



Sage BusinessWorks Release Notes: V2025 SP4

The following is a summary of changes included in the Sage BusinessWorks V2025 SP4 release.
For a network version, install the service pack on each computer.

Knowledgebase Articles and Downloads

Answers to many of your questions can be found on the [Sage Support Knowledgebase](#).

Product updates, service packs and tax table updates are also available on the Sage Knowledgebase:

1. Visit <https://www.sagekb.com>
2. Choose **Sage BusinessWorks**.
3. Click **Download**.
4. Scroll down to **2025** and then **Updates**.
5. Click **Download Sage BusinessWorks 2025 SP4**.
6. Enter your Username and Password to the Sage Portal*.

*If you have not registered for the Sage Portal, click Sign Up for a Portal Account and follow the instructions.

2025 SP4

Payroll

PR, Reports, Payroll Register

Resolved issue: [Payroll Register truncating values over 999,999.99](#)

Payroll Register no longer truncates values over \$999,999.99.

PR, Taxes, Maintain Tax Tables

Arkansas	SWT updated effective January 2026.
Georgia	SWT updated effective May 2026.
Illinois	SUI Wage Base increased to \$14,250 for 2026.
Utah	SWT updated effective June 2026.
West Virginia	SWT updated effective March 2026.

System Manager

Chat links

Removed the word Live from Chat link and updated URL.

2025 SP 3

Payroll

PR, Reports, Employee Reports, Employee Lists

New Report: Employee Personal Pay Report

Added an employee pay report that shows all pay, deductions, other pay, taxes, and tips. It also displays the FLSA 0.5 overtime premium for shift 6, the OT premium, tip totals, and the employee's TTOC in the header.

PR, Taxes, Maintain Tax Tables

Illinois	SWT updated for 2026.
Louisiana	SWT updated for 2026.
Massachusetts	SWT updated for 2026.
Maryland	SWT updated for 2026.
Michigan	Exemption increased to \$5,900 for 2026.
Mississippi	SWT updated for 2026.

North Dakota	SWT updated for 2026.
Oregon	SWT updated for 2026.
Vermont	SWT updated for 2026.

PR, Utilities, Maintain Payroll Forms

Field alignments on the updated forms from SP2 have been adjusted to enhance readability and accuracy of the information displayed.

PR, Transfer, Direct Deposit Preview Report

Direct deposit preview will no longer show duplicates when a prenote is included.
New Report: Prenotes Preview Report
 The Prenotes Preview Report is found under **PR, Transfer, Direct Deposit Preview Report**. Click ... and select **Prenotes Preview Report**. This report will show only the prenotes as they are no longer included in the Direct Deposit Preview Report.

Accounts Payable

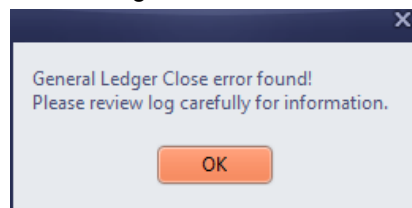
AP, Vendors, 1099 Worksheet

Resolved issue: [Main SQL Statement generated an Error: \[Zen\]\[ODBC Client Interface\[LAN\]\]\[Zen\]\[SQL Engine\] Error in expression VEND.Suffix 1099](#)
 Error no longer displays on the 1099 Worksheet.

System Manager

Utilities, Audit Report

To help make failed General Ledger closes more visible, a notification popup now appears when you run the audit report and a failed close is detected. You will see this message once for each failed close.



The audit report will also display a message identifying the close failures. Example below.

MANAGER	01/30/2026	*** : GL EOY Close (Start)	
	9:48 AM	Fiscal year: 2025	Company Close

***** Your audit log indicates a failed General Ledger close.**
It is important that this issue be addressed prior to proceeding with transactions in your company data. For more information please refer to:
[Month-end close doesn't finish successfully](#)

If you have multiple back-to-back failures, be sure to restore the backup taken before your first close attempt.

2025 SP 2 – Early tax table updates

Install the tax table update after W-2s are printed. If you installed your tax tables before you printed your W-2s, see [Installed the Payroll Tax Table update early](#).

Accounts Payable

AP, Vendors, 1099 Worksheet

Resolved issue: [Error: "No box selected" shows on the 1099 Worksheet](#)
 Error no longer displays on the 1099 Worksheet.

General Ledger

GL, Reports, Income Statement, Budgeted

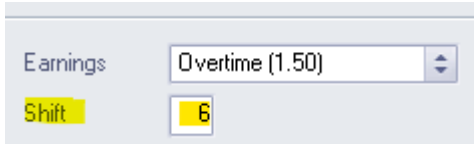
Resolved issue: [Error: "Access violation at address 00BF7570 in module 'Task0100.exe'..." when running Annual Budgets](#)

Error no longer occurs when printing or previewing the consolidated Income statement Budgeted reports.

Payroll

PR, Processing, Timecard Entry – ***New process for 2026 Timecards with Overtime***

- To ensure wages display correctly on 2026 reports enter **qualified overtime** on the timecard by entering **6 under the Shift field.**



- Start this process with your first payroll of 2026.
- This applies to Overtime 1.50, 2.00, 3.00.
- If you enter payroll without qualified overtime wages using shift 6, [void the check](#), restore the timecard, and make the change. Then process the corrected check on plain paper.
- For further explanation and examples, see [New Federal law regarding no federal withholding on tips and overtime.](#)

PR, Processing, Print Payroll Checks

New fields are available to add to your check forms. The new fields include:

Check Stub: Nontaxable OT Amt	Check Stub: Nontaxable OT Amt (YTD)	Check Stub: Vacation Pay (YTD)
Check Stub: Nontaxable OT Hrs	Check Stub: Nontaxable OT Hrs (YTD)	Check Stub: Sick Pay (YTD)

We have also updated the payroll check forms below to include year-to-date vacation and sick pay, as well as Reportable OT Premium for tax filing. This update provides totals for both current and year-to-date overtime pay and hours, and it displays overtime hours entered with a shift value of 6.

Direct Deposit Detailed Dual Stub	Direct Deposit Detail Btm Stub	Direct Deposit Detailed Top Stub
Payroll Check Detailed Btm Stub	Payroll Check Detailed Dual Stub	Payroll Check Detailed Top Stub
Payroll Check Bottom Stub	Payroll Check Bottom Stub Wht	Payroll Check Top Stub
Payroll Check Top Stub Wht	Payroll Check Dual Stub	Payroll Check Dual Stub Wht
Payroll Check Stub Stub	Payroll Check Stub Stub Wht	Payroll Stub Stub Check Wht

PR, Taxes, Maintain Tax Tables

Alaska	SUI wage limit updated to \$54,200 for 2026
Arkansas	SWT updated for 2026 Deduction increased to \$2,470
California	SDI percent changed to 1.3% for 2026 SWT updated for 2026
Colorado	SUI wage limit updated to \$30,600 for 2026 SWT updated for 2026
Connecticut	SUI wage limit updated to \$27,000 for 2026
Delaware	SUI wage limit updated to \$14,500 for 2026
Federal	Social Security Wage Limit updated to \$184,500 for 2026 FWT updated for 2026
Hawaii	SUI wage limit updated to \$64,500 for 2026 SWT updated for 2026

Idaho	SUI wage limit updated to \$58,300 for 2026
Indiana	SWT rate lowered to 2.95%
Iowa	SUI wage limit updated to \$20,400 for 2026 Deduction amounts changed
Kansas	SUI wage limit updated to \$15,100 for 2026
Kentucky	SUI wage limit updated to \$12,000 for 2026 SWT updated for 2026 Standard deduction is \$3,360 Tax rate decreased to 3.50%
Louisiana	SUI wage limit updated to \$7,000 for 2026
Maine	SWT updated for 2026 Allowance increased to \$5,300 Deduction amounts changed
Minnesota	SWT updated for 2026
Missouri	SUI wage limit updated to \$9,000 for 2026 SWT updated for 2026 Deduction amounts changed
Montana	SWT updated for 2026
Nebraska	SWT updated for 2026 Withholding allowance increased to \$2,440
Nevada	SUI wage limit updated to \$43,700 for 2026
New Jersey	SUI wage limit updated to \$44,800 for 2026 SDI wage limit updated to \$171,100 for 2026
New Mexico	SWT updated for 2026
New York	SUI wage limit updated to \$17,600 for 2026 SWT updated for 2026
North Carolina	SUI wage limit updated to \$34,200 for 2026 SWT updated for 2026
North Dakota	SUI wage limit updated to \$46,600 for 2026
Oklahoma	SWT updated for 2026
Oregon	SUI wage limit updated to \$56,700 for 2026
Pennsylvania	SUI wage limit updated to \$10,000 for 2026
Rhode Island	SWT updated for 2026 SUI wage limit updated to \$30,800 for 2026 SDI wage limit updated to \$100,000 for 2026
South Carolina	SWT updated for 2026
Utah	SUI wage limit updated to \$50,700 for 2026
Vermont	SUI wage limit updated to \$15,400 for 2026
Washington	SUI wage limit updated to \$78,200 for 2026
Wyoming	SUI wage limit updated to \$33,800 for 2026

PR, Reports, Task Code Reports, Period Activity

New Report: Task Code Pay – Detail by Task Code ID

2025 SP 1**General Ledger**

GL, Reports, Income Statements, Comparative

Performance has been improved in Income Statement by Month.

GL, Close, Close Current Month and Utilities, Company Close

To prevent users from continuing work after a failed close, we've updated the messaging to include a warning. The system now advises users to review the Audit Report after closing.

Cash Management

CM, Reports, Positive Pay Report

Resolved Issue: [Positive Pay report add a blank column when exporting to Excel.](#)

The Positive Pay report now exports to Excel without adding a blank first column. There is an added column at the end of the report that indicates if the check is voided.

System Manager

File, Backup Scheduler

You no longer need to exit Sage BusinessWorks to perform a scheduled System Backup. The backup will run while Sage BusinessWorks is open, as long as no users are actively using the program.

Payroll

PR, Employees, Maintain Employees

When a user's permissions do not allow access to an employee's Social Security Number (SSN), the system now displays it as ***** to protect sensitive information.

PR, Employees Maintain Employees

The EIC Status field in **Maintain Employees, Status** is replaced by the Treasury Tipped Occupation Code (TTOC). This update enables you to include an employee's Federal TTOC number in reports. A valid value is between 100-999.**Note:** If you're creating a custom report, you'll need to manually add the EIC Status field to display TTOC values.

PR, Transfer, Direct Deposit Preview Report

Resolved Issue: [Direct Deposit Preview report shows duplicate checks.](#)

Checks are no longer shown duplicate on the Direct Deposit Preview report.

PR, Taxes, Maintain Tax Tables

Ohio

SWT updated effective October 1, 2025

2025 – [Click here](#) to explore What's New in Sage BusinessWorks 2025**General Ledger**

GL, Reports, Income Statements, Comparative

New Report: [Income Statement by Month.](#)

View monthly income statements side-by-side for a fiscal or calendar year in a columnar format.

Cash Management

CM, Transactions, Reconcile Checking Account

New Feature: **Find and Find Next buttons added to the bank reconciliation.**

Search the reconciliation screen for exact matches in any field using the Find or Find Next buttons.

CM, Reports, Positive Pay Report

New Feature: Filter to include voided checks

Include, exclude, or view only voided checks using the new filter option.

Accounts Payable

AP, Vendors, 1099 Worksheet

Updated Report: 1099 Worksheet now includes Vendor First/Last Name

The worksheet now displays vendor first and last names when SSNs are used. You can also export this report to Excel.

AP, Reports

Resolved Issue: [The system previously displayed imported vendor invoice due dates as blank, 01/00, or 12/30/1899.](#)

Now, when a vendor invoice is imported without a due date, the system automatically sets the due date to match the invoice date.

Vendor Inquiry, 1099 Worksheet, Vendor Master List

Security Update: Only the built-in Manager account or users with appropriate data rights can view Social Security Numbers and Federal ID numbers.

This ensures sensitive information remains protected and accessible only to authorized personnel.

Accounts Receivable

AR, Customers, Maintain, Notes

Resolved Issue: [Notes that exceeded 65,500 characters previously triggered an error.](#)

The system now prevents users from entering more than 65,500 characters. A character counter at the bottom of the window actively tracks usage.

Modules, Accounts Receivable, Checklists tab

Resolved Issue: [Removed the invalid link to Maintain Posting Accounts from the Initial Setup section.](#)

To access Maintain Posting Accounts, select **Maintain A/R Parameters - Posting Accounts**.

Inventory Control

IC, Purchasing Purchase Order Inquiry

Enhancement: Purchase Order Date displays in Purchase Order Inquiry.

The system now displays the Purchase Order Date in the Purchase Order Inquiry screen, providing users with immediate visibility into order timing.

Payroll

PR, Utilities, Maintain Payroll Parameters

Change in functionality: Warning message appears when attempting to change the Federal ID.

Warning Federal tax ID (EIN) has been changed. Changing this number after processing an Enhanced Tax Reporting tax report will cause errors during your next filing. Do you want to continue?

PR, Transfer, Direct Deposit Preview Report

Resolved Issue: [Direct Deposit Preview Report for Prenotes Only causes error.](#)

The report now displays only prenotes when no checks are present and continues to show checks or both checks and prenotes as appropriate.

PR, Processing, Print Payroll Checks, Email Direct Deposit Advices

Security Update: [Secure Emailed Direct Deposit Advices.](#)

Payroll direct deposit advices are now password-protected.

Notice: Employees must enter the last four digits of their Social Security number to open the PDF.

System Manager

Help, About**New Feature: Product code is viewable in Help.**

Locate your product code in Help, About or on the server in the Sage\BWProg\BWServer.ini file. This helps when moving to a new server or location without contacting support.

File, Backup Scheduler**New Feature: [Automatic Backup Scheduler](#).**

- You can now schedule backups when users are out of the program—daily, weekly, monthly, or yearly
- **Daily backups are recommended** to ensure data protection
- If a backup fails, a notification will appear on your screen
- Log files are saved in the same directory as your backup files
- To run scheduled backups successfully, you must be logged in as an administrator on the Sage BusinessWorks data computer (server or standalone)
- Keep the system powered on and the administrator's Windows session active during scheduled backup times
- If you are backing up the System database, make sure all Sage BusinessWorks sessions are closed

Important Notice: Using the Backup Scheduler requires an active support agreement. This ensures access to scheduled backup functionality and ongoing technical support.

Utilities, Registration

Resolved Issue: Registration no longer shows Kevin on a new install

End User License Agreement (EULA)**Update: We've updated the End User License Agreement (EULA) to reflect the most current version.**

Users are encouraged to review the revised terms.

Enhanced Tax Reporting**Update: We've updated the Enhanced Tax Reporting installation.**

These files include the latest improvements and ensure compatibility with current system requirements.

Database Update**Enhancement: Larger Database Update Screen.**

Expanded the database update screen to provide a larger viewing area. Added Select and Deselect buttons to streamline item selection and improve user control.