

## **BCS Sage 100 Contractor Custom PR Protection Program Report Instructions**

### **Report Instructions**

1. Upload this report to the SAGE100CON/Common/Custom Reports Folder on your Sage Server (If you only want this report to be available for specific companies or users please save to the corresponding folders or reach out to us for assistance).
2. Access this report from the 5-1-9 menu in Sage 100 Contractor
3. Export this report to Excel
4. Add a new column in Excel that totals the adjusted wage column and total benefits column together

### **Report Requirements**

- Each PR benefit that needs to be included in the health insurance column needs to have its Reporting>Benefit status set to 3-Health or 7-Dental on the calc at the 5-3-1 menu in Sage Contractor PR
- Each PR benefit that needs to be included in the life & disability insurance column needs to have its Reporting>Benefit status set to 6-Disability or 9-Life Insurance on the calc at the 5-3-1 menu in Sage Contractor PR
- Each PR benefit that needs to be included in the retirement column (401K and Simple employer contributions) needs to have its Reporting>Benefit status set to 2-Pension on the calc at the 5-3-1 menu in Sage Contractor PR

This report will meet the needs of many in our client base. However, if your business has additional benefits and/or state/local employer taxes not mentioned above please reach out to us for additional customization of your report.

Companies with union and/or certified payroll or other benefits not included in the above instruction may need to have this report further customized to include additional benefits.

For most employers, state unemployment is the only state/local PR employer tax. However, some areas such as St. Louis, MO (which has an employer income tax) may need additional customization to include other state and local employer PR taxes.