Sage 100 ERP

*(Formerly Sage ERP MAS 90 and MAS 200)*

### Tax Table Update, Payroll, Electronic Reporting, and Accounts Payable

# 2012 Year-End Frequently Asked Questions

### December 17, 2012

**IRD (Interim Release Download):** Interim Release Download contains the Year End program changes for Payroll, Accounts Payable and Electronic Reporting modules. It also contains necessary program changes for eFiling and Reporting.

**TTU (Tax Table Update):** Tax Table Update contains changes to applicable Federal and State withholding tax tables and wage limits, State Disability percentages and/or limits and State unemployment limits.

### 1. Do I need to download the 2012 IRD for AP 1099 Reporting?

Yes, customers running Accounts Payable must install the 2012 year-end IRD. There are AP 1099 form changes included in 2012 IRD. The following are the minimum versions. If you are not at least on the minimum version, you must add the required product update to get to the minimum before installing the year-end IRD.

- 4.40.0.1: must have last year's (2011) year-end IRD installed or PU 8
- 4.50.0
- 4.50.0 SQL

**Note:** The 2012 IRD is included in versions 4.50 PU5 and 2013 PU1

### 2. Do I need to download the 2012 IRD for Payroll W-2 reporting?

Yes, even though there are no W-2 form changes in the 2012 IRD, you must install the 2012 IRD in order to use eFiling and Reporting, also to install the necessary program changes required when 2013-Q1 TTU is installed. The following list contains the minimum versions required. If you are not at least on the minimum version, you must add the required product update to get to the minimum before installing the 2012 IRD.

- 4.30.0.18: must have last year's (2011) year-end IRD installed
- 4.40.0.1: must have last year's (2011) year-end IRD installed or PU 8
- 4.50.0
- 2013: or install PU 1

**Note:** The 2012 IRD is included in versions 4.50 PU5 and 2013 PU1, which are scheduled to be released around December 10th. Customers running version 4.50 can install either the 2012 IRD or PU5 but are not required to install both. Customers running version 2013 can install either the 2012 IRD or PU1 but not required to install both.

### 3. I am running Payroll on Sage 100 ERP v.4.50. Do I need to download the IRD?

Yes, you can either install Product Update 5 (4.50.5) or the 2012 IRD. However, you will still need to download and install the 2013-Q1 Tax Table Update **before** processing your first payroll for 2013.

### 4. Do I need to download the 2012 IRD if I'm using the Federal and State eFiling and Reporting feature?

Yes, if you are using Sage 100 ERP (formerly Sage MAS 90 and 200) versions 4.30.0.18+, 4.40.0.1+ or 4.50-4.50.4, Federal and State eFiling and Reporting, you will must install the 2012 IRD

### 5. When will the year-end Federal and State eFiling and Reporting updates be available?

The year end update, which includes 2012 W-2s and 1099s and other annual forms, will be available on December 20$^{th}$. You can access Federal or State eFiling and Reporting from the Payroll > Period End menu or 1099 eFiling and Reporting from the Accounts Payable > Reports menu. Simply access eFiling and Reporting from within Sage 100 ERP after December 20$^{th}$, and the system will prompt you to apply the automatic update.

**Reminder:** Throughout the year, quarterly updates for Federal and State eFiling and Reporting are generally available on the twentieth of the last month of each quarter unless that date falls on a weekend. If it falls on a weekend, they will be made available on the last business date before the twentieth.

### 6. When will the year-end TTU and IRD updates be available?

The 2013-Q1 TTU and 2012 IRD will be posted around December 17$^{th}$, by download on the Sage Customer Portal or Sage Partner Portal

**Note:** We will also update the TTU with any late-breaking Payroll tax table changes as necessary throughout the month of January, 2013. Please remember to check back for latest TTU release.

### 7. How will the year-end TTU and IRD be made available to customers, business partners, or Sage Accountants Network members?

Both updates will be available as a download from either the Sage Customer or Partner Portals.

**Customers:**

- Log into Sage Customer Portal
- On the left side, under the **Download Product Updates** section, click either the **Tax Table Update** or **Interim Release Download** link.

**Partners:**

- Log into Sage Partner Portal
- On the **Partner** Resources page, under the **Updates** section, click **Sage 100 ERP**
- Click either the **Tax Table Update** or **Interim Release Download** link

**Note:** Since Sage must wait for states to announce tax rate changes before we can create the new tax tables, and legislative tendency is for last-minute changes, we'll also update as necessary through the month of January 2013. Subsequent quarterly TTU releases will be posted in the same location. So, remember to check back for the latest TTU release to ensure that you will have the most up-to-date tax rates for the new tax year.

**8. I do not have access to the Internet from my Sage 100 ERP server. How can I obtain the IRD program update and TTU to install them on my server?**

The programs can be downloaded from any computer with Internet access and copied onto a CD or flash drive, then installed in the..\MAS90 directory on your Sage ERP server.

**9. How can I obtain the TTU or IRD if I do not own a current Sage Business Care plan?**

You must be a customer with a current Sage Business Care plan, a business partner with a current Sage Business Partner agreement, or a Sage Accountants Network member with a current membership agreement in order to access Sage Customer Portal. If your plan or agreement has expired, please contact our Sage Business Care department for customer renewals at 866-709-2432, Business Partner renewals at 800-854-3415, and Sage Accountants Network enrollment at 866-565-2726.

**10. I've never been to Sage 100 ERP support page, and I don't know if anyone else from my company has either. What do I do to get a logon and access the information I need?**

If you do not have a current portal logon, you may go to Sage Customer Portal to sign up or access a Portal Overview Video or can click HERE to access Frequently Asked Questions.

**11. After I download my TTU and IRD, do I install it on my workstation or on my server?**

You must install the TTU and IRD onto your server into the directory where Sage 100 ERP is installed. For detailed installation instructions, please read the Installation and System Configuration Guide, or contact your Sage 100 ERP business partner.

**Reminder:** The TTU must be installed after the W-2's have been printed for 2012 and before the first payroll of 2013.

**12. We file Local Withholding Tax on our W-2s, and we're using Federal and State eFiling and Reporting. What extra steps do I need to take?**

You will need to download the 2012 IRD from Sage Customer Portal before running W-2s. Once the IRD is installed, you will need to select the local tax type in tax table maintenance to activate local tax codes to ensure they are available for Federal and State eFiling and Reporting. You will also need to update your Federal and State eFiling and Reporting as described in question 5 above.

**13. What changes were applied to Electronic Reporting?**

**W2—from SSA**

- RA Record – Submitter Record: The Preferred Method of Problem Notification Code field (position 499) has been removed and is now shown as filler.
- RW Record – Employee Wage Record: The Military Employee Basic Quarters, Subsistence and Combat Pay field (positions 342-352) has been removed and is now shown as filler .
- RT Record – Total Record: The Military Employee Basic Quarters, Subsistence and Combat Pay field (positions 220-234) has been removed and is now shown as filler
- RA Record – Submitter Record: The Contact E-Mail/Internet field (positions 446 –485) is now a required field.

**1099—from IRS**

- Form 1099-DIV, Dividends and Distributions, two new amount codes; F-Exempt Interest Dividends and G-Specified Private Activity Bond Interest Dividends were added in the Payer "A" Record.

## 14. Previously, I've filed employees W-2s through Magnetic Media. Are there any changes?

The Social Security Administration will not accept W-2 information from employers on any type of magnetic media. Instead, it requires electronic filing of W-2 information. Sage 100 ERP versions 4.3, 4.4, 4.5 and 2013 Electronic Reporting module will allow you to create an EFW2 format file for uploading to the SSA's website (www.ssa.gov/employer). The EFW2 file is formatted to the SSA's Electronic Filing specifications provided the applicable IRD has been downloaded from Sage Online and properly installed on your system. The file will be created in directory EFW2/"company code" as file name "W2REPORT.TXT."

Some states may still accept magnetic media filings; please check the information your state has provided to you for its policies. If your state accepts magnetic media filings and uses the Federal EFW2 format, you can use the Electronic Reporting module to create the media for your state filing.

Customers may also select to purchase an e-filing package which will eFile W-2's electronically as well as print and mail all W-2's to your employees as well as allow them to view this information online. For more information please visit https://sage100erp.aatrix.com

## 15. I was formerly required to file Form 1099s through Magnetic Media but now need to file 1099s through electronic filing using the Internet. What do I need to know?

To support 1099 electronic filing, you must be running one of the supported versions listed in question 1. If you own the Electronic Reporting module, you can use it to file your 1099s electronically. Alternatively, if you are running Sage 100 ERP version 4.30.0.18 or higher, you can choose to use Form 1099 eFiling and Reporting from within the Reports menu in Accounts Payable.

## 16. Where can I find information on how to do year-end processing for any module?

Year-end processing information, including checklists and the order in which to close modules can be found on the Sage Customer Portal. After logging onto the Sage Portal, please click here

## 17. Where can I purchase W-2 and 1099 forms that are 100% compatible with my Sage 100 ERP software?

The Sage Tax Forms Division provides approved 2012 IRS forms that are the only ones guaranteed to be 100% compatible with Sage 100 ERP and eFiling and Reporting. To order forms, go online at https://sage.checks-and-forms.com or call 800-538-5514.

**Note:** As a reminder, when ordering year-end forms please make sure to specify if you need e-filing forms or standard Sage 100 ERP forms.

## 18. I have an Extended Solutions enhancement. Will I need to update it after installing the 2012 IRD?

Please contact your Sage ERP channel partner for an update **before** you install the 2012 IRD if you own one of the following Extended Solutions. Extended Solutions titles are no longer supported by Sage. This listing was compiled to make it easier for customers to know if their titles may be impacted by the 2012 IRD:

- JC-1046 - Job Status Posting Control
- JC-1095 - Bill Rate Specified By Job/Employee/Cost Code
- JC-1153 - Job Number and Cost Code Validation by Employee

- MR-1002 - Quarterly Reporting For New Mexico
- MR-1003 - Quarterly Reporting For Louisiana
- MR-1004 - Quarterly Reporting For Pennsylvania

- MR-1006 - Quarterly Reporting For Texas

- PR-1003 - Extended Decimal Precision
- PR-1013 - Automatic Wage Reductions For Vacation/Sick Leave
- PR-1015 - Deduction Calculation Based On Earnings Type
- PR-1018 - Automatic Earnings Code Maintenance By Employee
- PR-1019 - Location Processing
- PR-1023 - Deductions With Monthly Maximums and Minimums
- PR-1024 - User Defined Payroll Cycle
- PR-1025 - Tip Differential Calculation
- PR-1029 - Check Printing With Earnings Detail
- PR-1030 - Employer Taxes (Actual) Posted To Job Cost
- PR-1042 - Prevailing Wage Rate by Labor Code
- PR-1044 - Career To Date Hours Worked
- PR-1051 - Employee/Department Allocation
- PR-1053 - List To Include Only Valid Cost Codes
- PR-1054 - Payroll For Saipan
- PR-1055 - Deduction Calculation For Pension Plans
- PR-1057 - Wage Expense Account Override By LINE
- PR-1059 - Tax Accrual Account Posting By Department
- PR-1062 - Employee User Defined Fields
- PR-1064 - Tax And Deduction Liability Check Generation
- PR-1067 - Additional Deduction Calculation Methods
- PR-1074 - Enhanced Perpetual Payroll History Report
- PR-1079 - Automatic Adjustment Of Negative Checks
- PR-1090 - Multiple Concurrent Local Taxes
- PR-1091 - Enhanced Benefit Accrual
- PR-1094 - Exclude Employees From Unemployment Accrual
- PR-1098 - Union Payroll
- PR-1100 - Enhanced Workers' Comp Processing
- PR-1105 - Deduction Taxability By Local Code
- PR-1106 - Date Worked By Earnings Line
- PR-1108 - Half Time Due
- PR-1114 - Deduction Code Association with Labor Codes
- PR-1116 - Deduction Recalculation in Payroll Entry
- PR-1117 - Weighted Average Calculation for Overtime Hours
- PR-1121 - Certified Payroll Report
- PR-1122 - Tax Exempt Foreign Employees
- PR-1124 - Accrued Vacation Dollars
- PR-1132 - Sage Compliance Services Interface
- PR-1134 - Overtime Calculation by Earnings Code
- PR-1135 - Federal Withholding Tax for Tribal Gaming Profits
- PR-1136 - Enhanced Payroll Check History
- PR-1137 - Payable Sick Benefit
- PR-1138 - Pension Enrollment Verification
- PR-1139 - Restrict Benefit Earnings to Available Hours

- PR-1141 - Employee Termination Utility
- PR-1142 - Reimbursement Earnings Type
- PR-1143 - Additional Employee Pay Rates
- PR-BUGS - Problem Fixes for Payroll

- TC-1005 - Temporary Employee Billing
- TR-1000 - Truck Management - Windows

### 19. Does the 2012 IRD contain changes to Payroll to support the Cost of Employer-sponsored health coverage reporting?

The ability to include Box 12 Code DD on W-2 form was included in the **2011** IRD and will provide the required reporting for 2012. For versions 4.30.0.18 through 4.40.0.8, please verify 2011 IRD was installed before installing 2012 IRD. To verify 2011 IRD was installed, run the Activity Log (listed under Library Master > Reports menu) and look for "description" of "Installed 2011 Year End Changes".

For more information please see knowledgebase article How to report Employer-Sponsored Health Care coverage on the W-2

**Note:** Versions 4.50 & 2013 already include these changes.

### 20. I am running Sage MAS 90 or 200 ver. 4.30. Is there anything else I need to know regarding Payroll support?

**Important Notice to Customers on Version 4.3.0.18+ or EES 1.3.0.18+** Sage previously announced that as of December 31, 2012, we will no longer support updates, including the Tax table Update (TTU), to version 4.3. However, due to the new 2013 Medicare requirements, Sage will provide you with a 2013-Q1 TTU and a 2012 IRD in December.

The 2013-Q1 Tax Table Update, the 2012 IRD and the 2013 941 (released in March 2013) are that **last** updates that will be released for version 4.30. You must upgrade to a more current version of software in order to receive future updates. Please see Supported Versions

### 21. What is new in eFiling and Reporting this year?

- If a state meets the following criteria, the mini grid will no longer appear if a user clicks in a state wages or tax box in the W2/1099 preparer:
    - No state W-2's are required; therefore, no reconciliation form.
    - State W-2's are required, but no reconciliation form is required.
    - A reconciliation form is required, but it does NOT require a break down per period (Quarterly, Monthly, etc.).

- The color scheme for the W2/1099 Preparer has been updated to have a more modern look.

- We no longer require employee email addresses for eW2's as the access letters can also be printed; however, if the user wants to use the wizard to email the access letters they will be required to provide an email address.

- The 1099-DIV and 1099-INT now require state information to be reported; additional states will now require 1099 reporting if withholding is withheld.

### 22. Will I be required to print my W-3 on the red, preprinted form when using Federal and State eFiling and Reporting?

The Federal W-2s and W-3s are not required to be printed on the official form. We have incorporated an approved substitute that can be printed on plain paper with an inkjet or laser printer. It should not be printed on red paper. You can identify the approved form by looking for the numbers 0000/1048 under "year" on the W-2 form and in the For Official Use Only box on the W-3. These forms are approved for use by the Social Security Administration and conform to the IRS Publication 1141 as required.

### 23. W2 Form Printing, Quarterly 941 Printing or 1099 Form Printing are not listed on menu in Sage 100 ERP version 2013?

New installations of Sage 100 ERP will not have the 3 menu tasks listed. To enable these tasks, from the toolbar menu click **File > Run** and type the utility name ***unhidetaxforms**
When these menu options are unhidden, these installations will get the same warning message to say that 'starting in 2014…no longer supported'.

**Note:** After the 2013 Tax Filing Year, Sage will no longer be providing standard W-2, 1099 and 941 form changes in the standard Sage 100 product. You will be able to use eFiling and Reporting feature, which allows you to either print W-2, 1099 and 941 forms directly to your printer and/or eFile directly to applicable tax agency through Aatrix.

### 24. What do I need to do to update my tax tables to calculate the new Medicare changes effective January 1, 2013?

In order for the Medicare changes effective January 1, 2013 to calculate correctly, you will need to first install the 2012 IRD (or 4.5 PU5 or 2013 PU1) then install the 2013-Q1 Tax Table Update to the ..\MAS90 directory on your Sage ERP server **prior** to your first payroll run in 2013.

### 25. Where can I find more information about the new Medicare changes effective January 1, 2013?

More information can be found on the IRS website at IRS - Questions and Answers for Additional Medicare Tax

### 26. Is this the last year for IRD updates for the W-2 Form Printing, 1099 Form Printing and Electronic Reporting module?

No, tax filing year 2013 is the last year updates will be provided for applicable supported versions for W-2 Form Printing, 1099 Form Printing and Electronic Reporting module.

## Supported Versions of Sage 100 ERP for 2012 Year End with Planned Availability of Program changes

| | **Sage 100 Standard & Advanced** (formerly Sage MAS 90 & 200) | **Sage 100 Standard & Advanced** (formerly Sage MAS 90 & 200) | **Sage 100 Standard & Advanced** (formerly Sage MAS 90 and 200) | **Sage 100 Premium** (formerly Sage MAS 200 SQL) | |
|---|---|---|---|---|---|
| **Available Programs** | **4.30.0.18+** | **4.40 / 4.50** | **2013** | **4.50** | **When to Install** |
| ***1099 printing*** | N/A | 2012 IRD required | Included in initial release, no IRD required | 2012 IRD required | Prior to creating W-2s for 2012 |
| ***W-2 printing*** | 2012 IRD Required | 2012 IRD Required | Included in initial release, no IRD required | N/A | Prior to creating W-2s for 2012 |
| ***Electronic Reporting for 1099s*** | N/A | 2012 IRD Required | Included in initial release, no IRD required | Use eFiling or Electronic Reporting | Download updates for eFiling and Electronic Reporting prior to Creating year-end electronic reporting file |
| ***2013-Q1 TTU ***** | Must install 2012 IRD before installing 2013-Q1 TTU | Must install 2012 IRD before installing 2013-Q1 TTU | Must install 2012 IRD before installing 2013-Q1 TTU | N/A | After W-2 forms have been created, and the Electronic Reporting file has been completed, and **prior** to first payroll run for 2013 |

**** Reminder:** In order for the 2013 Medicare changes, effective January 1, 2013, to calculate correctly, you will need to first install the 2012 IRD (or 4.5 PU5 or 2013 PU1) then install the 2013-Q1 Tax Table Update to the ..\MAS90 directory on your Sage ERP server **prior** to your first payroll run in 2013.