



United States

2019 Year End Presentation

Our Goal

By the end of the session you will be able to accomplish the necessary year end procedures for Accounts Payable and Payroll

Year End Documentation on Website

United States

Customer Support Website

<http://www.computerguidance.com>

Login Requirements:

User Name: Customer Number

Password: Zip Code

Documentation Available under:

Resources >

QE and YE Documentation >

2019 U. S. Year End Documentation

Print this documentation and read it!!

Hospital Forms Service/Forms Management Services

Contact Information is on

Slide 123 Below

CGC Supported Forms are listed in Year End documentation.



Accounts Payable

□ Objective

- Maintain or create 1099 Type Codes
- Print 1099 Forms
- Create the 1099 Electronic File



What Is New?

Restore 1099 eForms

The following forms have changed and must be restored before printing final 1099 eForms for year 2019

1099-MISC

1099-B

1099-INT

1099-DIV



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1099 / T5018 Reconciliation

Reports and/or Options Used to Reconcile Year End

Verify Employer Federal ID Number in Payroll Defaults

Vendor Master Listing / IDI is used to verify and maintain

Vendor Name

Address

Code

Tax ID Number

Sole Proprietor Information

State 1099 Selection File is used to maintain state codes for Electronic Media filing for combined Federal/State

Create 1099/ T5018 Code Listing / IDI to verify Type Codes



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1099 / T5018 Reconciliation

Create **1099/T5018 Register** to verify Vendor Information and Box Amounts

Run **History Report by Vendor Number** to get further detail on specific vendors

Use **AP 1099/T5018 Code Maintenance** to maintain codes by vendor and/or invoice

Run **Register or Print 1099/T5018 Forms** to get order count

Details to Follow:



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Payroll Defaults

Admin > Application Installation > Set-Up Default Values >

Payer's Federal ID Number

Verify the Federal ID number is correct

It is located on the 2nd screen of the Payroll Defaults

System Administration		Payroll		SYS50402	
Return					
I/C G/L Number					
Pay	2299.00000.000	Rec	1299.00000.000		
G/L Numbers					
Bank	1000.20000.000	J/C Alloc	6000.00000.000		
I/C Cash Co/Div	0 0	P/R Accr	2404.00000.000		
Federal ID	11-2233445	Earn Method	Post Earnings by Check Date		
Check Rec	<input checked="" type="checkbox"/>	Start Day Cert P/R	1		



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Vendor Master Maintenance

Accounts Payable > Maintenance >

Use the **Vendor Master Listing / IDI** report to verify vendor name, address, tax ID #, etc.

Sole Proprietor - if the Proprietor Name field on the **General 2 Tab of Vendor Maintenance** is populated, then this name will print on the 1099 Form, not the Vendor Name (DBA info). This meets the IRS Publication 1220 specifications

Note:

DBA1 and DBA2 will allow 40 characters each and are now available as merge fields for the 1099 eForm to replace the Vendor Name / Proprietor Name

This is an all or nothing decision as this will affect the way electronic filing is processed

Examples of both the Vendor Master Report and the IDI Report are on the next 2 slides



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IDI - Vendor Master Listing

Accounts Payable > Listing

Vendor No.	Vendor Name	Address 1	Address 2	City	St/Prov	Zip/Postal Code	Abbreviation	Phone	Fax	Job No	Sub Job	Alt Vend No	Alt Vend Name	Term Code	1999 Form Required	Federal I.d. No.	Vendor Type	Minority Code	Entry Date	P.S.T. Reg. No	Contact Name
1	Vendor 1 Construction	NOURISHING THE WORLD	TALK TO EVERY ONE	RELIV CITY	CR	852047777	bbb ven 1						Vendor 1 Construction	0		86-4564	P		0 09/23/2003		
2	Leisel's Construction	150500 North Scottsdale-E	Suite 123456 -----E	City of My Dreams	XX	99887825	AAALEISEL	(480) 444-7000	(480) 444-7001	NICK		98765	Leisel's Construction	4		555-12-2020	P		0 09/15/1999		
4	Sitting Bull Trading Post	Fort Apache Compound	145 Sagebrush Way	Tuba City	MD	854784321	SITTING						Sitting Bull Trading Post	G		86-55555	P		0 01/29/2004		
8	Connecticut Vendor	100 West Yankee Dr		Hartford	CT	06001	CONNECTICU						Connecticut Vendor	G		86-145114			0 08/03/2007		
9	Nine Ways to Win	1404 N West		Florence	AZ	85146	NINE WAYS						Nine Ways to Win						0 02/08/2012		
10	Common Vendor	100 West Commerce Rd.--E	Suite 1050-----E	Phoenix-----E	AZ	850101111	COMMON VEN	(789) 123-4567					Common Vendor	M		777-88-999			0 04/01/1998		
21	AAA Vendor ----->	ADDRESS LINE 1 ----->	ADDRESS LINE 2 ----->	CITY OF VENDOR -->	AZ	885522100	aaa			NICK			AAA Vendor ----->	1		555-30-1245			0 01/20/2003		
22	Ab Sub-contractor						aB SUB-CON	(602) 844-8585					Ab Sub-contractor	7		666-55-4444			0 02/24/1998		
24	C-clean Up Contractor	150 Go Anywhere Land		Nephi	AZ	85555	C-CLEAN UP						C-clean Up Contractor						0 02/26/1998		
25	TP TEST SUBCONTRACTOR						TP TEST SU						TP TEST SUBCONTRACTOR						0 09/20/2011		
30	Office Supplies	100 East Broadway		Mesa	AZ	85206	OFFICE SUP						Office Supplies						0 06/17/1998		
31	Vendor For Credit	Easy Street Way		Tempe	AZ	85444	VENDOR FOR						Vendor For Credit				P		0 06/17/1998		
32	Net Loss Vender						NET LOSS						Net Loss Vender						0 01/12/2000		
33	Llamas Are Us			Lima	AZ	85204	Llamas Are						Llamas Are Us						0 09/08/2006		
35	Mr Discount Vendor						Mr Discoun						Mr Discount Vendor						0 11/08/2006		
36	Cabinetts Are Us			Gilbert	AZ	85204	CABINETTS						Cabinetts Are Us						0 05/11/2007		
40	Vendor 40-----E	Address Line 1-----E	Address Line 2-----E	High Life City--e	MN	85204	VENDOR40						Vendor 40-----E	M		86-841351			0 02/14/2000		
41	Norman's Mower Service						NORMAN'S						Norman's Mower Service						0 07/23/2003		
44	Barb Pepper	Addr 1	Addr 2	Chicago	IL	45164	pepper bar						Barb Pepper	G		444-44-4444	T		0 08/10/2004		
45	Vendor 45						VENDOR 45						Vendor 45						0 02/10/2003		
47	Discount Vendor 47						DISCOUNT V						Discount Vendor 47						0 07/31/2007		
49	Barb's Barns						BARB'S BAR						Barb's Barns						0 06/08/1999		
50	Anna's Bakery	Main Street A		Ottawa	PQ	POM 1B0	ANNA'S BAK						Anna's Bakery	0		511-11-5050			0 01/15/1999		CANADA
52	Ann the Wonderful						ANN THE WO						Ann the Wonderful						0 07/17/2007		
55	Tax Vendor Test	Irs Ave.		Phoenix	AZ	85444	TAXVENDOR						Tax Vendor Test	M		333-11-8888			0 05/05/1999		



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Vendor Master Listing

Accounts Payable > Listings > XAP080 (Numeric) - APP088 (Alpha)

DATE 11/19/12		XAP080		90 001 Karroll's Construction370-30EE		TIME 10.06		PAGE 1		
VENDOR MASTER LISTING										
VENDOR	VENDOR NAME	VENDOR ADDRESS 1	VENDOR ADDRESS 2	VENDOR ADDRESS 3	ABBREV	TERM	1099	FEDERAL ID	TYP	MIN CDE ENTERED
00001	Vendor 1 Construction	NOURISHING THE WORLD	TALK TO EVERY ONE	RELIV CITY	CR 852047777 bbb ven 1	04		86--4564	E	0 09/23/2003
00002	Leisel's Construction	150500 North Scottsdale-E	Suite 123456 -----	---E City of My Dreams	XX 99887825 AAALISEL					
	Leisel's Warehouse bldg..	1234567890 Main Street-->	Delivery Dock #88552----	> City of my dreams2	AZ 99887825 SHIP					
NICK	480 444-7000	480 444-7001	98765	10	555-12-2020					0 09/15/1999
00004	Sitting Bull Trading Post	Fort Apache Compound	1475 Sagebrush Alley	Tuba City	MD 854784321 SITTING					
				G	86-55555				Z	0 01/29/2004
00008	Connecticut Vendor	100 West Yankee Dr		Hartford	CT 06001 CONNECTICU					
				G	86-145114					0 08/03/2007
00009	Nine Ways to Win	1404 N West		Florence	AZ 85146 NINE WAYS					



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Vendor Master Maintenance

Accounts Payable > Maintenance >

1099 / T5018 Fields

Tax ID Number Type

Federal - Identifies the number entered into the ID Number field as the Vendor's Federal ID Number

Social Security – Identifies the number entered into the ID Number field as the Vendor's Social Security Number

Tax ID Number - Vendor's Federal Identification or Social Security Number is required if you are going to process a Form 1099/T5018 for this vendor

1099/T5018 Code - This code identifies the type of 1099/T5018 form to print and the box number to use. Note: If a 1099/T5018 code has been entered in this field, with the tax ID number type of 1 or 2, Federal ID/Social Security, the tax ID Number is required

Print When 1099/T5018 Code in Vendor Master - in Print 1099/T5018 forms, will determine if the code is a required field in the Vendor Master File. The code can be entered or changed during invoice entry

T5018 for Canadian Companies - require an 'S' code in the vendor master file for T5018 forms to print



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Vendor Master Maintenance

Accounts Payable > Maintenance >

1099 / T5018 Fields

Proprietor Name

The name entered here prints on the first line in the recipients box of the 1099/T5018 form

The remainder of the information prints from the Vendor Master file Remit To information

FATCA - flag in the vendor master which will print on 1099 form



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Vendor Master Maintenance

Accounts Payable > Maintenance >

The following three fields are used exclusively by the 1099/T5018 Programs

State Abbreviation - entered here prints in front of the State ID whenever State ID is printed

Country Name - As an option, enter the country in which the vendor resides

If this feature is used it must be used for ALL Vendors!

DBA1 – 40 character field to replace Vendor Name / Proprietor Name

DBA2 – 40 character field to replace Vendor Name / Proprietor Name

Must add merge field in 1099 eForm to use



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State 1099 Selection File

Accounts Payable > Maintenance >

Maintain State Records

Fields used to maintain state records for Electronic Media Federal/State combined filing

Enter the State Abbreviation

Enter IRS State Code

Special Data Entry is optional

The **State 1099 Selection File** allows the combined federal/state 1099 Electronic Media for states that require this information. Refer to the **Year End Documentation** to determine which states are included with the Federal electronic file.

Note: If any records are found in this file, and you specify "Combined Federal and State" when you create Electronic Media, then the 1099 diskette will be processed as a combined Federal/State filing



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State 1099 Selection File

Accounts Payable > Maintenance>

Processing will be for Federal only if no state 1099 selection records are found

Enter the State Abbreviation of the state for which you would like to maintain a 1099 record, or click the drop-down prompt to select from a list

State abbreviations are listed in the Year End Documentation

IRS State Code is prescribed by the IRS

Special Data Entry is optional and, if required, is dictated by the taxing location (state or local)



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1099/T5018 Code Table Listing Report – IDI

Accounts Payable > Listings >

Type Codes for the following forms:

1099 MISC – Impact, eForms (Type 3)

1099 Broker – eForms (Type 1)

1099 Dividend – eForms (Type 2)

1099 Interest – eForms (Type 4)

T5018 – pre-printed laser, eForms (Canadian only) (Type 3)



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IDI - 1099/T5018 Code Table Listing

Accounts Payable > Listings >

Code ^	Description	1099 Box	Forms Type
0	FEDERAL INC TAX W/H BOX4	4	1
1	INT INCOME NOT IN BOX 3	1	4
2	EARLY WITHDRAWAL PENALTY	2	4
3	INTRST ON BONDS & TREAS	3	4
4	FED INCOME TAX WH BX 4	4	4
5	INVESTMNT EXPENSES	5	4
6	FOREIGN TAX PAID	6	4
7	TOT ORDINARY DIV BOX 1A	1A	0
8	QUALIFIED DIV BX 1B	1B	0
A	RENTS BOX 1	1	0
B	ROYALTY BOX 2	2	0
C	OTHER INCOME BX 3	3	0
D	FED INCOME TAX W/H BX 4	4	3
E	FISHING BOAT PROCEEDS BX5	5	3
F	MEDICAL & HEALTH BX 6	6	3
G	NON EMPLOYEE COMP BX 7	7	3
H	SUB PMTS IN LIEU BX 8	8	3
I	CROP INSURANCE PROCEEDS10	10	3
J	State Tax wheld Box 16	16	3
K	GRS PRCEEDS TO ATTNY BX14	014	3
L	SEC 409A DEFRLS BOX 15A	15A	3
M	SEC 409A INCOME BX 15B	15B	3
N	TOT CAPTL GAIN DISTR BX2A	1A	2
O	OTHER INCOME	003	3
P	SECTION 1202 GAIN BX 2C	2C	0
Q	COLLCTBLS (28%)GAIN BX2D	2D	0
R	Rent	03	0
S	Canadian Type S	22	0
T	FED INCOME TAX W/H BX 4	4	2
U	INVSTMNT EXPENSES BX 5	5	2
V	FOREIGN TAX PAID BX 6	6	2
X	NON CASH LIQDTN DIST BX9	9	2
Y	STOCKS, BONDS, ETC BOX2	1D	1
Z	BARTERING,BOX 3	13	1



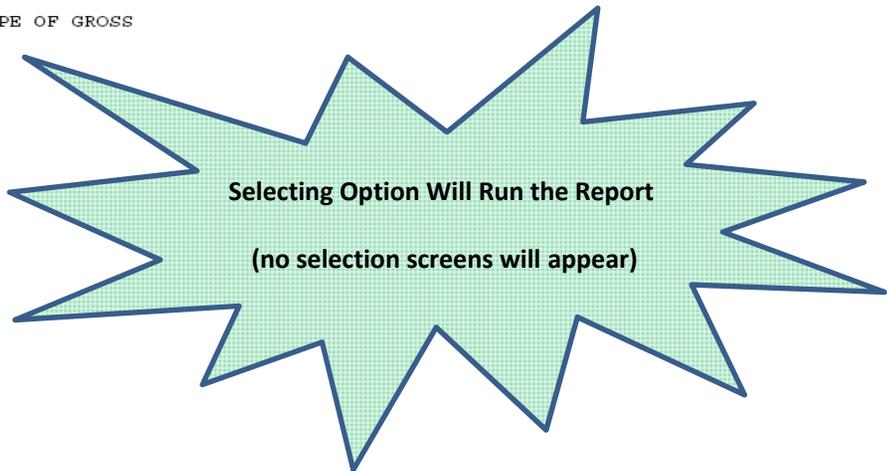
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1099/T5018 Code Table Listing Report – APP404

Accounts Payable > Listings >

DATE	APP404	90 001 Karroll's Construction370-30EE	1099/T5018 CODE MASTER LISTING	TIME: 13.51.46	PAGE 1
CODE	DESCRIPTION	BOX	FORM TYPE	TYPE OF GROSS	
A	RENTS BOX 1	1	Misc		
B	ROYALTY BOX 2	2	Misc		
C	OTHER INCOME BX 3	3	Misc		
D	FED INCOME TAX W/H BX 4	4	Misc		
E	FISHING BOAT PROCEEDS BX5	5	Misc		
F	MEDICAL & HEALTH BX 6	6	Misc		
G	NON EMPLOYEE COMP BX 7	7	Misc		
H	SUB PMTS IN LIEU BX 8	8	Misc		
I	CROP INSURANCE PROCEEDS10	10	Misc		
J	State Tax wheld Box 16	16	Misc		
K	GRS PRCEEDS TO ATTNY BX14	014	Misc		
L	SEC 409A DEFRLS BOX 15A	15A	Misc		
M	SEC 409A INCOME BX 15B	15B	Misc		
N	TOT CAPTL GAIN DISTR BX2A	2A	Div		
O	UNRECAP SEC 125 GAIN BX2B	2B	Div		
P	SECTION 1202 GAIN BX 2C	2C	Div		
Q	COLLCTBLS (28%)GAIN BX2D	2D	Div		
R	Rent	03	Div		



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1099/T5018 Type Code Table Maintenance

Accounts Payable > Maintenance > Selection - Screen 1

Type Codes are user-defined and are used to assign box number, form types and type of gross

They are system-wide and are the same for all Co/Div

Codes can be assigned to invoices during A/P Entry and at Open Payable Maintenance time

You may need to add or edit 1099/T5018 code types

Codes require descriptions and box numbers

Consult your CPA or tax department for the appropriate information before adding or editing type codes



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1099/T5018 Type Code Table Maintenance

Accounts Payable > Maintenance > Detail - Screen 2

Description - Enter a description for code

Box Number - Enter the appropriate box number

Invoices coded with this type code will be included in this 1099/T5018 box number

Form Type

Select one of the Four Types of Forms We Support

- 1 = Broker (requires a CUSIP number)
- 2 = Dividend
- 3 = Miscellaneous
- 4 = Interest

Type of Gross – required for form 1099-B (Broker)



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Print 1099/T5018 Register – APP684

Accounts Payable > Annual >

Box 001	Box 002	Box 003	Box 004	Box 005	Box 006	Box 007
Box 008	Box 010	Box 016	Box 014	Box 15A	Box 15B	
----- Vendor -----						
Number	Name	ID Number	Proprietor Name			
4	Sitting Bull Trading Post	86-55555				
					3,047.11	3,047.11
44	Barb Pepper	444-44-4444				
					1,250.00	1,250.00
636	High Tower Builders	86-159753				
	636.00					
Total for 1099-Misc					3,047.11	4,297.11
	636.00					

1099 Register used to Verify Amounts by Vendor

Ties back to 1099 / T5018 Individual Form

Ties back to 1099 / T5018 Form Recap



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A/P History Report by Vendor Number – APP056

Accounts Payable > History >

Select for **Specific Vendor**

Select for **Specific Range of Check Dates**

This report is used to identify the Pay Select numbers which may be used for individual invoices 1099/T5018 code maintenance

1099/T5018 reporting is based on **Check Date** not Entry or Journal dates

Vendor Total is equal to the **Vendor's Individual Form** and **Total for Register**, if all payments are subject to 1099/T5018 Reporting



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A/P History Report by Vendor Number – APP056

Accounts Payable > History >

Date 11/20/12		APP056		90 001 Karroll's Construction370-30EE				Accounts Payable History by Vendor - Summary		Time 10.33	Page 1
Number	Date	Description	Pay JobXXX Sub Sel Number Job Description	Invoice Vouch Amount No.	Date Paid	Check Number	Discount Amount	Check Amount			
-----I N V O I C E -----											
00004 Sitting Bull Trading Post											
1242012	01/27/2012	test 1099	5731	822.00	01/27/2012	901476		822.00			
821PROG	06/21/2012		5747 NICK Nick's Jo	4,500.00	06/21/2012	10622		4,500.00			
Vendor Total				5,322.00			.00	5,322.00			
00050 Anna's Bakery											
2212012	02/21/2012	test void	5735	4,500.00	02/21/2012	9221		4,500.00			
2212012	02/21/2012	test void	5735	4,500.00-	02/21/2012	9221		4,500.00-			
Vendor Total				.00			.00	.00			
00222 All Purpose Vendor											
3312012	03/31/2012	Test Entry Da	5744 NICK Nick's Jo	333.31	04/18/2012	10621		333.31			
Vendor Total				333.31			.00	333.31			
Division Total				5,655.31			.00	5,655.31			

Report has further detail on specific vendors



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A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Type Codes assigned to an Invoice Detail records control which box and amounts will be reported on the form

Code Maintenance is used to maintain codes assigned to invoice detail records

Codes can be added or removed by

Vendor/Pay Select Number

Vendor/Code/Date



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A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Change by Vendor/Pay Select Number

Vendor Number- Enter valid Vendor Number, or click drop-down prompt to display selection list

Pay Select - Enter valid Pay Select Number, or click the drop-down prompt arrow to display a selection list

Click **OK** to advance to the next screen

Enter correct 1099/T5018 code in the **New** field, or click drop-down prompt to display selection list - field may be left blank

Click **OK** to accept



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A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Change by Vendor to Specific 1099/T5018 Code

Enter **Vendor Number**, or click the drop-down prompt to select from a list

Leave **Pay Select Number** field blank

Enter a **From Code** and a **To Code**. These fields are used to change from one 1099 code to another, or to specify a code when none is currently being used. The **To Code** must already be setup in Type Code Maintenance

Remove a 1099/T5018 Code by entering

From Code = current code, To Code = blank

Enter a **From Check Date** and a **To Check Date**, or use the Calendar to insert the dates

These entries are used for invoices that are either partially or fully paid

Leaving the Pay Select field blank changes the codes for all partially or fully paid invoices within the date range specified

Click **OK**



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A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Change by Vendor to Specific 1099/T5018 Code

The vendor name and address will appear on the screen for verification purposes

Click **OK** again to accept this change

If you click **Exit** or **Previous**, the codes will *not* be changed

Clicking **exit** will cancel your changes and exit

Clicking **previous** will cancel your changes and return you to the previous screen



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Accounts Payable Year End Reports

Year End Reports

Annual Vendor Report

Update Current Year Vendor File

Print 1099 Register

Example of Annual Vendor Report shown on next slide

Update Current Year Vendor File moves current YTD amounts to Prior Year and zeros Current Year fields

Re-Run 1099 Register for Verification



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Annual Vendor Report

Accounts Payable > Annual >

This report is optional and will not affect 1099 processing

It prints summarized history of activity for each vendor for both current and prior year and is used to verify whether a 1099 form is required

When you select the option the report runs automatically



Report Example on Next Slide



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Annual Vendor Report

Accounts Payable > Annual >

DATE 11/26/12		APP062		90 001 Karroll's Construction370-30EE		VENDOR MASTER FILE ANNUAL REPORT		TIME 9.35	PAGE 1
VENDOR NUMBER	VENDOR NAME AND ADDRESS	VENDOR NAME ABBRV	VENDOR TELEPHONE NO.	DOL. TO DATE DIS. YTD	DOL. TO DATE DIS. LAST YR	DOL. YTD DIS. LOST YTD	DOL. LAST YR DIS. LOST LAST YR	PAY DATE	
00001	Vendor 1 Construction NOURISHING THE WORLD TALK TO EVERY ONE RELIV CITY	bbb ven 1	0000000	151,023.49	.00	.00	.00	00/00/0000	
	CR 852047777			.00	.00	.00	.00		
00002	Leisel's Construction 150500 North Scottsdale-E Suite 123456 -----E City of My Dreams XX 99887825	AAALEISEL	4447000	242,830.57	.00	.00	.00	04/01/2008	
				.00	.00	.00	.00		
00004	Sitting Bull Trading Post Fort Apache Compound 1475 Sagebrush Alley Tuba City	SITTING	0000000	708,822.83	5,322.00	3,047.11	06/21/2012		
	MD 854784321			.00	.00	.00	.00		



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Print 1099 Forms / Magnetic Media

Accounts Payable > Annual >

Enter the **Year to Process**

Enter the **Lowest Amount Required** for Miscellaneous 1099 reporting

Print when 1099 Code in Vendor Master

Entering a **Y** will generate 1099 forms only if there is currently a code in the Vendor Master.

Entering an **N** will bypass the Vendor Master and generate 1099 forms based on what is in the AP Detail file

1099 to PC Diskette / AS400 Tape

Leave this field blank to print 1099 forms

For Electronic Media, enter a **D** to process a PC diskette or a **T** to process a tape

Selecting either of these options will display the **Create 1099 Diskette/Tape File** screen when you click **OK**

1099 Form Type

For Electronic Media, enter a 9 in this field



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Print 1099 Forms / Magnetic Media Accounts Payable > Annual >

You can print the 1099 forms and create the Electronic Media for one Company/Division, one Company/All Divisions, or All Companies/All Divisions.

One spool file per selection is created even if multiple Companies/Divisions are requested

eCMS does not combine the values of Universal Vendors for Companies/Divisions with common Federal ID numbers for 1099s

CUSIP # - Brokers only (contact tax authority) or all forms

Impact form make sure you test for proper alignment



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Print 1099 Forms / Magnetic Media

Accounts Payable > Annual >

In the **Include P/R Adjustment** and **Include H/R Benefits** fields

enter up to five payroll adjustments, or human resource benefit codes, to be printed on the 1099-MISC forms.

To print adjustments or benefit codes, you must have set them up as non-taxable

In the **1099 Form Type** field, choose one of the following (The Broker, Dividend and Interest forms can only be printed on a laser printer)

1 - Broker (requires a CUSIP number)

2 - Dividend

3 - Miscellaneous

4 - Interest

9 - All (requires a CUSIP number)

The **CUSIP Number** (Committee on Uniform Securities Identification Procedures) is 9 alphanumeric characters in length and is used to identify a security

Press **OK** to print the 1099 Forms



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Electronic Media Filing

Can be run for **All Companies/All Divisions**

Creates a **separate record** for each Co/Div

To **combine Federal / State Electronic Media reporting** use the Combined Federal / State Flag on the Transmitter Screen

PC File Transfer instructions using Client Access are in the Year End Documentation

Prior to submitting files to proper authorities ALWAYS verify that the information contained within the files is correct



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United States Payroll

□ Objective

- Verify Box Assignments and W-2 Register Information
- Prepare Year End Processing
- Run Registers
- Print Forms
- Create Electronic Media Files



What Is New?

New W-4 Form and Federal Tax Tables – 2020 FIT Tables are on the Customer Website - *Release Level 4.1 SP2 & SP3*

W2 Box 9 'Verification code' is no longer applicable. Description has been removed and W2 eForm must be restored

All Electronic Files are now in the Integrated File System (IFS)

Those files that previously went to Client Access can still be transferred using Client Access – *Release Level 4.1 SP3*

NY State Annual and Quarterly Filing - now requires total UI remuneration, gross federal wages or distribution subject to withholding and total NY state, city and Yonkers tax withheld each quarter



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What Is New?

Corrected EFW2C is now available for federal only – *Release Level 4.1 SP3*

Paid Family Medical Leave

District of Columbia – Local Tax ID – DCPFL

Massachusetts – Local Tax ID - MAPFL

Washington – Local Tax ID - PFML



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Information Verification & Processing

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Final Processing and Information Verification

Send Payroll Print Check Message to verify employee information

Update Pay Period End Table

Update EE and ER Tax Tables and any Date Sensitive Deductions / Benefits for New Year

Verify the Following Information

Company Names, Addresses and Employer Identification Numbers

Employee Full Name Fields, Abbreviation and

Individual Name Fields: First, Middle, Last Name and Suffix



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Final Processing and Information Verification

Employee Address and Social Security Number

Country Code in Employee Master

Box Assignments

Associate Locals to States for Laser W-2s

4.1 - 4.0 – W-2 Box Assignment Menu Option

3.7 - 34.3 – Laser State/Local Maintenance Menu Option

NY State must be associated with NY City and Yonkers



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Final Processing and Information Verification

Zero To Date Flags in the Distribution Master for M and H records

Reconcile Negative Values – Process Manual and Void Checks

Enter Z Box Information if applicable

Run the following Reports

W-2 Register
941 Register
HR Vacation/Sick Available Listing

Run **“Prepare Year End Files”** option with **Zero YTD Amounts field = Y**

After last payroll for reporting year
Before 1st payroll of the new year



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Checks Message

Payroll > Maintenance 2 >

Message Maintenance Selection Screen

The following fields **should be left blank** if message is to be sent to **all employees**

Job Number
Sub Job Number
Employee Class

Message Maintenance Description Screen

Enter up to **75 characters** for the check message description

Make sure employees have instructions on how to handle changes if required

Example: "Please contact the PR Department if your Name, Address or SS# is Incorrect."

This is an excellent way to get employees to verify their information is correct



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Pay Period Ending Table

Payroll > Maintenance 2 > Year and Pay Frequency Selection Screen

Pay Period Ending Date Maintenance XPR380

Company Number

Division Number

Year

Pay Frequency Code WK Weekly
 BW Biweekly
 SM Semi Monthly
 MN Monthly

941 Registers use this information to determine the EE count for the 12th of the Month

Must Setup Each Pay Frequency used
U.S. uses "Weekending Date" for the New Year

Select One of the Options Below
Create, View or Delete

Ok Exit Create View Previous Delete



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Pay Period Ending Dates

Payroll > Maintenance 2 > Detail Selection Screen

Pay Period Ending Date Maintenance XPR380

Company 15 Division 000 Year 2020

Pay Frequency Code 1st Period End Day for January

Weekly
Bi-Weekly
Semi-Monthly
Monthly

(99=Last day in month)
(99=Last day in month)

Weekly - Number Representing the day of the 1st WE Date in Jan

Bi-Weekly – Number Representing the day of the 1st WE Date in Jan

Semi-Monthly
Box 1 is the number Representing the day of the 1st WE Date in Jan
Box 2 is the number Representing the day of the 2nd WE date in Jan

Monthly
Number Representing the day of the 1st WE in Jan
Enter 99 for the final day of the month

Make entry only for Pay Frequency Code selected on Prior Screen
Leave all other fields blank



Tax Tables for New Year

Tax tables are **date sensitive** by the following

4.1 – 3.7 - Effective Date

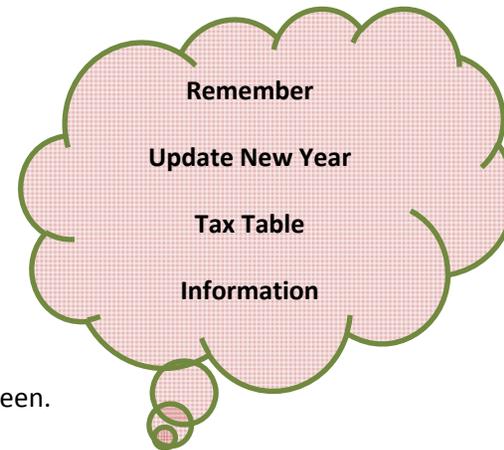
34.3 - Year

Copy Tax Table

Effective date will only copy tables with the same **from** year as the selection screen.

If you select to copy from 2019 tables to 2020, you will only copy tables that have an effective date range of 01/01/2019 through 12/31/2019

Can be created anytime. They will not be used until the new effective date



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Tax Tables for New Year

Distribution Master ER Tax Table Screen

Is no longer accessible via the Distribution Master

New and pre-existing ER tables must be updated using the ER Tax Table Option in File Maintenance

You will receive the following Error Message:

Employer (ER) Taxes must be set up in Tax Table Maintenance

Annual (AN) Tables

Are **always used** if available, without regard to the effective date for any other Pay Frequency tables

Note – Distribution Code 'N' will still have access to Distribution Master Employer Tax Screen

This is used by Canada for the ER Health Tax

Canada does not have ER Tax Tables and still need access to this screen



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Setup Default Values

Administration > Application Installation >

Verify the following information for all Companies/Divisions processing Year End

Company Name Default

Name and Address

Payroll Defaults

FICA tax limits and rates – 1st screen of Payroll Defaults (universal) and must be updated via the tax tables

SS Tax Limit – Maximum EE amount of tax to be withheld

SS Tax EE and ER Percent may or may not be the same value

Medicare Tax EE and ER Percent are currently the same value

Employer Identification Number – 2nd screen of Payroll Defaults (Company/Division specific)

Make sure test Co/Div does not have the same EIN as live Co/Div



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FICA Limits and Percentages Setup

FICA Limits and Percent

PR Default fields have been made inaccessible and will only be used for Quarterly and Year End processing if there are no SYY/SYYT files

Payroll Processing Uses the Tax Tables

You Must **Create the New Year Tables Yourself** using the **Tax Table Option**

Payroll > Maintenance 1 > Tax Tables > Employee and Employer Tables



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FICA Limits and Percentages Setup

Tax Table Setup for New Year

A = Tax table type for Social Security

G = Tax Table type for Medicare

Employer (ER) Tables

One table for each type – **A and G**

Flag '**Update FICA System Defaults**'

N = FICA System Default will not be updated with new values (default)

Y = FICA System Default will be update with new values



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FICA Limits and Percentages Setup

Employee (EE) Tables

Release 34.3

Weekly (WK) tax table entries and Tax Status of **Blank**

One table for each type - **A and G**

Flag '**Update FICA System Defaults**'

N = FICA System Default will not be updated with new values (default)

Y = FICA System Default will be update with new values



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FICA Limits and Percentages Setup

Releases 4.1, 4.0 and 3.7

Annual (AN) tax table entries and Tax Status of **Blank**

One table for each type

Flag 'Update FICA System Defaults'

Unchecked (N) = Payroll System Default will not be updated with new values (default)

Checked (Y) = Payroll System Default will be updated with new values and should NOT be done for New Year tax table until **AFTER** you have run Prepare Year End (as final)

FICA Tax Table Maintenance – Optional Values (see example on the next slide)

Maximum = FICA Tax Limit – must be populated!!!



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FICA Limits and Percentages Setup

Payroll		Tax Table Maintenance - Optional Values		Mode: Update	PRP21804	PRPM08 - 12
Pay Frequency: AN	Tax Status: 2020 - E FICA	Table Type: A	Code: 0	Effective Date: 01/01/2020		
Description:	<u>CRITICAL</u> - the Maximum Field must be Populated with the Correct TAX LIMIT					
Personal Exemptions:	<input type="checkbox"/>					
Tax Credits:	<input type="checkbox"/>					
Tax Equate Factor:	<input type="text" value="0"/>					
Standard Deduction:	<input type="checkbox"/>					
Percent:	<input type="text" value="0.0"/>					
Amount:	<input type="text" value="0.00"/>					
Minimum 1:	<input type="text" value="0.00"/>					
Minimum 2:	<input type="text" value="0.00"/>					
Maximum 1:	<input type="text" value="0.00"/>					
Maximum 2:	<input type="text" value="0.00"/>					
Federal Income Tax						
Standard Deduction:	<input type="text" value="Don't Deduct FIT"/>					
Deducted for State/Local:	<input type="checkbox"/>					
Table Basis:	<input type="text" value="Gross Taxable"/>					
Limits for State/Local Deduction						
Maximum 1:	<input type="text" value="0.00"/>					
Maximum 2:	<input type="text" value="0.00"/>					
		Gross Taxable				
		Minimum 1:	<input type="text" value="0.00"/>			
		Minimum 2:	<input type="text" value="0.00"/>			
		Minimum Tax:	<input type="text" value="0.00"/>			
		FIT Deduction Percent:	<input type="text" value="0"/>			
		Deduct FICA for State/Local:	<input type="checkbox"/>			
		Maximum:	<input type="text" value="8537.40"/>			
		State/Local Surcharge Percent:	<input type="text" value="0.0"/>			
		State Tax Rounding Method:	<input type="text" value="Nearest Penny"/>			
		Local Tax Calculation Method:	<input type="text" value="Gross Taxable"/>			
		State Number:	<input type="text" value="0"/>			
		Tax Limit for SDI & some Locals:	<input type="checkbox"/>			
		Tax Limit Amount:	<input type="text" value="0.00"/>			
		Tax Limit Type:	<input type="text" value="Pay Period"/>			



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Employee Maintenance

Payroll > Maintenance 1 > Employee Data

Verify the following information:

Full Name Field

Abbreviation Name – enter the employee’s last name using all 8 characters. If less than 8 characters you can enter the entire last name followed by a space and the first letter of the first name or as much of the first name as possible

This field is used to parse the full name field

Individual Name Fields

Employee Address

We do not recommend using special characters in the name and address fields they may cause issues with electronic files



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Employee Maintenance

Payroll > Maintenance 1 > Employee Data

Verify the following information:

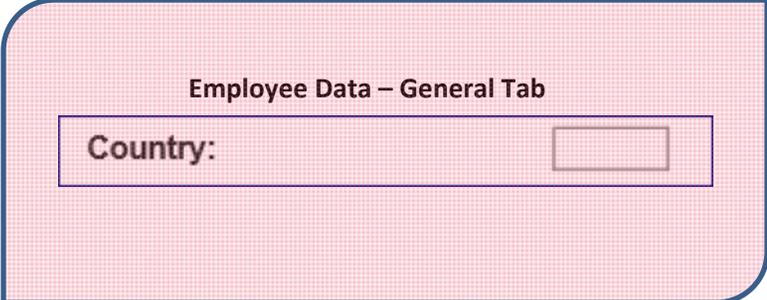
Social Security Numbers

Country Code

Next 2 slides will have additional information on

Social Security Number Verification

Country Code



Employee Data – General Tab

Country:



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Social Security Number Verification Service

Social Security Number Verification Service (SSNVS)

There are **two Internet verification options** for employers to verify that the employee names and social security numbers match SSA's records

Verify up to 10 names and SSNs (per screen) on line and receive immediate results. The option is ideal for verifying new hires

Upload batch files of up to 250,000 names and SSNs and usually receive results the next government business day. This option is ideal for employers who want to verify an entire payroll database or when hiring a large number of workers at time

While the service is available to all employers and third-party submitters, **it can only be used to verify current or former employees and only for wage reporting (Form W-2) purposes**

SSNVS Website <https://www.socialsecurity.gov/employer/ssnv.htm>



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Country Code

Payroll > Maintenance 1 > Employee Maintenance > Employee Data

If one of the following applies, leave the Country Code field blank

- One of the 50 states of the U.S.A.
- District of Columbia
- Military Post Office (MPO)
- American Samoa
- Guam
- Northern Mariana Islands
- Puerto Rico
- Virgin Islands

Otherwise, enter the applicable Country Code from the *Social Security Administration Publication No. 42-007, Appendix G*



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W-2 Box Assignments

Payroll > Maintenance 1 >

Verify Box Assignments and Description

4.1 - 3.7 – use W-2 Box Assignment option

34.3 – use Payroll Distribution Master option

Selection 'Year End Box' option (F11)

Invalid or Missing Box Numbers and Codes will cause information not to appear on Register, Forms and Electronic Media Files

Box Letters **MUST** be Capitalized – A NOT a



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W-2 Box Assignments

Payroll > Maintenance 1 >

Box assignment examples are listed in the Year End Documentation

Self Matching 'H' Record

Register will contain the Box Assignment on Both the Employee Deduction and Employer Match

Only records Assigned to Box 12DD (Health) & 12W (HSA) will print both the EE and ER information on the Form and in the Electronic Files

All other Self Matching 'H' records (401K) will print the employee deduction only

W-2 Box Assignment and Distribution Master are also located on the Annual Menu

Prior to Sending

ALL Forms & Files

Verify for Accuracy!!!



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W-2 Box Assignment

Payroll > Maintenance 1 >

Enter a New Record - new records are entered in the fields above the line

Enter **form type (W-2)** in the **Form** box, or click the prompt to select from a list

Click the **Distribution Code** prompt and select a code from the list

The **following fields will auto fill** according to the selection made from the prompt

Distribution Code

Distribution Number

Sta Number – State Code associated with a Local Code (L) in 4.1 and 4.0 only

Union Number

Deduction Type

Note: When entering Union records you will need to prompt and select the union number and type.
The system will populate the appropriate value in the distribution, union number and type code



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W-2 Box Assignment

Payroll > Maintenance 1 >

For information to appear on the Register, Forms and Electronic Media Files it must have a **Box Number** and if applicable **Code**

Box Number fields are **Numeric**

Code Letters must be **Capitalized**

Enter **Tax/Deduction Box Numbers** and codes if applicable

Enter the **Earnings Box Numbers** and codes if applicable

Only the **First Six Characters** of the description will print on the form if applicable

Check **3rd Party Sick** if applicable

Press Enter/OK to update the file

Z Boxes – created in **W-2 Box Assignment** not in the Distribution Master



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W-2 Box Assignment

Payroll > Maintenance 1 >

W-2 Box 12 – Deferred and Other Compensation

The **Box Code** assigned by the user does not necessarily correlate to the **Box Code** printed on the federal form
Form Box 12a could have a user assigned value of **12C** for Excess Life Insurance

Alpha Characters are **Used to Group** and **Sort** the information

Additional forms are created when more than **Four Coded items** are put in box 12

This is considered an **Overflow Form** and will not have the same dollar values reported on the original form

Per IRS:

Form W-2 Box 12: Deferred Compensation and Other Compensation.

There are several types of compensation and benefits that can be reported in Box 12
Refer to IRS General Instructions for Forms W-2 and W-3



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W-2 Box Assignment

Payroll > Maintenance 1 >

Box 12 will report **Single Letter or Double Letter Codes** followed by a dollar amount

Code DD—Cost of employer-sponsored health coverage

Use this code to report the cost of **Employer-Sponsored Health Coverage**

The amount reported with code DD is not taxable



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W-2 Box Assignment

Payroll > Maintenance 1 >

Directly from General Instruction for Forms W-2 and W-3:

Box 12 - Multiple forms. If necessary, you can issue more than one Form W-2 to an employee

For example you may need to report more than **four coded items in box 12** or you may want to report other compensation on a second form

If you issue a **second Form W-2, complete boxes a, b, c, d, e, and f with the same information as on the first Form W-2**

Show any items that were not included on the first Form W-2 in the appropriate boxes

Also, see the *TIP for Copy A (Form W-2) on page 15*

Do not report the same federal, American Samoa, Guam, or U.S. Virgin Islands tax data to the SSA on more than one Copy A.



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W-2 Box Assignment

Payroll > Maintenance 1 >

W-2 Box 14 – Other Information

Box 14 **alpha characters are used** to sort and the **description is used** to group

Only the **first 6 characters are used from the description** to print on the W-2

Additional forms are created when more than five coded items are put in box 14

This is considered an **Overflow Form** and will not have the same dollar values reported on the original form

Per IRS:

You may use this box for any other information you may want to give your employee. Each should be labeled

Examples: SDI taxes withheld – union dues – nontaxable income – etc.



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W-2 Box Assignment

Payroll > Maintenance 1 >

State & Local Boxes (15-20)

If **Box Code** is left **blank** the information will print in the upper portion of the W-2 Boxes 15-20.

If **'A'** is entered in the Box Code the information will print in the lower portion of these boxes

W2	T	390	000	00	19	A	20	A	SDI-PA			
----	---	-----	-----	----	----	---	----	---	--------	--	--	--

Release 4.1 and 4.0 Local Boxes will require both a local and state code



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W-2 Box Assignment

Payroll > Maintenance 1 >

Oregon Statewide Transit Tax On on W-2s

Requires 6 Digit Description which will print on the W-2

Box 20 = OR-SIT

W2	L	380	380	00	14	T	9999		OR-STT		
----	---	-----	-----	----	----	---	------	--	--------	--	--



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W-2 Box Assignment

Payroll > Maintenance 1 >

Ohio School District Identification Number on W-2s

Reporting 4-digit Ohio School District Identification Number on W-2s

Local descriptions (box 20) pull from the W-2 Box Assignment Description

Local description for Ohio to include

The 4 digit local code plus an abbreviation of the school district name or the letters “SD” for “School District”

Please note **only the 1st 9 digits are printed in Box 20**

Examples of acceptable methods: SD1904 - 1904SD or GRE1904 - 1904GRE



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W-2 Box Assignment

Payroll > Maintenance 1 >

PA Act32 – Box 20 Description

Reporting Agency 2 Digit Code

W2 Box Assignment **Tax/Ded Code Box**

Used to enter the Reporting Agency's 2 digit code which represents the tax collection district where the withheld taxes were remitted when reporting to one agency

All Act32 Locals reporting to a single agency will use the same code in the Code Box (see example next slide)

Locals NOT reporting to one agency will leave the Code Box blank. The system will then report the first 2 digits from the Local Mater Tax ID Field in Box 20 (see example next slide)



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W-2 Box Assignment

Payroll > Maintenance 1 > PAACT32 Box 20

Form	-Dist.- Code	No.	Sta	Union Number	Ded Typ	Tax/Ded Box	Code	Earnings Box	Code	Description	3rd Party Sick	Del
W2	L	393	000		00		55	18		BETHLEHEM TWP-ACT3	<input type="checkbox"/>	<input type="checkbox"/>
W2	L	394	000		00		55	18		EASTON CITY - ACT32	<input type="checkbox"/>	<input type="checkbox"/>

Used When Reporting To A Single Agency

Payroll Local Master Maintenance Mode: Update PRP11202 PRPM08 - 17

Local Number: 391

**1st 2 Digits Use (example 37)
When Code Field Above is Left Blank**

Local Name: New Beaver Buro
 Local Tax ID: 370304
 State: 390 PENNSYLVANIA
 County: 37 Lawrence
 PA ACT 32:



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W-2 Box Assignment

Payroll > Maintenance 1 >

Edit an Existing Record

Current records are listed below the line

All fields to the right of **Deduction Type** may be edited

After editing a record, press **ENTER /OK** to save

Deleting an Existing Record

Release 4.1, 4.0 and 3.7

Place an **X** in the Delete Column box that corresponds to the records you wish to delete

Click on the **Delete Button** – the line doesn't get deleted if you just click ok

Release 34.3

Place an **X** in the Delete Column box that corresponds to the records you wish to delete

Press F23 (shift F11) to delete

Search Option – available for all form types and distribution codes



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IDI - Year End Box Listing

Payroll > Annual >

Company	Division	Form Name	Distribution Code *	Distribution Number	Union	Union Deduction Type	Tax/Deduction Box Number	Local State Code	Tax/Deduction Type	Earnings Box Number	Earnings Type	Description To Be Printed	3rd Party Sick Pay Y/N	Sequence	Status
15	0 W2	A		0		0				3		FICA		1 A	1 A
15	0 W2	C		20		4		0 C				AZSUTA		1 A	1 A
15	0 W2	C		30		4		0 C				AZSUTA		1 A	1 A
15	0 W2	C		50		4		0 C				CASUTA		1 A	1 A
15	0 W2	C		310		4		0 C				UIWFSWF - NJ-SUTA		1 A	1 A
15	0 W2	C		330		4		0 C				NYSUTA		1 A	1 A
15	0 W2	C		390		9		0 A		18	A	PASUTA		1 A	1 A
15	0 W2	D		6		2		0 Q				COMBAT		1 A	1 A
15	0 W2	D		11		0		0				3RD PARTY SICK	Y	1 A	1 A
15	0 W2	D		15		2		0 B						1 A	1 A
15	0 W2	D		30		7		0				TIPS		1 A	1 A
15	0 W2	F		0		2		0		1		FEDERAL WAGES		1 A	1 A
15	0 W2	G		0		6		0		5		MEDICARE		1 A	1 A
15	0 W2	H		2		4		0 A				2%HI		1 A	1 A
15	0 W2	H		10		2		0 FF				BOX 12FF - ER BEN		1 A	1 A
15	0 W2	H		15		2		0 DD				EE INS - BOX 12DD		1 A	1 A
15	0 W2	H		16		2		0 DD				ER INS - BOX 12DD		1 A	1 A
15	0 W2	H		40		2		0				401K DEDUCTION		1 A	1 A
15	0 W2	H		202		4		0				MEDICAL INS		1 A	1 A
15	0 W2	H		401		2		0 C				401K		1 A	1 A
15	0 W2	H		502		1		0				401K		1 A	1 A
15	0 W2	H		600		2		0 Z				401K		1 A	1 A
15	0 W2	K		0		9		0						1 A	1 A
15	0 W2	L		1		9		260		18	20	ST LOUIS MO		1 A	1 A
15	0 W2	L		2		7		310 A		19	B	123456789101		1 A	1 A
15	0 W2	L		5		9		390		18		LOCAL 5		1 A	1 A



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Distribution Master Year-End Box Listing – PRP100

Payroll > Listings >

Audit W-2 Box Assignment

Distribution Code = Blank for all

Set Year-End Box Listing = Y

PRP100 report will print twice – smaller one will be for the box assignment



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Distribution Master Year-End Box Listing – PRP100

Payroll > Listings >

15 000 PC's Construction - 4.1												
Year-End Box Listing												
DATE 12/09/2019		PRP100									TIME 13.01	PAGE 1
Form	-Distribution- Code	Number	Union Number	Ded Typ	Tax/Ded Box	Code	Earnings Box	Code	Description	Local State	3rd Party Sick Pay	
W2	A	000		00	4		3		FICA			
W2	C	020		00	14	C			AKUTA			
W2	C	030		00	14	C			AZSUTA			
W2	C	050		00	14	C			CASUTA			
W2	C	150		00	19	A	19	A	KYSUTA - TAX ONLY			
W2	C	310		00	14	C			UIWFSWF - NJ-SUTA			
W2	C	330		00	14	C			NYSUTA			
W2	C	390		00	19	A	18	A	PASUTA			
W2	D	006		00	12	Q			COMBAT			
W2	D	011		00					3RD PARTY SICK		Y	
W2	D	015		00	12	B						
W2	D	030		00	07				TIPS			
W2	F	000		00	2		1		FEDERAL WAGES			
W2	G	000		00	6		5		MEDICARE			
W2	H	002		00	14	A			2%HI			
W2	H	010		00	12	FF			BOX 12FF - ER BEN			
W2	H	015		00	12	DD			EE INS - BOX 12DD			
W2	H	016		00	12	DD			ER INS - BOX 12DD			



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Laser State / Local Maintenance

Payroll > Annual >

Release 4.1 and 4.0

Quarterly SUTA Filing

Currently the State / Local Maintenance option will only be used to relate the following New York Locals to New York State. The taxes for each of these locals are reported in the file every quarter now rather than just the 4th quarter.

New York City

Yonkers – Residence

Yonkers – Non-Residence

W2 Reporting

Locals will be assigned to their state using the W2 Box Assignment option



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Laser State / Local Maintenance

Payroll > Annual >

Release 3.7 and 34.3

Used for Laser Form Printing

Assigns Locals to a State

A local code can not be associated to more than one state

Run the State/Local Listing

If processing multiple Co/Div recommend using all Co/Div security

The Laser State/Local Maintenance option is State and then company driven.

Click on the state to select

Assign Local Code to its respective state by placing a Y next to the local code

Local codes must be related to their respective state within EVERY company that has produced Earnings records for employees



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State/Local Listing – PRP810

Payroll > Listings >

DATE	12/04/17	PRP810	p15 000 PJC's Construction - 37.0	Page	1
Local:	001	ST LOUIS LOCAL TAX	State / Local Relationship Report - By Local		
State:	260	MISSOURI			
Local:	003	BALTIMORE CITY-COUNT			
State:	210	MARYLAND			
Local:	004	BALTIMORE-COUNTY			
State:	210	MARYLAND			
Local:	005	CALVERT - COUNTY			
State:	390	PENNSYLVANIA			
Local:	006	PITTSBURG - LOCAL			
State:	390	PENNSYLVANIA			
Local:	007	Employee/Employer			
State:	030	ARIZONA			
Local:	010	LOCAL 10			
State:	050	CALIFORNIA			
Local:	011	LOWER PAXTON - EMST			
State:	030	ARIZONA			
Local:	015	LOCAL 15			
State:	030	ARIZONA			
Local:	020	WKLY \$1 - Annual \$10			
State:	050	CALIFORNIA			
Local:	030	Local 30			
State:	030	ARIZONA			
Local:	032	BOONE CTY MENTAL HTH			
State:	390	PENNSYLVANIA			
Local:	036	PITTSBURG -LOCAL			
State:	390	PENNSYLVANIA			

By selecting the report Sequence =
L (local) rather than S (state)
It is easy to see if a Single Local has more than One State

Use to Verify a Local is not Associated to Multiple States



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Distribution Master

Payroll > Maintenance 1 >

Zero-To-Date Flag

When **Prepare Year End** is run with the **Zero YTD Amount flag** - checked (Y)

YTD Fields will be set to zero for

- HR Deduction/Benefits (H Records)
- Payroll Deductions (M Records)

To-Date-Amount Fields will be set to zero if the **Zero To-Date Amt Flag** is checked (Y) for

- HR Deduction/Benefits (H Records)
- Payroll Deductions (M Records)



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IDI – Distribution Master - Zero To Date Flag for M & H Records

Payroll > Listings > H & M Codes

Company Number	Division Number ▲	Distribution ▲ 3	Code	Distribution Numbe	Description	Zero to date Amounts
15	0	H	H/R BENEFITS	701	GTL - Gross = Y, Net = N	N
15	0	H	H/R BENEFITS	702	Dep Life - Ben	N
15	0	H	H/R BENEFITS	703	Life Dep - Ded	N
15	0	H	H/R BENEFITS	710	GTL - Employer	Y
15	0	H	H/R BENEFITS	711	GTL - Emp Sup	Y
15	0	H	H/R BENEFITS	800	ACA HR Deduction	Y
15	0	M	EMP.DEDUC...	1	401K DEDUCTION	Y
15	0	M	EMP.DEDUC...	2	FLEX INS PLAN	N
15	0	M	EMP.DEDUC...	3	401K POST TAX	Y
15	0	M	EMP.DEDUC...	4	DEDUCTION 4	N
15	0	M	EMP.DEDUC...	5	DEDUCTION 5	N



Smarter Construction. Cloud ERP.



IDI - Zero To Date Flag for M & H Records

Payroll > Listings > H & M Codes

The screenshot shows the 'Distribution Master' application window. The title bar indicates '242 records'. The filter section is set to 'Zero To Date Flag for M & H'. The filter criteria are: Distribution equals (ignore case) H, or Distribution equals (ignore case) M. A yellow callout box highlights the filter settings with the text 'Selection and Filter for This Report'. Below the filter are 'Filter', 'Clear', and 'Close' buttons. The main table displays the following data:

Company Number	Division Number	Distribution	Code	Distribution Number	Description	Zero to date Amounts
15	0	H	H/R BENEFITS	701	GTL - Gross = Y, Net = N	N
15	0	H	H/R BENEFITS	702	Dep Life - Ben	N
15	0	H	H/R BENEFITS	703	Life Dep - Ded	N
15	0	H	H/R BENEFITS	710	GTL - Employer	Y
15	0	H	H/R BENEFITS	711	GTL - Emp Sup	Y
15	0	H	H/R BENEFITS	800	ACA HR Deduction	Y
15	0	M	EMP.DEDUC...	1	401K DEDUCTION	Y
15	0	M	EMP.DEDUC...	2	FLEX INS PLAN	N
15	0	M	EMP.DEDUC...	3	401K POST TAX	Y



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Distribution Master Listing – PRP100

Payroll > Listings >

Audit Zero-To-Date Amounts

Run once with Distribution Code flag = M

Run once with Distribution Code flag = H



Smarter Construction. Cloud ERP.



Distribution Master Listing – PRP100

Payroll > Listings – H Codes

15 000 PC's Construction - 4.1
DISTRIBUTION LIST

DATE 12/09/2019 PRP100 TIME 14.04 PAGE 7

-----DISTRIBUTION-----	DED	LIABILITY	-----G/L NUMBER-----	DESCRIPTION	-----EXEMPT W/T CODES-----	VENDR	A/P	ZERO TO
CODE	NO. TYP		EXPENSE		FWT SWT LWT LCS SDI SUTA W/C	NO.	CO	DT AMT
					ARREARS	UPD BN/WG	W2	
					DED	J/C CALC	DES	
H H/R BENEFITS	030 00	2500.00000.000	2500.00000.000	HR Training Ben	0 N N N N N	N N	N	15 Y
				CHK TYP GRS				
				R				
				BO				
				P1				
				R				
				R1				
H H/R BENEFITS	031 00	2000.00101.000	6000.00000.000	Per Diem 31 80/	0 N N N N N	N N	N	15 N
				BO				
				R				
H H/R BENEFITS	035 00	2500.00000.000	6100.00000.000	3rd Party Sick	0 N N N N N	N N	N	15 Y
				AD				
				AV				
				BB				
				BC				
				BO				
				B1				
				B2				
				EX				
				ND				
				PD				
				P1				
				R				

Zero-To-Date-Flag →



Smarter Construction. Cloud ERP.



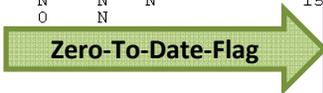
Distribution Master Listing – PRP100

Payroll > Listings – M Codes

15 000 PC's Construction - 4.1
DISTRIBUTION LIST
01/01/1989 THRU 12/31/2099

DATE 12/11/2019 PRP100 TIME 8.23 PAGE 1

DISTRIBUTION		DED	LIABILITY			G/L NUMBER			DESCRIPTION					EXEMPT W/T CODES					VENDR	A/P	ZERO TO			
CODE	NO.	TYP	REG	OVT	OTH	ACH	DAYS	CHK	RPT	PROC	COBRA	DEC	ARREARS	DED	LCS	SDI	SUTA	W/C	NO.	CO	DT	AMT		
AMOUNT	PCT	CDE	REG	OVT	OTH	ACH	DAYS	TYP	GRS	DED	PART	DED	DED	GRP	ADV	W2	DESC							
M EMP. DEDUCTIONS	013	00																						
01/01/2010	THR12/31/2010																							
.00	.0	1	.000	.000	.000	N		BO		000	N	N	N	N	N	N	N					15	N	
								P1																
								R																
M EMP. DEDUCTIONS	014	00																						
06/30/2015	THR12/31/2016																							
.00	.0	1	.000	.000	.000	N		R	N	000	N	N	N	N	N	N	N					15	N	
								RB																
M EMP. DEDUCTIONS	080	00																						
01/01/2017	THR12/31/2099																							
1.00	.0	1	.000	.000	.000	N		BO	N	000	N	N	N	N	N	N	N					15	Y	
								P1																
								R																
M EMP. DEDUCTIONS	102	00																						
09/01/2004	THR12/31/2099																							
.00	.0		.000	.000	.000	N		R		000	N	N	N	N	N	N	N					15	N	
M EMP. DEDUCTIONS	320	00																						
01/01/2019	THR12/31/2099																							
.00	.0	1	.000	.000	.000	N		BO	N	000	N	N	N	N	N	N	N					15	Y	
								P1																
								R																



Smarter Construction. Cloud ERP.



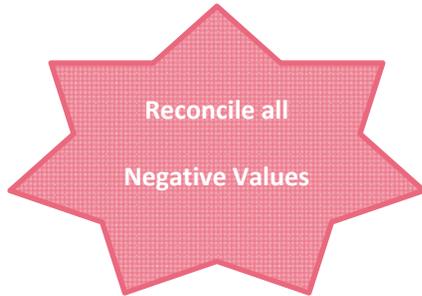
Final Processing Prior to Prepare Year End Files

Update the following for the current year

Finalize all payrolls

Payoff checks used to update the Systems Files with information that should be reported on both the annual and quarterly filing

Void checks



Smarter Construction. Cloud ERP.



W-2 Box Maintenance

Payroll > Annual >

Z Box Usage

Not required

Does not affect employee earnings file



Z Box Maintenance information will appear on the W-2 Register (bottom), Forms and Electronic Media files

Z Boxes cannot be used to record information that needs to be reported on 941 files

There is No State or Local Number for Z box Maintenance

Should Not be as an Adjustment Tool



Smarter Construction. Cloud ERP.



W-2 Box Maintenance

Payroll > Annual >

Selection Screen

Enter the following information:

Employee Number

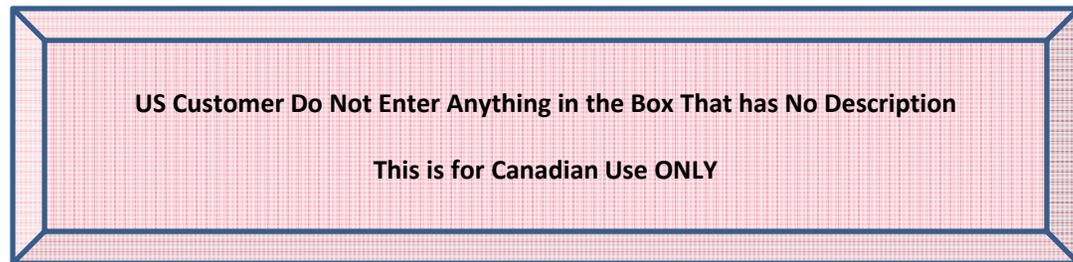
Year

W-2 Box Distribution No

Number of the Z box you created in the W-2 Box Assignment (4.1 - 3.7)

Distribution Master (34.3)

Amount



Smarter Construction. Cloud ERP.



W-2 Register – PRP088

Payroll > Annual >

Selection Screen

Prior to Running Prepare Year End in Final (Zero YTD Amount = Y)

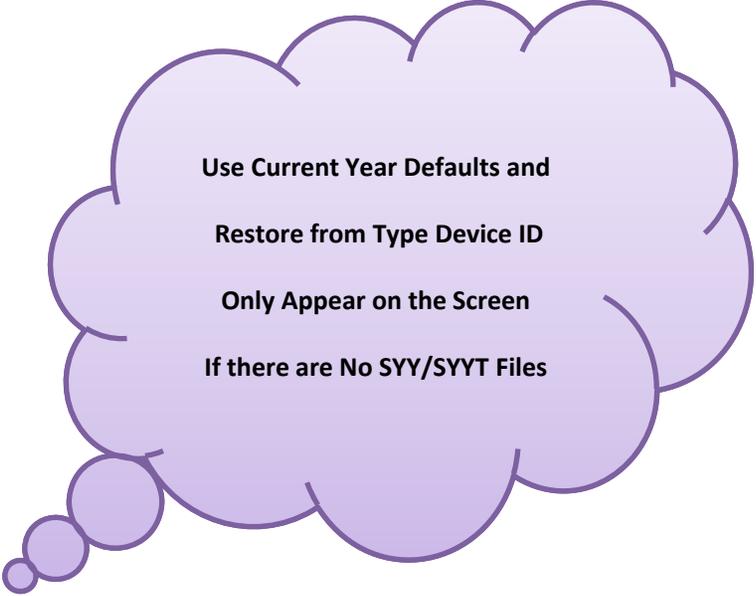
Year to Process – enter the appropriate year

3.7 and 34.3 only

Select appropriate Pay Type and Print Sequence

Use Current Year Defaults = Y

Restore From Tape Device ID = blank



Use Current Year Defaults and
Restore from Type Device ID
Only Appear on the Screen
If there are No SYY/SYTY Files



Smarter Construction. Cloud ERP.



W-2 Register – PRP088

Payroll > Annual >

DATE 12/09/19	PRP088	15 000 PC's Construction - 4.1	W-2 REGISTER 2019	TIME 19.07	PAGE 9			
-----DISTRIBUTION-----								
DESC	NO.	CD	DESCRIPTION	EMP NO	EMPLOYEE NAME	SOC. SEC. NUMBER	BOX NO	BOX AMOUNT
H/R BEN	401		401K	50	Casey C California	100-00-0050	12C	90.00
H/R BEN	401		401K	11111	Travis M. Taylor	111-11-1111	12C	502.91
H/R BEN	401		401K	180	Kevin K. Kentucky	180-18-0180	12C	90.00
H/R BEN	401		401K	310	Nathan N New Jersey	100-00-0310	12C	90.00
								*** H/R BEN TOTALS
								772.91
								*** TOTAL EMPLOYEES
								4



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W-2 Register – PRP088

Payroll > Annual >

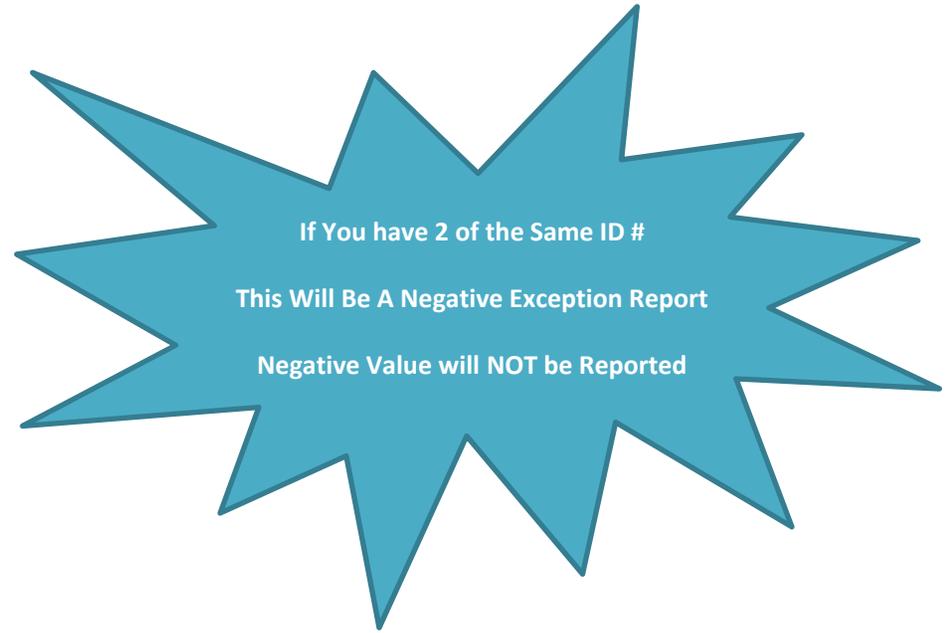
W-2 Register

Spool File Reports IDs

Federal FIT
Social Security & Medicare
State & Local
Other
Negative Exception

All Releases

PRP088PFF
PRP088PAG
PRP088PSL
PRP088FO
PRP088PFN



941 Register – PRP520A

Payroll > Quarterly >

DATE 12/09/19 PRP520A 15 000 PC's Construction - 4.1 941A REGISTER - QUARTER # 4 12/31/2019 TIME 19.17 PAGE 2

EMPLOYER - MEDICARE

EMP NO	EMPLOYEE NAME	SOC. SEC. NUMBER	YEAR TO DATE				-QUARTER TO DATE-			
			GROSS TIME EARNINGS	SUBJECT EARNINGS	COVERED EARNINGS	TAXES	GROSS TIME EARNINGS	SUBJECT EARNINGS	COVERED EARNINGS	TAXES
390	Perry F Pennsylvania	390-39-0390	26,000.00	26,000.00	26,000.00	377.00	10,000.00	10,000.00	10,000.00	145.00
400	Randy R Rhode Island	100-00-0400	2,000.00	2,000.00	2,000.00	29.00				
410	Sharon S South Carolina	100-00-0410	2,000.00	2,000.00	2,000.00	29.00				
420	Susan South Dakota	100-00-0420	1,460.00	1,460.00	1,460.00	21.17				
430	Tina T Tennessee	100-00-0430	1,180.00	1,180.00	1,180.00	17.11				
440	Tammy T Texas	100-00-0440	1,150.00	1,150.00	1,150.00	16.68				
450	Uniqua U. Utah	450-45-0450	1,000.00	1,000.00	1,000.00	14.50				
460	Vicki V Vermont	100-00-0460	2,000.00	2,000.00	2,000.00	29.00				
470	Vernon V Virginia	100-00-0470	2,000.00	2,000.00	2,000.00	29.00				
480	Wilbur W. Washington	480-48-0480	2,018.95	1,905.45	1,905.45	27.63	1,018.95	962.20	962.20	13.95
490	Wilbur W Virginia	490-49-0490	3,550.55	3,550.55	3,550.55	51.48	1,550.55	1,550.55	1,550.55	22.48
500	Wilbur W Wisconsin	100-00-0500	1,200.00	1,200.00	1,200.00	17.40				
510	Wilma W Wyoming	100-00-0510	1,260.00	1,260.00	1,260.00	18.27				
530	Vern V Islands	530-53-0530	10,725.00	10,725.00	10,725.00	155.51				
600	Pedro Puerto Rico	600-60-0600	3,000.00	3,000.00	3,000.00	43.50	1,000.00	1,000.00	1,000.00	14.50
640	UNION 640 EMP	640-64-0640	2,975.00	2,975.00	2,975.00	43.14	2,975.00	2,975.00	2,975.00	43.14
700	George G Guam	700-70-0070	2,400.00	2,400.00	2,400.00	34.80				
11111	Travis M. Taylor	111-11-1111	16,763.62	16,763.62	16,763.62	243.07	4,500.00	4,500.00	4,500.00	65.25
22222	Cindy E Hope	222-22-2222	10,671.51	10,671.51	10,671.51	154.73				
45870	Blended OT Rate	123-65-7891	16,536.45	16,536.45	16,536.45	240.67	682.00	682.00	682.00	9.89
54666	Jim Smith	254-11-1234	1,000.00	984.35	984.35	14.25				
** YTD/QTD TOTALS			478,155.92	477,586.27	477,586.27	6,925.02	37,324.60	37,267.85	37,267.85	540.38
** TOTAL EMPLOYEES			TCount 69	YCount 69	QCount 14	QCount12				



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941 Register – PRP520A

Payroll > Quarterly >

Federal & State 941 Registers

Spool Files - The following is the list of spool files that will be created by running the 941 Register
Negative Exception Reports, when applicable, will be created using this format also

Reports	eCMS 4.1/4.0	eCMS 3.7.0	CMS 3.4.3
Employer (ER) Medicare	PRP520PFGR	RP520P3GR	PRP520A – All Reports
Employee (EE) Medicare	PRP520PFGE	PRP520P3GE	
Employer (ER) Social Security	PRP520PFAR	PRP520P3AR	
Employee (EE) Social Security	PRP520PFAE	PRP520P3AE	
Federal Income	PRP520PFF	PRP520P3F	
State Income	PRP520PFS	PRP520P3S	
SUTA EE/ER, SDI EE/ER, Local EE/ER	PRP520PF	PRP520P37	



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Payroll 941 Register – PRP520A

Payroll > Quarterly >

Special Considerations

FUTA information is no longer available on the 941 Register. This information can be obtained by running the FUTA report (PRP118)

After running the 941 Register, it can still be run again for prior quarters

CMS 3.4.3 Special Considerations

On the 941 Register Selection screen, set the **Use YTD/QTD Double Line Format for Federal Report** field to **Y** to ensure that all columns will be included on the report



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Wage Definitions

Gross Pay = total gross taxable earnings (before exempt amount) plus (+) non-taxable payments

This includes: Wages, Taxable Adjustment, HR and Union Benefits which are include in Gross = Y

Plus (+)

Non-Taxable Adjustments, Non-Taxable HR and Union Benefits which are include in Gross = Y

Gross Taxable Earnings = fully loaded taxable earnings (before exempt amount)

This includes: Wages, Taxable Adjustment, HR and Union Benefits which are include in Gross = Y

Subject Earnings = Gross Taxable Earnings minus (-) exempt amount

This includes: Wages, Taxable Adjustments, HR and Union Benefits which are include in Gross = Y

Minus (-)

Associated exempt amount



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Wage Definitions

Covered Earnings = Subject (gross taxable - exempt) up to the limit

This includes: Wages, Taxable Adjustments, HR and Union Benefits which are include in Gross = Y

Minus (-)

Associated exempt amount

Covered Earnings
Stops at the Limit Set in Associated Tax Tables

If no Limits Exist
Subject and Covered Earnings
Will be the Same



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EE Count Descriptions

The **941 Register** will have the following descriptions for the Employee (EE) counts

TCOUNT Total To Date Count - EE(s) who have Gross Taxable Wages and Taxes

Note If you are running this for the 1st QTR, but have data through the 3rd QTR , all Employees (including 1st, 2nd and 3rd QTRs) will be included in this count

YCOUNT YTD count through the QTR - EE(s) who have Gross Taxable Wages and Taxes from the beginning of the year through the QTR that is selected

QCOUNT QTR count for the QTR selected - EE(s) who have Gross Taxable Wages and Taxes for the QTR that is selected

QCOUNT12 Total EE(s) who worked on the WE that includes the 12th of the last month of the QTR that is selected

Employee Worked by Month
Total EE(s) who worked the 12th of the month for each month of the QTR that is selected



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Vacation/Sick Available Report – HRP006

Human Resources > Listings >

Report used to verify vacation/sick are correct for the current year

Report needs to be run to capture the vacation/sick available information after the

last payroll of the current year but before Prepare Year End is Run

The accrued and carry over information are real time

it is CRITICAL to retain this report as a source document



Smarter Construction. Cloud ERP.



Vacation/Sick Available Report – HRP006

Human Resources > Listings >

15 000 PC's Construction - 4.1

DATE 12/09/2019 HRP006 VACATION/SICK AVAILABLE LISTING TIME 19.31 PAGE 2

-----EMPLOYEE-----			-----COMP EARNED-----								
SS#	NAME	ACCRUED	USED	AVAILABLE	ACCRUED	USED	AVAILABLE	ACCRUED	USED	AVAILABLE	
DEPARTMENT 001											
100-00-0009	Suzy Q EEO	1.54	.00	1.54	.00	.00	.00	.00	.00	.00	
100-00-0020	Alan A Alaska	.00	.00	.00	.00	.00	.00	.00	.00	.00	
175-85-5656	Laura Jane Wolfgang	.00	.00	.00	.00	.00	.00	.00	.00	.00	
100-00-0067	Wk Hourly Va Emp	163.84	.00	163.84	64.00	.00	64.00	.00	10.00	10.00	
175-10-1010	Fred F Florida	.00	.00	.00	.00	.00	.00	.00	.00	.00	
110-11-0110	Gloria G Georgia	.00	.00	.00	.00	.00	.00	.00	.00	.00	
100-00-0160	Ira I Iowa	.00	.00	.00	.00	.00	.00	.00	.00	.00	
100-00-0200	Mark M Maine	.00	.00	.00	.00	.00	.00	.00	.00	.00	
100-00-0218	Penny J Chambers	.00	.00	.00	.00	.00	.00	.00	.00	.00	
100-00-0240	Mark M Minnesota	.00	.00	.00	.00	.00	.00	.00	.00	.00	
100-00-0241	Melissa M Minnesota	1.54	.00	1.54	.76	.00	.76	.00	.00	.00	
100-00-0242	Mandy M Minnesota	1.54	.00	1.54	.76	.00	.76	.00	.00	.00	



Smarter Construction. Cloud ERP.



Prepare Year End Files

Payroll > Annual>

Prepare Year End Files for W-2 processing

Security Requires

All Company/All Division

Executive Level

*Not a dedicated procedure – however to avoid getting
“Unable to Allocate Errors” this option should be run when
the majority of CMS/eCMS users are off the system*

Creates the following files (**all release levels**)

SYYCNC: Company Name Defaults

SYYPRS: Payroll System Files

SYYPRD: Payroll Defaults

SYYTEI: Employer EI Tax File

SYYSTM: State Master

Creates the following additional files (**4.1 / 4.0 / 3.7**)

SYYTCNC: Company Defaults

SYYTPRS: Payroll System Files

SYYTPRD: Payroll Defaults

SYYTTEI: Employer EI Tax File

SYYTSTM: State Master

SYYTMST: Employee Master



Prepare Year End Files

Payroll > Annual>

New files are used to process 4th QTR 941's, W-2's and Electronic Media files

This step must be done after the last payroll is run for the current year

4th QTR and W-2 forms and Electronic Media files use the SY/YYT files

Payrolls for the new year will use the original SYS files



Smarter Construction. Cloud ERP.



Prepare Year End Files

Payroll > Annual>

Zero YTD Amounts = 'Y/N'

If 'Y', Year To Date balances in employee payroll deductions (M) and H/R deductions/benefits (H) will be cleared. Any Distribution master records set to "Zero To-Date Amount = 'Y', the To Date Amount fields also zero

M and H Records should only have the Zero To Date field checked (Y) if there is an annual limit (i.e. 401k's and insurances). Garnishments and child supports are examples of records that have limits that exceed a year and should not have this field checked (N)

Vacation/Sick Leave

Carry Over Hours based on Accrual Rate master will be calculated

Earned Sick and/or Vacation hours set for calendar year is done and the carryover field in HR Personnel Data is populated

Vacation/Sick Available Listing

Needs to be run before the First Payroll of the new year to capture the vacation/sick available time for each employee



Smarter Construction. Cloud ERP.



Prepare Year End Files

Payroll > Annual>

When Prepare Year End is processed with the Zero YTD Amount flag set to 'Y' vacation/sick is effected in the following ways:

Method = 1 (Accrual)

Year End Function = 2 (Anniversary)

Nothing happens to vacation/sick

All calculations are handled during payroll processing when the employee hits their anniversary

Year End Function = 1 (Calendar)

The accrued bucket in the HR Personnel Data is zeroed out

The used bucket in the HR Personnel Data is zeroed out

The carryover limit is calculated based on the limitation of the employee's accrual master

All calculations are handled during payroll processing when the employee hits their anniversary



Smarter Construction. Cloud ERP.



Prepare Year End Files

Payroll > Annual>

Method = 2 (Earned)

Year End Function = 2 (Anniversary)

Nothing happens to vacation/sick

All calculations are handled during payroll processing when the employee hits their anniversary

Year End Function = 1 (Calendar)

The carryover calculation is done and the carryover field in the HR Personnel Data is populated with the new carryover amount

The used bucket in the HR Personnel Data is zeroed out

The New Year's earned amount is uploaded to the HR Personnel Data based on that employee's rate master



Smarter Construction. Cloud ERP.



Required Changes

Copy Tax Tables for New Year

Make necessary changes

Do Not Delete prior year tax tables

Update with current year information

Update FICA EE and ER

Tax Tables are Date Sensitive and can be Copied and Updated with New Year Information at Any Time

These tables will not be used until the new years payrolls are processed



Required Changes

Review all Date Sensitive Files

Update PR System Default EE and ER FICA information

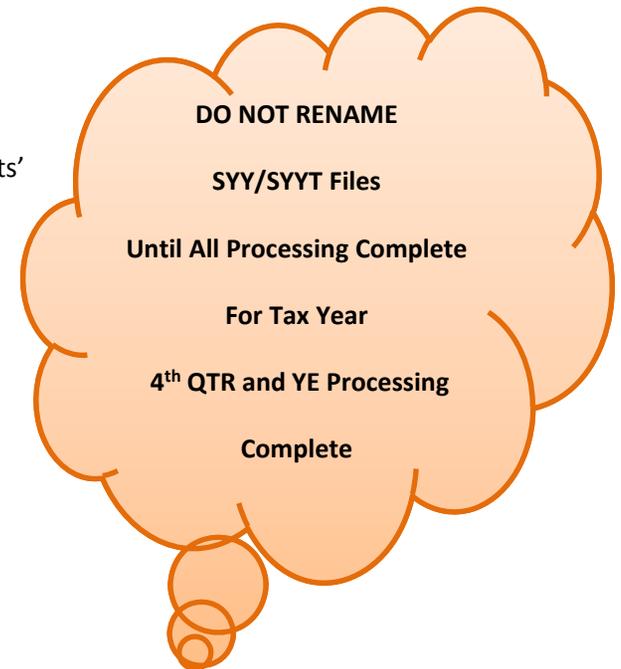
Use the Social Security (A) and Medicare (G) tax table flags to 'Update FICA System Defaults'

Year End Rules

Employee Master is real time - changes are immediate

Earnings File is date sensitive by year

SYT/SYYT Files MUST be used to process all 4th QTR 941 and W-2 information



After Running Prepare Year End Files Prior to New Year Payroll

The following Reports Are Used for Verification
HR Benefit/Deduction Enrollment Listing
Payroll Deduction Listing

Verify the HR Benefit/Deduction (H) and PR Deduction values for the current year are correct after running Prepare Year End
All YTD amount fields should be Zero
To-Date-Amount fields should be zero, if the Zero To-Date Amount flag in the Distribution Master is set to 'Y'

You can Now Begin Processing Payroll for New Payroll Year

Examples of Reports
on the next 4 Slides



Smarter Construction. Cloud ERP.



H/R Benefit/Deduction Enrollment Report – IDI

Payroll > Listings >

Emplo...	Benefit N...	Fixed Amt	Ded Amt-YTD	Ded Amt To Date
1	3	37.50	0.00	0.00
1	3	1,825.00	0.00	125.00

Arrears Deduction:	<input type="checkbox"/>
Auto Create:	<input type="checkbox"/>
Update Job Cost:	<input type="checkbox"/>
Zero To-date Amount:	<input checked="" type="checkbox"/>
Include in Benefit/Wage Calc:	<input type="checkbox"/>
Exclude from Garnishment Calc:	<input type="checkbox"/>
Do Not Use Department Sub-Account:	<input type="checkbox"/>



All YTD Fields Zero
To-Date Fields (TD)
Checked in Distribution
Master will Zero

H/R Benefit/Deduction Enrollment Report – HRP266

Human Resources > Listings >

01 000 CGC General Contracting
 H/R BENEFIT/DEDUCTION ENROLLMENT
 BY EMPLOYEE NAME

DATE 12/09/2019 HRP266 TIME 20.08 PAGE 20

EMPLOYEE			EFFECTIVE		DECLINE		FIXED		PERCENT		TYP		HOURLY RATE	
SS#	NO.	NAME	FRQ	START	COMPLETION	Y/N	DATE	AMOUNT	RATE	SPR	SPR	DES	QTY	STW
*511-11-1115	87	Stew												
DISCR DED N														
* 820	820	T Test20												
820	T20	D NOM PN	N	N	N	10%N	7 01/01/1981 12/31/1999							
DISCR DED N														

Y-T-D	TO DATE	REMAINING
.00	.00	← YTD/TD ZERO
.00	.00	
Y-T-D	TO DATE	REMAINING
.00	74.28	← YTD = Zero TD > Zero



Smarter Construction. Cloud ERP.



Payroll Employee Deduction Report – IDI

Payroll > Listings >

Employee Number	Employee Name	Ded No	Deduction Amount	Deduction Pct	YTD Deduction Amount	Deduction Amt To Date
1	Employee Alabama				0.00	0.00
1	Employee Alabama				0.00	300.00

YTD and TD both Zero

YTD Zero – TD 300.00

Reporting Deduction:

Processing Sequence:

Zero To-date Amount:

Gross Code 1:

Garnishment

Cond of Emp Deduction

Health Ins Deduction

Other 1

Other 2

All YTD Fields Zero

To-Date Fields (TD)

Checked in Distribution

Master will Zero



Payroll Employee Deduction Report – PRP102

Payroll > Listings >

DATE 12/11/2019 PRP102 15 000 PC's Construct EMPLOYEE DEDUC 4.38 PAGE 2

-----EMPLOYEE-----	---	DEDUCTION---	PCT	---	HOURLY RATE---	AMOUNT	AMOUNT	LIMIT	FRQ	EXM		
NUMBER NAME	NO.	AMOUNT	PCT CDE	REG	OVT	Y-T-D	TO DATE	MOUNT	CDE	W/T	ACH	PR
01/01/1981 12/31/2099		500.00	50.0 2	*	*		1,480.32		0	0	N	
000000030 Adrian AA Arizona	140											
01/01/1981 12/31/2099		30.00	.0* 0	*	*		90.00		0	0	N	N
000000035 Pixie M Dust	140											
01/01/1981 12/31/2099		400.00	.0* 0	*	*		2,000.00	9999999.99	0	0	N	N
000000035 Pixie M Dust	200											
01/01/1981 12/31/2099		100.00	.0* 0	*	*				0	2	N	N
000000045 New ACH Employee	20											
10/25/2007 12/12/2010		40.00	.0* 1+	*	*				7	1	N	N
000000045 New ACH Employee	25											
10/25/2007 12/12/2010		2.60*	3.0 1	*	*				0	0	N	N

YTD = Zero
TD > Zero

YTD/TD = ZERO



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W-2 Processing

Payroll > Annual >

Print W-2 Register and Verify Information

“Use Current Year Defaults” field will **“NOT”** appear if SYY/SYYT files exist on the system

Print W-2 Forms

Clear Security **All Company/All Divisions**

Enter Reporting Company/Division

Enter the EIN of the Reporting Com/Div

Clear Security **Single Company/All Divisions**

Enter the Reporting Division

Enter the EIN of the reporting Com/Div

Clear Security **Single Company/Single Division**

The Reporting Co/Div and EIN fields do not display



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W-2 Processing

Payroll > Annual >

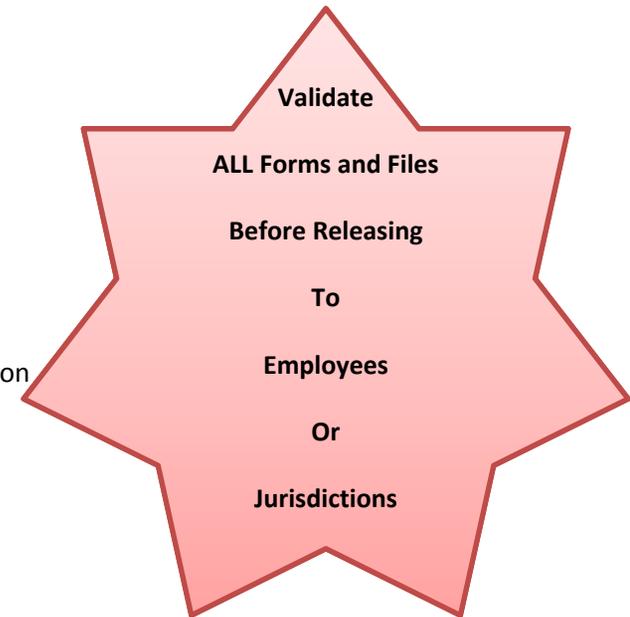
Verify ALL Information on W-2 Register

Print W-2 Forms

See list of forms in Year-End documentation for Laser and Non Laser forms

Download Federal, State and Local Electronic Media files to PC

PC Client Access File and System I Navigator Transfer Instructions in Year-End Documentation



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Electronic Files

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Electronic Media - State/Local Specific Requirements

New Jersey, Indiana, Ohio and Oregon

New York W-2 Electronic Media

Quarterly Forms/Electronic Media/XML option is the only state that requires 'Y' in the 'Use State/Local File'

All other States

Annual Forms/Electronic Media/XML option

Media Number is located in State Master and are listed in Year-End documentation

Special Local Requirements:

Indiana – County Codes

New Jersey – Private Disability and Family Leave Insurance

Ohio – School Districts

Oregon – Statewide Transit Tax



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Electronic Media - State/Local Specific Requirements

New York – This is run from the 941 Forms/Electronic Media screen and is the only state that enter ‘Y’ to the ‘Use State/Local File’

Local Electronic Media Processing Screen - Indiana County Codes field will be available to enter the appropriate number associated with the counties being processed.

Local Master:

New Jersey - Tax ID field must contain **FLI for NJ Family Leave Insurance** Electronic Media

Ohio School District Locals - the last 4 digits (right justified) of Local Name must contain the school districts ID number

Oregon Transit Tax - Tax ID field must contain **OTT for Oregon Transit Tax** Electronic Media

State Master – Field for Private Disability, which is only currently used for New Jersey DIPP



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Electronic Media - State/Local Specific Requirements

Paid Family Leave

Paid family leave is a state-mandated regulation that requires employers to let employees take paid time off for qualifying events.

Local Tax ID – used to identify which local PFL for Electronic Media files.

California – currently Local Tax ID not used

Connecticut – January 1, 2021 – Contributions begins

D.C. – eCMS Local Tax ID – **DCPFL**

Massachusetts – eCMS Local Tax ID - **MAPFL**

New Jersey – eCMS Local Tax ID - **FLI**

New York – eCMS Local Tax ID - **NYPFL**

Oregon – January 1, 2022 - Contributions begin

Rhode Island – currently Local Tax ID no used

Washington – eCMS Local Tax ID - **PFML**



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W2 Forms /Magnetic Media/XML Files

Payroll > Annual > **New Corrected Federal EFW2C File – Release Level 4.1 SP3**

15 000 PC's		W2 Processing Selection		PRP144	
Year to Process	2019				
Combined State and Federal W2's	Y				
Process for States	N				
Only Process W-2s with Local Wages	N				
Sequence	1				
Print W2 Forms	N				
Form Type	1				
Outq/Hold/Save					
Magnetic Media	F				
Save W2 Final Copy (EFW2)	N				
Create W2 Correction file (EFW2C)	N				

Save W2 Final copy (EFW2)

Leave as Default = N

Until Final Copy of Federal EFW2 File is Created

Set to Y to Capture Final Federal EFW2 File

File SYYW2512 will be Created

W2 Forms /Magnetic Media/XML Files

Payroll > Annual > **New Corrected Federal EFW2C File – Release Level 4.1 SP3**

15 000 PC's		W2 Processing Selection		PRP144	
Year to Process	<input type="text" value="2019"/>				
Combined State and Federal W2's	<input type="text" value="Y"/>				
Process for States	<input type="text" value="N"/>				
Only Process W-2s with Local Wages	<input type="text" value="N"/>				
Sequence	<input type="text" value="1"/>				
Print W2 Forms	<input type="text" value="N"/>				
Form Type	<input type="text" value="1"/>				
Outq/Hold/Save	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>		
Magnetic Media	<input type="text" value="F"/>				
Save W2 Final Copy (EFW2)	<input type="text" value="N"/>				
Create W2 Correction file (EFW2C)	<input type="text" value="N"/>				

Create W2 Correction File (EFW2C)

Leave as Default = N

Until Corrected EFW2C File is Required

When Y is Selected the Program will Compare PR Earnings Records & Employee Maintenance to the SYYW2512 file and Create the PRW2512C file



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Electronic Media / XML Files

Refer to Year End Documentation on how to do the following:

Create Electronic Media Files

Transfer Electronic Media Files to the PC using Client Access or System I Navigator

Access XML Files using System I Navigator

Prior to submitting files to proper authorities ALWAYS verify that the information contained within the files is correct



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Renaming the SYX Files

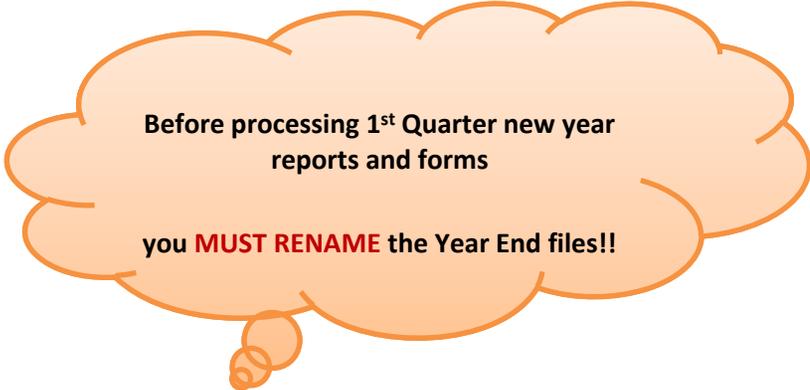
*****Do Not Remove W-2 Files***** This deletes the SYX files

Rename them instead!

Rename using the command

WRKOBJ (**space**) SYX* - press enter – use option 7 to rename

All quarters, except the first, use the SYX/SYXT files if they exist on the system



Before processing 1st Quarter new year reports and forms

you **MUST RENAME** the Year End files!!



Renaming the SY Y Files

All Release Levels

SYYCNCyy

SYYPRSy y

SYYPRDyy

SYYSTMyy

SYYTEIyy

4.1 and 4.0 and 3.7 have additional files to rename

SYYTNCyy

SYYTPRSy y

SYYTPRDyy

SYYTSTMyy

SYYTEIyy

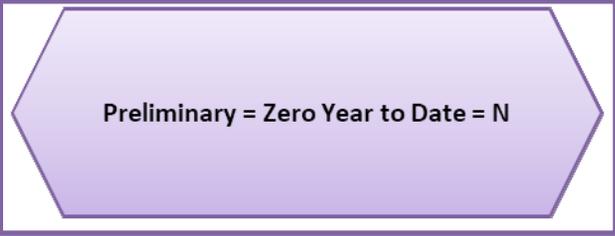
SYYTMSTyy



Deleting the SYY Files

Should you need to re-create prior year Forms or Electronic Media files please contact the support department and we will instruct you how to proceed

SYY and SYYT files should only be deleted if Prepare Year End Files for 2019 has been **run PRELIMINARY not FINAL**

00 000 All	Prepare Year-End Files	PRP010
		
W2/T4 Year	<input type="text" value="2019"/>	
Zero YTD Amounts	<input type="text" value="N"/>	



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Deleting the SY Y Files

Should you need to delete the files use the following command:

WRKOBJ SY Y* - press enter – use option 4 to delete

SY YCNCy y	SY YSTM y y
SY YPRS y y	SY YTEI y y
SY YPRD y y	

4.1 and 4.0 and 3.7 have additional files to delete

SY YTCNCy y	SY YTSTM y y
SY YTPRS y y	SY YTTEI y y
SY YTPRD y y	SY YTMST y y

Important Notes Below

**4.1 and 4.0 SY YT files must be deleted
before you can delete the SY Y files**

**3.7 and 34.3 all files can be selected
for delete at the same time**



Order Forms

Identifying the Number of Forms to Order – run the W-2 Register

Please note:

CGC is not responsible for the quality of printed products due to printer issues

CGC suggests that you order extra forms for testing purposes

Supported Forms Types are listed in documentation

Forms can be Ordered From – Hospital Forms Service/Forms Management Services using the following:

Contact Information

Andy Dickerson

3616 West Thomas Rd, Suite 6 , Phoenix AZ 85019

Contact Numbers

Phone: 602-269-1397 / 602-269-5083

Fax: 602-269-5091



HRSS-Pay History

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Customers Who Use HRSS

Print Routing in eForms

If you run the Laser W2 Print menu option for testing purposes

Make sure the **Print Routing in eForms** for template **“W2 Wage/Tax Stmtnt”** is set to a **‘No Print’ Printer**

“Hold Distribution” box is checked

You do not want to release the eForms because if you do, they will go over to HRSS and your employees will see the ‘test’ W2

Please refer to our documentation titled **eCMS v.4.0 eForms Configuring Printers** which can be found on our website under **Knowledge Records – 4.0**

Final documents must be released and moved to eForms History to display in HRSS!!!



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Print Routing in eForms

The screenshot shows the eForms Viewer interface. At the top, there is a search bar and the text "APP SUPPORT v.4.1". The user's name "Penny Chambers" and the company "15/000 - PC's Construction - 4.1" are displayed. A navigation menu includes options like A/P, A/R, Admin, Archival, BoM, Comdata, Copy Co, Eq Acct, Eq Maint, ECM, Forms, G/L, H/R, H/R-E, Imports, Inqu, and eForms Viewer. Below the menu, there is a section for "Company/Division: 15000.PC's Construction - 4.1" and a "Processes" table with a dropdown menu set to "Active". A table with columns for Status, Application, Menu Option, and Creation DateTime is visible. A callout box labeled "Select eForms" points to the "eForms Viewer" menu item. Another callout box labeled "Select Print Routing Button" points to a "Print Routing" button in the top right corner of the interface.



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Print Routing in eForms

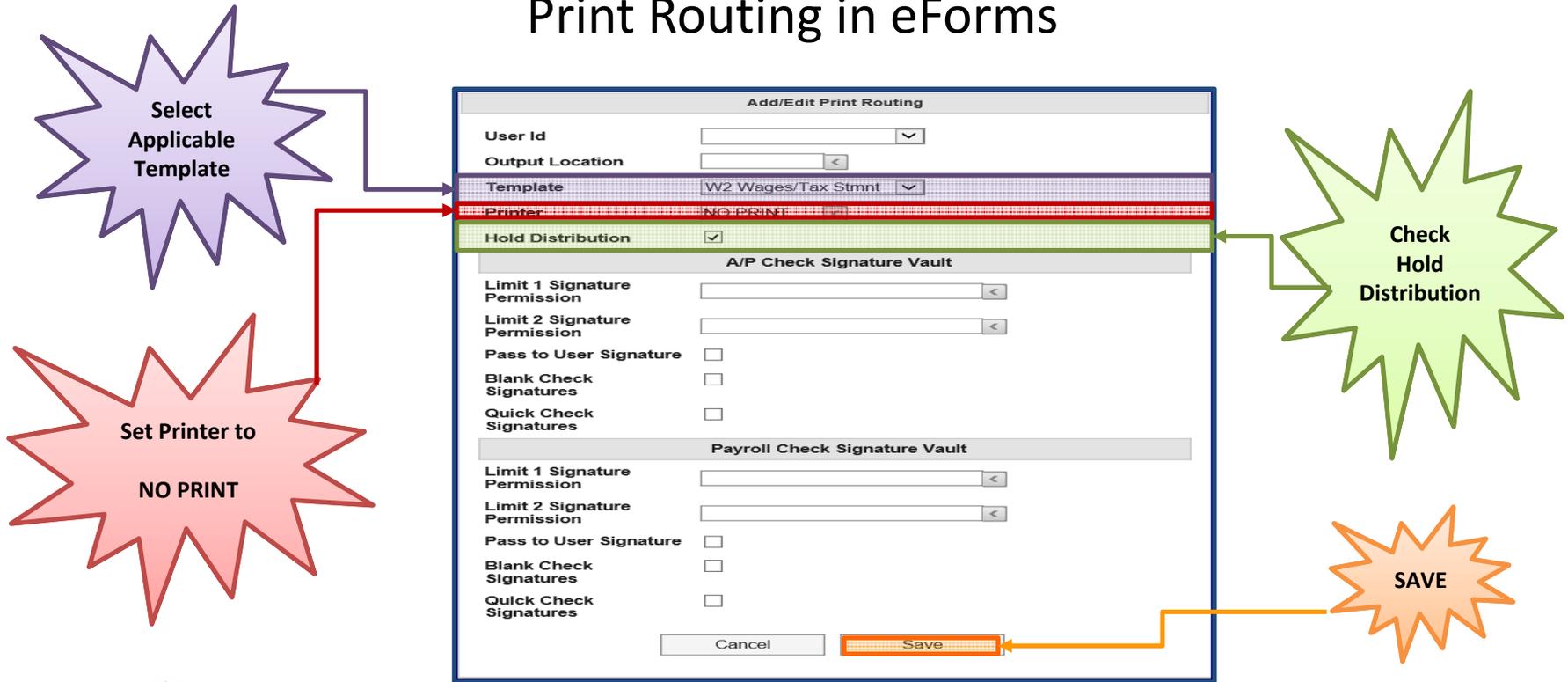
Action	User Id	Location	Template	Printer	Hold Distribution	AP Lmt 1 Sig	AP Lmt 2 Sig	Pass To User	AP Blink Chk	AP Qck Chk	PR Lmt 1 Sig	PR Lmt 2 Sig	Pass To User	PR Blink Chk	PR Qck Chk
X			Payroll Checks - crnk	NO PRINT	<input type="checkbox"/>			false	false	false	RAC Signature Permission	RAC Signature Permission	true	true	true
X			T & M Inv Pletm	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			T & M Invoice	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			T & M Invoice 35-055	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			T & M Inv/25/055	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			OSP Field Order	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			W2 Wages/Tax Stmt	SUBORDATES17	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			AAA Document G702	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			AP Checks-13	NO PRINT	<input type="checkbox"/>	Site Test		true	true	true			false	false	false
X			AP Checks-13	PR17	<input checked="" type="checkbox"/>	John Wayne BDN		false	false	false	John Wayne BDN	John Wayne BDN	true	true	true
X			CHECKS		<input type="checkbox"/>	John Wayne BDN	John Wayne BDN	true	true	true			false	false	false
X			CHECKS		<input checked="" type="checkbox"/>			false	false	false	DRAGADOS SIGNATURE 2		false	false	false
X			CHECKS		<input type="checkbox"/>			false	false	false			true	true	true
X			CHECKS		<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			CHECKS		<input checked="" type="checkbox"/>			false	false	false			false	false	false
X			CHECKS		<input checked="" type="checkbox"/>			false	false	false			false	false	false

If Any of the Templates To the Right are Not Set to "No Print" Select add Button

W2 Guam
W2 Guam COM 8
W2 Puerto Rico
W2 Virgin Islnd
W2 Wages/Tax Stmt

ACA-1094C
ACA-1095C
ACA-1095C_IRS

Print Routing in eForms



Print Routing in eForms

Company/Division: 15/000-PC's Construction - 4.1

EForms PJC410

Print Routing

Action	User Id	Location	Template	Printer	Hold Distribution	AP Lmt 1 Sig	AP Lmt 2 Sig	Pass To User	AP Blink Chk	AP Qck Chk	PR Lmt 1 Sig	PR Lmt 2 Sig	Pass To User	PR Blink Chk	PR Qck Chk
			Payroll Checks-ckm	NO PRINT	<input type="checkbox"/>			false	false	false	RAC Signature Permission	RAC Signature Permission	true	true	true
			T & M Inv Prelim	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			T & M Invoice	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			T & M Invoice 35-055	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			T & M Inv35/055	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			CRP Field Order	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			bmh A/P Checks	NO PRINT	<input type="checkbox"/>			false	false	false			false	false	false
			Payroll Check 01-038	NO PRINT	<input checked="" type="checkbox"/>			false	false	false	2 Name Signature	2 Name Signature	true	true	true
			AAA Document G702	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			A/P Checks-13	NO PRINT	<input type="checkbox"/>	Sin Test		true	true	true			false	false	false
			A/P Supp Lien AA1	PRT17	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			Payroll Checks RAC	CHECKS	<input type="checkbox"/>	John Wayne BKN		false	false	false	John Wayne BKN	John Wayne BKN	true	true	true
			Certified Payroll-15	CHECKS	<input type="checkbox"/>			false	false	false			false	false	false
			cmk A/P Checks	CHECKS	<input checked="" type="checkbox"/>	John Wayne BKN	John Wayne BKN	true	true	true			false	false	false
			PR Play Advice	NO PRINT	<input type="checkbox"/>			false	false	false			false	false	false
			Payroll Checks	CHECKS	<input checked="" type="checkbox"/>			false	false	false	DRAGADOS SIGNATURE 2		false	true	true
				CHECKS	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			Workflow Email	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			Form 1099-Misc	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false
			W2 Wages/Tax Stmt	NO PRINT	<input checked="" type="checkbox"/>			false	false	false			false	false	false

**Proper Setup
For
W-2 Wage Tax
Statements**

REMEMBER - Final documents must be released and moved to eForms History to display in HRSS!!!



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HRSS Employee Portal

CGC Construction Group
Employee Self-Service Portal

[Forgot Username](#)
[Forgot Password](#)

Employee
Will Log Into
HRSS Portal

User Name:

Password:

Don't have an account?

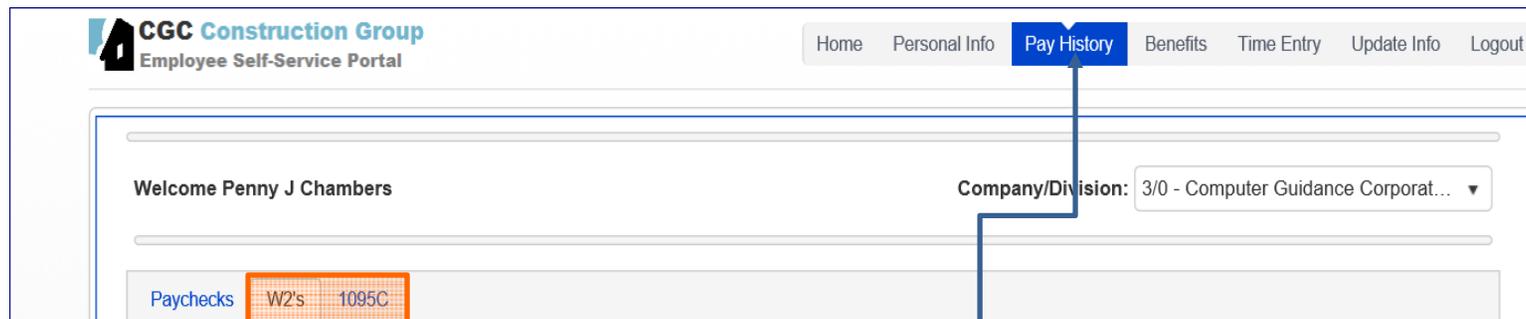
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HRSS Employee Portal



Employee Will Select Pay History
And
Applicable Form – W2s or 1095C



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Critical Slides Listed Below

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FICA Limits and Percentages Setup

Payroll		Tax Table Maintenance - Optional Values		Mode: Update	PRP21804	PRPM08 - 12
Pay Frequency: AN	Tax Status: 2020 - E FICA	Table Type: A	Code: 0	Effective Date: 01/01/2020		
Description:	<u>CRITICAL</u> - the Maximum Field must be Populated with the Correct TAX LIMIT					
Personal Exemptions:	<input type="checkbox"/>					
Tax Credits:	<input type="checkbox"/>					
Tax Equate Factor:	<input type="text" value="0"/>					
Standard Deduction:	<input type="checkbox"/>					
Percent:	<input type="text" value="0.0"/>					
Amount:	<input type="text" value="0.00"/>					
Minimum 1:	<input type="text" value="0.00"/>					
Minimum 2:	<input type="text" value="0.00"/>					
Maximum 1:	<input type="text" value="0.00"/>					
Maximum 2:	<input type="text" value="0.00"/>					
Federal Income Tax						
Standard Deduction:	<input type="text" value="Don't Deduct FIT"/>					
Deducted for State/Local:	<input type="checkbox"/>					
Table Basis:	<input type="text" value="Gross Taxable"/>					
Limits for State/Local Deduction						
Maximum 1:	<input type="text" value="0.00"/>					
Maximum 2:	<input type="text" value="0.00"/>					
		Gross Taxable				
		Minimum 1:	<input type="text" value="0.00"/>			
		Minimum 2:	<input type="text" value="0.00"/>			
		Minimum Tax:	<input type="text" value="0.00"/>			
		FIT Deduction Percent:	<input type="text" value="0"/>			
		Deduct FICA for State/Local:	<input type="checkbox"/>			
		Maximum:	<input type="text" value="8537.40"/>			
		State/Local Surcharge Percent:	<input type="text" value="0.0"/>			
		State Tax Rounding Method:	<input type="text" value="Nearest Penny"/>			
		Local Tax Calculation Method:	<input type="text" value="Gross Taxable"/>			
		State Number:	<input type="text" value="0"/>			
		Tax Limit for SDI & some Locals:	<input type="checkbox"/>			
		Tax Limit Amount:	<input type="text" value="0.00"/>			
		Tax Limit Type:	<input type="text" value="Pay Period"/>			



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Prepare Year End Files

Payroll > Annual>

Prepare Year End Files for W-2 Processing

You MUST Log into Security with:

- All Company/All Division
- All LBCC Security Levels



To Avoid Getting an “Unable to Allocate Error”

this option should be run when the majority of CMS/eCMS users are off the system



Smarter Construction. Cloud ERP.



Old Versus New Year Date Messages on Proof

Payroll > Processing > *Year Not Equal to System Year*

The screenshot shows a payroll processing window with a message box at the top. The message box contains the text: "Year not equal to System Year - Press Enter to accept". Below the message box, there are several sections: "Process" with checkboxes for Salaried, Hourly, Special, Retroactive, and Bypass Limits; "Security" with checkboxes for Craft Lbr, Level 2, and Level 3; "All Batches" with checkboxes for Pre-Mark All Batches and Adjustment#: Piece Work; and "Dates:" with input fields for Week Ending (01/01/2020), Cheque (12/12/2019), and Journal Date (12/12/2019). A blue arrow points from the "Week Ending" field to the message box. A red callout box on the right contains the text: "Exit if Not Correct" and "Enter to Accept".

Payroll

Info Messages

PRP00401 PRPM06 - 1

Year not equal to System Year - Press Enter to accept

Process

Salaried

Hourly

Special

Retroactive

Bypass Limits

Week Number(s) 1

Processing Week Number

Dates: Week Ending Cheque Journal Date

Security

Craft Lbr

Level 2

Level 3

All Batches

Pre-Mark All Batches

Adjustment#: Piece Work

Exit if Not Correct

Enter to Accept

Old Versus New Year Date Messages on Proof

Payroll > Processing > ***WE Date from Entry and Proof Differ***

15 000 PC's Construction - 4 1

DATE 12/12/2019 PRP038 PAYROLL PROOF WEEK ENDING 12/12/2019 TIME 7.48 PAGE 2

WK/	DEPT DR	CS -----	REGULAR		
DY Job	/Sub	COST DIST.	TY HOURS	RATE	
000000010	August A	Alabama			
1-1 AZ	001.00016	L	40.00	32.000	
			** WEEK ENDING 06/12/2019		
REGULAR			40.00		
100 DEPARTMENT TOTALS					

WE Date from Entry = 06/12/2019 - WE Date from Proof = 12/12/2019

If Correct Continue - If Not Clear Process and Correct the Wrong Date

** Payroll entry week ending date differs from Proof week ending date

HOURS			ADJUSTMENT					EMPL	PRE-CALC	GROSS		
REG	OTH	OVT	TOTAL	C/E	C/U	TAXABLE	NON-TAX	SICK	DEDUCT	REG	OTH	
40.00		.00	40.00	.00	.00	.00	.00	.00	.00	1280.00	.00	
	.00											
TOTAL			TAXABLE	C/E	C/U	---TIPS---	TOTAL			---- NUMBER ----		
1,280.00			1,280.00	.00	.00	.00	.00			EMP	TRAN	CHECK
										1	1	1

2020 Federal Tax Tables on Website

United States

Customer Support Website

<http://www.computerguidance.com>

Login Requirements:

User Name: Customer Number

Password: Zip Code

Documentation Available under:

Resources >

QE and YE Documentation >

2019 Documentation >

2020-Final IRS Percent Method Tables and W-4 Documents

3 New Fields In the Employee Master Will be Available Soon to Accommodate New W-4 Steps 3, 4a and 4b



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Year End Documentation on Website

United States

Customer Support Website

<http://www.computerguidance.com>

Login Requirements:

User Name: Customer Number

Password: Zip Code

Documentation Available under:

Resources >

QE and YE Documentation >

2019 U. S. Year End Documentation

Print and Read This Documentation



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iSeries Access Client Solutions

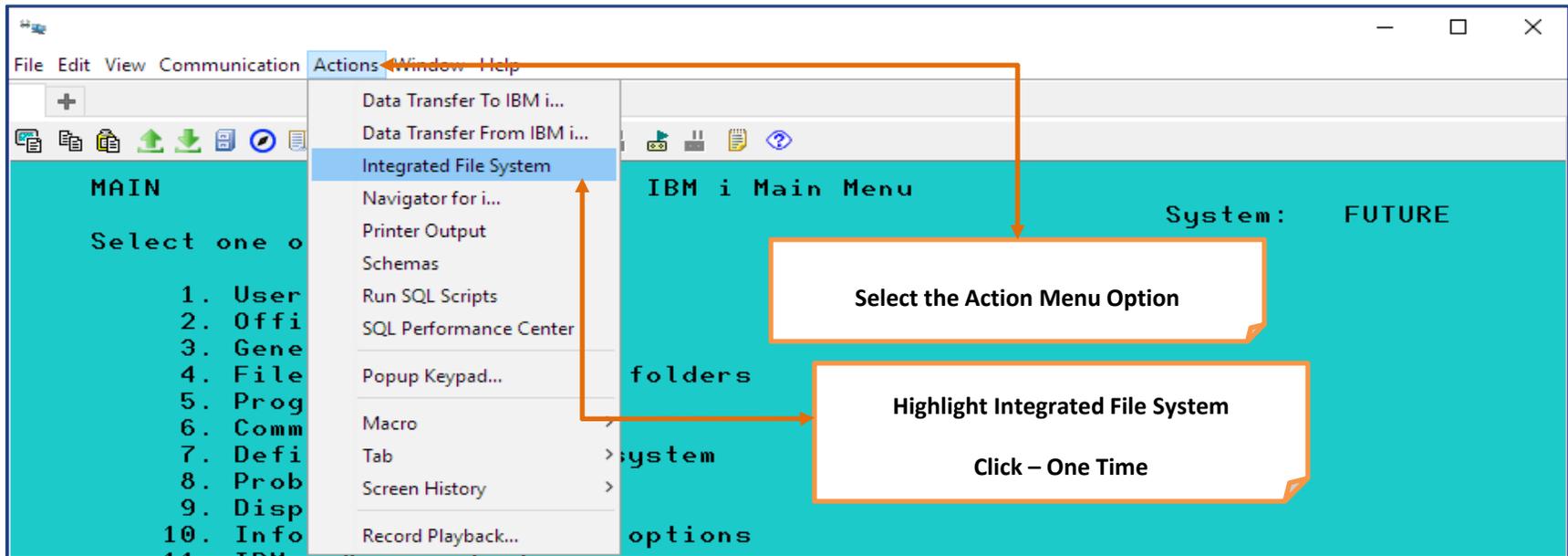
iACS Download

Smarter Construction. Cloud ERP.



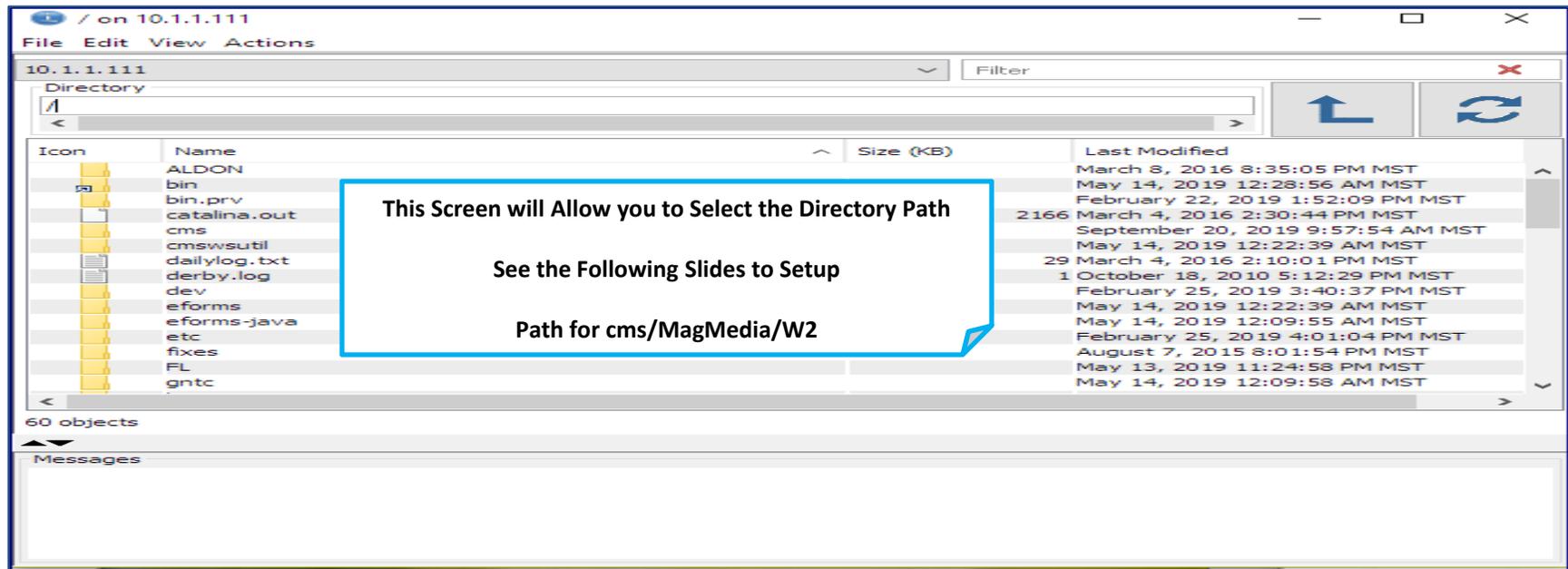
iACS – File Download

Replaces Mapping a Drive



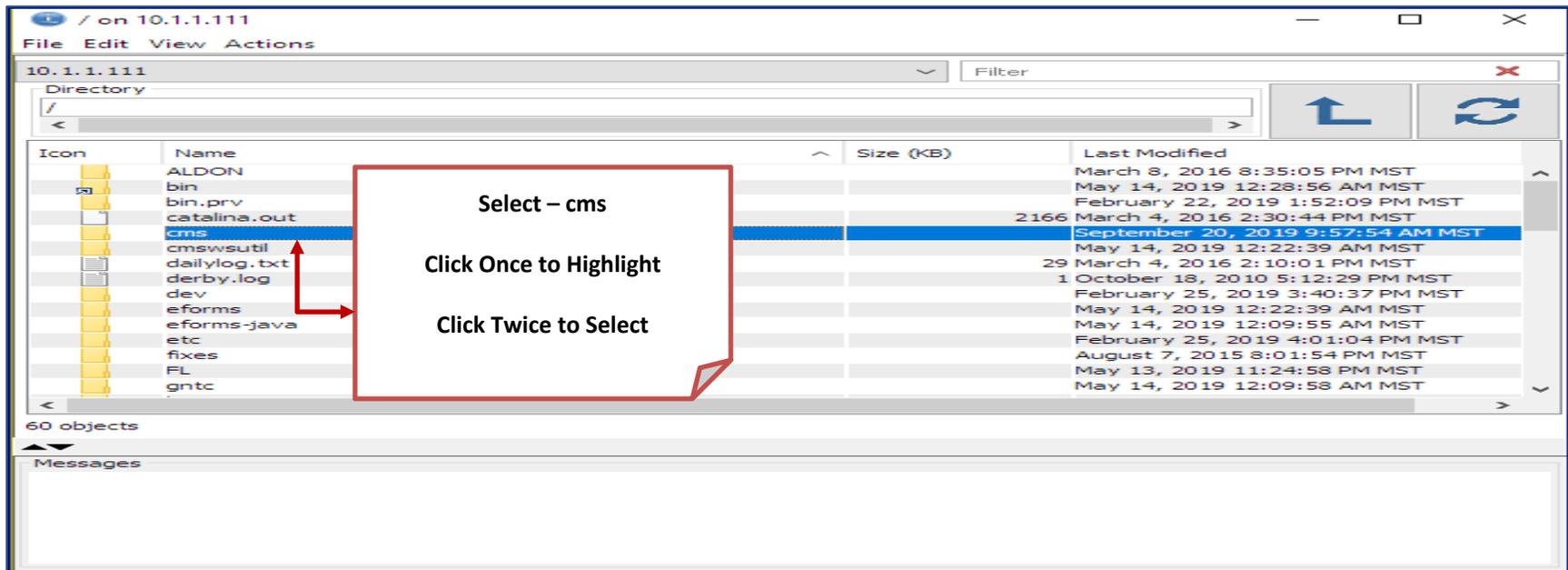
iACS – File Download

Replaces Mapping a Drive



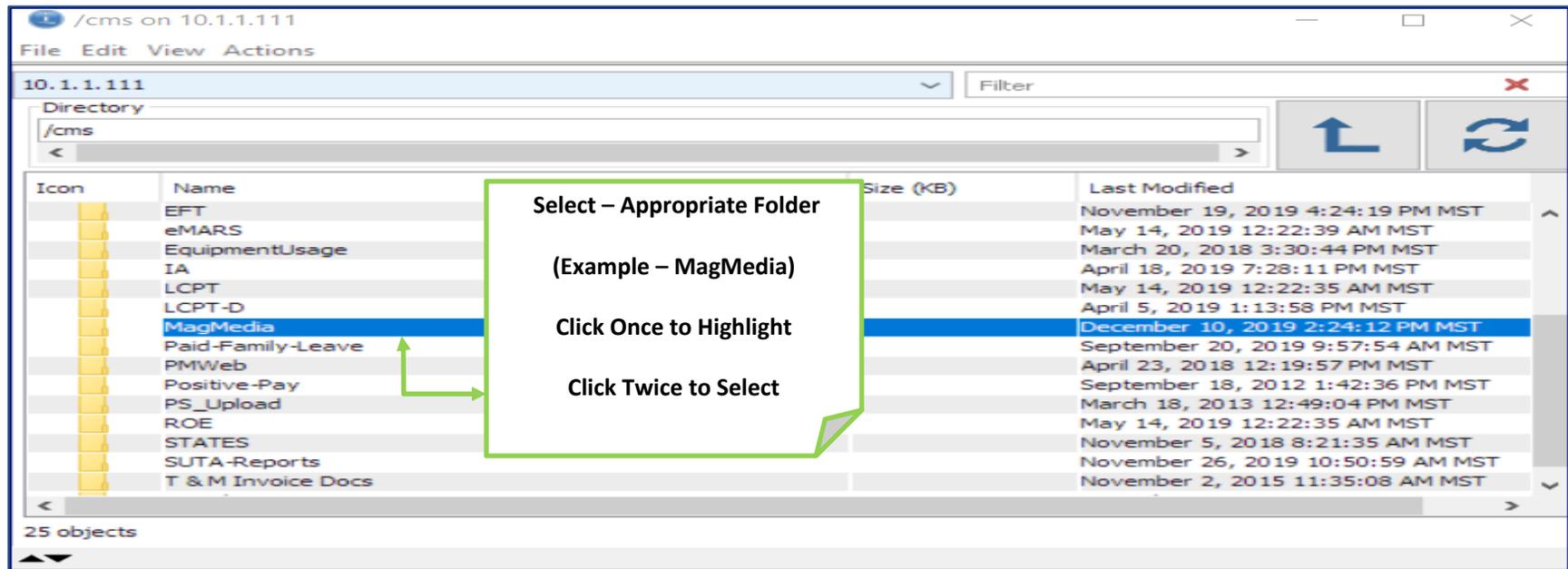
iACS – File Download

Replaces Mapping a Drive



iACS – File Download

Replaces Mapping a Drive



iACS – File Download

Replaces Mapping a Drive

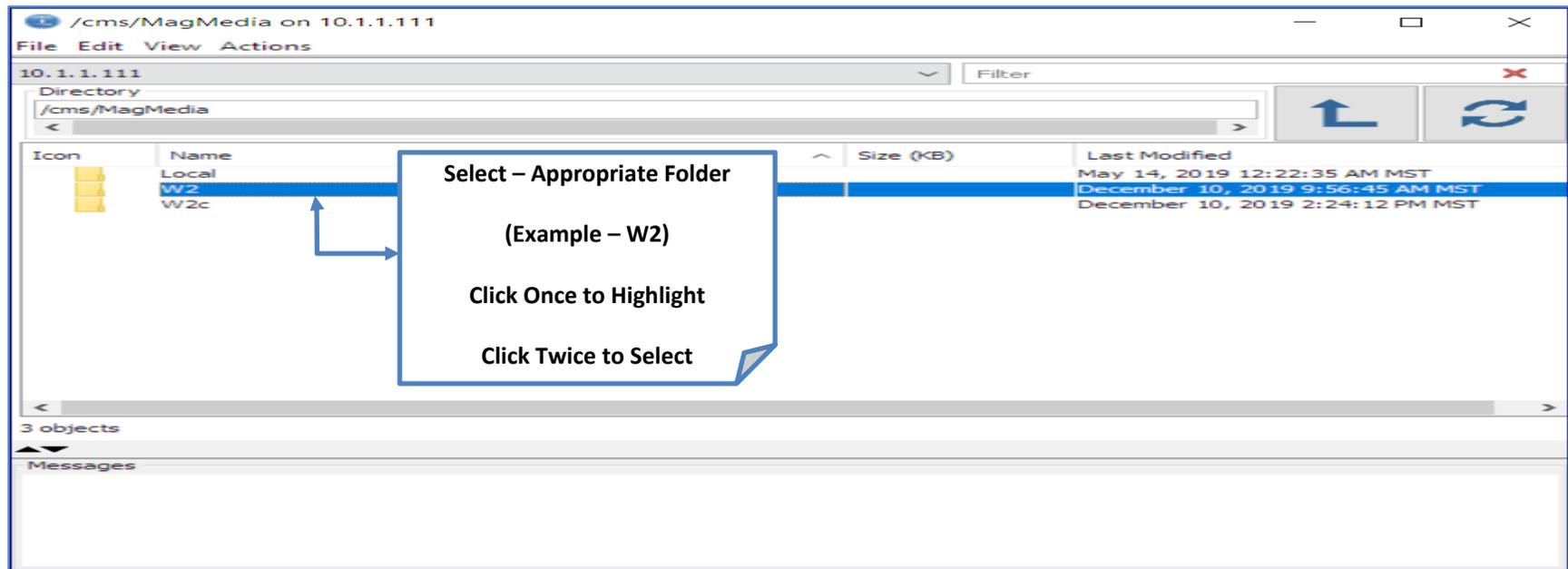
The screenshot shows a web-based file browser interface. At the top, the address bar displays the URL `/cms/MagMedia on 10.1.1.111`. Below the address bar, there is a breadcrumb trail: `10.1.1.111` > `Directory` > `/cms/MagMedia`. An orange callout box with a double-headed arrow points to the `/cms/MagMedia` part of the breadcrumb, containing the text "Directory is now /cms/MagMedia". To the right of the breadcrumb, there are two buttons: "Previous" (with a left arrow icon) and "Refresh" (with a circular refresh icon). Below the breadcrumb, there is a table listing files and folders. The table has columns for "Icon", "Name", "Size (KB)", and "Last Modified". The table contains three entries:

Icon	Name	Size (KB)	Last Modified
Local	W2		May 14, 2019 12:22:35 AM MST
	W2c		December 10, 2019 9:56:45 AM MST
			December 10, 2019 2:24:12 PM MST

An orange callout box with a double-headed arrow points to the table, containing the text "A List of Available Files or Folders Will be Displayed". At the bottom of the interface, there is a status bar showing "3 objects" and a "Messages" section.

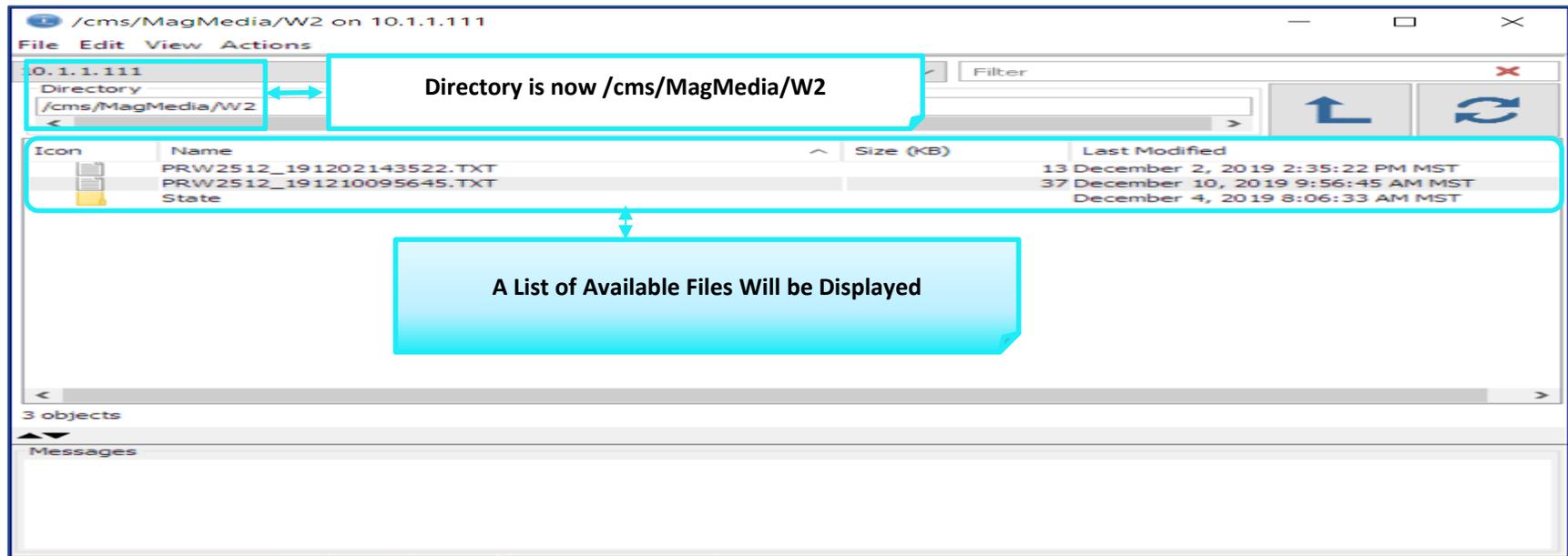
iACS – File Download

Replaces Mapping a Drive



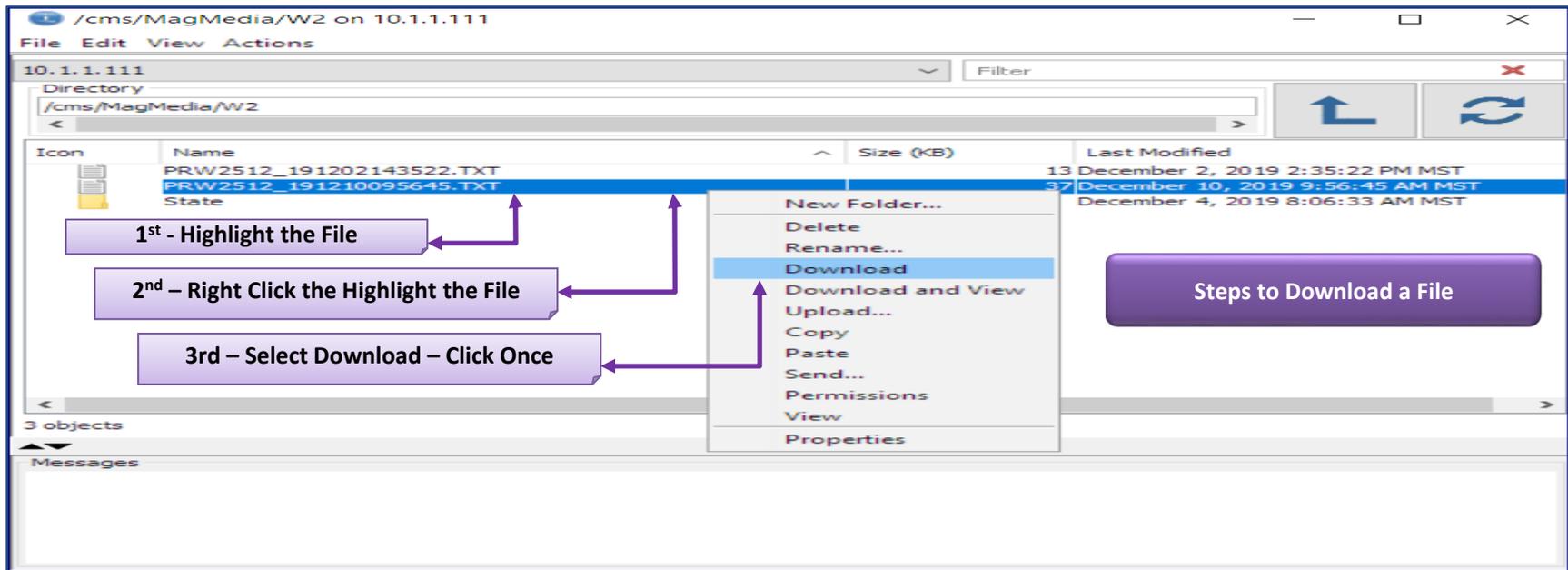
iACS – File Download

Replaces Mapping a Drive



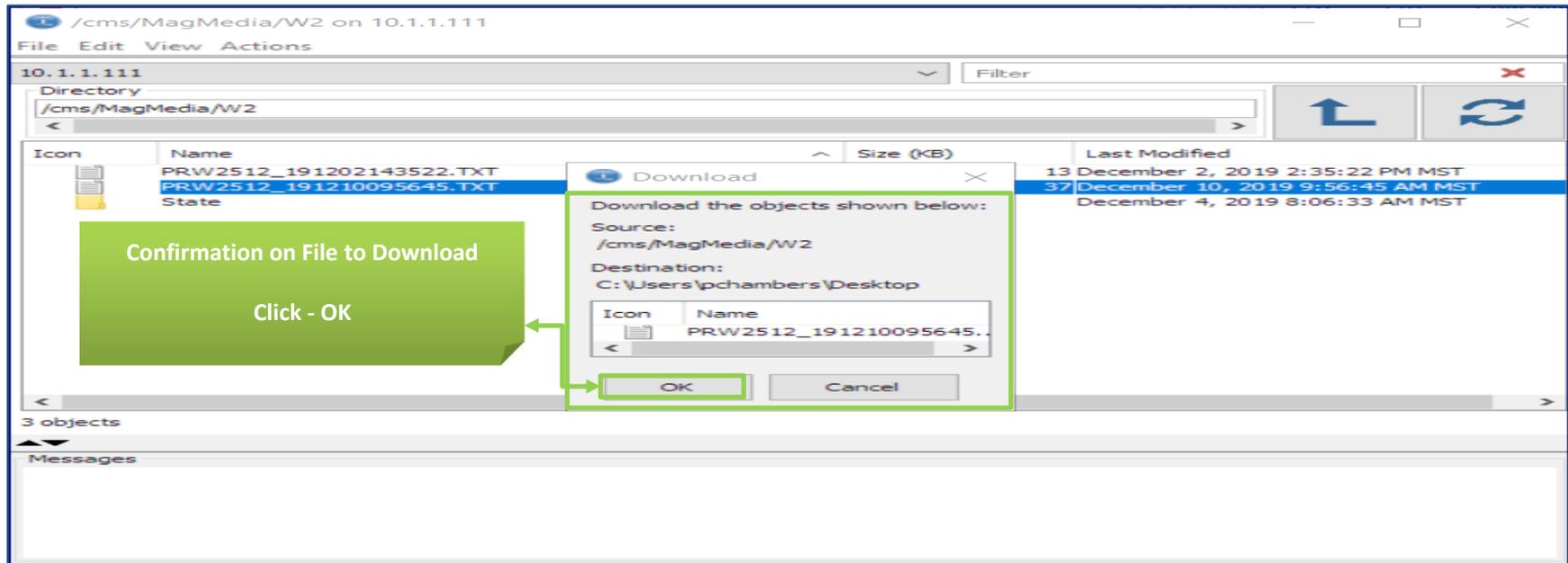
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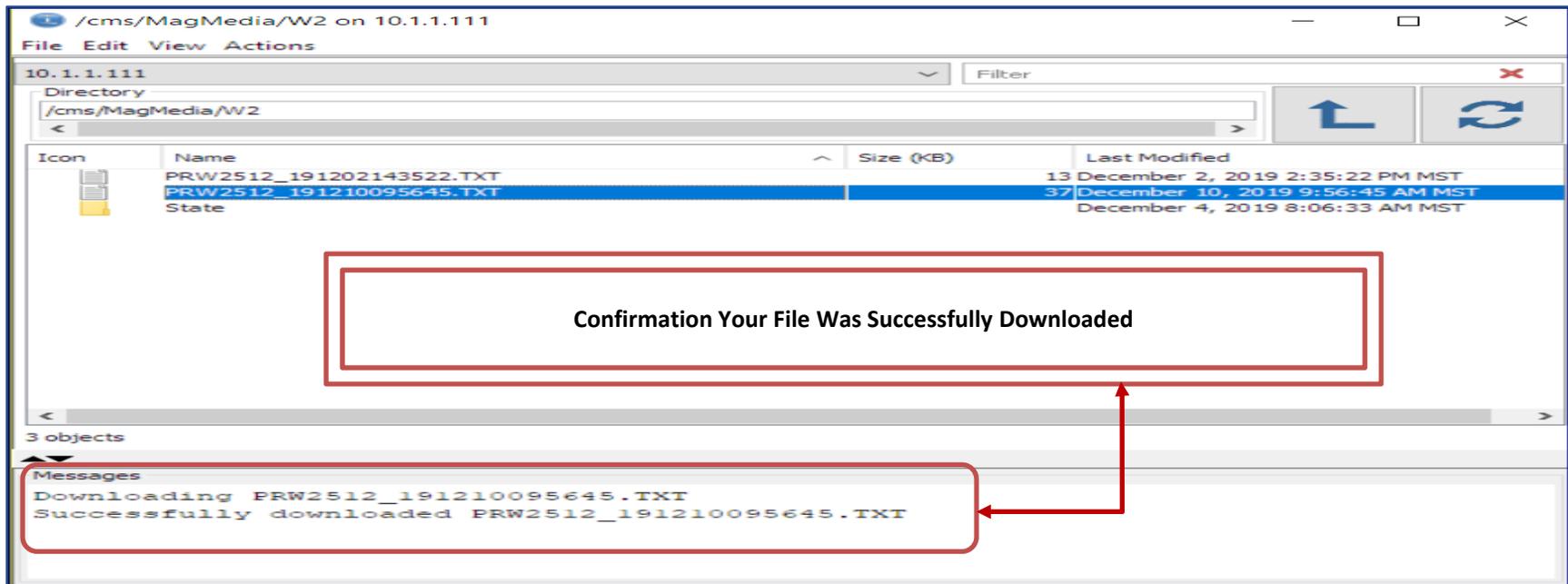
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