



Deltek

Deltek for Professional  
Services  
Year-End Guide

**December 1, 2018**

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## Overview

This guide presents year-end processing guidelines for Deltek for Professional Services (DPS).

**Note:** This guide is not comprehensive. See the Deltek for Professional Services Online Help for additional information

## Year-End Update

The 2018 Year-End Update for Deltek for Professional Services contains tax updates and will be distributed as a Cumulative Update by late December 2018. In January 2019, any additional changes or tax updates that become available will be released as a Cumulative Update.

## What's New

**Note:** The Federal tax changes described below were current as of December 2018. If further changes are disclosed, this section will be updated accordingly.

## FICA Withholding

OASDI (Social Security)

- Tax Rate: 6.2%
- Wage Base: \$132,900 (Increased from \$128,400 in 2018)

## 401(k)

**Note:** Information Only. DPS does not update 401K type Withholding Codes; this is done manually in **Settings » Payroll » Withholding Codes**.

- Employee contribution limits: \$19,000 (Increased from \$18,500 in 2018)
- Additional catch-up contributions amounts for employees aged 50 and over: \$6,000 (Unchanged from 2018)

## 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 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 so as 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 Submit a Case 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 Account to access this site: <https://deltek.custhelp.com/app/YearEnd>

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

**Warning:** To ensure that you complete the steps in the correct order, Deltek recommends that you read this entire document before you begin.

## Chapter 1: Overview of Year-End Processes

### Initialization Utilities

You can run separate initialization utilities to complete the year-end process. For example, you can open the New Year without finishing the old year for Payroll and Accounts Payable purposes. The following sections summarize each initialization utility. **Do not initialize until you review all of the following sections.**

You must perform the initialization step **only once**. If you perform this step more than once, it will be necessary to restore a backup copy of your database. The initialization utility displays the date on which it was last run; Deltek recommends that you make note of that date.

When you run the separate initialization utilities, Deltek for Professional Services records the process on the Posting Log Review report, located under **Transaction Center » Posting Review Report**. The entry appears as an **AL** transaction type, indicating an audit log posting. This information is useful as an audit trail for all changes that updated your database in a specific period. The transaction appears in the period in which the action was performed.

#### Multicompany

You must run each initialization utility separately for each company. Running the initialization utilities only initializes for the active company. The only exception is the Open New Period utility, which opens for all companies at once. See the Deltek for Professional Services Online Help for more information.

#### Open New Period (Fiscal Year)

Deltek for Professional Services keeps track of how many periods per fiscal year were designated during installation. Click **Utilities » Period Setup** to view the current settings. When the new period is in a new fiscal year, it prompts Deltek for Professional Services to set year-to-date reporting values to zero.

Open the new fiscal period at the beginning of the General Ledger fiscal year. Click **Utilities » Open New Period**.

#### Open New Absence Accrual Year

The Open New Absence Year utility zeros out all year-to-date absence hour information (the year-to-date hours earned and year-to-date hours taken). If the absences are set up to carry over hours to the next absence year, Deltek for Professional Services adds the current year's unused earned hours to the new absence year's starting balances, based on the limits specified.

If the absence hours are set to pre-accrue at the time that you open the New Absence Year, Deltek for Professional Services adds these yearly absence hours to the employee's current year earned hours automatically.

You **must** initialize for the New Absence Year **prior to** posting any timesheets or running Payroll for the New Year.

Click **Utilities » Utilities » Open New Absence Year**.

#### 1099 Initialization (Accounts Payable users only)

The 1099 Initialization utility resets vendor year-to-date values to zero. The initialization step transfers the **Paid This Year** amount for all vendor records to the **Paid Last Year** field on the Accounting tab of the Firms Hub. The **Paid Last Year** field amounts appear on the 1099-MISC form in box 7.

You **must** complete **all** Accounts Payable payment processing and adjustments before running the 1099 Initialization. You cannot process the 2018 1099–MISC forms before initializing a new 1099 year.

Click **Utilities » 1099 Initialization**.

## Open New W-2 Quarter/Year (Payroll Users Only)

Deltek for Professional Services keeps track of which W-2 quarter and W-2 year are open. You must perform quarterly initialization at the end of each calendar quarter and at the beginning of the calendar year. The Open New W-2 Quarter/Year utility resets the employee year-to-date Payroll values to zero.

It is not necessary to process the 2018 W-2s before opening the New W-2 Quarter/Year. However, you **must** complete **all** Payroll processing for 2018 before opening the New W-2 Quarter/Year.

Click **Utilities » Utilities » Open New W-2 Quarter**.

## Processing with Two Fiscal Years Open

### Opening Multiple Periods Spanning Different Fiscal Years

Deltek for Professional Services makes it possible for you to open, and process in, multiple periods. The open periods can span fiscal years. For example, December 2018 can be open at the same time as January 2019. Any adjustments made in the old year automatically update balances in the new fiscal year, regardless of when this occurs. You can open January without completing all of the December processing first, allowing you to begin processing January transactions before closing the December period.

### Accounts Payable Payment Processing in the New Fiscal Year

When two fiscal years are open, you **must** complete **all** Accounts Payable payment processing and Accounts Payable disbursements before running the 1099 Initialization utility for the new 1099 year. Once the new 1099 year is open, then it is possible to enter new Accounts Payable payments and Accounts Payable disbursements for the 2019 processing year. This ensures that the year-to-date figures are properly updated for the vendors. It is possible to create and post new Accounts Payable vouchers as usual with two fiscal years open.

### Payroll Processing in the New Fiscal Year

When two fiscal years are open, you should complete **all** Payroll processing and Payroll-related adjustments for 2018 in W-2 year 2018 before running the Open New W-2 Quarter/Year utility for the new W-2 year. Once the new W-2 year is open, then it is possible to enter new Payroll payments for the 2019 processing year. This ensures that the year-to-date figures are properly updated for the employees.

## Year-End Checklist

At year end, you need to complete the steps listed in the checklist below. You should complete all required activities in the recommended order.

| Step | Description                      | Done? |
|------|----------------------------------|-------|
| 1.   | Make a complete backup.          |       |
| 2.   | Open a New Period (Fiscal Year). |       |

| Step | Description   | Done? |
|------|---|-------|
| 3.   | Begin to process allowable transactions in the new fiscal year. However, do not process any Accounts Payable disbursements, Accounts Payable payment processing, or Payroll processing.   |       |
| 4.   | Install the 2018 Year-End Update (Version 7.6).<br><b>For Deltek First Deltek for Professional Services Essentials SaaS</b> customers, the Year-End Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Deltek for Professional Services Essentials SaaS organizations. |       |
| 5.   | Run the Open New W-2 Quarter utility. Since December is in the fourth quarter, Deltek for Professional Services automatically opens a new W-2 Quarter/Year.   |       |
| 6.   | Print 2018 W-2 forms and, if applicable, generate the Electronic Filing file. You can complete this step at any point after step 5.   |       |
| 7.   | Post all 2018 timesheets and, if applicable, run the Open New Absence Year utility (see Chapter 6 of the Year-End Guide). You can now begin processing 2019 timesheets and Payroll.   |       |
| 8.   | Complete all 2018 Accounts Payable payment processing, adjustments, and Accounts Payable disbursements in 2018.   |       |
| 9.   | Run the 1099 Initialization utility (see Chapter 7 of the Year-End Guide). You can now begin processing Accounts Payable payments and Accounts Payable disbursements for 2019.  |       |
| 10.  | Print 2018 1099-MISC. forms and, if applicable, generate the Electronic Filing file. You can complete this step at any time after step 10.  |       |
| 11.  | Process any 2018 accounting adjustments, such as journal entries.   |       |
| 12.  | Print the final 2018 accounting reports.  |       |
| 13.  | Close the 2018 periods and fiscal year.   |       |
| 14.  | Make a complete backup. Deltek recommends that you label this backup with the date and the Deltek for Professional Services version number.   |       |

## Chapter 2: Ordering Forms

Deltek for Professional Services supports laser and inkjet printers.

Accounts Payable checks, Employee Expense checks, Payroll checks, 1099-MISC forms, and W-2 forms print on specific stock. Deltek for Professional Services generates 1099s to use with the 1099-MISC form and W-2 form 2-per page or 2-Up form.

### Deltek Form Providers

Deluxe Small Business Services at 800.328.0304 or 800.336.4168 or <https://www.deluxeforms.com/>

- **Emily Business Forms, Inc.** — 800.392.6018 or <http://www.emilybusinessforms.com/>
- **Forms Fulfillment Center** — Forms for Deltek at 800.411.2588 or <http://www.formsfordeltek.com/>

Outside the United States:

- **Canadian Check Stock** — Can be obtained from Artina
- **United Kingdom Check Stock** — Can be obtained from your bank

## Chapter 3: Preparing Your System for Year-End Processing

### Establishing a Disaster Recovery Plan

If your database is housed on your own computers, it is critically important that your organization develop and maintain a regular maintenance plan and disaster recovery plan, and that you test it periodically. Year end is a good time to review your backup and recovery procedures.

It is important to understand how to restore data from a backup in the event of a hardware or system failure. Having a disaster recovery plan in place is critical to any successful installation. In the unlikely event of drive failure, you need to have procedures documented that outline the steps necessary to recover from a backup without losing significant data or time.

If your database is hosted by Deltek, a Deltek partner, or other provider, the host organization is responsible for database backups. You can confirm this with your host organization.

### Verify the Version of Microsoft SQL and Application Server

To verify the versions:

1. In Deltek for Professional Services, click **Help » About**.
2. Review the Application Server line, for the name of the Application Server.
3. Review the SQL/MSDE Server line and verify the version number.
  - Microsoft SQL 2017 — 14.xx.xxxx
  - Microsoft SQL 2016 — 13.xx.xxxx
  - Microsoft SQL 2014 — 12.00.xxxx
  - Microsoft SQL 2012 — 11.00.xxxx

### Make MSDE-SQL Server and SQL Server Backups

Deltek recommends that you manually create two complete year-end backup sets and keep them separate from your normal backup media set. Store one of these copies off-site in case of fire or other disaster. Be sure to test a restore of your backup to ensure that it is usable.

For more information about Microsoft SQL procedures for backup and restore, please see the Microsoft Technet Library, starting at this link: <http://technet.microsoft.com/en-us/library/ms187048.aspx>.

## Chapter 4: Installing the 2018 Year-End Update

The 2018 Year-End Update contains the 2019 payroll tax tables required for processing in the New Year, along with any changes related to 1099 or W-2 Form processing.

**For Deltek First Essentials SaaS** customers, the Year-End Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Deltek for Professional Services Essentials SaaS organizations.

### Before You Install

If you have a standard, **on-premise** Deltek for Professional Services implementation, complete the steps in this section before you install the Year-End Update.

#### Before installing the Year-End Update:

1. Make a complete backup.
2. Complete all Payroll 2018 processing.

#### Multicompany

You must complete all Payroll processing for all companies in your enterprise before installing the 2018 Year-End Update. This update will install the updated tax tables for all companies.

### Install the Update

#### To install the update:

1. From your Web\Application server, log into the Deltek Support site at <http://support.deltek.com>.  
If you cannot run this at the server itself, you can run it on another machine and then later copy the downloaded file to the server.
2. Select the Product Downloads tab and run the Deltek Software Manager.  
If you are not familiar with the Deltek Software Manager, you can click **Help » Show Tutorial**.
3. Click the **+** next to your Deltek for Professional Services version.
4. Click the **+** next to Cumulative Update.
5. Select the check box for the Latest Cumulative Update.  
If you do not see the appropriate Cumulative Update, go to the top menu bar and click **View » Show All Releases (including Downloaded and Hidden)**.
6. Click **Download**. Save the file to an appropriate location.
  - If you are not running this on the server itself, you need to copy the downloaded file to the Web\App server.
  - Typically, Cumulative Updates are loaded into the folder Deltek for Professional Services\xx\GA\Cumulative Updates, where xx is the version.
7. Make sure that there are no jobs running that are using the Deltek for Professional Services databases. You can temporarily stop the Deltek Process Server service to make sure that no jobs will fire up while you are running the Cumulative Update.

8. Make sure all users are logged out of Deltek for Professional Services. The installation will restart IIS, and will kick out any users who are still logged in.
9. Make a manual backup of your Deltek for Professional Services databases.
10. Launch the Cumulative Update executable file on the Web\Application server.
  - It will upgrade the program files on the server.
  - It will also run a script upon your Deltek for Professional Services databases. You can allow the script to run automatically.
11. If you do not allow the script to run automatically, you need to run it manually on each of your Deltek for Professional Services databases.
  - Typically, the scripts are loaded into the folder ...\Deltek\Deltek for Professional Services\Databases\Scripts.
  - The script will have the name DeltekDeltek for Professional ServicesxxGACUnn.sql, where xx is the version and nn is the Cumulative Update number.
  - If your database is formatted for UNICODE, the script will be named UnicodeDeltekDeltek for Professional ServicesxxGACUnn.sql
  - If your SQL Server services are running on another server, you need to copy the script over to the SQL server and run it there.
12. After the Cumulative Update is complete, log back in to Deltek for Professional Services and test to make sure that it has been successfully applied.

**Note:** For more information on how to run SQL Scripts, see KnowledgeBase article 50414 or 63872.

Check <https://deltek.custhelp.com> for notifications of additional tax changes. Any changes received after the release of the first Year End update will be released in a second update in January.

## Chapter 5: Opening the New Period/Fiscal Year

### Prior to Opening the New Period/Fiscal Year

Make a year-end backup before opening the 2018 fiscal year. Label it clearly (including the Deltek for Professional Services version number) and keep it permanently on file. Consider storing an additional copy of the year-end backup off-site.

Perform the Open New Period/Fiscal Year step only once. If you perform this step more than once, it will be necessary to restore to a backup copy of your database.

### Areas that Reset to Zero After You Open a New Fiscal Year

Areas that reset year-to-date values to zero after you open a new fiscal year include the following:

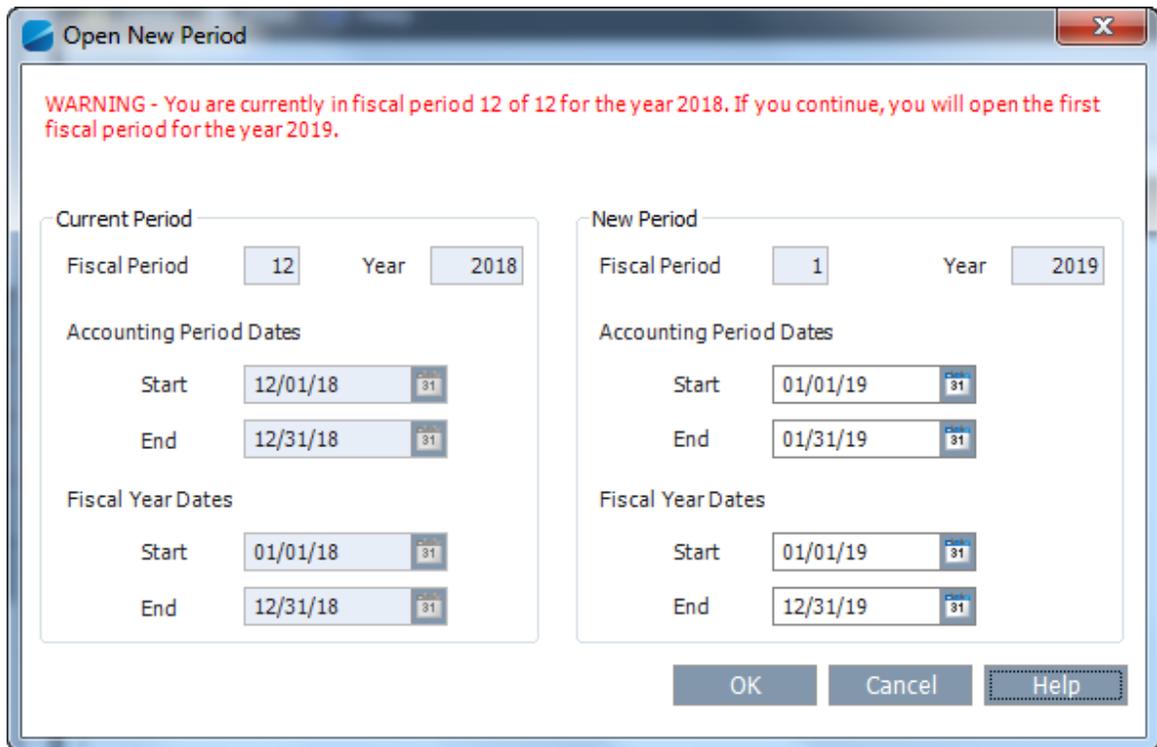
- Time Analysis report
- Project reports for overhead type projects
- Overhead Allocation calculation for the new year
- Year-to-date figures on the Key Financial Metrics reports
- Year-to-date values on accounting reports, such as the Cash Journal or Check Register
- If you have the Accounting application installed, the Income Statement accounts close out to the prior year's Retained Earnings account on the Balance Sheet.
- When you open a new fiscal year, the year-to-date totals zero or are cleared out. However, the transactions are not gone. You can go into the prior period/year and run reports to see the prior year totals.

### Open the New Period/Fiscal Year

To open the New Period/Fiscal Year:

1. Click **Utilities » Open New Period**.
2. If the current period open is the last period in the fiscal year and you open a new period, Deltek for Professional Services displays the following warning:

**WARNING - You are currently in fiscal period 12 of 12 for the year 2018. If you continue, you will open the first fiscal period for the year 2019.**



3. If this prompt does not display when expected, do not open the new period. Call Deltek Customer Care (Support) for assistance.
4. When you click **OK** to pass this warning, the following warning displays:  

**!! WARNING!! - You are initializing for a new fiscal year. Do you want to continue?**
5. Click **Yes** to open the first period in the new fiscal year.

### Multicompany

Opening a new period opens the new fiscal period for **ALL** companies at the same time. See the Deltek for Professional Services Online Help for more information.

## Audit Trail Implications

When a new fiscal year is opened, Deltek for Professional Services records the opening of the period/year on the Posting Log Review report. Click **Transaction Center » Posting Review Report** to see the report.

The entry appears as an AL transaction type, indicating an audit log posting. This information is useful as an audit trail for all changes that updated your database during a specific period. The transaction appears in the period in which the action was performed.

## Chapter 6: Absence Accruals

### Absence Accruals Checklist

At year end, there are certain steps that you need to perform for absence accruals, as outlined below. Refer to the following checklist to ensure that you perform all required absence accrual activities in the recommended order.

| Step | Description  | Done? |
|------|--|-------|
| 1.   | Complete all absence processing and adjustments for 2018.                              |       |
| 2.   | Post all 2018 timesheets and Payroll, if applicable.                                   |       |
| 3.   | Create a backup of the database.   |       |
| 4.   | Verify Absence Accruals setup information.   |       |
| 5.   | Run Open New Absence Accrual Year utility.   |       |
| 6.   | Run Accrued Time report to confirm absence totals in Deltek for Professional Services. |       |
| 7.   | Process timesheets and Payroll, if applicable for 2019.                                |       |

### Prior to Opening the New Absence Accrual Year

Make a year-end backup before opening the 2019 absence accrual year. Label it clearly (including the Deltek for Professional Services version number), and keep it permanently on file. Consider storing an additional copy of the year-end backup off site. You update the absence hours taken number through posting timesheets or processing Payroll (depending on your absence setup). It is very important that you post all timesheets and Regular Payroll runs prior to opening the new absence accrual year. Once the new absence year is opened, the tracking of absence hours for the new absence year begins.

### Opening the New Absence Accrual Year

Open an absence accrual year when it is needed to start tracking time earned and taken for a new absence year. You can have only one active absence accrual year. The absence accrual year can be calendar year or fiscal year based for your company. However, most absence years match the payroll year and are on a calendar year basis.

You must confirm all of the absence accrual setup information. This includes carry-over limits, pre-accrue of hours, schedules, and absence hours per year for the employees.

When you open a New Absence Accrual Year, Deltek for Professional Services zeros out all year-to-date accrual totals for all employees. This process includes year-to-date hours earned and taken. The current year's ending balance for an absence plan becomes the starting balance for the new absence accrual year, based on limits specified.

You must open the New Absence Accrual Year only once. If you perform this step more than once, it may be necessary to restore to a backup copy of your database. The Open New Absence Accrual Year utility displays the date, on which it was last run; please make note of that date.

## Multicompany

You must run the Open New Absence Year utility separately for each company. Running the Open New Absence Year initialization utility only initializes for the active company. See the Deltek for Professional Services Online Help for more information.

## Verify Absence Accrual Settings

You verify defaults for absence accruals in Settings. You verify employee-specific settings to override those defaults in the Employee Hub.

### To verify default absence accrual settings:

1. Click **Settings » Advanced Accounting » Time Analysis » Absence Accrual Setup** tab.
2. Verify the **Carry over Limit** for each absence code. Use this option to enter the maximum number of hours that can be carried over into a new accrual year, for a particular absence. When an employee reaches this maximum, Deltek for Professional Services no longer accrues hours for this absence, for this employee.
3. If the **Limit Hours Carried over to New Accrual Year** option is selected, verify that the **Carry over Limit** field is correct. If this field is left blank, Deltek for Professional Services reads this as a zero hours and zeros out the hours carried over.
4. Verify the **Pre-accrue hours** for each absence code. If this is selected on a absence, Deltek for Professional Services accrues the full number of hours for the absence year when you open a new absence year.
5. If you are using an Accrual Schedule, verify that the schedule is set up correctly under **Settings » Advanced Accounting » Absence Accrual Schedule**.

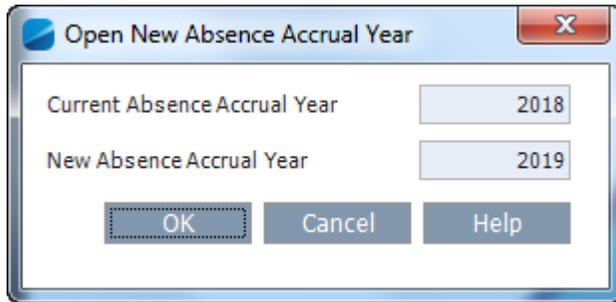
### To specify an individual employee's absence accrual settings and overwrite the default settings:

1. Click **Hubs » Employee » Accounting** tab.
2. Verify the **Carry over Limit** for each absence code. You can set up separate carry-over limits for individual employees here that override the default settings under Settings.
3. Verify the **Hours Per Year** or **Accrual Schedule** for the employees.
4. Click **Reporting » Employee » Accrued Time** to see current absence hours on the Accrued Time report.
5. If there are no carry-over or pre-accrue hours, you must process the first absence accrual for the new absence year (2019) to see the new absence hour amounts.

## Open New Absence Accrual Year

### To open the absence accrual year:

1. Click **Utilities » Utilities » Open New Absence Year**. Deltek for Professional Services displays a dialog box that lists the current absence accrual year and the new (next) absence accrual year:



2. After you verify the dates, click **OK**.

## Audit Trail Implications

When you open a new absence accrual year, Deltek for Professional Services records the opening date on the Posting Log Review report.

To see this report, click **Transaction Center » Posting Review Report**. The entry appears as an **AL** transaction type, indicating an audit log posting, and is useful as an audit trail for all changes that updated your database in a specific period. The transaction appears in the period in which the action was performed.

## Chapter 7: Accounts Payable

### Accounts Payable Checklist

At year end, there are certain steps that you need to perform in Accounts Payable, as outlined below. Refer to the following checklist to ensure that you perform all required Accounts Payable activities in the recommended order.

| Step | Description  | Done? |
|------|--|-------|
| 1.   | Complete all Accounts Payable payment processing, adjustments, and Accounts Payable disbursements for 2018.  |       |
| 2.   | Create a backup of the database.   |       |
| 3.   | Install the Deltek for Professional Services 2018 Year-End Update.<br><b>For Deltek First Deltek for Professional Services Essentials SaaS</b> customers, the Year-End Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Deltek for Professional Services Essentials SaaS organizations. |       |
| 4.   | Confirm the Paid This Year 1099 totals, 1099 Required, Federal ID, and Primary Address information for vendors.  |       |
| 5.   | Run the 1099 Initialization for a new 1099 year.   |       |
| 6.   | Generate the 1099 work file and run the Verify Payments utility.   |       |
| 7.   | Print 1099s and, if applicable, generate the Electronic Filing file.   |       |

### Initializing for a New 1099 Year

After all vendors have been paid in 2018, but before you pay any vendors in 2019, you must initialize for a new 1099 year. This resets all vendors' **Paid This Year** amounts to zero.

The initialization for a new Accounts Payable 1099 year transfers the **Paid This Year** amount for the vendors to the **Paid Last Year** field on the Accounting tab in Firms Hub. When Deltek for Professional Services generates the 1099 work file, it refers to the **Paid Last Year** field on the vendor that is prefilled into box 7 on the 1099-MISC form.

You must complete the 1099 initialization before processing any payments or Accounts Payable disbursements in the New Year.

You must perform the initialization step only once. If you perform this step more than once, it will be necessary to restore to a backup copy of your database. The 1099 initialization utility displays the date on which it was last run; please make note of that date.

## Multicompany

You must run the 1099 Initialization utility separately for each company. Running the 1099 Initialization utility only initializes for the active company. See the Deltek for Professional Services Online Help for more information.

## Verify 1099 Settings for Vendors

### To verify 1099 settings for vendors:

1. Click **Hubs » Firms » Accounting** tab.
2. Verify the amount in the **Paid This Year** field. This field includes the amount that you paid the vendor during the current calendar year (2018, in this case, which is the year for which you are producing the 1099 form).
3. Review amounts paid to vendors on the Voucher Ledger report. Click **Reporting » Accounts Payable » Voucher Ledger**.
4. If Deltek for Professional Services was installed mid-year and you did not enter historical amounts (or balances forward) in the **Paid This Year** field in the Vendor Hub, the balances may be incorrect. If you have not yet initialized, manually modify the **Paid This Year** field. If you have already initialized, modify the **Paid Last Year** field to reflect these balances.
5. Verify that the **1099 Required** option is selected, to indicate that Deltek for Professional Services should generate a 1099-MISC form for this vendor.
6. Verify that the **Federal ID** field is populated. You can enter a Taxpayer Identification Number (TIN) here or in the Form 1099 editor.
7. Review these settings for vendors on the Vendor List report. Click **Reporting » Firm » Firm List**. Select only Firms where the Firm Type = Vendor.
8. On the General tab of the Vendor Hub, verify that there is a **Primary Address** selected for this vendor. You must specify a primary address before you can process a Form 1099-MISC for a vendor.

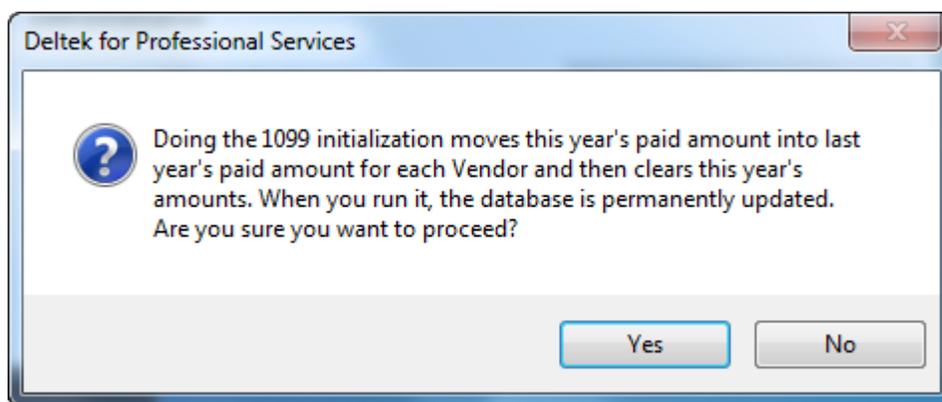
## Run the 1099 Initialization Utility

You can run the 1099 initialization while in the December 2018 accounting period or the January 2019 accounting period.

### To run the 1099 Initialization utility:

1. Click **Utilities » 1099 Initialization**.
2. After verifying the most recent 1099 initialization run, click **Initialize**.

The following message displays:



3. Click **Yes** to continue initialization.

## Audit Trial Implications

When the 1099 year is initialized, Deltek for Professional Services records the process on the Posting Log Review report. To see the report, click **Transaction Center » Posting Review Report**. The entry appears as a VI transaction type, indicating an audit log posting. This information is useful as an audit trail for all changes that updated your database in a specific period. The transaction appears from the period in which you performed the action.

## Verify Payments Utility

Use the Verify Payments utility after you generate a work file and before you print the 1099 forms for your vendors. The Verify Payments utility examines all vendors whose data matches all of the criteria for sending a 1099 form. The 1099 Verification report shows only those vendors who have a discrepancy between the total payments processed and the **Paid Last Year** field in the Firms Hub. If there are no vendors listed on the report, no discrepancies exist between the payments processed and the **Paid Last Year** field. Deltek recommends that you run this verification utility because the numbers that print on your 1099 forms may require that you modify numbers in the Firms Hub or through the Edit feature in Form 1099 Processing.

### To run the Verify Payments utility:

1. Click **Accounting » Form 1099 Processing**.
2. Click **Generate Work File**.
3. Click **OK**; then, click **OK**.
4. Select **Verify Payments**.
5. Select the **Starting** and **Ending Period** range.
6. Select the **Sort By** options.
7. Click **Preview** to see if there are any discrepancies for the vendors.
8. Determine the correct amount and update the vendor **Paid Last Year** field on the Accounting tab of the Firms Hub.
9. To review amounts paid to vendors, run the Voucher Ledger report (**Reporting » Accounts Payable » Voucher Ledger**).

## Form 1099 Processing

At year-end, you must provide a 1099 Form to any vendors to whom you paid more than a specified amount (as legislated). The 1099 Form displays the amount paid by your company to the vendor.

Distribute the five copies of this form as follows:

| Copy | Distribute to                                       |
|------|---|
| A    | Internal Revenue Service Center                     |
| B    | Recipient (vendor)                                  |
| C    | Payer, for the payer's records                      |
| 1    | State tax department                                |
| 2    | Recipient (vendor), for the recipient's state taxes |

## Printing Guidelines for 1099-MISC Forms

Deltek for Professional Services prints on the 1099-MISC Form exclusively. You can print the 2018 1099-MISC forms after installing the Year-End Update. You can also print 1099-MISC forms for prior years, if necessary.

Deltek performs all printing tests using Laser and Inkjet printers. Because Laser and Inkjet printers do not accommodate carbon copy forms, you can print only one copy of the 1099-MISC form during a single print run. Therefore, you must print multiple copies (see below).

Deltek recommends ordering 1099-MISC forms through supported Deltek vendors. See Chapter 2 for information about ordering forms.

## Printing a Test Run

Before you print a final set of 1099s, you should print a test run. The test run confirms that all of the 1099s print correctly and that all 1099s are properly aligned. Deltek recommends that you perform this step well in advance of your final 1099 run.

To print a test run, print the 1099s on plain paper and then hold the paper over the actual forms to verify the layout.

## Form 1099-MISC Processing Checklist

Refer to the following checklist to ensure that you perform all required 1099-MISC processing activities in the recommended order.

| Step | Description   | Done? |
|------|---|-------|
| 1.   | Enter vendor information on the Form 1099 Processing Form.  |       |
| 2.   | Enter the <b>Payer State Tax Identification Numbers</b> for state withholdings where state taxes were withheld for the vendors. |       |
| 3.   | Generate the 1099 work file to review the data to be used on the 1099.  |       |

| Step | Description  | Done? |
|------|--|-------|
| 4.   | Run the Verify Payments utility.                             |       |
| 5.   | If necessary, edit the work file using the Form 1099 Editor. |       |
| 6.   | Print or print preview 1099 forms for desired vendors.       |       |
| 7.   | If required, generate the Electronic Filing file.            |       |

## Print 1099-MISC Forms

### To print 1099-MISC forms:

1. Confirm that all Accounts Payable processing, adjustments, and Accounts Payable disbursements for the 2018 1099 year are complete.
2. Confirm that the 2018 Year-End Update is installed.
3. Create a backup of the database.
4. Click **Accounting » Form 1099 Processing**.
5. Select the appropriate **1099 Year** for processing. The 1099 generation process uses data for the 1099 year setting, so it is important to select the appropriate year prior to generating a 1099 work file.
6. Enter the **Payer** information, including the Payer's Federal identification number. The Federal Government assigns this number.
7. Verify the **Minimum Recipient** payments. Enter the minimum amount paid to a vendor to make it necessary to send the vendor a Form 1099.
8. Click **Generate Work File** to create a 1099 information file. Click **Yes** to confirm generating the work file.
9. After the work file generates, click **OK**. If a 1099 work file already exists for the selected 1099 year, Deltek for Professional Services asks if you want to overwrite the existing 1099 work file.
  - Click **Yes** to regenerate the 1099 work file for the selected 1099 year. Any manual edits made to the 1099 work file will be lost. Please note that this does not remove any actual Accounts Payable information, it only deletes the previously processed and manually edited 1099 work file.
  - Click **No** if you want to review the previously generated 1099 work file, including any manual edits made to the 1099 work file previously.
10. Select **Verify Payments**.
11. Select the **Starting** and **Ending Period** range.
12. Select the **Sort by** options.
13. Click **Preview** to review the report; when you are finished, click **Close** to close the preview.
14. Click **Print** to print the 1099-MISC form or click **Edit** to make additional adjustments to an individual vendor's 1099 information before printing.

## Multicompany

The 1099s are generated for vendors within the active company only; you must perform this process within each company.

## Form 1099 Processing Toolbar Options

| Toolbar Button            | Description   |
|---------------------------|---|
| <b>Generate Work File</b> | Click to generate a work file that contains a "snapshot" of all the pertinent 1099 data for the vendor processing.  |
| <b>Edit</b>               | Click to open the 1099 Form Editor, from which you can edit or print forms for individual vendors. This field is enabled after you successfully generate a work file. You can edit any data on this form by selecting the information and entering the changes. Use the record selector at the top of the form to scroll to the next vendor's 1099.   |
| <b>Electronic Filing</b>  | Click to open the Form 1099 Electronic Filing Reporting Form. This transfers the 1099 data from the work file into the IRSTAX file for electronic filing to the Federal government.   |
| <b>Verify Payments</b>    | Use the Verify Payments option to review vendors who have a discrepancy between processed payments for 2018 and the amount that currently displays in the <b>Paid Last Year</b> field in the Firms Hub.   |
| <b>Print</b>              | Click to preview or print 1099s for all vendors in the work file not marked on the Form 1099 Editor to be excluded from 1099 reporting. Options are: <ul style="list-style-type: none"> <li>▪ <b>Advanced Printing</b> — Select to open the Form 1099 Advanced Printing Options and set layout, sort, and margin options.</li> <li>▪ <b>Preview 1099 Form</b> — Select to open the 1099 form in a preview page window. From this window you can review, download, print, or email the report using preview page options.</li> <li>▪ <b>Print 1099 Form</b> — Select to open the Print dialog box and select your printing options.</li> </ul> |

## Printing Multiple Copies

To print the 1099s multiple times:

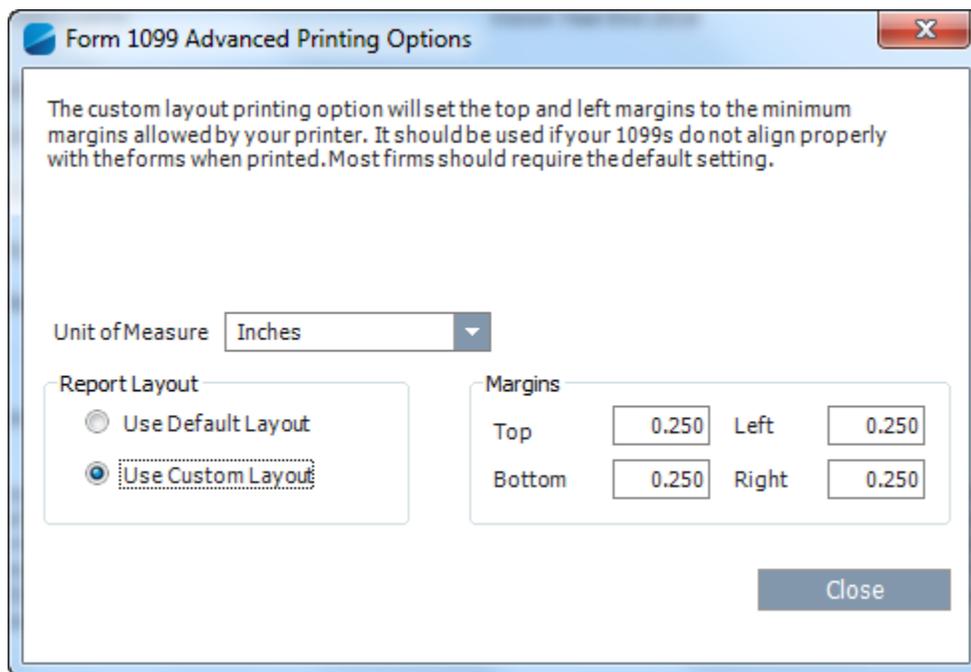
1. Click **Accounting » Accounts Payable » Form 1099 Processing**.
2. Click **Print » Print 1099 Form**.
3. On the Print dialog box, select the **Number of copies to print** option and specify the number that you need.

## Form 1099 Advanced Printing Options

When printing your company's 1099 forms, you can use the Advanced Printing Options dialog box to adjust margins if the forms do not align properly.

To access this dialog box, click **Accounting » Accounts Payable » Form 1099 Processing**, and select **Print » Advanced Printing** from the toolbar. This allows you to adjust the 1099 layout to fit the actual 1099-MISC form to your printer.

If you have alignment issues, you can change the margin settings. Select **Use Custom Layout** and specify the new margins. Custom margin settings only apply if the **Use Custom Layout** option is selected. If you do not have alignment issues, you can use the **Default Layout** option. You can also specify the **Unit of Measure**. See the example below.



**If you continue to have alignment issues:**

1. Re-load the reports to confirm that you are working with the current forms.
2. Click **Utilities » Report Administration**.
3. On the Load Reports tab, set the **Report Type** to **Standard**.
4. Select the **Delete existing reports in each folder before loading** option.
5. Click **Load Reports**.

## 1099 Work File Tips

- You can re-generate the work file for the selected 1099 year at any time by selecting **Generate Work File** again. If you do this, Deltek for Professional Services overwrites all of the 1099 information (created the last time you generated the 1099 work file), including overriding any manual changes made using the Form 1099 Editor in the previously generated in the 1099 work file.
- If you generate a 1099 work file prior to completing all Accounts Payable processing in the current 1099 year, you must generate a new 1099 work file to include any updates since the last time the file was generated (to include the updated information). If you do not re-generate the work file, your changes will not be reflected in the current 1099 work file unless you manually update the information via the Form 1099 Editor.

- **Gross Proceeds paid to Attorney** box 14 and **Rents** box 1, you must enter these amounts manually on the 1099-MISC form. Deltek for Professional Services currently only prints amounts in Box 7.
- Currently, Deltek for Professional Services only prints the 1099-MISC form.
- If, after reporting the 1099s to the Government, you realize that you must void a 1099, you can use the **Void** option at the top of the Form 1099 Editor.
- If you select the **Exclude this vendor from 1099 reporting** option on the Form 1099 Editor form, Deltek for Professional Services does not include the 1099 Form in the work file. This may be useful if there are any miscellaneous vendors with Accounts Payable information that you do not need to report.

## Electronic Filing for 1099s

### Federal Electronic Filing

Deltek for Professional Services 1099s Electronic Filing conforms to Federal Electronic Filing guidelines and for the states that comply with these guidelines.

**Note:** See the electronic filing guidelines at <http://www.irs.gov> and <http://www.ssa.gov>.

### Transfer 1099 Information to Electronic Filing Format

#### To transfer 1099 information to electronic filing format:

1. Complete the steps in the “Print 1099-MISC Forms” section.
2. Click **Accounting » Accounts Payable » Form 1099 Processing » Electronic Filing**.
3. Verify that all 1099 information generated for the vendors is correct. If necessary, manually edit the 1099 work file. Deltek for Professional Services does not verify the accuracy of information in the 1099 work file. You must review all 1099 information and make any necessary changes for individual vendors using the Form 1099 Editor prior to creating the Electronic Filing file.
4. Select **Electronic Filing** on the Form 1099 Processing toolbar. Deltek for Professional Services displays the Form 1099 Electronic Filing dialog box. See the field descriptions in the table below.
5. Enter the active company’s information in the fields on the Form 1099 Electronic Filing Form.
6. When you finish, click **Create File**.
7. When the export completes, Deltek for Professional Services displays a dialog box that indicates the number of records exported. Click **OK** and wait for the File Download dialog box to display.
8. When the File Download dialog box displays, choose a location to save the file, then click **Save**. After the download is complete, click **Cancel** to close out of the Electronic Filing window.

Do not change the name of this file, which should be **IRSTAX**. Refer to IRS Government publications for additional information.

## Form 1099 Processing Toolbar Options

| Toolbar Option                          | Description   |
|---|---|
| <b>Processing 1099 Year</b>             | This field displays the <b>1099 Processing Year</b> that was selected when the work file was created.   |
| <b>File Name</b>                        | Enter the name and path of the Electronic Filing file. The default name for this file is <b>IRSTAX</b> .  |
| <b>Contact Name</b>                     | Enter the name of the person to be contacted by the Government concerning processing questions.   |
| <b>Contact Phone Number</b>             | Enter the contact's telephone number, including area code.  |
| <b>Contact Phone Extension</b>          | Enter the contact's phone extension.  |
| <b>Contact Email Address</b>            | Enter the contact's email address.  |
| <b>Transmitter Control Code</b>         | Enter the five-digit number that the Internal Revenue Service provided for use in Electronic Filing reporting.  |
| <b>Transmitter Media Number</b>         | When filing by Electronic Filing, enter the number used to identify a particular piece of media. If the media number is not available, this field can stay empty.                   |
| <b>Payer Name Control</b>               | Enter this information from the label on the 1099 package that is mailed to most Payers each December. If the <b>Payer Name Control</b> is unavailable, this field can stay empty.  |
| <b>Payer Office Code</b>                | Enter the office code, if any, of the Payer.  |
| <b>Last Filing Indicator</b>            | Select this option if this is the last year that the Payer and this tax identification number combination are filing information returns electronically, magnetically, or on paper. |
| <b>Test File Indicator</b>              | Select this option if this is a test file.  |
| <b>Replacement File Indicator</b>       | Select this option if this file is sent as a replacement for a file that the IRS/MCC notified you cannot be processed, or that the FIRE System rejects under File Status.           |
| <b>File Name for a Replacement File</b> | If an electronic file is rejected under File Status, enter the original or correct electronic file name assigned by the IRS electronic FIRE System.                                 |
| <b>Replacement Alpha Character</b>      | This field is required for replacement files. Enter the character that is after the <b>TCC</b> number on the Media Tracking slip (Form 9267).                                       |

| Toolbar Option     | Description  |
|--------------------|--|
| <b>Create File</b> | Click this button to create the file you will send to the Government. Deltek for Professional Services creates the file in the location specified in the <b>File Name</b> field. |
| <b>Cancel</b>      | Click this button to cancel without creating the file.   |

## Chapter 8: Payroll

**Warning:** Perform the procedures in this chapter only **after** you complete all Payroll processing for 2018.

### Payroll Checklist

Refer to the following checklist to ensure that you perform all required Payroll activities in the recommended order.

| Step | Description  | Done? |
|------|--|-------|
| 1.   | Complete all Payroll year-end payment processing and adjustments for 2018.   |       |
| 2.   | Create a backup of the database.   |       |
| 3.   | Install Deltek for Professional Services 2018 Year-End Update.<br><b>For Deltek First Deltek for Professional Services Essentials SaaS</b> customers, the Year-End Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Deltek for Professional Services Essentials SaaS organizations. |       |
| 4.   | Verify withholdings and contributions to be reset for the new W-2 year.  |       |
| 5.   | Run the Open New W-2 Quarter utility. Since Deltek for Professional Services is in the 4th quarter, it automatically opens a new W-2 Quarter/Year.   |       |
| 6.   | Run Form W-2 Processing.   |       |
| 7.   | Confirm W-2 totals in Deltek for Professional Services.  |       |
| 8.   | Print W-2s. If applicable, generate the Electronic Filing file.  |       |
| 9.   | Generate the W-3 Worksheet to fill out the W-3 form manually.  |       |

### Payroll Year-End Processing and Adjustments

With multi-period processing, Payroll is accessible in prior periods. **Once the New W-2 Quarter/Year is opened, regular type Payroll runs, regardless of the period/year in which they are processed, are associated with the new W-2 quarter/year.** For this reason, it is important that you not open the New W-2 quarter/year until all Payroll payment processing and Payroll adjustments are completed in the prior year first.

### Updating the FICA Tax Rates and Wage Base

Deltek recommends that you use the **System** method for the FICA Withholdings (FICA-OASDI and FICA-HI). To review the FICA withholding codes, click **Settings » Payroll » Withholding Codes**. The FICA Old-Age, Survivors, and Disability Insurance (FICA-OASDI) wage base is \$132,900 for 2019. To receive

the updated FICA tax rates and wage base limits, you must install the Deltek for Professional Services Year-End Update. After the Year-End Update is installed, no manual changes are necessary for FICA withholdings. See “Installing the 2018 Year-End Update” on page 8 for related information.

## Verifying that Withholding and Contribution Limits Will Be Reset for the New W-2 Year

You must verify withholding and contribution codes if their values should be reset to zero for the new calendar year. If you do not reset the limits, Deltek for Professional Services continues to accumulate amounts withheld until the limit is reached, instead of starting at zero for the new calendar year. For example, 401(k) plan limits and amounts should generally be reset each year.

**To reset limits for withholding and contribution codes:**

1. Click **Settings » Payroll » Withholding Codes**.
2. Edit withholding codes and then select **Reset limit at time of W-2 initialization**.
3. Click **Save**.
4. Repeat steps 1-3 for the contribution codes.

## Verifying the 401(k) Withholding Code Limit

The 401(k) limit can be set as a default for all employees in the **Overall limit** field on the 401(k) withholding code. By using this option, you do not have to add this limit to each employee's Hub record. However, for employees who have a separate limit, you can enter it on that employee's record (click **Hub » Employees » Payroll** tab, and use the Withholding grid). The amount that you enter in the **Limit** column on the employee record overrides the **Overall** limit on the 401(k) withholding code in Settings.

- For employees under the age of 50, the 2019 401(k) limit is \$19,000.
- For employees over age 50 who want to do catch-up, the 2019 401(k) limit is \$25,000.

**Note:** For more information about withholdings and contributions, see the Deltek for Professional Services Online Help.

For more information on 401(k) limits, see the IRS website at: <http://www.irs.gov/>.

## Verify the Default 401(k) Limit in Settings

**To verify the default 401(k) limit:**

1. Click **Settings » Payroll » Withholding Codes**.
2. Select the line for 401(k).
3. Click **Edit**.
4. Review the limit in the **Overall Limit** field for all employees who use this withholding code and change it if necessary.
5. Click **Save**.

## Verify an Employee's 401(k) Limit in the Employee Hub

### To verify an individual employee's 401(k) limit:

1. Click **Hubs » Employee » Payroll** tab.
2. Select the withholding code.
3. Review the amount in the **Limit** column and change it if necessary.
4. Click **Save**.

## Link 401(k) Withholding Codes

Deltek for Professional Services can accommodate a combined limit for two separate withholding codes. If the employees have two 401(k) withholdings for example, one 401(k) is a percentage, and another 401(k) is a flat amount, you can link this limit for a combined limit for both withholdings.

### To link 401(k) withholdings:

1. Click **Settings » Payroll » Withholding Codes**.
2. Select the withholding code that you want to link to.
3. Click **Edit**.
4. Click the **Link to calculate Overall Limit** option.
5. Click the Find icon to link the other withholding code. See the following example.

The screenshot shows the 'Payroll Withholding Setup' dialog box. The 'Overall Limit' section is highlighted with a red box, containing the following options:

- Default withholding for new employees
- Inactivate when processing payroll
- Exclude 401(k) amounts
- Exclude cafeteria plan amounts
- Reset limit at time of W-2 initialization
- Default withholding amount to zero for bonus payroll
- Print on paycheck

The 'Additional Deductions from Wages' table is empty. The 'Deduct before calculating withholding' section has a 'Taxable Benefit' checkbox.

## Opening a New W-2 Quarter/Year

You must open a new W-2 quarter/year after the last Payroll and all absence adjustments of 2018 have been completed, and before processing the first Payroll of 2019.

You must open a New W-2 quarter/year to track any data accumulated by Deltek for Professional Services Payroll. When you do so, Deltek for Professional Services resets all employees' year-to-date Payroll information to zero and starts tracking Payroll data for the new calendar year.

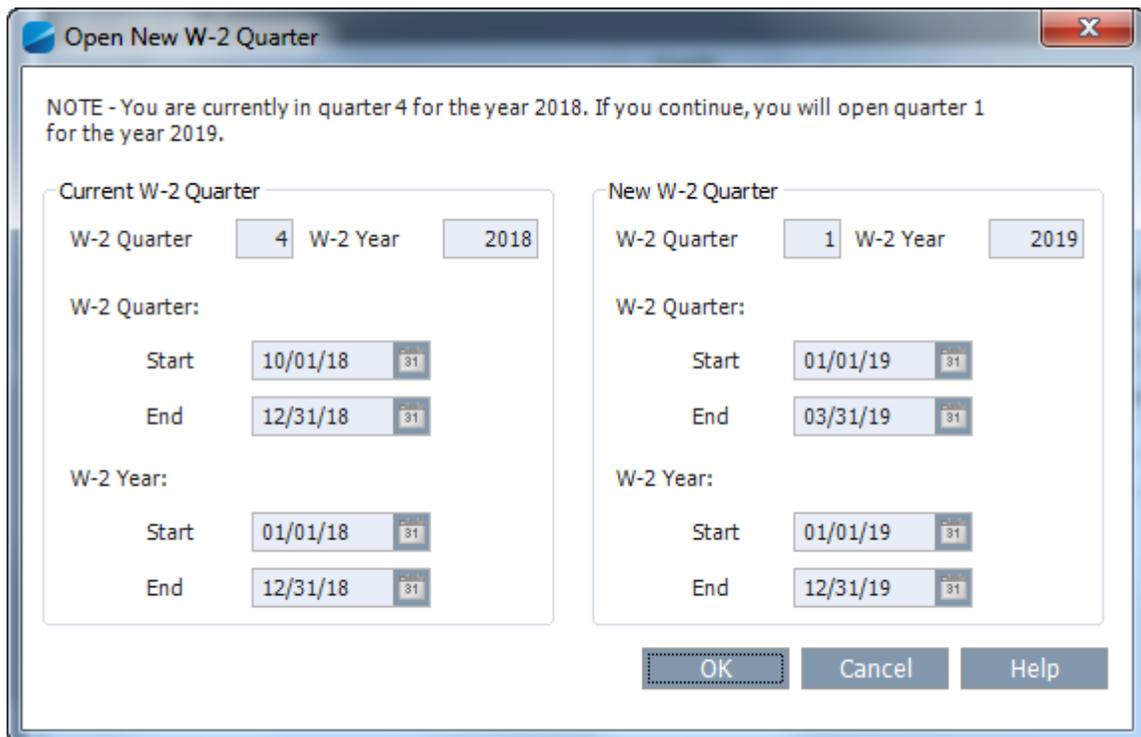
Perform the Open New W-2 Quarter/Year procedure only once. If you perform this step more than once, it will be necessary to restore from a backup copy of your database. The Open New W-2 Quarter/Year utility displays the date on which it was last run; please make note of that date.

### Multicompany

You must run the Open New W-2 Quarter/Year utility separately for each company. This utility only initializes for the active company. See the Deltek for Professional Services Online Help for more information.

### To open a new W-2 Quarter/Year:

1. Click **Utilities » Open New W-2 Quarter**. Deltek for Professional Services displays a dialog box reflecting the current and next applicable W-2 Quarter/Year. See the example below.
2. After verifying the dates, click **OK**.



## Audit Trail Implications

When you open a new W-2 quarter, Deltek for Professional Services records the opening of the quarter on the Posting Log Review report (**Transaction Center » Posting Review Report**). The entry appears as an **AL** transaction type, indicating an audit log posting. This information is useful as an audit trail for all

changes that updated your database during a specific period. The transaction appears in the period in which the action was performed.

## Form W-2 Processing Checklist

Refer to the following checklist to ensure that you perform all required W-2 processing activities in the recommended order.

| Step | Description   | Done? |
|------|---|-------|
| 1.   | Enter employee information on the Form W-2 Processing Form.   |       |
| 2.   | Enter the employer state tax identification numbers for state withholdings where state taxes were withheld for the employees. |       |
| 3.   | Generate the W-2 work file to review the data that will be used on the W-2.   |       |
| 4.   | If necessary, edit the work file using the Form W-2 Editor.   |       |
| 5.   | Print or print preview W-2 forms for desired employees.   |       |
| 6.   | If required, generate the Electronic Filing file.   |       |
| 7.   | Generate the W-3 Worksheet to fill out the W-3 form manually.   |       |

## Form W-2 Processing

The W-2s are used to report each employee's earnings and tax withholdings for the calendar year. Almost all firms use six-part W-2s. Distribute the six copies as follows:

| Copy | Distribute to  |
|------|--|
| A    | Social Security Administration                               |
| B    | The employee, for the employee's federal tax return          |
| C    | The employee, for the employee's records                     |
| D    | The employer, for the employer's records                     |
| 1    | The employee, for the employee's state, city, or local taxes |
| 2    | The employer, for the employer's state, city, or local taxes |

## W-2 Processing Guidelines

The IRS requires that you file a W-2 for an employee if your firm paid the employee any amount during the year, or if you withheld income tax, Medicare, or Social Security for the employee.

When an employee leaves the firm, your firm is obligated to supply the employee with a W-2 within 30 days if the employee requests one. You can produce W-2s at any time during the year without affecting the database. You can print W-2s for as many or as few employees as needed.

## W-2 Printing Guidelines

Deltek for Professional Services prints on the W-2 form 2-per-page form or the 2-Up form exclusively. Print the 2018 W-2 forms after installing the Year-End Update. You can also print W-2 forms for prior years, if necessary. Deltek performs all printing tests using Laser and Inkjet printers. Because Laser and Inkjet printers do not accommodate carbon copy forms, you can print only one copy of the W-2 form during a single print run. Therefore, you must print multiple copies (see below).

Deltek recommends ordering W-2 forms through supported Deltek vendors. See Chapter 2 for information about ordering forms.

## Printing a Test Run

Before printing a final set of W-2s, you should print a test run. The test run confirms that all of the W-2s print correctly and that all W-2s are properly aligned. Deltek recommends that you perform this step well in advance of your final W-2 run. To print a test run, print the W-2s on plain paper, and then hold the paper over the actual forms to verify the layout.

## Printing W-2 Forms

### To print W-2 forms:

1. Confirm that all Payroll processing and adjustments for the 2018 W-2 year are complete.
2. Confirm that the 2018 Year-End Update is installed. To do this, click **Help » About » Details**, and verify that it displays **Deltek for Professional Services 2018 Year-End Update**.
3. Create a backup of the database.
4. Click **Human Resources » Payroll » Form W-2 Processing**.
5. Select the appropriate **W-2 Year** for processing. The **Processing W-2** year field defaults to the W-2 year currently open. W-2 generation process uses data from the W-2 year setting, so it is important to select the appropriate year prior to generating a W-2 work file.
6. Enter the **Employer** information and verify the **FICA** settings for the W-2 year.
7. Select **State IDs** from the toolbar. See the field descriptions in the table below.
8. Click **Insert** to enter the State and the Employer's State Tax I.D. for all states for which you have withheld state taxes for employees. Click **Close**.

**Warning:** Deltek for Professional Services checks the **FICA Taxable** and **Withheld** amounts when generating the W-2 work file. If the amounts in Box 4 (Social Security Tax Withheld) and Box 6 (Medicare Tax Withheld) do not equal the amount expected based on actual taxable earnings times the appropriate percentages in the FICA settings, Deltek for Professional Services displays a warning message.

If this warning displays, you should investigate the reason for the difference between the actual and expected amounts and take the appropriate steps to resolve the discrepancy. If necessary, you can use the Form W-2 Editor to change the values only in the employee's W-2 form. See the Deltek for Professional Services Online Help for more information.

9. Select **Generate Work File** to create a W-2 work file. Click **Yes** to confirm generating the work file.
10. Once completed, click **OK**. If a W-2 work file already exists for the selected W-2 year, Deltek for Professional Services asks if you want to overwrite the existing W-2 work file.
  - Click **Yes** to regenerate the W-2 work file for the selected W-2 year. Any manual edits made to the W-2 work file will be lost. Please note that this does not remove any actual Payroll information, it only deletes the previously processed and manually edited W-2 work file.
  - Click **No** to review the previously generated W-2 work file, including any manual edits made to the W-2 work file previously.
11. Click **Print** to preview or print the W-2 form, or click **Edit** to make additional adjustments to an individual employee's W-2 information.

### Multicompany

Because W-2s are generated for an employee within the active company only, you must perform this process within each company.

## Form W-2 Processing Toolbar Options

| Toolbar Option            | Description  |
|---------------------------|--|
| <b>Generate Work File</b> | Select to generate a work file that contains a "snapshot" of all the pertinent W-2 data from the employee payrolls.  |
| <b>Edit</b>               | <p>Select to open the W-2 Form Editor, to edit or print forms for individual employees. This field is only enabled after you have successfully generated a work file. You can edit any data on this form by selecting the information and entering the desired changes. Use the record selector at the top of the form to scroll to the next employee's W-2.</p> <p>Make sure to reprint the W-3 worksheet if you make manual edits to the W-2 work file. Please note that changes made to the W-2 work file only affect the work file, and do not affect the General Ledger, the actual employee Payroll records on file, or the quarter-to-date Payroll reports.</p> |
| <b>Electronic Filing</b>  | Select to open the Form W-2 Electronic Filing Reporting form, which you use to transfer W-2 data from the work file into the W2REPORT file for electronic filing to the Federal Government. Electronic Filing W-2 (EFW2) reporting is not available for clients in Puerto Rico, the US Virgin Islands, Guam, or American Samoa.  |
| <b>State IDs</b>          | Select to open the State ID List, to insert state tax identification numbers for states which state taxes were withheld from the employees. Deltek recommends that you establish an ID for each state withholding on file. Be sure to complete this step <b>before</b> generating a W-2 work file.   |
| <b>Print</b>              | <p>Preview or print W-2s for all employees in the work file not flagged on the Form W-2 Editor to be excluded from W-2 reporting. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Advanced Printing</b> — Select to open the Form W-2 Advanced Printing Options and set layout, sort, and margin options.</li> </ul>  |

| Toolbar Option | Description   |
|----------------|---|
|                | <ul style="list-style-type: none"> <li>▪ <b>Preview W-2 Form</b> — Select to open the W-2 form in a preview page window. From this window you can review, download, print, or email the report using preview page options.</li> <li>▪ <b>Print W-2 Form</b> — Select to open the Print dialog box and select your printing options.</li> <li>▪ <b>Preview W-3 Worksheet</b> — Select to open the W-3 Worksheet in a preview page window. From this window you can review, download, print, or email the report using preview page options.</li> <li>▪ <b>Print W-3 Worksheet</b> — Select to open the Print dialog box and select your printing options.</li> </ul> |

## Printing Multiple Copies

To print the W-2s multiple times:

1. Click **Human Resources » Payroll » Form W-2 Processing**.
2. Click **Print » Print W-2 Form**.
3. On the Print dialog box, specify the **Number of copies to print**.

## Form W-2 Advanced Printing Options

When printing the W-2 forms, you can use the Advanced Printing Options dialog box to adjust margins. To access this dialog box, click **Human Resources » Payroll » Form W-2 Processing** and then click **Print » Advanced Printing** on the toolbar. This allows you to adjust the W-2 layout to best fit the actual W-2 form to your printer.

- If you have alignment issues, select **Use Custom Layout** and specify the margins to customize the printing. Custom margin settings apply only if the **Use Custom Layout** option is selected.
- If you do not have alignment issues, you can use the **Default Layout** option. This is also where you can specify the **Unit of Measure** and the different sorting options. See the example below.
- If you continue to have alignment issues:
  1. Re-load the reports to confirm that you are working with the current forms.
  2. Click **Utilities » Report Administration**.
  3. On the Load Reports tab, set the **Report Type** to **Standard**.
  4. Select the **Delete existing reports in each folder before loading** option.
  5. Click **Load Reports**.

## W-2 Work File Tips

You can re-generate the work file for the selected W-2 year at any time by selecting **Generate Work File** again. If you do this, Deltek for Professional Services overwrites all of the W-2 information (created the last time you generated the W-2 work file), including overriding any manual changes made using the Form W-2 Editor in the previously generated in the W-2 work file.

If you generate a W-2 work file prior to completing all Payroll processing in the current W-2 year, you must re-generate a new W-2 work file to include any updates since the last time the file was generated, to include the updated information. Otherwise, these changes will not be reflected in the current W-2 work file without manually updating this information in the Form W-2 Editor.

If, after reporting the W-2s and W-3 to the Government you realize that you must void a W-2, you can select the **Void** option at the top of the Form W-2 Editor.

If you select the **Exclude this employee from W-2 reporting** field at the top of the Form W-2 Editor form, Deltek for Professional Services does not include the W-2 Form in the work file. This may be useful if there are any miscellaneous employees with Payroll information that you do not need to report.

## Electronic Filing for W-2s

### Federal Electronic Filing

Deltek for Professional Services W-2 Electronic Filing (EFW2) conforms to Federal Electronic Filing guidelines and for the states that comply with these guidelines.

**Note:** For additional information, see the section “Changes and Ordering for the 1099-MISC and W-2 Forms”, or see the electronic filing guidelines at <http://www.irs.gov/> and <http://www.ssa.gov>.

## Transfer W-2 Information to Electronic Format (EFW2)

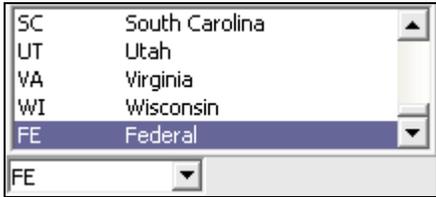
To transfer W-2 information to electronic format:

1. Follow steps 1 through 9 in the “Printing W-2 Forms” section.
2. Click **Human Resources » Payroll » Form W-2 Processing**.
3. Verify that all W-2 information generated for your employees is correct. If necessary, manually edit the W-2 work file.
4. Deltek for Professional Services does not verify the accuracy of information in the W-2 work file. You must review all W-2 information and make any necessary changes for individual employees using the Form W-2 Editor prior to creating the Electronic Filing (EFW2) file.
5. On the Form W-2 Processing toolbar, select **Electronic Filing**. Deltek for Professional Services displays the Form W-2 Electronic Filing form. See the field descriptions in the table below.
6. Enter your company’s information in the fields on the Form W-2 Electronic Filing form.
7. Select the **Electronic Filing Type**. For example, select **FE** for Federal, then select the appropriate state for the file, in a separate run.
8. When finished, select **Create File**.
9. When export of the file is complete, Deltek for Professional Services displays a dialog box that indicates the number of records exported. Click **OK** and wait for the File Download dialog box to display.
10. When the File Download dialog box displays, choose a location to save the file, then click **Save**.
11. Once the download is completed, click **Cancel** to close out of the Electronic Filing window. Do not change the name of this file, which should show a file name of **W2REPORT**.

**Note:** See "SSA Publication Number 42-007 Specifications for Filing Forms W-2 Electronically (EFW2)" for additional information.

## Form W-2 Electronic Filing

| Field  | Description   |
|--|---|
| <b>Processing W-2 Year</b>                   | This field displays the <b>W-2 Processing Year</b> that was selected when the work file was created.  |
| <b>File Name</b>                             | Enter the name and path of the Electronic Filing file. The default name for this file is <b>W2REPORT</b> .  |
| <b>User ID</b>                               | Enter the <b>User ID</b> (Personal Identification Number (PIN)) field. This user identification is provided by the Social Security Administration, for the person responsible for the file and attesting to its accuracy. Typically, this is the same individual who signs the attestation statement on the Form W-3. |
| <b>Contact Name</b>                          | Enter the name of the person to be contacted by the Social Security Administration (SSA) concerning processing questions.   |
| <b>Contact Phone Number</b>                  | Enter the contact's telephone number, including area code.  |
| <b>Contact Phone Extension</b>               | Enter the contact's phone extension, if necessary.  |
| <b>Contact Email</b>                         | Enter the contact's email address, if any. This field is required if you select <b>1</b> from the <b>Preferred Method of Notification Code</b> field.   |
| <b>Contact FAX</b>                           | Enter the contact's FAX number, including area code. This field is for United States and United States territories only.  |
| <b>Preferred Method of Notification Code</b> | Select one of the following codes to indicate how you would like to be contacted with questions: <ul style="list-style-type: none"> <li>▪ <b>1</b> — Email/Internet</li> <li>▪ <b>2</b> — Postal Service</li> </ul>   |
| <b>Resub Indicator</b>                       | Select this option if the file is being resubmitted.  |
| <b>Resub WFID</b>                            | If you selected the <b>Resub Indicator</b> option, enter in this field the <b>WFID</b> (Wage File Identifier) displayed on the notice sent to you by the Social Security Administration.  |
| <b>Terminating Business Indicator</b>        | Select this option if you terminated your business during this tax year.  |

| Field                                | Description   |
|--------------------------------------|---|
| <b>Electronic Filing Type</b>        |  <p>In addition to Federal (FE), Deltek for Professional Services currently supports the following states for Electronic Filing (EFW2) format: AL, AR, CO, CT, DC, DE, GA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NJ, NM, OH, OR, PA, RI, SC, UT, VA, WI, and WV.</p> |
| <b>State Employer Account Number</b> | If you selected a state in the <b>Electronic Filing Type</b> field, enter the identification number assigned to you by your state for the purpose of filing wage and tax reports to State or Local Government Taxing agencies.  |
| <b>Create File</b>                   | Select to create the file you will send to the Social Security Administration. Deltek for Professional Services creates the file in the location specified in the <b>File Name</b> field.   |
| <b>Cancel</b>                        | Select to cancel without creating the file.   |

## Process a Bonus Payroll

To process a bonus Payroll for an employee, Deltek for Professional Services increases an employee's gross pay, and applies the appropriate withholding amounts for the taxes. There are two different ways to process a bonus payroll:

- **Option A** — Use Gross Pay or Net Pay
- **Option B** — Use Other Pay

You should process a taxable bonus before opening the new W-2 Year and before applying the Year-End Update Cumulative Update.

### Example

In the following example, we will process a bonus Payroll. The procedure includes the following steps:

- Step I: Set Up or Verify a General Ledger Account
- Step II: Set Up or Verify Default Bonus using Gross Pay (Option A)
- Step III: Set Up or Verify an Other Pay (Option B)
- Step IV: Verify the Withholding and Contribution Codes
- Step V: Determine if Check or Direct Deposit
- Step VI: Processing the Bonus Payroll

## Step I: Set Up or Verify a General Ledger Account

### To set up or verify a General Ledger account:

1. Click **Settings » Accounting » Chart of Accounts**.
2. In the **Find** field, click the drop down arrow. Review the current accounts to see if you have existing accounts that can be used for this bonus Payroll or if you need to set up a new General Ledger account.
3. If you need to set up a new General Ledger account, click **+New Account**. Deltek for Professional Services displays a blank form for creating a new record.
  - a. Enter an account name.
  - b. In the **Account Number** field, enter an indirect account (a 700.00 level account from the Standard Chart of Accounts).
  - c. Enter the **Type** of account. In this example, we will use a 730.00 account named Bonus. See the example below.
  - d. In this example we are selecting the account type of **Indirect**. However, you should check with your tax advisor for the correct account type to use for recording this bonus.
  - e. Click **Save**.

The screenshot shows the 'Accounts' search results in the Deltek software. At the top, there is a search bar with 'All' and '730.00' filters. Below the search bar, the results are displayed in a table. The table has three columns: 'Number', 'Type', and 'Status'. The first row shows '730.00' under 'Number', 'Indirect' under 'Type', and 'Active' under 'Status'. Below the table, there is a section for 'Cash Basis Account' with the value 'None'.

| Number | Type     | Status |
|--------|----------|--------|
| 730.00 | Indirect | Active |

Cash Basis Account  
None

## Step II: Set Up or Verify a Bonus using Gross Pay – Option A

When processing a Run Type of Bonus, you can use the **Gross Pay** field or the **Net Pay** field for the bonus pay amount. If you choose this option (Option A), follow the items below for Step II. If you want to use an Other Pay for the bonus pay amount option (Option B), skip to Step III.

### To set up or verify a bonus using gross pay:

1. Click **Settings » Payroll » General** tab.
2. In the **Bonus Cost** section, enter the indirect account enter 730.00 (the account specified in Step I for the General Ledger account). For access to the Account List Lookup, click the Find icon in this account field.
3. In this example we are selecting the account type of **Indirect**. However, you should check with your tax advisor for the correct account to use for recording this bonus.
4. In the **Project** field, enter an overhead project number (and phase or task if required). For access to the Project List Lookup, click the Find icon in this field.

- Click **Save**. See the example below.

**Payroll Setup**

Save Help

General **Checks** FICA Other Pay Setup

Current W-2 Year: 2018 Current W-2 Quarter: 4

Payroll Frequency: Semi-monthly

Bank Code: Baybank - Corporate

Post net payroll directly to bank

Salaries Payable Account: 231.00

|            | Account | Project    | Phase | Task |
|------------|---------|------------|-------|------|
| Bonus Cost | 703.01  | 0000001.00 | 000   |      |

Direct deposit for bonus/adjustments

Allow changes to payroll history

Enable date ranges for regular hours and overtime hours

Allow Project's tax locale to be overridden on timesheet

### Step III: Set Up or Verify an Other Pay – Option B

When processing the bonus run, you can use the Other Pay field for the bonus pay amount. If you choose this option (Option B), follow the items below for Step III. If want to use a Run Type of Bonus, using the Gross Pay or Net Pay for the bonus pay amount (Option A), return to Step II.

#### To set up or verify a bonus using other pay:

- Click **Settings » Payroll » Other Pay Setup** tab.
- In the **Other Pay** sections enter or verify one of the five **Other Pay** fields and enter a description such as Bonus.
- In the indirect account enter 730.00 (the account specified in Step I for the General Ledger account). For access to the Account List Lookup, click the Find icon in this account field.
- In this example we are selecting the account type of **Indirect**. However, you should check with your tax advisor for the correct account to use for recording this bonus.
- In the **Project** field, enter an overhead project number (and phase or task if required). For access to the Project List Lookup, click the Find icon in this field.
- Click **Save**. See the example below.

### Step IV: Verify the Withholding and Contribution Codes

When processing with a Run Type of Bonus, only the Withholding and Contribution codes selected to be applied during a Bonus Payroll will be calculated on the Bonus Payroll run. When using an Other Pay for the bonus, you can have Deltek for Professional Services calculate on a Bonus run type or a Regular run type. If you specify a Regular run type, Deltek for Professional Services calculates all of the normal withholdings and contributions on the Payroll run.

**To verify the withholding and contribution codes:**

1. Click **Settings » Payroll » Withholding Codes**.
2. Select the **Withholding Code** that you want to view.
3. For any withholdings not to be calculated on this bonus run, select the **Default to zero for bonus** option. See the example below.

| Se | Code       | Description             | Credit Account | Type       | Method     | Locale | Amount/percent | Wage base | Overall limit | Default for new employees           | Inactivate               | Exclude 401(k)           | Exclude cafeteria        | Reset limit                         | Default to zero for bonus           | Print                               |
|----|------------|-------------------------|----------------|------------|------------|--------|----------------|-----------|---------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 10 | 125/CAFE   | 125/cafeteria           | 235.00         | Cafeteria  | Amount     |        |                |           |               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20 | 401K       | 401 (k)                 | 237.00         | 401(k)     | Percentage |        | 15.0000        |           |               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30 | FICA - HI  | FICA - HI               | 232.00         | FICA-HI    | System     |        |                |           |               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 30 | FICA-OASDI | FICA - OASDI            | 232.00         | FICA-OASDI | System     |        |                |           |               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 40 | FEDERAL    | Federal                 | 233.00         | Federal    | System     | FE     |                |           |               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 50 | CA         | California State Tax    | 234.00         | State      | System     | CA     |                |           |               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 50 | CT         | Connecticut State Tax   | 234.00         | State      | System     | CT     |                |           |               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 50 | MA         | Massachusetts State Tax | 234.00         | State      | System     | MA     |                |           |               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 70 | BC/BS      | Blue Cross Blue Shield  | 236.00         | Other      | Amount     |        | 36.0000        |           |               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 70 | BENEFIT    | Benefit                 | 703.02         | Other      | Amount     |        |                |           |               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

4. Repeat steps 1–3 for each withholding code you do not want to deduct during the Bonus Payroll run.
5. Click **Save**.
6. If Contribution Codes are applicable, click **Settings » Payroll » Contribution Codes**.
7. Select the **Contribution Code** that you want to view.

8. For any contributions not to be calculated on this bonus run, select the **Default to zero for bonus** option.
9. Repeat steps 6–8 for each contribution code that you do not want to deduct during the Bonus Payroll run.
10. Click **Save**.

## Step V: Determine if Check or Direct Deposit

By default, the Bonus Payroll run prints checks.

### To specify that bonus checks are to be direct deposited:

1. Click **Settings » Payroll » General** tab.
2. Select the **Direct deposits for bonus / adjustments** option.
3. Click **Save**.

## Step VI: Processing the Bonus Payroll

### To process the bonus payroll:

1. Click **Human Resources » Payroll » Payroll Processing** to start a new Payroll run.
2. Select **New** to open a new run or, if you previously worked on the run, select it and click **Open**. The run opens on the Payroll Processing form.
3. Enter the **Check** and **Payroll Dates** that this run covers.
4. Set the **Run Type** to **Bonus**. Deltek for Professional Services defaults the **Process Type** to **Manual Select**. You can only run a Bonus Payroll for manually selected employees. When using an Other Pay type for the bonus, Deltek for Professional Services can calculate a Bonus type or a Regular type. However, for a Regular run type, Deltek for Professional Services calculates all of the normal withholdings and contributions on the Payroll run. If your Role security allows, you can specify the W2 Quarter and Year for the Bonus run's check date.

In the **Find** field, enter the employee name or ID, or click the Find icon to search for the employee's record. If an employee is already selected in another pending Payroll run, you cannot include that employee in this bonus run until the prior pending run is completed.

5. Select the **Include in Run** option. See the example below.

The screenshot shows the 'Payroll Processing' application window for 'Run Number 110'. The 'Employee Review' tab is selected. A red box highlights the 'Include in Run' checkbox, which is checked. The employee name is 'Employee 012362 Snow, Apple'. The 'Regular' field is set to 0.00, and the 'Total' field is also 0.00. The 'Bank Code' is 'BayBank Payroll Checking'. The 'Pay Rate' is 0.00 per Hour. The 'Overtime Percent' and 'Overtime-2 Percent' are both 0.00. The 'Gross Pay' is 0.00, and the 'Net Pay' is 0.00. The 'Net to Gross' checkbox is checked. Below these fields are sections for 'HSA', 'Health Allowanc', 'Auto Allowance', 'Bonus', and 'Taxable Benefit', all with 0.00 values. A 'Withholdings' table is shown with columns for Code, Method, Suppress, Amount/Perce, Current, and Override. It lists BCBS, FEDERALCB, FICAHI, and MEDICARE, all with 0.00 in the Current column. A 'Contributions' table is also visible below the withholdings table.

6. Enter the bonus pay amount in one of the following fields:

- **Option A**

- **Gross Pay** field — If you enter the bonus pay amount in the **Gross Pay** field, Deltek for Professional Services posts the amount to the account specified in the **Bonus Cost** field from Step II. Deltek for Professional Services records the pay as Bonus Pay for the employee.
- **Net Pay** field — If you select the **Net to Gross** option, you can enter an amount in the **Net Pay** field and Deltek for Professional Services automatically calculates the **Gross Pay**, **Withholding**, and **Contributions** amounts. Deltek for Professional Services records the pay as Bonus Pay for the employee.

- **Option B**

- **Other Pay** field — If you enter the bonus pay amount in one of the **Other Pay** fields, Deltek for Professional Services records the pay as Other Pay for the employee.

7. Verify and modify the employee's withholding and contribution information. Only withholdings and contributions set up to be applied during bonus Payrolls have associated amounts. See Step IV for additional information. Federal Withholding taxes calculate at a higher rate with bonus

Payrolls. For additional information, review the Deltek for Professional Services Online Help or review the “Why is the Federal Withholding so high for the bonus run?” section in the *Deltek for Professional Services Frequently Asked Questions* document.

8. Click **Save**.
9. If more than one employee was selected for this process, use the arrow buttons to scroll to the next record. Repeat the preceding steps for each employee to be included.
10. Click **Process » Draft Run**. Review the Draft Payroll Journal for this bonus Payroll run and then close the report.
11. Modify any bonus paychecks or direct deposits as needed.
12. Click **Process » Payroll Checks**. Click **Yes** and click **Yes** again to continue.
13. Select **Preview Checks**, and then select **Print Checks** if applicable.
14. Select **Assign Numbers**, enter the check or direct deposit number, select **Assign**, and then click **Yes**.
15. Select **Post**, click **Yes**, and then click **OK**.
16. If applicable, process the Payroll direct deposits for this bonus run.

## Additional Taxable Income in the Form of a Benefit

To process additional taxable income in the form of a benefit, Deltek for Professional Services increases an employee’s gross pay, applying the appropriate withholding for any selected Federal (including FICA), State, City and Local taxes. This is also known as an “in and out” pay; the employee does not receive the amount of the benefit, although taxable earnings are increased by the amount of this benefit.

Because the following procedures combine the additional taxes with those withheld from the standard Payroll check or direct deposit amount, you should process this taxable benefit income **before** completing the final payroll for 2018.

### Example

A company car, moving expenses, or life insurance premiums over \$50,000 are examples of this type of benefit. In the following example, we will process a company car benefit. The procedure includes the following steps:

- Step I: Set Up or Verify a General Ledger Account
- Step II: Set Up or Verify a Withholding Code
- Step III: Set Up or Verify an Other Pay
- Step IV: Update the Employee Hub record
- Step V: Processing the Taxable Benefit
- Step VI: After Processing
- Step VII: Reclassify the Payroll Expense to Recognize the Original Expense

### Step I: Set Up or Verify a General Ledger Account

**To set up or verify a General Ledger account:**

1. Click **Settings » Accounting » Chart of Accounts**.

2. In the **Find** field, review the current accounts to see if you have existing accounts that can be used for this taxable benefit or if you need to set up a new General Ledger account.
3. If you need to set up a new General Ledger Account, click **New Account**. Deltek for Professional Services displays a blank form for creating a new record.
  - a. In the **Account Number** field, enter a liability account (a 200.00 level account from the Standard Chart of Accounts).
  - b. In the **Name** field, enter an account name.
  - c. Specify the **Type** of account.
  - d. Click **Save**. In this example, we use a 240.00 account named Benefit Income.
4. In this example, we are selecting the account type of **Liability**. You should check with your tax advisor for the correct account to use for recording this benefit.

Accounts All ▾ Find account ◀ 36 of 100+ ▶

**Benefit Income**  
240.00

---

GENERAL

|                         |                          |                         |
|-------------------------|--------------------------|-------------------------|
| <b>Number</b><br>240.00 | <b>Type</b><br>Liability | <b>Status</b><br>Active |
|-------------------------|--------------------------|-------------------------|

General Ledger Properties

Report Detail  
Show Detail

5. Enter an indirect account (a 700.00 level account from the Standard Chart of Accounts) in the **Account Number** field and an account name in the **Name** field. Then specify the **Type** of account. In this example, we will use a 720.00 account named Misc Payroll Expenses. See the example below.
  - To have the amount from the indirect go to the standard payroll expense account, for example the Job Cost Variance account, review the account at **Settings » Accounting » Company » Posting** tab, **Labor Credit** account.
  - In this example we are selecting the account type of **Indirect**. You should check with your tax advisor for the correct account to use for recording this benefit.

Accounts All ▾ 729 ◀ 1 of 1 ▶

**Misc Payroll Expenses**  
729.00

---

GENERAL

|                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| <b>Number</b><br>729.00 | <b>Type</b><br>Indirect | <b>Status</b><br>Active |
|-------------------------|-------------------------|-------------------------|

General Ledger Properties

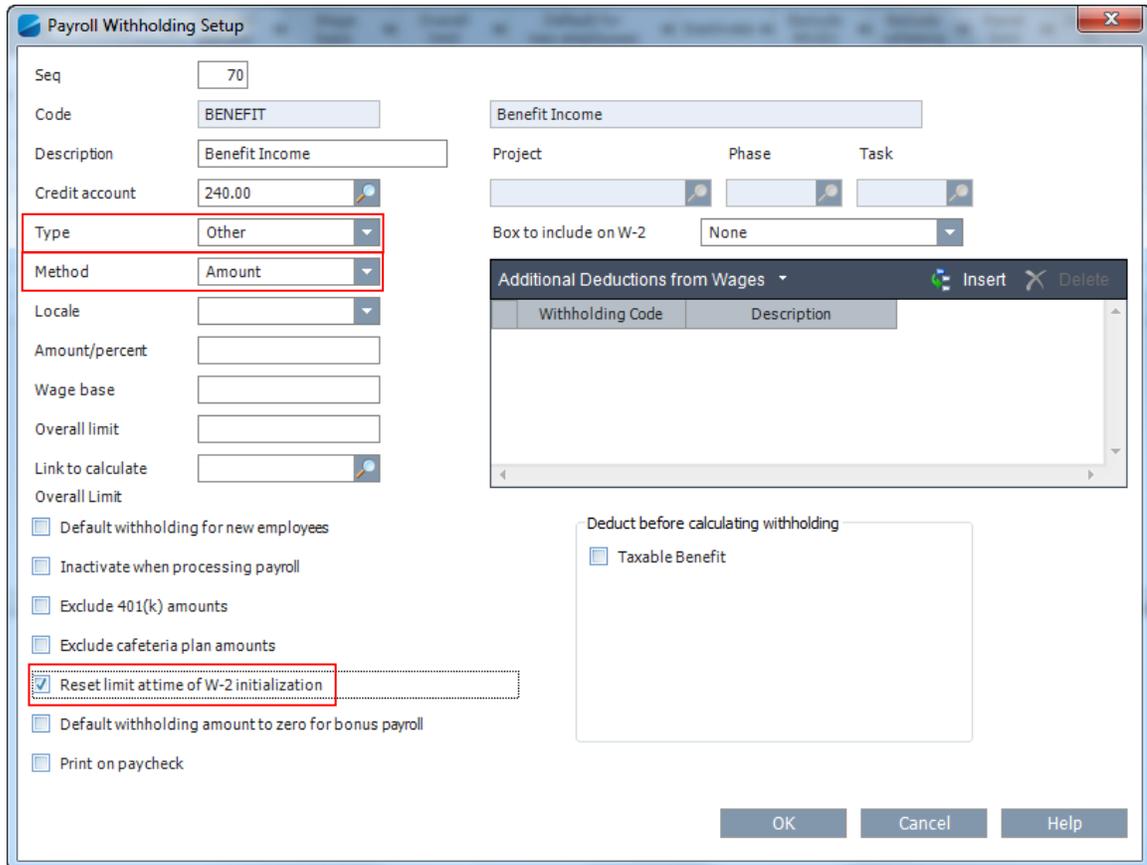
Report Detail  
Show Detail

6. Click **Save**.

## Step II: Set Up or Verify a Withholding Code

### To set up a withholding code:

1. Click **Settings » Payroll » Withholding Codes**.
2. Click Insert and then enter a sequence number that is higher than the 401k, Cafeteria, Federal and FICA and State Withholding codes. For our example, enter Seq 70. See the example below.
3. For our example, enter **Benefits** in the **Code** field. Then enter a description of the withholding code, for example Benefit Income, in the **Description** field.
4. In the **Credit Account** field, enter 240.00 (the account entered in Step I for the General Ledger account). For access to the Account List Lookup, click the Find icon in this credit account field. In this example we are selecting the liability account of 240.00. However, there can be benefits for which you will want to use the same account for the other pay and the withholding code, to create a washing entry for the liability and indirect accounts. Check with your tax advisor for the correct accounts to use for recording this benefit.
5. In the **Type** field, select **Other** from the drop-down list.
6. In the **Method** field, select **Amount** from the drop-down list.
7. Select one of the following actions:
  - If the taxable benefit amount varies among employees, leave the **Amount/percent** field blank. Enter the amount for each employee in the Employee Hub.
  - If the taxable benefit amount is the same for all employees, enter the value in the **Amount/percent** field.
8. Select the **Reset limit at time of W-2 Initialization** option.



9. Click **OK**, then click **Save**.
10. Verify with your taxing authority whether or not this Withholding code needs to be added to the W-2. If so, select the area of the W-2 and the specific reporting code.

### Step III: Set Up or Verify the Other Pay

#### To set up the other pay:

1. Click **Settings » Payroll » General » Other Pay Setup** tab.
2. Select one of the five Other pays, and enter a description in the **Label** field. For our example, we will use Benefit.
3. In the **Account** field, enter indirect account 720.00 (the account entered in Step I for the General Ledger account). To access the Account List lookup, click the Find icon.
4. In this example we are selecting the indirect account of 720.00. However, there can be benefits for which you want to use the same account for the other pay and the withholding code, to create a washing entry for the liability and indirect accounts. Check with your tax advisor for the correct accounts to use for recording this benefit.
5. To have the amount from the indirect expense go to the standard Payroll expense account, for example the Job Cost Variance account (703.00), review the account at **Settings » Accounting » Company » Posting** tab, **Labor Credit** account.

6. In the **Project** field, enter an overhead project number (and phase or task if required). For access to the Project List lookup, click the Find icon in this field.
7. Click **Save**.

## Step IV: Update the Employee Hub Record

### To update the Employee Hub record:

1. Click **Hubs » Employees » Payroll** tab.
2. In the **Find** field, enter the employee name or ID, or click the Find icon to search for the employee's record.
3. In the **Benefit other pay** field, enter the value of the benefit. In this example, we entered \$1,000.00. This step increases the gross pay for the employee.
4. Under the Withholding grid, click **Insert** to add the Benefit withholding code entered in Step II. This ensures that the employee does not receive the taxable benefit amount of \$1,000.00 as extra pay, yet is taxed on this benefit.
5. Select one of the following actions:
  - To add the taxable income amount to the employee, select the Benefits withholding code created in Step II. Change the **Method** to **Amount**, and in the **Amount/Percent** field, enter \$1,000.00. This entry directs Deltek for Professional Services to withhold the benefit.
  - If you entered an amount for the Benefits withholding code in Step II, confirm that the **Method** of **System** is showing in the withholding grid.
6. Click **Save**.
7. Repeat Steps 1–6 for each employee who is to receive this taxable benefit.

## Step V: Processing the Taxable Benefit

### To process the taxable benefit:

1. Click **Human Resources » Payroll » Payroll Processing** to start a new payroll run.
2. Click **New** to open a new run.
3. Enter the **Check** and **Payroll Dates** that this run covers.
4. Set the **Run Type** to **Regular**.
5. Set the **Process Type** to **Manual**.
6. Select the **W-2 Quarter** and **W-2 Year**.
7. Verify that Deltek for Professional Services is in the period in which this benefit needs to be posted.
8. If this is a direct deposit employee, select the **Create checks instead of direct deposit for this run** option, if necessary.
9. In the **Find** field, enter the employee name or ID, or click the Find icon to search for the employee's record. If an employee is already selected in another pending Payroll run, you cannot include that employee in the bonus run until the pending run completes.
10. Select the **Include in Run** option. The following example shows the net pay and total withholdings **before** adding the Benefits withholding and taxable Benefit income.

Chapter 8: Payroll

General Employee Review

Include in Run Employee 00014 Barrett, Tina

|            | Regular  | Overtime | Overtime-2 | Total    | Bank Code  |
|------------|----------|----------|------------|----------|--|
| Time Hours | 50.00    | 0.00     | 0.00       | 50.00    | Baybank - Corporate                                    |
| Pay Hours  | 50.00    | 0.00     | 0.00       | 50.00    | Pay Rate 5,000.00 per Period                           |
| Gross Pay  | 5,000.00 | 0.00     | 0.00       | 5,000.00 | Overtime Percent 150.00 Overtime-2 Percent 0.00        |
|            |          |          |            |          | Net Pay 3,003.27 <input type="checkbox"/> Net to Gross |

Taxable Benefit: 0.00

| Code       | Method | Suppress                 | Amount/Perce | Current  | Override                 |
|------------|--------|--------------------------|--------------|----------|--------------------------|
| 125/CAFE   | Amount | <input type="checkbox"/> | 30.0000      | 0.00     | <input type="checkbox"/> |
| FEDERAL    | System | <input type="checkbox"/> |              | 1,351.27 | <input type="checkbox"/> |
| FICA - HI  | System | <input type="checkbox"/> |              | 72.50    | <input type="checkbox"/> |
| FICA-OASDI | System | <input type="checkbox"/> |              | 310.00   | <input type="checkbox"/> |
| Σ          |        |                          |              | 1,996.73 |                          |

After applying the Benefit other pay and Benefits withholding code, the net pay decreases and total withholdings increase.

See the example below. Notice the FICA-HI calculation was \$72.50 before and \$87.00 after. The difference is \$14.50 which is 1.45% \* \$1,000. FICA-OASDI was \$310.00 before and \$372.00 after. The difference is \$62 or 6.2% \* \$1,000. We have accomplished the goal of taxing this benefit.

Payroll Processing

Save New Delete Run Open Employees View Process Help

<Run Number 3>

General Employee Review

Include in Run Employee 00014 Barrett, Tina

|            | Regular  | Overtime | Overtime-2 | Total    | Bank Code  |
|------------|----------|----------|------------|----------|--|
| Time Hours | 50.00    | 0.00     | 0.00       | 50.00    | Baybank - Corporate                                    |
| Pay Hours  | 50.00    | 0.00     | 0.00       | 50.00    | Pay Rate 5,000.00 per Period                           |
| Gross Pay  | 5,000.00 | 0.00     | 0.00       | 5,000.00 | Overtime Percent 150.00 Overtime-2 Percent 0.00        |
|            |          |          |            |          | Net Pay 2,873.77 <input type="checkbox"/> Net to Gross |

Taxable Benefit: 1,000.00

| Code       | Method | Suppress                 | Amount/Perce | Current  | Override                            |
|------------|--------|--------------------------|--------------|----------|-------------------------------------|
| BENEFIT    | System | <input type="checkbox"/> |              | 1,000.00 | <input checked="" type="checkbox"/> |
| FEDERAL    | System | <input type="checkbox"/> |              | 1,351.27 | <input checked="" type="checkbox"/> |
| FICA - HI  | System | <input type="checkbox"/> |              | 87.00    | <input checked="" type="checkbox"/> |
| FICA-OASDI | System | <input type="checkbox"/> |              | 372.00   | <input checked="" type="checkbox"/> |
| Σ          |        |                          |              | 3,126.23 |                                     |

11. Click **Save**.

12. If more than one employee was selected, use the arrow buttons to scroll to the next record. Repeat the preceding steps for each employee to be included.
13. Click **Process » Draft Run**. Review the Draft Payroll Journal and then close the report.
14. Modify any paychecks or direct deposits as needed.
15. Click **Process » Payroll Checks**. Click **Yes**, and click **Yes** again to continue.
16. Select **Preview Checks**, and select **Print Checks**, if applicable.
17. Select **Assign Numbers**, enter the check or direct deposit number, select **Assign**, and click **Yes**.
18. Select **Post**, click **Yes**, and click **OK**.
19. If applicable, process the Payroll direct deposits for this run.

## Step VI: After Processing

This example was for a one-time process. After the Benefit income has been processed, you must enter 0 (zero) in the **Other Pay Benefit** field on the Payroll tab of the Employee Hub before processing the next Payroll run.

The alternative is to set up a recurring process. For example, you might use a recurring process for living expenses. To do this, set up a prorated amount in one of the Other pay Benefit fields on the Payroll tab of the Employee Hub.

The benefit for the employer is that paychecks have less fluctuation because Deltek for Professional Services calculates the benefit on each check for each pay period, rather than in one lump sum. The benefit for the employee in prorating the amount over several pay periods is that the amount of tax withheld is less noticeable because it is spread over several months.

## Step VII: Reclassifying the Payroll Expense to Recognize the Original Expense

To prevent Deltek for Professional Services from recognizing the benefit as an additional Payroll expense, a Journal Entry is recommended. You would do this if, for example, in Step III on the other pay the indirect account used was the standard Payroll expense account, such as the Job Cost Variance account (703.00).

### To reclassify this Payroll expense:

1. Click **Transaction Center » Transaction Entry**.
2. From the drop-down list for the **Transaction Type** field, select **Journal Entries**.
3. Click **New**. A New File dialog box displays.
4. Enter a file name (for example, Payroll Expense) and the **End Date**, then click **OK**. The Journal Entry File form displays. (Do not select **Recurring** unless you want to pro-rate the amount, as discussed in Step VI.)
5. Enter a reference number, date, and description.
6. In the **Type** field, select either **Accrual** or **Accrual and Cash**. (This depends on whether your firm is using Cash Basis Accounting.)
7. To move the Payroll expense from the Job Cost Variance Account using an Overhead Project, enter the value of the benefit. In this example, we entered \$1000.00 in the **Debit** field for account 240.00 (the account entered in Step I for the General Ledger account). For access to the Account

List lookup, click the Find icon in this field. Then enter 1000.00 in the **Credit** field for account 703.00 (Job Cost Variance Account). This will offset the debit to 703.00 that Payroll produced.

8. To verify the Job Cost Variance Account, click **Settings » Accounting » Company » Posting** tab, **Labor Credit** account. With the additional **Other Pay** fields, you can use an **Other Pay** field specifically for this purpose. You can map an **Other Pay** field to the same account specified in the withholding for the benefit. Then the other pay and withholding will net to zero on the General Ledger.
9. Click **File » Control Totals**, verify and update the amounts, click **OK**, and then click **Save**.
10. Click **Transaction Center » Transaction Posting**, select this journal entry batch, and then select **Post**.

## Additional Part Taxable Income in the Form of a Benefit

To process additional part taxable income in the form of a benefit, Deltek for Professional Services increases an employee's gross pay, applying the appropriate withholding for any selected Federal (including FICA), State, City and Local taxes. This is also known as an "in and out" pay, because the employee does not receive the amount of the benefit, although their taxable earnings for the selected taxes are increased by the amount of this benefit.

Because the following procedures combine the additional taxes with those withheld from the standard Payroll check or direct deposit, you should process this part taxable benefit income before completing the final Payroll for 2018.

### Example

In the following example, we will process a third party sick pay benefit. The procedure includes the following steps:

- Step I: Set Up or Verify a General Ledger Account
- Step II: Set Up or Verify a Withholding Code
- Step III: Set Up or Verify an Other Pay
- Step IV: Update Tax Withholding Codes to be considered Non-Taxable
- Step V: Update the Employee Hub Record
- Step VI: Processing the Part Taxable Benefit.
- Step VII: After Processing
- Step VIII: Reclassify the Payroll Expense to Recognize the Original Expense

### Step I: Set Up or Verify a General Ledger Account

**To set up a General Ledger account:**

1. Click **Hubs » Accounts » Chart of Accounts**.
2. In the **Find** field, click the dropdown arrow. Review the current accounts to see if you have existing accounts that can be used for this part taxable benefit or if you need to set up new General Ledger accounts.

3. If you need to set up a new General Ledger Account, click **New » New Account**. Deltek for Professional Services displays a blank form for creating a new record.
  - a. In the **Account Number** field, enter a liability account (a 200.00 level account from the Standard Chart of Accounts).
  - b. In the **Name** field, enter an account name.
  - c. Specify the **Type** of account.
  - d. Click **Save**. In this example, we will use 240.00 account named Benefit Income.
4. In this example, we are selecting the account type of liability. You should check with your tax advisor for the correct account to use for recording this benefit.
5. In the **Account Number** field, enter an indirect account (a 700.00 level account from the Standard Chart of Accounts).
6. In the **Name** field, enter an account name.
7. Specify the **Type** of account. In this example, we will use a 720.00 account named Misc Payroll Expenses. See the example below.
8. To have the amount from the indirect go to the standard Payroll expense account, for example the Job Cost Variance account, review the account at **Settings » Accounting » Company » Posting** tab, **Labor Credit** account.
9. In this example, we are selecting the account type of **Indirect**. You should check with your tax advisor for the correct account to use for recording this benefit.

The screenshot shows the 'Accounts' form in Deltek. The title bar says 'Accounts' with a search icon and '729'. Below the title bar, there is a text input field containing 'Misc Payroll Expenses' and a numeric input field containing '729.00'. To the right of these fields are 'Save' and 'Cancel' buttons. Below the input fields, there are two tabs: 'GENERAL' (selected) and 'SORT/SELECT'. Under the 'GENERAL' tab, there is a table with three columns: 'NUMBER \*', 'TYPE \*', and 'STATUS \*'. The first row of the table has the values '729.00', 'Indirect', and 'Active'. The 'TYPE \*' cell is highlighted with a yellow background.

10. Click **Save**.

## Step II: Set Up or Verify a Withholding Code

### To set up a withholding:

1. Click **Settings » Payroll » Withholding Codes**.
2. Click **Insert** and then enter a sequence number that is higher than the 401k, Cafeteria, Federal and FICA and State Withholding codes. For our example, enter **Seq 70**. See the example below.
3. For our example, enter **Benefits** in the **Code** field, and a description of the withholding code, such as **Benefit Income**, in the **Description** field.
4. In the **Credit Account** field, enter 240.00 (the account entered in Step I for the General Ledger account). To access the Account List Lookup, click the Find icon in this field.

5. In this example we are selecting the liability account of 240.00. However, there can be benefits for which you will want to use the same account for the other pay and the withholding code, to create a washing entry for the liability and indirect accounts. Check with your tax advisor for the correct accounts to use for recording this benefit.
6. In the **Type** field, select **Other** from the drop-down list.
7. In the **Method** field, select **Amount** from the drop-down list.
8. Select one of the following actions:
  - If the part taxable benefit amount varies among employees, leave the **Amount/percent** field blank. You can enter the amount for each employee in the Employee Hub.
  - If the part taxable benefit amount is the same for all employees, enter the value in the **Amount/percent** field.
9. Select the **Reset limit at time of W-2 Initialization** option.
10. Click **OK**.
11. Click **Save**.
12. Verify with your taxing authority whether or not this withholding code needs to be added to the W-2. If so, select the area of the W-2 and the specific reporting code.

## Step III: Set Up or Verify the Other Pay

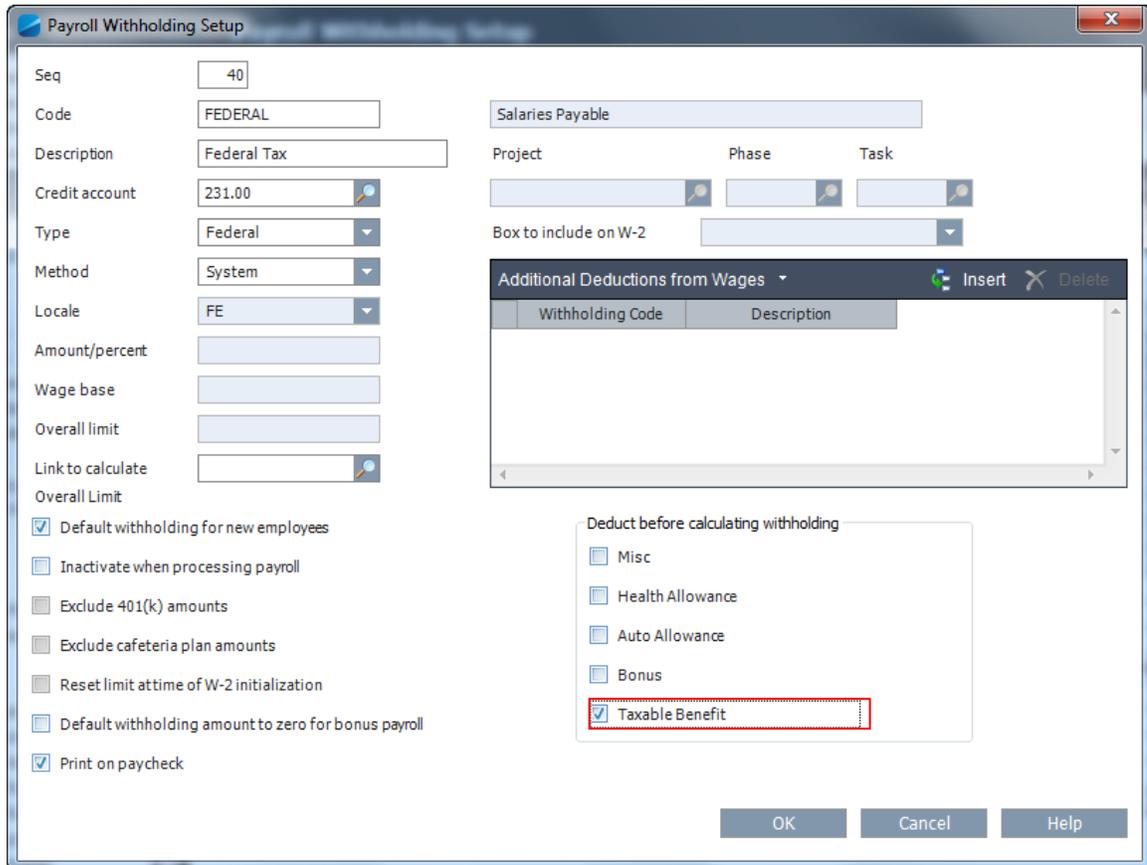
### To set up the other pay:

1. Click **Settings » Payroll » General » Other Pay Setup** tab.
2. Select one of the five Other Pays and enter a description in the **Label** field. For our example, we will use Benefit.
3. In the **Account** field, enter an indirect account enter 720.00 (the account entered in Step I for the General Ledger account). For access to the Account List Lookup, click the Find icon in this field.
4. In this example we are selecting the indirect account of 720.00. However, there can be benefits for which you will want to use the same account for the other pay and the withholding code, to create a washing entry for the liability and indirect accounts. Check with your tax advisor for the correct accounts to use for recording this benefit.
5. To have the amount from the indirect expense go to the standard Payroll expense account, for example the Job Cost Variance account (703.00), review the account at **Settings » Accounting » Company » Posting** tab, **Labor Credit** account.
6. In the **Project** field, enter an overhead project number (and phase or task if required). For access to the Project List Lookup, click the Find icon in this field.
7. Click **Save**.

## Step IV: Update Tax Withholding Codes to be considered Non-Taxable

### To update the tax withholding codes to be considered non-taxable:

1. Click **Settings » Payroll » Withholding Codes**.
2. In the Withholding grid, select the first tax withholding code to be considered non-taxable. For our example, select the **Federal Withholding code** row and then click **Edit**.
3. On the Payroll Withholding Setup dialog, select the **Benefit other pay** (entered in Step III above) in the **Deduct before calculating withholding** section. Deltek for Professional Services deducts this part taxable pay from the employee's gross wages before calculating the additional withholdings. See the example below.



4. Click **OK** to save the change.
5. Repeat steps 1–4 for any applicable Federal (including FICA) State, City, or Local tax Withholding codes that are not to be taxed against this part taxable benefit income amount.
6. Click **Save**.

## Step V: Update the Employee Hub Record

### To update the employee record:

1. Click **Hubs » Employees » Payroll** tab.
2. In the **Find** field, enter the employee name or ID or click the Find icon to search for the employee's record.
3. In the **Benefit other pay** field, enter the value of the benefit. In this example, we entered \$1,000.00. This step increases the gross pay for the employee.
4. Under the Withholding grid, click **Insert** to add the Benefit withholding code entered in Step II. This ensures that the employee does not receive the part taxable benefit amount of \$1,000.00 as extra pay, yet is taxed as selected on this benefit.
5. Select one of the following actions:
  - To add the part taxable income amount to the employee, select the Benefits withholding code created in Step II. Change the **Method** to **Amount**, and in the **Amount/percent** field, enter \$1,000.00. This entry directs Deltek for Professional Services to withhold the benefit.

- If you entered an amount for the Benefits withholding code in Step II, confirm that the **Method** is set to **System** (as shown in the withholding grid).
6. Click **Save**.
  7. Repeat steps 1–6 for each employee that is to receive this part taxable benefit.

## Step VI: Processing the Part Taxable Benefit

### To process the part taxable benefit:

1. Click **Human Resources » Payroll » Payroll Processing** to start a new Payroll run.
  2. Click **New** to open a new run.
  3. Enter the **Check** and **Payroll Dates** that this run covers.
  4. Set the **Run Type** to **Regular**.
  5. Select a **Process Type** of **Manual**.
  6. Select the **W-2 Quarter** and **W-2 Year**.
  7. Verify that Deltek for Professional Services is in the period in which this benefit needs to be posted.
  8. If this is a direct deposit employee, select the **Create checks instead of direct deposit for this run** option, if necessary.
  9. In the **Find** field, enter the employee name or ID, or click the Find icon to search for the employee’s record.
- If an employee is already selected in a pending Payroll run, you cannot include that employee in this bonus run until the pending run completes.
10. Select the **Include in Run** option.

The following example shows the net pay and total withholdings before adding the Benefits withholding and part taxable Benefit income.

Employee Review: Employee 00014 Barrett, Tina

Include in Run

|            | Regular  | Overtime | Overtime-2 | Total    | Bank Code   |
|------------|----------|----------|------------|----------|---|
| Time Hours | 50.00    | 0.00     | 0.00       | 50.00    | Baybank - Corporate                               |
| Pay Hours  | 50.00    | 0.00     | 0.00       | 50.00    | Pay Rate: 5,000.00 per Period                     |
| Gross Pay  | 5,000.00 | 0.00     | 0.00       | 5,000.00 | Overtime Percent: 150.00 Overtime-2 Percent: 0.00 |
|            |          |          |            |          | Net Pay: 3,003.27 Net to Gross                    |

Taxable Benefit: 0.00

| Withholdings |        |                          |              |          |                          |  |
|--------------|--------|--------------------------|--------------|----------|--------------------------|--|
| Code         | Method | Suppress                 | Amount/Perce | Current  | Override                 |  |
| 125/CAFE     | Amount | <input type="checkbox"/> | 30.0000      | 0.00     | <input type="checkbox"/> |  |
| FEDERAL      | System | <input type="checkbox"/> |              | 1,351.27 | <input type="checkbox"/> |  |
| FICA - HI    | System | <input type="checkbox"/> |              | 72.50    | <input type="checkbox"/> |  |
| FICA-OASDI   | System | <input type="checkbox"/> |              | 310.00   | <input type="checkbox"/> |  |
| Σ            |        |                          |              | 1,996.73 |                          |  |

After you enter the Benefit other pay amount and the Benefits withholding code amount, the net pay decreases and total withholdings increase. Except for the Federal Withholding, where this was selected as non-taxable, this amount stayed the same. See the example below.

Note the Federal Withholding calculation. It was \$1,351.27 before and \$1,351.27 after, with a difference of zero. We have accomplished the goal of not taxing the Federal Withholding for this benefit amount and the other taxes calculated as desired.

General Employee Review

Include in Run Employee 00014 Barrett, Tina

|            | Regular  | Overtime | Overtime-2 | Total    | Bank Code  |
|------------|----------|----------|------------|----------|--|
| Time Hours | 50.00    | 0.00     | 0.00       | 50.00    | Baybank - Corporate                                    |
| Pay Hours  | 50.00    | 0.00     | 0.00       | 50.00    | Pay Rate 5,000.00 per Period                           |
| Gross Pay  | 5,000.00 | 0.00     | 0.00       | 5,000.00 | Overtime Percent 150.00 Overtime-2 Percent 0.00        |
|            |          |          |            |          | Net Pay 2,873.77 <input type="checkbox"/> Net to Gross |

Taxable Benefit 1,000.00

| Code       | Method | Suppress                 | Amount/Perce | Current  | Override                 |
|------------|--------|--------------------------|--------------|----------|--------------------------|
| BENEFIT    | System | <input type="checkbox"/> |              | 1,000.00 | <input type="checkbox"/> |
| FEDERAL    | System | <input type="checkbox"/> |              | 1,351.27 | <input type="checkbox"/> |
| FICA - HI  | System | <input type="checkbox"/> |              | 87.00    | <input type="checkbox"/> |
| FICA-OASDI | System | <input type="checkbox"/> |              | 372.00   | <input type="checkbox"/> |
| Σ          |        |                          |              | 3,126.23 |                          |

11. Click **Save**.
12. If you selected more than one employee, use the arrow buttons to scroll to the next record. Repeat the steps above for each employee to be included.
13. Click **Process » Draft Run**. Review the Draft Payroll Journal for this Payroll run, then close the report.
14. Modify any paychecks or direct deposits as needed.
15. Click **Process » Payroll Checks**, click **Yes**, and click **Yes** again.
16. Select **Preview Checks**, and select **Print Checks**, if applicable.
17. Select **Assign Numbers**.
18. Enter the **Check / Direct Deposit** number, click **Assign**, and click **Yes**.
19. Select **Post**, click **Yes**, and click **OK**.
20. If applicable, process the Payroll direct deposits for this run.

If this Benefit other pay will be used as a taxable pay in the future. Deltek recommends that you clear this Benefit other pay in the tax Withholding codes selected in Step IV.

## Step VII: After Processing

This example was for a one-time process. After the Benefit income has been processed, enter **0** (zero) in the **Other Pay Benefit** field on the Payroll tab of the Employee Hub before processing the next Payroll run.

The alternative is to set up a recurring process. Short-term disability is one example where a recurring process might be useful. To do this, set up a prorated amount in one of the Other pay **Benefit** field on the Payroll tab of the Employee Hub.

The benefit for the employer is that paychecks have less fluctuation because Deltek for Professional Services calculates the benefit on each check for each pay period, rather than in one lump sum. The benefit for the employee in prorating the amount over several pay periods is that the amount of tax withheld is less noticeable as it is spread over several months.

## Step VIII: Reclassifying the Payroll Expense to Recognize the Original Expense

To prevent Deltek for Professional Services from recognizing the benefit as an additional Payroll expense, a Journal Entry is recommended. You might reclassify an expense if, for example, you used the Job Cost Variance account in Step III.

### To reclassify this Payroll expense:

1. Click **Transaction Center » Transaction Entry**.
2. In the **Transaction Type** field, select **Journal Entries** from the drop-down list.
3. Click **New**. A New File dialog box displays.
4. Enter a file name (for example Payroll Expense).
5. Specify the **End Date**.
6. Click **OK**. The Journal Entry File form displays. (Do not select **Recurring** unless you are prorating the amount, as discussed in Step VII.)
7. Enter a **Reference number**, **Date**, and **Description**.
8. In the **Type** field, select either **Accrual** or **Accrual and Cash**. (This depends on whether or not your firm is using Cash Basis Accounting.)
9. To move the Payroll expense from the Job Cost Variance Account using an Overhead Project, enter 1000.00 (the value of the benefit) in the **Debit** field for account 240.00 (the account entered in Step I for the General Ledger account). For access to the Account List Lookup, click the Find icon in this field. Then enter 1000.00 in the **Credit** field for account 703.00 (Job Cost Variance Account). This will offset the debit to 703.00 that Payroll produced.
10. To verify the Job Cost Variance Account go to **Settings » Accounting » Company » Posting** tab, **Labor Credit** account. With the additional **Other Pay** fields, you can use an **Other Pay** field specifically for this purpose. You could map an **Other Pay** field to the same account that you specified in the withholding for the benefit. Then the other pay and withholding will net to zero on the General Ledger.
11. Click **File » Control Totals**.
12. Verify and update the amounts.
13. Click **OK**, and click **Save**.
14. Click **Transaction Center » Transaction Posting** and select this journal entry batch. Then select **Post**.

## Additional Non-Taxable Income in the Form of a Benefit

To process additional non-taxable income in the form of a benefit for an employee, Deltek for Professional Services increases an employee's gross and net pay by the amount of the benefit, without withholding Federal (including FICA), State, City, and Local taxes. Examples of this type of pay would include, but are not limited to, third-party sick pay, living expenses, or health care benefits.

You must process this non-taxable benefit income before completing the final payroll for 2018.

### Example

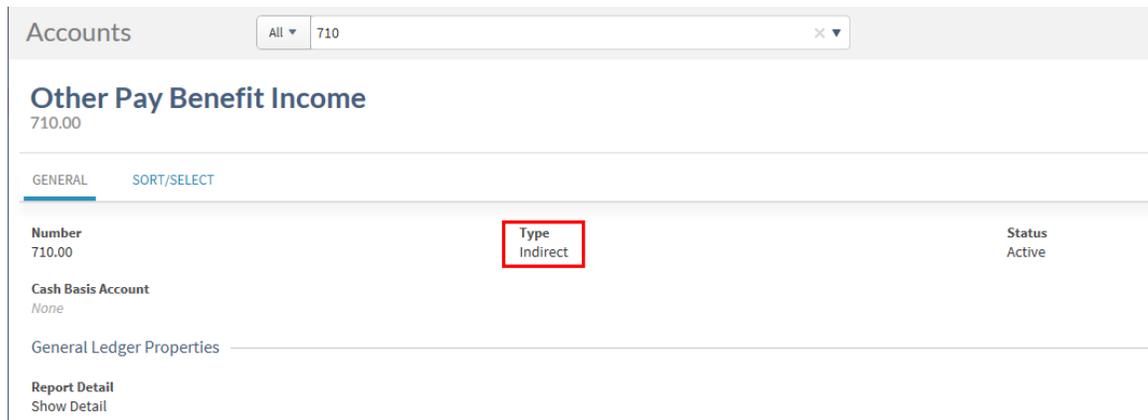
In the following example we will process a reimbursement third party sick pay. The procedure includes the following steps:

- Step I: Set Up or Verify a General Ledger Account
- Step II: Set Up or Verify a Non-Taxable Other Pay
- Step III: Update Federal (including FICA), State, City, and Local Tax Withholding Codes
- Step IV: Update the Employee Hub Record
- Step V: Processing the Non-Taxable Benefit.
- Step VI: After Processing

### Step I: Set Up or Verify a General Ledger Account

**To set up a General Ledger account:**

1. Click **Hubs » Accounts » Chart of Accounts**.
2. In the **Find** field, click the dropdown arrow. Review the current accounts to see if you have existing accounts that can be used for this non-taxable benefit or if you need to set up new General Ledger account.
3. If you need to set up a new General Ledger account, click **New » New Account**. Deltek for Professional Services displays a blank form for creating a new record.
  - a. In the **Account Number** field, enter an indirect account (a 700.00 level account from the Standard Chart of Accounts).
  - b. In the **Name** field, enter an account name.
  - c. Enter the **Type** of account. In this example, we will use a 710.00 account named Other Pay Benefit Income. See the example below.
4. In this example we are selecting the account type of **Indirect**; you should check with your tax advisor for the correct account to use for recording this benefit.



| Number | Type     | Status |
|--------|----------|--------|
| 710.00 | Indirect | Active |

5. Click **Save**.

## Step II: Set Up or Verify a Non-Taxable Other Pay

### To set up a non-taxable other pay:

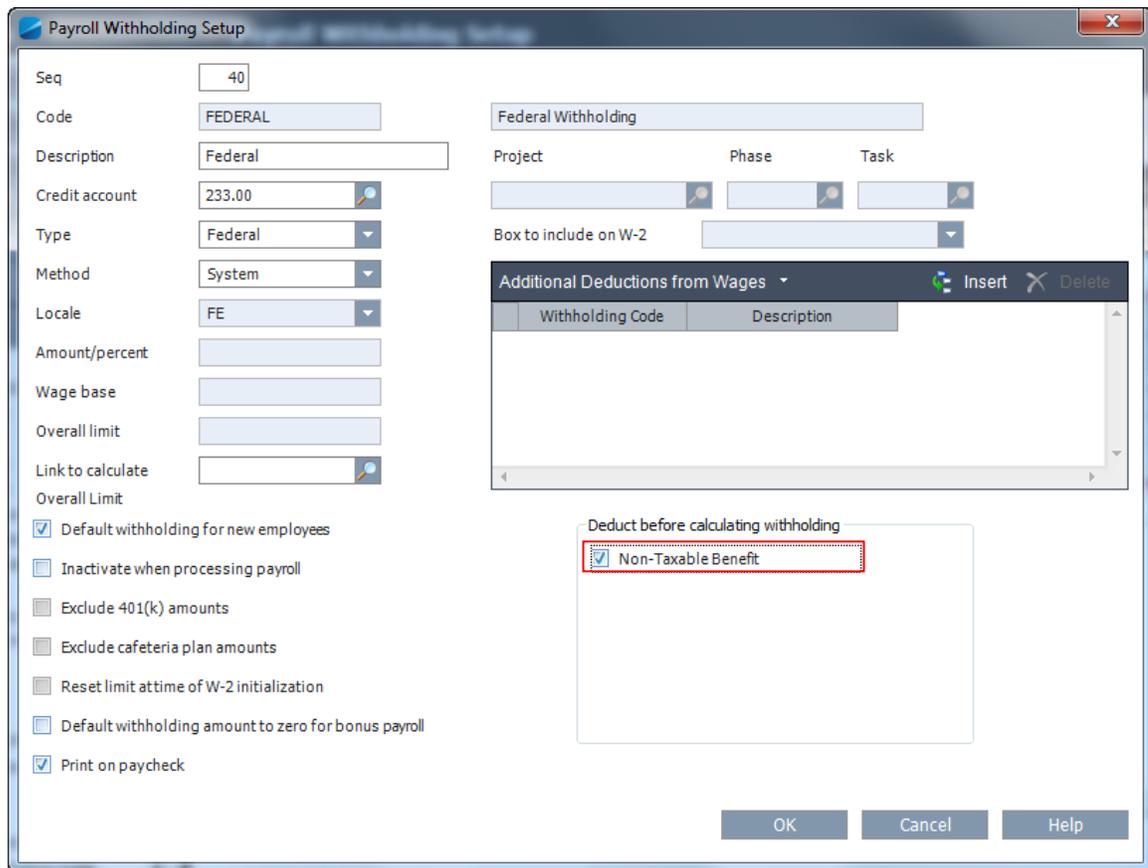
1. Click **Settings » Payroll » General » Other Pay Setup** tab.
2. Select one of the five Other pays, and enter a description in the **Label** field. For our example, we will use Benefit.
3. In the **Account** field, enter an indirect account 710.00 (the account entered in Step I for the General Ledger account). For access to the Account List Lookup, click the Find icon in this field.
4. In this example we are selecting the account type of **Indirect**; you should check with your tax advisor for the correct account to use for recording this benefit.
5. In the **Project** field, enter an overhead project number (and phase or task if required). For access to the Project List Lookup, click the Find icon in this field.
6. Click **Save**.

## Step III: Update Federal (including FICA), State, City, and Local Tax Withholding Codes

### To update withholding codes:

1. Click **Settings » Payroll » Withholding Codes**.
2. In the Withholding grid, select the first tax withholding code. In our example we will select Federal Withholding code row. Then click **Edit**.
3. On the Payroll Withholding Setup dialog box, select the Benefit other pay entered in Step I in the **Deduct before calculating withholding** section.

Deltek for Professional Services will deduct this non-taxable pay from the employee's gross wages before calculating the additional withholdings. See the example below.



4. Click **OK** to save the change.
5. Repeat steps 1–4 for any applicable Federal (including FICA) State, City, or Local tax Withholding code that is not to be taxed against this benefit income amount.
6. Click **Save**.

## Step IV: Update the Employee Hub Record

### To update the employee record:

1. Click **Hubs » Employees » Payroll** tab.
2. In the **Find** field, enter the employee name or ID, or click the Find icon to search for the employee's record.
3. In the **Benefit other pay** field, enter the value of the benefit. In this example, we entered \$1000.00. This step increases the gross pay for the employee. However, because the Benefit other pay has been selected to be deducted before calculating any applicable Federal (including FICA), State, City or Local tax Withholding codes, the Benefit other pay does not increase the taxable wages for any of these withholding codes.
4. Click **Save**.
5. Repeat steps 1–4 for each employee that is to receive this non-taxable benefit.

## Step V: Processing the Non-Taxable Benefit

### To process the non-taxable benefit:

1. Click **Human Resources » Payroll » Payroll Processing** to start a new Payroll run.
2. Click **New** to open a new run.
3. Enter the **Check** and **Payroll Dates** that this run covers.
4. Set the **Run Type** to **Regular**.
5. Set the **Process Type** to **Manual**.
6. Verify that Deltek for Professional Services is in the period in which this benefit needs to be posted.
7. If this is a direct deposit employee, select the **Create checks instead of direct deposit for this run** option, if necessary.
8. In the **Find** field, enter the employee name or ID, or click the Find icon to search for the employee's record. If an employee is already selected in another pending Payroll run, you cannot include that employee in this bonus run until the prior pending run is completed.
9. Select the **Include in Run** option. The Benefit other pay is added to the gross of the employee's pay but does not increase the taxable wages for any selected Federal (including FICA), State, City, or Local tax Withholding codes.

The following example shows the employee's gross pay, net pay, and total withholding amounts before the **Benefit other pay** is applied.

General Employee Review

Include in Run Employee 00014 Barrett, Tina

|            | Regular  | Overtime | Overtime-2 | Total    | Bank Code  |
|------------|----------|----------|------------|----------|--|
| Time Hours | 50.00    | 0.00     | 0.00       | 50.00    | Baybank - Corporate                                    |
| Pay Hours  | 50.00    | 0.00     | 0.00       | 50.00    | Pay Rate 5,000.00 per Period                           |
| Gross Pay  | 5,000.00 | 0.00     | 0.00       | 5,000.00 | Overtime Percent 150.00 Overtime-2 Percent 0.00        |
|            |          |          |            |          | Net Pay 4,003.27 <input type="checkbox"/> Net to Gross |

Non-Taxable Be  
1,000.00

| Code       | Method | Suppress                 | Amount/Perce | Current  | Override                 |
|------------|--------|--------------------------|--------------|----------|--------------------------|
| FEDERAL    | System | <input type="checkbox"/> |              | 1,351.27 | <input type="checkbox"/> |
| FICA - HI  | System | <input type="checkbox"/> |              | 72.50    | <input type="checkbox"/> |
| FICA-OASDI | System | <input type="checkbox"/> |              | 310.00   | <input type="checkbox"/> |
| MA         | System | <input type="checkbox"/> |              | 262.96   | <input type="checkbox"/> |
| Σ          |        |                          |              | 1,996.73 |                          |

After the non-taxable Benefit other pay is added, notice that the Federal (including FICA), State, City, or Local tax Withholding amounts are unchanged.

The screenshot shows the 'Employee Review' window for Employee 00014 Barrett, Tina. The 'General' tab is active. Key fields include:

- Include in Run:**  Employee 00014 Barrett, Tina
- Time Hours:** Regular 50.00, Overtime 0.00, Overtime-2 0.00, Total 50.00
- Pay Hours:** Regular 50.00, Overtime 0.00, Overtime-2 0.00, Total 50.00
- Gross Pay:** Regular 5,000.00, Overtime 0.00, Overtime-2 0.00, Total 5,000.00
- Net Pay:** 2,950.27 (highlighted in red)
- Benefit:** 1,000.00 (checked), Vacation Payout 0.00, other 0.00
- Withholdings Table:**

| Code       | Method | Suppressed               | Amount/Percent | Current  | Override                            |
|------------|--------|--------------------------|----------------|----------|-------------------------------------|
| BENEFITS   | System | <input type="checkbox"/> |                | 1,000.00 | <input checked="" type="checkbox"/> |
| FEDERAL    | System | <input type="checkbox"/> |                | 1,351.27 | <input type="checkbox"/>            |
| FICA - HI  | System | <input type="checkbox"/> |                | 72.50    | <input type="checkbox"/>            |
| FICA-OASDI | System | <input type="checkbox"/> |                | 310.00   | <input type="checkbox"/>            |
|            |        |                          |                | 3,049.73 |                                     |

10. Click **Save**.
11. If more than one employee is selected for processing, use the arrow buttons to scroll to the next record. Repeat the steps above for each employee to be included.
12. Click **Process » Draft Run**. Review the Draft Payroll Journal for this Payroll run, then close the report.
13. Modify any paychecks or direct deposits as needed.
14. Click **Process » Payroll Checks**, click **Yes**, and then click **Yes** again.
15. Select **Preview Checks**, then select **Print Checks** if applicable.
16. Select **Assign Numbers**.
17. Enter the **Check / Direct Deposit** number.
18. Click **Assign**, and click **Yes**.
19. Select **Post**, click **Yes**, and click **OK**.
20. If applicable, process the Payroll direct deposits for this run.
21. If this **Benefit** other pay will be used as a taxable pay in the future. Deltek recommends that you clear this **Benefit** other pay in the tax Withholding codes selected in Step III of this process.

## Step VI: After Processing

This example was for a one-time process. After the Benefit income has been processed, you must enter **0** (zero) in the other pay **Benefit** field on the Payroll tab of the Employee Hub before processing the next Payroll run.

The alternative is to set up a recurring process. Living expenses is one example where a recurring process might be useful. To do this, set up a prorated amount in one of the other pay **Benefit** field on the Payroll tab of the Employee Hub.

The benefit for the employer is that paychecks have less fluctuation because Deltek for Professional Services calculates the benefit on each check for each pay a period at a time as opposed to in one lump sum hitting the Income Statement. The benefit for the employee in prorating the amount over several pay periods is that the amount of tax withheld is less noticeable as it is spread over several months.

## Chapter 9: Closing the 2018 Fiscal Year

### Prior to Closing the Fiscal Year

Make a year-end backup before opening the 2019 fiscal year. Label it clearly (including the date and Deltek for Professional Services version number) and keep it on file permanently. Consider storing an additional copy of the year-end backup offsite.

#### Before closing the fiscal year:

1. Run the Open New Period utility to open the new fiscal year.
2. If using Deltek for Professional Services to calculate overhead for your regular projects, click **Accounting » Overhead Allocation** to run the Overhead Allocation program.
3. If using Deltek for Professional Services to calculate revenue, click **Accounting » Revenue Generation**. Then post the resulting Journal Entry file labeled RevGen with the date.
4. If applicable, click **Accounting » Adjust Salaried Job Cost** and run the process.
5. If applicable, click **Accounting » Consultant Accruals** and run the process.
6. Print a full batch of the year-end accounting reports, label them Year-End 2018, and keep them in a safe place.

You can complete adjustments in a prior period. However, if those adjustments affect 2018 amounts, you will need to re-run these processes when Deltek for Professional Services is in the prior period/year.

### Closing the Fiscal Year/Period

Although it is not required that you close a period in Deltek for Professional Services, Deltek recommends that you close a period after you process all data and print all reports for the period. This prevents users from posting transactions in the incorrect period / year.

#### To close the fiscal year:

1. Click **Utilities » Period Setup**. Deltek for Professional Services displays the Period form.
2. Select the **Period** to close.
3. Select the **Closed** option to close the selected period.
4. Click **Save** and exit the Period Setup form.

#### Multicompany

Use the **Active Company Closed** and **All Companies Closed** check boxes (multiple company configuration) to open or close accounting periods.

### Audit Trial Implications

When you close a period, Deltek for Professional Services records the closing of the period on the Posting Log Review report (**Transaction Center » Posting Review Report**).

The entry appears as an **AL** transaction type, indicating an audit log posting. This information is useful as an audit trail for all changes that updated your database in a specific period. The transaction displays for the period in where the action was performed.

## Calendar Year-End Tasks

The beginning of a new fiscal or calendar year is an ideal time to perform the following year-end tasks. Keep in mind however, that these steps can be performed at any time.

**Warning:** Make frequent backups while performing these maintenance steps.

### To perform calendar year-end tasks:

1. Re-evaluate account number ranges for your General Ledger (**Settings » Accounting » Chart of Accounts**).
2. Review default account mappings (**Settings » Accounting » Company, Accounts** tab and **Posting** tab).
3. Review Accounts Receivable mapping of accounts (**Settings » Accounting » Accounts Receivable, Invoice Mapping Accounts** tab and **AR Mapping Accounts** tab).
4. If applicable for your firm, enable Cash-Basis Reporting (**Settings » Advanced Accounting » System » Reporting**). Please note that there are additional steps to activating this feature; see the Deltek for Professional Services Online Help for more information.
5. Re-evaluate the Overhead calculations for the New Year. Review the Method, Basis, or Overhead Rate (**Settings » Advanced Accounting » Overhead Allocation**).
6. Re-evaluate Billing tables with the rates for the New Year. You may also want to change the tables referenced in your Default Billing Terms and the Project Reporting Default Terms (**Settings » Billing**).
7. Review Consultant Accruals account (**Settings » Accounting » Company, Posting** tab).
8. Review Adjust Salary Job Cost (**Settings » Accounting » Company, Timesheets** tab).
9. Review Labor Cross Charge (**Settings » Accounting » Company, Cross Charge** tab).
10. Review Timesheet periods (**Settings » Time » Time Periods**).

# Appendix A: Sample IRS 1099 Form

1099-MISC Form example - <http://www.irs.gov/pub/irs-pdf/f1099misc.pdf>

1099-MISC Form processing information - <http://www.irs.gov/pub/irs-pdf/i1099misc.pdf>

9595       VOID       CORRECTED

|   |  |   |                                      |  |                                    |   |                         |                               |
|---|--|---|--------------------------------------|--|------------------------------------|---|-------------------------|-------------------------------|
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. |  |   |                                      | 1 Rents  | OMB No. 1545-0115                  | 2018  | Miscellaneous<br>Income |                               |
|   |  |   |                                      | \$   | 2 Royalties                        |   |                         | Form 1099-MISC                |
|   |  |   |                                      | \$   | 3 Other income                     |   |                         | 4 Federal income tax withheld |
| PAYER'S TIN   |  | RECIPIENT'S TIN                                   |                                      | \$   | \$                                 | Copy A<br>For<br>Internal Revenue<br>Service Center<br><br>File with Form 1096.<br><br>For Privacy Act<br>and Paperwork<br>Reduction Act<br>Notice, see the<br>2018 General<br>Instructions for<br>Certain<br>Information<br>Returns. |                         |                               |
| RECIPIENT'S name  |  |   |                                      | 5 Fishing boat proceeds  | 6 Medical and health care payments |   |                         |                               |
| Street address (including apt. no.)   |  |   |                                      | \$   | \$                                 |   |                         |                               |
| City or town, state or province, country, and ZIP or foreign postal code  |  |   |                                      | 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> | 10 Crop insurance proceeds         |   |                         |                               |
| Account number (see instructions)   |  | FATCA filing requirement <input type="checkbox"/> | 2nd TIN not <input type="checkbox"/> | 11   | 12                                 |   |                         |                               |
| 13 Excess golden parachute payments   |  | 14 Gross proceeds paid to an attorney             |                                      | \$   | \$                                 |   |                         |                               |
| 15a Section 409A deferrals  |  | 15b Section 409A income                           |                                      | 16 State tax withheld  | 17 State/Payer's state no.         |   |                         |                               |
| \$  |  | \$  |                                      | \$   | \$                                 |   |                         |                               |
| \$  |  | \$  |                                      | \$   | \$                                 |   |                         |                               |

Form 1099-MISC      Cat. No. 14425J      www.irs.gov/Form1099MISC      Department of the Treasury - Internal Revenue Service

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# Appendix B: Sample IRS W-2 Form

W-2 Form example - <http://www.irs.gov/pub/irs-pdf/fw2.pdf>

W-2 Form processing information - <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

|  |                            |                               |   |                            |  |                                 |
|--|----------------------------|-------------------------------|---|----------------------------|--|---------------------------------|
| 22222                                    |                            | Void <input type="checkbox"/> | a Employee's social security number   |                            | For Official Use Only ▶<br>OMB No. 1545-0008 |                                 |
| b Employer identification number (EIN)   |                            |                               | 1 Wages, tips, other compensation   |                            | 2 Federal income tax withheld                |                                 |
| c Employer's name, address, and ZIP code |                            |                               | 3 Social security wages   |                            | 4 Social security tax withheld               |                                 |
|  |                            |                               | 5 Medicare wages and tips   |                            | 6 Medicare tax withheld                      |                                 |
|  |                            |                               | 7 Social security tips  |                            | 8 Allocated tips                             |                                 |
| d Control number                         |                            |                               | 9 Verification code   |                            | 10 Dependent care benefits                   |                                 |
| e Employee's first name and initial      |                            | Last name                     | Suff.   | 11 Nonqualified plans      |  | 12a See instructions for box 12 |
| f Employee's address and ZIP code        |                            |                               | 13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/> |                            | 12b  |                                 |
|  |                            |                               | 14 Other  |                            | 12c  |                                 |
|  |                            |                               |   |                            | 12d  |                                 |
| 15 State                                 | Employer's state ID number | 16 State wages, tips, etc.    | 17 State income tax   | 18 Local wages, tips, etc. | 19 Local income tax                          | 20 Locality name                |

Form **W-2** Wage and Tax Statement **2018** Department of the Treasury—Internal Revenue Service  
**Copy A For Social Security Administration** — Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable. For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 10134D

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## About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. [www.deltek.com](http://www.deltek.com)