

Sage 100 ERP

Federal and State eFiling and Reporting*

Streamline your tax reporting processes with Sage 100 ERP (formerly Sage ERP MAS 90, 200, and 200 SQL) Federal and State eFiling and Reporting module capabilities. Eliminate manual form creation and save time by choosing from over 250 federal and state forms for Unemployment, Withholding, New Hire reports, W-2s, W-3s, and 1099s.

With Sage 100 ERP Federal and State eFiling and Reporting, you can print and mail the provided federal and state forms. The electronic forms have a familiar appearance, as they are a replica of the government forms you would receive in the mail. The electronic forms that appear on your screen aren't blank, however—much of the information is already filled out for you by your Sage 100 ERP system. View and edit the information easily on your screen, and once you've verified it's the way you want it, the form is ready to print or e-file. If you choose to print the form, you can utilize blank, perforated W-2 and 1099 forms, available for purchase from Sage Checks & Forms, without having to align preprinted forms. Many state forms, such as Withholding and Unemployment, allow you to print on blank paper and don't require the purchase of any preprinted forms.

Go completely green by utilizing our eFiling Service, offered on a transaction-fee basis, to further streamline and simplify your tax reporting process. You choose how much of the service to utilize, from efficient filing of employee New Hire or Unemployment forms to a complete filing service for W-2s and 1099s, with hard copies sent to your employees and to you for your records. You can also provide your employees with immediate access to their copy on a secure website. You only incur fees for the forms you choose to e-file. No sign-up fees, and no subscription fees.

You'll always be in compliance with our automated form updates. And every report is saved in its own history file for easy retrieval to reprint, edit, or e-file. Use Federal and State eFiling and Reporting to save significant time so you can focus on other important areas of your business.

BENEFITS

- Go green—save time, money, and the environment by utilizing over 250 federal and state e-forms
- Eliminate manual report creation and the need to handle, align, and store preprinted forms
- Minimize data entry errors—populates from your Sage 100 ERP employee and vendor data
- Increase productivity by autogenerating a completed form that's ready to print, sign, and send—or e-file to save paper, postage, and time
- Always stay in compliance with the latest quarterly form updates
- Access archives for historical filing information of every completed form

After you select the form you want to use, your system automatically fills out your electronic form. During your preview process, the system identifies information by highlighting the field in red. Once your form is complete and ready to file, simply choose eFile or Print options.

The screenshot displays the Sage 100 ERP interface for filing a 941 form. The main window shows the '941 for 2008: Employer's Quarterly Federal Tax Return' form. Key fields include:

- Form number: 941 for 2008
- Department of the Treasury - Internal Revenue Service
- Employer identification number: [redacted]
- Name: ABC DISTRIBUTION AND SERVICE CORP
- Trade name: [redacted]
- Address: [redacted]
- City, State, ZIP code: [redacted]

 Below the form, there are instructions to read separate instructions and a 'Part 1: Answer these questions for this quarter' section with input fields for:

- 1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 1(Quarter 1), June 1(Quarter 2), Sept. 1(Quarter 3), Dec. 12 (Quarter 4): 43
- 2 Wages, tips, and other compensation: 231871.77
- 3 Total income tax withheld from wages, tips, and other compensation: 39247.17
- 4 If no wages, tips, and other compensation are subject to social security or Medicare tax: Check and go to line 6.
- 5 Taxable social security and Medicare wages and tips:

	Column 1	Column 2
5a Taxable social security wages	231133.52	28660.56
5b Taxable social security tips	738.25	91.54
5c Taxable Medicare wages & tips	231871.77	6724.28
5d Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)		35476.38

 A 'Filing Options' dialog box is open, asking the user to select how they want to file the report. The options are:

- eFile:** Click the eFile button to electronically file this report for \$7.95.* No printing, folding, or mailing is required.
- Print:** Click the Print button to open the Print window, which allows you to set up your printer, insert blank forms or plain paper, and use the Page Align feature. When you are done printing your forms, sign, fold, and mail them to the local, state, and/or federal agency.

 The dialog box also includes a 'Cancel' button and a note: '* Actual pricing may vary at time of eFiling due to other factors such as late fees.'

*This module is compatible with Sage 100 Standard, Advanced, and Premium ERP.

