Release Notes

Products: Sage Abra Suite version 9.2
Version: Product Update Q4 2015 SR2

Intended Audience

It is important that all customers who update, maintain, and use Sage Abra Suite or Sage Employee Self Service (U.S. versions), read this document to obtain important information about changes to their products.

Before You Begin

Before installing the product update, perform an external back up of your Sage Abra Suite data and read this document in its entirety.

Important Update Information

Sage Abra Suite product updates are cumulative. Even if you have omitted any previous updates or hot fixes for the version you have installed, this Q4 2015 SR2 update will bring your Sage Abra Suite environment up to date.

Important Information Regarding Future Updates

The following chart outlines the Sage Abra Suite product versions supported with product updates for each period.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage Abra Suite 9.1 Final Update</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Sage Abra Suite 9.2 Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Support and Documentation

Sage strives to provide you with the very best support in the industry. If you have a question, we provide the following methods for you to get your answer as soon as possible:

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

- **Online resources.** For additional articles and resources, visit the [Sage Knowledgebase](#). Join the Sage Abra Suite community on [Sage City](#) to find additional support and to contribute to product discussions.
- **Customer Support.** Contact us at 800-829-0170 (please have your Customer ID handy).

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

**Local Taxes**

Sage is always striving to provide you with the tax codes you need to set up payroll processing for your employees. If you require a local tax that is not listed in the System Tax Tables, please send the related tax documentation from the state or locality with your request to [Support.EmployerSolutions@sage.com](mailto:Support.EmployerSolutions@sage.com).
State and Local Legislative Updates

This section contains the state and local 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

Effective January 1, 2016, the following local tax is added to the system tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>KYV3</td>
<td>Henderson CO License Fee</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

Pennsylvania

Effective January 1, 2016, the following local tax is updated in the system tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAQI</td>
<td>Kingston BO</td>
<td>2.1%</td>
</tr>
</tbody>
</table>

Tennessee

Effective January 1, 2016, the taxable wage base for unemployment insurance (TNUI) is decreased to $8,000.
My Workforce Analyzer Updates

Now you can conveniently abide by Affordable Care Act reporting requirements and make decisions with confidence. My Workforce Analyzer helps you manage employer-sponsored healthcare, stay compliant with government regulations, and create and distribute Federal Forms 1095-C and 1094-C.

The following improvements are included with the Q4 2015 SR2 update to My Workforce Analyzer.

Offer of Coverage for Terminated Employees

Prior to this release, if you terminated an employee in 2015 and continued to offer benefits through to the end of month or later, My Workforce Analyzer did not correctly report an offer of healthcare coverage code for that month on line 14 of Form 1095-C (Employer Provided Health Insurance Offer and Coverage). The program previously used the termination date to determine coverage and reported code 1H (no offer of coverage) for the month of termination.

**Important!** With this release we corrected the issue so the program now respects the benefit end date specified on the employee record, regardless of the termination date. However, we cannot correct previously generated forms. If you want your forms to reflect benefits offered after an employee was terminated, you must generate your forms again.

- If you manually edited the forms to add offer of coverage codes to forms for terminated employees (as described in the Q4 2015 SR1 release notes), you do not need to regenerate your forms.
- Note that if you made other manual edits to your forms, your edits will be lost when you regenerate the forms.

For more information about Offer of Coverage codes, view My Workforce Analyzer online help and the IRS instructions for Forms 1094-C and 1095-C.

General Updates to My Workforce Analyzer

With this release, we made the following general updates and fixes:

- For customers using Sage HRMS or Sage Abra Suite with the HR-only configuration, the Master User must enter a valid Federal Tax ID (EIN) and Enterprise Name on the Enterprise Setup window for the Sage Payroll Tax Forms and eFiling by Aatrix to work properly. The Master User will see a reminder message about this requirement each time (until the fields are completed) when logging in to Sage HRMS or Sage Abra Suite after installing the Q4 2015 SR2 update.

- We provided a file for Channel Partners, PSG, and Customer Support to use in special situations for companies with custom, non-standard benefit implementations. The file allows the experienced analyst to specify which data is captured in My Workforce Analyzer.
Specifically, for insurance plans that were set up in HR using Benefit Type codes other than the standard M (for Medical) type code. The file is not intended for customers to use due to the complexity.

- A correction was applied to resolve the issue where some customers were not able to select the Edit button after generating, saving, and closing some form sets.
To verify the version of Sage Abra Suite, from the Main Menu, select Help > About Sage Abra Suite and the current version installed will be displayed. If the version reads 9.20.63, the Q4 2015 SR2 update has already been applied.

Before installing this update, back up your Sage Abra Suite Data folder by using your external backup procedure.

Note: Product updates are cumulative. This Q4 2015 SR2 update includes all product enhancements, tax updates, hot fixes, and any other changes since the release date of the version. If you did not install previous updates, you need only to install this Q4 2015 SR2 Product Update to bring your Sage Abra Suite environment up to date.

Step 1 - Downloading the Product Update

1. Visit the Sage Knowledgebase at https://support.na.sage.com, and log on to the site.
2. At the top of the page, select My downloads > Sage HRMS.
3. Under the Sage HRMS heading, select your product version (Sage Abra Suite 9.2).
5. 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, please copy the unzipped folder to the server before proceeding.

Step 2 - Installing the Product Update

1. Back up your Sage Abra Suite data using your external backup procedure.
2. Open the folder with the extracted files, right-click the .exe (executable) file and run as administrator or the current user with administrator rights. 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 the administrator, double-click the .exe file.
3. After a few minutes, the Install Shield Wizard appears. Click Next.
4. Follow the instructions, and click Finish when prompted.
5. Make another backup of the Sage Abra Suite Data folder using your external backup procedure. This ensures that you have a backup of the new version of the software.

**Step 3 - Launching the Client**

Launch the Sage Abra Suite client from any workstation.

The first time a client is launched after the server update, you will receive the message “You have installed a new version of Sage Abra Suite and your files must be updated”. This message appears only upon the first launch of a client following the server update. Click **OK** to initiate the file update.

**Step 4 - Processing Payroll**

After you have completed installation and activation for all companies, and made any adjustments described in these Release Notes, you can log on to Sage Abra Suite and resume processing payroll.