

## MAS 90, MAS 200 & MAS 200 SQL 2004 Year-End FAQs

### *Payroll Tax Table Update, Magnetic Media, Accounts Payable*

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## Frequently Asked Questions

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### **When will the year-end Tax Table Update (TTU) for MAS 90 and MAS 200 be available?**

The Q1 2005 Tax Table Update, frequently referred to as the year-end TTU, will be available for download from the Best Online Support and Services ([BOSS](#)) Web site on December 10, 2004. It will update with changes as necessary each week through January 2005.

### **Will the year-end Tax Table Update (TTU) for MAS 90 and MAS 200 be shipped to customers, business partners or BSAN members?**

No, it will only be available as a download from [BOSS](#).

### **Why is Best Software only providing the TTU via download this year instead of shipping it?**

It's all about timing. Best Software must wait for states to announce tax rate changes before we can create the new tax tables. States are providing this information later and later each year. Late announcement of the new tax rates effectively shrinks the amount of time for Best to create the new tables, test them, and deliver them to our customers. Historically we have found late announcements occur more frequently during election years, although changes can be announced at any time. As a result of the increasing legislative tendency for last-minute changes, for the past several years all MAS 90 and MAS 200 channel members and customers have been advised to check [BOSS](#) for last-minute changes and download the revised TTU.

This year, with the release of MAS 90 and MAS 200 version 4.05 and MAS 200 for SQL version 3.72 scheduled in mid-November, the timing of tax tables is even more critical. Program changes required for year-end W-2 and 1099-DIV filings must be provided to customers prior to creation of W-2 and 1099 files. These changes have been incorporated into versions 3.72 and 4.05. To get them to customers in time for year-end processing, we need to begin shipping in late November. But, because the TTU information isn't available until December, Best Software would need to make two shipments to each customer; one for the software upgrade, followed by another shipment of the TTU. This, along with the increased number of shipments during the December holidays, increases the likelihood that one or both packages will arrive late. So, rather than risk our customers and channel members not receiving critical year-end information by the time it's needed, Best Software will focus resources to post the TTU as early as possible. In addition to the TTU, this also gives the flexibility to provide downloadable year-end program changes to MAS 90 and MAS 200 3.71 and 4.0, so that customers who cannot upgrade to a new version immediately can still create accurate, timely filings of W-2s and 1099s.

### **How can I obtain the TTU if I do not own a current Subscription Plan?**

You must be a business partner with a current business partner agreement, a BSAN member with a current membership agreement, or a customer with a current subscription plan in order to access [BOSS](#) to download the TTU. If your plan or agreement has expired, please contact our sales department at 800-390-3643 for business partner renewals, 866-565-2726 for BSAN enrollment, or 888-924-8989 for customer renewals.

### **What versions of MAS 90 and MAS 200 Payroll can use the Q1 2005 Tax Table Update?**

If you use the Payroll module you can install the Q1 2005 TTU with MAS 90 or MAS 200 3.71, 4.0 and 4.05, and with MAS 200 for SQL 3.71 and 3.72 (see chart below).

### **I am required to file employees' W-2s. What changes do I need to know about?**

The format of the standard W-2 has changed slightly, which required a program change to the form printing program. This change has been included in MAS 90 or MAS 200 3.72 and 4.05. Because Best Software realizes that it may not be possible for you to upgrade immediately to one of these versions, the required program changes that you need for year-end W-2 file creation will also be available to download from [BOSS](#) for versions 3.71 and 4.0 (see chart below).

### **I am required to file employees' W-2s via Magnetic Media. What changes do I need to know about?**

Program changes required for Magnetic Media have been incorporated into versions 3.72 or 4.05 of Magnetic Media Reporting. Magnetic Media Reporting may also be accomplished using versions 3.71 and 4.0 *providing the program changes for year end 2004 have been downloaded from [BOSS](#) and properly installed on your system.*

Also, the 4up W-2 form that is used to print employee copies of W-2s has been changed to support the format used by most form providers. This change is incorporated into versions 3.72 and 4.05 of Payroll, and has been added to the Program Changes for 2004 Year End download (see chart below).

### **What changes are required this year for companies who must print 1099 forms?**

The only change to 1099 reporting this year is to the **1099-DIV** form. This form layout was changed, as was some of the information required in each box. In order to print the revised 2004 1099-DIV form, you must use versions 3.72 or 4.05 to perform year-end processing, or download the Program Changes for 2004 Year End found on BOSS and install them on versions 3.71 or 4.0. The program changes will be available after December 10, 2004. **Important Note: The majority of MAS 90 customers use the 1099-MISC form, which has not changed for 2004 filings.** The 1099-INT form also remains unchanged, however the year end update contains a program correction that affects 1099-INT filing (see chart below).

### **I am required to file Form 1099s via Magnetic Media. What changes do I need to know about?**

1099 Magnetic Media Reporting in versions 3.72 and 4.05 were updated to comply with this year's federally mandated changes for 1099-DIV reporting. *Important note for customers who must file 1099-DIV forms using Magnetic Media Reporting: Federal changes were once again made to the 1099-DIV form for 2004 filings. The changes have been incorporated into the 2004 Year End Program Changes for Accounts Payable and Magnetic Media Reporting and may be applied to MAS 90 and MAS 200 3.71 and 4.0. These program changes may be downloaded from [BOSS](#) after December 10, 2004. The program changes are only required if you must file **1099-DIV** forms, all other 1099 reporting does not require the changes.*

### **Where can I find information on how to do year-end processing for any of my MAS 90 or MAS 200 modules?**

Year-end processing information, including checklists and the order in which to close modules can be found on Best Online Support and Services (BOSS). After logging into [BOSS](#) at the following URL, select Support, and then choose Customer Support Center. Once there, select the option for MAS 90 and MAS 200, and scroll down to find the Year-End Processing Procedures section.

<http://shop.bestsoftwareinc.com/boss/Main/frmLogin.aspx>

### **Where can I purchase W-2 and 1099 forms that are 100% compatible with my MAS 90 or MAS 200 software?**

The Best Software Tax Forms Division provides approved 2004 IRS forms that are the only ones guaranteed to be 100% compatible with MAS 90 and MAS 200. Call 800-538-5514 to order forms or obtain a current forms catalog.

**I do not have access to the Internet from my MAS 90 or MAS 200 server. How can I obtain the program fixes and TTU to install them on my server?**

The programs can be downloaded from any machine with Internet access and copied onto a CD or flash drive, then loaded onto your MAS 90 or MAS 200 server. Please note that the TTU is too large to fit on a standard diskette.

**I've never been to BOSS. How do I find it and get a login?**

Be sure to have your Best Software account number with you prior to logging onto [BOSS](#) for the very first time. Instructions on how to download the programs and properly install them on your software are available on BOSS. To access BOSS, you must have a current agreement or Subscription Plan with Best Software. If you do not have a current login to BOSS, go to the following URL and click on the [Register Now](#) link:

<http://shop.bestsoftwareinc.com/boss/Main/frmLogin.aspx>

**Will Best Software create any CDs for shipment if I don't have the ability to download the program changes?**

Best Software will create a limited number of CDs containing the TTU and year-end program changes. These will be available to order for a \$30 shipping & handling fee. The first date for shipments of these CDs will be December 22, 2004, and they will be shipped via ground transportation. If customers request overnight delivery there will be an additional fee, however, Best Software cannot ensure customers will receive shipment prior to year end. It is *strongly* recommended, therefore, that the programs and updated tax tables are downloaded from [BOSS](#) rather than ordering a CD and risking late delivery. To place an order, call 800-390-3643 for business partner orders, 866-565-2726 for BSAN orders, or 888-924-8989 for customer orders.

**I am still running an older version of the software and don't use the Payroll module. I only file 1099-Misc forms, no -DIV or -INT forms. What do I need to do?**

In this scenario only, if you do NOT need to use Magnetic Media Reporting and you do not use the Payroll module, you can use the same version of MAS 90 or MAS 200 as you used last year for your 1099-Misc filings. No downloads or changes are required. However, if you must file your 1099 payments using Magnetic Media Reporting, you must upgrade to one of the versions listed in the chart below and apply the program changes as directed in the chart.

**What do I do if I am still running version 3.61 or 3.70 but need to print W-2s?**

You must upgrade to one of the versions in the chart below and follow the chart guidelines. Alternatively, if custom modifications to your software or other business issues prevent you from upgrading at this time, please review the year-end procedures found on BOSS for some alternative suggestions. If you still have questions after you review the year-end procedures on BOSS, please contact your business partner or the Best Software Customer Support Services department.

**When will versions 4.05 and 3.72 be shipping to business partners, BSAN members and customers?**

Business partner and BSAN member autoships are scheduled to begin the week of December 6. Customer autoshipments will begin immediately after the channel and BSAN shipments are completed, and will continue throughout the month of December or until all shipments have been processed.

### MAS 90, MAS 200, & MAS 200 for SQL Support for 2004 Year End Processing

<b>Available Programs</b>	<b>MAS 90 &amp; MAS 200</b>			<b>MAS 200 for SQL</b>		<b>When to Install</b>
	v3.71	v4.0	v4.05	v3.71	v3.72	
Accounts Payable 1099-DIV program & form changes	Download from BOSS	Download from BOSS	4.05 CD	Download from BOSS	3.72 CD	Prior to printing 1099 forms
Payroll W2 form changes	Download from BOSS	Download from BOSS	4.05 CD	Download from BOSS	3.72 CD	Prior to printing W-2 forms
Magnetic Media program changes	Download from BOSS	Download from BOSS	4.05 CD	Download from BOSS	3.72 CD	Prior to creating year-end magnetic media file
Q1 2005 Tax Table Update	Download from BOSS	Download from BOSS	Download TTU from BOSS only	Download from BOSS	Download TTU from BOSS only	After W-2 forms have been created and prior to first payroll run for 2005