

Sage 300
ERP

Sage 300 ERP U.S. Payroll 7.0

Product Update Q3 2013



sage

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Release Notes

Product: Sage 300 ERP U.S. Payroll 7.0

Version: Product Update Q3 2013

Intended Audience

It is important that **all customers** who update, maintain, and use Sage 300 ERP U.S. Payroll, read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

If we receive additional payroll tax changes for 2013, a new Product Update will be made available.

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Product Update for Q3 2013

This is your Q3 2013 Product Update for Sage 300 ERP U.S. Payroll. This document describes important changes that affect your payroll system.

Before you Install

Before installing the update:

- Back up your data.
- Make sure all users have exited the program and there are no Sage 300 ERP instances running.

Important Update: Installation Process Change

Tax Update installations are now named Quarterly Product Updates as we include fixes or enhancements for the payroll program with the tax update. Activation is still required for your tax updates. We consolidated the Payroll Tax Update and the Quarterly Wage on Disk(ette) documentation into one document, now named the Product Update.



NOTE: The Sage 300 ERP U.S. Payroll 7.0 release version must be installed prior to installing Product Updates.

To download updates, follow these steps:

1. Customers can log on to the [Sage Customer Portal](#).
2. Channel Partners can log on to the [Sage Partner Portal](#).
3. Once logged on, click this link to access the Product Update page: [Sage 300 ERP U.S. Payroll Downloads](#)

When do I install the Product Update?

You can install the Product Update and activate the Q3 2013 Tax Update immediately. You can install now even if you still have September 2013 payrolls to process. The payroll program uses the processing dates to select the correct tax calculations. You must install and activate the Tax Update before you make any entries in the new quarter.

What's New: Payroll Tax Updates

Federal Legislative Updates

There are no Federal legislative updates in Sage 300 ERP U.S. Payroll for the Q3 2013 period.

State and Local Legislative Updates

This section lists the state and local updates available with this release. If a state or locality is not listed in this section, there are currently no tax updates or product modifications for that state or locality.

California

For California Disability Insurance Tax amounts to report with Sage Payroll Tax Forms and eFiling by Aatrix, you must use tax code **CASDI** in the tax setup. If you have been using any other tax code to capture the California Disability Insurance, you will have to make adjustments and begin using the new code after installing this update. If you have been using CASDI for your tax code to capture the California Disability Insurance tax, no further action is necessary.

*** IMPORTANT:** You will have to make this adjustment for each quarter in which you used a tax code other than CASDI. By processing adjustments, you are ensuring that Sage Payroll Tax Forms and eFiling by Aatrix properly populates the ceiling wages on the **CA DE-9/DE-9C Report** and annual W-2s.

Use **Transaction History** to adjust the tax codes (only if you have been using a tax code other than CASDI for this tax) as follows:

1. Print the **Tax Calculation Analysis** report (from **Reports > Payroll > Transaction Reports**) for the custom tax code previously used to calculate California Disability Insurance (for example, you may have used tax code *SDICA*). Print the report by **Date Range** and by individual quarter for which the adjustment is required as pictured below.

Tax Calculation Analysis Report

Report Style: Date Range

Date: From 04/01/2013 To 06/30/2013

Taxes: From SDICA To SDICA

Employee: [Search]

Selection List: [Search]

Employer PSD Code: [Search]

Print Close

2. Create a new custom tax in **Setup > Payroll > Local and Other Custom Taxes**, use the code CASDI, and use the same setup as your original custom tax (*SDICA* in this example).
3. Add the new CASDI tax to all applicable employees. You can use the **Payroll > Assign Taxes to Employees** task to speed up the process.
4. Create a transaction history entry (**Payroll > Tasks > Transaction History**) for each employee with both the SDICA and CASDI taxes. In the example shown below, the cumulative Year to Date earnings from the Tax Calculation Analysis report is \$32,850.00 and the withholding amount is \$233.51. When processing an adjustment using Transaction History, you must enter a negative amount in the tax for which wages and amounts should be removed and a positive amount in the tax for which wages and amounts should be added.

Transaction History

Employee Transaction History [Navigation icons]

Employee: 151 [Search] Allen, Hugh F

Date: 09/03/2013 [Calendar] [Search] Description: Adjustment to CASDI for tax reporting (Q2)

Class 1 [Search] Class 2 [Search] Class 3 [Search] Class 4 [Search]

Net Pay: 0.00

Tabs: Earnings/Deductions | Taxes | Optional Fields

Tax	Description	Employee Extended Amount	Employer E...	Ceiling Wage	No Ceiling Wage
CASDI	CASDI	233.51	0.00		32,850.00
SDICA	California D...	-233.51	0.00		-32,850.00

Buttons: Add, Delete, Close

5. Print the **Tax Calculation Analysis** report again for both the old tax code (*SDICA*) and the new CASDI tax code. If the transaction history entry was correctly completed, the amounts from the old tax code should be transferred to CASDI.
6. Print the Sage Payroll Tax Forms and eFiling by Aatrix **CA DE-9/DE-9C Report** from **Reports > Payroll > Government Reports > State Tax Filing** and confirm the changes are applied.
7. Delete or inactivate the old tax code (*SDICA*) from each employee.

Indiana

Lake County, Indiana is instituting a new income tax effective October 1, 2013. The rate will be 1.5% for residents (IN0140 - Lake 45 CO Regular IT) and 0.25% for non-residents (IN0048 - Lake 45 CO Regular (NR) IT).

Kentucky

The Ashland occupational license fee (KY0080 - Ashland CT Regular IT) increased from 1.5% to 2.0%, effective August 1, 2013.

Maryland

The Maryland local tax codes found in the Install Repository for tax codes MD3188 through to MD3211 can be used to capture the Maryland local tax amounts. If you use any other Maryland local tax codes and in the Local and Other Custom Taxes setup window you have selected **W2 Reporting** to **Combine with Another Tax** and that tax is **MDSIT** (as displayed in the image below), the local tax amount will be combined and reported with the MDSIT amount. This means total Maryland state and local income taxes are combined and reported on line 3 of form MW508 (Annual Employer Withholding Reconciliation Return) as well as on the annual W-2s.

*** IMPORTANT:** For accurate and easy reporting, always use the default Maryland local tax codes available in the Install Repository.

The screenshot shows a software window for configuring a tax. At the top, the 'Tax' field contains 'MD3188' and the 'Description' field contains 'Allegany, Maryland Regular IT'. Below this are several tabs: 'Basic Info', 'Employee', 'Calc Base', 'G/L Dist', and 'Optional Fields'. The 'Basic Info' tab is active, showing the following settings:

- Calculation Method: Percentage of Base
- Percent: 3.05000
- Min. and Max. Based On: No Limit
- Annual Maximum W.H.: 100,000,000.00
- Supplemental Rate: 0.00000

At the bottom of the 'Basic Info' section, there are two dropdown menus highlighted with a green box:

- W2 Reporting: Combine with Another Tax
- Combine with Tax: MDSIT

At the very bottom of the window are several buttons: Add, Delete, Select Local Tax, Update, Install Repository, and Close.

Minnesota

The Minnesota Department of Revenue revised the withholding tables which include a new fourth tier for wages over \$152,200.00 for single and over \$256,250.00 for married filers taxed at 9.85%. The third tier (taxed at 7.85%) now ends for wages not more than \$152,200.00 and \$256,250.00, respectively. Although the rates are retroactive to January 1, 2013, no adjustment is required to payrolls already processed.

North Dakota

Withholding tables have been updated to reflect the reduction in personal income tax rates for all filing statuses and brackets for the 2013 tax year. The supplemental income tax rate has been decreased to 2.28%. Although the rates are retroactive to January 1, 2013, no adjustment is required to payrolls already processed.

Ohio

- New local taxes have been instituted for the following villages and counties, effective July 1, 2013:

Effective Date	Code	Description	Rate
7/1/2013	OH0862	Buckland VI Regular IT	1.00%
6/1/2013	OH0864	Mount Victory VI Regular IT	1.00%
7/1/2013	OH0863	Tiro VI Regular IT	1.00%
9/1/2013	OH0866	Liberty Center JEDD CT Regular IT	1.00%
7/1/2013	OH0865	West Liberty VI Regular IT	1.00%

- The Mingo Junction local income tax (OH0374 - Mingo Junction VI Regular IT) rate has increased from 1.98% to 2.00%, effective July 1, 2013.
- The Ohio Department of Taxation has issued new employer withholding tables, to be used for payrolls that end on or after September 1, 2013. The new tables reflect a reduction in the withholding rates to conform to the 8.5%, 0.5%, and 1.0% decrease in individual income tax rates in effect for taxable years 2013, 2014, and 2015 respectively.

Pennsylvania

- The city of Philadelphia, PA has increased the income tax rate, effective July 1, 2013 as follows:

Code	Description	Rate
PA7094	Philadelphia CT, Philadelphia City SD Regular IT	3.924%
PA7093	Philadelphia CT, Philadelphia City SD (NR) Regular IT	3.495%

- Pennsylvania Local IT and LST tax rates are updated with this release as follows:

Effective Date	Code	Description	Rate
7/1/2013	PA5632	Asylum TP, Towanda SD Regular IT	1.24%
1/1/2013	PA0944	Beaver Meadows BO, Hazleton SD (NR) LST	\$52.00 annually
1/1/2013	PA1956	Bridgeport BO, Upper Merion SD (NR) LST	\$52.00 annually
1/1/2013	PA5187	Brisbin BO, Moshannon Valley SD (NR) Regular IT	0.50%
1/1/2013	PA3033	Cecil TP, Canon-McMillan SD (NR) Regular IT	1.00%
7/1/2013	PA3915	Clarks Green BO, Abington Hts SD (NR) Regular IT	0.50%
1/1/2013	PA3013	Donora BO, Ringgold SD (NR) Regular IT	1.00%
7/1/2013	PA7503	Dorrance TP, Crestwood SD (NR) Regular IT	0.50%
7/1/2013	PA5616	Franklin TP, Towanda SD Regular IT	1.24%
1/1/2013	PA5971	Harmony TP, Ambridge SD (NR) Regular IT	1.00%
7/1/2013	PA7333	Hazleton CT, Hazleton SD (NR) Regular IT	1.85%
7/1/2013	PA3891	Jermyn BO, Lakeland SD (NR) Regular IT	1.00%
7/1/2013	PA7267	Lake TP, Lake-Lehman SD (NR) Regular IT	1.00%
7/1/2013	PA5604	Monroe BO, Towanda SD Regular IT	1.24%
7/1/2013	PA5598	North Towanda TP, Towanda SD Regular IT	1.24%
1/1/2013	PA5361	Packer TP, Weatherly SD (NR) Regular IT	1.00%
1/1/2013	PA5863	Pleasantville BO, Chestnut Ridge SD (NR) Regular IT	1.00%
1/1/2013	PA0180	Putnam TP, Southern Tioga SD (NR) LST	\$52.00 annually
7/1/2013	PA5572	Standing Stone TP, Towanda SD Regular IT	1.24%
7/1/2013	PA5564	Towanda BO, Towanda SD Regular IT	1.24%
7/1/2013	PA5562	Towanda TP, Towanda SD Regular IT	1.24%
1/1/2013	PA4249	Upper Burrell TP, Burrell SD (NR) Regular IT	1.00%
7/1/2013	PA6127	Upper Pottsgrove TP, Pottsgrove SD (NR) Regular IT	1.00%
7/1/2013	PA6117	West Pottsgrove TP, Pottsgrove SD (NR) Regular IT	1.00%
7/1/2013	PA5538	Wysox TP, Towanda SD Regular IT	1.24%

Payroll Product Updates

Accrual Balances on Paychecks

Previously, non-transactional accrual balances were missing from paychecks if the Accrual Plan was set to **Beginning Balance** (for lump sum), the **Employee Calc. Method** was set to non-incremental calculation, and the **Print Earning/Deduction On Check** check box was selected. With this release, the accrual now accurately displays in the balance column of your employees' paychecks. This correction applies specifically to accrual plans managed by the Sage 300 ERP U.S. Payroll system.

Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage 300 ERP U.S. Payroll 7.0. This functionality provides updated reports and forms at no cost and enables you to fill out and file tax forms electronically for a small fee; including W-2, W-3, U.S. federal forms (941, 943, 944, and 945), U.S. state tax forms, and new hire reporting by state.

Sage Payroll Tax Forms and eFiling by Aatrix is automatically included with Sage 300 ERP U.S. Payroll and while you are required to use the free tax forms service, the eFiling is an optional service for a small fee. To begin using tax forms with Sage Payroll Tax Forms and eFiling by Aatrix, open one of the tax forms available in **Federal Tax Filing** or **State Tax Filing** from **Payroll Government Reports** after installing this update and you will be prompted to **register** your organization with Sage Payroll Tax Forms and eFiling by Aatrix. After registering, you have the option to **enroll** your company (or companies) in the eFiling service.

For a detailed overview and a price structure of the Sage Payroll Tax Forms and eFiling by Aatrix options, visit our website here:

<https://partner.aatrix.com/index.php/sagehrms><https://partner.aatrix.com/index.php/sage300erp>

Quarterly Wage on Disk(ette)

Before you Begin

Review the magnetic media specifications for producing quarterly wage data on magnetic media, available from your state's Office of Unemployment Insurance or Department of Revenue. The specifications will serve as a reference when using Sage Payroll Tax Forms and eFiling by Aatrix to produce your data.

To see if there are any special notes for your state, review the [Notes and Instructions for Specific States](#) section.

Overview of Steps

To produce quarterly wage reports on disk, follow the steps below:

1. Enter Employee Supplemental Information if your state requires it; see the section [Entering Employee Supplemental Information](#) below. Sage 300 ERP U.S. Payroll uses this information, along with the standard information from Payroll employee records, when files are created.
2. For Pennsylvania PSD use the Quarterly Wage on Disk(ette) feature under the Payroll Government Reports to produce a quarterly wage report on diskette or hard disk. Read the section [Using the Quarterly Wage on Diskette Feature](#).
3. For all other state taxes, use the State Tax Filing function, which supports Sage Payroll Tax Forms and eFiling by Aatrix.

Entering Employee Supplemental Information

If you are producing a report for one of the following states, you may need to enter supplemental information about your employees:

Alaska (AK)	Indiana (IN)	North Carolina (NC)
Arkansas (AR)	Louisiana (LA)	New Mexico (NM)
Arizona (AZ)	Massachusetts (MA)	Ohio (OH)
California (CA)	Maine (ME)	Puerto Rico (PR)
Colorado (CO)	Michigan (MI)	Texas (TX)
Florida (FL)	Minnesota (MN)	Vermont (VT)
Illinois (IL)	Missouri (MO)	

If your state is listed: in **Table 1** below, check the instructions for your state to see if you need to enter supplemental information about your employees. If so, follow the steps in the next section.

To enter employee supplemental information:

1. From the Payroll Employees folder, select **Employee Supplemental Information**.
2. On the Employee Supplemental Information window, select your state from the **Reporting Authority ID** field drop-down list.

In the list, the state is prefixed by the reporting type such as QWR (Quarterly Wage Report); for example, **QWR-CA**. (The reporting type may also be W2R, such as **W2R-IN**, if this form is used to enter information for W-2 reporting for a specific state.)

Note that a state appears in the list if both these conditions apply:

- The payroll program deems that the state requires employee supplemental information.
- You have activated the appropriate tax code for the state (usually the state's SUTA code), using the Federal And State Taxes setup window.

California and Maine appear in the list if either their State's Income Tax code;(CASIT or MESIT, respectively) or their SUTA code (CASUTA or MESUTA) has been activated.

3. The fields that appear on the window will vary, depending on the state you select. Enter the fields that you need, using your government specifications and Table 1 as guides.

On the window, there are two tabs you can use:

- The **Default** tab enables you to specify values that apply to all of your employees. The fields that are available for entry depend on the options you choose on the **Default** tab.
- The **Employee** tab enables you to exclude employees from the values entered on the **Default** tab, or change the default values for specific employees.

In the **Employee** column, the drop-down list shows all employees in the company, not just for the selected reporting authority.

You can leave the **Default** tab blank and use the **Employee** tab to enter the information for each of the employees.

Or you can use the **Default** tab to apply the information to all employees, and then use the **Employee** tab to exclude the employees who do not require the information.

Example: If you are a Missouri employer with 100 employees, of which 90 employees require a Probationary Code:

- On the **Default** tab, select the **Probationary Code** checkbox.
- On the **Employee** tab, enter the 10 employees who do not require the **Probationary Code** (note that the Probationary column for each of the employees entered automatically sets to **No**).

-
4. After you complete the fields on the window, click **Add**.
 5. To verify that the information was added to the employee records, print the Employee Supplemental Information report in Payroll Employee Reports.
 6. Create your data file:
 - For PA PSD, use the Quarterly Wage on Disk(ette) function, as described later in this document under [Using the Quarterly Wage on Disk\(ette\) Feature](#).
 - For all other states use the State Tax Filing function.

**NOTES:**

- You can select the same employee for different reporting authorities. For example, to enter supplemental information required for an employee who works in both Arizona and California, enter the employee for both reporting authorities QWR-AZ and QWR-CA.
- If you delete an employee on the Employees window, that employee is also deleted from the Employee Supplemental Information window.
- If you delete a state SUTA tax from the Federal And State Taxes window in Payroll Setup, that state will no longer appear in the **Reporting Authority ID** field of the Employee Supplemental Information window.

Table 1

State	Notes
Alaska (AK)	<p>You must complete the Employee Supplemental Information window. Enter:</p> <ul style="list-style-type: none"> • The employee's Occupational Code • The employee's Geographic Code
Arkansas (AR)	<p>Complete the Employee Supplemental Information window if one or both of these conditions apply:</p> <ul style="list-style-type: none"> • You have seasonal employees: select the Seasonal Employee checkbox • You are an employer with multiple worksite locations and choose to report multiple worksite data on diskette. To report multiple worksite data on diskette: <ul style="list-style-type: none"> ▪ Select the Report Multiple Worksite Data checkbox ▪ For each employee enter: <ul style="list-style-type: none"> ○ The Establishment in the Plant Code field ○ The County in the Worksite County Code field ○ The Industry Code field <p>When using the Payroll Quarterly Wage on Disk(ette) window, select the Report Multiple Worksite Data checkbox on the Employer Info II tab.</p> <p>The Arkansas Seasonal Code field in the Employee Supplemental Info accepts two characters. Review the Employee Supplemental Info for these employees and make any necessary changes manually. If required, enter the numeric code as 01, 02, and so on.</p>
Arizona (AZ)	<p>Complete the Employee Supplemental Information window if you have employees who have been assigned UI Tax-approved branch numbers.</p> <p>On the window, enter the Branch number in the Plant Code field.</p>
California (CA)	<p>You must complete the Employee Supplemental Information Window. Enter:</p> <ul style="list-style-type: none"> • The Wage Plan Code field • The Branch Code in the Plant Code field (Optional). This is not recorded in the CSV file.
Colorado (CO)	<p>You must complete the Employee Supplemental Information window.</p> <ul style="list-style-type: none"> • For seasonal employees, select the Seasonal Employee checkbox • Enter the Plant Code <p>When using the Quarterly Wage on Disk(ette) window, select the Report Multiple Worksite Data checkbox on the Employer Info II tab. The Plant Code field is active only if you select this checkbox and cannot be blank. You can use 000 as the default value.</p>
Florida (FL)	<p>Complete the Employee Supplemental Information window if you have employees who have pre-assigned unit codes for special mailing of claim information. On the window, enter the Unit Code in the Plant Code field.</p>

State	Notes
Illinois (IL)	Complete the Employee Supplemental Information window if you have employees who have been assigned Plant Codes. On the window, enter the Plant Code field.
Indiana (IN)	<p>Complete the Employee Supplemental Information window if one or both of these conditions apply:</p> <ul style="list-style-type: none"> • You have seasonal employees. Select the Seasonal Employee checkbox. <ul style="list-style-type: none"> ▪ Enter the numeric value in the Seasonal Code field for each employee. • You are an employer with multiple worksite locations and choose to report multiple worksite data on diskette. To report multiple worksite data on diskette: <ul style="list-style-type: none"> ▪ Select the Report Multiple Worksite Data checkbox. ▪ Enter the 3 digit location code in the Plant/Location Code field for each employee. The default is 000. <p>When using the Payroll Quarterly Wage On Disk(ette) window, select the Report Multiple Worksite Data checkbox on the Employer Info II tab.</p>
Louisiana (LA)	<p>Complete the Employee Supplemental Information window if you are an employer with multiple worksite locations and choose to report BLS3020 multiple worksite data on diskette. To report BLS3020 multiple worksite data on diskette:</p> <ul style="list-style-type: none"> • Select the Report Multiple Worksite Data checkbox. • For each employee, enter: <ul style="list-style-type: none"> ▪ The Reporting Unit Number in the Unit Number field. ▪ The Worksite County Code field. ▪ The Industry Code field. • When using the Payroll Quarterly Wage On Disk(ette) window, select the Report Multiple Worksite Data checkbox on the Employer Info II tab.
Massachusetts (MA)	<p>Complete the Employee Supplemental Information window if one or both of the following conditions apply:</p> <ul style="list-style-type: none"> • You have employees who have a plant code. Enter it in the Plant Code field. • You have employees who are officers. Select the Corporate Officer checkbox.
Maine (ME)	<p>Complete the Employee Supplemental Information window if one or both of these conditions apply:</p> <ul style="list-style-type: none"> • You have seasonal employees. Select the Seasonal Employee checkbox. • You choose to report wage plan code for employees. Enter it in the Wage Plan field.
Michigan (MI)	<p>Complete the Employee Supplemental Information window if you have employees who are a family member. Enter "F", "Y", or "1" in the Family Status field to indicate the employee is a family member. Enter "N", "0", or blank in the Family Status field to indicate the employee is not a family member.</p>

State	Notes
Minnesota (MN)	<p>Complete the Employee Supplemental Information window if one or both of these conditions apply:</p> <ul style="list-style-type: none"> • You have employees who have a plant code other than 0000. Enter it in the Plant Code field. • You have employees who are officers. Select the Corporate Officer checkbox.
Missouri (MO)	<p>Complete the Employee Supplemental Information window if you have employees who are in probationary periods. On the window, select the Probationary checkbox for those employees.</p>
North Carolina (NC)	<p>Complete the Employee Supplemental Information window if you are reporting wages for seasonal employees during your designated seasonal period. On the window, select the Seasonal Employee checkbox.</p>
New Mexico (NM)	<p>Complete the Employee Supplemental Information window if one or both of these conditions apply:</p> <ul style="list-style-type: none"> • For each employee, enter: <ul style="list-style-type: none"> ▪ The Reporting Unit Number in the Unit Number field. ▪ If you have employees who are officers. Select the Corporate Officer checkbox.
Ohio (OH)	<p>Complete the Employee Supplemental Information window if you have employees who have been assigned Plant Codes. On the window, enter the Plant Code field.</p>
Puerto Rico (PR)	<p>Complete the Employee Supplemental Information window if you have employees with a second last name. On the Employee tab, enter the individual employee's second last name (or Family Name) for QWR-PR.</p>
Texas (TX)	<p>Complete the Employee Supplemental Information window if one or both of these conditions apply:</p> <ul style="list-style-type: none"> • You are reporting a business unit number for employees. For each employee, enter the Unit Number in the field. • You are an employer with multiple worksite locations and choose to report BLS3020 multiple worksite data on diskette. For each employee, enter the following: <ul style="list-style-type: none"> ▪ The Establishment ID in the Plant Code field. ▪ The 6-digit North American Industry Classification System code (NAICS) that best describes the work site where the employee is assigned, in the Industry Code field. ▪ Then, when using the Payroll Quarterly Wage On Disk(ette) window, select the Report Multiple Worksite Data checkbox on the Employer Info II tab.
Vermont (VT)	<p>Complete the Employee Supplemental Information window if you have any employees who are paid on an hourly basis. On the window, select the Hourly Employee checkbox and enter the hourly wages of the employees in the Hourly Wages field.</p>

Using the Quarterly Wage on Disk(ette) Feature

This feature produces the data file that you submit to the government.

- For Sage 300 ERP U.S. Payroll 7.0 this feature produces the data file that you submit to the government for PA PSD only.
- For all other states, use the State Tax Filing function, which uses Sage Payroll Tax Forms and eFiling by Aatrix.

Before you begin:

- Ensure that you have entered employees' supplemental information, if it applies to you (see the section [Entering Employee Supplemental Information](#)).

To use the Quarterly Wage on Disk(ette) feature:

1. From the Payroll Government Reports, choose Qtrly Wage on Disk(ette).
2. On the Payroll Quarterly Wage on Disk(ette) window, select the Quarter and the Year to report. The Due Date appears automatically. It is one month later than the end of the quarter period that you have chosen.
3. Select the Tax Authority.
4. If you select an employee selection list that you have previously created, the Payroll program will automatically process only the employees within the selection list.
5. Select the range of employees (**From Employee, To Employee**) to process.

Sage 300 ERP U.S. Payroll creates a header record (for example, an RA record) at the beginning of the data, and an ending record (for example, an RF record) at the end of the data. Some states require that if you submit your data on more than one diskette (for example, the total number of employees to be processed may not fit on one diskette), the header, and ending record must be on each diskette. If your state has this requirement, you need to run the Quarterly Wage on Disk(ette) process more than once. For each run, select a range of employees that will fit on one diskette.

6. Enter the information on the four tabs: **Employer Info I**, **Employer Info II**, **Transmitter Info I**, and **Transmitter Info II**. Refer to your magnetic media specifications to determine what values to enter in the fields. Refer also to the section [Notes and Instructions for Specific States](#). Examples of fields on the tabs include:
 - **Foreign Address** (on Employer Info I tab). If you choose this option, the Country Code field appears.
 - **Terminating Business** (on Employer Info I tab). If you are terminating your business during the quarter that you selected, then choose this option.
 - **SUTA Employer Tax Percentage** (on Employer Info II tab). Enter the rate at which you pay unemployment insurance for the quarter you have chosen.
7. When you have completed all the information, click Process.
8. Follow the instructions that appear on screen. For example, on the Quarterly Wage Report File Destination window, choose whether to produce the file on diskette or in a folder on your hard disk for electronic submission.

Quarterly Wage on Disk(ette)

9. When processing finishes, a dialog box enables you to print a status report that summarizes the data produced on diskette or hard disk. Click Yes and then Print to print the report or click No. You can print the report later, by choosing Quarterly Wage on Disk(ette) Status from the Payroll Government Reports.

If you are running this process more than once, click **Yes** to print the report after each run. You will only be able to print the last run if you choose to print the report later.

Notes and Instructions for Specific States

The following Table 2 provides notes and instructions that you should know if you plan to use the Quarterly Wage on Disk(ette) function for these states:

Pennsylvania PSD (PA PSD)

Table 2

State	Notes
Pennsylvania PSD (PA PSD)	<p>The Quarterly Wage on Disk(ette) function generates the magnetic media file for PA PSD taxes. You can create the file by doing the following:</p> <ul style="list-style-type: none"> • Click on Payroll >Government Reports and then double-click Qtr Wage on Disk(ette) . • From the Tax Authority dropdown select Pennsylvania PSD Tax. • Enter any additional information in the appropriate fields. • Click Process. <p>Additional notes:</p> <ul style="list-style-type: none"> • Payroll supports the PA Standard format which is accepted by Jordan, Berkheimer, and Keystone. • After selecting the Pennsylvania PSD Tax for the Tax Authority and the Quarter the Due Date field will change to the End Date of that quarter. This setting will create a file for the entire quarter selected. If you check Monthly, you will need to enter the End Date for the particular month in the quarter. For example, if you wanted to report for the first quarter of 2013 for the month of March, you would select – <ul style="list-style-type: none"> Quarter: 1st Year: 2013 Monthly: Checked End Date: March 31, 2013 • The Record Change check box is only for the Employer Record. • If you have multiple work locations, specify each unique Employer PSD Code to generate a report for each location, and you can use the append option at the end of the file creation process to combine the reports. • The Employer Tax Account Number is derived from the Reporting ID field in the Non-Resident PA Tax code. • Foreign address is not supported. • The Employer Total School District Only Payments is not supported.

Installation Instructions

After you have downloaded the payroll Product Update from the Sage Customer Portal, follow these instructions to install the update and to resume your payroll processing.

Step 1 - Install the Payroll Product Update

1. Back up your Sage 300 ERP data.
2. Locate the download file, **UT70K_Q32013_ProductUpdate.exe**.
3. Right-click the file to run as administrator, or ensure that you have administrator rights to run the installation program. The installation program will start.
4. On the Welcome screen, click **Next** to continue to the Software License Agreement window.
5. Read, and then accept the License Agreement, and click **Next**.
6. Select the features to install, click **Next**, and then **Install**.
7. When the installation is complete, click **Finish** to close the installation program.



NOTE: If you are prompted to restart your computer, close all open programs, and restart.

Step 2 - Activate the Payroll Tax Update

1. Start Sage 300 ERP, open your company, and then open the **Administrative Services** folder.
2. Activate your data as follows:
 - Select **Data Activation**. A backup confirmation message appears.
 - If you have not backed up your data, click **Cancel**, close Sage 300 ERP, and back up your data. When done, start the activation process again.
 - If you have backed up your data, select the confirmation box, and click **Proceed** to start the activation process.
 - Select **US PR Tax Update Sept 30, 2013 7.0K**, and click **Next**, then **Activate**.
3. When activation is complete, click **Close** to close the Data Activation window.

Step 3 - Update the local tax repository and rates



NOTE: This section only applies if you are using local tax codes in the Local and Other Custom Taxes window.

1. After activating the payroll tax update, open the Local and Other Custom Taxes window from **US Payroll > Payroll Setup**.
2. Click the **Install Repository** button to update all of the applicable local tax rates in the system.
3. After the repository update is complete, click the tax code Finder and select each of your local tax codes individually. For each local tax code, click **Update** to update the company level tax rates.

4. To confirm your tax code changes, print the Update Local Taxes Audit report from **US Payroll > Payroll Setup Reports**.



IMPORTANT: If your local tax codes use the **Percentage of Base** calculation method, you must update each employee who is assigned that tax code to ensure that the employee-level tax rate is correct.

Step 4 - Process payroll

After you have completed installation and data activation, and made any necessary adjustments described in this document, you can resume processing payroll.