

Deltek Vision® 6.1 SP4, 6.2, 7.0, 7.0 SP1, 7.1, and 7.2

Frequently Asked Questions

December 15, 2013

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Overview

This document presents frequently asked questions related to year-end processing.

The Year-End Update will be released in December 2013. Expect any late-breaking state tax changes to be included in a second payroll tax update in January or February.

The *Deltek Vision Year-End Guide* and the Year-End Update software will be available on the Deltek Customer Care Connect site, <http://support.deltek.com>.

To access the Year-End Guide, complete the following steps:

1. Log on to the Web site.
2. Click the **Year-End Info Center** link.
3. Select the product: **Vision**.

All knowledge base articles relating to year-end processing display.

Year-End Processes

Can the December and January periods, when crossing a fiscal period, be open at the same time? (KB# 56430)

Yes, Delttek Vision accommodates having more than one period and more than one fiscal (calendar) year open at the same time. Any changes to the General Ledger balances in prior years continuously update opening balances in the new year.

Making changes to prior periods may carry over into the new fiscal year in those entries that affect the Income Statement accounts and the Retained Earnings accounts, which could impact the new fiscal year financials. Therefore, re-running reports including the financial statements may be recommended, depending on what changes were made.

The January period is open. Is it possible to print out prior year reports? (KB# 53429)

It is possible to print reports for the prior year. Whether the period should be changed in order to run the report depends on the specific report in question. Some reports require that you change the period to the desired period. Other reports allow you to run the report for a given date range under the reporting options of the selected report.

How can the number of periods in a fiscal year be changed? (KB# 53430)

Vision keeps track of how many periods are to be used in a fiscal year, based on the number of periods that were designated at the time of implementation. To review the current number of periods, go to **Utilities » Period Setup**. The number displays under **Periods Per Year**. You can change the number of periods at a later date; however, there are things that you must consider before changing the number of periods per year:

- If the number of periods is increased, the amount of time covered—as in 12 periods versus 15 periods—could span over one calendar year. To gain more accurate values to run reports off periods versus year-to-date, consider that the year-to-date value may span over a year.
- If the number of periods is decreased, the amount of time covered—as in 12 periods versus 9 periods—could span less than one calendar year. To gain more accurate values to run reports off periods versus year-to-date, consider that the year-to-date value may span over a year.
- If the periods are changed, there may be an impact to the Income Statement, financial reports, and project reports.
- Be aware of the possible impact of the employee benefits for the Benefit Accrual Year, which you may need to modify as well.

What does marking a period “closed” actually do? (KB# 56434)

Closing a period eliminates the period from the Open Periods form that displays when you log on to Vision. This helps reduce the possibility of posting transactions to incorrect periods. Closing a period does not prevent Vision users from accessing information in the closed period.

All users have the ability to review information and print reports from the current period, which may include information from a closed period. However, rights to process and change data in a closed period are limited by the security role's settings, as designated in **Configuration » Security » Roles » Accounting** tab.

Deltek recommends that you create a security role, assigned to a limited number of users, with rights to access closed periods. This prevents a user from inadvertently posting information to a previous year or period.

Can accounting period or fiscal year dates be changed? (KB# 56439)

To change accounting period dates and/or the number of periods in the year, complete the following steps:

1. Click **Utilities » Period Setup**. Vision displays the Period Setup form.
2. Change the number of periods in the fiscal year by entering the new number in the **Periods Per Year** field. The data remains in the same period in which it is posted. The number of periods per year is typically 12 or 13, although there are exceptions.
3. Change the accounting period start and/or end dates for any previously open period in the database by entering the new date in the **Start** or **End** field.
4. Change the fiscal year start and/or end dates for any previously open period in the database by entering the new date in the **Start** or **End** field.
5. Click **Close** to exit the Period Setup form.

Can prior year adjusting entries be posted after the periods are closed? (KB# 56442)

In Vision, you can access any open or closed periods as long as the security rights allows for this to happen.

To review security role settings, click **Configuration » Security » Roles » Accounting** tab.

Change the active period to the desired period and make any necessary year-end adjustments.

- If adjustments are made in the prior period and the amounts affect the prior year balances, you may need to re-run the Overhead Allocation, Revenue Generation, Adjust Salary Job Cost, and Consultant Accruals processing when in the prior period/year.
- If Cash-Basis Reporting is enabled for the new year, it should be disabled while making any previous year adjustments.
- It may be useful to close the prior year periods and limit security rights to only Administrator users who can process in a closed period. This would prevent a user from inadvertently posting information in a previous year or period.

What happens to the Income Statement accounts when the new fiscal year is opened? (KB# 53431)

When a new fiscal year is opened, Vision closes out the Current Year Retained Earnings account by automatically moving the ending balance of the account to the Prior Year Retained Earnings account. This process is automatically done by Vision and no posting log is created.

- Current Year Ending Income Statement balance = Income Statement accounts (Revenue & Expenses)
- Current Year Ending Income Statement balance is moved to Prior Year Retained Earnings = When the Open New Period utility is run for the new fiscal year.
- Current Year Ending Income Statement balance becomes 2013 Beginning balance for Prior Year Retained Earnings = Previous Years Retained Earnings account.

The Current Year Retained Earnings account represents the ending balance on the Income Statement and is also known as the Current Year Profit and Loss account. The Current Year Retained Earnings account is the balance of the Current Retained Earnings account that is automatically calculated as Revenue minus Expenses.

- If a new fiscal year was opened, go back to a period in the previous fiscal year and post anything that affects the Income Statement; this adjustment would affect the fiscal year.
- Any postings will affect the period and fiscal year the adjustments were posted in.
- When changing to the most current Fiscal Year, the adjustments made in the previous fiscal year affect the Previous Years Retained Earnings account balance automatically.

I need to post records in December, but the January period is open. Is it possible to post in December? (KB# 53433)

Yes, you can still post records in the December period, as long as you have the appropriate security rights.

To post in the December period, complete the following steps:

1. Click **Configuration » Security » Roles » Accounting** tab.
2. Select the **Allow processing in Prior Periods** option.
3. Log in to the December period.
4. Post the records.

When and how does a new fiscal year get opened? (KB# 53444)

When you access the Utility **Open New Period** while in the last period for the fiscal year, Vision automatically prompts to open a new fiscal year.

When you open a new fiscal year, the following prompt displays:

Warning-You are currently in fiscal period 12 of 12 for the year 2013. If you continue, you will open the first fiscal period for the year 2014.

To open a new fiscal year, complete the following steps:

1. Click **Utilities » Open New Period**.
2. Under **Current Period**, review the **Fiscal Period** and **Year**, and compare their values to the **New Period, Fiscal Period, and Year**.
3. Click **OK** to open the new fiscal year.

How to open the timesheets for the next period/year? (KB# 40558)

To set up timesheet dates and periods, click **Configuration » Time and Expense » Company Timesheet** and click the Calendar tab.

Are there other Year-End tasks that need to be considered besides installing the Year-End Update? (KB# 53446)

Deltek recommends that you upgrade to the latest version of the Vision software before installing the Year-End Update hot fix.

Additional items to consider at year end include the following:

1. Run 1099 Initialization.
2. Close General Ledger periods.
3. Open the new General Ledger fiscal period/year.
4. Open the new Timesheet periods.
5. Open the new Benefit Accrual Year.
6. Run the Consultant Accruals.
7. Run the Overhead Allocation.
8. Run Revenue Generation (RevGen).
9. Run Adjust Salary Job Cost.
10. Post any Journal Entries. You can do this even after opening the new fiscal year.

For Deltek First Vision Essentials SaaS customers, the Year-End Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Vision Essentials SaaS organizations.

Year-End Update

When should the Year-End Update hot fix be installed?? (KB# 40609)

The first Year-End Update hot fix will become available to install during mid-December. Install this Year-End Update hot fix:

- **After** all 2013 Accounts Payable and Payroll runs and adjustments have been completed and posted
- **After** performing a full backup of the database
- **Before** processing any 2014 Accounts Payable or Payroll

A second Year-End Update hot fix will be available by the end of the first quarter in 2014. The second Year-End Update hot fix will have any additional tax rate changes that become available after the first update is released.

For Deltek First Vision Essentials SaaS customers, the Year-End Update is scheduled and installed by Deltek Cloud Operations. The timing and specifics of this update will be communicated to the SaaS Administrators within Deltek First Vision Essentials SaaS organizations.

What ramifications, if any, would there be if the first payroll in the New Year was run before installing the year end update? (KB# 56420)

The Federal and State withholding amounts may be a little off due to the differences in the prior year tax rates and the new year's tax rates. Vision will not calculate or record any taxable wages for FICA - OASDI (Social Security).

Project Considerations

Is it possible to consolidate dormant projects at year-end? (KB# 40533)

It is possible to close out dormant projects by using the Project Key Conversion utility. This utility consolidates the information from the selected projects into the specified project number. However, using this utility does not reduce the size of the database.

Once consolidated, details of the various projects still exist but are consolidated under one project number and cannot be broken down into their previous, distinct project numbers. You cannot see the original project detail at a later date because there is no undo capability. The only option for seeing the data by project would be to restore the database from a backup made prior to the consolidation.

After opening the new fiscal year, there are no longer any year-to-date values for the overhead projects. Why? (KB# 40534)

The year-to-date amounts for overhead projects reset to zero after you run the Open New Period utility for the new fiscal year.

To see the overhead project values, complete the following steps:

1. Go to the prior period/year.
2. Run the Project Detail report. The previous year's values will display on the report.

For Promotional and Regular projects, you can run the Project Detail report without having to go into the prior period/year.

What happens to the labor related to the projects in Interactive Billing when the new fiscal year is opened? (KB# 40535)

All of the project charge types (Overhead, Promotional and Regular) retain the labor in the Interactive Billing, as long as the labor has not been accepted on an invoice.

Where is the automobile mileage reimbursement expense changed for new fiscal year?? (KB# 53508)

There are two places in Vision where you can configure mileage reimbursement:

- Company Expense configuration
- Time and Expense configuration

In Company Expense configuration, complete the following steps:

1. Click **Configuration » Time and Expense » Company Expense » Setup** tab.
2. In the **Distance Reimbursement Default** field, enter the mileage reimbursement.
3. Click **Save**.

In Time and Expense configuration, complete the following steps:

1. Click **Configuration » Time and Expense » Expense Categories**.
2. Select the Employee Group Expense Category that has mileage.
3. Click **Edit**.
4. In the **Distance Reimbursement** field, change the rate.
5. Click **Save**.

The Edit menu must be open for the mileage reimbursement to appear. Currently, Vision can only hold one rate. Clear the **Disallow user to edit amount on per mile on expense reports** option to allow users to enter additional mileage for 2013. Employees can then adjust the rate to be the 2013 amount; the 2014 amount will become the new default mileage reimbursement rate.

Benefit Accruals

What needs to be done before running the Benefit Accrual Year utility? (KB# 53509)

Before running the Benefit Accrual Year utility, complete the following steps:

1. Make a backup.
2. Post all timesheets and payroll.
3. Review the Benefit Accrual setup for global and individual settings. This includes carry over limits, pre-accrual of hours, schedules, and benefit hours per year for the employees. If you specify individual employee settings, those settings override the global settings.
 - For the global settings, click **Configuration » Accounting » Time Analysis** and click the **Benefit Accrual Setup** tab.
 - For the individual employee settings, click **Info Center » Employees**, click the Accounting tab and use the **Benefit Accruals** grid.

Is there a report on which I can see the current Benefit Accrual information? (KB# 53510)

Click **Reporting » Employee » Accrued Time Report**. This report resets when you open the New Benefit Accrual year.

If no carry-over or pre-accrual hours exist, you must process the first Benefit Accrual for the new Benefit Year to view the new benefit hour amounts.

Where is the Open New Benefit Year utility and when should it be run? (KB# 53512)

To access this utility, click **Utilities » Open New Benefit Year**.

You should run the Benefit Accrual Year utility:

- **After** all timesheets and payroll have been processed and posted for the prior year
- **Before** posting any timesheets and payroll for the new year.

Does the Payroll application have to be purchased in order to use the Benefit Accruals in Vision? (KB# 40584)

No, it is not necessary to purchase the Payroll module. As long as the Accounting module is active in Vision, you can use the Benefit Accruals feature to track the employees' benefit hours.

Do benefit hours accrue on a bonus payroll run? (KB# 53529)

- If Benefit Accruals are set to accrue during Payroll processing, the benefit hours will only calculate on runs designated as Regular types.
- If the bonus run is designated as a Bonus type, it will not accrue benefit hours.

- To find out if Benefit hours are set to accrue during Payroll Processing, complete the following steps:
 1. Click **Configuration » Accounting » Company Settings**.
 2. Click the Timesheets tab.

Benefits will accrue during payroll processing if the **Accrue during Payroll processing** check box is selected.

Can there be different Benefit Accrual limits for individual employees? (KB# 54126)

Yes. To set different benefit accrual limits for individual employees, complete the following steps:

1. Click **Info Center » Employees » Accounting tab » Benefit Accruals**.
2. Specify the different limits, accrual schedules, and hours per year for the specific employees. The setting for the employees will override the global setting under **Configuration » Accounting » Time Analysis » Benefit Accrual Setup** tab.

Accounts Payable

Where does the 1099-MISC form get the amount from and where does this amount display on the 1099-MISC form? (KB# 40539)

After initializing the 1099 year, Vision is ready to generate the 1099 form work file to process the 1099-MISC forms. This work file looks at the **Paid Last Year** field on the Accounting tab in the Vendor Info Center and uses the amount from that field to fill box 7 on the 1099-MISC form.

What accounting period should be open when generating 1099s? (KB# 56207)

You can run Form 1099 Processing from the December or January period. Be sure to select the correct year in the **Processing 1099 Year** field when you complete Form 1099 Processing.

What year or period should be open to run the 1099 Initialization utility? (KB# 56208)

You can run the 1099 Initialization utility in any accounting period, but you should run it **before** you start payment processing for the new 1099 year.

When should the 1099 Initialization utility be run? (KB# 56210)

Run this utility:

- **After** all Accounts Payable processing, payments as well as disbursements, have been completed and posted for the current 1099 year, but
- **Before** processing payments or disbursements for the new 1099 year.

How are 1099 forms printed? (KB# 56212)

- To print 1099 Forms — Click **Accounting » Accounts Payable » Form 1099 Processing**.
- To print a single vendor 1099 Form — On the Form 1099 Processing toolbar, click **Edit » Find the Vendor** in the Find window. Then select **Print** from the toolbar to print one vendor's 1099 form.
- To print all vendor 1099-MISC Forms — On the Form 1099 Form Processing toolbar, click **Print** to have Vision print 1099s for all vendors in the current work file.

1099 forms were not printed for some 1099 vendors? (KB# 56214)

There are several reasons why this could happen:

- The **1099 Required** option is not selected for the excluded vendor(s) on the Accounting tab of the Vendor Info Center.
- The amount in the **Paid Last Year** field for the excluded vendor(s) does not meet the minimum amount specified on the 1099 Form Processing form. There is no **Federal ID**

listed for the vendor on the Accounting tab of the Vendor Info Center (**Info Center » Vendors » Accounting** tab).

- There is no address selected as the **Primary Address** on the General tab of the Vendor Info Center. You must specify a primary address.

What should show on the 1099 Verification Report? (KB#56217)

To access the report, click **Accounting » Accounts Payable » Form 1099 Processing » Verify Payments**.

When vendors display on this report, there is a difference in the payments for the selected 1099 year and the amount in the **Paid Last Year** field in the Vendor Info Center.

Review the Verify Payments report/Form 1099 Verification report to see which vendors have a discrepancy.

To resolve a discrepancy, complete the following steps:

1. Generate the Voucher Ledger report (click **Reporting » Vendors » Voucher Ledger**).
 - On the General tab, set the **Timeframe** option to **Year-to-date** to see the posted payment transactions.
 - In the **Selection Filter**, select **1099 Required**.
2. Determine the correct amount – the payments shown on the Voucher Ledger or the amount in the **Paid Last Year** field in the Vendor Info Center. The amount that prints on the 1099 is the **Paid Last Year** amount.
3. If necessary, go to the Accounting tab of the Vendor Info Center (**Info Center » Vendors » Accounting** tab) to update the **Paid Last Year** field and save the record.
4. On the Form 1099 Processing form (**Accounting » Accounts Payable » Form 1099 Processing**), click **Generate Work File** to update the file with the new Paid Last Year amounts.

What report can be run to see which vendors are selected for the 1099 forms? (KB# 56246)

To see which vendors are selected, complete the following steps:

1. To access the Vendor List report, click **Reporting » Vendors » Vendor List**.
2. On the Columns tab, select **Options** and select the **1099 Req** option.
3. On the Sorting /Grouping tab, select **1099 Required** to group vendors based on whether or not they require a 1099.
4. Click **Apply**.
5. Preview the report.
 - **Y** in the **1099 Req** column means that the vendor is selected for a 1099.
 - **N** means the **1099 Req** (required) option is not selected on the vendor record, and no 1099 will print for the vendor.

You can also use this report to verify the **Paid Last Year** and **Federal ID** information for the vendors.

Why are last year's 1099 amounts printing on the current year 1099s? (KB# 56298)

If this happens, the 1099 Initialization utility was not run before generating the 1099 work file for the 1099 Form Processing.

To resolve this problem, complete the following steps:

1. Confirm that all current year Accounts Payable payments are processed and posted.
2. Click **Utilities » 1099 Initialization » Initialize the 1099 year**.
3. Click **Accounting » Accounts Payable » Form 1099 Processing** and generate a new work file.

The amounts on some Vendors 1099s are incorrect, how can this be resolved? (KB #56302)

There are two options for changing the amounts on 1099's.

Option 1: If the 1099 workfile has not been generated, complete the following steps:

1. Click **Info Center » Vendor** and then click the Accounting tab
2. In the **Paid Last Year** field, change the amount.
3. Generate the 1099 work file.

Option 2: If the 1099 workfile has been created, complete the following steps:

1. In the 1099 Form Processing area, select **Edit**.
2. Manually make changes. Note, however, that if the work file is regenerated, any manual edits will be lost.

Does Vision print 1099-INT or 1099-DIV forms? (KB# 64682)

Vision only prints the form 1099-MISC.

Payroll

What does the Open New W-2 Quarter utility do? (KB# 56316)

This utility allows Payroll processing in the correct W-2 quarter and year.

You must open a new W-2 quarter to track data accumulated by the Payroll module by quarter and year. In addition, you must open a new W-2 quarter/year before you process the first payroll in that quarter/year. This procedure affects payroll data only; it does not affect any other Vision data.

When should the Open New W-2 Quarter utility be run? (KB# 56334)

Run the Open New W-2 Quarter utility after processing the final payroll for a quarter and before processing the first payroll for the next quarter. Vision is able to determine when this utility is run when in the month of December and will open a new W-2 quarter and W-2 year when appropriate.

Where is the Open New W-2 Quarter utility located? (KB# 56339)

Click **Utilities** » **Open New W-2 Quarter**.

Why is the Open New W-2Quarter option missing from the Utilities menu? (KB# 56351)

This can happen if you do not have rights to this utility in Vision or if the Payroll application is not licensed.

You have three choices for resolving this:

- Have a user with Administrative rights grant you the proper access to this utility.
- Modify security rights. Click **Configuration** » **Security** » **Roles**. Click the General tab. Under Utilities, select **Open New W-2 Quarter** and then click **Save**.
- Contact your firm's Account Manager to purchase the Payroll application.

Payroll was posted to the wrong W-2 Quarter, how can this be corrected? (KB# 56353)

To correct the W-2 quarter, complete the following steps:

1. Click **Utilities** » **Advanced Utilities** » **Change W2 Qtr./Year**.
2. Select the payroll processing run to correct.
3. Select the correct W-2 Quarter and Year.
4. Select **Change Payroll Posting W-2 Quarter and/or Year**.

Can Payroll Processing be run in a prior W-2 Quarter and/or Year? (KB# 56363)

Depending on a user's security role, it may be possible to process Payroll in a prior W-2 quarter/year. **Only Payroll Adjustment and Bonus type runs** can be posted to prior W-2 quarters and/or years, during payroll processing. The role's security settings determine access to this feature.

To set up access, complete the following steps:

1. Click **Configuration » Security » Roles**.
2. Select the user's role.
3. On the Accounting tab, select the **Allow payroll processing in prior W2 quarter** check box.
4. To post a regular type payroll run to a prior W-2 Quarter/Year, click **Utilities » Advanced Utilities » Change W-2 Qtr./Year**.

What causes the Retirement box to be checked on the W-2 form? (KB# 56368)

- **For versions prior to Vision 7.0**, the **Retirement** check box on the W-2 will be checked if a Withholding Code with a type of 401(k) is assigned to an employee on the Payroll tab of the Employee Info Center. This box is checked only if the employee has 401K type Withholdings taken out for the W-2 Year selected.
- **For Vision 7.0**, the **Retirement** check box on the W-2 will be checked if the **Retirement Plan** option is selected on the Payroll tab of the Employee Info Center.

Why is the Federal Withholding amount higher for a bonus payroll run? (KB# 56378)

Vision withholds taxes on supplemental wages (bonuses) according to IRS publication 15 (Employer's Circular E).

"If you withheld income tax from an employee's regular wages in the current or immediately preceding calendar year, you can use one of the following methods for the supplemental wages:

- Withhold a flat 25% (no other percentage allowed).
- If the supplemental wages are paid concurrently with regular wages, add the supplemental wages to the concurrently paid regular wages. If there are no concurrently paid regular wages, add the supplemental wages to alternatively, either the regular wages paid or to be paid for the current payroll period or the regular wages paid for the preceding payroll period. Figure the income tax withholding as if the total of the regular wages and supplemental wages is a single payment. Subtract the tax withheld from the regular wages. Withhold the remaining tax from the supplemental wages. If there were other payments of supplemental wages paid during the payroll period made before the current payment of supplemental wages, aggregate all the payments of supplemental wages paid during the payroll period with the regular wages paid during the payroll period, calculate the tax on the total, subtract the tax already withheld from the regular wages and the previous supplemental wage payments, and withhold the remaining tax."
- Deltek Vision uses method A exclusively. On a Bonus type payroll run, Federal taxable wages are taxed at 25%.

Why would a Bonus Payroll check not deduct State tax withholding? (KB# 56406)

A bonus Payroll run calculates the State tax withholding differently than a regular Payroll run. On a bonus Payroll, Vision calculates an effective State withholding tax rate by taking the year-to-date tax amount withheld for an employee and dividing this by the year-to-date taxable wages for the State. There are exceptions for states that require a flat percentage of wages for bonus payrolls. Vision then applies this calculated rate to the bonus run to compute the State bonus withholding amount.

If a bonus Payroll run is processed at the beginning of the year prior to any regular Payroll run, Vision calculates a zero amount for the State withholding because the year-to-date tax and taxable wages are currently zero for the employee. When this happens, manually calculate the State withholding for each employee for the bonus Payroll run, or wait to process the bonus run after the first regular Payroll run of the new W-2 year.

What are the options for printing W-2 forms in Vision? (KB# 56410)

You can print an individual employee's W-2 or print W-2s for all employees.

To print an individual employee's W-2 form, complete the following steps:

1. Click **Human Resources » Payroll » Form W2 Processing**.
2. Select **Edit**.
3. Find the employee.
4. Click **Print** on the toolbar.

To print all employees' W-2 forms, complete the following steps:

1. Click **Human Resources » Payroll » Form W2 Processing**.
2. Click **Print** on the toolbar. Vision prints W-2s for all employees in the current work file.

Why do I see the following message? Warning: System FICA Settings not found for xxxx W-2 year. Any FICA withholdings using the system method will default to 0. (KB# 56411)

This message displays if Vision was recently upgraded, and the Year-End Update for the recent version was not applied. The Year-End Update is version specific. When you upgrade Vision, you must install the Year-End Update specific to your version. This Year-End Update is compatible with Vision versions 6.1 SP4, 6.2 SP2, and 7.0. Install the Year-End Update to have the latest FICA taxes on the Vision Web / Application server.

What ramifications, if any, would there be if the first payroll in the New Year was run before installing the year end update? (KB#56420)

The federal and state withholding amounts may be off due to the difference between the prior year's tax rates and the new year's tax rates. Vision may not calculate any FICA - OASDI / Social

Security. After you install the Year-End Update, Vision will make any necessary corrections to the annualized withholding amounts for FICA-OASDI and FICA-HI only.

Does Vision support the combined fed/state filing feature for Electronic Filing of 1099's? (KB# 64701)

Vision does not currently support combined federal and state filing.

The Direct Deposit for Bonus/Adjustments box is selected in Configuration » Payroll » General, so why can't I select checks to include = direct deposit for my bonus run? (KB# 65570)

Because the selection method for a bonus run defaults to **Manual Selection**, the auto-select options are not available.

In the Selection criteria, create two Saved Searches. Create one for employees who receive checks and another for those who are paid by direct deposit.

Why didn't the Social Security Maximum reset after I installed the year-end update?(KB# 65911)

The Year End Update does not update the wage base in **Configuration » Payroll » Withholding Codes**. The FICA wage base for the current year can be found in **Help » Contents » Index** under FICA-OASDI.

The wage base also displays when you select the year during W-2 processing.

Which report displays the amounts that will appear on the W-2? (KB# 66111)

To print a report that displays W-2 amounts, complete the following steps:

1. In **Reporting » Payroll**, select the Withholdings by Category report.
2. Select the Federal, FICA-HI, and FICA-OASDI (and your State, 401K and Cafeteria, if applicable) withholding codes and then select **print taxable wages**.

The YTD (Year-To-Date) taxable wages and amounts withheld for each withholding code will tie out to the W-2.

How should employer contributions to an employee's eligible savings accounts be processed in Vision? (KB# 69623)

Contributions to an employee's eligible non-taxable savings account should never increase an employee's gross pay amount. Enter this type of payment for an employer contribution as a contribution code amount.

To establish contribution amounts, complete the following steps:

1. If no contribution code currently exists, create one in **Configuration » Payroll » Contribution Codes**. For more information, see KB # 50162.
2. On the Payroll tab of the Employee Info Center, assign the code to the selected employee in the Employer Contribution grid.
3. To apply the contribution to all regular payrolls, select **Fixed Amount** in the **Method** field and enter the amount of the contribution in the **Amount** field.



If the contribution is applied at other times, leave the Method as **System**, and enter the amount in the Payroll Processing Employee Review screen.

To add a contribution amount to an employee’s HSA direct deposit account, complete the following steps:

1. If no withholding code currently exists, create one in **Configuration » Payroll » Withholding Codes**.
 - a. In the **Seq** field, assign a sequence number that is greater than Federal, FICA (OASDI), FICA (HI), and State codes.
 - b. From the **Type** drop-down list, select **Other**.
 - c. From the **Method** drop-down list, select **Amount**.
2. To assign the withholding code and designate the amount, open the employee record in the Employee Info center and complete the following steps:
 - a. Select the Payroll tab.
 - b. In the Withholding grid, click **Insert** to add a blank line
 - c. From the **Withholding** drop-down list, select the HSA code you created in step 1 above.
 - d. In **Amount**, enter the HSA contribution as a negative amount. Entering the amount as a negative adds it back to the employee’s net pay.
 - e. Click **Save**.
3. To add the HSA bank account information to the employee record, select the Accounting tab and complete the following steps:
 - a. In the Direct Deposit grid, click **Insert** to add a blank line.
 - b. Enter the bank account information and the amount of the contribution to deposit.
 - c. Click **Save**.

Is it necessary to install the Year-End Update hot fix? (KB# 71141)

If you use Vision payroll, you must install the Year-End update to implement 2014 tax changes. We also recommend that you install the update to ensure that you have the latest tax forms.

Do Cafeteria type withholding codes total or print separately in box 14 of the W-2 form? (KB# 71656)


Each Cafeteria type withholding code amount prints as a separate line in box 14 of the W-2.

If the timesheet period extends beyond 12/31, how do I post the timesheet to accurately report correct benefit hours in the current benefit year? (KB# 71769)

1. Open the **Configuration » Time & Expense » Company Timesheet** screen, and on the Calendar tab, enter one timesheet period for the days through 12/31.
2. Re-enter a second timesheet period for 1/1 - 1/4.
3. Post only the timesheet with the period ending date of 12/31.
4. Open the new benefit year.

How will employees who have exceeded the 2013 \$200,000 wage base display on the 941 Worksheet? (KB# 72156)

An additional row will display on the worksheet for employees who have exceeded the \$200,000 threshold. However, the row only displays if there are FICA - HI wages that exceed \$200,000 and if the W-2 year is 2013 or later. If the FICA - HI wages do not exceed \$200,000, or if the W-2 year pre-dates 2012, the row does not display.



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