Sage 100 ERP

(Formerly Sage ERP MAS 90 and MAS 200)

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

2013 Year-End Frequently Asked Questions

December 20, 2013

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.

2013 IRD - Supported Versions:

- 4.40.0.1 – 4.40.0.10
- 4.50.0.0 - 4.50.0.7
- 2013 PU 3 - 4

1. **Do I need to download the 2013 IRD for AP 1099 Reporting?**

   Yes, customers running Accounts Payable must install the 2013 year-end IRD. There are 1099 form changes included in 2013 IRD. The following are the **minimum versions required**. If you are not at least on one of the minimum versions below, you **must** add the required product update (PU) to get to the minimum **before** installing the 2013 IRD.

   • 4.40.0.1: must have last year's (2012) year-end IRD installed

   • 4.50: PU 5 or last year's (2012) year-end IRD installed

   • 4.50 SQL: must have PU 3 or last year's (2012) year-end IRD installed

   • 2013 PU 3

2. **Do I need to download the 2013 IRD for Payroll W-2 reporting?**

   Yes, even though there are no W-2 form changes in the 2013, you must install the 2013 IRD in order to install necessary program changes and to use eFiling and Reporting. The following are the **required minimum versions**. If you are not at least on one of the minimum versions below, you **must** add the required update to get to the minimum **before** installing the 2013 IRD.

   • 4.40.0.1: must have last year's (2012) year-end IRD installed

   • 4.50: PU 5 or last year's (2012) year-end IRD installed

   • 2013 PU 3

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3. Do I need to download the 2013 IRD if I'm using the Federal and State eFiling and Reporting feature?

Yes, you **must** install the 2013 IRD, for the supported versions listed at the beginning of this document.

4. How will the year-end TTU and IRD be made available to Customers, Business Partners and Sage Accountants Network members?

Both updates will be available as a download from the Sage Support Portal.

- Log into Sage Support Portal

- On the left side, under the **My Products** section, click **Sage 100 ERP**

- At the bottom under **Support Resources** section, click **Sage 100 ERP Year End Center**

- Click either the **Tax Table Updates (TTU)** or **Interim Release Download (IRD)** link

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

The year end update, which includes 2013 W-2s and 1099s and other annual forms, will be available on December 20th. 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 20th, 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. Is a file created that I can upload to the SSA or my state agency when I eFile using Aatrix?

No, when you choose to eFile using Federal or State eFiling and Reporting powered by Aatrix, Aatrix electronically files your tax forms to the applicable Federal &/or State agencies for you. Please log into the Sage Support Portal see the **eFiling & Reporting guide** located on the Sage 100 ERP Year End Center page.

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

The 2013 IRD and 2014-Q1 TTU and will be posted the week of December 20th, by download on the Sage Support Portal.

See Question #4 for exact steps to locate the IRD and TTU updates.

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 2014. Subsequent 2014-Q1 TTU releases will be posted in the same location on the portal with different release dates. 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. **As a reminder**, after installing the 2014-Q1 TTU, remember to verify the Unemployment Tax Rate in Tax Table Maintenance for each of the states you process payroll is correct for 2014.

Special Note for Massachusetts: Starting in 2014 for Massachusetts, you will need to enter the rate for your Employer Medical Assistance Contribution (MAC) in the Employer MAC field in Tax Table Maintenance.

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 Support 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 Support Portal to sign up or 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 (…\MAS90 folder). For detailed installation instructions, please read the Installation and System Configuration Guide, or contact your Sage 100 ERP business partner.

Reminder: The 2014-Q1 TTU must be installed **after** the W-2's have been printed for 2013 and **before** the first payroll of 2014.

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 install the 2013 IRD from Sage Support Portal before running W-2s. Once the IRD is installed, you will need to select the local tax type from the drop down list in tax table maintenance to ensure your local tax codes 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 4 above.

13. What changes were applied to Electronic Reporting module?

W2—from IRS

- The following fields have been added to the "RE" Record (Employer Record):
  - Employer Contact Name---positions 222-24
  - Employer Contact Phone Number---positions 249-263
  - Employer Phone Extension---positions 264-268
  - Employer Contact Fax Number---positions 269-278
  - Employer Contact E-Mail/Internet---positions 279-318

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1099—from SSA

- **Combined Federal/State Filing program** – additional participating states
  - Michigan (code 26)
  - Vermont (code 50)

- **Form 1099-MISC, Miscellaneous Income:** Foreign tax paid has been added to the Payer "A" Record, Field Position 28-43, Amount Code "9"

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 4.4, 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, print and mail all W-2's to your employees and 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 4.40.0.1 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?

Everything you need for processing Year End is located on the Year End Center page, including updates, guides, checklists and much more.

1. Log into the Sage Support Portal

2. On the left side, under the **My Products** section, click **Sage 100 ERP**

3. At the bottom under **Support Resources** section, click **Sage 100 ERP Year End Center**

- In addition, we have Year End Anytime Learning courses available on Sage University. Search **Sage 100 ERP YE** to see the available courses.

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 2013 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 Sage Checks & Forms 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. **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.

19. **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 a warning message to say that 'starting in 2014…no longer supported'.

Note: 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.

20. **Where can I find more information about the new Additional Medicare changes effective January 1, 2013?**

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

21. **Is this the last year form updates will be released for the W-2 Form Printing and 1099 Form Printing and the Electronic Reporting module?**

Yes, tax filing year 2013 is the last year updates will be provided for applicable supported versions for W-2 Form Printing & Quarterly 941 Form printing located on the Payroll > Period End menu, 1099 Form Printing located on the Accounts Payable > Reports menu and the Electronic Reporting module (formerly Magnetic Media).

As of **Tax Filing Year 2014**, you will be able to print and/or eFile 250+ signature ready State and Federal tax forms from within the Sage 100 ERP integration to State and Federal eFiling and Reporting, powered by Aatrix, additional fees apply for eFiling services only.

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Supported Versions of Sage 100 ERP for 2013 Year End

	Sage 100 ERP Standard & Advanced (formerly Sage MAS 90 and 200)	Sage 100 ERP Premium (formerly Sage MAS 200 SQL)	
Supported Versions	• 4.40.0.1 and higher • 4.50 and higher • 2013 PU 3 and higher	• 4.50 and higher • 2013 PU 3 and higher	**When to Install**
1099 printing	2013 IRD required	2013 IRD required	Prior to creating 1099's for 2013
W-2 printing	2013 IRD required	N/A	Prior to creating W-2s for 2013
Electronic Reporting	2013 IRD required	2013 IRD required	Download update for eFiling and the Electronic Reporting module **prior** to creating year-end electronic reporting file