



# **Sage 100 Payroll 2.18.5**

## Installation and Upgrade Guide

November 2018

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# Chapter 1

## Introduction

This guide includes information about Sage 100 Payroll 2.18, including:

- A list of new enhancements and features.
- Instructions for installing the Payroll module for an existing instance of Sage 100, beginning on page 15.

For information installing the Payroll module as you are installing Sage 100, see the *Sage 100 Installation and System Administrator's Guide*.

- Instructions for upgrading to a new version of the Payroll module, beginning on page 18.

For information on upgrading Sage 100, see the *Sage 100 Customer Upgrade Guide*.

You can download the other guides mentioned above from the Sage 100 Product Documents page at:

<http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

Sage 100 Payroll 2.18 is available for Sage 100 2018.1. Earlier versions of Sage 100 are not compatible.

**Depending on your purchase agreement, some features described here may not be available in your product.**

# Chapter 2

## What's New in Sage 100 Payroll 2.18.5

This chapter describes the enhancements made in Sage 100 Payroll version 2.18.5. For a list of program fixes in version 2.18.5, see the release notes, which you can find online at:

<https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/PayrollSRNs.pdf>

## Check and Direct Deposit Stub Sort Options

A Sort Checks By field has been added to the Payroll Check Printing window. A Sort Stubs By field has been added to the Direct Deposit Stub Printing window. The sort options for both checks and direct deposit stubs are:

- Employee number
- Employee name
- Employee department number and name (available if you use departments)

## Salary Equalization Utility

A Salary Equalization utility has been added to the Time Track menu.

- For salaried employees, this utility is used to adjust the employees' pay amounts in Time Track Entry records so that the pay matches the employees' salary for the pay period.
- For hourly employees, the utility adjusts the employees' pay amounts in Time Track Entry records so that it matches the employees' expected earnings based on auto pay hours and pay rates.

When running the utility, a listing is generated. When you close the listing window, you're asked whether to apply the adjustments.

## Payroll Conversion Wizard Local Tax Options

When you're running the Payroll Conversion Wizard to convert Payroll data from Sage 100 2017 or earlier, you have an option for mapping local tax codes.

The Other Local Tax Group column is included in the grid where you map tax codes to tax groups if the following conditions are met in the company you're migrating from:

- The Require Local Tax Reporting check box in Payroll Options is selected.

- A rate is entered in the Other Local Tax field in Tax Table Maintenance for any tax code.

If a local tax rate is entered for a tax code, you must select a corresponding tax group in this new column. This may be the same tax group selected in the Tax Group column, or it may be a different one, depending on the tax group location.

## Certified Payroll Reporting

Certified Payroll Reporting, located on the Reports menu, uses data from the Payroll and Job Cost modules to generate reports that meet requirements of federal and state government agencies. The reports include a daily breakdown of hours, pay, and deductions for jobs.

Certified Payroll Reporting relies on changes made in the Job Cost module for the Sage 100 2018.5 release; therefore, you must install that update to use this task.

For information on the related changes made in the Job Cost module, see the chapter on version 2018.5 in the *What's New* guide for Sage 100 2018, available here:

[http://cdn.na.sage.com/docs/en/customer/100erp/2018/open/WhatsNew\\_2018.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018/open/WhatsNew_2018.pdf)

In addition to accessing the task on the Report menu, you will be asked if you want to run the task after updating the Payroll Check Register if the following security event is enabled for your role: Allow Certified Payroll Reporting from Check Register/Update

When you run Certified Payroll Reporting for the first time, you may see a message stating that you need to update your Federal and State Tax Reporting forms. If you click Yes to proceed, the Federal and State Tax Reporting window will open. Select any form in the Form Name field and click Proceed. Then follow the prompts to update your forms.

Certified Payroll Reporting is available only if the Payroll module is integrated with Job Cost and if Federal and State Tax Reporting is installed.

# Chapter 3

## What's New in Sage 100 Payroll 2.18.4

This chapter describes the enhancements made in Sage 100 Payroll version 2.18.4. For a list of program fixes in version 2.18.4, see the release notes, which you can find online at:  
<https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/PayrollSRNs.pdf>

### Company Tax Group Setup

A Round Withholding Tax Amount check box has been added to the Main tab in Company Tax Group Setup. Select this check box to round the withholding tax amount to the nearest dollar for the selected tax group.

Ensure that the tax jurisdiction allows rounding before selecting this check box. The withholding amount will be rounded, even if rounding is not allowed by the tax jurisdiction. However, if the tax jurisdiction requires rounding, the withholding amount will be rounded even if this check box is cleared.



# Chapter 4

## What's New in Sage 100 Payroll 2.18.3

This chapter describes the enhancements made in Sage 100 Payroll version 2.18.3. For a list of program fixes in version 2.18.3, see the release notes, which you can find online at:  
<https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/PayrollSRNs.pdf>

## Workers' Compensation Maintenance

The following changes were made to Workers' Compensation Maintenance.

### Effective Date Field

When your Workers' Compensation rate or amount changes, you can now enter it in advance along with an effective date. When you process payroll, the check date is used to determine which rate or amount to use. The amounts and rates, along with the effective date, are now entered in a grid to make it easy to maintain multiple values with different dates.

The effective date prints on the Workers Compensation Report when the Print Report Summary check box is cleared.

### Employee-Paid Workers' Compensation

If you select a state in which there is an option to have employees pay part of their Workers' Compensation insurance tax, an Employee Amount or Employee Rate field (depending on the calculation method) is available. The existing Rate and Amount fields have been renamed Employer Rate and Employer Amount.

The employee-paid Workers' Compensation tax prints separately on the Workers' Compensation Report, and it is included in the Workers' Compensation total on the Deposit Liability page within the Employer Expense Report. In other locations, the employee-paid Workers' Compensation tax is added in with the "other" taxes.

# Chapter 5

## What's New in Sage 100 Payroll 2.18.2

This chapter describes the enhancements made in Sage 100 Payroll version 2.18.2. For a list of program fixes in version 2.18.2, see the release notes, which you can find online at:

<https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/PayrollSRNs.pdf>

## Employee Check Details Window

On the Pay History tab in Employee Maintenance and Employee Inquiry, you can select a check and click the Check Details button to open the Employee Check Details window.

In this window, you can view a breakdown of the following information for the check:

- Earnings
- Deductions
- Taxes
- Direct deposit distributions
- Employer contributions.

The year-to-date amounts are also shown, and the hours are shown for each earnings code.

## Workers' Compensation Report Options

A Selection Criteria field has been added to the Workers' Compensation Report task window. The field contains two options:

- **By Calendar Year and Quarter:** When this option is selected, the report is printed as it did previously. When the Print Report Summary check box is cleared, one line for each employee is printed on the report. Each line includes the combined amounts for all checks issued to the employee during the quarter.
- **By Check Date Range:** When this option is selected, and the Print Report Summary check box is cleared, a separate line for each check issued during the date range entered is printed on the report.

## Module Option for Out-of-Quarter Check Date

A new module option, Allow Out Of Quarter Check Date, has been added to Role Maintenance.

If the check box for this option is selected, applicable users can enter a check date in the Pay Cycle window that falls outside of the current quarter defined in Payroll Options. The check box is selected by default.

## Filter Time Track Report by Earnings Code

The following changes have been made to the Time Track Report task window:

- An Earnings Code field has been added to the Selections grid.
- Employee Number + Earnings Code is now the default selection in the Sort Report By field.

**Note:** If you're upgrading from version 2.18.1, you may not get Employee Number + Earnings Code as the default sort option. As a workaround, you can select the option, create a new report setting, and save it as the default report setting. To learn more, see Create a Report setting in the help.

## Payroll Tax Updates

Any payroll tax updates available when work on this version of Payroll was completed have been incorporated into the module. These updates may include new or updated tax types, tax rates, unemployment limits, and other settings that affect payroll tax calculations.

**Important:** Even after you've installed the latest version of the Payroll module, there may be payroll tax updates available. You can check to see if updates are available by running the Payroll Tax Update utility available on the Payroll Utilities menu.

# Chapter 6

## What's New in Sage 100 Payroll 2.18.1

This chapter describes the enhancements made in Sage 100 Payroll version 2.18.1. For a list of program fixes in version 2.18.1, see the release notes, which you can find online at:

<https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/PayrollSRNs.pdf>

## Time Track

Time Track is the new time entry feature available when you purchase the TimeCard module. Most of the TimeCard features have been kept and redesigned for better usability. The TimeCard module no longer appears on the module list. For a list of TimeCard Tasks and their Time Track replacements, see Appendix A on page 22.

If you are using **Sage 100 2018.2 or later**, you can update time entries with associated job numbers to the Job Cost module. For more information on using Time Track with the Job Cost module, see the *What's New in Sage 100 2018* guide, available at:

[http://cdn.na.sage.com/docs/en/customer/100erp/2018/open/WhatsNew\\_2018.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018/open/WhatsNew_2018.pdf)

For information on setting up Time Track, see *Set Up Time Track for Payroll* in the Sage 100 help.

**Important:** Before migrating data from your prior version of Sage 100, make sure that all TimeCard entries have been processed for Payroll and Job Cost. Then verify that all entries have been transferred to history by running Purge/Transfer to History from the TimeCard Period End menu.

## Payroll Options

To enable Time Track features for Payroll, select the Enable Time Track for TimeCard check box in Payroll Options.

## Time Track Options

Time Track Options has been added to the Payroll Setup menu. This task replaces the TimeCard & Time Clock Options task that was available on the TimeCard Setup menu.

The Enable Time Track for TimeCard check box must be selected in either Payroll Options or Job Cost Options to access Time Track Options.

## Punch In Method Field

Previously, in TimeCard & Time Clock Options, you could select Social Security Number in the Default Punch In Method field. Social Security Number is no longer an option for punching in and out.

Instead, you can now select either Employee No. or Badge No. in the Punch In Method field in Time Track Options. If you select Badge No. you can enter employees' badge number in the Employee Time Track Settings window accessed through Employee Maintenance.

**Note:** The badge number field accepts alphanumeric characters and dashes only.

If you were Social Security numbers in your prior version of Sage 100, Employee No. will be selected by default when your company data is converted.

The other two punch-in options that were previously available, Employee No. with Dep and Employee No. without Dep, have been combined into the Employee No. option. All employees must enter their full employee number, including the department number, to punch in or out, unless you select the Badge No. option.

For ease of entry, employees can omit any leading zeros. For example:

- If your employee number is 000007500, you can enter 7500.
- If your employee number is 01-0001020, you can enter 011020 or 01-1020.

## Shift Maintenance

Shift Maintenance has been added to the Payroll Time Track menu and replaces the Time Clock Shift Maintenance task. Use this task to set up weekly work schedules and their related settings.

A shift code is required to use the Punch In/Out task. You can assign a shift to an employee in the Employee Time Track Settings window accessed through Employee Maintenance. Also, you can select a default shift in Shift Maintenance, which will be used for any employee who doesn't have an assigned shift.

## Employee Time Track Settings

The Employee Time Track Settings window replaces the TimeCard Employee Maintenance task. Use this window to enter a badge number and password for use when punching in and out. You can also enter a default shift code and default earnings codes to use for time entries.

To access this window, in Employee Maintenance, click the arrow button in the top-right corner of the window, and then select Time Track.

## Punch In/Out

Punch In/Out is located on the Payroll Time Track menu. Punching in and out creates time entries that can be edited in Time Track Entry and imported into Payroll Data Entry and/or Job Cost. Depending on your system setup, you can associate the following with each time entry: department number, earnings code, job number, and cost code.

A shift code is required to use the Punch In/Out task. You can assign a shift to an employee in the Employee Time Track Settings window accessed through Employee Maintenance. Also, you can select a default shift in Shift Maintenance, which will be used for any employee who doesn't have an assigned shift.

## Time Track Entry

Time Track Entry is located on the Payroll Time Track menu. Use this task to enter and edit time entries for employees and to edit entries that employees create using Punch In/Out. The entries can then be selected for use in Payroll Data Entry or the Job Cost module.

## Payroll Data Entry

A Time Track button has been added to the Pay Cycle window. Click this button to open the Payroll Time Track Selection window and select time entries for import into Payroll Data Entry.

If Time Track is enabled in both the Payroll and Job Cost modules, the Job Number and Cost Code fields in Payroll Data Entry are view only. The job number and cost code must be entered in Time Track Entry.

## Time Track Reports

SAP Crystal Reports is now used for all reports. The report task windows have been redesigned and now feature the standard options used in other modules, including:

- You can now create report settings to avoid reentering selections each time you print a report. For more information, see *Create a Report Setting* in the help.
- Selection grids have been added so that it's easier to filter report data.
- The option to keep the task window open after printing or previewing a report has been added.
- The Print to File option previously available in the Printer Setup window has been moved to the Export option accessed from the Printer field, and it uses the SAP Crystal Reports engine. For more information on how to export or print reports to a file, see *Export or Print to a File* in the help.
- The process for deferring the printing of a report or listing has changed. The Deferred option is now accessed from the Printer field. For more information, see *Defer a Report* in the Help system.

## Reports on the Payroll Time Track Menu

The following reports are located on the Payroll Time Track menu:

- Approaching Overtime Report
- Attendance Worksheet
- Time Track Report

The Job Daily Production Report is now on the Job Cost Time Track menu.

## Certified Payroll Worksheet

The Certified Payroll Worksheet is located on the Payroll Main menu. Use this worksheet to complete the certified payroll form for your jurisdiction.

The worksheet includes a daily breakdown of hours worked, pay, and deductions for a job. Employee pay is included if the associated earnings code has either Regular or Overtime selected as the earning type in Earnings Code Maintenance.

You can exclude job and labor codes from the worksheet by selecting the Exclude from Certified Payroll Report check box in Job Maintenance and Labor Code Maintenance.

In Deduction Code Maintenance, in the new Certified Payroll Benefit Type field, you can select No to exclude the deduction from the worksheet or select a category for the deduction.

If you're converting data from a previous version of TimeCard, please note:

- The Medical category has replaced the Health and Welfare category. If a deduction was assigned to the Health and Welfare category in your prior version of Sage 100, it will be assigned to the Medical category when you convert your data.
- In prior versions of TimeCard, deductions could be assigned to more than one category. In the current version, you can select only one category for each deduction. When you convert data, if a deduction was assigned to more than one category in your prior version of Sage 100, it will be assigned to a category based on the following hierarchy:
  - Medical
  - Pension
  - Vacation

For example, if a deduction was assigned to both the Health and Wellness and Vacation categories in your prior version, it will now be assigned to the Medical category.

## Period End Processing

Time Track history is purged along with other payroll history data during period-end processing based on the date in the Years to Retain Payroll History field in Payroll Options.

## Role Maintenance

The following security events were added for Time Track:

- Allow Earnings Code to be Changed in Punch In / Punch Out: When this security event is enabled for users' role, they can change the earnings code in the Punch In/Out window; otherwise, the Earnings Code field is view-only.
- Display and Print Pay Rates in Time Track Tasks: This security event controls whether pay rates can be viewed in task windows and printed on reports. Note that this security event does **not** apply to the Certified Payroll Worksheet, which always includes pay rates.

The following module option was added for Time Track:

- **Allow Changes to Posting Statuses in Time Track Entry:** When this module option is enabled for users' role, they can change the Payroll and Job Cost posting statuses for time entries.

## Employee Maintenance and Inquiry

The following features were added in Employee Maintenance and Employee Inquiry.

### Print Check History Report Button

A Print Check History Report button has been added to the Pay History tab. Click the button to open the Check History Report task window. The following default values are set automatically:

- In the Selection Criteria field, By Check Date Range is selected.
- The Starting Date and Ending Date default values are the first and last day of the year selected on the Employee Maintenance Pay History tab.
- The employee number selected in Employee Maintenance is the default Employee Number range in the Selections grid.

### Payroll History Memo Button

A Memo button has been added to the Pay History tab. The button appears if the Payroll History memo type is set up for the Employee Maintenance task in Memo Manager Maintenance. Click the button to view and maintain memos in the Payroll History Memo Maintenance window.

## Payroll Tax Update Report Purge Utility

Payroll Tax Update Report Purge has been added to the Payroll Utilities menu. Use this task to purge records from the Payroll Tax Update Report file. You can purge records dated on or before the date entered in the utility.

## Payroll Status Check Utility

The Payroll Status Check utility has been added to the Payroll Utilities menu. This utility checks your records to find issues that will cause unexpected results or errors when processing payroll. For more information, see *Payroll Status Check* in the help.



# Chapter 7

## What's New in Sage 100 Payroll 2.18

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.18. For a complete list of program fixes, see the release notes, which you can find online at:

<https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/PayrollSRNs.pdf>

## Installing Payroll Tax Updates

A new payroll tax update process has replaced tax table updates (TTUs). Payroll tax updates may include new or updated tax types, tax rates, unemployment limits, and other settings that affect payroll tax calculations.

### Installing Updates

If you have the appropriate security setup, you can download and install payroll tax updates by either responding to message prompts or by running Payroll Tax Update, which is located on the new Payroll Utilities menu.

- **Message prompts:** When a payroll tax update is available, you will see a message the first time you access the Payroll module that day. If you do not have the appropriate security setup to download and install payroll tax updates, the message is only a notice.

If you have the appropriate security setup, the message asks if you want to download the update.

If you click Yes, after the download is complete, a second message asks if you want to install the update. If you do not want to install the update right away, you can install it later using the Payroll Tax Update utility described below.

- **Payroll Tax Update:** Use the Payroll Tax Update utility to download and install the latest update. After the download is complete, you will **not** receive a separate message asking if you want to install the update; it will be installed automatically.

**Note:** Users in all companies must exit all Payroll tasks before an update can be installed. The only exception is the Payroll Tax Update utility.

Successful updates and unsuccessful attempts are recorded in the Activity Log available on the Library Master Reports menu.

### Payroll Tax Update Report

After downloading an update, you can view the changes before installing it in the Payroll Tax Update Report, which is located on the Payroll Utilities menu. You can also use this report to view details from prior updates.

## New Security Event

The following security event has been added in Role Maintenance: Allow Payroll Tax Update

## Tax Calculation Override Options

On the Taxes tab in Employee Maintenance, changes have been made to the Tax Calculation Override options.

- A new option, Add % of Gross, has been added. When you select this option, the program calculates a percentage of the gross wages and adds that amount to the withholding amount.
- The following options are no longer available:
  - Fixed Amount
  - Percentage of Gross

## Apply Tax Profile Information Options

In the Apply Tax Profile Information window accessed from Tax Profile Maintenance, changes have been made to the Application Method options. The following options are now available:

- **Apply this profile to employees with no default tax profile:** If you select this option, the selected profile becomes the default tax profile for the selected employees who have no assigned tax profile. No other employees are affected.
- **Apply this tax profile to all employees (make it the default):** If you select this method, the selected profile becomes the default tax profile for all selected employees.
- **Apply this tax profile to all employees who aren't using it (won't replace default):** If you select this method, the tax profile is associated with the employee's record and can be selected in Payroll Data Entry, but it does not become the default profile for any employee who was already assigned one.

## Blocked Check Status

In Payroll Data Entry, "Blocked" appears in the Print Check field if one or more lines resulted in a negative amount of wages subject to withholding. The Blocked status is set when running Payroll Tax Calculation, and you must correct the lines and then recalculate taxes before you can print the check. A blocked status may occur if you have earnings and deduction lines with different tax profile codes.

# Chapter 8

## Installing Payroll

The Payroll module is included with the Sage 100 installation program, but it can also be installed separately for an existing Sage 100 installation. This guide describes the separate installation of the Payroll module.

**Important:** Because the Payroll module is updated with the latest tax information throughout the year, always make sure to install the latest version of the module, which may be available only as a standalone installation.

For information on installing Sage 100, see the *Sage 100 Installation and System Administrator Guide*. You can find the guide on the Sage 100 Product Documents page at: <http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

**Important:** If you have or will be installing Sage 100 2018, do not use the Payroll module included with that installation to convert data from a prior version. **Complete the standalone Payroll installation before converting your data, even if you installed the module as part of the Sage 100 installation.**

If you have already converted data with the Payroll module that is included with the Sage 100 2018 installation program, please contact Sage Customer Support.

**If you are upgrading TimeCard data:** Before migrating data from your prior version of Sage 100, make sure that all TimeCard entries have been processed for Payroll and Job Cost. Then verify that all entries have been transferred to history by running Purge/Transfer to History from the TimeCard Period End menu.

## Preinstallation Tasks

Complete these tasks before installing Sage 100 Payroll 2.18:

- Install the Sage 100 2018.1 update (6.00.1). Earlier versions of Sage 100 are not compatible.
- Update the Payroll Check Register.
- Complete and purge all direct deposit transactions.

## Installation Process

Follow these steps to install the Payroll module.

- 1 Log on to the server where Sage 100 is installed using an account with administrator rights. You must run the installation program on the server, not from a workstation connected to the server.
- 2 Close down other programs. Do not close antivirus, antispyware, and script-blocking software unless it is actually interfering with the installation.

- 3 Download the Payroll installation program:

- a Log into the Sage Support web page at <https://support.na.sage.com>.
- b In the top-right area of the window, click My downloads, and select Sage 100.

**Note:** Depending on the width of your browser window, to see the My downloads link, you may need to click the menu button. (☰)

- c Click the name of the Payroll program that you need to install.
- d Click Download now.

To avoid errors when extracting the installation program from the download file, save the file in a folder located directly beneath the root directory. For example: C:\temp

- 4 If you aren't automatically asked to extract the installation files, click the download file to extract them. A folder, which contains the installation files, will be extracted.
- 5 In the folder, click the EXE file to start the installation wizard.
- 6 Proceed through the wizard to install the module.

Your next step depends on whether the Payroll module was previously set up in your Sage 100 company.

- If you are upgrading from a previous version of the Payroll module, see [Upgrading the Payroll Module](#) on page 18.
- If you are installing Payroll for the first time, you must activate the module in [Company Maintenance](#), and then run the [Payroll Setup Wizard](#).

### To activate the module

- 1 Select Library Mater > Main > Company Maintenance.
- 2 Select a company and then click Activate.
- 3 Select the Payroll check box in the Activate column.
- 4 Click Proceed.

**To run the Payroll Setup Wizard**

- 1 Select Payroll > Setup > Payroll Options.
- 2 When the message asks if you want to set up the module, click Yes.
- 3 Proceed through the wizard to enter information needed to use the module.

For more information on getting started with Payroll:

- See *Set Up the Payroll Module for a New Company* in the help.
- See the *Sage 100 Payroll User Guide*, which is available on the Sage 100 Product Documents page at:  
<http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

# Chapter 9

## Upgrading the Payroll Module

The Payroll module is included as part of the Sage 100 installation program. However, you can install a new version of the Payroll module without upgrading your entire Sage 100 system.

Because the Payroll module is updated with the latest tax information throughout the year, always install the latest version of the module, which may be available only as a standalone installation.

This chapter describes how to upgrade the Payroll module only.

For information on upgrading to a new version of Sage 100, see the *Sage 100 Customer Upgrade Guide*. You can find the guide on the Sage 100 Product Documents page at:

<http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

**Important:** If you have or will be installing Sage 100 2018, do not use the Payroll module included with that installation to convert data from a prior version. **Complete the standalone Payroll installation before converting your data, even if you installed the module as part of the Sage 100 installation.**

If you have already converted data with the Payroll module that is included with the Sage 100 2018 installation program, please contact Sage Customer Support.

**If you are upgrading TimeCard data:** Before migrating data from your prior version of Sage 100, make sure that all TimeCard entries have been processed for Payroll and Job Cost. Then verify that all entries have been transferred to history by running Purge/Transfer to History from the TimeCard Period End menu.

## Install the Payroll Module

The first step in upgrading your existing Payroll module is the same as installing a new instance. Follow the instructions under Installation Process on page 16, and then complete the post-installation tasks in the following sections.

## Post-Installation Tasks

Complete these tasks after installing the Payroll module:

- Convert your payroll data (see page 19)
- Complete the post-conversion tasks (see page 19)
- Run the Payroll Status Check utility (see page 21)

## Converting Your Payroll Data

Convert your data for any company that includes Payroll. The data conversion program determines whether you need to run the Payroll Conversion Wizard. If the wizard is needed, it automatically opens during the conversion process.

### To convert your payroll data

- 1 Select Library Master > Main > Company Maintenance.
- 2 Select a company.
- 3 Click Convert.
- 4 The Payroll Data Conversion Wizard opens automatically depending on what version of Payroll you were previously using. Proceed through the wizard to complete the conversion process.
- 5 Continue converting data for additional companies as needed.

## Post-Conversion Tasks

Complete these tasks after converting your Payroll data.

### Upgrading from Version 2.17 or Later

If you are using the Fixed Amount or Percentage of Gross options in the Tax Calc Override field in Employee Maintenance:

- See Tax Calculation Override Options on page 14.
- Review any values in the Override Amt and Override % fields on the Taxes tab in Employee Maintenance.

### Upgrading from a Version Earlier than 2.17

If you've upgraded from a version of Payroll earlier than 2.17, you must complete the following tasks before processing payroll.

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.
- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using, enter the following information:
  - Your tax ID number
  - General ledger account numbers

- Your company tax rate for any taxes for which the rate varies from business to business
- Select Payroll > Main > Employee Maintenance. Enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- If you are using the Fixed Amount or Percentage of Gross options in the Tax Calc Override field in Employee Maintenance:
  - See Tax Calculation Override Options on page 14.
  - Review any values in the Override Amt and Override % fields on the Taxes tab in Employee Maintenance.

For more information on completing any of these tasks, see the Sage 100 help or the *Sage 100 Payroll User Guide*. You can find the guide on the Sage 100 Product Documents page at:  
<http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

### Recreate Department Security

If you've upgraded from a version of Payroll earlier than 2.17, and you were using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. The lists are now maintained using user logons instead of user codes.

To set up department security, select Payroll > Setup > Department Maintenance. Select a department and click the Security tab. Then enter the user logon IDs for each user who should be able to access the department.

For more information, see the Department Maintenance help.

### Changes for TimeCard

If you were using the TimeCard module in your prior version of Sage 100, Time Track will be enabled when you convert your data.

If employees were entering their Social Security Number in to punch in and out, you'll need to select a different way for them to identify themselves.

The default identification (punch in) method is employee number, but you can change this to badge number and enter badge numbers in Employee Maintenance:

- 1 Select Payroll > Setup > Time Track Options. On the Main tab, in the Punch In Method field, select Badge number.
- 2 Select Payroll > Main > Employee Maintenance. Select an Employee, click the arrow button in the top-right corner of the window, and then click Time Track.
- 3 In the Employee Time Track Settings window, enter a badge number for the employee and repeat for other employees who will use the Punch In/Out window.



- 4** Note: If you select Badge No. as the punch in method in Time Track Options, employees will not be able to punch in or out until they have a badge number entered in Employee Maintenance.

## Run Payroll Status Check Utility

After you've completed all other post-conversion tasks, run the Payroll Status Check utility. This utility checks your records to find issues that will cause errors when processing payroll.

To run the utility, select Payroll > Utilities > Payroll Status Check, and then click Run Tests. If "Warning" or "Errors" appears in any Status field, click in the field to view a list of affected records and problem descriptions.

# Appendix A

## Time Track Task Locations

Refer to the following table to see which Time Track tasks replaced TimeCard tasks and where they are located.

TimeCard Task	Time Track Task
<b>Setup Menu</b>	
Cost Code/Earnings Code Setup	Select Job Cost > Setup > Cost Code Maintenance. Click Earnings to open the Valid Earnings Code window.
Exception Code Maintenance	Not available.
TimeCard & TimeClock Options	Payroll > Setup > Time Track Options
TimeCard Employee Maintenance	Select Payroll > Main > Employee Maintenance. Click More and select Time Track to open the Employee Time Track Settings window.
TimeCard Job Maintenance	Select Job Cost > Main > Job Cost Maintenance. Select or clear the Exclude from Certified Payroll Report check box.
TimeCard Utilities	Not available.
TimeClock Shift Maintenance	Select Payroll > Time Track > Shift Maintenance.
<b>Main Menu</b>	
TimeCard Entry and Edit	Select Payroll > Time Track > Time Track Entry.
TimeCard Entry and Edit --New Entries Only	Select Payroll > Time Track > Time Track Entry.
TimeCard Inquiry	Select Payroll > Time Track > Time Track Inquiry.
TimeCard History Inquiry	Not available. To view history, select Payroll > Time Track > Time Track Report, and select the History check box before printing the report.
TimeClock Punch In/Punch Out	Select Payroll > Time Track > Punch In/Out.
<b>Period End Menu</b>	
Purge History Files	Select Payroll > Period End > Period End Processing.

TimeCard Task	Time Track Task
Purge/Transfer to History	Not available. Data is automatically transferred to history when time entries are updated in the Job Cost and Payroll modules.
<b>Job Cost Menu</b>	
Calculate Job Cost Selections	Not available.*
Daily Transaction Register	Not available.*
J/C Distribution Register/Update	Select Job Cost > Time Track > Time Track Register / Update.
J/C Selection Audit Report	Select Job Cost > Time Track > Time Track Register / Update.
Job Costs Selection	Select Job Cost > Time Track > Time Track Selection.
<b>Reports Menu</b>	
Approaching Overtime Report	Select Payroll > Time Track > Approaching Overtime Report.
Attendance Worksheet	Select Payroll > Time Track > Attendance Worksheet.
Average Hourly Pay Report	Not available.
Certified Payroll Report	Select Payroll > Main > Certified Payroll Worksheet.
Departmental Exception Report	Not available.
Employee Exception Report	Not available.
Exception Calendar Report	Not available.
Gross Earnings Report	Not available.
Job Daily Production Report	Select Job Cost > Time Track > Job Daily Production Report.
TimeCard Report	Select Payroll > Time Track > Time Track Report.

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\*Labor costs are automatically calculated when they are selected and updated to the Job Cost module. There is not a separate Daily Transaction Register for Time Track. Costs are updated when you update the Job Cost Daily Transaction Register. For more information, see *Post Time Track Entry Costs for Jobs* in the help.

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