



**Deltek**

# Deltek Vantagepoint

Frequently Asked Questions

**December 1, 2020**

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# Contents

- Overview ..... 1
- Year-End Processes ..... 2
  - Can the December and January periods, when crossing a fiscal period, be open at the same time? (KB# 96426) ..... 2
  - The January period is open. Is it possible to print out prior year reports? (KB# 99775) ..... 2
  - How can the number of periods in a fiscal year be changed? (KB# 99787) ..... 2
  - What does marking a period “closed” actually do? (KB# 96427) ..... 3
  - Can accounting period or fiscal year dates be changed? (KB# 96428) ..... 3
  - Can prior year adjusting entries be posted after the periods are closed? (KB# 96429) ..... 3
  - What happens to the Income Statement accounts when the new fiscal year is opened? (KB# 96424) ... 4
  - I need to post records in December, but the January period is open. Is it possible to post in December? (KB# 99788) ..... 4
  - When and how does a new fiscal year get opened? (KB# 90322) ..... 4
  - How do I open the timesheets for the next period/year? (KB# 96636) ..... 5
  - Are there other Year-End tasks that need to be considered other than installing the Year-End Update? (KB# 96421) ..... 5
  - What ramifications, if any, would there be if the first payroll in the New Year was run before installing the Year-End Update? (KB# 99789) ..... 5
- Project Considerations ..... 6
  - Is it possible to consolidate dormant projects at year-end? (KB# 96431) ..... 6
  - After opening the new fiscal year, there are no longer any year-to-date values for the overhead projects. Why? (KB# 40534) ..... 6
  - What happens to the labor related to the projects in Interactive Billing when the new fiscal year is opened? (KB# 91194) ..... 6
  - Where is the automobile mileage reimbursement expense changed for new fiscal year? (KB# 96422) .. 6
- Benefit Accruals ..... 8
  - What needs to be done before running the Benefit Accrual Year utility? (KB# 96483) ..... 8
  - Is there a report on which I can see the current Benefit Accrual information? (KB# 96448) ..... 8
  - Where is the Open New Benefit Year utility and when should it be run? (KB# 96449) ..... 8
  - Does the Payroll application have to be purchased in order to use the Benefit Accruals in Vantagepoint (KB# 96658) ..... 8
  - Do benefit hours accrue on a bonus payroll run? (KB# 96659) ..... 9
  - Can there be different Benefit Accrual limits for individual employees? (KB# 96480) ..... 9
  - Can Benefit Hours be accrued based on Hours Worked? (KB# 96447) ..... 9
- Accounts Payable ..... 10

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Where does the 1099-NEC form get the amount from and where does this amount display on the 1099-NEC form? (KB# 96441).....	10
Are the 1099-MISC forms populated with any values? (KB# 102791).....	10
What accounting period should be open when generating 1099s? (KB# 96433).....	10
What year or period should be open to run the 1099 Initialization utility? (KB# 56208) .....	10
When should the 1099 Initialization utility be run? (KB# 96432).....	10
How are 1099 forms printed? (KB# 96444).....	10
Why were 1099 forms not printed for some 1099 vendors? (KB# 96439).....	11
What should show on the 1099 Verification Report? (KB#96440).....	11
What report can be run to see which vendors are selected for the 1099 forms? (KB# 96436) .....	11
Why are last year's 1099 amounts printing on the current year 1099s? (KB# 96446) .....	12
The amounts on some Vendors 1099s are incorrect. How can this be resolved? (KB #96442) .....	12
Does Vantagepoint print 1099-INT or 1099-DIV forms? (KB# 96443).....	12
Does Vantagepoint support the combined fed/state filing feature for Electronic Filing of 1099s? (KB# 96445).....	13
Payroll .....	14
What does the Open New W-2 Quarter utility do? (KB# 96637).....	14
When should the Open New W-2 Quarter utility be run? (KB# 96638).....	14
Where is the Open New W-2 Quarter utility located? (KB# 96639) .....	14
Why is the Open New W-2 Quarter option missing from the Utilities menu? (KB# 99791) .....	14
Payroll was posted to the wrong W-2 Quarter, how can this be corrected? (KB# 97030).....	14
Can Payroll Processing be run in a prior W-2 Quarter and/or Year? (KB# 96640).....	15
Why is the Federal Withholding amount higher for a bonus payroll run? (KB# 97247) .....	15
Why would a Bonus Payroll check not deduct State tax withholding? (KB# 96656) .....	16
What are the options for printing W-2 forms in Vantagepoint? (KB# 99798).....	16
Why do I see the following message? Warning: System FICA Settings not found for xxxx W-2 year. Any FICA withholdings using the system method will default to 0. (KB# 99799).....	16
The Direct Deposit for Bonus/Adjustments box is selected in Settings » Payroll » General, so why is "Payments to include" grayed out for my bonus run? (KB# 99800).....	17
Why didn't the Social Security Maximum reset after I installed the Year-End Update? (KB# 99801) ....	17
What report can I print to show the amounts appearing on the W-2? (KB# 96635) .....	17
How should employer contributions to an employee's eligible savings accounts be processed in Vantagepoint? (KB# 99803) .....	17
Is it necessary to install the Year-End Update? (KB# 71141).....	18
Do Cafeteria type withholding codes total or print separately in box 14 of the W-2 form? (KB# 71656) 18	
If the timesheet period extends beyond 12/31, how do I post the timesheet to accurately report correct benefit hours in the current benefit year? (KB# 99804) .....	18
Payroll tax tables are stored for prior AND current years in Year-End Update (KB# 99805) .....	19

## Overview

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

The Year-End Update will be released in December 2020. Expect any late-breaking state tax changes to be included in a second payroll tax update in January or February.

The *Deltek Vantagepoint Year-End Guide* and the Year-End Update software 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.
3. Select the product: **Vantagepoint**.

All knowledge base articles related to year-end processing displays.

## Year-End Processes

### **Can the December and January periods, when crossing a fiscal period, be open at the same time? (KB# 96426)**

Yes, Deltek Vantagepoint accommodates having more than one period and more than one fiscal (calendar) year open at the same time. Any changes to the General Ledger balances in prior years continuously update opening balances in the new year.

Making changes to prior periods may carry over into the new fiscal year in those entries that affect the Income Statement accounts and the Retained Earnings accounts, which could impact the new fiscal year financials. Therefore, re-running reports including the financial statements may be recommended, depending on what changes were made.

### **The January period is open. Is it possible to print out prior year reports? (KB# 99775)**

It is possible to print reports for the prior year. Whether the period should be changed in order to run the report depends on the specific report in question. Some reports require that you change the period to the desired period. Other reports allow you to run the report for a given date range under the reporting options of the selected report.

### **How can the number of periods in a fiscal year be changed? (KB# 99787)**

Vantagepoint keeps track of how many periods are to be used in a fiscal year, based on the number of periods that were designated at the time of implementation. To review the current number of periods, go to **Utilities » Period » Period Setup**. The number displays under **Periods Per Year**. You can change the number of periods at a later date; however, there are things that you must consider before changing the number of periods per year:

- If the number of periods is increased, the amount of time covered—as in 12 periods versus 15 periods—could span over one calendar year. To gain more accurate values to run reports off periods versus year-to-date, consider that the year-to-date value may span over a year.
- If the number of periods is decreased, the amount of time covered—as in 12 periods versus 9 periods—could span less than one calendar year. To gain more accurate values to run reports off periods versus year-to-date, consider that the year-to-date value may span over a year.
- If the periods are changed, there may be an impact to the Income Statement, financial reports, and project reports.
- Be aware of the possible impact of the employee benefits for the Benefit Accrual Year, which you may need to modify as well.

## What does marking a period “closed” actually do? (KB# 96427)

Closing a period eliminates the period from the Open Periods form that displays when you log on to Vantagepoint. This helps reduce the possibility of posting transactions to incorrect periods. Closing a period does not prevent Vantagepoint users from accessing information in the closed period.

All users have the ability to review information and print reports from the current period, which may include information from a closed period. However, rights to process and change data in a closed period are limited by the security role’s settings, as designated in **Settings » Security » Roles » Accounting** tab.

Deltek recommends that you create a security role, assigned to a limited number of users, with rights to access closed periods. This prevents a user from inadvertently posting information to a previous year or period.

## Can accounting period or fiscal year dates be changed? (KB# 96428)

To change accounting period dates and/or the number of periods in the year:

1. Click **Utilities » Period » Period Setup**. Vantagepoint displays the Period Setup form.
2. Change the number of periods in the fiscal year by entering the new number in the **Periods Per Year** field. The data remains in the same period in which it is posted. The number of periods per year is typically 12 or 13, although there are exceptions.
3. Change the accounting period start and/or end dates for any previously open period in the database by entering the new date in the **Start** or **End** field.
4. Change the fiscal year start and/or end dates for any previously open period in the database by entering the new date in the **Start** or **End** field.
5. Click **Close** to exit the Period Setup form.

## Can prior year adjusting entries be posted after the periods are closed? (KB# 96429)

In Vantagepoint, you can access any open or closed periods as long as the security rights allows for this to happen.

To review security role settings, click **Settings » Security » Roles » Accounting** tab.

Change the active period to the desired period and make any necessary year-end adjustments.

- If adjustments are made in the prior period and the amounts affect the prior year balances, you may need to re-run the Overhead Allocation, Revenue Generation, Adjust Salary Job Cost, and Consultant Accruals processing when in the prior period/year.
- If Cash-Basis Reporting is enabled for the new year, it should be disabled while making any previous year adjustments.
- It may be useful to close the prior year periods and limit security rights to only Administrator users who can process in a closed period. This would prevent a user from inadvertently posting information in a previous year or period.

## What happens to the Income Statement accounts when the new fiscal year is opened? (KB# 96424)

When a new fiscal year is opened, Vantagepoint closes out the Current Year Retained Earnings account by automatically moving the ending balance of the account to the Prior Year Retained Earnings account. This process is automatically done by Vantagepoint and no posting log is created.

- Current Year Ending Income Statement balance = Income Statement accounts (Revenue & Expenses)
- Current Year Ending Income Statement balance is moved to Prior Year Retained Earnings = When the Open New Period utility is run for the new fiscal year.
- Current Year Ending Income Statement balance becomes New Year Beginning balance for Prior Year Retained Earnings = Previous Years Retained Earnings account.

The Current Year Retained Earnings account represents the ending balance on the Income Statement and is also known as the Current Year Profit and Loss account. The Current Year Retained Earnings account is the balance of the Current Retained Earnings account that is automatically calculated as Revenue minus Expenses.

- If a new fiscal year was opened, go back to a period in the previous fiscal year and post anything that affects the Income Statement. This adjustment would affect the fiscal year.
- Any postings will affect the period and fiscal year the adjustments were posted in.
- When changing to the most current Fiscal Year, the adjustments made in the previous fiscal year affect the Previous Years Retained Earnings account balance automatically.

## I need to post records in December, but the January period is open. Is it possible to post in December? (KB# 99788)

Yes, you can still post records in the December period, as long as you have the appropriate security rights.

**To post in the December period:**

1. Click **Settings » Security » Roles » Accounting** tab.
2. Select the **Allow processing in Prior Periods** option.
3. Log in to the December period.
4. Post the records.

## When and how does a new fiscal year get opened? (KB# 90322)

When you access the Utility **Open New Period** while in the last period for the fiscal year, Vantagepoint automatically prompts to open a new fiscal year.

When you open a new fiscal year, the following prompt displays:

**Warning-You are currently in fiscal period 12 of 12 for the year 2020. If you continue, you will open the first fiscal period for the year 2021.**

**To open a new fiscal year:**

1. Click **Utilities » Periods » Period Setup » New Period**.
2. Under **Current Period**, review the **Fiscal Period** and **Year**, and compare their values to the **New Period, Fiscal Period, and Year**.
3. Click **OK** to open the new fiscal year.

**How do I open the timesheets for the next period/year? (KB# 96636)**

1. Click **Settings » Time » Time Periods**.
2. Click **Add Time Period** or **Add Multiple Time Periods** to add new Timesheet Period(s).

**Are there other Year-End tasks that need to be considered other than installing the Year-End Update? (KB# 96421)**

Deltek recommends that you upgrade to the latest version of the Vantagepoint software before installing the Year-End Update.

Additional items to consider at year-end include the following:

1. Run 1099 Initialization.
2. Close General Ledger periods.
3. Open the new General Ledger fiscal period/year.
4. Open the new Timesheet periods.
5. Open the new Benefit Accrual Year.
6. Run the Consultant Accruals.
7. Run the Overhead Allocation.
8. Run Revenue Generation (RevGen).
9. Run Adjust Salary Job Cost.
10. Post any Journal Entries. You can do this even after opening the new fiscal year.

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

**What ramifications, if any, would there be if the first payroll in the New Year was run before installing the Year-End Update? (KB# 99789)**

The Federal and State withholding amounts may be a little off due to the differences in the prior year tax rates and the new year's tax rates. **IMPORTANT NOTE:** The system will NOT calculate or record any taxable wages for FICA - OASDI (Social Security).

## Project Considerations

### **Is it possible to consolidate dormant projects at year-end? (KB# 96431)**

It is possible to close out dormant projects by using the Project Key Conversion utility. This utility consolidates the information from the selected projects into the specified project number. However, using this utility does not reduce the size of the database.

Once consolidated, details of the various projects still exist but are consolidated under one project number and cannot be broken down into their previous, distinct project numbers. You cannot see the original project detail at a later date because there is no undo capability. The only option for seeing the data by project would be to restore the database from a backup made prior to the consolidation.

### **After opening the new fiscal year, there are no longer any year-to-date values for the overhead projects. Why? (KB# 40534)**

The year-to-date amounts for overhead projects reset to zero after you run the Open New Period utility for the new fiscal year.

**To see the overhead project values:**

1. Go to the prior period/year.
2. Run the Project Detail report. The previous year's values will display on the report.

For Promotional and Regular projects, you can run the Project Detail report without having to go into the prior period/year.

### **What happens to the labor related to the projects in Interactive Billing when the new fiscal year is opened? (KB# 91194)**

All of the project charge types (Overhead, Promotional, and Regular) retain the labor in the Interactive Billing, as long as the labor has not been accepted on an invoice.

### **Where is the automobile mileage reimbursement expense changed for new fiscal year? (KB# 96422)**

**Resolution:** There are two locations to configure mileage reimbursement:

Location #1:

1. Click **Settings » Expense » Options**.
2. Enter the mileage reimbursement in the **Distance Measure** field.
3. Select **Mile** or **Kilometer**.
4. Click **Save**.

## Location #2:

1. Click **Settings » Expense » Expense Categories**.
2. Select the Employee Group Expense Category or Categories for All Expense Groups that has the Mileage expense category.
3. Select **Edit** and change the rate in the **Distance Measure** field.
4. Click **Save**.

**Note:** The **Distance Measure** field can only be changed by clicking **Edit**.

- Currently, the application can only hold one rate, so selecting **Allow user to Edit Measure** will allow users to enter additional mileage for 2022. Employees can then adjust the rate to be the 2020 amount since the 2021 amount will become the new default mileage reimbursement rate.
- This change will take effect on new expense reports only. Expense reports that were In Progress or Submitted status before the change will need to be manually updated.

## Benefit Accruals

### What needs to be done before running the Benefit Accrual Year utility? (KB# 96483)

Before running the Benefit Accrual Year utility:

1. Deltek recommends having a backup before opening the New Benefit/Absence Accrual Year.
2. Post all timesheets prior to opening of the New Benefit/Absence Accrual Year.
3. Review the Absence Accrual setup global and individual settings. This includes Carry-over Limits, Pre-accrue of Hours, Accrual Schedules, and Absence Hours Per Year for the employees.
4. The global setting is located under **Settings » Accounting » Absence Accrual** tab.
5. The individual employee setting is located under **HUBS » Employees » Accounting tab » Absence Accruals** grid.

**Note:** The individual employee setting overrides the settings in the global setting found in **Settings » Accounting » Absence Accrual**.

### Is there a report on which I can see the current Benefit Accrual information? (KB# 96448)

Click **My Stuff » Reporting (Employee) » Accrued Time Report**. This report resets when you open the New Benefit Accrual year.

If no Carry-over or Pre-accrual hours exist, you must process the first Absence Accrual for the new Benefit/Absence Accrual Year to view the new benefit hour amounts.

### Where is the Open New Benefit Year utility and when should it be run? (KB# 96449)

To access this utility, go into the Desktop app and click **Utilities » Periods » Open New Benefit Year**.

You should run the Benefit Accrual Year utility:

- **After** all timesheets and payroll have been processed and posted for the prior year
- **Before** posting any timesheets and payroll for the new year.

### Does the Payroll application have to be purchased in order to use the Benefit Accruals in Vantagepoint (KB# 96658)

No, it is not necessary to purchase the Payroll module. As long as the Accounting module is active in Vantagepoint, you can use the Benefit Accruals feature to track the employees' benefit hours.

## Do benefit hours accrue on a bonus payroll run? (KB# 96659)

If Absence Accruals are set to accrue **during Payroll processing**, the benefit hours will only calculate on runs designated as a **Regular type**. If the bonus run is designated as a **Bonus Run Type**, it will not accrue benefit hours.

To find out if Absence hours are set to accrue during Payroll Processing:

1. Click **Settings » Accounting » Absence Accrual**.
2. Select **Accrue Absences with Payroll**.

## Can there be different Benefit Accrual limits for individual employees? (KB# 96480)

Yes, different absence accrual Carry Over Limits can be set for individual employees:

1. Click **HUBS » Employees**
2. Click the Accounting tab
3. In the **Absence Accruals** grid, set **Has Carry Over Limit** to **Yes**
4. Specify the number of hours this employee can carry over in the **Carry Over Limit** field.

**Note:** The setting for the employees will override the global settings under **Settings » Accounting » Absence Accrual** tab.

## Can Benefit Hours be accrued based on Hours Worked? (KB# 96447)

1. Click **Settings » Accounting » Absence Accrual**.
2. Select **Yes** for **Enable accruals on Hours Worked**.
3. Fill additional fields as needed.
4. Click **Save**.

## Accounts Payable

### Where does the 1099-NEC form get the amount from and where does this amount display on the 1099-NEC form? (KB# 96441)

After initializing the 1099 year, Vantagepoint is ready to generate the 1099 form work file to process the 1099-NEC forms. This work file looks at the **Paid Last Year** field on the Accounting tab in the Firm HUB and uses the amount from that field to fill box 1 on the 1099-NEC form.

### Are the 1099-MISC forms populated with any values? (KB# 102791)

The 1099-MISC forms only populate with PAYER and RECIPIENT information for each vendor who has the **1099 Required** selected, but no amounts will print in boxes 1–17. If amounts are needed in boxes 1–17, click **Edit** on the Form 1099 Processing screen and manually update the appropriate field.

### What accounting period should be open when generating 1099s? (KB# 96433)

You can run Form 1099 Processing from the December or January period. Be sure to select the correct year in the **Processing 1099 Year** field when you complete Form 1099 Processing.

### What year or period should be open to run the 1099 Initialization utility? (KB# 56208)

You can run the 1099 Initialization utility in any accounting period, but you should run it **before** you start payment processing for the new 1099 year.

### When should the 1099 Initialization utility be run? (KB# 96432)

Run this utility:

- **After** all Accounts Payable processing, payments as well as disbursements, have been completed and posted for the current 1099 year, but
- **Before** processing payments or disbursements for the new 1099 year.

### How are 1099 forms printed? (KB# 96444)

- To print 1099 Forms:
  1. Click **Accounting » Form 1099 Processing**.
- To print a single vendor 1099 form:
  1. Select **Edit**

2. Find the vendor in the **Find** field
3. Click **Other Actions** » **Print 1099-MISC** or **Print 1099-NEC**.
- To print all vendors 1099-MISC forms:
  1. Click **Other Actions** » **Print 1099-MISC**.
- To print all vendors 1099-NEC forms:
  1. Click **Other Actions** » **Print 1099-NEC**.

## Why were 1099 forms not printed for some 1099 vendors? (KB# 96439)

There are a few common reasons why this happens:

1. In **HUBS > Firms**, after selecting the Vendor Record, click the Vendor tab. The **1099 Required** box is not selected for the excluded Vendor(s),
2. The **Paid Last Year** field for the excluded Vendor(s) does not meet the minimum amount specified in the 1099 Form Processing window.
3. In **HUBS » Firms**, after selecting the Vendor Record, click the Vendor tab. The Vendor's **Federal ID** number is missing.
4. There is no **Payment Address** selected in **HUBS » Firms » Overview** tab. A **Payment Address** needs to be selected for a 1099 to generate.

## What should show on the 1099 Verification Report? (KB#96440)

When vendors show on this report, there is a difference in the amount of posted payments for the selected 1099 year and the amount in the **Paid Last Year** field in the Firm Hub.

1. While in the December Period of the current 1099 year, run the Voucher Ledger report in **Reporting » Accounts Payable**. In the report **Options**, select **Year-to-date**. In the Selection Filter, select **1099 Required**. The report will show posted payments, by vendor, for the calendar year.
2. Determine the correct amount: either the **Payments** shown on the Voucher Ledger or the amount in the **Paid Last Year** field from the **Firm Hub » Vendor** tab. The amount that prints on the 1099 is the **Paid Last Year** amount.
3. To change the Paid Last Year amount, click **HUBS » Firms » Vendor** tab, and pull up the vendor in question.
4. Edit and update the **Paid Last Year** field
5. Click **Save**.
6. Re-generate the 1099s in **Accounting » Form 1099 Processing**. Select **Generate Work File** to update the file with the new **Paid Last Year** amounts.

## What report can be run to see which vendors are selected for the 1099 forms? (KB# 96436)

The Firm List report has the option to show the 1099 Req? column.

1. The report can be found under **My Stuff » Firm Reporting » Firm List**.
2. In the Selection Criteria, click **Firm » Firm Type » Vendor**.
3. Select **Options** on the Columns tab,
4. Select the **1099 Req** column.

You can also use this report to verify the **Paid Last Year** and **Federal ID** information for the vendors.

## Why are last year's 1099 amounts printing on the current year 1099s? (KB# 96446)

If this happens, the 1099 Initialization utility was not run before generating the 1099 work file for the 1099 Form Processing.

### To resolve this problem:

1. Confirm that all current year Accounts Payable payments are processed and posted.
2. Click **Utilities » Periods » 1099 Initialize**.
3. Note the **Most recent 1099 initialization run** date. If the 1099 initialization has not been recently run in the last year, then make a backup and click **Initialize**.
4. Click **Accounting » Form 1099 Processing** and generate a new work file.

## The amounts on some Vendors 1099s are incorrect. How can this be resolved? (KB #96442)

There are two options for changing the amounts on 1099s:

### Option 1:

1. Click **HUBS » Firm**. Select the vendor, and then click the Vendor tab.
2. Manually change the amount for the **Paid Last Year** field.
3. Generate or re-generate the 1099 work file.

### Option 2:

1. In the 1099 Form Processing area, select **Edit**.
2. Manually make any changes, noting that if the work file is regenerated, any manual edits will be lost.

## Does Vantagepoint print 1099-INT or 1099-DIV forms? (KB# 96443)

Vantagepoint prints to the 1099-MISC or 1099-NEC forms.

## **Does Vantagepoint support the combined fed/state filing feature for Electronic Filing of 1099s? (KB# 96445)**

The 1099 related electronic filing feature **Combined Federal/State Filer** is not supported in Deltek Vantagepoint.

## Payroll

### What does the Open New W-2 Quarter utility do? (KB# 96637)

This utility allows Payroll processing in the correct W-2 quarter and year.

You must open a new W-2 quarter to track data accumulated by the Payroll module by quarter and year. In addition, you must open a new W-2 quarter/year before you process the first payroll in that quarter/year. This procedure affects payroll data only; it does not affect any other Vantagepoint data.

### When should the Open New W-2 Quarter utility be run? (KB# 96638)

Run the Open New W-2 Quarter utility after processing the final payroll for a quarter and before processing the first payroll for the next quarter. Deltek is able to determine when this utility is run when in the final quarter of the calendar year and will open both a new W-2 Quarter and W-2 Year.

### Where is the Open New W-2 Quarter utility located? (KB# 96639)

In the Desktop app, this Utility is located under **Utilities » Periods » Open New W-2 Quarter**.

### Why is the Open New W-2 Quarter option missing from the Utilities menu? (KB# 99791)

This can happen if you do not have rights to this utility in Vantagepoint or if the Payroll application is not licensed.

You have three choices for resolving this:

- Have a user with Administrative rights grant you the proper access to this utility.
- Modify security rights by completing the following steps:
  1. Click **Settings » Security » Roles**.
  2. Click the General tab.
  3. Under Utilities, select **Periods > Open New W-2 Quarter** and then click **Save**.
- Contact your firm's Account Manager to purchase the Payroll application.

### Payroll was posted to the wrong W-2 Quarter, how can this be corrected? (KB# 97030)

To correct the W-2 quarter:

1. To correct the W-2 Quarter, go into the Desktop app and click **Utilities » Updates » Correct W-2 Qtr./Year**.
2. Select the Payroll Posting run to correct.

3. Select the correct W-2 Quarter and Year.
4. Select **Change Payroll Posting W-2 Quarter and/or Year**.

## Can Payroll Processing be run in a prior W-2 Quarter and/or Year? (KB# 96640)

Depending on a user's security role, it may be possible to process Payroll in a prior W-2 quarter/year. **Only Payroll Adjustment and Bonus type runs** can be posted to prior W-2 quarters and/or years, during payroll processing. The role's security settings determine access to this feature.

### To set up access:

1. Click **Settings » Security » Roles**.
2. Select the user's role.
3. On the Accounting tab, select the **Allow payroll processing in prior W-2 quarter** check box.
4. To post a regular type payroll run to a prior W-2 Quarter/Year, use the Utility, located in the Desktop app **Utilities » Updates » Correct W-2 Qtr./Year**. Deltek does not recommend using this Utility to move a Payroll posting to a different W-2 Year.

## Why is the Federal Withholding amount higher for a bonus payroll run? (KB# 97247)

Vantagepoint withholds taxes on supplemental wages (bonuses) according to IRS publication 15 (Employer's Circular E).

"If you withheld income tax from an employee's regular wages in the current or immediately preceding calendar year, you can use one of the following methods for the supplemental wages:

- Withhold a flat 22% (no other percentage allowed).
- If the supplemental wages are paid concurrently with regular wages, add the supplemental wages to the concurrently paid regular wages. If there are no concurrently paid regular wages, add the supplemental wages to alternatively, either the regular wages paid or to be paid for the current payroll period or the regular wages paid for the preceding payroll period. Figure the income tax withholding as if the total of the regular wages and supplemental wages is a single payment. Subtract the tax withheld from the regular wages. Withhold the remaining tax from the supplemental wages.

If there were other payments of supplemental wages paid during the payroll period made before the current payment of supplemental wages, aggregate all the payments of supplemental wages paid during the payroll period with the regular wages paid during the payroll period, calculate the tax on the total, subtract the tax already withheld from the regular wages and the previous supplemental wage payments, and withhold the remaining tax."

Deltek Vantagepoint uses method A exclusively. On a Bonus type payroll run, Federal taxable wages are taxed at 22%.

## **Why would a Bonus Payroll check not deduct State tax withholding? (KB# 96656)**

A bonus Payroll run calculates the State tax withholding differently than a regular Payroll run. On a bonus Payroll, Vantagepoint calculates an effective State withholding tax rate by taking the year-to-date tax amount withheld for an employee and dividing this by the year-to-date taxable wages for the State. There are exceptions for states that require a flat percentage of wages for bonus payrolls. Vantagepoint then applies this calculated rate to the bonus run to compute the State bonus withholding amount.

If a bonus Payroll run is processed at the beginning of the year prior to any regular Payroll run, Vantagepoint calculates a zero amount for the State withholding because the year-to-date tax and taxable wages are currently zero for the employee. When this happens, manually calculate the State withholding for each employee for the bonus Payroll run, or wait to process the bonus run after the first regular Payroll run of the new W-2 year.

## **What are the options for printing W-2 forms in Vantagepoint? (KB# 99798)**

You can print an individual employee's W-2 or print W-2s for all employees.

### **To print an individual employee's W-2 form:**

1. Click **Human Payroll » Form W-2 Processing**.
2. Select **Edit**.
3. Find the employee.
4. Click **Print** on the toolbar.

### **To print all employees' W-2 forms:**

1. Click **Human Payroll » Form W-2 Processing**.
2. Click **Print » Print W-2 Form** on the toolbar. Vantagepoint prints W-2s for all employees in the current work file.

## **Why do I see the following message? Warning: System FICA Settings not found for xxxx W-2 year. Any FICA withholdings using the system method will default to 0. (KB# 99799)**

This message displays if Vantagepoint was recently upgraded, and the Year-End Update for the recent version was not applied. The Year-End Update is version specific. When you upgrade Vantagepoint, you must install the Year-End Update specific to your version. Install the Year-End Update to have the latest FICA taxes on the Vantagepoint Web / Application server.

## The Direct Deposit for Bonus/Adjustments box is selected in Settings » Payroll » General, so why is “Payments to include” grayed out for my bonus run? (KB# 99800)

Because the selection method for a bonus run defaults to **Manual Selection**, the auto-select options are not available.

In the Selection criteria, create two Saved Searches. Create one for employees who receive checks and another for those who are paid by direct deposit.

## Why didn't the Social Security Maximum reset after I installed the Year-End Update? (KB# 99801)

The Year End Update does not update the wage base in **Settings » Payroll » Withholding Codes**.

The FICA wage base for the current year can be found in **Help » Contents » Index** under FICA-OASDI. The wage base also displays when you select the year during W-2 processing.

## What report can I print to show the amounts appearing on the W-2? (KB# 96635)

To print a report that displays W-2 amounts:

1. In **My Stuff » Payroll Reporting**, select the **Withholdings by Category** report.
2. In Options, select the Federal (Box 1 Wages), FICA-OASDI (Box 3 Wages), and FICA-HI (Box 5 Wages) (and your State, 401K and Cafeteria, if applicable) withholding codes, and select **Print Taxable Wages**.

The YTD (Year-To-Date) Taxable Wages and amounts withheld for each withholding code will tie out to the W-2.

## How should employer contributions to an employee's eligible savings accounts be processed in Vantagepoint? (KB# 99803)

Contributions to an employee's eligible non-taxable savings account should never increase an employee's gross pay amount. Enter this type of payment for an employer contribution as a contribution code amount.

To establish contribution amounts:

**Resolution:** Contributions to an employee's eligible non-taxable savings account should never increase an employee's gross pay amount. Enter this type of payment as an employer contribution.

1. Create a new Contribution Code (if needed) in **Settings » Payroll » Contribution Codes**
2. Assign this Contribution Code to employee's in the **Employee HUB » Payroll tab » Contribution Code** grid.
3. If applying the contribution to all regular payrolls, change the **Method** to **Amount** and enter each employee's contribution amount.
4. If the contribution is applied at other times, leave the Method as **System** and enter the amount on the Payroll Processing Employee Review screen.

**To add the contribution amount to the employee's HSA direct deposit account:**

1. Set up an HSA withholding code to add the contribution amount back to the employee's net pay.
  - a. Click **Settings » Payroll » Withholding Codes**
  - b. Click **Insert** and assign a sequence number that is **HIGHER** than Federal, FICA (OASDI), FICA (HI), and the State Code
  - c. Assign the **Type** as **Other**.
  - d. The **Method** must be an amount in order to direct deposit the correct amount to the HSA account.
2. Add the new withholding code to the employees who receive the HSA contribution.
  - a. Click the **Employee HUB » Payroll** tab.
  - b. Insert a new row in the withholdings grid, add the new HSA Withholding Code, and assign the appropriate amount as a negative for that employee. (This is the same amount as the HSA Contribution. A negative amount will add the amount back to the Net Pay for Deposit).
  - c. Save the record.
3. Add the HSA account information to the Direct Deposit grid for the employee.
  - a. In the Employee HUB, click the Accounting tab.
  - b. Insert a new row in the direct deposit grid and add the HSA bank account information.
  - c. Assign the amount of the contribution to deposit.
  - d. Save the record.

**Is it necessary to install the Year-End Update? (KB# 71141)**

If you use Vantagepoint payroll, you must install the Year-End Update to implement 2021 tax changes. We also recommend that you install the update to ensure that you have the latest tax forms.

**Do Cafeteria type withholding codes total or print separately in box 14 of the W-2 form? (KB# 71656)**

Each Cafeteria type withholding code amount prints as a separate line in box 14 of the W-2.

**If the timesheet period extends beyond 12/31, how do I post the timesheet to accurately report correct benefit hours in the current benefit year? (KB# 99804)**

1. Click **Settings » Time » Time Periods** and enter one timesheet period for the days through 12/31.
2. Re-enter a second timesheet period for 1/1—the end of the usual timesheet period.
3. Post only the timesheet with the period ending date of 12/31.
4. Open the New Benefit Accrual Year.

## **Payroll tax tables are stored for prior AND current years in Year-End Update (KB# 99805)**

Vantagepoint will now allow payroll processing for either the prior or current payroll tax year. Based on the W-2 Year selected during payroll processing, Vantagepoint will select the appropriate Payroll Tax Withholding tables to use for calculating System Withholding amounts.

- Regular Payroll Runs: The W-2 Year is automatically populated. The value is based on the current open W-2 quarter and year.
- Bonus or Adjustment Runs: A user can select the W-2 quarter and year at the time of payroll processing. This is a setting based on the security rights of the role of the user running payroll.

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