Deltek

Deltek Costpoint® 7.0.1 & 7.1.1

Frequently Asked Questions

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Overview

This document presents frequently asked questions related to year-end processing.

The Year-End Update will be released in December 2018. Expect any late-breaking state tax changes to be included in a second payroll tax update in January or February.

The *Deltek Costpoint Year-End Guide* and the Year-End Update software will be available on the Deltek Support Center site, https://deltek.custhelp.com.

To access the Year-End Guide:

1. Log on to the Web site.
2. Click the **Year-End Resources** link.
3. Select the product: **Costpoint**.

   Most knowledge base articles relating to year-end processing display.

General Ledger (GL) Year End Questions and Answers

Is there a limit to how many times I can roll the GL balances forward?

No, there is no limit to the number of times you can roll the General Ledger balances forward.

I have rolled over my GL balances and am printing my Balance Sheet for the new year. My retained earnings amount should be zero; however, it is equal to last year's net income. How do I fix it?

If you use separate Retained Earnings accounts for "current year earnings" and "prior retained earnings," complete the following procedure after rolling forward your GL balances.

To fix the retained earnings amount:

1. Go to the Manage Non-Project Beginning Balances screen.
2. Manually zero out the **Beginning Amount** column of your Current Year Retained Earnings line(s).
3. Add that figure to the **Beginning Amount** column of your Prior Year Retained Earnings line.

When rolling forward GL beginning balances and a new year beginning balance already exists for a specific account/org combination, does Costpoint overwrite that amount or does it add it to the new year's beginning balance?

Costpoint will overwrite an existing new year's General Ledger (GL) beginning balance. It will not add amounts to an existing new year's beginning balance.

Accounts Payable Questions and Answers

What should I do if a vendor was never marked as a 1099 vendor and the vendor should receive a 1099 at year end?

To specify that a vendor should receive a 1099:

1. On the Manage Vendors-1099s section, select the **Print 1099-MISC Form** check box and complete the **1099's** section on the top right of the screen.
2. Display the **Accounts Payable Utilities » Manage Vendor History** screen and query by **Vendor** and **Fiscal Year**.
3. For each voucher, select the **1099 column** check box, verify that the correct **1099 Type** defaults in, and then save.
4. You can now create a 1099 for your vendor.

What are the criteria needed in order to have a 1099 created for a vendor?

Three criteria must be met in order to have a 1099 create for a vendor:

- You must select the **Print 1099-MISC Form** check box on the Manage Vendors/1099s area.
- You must mark voucher lines in history (Manage Vendor History screen) as **1099** with a **1099 Type**.
- You must issue a check for a 1099 voucher within the calendar year.

Will a 1099 be created for a vendor if the *Print 1099-MISC Form* check box is not selected, but voucher lines exist in history with the 1099 box checked?

No. Even though voucher history lines exist with lines marked for 1099 creation, Costpoint does not create a 1099 in this case. You must select the **Print 1099-MISC Form** check box on the Manage Vendors/1099s area to have a 1099 created for a vendor, even if all the other criteria are met.

What is the difference between the *Total 1099 Amount* and *Total Taxable Amount* on the Edit 1099 Information screen?

The **Total 1099 Amount** includes the dollar amounts for all vendors, even those below the Reportable 1099 amount. The **Total Taxable Amount** includes only those dollar amounts that are at the threshold and above the Reportable 1099 amount.

Is it possible to create 1099s for one vendor or must I create 1099s for all vendors?

You can create 1099s for one pay vendor at a time.

My 1099s are not lining up correctly when I print. How can I fix the alignment?

Assuming that you have compatible forms, you should call Costpoint Technical Customer Care to help you adjust your alignment. See the “Miscellaneous Year End Questions and Answers” section starting on page 14 for information about compatible forms.

On the Check Detail subtask of the Edit 1099 Information screen, why does the *Total Paid Amount* field not equal the 1099 amount on the main screen?

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

Is it possible to print the 1099 Edit Report for only those amounts that must be reported to the IRS?

Yes, the 1099 Edit Report screen now defaults to printing only those 1099s that must be reported to the IRS. However, if you want to print the 1099 Edit Report to include those amounts below the threshold for the IRS, you can select the **Include Vendors where payments are below the reportable amount** option at the bottom of the Edit Report screen.

Is it possible to deduct Federal Withholding for AP payments and have them display correctly on the 1099-MISC forms?

Yes, it is possible to deduct Federal withholding on an AP Voucher and have the withholding display correctly on the 1099 at year end.

To display the Federal withholding correctly on the 1099-MISC form:

1. When you enter the AP voucher, verify that the check box is selected under the **1099** column.
2. You must enter the code **FED** as the **1099 Type**.
3. On that voucher line, enter the Federal withholding portion as a negative, so that Costpoint will subtract the amount from the total amount of the voucher.
4. Run the Create 1099 Information screen for the current year.
5. On the Edit 1099 Information screen, manually change the negative amount reported as **FED** to a positive amount and save the changes.

Now when you print your 1099s or create the 1099 electronic file for transfer through the Create Magnetic Media screen, the Federal withholding amount displays correctly.

What are the deadlines for sending out 1099s?

The deadlines are as follows:

- January 31 for 1099s to be mailed to vendors

- February 28 to be sent (electronically) or mailed to the IRS

Is Costpoint programmed to include ALL payments made to lawyers?

Yes, Costpoint is pre-programmed to include **all** payments made to lawyers, as long as the 1099-MISC type associated with the voucher lines is **GATT**. For a list of all print-supported 1099-MISC types and their threshold limits, see the current year's *Costpoint Year-End Guide*.

Is there a report in Costpoint that shows which voucher lines are selected or cleared for 1099 purposes?

No, there is no standard report in Costpoint for this purpose. You may create your own report using Cognos® and then make any changes to the voucher lines through the **Accounts Payable Utilities » Manage Vendor History** screen.

Is there a way to create a mag media file for 1099 information for States?

No, Costpoint only supports the creation of 1099 Mag Media for Federal filing.

Closing the Leave Year Questions and Answers

My leave accrual crosses leave years. Is it possible to separate the accrual and post it to the two different leave years?

No, you cannot separate the leave period accrual and post it separately. You must accrue for the full leave period and post it to one fiscal year/period combination. You can then enter journal entries to accrue the portion belonging to the other year and take that portion out of the year to which it was posted.

Before closing the leave year, should I post timesheets that contain a timesheet date belonging to a leave period in a future leave year, if those timesheets contain used leave?

You should not post these timesheets prior to closing the leave year, because a record with the future leave year will be created in the leave history tables. This will prevent the current leave year from closing.

I am trying to compute leave accruals and getting an error message similar to "you must close the previous leave year '2019' through the Close Leave Year menu before you can Compute Leave for leave year '2018'." How do I resolve this?

This means that you have set up one or more employees with a future leave year (in this case, 2019) on the Manage Leave Beginning Balances screen for a leave cycle that has not been closed. You must change the leave year to 2018 on the Manage Leave Beginning Balances screen for the employee(s) before computing leave for this 2018 leave cycle.

I am trying to compute leave accruals and getting an error message similar to "You must close the previous leave year ', ,' through the Close Leave Year menu before you can Compute Leave for leave year '2018'." How do I resolve this?

This means that you have set up one or more employees with **no** information on the Manage Leave Beginning Balances screen for a leave cycle that has not been closed. You must add at least one beginning balance record with the current leave year information (in this case, 2018) on the Manage Leave Beginning Balance screens for the employee(s) before computing leave for this 2018 leave cycle.

I closed the leave year, but did not have the leave year ceiling set correctly. How can I fix that?

Since the leave year is closed, you must fix the beginning balance for employees on the Manage Leave Beginning Balances screen.

I already closed the leave year, but had not posted the final timesheets with leave taken for the old leave year. How can I fix that?

After you post the final timesheets with leave taken for the **old** leave year, it will show as year-to-date used leave for the **old** leave year. Since that leave year is closed, you must fix the beginning balance for the **new** leave year for each employee on the Manage Leave Beginning Balances screen.

When I try to set up my new leave year periods, Costpoint won't let me add periods to the same leave cycle. What am I doing wrong?

It seems that you are inadvertently creating a new leave cycle rather than adding the leave periods to the existing leave cycle. Be sure that you first use Find or Query to find your existing leave cycle and then, using the top part of your screen, add the new leave periods for the new leave year.

Does the current year's Calendar Year End (CYE) Regulatory Update need to be applied before closing the leave year?

No, the current year's CYE update does not need to be applied before closing the leave year. Deltek strongly recommends, however, that you apply the CYE Regulatory update before closing the leave year.

How does the timesheet date, leave period start/end dates, and leave year associated with the leave period affect how leave is accrued and used?

The timesheet date determines to which leave period the used leave will post, and the leave year associated with the leave period determines the leave year to which the used leave will be posted.

When closing the (old) leave year, the following error message is received: "No Salary Info record was found for the employee: XXXXX".

If this relates to a new employee, then the new employee's Salary Info and History (SIH) record's Effective Date is later than the current open leave period (the last leave period of the old year) and that new employee has been assigned a leave code or there is no SIH record for an existing employee even though the employee does have an Employee Leave record.

All employees who are assigned to a leave code must have an SIH record that falls within the last leave period of the year in order to close the leave year.

Enter an SIH record with an effective date that corresponds to the leave beginning start date and ends the day before their original record's effective date. After this record exists (for all of your new hire employees, if more than one), you will be able to close your leave year.

Creating W-2s/Closing Payroll Questions and Answers

Will the Close Pay Period screen allow you to close the pay period, if it *is* the last period in the payroll year?

No. The Close Pay Period screen does not allow you to close the pay period, if it is the last pay period of the payroll year. You must use the Close Payroll Year screen to close the last period of the payroll year. **Do not run the Close Payroll Year process more than once for the same payroll year.**

Is it possible to re-open a pay cycle belonging to a prior payroll year?

Yes. You may re-open a pay cycle belonging to a prior payroll year using the Manage Pay Periods screen, as long as the entries that you plan to enter do not affect **One Time** ceiling deduction methods. You should also use the Manage Pay Periods screen to re-open the current pay period in your current year. **Do not run the Close Payroll Year process more than once for the same payroll year.**

What is the purpose of the "one-time" deduction ceiling method?

The "one-time" deduction ceiling method's purpose is to carry forward the unpaid portion of the deduction and make it the new ceiling for the next payroll year. For example, your employee has a $5,000.00 401K loan deduction and has paid back $2,000.00 this year. When the Payroll Year is closed, Costpoint will carry forward and make the unpaid portion ($3,000.00) the new ceiling for the new payroll year on this 401K loan deduction.

A "No Records Selected" message is received when running the Close Payroll Year function. What does it mean?

The Close Payroll Year function is specifically for updating employee deduction limits for deductions with a ceiling method code of **one-time**. It also sets the **Open** column on the Manage Pay Periods screen from **Y** to **N** for the last pay cycle of the year and opens the first pay period of the new payroll year.

If you do not have deductions set up with a **one-time** ceiling method, then you receive this message. You must still close your payroll year through this screen.

What is the order for processing the Update Employee Deductions/Contributions screen and closing the payroll year?

To process the Update Employee Deductions/Contributions screen and close the payroll year:

1. Close your payroll year.
2. Go to the **Payroll » Deductions » Manage Deductions** screen and change your ceilings for any deduction that has changed.
3. Run the process on the Update Employee Deductions/Contributions screen for each changed deduction/contribution's ceiling.

   Costpoint updates the ceilings for each employee who is assigned to the deduction code or contribution code that you specify.

How do I enter a "Z" record to a prior payroll year?

On the Manage Pay Periods screen, open a pay cycle that belongs to the prior payroll year. Then enter a **Z** record on the Manage Employee Earnings History screen.

How do I enter Third Party Sick pay, additional amounts on W-2s, or other W-2 items, after the payroll year has been closed?

On the Manage Pay Periods screen, open the correct payroll year period. Then enter a **Z** record on the Manage Employee Earnings History screen.

I have to put additional amounts on W-2s for employee allowances. How do I do that?

On the Manage Pay Periods screen, open the correct payroll year period. Then enter a **Z** record on the Manage Employee Earnings History screen.

My W-2s are not lining up correctly when I print. How can I fix the alignment?

Assuming that you have compatible forms, you should call Costpoint Technical Customer Care to help you adjust your alignment. See the "Miscellaneous Year End Questions and Answers" section for information about compatible forms.

I have a zero W-2 and I don't want it included in the printing or transmission. I do want to keep the original records in

history, though. How do I exclude it from the W-2 printing or file creation?

Before actual printing and file creation, go to the Manage W-2 screen and delete the zero W-2. Costpoint will not include it in either the printing or file creation of the W-2s.

Where do I get the PIN number for the Create State Mag Media screen?

Your state government should give you that number.

Is there a mass update feature to mark the Retirement Plan check box on the Manage Employee Taxes screen as selected?

No, there is no mass update feature to mark the **Retirement Plan** check box as selected.

Is there a report that will show me if the Retirement Plan check box on the Employee Taxes screen is selected for employees?

No, there is no standard report for this purpose in Costpoint. You may either create your own report using Cognos® or you can print a Deduction Summary Report (for the 401k code, for example), and use that to verify the employees for whom this check box should be selected.

What is the process for creating W-2s if a third-party interface, such as Ceridian or ADP, is used?

First, run through the process of creating W-2s in Costpoint so that the W-2 tables populate. Afterward, use the generic Export Payroll Taxes interface to generate a file that you can send to your third-party service.

Does the Recompute Taxable Wages screen work for Local Taxes?

No, the Recompute Taxable Wages screen does not look at Local Taxes for recomputation.

When does the Manage W-2 Information disappear?

It does not disappear on its own. It will stay there indefinitely.

Can I create the W-2 data before applying the current year's CYE update?

Yes, it will be created using the format from the previous year. Even if there are no format changes for a current year, you must still apply the current year's CYE update when it becomes available.

Social Security taxes are not computing on the new year payroll.

Most likely, the payroll year associated with the pay period for which you are calculating is incorrect. Change the payroll year in the Manage Pay Periods screen and then compute payroll again.

On our W-2s for Box 15, the Tax ID from the Manage State Tax Override by Taxable Entity screen is printing. It is incorrect. We expect the State Tax ID from the Manage State Taxes screen, and not the SUTA Tax ID from the Manage State Tax Override by Taxable Entity screen to print. How can this be corrected?

To print the State Tax ID rather than the SUTA Tax ID on W-2s:

1. Display the Manage State Tax Override by Taxable Entity screen (click **People » Payroll » State Taxes » Manage State Tax Override by Taxable Entity**).
2. Change the **Tax ID**.
3. Print your W-2s.
4. After printing, return to the Manage State Tax Override by Taxable Entity screen and change the **Tax ID** back to its **SUTA Tax ID**.

Employer sponsored health care costs are not showing in Box 12 of the W-2.

On the desired deduction(s) make sure the **'Employer-Sponsored Health Coverage'** box is selected. After it is selected, you will need to create W-2s again; then it will appear on the W-2 in Box 12.

Does Costpoint support the W-2 magnetic media (electronic file for transfer) creation for local taxes?

Currently, Costpoint does not support the W-2 magnetic media (electronic file for transfer) creation for local taxes.

Year-End Project Questions and Answers

Do I have to close the General Ledger fiscal year before computing revenue for the first time in my new fiscal year?

No, you do not have to close the General Ledger fiscal year before computing revenue for your new year.

However, you should run Update Prior Year History in **Projects » Cost and Revenue Processing » Cost and Revenue Processing Utilities** before computing revenue for the first time. If you do not do this, then ceilings may not be observed properly and revenue adjustments for the prior year may be taken again.

Can I run the Update Prior Year History screen multiple times?

Yes, you can run the Update Prior Year History screen multiple times.

What year do I enter on the Update Prior Year History screen?

You should enter the year you want to be considered the prior year. If your current/new year is 2021, you should enter 2020, since that is your prior year.

I have computed revenue for the first period of the new year and my revenue is wrong; it is including prior year revenue adjustments. How do I fix it?

More than likely, you computed revenue for your new year before running the Update Prior Year History screen.

You should run the Update Prior Year History process and then recompute your revenue for the new year. After you update and create your project tables, your revenue should be correct.

The *Prior Year* column on my first Project Status Report (PSR) of the new year is wrong. What could cause this?

There are two possible reasons for this:

- Update Prior Year history was not run before updating and creating the PSR tables for the new year, or
- Your prior year has 13 periods and you did not run Compute Burden Costs for period 13 before you ran Update Prior Year History.

I am calculating bills for the first time in my new year; however, no indirect rates are appearing. What could cause this?

There are a few possible reasons. Verify that the pools actually exist for the new fiscal year and that provisional rates (**Manage Cost Pools » Pool Rate subtask**) exist for the period for which you are trying to compute. Also, make sure you have run the **Build Rate Application Table** for the new year prior to calculating bills.

Is it possible to copy pools one by one using the Copy Pools utility?

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.

Miscellaneous Year-End Questions and Answers

Where can I order year-end forms (1099s and W-2s)?

For information about vendors that work with Deltek, please follow the steps below 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**.

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