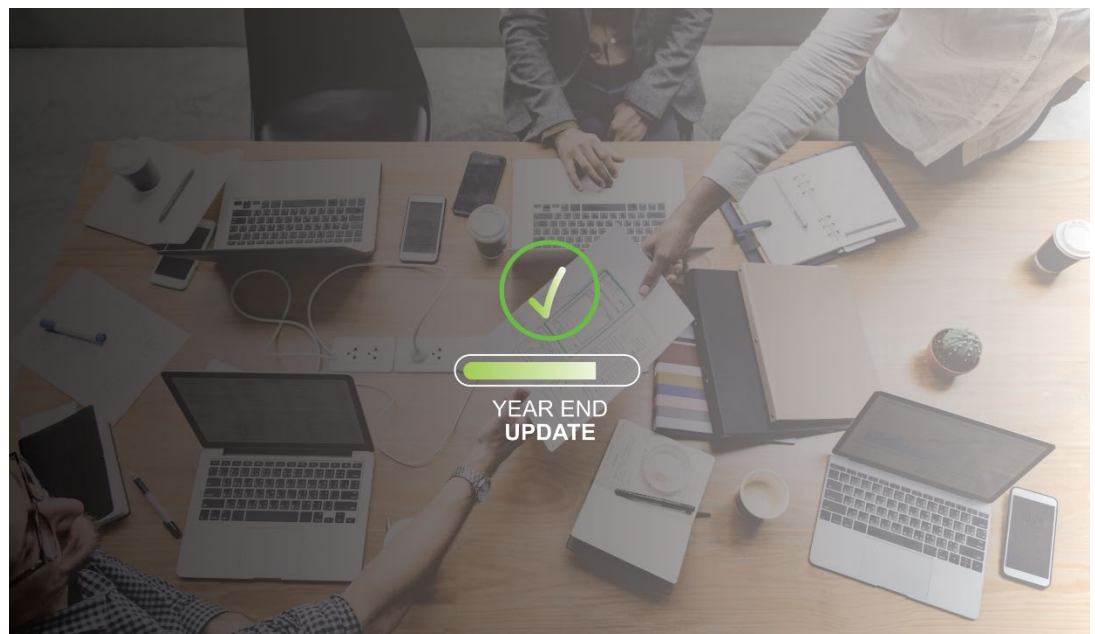

Datatech Accounting Software

2022 Year End Update





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This manual was produced using *ComponentOne Doc-To-Help*.™

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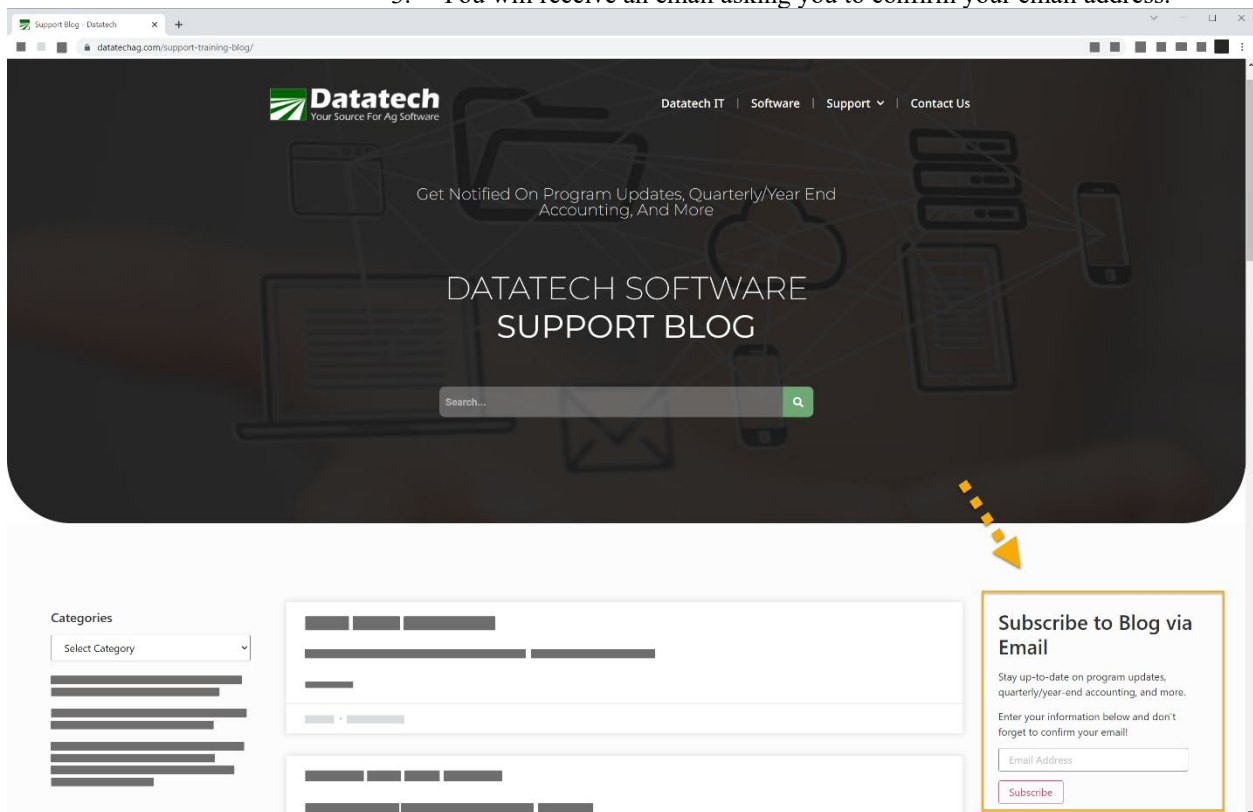
Year End Update 2022

Introduction

Please Note: This is a preliminary release of the Year End Help file. Additional documentation is still being written and will be included in a future update as well as posted to our Support Blog.

Subscribe to our Support Blog to get the latest information on new programs and features as well as information on the latest updates as soon as it is released. By subscribing to our blog, you will get email notices when new posts are available.

1. To subscribe, go to **DatatechAg.com > Support > Support Blog**. (<https://datatechag.com/support-training-blog/>)
2. Under *Subscribe to Blog via Email*, enter your **email address** and click **Subscribe**.
3. You will receive an email asking you to confirm your email address.



2022 Year End Update + Help File

This update includes the normal changes to payroll tax forms and the new tax rates for the coming year.

It also includes the forms necessary for printing 1095-C and 1094-C forms for 2022 as well as changes for electronic reporting 1095-C information.

This Year End Help File includes:

1. Information about major changes made during 2022, including a release notes section that describes all of the changes made throughout the year.
2. More detailed documentation on several of the new and improved features.

3. Year-end workflow information using the Payroll Closing Center.

Note: This help file also contains information on new program features from the Year End Help going back to 2008. While this information has also been added to the regular online help file, it has been retained in the online Year End Help file for easy reference. Information from prior years is not included in the printed copy or the PDF version that you will find in your application Help folder.

Printing Forms

When printing any form from Datatech Software, i.e. W-2s, 1099s, 940s, etc... you should always test print forms on blank paper first. This is because printers may have had driver updates or other mechanical issues that cause the forms to print with incorrect margins or spacing. Even if you are printing on a printer you have used for years, it is important to do these test prints before printing on your forms.

Installing the Update

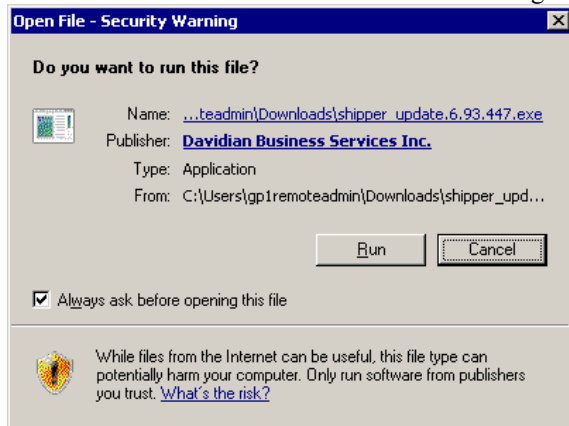
To download the latest update, go to **Tools > Check for Updates**.

Please review the release notes before installing the update.

Digital Signature on Programs

All Datatech installers and programs are cryptographically signed with a digital signature to verify the integrity of the programs. In the past, when you started your Datatech Accounting Software program, you may have received warnings about the publisher of the software being unknown; this should no longer happen.

When running installers, you may see a message similar to the following:



All of our installation programs are now digitally signed with our corporate legal name, “Davidian Business Services Inc.” This digital signature ensures that the installation file has not been tampered with by third parties.

Tax Rate Changes

H-2A Employers

The minimum wage for H-2A employees is stored in the state tax rate file. The minimum wage for H-2A employees is set each year by the Department of Labor in December and are included in the state tax rate table updates.

H-2A Adverse Effect Wage Rates were published here:

<https://www.foreignlaborcert.doleta.gov/adverse.cfm>

State Withholding Table Notes

Oregon

The program will automatically use the WBF rates for 2023. WBF Rates may be viewed/changed if necessary. To do this, go to **Payroll > Setup > State Tax Rate Tables > Local Tax Settings** tab > **Worker's Benefit Fund** section.

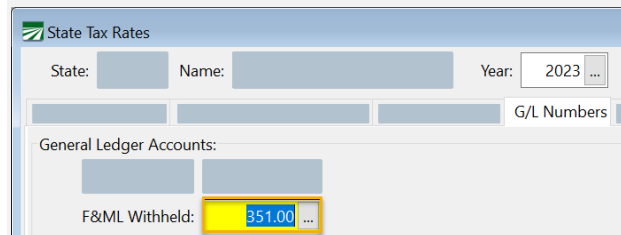
Note: In the past, it was necessary to update Oregon WBF rates each year by clicking on the **Oregon Rates** button on the **Worker's Comp Table** window. This is no longer necessary. The program will automatically use the WBF rates for 2023 without doing this. The **Oregon Rates** button has been removed.

Paid Leave Oregon

On January 1, 2023, employees and employers will begin paying into the new program. Paid Leave Oregon is paid for by employers and employees. Employers pay 40% and employees pay 60% of the contribution rate, which is 1 percent for 2023.

Will a G.L. Account Be Created Automatically?

Yes. A G.L. Account will automatically be created **after** you run the first Payroll Journal in 2023. If you would like to change this account, go to *Payroll > Setup > State Tax Rate Tables > G/L Numbers* tab > **F&ML Withheld**.



The screenshot shows a software window titled "State Tax Rates". It has fields for "State:", "Name:", and "Year:" with "2023" selected in the year dropdown. Below these are several empty input fields and a "G/L Numbers" button. Under the "General Ledger Accounts:" section, there is a field for "F&ML Withheld:" which is highlighted with a yellow box and contains the value "351.00".

[Click here for the Employer Guidebook Paid Leave Oregon 2022.](#)

<https://paidleave.oregon.gov/Documents/Paid-Leave-Oregon-Employer-Guidebook-EN-September-2022.pdf>

To review these settings, go to **Payroll > Setup > State Tax Rate Table > Local Tax Settings** tab.

State Tax Rates

State: OR Name: Oregon Year: 2023

Local Tax Settings

State Disability Insurance/Paid Leave/Long Term Care:

Description: F&ML

SDI/F&ML Tax Rate (Decimal): 0.0100

Wage Limit: 132900.00

F&ML Employee Share %: 60.00

☐ F&ML Employer Exempt

Employer SDI Rate (Decimal): 0.0000

Contribution Rate: 1% for 2023

Employees: Pay 60% of the contribution rate. (No more than .06% of their gross wages.)

Employers (with 25 or more employees): Pay 40% of the contribution rate.

Note: If you have fewer than 25 employees, you do not need to make contributions. However, you will still need to collect and submit your employees' share.

Select **F&ML Employer Exempt** to not accrue this tax as the employer, but still collect this tax from employees.

New York

New York's withholding tables include thirteen tax brackets, but our software is only designed to handle ten. This means that withholding for annual wages over \$265,400 (single) or \$323,200 (married) will not be computed correctly. We do not anticipate this affecting any of our customers. If you must calculate New York withholding and this does affect you, please contact Datatech Support.

Washington

At this time, the Long Term Care tax in Washington State will go into effect July 1, 2023. The Tax Rate file for Washington includes the Long Term Care Rate (0.58%) for July 2023. This rate will be calculated automatically for you when checks are entered/created from Daily Payroll in the third quarter.

Will a G.L. Account Be Created Automatically?

Yes. A G.L. Account will automatically be created **after** you run the first Payroll Journal in 2023. (If you have been a Datatech customer since the beginning of 2022, you may already have this account created.) If you would like to edit this account, go to *Payroll > Setup > State Tax Rate Tables > G/L Numbers* tab > **F&ML Withheld**.

State Tax Rates

State: Name: Year: 2023 ...

General Ledger Accounts:

F&ML Withheld: 351.00 ...

State Tax Rates

State: WA ... Name: Washington Year: 2023 ...

Local Tax Settings

State Disability Insurance/Paid Leave/Long Term Care:

Description: F&ML

SDI/F&ML Tax Rate (Decimal): 0.0080

Wage Limit: 160200.00

F&ML Employee Share %: 72.76

☒ F&ML Employer Exempt

Employer SDI Rate (Decimal): 0.0000

Long Term Care Rate (Decimal): 0.0058

Some reports are still being redesigned to print amounts for the tax, primarily the Earnings Record and Check Detail Report. Most reports will include the new deduction.

Payroll Tax Reports Control Center

The *Payroll Tax Reports Control Center* incorporates all of the Quarterly and Year End Payroll Closing steps on one screen. This window is designed to take you step by step through the closing process, marking each step **Completed** once it is done.

This window will also display the totals of each report to assist you in verifying the accuracy of the totals that are archived for generating tax reports. If there are any discrepancies in the *Employee Wage Detail Report* totals, the program will automatically run the *Fix Employee Totals Utility* to correct the totals.

To open this window, go to **Payroll > Payroll Tax Report Control Center**.

The screenshot shows the 'Payroll Tax Reports Control Center' window. At the top, there are tabs for 'Quarter Closing' and 'Year End Closing'. Below these, there are dropdown menus for 'Year' (set to 2022) and 'Quarter' (set to Q4). The main area is divided into three sections: 'Quarter Wage Detail Report', 'Quarter Payroll Journal', and 'Archive & Clear Quarter To Date Payroll'. Each section has a 'Completed' checkbox and a 'Preview' button. The 'Archive & Clear' section also has 'Archive Completed' and 'Clear Completed' checkboxes, along with 'Archive/Print/Clear' and 'Print Archive Rpt' buttons. At the bottom, there are buttons for 'Taxable Wages By Qtr', 'State Reports', 'Federal 941', and 'Electronic Filing'. Each report section displays 'Total Wages', 'Federal WHT', and 'State WHT' with a value of 0.00.

Quarterly Closing Workflow

Quarter Wage Detail Report/Payroll Journal

This annotated screenshot shows the same window as above, but with three numbered callouts indicating the workflow steps: 1. Points to the 'Year' dropdown menu (2022). 2. Points to the 'Preview' button in the 'Quarter Wage Detail Report' section. 3. Points to the 'Preview' button in the 'Quarter Payroll Journal' section.

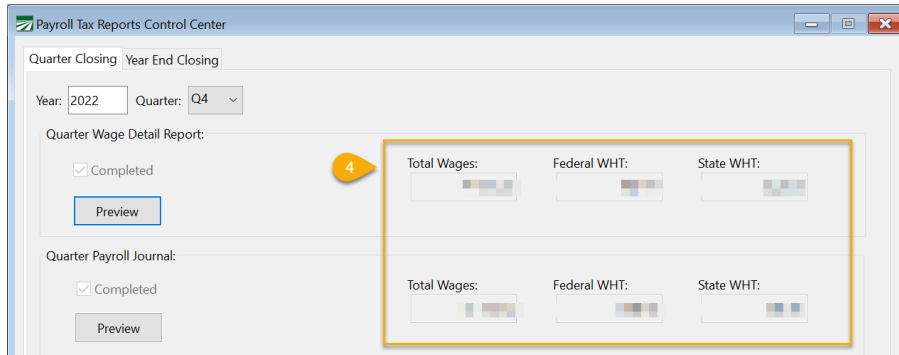
1. Enter the **Year** and select the **Quarter** that you are closing.
2. Click **Preview** in the *Quarter Wage Detail Report* section.

The program will generate the *Employee Wage Detail* report for all employees with year-to-date wages. At the end of the report, you will find **totals** for the quarter and year-to-date. The Quarter to Date Wages will automatically be updated on the *Payroll Tax Reports Control Center* window.

Note: The Preview window for the report will be minimized. To view/print the report, click **Print Preview** on your Taskbar.

3. Next, click **Preview** in the *Quarter Payroll Journal* section.

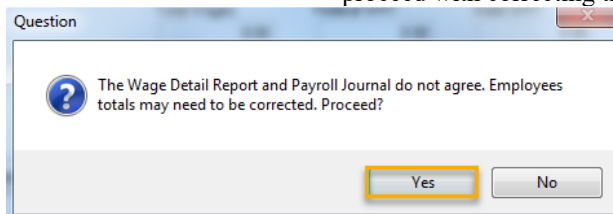
The program will generate a summary *Payroll Journal* for the quarter. The Payroll Journal totals will be updated on the *Payroll Tax Reports Control Center* window.



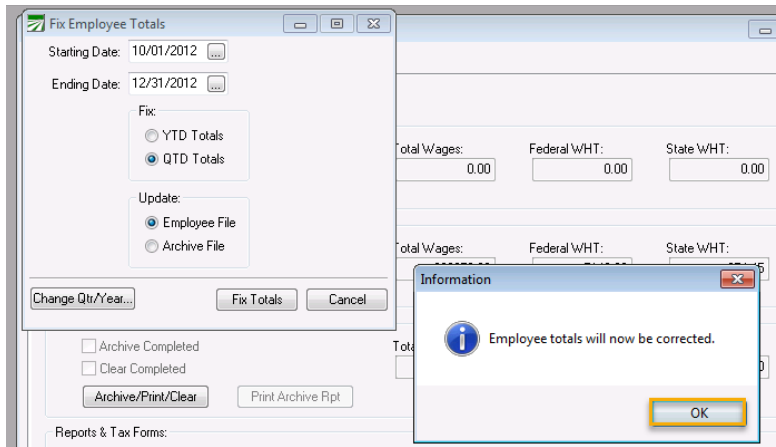
4. **Verify the totals** of the Wage Detail Report and Payroll Journal on the *Payroll Tax Reports Control Center*. You can also review totals using the reports you printed.
5. If the totals agree, you may proceed with the closing process. If totals do not agree, follow these instructions:

What to Do if Totals Do Not Agree

The program will warn you if the totals do not agree and ask if you want to proceed with correcting the totals.

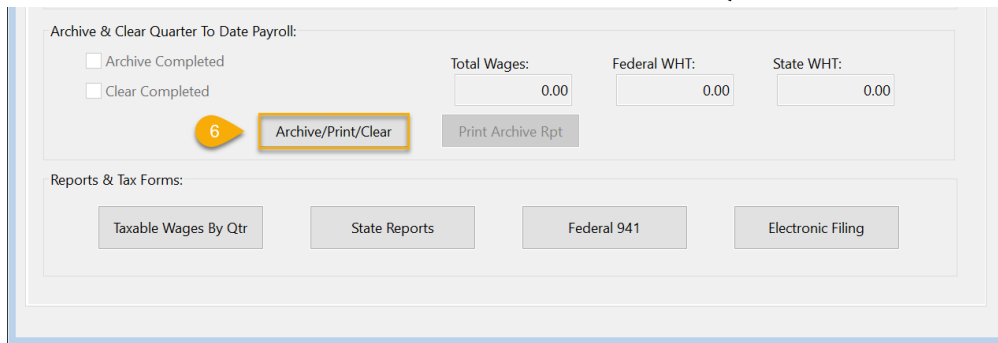


1. Answer **Yes** to proceed to the *Fix Employee Totals* window. When you click Yes, the wages will be removed from the *Quarter Wage Detail Report* section of the *Payroll Tax Reports Control Center*.
2. The program will prompt you to proceed with fixing the totals. Click **OK** to continue with the fix.

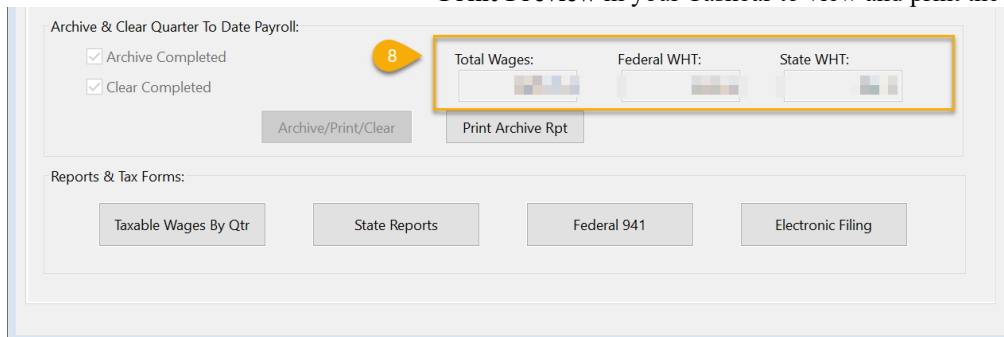


3. Once the Fix is complete, click **Preview** in the *Quarter Wage Detail Report* section again. The wages will be updated on the *Payroll Tax Reports Control Center*. If they match the *Payroll Journal* totals, you can proceed with your closing.

Archive & Clear the Quarter to Date Totals

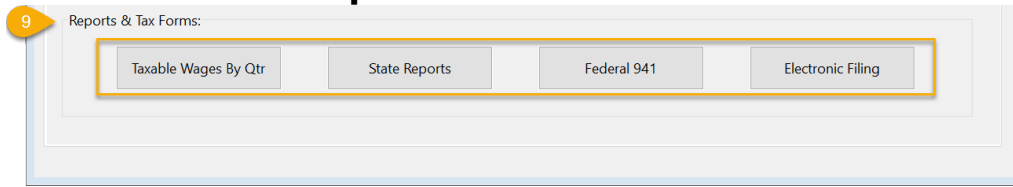


6. Click **Archive/Print/Clear** in the *Archive & Clear Quarter to Date Payroll* section.
 - a. The employee wages will be updated to the Archive,
 - b. Current quarter totals in the Employee File will be cleared,
 - c. And the current quarter will be advanced to the next quarter.
7. A Print Preview of the *Archive File Report* will be minimized. Click on the **Print Preview** in your Taskbar to view and print the report.



8. **Verify the Archive totals** completed successfully on the *Payroll Tax Reports Control Center*.

Reports & Tax Forms



9. You may now **print** your **State Quarter Report, Federal Form 941**, or **generate** the **Electronic Filing** (Magnetic Media) file at your convenience.

Note: If you will be printing the reports at a later time, you may return to the *Payroll Tax Reports Control Center*, select the Year and Quarter, and your totals will be displayed on the window for you to verify before printing/generating reports. You can print the archive report again by clicking *Print Archive Rpt.*

Additional Help for printing your quarterly federal/state reports and generating the Magnetic Media files is available in your Datatech Help file.

Year End Closing Workflow

If you start the Year End Closing Workflow immediately upon completing the Quarterly Closing, you can simply click on the **Year End Closing** tab to begin. However, if you closed this window, you will need to:

1. Go to **Payroll > Payroll Tax Report Control Center**.
2. Re-enter the **Year** and select the **Quarter** on the *Quarter Closing* tab.
3. Then open the **Year End Closing** tab.

The screenshot shows the 'Payroll Tax Reports Control Center' window with the 'Year End Closing' tab selected. The window is divided into several sections:

- Year To Date Wage Detail Report:** Includes a 'Completed' checkbox (checked), a 'Preview' button, and three data fields: 'Total Wages', 'Federal WHT', and 'State WHT'.
- Year To Date Payroll Journal:** Includes a 'Completed' checkbox (unchecked), a 'Preview' button, and three data fields: 'Total Wages' (0.00), 'Federal WHT' (0.00), and 'State WHT' (0.00).
- Archive & Clear YTD Payroll:** Includes 'Archive Completed' and 'Clear Completed' checkboxes (both unchecked), and three data fields: 'Total Wages' (0.00), 'Federal WHT' (0.00), and 'State WHT' (0.00). Below these are buttons for 'Box 14 Mapping', 'Archive/Print/Clear', and 'Print Archive Rpt'.
- Reports & Tax Forms:** Includes buttons for 'Federal 943', 'FUTA 940', 'W-2 Information', 'Print W-2's', and 'Electronic W-2's'.

Year-To-Date Wage Detail Report

1. Totals will already appear in the *Year-To-Date Wage Detail Report* section because this report was run for the Quarter Closing. If totals already appear on the window, you don't need to preview the report again.

This close-up shows the 'Year To Date Payroll Journal' section. It features a 'Completed' checkbox (unchecked) and a 'Preview' button. To the right of the checkbox are three data fields: 'Total Wages' (0.00), 'Federal WHT' (0.00), and 'State WHT' (0.00). A yellow callout bubble with the number '2' points to the 'Preview' button.

2. Click **Preview** in the *Year-To-Date Payroll Journal* section.
The program will generate a summary Payroll Journal for the year. The *Payroll Journal* totals will be updated on the *Payroll Tax Reports Control Center* window.
3. The Preview of the report will be minimized. To view/print the report, click on the Print Preview in your Taskbar.
4. **Verify the totals** of the Year-To-Date Wage Detail Report and Payroll Journal on the *Payroll Tax Reports Control Center* or by reviewing the printed reports.

Payroll Tax Reports Control Center

Quarter Closing Year End Closing

Year To Date Wage Detail Report:

☒ Completed

Preview

Year To Date Payroll Journal:

☐ Completed

Preview

Total Wages: Federal WHT: State WHT:

Total Wages: Federal WHT: State WHT:

5. If the totals agree, you may proceed with the closing process. If not, you will be prompted to fix employee totals, the same way as described in the Quarter-To-Date Closing instructions.

W-2 Box 14 Archive Mapping

The W-2 can print up to 3 additional items from the deductions made on an employee check. This can be used to print FSA deductions, health insurance premium deductions, or other items in Box 14. For each deduction that you want to print on the W-2, you can assign to either position A, B, or C. Multiple deductions can be combined into one total (position). W-2 descriptions can also be edited.

DED #	Description	Box 14 Mapping	Active
6	IRS GARNISHMENT	None	<input checked="" type="checkbox"/>
5	401(k) Contribution	Box 14A	<input checked="" type="checkbox"/>
4	Lost Tools	Box 14A	<input checked="" type="checkbox"/>
3	Misc Garnishments	Box 14B	<input checked="" type="checkbox"/>
2	Child Support	Box 14C	<input checked="" type="checkbox"/>
1	Health Insurance Self	None	<input checked="" type="checkbox"/>
7	FRANCHISE TAX BOARD	None	<input checked="" type="checkbox"/>
8	AFLAC DISABILITY	None	<input checked="" type="checkbox"/>
9	DMV GARNISHMENT	None	<input checked="" type="checkbox"/>
10	DAILY ADVANCES	None	<input checked="" type="checkbox"/>
11	Employee Loan	None	<input checked="" type="checkbox"/>
12	Vehicle Reimbursement	None	<input checked="" type="checkbox"/>
13	Health Insurance Pre Tax	None	<input checked="" type="checkbox"/>
14	CalSavers Contributions	None	<input checked="" type="checkbox"/>
15	ROTH Contribution Post Tax	None	<input checked="" type="checkbox"/>
16	Uniforms	None	<input checked="" type="checkbox"/>
17	Union Dues	None	<input checked="" type="checkbox"/>
18	EZSavings4U	None	<input checked="" type="checkbox"/>

14A Description: Retirement Cont

14B Description: Health Ins. Con

14C Description:

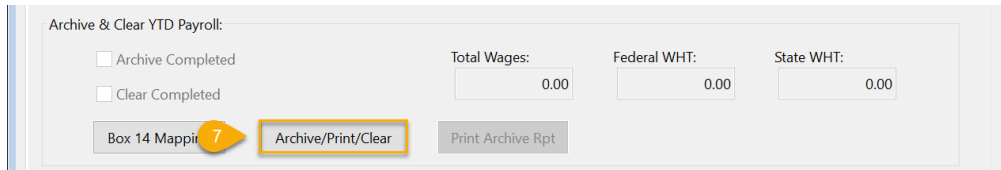
OK Cancel

6. **Box 14-Other:** If you include 100% of a vehicle's annual lease value in the employee's income, it *must* also be reported here or on a separate statement to your employee.

You may also use this box for any other information that you want to give your employees.

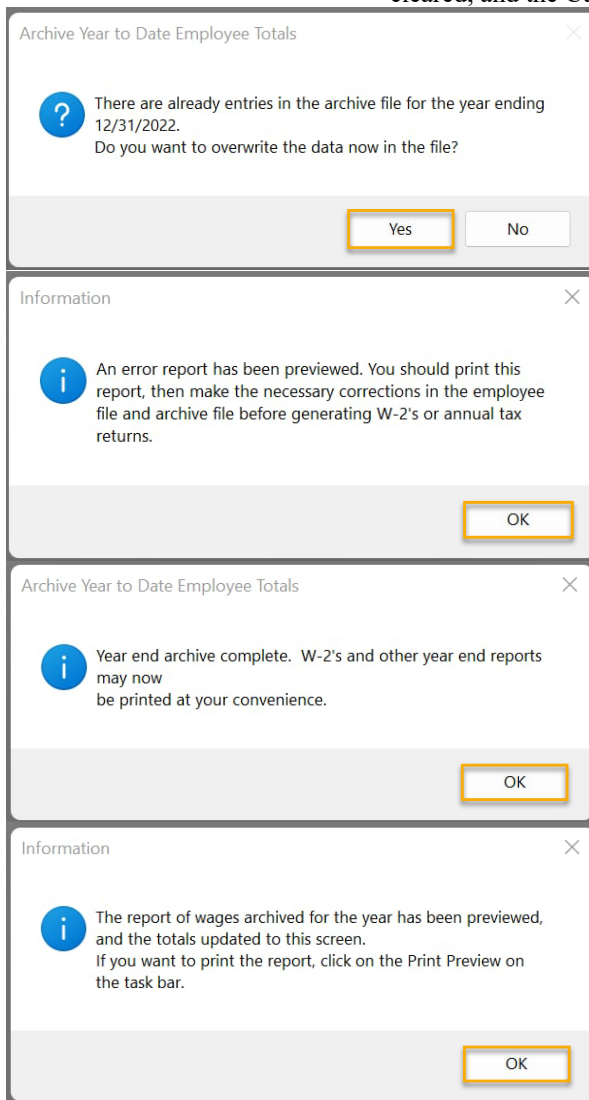
- a. Click **Box 14 Mapping** to label each item you would like to include, examples include state disability insurance taxes, union dues, health insurance premiums deducted, etc...
- b. Enter your line 14 Descriptions.
- c. In the *Box 14 Mapping* column, label the items you would like to include by selecting Box 14A, Box 14B or Box 14C.
- d. Click **Ok** when finished.

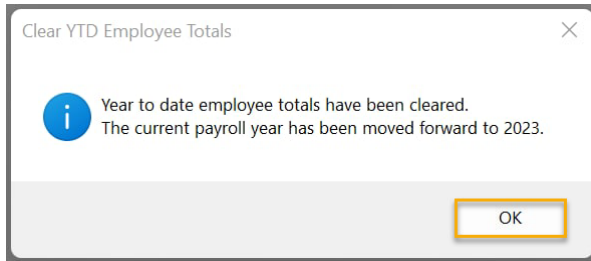
Archive & Clear the Year-To-Date Totals



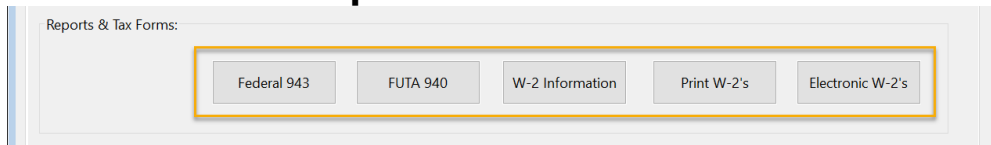
7. Click **Archive/Print/Clear** in the *Archive & Clear Year to Date Payroll* section.
8. A Print Preview of the *Archive File Report* will be minimized. Click on the Print Preview in the Taskbar to view and print the report.

After you answer the following prompts, the employee wages will be updated to the Archive, the current year totals in the Employee File will be cleared, and the Current Year will be advanced to the next year:





Reports & Tax Forms



9. You may now print your Federal and State reports at your convenience. If you will be printing the reports at a later time, you may return to the *Payroll Tax Reports Control Center* to print them. Upon returning you must select the Year and Quarter on the *Quarter Closing* tab, click on the *Year End Closing* tab, and then your totals will be displayed for you to verify before printing/generating reports.

Additional Help for the Year End Tax Reports may be accessed from your Datatech Help files.

Form 941 Update

As usual, the IRS did not have the Federal Quarterly Report (941) Form for 2023 ready at the time the year end update was sent out. When you print the Form 941 in April for the first quarter of 2023, the program will automatically download the 2023 form.

To download the forms, you must have an Internet connection and valid support contract in effect. If your support contract is not renewed, the program will no longer download updates to the program or tax forms.

If you do not have Internet access from the computer that you are using the Datatech Payroll program on, please call Datatech Support in April.

943 Covid Wages & Credit Information

The IRS has retained fields to enter Covid Leave Wages & Credits on the 2022 Form 943. These entries can be used for Covid Leave paid under the FFCRA in 2022 for leave taken between March 31, 2020 and October 1, 2021.

Note: Wages Paid under the California Supplemental Paid Leave only qualified for Federal 943 credits **during** the FFCRA coverage period. Any wages for leave after October 1, 2021, do not qualify for credits.

Datatech has decided to disable the automatic creation of these wages. This is because it is unlikely these wages were intentionally paid under the FFCRA in 2022. It is more likely someone accidentally coded wages under Covid Leave that were not really Covid Leave.

If you **did** have Covid Leave wages paid in 2022 that qualify for credits, you may still enter the wages and credit **manually**. When you enter wages on lines 2a and 2b, the Social Security tax will automatically be adjusted.

STEP 3: Form 943 Entries:

[Redacted]	0
2a. Qualified sick leave wages:	2160.00
2b. Qualified family leave wages:	1080.00
3. Social security tax:	5401.21
3a. Social Security Tax on qualified sick leave wages	133.92
3b. Social Security Tax on qualified family leave wages	66.96
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
12b. Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1	2700.61
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Worksheet	Description	Amount
1	14d. Refundable portion of credit for qualified sick and family leave wages from Worksheet 1	586.37

Social Security AccuWage Program

The Social Security Administration has a new Online AccuWage program. The online version does not require that you download and install any software on your computer. You will need to log into Business Services Online to access the Online AccuWage application.

Visit <http://www.socialsecurity.gov/employer/accuwage/> for more information on the online version of Accuwage.

What's New This Year

As Datatech releases updates throughout the year, we included [release notes](#) detailing what has been added to your software since your last update. You can see a full list of program changes at the end of the Year End 2022 Help.

Here are a few updates we would like to highlight:

Covid Leave Ending 2023

California's Covid Supplemental Paid Sick Leave (SPSL) will end December 31, 2022.

Your Datatech software will **stop** printing Covid Leave Hours Used on employee check stubs with **pay periods that start after December 31, 2022**.

Missed Meals Regular Rate of Pay Calculation

Criteria for missed meals can be set up on the *Rest & Recovery Definition table* and then the Daily Payroll Batch Report will adjust pay rates on the transactions to the Regular Rate of Pay. See <https://datatechag.com/paying-missed-meal-rest-breaks/> for more information. (6/10/2022)

Employee Import Enhancements

Many fields were added to the Employee Import to integrate with hiring and time collection applications. More information can be found at <https://datatechag.com/new-additions-to-employee-import/> (6/15/2022)

Show Only My Invoices on Batch Payables Check Printing

Do you have payroll staff that print the Garnishment checks through Batch Payables Check Printing? They can now right-click on the window and select **Show Only My Invoices**. Only invoices created with their user's name will be displayed. No more sorting through all the other payables invoices to find the ones they want to pay! (3/31/2022)

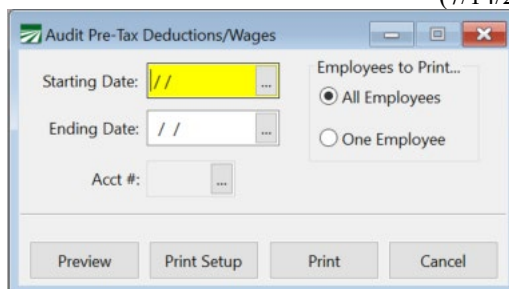
Email Invoices Can Include Attached Documents (Document Management)

New options are available to attach documents while previewing an invoice. This makes it easier to attach time sheets and other documents when sending invoices to customers. (12/10/2022)

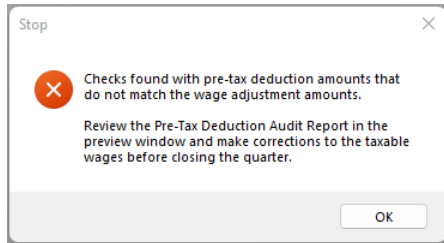
This is only available with the Document Management module. If you would like more information on adding this to your software, please contact Jason at Jason@DatatechAg.com.

Audit Pre-Tax Wage Adjustments to Deductions

While we have tightened down the ability to create discrepancies in pre-tax adjustments and deductions, we still generated a new report that will show any employees with differences. Customers using the SQL Database platform can find the Audit Pre-Tax Deductions/Wages report on *Payroll > Utilities* menu. A check will also be done before archiving quarter totals. (7/14/2022)



We will also be adding this function to the Archive process. So, if you receive the following message, please contact Datatech support for assistance in correcting the discrepancies.



Vacation Plan by Employment Year

Previously, our HR software could only handle Vacation plans by a calendar year. However, this update will include the ability to handle Vacation Plans by employment year.

Please review our **Vacation Plan Tracking by Employment Year** blog for instructions.

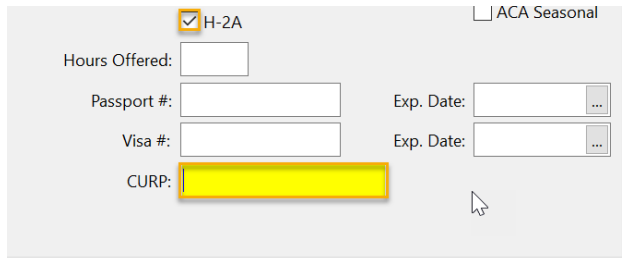
<https://datatechag.com/vacation-plan-tracking-by-employment-year/>

Bank Reconciliation Cleared Transaction Report by Date

For customers that clear transactions in the Bank Reconciliation throughout the month, you can now use this new report to get all transactions you have cleared by date range. This allows you to use dates throughout the month when you clear, but still use a report to audit the cleared transactions against the bank statement. (6/10/2022)

CURP entry on Employees for H-2A Employers

For employees with a Mexican Citizenship, you can now enter their CURP number in their employee file.



Direct Deposit Integration with Ganaz

An option is available on the *Payroll Check Vouchers* to **Upload Vouchers**. This option is specifically designed for Ganaz Pay Card users. The program will upload the vouchers to the Ganaz server and Ganaz sends the vouchers to employees through text message.

Washington Quarterly Report SOC Codes

Washington Quarterly Report filing now requires the inclusion of Standard Occupational Classification (SOC) codes for each employee. This update will help you handle the entry and reporting of SOC codes.

The following instructions will cover how to create the SOC codes and assign them to employees.

<https://datatechag.com/wp-content/uploads/2022/12/Washington-Quarterly-Report-SOC-Codes.pdf>

FUI Credit Reduction

Employers in California, Connecticut, New York, and Illinois will receive a lower credit for their State UI contributions. This will be reported on the 2022 Form 940 Schedule A as a .3% Credit Reduction.

The software will update the rate in the 2022 State Tax Rate when you complete the 940 form. We will include the 2023 credit reduction rates on the respective states with the 2022 year-end update.

State	FUTA Credit Reduction	Additional Cost / Employee
California	0.03%	\$21.00
Connecticut	0.03%	\$21.00
Illinois	0.03%	\$21.00
New York	0.03%	\$21.00
Virgin Islands	3.6%	\$252.00

Credit Reduction Background Information

What is a Credit Reduction State?

A state with financial difficulties can borrow funds from the federal government to pay its unemployment benefits. If the loan spans two consecutive years and has not been repaid by November 10 of the current year, the employers in that state are assessed a credit reduction. The state is then called a Credit Reduction State.

What is the 5.4% FUI credit?

The Federal Unemployment Insurance rate for 2021 was 6.0%. Normally employers received a 5.4% credit for unemployment taxes paid to their state. The difference between the Federal Unemployment Insurance tax rate and the credit for State Unemployment Insurance determines the net Federal Unemployment Insurance tax rate.

The first year that a state is in Credit Reduction status, this credit is lowered from 5.4% to 5.1%. When the credit for state unemployment taxes is lowered, *the net FUI rate increases*. For each year that the state cannot repay the loan, the credit reduction increases by .3%.

How is the Credit Reduction Assessed?

A state is not officially deemed a Credit Reduction State until the IRS has determined it has not repaid all of its federal loans. This determination is made in November of each year and it applies to wages that you have paid throughout the entire year.

You are not required to pay the additional tax liability on your regular tax deposits throughout the year. If a state is deemed a Credit Reduction State you must make the additional tax payment with your fourth quarter tax deposit. You will then fill out Schedule A of the Form 940 to include the Credit Reduction in your total 940 annual tax liability.

On the Form 940, include the Credit Reduction total with your fourth quarter FUI tax liability. If you use the adjust liability button, the program will automatically do that for you.

To read more about the FUTA Tax Credit:
California EDD FUTA for Wages Employers Paid in 2022
https://edd.ca.gov/en/payroll_taxes/federal-unemployment-tax-act/
U.S. Department of Labor – SUI Trust Fund Solvency Report 2022
<https://oui.doleta.gov/unemploy/docs/trustFundSolvReport2022.pdf>

Program Options Related to the Credit Reduction

Credit Reduction Rate in State Tax Rate Table

The Credit Reduction rate is set by state. To edit this rate, go to **Payroll > Setup > State Tax Rate Tables > Other Withholding Settings**.

The 2023 State Tax Rate Tables include the projected rate for next year.

The screenshot shows a software window titled "State Tax Rates". At the top, there are fields for "State: CA", "Name: California", "Year: 2022", and "State Employer ID #:". Below these is a tab labeled "Other Withholding Settings". The main area contains several tables of tax rates. In the bottom-left section, under "State Unemployment Insurance:", there is a field for "FUI Credit Reduction:" which is highlighted with a yellow box and contains the value "0.0030". At the bottom of the window are buttons for "Add State...", "Get Updates...", "Print", "Save", and "Clear".

When a FUI Credit Reduction rate is entered in the State Tax Rate Table, the 940 Form will:

- Automatically mark the Credit Reduction box.
- Calculate the amount of Credit Reduction.
- Fill out the **Schedule A** (Multi-State Employer and Credit Reduction Information).

Payroll Journal

FUI accruals will be broken-down by state on the Payroll Journal GL Distribution Report. Because the accrual transaction includes the tax rate and FUI tax rates may vary for each state, a separate accrual transaction will now be posted for each state.

Wage and Tax Summary

This report has not been modified to include the additional tax for credit reduction states.

Taxable Wages by Quarter

When printing this report for FUI taxes for a single state, this report will also print the FUI Credit Reduction Rate and calculate the additional amount of tax owed.

Accruing the Credit Reduction

For states already in Credit Reduction status, it is likely the FUI rate will increase in 2023. Companies with a large number of employees will be hit the hardest, with possibly tens of thousands of dollars in extra 940 taxes at the end of the year.

Companies may choose to spread the cost of the credit reduction throughout the year, instead of paying the credit reduction tax in the fourth quarter.

1. To accrue the FUI tax through out the year, go to **Tools > Program Setup > Payroll > Settings**.
2. Select **Accrue Credit Reduction Tax with FUI**.

When selected, this option will add the FUI Credit Reduction rate in the State Tax Rate Table to the FUI Rate in the Federal Tax Rate Table when doing the accrual calculation.



Billing for Labor Contractors

All labor contractors bill growers for overhead payroll expenses. Labor contractors that bill a simple flat percentage of labor to cover overhead should consider increasing this percentage to cover the additional FUI tax.

Some labor contractors itemize the payroll overhead costs separately on their invoices. In these cases, you may want to include the FUI Credit Reduction in the FUI percentage that is billed to your growers.

1. To enable this go to **Tools > Program Setup > Labor Contractor tab > Invoice Settings tab**.
2. Under *Report/Invoice Settings*, select **Charge Credit Reduction Tax with FUI on FLC Invoices**.

Note: With this box selected, a California grower would be billed .9% for FUI instead of 0.6%. However, this option will **only apply** to grower accounts that have the “Bill FUI” option selected on the *Billing Information* tab of their grower account. Follow steps 3-5 for further instructions.

The screenshot shows the 'Invoice Settings' tab for a 'Labor Contractor'. The 'Report/Invoice Settings...' section contains various input fields. A yellow box highlights the checkbox labeled 'Charge Credit Reduction Tax with FUI on FLC Invoices', which is currently checked.

3. Next, open each grower account you would like to bill for FUI. Go to **Labor Reports > Grower Entry > (Open Grower Account) > Billing Information** tab.

The screenshot shows the 'Billing Information' tab. It is divided into two main sections: 'Billing Descriptions:' on the left and 'Overhead Billing Settings:' on the right. In the 'Overhead Billing Settings:' section, the 'Bill FUI' checkbox is checked and highlighted with a yellow box. Below it, there are several text input fields and a dropdown menu.

4. Select **Bill FUI**.
5. Click **Save**. Continue to do this for any other grower accounts you would like to bill for FUI.

Another way of handling this includes adding a surcharge by using one of the commission entries. One advantage of this is that it is possible to keep track of the amounts you are billing for the FUI Credit Reduction.

Labor Reports/Invoicing	Billing Information	Invoice Settings								
Billing Descriptions: <table border="1"> <tr> <td>Overhead</td> <td>40.00</td> </tr> <tr> <td>FUI Surcharge</td> <td>0.60</td> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </table>		Overhead	40.00	FUI Surcharge	0.60		0.00		0.00	Overhead Billing Settings: <input type="checkbox"/> Bill SUI <input checked="" type="checkbox"/> Bill FUI <input type="checkbox"/> Apply Unemployment Wage Limit <input type="checkbox"/> Bill FICA <input type="checkbox"/> Bill Worker's Comp Insurance <input type="checkbox"/> Bill W/C on Overtime Wages <input type="checkbox"/> Bill Worker's Benefit Fund
Overhead	40.00									
FUI Surcharge	0.60									
	0.00									
	0.00									
<input type="checkbox"/> Charge Commission on Regular Wages Only										

In this example, the FUI Surcharge is added as a separate item billed at .6% of labor. The surcharges will be billed using the LCCOMM2 billing code (Set up under Receivables > Setup > Billing Descriptions). Then it is possible to run a Sales Analysis Report for this billing code to get a total of how much you have billed. The downside to this method is that it is charged on all wages and does not stop charging growers if employees have reached the FUI wage limit of \$7,000.

Form 940

This section covers the *changes* to the **Print Form 940** option to handle the Credit Reduction. Step by step instructions for completing Form 940 can be found in the following section.

Line 2

As mentioned above, when a rate is entered in the State Tax Rate Table for FUI Credit Reduction the Form 940 will automatically checkmark line 2, "If you paid wages in a state that is subject to CREDIT REDUCTION."

Line 11

The program will calculate the amount of Credit Reduction and enter it in Line 11.

Tax Liability

After you have clicked on the Update Tax Liability button to calculate the tax liability for each quarter, click on the Adjust Tax Liability button. This will add the Credit Reduction to your 4th Quarter tax liability and make any other adjustments to make your total liability equal to your total FUTA tax on line 12.

Part 5: Quarterly FUI Tax Liability:

Liability, 1st Quarter: 16.40

Liability, 2nd Quarter: 9.72

Liability, 3rd Quarter: 10.78

Liability, 4th Quarter: 0.00

Total Liability for Year: 36.90

Update Tax Liability Adjust Tax Liability

Question

Adjust tax liability to the total taxes due?

Yes No

Preview/Print

When you Preview or Print the report, you will get a reminder that if you are in a Credit Reduction state you must have a rate in the state tax file. If this has been verified and the Form completed correctly, click OK on the message to proceed.

If you are in a Credit Reduction state and the rate is *not* in the file, click OK, enter the rate, and come back and complete the form.

Information

If your state has a Credit Reduction charge, make sure the rate is in the state tax file. If not, enter the rate and recalculate before printing this form. As of 12/7/2011, the credit reduction was in effect, but this charge is subject to last minute legislation!

OK

Printed Report

When the form is printed, **Schedule A** will be the third page. Send this form with your completed and signed Form 940.

Schedule A (Form 940) for 2011:

Multi-State Employer and Credit Reduction Information

Department of the Treasury — Internal Revenue Service

860311

OMB No. 1545-0028

Employer identification number (EIN) 7 7 - 1 2 3 4 5 6 7

Name (not your trade name) Labor Contractor Demo Files

See Instructions on back. File this schedule with Form 940.

Place an "X" in the box of every state in which you were required to pay state unemployment tax this year even if that state's credit reduction rate was zero. For states with a credit reduction rate greater than zero, enter the FUTA taxable wages, multiply by the reduction rate, and then enter the credit reduction amount for that state. If any states do not apply to you, leave them blank.

Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction	Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction
<input type="checkbox"/> AK	•	× .000	•	<input type="checkbox"/> NC	•	× .003	•
<input type="checkbox"/> AL	•	× .000	•	<input type="checkbox"/> ND	•	× .000	•
<input type="checkbox"/> AR	•	× .003	•	<input type="checkbox"/> NE	•	× .000	•
<input type="checkbox"/> AZ	•	× .000	•	<input type="checkbox"/> NH	•	× .000	•
<input checked="" type="checkbox"/> CA	5060 • 65	× .003	15 • 18	<input type="checkbox"/> NJ	•	× .003	•
<input type="checkbox"/> CO	•	× .000	•	<input type="checkbox"/> NM	•	× .000	•
<input type="checkbox"/> CT	•	× .003	•	<input type="checkbox"/> NV	•	× .003	•
<input type="checkbox"/> DC	•	× .000	•	<input type="checkbox"/> NY	•	× .003	•

Completing Form 940

- ☒ Select the Federal Form 940 from the Payroll->Year End Tax Reporting menu or access from the Payroll Tax Reports Control Center.
- ☒ Enter the Year and click **Calculate**.
- ☒ **Part 1:**

If you do payroll in a single state the state initials will be entered on line 1a. If you are a multi-state employer checkmark line 1b.

If you are in a Credit Reduction state line 2 should be check marked automatically. If it is not, enter a rate in the FUI Credit Reduction rate field in the State Tax Rate Table and click on the Calculate Totals button again.
- ☒ **Part 2: Determine your FUTA tax before adjustments**

This section is automatically calculated by the program and cannot be edited.

The total payments on line 3 should match your total year to date wages (you can check against a Payroll Journal total for the year or the Archive file if you have verified the Archive file matches the Payroll Journal).

The total taxable wages on line 7a should match your SUI wages on the Archive file report or Total Taxable wages for the year on the Taxable Wages by Quarter Report.

Line 4. – If you have Payments Exempt from FUTA tax checkmark all payments that apply. For example if you have a Section 125 Cafeteria plan, you would check the “Other” box.
- ☒ **Part 3:**

The program does not calculate lines 9 & 10. These lines are used if part of all of you FUTA wage were excluded for state unemployment tax. If you have wages that fall into either of these categories you will need to use the worksheets provided by the IRS to calculate the amounts and enter them on lines 9 or 10 depending on your circumstances.

Line 11. If you are in a Credit Reduction State the program will automatically enter the amount of credit reduction from schedule A.
- ☒ **Part 4:**

Line 13. – Enter your total FUTA deposits for the year. If you enter your payments in your Datatech Accounting software you can run a Vendor Check Inquiry to get a list of payments. Remember to subtract any payments made in the current year for the prior year and include any payments made in January of the following year that were for your reporting year.

If you had an overpayment, select “Apply to Next Return” or “Refunded” to mark the respective boxes on the Form 940
- ☒ **Part 5: Quarterly FUI Tax Liability**

Click **Update Tax Liability** to calculate the liability by quarter.

Click **Adjust Tax Liability** to include the State Credit Reduction amount in the 4th quarter and make any other adjustment to make the Total Liability for the Year equal your total FUTA tax on line 12.
- ☒ **Part 6: Third Party Designee**

This section is only completed if you are a third party filing the form on behalf of a client.

☒ **Part 7: Signature**

You may type in your Name, Title, Date and Phone Number and the program will enter the items on the form. You must still sign the form before mailing.

☒ **Print/Preview**

When you Print or Preview the report you will get a reminder to enter a rate for the State Credit Reduction if it applies. If you have verified this is done and the form has been completed correctly, click OK to proceed.

If you need to modify or enter the Credit Reduction Rate, click OK and do not print this form. Go to the State Tax Rate Table, enter the Credit Reduction rate and then re-do the Form 940.

☒ **Complete Form**

If your balance due on line 14 is 0, the printer 940 form will have two pages. If you have a balance due of less than \$500, a Payment Voucher will print on page 3. (If the balance due is greater than \$500, you will need to make an additional tax deposit payment for FUI.)

Sign Part 7 of the second page.

If you are in Credit Reduction state the Schedule A will also print. Send this with your completed form.

New Login Method for Outlook 365

If you are using an Outlook 365 account to send emails from your Datatech Accounting Software, Microsoft may disable the login method currently in use as of January 1, 2023. In some cases they have already disabled the login method. Datatech has programmed a newer login method called “OAuth2” that can be used to login to the Outlook 365 system to send emails.

Instead of sending your account name and password to login to Outlook 365, you login to your account once through a web browser and Microsoft will send back a “token” that can be used in place of your password. This token is then used during the login process. This is more secure than using your password because your password does not need to be stored in the Datatech Accounting system, only the token is stored which can be revoked.

To use the new OAuth2 method for logging into Outlook 365, our application needs to be registered in your company’s Microsoft Azure portal. We have instructions for completing these steps that your IT personnel can follow as well as the steps necessary for generating the token that will need to be completed by each user that sends emails from the Datatech Accounting Software.

You can email our customer support department to request these instructions.

Minimum Wage

State Minimum Wages for 2023

We have updated minimum wages for the states that we currently support. However, you need to be aware of some exceptions.

Important:

Please carefully check the minimum wages in your State Tax Rate Table to make sure they are correct for *your* state and situation.

- Some states have a new minimum wage that goes into effect on a date other than 01/01/2023.
 - **Florida** is set to change their wage rate to \$12.00 an hour, effective **9/30/2023**.
 - **Oregon** will change their wage rate on 7/1/2023. However, the amount has not been announced. Oregon employers will need to get a software update or enter the new minimum wage manually in July.
- Many states and some cities are implementing different hourly minimum wage rates. These differing rates can depend on several factors that are outside the scope of the program to determine, such as:
 - The size of your company (including number of employees or annual revenue).
 - Whether or not the employer is subject to the Federal minimum wage.
 - Whether or not the employer provides health insurance.
 - Where the work is performed.
 - States with multiple minimum wages include Georgia, Nevada, New Jersey, and New York.

What You Need to Do

The state tax rate file only contains ONE minimum wage rate per state. In these states, we have set up **the higher rate** per hour, but if there is a lower rate based on one of the above factors, you can **edit** for the appropriate rate.

- We do not support any city income tax calculations or reporting, although you can calculate the tax and use a miscellaneous deduction to track it.

The state tax rate file **does not** support different rates for different regions *within a single state*. If your company operates in different regions within one state where different minimum wage rates apply, contact Datatech support so that we can get more information about your situation and determine the best workaround.

Annual Increases

Many states have minimum wage increases that go into effect at the beginning of the year. For instance, in California the minimum hourly wage increases to \$15.50/hour on January 1, 2023. This change is included in the new state tax rate file for 2023 and will be installed automatically.

H-2A

Use the following link to review the Adverse Effect Wage Rates for 2023.

<https://www.dol.gov/agencies/eta/foreign-labor/wages/adverse-effect-wage-rates>

The screenshot shows the 'State Tax Rates' application interface. At the top, there are fields for 'State' (set to 'CA'), 'Name' (set to 'California'), and 'Year' (set to '2023'). Below these are tabs for 'Withholding Tables', 'Other Withholding Settings', 'Local Tax Settings', 'G/L Numbers', 'Minimum Wage', and 'AL'. The 'Minimum Wage' tab is selected. Under the 'State Minimum Wage Rates' section, there are three rows: 'Rate: 15.00' with 'Effective On: 01/01/2022', 'Rate: 15.50' (highlighted in yellow) with 'Effective On: 01/01/2023', and 'H-2A Rate: 18.65'.

Note: Minimum wage verification is performed based on the date worked. The minimum wage effective in 2022 is included in the 2023 tax rate file so that if the last pay period of 2022 includes piecework wages, the minimum wage verification can be done based on the rate effective in 2022. In the case of California, for instance, all work performed on or after 1/1/23 will have the new rate of \$15.50/hour applied.

Updating Pay Rates

Employees that are paid on an hourly basis, or guaranteed wage rates that are at or below the new minimum wage, may need to be updated. The following information will assist you in making these changes.

The Employee File Utilities wizard found under **Payroll > Utilities > Employee File Utilities** can be used to perform a mass update of employee pay rates.

Overtime

Updated Overtime Rules for 2023

Your Datatech software **will not** automatically update overtime rules. The following employers will need to adjust their settings to reflect the needed changes for Agricultural Workers in 2023.

Washington: Overtime over 48 hours in a week.

Oregon: Overtime over 55 hours in a week.

California (25 or fewer employees): Overtime over 9 hours in a day and 50 hours in a week.

How to Update Overtime Rules

Use the following link to watch a video on updating Overtime Rules in Datatech software:

<https://datatechag.com/overtime-rules-setup/>

Note: Please remember this video is available to guide you through the process of updating your overtime rules each year. The numbers used are just an example, you will need to refer to your states current rules before making changes to your program.

Release Notes

Release Notes for The Farmer's Office

01/01/2022 to 12/31/2022

Accounts Payable

On Payables Voucher printing, an option has been added to print vouchers for miscellaneous transactions.

[10089 01/06/2022 9.181.2743]

At the bottom of the Vendor Invoice Inquiry, when the program calculated the Not Due/Due Now/Past Due balances it did not take into consideration the starting and ending dates entered by the user and included amounts from invoices outside this date range. This has been fixed.

[11817 02/21/2022 9.182.2756]

Fixed an "Unable to instantiate COM object" error on Expense Report.

[11887 03/31/2022 9.183.2770]

Added a new report, Cleared Transactions by Date to the Bank Reconciliation window. If transactions are cleared daily (or on any basis more frequent basis than the monthly statement) this report will allow the user to enter a starting and ending date range and print all transactions cleared for that date range, not just those transactions cleared as of the statement date.

[11268 05/19/2022 9.185.2794]

Added a voucher printing option to miscellaneous charge (direct expense) entry.

[12002 06/29/2022 9.188.2810]

On the Expense Report, the G/L Detail Export option didn't have the amount or the description entered on the line items. These have been added to the available column list.

[12070 09/01/2022]

Added new Positive Pay format: "Bank of America CashPro 2". This format includes the additional name line from vendor accounts in the payee column for vendor checks.

[12126 10/18/2022 9.190.2860]

On the Compile Year to Date Purchases window, a checkbox has been added to use the remit-to address on vendor accounts for the 1099 name/address.

[11814 12/03/2022 9.192.2878]

On the SQL version of report, changed the ordering of the class totals to print by G/L #/Class #. This prevents a problem if different non-consecutive classes are assigned the same G/L #. The report was printing the G/L balance for the account more than once in this case.

[12189 12/06/2022 9.192.2879]

Accounts Receivable

Custom Blank Paper Invoice format did not print sales tax or include sales tax in invoice total. This has been fixed.

[11738 01/12/2022 9.181.2744]

Sales Analysis Report was printing cost center ID in heading when cost center ID had not been selected for the report. This has been fixed.

[11752 01/20/2022 9.181.2752]

The Accounts Receivable Aging Report was incorrectly updating the total owing balance on customer accounts that had and outstanding unapplied credit balance. This has been fixed.

[11733 06/20/2022]

Fixed a problem with the commission billing calculation when "Fixed+Comm %" and "General Invoice/Crop, Date" settings used on a grower account.

[12011 07/07/2022 9.188.2812]

On Labor Contractor Invoice printing, some options for the name/bitmap in invoice header did not work correctly.

1. Fixed support for Bitmap & Address Centered, company name was printing twice.
2. Changed Bitmap & Name Centered to match general invoice printing.
3. Added support for Bitmap+Name/Address Centered and Bitmap+Address Centered options.

[12038 07/28/2022 9.188.2822]

Fixed a problem where deleting a cash receipt for an invoice that has multiple payments did not restore the prior last payment information to the invoice. This could cause problems with the A/R Aging Report in certain conditions.

[11825 12/02/2022 9.192.2878]

Accounts Receivable, Farm

Customer invoice entry for farm invoices will now allow ship dates to be after the invoice date.

[11785 02/10/2022 9.182.2755]

Accounts Receivable, Labor Contractor

When the Crew ID field was expanded to allow more than the default four character Crew IDs, the space for printing the Crew ID on invoices was not adjusted to account for the additional characters. This has been fixed.

[11933 05/02/2022 9.185.2790]

If there are general and labor contractor invoices both set to Batch Print and the Batch Printing option is used with the Final option selected, it is possible for the program to go into an infinite loop. This has been fixed.

[11958 05/16/2022 9.185.2794]

Invoice header information was not printing correctly on Labor Contractor invoices when the company name position was selected as Left Justified.

[12088 09/16/2022 9.189.2846]

Cost Accounting

When the Cost Center List was printed in overhead order, the allocation percentages were not printing on the list. This has been fixed.

[11819 02/21/2022 9.182.2757]

Fixed illegal datatype conversion error on harvest reports.

[12102 09/30/2022 9.190.2850]

Equipment Setup window did not allow a customer account # to be removed for billing. This has been fixed so the account number can be cleared.

[11976 12/03/2022 9.192.2878]

Document Management

On the Display Documents by Type window, deleted documents can be viewed by pressing Ctrl+D. This toggles viewing current documents and deleted documents. When viewing deleted documents, pressing Ctrl+Z will restore a deleted document. This allows a user to review documents that have been deleted and restore documents that were deleted in error.

On the DM Maintenance window, a Cleanup Documents button has been added that will print a report of all documents that have been deleted in the Document Management system and will ask the user to delete the files after generating the report. This will delete the actual ZIP files and the document record in the database so once this is done deleted documents are not recoverable.

[11542 10/20/2022]

General

Fixed problem running the installer for update after downloading via Check for Updates,

[11848 04/06/2022 9.183.2772]

Added support for OAuth2 authentication for Outlook 365 email accounts.

[12205 12/09/2022 9.193.2882]

General Ledger

When using the new style chart of accounts setup, the 12 Month Financial Report was only printing the level 1 group headings. Report now prints all 4 levels of subtotal group headings. Accounts that have the "Always Print" box checked did not print when account balances for every month was zero. This has been fixed.

[11717 01/06/2022 9.181.2743]

The "Always Print" setting on the chart of accounts wasn't used by the Trial Balance, this has been fixed.

[11867 03/25/2022]

When exporting transactions to a CSV file from Review Journal Transactions window, the program did not correctly handle descriptions that had commas. This has been fixed.

[11943 05/06/2022 9.185.2792]

Fixed a problem with extra blank columns on the Review Journal Transactions export option introduced in build 2793 (released 5/13/22).

[11970 05/25/2022 9.186.2796]

12 Month Financial Report wasn't printing the first section title before the first account with balances under certain conditions. This has been fixed.

[12065 08/31/2022 9.189.2837]

Labor Contractor

Increased size of labor contractor license # to 20 characters.

[11716 01/05/2022 9.181.2743]

When using a custom ordering sequence on the Grower Labor Report subtotals did not get printed where they should have for sick pay and vacation wages. This has been fixed.

[11719 01/06/2022 9.181.2743]

On the Grower Labor Reports window, if the Crew ID length had been increased to more than standard length of 4 characters, the program was only displaying the first four characters of the Crew ID for growers set to bill one invoice per Crew ID. This has been fixed.

[11802 02/19/2022 9.182.2756]

On the Grower Labor Report, paid leave hours will now print the hours paid in the Hours column and a separate subtotal will be printed at the bottom for the total paid leave hours paid (similar to how sick pay works).

[12074 09/02/2022 9.189.2842]

Certain grower account settings didn't result in correct ACA hours billed on grower invoice printed after labor contractor invoice. This has been fixed. (Invoices posted to A/R had correct hours.)

[12123 10/18/2022 9.190.2858]

Labor Contractor-Accounts Receivable

When grower account set to General Invoice/Crop, Job, # of Invoices set to One Invoice and Worker's Comp is itemized on invoice, the program wasn't generating the correct amounts for worker's comp on the A/R invoice line items when there was more than one W/C class/rate. This has been fixed.

[11822 02/22/2022]

Added new option for the Update Line Items setting on Grower Setup, General Invoice/Date (Week Subtotal), Crop. This format will print the labor billing detail in date order. If multiple Crop IDs are included on the invoice, each day's entries will be printed in Crop ID order. There are no subtotals by date or Crop ID. A single subtotal for labor is printed at the end of the invoice followed by overhead billing amounts.

[11877 03/28/2022 9.183.2769]

Grower setting to update invoices line items General Invoice/Employee with One Invoice Per Crew will now put the crew number in the P.O. # entry on the customer invoice.

[12005 07/04/2022 9.188.2810]

When there are multiple pay periods for a grower in the labor report file and the user is printing a labor report for only one pay period and there are grower equipment charges to

be billed, the program was including all unbilled equipment charges on the invoice regardless of whether or not they were in the pay period being printed. This has been fixed so that only equipment charges within the pay period being billed are included on the invoice.

[12183 12/01/2022 9.192.2876]

When the Update Line Items setting on a grower account was set to Labor Contractor Invoice, the Grower Labor Report didn't create invoice line items for sick pay or holiday pay. This has been fixed.

[12188 12/06/2022 9.192.2879]

Pesticide Applications

The Item Type selection on the Monthly Use Report option did not work for the Washington state report. This has been fixed.

[11870 03/26/2022 9.183.2768]

Payroll

When installing new state tax rates the program copied the prior year's F&ML employee share percentage from the prior year. (This is because the employer may pay a larger share of the tax and adjust the employee share to a lower amount.)

This has been changed so that the percentage from the tax rate file is imported. This means that if an employer pays a larger share of the tax the percentage must be edited when new tax rates are installed.

[11702 01/01/2022 9.181.2741]

Fixed an error in the date checking logic for the worker's comp report if the starting date for the report is the same as an effective date for new rates.

[11707 01/03/2022 9.181.2742]

Covid leave wages paid in 2021 for leave taken in 2020 was not included on 943 form calculations when running on SQL database. This has been fixed.

[11723 01/04/2022 9.181.2743]

Fixed "Invalid message" error when compiling Roth 401(k) totals on embedded database.

[11715 01/06/2022 9.181.2743]

Update the insurance coverage import option on Edit Additional W-2 Information to handle the 2021 UABT Excel file format.

[11743 01/14/2022 9.181.2744]

Added the Q2-Q4 2021 Covid wage information fields to the W-2 CSV export format.

[11744 01/15/2022 9.181.2745]

On the DE-9C when multistate payroll option is enabled and an employee was reported to California for UI purposes but has worked in another state so the withholding amount is for tax in the other state, the DE-9C report was including the withholding amount in the subtotal for the page and the entire DE-9C on the last page even though the amount withheld was not printed. This cause the total withheld to not match the amount withheld reported on the DE-9. This has been fixed.

[11746 01/18/2022 9.181.2748]

Fixed problem on Federal and State Wage and Tax Summary report where Year to Date totals were printing for the current period amounts. (Bug introduced in prior builds starting at 2746)

[11748 01/19/2022 9.181.2751]

Under certain conditions when multi-state payroll is enabled and a payroll check is voided, the SDI wages and SDI withheld was not updated on the state total record. This has been fixed.

[11749 01/20/2022 9.181.2752]

Added code to payroll deduction calculations to rebate Washington Long Term Care Tax to employees that have had it withheld when the tax rate is zeroed in the state tax rate file.

[11750 01/20/2022 9.181.2752]

Fixed LTC tax not being calculated at all (bug introduced in prior build).

[11757 01/24/2022 9.181.2753]

Fixed a bug on the Form 940 calculating total payroll when employees are paid with a memo wage type coded as tips and SQL database is in use.

[11768 01/26/2022 9.181.2754]

Separate leave categories are available on the Leave Setup Table for new California Covid Leave: Covid Related (for all related reasons for taking leave detailed in section (b)(1) of SB114) and Covid Positive (for when employee or family member tests positive, section (b)(2)(D) of SB114)

Any existing entry that was designated as "California Covid" will now appear as "California Covid Related"

Total Covid Leave Hours used will print on check stubs/vouchers.

Separate balances are maintained for each leave category.

On the California COVID-19 Leave Balance Setup window, two new buttons have been added to calculate the available Covid Related leave and Covid Positive leave hours available. For variable hour employees this will calculate the number of hours based on the previous six months of checks.

Users can also calculate the available leave amounts by pressing F11 on the employee setup window in the respective Total Hour entries.

[11800 02/18/2022 9.182.2756]

Apply Overtime Rules on Daily Payroll Batch Report calculated the correct hours but could create OP lines on the wrong date in situations where the line items on the check are out of order. This could happen for instance if checks are created by crew, an employee worked for two crews, and the entries for the second crew the employee worked for are created first, then the entries for the first crew are created.

[11801 02/18/2022 9.182.2756]

When creating special taxability line items on payroll checks, if the "Require Cost Center Entry on Payroll" box is checked in Program Setup->Farm, the program will always use the cost center/job code from the first line item on the check. Previously under certain conditions the program would use only the G/L #.

[11803 02/19/2022 9.182.2756]

When a user's payroll security level doesn't allow access to some employees on the entry/edit window, those employees were also inaccessible on the Safety Meeting entry window. This restriction has been removed so that those employee can be selected for safety meetings.

[11815 02/21/2022 9.182.2756]

When Minimum Wage Verification method set to Standard and Verification Basis set to Daily, if there are multiple minimum wage adjustment lines generated for different days and then the check data is edited on one day on the Payroll Batch Check Entry window to trigger the need for a new minimum wage adjustment line on another day, the program deleted all existing adjustment lines but did not automatically recreate the lines on the days with no changes. This has been fixed.

(Workaround was to delete all minimum wage adjustment lines prior to saving check, then all lines would be recreated)

The program will now only delete lines on days where an adjustment is required, or on days where edits have put the employee's regular wages over the minimum wage and the existing adjustment lines are not necessary.

[11818 02/21/2022 9.182.2756]

On the Payroll Check Detail Export, Hours of Service column include the OT and DT hours twice. This has been fixed.

[11829 02/26/2022 9.182.2760]

Fixed errors in 2022 covid leave used calculations done by the Update Hours Used button on the Balance Setup window.

[11832 03/01/2022 9.182.2760]

Added option via translation table (right click on the Print Payroll Check window and select "View/Edit Translations") to print separate balances for covid related/positive hours used. This involves setting up a template in the translation table with markers for replacement text.

When printing balances using the "everything" setting on the sick pay plan setup:

Edit translation table "Covid Hrs Used" to include %1 in the translation, the program will print two lines with balances and replace the %1 with "Related" and "Positive" on each line. (Note there is not a lot of room to print the balance description using the standard check printing settings, the description must be kept short)

When printing balances using the other options:

Edit translation table "Covid Leave Hours Used:" to include both %1 and %2. The program will print two balances, replacing %1 with "Related" and "Positive" and the %2 will be replaced with applicable balance.

In each cash a translation for "Related" and "Positive" can also be added to the translation table for equivalent Spanish words.

[11833 03/01/2022 9.182.2760]

When reprinting a payroll check that has covid leave paid, the covid leave balance was not correct (amount of hours paid on the check was added into balance twice). This has been fixed.

[11834 03/01/2022 9.182.2760]

Employees that are set up as salary did not have any hours recorded on their accounts for YTD, lifetime, and current period unless wage types are used on checks that record hours. New code added so that if checks don't have hours worked, a default of 40 hours/week (converted equivalent hours for other pay cycles) are recorded for these totals.

YTD/Lifetime Hours Report can be used to calculate totals for check issued in the current year for salary employees.

[11840 03/02/2022]

The program didn't print the Covid Leave Hours Used on the check stub when pay period dates are prior to sick pay plan year start date. This condition was not relevant to printing Covid Leave Hours Used and has been removed (and was likely to happen when a sick pay plan year rollover happens before employees request covid leave pay for a month prior to the rollover).

[11853 03/10/2022 9.182.2762]

Updated Westamerica Bank positive pay formats to correct specs and added Fresno First Bank.

[11854 03/10/2022 9.183.2764]

On the Batch Payroll Check Entry line item grid, pressing [F12] will toggle the date entry between the full date and the two digit day of month entry.

[8613 03/11/2022 9.183.2763]

If there are no entries in the Paid Leave Definition table for California Covid Leave, the program will not print Covid Leave Hours Used on payroll check stubs and vouchers. This can be used by companies that are under the employee limit and not subject to the Covid leave mandate so this message does not appear on their check stubs.

Note that if you are over the employee limit and have not set up a Covid Leave Definition, the program will stop printing the Covid Hours Used message on the check stub. You should set up a Definition so that the message will continue to print.

[11869 03/25/2022]

On the export from the Payroll Check Detail Report, the Hours Worked column included the overtime/double-time hours twice in the total. This has been fixed.

[11873 03/26/2022 9.183.2768]

When SkipZeroUnits=TRUE used in import configuration file, program still generated validation error unless AllowZeroUnits was also set true. This is counter-intuitive. Revised validation so that if either of these options are set true then the validation error will be suppressed.

[11876 03/26/2022 9.183.2768]

Added a new field PRDAILY.CROP_ID_OVERRIDE that will allow a second column to be used for the CROP_ID only if something appears in the column. Otherwise it will use the data in the column mapped to CROP.CROP_ID for the cost center.

[11886 03/31/2022 9.183.2770]

On the Daily Payroll Batch Report, when overtime rules are applied and all of the lines where the employee should receive an overtime premium on a single day are under the Minimum Hours to Prorate amount on the Overtime Rules, the program did not create any overtime premium lines on that day. This has been fixed so that the program will now create overtime premium lines in this situation.

An alternative is to set the Minimum Hours to Prorate lower (it is meant primarily to prevent overtime premium lines from being created for break/non-productive lines and only allocate overtime premium time to lines with larger hours.

[11890 04/05/2022 9.183.2772]

On the lookup used to select individual payroll checks to print on the signoff sheet, the employee name was not appearing when alphanumeric crew ID's are enabled. This has been fixed.

[11896 04/12/2022 9.184.2779]

Added selection for State Worked on the Daily Payroll Rest and Recovery Report for multi-state employers.

[11899 04/12/2022 9.184.2780]

Fixed a bug introduced in build 2768 that prevented Covid Leave Used from printing on payroll check vouchers.

Fixed a problem where Covid Leave Used didn't print on reprinted checks unless the Print Payroll Checks option had already been used.

[11913 04/20/2022 9.185.2784]

Improved support for Indiana county income tax:

- Added code to calculate YTD and compensate for under/over withholding on local tax

- Added explanation for local tax withholding amount on Batch Payroll Check Entry window by pressing F12 on local tax entry

- Added local tax on Payroll Journal, Payroll Check Detail Report and Earnings Records

[11917 04/22/2022 9.185.2785]

Fixed a delay when navigating through the state entries on the Batch Payroll Check Entry window in the header when multi state payroll enabled.

[11918 04/25/2022 9.185.2786]

Fixed a problem on the Wage & Tax Summary Report by Employee for FUI where it wasn't using the correct employee account H-2A status to determine if employee is subject to FUI or not.

[11922 04/27/2022 9.185.2788]

On the Export Setup Files window, an option has been added to select either Ag, Regular, or All employees. Previously the option only exported Ag (943) employees.

[11924 04/28/2022 9.185.2789]

Fixed a problem calculating WA L&I tax and OR WBF tax introduced in recent build (2785 4/23/22) after a change was made to support local taxes in other states.

[11938 05/06/2022 9.185.2791]

Add Positive Pay format for Santa Cruz County Bank.

[11941 05/09/2022 9.185.2795]

When a message was printed at the bottom of the page on a check voucher, the same message would be repeated on subsequent employees' vouchers that didn't have a message. This has been fixed.

[11949 05/11/2022 9.185.2793]

Added Positive Pay export format for F&M Bank of Central California

[11950 05/12/2022 9.185.2793]

When the "Enable viewing other users entries" security option is not enabled for a user, the daily payroll entry window will not allow the Operator column to be turned on. The Daily Payroll Reports will automatically check this option and disable the Operator selection entry so that the user can only print reports for their own entries. The exception is the Daily Payroll Batch Report, which already has a separate security option to control whether or not users can print reports for other users' entries.

[11951 05/14/2022 9.185.2794]

Rest and Recovery table now has a setting to define a missed meal period. A missed meal period should be paid with a wage type that has the Base Pay Type set to Piecework and does not have the Include in Regular Rate of Pay Calculations box checked.

The option to calculate Rest and Recovery pay rates on the Daily Payroll Batch Report and the option to set Calculate R&R Pay Rates on Batch Payroll Check Entry will also update any missed meal periods with the regular rate of pay for pay rate.

[11868 05/20/2022 9.185.2795]

When using the Legacy method for minimum wage verification, the program will now copy the time sheet number from a piecework line to the minimum wage makeup line that is created. Note that if the employee has piecework from multiple time sheets the makeup line will use the time sheet # from the first line that is processed during the verification process.

(The Standard method already transferred the time sheet # to the makeup lines, and since it prorates the makeup amount if an employee has multiple time sheets where the employee earned less than minimum wage, the adjustments will be split between the time sheets.)

[11971 05/25/2022 9.186.2796]

Added option to upload vouchers to employee portal.

(Version 9.x only)

[11849 06/07/2022]

Fixed "Illegal datatype conversion" error on Payroll Check Voucher Printing option.

[11981 06/15/2022]

Added Positive Pay export format for Valley Strong Bank.

[11980 06/16/2022]

Printing QR codes is now supported on Employee Badges.

[11983 06/16/2022]

On the Add Breaks option on Daily Payroll, break lines were always created in account # order rather than the order entries are listed on the screen. This has been changed back to the prior behavior where break lines are create in the order entries are displayed.

[11997 07/01/2022 9.188.2810]

On the Payroll Check Signoff Sheet window, the Print by Crew checkbox has been replaced with a selection to choose the order in which to print checks with options for Check #, Crew/Check #, Alphabetic, and Crew/Alphabetic.

[12007 07/05/2022 9.188.2811]

Limited the number of characters to 30 for the memo entry on Void Payroll Check option. Previously the program let the user type in a longer memo entry but only saved the first 30 characters.

[11721 07/08/2022 9.188.2814]

Quarterly CSV format for Washington F&ML report now includes headers and flag for whether employees are exempt from WA Cares.

[12010 07/08/2022 9.188.2812]

Updated employee import feature to handle health insurance information.

[12020 07/14/2022 9.188.2816]

Under certain circumstances the California Covid Leave Calculation Report would print a second report for an employee. This was dependent on the specific dates used for the check and pay periods. This has been fixed.

[12036 07/28/2022 9.188.2822]

Fixed PPACA hours analysis report didn't pick up hours from checks that were dated after the ending date of the report and that had a pay period starting date that is the same as the report ending date. This has been fixed.

[12057 08/26/2022]

Fixed "Bad format of expression" error when printing payroll stub or voucher with negative sick pay wages YTD that could occur when an employee has negative sick pay wages paid year to date.

[12068 09/01/2022]

Fixed a "required message argument missing" error when emailing a document and email account information is not set up.

[12069 09/01/2022]

Selecting a Crew ID to print vouchers for did not work; program printed vouchers for all employees. This has been fixed.

[12072 09/02/2022 9.189.2842]

Added new CSV file format for Westamerica Bank, "Westamerica Bank 2 CSV".

[12075 09/06/2022 9.189.2844]

The program was originally set up to stop printing the Covid Hours used for California employees on check stubs starting with the first pay period that starts after 9/30/22 (the expiration date of the Covid Leave law). The law has been extended to 12/31/22 and so the program has been updated with the new expiration date.

<https://www.jdsupra.com/legalnews/california-set-to-extend-covid-19-6007278/>

[12076 09/06/2022 9.189.2842]

Increased size of weekly double-time limit to allow limits over 99.

[12077 09/07/2022 9.189.2843]

Redesigned Employee Crew Setup window to use a tab page for entering employee titles/rates instead of separate dialog window.

[12079 09/07/2022 9.189.2843]

Extended printing Covid 19 balances used on check stubs for California employees until 12/31/22. (Original expiration of Covid leave law was 9/30/22.)

[12096 09/22/2022 9.190.2847]

When the mouse pointer is placed over the pay rate for a salary employee, the program will display the employee's annual salary amount in a tooltip based on the employee's pay cycle and pay rate.

[12104 10/07/2022 9.190.2854]

Added Season H-2A Hours Offered (from employee file) to Labor Analysis Report.

When printing report with the Group By box checked, the H-2A Hours Offered total was not correct. Fixed.

[12113 10/14/2022 9.190.2856]

Fixed a problem that happened under certain conditions where the Summary Totals by Wage Type section of the payroll check stub started printing too high on the check stub.

[12124 10/18/2022 9.190.2859]

Added support for importing dental/vision health plan details on employee import using the following column headings:

DENTAL_INSURANCE_PLAN (required)

DENTAL_DECLINED_SELF

DENTAL_SPOUSE_COVERAGE

DENTAL_DEPEND_COVERAGE

VISION_INSURANCE_PLAN (required)

VISION_DECLINED_SELF

VISION_SPOUSE_COVERAGE

VISION_DEPEND_COVERAGE

[12127 10/19/2022 9.190.2860]

Fix Pension Contributions option was not working correctly under certain conditions when running on SQL database. This has been fixed.

[12134 10/21/2022 9.190.2861]

New setting added for Vacation Accrual Method, "None-PTO Days". This setting will treat the Accrued Vacation balance on employee accounts as a # of days. Balance will print on check stub labeled as PTO Days. No accrual will be done by the program, so it is necessary to enter the number of PTO Days on employee accounts/adjust when more days are available. PTO can be paid out on checks using a vacation pay type and the balance will be reduced.

[11605 10/25/2022 9.190.2862]

Selection for Direct Deposit Type added to the Print Payroll Check Vouchers window when printing vouchers for direct deposit employees.

[12081 11/14/2022 9.191.2865]

Under certain conditions the miscellaneous deduction import feature on Batch Payroll Check Entry could overwrite an existing deduction on an employee account instead of adding a deduction that doesn't already exist on the employee account in an unused deduction slot. This has been fixed.

[12165 11/16/2022 9.191.2865]

Fixed "attempt to edit protected record" error on Finalize Direct Deposit Payments that could occur under certain conditions.

[12166 11/16/2022 9.191.2866]

Enhancements to employee file for assigning Standard Occupational Code (SOC), a new requirement for Washington quarterly reports.

1. New option on the Payroll > Setup menu for creating a list of SOC's. Setup window has a button to display the US BLS definitions in a web browser for SOC's that have been entered.
2. Sample list of SOC's can be imported if there are no entries yet.
3. SOC entry with lookup on the employee entry window in both Payroll and HR.
4. A default SOC can be designated that can be assigned to all current and new employee accounts unless a different SOC is assigned.
5. Washington quarterly report file will now export the
6. Employee import option will now accept a column labeled SOC. If no column is present for SOC, then any employee accounts that are imported will be assigned the default SOC, if a default has been selected.
7. On the employee import, if a SOC is imported for an employee that does not exist in the SOC setup file, the program will create it with the group description "Imported SOC". The user can then change the descriptions if desired.

[12025 11/24/2022 9.191.2868]

W-2's for Indiana will have local school district tax printed in local boxes.

[11770 12/03/2022 9.192.2878]

Under certain conditions if a check is entered and an amount is calculated for the employer 401k contribution amount, then the 401k miscellaneous deduction is disabled and the employee contribution is zeroed out, the program did not zero out the employer contribution. This has been fixed.

[11865 12/03/2022 9.192.2878]

On the Worker's Comp Report, a new selection has been added to print only H-2A employees, non H-2A employees, or all employees (default).

[11947 12/03/2022 9.192.2878]

When compiling totals for the 940, the program will add the FUTA credit reduction rate of 0.3% to the state tax rate file for 2022 if it has not already been entered.

[12172 12/06/2022 9.192.2879]

When the "Print on Check Stub" setting on an employee's sick pay plan is set to print "Everything", check vouchers that were printed did not show the number of covid leave hours paid on this check. YTD Hours paid (which includes the covid leave paid on that check) were correct. Check stubs did have the correct hours paid in the "This Check" column.

[12190 12/07/2022 9.192.2880]

Before archiving the quarter, the program will check to make sure all pre-tax deductions have matching taxable wage adjustments. If any differences are found, a pre-tax audit report will be generated so that problems with taxable wages can be corrected before the quarter is closed.

[7436 12/10/2022]

Added new reports to audit taxable wages by wage type and audit taxable wage adjustments vs pre-tax deduction amounts.

[9838 12/13/2022 9.193.2884]

Added field to enter CURP for H-2A employees.

[12199 12/13/2022 9.193.2885]

Improved performance of the Federal & State Wage & Tax Summary Report.

[10974 12/14/2022 9.193.2885]

Added SOC Code to list of columns for the Abbreviated/Detailed Employee List.

[12203 12/15/2022]

Payroll, Farm

When payroll checks created using the Daily Payroll Batch Report, the start/stop times for equipment were not transferred over to the payroll check line items. The Undo Create Checks option also didn't transfer start/stop times back to daily payroll. This has been fixed.

When overtime premium lines were created, the equipment information could be copied onto the OP lines from the source payroll lines, duplicating the equipment usage records. Equipment IDs/hours/rates are now zeroed on overtime and double-time premium lines.

[11866 03/24/2022 9.183.2766]

When the Overtime Premium Report created overtime and double-time premium lines, if there was equipment ID's/units/rates on the source lines they would get copied to the premium lines. This has been fixed.

[11967 05/24/2022 9.185.2796]

Fixed problem with the old Washington state UI electronic quarterly file.

[12016 07/11/2022 9.188.2814]

Payroll, Labor Contractor

On the Daily Payroll Batch Report summary totals, minimum wage and guaranteed wage adjustments were being added into the "Pieces" total at the bottom. They are now excluded, and the total units for these adjustments is not printed in the Recap of Gross Wages section.

[11835 03/01/2022 9.182.2760]

When the option to automatically print the Wage & Tax Summary after a current batch payroll journal is updated is enabled, it could interfere with subsequent runs of the Wage & Tax Summary as the internal parameters used for the automatic report are still used unless the user changes the starting/ending date.

The program has been modified to automatically restore the report parameters that have previously been entered after the automatic report is generated.

[11841 03/03/2022]

Added Washington state LTC withheld amount to Earnings Record Report.

[11923 04/28/2022 9.185.2789]

Fixed an "Invalid Message" error when right clicking on a miscellaneous payable transaction in Checkbook Register window and selecting the Print option. Program will now print the payment voucher for the transaction.

[11962 05/20/2022 9.185.2795]

Fixed a "Table not open" error on the Daily Payroll Batch Report when creating checks and a grower account is set to create invoices during the create checks process.

[11969 05/25/2022 9.186.2796]

When a grower account is set to create a labor invoice during the create check process, and checks are created in multiple runs (e.g. create checks is used once for each individual crew that worked for the grower) the Daily Payroll Batch Report would create an invoice using lines that were already on a check in the batch instead of using only the lines from daily payroll that were being added to a check. This resulted in labor getting billed multiple times.

This has been changed so that it works like the depreciated Create Checks process and only lines that are being added to an existing check are used for billing purposes.

[12000 07/04/2022 9.188.2810]

Fixed problem where Payroll Check Detail Report was printing all employees when a single crew ID is selected when alphanumeric crew ID's are enabled.

[12083 10/14/2022 9.190.2857]

Release Notes for Human Resource Management

01/01/2022 to 12/31/2022

Document Management

Employee document types available on the drop down selection on the Employee Documents tab page could not be set at the group level. This has been fixed.

[11909 04/18/2022 9.127.772]

Human Resources

Vacation Rollover Report was not limiting balance carried over into next year to the maximum carryover. This has been fixed.

[11709 01/04/2022 9.124.756]

Compile 1095-C forms was ignoring decline records that were not assigned to an insurance plan. This has been fixed.

Decline records are not required to have a plan selected.

[11714 01/05/2022 9.124.758]

Fixed "referenced array index out of bounds" error on Export Retirement Contributions Report.

[11732 01/07/2022 9.124.759]

Fixed alignment of 1095-C Landscape Blank Paper format.

[11731 01/10/2022 9.124.760]

Updated option to create electronic file for 1094-C/1095-C ACA reporting for federal and state for 2021 calendar year.

[11745 01/15/2022 9.124.761]

New 834 enrollment file format added for Meritain.

[11612 01/24/2022 9.124.762]

Update California EEO pay data reporting to 3.0 template and pay bands changed for reporting 2021 data.

[11781 02/08/2022 9.124.763]

When a user's payroll security level doesn't allow access to some employees on the entry/edit window, those employees were also inaccessible on the Safety Meeting entry window. This restriction has been removed so that those employee can be selected for safety meetings.

[11816 02/21/2022 9.124.764]

Added employer contribution to Empower retirement export file format.

[11839 03/02/2022 9.124.767]

Added coverage end date to enrollment file. When insurance plan is set to Yearly for the Coverage period the program will export the starting and ending coverage dates from the benefit record in the Meritain 834 export format.

[11844 03/03/2022 9.124.768]

Added last medical record control # to HR Setup window.

[11926 04/28/2022 9.127.777]

When running the Retirement Plan Contribution Report without SQL enabled, the employer contribution amount was not calculated.

When SQL was enabled, voided checks were included on the report.

[11935 05/03/2022 9.127.777]

Fixed a problem where the Training Expiration Report did not export all employees.

[11957 05/17/2022 9.127.778]

On the Retirement Contributions Report/Export:

Fixed a "Referenced index array out of bounds" error that could happen under certain circumstances if an employee had both a pre and post-tax retirement plan.

When exporting the retirement contributions to a file that already exists, Excel was prompting the user asking whether it was ok to replace the existing file with an invisible dialog window. For obvious reasons this appeared to lock up the program. Modified program to check for existing filename and ask the user if it is ok to overwrite the file before Excel has a chance to ask the invisible question.

[11972 05/26/2022 9.127.780]

Fixed bug on import retirement enrollment file with security enabled. When security levels are enabled and the import file includes an employee that the current user can't access, the program would update the prior employee's retirement record with the status of the employee that can't be accessed and the employee that can't be accessed is not updated at all. This has been fixed so that the both employees are updated correctly by disabling the security block on this option.

[12044 08/03/2022 9.129.788]

Export Payroll Contribution option did not export data for checks dated in the future. This has been fixed.

[12054 08/25/2022]

Employee Import option will now create new health insurance records instead of updating the current existing active record. If there is an existing active health insurance record, it will be deactivated.

[12059 09/09/2022 9.130.796]

Added option to export dependent information on Benefit Eligibility Review window.

Right click on Export button to get popup menu with option to customize dependent information. Menu has options to select whether to export all dependents or only insured dependents.

[12110 10/11/2022 9.131.798]

Added the e-mail address, phone number and cell phone number columns to the available fields on the customize options for the Benefit Eligibility Review Window.

[12111 10/13/2022 9.131.799]

Added support for importing dental/vision health plan details on employee import using the following column headings:

DENTAL_INSURANCE_PLAN (required)

DENTAL_DECLINED_SELF

DENTAL_SPOUSE_COVERAGE

DENTAL_DEPEND_COVERAGE

VISION_INSURANCE_PLAN (required)

VISION_DECLINED_SELF

VISION_SPOUSE_COVERAGE

VISION_DEPEND_COVERAGE

[12128 10/19/2022 9.131.799]

When an employee has both a Roth and 401(k) plan and both plans have an employer contribution rate and the contribution rates for each plan are different, the report was only using one rate to calculate both employer contribution amounts. This has been fixed.

[12129 10/19/2022 9.131.800]

Added ability to track anniversary of vacation plan years individually based on plan year start date on each employee account.

1. Program will set the plan year start date automatically when the employee's first check is issued when an employee is assigned to a plan that does not have a plan year ending date assigned. The pay period starting date is used for the plan year starting date.

2. Vacation plan year rollover happens when check is finalized. This is different from sick pay plans where the rollover can happen when the check is entered/created.

3. Rollover will be reversed if a check is unfinalized after printing or voided. This restores the prior plan, plan settings and accrual balances.

4. Next Plan ID has been added the Vacation Plan Setup window which the employee will be upgraded to during rollover process if years of service requirement is met. The plan change happens during rollover report (for calendar year based plans) and rollover during check finalizing process.

5. Vacation Balance Setup window has a customizable report available now. A column has been added for the start date which the program will determine automatically based on the employee hire date (if the assigned plan is not calendar year based).

6. Vacation plan upgrade eligibility can be determined based on years of service since original Hire Date, Last Rehire Date, or a Vacation Eligibility Start Date that is entered and determined by the user. The Eligibility Start Date addresses situations where the user need control over the starting point for years of service determination. For example, an employee may start working in a position that doesn't include vacation benefits, then be promoted to a position that does. The Vacation Eligibility Starting Date may be set to the promotion date in this case and the years of service will be measured from that point forward.

[12144 10/31/2022 9.132.802]

Entries for miscellaneous deduction settings were not aligned correctly in a recent build. Fixed.

[12191 12/07/2022 9.133.809]

Modified import of CalSavers enrollment file to handle files that do not have the Account Status column.

[12200 12/15/2022 9.134.811]

Payroll

PPACA Hour Analysis Report did not report hours worked by employees with daily pay cycles in the correct months worked.

[11821 02/22/2022]

Release Notes for The Shipper's Office

01/01/2022 to 12/31/2022

Accounts Payable

Fixed aging calculation on vendor invoice inquiry for invoices with discounts.

[12085 09/14/2022 9.188.1644]

Accounts Payable, Shipper's Office

On Brokerage Statements, Summary option was disabled. It is not enabled.

[11884 03/01/2022 9.181.1600]

Added Description field to the custom report for customizable freight bill list window.

[11959 05/17/2022 9.182.1612]

New option added to enter daily shipper prices by product code, use prices entered as defaults when entering buy/sell customer invoices and update A/R quote sheets with prices from the shipper price entry window.

[11647 11/18/2022 9.190.1671]

Accounts Receivable

On the A/R Unpaid Invoice Report the invoice age column was cut off on the right.

[12108 10/11/2022 9.188.1650]

Accounts Receivable, Shipper's Office

Added option to print company logo on Trouble Report.

[11762 01/26/2022 9.174.1564]

Added ability to customize the "Please acknowledge..." message at the bottom of the trouble report. Program will create a message in the message file that can be edited. Message accepts merge fields from system files enclosed on square brackets.

[12003 07/04/2022 9.186.1626]

Added age since ship date to the Trouble List.

[6700 08/02/2022]

Added option to print purchases detail section to the File Summary Report from the Truck Manifest window

[12055 08/25/2022]

Security settings have been added to the Cash Receipts and Sales Journal that limit an operator to printing journals for only for their own entries.

[12106 10/10/2022 9.188.1649]

Fixed "Pallets have not been assigned to the invoice" message coming up when all pallet quantities are less than one (only when decimal quantities are enabled) and an invoice is being finalized.

[12179 11/22/2022 9.190.1674]

Improved performance of Unpaid Invoice Report by Grower for SQL databases.

[12180 11/25/2022 9.190.1675]

General Ledger

The invoice # entry on journal transactions for vendor invoices created from a recurring journal entry (line items/credit to A/P Trade) were blank instead of having the invoice #. This has been fixed.

[12168 11/17/2022 9.190.1671]

Grower Accounting

Liquidation by Field was not using start date for grower deductions. Fixed.

[11769 01/27/2022 9.175.1570]

Update Lot Liquidations to support grower charges that are set up by pack style.

[11793 02/17/2022 9.178.1583]

Fixed the Copy Deductions option on grower set up not copying some deductions and start date.

[11855 03/11/2022 9.180.1590]

Changed Grower Sales by Field report to use net price (not included freight).

[12154 11/04/2022 9.190.1658]

Under certain conditions (e.g. deductions, but no sales) the Grower Statements by Date could go into an infinite loop. This has been fixed.

[12181 11/29/2022 9.191.1677]

The Grower Payable Summary Report will now check for unfinalized grower invoices in A/P before running. Invoices must be finalized on the Invoice Journal before the report can be run.

[12197 12/10/2022 9.191.1685]

Inventory, Shipper's Office

Reprinting pallet tags from inventory transfer window did not work, this has been fixed.

Also fixed erroneous message "Could not find this lot to transfer!".

[11712 01/05/2022 9.173.1557]

The product code description was not printing on pallet tag format CE when printed from Inventory Receives window.

[11764 01/19/2022 9.174.1564]

When a pallet tag is entered and saved with a quantity other than the standard packages/pallet defined on the product code, the quantity would be automatically changed to the default for the next pallet tag that is entered if the user doesn't enter through the product code and grower entries. This has been fixed so the quantity will be retained.

Note: If the user clicks on or navigates to the quantity, the default packages/pallet will always override what is in the entry for a new pallet tag entry that has not been saved yet. This behavior has not changed.

[11765 01/21/2022 9.174.1564]

Improved packout lot creation from pallet tag entry screen.

[11782 02/09/2022 9.176.1578]

Changes to the Pallet Receive & Shipment Report: Added Field ID, Grade, added automatic option to print in landscape when using pack style/size with variety or grade.

[11812 02/21/2022 9.178.1583]

Added Field ID for each line of the product used and product results on the Summary Grower Repack Report.

[11813 02/21/2022 9.178.1583]

Added Transfer List report.

[11603 04/06/2022]

Added option to generate SSCC labels for Walmart.

[11894 04/08/2022 9.181.1600]

Changes to Case Labels to conform to Walmart specifications for carton labels/bin pallet label.

[11916 04/22/2022 9.181.1603]

Added Harvest Crew and Comments to Bin Receipt.

[11920 04/27/2022 9.181.1606]

Added grower/vendor name to columns available on custom receives analysis report and added support for printing report in landscape.

[11925 04/28/2022 9.182.1607]

New options for Grower Fiber Inventory Charges, option to print all repacks whether or not charges have been created, option to include charges created by the "Create Charge" button (non-inventory). Used where there are no materials, but a labor charge.

[12024 07/15/2022 9.186.1629]

Updated Repack Reports to show decimal quantities when partial quantities enabled.

[12031 07/25/2022]

"Include Repacks" checkbox on Packout Reports by Date works now.

[6761 08/01/2022]

On the Enter Other Costs window, the Product column is used to match the product code codes on receive line items that the cost is to be allocated to, but if no matches are found the program didn't allocate the cost at all. A "failsafe" mode has been added so that if no lines are matched, the program allocates the cost across all line items (as if nothing had been entered in the Product column).

[12071 09/02/2022 9.188.1642]

Added options on warehouse setup file to control whether to print operator's name on Bill of Lading and whether or not pallet tags are used, this allows different settings for these option at different warehouses.

[12151 11/02/2022 9.190.1658]

Adjustments to Inventory Transfer option to enter transfer without pallet tags and add them later.

[12159 11/10/2022 9.190.1667]

The totals at the bottom of the Inventory By Grower window were not being refreshed when a grower account or product group was selected. This has been fixed.

[12195 12/09/2022 9.191.1685]

Order Entry - Shipper's Office

Added option to print the company name/address as the Ship To Address on the Confirmation of Purchase. Option is located in Confirmation of Purchase group on the Shipping Docs tab page on Shipper Program Setup.

[11650 01/26/2022 9.174.1564]

Fixed product code description not working in order/invoice entry, bug introduced in prior build.

[11766 01/27/2022 9.174.1565]

Added option to suppress freight terms on 3rd party bills of lading (Laser Generic Blank Paper).

When the electronic signature option is in use, the ship date will print automatically for the date on the Shipper signature line.

[11777 01/31/2022 9.175.1572]

Fixed a problem with the pallet exchanges message on multi-page Bills of Lading.

[11788 02/14/2022 9.177.1581]

On the Pallet Tag Detail List, added weights for bins.

[11881 03/29/2022 9.181.1600]

On the Load Sheet, the pallet tag list was not filtering correctly for grade. This has been fixed.

[11883 03/29/2022 9.181.1600]

Add Delivery Date to open order by product code.

[11956 05/16/2022 9.182.1612]

Added option to print Trailer Inspection Form and pallet label sheet when Load Sheet is printed. Form must be provided as a bitmap.

[12058 08/29/2022 9.187.1638]

On Shipping Center, orders that have changes since the Load Sheet was printed will be highlighted. Printing Load Sheet again removes highlight.

[12100 09/27/2022]