

2010 2nd Quarter Payroll Update

Product Group: Sage MAS 90 and 200

Product Affected: 941Form Updates and Payroll Updates
Payroll module version 3.71, 4.00, 4.05, 4.10, 4.20, 4.30 with SU 17 or higher, 4.40, 4.40 with PU1 also included versions 3.73 and 3.74 for SQL.

Number: PR3035-KBA

Date: June 30, 2010

Subject: 2010 2nd Quarter Payroll Changes

2010 2nd Quarter Payroll Update for 941 reporting will require following the steps below to ensure successfully printing amounts for Qualified Employees on 941 forms.

Resolution: **Install the 2010 Q2 Payroll Update**

Prior to performing Payroll period-end processing and Quarterly 941 Printing for the 2nd quarter 2010, the following steps are required:

1. Complete all Quarter 2 payroll entries and update.
2. Install the 2010 Q2 Payroll Update.exe.
3. Using Windows Explorer, browse to ..\MAS90\Reports\.
4. Rename the following files in the ..\###-###\ and ..\###-xxx\ folders (where xxx = company code):
 - PR941A.rpt
 - PR941P.rpt
 - PRSCHB.rpt
 - PRSCHP.rpt
5. If you have used Custom Office and have user-defined fields (UDFs) in Employee Maintenance or Payroll Options, follow the steps in Resolution ID [2414](#).
6. Select Payroll Setup menu > Payroll Options and select the Implement Qualified Employee Reporting check box.
Note: This check box should be selected even if you do not have any employees that meet the Federal guidelines for a qualified employee.
7. Select Payroll Main menu > Employee Maintenance and select the Qualified (W-11) check box for any employee that meets the Federal guidelines for a qualified employee.
8. Select Payroll Period End menu > Quarterly 941 Printing.
Note: If an exempt earnings code was used, the Fractions of Cents field may need to be adjusted.
9. If you have qualified employees, click Qualified Employee.
10. Verify the amounts are correct for line 6b and 6c, and manually enter the amounts for line 12c and 12d. When all information is entered and correct, click Accept.
 - Line 6a - Number of qualified employees first paid exempt wages/tips this quarter
 - Line 6b - Number of qualified employees paid exempt wages/tips this quarter
 - Line 6c - Exempt wages/tips paid to qualified employees this quarter
 - Line 12c - Number of qualified employees paid exempt wages/tips March 19-31
 - Line 12d - Exempt wages/tips paid to qualified employees March 19-31
11. Print your 2010 2nd Quarter 941 Report and follow your normal quarter end process.

Note: Payroll updates will need to be reinstalled if you upgrade your Sage MAS 90 and 200 system.

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All support documents, Knowledgebase articles, and program corrections are available on the Sage Web site (<http://www.sagesoftwareonline.com>) after registering for and logging on to Sage Online.