Product Update Release Notes

**Important!** All customers who update, maintain, and use Sage Abra Suite should read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

**Product Update Information**

**Product:** Sage Abra Suite 9.2  
**Version:** Product Update Q4 2017 SR2

**About Product Updates for Sage Abra Suite**

Sage Abra Suite Payroll product updates are cumulative. This means that supported taxes, rates, and forms, all previous updates for this product and version, and any hot fixes or patches previously released are incorporated into this update.

**Support and Resources**

Sage strives to provide you with the best help and support in the industry. If you have a question, we're here to help!

- **Help and documentation:** Many answers to common questions can be found in the help and documentation included with Sage Abra Suite.

- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at [https://support.na.sage.com](https://support.na.sage.com) or contact Customer Support at 800-829-0170. Please have your Sage Customer Number handy when contacting Support.

- **Tax forms:** Because all printed forms have variations, Sage Abra Suite Payroll only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-617-3224 or order online at [www.SageChecks.com](http://www.SageChecks.com).
Payroll Tax Updates

The following federal, state, and local tax changes are included in this update.

Federal Legislative Updates
This section lists federal legislative updates available with this release.

Federal Withholding Tax Changes for 2018
The IRS released new withholding and allowance amount tables for wages paid on or after January 1, 2018.

Federal Supplemental Rate Changes for 2018
Effective January 1, 2018, the federal supplemental withholding rate changes to 22%.
For more details about federal tax changes, refer to the IRS publication.

State and Local Legislative Updates
This section lists state and local legislative updates available with this release. If a state or locality is not listed in this section, there are currently no tax updates or product modifications for that state or locality.

Kentucky
The following local taxes have updated rates in the supported tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY(L)</td>
<td>Mt. Olivet City License Fee</td>
<td>2%</td>
<td>1/1/2014</td>
</tr>
</tbody>
</table>

Michigan
The following local taxes have been added in the supported tax tables:
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIBH</td>
<td>Benton Harbor Local Income Tax</td>
<td>1%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>MIBI</td>
<td>Benton Harbor N/R Local Tax</td>
<td>0.5%</td>
<td>1/1/2018</td>
</tr>
</tbody>
</table>

**Missouri**

- Missouri withholding tables and instructions have been updated for 2018. Refer to the state publication for more details.
- Effective January 1, 2018, the supplemental withholding rate changes to 5.9%.

**Ohio**

- Effective March 1, 2018, the following Ohio localities will report to CCA:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH5P</td>
<td>Parma Heights N/R Local Tax</td>
</tr>
<tr>
<td>OHOI</td>
<td>Parma Heights N/R Local Tax</td>
</tr>
<tr>
<td>OH25</td>
<td>Parma Heights N/R Local Tax</td>
</tr>
</tbody>
</table>

- Effective December 31, 2017, the following local tax has been expired:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHX8</td>
<td>Milford JEDD V N/R Local Tax</td>
</tr>
</tbody>
</table>

**Oregon**

Oregon withholding tables and instructions have been updated, effective February 1, 2018. Refer to the state publication for more details.

**Pennsylvania**

The following local taxes have updated rates in the supported tax tables:
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBSB</td>
<td>Northumberland B LST, PA</td>
<td>$52</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>PGBC</td>
<td>PA631402 Washington City NR</td>
<td>1.4%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>PA9A</td>
<td>PA631402 Washington City</td>
<td>1.4%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>PIDD</td>
<td>PA410502 Eldred TP NR</td>
<td>0.5%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>PAVU</td>
<td>PA400806 Pittston City</td>
<td>1.95%</td>
<td>1/1/2018</td>
</tr>
</tbody>
</table>

**West Virginia**

The 2017 EFW2 file has been updated following guidelines from the West Virginia Department of Revenue. Refer to the state publication for more details.

*Note:* Make sure that you enter your 9-digit EIN in the **State Reporting ID** field on the **Tax Codes** window.

**Virgin Islands**

The Unemployment Insurance wage base limit changes to $24,200 for 2018.
Preparing for Year-End Processing

Before you start processing your 2018 payroll, visit the Sage City Year-End Center, where you can get fast answers from Sage support, peers, and product experts at the busiest time of year. You’ll find helpful articles, discussion forums, and other links and resources to help your year-end processing go smoothly.

To get started, visit http://sagecity.na.sage.com/p/yearend and select Sage HRMS & Sage Abra Suite.

The Year-End Center provides you with information on the following topics:

- Printing and filing W-2s
- Entering employee supplemental information
- Frequently asked questions for year-end processes
- Preparing for your first payroll of 2018
Product Update Installation Instructions

Follow the instructions in this section to download, install, apply, and verify this Product Update.

Before you start:

- Back up your data.
- Ensure that:
  - All users have exited the program.
  - All payroll processes that have been started are complete.

Downloading the Product Update

To download the update:

1. Visit the Sage Knowledgebase at https://support.na.sage.com, click Log on, and then log on to the site.
2. In the Support by product section, click Select your product, and then click more products.
4. In the Latest updates section, click an update to download.
5. In the article, click Download Now to launch the Sage Download Manager, or click the direct download link to download the executable file.

If the steps above were not performed on the server, copy the unzipped folder to the server before proceeding.

Installing the Product Update

To install the Product Update:

1. To launch the installation program, right-click the Product Update file and run as administrator, or as the current user with administrator rights.
- If applicable, make sure the **Protect my computer and data from unauthorized program activity** check box is **not** selected.

- If there is no option to run as administrator, log on as an administrator, and then double-click the Product Update file.

  **Tip:** Depending on your security system, you may need to right-click on the installation file and select Unblock.

2. After the InstallShield Wizard determines requirements, click **Next** to resume installing the Product Update.
3. Click **Finish** to finish the installation.
4. Back up your data. This ensures that you have a backup of the new version of the software.

### Updating Sage Abra Suite Client Files

**To update Sage Abra Suite Client files:**

1. Launch the Sage Abra Suite Client to initiate the file update process.
2. Click **OK** to proceed and update your files.

After you complete installation and activation, and after you have made any adjustments described in this document, you can resume processing payroll.

### Verifying the Product Update

After the update is complete, you can confirm that the update was installed successfully by selecting **Help > About Sage Abra Suite**. The version for this update is 9.2075.