

# Deltek Costpoint®

Version 7.1.1

**June 30, 2016**



While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published June 2016.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

**CREATE QUARTERLY EFTPS FUTA  
TAX FILE**

---



# Table Of Contents

CONFIGURE DIRECT DEPOSITS.....	1
CREATE QUARTERLY EFTPS FUTA TAX FILE .....	3
EFTPS Payroll Tax and FUTA Quarterly Tax Export File Layout .....	8



## CONFIGURE DIRECT DEPOSITS

---

Use this screen to establish the configuration of the file that are created for direct deposit transmittal (the ACH file), and to set up your direct deposit advice, cash account, bank reconciliation information, and Electronic Federal Tax Payment System (EFTPS) information. Use this screen to maintain the ACH Control File to meet your bank's requirements.

You must set up this screen before you create your first direct deposit file or print your first direct deposit advices and before you submit your first EFTPS tax deposit. Update this screen if you change banks or if your bank changes its requirements.

This screen contains the following tabs:

- ABA/File Setup — Use this tab to set up bank account and file header information.
- Posting/Advice Information — Use this tab to set up cash account information for each of your direct deposit pay cycles.

For more information about direct deposits, see the Direct Deposit of Payroll topic.

### [Suspension of Direct Deposits](#)

#### Background

Prior to implementing the enhanced Suspension of Direct Deposit functionality, in order to prevent users from generating direct deposit for employees, you had to suspend direct deposit. Previously, this was done by selecting the **Suspend** option in the processing menu of the Suspend/Restore Direct Deposit screen.

In the previous functionality, suspending direct deposit caused the records in the EMPL\_BANK\_HDR, EMPL\_BANK\_LN, and EMPL\_BANK\_PEND\_LN tables to be moved to separate suspension tables. As a result, you were not able generate a Direct Deposit File or print payment advices because there were no EMPL\_BANK\_HDR, EMPL\_BANK\_LN, or EMPL\_BANK\_PEND\_LN records. When you ran Print Paychecks process, the application printed paychecks for all employees that did not have active EMPL\_BANK\_HDR records.

Since records were moved out of the EMPL\_BANK\_HDR, EMPL\_BANK\_LN, and EMPL\_BANK\_PEND\_LN tables and into separate "holding" tables, if you suspended direct deposit while a user was adding data on the Manage Employee Bank Information screen, you ended up having data in both the "live" tables and the "holding" tables. This caused problems when direct deposit was restored. The only solution was to manually correct the data directly in the database.

#### Solution

Instead of moving data from table to table, it was determined to be less risky to provide check boxes to control the suspension of direct deposit. The following two methods of printing paychecks, rather than direct deposit advices, are now available in Costpoint:

- You may opt to prevent the creation of the ACH Direct Deposit File for a specific pay cycle. Select the **Suspend Creation of ACH File (Print Paychecks for All Employees)** check box to use this method.
- You may opt to allow the printing of paychecks for employees that have active Employee Bank Information. To use this method, select the **Allow paychecks for direct deposit Employees when ACH File Creation is not suspended** check box.

#### Before You Proceed

If there are suspended direct deposit records in Costpoint when you download this enhancement, you must run the Restore Employee Bank Information Toolkit before you can use the direct deposit functionality in Costpoint. The toolkit can be found under the Toolkits section in the **People » Payroll » Payroll Utilities** menu.

#### [Location](#)

- People
- Payroll
- Payroll Controls

#### Identification

#### [Pay Cycle](#)

Enter, or click  to select, the pay cycle for which you are setting up your direct deposit advice, cash account, bank reconciliation information, and EFTPS deposit information (you can set up only one pay cycle at a time). You must set up a record for each pay cycle for which you want to do direct deposit and EFTPS deposits. You should set up a "dummy" pay cycle in the Manage Pay Periods screen to use for your EFTPS deposits and enter it here.

#### Last Advice Number

Enter the last advice number for this pay cycle. This field is updated with the last advice used upon execution of the Print Payment Advices process, when you print payment advices. This value is not updated when you reprint payment advices, or if the advice number is manually entered on the Manage Employee Earnings History screen.

#### Suspend Creation of ACH File (Print Paychecks for All Employees)

Select this check box to prevent users from generating an ACH Direct Deposit File for employees assigned to the pay cycle. Clear the check box to allow generation of an ACH Bank File for the pay cycle.

#### Allow paychecks for direct deposit Employees when ACH File Creation is not suspended.

Select this check box to indicate that the person who prints paper paychecks has the option to also print them for employees that have active direct deposit bank information, but have no check number or check date assigned to the Payroll Edit record. If this check box is selected, the **Include employees with active direct deposit information** check box will be enabled in the Print Paychecks screen.

Use this method with caution. The person generating paychecks has the ability to decide whether or not direct deposit is suspended for the selected records.

---

#### ▶ [Table Information](#)

Changes to this screen update the Direct Deposit Setup (DIR\_DEP\_SETTINGS) table.

## CREATE QUARTERLY EFTPS FUTA TAX FILE

Use this screen to create the EFTPS FUTA Quarterly Tax Deposit File based upon the employer FUTA accrued totals in the tables of the selected reporting source(s). The program adds the amounts in the reporting source(s) and performs no other calculations. The process does not verify that the amounts are correctly calculated. For example, if an employee's FUTA accrued amount is not the correct amount according to the current year's rate, the process reports the amount that is in the record, rather than the correct amount. For this reason, you should ensure that the amounts are correct before performing this process.

The FUTA Quarterly Tax Deposit File is a single text file that you can submit to the IRS electronically after each payroll, monthly or quarterly. Transmit the file to your financial institution one business day before the due date. The bank electronically transmits the tax payments on the tax due date, and your records for the IRS are automatically updated. This file is directly related to the Federal Form 940 and reports FUTA accrued. You can select records from the Payroll table and/or Earnings table, depending on your reporting requirements.

After you have set up your financial institution information on the Configure Direct Deposits screen, you can create the EFTPS FUTA Quarterly Tax Deposit File.

After you create payroll, review the Payroll Edit Report, and print paychecks and/or direct deposit advices, you can generate the FUTA Quarterly Tax Deposit File that contains the payment data to be transmitted to the bank for the tax period you are reporting, if you have selected **Payroll Table** in the **Reporting Source** group box. You must create this file before posting the Payroll Journal. After the Payroll Journal is posted, the data required for creating the FUTA Quarterly Tax Deposit File is no longer available unless you select **Earnings Table** in the **Reporting Source** group box.

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.

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

### Location

- People
- Payroll
- Tax Reporting
- Federal Taxes

### 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  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  to select, a parameter description of up to 30 alphanumeric characters.

#### Selection Ranges

Use this group box to define the parameters for creating the EFTPS FUTA Quarterly Tax Deposit File.

#### Taxable Entity

Use these fields to enter taxable entity information.

##### Option

This field always displays **One**.

##### Start

Enter, or click  to select, the ID for the taxable entity for which you are creating the EFTPS FUTA Quarterly Tax Deposit File. Establish taxable entity information on the Configure Company Information screen.

#### Effective Deposit Date

Use these fields to enter effective deposit date information.

##### Option

This field always displays **One**.

##### Start

Enter, or click  to select, the first day of the month, in date format, of the effective deposit date of the FUTA Quarterly Tax Deposit File. For example, enter 04/01/16 for the first quarter tax period of 2016.

#### Pay Cycle

Use these fields to enter pay cycle information.

##### Option

This field always displays **One**.

##### Start

Enter, or click  to select, the pay cycle for which you wish to create the FUTA Quarterly Tax Deposit File (you can create only one pay cycle at a time). If you selected a default pay cycle on the Configure Payroll Settings screen, it displays in this field.

#### Direct Deposit Setup

Use these fields to enter direct deposit information.

##### Option

This field always displays **One**.

##### Start

Enter, or click  to select, the direct deposit settings record that you previously set up for your tax deposits.

#### Tax Period

Use these fields to enter tax period information.

##### Option

## CREATE QUARTERLY EFTPS FUTA TAX FILE

This field always displays **One**.

### Start

Use this drop-down list to select the tax period for which you are making this tax deposit.

### Check Date

Use these options to enter the range of checks that is included in this tax deposit. The check dates must be within the period selected in the **Tax Period** group box and may be checks in the Payroll Edit table and/or Employee Earnings table, depending upon your selection in the **Reporting Source** group box.

#### Option

This field always displays **Range**.

#### Start

Enter, or click  to select, the starting check date for the range of paychecks to be included in this tax deposit. The format for the date is **MM/DD/YYYY**.

#### End

Enter, or click  to select, the ending check date for the range of paychecks to be included in this tax deposit. The format for the date is **MM/DD/YYYY**.

### Options

#### Transaction Type

Use this drop-down list to select the type of transaction for the file. Options include:

- **Deposit** — Select this option if you are creating a deposit file.
- **Prenote** — Select this option if you are creating a prenotification file.

#### Financial Agent Bank

Use this drop-down list to select the bank to which your financial institution is electronically paying the tax deposit. The bank you select depends on your location in the United States. Options include:

- **Bank One** — Select this option if your company is in the Northern and Western United States. Refer to your EFTPS Payment Instruction Booklet for details. (Bank One was formerly First Chicago Bank.)
- **Bank of America** — Select this option if your company is in the Southern and Southwestern United States. Refer to your EFTPS Payment Instruction Booklet for details. (Bank of America was formerly Nations Bank.)

#### 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.

You can create the FUTA Quarterly Tax Deposit File as many times as necessary before transmission takes place. Each time this is done, the old FUTA Quarterly Tax Deposit File is overwritten by the new one. If you select the **Payroll Table** reporting source, any recreation of the FUTA Quarterly Tax Deposit File must take place before you post the Payroll Journal.

#### File Name

Use this field to specify the name of the FUTA Quarterly Tax Deposit File. Every time you create the FUTA Quarterly Tax Deposit File, a new file is written.

#### Overwrite File

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

## Reporting Source

Use this drop-down list to select the source of the paychecks you wish to include in the tax deposit. You must select one or both of the check boxes.

- **Payroll Table** — Select this check box if you have payroll records that were not posted to the General Ledger and you wish to include these paychecks in the tax deposit.
- **Earnings Table** — Select this check box if you have payroll records that were posted to the General Ledger that you wish to include in the tax deposit.

## Reporting Information

This group box contains tax deposit information that is used to print the report and create the tax deposit file. You can populate the field in this group box by clicking the **Calculate** button. If your tax deposit amount differs from the calculated amount, you can override it. If you enter an override amount in the field, \*\*\*\* prints in the **Override** column of the report.

### FUTA Accrued

Click the **Calculate** button to populate this field with the total FUTA accrued by the employer. If you wish to report an override amount, enter the amount in this field.

### Leading Value for Tax ID

Use the drop-down list to select the one-digit numeric value that precedes the tax ID in the **Company Identification** field of the EFTPS file's Batch Header Record (column 41) and Company/Batch Control Record (column 45). Select **1** if only one identifier is needed or if each unit has a unique IRS employer ID number. Select **9** if each unit does not have a unique IRS employer ID number or if batches are varied because of unique settlement accounts.

### Calculate

Click this button to populate the **FUTA Accrued** field in the **Reporting Information** group box.

### Print

Click  to print the Quarterly EFTPS FUTA tax file report.

When you modify any of the print options or selection criteria after printing the report, you cannot create the Quarterly EFTPS FUTA tax File. You must print the tax deposit report again before creating the file.

## Print and/or Create the Quarterly EFTPS FUTA Tax File

Click the arrow to the right of  and select one of the following options:

- **Print/Create EFTPS Tax Deposit File** — Select this option to print and create the FUTA Quarterly Tax file based on employer FUTA accrued totals. Costpoint displays a message asking if you really intend to create the EFTPS FUTA Quarterly Tax Deposit File. Click **OK** to print the tax deposit report and create the file. You can also select this option from the print menu.

After the program begins creating the file, a **DO NOT INTERRUPT** message and a message showing records processed displays.

- **Create EFTPS Tax Deposit file** — Select this option to create the EFTPS Tax Deposit file after you have first printed the file. This option becomes available after you print the Tax Deposit report. When you receive a message asking if you really intend to create the tax deposit file, click **OK**.

When you modify any of the print options or selection criteria after printing the report, you must print the Tax Deposit report again before creating the Quarterly Tax Deposit File. If you click  after changing a parameter, the report prints automatically as part of the creating process.

- **Calculate Amounts** — Select this option to populate the **FUTA Accrued** field in the **Reporting Information** group box. You can also click the **Calculate** button.

## CREATE QUARTERLY EFTPS FUTA TAX FILE

- Batch Mode/Print/Create EFTPS Tax Deposit File — Select this option to schedule when to print the report and create the FUTA Quarterly Tax file based on employer FUTA accrued totals. You can also select this option from the Print menu.

EFTPS Quarterly FUTA Tax Export File Layout

---

▶ [Table Information](#)

**Report Sources**

Direct Deposit Settings — DIR\_DEP\_SETTINGS

Maintain Payroll Edit Table — EMPL\_PAYROLL

Maintain Employee Earnings Table — EMPL\_EARNINGS

Pay Period — PAY\_PD

State — STATE

Taxable Entity — TAXBLE\_ENTITY

## EFTPS Payroll Tax and FUTA Quarterly Tax Export File Layout

The EFTPS File Creation process for the EFTPS Payroll Tax Deposit File and the EFTPS FUTA Quarterly Tax Deposit file both export information in a CSV file format with the following specifications:

### Company/Batch Header Record

#	Field Name	Costpoint Table	Length	Column #	Format/Source
1	Record Type Code		1	01-01	5
2	Service Class Code	DIR_DEP_SETTINGS	3	02-04	If the screen <i>DD Setup</i> pay cycle's <i>Debit Bank ABA Number</i> is NULL in the Direct Deposit Setup screen, populate with 220. Otherwise, populate with 200.
3	Company Name	TAXBLE_ENTITY	16	05-20	TAXBLE_ENTITY.taxble_entity_name where TAXBLE_ENTITY.taxble_entity_id = screen <i>Taxable Entity</i> and TAXBLE_ENTITY.company_id = <Login Company>
4	Company Discretionary Data		20	21-40	Blank
5	Company Identification	TAXBLE_ENTITY	10	41-50	Screen <i>Leading Value for Tax ID</i> concatenated with the TAXBLE_ENTITY.tax_id where TAXBLE_ENTITY.taxble_entity_id = screen <i>Taxable Entity</i> and TAXBLE_ENTITY.company_id = <Login Company>  (right-justified and padded with spaces)
6	Standard Entry Class		3	51-53	CCD
7	Company Entry Description		10	54-63	Tax Payment
8	Company Descriptive Date		6	64-69	Blank
9	Effective Entry Date		6	70-75	Screen Effective Deposit Date (YYMDD format)
10	Reserved		3	76-78	Blank
11	Originator Status Code	DIR_DEP_SETTINGS	1	79-79	The first digit fro the Batch Header Record - Original Status and DFI, from the Direct Deposit Settings screen. This should be a 1.
12	Originating DFI Identification		8	80-87	The last eight digits fro the Batch Header Record - Original Status and DFI, from the Direct Deposit Settings screen.
13	Batch Number		7	88-94	0000001 (6 zeroes and a 1)

### Company/Batch Control Record

CREATE QUARTERLY EFTPS FUTA TAX FILE

#	Field Name	Costpoint Table	Length	Column #	Format/Source
1	Record Type Code		1	01-01	8
2	Service Class Code	DIR_DEP_SETTINGS	3	02-04	If the Direct Deposit Setup Pay Cycle's Debit Bank ABA Number field value is NULL in the Direct Deposit Setup screen, populate with 220. Otherwise, populate with 200.
3	Entry/Addenda Count		6	05-10	This is the total number of Record Type Code '6' (Entry Detail Record) and Record Type Code '7' (Addenda Record) within the file.
4	Entry Hash		10	11-20	If <b>Bank One</b> is selected in the Financial Agent Bank field, populate with 007103621. Otherwise, if <b>Bank of America</b> is selected, populate with 0006103600.
5	Total Debit Entry Dollar Amount in the batch in dollars and cents, no decimal	DIR_DEP_SETTINGS	12	21-32	If the Direct Deposit Setup Pay Cycle's Debit Bank ABA Number field value is NULL in the Direct Deposit Setup screen, populate with 000000000000. Otherwise, populate with the sum of the following:  Soc. Sec. Withheld + Soc Sec Accrued + Federal Tax Withheld + Medicare Withheld + Medicare Accrued.
6	Total Credit Entry Dollar Amount in the batch in dollars and cents, no decimal		12	33-44	populate with the sum of the following:  Soc. Sec. Withheld + Soc Sec Accrued + Federal Tax Withheld + Medicare Withheld + Medicare Accrued.
7	Company Identification	TAXBLE_ENTITY	10	45-54	Screen <i>Leading Value for Tax ID</i> concatenated with the TAXBLE_ENTITY.tax_id where TAXBLE_ENTITY.taxble_entity_id = screen <i>Taxable Entity</i> and TAXBLE_ENTITY.company_id = <Login Company>
8	Reserved		19	55-73	Blank
9	Reserved		6	74-79	Blank
10	Originating DFI Identification	DIR_DEP_SETTINGS	8	80-87	The last eight digits from the Batch Header Record - Original Status and DFI, from the Direct Deposit Settings screen.
11	Batch Number		7	88-94	0000001 (6 zeroes and a 1)