Year End User Group Meeting

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Introductions

- Our Firm members
- Devices on silent please.
- Restrooms
- Meeting time is 12:00 to 1:30
- Feel free to ask questions as we go
- If you need to leave early, no problem
- If you want to stay late and talk, no problem

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UGM-Topics

- What new in Sage 100 2018
- Year end processing

- Select 3rd party adds
- Current Promo's/customer upgrade schedules

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What's new in Sage 100 2018?

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Review of 2018 enhancements

- Added spell check to text inputs
- Compatible with SAP Crystal Reports 2016 now
- Warehouses can now be Active, Inactive or Restricted
- Job Cost and Payroll are now Business Objects compatible (not legacy programming any longer)
- Bar Code module updated and now called Mobility Bar Code because of its integration with Apple & Android.

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What's new continued…

- Payroll now encrypts Personally Identifiable Information (PII)
- New security role to view or edit this information on screens and reports
- Service Notification Maintenance informs an email user of PR status
- Will not be installing this version until next year.(2019)

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Sage 100 2018

- Tool Bar Mode and Auto Hide Ribbon
- More on Warehouse status, option to hide inactive in company preferences
- Bar Code Mobility is included with your subscription & will let you perform inventory, PO, SO, and BM functions.
- Visual Integrator has been updated for JC and PR. All previous jobs must be recreated.

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SWK Partnership

• Sage Endorsed program whereby local Business partners align with a national business partner for account administration and joint marketing

• So, if you hear from SWK you can certainly check in with us but it is probably legitimate.

•Program just started in 2018 so we are all still getting used to it. Frees us up to do more.

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Year End Processing

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Archiving

- Instructions found in Help
  - Select LM Main, Company Maintenance
  - In the Company Maintenance window, enter a company code and company name (i.e.: F18 (company code), ABC Distributing 2018 backup (company name))
  - Click Copy
  - In the Copy Data window, at the Source Company field, enter the company you are copying FROM
  - Select the Data Check Box corresponding to each module that you want to copy data from
  - Click proceed
  - Tie the PR QTRLY tax report to verify good copy

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Interim Release Disk (IRD)

- Supported versions for year-end are Sage 100 2015 to 2018.

- IRD release date TBA.

- Aatrix will update when first accessed.

- Aatrix maintains all of the tax forms for Sage and allows for either printing and mailing forms or e-filing.

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Federal & State E-filing & Reporting

- Plan on using some E-filing services; setup an account now with Aatrix. Test your login if you can.
- Call if you need assistance – 318-213-0375
- Sage100 version info and TTU; run LM/reports/installed modules listing
- Do not install the TTU until 2018 reporting is finished.
- If on a version prior to 2016, have us download your data and process for you (or upgrade now)
- Your subscription or maintenance must be current to access Aatrix.

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Payroll Processing year end

- Health Insurance reporting on W-2's (box 12 code DD):
- ***Interestingly enough, this seems to be still the law! Transition Relief!***
- From IRS Notice 2012-9:" **Q4. What transition relief is being provided by Notice 2012-9? Supersedes Notice 2011-28 also. To which employers and types of coverage does it apply and how long does it last?**
- A. For certain employers and with respect to certain types of coverage listed below, the requirement to report the cost of coverage will not apply for the 2012 Forms W-2 (the forms required for the calendar year 2012 that employers generally are required to provide employees in January 2013) and will not apply for future calendar years until the IRS publishes guidance giving at least **six months** of advance notice of any change to the transition relief. However, reporting by these employers and for these types of coverages may be made on a voluntary basis.
- The transition relief applies to the following:
- (1) employers filing fewer than 250 Forms W-2 for the previous calendar year ."

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Payroll processing…

- Employer Sponsored health care coverage reporting is required for tax year 2018 for ALE's.

- What is included in the "health care coverage" dollar amount? There is a chart on the IRS website.

- Tip: Ask your health insurer to provide you with this information because each health insurer is required to report this to the IRS (Code Section 6055 reporting). I would bet the IRS is comparing these numbers!

- We can import these numbers for you!

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Payroll Processing…

- FICA limit for 2018 is $128,400/2019 limit is $132,900
- FICA limit is adjusted by the TTU, all others must be manually done
- Flexible Spending Accounts limit 2018/$2650 to 2019/$2700
- Recall that the FUTA tax rate had been dropped from .8% to .6% for Louisiana
- For 2013 and beyond; additional Medicare tax withholding of .9% on payroll wages in excess of $200,000 per employee. EE only new marginal rate of 2.35%
- New Medicare Tax on unearned income equal to 3.8% of lessor of net investment income or MAGI over threshold. (FYI, doesn't affect your payroll process but it is a Medicare Tax).
- ACA reporting remains in tact for now.

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Year end W-2 Processing

- Use the "Federal and State E-filing and Reporting" options in payroll to print W-2's (prints on 4-up Blank stock W-2's) Optional W-3 also if not E-filing

- Program can print the EE notice too.(can use 4UP blank, no backing if you want)

- Each time you access this program, the system will check for the latest forms and will prompt for an internet update if needed.

- If changes are needed, make them in the PR module if possible and not the Aatrix grid.

- If you want us to handle it, just call us to pick up your payroll files remotely and we will print the W-2's for you and e-file for you.

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ACA Deadlines

- The deadline to distribute forms to employees in 2018 is Jan. 31. The IRS did not change the deadline for filing Forms 1094 and 1095 with the agency. Those deadlines remain Feb. 28 for paper and 04/01 e-file. Over 250 forms, must go electronic. Elective under 250.

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Payroll Printing

- No exclusion for moving expenses other than Armed Forces any longer.

- Make sure you check TTU or FICA limit

- E-file pricing in Aatrix is about a $1/EE, it will let you know when you get to that point in processing.

You can verify name/ss# combinations using www.ssa.gov to avoid rejections.

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Payroll Printing

- Multiple state W-2s print after the federal forms
- Dependent care and non-qualified amounts must be entered prior to printing.
- Remember to include non-cash fringe benefits before last check issued for the year
- Check your Box 12 codes in deduction maintenance and confirm they are printed on W-2's
- Run a report on the pension box in employee maintenance (driven by check box in emp maint)
- Preview your forms to test your totals (FICA limit is $128,400 for 2018).
- Keep employer copy handy for employee requests for W-2 copies
- Use can use either Aatrix or DSD enhancements (i.e. MRLA) for SUTA filings. DSD may be cheaper if you have a lot of EE's

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Payroll – Closing the Year

- Check your settings in Payroll Setup and Payroll Options
- Archive payroll again if you changed any employee data
- Check your reports and totals before completing the process
- Perform period end when ready
- Change workers comp methods and pension limits before first payroll
- Make any changes to Benefits/deduction limits

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AP and 1099's

- Copy Company
- Print reports and tie totals as needed for purchases, payments, general ledger balances, etc. Tie AP trial Balance to GL.
- Check your settings in Accounts Payable Setup and Accounts Payable Options-especially 1099 history years.
- Copy Company again after changes and also backup
- Process the Check History report
  - Sort by vendor number
  - Use to support the 1099 forms totals

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AP and 1099's

- Review Vendor Maintenance additional tab and make changes, as necessary
- Collect Tax ID numbers now!! (W-9's)
- Use AP/Reports/Form 1099 E-filing & Reporting
  - Choose form type to print and limit
  - Program prints on 4 UP Blank 1099 stock with back info or plain paper with instructions
  - Sage does not print a 1096 form
  - As of version 4.2, it is not necessary to "clear 1099 info" because the system now saves 1099 history according to the # of years you enter in A/P Setup Options. System will ask to increment the year.

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AP year end processing

- What happens during period end processing?
  - P/E looks to your AP setup options to determine what to keep and what to clear out.
  - AP setup, additional, days to retain paid invoices
  - Check the history tab settings
- What happens when it clears out data?
  - History will be purged according to settings
  - Fiscal year and period settings are incremented by one year and to period one

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Taxes and Rules Changes

- The PATH Act from December 2015, changed the reporting deadline to the government for W-2 and 1099 reporting to 1/31. BIG CHANGE! Start reconciling now….

- Changes to the overtime rules under the FLSA were to go into effect 12/01/16; however, a federal judge ordered a nationwide injuction late November. This has not been settled yet but you do not have to follow it for now.

- 401(K) 2019 contribution limit goes up to $19,000 w/ $6,000 catchup staying the same.

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Software to make work life easier!

- We have Website e-commerce integration, including Amazon Marketplace and other store fronts.
- Use Sage Payments Solutions for credit card payments because it is integrated into the software.
- Same goes for AP ACH, no checks to cut.
- Want cloud, we have cloud. Multiple companies to choose from.
- Sales tax automation: Avalara Sales Tax.
- Sage 100c
- Sage 100c Advanced from Standard

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Promotions/Upgrades/Services

- Scanforce is offering free users for either Mobile sales or WMS with a purchase.
- Abra users; special pricing is available to migrate to the Sage HRMS Payroll product. We are actively scheduling these conversion in 2018 and 2019.
- Also, 20% off MAPADOC EDI
- Contact us if you need an upgrade!
- We can prepare your W-2's/1099's/quarterly reporting/assist with ACA reporting or whatever your company may be needing, contact us for scheduling.
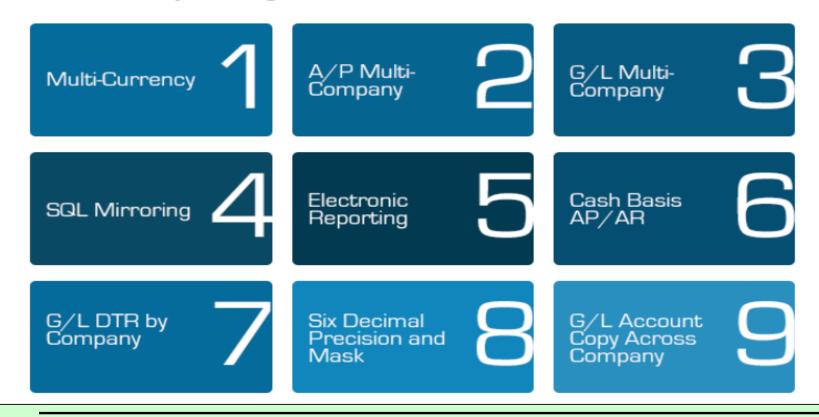
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G/L Posted Detail Editor **10**

Multiple Sales Orders On Single Invoice **11**

Multi-Company Financial Consolidation **12**

A/P Distribution Table **13**

P/R Multiple Concurrent Local Taxes **14**

I/M Contract Pricing by Valid Date **15**

A/P Security by Division **16**

Expanded Bank Codes **17**

P/R Employee/ Department Allocation **18**

G/L Reports by Company **19**

A/P Multi Company Vendor Synchronization **20**

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Questions?
User Group Meeting Suggestions?

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Sage Intelligence

- Replaces FRx (Windows 10 Build 1803)

- Utility to Convert FRx Reports and Trees

- Current Sage 100c Subscribers gets free Designer License

- Consolidated Reports requires Connector License

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