Sage 100 Payroll 2.22

Installation and Upgrade Guide

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Contents

What's New in Sage 100 Payroll

This article describes the enhancements made in Sage 100 Payroll version 2.22 and subsequent updates. For a list of program fixes, see the release notes.

Sage 100 Payroll 2.22.3

The following changes were made in version 2.22.3

Calculate Deductions Using Percentage of Disposable Wages

A new calculation method has been added in Deduction Code Maintenance to help calculate certain garnishments. You can calculate deductions using a percentage of disposable wages, and you can specify a maximum income multiplier. A Deductions button appears on the screen for you to select which non-employer contribution deductions to include in the calculation of disposable wages.

We're listening! This idea was a suggestion on the Sage 100 ideas site. Visit the ideas site to share your ideas and vote for your favorites.

Option to Reset Deduction Balance at Year End Available for All Deduction Types

The ability to reset deduction balance at year end for all deduction types has been added in Deduction Code Maintenance.

We're listening! This idea was a suggestion on the Sage 100 ideas site. Visit the ideas site to share your ideas and vote for your favorites.

YTD Earnings Hours Added to Payroll Check Printing

The year-to-date earnings hours have been added to the Payroll Check Printing work table.

Your Sage 100 business partners at work! This idea was a suggestion from 90 Minds, Inc. where "*More Minds Are Better Than One.*"

Changes for Reporting of SOC Codes in Federal and State Tax Reporting

Changes were made to how Standard Occupational Classification (SOC) codes are passed to Aatrix. Most recently, SOC codes will be required on the Washington state quarterly tax form, starting with the fourth quarter of 2022. To print this tax form, you must have Sage 100 Payroll 2.22.3 installed. SOC Codes are entered on the Taxes tab in Employee Maintenance. In the future if SOC codes are required to be reported for any other state, no additional program changes should need to be made in Sage 100 Payroll.

Sage 100 Payroll 2.22.2

The following changes were made in version 2.22.2.

Create A/P Invoices for Payroll Deductions and Taxes

In Payroll Option you can integrate the Payroll module with Accounts Payable. When the modules are integrated, you can set up deductions and payroll taxes so that Accounts Payable invoices are created for them when you update the Payroll Check Register. This makes it easy to create checks to pay the deductions and taxes.

Deduction Code Maintenance

When the (Integrate with) Accounts Payable check box is selected in Payroll Options, an A/P Invoice button appears on the screen. To create Accounts Payable invoices for the deduction, click this button and enter a vendor number. Options for grouping deductions and separate invoice lines for each employee are also available. For more information, see *Set Up Deductions to Create A/P Invoices* in the help.

Company Tax Group Setup

When the (Integrate with) Accounts Payable check box is selected in Payroll Options, the following fields appear on both the Main and Additional tabs in Company Tax Group Setup:

- Vendor No.
- Vendor Name
- Invoice Prefix

To create Accounts Payable invoices for the tax, enter a vendor number. Use the Invoice Prefix field to group taxes onto one invoice. Fore more information, see *Set Up Taxes to Create A/P Invoices* in the help.

We're listening! This idea was a suggestion on the Sage 100 ideas site. Visit the ideas site to share your ideas and vote for your favorites.

Sage 100 Payroll 2.22.1

The following changes were made in version 2.22.1.

Link to Tax Update Guide Added to Report

A link to the Payroll Tax Update Guide has been added to the Payroll Tax Update Report located on the Utilities menu, and it's also part of the message that appears after you run the Payroll Tax Update Utility.

The guide is a supplement to the Payroll Tax Update Report. Review the guide after installing payroll tax updates for information about the latest changes.

Federal Unemployment Tax Broken Out on Tax Liability Report

Federal unemployment tax is now broken out into its own section on the Payroll Tax Liability Report.

We're listening! This idea was a suggestion on the Sage 100 ideas site. Visit the ideas site to share your ideas and vote for your favorites.

Sage 100 Payroll 2.22

The following changes were made in version 2.22.

Pay Cycle Option

A new check box, **Allow employees with other pay cycles for bonus and commissions**, has been added to the **Pay Cycle** window.

Select this check box when you're processing a pay run that falls outside of employees' regular pay cycle assigned in **Employee Maintenance**. For example, select the check box if employees are typically paid weekly, but you're paying out a monthly bonus.

Additional Tax Amount Fields

Three fields on the Employee Maintenance Taxes tab have been renamed:

- The Tax Calc Override field has been renamed Additional Tax.
- The Override Amt field has been renamed Additional Amt.
- The Override % field has been renamed Additional %.

The fields have also been renamed in the Employee Tax Info window accessed through Payroll Data Entry.

No changes are required if you are using these fields.

Field for Annual Withholding Allowance

In Employee Maintenance, an **Annual WH Allowance** field has been added to the Taxes tab for use with the new 2022 Colorado Employee Withholding Certificate (DR 0004). The field is available only for the Colorado tax group. It has also been added to the Employee Tax Info window accessed through Payroll Data Entry.

Installing Payroll

To ensure that you're getting the latest version of Sage 100 Payroll, the module is installed separately from Sage 100. Because the module is updated with the latest tax information throughout the year, always make sure to install the latest version.

> **Important!** For **Sage 100 2018**, the Payroll module was included in the Sage 100 installation program. If you have or will be installing Sage 100 2018, do not use the Payroll module included with that installation to convert data from a prior version. **Complete the standalone Payroll installation before converting your data, even if you installed the module as part of the Sage 100 installation.** If you have already converted data with the Payroll module that is included with the Sage 100 2018 installation program, please contact Sage Customer Support.

Pre-Installation Tasks

Complete these tasks before installing Sage 100 Payroll 2.22:

- Make a copy of the MAS90 folder in which Sage 100 is installed. The copy can be used as a backup in case you need it.
- If you're installing Payroll for Sage 100 2018, install the Sage 100 2018.5 update (6.00.5) or later. Earlier versions of Sage 100 are not compatible.
- Update the Payroll Check Register.
- Complete and purge all direct deposit transactions.
- **If you are upgrading TimeCard data:** Before migrating data from Sage 100 version 2017 or earlier, make sure that all TimeCard entries have been processed for Payroll and Job Cost. Then verify that all entries have been transferred to history by running Purge/Transfer to History from the TimeCard Period End menu.

Installation Process

Follow these steps to install the Payroll module.

1. Log on to the server where Sage 100 is installed using an account with administrator rights. You must run the installation program on the server, not from a workstation connected to the server.

2. Close down other programs. Do not close antivirus, antispyware, and script-blocking software unless it is interfering with the installation.

3. Download the Payroll installation program:

    a. Log into the Sage Support website.

    b. In the top-right area of the window, click **My downloads**, and select **Sage 100**.

    > **Note:** Depending on the width of your browser widow, to see the **My downloads** link, you may need to click the menu button. (☰)

    c. Click the name of the Payroll program that you need to install.

    d. Click **Download now**.

    To avoid errors when extracting the installation program from the download file, save the file in a folder located directly beneath the root directory. For example: C:\temp

4. If you aren't automatically asked to extract the installation files, click the download file to extract them. A folder, which contains the installation files, will be extracted.

5. In the folder, click the EXE file to start the installation wizard.

6. Proceed through the wizard to install the module.

Your next step depends on whether the Payroll module was previously set up in your Sage 100 company.

- If you are upgrading from a previous version of Payroll, see "Upgrading the Payroll Module" (page 8).
- If you are installing Payroll for the first time, you must activate the module in Company Maintenance, and then run the Payroll Setup Wizard.

To activate the module

1. Select **Library Mater** > **Main** > **Company Maintenance**.
2. Select a company and then click **Activate**.
3. In the **Activate** column, select the **Payroll** check box.
4. Click **Proceed**.

To run the Payroll Setup Wizard

1. Select **Payroll** > **Setup** > **Payroll Options**.
2. When the message asks if you want to set up the module, click **Yes**.
3. Proceed through the wizard to enter information needed to use the module.

For more information on getting started with Payroll, see *Set Up the Payroll Module for a New Company* in the help.

Post Installation Tasks

There may be a payroll tax update available to download and install. The update may include new or updated tax types, tax rates, unemployment limits, and other settings that affect payroll tax calculations.

A message appears when you first access a task in the Payroll module if an update is available. You can start the download from the message window or you can start it at any time from the Payroll Utilities menu.

Note that other users must exit out of all other Payroll tasks before the update can be installed.

To install a payroll tax update

1. Select **Payroll** > **Utilities** > **Payroll Tax Update**.
2. Click **Proceed** to download and install the update.

Review the following resources to learn about the changes in the update and to determine if additional actions are required:

- The Sage 100 Payroll Tax Update Guide
- The Payroll Tax Update Report, available on the Payroll Utilities menu

Upgrading the Payroll Module

This article describes the steps to complete if you are upgrading from an earlier version of the Payroll module.

Install the Payroll Module

The first step in upgrading your existing Payroll module is the same as installing a new instance. Follow the instructions in the "Installing Payroll" (page 5) article, and then complete the post-installation tasks in the following sections.

Post-Installation Tasks

Complete these tasks after installing the Payroll module:

- Make a copy of the MAS90 folder in which Sage 100 is installed. The backup will be useful if you need to reverse any changes; you may be able to do so without reinstalling Payroll.
- "Converting Your Payroll Data" (page 8)
- Complete the "Post-Conversion Tasks" (page 9)
- "Run Payroll Status Check Tests" (page 12)

Converting Your Payroll Data

Convert your data for any company that includes Payroll. The data conversion program determines whether you need to run the Payroll Conversion Wizard. If the wizard is needed, it automatically opens during the conversion process.

To convert your payroll data

1. Select **Library Master** > **Main** > **Company Maintenance**.
2. Select a company.
3. Click **Convert**.

4. If the Payroll Data Conversion Wizard automatically starts (depending on what version of Payroll you were previously using), proceed through the wizard to complete the conversion process.

5. Convert data for additional companies as needed.

Post-Conversion Tasks

Complete these tasks after converting your Payroll data.

Upgrading from Version 2.19 or later

- Make sure you have the latest payroll tax update. A message appears the first time that you access a Payroll task if an update is available. You can start the download from the message window or you can start it at any time from the Payroll Utilities menu.

  Note that other users must exit out of all other Payroll tasks before the update can be installed.

  To install the update from the Utilities menu, select **Payroll** > **Utilities** > **Payroll Tax Update**, and then click **Proceed**.

- Review the following resources to learn about the changes in the update and to determine if additional actions are required:
  - The Sage 100 Payroll Tax Update Guide
  - The Payroll Tax Update Report, available on the Payroll Utilities menu
- Run the tests in the Payroll Status Check utility. See "Run Payroll Status Check Tests" (page 12).

Upgrading from Version 2.18

- On the **Additional** tab in Employee Maintenance, verify that the correct option is selected in the **Ethnicity/Race** field, and select an option in the **EEO Job Category** field.
- Make sure you have the latest payroll tax update. A message appears the first time that you access a Payroll task if an update is available. You can start the download from the message window or you can start it at any time from the Payroll Utilities menu.

  Note that other users must exit out of all other Payroll tasks before the update can be installed.

- Review the following resources to learn about the changes in the update and to determine if additional actions are required:

- The Sage 100 Payroll Tax Update Guide
- The Payroll Tax Update Report, available on the Payroll Utilities menu

- To install the update from the Utilities menu, select **Payroll** > **Utilities** > **Payroll Tax Update**, and then click **Proceed**.
- In **Company Tax Group Setup**, if you've set up any tax groups that include taxes on the **Additional** tab, verify that the correct general ledger accounts are entered. These taxes were previously consolidated into the **Employer Other** and **Employee Other** fields on the **Main** tab.
- Run the tests in the Payroll Status Check utility. See "Run Payroll Status Check Tests" (page 12).

Upgrading from Version 2.17

- Make sure you have the latest payroll tax update. A message appears the first time that you access a Payroll task if an update is available. You can start the download from the message window or you can start it at any time from the Payroll Utilities menu.

  Note that other users must exit out of all other Payroll tasks before the update can be installed.

  To install the update from the Utilities menu, select **Payroll** > **Utilities** > **Payroll Tax Update**, and then click **Proceed**.

- Review the following resources to learn about the changes in the update and to determine if additional actions are required:
  - The Sage 100 Payroll Tax Update Guide
  - The Payroll Tax Update Report, available on the Payroll Utilities menu
- In **Company Tax Group Setup**, if you've set up any tax groups that include taxes on the **Additional** tab, verify that the correct general ledger accounts are entered. These taxes were previously consolidated into the **Employer Other** and **Employee Other** fields on the **Main** tab.
- In Employee Maintenance:
  - On the **Additional** tab, verify that the correct option is selected in the **Ethnicity/Race** field, and select an option in the **EEO Job Category** field.
  - On the **Taxes** tab, review any values in the **Additional Amt** and **Additional %** fields. The Fixed Amount and Percentage of Gross options are no longer available.
- Run the tests in the Payroll Status Check utility. See "Run Payroll Status Check Tests" (page 12).

Upgrading from a Version Earlier than 2.17

If you've upgraded from a version of Payroll earlier than 2.17, you must complete the following tasks before processing payroll.

- Make sure you have the latest payroll tax update. A message appears the first time that you access a Payroll task if an update is available. You can start the download from the message window or you can start it at any time from the Payroll Utilities menu.

  Note that other users must exit out of all other Payroll tasks before the update can be installed.

  To install the update from the Utilities menu, select **Payroll** > **Utilities** > **Payroll Tax Update**, and then click **Proceed**.

- Review the following resources to learn about the changes in the update and to determine if additional actions are required:
  - The Sage 100 Payroll Tax Update Guide
  - The Payroll Tax Update Report, available on the Payroll Utilities menu
- Select **Payroll** > **Setup** > **Earnings Code Maintenance**. For each earnings code, select a tax rule.
- Select **Payroll** > **Setup** > **Deduction Code Maintenance**. For each pension or cafeteria play deduction code, select a tax rule.
- Select **Payroll** > **Setup** > **Company Tax Group Setup**. For each tax group that you are using, enter the following information:
  - Your tax ID number
  - General ledger account numbers
  - Your company tax rate for any taxes for which the rate varies from business to business
- Select **Payroll** > **Main** > **Employee Maintenance**.
  - On the **Additional** tab, verify that the correct option is selected in the **Ethnicity/Race** field, and select an option in the **EEO Job Category** field.
  - On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
  - On the **Taxes** tab, review any values in the **Additional Amt** and **Additional %** fields. The Fixed Amount and Percentage of Gross options are no longer available.
- Run the tests in the Payroll Status Check utility. See "Run Payroll Status Check Tests" (page 12).

For more information on completing any of these tasks, see the Sage 100 help.

Recreate Department Security

If you've upgraded from a version of Payroll earlier than 2.17, and you were using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. The lists are now maintained using user logons instead of user codes.

To set up department security, select **Payroll** > **Setup** > **Department Maintenance**. Select a department and click the **Security** tab. Then enter the user logon IDs for each user who should be able to access the department.

For more information, see the Department Maintenance help.

Changes for TimeCard

If you were using the TimeCard module in your prior version of Sage 100, Time Track will be enabled when you convert your data.

If employees were entering their Social Security Number in to punch in and out, you'll need to select a different way for them to identify themselves.

The default identification (punch in) method is **employee number**, but you can change this to badge number and enter badge numbers in Employee Maintenance:

1. Select **Payroll** > **Setup** > **Time Track Options**.
2. On the **Main** tab, in the **Punch In Method** field, select **Badge number**.
3. Select **Payroll** > **Main** > **Employee Maintenance**.
4. Select an employee, click the arrow button in the top-right corner of the window, and then click **Time Track**.
5. In the **Employee Time Track Settings** window, enter a badge number for the employee and repeat for other employees who will use the Punch In/Out window.

> **Important!** If you select Badge No. as the punch in method in Time Track Options, employees will not be able to punch in or out until they have a badge number entered in Employee Maintenance.

Run Payroll Status Check Tests

After you've completed all other post-conversion tasks, run the tests in the Payroll Status Check utility. These utilities check your records to find issues that will cause errors when processing payroll.

To run the utility:

1. Select **Payroll** > **Utilities** > **Payroll Status Check**.
2. In the **Test** field, select **Setup**, and then click **Run**.

   This utility checks for several types of issues, including missing information in employee, tax, earnings code, and deduction code records.
3. If "Warning" or "Errors" appears in any **Status** field, click in the field to view a list of affected records and problem descriptions.
4. Make corrections as needed.
5. In **Test** field, select **Missing/Other Local Taxes Utility**, and then click **Run**.

   This utility looks for missing tax records and gives you the option to create the records so that you can manually edit them.
6. Make corrections as needed. For more information, see *Correct Missing Local and Other Taxes* in the help.