Sage 100 Payroll 2.21

Installation and Upgrade Guide

March 2021

Contents

Chapter 1

Introduction

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- A list of new enhancements and features.

- Instructions for installing the Payroll module for an existing instance of Sage 100, beginning on page 5.

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You can download the other guides mentioned above from the Sage 100 Product Documents page at:
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Sage 100 Payroll 2.21.1 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 2.20:
  https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/Payroll_Upgrade.pdf

- 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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Questions? Please contact us: Sage100Support@dsdinc.com   800-627-9032   www.dsdinc.com/support

Chapter 2

What's New in Sage 100 Payroll 2.21.1

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.21.1. 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_21/open/PayrollSRNs.pdf

View Flat Tax Rates in Tax Profile Maintenance

In Tax Profile Maintenance, click Rates and Limits to open the Tax Rates and Limits window, which displays the following information about the federal, state, and local taxes included in the tax profile:

● The flat tax rate

● The tax limit (if any)

● Indicator of whether the tax is enabled for the tax profile

● Indicator of whether the tax rate has been overridden in Company Tax Group Setup

Some flat tax rates may not be available.

State Unemployment Tax ID Field

An Unemployment Tax ID No. field has been added to the Main tab in Company Tax Group Setup. Use this field to enter your state unemployment tax ID. The field is available only for state tax groups.

If you leave the field blank, the number in the Tax ID No. field will be used in Federal and State Tax Reporting.

Expanded Check Number Field

The check number field has been expanded to 10 characters. The direct deposit stub number field has been expanded to hold 9 characters.

Task windows, forms, and reports have been updated to reflect these changes.

Note: This enhancement is applicable only for **Sage 100 version 2021 and later.** If you're using an earlier version of Sage 100, the check number field still holds 6 characters, and the direct deposit stub field holds 5 characters.

Chapter 3

What's New in Sage 100 Payroll 2.21

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.21. For a complete list of program fixes, see the release notes, which you can find online at:
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Paying Back Deferred Social Security Tax

The following changes have been made to help you track the payback of employee Social Security tax that was deferred in 2020 per the Presidential executive order.

For detailed information on these features, see *Social Security Tax Deferral for Tax Year 2020* in the help.

- A Payback Deduction Code field has been added to the Entry tab in Payroll Options. Enter the deduction that you will use for withholding the employee Social Security tax that was deferred in 2020.

- The Deduction Code field added to Payroll Options in version 2.20.3 has been renamed Deferral Deduction Code.

- A new Apply option has been added in Deduction Code Maintenance. When you select the deduction code entered as the Payback Deduction Code in Payroll Options and then click Apply, a message asks if you want to calculate the payback amount and the goal.

- The Paid Back field in the Benefits window accessed from the Employee Tax Summary window is automatically updated when you process payroll.

- Two custom reports have been added:

  o Use PR_SSPayBackCUSTOM.rpt to print the Social Security tax amounts that have been paid back for each employee. Amounts shown in the Benefits window in the Deferred Quarter 3, Deferred Quarter 4, and Paid Back fields are included on this report.

  o Use PR_SSPayBackBalancesCUSTOM.rpt to print the amount of deferred Social Security tax that has not been paid back for each employee.

  These reports must be added to the menu using Report Manager. The report files and instructions are stored in the ..\MAS90\Utilities window.

Changes to Direct Deposit Processing Window

The following changes were made to the Process Employee Pre-note and Direct Deposit Transactions window:

- By default, only batches that have not been processed are listed in the window. To view batches that have been processed, click the Show Sent/Unsent Batches button to see other batches.

- The window is now wider so that you can view all columns without scrolling.

  Important: Do not select batches that have already been processed or batches with an effective date in the past without first consulting Sage Direct Deposit Services Support.

ACA PII Worktable Available in Report Manager

When adding a custom report through Report Manager, you can now add the PR_ACAEmployeePIIWrk worktable, which contains personally identifiable information (PII) collected in ACA-related tasks.

The worktable contains information from the following company and system tables:

- PR_Employee
- PR_ACAEmployee
- PR_ACAEmployeeCoveredInd
- PR_ACAEmployeeMonthlyDtl
- PR_EmployeeTaxFilingStatus
- PR_ACAOfferOfCoverage
- PR_ACASafeHarbor

The worktable is available in Report manager if you are using one of the following versions of Sage 100.

- 2021 or later
- 2020.2 or later
- 2019.5 or later

Chapter 4

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 2.21.1:

- 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 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.

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.

   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 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 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

Chapter 5

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 8, 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.

- Convert your payroll data (see page 8)

- Complete the post-conversion tasks (see page 9)

- Run the Payroll Status Check utility (see 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   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 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.

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

  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 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.

- 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 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.

- 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

- o Your company tax rate for any taxes for which the rate varies from business to business

- Select Payroll > Main > 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, 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.

  - o 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 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 12.

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.

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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