Payroll Year-End FAQ's

1. **Where can I find the Company Name that prints on the W-2?**

   The Company Name that prints on the W-2 Form comes from **Company Maintenance** on the Library Master **Utilities** menu. Insert the Company Name when defining your Company Code.

2. **Where can I find the Company Tax ID Number that prints on the W-2?**

   The Company ID that prints on the W-2 Form comes from **Tax Table Maintenance** on the Payroll **Setup** menu. Enter *FED* or the two-letter state code, for example *CA*.

3. **How do you copy Employee constant information without the QTD and YTD information from one company to another?**

   Use the SVDATA utility to copy all data file information in MAS90/200 3.71 and below from one company to another. Make sure to copy General Ledger data along with the Payroll Data. Use the Copy Company in Library Master/Company Maintenance to copy company data files for MAS90/200 4.0 and above. You can then run Year-end Processing in the new company, which will remove all QTD and YTD historical information. The constant information is not touched.

   If the Retain Perpetual Payroll History check box is selected in Payroll Setup, select **Purge Perpetual Payroll History** from the **Period-end Processing** menu.

4. **Is there a way to make corrections to the W-2?**

   Incorrect figures should be researched in depth to determine the cause. Verify that the incorrect figures have not affected other reports. Once you are satisfied with the integrity of your payroll data and still need to make corrections to the W-2s, click the **Fix** button in Tax Summary. This option will allow you to make changes to the W-2s for specific employees.

   From the **Main** menu, select **Employee Maintenance** after selecting the employee record to be changed, click the **Tax Summary** button, make your record selections, then click the **Fix** button.

5. **Where is the Fix button in Employee Tax Summary?**

   The **Fix** button will only be available if the user is logged on with a user code that has Supervisor rights. If no security is set on the system, at least one user code must be entered with the Supervisor Rights check box selected.

6. **While trying to update the Check Register we're receiving the message "Check Date past the Quarter Ending Date".**

   Check the Payroll Posting Dates. The Check Date defaults to the Payroll System Date. If the Payroll System Date falls outside the current quarter as set in the Payroll options, you will get this message. If the Payroll System Date is not set for the current quarter, then either the date must be changed or the quarter must be closed.

7. **How is Fractions of Cents calculated on the 941?**

   The calculated adjustment amount represents the difference between reported collected taxes and the amount that should have been collected. This forces the 941 form to equal the total liability for the quarter.

8. **From where do the Box 13 check boxes get their information?**

   The Pension/Profit Sharing check box and the Statutory Employee check box need to be selected in Employee Maintenance for the boxes to be checked automatically by the system. The Third Party Sick Pay check box must be selected manually.

9. **When working in Magnetic Media Reporting, can you add a state not listed in M/R?**

   Yes.

   a. From the M/R **Main** menu select **W-2 Magnetic Media Reporting**.
   b. Select the State button.
   c. Type the 2-character code in the State Code field for the state to be added, then press **ok and accept**
   d. Select the check box to include State
   e. Select Proceed.

10. **What happens to the Employee Deduction Codes, found in Voluntary Deduction Maintenance, after performing Year-end Processing?**

    For an employee deduction code with an established goal:

    - If the goal has been reached, the deduction code will be removed.
    - If the goal has not been reached, the deduction code will remain in the employee record.

11. **How do you change the Worker's Comp Calculation Method?**

    If the Worker's Comp Code has posted transactions, you can only change the Rate field and the Contribution Limit field. However, if there are no transactions posted to the code, you can make changes to any field.

12. **I am getting the message "PRU.SOA NOT FOUND."**

    This message indicates the Tax Tables for Payroll are not installed or are not recognized. Install Tax Tables.

13. **I am getting the message "INVALID OR MISSING G/L ACCOUNT IN TAX CODE: EIC."**

    The Account number for the Earned Income Credit in Tax Table Maintenance is missing.

    - Select **Tax Table Maintenance** from the **Setup** menu.
    - Enter *EIC* in the State field.
    - Type or select a valid G/L account in the Accrual Account field.

14. **How do I set up a reimbursement?**

    Reimbursements are not *wages* and should not be paid with an Earnings Code. A/P Manual Check entry is the preferred method to reimburse employees. If a reimbursement must be entered through Payroll:

    a. Set up a Miscellaneous Deduction Code in Deduction Code Maintenance.
    b. In P/R Data Entry, enter the Miscellaneous Deduction as a negative amount.

    The reimbursement will not show up as wages on the 941 or W-2.

15. **How would I print one state at a time on the W-2 Forms?**

    Enter the state code into the Sort field in Employee Maintenance. When printing W-2s, select **Sort Field** in the Sort Options field.

16. **Why are the additional earnings and deductions not printing on the W-2?**

    The Miscellaneous Type Earnings or Deductions fields must be activated in Form Maintenance.

    a. Select **W-2 Form Printing** from the **Setup** menu.
    b. Click the **Form** button.
    c. Click the **Details** tab.

    Find the following fields and select the Print check box on the Data Line check box.

    MISC. EARNINGS CODE 1
    MISC. EARNINGS GROSS 1
    MISC. EARNINGS AMOUNT 1
    MISC. DEDUCTION CODE 1
    MISC. DEDUCTION GROSS 1
    MISC. DEDUCTION AMOUNT 1

d. If there is a second misc. earnings/deduction code, then select the Print checkbox on the Data line for the following fields.

MISC. EARNINGS CODE 2
MISC. EARNINGS GROSS 2
MISC. EARNINGS AMOUNT 2
MISC. DEDUCTION CODE 2
MISC. DEDUCTION GROSS 2
MISC. DEDUCTION AMOUNT 2

17. Why doesn't Payroll recalculate deduction totals if the regular earnings have been changed?

Once automatic deductions have been applied to regular earnings, the system will not recalculate if the regular hours or pay rate is changed. You must delete the deduction and re-enter it. This will allow the calculation method to recalculate the deduction amount.

18. Is there a way to create a check for the Employer's Tax Liability from Payroll? If not, can the information be transferred to Accounts Payable?

Employer's Tax Liability should be paid through Accounts Payable. Payroll does not update the A/P system with the Employer's Tax Liability. You can print the Employer's Expense Summary report, however, this report should only be run for the current Payroll and is cleared after updates to the Payroll Check Register.

19. Can Magnetic Media be run for multiple companies' data files at one time?

No. Magnetic Media must be run separately for each company.