
Payroll for Saipan

PR-1054

Overview

This Extended Solution to the standard MAS 90 MAS 200 Payroll module adds new tax calculation, a new tax table for Saipan (see *Specific Purpose Rule*) and changes to the names 'Federal' and 'State' on several reports and check stubs to reflect Chapter 7 and Chapter 2 taxes. Form fields for Chapter 7 and Chapter 2 have been added to the Quarterly Governmental Report and the W2 form.

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
- Merge Installation Files
- Extended Solutions Setup options

Extended Solutions

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).

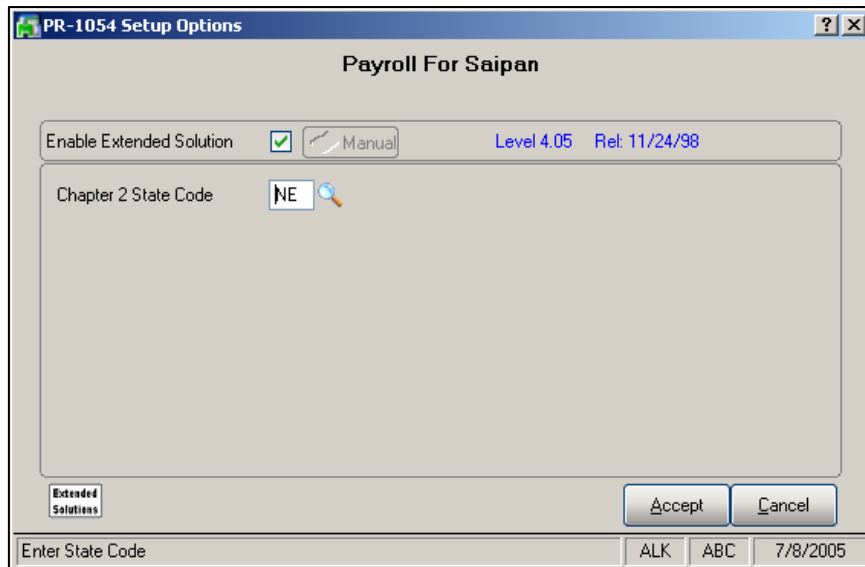


Figure 1

You may enter the state code you wish to use for Chapter 2 taxes.

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

Operation

Saipan has a slightly different tax structure with two distinct taxes: a Chapter 7 tax, which uses the Federal tax table, and a Chapter 2 tax, which uses the enhanced tax table defined by the state code used.

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CHAPTER 7 TAXES

Chapter 7 taxes are setup as Federal Taxes. No changes have been made to the tax tables for Chapter 7 taxes. Chapter 7 withholding taxes are calculated as Federal taxes minus any Chapter 2 taxes. Chapter 7 taxes can not be less than zero.

CHAPTER 2 TAXES

Chapter 2 taxes are defined, on the Setup screen, as a state code. Once the state code is specified in Setup, Tax Table Maintenance will recognize it as the Chapter 2 tax (Figure 2). The Chapter 2 tax table contains only one table labeled "ALL." All Payroll employees referencing the Chapter 2 "state" will access the same table. The table is a straight percentage table and must be setup before calculating Chapter 2 taxes. Some examples:

If the taxable range is between 0–1,000 dollars at 1%, and 1,000+ dollars at 2%, then a wage of 2,000 dollars would carry a tax of 40 dollars.

If the wage was 900 dollars, tax would be calculated as 9 dollars.

Step	At Least	But Less Than	Percentage
1	1,000.01	2,000.01	1.00000%
2	2,000.01	3,000.01	2.00000%
3	3,000.01	5,000.01	3.00000%
4	5,000.01	and over...	5.00000%

Figure 2

Printing

Several Payroll Reports and Forms have been modified to print Chapter 7 and Chapter 2 tax labels. The following printing programs have been changed to allow printing of Chapters 2 and 7 taxes where appropriate:

- Payroll Data Entry Audit Report
- Employer's Expense Summary
- Employee Listing
- Pre-Check Register
- Quarterly Government Report
- Check Printing

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- Check Register
- Quarterly Tax Report
- Quarterly Pay Period Recap
- Payroll Check History Report
- W2

Form fields (see FORMS below) for Chapter 2 and Chapter 7 Taxes have been added to the Quarterly Governmental Report of the W2 Form as follows:

Quarterly Government Report Form Fields

- Chapter 7 Taxes
- Chapter 2 Taxes
- Total Chap 7 Taxes Page (Total Chapter 7 Taxes on report pages)
- Total Chap 7 Taxes Report (Total Chapter 7 Taxes on report total)
- Total Chap 2 Taxes Page (Total Chapter 2 Taxes on report pages)
- Total Chap 2 Taxes Report (Total Chapter 7 Taxes on report total)
- Total Ch 2 & Ch 7 Page (Total Chapter 2 and Chapter 7 Taxes on report pages)
- Total Ch 2 & Ch 7 Report (Total Chapter 2 and Chapter 7 Taxes on report total)

W2 Form Field

- Sum of Chapter 2 and Chapter 7 Taxes

Helpful Hint

- To activate Payroll For Saipan, one of the Tax Calculations steps must be '7 - Apply Tax Table.'

Forms

Non-Graphical Forms

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain). Select this Extended Solution to display the Form Maintenance screen (Figure 3 - W2, Figure 4 - Quarterly Governmental Report).

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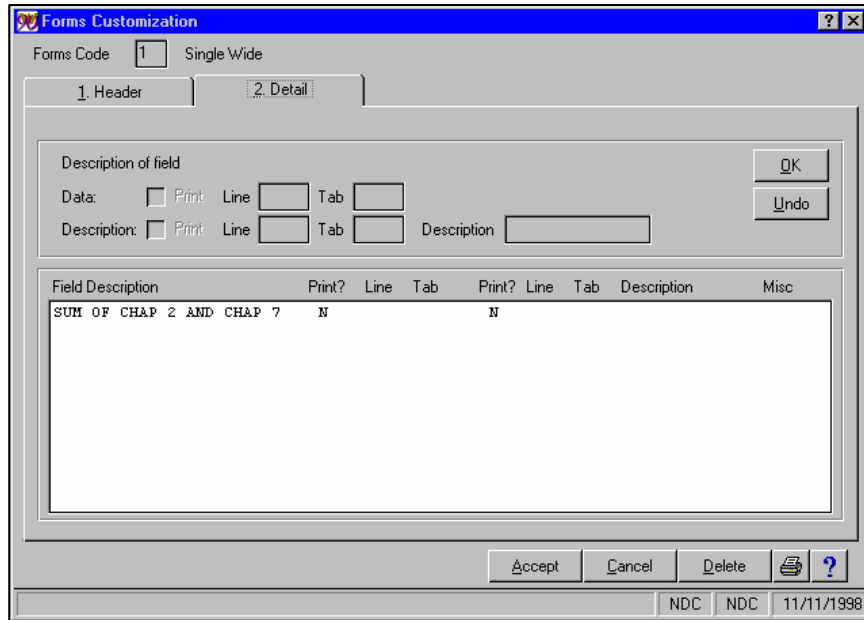


Figure 3

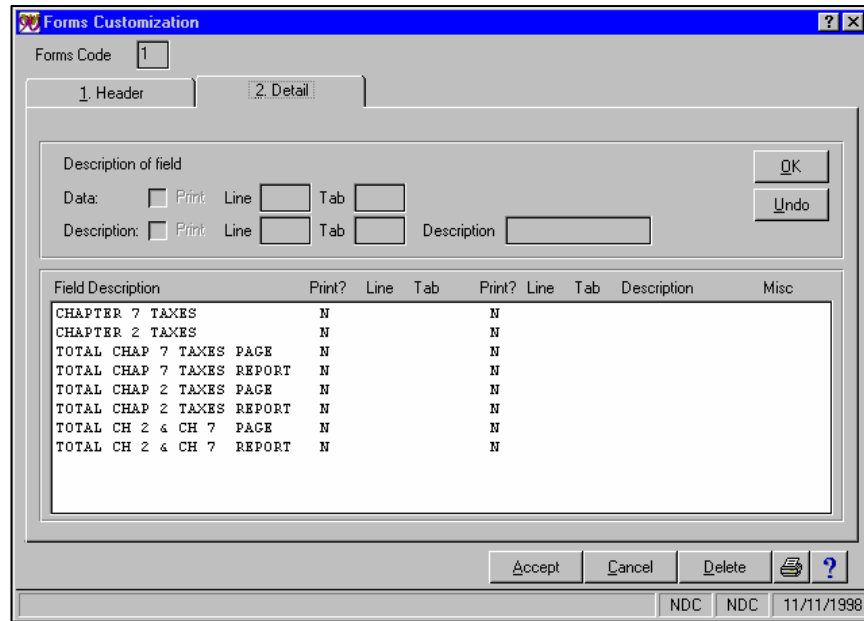


Figure 4

The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in standard MAS 90 MAS 200 or other Sage Software Extended Solution FORM maintenance.

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Graphical Forms

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

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 to the standard operation of 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.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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