Datatech
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Datatech's
YEAR END WEBINAR

PAYROLL | Dec. 19, 2024

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Payroll Year End Check List

Prep Work:

- □ Order W2's & 1095 forms
- □ Enter any Fringe Benefits on employee's last check
- □ Review Health Benefit Records
- □ Review Employee List for missing information or accounts to merge
- □ Check special wage codes and deductions for appropriate W2 box settings
- □ Audit pre-tax wage codes to deductions
- □ Gather payment totals for each tax, audit any discrepancies and make additional payment
- □ Check your logins for the W2 file (BSO Online) and any other agencies you will need to upload files to

Closing:

- □ Use the Payroll Tax Reports Control Center to close the 4th quarter and 2024 year before 1st payroll of 2025

Quarterly Reports:

- □ Quarterly State Reports – use for CA, OR, WA electronic filing and other states printed/generic report.
- □ State Quarterly Electronic file – all other states
- □ Federal Form 941 if you have employees classified as such

Year End Reports:

- □ State reports – as needed (CA does not have year-end reporting)
- □ Federal Form 943
- □ Federal Form 940
- □ Edit W-2 Information (Compile DD Amounts, HSA, Covid Leave)
- □ Print W-2's for employees
- □ Create W-2 Electronic file/Print for IRS
- □ Use Accuwage to check file before uploading to IRS
- □ Use W2 Electronic file for state annual filing *applicable only to certain state
- □ Print Employee 1095's
- □ Create 1094/1095 file/print forms for IRS

Prep Work

Review Instructions for Forms

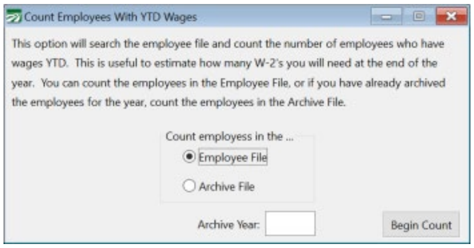
While Datatech software completes most forms for you, you should be familiar with the details and instructions for completing the forms. This is especially true of rules regarding pre-tax deductions, fringe benefits and printing the cost of the employer sponsored health coverage on W-2's.

Instructions for the forms can be accessed from the respective website of the form (i.e. irs.gov for federal forms and edd.ca.gov for California forms)
940:
https://www.irs.gov/pub/irs-pdf/i940.pdf
https://www.irs.gov/pub/irs-pdf/f940.pdf
https://www.irs.gov/pub/irs-pdf/f940sa.pdf
941:
https://www.irs.gov/pub/irs-pdf/i941.pdf
https://www.irs.gov/pub/irs-pdf/f941.pdf
943:
https://www.irs.gov/pub/irs-pdf/i943.pdf
https://www.irs.gov/pub/irs-pdf/f943.pdf
W2 & Filing:
https://www.irs.gov/pub/irs-pdf/iw2w3.pdf
https://www.irs.gov/pub/irs-pdf/fw2.pdf
https://www.ssa.gov/employer/bsohbnew.htm

All annual payroll tax forms, 940, 943, Employee W-2 and W-2 upload to the SSA are due by or on January 31, 2025 for the 2024 tax year.

Count Employees With YTD Wages

This option is useful to find out how many W-2's you need to order. To use this option, go to Payroll > Year End Tax Reporting > Count Employees With YTD Wages.



Count employees in the...

If you have not archived employee totals, select the Employee File. If you have archived and started the new year, then you need to select the Archive File and enter the year to count.

Archive Year

Enter the year to count employees for.

Begin Count

Click to begin counting.
Need information on ordering W-2s?

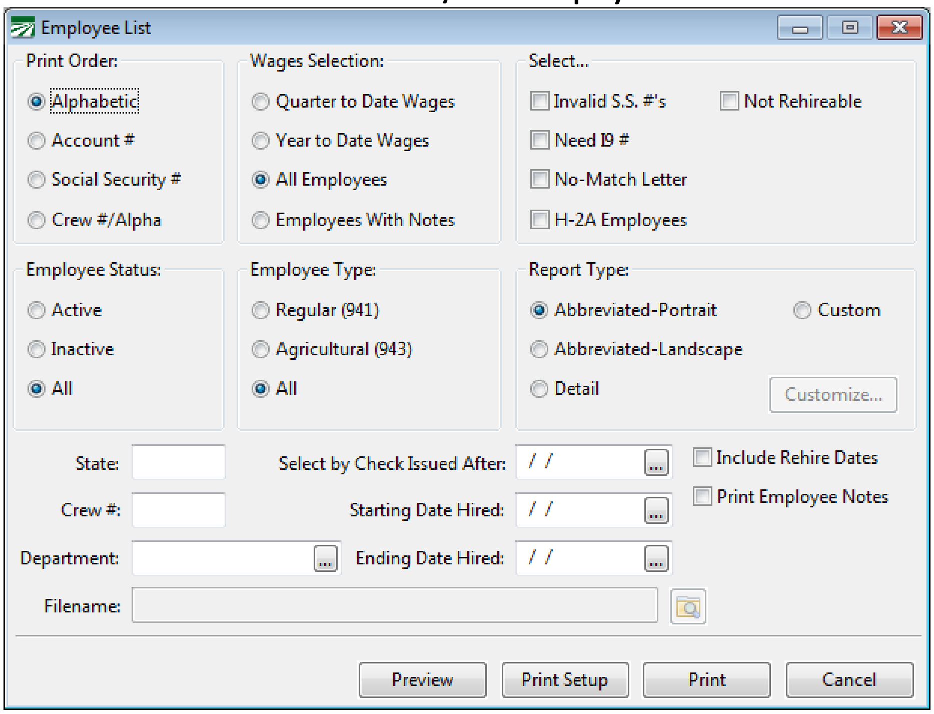
[Click here to read our blog,] W-2 Ordering Information.

Reviewing Employee Information

Before even beginning closing process, it would be beneficial to review your employee information to look for issues that may need to be corrected.

This could include: Missing or incorrect information in the Employees Name, SSN or Address or duplicate employees.

Abbreviated/Detail Employee List



Quick Review for duplicate employees

One way to review your employee list for duplicate employees, is to change the Print Order to Alphabetic and the Wage Selection to Year-to-Date Wages. The report can be previewed and scanned for obvious duplicates.

Employees with Missing/Incomplete SSN

To review just employees with missing or incomplete SSN's, select the option Invalid S.S.#'s. Then, you may want to search for these employees using the Search option to determine whether they have a duplicate account.

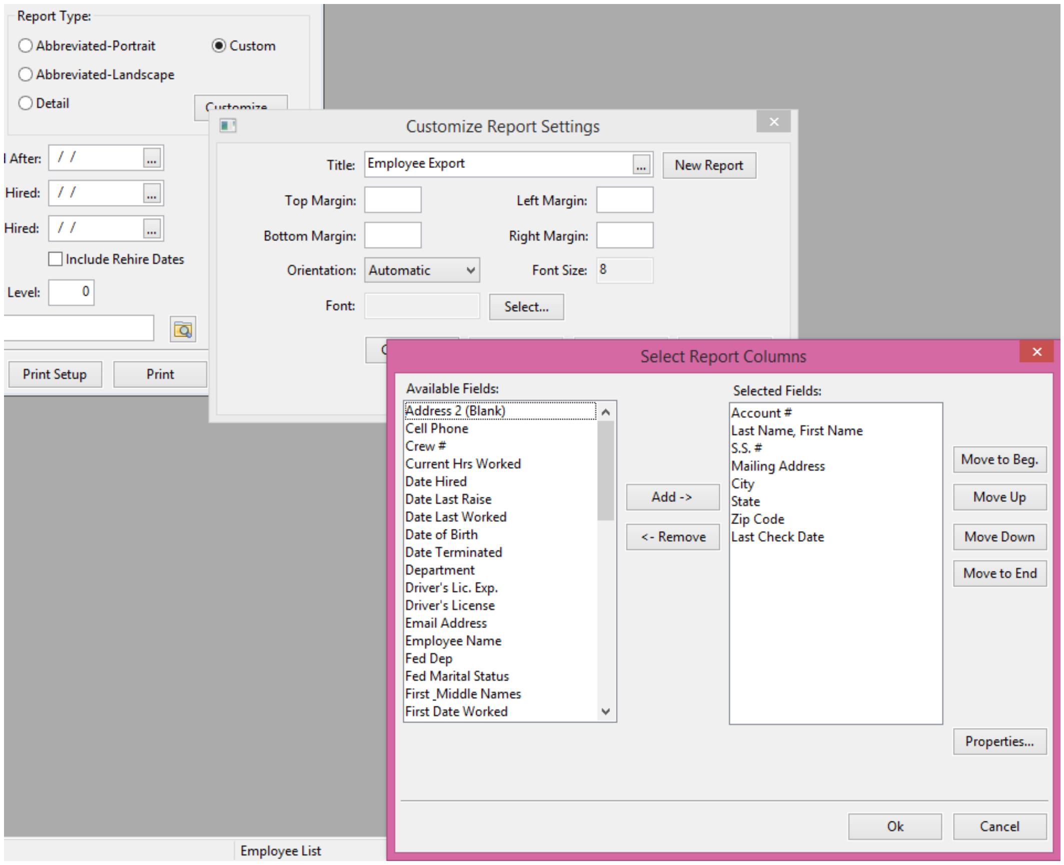
Exporting to Excel for further Sorting/Review

The Custom option in the Report Type allows you to select what information is printed and exported to Excel.

After selecting the Custom option, click on the Columns button. Then, enter a Title for your export. The options you select will be saved with this report name.

Then click on the Columns button and select the Columns you would like printed & exported to Excel.

Click OK on the columns selection and OK on the Report settings to save your selections.

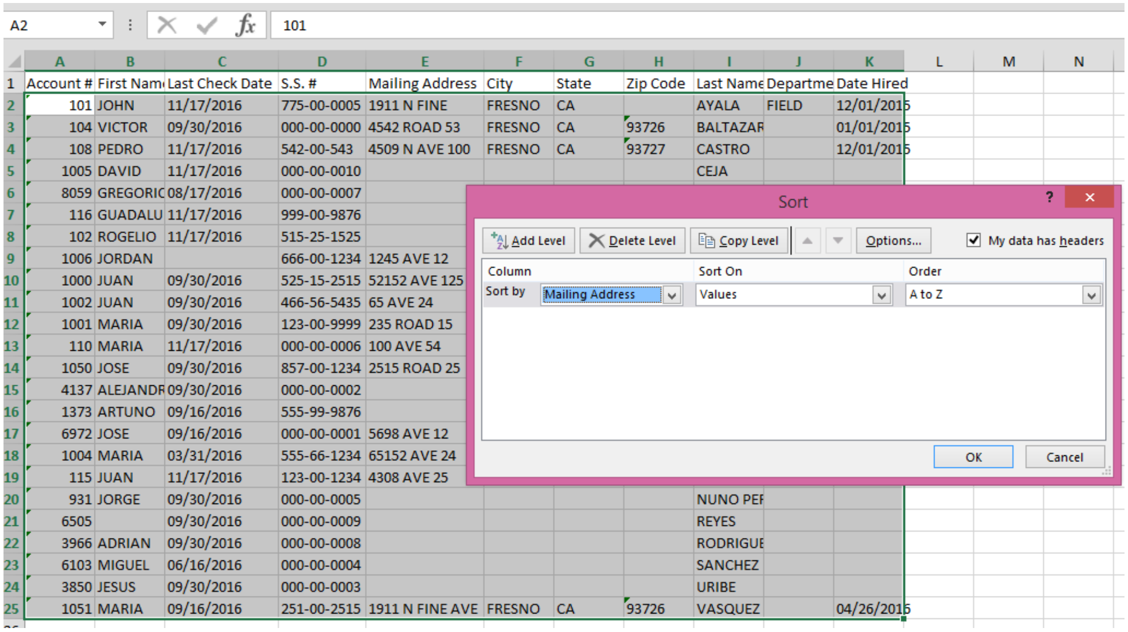


Then select the location where you want to save the Excel file and preview.

The Excel file will open once the report is complete.

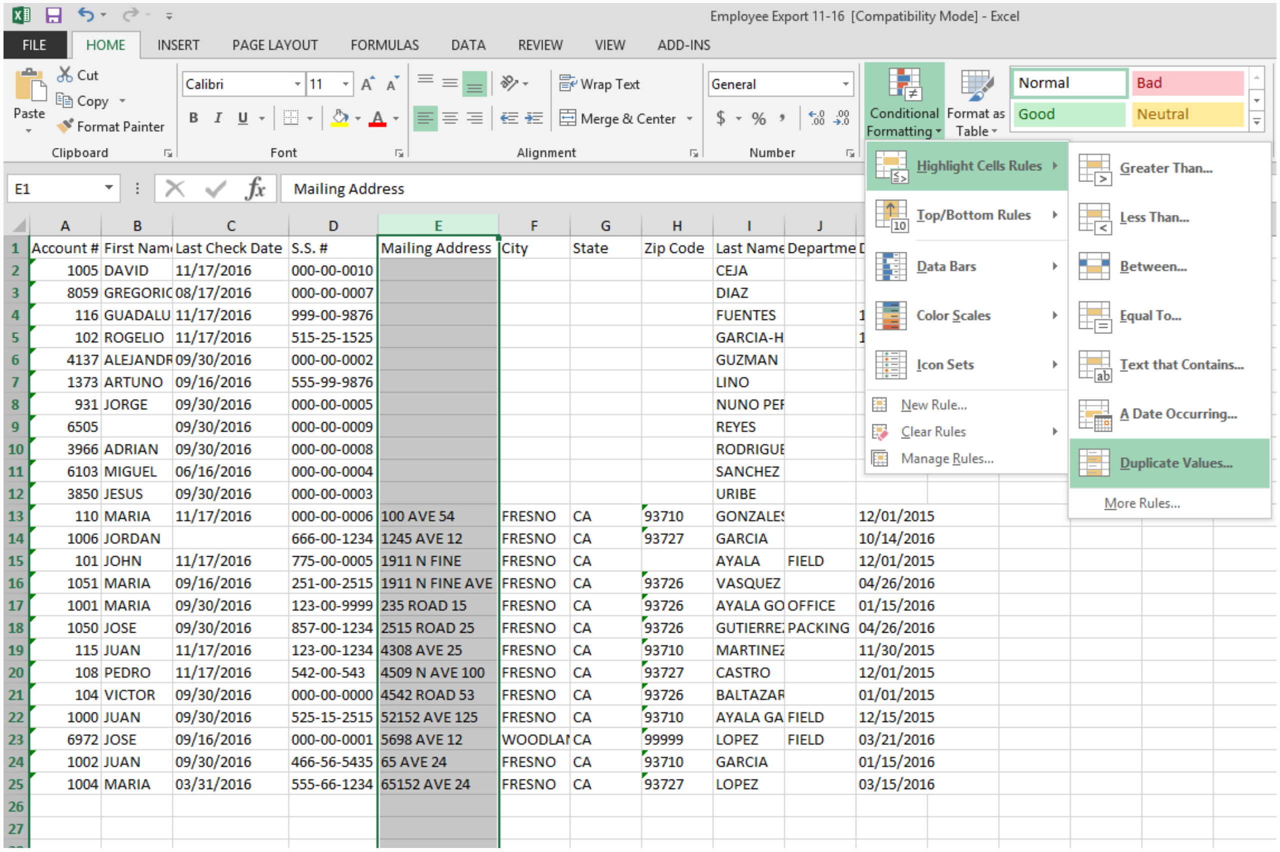
Sorting in Excel

To further sort your list in Excel, press the Ctrl key and A to select all entries. Then go to Data > Sort. Select the column you'd like to sort by. For example, to look for duplicate mailing addresses, you can select the respective column.



Highlighting Duplicate Values in Excel

A handy tool in Excel to look for duplicate values is the Conditional Formatting tool. To use this, highlight the cell you want to check for duplicate values, go to Home > Conditional Formatting > Highlight Cells Rule and select Duplicate Values.

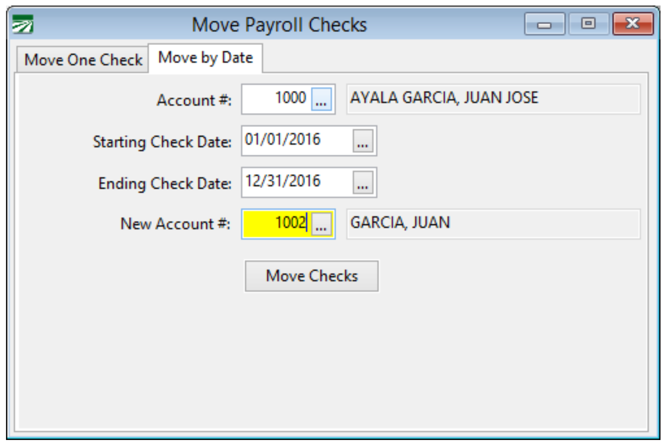

Employee Export 11-16 [Compatibility Mode] - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
ADD-INS
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Normal
Bad
Good
Neutral
E1
Mailing Address
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Greater Than...
Less Than...
Between...
Equal To...
Text that Contains...
A Date Occurring...
Duplicate Values...
More Rules...
Account # | First Nam | Last Check Date | S.S. # | Mailing Address | City | State | Zip Code | Last Name | Departme
1005 DAVID 11/17/2016 000-00-0010 CEJA
8059 GREGORIO 08/17/2016 000-00-0007 DIAZ
116 GUADALU 11/17/2016 999-00-9876 FUENTES
102 ROGELIO 11/17/2016 515-25-1525 GARCIA-H
4137 ALEJANDR 09/30/2016 000-00-0002 GUZMAN
1373 ARTUNO 09/16/2016 555-99-9876 LINO
931 JORGE 09/30/2016 000-00-0005 NUNO PEF
6505 09/30/2016 000-00-0009 REYES
3966 ADRIAN 09/30/2016 000-00-0008 RODRIGUE
6103 MIGUEL 06/16/2016 000-00-0004 SANCHEZ
3850 JESUS 09/30/2016 000-00-0003 URIBE
110 MARIA 11/17/2016 000-00-0006 100 AVE 54 FRESNO CA 93710 GONZALES 12/01/2015
1006 JORDAN 666-00-1234 1245 AVE 12 FRESNO CA 93727 GARCIA 10/14/2016
101 JOHN 11/17/2016 775-00-0005 1911 N FINE FRESNO CA AYALA FIELD 12/01/2015
1051 MARIA 09/16/2016 251-00-2515 1911 N FINE AVE FRESNO CA 93726 VASQUEZ 04/26/2016
1001 MARIA 09/30/2016 123-00-9999 235 ROAD 15 FRESNO CA 93726 AYALA GO OFFICE 01/15/2016
1050 JOSE 09/30/2016 857-00-1234 2515 ROAD 25 FRESNO CA 93726 GUTIERRE PACKING 04/26/2016
115 JUAN 11/17/2016 123-00-1234 4308 AVE 25 FRESNO CA 93710 MARTINEZ 11/30/2015
108 PEDRO 11/17/2016 542-00-543 4509 N AVE 100 FRESNO CA 93727 CASTRO 12/01/2015
104 VICTOR 09/30/2016 000-00-0000 4542 ROAD 53 FRESNO CA 93726 BALTAZAR 01/01/2015
1000 JUAN 09/30/2016 525-15-2515 52152 AVE 125 FRESNO CA 93710 AYALA GA FIELD 12/15/2015
6972 JOSE 09/16/2016 000-00-0001 5698 AVE 12 WOODLAI CA 99999 LOPEZ FIELD 03/21/2016
1002 JUAN 09/30/2016 466-56-5435 65 AVE 24 FRESNO CA 93710 GARCIA 01/15/2016
1004 MARIA 03/31/2016 555-66-1234 65152 AVE 24 FRESNO CA 93727 LOPEZ 03/15/2016

Making corrections to SSN numbers

When making a correction to an employee's SSN #, you should always click on the Archive tab and review whether there have been prior quarter/years where the employee was reported under the incorrect SSN. You are responsible for filing any amendments to prior filings if necessary.

Move Payroll Checks

If you have found duplicate employees and want to merge their checks to one file, you can use the Move Payroll Checks tool on the Payroll > Checks menu.



Select the Employee you want to move checks off of, the dates to move and the Account to move the checks to.

Important: After moving checks, follow these steps to ensure taxable wages are correctly updated on check records.

1) Run the Payroll Audit from Payroll > Utilities > Payroll Audit/Fix Options. This will update each checks taxable wages to the new corrected totals.

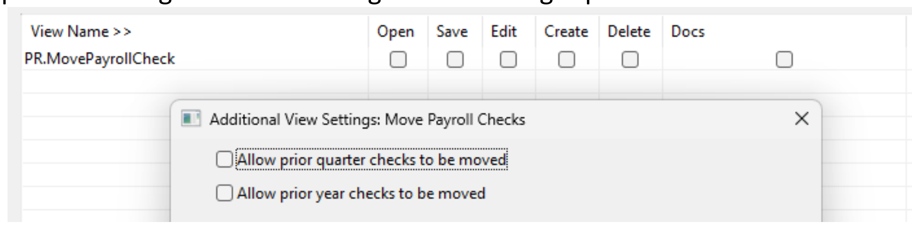
2) Use the Fix Employee Totals utility (from the same menu) to update any prior quarter totals, along with the current quarter Employee file totals.*

Important Notes:

- The program maintains a log of all checks that have been moved from one account to another. You can use the Transaction log and select "PRJNLHDR" as the file and Move as the transaction type to view this information.

- The security setup for this window allows you to prevent users from moving checks that are in prior quarters or years. You would add the

Table Name PR.MovePayrollCheck. You can also allow this option, but disable the options to move checks in prior quarters or years to prevent changes from occurring and not being reported.



- If you have moved checks in a prior quarter/year you must file corrections to any previously reported wages.

***In the past, m**ulti-state employers had to use the tool to change quarters and re-open and re-archive affected quarters. With the 2024 year-end update, this is no longer necessary and the fix totals can be used by all customers.

Correcting Negative Wages

We typically recommend when voiding a payroll check from a prior quarter, dating the void in the current quarter. This is usually offset by a re-issued check, making a 0 net change in the wages or deductions in the current quarter.

If a check is needing to be voided that is dated in a closed quarter, not to be re-issued, and the employee has no wages in the current quarter, then in should be voided in the prior quarter and an amendment filed.

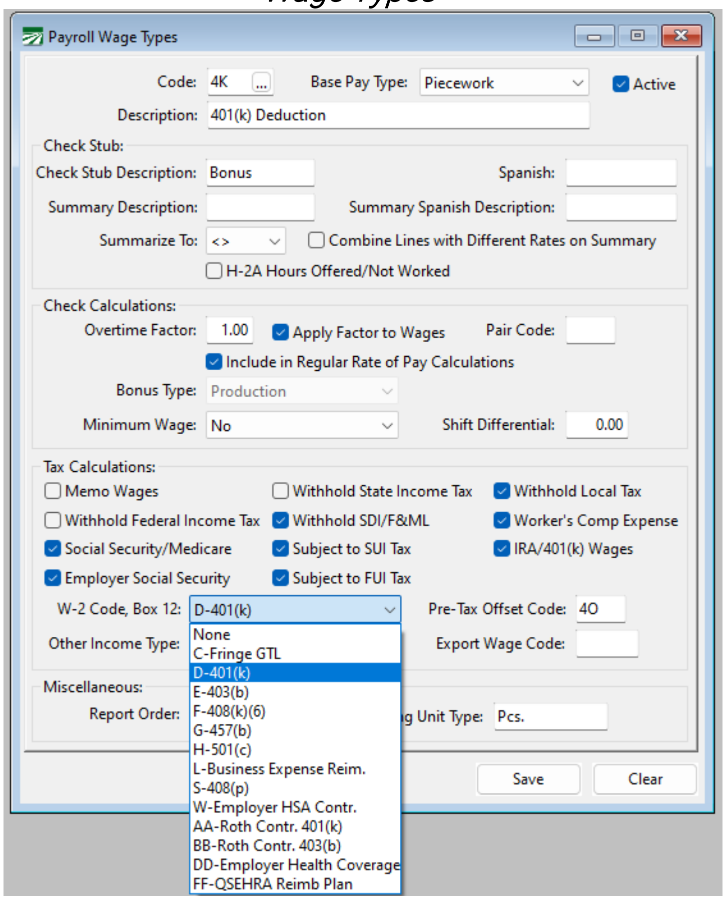
See http://www.edd.ca.gov/pdf_pub_ctr/de9adji.pdf for instructions on creating adjustments to the DE9 filing.

Review Wage Codes and Misc Deductions for W-2 Settings

The software will automatically update Box 12 and 14 boxes with required or optional information if set up on wage codes and deductions before archiving.

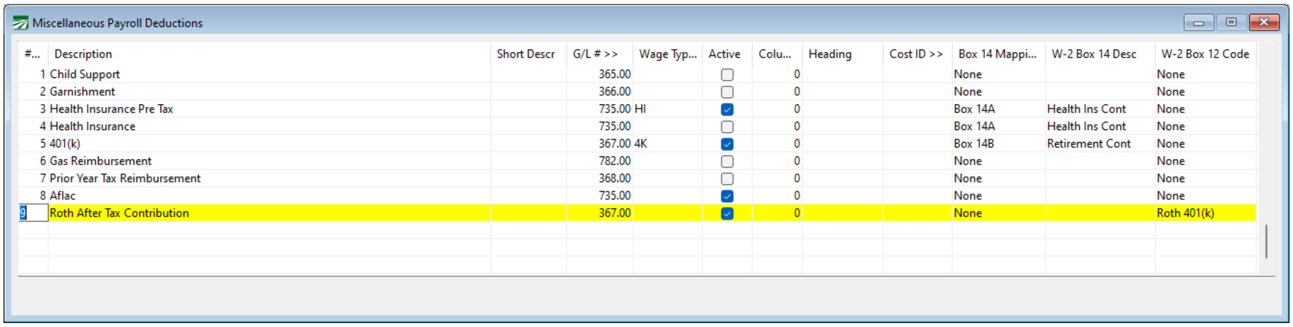
See the W2 instructions linked above for specific instructions on these boxes.

Wage Types



Wage Types are set up under the Payroll > Setup menu. If you have any wage types that require printing in Box 12, select the applicable code in the W-2 Code, Box 12. The most common is 401(k) income deferrals.

Misc Deductions


Miscellaneous Payroll Deductions

#...	Description	Short Descr	G/L # >>	Wage Typ...	Active	Colu...	Heading	Cost ID >>	Box 14 Mappi...	W-2 Box 14 Desc	W-2 Box 12 Code
1	Child Support		365.00		☐	0			None		None
2	Garnishment		366.00		☐	0			None		None
3	Health Insurance Pre Tax		735.00	HI	☑	0			Box 14A	Health Ins Cont	None
4	Health Insurance		735.00		☐	0			Box 14A	Health Ins Cont	None
5	401(k)		367.00	4K	☑	0			Box 14B	Retirement Cont	None
6	Gas Reimbursement		782.00		☐	0			None		None
7	Prior Year Tax Reimbursement		368.00		☐	0			None		None
8	Aflac		735.00		☑	0			None		None
9	Roth After Tax Contribution		367.00		☑	0			None		Roth 401(k)

Miscellaneous Deductions are set up under the Payroll > Setup menu. If you have Roth 401(k) or would like to print employee deductions in box 14 you can edit the deductions as needed.

Roth 401(k)

Employee Roth 401(k) contributions are after tax, so there is no wage code used to offset deferred income. To have the application print the contributions in Box 12, you will need to set the W-2 Box 12 Code on the Misc Deduction to Roth 401(k). [IRS Roth Comparison Chart]

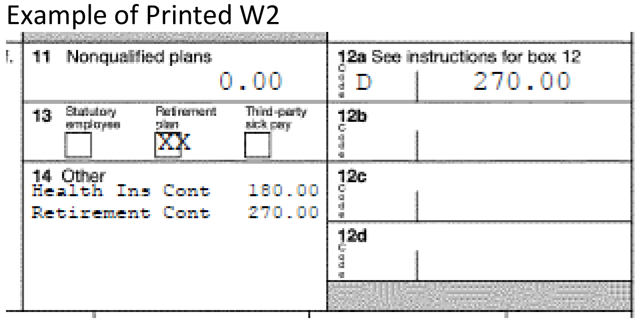
Optional Items

Box 14 allows for an employer to print any other information you want to give employees. Examples in the W2 instructions include union dues, uniform payments, health insurance premiums, and employee pension contributions.

There are 3 lines available in Box 14, so the system has a mapping to 14A, 14B and 14C for each line respectively. You may have multiple deductions set to the same line and the program will total all of the deductions. An example of this would be separate deductions for health insurance, vision and dental combined into one health contribution total.

After you have select the Box 14 Mapping, you can enter a description in W-2 Box 14 Desc to print on the line.

Example of Printed W2

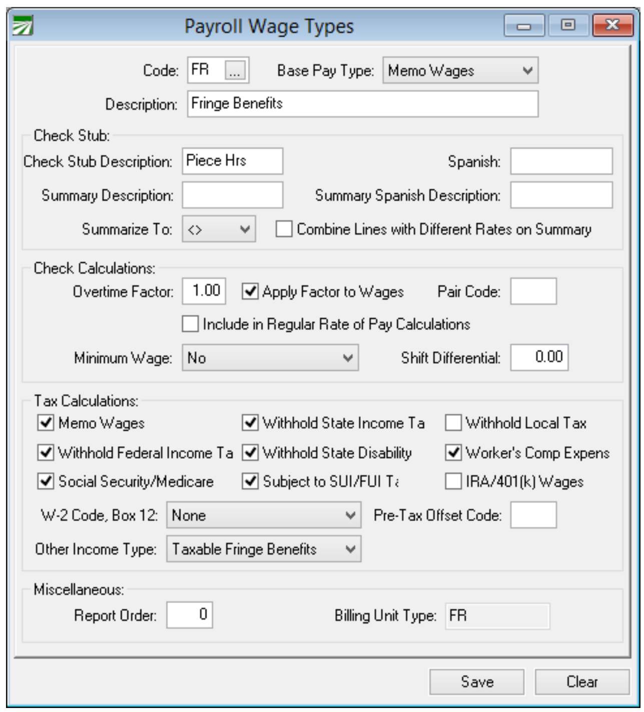


Include Fringe Benefits on Employees Last Check of the Year

If you need to include a fringe benefit in an employee's taxable wages, it is easier to do so by adding to an employee's check instead of editing their year-to-date employee totals after closing payroll.

For example, you may need to tax benefits for business expenses in excess of IRS limits or personal use of a business vehicle.

First Check the W-2 Code, Box 12, and Other Income Type Benefits on the Wage Type Setup.



Then, add the Taxable Wages as a line item to the employee's last check of the year. Fringe is not included in the paid wages, but will be added to the taxable wages.

Note: You may need multiple fringe benefit wage codes if you have some benefits subject to Federal Withholding, but not Social Security or Medicare. Additionally, check with your state, in addition to the IRS, to determine what state taxes are applicable.

https://www.irs.gov/publications/p15b

Tips for Year End Bonuses

Deductions

If you need to turn off Deductions for bonus checks, the easiest method is to temporarily set the Deductions to Inactive. Go to Payroll > Setup > Miscellaneous Deductions. Un-check the Active setting for any/all deductions that don't need to be included on bonus checks (Insurance, Aflac, etc)

Withholding

The Check Entry does not automatically change the withholding method when using the Bonus (BO) Wage Type. When issuing Bonuses you may want to use the Supplemental Federal (22%) & State Withholding Rates (varies by state). After entering the Wages in Check Entry, click on the Recap tab. Then, click on the Recalc button and answer Yes to "Use supplemental federal and state withholding rates".

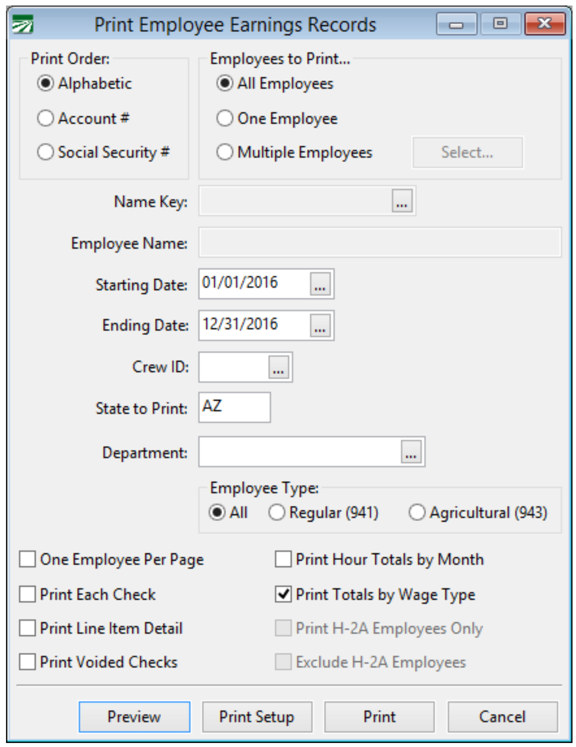
For more details go to https://datatechag.com/payroll-year-end-prep-bonuses-fringe-benefits/

Audit Pre-Tax Wages

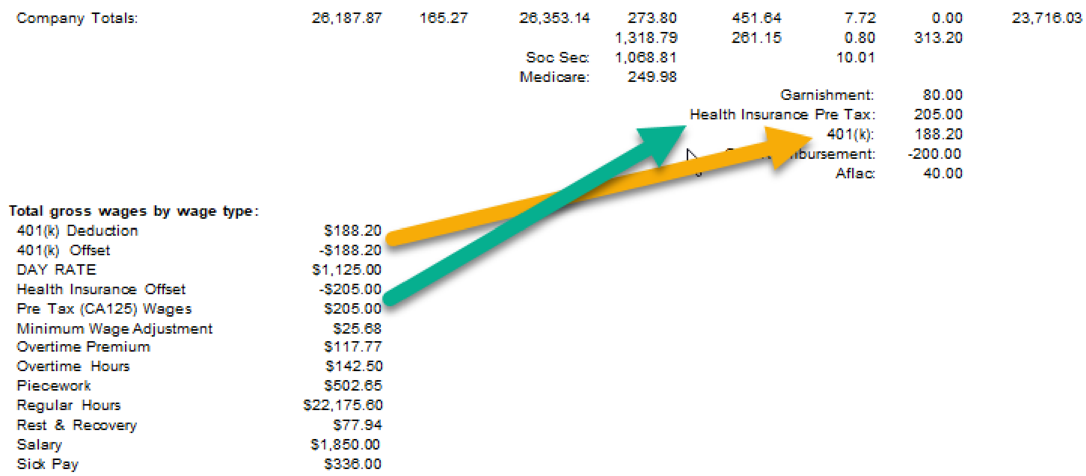
If you have pre-tax deductions, you may want to audit the deductions total to the wage type total. This will ensure employee's taxable wages are reported properly.

These totals could be incorrect if the pre-tax settings were not properly set up before a deduction began or if there were any errors on a particular check where the pre-tax wage didn't match the deduction.

To audit the wage type totals to the deductions, use the Earnings Records report and include 'Print Totals by Wage Type.'



The deduction totals will appear under the Company totals on the right side of the report and the Wage Type totals to the left:

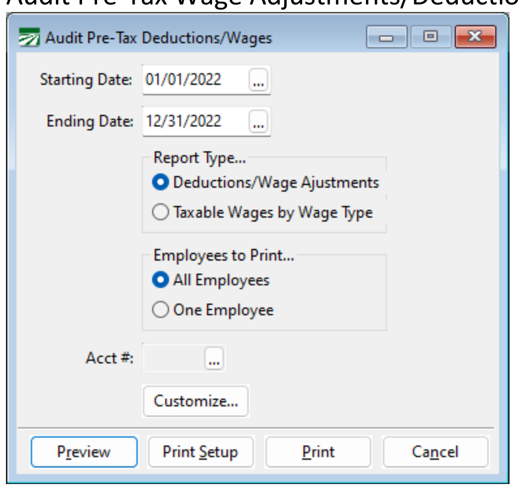


Company Totals:	26,187.87	165.27	26,353.14	273.80	451.64	7.72	0.00	23,716.03
				1,318.79	261.15	0.80	313.20	
			Soc Sec:	1,068.81		10.01		
			Medicare:	249.98				
						Garnishment:	80.00	
						Health Insurance Pre Tax:	205.00	
						401(k):	188.20	
						ibursement:	-200.00	
						Aflac:	40.00	

Total gross wages by wage type:	
401(k) Deduction	$188.20
401(k) Offset	-$188.20
DAY RATE	$1,125.00
Health Insurance Offset	-$205.00
Pre Tax (CA125) Wages	$205.00
Minimum Wage Adjustment	$25.68
Overtime Premium	$117.77
Overtime Hours	$142.50
Piecework	$502.65
Regular Hours	$22,175.60
Rest & Recovery	$77.94
Salary	$1,850.00
Sick Pay	$336.00

Audit Report for SQL Database Platform Customers

If there is a discrepancy in the Wages vs. Deductions, to pinpoint the employee with the issue, SQL users can go to Payroll > Utilities > Audit Pre-Tax Wage Adjustments/Deductions.



Starting & Ending Date

Enter the Dates for the Year

Report Type - Deductions/Wage Adjustments

This will show discrepancies between the pre-tax adjustments and the deductions by check. If you have any checks that need corrections, please contact the Datatech Support Dept. for assistance.

Practice Files
Pre-Tax Deduction Audit Report

Acct #	Check Date	Check#	Ded#	Ded Amt	Pre-Tax Adj	Difference	Deduction Wage Type	Check Wage Type
Lopez, Flora								
1256	03/28/2022	965780	4	108.75	0.00	108.75	CA	
Totals for 4 Kaiser EE				**108.75**	**0.00**	**108.75**		
1256	03/28/2022	965780	6	60.65	0.00	60.65	CA	
Totals for 6 Dental				**60.65**	**0.00**	**60.65**		
Totals for Lopez, Flora				**169.40**	**0.00**	**169.40**		
Report Totals				**169.40**	**0.00**	**169.40**		

Report Type -Taxable Wages by Wage Type

This report prints a Summary by Employee and Wage Type to show the taxable wages for each tax and the corresponding W2 box number where the totals will be reported.

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Taxable Wages by Wage Type Audit Report

Wage Type	Description	Gross Wages	Federal Wages (W-2 Box 1)	FICA Wages (W-2 Box 5)	S.S. Emplr Wages	FUI Wages	State Wages (W-2 Box 16)	SDI Wages (W-2 Box 18)	SUI Wages	Local Wages	W/C Wages
VELASQUEZ, KYLE # 1											
4K	401(k) Deduction	270.00	0.00	0.00	0.00	0.00	0.00	270.00	270.00	270.00	270.00
H I	Pre Tax (CA125) Wages	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P W	Piecework	315.00	315.00	0.00	0.00	0.00	315.00	315.00	315.00	315.00	315.00
R H	Regular Hours	5,240.00	5,240.00	0.00	0.00	0.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
R R	Rest & Recovery	33.05	33.05	0.00	0.00	0.00	33.05	33.05	33.05	33.05	33.05
Totals		**6,038.05**	**5,588.05**	**0.00**	**0.00**	**0.00**	**5,588.05**	**5,858.05**	**5,858.05**	**5,858.05**	**5,858.05**
SUAREZ, MARIO # 2											
R H	Regular Hours	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00
SA	Salary	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
Totals		**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**	**3,060.00**

Auditing Pre-Tax/Adjustments with Non SQL Database

1) Run the Labor Analysis Report for the Year, The Pre-Tax Wage Code and Summarize by Employee Account.

Webinar Training Files
Labor Analysis Report

Starting Check Date: 01/01/2022
Ending Check Date: 12/31/2022
Wage Type: 401(k) Deduction

Acct #	Check	Chk Date	Day	Crew ID	G/L #	Cost ID	Job ID	Type	Units	P/W Hours	Rate	Amount	Rate/ Hour
Total for Empl Acct # 101 AYALA~, JOHN									4.00	0.00		114.82	0.00
Total for Empl Acct # 1000 AYALA GARCIA, JUAN JOSE									5.00	0.00		50.00	0.00
Total for Empl Acct # 1057 MENDOZA, MARIA									2.00	0.00		30.00	0.00
									11.00	**0.00**		**194.82**	**0.00**

Total # of Employees: 3
Total # of Checks: 11

Run the Custom Miscellaneous Report for the Year, Deduction and in Summary.

Webinar Training Files
Miscellaneous Deduction Report

Starting Date: 01/01/2022
Ending Date: 12/31/2022

Acct #	S. S. #	Employee Name	Last Rehire Date	Crew ID	Check Date	Check #	5 401(k) C
1000	654-00-1987	AYALA GARCIA, JUAN JOSE					50.00
101	775-00-0005	AYALA~, JOHN					114.82
1057	000-00-0015	MENDOZA, MARIA					30.00
Report Totals:							**194.82**

Total # of Employees: 3

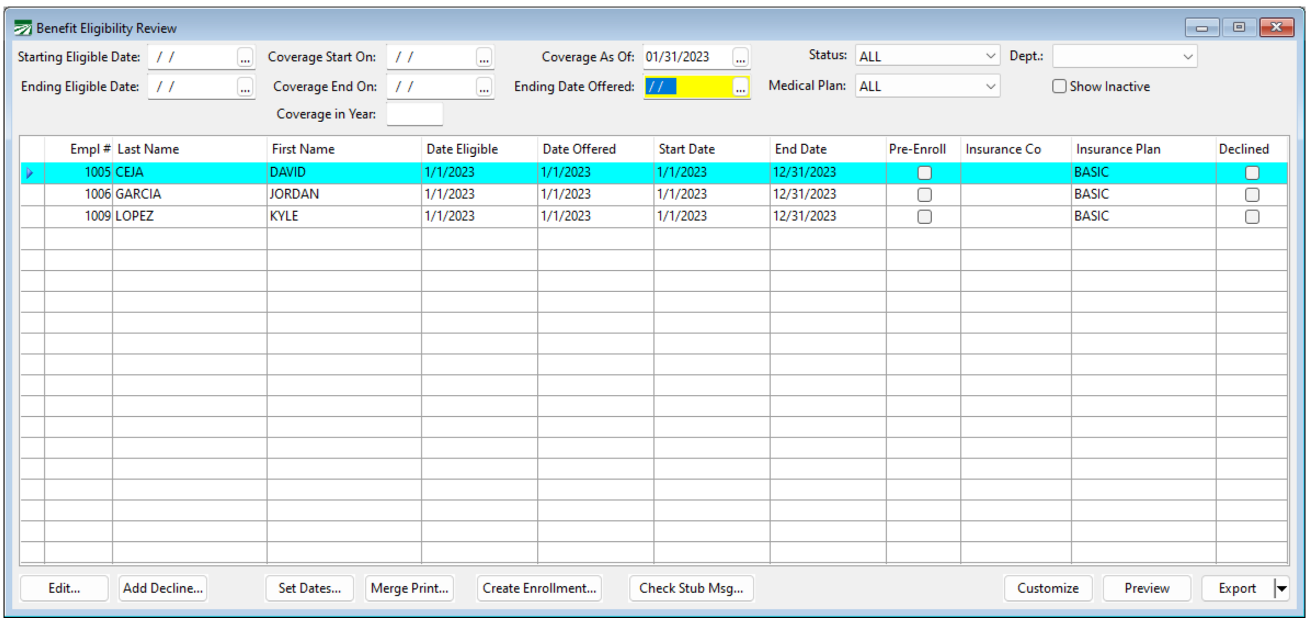
If you have any discrepancies, you can run both reports again and export to Excel. When sorted by account number, you can compare or do a formula to locate which employees have differences. Contact the Datatech support department, so we can assist you in correcting the check(s).

Review Health Insurance Benefit Records

If you have Datatech's HR program, you should review the health insurance benefit records for accuracy. The covered months and costs for health insurance are compiled in box 12 on the W-2's.

In the HR program, go to Health Insurance > Benefit Eligibility Review

Use the Coverage As of Date and Status to filter to each month in the year. Compare the records to your health insurance invoices to ensure the records accurately reflect the coverage of each month.



If you do not use Datatech software to manage your health insurance records, you may want to get a head start on compiling this information to manually update the W2 records.

Review Tax Liability vs. Payments

Wage & Tax Summary

The Wage & Tax Summary provides a break down of paid wages, taxable wages for each tax and the employee and employer portions. This report will include the 940 Credit Reduction if you have the Accrue Credit Reduction setting enabled.

Tax Liability Report

The Tax Liability Report provides detailed information on your Federal and State payroll tax liabilities. This is needed because the IRS, and most states, require that you make periodic deposits of payroll taxes when the amounts reach a certain limit.

Note: The Tax Liability Report does not include the 940 Credit Reduction, as the liability for this tax does not get calculated until the end of the year.

Makes Payments as Needed

Use the EFTPS and your state's payment website to make any additional payments needed to balance to your liability. Payments for the 940 Credit Reduction are due by Jan 15th.

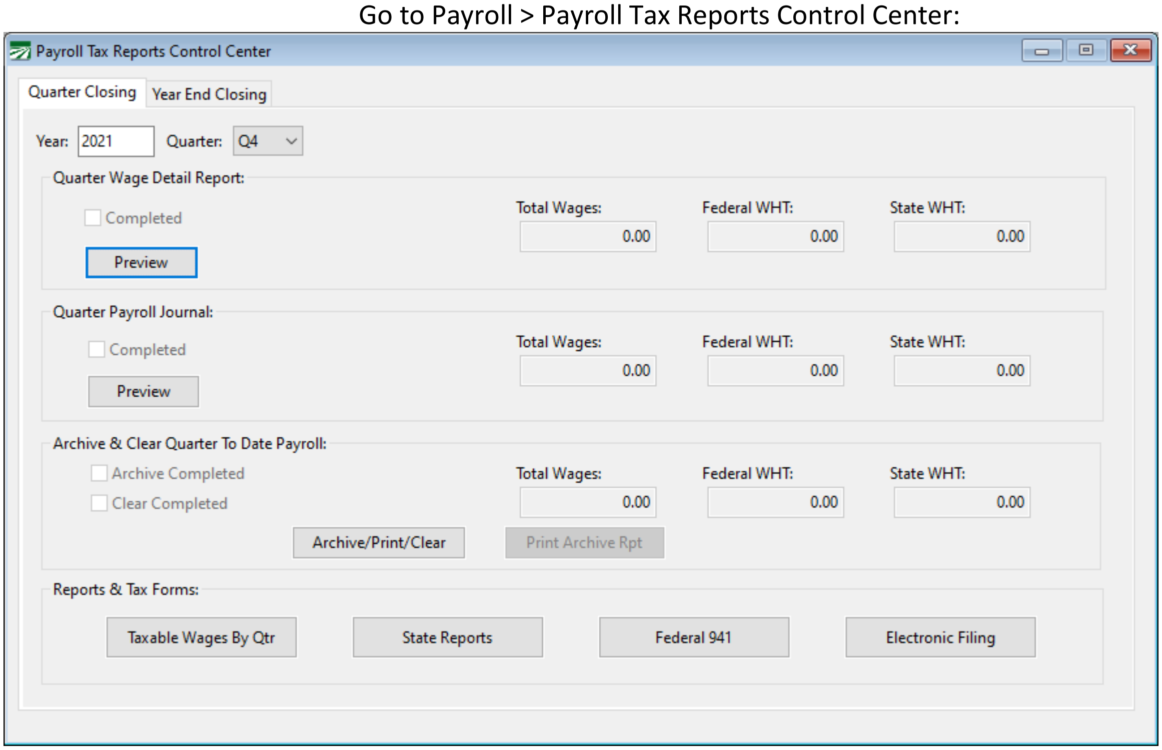
Payroll Tax Reports Control Center

[Quarterly Closing Walkthrough](#)
[Year End Closing Walkthrough](#)
[Vealos en español aqui](#)

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.

The 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 also automatically run the Fix Employee Totals Utility to correct the totals.

Go to Payroll > Payroll Tax Reports Control Center:



Quarterly Closing Workflow

1. Enter the Year and select the Quarter that you are closing from the drop-down menu.
2. Print the Employee Wage Detail report for the quarter: Click on the Preview button under the Quarter Wage Detail Report heading.

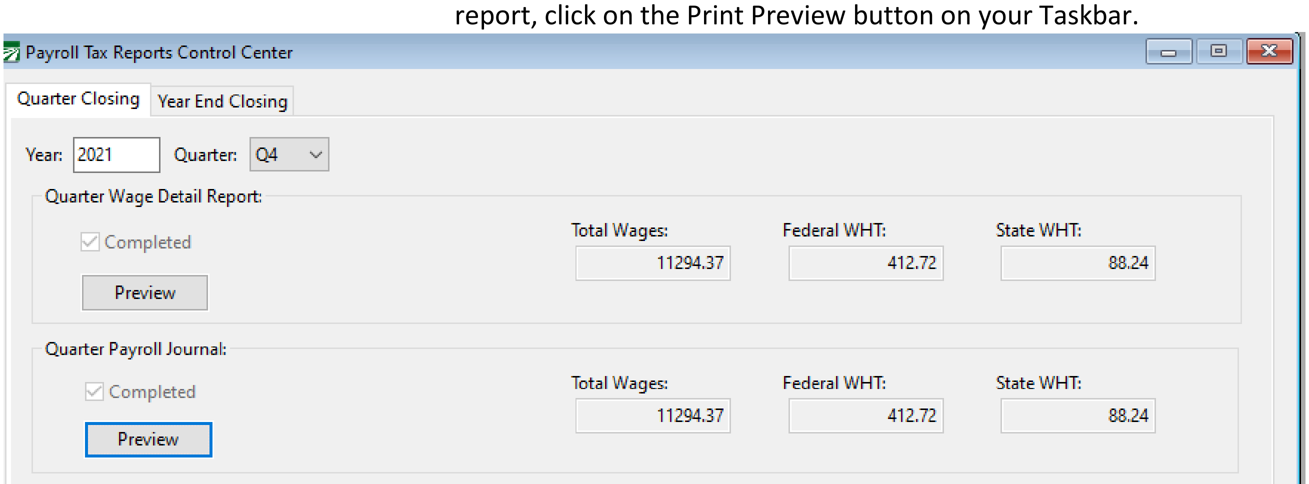
The program will automatically generate a report of all employees with year-to-date wages. At the end of the report, you will find totals for the quarter and year to date. The Quarter to Date Wages will automatically be updated on the Payroll Tax Reports Control Center screen.

The Preview window for the report will be minimized. To view and/or print the report, click on the Print Preview button on your Taskbar.

3. Print a Payroll Journal for the Quarter: Click on the Preview button under the **Quarter Payroll Journal** heading.

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

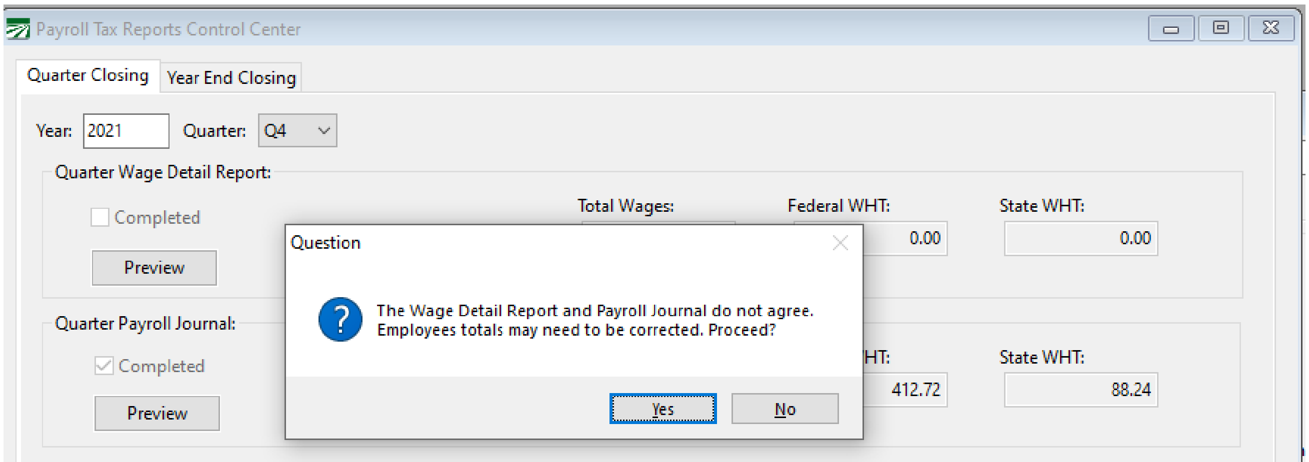
The Preview of the report will be minimized. To view and print the report, click on the Print Preview button on your Taskbar.



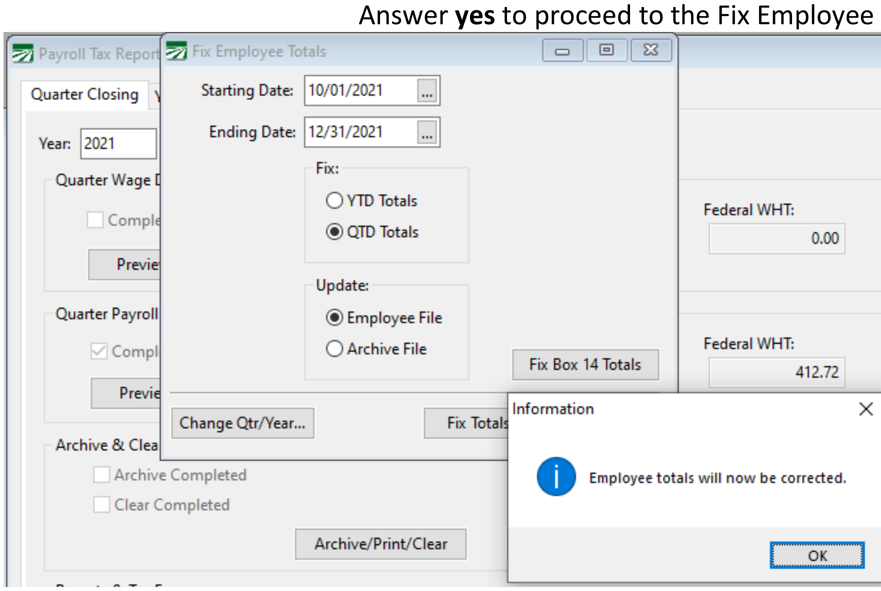
Verify the totals of the Wage Detail Report and Payroll Journal on the Payroll Tax Reports Control Center or by reviewing the printed reports.
If the totals agree you may proceed with the closing process.

What to Do If the Totals Do Not Agree

If the totals don't agree, the program will automatically warn you and ask if you want to proceed with correcting the totals. The wages will be removed from the Quarter Wage Detail Report section of the Payroll Tax Reports Control Center at this time.



Answer **yes** to proceed to the Fix Employee Totals window.



The program will prompt you to proceed with fixing the totals. Click on the **OK** button to continue with the fix.

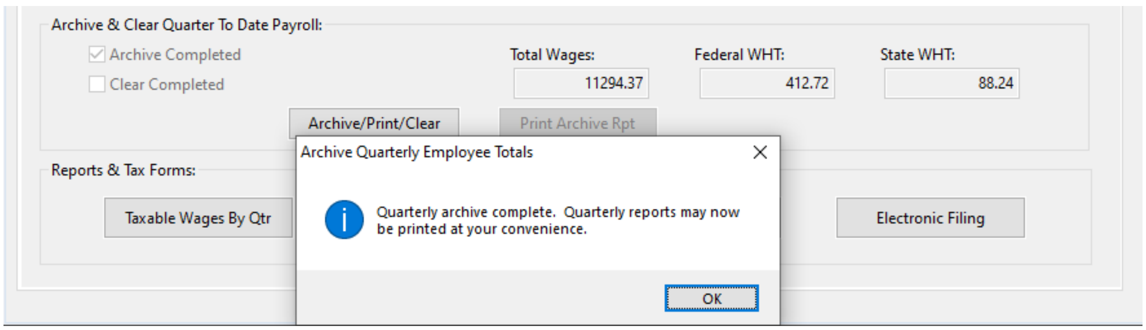
Once the Fix is completed, Preview the **Wage Detail Report** again. The wages will be updated on the Payroll Tax Reports Control Center, and if they match the Payroll Journal totals you can proceed with your closing.

4. Archive & Clear the Quarter to Date Totals. Click on the **Archive/Print/Clear** button under the

Archive & Clear Quarter to Date Payroll heading.

The employee wages will automatically be updated to the Archive, the current quarter totals in the Employee File will be cleared and the Current Quarter will be advanced to the next quarter.

A Print Preview of the Archive File Report will be minimized. Click on the Print Preview button on the Taskbar to view and print the report.



The Archive File wages will be displayed on the Payroll Closing Control Center screen so you can verify the Archive was completed successfully.

Reports & Tax Forms

You may now print your State Quarter Report, Form 941 or generate the Electronic file at your convenience. 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.

Edit QTD Archive File

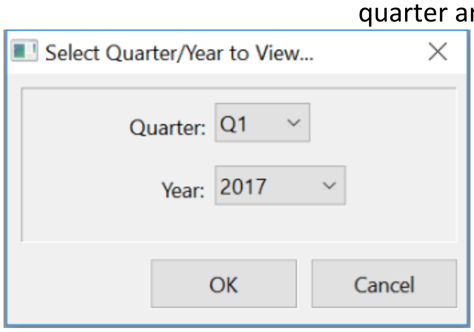
The payroll system saves each quarters totals in an archive file, which is then used to print quarterly reports and generate electronic report files to submit to the state.

If you need to edit an employee’s Name or SSN, you can do this through the Employee file window and the Archive record will be updated.

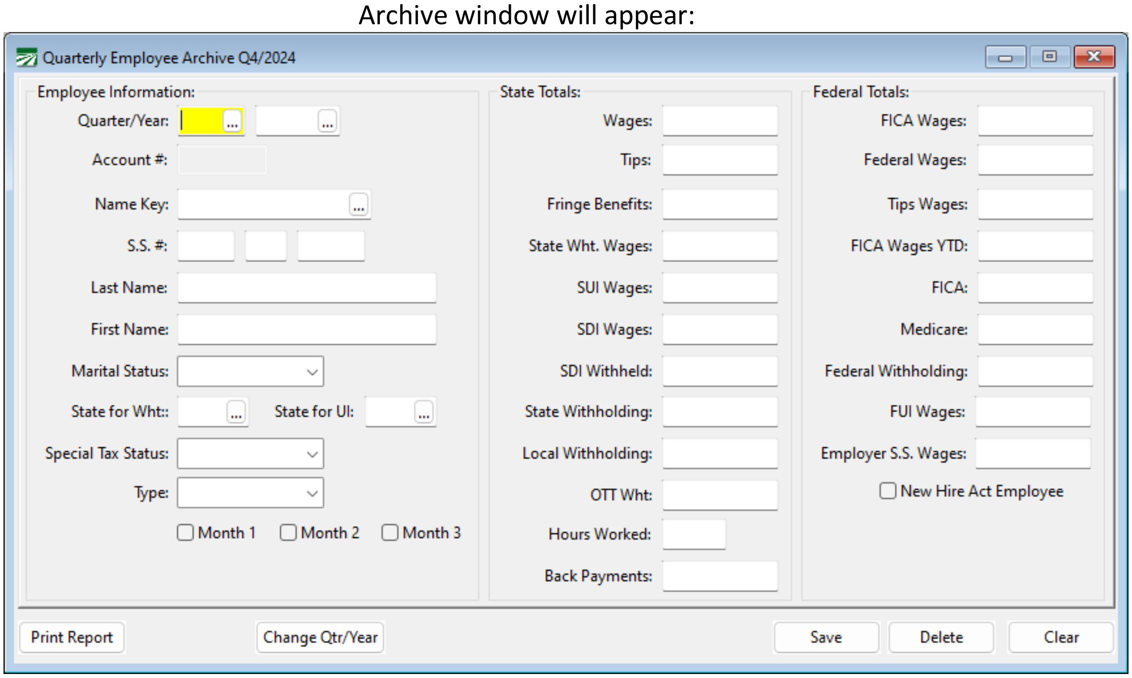
It is recommended that any edits to wages be done through a payroll check entry. If you need to edit the Archive record, please consult with Datatech Support to review the circumstances and best procedures to edit the totals.

Viewing Records

When you select the Edit/Print QTD Archive File option on the Quarterly Reporting sub-menu, the program will first ask you for the quarter and year that you want to view:



After you select the quarter and year, the Quarterly Employee Archive window will appear:



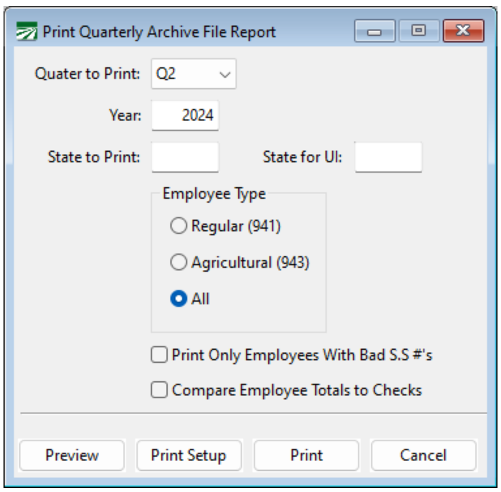
If you need to change the Qtr/Year you would like to view, click on the Change Qtr/Year button.

If you do make changes to an employees Archive file, click Save before closing the window to save the changes.

Note: If you re-open a quarter and re-archive or Fix Totals to the Archive, the records will be updated based on the employee file and check records when archiving. So, if you have made any manual edits to the archive file, they will be over-written.

Print QTD Archive File Report

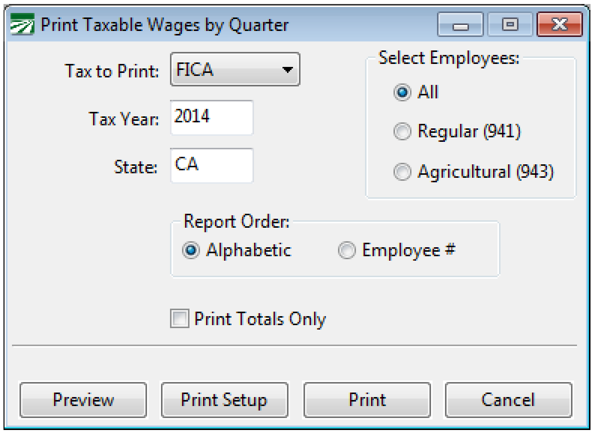
You can access the archive file report from the Edit QTD Archive file window or from Payroll > Quarterly Tax Reporting >



Taxable Wages by Quarter Report

The Taxable Wages by Quarter Report lists wages which are subject to one of the following taxes: FICA, SUI, FUI, or SDI. A total for each employee in each quarter is printed.

This report can assist you in determining your payroll tax liability for these taxes for any given quarter.



Tax to Print

Select either FICA, SUI, FUI, or SDI.

Tax Year

Enter the calendar year to print the report for. This defaults to the current calendar year.

State

Enter the two-letter postal abbreviation for the state to print. Leave it blank to print all employees.

Select Employees

Select either all employees, ag or regular.

Report Order Print Totals Only

Check this box to print only totals for all employees, instead of individual totals for each employee.

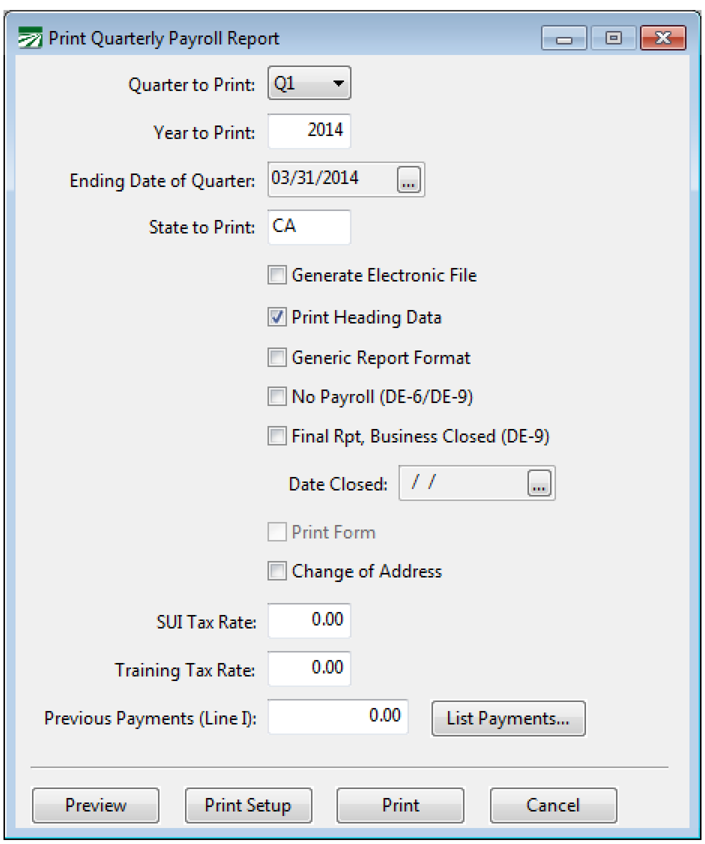
Quarterly State Reports

The Quarterly State Report option provides a printed report of quarterly totals and generates the electronic files for certain states, as indicated below. Prior to printing the quarterly report, you must archive the quarterly employee totals. The quarterly state reports use the information in the quarterly archive file to print the report.

Quarterly reports can be printed at any time after you have archived the employee totals. That means that you can archive the totals, close the quarter, and proceed with payroll for the next quarter. Your quarterly reports may then be printed at any time.

The report is used to generate the electronic files for Arizona, California, Hawaii, Oregon and Washington. The Generic report format can be used to manually complete filings in Arkansas, Iowa and New Jersey. Other states supported by Datatech software should use the Generate Quarterly Electronic Files to export the necessary format for your state, but may want to print the Generic Report for your records.

To open the Quarterly Payroll Report window, go to the Payroll option on the main menu, select Quarterly Tax Reporting, then select Quarterly State Reports.



Quarter to Print / Year to Print

Select which quarter and enter the year that you want to print the report for. The ending date of the quarter will be displayed.

Ending Date of Quarter State to Print

Enter the postal abbreviation of the state you want to print. If you have employees in different states, this will allow you to print different reports for each state.

Generate Electronic File

For California Electronic Filers, check this box to create the XML files for the DE-9 and DE-9C for submission through the EDD's e-Services website. When this box is checked, the program will print an Electronic File Report at the end of the DE-9 with the location and filenames of the generated files and payroll totals needed for submission.

The XML files will be generated and compressed into ZIP files. Upload the compressed ZIP files to the state e-Services web site, not the XML files. A walkthrough for uploading the DE-9/DE-9C electronic files can be found in the Upload DE-9 & DE-9C to EDD e-Services section.

Print Heading Data

Check this box to print your company name and address information. Uncheck the box if this information is already pre-printed on the forms (if any).

Generic Report Format

Check this box if you want to print a generic report that can be used to fill in your state form. For many states, the payroll system will print on the state form, but if that is not available for your state, you can print the generic report to assist you in filling out the state form.

No Payroll (DE-6/DE-9)

Check this box if you did not have any payroll for the quarter.

Final Rpt, Business Closed (DE-9) / Date Closed

If necessary, check these boxes and the appropriate boxes will be checked on the California DE-9 form. Enter the date your business closed below.

Print Form

This box is used for the Michigan quarterly report. If you are printing the report on a preprinted form, leave this box unchecked. Otherwise, check this box and the program will print the form on blank paper and fill it in.

Change of Address

Check this box if your address has changed since submitting the previous quarter's report.

Optional Entries for California

This entry will complete a printed DE9 form.

SUI Tax Rate/Training Tax Rate

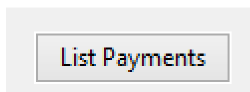
This will display the rates entered in the State Tax Rate file. If incorrect, you may change them here, but also edit through Payroll > Utilities > State Tax Rate tables, so future tax liability is calculated correctly.

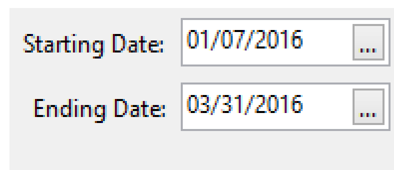
Previous Payments (Line I)

Fill in these items for the California DE-9.

List Payments

The Generate Quarterly State Report, Federal Form 940, 941 and 943 all have a List Payments button. This button will take you to the Vendor Check Inquiry for the Default Vendor located in the Tax Rate setup.





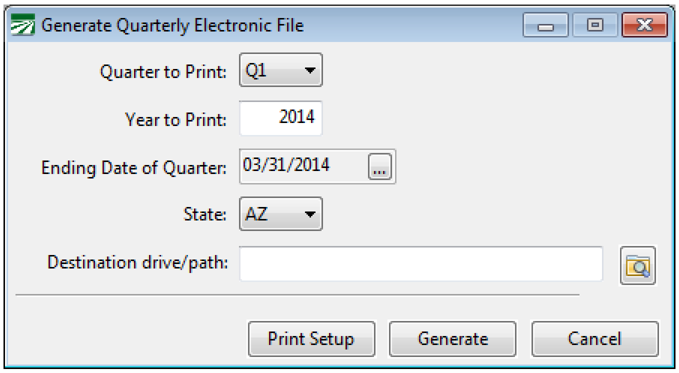
Starting & Ending Dates will be entered based on the Quarter/Year you are generating this report for. However, you may need to change these dates to account for any checks after the quarter/year that were made.

If you don't record your payments in Datatech software, you can manually enter your total payments in the respective field.

Generate Quarterly Electronic File

From this window you can generate Electronic Reporting files for additional states.

Prior to printing the quarterly report, you must archive the quarterly employee totals. The quarterly state reports use the information in the quarterly archive file to print the report. Quarterly reports can be printed at any time after you have archived the employee totals. That means that you can archive the totals, close the quarter, and proceed



with payroll for the next quarter, and print your quarterly reports at any time.

Quarter /Year to Print /Ending Date of Quarter

Select the calendar quarter and tax year to Print. The Ending Date of the Quarter will be displayed.

State

Select the State to generate from the list.

Destination drive/path

The program will automatically create a new folder for each quarter and year reported in the data folder. This keeps an archive of files that have been reported. You can change the destination if you choose.

Generate

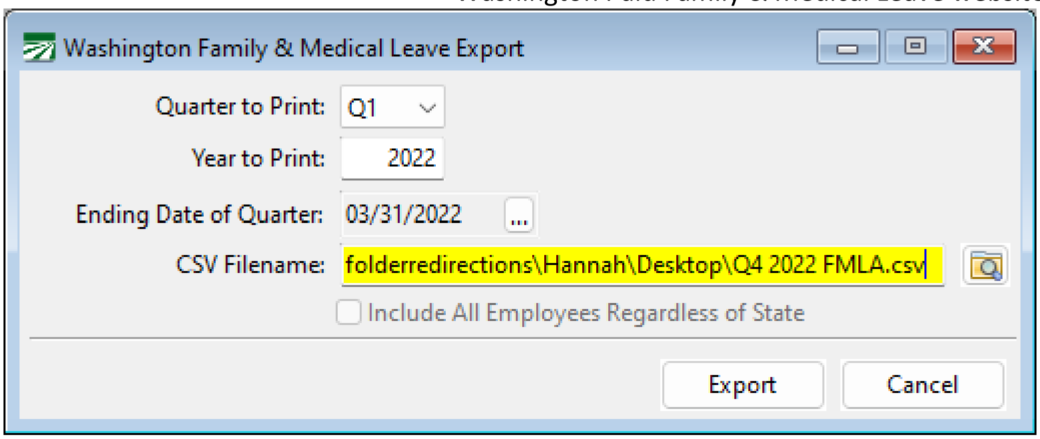
Click on the Generate button to create the file. A box will appear for you to verify and/or edit your company information that will be included in the report file.

Other Quarterly State Reports

Depending on the state you are located in, there may be other Quarterly Reports required. These are accessible from the Quarterly Tax Reporting menu.

Washington F&ML Export (includes LTC)

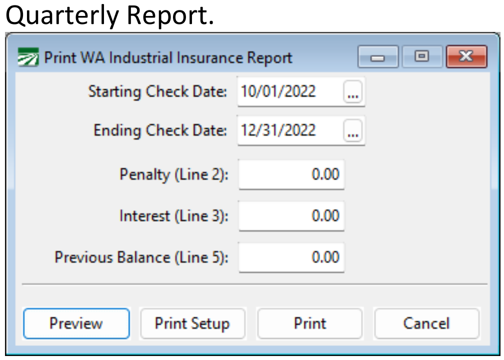
Datatech software creates a csv file that you can upload through the Washington Paid Family & Medical Leave website.



Select the Quarter and Year to Print.
Select the location to Save the File and click Export

Washington Industrial Insurance Report

The Industrial Insurance report was designed to print on the paper Quarterly Report.



Enter your Dates for the Quarter and any Penalty, Interest or Previous Balance.

Load the form in the Printer and Print.

Webinar Training Files
PO Box 1234
Fresno, CA 92727

12/31/2022

1234	34	Orchards	1,549	99.00	0.5556	55 00
4813	13	Vineyards	2,432	152.00	0.0688	10 45

65 456
0 00
0 00
65 45
0 00
65 45

Washington State Department of
Labor & Industries
PO Box 34022
Seattle WA 98124-1022

Workers' Compensation
Employer's Quarterly Report

L&I Account ID:
Report is for quarter ending:
WA Unified Business Identifier (UBI):
Due date:
Questions? Call your Account Manager:

File online now by going to:

Policyholder

SAMPLE ONLY

No worker hours this quarter?
You will still need to submit a quarterly report. (See enclosed instruction sheet.)

Your business currently has optional workers' compensation coverage for owners, partners, corporate officers, or LLC members. Yes☐ No☐
If marked *yes*, remember to include these hours in the class worked.

Enter total worker hours for each class to calculate the premiums you owe this quarter. Instructions are enclosed.

1 Class Code	2 Class Code Description	3 Gross Payroll	4 Worker Hours x	5 Your Rate =	6 Premium

Preparer's information:
Preparer (First, Last)
Daytime Phone ( )
E-mail
Signature X

I declare under the penalty of perjury of the laws of the state of Washington (RCW 9A.72.020) that the information contained in this report and in any attachment is true and correct.

7 Subtotal	
8 Subtract any existing L&I credit	
9 Add any previous balance you owed	
10 Add any late penalties you owe*	
11 Add any late interest you owe*	
12 **Amount due**	$

** Enclosed instructions explain our late fees.*

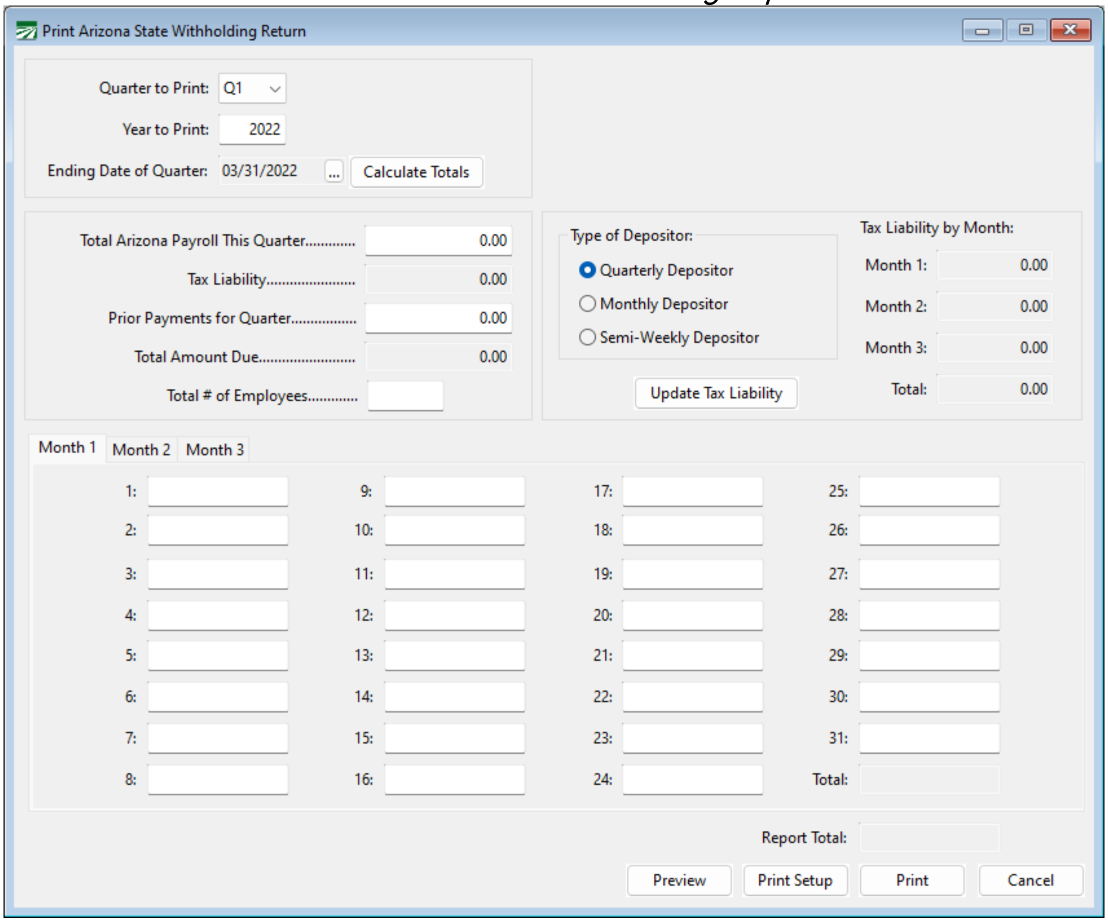
Make all checks payable to the Department of Labor & Industries. Payment must be postmarked by due date above.

☐ **Address or owner change?** Please check here and complete change form.

Remit ID $

F212-055-000 [03-2010]

Arizona State Withholding Report



1) Select the Quarter & Year to Print and click on Calculate Totals.
2) Enter any Payments for the Quarter
3) Select your Type of Depositor and click update Tax Liability.
4) Adjust any liability as need to equal the Tax Liability for the quarter.
5) Preview or Print the form.

Federal Form 941

Form 941 is a Federal tax form for the reporting of wages, Social Security, Medicare and Federal income taxes. All regular (non-agricultural) wages are reported on this form.

The program will automatically compile the wage and tax information, and you can then enter on the screen various adjustments and other information needed before printing the final form.

If you need to report your tax liability by month in Part 2, or if you are a semi- weekly depositor, the program will also compile your tax liability information from the paychecks issued during the quarter. The tax liability information is compiled by printing the Tax Liability Report for the quarter you are processing, or simply clicking on the Update Tax Liability button on the 941 screen.

You will also need a list of the tax deposits you have made for the quarter you are processing. You can use the check inquiry screen to get a list of payments. Make sure you include payments for the current quarter only, excluding any payments that may have been made in the first month of the quarter for the prior quarter, and including any payments made in the month following the quarter for the last month of the quarter you are processing.

While we have automated the 941 report, you must have an understanding of the reporting requirements and procedures. We cannot take responsibility for errors in your reporting.

Before you can print this form these items must be completed:

Verify quarter to date wage and deduction totals (see quarterly workflow). Archive employee totals for the quarter.

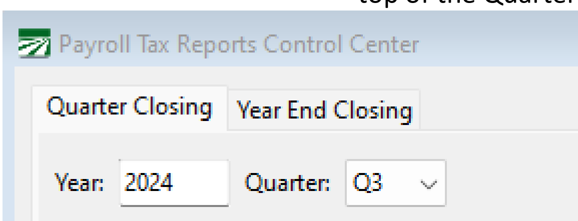
Make sure the legal name of your company has been entered in the system file, if it is different than your trade name.

Specific Instructions

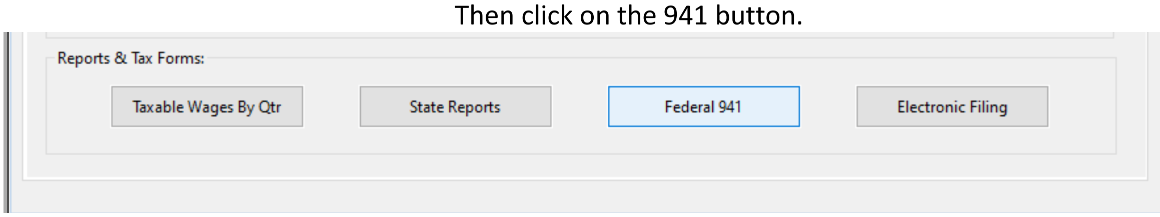
As noted above, the IRS provides a step-by-step guide to completing the 941 form.

In completing this form in our program, there are some additional steps that you must take. The screens have been changed to reflect each entry on the new form, but there will be entries that you may skip.

It is recommended that you open the 941 from the Payroll Tax Reports Control Center. To start select the Year and Quarter from the top of the Quarter Closing tab:

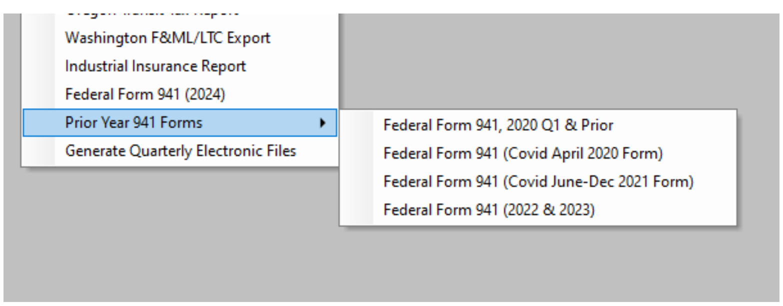


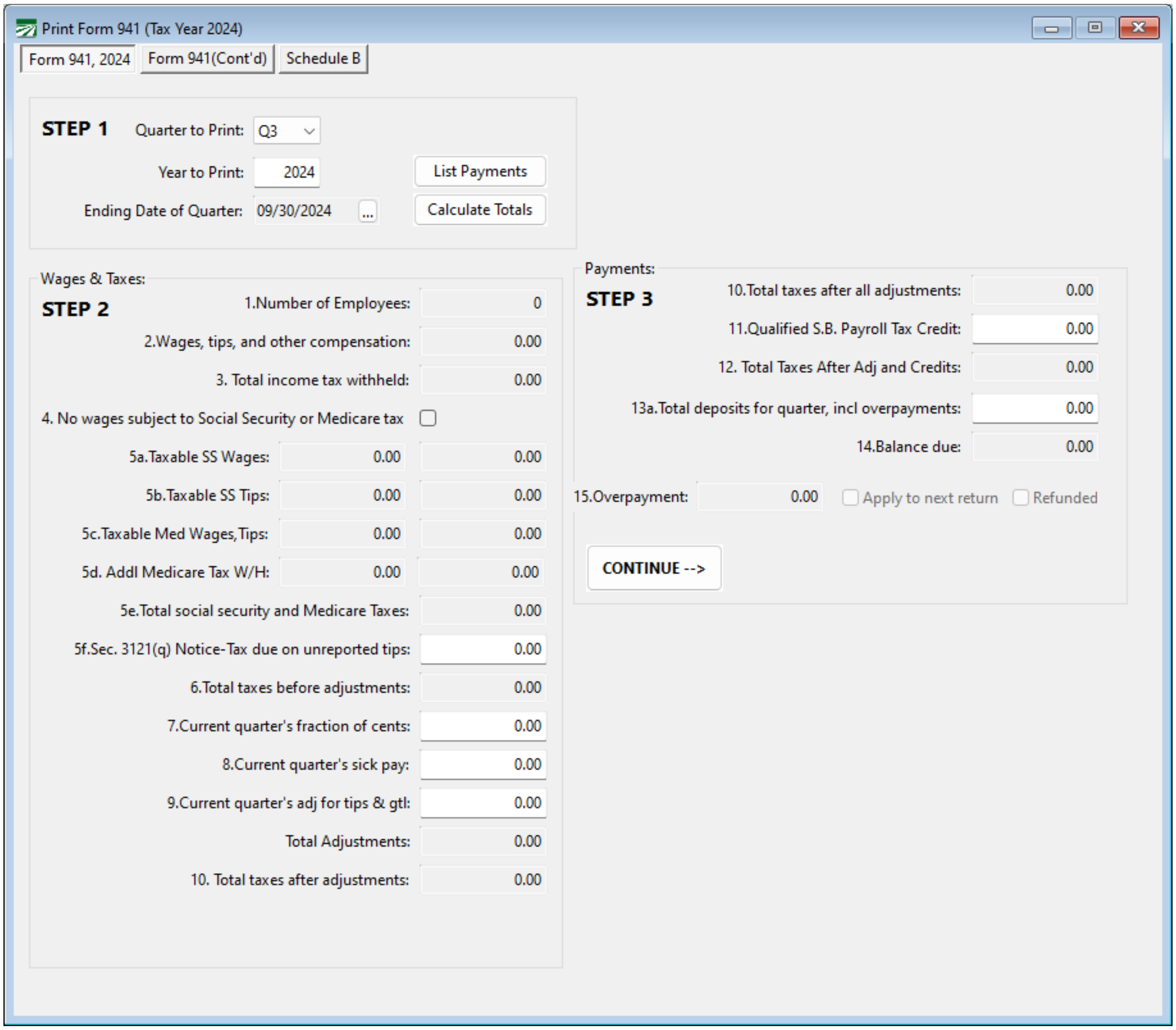
Then click on the 941 button.



If you are running the 941 for a previous quarter, the software will change the entry form to the prior format.

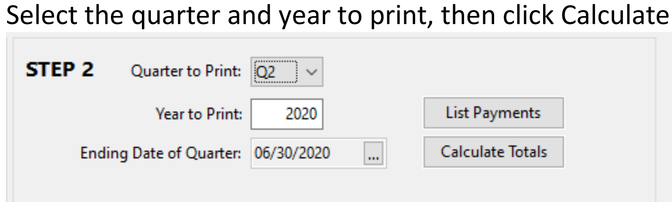
If you select the 941 from the Quarterly Tax Reporting menu, the current year will be on the menu and prior years appear on a sub-menu:





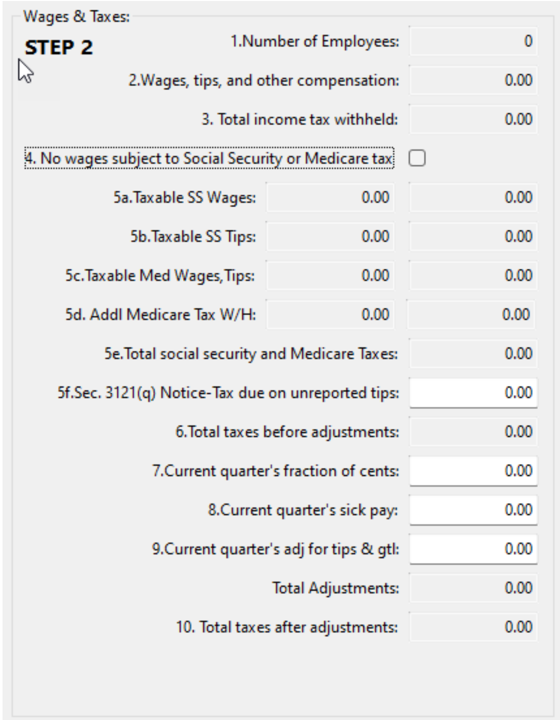
Step 1

Select the quarter and year to print, then click Calculate Totals.



The form will auto-complete based on the Archived Quarter Totals.

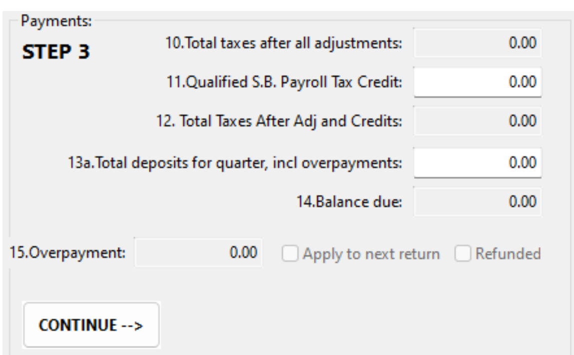
Step 2 – Wages & Taxes



Line 7 - Current Quarter's Fractions of Cents

Enter any adjustment to the total tax due for rounding differences. To reduce the tax due, enter the adjustment with a minus (-) sign.

Step 3 – Payments



Line 13a

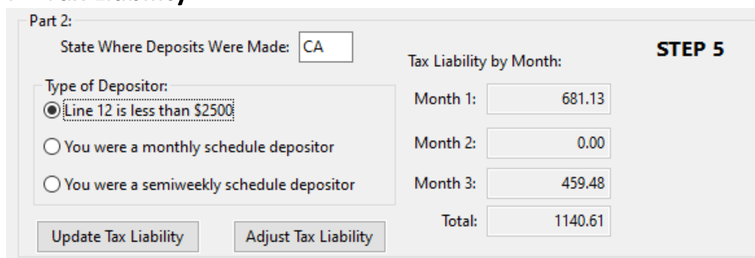
Enter the total tax deposits you have made for this quarter. If you have an overpayment from the previous quarter, include that amount.

If you enter tax payments in your Datatech software, you can get a list of tax deposits by clicking on the List Payments button in the Step 2 box. Be sure to include only payments for Form 941.

Click the Continue button when finishing Step 3

941 (CONT)

Step 4 – Tax Liability



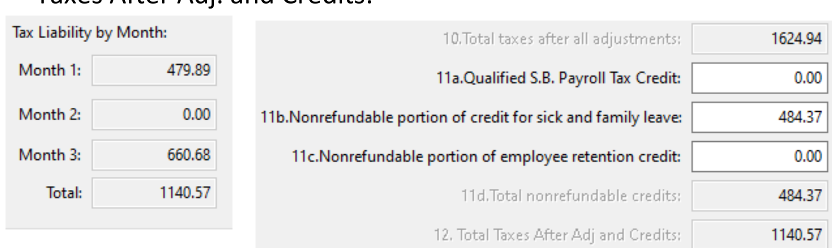
On the Form 941 (CONT) tab, select type of depositor, then click Update Tax Liability.

The program will apply the amount of the credits against your tax liability by day or month.

You may still need to use Adjust Tax Liability button for rounding differences.

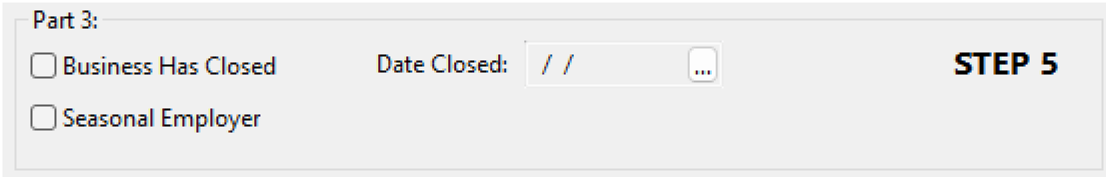
After preforming the Tax Liability Update, if the balances do not agree you will get this message and should go back to Step 3 to review your credits:

When complete, the adjusted Tax Liability must match Line 12 – Total Taxes After Adj. and Credits:



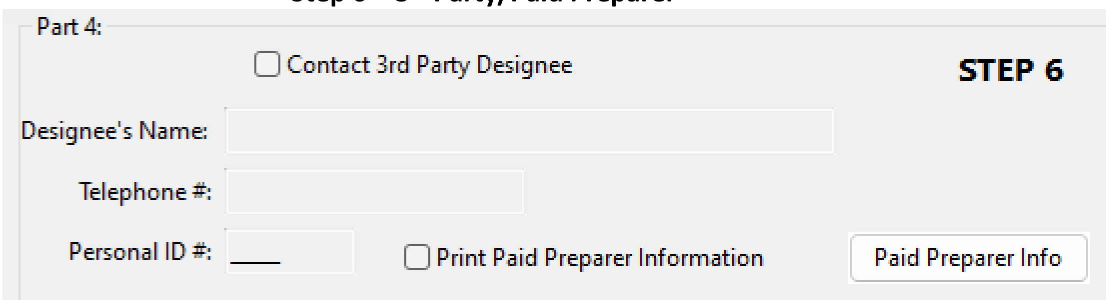
If you are a semiweekly depositor, you must print the 941 schedule B form. Instructions for this form are below.

Step 5 – Business Has Closed/Seasonal



Select if applicable

Step 6 – 3rd Party/Paid Preparer

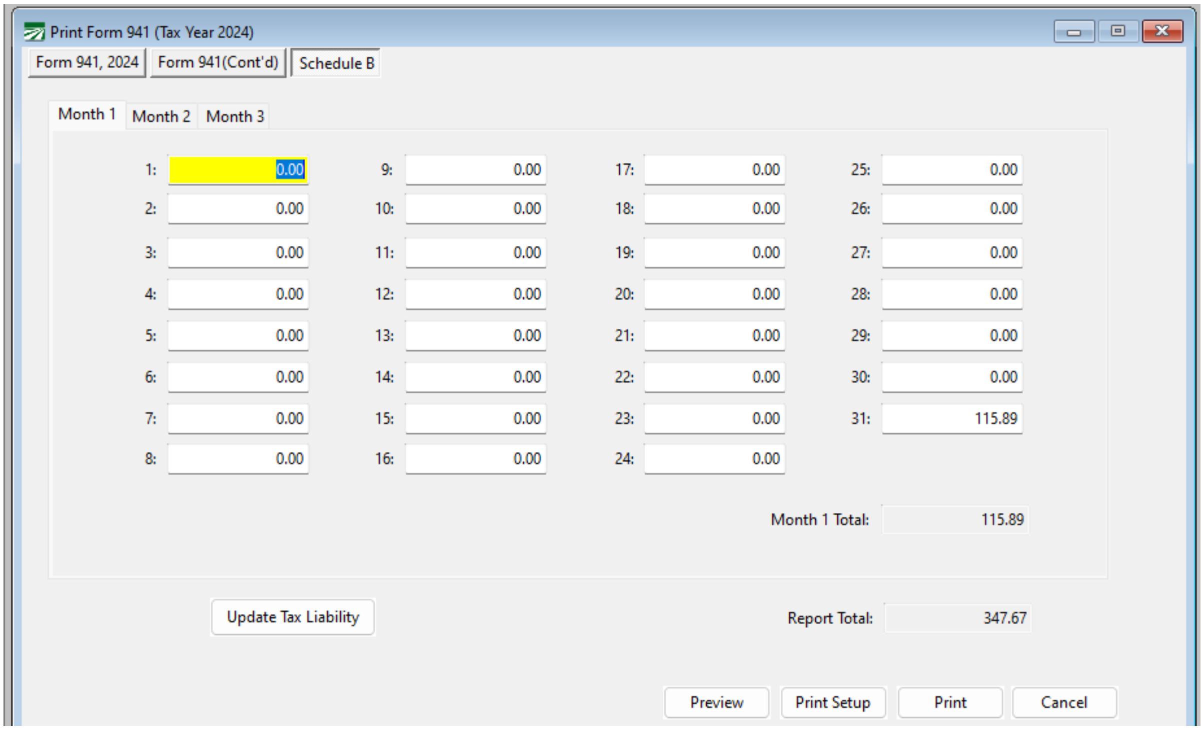


Fill in this section if you want to designate an employee or other person to discuss the return with the IRS.

If you are a Paid Preparer, click the **Print Paid Preparer Information** button and click on the Paid Preparer Info to enter your information.

Form 941 Schedule B

This form must be filed along with the Form 941 if you are a semiweekly depositor. It is a day-by-day record of your tax liability. To view and print the form, click on the Schedule B tab page. It will look similar to this screen:



If the total tax liability on Schedule B does not equal line 12, you can adjust the last tax liability amount for the quarter by using the Adjust Tax Liability button on the Form 941 tab.

Usually there will be a small rounding difference, but if it is a larger amount, you may need to investigate the reason for the difference before completing the return.

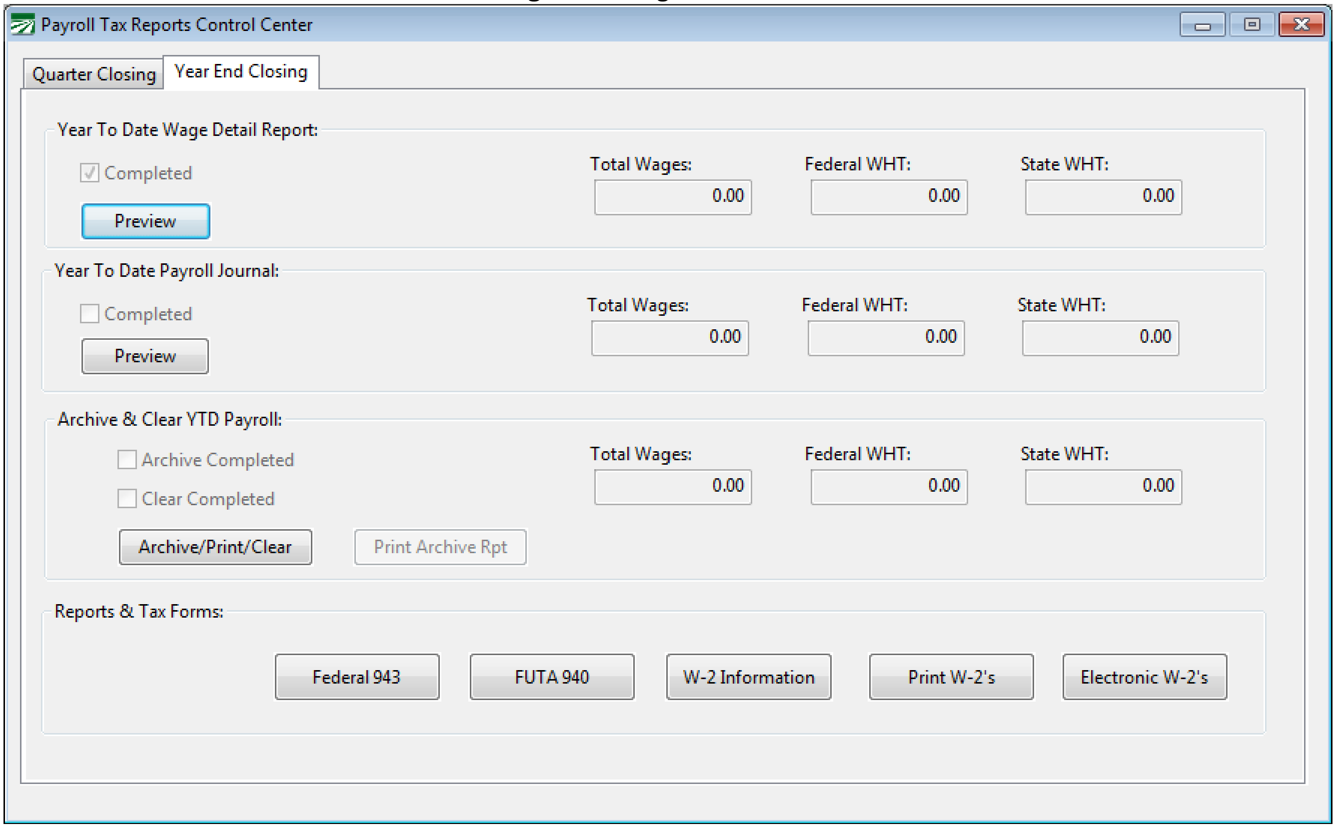
If the above screen does not have any tax liability amounts, click the Update Tax Liability button to update the amounts.

Once you have verified the liability amounts and adjusted to Line 12 of Form 941, you can print the schedule.

Make sure you have downloaded the latest software update **before** creating and filing your Form 941 files to the IRS.

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.



If you closed the **Payroll Tax Reporting Control Center** window you will need to re-select the quarter and year on the **Quarter Closing** tab and then click on the **Year End Closing** tab.

1. Print the Wage Detail Report: Click on the Preview button under the **Wage Detail Report** heading. Totals will normally appear here automatically because this report has already been run for the Quarter Closing. If totals already appear on the window, you don't need to preview the report again.

The Preview of the report will be minimized. To view and print the report, click on the Print Preview button on your Taskbar.

2. Print a Payroll Journal for the Year: Click on the Preview button under the **Quarter Payroll Journal** heading.

The program will automatically generate a summary Payroll Journal for the year. The Payroll Journal totals will be updated on the Payroll Tax Reports Control Center screen.

The Preview of the report will be minimized. To view and print the report, click on the Print Preview button on your Taskbar.

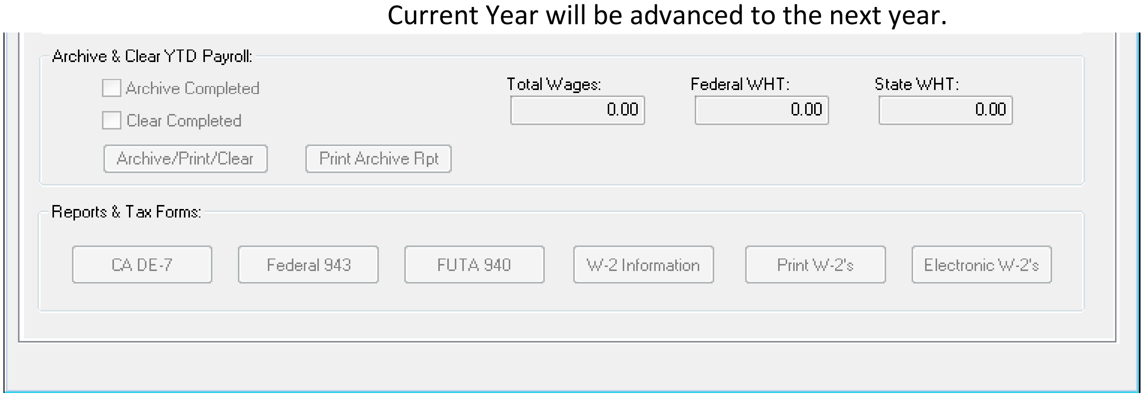
3. Verify the totals of the Wage Detail Report and Payroll Journal on the Payroll Tax Reports Control Center or by reviewing the printed reports.

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.

4. Archive & Clear the Year-to-Date Totals. Click on the **Archive/Print/Clear** button under the **Archive & Clear Year to Date Payroll** heading.

A Print Preview of the Archive File Report will be minimized. Click on the Print Preview button on the Taskbar to view and print the report.

The employee wages will automatically 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.



5. Reports & Tax Forms.

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.

Archive Error Report

When either the Quarter or Year is archived the software will display an error report of potential issues with the Employee information. Some of this information may need to be corrected before you submit electronic files.

Errors include:

- Invalid SSN , may be any field that is incomplete or is filled in with 0's, '666'in the first field, and any # starting with 9. Electronic files may be generated with invalid SSN's, however the software will not include any number if it is invalid. Invalid #'s will also not print on the Employee's W-2 form.
- Missing Mailing Address, City, State or Zip.
- Invalid characters in the Employee Name (such as a zero instead of the letter O) and punctuation marks that are not allowed (. , ' " / - are allowed). Invalid characters may prevent electronic files from being uploaded.
- Negative wages or tax deductions. You can't report negative wages for an employee (see section on correcting negative wages).

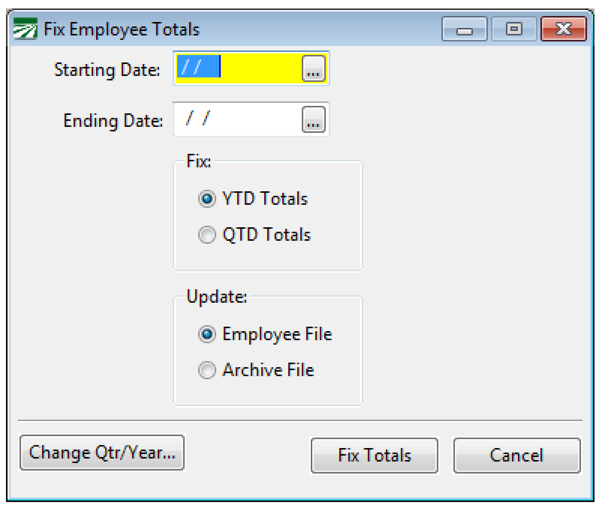
Changing the Current Quarter/Year

The payroll system keeps track of the current payroll quarter and year and uses this information to make sure that dates you enter when printing checks are correct.

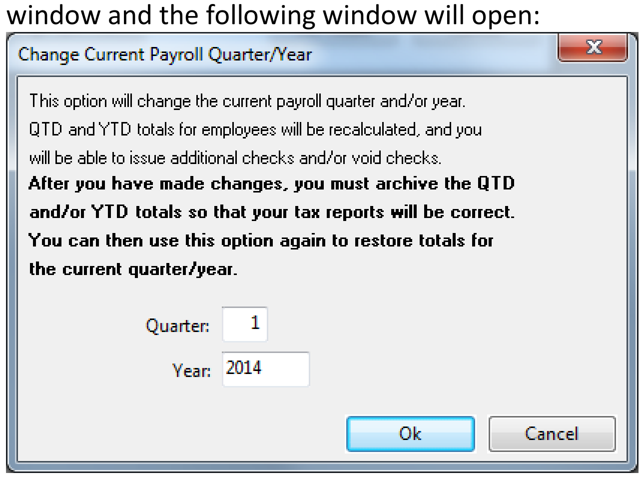
In some cases, you may have closed the quarter or year and discover that you need to write additional checks or void checks in the prior quarter/year. Because you have closed the quarter and/or year, the program doesn't let you date transactions in the prior quarter: a new quarter/year has been started, and totals have been zeroed out for the new quarter/year.

The Fix Employee Totals option can be used to recalculate employee totals for any quarter/year. A new option has been added to make re-opening a quarter and/or year a single-step process. To re-open a quarter/year, go to **Payroll > Utilities > Fix Employee Totals**.

The following window will open:



Click on the Change Qtr/Year button in the bottom left corner of the window and the following window will open:



This window will show the current payroll quarter and year. Enter the quarter/year that you want to re-open then click on the Ok button. The program will add up all of the checks in the quarter/year that you selected and save the totals to the employee accounts. This process may take some time, depending on how many checks you have written. A progress bar will appear at the bottom of the program window two times (once for the quarter to date totals and once for the year to date totals) indicating how far along the process is. After you have re-opened a quarter, you can issue additional checks or void checks in that quarter.

After Corrections Are Done

Once you have finished making changes, you can archive the quarter to date totals (and year to date totals, if necessary). You can then print tax reports for the quarter/year that include the changes you have made.

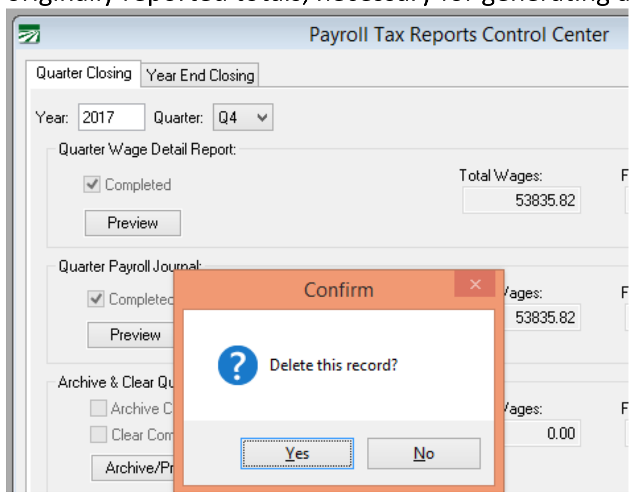
Keep in mind that if you have already filed quarterly or annual reports and then make changes, you will need to file amended or corrected reports with state and federal agencies. The program does not keep track of the changes that you make, so you will need to do this and know the procedures and requirements for filing amended reports. Of course, if you have not filed any reports yet, you will not need to worry about filing amended or corrected reports.

After you have re-archived the quarter and/or year to date totals, you will need to use this option again to change back to the current quarter/year. Otherwise, you will not be able to issue current payroll checks. For this reason, it is also important for companies that use the payroll system on a network to coordinate with other users. For instance, if you need to make adjustments in the prior quarter and change back to that quarter, other users cannot print checks in the current quarter until you are done.

Re-closing through the Payroll Tax Reports Control Center

If you have re-opened the Quarter/Year and want to re-close through the Payroll Tax Reports Control Center. Enter the Year & Quarter to re-close. Press the Shift key and F2. Select Yes to Delete the closing record and you can run through the closing again.

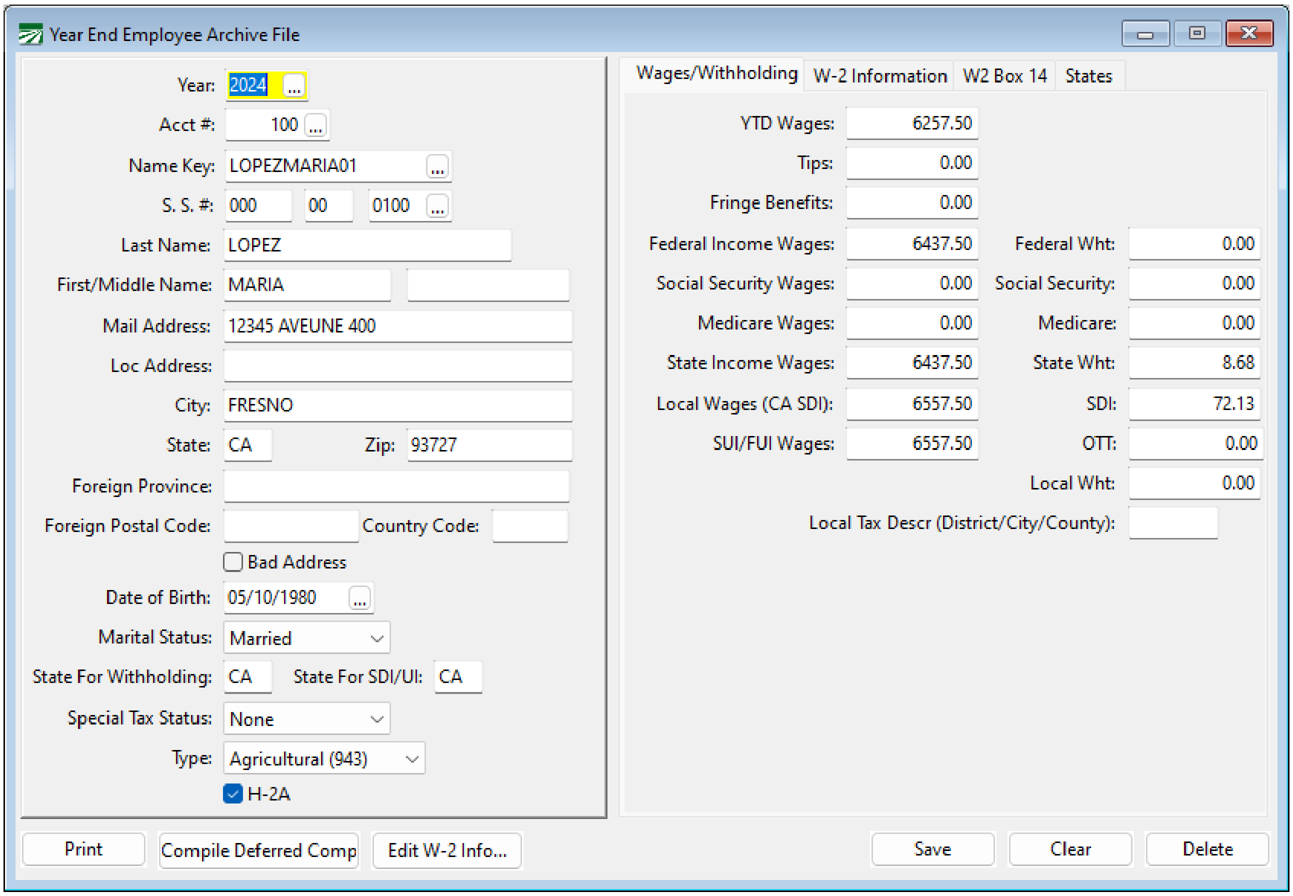
Note: If you have made corrections to do a W-2C, refer to the instructions on page 73. DO NOT re-archive, as this over-writes the originally reported totals, necessary for generating a W-2C



Note – For Year End Adjustments that need to be reported on a W-2C, don't use the Closing process, see next section.

Edit YTD Employee Archive

At the end of the year, employee totals are moved to the YTD archive file. This archive file is used when printing W-2's. In addition to the YTD totals, there are several entries that are used for printing the correct information on W-2's for fringe benefits, deferred compensation, and other types of income. You may need to edit some of these fields to correctly report wages on your W-2s.



Name and Address

If the name or address needs to be changed for the W-2, edit the information on this screen.

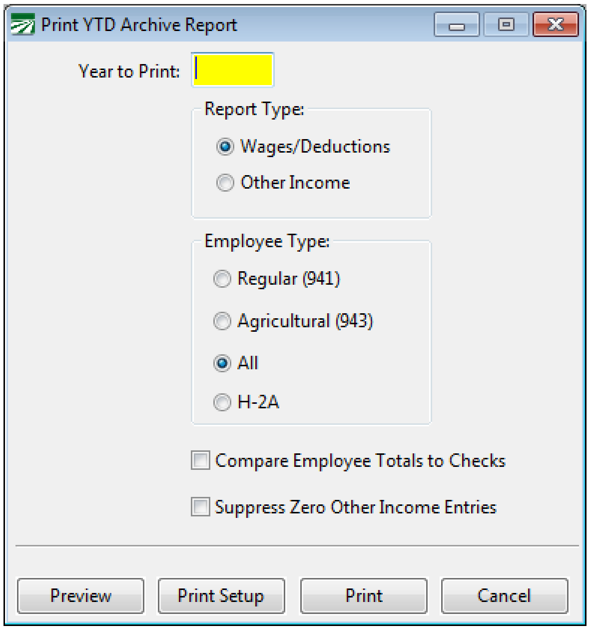
Keep in mind that changes made to the name and address in the YTD Archive file does not update the main employee file. The main employee file must be changed separately. If you update the Employee file first, the Archive record will be updated.

Wages/Withholding

The YTD totals from the employee accounts are saved here automatically by the program when you archive the YTD totals. You will not normally need to edit this information.

Print YTD Employee Archive

The option to print the Year-to-date Employee Archive file is on the Year End Tax Reporting submenu of the Payroll menu. The following window will open when you select this option:



From this screen you can print reports of employees that have been archived and will have W-2's printed.

You can select the printing of Wages and Deductions, or Other Income and W-2 information. You can print either Agricultural, Regular or All employees.

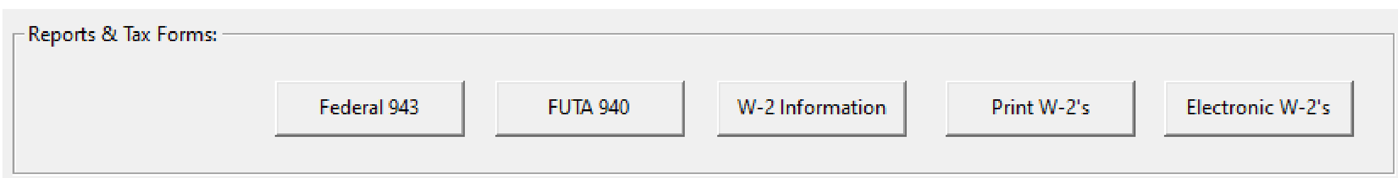
Federal Form 943

Form 943 is a Federal tax form for the reporting of wages, Social Security, Medicare and Federal income taxes. All agricultural wages are reported on this form.

The payroll program prints the entire form on blank paper, so that you do not have to transfer totals to the form you receive in the mail. The program will automatically compile the wage and tax information, and you can then enter on the screen various adjustments and other information needed before printing the final form.

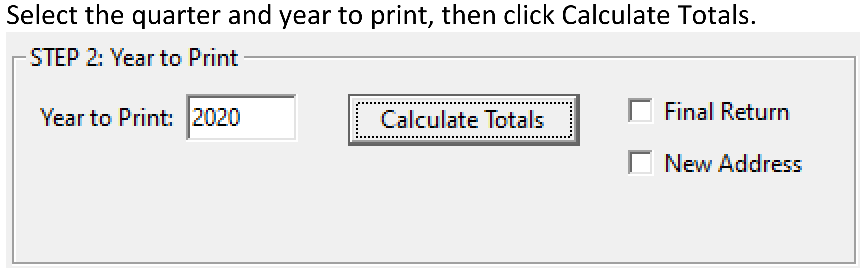
If you need to report your tax liability by month in Part 2, or if you are a semi-weekly depositor, the program will also compile your tax liability information from the paychecks issued during the quarter. The tax liability information is compiled by printing the Tax Liability Report for the quarter you are processing, or using the button on the 943 screen.

Click on the Federal 943 button from the Payroll Tax Reports Control Center > Year End tab:



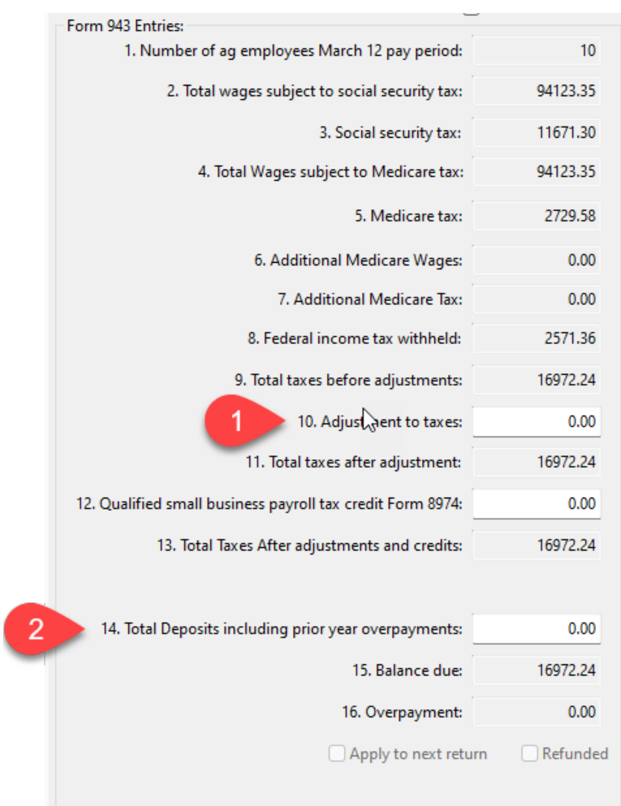
Step 2

Select the quarter and year to print, then click Calculate Totals.



The form will auto-complete based on the Archived Quarter Totals.

Form 943 Entries (Wages, Deposits & Credits)



Line 10 Adjustment to Taxes

Enter any adjustment to the total tax due for rounding differences. To reduce the tax due, enter the adjustment with a minus (-) sign.

14

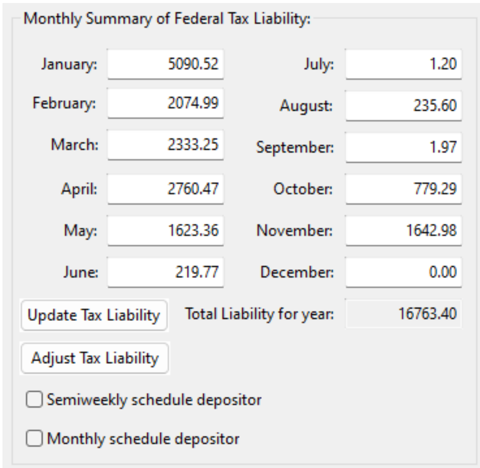
Enter the total tax deposits you have made for this quarter. If you have an overpayment from the previous quarter, include that amount.

If you enter tax payments in your Datatech software, you can get a list of tax deposits by clicking on the List Payments button at the bottom of the window. Be sure to include only payments for Form 943. Make sure you include payments for the current year only, excluding any payments that may have been made in the first month of the year for the prior year, and including any payments made in the month following the year end for the last month of the year you are processing.

Overpayment – Apply to Next Return or Refunded

If you have an overpayment, select whether you will apply that to the next return (add next year to 14 Payments) or Refunded.

Federal Tax Liability



Update Tax Liability/Adjust Tax Liability

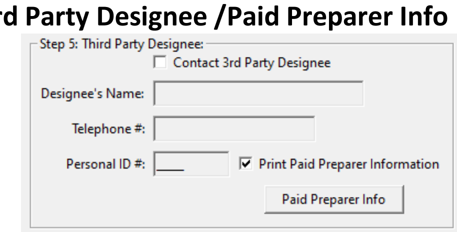
If your Tax Liability is not completed, click on the Update Tax Liability button.

After the amounts have been calculated, it should be close to the Total Taxes on line 13. Click **Adjust Tax Liability** to make any rounding adjustments so that the adjusted Tax Liability matches Line 13 – Total Taxes After Adj. and Credits:

Schedule
Select whether you are a Semiweekly or Monthly schedule depositor.

If you are a semiweekly depositor, you must print the 943 schedule A form. Instructions for this form are below.

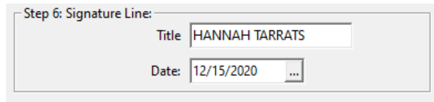
Third Party Designee /Paid Preparer Info



Fill in this section if you want to designate an employee or other person to discuss the return with the IRS.

If you are a Paid Preparer, click the **Print Paid Preparer Information** button and click on the Paid Preparer Info to enter your information.

Signature Line

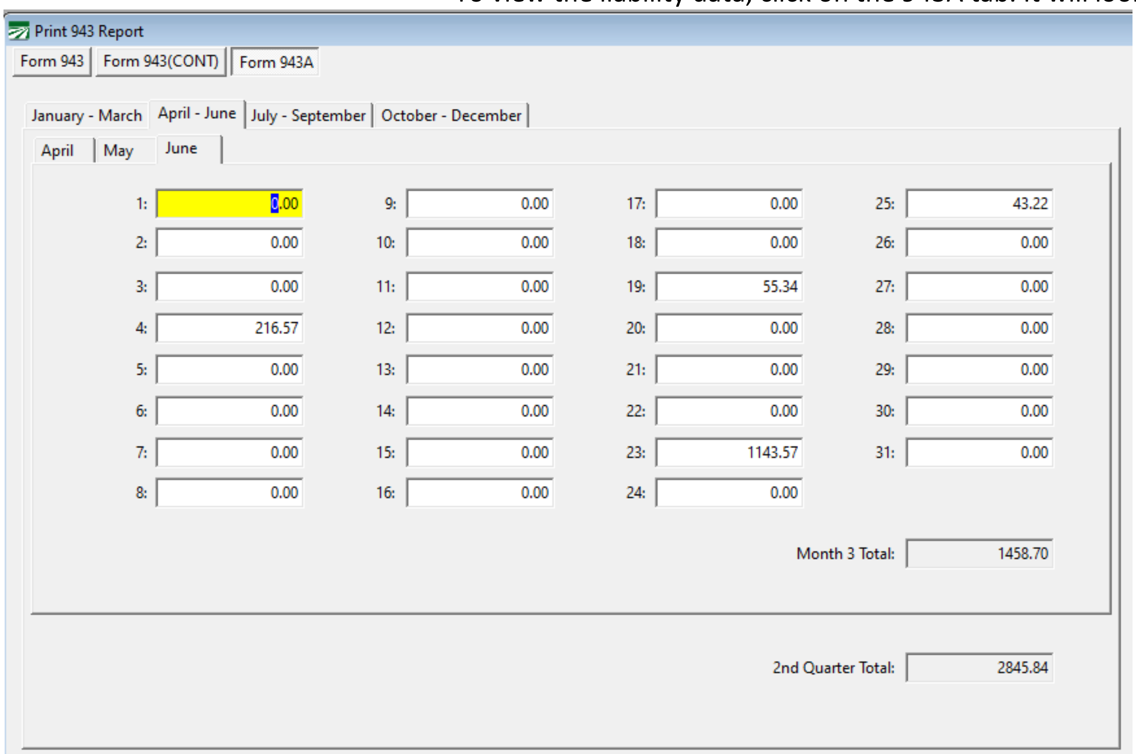


Enter your title and the preparation date to complete the form. You will need to sign it before mailing.

Form 943 Schedule A

This form must be filed along with the Form 943 if you are a semiweekly depositor. It is a day-by-day record of your tax liability.

To view the liability data, click on the 943A tab. It will look similar to this screen:



If the total tax liability on Schedule A does not equal line 13, you can adjust the last tax liability amount for the quarter by using the Adjust Tax Liability button on the Form 943 tab.

Usually there will be a small rounding difference, but if it is a larger amount, you may need to investigate the reason for the difference before completing the return.

If the above screen does not have any tax liability amounts that is an indication that you need to click on the Update Tax Liability button to compile liability totals.

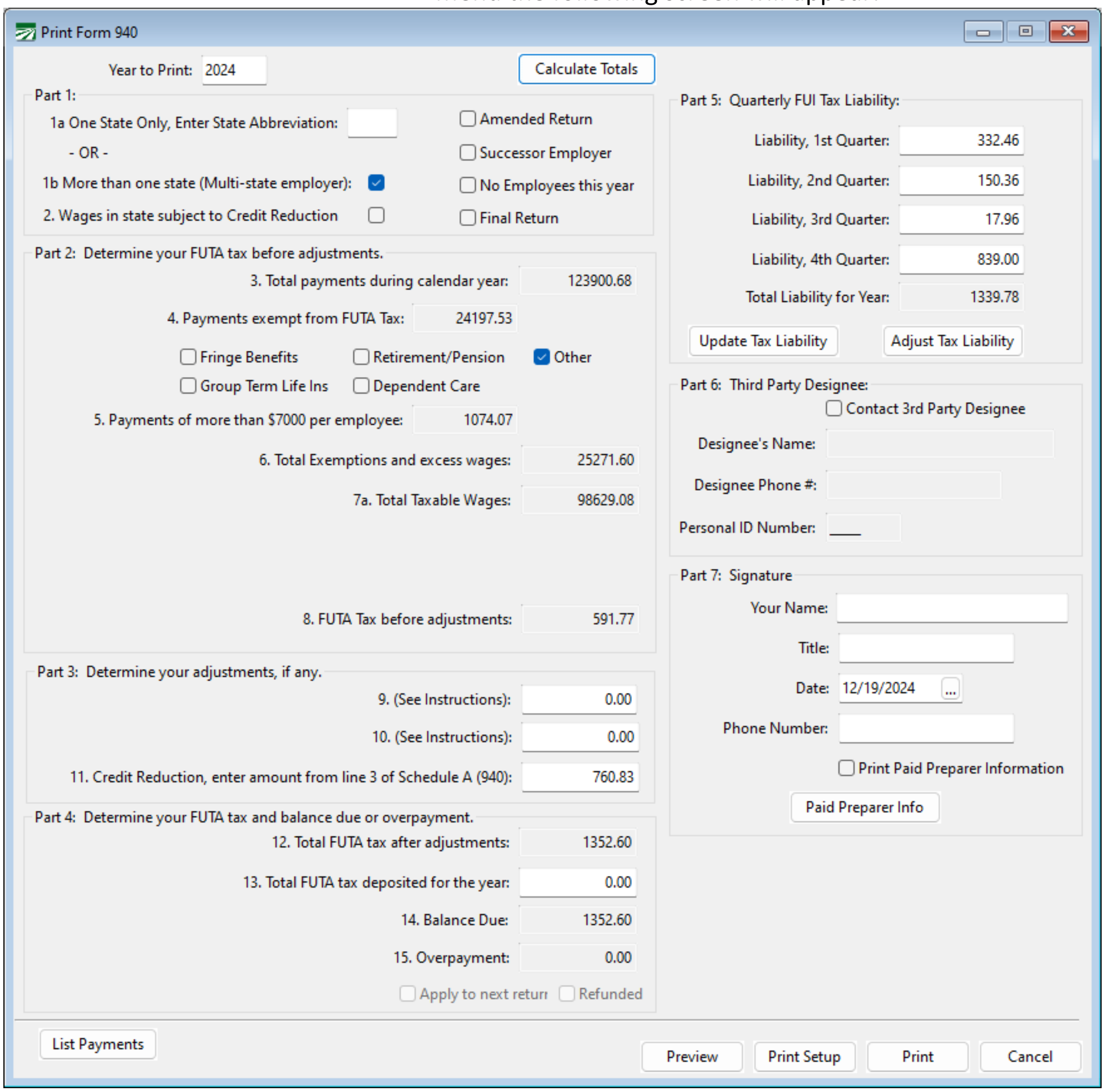
Once you have verified the liability amounts and adjusted to Line 13 of Form 943, you can print the schedule.

Federal Form 940

Form 940 is the Federal tax form for reporting of wages and Federal Unemployment Insurance tax due. It is used for both regular and agricultural employees. Before you can print this form these items must be completed:

1. Verify year to date wage and deduction totals (see year-end workflow).
2. Archive employee totals for the year.
3. Make sure the legal name of your company has been entered in the Program Setup window, if it is different than your trade name.

When you select this option from the Payroll, Year End Tax Reports menu the following screen will appear:



To complete the form, enter the following:

Year to Print

Enter the 4 digit tax year for which you are printing the form.

Calculate Totals

Click on this button to calculate the report totals. If you have a large number of employees, this might take a few minutes.

Part 1:

Select State Info -

One State Only

More than one state (Multi-state employer)

The state will automatically be entered for you when you click on the Calculate button, if you have wages in a single state. If you need to report wages for multiple states, the box will be checked to indicate that you are multi-state employer.

Wages in state subject to Credit Reduction

This box will be checked automatically if there is a Credit Reduction rate in the State Tax Rate Table for the year you are reporting. If you are in a Credit Reduction state and this box is not check marked add the rate in the State Tax Rate Table and then re-calculate the Form 940.

Part 2 Determine Your FUTA Tax:

Payments Exempt from FUTA Tax

If there is any exempt payment amount, you need to check one or more boxes to indicate that nature of the exempt payments.

Part 3 Adjustments:

If you have any adjustments for lines 9 and 10, enter the amounts here. See the instructions for information about these adjustments.

Credit Reduction, amount from Schedule A (940)

If you have paid any wages in a credit reduction state, and you have the credit reduction rate entered in the state tax rate file, the program will calculate the tax due, enter it here and print the Schedule A(940).

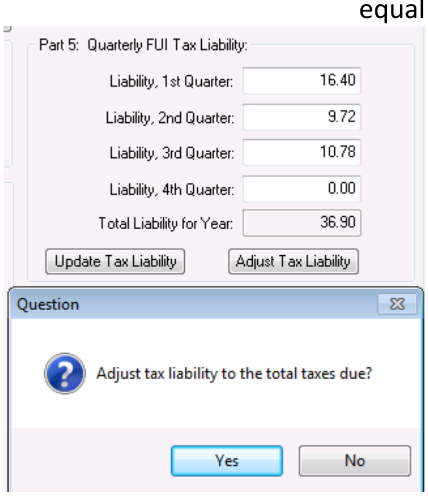
Part 4 Determine your FUTA tax.:

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 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.

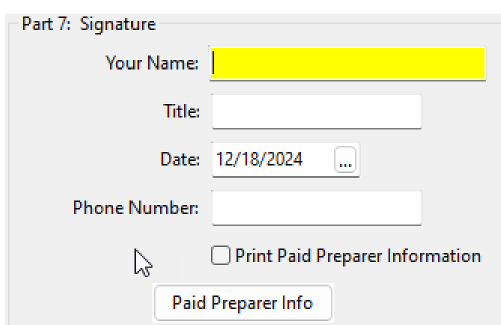


Part 6 Third Party Designee

Fill in this section if you want to designate an employee or other person to discuss the return with the IRS.

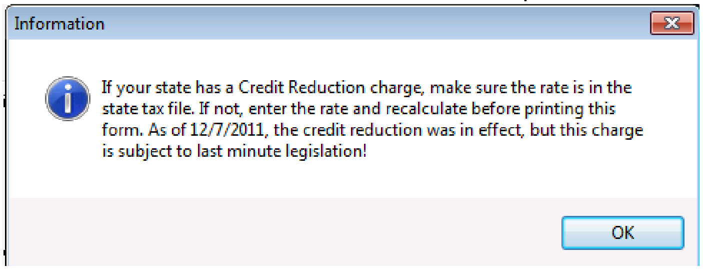
Part 7 Third Party Designee /Signature Line

Enter your information to complete the form.
If you are a Paid Preparer, click the **Print Paid Preparer Information** button and click on the Paid Preparer Info to enter your information.



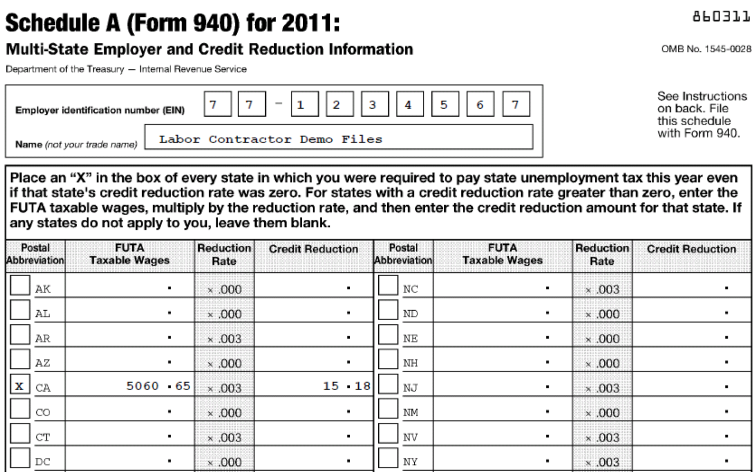
Preview/Print

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.



Printed Report

When the form is printed Schedule A will be the 3rd page. Send this form with your completed and signed Form 940.



Schedule A (Form 940) for 2011: 860311

Multi-State Employer and Credit Reduction Information

Department of the Treasury — Internal Revenue Service

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.

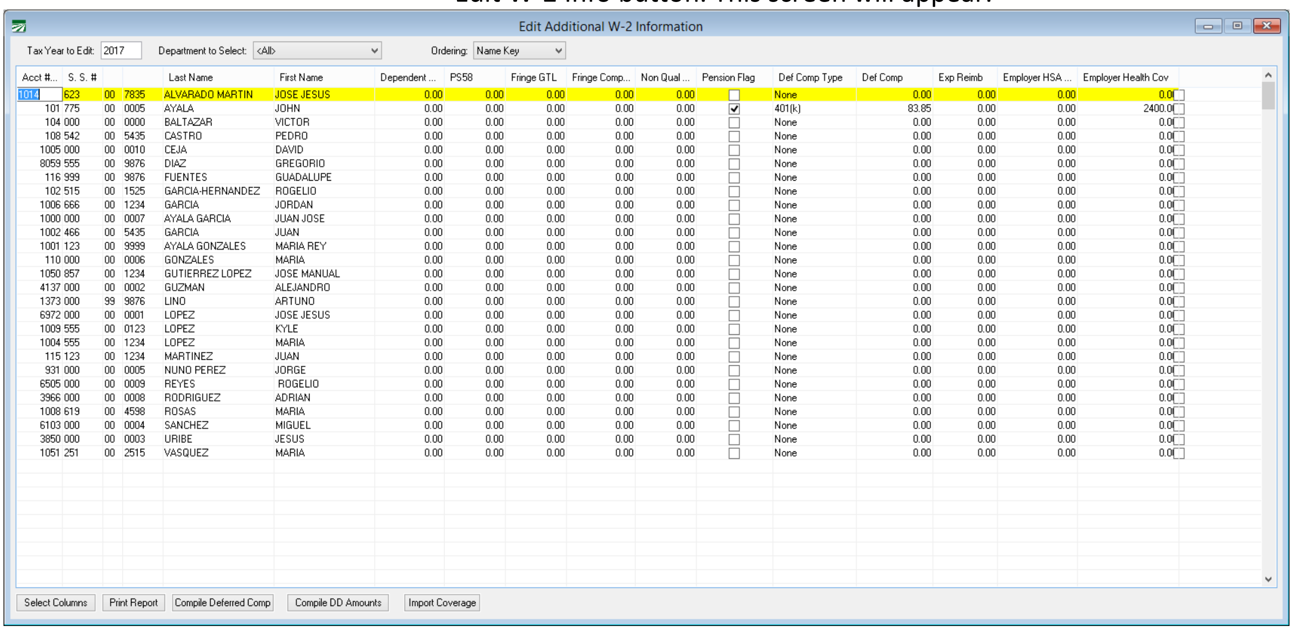
Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction	Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction
AK	.	× .000	.	NC	.	× .003	.
AL	.	× .000	.	ND	.	× .000	.
AR	.	× .003	.	NE	.	× .000	.
AZ	.	× .000	.	NH	.	× .000	.
X CA	5060.65	× .003	15.18	NJ	.	× .003	.
CO	.	× .000	.	NM	.	× .000	.
CT	.	× .003	.	NV	.	× .003	.
DC	.	× .000	.	NY	.	× .003	.

W-2 Information

This tab page contains special entries for the W-2 for handling fringe benefits, deferred compensation, etc. For accurate W-2 reporting, be sure you read and understand the employer guide from the IRS that covers W-2 reporting.

Use the button at the bottom of the screen labeled Edit W-2 Info. This will take you to a grid style entry screen that can be configured just for the entries you need to make. Whether you are using the screen below or the grid entry screen, the descriptions of the entries that follow will be the same.

To use the grid style entry for additional W-2 Information, click on the Edit W-2 Info button. This screen will appear:



To use the grid entry:

Tax Year to Edit

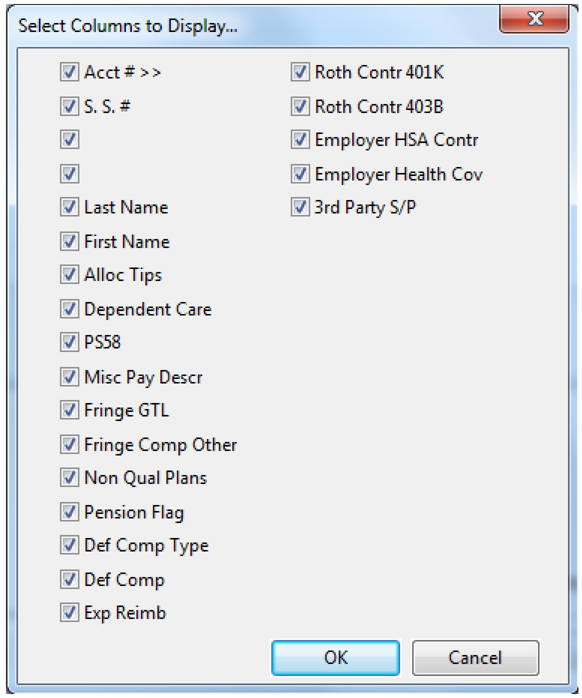
Enter the tax year, 4 digits, i.e. 2022".

Department to Select

If you need to edit a selected group of employees by department, enter the department to select.

Select Columns

Before starting to edit, click on the Select Columns button to select only the columns you need to edit. This will reduce the horizontal size of the grid and make the data entry much quicker.



After you click Ok, the grid will be rebuilt and resized to display the columns that you have selected. The window is re-sizeable, so you can expand it to show more columns and employees.

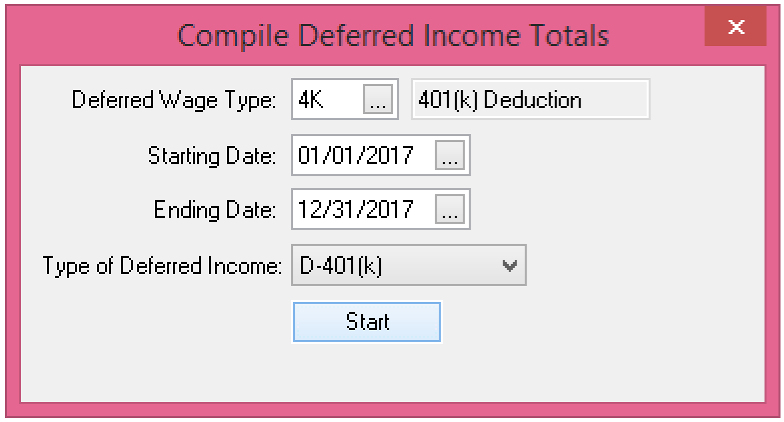
For each employee, you can now add the additional data required for the W-2. Following are descriptions of the additional entries and where they will print on the W-2.

Please note that reporting requirements, limits, etc. change from time to time. You must check current reporting IRS requirements each year to make sure you are in compliance. If you have any questions about W-2 reporting, please contact your accountant. Datatech support personnel cannot answer questions about your specific tax issues, but can only explain where to enter information for your W-2's.

Compile Deferred Comp

If your Wage Type is set up with a Box 12 code, you will not need to compile deferred income totals.

If you don't see amounts in the Def Comp column, the Compile Deferred Comp button will calculate the amount of pre-tax/deferred comp contributions from payroll check line items.



Select the Wage Type for your deferred comp contributions, the date range for the year and the W-2 code for the type of deferred income your plan is set up as.

Compile DD Amounts

The Compile DD Amounts will read the Health Insurance Benefit records from Datatech's HR system to total the cost of health coverage. When you click the Compile DD Amounts you will receive a Preview of the Employer Health Coverage Amount Report Detail for review.

Webinar Training Files
Employer Health Coverage Amount Report Detail

Year: 2017

Acct #	Employee Name	Plan	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
101	AYALA, JOHN	PANABRIDE BASIC	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
104	BALTAZAR, VICTOR	PANABRIDGE BEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click Yes to update the totals to the W2 file.

Import Coverage

This button will open the file explorer for you to select a file to import the health coverage amounts. This is used for those customers that want to import the totals from a file provided by their insurance carrier. Currently files from UABT and Western Growers/Pinnacle are supported. Please note that if insurance carriers change their format from year-to-year, it may require additional programming to correctly import.

Information on other Columns

Allocated Tips

The amount entered here will print in box 8 on the W-2.

Dependent Care Benefits

See current IRS instructions for reporting Dependent Care Benefits in Box 10.

Misc/PS-58 Costs Misc Pay Description

The amount and description that you enter here will print in Box 14 (Other) on the W-2.Expense Reim/IRS Appr Rate Reimbursement of employee business expenses in excess of rates allowed by the IRS must be included in Box 1, 3 and 5. This excess reimbursement is fully taxable, but is not listed separately. However, the amount of the reimbursement which does meet IRS guidelines, which IS NOT taxable, must be listed in Box 12. To do this, enter the amount in the Expense Reim/IRS Appr Rate entry.

Group Term Life/Other Income

Premiums on group term life insurance in excess of $50,000 are taxable as income and must be reported in Boxes 1, 3 and 5. In addition, this amount must be listed in Box 17. To do this, enter the amount of the premium in the Group Term Life/Other Income entry.

Fringe Benefits/Other Taxable Payments

If you have defined other income wage types, you may need to edit the employee archive file to print the other income amounts in the correct boxes. Other income may include such items as:

Premiums on group term life insurance in excess of $50,000
The IRS requires different treatment for each of the above items though they are all fully taxable. This requires editing the employee archive file.

Non-cash compensation, including personal use of company auto and meals, in considered a Fringe Benefit. In addition to adding this amount to wages in Box 1, 3 and 5 (Taxable Wages, Social Security Wages, and Medicare Wages), the amount must be printed in Box 14. We recommend entering these items on a payroll check, so the employee taxes can be calculated properly.

Nonqualified Plans

The amount entered here will print in box 11 on the W-2.
Pension, Deferred Comp Amt, Deferred Comp Flag
See the Pension Plans section that follows if you have a pension plan.

Designated Roth Contributions to 401k:

If you have a 401k plan that includes Roth contributions, consult IRS rules for reporting.

Designated Roth Contributions to 403b:

If you have a 403b plan that includes Roth contributions, consult IRS rules for reporting.

Employer HSA Contribution

If you have contributed to employee Health Savings Accounts, enter the amount contributed for each employee, including any amounts deferred by employees under a Section 125 cafeteria plan. Consult IRS rules for more information.

Employer-Sponsored Health Coverage

Enter the amount, if any, of any payments made by you for employee health coverage. Consult IRS rules to see what should be included, and whether or not your company is subject to reporting. As of 12/14/2022, the IRS web page that explains this is: https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage

Remember, some of the above items must be entered on a payroll check to properly record them as Other Income and deduct FICA and Federal Income Tax (and state taxes, if applicable). Once this has been done, the above editing will identify and distribute the Other Income to the correct boxes on the W-2.
After entering all W-2 information, including pension information as noted on the next page, you can print a report to check totals.

Pension Plans

Employee pension contributions, which are based on salary reduction, are usually only taxable for Social Security & Medicare. 401K plans are usually set up in this manner.

In addition to the contributions being included in Boxes 3 and 5, the type of plan must also be identified. There are three items which must be edited using this option. They are:

1. Pension Checkbox: Check this box.
2. Deferred Compensation: Select the type of deferred compensation plan. Each plan has a letter code assigned to it which is printed on the W-2:

D for Section 401(k) plans E for Section 403(b) plans F for Section 408(k) plans G for Section 457 plans
H for Section 501(c) plans S for Section 408(p) plans

3. Deferred Compensation Amount. This is the amount that the employee deferred during the year from his/her wages

If your wage code was not set up with a Box 12 code, use the button labeled Compile Deferred Comp. When you click on this button, the program will ask for the wage type that you are using for the deferred compensation, the starting and ending dates for the tax year, and the type of pension plan.

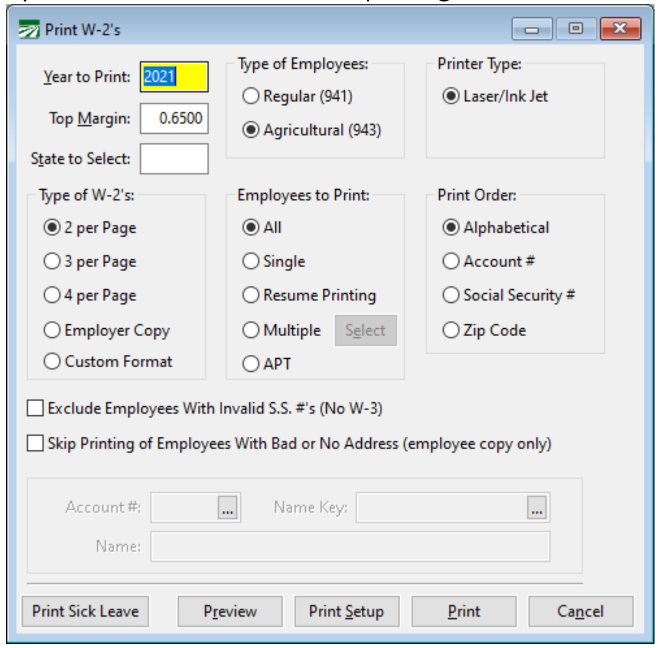
The program will then compile the amounts that each employee has deferred, enter them in the archive file, and set the correct deferred compensation plan type.

If you are using the Other Income wage type for Deferred Compensation, you cannot enter any other type of income using this wage type. The program must assume that all wages entered in Other Income are wages deferred, and will so classify them in Box 12 of the W-2.

If your employees are covered by a pension plan, but they do not defer wages, you must still check the Pension checkbox for each employee so covered, but select "None" for the Deferred Compensation Flag.

Print W-2's

The following window will open when you select the Print W-2's option on the Year End Tax Reporting sub-menu:



Year to Print

Enter the year to print W-2's for here. Employee YTD totals must have already been archived.

Top Margin

The Top Margin is a setting in inches that controls where on the page the forms will start printing. Increasing this setting will move all of the information farther down on the page. Decreasing this setting will move all the information up.

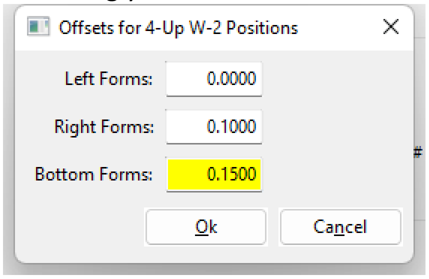
Each of the forms (2 Up, 3 Up, and 4 Up) have a different default top margin setting. In most cases you will not need to adjust this setting.

For the 3 Up and 4 Up forms, you can also press [F12] while the cursor is on this entry to control additional settings to fine-tune where the forms are printed. This might be necessary if your forms do not match exactly the forms that Datatech used when programming the print positions. All of the position settings are measured in inches.

For the 3 Up forms, you can control the starting vertical positions of each of the three forms on the page.

For the 4 Up forms, you can control horizontal offsets for the two left and two right forms and a vertical offset for the bottom forms. Entering a negative horizonal offset will move the left or right forms to the left; entering a positive horizontal offset will move the left or right forms to the right. Entering a negative vertical offset will move the bottom forms up; entering a positive vertical offset will move the bottom forms down.

4 per Page Additional Adjustments – In the past we have encountered W-2 forms that were not equal in spacing between the top/bottom and left/right forms. If you need to adjust the margin for the right forms or bottom forms, press the F12 key and enter adjustments accordingly.



State to Select

If you need to print W-2's for multiple states, you can enter the state to print here. Otherwise, leave this entry blank.

Type of Employees

Select either Regular or Agricultural employees.

Type of W-2's

For laser printers, you can select either 2 per Page, 3 per Page, or 4 per Page forms. You also have the option of printing an Employer Copy of the W-2 on blank paper. This is the only copy that the program will print the form for you, and cannot be used for any of the employee copies or the S.S.A.'s copy.

Employees to Print

You can print W-2's for all employees, a single employee, resume printing at a specific employee account if W-2 printing was interrupted, or select multiple employee accounts to print.

Print Order

Select the order you want to print W-2's in.

Exclude Employees With Invalid S.S. #'s (No W-3) Account #/Name Key

If you are printing a single W-2 or resuming printing, enter the employee account here to print/start printing at.

Printing

When you are printing all employees or resuming printing at a specific employee account, the program will ask you if you want to print the W-3 when all of the W-2's have been printed.
If you need to print the W-3 only, you can use the Preview button to display the W-2's in the Preview window, close it, then the W-3 will be previewed in a separate window.

W-2 Printing Tips

First, make sure that you have enough W-2 forms for all your employees. To help determine how many forms you will need, click on ***Payroll, Year End Tax Reporting, Count Employees with YTD Wages***. This option will provide you with the minimum number of W-2's to order. You should have some additional forms in case of printer problems, or employees that need another copy.

Printing Single Sheet W-2's on Laser or Ink Jet Printers

First, make sure which way you need to feed the forms into the printer. This will depend on the printer you have. Some printers may require the form to be face down, others face up. If you aren't sure, experiment on blank paper first.

Some customers have reported problems with their laser and ink jet printers not feeding the W-2 forms correctly. The printer pulls the form in at an angle, resulting in the page being skewed, and possibly some amounts not printing within the correct boxes. If you suspect that this is happening to you, try printing a W-2 on a blank piece of paper and compare how it prints to what is printed on the W-2 form.

Sometimes, the printer will feed blank paper in ok, but not the W- 2 forms. Since this is a problem with the sheet feeder mechanism on the printer, our software cannot do anything to prevent this. Have the printer serviced by your dealer to correct the problem.

You may need to adjust the top margin setting for the W-2's to line up properly. This is due to variations between different printer drivers, models and manufacturers. You can print a test W-2 on blank paper before printing them for all employees, by selecting a single employee to print, or by previewing the W-2's to the screen and printing only page one.

In our testing, the default top margin setting of 2/3" (0.6667) for the 2 per page W-2's worked correctly on two different models of HP Inkjet printers. The same setting used on three different laser printers resulted in the W-2's printing too high on the page (each of the three laser printers in fact, printed the W-2's in a slightly different position). In this case, the top margin setting needed to be increased by a different amount for each printer.

These differences in how W-2's print out on different makes and models of printers are due to differences in printer drivers that are beyond our control. If you find the W-2's start printing too high on the page, try increasing the top margin. If the W-2's start printing too far down on the page, decrease the top margin.

Restarting W-2 Printing

In some cases, you may need to stop printing W-2's and restart at a later time. For instance, the printer may be running out of toner, you run out of W-2 forms, or you need to print payroll checks, etc.
If this happens, you can restart printing right where you left off. Be sure to make a note of the last employee that printed, and also what the printing order that you are using.

When you are ready to start printing again, select the **Resume Printing** option for the Employees to Print. Then select the employee account that printing needs to resume with. You can enter either the account number or name key. If you are not sure what the next employee account should be, use the lookup. Find the employee account that printed last, then change the lookup order to match the print order that you were using. You can then see which employee should come next.

Multi-State Employees

Currently, if an employee works in two different states, the program will print a single W-2 listing both states. The W-2 will list the wages, withholding, and local tax (if any) for both states.

The program does not currently print a separate W-2 if the employee works in three or more states for each state. If you have employees that have worked in three or more states, contact Datatech Customer Support.

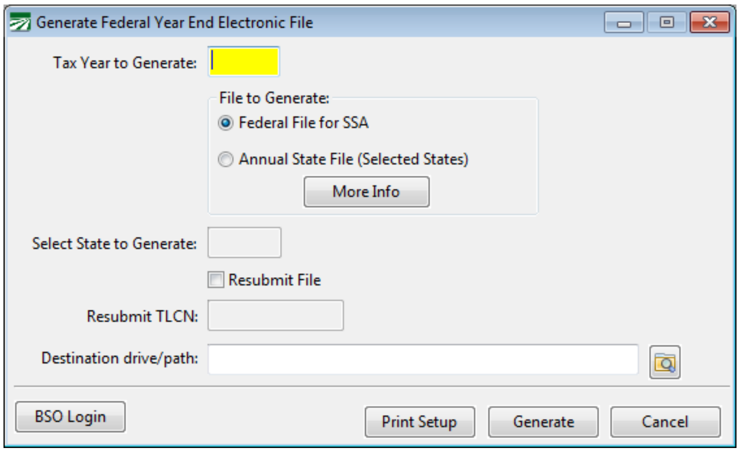
Box 12 Items

If you have a reportable item for box 12 that we do not currently have a field to enter in the W2 Information, please contact our support department, so we can put in a programming request.

Generate Year End Electronic File

If you have over 10 combined returns (W2,1099, 1095's), you need to send in your year to date wage report electronically instead of on paper W-2 forms. The Electronic File option creates the file for reporting your wages for the year to the Social Security Administration. This

When you select the Generate YTD Electronic File option on the Year End Reporting sub-menu, the following window will open:



Tax Year

Enter the tax year that you are reporting. When you enter the year, the Destination drive/path will be generated automatically for you.

File to Generate

Select either Federal File for SSA, or Annual State File. The Annual State File is used ONLY for submission to certain states, and the file must not be used for the SSA.

Select State to Generate

* If running for a state, select the state from the drop down list. Click on More Info to see a current list of supported states.

Resubmit File

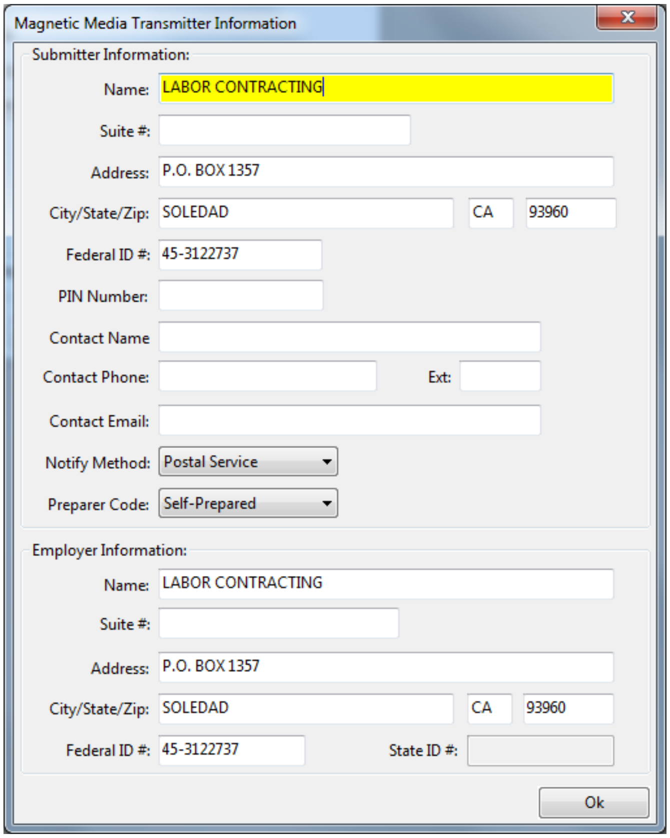
If there was a problem with your original submission, check this box to indicate that you are resubmitting the electronic file.

Resubmit TLCN Destination drive/path

This will be automatically generated by the program. We recommend using the default path, but you can change it if necessary.

Generate

Click on this button to start generating the file. Before the file is generated, the program will display the following window for you to enter your employer and submission information:



After entering and verifying the information, click on the Ok button to continue. After the file has been generated, a preview window will open listing the totals for the wage report file.

The wage report file will be named W2REPORT.TXT and it will be compressed into a file called W2REPORT.ZIP. You can upload the ZIP file to the Social Security Administration's web site. The upload time will be shorted because the information has been compressed.

BSO Login

You can click on the BSO Login button at the bottom left corner of the window to open your web browser and go directly to the BSO login page. Once you have logged in, you can use Accuwage to check you file and upload your annual wage report file.

Use Accuwage to check the W-2 file

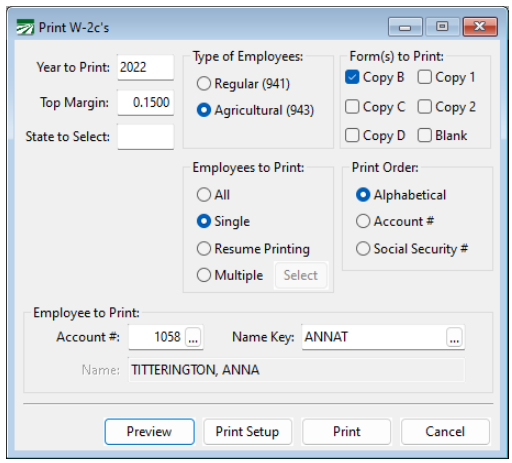
The Social Security Administration has a program called "Accuwage" that will read the electronic file and verify that the format of the file is valid. See https://www.ssa.gov/employer/accuwage/index.html for more information on where to access and use Accuwage.

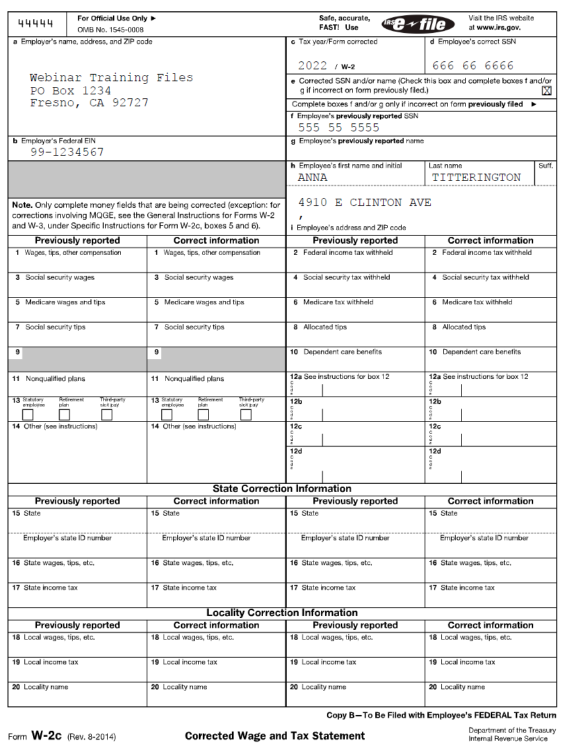
W-2C's

When you generate W-2's the software records the current information printed on the W2's. If you need to make a correction to a W2 AFTER printing the original:

Corrections to SSN
Correct the number in the Employee file, which will update the Archive file.

1) Run the W2C and select the forms you would like to print





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a Employer's name, address, and ZIP code
Webinar Training Files
PO Box 1234
Fresno, CA 92727

b Employer's Federal EIN
99-1234567

c Tax year/Form corrected
2022 / W-2

d Employee's correct SSN
666 66 6666

e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) ☒

Complete boxes f and/or g only if incorrect on form **previously filed** ►

f Employee's **previously reported** SSN
555 55 5555

g Employee's **previously reported** name

h Employee's first name and initial: ANNA — Last name: TITTERINGTON — Suff.

4910 E CLINTON AVE
,

i Employee's address and ZIP code

Note. Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the General Instructions for Forms W-2 and W-3, under Specific Instructions for Form W-2c, boxes 5 and 6).

Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation	1 Wages, tips, other compensation	2 Federal income tax withheld	2 Federal income tax withheld
3 Social security wages	3 Social security wages	4 Social security tax withheld	4 Social security tax withheld
5 Medicare wages and tips	5 Medicare wages and tips	6 Medicare tax withheld	6 Medicare tax withheld
7 Social security tips	7 Social security tips	8 Allocated tips	8 Allocated tips
9	9	10 Dependent care benefits	10 Dependent care benefits
11 Nonqualified plans	11 Nonqualified plans	12a See instructions for box 12	12a See instructions for box 12
13 Statutory employee / Retirement plan / Third-party sick pay	13 Statutory employee / Retirement plan / Third-party sick pay	12b	12b
14 Other (see instructions)	14 Other (see instructions)	12c	12c
		12d	12d

State Correction Information

Previously reported	Correct information	Previously reported	Correct information
15 State	15 State	15 State	15 State
Employer's state ID number	Employer's state ID number	Employer's state ID number	Employer's state ID number
16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.
17 State income tax	17 State income tax	17 State income tax	17 State income tax

Locality Correction Information

Previously reported	Correct information	Previously reported	Correct information
18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.
19 Local income tax	19 Local income tax	19 Local income tax	19 Local income tax
20 Locality name	20 Locality name	20 Locality name	20 Locality name

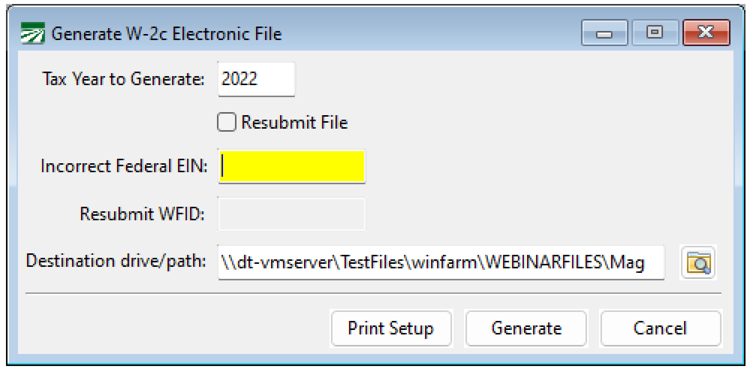
Copy B—To Be Filed with Employee's FEDERAL Tax Return

Form **W-2c** (Rev. 8-2014) **Corrected Wage and Tax Statement** Department of the Treasury Internal Revenue Service

Correct Wages/Move Checks/Void Check

1) Use the Change Qtr/year utility to move back to the 4th quarter/
2) Use the appropriate tool to make your corrections.
3) Do Not Re-Archive
4) Use the Fix Employee Totals* to Update the Archive File
5) Print the W-2C's

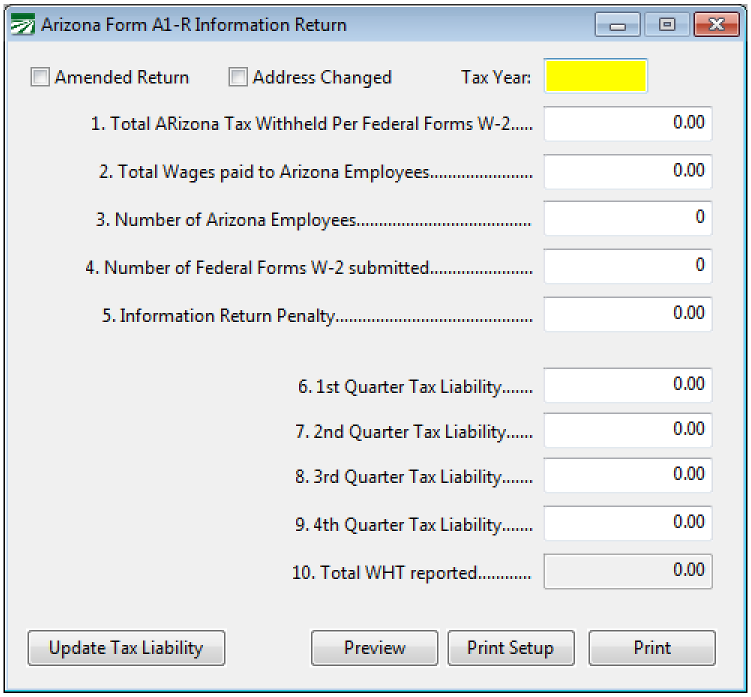
The blank paper formats included the forms to file by paper with the IRS. If you need to create an Electronic W2C file, you can use the Generate W-2c Electronic File to create it:



Enter the Tax Year to Generate and click Generate. If you are sending a correction file due to an incorrect Federal EIN, you can enter the incorrect number and then generate.

*In the past multi-state customers could not use this option and had to call Datatech Support for assistance with generating the corrected forms. Programming has been completed and will be included with the year-end update to allow for multi-state to fix to the archive file.

Arizona AR-1 Information Return



This Arizona report is printed annually, to reconcile with the W-2's printed. Although there is a separate option on the year-end menu to print this, the W-2 printing program will automatically go to this screen and fill in the totals when you print any W-2's that include Arizona wages.

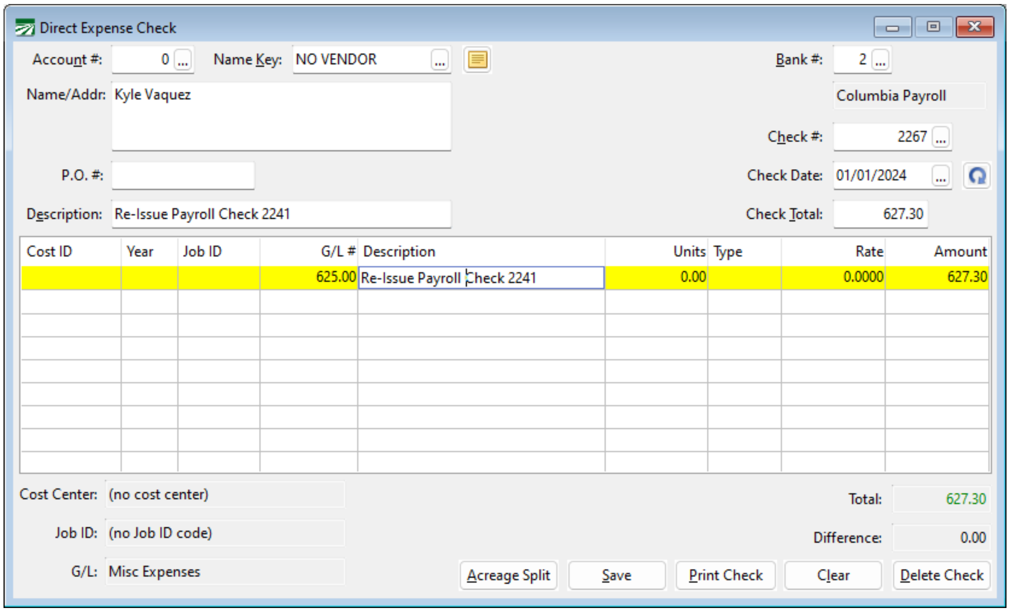
If you need to print this separately, you will need to enter the tax year as well as the totals for items 1 through 5.

Items 6 through 10 will come from the tax liability file. If they are not filled in automatically, click on the Update Tax Liability button.

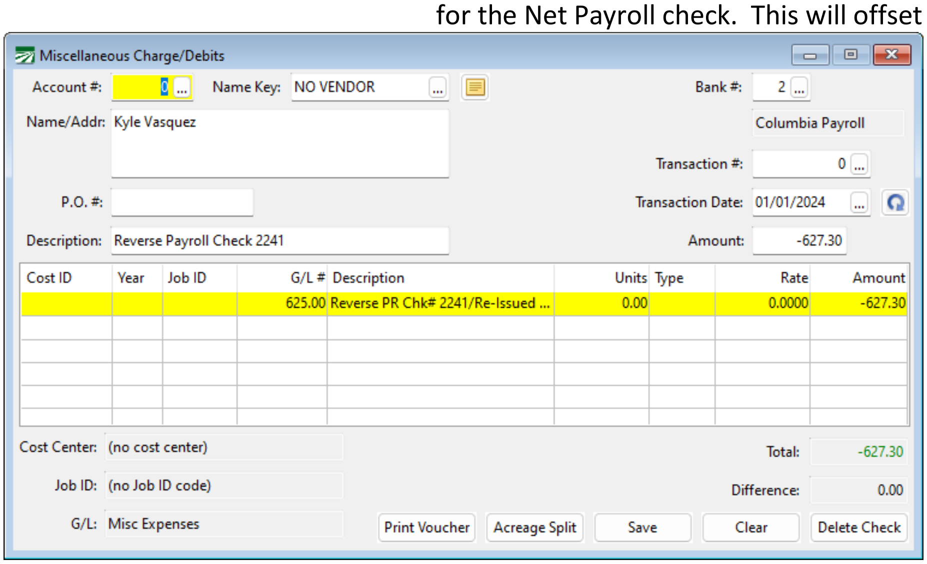
Re-Issue Net Check for the Checkbook

This method is recommended for re-issuing lost checks that don't need to be edited or changed to another employee

1) Use the Direct Expense Check to Issue a check for the Net Amount.



2) Enter a Miscellaneous transaction, entering a negative amount for the Net Payroll check. This will offset the original check



3) Print the original Payroll Check Voucher and provide to the employee with the check.

Payroll Topics

Employee File Utilities

Two handy tools are available from the Employee File Utilities (Payroll > Utilities):

1) Set employees to Inactive by the last check date received
2) Update Pay Rates

Uploading your State Quarterly File

You can view videos of the process to upload files in California and Oregon from https://datatechag.com/payroll-section-1/

Unfortunately, we don't have access to record this process for all states, so if you have any questions regarding your particular state's process, contact their support line.

Troubleshooting Guide/Frequently Asked Questions

The quarter and/or year end reports are printing zero totals.

The quarterly and year end reports print from the Archive file. If you have not archived, do so and then print the report again.
On the Quarterly State Reports you must enter the abbreviation for the state in all capital letters. Make sure that you have entered CA for California, AZ for Arizona, etc.

How do I figure out payments for the DE-9, 940, 941 & 943 reports?

If you have issued the tax deposit checks through the accounting system you can run a Vendor Inquiry to get a list of payments. You will need to subtract any payments for the prior quarter (941) or year (940, 943, DE-7). Also subtract any penalties or other charges that are not tax payments.

If you do not issue the checks through the program, you can download payment history from the EFTPS and EDD (California). Other states can refer to your payment system for options.

If you make tax deposits to your bank it will be easier in the future if you set up a separate vendor for tax payments only. This way you will not need to sort through the payments to get a total.

I need to issue more checks and/or void a check in a prior quarter/year that I have closed.

You can move back to the prior quarter/year by following instructions on page 48.

Note that if you have already submitted quarterly or year-end reports, you will need to file amendments to your reports. The procedures for filing amendments are beyond the scope of this manual.

How do I handle pay periods that span two quarters or years?

The quarter or year the check is reported in is determined by the check date. If the check date will be in the later quarter you will need to close before the checks can be printed.

Can I start a new year's payroll before installing the year end update?

We **do not** recommend starting payroll for the new year before installing the update. It is important to note that the new tax rates will not go into effect until the current quarter totals have been archived and cleared, and the year to date totals have also been archived and cleared. The program may install the tax rates, and you can see them in the tax rate file, but until you perform these steps (which moves the current payroll year forward), the tax rates for the next year do not go into effect.

When payroll checks are entered into the Batch Payroll Check window, the program will use the tax rates for the current year. It is possible to enter checks that will be dated in the new year prior to closing the current year, but the program will use the current year to calculate taxes. In most cases, issuing one check that was calculated with older tax rates will not cause a problem. Tax tables do not change too much, and any taxes that are computed on a percentage basis (FICA, Medicare, SDI) will be recalculated for the next check, so if these rates change, an adjusted withholding amount will be calculated on the employees' next checks to compensate for the check that was calculated with the old rate.

You must be aware, however, that if a payroll is completed before new tax rates are installed, the accrued totals in the liability accounts and displayed in the Tax Deposit window are not correct. You should calculate the amounts you owe based on the new tax rates and make the adjustment in the Rounding Column (see Auditing the Tax Deposit totals for more information). This is common when the SUI rate is not changed before the first payroll.

For Daily Payroll, the same applies, except that it is during the Create Checks process when taxes are computed. So if you enter payroll time in the Daily Payroll window, install the year end update with the new tax rates, enter your new year's SUI rate and then Create Checks, the new tax rates will be in effect.

My W-2's won't print

Check the Year to Print. The date must be entered with four digits (2004).

Check the Type of Employees to print. If you are an Ag company, select Agricultural (943), if you are a Regular company, select Regular (941).

If your W-2's stop printing in the middle of a batch you can select the Resume Printing option and select the employee to start with. Remember to select the same order you were printing in the first batch!

My SUI rate changed, but I already did a few payrolls with the old rate.

If you have done payroll with the old rate the amounts accrued for your SUI liability are incorrect. You will need to manually calculate the difference and pay this amount (or take a credit) on your next tax deposit.

To find out the correct liability total, enter the correct rate in Payroll, Setup, State Tax Rate Tables. Then print a Taxable Wages by Quarter Report for the SUI tax by clicking on Payroll, Quarterly Tax Reporting, Taxable Wages by Quarter. This report will provide the correct tax liability based on the rate you entered in the State Tax Rate file. Then print a Journal Transaction report by G/L #. Enter the dates for the current year, the G/L #, and PR for the Source. Print the report.
The difference between the Taxable Wages report and the totals updated to the general ledger is the amount you need to add (or credit) on your next tax deposit. (See Rounding and Tax Deposits on page 37.) Another way to reconcile the Taxable Wages total and general ledger balance is to enter a journal entry to make the general ledger account match the total that should have been accrued.