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**sage**

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## WHAT'S NEW IN SAGE 300 2021

### PRODUCT UPDATE 1 NOW AVAILABLE

The first product update for Sage 300 2021 (aka Version 2021.1) is now available. Here's a look at what's new in this latest software release.

#### Updated 1099 Tax Reporting

For tax year 2020, Nonemployee Compensation is reported in box 1 on a new 1099-NEC form (instead of box 7 on the 1099-MISC form where it was reported previously). On the Sage 300 [A/P Print 1099/1096 Forms screen](#), you can now print to the new 1099-NEC form, as well as updated versions of the 1099-MISC and 1096 forms.

#### Improved 1099/CPRS Codes

[1099/CPRS codes](#) no longer correspond to specific box numbers on forms, because these box numbers may change from year to year (which happened with several boxes in tax year 2020).

Instead of using the code as an indication of the box number where amounts should be reported, for each code you now specify a type of payment (or other amount) to be reported on 1099/CPRS forms. When you print a form for a specific tax year, amounts are automatically printed in the correct boxes for that year.

To continue using your **existing** 1099/CPRS codes, update each of them by specifying a tax reporting type (1099 or CPRS) and an amount type. Also, consider creating 1099/CPRS codes with meaningful names for your next reporting cycle. For example, if you currently use code 7 for Nonemployee Compensation, you might replace this code with one named NEC. If you create new codes, ensure that you assign them to vendors in Accounts Payable.

#### Updated Visual Process Flows on Desktop Screens

Sage 300 classic desktop screens in Version 2021.1 include **updated visual process flows** that no longer require Adobe Flash, because support for Flash was discontinued after December 2020.

The 2021.1 release includes updated versions of the process flow templates that were available previously. You can use these templates as well as any custom process flows that you already have. However, in this release you cannot create or change process flows. The ability to **customize** process flows will be restored in a future release.



[Contact Us](#) if you have questions about the new version of Sage 300 2021 or need help upgrading. Also, refer to the [release notes](#) for other important details not covered in this article.



# SAGE 300 2021

## Accepting Online Payments From Customers

One of the new features in Sage 300 2021 is the ability to accept payments from your customers through online service providers like PayPal and Stripe. Let's take a look at how it works and how to connect to a payment provider.

### How it Works

To accept payments through an online provider, you connect the provider to your Sage 300 company. Once you've done this, PDF invoices that you send include a **Pay Now** button that your customers can click-to-pay through that provider.

If you connect multiple online providers, your customers will be presented with options and can choose their preferred provider after clicking pay now. After your customers has made an electronic payment, you complete the accounting by downloading and reconciling receipts for those payments.

### Connecting to Providers

Follow these steps to connect to payment providers:

1. Open Common Services > Service Center > Payments Acceptance.
2. Depending on whether a provider has previously been connected for your company, perform the following steps:
  - If a provider has previously been connected for your company, click **Connect**.
  - If a provider has **NOT** previously been connected:  
Enter the country or region where your company operates. Make sure the currency of the country you enter is the same as the functional currency for your company.  
**Click Connect**.



Next, enter an email address. In the unlikely event that your connection to a provider needs to be reactivated, the reactivation code will be sent to this email address.

#### Click Sign Up

3. Click a provider. On the next screen click Connect Account.
4. If you already have an account with the provider, you can sign in to connect your existing account. Otherwise, you can create a new account during this process.

### After Connecting to a Provider

Once you've connected to a provider and customers are using the 'Pay Now' button, you download receipts for online payments by clicking **Get Online Payments** on the **A/R Receipt Batch List** screen. When you do this, receipts and bank entries are created for any online payments that have not yet been downloaded.

Contact us if you need help with Sage 300 online payments.

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