DSD Business Systems

Sage 100 Enhancements

Q090

Multiple Concurrent Local Taxes

PR-1090

Version 5.40

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Multiple Concurrent Local Taxes 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

Q090 Multiple Concurrent Local Taxes:

http://www.dsdinc.com/enhancement/multiple-concurrent-local-taxes-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.

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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.

Multiple Concurrent Local Taxes Features

This DSD Extended Solution to the standard Sage 100 Payroll module allows you to keep track of concurrent multiple local income taxes for a given employee.

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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
T/C	N	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.

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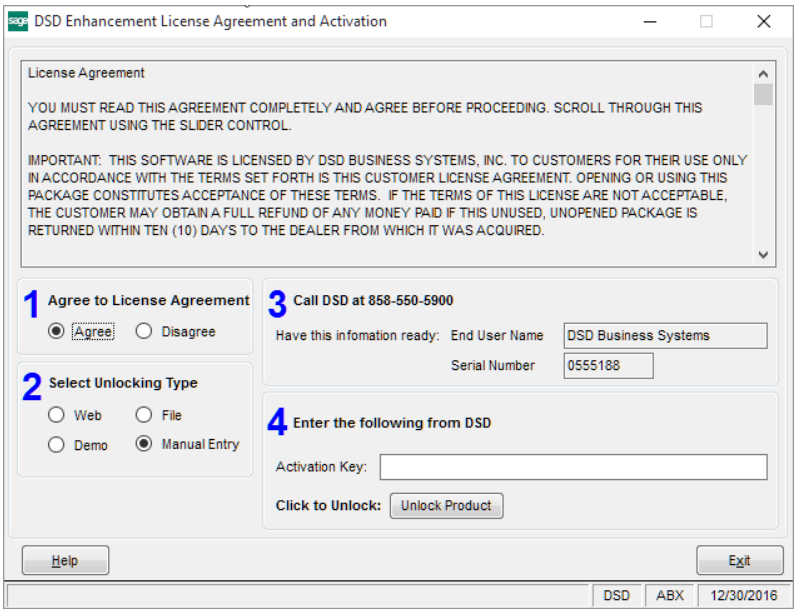
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from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

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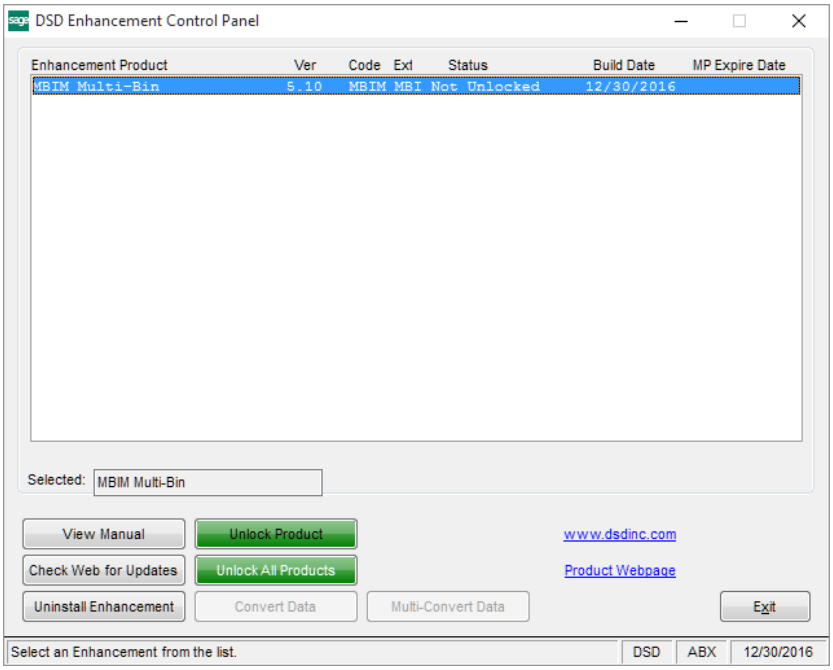
DSD Enhancement Control Panel

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.

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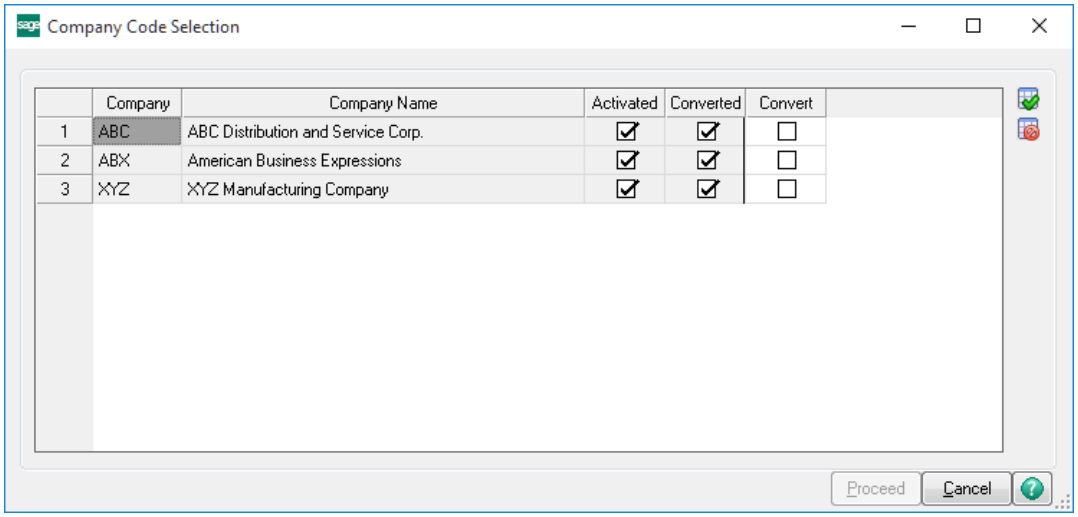
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



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)

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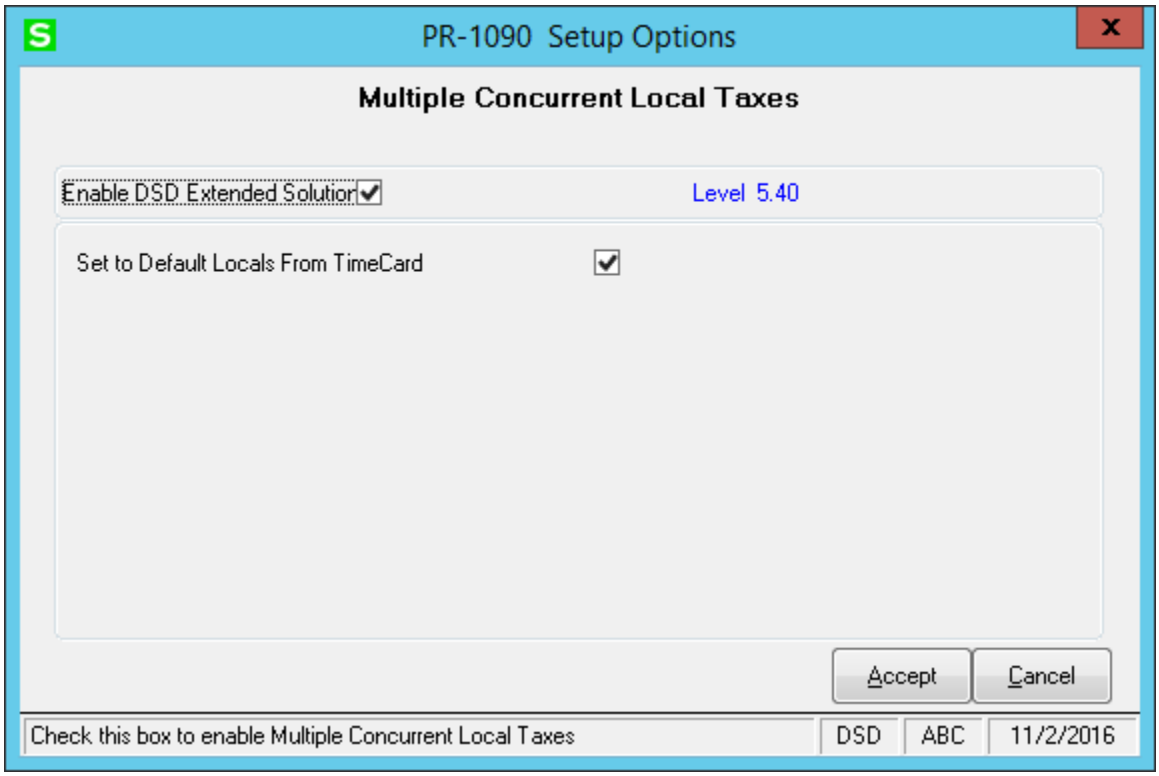
Section C: Setup

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 prompt:

Set To Default Locals From TimeCard: If you check this box, the State and Local Codes will be overridden and set to the defaults from Employee Maintenance when pulling in data for Payroll from TimeCard.

Extended Solutions Setup will be added to the Payroll Main Menu as a Setup Option task. Please review your security setup in Role Maintenance and make appropriate changes.

NOTE: If you have been using Multiple Concurrent Local Taxes written by another Master Developer, current information in the Employee Master File (PR1) and the Payroll Data Entry Line File (PR7) need to be converted for PR-1090. A special utility is provided for the conversion. You may run this utility by selecting RUN on the FILE menu and the program name is PRZ_ZZ. ***Only run the conversion utility ONCE*** *and make sure that you make a backup of PR1 and PR7 before running this utility.*

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Do not run Payroll without making sure that the tax table contains all the local taxes! Payroll will not function properly without it. Especially make sure that taxes entered in local tax fields two and three are entered for each applicable employee.

The standard Sage 100 Payroll Setup option 'Require Multiple State or Local Earnings Entry' must be checked for this Extended Solution to function properly.

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

Role Maintenance

The following Tasks have been added to Payroll, Reports:

- Monthly School District Tax Report
- Quarterly School District Tax Report

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Section D: System Operations

Tax Table Maintenance

The Tax Table Maintenance screen contains the default information used for tax calculations. To add additional local tax records, you must first enter the State Tax Code representing the state in which the local jurisdiction exists. In the Local field, enter the new Local Tax Code.

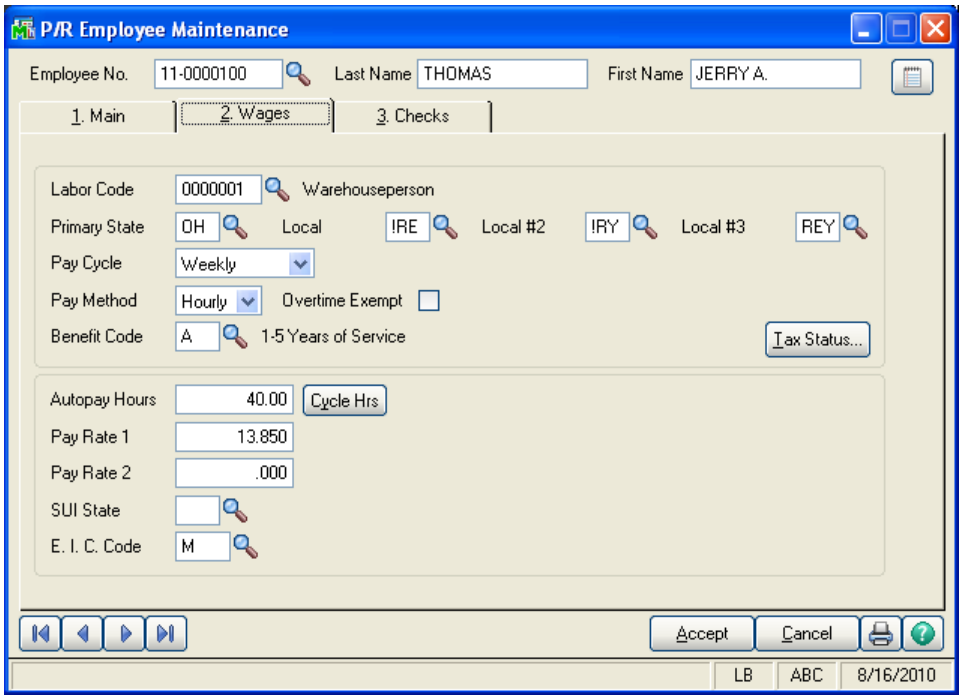
When creating a local tax code that will represent an Ohio School District Income Tax, follow the convention of using an exclamation point as the first character in the code (e.g., you could use !RE for Reynoldsburg School District Income Tax). The exclamation point identifies this tax to the system as a school tax and is required for proper reporting on the School Tax Report.

In the untitled field located to the right of the Local field, enter a description of the local taxing jurisdiction (for Ohio School District Income Tax, it is recommended that you enter the four-digit district number, a space, and as much of the school district name as will fit in the field). Complete the remainder of the screen as usual. You may wish to set up new General Ledger Account numbers for the additional local taxes you are adding.

Employee Maintenance: Wage and Tax Status

The Wage and Tax Status screen contains the default information used for Payroll Data Entry. Note that the Primary State and Local Tax is carried over into Payroll Data Entry both through the Manual and the AUTOpay data features.

With this Extended Solution, you will be able to enter up to three Primary Local Tax Codes for the employee. All three Primary Local Tax Codes are defined within the same Primary state.



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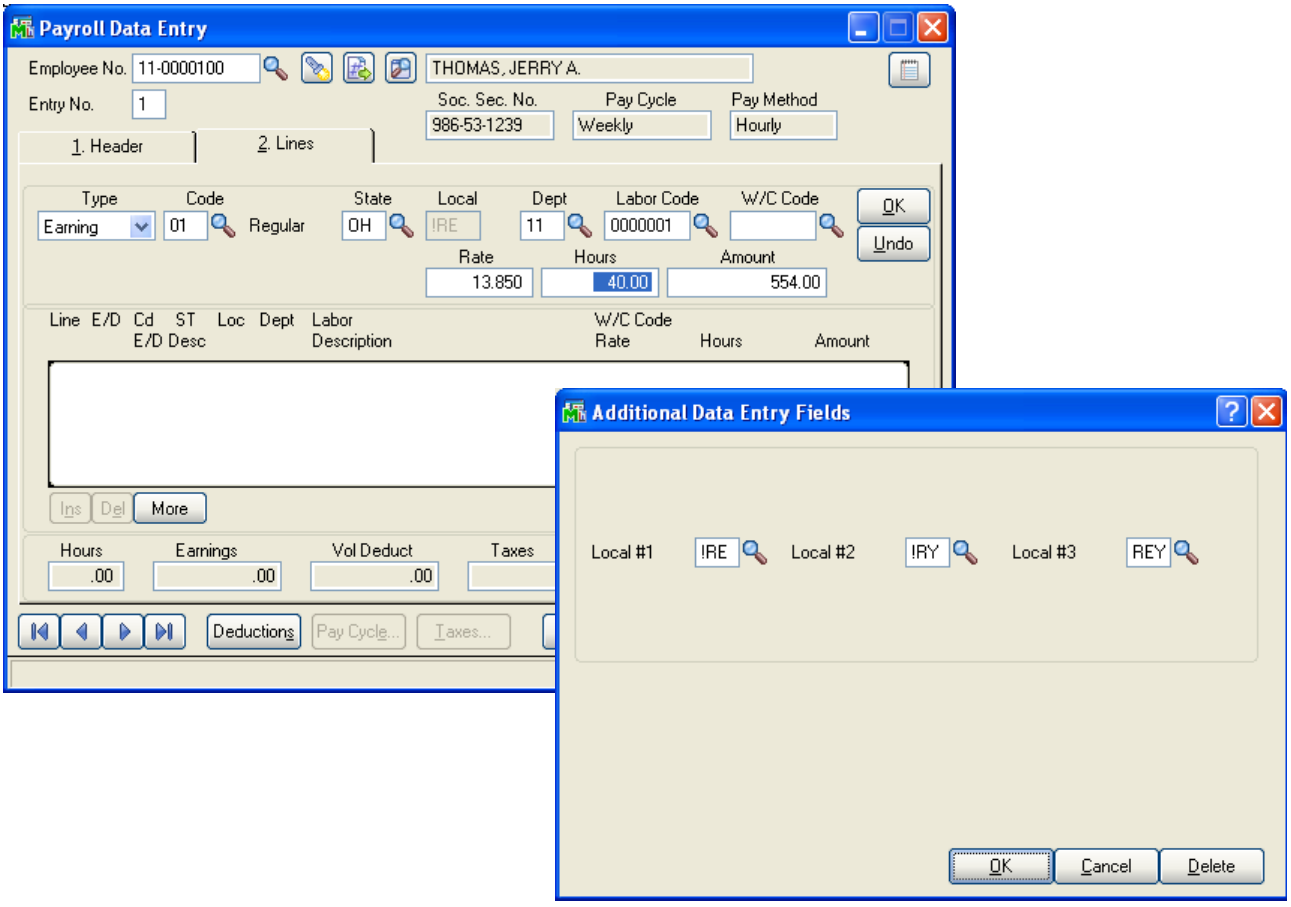
In this screen, Local #2 and Local #3 have been added to allow for multiple primary local taxes. If no additional local tax entries are required, the fields may be left blank. If these fields are used, then these local codes, along with the primary state tax, will comprise the default tax jurisdictions when you are doing automatic payments or manual check entries.

It is necessary to define a tax record for each tax jurisdiction of each employee. To define multiple state and local taxes for a given employee, go to the appropriate field and type the new state or local tax over the one displayed. If this is a new tax for the employee, you will be asked to confirm your choice. After doing so, you can enter the information for this new tax. To edit the tax, simply type the tax code over the displayed tax and then make whatever changes are necessary. The system checks to make certain the tax has been previously set up in the Tax Table Maintenance program before it allows you to proceed with tax entry.

Note: when you go into the employee record again, the primary state and local #1 will always display on the tax status screen respectively.

Payroll Data Entry: Selective Payment Entry

In the Selective Payment Entry screen, a 'More' button has been added to line item entry. Click on this button and a new window will be presented for entry of the 3 local tax codes. The original local field will be disabled. To enter a tax in these fields, they must have been set up previously in the employee masterfile.



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Remember that just because the additional local tax fields were entered in the Employee Wages screen, this does not mean that the tax records were actually set up for that employee. Make sure the additional local tax(es) were also entered in the Tax Status screen.

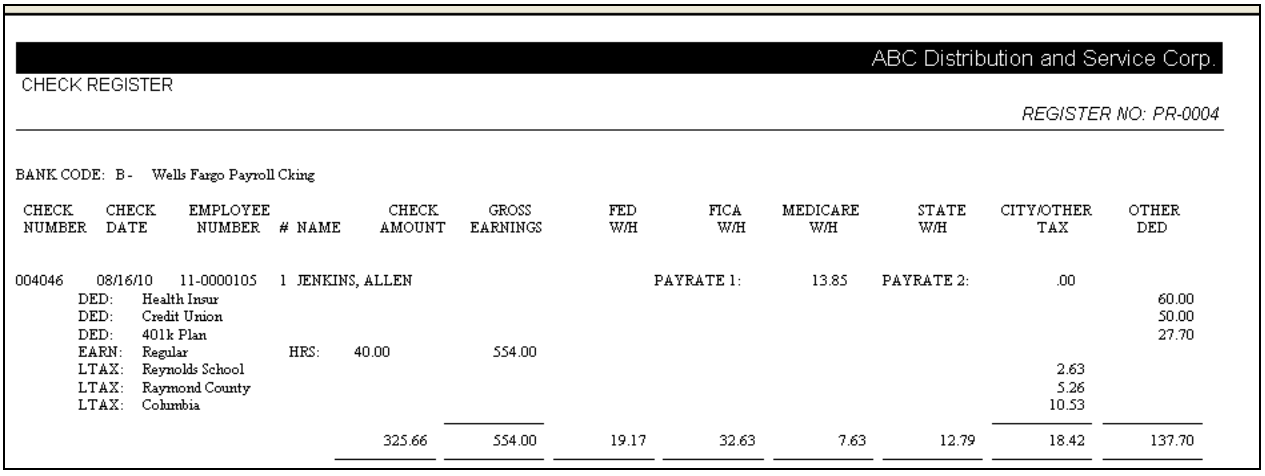
The two new local tax fields will both be calculated based on the amount column on line 1. To eliminate a tax altogether, press the space bar while the cursor is in the appropriate field.

Payroll Tax Calculation

When the tax calculation is selected, each tax is calculated and its result placed in the tax holding file.

Payroll Check Register

The Payroll Check Register has been modified to include detailed payroll activity including both employee pay rates, detail on each earning code, deduction code, and local tax code for the check.



ABC Distribution and Service Corp.

CHECK REGISTER

REGISTER NO: PR-0004

BANK CODE: B- Wells Fargo Payroll Cking

CHECK NUMBER	CHECK DATE	EMPLOYEE NUMBER	#	NAME		CHECK AMOUNT	GROSS EARNINGS	FED W/H	FICA W/H	MEDICARE W/H	STATE W/H	CITY/OTHER TAX	OTHER DED
004046	08/16/10	11-0000105	1	JENKINS, ALLEN					PAYRATE 1:	13.85	PAYRATE 2:	.00	
	DED:	Health Insur											60.00
	DED:	Credit Union											50.00
	DED:	401k Plan											27.70
	EARN:	Regular		HRS:	40.00		554.00						
	LTAX:	Reynolds School										2.63	
	LTAX:	Raymond County										5.26	
	LTAX:	Columbia										10.53	
						325.66	554.00	19.17	32.63	7.63	12.79	18.42	137.70

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Monthly School District Tax Report

The Monthly School District Tax Report is also an addition to the Payroll Reports menu. This report contains both a report and an update program. This program uses a new file that can keep month-to-date information, unlike standard Sage 100, which keeps only quarter-to-date and year-to-date information.

This program has been designed to be non-intrusive into the tax-calculation process. Therefore, to use this report, the instructions for its use must be followed **exactly:**

Instructions On How To Run The Monthly School Tax Report

If the report has errors, you can start fresh AT THE BEGINNING OF EVERY QUARTER ONLY by initializing the PR_BAxxx.SOA file.

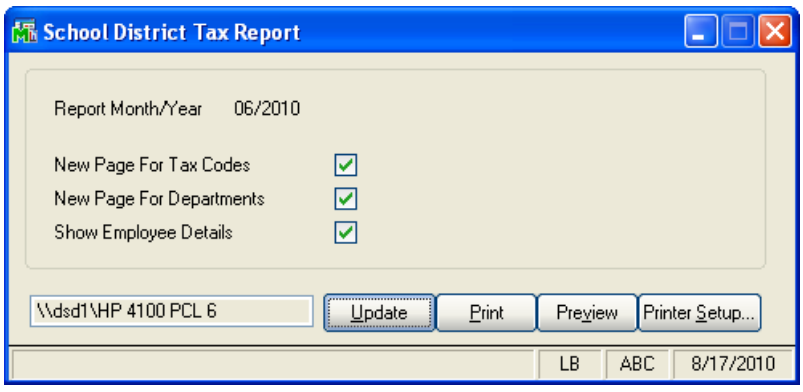
EXAMPLE: You pay employees on 5th and 20th every month

- Pay on Jan 5th and Jan 20th
- Run monthly school tax report - UPDATE FIRST, THEN PRINT!
- Pay on Feb 5th and Feb 20th
- Run monthly school tax report - UPDATE FIRST, THEN PRINT!
- Pay on Mar 5th and Mar 20th
- Run monthly school tax report - UPDATE FIRST, THEN PRINT!
- Run Quarter End Processing
- Pay on Apr 5th and Apr 20th
- Run monthly school tax report - UPDATE FIRST, THEN PRINT!
- and so on ...

*** YOU CAN PRINT THE REPORT MULTIPLE TIMES BUT ONLY UPDATE ONCE

Because this report uses its own file for monthly data, you must initiate this program after the last payroll of the first month of a quarter and before the first payroll of the second month of a quarter. Unless this is done, the monthly data for the current quarter will be incorrect.

After selecting the printer you wish to use for the report, you will see the School District Tax Report Setup screen. The first time this program is run, the month and year will be set for the month prior to the first month of the quarter. The month will automatically be changed once the update is run. Only tax code that begins with an exclamation point will be included on this report.



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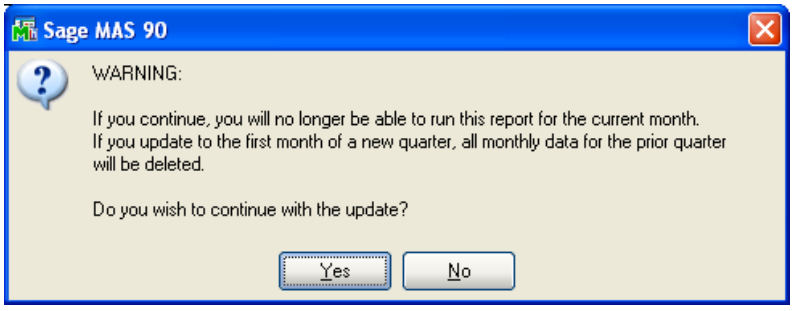
The following fields may be edited:

New Page For Tax Codes: Check this box if you wish each tax code to start on a new page.

New Page For Departments: Check this box if you wish each department to start on a new page.

Show Employee Detail: Check this box if you wish to print the monthly, quarterly and yearly data for each employee. Do not check this box if you wish only summary information to be printed.

If the information is correct and the monthly update has already been run, click the 'Print' button to print the report. If you click the 'Update' button, a warning message appears along with a prompt to continue with the update. If you answer 'No,' you will return to the report options screen. If you answer 'Yes,' the monthly update is run.



To understand how the update functions, it is necessary to understand how the monthly tax file is structured. The file contains one record for each local/school tax code per employee. Each record contains a set of tax fields for 'Month 1,' 'Month 2' and 'Month 3.' When the update is run at the end of the first month of a quarter, then the file is cleared and the Quarter-to-Date tax data is for each local/school tax is placed in the 'Month 1' fields. When the Update is run at the end of the second month, the 'Month 2' fields will contain the Quarter-to-Date tax information minus the Month 1 information. When the update is run at the end of the third month, the 'Month 3' fields will contain the Quarter-to-Date tax information minus the Month 1 and Month 2 information.

After the update is finished, you are returned to the report options screen where you can run the report. Wages subject to withholding and withholding taxes will print on this report.

Quarterly School District Tax Report

One of the new reports added to the Reports section of Payroll is the Quarterly School District Tax Report. This report lists all local taxes in which the tax code begins with an exclamation point. The report is sorted by School Tax District and by division within each district. Quarter- and Year-To-Date wages, hours and taxes are reported with totals for each department and school district. Only withholding taxes print on this report.

This report should be run prior to the Payroll Quarter/Year End Processing, along with the Quarterly Tax Report and other end-of-period reports.

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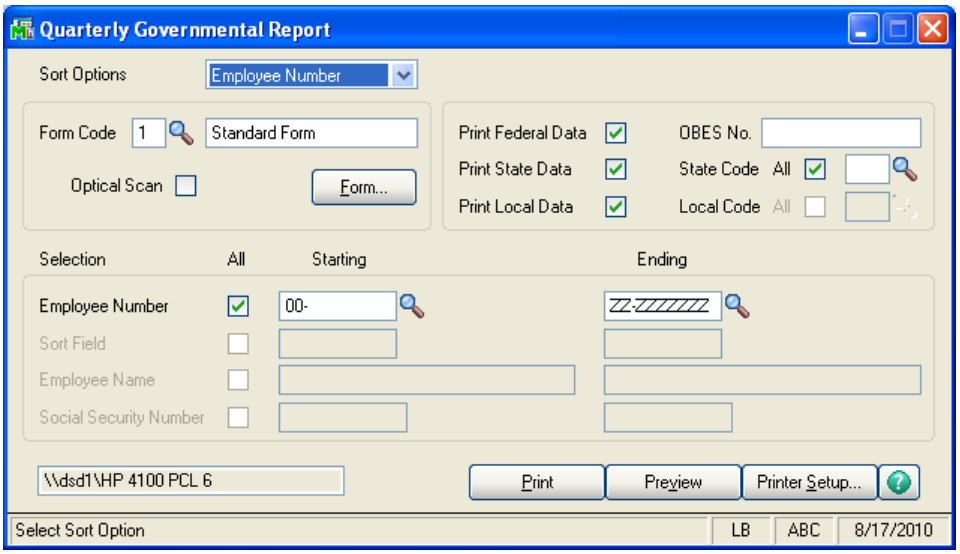
Quarterly Governmental Report (OBES Report)

This program, Option 3 on the Payroll Period End Menu has been modified to print the OBES Report as required by the State of Ohio. To do this, the following fields have been added to a new FORM:

- Payroll Quarter
- Payroll Year
- OBES Number

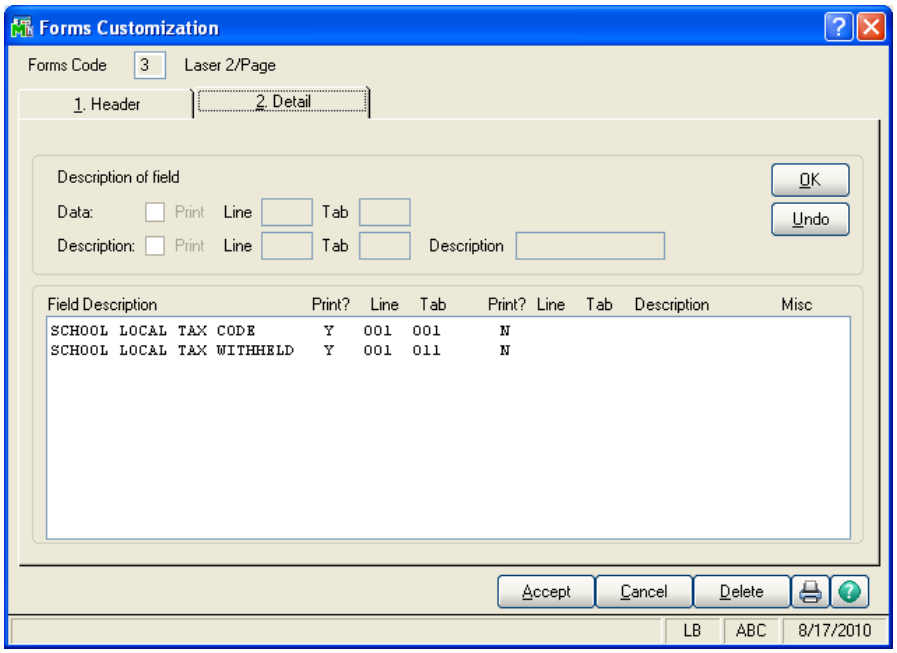
Enter the OBES Number, on the Quarterly Governmental Report Setup screen, to be printed on the report. The Payroll Quarter and Year are taken from the current Payroll data on the system for the company.



W2 Printing

The School Local Tax Code and the Withholding Tax Amount fields have been added to the W2 form. They will print on the State\Local W2 form. During Form Maintenance, specify the line position where the first school local tax code and tax amount will print. In the case that an employee lived in more than one school district locality, multiple codes and amounts will print on subsequent lines.

Because of the way that standard Sage 100 handles tax processing, all local information on the federal W2s will print 'mult' instead of a dollar amount. This is also what standard Sage 100 does when you work in multiple states. The exception to this is the Local Gross Wages field which will print the actual Gross Wages for total of all the locals. Please use this field with caution.



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Helpful Hints

- If some of your local taxes have withholding allowances, LDI and/or Unemployment and others do not, check all these fields in Earnings Code Maintenance. Then, in the Tax Table Maintenance program, set these fields to zero for those Local taxes that do not use them. No withholding or exemption calculation will occur for that tax.
- If you need to reduce the taxable income by the amount of the deduction for the individual locality, then you will also need Extended Solution PR-1105: *Deduction Taxability by Local Code*.
- Extended Solution PR-1105, *Deduction Taxability by Local Code* should be evaluated if some locals exclude certain deductions from their tax calculations while other local include them.

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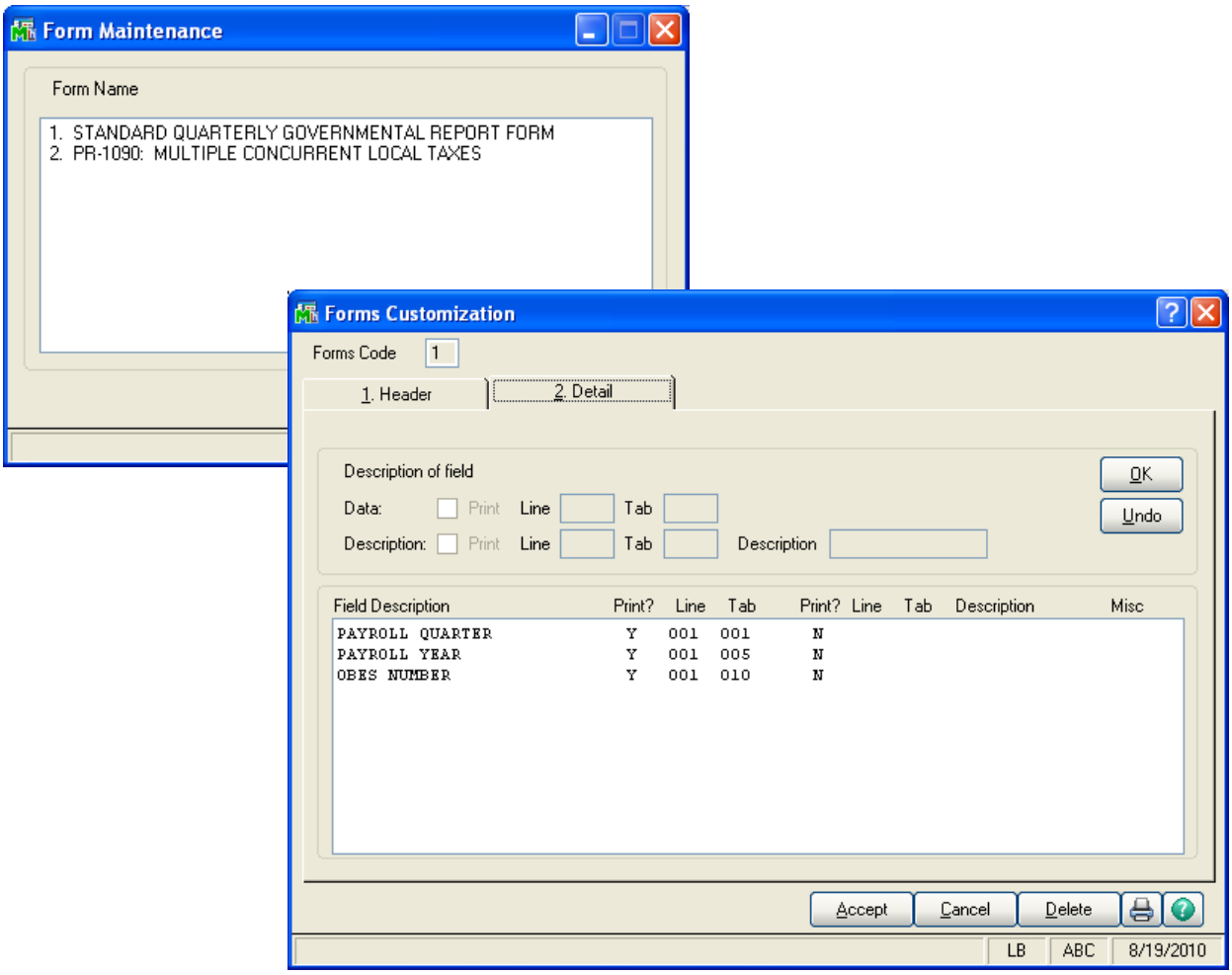
Forms

Non-Graphical Forms

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain. Select this Extended Solution to display the Form Maintenance screen.



The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in standard Sage 100 or other Sage Software Extended Solution FORM maintenance.

Graphical Forms

No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules' Setup, the features of this Extended Solution that affect form printing will not be available.

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Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

New File:	*Field:*
PR.DATAENT	#LOCAL_CODE_2, #LOCAL_CODE_3
PR.EMPL	#LOCAL_CODE_2, #LOCAL_CODE_3
PR.ETAXMON	All Fields
PR.PER_DTL	#LOCAL_CODE_2, #LOCAL_CODE_3

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

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*	*Fields:*
PR1	Employee Master	LocalTaxCode2
		LocalTaxCode3
PR7	Payroll Data Entry Line	LocalTaxCode2
		LocalTaxCode3
PR_23	P/R Perpetual History Detail File	LocalTaxCode2
		LocalTaxCode3
PR_BA	Employee Tax Summary By Month File	All fields

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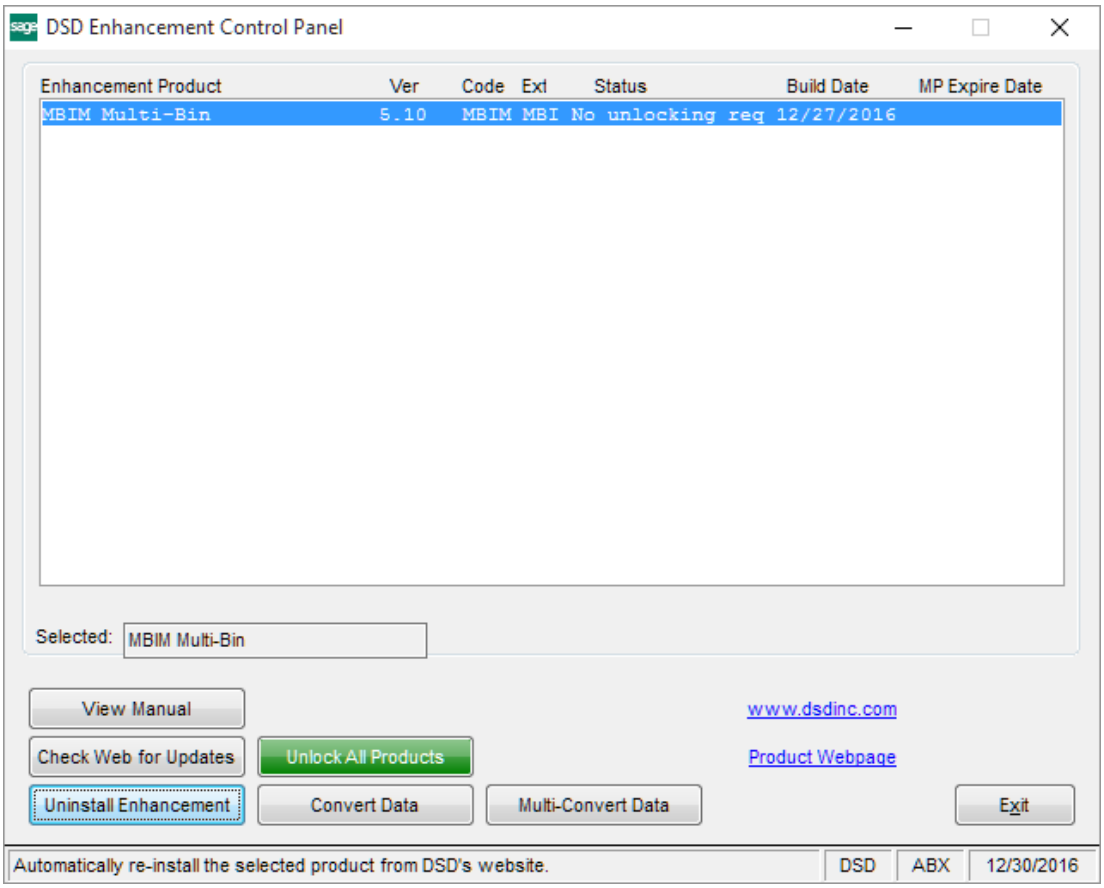
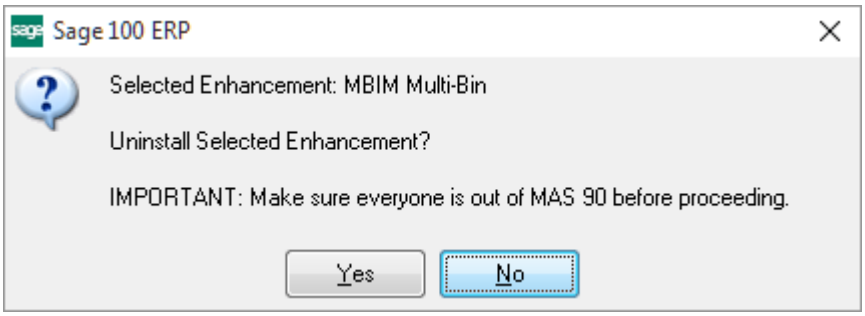
Section E: Uninstall DSD Enhancements

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.

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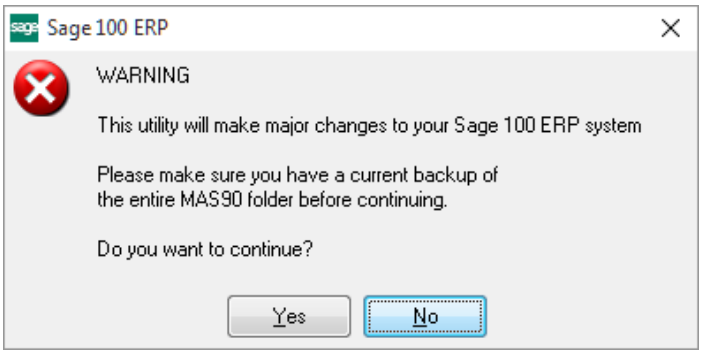
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



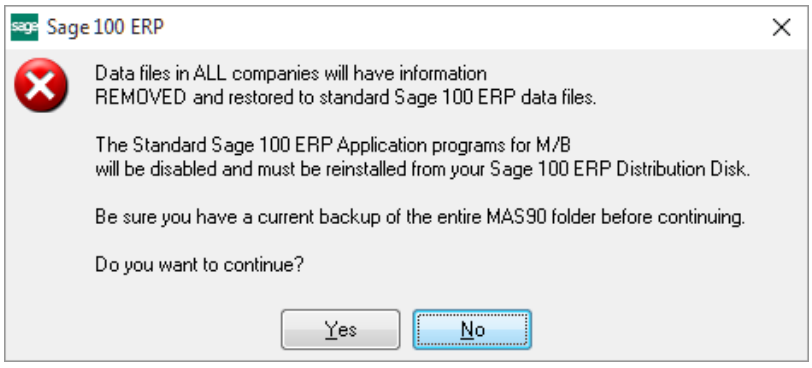
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

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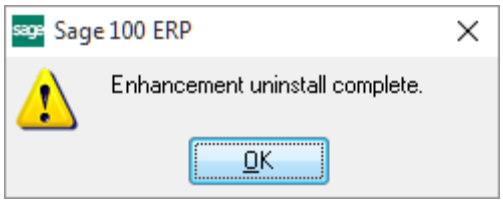
After completion of the Uninstall, the following message box will appear. Select OK to continue.



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).

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