

How to Install the 2015 Year End IRD (Interim Release Download) for Sage 100

Please read this entire document carefully. This document contains specific steps for successful Year End IRD installation. Skipping any step may have irreversible results. Always make a full backup before installing.

1. See [Installing the 2015 IRD](#) section below and follow the required steps to ensure the accuracy of your data and proper form alignment.
2. Read the [2015 Year End Read Me](#) notes section to review details of this IRD

The 2015 IRD is supported **only** with the following Sage 100 versions:

- 2015 PU 3 (5.20.3.0)
- 2014 PU 7 (5.10.7.0)
- 2013 PU 9 (5.00.9.0)

Note: The 2015 IRD is included in Sage 100 2016 release.

IMPORTANT REMINDERS:

- Verify in **all** companies that Payroll and/or Accounts Payable **data entry files** are not in progress *before* installing the 2015 IRD.
- Make a backup of the entire...\\MAS90 directory prior to installing 2015 IRD
- All users must exit out of Sage 100 before installing
- If you have any 3rd party modifications installed, please contact the developer to confirm the modification program is compatible with the 2015 IRD. Also, verify if the modification will need to be reinstalled after installing the 2015 IRD.
- **For Payroll customers:** **After** installing the 2015 IRD **and** printing 2015 W2s, you will need to update your Payroll Tax Tables by installing the 2016-Q1 Tax Table Update (TTU), which is located on the [Sage Support Portal](#) on the Year-End Center page (KB ID 49810)
- Click link to read important **Action Required** message

[Installing the 2015 IRD](#)

- **2015 PU 3 (5.20.3.0)**
- **2014 PU 7 (5.10.7.0)**
- **2013 PU 9 (5.00.9.0)**

Install the 2015 IRD by doing the following:

1. Download the 2015 IRD by logging into the [Sage Support Portal](#), located on the **Sage 100 Year End Center** support page
2. Click **Save** or **Save As**. Make note of the location saved

3. Go to the location noted, and open **Sage 100 IRD 2015** folder
4. Double-click the file named **Sage 100 IRD2015.exe**
5. Click **Run**. Click **Next** and follow the on-screen instructions
6. Install the IRD to the ...\\MAS90 folder
7. [Verify 2015 IRD installed](#) was successfully installed

How to verify IRD is installed:

1. Expand **Library Master, Reports** and click **Activity Log**
2. Click **Preview**
3. Look for the description of **Installed xxxx End of Year Changes** (xxxx=Tax Year, i.e. 2015)

2015 Year End Read Me.txt:

December 21, 2015

Sage 100– 2015 Year End Interim Release Download (IRD) Read Me Notes:

Important Reminder As of Tax Filing Year 2015, in order to print or electronically file 1099 forms, you will need to use the following menu tasks:

- **1099 (MISC, DIV & INT) forms:** Accounts Payable > Reports > Form 1099 eFiling and Reporting



TIP! A user guide on how to process 1099 forms can be downloaded from the Sage Support Portal at <https://Support.NA.Sage.com>. Once logged into portal, in the Search field type **53295** and click **Search** button.

Please make sure the appropriate person who processes 1099 forms in your company is aware of this important change.

You must install the 2015 IRD on the server to the ...\\MAS90 directory and you must also install the year end eFiling (Aatrix) update **before** processing 1099s for tax filing year 2015.

The year end eFiling update will be **released on Friday, December 18th**. The eFiling update is installed separately on each workstation that has State/Federal eFiling & Reporting installed. When you access any one of the eFiling and Reporting tasks, you will be prompted to install an “Automatic Update”; this will update all applicable form changes. It does not matter which update is installed first, just as long as both updates have been installed before processing 1099s for 2015. For more information, see [knowledgebase article **How to install, activate, update and uninstall Federal and State eFiling and Reporting**](#) (KB ID 18851)

The following are the **required minimum Sage 100 versions**. If you are not at least on one of the minimum versions below, you **must** add the required product update (PU) to get to the minimum **before** installing the 2015 IRD.

- 2013 PU 9
- 2014 PU 7
- 2015 PU 3

ACCOUNTS PAYABLE:

The 2015 IRD contains the following enhancements for Accounts Payable:

IMPORTANT TAX INFORMATION: 1099 Form changes were required for the tax year 2015 and have been incorporated in this update. Maintenance, data entry, as well as certain reports and Form 1099 eFiling and Reporting have been modified to adhere to the 2015 1099 Miscellaneous, Dividend, and Interest forms as published by the IRS for the tax year 2015 filings.

- Once the 2015 IRD is installed, the new 2015 boxes will be available for all companies in the installation. The following changes have been made to accommodate the correct placement of the following information:

1099-INT:

- Box 12 is now blank
- Box 13 is now Bond premium on tax exempt bond
- Box 14 is now Tax-exempt and tax credit bond CUSIP no.
- Box 15 is now State
- Box 16 is State identification no.
- Box 17 is State tax withheld

1099-MISC:

- No form changes were required

1099-DIV:

- No form changes were required

Note: If these boxes were previously created (in the SY_1099Setup file) using the SY_1099Maint_UI utility, this IRD will overwrite those records in SY_1099Setup, but **will not** affect any paid-to-date dollar amounts already stored for the tax year 2015 in the data file AP_1099VendorPayments. Note if the new boxes were manually created using the utility, prior to installing the 2015 IRD, the user should use the SY_1099Maint_UI utility to verify that the boxes were created correctly as a text or non-text field (Text Field) in the Form 1099 Box Maintenance window, and make corrections as necessary.

- Form 1099 eFiling and Reporting version has been updated to 2.57