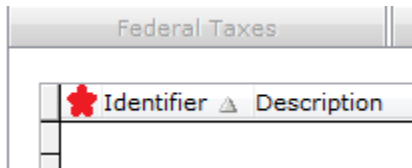


Pennsylvania Act 32 Instructions for Sage Abra

Sage Abra Suite customers will be required to attach the tax code for the employee's work location and attach the tax code for the employee's residence location. Sage Abra Suite will then use tax rates to determine the correct withholding and reporting on the mag media files for remittances.

1. Install the Sage Abra Suite Q4 update
2. Apply legislative update for all taxes:



Click on the screen where the red star appears above to select all taxes. With over 4,000 taxes, it is simplest to add all taxes to the system and only copy the codes you want to use in the next step.

3. Next, select Tax Codes and begin copying each tax code needed. Up to 25 codes can be copied at a time, so repeat as needed.

Tax Codes - ZSI/ABC SYSTEMS, INC

Rule Type: Tax Codes Product: Payroll
Code: CA Employer: ZSI
Description: CALIFORNIA

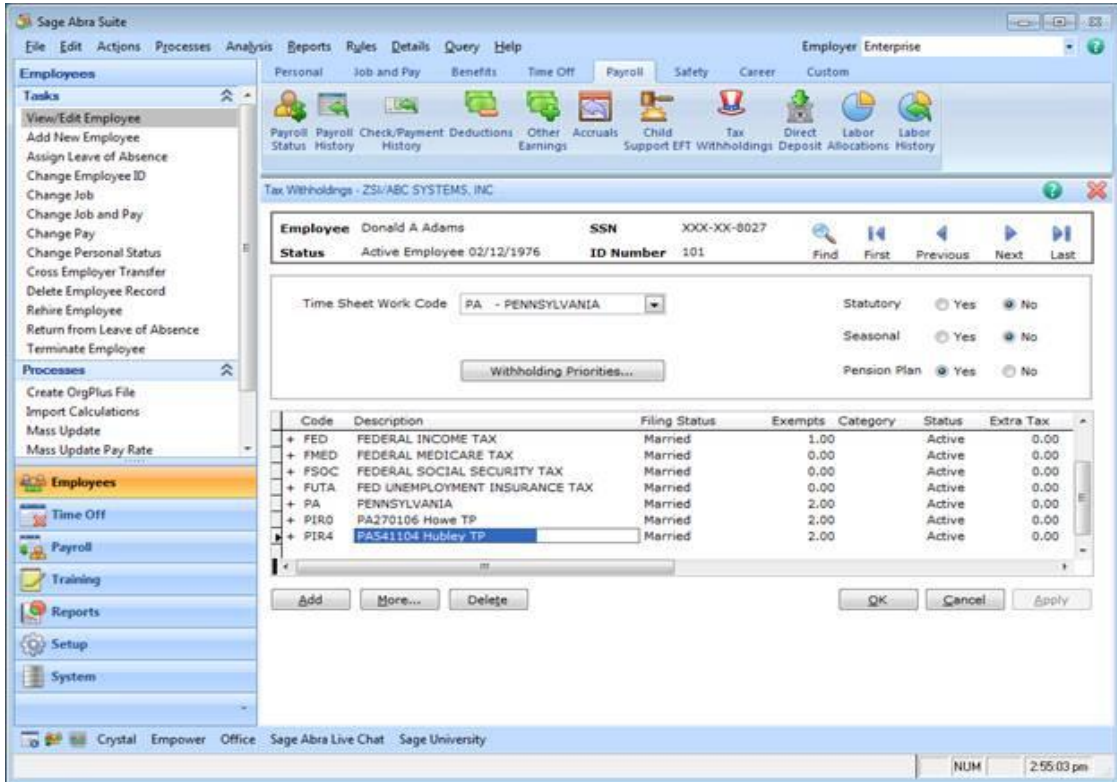
	Code	Identifier	Description	Tax Type	Exp Fact	SDI Rate
+ CA	CA	CA	CALIFORNIA	S	0.000000	0.00
+ CADI	CADI	CADI	CALIFORNIA DISABILITY INSUR.	S	0.000000	0.01
+ CAUI	CAUI	CAUI	CA UNEMPLOYMENT INSURANCE TAX	S	0.023000	0.00
+ EIC	EIC	EIC	ADVANCE EARNED INCOME CREDIT	F	0.000000	0.00
+ EMP1	EMP1	EMP1	EMPLOYERS SOCIAL SECURITY TAX	F	0.000000	0.00
+ EMP2	EMP2	EMP2	EMPLOYERS FED. MEDICARE TAX	F	0.000000	0.00
+ FED	FED	FED	FEDERAL INCOME TAX	F	0.000000	0.00
+ FMED	FMED	FMED	FEDERAL MEDICARE TAX	F	0.000000	0.00
+ FSOC	FSOC	FSOC	FEDERAL SOCIAL SECURITY TAX	F	0.000000	0.00
+ FUTA	FUTA	FUTA	FED UNEMPLOYMENT INSURANCE TAX	F	0.008000	0.00
+ IL	IL	IL	IL Income Tax	S	0.000000	0.00
+ LEVY	LEVY	LEVY	Federal Levy Tax Code	F	0.000000	0.00
+ PHD4	PHD4	PHD4	PA151207	L	0.000000	0.00

Click Copy to begin adding PA local taxes to the Company ready to assign to employees

Copy Add

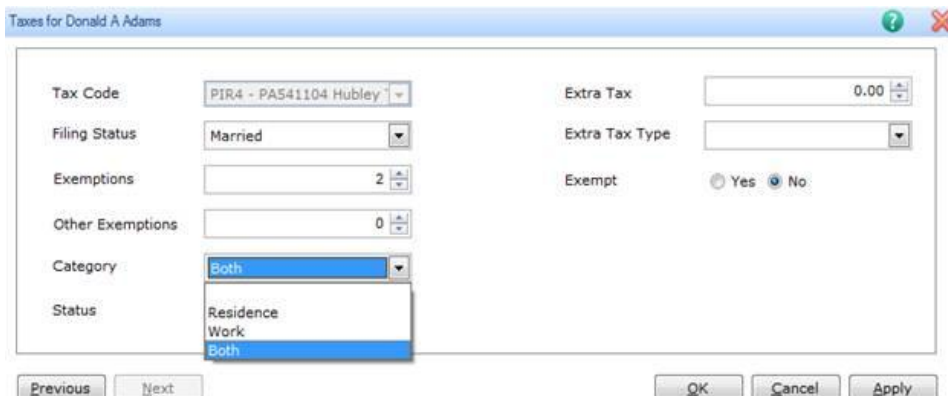
4. Edit each tax to add Reporting ID, set taxable wages, and enter General Ledger information for each tax code. (Sage Professional Services can assist at an hourly rate in importing large volumes of tax codes.)

- Each employee will now be required to have the tax code for their work location and the tax code for their residence added to the Employee's Tax Withholdings screen:



Sage Abra Suite will only use the tax code with the highest rate during payroll processing and write that information to a new table to store the PA Act 32 transactions for reporting in the MMREF-1 file format.

- When adding the tax code, you must select "Residence" or "Both" for all Pennsylvania tax codes. Do NOT choose "Work," as it is not a valid choice for the PA Act 32 calculations.



Importing tax codes to employees

Sage Abra Link can be used to import tax codes to your employees, saving you time and energy.

Create a new Link template to connect to the Employee Tax Withholdings Register Database.

Add all fields to the template (36) except for the “Dummy” field. Change the field length for field 1: CHADATE to 10 (defaults to 8).

