# Sage ERP MAS 90 and 200

## 2010 Year End Frequently Asked Questions

**Payroll Tax Table Update, Electronic Reporting, & Accounts Payable**

1.  **Do I need to download the 2010 Interim Release Download (IRD)?**

    For AP 1099 Reporting, customers who use 1099-INT or 1099-DIV forms on versions 4.20, 4.30 and 4.40 the IRD is required. There are no changes to Form 1099-MISC. For Payroll customers running versions 3.73, 3.74. 4.0, 4.05, 4.1, 4.2, 4.3 and 4.4 the IRD is required. For customers who are using Electronic Reporting for 1099 or W-2 filings, the IRD is required.

2.  **Do I need to download the 2010 IRD if I'm using the Federal and State eFiling and Reporting feature?**

    You will still need to apply the IRD if you choose to use Sage ERP MAS 90 and 200 Federal and State eFiling and Reporting. Payroll reporting for the Qualified Employee requires that the Payroll Update was installed for second QTR 2010, and also requires the installation of the 2010 year end IRD. In addition, if you upgraded to 4.30 or higher from version 4.20 or below during this payroll year, you will need to manually adjust the Box 12 Code CC amounts for Qualified Employees. See the IRD release notes for details.

3.  **When will the year end Sage ERP MAS 90 and 200 Federal and State eFiling and Reporting updates be available?**

    After December 17th you will be able to access Federal and State eFiling and Reporting within Payroll or Accounts Payable to update your W-2s and 1099s. Simply access eFiling and Reporting within Sage ERP MAS 90 and 200 and the system will prompt you to apply the online automated update.

4.  **When will the year end Tax Table Update (TTU) and Interim Release Download (IRD) for Sage MAS 90 and 200 be available?**

    The Q1 2011 Tax Table Update (frequently referred to as the year end TTU) and Interim Release Download (IRD) are expected to be available approximately December 17, 2010 for download from Sage Online, Sage MAS Support section, click there by using the "Log On" link in the upper right corner of www.SageMAS.com. We'll also update the TTU with late-breaking changes as necessary each week throughout January 2011.

**5. Will I be required to print my W-3 on the red, preprinted form when using Federal and State eFiling and Reporting?**

The Federal W-3 is not required to be printed on the official form. We have incorporated an approved substitute that can be printed on plain paper with an inkjet or laser printer. It should not be printed in Red. You can identify the approved form by looking for the numbers 0000/1048 under "year" on the form.

**6. How will the year end Tax Table Update (TTU) and Interim Release Download (IRD) for Sage ERP MAS 90 and 200 be made available to Customers, Business Partners or Sage Software Accountants Network members?**

It will be available as a download from **Sage Online, Sage MAS support** section, **click there by using the upper right corner "Log On" from www.SageMAS.com.** This download will ensure that you will have the most up-to-date tax rates for the new tax year. Since Sage must wait for states to announce tax rate changes before we can create the new tax tables, and legislative tendency is for last minute changes, we'll also update as necessary through January 2011.

**7. I do not have access to the Internet from my Sage ERP MAS 90 or 200 server. How can I obtain the year end Interim Release Download program update and TTU to install them on my server?**

The programs can be downloaded from any computer with Internet access and copied onto a CD or flash drive, then loaded onto your Sage ERP MAS 90 or 200 server.

**8. How can I obtain the TTU or IRD if I do not own a current Subscription plan?**

You must be a Customer with a current Subscription or Business Care plan, a Business Partner with a current Business Partner agreement, or an Accountants Network member with a current membership agreement in order to access Sage Online, Sage MAS Support. Click there by using the upper right corner "Log On" from www.SageMAS.com and download the TTU or IRD. If your plan or agreement has expired, please contact our Client Care department for Customer renewals at 888-924-8989, Business Partner renewals at 800-854-3415, and Accountants Network enrollment at 866-565-2726.

**9. I've never been to** Sage MAS support, **and I don't know if anyone else from my company has either. What do I do to get a login and access the information I need?**

If you do not have a current login to Sage MAS support, go to the following URL and click on the Register Now link: http://www.sagesoftwareonline.com/eServices.

You'll need your Sage account number to register. Please note that to access the support tools of Sage MAS support, you must have a current agreement or subscription plan with Sage. If you have issues with obtaining a login, please email us at tools.na@sage.com for assistance.

## 10. After I download my TTU and IRD, do I install it on my workstation or on my server?

It is recommended that you install the TTU and IRD onto your server. For detailed installation instructions, please read the Installation and System Configuration Guide, or contact your Sage ERP MAS 90 and 200 Business Partner.

## 11. We file Local Withholding Tax on our W-2s and we're using Federal and State eFiling and Reporting, what extra steps do I need to take?

You will need to download the IRD from Sage Online before running W2s. It will be available December 17th as a download from Sage MAS support. Once the IRD is installed, you will need to select the local tax type in Tax Table Maintenance to activate local tax codes to ensure they are available for Federal and State eFiling and Reporting.

## 12. What changes were applied to the Electronic Reporting module?

1099 Electronic Reporting has been modified according to the Internal Revenue Service's 2010 Publication 1220. In the "A" Record the Combined Federal/State Indicator position has been moved and the Type of Return position has been expanded to 2 fields. In the "B" Record for Form 1099-INT a new field has been added for CUSIP Number.

W2 Electronic Reporting has been modified according to the Social Security Administration's 2010 Specifications for Filing Forms W-2 Electronically (EFW2). In the "RO" and "RU" Records a position for HIRE Exempt Wages and Tips has been added.

## 13. Previously, I've filed employees W-2's via Magnetic Media. Are there any changes?

The Social Security Administration (SSA) will not accept W-2 information from employers on any type of magnetic media. Instead, they require electronic filing of W-2 information. Sage ERP MAS 90 or 200 versions 4.0, 4.05, and 4.10, and Sage ERP MAS 200 for SQL versions 3.73 and 3.74 Magnetic Media module and Sage ERP MAS 90 and 200 versions 4.2, 4.3 and 4.4 Electronic Reporting module will allow you to create a MMREF-1 (EFW2) format file for uploading to the SSA's website (www.ssa.gov/employer). The MMREF-1 file is formatted to the SSA's Electronic Filing and Magnetic Media Reporting specifications provided the applicable IRD has been downloaded from Sage Online and properly installed on

your system. File will be created in directory EFW2/"company code" as file name "W2REPORT.TXT".

Some states may still accept magnetic media filings; please check the information your state has provided to you for their policies. If your state accepts magnetic media filings and uses the Federal MMREF-1 format, you can use the Electronic Reporting module to create the media for your state filing.

### 14. I'm supposed to electronically file my W-2s in the EFW2 format, so why does Sage ERP MAS 90 and 200 show a MMREF-1 format?

The Social Security Administration has replaced all references to MMREF-1 with a new acronym "EFW2". There is no need for concern, because even though your Sage ERP MAS 90 and 200 software will still reflect the historical MMREF-1 acronym, the file format is the same as EFW2, and will be accepted by the Social Security Administration.

### 15. For companies who must print 1099 forms, are changes required this year?

There are no new changes to 1099-MISC Form reporting in 2010. Form1099 – DIV has form alignment changes for versions 4.20, 4.30, 4.40 and 4.45. With Form 1099-INT, a new box, Box 10, has been added to the forms and will be available in Vendor Maintenance in the grid to enter the CUSIP number.
If you are on version 4.3 or higher, these changes are included in your software. If you are on version 4.2 or below, and your business has the need to complete Box 8 & 9, please see www.irs.gov for instructions.

### 16. I was formerly required to file Form 1099's via Magnetic Media, but now need to file 1099's via Electronic filing using the Internet. What do I need to know?

To support the changes with 1099 electronic filing you must be running one of the supported versions listed in the chart at the end of these FAQs with the 2010 IRD downloaded from the support tools section on Sage Online, Sage MAS support, or click on the upper right corner "Log On" from www.SageMAS.com, and properly install it on your system.

**Reminder:** After printing your 1099 forms to distribute at year end, you MUST say NO to the prompt "Do you want to clear all 1099 payments?" in order to retain the information for electronic filing.

### 17. Where can I find information on how to do year-end processing for any module?

Year end processing information, including checklists and the order in which to close modules can be found on Sage MAS support, or using the upper right corner "logon" from www.SageMAS.com. After logging in from the link on the top right, select 'Support', then under Customer Support, Support Options and Resources

select 'Sage MAS 90 and 200'. Scroll down to find the Year End Processing Information 2010.  Also, Year-end training classes and Self-Study Guides are available.  For schedule details or to purchase a Self-Study Guide, visit our web site at www.SageU.com/ACS.

## 18. Where can I purchase W-2 and 1099 forms 100% compatible with my Sage ERP MAS 90 or 200 software?

The Sage Tax Forms Division provides approved 2010 IRS forms that are the only ones guaranteed to be 100% compatible with Sage ERP MAS 90 and 200. To order forms, go online at https://sage.checks-and-forms.com or call 800-538-5514.

## 19. I have an Extended Solutions enhancement.  Will I need to update it after installing the 2010 Interim Release Download?

If you own a Sage ERP MAS 90 or 200 Extended Solutions title you may need to update it because of 2010 year-end changes.  To review the titles affected, click on Sage MAS support, or use the upper right corner "logon" from www.SageMAS.com. Under Support for Sage MAS 90 and 200, go to Year End Processing Information for 2010, Interim Release Download, then choose Extended Solutions affected by the 2010 Q4 IRD.  Please make sure to follow the instructions outlined in that document that will be posted on Sage Online by December 17th.

## 20. I am using Sage ERP MAS 200 SQL v 4.45 and need to file 1099s. What do I need to do?

There is no IRD required, all programs necessary for creation of 1099 forms for 2010 are included in the initial Sage ERP MAS 200 SQL v 4.45 release. To file your 1099 forms, use eFiling and Reporting accessed from the Accounts Payable Reports menu.

## 21. Does the IRD contain changes to Payroll to support the Qualified Employee reporting as allowed by the HIRE Act?

Yes. Customers running one of the supported versions of Payroll must have previously installed the Q2 2110 Payroll Update before installing the 2010 Year End IRD. The Year End IRD includes additional changes to report Code CC in Box 12. A 2010 W-2 HIRE Act Instruction Document will be displayed at the end of the installation of the IRD. It will also be available on Sage Online, Sage MAS support, with the IRD. These instructions should be printed and delivered to your Payroll Department before W-2s are printed.

## 22. What is new in eFiling and Reporting this year?

To make it easier to use and understand the eFiling and Reporting process, there is a new 'test drive' feature that allows you to walk through the process of filing without making any permanent changes or edits.  Also new in eFiling and Reporting

is eFiling options for the territories of America Samoa, Guam, Virgin Islands and Puerto Rico.  The changes required to process Qualified Employees under the HIRE act are also included.

23. **Will the IRD be included in a Product Update or Service Update?**

The IRD is expected to be available about December 17, 2010 for download. Also, all of the program changes in the IRD will be included in Sage ERP MAS 90 and 200 4.4 PU4, and Sage ERP MAS 90 and 200 4.3 SU21, expected to be available the week of December 27, 2010. If you install PU4 or SU21 instead of the IRD, you will still need to download and install the Q1 2011 Tax Table Update before processing your first payroll for 2011.

## Supported Versions of Sage ERP MAS 90 and 200 for 2010 Year End with Planned Availability of Program Changes

| 2010 | Sage ERP MAS 90 and 200 | Sage ERP MAS 200 SQL | Sage ERP MAS 200 SQL | |
|---|---|---|---|---|
| **Available Programs** | v4.0/4.05/4.1/4.2/ 4.3/4.4 | v3.73/3.74 | V4.45 | **When to Install** |
| *1099 printing* | Dec 17, 2010 IRD* <br><br> Versions 4.2-4.4 only | N/A | Included in initial release, no IRD required | Prior to printing 1099s DIV & INT forms |
| *W-2 printing* | Dec 17, 2010 IRD | Dec 17, 2010 IRD* | N/A | Prior to first payroll run for 2011 |
| *Electronic Reporting for 1099s (formerly Magnetic Media)* | Dec 17, 2010 IRD | Dec 17, 2010 IRD | See question #20 above | Prior to Creating year-end electronic reporting file |
| *Q1-2011 TTU's* | Download latest TTU from Sage Online <br> Click on Sage MAS support, or use the upper right corner "logon" from www.SageMAS.com | N/A | | After W-2 forms have been created, and the Electronic Reporting file has been completed, and prior to first payroll run for 2011 |