



Sage 100 Payroll 2.23

Installation and Upgrade Guide

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What's New in Sage 100 Payroll

This article describes the changes made in Sage 100 Payroll version 2.23 and subsequent updates. For a list of program fixes, see the [release notes](#).

Sage 100 Payroll 2.23.2

The following changes were made in version 2.23.2.

Mask Social Security Number When Printing

The employee Social Security Number will now print masked on selected reports. For the following reports, the Print Social Security Number field has been added, and you have the option to print the last 4 digits of the Social Security Number or to exclude the Social Security Number from printing:

- Employee Listing
- Check History Report
- Quarterly Tax Report
- Quarterly Unemployment Report
- Pension Plan History Report
- Pension Plan Audit Report

Only users with the appropriate security setup can view this sensitive information and access the option to print the full Social Security Number.

In addition, the employee Social Security Number will always print masked on the following reports:

- Employee Audit Report
- Employee Retention Credit Worksheet
- Qualified Emergency Leave Report

 **We're listening!** This idea was a suggestion from 90 Minds, Inc., and it received multiple votes on the [Sage 100 ideas site](#).

Mask Direct Deposit Information When Printing

Employee direct deposit information, which includes bank account and routing numbers, will now print masked on selected reports. For the following reports, the Direct Deposit Information field has been added, and you have the option to print the last 4 digits of the bank account and routing numbers or to exclude them from printing:

- Employee Listing
- Payroll Data Entry Audit Report

Only users with the appropriate security setup can view this sensitive information and access the option to print the full bank account and routing numbers.

In addition, the company routing number and the employee bank account and routing numbers will always print masked on the following reports:

- Direct Deposit Register
- Check Register

 **We're listening!** This idea was a suggestion from 90 Minds, Inc., and it received multiple votes on the [Sage 100 ideas site](#).

View Tax Table Rates in Tax Profile Maintenance

The Tax Table Rate Inquiry button has been added in the Tax Rates and Limits window accessed from Tax Profile Maintenance. When the tax selected is a table rate, you can click the Tax Table Rate Inquiry button to view detailed tax table rate information.

Oceania Taxes Supported

Oceania taxes are now supported for Micronesia, Marshall Islands, and Palau in Company Tax Group Setup, Tax Profile Maintenance, Earnings Code Maintenance, and Deduction Code Maintenance.

Sage 100 Payroll 2.23.1

Version 2.23.1 contains program fixes for Sage 100 Payroll. For more information, please see the [release notes](#).

Sage 100 Payroll 2.23

The following change was made in version 2.23.

Default Years to Retain Payroll History

In Payroll Options on the History tab, the default number of years to retain payroll history is now nine years. The minimum required number of years to retain history has not changed, and this update will not affect your existing settings.

- Run the tests in the Payroll Status Check utility. See "[Run Payroll Status Check Tests](#)" (page 14).

For more information on completing any of these tasks, see the Sage 100 help.

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**.
2. On the **Main** tab, in the **Punch In Method** field, select **Badge number**.
3. Select **Payroll > Main > Employee Maintenance**.
4. Select an employee, click the arrow button in the top-right corner of the window, and then click **Time Track**.
5. 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.