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Sage 100 Payroll 2.19
Installation and Upgrade Guide

August 2019

Contents

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Chapter 1

Introduction

This guide includes information about Sage 100 Payroll 2.19, including:

- A list of new enhancements and features.

- Instructions for installing the Payroll module for an existing instance of Sage 100, beginning on page 13.

- Instructions for upgrading to a new version of the Payroll module, beginning on page 15.

  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 2.19 is available for Sage 100 2018.2 and later. Earlier versions of Sage 100 are not compatible. If you plan to use Certified Payroll Reporting, Sage 100 2018.5 is required. Additional features are available with Sage 100 2019.

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

Information About Earlier Versions

To learn about enhancements added in earlier versions of Sage 100 Payroll, see the following documents:

- For version 2.18, which includes information about the TimeTrack replacement for the TimeCard module:
  https://cdn.na.sage.com/docs/en/customer/100erp/2_18/open/Payroll_Upgrade.pdf

- For version 2.17, which featured a significant redesign of the module:
  https://cdn.na.sage.com/docs/en/customer/100erp/2_17/open/Payroll_Upgrade.pdf

Chapter 2

What's New in Sage 100 Payroll 2.19.4

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.19.4. 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/2_19/open/PayrollSRNs.pdf

Alternate Wage Cap Option

An Alternate Wage Cap check box has been added to the Tax Rate tab in Company Tax Group Setup. The check box is available for taxes with alternate wages caps that apply only to some businesses. When you select the check box, the correct wage cap is automatically used when payroll taxes are calculated.

Updates for EEO-1 Reporting

The changes described below were made to work with the EEO-1 form available in Federal and State Tax Reporting.

Before submitting this form, review your employee records to ensure that the correct information is entered.

Job Category Field

An EEO Job Category field has been added to the Additional tab in Employee Maintenance. You can select from a list of 10 job categories in addition to "Not Applicable" and "Not Reported" options.

Updates to Ethnicity/Race Options

The following changes were made to the available options for the Ethnicity/Race field on the Additional tab in Employee Maintenance.

- Hispanic was changed to Hispanic or Latino.

- American Indian or Alaska Native was changed to Native American or Alaska Native.

- Other was changed to Two or More Races.

- Not Applicable was added as an option

Task Name in Batch Selection Window

The Payroll Data Entry Batch window now shows the task for which you're selecting a batch. For example, when you print the Employer's Expense Summary, the title bar in the window used to select a displays has the following title: Print P/R Payroll Data Entry Batch for Employer's Expense Summary.

WA Paid Family and Medical Leave Update

The tax rate for the **employee** portion of the Washington state Paid Family and Medical Leave tax must be entered in Company Tax Group Setup. If no rate is entered, the employee tax will not be calculated during payroll processing. No change is required for the employer portion of the tax.

Improved Employer's Expense Summary

The following changes have been made to the Employer's Expense Summary report:

- The column that previously included the tax code and tax code description now includes only the tax code description.

- The column that previously included the tax group and the tax group description now includes only the tax group description.

- In the Employer's Expense section, taxes that fall into the "other" category are now included in the same column as the disability wages and tax amounts. Previously the other taxes were included in the same column as the unemployment wages and tax amounts.

Day of Week Displayed in Time Track Entry

A Day of Week field has been added to the secondary grid in Time Track Entry. This field displays the day of the week based on the date worked and can only be viewed.

Utility for Missing Tax Records

You can use Payroll Status Check, located on the Payroll Utilities menu, to identify and create employees' missing tax records based on their assigned tax profiles. The Test field in Payroll Status Check now has a drop-down list with the original Status option and the new Missing Other/Local Tax Records Utility.

This utility detects employee local and "other" tax records that are missing after converting data from an earlier version of the Payroll module. These taxes are now maintained in a separate tax group, but were combined with another tax in earlier versions of Payroll.

You can view a list of missing records and choose which to create so that you can then manually adjust them through the Employee Tax Summary window. For more information, see *Correct Missing Local and Other Taxes* in the help.

New Tables for Employer Expense Data

The following tables have been added to store historical data included in the Employer's Expense Summary:

- PR_PayrollHistoryEmployerExp
- PR_PayrollHistoryEmprExpOther

Note that Workers Compensation data is not stored in these tables. It is stored in PR_PayrollHistoryWorkersComp and PR_PayrollHistoryWorkersCompDt.

Chapter 3

What's New in Sage 100 Payroll 2.19.3

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.19.3. 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/2_19/open/PayrollSRNs.pdf

Employer Contributions on Pay Stubs

A Print Employer Contributions check box has been added to the Payroll Check Printing window and the Direct Deposit Stub Printing window. Select the check box to print any employer contributions on check and direct deposit stubs.

Reversing Checks Outside of the Current Quarter

In Payroll Data Entry, if you have the appropriate security setup, you can use the Reverse Check button to reverse a check or direct deposit dated outside of the current quarter. When you click the Lookup button in the Reverse Check window, all checks and direct deposits on file for the selected employee are listed.

Post Employer Contributions by Department

A Contribution Expense Account field has been added to the Deductions tab in Department Maintenance. The field is available for deductions with Employer Contribution selected as the type. A Contribution Expense Account Description field has also been added, and the existing Account Description field has been renamed Accrual Account Description.

SOC Field Added to Employee Maintenance

An SOC column for entering the standard occupational classification code has been added to the Taxes tab in Employee Maintenance. This column replaces the LA SOC column, and it's available for all state tax groups. However, the field is currently mapped to Federal and State Tax Reporting forms for Alaska, Indiana, and Louisiana only.

Pension Plan Audit Report

A Pension Plan Audit Report has been added to the Reports menu. You can enter up to eight deduction codes, and the report will include one column for each deduction. If you have fewer than nine deduction codes with Pension Plan as the type, these deduction codes will appear in the printing task as the default options, but you can change them.

G/L Account Fields for Other Taxes

An Additional tab has been added in Company Tax Group Setup. The taxes that were previously consolidated in the Employee Other and Employer Other categories on the Main tab are now listed separately on the Additional tab, so you can enter different general ledger accounts for each tax.

The Employee Other and Employer Other fields have been removed from the Main tab. Any general ledger account numbers that were entered for these fields will be carried over to the Additional tab when you convert your payroll data, but you should verify that the correct account numbers are entered after you run conversion.

No Wage Cap Check Box

A No Wage Cap check box has been added to the Tax Rates tab in Company Tax Group Setup. This check box is available for taxes with a wage cap that is not applicable to certain types of businesses.

Chapter 4

What's New in Sage 100 Payroll 2.19.2

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.19.2. 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/2_19/open/PayrollSRNs.pdf

Auto-complete for Employee Fields

The auto-complete feature has been added for employee fields. You can now search for an employee record by entering any of the following in the employee number field:

- Employee number
- First, middle or last name
- Suffix
- Employee check name
- Email address
- Department
- Sort field

As you type, a list of records matching your entry appears, and you can select a record from the list.

This feature is automatically enabled for all users. You can disable the feature for individual users in Library Master > User Maintenance.

Note: This feature is available only for Sage 100 2019.

To enable this feature, run the Build Search Index utility on the Library Master Utilities menu to index. As you add new employee records, you'll need to run the utility again to index the new records.

Local Withholding Tax with Other Taxes

Local withholding taxes are now included in the Other Taxes column on the Pre-Check Register and Check Register.

Total Hours Added to Check History Report

A Total Hours column has been added to the Check History Report; it replaced the Overtime Hours column. The column reflects all earnings types accumulated on an hourly basis, such as time off.

Option to Print in Condensed Format

A Print Condensed check box has been added to the task windows for the following registers and reports. When you select the check box, the documents are optimized for printing using portrait orientation.

- Payroll Data Entry Audit Report
- Pre-Check Register
- Check Register

When you select the Print Condensed check box for the Check Register, the Direct Deposit Register is also printed in condensed format.

Note: The check box is available only if you are using Sage 100 2018.6 or later.

Pay Stub Update for Direct Deposit

Employee direct deposit statements and check stubs now show the year-to-date deposit amount for the employee's direct deposit bank account, even if there is no deposit into that account for the current check.

For example, if an employee changes her direct deposit bank account from Security Pacific to Security Atlantic in the middle of the year, the Security Pacific year-to-date deposit total still appears on the direct deposit statement or check stub after the change.

Deleting Direct Deposit Bank Accounts

In the Employee Direct Deposit window, you can no longer delete a bank account if the Deposited YTD amount is greater than zero.

Pension/Profit Sharing Field Renamed

The Pension/Profit Sharing check box label on the Benefits tab in Employee Maintenance and on the Benefits window has been renamed Retirement Plan.

You can now select or clear the Retirement Plan check box in Employee Maintenance, and the employee's history for the current year is updated.

To update history for a prior year, use the Benefits window. Select the year in the Employee Tax Summary window, accessed through Employee Maintenance, then click the More button and select Benefits to open the Benefits window.

Change to How Others Taxes Are Displayed

In the Employee Tax Summary window on the State and Local tabs, the word Multi may appear in the in the Employee Other or Employer Other field in the Wages section. This occurs if employees have earned wages that are subject to more than one tax that falls into the Other category. To view a breakdown of the amount:

1   Click the More button and select Detail.

2   Select a row and click the Tax History Detail button.

3   Locate the applicable field in the Employee Other or Employer Other column, and click the drill-down button.

Federal Unemployment Tax Rate Conversion

After converting your Payroll data, the federal unemployment tax rate that was entered in your prior version of Sage 100 is now the default unemployment tax rate for the Federal tax group in Company Tax Group Setup.

Links to Sage University

A Sage University button (with a graduation cap icon) has been added to additional task windows.

You can click the button to view a list of training videos related to the task. Depending on your Business Care plan, there may be no charge to watch the videos.

The Sage University button has been added to the tasks windows listed below.

- Certified Payroll report
- Salary Equalization Utility
- Earnings Code Maintenance
- Department Maintenance
- Company Tax Group Setup
- Labor Code Maintenance
- Worker's Compensation Maintenance

Note: The Sage University buttons are available only if you're using Payroll with Sage 100 2019.

Chapter 5

What's New in Sage 100 Payroll 2.19.1

Sage 100 Payroll version 2.19.1 contains program fixes for the Payroll module. For a detailed list, please see the release notes, which you can find online at:
https://cdn.na.sage.com/docs/en/customer/100erp/2_19/open/PayrollSRNs.pdf

What's New in Sage 100 Payroll 2.19

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.19. 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/2_19/open/PayrollSRNs.pdf

Tax Rule Inquiry

The Tax Rule Inquiry utility has been added so that you can see which earnings tax rules are subject to a given tax, and which deduction tax rules reduce the taxable wages for a given tax.

You can access Tax Rule Inquiry from the following locations:

- The Payroll Utilities menu

- Earning Code Maintenance

- Deduction Code Maintenance

- Tax Profile Maintenance

Capped Wages Window

The Capped Wages window displays a summary of wages earned up to the tax limits for the selected tax group, including a quarterly breakdown and YTD total.

To access this window, select Payroll > Main > Employee Maintenance. Click the arrow in the top-right corner of the screen and select Tax Summary. In the Employee Tax Summary window, click the arrow in the top-right corner of the screen and select Capped Wages.

Employee Tax Info Window

A Tax Info button has been added to the Payroll Data Entry window. Click this button to open the Employee Tax Info window, which shows a read-only view of how the employee's taxes are set up in Employee Maintenance.

If you have Sage HRMS integrated with Sage 100, you can access the Employee Tax Info window from Sage HRMS, and you can modify the information to determine how the employee's payroll taxes are calculated. The changes are saved in the employee's Sage 100 Employee Maintenance record.

Tracking for Company Tax Group Changes

If you make a change on the Tax Rates tab in Company Tax Group Setup when Payroll history exists for the affected period, a warning message asks if you want to continue. If you proceed with the change, a record is added to the Activity Log.

Pension Plan Audit Report

A Pension Plan Audit Report has been added to the Payroll Reports menu. This report is similar to the Pension Plan Report in prior versions of the Payroll module that predate Payroll 2.0.

The report provides a list of deduction information, with each deduction in a separate column. You can select up to eight deduction codes to include in the report.

Chapter 7

Installing Payroll

To ensure that you're getting the latest version of Sage 100 Payroll, the module is installed separately from Sage 100. Because the module is updated with the latest tax information throughout the year, always make sure to install the latest version.

Important: For Sage 100 2018, the Payroll module was included in the Sage 100 installation program. 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.

Pre-Installation Tasks

Complete these tasks before installing Sage 100 Payroll 2.19.x:

● If you're installing Payroll for Sage 100 2018, 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 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 widow, 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 Post-Installation Tasks on page 15.

- 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 8

Upgrading the Payroll Module

This chapter describes the steps to complete if you are upgrading from an earlier version of the Payroll module.

Install the Payroll Module

The first step in upgrading your existing Payroll module is the same as installing a new instance. Follow the instructions in the Installing Payroll chapter beginning on page 15, 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 15)

- Complete the post-conversion tasks (see page 16)

- Run the Payroll Status Check utility (see page 18)

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 2.18

In Company Tax Group Setup, if you've set up any tax groups that include taxes on the Additional tab, verify that the correct general ledger accounts are entered. These taxes were previously consolidated into the Employer Other and Employee Other fields on the Main tab.

Upgrading from Version 2.17

- In Company Tax Group Setup, if you've set up any tax groups that include taxes on the Additional tab, verify that the correct general ledger accounts are entered. These taxes were previously consolidated into the Employer Other and Employee Other fields on the Main tab.

- Review any values in the Override Amt and Override % fields on the Taxes tab in Employee Maintenance. The Fixed Amount and Percentage of Gross options are no longer available. The % of Gross option has been added. When selected, the program calculates a percentage of the gross wages and adds that amount to the withholding amount.

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 play 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.

- Review any values in the Override Amt and Override % fields on the Taxes tab in Employee Maintenance. The Fixed Amount and Percentage of Gross options are no longer available. The % of Gross option has been added. When selected, the the program calculates a percentage of the gross wages and adds that amount to the withholding amount.

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.

   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 Payroll Status Check Setup utility. These utilities check your records to find issues that will cause errors when processing payroll.

To run the utility:

1 Select Payroll > Utilities > Payroll Status Check.

2 In the Test field, select Setup, and then click Run.

   This utility checks for several types of issues, including missing information in employee, tax, earnings code, and deduction code records.

3 If "Warning" or "Errors" appears in any Status field, click in the field to view a list of affected records and problem descriptions.

4 Make corrections as needed.