



## VISTA YEAR END SUPPORT GUIDE



**How can we help?**  
**Website: <http://support.viewpoint.com>**


**Phone: 971-255-4801**

© 2022 Viewpoint, Inc. All Rights Reserved. Viewpoint®, Vista™, Spectrum®, ProContractor™, Jobpac Connect™, Viewpoint Team™, Viewpoint Analytics™, Viewpoint Field View™, Viewpoint Estimating™, Viewpoint For Projects™, Viewpoint HR Management™, Viewpoint Field Management™, Viewpoint Financial Controls™, Viewpoint Field Service™, Spectrum Service Tech™, ViewpointOne™ and Trimble Construction One™ are trademarks or registered trademarks of Trimble Inc., Viewpoint, Inc., or their affiliates in the United States and other countries. Other names and brands may be claimed as the property of other

# Viewpoint® | Customer Portal

The **Viewpoint Customer Portal** is a one-stop shop for support and learning, troubleshooting technical issues, learning how to use our software, downloading the latest releases, and much more. Our communication channels (online, phone, or, chat) ensure you will get the answers you need when you need them.

You can access our Customer Portal by going to <https://support.viewpoint.com/>

 <h3>SEARCH PORTAL</h3> <p>Find relevant Knowledge articles, issues and product info.</p> <input type="text" value="What are you searching for?"/>	 <h3>SYSTEM STATUS</h3> <p>Please visit this status page for information on any known outages.</p> <a href="#">VISIT YOUR NETWORK</a>	 <h3>SUBMIT A CASE</h3> <p>Get timely answers from our experienced Viewpoint team.</p> <a href="#">SUBMIT YOUR CASE</a>	 <h3>TALK TO US</h3> <p>Our Viewpoint specialists are standing by to help.</p> <a href="#">CONTACT US</a>
---	--	--	--

---

## The Viewpoint Network

### Viewpoint's Online Community of Users

If you haven't heard, we have an active online community that's waiting for you – the [Viewpoint Network](#)

Over 5,000 of your fellow construction industry peers are participating in lively discussion forums, learning how to get the most out of their Viewpoint solutions, sharing candid feedback with Viewpoint product experts and staying up-to-date on the industry's most recent developments.

---

## Viewpoint® | Academy

Click the links to access the Vista 2022 Year End Training for [US](#) and [CA](#) users!

### BUILD YOUR SKILLS AND GROW YOUR CAREER WITH TRAINING FROM VIEWPOINT ACADEMY

On VIEWPOINT ACADEMY you will find quick tips to improve your workflows, learning plans that guide you through role-based training programs, live instructor-led courses, and certification programs designed to make you the expert your company needs.

# Table of Contents

Balancing Accumulations .....	4
Year End Check Runs/Bonus Checks.....	5
Taxable Fringe (Car Allowance, Life Insurance, Etc.).....	7
Leave Reset.....	12
Tax Updates/Update Rates & Limits .....	15
ADP File Generation .....	16
Third Party Sick Pay.....	19
W-2.....	23
Affordable Care Act.....	29
1099 Vendors.....	34
1099 Processing .....	37
Fiscal Year/Month End Close.....	42
Beginning Balance Update/Adjustment Period .....	42
Year End Resources & Information .....	44
Year End Updates .....	46
Viewpoint Academy.....	47
New Vista Payroll Features 2022 R1.08 and 2022 R2.02 .....	48
Preparing for Year End .....	50
Timing of Payroll Year End Tasks.....	51
Payroll Year End Checklist.....	53
Accounts Payable Year End Checklist.....	54
General Ledger Year End Checklist .....	55
Knowledge Base Articles .....	56

# Read & Review

---

## Balancing PR Employee Accumulations

### READ

PR Employee Accumulations need to be in balance prior to running any quarter or year-end processes. This process will ensure that the numbers reported for quarters and year-end are correct. The following is a list of reports and tips that you can use to balance quarterly and yearly.

#### The reports used to balance the 941:

- PR Employee Accumulations report (Eligible amounts for the deduction codes should tie to the taxable wage fields for Federal, Social Security, and Medicare)
- PR Federal Tax Liability (Should tie to the Schedule B)
- PR 940/941 Information (Uses FICA deduction for taxable wages)
- PR 941 Schedule B (If an amount is missing for a date, check to make sure that the paid dates match the paid months by running the Employee Sequence Detail report and comparing it to the PR Check Register which has the paid date). See also KB: When the PR 941 Federal Form does not match the PR 941 Schedule B

#### The reports used to balance FUTA/SUTA:

- PR Employee Accumulations (Subject amounts for the deduction codes should tie to FUTA and SUTA wages in the YTD Gross column of the PR Unemployment Report. Eligible amounts will tie to the This Period Eligible column of the report.)
- PR Employee Sequence Detail (Shows detail to look for incorrect calculations, overrides, or ignoring of limits)
- PR Unemployment Report (Shows what will be included in the electronic file)
- PR Tax Report (Helpful to run for any deduction/liability code) NOTE: check the Eligible amount on the FICA SS deduction and liability codes for individual employees to make sure the limit and calculation are correct (2022 limit is \$147,000.00 and the rate is .062).
- PR 940 Schedule A

#### The reports used to balance Insurance/Workers' Compensation:

- PR Employee Accumulations
- PR Insurance Report by Insurance Code (Gross amount shows gross wages and

Subject amount column includes all earnings subject to)

- PR Tax Report (Helpful to run for any deduction/liability code)

### **The reports used to balance W2:**

- PR Employee Accumulations (Subject amount for Federal wages, Eligible amount for Social Security, and Subject for Medicare wages)
- PR W-2 Process | Options | Reports | PR W2 Preview Report

### **REVIEW**

BALANCING PR EMPLOYEE ACCUMULATIONS

BALANCING THE PR EMPLOYEE ACCUMULATION REPORT TIPS EMPLOYEE ACCUMULATIONS REPORT

REASONS YOUR PR EMPLOYEE ACCUMULATIONS COULD BE OUT OF BALANCE VISTA

PAYROLL: REPORTS - BALANCING QUARTERLY

VISTA PAYROLL: QTR & YEAR END – BALANCING

REPORTS TO USE TO BALANCE PAYROLL FOR QUARTERLY AND YEARLY PROCESSING

---

## **Year End Check Runs/Bonus Checks**

### **READ**

#### **It is important to process Payment Sequences for Pay Periods in order:**

Pay seq 1 needs to be processed before pay seq 2. If a bonus check (posted to pay seq 2) is processed before regular checks (in pay seq 1), a limit might be reached in the bonus sequence (e.g., (US-FICA), (Canada - CPP, EI)) and the regular payroll check will not consider/see that the limit has been met when you process the regular payroll check. This will cause the software to calculate again to meet the limit. To avoid this problem, post and process the regular payroll sequence (for example pay sequence 1) before processing the bonus check sequence (for example pay sequence 2.) If Pay Sequences are processed out of order and checks issued, the YTD amounts on the pay stub will be incorrect.

#### **How to Process a Bonus Check**

1. From the Payroll module's Programs folder, open the PR Pay Period Control form.
2. Click the Payment Sequence tab to set up a sequence for the bonus checks. In the PaySeq field, enter a unique number to create a new sequence.
3. In the Description field, provide a description for the sequence, for example, Bonus Sequence.

4. Check the Bonus checkbox to ensure that taxes are calculated according to the rate assigned to the associated deduction code.
5. Save the record and close the form.
6. From the Payroll module's Programs folder, open the PR Deductions/Liabilities form.
7. In the Dedn/Liab Code field, enter the deduction code, or press F4 to select the code from a list. On the Info tab, if you have the Calculate as a rate of gross on bonus sequence box checked and a rate specified in the Bonus Rate field, this rate is used to calculate the deduction. If this box is not checked, the normal routine or rate is used.
8. Click the Basis Codes tab. If you have a special earning code for bonuses, be sure that it is assigned to the basis codes for all appropriate deductions and liabilities.
9. Process the payment sequences within the pay period in order.

**NOTE: If a bonus check is processed before regular checks, a limit might be reached in the bonus sequence (e.g., FICA). To avoid this problem, post and process the regular payroll sequence before processing the bonus check sequence. Optionally, you could put the bonus checks in a separate, one-day pay period with a week ending date less than the normal payroll.**

Consider which employee based deductions and liabilities you want to calculate and add the appropriate frequency codes to PR Pay Period Control.

NOTE: If pay sequences are processed out of order, the YTD amounts on the pay stub will be incorrect.

If you do not want the employee-based deductions (such as HSA, Medical, and Dental) to deduct from the bonus payments, consider using unique frequency codes for the Bonus pay sequence and only activate the ones you want for the bonus checks;

OR

Click the box in PR Deductions/Liabilities titled Calculate on pay sequence #1 only. On a routine based deduction, such as FWT, make sure the Use YTD accumulations to correct rounding errors is unchecked. You never want to check that box on a routine based deduction anyway but especially when doing your bonus sequence.

You can issue live bonus checks for all employees that normally receive direct deposit by opening the PR Pay Period Control form and checking the OverrideDirDep checkbox for the sequence on the Payment Sequence tab. You can also open the PR Employee Pay Seq Control form and from the File menu, select Payment Method Override to change the pay method from EFT to check for the bonus sequence, IF all employees are to receive checks on the bonus sequence. IF some but not all should receive checks, change payment method on each employee individually within the PR Employee Pay Seq Control form.

You can also handle bonuses by adding a stand-alone pay period for 1 day such as 12/31 to 12/31, but you still need to process all pay periods in order, so, for example, a pay period ending 12/30 would need to be processed and paid prior to pay period ending 12/31.

## REVIEW

YEAR-END BONUS CHECKS FREQUENTLY ASKED QUESTIONS  
DOES VISTA PROVIDE A PAYROLL YEAR END WORKFLOW CHECKLIST ANYWHERE?  
YEAR END PAYROLL CHECKS LAST WEEK OF DECEMBER

---

## Taxable Fringe (Car Allowance, Life Insurance, Etc.)

### READ

Before starting the process of increasing the employee's taxable wage, you will need to determine what taxes you want to withhold and what taxes you want to add to the subject taxable wages but not withhold at this time.

For example, you may want to calculate the FICA deduction and liability to increase the FICA subject and eligible and calculated amounts. For federal tax you may want to add the taxable wages to the subject and eligible amount but not calculate the federal amount for the taxable fringe.

Often, Federal and State taxes will not be deducted. This indicates the Car Allowance earnings as taxable for W-2 purposes, but the taxes will not be withheld.

Increase an Employee's Taxable Wages

For a company paid benefit such as auto allowance or insurance, please see the following examples.

**Use the following instructions to set up a sample Car Allowance earnings where taxes will be deducted from the employee's current paycheck. At a minimum, the FICA portion of the Car Allowance earnings will be withheld, but other taxes can also be withheld at this time. The Car Allowance earnings will be reported on the employee's W-2 as well as any other taxes deducted from the employee's current paycheck.**

### **STEP 1 - Create an earnings code for Taxable Fringe**

1. From the **Payroll** module's **Programs** folder, open the **PR Earnings Codes** form.
2. Click the **New Record** icon.
3. In the **Earnings Code** field, enter a new code number. You can view existing earning codes by pressing F4.
4. Click the **Info** tab.
5. In the **Description** field, enter a description for the code, for example, *Car Allowance*.
6. From the **Method** drop-down list, select **Amount**.
7. In the **Factor** field, enter **1.00**.
8. Check the **True Earnings for Payroll Reports** checkbox.
9. In the **Earnings Type** field, press F4 to select the appropriate earnings type (this controls what GL Account will be used for the earnings).

10. In the **CT** field, enter the Job Cost Type, or press **F4** to select a cost type from a list.
11. Click the **Deductions/Liabilities** tab.
12. Add the **Deduction Codes** for all taxes to which the car allowance is subject. Generally this would include Federal Withholding, FICA, and State Withholding.
13. Add the FICA liability codes, and determine if any additional deductions and/or liabilities (i.e. FUTA, SUTA) are required.
14. Check the **Subject Only** box on taxes that will not be withheld at this time for the Car Allowance earnings. Often, the Federal and State taxes will not be deducted. This indicates the Car Allowance earnings are taxable for W-2 purposes, but the taxes will not be withheld.

### **STEP 2 - Set up a deduction code for a reversal of the car allowance**

1. From the **Payroll** module's **Programs** folder, open the **PR Deductions/Liabilities** form.
2. Click the **New Record** icon.
3. In the **Dedn / Liab Code** field, enter a new code number. You can view existing earning codes by pressing **F4**.
4. In the **Description** field, enter a description of the code.
5. Select **Deduction** as the **Type**.
6. From the **Calculation Category** drop-down list, select **E-Employee**.
7. In the **GL Account** field, enter the credit account number, or press **F4** to select an account from a list.
8. From the **Method** drop-down list, select **G - Rate of Gross**.
9. Enter the rate of **1.00** in **Rate/Amount #1** and **#2** fields.
10. Click the **Basis Codes** tab.
11. Add the **Car Allowance earning code** from Step 1 (above) in the grid for this deduction code.

### **STEP 3 - Add the new deduction code to the employee**

1. From the **Payroll** module's **Programs** folder, open the **PR Employee Dedns/Liabs** form.
2. In the **Employee** field, press **F4** to select the employee from a list.
3. In the **Dedn / Liab Code** field, enter the deduction code created in Step 2 above, or press **F4** to select the code from a list.
4. Click the **Info** tab.
5. Check the **Employee-Based** checkbox.



6. In the **Frequency** field, enter the appropriate frequency code, or press **F4** to select a code from a list (this is used to tell the system during payroll processing that these earnings should be included).
7. In the **Processing Seq. #** field, enter *1*.
8. Click **Save**.

#### **STEP 4 - Add the frequency code for the taxable fringe deduction**

1. From the **Payroll** module's **Programs** folder, open the **PR Pay Period Control** form.
2. Click the **Active Frequency Codes** tab.
3. Add the **Frequency Code** assigned to the Car Allowance deduction in Step 3 above.
4. Save the record.
5. From the **Payroll** module's **Programs** folder, open the **PR Timecard Entry** form.
6. Enter an employee timecard line using the earnings code created in Step 1 above, using the amount for the Car Allowance.
7. Post the remaining regular timecard entries for the employee if they are within the current pay period.

#### **STEP 5 - Process your payroll as you would normally**

Verify the Car Allowance is correct prior to printing checks if this is a current pay period. You will see the Car Allowance amount appear in both earnings and deductions.

**Use the following instructions to set up a Car Allowance where the earnings need to be reported on the employee's W-2's, no Federal or State taxes will be withheld, and the Employer's FICA tax obligation will be paid by the Employer.**

#### **STEP 1 - Create an earnings code for Car Allowance**

1. From the **Payroll** module's **Programs** folder, open the **PR Earnings Codes** form.
2. Click the **New Record** icon.
3. In the **Earnings Code** field, enter a new code number. You can view existing earning codes by pressing **F4**.
4. Click the **Info** tab.
5. In the **Description** field, enter a description for the code, for example, *Car Allowance*.
6. From the **Method** drop-down list, select **Amount**.
7. In the **Factor** field, enter **1.00**.
8. Check the **True Earnings for Payroll Reports** checkbox.
9. In the **Earnings Type** field, press **F4** to select the appropriate earnings type (this controls what GL Account will be used for the earnings).
10. In the **CT** field, enter the Job Cost Type, or press **F4** to select a cost type from a list.

11. Click the **Deductions/Liabilities** tab.
12. Add the **Deduction Codes** for all taxes to which the car allowance is subject. Generally this would include Federal Withholding, FICA, and State Withholding.
13. Add the FICA liability codes, and determine if any additional deductions and/or liabilities (i.e. FUTA, SUTA) are required.
14. Check the **Subject Only** box on taxes that will not be withheld at this time for the Car Allowance earnings. Often, the Federal and State taxes will not be deducted. This indicates the Car Allowance earnings are taxable for W-2 purposes, but the taxes will not be withheld.

### **STEP 2 - Set up a new Garnishment Group for Car Allowance**

1. From the **Payroll** modules' **Programs** folder, open the **PR Garnishment Groups** form.
2. Click the **Deductions/Earnings** tab.
3. Add the deduction codes for FICA.
4. Add the earnings code for Car Allowance set up in Step 1 above.

### **STEP 3 - Set up a deduction code for a reversal of the Car Allowance**

1. From the **Payroll** module's **Programs** folder, open the **PR Deductions/Liabilities** form.
2. Click the **New Record** icon.
3. In the **Dedn / Liab Code** field, enter a new code number. You can view existing earning codes by pressing **F4**.
4. In the **Description** field, enter a description of the code.
5. Select **Deduction** as the **Type**.
6. From the **Calculation Category** drop-down list, select **E-Employee**.
7. In the **GL Account** field, enter the credit account number, or press **F4** to select an account from a list.
8. From the **Method** drop-down list, select **N - Rate of Net**.
9. In the **Garnishment Group** field, enter the garnishment group created in Step 2 above.
10. Enter the rate of *1.00* in **Rate/Amount #1** and **#2** fields.
11. Click the **Basis Codes** tab.
12. Add the Car Allowance earning code from Step 1 (above) in the grid for this deduction code.

### **STEP 4 - Add the new deduction code to the employee**

1. From the **Payroll** module's **Programs** folder, open the **PR Employee Dedns/Liabs** form.
2. In the **Employee** field, press **F4** to select the employee from a list.
3. In the **Dedn / Liab Code** field, enter the deduction code created in Step 3 above, or press **F4** to select the code from a list.
4. Click the **Info** tab.
5. Check the **Employee-Based** checkbox.
6. In the **Frequency** field, enter the appropriate frequency code, or press **F4** to select a code from a list (this is used to tell the system during payroll processing that these earnings should be included).
7. In the **Processing Seq. #** field, enter 1.
8. Click **Save**.

#### **STEP 5 - Set up a new sequence that is separate from the usual payroll run**

1. From the **Payroll** module's **Programs** folder, open the **PR Pay Period Control** form.
2. Click the **Active Frequency Codes** tab.
3. Add the Frequency Code assigned to the Car Allowance deduction in Step 3 above.
4. Save the record.
5. Post the remaining regular timecard entries for the employee if they are within the current pay period.

#### **STEP 6 - Create a new batch using the new sequence number**

1. From the **Payroll** module's **Programs** folder, open the **PR Timecard Entry** form.
2. Create a new batch using the sequence number created in Step 5 above.
3. Enter an employee timecard using the earnings code created in Step 1 above, using the amount for the Car Allowance.
4. From the **File** menu, select **Batch Process**.
5. Post the batch.

#### **STEP 7 - Process the pay period and payment sequence**

1. From the **Payroll** module's **Programs** folder, open the **PR Payroll Process** form.
2. Process this pay period and payment sequence using the option for **Employees with Changed Earnings or Overrides**.

#### **STEP 8 - Change the payment method for each employee with Car Allowance**

1. From the **Payroll** module's **Programs** folder, open the **PR Employee Pay Seq Control** form.
2. For each employee with Car Allowance, perform the following 4 steps:
  - Change the **Payment Method** to **X-No Pay**
  - Update the **Paid Date** field
  - Update the **Paid Month** field
  - Click **Process**

**Finish standard processing and closing procedures for this sequence.**

## REVIEW

### VISTA YEAR-END TAXABLE FRINGE FREQUENTLY ASKED QUESTIONS

---

## Leave Reset

### READ

At the end of the year, you must perform a Leave Reset to reset your accrual and available balance limits to zero. The accrual is going to bank the allotted hours to the employees' available balance including the amount of carry over.

#### **Example of the Standard Leave Code vs. Employee Overrides**

Thomas is an employee who needs editing prior to the reset because he accrues time faster (because of longevity) than the standard accrual.

View the standard leave code setup below for Thomas' employer:

- The monthly accrual of time (**Accrual Limit #1**) is 6.67 hours
- The annual accrual of time (**Accrual Limit #2**) is 80.00 hours
- The **Carryover Limit** is 20.00

If an employee (Ex: Thomas Carr) accrues more hours than the standard limits, you must enter override amounts on the **PR Employee Leave** form for that employee (and all other employees that do not follow the standard limits). In this example (based on the standards in the above example), Thomas Carr needs editing prior to the reset for two reasons:

1. Thomas has been with the company for 4 years and moved from the standard leave code setup of 80 hours a year to 120 hours a year.
  - 10.00 is entered in the **Accrual Limit #1, Employee Override** field. That means Thomas will accrue 10 hours a month (not the standard 6.67).
  - 120.00 is entered in the **Accrual Limit #2, Employee Override** field. That means yearly, Thomas will accrue a maximum of 120 hours a year (not the standard 80.00).

2. If you look at the example above, employees can carryover 20 hours each year. Thomas has 10.00 hours of carryover.
  - 120.00 is the annual limit for Thomas, + 10.00 carryover means that 130.00 is entered in the **Balance Limit Employee Override** field.

### **Step 1 - Override All Employees that Do Not Have the Standard Leave Code**

3. From the **Payroll** module's **Programs** folder, open the **PR Employee Leave** form.
4. In the **Employee** field, enter the employee number or press **F4** to select an employee from a list.
5. In the **Leave Code** field, enter the leave code or press **F4** to select a leave code from a list.
6. Click the **Info** tab.
7. In the **Accrual Limit #1** section of the tab, enter the new limit amount in the **Employee Override** field. The rate at which these hours are accrued is based on the **Frequency** set up for the selected **Leave Code**. In our example, these hours accrue on a *Monthly* basis.
8. In the **Accrual Limit #2** section of the tab, enter the new limit amount in the **Employee Override** field. The rate at which these hours are accrued is based on the **Frequency** set up for the selected **Leave Code**. In our example, these hours accrue on a *Yearly* basis.
9. In the **Balance** section of the tab, enter the new limit amount (balance + any allowed carryover) in the **Employee Override** field. For example, if employees can carryover up to 20 hours each year, include the unused hours up to 20. In our example below, Thomas has 10.00 hours of carryover, so his yearly limit is 130 (Accrual Limit #2 Override of 120 + Carryover of 10).

### **Step 2 - Create and Process Batch to Reset Amounts to 0.00**

**All Resets must have a date one day prior to any dates with Usage or Accruals.**

*Example: If the Reset Date is 12/31/22, then usage and accruals will start on 1/1/23 for 2023. If there is usage for 2022 on 12/31/22, the reset date must be 1/1/23 and usage and accruals will start on 1/2/23.*

1. From the **Payroll** module's **Programs** folder, open the **PR Leave Entry** form.
2. In the **Batch Month** field, enter *12/22*.
3. Click **OK**.
4. Click **File | Leave Code Reset**
5. Check the **Reset Accrual Amounts to 0.00 hours for the next frequency period** checkbox.

6. Check the **Reset Available Balances to Carryover Limit** checkbox.
7. In the **Reset Date** field, enter the date of the reset. All resets must use a date one day prior to any days with usage or accruals.

Example: If the Reset Date is 12/31/22, then usage and accruals will start on 1/1/23 for 2023. If there is usage for 2022 on 12/31/22, the reset date must be 1/1/23 and usage and accruals will start on 1/2/23.

8. In the **Leave Code** and **Frequency** sections of the form, specify whether **All** or a specific code or frequency is to be reset.
9. Click **Update** then **Close**.
10. Click **File | Process Batch**.
11. Click **Validate** to check for errors.
12. Click **Preview** to display an audit report showing the reset entries. If entries are correct, click **Post Batch**. If changes are required:
  - a. Close the audit report form.
  - b. From the **Payroll** module's **Programs** folder, open the **PR Leave Entry** form.
  - c. Select the batch you just created.
  - d. Using the **Grid** tab, update the fields as needed, or select a row and then click the **X** to delete it.
  - e. Click **Save**.
  - f. Process the batch again.

**If you have posted the batch and you notice that the batch is incorrect, you must reverse the batch transactions.**

1. From the **Payroll** module's **Programs** folder, open the **PR Leave Entry** form.
2. In the **Batch Month** field, enter the date of the original reset transactions.
3. Click **OK**.
4. Click **File | Leave Code Reset**
5. In the **PR Leave Code Reset** form, check the **Reset Accrual Amounts to 0.00 hours for the next frequency period** checkbox.
6. Check the **Delete any reset transactions currently posted to this date** checkbox to reverse the leave reset transactions. This process pulls the previously reset transactions into a new batch and flags all of them for deletion.
7. Click **Update** then **Close**.

8. Click **File | Process Batch**.
9. Click **Validate** to check for errors.
10. Click **Preview** to display an audit report showing the reset entries. If entries are correct, click **Post Batch**.
11. When the batch is processed, all reset transactions in the batch are removed from the **Leave History** table, the **Last Date Reset** values in **PR Employee Leave** are set to null, and the **Accrual Limits** and **Available Balance Limits** are set to the previous values.

### **Step 3 - Review Balances**

After you have reset leave balances, from the **Payroll** module's **Reports** folder, review the following reports:

- **PR Employee Leave Balance and Accumulations**
- **PR Employee Leave History Detail**

### **REVIEW**

YEAR-END LEAVE RESET FREQUENTLY ASKED QUESTIONS RESETTING YEAR END LEAVE

---

## **Tax Updates/Updated Rate & Limits**

### **READ**

### **Tax Routine Updates**

The Viewpoint Development Team upon notification completes updates to all Tax Routines. Notifications come from either the state or the customer notifies us.

[Downloads For Vista](#)

#### **1. Locate and Install the Most Recent Tax Update**

1. Visit the [Customer Portal Vista Downloads](#) page and navigate to Tax Updates for 2023.
2. Locate and load the last update available.
3. Follow the Tax Update installation steps located in the **2023 Tax Update - Notes Instructions.pdf**. The .PDF is located with the executable file.

**Note:** Tax updates are inclusive.

#### **2. Initialize Tax Update for Each Payroll Company**

1. From the **Payroll** module's **Programs** folder, open the **PR Routine Master** form.
2. From the **File** menu, select **Initialize**.

#### **3. Check for the Latest Tax Routine**

1. From the **Payroll** module's **Programs** folder, open the **PR Routine Master** form.
2. In the **Routine** field, press **F4**, and then select **Federal Income Tax**.
3. Look at the value in the **Procedure Name** field to make sure it ends in the current year.

#### 4. Update Rates and Limits

**You are responsible for updating any new rates and or limits for 2023.**

If you are updating a rate on a deduction and there is an associated liability, the rate will need to be updated there as well. To update deductions and/or liabilities:

1. From the **Payroll** module's **Programs** folder, open the **PR Deductions and Liabilities** form.
2. In the **Dedn / Liab Code** field, enter the code number you want to update, or press **F4** to select the code from a list.
3. On the **Info** tab, update the rates as needed, and then save the record.

To update Workers Compensation and/or General Liabilities:

1. From the **Payroll** module's **Programs** folder, open the **PR State Insurance Codes** form.
2. In the **State** field, enter the abbreviation for the state you want to update, or press **F4** to select the state from a list.
3. In the **Insurance Code** field, enter the code number you want to update, or press **F4** to select the code from a list.
4. On the **Dedn / Liab** tab, update the rates as needed, and then save the record.

#### REVIEW

PAYROLL: QTR & YEAR-END - UNEMPLOYMENT

YEAR-END TAX UPDATES FREQUENTLY ASKED QUESTIONS HOW DO I INITIALIZE MY TAX ROUTINES

HOW TO CHANGE THE NEW PERCENTAGE OR RATE FOR STATE UNEMPLOYMENT

---

## ADP File Generation

### READ

#### Tax Code List (to ADP)

1. User Database \ ADP Payroll - Configuration - For any company being reported, check the 'Pre-note all next run?' checkbox, and save the form:  
(NOTE: this only needs to be done once, even if multiple companies are being included in this file)."



2. Allow the scheduled Integration job to generate the files into the Network Share setup by your IT department.  
OR  
If you are an Authorized Control Flag User (as specified in User Database \ ADP Payroll - Configuration form), click the 'Generate ADP File(s)' button on this form.
3. Check your Network Share location (from step 2 above) for the appropriate Wage Payment reporting file.

Depending on the number of companies/employees reporting to ADP, this file may take up to several minutes to generate.

Actual filename will depend on your individual configuration. See User Database \ ADP Tax - Configuration form for the Periodic file name.

The interface will create a pre-note file for all Active (Non-Terminated) employees who have at least one active Direct Deposit account specified in PR Employees.

### **Periodic Tax File**

1. PR Pay Period Control - For the Pay Period(s) being reported, once normal Payroll Processing has been completed, check the Ready for ADP Tax checkbox and save. Repeat for all Companies, PR Groups, and Payroll End Dates that apply.
2. Allow the scheduled Integration job to generate the files into the Network Share setup by your IT department.  
OR  
If you are an Authorized Control Flag User (as specified in User Database \ ADP Tax - Configuration form), click the 'Generate ADP File(s)' button on this form.
3. Check your Network Share location (from step 2 above) for the appropriate Periodic reporting file and its associated "CNTRL\_RPT\_..." file.

Depending on the number of companies/employees reporting to ADP, this file may take up to several minutes to generate.

Actual filename will depend on your individual configuration. See User Database \ ADP Tax - Configuration form for the Periodic file name.

### **Quarterly Tax File**

1. In User Database \ ADP Tax - Configuration, enter the ending date for the quarter in the Next Quarter to Run field and Save.  
(e.g., for Q2 2023, enter 6/30/23 in this field)"
2. Allow the scheduled Integration job to generate the files into the Network Share setup by your IT department.  
OR  
If you are an Authorized Control Flag User (as specified in User Database \ ADP Tax - Configuration form), click the 'Generate ADP File(s)' button on this form.
3. Check your Network Share location (from step 2 above) for the appropriate Quarterly reporting file and its associated "CNTRL\_RPT\_..." file.

Depending on the number of companies/employees reporting to ADP, this file may take up to 20 - 30 minutes to generate.

Actual filename will depend on your individual configuration. See User Database \ ADP Tax - Configuration form for the Periodic file name.

### **Interim (Monthly) File**

1. In User Database \ ADP Tax - Configuration, enter the starting date for the month in the Monthly Salary to Run field and Save.  
(e.g., for June 2023, enter 6/1/23 in this field)"
2. Allow the scheduled Integration job to generate the files into the Network Share setup by your IT department.  
OR  
If you are an Authorized Control Flag User (as specified in User Database \ ADP Tax - Configuration form), click the 'Generate ADP File(s)' button on this form.
3. Check your Network Share location (from step 2 above) for the appropriate Quarterly reporting file and its associated "CNTRL\_RPT\_..." file.

NOTE: the filename will appear similar to your Quarterly Report files, but will be several orders of magnitude smaller in file size. Whereas a full Quarter report may be 1 - 2 Megabytes-MB in size (1,024 - 2,048 Kilobytes-KB) or more, an Interim (Monthly) file may be 150 Kilobytes-KB or less.

Depending on the number of companies/employees reporting to ADP, this file may take up to several minutes to generate.

Actual filename will depend on your individual configuration. See User Database \ ADP Tax - Configuration form for the Periodic file name.

### **Wage Payment File**

1. PR Pay Period Control - For the Pay Period(s) being reported, once normal Payroll Processing has been completed, check the Ready for ADP Payroll checkbox and Save. Repeat for all Companies, PR Groups, Payroll End Dates that apply.
2. Allow the scheduled Integration job to generate the files into the Network Share setup by your IT department.  
OR  
If you are an Authorized Control Flag User (as specified in User Database \ ADP Tax - Configuration form), click the 'Generate ADP File(s)' button on this form.
3. Check your Network Share location (from step 2 above) for the appropriate Wage Payment reporting file.

Depending on the number of companies/employees reporting to ADP, this file may take up to several minutes to generate.

Actual filename will depend on your individual configuration. See User Database \ ADP Tax - Configuration form for the Periodic file name.

### **Wage Payment Pre-Note**

1. User Database \ ADP Payroll - Configuration - For any company being reported, check the 'Pre-note all next run?' checkbox, and save the form:  
(NOTE: this only needs to be done once, even if multiple companies are being included in this file)."

2. Allow the scheduled Integration job to generate the files into the Network Share setup by your IT department.  
OR  
If you are an Authorized Control Flag User (as specified in User Database \ ADP Payroll - Configuration form), click the 'Generate ADP File(s)' button on this form.
3. Check your Network Share location (from step 2 above) for the appropriate Wage Payment reporting file.

Depending on the number of companies/employees reporting to ADP, this file may take up to several minutes to generate.

Actual filename will depend on your individual configuration. See User Database \ ADP Tax - Configuration form for the Periodic file name.

The interface will create a pre-note file for all Active (Non-Terminated) employees who have at least one active Direct Deposit account specified in PR Employees.

## REVIEW

### FILE GENERATION CHECKLIST FOR ADP

---

## Third Party Sick Pay

### READ

This example shows how to set up and process Third Party Sick Pay wages and assumes that the third party payer deducts the employee portion of FICA and Medicare tax and transfers the employer portion tax liability to your company.

### STEP 1 - Set up a New Earnings Code

1. From the **Payroll** module's **Programs** folder, open the **PR Earnings Codes** form.
2. Click the **Grid** tab to view existing earnings codes.
3. Click the **Info** tab.
4. In the **Earnings Code** field, enter a new number for the earnings code.
5. In the **Description** field, enter a description, such as *3rd Party Sick Pay*.
6. From the **Method** drop-down list, select **A-Amount**.
7. In the **Factor** field, enter *1.00*.
8. Check the **Include in Liability Distributions** box.
9. In the **Earnings Type** field, press **F5** to open the **HQ Earn Types** form.
10. Click the **Grid** tab to view existing earnings types.
11. Click the **Info** tab.
12. In the **Earnings Type** field, enter a new number for the earnings type.
13. In the **Description** field, enter a description, such as *3rd Party Sick Pay*.
14. Save the record, and close the **HQ Earn Types** form.

15. In the **Earnings Type** field on the **PR Earnings Codes** form, enter the new earnings type or press **F4** to select it from a list.
16. In the **CT** field, enter the cost type for Labor or press **F4** to select it from a list.
17. Save the record.
18. Click the **Dedn / Liabs** tab.
19. Add all the deductions and liabilities to be calculated when processing 3rd Party Sick Pay.
20. Check the **Subject Only** checkbox for any DL Code that should be calculated and added to subject wages for W-2 reporting but do not calculate for eligible amounts.

## **STEP 2 - Add the Earning Type to the Department Master**

1. From the **Payroll** module's **Programs** folder, open the **PR Department Master** form.
2. In the **Department** field, enter the department number to which 3rd Party Sick Pay is to be posted or press **F4** to select the department from a list.
3. Click the **Earnings Types** tab.
4. In the **Earn Type** field, add the 3rd Party Sick Pay earnings type created in Step 1 above.
5. In the **Earnings Expense** field, enter a GL Account used to pass through 3rd Party Sick Pay earning and deduction amounts or press **F4** to select an account from a list.
6. Save the record.

## **STEP 3 - Set Up a New Deduction Code**

We will use this code to offset amounts posted to the earning code in Step 1, since we are not paying cash to the employee for those earnings.

1. From the **Payroll** module's **Programs** folder, open the **PR Deductions/Liabilities** form.
2. Click the **Info** tab.
3. In the **Dedn / Liab Code** field, enter a number for the new deduction code. To view existing code numbers, press **F4**.
4. In the **Description** field, enter a description, such as *3rd Party Sick Pay Offset*.
5. For **Type**, select **Deduction**.
6. From the **Calculation Category** drop-down list, select **A-Any** or **E-Employee**.
7. In the **GL Account** field, enter the GL account number used in Step 2 above.
8. From the **Method** drop-down list, select **N-Rate of Net**. The **Garnishment Group** field displays.
9. In the **Garnishment Group** field, press **F5** to open the **PR Garnishment Groups** form.

10. Create a garnishment group called *3rd Party Sick Pay*. On the **Deductions/Earnings** tab, use the grid to enter the earnings code created in Step 1 above and add any other deductions that are to be taken from those earnings.
11. Close the **PR Garnishment Groups** form.
12. In the **Garnishment Group** field, enter the newly created group number.
13. In the **Rate / Amount #1** and **#2** fields, enter *1.00*.
14. **CAUTION:** Do not check the **Use YTD accumulations to correct rounding errors** box on the **PR Deductions/Liabilities** form for any deduction or liability that you have overridden in this process. If the flag is checked, the deduction or liability will try to correct itself when the next payroll is processed.

#### **STEP 4 - Assign the Deduction Code to the Employee**

1. From the **Payroll** module's **Programs** folder, open the **PR Employee Dedns/Liabs** form.
2. In the **Employee** field, enter the number of the employee to which you want to assign the deduction code or press **F4** to select the employee from a list.
3. In the **Dedn/Liab Code** field, enter the number of the 3rd party sick pay code created in Step 3 or press **F4** to select the code from a list.
4. On the **Info** tab, check the **Employee based** box.
5. In the **Frequency** field, enter **A - Always** or press **F4** to select it from a list. The deduction will only calculate when there are earnings processed using the 3rd Party Sick Pay code.
6. In the **Processing Seq #** field, enter *1*.
7. Save the record.

#### **STEP 5 - Enter a Timecard to Record the Amount of 3rd Party Sick Pay Earnings**

1. From the **Payroll** module's **Programs** folder, open the **PR Timecard Entry** form.
2. Select **Create a New Batch**.
3. Enter a **Batch Month**.
4. Enter the appropriate **PR Group**, **PR End Date**, and **Pay Seq**.
5. Click **OK**.
6. On the **Grid** tab, use the **Employee** field to enter the number of the employee you want to add to the timecard, or press **F4** to select the employee from a list.
7. In the **(0) Phase** field, enter the phase number for the job phase, or press **F4** to select it from a list.
8. In the **(1) EC** field, enter the earnings code for Third Party Sick Pay, or press **F4** to select it from a list.

9. In the **Amount** field, enter the amount paid by the 3rd party administrator.
10. Save the record.
11. Repeat as needed for each employee.
12. From the **File** menu, select **Process Batch**.
13. Click **Validate** to check for errors.
14. Click **Preview** to make sure timecard lines are correct.
15. Click **Post**.

### **STEP 6 - Process the Pay Period**

In this example, since the 3rd Party Sick Pay provider has deducted the FICA and Medicare already, we need to zero these calculations out.

1. From the **Payroll** module's **Programs** folder, open the **PR Employee Pay Seq Control** form.
2. Click the **Deductions** tab.
3. In the **PR Group** field, enter the PR group number, or press **F4** to select it from a list.
4. In the **Employee ID** field, enter the employee number, or press **F4** to select it from a list.
5. In the **Pay Seq#** field, enter the pay sequence number, or press **F4** to select it from a list.
6. In the grid below, click the **Override** box for each of the deductions, leaving the **Override Amount** fields at zero.
7. Click the **Info** tab.
8. Click **Process**.
9. From the **Payment Method** drop-down list, select **X-No Pay**.
10. Provide a **Paid Date** and **Paid Month**.
11. Click **Process**.

### **REVIEW**

YEAR-END THIRD PARTY SICK PAY FREQUENTLY ASKED QUESTIONS 3RD PARTY SICK PAY ON THE W-2

WHAT DOES THE THIRD PARTY SICK PAY INDICATOR IN THE W-2 PROCESS FORM DO?

---

## W-2

### READ

#### STEP 1 - Set Tax Year, Contact Info, and More

1. From the **Payroll** module's **Programs** folder, open the **PR W-2 Process** form.
2. In the **Tax Year** field, enter the current tax year.
3. Click the **Info** tab.
4. If you have third party sick pay, check the **Third Party Sick Pay Indicator** checkbox.
5. From the **Options to Initialize Retirement Plan box** section of the form, select the correct option (if applicable).
6. Save the record.
7. Click **Initialize Header**. The header will initialize, populating the company information on the form. Make sure a valid email address exists in case the IRS needs to contact you.

#### STEP 2 - Enter Additional Tax Information

##### *Note: This step is for Maryland Users Only*

1. On the **PR W-2 Process** form, click the **Add'I Info** tab.
2. Enter the required information on this form. For information about a specific field, place your cursor in the field and press **F1**.

#### STEP 3 - Add IRS Items Needed for Reporting and Map to a Deduction

1. On the **PR W-2 Process** form, click the **Federal Information** tab. For information about a specific field, place your cursor in the field and press **F1**.
2. Review, add, or edit items. If this is your first year using Vista, the items list is blank, and you will have to enter them manually. If you have previously processed W-2s in Vista, you may need to add or modify items in the list.
3. To select an item, place your cursor in the **Item** field and press **F4**. To select a deduction code for mapping, place your cursor in the **Deduction** field and press **F4**.

Note: Add any Misc. Box 14 items that need to be reported on the Federal W-2.

Item 1 is for reporting **Federal Wages on the W-2**. The wages will appear in the W-2 in box 1. The system will use the subject amount found in PR Employee Accumulations for the Federal Deduction and place it in box 1 on the W2.

Item 2 is the Federal Tax Withheld and the system will use the amount found in the PR Employee Accumulation under the Federal Deduction and place it in box 2.

Item 3 is Social Security Wages. They system will use the eligible amount found in PR Employee Accumulations under the FICA Deduction and place it in box 3.

Item 4 is the FICA Amount withheld and the system will use the Amount found in the PR Employee Accumulations under the FICA Deduction and place it in box 4.

Item 10 is Deferred Comp - 401(k) you will want to map your 401k Deduction or Negative Earnings to have the Amount show on the W-2 in box 12 where a D will be placed beside the amount.

4. Map the following items to the following deductions:

Item 1 to **Deduction 1** to report Federal Wages

Item 2 to **Deduction 1** to report the amount of Federal Tax Withheld

Item 3 to **Deduction 2** to report FICA Wages

Item 4 to **Deduction 2** to report the FICA Amount Withheld

Item 10 to your 401K deduction code to report the 401k Amount Withheld

5. Click **Initialize Federal** to import federal amounts.

#### **STEP 4 - Add and Assign State and Local Deduction Codes**

State and local deduction codes default into the form based on the information from the **PR State Information** and **PR Local Code Setup** forms.

1. Within the **PR Deductions/Liabilities** form ensure that an Aatrix Tax Type is selected for all state and local deduction codes that you need to include on your W2s. This is done in the **Add'l Info** tab section of the **PR Deductions/Liabilities** form and is required. Deductions without an Aatrix Tax Type will not be included in Aatrix and on your W2s.
2. On the **PR W-2 Process** form, click the **State/Local Information** tab. For information about a specific field, place your cursor in the field and press **F1**.
3. Review, add, or edit items as needed. If this is your first year using Vista, click **Initialize State** to import state and local codes. If you have previously processed W-2s in Vista, all of your codes display.
4. Check or un-check the **Initialize** box for each State and/or Local Code as needed.
5. Click **Initialize State** to reimport all selected state and local codes.

#### **STEP 5 - Add Applicable State Reportable Items**

1. On the **PR W-2 Process** form, click the **State Box 14 Information** tab. For information about a specific field, place your cursor in the field and press **F1**.
2. Add or modify any applicable miscellaneous state reportable items.
3. Click **Initialize State Box 14**.

#### **STEP 6 - Make Employee Edits**

Once all tabs have been initialized, a list of employees displays on the Employees tab.



1. On the **PR W-2 Process** form, click the **Employees** tab. The employee information shown here may be edited by double-clicking the **Employee** line to open the **PR W-2 Employee Edit** form.
2. Once the form is open you may modify the information on any of the tabs as needed. Modified information updates only the W-2 tables. Press **F1** from any field for more information.
3. Save the record.

## STEP 7 - W-2 Preview

To preview your W2 data:

1. Click on **Options | Reports | PR W2 Preview Report**

The screenshot shows the '1 PR W-2 Process for Viewpoint Construction Services - Sample 2021 R2' application window. The 'Options' menu is open, and the 'Reports' sub-menu is selected, with 'PR W2 Preview Report' highlighted. The main form contains the following fields:

- EIN # (w/o dashes): 161269096
- User ID #:
- Company Name: Viewpoint Construction Software
- Location Address:
- Delivery Address: 1515 SE Water Avenue #35855436
- City: Portland
- State: OR, Zip: 97214, Zip Ext:
- Contact Name:
- Phone: , Phone Ext:
- Fax: 0123456789
- Email: hello@gmail.com
- Third Party Sick Pay Indicator
- NAICS Code:

On the right side, there are 'Options to Initialize Retirement Plan box' with three radio buttons: 'Check Box for All Employees', 'Only Check for Employees With Retirement Plan', and 'Do Not Initialize for Any Employees' (which is selected). Below this is a 'Resubmittal' checkbox and a 'WFID:' field.

2. Specify the parameters for which you want to view the report.
3. Click Preview to display a report that shows each employee and a company total. It will also show you a W-2 count. Take into consideration this is for Federal only so please add count for additional copies needed.

**Employee Record:**

<b>James T Burns</b>	<b>Social Security #: 954-24-8725</b>	<b>Employee: 450</b>
<b>8145 Canyon Rd</b>	<b>Statutory Emp: N Retirement Plan: Y</b>	<b>Third Party Sick Pay: N</b>
<b>Atlanta, GA 60238</b>		

		<u>Box 12 Code / Desc.</u>	<u>Amount</u>	<u>Box 14 Desc.</u>	<u>Amount</u>
1) Wages, Tips, Other Comp:	1,291.52				
2) Federal Income Tax W/H:	340.00				
3) Social Security Wages:	1,304.32				
4) Social Security Tax W/H:	80.87				
5) Medicare Wages/Tips:	1,304.32				
6) Medicare Tax W/H:	18.91				
7) Social Security Tips:	0.00				
8) Allocated Tips:	0.00				
9) Advanced EIC:	No Longer Used				
10) Dependent Care benefits:	0.00				
11) Non-Qualified457:	0.00				
11) Non-Qualified Non-457:	0.00				

**Company Totals Record with Count:**

**PR W-2 Preview Report**

**W-2 Totals**

		<u>Box 12 Code / Desc.</u>	<u>Total</u>	<u>Box 14 Desc.</u>	<u>Total</u>
( 1) Wages, Tips, Other Comp:	2,191.52				
( 2) Federal Income Tax W/H:	497.00	DD Employer Provided Health Cover	100.00		
( 3) Social Security Wages:	2,204.32				
( 4) Social Security Tax W/H:	136.67				
( 5) Medicare Wages/Tips:	2,204.32				
( 6) Medicare Tax W/H:	31.96				
( 7) Social Security Tips:	0.00				
( 8) Allocated Tips:	0.00				
( 9) Advanced EIC:	No Longer Used				
(10) Dependent Care benefits:	0.00				
(11) Non-Qualified457:	0.00				
(11) Non-Qualified Non-457:	0.00				

**Number of W2 Forms (Copies B, C, 2): 2**

<b>State Taxes</b>		
<u>State</u>	<u>Wages</u>	<u>Tax</u>

<b>Local Taxes</b>		
<u>Local Code</u>	<u>Wages</u>	<u>Tax</u>

## STEP 8 – Print & eFile

Although Aatrix is the preferred regulatory print and eFile provider, our year end service packs 2022 R1.08 and 2022 R2.02, include limited print and eFile options.

## Vista 2022 R1 & R2 - Standard W-2 Print

Standard W-2 report to print employee copies

Options added for electronic consent and masking SSN#s

Reads data from Vista W-2 tables (not Aatrix)

Prints employee copies (B,C,2) in current year format on **blank 4-up stacked forms**

Forms available from [viewpointforms.com](http://viewpointforms.com)

## Vista 2022 - Aatrix W-2 Print Options

Aatrix print options let you print employee copies at no cost

Reads data from Aatrix (not Vista)

Aatrix will print & mail or redirect to local printer

Prints employee copies (B,C,2) and employer (D) on **blank 4-up quad forms**

Forms available from [viewpointforms.com](http://viewpointforms.com)

1. Within Aatrix you will be asked to verify employee Information. If any information is incomplete the record will appear in Red. After making corrections on each page, you will click Next to continue until the W-2 is ready to print or eFile.

W-2/1099 Preparer [12-3456789 Viewpoint Construction Services]

File Edit View Help

Verify Employee Information **Next Step**

PREVIOUS NEXT COMPANY SETUP

Help Tips - Did you know? Read more...  
The signature authorization form is not needed when processing only W-2/1099/ACA forms. To

TOTALS:	Employees (13)	Box a	Box e	Box e	Box e	Box f	Box f	Box f	\$10802.56	\$705.00	\$10651.76	\$660.41	\$10651.76	\$154.46	\$705.00	\$400.00			
		Box a	Box e	Box e	Box e	Box f	Box f	Box f	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 14	Box 16	Box 17	
		SSN	Last Name	First Name	Middle Name	Name Suffix	Address Line 1	Address Line 2	Fed Wages	Fed Withheld	SS Wages	SS Withheld	Medicare Wages	Medicare Withheld	SS Tips	PWT	CA Wages	CA Tax LA	
1	265-81-6537	Ackerman	Angela				200 Salmon Street		1634.60	221.00	1608.60	99.73	1608.60	23.32					
2	666-46-267	Adiyodi	Penny						262.40		200.00	12.40	200.00	2.90					
3	265-81-6576	Bailey	Darren				9000 Market Street		2204.00	351.00	2204.00	136.65	2204.00	31.96					
4	265-81-6697	Benson	Randi				1230 Harry Way												
5	352-35-2352	Friscia	Stacy	Suzanne			12345 My Example												
6	987-87-9878	GRISHAM	CLARK	WILLIAM			2453 Main St												
7	541-93-6090	Giesbrecht	Alex				testttttty												
8	420-42-0420	Hoberman	Josh																
9	202-10-3301	Kirk	James	T															
10	999-23-1836	Orloff-Diaz	Kady																
11	573-89-1548	Perfect	Dude				1957 Northeast 49t												
12	077-03-4209	Quinn	Alice																
13	498-66-2173	Wicker	Julia				1515 SE Water Ave												

Error

Errors were found and will be highlighted in red.

Please complete or correct required RED fields. Use TAB for the next RED field.

Error / Warning Description:

- Social security number cannot be blank and must be formatted as ###-##-#### (1 error found)
- Employee address line 1 cannot be blank. (5 errors found)
- Employee city cannot be blank. (1 error found)
- Employee state cannot be blank, must be 2 characters and recognized as a valid state. (1 error found)
- The state cannot be blank, must be 2 characters, and must be formatted as one of the states (10 errors found)

Go Back and Correct Print List... Save Detailed List... Help...

2. Once you have completed these preparations you will see information regarding printing and filing options.

W-2/1099 Preparer

COMPLETE W2 eFile Service

AATRIX

Printed Employee copies mailed NEXT Business Day

Track the delivery of Employee W2s

Online Employee copies and copies for your records

Federal W2s/W3 filed to the SSA

ONLY \$1.99 PER EMPLOYEE

All State W2s filed

State Reconciliation Reports filed

HURRY! It's not too late! Submit your W2 eFilings by 3PM CST TODAY and get it postmarked by the next business day!

Enroll < Back Next > Cancel

W-2 Printing and Filing Options

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. [More info?](#)

eFile Services	Next Business Day	# Employees	Price/Emp	Subtotal
<input type="radio"/> Complete W-2 eFiling Service <b>The eFile Center will Making!</b>				
- Print and Mail Employee Copies		8	\$1.99	\$ 0.00
- eW-2 Only Employee Copies <a href="#">What's This?</a>		0	\$0.99	\$ 0.00
- File your Fed W-2s and W-3 to the SSA			included	FREE
- File your State W-2s and Reconciliation Forms			included	FREE
- eW-2s Available for All Employees			included	FREE
		<b>Total Cost</b>	<b>Minimum</b>	<b>\$ 0.00</b>
<input checked="" type="radio"/> Other Options <a href="#">eFiles receive Free Corrections before selected Filing Dates</a>				
<input checked="" type="checkbox"/> Print my Employee W-2s				
<input type="checkbox"/> eFile Federal W-2s and W-3		8	\$0.49	\$ 0.00
<input type="checkbox"/> eFile State W-2s and Reconciliation Forms		8	\$0.69	\$ 0.00
<input type="checkbox"/> Print Federal W-2s and W-3				
<input type="checkbox"/> Print State W-2s and Reconciliation Forms				
Official Employer W-2s will display when Federal W-2s are selected		<b>Total Cost</b>		<b>\$ 0.00</b>

< Back Next > Cancel

You can print through Aatrix for free using forms you have purchased through our preferred supplier [Viewpoint Business Forms](#). Fees are only applicable when choosing to efile or use the complete service option.

---

## Affordable Care Act

### READ

Users should be familiar with IRS definitions and requirements for ACA reporting before using Vista to enter ACA data and generate reports. For more information, visit the IRS website at [Affordable Care Act \(ACA\) Services](#) and search for "Instructions for Forms 1094-C & 1095-C". ACA processing is only available for companies where the **Default Country** setting on the **HQ Company Setup** form is *US*.

### STEP 1 - Enter Tax Year and Review ALE Part 1 & 2 Sections

1. From the **Payroll** module's **Programs** folder, open the **PR ACA Process** form.
2. In the **Tax Year** field, enter the current tax year.
3. Save the record.
4. Review and modify the employer information (Part 1) on the **Info** tab as needed. The EIN number should not contain dashes.
5. Check the boxes as needed in Part 2:
  - **Is Member of Aggregated ALE Group:** Select this checkbox to indicate that the employer is a member of an Aggregated Applicable Large Employer group.
  - **Qualifying Offer Method:** Select this check box to indicate that the Applicable Large Employer (ALE) Member is both eligible for and using the Qualifying Offer Method for one or more full-time employees.
  - **98% Offer Method:** Select this check box to indicate the Applicable Large Employer (ALE) Member is eligible to use the 98% Offer Method.
6. Save the record.

### STEP 2 - Define ALE Member Info - Monthly Information

The **ALE Member Info - Monthly** tab allows you to capture data necessary to produce part 3 of the 1094-C.

1. On the **PR ACA Process** form, click the **ALE Member Info - Monthly** tab.
2. In the **MEC Offer Indicator** column, check the **All** box for all months, or individual months as needed.
3. In the **Full Time Empl Count** and **Total Empl Count** Columns, enter the correct counts.
4. Check the **Agg Group Indicator** box if the **Is Member of Aggregated ALE Group** box is checked on the **Info** tab. This indicates the months the employee was a member of an ALE group.

### STEP 3 - Define ALE Group Members

1. On the **PR ACA Process** form, click the **ALE Group Members** tab.
2. In the **Seq** field, enter a plus sign or type *New*.
3. In the **Other Member PRCo** field, press **F4** to select one from a list. Leave this field blank if the company has not been set up in the **HQ Company Setup** form.
4. In the **Other Member Name** field, accept the default or enter the company name.
5. In the **Other Member EIN** field, accept the default or enter the EIN number for the company.
6. In the **Other Member Rank** field, enter a rank for each ALE member. The 1094-C report allows a maximum of 30 members, so if an ALE group includes more than 30 members, the report will use the ranking in this field to determine the top 30.
7. Save the record.

### STEP 4 - Initialize Employees

To initialize employees, follow the steps below. If you would rather enter the employee(s) manually, move to the next step.

Employees can be initialized within the Payroll or Human Resources modules. If your company utilizes Vista's Human Resources module, it is the recommended method for initializing employees because more information, such as series codes, are included. The example below is completed within the Payroll module.

1. From the **Info** tab on the **PR ACA Process** form, select **Initialize ACA** from the **Tasks** drop-down list. The **PR ACA Initialize** dialog displays.
2. Select the module from which to initialize: **Payroll** or **Human Resources**. If **Human Resources** is selected, enter the HR Company and indicate whether to include dependents.
3. Select **Full Time** or **All Employees** for initialization.
4. In the **1094-C (All 12-months)** section, if the boxes are checked the system will check the **MEC Offer Indicator** and the **Aggregated Group Indicator** in the 1094-C for all 12 months.
5. In the **1095-C (All 12-Months)** section:
  - **Offer Code:** If you are initializing from Payroll, select an IRS 1095-C series one offer code from the **Offer Code** drop-down list to designate the coverage offer. If you are initializing from Human Resources, ignore this field. The data will be pulled automatically from the **ACA History** tab on the **HR Resource Master** form.
  - **Self Cost Only:** If you offer self-cost only coverage, enter the employee share of the cost for that coverage. Leave the field blank if you do not offer self-cost only coverage.

- **4980H Save Harbor Code:** Select an IRS **4980H Safe Harbor** code from the drop-down list that will default for all employees. Employees with other codes will need to be edited manually.

6. Click **Initialize**.

### STEP 5 - Enter an Employee Manually and Make Edits to Employee Information

If you choose not to initialize employees, you must add them manually.

1. On the **PR ACA Process** form, click the **Employees** tab.
2. To add an employee, enter the employee ID in the **Employee** field or press **F4** to select the employee from a list. To edit an employee, double-click an employee to open the **PR ACA 1095-C Employee** form and make changes as needed.

### STEP 6 - Print ACA Forms & Electronically File

1. Click **Tasks | Launch Aatrix Print and eFile**
2. Enter Tax Year, select form, then click Continue

1 PR ACA Process for Viewpoint Construction Services

File Edit Records View Options Tools Windows Help

Tax Year: 2022

Grid Info ALE Member Info - Monthly ALE Group Members Transmission History Employees Notes

Part 1 - Applicable Large Employer Member (ALE Member)

ALE Member: Viewpoint Construction Services

EIN: 123456789

Address: 1515 SE Water Avenue #35855436 Suite 300

City: Portland State: OR

Zip Code: 97214 Country: US

Contact: Phone:

Total Number of Forms 1095-C submitted with transmittal: 275

Part 2 ALE Member Information

Is Member Of Aggregated ALE Group  Authoritative Transmittal

Qualifying Offer Method

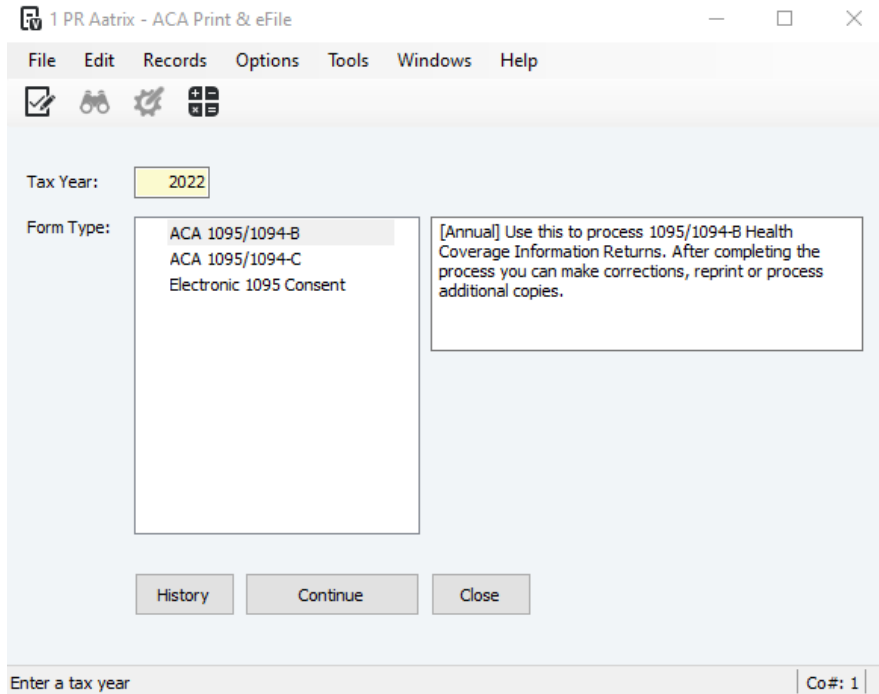
98% Offer Method

Tasks

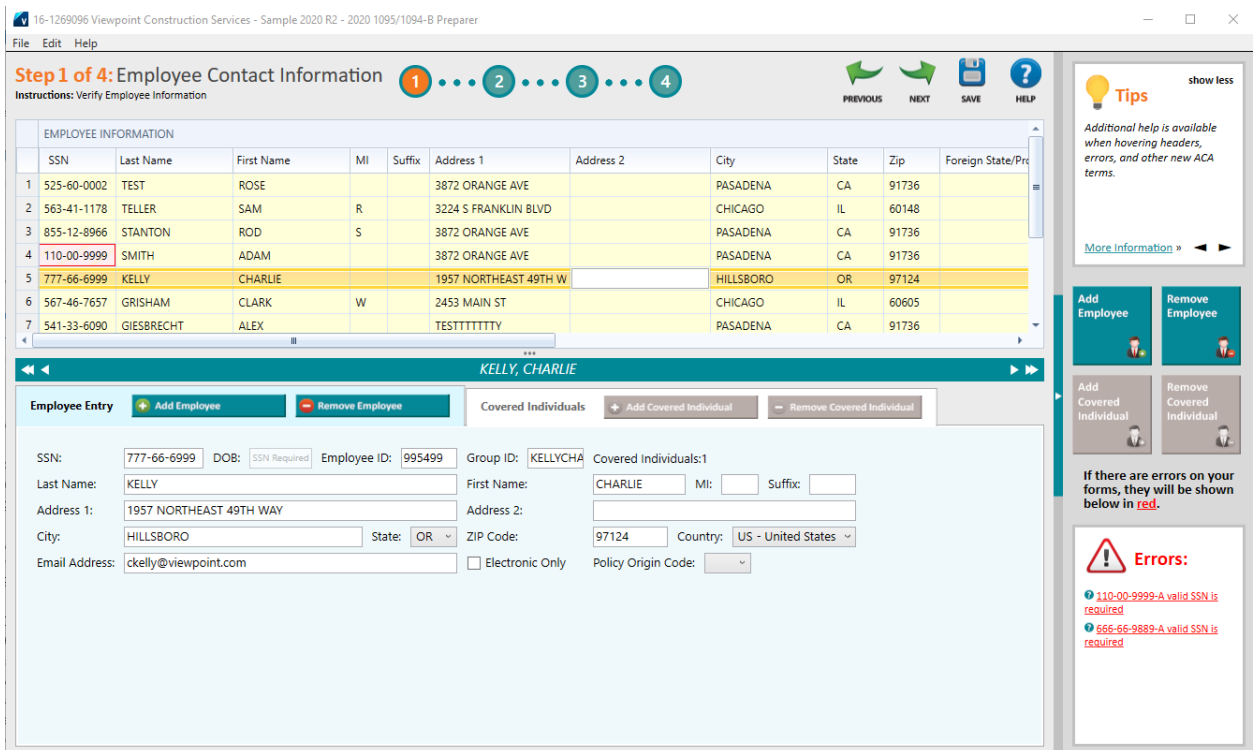
Initialize ACA

Launch Aatrix Print and eFile

Select a 4 digit tax year Outbox: 0 Waiting Record 1 of 7 View Co#: 1



3. Within Aatrix you will be asked to verify employee Information. If any information is incomplete the record will appear in Red. You will continue to click Next until you have made all needed corrections





Once you have completed these preparations you will see information regarding electronic filing.

**Special Offer**

**Cut Your ACA Reporting Costs By 50%!**

**SAVE 50%**

When filing your W-2 & ACA Together!

**Our COMPLETE eFile Service**

- Simple & affordable year-end W-2 filing.
- Next business day printing & mailing are available.
- All copies are maintained in a secure history file and can be printed on demand.
- All required State & Federal copies are eFiled in guaranteed compliance with each taxing authority.

**Cut Your Reporting Costs By 50% When You Use The AATRIX Complete eFile Service For Both W-2s And ACAs. Only \$0.99 Per Employee.**

CLICK "NEXT" TO VIEW ALL OF OUR FILING OPTIONS

Close

---

**1095/1094-B: Printing and eFiling Options**

eFile Services allow you to pick Filing Dates, FREE Corrections before Filing Dates. [More Info](#)

COMPLETE eFiling Service	# Employees	Price / Emp	Subtotal
<b>The eFile Center will:</b>			
- Print and Mail Employee Copies	5	\$1.99	\$9.95
- e1095-B Only Employee Copies (State, This)	0	\$0.99	\$0.00
- File your Federal 1095-Bs and 1094-B to the IRS	-	included	FREE
- e1095-Bs Available for all employees	-	included	FREE
<b>TOTAL COST</b>		<b>MINIMUM</b>	<b>\$24.85</b>

**Other Options**

	# Employees	Price / Emp	Subtotal
<input type="checkbox"/> Print My Employees 1095-Bs	-	-	-
<input type="checkbox"/> eFile Federal Only 1095-Bs / 1094-B	5	\$0.49	\$0.00
<input type="checkbox"/> Print Federal Copy 1095-Bs / 1094-B	-	-	-
<b>TOTAL COST</b>			<b>\$0.00</b>

Print Employer Copy 1095-Bs

Back Next Cancel

4. You can now proceed with printing each of your reports

2021 1094-B Form - Vista Payroll Reports - powered by Aatrix [69-6969699]

File Edit View Tools Help

Report 1 of 5: Federal 1094-B

1 page

Click Print Copy for your copy, then click Next Step.

Print Draft Print Copy Prev Step Next Step

Aatrix Rev. 10/28/21

Form **1094-B**

Department of the Treasury Internal Revenue Service

Transmittal of Health Coverage Information Returns

OMB No. 1545-2252

2021

Go to [www.irs.gov/Form1094B](http://www.irs.gov/Form1094B) for instructions and the latest information.

1 Filer's name VCS HEAVY HWY	2 Employer identification number (EIN) 69-6969699	For Official Use Only □ □ □ □ □ □ □ □
3 Name of person to contact (First, Middle, Last, Suffix) BRIAN ROSS	4 Contact telephone number (555) 123-4567	
5 Street address (including room or suite no.) 1515 SE WATER AVE	6 City or town PORTLAND	
7 State or province OR	8 Country and ZIP or foreign postal code 97026	
9 Total number of Forms 1095-B submitted with this transmittal	5	

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date 12/19/2022

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Form 1094-B (2021)

5. Once finished with printing, proceed through Aatrix and follow the prompts to electronically file if needed.

## REVIEW

EFILE ACA REPORTS USING AATRIX

YEAR-END ACA FREQUENTLY ASKED QUESTIONS ACA PAYROLL CHECKLIST

VISTA HUMAN RESOURCES: HR ACA PROCESSING - SETUP AND FAQs,

TROUBLESHOOTING ACA AND OTHER ACA QUESTIONS

---

## Review 1099 Vendors

### READ

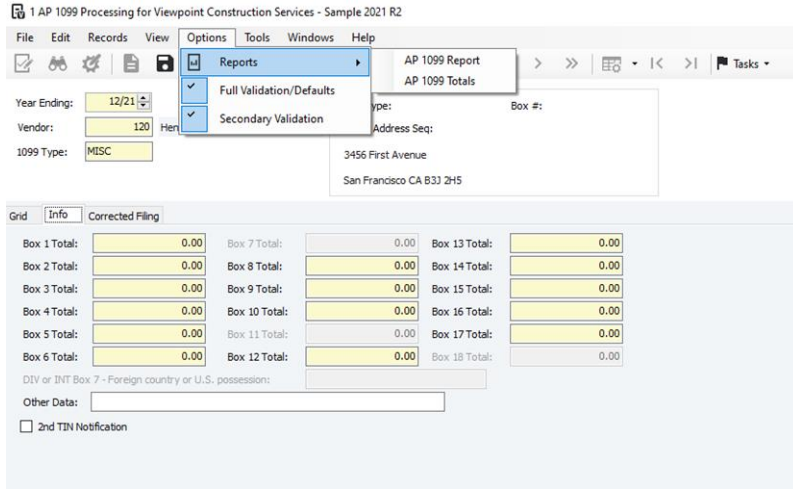
1099 types should already exist (they are created when your system is set up). When printing 1099's or filing them electronically, the system includes totals accumulated under 1099 types "MISC", "NEC", "INT", and "DIV" only.

For each vendor that is 1099 reportable, verify that the vendor has been properly configured.

1. From the **Accounts Payable** module's **Programs** folder, open the **AP Vendors** form.
2. Click the **Add'l Info** tab.
3. In the **Vendor** field, enter the vendor number you want to verify, or press **F4** to select it from a list.
4. Check the **Subject to 1099 Reporting** box. When checked, all new AP transactions will default with the 1099 box checked. Any transaction entered previously must be edited manually.
5. If the 1099 goes to a different address, provide a sequence number in the **Mailing Address Seq** field, or press **F4** to select it from a list. If the address you want is not available, you can create additional addresses using the **Add'l Addresses** tab.
6. In the **1099 Type** field, enter *MISC* (Miscellaneous Income), *NEC* (Non-Employee Compensation), *INT* (interest) or *DIV* (Dividends). These options are also available for selection by pressing **F4**.
7. In the **Box#** field, enter the appropriate 1099 box number for 1099 reporting (based on the 1099 type entered above), or press **F4** to select it from a list.
8. In the **Tax ID#** field, enter the Federal Tax ID or Social Security Number.
9. If applicable, enter the Proprietor name in the **Proprietor** field. This is used in a DBA situation with the format of last name, first name.
10. If applicable, check the **Include in 1099 Processing (ignore minimum)** box to override the minimum reportable amount required for 1099 reporting on this vendor.
11. Save the record.

## 1099 Reports

1099 reports can now be accessed from within the AP 1099 Processing Menu by clicking on **Options | Reports** then selecting your report



## AP 1099 Report

The most detailed 1099 reconciliation report is the AP 1099 Report. It prints one page per 1099 vendor – and shows you transactions that are flagged as 1099 type. The last page of this report also provides a form count that you can use while ordering forms.

3. In the parameters form select
  - **Print 1099 Vendors Only**
  - **Print 1099 Transactions Only**
5. Click **Preview**

AP 1099 Report									
All Vendors									
Minimum Paid Amount: \$600.00				Detail Format					
1099 Vendors Only?: Y		1099 Transactions Only?: Y		Corrected 1099s Only?: N					
For Year Ending: 12/21									
Vendor: 9998 Bruce co									
Proprietor:				Tax ID # :		APVM 1099 Flag: Y			
Address: 1015 SW North Ave Portland, OR 97229				1099 Type: NEC		Always print 1099?: N			
				1099 Box: 7					
<b>1099 Type: NEC Non-Employee Compensation</b>									
Box 1:	3,440.00	Box 6:	0.00	Box 11:	0.00	Box 16:	0.00		
Box 2:	0.00	Box 7:	3,440.00	Box 12:	0.00	Box 17:	0.00		
Box 3:	0.00	Box 8:	0.00	Box 13:	0.00	Box 18:	0.00		
Box 4:	0.00	Box 9:	0.00	Box 14:	0.00				
Box 5:	0.00	Box 10:	0.00	Box 15:	0.00				
<b>1099 Transactions for Type: NEC Non-Employee Compensation</b>									
Mth	Trans	APR#	Description	InvDate	Paid Amt	CMAcc Method	CMRef	Paid Dat	Box
07/21	3	123		07/26/21	3,440.00	3 Check	123321	07/26/21	7
<b>1099 NEC Transaction Total</b>					<b>3,440.00</b>				
Total Vendor 1099 Transaction Amount:					3,440.00				
Total Vendor 1099 Reported Amount:					6,880.00				

## AP 1099 Report

All Vendors

Minimum Paid Amount: \$600.00    Detail Format

1099 Vendors Only?: Y    1099 Transactions Only?: Y    Corrected 1099s Only?: N

For Year Ending: 12/21

*Note: Grand Totals reflect only amounts for Vendors receiving a 1099 (APVM 1099 flag = "Y").*

### Grand Totals for 1099 Type NEC Non-Employee Compensation:

Box 1:	3,440.00	Box 5:	0.00	Box 9:	0.00	Box 13:	0.00
Box 2:	0.00	Box 6:	0.00	Box 10:	0.00	Box 14:	0.00
Box 3:	0.00	Box 7:	3,440.00	Box 11:	0.00	Box 15:	0.00
Box 4:	0.00	Box 8:	0.00	Box 12:	0.00	Box 16:	0.00
				Box 18:	0.00		

1099 Form Counts    DIV: 0    INT: 0    MISC: 0    NEC: 1    Total: 1  
*DIV and MISC Types print 2 forms per page, INT Type prints 3 forms per page.*

### AP 1099 Totals Report

This report shows you the final totals that will be included while printing and submitting electronic files and can be used to verify and make corrections to the totals within the AP Processing Menu as needed.

1. Go to Accounts Payable | AP 1099 Processing | Options | AP 1099 Totals
2. Enter 01/21 in **Beginning Paid** field
3. Enter 12/21 in **Ending Paid** field
4. Click **Preview**

## AP 1099 Totals

All Vendors    All Years

Minimum Pay Amount: \$600.00    Sorted By: Sort Name

Vendor Name	APVM V1099YN	Year Ending	1099 Type	Corrected?	Box#	Amounts
62 East Coast Metal Distributors	Y	12/18	MISC	N	Box 7	1,408.71
63 Eck Supply Company	Y	12/18	MISC	N	Box 7	27,839.00
4004 Eclipse Freight	Y	12/12	MISC	N	Box 7	3,767.30
4005 ERS	Y	12/13	MISC	N	Box 7	4,922.65
64 Ferguson Enterprises Inc	Y	12/15	MISC	N	Box 7	23,099.50
64 Ferguson Enterprises Inc	Y	12/18	MISC	N	Box 7	11,671.74
95 Gancedo Lumber	Y	12/16	MISC	N	Box 7	40,363.20
9245 Gemini Electric Inc.	Y	12/18	MISC	N	Box 7	138,570.63
4002 Global Environmental	Y	12/12	MISC	N	Box 7	31,217.38
1801 Graybar Electric	Y	12/07	MISC	N	Box 7	27,275.36
1801 Graybar Electric	Y	12/12	MISC	N	Box 7	5,807.05

## AP Vendor Payment History

This is an additional report that is very helpful for balancing. It shows all transactions for vendor whether marked as 1099 or not. *Shows all transactions paid (1099/non-1099 transactions).*

1. Go to Accounts Payable | Reports | **AP Vendor Payment History**
2. Enter 01/21 in **Beginning Paid** field
3. Enter 12/21 in **Ending Paid** field
4. Click **Preview**

AP Vendor Payment History									
Paid Mth	CMAcct	Pay Method	CMRef	Paid Date	Amount	Discount	Deducts	Net	
Trans Mth	APRef	Trans InvDate	Invoice Description		Gross Invoice	Discount	Deducts	Net	
<b>Vendor: 9133 Brandon Urtel</b>									
07/19	1	Check: 2		07/30/19	125.00	0.00	0.00	125.00	
07/19	1-TEST	3 07/30/19	1		125.00	0.00	0.00	125.00	
07/19	1	EFT: 518451		07/16/19	201.00	0.00	0.00	201.00	
07/19	Testing147	1 07/07/19	XYZ		100.00	0.00	0.00	100.00	
07/19	testing attach	2 07/16/19			101.00	0.00	0.00	101.00	
Total for Brandon Urtel								326.00	
<b>Vendor: 9106 A &amp; M Roofing Services</b>									
01/20	2	Check: 10		01/30/20	1,100.00	66.00	0.00	1,034.00	
01/20	12020-1	3 01/20/20			1,100.00	66.00	0.00	1,034.00	
Total for A & M Roofing Services								1,034.00	
<b>Vendor: 9047 Elan Gansberg</b>									
01/18	1	Check: 5166		01/31/18	12,081.60	0.00	0.00	12,081.60	
01/18	324872347	9 01/28/18			12,081.60	0.00	0.00	12,081.60	
02/18	1	Check: 5177		02/28/18	13,311.90	0.00	0.00	13,311.90	
02/18	328473298	9 02/23/18			13,311.90	0.00	0.00	13,311.90	
02/18	1	Check: 5197		02/11/18	151,597.55	0.00	15,159.76	136,437.79	
01/18	1/18 Sub Draw	20 01/31/18	January 2018 Subcontract Draws		151,597.55	0.00	15,159.76	136,437.79	
03/18	1	Check: 5212		03/10/18	58,306.75	0.00	5,830.68	52,476.07	
02/18	2/18 Sub Draw	24 02/28/18	2/18 Subcontract Draws		58,306.75	0.00	5,830.68	52,476.07	
Total for Elan Gansberg								214,307.36	
<b>Vendor: 9107 Clark William Grisham</b>									
02/13	1	Check: 5331		02/15/13	5,000.00	0.00	0.00	5,000.00	
01/12	2700-1	24 01/19/12	Tar Paper Rolls		5,000.00	0.00	0.00	5,000.00	
Total for Clark William Grisham								5,000.00	

## REVIEW

HOW CAN I FIND OUT HOW MANY 1099 FORMS I NEED TO ORDER? HOW CAN I FIND A LIST OF 1099 VENDORS?

## 1099 Processing

### READ

#### STEP 1 - Edit Transactions

1. From the **Accounts Payable** module's **Programs** folder, open the **AP 1099 Processing Menu**.
2. Click **Tasks | Edit Transactions**. The **AP 1099 Edit Transactions** form displays.
3. In the **Year Ending** field, enter the end month and year of the transactions you want to edit.
4. In the **Vendor** field, enter the vendor number or press **F4** to select it from a list.

5. Select the transactions to display by checking the **Select by Paid Mth** box and providing a date in the **Paid Month** field, or by providing a date in the **Expense Month** field.
6. Click **Refresh**. Transactions meeting the selected parameters display in the grid and may be modified using the **1099**, **Type**, and **Box#** fields.

## **STEP 2 - Edit Totals**

1. The **AP 1099 Processing Menu** opens with your totals displayed automatically

The totals you see here are the amounts that will be printed on the 1099. You can edit the numbers, move the amounts to a difference box total or add a record here to print a 1099 for a vendor with amounts not tracked on the system.

### **Other Data Field**

- Used to record information for state or local governmental reporting. Contact your state or local revenue department for filing requirements.
- You may enter your routing and transit number (RTN) here.
- Leave this field blank if you are not required to use it.

### **2nd TIN Notification Box**

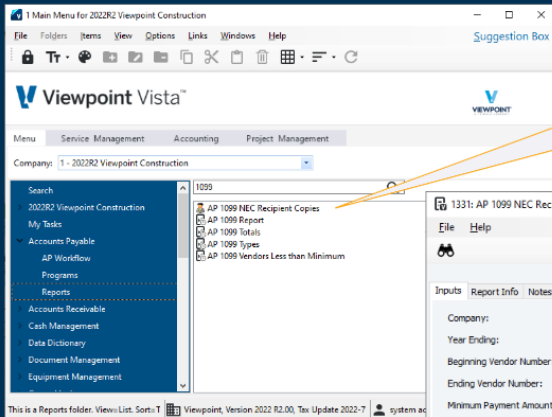
When checked, notification has been received by the IRS twice within three calendar years that this vendor has provided an incorrect TIN (Taxpayer Identification Number), and the 2nd TIN Notification box will be checked on Copy A of the 1099 form or a '2' printed in position 544 of the B record for electronic downloads. No further notifications will be sent by the IRS.

When unchecked, no notification has been received by the IRS that this vendor has provided an incorrect TIN or, if notification has been received, you have not received more than one notification within three calendar years.

## **STEP 3 – Print & eFile**

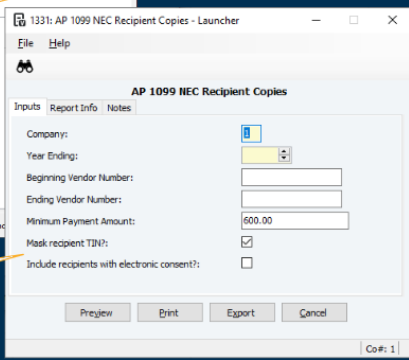
Although Aatrix is the preferred regulatory print and eFile provider, our year end service packs 2022 R1.08 and 2022 R2.02, include limited print and eFile options.

# Vista 2022 R1 & R2 - Standard 1099-NEC Print



Standard 1099-NEC report to print recipient copies

Options added for electronic consent and masking TIN#s

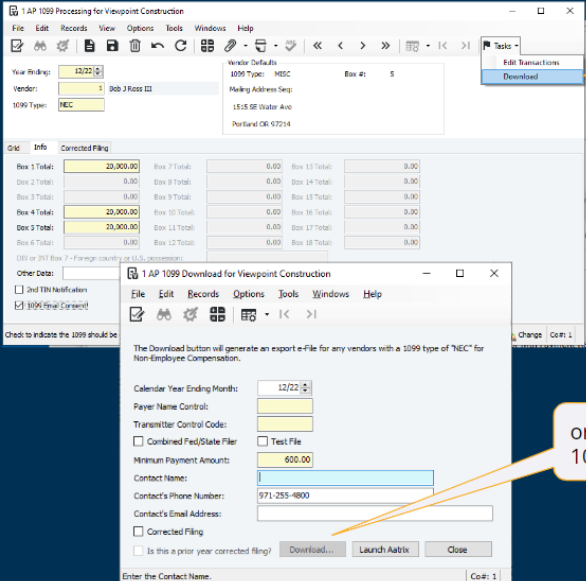


Reads data from Vista 1099 tables (not Aatrix)

Prints recipient copies (B, 2) in current year format on **blank 2-up stacked forms**

Forms available from [viewpointforms.com](http://viewpointforms.com)

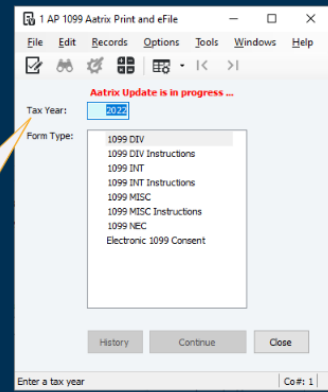
# Vista 2022 R1 & R2 - 1099 eFile Options



Extended eFiling option

Use Aatrix for full service Print & eFiling options

or self-serve eFiling for 1099-NECs



# Vista 2022 - Aatrix 1099 Print Options

Aatrix print options let you print recipient copies at no cost

W-2/1099 Preparer

**1099 Printing and Filing Options**

eFile Services allow you to pick Filing Dates. FFFF Corrections before selected Filing Dates. [More info?](#)

Complete 1099 eFiling Service. **Next Business Day Mailing!**

**The eFile Center will:**

- Print and Mail Recipient Copies
- e1099-Only Recipient Copies [What's This?](#)
- File your Federal 1099s and 1096
- No. of applicable State 1099s and Reconciliation Forms
- e1099s Available for all Recipients

**Total Cost Maximum \$ 0.00**

Other Options [Click to receive free Corrections before selected Filing Dates](#)

- Print only Recipient 1099 Copies
- eFile Federal 1099s and 1096
- eFile State 1099s and Reconciliation Forms
- Print Federal 1099s and 1096 [\(Official Copy\)](#)
- Print State 1099s and Reconciliation Forms [\(Official Copy\)](#)

**Total Cost \$ 0.00**

Official Paper 1099s will display when Federal 1099s are selected

< Back Next > Cancel

2021 1099-NEC Payer - Vista Payroll Reports - powered by Aatrix (95-126540)

Report 6 of 7 Payer 1099-NEC

Click Print Final, then click Next Step.

Print Draft Print Final Print Stop Next Step

2 pages

VOID  CORRECTED

1099-NEC (payer information)

Federal income tax withheld: \$ 1,000.00

2021 1099-NEC Copy C For Payer

2021 1099-NEC Copy C For Payer

2021 1099-NEC Copy C For Payer

2021 1099-NEC Copy C For Payer

Reads data from Aatrix (not Vista)

Aatrix will print and mail or redirect to local printer

Prints Fed copy (A) for paper filing

Prints payer & recipient copies (1, 2, B & C) on 4-up quad forms

Forms available from [viewpointforms.com](http://viewpointforms.com)



1. Within Aatrix you will be asked to verify vendor Information. If any information is incomplete the record will appear in Red. After making corrections on each page, you will click Next to continue until the W-2 is ready to print or eFile.

W-2/1099 Preparer [12-3456789 Viewpoint Construction Services]

File Edit View Help

Verify Recipient Taxpayer Identification Numbers (TIN) **Next Step**

PREVIOUS NEXT COMPANY SETUP

Help Tips - Did you know? Read more... What are e1099s?

Recipient TIN	TIN Flag	Recipient Company Name	Optional Name	Recipient Address	Recipient Address	Recipient City	\$12890.00	Box 1	Box 2	Box 4	Filing State	Box 7
Taxpayer ID Number	Check if FEIN	Company Name	Full Name	Address Line 1	Address Line 2	City	Nonemployee Compensation	Payer Made Direct Sales of \$5,000 or More	Federal Income Tax Withheld	Filing State	LA Taxable Amount	
1 54-512698	<input checked="" type="checkbox"/>	Construction Supply Co.		1358 Queen Street		Halifax	1000.00	<input type="checkbox"/>		NS		
2	<input checked="" type="checkbox"/>	A. Rossi Construction Co.		185 Dean Street		Nonwood	11760.00	<input type="checkbox"/>		MA		
3 54-0956325	<input checked="" type="checkbox"/>	Vital Fuel Systems Inc		1076 Classic Rd		Apex						

**Error**

Errors were found and will be highlighted in red.

Please complete or correct required RED fields. Use TAB for the next RED field.

Error / Warning Description:

Invalid Recipient Identification Number. [1 error found]

State cannot be blank and must be a valid two character state code. [1 error found]

Go Back and Correct Print List... Save Detailed List... Help...



- Once you have completed these preparations you will see information regarding electronic filing. You can print through Aatrix for free using forms you have purchased through our preferred supplier [Viewpoint Business Forms](#). Fees are only applicable when choosing to efile or use the complete service option.

**COMPLETE 1099 eFile Service**

- Printed Recipient copies mailed NEXT Business Day
- Track the delivery of Recipient 1099s
- Online Recipient copies and copies for your records
- Federal 1099s/1096 filed to the IRS
- State 1099s filed
- State Reconciliation Reports filed

**HURRY! It's not too late!**  
Submit your 1099s of filings by **3PM CST TODAY** and get it postmarked by the next business day!

**ONLY \$1.99 PER RECIPIENT**

**1099 Printing and Filing Options**

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. [More info?](#)

Complete 1099 eFiling Service	Next Business Day Mailing!	# Recipients	Price/Recip.	Subtotal
<b>The eFile Center will:</b>				
- Print and Mail Recipient Copies		3	\$1.99	\$5.97
- e1099 Only Recipient Copies	<a href="#">What's This?</a>	0	\$0.99	\$0.00
- File your Federal 1099s and 1096			included	FREE
- File all applicable State 1099s and Reconciliation Forms			included	FREE
- e1099s Available for all Recipients			included	FREE
		<b>Total Cost</b>	<b>Minimum</b>	<b>\$24.95</b>

**Other Options** [eFilers receive Free Corrections before selected Filing Dates](#)

- Print my Recipient 1099 Copies
- eFile Federal 1099s and 1096
- eFile State 1099s and Reconciliation Forms
- Print Federal 1099s and 1096
- Print State 1099s and Reconciliation Forms

**Total Cost** \$ 0.00

Offical Payer 1099s will display when Federal 1099s are selected

Report 1 of 5: Oregon 1099-NEC

1 page [Click Print Copy for your copy, then click Next Step.](#) [Print Draft](#) [Print Copy](#) [Prev Step](#) [Next Step](#)

VOID		CORRECTED	
<p>Nonemployee compensation \$ 2000.00</p> <p>Federal income tax withheld \$ 100.00</p> <p>PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. GINA WEINTZ CO 1515 WATER AVENUE PORTLAND OR 97214 (503) 255-4801</p> <p>PAVER'S TIN 12-3456789      RECIPIENT'S TIN 99-7654321</p> <p>RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code WASTE MANAGEMENT ASSOCIATION TEST 5330 N.E. SKYPORT WAY PORTLAND OR 97218</p> <p>Account number (see instructions)      FATCA filing requirement <input type="checkbox"/></p> <p>2 State tax withheld      3 State Payer's state no.      7 State income \$      /      \$</p> <p>2020 Form 1099-NEC      Copy 1 For State Tax Department</p>			
<p>Nonemployee compensation \$ 31478.60</p> <p>Federal income tax withheld \$</p> <p>PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. GINA WEINTZ CO 1515 WATER AVENUE PORTLAND OR 97214 (503) 255-4801</p> <p>PAVER'S TIN 12-3456789      RECIPIENT'S TIN 99-7569856</p> <p>RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code GINA'S VENDOR 1515 SE WATER AVENUE PORTLAND OR 97214</p> <p>Account number (see instructions)      FATCA filing requirement <input type="checkbox"/></p> <p>2 State tax withheld      3 State Payer's state no.      7 State income \$      /      \$</p> <p>2020 Form 1099-NEC      Copy 1 For State Tax Department</p>			
<p>Nonemployee compensation \$ 1000.00</p> <p>Federal income tax withheld \$</p> <p>PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. GINA WEINTZ CO 1515 WATER AVENUE PORTLAND OR 97214 (503) 255-4801</p> <p>PAVER'S TIN 12-3456789      RECIPIENT'S TIN 99-7654333</p> <p>RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code JOHN HAMMOND 12345 MAY STREET PORTLAND OR 97206</p> <p>Account number (see instructions)      FATCA filing requirement <input type="checkbox"/></p> <p>2 State tax withheld      3 State Payer's state no.      7 State income \$      /      \$</p> <p>2020 Form 1099-NEC      Copy 1 For State Tax Department</p>			

- Once finished with printing, proceed through Aatrix and follow the prompts to electronically file if needed

---

## Fiscal Year/Month End Close

### READ

1. Enter upcoming GL Fiscal year
  1. Go to General Ledger > Programs > **GL Fiscal Years (Grid Tab)**
  2. Click **New Record**
  3. Enter **Fiscal Year Ending** date (upcoming year)
  4. Enter **Begin Month**
  5. Click **Save**
2. Perform Month-End Process

*Complete the month of December by closing the sub ledgers and then the general ledger.*

  1. Go to General Ledger > Programs > **GL Month End Close**
  2. Enter 12/21 in the **Close through Month** field
  3. Click **Close Check** button
  4. Review items in the table and take action on necessary items
  5. Once items are corrected, click **OK**
  6. Click **Close General Ledger**
  7. Click **Close Check** button
  8. Review items in the table and take action on necessary items
  9. Once items are corrected, click **OK**
3. **Review GL COA for Single Profit/Loss Account**
  1. Go to General Ledger > Programs > **GL Chart of Accounts (Grid tab)**
  2. Right-click on grid and select **Filter Bar**
  3. Click **Account Type** from the Filter bar
  4. Select **P-Profit/Loss**
  5. Review list to make sure your Chart of Accounts has only one Profit/Loss, Retained Earnings account

### REVIEW

#### CLOSING THE FISCAL YEAR IN GENERAL LEDGER

---

## Beginning Balance Update/Adjustment Period

### READ

1. Run Beginning Balance Update
2. Go to General Ledger > Programs > GL Beg Balance Update
3. Enter 12/22 in **Initialize Fiscal Year Ending** field
4. Click **Initialize** button
5. GL Adjustment Period Entries
6. *The system does not have a '13th period'. However, adjustment period or year-end entries can be tagged by checking the box that these are Adjustment Period Entries when creating a GL Journal Entry Batch.*
7. Go to General Ledger > Programs > **GL Journal Transaction Entry**
8. *Create a New Batch*

9. Enter the **Batch Month**
10. Check the **Adjustment Period Entries** checkbox
11. Click **OK**
12. Enter adjustment entries that are needed
  
13. Run Trial Balance Report
14. Go to General Ledger > Reports > **GL Trial Balance**
15. Enter the report parameters. To see adjusting entries in the trial balance totals, check the Include Year- End Adjustments box
16. Click **Preview** (or Print)

## **REVIEW**

VISTA GENERAL LEDGER - GL BEGINNING BALANCE UPDATE (TUTORIAL)  
ADJUSTMENT PERIOD ENTRIES IN THE BATCH SELECTION FOR JOURNAL  
TRANSACTIONS

---

# Year End Resources & Information

---

## Viewpoint Business Forms

ACA, W-2, 1099 tax forms and laser checks fully compatible with your Viewpoint software.

Call 800.825.8649 or visit the [Viewpoint Business Forms](#) website.

---

## AccuWage Online

Access this free application from Social Security Administration that enables you to check W-2 (Wage and Tax Statement) and W-2c (Corrected Wage and Tax Statement) Wage reports for correctness before uploading them to Business Services Online.

We recommend that you go to [AccuWage](#) to run your electronic file through their test to determine if there are errors and wait to submit the electronic file until all W-2s are issued in case there are corrections needed.

---

## Customer Portal Download Center

All Viewpoint software updates and related documents are now available directly from the Products page under Vista on the Customer Portal. This includes new releases, service packs and tax updates (where applicable) for all Viewpoint Construction Software products, as well as release notes and installation manuals.

---

## Payroll Reference Guide

From viewing the 941 to the final electronic file, **Quarterly & Year-End Tax** reports will help you meet your filing needs. Find out about these reports and other payroll tax filings by visiting the [Vista – Payroll Reference Guide](#).

---

## Due Dates

January 31, 2023, is the deadline to file W-2s with the IRS and to distribute forms to employee(s).

1099 Deadlines are as follows:

Form	IRS E-Filing	Recipient/Participant Copy
1099	March 31	January 31
1099-MISC	March 31	January 31 February 15 for amounts reported in boxes 8 or 10
1099-NEC	January 31	January 31

If using Aatrix, we recommend you follow the guidelines listed in these articles to ensure your filings are on time:

[Aatrix 2022 State W2 & 1099 eFile Deadlines](#)  
[2022 Aatrix ACA Reporting Deadlines](#)

---

### **Regulatory Updates vs Tax Updates**

It is important to upgrade Vista to the current year end supported versions 2022 R1 and 2022 R2 in order to install the regulatory updates that will impact your tax forms. You can process checks at the beginning of the year in January as long as the tax update has been downloaded, installed, and initialized. However, in order to generate your tax forms Vista must be on a supported version in order to install the year-end regulatory update prior to generating your tax forms.

---

### **Internal Revenue Service**

[Publication 15 \(2018\), \(Circular E\), Employer Tax Guide](#)

[Publication 1220 - Specifications for Electronic Filing of Forms](#)

[About Form 4419, Application for Filing Information Returns Electronically \(FIRE\)](#)

Users should be familiar with IRS definitions and requirements for ACA reporting before using Vista to enter ACA data and generate reports. For more information, visit the [Internal Revenue Service](#) website and search for "Instructions for Forms 1094-C & 1095-C".

---

[Viewpoint Help](#) has recently made some updates that Vista users will want to check out! The help website is designed to give you access to comprehensive product documentation from a single location. Here are just five reasons you should check it out today:

1. **Access:** You can easily access Help for multiple Viewpoint products, including Viewpoint HR Management for Vista, Viewpoint Financial Controls, Viewpoint Field Management, and Vista Field Service.
  2. **Search:** You can search across Help for multiple Viewpoint products and filter your search by product or other categories. For example, you could filter to show only Help pages with videos.
  3. **Create a PDF:** You can generate a PDF of an individual Help page or an entire section of the Help.
  4. **Share:** You can quickly share a Help page via email or social media.
-

# Year End Updates

---

It's not too early to plan for year-end now. Vista requires that you upgrade to one of the two latest versions to be prepared for year-end reporting.

You will need to be on version 2022 R1 or 2022 R2 (released later this year) for year-end. These versions require Windows Server 2012 (or later) and SQL Server 2016 (or later), so if you are currently on an older version of Windows or SQL, you will need to upgrade either or both of those before year-end. Unfortunately, Viewpoint does not have a service to upgrade Windows or SQL as both are Microsoft products. However, we can help migrate Vista to a new server with newer versions of Windows and SQL.

If you need Viewpoint help with your update or migration to a current version we are here for you. Start scheduling now because available slots fill up quickly. To sign up for a time slot for Viewpoint assistance on upgrades (if your system meets our current requirements) or to migrate your ERP to a new server, take two minutes to [watch this](#) explainer video.

[Watch the Video](#)

## Viewpoint Academy

---

The Viewpoint Academy offers [guided role-based learning](#) specific to your position. These training programs are designed to make you the expert your company needs. From the home screen, simply click on [Learning Plans](#) and then select your role.

Did you know that all of the Viewpoint users at your company have access to free, role-based learning plans in [Viewpoint Academy](#)? Training your new employees on Viewpoint solutions has never been easier

Does anyone in your office need an introduction to Construction Accounting? Have them register for this free, [eLearning class](#) in Viewpoint Academy. In just two hours you'll cover these accounting concepts: Job Costing, Committed Costs, WIP Schedules, Progress Billing, and more.

[Viewpoint Academy](#) has a separate login from the [Customer Portal](#) and the [Viewpoint Network](#). Your email address is your username. If you did not receive a welcome email with a password, click the "forgot password" link on the Academy sign-in screen. You will receive an email with instructions to set your password.

Training or Academy Questions?

**Email: [viewpointacademy@viewpoint.com](mailto:viewpointacademy@viewpoint.com)**

# New Vista Payroll Features 2022 R1.08 and 2022 R2.02

Vista 2022 R1.08 and 2022 R2.02 year end regulatory releases deliver on user-requested Payroll enhancements, fixes, and other improvements.

## **Generate Electronic Files for Federal W-2s in Vista**

With this release, you can now use Vista to generate files for electronic submission of Federal W-2s. This functionality was added back to Vista to accommodate companies that don't have Aatrix available in their jurisdiction.

Changes made to accommodate this functionality include:

- Restored the PR W-2 Electronic Filing form and renamed it "PR Generate W-2 e-File". You can use this form to export your Federal W-2 data (only) to an electronic file for submission to the Social Security Administration (SSA). Filtering options allow you to filter employees included in the e-file by state and local code. See also [About the PR Generate W-2 e-File Form](#).
- Added a **Generate W-2 e-File** link back to the **Tasks** and **File** menus in the PR W-2 Processing form. Clicking this link opens the PR Generate W-2 e-File form.

For more information about generating an electronic file for federal W-2s, see [Create a Federal W-2 Electronic File](#).

## **Electronic Delivery Consent for W-2s and 1095s (US only)**

In support of the IRS allowed consent for electronic delivery of year-end filing information, you can designate whether an employee has consented to receive W-2s and 1095s via email. Aatrix supports both direct mail and email of W-2s and 1095s,



allowing you to save on mailing costs by having W-2s and 1095s sent via email to those who have consented.

We made changes in these forms:

**PR Employees:**

Added new **W-2 Email Consent** and **1095 Email Consent** check boxes to the Add'l Info tab, above the Pay Info section.

Selecting these check boxes indicates the employee has consented to receive W-2s and/or 1095s via email, and requires that an email address be specified for the employee. If the employee wishes to receive paper copies of W-2s and/or 1095s via direct mail, leave the applicable check box(es) unselected.

During processing of either W-2s or 1095s, the setting in this form is applied by default, but you may override either or both at that time.

For more information, see [Set an Employee to Receive W-2s and 1095s via Email](#).

**PR W-2 Employee Edit form:**

Added a new **W-2 Email Consent** check box to the Info tab. The default setting for this check box matches whatever is set on the corresponding check box in the PR Employees form. You may override the setting for the employee and reporting year; however, if you change the check box to selected for a reporting year/employee, the employee must have an email address specified in PR Employees.

When you launch the Aatrix via the PR W-2 Process form (**Tasks > Launch Aatrix Print and eFile**), the setting defined here is sent to Aatrix and determines how Aatrix will handle delivery of W-2s for the employee.

**PR ACA 1095-C Employee:**

Added a new **1095 Email Consent** check box to the Info tab (Part 1 - Employee section). The default value of this check box matches whatever is set on the corresponding check box in the PR Employees form. You may override the setting for the employee and reporting year; however, if you change the check box to selected for a reporting year/employee, the employee must have an email address specified in PR Employees.

When you launch Aatrix via the PR ACA Process form (**Tasks > Launch Aatrix Print and eFile**), the setting defined here is sent to Aatrix and determines how Aatrix will handle delivery of 1095s for the employee.

## Preparing for Year-End

- QUARTERLY BALANCING – REPORTS
- INITIALIZE W2S IN PR W2 PROCESS
- VERIFY EMPLOYEE INFORMATION
- FIND OUT HOW MANY W2S YOU NEED BY RUNNING W-2 PREVIEW
- PRACTICE GENERATING TAX FORMS USING AATRIX TEST DRIVE MODE
- ORDER YOUR FORMS FROM VIEWPOINT BUSINESS FORMS
- VERIFY VENDOR INFORMATION (ADDRESS/RECEIVE 1099S CHECKBOX)
- READ/REVIEW/WATCH TAXABLE FRINGE TRAINING
- READ/REVIEW/WATCH BONUS CHECKS PROCESSING
- READ/REVIEW/WATCH THIRD PARTY SICK PAY TRAINING
- READ/REVIEW/WATCH SPLIT MONTH PAY PERIOD SETUP
- BALANCE AND RECONCILE LEAVE
- SETUP NEW LEAVE CODES
- VERIFY EMPLOYEE LEAVE OVERRIDES (CORRECT EXISTING/ADDNEW)

UPDATE BENEFITS HR TO PR

## Timing of Payroll Year End Tasks

*Warning: Once tax routine updates are initialized the changes are effective the next time you process payroll, regardless of the dates on the check. Tax updates do not affect previously issued checks.*

Q: Do I need to install the year-end regulatory update before I print W-2s or 1099s?

A: Yes, you must install the year-end update before you process or print government forms or reports.

Q: What do I need to do before I process checks for the New Year?

A: Install the Year End service pack update. Print and post all checks for the old year. Download and initialize taxes updates.

Q: What do I need to do before I generate W-2s?

A: Print and post all checks for the old year. Install the year-end service pack update.

Q: What are some examples of year-end task workflow?

A: Print and post old year checks. Initialize taxes. Install the year-end regulatory update. Enter time, process, and print New Year checks. Generate W-2s.

Q: When should I initialize the Payroll tax updates for the New Year's tax changes?

A: Download and update taxes after you print and post the last payroll of the old year and close the year, but before you process checks for the first payroll of the New Year. Although initializing tax routine updates makes tax rates current for the New Year, you may still need to change local taxes and rates specific to your company such as state unemployment

rates.

Q: Can I process payroll for the New Year before I print W-2s?

A: Yes, as long as you have initialized tax updates and installed the year-end update. You can then process payroll for the New Year and print W-2s based on prior year totals.

# Payroll Year End Checklist

- ❑ COMPLETE FINAL PAYROLL OF YEAR
- ❑ BALANCE THE ACCUMULATIONS
- ❑ COMPLETE QUARTERLY FILING AS NEEDED
- ❑ RUN-YEAR END REPORTS AS NECESSARY
- ❑ COMPLETE ACA PROCESSING AND FILE
- ❑ PERFORM W2 PROCESSING AND FILING
- ❑ RUN LEAVE CODE RESET
- ❑ VISIT THE CUSTOMER PORTAL AND REVIEW  
VISTA'S AVAILABLE DOWNLOADS AVAILABLE  
SOFTWARE AND TAX UPDATES
- ❑ UPDATE NEW RATES AND LIMITS

# Accounts Payable Year End Checklist

- RUN AP 1099 REPORT
- RECONCILE
- EDIT TRANSACTIONS AND TOTALS
- PROCESS
- PRINT REPORTS
- EFILE

# General Ledger Year End Checklist

- ❑ CREATE THE NEW FISCAL YEAR IN GL FISCAL YEARS
- ❑ MAKE GL JOURNAL ENTRY ADJUSTMENTS AS  
NEEDED
- ❑ CLOSE THE FINAL MONTH IN GL MONTH END CLOSE
- ❑ RUN THE GL BEGINNING BALANCE UPDATE

**NOTE: IF GL JOURNAL ENTRY ADJUSTMENTS ARE  
NEEDED AFTER CLOSING THE MONTH, YOU MUST  
REOPEN THE MONTH, MAKE YOUR GL JOURNAL  
ENTRIES, AND RUN THE GL BEGINNING BALANCE  
UPDATE AGAIN**

# KNOWLEDGE BASE ARTICLES

WHAT IS AATRIX?	ID: 000135402
DOES VISTA PROVIDE A PAYROLL YEAR END WORKFLOW CHECKLIST ANYWHERE?	ID: 190912222103455
BALANCING PR EMPLOYEE ACCUMULATIONS	ID: 170808113917520
BALANCING THE PR EMPLOYEE ACCUMULATION REPORT TIPS	ID: 160805122832731
EMPLOYEE ACCUMULATIONS REPORT	ID: 160413173850006
REASONS YOUR PR EMPLOYEE ACCUMULATIONS COULD BE OUT OF BALANCE	ID: 170811101802218
VISTA PAYROLL: REPORTS - BALANCING QUARTERLY	ID: 170110211445181
VISTA PAYROLL: QTR & YEAR END – BALANCING	ID: 170113065319668
REPORTS TO USE TO BALANCE PAYROLL FOR QUARTERLY AND YEARLY PROCESSING	ID: 150925959335032
PAYROLL: QTR & YEAR-END - UNEMPLOYMENT	ID: 170110212715849
YEAR-END BONUS CHECKS FREQUENTLY ASKED QUESTIONS	ID: 171013165943731
VISTA YEAR-END TAXABLE FRINGE FREQUENTLY ASKED QUESTIONS	ID: 171013142826911
YEAR-END LEAVE RESET FREQUENTLY ASKED QUESTIONS	ID: 171006104350535
RESETTING YEAR END LEAVE	ID: 150925473362100
YEAR END PAYROLL CHECKS LAST WEEK OF DECEMBER	ID: 151123094925320
YEAR-END TAX UPDATES FREQUENTLY ASKED QUESTIONS	ID: 171020095049670
HOW DO I INITIALIZE MY TAX ROUTINES?	ID: 181219113732430
HOW TO CHANGE THE NEW PERCENTAGE OR RATE FOR STATE UNEMPLOYMENT (SUTA)	ID: 180108111711545
YEAR-END THIRD PARTY SICK PAY FREQUENTLY ASKED QUESTIONS	ID: 171013140503088
3RD PARTY SICK PAY ON THE W-2	ID: 170126203157947
WHAT DOES THE THIRD PARTY SICK PAY INDICATOR IN THE W-2 PROCESS FORM DO?	ID: 160420140828302
YEAR-END W2 FREQUENTLY ASKED QUESTIONS	ID: 171006104350535
LIST OF KNOWLEDGE BASE ARTICLES ON W-2S	ID: 160818191338561



HOW CAN I FIND OUT HOW MANY W-2 FORMS I NEED TO ORDER?	ID: 150925916516764
YEAR END 1099 PROCESSING STEPS THROUGH IN VISTA USING AATRIX	ID: 000138080
EFILE ACA REPORTS USING AATRIX	ID: 190314174056500
YEAR-END ACA FREQUENTLY ASKED QUESTIONS	ID: 171013110022940
ACA PAYROLL CHECKLIST	ID: 151113103508951
VISTA HUMAN RESOURCES: HR ACA PROCESSING - SETUP AND FAQs, TROUBLESHOOTING ACA AND OTHER ACA QUESTIONS	ID: 170922113553564
YEAR-END GL FREQUENTLY ASKED QUESTIONS	ID: 171006125940582
CLOSING THE FISCAL YEAR IN GENERAL LEDGER	ID: 160413093418712
VISTA GENERAL LEDGER - GL BEGINNING BALANCE UPDATE (TUTORIAL)	ID: 161114151714057
ADJUSTMENT PERIOD ENTRIES IN THE BATCH SELECTION FOR JOURNAL TRANSACTIONS	ID: 160119140159178
YEAR-END 1099 FREQUENTLY ASKED QUESTIONS	ID: 171006122420130
CHANGES TO AP 1099 PROCESSING FOR TAX YEAR 2021	ID: 000139537
WHAT TYPES OF 1099S DOES VISTA SUPPORT?	ID: 180409184822685
VENDORS NOT SHOWING UP ON 1099 REPORTS	ID: 160122132951406
HOW CAN I FIND OUT HOW MANY 1099 FORMS I NEED TO ORDER?	ID: 150925886152099
HOW CAN I FIND A LIST OF 1099 VENDORS?	ID: 170130113257621