

## STORAGECRAFT. SHADOWPROTECT.

### Backups Made Simpler

By Mary Mays, Jeshua Watley and John Douglass

Professional Software, Inc. has introduced a new solution for backing up servers and workstations, the PSI Managed Backup Solution. To simplify our clients' experience and still back up all essential data, we recommend ShadowProtect software. ShadowProtect creates an image of your entire computer, removing the need for selecting certain files, user accounts and programs. An added benefit is that this image could be copied and mounted on a virtual server to reduce the time needed to get you up and running after a catastrophic server loss.

By utilizing ShadowProtect, we are able to schedule the creation of complete images of your servers and/or critical workstations, which include the operating system, installed software, and all data. This image would be stored locally to disk and another copy would be stored off-site. For servers we recommend using a Network Attached Storage (NAS) device. The NAS, kept locally, takes very little space. For individual workstations or networks that don't have a server, a removable

hard drive can be used in place of the NAS unit. A copy of that image is then stored offsite either in the cloud or on a second NAS unit installed at a satellite office or at a residence. Backups can be taken several times per day, meaning your IT environment can be restored with minimized downtime. Only the last backup each day needs to go off-site for disaster recovery. This can be done via a monthly subscription to PSI's StorageCraft cloud or to another NAS unit. The solution that is right for you will be determined by the size of your backup files.

Using a NAS eliminates the need for switching media each day. No more worries over holidays when no one is in the office to switch anything out. The number of backups is handled by a retention policy and depends on the amount of storage available to the NAS unit. The standard policy is configured to keep 7 daily images, 15 consolidated dailies, 30 consolidated weeklies and 6 monthly images giving you a much longer retention time than either tapes or RD1000 backups.

Once the hardware and software are in place, a full image is made of your selected servers or workstations. Then, incremental updates are added thereafter and condensed to optimize

available storage. This differs from older backup solutions as it rolls all the changes into a restore point; if you want to restore from last Tuesday after 5:30, all you have to do is choose the date and time you want. ShadowProtect handles finding all the complete and incremental files. Reports of backup transfers are emailed to you daily, so that you will know you have a successful completed and up-to-date image of your server or workstation. There are no tapes, no removable drives, and no ongoing configuration. Backups are taken automatically with a negligible load on IT resources, and offsite storage & email confirmations are automated. This is a hands-off approach.

A full backup is your best and sometimes only line of defense for a growing economy of malicious software, viruses, and scams. Corrupted files can be restored in moments. A server's hardware can be replaced or virtualized and nobody will notice the change. Lost files or data can be recovered on-demand.

Maintaining a complete backup of your mission-critical systems empowers your business to withstand major and minor failures and attacks. Storing that backup on locally-managed hardware makes it affordable and feasible. Finally, keeping updated copies of that backup offsite will ensure you can get back to work quickly after a disaster.

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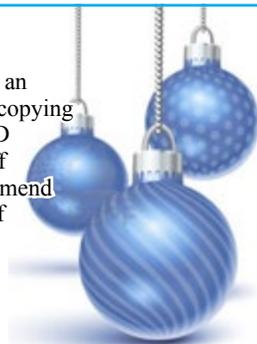
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### QUICK BYTES

We know that many payroll clients will have an early January check run and may need help copying their company and installing the Yearend IRD or 2014 Tax Tables prior to this run. Our staff gets very busy during this time, so we recommend that if possible you schedule a time with us if you'll need our assistance.

### Holiday PSI Office Closings

Dec. 24th, Dec. 25th and Jan. 1st



## Sage 100 ERP Version 2014 Overview

The latest version of Sage 100 ERP is scheduled for Auto-Delivery download for customers on Sage Business Care in the February - March 2014 timeframe. This version's focus is to connect your company to the cloud with web and mobile capabilities.

A number of global enhancements that are designed to improve users' productivity have been included in this version along with some module specific enhancements.

- Autocomplete functionality at the customer, vendor, and inventory item entry fields to locate records faster.
- Custom Reports now allow a user to keep the custom report window open after print or preview.
- To make searching easier when using the Search Grid window, the default value in the Column Name field of the Search Grid is not the first column in the grid.
- Invoice list search buttons in AP Invoice Date Entry and in AP and AR Repetitive Invoice Data Entry have been added.
- GL Financial Reports now have the ability to allow a user to keep the custom report open after print or preview.
- Ability to select up to 16 W-2 Box 12 codes in Payroll.

New Sage Intelligence enhancements enable the installation of Sage Intelligence during Sage 100 ERP installation making the process much easier. Users will be able to access Sage Intelligence within the Sage 100 ERP 2014 Module Menus and can now use 32-bit and 64-bit versions of Excel 2007, 2010, and 2013. A number of user interface and usability improvements have also been included in this version.

In Sage 100 version 2014, Sage Data Cloud allows companies to easily connect to their system through new cloud, mobile and connected services. Included in your business care is a free connector and unlimited data storage. Connected Services available in this version are:

- Sage Billing and Payment
- Sage Mobile Sales
- Sage Inventory Advisor
- Sage Mobile Services

If you'd like to browse through the Sage 100 ERP 2014 Prerelease guide, give our office a call or email [support@pskansas.com](mailto:support@pskansas.com) and we'll email you the guide.

## Federal and State eFiling Module

As many of you already know, after the 2013 Yearend Update, Sage will no longer provide updates to the standard printing of the W-2, 941, and 1099 Forms or for the Electronic Reporting module. Rather than maintain 2 separate systems to produce these reports, they are opting to maintain the Federal and State eFiling option since it provides users with more forms and reporting options.

The eFiling module must be installed at each users' workstation that will need access to these forms. In version 4.5 and 2013, this is done through the autorun.exe within the downloaded install files. Once installed, you will be prompted to update the forms the first time you select a form to print and after that you will be prompted for quarterly form updates.

Users will be able to print W-2 and 1099 forms from within this module (located on the Payroll Period End Menu) to blank perforated W-2 and 1099 forms (available through the Sage Forms Division). Other state and federal forms (including the Kansas Unemployment Report, the 941 Form and the 940 form) can be printed to blank paper and mailed in.

There is also an electronic filing option for all forms through the eFiling Service at Aatrix. The eFiling Service is offered on a transaction fee basis and you can choose how much or how little of the service to utilize. You only are charged for the forms you choose to eFile. The complete W-2 or 1099 eFile Service available includes printing and mailing the employee W-2 copies, eFiling the W-2s to the appropriate State and Federal agencies, as well as posting them to a secure website for immediate employee online access. Employees receive an email with access information. The online access allows employees to retrieve and print their own W-2s. For a lower fee, employers can opt to use just the online access for employees and not have Aatrix print and mail the employee W-2s.

Every report is saved in its own history file and can be easily retrieved to reprint, edit or eFile. If you do eFile through Aatrix, their site also maintains a complete history of all filings. You will receive an email upon receipt of the filing. Your email will contain a unique confirmation id number and if they are mailing your employees' W-2s, an anticipated mailing date.

For more information and for pricing or to enroll with Aatrix in order to eFile, go to <https://sagemas.aatrix.com/>.

# YEAR-END 2013

## Payroll Year-End Processing

By Ann Jenkins

Your first step in year-end processing should be to make a backup of your company data. Year-end processing in Payroll can only be “reversed” by restoring from a backup, so be sure the backup is readable and is kept in a safe, accessible location. It’s also recommended to copy your 2013 payroll data to an archived company before closing your live payroll company. Following are a few tips:

- For the Dependent Care amounts to print on the W-2 form in Box 10, each employee’s amount must be manually entered into the Dependent Care box on the FED Tax Summary screen. These amounts can be retrieved by printing a Year to Date Deduction Report for the Dependent Care deduction code.
- Any year-end bonuses or fringe benefits (such as Life Insurance over \$50,000 or the personal use of a company car) must be processed through Payroll data entry prior to printing W-2s and before closing your Payroll year. Since FICA and Medicare taxes must be withheld on these types of wages, processing is much easier if done with a regular payroll. Fringe benefits are non-cash benefits and, as such, have no additional dollar amount available from which to actually withhold the employee portion of FICA and Medicare taxes.
- Third Party Sick Pay must be included on the employee’s W-2 and on your Quarterly 941, so these transactions must also be processed through Payroll data entry prior to printing W-2s. The Third Party Sick Pay check box on the employee W-2 must be manually checked. If you are printing W-2s through the Federal eFiling option, there is a checkbox on the recap screen for sick pay.
- When printing your W-2 forms, be sure to enter the correct Box 12 codes for your Pension Plans and the Health Insurance cost.
- If your company has a Pension Plan, verify that the Retirement Plan check box is checked on participating employees’ W-2s. If it is not checked and the employee has a Pension Plan deduction in Box 12, go to Employee Maintenance and check the Pension Plan/Profit Sharing check box on the Main tab.

- W-2 forms and year-end reports must be run and your Payroll year-end processing must be completed before beginning your first 2014 Payroll.

- If you are not ready to print W-2s and must begin 2014 Payroll data entry, you can archive your 2013 Payroll data to a new company and close out your live 2013 Payroll for the year. You can then print your W-2 forms, create your electronic file and upload at a later date from the new company. Even if you are able to complete yearend processing before your first 2014 payroll, it is still recommended that you archive your 2013 payroll data in a copied company. The process used to copy company data is version dependent. Please see the accompanying article.

- The 2014 FICA wage limit will increase to \$117,000. The 2013 limit was \$113,700.

W-2 and 1099 forms can be purchased through Sage Software, Deluxe Check and at any of the office supply stores. If you prefer to purchase locally, we recommend Superior Office (formerly Superior Computer Supply) at 942-5577. If you file electronically with the federal and state government, you can print your employee copies on the laser 4 per page form. Sage 100 accommodates the 4 up forms, not the horizontal 4 per page forms. If you are not filing electronically, please note that the 4 per page will not give you a federal copy for the SSA or a state employer copy for filing. Versions 4.3 and newer also give you an eFiling option and the ability to utilize blank, perforated W-2 and 1099 forms, available from the Sage Software Forms Division. The eFiling Service through Aatrix is offered on a transaction-fee basis of around \$2 per employee to create and mail the employee forms along with filing your federal and state employer forms. They also offer the ability to deliver your employees’ W-2s online. For more information, go to [www.sagemas.aatrix.com](http://www.sagemas.aatrix.com).

The Social Security Administration and the State of Kansas Department of Revenue sites also allow you to manually key in your W-2 data online and print and file W-2 forms from there. The [ssa.gov](http://ssa.gov) site gives you the option to print your employee W-2 forms once the data is keyed in. You can get more information on this option at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) under Business Services Online.

If you need help with W-2 form printing or any year-end processing questions, give our office a call.

## Electronic W-2 and 1099 Filing



If you will be filing 250 or more federal W-2 or 1099 forms, you are required to file electronically. Please note: This means the actual number of W-2 forms, not the number of active employees. The State of Kansas requires employers who are filing 51 or more W-2 forms to file electronically. If you filed electronically to the federal government last year, you already have your assigned User ID (PIN) and password. This User ID is valid indefinitely, but your password must be changed at least yearly. Keep in mind the User ID is assigned to a specific person and if that person is no longer employed by your company or is no longer responsible for electronically filing, then the individual who will be doing the filing must get their own User ID. The SSA website is [www.ssa.gov/employer](http://www.ssa.gov/employer) and the phone number is 800-772-6270. The State of Kansas accepts the Federal EFW2 format for electronic filing.

If you did not file electronically last year, but have 250 or more federal W-2 or 1099 forms to file this year, you will need to file through the Federal and State eFiling module. The Sage 100 Electronic Reporting module is no longer available for purchase and won't be supported after the 2013 Yearend. Information for filing W-2s to the Social Security Administration can be found at the above website and at the [www.irs.gov](http://www.irs.gov) website for 1099s. The W-2 Electronic File is submitted electronically online at the [www.ssa.gov/employer](http://www.ssa.gov/employer) at the Business Services Online site. Instructions are available at this site.

1099 Electronic Filing is done at the IRS site at FIRE – Filing Information Returns Electronically. New users are required to submit Form 4419, Application for Filing Returns with the IRS Electronically, to request authorization to file Information Returns with the IRS. This form should be submitted to the IRS at least 30 days before the due date of the returns for the current processing year. You will receive a TCC (Transmitter Control Code) once your application is processed. You will also need to create a FIRE account at the IRS site. With Sage 100 version 4.2 and above, the links to the SSA and IRS filing sites are a menu item in the Electronic Reporting module.

To file electronically with the State of Kansas you must have a user logon and password. Information and registration can be found at [www.ksrevenue.org/kswebtax.html](http://www.ksrevenue.org/kswebtax.html). Along with the electronic filing requirement for employers with 51 or more W-2s, the State of Kansas also requires that the KW-3 withholding reconciliation form be submitted online at this same site.

There are changes to the 2013 Electronic Filing formats for W-2s and for 1099s, so there will be a Sage 2013 Year-End Interim Release Download for the W-2 Electronic Filing program for the Accounts Payable and Payroll changes. This should be available online the week of Dec. 20th.

The filing deadline for 2013 Electronic Filing for W2 forms and 1099 forms is March 31, 2014. Note: this filing deadline is different than the filing deadline for paper returns, which is February 28, 2014.

Remember: this is the last year that Sage will provide Yearend Updates to the standard W-2 and 1099 form printing and to the Electronic Filing module. In 2014, Sage will continue to update the Federal and State eFiling Reporting option for W-2 and 1099 printing and filing.



### FILING DEADLINES

Jan. 31st

*Deadline for supplying W-2 forms to employees and 1099 forms to vendors.*

Feb. 28th

*Deadline for paper filing of W-2 and 1099 forms to the federal and state agencies.*

March 31st

*Deadline for electronic filing of W-2s and 1099s to federal and state agencies.*

## Tax Table Updates

2014 Tax Table changes are scheduled to be available the week of December 20th on the Sage Customer Portal for users on current subscription plans. Sage will also be updating the Tax Table Updates with late breaking changes as necessary each week throughout January. These Tax Table downloads are compatible with versions 4.40.18 and newer only. Please note that versions 4.30 and older are no longer supported. Last year's 2012 Year-End Interim Release (IRD) must be installed in order for the new employee additional Medicare tax changes to calculate correctly.

Federal Tax Table changes are global and affect the FICA limit used when printing W-2 forms and creating the Electronic File, so if you've installed the 2014 Tax Tables be sure to change the FICA Employee and Employer limits back to the 2013 limit of \$113,700 before performing these procedures. Once W-2 forms and Electronic Filing is completed, these limits must be changed back to the 2014 limits.

Tax Table changes can also be done manually through the Payroll Setup menu in Tax Table Maintenance by using FED code at the State field. Once we receive the new tax tables we will email them to our payroll users. The FICA employer and employee limits for 2014 will be \$117,000.

At this time, there have been no changes announced to the Kansas withholding tax tables, but don't forget to change your Kansas Unemployment rate on the KS Tax Table screen. You should had received your Kansas 2014 unemployment experience rate notice in the mail earlier this month.

## 401(K) Limits

401K and Simple IRA limits for 2014 are the same as 2013 limits. 403B limits are the same as the 401K limits. If you need to update these, you can make the changes on each employee's 401K Employee Deduction Code in Employee Maintenance or in Deduction Code Maintenance where there is an option to apply the change to only those employees already using that Deduction Code.

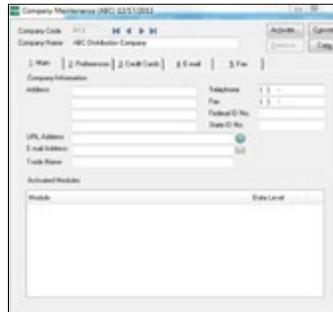
Plan	Annual Contribution Limit	Catch-up Contribution
401(k)	\$17,500	\$5,500
Simple IRA	\$12,000	\$2,500

If you have a Roth 401K, keep in mind the 401K limits apply to the combined Roth 401K and standard 401K deductions for each employee.

## Creating an Archive Copy of your Data

Use the copy feature in Company Maintenance on the Library Master Main menu to create an archive of your Payroll data for each company.

1. In Library Master/Main/Company Maintenance, create a new company code for your archived company. In order to easily recognize the Payroll archived companies, it's a good idea to include the last two digits of the year to be archived in the company code, i.e. P13.
2. If you will be printing W-2s or creating your Electronic Reporting file from this company, be sure to fill in all of the appropriate company information, including Federal and State Tax ID numbers.
3. From this new company's Company Maintenance screen, click on the Copy button (you will be asked to save the new company) and type in or select the Company Code of your current year's live company in the Source Company field.
4. From the list of installed modules select the modules you wish to copy to the new archive company and click Proceed. A prompt will verify that you do want to copy data for the modules you've selected.



1. Set up a new company



2. Modules to copy

Once the copy process is done, verify that you have a complete copy of your company's data by previewing the Quarterly Tax Report in your live company and comparing the report to the same report in the archived company. In order to help differentiate your copied company from your live company, you can enable company specific background colors in Library Master/Main/Company Maintenance on the Preferences tab. This helps users to know which company they are in.

## Sage Updates Customer Portal

The new Sage customer portal is at <https://support.na.sage.com/>. In order to login (in the upper right corner), you will need a user name and password. If you don't have a user name or don't know it, please give us a call and we can assist you. The screen shots show the Partner Portal – the Customer Portal should be similar. If your product doesn't show up under My Product, choose the Select Product button, circled in red on image one to the right, and then choose Sage 100 ERP. This is also where you can search the Knowledgebase.

Then choose 'Sage 100 ERP downloads and updates' – it may be listed under the 'What's Popular' section as well. The 'What's Popular' section is circled in red on image 2.

For Portal support, call 800-854-3415, Option 2 for Support and then Option 4 for Portal.

