



DSD Business Systems

Sage 100 Enhancements

Q064

Tax & Deduction Liability Check Generation

PR-1064

Version 7.40



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Tax & Deduction Liability Check Generation User's Manual
Version 7.40

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DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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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*

Q064 Tax & Deduction Liability Check Generation:

<http://www.dsdinc.com/enh/pages/Q064.htm>

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 remotely or by some other to duplicate the system.

Tax & Deduction Liability Check Generation Features

This DSD Extended Solution to the standard Sage 100 Payroll and Accounts Payable modules automatically creates Accounts Payable invoices in the amount of Payroll Employer Tax checks and 'Other' Deductions.

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	7.40 / Payroll 2.xx
A/P	Y	7.40

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.

- 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.

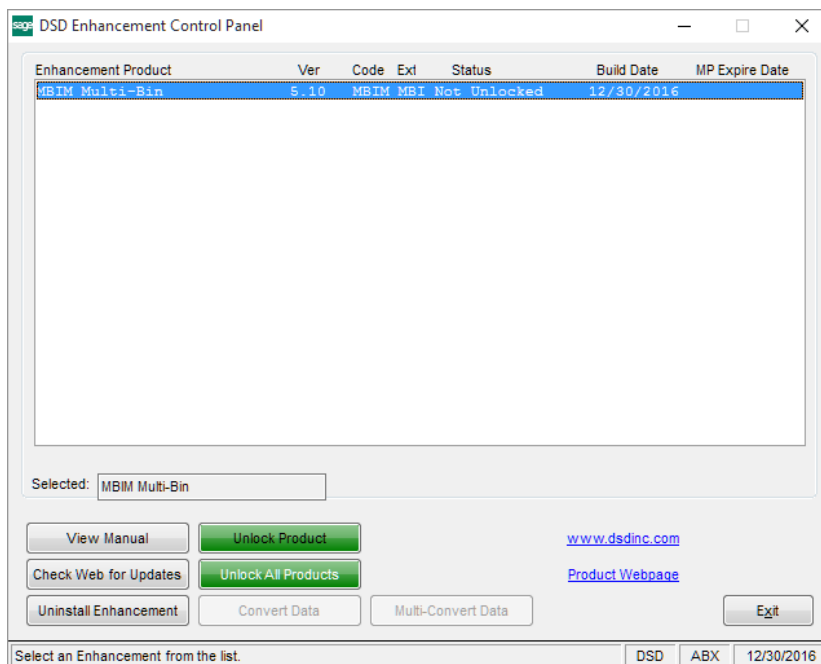
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

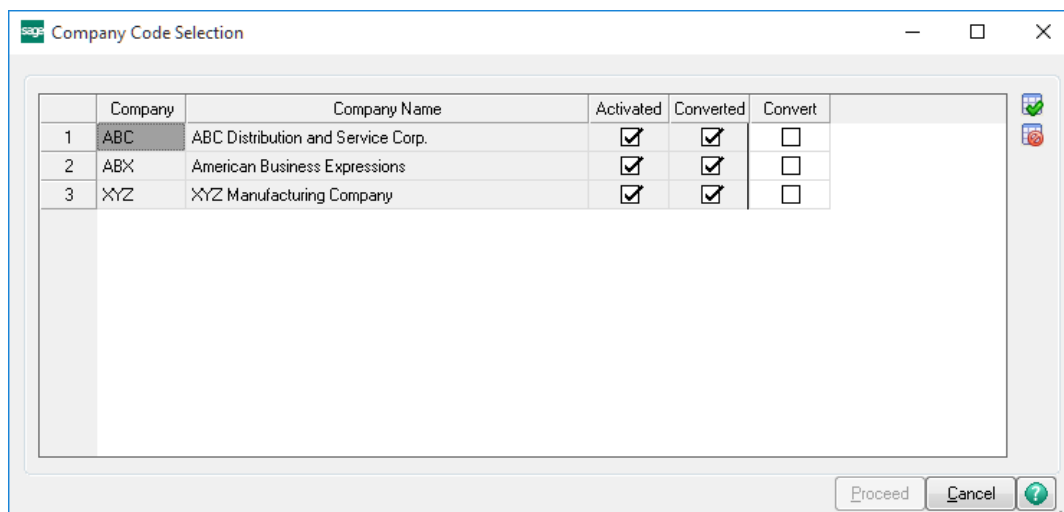
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.

The screenshot shows a software window titled "PR-1064 Setup Options" with a blue header bar. Inside the window, the title "Tax and Deduction Liability Check Generation" is centered. Below the title, there are two settings: "Enable DSD Extended Solution" with a checked checkbox and "Level 2.23" in blue text. Below that is "Use Vendor Default G/L Account" with a checked checkbox. At the bottom right, there are "Accept" and "Cancel" buttons. At the very bottom of the window, there is a status bar with "DSD", "ABC", and "9/12/2023".

Answer the following prompt:

Use Vendor Default G/L Account: Check this box to use the default GL Account from Vendor Maintenance. Leave it blank to use the Accrual Account from Tax Table Maintenance (or, in the case of deductions, the Expense Account).

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

Section D: System Operations

Deduction Code Maintenance

A new 'More' button called **Tax/Ded Vendor** has been added to the Deduction Code Maintenance panel. Select this button to access the **Deduction Code Additional Fields Entry** panel.

Deduction Code Maintenance (ABC) 9/12/2023

Deduction Code: 000001
Description: Tips Reported

Deduction Type: Standard Deduction
Calculation Method: Equal to Earnings Code(s)
Standard Amount/Rate: .00
Standard Limit: 1.00
Apply to W-2 Box: ☐ Box 12 Code: ☐
Deduction Code to Use:
Employee Pay Rate: Pay Rate 1
Maximum Income Multiplier: .00
Reset Balance at Year End: ☐

Equal to Earnings Code: 000005 Tips Reported

Frequency of Deduction: Every Pay Period ☒
Pay Period 1 ☒ Pay Period 4 ☒
Pay Period 2 ☒ Pay Period 5 ☒
Pay Period 3 ☒

Automatically Apply Deduction to Earnings Code: ☐

Deduction Accrual Account: 665-01-00 Miscellaneous expense
Contribution Expense Account:

Tax Rule:

Tax/Ded Vendor Accept Cancel Delete

Deduction Code Maintenance Additional Fields Entry

Vendor No. 01-MUTLF Mutual Life Company

OK Cancel

Vendor Number: Select the Vendor Number to be used for this Deduction Code during Payroll Check Register Update.

Company Tax Group Setup – Main Tax Accounts

A new 'More' button called **Tax/Ded Vendor** has been added to the Company Tax Group Setup panel. Select this button to access the **Tax Table Additional Fields Entry** panel.

The screenshot shows two windows from the software. The top window is titled "Company Tax Group Setup (ABC) 11/13/2019". It has a "Tax Group" field set to "CA" and a "Description" field set to "California". Below these are tabs for "1. Main", "2. Additional", and "3. Tax Rates". The "1. Main" tab is active. It contains a "Tax ID No." field with the value "123-456" and a "Round Withholding Tax Amount" checkbox. Below this is a table of "G/L Accounts".

Tax	G/L Account No.	G/L Account Description
Withholding	225-03-00	State tax withheld
Employee Disability	225-03-00	State tax withheld
Employee Unemployment	230-02-00	Accrued state unemployment
Employer Unemployment	230-02-00	Accrued state unemployment
Employer Workers' Comp	230-03-00	Accrued workmans' comp

At the bottom of the window are buttons for "Accept", "Cancel", "Delete", and a "Tax/Ded Vendor" button. The bottom window is titled "Tax Table Additional Fields Entry". It contains a table with four columns: "Tax", "Vendor No.", "Name", and "Prefix".

Tax	Vendor No.	Name	Prefix
Withholding	01-IRS	IRS	TT
Employee Disability	01-IRS	IRS	TT
Employee Unemployment	01-IRS	IRS	TT
Employer Unemployment	01-IRS	IRS	TT
Employer Workers' Comp	01-IRS	IRS	TT

At the bottom of this window are "OK" and "Cancel" buttons.

Enter a Vendor Number and Invoice Prefix (State, Federal) for each **Main Account**. Entering a prefix will allow separate A/P Invoices to be generated for a vendor. Be aware that all entries that do not have a prefix will be consolidated into one invoice per vendor and that the prefix 'DD' is reserved for creating an invoice from deductions.

If the same prefix is used multiple times for the same vendor, one invoice will be created.

Company Tax Group Setup – Additional Tax Accounts

Two new fields have been added to the **Additional** Tab in Company Tax Group Setup.

Company Tax Group Setup (ABC) 11/13/2019

Tax Group: CA
Description: California

1. Main 2. **Additional** 3. Tax Rates

	Tax	G/L Account No.	G/L Account Description	Vendor No.	Prefix
1	California Employment Training Tax Employer Liab	220-00-00	Other accrued expenses	01-IRS	TT

Accept Cancel Delete

Enter a Vendor Number and Invoice Prefix (State, Federal) for each Additional Account. Entering a prefix will allow separate A/P Invoices to be generated for a vendor. Be aware that all entries that do not have a prefix will be consolidated into one invoice per vendor and that the prefix 'DD' is reserved for creating an invoice from deductions.

If the same prefix is used multiple times for the same vendor, one invoice will be created.

Payroll Check Register Update

During the update of the Payroll Check Register, tax codes and deduction codes being processed are checked to see if they reference a Vendor Number. If any are found, an Accounts Payable invoice will be created in the Invoice Data Entry batch for each Vendor in the amount of the total tax or total deduction. The Invoice number is:

Prefix(2 characters)+"-"+Journal Number(4)+"-"+seq (2)

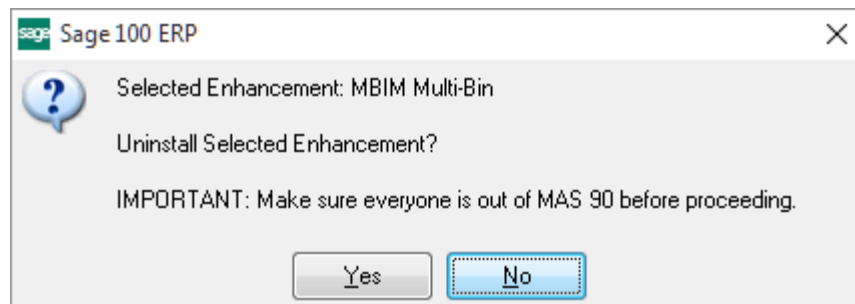
The invoices created may be edited or deleted as per standard Sage 100 before the A/P Invoice Register is printed and updated. The invoice date will be the Sage 100 Payroll System Date.

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.

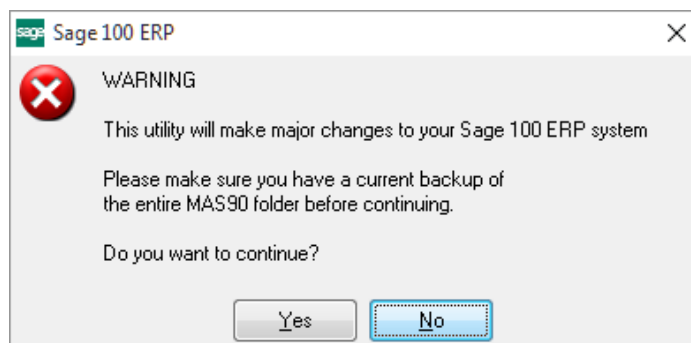


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

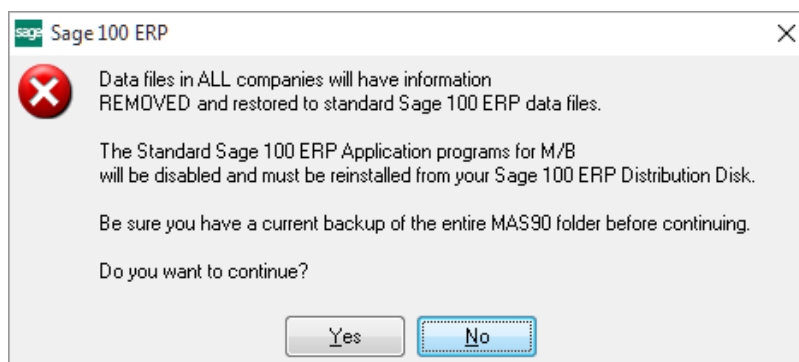
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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).