

# Sage 50

## Payroll year-end checklist



### Helpful articles

- How to install tax formulas and tax form updates Article ID 10193
- How do I print reports? – Article ID 35183
- Printing and eFiling tax forms (Quick Reference Guide) – Article ID 10678
- What is the process for filing my W-2s and W-3s? – Article ID 10554
- How to print a 1099-MISC or 1099 INT – Article ID 28997

		Task	Due Date	Assigned to / Completed by	Article
<b>Install the latest payroll tax update</b>					
1	<input type="checkbox"/>	Click on <b>Services</b> to check for updates in Sage 50 Accounting			<a href="#">10170</a>
<b>Print Quarterly Payroll reports</b>					
1	<input type="checkbox"/>	<b>Run Quarterly Earnings Report</b> <ol style="list-style-type: none"> <li>On the Sage 50 U.S. Edition menu, click <b>Reports &amp; Forms</b>, select <b>Payroll, Quarterly Earnings Report</b>. Click the <b>Print</b> button.</li> <li>Enter the <b>date range</b> for the earnings to print.</li> <li>Verify the report.</li> </ol>			<a href="#">10764</a>
2	<input type="checkbox"/>	<b>Run Tax Liability Report</b> <ol style="list-style-type: none"> <li>On the Sage 50 U.S. Edition menu, click <b>Reports &amp; Forms</b>, select <b>Payroll, Tax Liability Report</b>. Click the <b>Print</b> button.</li> <li>Enter the date range for the tax liability to print.</li> <li>Verify the report.</li> </ol>			<a href="#">14159</a>

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3	<input type="checkbox"/>	<b>Run Payroll Tax Report</b> a. On the Sage 50 U.S. Edition menu, click <b>Reports &amp; Forms</b> , select <b>Payroll, Payroll Tax Report</b> . Click the <b>Print</b> button.  b. Select the <b>employer tax</b> to calculate from the list box of <b>Tax IDs</b> .  c. Repeat these steps for each <i>payroll</i> tax.			
4	<input type="checkbox"/>	<b>Run Payroll Exception Report</b> a. On the Sage 50 U.S. Edition menu, click <b>Reports &amp; Forms</b> , select <b>Payroll, Exception Report</b> . Click the <b>Print</b> button b. Select the Tax to check from the dropdown box and the desired quarter and click ok. c. Verify the report.			<a href="#">17347</a>
<b>Print or e-File Quarterly Forms</b>					
1	<input type="checkbox"/>	Before printing 941 or 941B forms, install the latest Sage 50 Payroll Tax Service update to ensure that you have Sage 50 forms that are in compliance with current government regulations.			<a href="#">10170</a>
1	<input type="checkbox"/>	From the <b>Reports and Forms</b> menu, select <b>Forms</b> , then <b>Tax Forms</b> . The <b>Select a Report or Form</b> window opens.			
2	<input type="checkbox"/>	Double-click <b>Payroll Tax Forms</b> .			
3	<input type="checkbox"/>	Highlight the current 941/Schedule B/941-V Report in the Available Forms box.			

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4	<input type="checkbox"/>	Select the year in the <b>Select filing period</b> section.			
5	<input type="checkbox"/>	<b>Important:</b> If you select a new form, you must re-select the year you want to run it for.			
6	<input type="checkbox"/>	Click <b>OK</b> and follow the on-screen steps			
1	<input type="checkbox"/>	From the <b>Reports and Forms</b> menu, select <b>Forms</b> , then <b>Tax Forms</b>			
2	<input type="checkbox"/>	The Select a Report or Form window appears.			
3	<input type="checkbox"/>	Double-click <b>Payroll Tax Forms</b> .			
4	<input type="checkbox"/>	Click the <b>State</b> form type and select your state			
5	<input type="checkbox"/>	Highlight the state form you want to print or e-file			
6	<input type="checkbox"/>	Select the year and quarter in the Select filing period section			
7	<input type="checkbox"/>	Click <b>OK</b> and follow the on-screen steps			
8	<input type="checkbox"/>	Run the <b>Yearly Earnings Report</b> from the <b>Reports and Forms</b> menu, select <b>Payroll</b> . The <b>Select a Report or Form</b> window appears.			
9	<input type="checkbox"/>	In the Report list, select the <b>Yearly Earnings Report</b>			
10	<input type="checkbox"/>	<b>Run the Tax Liability Report:</b> From the <b>Reports and Forms</b> menu, select <b>Payroll</b> . Then a <b>Select Report/Form</b> window.			
11	<input type="checkbox"/>	In the Report list, select the <b>Tax Liability Report</b>			

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12	<input type="checkbox"/>	On the <b>Options</b> window, choose which quarter/year to print in the Date dropdown list.			
13	<input type="checkbox"/>	<b>Note: If you want to only see totals on this report, select Summarize report on the Options screen.</b>			
14	<input type="checkbox"/>	Click <b>OK</b> to run the report.			
15	<input type="checkbox"/>	Run the <b>1099 Vendor Report</b> : You can use this report to verify the information about your payments to 1099 vendors			
16	<input type="checkbox"/>	From the <b>Reports</b> menu, select <b>Accounts Payable</b>			
17	<input type="checkbox"/>	The Select a Report or Form window appears			
18	<input type="checkbox"/>	In the <b>Reports</b> list, select the <b>1099 Vendor</b> report			
19	<input type="checkbox"/>	On the <b>Options</b> window, choose which year to print in the <b>Date</b> drop-down list.			
20	<input type="checkbox"/>	Click <b>OK</b> to run the report.			
<b>Print or e-File W-2 and W-3 forms</b>					
<b>Note:</b> To print and file employee copies of the W-2, you will need the Laser W2 4Up – plain perforated paper with filing instructions on the back. This form is designed to provide 4 copies without using carbon paper. Employer and federal copies of W-2s & W-3 forms are printed on plain printer paper. Print W-2s and the W-3 for your company in Sage 50 US.					
1	<input type="checkbox"/>	Click <b>Reports &amp; Forms, Forms, Tax Forms</b>			
2	<input type="checkbox"/>	Double-click <b>Payroll Tax Forms</b>			
3	<input type="checkbox"/>	Select the [Year] W-2/W-3 form			
4	<input type="checkbox"/>	Make sure <b>Year</b> is set to the correct year under Select filing period			

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5	<input type="checkbox"/>	Click <b>OK</b> .			
6	<input type="checkbox"/>	Select <b>No thanks</b> , start processing my W-2/W-3s; then click <b>Next</b>			
7	<input type="checkbox"/>	Continue clicking <b>Next</b> , verifying the company information and options on each window			
8	<input type="checkbox"/>	If the message appears, "X of X employees have no payroll data for [year] and will not be displayed," click <b>OK</b>			
9	<input type="checkbox"/>	Verify the employee information and click <b>Next Step</b> ; if errors are indicated, correct them, and then click <b>Next Step</b> again			
10	<input type="checkbox"/>	Verify the employee payroll information, and then click <b>Next Step</b> ; if errors are indicated, correct them, and then click <b>Next Step</b> again			
11	<input type="checkbox"/>	Click <b>Next</b> on the COMPLETE W2 & 1099 e-filing Service window			
12	<input type="checkbox"/>	Select <b>Choose my own options</b> and select the desired options			
13	<input type="checkbox"/>	Click <b>Next</b>			
14	<input type="checkbox"/>	Continue clicking <b>Next</b> , verifying the options on each screen			
15	<input type="checkbox"/>	On each report, click <b>Print Final</b> ; then click <b>Next Step</b>			
16	<input type="checkbox"/>	When all copies have been printed, close the window			

### Print or e-File Year-End State Forms

This section covers state forms you should print at year-end to report your payroll information to the state taxing authorities. If you have subscribed to the Sage 50 Payroll Tax Service, you can print your yearly state forms. You can e-file many of these forms if you have subscribed to Sage Payroll Tax Service with e-filing.

		Task	Due Date	Assigned to / Completed by	Article
1	<input type="checkbox"/>	From the <b>Reports &amp; Forms</b> menu, select <b>Forms</b> , then <b>Tax Forms</b>			
2	<input type="checkbox"/>	The <b>Select a Report or Form</b> window opens			
3	<input type="checkbox"/>	Double-click <b>Payroll Tax Forms</b>			
4	<input type="checkbox"/>	Select State as the form type and choose the state form from the <b>Available Forms</b> list.			
5	<input type="checkbox"/>	Select the year in the Select filing period section. <b>Important: If you select a new form, you must re-select the year you want to run it for.</b>			
6	<input type="checkbox"/>	Click <b>OK</b> and follow the on-screen steps.			

### Print or e-File Year-End 940/941 Federal Forms

These forms are used for filing quarterly and annual payroll information with the federal government, and are printed on plain paper. A Sage Payroll Tax Service subscription is required to print a form that can be submitted to the taxing authorities. You can e-file these forms if you have subscribed to Sage Payroll Tax Service with e-filing.

Before printing 941 or 941B forms, install the latest Payroll Solutions update to ensure that you have Sage 50 tax forms that are in compliance with current government regulations. If you do not subscribe to Sage Payroll Tax Service, you will not be able to print a current form.

1	<input type="checkbox"/>	From the <b>Reports and Forms</b> menu, select <b>Forms</b> , then <b>Tax Forms</b>			
2	<input type="checkbox"/>	The <b>Select a Report or Form</b> window opens			
3	<input type="checkbox"/>	Double-click <b>Payroll Tax Forms</b> .			
4	<input type="checkbox"/>	Highlight the current 941/Schedule B/941-V Report in the Available Forms box			

		Task	Due Date	Assigned to / Completed by	Article
5	<input type="checkbox"/>	Select the year in the Select filing period section. <b>Important: If you select a new form, you must re-select the year you want to run it for.</b>			
6	<input type="checkbox"/>	Click <b>OK</b> and follow the on-screen steps.			
<b>How to print or e-file the 940 Federal tax forms</b>					
The 940 Federal tax form is the annual Employer's Federal Unemployment (FUTA) Tax Return for the current calendar year and can be printed on plain paper. You can e-file these forms if you have subscribed to Sage Payroll Tax Service with e-filing.					
1	<input type="checkbox"/>	From the <b>Reports &amp; Forms</b> menu, select <b>Forms</b> , then <b>Tax Forms</b> . The <b>Select a Report or Form</b> window opens.			
2	<input type="checkbox"/>	Double-click <b>Payroll Tax Forms</b> .			
3	<input type="checkbox"/>	Highlight the current 940 form			
4	<input type="checkbox"/>	Select the year in the Select filing period section. <b>Important: If you select a new form, you must re-select the year you want to run it for.</b>			
5	<input type="checkbox"/>	Click <b>OK</b> and follow the on-screen steps. You will have the opportunity to check all information that will go on the 940 form.			
<b>Note:</b> Sage 50 provides a majority of the information required for this form to be completed. You will have to enter the remaining information manually before submitting the form to the government.					
<b>Print 1099/1096 Vendor Forms</b>					
1	<input type="checkbox"/>	<b>Set up a 1099 vendor:</b> You can specify if a vendor is a 1099 Interest vendor or a 1099 Independent Contractor using the Maintain Vendors screen			<a href="#">28997</a>

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2	<input type="checkbox"/>	<b>How to Change 1099 vendor settings:</b> When you make a payment to a vendor with the 1099 type of Interest or Independent Contractor, that payment will be included on the 1099 form for the vendor based on the 1099 settings. On the form, the payment will appear in the box specified in the 1099 settings for the line item G/L account used on the payment or purchase the payment is being applied to. If the 1099 setting for the G/L account is set to None, then that amount will not be included.			<a href="#">28997</a>
3	<input type="checkbox"/>	<b>To identify the type of vendor:</b> Open your Sage 50 U.S. Company.			<a href="#">28997</a>
4	<input type="checkbox"/>	From the main menu, select <b>Maintain</b> , then select <b>Vendors</b> .			
5	<input type="checkbox"/>	Select your 1099 vendor.			
6	<input type="checkbox"/>	On the <b>General</b> tab, select the 1099 Type (Interest or Independent Contractor)			
7	<input type="checkbox"/>	Click <b>Save</b> .			
<b>How to change 1099 vendor settings in Sage 50 US</b>					
1	<input type="checkbox"/>	Open your Sage 50 U.S. Company.			
2	<input type="checkbox"/>	From the main menu, select <b>Maintain</b> , then <b>Default Information</b> , and then select <b>Vendors</b> .			
3	<input type="checkbox"/>	Select the <b>1099 Setting Tab</b>			
4	<input type="checkbox"/>	Choose the necessary GL account and select the appropriate option from the drop-down menu			



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<p><b>Note:</b> All accounts in your Chart of Accounts are listed, but you only need to make changes to accounts you use when making payments to your 1099 vendors. Typically, these are Expense Accounts, Cost of Goods Sold Accounts, or Inventory Accounts</p>					
<p><b>How to process vendor 1099 and 1096 tax forms in Sage 50 US</b></p>					
1	<input type="checkbox"/>	Make sure you run the 1099 Vendor Report and verify the information prior to printing any 1099 forms			
2	<input type="checkbox"/>	From the <b>Reports &amp; Forms</b> menu, select <b>Forms</b> , then <b>Tax Forms</b> . The <b>Select a Report or Form</b> window appears			
3	<input type="checkbox"/>	Double-click either the <b>1099-INT Pre-printed</b> form for Interest vendor or the <b>1099MISC Pre-printed</b> form for Independent Contractor.			
4	<input type="checkbox"/>	Verify that the year is correct. Then, select <b>OK</b>			
5	<input type="checkbox"/>	Optional: As a test, print 1099 forms on plain paper to verify vendor payment totals and form alignment.			
6	<input type="checkbox"/>	After loading the pre-printed 1099 form, select Print/E-mail. <b>Note: To print multiple copies, repeat the above procedure</b>			