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).
### 1099 Vendor Information Processing Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Update the IRS 1099 Control Information screen.</td>
</tr>
<tr>
<td>2</td>
<td>Add new 1099 vendor information.</td>
</tr>
<tr>
<td>3</td>
<td>Update existing 1099 vendor information, where appropriate.</td>
</tr>
<tr>
<td>4</td>
<td>Print the 1099 Vendor Edit Listing.</td>
</tr>
<tr>
<td>5</td>
<td>Mass update 1099 vendor claims as needed.</td>
</tr>
<tr>
<td>6</td>
<td>Perform 1099 Accounts Payable (A/P) claims maintenance by identifying the 1099 claims.</td>
</tr>
<tr>
<td>7</td>
<td>Perform 1099 Accounts Payable (A/P) journal voucher maintenance by identifying the journal entry posted 1099 claims.</td>
</tr>
</tbody>
</table>
| 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

   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**.
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.
Let's 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.
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
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:

Enter = Continue, F16 = Exit

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

Enter Period Ending: **11 07 17** (MM/DD/YY)

Enter 'N' next to Reports to be Printed:

- MRPT0810 - Detail of Investments
- MRPT0840 - Combined Journal by Bank and Fund
- MRPT0850 - Summary of Balances by Bank and Fund
- MRPT0900 - Cash Journal by Bank and Date
- MRPT0910 - Revenue Journal Detail
- MRPT0920 - Revenue Journal Summary
- MRPT0930 - Expenditure Journal Summary
- MRPT0940 - Expenditure Journal Summary by Function and Object
- MRPT0950 - General Ledger
- MRPT0960 - Combined Balance Sheet
- MRPT0970 - Revenue and Expenditure Comparison
- MRPT0980 - DE FORM 0396 (General Fund)
- MRPT0990 - DE FORM 0396-SFS (School Food Service)
- MRPT1000 - DE FORM 0396-150 (Consolidated Fund)

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

ENTER = Continue, F16 = Reenter/Exit

17.01.00
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
## W-2 Statement Processing Checklist

Follow these steps in the order presented.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Print a Year-to-Date (YTD) Earnings’ Register: Summary by Employee.</td>
</tr>
<tr>
<td>2</td>
<td>Print a Year-to-Date (YTD) Earnings’ Register: YTD Employer Benefits Register – Summary by Employee.</td>
</tr>
<tr>
<td>3</td>
<td>Print the Employer Copy of the W-2s and verify the W2 Form Printing – Successful Completion screen’s totals are correct.</td>
</tr>
<tr>
<td>4</td>
<td>Balance the W-2s against the Year-to-Date Earnings Register’s results.</td>
</tr>
<tr>
<td>5</td>
<td>Print the Employee Copy of the W-2s and create the W2REPORT file.</td>
</tr>
<tr>
<td>6</td>
<td>Reprint W-2s and recreate the W2REPORT file as needed.</td>
</tr>
<tr>
<td>7</td>
<td>Download and install the AccuWage software for the current calendar year.</td>
</tr>
<tr>
<td>8</td>
<td>Verify the SSA file(s) via AccuWage.</td>
</tr>
</tbody>
</table>
| 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.

<table>
<thead>
<tr>
<th>EPD #</th>
<th>XREF</th>
<th>NAME</th>
<th>CLASS</th>
<th>01-02-03</th>
<th>01-02-03</th>
<th>01-02-03</th>
<th>01-02-03</th>
<th>01-02-03</th>
<th>01-02-03</th>
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</thead>
<tbody>
<tr>
<td>9982</td>
<td></td>
<td>YACRY, ROAELIA</td>
<td>08</td>
<td>9,217.40</td>
<td>6,317.40</td>
<td>9,217.40</td>
<td>6,217.40</td>
<td>9,217.40</td>
<td>6,107.60</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1,137.60</td>
<td>588.64</td>
<td>65.00</td>
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<td>552.58</td>
<td>129.28</td>
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<tr>
<td>9984</td>
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<td>VAGP2, CLORENCE</td>
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<td>17,411.12</td>
<td>17,411.12</td>
<td>17,411.12</td>
<td>17,411.12</td>
<td>11,550.62</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>216.62</td>
<td>522.20</td>
<td>635.65</td>
<td>826.14</td>
<td>1402.60</td>
<td>217.60</td>
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<tr>
<td>9987</td>
<td></td>
<td>V72, HOBERT</td>
<td>02</td>
<td>5,572.00</td>
<td>5,572.00</td>
<td>5,572.00</td>
<td>5,572.00</td>
<td>5,572.00</td>
<td>4,719.35</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>52.54</td>
<td>39.23</td>
<td>34.54</td>
<td>33.81</td>
<td>33.58</td>
<td>50.00</td>
</tr>
<tr>
<td>9988</td>
<td></td>
<td></td>
<td></td>
<td>999.32</td>
<td>768.70</td>
<td>907.95</td>
<td>80.32</td>
<td>454.00</td>
<td>82.00</td>
</tr>
</tbody>
</table>

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

--- U2 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:\CASECOND\4WSS0\4WSSR\1001.CSV

------ WEREPORT 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 = 513

------ 6-1003 STATE INFORMATION -------

Grand total GA state wages: 6,848,223.81
Grand total GA state tax: 2,935,847.18

ENTER or F10 TO EXIT, F17 TO PRINT THE SCREEN
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