Deltek Costpoint®

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CREATE STATE W-2 FILE

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CREATE STATE W-2 FILE

If you select the **Enable Payroll Tax Interface** check box on the Configure Payroll Tax Export Settings screen, this application cannot be used.

This is a separately licensed product for the current release of Deltek Costpoint.

Some states require employers to report their W-2 data on magnetic tape or diskette, depending on the number of employees. If you think this may apply to you, obtain and read the current year's state publication regarding magnetic media requirements. This screen creates the data file required, which can then be copied to a diskette. Magnetic tape is not supported.

If the state permits magnetic media but does not accept diskettes, you must submit paper W-2s. You may need to obtain a waiver.

Some states require the state ID to be in a certain format. Please review the manner in which you have entered the state taxing ID on the Manage State Taxes screen to be sure that you comply.

The State Magnetic Media Report is automatically printed each time you create the file. You must rename this data file to the file name required by the state, such as **W2REPORT** (no extension), which can then be copied to a diskette. The information included in the file is identical to the printed W-2s.

Keep the file and report created as part of your permanent payroll tax accounting records.

Use this screen after the W-2s have been printed and reviewed. The source of the file is the W-2 Table (created by the Create W-2 Table screen).

This application includes multi-state functionality. This functionality allows for the proper computation of withholdings for employees who work in multiple states during one pay period. Since new tables are needed for this multi state calculation, the Create State W2 File application looks to a new table, EMPL_EARN_STATE. The change affects only one state, MA.

There are two ways to work with export files in Costpoint:

- You can save the file to an Alternate File Location.

- You can save the file to the Costpoint database.

If you decide to use the first option, click 🔍 in the **File Location** field to select the alternate file location to which you want to save the file. If you choose the second option, leave the **File Location** field blank when you export the file.

Location

- People
- Payroll
- Year-End Processing
- Electronic Filing

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click Query to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click Query to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

Taxable Entity

Option

This field always displays **One**.

In the field to the right, enter the taxable entity ID for which you wish to report, or click 🔍 to select the taxable entity ID.

State

Option

This field always displays **One**.

In the field to the right, enter the two-character state ID to be reported, or click 🔍 to select the state ID.

Payroll Year

Option

This field always displays **One**.

In the field to the right, enter the four-digit payroll year for which you are reporting.

Options

Output File

File Name

Enter the name of the file to be processed. Every time you create the state W-2 file, a new file is written.

Overwrite File

Select this check box to overwrite an existing file, if it has the same file name.

File Location

Enter the location of the file you are creating. There are two ways to do this:

- In the **File Location** field, enter, or click 🔍 to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.

  or

- Leave the **File Location** field blank. When you execute this application, the export file is saved to the Costpoint database. Use the Export Files application to retrieve it and save it to a location on the network.

Sort by

1st Sort

The only sort available at this time is **Employee Name**.

File Data

Former EIN

If you used another EIN this payroll year, enter the former federal EIN reported this payroll year. (This normally applies only if your company merged with or was bought out by another company.)

User ID

Enter the User ID assigned to the employee who is authorized to submit this file.

WFID Resub

If this file is being resubmitted, enter the Wage File Identifier (WFID) from the notice sent to you by the Social Security Administration.

NJ UI/HC/WD

If applicable, select from this drop-down list the Box 14 line number used to specify the Combined NJ Unemployment Insurance, Workforce Development Program and Health Care Subsidy Withheld.

Computer Manufacturer

Enter the manufacturer of your computer, for example, **IBM**, **Sperry**, **Compaq**. This information is used for statistical purposes.

Terminating Business

Select this check box if the business terminated during this tax year.

RV Record Data

This group box is required for Idaho users.

Submission Date

Enter, or click 📅 to select, the date on which the file is being submitted.

Withholding Paid

Enter the amount of withholding taxes paid this calendar year. This field is enabled only for Idaho and Maryland. For Maryland users, this field is required and is the total withholding taxes paid (the amount from the MW508 form, line 31).

Other Amount

If applicable, enter the amount of Idaho split monthly filer (cycle B) 1/1-1/15 payments. This field is enabled only for Idaho users.

Credit Amount

Enter the credit amount from line 3A of the MW508A form, if applicable. This is for Maryland users.

Balance Due Penalty

If applicable, enter the amount of penalty on the balance of withholding taxes due. This field is enabled only for Idaho users.

Late Filing Penalty

If applicable, enter the penalty for late filing. This field is enabled only for Idaho users.

Interest Due

If applicable, enter the interest due on the balance of withholding taxes due. This field is enabled only for Idaho users.

Overpayment Handling Method

Maryland users must use this drop-down list to select the overhandling payment method. Valid options are:

- Apply as Credit
- Refund

NAICS Code

Enter the North American Industry Classification code that classifies your business.

Complete Filing

Select this check box if the filing is complete.

Create State Tax File

Click [icon] to print the report and create the **W2RPTST.YY** file, where **ST** represents the two-character state abbreviation code, and **YY** represents the payroll year for which you are reporting. For example: If you are creating a file for the state of Virginia (VA) for payroll year 2016, the file name would be **W2RPTVA.16**. You would then rename this file to the file name required by the state, such as **W2REPORT**.

> **Table Information**

Report Sources

W2 File/Box 13 — BOX_12_W2_FILE

Basic Employee Info — EMPL

Federal W2 File — FED_W2_FILE

State Taxes — STATE_TAX_INFO

State W2 File — STATE_W2_FILE

State — STATE

Taxable Entity — TAXBLE_ENTITY