Deltek

Ajera Year-End

Frequently Asked Questions

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Overview

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

Year-End Updates will be released as they become available. Expect any late-breaking state tax changes to be included in tax updates in January or February.

The *Ajera Year-End Guide* will be available on the Deltek Support Center, https://deltek.custhelp.com.

To access the Year-End Guide:

1. Log on to the Web site.
2. Click the **Year-End Resources** link in Quick Links.

General Ledger (GL) Year-End Questions and Answers

Should I wait until I get my year-end adjustments from my CPA before I close the fiscal year?

It is a general practice to wait to close the year until after all adjusting entries are known and made. However, in Ajera, you can re-open the prior fiscal year at any time, and make the adjusting entries.

From the Support stand point, we cannot give accounting advice. That is to say, it is up to the client to decide whether to close the year first, or make adjusting entries first.

This is my first full fiscal year in Ajera. Where and how do I make an adjustment to my beginning balance retained earnings?

The retained earnings for beginning balances are entered in the beginning Balances Trial Balance.

To fix the Beginning Balance retained earnings amount:

1. Go to the Company menu or sub-menu, and then select **Beginning Balances**.
2. From the menu items, select **Trial Balance**.
3. Add or edit the amount for the retained earnings account.
4. You can make an entry for accrual, cash, or both.

How does an in/out Pay impact the payroll expense accounts?

There is a net impact of zero to the accounts. It pays the amount so it will show on the W-2 and then reduces it through a reduction.

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. From the Setup column, select **Vendors**.
2. Select **Vendor** from the list, and click **Edit**.
3. On the 1099 Info tab, select the **Receives 1099** checkbox and save.

   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 created for a vendor:

- You must select the Receives 1099 checkbox in the vendor setup.
- You must have paid a vendor invoice to that vendor that was not marked “non 1099”.
- You must have issued checks for that vendor equal to or in excess of the amount specified as the minimum for printing the 1099 MISC within the calendar year.

Can I override the amounts paid to a vendor for a 1099 MISC or 1099 NEC?

Yes, you can override the amounts paid to a vendor for a 1099 MISC.

To override the amount reporting on the 1099:

1. Click **Setup » Vendors**.
2. Edit the vendor in question.
3. Click the 1099 info tab.
4. Enter the amount in the **Reported amount** field.
5. Click **Save**.

   This will be the amount reported on the 1099. Remember to remove this amount after you are done as it will override future printings on the 1099.

Can I file the 1099 MISC or 1099 NEC electronically?

Deltek has partnered with Nelco (a specialist in W-2 and 1099 reporting) to provide Ajera e-Filing, a fee-based service for filing your firm's Form W-2s and Form 1099s electronically.

To electronically file the 1099 MISC or 1099 NEC in Ajera:

1. From the menu, click **Reports » Government Reporting** and select **Form**.

2. Select **e-Filing** as part of information.
3. Click **Send**.

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

Yes, you can create 1099s for one vendor at a time.

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

If the alignment of a check or form needs adjustment for your specific printer, you can change the printing area and size of the form, as needed. You must make the adjustment every time you print the form.

To adjust the alignment for printing:

1. On the Print window, click the **Alignment** button.
2. Do the following, as needed:

   Adjust where the form prints:

To	Do This
Print further right or left	In the **Horizontal Shift** field of the Alignment box, enter a positive amount (in inches) to print further to the right and a negative number (in inches) to print further to the left.
Print higher or lower	In the **Vertical Shift** field of the Alignment box, enter a positive amount (in inches) to print lower and a negative amount (in inches) to print higher on the form.

   Adjust the form size:

   Adjust form size only to correct a known problem with your printer. In many cases, government agencies require a specific form size.

To	Do This
Change width of printing area	In the **Horizontal** field of the Form Size box, enter a number greater than 1.000 to stretch the width of the form and a number less than 1.000 (such as 0.5) to shrink it.
Change height of printing area	In the **Vertical** field of the Form Size box, enter a number greater than 1.000 to stretch the height of the form and a number less than 1.000 (such as 0.5) to shrink it.

   The original scale of the form is 1.000 in both fields.
3. Click **OK**.

How can I change the amount entered to Beginning Balance Vendor 1099 paid?

To change the amount entered to Beginning Balance:

1. Go to the **Setup column » Company**, and select **Beginning Balances**.
2. Select the Vendor 1099 paid item.
3. Find the vendor to change and adjust the amount in the Year to Date Paid Amount column.
4. Click **Save**.

I entered Beginning Balances Vendor 1099 Paid under the wrong company. How can I change this?

To delete the entry out of wrong company and put under correct company:

1. Go to the **Setup column » Company**, and select **Beginning Balances**.
2. Select the Vendor 1099 paid item.
3. Delete the incorrect entries.
4. Click **Save**.

To change the Company:

1. Go to the **Setup column » Company**, and select **Beginning Balances**.
2. Select the Vendor 1099 paid item.
3. Enter the amounts needed.
4. Click **Save**.

My vendor 1099 prep report and the actual 1099 do not match.

The following are potential causes of the non-matching of a 1099 and the 1099 prep report:

1. An Override amount was put into the Vendor Setup.
2. Manual payments were put into the Bank Register for the vendor. If a client enters a manual check to the bank register and uses a vendor (payee) that is setup as a 1099 vendor, the 1099 prep report will include the amount of the manual check.
3. Employees who own their own businesses and who do work for the company as their own businesses; however, they are only set up once on Vendor Setup. The client should have two separate entries for these two employees—one as an employee and one as the employee's DBA—in order to track the expenses correctly.
4. An inactive vendor with a duplicate name.

What are the deadlines for sending out 1099s?

The deadline is generally January 31st. Please refer to the IRS website for the requirements for the specific year.

Payroll Configuration, General Payroll Questions and Answers

How do I mark the Retirement Plan box for W-2 reporting?

To ensure that the Retirement Plan box gets marked:

1. Go to the Setup column, and select **Employees**.
2. Edit the applicable employee.
3. On the Payroll Taxes tab, select the **Covered by retirement plan** checkbox.
4. Click **Save**.

I have HIRE Act information showing on my W-2. How do I remove this?

You need to update Ajera; this program is no longer valid.

How do I fix Accrual Pay issues at the end of the year?

1. Go to the Manage column, and select **Payroll**.
2. Create a new Supplemental Payroll and add the employee. **Make sure that NO pays/taxes/deductions are brought into the paycheck**. When you view/edit the check, the check should be ZERO in all fields.
3. On the **Pays** tab, add the accrual pay that needs to be adjusted and the number of hours. You can also decrease hours by entering a negative amount.
4. On the **Taxes** tab, select the [**Allow Tax Override**] option on the upper left corner. Zero out any taxes or adjust taxes as needed.
5. Select <**pay**> and print the check to complete the process.

How do I add in Health Insurance premiums over $50,000 and auto allowance or third-party sick pay?

This process adds the cost to (1) the taxable amount of the employees' gross wages; (2) the payroll reporting amount on reports; and (3) the employee and employer taxes withheld.

Create a New Pay

To create a new pay:

1. Click **Company » Payroll » Pays**, and click **New**.
2. In the **Description** field, give the pay an appropriate name.
3. For the Type, select **In/Out Other**.
4. Clear the **Track hours/units** checkbox.

5. Clear the **Include in regular pay calculation** checkbox.
6. For the **Calculation method**, use **Flat** with a **Rate** of 0.
7. For the W-2 form boxes 10–20 field, select the appropriate entry.
8. In the Employee Tax Exempt area, select any applicable exemptions.
9. Click **Save**, and click **Close**.

Ajera automatically creates a new deduction for the in/out pay.

The payment may now be recorded (1) by entering it on an existing unpaid paycheck; or (2) by creating a supplemental pay. Follow the instructions below.

To record the pay on an employee's existing unpaid paycheck:

1. Click **Manage » Payroll**, select the employee's paycheck, and click **Edit**.
2. Click the **Pays** tab, and enter the new in/out pay and the gross amount.

   Ajera automatically sets up the deduction for the pay.
3. Click **Save**, and click **Close**. The check may now be printed.

If the last paychecks for the year have been issued, or the taxable fringes or third-party pay need to be recorded on a separate check, record the pay on a supplemental pay.

To record the pay on a supplemental pay:

1. Click **Manage » Payroll**, and click **New**.
2. Enter a **Description** and select the dates.
3. Under Include Automatic, clear all except **Taxes**.
4. Clear the **Retrieve previously unpaid hours** checkbox.
5. Under **Include on demand**, clear all the options
6. Select the **employee** and **bank account**.
7. For **Pay Period**, select **Supplemental**.
8. Click **OK**.
9. Select the paycheck, and click **Edit**. On the **Pays** tab, enter the new in/out pay and the gross amount of the pay.
10. Select the **Allow Tax Override** checkbox.
11. **Pay** the zero dollar check.

Manually changeable tax rate changes were made to impact beginning of next year.Will this be included on first payroll of that year even if beginning dates were in the previous year?

Ajera uses the pay date to determine which tax table to use. It uses the tax tables for the year of the pay date.

For the first several payroll runs of the year, 3 employees had the wrong tax information setup, but this has been corrected. How will Ajera handle this?

The tax should auto-correct. Until the next payroll run, they may see a lot of tax taken out in order to make up what hadn't been taken out all ready.

PTO, Vacation, or Sick leave accruals are not auto reducing. What needs to be changed?

To setup accruals for auto reducing:

1. Go to the Setup column.
2. Select **Employees** from the list.
3. Edit the employee to check (may require checking all employees).
4. Edit the employee setup.
5. Go to the Pay Information tab.
6. Go to the Additional Pays section.
7. Select the **auto reduce** box, and enter the amount and date.
8. Click **Save**.

What could be wrong if the $401K contributions did not come through for a bonus paycheck?

To set up 401K deductions for supplemental paychecks:

1. Go to the Setup column.
2. Select **Employees** from the list.
3. Edit the employee to check (may require checking all employees).
4. Edit the employee setup.
5. Click the **Deductions/Fringes** tab.
6. Select the **Supp** box on the 401K deduction.
7. Click **Save**.

How can a Bonus payroll be made using Outsourced Payroll?

Enter Bonus payroll as a vendor invoice, placing dollar amounts against proper GLs and editing the invoice based on the report from the payroll service.

How can I manually adjust taxes on a Paycheck?

To manually adjust taxes on paychecks:

1. Edit the paycheck (while in Processed status).
2. Select the **Allow Tax Override** box in the top-right corner.
3. Go to the Taxes tab.
4. Adjust the taxes as needed.
5. Click **Save**.

Can you have a pay date that is less than the ending period date on a payroll run?

Unfortunately, Ajera will not allow for a pay date that is less than the ending date of the pay period. So if the payroll is for 12/22/17 through 1/4/18, the system will not allow a pay date of 12/31/17. The pay date has to be at least 1/4/18.

Why did the Medicare rate not stay the same for some employees this year?

A rate increase kicked in at $200,000.

How can I add in/out pays to the last regular paycheck of the year rather than running a Supplemental payroll?

Process payroll as usual, then edit each paycheck to which the pays should be added. Select the Pays tab and add each pay and amount. Ajera recalculates the taxes. Save. Pay the checks as usual.

How can an Advance paycheck be made to an employee?

If you are using in-house payroll, follow the steps below to create an advance paycheck. There is no method available for outsourced payroll.

First, you will need to get the employee the payroll advance check. This should be done through manage vendor Invoices. In the **Account** field, you should use the ledger account listed in your company preferences in the **Employee Receivable** field on the Balance Sheet Account Tab.

Now, you will need to add in the deduction for the employee to enable payback of the advance. This is done in the **Company sub-menu » Payroll » Deductions tab** by clicking the **New** button on the bottom of the list. Give this deduction a name you remember like "Payroll Advance" and choose the flat amount as the calculation method. The most important thing here is to list the employee receivable account as the liability account in this deduction. This is generally a taxable deduction, but you should check with your tax advisor to confirm the status for yourself. Then, save this deduction.

Now, on the next payroll that you run, you will need to edit the employee who has this advance, and add this new deduction you just created "Payroll Advance" for the amount that was originally paid to the employee (or less on multiple paychecks if they are paying back over time). The company will now be paid back.

Why aren't the 401K and Roth 401K deductions showing in the proper box (12) on the W 2?

To change the 12 series box showing on the W-2:

1. Go to the **Setup column » Company Sub menu » Payroll » Deductions**.
2. Edit the **401K** deduction from the list.
3. Change the reporting box from the drop-down list to **12-D**.
4. Click **Save**.
5. Edit **Roth 401k** from the deduction list.
6. Change the reporting box from the drop-down list to **12-AA**.
7. Click **Save.**

W- 2 Questions

Can I make changes directly to a W-2?

No. Ajera pulls amounts from the payroll tables. If you need additional amounts, consider using in/out pays for what you want to display on a W2. Then print a zero check.

Note: Once you entered in the in/out pays, if you do not want taxes calculated, select the Taxes tab and mark the option in the upper right to "Allow tax override". You can make changes to the taxable, subject-to, and tax amounts.

How do I print W-2s for an employee with multiple state tax liability?

You will need to print multiple W-2s, one for each state. The fed copy does not need to have state information and is okay to send without.

How can I make changes to the amounts in a W-2? The taxable amounts are not correct.

To adjust the taxable wages for an employee by creating and paying a zero dollar paycheck:

1. Go to the **Manage column » Payroll**.
2. Click **New**.
3. Enter a Description such as "W-2 correction."
4. Select a Period beginning date, Period ending date, and Pay date within the year that the adjustment needs to be made.
5. Select the Employee who needs his taxable wages corrected.
6. Select a Bank account.
7. Change the Pay period to Supplemental.
8. Click **OK**.
9. Select the employee's paycheck and click **Edit**.
10. Select the Taxes tab.
11. Select **Allow tax override**.
12. Enter the amount of the adjustment for the specific tax in both the **Taxable** and **Subject To** fields.

    A negative amount will reduce the taxable wage, and a positive amount will increase the taxable wage.
13. Click **Save**.
14. Click **Pay**.
15. Select **Pay now**, and click **OK**.

16. If you have additional employees whose totals need to be adjusted, click **New** on the Paycheck List window and follow the same steps. After completing the process for all employees who need adjustments, click **Close**.

How do I print W-2s with more than two local taxes?

The W2 supports printing 2 distinct local taxes, but if you have more than 2, you can combine them on the form.

Select the checkbox to the left of the **Local Line 1** field. Click the button and select the local tax you want to print.

To print a second local tax, select the checkbox to the left of the **Local Line 2** field. Click the button and select the local tax you want to print.

> **Note:** If the local tax does not appear in the Tax List window, from **Company » Payroll » Taxes**, select the tax and click the **Edit** button. In the W-2 form boxes 10–20 field, select Box 18–19 Local 1 or Box 18–19 Local 2.

To accumulate and print an amount for all local taxes on one line on the W-2 form, ensure that you select the checkboxes for the **Local Line 1** and/or **Local Line 2** fields, but leave both fields blank.

Miscellaneous Year-End Questions and Answers

After I close my fiscal year, can I reopen the year?

Yes. After you have closed your fiscal year you can reopen the year if needed.

To reopen your fiscal year:

1. From The Company menu (or Sub Menu), select **Preferences » General tab**.
2. Change the fiscal year to the prior year and remove or update the do not allow prior to date.
3. Click **Save**.

Can I print all of my tax forms from Ajera?

The following forms can be printed from Ajera: Form 1099 MISC, Form 940 (will be blank), Form 941, Form W4 (will be blank), Form W3, and Form W2.

When will the tax updates for next year be in Ajera, and how will I know?

As taxing authorities change taxes and forms, we incorporate those changes into Ajera and update the software.

You can install Ajera updates when they are released. Ajera calculates the taxes on a paycheck based on the pay date of the paycheck so your taxes are accurate for the payroll you are running.

For example, if you issue a paycheck with a pay date of 12/31/18, Ajera uses the 2018 tax tables. If the paycheck has a pay date of 1/03/19, Ajera uses the 2019 tax tables.

Deltek/ will send email notifications of Tax updates to Contacts listed in the Client Connect Site.

Is there anything I need to do to start the new year in Ajera?

Ajera will automatically start a new year as of 1/1 for payroll purposes regardless of whether you have closed the old fiscal year. If you have deductions and fringes set up, they will restart. You only need to close the fiscal year when ready.

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