



In This Issue

Page 1

Sage 100 News & Updates You Need to Know

Pages 2 - 6

YEAR END TIPS & RESOURCES

Tips For Closing the Books

How to Backup Your Data

Module Closing Order

Year End FAQs and Resources

Using Paperless Office to Save Year End Reports

Page 7

Introducing Sage Supply Chain Intelligence

Sage Partner

SAGE 100 BITS AND BYTES

News and product updates you need to know

Here's a collection of recent Sage 100 news and product updates we think you should know.

End of Life Plan for Windows 10 Support

Sage has recently published an update that outlines an end-of-life plan for Windows 10 support. As many know, Microsoft has ended support for Windows 10. To help minimize disruption to your business and Sage 100 system, Sage announced the following:

- Sage will test the upcoming Sage 100 payroll tax update for compatibility with Windows 10. This includes the year-end Sage 100 Payroll 2.26.0 release in December 2025.
- Starting with the scheduled release of Sage 100 2026 currently planned for April 2026, Sage 100 will no longer be tested for Windows 10 compatibility. This also applies to releases 2025.2 and 2024.4. We recommend migrating to a supported operating system prior to installing those Sage 100 releases.

Sage 100 Security Update (Action May Be Required)

To strengthen security, Sage has begun blocking outdated encryption ciphers used by Windows and Windows Server when connecting to Sage licensing servers. Customers using older Windows or Windows Server versions that rely on these weaker ciphers may be impacted (including, but not limited to, Windows Server 2012 and Windows 8).

What Happens if Communication is Blocked?

The subscription expiration date in Sage 100 won't be updated, and the software will continue to run until the stored/static expiration date is reached. After that, you'll see "subscription expired" messages, and the product will switch to read-only mode after 45–60 days.

Sage Customer Portal Gets an Upgrade

Sage has recently redesigned the customer portal to make self-service faster, simpler and more intuitive. Here's a quick summary of key efficiency-boosting updates:

- Simplified navigation to help you find what you need quickly
- Easy access to services and support resources
- Enhanced Self-Service tools to help you manage your account
- Stronger security to protect your information

Check it out at: Customers.SageNorthAmerica.com



[Contact Us](#) with any questions about Sage 100 or to request help with your system.

4 THINGS TO NOTE BEFORE CLOSING THE BOOKS

At a high level, here are 4 things to consider as you begin closing the books on 2025 and start fresh in the new year.

1. Backup Your Data

Executing a complete [backup of your database](#) is one of the **most important things you can do** before starting any closing process. You should also **test the backup** to ensure it was performed successfully and the data is readable.

If you make a mistake, the only way to “reverse” year end processing is to restore data from a backup.

2. Follow the Module Closing Order

A year end process in one module often writes data to another related module. Therefore, closing modules in the proper sequence is important in order to avoid unexpected results or damage to your data.

For more detail, refer to the [Module Closing Order article on page 3](#) of this newsletter.


3. Follow the Module Closing Checklists

Step-by-step checklists are available for most modules. These checklists provide guidance on the sequence of detailed tasks and procedures that should be performed within each module.

Detailed checklists for each module can be accessed right from within the [Sage 100 Help system](#).

4. Preview The Process

A video is posted on the Sage Customer Support and Training channel on YouTube that walks you through an overview of period and year-end processes. It provides a nice refresher before starting your live closing process.

 [Watch the Year-End Processing Video](#)

CREATING A COPY COMPANY FOR ARCHIVE / BACKUP

At year end, it's useful to create an archive company using the **Copy Company** feature. This provides a readily accessible copy (and backup) of the current year's data even after you perform year end processing in your live company.

To make a copy company, go to:

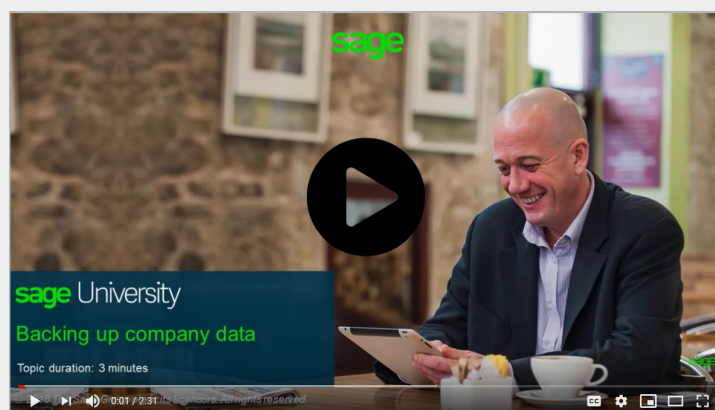
Library Master > Main Menu > Company Maintenance

1. Create a new **company code** and **company name** (description) that's easy to identify and distinguish from the live/active company that you're copying.
2. Click the **Copy** button and enter the Company Code of your current year live (or “Source”) company.
3. **Select the modules** from the **source** company you want copied over to your archive company. For a complete archive/backup, you'll want to copy all modules. Click **Proceed**. Once the process is finished, click **Accept**.

Note: For good measure, you might run a trial balance in each module and do a quick spot check to make sure all the data that came over is balanced and accurate.

Video: How to Back Up Data

Head over to YouTube to [watch a recorded demonstration](#) of the Copy Company process in action.



MODULE CLOSING

Keeping Things In Order

A year end process in one module often writes data to another module. Therefore, the sequence in which you close your Sage 100 modules is important in order to avoid the risk of damaging your data.

IMPORTANT: Remember to **back up your data** before starting module closing procedures. Refer to the article on [page 2 of this newsletter](#) for guidance.

1. B/M - Bill of Materials
2. B/C – Mobility for Bar Code
3. W/O - Work Order (**retired** in v2022)
4. R/A - Return Materials Authorization
5. P/O - Purchase Order Processing
6. S/O - Sales Order Processing
7. O/M – Operations Management (3rd party)
8. P/M - Production Management
9. I/M - Inventory Management
10. I/P - Inventory Requirements Planning
11. M/P - Material Requirements Planning (**retired** v2022)
12. P/R - Payroll (*Quarter-end processing*)
13. A/R - Accounts Receivable
14. A/P - Accounts Payable
15. J/C - Job Cost
16. B/R - Bank Reconciliation
17. G/L - General Ledger

Note: While there is no formal closing procedure in certain modules like B/M or W/O, all transactions in those modules should be posted before starting closing procedures in the modules that follow. Remember, this is just a general guide. **If you own modules that aren't listed above** or you run any third party add-on products, please contact us to discuss specific closing procedures for your company.

[Get The Full Details](#)

YEAR END PROCESSING

4 Tips for Success

Here are just a few tips to keep in mind as you begin year end processing in Sage 100.

1. **General Ledger Closing** - While it's a good idea to close modules in a timely fashion, the General Ledger can remain open for as long as you need while awaiting final processing (or audit adjustments) in other modules. A GL that's still open for 2025 will **NOT** prevent you from entering transactions for the new year.
2. **Payroll Planning** - Even if your company is on a fiscal year, you **may** need to close out payroll at the end of the calendar year (particularly if you're running an older version of Sage 100 Payroll).

NOTE: This does **NOT** apply to the **newer** Payroll 2.0 module which allows two calendar years to be open so you don't have to run year-end tax reports and W-2's before processing payroll for 2026 (as was required with the old/legacy payroll module).

Full Details: [Year End Processing in Payroll 2.x and Higher](#)

3. **Check Your Version Number** - Closing procedures can vary depending on which version of Sage 100 you're running. Here are steps to identify both your version number and service pack:

Select Help > About Sage 100
4. **Master Console** - Once you're ready to close, you need to make sure all users are out of the system. That's where the Master Console comes in handy. This utility provides a snapshot of all users currently logged into Sage 100, the workstation being used, what programs/tasks they're using, and more. You can also broadcast a message to all users or even shut them down remotely.

To launch the Master Console:

Select File > Master Console

YEAR END FAQ'S

For General Ledger & Reporting

Here are answers to a handful of the most Frequently-Asked Questions (FAQs) regarding General Ledger and Reporting when it comes to year end processing.

Can I print financial statements for the NEXT fiscal year PRIOR to performing year end processing?

YES. In the Fiscal Year field within the applicable report window, simply select the fiscal year to print.

DO NOT manually change the fiscal year in General Ledger Options in order to print financial statements for the next fiscal year.

After year end processing, can I delete accounts that will no longer be used in the new fiscal year and still run comparison statements?

Information about prior fiscal years is stored by account number. These account numbers must be retained for as long as you require comparisons.

Instead of deleting, you can set the status of an account to **Inactive** which prevents future postings but still retains the account number for comparisons. On the **Main Tab** in **Account Maintenance**, select Inactive in the Status field and click Accept.

Can I open a closed fiscal year to make General Ledger postings/adjustments?

YES. If you retained detail history for a prior fiscal year by entering the **'Years to Retain General Ledger History'** field in GL Options, you can reopen and post to a closed fiscal year.

TO POST TO A CLOSED FISCAL YEAR:

1. Select General Ledger Setup menu > GL Options
2. On the Main tab, in the Current Fiscal Year field, select the past fiscal year to reopen
3. In the Current Period field, select the accounting period to post to and click Accept

4. In General Journal Entry or Transaction Journal Entry, enter the transaction to the reopened fiscal year and period and update the journal entry.
5. Reprint year end reports when you're finished
6. Go back to General Ledger Options Main tab and select the current year in the Current Fiscal Year field, and the current period in the Current Period field. Click Accept.

You've just re-opened the closed fiscal year, posted a journal entry, and reverted back (in step 6) to the current fiscal period and year.

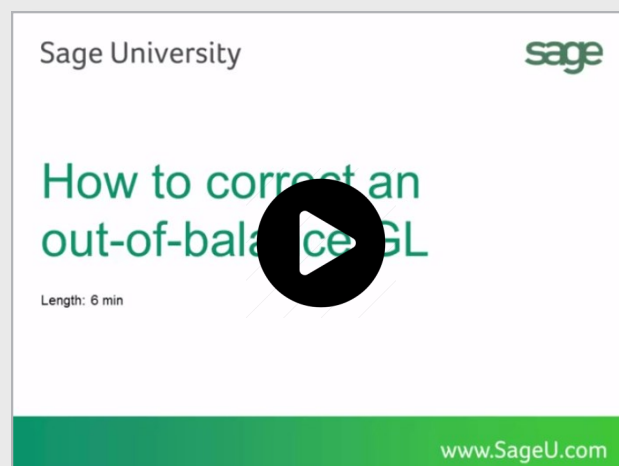
Note: Closed fiscal years can *only* be reopened in the General Ledger module.

Can I process year end in General Ledger before I'm finished with the other modules?

NO. General Ledger should be the very last module you close. Refer to the **Module Closing Order** article earlier in this newsletter for details on the [proper closing sequence](#).

TIP: How to Correct an Out of Balance General Ledger

There are a variety of reasons that your general ledger can get out of balance. [In the video below](#), you'll learn how to discover and correct the out-of-balance situation including instructions for making one-sided journal entries.



JOIN THE SAGE 100 YEAR END WEBCASTS

As the year comes to a close, it's time for a refresher on how to close the books and perform year end processing. Sage is hosting two complimentary webcasts designed to guide you through some key year-end processes in Sage 100:

Sage 100 Year-End Webinar #1

Aatrix, Payroll and Fiscal Close

Date: December 10, 2025

Time: 10 AM PT / 1 PM ET

Overview:

Learn valuable tips and resources to help you make year-end payroll processing and tax form generation as seamless as possible. Also get a refresher on fiscal closing procedures.

[Register Now](#)

Sage 100 Year-End Webinar #2

Required updates, Tax Forms and FAQs

Date: December 11, 2025

Time: 10 AM PT / 1 PM ET

Overview:

This session is focused on important software updates for tax purposes as well as answering some of the most common questions that Sage 100 customers have during year-end processing.

[Register Now](#)

Can't Make it Live?

No problem. Just check the [Sage 100 Announcements Forum](#) to access webcast recordings following the live events.

SAGE 100 YEAR END CENTER

Sage has created a [Year End Center](#) that provides valuable resources to guide you through a smooth year end closing process in Sage 100 including:

- Year End Tips and Checklists
- Video Tutorials and How-to Articles
- Live Chat With Tech Support
- Tax Forms, Payroll, and Report Guidance

Take advantage of this free and valuable resource!

[Visit Year End Center](#)

SAGE 100 SUPPORTED VERSIONS

What versions of Sage 100 are currently supported? What is the "end of life" date for the version I'm running now? Those questions are answered in the table and notes below:

SAGE 100 (All Editions)	2025 (7.4) Payroll 2.25	2024 (7.3) Payroll 2.24	2023 (7.2) Payroll 2.23
Release Date	April 2025	April 2024	April 2023
End of Support (Retirement)	Release Date of Version 2028	Release Date of Version 2027	Release Date of Version 2026

[Get Full Details ...](#)

Things to Note:

Sage officially supports the current release plus two previous releases. Phone support is not provided for retired versions which currently includes Sage 100 2022 and earlier.

See also:

[What Crystal Reports Versions are Supported with Sage 100?](#)

Contact us if you need upgrade assistance or any other help with year end processing.

How to Setup Paperless Office to Save/Print Year-End Reports

Here are step by step instructions for setting up Paperless Office to save your period and year end reports in PDF format so they're searchable and easy to retrieve later.

Setup Paperless Office

1. Open Paperless Office, Setup, **Paperless Office Options**.
2. In the '**Enable Electronic Delivery and PDF Storage**' section, select all options.
3. In the '**Load Date on Initial Viewer Access**' section, select all options.
4. In the '**Keep Only the Last Copy**' section, select Period End Reports.
5. Click **Accept**.

Setup Period End Report Maintenance

The following steps are applicable for all modules.

1. Open Paperless Office and navigate to **Setup > Period End Report Maintenance**.
2. Select applicable **Company Code** and **module** from look ups (**Note**: you can select any module or ALL modules).
3. In the **PDF Directory**, enter the full path of an existing folder to use for storing the period-end report in PDF format, or click 'Browse' to choose a folder.
4. Select whether to **password-protect** PDF documents which requires entry of a password to view the PDF after it's created (**Prompt** = displays a message requiring you to define a password each time the PDF document is created, **Yes** = always protect the PDF document with the password entered in the Password field, and **No** = create the PDF document without password protection).
5. If you chose the Yes option, type the password that will be required to view the PDF documents created.



6. Confirm and re-type the password entered.
7. Click **Accept**.

Paperless Office Report Maintenance

If you have the appropriate security access, you can also add public favorites. Public favorites are available to **all users** who can access them based on their security setup.

1. Open Paperless Office and navigate to Setup > **Period End Report Maintenance**.
2. Select applicable **Company Code** and **module**.
3. In the **Document** field, select the report to define PDF settings for. This field displays all reports for the selected company and module. Select All Documents to define PDF settings for all reports in the selected company and module.

From here, the remaining steps are identical to steps 3 - 7 in the previous **Setup Period End Report Maintenance** section above.



[Refer to this Sage Knowledgebase support article](#) for full details including setup instructions for payroll registers and reports.

INTRODUCING SUPPLY CHAIN INTELLIGENCE

Maximize Efficiency, Streamline Communication with Suppliers

Sage Supply Chain Intelligence is a cloud-based platform that streamlines communication with your suppliers while providing real-time visibility to purchasing and performance. Now available for Sage 100, let's take a look at what it can do for your business.

What's Sage Supply Chain Management?

Sage Supply Chain Intelligence (SSCI) is an analytics and collaboration platform for manufacturers and distributors that centralizes communication with suppliers, tracks order milestones, and captures critical documents. Key features and capabilities include:

Intelligent PO Management

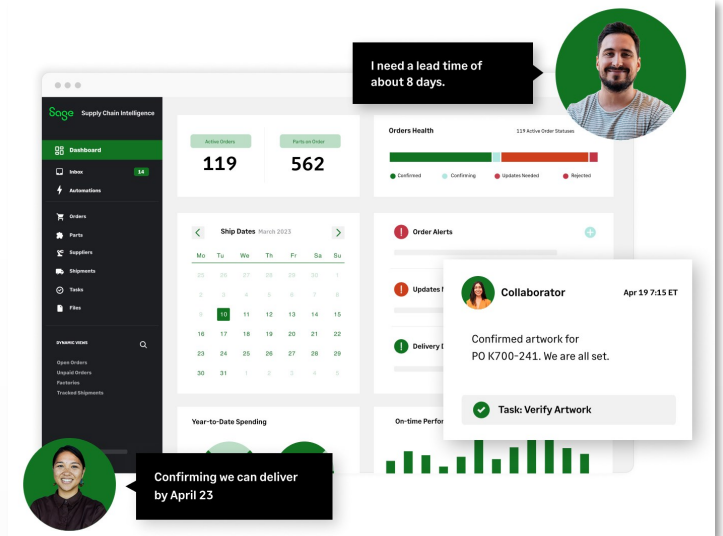
SSCI provides a centralized, comprehensive dashboard for all open and historical purchase orders, with real-time status updates and automated alerts that keep your team up-to-date without time-consuming manual follow-up.

Supply Chain Performance Tracking

SSCI tracks performance metrics and provides detailed scorecards that measure delivery accuracy, quality consistency, and communication responsiveness. In addition, automated alerts notify both your team and suppliers of critical milestones, potential delays, and required actions.

Document Management and Compliance

With SSCI document management, the days of manually tracking packing lists, bills of lading, quality checks, and compliance certificates in multiple systems is in the past. Document workflows automatically route approvals and updates to appropriate team members, while compliance tracking ensures all required certifications and quality checks are completed before shipment.



Predictive Analytics and Reporting

SSCI's predictive analytics engine analyzes patterns across suppliers, products, and logistics networks to identify potential risks and recommend proactive mitigation strategies.

Integrated with Sage 100

SSCI connects directly with your Sage 100 Inventory Management, Purchase Order, and Sales Order modules so you have an end-to-end supply chain management solution without any manual intervention or data to import/export.

The bi-directional integration automatically pulls purchase order data from Sage 100 while pushing real-time supplier updates, delivery confirmations, and cost adjustments back into your ERP system. What's more, supplier performance metrics, quality scores, and delivery tracking integrate seamlessly with your Sage 100 reporting structure.



Check out this [quick 2-minute demo](#) on YouTube to see SSCI in action.

Contact us with questions or for more information about Sage Supply Chain Management for Sage 100.

Technology Integrators

13033 Ridgedale Drive
Suite 136
Minnetonka, MN 55305
(763) 971-4800

Info@Technology-Integrators.com



www.Technology-Integrators.com