

Sage ERP Accpac U.S. Payroll Versions 5.5S, 5.60 and 6.0J Tax Update for June 30, 2012

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Sage ERP Accpac U.S. Payroll Versions 5.5S, 5.60 and 6.0J Tax Update for June 30, 2012

This is your June 30, 2012, tax update for Sage Accpac U.S. Payroll.

**Important Notice for Customers using Sage ERP Accpac Version 5.5 with Payroll
Tax Table Updates
Attention Customers on Version 5.5 *UPDATED***

We will continue with a support policy for the current version and one previous, in addition to a 90 - 120 grace period for customers to transition off 5.5 on to a supported version (5.6, 6.0 or 6.1), upon the general availability of Sage 300 ERP 2012 (v. 6.1).

For Payroll 5.5 customers with Payroll Tax Updates, we are committed to releasing a 5.5 Payroll Tax Updates up to Jan 31, 2013. From there, you will need to upgrade to a supported version of Payroll for Sage 300 ERP.

Before You Install

Note: Before installing the Service Pack/Product Update or the Tax Update, make sure all users have exited the program and there are no Sage ERP Accpac instances running.

Important Update—Installation Process Change

Activation Codes are no longer required. This modification to the installation process requires some additional requirements. Please ensure you update your installation process appropriately.

Critical – Product Update Requirements

- If you are on Payroll 5.5A, System Manager Product Update 3 or higher is required.
 - If you are on Payroll 5.6A, the Payroll Product Update 5 is required.

- If you are on Payroll 6.0A, The Payroll Product Update 3 is required

To download Service Packs or Product Updates, follow the steps below:

1. Log on to the Sage Partner Portal.
2. Click the link below to access the Product Update page.

<https://customers.sagenorthamerica.com/irj/go/km/docs/sageKM/Sage%20Accpac%20ERP/Gated%20Customers/Browsable/Subscriber%20Downloads/210-1000920.html>

The readme file provides important information

Be sure to read the US Tax Update Readme file that automatically appears at the end of the installation of this tax update. The readme file describes payroll tax changes, adjustments you may need to make to your payroll records, and new features.

You can also open the readme file after installation, following either of these procedures:

- For Sage Accpac versions 5.5 in Microsoft Windows, click the **Start** button; then choose **All Programs > Sage Accpac > Online Documentation > US Payroll Tax Update 5.5x Readme**.
- For Sage Accpac version 5.6 and 6.0, in Microsoft Windows, click the Start button; then choose **All Programs > Sage Accpac > Documentation**. The readme file is UT Readme.wri.

About this Update

Why did I receive a tax update?

This tax update contains payroll tax changes we received since the last tax update. The changes are described in the readme mentioned earlier.

If the changes apply to your state, you need this tax update to process payroll for 2012 and file quarterly reports.

When do I install the tax update?

Install and activate the June 30, 2012 tax update immediately.

How do I install the tax update?

If you are downloading the tax update from our Web site, follow the installation instructions on the Web site. If you need more information, see the next topic "Installation Windows".

Installation Windows

After you have started the first Installation window, follow these steps:

1. On the Welcome screen, click **Next** to continue to the Software License Agreement screen.
2. Follow the instructions on the screens that follow. For example, you will need to specify:
 - Where you want to install the tax update (accept the default directory, or type another path, or click the **Browse** button to select the path to the drive and directory where you installed Sage Accpac U.S. Payroll).
 - The components to install. Be sure to select the tax update program files and documentation.
 - The appropriate folder in which to install the program icons.
3. On the Start Copying Files window, choose **Next** to continue.
4. On the Setup Complete window, select to view the Readme file to review the Payroll tax changes and adjustments you may need to make to your payroll records. Click **Finish** to finish the installation and view the Readme file.
5. Close the Readme file and exit the Installation screen.

Activate the June 30, 2012 tax update as described in the next section; "How do I activate the tax update?"

How do I activate the tax update?

1. Back up your data, if you have not yet done so.
2. Start Sage ERP Accpac and open the Administrative Services folder.
3. Activate your data as follows:
 - a. Choose **Data Activation**.
 - b. Highlight **US PR Tax Update June 30, 2012 5xx**, where xx is the tax update version compatible with your Payroll version.

Note: If you are using Payroll version 6.0, highlight **US PR Tax Update June 30, 2012 6.xx**.

- c. Click **Activate**.
4. If you are prompted to convert a previous Payroll tax update to the current version, click **Proceed**.

After you complete installation and activation, and you have made any adjustments described in this document, you can resume processing payrolls.

What's New in this Tax Update

For a description of new features, changes, and adjustments you may need to make, **be sure to read the tax update readme file** that's available during the tax update installation procedure. You can also find the readme *after* installation as follows:

For Sage Accpac versions 5.5:

- In Microsoft Windows, click the **Start** button; then choose **All Programs > Sage Accpac (or ACCPAC) > Online Documentation > US Payroll Tax Update 5.5S > Readme**.

Or

- Open the Sage Accpac ERP desktop and select the Help menu, then **Online Documentation > US Payroll Tax Update 5.5S > Readme**.

For Sage Accpac version 5.6 and 6.0:

- In Microsoft Windows, click the **Start** button; then choose **All Programs > Sage Accpac > Documentation**.

Or

- Open the Sage ERP Accpac desktop and select the Help menu, then Documentation.

The readme file name is formatted as "UTmmdyy Readme.wri".