Sage

Sage 100 Contractor 2026 (SQL)

Version 2026.1 Release Notes

Canada and U.S. Editions

March 2026

Contents

Installation Notes

Note for Canadian customers

> **Important!** Version 26.2 contained a change in the way Sage 100 Contractor passes the Federal ID number to Aatrix. As of November 2024, you need version 26.2 or a later version to print ROE, T5018, and T4 forms.

Incompatible Windows versions

> **Caution!** Windows versions older than Windows 10 and Windows Server 2016 are no longer supported. Do not install this update if you are using Windows 7, Windows 8, Windows 8.1, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, or an earlier version of Windows, or you will not be able to open Database Administration or Sage 100 Contractor.

Compatibility with Sage Estimating

> **Important!** Sage 100 Contractor Version 2026.1 is not compatible with Sage Estimating version 20.1 and earlier versions. If you integrate Sage 100 Contractor with Sage Estimating, do not install Sage 100 Contractor Version 2026.1 until you install Sage Estimating version 21.1, or later.

Using an older version of SQL Server?

It is good practice not to delay important upgrades of your software, which help to keep your data secure and your computer performing efficiently.

When you log in to Database Administration after upgrading to Version 2026.1, if the program detects that your SQL Server instance is using an Express edition that is earlier than SQL Server 2019 Express, it will display a new **Upgrade SQL Server Instance** tab that invites you

to upgrade your instance. For now, you can use Version 2026.1 without upgrading SQL server. However, you may need to upgrade before the next Sage 100 Contractor update.

As Microsoft makes future cumulative updates available, you can easily install them from this tab.

> **Note:** If you do not use an Express edition of Microsoft SQL Server, Database Administration does not display this tab automatically when you log in. However, you can display the tab to see which version of SQL Server your instance is using and which version of SQL Server we recommend that you use. (Select **Server Management** > **Upgrade SQL Server Instance**.) You can then install the recommended version, as needed.

U.S. Payroll Tax Tables

State and Other Government-Mandated Payroll Tax Changes

Payroll tax tables changed for the following jurisdictions in this update:

- Maryland

We've been listening to you!

At Sage, we love hearing from you about the features you want to see in Sage 100 Contractor. We do our best to incorporate them, so keep them coming!

Version 2026.1 includes the following popular suggestions from the Sage Ideas site.

- This version introduces custom job statuses that you can design to reflect your company's workflow.

  Thank you for this suggestion, Beth A.

- A new bulk mail distribution method enables you to email or print large batches of job-, client-, or vendor-related documents in a single workflow.

  Thank you for this suggestion, Donna P.

These enhancements are described in detail in the next section.

- A new help topic describes how you can format the body of email messages you send from Sage 100 Contractor as HTML.

  Thank you for this suggestion, Martel R.

Enhancements in US and Canadian editions

Version 2026.1 includes the following new features in both the US and Canada editions:

- **Custom Job Statuses** that you can add, rename, and use to reorganize job statuses to match your business processes.

- **Bulk document distribution** for emailing and printing multiple documents in one streamlined workflow.

- The **Report Form** list in report printing windows now indicates whether a custom report form is a private, shared, or company form.

- A new **13-9 Report File Manager** you can use to move existing custom reports and report forms between Shared, Private, and Company folders, or to rename or delete those designs.

- **Updated version numbering** beginning with this release. Sage 100 Contractor version numbers now uses the calendar year followed by a quarterly numeric signifier (.1, .2, .3, and .4–for example, 2026.1).

- **Updated sample data.** Sample Company data now reflects the current year, 2026. Sample Company deployments now require SQL Server 2019 or later, helping to ensure a supported environment.

The following sections describe the significant changes in more detail.

Custom job statuses

Custom job statuses are a major enhancement that enable you to track jobs using terminology that reflects your business workflow.

Sage 100 Contractor comes with six system-defined job statuses–Bid, Refused, Contract, Current, Complete, and Closed–that control system behavior. Now, you can create up to 99 custom job statuses that map to one of these system statuses. While system statuses cannot be modified, custom statuses let you represent additional job states while preserving system logic.

You need to map each custom status to a system status.

> **Example:**
>
> Custom statuses mapped to system statuses
>
> | Custom status | System status |
> |---|---|
> | Inactive (job complete in the field but unpaid) | Complete |
> | Canceled | Refused |
> | On Hold | Bid |
> | Scheduled | Contract |
> | Active | Current |

Once you create them, custom job statuses are available anywhere you can select a job status. You can assign a custom status directly on a job record or use it to filter jobs in lookup windows. Custom job statuses enable you to:

- Track jobs using terminology that matches real world workflows
- Preserve existing reporting, reminders, and validation behavior
- Improve filtering and visibility across job lists and dashboards

Changes in the program to support custom statuses

We have made the following changes to the 3-5 Jobs window and elsewhere in the program to support custom job statuses:

- A new dedicated **Job Status Management** window is available in the **3-5 Jobs** window.

  Users with company administrator rights can do the following:

  - Add new custom statuses
  - Edit custom status names
  - Change mapping to system statuses
  - Delete unused custom statuses

- **Job lookup windows** now provide a status filter that includes custom statuses, so you can find jobs based on your own workflows.

- **The process for marking jobs Complete or Closed** has been redesigned as follows:

    - A new window replaces the previous lookup-driven workflow.

    - You can sort columns.

    - You can select custom statuses (mapped to Complete or Closed system statuses) from the dropdown list.

- **Reports and dashboards** now support custom job statuses while still relying on system status internally. Updates include:

    - Modified report criteria where job status is used.

    - Improved grouping and labeling to display custom status names when appropriate.

    - Existing custom reports may require review if system-status mappings have changed.

> **Notes:**
>
> - Built-in (program) reports automatically map custom statuses to their system equivalents. You may need to adjust your custom reports.
>
> - System safeguards are maintained. Actions such as job costing continue to enforce warnings or restrictions based on the underlying system status.
>
> - Data integrity is protected. Statuses already assigned to existing jobs cannot be deleted.

Bulk document distribution

Bulk document distribution provides a centralized way to email or print large batches of job-, client-, or vendor-related documents in a single workflow. It reduces manual steps by enabling you to generate and distribute multiple documents at once. For supported reports, a new Distribute Documents option opens a Document Distribution screen where all documents can be reviewed and sent together. For example, you can:

- Send daily batches of invoices or statements. You can email each document to the correct job, client, or vendor contact, eliminating the need to send documents one at a time.

- Customize email recipients (To/Cc/Bcc), subject lines, messages, and attachment names for each document or for all documents for the same job, vendor, or client.

- Insert dynamic fields, such as invoice numbers, in the email subject, message, and attachment name, to personalize message content automatically.

- Include attachments from the document's source record, the job, or both.

- Choose to attach a copy of the emailed or printed document to the source record.

- Preview documents before distribution.

- View distribution history (sent and printed information, recipients) using a new **Document History** panel.

> **Note:** The Twilio email service is fully supported. There are expanded emailing options for Outlook email.

Reports that support Document Distribution

Reports that support the new Document Distribution method include all system and custom for the following windows:

- 3-1-9 Overdue Receivable Reminders

- 3-2 Receivable Invoices/Credits

- 3-4 Statements (system reports only)

- 3-7 Progress Billing

- 3-10-3 Print T&M Invoices

- 4-3-2 Pay Vendors~print lien waivers

- 6-6-1 Purchase orders

- 6-7-1 Subcontracts

- 6-7-2 Print Subcontracts

- 11-1-11 Overdue Service Reminders

- 11-2 Work Orders/Invoices/Credits

Using Bulk Document Distribution

Bulk Document Distribution starts from the Report Printing window for supported reports. When you select **Distribute Documents**:

- Each document generated by the report criteria appears in a distribution list.
- Email recipients are automatically populated using the Primary Email field or saved distribution defaults for the related job, client, or vendor.
- You can choose to email documents, print documents, or do both Additional job or client related attachments can be included when emailing documents.

Document history and tracking

Each distribution action is recorded in document distribution history. History is tied to the originating document and the associated job, client, or vendor, providing a clear audit trail of what was sent and how it was delivered.
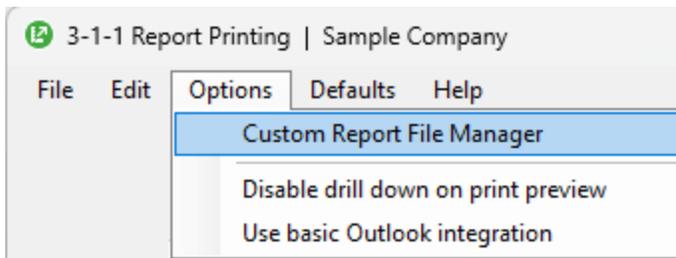
A new Report File Manager

A Report File Manager is now available to help you manage custom reports and report forms. For example, when you have multiple saved versions of a custom report or form, you can now easily remove the reports or forms you no longer need.

Previously, you could create and modify custom reports and forms, but you could not rename or delete them from within Sage 100 Contractor. This made it difficult to remove unused or outdated files created during report development.

You can now use the new **13-9 Report File Manager** to rename, delete, and edit custom reports and forms in one place.

The Report File Manager is also available from the Options menu in any printing window, as shown below:

> **Note:** Only custom reports and forms appear in the Report File Manager. You cannot rename or delete standard reports or forms provided with Sage 100 Contractor.

Enhancements for the U.S. Edition

Sage 100 ContractorVersion 2026.1 includes the following enhancements specifically for the U.S. Edition:

- Updated ACH Formats that meet new ACT requirements. The next section describes this change in more detail.

- Support for Minnesota Paid Family and Medical Leave (PFML) reporting in Aatrix.

Updated ACH Formats

Sage 100 Contractor Version 2026.1 includes updated ACH Formats for the U.S. Edition.

Effective March 20, 2026, NACHA—the organization that governs ACH payment standards in the United States—requires changes to how certain ACH payment batches are identified, including new requirements for the Company Entry Description and Standard Entry Class (SEC) Code.

To support these requirements, we updated Sage 100 Contractor to provide additional formatting options for creating vendor ACH payment files.

You select the following new options in the **Vendor ACH Payment File Creator** window (opened from the 4-3-2 Vendor Payments window):

- The Standard Entry Class (SEC) Code:

    - PPD (Prearranged Payment and Deposit)

    - CCD (Corporate Credit or Debit)

- The Company Entry Description used in the ACH file header, such as INV PMT.

> **Note:** The option to select the Company Entry Description is available only when you select PPD as the SEC Code. If you select CCD as the SEC Code, INV PMT is selected automatically and you cannot change it.

No changes are required for payroll direct deposit processing, which already complies with current NACHA rules. More information about the use of these codes is available in the 2026.1 help.

Support for Minnesota Paid Family and Medical Leave (PFML) reporting in Aatrix

Minnesota's Paid Family and Medical Leave (PFML) program took effect January 1, 2026. For detailed information on the provisions of the legislation, see the State of Minnesota PFML web page at Employer Roles and Responsibilities.

This section can help you set up the calculations in Sage 100 Contractor.

PFML Premium Rate

For 2026, Minnesota's PFML premium is 0.88% of each employee's gross wages, split into 0.61% for Medical Leave and 0.27% for Family Leave. This payroll tax applies to wages up to the Social Security wage cap ($184,500 for 2026).

Small employers (generally those with 30 or fewer employees meeting the average wage criteria) qualify for a reduced PFML premium rate of 0.66% of wages in 2026. These employers are required to fund only approximately 33% of the premium (≈0.22% of wages), with employees covering up to the remaining 67% (0.44%).

> **Important!** The rates shown for calculating the premium contributions below are guides only. It is your responsibility to confirm the rate annually, and to make any adjustments required.
>
> - Employer's Contribution:
>   - Large employers must pay 50% of the 0.88% premium (0.44%).
>   - Small employers pay 0.22% under the reduced rate.
> - Employee's Contribution: Employers must withhold up to 0.44% from employee wages unless they choose to cover more of the premium.

To set up the employer's contribution for medical leave:

Open **5-3-1 Payroll Calculations**, and then enter:

- **Tax Type:** 21 – Employer State Paid Leave
- **Default Rate:** the employer's contribution rate of 0.44% (large employers) or 0.22% (small employers), or the rate prescribed by the state, if it is different.
- **Default Max:**$184,500
- **Max Type:** 4 – Wages/Year

To set up the employee's contribution:

Open **5-3-1 Payroll Calculations**, and then enter:

- **Tax Type:** 20 – Employee State Paid Leave
- **Default Rate:** enter the rate of 0.44% or the rate prescribed by the state, if it is different.
- **Default Max:** $184,500
- **Max Type:** 4 – Wages/Year
- **W-2 Box:** 14
- **W-2 Code:** MNPFML (or MNPML and MNPFL if split)

Do you have a product idea you want to share with us?

We want to hear it!

To suggest a product enhancement when you're working with Sage 100 Contractor:

1. On the Sage 100 Contractor desktop, click the **Home & Resources** tab > **Submit Product Idea**.

2. Log in to the Sage 100 Contractor Ideas site (or sign up).

3. Describe your idea.

4. (optional) Browse through others' suggestions, and vote for the ones you love!

Or visit https://www5.v1ideas.com/TheSageGroupplc/Sage100Contractor any time you're online!

Fixes in Version 2026.1

Fixes in Both Editions

Version 2026.1 includes the following software fixes in both the U.S. and Canadian editions:

General Ledger

- You can now enter in the **1-3 Journal Transactions** window transactions that are posted to equipment accounts without encountering incorrect "Inactive subaccount" messages. Equipment numbers are validated correctly during transaction entry.

- In the **1-3 Journal Transactions** window, when you void a credit card receipt that has no vendor and is posted to a locked period, you are prompted to create a reversing transaction in the current period. If you choose to proceed, the reversing transaction correctly reverses the associated job and equipment cost entries.

Accounts Payable

- Additional safeguards prevent issues when multiple users attempt to edit the same payable invoice at the same time. The system now detects conflicting changes and blocks invalid saves, helping maintain accurate audit and ledger data.

- When editing a posted payable invoice removes all job or equipment costing, the Job Cost window now clears outdated ledger totals automatically.

Accounts Receivable

- Printing Time and Materials invoices now includes clearer guidance to help ensure invoices are retained for future reference. The workflow encourages saving PDF copies as job attachments, which makes reprinting the invoices easier. Also, you can easily attach PDF copies of the printed invoice to the job record automatically when using the new document distribution feature.

Payroll

- When you export from Daily Payroll, hours entered on Piece Pay timecard lines are now automatically included in the Total Hours of the payroll record .

- Payroll job costs match the ledger for salaried employees with timecard lines that only include Per Diem or miscellaneous pay items tied to jobs. Payroll job costs and ledger postings remain aligned.

Database Administration

- Payroll year to date totals are now recalculated correctly after archiving older payroll years. This ensures current year payroll totals remain accurate when archiving years that are not the immediately prior year.

Fixes for the Canadian Edition

The following issue was fixed specifically for the Canadian edition:

- Imported credit card transactions now correctly exclude applicable taxes from job and equipment costs. This ensures job cost amounts, budget tracking, and cost over budget alerts reflect true direct expenses only.

Fixes for the U.S. Edition

The following issues were fixed specifically for the U.S. Edition of Sage 100 Contractor:

Payroll

- Exporting the State Quarterly Wage Report to Excel now preserves full column header text, improving readability and usability of the exported report.

- Federal qualified overtime hours and compensation are calculated and saved when you create payroll records from the **5-5-1 Daily Payroll Entry** window or the **5-6-5 Create Timecards** window. This ensures federal overtime hours and compensation are included automatically without your needing to open and resave the payroll record. You can calculate any missing federal overtime amounts using the Recalculate Federally Qualified Overtime menu option in the **5-2-2 Payroll Records** window.

General Ledger / Accounts Payable

- When creating new transactions from bank feeds, the program now correctly enforces required subaccounts during posting. Clear validation messages help you resolve missing or invalid subaccounts before saving, reducing audit issues.

Fixes in Sage 100 Contractor Cloud

The following issue was fixed specifically for Sage 100 Contractor Cloud:

- You can modify a user's system login in **Database Administration** without affecting their Administrator role in the Sage Provisioning Portal. For example, removing their *sysadmin* role in Database Administration only moves users between Operator and User roles in the portal, leaving their Administrator role intact.

Known issues and comments

The following sections describe known issues and problems in Sage 100 Contractor Version 2026.1.

General

Downloads of Sage Time app not available for some Android devices

We are aware that downloads are not available for some Android devices. Sage is investigating this issue and exploring solutions.

If you downloaded this app earlier, you can still use it with Sage 100 Contractor.

Bank Feeds is not available for the Chase Bank

Sage is aware that Bank Feeds does not work for some Chase Bank customers. We are exploring solutions for this issue.

Minor audit issues in Canadian Sample Company data

You may notice small errors in the Payroll Audit Report for the Canadian sample data.

This is an issue in the sample data, only, and should not occur when printing the audit

report for your company.

Compliance and Payroll Checks

> **Important!** The sample check forms that come with Sage 100 Contractor may not be fully compliant with all federal, state, and local laws, and other requirements that can differ from one jurisdiction to another. It is your responsibility to familiarize yourself with all applicable laws and requirements, and to modify check forms as needed to ensure compliance. For information about customizing check forms, see 13-5 Form/Report Page Design in the Sage 100 Contractor help, or contact your Sage business partner

> for assistance.

Internet access required for Sage 100 Contractor

Sage 100 Contractor features, such as printing or efiling tax forms, submitting enhancement requests, accessing Help, or downloading periodic product or tax updates all require Internet access.

To take advantage of these features, ensure that any workstation or server that Sage 100 Contractor is installed on has access to the Internet.

During installation of Sage 100 Contractor, the computer serving as the Sage license server must be able to connect to the Internet to obtain licenses. Once installation is complete, you can check out license uses for each computer where Sage 100 Contractor is installed, then disconnect the Sage license server from the Internet.

Configuring anti-virus software and third-party firewalls

During installation of the Sage 100 Contractor Hosting Framework, the Windows Firewall is configured automatically to enable the Sage 100 Contractor Hosting Framework to act as a TCP server. If you use some other firewall, you may need to manually adjust some settings in the firewall in order to ensure proper operation.

You can use the following procedure to configure the Windows Firewall manually to allow the Sage 100 Contractor Hosting Framework to communicate with other computers. Use it as the basis for manually configuring other third-party firewall products.

To configure the Windows Firewall:

1. Click **Start > All apps > Control Panel > System and Security**.

2. Open **Windows Firewall**, and then select **Allow a program or feature through Windows Firewall**.

3. Select Sage 100 Contractor **Hosting Framework** on the list, if it is not selected.

> **Note:** By default, the exception is set to allow access by any computer on the network. You can refine this setting by selecting the **Change Scope** button. Be aware that restricting the scope incorrectly can cause the computer to be unable to connect with some or all of the other machines on the network.

Files to exclude when manually configuring your firewall for Windows 10 Professional 32-bit

- C:\ProgramData\Sage\Sage 100 Contractor SQL

- C:\Program Files\Sage\Sage 100 Contractor SQL

- C:\ProgramData\Aatrix Software

- C:\Program Files\Aatrix Software

- C:\%LocalAppData%\Sage\Sage 100 Contractor SQL

- Network location of Sage 100 Contractor SQLdata. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Files to exclude when manually configuring your firewall for Windows 10 Professional 64-bit

- C:\ProgramData\Sage\Sage 100 Contractor SQL

- C:\Program Files (x86)\Sage\Sage 100 Contractor SQL

- C:\Program Files (x86)\Aatrix Software

- C:\ProgramData\Aatrix Software

- C:\%LocalAppData%\Sage\Sage 100 Contractor SQL

- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Software and hardware required to support Microsoft SQL Server

Version 2026.1 requires an instance of Microsoft SQL Server. You can download and use Microsoft SQL Express at no charge, or you can use the full version of Microsoft SQL Server. You can even start using Microsoft SQL Express, and upgrade to the full version of Microsoft SQL Server later, if necessary.

When you first open the new Database Administration tool, the program tries to configure an instance of Microsoft SQL Server with optimal settings for Sage 100 Contractor for you. If you

do not already have an instance of Microsoft SQL Server, you can let the Database Administration tool download, install, and configure Microsoft SQL Express for you.

Refer to Knowledgebase article 260310202024637 for detailed information about supported operating systems and software, and for minimum hardware requirements.

Installation of Microsoft SQL Server on a domain controller is not recommended

Microsoft recommends against installing SQL Server on a domain controller, and does not support SQL Server on a read-only domain controller should you encounter any problems with this configuration.

Because you must install Database Administration on the same machine as SQL Server, you should not install Database Administration on a domain controller. To guard against inadvertent installation on a domain controller and the potential for irrecoverable data losses, you will receive a warning if you attempt to install Database Administration on a machine used as a domain controller .

For more information, see the Microsoft Knowledgebase article https://support.microsoft.com/en-us/kb/2032911.

About .NET Framework

.NET 4.8 Framework is required

If Microsoft .NET 4.8 Framework is not already installed, it will be installed automatically when you install Sage 100 Contractor. Installation of .NET 4.8 Framework alone may take up to 20 minutes per computer.

Make sure that both your client and server computers meet the minimum requirements for installing both Sage 100 Contractor software and .NET 4.8 Framework.

> **Note:** If Sage 100 Contractor requires an installation of .NET 4.8 Framework, the Sage 100 Contractor installation process may continue automatically after the .NET Framework installation is completed. If you are prompted to restart your computer after the .NET Framework installation, you must do so to continue the Sage 100 Contractor

	installation.

.NET 3.5 is also required

In some situations, you may need to turn on .NET 3.5 manually by selecting the .NET 3.5 checkbox in the Windows Features dialog box. For more information, see Knowledgebase article ID 68381, available at
https://support.na.sage.com/selfservice/viewdocument.do?externalId=68381.

Turning on Microsoft .NET 3.5

Microsoft .NET 3.5 must be available and enabled prior to installing Sage 100 Contractor.

If you attempt to install Sage 100 Contractor without .NET 3.5 installed, you receive the following message during the licensing install:

> "Sage.CRE.HostingFramework.Service v3.2 has stopped working."

When you click [**OK**], the installation continues, but the services have not been installed so Sage 100 Contractor cannot open. The Sage.CRE.HostingFramework Service does not install unless .NET 3.5 is installed. If you receive the above message during installation, install .NET Framework 3.5., and then reinstall Sage 100 Contractor.

The following instructions are for Windows Server 2008 R2.

To verify that .NET 3.5 is installed:

1. Click the **Start** button in the lower left corner of the display.
2. Highlight **Administrative Tools** and select **Server Manager**.
3. In the **Server Manager** interface, click **Features** to display all the installed Features in the right-hand pane. Verify that .NET Framework 3.5.1 is listed.

To enable .NET 3.5:

1. In the **Server Manager** interface, select **Add Features** to display a list of possible features.
2. In the **Select Features** interface, expand **.NET Framework 3.5.1 Features**.

3. Once you expand **.NET Framework 3.5.1 Features**, you will see two checkboxes. Check the box next to .NET Framework 3.5.1 and click **Next**.

4. In the **Confirm Installation Selections** interface, review the selections and then click [**Install**].

5. Allow the installation process to complete and then click [**Close**].

> **Note:** Enabling .NET Framework 3.5.1 may require a reboot.

About network configuration and TCP Remoting Channel

Sage 100 Contractor uses the TCP Remoting Channel, a Microsoft .NET Framework component, to enable communication among computers on a network. By default, Sage 100 Contractor uses the TCP starting port 48760. Certain configurations can potentially disable the communication:

- You must enable file sharing on your computers. To enable file sharing, follow the instructions in the Windows Help.

- TCP communication requires the selection of port numbers that are not in use by other processes on the local computer.

- Software firewalls running on the local computer can be configured to block processes from opening TCP ports, which will prevent communication through the TCP Remoting Channel.

PCI DSS Compliance

PCI DSS stands for Payment Card Industry Data Security Standard. It was developed by the major credit card companies as a guideline to help organizations that process card payments to prevent credit card fraud, cracking, and other security weaknesses and threats.

A company processing, storing, or transmitting payment card data must be PCI-compliant or risk losing its ability to process credit card payments and being audited and/or fined. (For more information about PCI standards, see https://www.pcisecuritystandards.org/.)

Sage 100 Contractor payment processing works exclusively with Paya to enable merchants to seamlessly process check and credit card transactions directly in Sage 100 Contractor. The

payment processing program uses Paya Exchange, a secure payment-processing application, to connect to Paya and process check and credit card transactions.

Integrating your financial and operations system with Paya lets you process check and credit card transactions without storing your customers' sensitive card information in your database. Paya Exchange transmits check and credit card details through a secure connection to Paya, where they are stored in a PCI-compliant vault, protecting your from exposure to non-compliance penalties and credit card fraud.

> **Caution!** To avoid non-compliance with PCI standards, do not store credit card information in Sage 100 Contractor. Such storage creates unnecessary risk for your business and your customers.

Tax Forms and eFiling by Aatrix configuration requirements

Tax Forms and eFiling by Aatrix requires an Internet connection for two reasons:

- For updating forms and executable files.
- For electronic filing (eFiling) of the forms.

If you experience an Internet connection problem, it may be due to problems communicating through an Internet firewall. Firewalls need to have access allowed through specific ports:

- The Tax Forms and eFiling Updater uses standard SSL/HTTP port 80 to access the site http://updates.aatrix.com.
- The eFiling component uses secure HTTPS on port 443 to access the site https://efile.aatrix.com.

By allowing access to aatrix.com, you allow both updates and eFiling. Occasionally, restrictions are tighter and only allow access to these ports by specific programs. Tax Forms and eFiling uses the following programs to access the Internet.

For updating using http on port 80 to http://updates.aatrix.com:

- aatrixforms.exe
- updater.exe
- updater2.exe

For eFiling using secure http on port 443 to https://efile.aatrix.com:

- builder.exe
- viewer.exe

Use Adobe Reader Version 8.1.3 or later for faxing

Customers have reported problems faxing from Sage 100 Contractor with versions of Adobe Reader earlier than 8.1.3. Adobe Reader Version 8.1.3 and later support faxing from Windows and from Sage 100 Contractor.

> **Important!** To fax from Sage 100 Contractor, the Windows Fax Service component must be installed with your Windows operating system. For more information about installing the Windows Fax Service component, see the Sage 100 Contractor Help topic, "Installing the Windows Fax Service component."

Configuring Windows regional and short date format

To specify regional formats for Windows:

1. In **Control Panel**, click **Clock, Language, and Region**.
2. Click **Region and Language**.
3. On the **Formats** tab, select the format for your country.
4. Under **Date and time formats**, from the Short date format drop-down list, select the format used for your country.
5. Click [**OK**].
6. Close the **Clock, Language, and Region** window.

Windows "Sleep Mode" prevents computers from obtaining a license use

If the computer you are using as a license server goes into sleep mode, other computers on the network cannot obtain a license.

To avoid this possibility, set **Sleep Mode** on your license server computer to **Never**.

To set the Sleep Mode to "Never":

1. Go to **Control Panel > System and Security > Power Options**.

2. Select **Change when computer sleeps**.

3. From the **Put computer to sleep** list, select **Never**.

Sage 100 Contractor Cloud

The default location for exporting to Excel may be on the remote computer

When exporting data to Excel, the export dialog may display Documents as the default location. This folder is on the remote computer. However, the files you save there are not directly accessible.

Always select **Downloads** as the location to save the Excel file on your local machine.