Payroll Year-End FAQ's

1. **Where can I find the Company Name that prints on the W-2?**

   The Company Name that prints on the W-2 Form comes from Company Maintenance on the Library Master / Main menu. Select your company code from the lookup, enter the Company Name and click Accept.

2. **Where can I find the Company Tax ID Number that prints on the W-2?**

   The Company ID that prints on the W-2 Form comes from Tax Table Maintenance on the Payroll Setup menu. Enter *FED* or the two-letter state code, for example *CA*.

   For Federal eFiling and Reporting, the Federal ID comes from Company Maintenance on Library Master, Main menu.

3. **Is there a way to make corrections to the W-2?**

   Incorrect figures should be researched in depth to determine the cause. Verify that the incorrect figures have not affected other reports. Once you are satisfied with the integrity of your payroll data and still need to make corrections to the W-2s, click the **Fix** button in Tax Summary. This option will allow you to make changes to the W-2s for specific employees.

   From the Main menu, select Employee Maintenance after selecting the employee record to be changed, click the Tax Summary button, make your record selections, then click the Fix button.

   For Federal & State eFiling and Reporting, the corrections will also need to be made in the Forms Viewer or W2 Preparer.

   From the Period End menu, select Federal or State eFiling and Reporting. Select the applicable form and click Accept, then make necessary changes in the Form Viewer or W2 Preparer. Please note these changes do not write back to the Sage MAS 90 and 200 Data Files.

4. **Where is the Fix button in Employee Tax Summary?**

   The **Fix** button will only be available if the user is logged on with a user code that has sufficient Role Security. If no security is set on the system, at least one user code must be entered with a Role that has the Supervisor Rights check box selected under Payroll.

5. **While trying to update the Check Register we're receiving the message "Check Date past the Quarter Ending Date".**

   Check the Payroll Posting Dates. The Check Date defaults to the Payroll System Date. If the Payroll System Date falls outside the current quarter as set in the Payroll options, you will get this message. If the Payroll System Date is not set for the current quarter, then either the date must be changed or the quarter must be closed.

6. **How is Fractions of Cents calculated on the 941?**

   The calculated adjustment amount represents the difference between reported collected taxes and the amount that should have been collected. This forces the 941 form to equal the total liability for the quarter.

7. **From where do the Box 13 check boxes get their information?**

   The Pension/Profit Sharing check box and the Statutory Employee check box need to be selected in Employee Maintenance for the boxes to be checked automatically by the system. The Third Party Sick Pay check box must be selected manually.

8. When working in Electronic Reporting, can you add a state not listed?

Yes.

a. From the Electronic Reporting Main menu select W-2 Electronic Reporting.
b. Select the State button.
c. Type the 2-character code in the State Code field for the state to be added, then press ok and accept
d. Select the check box to include State
e. Select Proceed.
Please note that these files may not meet State Requirements.

9. What happens to the Employee Deduction Codes, found in Voluntary Deduction Maintenance, after performing Year-end Processing?

For an employee deduction code with an established goal:

- If the goal has been reached, the deduction code will be removed.
- If the goal has not been reached, the deduction code will remain in the employee record.

For an employee Pension Plan deduction code with the 'Reset Balance at Year End' selected:

- The amount at the Ded. Balance filed is reset to the amount at the Ded Goal field

10. How do you change the Worker's Comp Calculation Method?

If the Worker's Comp Code has posted earnings, you can only change the Rate field and the Contribution Limit field. However, if there are no earnings posted to the code, you can make changes to any field.

If a change to other fields must be made after earnings have been posted:

- Create a new Worker's Comp Code with the correct settings
- Using Payroll Data Entry, reverse all earnings from the incorrect Worker's Comp Code code
- Using Payroll Data Entry, rekey the earnings using the correct Worker's Comp code

11. I am getting the message "PRU.SOA NOT FOUND."

This message indicates the Tax Tables for Payroll are not installed or are not recognized. Install Tax Tables from the Downloads section on the Support home page of Sage Software Online .

12. How do I set up a reimbursement?

Reimbursements are not *wages* and should not be paid with an Earnings Code. A/P Manual Check entry is the preferred method to reimburse employees. If a reimbursement must be entered through Payroll:

a. Set up a Miscellaneous Deduction Code in Deduction Code Maintenance.
b. In P/R Data Entry, enter the Miscellaneous Deduction as a negative amount.

The reimbursement will not show up as wages on the 941 or W-2.

13. How would I print one state at a time on the W-2 Forms?

Enter the state code into the Sort field in Employee Maintenance. When printing W-2s, select **Sort Field** in the Sort Options field.

14. Why are the additional earnings and deductions not printing on the W-2?

The Miscellaneous Type Earnings or Deductions fields must be activated in Form Maintenance.

- Select **W-2 Form Printing** from the **Setup** menu.
- Click the **Form** button.
- Click the **Details** tab.

Find the following fields and select the Print check box on the Data Line check box.

MISC. EARNINGS CODE 1
MISC. EARNINGS GROSS 1
MISC. EARNINGS AMOUNT 1
MISC. DEDUCTION CODE 1
MISC. DEDUCTION GROSS 1
MISC. DEDUCTION AMOUNT 1

If there is a second misc. earnings/deduction code, then select the Print checkbox on the Data line for the following fields.

MISC. EARNINGS CODE 2
MISC. EARNINGS GROSS 2
MISC. EARNINGS AMOUNT 2
MISC. DEDUCTION CODE 2
MISC. DEDUCTION GROSS 2
MISC. DEDUCTION AMOUNT 2

For Federal eFiling and Reporting, the Miscellaneous Type Earnings and Deductions must be added to the W2 Preparer:

- From the Payroll Period End Menu select Federal eFiling and Reporting
- Select the W-2_SSA form
- Select the applicable Earnings and Deduction code from the Misc Earnings Code & Deduction Code lookups
- Click Accept and follow the wizard until the W2 Preparer is launched
- The columns will display in the grid as DedCode1, DedCode2, EarnCode1 & EarnCode2
- To display the correct label on the W-2:
  - Right click on the Column and select Rename
  - Enter the Description you would like to display on the W-2.
    Note: only the first 10 characters will print
  - Click Ok

15. Why doesn't Payroll recalculate deduction totals if the regular earnings have been changed?

As of Sage ERP MAS 90 and 200 4.50, additional functionality is available to Recalculate Deductions in Payroll Data Entry. Defaults for this functionality can be established in Payroll Options located on the Setup menu.

In versions prior to 4.50, once automatic deductions have been applied to regular earnings, the system will not recalculate if the regular hours or pay rate is changed. You must delete the deduction and re-enter it. This will allow the calculation method to recalculate the deduction amount.

16. **Is there a way to create a check for the Employer's Tax Liability from Payroll? If not, can the information be transferred to Accounts Payable?**

    Employer's Tax Liability should be paid through Accounts Payable. Payroll does not update the A/P system with the Employer's Tax Liability. You can print the Employer's Expense Summary report, however, this report should only be run for the current Payroll and is cleared after updates to the Payroll Check Register.

    In Federal & State eFiling and Reporting, payment coupons can be printed and mailed or electronically filed for a fee.

17. **Can Electronic Reporting be run for multiple companies' data files at one time?**

    No. Electronic Reporting must be run separately for each company.

    In Federal and State eFiling and Reporting, multiple companies' data files can be merged into one filing. The multiple payroll data file merge feature is used for companies or tax preparers that keep separate databases for employees working under the same Federal EIN (employee identification number).Some examples of these are separate departments, divisions, company names under the same EIN, branches, etc.