

Sage 100 Contractor Year-End Training



2025



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Agenda

1. General Information
2. Preparation
3. Backup Your Live Data
4. Close Payroll
5. Advance the GL Fiscal Year
6. Install the YE Update
7. Archiving Payroll
8. Archiving GL
9. Q&A

Year-end Resources and General Information

- Sage 100 Contractor Desktop > Home & Resources Tab > Product Documents > Year-End Guide
- Sage 100 Contractor Desktop > Home & Resources > Online Community: in search bar type in Sage 100 Contractor Year End Center.

Contact Your Sage 100 Contractor Consultant to
Schedule Time If You Need Assistance

Multi-Year Payroll

- ✓ Allows you the OPTION to close payroll year without having to Archive.
- ✓ Keeps payroll records in the current database
 - ✓ This can include multiple years of payroll
 - ✓ Enables you to run reports that span over multiple years – Example Insurance Audits.
 - ✓ Allows you to make any final adjustments to previous year

Does not create a separate database –
this isn't done until the Archiving process

Archiving Payroll

This process can now be performed anytime you are ready

Archiving does the following:

- Closes payroll for the year you are archiving (if you have not already closed)
- Creates a backup of the payroll records
 - These records are now stored in the list of Archived companies.
- In the Archive database
 - Only payroll records for the year you are archiving is retained, and future records are removed

Computation of Payroll in multi-year environment

Critical factor is the check date

- ✓ The check date year determines the employee's YTD and QTD totals
- ✓ Check date year can affect the computation of sick & vacation hours
- ✓ Voiding a payroll record with a check date in the previous year will update information for the employee for that year.
- ✓ Compute payroll uses the current payroll data to calculate rates and maximums

Refer to the release Notes for Version 24.2 for additional information about multi-year payroll.

Preparation

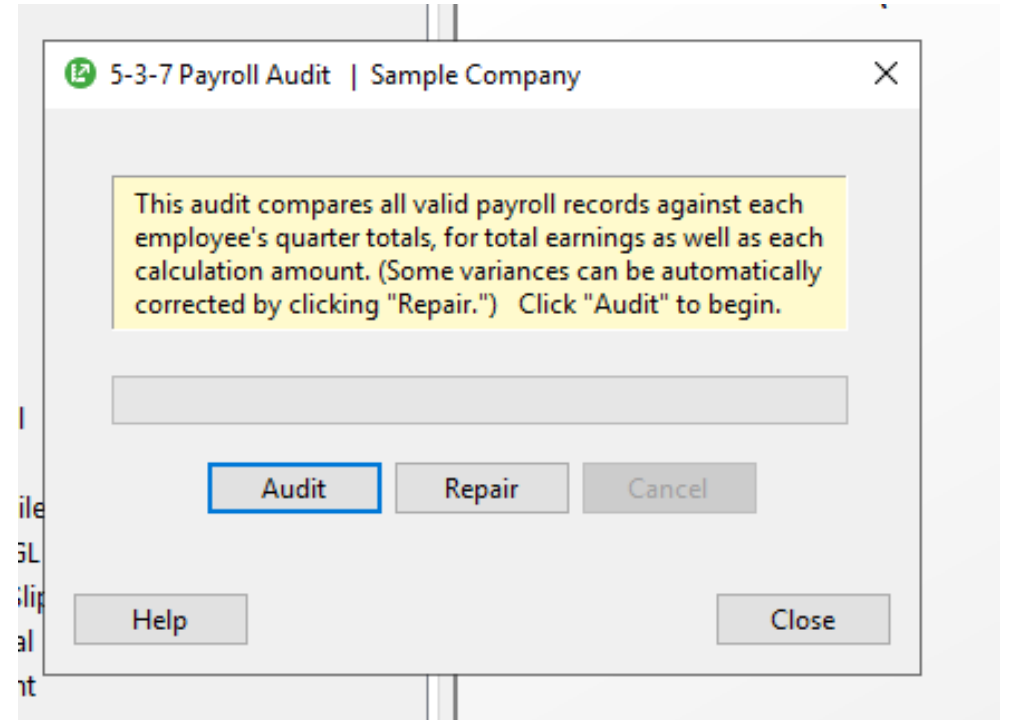
Year – End Preparation

1. Determine Last Payroll of 2024 & First Payroll of 2025
2. Determine When You Will Close Payroll & Install Tax Update
3. Audit PR & Resolve Audit Errors (Menu 5-3-7)
4. Audit the GL & Resolve Audit Errors
5. Update EE Statuses
6. Verify EE W2 Information
7. Verify Vendor 1099 Information
8. Enroll with Aatrix (<https://efile.aatrix.com>)
9. Verify Database Admin & Server Access

AUDIT Payroll – Items to Perform Now Before Closing

An audit can be done at any time.

5-3-7 Run the Payroll Audit. Resolve any audit errors so the Archiving goes smoothly.



Backup

Backup Your Live Data

MAKE A BACKUP – Database Administration Tune Up/Backup/Restore

Sage 100 Contractor Database Administration | SAGE100DEMO2019\SAGE100CON | SQL Server 2014 Express Edition (64-bit) v12.0.2000.8

Sage | 100 Contractor Database Administration version 26.2.241.0

Add / Delete Companies...

Tune Up / Back Up / Restore...

Tune Up Company Databases

Back Up Companies

Restore Company from Backup

Create Sage Support Backup

Upgrade Company Databases

Archive Company Data...

Schedule Nightly Maintenance...

Company Admins / SQL Logins...

Migrate from Version 19.8...

Server Management...

Toolbox...

Advanced Settings...

Logged in as 'digisales'

Company	Last Backup
<input type="checkbox"/> AVT S100C YE	12/11/2024 8:28:...
<input checked="" type="checkbox"/> AVT S100C YE TEST	12/12/2024 1:04:...
<input type="checkbox"/> Demo 2	12/10/2024 10:36:...
<input type="checkbox"/> Demo DB	12/10/2024 10:38:...
<input type="checkbox"/> Digitek Demo 1	12/10/2024 10:40:...
<input type="checkbox"/> Digitek PowerApp (Sandbox) 3 Rivers Drilling & Blasting	12/10/2024 1:49:...
<input type="checkbox"/> HardHat Const	12/10/2024 12:35:...
<input type="checkbox"/> HardHat Const No Data	12/11/2024 1:06:...
<input type="checkbox"/> HardHat From Orig	12/11/2024 1:05:...
<input type="checkbox"/> J C Gutters	12/10/2024 12:43:...
<input type="checkbox"/> Jesse - HardHat Const	12/11/2024 1:05:...
<input type="checkbox"/> Old !00 DB	12/10/2024 12:47:...
<input type="checkbox"/> PMW Co Test	12/10/2024 1:29:...
<input type="checkbox"/> S100C-Project10 v19	12/11/2024 1:05:...
<input type="checkbox"/> S100C-Service v20	12/11/2024 1:04:...
<input type="checkbox"/> Sage 100 Sample DB NEW	12/11/2024 12:22:...

Enter the location for the backup files:

S:\Sage100Con Browse...

Cancel Create Backup

Backing up 'AVT S100C YE TEST'...

Close Payroll

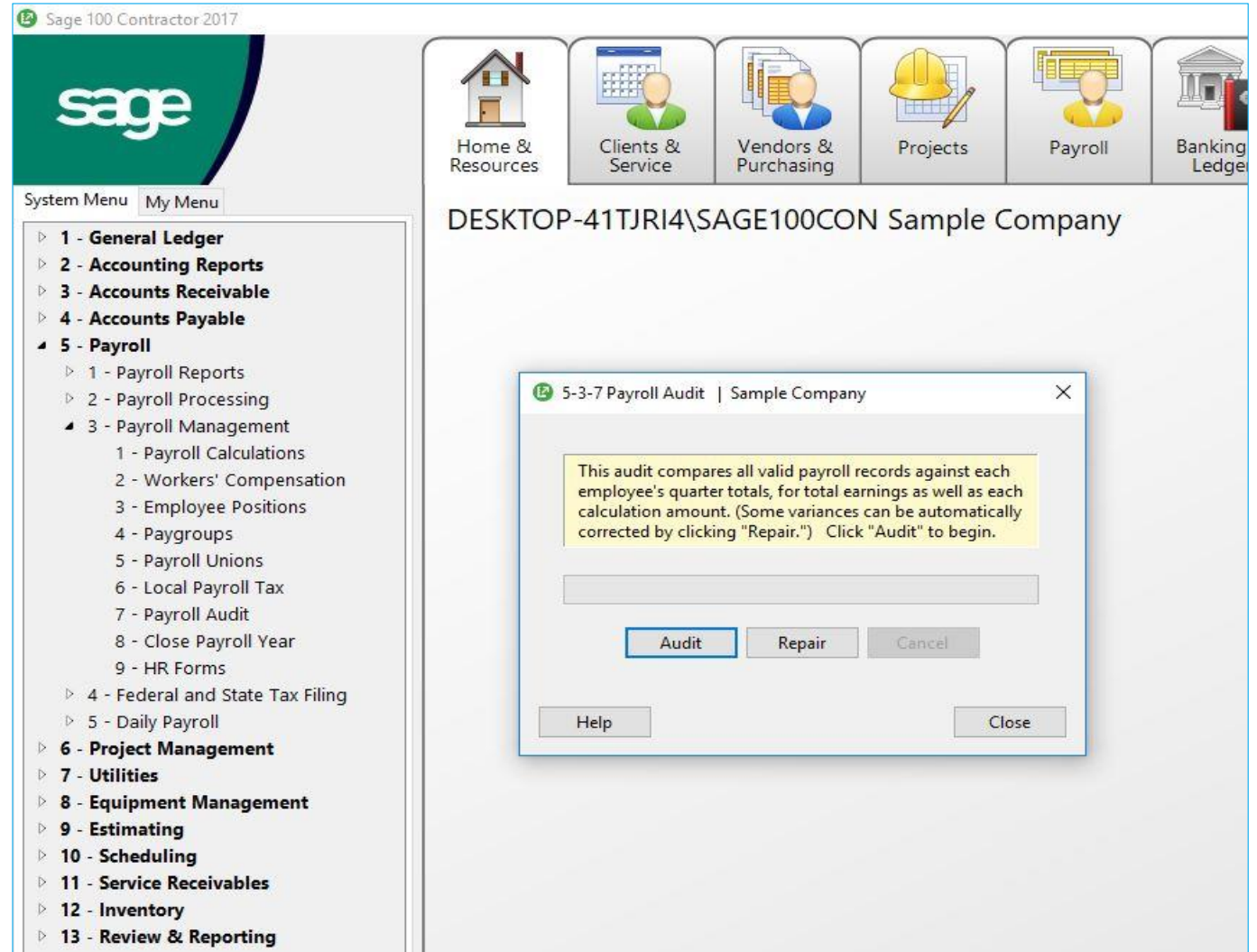
Before Payroll Close

- Issue any reimbursements and/or contributions for the year if you have not been doing so throughout the year
- Knowledge Base Examples:
 - Health Insurance
 - Vehicle Reimbursements
 - HSA Contributions
- Final compute and post for the closing year
 - You can enter new year payroll records but ***don't compute them***
- Audit and resolve any audit errors as needed.
 - Choose Repair to address any audit errors

Audit Payroll

Run the Payroll Audit in 5-3-7

NOTE: If you have any errors, Click Repair to resolve. If Errors still exist, contact your Sage Consultant to assist in correcting the errors



Close Payroll Year at 5-3-8 Menu

- ✓ Clears employee's YTD and QTD totals, including sick and vacation YTD amounts
- ✓ Creates employee ACA records for the new year
- ✓ Advances the current payroll year

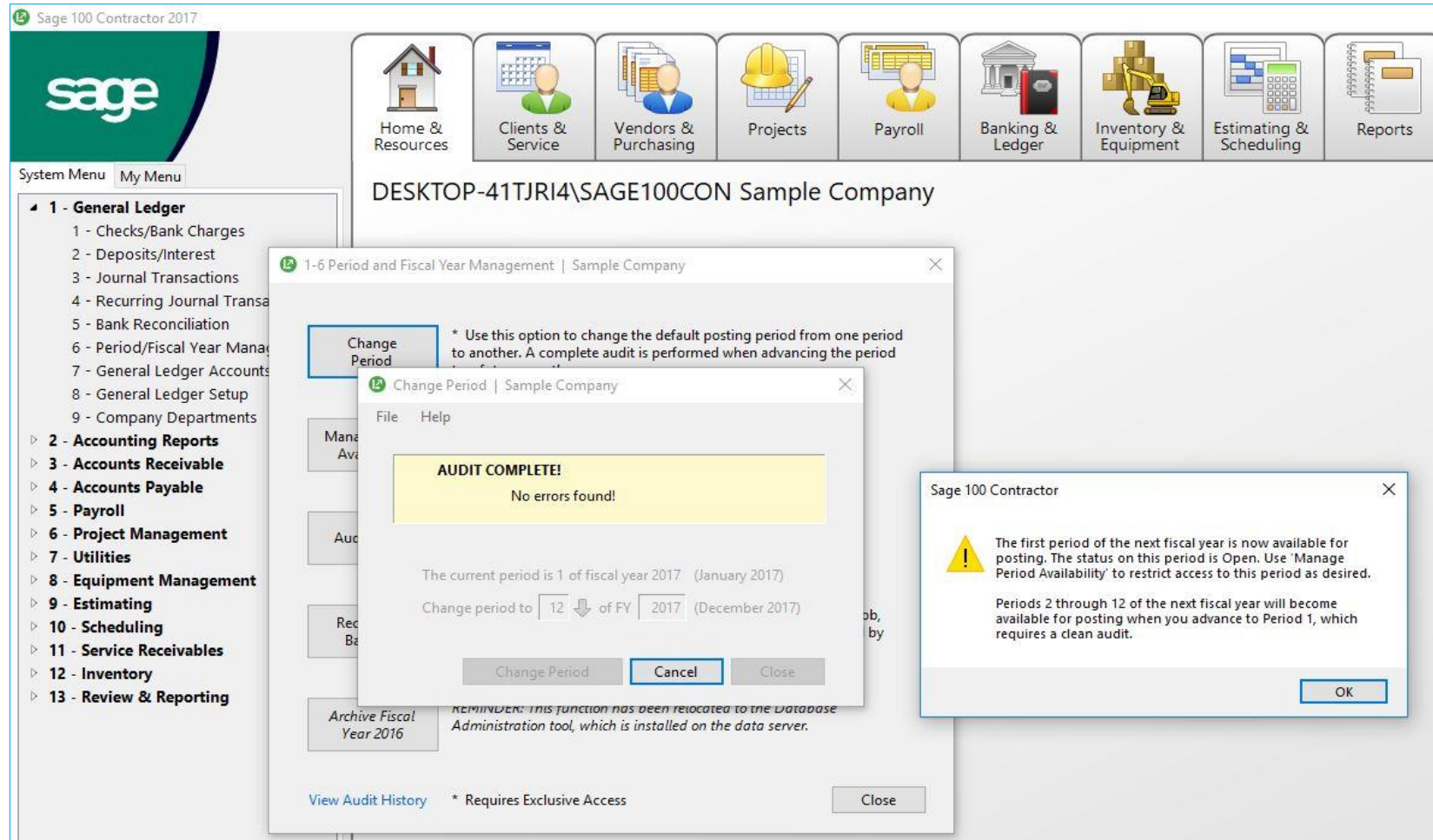
Advancing the Fiscal Year

Process for Advancing a Fiscal Year Step 1

Verify Posting Period

In 1-6 Period and Fiscal Year Management, Select Change Period. Make sure the Posting Period is Set to 12.

NOTE: You must have exclusive access in order to perform these steps.



Process for Advancing a Fiscal Year Step 2

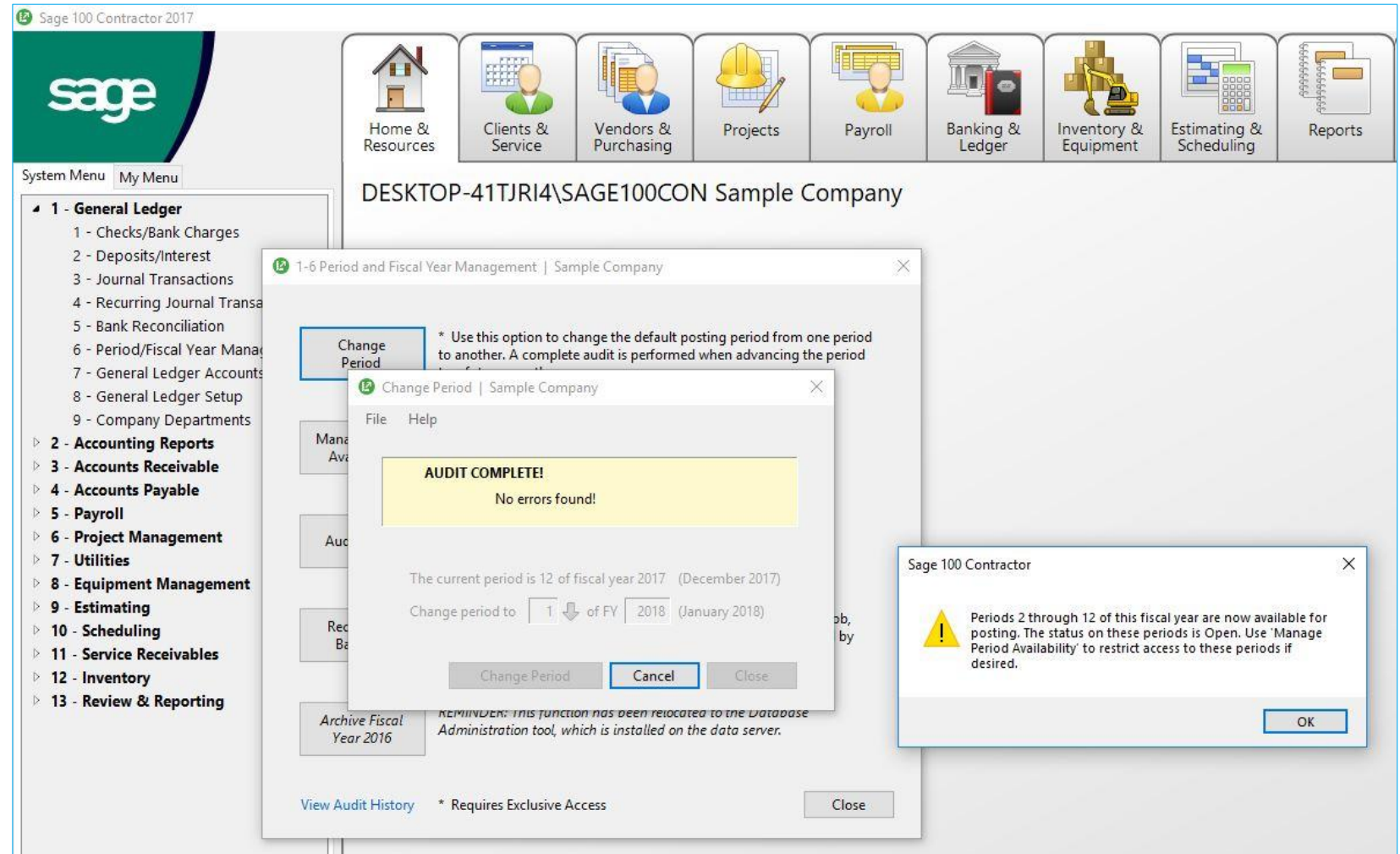
Period Audit Errors

- a. The Period Audit is completed once you advance to the current month. If audit errors occur, select 1-6 Period Fiscal Year Management then Recalculate Balances. You can resolve most of these audit errors by recalculating the General Ledger Balances.
- b. If any remaining audit errors cannot be repaired by Recalculating Balances, you must contact Customer Support to assist in correcting these errors. Please have your Company Name, Telephone number, Software Version and Sage ID found under the Home and Resources tab under and select “About Sage 100 Contractor”

Process for Advancing a Fiscal Year Step 3

Advance the Fiscal Period to 2024

- a. Open 1-6 Period and Fiscal Year End Management. Select Change Period and then Change Period to Period 1
- b. Periods 2 through 12 are now available.



Advancing Fiscal Year Process Summary

What Happens in SAGE Once you have advanced the fiscal year?

- a. When you advanced your fiscal year period from Period 12 to Period 1, Sage Audits your accounting records to verify that all valid balanced transactions support the General Ledger account balances.
- b. Sage 100 Contractor DOES NOT Require you to close/archive your books in order to move forward with the Next Years transactions.

Install the Year-End Tax Update

After Payroll Close

- Update your rates and maximums for the new year as needed in:
 - 5-2-1 Employees (Calculations)
 - 5-3-1 Payroll Calculations Social Security EE/ER max \$168,600 for 2024
 - 5-3-2 Workers' Compensation
 - 5-3-4 Paygroups, Paygroup Benefits
 - 5-3-6 Local Payroll Tax
- Update Simple Time Entry (if using) 5-6-6 BiWeekly
- Update accrued vacation and/or sick 5-2-1 (does not automatically reset)
- Clean up (get rid of) calculations you are no longer using

New Year Payroll Preparation

- a. Install the Year-End tax Update received with your Year End Notice
 - a. New tax tables are scheduled to be published mid December
 - b. May be more updates published after the new year
- b. Update All Pay Calculations as needed by selecting 5-3-1 Payroll Calculations. Delete any Payroll Calculations that you will not be using in the New Year.
- c. Adjust any default Max, i.e. 401(k) Maximum, SUTA, State Disability, and update any Rate changes.
- d. Select Payroll Calculation, Options, Update Employees, Update Default Rate and Maximum

NOTE 1: If All Employees are effected with the Pay Calculation Change Select “Update All Employees” If a Calculation only effects certain Employees Select “Employees With This Calculation”

NOTE 2: If you have variable rates for employees, you must update each employee in the individual Employee Record

Preparation for Archiving a GL Year



Allow sufficient time for the year-end process

The Time required depends on the size of your company and any audit errors encountered during the closing process.

Database Admin & Server Admin Access is Required

Items to Perform Now Before Archiving

- ✓ Run the Audit and resolve any Audit errors:
1-6 Period and Fiscal Year Management > Audit
- ✓ Verify there are no unprinted or unposted checks
- ✓ Change "Status" on jobs you do not want carried forward into the current database.
- ✓ Jobs with a status of Refused or Closed can be removed

Preparation for Archiving a Fiscal Year

Job Status and Removal

If any jobs are to be removed at the year-end, they must have a status of Closed or Refused.

NOTE: If you need to change several Jobs to a “Closed” status, you can use a picklist window to close multiple jobs at once. Open 3-5 and select update, Closed Status. This will prompt you to select multiple jobs.

Jobs with any open activity will not be removed.

3-5 Jobs (Accounts Receivable) | Sample Company | DESKTOP-41TJRI4\SAGE100CON

File Edit View Options Update Help

224 | Contacts | Phone# search

* Job Name: Walking Shoes Shop
* Short Name: % Complete
* Job Status: 6 - Closed
Job Type: 0 - None

General Information | Contacts and Personnel | Project Dates and Sales Information

Client: 138 - George Olson
Address 1: 1255 A Street
Address 2:
City: Novato
State: CA | Zip: 95823
Sales Tax District: 1 - Sonoma, CA
Payroll Locale:
Income Account: 4000 - Contract Income
Department: 1 - California Office
☐ Requires certified payroll reporting
☐ Post expenses to WIP asset account

Due Terms: 30DY
Discount Terms: 10DY
Discount Rate: 2.00
Finance Rate: 18.00
Retainage Rate: 10.00
Client PO#:
Contract#:
Contract Amount: 55,300.00
Beginning Balance:
Current Balance: -5,000.00

Bid Items | Phases | Budget | Purchase Orders | Subcontracts | Change Orders | A/R Invoices | Payments | Contract Summary | Proposal | A/P Invoices | S/R Invoices

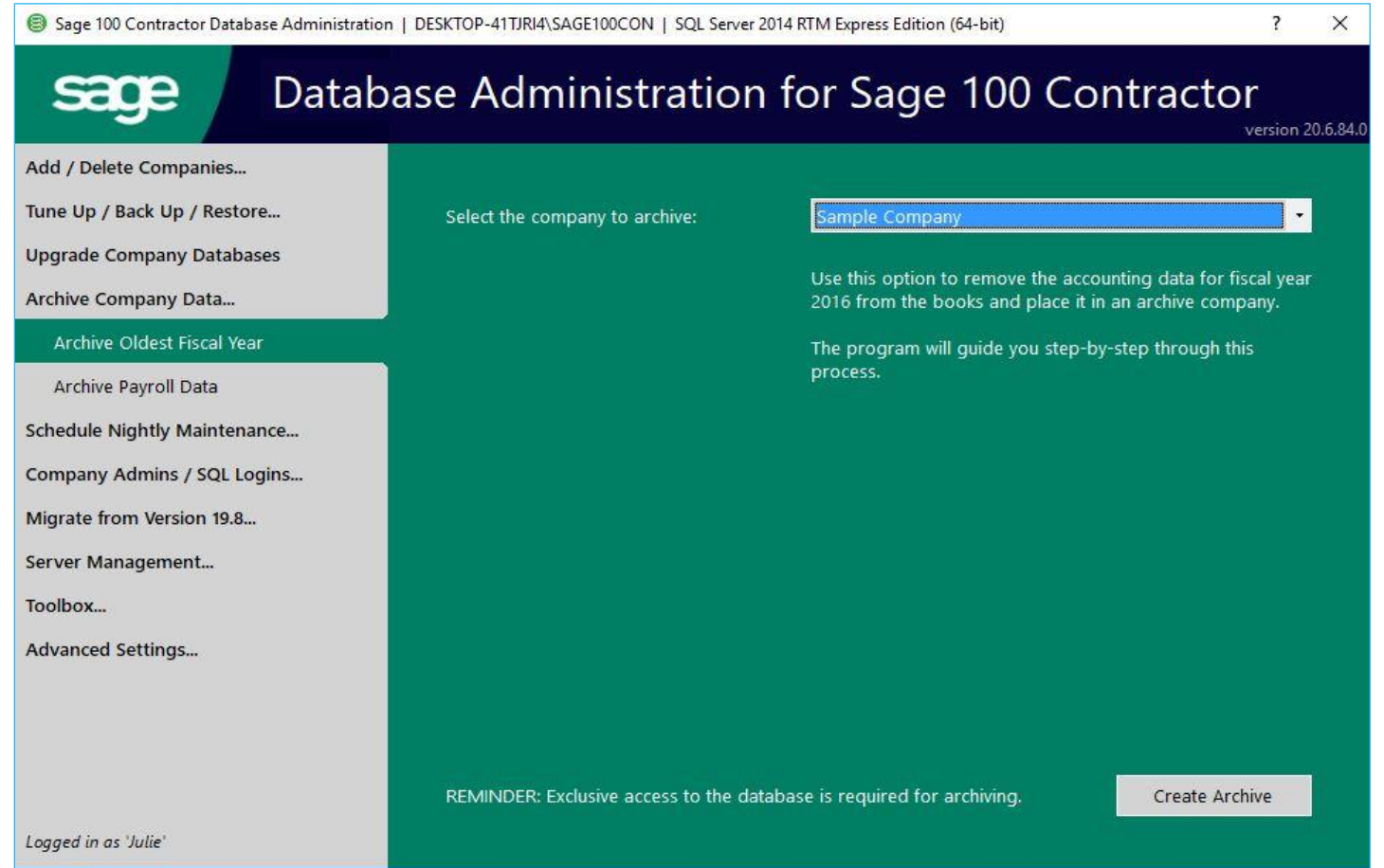
Job status (1-Bid, 2-Refused, 3-Contract, 4-Current, 5-Complete, 6-Closed) | * Selection is required

Process for Archiving General Ledger Data Step 1

Archiving your Oldest Fiscal Year Data

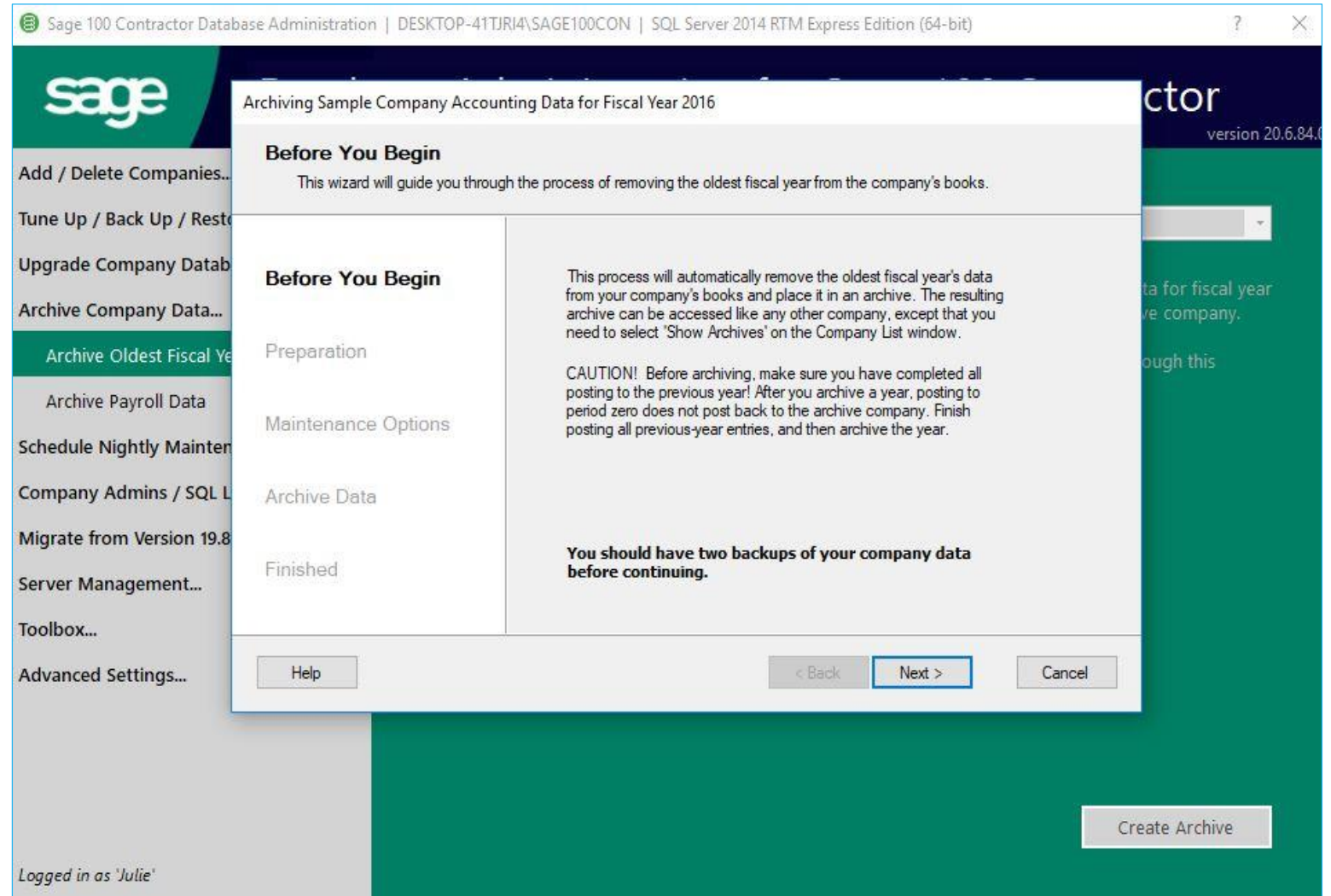
In the Database Administrator, Select Archive Company Data and then Archive Oldest Fiscal Year. Select Company to be Archived and Double Click on Create Archive.

Suggested Archive Practice: Do Not Archive the most recent closed Year



Process for Archiving General Ledger Data Step 2

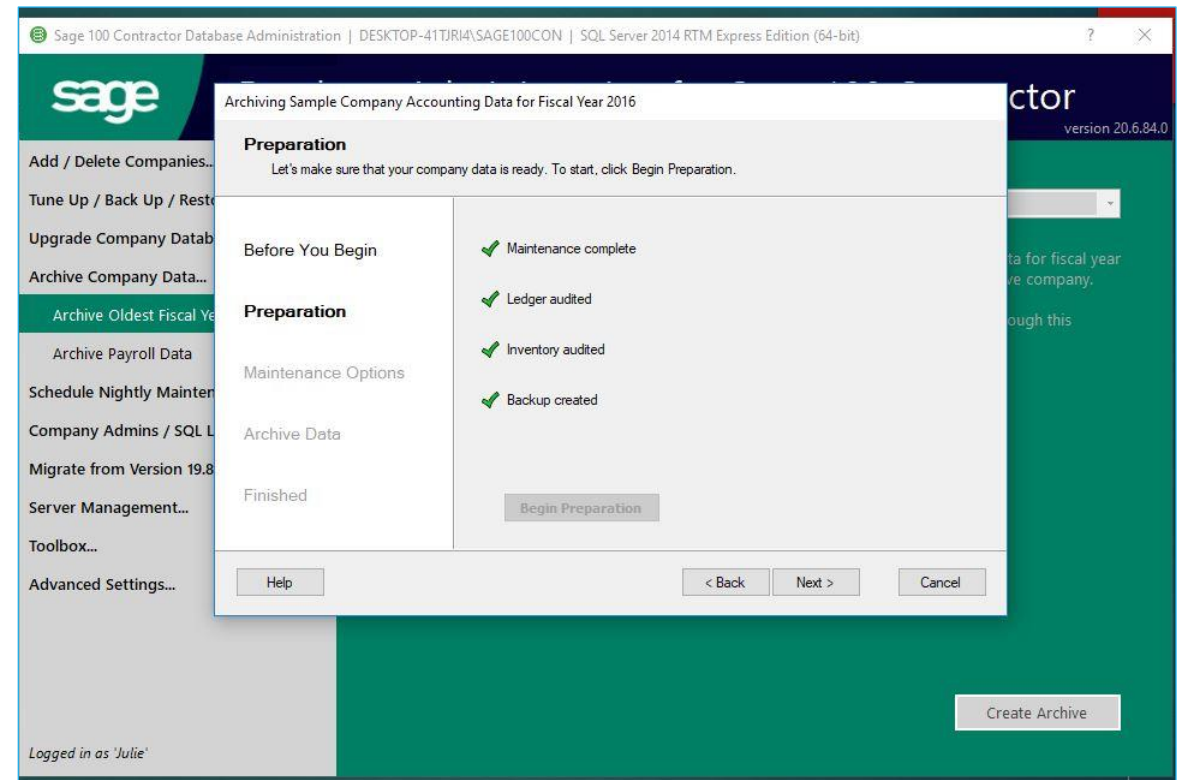
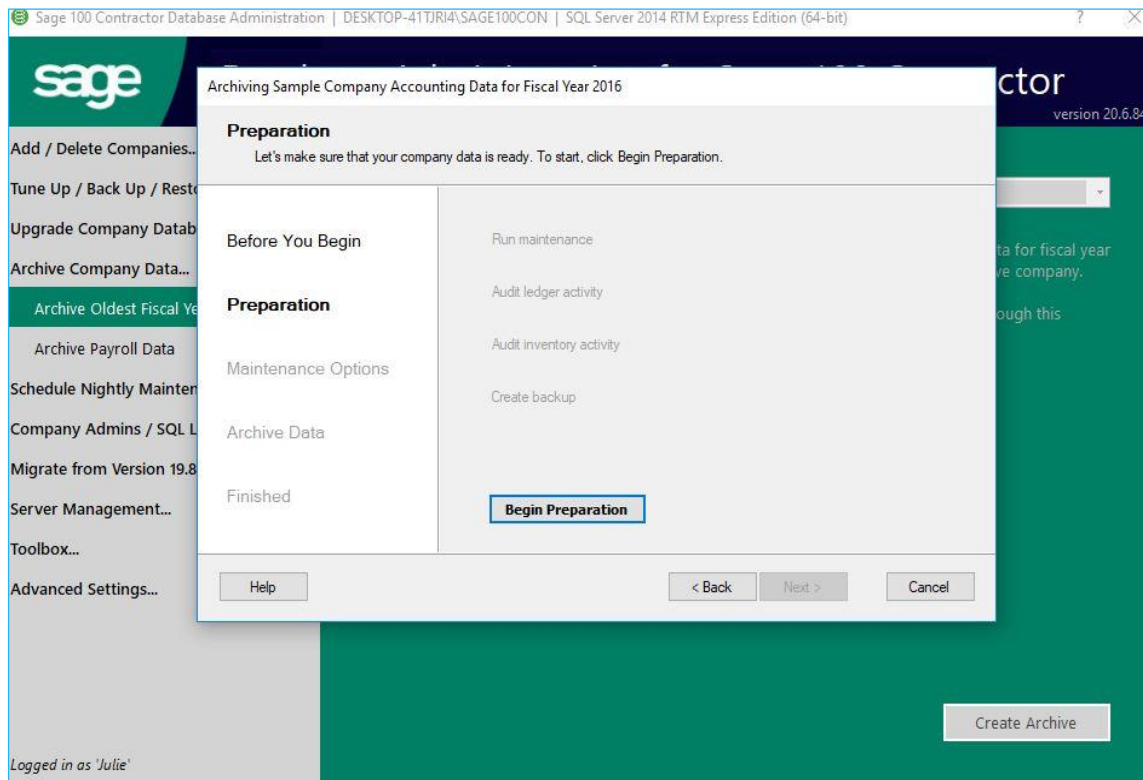
This will bring you to the Archive Data Wizard. The Wizard will guide you through the process as follows:



Process for Archiving General Ledger Data Step 3

On the Preparation Page, Select “Begin Preparation”

This process will automatically run maintenance, Audit Ledger Activity, Audit Inventory if applicable and create the company back up. Once completed, Hit “Next”



Process for Archiving General Ledger Data Step 4

On the Maintenance Option Page, Select the maintenance tasks you want to have performed. Then click “Next”

Sage 100 Contractor Database Administration | DESKTOP-41TJRI4\SAGE100CON | SQL Server 2014 RTM Express Edition (64-bit)

Archiving Sample Company Accounting Data for Fiscal Year 2016

Maintenance Options
Choose maintenance tasks you'd like performed on your current company after the fiscal year is removed.

Before You Begin

Preparation

Maintenance Options

Archive Data

Finished

- ☒ Remove jobs with Closed or Refused status and all related records.
- ☒ Remove payable invoices with Paid or Void status and no Job#.
- ☒ Remove service invoices with Paid, Completed, or Void status dated prior to 12/31/2016
- ☒ Remove purchase orders with Closed status and no Job# dated prior to mm/dd/yyyy

Help < Back Next > Cancel

Create Archive

Logged in as 'Julie'

Process for Archiving General Ledger Data Step 5

On the Archive Data Page, Type in the Name of the Company Archive
i.e. 2023 ABC Company Archive.

Click “Begin Archiving” and then
“yes” if you have backed up your data
previously.

Sage 100 Contractor Database Administration | DESKTOP-41TJR14\SAGE100CON | SQL Server 2014 RTM Express Edition (64-bit)

sage **Contractor** version 20.6.84.0

Archiving Sample Company Accounting Data for Fiscal Year 2016

Archive Data
Now let's actually archive the year. Enter an archive name and click Begin Archiving.

Before You Begin

* Enter name for company archive

Create company archive
Verify archive
Remove fiscal year
Perform maintenance tasks
Verify current company

Begin Archiving

Help < Back Next > Cancel

Logged in as 'Julie'

Create Archive

After You Archive Company

✓ **Verify Archive Data Complete**

- ✓ Compare to reports created in the Preparation process.

✓ **Change Security**

- ✓ Menu 7-2-1 Security Groups – recommend changing security rights of all user groups to “No” to help prevent users from accidentally saving, voiding, etc. in the Archive.
- ✓ Company Administrator can still have access

✓ **Change Archive Company Name**

- ✓ 7-1 Company Information – eliminates confusion when printing reports from the Archive

✓ **Lock Posting Periods**

- ✓ Menu 1-6 Manage Period Availability – extra assurance that no entries will be made accidentally.

After You Archive – Current Company

- ✓ Remove Unused Vendors
- ✓ Changes to Existing General Ledger
- ✓ Additional Entries to Archived General Ledger
 - To post a prior year transaction, post the transaction to period 0 of the current year.
 - Archived transactions or transactions posted to Period 0 in the current company cannot be voided; a reversing entry will need to be entered

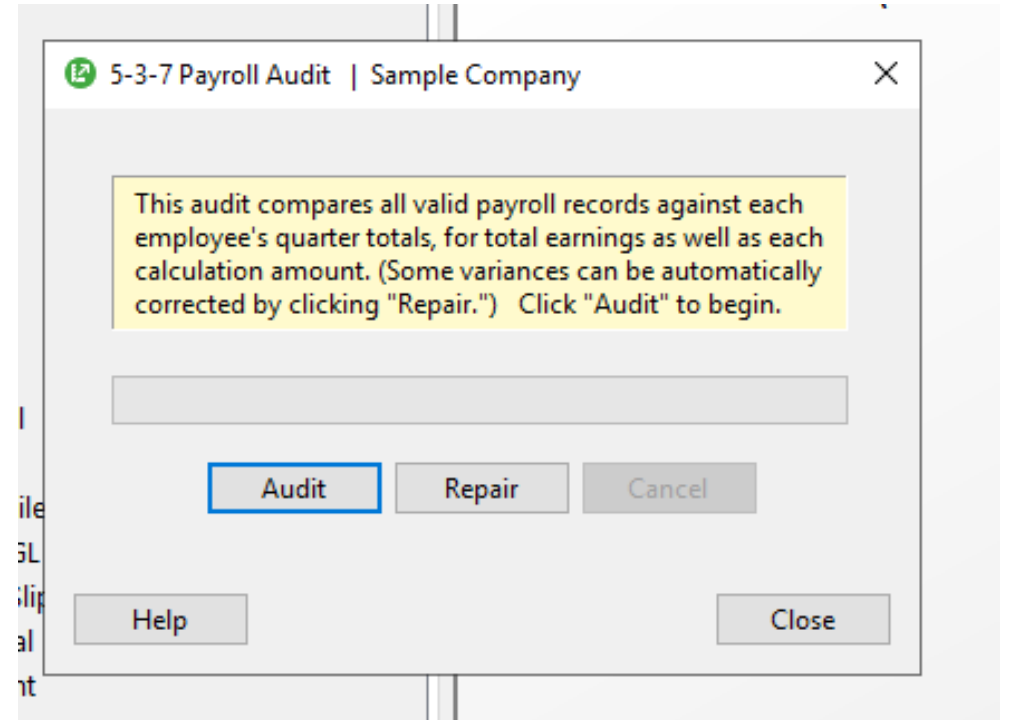
Archiving Payroll

ARCHIVING Payroll – Items to Perform Now Before Archiving

Archiving can be done at any time.

5-3-7 Run the Payroll Audit. Resolve any audit errors so the Archiving goes smoothly.

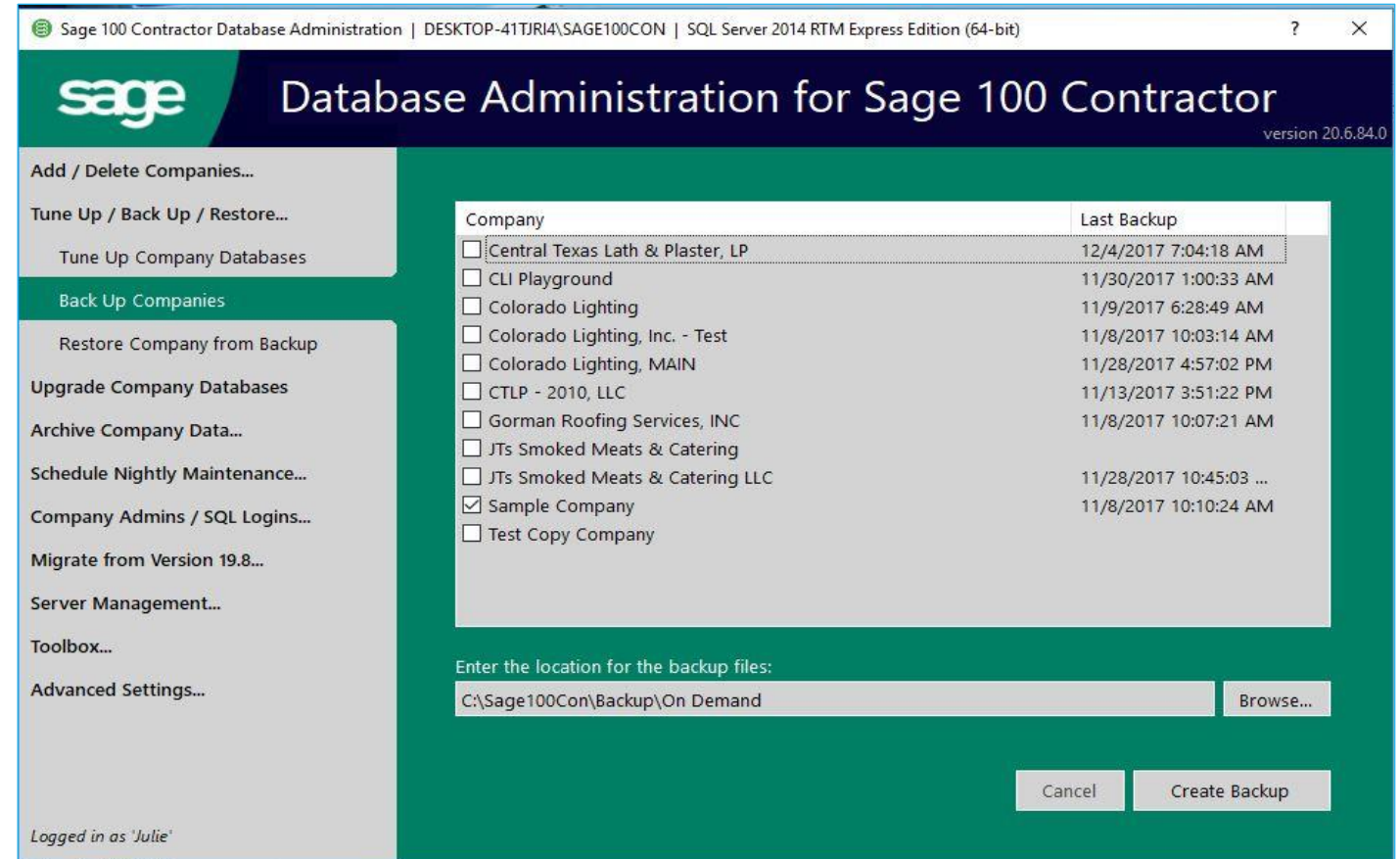
Note: Sage 100 Contractor DOES NOT (with most recent update 23.2.xxx) let you Archive payroll with un-computed and/or unposted checks.



Process for Archiving Payroll Step 1

Before entering timecards for the new Payroll Year, you need to perform the following steps in preparation for the Archiving process ***IF YOU CHOSE TO GO DIRECTLY TO ARCHIVING VS CLOSE***

- Decide on your Archive date now
- Back up your company data through Data Base Administrator



Process for Archiving Payroll Step 2

Review Employee Status and Removal – Open 5-2-1 Employees

- If you want to remove any employees, they must have a status of Quit, Laid Off, Terminated or Deceased
- 5-1-1-21 Employee List: This report shows all employees and their status

The screenshot shows the '5-2-1 Employees' form for 'Sample Company' in the 'DESKTOP-41TJRI4\SAGE100CON' environment. The form has a menu bar (File, Edit, View, Options, Help) and a toolbar with various icons. The main form area is divided into tabs: 'General Information' (selected), 'Human Resources', 'Compensation', 'Direct Deposit', 'Calculations', 'Additional Contacts', and 'ACA'. The 'General Information' tab contains fields for: * First Name (Samuel), M.I. (D), * Last Name (Torres), * Status (5 - Terminated), Address 1 (87 Bridge Road), Address 2, City (Santa Rosa), State (CA), Zip (99999), Phone# ((999) 555-4712), Fax#, Home#, Pager#, Cell#, User Def1, User Def2, Email, and Equipment. At the bottom, there are buttons for 'Earnings', 'Payroll', 'Licenses', and 'Training'. A footer note states: 'Employee status (1-Current, 2-On Leave, 3-Quit, 4-Laid Off, 5-Terminated, 6-Probation, 7-Deceased) | * Selection is required'.

Process for Archiving Payroll Step 3

Print Reports for After-Archive Verification

- a. Print the 5-1-2-41 Payroll Check Register ~ Totals Page report. This report will also be used for verification purposes after the books have been closed.
- b. Print the 5-4-3 ACA Hours Allocation report. This report will be used to determine the number of full-time and full-time equivalent employees per month, and as a reference when you fill out federal forms required under the Affordable Care Act
- c. Open 5-2-2 Payroll Records. ***(Only for version prior to V 24.2.X)*** Select File then Count and write down the number of records. The number of files will be used for verification purposes after the books have been closed.

Process for Archiving Payroll Step 4

Archiving Payroll Data

NOTE: You cannot enter payroll data with check dates in the new calendar year until you archive payroll for the previous year ***if you have chosen not to Close payroll***

- Open Database Administrator and Select Archive Company Data then Archive Payroll Data
- Click “Create Archive”

Reminder: All Users Must be Out of Sage During the Archive Process

The screenshot shows the 'Database Administration for Sage 100 Contractor' window. The left sidebar contains a menu with options: 'Add / Delete Companies...', 'Tune Up / Back Up / Restore...', 'Upgrade Company Databases', 'Archive Company Data...' (which is highlighted), 'Archive Oldest Fiscal Year', 'Archive Payroll Data' (which is selected), 'Schedule Nightly Maintenance...', 'Company Admins / SQL Logins...', 'Migrate from Version 19.8...', 'Server Management...', 'Toolbox...', and 'Advanced Settings...'. The main area displays instructions for archiving payroll data. It includes a dropdown menu for 'Select the company to archive:' with 'Sample Company' selected, and a text input field for 'Enter the name for the payroll archive:' with '2017 Company Payroll Data' entered. Below these, there are checkboxes for 'Remove employees with the selected status(es) that are no longer referenced in the database:'. The checked options are 'Terminated' and 'Deceased'. There is also an unchecked checkbox for 'Laid Off' and another for 'Quit'. At the bottom, there is a checkbox for 'Approve each employee's removal'. A 'Create Archive' button is located at the bottom right. A reminder at the bottom states: 'REMINDER: Exclusive access to the database is required for archiving.' The window title bar shows 'Sage 100 Contractor Database Administration | DESKTOP-41TJRI4\SAGE100CON | SQL Server 2014 RTM Express Edition (64-bit)'. The bottom left corner of the window shows 'Logged in as 'Julie''.

Process for Archiving Payroll Step 5

Verify the Archived Payroll Data by Opening Up Sage and Select “SHOW ARCHIVES”

- a. Select the Archived Company
- b. Verify the following from the record counts and reports ran prior to Archiving
 - a. Payroll Check Register Totals
 - b. ACA Hours Allocations Report
 - c. Payroll Records Count *if you did not choose to Close payroll*
 - d. Accounts Payable Records Count

Verification:

- If these totals match, your archive has been completed successfully.
- If there are any discrepancies, restore your back up and create a new archive.

NOTE: All W-2's and 4th Quarter Reports Must be Run through the Archived Payroll Company if you chose to Archive vs Close payroll

Change Security in the PR Archive

✓ Change Security

- ✓ Menu 7-2-1 Security Groups – recommend changing security rights of all user groups to “No” to help prevent users from accidentally saving, voiding, etc. in the Archive.
- ✓ Company Administrator can still have access

✓ Change Archive Company Name

- ✓ 7-1 Company Information – eliminates confusion when printing reports from the Archive

✓ Lock Posting Periods

- ✓ Menu 1-6 Manage Period Availability – extra assurance that no entries will be made accidentally.

Current Company Database

- Archived year's payroll records are removed
- Removes the archive year's records from Simple Time Entry where the work data is earlier than November 1 of the archive year
- Removes employee records according to the archive options selected

Reminder

- **Year-End Update Booking:** itsupport@digitekolutions.com
- *[Please submit any new support requests using our support ticketing form](#)*
- **Windows Server Support End Date**

Windows Server Vers.	Mainstream End Date	Extended End Date
2016	Jan 11, 2022	Jan 12, 2027
2019	Jan 9, 2024	Jan 9, 2029
2022	Oct 13, 2026	Oct 14, 2031

- **Alternatives**

- Digitek's All-In-One Cloud Hosting
- Sage Intacct Construction

Sage Intacct for Specialty Contractors

Wed, Dec 18, 10am PT
<https://bit.ly/SC1218>

Thank You! Questions?



Monica DeLisle
Solutions Architect



Audra Speth
Customer Success Manager



Sage Partner

* Recording of this webinar will be available to you next Tuesday.