
Employer Taxes (Actual) Posted to Job Cost

PR-1030

Overview

This Extended Solution to the standard MAS 90 MAS 200 Payroll and Job Cost modules allows the Employer portion of Payroll taxes (including FICA, Unemployment, Medicare and Workman's Compensation) to be posted to the Job Cost module. The Job Labor Distribution Report has been enhanced to report the tax amounts. Taxes are summarized by Job Number/Cost Code/Employee Number/Earnings Code. A Setup option is available to post the taxes to the G/L Accounts set up in Job Cost. Refer to the Operations section of this manual for explanations of the tax calculation methods.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftware.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions

Extended Solutions

- Merge Installation Files
- Extended Solutions Setup options

Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install a Sage Software Extended Solution.

Setup

Once the disk is installed, you will need to access the Payroll Setup menu option screen. After the standard MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

Figure 1

Answer the following prompts:

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

COST TYPE FOR PAYROLL TAXES: Select a Cost Type for Payroll Taxes from the drop box. If you select 'None,' the 'Labor' Cost Type will be used.

Extended Solutions

USE JOB COST ACCOUNT(S) FOR TAXES: Check this box to post taxes to the G/L Accounts set up in Job Cost.

POST TO JOB COST IN DETAIL: Check this box to break the tax postings from Payroll into five entries: FICA, FUTA, SUTA, Medicare and Worker' Comp.

SPECIFY COST TYPE BY TAX TYPE: When 'Post to Job in Detail' is checked, 'Cost Type for Payroll Taxes' is set to 'None', and 'Post to J/C in Detail' is checked you will see five additional fields of entry to define a Cost Type for each of the following: FICA, FUTA, SUTA, Medicare, and Workers Comp.

CALCULATE WORKER'S COMP AS IF IT WERE ONLY LINE ON CHECK: If this box is checked, for each earnings code line in payroll that has a job number and workers comp code, the Worker's Comp amount posting to job cost will be calculated as though it were the only line on the check.

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

Operation

The Job Labor Distribution Report (appears as 'Labor Distribution Report' on the Payroll main menu), includes new columns for the Payroll tax amounts (Figure 2).

JOB LABOR DISTRIBUTION REPORT								Edwardson Electric Company	
EMPLOYEE	EMPLOYEE NAME	EARNINGS CODE	HOURS	AMOUNT	FICA TAX	MEDICARE	UNEMPLOY	W/C TAX	
JOB NUMBER: SEC2140 Saldidich, Hospital Road									
COST CODE: 100-010-000 Underground Work - Digging									
01_0001000	Emeson, David	01 REGULAR	6 00	150 00	9 30	2 17	1 95	12	
01_0001000	Emeson, David	02 Overtime	5 00	187 50	11 63	2 72	2 44	16	
COST CODE 100-010-000 TOTAL:			11 00	337 50	20 93	4 89	4 39	28	
COST CODE: 100-020-000 Underground Work - Concrete									
01_0001005	Aldrich, Michael	01 REGULAR	40 00	1,000 00	62 00	14 50	13 00	1 00	
JOB NUMBER SEC2140 TOTAL:			51 00	1,337 50	82 93	19 39	17 39	1 28	
REPORT TOTAL:			51 00	1,337 50	82 93	19 39	17 39	1 28	

Figure 2

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

Extended Solutions

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

If you do not enter a Cost Code during Setup, then the Cost Code entered during Payroll Data Entry will be used. If the resulting combination of Cost Code/Cost Type is not active, you will not be able to update the Daily Job Transaction Register. An Error Log will be printed indicating the inactive combination, and you will have to resolve the problem before the update will be allowed. (This is standard in MAS 90 MAS 200 and is not affected by this Extended Solution.)

When the setup question 'Use Job Cost Accounts for Taxes' is checked, the taxes on the Daily Transaction Register will post to the G/L Accounts set up in Job Cost. The original postings from the Payroll Department will still post, but there will be a reversal line with the posting comment, 'P/R Taxes To Job Cost – PE: {date}' to offset the original tax postings.

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

Reference/Posting Remarks

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

*SUTA is defined as all non-Federal Unemployment

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

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

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

Helpful Hints



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

Crystal Reports and the ODBC Dictionary

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

<i>File:</i>	<i>Description</i>	<i>Field:</i>
PRJ	Labor Distribution Report	PRJ_Key
PR_AJ	Labor Distribution Report 2	PRJ_Key EmpFICATax UnempTax EmployerMedicareTax WorkmansCompTax StateUnemploymentTax
PR_BJ	Payroll Job Cost WC	PRJ_Key Dept WorkmansComp
JC3	Transaction Detail	EmployeeDivision EmployeeNumber CheckNumber CheckDate TaxType

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

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by The Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

