



# **Sage 100 Payroll 2.21**

## Installation and Upgrade Guide

September 2021

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# Chapter 1

## Introduction

This guide includes information about Sage 100 Payroll 2.21.2, including:

- A list of new enhancements and features.
- Instructions for installing the Payroll module for an existing instance of Sage 100, beginning on page 7.
- Instructions for upgrading to a new version of the Payroll module, beginning on page 10.

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 2.21.2 is available for Sage 100 2018.5 and later. Earlier versions of Sage 100 are not compatible. 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 2.20:  
[https://cdn.na.sage.com/docs/en/customer/100erp/2\\_20/open/Payroll\\_Upgrade.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/Payroll_Upgrade.pdf)
- For version 2.19:  
[https://cdn.na.sage.com/docs/en/customer/100erp/2\\_19/open/Payroll\\_Upgrade.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2_19/open/Payroll_Upgrade.pdf)
- 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](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](https://cdn.na.sage.com/docs/en/customer/100erp/2_17/open/Payroll_Upgrade.pdf)

# Chapter 2

## What's New in Sage 100 Payroll 2.21.3

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.21.3. 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\\_21/open/PayrollSRNs.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2_21/open/PayrollSRNs.pdf)

## Resident and Non-Resident Withholding Taxes

When running Payroll Tax Calculation, the following amounts are totaled separately:

- Resident wages
- Non-resident wages
- Resident tax amount
- Non-resident tax amount

The combined wage and tax amounts are still calculated as they were previously.

The separate resident and non-resident totals are now included in the following locations:

- The Employee Tax History Detail and Employee Tax History Detail Drill Down windows access from the Employee Tax Summary window.
- The work table for the Employers Expense Report (PR\_PayrollEmployersExpenseSummaryWrk). Note that the report itself has not been updated.
- The following data files:
  - PR\_PayrollTaxDetail
  - PR\_PayrollHistoryTaxReporting
  - PR\_PayrollHistoryTaxDetail

## Gender Identity Field

A Gender Identity field has been added to the Additional tab in Employee Maintenance. The options are Male, Female, Non-Binary, and Not Reported.

This field was added to help California employers comply with the state's pay data reporting requirements. The Gender field, with only Male and Female options, remains on the tab for other forms and reports that require one of those two options.

# Chapter 3

## What's New in Sage 100 Payroll 2.21.2

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.21.2. 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\\_21/open/PayrollSRNs.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2_21/open/PayrollSRNs.pdf)

## Tax Liability Report

The Tax Liability Report, which has been added to the Reports menu, shows a company's tax liability by either a range of check dates or a specified quarter. You can print federal, state, or local taxes, or a combination of the three; and you can filter the report by selecting one or more tax groups.

## Tax History Report

The Tax History Report, which has been added to the Reports menu, shows employers' taxes and employees' taxes and taxable wages by tax code for either a range of check dates or a specified quarter.

You can specify whether to include federal, state, and local taxes or a combination of the three. You can also specify which tax reporting groups are included in the report and filter the report by tax group or "other" tax code.

## Updates to Pension Plan Reports

A Print Checks with No Deductions check box has been added to the following reports:

- Pension Plan Audit Report
- Pension Plan History Report

The check box is selected by default so checks without deductions are printed on the report. You can clear the check box to exclude checks without deductions.

# Chapter 4

## What's New in Sage 100 Payroll 2.21.1

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.21.1. 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\\_21/open/PayrollSRNs.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2_21/open/PayrollSRNs.pdf)

## View Flat Tax Rates in Tax Profile Maintenance

In Tax Profile Maintenance, click Rates and Limits to open the Tax Rates and Limits window, which displays the following information about the federal, state, and local taxes included in the tax profile:

- The flat tax rate
- The tax limit (if any)
- Indicator of whether the tax is enabled for the tax profile
- Indicator of whether the tax rate has been overridden in Company Tax Group Setup

Some flat tax rates may not be available.

## State Unemployment Tax ID Field

An Unemployment Tax ID No. field has been added to the Main tab in Company Tax Group Setup. Use this field to enter your state unemployment tax ID. The field is available only for state tax groups.

If you leave the field blank, the number in the Tax ID No. field will be used in Federal and State Tax Reporting.

## Expanded Check Number Field

The check number field has been expanded to 10 characters. The direct deposit stub number field has been expanded to hold 9 characters.

Task windows, forms, and reports have been updated to reflect these changes.

**Note:** This enhancement is applicable only for **Sage 100 version 2021 and later**. If you're using an earlier version of Sage 100, the check number field still holds 6 characters, and the direct deposit stub field holds 5 characters.

# Chapter 5

## What's New in Sage 100 Payroll 2.21

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.21. 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\\_21/open/PayrollSRNs.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2_21/open/PayrollSRNs.pdf)

## Paying Back Deferred Social Security Tax

The following changes have been made to help you track the payback of employee Social Security tax that was deferred in 2020 per the Presidential executive order.

For detailed information on these features, see *Social Security Tax Deferral for Tax Year 2020* in the help.

- A Payback Deduction Code field has been added to the Entry tab in Payroll Options. Enter the deduction that you will use for withholding the employee Social Security tax that was deferred in 2020.
- The Deduction Code field added to Payroll Options in version 2.20.3 has been renamed Deferral Deduction Code.
- A new Apply option has been added in Deduction Code Maintenance. When you select the deduction code entered as the Payback Deduction Code in Payroll Options and then click Apply, a message asks if you want to calculate the payback amount and the goal.
- The Paid Back field in the Benefits window accessed from the Employee Tax Summary window is automatically updated when you process payroll.
- Two custom reports have been added:
  - Use PR\_SS PayBackCUSTOM.rpt to print the Social Security tax amounts that have been paid back for each employee. Amounts shown in the Benefits window in the Deferred Quarter 3, Deferred Quarter 4, and Paid Back fields are included on this report.
  - Use PR\_SS PayBackBalancesCUSTOM.rpt to print the amount of deferred Social Security tax that has not been paid back for each employee.

These reports must be added to the menu using Report Manager. The report files and instructions are stored in the ..\MAS90\Utilities window.



## Changes to Direct Deposit Processing Window

The following changes were made to the Process Employee Pre-note and Direct Deposit Transactions window:

- By default, only batches that have not been processed are listed in the window. To view batches that have been processed, click the Show Sent/Unsent Batches button to see other batches.
- The window is now wider so that you can view all columns without scrolling.

**Important:** Do not select batches that have already been processed or batches with an effective date in the past without first consulting Sage Direct Deposit Services Support.

## ACA PII Worktable Available in Report Manager

When adding a custom report through Report Manager, you can now add the PR\_ACAEmployeePIIWrk worktable, which contains personally identifiable information (PII) collected in ACA-related tasks.

The worktable contains information from the following company and system tables:

- PR\_Employee
- PR\_ACAEmployee
- PR\_ACAEmployeeCoveredInd
- PR\_ACAEmployeeMonthlyDtl
- PR\_EmployeeTaxFilingStatus
- PR\_ACAOfferOfCoverage
- PR\_ACASafeHarbor

The worktable is available in Report manager if you are using one of the following versions of Sage 100.

- 2021 or later
- 2020.2 or later
- 2019.5 or later

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