Deltek Costpoint® 7.1.1

System Jar 43 or Higher

New User Interface

Year-End Guide

December 1, 2019

Deltek

Contents

Overview

This guide presents year-end processing guidelines for Deltek Costpoint.

> **Note:** See the *Deltek Costpoint Frequently Asked Questions* document for related information.

Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it here free from Adobe.

To add a custom note using Adobe Reader X:

1. On the Reader toolbar, click **Comment** at the far right.

2. In the **Annotations** pane that displays, click 💬 **Sticky Note**. The cursor changes to match the button.

3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.

4. Enter your information in the text box.

5. Continue adding notes as needed.

6. Save the document.

> **Note:** Deltek recommends that you save the document to a slightly different filename to keep the original from being overwritten.

When reading the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

Deltek Support Center

To expedite our responses to your questions at year end, we encourage you to use the Deltek Support Center, https://deltek.custhelp.com, where you can enter incidents on the Ask Support page or start a live chat with one of our analysts.

Click the link below to view Year-End Resources, located on the Support Center home page. This site will be updated continuously through February and will contain information such as Year-End Bulletins, FAQs, links to the product releases, additional services that are offered for year-end, and up-to-date tax changes.

You need a valid Deltek Support Center login to access this site:

https://deltek.custhelp.com/app/YearEnd

Alternatively, you can contact Deltek Customer Care by calling 1.877.457.7765.

Chapter 1: What's New

1099 Changes

For calendar year 2019 and forward, 1099 printing and filing has been separated for Non-Employee Compensation and all other types. Previously, printing and filing could only be done together.

W-2 Form Changes

There are no format changes to the W-2 for 2019.

W-2 Box 12 Codes

There are no Box 12 additions for 2019.

USERRA Codes

The following USERRA codes have been added to the **Edit W-2 Information/Box 12 Lookup** field:

- D 18: USERRA 2018 make up elective deferrals to a section 401(k) cash or deferred arrangement.
- E 18: USERRA 2018 make up elective deferrals to a section 403(b) salary reduction agreement.
- F 18: USERRA 2018 make up elective deferrals to a section 408(k)(6) salary reduction agreement.
- G 18: USERRA 2018 make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred comp plan.
- H 18: USERRA 2018 make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.
- S 18: USERRA 2018 make up employee salary reduction contributions under a section 408(p) SIMPLE.
- Y 18: USERRA 2018 make up deferrals under section 409A nonqualified deferred compensation plan.
- AA 18: USERRA 2018 make up designated Roth contributions to a section 401(k) plan.
- BB 18: USERRA 2018 make up designated Roth contributions under a section 403(b) salary reduction agreement.
- EE 18: USERRA 2018 make up designated Roth contributions under a section 457(b) plan.

EFW2 Filing (Electronic Filing of W-2 Forms)

Multiple changes have been made to the Federal EFW2 for 2019 compliance.

State Electronic Filing

Various changes for multiple states have been made to the 2019 EFW2 state electronic file.

Federal Regulatory Updates

Please see the *Release Notes* for a full recap of all changes.

Product Changes

Please see the *Release Notes* for a full recap of all changes.

Chapter 2: Ordering Forms

For information about vendors that work with Deltek, complete the following steps to view the vendor page on the Deltek Web site:

1. Go to http://www.deltek.com.

2. Click **Partners**.

3. Select **Find a Partner,** then select **Product Partner Marketplace**. Search for "Forms." Then, click **Forms Fulfillment Center**.

Chapter 3: Accounts Payable Processing

1099 Tracking and Posting Checklist

Use the following checklist as you complete your year-end steps for 1099 tracking and posting.

Step	Action	Done?
1.	During vendor setup, designate vendors as **1099 Reportable** on the Vendor Info screen.	
2.	Enter vouchers (voucher lines or expense lines flagged as 1099 with 1099 type).	
3.	Post vouchers.	
4.	Print checks and post cash disbursements.	
5.	In **December 2019**: Install the Costpoint Calendar Year-End (CYE) Regulatory Update.	
6.	Order 1099-MISC forms.	
7.	Create 1099 information for calendar year 2019.	
8.	Print the 1099 Edit Report.	
9.	Review the 1099 Edit Report to check the vendors' Tax ID/Social Security numbers.	
10.	Make necessary corrections in Costpoint, on the Manage Vendor History screen.	
11.	Create 1099 information.	
12.	Print the 1099 Edit Report again to check your corrections.	
13.	Optional: Print 1099s on blank paper to review vendor addresses and alignment.	
14.	Print 1099s.	
15.	Create the Magnetic Media File (to be transmitted electronically), if required for your company.	

Manage Vendors Screen

To define the 1099-MISC type, go to the Manage Vendors screen and complete the **1099's** section.

The 1099-MISC type selected on the Manage Vendors screen defaults on every voucher line for that vendor.

You can edit the 1099-MISC type:

- At the voucher line level on the Manage A/P Vouchers and Manage PO Vouchers screens
- On the Manage Vendor History screen
- On the Edit 1099 Information Screen

If you select the **Print 1099-MISC Form** check box, then the **1099** check box on the Manage A/P Vouchers and Manage PO Vouchers screens defaults to selected on each expense line.

The **Vendor 1099 Name** prints on the 1099 and appears in the file created by the Create 1099s and Magnetic Media screen.

The Payer Address Lines and Recipient Address Lines print in all uppercase letters.

Costpoint totals each 1099-MISC type for the selected calendar year and places totals in the appropriate box on the 1099-MISC form (when printed).

The 1099-MISC report totals the 1099-MISC types by vendor.

The 1099-MISC types supported in Costpoint and their limits are summarized in the following table.

1099 Box Number	Description	Limit Amount	Costpoint Code
Box 1	Rents	$600 or more	RENT
Box 2	Royalties	$10 or more	ROYAL
Box 3	Other Income	$600 or more	OTHER
Box 4	Federal Income Tax Withheld	All amounts	FED
Box 5	Fishing Boat Proceeds	All amounts	FISH
Box 6	Medical and health care payments	$600 or more	MED
Box 7	Non-employee compensation	$600 or more	NONEMP
Box 8	Substitute Payments in lieu of dividends or interest	$10 or more	DIVD
Box 9*	Payer made direct sales of 5000 or more of consumer products to a buyer (recipient)	$5000 or more	SALE
Box 10	Crop Insurance proceeds	$600 or more	CROP
Box 14	Gross proceeds paid to an attorney	$600 or more	GATT

*If amounts recorded exceed 4,999.99, Costpoint prints an **X** in the box.*

1099s Section of Manage Vendors

To maintain 1099 information:

1. In the **Vendor 1099 Name** field, enter the Vendor's Tax ID name, if it is different from the Sole Proprietor, in the **Long Name** field on the Manage Vendors screen.

2. Select the **Print 1099-MISC Form** check box to track, create, and print 1099-MISC information for this vendor. If you do not select this check box, a 1099 will not print for this vendor.

    Selecting this check box affects the creation and printing of 1099s for this vendor and serves as a default for the **1099** column and **1099-MISC Type** column on the voucher line on the Manage A/P Vouchers and Manage PO Vouchers screen.

3. Select the type of 1099 payments made to this vendor. This selection determines the type of 1099-MISC income that is the default for this vendor. The **Type** drop-down list includes some 1099 types that **do not print** on the 1099-MISC form:

- **A**: Acquisition/Abandonment
- **B**: Broker and Barter
- **DIV**: Dividends and Proceeds
- **G**: Certain Government Payments
- **INT**: Interest Income
- **OID**: Original Issue Discount
- **PATR**: Taxable Distribution from Coop
- **R**: Retirement Distributions

You can flag the line with any of the 1099 types listed, but Costpoint does not support these 1099 types on a printed form.

Accounts Payable: Manage Accounts Payable Vouchers

After the vendor has 1099 information in the 1099s section, the voucher lines for the vendor default to selected in the **1099** column and the default 1099 type displays in the **Type** column.

Clear the **1099** column if that particular voucher line is not a 1099 reportable amount.

When you pay the voucher, Costpoint uses the lines designated as 1099 reportable in calculating the 1099 payments for this vendor.

Costpoint uses the **check date** when calculating 1099 amounts, which are based on the calendar year (January 1 through December 31). If you posted a 1099 amount for a vendor in December 2019, but **paid** the vendor in January 2020 (and the check is dated 2020), the 1099 amount is reported in the calendar year 2020.

Accounts Payable Utilities: Manage Vendor History

Posted voucher information displays on the Manage Vendor History screen.

You can edit the **1099** check box and the **1099 Type** column on this screen if you selected the **Print 1099-MISC Form** check box on the Manage Vendors screen.

You cannot edit voucher 1099 information on this screen if you have not set up the vendor to be a 1099 vendor on the Manage Vendor screen.

If you need to update the total 1099 amount for a vendor after making changes or corrections on this screen, go to the Create 1099 Information screen and run it again for that vendor.

Costpoint calculates the 1099 amounts by calendar year, based on the check date (month, day, and year) and the check amount.

1099-MISC Processing

Create 1099 Information

The Create 1099 Information screen calculates 1099 information used to print 1099-MISC income amounts. When you use this screen, the process creates 1099 information for all vendors designated as 1099 vendors, regardless of how much 1099 income has been paid to them.

To create 1099 information, Costpoint must access check data for vouchers that contain 1099 amounts. Before you create and print 1099s for these vendors, you must record the checks against the vouchers and post the checks.

Costpoint uses the following process to calculate 1099 income:

- **Vendor Check History Table**: Identifies all pay vendors in the range that had payments in the current year. Eliminates non-1099 vendors. Identifies which checks were paid to these pay vendors in current and prior years, then totals the amounts of these checks by voucher.

- **Voucher Line Account History**: Costpoint totals the 1099 amount of each voucher by 1099 Type.

- **Cash Organizations**: After the voucher line 1099 amounts are totaled, the process identifies the cash organizations from which the 1099 vendors were paid and uses these cash organizations to map the pay vendors back to the proper Taxable Entity.

- **Calculate 1099 Amount**: The following examples illustrate 1099 amount calculations.

If you have more than one Taxable Entity set up, you must complete the following steps:

1. Map organizations to specific Taxable Entities via the Manage Organization Elements screen.

2. Enter information about your Taxable Entity on the Configure Company Information screen.

Example A

Description	Amount
Voucher: 1099 Amount	$ 100.00 (a)
Non-Taxable Amount	80.00
Total	180.00
Total Prior Year Payments	$ 70.00 (b)
Total Current Year Payments	110.00
Total	180.00
Voucher: 1099 Amount	$ 100.00 (a)
Total Prior Year Payments	70.00 (b)
Current Year 1099 Amount	30.00

Reportable 1099 amount = Total Current Year Payments or (1099 Income (a) - Total Prior Year Payments (b))

Total Current Year Payments = $110.00

(1099 Income (a) - Total Prior Year Payments (b)) = ($100) - $70 = $30

Since $30 is less than $110, Costpoint uses $30 as the 1099 income. After prior year payments, only $30 of 1099 income remained to be paid off in the current year. The other portion of current year payments was made on non-1099 amounts.

Example B

Description	Amount
Voucher: 1099 Amount	$ 100.00 (a)
Non-Taxable Amount	80.00
Total	180.00
Total Prior Year Payments	$ 20.00 (b)
Total Current Year Payments	60.00 (c)
Total	80.00
Voucher: 1099 Amount	$ 100.00 (a)
Total Prior Year Payments	20.00 (b)
Current Year 1099 Amount	60.00 (c)
Remainder for future year 1099	20.00

Reportable 1099 Amount = Total Current Year Payments (c) or (1099 Amount (a) - Total Prior Year Payments (b))

Total Current Year Payments (c) = $60

(1099 Amount (a) - Total Prior Year Payments (b)) = ($100 - $20) = $80

Since $60 is less than $80, Costpoint uses $60 as the 1099 Amount. While the voucher included $80 of 1099 income after prior year payments, the vendor only received $60 of that in the current year. The vendor can only be taxed on 1099 income actually received in a calendar year.

Print 1099 Edit Report

Use the 1099 Edit Report to review your 1099 information for discrepancies before printing 1099s. To run this report, you must have already created 1099 Information using the Create 1099 Information screen.

This report prints the pay vendor's ID, the vendor 1099 name and tax ID, the 1099 Type and amount, and the taxable entity's ID and tax ID. The address codes and addresses for vendors do not print on this report.

Select the **Include Vendors where payments are below the reportable amount** check box to include vendors with payment amounts below the reportable amount. Leave the check box cleared to exclude them.

- If you sort the report by Taxable Entity, the total amount of 1099 income prints as a subtotal for each company. The total number of records for each Taxable Entity also prints on the report.

- If you sort the report by pay vendor, a grand total of all 1099 income prints on the report as well as the number of 1099 records.

> **Note:** For the **Range Option** in the **Select Pay Vendor** group box, you can use the Lookup in the **From** and **To** fields to select a Pay Vendor ID. Your choices are limited to those pay vendors flagged for 1099 creation on the 1099 section of the Manage Vendors screen.

Tips for Printing the 1099 Edit Report

To save your sort options and selection criteria for this report (with or without printing), complete the following steps:

1. Enter an alphanumeric identifying parameter ID and a short description for this set of print parameters.

2. After making your selections, click the **Save** icon in the toolbar or click **File » Save**.

3. Click **Close**.

Later, you can use Find or Query from this screen to access the print parameters you created and run the same report without having to enter all the information again.

Sample 1099 Edit Report

<div>

Year End Company
1099 Edit Report
Calendar Year: 2039

Page 1 of 1
09/04/18
03:17 PM

Pay Vendor	Vendor 1099 Name	Tax ID	1099 Type	1099 Amount
Taxable Entity:	1 / ACME PRODUCTION			
Tax ID:	313441341			
1099NON	1099 NON EMPLOYEE	52-0223375	NONEMP	35,000.00
		Total Amount for 1099NON:		35,000.00
		Total 1099 Amount:		35,000.00
Total Number of Vendors: 1		Total Taxable Amount:		35,000.00

</div>

Edit 1099 Information

Use the Edit 1099 Information screen to view, edit, and add 1099 income information for pay vendors, by taxable entity. To use this screen, run Query or Find to select a taxable entity and calendar year.

You can edit the 1099 amount and address code or delete lines of information for existing vendors if you have already run the Create 1099 Information screen. However, if you run the Create 1099 Information screen again, you will lose any edits that you have made.

The difference between the **Total 1099 Amount** and the **Total Taxable Amount** is any payment that is less than the Reportable Amount. The 1099 does not print any amounts that are below the reportable amount. For example, if a 1099-MISC for NONEMP totals to $500.00, it does not print because it is less than the limit of $600.00; it is included in the **Total 1099 Amount** but is not included in the **Total Taxable Amount**.

Click the **Check Detail** button to display the Check Detail subtask (see page 143). Use the Check Detail subtask to view payment data for each pay vendor to help you reconcile discrepancies in 1099 income.

After you use the Create 1099 Information application to create 1099s, you can use the Edit 1099 Information screen to add a 1099 line and/or delete an existing line.

To add a 1099 line:

1. Go to the word **Line**.

2. Click **New Record** or press CTRL+N.

3. Enter the required information on the line and save. After the line is saved, you cannot edit the new line you just created, but you can delete it.

To delete an existing line:

1. Highlight an existing line.

2. Click the toolbar function **LINE**.

3. Click **Delete Record**.

If you make edits to this screen, you will lose them if you execute the Create 1099 Information application again.

Check Detail Subtask of Edit 1099 Information

To display the Check Detail subtask, highlight a row on the Edit 1099 Information screen and click the **Check Detail** button.

Use this subtask to view data for each pay vendor. The information displayed on this subtask comes from the Vendor Check History, Vendor Check History Voucher Detail, and Voucher Header History tables. All fields on this screen are non-editable.

If you are using this subtask from a new line, you must enter the pay vendor and cash organization before Costpoint can access any information.

The Check Detail subtask's **Total Paid Amount** field reflects checks that have been issued to this vendor; however, it does not reflect any checks that have been voided. **Voided** checks are not included in the 1099 amount on the main screen.

Print/Create 1099s and Magnetic Media

Use this screen to print 1099s or create a file of 1099-MISC information. See the table on page 6 for a summary of the boxes, descriptions, limit amounts, and Costpoint codes.

> **Note:** Costpoint supports the masking of the vendor Tax ID when printing. This should only be used when printing the Copy B of the 1099.

You can create 1099 information for past or future years. Costpoint prints them using the current year's 1099-MISC format.

You must print by Non-Employee Compensation or all other types, not both (as done previously).

The Print 1099s program prints 1099-MISC information on pre-printed, official IRS forms for laser printers. Self-Mailers are available if you select **Laser** as the printer.

Costpoint supports printing standard 1099-MISC forms and 1099-MISC Self-Mailers.

After printing 1099s, Costpoint displays the number of 1099s printed and the total amounts for each type of 1099-MISC income. If you miss the message, print 1099s to a file, with the same parameters. At the end of the run, note the final count and amount, and then delete the file.

> **Note:** To ensure that your 1099 information is correct, print 1099s on blank paper before printing them on the forms and before you create the file. After you create the file, you will not be able to correct any errors without recreating the entire file.

Create Magnetic Media

You can only create a file for electronic filing for one taxable entity at a time. You must use a separate file name for each taxable entity or you will have to copy the file to a different directory before creating the next electronic file. The electronic file must be printed by Non-Employee Compensation or all other types, not both (as done previously).

Screen Contents

Magnetic Media Information Group Box

This group box contains data fields that hold information that you can include in the file to transmit electronically. Select the **Create Magnetic Media** option to enable this group box.

- **Prior Year**: Select this check box if the year you specified in **Calendar Year** is a prior calendar year filing. If you select this setting, a **P** is inserted in Field Position 6 of the **T** record. By default, this check box is cleared and is enabled, if creating the file to send electronically.

- **Test**: Select this check box if you want to send a test file to the IRS. To show that the file is a test file, Costpoint marks it with a test indicator **T** in the Field Position 28 of the **T** record. A test file is sent to the IRS if this is your company's first Tax Year (TY) to file 1099 information.

- **File Name**: Enter the alphanumeric name in this required field; for example: **IRSTAX**.

- **Contact Name**: Enter the name of the person to contact if the IRS/MCC encounters problems with the file or transmission. This alphanumeric field is required. The name that you enter here is inserted in Position 304-343 of the **T** record.

- **Phone Number/Ext**: Enter the telephone number of the person to contact about electronic filings, with area code and extension, in this numeric field. This field is required. You do not need to enter hyphens. For example, you could enter 304.263.8700 extension 5234 as 30426387005234. The phone number is inserted into Position 344-358 of the **T** record.

- **Email Address**: Enter the email address of the person the IRS should contact if there are any questions.

Transmitter Info Group Box

This group box contains IRS Transmitter information that will be included in the file.

- **TIN**: Enter the transmitter's nine-digit Tax Identification Number; this may be an EIN or SSN. If you leave this field blank, the TIN for the Company ID selected on this screen will be used. This is not a required field. This number is inserted into Position 7–15 of the **T** record.

- **Control Code**: Enter the five-character alphanumeric Transmitter Control Code (TCC) assigned by the IRS/MCC. You must obtain a TCC to file data within this program. This code is issued after you file the application for Filing Information Returns Magnetically/Electronically (IRS FORM 4419). This is a required field.

- **Name**: If the Transmitter Name is different from the Company Name, enter the Transmitter Name here. If the Transmitter Name is the same as the Company Name, then you can leave this field blank. The Transmitter Name is inserted as the Company Name in Position 30-69 in the **T** record. This is not a required field.

Print Format Group Box

- **1099-MISC Standard**: This setting is enabled for both laser and impact printers. All copies of the 1099 have the same format this calendar year.

- **1099-MISC Self- Mailers**: This selection is available for laser printers. See Chapter 2: Ordering Forms for instructions on how to order forms, including Self-Mailers.

Selection Ranges

- **Calendar Year**: Use the drop-down list to select the calendar year for which you are reporting to the IRS.

- **Pay Vendor Name**: Enter the range of pay vendors by specifying the range of vendor IDs.

- **Taxable Entity**: Specify the taxable entity for which the 1099s will be printed/created.   Please contact Deltek Customer Care if you need to print 1099s for a prior calendar year.

- **1099 Types to Include**: Specify if this is for Non-Employee Compensation or All Other Types.

Sample 2019 IRS 1099 Form

See Appendix A for a sample of the 2019 IRS 1099 form and links to the IRS Web site.

Chapter 4: Closing the Leave Year

Closing the Leave Year Checklist

Use the following checklist as you close the leave year.

Step	Action	Done?
1.	Make sure that the Leave Period Schedule for the new year has been added for all leave cycles.	
2.	Make sure that Timesheets with dates equal to or less than the last leave period date for the year have been entered and posted to labor.	
3.	Make sure that Leave Accruals for the last leave period of the year have been processed and posted to the General Ledger.	
4.	Print the **current** leave year's Leave Accrual Report (keep the header page) and review for accuracy.	
5.	Use the Reconcile Leave Balances Utility to have Costpoint create a journal entry that trues up leave liability.	
6.	Verify that Leave Year Ceilings established on the Manage Leave Codes screen are accurate.	
7.	Verify that the Calendar Year-End (CYE) Regulatory Update is installed before closing the leave year.	
8.	Close the leave year.	
9.	Print the **new** leave year's Leave Accrual Report (keep the header page) and review for accuracy.	

Accessing the Leave Application

To access Leave, click **People » Leave » Leave Processing.**

Before You Close the Leave Year

Before you close the leave year:

1. Verify that Leave Year Ceilings on the Manage Leave Codes screen are accurate.

2. Decide if Costpoint should bring negative balances in the leave year forward into the new leave year. If so, select the **Include Negative Balances in Leave Year Carryover** check box on the Manage Leave Codes screen.

3. Verify that the Leave Period Schedule for the new leave year has been added for all leave cycles on the Manage Leave Periods screen.

4. Verify that timesheets with dates equal to or less than the last leave period date for the current leave year have been entered and posted to labor. **Important Note:** Do not post Timesheets belonging to the next leave year.

5. Verify that leave accruals for the last leave period of the year have been processed and posted to the General Ledger.

6. Print the Accrual Leave Report for the Current Year (keep header page) and review for accuracy.

Reconcile Leave Balances

In Configure Leave Settings if Reconcile Leave Balances is set to <u>Account</u>:

Use the Reconcile Leave Balances to have the system true-up the general ledger leave accrual balances to the leave history balances. Costpoint compares the accrued liability to the General Ledger's balance and creates a journal entry for the differences it finds. Costpoint does this by multiplying the current year's ending leave hours by the employee's current hourly rate found on the Manage Employee Salary Information screen.

In Configure Leave Settings if Reconcile Leave Balances is set to <u>Employee</u>:

Use the Reconcile Leave Balances to have the system true-up the Leave History balance to the current accrued liability. Costpoint does this by multiplying the current year's ending leave hours by the employee's current hourly rate found on the Manage Employee Salary Information screen.

It will then create a journal entry for the difference found between the calculation and balance in Leave History.

For either reconciliation method, you can run this process multiple times throughout the leave year. Since Costpoint reconciles based on the system date (date the process is run) and accounting period associated with it, you should run this process **before** the end of the year.

Please print the report first and review for accuracy. If you agree with the results, please process the reconciliation entry. If you disagree with the results, you may correct your leave liability manually.

> **Warning:** Leave Reconciliation is based on the system date and the accounting period that date falls within. In order to reconcile leaves for the current leave year, it must be run when the date still falls in the current year. If it is not run until the system date is within the new leave year, Costpoint will reconcile leaves for the new year.

Close Leave Year

To close the leave year:

1. Check the dates in the **Leave Period Data** group box.

    ▪ Make sure that the **Current Start Date** and **Current End Date** are for the last period of your Current Leave Year.

    ▪ Make sure that the **Next Start Date** and **Next End Date** are for the first period in your New Leave Year.

2. Select the **Include Inactive Employees** check box if you want employees marked as inactive to appear on the report.

3. Select the **Base beginning balances on new leave year hourly rate** check box if you want the beginning balances of your new leave year to be based on the hourly rate that corresponds with your new leave year. If not selected, the system will use the hourly rate associated with your old leave year for the beginning balance in your new leave year.

4. Select **Reconciliation done prior to closing the leave year** if reconciliation has been completed before closing the leave year.

    a. If reconciliation has been done, Costpoint will use actual amount balances from the employee leave table.

    b. If reconciliation has not been done, Costpoint uses employee's hourly rate to create the G/L Adjustment.

5. Select the **Fiscal Year**, **Period**, and **Subperiod** to which leave balance adjustments (due to excess over ceiling) will be posted when you run the Close Leave Year process.

When you execute the Close Leave Year screen, Costpoint:

▪ Recognizes the Leave Year ceilings.

▪ Generates the new leave balance for review prior to closing. The Close Leave Year Report shows the leave to be lost.

▪ Updates the beginning balances on the Manage Leave Beginning Balances screen with a new line for each Leave Type assigned to the employee.

▪ Closes the last Leave Cycle and opens the New Leave Cycle on the Leave Periods screen.

▪ **If Reconciliation method is by Account**: Creates and posts an entry to the General Ledger if transfer balance in excess of year ceiling is set up in Manage Leave Types.

▪ **If Reconciliation method is by Employee:** Creates and posts an entry to the General Ledger if an employee's yearly balance exceeds the Year Ceiling.

> **Warning:** If timesheets containing a timesheet date fall within a leave period associated with a future leave year, and those timesheets contain used leaves, a record with the future leave year will be created in the leave history tables. This will prevent the current leave year to be closed using the Close Leave Year screen. Beginning balances would have to be updated manually for the new leave year.

After You Close the Leave Year

After you close the leave year:

1. Print the Leave Accrual Report for the New Leave Year (keep header page) and review for accuracy.

2. Compare the Prior Leave Year Accrual Report to the New Leave Year Accrual Report. The difference should be Leave Lost due to the Leave Year Ceilings.

3. If the New Leave Year Beginning Balances do not equal the expected balances, make corrections on the Manage Leave Beginning Balances screen.

Timing Considerations: Example

For this example, assume the following:

- Payroll and Leave periods are bi-weekly.
- The last period of the year is December 9 through December 22.
- The first period of the new year is December 23 through January 5.
- You enter timesheets weekly for the bi-weekly payroll cycle.
- The last payroll of the year will include timesheets dated December 9 through December 15 and December 16 through December 22.
- The first payroll of the year will include timesheets dated December 23 through December 29 and December 30 through January 5.
- The fiscal year is January 1 through December 31.

How will costs be recognized for fiscal year accounting?

- **Payroll**: For the pay period December 23 through January 5, payroll would normally be posted in the new fiscal year. An estimated accrual may be done based on the accrued salary amount for

14 days. The total accrual will be divided by 14 to get an estimated daily figure and multiplied by 9 to receive the estimated December 23 through 31 accrual amount. A reversing journal entry will be done in the General Ledger Module to record the estimated December 23 through 31 accrual amount in the current fiscal year and the reversing journal entry in the next fiscal year will reduce the payroll posting.

▪ **Labor Costs**: If using Time & Expense (T&E), your Timesheet Schedule in the T&E database must be adjusted so that December 30 through 31 is an individual cycle. Likewise, the period of January 1 through January 5 must be recognized as an individual cycle. Nothing needs to be done in Costpoint. When uploading timesheets from T&E, or when entering timesheets directly into Costpoint, you need to enter the time for December 30 through 31 separately, using a December 31 date. If you have salaried employees and auto-adjust timesheets, you need to change the percentage for this input as well as prorating the total of 100% across both timesheets.

▪ **Leave Accruals**: Leave accruals must be computed for the full leave period December 23 through January 5 and should be posted to the new fiscal year in the General Ledger of 2020, which also matches the leave year associated with that leave period. Create a journal entry to move the portion that belongs to the 2019 fiscal year (December 23 through 31) and post it in 2019. Create another journal entry to remove the 2019 portion from the 2020 year and post it to the 2020 fiscal year.

When dealing with **used leave** and **leave years**, keep the following points in mind:

1. The **Timesheet Date** determines the **Leave Period** to which the used leave will post.

2. The **Leave Year** associated with the **Leave Period** determines the leave year to which the used leave will be posted.

> **Warning:** If timesheets containing a timesheet date fall within a leave period associated with a future leave year, and those timesheets contain used leave, a record with the future leave year will be created in the leave history tables. This will prevent the current leave year to be closed using the Close Leave Year screen. Beginning balances will have to be updated manually for the new leave year.

Chapter 5: Payroll Processing

Closing the Payroll Year Checklist

Use the following checklist as you complete your year-end steps for payroll processing.

Step	Action	Done?
1.	Make sure that the Pay Period Schedule for the new year has been added to all Pay Cycles.	
2.	Print the Social Security and Medicare Reconciliation Report from Payroll » Tax Reporting and verify that the correct amount of Social Security and Medicare has been withheld and accrued.	
3.	Make any needed corrections on the last payroll of the year.	
4.	Process (enter) all paychecks to be dated December 31 or earlier and post to the General Ledger.	
5.	Make any adjustments on the current paycheck for taxes owed from the results of the Print Social Security and Medicare Reconciliation Report or other transactions you know must be accounted for at this time.	
6.	Perform the steps for Closing the Payroll Year.	
7.	Verify that any Pay Types that should be reported in Box 11 (Non-qualified Plans Distribution) have been linked in the Payroll Controls » Manage Pay Type Taxability screen.	
8.	Verify that any Deductions that should be reported in Box 12 have been linked with the correct Deduction Type in Payroll » Deductions » Manage Deductions screen.	
9.	Verify that any Deductions which you want to report in Box 14 have been linked in Payroll » Deductions » Manage Deductions/Federal tab.	
10.	Verify that appropriate Deductions are designated as Employer-Sponsored Health Coverage by checking the box on the Manage Deductions screen.	
11.	Verify that the **Retirement Plan Covered** check box is selected on the Employee Payroll Information » Manage Employee Taxes screen for each employee who participates in a qualified pension plan.	

Accessing Tax Reporting

To access Tax Reporting, click **People » Payroll » Tax Reporting**.

Before You Close the Payroll Year

Before you close the payroll year:

1. Print the Social Security and Medicare Reconciliation Report and verify that the correct amount of Social Security and Medicare has been withheld and accrued.

2. Make any adjustment on the current paycheck for taxes owed from the results of the Print Social Security and Medicare Reconciliation Report or other transactions you know that must be accounted for at this time.

3. Enter (process) all paychecks to be dated December 31 or earlier and post to the General Ledger.

4. Add the Pay Period Schedule for the new year to all Pay Cycles.

5. Check the **Ceiling Method** option on the Manage Deductions screen and make changes if needed:

6. Use the **One Time** ceiling method for items such as 401(k) loans that span more than one payroll year. The Close Payroll Year program calculates the unpaid balance of the deduction and replaces the ceiling amount on the Manage Employee Deductions screen with the unpaid

balance. If necessary, add the **One Time** ceiling method to the Manage Deduction screen prior to closing the payroll year.

> **Note:** If necessary, you can re-open the last pay cycle in the Payroll Year to enter additional payroll records as long as they do not affect **One Time** ceiling method deductions.

Close Payroll Year

You must use this screen to close the payroll year.

Verify that the Pay Cycle Data is correct for both the Current and Next Lines. Make sure that the **Current Payroll Year** reads **2019** and the **Next Payroll Year** reads **2020**.

- If you run this screen and receive a message saying **No rows found that meet selection criteria**, it means that you have no deductions with a ceiling method of **One Time**. You must still close the payroll year.

- If you do have deduction methods of **One Time** and employees who are actively using them, you will receive a report listing the employee name, deduction code, current limit, total deduction, and new limit. After you review the report for accuracy, you should close your Payroll Year.

After You Close the Payroll Year

After you close the payroll year:

1. Insert a new line under **Payroll » Federal Taxes » Manage Federal Taxes** with the new Payroll Year information. This will **not** be updated in the CYE Regulatory Update.

You should use the tax information below to process payroll for 2020. This is the most current information available at this time (November 2019).

Field	Enter this:
Social Security Limit	$137,700
Medicare Limit (no ceiling)	$9,999,999*
Medicare Additional Tax Threshold	200,000.00
Medicare Additional Tax Rate	0.90%
Federal Exemption Amount	$4,200
401(k) Deferral Limit	$19,500
401(k)Catch Up for Age 50 or over	$6,500
401(k) Wage Limit	$285,000
FUTA Limit	$7,000

Field	Enter this:
FUTA Percent	0.6%
Nonresident Alien Additional Amount	$8000.00

* All wages subject to Medicare Tax

^ 2020 amounts not known at time of printing

2. In **Payroll » Deductions » Manage Deductions**, update any deductions or contributions that have had an increase/decrease for the next payroll year. You can use the **Employee » Employee Payroll Information » Update Employee Deductions/Contributions** screen to update the changes before the first payroll of the new year for each employee.

2020 state tax information that Deltek receives on or before January 15, 2020 will be shipped with the Costpoint Tax Table Update in the first quarter of 2020.

W-2 Processing

Before You Create W-2s

Before you create W-2s, complete the following steps:

1. Perform the steps for closing the Payroll year.

2. Verify that any Pay Types that should be reported in **Box 11** (Non-qualified Plans Distribution) have been linked on the **Payroll Controls » Manage Pay Type Taxability** screen.

3. Verify that any Deductions that should be reported in Box 12 have been linked with the correct **Deduction Type** on the **Payroll » Deductions » Manage Deductions** screen.

4. Verify that any Deductions that should be reported in Box 14 have been linked on the **Payroll » Deductions » Manage Deductions » Federal tab** (for informational purposes only; this is not required).

5. Verify that appropriate Deductions are designated as Employer-Sponsored Health Coverage by checking the box on the Manage Deductions screen.

6. Verify that the **Retirement Plan Covered** check box is selected on the **Employee Payroll Setup » Employee Taxes** screen for each employee who participates in a qualified pension plan.

Manage Local Taxes

- The **Disability Insurance Type** group box is available if you select **State Disability Insurance** from the drop-down list for the **Tax Type** field.

- The **Family Leave Insurance Type** group box is available if you select **Family Leave Insurance** from the drop-down list for the **Tax Type** field.

State-specific notes are summarized in the following table.

State	Field and Description
Indiana	**County/School/Political Subdivision Code**
	If you are creating State Magnetic Media (an electronic file) for Indiana, you must enter County Codes in Local Taxes for Indiana County Taxes. Report County Codes in the electronic file only. Do not report County Codes on the printed W-2.
	Costpoint does not provide the Indiana County Codes. For a list of the codes, see: http://www.IN.gov/dor/taxforms/pdfs/w-2book.pdf.
Pennsylvania	**County/School/Political Subdivision Code**
	Be sure to enter the correct Pennsylvania political subdivision code.
Ohio	**County/School/Political Subdivision Code**
	If you are creating W-2s for the state of Ohio, you must enter School District Numbers in Local Taxes for Ohio School District Taxes. The four-digit Ohio School District Codes are required for the printed W-2 and the electronic file.
New York	**New York W-2 Reporting group box**
	This group box is available when you set the **State** field to **NY**.
	If the employee's state is **NY** the amount in **State wages, tips, etc.** should equal the federal wages in box 1, **Wages, tips and other compensation**. Part-year New York State residents should be treated the same as full-time residents and the

State	Field and Description
	employee will allocate the part of his or her federal wages that are attributable to services performed in New York State when filing the New York State part-year resident income tax return.
	New York City
	If the employee is a full-year resident of New York City, the amount in **Local wages, tips, etc**. should be the same as the federal wages reported in Box 1. If the employee is a part-year resident of New York City, then the amount reported in **Local wages, tips, etc.** should be only the amount of federal wages for the period the employee was a New York City resident.
	Yonkers
	If the employee is a full-year resident of Yonkers, the amount in **Local wages, tips, etc**. should be the same as the federal wages reported in Box 1. If the employee was a part-year resident of Yonkers, he or she should be treated the same as full-time residents and the employee will allocate the part of their federal wages that are attributable to services performed in New York State when they file their New York State part-year resident income tax return.
New Jersey	Costpoint has three tax types that are specific to New Jersey:
	▪ Supplemental Workforce Fund
	▪ Unemployment/Health Care
	▪ Workforce Development Partnership Fund
	Verify that the correct **Tax Type** is selected for New Jersey local taxes.

Manage Deductions Screen

Verify that the correct **Deduction Type** is associated with each deduction code before creating W-2s. The drop-down list for the **Deduction Types** option includes the following settings:

- **Employee HSA Contr (Caf Plan)**: Employee HSA Contributions through a Cafeteria Plan. This is a pre-tax deduction and will be reported in Box 12 with a Code W.

- **Employee HSA Contr (Non Caf Plan)**: Employee HSA Contribution not through a Cafeteria Plan. This is the post-tax deduction; it will not be included in Box 12.

- **UI/Hlth Care/Workforce Dev**: This option is for employers who track the NJ UI/Hlth Care/Workforce Dev through deductions and report them in Box 14. This Deduction Type must be used if you will be reporting UI/Health Care/Workforce Development information through Box 14 **and** have Costpoint add the NJ SUTA (UI) dollar amount (from the Manage Employee Earnings History records) to Box 14.

If the deduction code will be tracked under the employer-sponsored health plan, then be sure to select this box before creating your W-2s.

Recompute Taxable Wages

> **Warning:** The Recompute Taxable Wages utility recomputes taxable wages in the Employee Earnings Table. This may cause a discrepancy in previously reported wages to government agencies.

Possible reasons for using this screen include the following:

- A Deduction's taxability was set incorrectly. Therefore, taxable wages are wrong.

- A Pay Type's taxability was set incorrectly. Therefore, taxable wages are wrong.

- An Employee was set up with the wrong tax status.

Run this utility **before** creating W-2s.

The results of using this utility are as follows:

- Taxable wages will be recomputed in the Employee Earning table with the current tax status on the Manage Employee Taxes screen. If an employee's status has changed during the year, you

may use the date range and employee range logic to specify the appropriate parameters. In this case, run the utility for one employee/date range at a time.

- If a check range is selected that contains records for prior quarters, a correction may need to be made with the government agency.

Create W-2 Table

Guidelines for Creating W-2 Tables

- Create W-2s by employee.

- Use the select range options in List Mode for non-contiguous selections.

- W-2s are created by Taxable Entity. The Taxable Entity is determined by the **Taxable Entity** field in Employee Earnings.

- All taxable wage information is taken from the taxable wage data fields in Employee Earnings.

Example

Use this screen to identify the optional deductions that you want to report in Box 14. For example, you can use this screen for health insurance. Suppose you have one provider with three options:

- Employee A = single

- Employee B = family

- Employee C = single plus one dependent

On your deduction screen you have three separate deduction codes set up. You can link each deduction to Box 14 on the Deduction screen. Here you would enter a description, such as HLTH. No matter which health deduction the employee has, it will be reported on Box 14. You have three lines for this purpose.

New Jersey Reporting

Specify the **NJ-SDI PP** Number before creating your W-2s. The NJ-SDI PP Number prints on the W-2 only if the **Local Taxes Disability Insurance Type** field is set to **Private Plan**. (NJ does not want to see

the plan number if it is a State Plan). The NJ-SDI PP Number prints in Box 15 (State), under the Employer's state ID number.

The settings in the drop-down list for the **UI/HC/WD** reporting option are specific to New Jersey (NJ):

- **Box 14 Deductions**: If this option is selected, Costpoint will not add the NJ SUTA dollar amount to the total amount. Select this option if you want to use the current functionality for Box 14; only amounts associated with a Deduction Code that has a Box 14 line designated on the Federal subtask of the Deduction will be created. The NJ SUTA (UI) amount will not be added to the total amount, even if the Deduction Type is set to UI/Hlth Care/ Workforce Dev.

- **Box 14 Deductions with system adding UI**: Select this option if you want Costpoint to add the NJ SUTA (UI) amount to the Box 14 Deduction amount. Costpoint adds the NJ SUTA dollar amount to the Deduction Code that has the Deduction Type set to UI/Hlth Care/Workforce Dev and that has a Box 14 line designated in the Federal subtask. Costpoint retrieves the NJ SUTA information directly from the Manage Employee Earnings History records.

- **Local Taxes**: Select this option if you track Health Care, Workforce Dev Fund, and Supplemental Workforce Fund through Local Taxes. All three types will be summed together and reported in the boxes where local taxes information should be on the W-2.

- **Local Taxes with system adding UI**: Select this option if you want Costpoint to add the NJ SUTA (UI) dollar amount to the sum of the three Tax Types:
  - Supplemental Workforce Fund
  - Unemployment/Health Care
  - Workforce Development Partnership Fund

Costpoint retrieves the NJ SUTA information directly from the Manage Employee Earnings History records. W-2s may be created as many times as necessary; however, any prior edits will be lost at the time of creation.

Possible Error Message

No Records Found: There is no information in the Manage Employee Earnings History screen for the pay cycle and/or payroll year you have entered on this screen.

Manage W-2s

After you create W-2s, this table contains the information from Employee Earnings that will be on the W-2. You can view and edit the data here. If an employee has more than one withholding state, he or she will receive multiple W-2s. All federal information will be reported on the first W-2, with additional W-2s for each state or locality.

The box numbers on this screen correspond to the box numbers on the W-2 forms.

You can edit W-2s. However, you should make any edits to taxable wages, withholdings, or Box 12 on the Manage Employee Earnings History screen for easier reconciliation of quarterly reports and for audit tracking requirements. If you choose to re-create W-2s, any edits made here will be lost.

Information Sources

The sources of the information on the screen are as follows:

- Company information (boxes b–c) is taken from General Ledger» General Ledger Controls» Configure Company Information.

- Employee information (box e) is taken from Basic Employee Information» Manage Employee Information.

- Boxes 1 through 11 come directly from the Employee Earnings table.

- Box 12 is a combination from Employee Earnings, as well as Deduction Type on the Manage Deductions screen.

- State and Local information come from the Employee Earnings table.

- Tax Reporting information also comes from the Employee Earnings table. Thus, the total of the W-2s should reconcile with the combination of the four quarters of tax filings by the company.

Manage W-2s: Box 12

Box 12 contains dollar amounts to be reported by IRS Codes. The proper reporting of these codes is determined by the deduction type you selected in **Payroll » Deductions » Manage Deductions**.

If you reported **non-taxable moving expenses** as a pay type for an employee, you must complete the following steps for Costpoint to report this as **Code P** in **Box 12**:

1. Set up a deduction in **Payroll » Deductions » Manage Deductions** and link it to the deduction type of **Non-Taxable Moving Expenses**.

2. Add a **Z** record to **Payroll History » Manage Employee Earnings History** screen with a negative to the pay type and a positive to the deduction.

If the employer made a contribution to a Medical Savings Account that needs to be reported as **Code R** in **Box 12,** link this Deduction/Contribution Code to the deduction type of **Employer Medical Savings Account** in **Payroll » Deductions » Manage Deductions**.

Manage W-2s: State and Local

Taxable wages and withholdings for states and tax localities display on these screens.

State Disability Insurance for the employee's portion displays in Boxes 18, 19, and 20 and should have been processed as a local tax.

New This Year

The following USERRA codes have been added to the **Edit W-2 Information/Box 12 Lookup** field:

- D 18: USERRA 2018 make up elective deferrals to a section 401(k) cash or deferred arrangement.

- E 18: USERRA 2018 make up elective deferrals to a section 403(b) salary reduction agreement.

- F 18: USERRA 2018 make up elective deferrals to a section 408(k)(6) salary reduction agreement.

- G 18: USERRA 2018 make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred comp plan.

- H 18: USERRA 2018 make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.

- S 18: USERRA 2018 make up employee salary reduction contributions under a section 408(p) SIMPLE.

- Y 18: USERRA 2018 make up deferrals under section 409A nonqualified deferred compensation plan.

- AA 18: USERRA 2018 make up designated Roth contributions to a section 401(k) plan.

- BB 18: USERRA 2018 make up designated Roth contributions under a section 403(b) salary reduction agreement.

- EE 18: USERRA 2018 make up designated Roth contributions under a section 457(b) plan.

Print W-2s

Printing W-2s on blank paper enables reconciliation with tax filings before you need to submit the W-2s to employees and taxing agencies. Deltek recommends that you print W-2s on blank paper and reconcile them before printing on forms.

Then, print a test run on the form you are using. Five records serve as a good guide to test the alignment. You may have to try a different printer driver for the alignment to be acceptable.

You can test alignment at any time after you receive the CYE Regulatory Update and before you need to print W-2s on the official forms**.**

To print W-2s:

1. Enter the required fields of data, designated with a red asterisk.

2. Select the **Non-Contiguous Range** check box to allow the various subtasks at the bottom of the screen to become available for use.

3. Use the **Starting Control No** option to enter a starting control number for W-2s.

4. Print W-2s on blank paper and review them carefully before printing them on forms.

    - You can sort the W-2s by Employee Name, Social Security Number, Employee ID, Postal Code, State, Home Org, or Locator Code.

    - You can print the W-2s for a single state. When printing the state copies of the W-2s, select the primary sort of State.

5. If you need to make any adjustments, follow the recommendations in the "Edit W-2s" section, starting on page 34. Reprint the W-2s on blank paper as many times as needed.

6. Reconcile your quarterly reports with the W-2 Summary Report.

7. When finalized, print the W-2s on the forms and deliver to employees by January 31. If your firm has a bulk mailing rate, you can print employee copies by postal code.

8. Maintain Employer copies of the W-2 forms.

9. Create the file for Federal filing (using the Create Federal W-2 File screen), if applicable, and file electronically with the Federal Government by February 28.

10. Create the file for State filing (using the Create State W-2 File screen), if applicable, and file electronically with the appropriate State Government agency. If you are printing W-2s for multiple states, you can print the employer copies by state.

Print W-2 Summary Report

Use this screen to print the W-2 Summary Report, which summarizes the amounts found on each box of the W-2s for the entire company.

Sample W-2 Summary Report

Year End Company
W-2 Summary Report
Payroll Year: 2039
Taxable Entity ID: ACME PRODUCTION

Page 1 of 2
12/31/39
02:22 PM

Box 1 Federal Taxable Wages	220,685.03
Box 2 Federal Income Tax Withheld	50,303.01
Box 3 - Social Security Wages	150,636.56
Box 4 - Social Security Tax Withheld	278.17
Box 5 - Medicare Wages	225,186.56
Box 6 - Medicare Tax Withheld	80.81
Box 7 - Social Security Tips	0.00
Box 8 - Allocated Tips	0.00
Box 9 - Advance EIC Payment	n/a
Box 10 - Dependent Care Benefit	50.00
Box 11 - Nonqualified Plans	0.00
Box 12 - Code A	0.00
Box 12 - Code B	0.00
Box 12 - Code C	136.99
Box 12 - Code D	1,351.53
Box 12 - Code E	0.00
Box 12 - Code F	0.00
Box 12 - Code G	0.00
Box 12 - Code H	0.00
Box 12 - Code J	0.00
Box 12 - Code K	0.00
Box 12 - Code L	0.00
Box 12 - Code M	0.00
Box 12 - Code N	0.00
Box 12 - Code P	0.00
Box 12 - Code Q	0.00
Box 12 - Code R	0.00
Box 12 - Code S	0.00
Box 12 - Code T	0.00
Box 12 - Code V	0.00

Box 12 - Code W	0.00
Box 12 - Code Y	0.00
Box 12 - Code Z	0.00
Box 12 - Code AA	0.00
Box 12 - Code BB	0.00
Box 12 - Code CC	0.00
Box 12 - Code DD	326.94
Box 12 - Code EE	0.00
Box 12 - Code FF	0.00
Box 14 - Line 1	0.00
Box 14 - Line 2	0.00
Box 14 - Line 3	0.00

Manage Tax File Data

You must set up the Manage Tax File Data screen in **Payroll » Year End Processing** for each taxable entity in order to create the W-2 file to be transmitted electronically.

Create Federal W-2 File

The 2019 Calendar Year-End (CYE) Regulatory Update reflects the federal filing requirements as of October 2019. Any future requirements will be incorporated in the Costpoint software and released in early January 2020.

Use this screen to create the Federal file for electronic filing after your W-2s are finalized.

This screen creates the data file **W2REPORT.YY** where **YY** represents the payroll year for which the report is created. You need to rename this data file to the IRS required file name **W2REPORT** (no extension).

The Federal W-2 File Report prints automatically each time that you create the **W2REPORT.YY** file. After running this program and reviewing the printed report, copy the file exactly as named above (**W2REPORT** with no file extension). This is the file that you must send to the Social Security Administration.

Make sure that the file location you select is in a directory to which you have been granted rights. If you receive an error message such as "file not found," the file might have been created in a directory to which you do not have access.

Create State W-2 File

The 2019 CYE Regulatory Update reflects the state filing requirements as of October 2019. Some states do not publish their filing changes until mid-November. Any future requirements will be incorporated in the Costpoint software and released in early January 2020.

The Create State W-2 Files screen creates a data file which you may file electronically.

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 in State Taxes to be sure that you will comply.

The State W-2 File Report prints automatically each time that you 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 in this screen. You must rename this data file to the file name required by the state, such as **W2REPORT** (no extension). The information included in the file is identical to the printed W-2s.

Puerto Rico

The RS record file layout for Puerto Rico is not supported on the Create State Mag Media screen.

Common Roadblocks/Reconciliation Issues

Dollar amounts on the Earnings Report (or Tax Report) are not balancing with W-2s.

An edit has been made to the Edit W-2 table and has not been recognized on the Manage Employee Earnings History screen. Employee Earnings is the **source** for W-2s and Tax Reporting. Make any adjustments on the Manage Employee Earnings History screen and re-create W-2s.

I have adjustments that I have to make for such things as Relocation Expenses (non-cash fringe), but I won't get the information until the 2nd week of January.

You can still create your W-2s and print them to do your reconciliation with your taxes for the information you currently have. Once that is reconciled, you should be able to identify any adjustments made (**Z** records) and not have to start the whole reconciliation process over.

What can I do if I have under- or over-withheld an employee's Social Security, Medicare, or withholding and I have already started the payroll for the next year?

Run the Print Soc Sec and Medicare Reconciliation Report after each payroll. This report identifies any mistakes in taxable wages and withholdings during the year and allows your quarterly reports to be correct during the year, thus avoiding amended returns.

If an employee is under-withheld, take one of the following actions:

- Make an agreement with the employee that you will adjust the record (Z record) and have the employee pay you the dollar amount back as a "loan" in his or her next paycheck. Z records give you an audit trail that a manual adjustment was done in a given year.

- Adjust the withholding by taking out of federal and putting in Social Security/Medicare. **Deltek does not recommend this approach**.

- Have your company pay the taxes for the employee as a "gross-up" benefit.

If an employee is over-withheld, reimburse the employee with a negative "loan" deduction.

Troubleshooting Tips

Taxable wages on W-2 are incorrect for an employee.

Print the Employee Earnings Report YTD for the employee and review it to see why taxable wages are incorrect and what type of adjustment you need to make. Also, determine if the adjustment involves a journal entry to be made to the General Ledger to recognize expense. In addition, if you do an adjustment record with a check date prior to the fourth quarter, you must re-file your quarterly reports.

The Retirement Plan Covered check box is cleared on W-2 and needs to be selected.

The **Retirement Plan Covered** check box was not selected in **Employee Payroll Information » Manage Employee Taxes.** You should select that check box and re-create W-2s or select the check box on the Edit W-2 screen.

I've done my last payroll of the year, ran my Reconciliation Soc. Sec. and Medicare Report, and found an employee who owes taxes. My employer decides he will pay the taxes for the employee. (The tax the employer pays now becomes taxable wages to the employee.)

Enter a **Z** record on the Manage Employee Earnings History screen, with a check date of December 31, check number of 999999, the dollar amount, and the Social Security and Medicare amounts to withhold, resulting in a net 0.00 check.

Example

An employee owes $17.20 for Social Security and $3.40 for Medicare.

- Gross up Calculation: 100 - 7.65 = 92.35% (6.2% S.S. and 1.45% Med.)

- $20.60/92.35% = $22.30 (Gross pay amount)

- ▪ $17.20 + $1.38 = $ 18.58 (Social Security)*

- ▪ $ 3.40 + $0.32 = $ 3.72 (Medicare)**

- ▪ Net Pay now = 0.00

    * $22.30 x 6.2% = $1.38

    **$22.30 x 1.45% = 0.32

You can use this calculation for "grossing-up" any amounts an employer may be paying for an employee. The tax percentage to subtract from 100 will always be equal to the percentage of taxes to be withheld. You must make a manual journal entry to recognize these transactions.

The same scenario as above occurs, however the employer does not want to pay the taxes. (Deltek does not recommend this solution.)

- ▪ If the payroll year is closed, add a Z record to Manage Employee Earnings History screen that moves the amount out of federal withholding and places the amount in Social Security and Medicare withholding. You must make a manual journal entry to recognize this transaction.

- ▪ If the payroll year is open, add an X or Y record to Manage Payroll Records that removes the amount from federal withholding and places the amount in Social Security and Medicare withholding. Enter the check number and a date before December 31 and then post the payroll journal.

Any changes made in employee earnings that affect General Ledger also require a journal entry in the General Ledger module, if you are not posting an **X** or **Y** record.

A deduction for an employee is not showing up in Box 12.

Select the deduction in **Payroll » Deductions » Manage Deductions** and link it to the correct Deduction Type and re-create the W-2.

W-2 information is not aligning correctly on the form.

See the Costpoint online help system for printing hints and to verify that your printer set up is correctly. If not, contact Costpoint Technical Customer Care.

W-2 Format

Box	Name	Description
a.	Employee's Social Security Number	For security reasons, the Social Security number has been moved out of the area that is visible when a window envelope is used to mail the W-2s.
b.	Employer Federal ID Number	This field defaults from the Configure Company Information screen in General Ledger.
c.	Employer's Name, Address, and Zip Code	These fields default from the Configure Company Information screen in General Ledger.
d.	Control Number	This box identifies the individual Form W-2.

Box	Name	Description
e.	Employee's Name	These fields default from the Manage Employee Information screen.
f.	Employee's Address and ZIP Code	These fields default from the Manage Employee Information screen.
1.	Wages, Tips, and Other Compensation	The amount displayed here is the sum of all Federal Taxable amounts from the Manage Employee Earnings History screen. All deferred compensation amounts (Codes D-H in Box 12) and other Federal exempt pay types and/or deductions are subtracted from gross wages to arrive at this amount. Employer contributions to 401(k) are not part of the calculation.
2.	Federal Income Tax Withheld	The amount displayed here is the sum of all Federal Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
3.	Social Security Wages	The amount displayed here is the sum of all Social Security Taxable amounts from the Manage Employee Earnings History screen. All Social Security exempt pay types and/or deductions are subtracted from gross wages to arrive at this amount.
4.	Social Security Tax Withheld	The amount displayed here is the sum of all Social Security Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
5.	Medicare Wages and Tips	The amount displayed here is the sum of all Medicare Taxable amounts from the Manage Employee Earnings History screen.
6.	Medicare Tax Withheld	The amount displayed here is the sum of all Medicare Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
7.	Social Security Tips	You must enter an amount here, if applicable.
8.	Allocated Tips	You must enter an amount here, if applicable. This amount is **not** included in boxes 1, 3, 5, or 7.
9.		This box is no longer printed on the W-2, since the Advance EIC payment was eliminated for tax years beginning after December 31, 2010.
10.	Dependent Care Benefits	The amount displayed here is the total amount of withholding, from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction

Box	Name		Description
			code that you identified as a Dependent Care deduction on the Manage Deductions screen.
11.	Nonqualified Plans		The amount displayed here is the total amount, from the Pay Types subtask of the Manage Employee Earnings History screen, for the pay type that you associated with this box on the Manage Pay Type Taxability screen. This amount is:
			▪ Reported in box 1, if it is a distribution made to the employee from a nonqualified deferred compensation or section 457 plan, or
			▪ Included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457 plan that became taxable for Social Security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of the employee's right to the deferred amount.
12a–12d	A	Uncollected Social Security Tax on employee's tips	The amount displayed here is the amount of uncollected Social Security or RRTA tax on tips.
	B	Uncollected Medicare Tax on employee's tips	The amount displayed here is the amount of uncollected Medicare tax on tips.
	C	Excess Life Insurance	The amount displayed here is the cost of group-term life insurance over $50,000 included in boxes 1, 3—up to the Social Security wage base—and 5.
	D	Section 401(K) Deferred Compensation Plan	The amount displayed here is the amount of elective deferrals to section 401(k) cash or deferred arrangement, and also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement. The amount shown here is the total amount of withholding from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 401(k) Deferred Compensation on the Manage Deductions screen.
	D 09,11–18	USERRA (2009, 2011–2018) make up elective deferrals to a section 401(k) cash or deferred arrangement.	USERRA (2009, 2011–2018) make up elective deferrals to a section 401(k) cash or deferred arrangement.
	E	Section 403 (B) Salary Reduction Agreement Deferred Compensation Plan	The amount displayed here is the total amount of withholding from the Deduction subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 403(b) Deferred Compensation on the Manage Deductions screen.

Box	Name	Description
E 09, 11–18	USERRA (2009, 2011–2018) make up elective deferrals to a section 403(b) salary reduction agreement.	USERRA (2009, 2011–2018) make up elective deferrals to a section 403(b) salary reduction agreement.
F	Section 408(K) 6 Salary Reduction SEP	The amount displayed here is the total amount of withholding, from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 408(k) 6 Deferred Compensation on the Manage Deductions screen.
F 09, 11–18	USERRA (2009, 2011–2018) make up elective deferrals to a section 408(k)(6) salary reduction agreement.	USERRA (2009, 2011–2018) make up elective deferrals to a section 408(k)(6) salary reduction agreement.
G	Section 457(b) or 457(f)	The amount displayed here is the total amount of withholding from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 457 Deferred Compensation in the Manage Deductions screen.
G 09, 11–18	USERRA (2009, 2011–2018) make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan	USERRA (2009, 2011–2018) make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan
H	Section 501(C)18(D) Tax Exempt Organization Plan	The amount displayed here is the total amount of withholding, from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 501(c) 18(D) Deferred Compensation on the Manage Deductions screen.
H 09, 11–18	USERRA (2009, 2011–2018) make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.	USERRA (2009, 2011–2018) make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.
J	Nontaxable Sick Pay	The amount displayed here is the total amount of nontaxable sick pay not included in boxes 1, 3, or 5.
K	% Excise Tax on excess Golden Parachute Payments	The amount displayed here is the total amount of withholding from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code identified as Golden Parachute on the Manage Deductions screen.

Box	Name	Description
L	Non-taxable Employee Business Expenses	The amount displayed here is the total amount of non-taxable Employee Business Expenses (if taxable Employee Business Expenses are included in Box 1).
M	Uncollected Social Security Tax for Former Employees	The amount displayed here is the total amount of uncollected Social Security or RRTA tax on cost of group-term life insurance over $50,000 (former employees only).
N	Uncollected Medicare Tax for Former Employees	The amount displayed here is the total amount of uncollected Medicare tax on cost of group-term life insurance over $50,000 (former employees only).
P	Moving Expenses	The amount displayed here is the total amount of excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).
Q	Non-taxable Combat Pay	
R	Employer Contributions	The amount displayed here is the total amount of employer contribution to the employee's medical savings account (MSA).
S	Section 408(P) Plan	The amount displayed here is the total amount of employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1).
S 09,11–18	USERRA (2009, 2011–2018) make up employee salary reduction contributions under a section 408(p) SIMPLE.	USERRA (2009, 2011–2018) make up employee salary reduction contributions under a section 408(p) SIMPLE.
T	Adoption Benefits	The amount displayed here is the total amount of adoption benefits not included in box 1.
V	Income for exercise of non-statutory stock option(s)	The amount displayed here is the total amount of income from exercise of non-statutory stock option(s) included in boxes 1, 3 (up to Social Security wage base) or 5.
W	Health Savings Account	The amount displayed here is the total amount of employer and employee contributions to a Health Savings Account (HSA).
Y	Section 409(A) Deferrals	The amount displayed here is the total amount of deferrals under a section 409A nonqualified deferred compensation.

Box	Name	Description
Y 09, 11–18	USERRA (2009, 2011–2018) make up deferrals under section 409A nonqualified deferred compensation plan.	USERRA (2009, 2011–2018) make up deferrals under section 409A nonqualified deferred compensation plan.
Z	Section 409(A) Income	The amount displayed here is the total amount of income under a section 409A nonqualified deferred compensation.
AA	Roth 401(K) Contribution Plan	The amount displayed here is the total amount of designated Roth plan contributions under a section 401(k) plan.
AA 09, 11–18	USERRA (2009, 2011–2018) make up designated Roth contributions to a section 401(k) plan	USERRA (2009, 2011–2018) make up elective deferrals to a section 401(k) cash or deferred arrangement.
BB	Roth 401(B) Contribution Plan	The amount displayed here is the total amount of designated Roth plan contributions under a section 403(b) plan.
BB 09, 11–18	USERRA (2009, 2011–2017) make up designated Roth contributions under section 403(b) salary reduction agreement	USERRA (2009, 2011–2018) make up designated Roth contributions under a section 403(b) salary reduction agreement.
CC	HIRE Exempt Wages and Tips	The amount of HIRE exempt wages and tips paid to qualified employees. Amount must be manually entered.
DD	Cost of employer-sponsored health coverage	The amount displayed here is the cost of employer-sponsored health coverage taken from the Deductions and Contributions subtasks of the Manage Employee Earnings History screen for Deductions/Contributions marked as Employer-Sponsored Health Coverage in the Manage Deductions screen.
EE	Designated Roth contributions under a governmental section 457(b) plan	Designated Roth contributions under a governmental section 457(b) plan
EE 11–18	USERRA (2011–2018) make up designated Roth contributions under a section 457(b) plan.	USERRA (2011–2018) make up designated Roth contributions under a section 457(b) plan.

Box	Name	Description
13	Retirement Plan	Select this box if the employee was an "active participant" (for any part of the year) in any of the following.
		- A qualified pension, profit-sharing, or stock-bonus plan described in section 401(a) (including a 401(k) plan). - An annuity plan described in section 403(a). - An annuity contract or custodial account described in section 403(b). - A simplified employee pension (SEP) plan described in section 408(k). - A SIMPLE retirement account described in section 408(p). - A trust described in section 501(c)(18). - A plan for federal, state, or local government employees or by an agency or instrumentality thereof (other than a section 457(b) plan).
14	Other	
15	State	This box displays the two-character abbreviation from the Manage Employee Earnings History screen. Employer's State ID No - The State ID Number as entered on the State Taxes screen.
16	State Wages, Tips	The amount displayed here is the sum of all State Taxable amounts from the Manage Employee Earnings History screen. All deferred compensation amounts (Codes D-H in Box 12) and other State exempt pay types and/or deductions are subtracted from Gross Wages to arrive at this amount.
17	State Income Tax	The amount displayed here is the sum of all State Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
18	Local Wages, Tips	The amount displayed here is the sum of all Local Taxable amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen. Any SDI information also prints in this box, if setup as a Local Tax.
19	Local Income Tax	The amount displayed here is the sum of all Locality Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.

Box	Name	Description
20	Name of Locality	This box displays the six-character codes from the Taxes Withheld subtask of the Manage Employee Earnings History screen.

Chapter 6: Closing the General Ledger

Configure General Ledger Settings

The Configure General Ledger Settings screen determines the Retained Earnings account to which Income and Expense accounts (determined by the Account Type designated on the Manage Accounts screen) "close out." If accounts are designated as Asset, Liability, or Stockholder's Equity, they will roll forward their ending balances to become beginning balances in the new year.

Update General Ledger Beginning Balances

Use the Update General Ledger Beginning Balances screen:

- To roll forward ending balances of entered year and create beginning balances in the new year.

- All accounts designated with an *Account Type* of **Asset**, **Liability**, or **Stockholder's Equity** will have beginning balances created in the new fiscal year by this process.

- To close the fiscal year.

  The Fiscal Year status is changed to **Closed** only if you select the **Set Fiscal Year Status to Closed** check box and set the **Closing Rate Type** option to **Actual** or **Target**.

  You can only close the fiscal year if all accounting periods and subperiods in the fiscal year are set to a **Closed** status (the Close Periods screen was used to close all accounting periods in the fiscal year).

You can run this process multiple times, without closing the fiscal year.

Manage Non-Project Beginning Balances

If the Retained Earnings are separated into two accounts, one for current year and one for prior year, then you must make a manual entry on the Manage Non-Project Beginning Balances screen for your new fiscal year (2020).

To make the manual entry:

1. Add the Current Year Retained Earnings Beginning Amount to the Prior Year Retained Earnings Beginning Amount.

2. Zero out the Current Year's Retained Earnings Beginning Amount.

After you complete these steps, your financial statement will appear correctly for the new fiscal year.

Chapter 7: 'Closing'/Preparing the Projects Side

Update Prior Year History

Update Prior Year History creates prior year data for project reporting and revenue calculation. You must run Update Prior Year History **before** computing revenue for the new fiscal year; otherwise, revenue may not create and won't appear correctly.

You can run Update Prior Year History multiple times. If at any time, you update or correct the prior year, you must re-run Update Prior Year History after updating the PSR and creating your Project Report Tables for the last period in the corrected year.

To complete the Update Prior Year History screen:

1. Enter the **Fiscal Year** for which you are closing.

2. Select the **Update** options for the data you wish to make prior year.

   ▪ At the least, select **Project Ledger** and **Labor History.**

   ▪ Select **Units**, if you currently load units for Revenue and/or Billing.

   ▪ Select **Billing Value**, if you currently use Goal Processing functionality.

   ▪ Select **Cobra History**, if you currently interface with the Cobra application.

3. In the **Update Prior Year History Using** group box, select the rates to be used when updating the prior year history:

   ▪ Actual Burden Rates

   ▪ Target Burden Rates

   ▪ Actual Burden Rates/Target Revenue

4. In the **Adjustment Period Data to Include** group box, select the adjustment period data you wish to roll to prior year:

   a. Adjustment Period is designated on Accounting Period setup. This allows adjustments, computations, and reporting outside "regular" financial periods.

- Cost Only, No Revenue: This allows any revenue calculated in the adjustment period to remain in the closing year and then be recognized in a future period.

- Both Cost and Revenue: This assumes you have posted the revenue in the closing year and need the revenue and cost to roll forward.

- No Adjustment Period Data

5. In the **Retention of Project Setup Data** group box, select the Retention option correct for your company:

    a. This function will copy project setup data to the history tables which allows you to compute revenue in the prior year using the setup that existed at that time.

    b. If history tables exist for a fiscal year, Costpoint will use that saved setup for revenue computations and project reporting.

- Copy Project Setup Data to History Tables: This process ONLY adds records if they do not already exist.

- Clear Data From Project History Tables: This process deletes the existing data so that you can recreate it.

- Overwrite Existing Records: This only allows the process to overwrite existing data with updated data for the same record.

Copy Pools

Guidelines for the Copy Pools screen:

- Pools must be created every year prior to any billing, revenue, or reporting in the new year.

- Use the Copy Pools utility to copy pools from one year to the next.

- While Costpoint allows users to copy one pool at a time, it is suggested to copy all pools for the new year at the same time.

- In the **Source** field, enter the allocation group and fiscal year from which the pools will be copied.

- In the **Destination** field, enter the allocation group and fiscal year to which the pool will be copied.

- Check the **Cancel processing if destination Pool Rate fewer than source** box to cancel the process if the source fiscal year has more periods than the destination fiscal year.

Cost Pools

Before computing pools for the new fiscal year, use the Manage Cost Pools/Pool Rate subtask to complete the following steps:

1. Zero out the **Pd Act** and **YTD Act** columns for all periods.
2. Enter/verify all other columns' rates.
3. Add lines for all periods in fiscal year.
4. Make any changes to the pool's cost and/or base setup.

Provisional rates are used for billing and **Target** rates can be used for project reporting and revenue calculation. **Actual** rates are computed each period and can be used for project reporting and revenue calculation.

Build Rate Application Table

The Build Rate Application Table populates the table used to allocate indirect costs to projects. You must run this process before calculating bills and computing burden in the new fiscal year. Always run this application after:

- Creating/changing pools for the new fiscal year
- Changing pool base data
- Changing pool sequence numbers

Manage Burden Cost Ceilings

If your company uses Manage Burden Cost Ceilings, you must set them up every year because the ceilings are maintained by project, based on the fiscal year of the pool.

Manage Burden Fee Overrides
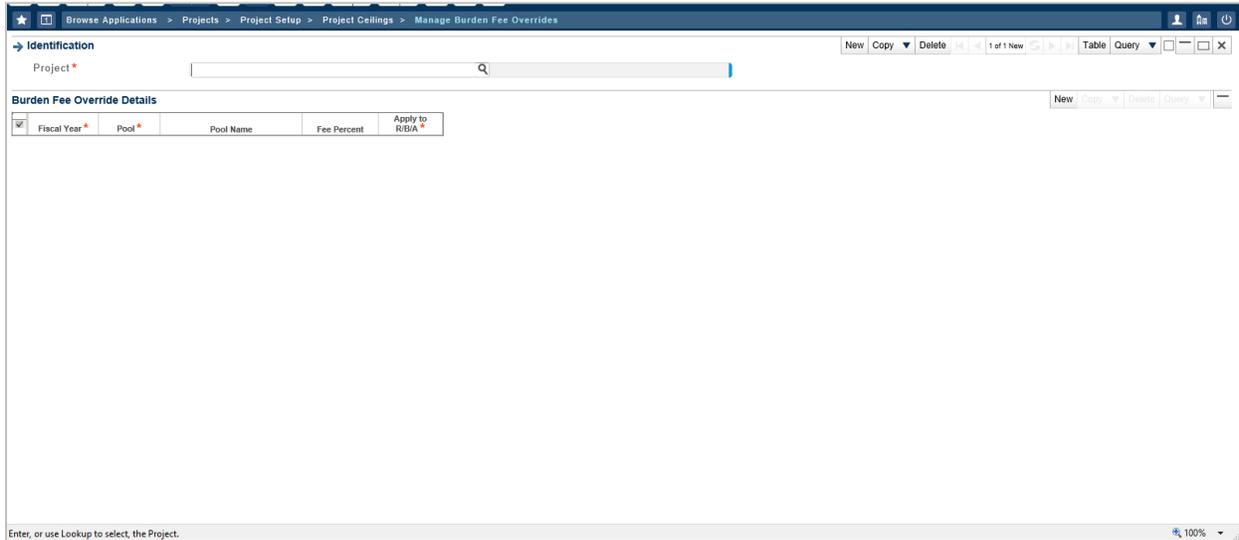
If your company uses the Manage Burden Fee Overrides screen, you must update it yearly because it is maintained by project, based on the fiscal year of the pool.

Chapter 8: Closing the Year with Planning

Complete the Costpoint Projects Year-End Processes

Update Prior Year History

Reference "Preparing/Closing the Project Side" in the Year-End Guide.

1. If the prior year data does not exist in the PSR_PY_SUM table, NO ACTUALS will be included for that year in reports.

   - In Planning, the date on your computer is always current period, so when 1/1/2020 rolls into your date, 2019 will be treated as prior year.

2. If the Update Prior Year History is incorrectly run so that future year or current year records (that is, 2020+) now exist in PY_SUM, you will get a PY record in the B&P PSR with a negative value backing out the amount of those records.

   - To correct this, these records will have to be manually removed from Prior Year Cost and Revenue in Costpoint. Query the records by fiscal year in the Manage Prior Cost and Revenue screen and delete them.

- When Update Prior Year Cost and Revenue has been cleared, set the Data Reset Flag in Configuration Settings to **Yes** and run the Refresh. This will replace current historical data with incoming history from Costpoint.
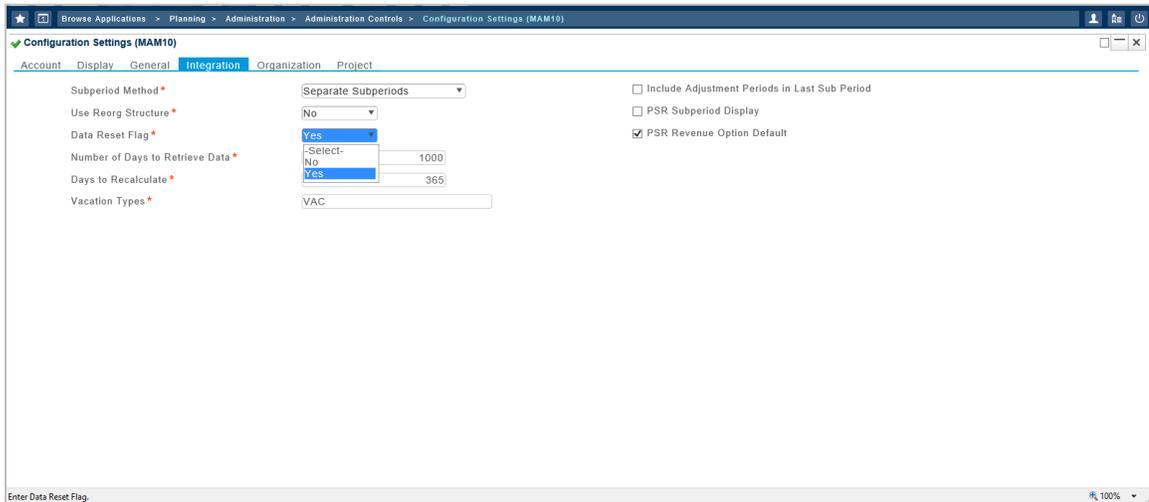
- The Data Reset Flag does not need to be set back to NO as it auto resets to NO after Refresh has been run.

Copy Pools

Planning uses the latest Target Rate for current year and future years, it will continue to use the prior year's Target rate for estimates and new budgets until the new year's Target Rates are entered in Costpoint and a Refresh has been run.

Enter New Calendar Year-End Dates

To enter new calendar year-end dates:

1. Enter the Next Future Year into Costpoint with all the appropriate Period and Subperiod End Dates.

2. Refresh Planning.

3. Validate that the Period End Dates are correct in "Maintain Fiscal Year Periods". If they are incorrect, you can correct them in the Planning "Maintain Fiscal Year Periods". Once corrected, the status will change from "FUTURE" to "OVERRIDE".

4. When creating an EAC, validate that the End Dates in the headings, for the current year and future years, are correct. In an EAC, both current year and future year end dates are available to be seen.

Complete Org Initialization Setup

This process can be completed at any time and for several years in the future. It is not a pre-requisite for Year End processing. However, it must be completed for the new year before that year's Org Budget can begin or be reported. Also, the Holiday Schedule must be set up before any Project Budgets can be correctly calculated for that year as well.

To complete Org Initialization setup:

1. Complete the Holiday Setup for the new year (if not already set up for use in Projects future years).

2. If using Org Budgets, complete all items in the Org Initialization for the new year. Each item can be cloned from a prior year. Remember if you have Employee specs and pools setup in the Target year, you can copy from the same year as the source (that is, from 2020 to 2020. For Pool specs, copy the 2020 pool information from Costpoint to the 2020 Pool specs in Planning).
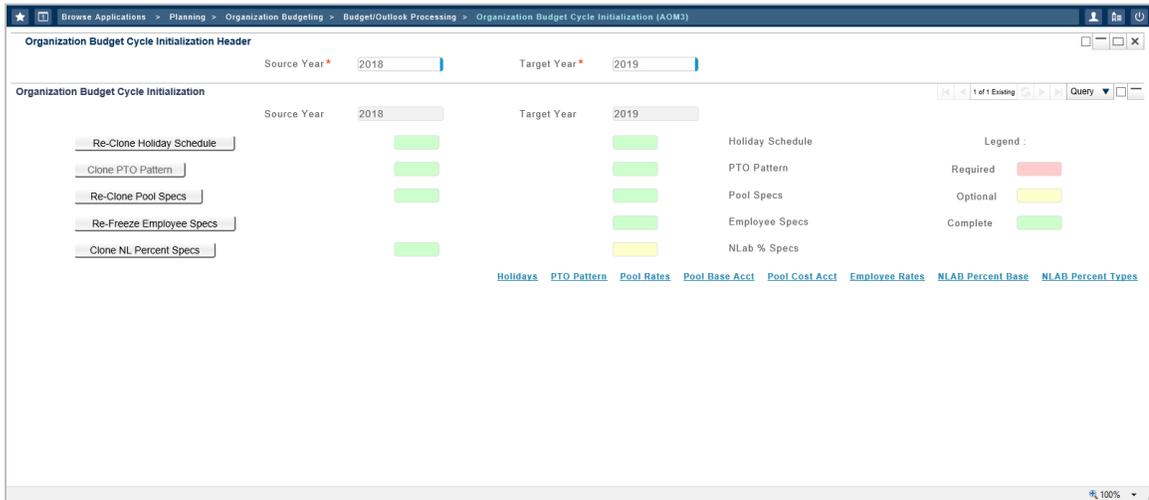
Create Org Budgets for the New year

The budgets for the new year should be set up, if not already entered. These can be entered any time, even prior to the close of the year.

An example would be, if your budget cycle requires that the Org Budget be present and reported against as soon as January 1, then the Org initialization and budgets could be entered any time prior to January 1 of the new year.

Appendix A: Sample IRS 1099 Form

IRS instructions: https://www.irs.gov/pub/irs-pdf/i1099msc.pdf

IRS sample form: https://www.irs.gov/pub/irs-pdf/f1099msc.pdf

Appendix B: Sample IRS W-2 Form

IRS instructions: http://www.irs.gov/pub/irs-pdf/iw2w3.pdf

IRS sample form: http://www.irs.gov/pub/irs-pdf/fw2.pdf

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