Sage 100 Payroll

Managing Your Payroll Needs with Sage 100

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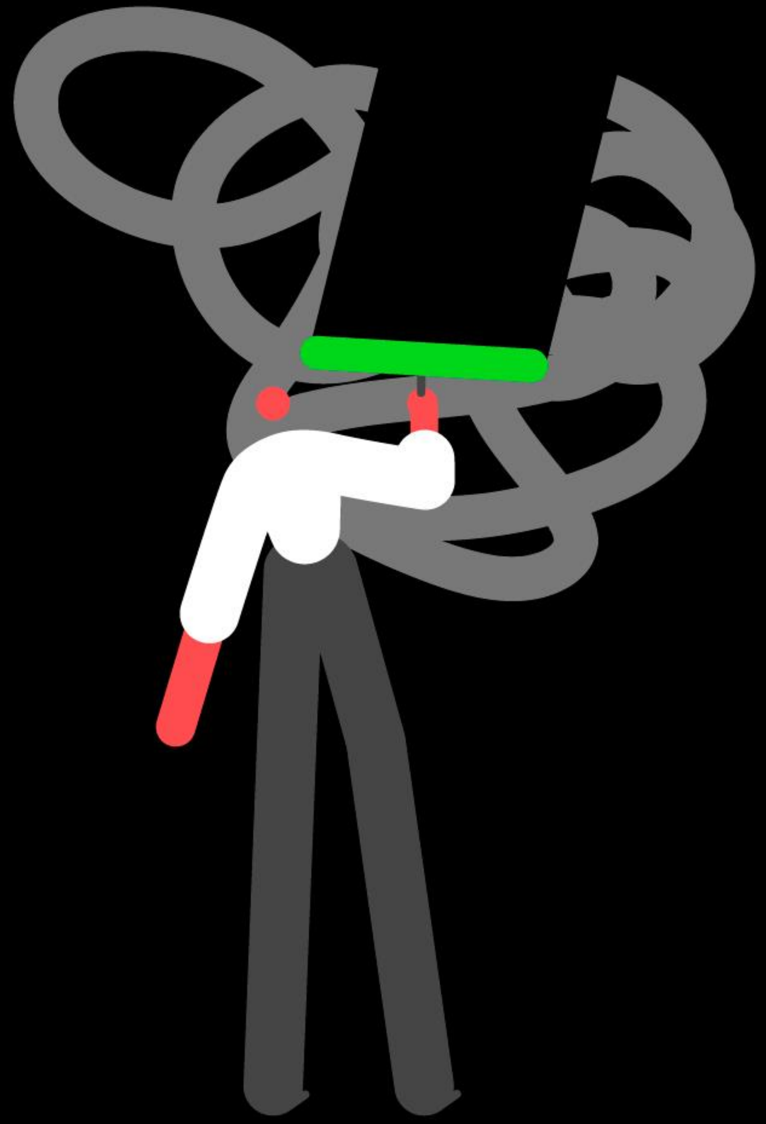
Sage

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

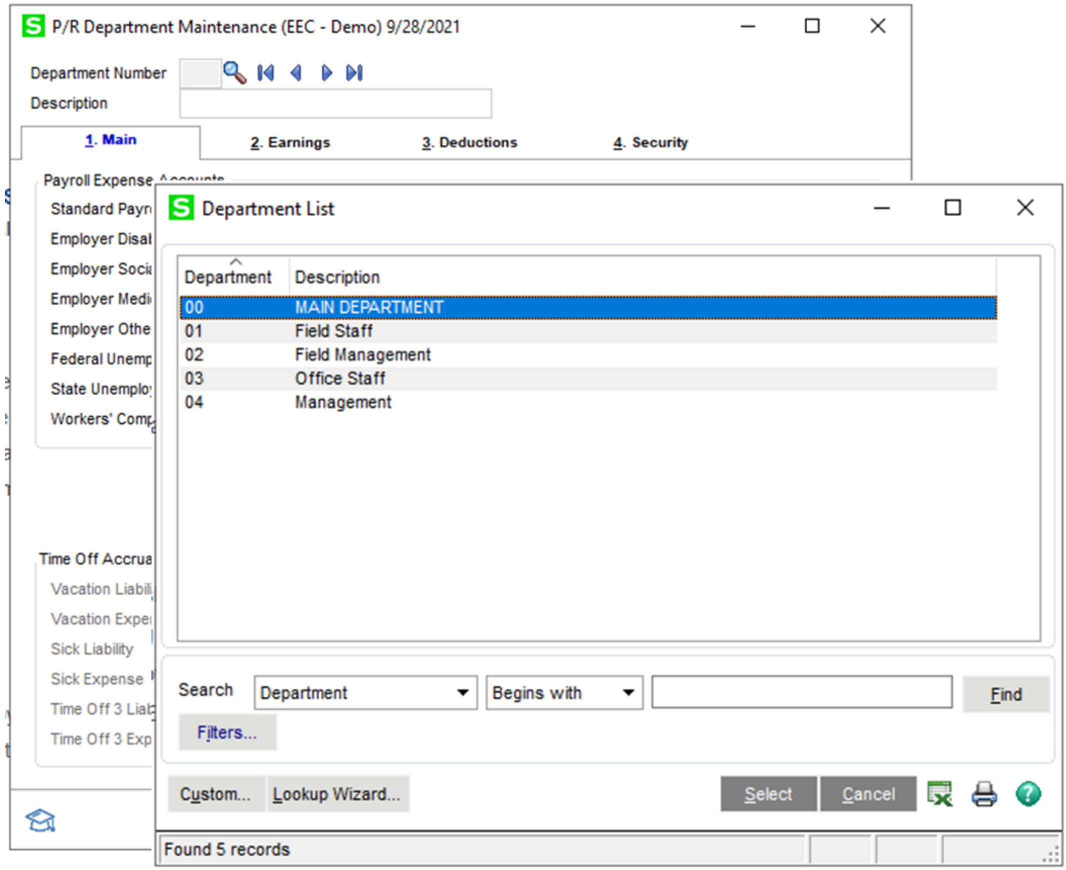
Sage 100 Payroll Benefits

- 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

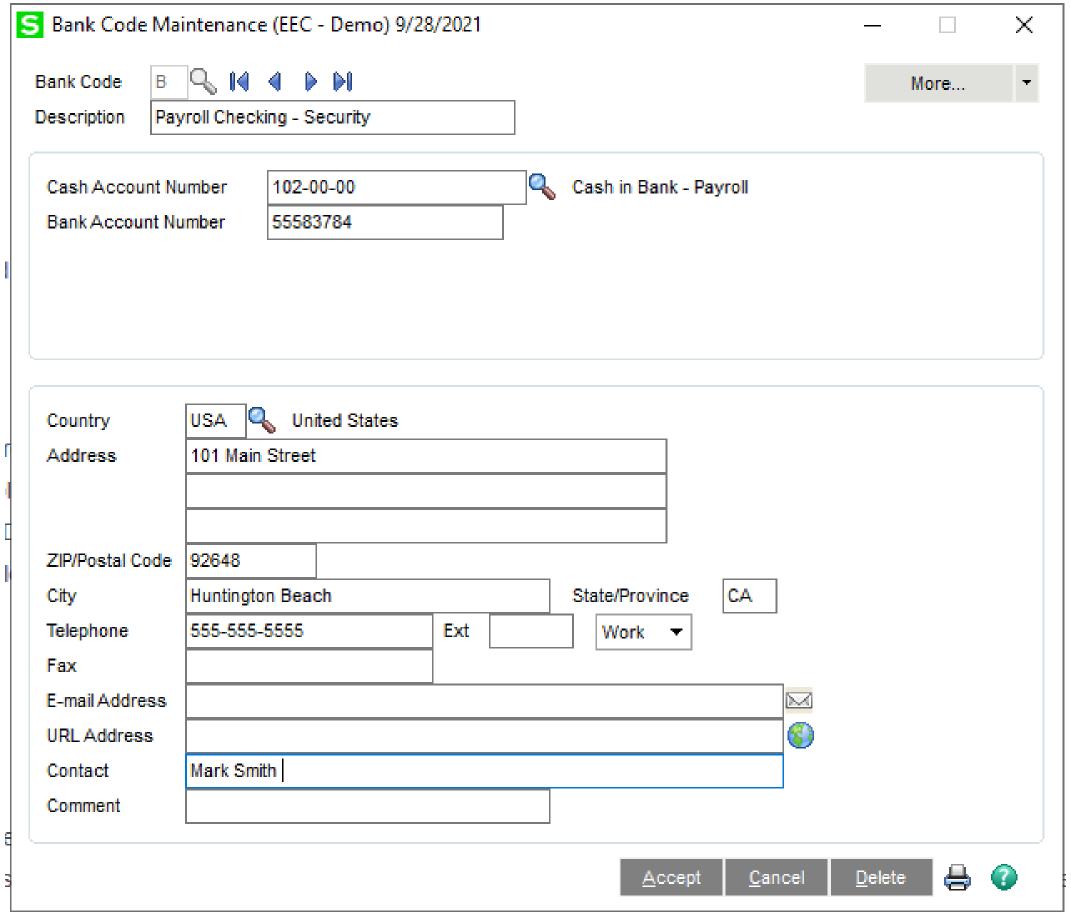
Departments

- 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



Multiple Bank Accounts

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



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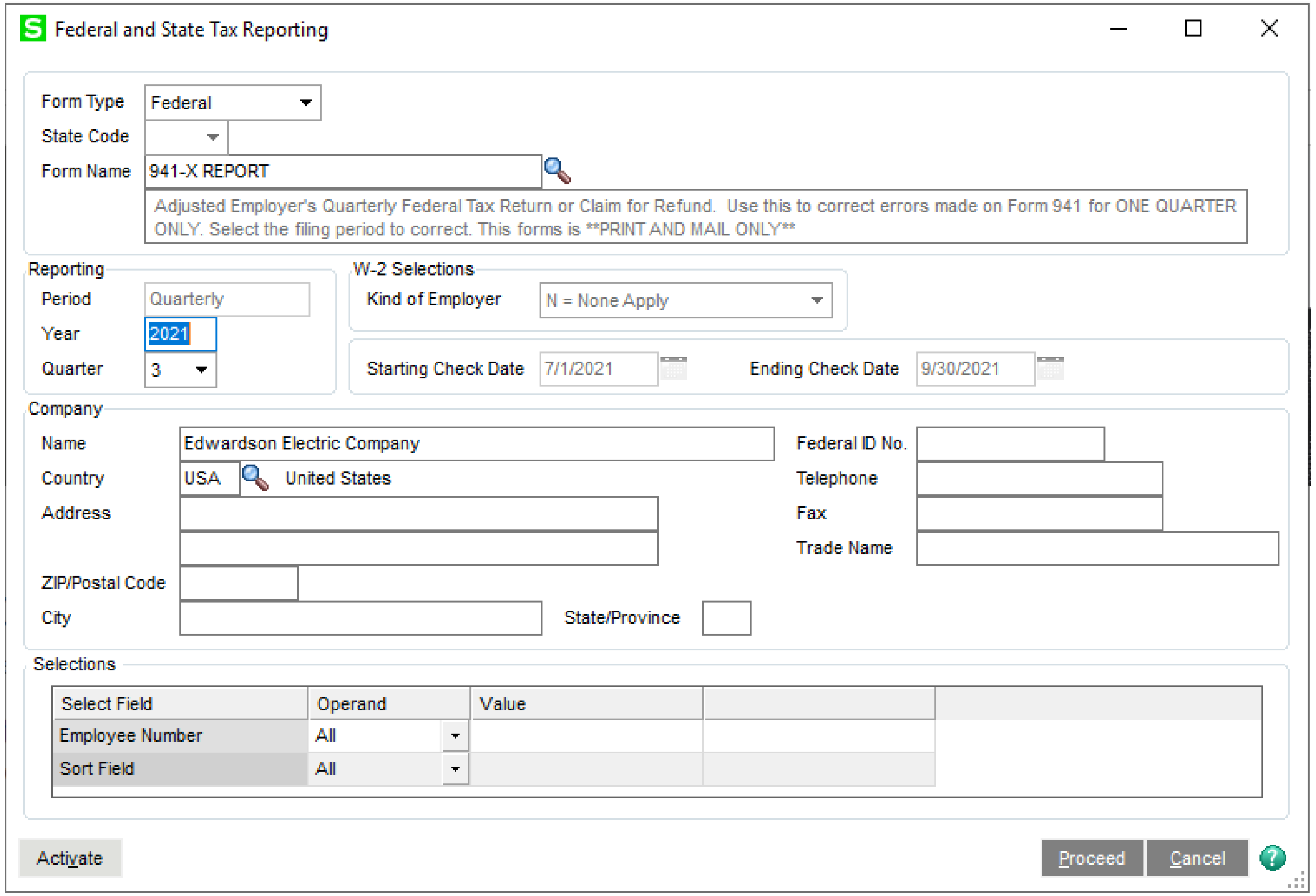
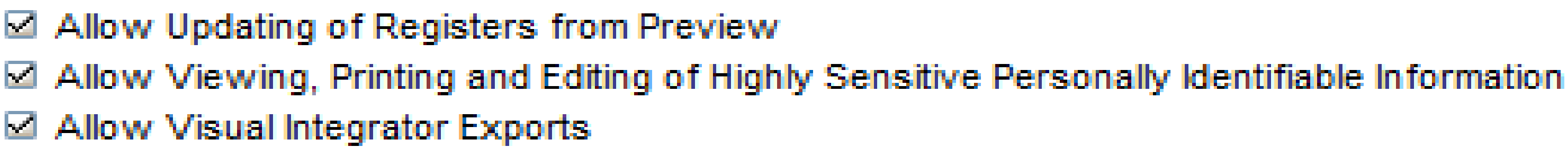
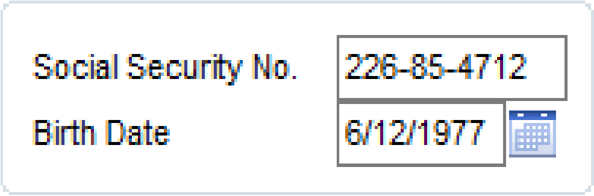
Federal and State Taxes

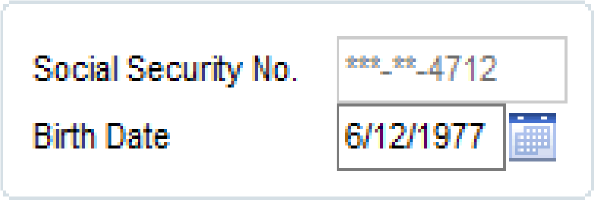
- Facilitate filing payroll tax information with Federal and State e-Filing and Reporting features
- Electronic forms automatically populate information in appropriate fields to save time and reduce errors
- Print and mail forms to your employees
- Go Green with fee based e-filing service powered by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



Security for Personally Identifiable Information







- 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

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What's New in Payroll

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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

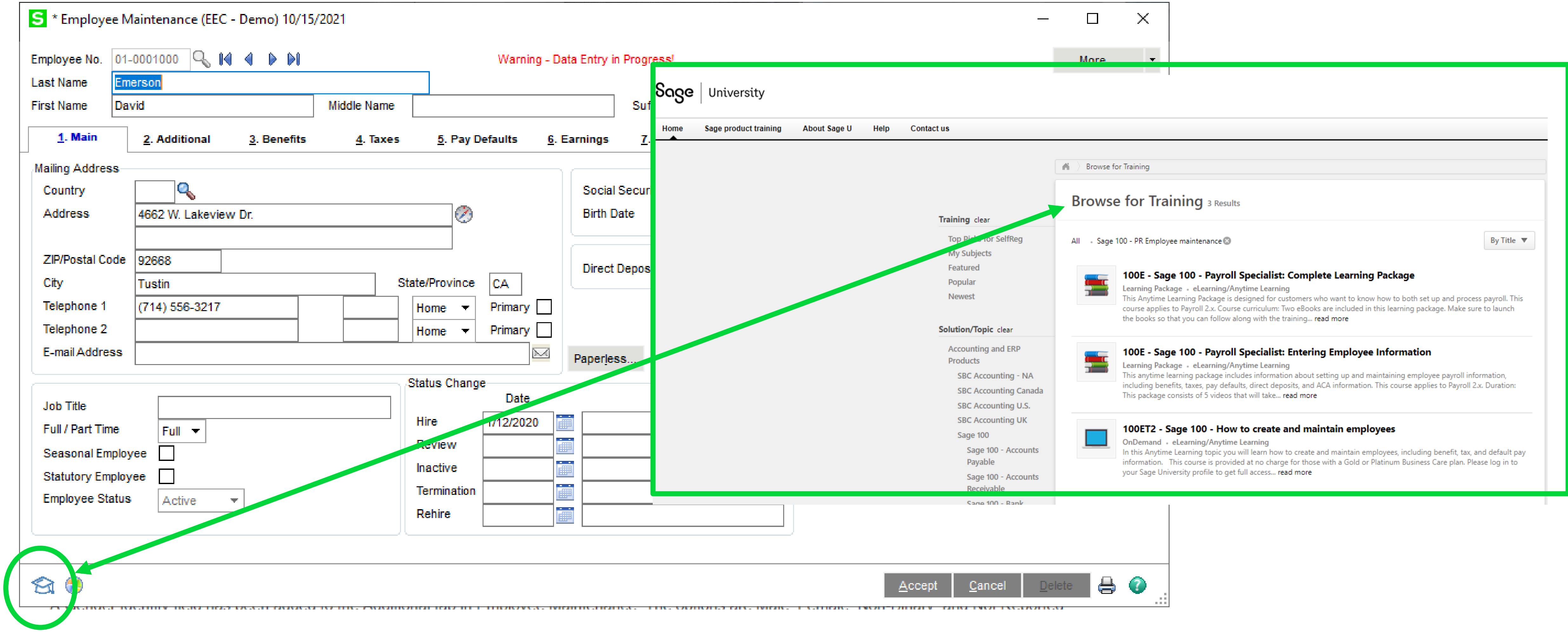
- **Calculate Deductions Using Percentage of Disposable Wages**- a new calculation method has been added to Deduction Code Maintenance to help you calculate certain garnishments. You can calculate deductions using a percentage of disposable wages, and you can specify a maximum income multiplier. A Deductions 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.

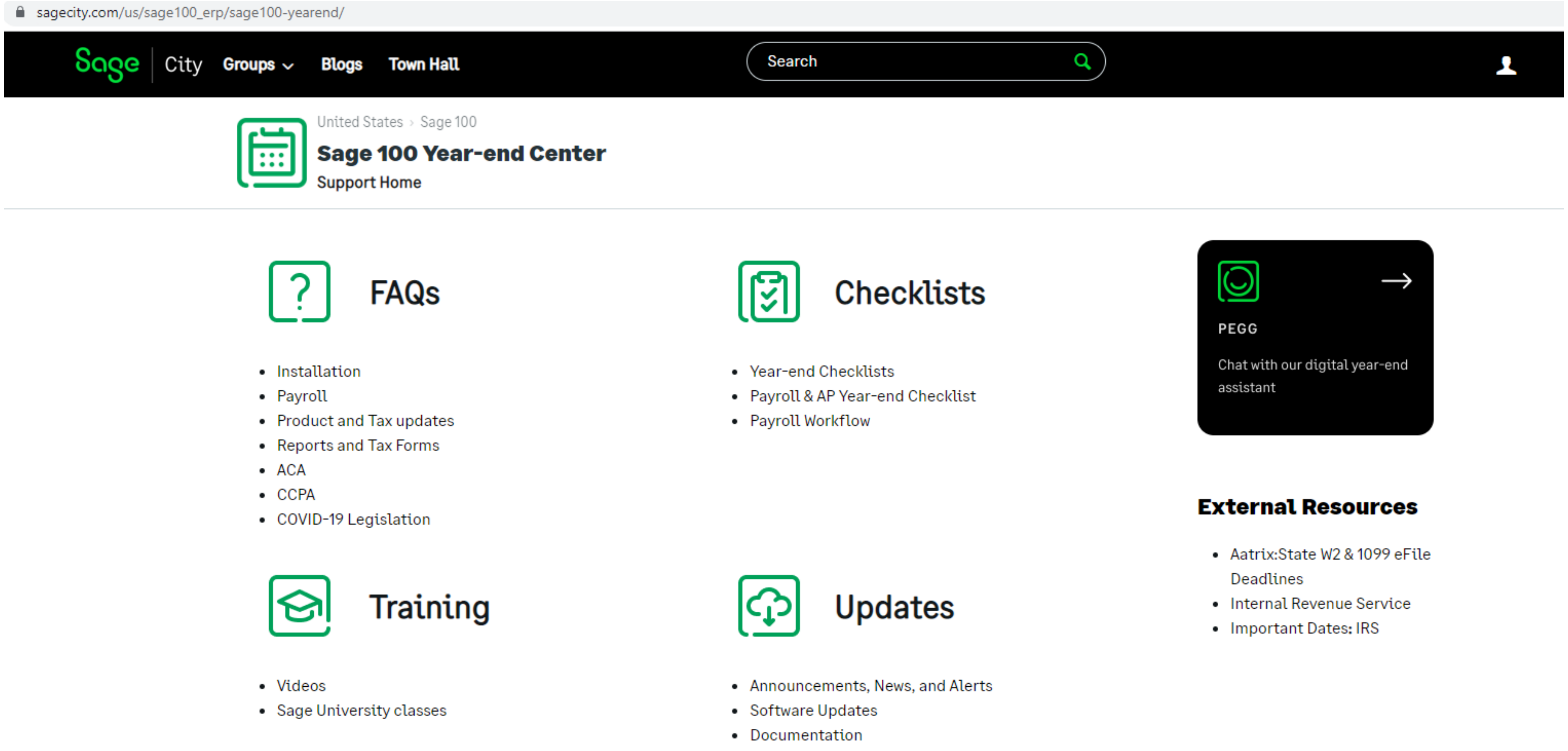
- **YTD Earnings Hours Added to Payroll Check Printing**- The year-to-date earnings hours have been added to the Payroll Check Printing work table.

Resources

Grad Caps/Sage University



Sage City / Sage 100 Year-end Center



Sage 100 Knowledgebase

support.na.sage.com/selfservice/microsites/msbrowse.do?UMBrowseSelection=SG_SAGE100ERP_1

Sage | Knowledgebase

North America Log in

Sage 100

Search for answers

Search tips

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