



VISTA YEAR END SUPPORT GUIDE

2023




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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 (2023 limit is \$160,200 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 12/31/23 to 12/31/23, but you still need to process all pay periods in order. For example, a pay period ending 12/30/23 would need to be processed and paid prior to pay period ending 12/31/23.

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 Employee'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 12/31/23, then usage and accruals will start on 1/1/24 for 2024. If there is usage for 2023 on 12/31/23, the reset date must be 1/1/24 and usage and accruals will start on 1/2/24.

1. From the **Payroll** module's **Programs** folder, open the **PR Leave Entry** form.
2. In the **Batch Month** field, enter 12/23.
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 12/31/23, then usage and accruals will start on 1/1/24 for 2024. If there is usage for 2023 on 12/31/23, the reset date must be 1/1/24 and usage and accruals will start on 1/2/24.

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.

1. Locate and Install the Most Recent Tax Update

1. Visit the [Customer Portal Vista Downloads](#) page and navigate to Tax Updates for 2024.
2. Locate and load the last update available.
3. Follow the Tax Update installation steps provided in the document found with your update file.

Note: Tax updates are inclusive and include all previous updates for the current year.

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 2024.

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 2024, enter 6/30/24 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 2024, enter 6/1/24 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'l 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. The 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**

1 PR W-2 Process for Viewpoint Construction Services - Sample 2021 R2

File Edit Records View Options Tools Windows Help

Reports

- PR W2 Item Codes
- PR W2 Local Details
- PR W2 Preview Report

Full Validation/Defaults

Secondary Validation

Tax Year: 2021

Grid Info Add'l Info Federal State Box 14 Information Employees

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:

Options to Initialize Retirement Plan box

☐ Check Box for All Employees

☐ Only Check for Employees With Retirement Plan

☒ Do Not Initialize for Any Employees

☐ Resubmittal WFID:

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:

James T Burns
8145 Canyon Rd
Atlanta, GA 60238

Social Security #: 954-24-8725

Statutory Emp: N Retirement Plan: Y

Employee: 450

Third Party Sick Pay: N

		Box 12 Code / Desc.	Amount	Box 14 Desc.	Amount
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-Qualified 457:	0.00				
11) Non-Qualified Non-457:	0.00				

Company Totals Record with Count:

PR W-2 Preview Report

W-2 Totals

		Box 12 Code / Desc.	Total	Box 14 Desc.	Total
(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-Qualified 457:	0.00				
(11) Non-Qualified Non-457:	0.00				

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

State Taxes

State	Wages	Tax
-------	-------	-----

Local Taxes

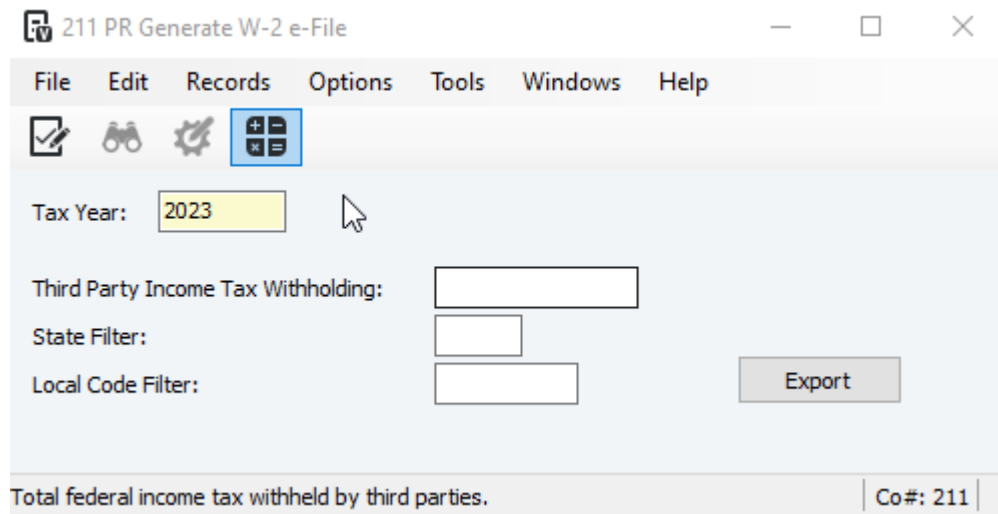
Local Code	Wages	Tax
------------	-------	-----

STEP 8 – Print or Electronically File

To print or electronically file W-2 statements you can use the Vista W-2 Process form to generate a federal electronic file. State and local files must be filed via Aatrix. Federal files can be filed via Aatrix as well.

Federal Filing through Vista

1. From the main menu, select **Payroll > Programs > PR W-2 Process**. The **PR W-2 Process** form opens.
2. In the **Tax Year** field, enter the tax year for which to generate the federal W2 electronic file.
3. Select **Tasks > Generate W-2 e-File**. The PR Generate W-2 e-File form opens.



4. If any of your employees received sick pay from an insurance company or other third-party and you were notified of the sick pay amount, enter that amount in the **Third Party Income Tax Withholding** field.
5. If you want the e-file to only include employees for a specific state, enter the state in the **State Filter** field. The generated export file will include only those employees with an entry for the specified state. Leave this field blank to include all employees. **Note: Entry in this field is required if you will be filtering by Local Code.**
6. If you selected to filter employees by state and also want to filter employees by local code, enter the local code in the **Local Code Filter** field. Press **F4** to select from a list of valid local codes for the specified state. The generated export file will include only those employees with an entry for the specified state and local code. Leave this field blank to include all employees for the specified state or, if not filtering by state, all employees, regardless of state/local code.
7. Click **Export**. The Save Export File As window displays.
8. Save the text file to a location on your network, either accepting the default file name or entering a new file name as needed. The system saves the file and a message displays informing you of the number of Federal W-2 records that were processed.

9. Click **Close**. You are returned to the PR Generate W-2 e-File form. You can now submit your file electronically to the Social Security Administration (SSA).

Note: If you need to print employee copies of W-2s, use the PR W2 Employee Copies report (accessible from the Payroll Reports menu or from the PR W-2 Process form by selecting **Options > Reports > PR W2 Employee Copies**. This report is intended for printing employee copies (B, C, 2) only; it cannot be used for W-2 paper filings.

Federal, State, and Local Filing through Aatrix

1. Go to **Tasks | Launch Aatrix and eFile**

1 PR W-2 Process for Viewpoint Construction Services - Sample 2021 R2

File Edit Records View Options Tools Windows Help

Tax Year: 2021

Initialize Header Initialize Federal Initialize State Initialize State Box 14

Grid Info Add'l Info Federal Information State/Local Information State Box 14 Information Employees

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:

Options to Initialize Retirement Plan box

☐ Check Box for All Employees

☐ Only Check for Employees With Retirement Plan

☒ Do Not Initialize for Any Employees

☐ Resubmittal WFID:

Tasks

- Initialize Header
- Initialize Federal
- Initialize State
- Initialize State Box 14
- Launch Aatrix Print and eFile

2. Enter Tax Year, select form, then click Continue

211 PR Aatrix - W2 Print and eFile

File Edit Records Options Tools Windows Help

Tax Year: 2023

Form Type:

- W-2 History
- W-2/W-3
- W-2/W-3 American Samoa
- W-2/W-3 Guam
- W-2/W-3 US Virgin Islands

History Continue Close

Select a form type Co#: 211

This will launch Aatrix and the W-2/1099 Preparer form

W-2/1099 Preparer [86-7534291 CRL Construction Inc]

File Edit View Help

Verify Employee Information [Next Step](#)

PREVIOUS NEXT COMPANY SETUP

	TOTALS:	Employees (8)								
	Box a	Box e	Box e	Box e	Box e	Box f	Box f	Box f	Box f	Box
	SSN	Last Name	First Name	Middle Name	Name Suffix	Address Line 1	Address Line 2	City	State/Province	Zip/Post
1	265-81-6537	Ackerman	Angela			200 Salmon Street		Smithyville	CA	98456
2	265-81-6584	Albright	Debbie			9000 Market Street		Jackson	ID	92681
3	225-56-8974	Griffin	Archie	W		1151 N. High St		Akron	OH	43201
4	567-46-7657	Griswold	Clarkson	Winslow	III	775 Elm St		Chicago	IL	60605
5	560-01-5844	Johnson	Navien			778 Elm		Chicago	IL	60605
6	569-42-8756	Kuenzi	Brent	A		8542 Brighton Way		Beaverton	OR	97008
7	102-54-3579	Riggs	Russell	O		1825 Mariposa Ln		Fullerton	CA	92833
8	855-12-8966	Stanton	Rod	S		3872 Orange Ave		Pasadena	CA	91736

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 the W-2 is ready to print or eFile.
4. Once you have completed these preparations you will see for electronic filing.

W-2/1099 Preparer 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!

W-2 Printing and Filing Options

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

☐ Complete W-2 eFiling Service **Next Business Day Mailing!**

The eFile Center will:

- Print and Mail Employee Copies
- eW-2 Only Employee Copies [What's This?](#)
- File your Fed W-2s and W-3 to the SSA
- File your State W-2s and Reconciliation Forms
- eW-2s Available for All Employees

# Employees	Price/Emo	Subtotal
8	\$1.99	\$ 0.00
0	\$0.99	\$ 0.00
	included	FREE
	included	FREE
	included	FREE
Total Cost	Minimum	\$ 0.00

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

☒ Print my Employee W-2s

☐ eFile Federal W-2s and W-3

☐ eFile State W-2s and Reconciliation Forms

☐ Print Federal W-2s and W-3

☐ Print State W-2s and Reconciliation Forms

Official Employer W-2s will display when Federal W-2s are selected

# Employees	Price/Emo	Subtotal
8	\$0.49	\$ 0.00
8	\$0.69	\$ 0.00
Total Cost		\$ 0.00

Enroll < Back Next > Cancel < Back Next > Cancel

5. You can print the W-2 through Aatrix at no charge.

a Employee's SSN 339-87-9864		1 Wages, tips, other compensation 1338.20		2 Federal income tax withheld 229.00	
OMB No. 1545-0008		3 Social security wages 1338.20		4 Social security tax withheld 82.97	
b Employer identification number 16-1269096		5 Medicare wages and tips 1338.20		6 Medicare tax withheld 19.40	
c Employer's name, address, and ZIP code Viewpoint Construction Software 1515 SE Water Avenue #35855436 Portland OR 97214					
e Employee's first name and initial John E		Last name Clemson		Suff.	
1234 Wrigley Ave Chicago IL 38927					
f Employee's address and ZIP code					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement 2020 Department of the Treasury Internal Revenue Service Copy B - For Employer

Aatrix Rev. 6/02/20

a Employee's SSN 575-55-4888		1 Wages, tips, other compensation 1940.00		2 Federal income tax withheld 334.00	
OMB No. 1545-0008		3 Social security wages 1940.00		4 Social security tax withheld 120.28	
b Employer identification number 16-1269096		5 Medicare wages and tips 1940.00		6 Medicare tax withheld 28.13	
c Employer's name, address, and ZIP code Viewpoint Construction Software 1515 SE Water Avenue #35855436 Portland OR 97214					
e Employee's first name and initial Quentin		Last name Coldwater		Suff.	
1334 Elm Stree Portland OR 97206					
f Employee's address and ZIP code					
d Control number		7 Social security tips		8 Allocated tips	

Here's why W-2s print the way they do...

- **If the employee paid taxes to one state/locality:** A single page is printed that contains the Federal Copy B, Employee Copy C, and State Copy 2
- **If the employee paid taxes to multiple states/localities:** Multiple pages print that contain the Federal Copy B, Employee Copy C, and each applicable state/local total; all Copy 2s print

W2s print on a blank, perforated form with instructions on the back. There are 4 W-2s per page, and each employee will have his/her own page(s).

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

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 [Internal Revenue Service](#) website 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 Safe 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

7. Click **Tasks | Launch Aatrix Print and eFile**

1 PR ACA Process for Viewpoint Construction Services - Sample 2021 R2

File Edit Records View Options Tools Windows Help

Tax Year: 2020

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 - Sa

EIN: 161269096

Address: 1515 SE Water Avenue

City: Portland State: OR

Zip Code: 97214 Country: US

Contact: Phone:

Total Number of Forms 1095-C submitted with transmittal: 12

Part 2 ALE Member Information

Is Member Of Aggregated ALE Group ☐

Qualifying Offer Method ☐

98% Offer Method ☐

Authoritative Transmittal ☒

Tasks

Initialize ACA

Launch Aatrix Print and eFile

8. Enter Tax Year, select form, then click Continue

1 PR Aatrix - ACA Print & eFile

File Edit Records Options Tools Windows Help

Tax Year: 2020

Form Type:

- ACA 1095/1094-B
- ACA 1095/1094-C
- Electronic 1095 Consent

[Annual] Use this to process 1095/1094-B Health Coverage Information Returns. After completing the process you can make corrections, reprint or process additional copies.

History Continue Close

Enter a tax year Co#: 1

9. 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

16-1269096 Viewpoint Construction Services - Sample 2020 R2 - 2020 1095/1094-B Preparer

File Edit Help

Step 1 of 4: Employee Contact Information

Instructions: Verify Employee Information

PREVIOUS NEXT SAVE HELP

SSN	Last Name	First Name	MI	Suffix	Address 1	Address 2	City	State	Zip	Foreign State/Pr
525-60-0002	TEST	ROSE			3872 ORANGE AVE		PASADENA	CA	91736	
563-41-1178	TELLER	SAM	R		3224 S FRANKLIN BLVD		CHICAGO	IL	60148	
855-12-8966	STANTON	ROD	S		3872 ORANGE AVE		PASADENA	CA	91736	
110-00-9999	SMITH	ADAM			3872 ORANGE AVE		PASADENA	CA	91736	
777-66-6999	KELLY	CHARLIE			1957 NORTHEAST 49TH W		HILLSBORO	OR	97124	
567-46-7657	GRISHAM	CLARK	W		2453 MAIN ST		CHICAGO	IL	60605	
541-33-6090	GIESBRECHT	ALEX			TESTTTTTT		PASADENA	CA	91736	

KELLY, CHARLIE

Employee Entry Add Employee Remove Employee Covered Individuals Add Covered Individual Remove Covered Individual

SSN: 777-66-6999 DOB: [SSN Required] Employee ID: 995499 Group ID: KELLYCHA Covered Individuals: 1

Last Name: KELLY First Name: CHARLIE MI: Suffix:

Address 1: 1957 NORTHEAST 49TH WAY Address 2:

City: HILLSBORO State: OR ZIP Code: 97124 Country: US - United States

Email Address: ckelly@viewpoint.com Electronic Only Policy Origin Code:

Tips show less

Additional help is available when hovering headers, errors, and other new ACA terms.

More Information

Add Employee Remove Employee Add Covered Individual Remove Covered Individual

If there are errors on your forms, they will be shown below in red.

Errors:

- 110-00-9999-A valid SSN is required
- 666-66-9889-A valid SSN is required

Once you have completed these preparations you will see options for electronic filing.

Special Offer

AATRIX eFile

EASY AS...

SAVE 50% on your COMPLETE ACA eFile Service!

ONLY \$0.99 PER EMPLOYEE

Take advantage of the 50% discount on your ACA COMPLETE eFile Service filing. Follow the steps on the right.

01

eFile your WZ's using the Aatrix WZ COMPLETE eFile Service

02

Select a mail date* for your employee WZ's that provide you enough time to complete your ACA filing

03

eFile your ACA forms utilizing the Aatrix ACA COMPLETE eFile Service and save 50%!

*Mail date may be adjusted at efile.aatrix.com up to one (1) day prior to the set date.

Close

ACA Programs

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 Select Business Day Mailing!

	# Employees	Price / Emp	Subtotal
The eFile Center will:			
• Print and Mail Employee Copies	11	\$1.99	\$21.89
• e1095-B Only Employee Copies (Other's Tab)	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
TOTAL COST	MINIMUM		\$24.95

☐ Other Options

	# Employees	Price / Emp	Subtotal
<input type="checkbox"/> Print My Employee 1095-Bs	-	-	-
<input type="checkbox"/> eFile Federal Only 1095-Bs / 1094-B	11	\$0.49	\$0.00
<input type="checkbox"/> Print Federal Copy 1095-Bs / 1094-B	-	-	-
TOTAL COST			\$0.00

☒ Print Employer Copy 1095-Bs

Back Next Cancel

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

110116

Aatrix Rev. 10/10/20

Form 1094-B

Department of the Treasury
Internal Revenue Service

Transmittal of Health Coverage Information Returns

OMB No. 1545-0047

2020

1. Filer's name
VIEWPOINT CONSTRUCTION SERVICES - SAMPLE 2020 R2

2. Employer identification number (EIN)
16-1269096

3. Name of person to contact (First, Middle, Last, Suffix)
GINA WEINTZ

4. Contact telephone number
(971) 255-4800

5. Street address (including room or suite no.)
1515 SE WATER AVENUE

6. City or town
PORTLAND

7. State or province
OR

8. Country and ZIP or foreign postal code
97214

9. Total number of Forms 1095-B submitted with this transmittal
11

For Official Use Only

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 12/18/2021

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Form 1094-B (2020)

11. 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

1099

Review 1099 Vendors

READ

1099 types should already exist (they are created when you system is setup). 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 Vendor Master** 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

1 AP 1099 Processing for Viewpoint Construction Services - Sample 2021 R2

File Edit Records View Options Tools Windows Help

Reports

AP 1099 Report
AP 1099 Totals

Full Validation/Defaults
Secondary Validation

Year Ending: 12/21
Vendor: 120
1099 Type: MISC

Address Seq: 3456 First Avenue
San Francisco CA 94103-2415

Box #:

Grid Info Corrected Filing

Box 1 Total:	0.00	Box 7 Total:	0.00	Box 13 Total:	0.00
Box 2 Total:	0.00	Box 8 Total:	0.00	Box 14 Total:	0.00
Box 3 Total:	0.00	Box 9 Total:	0.00	Box 15 Total:	0.00
Box 4 Total:	0.00	Box 10 Total:	0.00	Box 16 Total:	0.00
Box 5 Total:	0.00	Box 11 Total:	0.00	Box 17 Total:	0.00
Box 6 Total:	0.00	Box 12 Total:	0.00	Box 18 Total:	0.00

DIV or INT Box 7 - Foreign country or U.S. possession:

Other Data:

☐ 2nd TIN Notification

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

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
Vendor: 9133 Brandon Urtel								
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
Vendor: 9106 A & M Roofing Services								
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
Vendor: 9047 Elan Gansberg								
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
Vendor: 9107 Clark William Grisham								
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 1099 reports and Electronically File

Vista provides options for printing 1099 NEC recipient copies and downloading a 1099 NEC electronic file that can be uploaded to the IRS website. All other 1099 types must be printed and electronically filed using Aatrix.

Federal 1099 NEC Printing through Vista

1. Click on Options | Reports | AP 1099 Recipient Copies
2. Enter the appropriate values into the fields and use the Preview, Print, or Export options to generate your recipient copies

1337: AP 1099 NEC Recipient Copies - Launcher

File Help

AP 1099 NEC Recipient Copies

Inputs Report Info Notes

Company: 1

Year Ending Month (MM/YY): 12/23

Beginning Vendor Number:

Ending Vendor Number:

Minimum Payment Amount: 600.00

Include Recipients Notified by Email: ☐

Truncate Recipient TIN: ☒

Preview Print Export Cancel

Co#: 1

Federal 1099 NEC Electronic Filing through Vista

1. From within the AP 1099 Processing Menu form Click Tasks | Download

1 AP 1099 Processing for Viewpoint Construction Services

File Edit Records View Options Tools Windows Help

Year Ending: 12/23
Vendor: 120 Henderson, Allen & Jones
1099 Type: NEC

Vendor Defaults
1099 Type: Box #:
Mailing Address Seq:
3456 First Avenue
San Francisco CA 94102

Tasks
Edit Transactions
Download

Grid Info Corrected Filing

Box 1 Total:	72,360.00	Box 7 Total:	0.00	Box 13 Total:	0.00
Box 2 Total:	0.00	Box 8 Total:	0.00	Box 14 Total:	0.00
Box 3 Total:	0.00	Box 9 Total:	0.00	Box 15 Total:	0.00
Box 4 Total:	100.00	Box 10 Total:	0.00	Box 16 Total:	0.00
Box 5 Total:	0.00	Box 11 Total:	0.00	Box 17 Total:	0.00
Box 6 Total:	0.00	Box 12 Total:	0.00	Box 18 Total:	0.00

DIV or INT Box 7 - Foreign country or U.S. possession:

Other Data:

☐ 2nd TIN Notification
☐ 1099 Email Consent

2. Fill in all required fields then click Download to retrieve your electronic file and upload it to the IRS website. **Reminder: Vista only provides Federal NEC type electronic files. All other 1099 types, and state/local electronic filing, must be done via Aatrix.**

1 AP 1099 Download for Viewpoint Construction Services

File Edit Records Options Tools Windows Help

The Download button will generate an export e-File for any vendors with a 1099 type of "NEC" for Non-Employee Compensation.

Calendar Year Ending Month: 12/23
Payer Name Control: 1234
Transmitter Control Code: 12345
☐ Combined Fed/State Filer ☐ Test File
Minimum Payment Amount: 600.00
Contact Name: John Smith
Contact's Phone Number: 971-255-4800
Contact's Email Address:

Download... Launch Aatrix Close

Enter the contact's email address Co#: 1

Federal 1099 NEC Electronic Filing through Aatrix

1. From within the AP 1099 Processing Menu form Click Tasks | Download

1 AP 1099 Processing for Viewpoint Construction Services

File Edit Records View Options Tools Windows Help

Year Ending: 12/23
Vendor: 120 Henderson, Allen & Jones
1099 Type: NEC

Vendor Defaults
1099 Type: Box #:
Mailing Address Seq:
3456 First Avenue
San Francisco CA 94103

Tasks
Edit Transactions
Download

Grid Info Corrected Filing

Box 1 Total:	72,360.00	Box 7 Total:	0.00	Box 13 Total:	0.00
Box 2 Total:	0.00	Box 8 Total:	0.00	Box 14 Total:	0.00
Box 3 Total:	0.00	Box 9 Total:	0.00	Box 15 Total:	0.00
Box 4 Total:	100.00	Box 10 Total:	0.00	Box 16 Total:	0.00
Box 5 Total:	0.00	Box 11 Total:	0.00	Box 17 Total:	0.00
Box 6 Total:	0.00	Box 12 Total:	0.00	Box 18 Total:	0.00

DIV or INT Box 7 - Foreign country or U.S. possession:

Other Data:

☐ 2nd TIN Notification
☐ 1099 Email Consent

2. Click Launch Aatrix

1 AP 1099 Download for Viewpoint Construction Services

File Edit Records Options Tools Windows Help

The Download button will generate an export e-File for any vendors with a 1099 type of "NEC" for Non-Employee Compensation.

Calendar Year Ending Month: 12/23
Payer Name Control:
Transmitter Control Code:
☐ Combined Fed/State Filer ☐ Test File
Minimum Payment Amount: 0.00
Contact Name:
Contact's Phone Number: 971-255-4800
Contact's Email Address:

Download... Launch Aatrix Close

Enter Payer Name Control. Co #: 1

3. Enter Tax Year, select the form you'd like to work on, then click on Continue

1 AP 1099 Aatrix Print and eFile

File Edit Records Options Tools Windows Help

Tax Year: 2023

Form Type:

- 1099 DIV
- 1099 DIV Instructions
- 1099 INT
- 1099 INT Instructions
- 1099 MISC
- 1099 MISC Instructions
- 1099 NEC
- 1099 NEC Instructions
- Electronic 1099 Consent

History Continue Close

Select a form type Co #: 1

This will launch Aatrix and the W-2/1099 Preparer form

4. Within Aatrix you will be asked to verify vendor Information. If any information is incomplete the record will appear in Red. Make needed corrections and proceed by clicking Next until the 1099 is ready to print or eFile.

W-2/1099 Preparer [12-3456789 Gina Weints Co]

File Edit View Help

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

PREVIOUS NEXT

What are e1099s?

TOTALS:		Recipients (3)			Recipients TIN	TIN Flag	Recipient Company Name	Optional Name	\$34478.60		\$100.00					
Recipient Last Name	Recipient First Name	Recipient Middle Name	Recipient TIN	TIN Flag	Recipient Company Name	Optional Name	Nonemployee Compensation	Box 1	Box 2	Box 4	Filing State	Box 7	Box 5	Box 7	Box 5	Box 7
1			98-7654321	<input checked="" type="checkbox"/>	Waste Management Association Test	5	2000.00		<input type="checkbox"/>	Federal Income Tax Withheld	100.00	OR				
2				<input checked="" type="checkbox"/>	John Hammond		1000.00		<input type="checkbox"/>		OR					
3			12-345678	<input checked="" type="checkbox"/>	Gina's Vendor	1	31478.60		<input type="checkbox"/>		OR					

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

W-2/1099 Preparer

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

ONLY \$1.99 PER RECIPIENT

HURRY! It's not too late!

Submit your 1099s by 3PM CST TODAY and get it postmarked by the next business day!

AATRIX

W-2/1099 Preparer

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!**

The eFile Center will:

- Print and Mail Recipient Copies
- e1099 Only Recipient Copies
- File your Federal 1099s and 1096
- File all applicable State 1099s and Reconciliation Forms
- e1099s Available for all Recipients

# Recipients	Price/Recip.	Subtotal
3	\$1.99	\$5.97
0	\$0.99	\$0.00
	included	FREE
	included	FREE
	included	FREE
Total Cost	Minimum	\$24.95

☐ **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

# Recipients	Price/Recip.	Subtotal
3	\$0.49	\$0.00
3	\$0.69	\$0.00
Total Cost		\$ 0.00

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

- You can now proceed with printing each of your reports

Report 1 of 5: Oregon 1099-NEC

1

1 page

i

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

☐ VOID
 ☐ CORRECTED

1 Nonemployee compensation	
\$	2000.00
4 Federal income tax withheld	
\$	100.00
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	
PAYER'S TIN	RECIPIENT'S TIN
12-3456789	98-7654321
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
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>
2	
3	
5 State tax withheld	6 State Payer's state no.
\$	OR /
\$	\$

2020 Form 1099-NEC
Copy 1 For State Tax Department

☐ VOID
 ☐ CORRECTED

1 Nonemployee compensation	
\$	31478.60
4 Federal income tax withheld	
\$	
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	
PAYER'S TIN	RECIPIENT'S TIN
12-3456789	98-7569856
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
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>
2	
3	
5 State tax withheld	6 State Payer's state no.
\$	OR /
\$	\$

2020 Form 1099-NEC
Copy 1 For State Tax Department

Aatrix Rev. 1/11/21

☐ VOID
 ☐ CORRECTED

1 Nonemployee compensation	
\$	1000.00
4 Federal income tax withheld	
\$	
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	
PAYER'S TIN	RECIPIENT'S TIN
12-3456789	98-7654333
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
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>

☐ VOID
 ☐ CORRECTED

1 Nonemployee compensation	
\$	
4 Federal income tax withheld	
\$	
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	
PAYER'S TIN	RECIPIENT'S TIN
12-3456789	
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code	
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>

- 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 12/23 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 12/23 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, 2024, is the deadline to file W-2s. January 31st is the deadline to distribute Forms W-2 to employee(s).

2023 filing due dates for form 1099-NEC is due to the IRS and the payee by January 31, 2024.

Affordable Care Act (ACA) Paper IRS returns for 2023 must be filed by February 28, 2024. Electronic IRS returns for 2023 must be filed by March 31, 2024

Regulatory Updates vs Tax Updates

It is important to upgrade Vista to the current year end supported versions 2023 R1 and 2023 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.

Filing of W-2s for tax year 2023

Federal W-2s can be printed and filed electronically via Vista. All state and local W-2s must be printed and filed through Aatrix.

Filing of 1099s for tax year 2023

Federal NEC 1099 recipient copies can be printed via Vista and federal NEC electronic files can be downloaded within Vista.

All other types including DIV, INT, MISC and NEC can be printed and filed electronically via Aatrix. State 1099s can also be filed via Aatrix. Vista has never offered this state filing option, and this is one of the great things about our partnership with Aatrix.

Internal Revenue Service

[Publication 15 \(2018\), \(Circular E\), Employer Tax Guide Publication 1220 -](#)

[Specifications for Electronic Filing of Forms](#)

[Form 4419 Application for Filing Information Returns Electronically \(FIRE\) - needed for 1099 Filing](#)

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 2023 R1 or 2023 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

Preparing for Year-End

- ☐ QUARTERLY BALANCING – REPORTS
- ☐ INITIALIZE W2S IN PR W2PROCESS
- ☐ 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 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/ADD NEW)
- ☐ 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

YEAR END W2 PROCESSING STEPS THROUGH AATRIX	ID: 000138077
AATRIX WORKFLOW DOCUMENT	ID: 180118124248830
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
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