Sage 100 ERP

Tax Table Update, Payroll and Accounts Payable
2014 Year-End Frequently Asked Questions

December 17, 2014

IRD (Interim Release Download): The Interim Release Download contains necessary program changes for Accounts Payroll and Payroll modules and eFiling and Reporting.

TTU (Tax Table Update): The 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.

2014 IRD - Supported Versions: *(PU=Product Update)*

- 4.50.0.0 - 4.50.0.7
- 2013 PU 7 (5.00.7.0) and higher
- 2014 PU 3 (5.10.3.0) and higher

1. Do I need to download the 2014 IRD to print W2 & 1099 forms?

Yes, you must install the **2014 IRD** and you must also install the **year end eFiling (Aatrix) update.** The year end eFiling update will be **released on Friday, December 19th**. When you access any of the eFiling and Reporting tasks, you will prompted to install an "Automatic Update", this will update all applicable form changes.

The following are the **required minimum Sage 100 ERP versions**. If you are not at least on one of the minimum versions below, you **must** install the required Product Update to get to the minimum **before** installing the 2014 IRD.

- 4.50 PU 5 or last year's (2013) year-end IRD installed
- 2013 PU 7 (5.00.7.0)
- 2014 PU 3 (5.10.3.0)

2. When will the year end updates be released?

- **2014 IRD** and **2015-Q1 TTU**, **will be available the week of December 22th.**

Both of these updates will be available by download on the Sage Support Portal. To download, please do the following:

1. Log into Sage Support Portal
2. Under **My Products** section (on left side), click **Sage 100 ERP**
3. Under **Support Resources** section (at the bottom), click **Sage 100 ERP Year End Center**
4. Click either the TTU Downloads or IRD Downloads link

TTU reminder: 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 2015. Subsequent 2015-Q1 TTU releases will be posted in the same location on the portal with different release dates. So, *remember to check back at the end of January, 2015, for the latest TTU release to ensure that you will have the most up-to-date tax rates for the new tax year.*

Action required: After installing the 2015-Q1 TTU, remember to verify the Unemployment Tax Rate in Tax Table Maintenance for each of the states you process payroll, to reflect correct 2015 rate for <u>each</u> company.

- **eFiling (Aatrix) year end update** will be available by automatic download **on or after December 19th.** (which will include 2014 W-2s and 1099s and other annual form changes).

Simply access one of the eFiling and Reporting tasks noted in step #1 **on or after December 19th**, and the system will prompt you to install the automatic update. Click link for detailed steps, How to update eFiling and Reporting (KB ID 18851)

Aatrix updates 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.

3. **Will the 2014 IRD include form updates for W2 Printing & Form 1099 Printing menu tasks and Electronic Reporting module (Magnetic Media) this year?**

No, Tax Filing Year 2013 was the **last year** that standard form updates were provided for W-2 Form Printing and Quarterly 941 Form and 1099 Form Printing menu tasks and the Electronic Reporting module *(formerly Magnetic Media).*
As of this year, **Tax Filing Year 2014**, you need to use one of the eFiling and Reporting menu tasks, which allow you to print W-2, 1099, 941 plus 330+ payroll tax forms to plain paper for FREE or eFile for a nominal fee using Aatrix. ***Note:** eFile fees only apply to forms that are actually eFiled and processed by Aatrix. eFile fees are paid directly to Aatrix.*

To access eFiling & Reporting, go to one of the following menu tasks from within Sage 100 ERP:

- Payroll > Period End > Federal or State eFiling & Reporting
- Payroll > Period End > State eFiling & Reporting
- Accounts Payable > Reports > Form 1099 eFiling & Reporting

4. **After I download the TTU and IRD, do I need to install it on my workstation or on my server?**

You must install the TTU and IRD updates onto your server into the directory where Sage 100 ERP was originally 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 2015-Q1 TTU should be installed **after** the W2's have been printed for 2014 and **before** your first payroll in 2015.

5. Will Sage 100 ERP assist me to comply with the new ACA reporting requirements for 2015?

Yes, in order for the ACA report to pull your Payroll data you **MUST** select to Retain Perpetual History in Payroll Options. **BEFORE** processing your first payroll in 2015, please do the following:

 ACTION REQUIRED

1. Open **Payroll, Setup, Payroll Options**
2. On the **Main** tab, select **Retain Perpetual History**
3. Click **Accept**
Note: This will need to be done for **each** Company Code requiring ACA reporting.

For more details and for up to date information, please click link to access Affordable Care Act (ACA) reporting requirements for 2015 (KB ID 48622)

6. Where can I find more information about the Affordable Care Act (ACA)?

Staying on top of the Affordable Care Act is critical—and challenging—particularly when it comes to your obligations under the law. With all the delays, legislative changes, and shifting regulatory interpretations over the past few years, you may be feeling a little overwhelmed now that 2015 is here.

As a trusted expert advising companies around the world for the past 30 years, Sage is ready to help support you through healthcare reform and answer your questions.

To assist you, we've set up an Affordable Care Act center on Sage City that includes many assets you may find useful in navigating the changes (please note, some assets require an active Sage Business Care plan to access). In addition, please join us live at a Sage-hosted Inspire Tour 2015 location near you where sessions like "Affordable Care Act: How Sage is helping with requirements" may be presented.

For additional information, please see IRS site for more detailed information:

- http://www.irs.gov/uac/Affordable-Care-Act-Tax-Provisions

- http://www.irs.gov/uac/Questions-and-Answers-on-Reporting-of-Offers-of-Health-Insurance-Coverage-by-Employers-Section-6056

7. **I do not have access to the Internet from my Sage 100 ERP server. How can I obtain the IRD and TTU to install them on my server?**

Both updates 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.

8. **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.

9. **I've never been to the Sage support portal, 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 the Sage Support Portal Frequently Asked Questions.

10. **What do I need to do to be able to print W2 and 1099 forms and other payroll tax forms?**

You must first install Federal & State eFiling and Reporting program on **each** workstation that needs access. You can install from either your Sage 100 ERP installation files or from Sage 100 ERP workstation setup folder, (located …\MAS90\wksetup\autorun.exe). Click link for detailed steps on [Installing eFiling & Reporting](#)

We highly recommend you download the eFiling & Reporting guide (KB ID 53295), which includes step by step instructions on using eFiling and Reporting feature. *See Question #9 on how to download this user guide.*

11. **I've never used eFiling and Reporting before, is there a user guide or year end training available?**

- **eFiling and Reporting Guide** is available for download on the Sage Support Portal:
    1. Login into Sage Support Portal at www.Sage.NA.Support.com
    2. In the **Search** field, type **53295** and click **Search** button
    3. Click link to download the **eFiling and Reporting Guide**

- **Sage University** - Anytime Learning courses are available:
    1. Log into Sage University at www.SageU.com
    2. In the **Search** field (top right corner), type **Sage 100 ERP year end**
    3. Select applicable eFiling course

- **Sage 100 ERP Year End Center on Sage City**

1. Log into www.SageCity.NA.Sage.com/
2. Click **Visit the year end center** (top right corner)
3. Click link for **Sage 100 ERP**

12. Where can I find information on how to do year-end processing?

To help ease you through processing year end, we have information available in several places for you.

- **Sage City Year-end Center:**
    1. Log into www.SageCity.NA.Sage.com
    2. Click **Visit the year-end** center (top right corner)
    3. Click **Sage 100 ERP**

- **Sage Support Portal:**
    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**

- **Sage University:**
    1. Log into Sage University
    2. Search **Sage 100 ERP Year End** to see the list of available courses

13. Do I need to purchase forms in order to print W2 and 1099 forms from eFiling & Reporting? If so, what W2 and 1099 forms do I need to order/use?

Yes, Sage 100 ERP includes "print and sign" tax forms functionality for payroll tax forms using eFiling & Reporting. This feature eliminates the need for _some_ preprinted forms — allowing you to print on plain paper instead.

However, _IRS regulations **require** that employee copies of Form W-2 (Copies B, C, and 2) and Form 1099 (except Copy A) **be printed on perforated paper**_ and individual filing instructions be given to each employee (IRS Publication 1141 Sec. 2.05 and 2.19 and IRS Publication 1179 Sec. 4.5.3). Sage Checks and Forms offer these plain paper forms in the required perforated format.

W2/W3

Employee W2 (Copy B, C and 2-Copy 2s) = Blank 4 part perforated with Employee notice on back (Sage Forms part # LW2BLANK4 or LW2BK4DWS)

Federal W2 (Copy A) (prints 2 employees per sheet) = **Print to Plain Paper** _(The Federal W2-SSA copy cannot be printed on perforated paper)_ **See Question #12 for more details*
Federal W3 = **Print to Plain Paper** _(The Federal W3-SSA copy cannot be printed on perforated paper)_ **See Question #12 for more details*
State - Copy 1 (prints 4 employees per sheet) **=** system will prompt you to print to Blank 4 part perforated but please contact the State agency for their specific W2 printing/perforation requirements

Employer W2 (Copy D) (prints 4 employees per sheet) = Print to Plain Paper or Blank 4 part perforated

1099/1096

Recipient 1099 (Federal, 2-Copy 2's and Copy B) = Blank 4 part perforated form (Sage Forms part # L99BLANK4 or L99BK4DWS)
- *Note: The recipient notice is not pre-printed on the backs of these blank forms; you will need to print the recipient instructions to plain paper from within 1099 eFiling viewer screen.*

Federal 1099 (Copy A) = Copy A **must be** printed on official preprinted federal forms RED ink.
Please contact Sage Forms for specific part # applicable to the type of 1099 forms you will be printing (MISC, INT or DIV)

Federal 1096 Form = 1096 Form **must be** printed on official preprinted federal forms RED ink.
Please contact Sage Forms for specific part # applicable to the type of 1099 forms you will be printing (MISC, INT or DIV)

Payer 1099 (Copy C) = (prints 4 recipients per sheet) = Print to Plain Paper or Blank 4 part perforated

State 1099 = (prints 4 recipients per sheet) = system will prompt you to print to Blank 4 part perforated but please contact the State agency for their specific 1099 printing/perforation requirements. Some states do not require 1099s to be filed.

State 1096 = Print to plain paper but please contact the State agency for their specific 1096 printing/perforation requirements. Some states do not require 1096 form.

The Sage Tax Forms Division provides approved 2014 IRS forms and *these are the only forms we guarantee to be 100% compatible* with Sage 100 ERP. To order forms, go online to Sage Forms or call 800-617-3224.

Tired of purchasing and printing forms? Choose the "e-filing complete package" option, where Aatrix will eFile W-2's &/or 1099's electronically, print and mail all W-2's or 1099's to your employees and allow them to view this information online and more. That way you do not need to purchase any tax forms at all, Aatrix will take care of it all for you. *For more information, visit https://sage100erp.aatrix.com or call 701-746-6814.*

14. **Will I be required to print my W2-Copy A and W-3 forms on the red, preprinted forms when using Federal and State eFiling and Reporting?** (KB ID 26911)

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.

15. **Is a file created that I can upload myself to the SSA or my state agency when I eFile using Aatrix?**

No, when you choose to eFile, Aatrix electronically files your tax forms to the applicable Federal and/or State agencies for you.

For more information, please log into the [Sage Support Portal](#) and download the **eFiling & Reporting guide** located on the [Year End Center](#) portal page.

For more information on Aatrix, please go to http://aatrix.com/partners/sage100erp/

16. We must file Local Withholding Tax on our W-2s, what extra steps do I need to take?

You will need to select the local tax type description from the drop down list in tax table maintenance to ensure your local tax codes are available for Federal and State eFiling and Reporting.

For step by step instructions, please download the eFiling and Reporting Guide as described in question #9 above.

17. I was formerly required to file Form W2s &/or 1099s through Magnetic Media but now need to file W2s/1099s through electronic filing using the Internet. What do I need to know?

- To support W2 electronic filing, you can use Federal eFiling and Reporting task from within Payroll > Period End menu.
- To support 1099 electronic filing, you can use Form 1099 eFiling and Reporting task from within Accounts Payable > Reports menu.

Supported Versions of Sage 100 ERP for 2014 Year End Updates

	Sage 100 ERP Standard & Advanced *(formerly Sage MAS 90 and 200)*	Sage 100 ERP Premium *(formerly Sage MAS 200 SQL)*	
Supported Versions	• 4.50 – 4.50.7 • 2013 PU 7 and higher • 2014 PU 3 and higher	• 4.50 – 4.50.7 • 2013 PU 7 and higher • 2014 PU 3 and higher	**When to Install**
1099's	• 2014 IRD required • eFiling year end update required	• 2014 IRD required • eFiling year end update required	Prior to creating 1099's for 2014
W-2's	• 2014 IRD required • eFiling year end update required	N/A	Prior to creating W-2s for 2014
Tax Table Update	2015-Q1 TTU	N/A	**After** printing 2014 W2s but **before** processing 1st payroll in 2015 ***Reminder at the end of January 2015 to check back on the support portal to ensure you have the most current 2015-Q1 TTU installed*

**Reminder the 2014 IRD and 2015Q1 TTU are the last year end updates that will be released for version 4.50, please click link to access the Sage 100 ERP Supported Versions