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## 2018 Year End Changes for Payroll

- No W-2, W-3 or W-4 Form changes
- Payroll 1099-R form changes (Year End Update required)
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- Product Quality Fixes (varies per version)
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## 2018 ACA Year End Changes

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## Keys to a Successful Payroll Year End

- If processing 2019 payrolls before the 2018 Year End Close, use the "Alternative Payroll Year End Checklist"
- Run CheckLinks on the Payroll Series · Recommended prior to AIT appointment due to processing time
- Verify your SSA login/credentials NOW
- Order your pre-printed W-2's and envelopes (if not printing on blank paper)
   Microsoft Business Checks (by Deluxe): Item 82635, "W-2 4-up
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  - Many states require 6-part forms
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 Tip: Using the "Automatic Tax Update Method" after mid-December will download the 2019 tax tables

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## Step 5: Install the Year End Update

- May be required
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## Step 5b: Check PTO Manager settings

In general, the "Year End Closing Using PTO Utility" checkbox should be marked

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## 2018 GP Payroll Year End Checklist

Step 5c: Run a SmartList of all Vacation/Sick/PTO balances

Include Employee ID, accrual code and balance

• Export to Excel and save

Step 5d: Verify Pay Code, Benefit and Deduction taxes

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## 2018 GP Payroll Year End Checklist

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Step 5f: Verify Retirement Plan checkboxes in Employee Tax Maintenance

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## 2018 GP Payroll Year End Checklist

Step 6: Create the Year End Wage File • Routines > Payroll > Year-End Closing

Step 6b: Print the Year End Wage Report
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## 2018 GP Payroll Year End Checklist

Step 7: Create a "Post-Year End Wage" backup

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- Tools > Routines Payroll > Edit W-2s/1099Rs
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# Step 5e: Verify W-2 Boxes and Labels and ACA codes In general, there should only be one Box/Label per Pay

- Code/Benefit/Deduction
- Trick to prevent dental and vision plans from affecting 1095's
- Must be done at beginning of year
- Box 14, "None"
- Box 16, "None"

Step 5f: Verify Retirement Plan checkboxes in Employee Tax Maintenance

 Step 5g: If applicable, verify Integrity Data's Electronic W-2's is activated *before* creating the Year End Wage file



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## 2018 GP Payroll Year End Checklist

Step 6: Create the Year End Wage File • Routines > Payroll > Year-End Closing

Step 6b: Print the Year End Wage Report
 • Routines > Payroll > Year-End Wage Report

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## 2018 GP Payroll Year End Checklist

Step 7: Create a "Post-Year End Wage" backup

# Step 8: Verify W-2 and 1099-R information

- Tools > Routines Payroll > Edit W-2s/1099Rs
- If edits are made, we recommend making another backup
- MQGE's

## Step 8b: Print Validation Report

- Tools > Routines Payroll > Print W-2 Forms
- Print: Validation Report

## Step 9: Print W-2's and W-3

- Tools > Routines > Payroll > Print W-2s
- Print as many times as needed
- GP 2016 R2 and higher can print on blank paper using the "1 Wide Forms with Box" Form Type

#### Step 9b: Edit 1095's

- Tools > Routines > Payroll > Edit W-2s
- Trick for avoiding 1095's for inactive employees: Enter 2A in Box 16 for all 12 months
- · If edits are made, we recommend making another backup

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#### 2018 GP Payroll Year End Checklist

## Step 10: Print 1099-R's, 1096, 1095-C's and 1094

- Tools > Routines > Payroll > Print 1099-Rs
- Tools > Routines > Payroll > Print W-2s
- Print as many times as needed

## Step 11: Create the W-2 Electronic File (optional)

- Tools > Routines > Payroll > W-2 Electronic Filing
- Verify your SSA login/credentials NOW
- AccuWage has changed; No longer downloadable
   https://www.ssa.gov/employer/accuwage/index.html#how

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## 2018 GP Payroll Year End Checklist

#### Step 12: Archive inactive HR information (optional)

- Tools > Utilities > Human Resources > Archive Employee
- Ask your year end consultant for more information
- · Prevents inactive employees from showing-up in lookups

#### Step 13: Setup 2019 fiscal periods

• Setup > Company > Fiscal Periods

Step 14: Close 2018 payroll fiscal periods (optional) • Setup > Company > Fiscal Periods

#### Step 15: Download the 2019 payroll tax tables

- Tools > Setup > System > Payroll Tax
- Last Tax Update of mid-December
- Tip: Launch GP "As Administrator" to prevent errors during download

27

## 2018 GP Payroll Year End Checklist

- Step 16: Update rates and maximums
  - FUTA, SUTA, WC
  - Local tax rates
  - 401K, HSA, FSA

Step 17: Run the PTO Manager Year End • Tools > Utilities > Payroll > PTO Utilities

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## 2018 GP Payroll Resources

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• <u>KB850663</u>: Year-end closing procedures for Microsoft Dynamics GP Payroll

- Tax Forms: <u>www.microsoftbusinesschecks.com</u>
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## 2018 Year End Changes for Payroll

- No W-2, W-3 or W-4 Form changes
- Payroll 1099-R form changes (Year End Update required)
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- Product Quality Fixes (varies per version)
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## **Tax Table Updates**

- Last 2018 Tax Update
  - Round 8
  - Released 08/31/2018
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  - To be released mid-December
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## 2018 ACA Year End Changes

- If generating 1095's from GP, the Year End Update is required
- Form changes
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- · Microsoft suggests Greenshades or Integrity Data SmartLists via SmartList Designer

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## Keys to a Successful Payroll Year End

- If processing 2019 payrolls before the 2018 Year End Close, use the "Alternative Payroll Year End Checklist"
- Run CheckLinks on the Payroll Series · Recommended prior to AIT appointment due to processing time
- Verify your SSA login/credentials NOW
- Order your pre-printed W-2's and envelopes (if not printing on blank paper)
   Microsoft Business Checks (by Deluxe): Item 82635, "W-2 4-up
   Condensed Laser Employee"
  - Many states require 6-part forms
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## Step 1: Verify the last 2018 tax table has been applied

- Tools > Setup > System > Payroll Tax
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 Tip: Using the "Automatic Tax Update Method" after mid-December will download the 2019 tax tables

## Step 2: Complete all 2018 payrolls

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## Step 5: Install the Year End Update

- May be required
- Install requires GP downtime
- Must be installed prior to AIT year end assistance

## Step 5b: Check PTO Manager settings

In general, the "Year End Closing Using PTO Utility" checkbox should be marked

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## 2018 GP Payroll Year End Checklist

Step 5c: Run a SmartList of all Vacation/Sick/PTO balances

Include Employee ID, accrual code and balance

• Export to Excel and save

Step 5d: Verify Pay Code, Benefit and Deduction taxes

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## 2018 GP Payroll Year End Checklist

# Step 5e: Verify W-2 Boxes and Labels and ACA codes In general, there should only be one Box/Label per Pay

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## 2018 GP Payroll Year End Checklist

Step 6: Create the Year End Wage File • Routines > Payroll > Year-End Closing

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Step 7: Create a "Post-Year End Wage" backup

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## Step 2: Complete all 2018 payrolls

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## Step 5: Install the Year End Update

- May be required
- Install requires GP downtime
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## Step 5b: Check PTO Manager settings

In general, the "Year End Closing Using PTO Utility" checkbox should be marked

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## 2018 GP Payroll Year End Checklist

Step 5c: Run a SmartList of all Vacation/Sick/PTO balances

Include Employee ID, accrual code and balance

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## 2018 GP Payroll Year End Checklist

# Step 5e: Verify W-2 Boxes and Labels and ACA codes In general, there should only be one Box/Label per Pay

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## 2018 GP Payroll Year End Checklist

Step 6: Create the Year End Wage File • Routines > Payroll > Year-End Closing

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## 2018 GP Payroll Year End Checklist

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## Step 2: Complete all 2018 payrolls

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## Step 5b: Check PTO Manager settings

In general, the "Year End Closing Using PTO Utility" checkbox should be marked

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## 2018 GP Payroll Year End Checklist

Step 5c: Run a SmartList of all Vacation/Sick/PTO balances

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## 2018 GP Payroll Year End Checklist

# Step 5e: Verify W-2 Boxes and Labels and ACA codes In general, there should only be one Box/Label per Pay

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Step 6: Create the Year End Wage File • Routines > Payroll > Year-End Closing

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## 2018 GP Payroll Year End Checklist

Step 7: Create a "Post-Year End Wage" backup

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## 2018 GP Payroll Resources

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• <u>KB850663</u>: Year-end closing procedures for Microsoft Dynamics GP Payroll

- Tax Forms: <u>www.microsoftbusinesschecks.com</u>
  - Product 82635: W-2 4-up Condensed Laser Employee
  - Product 82645: 1099-R 4-part Laser Set
- Microsoft Dynamics Year End Blog