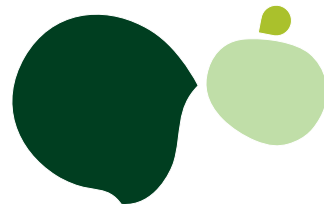


# Sage ERP MAS 90

# Sage ERP MAS 200



## Payroll Tax Table Update, Electronic Reporting, and Accounts Payable 2011 Year-End Frequently Asked Questions

October 31, 2011

### 1. Do I need to download the 2011 IRD for AP 1099 Reporting?

For AP 1099 Reporting, there are no changes, so no IRD is required. If you performed 1099 reporting last year, using Sage ERP MAS 90 or Sage ERP MAS 200 you should have all the programs you need to process 1099 reporting this year. The following are the minimum versions you must be running for 1099 filings.

- 3.74: must have last year's (2010) year-end IRD installed
- 4.20: must have last year's (2010) year-end IRD installed
- 4.30.0.18: must have last year's (2010) year-end IRD installed
- 4.40.0.1: must have last year's (2010) year-end IRD installed
- 4.45.0.0
- 4.50.0

### 2. Do I need to download the 2011 IRD for Payroll W-2 reporting?

Yes. Customers running Payroll must install the 2011 year-end IRD. 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 year-end IRD.

- 3.74: must have last year's (2010) year-end IRD installed
- 4.20: must have last year's (2010) year-end IRD installed
- 4.30.0.18: must have last year's (2010) year-end IRD installed
- 4.40.0.1

Note that PU8 scheduled for release in late December 2011 will include the IRD so customers running version 4.40 can install either the IRD or PU8 but are not required to install both.

### 3. I am running Payroll on Sage ERP MAS 90 or 200 v.4.5. Do I need to download the IRD?

No. All of the program changes included in the IRD are also included in 4.5. However, you will still need to download and install the Q1 2012 Tax Table Update before processing your first payroll for 2012.

### 4. Do I need to download the 2011 IRD if I'm using the Federal and State eFiling and Reporting feature?

Yes, if you choose to use Sage ERP MAS 90 and 200 version 4.3 or 4.4 Federal and State eFiling and Reporting, you will need to apply the IRD.

### 5. When will the year-end Sage ERP MAS 90 and 200 Federal and State eFiling and Reporting updates be available?

On December 20, 2011, you will be able to access Federal and State eFiling and Reporting within the Payroll module to update your W-2s. Also using eFiling and Reporting, you'll be able to update your 1099s for year-end 2012 within the Accounts Payable module. Simply access eFiling and Reporting within Sage ERP MAS 90 and 200 after December 20, and the system will prompt you to apply the online automated update.

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 Tax Table Update (TTU) and Interim Release Download (IRD) for Sage ERP MAS 90 and 200 be available?**

The Q1 2012 Tax Table Update (frequently referred to as the year-end TTU) and Interim Release Download (IRD) are expected to be available December 20, 2011, for download from [Sage Online, Sage ERP MAS Support section](#); access it by using the “Log On” link in the upper right corner of [www.SageMAS.com](http://www.SageMAS.com). We’ll also update the TTU with late-breaking changes as necessary throughout January 2012.

**7. How will the year-end Tax Table Update (TTU) and Interim Release Download (IRD) for Sage ERP MAS 90 and 200 be made available to customers, business partners, or Sage Accountants Network members?**

It will be available as a download from [Sage Online, Sage ERP MAS support section](#); access it by using the upper right corner “Log On” from [www.SageMAS.com](http://www.SageMAS.com). This download will ensure that you will have the most up-to-date tax rates for the new tax year. 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 January 2012. Subsequent quarterly TTU releases will be posted in the same location.

**8. I do not have access to the Internet from my Sage ERP MAS 90 or 200 server. How can I obtain the year-end Interim Release Download 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 loaded onto 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 Online, Sage ERP MAS Support](#). Click there by using the upper-right corner “Log On” from [www.SageMAS.com](http://www.SageMAS.com) and download the TTU or IRD. 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 ERP MAS support](#), 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 logon to [Sage ERP MAS support](#), go to the following URL and click on the Register Now link: [www.sagesoftwareonline.com/eServices](http://www.sagesoftwareonline.com/eServices). You’ll need your Sage account number to register. Please note that to access the support tools of [Sage ERP MAS support](#), you must have a current agreement or subscription plan with Sage. If you have issues with obtaining a logon, please email us at [tools.na@sage.com](mailto:tools.na@sage.com) for assistance.

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

It is recommended that you install the TTU and IRD onto your server into the directory where Sage ERP MAS 90 or 200 is installed. For detailed installation instructions, please read the Installation and System Configuration Guide, or contact your Sage ERP MAS 90 and 200 business partner.

**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 IRD from [Sage Online](#) before running W-2s. It will be available December 20 as a download from [Sage ERP MAS support](#). 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?**

W-2 Electronic Reporting has been modified according to the Social Security Administration's (SSA) 2011 Specifications for Filing Forms W-2 Electronically (EFW2). Codes DD and EE for Box 12 have been added. Also added is a field to identify the kind of employer. This field can be populated by selecting from the drop-down box on the Additional Information panel in W-2 Electronic Reporting after installing the 2011 Year-End IRD.

No changes were required for 1099 filings through Electronic Reporting.

**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 ERP MAS 200 for SQL version 3.74 Magnetic Media module and Sage ERP MAS 90 and 200 versions 4.2, 4.3, and 4.4 Electronic Reporting module will allow you to create an EFW2 format file for uploading to the SSA's website ([www.ssa.gov/employer](http://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.

**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 ERP MAS 90 or 200 version 4.3 or higher, you can choose to use Sage ERP MAS 90 and 200 Federal and State eFiling and Reporting by selecting "Form 1099 eFiling and Reporting" from 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 [Sage ERP MAS support](#) or using the upper-right corner "logon" from [www.SageMAS.com](http://www.SageMAS.com). After logging on from the link on the top right, select "Support," then under Customer Support, Support Options, and Resources select "Sage ERP MAS 90 and 200." Scroll down to find the Year-End Processing Information 2011. Also, year-end training classes and Self-Study Guides are available. For schedule details or to purchase a Self-Study Guide, visit our website at: [www.SageU.com/ACS](http://www.SageU.com/ACS).

**17. Where can I purchase W-2 and 1099 forms 100% compatible with my Sage ERP MAS 90 or 200 software?**

The Sage Tax Forms Division provides approved 2011 IRS forms that are the only ones guaranteed to be 100% compatible with Sage ERP MAS 90 and 200. To order forms, go online at <https://sage.checks-and-forms.com> or call 800-538-5514. When ordering year-end forms please make sure to specify if you need e-filing forms or standard Sage ERP MAS forms.

**18. I have an Extended Solutions enhancement. Will I need to update it after installing the 2011 Interim Release Download?**

Contact your Sage ERP MAS 90 and 200 channel partner for the answer to this question.

**19. I am using Sage ERP MAS 200 SQL v 4.45 and need to file 1099s. What do I need to do?**

There is no IRD required; all programs necessary for creation of 1099 forms were included in the initial Sage ERP MAS 200 SQL v 4.45 release. To file your 1099 forms, use Sage eFiling and Reporting accessed from the Reports menu in Accounts Payable.

**20. Does the IRD contain changes to Payroll to support the Cost of Employer-sponsored health coverage reporting?**

Yes. Although reporting this information is not mandatory for employers until filing reports for 2012, the ability to include Code DD on Form W-2 Box 12 is included in this IRD.

**21. Does the IRD contain changes to Payroll to support Designated Roth Contributions under Governmental Section 457?**

Yes. The ability to include Code EE on Form W-2 Box 12 is included in this IRD.

**22. I am running Sage ERP MAS 90 or 200 version 4.2 or Sage ERP MAS 200 SQL v 3.74. Is there anything else I need to know regarding Payroll support?**

The Q1 2012 Tax Table Update and Year-End IRD are the last ones that will be available for versions 3.74 and 4.2. You must upgrade to a more current version of software in order to receive future TTUs. Please see the Sage ERP MAS 90 and 200 Supported Versions listing posted on Sage Online. Log onto Sage Software Online, click the link to Sage ERP MAS 90 and 200 Support. In the Compatibility section, click the Support Versions link.

**23. What is new in eFiling and Reporting this year?**

- To make it easier to use and understand the eFiling and Reporting process, the “test drive” feature added last year to allow you to walk through the process of W-2 filing without making any permanent changes or edits has been added for the 1099 process as well.
- The eFiling and Reporting website has text message alerts and customizable calendar reminders.
- New “return later instructions” are available at the end of the W-2 and 1099 process to assist you in reprinting, making corrections, or processing additional copies.
- W-2s now support new Box 12 Codes for DD—Cost of employer-sponsored health coverage and EE—Designated Roth contributions under a governmental section 457(b) plan.
- On the W-3 print program, there is a new drop-down field to identify the kind of employer.

**24. 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.

	Sage ERP MAS 90 and 200	Sage ERP MAS 90 and 200	Sage ERP MAS 200 SQL	Sage ERP MAS 200 SQL	
<b>Available Programs</b>	4.5	4.2/4.3/4.4 and EES 1.3/1.4	3.74	4.45/4.5	When to Install
<b>1099 printing</b>	Included in original release, no IRD required	No changes required	No changes required	Included in initial release, no IRD required	N/A
<b>W-2 printing</b>	No IRD required	Dec. 20, 2011 IRD	Dec. 20, 2011 IRD	N/A	Prior to creating W-2s for 2011
<b>Electronic Reporting for 1099s</b>	No changes required	No changes required	No changes required	Use eFiling and Reporting powered by Aatrix	Download updates for eFiling and Electronic Reporting prior to creating year-end electronic reporting file
<b>Electronic Reporting for W2s</b>	No IRD required	Dec. 20, 2011 IRD	Dec. 20, 2011 IRD	N/A	Prior to creating W-2s for 2011
<b>Q1-2012 TTUs</b>	Download latest TTU from Sage Online Click on <a href="#">Sage ERP MAS support</a> , or use the upper-right corner “logon” from <a href="http://www.SageMAS.com">www.SageMAS.com</a>			N/A	After W-2 forms have been created and the Electronic Reporting file has been completed, and prior to first payroll run for 2012