Sage 100 Payroll 2.20
Installation and Upgrade Guide

June 2020

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Introduction

This guide includes information about Sage 100 Payroll 2.20, including:

- A list of new enhancements and features.

- Instructions for installing the Payroll module for an existing instance of Sage 100, beginning on page 8.

- Instructions for upgrading to a new version of the Payroll module, beginning on page 11.

  For information on upgrading Sage 100, see the *Sage 100 Customer Upgrade Guide*.

You can download the other guides mentioned above from the Sage 100 Product Documents page at:
http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm

Sage 100 Payroll 2.20 is available for Sage 100 2018.5 and later. Earlier versions of Sage 100 are not compatible. Additional features are available with Sage 100 2019.

Depending on your purchase agreement, some features described here may not be available in your product.

Information About Earlier Versions

To learn about enhancements added in earlier versions of Sage 100 Payroll, see the following documents:

- For version 2.19:
  https://cdn.na.sage.com/docs/en/customer/100erp/2_19/open/Payroll_Upgrade.pdf

- For version 2.18, which includes information about the TimeTrack replacement for the TimeCard module:
  https://cdn.na.sage.com/docs/en/customer/100erp/2_18/open/Payroll_Upgrade.pdf

- For version 2.17, which featured a significant redesign of the module:
  https://cdn.na.sage.com/docs/en/customer/100erp/2_17/open/Payroll_Upgrade.pdf

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What's New in Sage 100 Payroll 2.20.2

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20.2. For a complete list of program fixes, see the release notes, which you can find online at:
https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Changes to Support COVID-19 Legislation

The following changes have been made to help you calculate your tax credits associated with legislation related to COVID-19.

Emergency Leave Worksheet

The Emergency Leave Worksheet, located on the Payroll Reports menu, will help you determine your qualified wages and expenses related to the Emergency Family and Medical Leave Expansion Act provision of the Families First Coronavirus Response Act.

This worksheet includes any earning codes setup with tax rules -800121 and -800125, which will be totaled for Qualified Emergency Sick Wages and any earning codes set up with tax rule -800123, which will be totaled for Qualified Emergency PFML Wages.

If deductions with Employer Contribution selected as the type are not included in your company's payroll entries, then the qualified health plan expense fields will not calculate correctly.

The qualified sick and family leave wages and health plan expenses can be manually entered on the Form 941 worksheet under step 2. See the help for more details.

Employee Retention Credit Worksheet

The Emergency Retention Credit Worksheet, located on the Payroll Reports menu, will help you determine your qualified wages (up to the maximum limit) and expenses for the employee retention credit.

If you're printing this report for the first quarter of 2020, the qualified wages and qualified health plan expenses will reflect checks dated March 13 through March 31.

The qualified wages for the quarter can be manually entered on the Form 941 worksheet under step 3. See the help for more details.

This worksheet is dependent on the correct selection of earnings and deduction codes. If deductions with Employer Contribution selected as the type are not used in payroll entries, the qualified health plan fields will not be correctly calculated.

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Updates to Quarterly Tax Report

Any emergency sick or family leave wages paid under the Families First Coronavirus Response Act (FFCRA) that are subject to Medicare tax are combined with the regular Medicare wages. The combined Medicare wages are the taxable Medicare wages that are reported on Form 941. The Medicare tax on these wages is combined with the regular Medicare tax.

Also the following column names in the Federal Taxes section were changed:

- Employee Taxable Wages Withholding was changed to Withholding/Other Tax

- Employer Taxable Wages Unemployment was changed to Unemployment/Other Tax

- Taxes Withheld Withholding was changed to Withholding/Other Tax

Updates in Federal and State Tax Reporting

Federal and State Tax Reporting has been updated to accommodate the changes required by legislation related to COVID-19.

International Address Support

You can now enter an international address in Employee Maintenance and ACA Employer Maintenance. ACA Employee Maintenance has been updated to reflect the changes.

To support international addresses, the following changes have been made:

- The Country field has been moved or added above the address lines. A country code is needed to ensure that the correct city and state or province is entered based on the ZIP or postal code.

- ZIP Code fields have been renamed ZIP/Postal Code.

- State fields have been renamed State/Province

- Fields that contain address information have been expanded as follows:

  o Address lines: from 30 to 40 characters
  o City: from 20 to 30 characters
  o Country name: from 30 to 50 characters

Report Updates

The following reports have been updated to accommodate the changes:

- ACA Employee Listing
- ACA Employer Listing
- Certified Payroll Reporting

- Employee Audit Report
- Employee Listing

Federal and State Tax Reporting

Federal and State Tax Reporting has been updated to accommodate the changes for international address support.

View Recap of Hours Entered

You can now view a recap of hours entered for the day and week in Time Track Entry and Punch In/Out.

- In Time Track Entry, click the Hours Recap button to open the Hours Recap window. This window displays:

   - The regular, overtime, and other hours for the date worked entered for the current line

   - The week in which the date worked falls

- In Punch In/Out, an Hours Recap section has been added. This section displays the regular, overtime, and other hours entered for the current day and for the week in which the current day falls.

Conversion for Tax Codes

The Payroll Data Conversion Wizard has been updated to help ensure that the correct tax profiles are assigned to employees.

When you run the wizard after upgrading from Sage 100 version 2017 or earlier, you'll be asked to map state and local tax codes to tax profiles. You can access Tax Profile Maintenance from the wizard to create the tax profiles.

After you map the tax codes to the tax profiles, the tax profiles are automatically assigned to employees based on which tax codes were assigned to them in your earlier version of Sage 100.

This update replaces the process of assigning tax groups to tax profiles in the previous version of the wizard.

What's New in Sage 100 Payroll 2.20.1

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20.1. For a complete list of program fixes, see the release notes, which you can find online at:
https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Update to Payroll Tax Update Utility

The Payroll Tax Update utility has been enhanced to provide more options and information.

- A Reset button has been added. Use this button if you've downloaded a tax update but not installed it, and you want to download the latest update before completing the installation.

- A Force Payroll Tax Update check box has been added. Select this check box if you need to download and reinstall the latest tax update, even if it's already installed. This check box is available based on a new Payroll security event added to Role Maintenance: Allow Payroll Tax Update to be Forced When No Changes Exist.

- A Current Status field has been added. Statuses are listed below:

  - System Is Up To Date: Your system is up to date. No Update is required.

  - Pending Changes: There are updates available online that you can download and install.

  - Waiting for Installation: The update is ready to be installed.

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What's New in Sage 100 Payroll 2.20

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20. For a complete list of program fixes, see the release notes, which you can find online at:
https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Changes for Revised W-4 Form

To accommodate the revised W-4 form for 2020, the following changes have been made on the Taxes tab in Employee Maintenance:

- New filing statuses are available for the Federal tax group. When you click the Lookup button in the Filing Status field, you'll see the following new filing statuses in addition to the ones that previously existed:

  o HH1 — Head of Household 2020 or Later

  o HH2 — Head of Household 2020 Ckbx (check box) 2c

  o MJ1 — Married FJ (filing jointly) 2020 or Later

  o MJ2 — Married FJ 2020 Ckbx 2c

  o NR1 — NR (nonresident) Alien 2020 or Later

  o NR2 — NR Alien 2020 Ckbx 2c

  o S1 — Single 2020 or Later

  o S2 — Single 2020 Ckbx 2c

  No changes are needed for employees who have already submitted the older version of the W-4 form. But for any employees who submit the revised W-4 form, you'll need to select the applicable filing status that has "2020" in the description. If the check box for step 2(c) is selected on the employee's W-4 form, select a filing status that includes "Ckbx 2c" in the description.

  Note: You'll be able to see these new filing statuses in Employee Maintenance after installing the payroll tax update that will be released in mid-December, 2019. However, the withholding tax will not calculate correctly until you have upgraded to Sage 100 Payroll 2.20.

- The fields listed below are available only if one of the new filing statuses is selected.

  o Dependent Amt — Use this field for box 3.

  o Other Income Amt — Use this field for box 4(a).

  o Deductions Amt — Use this field for box 4(b)

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If the employee has an amount entered in box 4(c) on the revised W-4 form, select Add an Amount in the Tax Calc Override field and then enter the amount in the Override Amt field.

Revised Arkansas Filing Statuses

New filing statuses are available for the state of Arkansas. You'll be able to see these new filing statuses in Employee Maintenance after installing the payroll tax update that will be released in mid-December, 2019. However, the withholding tax will not calculate correctly until you have upgraded to Sage 100 Payroll 2.20.

Review the Payroll Tax Update Guide

Any time that you upgrade to the latest version of the Payroll module or install a payroll tax update, be sure to review the latest version of the Sage 100 Payroll Tax Update Guide.

This guide lists the changes and, when applicable, any steps that you may need to take after installing the update. Note that the latest payroll tax update may be included in the latest version of the Payroll module.

The Sage 100 Payroll Tax Update Guide for 2020 is available here: https://cdn.na.sage.com/docs/en/customer/100erp/2_18n/open/Sage100Payroll2-20 TaxUpdate.pdf

You can find this guide and other Sage 100 guides on the Sage 100 documents page: http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm

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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.

If you are upgrading TimeCard data: Before migrating data from your prior version of Sage 100, 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.

Pre-Installation Tasks

Complete these tasks before installing Sage 100 Payroll 2.20.x:

- If you're installing Payroll for Sage 100 2018, install the Sage 100 2018.5 update (6.00.5). Earlier versions of Sage 100 are not compatible.

- Update the Payroll Check Register.

- Complete and purge all direct deposit transactions.

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 web page at https://support.na.sage.com.

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

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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 the Payroll module, see Post-Installation Tasks on page 11.

● 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 Select the Payroll check box in the Activate column.

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.

● See the *Sage 100 Payroll User Guide*, which is available on the Sage 100 Product Documents page at:
http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm

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.

The Sage 100 Payroll Tax Update Guide describes the changes in the update. You can find the guide on the Sage 100 documents page in the Sage 100 Payroll section: http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm

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Chapter 6

Upgrading the Payroll Module

This chapter 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 chapter beginning on page 11, and then complete the post-installation tasks in the following sections.

Post-Installation Tasks

Complete these tasks after installing the Payroll module:

- Convert your payroll data (see page 11)

- Complete the post-conversion tasks (see page 12)

- Run the Payroll Status Check utility (see page 15)

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   The Payroll Data Conversion Wizard opens automatically depending on what version of Payroll you were previously using. Proceed through the wizard to complete the conversion process.

5   Continue converting data for additional companies as needed.

Post-Conversion Tasks

Complete these tasks after converting your Payroll data.

Upgrading from Version 2.19

- 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.

- Run the tests in the Payroll Status Check utility. See Run Payroll Status Check Tests on page 15.

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.

  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 on page 15.

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.

- 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:

  o 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.

  o On the Taxes tab, review any values in the Override Amt and Override % fields. The Fixed Amount and Percentage of Gross options are no longer available. The % of Gross option has been added. When selected, the program calculates a percentage of the gross wages and adds that amount to the withholding amount.

- Run the tests in the Payroll Status Check utility. See Run Payroll Status Check Tests on page 15.

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.

- 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:

  o Your tax ID number

  o 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.

  - Review any values in the Override Amt and Override % fields on the Taxes tab in Employee Maintenance. The Fixed Amount and Percentage of Gross options are no longer available. The % of Gross option has been added. When selected, the the program calculates a percentage of the gross wages and adds that amount to the withholding amount.

- Run the tests in the Payroll Status Check utility. See Run Payroll Status Check Tests on page 15.

For more information on completing any of these tasks, see the Sage 100 help or the *Sage 100 Payroll User Guide*. You can find the guide on the Sage 100 Product Documents page at:
http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm

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.

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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. On the Main tab, in the Punch In Method field, select Badge number.

2   Select Payroll > Main > Employee Maintenance. Select an Employee, click the arrow button in the top-right corner of the window, and then click Time Track.

3   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.

Note: 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.

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