DSD Business Systems

Sage 100 Enhancements

Q030

Employer Taxes (Actual) Posted to Job Cost
PR-1030

Version 5.40

Information in this document is subject to change without notice.

Employer Taxes (Actual) Posted to Job Cost User's Manual
Version 5.40

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: http://www.dsdinc.com

The Enhancement page contains:

> *Current Release Schedule*
> *Purchasing Information*
> *Installation Instructions*
> *Product Support*
> *Enhancement Links*

Q030 Employer Taxes (Actual) Posted to Job Cost:

http://www.dsdinc.com/enhancement/employer-taxes-actual-posted-to-job-cost-2

The product web page contains:

> *Product Description*
> *Web Links*
> *Current Product Version Table*
> *Product Installation File Download*
> *Product Manual in .pdf Format*
> *Revision History*
> *FAQ*

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

> *Error number.*
> *Program name.*
> *Line number.*
> *Program version.*

Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.

If leaving a message or faxing, please include:

Your name.
Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Employer Taxes (Actual) Posted to Job Cost Features

This DSD Extended Solution to the standard Sage 100 Payroll and Job Cost modules allows the Employer portion of Payroll taxes (including FICA, Unemployment, Medicare and Workman's Compensation) to be posted to the Job Cost module. The Job Labor Distribution Report has been enhanced to report the tax amounts. Taxes are summarized by Job Number/Cost Code/Employee Number/Earnings Code. A Setup option is available to post the taxes to the G/L Accounts set up in Job Cost. Refer to the Operations section of this manual for explanations of the tax calculation methods.

Section B: Getting Started

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**

- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.

- **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
P/R	Y	5.40

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. *Run Enhancement Setup Program:* Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. *Send your Sage Serial Number to your DSD Representative:* Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

   Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** *found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the* **Unlock Product** *button on the right side of the window.*

7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.
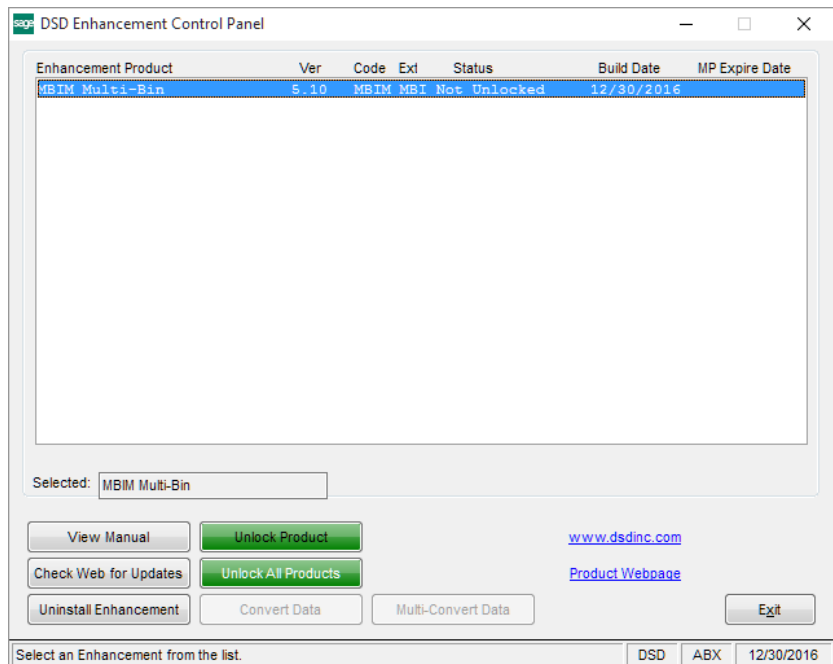
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
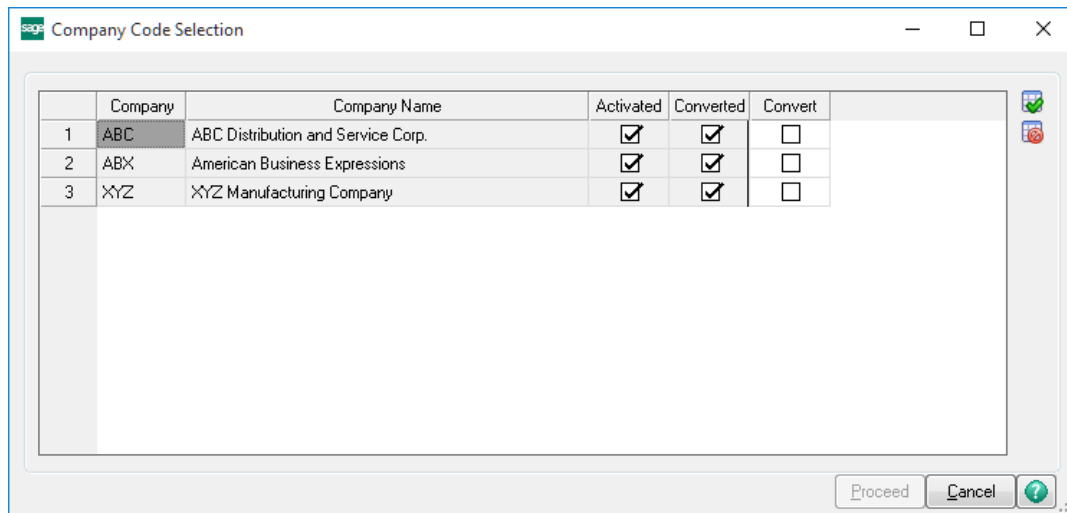
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see Uninstall DSD Enhancements)

Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

Answer the following prompts:

Cost Code For Payroll Taxes: Enter the Cost Code for Payroll Taxes. If you leave the Cost Code blank, then the cost code from Payroll Data Entry will be used. If you enter a Cost Code, only Cost Types that are active for that Cost Code may be entered. If you leave the Cost Code blank, any defined Cost Type may be entered.

Cost Type For Payroll Taxes: Select a Cost Type for Payroll Taxes from the drop box. If you select 'None,' the 'Labor' Cost Type will be used.

Use Job Cost Account(s) For Taxes: Check this box to post taxes to the G/L Accounts set up in Job Cost.

Post to Job Cost in Detail: Check this box to break the tax postings from Payroll into five entries: FICA, FUTA, SUTA, Medicare and Worker' Comp.

Specify Cost Type By Tax Type: When 'Post to Job in Detail' is checked, 'Cost Type for Payroll Taxes' is set to 'None', and 'Specify Cost Type by Tax Type' is checked you will see five additional fields of entry to define a Cost Type for each of the following: FICA, FUTA, SUTA, Medicare, and Workers Comp.

Calculate Worker's Comp as if it Were Only Line on Check: If this box is checked, for each earnings code line in payroll that has a job number and workers comp code, the Worker's Comp amount posting to job cost will be calculated as though it were the only line on the check.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Section D: System Operations

The Job Labor Distribution Report (appears as 'Labor Distribution Report' on the Payroll main menu, sort by Job Number), includes new columns for the Payroll tax amounts.

The tax amounts are calculated in two different ways. The FICA, Unemployment and Medicare amounts are calculated on a Payroll line-item-by-line-item basis. The tax amount calculated for each item will be the exact portion of the total tax for the employee associated with that line item. The Workman's Compensation tax is calculated on a percentage basis. The percentage is calculated as the pay amount against the wages subject to tax for that State/Workman's Compensation Code. This percentage is then applied to the total tax for that State/Workman's Compensation Code. Due to this percentage calculation, it is possible for the total of the individual tax amount to vary slightly from the Total Tax amount on the Employers Expense Summary Report.

Though the Job Labor Distribution Report will detail the individual tax amounts by type (e.g. FICA, Medicare), the taxes post to Job Cost as a total.

If you do not enter a Cost Code during Setup, then the Cost Code entered during Payroll Data Entry will be used. If the resulting combination of Cost Code/Cost Type is not active, you will not be able to update the Daily Job Transaction Register. An Error Log will be printed indicating the inactive combination, and you will have to resolve the problem before the update will be allowed. (This is standard in Sage 100 and is not affected by this Extended Solution.)

When the setup question 'Use Job Cost Accounts for Taxes' is checked, the taxes on the Daily Transaction Register will post to the G/L Accounts set up in Job Cost. The original postings from the Payroll Department will still post, but there will be a reversal line to offset the original tax postings. "Consolidate Payroll Expense Postings" in PR Setup Options must be turned off.

When setup question 'Post to Job Cost in Detail' is checked, the tax postings from Payroll will be broken out into five entries by employee number: FICA, Federal Unemployment, State Unemployment, Medicare, and Workman's Comp.

The posting comment per cost code in Job Transaction Detail will be:

Reference /Posting Remarks
Employee #/Check Number/Date-FICA
Employee #/Check Number/Date-MED
Employee #/Check Number/Date-FUTA
Employee #/Check Number/Date-SUTA*
Employee #/Check Number/Date-WC

*SUTA is defined as all non-Federal Unemployment

The corresponding amount will be referenced in the 'AMOUNT' column.

We will also modify the method used to determine the Worker's comp posting to Job Cost. If you check the box 'Calculate Worker's Comp as if it Were the Only Line on Check' at Setup, for each Earnings Code line in Payroll data entry which has a Job Number and a workman's comp code, the Worker's Comp. amount posting to Job Cost will calculate as though that was the only workman's comp line on the check.

When 'Specify Cost Type by Tax Type' is checked, Update to Job Cost will be modified to post to the Cost Type specified with the Tax Type, rather than all of them to the one Cost Type previously allowed.

**If you check 'Calculate Worker's Comp as if it Were Only Line on Check' in Setup, the amount of Worker's Comp posted to Job Cost may not match the actual amount of Worker's Comp.

Crystal Reports and the ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

| File:	Description	Field:
PRJ	Labor Distribution Report	PRJ_Key
PR_AJ	Labor Distribution Report 2	PRJ_Key
		EmpFICATax
		UnempTax
		EmployerMedicareTax
		WorkmansCompTax
		StateUnemploymentTax
PR_BJ	Payroll Job Cost WC	PRJ_Key
		Dept
		WorkmansComp

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.
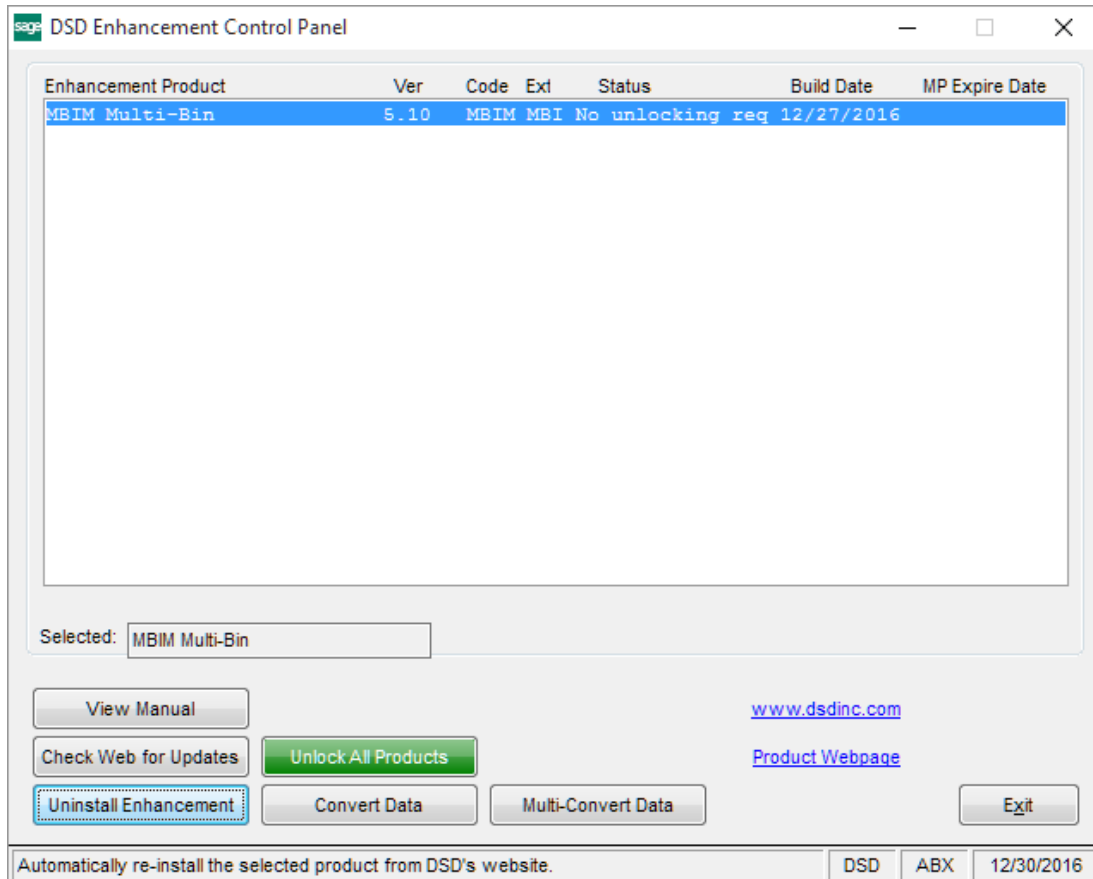

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
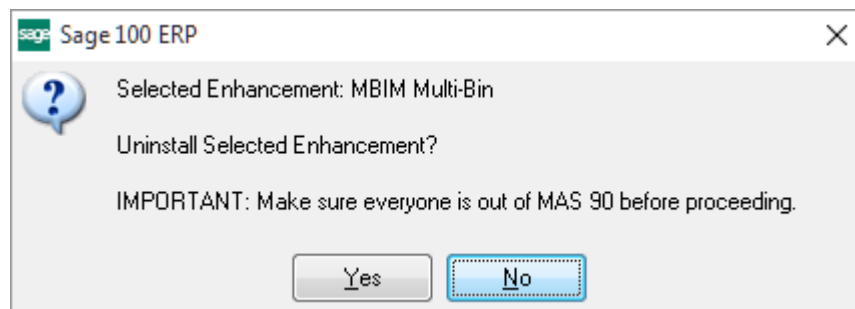
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.
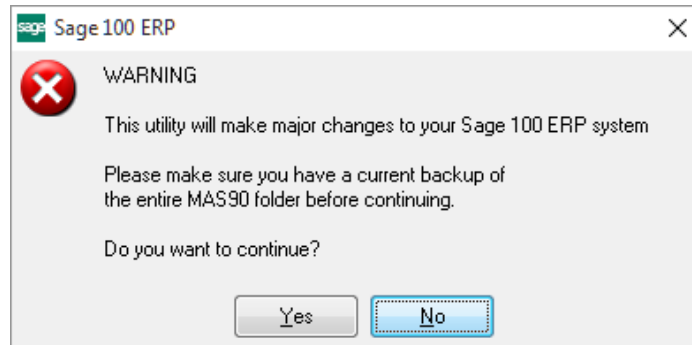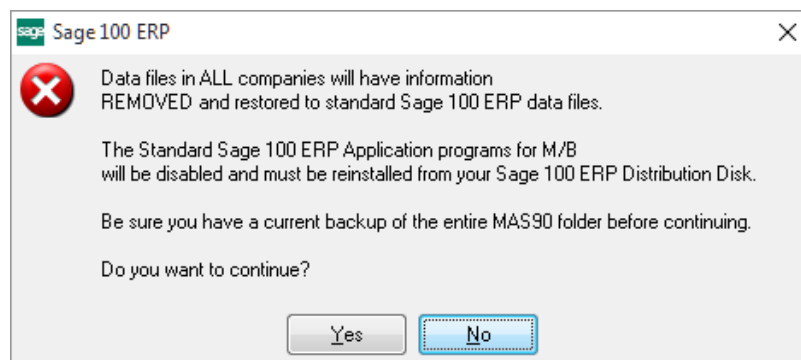

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.
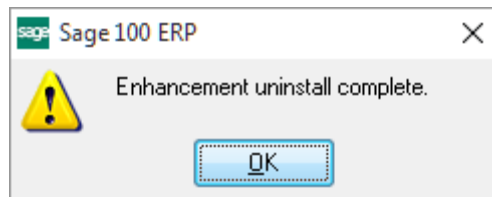
Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).