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VISTA YEAR END SUPPORT GUIDE

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Read & Review

Balancing Accumulations

READ

The accumulations need to be in balance prior to running any quarter or year-end processes. This process will ensure that the numbers reported for both quarter 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 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 calculation, overrides, or ignoring of the limit)

- PR Unemployment Report (Shows what will be 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 is correct (2021 limit is $142,800.00 and the rate is .062).

- PR 940 Schedule A

The reports used to balance Insurance/Workers' Compensation:

- PR Employee Accumulations

- PR Insurance Report by Insurance Code (Gross amount shows gross wages and Subject amount column includes all earnings subject to)

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

The reports used to balance W2:

- PR Employee Accumulations (Subject amount for Federal wages, Eligible amount for Social Security, and Subject for Medicare wages)

- PR W2 Process-> File-> Preview/Print W2

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 and will 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. 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 Override DirDep 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 individually on the PR Employee Pay Seq Control form.

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

REVIEW
YEAR-END BONUS CHECKS FREQUENTLY ASKED QUESTIONS
DOES VISTA PROVIDE A PAYROLL YEAR END WORKFLOW CHECKLIST ANYWHERE?

YEAR END PAYROLL CHECKS LAST WEEK OF DECEMBER

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

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

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

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

Increase an Employee's Taxable Wages

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

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

STEP 1 - Create an earnings code for Taxable Fringe

1. From the **Payroll** module's **Programs** folder, open the **PR Earnings Codes** form.

2. Click the **New Record** icon.

3. In the **Earnings Code** field, enter a new code number. You can view existing earning codes by pressing F4.

4. Click the **Info** tab.

5. In the **Description** field, enter a description for the code, for example, *Car Allowance*.

6. From the **Method** drop-down list, select **Amount**.

7. In the **Factor** field, enter **1.00**.

8. Check the **True Earnings for Payroll Reports** checkbox.

9. In the **Earnings Type** field, press F4 to select the appropriate earnings type (this controls what GL Account will be used for the earnings).

10. In the **CT** field, enter the Job Cost Type, or press **F4** to select a cost type from a list.

11. Click the **Deductions/Liabilities** tab.

12. Add the **Deduction Codes** for all taxes to which the car allowance is subject. Generally this would include Federal Withholding, FICA, and State Withholding.

13. Add the FICA liability codes, and determine if any additional deductions and/or liabilities (i.e. FUTA, SUTA) are required.

14. Check the **Subject Only** box on taxes that will not be withheld at this time for the Car Allowance earnings. Often, the Federal and State taxes will not be deducted. This indicates the Car Allowance earnings are taxable for W-2 purposes, but the taxes will not be withheld.

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

1. From the **Payroll** module's **Programs** folder, open the **PR Deductions/Liabilities** form.

2. Click the **New Record** icon.

3. In the **Dedn / Liab Code** field, enter a new code number. You can view existing earning codes by pressing **F4**.

4. In the **Description** field, enter a description of the code.

5. Select **Deduction** as the **Type**.

6. From the **Calculation Category** drop-down list, select **E-Employee**.

7. In the **GL Account** field, enter the credit account number, or press **F4** to select an account from a list.

8. From the **Method** drop-down list, select **G - Rate of Gross**.

9. Enter the rate of *1.00* in **Rate/Amount #1** and **#2** fields.

10. Click the **Basis Codes** tab.

11. Add the **Car Allowance earning code** from Step 1 (above) in the grid for this deduction code.

STEP 3 - Add the new deduction code to the employee

1. From the **Payroll** module's **Programs** folder, open the **PR Employee Dedns/Liabs** form.

2. In the **Employee** field, press **F4** to select the employee from a list.

3. In the **Dedn / Liab Code** field, enter the deduction code created in Step 2 above, or press **F4** to select the code from a list.

4. Click the **Info** tab.

5. Check the **Employee-Based** checkbox.

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

7. In the **Processing Seq. #** field, enter *1*.

8. Click **Save**.

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

1. From the **Payroll** module's **Programs** folder, open the **PR Pay Period Control** form.

2. Click the **Active Frequency Codes** tab.

3. Add the **Frequency Code** assigned to the Car Allowance deduction in Step 3 above.

4. Save the record.

5. From the **Payroll** module's **Programs** folder, open the **PR Timecard Entry** form.

6. Enter an employee timecard line using the earnings code created in Step 1 above, using the amount for the Car Allowance.

7. Post the remaining regular timecard entries for the employee if they are within the current pay period.

STEP 5 - Process your payroll as you would normally

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

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

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 that 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 (like 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 12/31/21, then usage and accruals will start on 1/1/22 for 2022. If there is usage for 2021 on 12/31/21, the reset date must be 1/1/22 and usage and accruals will start on 1/2/22.

1. From the **Payroll** module's **Programs** folder, open the **PR Leave Code Reset** form.

2. In the **Batch Month** field, enter *12/21*.

3. Click **OK**.

4. On the **PR Leave Code Reset** form, check the **Reset Accrual Amounts to 0.00** checkbox.

5. Check the **Reset Available Balances to Carryover Limit** checkbox.

6. In the **Reset Date** field, enter the date of the reset. All resets must use a date one day prior to any days having usage or accruals.

   Example: If the Reset Date is 12/31/21, then usage and accruals will start on 1/1/22 for 2019. If there is usage for 2018 on 12/31/21, the reset date must be 1/1/22 and usage and accruals will start on 1/2/22.

7. In the **Leave Code** and **Frequency** sections of the form, specify whether **All** or a **Selected** code or frequency is to be reset.

8. Click **Update**.

9. From the **File** menu, select **Process Batch**.

10. Click **Validate** to check for errors.

11. 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 Code Reset** form.

2. In the **Batch Month** field, enter the date of the original reset transactions.

3. Click **OK**.

4. On the **PR Leave Code Reset** form, check the **Reset Accrual Amounts to 0.00** checkbox.

5. 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.

6. Click **Update**. When the batch is processed, all reset transactions in the batch are removed from the **Leave History** table, the **Last Date Reset** values in **PR Employee Leave** are set to null, and the **Accrual Limits** and **Available Balance Limits** are set to the previous values.

Step 3 - Review Balances

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

- **PR Employee Leave Balance and Accumulations**

- **PR Employee Leave History Detail**

REVIEW

YEAR-END LEAVE RESET FREQUENTLY ASKED QUESTIONS RESETTING YEAR END

LEAVE

Tax Updates/Updated Rate & Limits
READ

Tax Routine Updates

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

Downloads For Vista

1. Locate and Install the Most Recent Tax Update

1. Visit the Customer Portal Vista Downloads page and navigate to Tax Updates for 2022.

2. Locate and load the last update available.

3. Follow the Tax Update installation steps located in the **2022 Tax Update n - Notes Instructions.pdf**. The .PDF is located with the executable file.

Note: Tax updates are inclusive.

2. Initialize Tax Update for Each Payroll Company

1. From the **Payroll** module's **Programs** folder, open the **PR Routine Master** form.

2. From the **File** menu, select **Initialize**.

3. Check for the Latest Tax Routine

1. From the **Payroll** module's **Programs** folder, open the **PR Routine Master** form.

2. In the **Routine** field, press **F4**, and then select **Federal Income Tax**.

3. Look at the value in the **Procedure Name** field to make sure it ends in the current year.

4. Update Rates and Limits

You are responsible for updating any new rates and or limits for 2022.

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 2022, enter 6/30/22 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 2022, enter 6/1/22 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 *I.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. They system will use the eligible amount found in PR Employee Accumulations under the FICA Deduction and place it in box 3.

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

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

4. Map the following items to the following deductions:

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

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

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

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

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

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

STEP 4 - Add and Assign State and Local Deduction Codes

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

1. 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**.

2. 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.

3. Check or un-check the **Initialize** box for each State and/or Local Code as needed.

4. 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 a W-2 report:

1. From the **Info** tab on the **PR W-2 Process** form, select **Preview/Print W2** from the **File** menu. The **PR W2 Preview and Print** dialog displays.

   NOTE: This form should only be used to Preview your W-2 totals prior to launching Aatrix to print and/or Efile your W2s through Aatrix.

2. Specify the parameters for which you want to view the report.

3. Click **W-2 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		Social Security #: 954-24-8725		Employee: 450
8145 Canyon Rd		Statutory Emp: N	Retirement Plan: Y	Third Party Sick Pay: N
Atlanta, GA 60238				

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

Company Totals Record with Count:

PR W-2 Preview Report

W-2 Totals

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

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

State Taxes

State	Wages	Tax

Local Taxes

Local Code	Wages	Tax

To print or electronically file W-2 statements:

1. Go to Tasks | Launch Aatrix and eFile
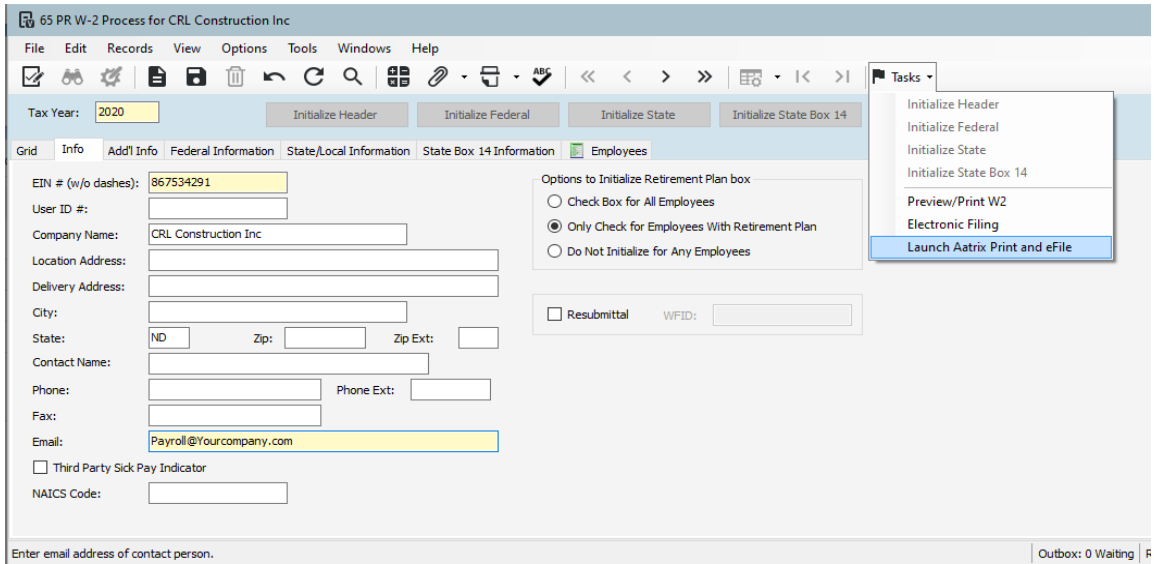
2. Enter Tax Year, select form, then click Continue

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

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.

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

4. 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		a Employee's SSN 567-46-7657	1 Wages, tips, other compensation 2933.33	2 Federal income tax withheld 262.00
OMB No. 1545-0008	3 Social security wages 1338.20	4 Social security tax withheld 82.97		OMB No. 1545-0008	3 Social security wages 2933.33	4 Social security tax withheld 181.87
b Employer identification number 16-1269096	5 Medicare wages and tips 1338.20	6 Medicare tax withheld 19.40		b Employer identification number 16-1269096	5 Medicare wages and tips 2933.33	6 Medicare tax withheld 42.53

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   Last name   Suff.
John   E   Clemson

1234 Wrigley Ave

Chicago   IL   38927
f Employee's address and ZIP code

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   Last name   Suff.
Clark   W   Grisham

2453 Main St

Chicago   IL   60605
f Employee's address and ZIP code

d Control number	7 Social security tips	8 Allocated tips		d Control number	7 Social security tips	8 Allocated tips
9	10 Dependent care benefits	11 Nonqualified plans		9	10 Dependent care benefits	11 Nonqualified plans
12a	14 Other			12a	14 Other	
12b				12b		
12c				12c		
12d				12d		
13 Statutory employee Retirement plan Third-party sick pay				13 Statutory employee Retirement plan Third-party sick pay		
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax		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		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 D - For Employer

Form W-2 Wage and Tax Statement 2020   Department of the Treasury-Internal Revenue Service   Copy D - 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		a Employee's SSN 256-47-8999	1 Wages, tips, other compensation 525.00	2 Federal income tax withheld 5.00
OMB No. 1545-0008	3 Social security wages 1940.00	4 Social security tax withheld 120.28		OMB No. 1545-0008	3 Social security wages 525.00	4 Social security tax withheld 32.55
b Employer identification number 16-1269096	5 Medicare wages and tips 1940.00	6 Medicare tax withheld 28.13		b Employer identification number 16-1269096	5 Medicare wages and tips 525.00	6 Medicare tax withheld 7.61

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   Last name   Suff.
Quentin   Coldwater

1334 Elm Stree

Portland OR   OR   97206
f Employee's address and ZIP code

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   Last name   Suff.
Adam   Smith

Elmer Avenue

Portland   OR   97222
f Employee's address and ZIP code

d Control number	7 Social security tips	8 Allocated tips		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).

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

REVIEW

YEAR-END W2 FREQUENTLY ASKED QUESTIONS LIST OF KNOWLEDGE BASE

ARTICLES ON W-2S

HOW CAN I FIND OUT HOW MANY W-2 FORMS I NEED TO ORDER? YEAR END W2

PROCESSING STEPS

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

6. Click **Initialize**.

STEP 5 - Enter an Employee Manually and Make Edits to Employee Information
If you choose not to initialize employees, you must add them manually.

1. On the **PR ACA Process** form, click the **Employees** tab.

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

STEP 6 - Print ACA Forms & Electronically File

6. Click Tasks | Launch Aatrix Print and eFile

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

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

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

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

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

REVIEW
EFILE ACA REPORTS USING AATRIX
YEAR-END ACA FREQUENTLY ASKED QUESTIONS ACA PAYROLL CHECKLIST

VISTA HUMAN RESOURCES: HR ACA PROCESSING - SETUP AND FAQS,
TROUBLESHOOTING ACA AND OTHER ACA QUESTIONS

Review 1099 Vendors
READ
1099 types should already exist (they are created when you system is setup). When printing 1099's or filing them electronically, the system includes totals accumulated under 1099 types "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 *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.

The most detailed 1099 reconciliation report is the 1099 Report. It prints one page per 1099 vendor – and shows you transactions that are flagged as 1099 type.
1. Go to Accounts Payable > **AP 1099 Processing Menu**
2. Keep default **0-Report**
3. Click **Print**
4. Select
   - **Print 1099 Vendors Only**
   - **Print 1099 Transactions Only**
5. Click **Preview**

The 1099 totals report is nice because it lists them all – shows you totals that can be manually

edited. *Reads from 1099 Totals only – helpful if totals have been edited or added.*
1. Go to Accounts Payable > Reports > **AP 1099 Totals**
2. Enter 01/21 in **Beginning Paid** field
3. Enter 12/21 in **Ending Paid** field
4. Click **Preview**

The Vendor Payment History report is an excellent report 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**

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 **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. From the **Accounts Payable** module's **Programs** folder, open the **AP 1099 Processing Menu**.

2. Click **Edit Totals**. The **AP 1099 Totals** form displays.

Info Tab
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

1. From the **Accounts Payable** module's **Programs** folder, open the **AP 1099 Processing Menu**.

2. Click **Download** then **Launch Aatrix**

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

This will launch Aatrix and the W-2/1099 Preparer form
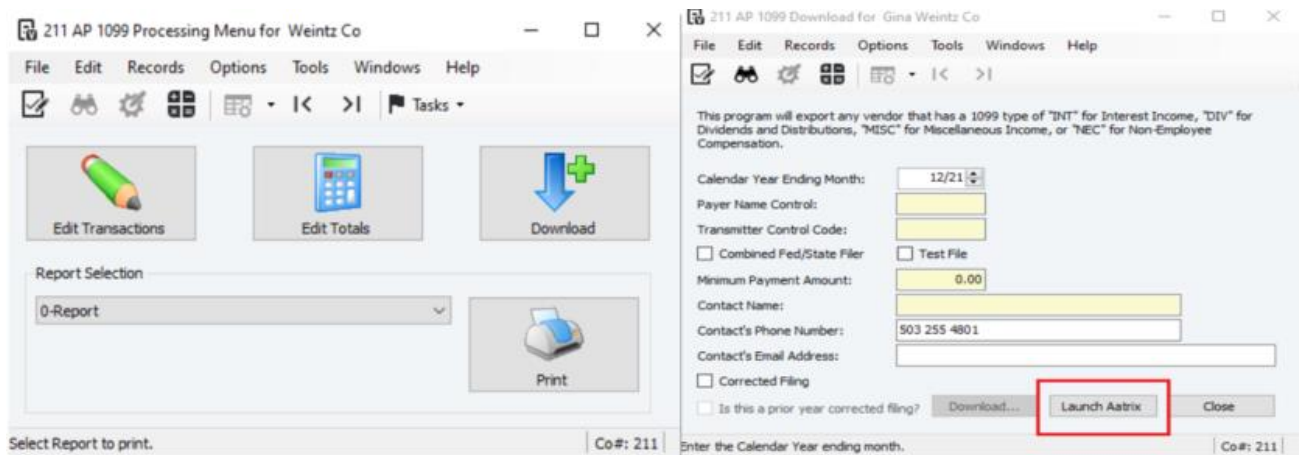
4. Within Aatrix you will be asked to verify vendor Information. If any information is incomplete the Record will appear in Red. You will continue to click Next until the 1099 is ready to print or eFile.

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

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

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

Print Draft   Print Copy   Prev Step   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 ☐

2

3

5 State tax withheld   6 State/Payer's state no.   7 State income
$ 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 ☐

2

3

5 State tax withheld   6 State/Payer's state no.   7 State income
$ 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

☐ 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

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6. 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. Preform 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 12/17 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 12/21 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, 2022, is the deadline to file W-2s. January 31st is the deadline to distribute Forms W-2 to employee(s).

2021 filing due dates for form 1099-NEC is due to the IRS and the payee by January 31, 2022.

Affordable Care Act (ACA) Paper IRS returns for 2021 must be filed by February 28, 2022. Electronic IRS returns for 2021 must be filed by March 31, 2022

Regulatory Updates vs Tax Updates

It is important to upgrade Vista to the current year end supported versions 2021 R1 and 2021 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 1099s for tax year 2021

Federal 1099s (DIV, INT, MISC and NEC) can be printed and filed electronically via both 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 2021 R1 or 2021 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 <u>watch this</u> explainer video.

<u>Watch the Video</u>

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.

Interested in instructor-led classes? Use discount code **VPSuccess50** for $50 off any of our live, virtual, instructor-led classes!

<div align="center">

Training or Academy Questions?
Email: viewpointacademy@viewpoint.com

</div>

Vista Full Transition to Aatrix

Vista is making a full transition to Aatrix US and Canadian regulatory reporting and eFiling for the upcoming 2021 year-end.

Vista's annual W-2, ACA, 1099, T4, and T5018 processing workflows will continue to provide the initialization and maintenance of your year-end employee and vendor data, but regulatory forms printing and eFiling for tax year 2021 will require Aatrix.

New Vista filers will receive a 20% discount on 2021 year-end and quarterly eFile packages.

To enroll visit Aatrix eFile Center or contact Aatrix directly at 800-426-0854 or email sales@aatrix.com

Important Note: You can print any report from Aatrix for free.
If you choose to eFile or use additional features provided by Aatrix, those are available for an additional charge.

Vista Transition to Aatrix FAQ (Video 6:51)

Why is Viewpoint making this change? Integration with Aatrix has significantly broadened the list of Federal and State reports available to our customers – adding hundreds of reports previously unsupported in Vista.
Aatrix continuously monitors and updates its reports and eFile formats as requirements change, providing quicker response and guaranteed format accuracy. This saves you time and effort by staying current with new report versions and reducing eFile rejections.
Integration with Aatrix allows our Vista Development team to refocus on high-priority customer requests for construction-specific enhancements and software improvements.

How can you prepare? *You can navigate to Aatrix from within your Vista Payroll Programs folder under the **PR Aatrix Report Selection** form.*
Your Aatrix client will self-install on first use and check for updates each time it is run. Vista Support can help if you have questions or need assistance.
Registration with Aatrix is not required to inspect, run or print any of their reports, but prior to year-end, we recommend you register your company with Aatrix and familiarize yourself with their reporting and eFiling service options.

Please see our linked Related Articles below for additional information, instructions and troubleshooting resources.

Related Articles
Vista integration with Aatrix/Payroll Reporting - Frequently Asked Questions
Updating Aatrix in the Cloud
Aatrix & Vista - Auto update process
Do I have to use Aatrix to file my year end tax forms for Vista?
Aatrix Tax Forms update process.
Vista/Aatrix Integration Year End Webinar 2019
PR Aatrix Report Selection

Vista Full Transition to Aatrix

Vista has three different ways to access Aatrix.

1. 1099 Reports: From the **AP 1099 Processing Menu**, Click the **Download** button to open the **AP 1099 Download** form and then click the **Launch Aatrix** button. Users will need permission via **VA Form Security** to access the **AP 1099 Aatrix Print and eFile** form and have Aatrix installed before the form will open.

2. W-2/W-3 Forms: From the **PR W-2 Process,** select the Tasks dropdown menu. Select **Launch Aatrix Print and eFile**. Users will need permission via **VA Form Security** to access the **PR Aatrix - W2 Print and eFile** form and have Aatrix installed before the form will open.

3. Other Payroll Regulatory Reporting: From the **PR Aatrix Report Selection** form. Users will need permission via **VA Form Security** to access the **PR Aatrix Report Selection** form and have Aatrix installed before the form will open.

The first time you open any Aatrix forms in Vista, you will have to do some initial setup. You will see the following message appear if Aatrix is not installed in the program directory on your computer.

At this point, you have several options:
1. Enter or browse to the folder where AatrixForms.exe is located then click **OK** to store the location and continue on with the launch procedure.
2. Install the Aatrix software by clicking the hyperlink if it is not currently installed on the machine.
3. Click **Cancel** to return to the previous form.

Option 2 will download AatrixVistaTaxForms.exe from the internet. After the download is complete, run the downloaded .exe and follow the steps to allow the app to make changes to your machine and run the InstallShield Wizard. *Note: You may be required to download other Microsoft updates to proceed.* When installation is complete, click the **OK** button in the **Aatrix Form and eFile** window to continue.

Aatrix Software Updates
This process can aid updating problems with Aatrix and Vista. By downloading the entire file then installing on the Local PC the local and network security applications do not need to be triggered.
1. Download the AatrixVistaTaxForms.exe file from https://partner.Aatrix.com/Vista
2. Run the installer as Administrator.
3. Uninstall the current Aatrix application.
4. Run the App Again as Administrator and choose install Aatrix.
5. Run the Aatrix app from Vista.

New Vista Payroll Features 2021 R1

Vista 2021 R1 delivers on user-requested Payroll enhancements, fixes, and other improvements. Here are the changes to expect surrounding Leave functionality. You can now set leave codes as Inactive to prevent leave from accruing when a leave code is no longer in use by the company or applicable to an employee.

The following changes were made to support this functionality:

- **PR Leave Codes / PR Employee Leave** - These forms now include a new Active check box. When you add a new leave code in PR Leave Codes, the system automatically sets the code to Active. You can then assign the leave code to employees in PR Employee Leave, with the status remaining as Active.

- Once you determine the code is no longer applicable to an employee, you can deselect the Active check box in PR Employee Leave to deactivate the leave code for that employee only. Once deactivated, leave will no longer accrue for that employee/leave code.

- When you deactivate a leave code in PR Leave Codes, the system displays a message indicating that there are active employee leave codes associated with the specified leave code that will be disabled. If you select OK to continue, the leave code is deactivated for all applicable employees, as well as for the company. Once deactivated, you can no longer assign that code to employees, nor can you edit existing employee leave code records.

- **PR Leave Entry** - Updated to prevent entry of inactive leave codes.

- **PR Auto Leave Accrual/Usage** - Updated the auto leave process to exclude inactive leave code records.

- **PR Leave Code Reset** - Modified to support active/inactive leave codes as follows:
    - If you elect to reset limits for a specific leave code, the system now displays a "Leave code is inactive" message when you enter a leave code that is flagged as inactive in PR Leave Codes.
    - If you elect to reset limits for all leave codes, the system now skips any leave codes that are flagged as inactive in PR Leave Codes and PR Employee Leave. Leave codes must be active in both places to be included in the reset process.
- **F4 Lookups** - Modified the Leave Code lookups in the following forms to include an "active leave codes" lookup option:
    - **PR Leave Codes**
    - **PR Employee Leave**
    - **PR Leave Entry**
    - **PR Auto Leave Accrual Usage**

- **You can now reset leave code limits for a single employee or for all employees. A new Employee section was added to the PR Leave Code Reset form that includes All and Employee options, as well as a new Employee field that is enabled when the Employee option is selected. If specifying a single employee, that employee must be flagged as Active in PR Employees.**

Other changes were made to the PR Leave Code Reset form as follows:
- **Changed the positions of the Reset Accrual Amounts to 0.00 and Reset Available Balances to Carryover Limit check boxes and enclosed them in a new Reset Type section.**
- **Moved the Delete any reset transactions currently posted to this date field to the bottom of the form.**
- **Changed the labels of the following fields for better clarity:**

Previous Label	New Label
Reset Accrual Amounts to 0.00	Reset Accrual Amounts to 0.00 hours for the next frequency period
Reset Available Balances to Carryover Limit	Reduce Available Balances to Carryover Limit
Selected (option in Leave Code section)	Leave Code
Selected (option in Frequency section)	Frequency

- **Changed the label of the Update button to Create Batch. Once you create the batch, you are prompted to "post the batch". If you select No, this button changes to Update Batch, allowing you to continue adding records to the batch until you are ready to post or to exit the form so you can review the batch in PR Leave Entry. However, once you close the PR Leave Code Reset form, you can only post the batch using PR Leave Entry.**

Improved Leave Processing Workflow changes include the following:
- **Moved the PR Auto Leave Accrual / Usage form under the PR Leave Entry form. You will now access this form by selecting File > Leave Accrual Usage Init in PR Leave Entry. Now when you generate accrual and/or usage entries, the system displays a message indicating entries were added to the batch. When you close the form, you are returned to the PR Leave Entry form where you can access the entries and post the batch.**
- **Note: If you run the process for a single leave code that is not assigned to any employees, a message displays that there was nothing to update.**
- **If you run the process for all leave codes, the system skips any leave codes that are not assigned to at least one employee. Additionally, the system will also skip any leave codes flagged as inactive in PR Leave Codes or PR Employee Leave.**
- **In the PR Leave Code Reset form, when you select to delete leave code reset transactions (that is, you select the Delete any reset transactions currently posted to this date check box), if there are transactions with 0.00 amounts, the system now updates the Last Date Reset (in PR Employee Leave) from prior entries. Previously, it would only set the Last Date Reset if the amounts were less than or greater than 0.00.**
- **Modified leave entry processing to improve performance and to support the new leave code active/inactive status.**

Preparing for Year-End

❑ QUARTERLY BALANCING – REPORTS

❑ INITIALIZE W2S IN PR W2 PROCESS

❑ VERIFY EMPLOYEE INFORMATION

❑ FIND OUT HOW MANY W2S YOU NEED BY RUNNING W-2 PREVIEW

❑ PRACTICE GENERATING TAX FORMS USING AATRIX TEST DRIVE MODE

❑ ORDER YOUR FORMS FROM VIEWPOINT BUSINESS FORMS

❑ VERIFY VENDOR INFORMATION (ADDRESS/RECEIVE 1099S CHECKBOX)

❑ READ/REVIEW/WATCH TAXABLE FRINGE TRAINING

❑ READ/REVIEW/WATCH BONUS CHECKS PROCESSING

❑ READ/REVIEW/WATCH THIRD PARTY SICK PAY TRAINING

❑ READ/REVIEW/WATCH SPLIT MONTH PAY PERIOD SETUP

❑ BALANCE AND RECONCILE LEAVE

❑ SETUP NEW LEAVE CODES

❑ VERIFY EMPLOYEE LEAVE OVERRIDES (CORRECT EXISTING/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

❑ EDITING TRANSACTIONS AND TOTALS

❑ PROCESS

❑ PRINT REPORTS

❑ EFILE

General Ledger Year End Checklist

☐ CREATE THE NEW FISCAL YEAR IN GL FISCAL YEARS

☐ CLOSE THE FINAL MONTH IN GL MONTH END CLOSE

☐ RUN THE GL BEGINNING BALANCE UPDATE

☐ ENTER ADJUSTMENT PERIOD ENTRIES IN GL

JOURNAL ENTRY

KNOWLEDGE BASE ARTICLES

THE 2021 VISTA YEAR-END TRAINING COURSES ARE AVAILABLE ON THE VIEWPOINT LEARNING CENTER FOR US & CANADA	ID: 181120200314436
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
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