

Sage 100 Payroll

Managing Your Payroll Needs with Sage 100

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Sage

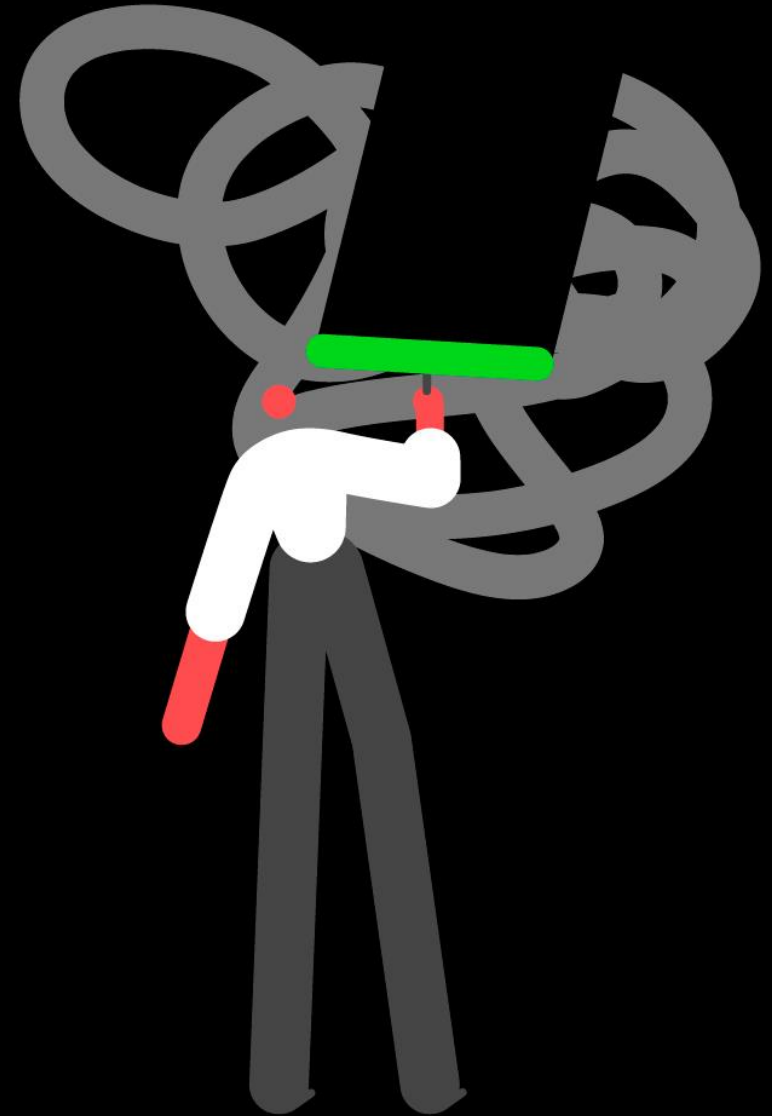


Sage Safe Harbor

Statements regarding our product development initiatives, including new products and future product upgrades, updates or enhancements represent our current intentions, but may be modified, delayed or abandoned without prior notice and there is no assurance that such offering, upgrades, updates or functionality will become available unless and until they have been made generally available to our customers.

Sage 100 Customer Focused

Assisting customers by listening to their needs and addressing those needs through innovation.



Topics Included

- **Welcome**
- **Sage 100 Payroll Benefits**
- **Sage 100 Payroll Features**
- **What's new in Payroll?**
- **Resources**
- **Questions**

Sage 100 Payroll Benefits

Automate federal, state, and local tax table updates and payroll deduction calculations

Increase efficiency through streamlined data entry and tight integration with Sage 100

Integrate with Job Cost, TimeCard/Time Track, Production Management, and Operations Management

Personalize experience with modified screens, user-defined fields, dual grid entry, and custom office scripts

Certified Payroll Reports

Track pension account and benefit accrual

Keep Payroll up to date with the latest updates and enhancements independently of Sage 100

Direct Deposits

W-2 form e-filing with Federal and State eFiling Reporting powered by Aatrix

Payroll Features

Departments

- Assign employees to more than 1000 departments
- Departmental subtotals on reports
- Post earnings and employer tax expenses by department to separate general ledger accounts
- Department level security

The screenshot displays the Sage P/R Department Maintenance (EEC - Demo) 9/28/2021 interface. The main window shows a list of departments with the following data:

Department	Description
00	MAIN DEPARTMENT
01	Field Staff
02	Field Management
03	Office Staff
04	Management

The interface includes a search bar with the text "Department" and "Begins with", a "Find" button, and a "Filters..." button. The status bar at the bottom indicates "Found 5 records".

Multiple Bank Accounts

- Process paychecks for up to 36 bank accounts per company
- Automatically post payroll transactions to Bank Reconciliation

Bank Code Maintenance (EEC - Demo) 9/28/2021

Bank Code: B
Description: Payroll Checking - Security

Cash Account Number: 102-00-00
Bank Account Number: 55583784

Cash in Bank - Payroll

Country: USA United States
Address: 101 Main Street
ZIP/Postal Code: 92648
City: Huntington Beach State/Province: CA
Telephone: 555-555-5555 Ext: Work
E-mail Address:
URL Address:
Contact: Mark Smith
Comment:

Accept Cancel Delete

Federal and State Taxes

- Facilitate filing payroll tax information with Federal and State e-Filing and Reporting features
- Electronic forms automatically populate information in appropriate fields to save time and reduce errors
- Print and mail forms to your employees
- Go Green with fee based e-filing service powered by Aatrix

The screenshot shows the Sage Federal and State Tax Reporting software interface. The window title is "Federal and State Tax Reporting". The form is for a "Federal" form type, specifically a "941-X REPORT". The form name is "941-X REPORT" and it is described as an "Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund. Use this to correct errors made on Form 941 for ONE QUARTER ONLY. Select the filing period to correct. This forms is **PRINT AND MAIL ONLY**".

The form includes the following sections:


- Reporting:** Period: Quarterly; Year: 2021; Quarter: 3.
- W-2 Selections:** Kind of Employer: N = None Apply.
- Starting Check Date:** 7/1/2021
- Ending Check Date:** 9/30/2021
- Company:** Name: Edwardson Electric Company; Country: USA; Address: [empty]; ZIP/Postal Code: [empty]; City: [empty]; State/Province: [empty]; Federal ID No.: [empty]; Telephone: [empty]; Fax: [empty]; Trade Name: [empty].
- Selections:** A table with columns for Select Field, Operand, and Value.


Select Field	Operand	Value
Employee Number	All	
Sort Field	All	

Buttons at the bottom: Activate, Proceed, Cancel, and a help icon.

Security for Personally Identifiable Information

- Allow Updating of Registers from Preview
- Allow Viewing, Printing and Editing of Highly Sensitive Personally Identifiable Information
- Allow Visual Integrator Exports

Social Security No.	226-85-4712
Birth Date	6/12/1977 

Social Security No.	***-**-4712
Birth Date	6/12/1977 

- Personally Identifiable Information (PII) is encrypted and extra security precautions are placed on information considered highly sensitive such as Social Security Number, Bank Account, and Bank Routing details
- Role Maintenance/Security Options to allow viewing, printing and editing of PII

More Payroll Features

Multiple Earnings Distributions

Distribute earnings to any combination of state, locality, department, job category or worker's compensation code

Earnings & Deduction Information Tracking

Track earnings and deduction information on a monthly, quarterly, and annual basis for each employee

Automatic Application Of Earnings & Deductions

Automatically apply earnings and deductions to salaried and hourly employees who work a standard number of hours

Multiple State & Local Tax Processing

Include earnings and appropriate taxes from multiple state and local tax jurisdictions on the same check

Manual Checks/ Check Reversal

Process manually written checks and reverse previously recorded checks. Up to 10 separate checks per employee per pay period

Efficiently Process Deductions

Automatically perform deductions utilizing Payroll Deduction Codes for 401(k) and Pension Plans for regular, sick, and vacation earnings.

Benefit Accrual

Automatically accrue and track vacation, sick time, and other designated benefits and print a Benefits Register for each pay period. Generate a Benefit Accrual Report for any employee.

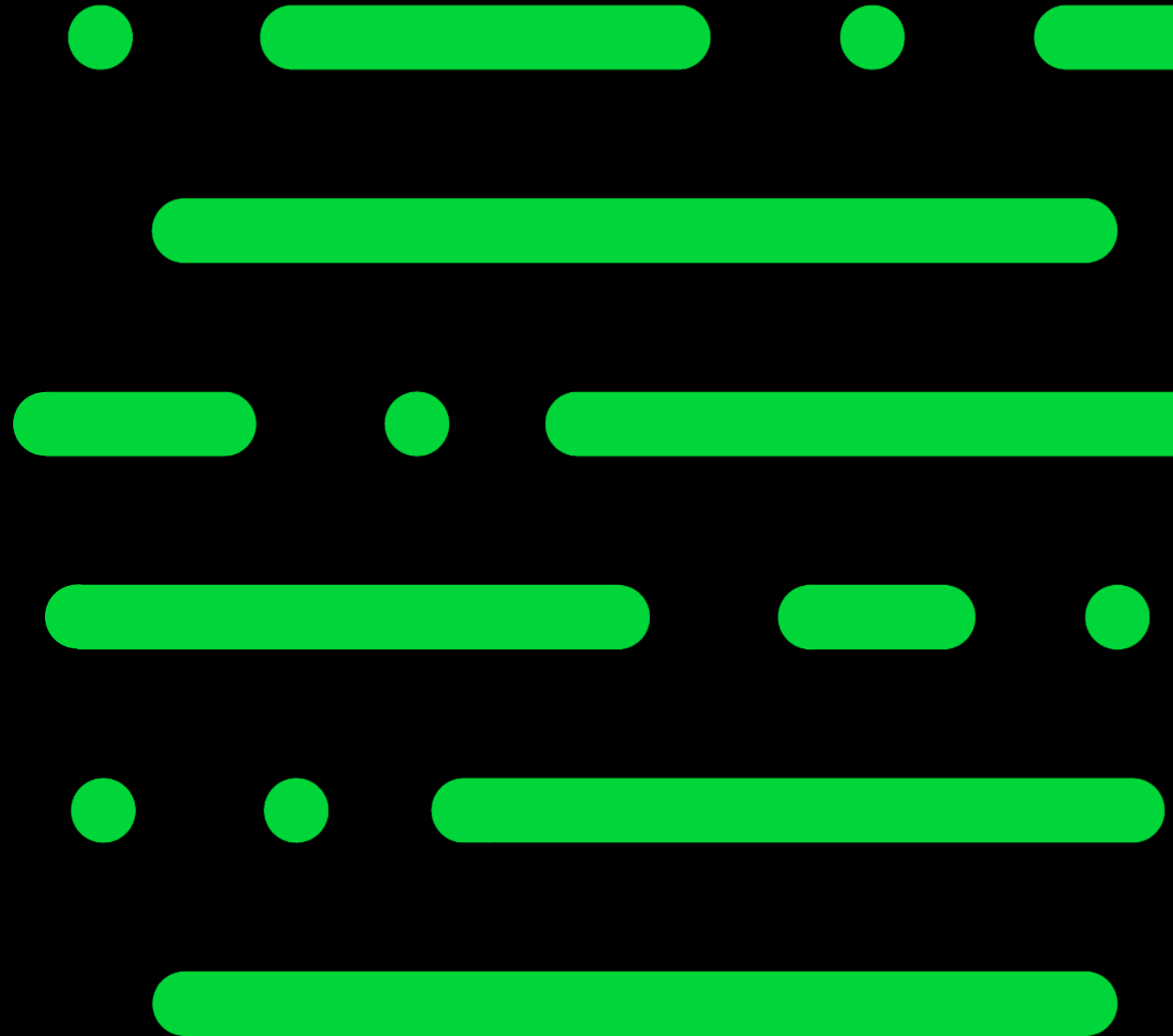
941 and Quarterly Pay Recap Report

Generate quarterly summaries of payroll wages and taxes per pay period and by department

Management and Tax Reports

Create quarterly and annual reports providing information on earnings, deductions, vacations, sick time, employee & employer taxes

What's New in Payroll



Payroll 2.22

- **Pay Cycle Option** – Allow employees with other pay cycles for bonus and commissions has been added to the Pay Cycle Window
- **Additional Tax Amount Fields** – 3 fields on Employee Maintenance Taxes tab have been renamed:
 - The *Tax Calc Override* field has been renamed **Additional Tax**
 - The *Override Amt* field has been renamed **Additional Amt**
 - The *Override %* field has been renamed **Additional %**

Payroll 2.22.1

- **Link to Tax Update Guide Added to Report** – A link to the Payroll Tax Update Guide has been added to the Payroll Tax Update Report
- **Federal Unemployment Tax Broken Out on Tax Liability** – Federal Unemployment tax is now broken out into its own section on the Payroll Tax Liability Report.

Payroll 2.22.2

- **Create A/P Invoices for Payroll Deductions and Taxes**– In Payroll Options you can integrate the Payroll module with Accounts Payable. When integrated, you can set up deductions and payroll taxes so that AP invoices are created for them when you update the Payroll Check Register.
- **Deduction Code Maintenance**– When the (integrate with) Accounts Payable checkbox is selected in Payroll options, an A/P Invoice button appears on the screen. To create AP invoices for the deduction, click the button and enter a vendor number. Options for grouping deductions and separate invoice lines for each employee are also available.
- **Company Tax Group Setup**– When the (integrate with) Accounts Payable checkbox is selected in Payroll options, the following fields appear on both the Main and Additional tabs in Company Tax Group setup:
 - **Vendor No.**
 - **Vendor Name**
 - **Invoice Prefix**

Payroll 2.22.3

- **Calculate Deductions Using Percentage of Disposable Wages**- a new calculation method has been added to Deduction Code Maintenance to help you calculate certain garnishments. You can calculate deductions using a percentage of disposable wages, and you can specify a maximum income multiplier. A Deductions button appears on the screen for you to select which non-employer contribution deductions to include in the calculation of disposable wages.
- **Option to Reset Deduction Balance at Year End Available for All Deduction Types**- ability to reset deduction balance a year end for all deduction types has been added in Deduction Code Maintenance.
- **YTD Earnings Hours Added to Payroll Check Printing**- The year-to-date earnings hours have been added to the Payroll Check Printing work table.

Resources



Grad Caps/Sage University

The screenshot displays the Sage University interface for employee maintenance. The main window is titled "S * Employee Maintenance (EEC - Demo) 10/15/2021". It features a search bar for Employee No. (01-0001000) and fields for Last Name (Emerson), First Name (David), and Middle Name. A red warning message "Warning - Data Entry in Progress!" is visible. The interface is divided into several sections: "1. Main", "2. Additional", "3. Benefits", "4. Taxes", "5. Pay Defaults", "6. Earnings", and "7. Z...". The "Main" section includes fields for Mailing Address (Country, Address, ZIP/Postal Code, City, State/Province, Telephone 1, Telephone 2, E-mail Address), Social Security, Birth Date, Direct Deposits, and Paperless options. The "Status Change" section includes fields for Hire, Review, Inactive, Termination, and Rehire, each with a date picker. A "Browse for Training" window is open, showing 3 results for "Sage 100 - PR Employee maintenance". The training results include: "100E - Sage 100 - Payroll Specialist: Complete Learning Package", "100E - Sage 100 - Payroll Specialist: Entering Employee Information", and "100ET2 - Sage 100 - How to create and maintain employees". A green arrow points from the "Browse for Training" window to the "Grad Caps" icon in the bottom left corner of the Sage University interface.



Sage City / Sage 100 Year-end Center

sagecity.com/us/sage100_erp/sage100-yearend/



City

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Blogs

Town Hall

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United States > Sage 100

Sage 100 Year-end Center

Support Home



FAQs

- Installation
- Payroll
- Product and Tax updates
- Reports and Tax Forms
- ACA
- CCPA
- COVID-19 Legislation



Training

- Videos
- Sage University classes



Checklists

- Year-end Checklists
- Payroll & AP Year-end Checklist
- Payroll Workflow



Updates

- Announcements, News, and Alerts
- Software Updates
- Documentation



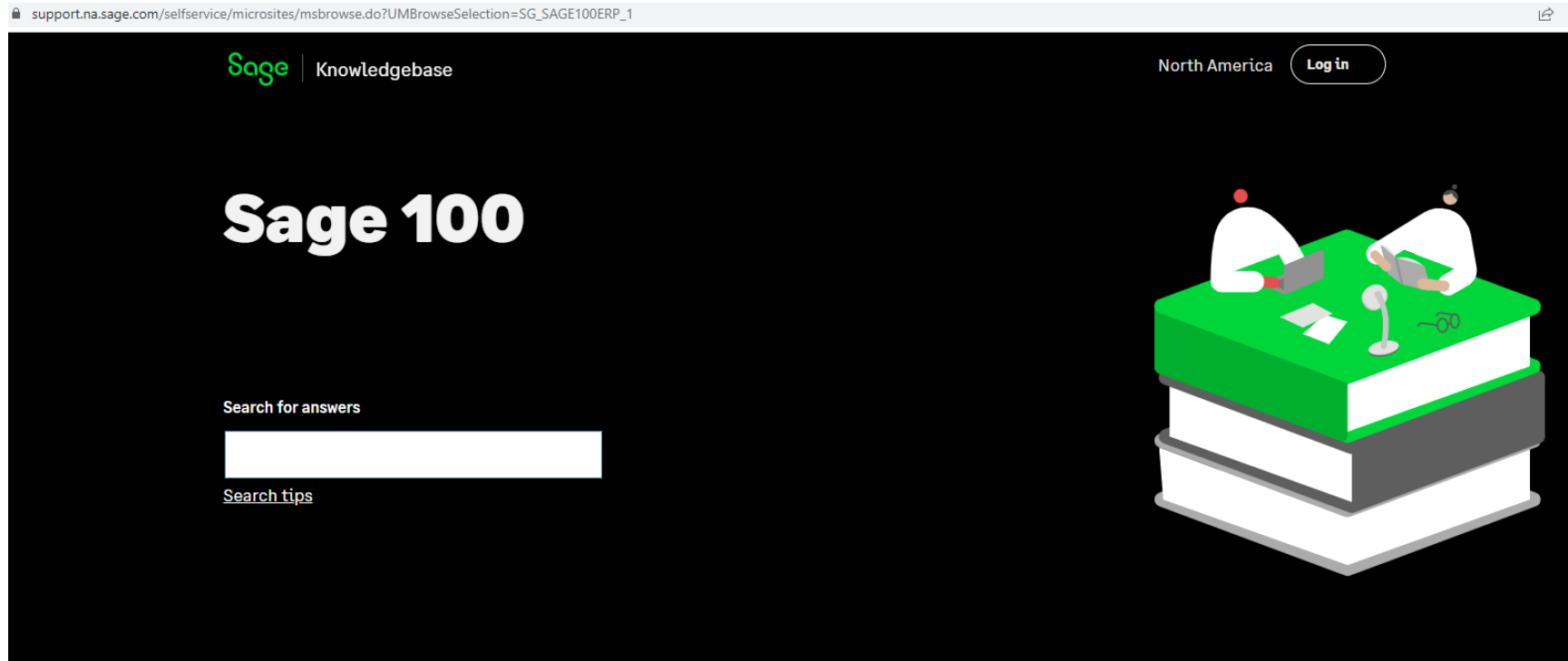
PEGG

Chat with our digital year-end assistant

External Resources

- Aatrix:State W2 & 1099 eFile Deadlines
- Internal Revenue Service
- Important Dates: IRS

Sage 100 Knowledgebase



If you're using a retired version of Sage 100, you're no longer eligible for product updates and therefore not taking advantage of the latest features and upgrades! We recommend checking out the latest release.

[Upgrade Sage 100 now](#)

What can we help you with?

[Get your activation codes](#)

Questions

