

Get Ready, Set, Go! with Sage 100 ERP 2015

Deborah Nelson – Product Manager



A day in the life at La Vida...

La Vida Corporation

- Distribution
- Service



Executives



Sales and Customer Service



Accounting and Payroll



IT/System Admin

Supply Chain, Production
and Warehouse



- [illegible]



**What's New
in Sage 100
ERP 2015!**

Kurt

IT / System
Administration





sage * Transaction Entry (ABX) 21/10/2014

Transaction Type: Transfers Batch: 00001

Entry Number: 00000001

1. Header | 2. Lines

Quick Row

	Item Code
1	6655
2	8953
3	SAMPLES
4	ARS-9101
5	

To Warehouse

From

D

sage * Transaction Entry (ABX) 21/10/2014

Transaction Type: Transfers Batch: 00001

Entry Number: 00000001

1. Header | 2. Lines

Transaction Date: 21/10/2014

Sage 100 ERP

Please fill in Transfer Reason

OK

Tfr Reason

sage

sage * Transaction Entry (ABX) 21/10/2014

Transaction Type: Transfers Batch: 00001

Entry Number: 00000001

1. Header | 2. Lines

Quick Row 1

	Item Code	Quantity	Extension
1		.0000	0.00

To Warehouse





Sage 100 ERP

You are upgrading to a version of Sage 100 ERP that includes the new purchase order history.

Choose how to implement this feature for all companies.

Retain Purchase Order History ☒
Retain Deleted Orders ☐
Retain Deleted Lines for Orders ☐

You can create records in the Purchase Order History files for standard orders, drop ship orders, and material requisition orders. Select the check box below to create the history now or you can create it later using the [Create Purchase Order History](#) utility. The time required to create the history varies based on the amount of data in your data entry files.

Create purchase order history for all companies ☐

Purchase Order Options (ABC) 9/26/2014

1. Main | 2. Additional | 3. Generate | 4. Entry | 5. Line Entry | 6. Printing | 7. History

Retain Purchase Order History ☒
Retain Deleted Orders ☐ Prompt
Retain Deleted Lines for Orders ☐ Prompt

Purge Purchase Order Recap at Period End ☒

Years to Retain Purchase History

Retain Receipt History ☐
Retain Comment Lines in Receipts ☐

Sage 100 ERP

Do you want to save the deleted order in history?

Yes No

Cancellation Code

Cancellation Code

P/O Cancel and Reason Code Maintenance

	Code	Description	Inactive
1	BPRC	Better pricing found	<input type="checkbox"/>
2	CUST	Customer Cancelled	<input type="checkbox"/>
3	NOQTY	Not enough quantity to fill	<input type="checkbox"/>
4	OBS	Item obsolete by vendor	<input type="checkbox"/>
5			<input type="checkbox"/>

Accept Cancel

Create Purchase Order History (ABC)

This utility will create records in the Purchase Order History files from standard orders, drop ship orders, and material requisitions contained in the Purchase Order Data Entry files.

Proceed Cancel

Sage 100 ERP - Purchase Order History Creation

Jen

Purchasing

**Supply Chain
Management**



Purchase Order History – Inquiry and Reporting



Purchase Order History Inquiry (ABC) 9/30/2014

Order Number: 0010002 | 1. Header | 2. Address | 3. Lines | 4. Totals

Order Date: 5/15/2010 | Order Type: Standard

Vendor No.: 01-UPS | Name: United Post Office Service

Order Status: Active Order | Required Date: 6/15/2010

1099 Form: None | 1099 Box:

Sales Tax: Schedule: DEFAULT | Default Tax Schedule: | Use Tax: ☐

Purchase Address: Ship-To Address: 0000 | Terms Code: 03 | Ship Via: UPS | Warehouse: 000

Confirm To: E-mail: | Telephone: | Fax: | Comment: | On Hold: ☐

Additional Fields

Line: 1 | Item Code: VOG-CM-CB | PRINTOUT CATCHER BASKET

Original Order Quantity	300.00	Quantity Received	200.00
Original Order Unit Cost	.000	Quantity Backordered	100.00
		Quantity Invoiced	200.00

G/L Account: 115-00-03 | Inventory - Central Warehouse

Weight: .0000 | Weight Reference:

Required Date: 6/15/2010

Vendor Item Code: VOG-CM-CB

Product Line: W/F&A | WORKSTATION FURN & ACCESS

Tax Class: NT | Use Tax: ☐

Sales Order No.:

Customer PO No.:

OK

Purchase Order History Report (ABC) 9/30/2014

Report Setting: STANDARD | Save

Description: Purchase Order History Report

Setting Options

Type: Public | Print Report Settings: ☐ | Number of Copies: 1

Default Report: ☒ | Three Hole Punch: ☐ | Collated: ☒

Sort Report By: Purchase Order Number

Types to Print

All Types: ☐ Purchase Orders: ☒ Drop Ship Orders: ☒ Material Requisitions: ☐

Cancelled Orders: ☐ Cancelled Drop Ship Orders: ☐ Cancelled Material Requisitions: ☐

Extension Calculation: Revised Order Quantity | Print Original Unit Cost and Quantity: ☒

Print Summary Report: ☐ Include Extended Description: ☐ Print Comments: Partial

Include Cancelled Lines: ☐ Print Sales Order Information: ☐

Selections

Select Field	Operand	Value
Purchase Order Number	All	
Vendor Number	All	
Vendor Purchase Name	All	
Order Date	All	
Master Repeating Order Number	All	
Last Receipt Date	All	
Last Invoice Date	All	
Completion Date	All	
Order Cancel Reason Code	All	
Order Sales Order Number	All	

HP Officejet 6700 (Network) | Keep Window Open After: Print ☐ Preview ☐ | Print | Preview | Setup

Purchase Order Copy From



Purchase Order Entry (ABC) 9/30/2014

Order Number: 0010019 [Navigation icons] **Copy from...** Defaults... Vendor...

1. Header | 2. Address | 3. Lines | 4. Totals | User: diane

Order Date: 9/30/2014 | Order Type: Standard Order | Master/Repeat PO: [Search icon]

Vendor No. [Search icon]
Name: [Text field]

Order Status: New
Required Date: 9/30/2014

1099 Form: None
1099 Box: [Dropdown]

Sales Tax Schedule: [Search icon]

Use Tax: ☐

Quick Print... [Print icon]

Copy From

Copy from: Purchase Order

Order Type: Standard Order

Copy from Number: 0010012

Receipt Number: [Text field]

Copy Memos: ☐

Fax: [Text field]

Comment: [Text field]

On Hold: ☐

Copy From

Copy from: Purchase Order

Purchase Order History

Purchase Order Receipt History

Copy from Accounts Payable Invoice History

Receipt Number: [Text field]

Copy Memos: ☐

Copy From

Copy from: Purchase Order Receipt History

Order Type: Standard Order

Copy from Number: 0010014

Receipt Number: G001007

Copy Memos: ☐

OK Cancel



Check, Deposit and Adjustment Entry (ABC) 10/1/2014

Bank Code: A Description: Security Pacific Checking Current Bank Balance: 6,384.50

1. Checks 2. Dep/Adjust

	Check No.	Entry No.	Check Date	Reference	Payee Name	Amount	Cleared	Chk
1	001729	000000	5/5/2010	01ANDERS	Anders Auto Repair	3,540.50	<input type="checkbox"/>	
2	001730	000000	5/5/2010	02ARROW	Arrowsmith Drinking \	75.00	<input type="checkbox"/>	
3	SVCCHG	000000	5/31/2010		Service Charges	65.00	<input checked="" type="checkbox"/>	1/1
4						.00	<input type="checkbox"/>	

Bank Recap Report... B/R Trans Register... Accept Cancel

Sort Columns

	Column	Order
1	Check No.	Ascending
2	Check Date	Ascending
3	Payee Name	Ascending
4	Amount	Descending
5		

OK Cancel

Company Maintenance (ABC) 10/1/2014

Company Code: ABC Company Name: ABC Distribution and Service Corp.

1. Main 2. Preferences 3. Credit Cards 4. E-mail 5. Fax

Miscellaneous

Print User Logon on Reports ☐

Use Workstation Default Printer for STANDARD Report Setting ☒

Use Workstation Default Printer for STANDARD Form Code ☒

Allow External Access ☒

Return City Names in All Cops ☐

Data Location: C:\Sage\Sage 100 Standard ERP\MAS90\MAS_ABC

Payroll Data Location: C:\Sage\Sage 100 Standard ERP\MAS90\MAS_ABC

Display Inactive Customers in ALE Lookups ☒

Display Inactive Vendors in ALE Lookups ☒

Date Settings

Prompt for Accounting Date ☒

Auto Set Accounting Date from System Date ☐

Restrict Accounting Date to Current and One Future Period ☒

Background Color

Enable Company Specific Background Color ☒

RGB Value: 128 255 255

Web Services

Enable Web Services ☐

Use as Default Company for Server Settings ☐

Accept

Sales Order Entry (ABC) 10/1/2014

Order Number: 0000103

1. Header 2. Address 3. Lines 4. Totals 5. Credit Card User: DefaultUser

Order Date: 5/31/2010 Order Type: Repeating Order Cycle Code:

Customer No.: 02-ORANGE

Cust PO:

Last Order Date:

Last Order No.:

Expire Date: 12/31/9999

Status: Hold Reason: DELAY

Where: 001 EAST WAREHOUSE

Sales Tax Schedule: CA

Print Order ☒

Print Pick Sheets ☐

Quick Print Without Displaying Printing Window ☐

Print Order... Print Pick... Recalc Price... Accept Cancel Delete

Item Audit Report (ABC) 10/1/2014

Report Setting: STANDARD

Description: Item Audit Report

Setting Options

Type: Public

Print Report Settings ☐

Default Report ☒

Three Hole Punch ☐

Number of Copies: 1

Collated ☒

Sort Report By: Item Code

Select Field	Operand	Value
Item Code	Range	1001-H0N-H252 2568-3-25
User Logon	All	
Transaction Date	All	

HP Officejet 6700 (Network) Keep Window Open After Print ☐ Preview ☐

Print Preview Setup







Rachel

Accounts
Payable



Vendor Name Expansion


sage Vendor Maintenance (ABC) 9/30/2014

Vendor No. 01-AIRWAY      

[Copy From...](#) [Renumber...](#) [More...](#)


Name Airway Property and Management Company, Incorp


1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Address 7888 Saddlebush Trail 
 Bank Building
 Suite 1008

ZIP Code 92669-0001



City Orange **State** CA


Country USA  United States of America

Primary Contact LEO HENRY  Leo Henry

Telephone (714) 555-0980 **Ext** 5852

Fax (714) 555-0900

E-mail Address lhenry@sage.sample.com 
URL Address www.bestsoftwareinc.com 


Terms Code 03  NET END OF MONTH

Reference

Credit Card Vendor ☐




Hold Payment ☐

Exemption No. on File ☐

Exemption No. on File 

[Tax Schedule](#)

[Paperless...](#)

 [Accept](#) [Cancel](#) [Delete](#)  



Brett

**Customer
Relationship
Manager (CRM)**

Sales



Katie

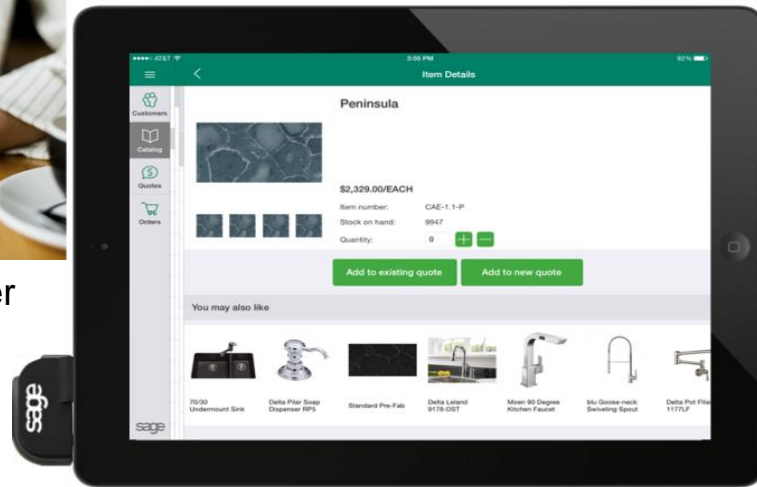
Outside
Sales Rep



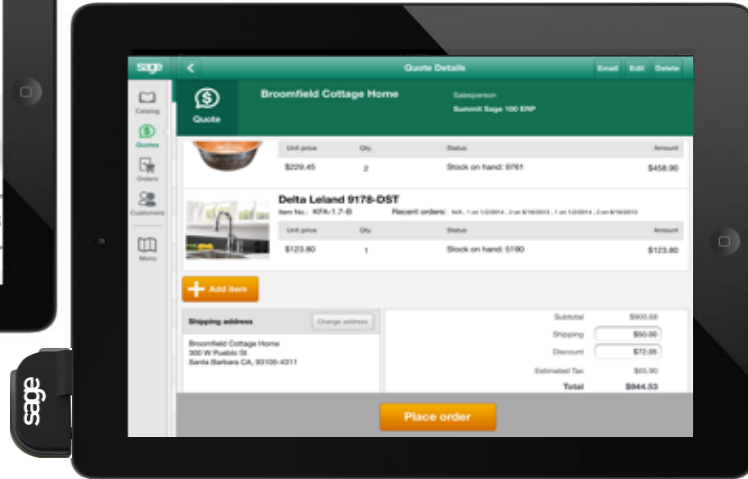
Seizing the opportunity and closing the deal



Ready to visit the customer



Impress customers
Build bigger orders
Real-time integration with Sage ERP



Close deals faster

Improve productivity with Sage CRM




Laura


Accounting
Manager



Relevant Tips and Tricks offered by role



 Sage 100 ERP User Logon

 Enter your user logon name and password.


User Logon

Password

Connect with Sage to get maximum value from Sage 100 ERP. Enter your information below to occasionally receive e-mails describing features you may not know about and other tips to make you more productive.

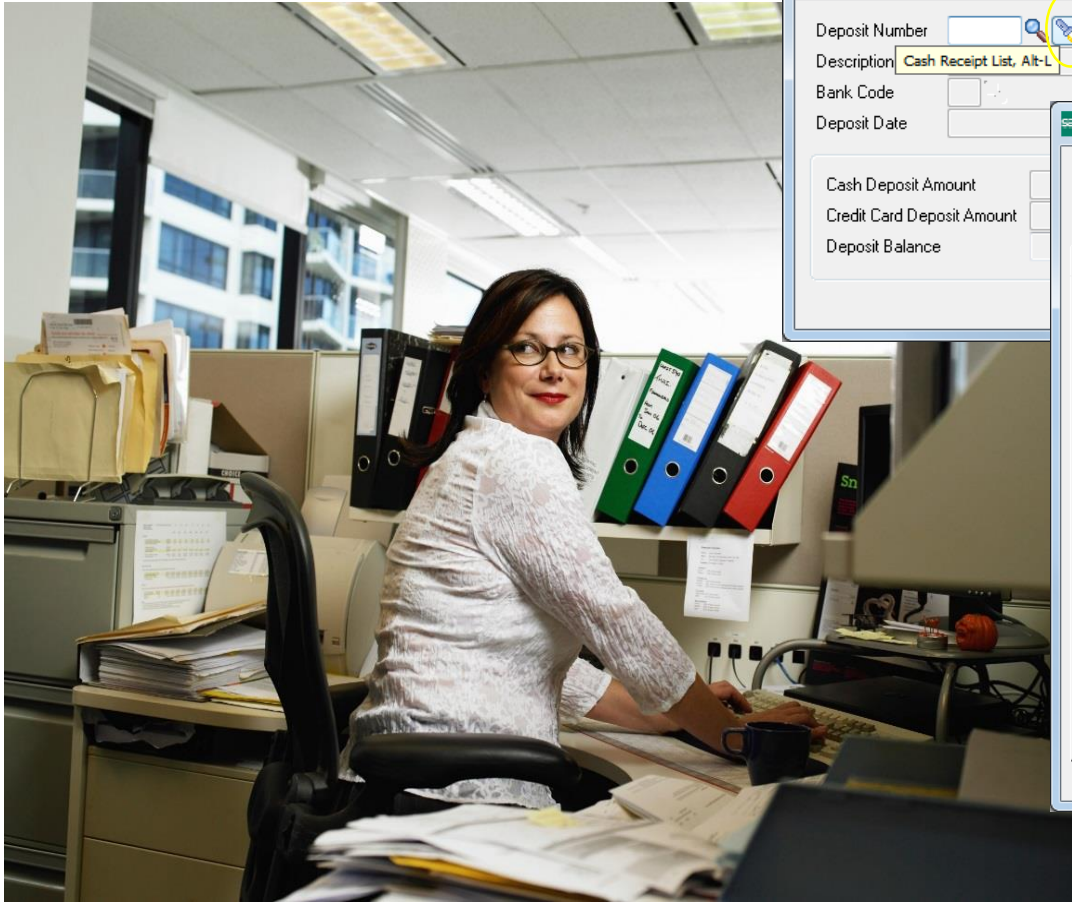
Job Title

E-mail Address












Flashlights make lookups quick and easy to complete



sage Cash Receipts Deposit

Deposit Number       Batch 00003 

Description

Bank Code







Deposit Date

Cash Deposit Amount


Credit Card Deposit Amount

Deposit Balance


sage Cash Receipts Entry (ABC) 9/30/2014

Customer No.       Customer... Deposit...

Name Invoice No.

Deposit Type Check No. 

1. Header | 2. Lines | 3. Credit Card |

Amount Received 

Customer Balance

Posting Balance

Deposit Information

Deposit Number 00006 Batch 00003

Description test



Bank Code D

Deposit Date 9/30/2014

Cash Amount Remaining

Credit Card Amount Remaining

Deposit Remaining

Accept Cancel Delete  

sage Check, Deposit and Adjustment Entry (ABC) 10/1/2014

Bank Code: A
 Description: Security Pacific Checking
 Current Bank Balance: 6,384.50

1. Checks | 2. Dep/Adjust

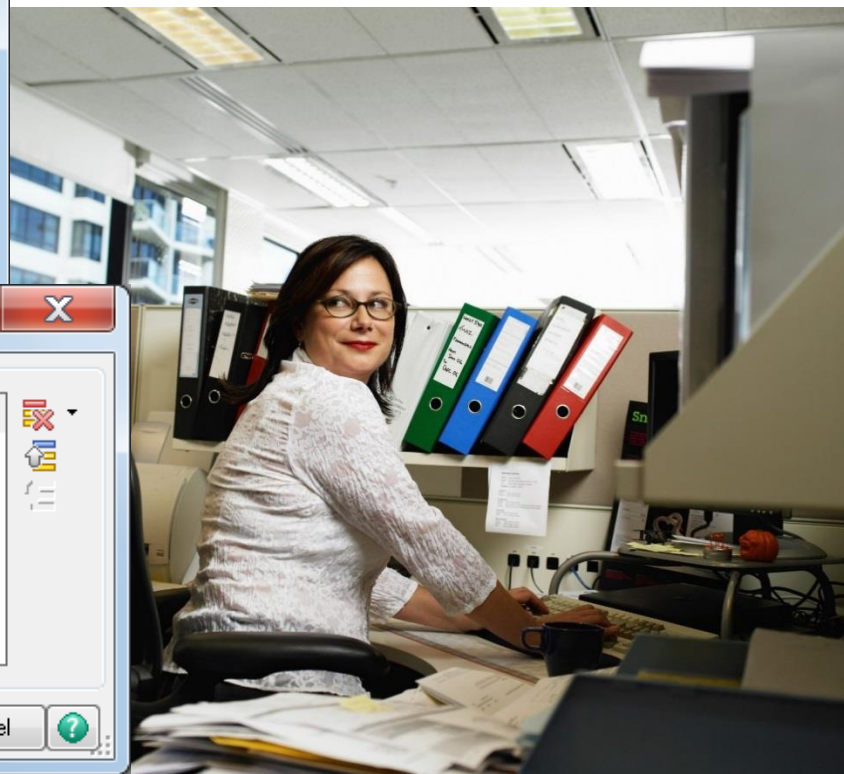
	Check No.	Entry No.	Check Date	Reference	Payee Name	Amount	Cleared	Cl
1	001729	000000	5/5/2010	01ANDERS	Anders Auto Repair	3,540.50	<input type="checkbox"/>	
2	001730	000000	5/5/2010	02ARROW	Arrowsmith Drinking \	75.00	<input type="checkbox"/>	
3	SVCCHG	000000	5/31/2010		Service Charges	65.00	<input checked="" type="checkbox"/>	1/1
4						.00	<input type="checkbox"/>	

Bank Recap Report... B/R Trans Regis

sage Sort Columns

	Column	Order
1	Check No.	Ascending
2	Check Date	Ascending
3	Payee Name	Ascending
4	Amount	Descending
5		

OK Cancel ?



Custom sorting is going to save a ton of time each week!

Christine

Customer Service Rep

Collections

Knows html



Customers

Search customers

BETA-MAY3

July112013-ABF

March20

March25

March26

Ramani ABF

REDDY

Sage Software - SCSCABC

SARAH THURS-ABC sage 100

SCA To Z Carpet Supply

Ramani ABF

Open invoices

Invoice No.	Invoice date	Date due	Payments applied	Balance due
0100041	05/31/2010	06/30/2010	\$38.20	\$38.20
0100048	05/30/2010	06/29/2010	\$0.00	\$130.00
0100033	05/15/2010	06/14/2010	\$0.00	\$613.05
0100034	05/15/2010	06/14/2010	\$0.00	\$2,467.61

Sent communications

Auto-email (on) [change](#)

Sent on	Document No.	Type	Sent to	Status
07/11/2013	0100041	Receipt	deborah.nelson@s...	None
07/11/2013	0100041	Invoice	deborah.nelson@s...	None

Billing contacts

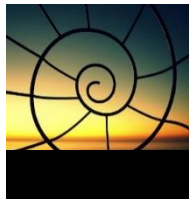
Primary billing contact

★ Deborah Nelson
0987654321
deborah.nelson@sage.com

Secondary billing contacts

☆ Arlie Johnson
(414) 555-4766
arlie@sage.sample.com

☆ John Quinn
(414) 555-4755
john@sage.sample.com

[Add another contact](#)

Celebrate all things family!

Save up to 50% by taking advantage of the coupon below

*available until stock runs out

Invoice: IN00000032

Date: 9/6/2013
Due: 10/6/2013Bill to: Arthue Design
26 Magnolia Blvd
Los Angeles, CA 91505Ship to: 26 Magnolia Blvd
Los Angeles, CA 91505
Dee Dee

PO No.: Order No.: ORD0000049 Order date: 9/10/2013 Salesperson: Claire Ludy

Item number	Item description	Unit price	Quantity	UOM	Discount	Total
11240	High Arc Goose-neck Single Pull/Lever Chrome	\$409.99	1.000	EACH	\$0.00	\$409.99
11284	White Platinum	\$2,678.00	1.000	EACH	\$0.00	\$2,678.00



Save up to 50% on all packaged
goodies for the office
Coupon Code: **Sweets!**
*available until stock runs out

Subtotal	\$3,087.99
Less discount	\$0.00
Shipping	\$0.00
Miscellaneous	\$0.00
Sales tax	\$0.00
Total	\$3,087.99
Less payments/adjustments	\$0.00
Payment discount due date	
Less payment discount	\$0.00
Balance	\$3,087.99



Pay Now

Julie

**Payroll
Manager**



Affordable Care Act (ACA) Reporting

Prepare by enabling the option to Save Perpetual History in Payroll Setup now!

Adding new Crystal Report to help you determine if you are a large employer

Employers with 50+ Fulltime or Fulltime Equivalents are considered large employers and are required to report in January of 2016.

ACA Applicable Large Employer Report (ABC) 11/7/2014

Report Setting: STANDARD [Save]

Description: ACA Applicable Large Employer Report

Setting Options:

Type: Public [v] Print Report Settings: ☐ Number of Copies: 1 [v]

Default Report: ☐ Three Hole Punch: ☐ Collated: ☒

Earnings to Exclude... [v] Print Seasonal Employees: ☐ Print Totals Only: ☐

Starting: 1/1/2014 Ending: 12/31/2014

Period End Date: 1/1/2014 12/31/2014

Selections:

Select Field	Operand	Value
Employee No	All	[v]

Keep Window Open After: HP Officejet 6300 series (redirected 2) [v] Print: ☐ Preview: ☐

Ok Cancel

Earnings to Exclude

Earnings Code	Description	Exclude
01	Regular	<input type="checkbox"/>
02	Overtime	<input type="checkbox"/>
03	Doubletime	<input type="checkbox"/>
04	Holiday	<input type="checkbox"/>
07	Sick Pay	<input type="checkbox"/>
08	Advance	<input checked="" type="checkbox"/>
10	Vacation Pay	<input type="checkbox"/>
11	Personal Day	<input type="checkbox"/>
20	Earnings	<input type="checkbox"/>
21	no accrual	<input type="checkbox"/>

ACA Applicable Large Employer Report

ABC Distribution and Service Corp. (ABC)

Period End Dates: 01/01/2014 to 12/31/2014

Employee No	Employee Name	Jan Hrs	Feb Hrs	Mar Hrs	Apr Hrs	May Hrs	Jun Hrs	Jul Hrs	Aug Hrs	Sep Hrs	Oct Hrs	Nov Hrs	Dec Hrs
11-0000003	Ferguson,Evan	177	160	0	0	0	0	0	130	40	0	0	0
11-0000100	THOMAS,JERRY A.	128	116	0	0	0	0	0	130	40	0	0	0
11-0000105	JENKINS,ALLEN	121	108	0	0	0	0	0	40	45	0	0	0

ACA Applicable Large Employer Report

ABC Distribution and Service Corp. (ABC)

Period End Dates: 01/01/2014 to 12/31/2014

TOTALS													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Number of Fulltime Employees:	1	1	0	0	0	0	0	2	0	0	0	0	0
Number of FTE Employees:	2	2	0	0	0	0	0	0	1	0	0	0	0
Number of Fulltime + FTE Employees:	3	3	0	0	0	0	0	2	1	0	0	0	0

Average Number of Fulltime

Sage 100 ERP

Do you want to update the Fulltime and Total Employee Count to the ACA Employer file?

Yes No

Employer Maintenance Screen - Monthly Detail



1094-c Report

sage ACA Employer Maintenance (ABC) 11/7/2014

Year: 2014

Monthly Detail...
Other Members...

Employer
Address
Zip Code
City
State
Country
EIN: 123456789
Contact: Jordan Smith
Phone No.

Designated Government Entity
Name: govt entity
Address: address 1
Zip Code: 90210
City: Beverly Hills
State: CA
Country: USA
EIN: 45-0000354
Contact: Jordy
Phone No: 345-6789

ALE Member Part of Aggregated Group ☒

Accept Delete Cancel ?

sage ALE Member Information - Monthly

Year: 2014

	Month	Min Essential Coverage	Full Time Employee Count	Total Employee Count	Aggregated Group	Transition Relief Indicator
1	Jan	<input checked="" type="checkbox"/>	100	300	<input checked="" type="checkbox"/>	B
2	Feb	<input checked="" type="checkbox"/>	123	4000	<input checked="" type="checkbox"/>	A
3	Mar	<input checked="" type="checkbox"/>	125	4100	<input type="checkbox"/>	
4	Apr	<input type="checkbox"/>	0	0	<input type="checkbox"/>	B
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"/>	2	3	<input type="checkbox"/>	
9	Sep	<input type="checkbox"/>	0	3	<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 ?

Employer Maintenance Screen – Other Members



1094-c Report

sage ACA Employer Maintenance (ABC) 11/7/2014

Year: 2014

Monthly Detail...
Other Members...

Employer
Address
Zip Code
City
State
Country
EIN: 123456789
Contact: Jordan Smith
Phone No

Designated Government Entity
Name: govt entity
Address: address 1
Zip Code: 90210
City: Beverly Hills
State: CA
Country: USA
EIN: 45-0000354
Contact: Jordy
Phone No: 345-6789

ALE Member Part of Aggregated Group ☒

Accept Delete Cancel

sage ALE Member Information - Monthly

Year: 2014

	Month	Min Essential Coverage	Full Time Employee Count	Total Employee Count	Aggregated Group	Transition Relief Indicator
1	Jan	<input checked="" type="checkbox"/>	100	100	<input checked="" type="checkbox"/>	B
2	Feb	<input checked="" type="checkbox"/>	123	4000	<input checked="" type="checkbox"/>	A
3	Mar	<input checked="" type="checkbox"/>	125	4100	<input type="checkbox"/>	
4	Apr	<input type="checkbox"/>	0	0	<input type="checkbox"/>	B
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"/>	2	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"/>	

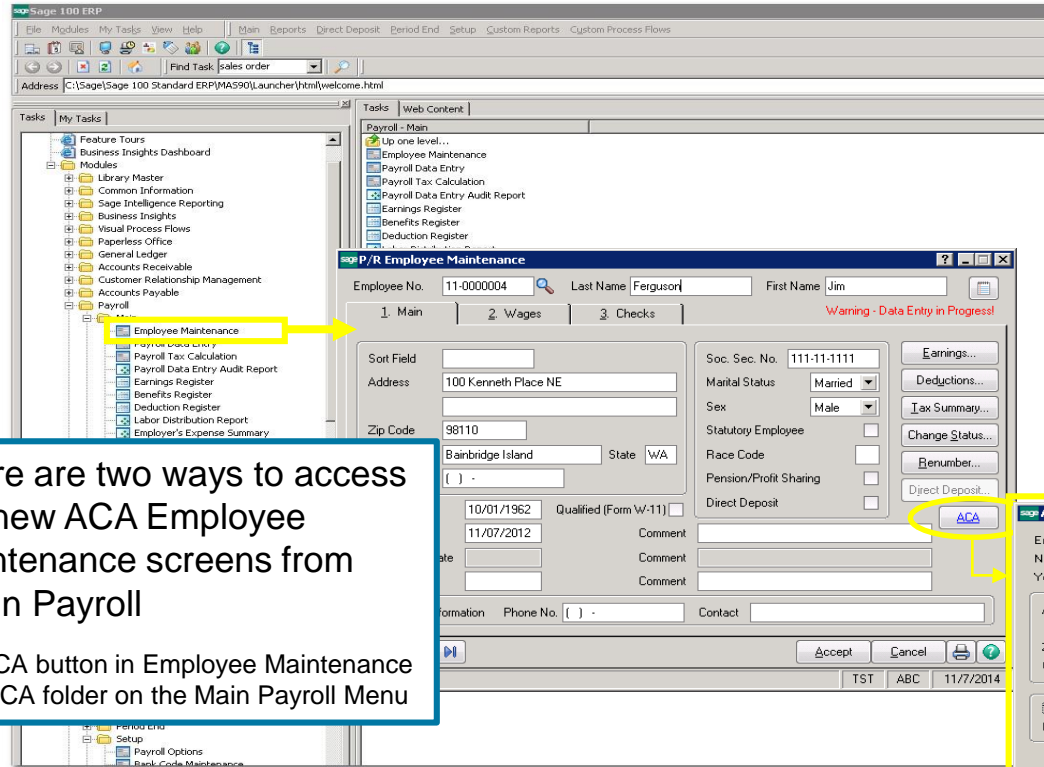
sage Other ALE Members of Aggregated ALE Group

Year: 2014

	Name	EIN
1	Joe Smith	23-2333333
2	John Doe	43-0005345
3		

Accept Cancel

Employee Maintenance for ACA Reporting in Payroll



The screenshot shows the Sage 100 ERP interface. The 'Payroll - Main' menu is open, and 'Employee Maintenance' is highlighted with a yellow arrow. The 'Employee Maintenance' window is also visible, showing fields for Employee No. (11-0000004), Last Name (Ferguson), First Name (Jim), Address (100 Kenneth Place NE), and Zip Code (98110). The 'ACA' button is highlighted with a yellow circle.

1095-c Report

There are two ways to access the new ACA Employee Maintenance screens from within Payroll

- ACA button in Employee Maintenance
- ACA folder on the Main Payroll Menu



The screenshot shows the 'ACA Employee Maintenance (ABC) 1/22/2015' window. It displays fields for Employee No. (11-0000005), Name (Jim Ferguson), Year (2015), Address (110 Union St), Zip Code (98110), and City (Bainbridge Island). The '1095-C Electronic Payment Signed' checkbox is checked, and the 'Provided Self Insured Coverage' checkbox is also checked. The 'ACA' button from the previous window is highlighted with a yellow arrow pointing to this window.

Payroll → Main → ACA → ACA Employee Maintenance



Sage 100 ERP

File Modules My Tasks View Help Main Reports Direct Deposit Period End Setup Custom Reports Custom Process Flows

Address C:\Sage\Sage 100 Standard ERP\MAS90\Launcher\html\welcome.html

Tasks My Tasks

Feature Tours
Business Insights Dashboard
Modules
Library Master
Common Information
Sage Intelligence Reporting
Business Insights
Visual Process Flows
Paperless Office
General Ledger
Accounts Receivable
Customer Relationship Management
Accounts Payable
Payroll
Employee Maintenance
Payroll Data Entry
Payroll Tax Calculation
Payroll Data Entry Audit Report
Earnings Register
Benefits Register
Deduction Register
Labor Distribution Report
Employer's Expense Summary
Pre-Check Register
Check Printing
Check Register/Update
ACA Employee Maintenance
Employee Listing
Employee Mailing Labels
Employee Memo Printing
Quarterly Tax Report
Payroll Check History Report
Quarterly Pay Period Recap
Earnings Report
Deduction Reports
Benefit Accrual Report
Workers' Compensation Report
General Ledger Posting Recap
Perpetual History Report
Pay Rate Change Report
Employee Masterfile Audit Report
ACA Applicable Large Employer Report
Direct Deposit
Period End
Setup
Payroll Options
Bank Code Maintenance

Tasks Web Content

Payroll - Main

- Up one level...
- Employee Maintenance
- Payroll Data Entry
- Payroll Tax Calculation
- Payroll Data Entry Audit Report
- Earnings Register
- Benefits Register
- Deduction Register
- Labor Distribution Report
- Employer's Expense Summary
- Pre-Check Register
- Check Printing
- Check Register/Update
- Daily Transaction Register
- ACA Employee Maintenance

ACA Employee Maintenance (ABC) 1/22/2015

Employee No 11-0000005 Monthly Detail...
Name Jim Ferguson Covered Individuals...
Year 2015

Address 110 Union St
Zip Code 98110
City Bainbridge Island State WA

1095-C Electronic Payment Signed ☐
Provided Self Insured Coverage ☒

Accept Delete Cancel

1095-c Report

ACA Employee Maintenance



sage ACA Employee Maintenance (ABC) 1/22/2015

Employee No: 11-0000010

Name: Evan Ferguson

Year: 2015

Address: 100 Washington Ave

Zip Code: 98101

City: Seattle State: WA

1095-C Electronic Payment Signed: ☒

Provided Self Insured Coverage: ☐

Monthly Detail... Covered Individuals...

Accept Delete Cancel ?

sage ACA Employee Maintenance (ABC) 1/22/2015

Employee No: 11-0000005

Name: Jim Ferguson

Year: 2015

Address: 110 Union St

Zip Code: 98110

City: Bainbridge Island State: WA

1095-C Electronic Payment Signed: ☐

Provided Self Insured Coverage: ☒

Monthly Detail... Covered Individuals...

Accept Delete Cancel ?

The information required in the report depends on whether the employee accepts the offer of insurance coverage from the employer

- Provided Self Insurance Coverage checkbox not selected = employer is not self-insured
- Provided Self Insured Coverage checkbox selected = employer is self-insured

ACA Employee Maintenance – Monthly Detail



1095-c Report

sage ACA Employee Maintenance (ABC) 1/22/2015

Employee No: 11-0000010
Name: Evan Ferguson
Year: 2015

Address: 100 Washington Ave
Zip Code: 98101
City: Seattle State: WA

1095-C Electronic Payment Signed ☒
Provided Self Insured Coverage ☐

Accept Delete

Monthly Detail...

sage Offer of Coverage Monthly Detail

Employee No: 11-0000004
Name: Jim Ferguson
Year: 2014

	Month	Offer of Coverage	Employee Share of Lowest Cost	Applicable Section 4980H Safe Harbor
1	Jan	1A	150.00	2A
2	Feb		.00	
3	Mar		.00	
4	Apr		.00	
5	May		.00	
6	Jun		.00	
7	Jul		.00	
8	Aug		.00	
9	Sep		.00	
10	Oct		.00	
11	Nov		.00	
12	Dec		.00	

Copy to Remaining Rows, Alt-R

sage Offer of Coverage Monthly Detail

Employee No: 11-0000004
Name: Jim Ferguson
Year: 2014

	Month	Offer of Coverage	Employee Share of Lowest Cost	Applicable Section 4980H Safe Harbor
1	Jan	1A	150.00	2A
2	Feb	1A	150.00	2A
3	Mar	1A	150.00	2A
4	Apr	1A	150.00	2A
5	May	1A	150.00	2A
6	Jun	1A	150.00	2A
7	Jul	1A	150.00	2A
8	Aug	1A	150.00	2A
9	Sep	1A	150.00	2A
10	Oct	1A	150.00	2A
11	Nov	1A	150.00	2A
12	Dec	1A	150.00	2A

Copy to Remaining Rows, Alt-R

Accept Cancel

ACA Employee Maintenance – Covered Individuals



1095-c Report

sage ACA Employee Maintenance (ABC) 1/22/2015

Employee No 11-0000005

Name Jim Ferguson

Year 2015

Address 110 Union St

Zip Code 98110

City Bainbridge Island State WA

1095-C Electronic Payment Signed ☐

Provided Self Insured Coverage ☒

Monthly Detail... Covered Individuals...

sage Covered Individuals

Employee No 11-0000004

Name Jim Ferguson

Year 2014

	Covered Individual Name	Date of Birth	Social Security No	Covered All Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Jim Ferguson	10/1/1960	11-111-1111	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Roxanna Ferguson	7/1/1968	22-222-2222	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input checked="" type="checkbox"/>
3				<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jim added Roxanna to his insurance when they got married in this past April.

Accept Cancel

Timing of Release for ACA Enhancements



- New Enhancements in Sage 100 ERP Payroll
 - Will be released in a Product Update *after* the Government finalizes the forms*
 - Crystal Report for Large Employer Determination
 - ACA Employer Maintenance
 - ACA Employee Maintenance
- To help large customers get started -→ Sage 100 ERP ACA Spreadsheet
 - Will be posted on the ACA Center in Sage City on January 30, 2015
 - Will support direct import of information into new ACA enhancements in Sage 100 ERP

*The Government still has not finalized the forms as of January 15, 2015

Let's get started! New spreadsheet for ACA Reporting

Get a head start on entering employee info needed for 2016 reports



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Spreadsheet Record Definitions:																						
	Record for 1095-1 info	Record No Indicator = 1095-I	Year	Employee No	Provided Self Coverage (Y/N)																	
	Record for 1095-II info for monthly detail	Record No Indicator = 1095-II	Year	Employee No	Month (1-12)	Offer of Coverage (1A - 1I)	Employee Share of Lowest Cost	Applicable Section 4980H Safe Harbor (2A - 2F)														
	Record for 1095-III info for covered individuals	Record No Indicator = 1095-III	Year	Employee No	Entry No	Covered Individual	SSN	Date of Birth	Covered Jan (Y/N)	Covered Feb (Y/N)	Covered Mar (Y/N)	Covered Apr (Y/N)	Covered May (Y/N)	Covered Jun (Y/N)	Covered Jul (Y/N)	Covered Aug (Y/N)	Covered Sep (Y/N)	Covered Oct (Y/N)	Covered Nov (Y/N)	Covered Dec (Y/N)		
****This is the sample spreadsheet below. DO NOT delete or move any of the existing columns. You can add columns to the end if needed, but they will be ignored by Sage's import. ****																						
Sample Spreadsheet:																						
	Record for 1095-I info	1095-I	2015	11-0000001	N																	
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	1	1A	\$	60.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	2	1A	\$	60.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	3	1A	\$	60.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	4	1A	\$	60.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	5	1A	\$	60.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	6	1A	\$	60.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	7	1B	\$	150.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	8	1B	\$	150.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	9	1B	\$	150.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	10	1B	\$	150.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	11	1B	\$	150.00	20													
	Record for 1095-II info for monthly detail	1095-II	2015	11-0000001	12	1B	\$	150.00	20													
	Record for 1095-III info for covered individuals	1095-III	2015	11-0000001	1	Jim Smith	123-45-6789															
	Record for 1095-III info for covered individuals	1095-III	2015	11-0000001	2	Jordan Smith	123-45-6789															
	Record for 1095-I info	1095-I	2015	11-0000002	N																	

Use this spreadsheet until the IRS finalizes the forms.

Once the IRS finalizes the forms, we will release the Payroll enhancements and you will be able to directly import this information into Sage 100 ERP Payroll using VI.

The spreadsheet will be available for download in the ACA Center on Sage City on January 30, 2015.

Your business and the Affordable Care Act:

What's next?

ACA information from Sage

On-demand training: Learn from our experts as they explain what you need to know about the ACA and healthcare decision making. To access, scroll to the "On-demand training: ACA and healthcare decision making" section of this page.

The Healthcare Reform Survival Guide: Checklists and explanations to help you meet changing health benefits compliance mandates

How to Determine if you should pay or play: Use the flow chart from our Survival Guide to help decide which options are right for your company

The Affordable Care Act—are you ready: Check out this infographic for quick stats about ACA.

New year, new concerns: 10 ACA issues to track: As implementation of the Affordable Care Act (ACA) unfolds, brokers/employers need to keep an eye on several important issues

Patient Protection and Affordable Care Act The Acronym List: Handy list of ACA related acronyms and what they stand for.

Inspire Tour 2015: join us live at a location near you where sessions like "Affordable Care Act: How Sage is Helping with Requirements" may be presented.

Start or join a conversation in one of the Sage City Business Communities.

Other ways Sage can help with ACA

- Learn more about [My Workforce Analyzer](#) from Sage HRMS, which helps identify large employers, determine coverage affordability, and monitor employee eligibility.
- Learn about the [Health Benefits Explained Library](#) from Sage HRMS which consists of live and on-demand benefits-focused training for employees and PPACA impact-focused training for employers.
- Check out the latest information from Sage HRMS from [SageCanHelp.com](#)

ACA help from your Sage Solution

Note: Some assets require an active Sage Business Care Plan.

Sage 50 U.S.

- [How do I track and report health insurance information for the Patient Protection and Affordable Care Act](#)
- [How do I enter beginning balance hours for salaried employees](#)
- [How do I view hours worked by employees](#)
- [How do I report employer paid health insurance on the W-2](#)
- [Year-End Center](#)
- [Support Community](#)

Sage 100 Contractor

- [What do I need to know about the Affordable Care Act \(ACA\)](#)
- [Will Sage 100 Contractor support the Affordable Care Act \(ACA\) reporting requirements for 2015](#)
- [Year-End Center](#)
- [Support Community](#)

Sage 100 ERP

- [Webcast: Sage 100 ERP Payroll Enhancements for ACA reporting requirements](#)
- [Will Sage 100 ERP support the Affordable Care Act](#)
- [How to report Employer-Sponsored Health Care coverage on the W2 form](#)
- [Year-End Center](#)
- [Support Community](#)

All updates related to ACA reporting requirements and the ACA Spreadsheet for Sage 100 ERP Payroll customers will be available under the Sage 100 ERP section here in the ACA Center

We heard you!
Sage 100 ERP 2015 has over
60+ enhancements that resulted
from your feedback!

Sales and Customer Service

Second pre-auth on credit card after first one has expired

RMA Entry from Sage CRM

Displaying SO Quote History Inquiry fields (Product Type & Line, Price Code)

Salesperson Commission Report now has Pay Date as an option

Accounting and Payroll

Column sorting (BR, AP, AR)

Reverse Journal Entry

Default for "Print Full Comments" in Invoice Register

Third Party and Level 3 Credit Card Processing

Large Employer --- ACA reporting

Supply Chain/Purchasing

PO History, Copy From, and reporting options

Vendor Name now 50 characters

"Select Invoices" for Purchase Transfer Vendors

IT/System Admin

Custom UI Scripting

Control exporting from ALE and grids

Color code border frame by company

Detailed Activity Log for Module Setup Options

Warehouse

Vendor Memo button added to main panel (outside folder region) in many dialogs

New warning message for when quantity shipped ≠ quantity packed

Added Ship Via to Customer Ship-To Address dialog

Sage 100 ERP 2015

Key Feature, Workflow, Usability, and System Enhancements



Library Master (including System-wide Enhancements, Paperless Office and Customizer)

Added UI Events that that user-defined scripts can be attached to.

Update Sage Intelligence

Updated SAP Crystal Reports runtime components to latest Service Pack.

Updated Amyuni driver for Paperless Office.

Added capture of User Roles (Job Title and e-Mail Address) to logon screen.

Pre-populated the SY_Country table in Sage 100 ERP with all the country codes. This includes the country codes already in Sage CRM and additional codes from the ISO standards.

Added a new User Preference to default to the current module when switching companies.

Added ability to optionally install Canadian Zip Code.

System Activity Log now displays which options are changed when any of the Setup Options records are updated (Framework modules only).

Country Code Maintenance now has a check box to require the State Code.

Added a module option to control exporting to Excel from ALE and right click within grids.

Added a module option to control printing from ALE lookups

Adding special help text to html page on launcher to explain how to set a default operand for lookups.

Sage Intelligence Viewer is now included in Role Maintenance for security.

Modified Company Preferences "Enable Company Specific Color" to also include borders/frames.

Added a link to L/M User Lookup Wizard from within each ALE Lookup.

Journal/Registers will now default the Print Full Comments checkbox to the last value used.

Customizer allows the user to create additional maintenance space on panels/forms for UDFs. Adding special help text to html page on launcher.

Implemented performance improvements for printing checks and extended stubs to PDF through Paperless Office.

All reports now allow direct access to the associated Paperless Office Viewer by using the Save drop down menu.

Added UDF data sources in AP manual check to be consistent with check printing.

Added printing tasks for approximately 17 reports not previously available in Paperless Office.

Added printing tasks for RMA forms for Paperless Office.

Customizer examples and documentation for scripting will be added to Sage City as an on-going improvement.

Customer Relationship Manager Main Menu in Sage 100 ERP has been reordered to properly reflect integration steps.

Sage 100 ERP 2015

Key Feature, Workflow, Usability, and System Enhancements



General Ledger and Bank Reconciliation

Added ability to sort columns in Bank Rec entries using Excel as the model.

When entering an unformatted GL Account Number in report selections, the value will automatically be formatted just like Account Maintenance.

The GL Detail Report now prints Out of Balance when Total Debits are not equal to Total Credits.

Added a button in Account Maintenance on the Transactions tab to reverse a journal by creating the entries in General Journal Entry.

New sample bank format for the Positive Pay Export Wizard.

Added Sort and Selection by Account to the GL Account Audit Report.

Update the remit to name to Bank Rec (when "Print Remit To Information" is selected in check printing) instead of the Vendor Name. This is required for positive pay export.

Inventory and Bill of Materials

Added a new field in Item Maintenance Transactions tab to drill into the GL Source Journal.

Added Copy From for Product Line.

Added new Module Options to allow access to each Inventory Transaction Entry type.

Added a new option in Bill of Materials Options to synchronize the first line of the item description when both the item description and bill descriptions are the same. This option does not apply if the item has an extended description.

Added Sort and Selection by Item to the IM Item Audit Report.

Copy Item in Item Maintenance now allows the user to exclude Item Vendors and Alias Items.

In Item Maintenance, added the ability to launch Bill of Materials Maintenance.

Added separate Role Maintenance security for Item Vendors Maintenance accessed through Item Maintenance.

Last Physical Count Date will now update by Item and Warehouse. Both fields are now viewable in Item Maintenance/Inquiry.

Sage 100 ERP 2015

Key Feature, Workflow, Usability, and System Enhancements



Accounts Payable, Accounts Receivable and Credit Card Processing

Expanded the Vendor Name field in A/P to 50 characters

Added the ability to Keep Open Print Dialogs after printing Accounts Receivable Forms

Added Level III credit cards processing for reduced fees

Added a customer flag to suppress invoice printing for customers using Sage Billing and Payment to invoice through the Sage Data Cloud.

Manual Check and Payment Entry now allows access to the "Select Invoices" dialog for all purchase transfer vendors.

Adding special help text to html page on launcher for the AP Aged Invoice Report describing how the AP Option to include multiple companies functions.

Added Sort and Selection by Vendor to the AP Vendor Audit Report.

In Credit Card Processing, added the ability to perform a second credit card pre-authorization after the first one has expired.

When creating a *PRNT* check, the print button will still be accessible even after the check is initially printed and the check number is written to the table, allowing the check to be re-printed.

Salesperson Commission Report now has Pay Date as one of the selections.

Added Column Sorting to Select Invoices for Payment dialog from Invoice Payment Selection.

Added Column Sorting to Select Check and Electronic Payment Maintenance dialog in Check and Electronic Payment Maintenance.

Added Column Sorting to Select Manual Check and Payment Invoices and Select Vendor Transfer Invoices dialogs in Manual Check and Payment Entry.

Added Column Sorting to Select Vendor Transfer Invoices in A/P Invoice Data Entry.

Added Column Sorting to Select Cash Receipts Invoices dialog in Cash Receipts Entry.

Added Column Sorting to Select Customer Invoices dialog in AP from AR Clearing Entry (Period End Processing).

Added Sort and Selection by Customer to the AR Customer Audit Report.

Sage 100 ERP 2015



Key Feature, Workflow, Usability, and System Enhancements

Sales Order, Purchase Order and RMA

Added Purchase Order History (like what was previously done for Sales order/Quote History)

Added the ability to do a "copy from" when creating a new purchase order

Added the ability to redisplay the source document in entry after doing a Quick Print in Purchase Order

Added the ability to Keep Open Print Dialogs after printing Sales Order and Purchase Order Forms

Added new columns to grid for allocated freight or landed cost, and sales tax to PO Receipt History Inquiry. Several new fields in Additional dialog as well.

Added Warehouse Code, Sales Tax Schedule, Exemption Info, FOB and Ship Via on PO Ship-To Address dialog.

Added an option for the Purchase Order forms to use the email address in data entry for Paperless Office.

Added Copy From to PO Entry using multiple sources.

Added a calculator to the Landed cost field. Also added calculator and calendar to multiple other locations.

Added new printing options for "Keep Source Document Open" for PO forms.

Added the Batch Number to "This order is currently being..." dialogs in Purchase Order.

Added a new PO Option on the Generate tab that allows the user to select to either sort by Item Code or Sales Order Line No. when creating a new PO through generation.

Added a new option on the Sales Order Printing dialog to allow orders on hold to be printed.

Added Vendor Memo button to main panel (outside folder region) of Purchase Order Entry dialog.

Added Vendor Memo button to main panel (outside folder region) of Receipt of Goods Entry dialog.

Added Vendor Memo button to main panel (outside folder region) of Receipt of Invoice Entry dialog.

Added Vendor Memo button to main panel (outside folder region) of Return of Goods Entry dialog.

A warning will now display when leaving the Item Packaging Maintenance dialog in Shipping Data Entry and the quantity shipped does not match the quantity packed.

SO Quote History Inquiry fields Product Type, Product Line, Price code, Created by, etc. are now properly displaying.

Added the Batch Number to "This order is currently being..." dialogs in Sales Order.

Added Ship Via to Customer Ship-To Address dialog.

Added Customer Memo button to main panel (outside folder region) of Sales Order Entry dialog.

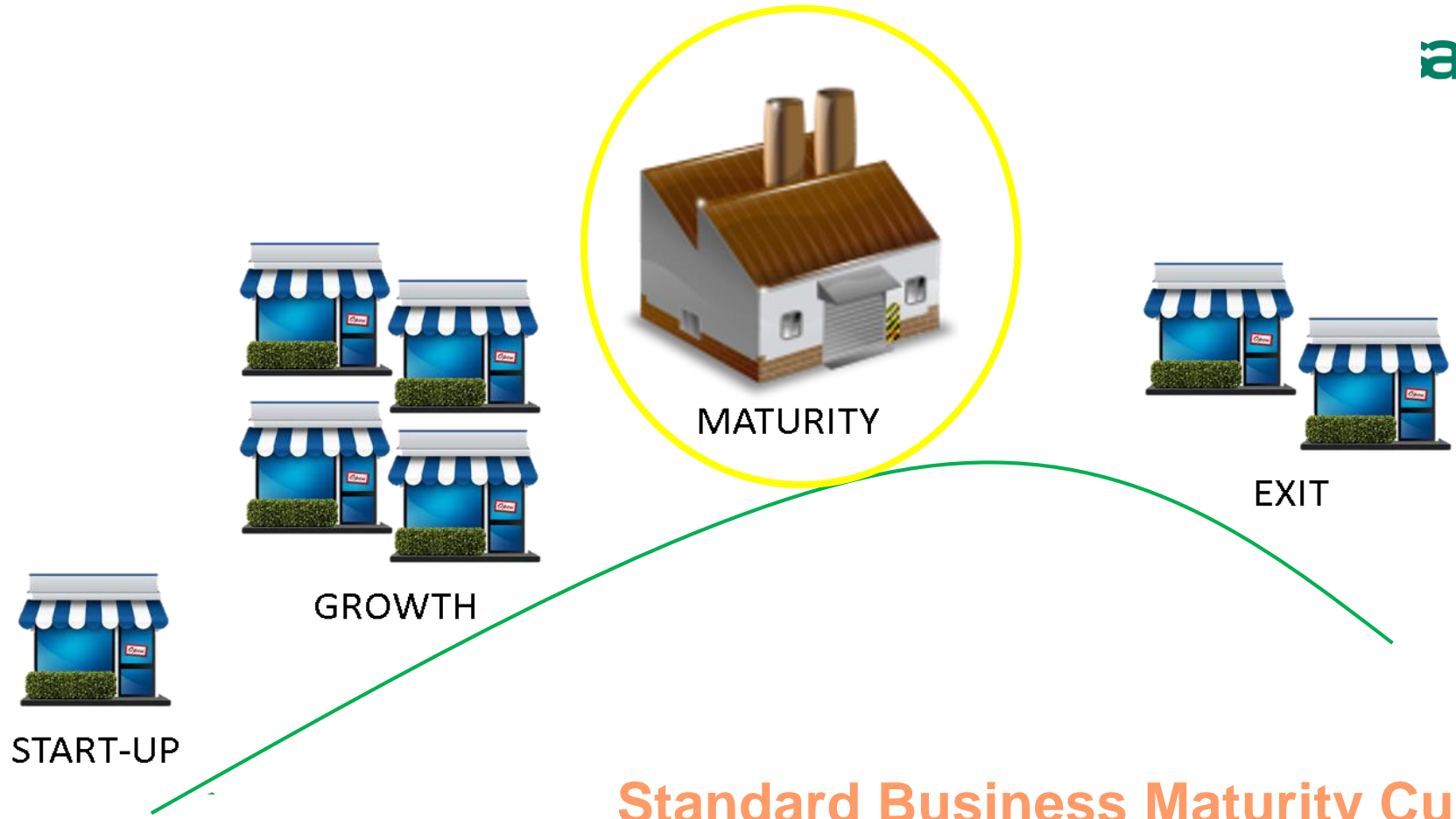
Added Customer Memo button to main panel (outside folder region) of Invoice Entry dialog.

Added a new option to the Sales Order Printing dialog to prevent orders on hold from being printed.

Added a button to launch RMA Entry from Sage CRM.







Standard Business Maturity Curve

How is business going for our customers?



Customers
feel they are...

Far Ahead of their competitors

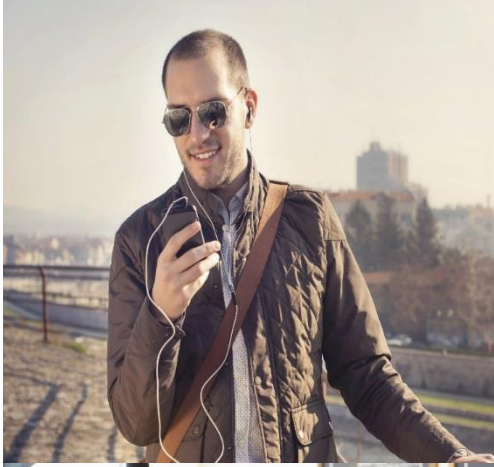
Ahead of their competitors

About Even with their competitors

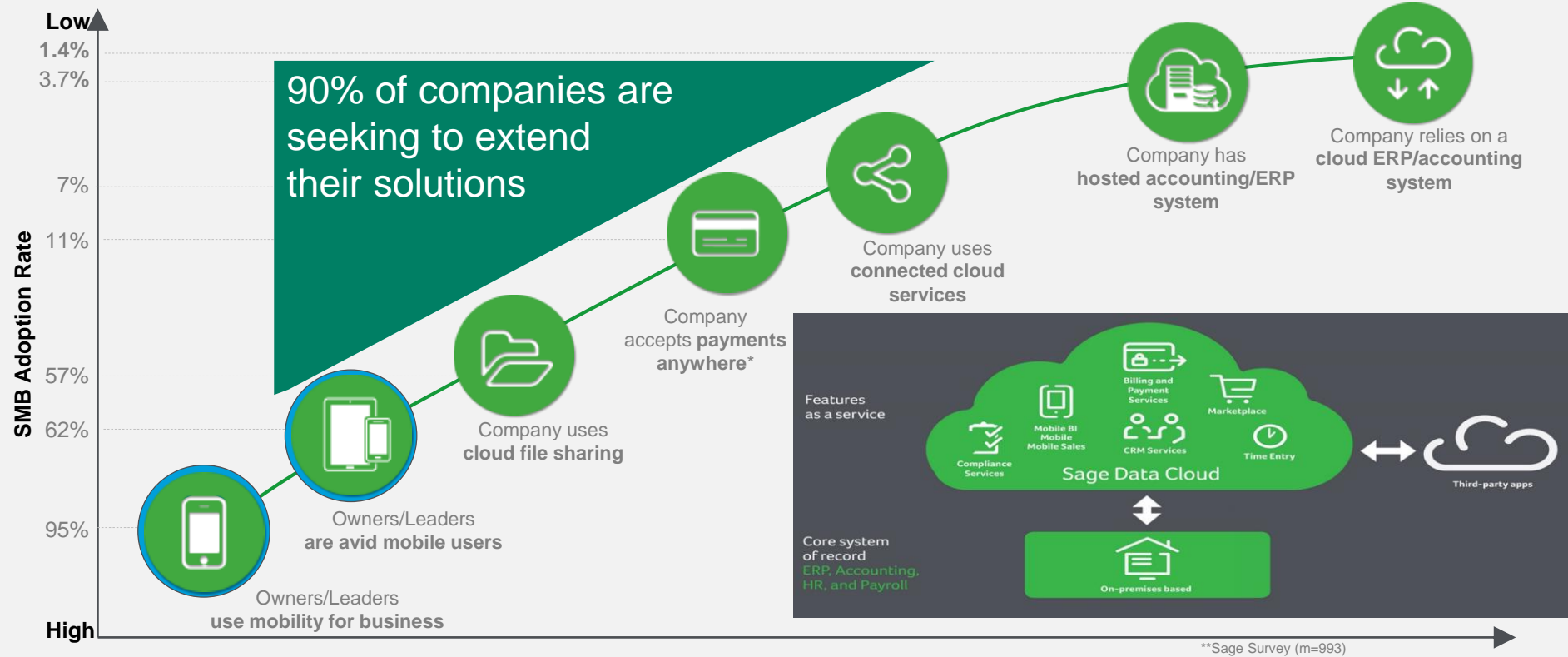
Behind their competitors

Far Behind their competitors

...at winning
and keeping
customers



Capturing the cloud opportunity



WARWICKHANGER *Hang it Faster!!!*

- Manufacturer in Rhode Island
- Founded 35 years ago
- Prime manufacturing capabilities
- Over 800 SKUs
- 25 employees
- 5 users on Sage 100 ERP



Goals:

- Immediate shipping
- Allow customers to maintain minimum inventory levels

Sage 100 ERP 2013

- | | |
|-----------------------|--------------------------|
| • Accounts Payable | • Inventory Management |
| • Accounts Receivable | • Purchase Order |
| • Bank Reconciliation | • Sales Order |
| • Bar Code | • Work Order |
| • Custom Office | • Visual Integrator |
| • Crystal Reports | • Sage Inventory Advisor |
| • General Ledger | |

Top FY-2014 Initiative for Warwick Hanger



Lacked visibility into shortages

- 800 SKUs
- Orders picked throughout day
- Lacked visibility into shortages

Long lead times from vendors in China

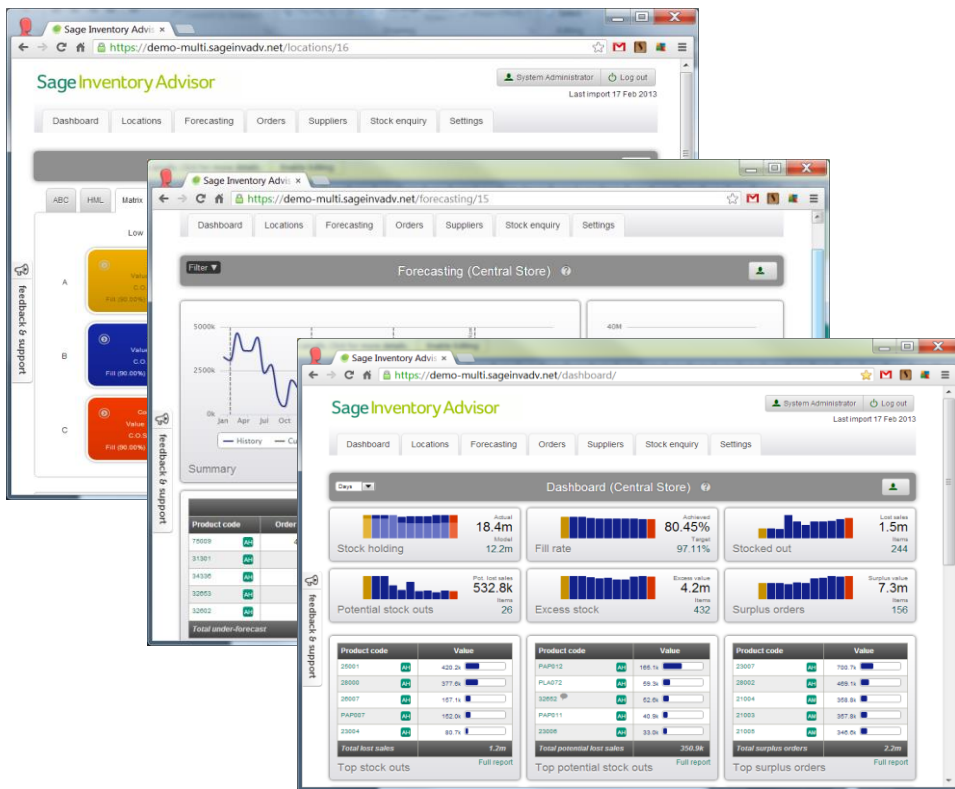
- Managed 3-month forecasting on spreadsheet
- Couldn't account for seasonal fluctuations
- Sometimes purchased from competitors to meet demand

Added Sage Inventory Advisor

- Dashboard enabled supervisors to easily see status
- Utilizes historical information and industry algorithms

Results

- All overseas orders go through Sage Inventory Advisor
- No more surprises or afternoon emergencies
- Able to fill customer demand
- No shortages in the last 4 months



Stand out from the crowd



St. JOSEPH PAPER + PACKAGING

the whole package.

- Mid-sized Distributor in Indiana
- Founded 25 years ago
- 35,000 sq. feet warehouse capacity
- 12 users on Sage 100 ERP

Goals:

- Extraordinary service and delivery
- Meet precise customer requirements
- Develop lasting customer relationships



Sage 100 ERP

- | | |
|--------------------------|------------------------|
| • Accounts Payable | • Inventory Management |
| • Accounts Receivable | • Purchase Order |
| • General Ledger | • Sales Order |
| • Bank Reconciliation | • Visual Integrator |
| • Credit Card Processing | • Fixed Assets |
| • Crystal Reports | • Sage Mobile Sales |

Top FY-2014 Initiative for St. Joseph Packaging



Goal: Improve office efficiencies and increase revenue

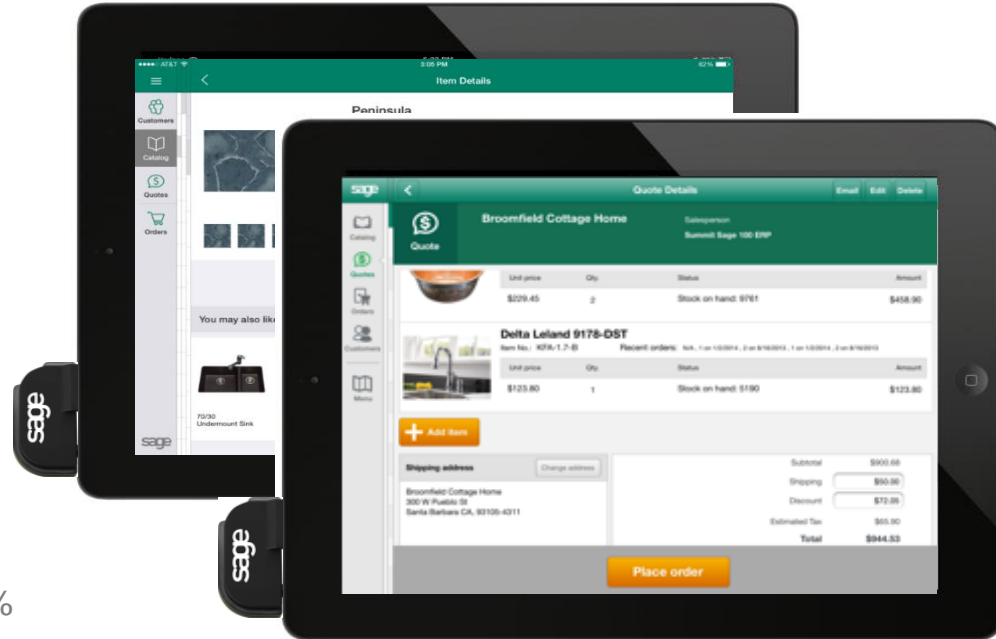
- Excessive amount of effort required and paper used entering faxed orders.
- Too much time spent phoning in orders from customer sites

Added: Sage Mobile Sales

- No more paper!
- Sales people work with real-time data

Results:

- Reduced paper
- Eliminated transcription errors
- Increased orders from top customers
- Improved customer service
- Sales up \$400K in 6 months
- Added 7 more salespeople - sales volume up 16%





Our Vision: To be recognized
as the most valuable
supporter of small and
medium sized companies by
creating greater freedom for
you to succeed