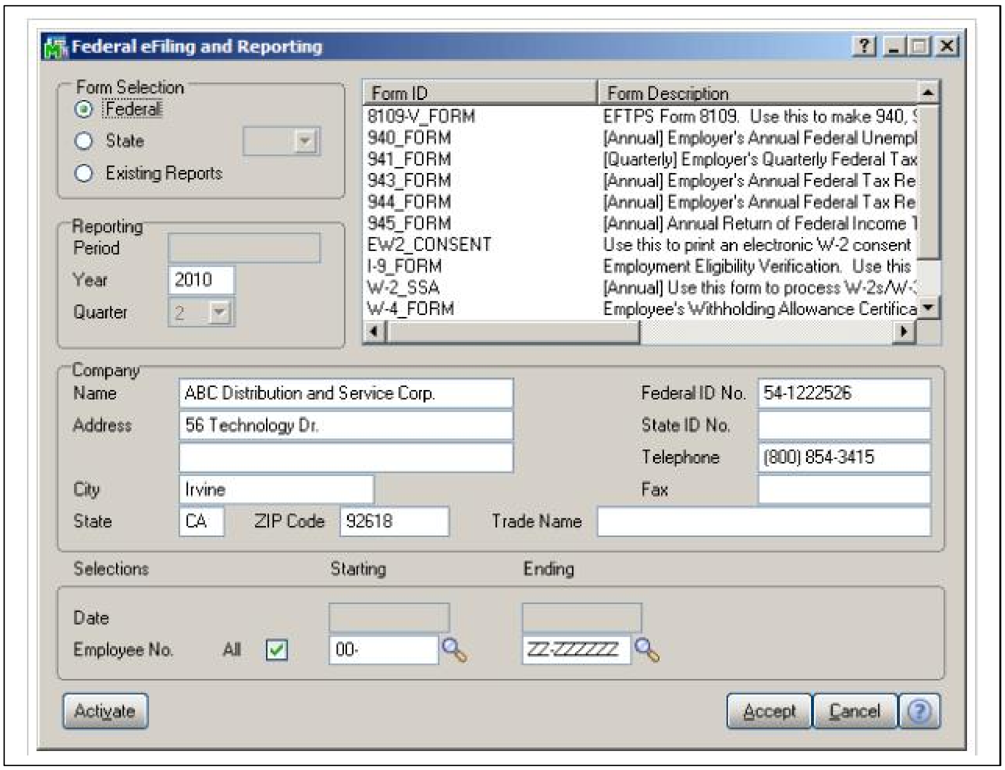
ACA Data Assist

- ACA Data Assist is a program developed by CSI to save hours of data entry time.
- http://www.comstrategies.com/custom-software-apps/aca-data-assist-for-sage-100
- Key Features
  - One click to enter employee information.
  - Easily populate employees monthly detail.
  - View the video at www.tinyurl.com/acadataassist
- Pricing for first time users

# of Employees	Price	User Licenses
Up to 100	$995	1 User
100 to 1000	$1,495	1 User
Over 1000	$2,495	3 Users

Aatrix eFiling

- Website Links
  - https://sage100.aatrix.com
  - https://www.aatrix.com/partners/sage100 Download updates for Sage 100
  - https://www.aatrix.com/partners/sage100#acapricing
- E-mail sage100erp.helpme@aatrix.com or support@aatrix.com
- Website www.efile.aatrix.com
- Phone 800-426-0854 or 701-746-6814
- W2 eFiling Service is $2.29 Per Employee. $24.95 minimum charge.
- ACA eFiling Service is $ 1.15 Per Employee if done with the W-2ôs. If filed at a separate time the price is $2.29 Per Employee. $24.95 minimum charge.



Physical Count Steps to Complete to Avoid Issues

Processing Steps

- Offset Negative Cost Tiers. Offset inventory negative tiers with positive tiers. Go to Inventory Management, Period End, Inventory Negative Tier Adjustment. Run the report and update.
- Review remaining negative tiers and adjust if necessary. Go to Inventory Management, Period End, Inventory Negative Tier Report.
- Remove Zero Quantity Costing Tiers. Go to Inventory Management, Utilities, Remove Zero Quantity Costing Tiers.
- Freeze Inventory.
- Enter Counts.
- Print the Physical Count Variance Register and update.
- Print the Daily Transaction Register and update.

Important Note - We have seen zero quantity cost tiers with a dollar value appear after Physical Counts if this process is not followed.

InstaDocs – Linking documents to Sage 100

Easy Linking of Documents to Sage 100

- Quick viewing and easy access of documents in Sage 100.
- Allows electronic documents to be stored, viewed and accessed directly within Sage 100.
- Available for Accounts Payable, Accounts Receivable, Inventory Management, Purchase Order and Sales Order.
- $1,000 per module including first year maintenance. Annual maintenance after the first year is $250/module.
- Website Link http://www.dsdinc.com/group/instadocs/
- Demo by DSD (19 minutes) https://www.youtube.com/watch?v=NqM-AP-69y4

Attach documents to Invoice Data Entry by dragging and dropping.

View all attached invoices in Vendor Maintenance or from Invoice History