Deltek Know more. Do more.™

Deltek Costpoint®

Version 7.1.1 Interface

June 30, 2016

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published June 2016.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

EXPORT PAYROLL TAXES

Table Of Contents

PAYROLL TAX INTERFACE OVERVIEW

As of July 2013, Costpoint will no longer create a tax file that is specific only to Ceridian Tax Services (CTS). For tax reporting purposes, Costpoint now provides a Payroll Tax interface which you can use to create a tax file that includes federal, state, and local tax data on a periodic, quarterly, and annual basis. The generated tax file can be submitted to your payroll tax service provider. This tax file will also be supported by CTS.

To create a tax file, you must first go to the Configure Payroll Tax Export Settings screen and establish the rules for the information that will be included in the export file. After setting up the data preferences, use the Export Payroll Taxes screen to generate a periodic, quarterly, or annual tax file.

You must use this interface in conjunction with Costpoint Payroll.

CONFIGURE PAYROLL TAX EXPORT SETTINGS

Use this application to establish rules that you use when generating and setting up data for the payroll tax interface. The settings in this screen apply to the company to which you logged into Costpoint. You must establish the settings on this screen before you can generate a payroll tax export file. Though you can use the Recompute Taxable Wages application to assign the Tax Service Group ID, you should also set up this screen after you receive the functionality and before you run your next payroll.

Location

- People
- Payroll
- Payroll Interfaces
- Payroll Tax Export

Enable Payroll Tax Interface

Select this check box to indicate that you are using the Payroll Tax Interface to report your taxes. Selecting this option enables the Tax Code fields for data entry.

Corporate Information and Grouping Methods

Transmitter/Corporate Identifier

Enter the identifying code used to represent your corporation in your payroll tax service.

Tax Service Grouping Method

You can group payroll records when exporting employee tax data to your payroll tax service system. All payroll records assigned to a particular Tax Service Group ID will be grouped together under one header record. There can be multiple header records in one tax file, which depends on the number of Tax Service Group IDs that you set up in Costpoint.

From the drop-down list, select the method that will be used to group employees and their payroll records when exporting payroll tax data. Valid options are:

- **Pay Cycle** — Select this option to link Costpoint pay cycle codes to Tax Service Group IDs. If you select this option and an employee has more than one Tax Service Group ID during a given payroll year, a W-2 record will be created for each Tax Service Group ID. However, when W-2s are printed, only one W-2 will print for each employee and taxable entity ID.
- **Federal Tax ID** — Select this option to link Federal Tax IDs to Tax Service Group IDs.
- **Taxable Entity ID** — Select this option to link Costpoint Taxable Entity IDs to Tax Service Group IDs.
- **Pay Cycle and Federal Tax ID** — Select this option to link unique Federal Tax ID/Pay Cycle combinations to Tax Service Group IDs.
- **Tax Service Group ID** — Select this option to establish a list of unique Tax Service Group IDs. If you select this option and an employee has more than one Tax Service Group ID during a given payroll year, a W-2 record will be created for each Tax Service Group ID. However, when W-2s are printed, only one W-2 will print for each employee and taxable entity ID.
- **Pay Cycle and Taxable Entity ID** — Select this option to link unique Pay Cycle/Taxable Entity ID combinations to Tax Service Group IDs.

If you did not select the **Tax Service Group ID** method, you can use the **Update Tax Service Groups** button on the Tax Service Group IDs subtask to update the Tax Service Group ID on the employee's Manage Employee Taxes record based on the Tax Service Grouping Method that you selected from this list.

Employee Department Source (for sorting W-2s)

If your tax service uses an indicator to group W-2s for delivery, select the W-2 grouping method. Valid options are **Home Organization**, **HR Organization**, **Locator Code**, or **Not Applicable**.

Dependent Health Insurance Benefits Provided to Employees

Select this check box if dependent health insurance benefits are provided to your employees.

Occupational Code

Source

Select the source of the Occupational Code for each employee. You can select **Employee Taxes**, **Detail Job Title**, **Job Title Description**, or **User-Defined Info**. The **Detail Job Title** option is available only if you have a Human Resources (HR) license.

User-Defined Label

If you select **User-Defined Info** as the source of the Occupational Code, enter, or click 🔍 to select, the user-defined label which represents the employee Occupational Codes.

Puerto Rico Second Last Name

User-Defined Label

If you report SUTA wages for Puerto Rico, enter or click 🔍 to select, the User-Defined Label to store the second last name.

Tax Codes

These fields are enabled if you selected the **Enable Payroll Tax Interface** option.

Require Tax Codes

Select this check box if your tax services use tax codes to represent and identify different taxes.

Federal Withholding Tax Code

Enter the tax code which represents federal tax withholding in your tax service system.

Employee Social Security Tax Code

Enter the tax code which represents Social Security employee withholding in your tax service system.

Employer Social Security Tax Code

Enter the tax code which represents Social Security employer tax in your tax service system.

Employee Medicare Tax Code

Enter the tax code which represents Medicare employee withholding in your tax service system.

Employee Additional Medicare Tax Code

Enter the tax code which represents Medicare employee additional withholding in your tax service system.

Employer Medicare Tax Code

Enter the tax code which represents Medicare employer withholding in your tax service system.

FUTA Tax Code

Enter the tax code which represents employer FUTA tax in your tax service system.

Subtask

Subtask	Description
Tax Service Group IDs	Click this link to open the Tax Service Group IDs subtask.

- Table Information

  Changes on this screen update the following tables:

  - PRTAXSVC_SET
    - PRTAXSVC_GRP

EXPORT PAYROLL TAXES

Use this screen to create a payroll tax export file. Before you use this screen, you must enter your export settings on the Configure Payroll Tax Export screen.

This is a separately licensed product for the current release of Deltek Costpoint.

Location

- People
- Payroll
- Payroll Interfaces
- Payroll Tax Export

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click Query to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click Query to select, a parameter description of up to 30 alphanumeric characters.

File Type

Select one of these options to specify the type of file that you want to create.

- **Periodic** — Select this option to create a periodic tax file.
- **Quarterly** — Select this option to create a quarterly tax file.
- **Annual** — Select this option to create an annual tax file. The source of this file is the Manage Employee Earnings History table. No data is taken from the W-2 table.
- **W-2** — Select this option to create the W-2 tax file. Any data provided in the Manage W-2s table will be exported along with calculated annual amounts from the Manage Employee Earnings History table.

Select

Use this group box to specify the check dates included or the year/quarter for the export file.

Check Date

These fields are enabled if you are creating a **Periodic** file type. Use these fields to set a date range for the checks that you want to include in the export file. The process will include checks with dates that are within the **Start** and **End** dates.

Range Type

Select one of these options:

- One
- Range

If you selected Quarterly, Annual, or W-2 as your File Type, this field defaults to Range.

Start

Enter, or click to select, the beginning date of the range of checks that you want to include in the export file.

End

Enter, or click to select, the ending date of the range of checks that you want to include in the export file.

Payroll Year

These fields are enabled if you are creating a **Quarterly**, **Annual**, or **W-2** file type. Enter the year to be reported in the **Start** field.

Range Type

The only valid value in this field is **One**.

Start

Enter the Payroll year that you want to include in the quarterly, annual, W-2 tax file.

Quarter

These fields are enabled if you are creating a **Quarterly** file type. Use these fields to specify the payroll year and the quarter that you want to include in the export file.

Range Type

The only valid value in this field is **One**.

Start

From the drop-down list, select the quarter that you want to include in the tax file. Valid options are **1**, **2**, **3**, and **4**.

Include

Use this group box to specify whether or not to include paychecks that have already been included in a previous periodic file.

Only unprocessed records

Select this option to include only unprocessed records in the tax file.

All records

Select this option to include all records in the tax file.

Report

1st Sort

From this drop-down list, select the primary sort option for the report. The options available in this field depend on the file that you select in the **File Type** group box.

If you are creating a **Periodic** tax file, you can select **Check Date** or **Tax Service Group** in this field.

If you are creating a **Quarterly**, **Annual**, or **W-2** tax file, this field defaults to **Tax Service Group**.

2nd Sort

From this drop-down list, select the secondary sort option for the report. The options available in this field depend on your selections in the **File Type** group box and **1st Sort** field.

For **Periodic** tax files:

- If the primary sort option is **Check Date**, you can select **Tax Service Group** or **Tax Type** in this field.
- If the primary sort option is **Tax Service Group**, you can select **Check Date** or **Tax Type** in this field.

If you are creating a **Quarterly**, **Annual**, or **W-2** tax file, this field displays only **Tax Type**.

3rd Sort

This field displays the third sort option for the report. The value in this field depends on your selections in the **File Type** group box, **1st Sort** field, and **2nd Sort** field. Your sort selections must all be different.

If you are creating a **Quarterly**, **Annual**, or **W-2** tax file, this field displays **Not applicable**.

Include Employee Detail

Select this check box to include the employee detail on the report. You can clear this check box to limit the size of the report.

If this check box is **not** selected, the report only includes the check date subtotals (for **Periodic** file type only), Tax Service Tax Code subtotals, Tax Type subtotals, and grand totals. Each separate tax amount will not be provided.

If this check box is selected, the report includes the detail, check date subtotals (for **Periodic** file type only), Tax Service Tax Code subtotals, Tax Type subtotals, and grand totals.

Options

Use this group box to specify whether or not to include Payroll Edit records and/or FUTA credit reduction information in the tax file.

Include Payroll Edit

Select this option to include Payroll Edit records that have check dates and numbers. Payroll Edit records are unposted checks that are on the Manage Payroll Records table.

Include FUTA Credit Reductions

Select this check box to include FUTA Credit Reduction records in the tax file.

Output File

File Location

Enter, or click to select, the location where the tax file will be exported.

File Name

Enter, or click to select, the file name for the exported tax file.

Test File

Select this option to indicate that the generated file is a test file.

Maine Seasonal Period

These fields are required for business that are defined as **seasonal** by the Maine Department of Labor (DOL).

Period Start Date

Enter, or click to select, the seasonal period start date.

Period End Date

Enter, or click to select, the seasonal period end date.

Process Export Payroll Taxes

After you print the Export Payroll Taxes report, click to process the Export Payroll Taxes file. You must print the report before processing the file.

Print and Process Export Payroll Taxes

Click the arrow next to  and select **Print and Process Export Payroll Taxes** to print the Export Payroll Taxes report and process the file.