



Sage Abra Suite 9.2

Q4 2017 SR2 Release Notes

February 2018

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Contents

- Product Update Release Notes 2**
 - Product Update Information 2
 - About Product Updates for Sage Abra Suite 2
 - Support and Resources 2

- Payroll Tax Updates 3**
 - Federal Legislative Updates 3
 - State and Local Legislative Updates 3
 - Kentucky 3
 - Michigan 3
 - Missouri 4
 - Ohio 4
 - Oregon 4
 - Pennsylvania 4
 - West Virginia 5
 - Virgin Islands 5

- Preparing for Year-End Processing 6**

- Product Update Installation Instructions 7**
 - Downloading the Product Update 7
 - Installing the Product Update 7
 - Updating Sage Abra Suite Client Files 8
 - Verifying the Product Update 8

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> 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.

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:

Code	Description	Rate	Effective Date
KY(L)	Mt. Olivet City License Fee	2%	1/1/2014

Michigan

The following local taxes have been added in the supported tax tables:

Code	Description	Rate	Effective Date
MIBH	Benton Harbor Local Income Tax	1%	1/1/2018
MIBI	Benton Harbor N/R Local Tax	0.5%	1/1/2018

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:

Code	Description
OH5P	Parma Heights N/R Local Tax
OH0I	Parma Heights N/R Local Tax
OH25	Parma Heights N/R Local Tax

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

Code	Description
OHX8	Milford JEDD V N/R Local Tax

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:

Code	Description	Rate	Effective Date
PBSB	Northumberland B LST, PA	\$52	1/1/2018
PGBC	PA631402 Washington City NR	1.4%	1/1/2018
PA9A	PA631402 Washington City	1.4%	1/1/2018
PIDD	PA410502 Eldred TP NR	0.5%	1/1/2018
PAVU	PA400806 Pittston City	1.95%	1/1/2018

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**.
3. Under Sage HRMS, click your product and version.
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.