DSD
BUSINESS SYSTEMS

2021 Sage HRMS Payroll Year End Processing Guide

2021 SAGE HRMS PAYROLL YEAR END PROCESSING

DSD Business Systems has prepared the following guidelines to assist you in performing basic Sage HRMS Payroll Year End Processing for your company. **Please do not hesitate to adapt these guidelines to your needs.** *These are generic guidelines only and may not address all of the specific requirements of your company.*

If you have any questions about any step, feel free to contact your DSD Business Systems consultant or Account Manager. Of course, we are NOT your tax advisor, and you are strongly advised to consult with your CPA or tax professional for complex situations.

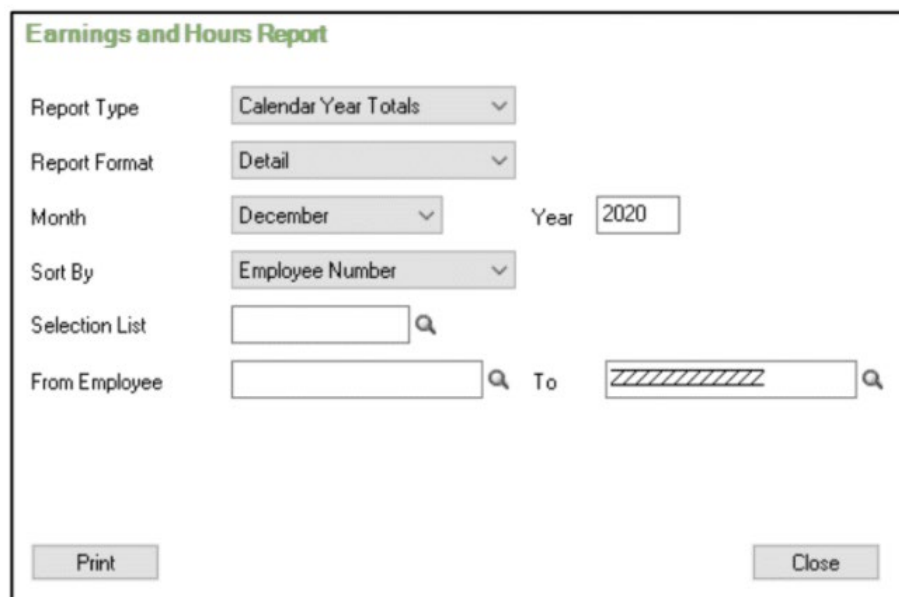## Sage HRMS Payroll Processing Table of Contents

Sage HRMS Reporting

Sage HRMS payroll has many reports to help you balance and reconcile your year. Knowing which reports to run and what items to focus on can assist greatly and ensuring your year end is a smooth one. This section will cover the different reports we recommend you run to assist in balancing your year.

> **Please note:** the reports mentioned in this chapter are meant to be run in addition to balancing after every payroll. Due to the nature of running payrolls throughout the year, it may be difficult to determine if or where an error occurred over the course of the year. For this reason, we highly recommend you print these and other reports to balance throughout the year.
> The values in this training data may be different than the screenshots below.

Earnings and Hours Report

The Earnings and hours apart can be used to track an employee's earnings, taxes, and deductions throughout the year. To access this report, navigate to **Reports > Payroll > Transaction Reports > Earnings and Hours.** Once you have selected the report and click OK, you will be able to configure the report for your needs.

For the purposes of Year End reporting, we will configure the report as follows:
- Report Type: "Calendar Year Totals"
- Report Format: 'Summary'
- Month: December of the current year

If needed, you are also able to select how you wish to sort your report and filter the report using the "Selection list" feature and even by specific employees.

When you have configured this window, click "Print".

Month: [December]
Year: [2020]
From Employee [] To [ZZZZZZZZZZZZ]
Selection List []

Report Summary

	Month To Date	Quarter To Date	Year To Date
Earnings:			
Regular BON	0.00	500.00	500.00
Shift CAR	0.00	0.00	16.00
Regular COMM	0.00	400.00	1,200.00
Regular EFMLA	0.00	0.00	1,087.20
Regular EPSLA	0.00	0.00	1,629.60
Regular HOLH	0.00	0.00	482,387.18
Overtime HOLH	0.00	0.00	73,655.56
Shift HOLH	0.00	0.00	4,580.00
Regular REG	0.00	370,357.60	1,187,747.95
Overtime REG	0.00	0.00	184,106.99
Shift REG	0.00	3,240.20	11,060.90
VAC	0.00	6,480.00	6,640.00
Gross Pay Subtotal:	0.00	380,977.80	1,954,611.38
Cash Benefits:			
HSAER	0.00	11.00	33.00
Total Earnings:	0.00	380,988.80	1,954,644.38
Expense Reimbursements:			
EXP1	0.00	30.00	105.00
Deductions and Taxes:			
401K	0.00	9,986.37	36,296.82
401KAM	0.00	676.24	2,873.77
401KCU	0.00	1,588.92	5,599.09
ADD	0.00	334.80	973.22
CASIT	0.00	17,099.03	118,375.93
CHILD	0.00	620.96	2,513.08
COSIT	0.00	0.00	273.66
CVIDSF	0.00	0.00	67.41
CVIDSS	0.00	0.00	101.04
DENT	0.00	27.72	27.72
DRUG	0.00	157.24	564.14
GTL	0.00	0.00	412.12
HEXRC2	0.00	50.00	50.00
LIFE	0.00	161.88	448.23
LTD	0.00	118.68	420.00
MED	0.00	14,479.50	66,406.64
NDSIT	0.00	0.00	72.00
NMSIT	0.00	0.00	244.92
USFIT	0.00	41,838.63	275,608.85
USMED	0.00	5,471.26	28,282.99
USSS	0.00	23,394.37	120,766.49
VIS	0.00	72.12	235.47
Net Pay:	0.00	264,941.08	1,294,135.79
Accrued Hours:			
VAC	0.00	112,960.00	354,165.76
Hours Paid:			
Regular CAR	0.00	0.00	68.57
Overtime CAR	0.00	0.00	11.43
Shift CAR	0.00	0.00	80.00

For the purposes of Year-End reporting, we want to focus on three sections of the report:
1. **Earnings – Gross Pay Subtotal:** This Is the total amount of payments to your employees throughout the year.
2. **Noncash Income Items (if applicable):** Any non-cash income items will also appear on the report.
3. **Deductions and Taxes:** any taxes and deductions paid throughout the year will appear here.

For best results, compare the Quarter to Date and Year to Date totals with your payroll parts as run throughout the year to ensure they match. If they do not match, you are able to change the Report Type from "Calendar Year End Totals" to "Date Range" and choose a date to drill down to where the error occurred.
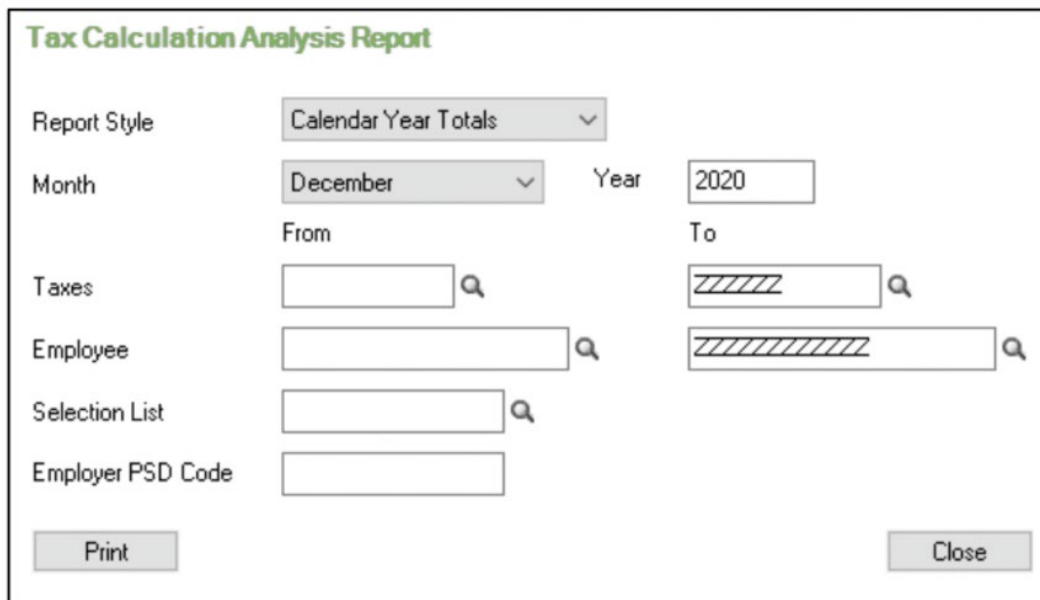
> **Best Practices Tip:** A best practice when using a date range to go down is to first select a date range spanning a quarter (for example: 10/01/2021 to 12/31/2021). if you do not find an inconsistency in the quarterly date range, move to the next quarter. Once you find the quarter with the error use the date range to drop down to a monthly report (for example: 10/01/2021 – 10/31/2021).
> When the month the error occurred in was found, you are then able to drill down to a per-payroll date range.

Tax Calculation Analysis

The Text calculation analysis report displays tax information and totals for your employees.
You can run this report once for all your taxes, and also for each individual tax as needed.

To access this report, navigate to Reports > Payroll Transaction Reports > Tax Calculation Analysis.

The report style will once again be "Calendar Year Totals" for December of the current year.
Because this report will be for all our taxes combined, we want to leave the Taxes field values at their default.

You are once again able to filter the report by Employee, Selection Lists, or Employer PSD Code.

Report Style: [Calendar Year Totals]
Month: [December]
Year: [2020]
From Tax   [] To [ZZZZZZ]
From Employee [] To [ZZZZZZZZZZZZ]

Tax: U SFIT U S Federal Income Tax

Employee	Name	Month To Date	Quarter To Date	Year To Date
021	Kahill, Nancy			
Earnings Subject to Tax (No Ceiling):		0.00	2,306.92	16,138.70
Employee Witholding		0.00	226.56	2,329.80
101	Stewart, Mary A			
Earnings Subject to Tax (No Ceiling):		0.00	17,046.62	86,732.77
10229	Crawford, Kevin C.			
Earnings Subject to Tax (No Ceiling):		0.00	1,440.00	7,200.00
Employee Witholding		0.00	122.54	688.09
10230	Jackson, Stone			
Earnings Subject to Tax (No Ceiling):		0.00	3,004.80	7,084.80
Employee Witholding		0.00	310.30	674.25
10231	Smith, Matt			
Earnings Subject to Tax (No Ceiling):		0.00	2,108.80	6,188.80

From this report, use the Quarter to Date and Year to Date fields to balance against your payroll totals for the respective periods. If you notice any discrepancies, you are once again able to change the Report Style dropdown from "Calendar Year Totals" to Date Range to assist in drilling down to the error. If the need arises or should you wish to only print the report for specific taxes, you can do so from the Taxes field.

Accruals

The accruals report displays detailed information on employee accruals and Sage HRMS payroll. This report will not only show accrual information, but also carry over a payment information for Accruals as well.

To access this report, navigate to Reports > Payroll Transaction Reports > Accruals.

Accruals Report

Report Type	Vacation
Report Format	Summary
From Date	01/01/2020 To 12/31/2020
Sort By	Employee Number
From Accrual	To ZZZZZ
Selection List	
From Employee Number	To ZZZZZZZZZZ

Print   Close

You can run the Accruals report by the type of accruals you wish to view: Vacation, Sick, or Compensatory Time. Once you have selected your report type, you are able to determine the report format you wish to select. For high level viewing, you would want to select Summary. In addition, you can opt to view a more detailed report, view Current Balances, or the Carry-Over log.

When your selection is made, you can select a date range. For Year-End balancing, we recommend starting by selecting a date range encompassing the entire year. You are then able to drill down if needed.
Select any additional filters if needed and then select "Print".
Use the Accruals report to compare against your payroll report for accuracy.
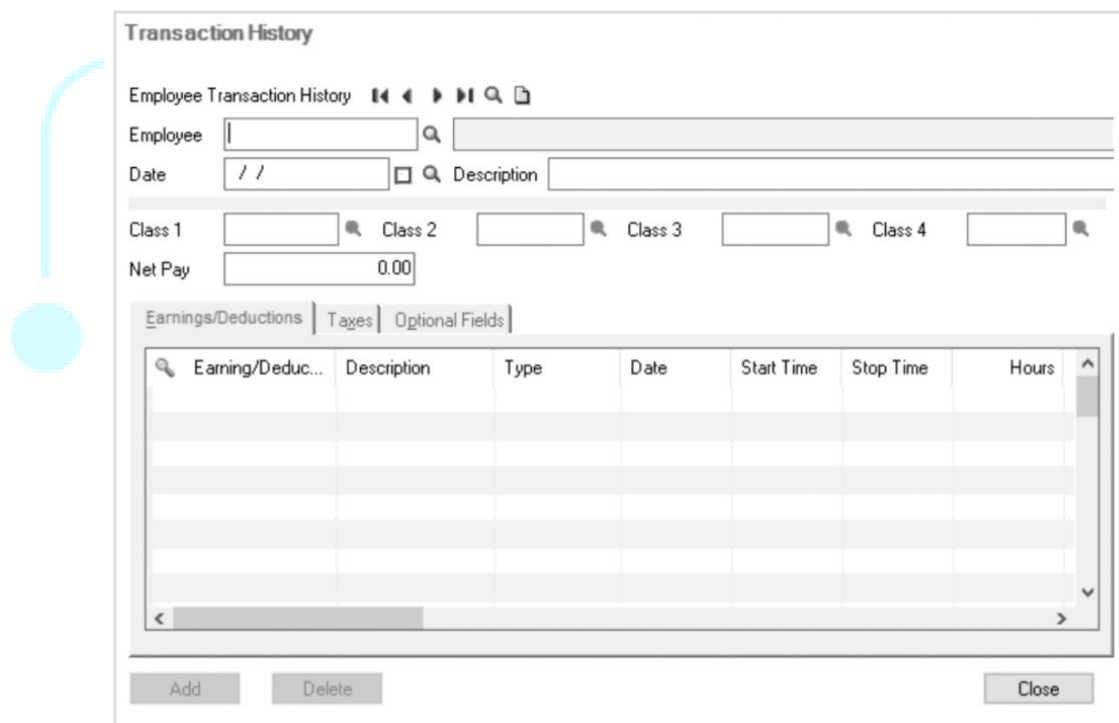
Addressing Data Discrepancies

If after running your reports, you notice any errors or discrepancies in your payroll data, you can correct your data by using the Transaction History and Reverse Transaction features. These features allow you to properly correct your data for accurate Year End reporting.

Transaction History

The primary means of adjusting payroll data and addressing data discrepancies and Sage HRMS Payroll is by using the transaction history feature. Year to date edits, adjustments to previous payroll runs, and adjustments to the Form W-2 are made from the Transaction History task.

From the Navigation Pane, navigate to Payroll > (Tasks) Transaction History.

NOTE: Entering history in the Transaction History window does not update General Ledger. You must also enter these transactions manually in General Ledger.

Employee field: Select the employee on whom you want to establish historical information. Only those earnings and deductions that you linked to an employee will be available when establishing historical balances.

Transaction Date field: Enter a date for each historical entry. The transaction can be for any period of time you choose: year-to-date, month-to-date, check-by-check, and etc. The transaction dates will most likely be determined by the periods covered by the reports you use as the source of the historical data.

- **EXAMPLE:** You can enter each historical payroll check by entering the check date and then entering the earnings, deductions, taxes, and so forth, associated with that check, or you can enter all historical pay by entering the date of the last historical check and then entering the employee's year-to-date earnings deductions taxes and so forth.

  This could be year-to-date, month-to-date, or check-by-check.

- If you specify multiple date ranges, values entered for each date ranges will be added together to arrive at the year-to-date totals. Do not enter 6/30 values with the 3/31 values included.

Description field: Enter description up to 30 characters that identifies the date range you specified for your own information or reference.

Class: The class codes default to the employee's currently assigned class codes.
Select the class code that is to be associated with the historical information being added.

Net Pay field: the system displays a running total of net pay for the entire employee historical entry

Earning/Deductions Tab

Double click the Earning/Deduction cell, click the Finder icon, select the earning, deduction, accrual, advanced, or benefit code you need history on and press [Tab]. Sage HRMS displays the description.

Type cell Click the drop-down arrow and select the type that matches the earning or deduction and press [Tab].
- If the type is in earning, you can select from Regular, Overtime, or Shift Differential.
- If the type is an accrual, you can select either Accrual or Payment.

Hours cell
- **Accruals:** if you are entering historical compensatory time, enter the hours paid or accrued. If you are entering a vacation or sick time accrual whose calculation method is Percentage of Base and type is Payment, enter the number of hours associated with the payment. If the vacation or sick time accrual calculation method is Hours per Hour Worked or Hours Per Frequency, enter the number of hours paid or accrued.

- **Earnings:** if the earning type is Salary and Wages and the employee calculation method is Flat, Fixed, Hourly Rate, Piece Rate Table, or Sales Commission Table, enter the number of hours worked associated with the earning in the period for which you are entering history.

Employee Rate / Amount / Percentage cell
- **Accruals:** If the accrual type is Payment, enter the rate per hour worked used in paying the accrual. If the accrual type is Accrual and the calculation method is Percentage of Base, enter the percentage applied to the base. If the accrual type is Accrual and the calculation method is Hours Per Hour Worked, enter the fractional hours accrued per hour worked.

- **Other earnings or deductions:** Depending on the calculation method, answer the flat amount, hourly rate, amount per hour, piece rate, or percentage used to calculate the earnings or deduction.

Start Time field

If you are entering an employee compensatory time accrual, any accrual payment, or an earning that uses the calculation method Flat, Fixed, Hourly Rate, Piece Rate Table, or Sales Commission table, you can enter start and stop times for the hours earned by, paid to, or worked by the employee.

The system interprets fractional times according to your response at the Enter Timecard Fractional Hours As field in Payroll Options (either minutes or hundreds of an hour). The hours worked represented by your entries in the Start Time and Stop Time fields display in the Hours field, where the fractional entries are always expressed in hundredths of an hour. (You can override the number in the Hours field.)

Stop Time field

if you are Entering an employee compensatory time accrual, any accrual payment, or an earning that uses the calculation method Flat, Fixed, Hourly Rate, Piece Rate Table, or Sales Commission table, you can enter start and stop times for the hours earned by, paid to, or worked by the employee.

The system interprets fractional times according to your response at the Enter Timecard Fractional Hours As field in Payroll Options (either minutes or hundreds of an hour). The hours worked represented by your entries in the Start Time and Stop Time fields display in the Hours field, where the fractional entries are always expressed in hundredths of an hour. (You can override the number in the Hours field.)

> **NOTE:** If you change the entries you make in the start time and stop time fields, the system recalculates and displays the resulting hours in the hours field. During payroll calculation, the system uses the entry in the hours field and not the entries in the start time and stop time fields to calculate the hours-based pay.

Employee Pieces / Base cell:
Benefits and Deductions

if the calculation method for the employer benefit or contribution is Amount Per Hour, enter the base hours used to calculate the amount.

- **Piece Rate Table:** Enter the number of pieces.

- **Percentage of Base, Sales Commission Table, or Wage Bracket Table:** enter the wage sales based on which the amount is calculated.

- **Percentage of Employee Contribution:** enter the amount of the employee contribution.

- **Vacation or Sick Time Accruals:** Enter the wage base on which the accrual was calculated, or the base hours used to calculate the accrual; Depending on whether the accruals calculation method is percentage of base or hours per hour worked.

- **Accruals:** If the vacation or sick time accrual's calculation method is Percentage of Base and the type is Accrual, enter the wage base on which the Accrual was calculated. If the vacation or sick time accrual's calculation method is Hours for Hours worked and the type is Accrual, enter the base hours used to calculate the accrual.

- **For earnings and deductions,** if the employee calculation method is amount per hour, enter the base hours used to calculate the amount of their deduction. If the calculation method is percentage of base, sales Commission table, or wage bracket table enter the wage or sales base. If it is peace rate table enter the number of pieces.

- **Employer Amt/Pct field**
  Enter the amount per hour or percentage of the employer benefit or contribution for the period through the transaction date.

- **Employee Extended Amount cell**
  Enter the amount of the employee's accrual, or the dollar value of the vacation or sick time pay accrued; Depending on whether the type specified above is Payment or Accrual. **NOTE: This field does not calculate automatically - you must enter the value for this field.**

- **WCC Group Cell**
  If the earning or deduction is subject to workers compensation, enter the workers compensation policy group that applies to the earning or deduction.

- **WCC Cell**
  If the earning or deduction is subject to workers compensation, enter the appropriate workers compensation code.

- **Regular Rate field**
  For each line of overtime pay that is subject to workers compensation, enter the employee's regular rate of pay. If you choose the Adjust Overtime to Pay Regular rate option in the workers compensation codes window, the system adjusts an employee's overtime to pay the employee's regular rate of pay when you print the workers compensation report.

- **Use Optional fields**
  if you want to assign optional fields to this earning / deduction or tax, click the Use Optional Fields column to open the Optional Fields entry table. You must have already defined optional fields as described in the Appendices.

  NOTE: it is important to use the correct dates when establishing employee accrual values. Sage HRMS will retroactively calculate accrual values automatically during each payroll calculation.

  Example: assume you decide not to enter accrual history. During the first payroll calculation, Sage HRMS will calculate the accrual based on the increment method all the way back to their hire date and give the employee the appropriate value.

Taxes Tab

Select the Taxes tab to enter tax information for the specified period.

Tax cell
Use the drop-down arrow and select the tax code that matches the tax code you want to add. Since all the columns may not be applicable to a specific tax type, complete only those cells that apply to that specific tax.

Employee Extended Amount cell
Enter the amount paid by the employer for the specified tax.

Ceiling Wage cell Enter the amount of wages earned that applies towards the ceiling if the tax has a wage ceiling. If the employee is past the ceiling already, enter the ceiling amount.

No Ceiling Wage cell
Enter the amount of employee wages that is subject to the tax regardless of the ceiling.

Ceiling Tips cell
If the tax is calculated on tips where the tips are reported separately, enter the amount of tips earned that applies toward the wage ceiling.

No Ceiling Tips cell
Enter the amount of employee tips subject to the tax if the tax authority wants tip information reported separately regardless of the wage ceiling.

Tax on Tips field
Enter the portion of the total tax amount derived from tips if the tax is calculated on tips and the tax amount needs to be listed separately.

Uncollected Tax on Tips field
Enter the amount of the employee's tip-based tax liability that has not been withheld from their pay if the tax is calculated on tips and the tax amount needs to be listed separately.

Weeks Worked cell
Enter the number of weeks that should be reported as worked during the specified time period.

> **NOTE:** This task only updates the Payroll module here is if you're linking your deductions to the HR module, the benefit screen would still have to be updated. For this reason, it is best to use this task when the change is only on the payroll side.
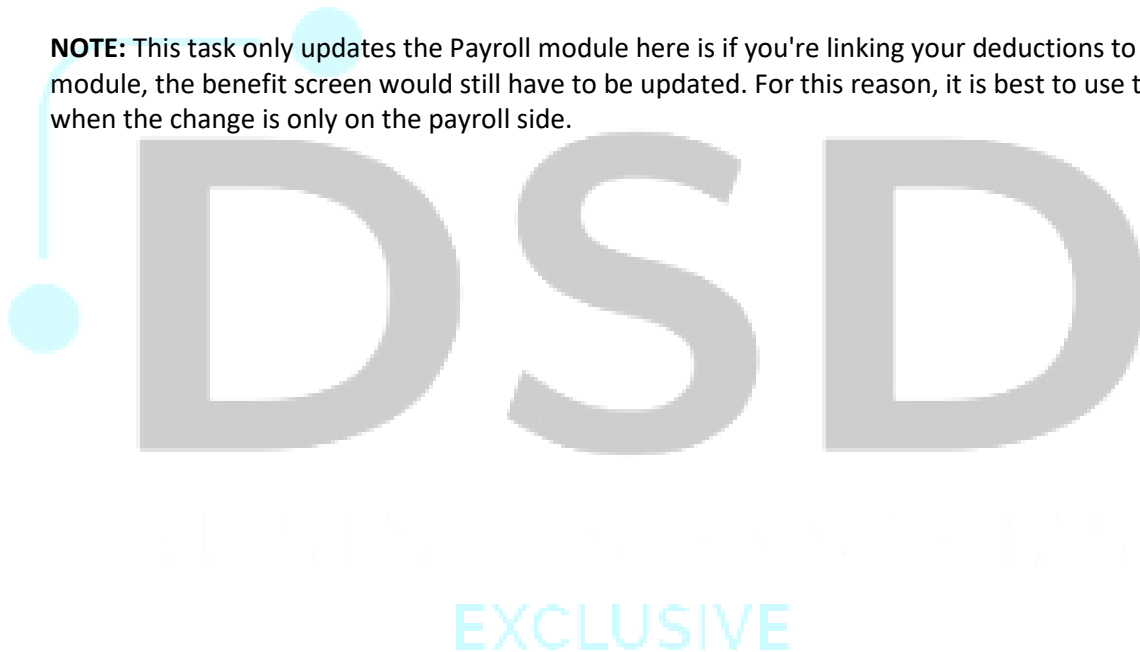
Reversing Transactions (Checks)

In Sage HRMS Payroll, you can void checks by using the Reverse Transactions window.
You can void checks one at a time or in groups. You can only reverse a transaction that is in an unlocked fiscal period. When you reverse a check, a reversal entry is created on the Checks tab under the employee activity icon of the Payroll tab.

Reversing a Single Paycheck

Locate the following information for the check you want to void:
- Employee Name
- Employee ID Number
- Check Number
- Check Date
- Amount
- Bank
- Period End Date

This will allow you to verify that the check you pull up is indeed the check you want to void.

This information can be found in the employee's **Payroll Tab > Employee Activity > Checks tab.**

1. From the Navigation pain, select Payroll Group > (Processes) reverse transactions.
2. Enter or use the Finder to select the Bank code.
   Tab forward and the Bank Description and the Bank Account Number will display.
3. From Source Application select US Payroll.
4. **Reverse Document:** this will default to Payments when you select US payroll in Source Application.
   Reverse Multiple Transactions: Only check this box if you have multiple transactions to reverse. When you check this box, the screen will change and will have selection criteria fields and a detailed table box.
5. Enter the reason for the void in the reason for reversal field. This is for your information only.
6. **Reverse date:** the reversal date determines the year and period to which the reversal is posted. Because there can be significant tax consequences associated with the reversal date, you need to consider the following points carefully before accepting or changing the reversal date:
   - If payroll does not use the option to use original states when reversing checks, the General Ledger entries for the reverse check and the employee's payroll data will use the reversal date you enter.
   - If payroll does use the option to use original dates when reversing checks, the General Ledger entries for the reverse check and the employee's payroll data will use the original check dates, regardless of the date you enter in this field.
7. **Year/Period:** The program displays the year and period associated with the reversal date you enter just to the right of the reversal date field.
8. Enter the Employee Number you want to reverse the check for or click on the Finder to locate the employee

Reverse Transactions

Bank Code	◄◄ ◄ BOFA ► ►◄ 🔍	Bank of America

Bank Account Number	001000112243
Source Application	US Payroll
Reverse Document	Payments ☐ Reverse Multiple Transactions

Reverse Single Transaction

Reason for Reversal	Lost check
Reversal Date	10/18/2020 ☐ 2020 - 10
Employee Number	10230 🔍 Jackson Stone
Check/Payment No.	11485 🔍 ⬑
Payment Amount	2,202.02
Payment Date	10/18/2020

Message ☐ ✕

Message

Description: Reverse Transaction completed successfully.

Source: 14:00:45

Print	Help ...		Close
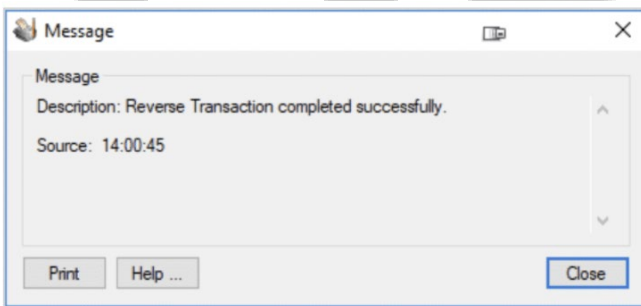
12. Go to Payroll Tab for the employee > Employee Activity Icon > Checks Tab.
The first line is the original check and the second line is the entry for the void.

Employee Activity - Dunedin Enterprises - US

Stone Jackson
SSN: 600-87-3298, Active as of 12/04/2014, ID: 10230
Self Service
《 ‹ › 》

Quick Find
Advanced Find

Activity | Checks | Accruals

Document Type	All	∨	Posting Status	Posted	∨	»
From Check Date	01/01/2020	☐	To	12/31/2020	☐	

Type	Check Number	Check Date	Amount	Bank	Period End	Check Status	Posting Status		Use Op
System Check	10995	8/3/2020	2,202.02	BOFA	8/1/2020	Outstanding	Posted		No
System Check	11093	8/18/2020	2,202.02	BOFA	8/15/2020	Outstanding	Posted		No
System Check	11191	9/3/2020	2,202.02	BOFA	9/1/2020	Outstanding	Posted		No
System Check	11289	9/18/2020	2,202.02	BOFA	9/15/2020	Outstanding	Posted		No
System Check	11387	10/3/2020	2,202.02	BOFA	10/1/2020	Outstanding	Posted		No
System Check	11485	10/18/2020	2,202.02	BOFA	10/15/2020	Reversed	Posted		No
Reversed Check	11485	10/18/2020	-2,202.02	BOFA	10/18/2020	Cleared	Posted		No
System Check	11583	11/3/2020	2,202.02	BOFA	11/1/2020	Outstanding	Posted		No

Total Checks	44,040.40		Total Taxes	20,044.40
Total Earnings	67,528.00		Total Deductions	3,443.20

Open...

Reversing Multiple Pay Checks

»

Reverse Transactions

Bank Code	⏮ ◀ BOFA ▶ ⏭ 🔍	Bank of America

Bank Account Number: 001000112243

Source Application: US Payroll

Reverse Document: Payments   ☑ Reverse Multiple Transactions

Reverse Multiple Transactions

	From	To
Check/Payment No.	🔍	///////////////////// 🔍
Payment Date	11/03/2020 ☐	11/03/2020 ☐
Payment Amount	0.000	999,999,999,999,999.999
Employee Number	🔍	/////////// 🔍 »

Reverse	Payment Date	⊙ Check/Payment No.	Amount	Employee Number	Reversal Date	Reason for Reversal	Fiscal
No	11/3/2020	11677	3,364.87	CS109			
No	11/3/2020	11676	3,143.59	24			
No	11/3/2020	11675	3,858.91	205			
No	11/3/2020	11674	3,576.55	201			
No	11/3/2020	11673	6,459.84	152			
No	11/3/2020	11672	7,307.93	151			
No	11/3/2020	11671	6,534.04	147			
No	11/3/2020	11670	5,513.81	146			
No	11/3/2020	11669	3,320.48	145			
No	11/3/2020	11668	4,409.89	144			

Post   Select All   Close

The checks will populate the detail tab with the Reverse column as "No".
If you only want to reverse some of the checks, double click on each line item to change the Reverse to "Yes".

When you change this to yes, the reversal date, fiscal year and fiscal period will automatically populate.
You can change the reversal date which will automatically change the fiscal year and fiscal period.

After you have all the checks marked for reversal and the correct dates entered, click "Post".
You will receive a validation message stating that all reversals have been processed.

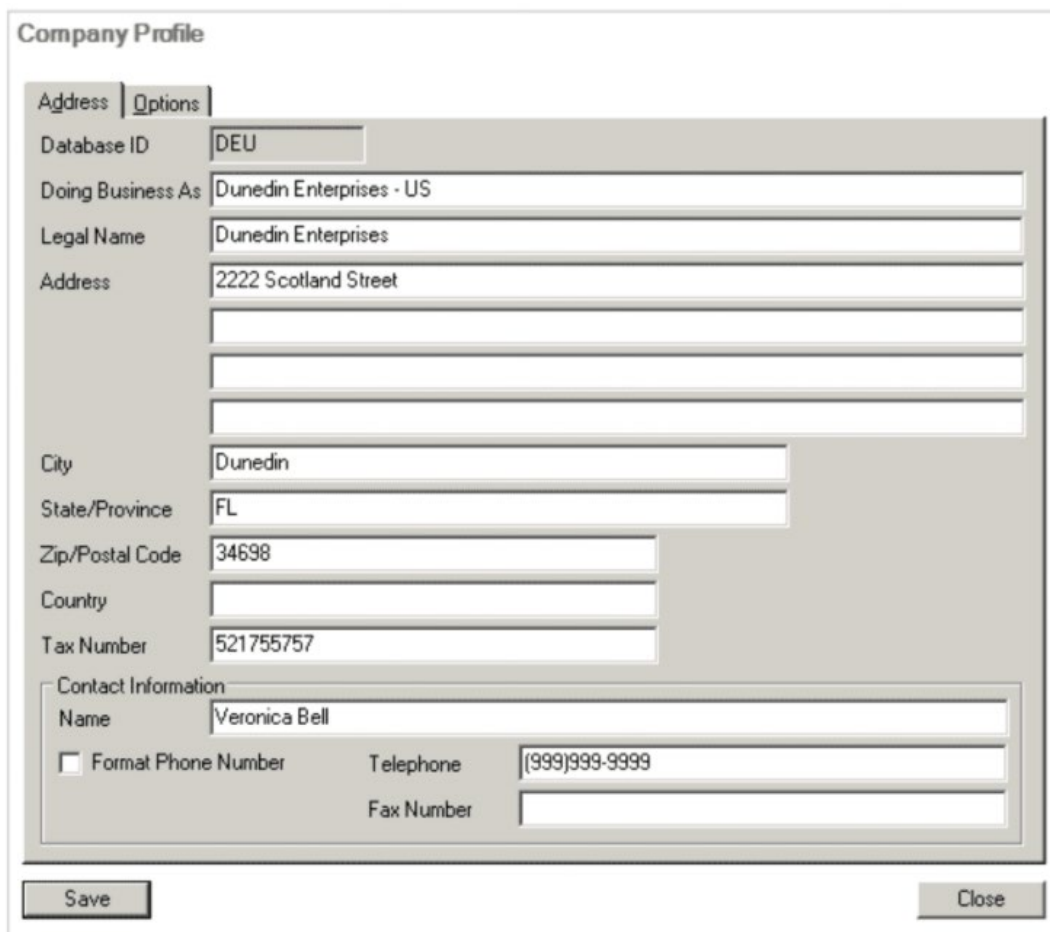# Year-End Filing with Sage Payroll Tax Forms and eFiling by Aatrix

Printing and filing your Year-End forms from Sage HRMS Payroll are done using the "Year-End Filing with Sage Payroll Tax Forms and eFiling by Aatrix" feature. This eFiling feature allows you to quickly and most importantly, accurately, file your information properly with the IRS and other government entities. In this section, we will walk you through the steps for registering for the service and the different reports and wizards available to you.

Please note there is an additional cost when using the "Year-End Filing with Sage Payroll Tax Forms and eFiling by Aatrix" feature. When registering for eFiling, there are different pricing options available for the service.

Prior to Registering for eFiling

Prior to registering for E filing, we recommend you navigate to the company profile for the address and options for federal tax number to ensure both are updated and correct.

To access the Company Profile, go to Setup > Payroll > Payroll Setup > Payroll Company Profile.

Once at the Payroll Company profile, ensure the address tab is filled out and is current as this information flows over to the eFiling service.

To navigate to the Options page, go to Setup > Payroll > Payroll Setup > Options.
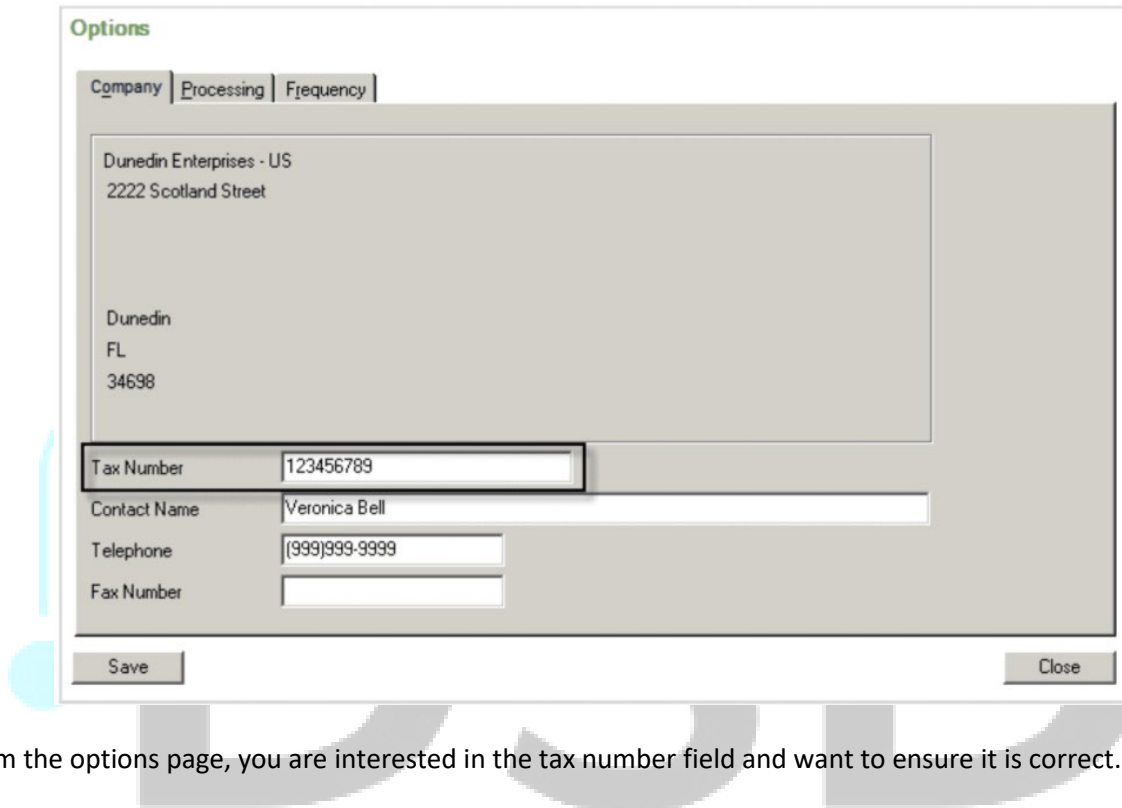
From the options page, you are interested in the tax number field and want to ensure it is correct.

Registering for the eFiling Service

to register for Year-End Filing with Sage Payroll Tax Forms and eFiling by Aatrix," you will want to navigate to the Help Functionality from Sage HRMS.
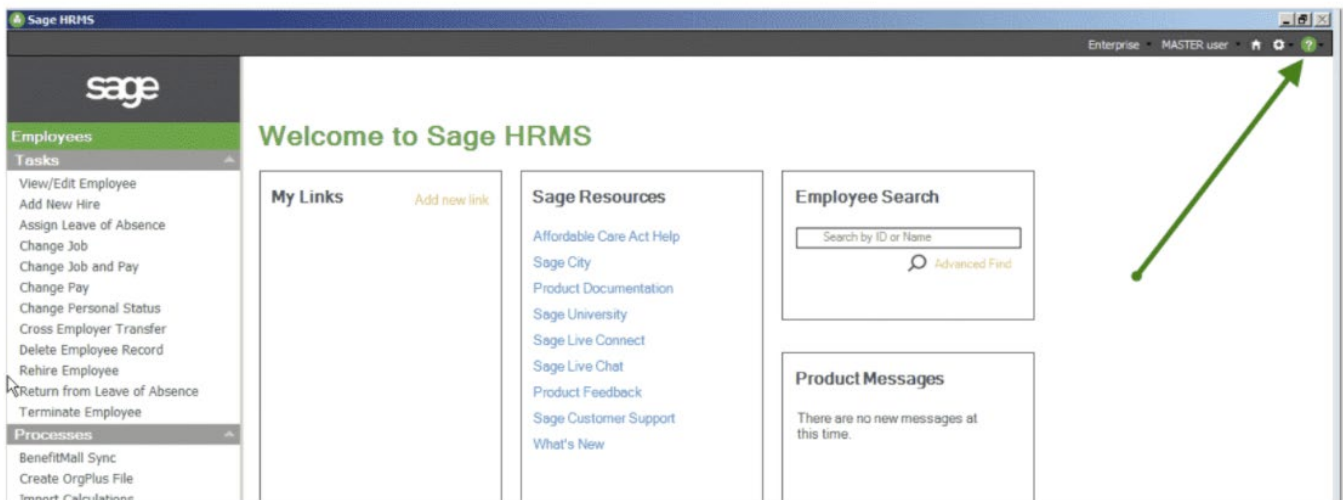
Once you access the Help Functionality, you will see the "Register for eFiling" option. Selecting this option will open the eFiling website. From this website you have access to additional eFiling information as well as links to access important updates to the Year-End Filing with Sage Payroll Tax Forms and eFiling by Aatrix" service.

From this landing page, you will see the "Enroll Now" button. Selecting this button will take you to an additional page where you will enter your information to enroll in the service.
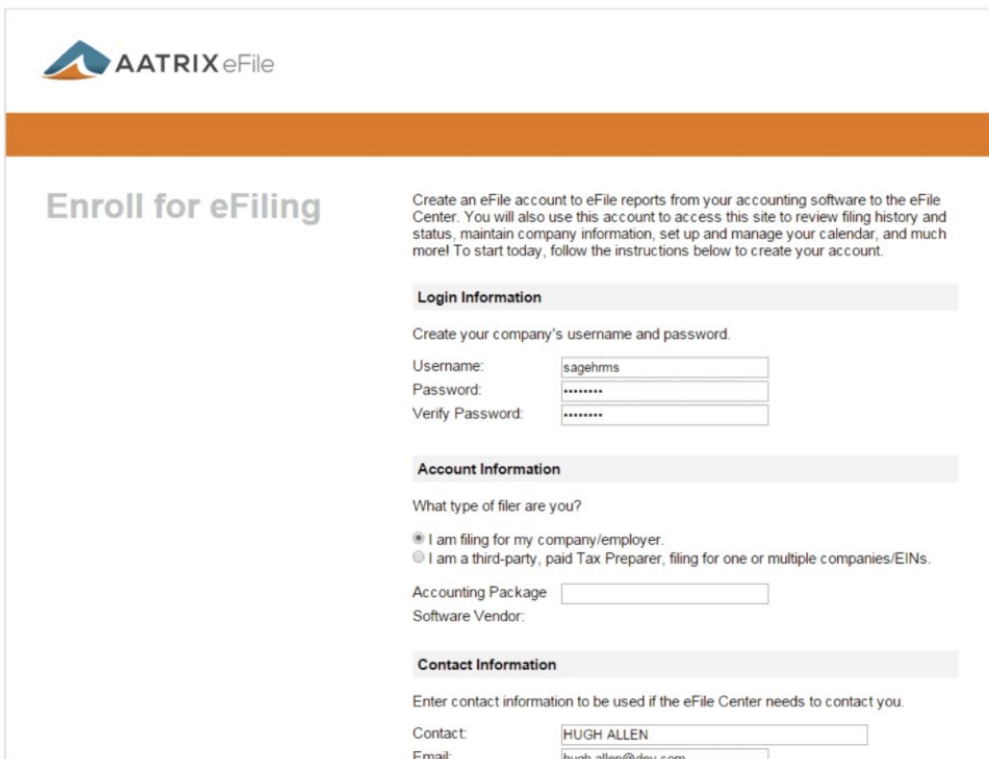
After you enter your registration information, you will be taken to your eFiling homepage. From here you can update your profile, look at past filings, view a calendar of when forms are due, and view pricing options.

eFiling Your Forms

Once you have registered for the eFiling service, you are now ready to begin filing your forms.
To begin, navigate to Reports > Payroll > Government Reports.

This will take you to your 3 government report options:
1. **Federal Tax Filing:** all the required federal tax forms will be available from this option.
2. **State Tax Filing:** you can choose individual States and have access to the forms you are able to electronically file from this option.
3. **W-2s on Paper**: to print or efile W-2s and W-3s, select this option

Note: Companies with greater than 250 employees receiving W-2s must report by eFiling.
If you are unsure if you are required to report by eFiling versus paper forms, please contact a tax consultant.

Selecting the "Federal Tax Filing" or "State Tax Filing" options will open the corresponding pages where you can select the report you wish to file.

Once you have selected your report, the system will determine if the form needs to be updated for the current year if this is the case, you will receive a choice of options:
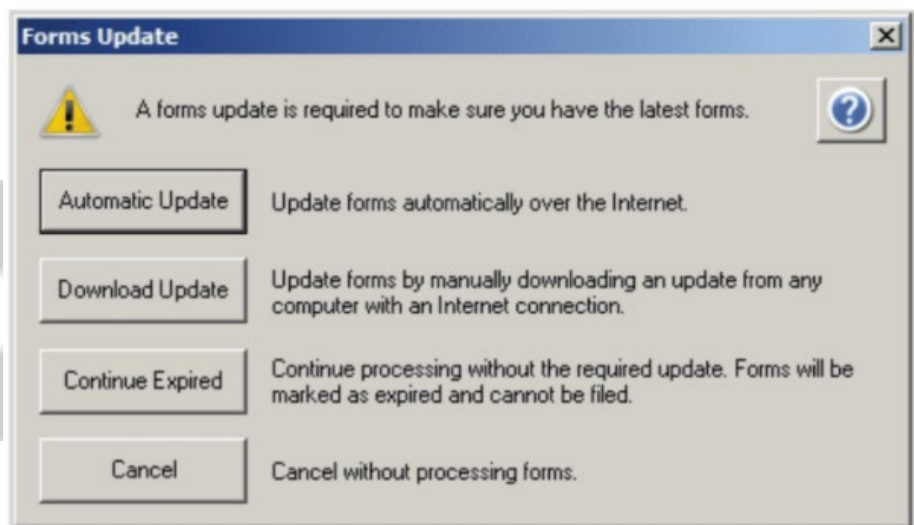
- **Automatic Update**
  This option will automatically download and install any forms that are needed. If possible, this is the recommended choice.

- **Download Update**
  The download update option will download any updates but will not install the updates. This user would I need to run the updates manually to install them.

- **Continue Expired**
  If you wish to view your Sage HRMS data without installing or updating any updates, you can select this option. Please note that this option only allows you to view the forms; they are unable to be filed until the forms are updated.

- **Cancel**
  This option will take you back to the form selection.

If you opt to choose the "Automatic Update" or "Download Update" options, a page will display listing all the forms that require updates:
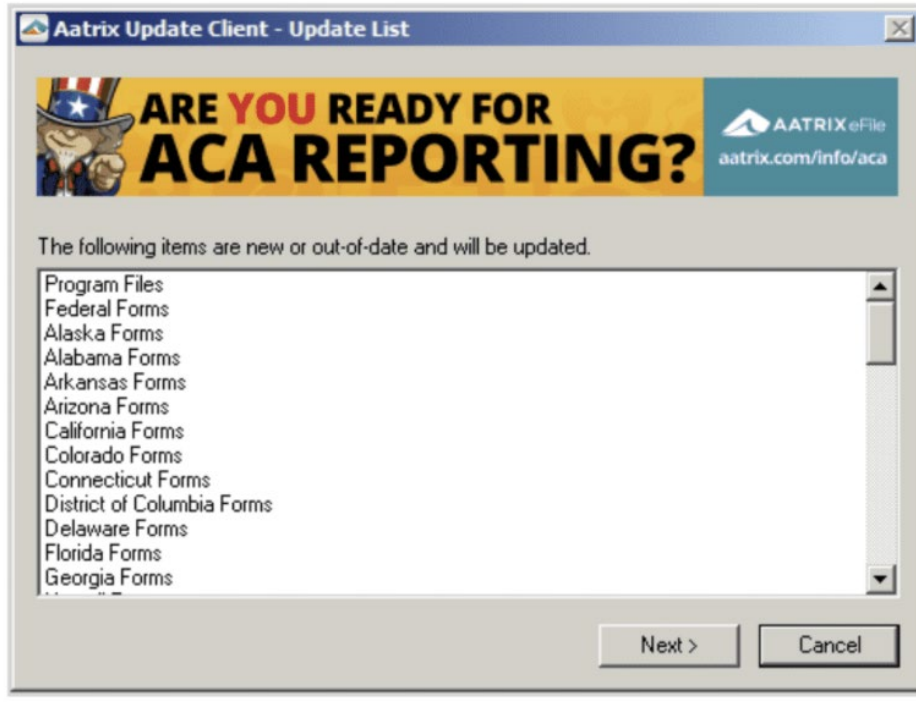

Selecting "Next" will download the needed file and form updates.
Once finished, you will be taken back to the form selection page.

When the forms have been updated, you can continue the process by selecting the form you wish to e-file and selecting the "Display" button.

At this point you will be prompted for your Sage Customer Number.

Once you have entered your Sage Customer Number, you will continue to a wizard to walk you through the eFiling process.
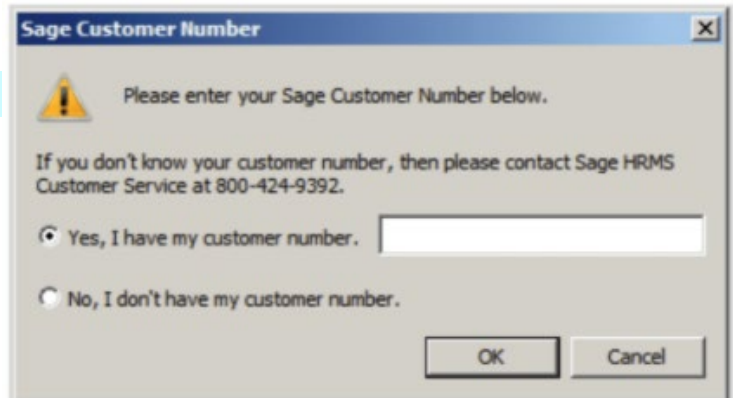
NOTE: For the purposes of this training we will view the "W-2 on Paper Report".
The individual steps of the wizard may vary slightly depending on the form being filed.

Processing W-2 on Paper

The first step of the wizard pertains to processing W-2s for your employees. You can opt to fully process your W-2s or choose to "test drive" the process for your employees.

If you choose any of the "test drive" options, you will walk through the process without saving your information. Select the choice that best pertains to your needs and click the "Next" button to continue.
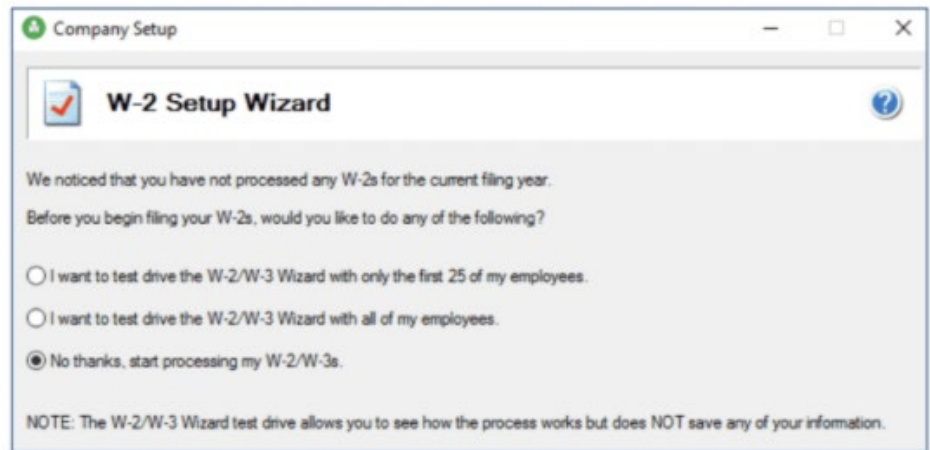

The following step will display your Company Federal Tax ID for accuracy.
If the Company Federal Tax ID FEIN is correct, click the next button to continue.

If the FEIN is incorrect, return to the eFiling registration website to edit your profile with the correct FEIN.

Note: The message on the wizard points towards your accounting software to correct the FEIN.

For Sage HRMS, you would edit your eFiling Profile to add the correct FEIN. While the FEIN does come from the software, your profile overrides this record.
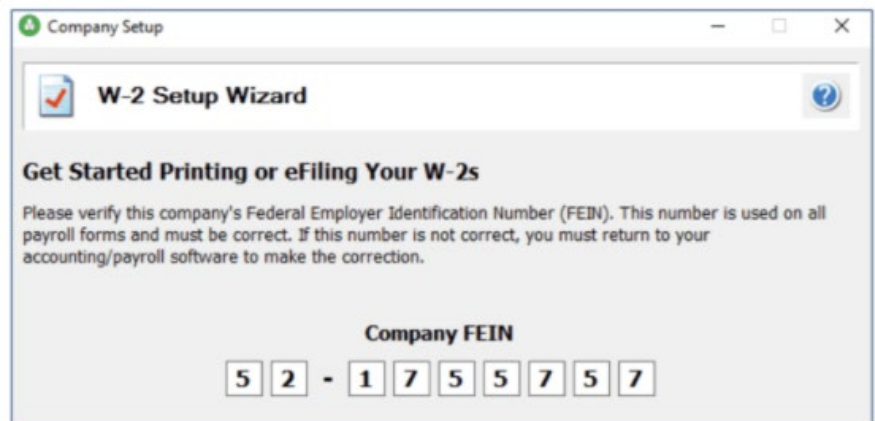
Once verified, click the "Next" button to be taken to the next step of the wizard.
Make your selection as to whether you use a single or multiple payroll data files for this EIN.

If you have multiple data files, you will need to combine them during the next step.
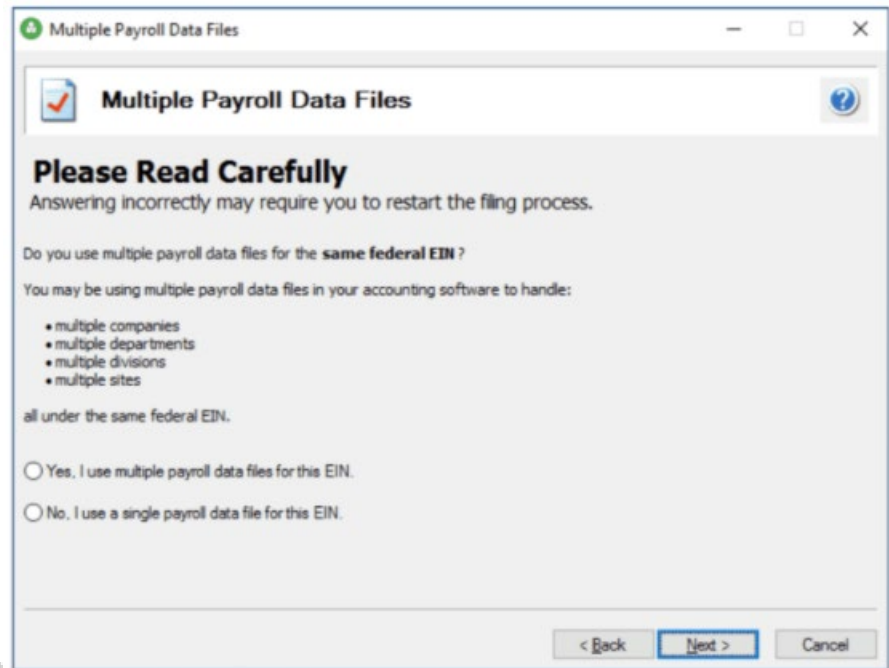
In this example, we will select "No, I use a single payroll data file for this EIN."

If you are prompted to enter your Sage Customer Number, please do so at this time.

Click the "Next" button and you will now be able to verify and edit your company information.

While this information is drawn directly from your eFiling profile, you can make edits directly from this step.

If you attempt to leave this page with any of the required fields left blank, the system will prompt you to enter information into the fields before continuing.

Multiple Payroll Data Files

Please Read Carefully
Answering incorrectly may require you to restart the filing process.

Do you use multiple payroll data files for the **same federal EIN** ?

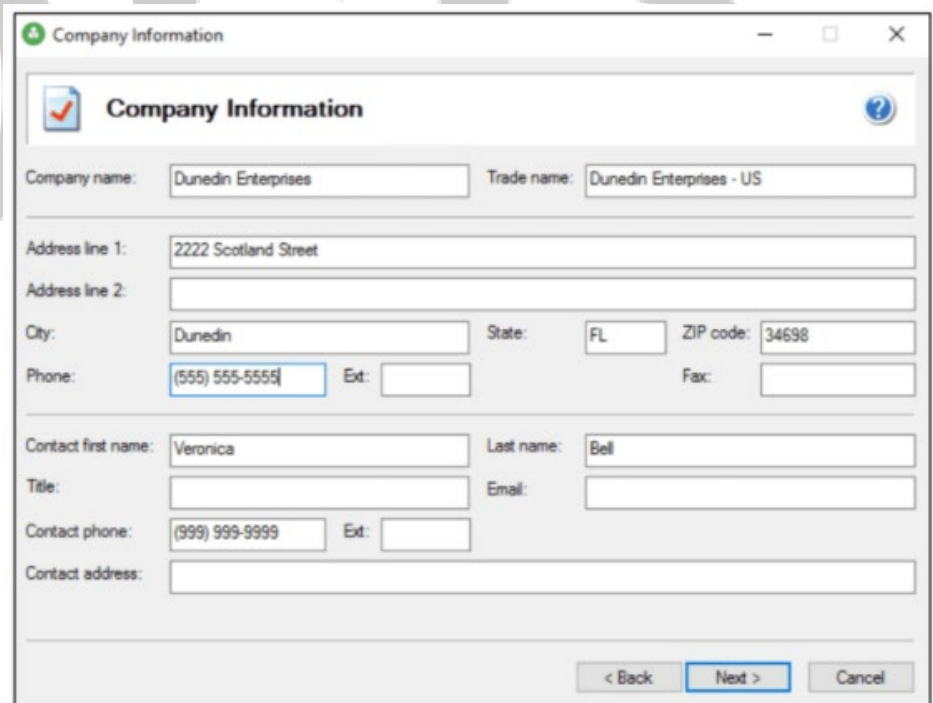You may be using multiple payroll data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

all under the same federal EIN.

○ Yes, I use multiple payroll data files for this EIN.

○ No, I use a single payroll data file for this EIN.

< Back   Next >   Cancel

Company Information

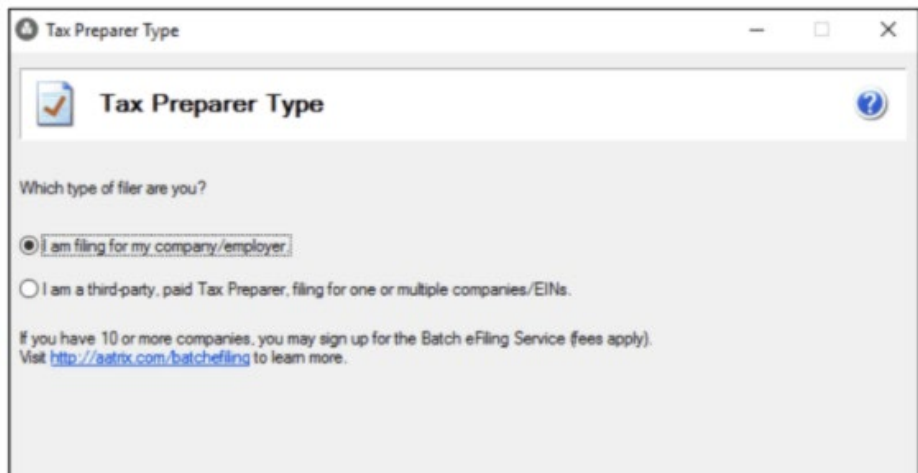| Company name: | Dunedin Enterprises | Trade name: | Dunedin Enterprises - US |
Address line 1:	2222 Scotland Street		
Address line 2:			
City:	Dunedin	State: FL	ZIP code: 34698
Phone:	(555) 555-5555 Ext:		Fax:
Contact first name:	Veronica	Last name:	Bell
Title:		Email:	
Contact phone:	(999) 999-9999 Ext:		
Contact address:			

< Back   Next >   Cancel

The next step of the wizard will have you select if you are filing for your company or a 3rd party tax preparer.

Select the option that best pertains to you and click "Next" to continue.

Tax Preparer Type

Which type of filer are you?

⦿ I am filing for my company/employer.

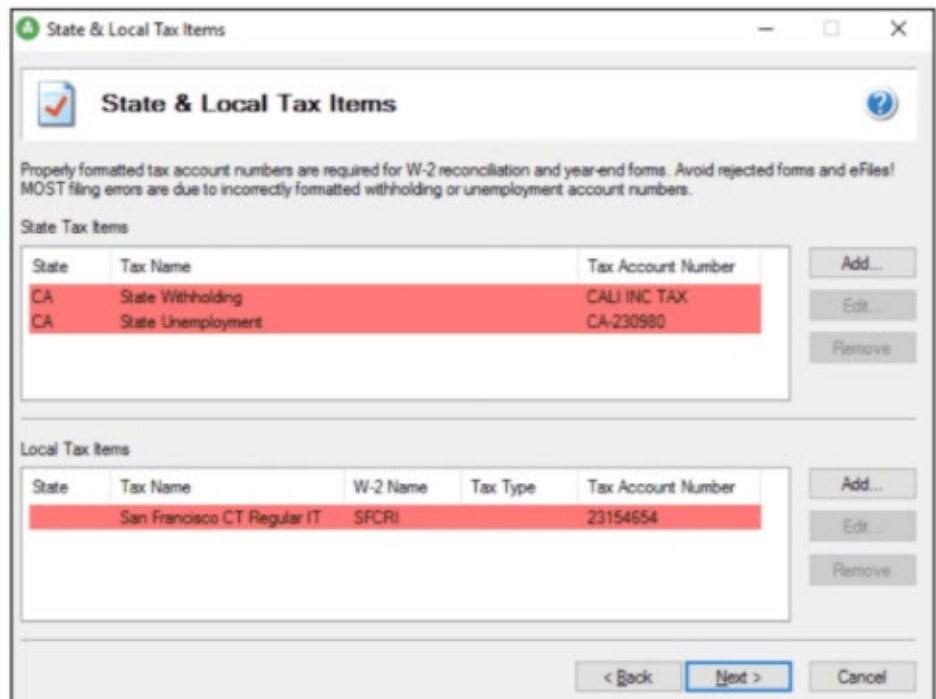◯ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply). Visit http://aatrix.com/batchefiling to learn more.

You will now be prompted to select any State and Local taxes that pertain to your company.

Use the "Add", 'Edit" or "Remove" buttons to make the proper selections for both State and Local taxes.

If any taxes are highlighted in red, you will need to correct them. You can double click on the tax to edit or click "Next".

If no taxes are highlighted in red and the information appears correct, click "Next" to continue.

State & Local Tax Items

Properly formatted tax account numbers are required for W-2 reconciliation and year-end forms. Avoid rejected forms and eFiles! MOST filing errors are due to incorrectly formatted withholding or unemployment account numbers.

State Tax Items

State	Tax Name	Tax Account Number
CA	State Withholding	CALI INC TAX
CA	State Unemployment	CA-230980

Add...
Edit...
Remove

Local Tax Items

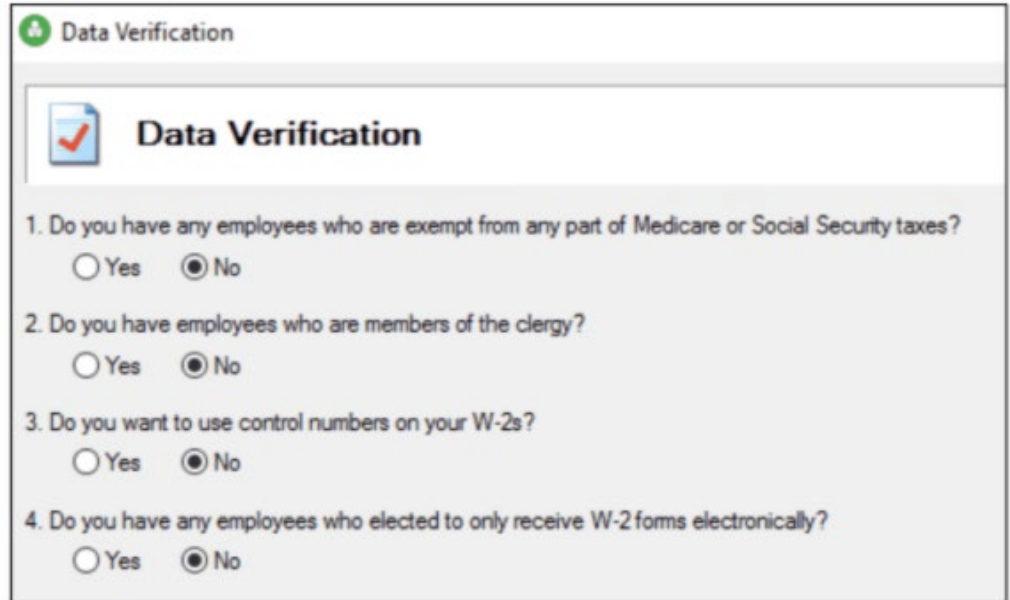| State	Tax Name	W-2 Name	Tax Type	Tax Account Number
	San Francisco CT Regular IT	SFCRI		23154654

Add...
Edit...
Remove

< Back   Next >   Cancel

You will be prompted to select additional items as they pertain to your W-2 printing.

Select the options as they pertain to you.

When finished, you can proceed with the wizard.

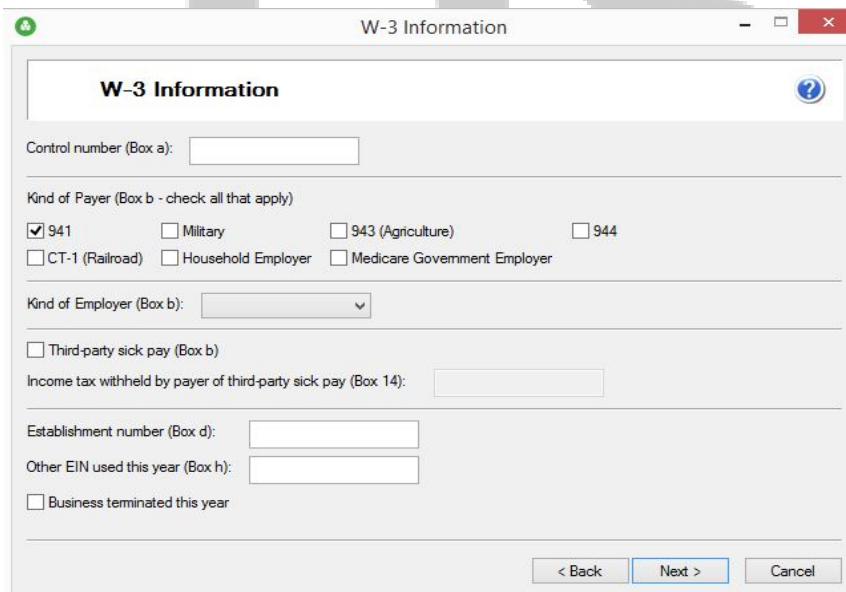Enter information as you wish it to appear on your W-3 form and press the next button when finished.

Once you have made your selections, the "Next" button will walk you to the next step which will be reviewing, editing, and eventually filing the actual form.
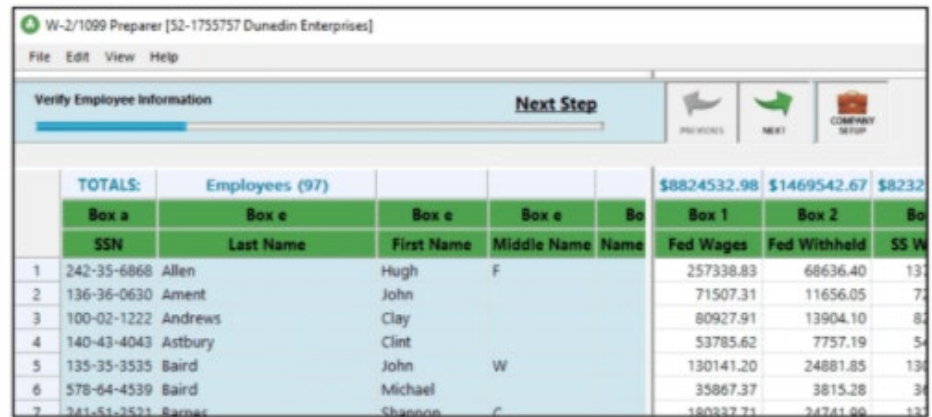

Depending on the form, there are three different steps in this process: "Review / Edit", "My Copy" and "Federal Copy."

Review Edit

The first step allows you to review the data on your report to ensure it is correct.

Fields on the report can be modified or edited by selecting the field.

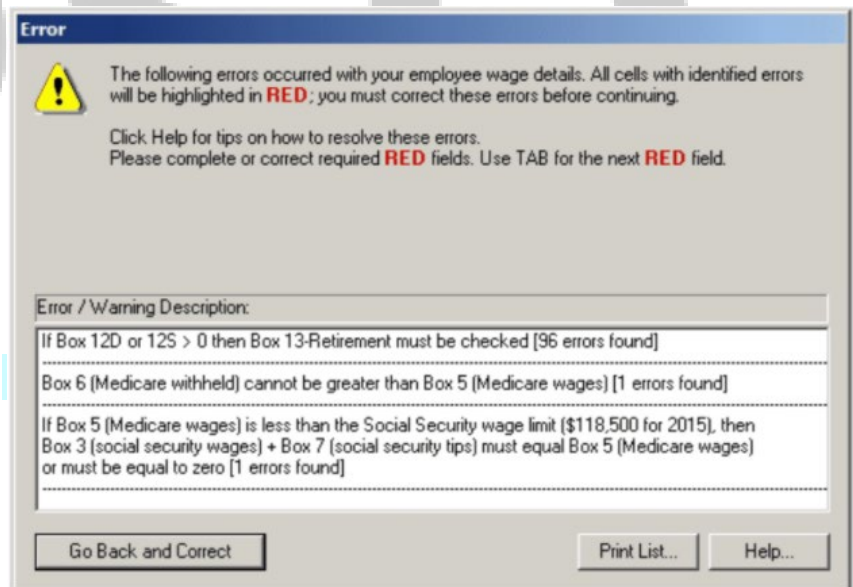In addition, any field highlighted in red requires your attention or input.

> **Note**: while you can make any changes directly to the W-2 form, we highly recommend making the change in Sage HRMS should you find a discrepancy. Fixing the error in Sage HRMS will guarantee that it will be correct moving forward. Fixing the error on the form will only correct the discrepancy on the form itself and not in your records within Sage HRMS.

Once you have reviewed the form for accuracy, click the next step button to continue.

If you are missing items or have items you need to update, you will receive an error message detailing those missing items.

If you have missing items or errors, you must go back and fix them before continuing in addition to the error message, once you are back in the form any field highlighted in red requires your attention or input.

Finally, you will be taken to a page displaying your filing options and the costs associated.

Once you enter the information, select the next button to enter additional information depending on the form.

W-2 Form — Hugh F Allen
a Employee's SSN 242-35-6868	1 Wages, tips, other compensation 257338.83	2 Federal income tax withheld 68636.40
OMB No. 1545-0008	3 Social security wages 137700.00	4 Social security tax withheld 8537.40
b Employer identification number 52-1755757	5 Medicare wages and tips 263424.00	6 Medicare tax withheld 4390.47

c Employer's name, address, and ZIP code
Dunedin Enterprises
2222 Scotland Street
Dunedin   FL   34698

| e Employee's first name and initial Hugh | F | Last name Allen | Suf. |

12001 Oak Ridge Road
Apt 101
San Jose   CA   95014
f Employee's address and ZIP code

d Control number	7 Social security tips	8 Allocated tips
9	10 Dependent care benefits	11 Nonqualified plans
12a D 6085.17	14 Other	
12b		
12c		
12d		
13 Statutory employee ☐ Retirement plan ☒ Third-party sick pay ☐		

W-2 Form — Clay Andrews
a Employee's SSN 100-02-1222	1 Wages, tips, other compensation 80927.91	2 Federal income tax withheld 13904.10
OMB No. 1545-0008	3 Social security wages 82320.00	4 Social security tax withheld 5103.84
b Employer identification number 52-1755757	5 Medicare wages and tips 82320.00	6 Medicare tax withheld 1193.64

c Employer's name, address, and ZIP code
Dunedin Enterprises
2222 Scotland Street
Dunedin   FL   34698

| e Employee's first name and initial Clay | | Last name Andrews | Suf. |

655 Norn St.

Los Gatos   CA   95030
f Employee's address and ZIP code

d Control number	7 Social security tips	8 Allocated tips
9	10 Dependent care benefits	11 Nonqualified plans
12a D 1392.09	14 Other	
12b		
12c		
12d		
13 Statutory employee ☐ Retirement plan ☒ Third-party sick pay ☐		

Aatrix Rev. 7/19/19

W-2 Form — John Ament
a Employee's SSN 136-36-0630	1 Wages, tips, other compensation 71507.31	2 Federal income tax withheld 11656.05
OMB No. 1545-0008	3 Social security wages 72382.80	4 Social security tax withheld 4487.70
b Employer identification number 52-1755757	5 Medicare wages and tips 72382.80	6 Medicare tax withheld 1049.58

c Employer's name, address, and ZIP code
Dunedin Enterprises
2222 Scotland Street
Dunedin   FL   34698

| e Employee's first name and initial John | | Last name Ament | Suf. |

784 Goan St.

San Jose   CA   95101
f Employee's address and ZIP code

d Control number	7 Social security tips	8 Allocated tips
9	10 Dependent care benefits	11 Nonqualified plans
12a D 875.49	14 Other	
12b		

W-2 Form — Clint Astbury
a Employee's SSN 140-43-4043	1 Wages, tips, other compensation 53785.62	2 Federal income tax withheld 7757.19
OMB No. 1545-0008	3 Social security wages 54045.60	4 Social security tax withheld 3350.76
b Employer identification number 52-1755757	5 Medicare wages and tips 54045.60	6 Medicare tax withheld 783.72

c Employer's name, address, and ZIP code
Dunedin Enterprises
2222 Scotland Street
Dunedin   FL   34698

| e Employee's first name and initial Clint | | Last name Astbury | Suf. |

16 Sheppard Place

San Jose   CA   95131
f Employee's address and ZIP code

d Control number	7 Social security tips	8 Allocated tips
9	10 Dependent care benefits	11 Nonqualified plans
12a D 259.98	14 Other	
12b		

Connecting to the Aatrix eFile Center, please wait...

When all information has been entered, you will be taken to a page where you are able to review your forms before eFiling.

Once your forms are accurate, you will be prompted to print and then e-file the forms as needed. You will be connected to the Aatrix e-file center and your forms will be properly filed.

Affordable Care Act Preparedness

On March 23rd, 2010 the Affordable Care Act was enacted into law. There are many different aspects of the law. We will discuss the aspects related to Sage HRMS that may affect you now or in the foreseeable future.

For more information or for IRS regulations for reporting employer provided health care coverage, including the guidelines for what needs to be reported, please visit the IRS website from the following link:
https://www.irs.gov/affordable-care-act

Small Business Health Care Tax Credit
Small Businesses can receive a tax credit for providing health care for their employees.

Health Insurance Premium Tax Credit
Beginning in 2014, employees and their families were able to opt for a tax credit to be used in purchasing health insurance through an Affordable Insurance Exchange program.

IRS Regulations
For more information on the Health Insurance Premium Tax Credit, visit the following website:
https://www.irs.gov/affordable-care-act/individuals-and-families/the-health-insurance-marketplace

Sage HRMS Procedures
There are no steps in Sage HRMS currently.

Affordable Care Act Reporting for 2015
Beginning in 2015, there were additional reporting ACA considerations to be considered.
According to the IRS:
- "You may be required to report the value of the health insurance coverage you provided to each employee on his or her form W-2."
- "Effective for calendar year 2015, you must file an annual return reporting whether and what health insurance you offered to your employees. This rule is optional for 2014. "
- Effective for calendar year 2015, if you provided self-insured health coverage to your employees, you must file an annual return reporting certain information for each employee you cover. This rule is optional for 2014."

IRS Regulations
For more information on the additional reporting requirements, visit:
https://www.irs.gov/affordable-care-act/employers/affordable-care-act-tax-provisions-for-large-employers

Sage HRMS Proceedure(s):
There are no steps in Sage HRMS currently.
The "My Workforce Analyzer" product contains the necessary forms and items for this provision.

Reporting Employer Provided Health Coverage in Form W-2

Employers are required to report the cost of coverage for an employer-sponsored group health care plan on the employee's W-2 in Box 12, using Code DD.

IRS Regulations

"The amount reported does not affect tax liability as the value of the employer excludable contribution to health care coverage continues to be excludable from an employee's income, and it is not taxable.

This reporting is for informational purposes only, to show employees the value of their health care benefits so they can be more informed consumers."

For more information on for iris regulations for reporting employer provided health care coverage, including the guidelines for what needs to be reported please visit the IRS website: https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage

Sage HRMS Procedures

In Sage HRMS The employee and employer amounts for benefits need to be set up separately.
You can use one benefit for the employee in HR that is mapped to a Deduction code and a Benefit code in payroll. This document will explain how to set up the two codes and link them to the HR benefit.

If you did not have the benefit code set up in payroll all year or need to add the employer portion because you did not have it linked, you will need to edit W-2s.

Creating Employee Deductions

Sage HRMS requires employee paid benefits (full and partially paid by employee) to be setup as an Earning/Deduction category of 'Deduction'.

1. Navigate to Setup > Payroll > Earning/Deduction Codes.
2. Create a new code with a Category of "Deduction."
   Select the correct Frequency and leave all other options at their default.

4. Fill out the remaining tabs as they pertain to your company.

Creating Employer Deductions

Employer contributions must be set up as an Earnings/Deduction category of 'Benefit'.

1. Navigate to Setup > Payroll > Earning/Deduction Codes

3. For the remaining Tabs and fields, select the options as they pertain to your company.
4. Finally, add both new codes to your employee under the "pay" tab under Payroll > Employee Payroll.
5. Finally, if you are using the Sage HRMS HR module, the deduction can be linked to an HR plan in Setup > Payroll > Employee Configuration

NOTE: There are many more provisions for the Affordable Health Care Act. For a complete list of provisions and how they may affect you, please contact a benefits specialist or access the Affordable Health Care Act web page at: https://www.irs.gov/affordable-care-act

Prior to Processing Payments in the Upcoming Year

With the upcoming year, there are steps in Sage HRMS you will be taking to ensure accurate and proper reporting. the following items will prepare you for running payrolls in the new year as well as making sure your reporting is ready.

Installing the Fourth Quarter Update

The Fourth Quarter Update contains updated taxes to prepare you for the new year. Making sure you have the Quarterly Update installed will prevent potential headaches in the new year with incorrect tax amounts.

1. Backup your Sage HRMS before installing the Fourth Quarter 2020 update.
2. Close any windows you have running.
3. Using an Internet browser, go to www.sage.com/en-us/
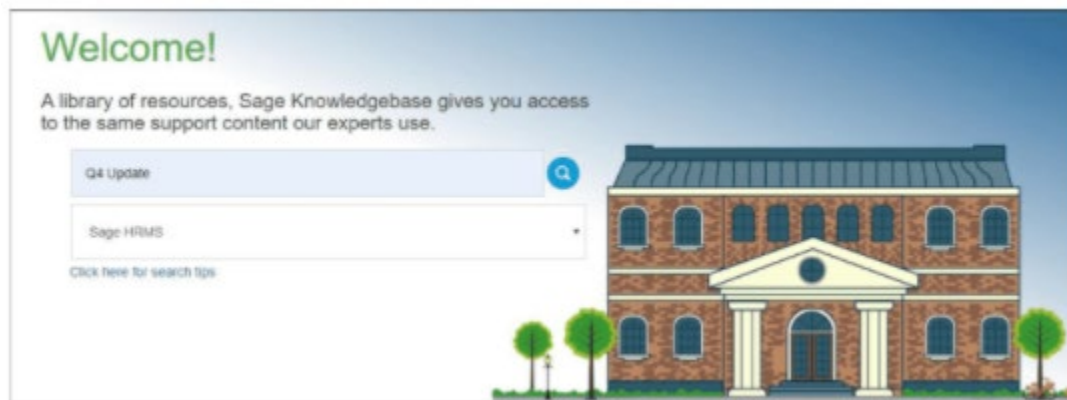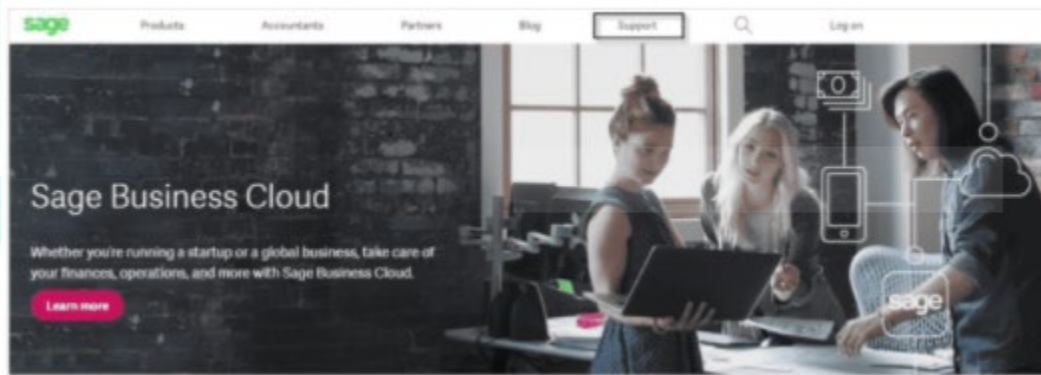
6. You will be taken to a knowledge base article with the links to download Sage HRMS products and product updates.
7. Select the link and then follow the instructions on your screen to download the fourth quarter update for Sage HRMS
8. The update must be applied on the original server installation of Sage HRMS.

9. If you are unsure of the server installation of Sage HRMS, please either contact your IT department or DSD Business Systems. Once you have located the original server installation of Sage HRMS, unzip the file in a location where you will be able to easily locate the file contents.
10. Run the executable (.exe) file as admin and follow the prompts.

Updating Earnings/Deductions

This window enables you to modify, in one step, certain information about the earnings and deductions that have already been assigned to all or a selected range of the current employee records. This saves you from having to modify the earnings or deductions information on each employee record, one record at a time.

This is helpful for the year and preparedness by allowing you to change items that may have changed for the new year such as goals, balances or changes in payment structure.

Note: This is a process that could change large amounts of data at one time.
Because of this, we recommend you make a backup of your data before you start.

In addition, the update Earnings/Deductions task modifies the Earnings/Deductions that have already been assigned to current employees only.
The modifications you make do not affect the Earnings/Deductions record itself.

If you want the changes you make to affect an Earnings/Deductions for future assignments to employees, use the Earnings/Deductions window to change the master record.
This is found from the Navigation Pane: select Set Up > (Codes) Payroll > (Earnings/Deductions/Taxes)

Updating Earnings/Deductions of Employees

1. From the Navigation Pane, select Payroll > (Tasks) Updating Earnings/Deductions

2. In the Earnings/Deduction field, Choose the earning deduction for which you want to make changes. The window then displays the fields that can be globally modified for the earning deduction.

3. On the upper part of the window, enter the fields to specify which employees you want to update. Update by: choose a method by which you will select employees for the update. Based on the method you choose the system enables or disables additional fields that are related to your choice. Enter the additional fields.
    The options in the update by field are:
    *   **Employee Number**: Choose this to update only employee numbers that fall within the range which you specify in the Employee From and To fields.
    *   **Class:** Choose this to update only the employees who have been grouped into a certain class. Choosing this option enables the Class field and the Class From/To fields, in which you enter the class and the range of class codes.
    *   **Selection List:** Choose this to update only employees that belong in the selection list that you specify in the "Selection List" field.
    *   **Set Criteria:** Choose this to update only employees that match selection criteria that you define choosing this option enables the "Set Criteria" button. Click the button to enter your criteria.
   If you choose an option other than Set Criteria, you can further narrow the selection of employees by entering the Employee From & To fields.

4. In the detail table, choose a field you want to modify, and enter the information for the chosen field;
   - In the **Type of Change** column, set how you want to change the chosen field.
     NOTE: Options will vary based on field type chosen.
     i. **Replace**: you can replace that information for any type of earning deduction field.
     ii. Increase: this will increase the amount or percent that is currently in the field by the amount selected in the New Value or Change column.
     iii. **Decrease**: this will decrease the amount or percent that is currently in the field by the amount selected in the New Value or Change column.
     iv. **Pct Inc (Percent Increase):** This will increase the amount or percent that is currently in the field by the specified percent selected in the New Value or Change column.
     v. **Pct Dec (percent decrease):** this will decrease the amount or percent that is currently in the field by the specified percent selected in the New Value or Change column.
   - The **Match Current Value option** lets you restrict an update to only those employees with specific values currently in the fields you want to change.
     i. To use this feature:
        1. In the Match Cur Value? column, double click or use the spacebar to choose yes.
        2. In the Current Value to Match Field, enter the value by which to restrict the change. This column will limit data entry to the type of field being updated (i.e. dates will show a calendar box icon).

           NOTE: The WCC Group to Match and New WCC Group Columns will only activate for earnings, accrual or benefit codes that have been set up for Workers' Compensation and will only apply to the Workers' Compensation Code field.
   - If you are changing the Workers' Compensation Code of your chosen earning/deduction, enter the new WCC Group that will replace the existing WCC group.
   - Enter the New Value of Change by which to replace, increase, or decrease the value of the chosen field.
5. If you want to modify another field listed in the Field column, repeat Step 4.
6. When you have completed the window click the update button to make the changes you specified.
7. After the update completes, a box will pop up stating how many employees were updated.
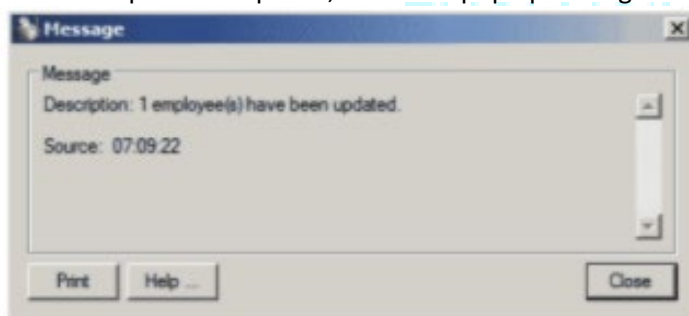
In addition, a message pops up that asks if you want to print the update Earn/Ded Audit Report.
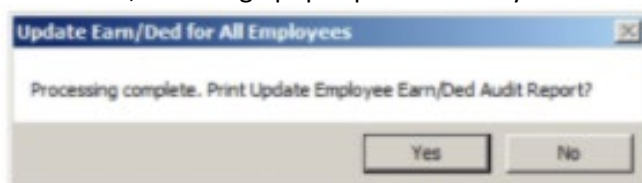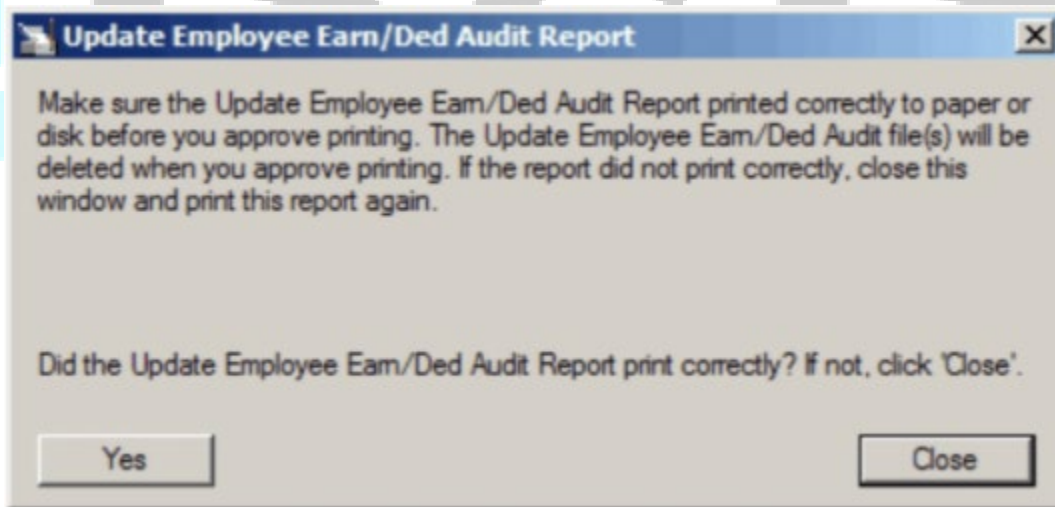
| | | | | | Dunedin Enterprises - US | | | Page 1 |

Update Employee Earn/Ded Audit Report (UPAUDE1)

Run Date:	11/3/2020		
Earning/Deduction:	BON	Description:	Bonus
Update:	[Employee Number]		
From Employee	[] To [ZZZZZZZZZZZZ]		

Employee	Field	Type of Change	Match Value?	Current WCC Group	Current Value	New WCC Group	New Value
021	Kahill, Nancy						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00
101	Stewart, Mary A						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00
10229	Crawford, Kevin C.						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00
10230	Jackson, Stone						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00
10231	Smith, Matt						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00
10232	Williams, Jeff						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00
10233	Krieger, Theodore						
	Employee Rate/Amt/Pct.	Replace	No		0.00		250.00

9. After you print the report, you will be prompted to approve the report.
   This will clear the report results.

Update Employee Earn/Ded Audit Report

Make sure the Update Employee Earn/Ded Audit Report printed correctly to paper or disk before you approve printing. The Update Employee Earn/Ded Audit file(s) will be deleted when you approve printing. If the report did not print correctly, close this window and print this report again.

Did the Update Employee Earn/Ded Audit Report print correctly? If not, click 'Close'.

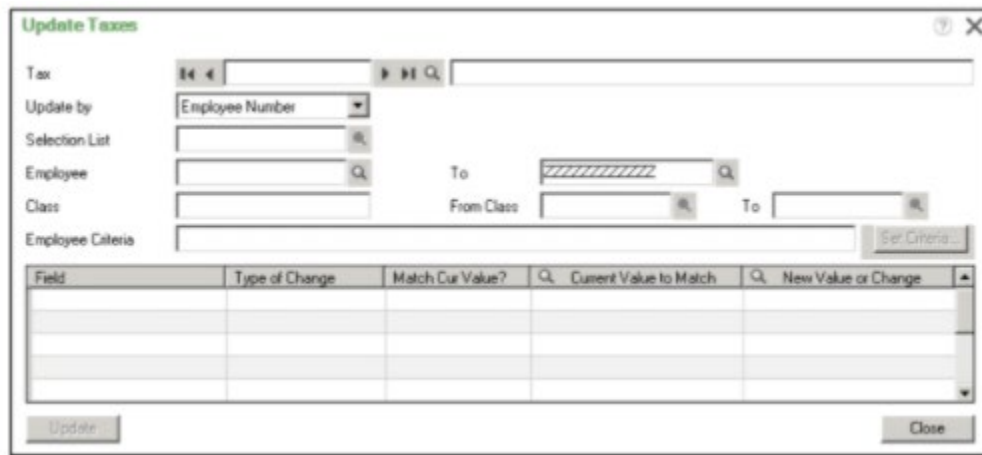[Yes]   [Close]

Updating Taxes

Use the Update Taxes task (Payroll > (Tasks) Update Taxes) when you want to change a tax rate, extra withholding amount, or other tax field that is controlled at the employee level so that you can apply the change to all affected employee records at once rather than having to enter the changes separately in each record.

When making a change to many records, it is recommended that the data be backed up in case of error.

> NOTE: The Update Taxes task changes current employee tax information only. If you want to change default tax information for future employees, use the Federal and State taxes window or Local and Other Custom Taxes window.

Taxes to Update

Tax: Enter the code for the tax you want to update and then press Tab on the keyboard or select the code from the Finder

Update by: In the Update By field, choose a method by which you will select employees for the update. When you choose a method, the program enables additional fields that are related to your choice. Enter the additional fields.
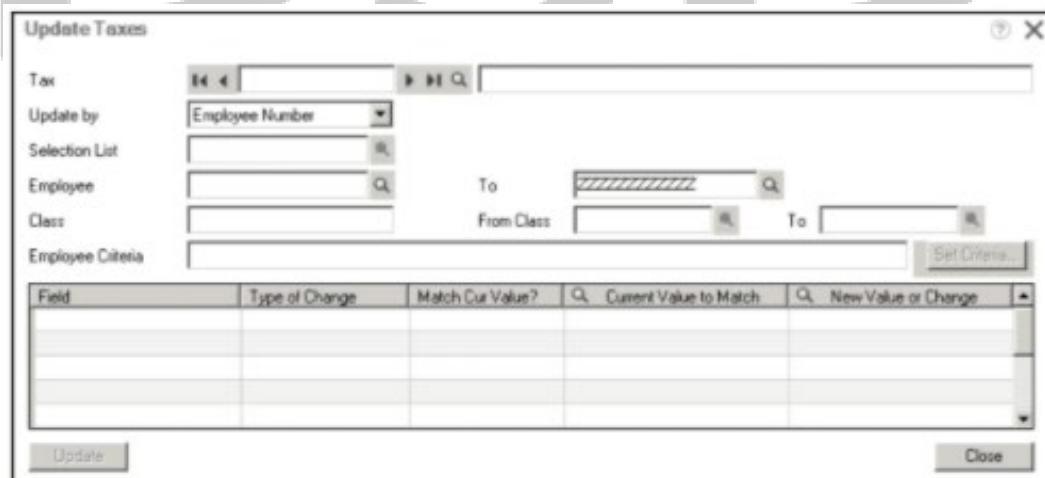
> **The options in the Update By field are:**
> * **Employee number:** Choose this to update only employee numbers that fall within the range which you specify in the Employee From and To fields.
>
> * **Class:** Choose this to update only the employees who have been grouped into a certain class. Choosing this option enables the Class field and the Class From/To fields in which you enter the class and the range of class codes.
>
> * **Selection List:** Choose this to update only employees that belong in the selection list that you specify in the Selection List field.
>
> * **Set Criteria:** Choose this update only employees that match selection criteria that you define. Choosing this option enables the Set Criteria button. Click the button to enter your selection criteria.

If you choose an option other than Set Criteria, you can further narrow the selection of employees by entering the Employee From and To fields.

- **Selection List:** In the Selection List field, choose a selection list that contains the employee numbers you want to process.

- **Employee (From) To:** In the employee from 2 fields, enter the range of employee numbers that you want to select for the process.

- **Class**: Enter the class on which to filter.

- **Class From/To**: When you choose an option in the Class field, the From Class and To Class fields let you specify a range of class codes within your selected class.
  - To process all class codes, the From Class field should be blank, and the To field should be filled with all ZZZZZZ.

- **Employee Criteria:** If you choose Set Criteria in the Update by field, the Set Criteria button Is enabled on the window. Click the button to open a Set Criteria dialog box that lets you use virtually any field associated with employees to select a subset of employees for processing.
  - For example: you may want to process only employees within a specific range of hire dates.
  - For help on how to set up criteria for selecting records, press F1 while your cursor is positioned in the Set Criteria dialog box.

  When you close the dialog box, the criteria you have set up, if any, is displayed in the Employee Criteria field of the originating window.

Detail Table Overview for Update Taxes

Field: This column lists the fields you can update for the tax. You do not make any changes in this column.

Type of Change: Select the update method you wish to use for this change.

To select an update method, do one of the following:
- Double click and click the down arrow to display a list of methods.
- Press the spacebar and then press the down arrow key to display a list of methods.
- Type the 1st letter of the type of change you want to make the update methods provide you with a variety of ways to tell the system to replace a value or calculate a new rate or amount based on information you specify.

Depending on the type of field you want to update, you can choose:
- **Replace:** you can replace the information for any type of tax field.
  When you select this update method, you type the new information in the New Value or Change column or, if applicable, you can select the new information from the Finder.
- **Increase:** You can use the Increase update method to change a tax field. When you select this update method, you enter in the New Value or Change column, the amount by which to increase the current amount.

- **Decrease:** You can use the decrease update method to change attacks field. When you select this update method, you enter in the New Value or Change column, the amount by which to decrease the current amount.

- **Pct Inc (Percent increase):** You can use the percent increase update method to change a tax amount or percent field. When you select this update method, you enter in the new value or change column, the percent by which to increase the current amount or percent.

- **Pct Dec (Percent decrease):** You can use the percent increase update method to change a tax amount or percent field. When you select this update method, you enter in the new value or change column, the percent by which to decrease the current amount or percent.

Match Current Value?: This option lets you restrict an update to only those employees with specific values currently in the fields you want to change.

To use this feature:
- **In the Match Cur Value? Column,** double click in the field, or press spacebar to choose yes.
- **In the Current Value to Match Field,** enter the value by which to restrict the change.
  This column will limit data entry to the type of field being updated
  (i.e. dates will show a calendar box icon).

New Value or Change:
The value you enter in this field depends on the update method you selected:
- **If you chose Replace in the Type of Change field,** then in the New Value or Change field, enter the new value with which you want to replace the current contents of the field.

- **If you chose any of the Increase or Decrease options** (Amount or percent), enter only the amount of the increase or decrease.
  Do not enter any value that might result from applying the increase or decrease.
- **For certain types of fields (for example, the distribution code),** you can display a list of choices in the New Value or Change field by double clicking, pressing the spacebar, or typing a letter.
  Then click on the Finder (or down arrow) icon to display the list.
  NOTE: You can update as many fields as needed on this page at one time.

When you have completed the window, click the Update button to make the changes you specified on the window.

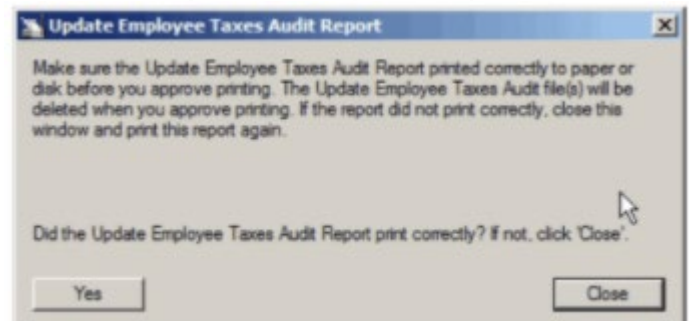After the update completes, a box will pop up stating how many employees were updated.
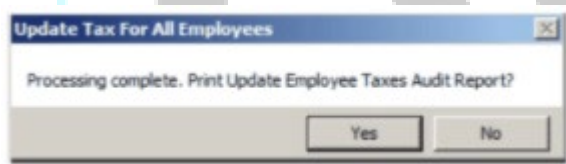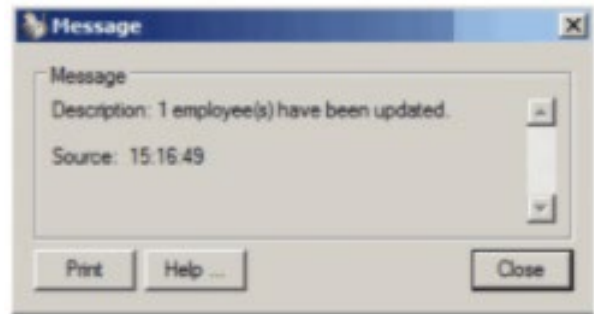
In addition, a message pops up that asks if you want to print the Update Earn/Ded Audit Report?

Print this report and validate the results.

After you print the report, you will be prompted to approve the report.

This will clear the report results.

Fiscal Year Calendar

The fiscal year calendar is shared by all the data in your company's accounting database.
Utilizing the Fiscal Year Calendar feature you can:
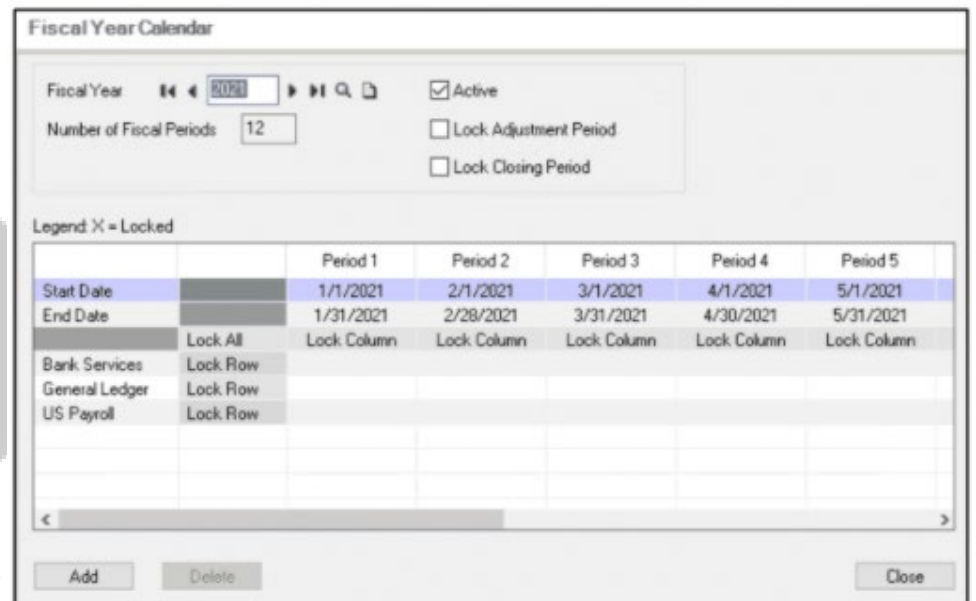
- Create a new fiscal year on the calendar.
- Edit of fiscal year, including:
    - Locking periods to prevent accidental posting to them.
    - Unlocking periods to allow posting to them.
    - Making a fiscal year inactive to prevent posting to it.

Prior to running payrolls in 2022, you will need to 1st make sure this Fiscal Year is either added or unlocked in the system.

Add a Fiscal Year

To access the Fiscal Year Calendar, go to the Navigation Pane, and select Setup > Payroll > (Payroll Setup) Fiscal Year Calendar.

When the Fiscal Year Calendar displays, it is set to the current fiscal year and each of the fiscal periods' start and end dates are listed along with the status of the period.

Fiscal Year Calendar						
Fiscal Year ⏮ ◀ 2021 ▶ ⏭ 🔍 🗋		☑ Active				
Number of Fiscal Periods 12		☐ Lock Adjustment Period				
		☐ Lock Closing Period				
Legend: X = Locked						
		Period 1	Period 2	Period 3	Period 4	Period 5
Start Date		1/1/2021	2/1/2021	3/1/2021	4/1/2021	5/1/2021
End Date		1/31/2021	2/28/2021	3/31/2021	4/30/2021	5/31/2021
	Lock All	Lock Column	Lock Column	Lock Column	Lock Column	Lock Column
Bank Services	Lock Row					
General Ledger	Lock Row					
US Payroll	Lock Row					

Add   Delete   Close

Fiscal Year
Select the fiscal year you need. The current year is displayed on the calendar.
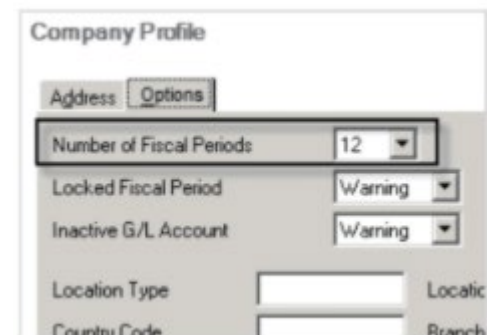
Active Checkbox
A fiscal year is active until you change its status to inactive by clearing the active option. You can only post to an active year. Select this option to allow posting to the fiscal year.
Clear the option to prevent posting to the fiscal year.
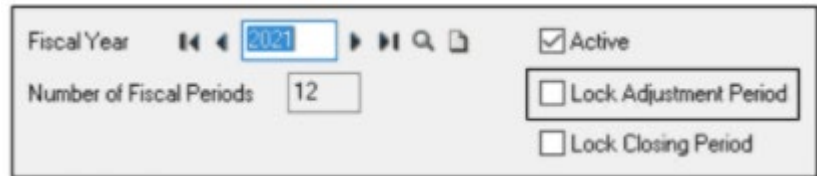
Number of Fiscal Periods
The number of fiscal periods as selected in the Payroll Company Profile. From the Navigation Pane, select Setup > (Codes) Payroll > (Payroll Setup) Payroll Company Profile > Options tab.

Company Profile		
Address Options		
Number of Fiscal Periods	12 ▼	
Locked Fiscal Period	Warning ▼	
Inactive G/L Account	Warning ▼	
Location Type		Locatic
Country Code		Branch

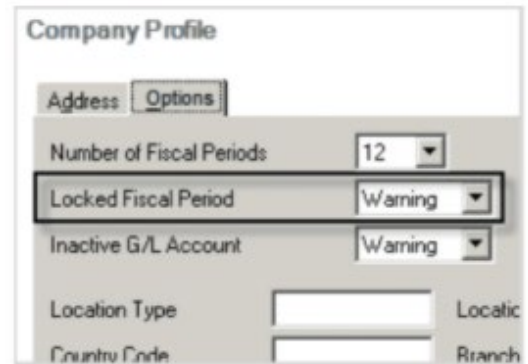# Adjustment Period Status

Lock Adjustment Period
The adjustment period is the period to which you can post Year End adjustments. The date of the adjustment period is always the last day of the last fiscal period.

Fiscal Year	⏮ ◀ 2021 ▶ ⏭ 🔍 📄	☑ Active
Number of Fiscal Periods	12	☐ Lock Adjustment Period
		☐ Lock Closing Period

A period is Unlocked until you change its status to Locked. Select the Lock Adjustment Period Check box if you want to prevent accidental posting to the adjustment.

The **Locked Fiscal Periods** option on the Payroll Company Profile window determines whether users will receive a warning, an error message, or no message when entering transactions in a locked fiscal period.

Company Profile

Address | Options

Number of Fiscal Periods	12 ▼
Locked Fiscal Period	Warning ▼
Inactive G/L Account	Warning ▼
Location Type		Locatic
Country Code		Branch

Locked Closing Period
The closing period is the period to which revenue and expense accounts are closed at year end. The date of the closing period the last day of the last fiscal period.
A period Is unlocked until you change its status to Locked.
Select Lock Closing Period check box if you want to prevent accidental posting to the closing period.

The **Locked Fiscal Period** option on the Payroll Company Profile window determines whether a user will receive a warning, an error message, or no message when entering transactions in a locked fiscal.

Start Date
For a 12-period Ledger, the default start date of each period is the first day of the month. For a 13-period ledger, the default start date of each period is the first day of each four-week timespan. You can change the end dates if necessary. Sage HRMS Payroll Will not allow skipping a date or duplicate dates in multiple periods. the cumulative effect of all these date ranges should complete a full year (although it does not require it).

End Date
For a 12-period ledger, the default end date of each period is the last day of month. For a 13-period ledger, the default end date of each period is the last day of each four-week timespan. You can change the end dates if necessary.

Status
Stat is by default unlocked so that you can post to it. You can change the status of a fiscal to Locked to protect against accidental postings. To change the status of a period, double click the Status rip or press the spacebar in the status box. **NOTE:** *Before you add a new fiscal year, ensure that the Lock Adjustment Period check box and the Lock Closing Period checkbox are set to Unlocked.*

Adding a Fiscal Year

1. If it is your customer's practice, post adjustments to the adjustment period and revenue and expense accounts to the closing period of the current year.
2. Deselect the Active check box for the current fiscal year, then click Save.
3. click the New icon, and then click Add to add to a new year.
4. Sage HRMS Payroll automatically enters the new fiscal year in the Fiscal Year field and increments all the same fiscal periods that were available in the previous fiscal year.
   NOTE: *Carefully check the Start Date and End Date of all periods when creating or editing a fiscal calendar, as the default settings may not match the dates used in your organization.*

Modifying a Fiscal Year

1. Select the year to edit.
2. Make changes to the fiscal year start date, end date, or status for each or any period.
3. Click save to save the changes.

NOTES: