

Deltek Costpoint® 7.0.1 & 7.1.1

Year-End Guide

December 1, 2017

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Overview

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



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

Adding Custom Notes to This Guide

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

To add a custom note using Adobe Reader X, complete the following steps:

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.



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 Ask Support page or start a live chat with one of our analysts.

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

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

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

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

Chapter 1: What's New

1099 Changes

There are no format changes to 1099s for 2017.

W-2 Form Changes

There are no format changes to the W-2 for 2017.

USERRA Codes

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

- D 16 — USERRA 2016 make up elective deferrals to a section 401(k) cash or deferred arrangement.
- E 16 — USERRA 2016 make up elective deferrals to a section 403(b) salary reduction agreement.
- F 16 — USERRA 2016 make up elective deferrals to a section 408(k)(6) salary reduction agreement.
- G 16 — USERRA 2016 make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred comp plan.
- H 16 — USERRA 2016 make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.
- S 16 — USERRA 2016 make up employee salary reduction contributions under a section 408(p) SIMPLE.
- Y 16 — USERRA 2016 make up deferrals under section 409A nonqualified deferred compensation plan.
- AA 16 — USERRA 2016 make up designated Roth contributions to a section 401(k) plan.
- BB 16 — USERRA 2016 make up designated Roth contributions under a section 403(b) salary reduction agreement.
- EE 16 — USERRA 2016 make up designated Roth contributions under a section 457(b) plan.

EFW2 Filing (Electronic Filing of W-2 Forms)

Multiple changes have been made to the Federal EFW2 for 2017 compliance.

State Electronic Filing

Various changes for multiple states have been made to the 2017 EFW2 state electronic file.

Federal Regulatory Updates

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

Product Changes

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

Chapter 2: Ordering Forms

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

1. Go to <http://www.deltek.com>.
2. Click **Partners**.
3. Select **Find a Partner**, then select **Product Partner Marketplace**. Search for “Forms”. Then, click **Forms Fulfillment Center**.

Chapter 3: Accounts Payable Processing

1099 Tracking and Posting Checklist

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

Step	Action	Done?
1.	During vendor setup, designate vendors as 1099 Reportable on the Vendor Info screen.	
2.	Enter vouchers (voucher lines or expense lines flagged as 1099 with 1099 type).	
3.	Post vouchers.	
4.	Print checks and post cash disbursements.	
5.	In December 2017 : Install the Costpoint Calendar Year-End (CYE) Regulatory Update.	
6.	Order 1099-MISC forms.	
7.	Create 1099 information for calendar year 2017.	
8.	Print the 1099 Edit Report.	
9.	Review the 1099 Edit Report to check the vendors' Social Security numbers.	
10.	Make necessary corrections in Costpoint, on the Manage Vendor History screen.	
11.	Create 1099 information.	
12.	Print the 1099 Edit Report again to check your corrections.	
13.	Optional: Print 1099s on blank paper to review vendor addresses.	
14.	Print 1099s.	
15.	Create the Magnetic Media File (to be transmitted electronically), if required for your company.	

Manage Vendors Screen

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

The screenshot shows the 'Manage Vendors' screen with the following details:

- Identification:** Vendor ID: 1099NON, Name: 1099 NON EMPLOYEE, Location: [Empty]
- Header:** Long Name: 1099 NON EMPLOYEE, Vendor Group: [Empty], Vendor Status: Active (selected), Hold Payments: [Unselected], Give Warning: [Unselected], Inactive: [Unselected], Payroll Vendor: [Unselected], Subcontractor Management: Subcontractor: [Unselected], Vendor Employee Approval Group: [Empty]
- 1099's (highlighted):** Print 1099-MISC Form: [Checked], Type: NONEMP, Tax ID: 52-0223375, Vendor 1099 Name: 1099 NON EMPLOYEE, Password: [Empty]
- Entry:** User: DELTEK, Date: 06/12/2001, APPROVED
- Addresses Table:**

Address Code	Address Line 1	Address Line 2	Address Line 3	City	State/Province	Postal Code	Country	Ship ID	Ship ID Description	Payment Address	Order Address
BILLING	ADDRESS LINE #1	ADDRESS LINE #2	ADDRESS LINE #3	MCLEAN	VA	22209	USA			Default	No

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

You can edit the 1099-MISC type:

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

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

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

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

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

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

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

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

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

1099s Section of Manage Vendors

To maintain 1099 information, complete the following steps:

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

1099's

Print 1099-MISC Form

Type: NONEMP ▼

Tax ID: 52-0223375

Vendor 1099 Name: 1099 NON EMPLOYEE

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

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

3. Select the type of 1099 payments made to this vendor. This selection determines the type of 1099-MISC income that is the default for this vendor. The **Type** drop-down list includes some 1099 types that **do not print** on the 1099-MISC form:
 - **A** — Acquisition/Abandonment
 - **B** — Broker and Barter
 - **DIV** — Dividends and Proceeds
 - **G** — Certain Government Payments
 - **INT** — Interest Income
 - **OID** — Original Issue Discount
 - **PATR** — Taxable Distribution from Coop
 - **R** — Retirement Distributions

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

Accounts Payable: Manage Accounts Payable Vouchers

Tot Before Disc	Discount	Total Amt	Use/Reverse Tax Amt	Recovery Rate	Recovery Am	Vendor 1099's	1099 Type	Description	Org Abbrev	Proj Abbrev	ALO1	A
35,000.00	0.00	35,000.00	0.00	0.00%	0.00	<input checked="" type="checkbox"/>	NONEMP	PETTY CASH	STI			

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

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

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

Costpoint uses the **check date** when calculating 1099 amounts, which are based on the calendar year (January 1 through December 31). If you posted a 1099 amount for a vendor in December 2017, but **paid** the vendor in January 2018 (and the check is dated 2018), the 1099 amount is reported in the calendar year 2018.

Accounts Payable Utilities: Manage Vendor History

The screenshot displays the 'Manage Vendor History' interface. At the top, the breadcrumb trail is 'Accounting > Accounts Payable > Accounts Payable Utilities > Manage Vendor History'. The 'Identification' section includes fields for Voucher No (23027), Fiscal Year (2020), Period (1), and Subperiod (1). The Vendor is identified as '1099NON' (1099 NON EMPLOYEE) with Seq No 1. The 'Currencies' section shows Trans (USD) and Pay (USD). Below this are tabs for 'Vendor History', 'Header Info', 'Address', 'Subcontractor Info', 'Notes/Doc Loc', and 'Recalculate Lines'. The 'Invoice' section shows Number, Date (01/20/2020), and Amount (35,000.00). The 'Discount' section shows Percent (0.00%), Date (01/20/2020), and Amount (0.00). The 'Due' section shows Date (01/30/2020) and Amount (35,000.00). At the bottom, 'Total Tax' and 'Remaining Balance' are both 0.00. A table titled 'Voucher line' is shown with columns: Tax Rate, Sales/VAT Tax Amt, Tot Before Disc, Discount, Total Amt, Use Tax Amt, Recovery Rate, Recovery Amt, 1099, 1099 Type, Org Abbrev, Proj Abbrev, and ALO1. The 1099 column has a checked box, and the 1099 Type column contains 'NONEMP'. A red box highlights these two columns.

Posted voucher information displays on the Manage Vendor History screen.

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

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

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

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

1099-MISC Processing

Create 1099 Information

The screenshot displays the 'Create 1099 Information' interface. The breadcrumb trail is 'Accounting > Accounts Payable > Year-End Processing > Create 1099 Information'. The 'Identification' section has fields for Parameter ID and Description. The 'Selection Ranges' section includes 'Taxable Entity' and 'Pay Vendor', each with an 'Option' dropdown (set to 'All') and 'Start' and 'End' date pickers. The 'Options' section includes 'Calendar Year' set to 2020.

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

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

Costpoint uses the following process to calculate 1099 income:

- **Vendor Check History Table** — Identifies all pay vendors in the range that had payments in the current year. Eliminates non-1099 vendors. Identifies which checks were paid to these pay vendors in current and prior years, then totals the amounts of these checks by voucher.
- **Voucher Line Account History** — Costpoint totals the 1099 amount of each voucher by 1099 Type.
- **Cash Organizations** — After the voucher line 1099 amounts are totaled, the process identifies the cash organizations from which the 1099 vendors were paid and uses these cash organizations to map the pay vendors back to the proper company.
- **Calculate 1099 Amount** — The following examples illustrate 1099 amount calculations.

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

1. Map organizations to specific companies via the Manage Organization Elements screen.
2. Enter information about your company on the Configure Company Information screen.

Example A

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

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

Total Current Year Payments = \$110.00

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

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

Example B

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

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

Total Current Year Payments (c) = \$60

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

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

Print 1099 Edit Report

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

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

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

- If you sort the report by company, the total amount of 1099 income prints as a subtotal for each company. The total number of records for each company also prints on the report.
- If you sort the report by pay vendor, a grand total of all 1099 income prints on the report as well as the number of 1099 records.



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

Tips for Printing the 1099 Edit Report

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

1. After making your selections, click the **Save** icon in the toolbar or click **File » Save**.
2. Enter an alphanumeric identifying code and a short description for this set of print parameters.
3. Click **OK**.

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

Sample 1099 Edit Report

ACME Productions				
<u>1099 Edit Report</u>				
Calendar Year: 2020				
				Page 1 of 1
				10/13/17
				01:31 PM
Pay Vendor	Vendor 1099 Name	Tax ID	1099 Type	1099 Amount
Taxable Entity: 1 / ACME Productions				
Tax ID: 313441341				
ALOC	AL's Ocampo	923801928	NONEMP	1,000.00
				Total Amount for ALOC: 1,000.00
CRC	AVIS RENT A CAR SYSTEMS INC	54-5673456	NONEMP	50,000.00
				Total Amount for CRC: 50,000.00
DPCH	Test Vend		NONEMP	1,350.00
				Total Amount for DPCH: 1,350.00
				Total 1099 Amount: 52,350.00
Total Number of Vendors: 3		Total Taxable Amount:		52,350.00

Edit 1099 Information

★ [2] Browse Applications Accounting > Accounts Payable > Year-End Processing > Edit 1099 Information

Identification 1 of 2 Existing Table Query

Taxable Entity 1 ACME Productions
 Calendar Year 2020 Tax ID 313441341

Total 1099 Amount 66,820.00 Total Taxable Amount 66,820.00

Pay Vendor *	Cash Organization *	Pay Vendor Long Name	Tax ID	Address Code	Print Address	Foreign Adc	1099 Amount *	Notes
ALOC	1	Sunbelt Rental	923801928	CHECK	<input checked="" type="checkbox"/>	D	1,000.00	
CRC	1.3	COMPUTER RESOURCES CORP.	54-5673456	CRC-PMT1	<input checked="" type="checkbox"/>	D	50,000.00	
DPCH	1	Donna H VendorXXXXXXXXXXXXXXXXXX		PMT	<input checked="" type="checkbox"/>	N	1,350.00	
HOFHEIMER	1	DBA Hofheimer Express		REMIT	<input checked="" type="checkbox"/>	D	1,000.00	
JDTEST	1.0.100	JD Test Vendor		JD1	<input checked="" type="checkbox"/>	D	13,470.00	

[Check Detail](#)

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

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

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

Click the **Check Detail** button to display the Check Detail subtask (see page 144). Use the Check Detail subtask to view payment data for each pay vendor to help you reconcile discrepancies in 1099 income.

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

To add a 1099 line, complete the following steps:

1. Go to the word **Line**.
2. Click **New Record** or press CTRL+N.
3. Enter the required information on the line and save. After the line is saved, you cannot edit the new line you just created, but you can delete it.

To delete an existing line, complete the following steps:

1. Highlight an existing line.
2. Click the toolbar function **LINE**.
3. Click **Delete Record**.

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

Check Detail Subtask of Edit 1099 Information

Check Number	Check Date	Paid Amount	Voucher Number
56565656	05/23/2020	1,000.00	22380
56565657	05/23/2020	100.00	22662

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

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

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

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

Print/Create 1099s and Magnetic Media

Use this screen to print 1099s or create a file of 1099-MISC information. See the table on page 7 for a summary of the boxes, descriptions, limit amounts, and Costpoint codes.



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

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

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

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

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



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

Create Magnetic Media

You can only create a file for electronic filing for one company at a time. You must use a separate file for each company or you will have to copy the file to a different directory before creating the next electronic file.

Screen Contents

Magnetic Media Information Group Box

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

- **Prior Year** — Select this check box if the year you specified in **Calendar Year** is a prior calendar year filing. If you select this setting, a **P** is inserted in Field Position 6 of the **T** record. By default, this check box is cleared and is enabled, if creating the file to send electronically.
- **Test** — Select this check box if you want to send a test file to the IRS. To show that the file is a test file, Costpoint marks it with a test indicator **T** in the Field Position 28 of the **T** record. A test file is sent to the IRS if this is your company's first Tax Year (TY) to file 1099 information.
- **File Name** — Enter the alphanumeric name in this required field; for example: **IRSTAX**.
- **Contact Name** — Enter the name of the person to contact if the IRS/MCC encounters problems with the file or transmission. This alphanumeric field is required. The name that you enter here is inserted in Position 304-343 of the **T** record.
- **Phone Number/Ext** — Enter the telephone number of the person to contact about electronic filings, with area code and extension, in this numeric field. This field is required. You do not need to enter hyphens. For example, you could enter 304.263.8700 extension 5234 as 30426387005234. The phone number is inserted into Position 344-358 of the **T** record.
- **Email Address** — Enter the email address of the person the IRS should contact if there are any questions.

Transmitter Info Group Box

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

- **TIN** — Enter the transmitter's nine-digit Tax Identification Number; this may be an EIN or SSN. If you leave this field blank, the TIN for the Company ID selected on this screen will be used. This is not a required field. This number is inserted into Position 7–15 of the **T** record.
- **Control Code** — Enter the five-character alphanumeric Transmitter Control Code (TCC) assigned by the IRS/MCC. You must obtain a TCC to file data within this program. This code is issued after you file the application for Filing Information Returns Magnetically/Electronically (IRS FORM 4419). This is a required field.
- **Name** — If the Transmitter name is different from the Company name, enter the Transmitter Name here. If the Transmitter name is the same as the Company name, then you can leave this field blank. The Transmitter Name is inserted as the Company Name in Position 30-69 in the **T** record. This is not a required field.

Print Format Group Box

- **1099-MISC Standard** — This setting is enabled for both laser and impact printers. All copies of the 1099 have the same format this calendar year.
- **1099-MISC Self- Mailers** — This selection is available for laser printers. See Chapter 2: Ordering Forms for instructions on how to order forms, including Self-Mailers.

Selection Ranges

- **Calendar Year** — Use the drop-down list to select the calendar year for which you are reporting to the IRS.
- **Pay Vendor Name** — Enter the range of pay vendors by specifying the range of vendor IDs.

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

Sample 2017 IRS 1099 Form

See Appendix A for a sample of the 2017 IRS 1099 form and links to the IRS Web site.

Chapter 4: Closing the Leave Year

Closing the Leave Year Checklist

Use the following checklist as you close the leave year.

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

Accessing the Leave Application

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

Before You Close the Leave Year

Identification

Leave Code * Description *

Options

Leave Type *

Payout Leave Code

Include Negative Balances in Leave Year Carryover

Report Leave to Employee in Days

Hours in Leave Day

Basis for Leave Deferral

Hire Date

Leave Hire Date

Days to Defer Leave Usage

Leave Based on Hours Worked

Leave Modifier

Based Hours Worked on Eligible Labor Locations

Leave Table Details

Months of Service *	Compute Method *	Unit of Hours	Annual (C) Block Grant Date	One-Time (D) Block Grant Date	Accrual Rate *	Leave Period Ceiling *	Year Ceiling *
0	P-Leave Period	0			1.540000	360.00	9,999,999,999.00
60	P-Leave Period	0			2.040000	360.00	9,999,999,999.00
120	P-Leave Period	0			3.080000	360.00	9,999,999,999.00

Before you close the leave year, complete the following steps:

1. Verify that Leave Year Ceilings on the Manage Leave Codes screen are accurate.
2. Decide if Costpoint should bring negative balances in the leave year forward into the new leave year. If so, select the **Include Negative Balances in Leave Year Carryover** check box on the Manage Leave Codes screen.
3. Verify that the Leave Period Schedule for the new leave year has been added for all leave cycles on the Manage Leave Periods screen.
4. Verify that timesheets with dates equal to or less than the last leave period date for the current leave year have been entered and posted to labor.
5. Verify that leave accruals for the last leave period of the year have been processed and posted to the General Ledger.
6. Print the Accrual Leave Report for the Current Year (Keep Header Page) and review for accuracy.

Reconcile Leave Balances 7.0.1

Identification

Parameter ID * Description *

Options

Include Terminated Employees

Include Liability from Past Leave Years

Journal Entry Accounting Period

Fiscal Year * Period * Subperiod *

Use the Reconcile Leave Balances to have the system true-up the general ledger leave accrual balances to the leave history balances. Costpoint compares the accrued liability for the current company to the General Ledger's balance and creates a journal entry for the differences it finds.

Costpoint does this by multiplying the current year's ending leave hours by the employee's current hourly rate found on the Manage Employee Salary Information screen.

You can run this process multiple times throughout the leave year. Since Costpoint trues-up information based the open period/year combination, you should run this process **before** the leave year is actually closed.

Reconcile Leave Balances 7.1.1

In Configure Leave Settings if Reconcile Leave Balances is set to Account:

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

In Configure Leave Settings if Reconcile Leave Balances is set to Employee:

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

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

For either reconciliation method, you can run this process multiple times throughout the leave year. Since Costpoint trues-up information based the open period/year combination, you should run this process **before** the leave year is actually closed.

Close Leave Year

To close the leave year, complete the following steps:

1. Check the dates in the **Leave Period Data** group box.
 - Make sure that the **Current Start Date** and **Current End Date** are for the last period of your Current Leave Year.
 - Make sure that the **Next Start Date** and **Next End Date** are for the first period in your New Leave Year.
2. Select the **Include Inactive Employees** check box if you want employees marked as inactive to appear on the report.
3. Select the **Base beginning balances on new leave year hourly rate** check box if you want the beginning balances of your new leave year to be based on the hourly rate that corresponds with your new leave year. If not selected, the system will use the hourly rate associated with your old leave year for the beginning balance in your new leave year.
4. **For Costpoint 7.1.1:** Select **Reconciliation done prior to closing the leave year** if reconciliation has been completed before closing the leave year.
 - a. If reconciliation has been done, Costpoint will use actual amount balances from the employee leave table.
 - b. If reconciliation has not been done, Costpoint uses employee's hourly rate to create the G/L Adjustment.
5. Select the **Fiscal Year**, **Period**, and **Subperiod** to which leave balance adjustments (due to excess over ceiling) will be posted when you run the Close Leave Year process.

When you execute the Close Leave Year screen, Costpoint:

- Recognizes the Leave Year ceilings.
- Generates the new leave balance for review prior to closing. The Close Leave Year Report shows the leave to be lost.
- Updates the beginning balances on the Manage Leave Beginning Balances screen with a new line for each Leave Type assigned to the employee
- Closes the last Leave Cycle and opens the New Leave Cycle on the Leave Periods screen.
- **7.0.1:** Creates a journal entry for leave adjustments due to excess over ceiling hours/amounts, which has the description Leave Adjustment.
- **7.1.1:** Creates and posts an entry to the General Ledger if an employee's yearly balance exceeds the Year ceiling.

After You Close the Leave Year

After you close the leave year, complete the following steps:

1. Print the Accrual Leave Report for the New Leave Year (Keep Header Page) and review for accuracy.
2. Compare the Prior Leave Year Accrual Report to the New Leave Year Accrual Report. The difference should be Leave Lost due to the Leave Year Ceilings.
3. If the New Leave Year Beginning Balances do not equal the expected balances, make corrections on the Manage Leave Beginning Balances screen.

Timing Considerations: Example

For this example, assume the following:

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

How will cost be recognized for fiscal year accounting?

- **Payroll** — For the pay period December 23 through January 5, payroll would normally be posted in the new fiscal year. An estimated accrual may be done based on the accrued salary amount for 14 days. The total accrual will be divided by 14 to get an estimated daily figure and multiplied by 9 to receive the estimated December 23 through 31 accrual amount. A reversing journal entry will be done in the General Ledger Module to record

the estimated December 23 through 31 accrual amount in the current fiscal year and the reversing journal entry in the next fiscal year will reduce the payroll posting.

- **Labor Costs** — If using Time Collection, your Timesheet Schedule in the Time Collection database must be adjusted so that December 30 through 31 is an individual cycle. Likewise, the period of January 1 through January 5 must be recognized as an individual cycle. Nothing needs to be done in Costpoint. When uploading timesheets from Time Collection, or when entering timesheets directly into Costpoint, you need to enter the time for December 30 through 31 separately, using a December 31 date. If you have salaried employees and auto-adjust timesheets, you need to change the percentage for this input as well as prorating the total of 100% across both timesheets.
- **Leave Accruals** — Leave accruals must be computed for the full leave period December 23 through January 5 and should be posted to the new fiscal year in the General Ledger of 2018, which also matches the leave year associated with that leave period. Create a journal entry to move the portion that belongs to the 2017 fiscal year (December 23 through 31) and post it in 2017. Create another journal entry to remove the 2017 portion from the 2018 year and post it to the 2018 fiscal year.

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

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

Chapter 5: Payroll Processing

Closing the Payroll Year Checklist

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

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

Accessing Tax Reporting

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

Before You Close the Payroll Year

Before you close the payroll year, complete the following steps:

1. Print the Social Security and Medicare Reconciliation Report and verify that the correct amount of Social Security and Medicare has been withheld and accrued.
2. Make any adjustment on the current paycheck for taxes owed from the results of the Print Social Security and Medicare Reconciliation Report or other transactions you know that must be accounted for at this time.
3. Enter (process) all paychecks to be dated December 31 or earlier and post to the General Ledger.
4. Add the Pay Period Schedule for the new year to all Pay Cycles.
5. Check the **Ceiling Method** option on the Manage Deductions screen and make changes if needed:

6. Select one of the following actions:

- If there are deductions with a **Ceiling Method** of **One Time**, you must use the Close Payroll Year screen to close the Payroll year. (If you select this option, back up the EMPL_DED table.)

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

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



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

Close Payroll Year

Current	Start Date	End Date	Payroll Year
Next			

You must use this screen to close the payroll year.

Verify that the Pay Cycle Data is correct for both the Current and Next Lines. Make sure that the **Current Payroll Year** reads **2017** and the **Next Payroll Year** reads **2018**.

- If you run this screen and receive a message saying **No rows found that meet selection criteria**, it means that you have no deductions with a ceiling method of **One Time**. You must still close the payroll year.
- If you do have deduction methods of **One Time** and employees who are actively using them, you will receive a report listing the employee name, deduction code, current limit, total deduction, and new limit. After you review the report for accuracy, you should close your Payroll Year.

After You Close the Payroll Year

After you close the payroll year, complete the following steps:

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

The screenshot shows the 'Manage Federal Taxes' interface for the year 2018. The 'Payroll Year' is set to 2018. The details are as follows:

Section	Field	Value
Social Security	Wage Limit *	128700.00
	Employer Rate *	6.20%
	Employee Rate *	6.20%
Medicare	Wage Limit *	9,999,999.00
	Employer Rate *	1.45%
	Employee Rate *	1.45%
	Additional Tax Threshold *	200,000.00
FUTA	Wage Limit *	7,000.00
	Employer Rate *	0.60%
Adjusting Amounts	Exemption Amount *	4,150.00
	Nonresident Alien Additional Amount *	2,300.00
Supplemental Wages	Supplemental Tax Rate (\$1,000,000 and Under) *	25.00%
	Supplemental Tax Rate (Over \$1,000,000) *	39.60%
401(K)	Wage Limit *	275,000.00
	Deferral Limit *	18,500.00
Affordable Care Act	Federal Poverty Level *	11,880.00
	Safe Harbor Affordability Rate *	0.0966

You should use the tax information below to process payroll for 2018. This is the most current information available at this time (November 2017).

Field	Enter this:
Social Security Limit	\$128,700
Medicare Limit (no ceiling)	\$9,999,999*
Federal Exemption Amount	\$4,150
401(k) Deferral Limit	\$18,500
401(k) Catch Up for Age 50 or over	\$6,000
401(k) Wage Limit	\$275,000
FUTA Limit	\$7,000
FUTA Percent	.6%
Nonresident Alien Additional Amount	\$2,300.00^

* All wages subject to Medicare Tax

^ 2018 amounts not known at time of printing

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

2018 state tax information that Deltek receives on or before January 15, 2018 will be shipped with the Costpoint Tax Table Update in the first quarter of 2018.

W-2 Processing

Before You Create W-2s

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

1. Perform the steps for closing the Payroll year.
2. Verify that any Pay Types that should be reported in **Box 11** (Non-qualified Plans Distribution) have been linked on the **Payroll Controls » Manage Pay Type Taxability** screen.
3. Verify that any Deductions that should be reported in Box 12 have been linked with the correct **Deduction Type** on the **Payroll » Deductions » Manage Deductions** screen.
4. Verify that any Deductions that should be reported in Box 14 have been linked on the **Payroll » Deductions » Manage Deductions » Federal tab** (for informational purposes only; this is not required).
5. Verify that appropriate Deductions are designated as Employer-Sponsored Health Coverage by checking the box on the Manage Deductions screen.
6. Verify that the **Retirement Plan Covered** check box is selected on the **Employee Payroll Setup » Employee Taxes** screen for each employee who participates in a qualified pension plan.

Manage Local Taxes

Effective Date *	Tax Based On *	Supplemental Tax Rate *	State	State W/H Credit Limit *	One Time Annually	Annual Ceiling Limit *	Exempt Amt Married *	Exempt Amt Single *

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

State-specific notes are summarized in the following table.

State	Field and Description
<p>Indiana</p>	<p>County/School/Political Subdivision Code</p> <p>If you are creating State Magnetic Media (an electronic file) for Indiana, you must enter County Codes in Local Taxes for Indiana County Taxes. Report County Codes in the electronic file only. Do not report County Codes on the printed W-2.</p> <p>Costpoint does not provide the Indiana County Codes. For a list of the codes, see: http://www.IN.gov/dor/taxforms/pdfs/w-2book.pdf.</p>
<p>Pennsylvania</p>	<p>County/School/Political Subdivision Code</p> <p>Be sure to enter the correct Pennsylvania political subdivision code.</p>
<p>Ohio</p>	<p>County/School/Political Subdivision Code</p> <p>If you are creating W-2s for the state of Ohio, you must enter School District Numbers in Local Taxes for Ohio School District Taxes. The four-digit Ohio School District Codes are required for the printed W-2 and the electronic file.</p>
<p>New York</p>	<p>New York W-2 Reporting group box</p> <p>This group box is available when you set the State field to NY.</p> <p>If the employee's state is NY the amount in State wages, tips, etc. should equal the Federal wages in box 1, Wages, tips and other compensation. Part-year New York State residents should be treated the same as full-time residents and the employee will allocate the part of his or her federal wages that are attributable to services performed in New York State when filing the New York State part-year resident income tax return.</p> <p>New York City</p> <p>If the employee is a full-year resident of New York City, the amount in Local wages, tips, etc. should be the same as the federal wages reported in Box 1. If the employee is a part-year resident of New York City, then the amount reported in Local wages, tips, etc. should be only the amount of federal wages for the period the employee was a New York City resident.</p> <p>Yonkers</p> <p>If the employee is a full-year resident of Yonkers, the amount in Local wages, tips, etc. should be the same as the federal wages reported in Box 1. If the employee was a part-year resident of Yonkers, he or she should be treated the same as full-time residents and the employee will allocate the part of their federal wages that are attributable to services performed in New York State when they file their New York State part-year resident income tax return.</p>

State	Field and Description
New Jersey	<p>Costpoint has three tax types that are specific to New Jersey:</p> <ul style="list-style-type: none"> ▪ Supplemental Workforce Fund ▪ Unemployment/Health Care ▪ Workforce Development Partnership Fund <p>Verify that the correct Tax Type is selected for New Jersey local taxes.</p>

Manage Deductions Screen

The screenshot shows the 'Manage Deductions' screen. At the top, there's a navigation bar with 'People > Payroll > Deductions > Manage Deductions'. Below that is a toolbar with 'New', 'Copy', 'Delete', and navigation arrows. The main form has a 'Deduction Code' field, a 'Short Desc' field, and a 'Description' field. There are two tabs: 'Details' (selected) and 'Federal'. Under 'Details', there's a 'Deduction Type' dropdown menu (highlighted with a red box) and an 'Employer-Sponsored Health Coverage' checkbox (also highlighted with a red box). Below this are three main sections: 'Deduction', 'Contribution', and 'Payroll Tax Interface'. Each section has various input fields for computation methods, rates, amounts, ceilings, and dates.

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

- **Employee HSA Contr (Caf Plan)** — Employee HSA Contributions through a Cafeteria Plan. This is a pre-tax deduction and will be reported in Box 12 with a Code W.
- **Employee HSA Contr (Non Caf Plan)** — Employee HSA Contribution not through a Cafeteria Plan. This is the post-tax deduction; it will not be included in Box 12.
- **UI/Hlth Care/Workforce Dev** — This option is for employers who track the NJ UI/Hlth Care/Workforce Dev through deductions and report them in Box 14. This Deduction Type must be used if you will be reporting UI/Health Care/Workforce Development information through Box 14 **and** have Costpoint add the NJ SUTA (UI) dollar amount (from the Manage Employee Earnings History records) to Box 14.

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

Recompute Taxable Wages



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

Possible reasons for using this screen include the following:

- A Deduction's taxability was set incorrectly. Therefore, taxable wages are wrong.
- A Pay Type's taxability was set incorrectly. Therefore, taxable wages are wrong.
- An Employee was set up with the wrong tax status.

Run this utility **before** creating W-2s; then, print W-2s.

The results of using this utility are as follows:

- Taxable wages will be recomputed in the Employee Earning table with the current tax status on the Manage Employee Taxes screen. If an employee's status has changed during the year, you may use the date range and employee range logic to specify the appropriate parameters. In this case, run the utility for one employee/date range at a time.
- If a check range is selected that contains records for prior quarters, a correction may need to be made with the government agency.

Create W-2 Table

Guidelines for Creating W-2 Tables

- Create W-2s by employee.
- Use the select range options in List Mode for non-contiguous selections.
- W-2s are created by Taxable Entity. The Taxable Entity is determined by the **Taxable Entity** field in Employee Earnings.
- All taxable wage information is taken from the taxable wage data fields in Employee Earnings.

Example

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

- Employee A = single
- Employee B = family
- Employee C = single plus one dependent

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

New Jersey Reporting

Specify the **NJ-SDI PP** Number before creating your W-2s. The NJ-SDI PP Number prints on the W-2 only if the **Local Taxes Disability Insurance Type** field is set to **Private Plan**. (NJ does not want to see the plan number if it is a State Plan). The NJ-SDI PP Number prints in Box 15 (State), under the Employer's state ID number.

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

- **Box 14 Deductions** — If this option is selected, Costpoint will not add the NJ SUTA dollar amount to the total amount. Select this option if you want to use the current

functionality for Box 14; only amounts associated with a Deduction Code that has a Box 14 line designated on the Federal subtask of the Deduction will be created. The NJ SUTA (UI) amount will not be added to the total amount, even if the Deduction Type is set to UI/Hlth Care/ Workforce Dev.

- **Box 14 Deductions with system adding UI** — Select this option if you want Costpoint to add the NJ SUTA (UI) amount to the Box 14 Deduction amount. Costpoint adds the NJ SUTA dollar amount to the Deduction Code that has the Deduction Type set to UI/Hlth Care/Workforce Dev and that has a Box 14 line designated in the Federal subtask. Costpoint retrieves the NJ SUTA information directly from the Manage Employee Earnings History records.
- **Local Taxes** — Select this option if you track Health Care, Workforce Dev Fund, and Supplemental Workforce Fund through Local Taxes. All three types will be summed together and reported in the boxes where local taxes information should be on the W-2.
- **Local Taxes with system adding UI** — Select this option if you want Costpoint to add the NJ SUTA (UI) dollar amount to the sum of the three Tax Types:
 - Supplemental Workforce Fund
 - Unemployment/Health Care
 - Workforce Development Partnership Fund

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

Possible Error Message

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

Manage W-2s

The screenshot shows the 'Manage W-2s' application window. At the top, there is a navigation bar with 'People > Payroll > Year-End Processing > Manage W-2s'. Below this is an 'Identification' section with input fields for 'Payroll Year', 'Employee', and 'Taxable Entity'. The main area is titled 'Details' and contains 14 numbered boxes for data entry:

- 1: Wages, Tips, other Compensation
- 2: Federal Income Tax Withheld
- 3: Social Security Wages
- 4: Social Security Tax Withheld
- 5: Medicare Wages & Tips
- 6: Medicare Tax Withheld
- 7: Social Security Tips
- 8: Allocated Tips
- 9: (Contains a value of 0.00)
- 10: Dependent Care Benefits
- 11: Nonqualified Plans
- 13: Checkboxes for 'Statutory Employee', 'Retirement Plan', and 'Third-party Sick Pay'
- 14: Four empty input boxes for additional information.

At the bottom right of the form, there are links for 'Box 12', 'State', and 'Local'.

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

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

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

Information Sources

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

- Company information (boxes **b–c**) is taken from General Ledger> General Ledger Controls> Configure Company Information.
- Employee information (box **e**) is taken from Basic Employee Information> Manage Employee Information.
- Boxes 1 through 11 come directly from the Employee Earnings table.
- Box 12 is a combination from Employee Earnings, as well as Deduction Type on the Manage Deductions screen.
- State and Local information come from the Employee Earnings table.
- Tax Reporting information also comes from the Employee Earnings table. Thus, the total of the W-2s should reconcile with the combination of the four quarters of tax filings by the company.

Manage W-2s: Box 12

Code *	Amount *

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

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

1. Set up a deduction in **Payroll » Deductions » Manage Deductions** and link it to the deduction type of **Non-Taxable Moving Expenses**.
2. Add a **Z** record to Payroll History> Manage Employee Earnings History screen with a negative to the pay type and a positive to the deduction.

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

Manage W-2s: State and Local

State (Box 15) *	Employer's State ID (Box 15)	State Wages, Tips, Etc. (Box 16)	State Income Tax (Box 17)	Notes

Locality *	Locality Name (Box 20)	Local Wages, Tips, Etc. (Box 18)	Local Income Tax (Box 19)	Notes

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

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

New This Year

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

- D 16 — USERRA 2016 make up elective deferrals to a section 401(k) cash or deferred arrangement.
- E 16 — USERRA 2016 make up elective deferrals to a section 403(b) salary reduction agreement.
- F 16 — USERRA 2016 make up elective deferrals to a section 408(k)(6) salary reduction agreement.
- G 16 — USERRA 2016 make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred comp plan.
- H 16 — USERRA 2016 make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.
- S 16 — USERRA 2016 make up employee salary reduction contributions under a section 408(p) SIMPLE.
- Y 16 — USERRA 2016 make up deferrals under section 409A nonqualified deferred compensation plan.
- AA 16 — USERRA 2016 make up designated Roth contributions to a section 401(k) plan.
- BB 16 — USERRA 2016 make up designated Roth contributions under a section 403(b) salary reduction agreement.
- EE 16 — USERRA 2016 make up designated Roth contributions under a section 457(b) plan.

Print W-2s

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

Then you can add some ‘dummy records’ to the Edit W-2 table and print a test run on the form you are using. Five records serve as a good guide to test the alignment. You may have to try a different printer driver for the alignment to be acceptable.

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

To print W-2s, complete the following steps:

1. Enter the required fields of data, designated with a red asterisk.
2. Select the **Non-Contiguous Range** check box to allow the various subtasks at the bottom of the screen to become available for use.
3. Use the **Starting Control No** option to enter a starting control number for W-2s.
4. Print W-2s on blank paper and review them carefully before printing them on forms.
 - You can sort the W-2s by Employee Name, Social Security Number, Employee ID, Postal Code, State, Home Org, or Locator Code.
 - You can print the W-2s for a single state. When printing the state copies of the W-2s, select the primary sort of State.
5. If you need to make any adjustments, follow the recommendations in the “Edit W-2s” section, starting on page 33. Reprint the W-2s on blank paper as many times as needed.
6. Reconcile your quarterly reports with the W-2 Summary Report.
7. When finalized, print the W-2s on the forms and deliver to employees by January 31. If your firm has a bulk mailing rate, you can print employee copies by postal code.
8. Maintain Employer copies of the W-2 forms.
9. Create the file for Federal filing (using the Create Federal W-2 File screen), if applicable, and file electronically with the Federal Government by February 28.
10. Create the file for State filing (using the Create State W-2 File screen), if applicable, and file electronically with the appropriate State Government agency. If you are printing W-2s for multiple states, you can print the employer copies by state.

Print W-2 Summary Report

★ Browse Applications People > Payroll > Year-End Processing > Print W-2 Summary Report

→ Identification New Copy Delete 1 of 1 New Table Query

Parameter ID * Description *

Selection Ranges

	Option	Start
Taxable Entity *	One	
Payroll Year *	One	

Options

Include Voiced W-2s

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

Sample W-2 Summary Report

ACME Productions		Page 1 of 2
<u>W-2 Summary Report</u>		10/13/17
Payroll Year: 2020		02:34 PM
Taxable Entity ID: ACME Productions		
Box 1 Federal Taxable Wages	45,532.73	
Box 2 Federal Income Tax Withheld	5,210.94	
Box 3 - Social Security Wages	49,035.44	
Box 4 - Social Security Tax Withheld	1,818.81	
Box 5 - Medicare Wages	49,035.44	
Box 6 - Medicare Tax Withheld	425.35	
Box 7 - Social Security Tips	0.00	
Box 8 - Allocated Tips	0.00	
Box 9 - Advance EIC Payment	n/a	
Box 10 - Dependent Care Benefit	50.00	
Box 11 - Nonqualified Plans	0.00	
Box 12 - Code A	0.00	
Box 12 - Code B	0.00	
Box 12 - Code C	5.41	
Box 12 - Code D	1,131.12	
Box 12 - Code E	0.00	
Box 12 - Code F	0.00	
Box 12 - Code G	0.00	
Box 12 - Code H	0.00	
Box 12 - Code J	0.00	
Box 12 - Code K	0.00	
Box 12 - Code L	0.00	
Box 12 - Code M	0.00	
Box 12 - Code N	0.00	
Box 12 - Code P	0.00	
Box 12 - Code Q	0.00	
Box 12 - Code R	0.00	
Box 12 - Code S	0.00	
Box 12 - Code T	0.00	

Box 12 - Code V	0.00
Box 12 - Code W	0.00
Box 12 - Code Y	0.00
Box 12 - Code Z	0.00
Box 12 - Code AA	0.00
Box 12 - Code BB	0.00
Box 12 - Code CC	0.00
Box 12 - Code DD	828.94
Box 12 - Code EE	0.00
Box 14 - Line 1	0.00
Box 14 - Line 2	0.00
Box 14 - Line 3	0.00

ACME Productions		Page 2 of 2
W-2 Summary Report		10/13/17
Payroll Year: 2020		02:34 PM
Taxable Entity ID: ACME Productions		
Box 15 - State		GA
Box 16 - State Wages	17,600.00	
Box 17 - State Withholding	1,005.52	
Box 15 - State		NJ
Box 16 - State Wages	370.20	
Box 17 - State Withholding	5.55	
Box 15 - State		OK
Box 16 - State Wages	4,700.00	
Box 17 - State Withholding	0.00	
Box 20 - Locality		New Jersey Disability Ins
Box 18 - Locality Wages	370.20	
Box 19 - Locality Withholding	0.00	

Manage Tax File Data

★ Browse Applications People > Payroll > Year-End Processing > **Manage Tax File Data**

Identification New Copy Delete 1 of 1 New Table Query

Taxable Entity Code *

Preparer Code *

Kind of Employer *

Contact Information

Contact Name * Fax

Job Title E-mail *

Phone Number * Extension

Idaho

Fed/State Combined 1099 Participant Filing Cycle Total 1099s

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

Create Federal W-2 File

The 2017 Calendar Year-End (CYE) Regulatory Update reflects the federal filing requirements as of October 2017. Any future requirements will be incorporated in the Costpoint software and released in early January 2018.

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

This screen creates the data file **W2RPTFED.YY** where **YY** represents the payroll year for which the report is created. You need to rename this data file to the IRS required file name **W2REPORT** (no extension).

The Federal W-2 File Report prints automatically each time that you create the **W2RPTED.YY** file. After running this program and reviewing the printed report, copy the file exactly as named above (**W2REPORT** with no file extension). This is the file that you must send to the Social Security Administration.

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

Create State W-2 File

The 2017 CYE Regulatory Update reflects the state filing requirements as of October 2017. Some states do not publish their filing changes until mid-November. Any future requirements will be incorporated in the Costpoint software and released in early January 2018.

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

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

The State W-2 File Report prints automatically each time that you create the **W2RPTST.YY** file, where **ST** represents the two-character state abbreviation code, and **YY** represents the payroll year for which you are reporting in this screen. You must rename this data file to the file name required by the state, such as **W2REPORT** (no extension). The information included in the file is identical to the printed W-2s.

Puerto Rico

The RS record file layout for Puerto Rico is no longer supported on the Create State Mag Media screen.

Common Roadblocks/Reconciliation Issues

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

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

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

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

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

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

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

- Make an agreement with the employee that you will adjust the record (Z record) and have the employee pay you the dollar amount back as a "loan" in his or her next paycheck. Z records give you an audit trail that a manual adjustment was done in a given year.
- Adjust the withholding by taking out of federal and putting in Social Security/Medicare. **Deltek does not recommend this approach.**
- Have your company pay the taxes for the employee as a "gross-up" benefit.

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

Troubleshooting Tips

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

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

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

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

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

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

Example

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

- Gross up Calculation: $100 - 7.65 = 92.35\%$ (6.2% S.S. and 1.45% Med.)
- $\$20.60 / 92.35\% = \22.30 (Gross pay amount)
- $\$17.20 + \$1.38 = \$ 18.58$ (Social Security)*
- $\$ 3.40 + \$0.32 = \$ 3.72$ (Medicare)**
- Net Pay now = 0.00
- * $\$22.30 \times 6.2\% = \1.38
- ** $\$22.30 \times 1.45\% = 0.32$

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

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

- If the payroll year is closed, add a **Z** record to Manage Employee Earnings History screen that moves the amount out of federal withholding and places the amount in Social Security and Medicare withholding. You must make a manual journal entry to recognize this transaction.
- If the payroll year is open, add an **X** or **Y** record to Manage Payroll Records that removes the amount from federal withholding and places the amount in Social Security and Medicare withholding. Enter the check number and a date before December 31 and then post the payroll journal.

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

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

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

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

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

W-2 Format

Box	Name	Description
a.	Employee's Social Security Number	For security reasons, the Social Security number has been moved out of the area that is visible when a window envelope is used to mail the W-2s.
b.	Employer Federal ID Number	This field defaults from the Configure Company Information screen in General Ledger.

Box	Name	Description
c.	Employer's Name, Address, and Zip Code	These fields default from the Configure Company Information screen in General Ledger.
d.	Control Number	This box identifies the individual Form W-2.
e.	Employee's Name	These fields default from the Manage Employee Information screen.
f.	Employee's Address and ZIP Code	These fields default from the Manage Employee Information screen.
1.	Wages, Tips, and Other Compensation	The amount displayed here is the sum of all Federal Taxable amounts from the Manage Employee Earnings History screen. All deferred compensation amounts (Codes D-H in Box 12) and other Federal exempt pay types and/or deductions are subtracted from gross wages to arrive at this amount. Employer contributions to 401(k) are not part of the calculation.
2.	Federal Income Tax Withheld	The amount displayed here is the sum of all Federal Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
3.	Social Security Wages	The amount displayed here is the sum of all Social Security Taxable amounts from the Manage Employee Earnings History screen. All Social Security exempt pay types and/or deductions are subtracted from gross wages to arrive at this amount.
4.	Social Security Tax Withheld	The amount displayed here is the sum of all Social Security Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
5.	Medicare Wages and Tips	The amount displayed here is the sum of all Medicare Taxable amounts from the Manage Employee Earnings History screen.
6.	Medicare Tax Withheld	The amount displayed here is the sum of all Medicare Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
7.	Social Security Tips	You must enter an amount here, if applicable.
8.	Allocated Tips	You must enter an amount here, if applicable. This amount is not included in boxes 1, 3, 5, or 7.

Box	Name	Description	
9.		This box is no longer printed on the W-2, since the Advance EIC payment was eliminated for tax years beginning after December 31, 2010.	
10.	Dependent Care Benefits	The amount displayed here is the total amount of withholding, from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as a Dependent Care deduction on the Manage Deductions screen.	
11.	Nonqualified Plans	<p>The amount displayed here is the total amount, from the Pay Types subtask of the Manage Employee Earnings History screen, for the pay type that you associated with this box on the Manage Pay Type Taxability screen. This amount is:</p> <ul style="list-style-type: none"> ▪ Reported in box 1, if it is a distribution made to the employee from a nonqualified deferred compensation or section 457 plan, or ▪ Included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457 plan that became taxable for Social Security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of the employee's right to the deferred amount. 	
12a–12d	A	Uncollected Social Security Tax on employee's tips	The amount displayed here is the amount of uncollected Social Security or RRTA tax on tips.
	B	Uncollected Medicare Tax on employee's tips	The amount displayed here is the amount of uncollected Medicare tax on tips.
	C	Excess Life Insurance	The amount displayed here is the cost of group-term life insurance over \$50,000 included in boxes 1, 3—up to the Social Security wage base—and 5.
	D	Section 401(K) Deferred Compensation Plan	The amount displayed here is the amount of elective deferrals to section 401(k) cash or deferred arrangement, and also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement. The amount shown here is the total amount of withholding from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 401(k) Deferred Compensation on the Manage Deductions screen.

Box	Name	Description
D 09,11–16	USERRA (2009, 2011–2016) make up elective deferrals to a section 401(k) cash or deferred arrangement.	USERRA (2009, 2011–2016) make up elective deferrals to a section 401(k) cash or deferred arrangement.
E	Section 403 (B) Salary Reduction Agreement Deferred Compensation Plan	The amount displayed here is the total amount of withholding from the Deduction subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 403(b) Deferred Compensation on the Manage Deductions screen.
E 09, 11–16	USERRA (2009, 2011–2016) make up elective deferrals to a section 403(b) salary reduction agreement.	USERRA (2009, 2011–2016) make up elective deferrals to a section 403(b) salary reduction agreement.
F	Section 408(K) 6 Salary Reduction SEP	The amount displayed here is the total amount of withholding, from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 408(k) 6 Deferred Compensation on the Manage Deductions screen.
F 09, 11–16	USERRA (2009, 2011–2016) make up elective deferrals to a section 408(k)(6) salary reduction agreement.	USERRA (2009, 2011–2016) make up elective deferrals to a section 408(k)(6) salary reduction agreement.
G	Section 457(b) or 457(f)	The amount displayed here is the total amount of withholding from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 457 Deferred Compensation in the Manage Deduction screen.
G 09, 11–16	USERRA (2009, 2011–2016) make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan	USERRA (2009, 2011–2016) make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan

Box	Name	Description
H	Section 501(C)18(D) Tax Exempt Organization Plan	The amount displayed here is the total amount of withholding, from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code that you identified as 501(c) 18(D) Deferred Compensation on the Manage Deduction screen.
H 09, 11–16	USERRA (2009, 2011– 2016) make up elective deferrals under a section 501(c)(18)(D) tax- exempt organization plan.	USERRA (2009, 2011–2016) make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan.
J	Nontaxable Sick Pay	The amount displayed here is the total amount of nontaxable sick pay not included in boxes 1, 3, or 5.
K	% Excise Tax on excess Golden Parachute Payments	The amount displayed here is the total amount of withholding from the Deductions subtask of the Manage Employee Earnings History screen, for the deduction code identified as Golden Parachute on the Manage Deduction screen.
L	Non-taxable Employee Business Expenses	The amount displayed here is the total amount of non-taxable Employee Business Expenses (if taxable Employee Business Expenses are included in Box 1).
M	Uncollected Social Security Tax for Former Employees	The amount displayed here is the total amount of uncollected Social Security or RRTA tax on cost of group-term life insurance over \$50,000 (former employees only).
N	Uncollected Medicare Tax for Former Employees	The amount displayed here is the total amount of uncollected Medicare tax on cost of group-term life insurance over \$50,000 (former employees only).
P	Moving Expenses	The amount displayed here is the total amount of excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).
Q	Non-taxable Combat Pay	
R	Employer Contributions	The amount displayed here is the total amount of employer contribution to the employee's medical savings account (MSA).

Box	Name	Description
S	Section 408(P) Plan	The amount displayed here is the total amount of employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1).
S 09,11–16	USERRA (2009, 2011–2016) make up employee salary reduction contributions under a section 408(p) SIMPLE.	USERRA (2009, 2011–2016) make up employee salary reduction contributions under a section 408(p) SIMPLE.
T	Adoption Benefits	The amount displayed here is the total amount of adoption benefits not included in box 1.
V	Income for exercise of non-statutory stock option(s)	The amount displayed here is the total amount of income from exercise of non-statutory stock option(s) included in boxes 1, 3 (up to Social Security wage base) or 5.
W	Health Savings Account	The amount displayed here is the total amount of employer and employee contributions to a Health Savings Account (HSA).
Y	Section 409(A) Deferrals	The amount displayed here is the total amount of deferrals under a section 409A nonqualified deferred compensation.
Y 09, 11–16	USERRA (2009, 2011–2016) make up deferrals under section 409A nonqualified deferred compensation plan.	USERRA (2009, 2011–2016) make up deferrals under section 409A nonqualified deferred compensation plan.
Z	Section 409(A) Income	The amount displayed here is the total amount of income under a section 409A nonqualified deferred compensation.
AA	Roth 401(K) Contribution Plan	The amount displayed here is the total amount of designated Roth plan contributions under a section 401(k) plan.
AA 09, 11–16	USERRA (2009, 2011–2016) make up designated Roth contributions to a section 401(k) plan	USERRA (2009, 2011–2016) make up elective deferrals to a section 401(k) cash or deferred arrangement.
BB	Roth 401(B) Contribution Plan	The amount displayed here is the total amount of designated Roth plan contributions under a section 403(b) plan.

Box	Name	Description
	BB 09, 11–16	USERRA (2009, 2011–2016) make up designated Roth contributions under section 403(b) salary reduction agreement
	CC	HIRE Exempt Wages and Tips
	DD	Cost of employer-sponsored health coverage
	EE	Designated Roth contributions under a governmental section 457(b) plan
	EE 11–16	USERRA (2011–2016) make up designated Roth contributions under a section 457(b) plan.
13	Retirement Plan	Special limits may apply to the amount of traditional IRA contributions you may deduct. Also, the elective deferrals in box 12 (codes D, E, F, G, H, and S), for all employers, and for all such plans to which you belong, are generally limited to \$18,000. Elective deferrals for section 403(b) contracts are limited to \$18,000 (\$24,000 in some cases). The limit for section 457(b) plans is \$18,000. Amounts over the limits must be included in income.
14	Other	
15	State	This box displays the two-character abbreviation from the Manage Employee Earnings History screen. Employer's State ID no - The State ID Number as entered on the State Taxes screen.

Box	Name	Description
16	State Wages, Tips	The amount displayed here is the sum of all State Taxable amounts from the Manage Employee Earnings History screen. All deferred compensation amounts (Codes D-H in Box 12) and other State exempt pay types and/or deductions are subtracted from Gross Wages to arrive at this amount.
17	State Income Tax	The amount displayed here is the sum of all State Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
18	Local Wages, Tips	The amount displayed here is the sum of all Local Taxable amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen. Any SDI information also prints in this box, if setup as a Local Tax.
19	Local Income Tax	The amount displayed here is the sum of all Locality Withheld amounts from the Taxes Withheld subtask of the Manage Employee Earnings History screen.
20	Name of Locality	This box displays the six-character codes from the Taxes Withheld subtask of the Manage Employee Earnings History screen.

Chapter 6: Closing the General Ledger

Configure General Ledger Settings

The screenshot shows the 'Configure General Ledger Settings' interface. The 'Retained Earnings Info' section is highlighted with a red box. It contains the following fields: 'Account' with the value '00312' and 'FS Line' with the value 'Current Year Retained Earnings'. Other sections include 'Options' with checkboxes for 'Validate Accounts for Organizations', 'Update Entry Info when editing a JE', 'Post Labor Distribution to GL as Summary Entry', and 'Posting Validation for FY/Period/Subperiod'. 'Functional Currency' is set to 'USD' (U. S. Dollar). 'Other Comprehensive Income Info' has 'Separate Statement of CI' selected. 'Data Entry Headings' shows 'Reference 1' as 'ALO1' and 'Reference 2' as 'ALO2'. 'Update G/L Beginning Balances Defaults' has 'Include Adjustment Periods' and 'Allow this default to be changed in Update process' checked. At the bottom right, there are links for 'Corporate Settings' and 'Approval Settings'.

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

Update General Ledger Beginning Balances

The screenshot shows the 'Update General Ledger Beginning Balances' interface. The 'Identification' section at the top has 'Parameter ID' and 'Description' fields. The 'Selection Ranges' section shows 'Fiscal Year' set to '2020' and 'Fiscal Year to be Updated' set to '2021', with 'Include Adjustment Periods' checked. The 'Options' section includes 'Print Options' (with 'Print Subtotals' unchecked), 'Set Fiscal Year Status to Closed' (unchecked), and 'Closing Rate Type' (empty). The 'Show' section has 'Changed Balances Only' selected and 'All Balances' unselected. The 'Sort By' section shows '1st Sort' set to 'Account'.

Use the Update General Ledger Beginning Balances screen:

- To roll forward ending balances of entered year and create beginning balances in the new year.
- All accounts designated with an *Account Type* of **Asset**, **Liability**, or **Stockholder’s Equity** will have beginning balances created in the new fiscal year by this process.
- To close the fiscal year.

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

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

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

Manage Non-Project Beginning Balances

The screenshot shows the 'Manage Non-Project Beginning Balances' interface. It contains two main tables:

Fiscal Year *	Organization *	Organization Name	Amount Running Balances	Hours Running Balances
2020	Y	Y Organization	501,000.00	0.00

Account *	Account Name	Proj Required	Beginning Amount	Beginning Hours
00312	CURRENT YR R.E.	N	6,000.00	0.00
00320	PRIOR YR RETAINED EARNING	N	495000.00	0.00

Transactional Currency Beginning Balances

If the Retained Earnings are separated into two accounts, one for current year and one for prior year, then you must make a manual entry on the Manage Non-Project Beginning Balances screen for your new fiscal year (2018).

To make the manual entry, complete the following steps:

1. Add the Current Year Retained Earnings Beginning Amount to the Prior Year Retained Earnings Beginning Amount.
2. Zero out the Current Year's Retained Earnings Beginning Amount.

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

Chapter 7: 'Closing'/Preparing the Projects Side

Update Prior Year History

Update Prior Year History creates prior year data for project reporting. You must run Update Prior Year History **before** computing revenue for the new fiscal year; otherwise, revenue may not appear correctly. You can run Update Prior Year History multiple times.

To complete the Update Prior Year History screen, complete the following steps:

1. Enter the **Fiscal Year** for which you are closing.
2. Select the **Update** options for the data you wish to make prior year.
 - At the least, select **Project Ledger** and **Labor History**.
 - Select **Units**, **Billing Value**, and/or **Cobra History**, if any apply.
3. In the **Update Prior Year History Using** group box, select the rates to be used when updating the prior year history:
 - Actual Burden Rates
 - Target Burden Rates
 - Actual Burden Rates/Target Revenue
4. **Costpoint 7.1.1:** In the **Adjustment Period Data to Include** group box, select the adjustment period data to include:
 - a. Adjustment Period are designated on Accounting Period setup. This allows adjustments, computations, and reporting outside “regular” financial periods.
 - Cost Only, No Revenue
 - Both Cost and Revenue
 - No Adjustment Period Data
5. **Costpoint 7.1.1:** In the **Retention of Project Setup Data** group box, select the Retention option correct for your company:
 - a. This function will copy project setup data to the history tables which allows you to compute revenue in the prior year using the setup that existed at that time.

- b. If history tables exist for a fiscal year, Costpoint will use that save setup for revenue computations.
 - Copy Project Setup Data to History Tables
 - Clear Data From Project History Tables
 - Overwrite Existing Records

Copy Pools

Guidelines for the Copy Pools screen:

- Pools must be created every year.
- Use the Copy Pools utility to copy pools from year to the next.
- While Costpoint allows users to copy one pool at a time, it is suggested to copy all pools for the new year at the same time.
- In the **Source** field, enter the allocation group and fiscal year from which the pools will be copied.
- In the **Destination** field, enter the allocation group and fiscal year to which the pool will be copied.
- Check the **Cancel processing if destination Pool Rate fewer than source** box to cancel the process if the source fiscal year has more periods than the destination fiscal year.

Cost Pools

The screenshot displays the 'Manage Cost Pools' interface. The top section, 'Identification', includes fields for Allocation Group (1), Primary Allocation Group, Fiscal Year (2021), Sequence Number (14), Pool Number (888), Pool Name (Overhead Cost Pool), and Abbreviated Name (OH GEN). The middle section, 'Pool Details', shows 'OVERHEAD' as the Pool Type, with preferences for 'Apply Rates to Projects' checked. The 'Basis' section is set to 'Dollar' with 'Dollars' as the Basis Type. The bottom section, 'Pool Rates', contains a table with columns for Period, Pd Actual, YTD Actual, Pd Target, YTD Target, Pd Provisional, YTD Provisional, Pd Cost of Money, and YTD Cost of Money. The table shows data for periods 1, 2, 3, and 4.

Period *	Pd Actual	YTD Actual	Pd Target	YTD Target	Pd Provisional	YTD Provisional	Pd Cost of Money	YTD Cost of Money
4	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%
3	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%
2	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%
1	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%

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

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

Provisional rates are used for billing and **Target** rates are used for projects.

Build Rate Application Table

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

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

Manage Burden Cost Ceilings

If your company uses Manage Burden Cost Ceilings, you must set them up every year because the ceilings are maintained by a fiscal year/project basis.

Manage Burden Fee Overrides

The screenshot shows the 'Manage Burden Fee Overrides' interface. At the top, there is a breadcrumb trail: 'Browse Applications > Projects > Project Setup > Project Ceilings > Manage Burden Fee Overrides'. Below this is a toolbar with 'New', 'Copy', and 'Delete' buttons, and a status indicator '1 of 1 New'. The 'Identification' section features a 'Project' field with a search icon. The 'Burden Fee Override Details' section contains a table with the following columns: 'Fiscal Year', 'Pool', 'Pool Name', 'Fee Percent', and 'Apply to R/B/A'. The table is currently empty.

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

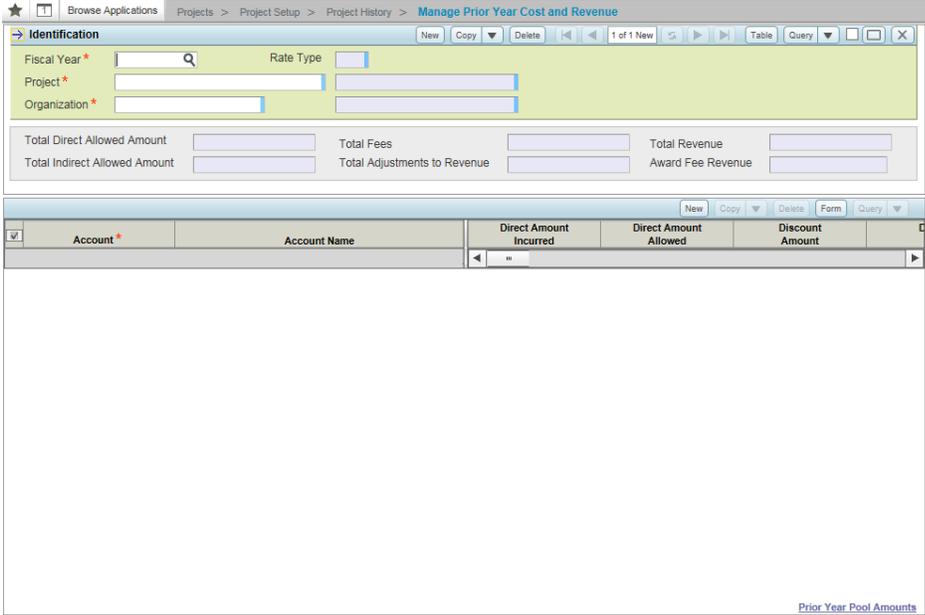
Chapter 8: Closing the Year with B&P with Costpoint 7.0.1

Complete the Costpoint Projects Year End Processes

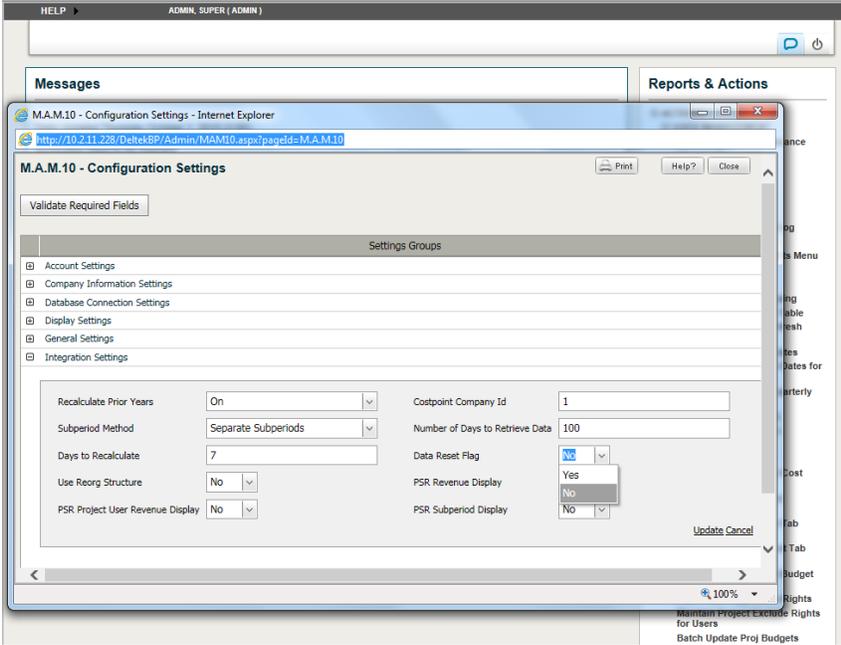
Update Prior Year History

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

1. If the prior year data does not exist in the PY_SUM table, NO ACTUALS will be included for that Year in reports.
 - In Budgeting and Planning, the date on your computer is always current period, so when 1/1/2018 rolls into your date, 2017 will be treated as prior year.
2. If the Update Prior Year History is incorrectly run so that future year or current year records (that is, 2018) now exist in PY_SUM, you will get a PY record in the B&P PSR with a negative value backing out the amount of those records.
 - To correct this, these records will have to be manually removed from Prior Year Cost and Revenue in Costpoint. Call up the records by fiscal year in the Manage Prior Cost and Revenue screen and delete them.



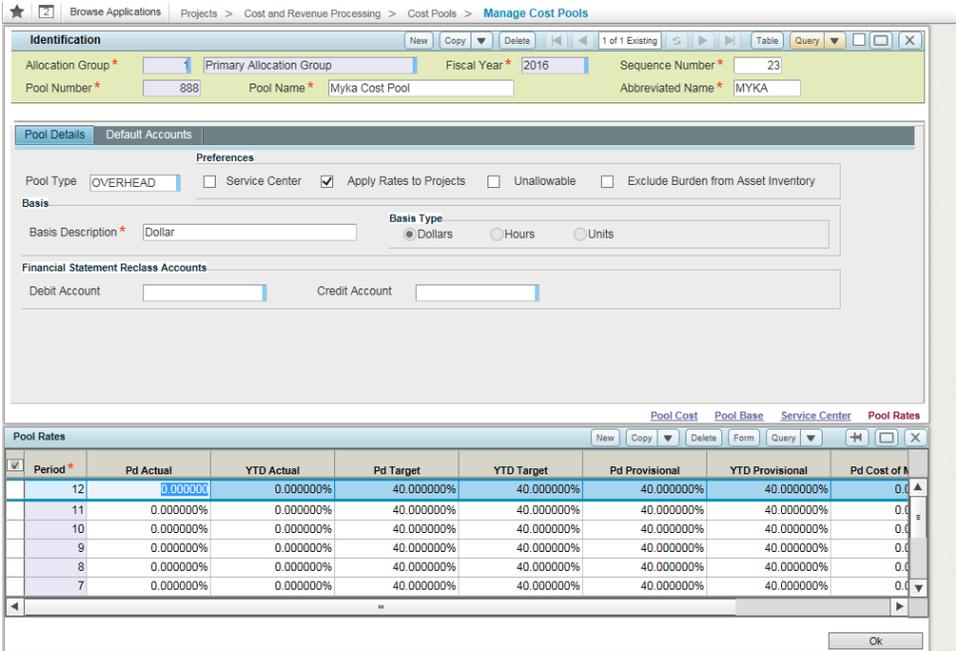
- When the Update Prior Year Cost and Revenue has been cleared, set the Data Reset Flag in Configuration Settings to **Yes** and run the Refresh. This will replace current historical data with incoming history from Costpoint.



- The Data Reset Flag does not need to be set back to **NO** as it auto resets to **NO** after Refresh has been run.

Copy Pools

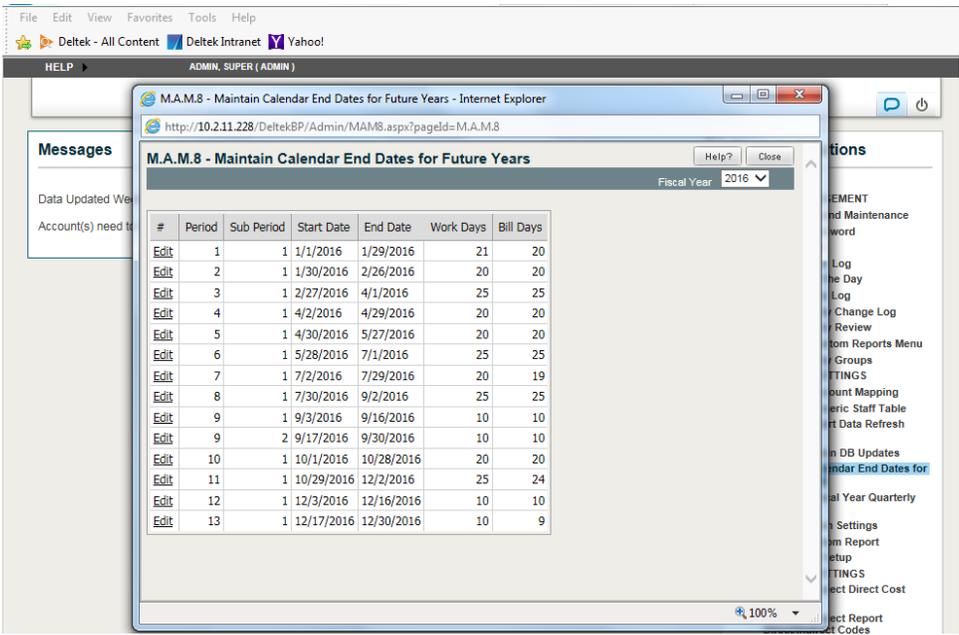
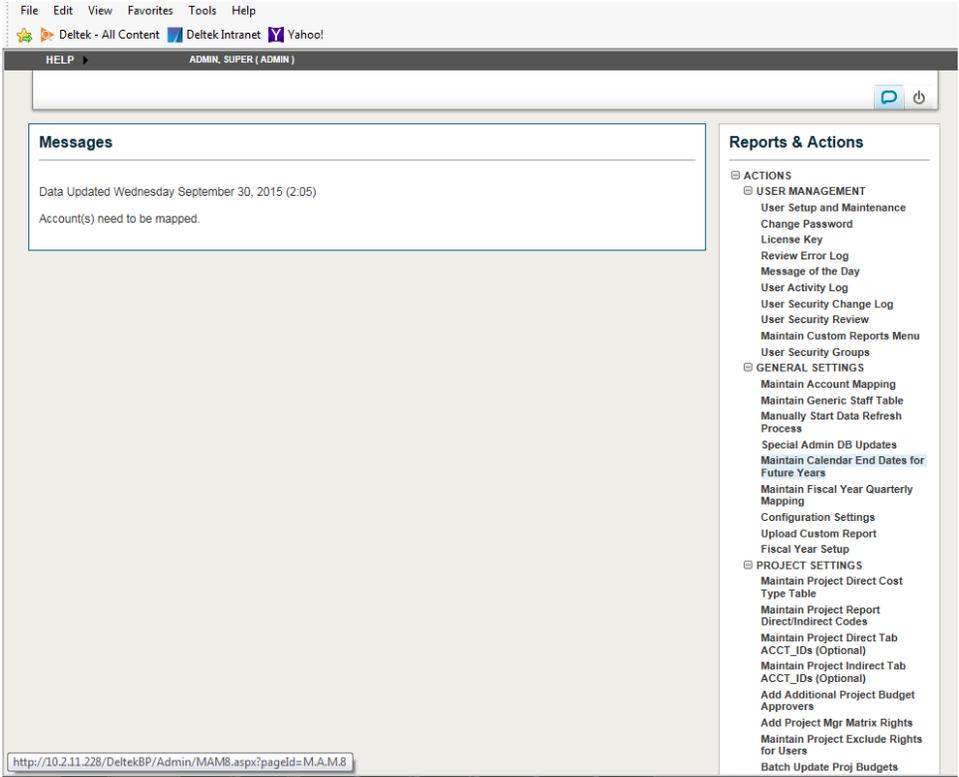
B&P uses the latest Target Rate for current year and future years, it will continue to use the prior year's Target rate for Estimates and new budgets until the new year's Target Rates are entered in Costpoint and a Refresh has been run.



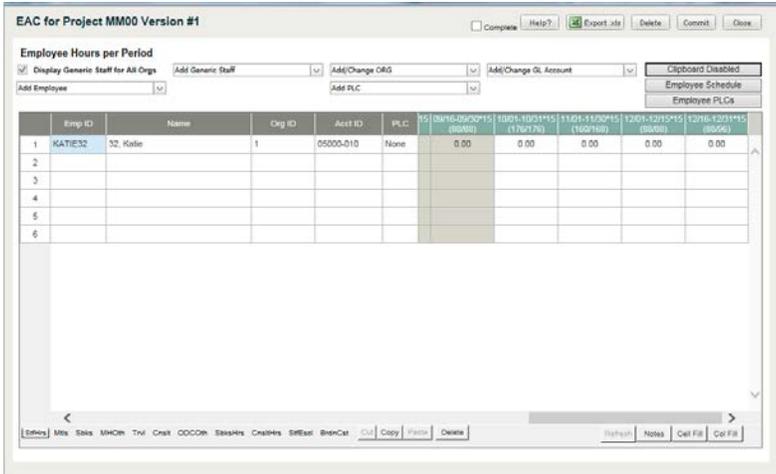
Enter New Calendar Year-End Dates

To enter new calendar year-end dates, complete the following steps:

1. Enter the Next Future Year into Costpoint with all the appropriate Period and Subperiod End Dates.
2. Refresh B&P.
3. Validate that the Period End Dates are correct in the SuperAdmin sign-in in “Maintain Calendar End Dates for Future Years”.



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

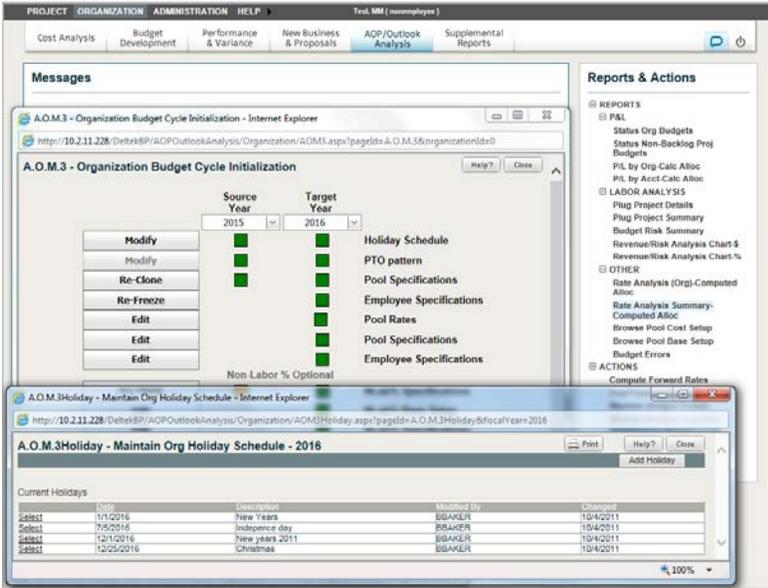


Complete Org Initialization Setup

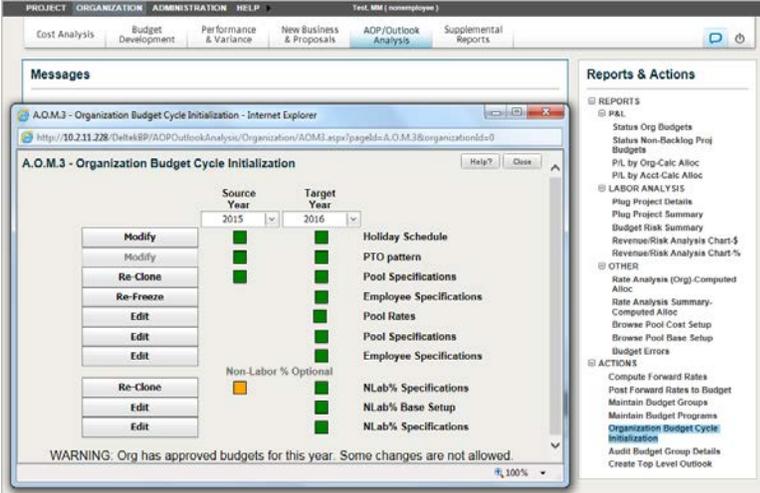
This process can be completed at any time and for several years in the future. It is not a prerequisite for Year End processing. However, it must be completed for the new year before that year can begin.

To complete Org Initialization setup, complete the following steps:

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



2. If using Org Budgets, complete all items in the Org Initialization for the new year. Each item can be cloned from a prior year.



Create Org Budgets for the New year

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

An example would be if you enter your budget cycle, the org budget must be present and reported against as soon as January 1. Then the Org initialization and budgets could be entered any time prior to January 1st of the new year.

Chapter 9: Closing the Year with B&P with Costpoint 7.1.1

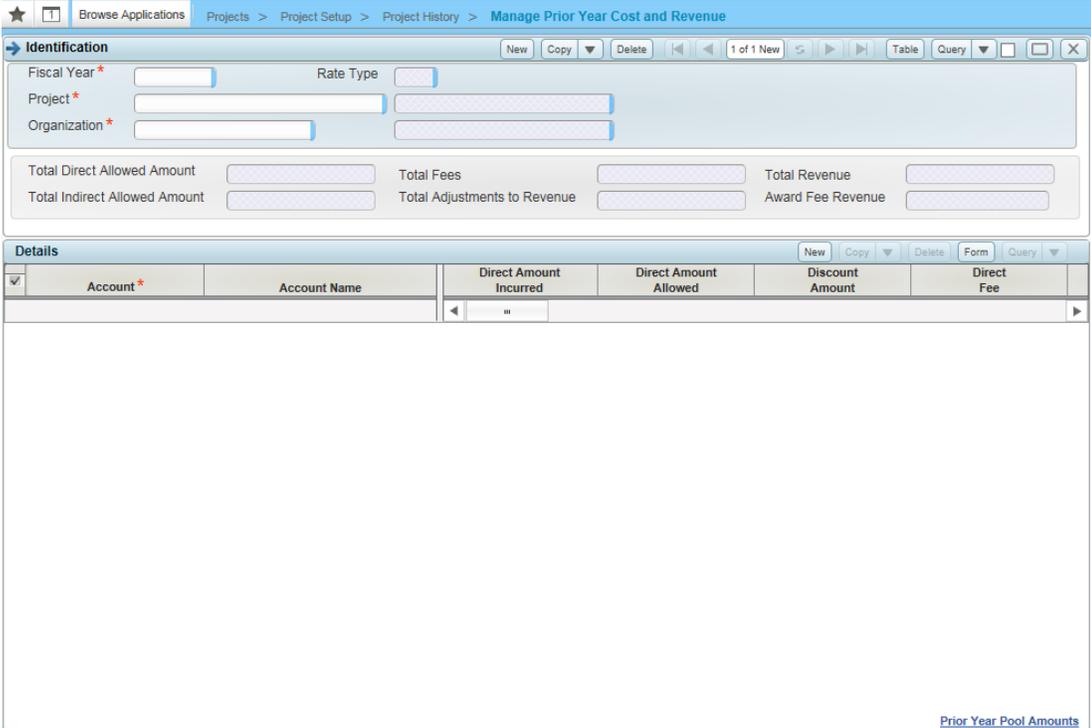
Complete the Costpoint Projects Year End Processes

Update Prior Year History

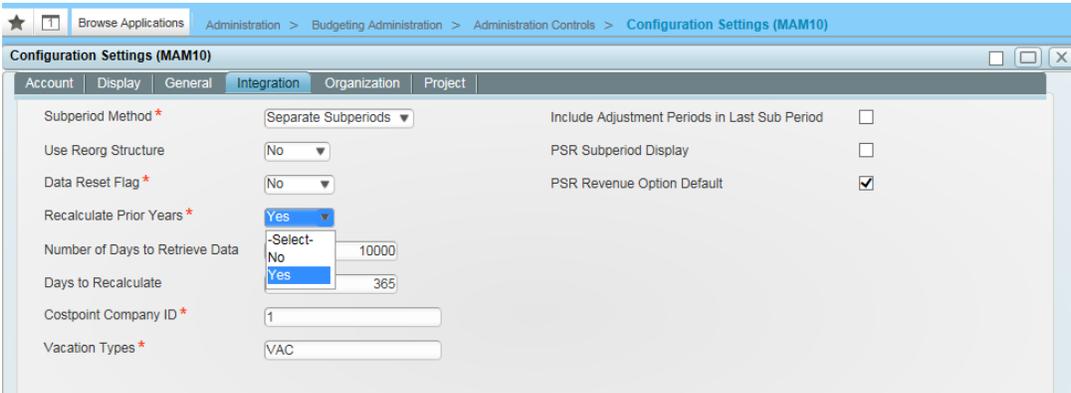
Reference “Preparing/Closing the Project Side” in the Year-End Guide.

The screenshot shows the 'Update Prior Year History' application window. It includes an 'Identification' section with 'Parameter ID' and 'Description' fields. Below is the 'Selection Ranges' section with 'Fiscal Year' set to 'One' and 'Projects' set to 'All'. The 'Options' section contains several checkboxes: 'Project Ledger' (checked), 'Labor History' (checked), 'Units' (unchecked), 'Billing Value' (unchecked), and 'Cobra History' (unchecked). Under 'Update Prior Year History Using', 'Actual Burden Rates' is selected. The 'Adjustment Period Data to Include' section has 'Cost Only, No Revenue' selected. The 'Retention of Project Setup Data' section has 'Copy Project Setup Data to History Tables' (unchecked), 'Clear Data From Project History Tables' (unchecked), and 'Overwrite Existing Records' (unchecked).

1. If the prior year data does not exist in the PY_SUM table, NO ACTUALS will be included for that Year in reports.
 - In Budgeting and Planning, the date on your computer is always current period, so when 1/1/2018 rolls into your date, 2017 will be treated as prior year.
2. If the Update Prior Year History is incorrectly run so that future year or current year records (that is, 2018) now exist in PY_SUM, you will get a PY record in the B&P PSR with a negative value backing out the amount of those records.
 - To correct this, these records will have to be manually removed from Prior Year Cost and Revenue in Costpoint. Call up the records by fiscal year in the Manage Prior Cost and Revenue screen and delete them.



- When the Update Prior Year Cost and Revenue has been cleared, set the Data Reset Flag in Configuration Settings to **Yes** and run the Refresh. This will replace current historical data with incoming history from Costpoint.



- The Data Reset Flag does not need to be set back to **NO** as it auto resets to **NO** after Refresh has been run.

Copy Pools

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

★ Browse Applications Projects > Cost and Revenue Processing > Cost Pools > Manage Cost Pools

Identification New Copy Delete 1 of 1 Existing Table Query

Allocation Group* Primary Allocation Group Fiscal Year* 2021 Sequence Number* 14
 Pool Number* 888 Pool Name* Overhead Cost Pool Abbreviated Name* OH GEN

Pool Details Default Accounts

Preferences
 Pool Type OVERHEAD Service Center Apply Rates to Projects Unallowable Exclude Burden from Asset Inventory

Basis
 Basis Description* Dollar Basis Type Dollars Hours Units

Financial Statement Reclass Accounts
 Debit Account Credit Account

Pool Cost Pool Base Service Center Pool Rates

Pool Rates New Copy Delete Form Query

Period*	Pd Actual	YTD Actual	Pd Target	YTD Target	Pd Provisional	YTD Provisional	Pd Cost of Money	YTD Cost of Money
4	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%
3	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%
2	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%
1	0.000000%	0.000000%	14.000000%	14.000000%	13.000000%	13.000000%	0.000000%	0.000000%

Enter New Calendar Year-End Dates

To enter new calendar year-end dates, complete the following steps:

1. Enter the Next Future Year into Costpoint with all the appropriate Period and Subperiod End Dates.
2. Refresh B&P.
3. Validate that the Period End Dates are correct in “Maintain Fiscal Year Periods”.

★ Browse Applications Administration > Budgeting Administration > Administration Controls > Maintain Fiscal Year Periods (MAM8,MAM9)

Maintain Fiscal Year Periods (MAM8,MAM9) New Copy Delete Query

Fiscal Year*	Period*	Sub Period*	End Date*	Quarter*	Status
2019	2	1	02/15/2019	1	FUTURE
2019	2	2	03/01/2019	1	FUTURE
2019	3	1	03/29/2019	1	FUTURE
2019	4	1	04/26/2019	2	FUTURE
2019	5	1	05/31/2019	2	FUTURE
2019	6	1	06/28/2019	2	FUTURE
2019	7	1	08/02/2019	3	FUTURE
2019	8	1	08/30/2019	3	FUTURE
2019	9	1	09/27/2019	3	FUTURE
2019	10	1	11/01/2019	4	FUTURE
2019	11	1	11/29/2019	4	FUTURE
2019	12	1	12/31/2019	4	FUTURE
2020	1	1	01/17/2020	1	FUTURE
2020	1	2	01/31/2020	1	FUTURE

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

Browse Applications > Projects > Project Budgeting > Budget/EAC Processing > Project Budgets / EACs

Project ID * MM13 Volume Test Include Expired Projects

Project Budget Status Form Query

Create BUD | Create EAC | MODIFY | COMMIT | DELETE

Project ID	Type	Version	Status	Closed Period	Complete	Approved	Escalation	Start Date	End Date	Periods	Cost Type	Project Type	Rev(=)
MM13	BUD	1	Approved	08/31/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.0000%	01/01/2016	12/31/2017	33	DIRECT	FIXED PRICE	Rev(=)
MM13	EAC	1	Working	09/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	3.0000%	01/01/2016	12/31/2017	33	DIRECT	FIXED PRICE	Rev(=)

Staff Hours Staff Escalation Materials Subcontractor Material Handling Travel Consultant Other Direct Costs Subcontractor Hours Consultant Hours

Service Centers Revenue Setup/Ceilings Burdened Cost Funding

Staff Hours New Copy Delete Query

Project ID: MM13 Type: BUD Version: 1 Status: Approved

ID Type *	ID *	Name *	Acct ID *	Org	01/01-01/31*16 (0/0)	02/01-02/29*16 (168/168)	03/01-03/31*16 (184/184)	04/01-04/30*16 (0/0)	05/01-05/31*16 (176/176)	06/01-06/30*16 (181/181)
Employee	1JEAN	Archer, Darrel	05000-001	1.1	50.0	50.0	50.0	50.0	50.0	50.0
Employee	GOODAJ	Goodfellow, Alice	05000-010	1.1	20.0	20.0	20.0	20.0	20.0	20.0
Employee	HACK	Hack, Martin	05000-010	1.1	2.0	0.0	0.0	0.0	0.0	0.0

Complete Org Initialization Setup

This process can be completed at any time and for several years in the future. It is not a prerequisite for Year End processing. However, it must be completed for the new year before that year can begin.

To complete Org Initialization setup, complete the following steps:

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

Browse Applications > Accounting > Organizational Budgeting > Budget/Outlook Processing > Organization Budget Cycle Initialization (AOM3)

Source Year * 2017 Target Year * 2018

Organization Budget Cycle Initialization 1 of 1 Existing Query

Source Year 2017 Target Year 2018

Clone Holiday Schedule	<input type="checkbox"/>	<input type="checkbox"/>	Holiday Schedule
Clone PTO Pattern	<input type="checkbox"/>	<input type="checkbox"/>	PTO Pattern
Re-Clone Pool Specs	<input type="checkbox"/>	<input type="checkbox"/>	Pool Specs
Re-Freeze Employee Specs	<input type="checkbox"/>	<input type="checkbox"/>	Employee Specs
Clone NL Percent Specs	<input type="checkbox"/>	<input type="checkbox"/>	NLab % Specs

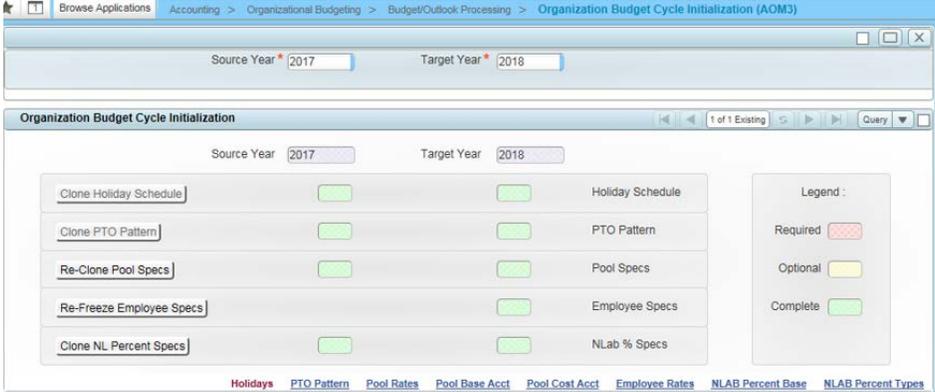
Legend:
 Required (Red)
 Optional (Yellow)
 Complete (Green)

Holidays New Copy Delete Query

Target Year: 2018

Holiday *	Description
01/01/2018	New Years Day
02/19/2018	Presidents' Day
05/28/2018	Memorial Day
07/04/2018	Independence Day
09/03/2018	Labor Day
11/12/2018	Veteran's Day (Observed)
11/22/2018	Thanksgiving
12/25/2018	Christmas Day

2. If using Org Budgets, complete all items in the Org Initialization for the new year. Each item can be cloned from a prior year.



Create Org Budgets for the New year

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

An example would be if you enter your budget cycle, the org budget must be present and reported against as soon as January 1. Then the Org initialization and budgets could be entered any time prior to January 1st of the new year.

Appendix A: Sample IRS 1099 Form

IRS instructions: https://www.irs.gov/pub/irs-pdf/i1099misc_17.pdf

IRS sample form: https://www.irs.gov/pub/irs-pdf/f1099misc_17.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	2017 Form 1099-MISC	Miscellaneous Income
		\$			
		2 Royalties			
		3 Other income	4 Federal income tax withheld	Copy A For Internal Revenue Service Center	
		\$	\$		
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.	
		\$	\$		
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.	
		\$	\$		
Street address (including apt. no.)		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	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.	
		\$	\$		
City or town, state or province, country, and ZIP or foreign postal code		11	12	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.	
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	2nd TIN not <input type="checkbox"/>	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.	18 State income	
\$	\$	\$		\$	

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

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

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

22222		Void <input type="checkbox"/>	a Employee's social security number		For Official Use Only ▶ 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 **2017** 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
Do Not Cut, Fold, or Staple Forms on This Page



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