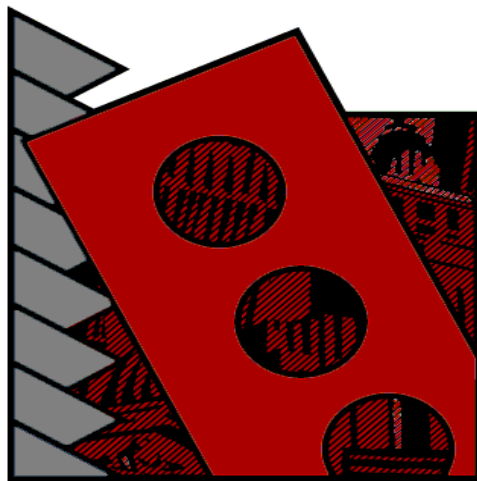


# CDCI

# Profit Builder<sup>TM</sup>



# Year End 2014

December 31, 2014



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## YEAR-END OVERVIEW

This booklet provides step-by-step instructions for loading the Tax Reporting Year-End 2014 program and completing each one of the Master Checklists for year-end tax reporting. It is important that you perform each of these year-end procedures in the order specified.

Before you start your year-end tax reporting, be sure you have the proper W-2 and 1099 forms. Call the CDCI Forms Department at (877) 931-3982 or go [www.cdcisupplies.com](http://www.cdcisupplies.com) to order the correct forms.

The year-end update will **automatically**:

- Load the latest Profit Builder program enhancements and reports
- Load new Federal Income, FICA and State tax tables for any payrolls calculated with a 2015 date (2014 payroll will continue to use the 2014 tables). Income tax tables are those in force on 12/31/2014.
- Load the year-end tax reporting program used to produce 2014 W-2s and 1099s (PBYE.exe)
- Allow you to run AP and payroll checks in 2015 before you print 2014 W-2s or 1099s
- Contain new state income tax tables for states that released their 2015 tax information prior to December 19<sup>TH</sup>. There will be Web updates available at the end of January for states with tax updates released after that date.

**CAUTION: Do not delete any employee records or ADP's used in 2014!**

## LOAD YEAR-END & DO PRE-REPORTING BACKUP

The following checklist offers an overview of the tasks needed to complete the tax year-end update of your system. The list of tasks below is intended to be performed in the following order:

- I. Install the Year-End 2014 program
- II. Calculate any payrolls in January 2015
- III. Calculate any Bonuses due in 2014 – Check date must be in 2014!

Prior to January 31<sup>st</sup>:

- IV. Complete a Pre-reporting Backup
- V. Perform Payroll Year-End (W-2s)
- VI. Process Accounts Payable Year-End (1099s)
- VII. Post-reporting Backup

☐ I. Install the Year-End 2014 Program

Before you can begin to perform your first 2015 payroll or year-end reporting, you must download the 2014 Year-End Program.

- All users must exit the Profit Builder system.
- Cut and paste or type this link in to your web browser to install:  
[www.cdci.com/download/ye2014.exe](http://www.cdci.com/download/ye2014.exe)
- Click on SAVE and Complete the download by saving it to your desktop (Please Note! The file is “Safe”, so should a security warning appear, you should continue with the download)
- Once the file has been saved to desktop, double click the file’s icon and Unzip to the drive and directory where the Profit Builder program resides. Look carefully at the path that is shown. The default selection is C:\PB. Change the drive and/or directory name if your programs are installed on a different drive/directory.  
**[Attention Network Users:** If you are running Profit Builder on a multi-user system, install the year-end update only in the \PB folder in the proper network drive. (NOT drive C).]
- Click the Unzip button. Once the files have unzipped to the proper location, click OK and Close the Installation Program.
- Login to PB as you normally would – A conversion will take place [3-20 minutes]
- Go to the Modules menu and select Year End
- You will now be forwarded to the Year End section of Profit Builder.
- You may access the Year End documentation once the program is completely installed. In the Year End section of Profit Builder, select the Help Menu. The documentation has been loaded there for easy access.

You have now installed the 2014 Year End Update and can run 2015 payrolls.

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## UNEMPLOYMENT TAX CUTOFF CHANGES

### \*\*\*IMPORTANT NOTICE\*\*\*

You should continue to check with your state for updates on changes to unemployment rates in 2015. **The Year End Program does not automatically update your state's unemployment tax changes.**

To make changes to your states unemployment tax rates and cutoff:

- In the Payroll module go to Add/Edit menu
- Select State Tax
- Select the state(s) to which you pay unemployment
- Change the cutoff amount to the new rate specified on the following page

**State Tax Information**

State: ME Maine

Setup

State Income Tax ID: AINE 2221-011  
Income Tax GL Account: 23103 State Tax Payable  
☒ 401(k) is exempt from state income tax

State Unemployment Tax ID: 11002-992  
SUT GL Account: 0  
☒ 401(k) is exempt from SUT  
Employer rate: 3.1000% Cutoff: \$12,000.00

State Disability Insurance ID: Employee rate: 0.0000% Cutoff: \$0.00  
SDI GL Account: 0 Employer rate: 0.0000% Cutoff: \$0.00  
☒ 401(k) is exempt from SDI

OK Cancel Exit

## State Unemployment Tax – Maximum Taxable Wages

<u>STATE</u>	<u>2015 State Cutoff</u>	<u>Your State Unemployment Rate</u>	<u>2014 Federal Unemployment Rate (\$7,000 cutoff)</u>
Alabama	\$8,000		std .6%
<b>Alaska</b>	<b>38,700</b>		std .6%
Arizona	7,000		std .6%
Arkansas	12,000		std .6%
California	7,000		<b>1.8%</b>
<b>Colorado</b>	<b>11,800</b>		std .6%
Connecticut	15,000		<b>2.3%</b>
Delaware	18,500		std .6%
DC	9,000		std .6%
<b>Florida</b>	<b>7,000</b>		std .6%
Georgia	9,500		std .6%
<b>Hawaii</b>	<b>40,900</b>		std .6%
<b>Idaho</b>	<b>36,000</b>		std .6%
Illinois	12,960		std .6%
Indiana	9,500		<b>2.1%</b>
<b>Iowa</b>	<b>27,300</b>		std .6%
<b>Kansas</b>	<b>12,000</b>		std .6%
<b>Kentucky</b>	<b>9,900</b>		<b>1.8%</b>
Louisiana	7,700		std .6%
Maine	12,000		std .6%
Maryland	8,500		std .6%
<b>Massachusetts</b>	<b>15,000</b>		std .6%
Michigan	9,500		std .6%
<b>Minnesota</b>	<b>30,000</b>		std .6%
Mississippi	14,000		std .6%
Missouri	13,000		std .6%
<b>Montana</b>	<b>29,500</b>		std .6%
Nebraska	9,000		std .6%
<b>Nevada</b>	<b>27,800</b>		std .6%

### NOTE:

***Do not enter the last column, 2014 Federal Unemployment Rate!***

Locate your state unemployment rate (mailed to you by the state) for each state for which you have workers. This rate is determined by your frequency of unemployment claims. Place it in the empty column, Your State Unemployment Rate.

Enter both the state cutoff and your state unemployment rate (bold cutoff indicates a change from last year) as shown in the screen above.

The standard (std.) Federal Unemployment rate after state filing credit is .6%. States who are delinquent in repaying their federal unemployment advances must have their employers (you) pay a penalty when filing their annual Federal Unemployment report (940).

Profit Builder calculates FUT automatically for 2015 at the rate shown on this table. No entry is required by you. If your state was penalized in 2014, this penalty rate is used to calculate your 2015 FUT.

<b><u>STATE</u></b>	<b><u>2015 State Cutoff</u></b>		<b>2014 Federal Unemployment Rate (\$7,000 cutoff)</b>
New Hampshire	14,000		std .6%
<b>New Jersey</b>	<b>32,000</b>		std .6%
New Mexico	23,400		std .6%
<b>New York</b>	<b>10,500</b>		<b>1.8%</b>
<b>North Carolina</b>	<b>21,700</b>		<b>1.8%</b>
<b>North Dakota</b>	<b>35,600</b>		std .6%
Ohio	9,000		<b>1.8%</b>
<b>Oklahoma</b>	<b>17,000</b>		std .6%
<b>Oregon</b>	<b>35,700</b>		std .6%
<b>Pennsylvania</b>	<b>9,000</b>		std .6%
Puerto Rico	7,000		std .6%
<b>Rhode Island</b>	<b>**21,200</b>		std .6%
<b>South Carolina</b>	<b>14,000</b>		std .6%
<b>South Dakota</b>	<b>15,000</b>		std .6%
Tennessee	9,000		std .6%
Texas	9,000		std .6%
<b>Utah</b>	<b>31,300</b>		std .6%
<b>Vermont</b>	<b>16,400</b>		std .6%
<b>Virgin Islands</b>	<b>22,900</b>		<b>2.4%</b>
Virginia	8,000		std .6%
<b>Washington</b>	<b>42,100</b>		std .6%
West Virginia	12,000		std .6%
Wisconsin	14,000		std .6%
<b>Wyoming</b>	<b>24,700</b>		std .6%

\*\*For employers that pay at the highest UI tax rate of 9.79%, the wage base is \$22,700.

## FEDERAL & STATE INCOME TAX CHANGES

\*\*\*Automatically Changed by This Update\*\*\*

### Federal changes for 2015:

1. The upper limit of 401 (k) is now at \$18,000, \$500 increase from last year. 401 (k) Over 50 yrs old, also increased \$500 to \$24,000.
2. The upper limit of Social Security (FICA) withholding is now \$118,500. The rates are 6.2 % employee and 6.2% employer.
3. Medicare still is applied to wages without any upper wage limit. The .9% surcharge for wages over \$200,000 remains in place as partial funding for the Affordable Care Act. This surcharge is to be paid only by the employee; the employer is exempt from it.

### Note:

2015 income tax withholding rates have been updated in our programs based on annual tables contained in the 2015 Circular E.

### State Tax Changes for 2015:

The following tax changes have been programmed and will automatically take effect on January 1, 2015. You do not need to make any additional changes for these changes to take effect.

2015 income tax changes in these states: AR, CA, CO, ID, IL, IN, KS, KY, MA, MD, ME, MN, NC, NY, OR.

If your state is not listed and you have been notified of a change, please email us at [support@cdci.com](mailto:support@cdci.com).

## 2015 PAYROLLS and BONUS PAY

Once the 2014 Year End Update has been installed you may run a payroll in 2015. Many clients wish to pay bonuses the first of the year in 2015. In some cases they wish the bonus to be included in the 2014 wages. To do so, the processing date and the check date for the bonus payroll run must be in 2014.

In order to calculate Bonus Pay with accurate taxation, use the steps below:

1. Go to Payroll > Add/Edit > Deductions, Pays, Contributions

**Addition Deduction/Pay**

Code:  Name:

Setup | Limits | Advanced

Function:

Frequency:

Method:  Amount:  Ask: ☐ Pro Rata

Taxable: ☒ Estimated annual pay:

Cutoff:  reset every period:

Credit account:  Debit account:  Bonuses

Box to print in on W-2: ☐ IRS code for W-2 box:

☒ Print on Certified Payroll Report

Save Cancel Delete Exit

1. On the Setup tab, select **Misc. Pay** for the function
2. Select **This period only** for the Frequency and **Flat amount** for Method
3. In the Amount fill in the amount of the bonus
4. In the Estimated Annual Pay field enter the amount of the total taxable pay including all bonuses for entire year that you expect to appear on the employee's

W-2 at the end of the year. That will normally be his annual wages plus (large) bonus.

5. Enter Debit Account and click Save and Exit
6. Go to Add/Edit > Employees and assign this miscellaneous pay to the employee that is receiving the bonus. Run the bonus payroll.

## PRE W2 and REPORTING BACKUP

### When you are ready to produce W2 and 1099 reports:

W2 reports must be delivered to your employees no later than January 31, 2015.  
1099 reports must be delivered to your vendors no later than February 28, 2015.

#### ☐ II. Complete a Pre-Reporting Backup

It is important to make a permanent backup of your Profit Builder system and data to a “removable disk” (e.g., USB drive) before you begin your Year-End tax reporting and then again after you have completed it. **Do not proceed without making this backup!** Use your regular backup procedures if you normally backup to removable storage. If not, follow the steps below to make a backup to removable storage.

#### To backup to an USB Drive:

1. Prepare a blank disk or flash drive for your backup.
2. Open Profit Builder and log in.
3. On the Main Menu bar at the top of the window, go to Modules > Housekeeping > Make Backup.
4. Select the option to backup to the removable drive and click OK.
5. Complete your backup and proceed to the next step.

If you are not creating W-2s and **only running 1099s, you can skip to step IV, page 18.**

## YEAR END PAYROLL REPORTS

#### ☐ III. Perform Year-end activities

Performing your year-end payroll requires several activities that should be completed in the order in which they are listed.

Profit Builder does not clear any employee payroll information when you run the first payroll of the New Year. All the information you need to run your year-end reports remains on file; however, **you should not delete** any employees or additional pay/deduction records until all year-end processing is finished.

#### A. To run your year-end payroll reports:

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1. Make sure you have processed your last payroll for 2014. **If you have not, you must go back to Profit Builder** to complete your last payroll for 2014 or information reported on W-2s will be incomplete.
2. In Profit Builder, verify Control Information for each company to ensure that you have entered your federal tax ID, company address (with the city, state and zip in the correct fields) and your telephone number that will be printed on the W-2 forms.
3. Print an **Employee Report**. Verify that all employee addresses are correct, etc. Be sure that the last name and first names are in the correct fields.
4. Print **Deductions, Pays & Employer's Contributions Report**. Please refer to the 2014 W-2 Instructions provided by the IRS and check all ADP items carefully to determine which items need to be reported in boxes 12 or 14. The Year-End program uses the parameters that are on file at the time you create the W-2 file to determine whether or not to include items in these boxes.
5. Use **Payroll > Add/Edit > Deductions, Pays, Contributions** to make any necessary corrections. Making changes to the W-2 reporting parameters will not affect your remaining payroll runs.
6. Print a **Payroll Journal Report** for 01/01/14 to 12/31/14. Both the detail and summary versions show the employee's social security number. Print the detail version which provides a separate listing for 401(k); the summary does not.
7. To check the detail for additional deduction/pay amounts, print a **Deduction History Report** for 01/01/14 to 12/31/14.
8. Run a **Payroll Tax Summary Report** (from either PB or the Year-End). Review the year-to-date information for each employee.



## B. Create the W-2 Master File

The master file is used to fill in your W-2 forms. It is important that you run your last payroll of 2014 before creating this master file to insure that this information is included on your W-2s.

1. Choose Year End from the last option in the Modules on the main PB menu.
2. Go to **Payroll > Add/Edit > W-2s** and click Copy W-2 Information from Payroll. The program creates a W-2 master database file and displays the W-2 edit window that allows you to review and/or edit the W-2 information.
3. Use the window list in the upper left hand corner of the window to scroll through the list of employees and select the record you wish to review/edit.

**Note:** The employee name/address fields are restricted to 22 characters in compliance with electronic reporting requirements. You may need to edit these fields just for printing the W-2s.

W-2			
<div> <div>4 JACKSON, JO</div> <div>5 SMITH, DONNA R.</div> <div>6 WORTHAM, Gail D.</div> <div>8 JOHNSON, Laura K.</div> <div>10 TERRY, Colleen M.</div> <div>13 BUBLITZ, TOMMY K.</div> <div>15 HUDSON, Russell D.</div> <div>16 MALTESE, RYAN A.</div> <div>17 HAZE, JERRY W.</div> </div> <div> <div>Cancel</div> <div>Delete</div> <div>Exit</div> </div>		<div>1 Wages, tips, other comp.</div> <div>32,677.17</div>	<div>2 Federal income tax withheld</div> <div>4,301.66</div>
		<div>3 Social security wages</div> <div>34,327.17</div>	<div>4 Social security tax withheld</div> <div>2,128.35</div>
		<div>5 Medicare wages and tips</div> <div>34,327.17</div>	<div>6 Medicare tax withheld</div> <div>497.85</div>
		<div>7 Social security tips</div> <div>0.00</div>	<div>8 Allocated tips</div> <div>0.00</div>
		<div>9 Advance EIC payment</div> <div>0.00</div>	<div>10 Dependent care benefits</div> <div>0.00</div>
<div>d Employee's social security number</div> <div>123-45-6789</div>		<div>11 Nonqualified plans</div> <div>0.00</div>	<div>12 See Instructions for box 12</div> <div>a 0 1,650.00</div> <div>b 0.00</div> <div>c 0.00</div> <div>d 0.00</div>
<div>e Employee's name (first, middle, last, suffix)</div> <div>JO JACKSON</div> <div>2066 Cox Ferry Rd.</div> <div>ATLANTA GA 30319</div>		<div>13</div> <div>Statutory Retirement Third-party</div> <div>employee plan sick pay</div> <div><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></div>	
<div>f Employee's address and ZIP code</div>		<div>14 Other</div> <div>0.00</div> <div>0.00</div> <div>0.00</div>	
<div>15 State Employer's ID</div> <div>SA 64-0534908</div>	<div>16 St. wages, tips</div> <div>32,677.17</div>	<div>17 State income tax</div> <div>831.12</div>	<div>18 Local wages</div> <div>0.00</div>
	<div>0.00</div>	<div>0.00</div>	<div>19 Local income tax</div> <div>0.00</div>
			<div>20 Locality name</div>

If you are required to report W-2s on magnetic media, the employee's name must be reported in four separate boxes: last name, first name, middle initial and suffix. Since Profit Builder stores the name in fields (last name and first name), you will need to move the middle initial and suffix (if any) to the appropriate boxes on the edit window.

4. Be sure to check the contents of Box 14 (if any). The description portion of this field can hold up to 10

characters. If the description is longer it may overlap the amount.

**Note:** Changes that you make on this W-2 edit window will be printed on the W-2 itself; however, they will not be reflected in your Profit Builder Payroll data files. This means that Payroll reports may not match the edited W-2s.

5. To remove an employee who is not to receive a W-2, highlight the employee name and click Delete.
6. You may now exit the Year-End program. Your W-2s and all edits you have made will be saved.
7. If you need to clear and recreate the W-2 master file, use the Rebuild W-2 list function on the Payroll Year-End Process menu. You are warned that the existing W-2 master file will be overwritten. Any edits that you made to the W-2 file will be overwritten when you recreate it.

### C. Printing the W-2s

**Before printing your W-2s, there are a few things to remember to make the process go smoothly:**

Be sure that you have the correct forms. The W-2 print formats are designed for certain laser and ink jet printers. While supplies last, you can obtain guaranteed compatible forms for laser printers through CDCI Computer Supply. Call 1-877-931-3982.

You must print your W-2s on plain paper and review them carefully BEFORE you print the actual forms. Be sure to check all the forms. If you notice that the information does not line up with the W-2 boxes, you can use the Print Setup button on the Print window to adjust the form alignment (see the instructions in step 4 on page 11).

If you wish to print multiple copies of the W-2s, print a single set first then you can use EITHER the Windows Printer Setup from the File menu OR the selection on the W-2 setup window to print the remaining copies. DO NOT use both! **Caution: The W-3 report that prints after a W-2 run reflects the total of ALL W-2s printed; therefore you must use the report printed with the single set.**

**Note for Multi-state Payroll Users:** If you have employees that were paid for work done in more than two states, only the first two states (i.e. the first two listed alphabetically on the Employee's Taxes tab) will show in the State/Local section of the W-2.

Follow these steps to print additional state payments on another set of W-2s.

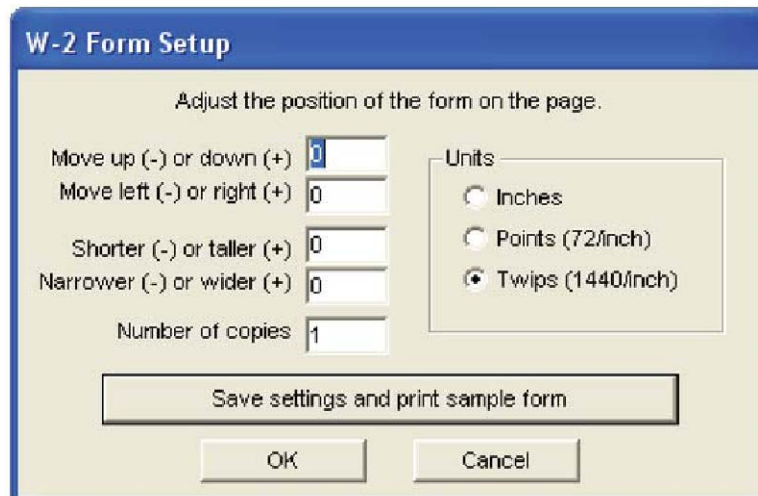
1. Print the State Withholding Report for all employees from PB.
2. Manually replace the first state information with the third state. If the employee worked in four states, enter that on the second line. If not, delete all text for the second state.

When you are ready to print, you must first print a trial copy, make any adjustments, and then print the final copies of the forms.

**To print a trial copy of the W-2s:**

1. Put plain paper in the printer and start up the PB Tax Year-End program.
2. Select W-2s from the Payroll Reports menu. Click Employees to specify individual employees or ranges of employees to print.
3. Print a complete set of W-2s on plain paper and carefully verify the information, as well as, the alignment by holding the page up to the actual form.
4. If you need to adjust the printing on the form, click the Setup button on the Print W-2 window.

The default setting for Units is "Twips." If you wish; you may use "Inches". If using Twips, start by entering 200 Twips to move the form up or down, etc. and click OK. Print a test form and check it. You can then modify the 200 twips setting by + or – 50 twips at a time and click OK. Continue to test on plain paper. Profit Builder saves your setup each time.

The image shows a Windows-style dialog box titled "W-2 Form Setup". The background is light yellow with a blue border. At the top, it says "Adjust the position of the form on the page." Below this are five input fields: "Move up (-) or down (+)" with a value of 0, "Move left (-) or right (+)" with a value of 0, "Shorter (-) or taller (+)" with a value of 0, "Narrower (-) or wider (+)" with a value of 0, and "Number of copies" with a value of 1. To the right of these fields is a "Units" section with three radio buttons: "Inches", "Points (72/inch)", and "Twips (1440/inch)". The "Twips" option is selected. At the bottom of the dialog are three buttons: "Save settings and print sample form", "OK", and "Cancel".

5. When you have your forms lined up properly, you are ready to print actual forms.

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**Note:** If you wish to print multiple copies, print a single set first along with the associated W-3 report. To print the remaining sets, you can then specify the number of copies on the W-2 Form Setup window. The forms will not print collated. You can also specify multiple copies during the Printer Setup selection from the File Menu. Do it one place or the other, NOT BOTH! If you use the Windows Printer Setup, you may have the option to select “collated” copies depending on the type of printer you are using.

To print the on the W-2 forms:

1. When you are satisfied that the print alignment is correct for a test set that consists of a least 10 employees, load the actual W-2 forms in your printer and reselect W-2s from the Reports Menu.
2. Once the W-2s have printed, the program will prompt you to load plain paper for printing the summary report that can be used to complete your W-3 form.

**Caution: If you have printed multiple sets of W-2s, ignore the W-3 that is associated with additional sets of forms, as it will give a total of all sets printed.**

### **MAGNETIC MEDIA FILING FOR W-2s**

If you are required to file your W-2s with the Social Security Administration on Magnetic Media you can create a file using the W-2's function on the Year-End Payroll Reports menu. Follow these steps:

1. Profit Builder Employee Information stores the first and middle names in a single field. The employee name must be in four separate fields on the Magnetic media file: last name, first name, middle initial and suffix (if any). Before you create the file, you will need to edit the W-2 file to move the employee's middle initial and suffix (if any) into separate boxes shown on the edit window.
2. Select the employees, and then click on the Electronic Filing button on the Print W-2s window. The screen shown below is displayed.
3. Using the TAB key (not the ENTER key), complete the entries on this window and then click OK. The program will create the W-2 file at the location you specify. Next, you can specify a drive location if you are going to submit a disk.

**W-2 Reporting by File**

You are required to file W-2s electronically if you are submitting more than 250 W-2 forms this year.  
The following information is required to complete the filing:

Contact name  PIN code

Area Code and Phone  Extension

Contact email

Contact Fax

In case of problems, notify me by  
☒ e-mail  
☐ Postal Service

☐ Final year. This company will not file W-2s next year.

☐ Exclude information for all states except

☒ This is an original file, the first time this information has been submitted to the SSA.  
☐ This is a replacement file for an original that was incorrect.  
 Enter the TLCN supplied by the SSA.

OK Cancel

**Note: The Social Security Administration provides a program called “AccuWage” that can be used to test the electronic filing output file before you submit it. You can download it from the Web. Go to <http://www.socialsecurity.gov/employer/accuwage/index.html> and download “AccuWage” for the 2014 tax year.**

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## PRINT TAX REPORTS

Once you have printed your W-2 forms, you must also print separate payroll tax reports to be used when filing your taxes. These reports can also be printed in the Year-End program.

1. To print the 940 Annual Report:

- a. Go to **Payroll > Reports > 940 Annual Unemployment Report**
- b. When the system has finished compiling the report, click Print

2. To print the 941 Quarterly Report:

- a. Exit from the Year-End program and start up Profit Builder
- b. Go to **Payroll > Reports > 941 Quarterly Federal Tax**
- c. Select October – December 2014
- d. Click “Collect Quarterly Tax Information”
- e. Fill in any additional information and click Print

3. To print the Quarterly Unemployment:

- a. Go to **Payroll > Reports > Quarterly Unemployment**
- b. Select October – December 2014
- c. Select Federal
- d. Click print
- e. Select State and the appropriate state
- f. Click print
- g. Repeat for each state where you pay unemployment taxes

Bind and file reports.

**Note:** The 940 Annual Unemployment report generated from Profit Builder is to be used as a guideline for filling out the IRS’s 940 form. The numbers generated are not intended to be copied directly onto the 940 form without first reading the form’s instructions.

#### ☐ IV. **AP Vendor Report and 1099 Master File**

Performing your year-end accounts payable requires several activities. The checklist below outlines the activities necessary to close your accounts payables for the year and print 1099s. Complete steps in the order they are listed here.

##### **A. Run Year-End Vendor Reports and Verify the Information**

The Internal Revenue Service (IRS) requires that 1099s be issued to all unincorporated subcontractors who receive payments totaling over \$600.00 from your company. The amounts reported on the 1099 are based on a calendar year; therefore, print your 1099s after you have issued the last vendor checks for 2014. The payment amount for the 1099 is taken from the Payments field (you can specify this year or last year) in Vendor Information.

1. In the main Profit Builder program, check Control Information for each company to ensure that you have entered your company address, including the company telephone number that is required as well.
2. Start up the year-end program, selecting the company and entering your user name and password in the usual manner.
3. Select **Accounts Payable > Reports > Vendor List**. Select the following options: Subcontractors eligible for 1099s, only the vendors with payments in excess of \$600 and omit vendors with no activity in the past 2 years. Clear any other options that may be selected.

Review the report to ensure that all eligible vendors have been flagged to receive a 1099. Check to make sure their tax ID and address information is correct.

##### **B. Run the Vendor Totals Report (optional)**

The Vendors Totals report that is available on the Year-End AP Reports Menu can be run to compare total payments on file with the amount shown in the Total Purchases field in the Vendor Information.

Please note, however, that this report is useful **ONLY** if:

- You have been running Profit Builder for the year.
- You have not purged any paid items for the year.

The report prints a double asterisk in the right hand column if there is a discrepancy. Such discrepancies may occur:

- If you apply a payment to an invoice for the previous year using a check date in the previous year after you rolled the vendor totals into the new year;
- If you made manual additions during the year in the Vendor Information and
- If you purged any invoices paid in 2014. If you need to make corrections, you can change the Vendor Information in Profit Builder or you can edit the 1099 records when you run the Year-End program.

### **C. Create the 1099 Master File**

Before creating your Master File you must reset your vendor totals. This is done in the Profit Builder program. You will go to Account Payables module>Add/Edit>Vendors, choose any vendor. Then go to the Payments Tab and click on the Reset Payments button. Click Save.

The 1099s selection on the Year-End Accounts Payable Add/Edit Menu creates a special data file to hold the 1099 information. ONLY vendors marked to receive a 1099 in your Profit Builder vendor file will be copied into this file. You can use the “This Year” purchases total OR “Last Year” totals depending on whether or not you have already made any payments in 2015 and rolled 2014 purchases into the Last Year column. Once this data file has been created you can review the information and make additions or corrections before printing the forms. You will have the option to exclude vendors with less than \$600 in total purchases for the year. When you print the 1099s, there is no need to identify and delete them.

1. Log into the Year-End program. Once you are in the Year-End program, select Accounts Payable > Add/Edit > 1099s.
2. If you have marked which vendors are eligible for 1099s in Profit Builder, select Include only vendors with ‘Receive 1099’ checked. Otherwise, select Include vendors with payments of \$600 or more regardless of ‘Receive 1099’ setting.
3. After you get the “File Successfully Created” message, reselect 1099s from the Add/Edit menu. If you do not receive this message, you do not have any vendors selected to receive 1099s in Profit Builder. You must log out of the Year-end program and log into Profit Builder to mark vendors eligible to receive 1099s on their vendor records. You may use the scroll bar to scan the contents of the file. Additions or changes can be made to any of the fields displayed. The information shown in this edit window is exactly what will be printed on the 1099 form. Vendors with

amounts totaling less than \$600 in Boxes 1, 3, 7 or 10 may be excluded when you print the forms.

**D. To Rebuild the 1099 File:** Once you have created a master file, you can delete and recreate it using the Rebuild 1099 File selection on the Year-End Accounts Payable Process menu. Remember, any edits made to the previous 1099 file will be deleted when you recreate it.

## POTENTIAL ERROR

On certain systems, the 1099 edit window may come up blank the first time you create your 1099 Master File. If that happens, simply exit the window and click OK to the error message that comes up afterwards. When you go back in the year-end program, the 1099 Master File will have been created and available for editing as described in the year-end instructions.

**Note:** To avoid getting this error, create the 1099 Master file using the 'Rebuild 1099 Data File' selection in the Year-End Accounts Payable Process menu. In other words, go directly to AP > Process > Rebuild 1099 Data File to create your 1099 file.



## E. Print the 1099's

Before printing your 1099s, there are a few things to remember to make the process go smoothly.

- Be sure that you have the correct forms. The PB print formats are designed for certain laser/inkjet printers. While supplies last, you can obtain guaranteed compatible laser forms through CDCI Computer Supply; call 1-877-931-3982.
- Print the 1099s to PLAIN PAPER first and review them carefully before you print the actual forms. Check ALL the forms. If you notice a “page creep” problem where the information gradually prints lower and lower on successive pages or the information does not quite line up with the boxes, you can use the Print Setup function to adjust the form alignment.
- Certain laser/inkjet printers may not be able to print the state abbreviation and your state tax ID on the last form on each page. If you are unable to

adjust the print setup, you may have to add it manually. **If you wish to print multiple copies of the 1099s, you can use **EITHER** the Windows Printer Setup from the File menu OR the selection on the 1099 Form Setup window. DO NOT use both!**

### 1. To print a trial copy of the 1099's:

- a. With PLAIN paper loaded in your printer, select 1099s from the Accounts Payable Reports menu in the Year-End program.
- b. Click the vendor's bar if you wish to specify individual vendors or ranges of vendors. Leave the Skip Vendors with Less than \$600.00 in Activity box checked if you want to skip vendors with less than \$600.00 reported in Boxes 1, 3, 7 OR 10 for the year 2014.
- c. Click Print. Check the alignment on the first 10 forms. Check for "page creep" where the information prints lower on each successive form.
- d. To adjust the printing, re-select the Print 1099s function and click the Setup button. The default setting for units is "Twips;" you can change this to "Inches." If using Twips, start by entering 200 Twips to move the form up or down, etc. and then click OK. Print a test form and check it. You can then modify the 200 twips settings by + or – 50 twips at a time, continuing to test on plain paper. Profit Builder saves your setup each time.

### 2. To print the actual 1099 forms:

- a. When you are satisfied with the print alignment, load the forms in the printer reselect 1099s from the Reports menu.
- b. Click OK when all the forms have been printed. The program will pause and instruct you to load plain paper for the summary report that provides a total of the 1099s printed in the current run.
- c. If you wish to print multiple copies, you can specify the number of copies on the 1099 Form Setup window. The forms will not print collated. You can also specify multiple copies using the Windows Printer Setup selection from the File Menu. Do it one place or the other, **NOT BOTH!** If you use the Windows Printer Setup, you may have the option to select "collated" copies depending on the type of printer you are using.

### 3. Magnetic Media Filing for 1099s

If you are required to file your 1099 information with the IRS on magnetic media you can create the file using the 1099s function on the Year-End, Accounts Payable Reports menu. Follow these steps:

- a. Select the vendors, and then click the Electronic Filing button on the Print 1099s window. The screen shown below is displayed.
- b. Complete the entries on the “1099s Electronic Filing” window and then click OK. The program will create the 1099 file and then transfer it to the location you specify.

Be sure you have a TCC [transmitter control code] if you have more than 250 1099s.

### How to transmit through FIRE [Filing Information Returns Electronically]

A TCC is required to transmit information returns through the FIRE system. The most efficient way to submit an application to file information returns electronically is to submit the Fill-in Form 4419, Application for Filing Information Returns Electronically (FIRE), from the [FIRE home page](#). You may also go to [Forms and Pubs](#) and select the paper version of Form 4419, Application for Filing Information Returns Electronically (FIRE). **Be sure to submit your application at least 45 days prior to the due date of your information returns.**

#### ☐ V. Make a Post-Reporting Backup

In Profit Builder, use Modules > Housekeeping > Make Backup to make a full system backup in each company to removable flash drive. Label the backup “12/31/2014 Post-Reporting Tax Backup” and store it in a safe place.

## **PB YEAR END 2014 FAQ'S**

### **1. Where can I find my Year End documentation/instructions?**

Once you are in the Year End program then go to the Help Menu to find the Year End documentation.

### **2. Do I have to run my W-2's before my first payroll of 2015?**

No, you can run Year End at anytime regardless of 2015 payroll.

### **3. Do I have to do any W-2 prep before my first payroll of 2015?**

Before running your 2015 payroll you must download the Year End Update and enter your unemployment rate for your state. All other W2 procedures can be done when time permits.

### **4. Is the 2014 payroll data removed from my system after I print W-2's?**

No, all the data is retained.

### **5. What if I do not install the Year End Update until after I run my first payroll of 2015?**

It is highly recommended that you download the Year End Update before running your first 2015 payroll. If you do not, your payroll will not reflect the new tax rates. Also, if you do not update your unemployment rates you could face a penalty for not withholding the correct tax amounts.

### **6. Do I have to file W-2's on magnetic media with the Social Security Administration?**

The Revenue Reconciliation Act of 1989 requires employers with 250 or more W-2's to file Copy A by electronic filing instead of paper forms.

### **7. When do I have to install the Year End program?**

PAYROLL: Install Year End before your first payroll of 2015. Year End enables you to:

- Withhold the correct amount of Federal Income Tax in 2015
- Withhold the correct amount of State Income Tax in 2015
- Run 941 Tax Report. This report is due 1/15/2015
- Produce W-2's for your employees, which must be distributed by 1/31/2015

ACCOUNT PAYABLES: Run Year End in time to prepare 1099s for 2014.

### **8. Where do I get W-2 forms that are guaranteed to work?**

Tel 866-454-5417  
Fax 770-200-2694



[www.CDCl.com](http://www.CDCl.com)  
[Support@CDCl.com](mailto:Support@CDCl.com)

Call the CDCI Forms Department at 877-931-3982 or at [www.cdcisupplies.com](http://www.cdcisupplies.com).

**9. I just ran my first 2015 AP check. Why is my computer taking so long to move forward?**

When you run your initial AP check in 2015, the system rolls the vendor totals into 2014. This may take several minutes to do. Wait until the totals are complete. DO NOT restart your computer.

\*If your vendor totals do not automatically roll over, please complete the following steps:

Go to Account Payables Module, Add/Edit, then to Vendors. Select any Vendor, click on the Payments tab, click reset payments, then save and exit.

**10. Why haven't my Federal Taxes changed after installing Year End?**

The Federal Taxes will change when you run your first payroll for 2015. They are date sensitive.

**11. My state is increasing income tax but you do not list it as a change. What do I do?**

If your state has notified you of an income tax change, please contact CDCI with that information ([support@cdci.com](mailto:support@cdci.com), 866-454-5417 or fax 770-200-2694). CDCI will send an update for all tax changes that were made after the Year End Update.

**12. Why is my Vendor List Report in AP empty?**

It is empty because you have made a payment in 2015. The 1099's will be populated for 2014 and can be edited.

**13. How do I move my data from one computer to a new one without a network?**

- 1.) Be certain you have the Profit Builder system installed on the new computer.
- 2.) Go to the old computer drive in which your PB folder is stored.
- 3.) Copy the folder to a removable disk or flash drive.
- 4.) Insert disk or flash drive into the new computer and copy the pb folder to your C:/ drive.

**14. How do I set my removable storage device as an option to make a Backup?**

- 1.) Make sure you are not in PB. Insert your removable drive.
- 2.) Log into PB.
- 3.) Go to AP > Add/Edit > Control Information > System tab.
- 4.) Select the button labeled Removable Storage Data Path.
- 5.) Locate your drive and Select it.
- 6.) Click OK.

Now you can make a backup as normal:

- 1.) Select Modules from top menu.
- 2.) Click Housekeeping > Make a Backup.
- 3.) Select the removable drive

#### **15. Do I need to install PB Year End on each workstation of my network?**

No, you don't need to install PB Year End on each workstation. The update is unzipped into the shared drive that all workstations share.

#### **16. How do I know if I correctly installed Version 9.**

Go to the menu in PB Help > About Profit Builder. A screen will appear stating your current version. It should show version 9.7.0.

## **Enhancements – Release year End 2014**

- GL detail reports print for all months available regardless of year.
- Option to email payroll check stubs to employees with email address on file.
- Provide vendor invoice number of up to 16 characters with dashes and special characters that prints on the check stub.
- Print PR and AP checks remembers the printer that was specified for each check. To set the remembered check printer, you must select the printer after making the required backup. Only the check and not the audit trail is sent to the remembered printer.
- AIA Draw has increased to 6 character line item ID.
- A running total of approved payments shows at the bottom of the Quick Check screen.

- Reports allow option to sort by name or by code:

Payroll                  Journal  
Employee List and Employee Information

Accounts Payable                  Vendor List and Vendor Information  
Payables Journal  
Payables Reconciliation

Accounts Receivable                  Customer List and Customer Information

**Repairs:**

- PO Journal now has a single screen for detail and summary report. Filters correctly.
- GL-JC reconciliation journal repaired includes all JC postings.
- AP invoice entry navigation moves the cursor from the Vendor Invoice field to the invoice description field.

## Already Enhanced:

A number of clients asked for enhancements that we have provided in the past. Here are a few and the instructions to use them:

### Direct deposit vendor checks

This capability is available to clients who have purchased the Direct Deposit module. Once the bank account is setup with routing numbers, **enter the bank account numbers for the vendor in vendor information.** Then pay using quick checks or checks by range.

**Process Checks**

Processing date: 4/21/2014

Bank account: D Operating Account

Next check: 63668 Next direct deposit: 1234568

Cash: 10206 Windsor Federal Replacement Acct

Accounts Payable: 21200 Accounts Payable

Discounts Earned: 32300 Revenue CMCI New

Vendor	Invoice	Amount	Action	Description	PO	Vendor Ref	Job
ABL001	172677	\$2,061.65	None	wethersfield hs			8150
ACS002	02142354	\$26,838.00	None	buley			8139
AGC001	033114	\$16.59	None	MARCH ZONE B			
AGC001	03312014	\$510.72	None	MARCH ZONE A			
ALV002	AO4B0115	\$3,455.40	None	wethersfield hs			8150
ARM001	5737	\$17,615.73	None	quinnipiac			8084
ARM001	6138	\$8,973.03	Direct	waste water norwalk			9012
ARM001	CO1TRUM	\$20,772.38	Hold	trumbull co1			8085
BAC001	033114	\$3,213.92	None	MARCH 2014 ZONE A			
BAC001	03312014	\$109.02	None	MARCH ZONE B			
BRI001	214	\$41,937.02	None	FEBRUARY 2014 - ZONE A			
BRI001	2144	\$8,634.40	None	FEBRUARY 2014 - ZONE B			
BRI001	033114	\$1,491.10	None	MARCH 2014			
BRI001	03312014	\$42,645.36	None	MARCH 2014 ZONE A			
CEN001	31088	\$250.00	None	hosp special care			8140
CIT004	19708	\$1,474.54	None	warehouse			Multiple
Cash requirement		\$8,973.03	Pay All				

OK Cancel Filter by vendors, jobs, dates

This will create the ACH file for your bank.

## Vendor account number

The vendor account number can be placed on checks if you use the user defined fields [System Supervisor] and you specify AP description "Vendor Account" and "Check memo" button. **Then fill in the vendor's account number in vendor information.** It will then appear beneath the address on the vendor's check:

** One Hundred Twenty Dollars And No Cents **		01/04/2015	**\$120.00			
Construction Data Control, Inc. 5425 Peachtree Pkwy NW Peachtree Corners, GA 30092						
Ser No 910021						
Construction Data Control, Inc. 01/04/2015 \$120.00 Control #10039						
Invoice	Date	Description	Invoice Amount	Payment Discount	Amount	Vendor Inv
129	01/04/2015	Construction Data Control, Inc.	\$120.00		\$120.00	In 16 characters

## Electronic payments

Electronic payments may be made which will use a different payment ID numbering system and will produce a voucher instead of a check.

To activate this, in GL / Add Edit / Bank accounts, specify a number for the next "online check". The system will increment this number as it is used.

<b>Bank Accounts</b>	
Account code	A
Account name	Operating account - 1st National
Account number	100000000
Bank name	1st National
Next check	10042
Next online check	100
Routing Number	987654320
Next direct deposit check	502

Also, in Control Information, on the Payables tab, check the box to “Track checks written with online banking.”

**Control Information**

General Payables Receivables General Ledger Payroll Purchase Order System Transfer

Next Accounts Payable invoice number  Material cost class   
Subcontract cost class

☒ **Print Payables checks created in AP Invoice Add/Edit**  
In Accounts Payable invoice entry, if you create a paid invoice and at the same time create a new check to pay that invoice, put that check in the list of checks to be printed.

☒ **Notify if JC posting exceeds budget** In Accounts Payable invoice entry, each Job Cost posting is checked against the JC category budget. If this option is on and the JC posting will exceed the category budget, a message will be displayed warning you of the overrun.

Retainage ☒ Residential - Don't track retainage until it is released.  
☐ Commercial - Always track retainage using a retainage payable account.

Track job cost budgets by ☒ Category  
☐ Cost class within category

☐ Show units and quantity in invoice lines. ☒ **Track checks written with online banking**  
☐ Enable lien waivers ☐ Enable reason and resolution codes

OK Cancel Print

Using “Checks by range”, click the action button for an invoice until “Online is displayed.

**Process Checks**

Processing date  Cash  Cash on Deposit, General  
Bank account  Operating account - 1st National Accounts Payable  Accounts Payable, Trade  
Next check  Next direct deposit  Discounts Earned  Earned Discounts


Vendor	Invoice	Amount	Action	Description	PO	Vendor Ref	Job
GWCOPI	65454	\$40.00	None	Water Utility Use	AF230F083T		AF230F
GWCOPI	200300062	\$250.00	Online	Water Meter	AG12A005		AG12A
GWCOPI	200300063	\$250.00	None	Water Meter	AG18A005		AG18A
HURSTO	200300059	\$1,360.00	None	Inst Decorative Stone	AG12A067		AG12A

Tel 866-454-5417  
Fax 770-200-2694



www.CDCI.com  
Support@CDCI.com

Company 1



## Accounts Payable Check Detail

Company 1

Online Payment Check Number A 100

Check payable to:

**Gwinnett Co. Public Utilities**  
 684 Winder Hwy  
 Lawrenceville, GA 30045-5012

Date

12/26/2014

Amount

\$250.00

Invoice	Invoice date	Description	Invoice		Payment	
			Payable Amount	Retainage	Discount	Amount
200300062	2/2/2014	Water Meter	250.00			250.00
Check 100 Totals:			250.00			250.00

This voucher confirmation is printed for each online payment.

**Review JEs made in the past**

Batches of journal entries made in the past can be reviewed but not changed. To review, select the Detail Batches report from the GL reports menu.

General Ledger Detail Batches

February 2015

January 2015

December 2014

November 2014

October 2014

September 2014

August 2014

July 2014

June 2014

May 2014

April 2014

March 2014

February 2014

January 2014

December 2013

November 2013

October 2013

September 2013

August 2013

July 2013

June 2013

May 2013

April 2013

To select a month, click on that month.

To select a range of months, click on the first month, then hold the shift key down and click on the last month.

☒ Show Job Cost posting information

Source

☐ Accounts Payable

☐ Accounts Receivable

☒ General Journal

☐ Payroll

Preview

Print

Exit

All Accounts

-----END OF DOCUMENT-----