Year End

1099's

W2's

Presented By: Katie Green

December, 2017 Payroll Completion Instructions

Install this release after completing the December 2017 payroll(s). Install this release **before executing F4 - Calculate Payroll and Update YTD** for the January 2018 payroll.

2017 Year-End Closing Information

- Do install Release 17.04.00 after completing December payroll(s). It must be installed before printing W-2, 1095-C, and 1099-MISC forms.
- Do read the release overview. Many changes are included in this release.
- **Do not set up for January payroll until all W-2s are verified.** It may be necessary to run another December payroll to make W-2 corrections.
- Do follow the steps on the Calendar Year End Checklist included in the release: **Instructions_for_Release_170400.pdf**
- Do not remove a vendor from 1099 status if any claims have been selected for a 1099-MISC. Otherwise, you will receive a fatal error when printing the 1099-MISC forms.

The following steps should be taken to prepare for the **January 2018** payroll:

1. Install release **17.04.00**.
2. Set up the pay schedules for the new calendar year (F2, F13, F1).
3. Change the payroll year in the Payroll Identification record (F2, F13, F3, F9).
4. Verify all tax settings on the Tax/Withholding/Control Menu (F2, F13, F3).
5. Reset employee calendar year-to-date amounts to zero (F2, F13, F5, F1).
6. Process calendar year 2017 W-2 statements.
7. Process calendar year 2017 1095-C statements.
8. Process calendar year 2017 1099-MISC statements.

Release 17.04.00 will be available 12/29/2017

1099 Vendor Information Processing Checklist

Complete these steps in the order provided.		
✓	**Step**	**Action**
	1	Update the *IRS 1099 Control Information* screen.
	2	Add new 1099 vendor information.
	3	Update existing 1099 vendor information, where appropriate.
	4	Print the *1099 Vendor Edit Listing*.
	5	Mass update 1099 vendor claims as needed.
	6	Perform 1099 Accounts Payable (A/P) claims maintenance by identifying the 1099 claims.
	7	Perform 1099 Accounts Payable (A/P) journal voucher maintenance by identifying the journal entry posted 1099 claims.
	8	Print the *1099 Details Edit Listing*. *If there are errors, correct the errors and generate the report again to ensure accuracy. Repeat this process as often as needed.*
	9	Perform 1099 Accounts Payable (A/P) claims maintenance, where appropriate.
	10	Print the *1099-MISC* forms.
	11	Compare the results of the *1099 Details Edit Listing* to the 1099 forms to ensure the results are the same and are accurate.
	12	Create the 1099 export file.
	13	Submit the 1099 file electronically through the *Filing Information Returns Electronically (FIRE)* system.

1099 (1.)

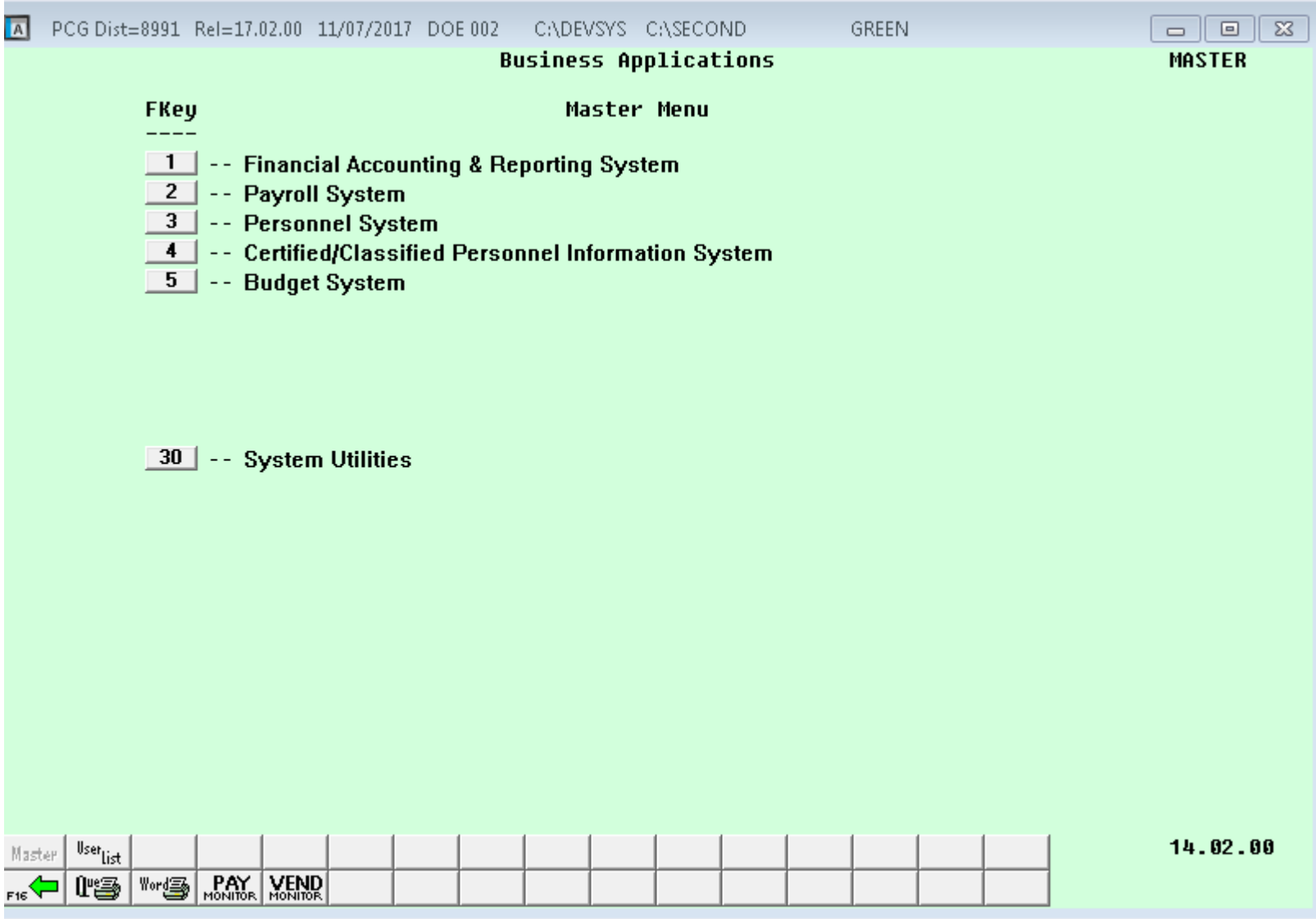
Financial Accounting and Reporting System (PF1)

Year End Processing Menu (PF12)

Calendar Year End Processing: IRS 1099 Processing Menu (PF10)

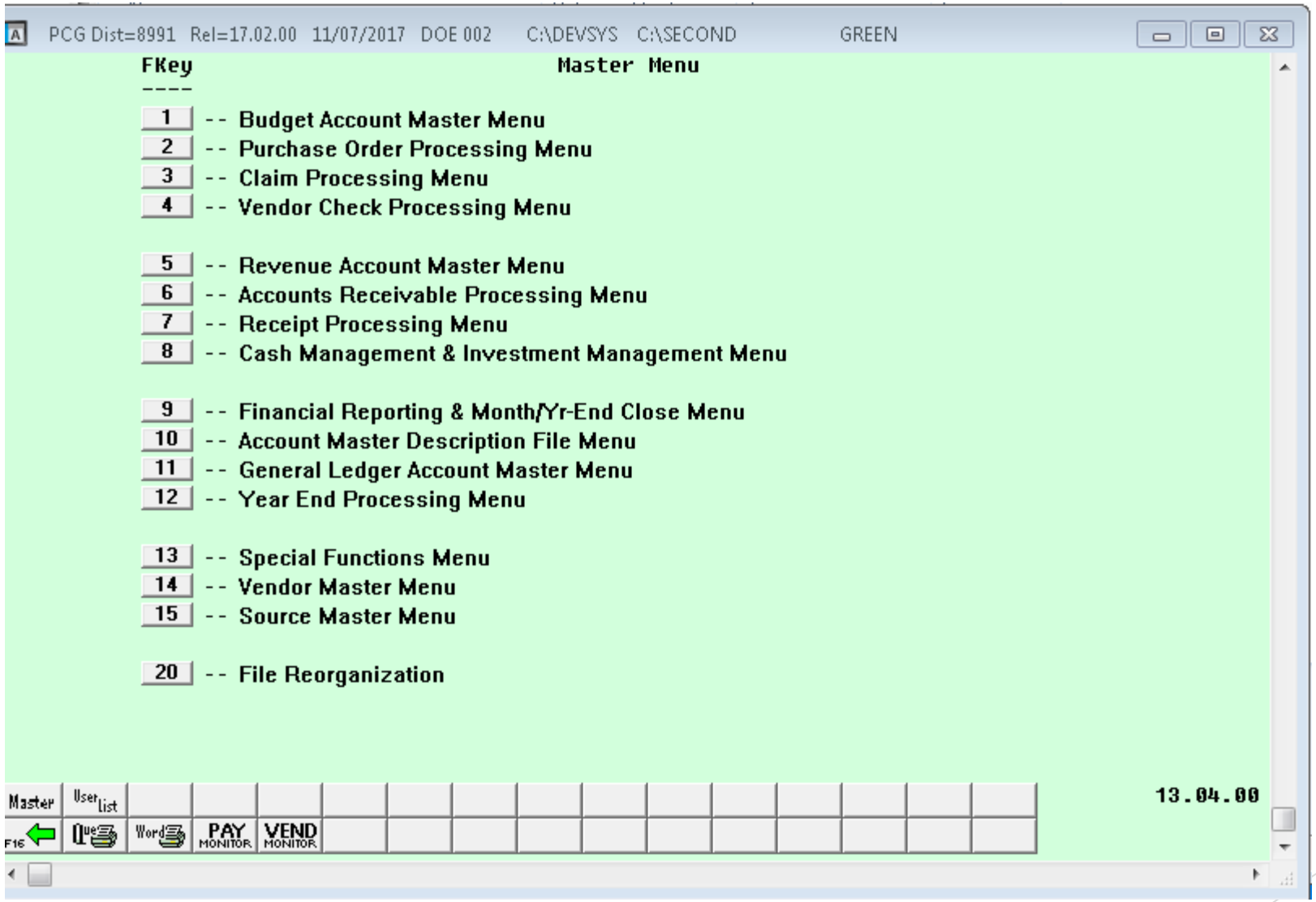
From the Master Menu go to (PF1)

1.Update the *IRS 1099 Control Information* screen



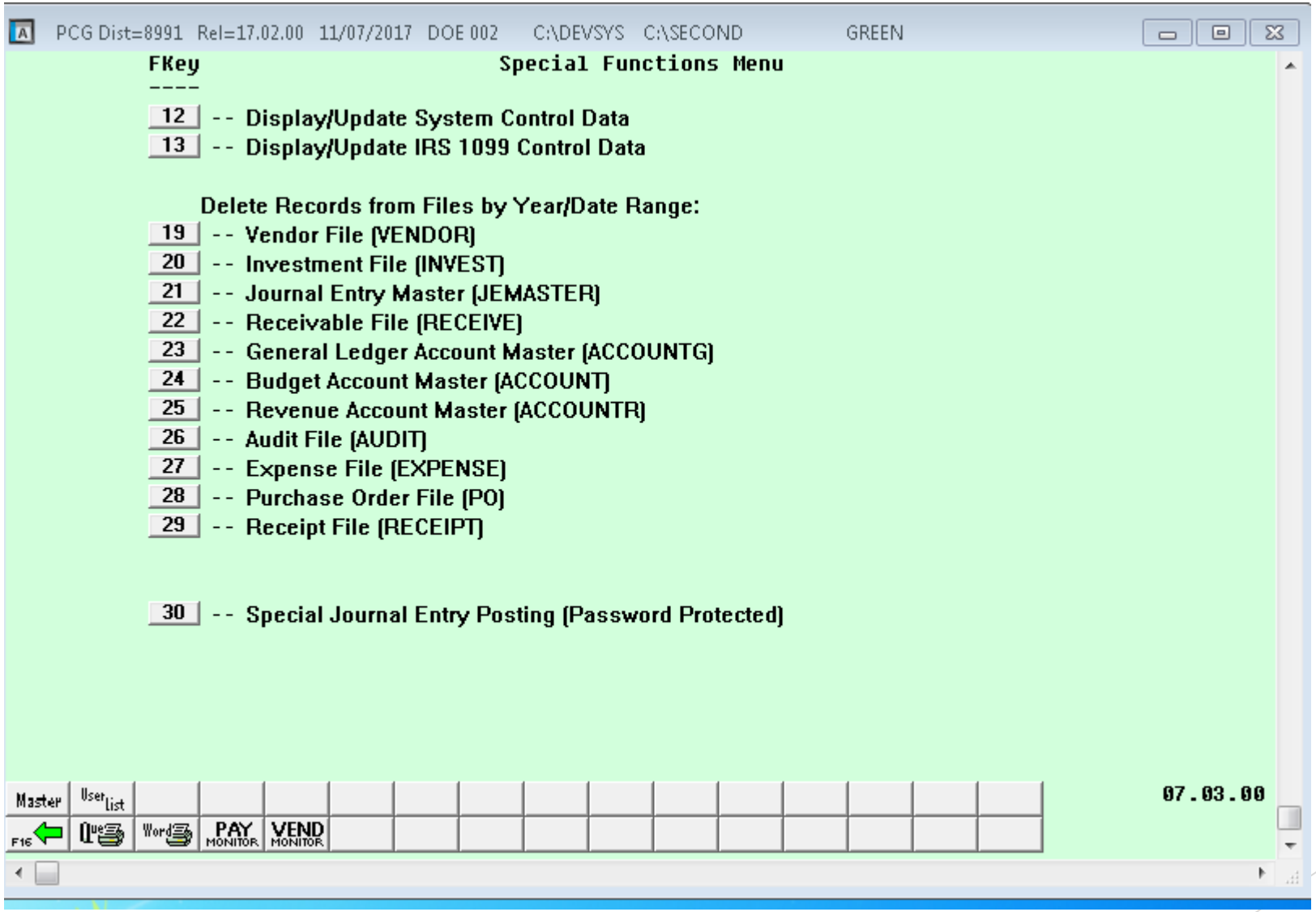
Go to (PF13) Special Functions

1.Update the *IRS 1099 Control Information* screen



Go to (PF13) Display Update IRS 1099 Control Data

1.Update the *IRS 1099 Control Information* screen



1.Update the *IRS 1099 Control Information* screen

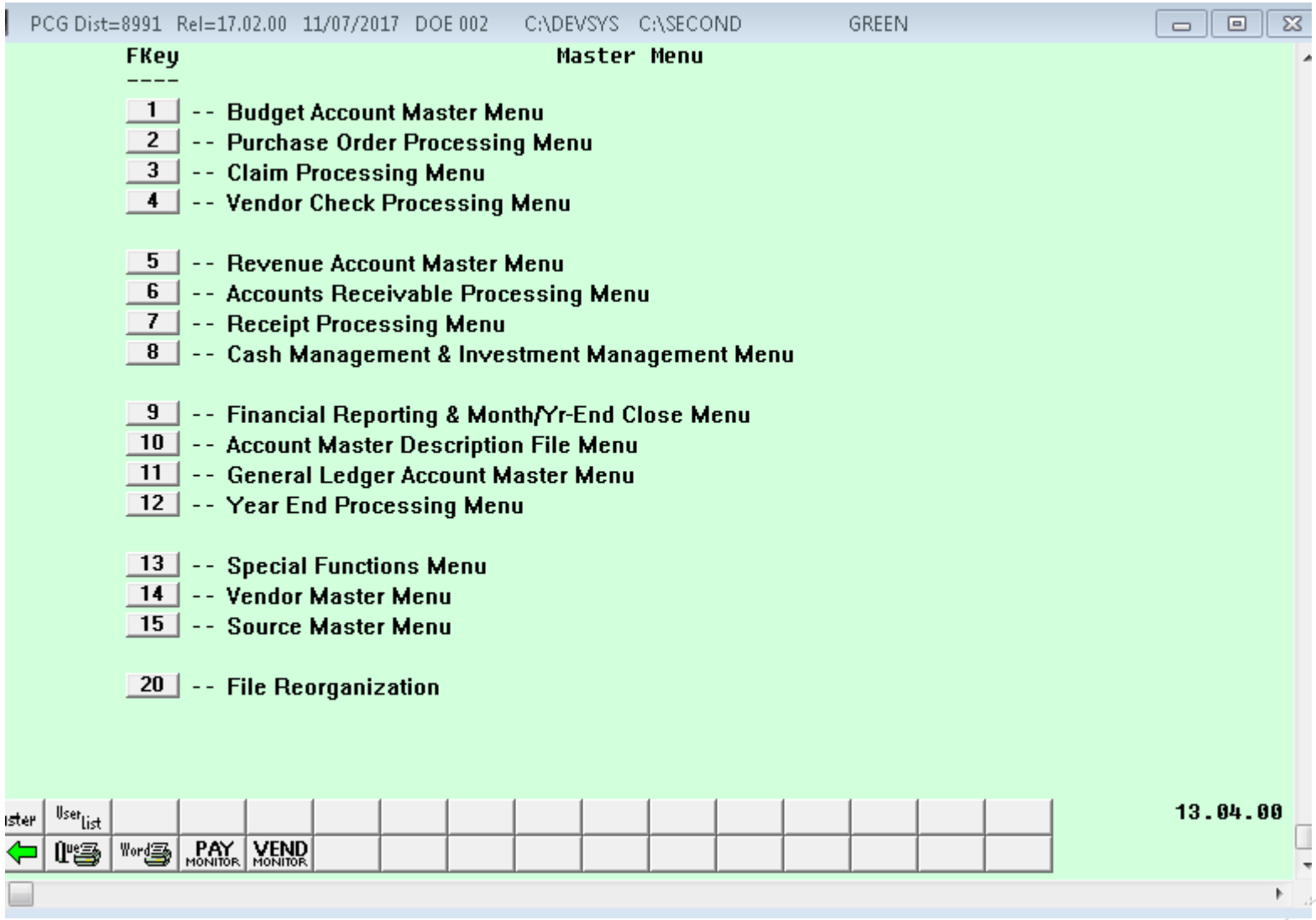
Note (PF1)(PF12)(PF10)(PF13) is the same result

```
PCG Dist=6611  Rel=17.02.00  11/01/2017  DOE 001    C:\DEVSYS  C:\SECOND          GREEN
                                                                                    FARPM110
                          ***** IRS 1099 CONTROL INFORMATION *****

                 Name:      GILMER CO. BOARD OF EDUCATION
                 Address:   134 INDUSTRIAL BLVD
                 City:      ELLIJAY              State: GA   Zip: 30540

        Filing Information For What Year:                2017
        Federal Employer Identification Number (EIN):    586000247
        Name Control:                                    ____
        Type of Return:                                  A (Misc)
        Transmitter Control Code (TCC):                  00000

   Amount Indicators (Y/N):
      1 - Rents                Y    2 - Royalties          N    3 - Other income            Y
      4 - Fed income tax w/h   N    5 - Fishing boat       N    6 - Medical payments        N
      7 - Nonemployee comp     Y    8 - Lieu of dividends  N    9 - Not applicable
      B - Parachute payments   N    C - Legal services     Y    D - Section 409A deferrals  N
      E - Section 409A income  N

--------------------------- Transfer Agent Information ------------------------------------

                      Transfer Agent Indicator (Y/N): N
        Name:     ____________________________________
        Address:  ____________________________________
        City:     ____________________________  State: __   Zip: __________



  ENTER = Validate,  F16 = Exit                                                    14.04.00
```

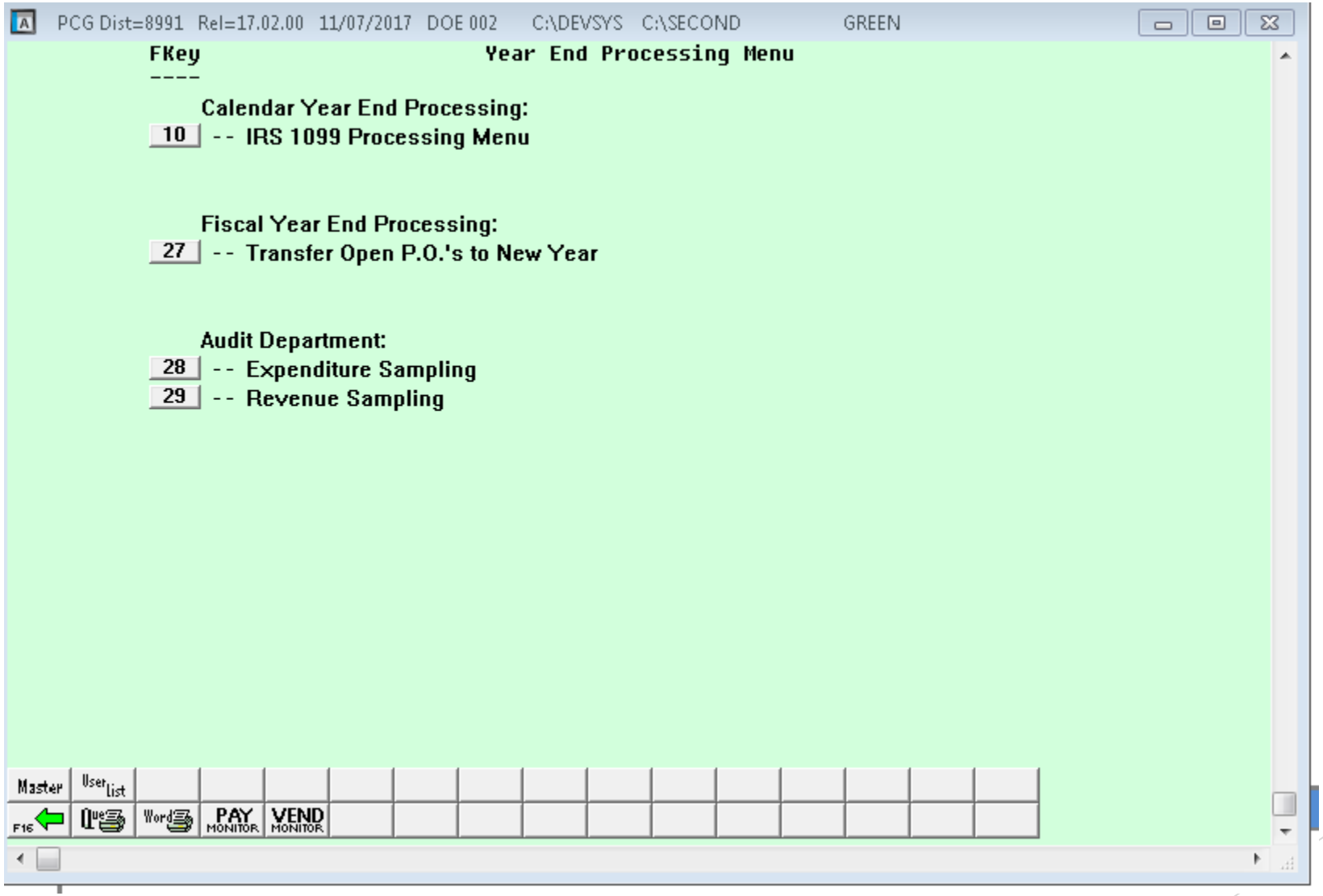
To verify your control information for 1099 transmissions make sure the year is correct (PF1) (PF12) (PF10) (PF13)

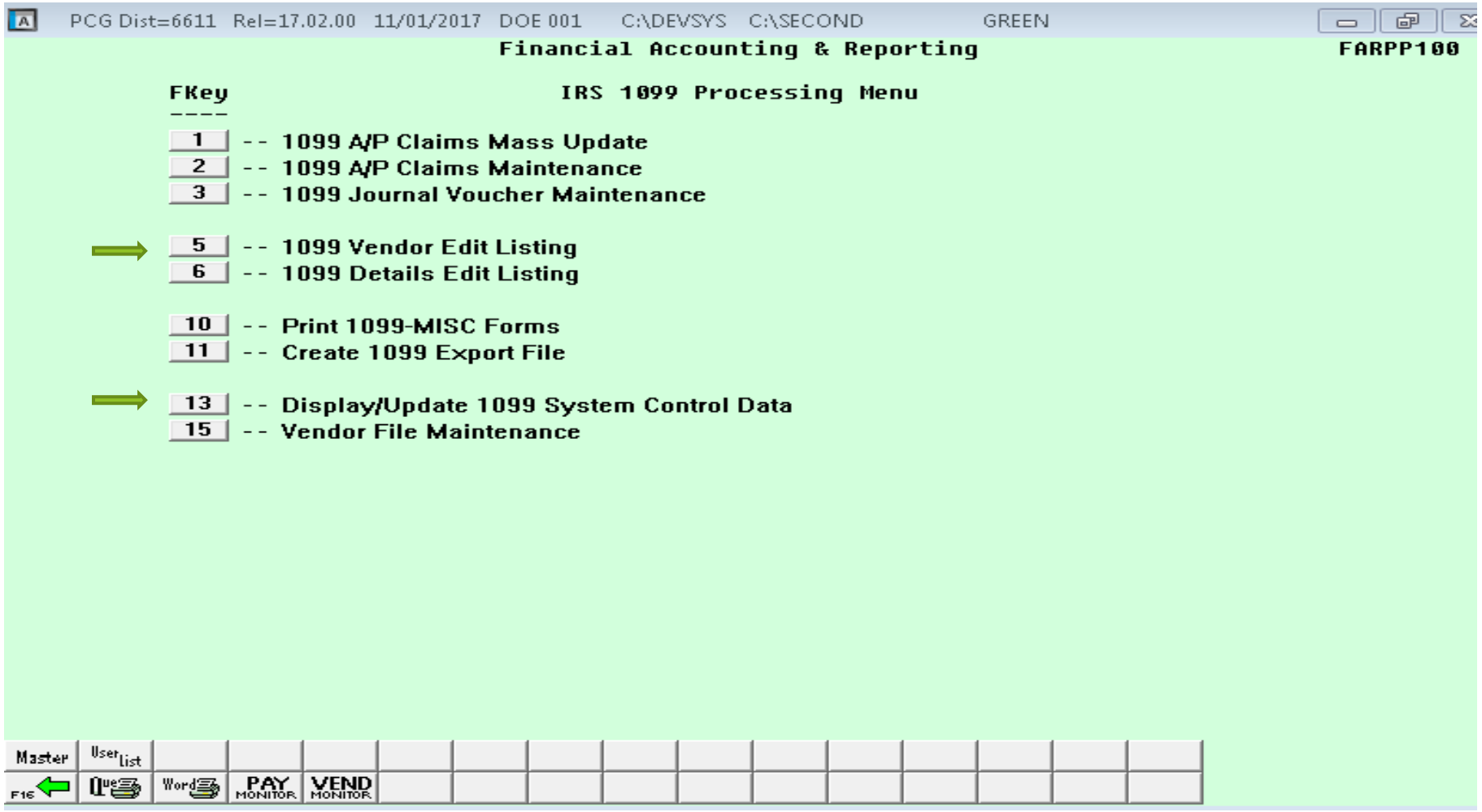
Change the year to the year that you are processing 1099

Go to PF12 to Year End Processing



Then click (PF10) IRS 1099 Processing Menu

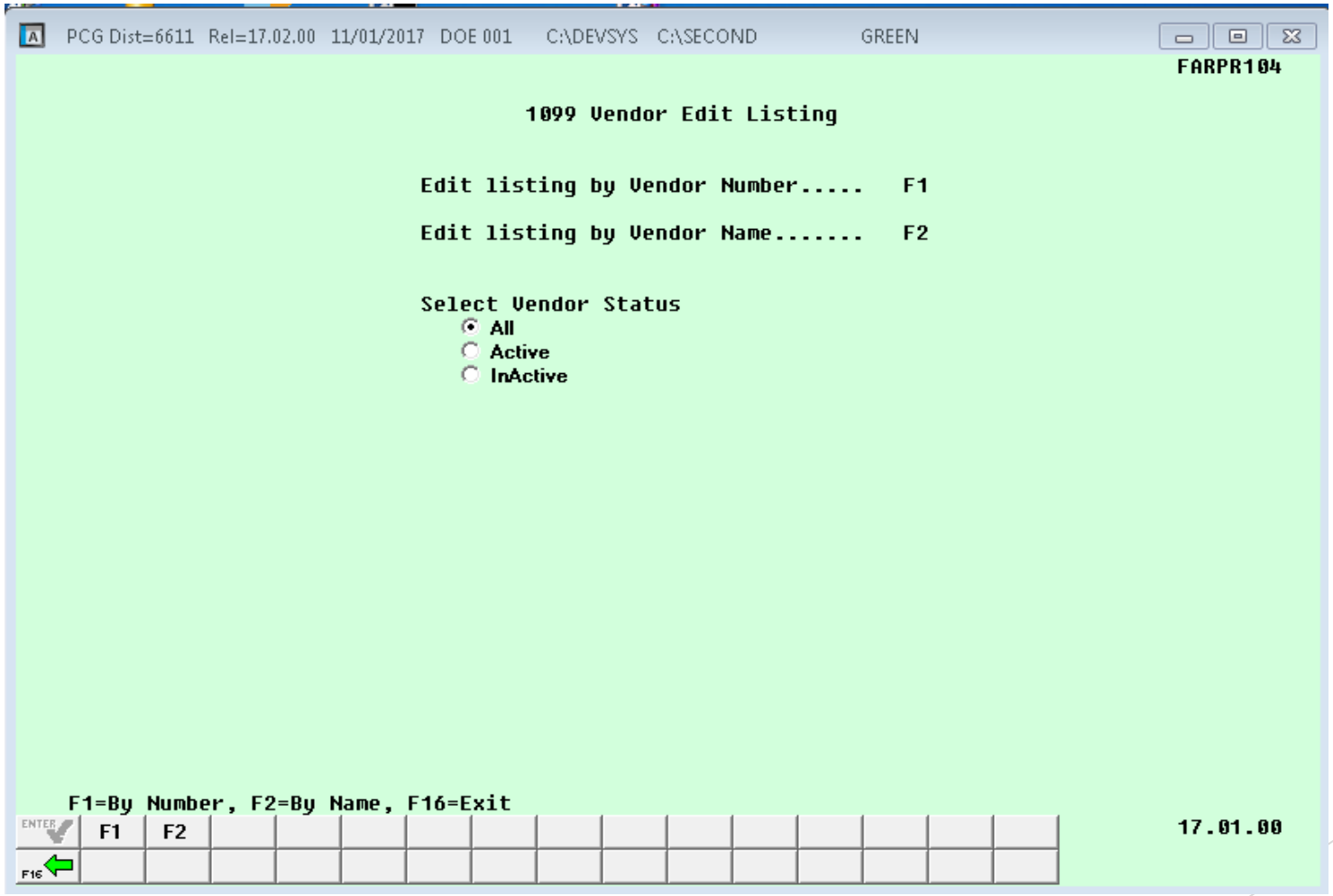




Two steps that play a very important role in the processing of 1099's are (above). First we need to check the system control data by selecting PF13. Second run the 1099 Vendor Edit List.

To run a edit report for 1099's above (PF1) (PF12) (PF10) (PF5)
You can run the report by vendor name or Vendor Number.

4. Print the *1099 Vendor Edit Listing*.



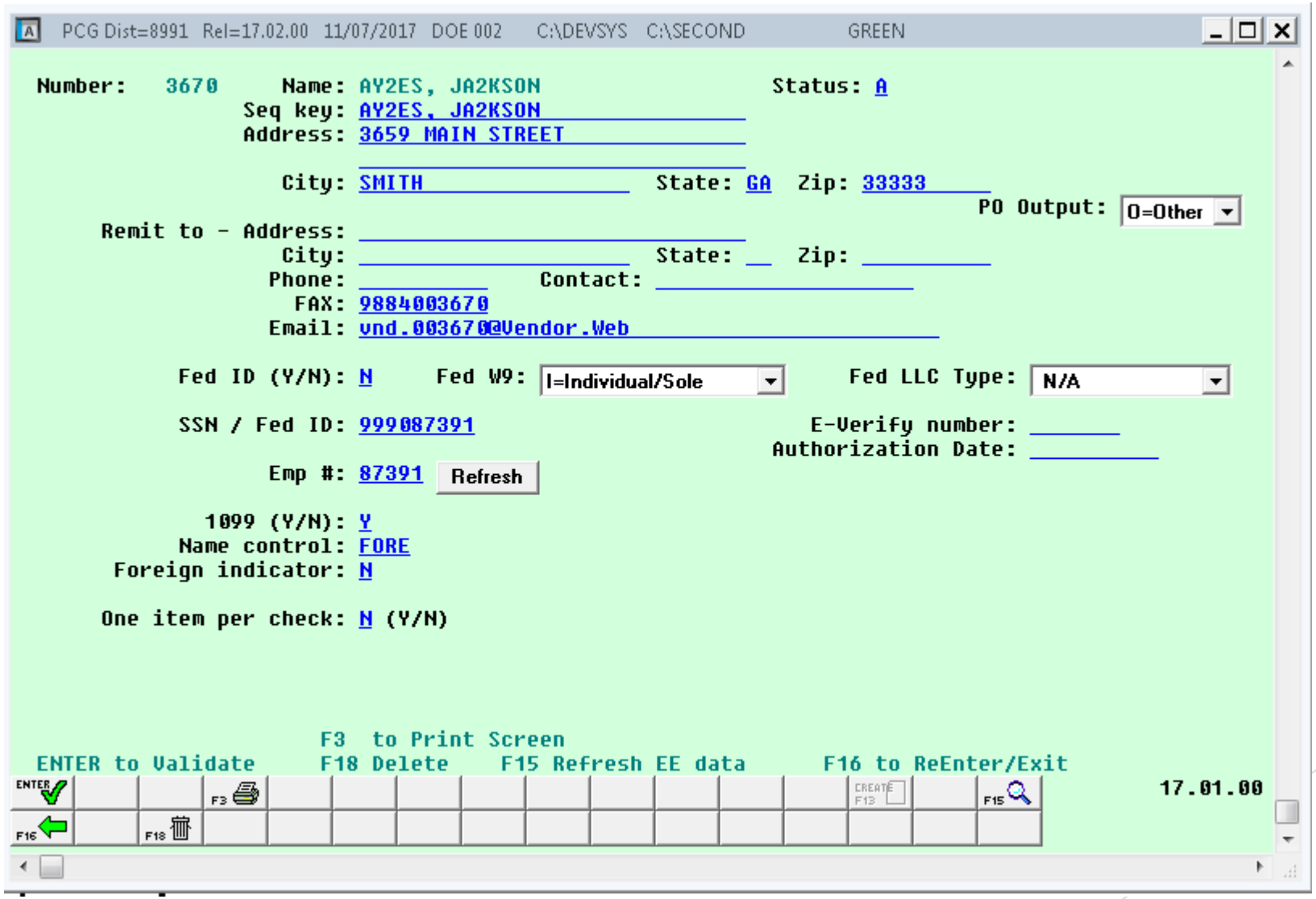
```
REPORT DATE:  11/01/2017          1 0 9 9   V E N D O R   E D I T   L I S T I N G                                    PAGE:    1
REPORT TIME:  01:27 PM                                BY VENDOR NUMBER                                                 FARPR104

                                   SYSTEM:  6611   GILMER CO. BOARD OF EDUCATION

VENDOR  VENDOR                   VENDOR  VENDOR ADDRESS                          FED ID  SSN/FED ID   NAME    FOREIGN *  ERROR
NUMBER  NAME                     STATUS        CITY           STATE  ZIP         (Y/N)       (EIN)   CONTROL   (Y/N)  *  CODES
-------------------------------------------------------------------------------------------------------------------------*---------
000288  HARBEN & HARTLEY              I  LAW FIRM, STE 750 WACHOVIA CTR340          Y     581382016              N    * 2
                                         GAINESVILLE           GA     30501                                            *

 ------------------------------------------------------- ERROR TABLE -------------------------------------------------------------
 1) INVALID ADDRESS            3) INVALID CITY      5) INVALID ZIP CODE      7) INVALID SSN/FED. ID (EIN)
 2) ADDRESS TRUNCATED-WARNING  4) INVALID STATE     6) INVALID FED. ID FLAG  8) INVALID NAME CONTROL      9) INVALID FOREIGN FLAG
```

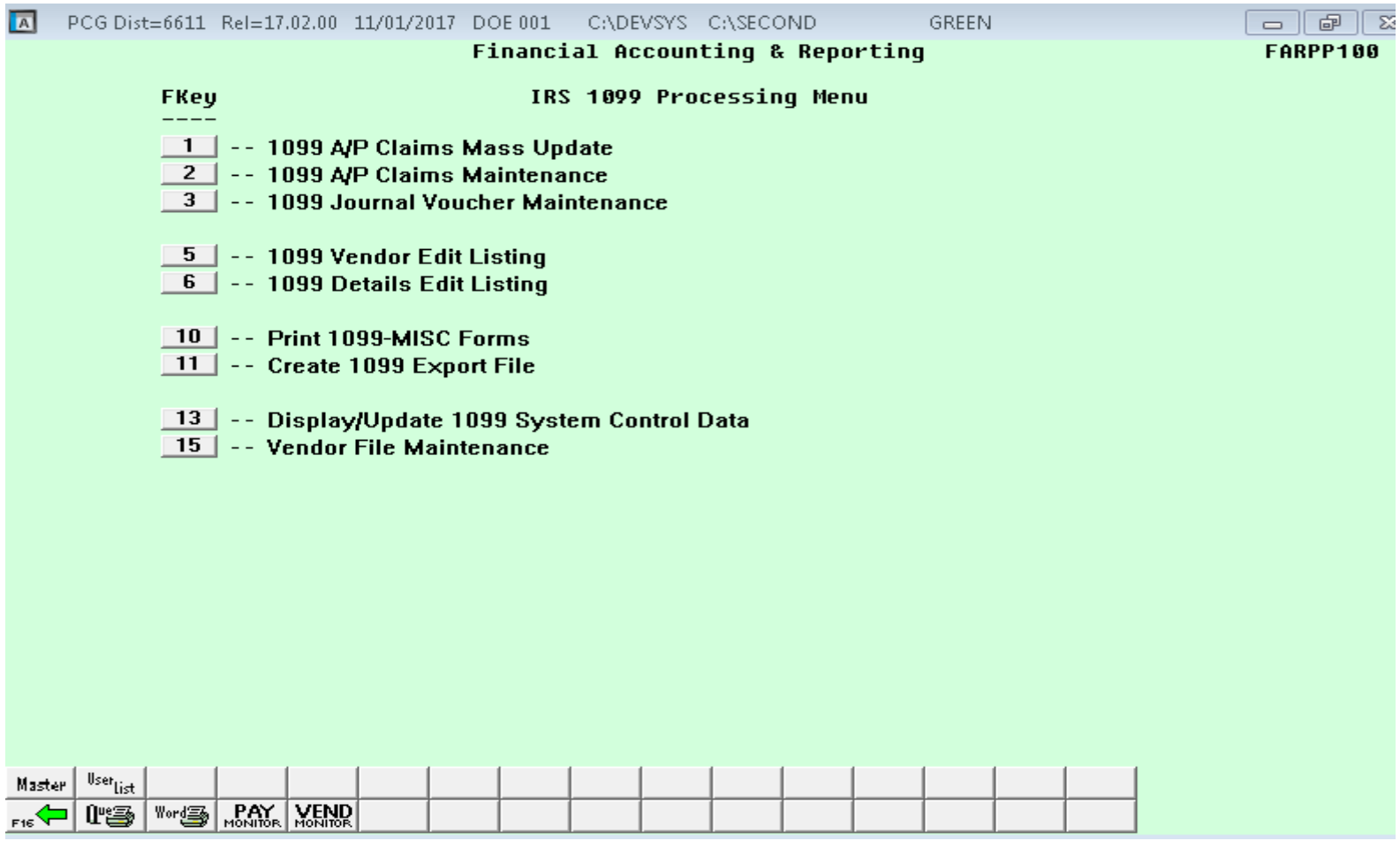
This report will enable you to identify the errors contained in the Vendor file.
The first portion of the report indicates the error codes and the bottom portion indicates the codes along with the definitions.

Go to the Vendor File Maintenance to update PCGenesis vendor information to correct the errors

3. Update existing 1099 vendor information, where appropriate.

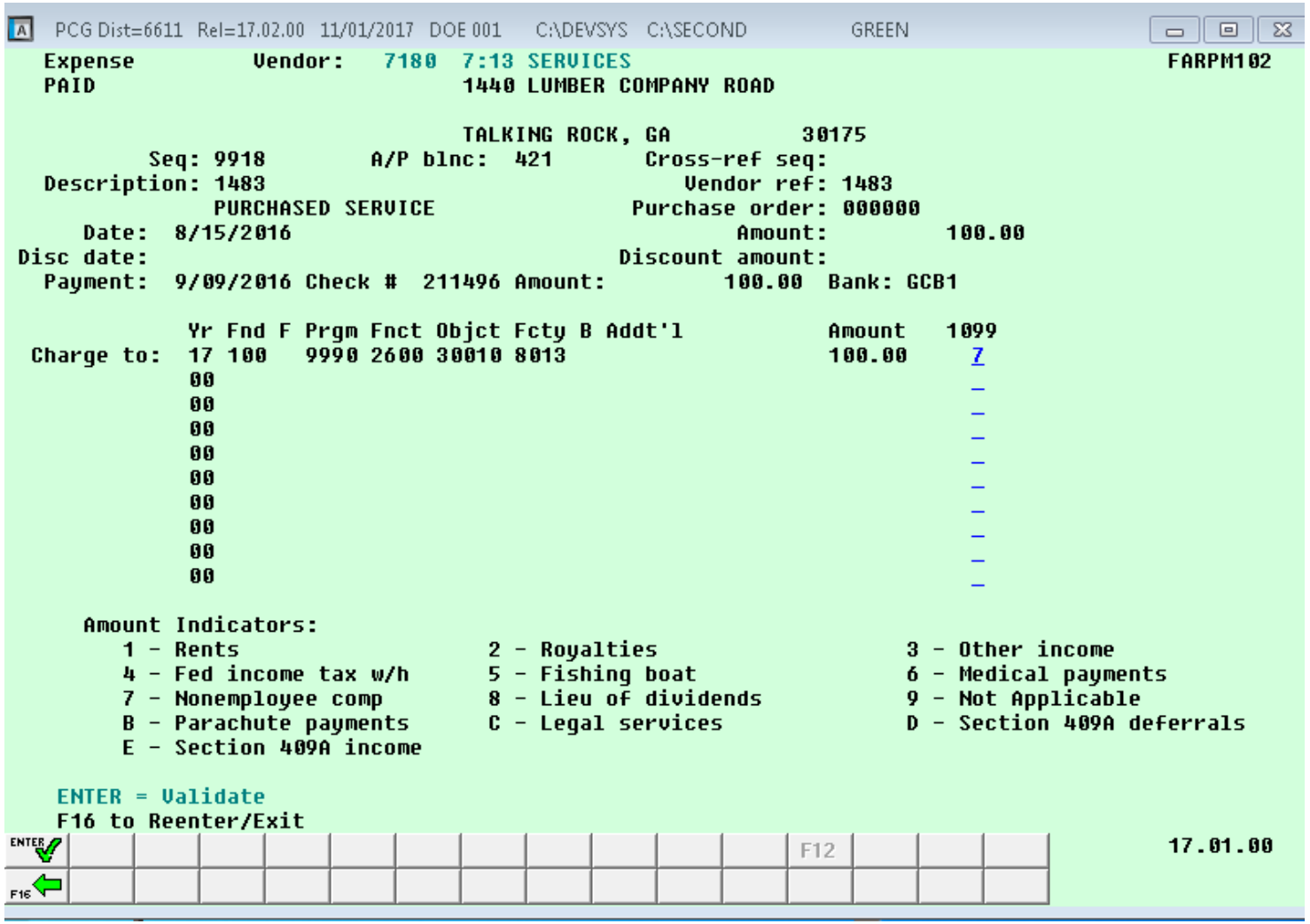
3. Update existing 1099 vendor information, where appropriate.





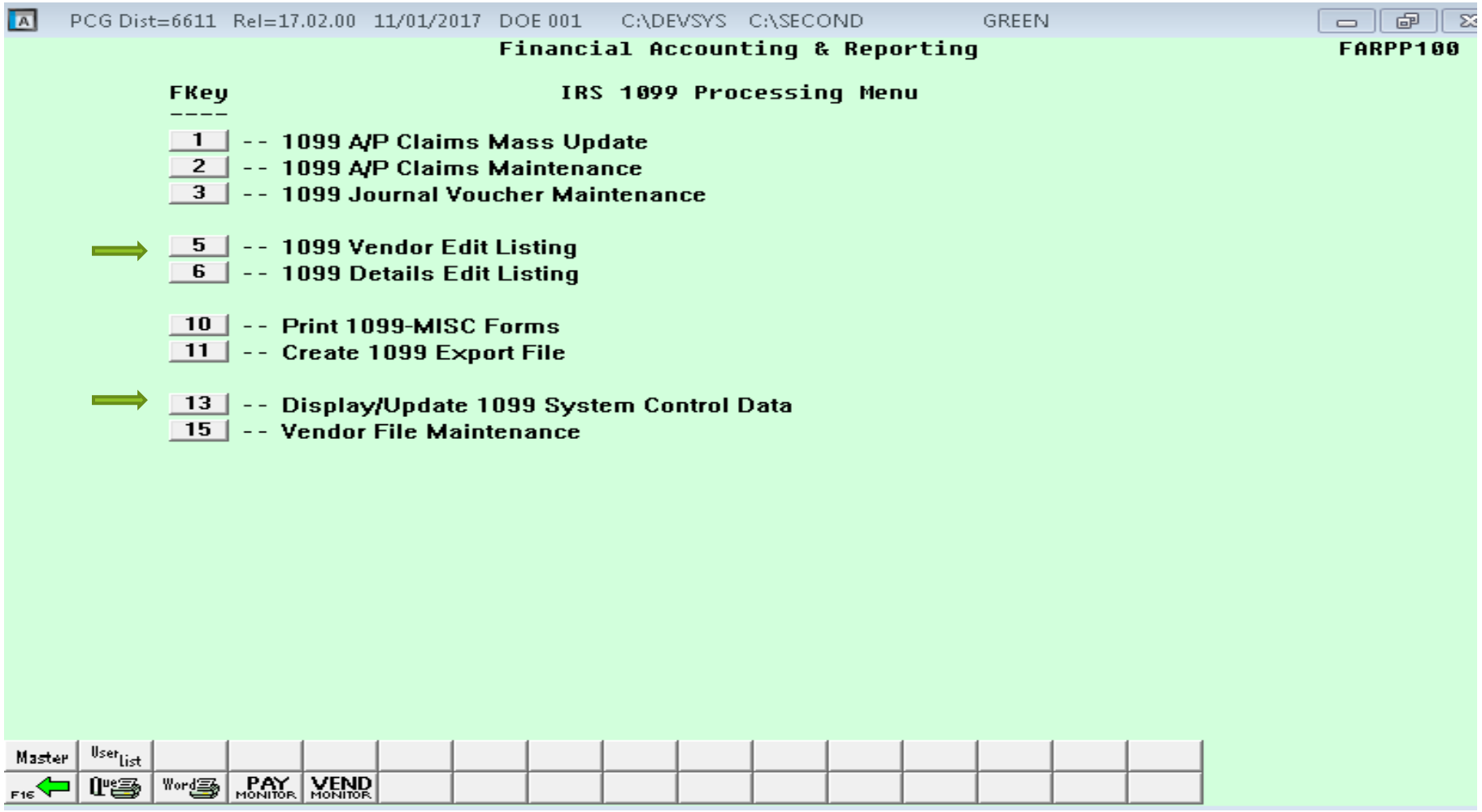
Lets take a look at the 1099 A/P Claim Maintenance
(PF1) (PF12) (PF10) (PF2)

6. Print the *1099 Vendor Edit Listing*.



On A/P claims maintenance…Claims will only be included on a 1099 if a 1099 indicator is present For Non-reported 1099 claims, delete the entry in the 1099 field where appropriate and select ENTER twice.

7 Perform 1099 Accounts Payable (A/P) journal voucher maintenance by identifying the journal entry posted 1099 claims.



Run the 1099 Detail Edit Listing

8 Print the *1099 Details Edit Listing.*

If there are errors, correct the errors and generate the report again to ensure accuracy.

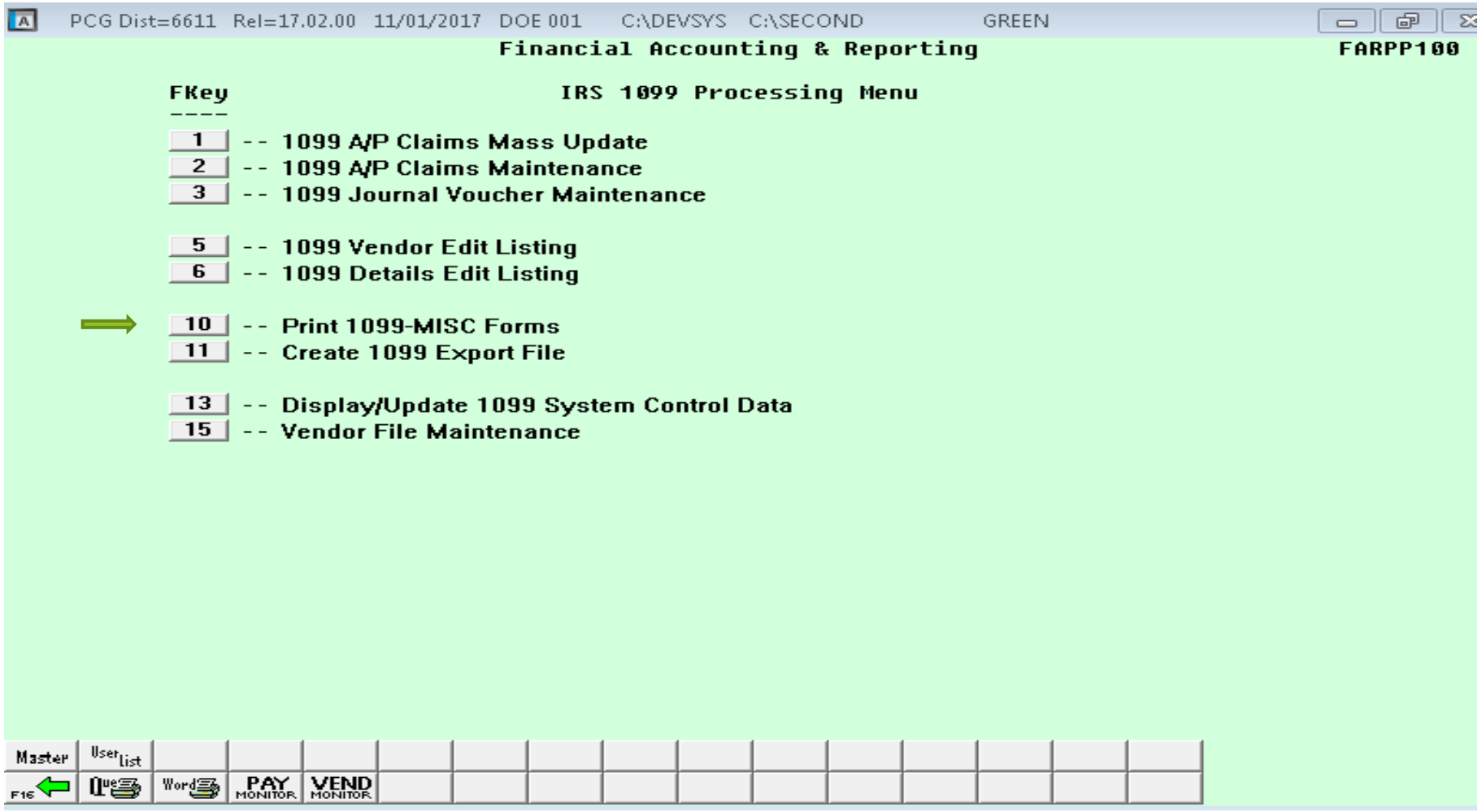
Repeat this process as often as needed.

Verify the defaulting current calendar within the **IRS 1099 REPORTING YEAR field is**
correct, and select Enter. This will generate the report .

```
REPORT ID:  FARPR106              1 0 9 9   D E T A I L S   E D I T   L I S T I N G                    PAGE:    1
REPORT DATE:  11/01/2017                                BY VENDOR NAME                                  REPORT TIME:  01:49 PM
                                          SYSTEM: 6611   GILMER CO. BOARD OF EDUCATION
                                                         134 INDUSTRIAL BLVD
                                                         ELLIJAY, GA  30540
EMPLOYER:   FEDERAL ID (EIN): 586000247   FILING FOR: 2017  NAME CONTROL:       TCC: 00000    AMT INDICATORS: 1,3,7,C

       TRANS    TRANS   SEQUENCE  CHECK   CHECK                          1099  TRANS            ACCOUNT
       CODE     DATE     NUMBER   NUMBER  DESCRIPTION                    IND   AMOUNT           NUMBER
-------------------------------------------------------------------------------------------------------------------------------

VENDOR: 008067  AMY E. HOLT, OTD, OTR/L          1099(Y/N): Y    FED-ID(Y/N): Y    SSN/EIN: 262790411    NAME CONTROL:
        AP    01/13/17  9984      212454  12312016                      7            816.56   17-100-0-2051-1000-3611001130000000
        AP    01/13/17  9984      212454  12312016                      7            816.56   17-100-0-2051-1000-3611001120000000
        AP    01/13/17  9984      212454  12312016                      7            816.56   17-100-0-2051-1000-3611001070000000
        AP    01/13/17  9984      212454  12312016                      7            816.57   17-100-0-2051-1000-3611002120000000

CONTROL 7:      3,266.25

VENDOR: 008111  JAKE MCCLURE                     1099(Y/N): Y    FED-ID(Y/N): Y    SSN/EIN: 254818788    NAME CONTROL:
        AP    01/13/17  9995      212459  12172016                      7            156.83   17-100-0-9990-2100-3611001070000021

CONTROL 7:        156.83

VENDOR: 007461  MISTY HENSLEY                    1099(Y/N): Y    FED-ID(Y/N): Y    SSN/EIN: 252615921    NAME CONTROL:
        AP    01/06/17  9926      212433  01062017                      7            157.50   17-100-0-9990-2100-3611001960000000

CONTROL 7:        157.50

VENDOR: 006713  TERRY EZELL                      1099(Y/N): Y    FED-ID(Y/N): Y    SSN/EIN: 256701238    NAME CONTROL:
        AP    01/13/17  9929      212445  12152016                      7            672.00   17-100-0-9990-2100-3611001070000021
```

```
                                        --- REPORT TOTALS ---

1-Rents      :          $0.00     2-Royalties :          $0.00     3-Other Inc :          $0.00
4-Federal Tx:           $0.00     5-Boat      :          $0.00     6-Medical   :          $0.00
7-Nonemploy :       $4,252.58     8-Dividends :          $0.00     9-N/A       :          $0.00
B-Parachute :           $0.00     C-Legal     :          $0.00     D-409A Def  :          $0.00
E-409A Inc  :           $0.00

                    TOTAL NUMBER OF VENDORS REQUIRING 1099'S =    4
                    TOTAL NUMBER OF VENDORS WITH ERRORS      =    0
```

Verify the Edit Listing carefully paying particular attention to the final page of the report identifying the “Total Number of Vendors Requiring 1099’s” and the “Total Number of Vendors with Errors”. Where appropriate, PCGenesis identifies the error codes within the Error Table portion of the report. Correct all errors and repeat this procedure until there are no errors.



Print the 1099’s

PCG Dist=6611 Rel=17.02.00 11/01/2017 DOE 001 C:\DEVSYS C:\SECOND GREEN

FARPM108

VERIFY 1099-MISC FORMS ARE INSERTED!!!

Combine Duplicate SSNs/EINs?

- (•) Yes
- ( ) No

Select the desired print option.

- (•) Print All 1099's
  - Indicate Desired Print Sequence
    - (•) Vendor Name
    - ( ) Vendor SSN/EIN
    - ( ) Vendor Nbr
- ( ) Reprint 1099's for the Following EIN's/SSN's:

_____ 000000000 000000000 000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000 000000000 000000000 000000000

Enter = Continue, F16 = Exit

ENTER F16

14.04.00

Month End Reports

- Financial Reporting and Month/Yr-End Close Menu (PF9)
- List Summary and Current Month Detail (including DE FORM 0396) (PF17)

Month End Reports

- General Ledger
  - Fund balancing totals
  - No “OUT OF BALANCE” message
  - Cash on Hand (102) is Zero
- Expenditure Detail and Summary equal GL 602 and 302
- Open Accounts Payable report equals GL 421, 422, and any other payable balance used

Month End Reports

- Open Accounts Receivable report equals GL 141, 153, and any other receivable balance used
- Open Purchase Orders report equals GL 603 and 753
- Cash reports equal GL 101
- Summary reports equal Detail reports

Month End Reports

```
PCG Dist=8991  Rel=17.02.00  11/07/2017  DOE 001   C:\DEVSYS  C:\SECOND        GREEN

                          Monthly Reports                                    MNTH0050

     Enter Period Ending: 11 07 17 (MMDDYY)

     Enter 'X' next to Reports to be Printed:

             _  MRPTV010 - Detail of Investments
             _  MRPTB010 - Combined Journal by Bank and Fund
             _  MRPTB020 - Summary of Balances by Bank and Fund
             _  MRPTB030 - Cash Journal by Bank and Date
             _  MRPTR010 - Revenue Journal Detail
             _  MRPTR020 - Revenue Journal Summary
             _  MRPTE010 - Expenditure Journal Detail
             _  MRPTE020 - Expenditure Journal Summary
             _  MRPTE030 - Expenditure Journal Summary by Function and Object
             _  MRPTJ010 - General Ledger
             _  MRPTJ020 - Combined Balance Sheet
             _  MRPTM010 - Revenue and Expenditure Comparison
             _  MRPT0320 - DE FORM 0396     (General Fund)
             _  MRPT032S - DE FORM 0396-SFS (School Food Service)
             _  MRPT0325 - DE FORM 0396-150 (Consolidated Fund)

     NOTE:  The Monthly Reports above have NO ROLL-UP CAPABILITIES

  ENTER = Continue, F16 = Reenter/Exit
ENTER                                                                          17.01.00
F16
```

Cash Journal by Bank and Date =
Summary of Balances by Bank and Fund

Combined Journal by Bank and Fund =
Summary of Balances by Bank and Fund

General Ledger Cash in Bank Fund 100 =
Summary of Balances by Bank and Fund

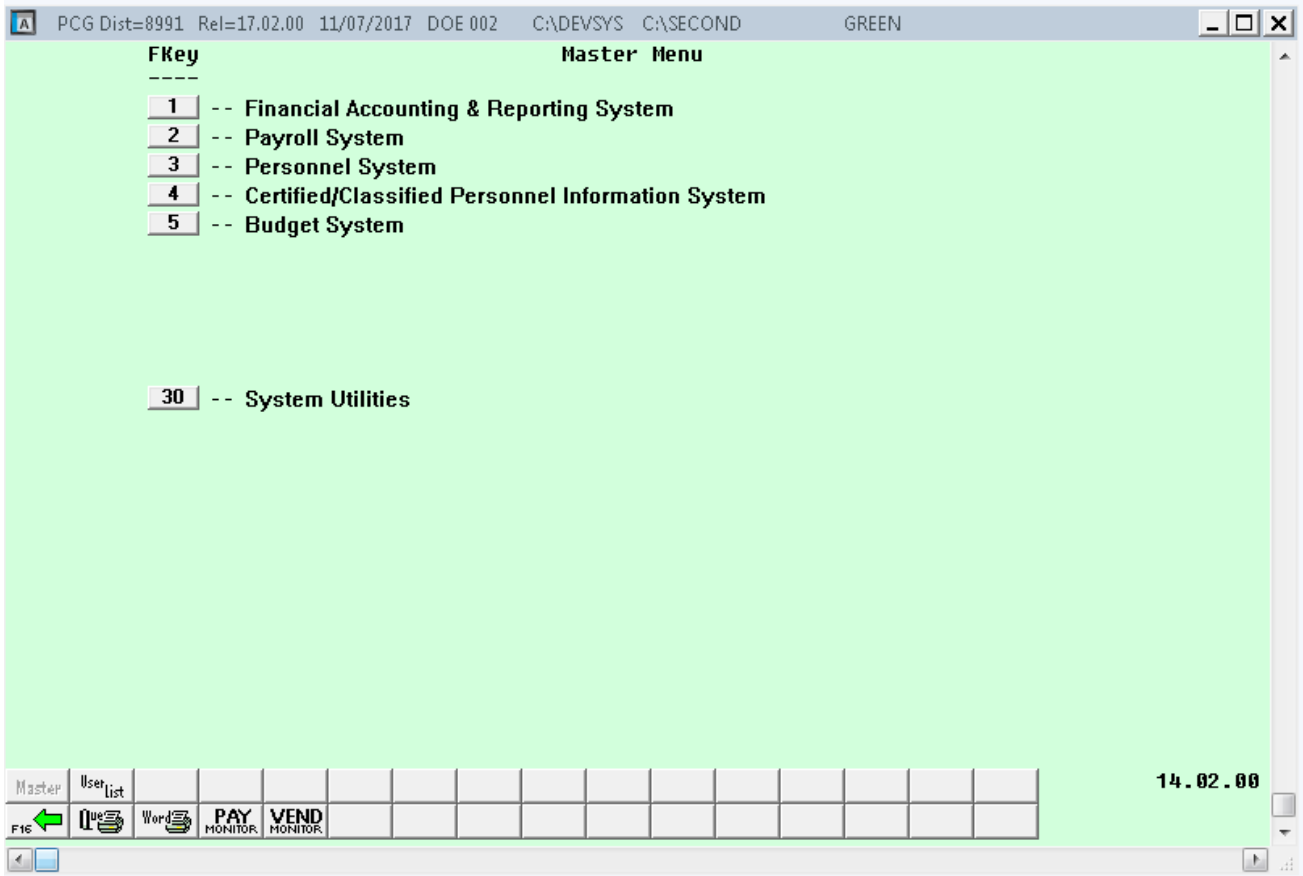
W2's

W-2 Statement Processing Checklist

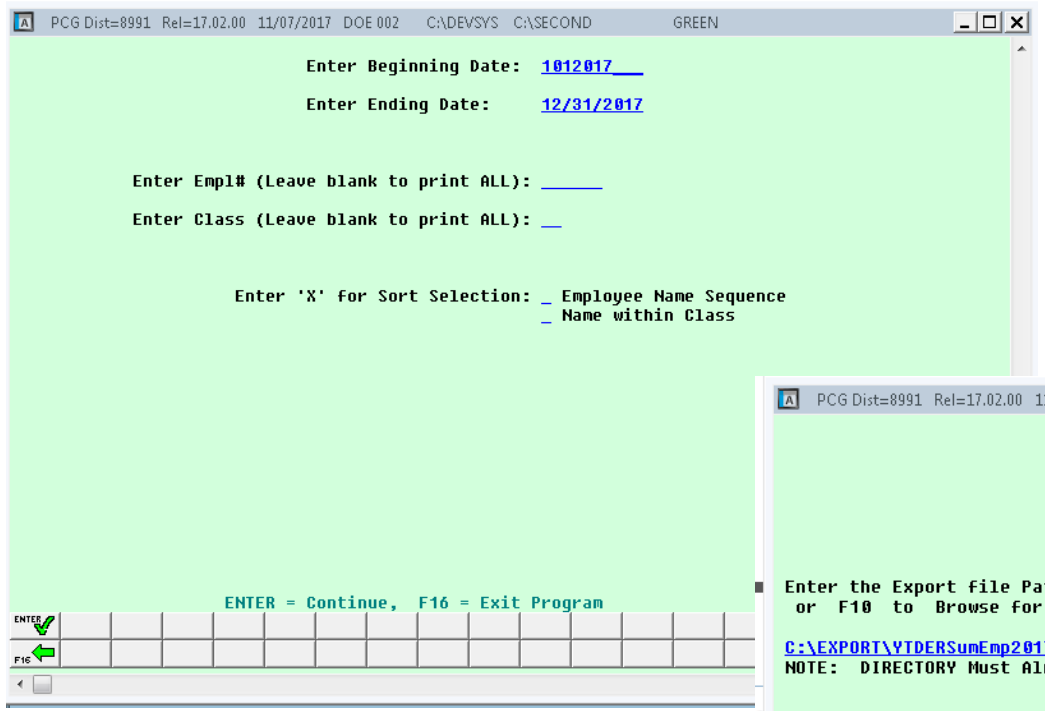
Follow these steps in the order presented.		
✓	Step	Action
	1	Print a *Year-to-Date (YTD) Earnings' Register: Summary by Employee.*
	2	Print a *Year-to-Date (YTD) Earnings' Register: YTD Employer Benefits Register – Summary by Employee.*
	3	Print the *Employer Copy* of the W-2s and verify the *W2 Form Printing – Successful Completion* screen's totals are correct.
	4	Balance the W-2s against the *Year-to-Date Earnings Register's* results.
	5	Print the *Employee Copy* of the W-2s and create the *W2REPORT* file.
	6	Reprint W-2s and recreate the *W2REPORT* file as needed.
	7	Download and install the *AccuWage* software for the current calendar year.
	8	Verify the SSA file(s) via *AccuWage.*
	9	**Web submission:** Via the Web, upload the tax information to the SSA and to the GA DOR. The correct file to upload is **K:\SECOND\PAYSSA\W2REPORT** . _____ Social Security Administration _____ GA Department of Revenue
	10	**Web submission:** Via the Web, upload the G-1003 csv file to the GA DOR. The correct file to upload is **K:\SECOND\PAYSSA\1003.csv** . _____ GA Department of Revenue

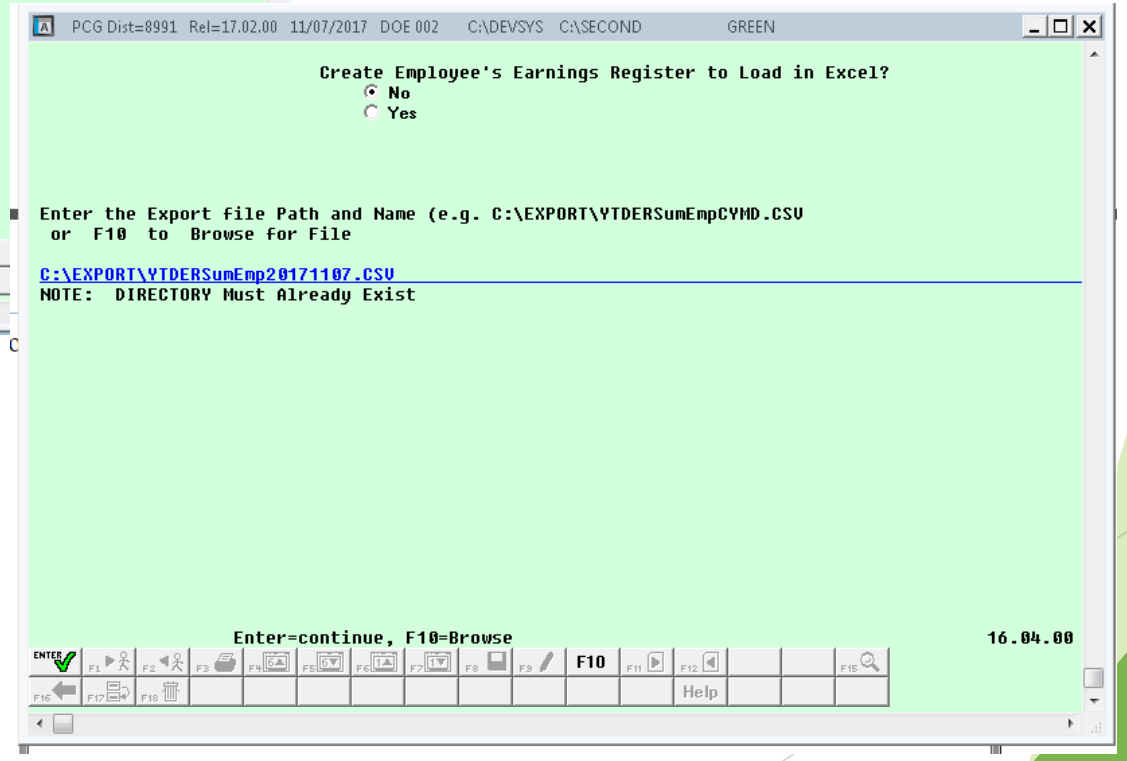
To prepare to print W2's (PF2)(PF10)(PF13)

1 Print a *Year-to-Date (YTD) Earnings' Register*



Leave blank to get all Employee's





No Errors

Subsequent pages of the report summarize Earnings History information for each employee for the time period specified. Separate summaries are given for Medicare Only totals.

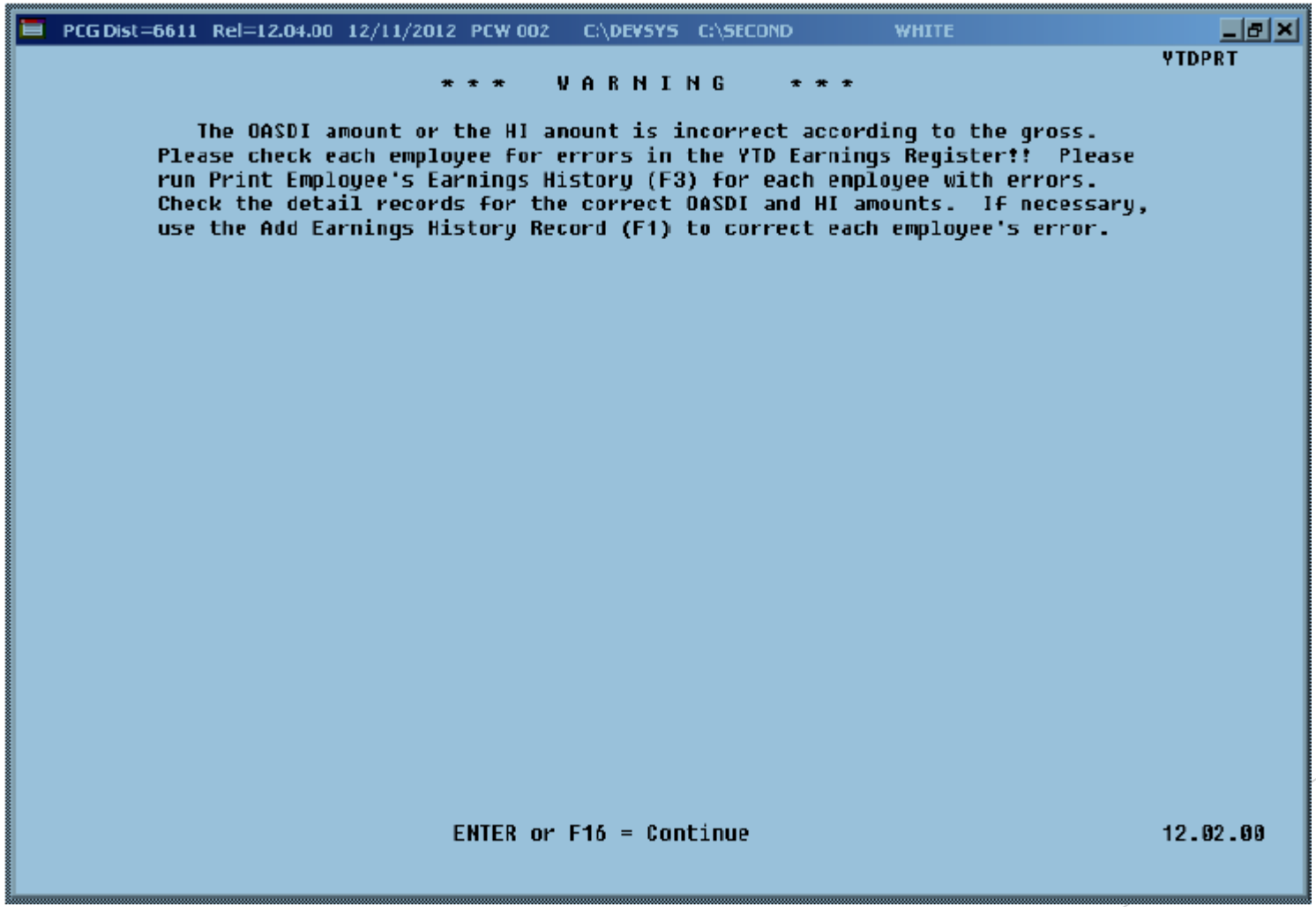
```
EMP #: 89362       NAME:   YA4CEY, R04ELIA                    CLASS: 09
                        8,917.48              8,917.48              8,917.48    8,917.48    8,917.48              6,107.84
  1137.80 /03   399.64 /04    55.00 /50   535.04 /82   552.88 /85   129.28 /86

EMP #: 89054       NAME:   YA5EZ, CL5RENCE                    CLASS: 01
                       17,411.12             17,411.12             17,411.12   14,803.64   14,803.64             11,050.48
   915.52 /03   602.20 /04  1786.68 /09    58.32 /17   404.80 /47   400.00 /54    16.00 /56  1044.68 /82   917.80 /85   214.64 /86
  2607.48 /87

EMP #: 88611       NAME:   YI7, N07BERT                       CLASS: 02
       .50             5,572.03              5,572.03              5,572.03    5,572.03    5,572.03              4,719.35
    62.94 /04    29.16 /17   334.32 /82   345.45 /85    80.81 /86

EMP #: 89687       NAME:   ZE9EDA, L09D                       CLASS: 01
      6.00            20,477.08             20,477.08             20,477.08   19,104.52   19,104.52             14,541.87
   993.32 /03   765.88 /04   967.76 /09    58.32 /17   404.80 /47    55.00 /50  1228.64 /82  1184.48 /85   277.01 /86  1372.56 /87
```

REPORT DATE 11/07/2017 EARNINGS HISTORY REGISTER FOR 01/01/17 THRU 12/31/17

CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR HOURS	3.50	7,604.25	7,607.75
	OVERTIME HOURS		129.00	129.00
	REGULAR GROSS	3,249,309.28	1,324,756.78	4,574,066.06
	OVERTIME GROSS	4,991.00	8,016.80	13,007.80
	CONTRACT GROSS			
	TOTAL GROSS	3,254,300.28	1,332,773.58	4,587,073.86
	GA TAXABLE GROSS	2,813,983.10	1,174,096.80	3,988,079.90
	FED. TAXABLE GROSS	2,813,983.10	1,174,096.80	3,988,079.90
	PSERS GROSS		413,811.89	413,811.89
	TRS GROSS	3,159,016.82	730,822.18	3,889,839.00
	OLDERS GROSS			
	NEWERS GROSS			
	OASDI GROSS	3,072,134.52	1,225,650.31	4,297,784.83
	HI GROSS	3,072,134.52	1,225,650.31	4,297,784.83
	GHI GROSS			
01	EMPLOYEE ANNUITY	57,610.00	7,604.00	65,214.00
02	EMPLOYEE 2ND ANNUITY	11,000.00	100.00	11,100.00
03	FED W/H TAX	286,555.81	59,967.09	346,522.90
04	GA INCOME TAX	131,158.42	34,066.19	165,224.61
08	NONCERTIFIED MERIT		88,049.42	88,049.42
09	CERTIFIED MERIT	137,287.94		137,287.94
16	VENDOR 000012	2,062.84		2,062.84
17	VENDOR 000016	6,596.00	1,314.80	7,910.80
18	COURT W/H	11,100.00	7,760.00	18,860.00
20	COURT W/H	1,407.60		1,407.60
36	VENDOR 005347	448.00	108.00	556.00
39	COURT W/H		940.92	940.92
40	VENDOR 003909	400.00		400.00
41	COURT W/H		627.28	627.28
42	BOARD MEMBER MERIT		275.84	275.84
44	I-VNDR 005945	730.80	860.32	1,591.12
45	I-VNDR 005945	2,556.48	586.56	3,143.04
46	I-VNDR 005945	615.68	76.79	692.47
47	I-VNDR 005946	29,395.16	12,768.49	42,163.65
48	I-VNDR 005947	4,152.42	2,536.97	6,689.39
49	VENDOR 005948	100.00	184.00	284.00
50	VENDOR 005949	5,200.23	4,107.43	9,307.66
51	VENDOR 005949	4,526.64	2,551.64	7,078.28
52	VENDOR 005949	2,739.68	1,262.08	4,001.76
53	VENDOR 005949	3,287.24	1,174.92	4,462.16

The final page(s) of the report identifies Certified/Non-Certified employees' overall and net totals, and employee totals. Use this information in W-2 Statement Balancing. Where appropriate, the page lists voided payroll checks and voided direct deposits.

OASDI Errors look at error report for the employee If the *OASDI/HI Warning* screen displays, select **Enter** and access the Queue Print Manager to print the Earnings Register. Print the *Employees' Earnings History Report*, and verify the OASDI and HI totals are correct. Where applicable, add an earnings history record to correct this error. After making the appropriate modifications, repeat this procedure beginning at *Step 1*.

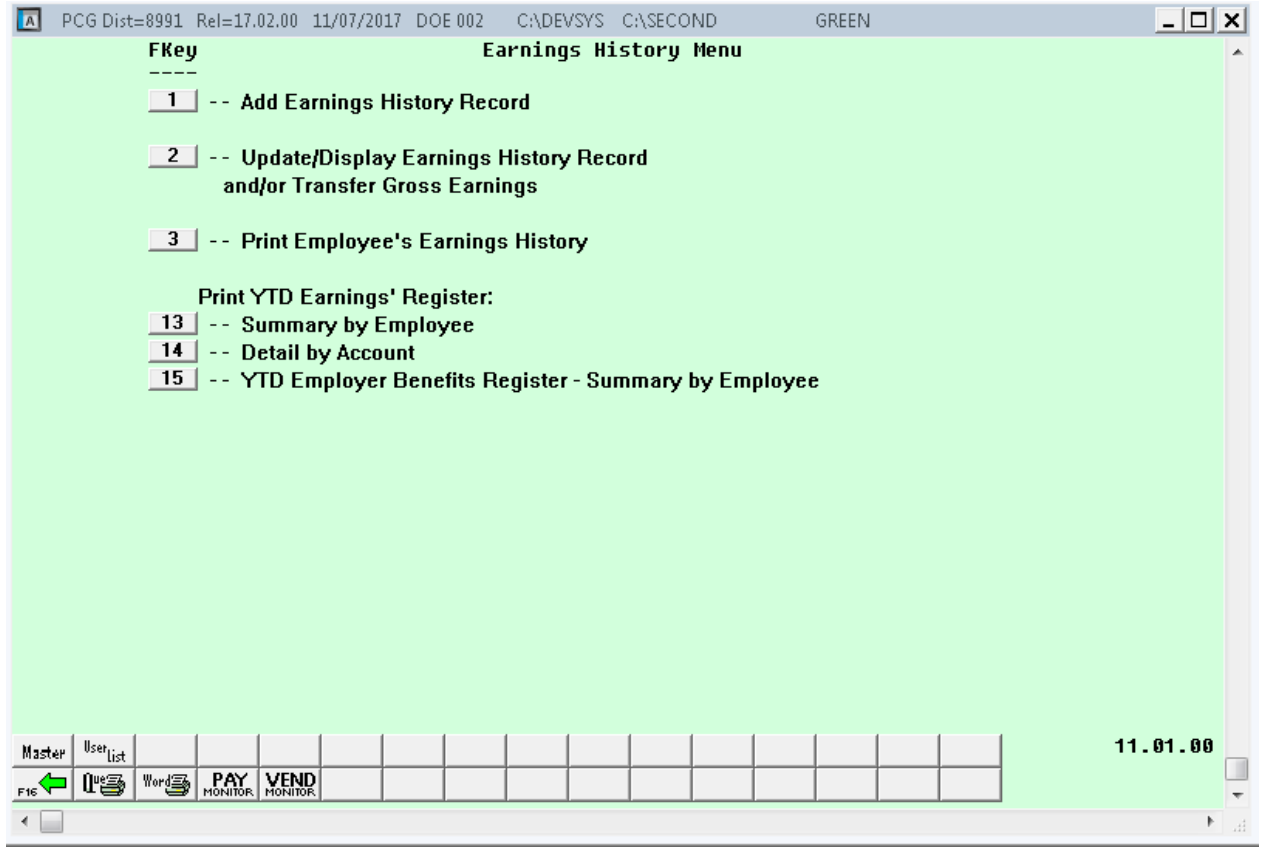


2 Print a *Year-to-Date (YTD) Earnings' Register: YTD Employer Benefits Register – Summary by Employee*.

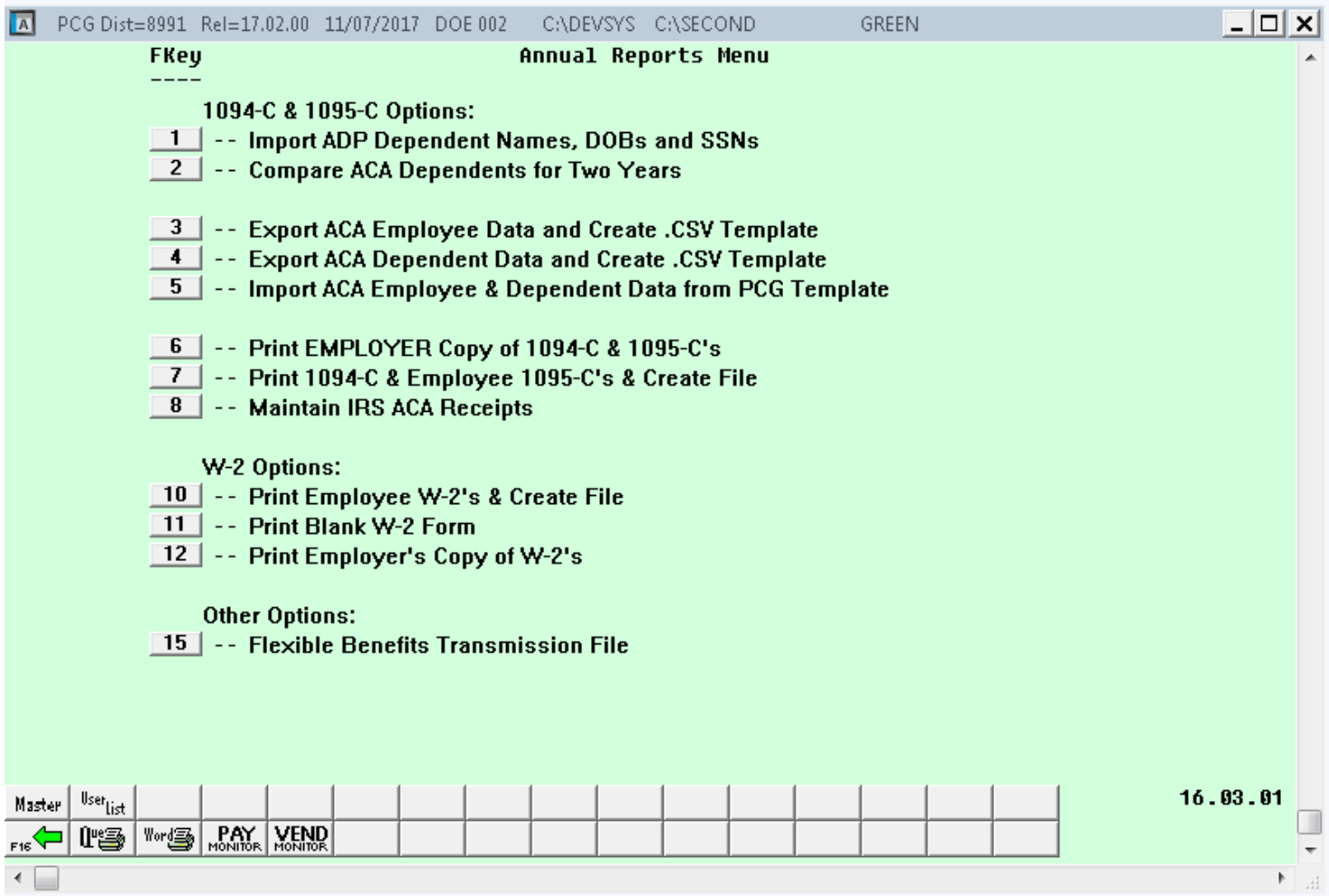
Printing a Year-to-Date (YTD) Summary by Employee Earnings Register provides the instructions to print the YTD earnings history information.

3 Print the *Employer Copy* of the W-2s and verify the *W2 Form Printing – Successful Completion* screen's totals are correct.

Year-to-date (YTD) earnings history information must be printed and verified against the *Employer Copy* of the W-2s before the *Employee Copy* of the W-2s are printed



Print W-2's (PF2)(PF4)(PF10) Employee (PF12) Employer



After W’2’s are Complete upload files to IRS

- Carefully verify the school district or system totals. Also verify the number of *Medicare* and *Non-Medicare* employees, and ensure that the total number of W-2s printed is correct.

Two files are created that need to be uploaded to the IRS

```
PCG Dist=8991  Rel=14.04.00  01/08/2015  PCW 003   C:\DEVSYS  C:\SECOND        WHITE
                                                                                W2SSA
                    * * *   W2 Electronic Media   * * *

                     ------ Successful Completion ------

The data file that was created must now be sent to the Federal government.
Transmit the file created per instructions.

---------- Files Created ----------

C:\SECOND\PAYSSA\W2REPORT
C:\SECOND\PAYSSA\1003.CSV

---------- W2REPORT File Totals ----------

Total Number Of W2's For Medicare Only (HI Only) Employees =      0
Total Number Of W2's For FICA (HI and OASDI)     Employees =    313

---------- G-1003 STATE INFORMATION ----------

Grand total GA state wages:            6,684,223.81
Grand total GA state tax:                293,347.18

        ENTER or F16 to Exit, F17 to print the screen                   14.04.00
```

Common Error with G1003

- Opening the file in excel will change the date format. Need to make sure files is saved as CSV. If you have an issue contact the help desk.
- Date format should be YYYY-MM-DD
- When you log into the DPOR make sure you choose want to upload a file.
- The files should be found on the K: second/gosend