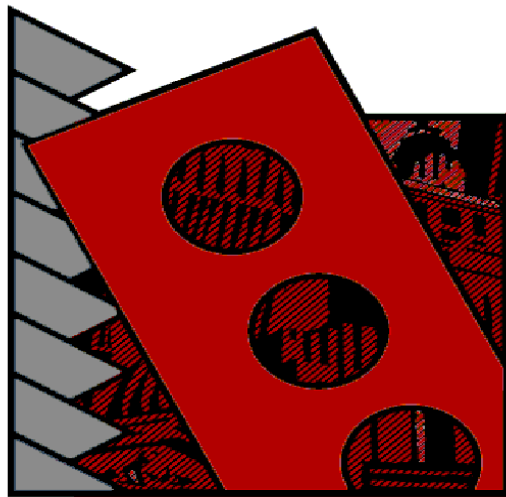


# CDCI

# Profit Builder<sup>TM</sup>



# Year End 2012

January 1, 2013



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## YEAR-END OVERVIEW

This booklet provides step-by-step instructions for loading the Tax Reporting Year-End 2012 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.cdci-supplies.com](http://www.cdci-supplies.com) to order the correct forms.

The year-end update will:

- Load the latest Profit Builder program and reports
- Load new Federal FICA and State tax tables for any payrolls calculated with a 2013. Income tax tables are those in force on 1/01/2013 midnight. New tables have been programmed based on the new tax legislation passed by Congress 10:30 on New Year's night.
- Load the year-end tax reporting program used to produce 2012 W-2s and 1099s (PBYE.exe)
- Allow you to run AP and payroll checks in 2013 before you print 2012 W-2s or 1099s
- Contain new state income tax tables for states that released their 2013 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 2012!**

## UNEMPLOYMENT TAX CUTOFF CHANGES

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

You should continue to check with your state for updates on changes to unemployment rates in 2013. The Year End Program does not automatically update your state's changes.

To make changes to your states unemployment tax rates:

- 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 that amount specified on the following page

**State Tax Information**

State: MA Massachusetts

Setup

State Income Tax ID: 101000  
Income Tax GL Account: 21562 State Withholding  
☒ 401(k) is exempt from state income tax

State Unemployment Tax ID: 202000  
SUT GL Account: 21565 S.U.T.A.  
☒ 401(k) is exempt from SUT

Employer rate: 4.2500% Cutoff: \$14,000.00

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

<b>State</b>	<b>2012</b>	<b>2013</b>
Alabama	8,000	8,000
<a href="#"><u>Alaska</u></a>	<a href="#"><u>35,800</u></a>	<a href="#"><u>36,900</u></a>
Arizona	7,000	7,000
Arkansas	12,000	12,000
California	7,000	7,000
<a href="#"><u>Colorado</u></a>	<a href="#"><u>11,000</u></a>	<a href="#"><u>11,300</u></a>
Connecticut	15,000	15,000
Delaware	10,500	10,500
D. C.	9,000	9,000
Florida	8,000	8,000
<a href="#"><u>Georgia</u></a>	<a href="#"><u>8,500</u></a>	<a href="#"><u>9,500</u></a>
<a href="#"><u>Hawaii</u></a>	<a href="#"><u>38,800</u></a>	<a href="#"><u>39,600</u></a>
<a href="#"><u>Idaho</u></a>	<a href="#"><u>34,100</u></a>	<a href="#"><u>34,800</u></a>
<a href="#"><u>Illinois</u></a>	<a href="#"><u>13, 560</u></a>	<a href="#"><u>12,900</u></a>
Indiana	9,500	9,500
<a href="#"><u>Iowa</u></a>	<a href="#"><u>25,300</u></a>	<a href="#"><u>26,000</u></a>
Kansas	8,000	8,000
<a href="#"><u>Kentucky</u></a>	<a href="#"><u>9,000</u></a>	<a href="#"><u>9,300</u></a>
Louisiana	7,700	7,700
Maine	12,000	12,000
Maryland	8,500	8,500
Massachusetts	14,000	14,000
Michigan	9,500	9,500
<a href="#"><u>Minnesota</u></a>	<a href="#"><u>28,000</u></a>	<a href="#"><u>29,000</u></a>
Mississippi	14,000	14,000
Missouri	13,000	13,000
<a href="#"><u>Montana</u></a>	<a href="#"><u>27,000</u></a>	<a href="#"><u>27,900</u></a>
Nebraska	9,000	9,000
<a href="#"><u>Nevada</u></a>	<a href="#"><u>26,400</u></a>	<a href="#"><u>26,900</u></a>
<b>State</b>	<b>2012</b>	<b>2013</b>
New Hampshire	14,000	14,000

<u>New Jersey</u>	<u>30,300</u>	<u>30,900</u>
<u>New Mexico</u>	<u>22,400</u>	<u>22,900</u>
New York	8,500	8,500
<u>North Carolina</u>	<u>20,400</u>	<u>20,900</u>
<u>North Dakota</u>	<u>27,900</u>	<u>31,800</u>
Ohio	9,000	9,000
<u>Oklahoma</u>	<u>19,100</u>	<u>20,100</u>
<u>Oregon</u>	<u>33,000</u>	<u>34,100</u>
<u>Pennsylvania (ER)</u> (Employee)	<u>8,000</u> <b>Unlimited</b>	<u>8,500</u> <b>Unlimited</b>
Puerto Rico	7,000	7,000
<u>Rhode Island</u>	<u>19,600/ 21,100</u>	<u>20,200/21,700</u>
South Carolina	12,000	12,000
<u>South Dakota</u>	<u>12,000</u>	<u>13,000</u>
Tennessee	9,000	9,000
Texas	9,000	9,000
<u>Utah</u>	<u>29,500</u>	<u>30,300</u>
Vermont	16,000	16,000
<u>Virgin Islands</u>	<u>23,700</u>	<u>23,600</u>
Virginia	8,000	8,000
<u>Washington</u>	<u>38,200</u>	<u>39,800</u>
West Virginia	12,000	12,000
<u>Wisconsin</u>	<u>13,000</u>	<u>14,000</u>
<u>Wyoming</u>	<u>23,000</u>	<u>23,800</u>

## FEDERAL & STATE TAX CHANGES

\*\*\*Automatically Updated\*\*\*

Federal changes for 2013:	State Tax Changes for 2013:
<ol style="list-style-type: none"><li>1. The upper limit of 401 (k) is now at \$17,500. 401 (k) Over 50 yrs old is \$23,000. <b><u>The operator must set these cutoffs in the deduction.</u></b></li><li>2. The upper limit of Social Security (FICA) withholding is \$113,700. 6.2 % employee and 6.2% employer.</li></ol> <p><b><u>Note:</u></b></p> <p>2012 income tax withholding rates have been changed in our programs to reflect the changes that Congress has implemented on New Year's day.</p>	<p>The following tax changes have been programmed and will automatically take effect on January 1, 2013. You do not need to make any additional changes for these changes to take effect.</p> <p>2013 changes in these states: CO, GA, HI, IN, KS, ME, MN, MS, NC, ND, PR</p> <p>These states published updates, but did not change tax rates: GA, HI, IN, MS</p> <p><u>Colorado</u>: still pending <u>Kansas</u> reduced their top rate from 6.45% to 4.9% <u>Maine</u> reduced their top rate from 8.5% to 7.95% <u>Minnesota</u> - nominal inflation adjustments <u>North Carolina</u> - rates unchanged, but fixed an error in exemptions for earners &gt; \$60,000/yr <u>North Dakota</u> - nominal inflation adjustments <u>Puerto Rico</u> - nominal inflation adjustments in their 33% (!) tax rate (but no federal tax)</p> <p>You will receive an update in February containing any state tax changes that were late for publication.</p>

## LOAD YEAR-END

- I. Install the Year-End 2012 program
- II. Calculate any payrolls in January 2013 (Must have YE Programs installed)
- III. Calculate any Bonuses due in 2012 – Check date must be in 2012!

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 2012 Program

Before you can begin to perform your first 2013 payroll or year-end reporting, you must download the 2012 Year-End Program.

- Make sure Profit Builder is closed on all machines
- Access the 2012 Year End Update from your web browser:  
  
[www.cdci.com/download/pbye12update.exe](http://www.cdci.com/download/pbye12update.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. Click the Unzip button. Once the files have unzipped to the proper location, click OK and Close the Installation Program.

**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).

You have now installed the 2012 Year End Update and can run 2013 payrolls.



## BONUS PAY

Once the 2012 Year End Update has been installed you may run a payroll in 2013. Many clients wish to pay bonuses the first of the year in 2013. In some cases they wish the bonus to be included in the 2012 wages. To do so, the processing date and the check date for the bonus payroll run must have a 2012 date.

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 who is receiving the bonus. Run the bonus payroll.

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

## ❑ 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 disk 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.**

## **YEAR END PAYROLL REPORTS**

## ❑ III. Perform Year-end Reporting

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:**

1. Make sure you have processed your last payroll for 2012 including any bonuses. **If you have not, you must go back to Profit Builder to complete your last payroll for 2012 or information reported on W-2s will be incomplete.**
2. In Profit Builder, check Control Information for each company to insure 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 2012 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 01/01/12 to 12/31/12. 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 01/01/12 to 12/31/12.
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 2012 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**

4 JACKSON, JO	1 Wages, tips, other comp	32,677.17	2 Federal income tax withheld	4,301.66
5 SMITH, DONNA R.	3 Social security wages	34,327.17	4 Social security tax withheld	2,128.35
6 WORTHAM, Gail D.	5 Medicare wages and tips	34,327.17	6 Medicare tax withheld	497.85
8 JOHNSON, Laura K.	7 Social security tips	0.00	8 Allocated tips	0.00
10 TERRY, Colleen M.	9 Advance EIC payment	0.00	10 Dependent care benefits	0.00
13 BUBLITZ, TOMMY K.	11 Nonqualified plans	0.00	12 See instructions for box 12	
15 HUDSON, Russell D.	13 Statutory employee	<input type="checkbox"/>	a 0 1,650.00	
16 MALTESE, RYAN A.	Retirement plan	<input checked="" type="checkbox"/>	b 0.00	
17 HAZE, JERRY W.	Third-party sick pay	<input type="checkbox"/>	c 0.00	
	14 Other	0.00	d 0.00	
		0.00		
		0.00		

**d Employee's social security number**  
123-45-6789

**e Employee's name (first, middle, last, suffix)**  
JO JACKSON

2066 Cox Ferry Rd.  
ATLANTA GA 30319

**f Employee's address and ZIP code**

15 State Employer's ID	16 St. wages, tips	17 State income tax	18 Local wages	19 Local income tax	20 Locality name
GA 64-0534908	32,677.17	831.12	0.00	0.00	
	0.00	0.00	0.00	0.00	

**No 401k included here.**

**401k does this.**

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.

- 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.
- To remove an employee who is not to receive a W-2, highlight the employee name and click Delete.
- You may now exit the Year-End program. Your W-2s and all edits you have made will be saved.
- 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.

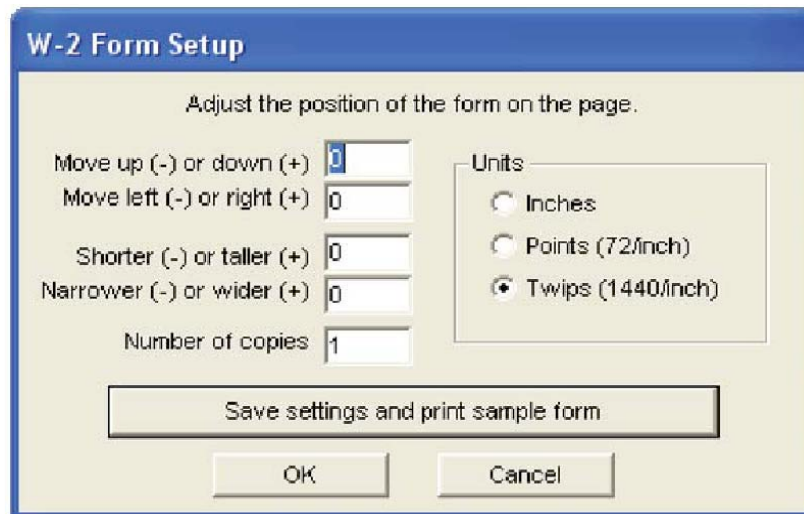
When you are ready to print, you must first print a trial copy, make any adjustments, and then print the final copies of the forms.

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

1. With plain paper in the printer, 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 title bar is blue with the text "W-2 Form Setup" in white. The main area has a light beige background. At the top, it says "Adjust the position of the form on the page." Below this, there are five input fields with labels: "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 (1440/inch)" option is selected. At the bottom, there 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.

**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 DISK FOR W-2s

If you are required to file your W-2s with the Social Security Administration on Magnetic Media you can create the disk 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 disk file: last name, first name, middle initial and suffix (if any). Before you create the disk, 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 Create File button on the Print W-2s window. The screen shown below is displayed.
3. Have a blank, formatted diskette ready.
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 and then transfer it to the disk in the drive.

**W-2 Reporting on Diskette**

You are required to file W-2s on magnetic media (diskette) 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.

☐ Include state information for:

☒ 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 TLON 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 disk before you submit it. You can download it from the Web. Go to [www.ssa.gov](http://www.ssa.gov) and search for "AccuWage" for the 2012 tax year.

## **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 2012
- 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 2012
- 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.



If your Gross FUTA tax EXCEEDS the Maximum Credit allowed then you must run the report once and see what the total tax due would be and then re-run the report changing the 4<sup>th</sup> quarter amount to add the additional tax due. This would give you a 940 that has Part II showing all deposited tax and Part III 4<sup>th</sup> quarter showing the correct submitted amount.

#### □ **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 2012. 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 insure 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 insure 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 2012. 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 2013 and rolled 2012 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

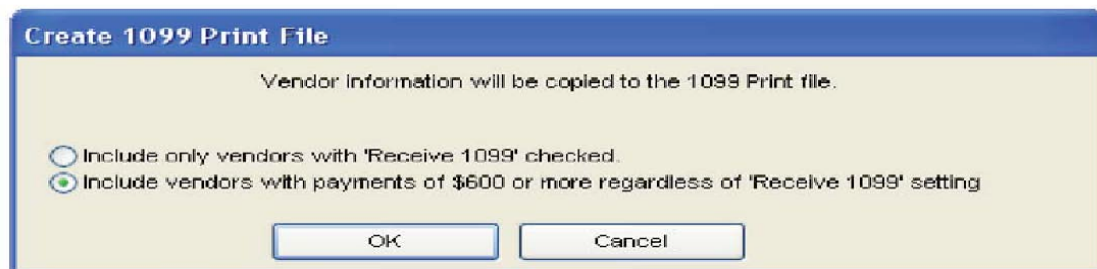
their vendor records. You may use the scroll bar to scan the contents of the file. Additions or changes can be made to any of the fields displayed. The information shown in this edit window is exactly what will be printed on the 1099 form. Vendors with amounts totaling less than \$600 in Boxes 1, 3, 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 2012.
- 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.

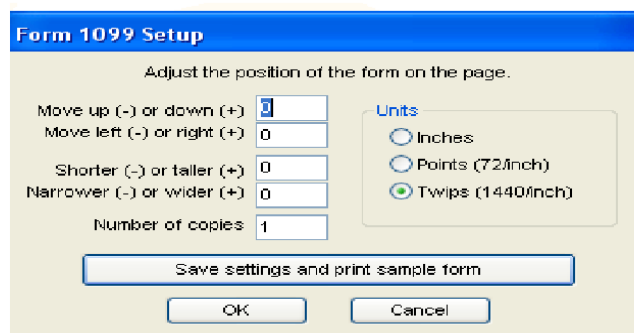
#### **2. To Print the actual 1099 forms:**

- 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 disk using the 1099s function on the Year-End, Accounts Payable Reports menu. Follow these steps:

- a. Select the vendors, and then click the Create Disk button on the Print 1099s window. The screen shown below is displayed.
- b. Have a blank, formatted diskette ready.
- c. Complete the entries on the "1099s on Diskette" window and then click OK. The program will create the 1099 file and then transfer it to the disk in the drive.



The image shows a dialog box titled "Form 1099 Setup". Below the title bar, it says "Adjust the position of the form on the page." There are five input fields on the left: "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. On the right, there is a "Units" section with three radio buttons: "Inches", "Points (72/inch)", and "Twips (1440/inch)". The "Twips" option is selected. At the bottom, there is a button labeled "Save settings and print sample form", and below that are "OK" and "Cancel" buttons.

### ❑ 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 disk. Label the backup "12/31/2012 Post-Reporting Tax Backup" and store it in a safe place.

## **PB YEAR END 2012 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 2013?**

No, you can run Year End at anytime regardless of 2013 payroll.

### **3. Do I have to do any W-2 prep before my first payroll of 2013?**

Before running your 2013 payroll you must download the Year End Update and enter your unemployment rate for your state. You must also enter the new cutoff for 401k in all the Additional Deduction/Pay records. Take note that there is a different cutoff for employees over 50. All other W2 procedures can be done when time permits.

### **4. Is the 2012 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 2013?**

It is highly recommended that you download the Year End Update before running your first 2013 payroll. If you do not, your payroll will not reflect the new Social Security withholding rates. Also, if you do not update your unemployment rates and cutoffs 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 diskette or electronic filing instead of paper forms.

(<http://www.ssa.gov/sf/w2/Library/QandA.html>)

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

**PAYROLL:** Install Year End before your first payroll of 2013. Year End enables you to:

- Withhold the correct amount of Social Security and Federal Income Tax in 2013
- Withhold the correct amount of State Income Tax in 2013
- Run 941 Tax Report. This report is due 1/15/2013
- Produce W-2's for your employees, which must be distributed by 1/31/2013

**ACCOUNT PAYABLES:** Run Year End following your last Account Payables checks for 2012.

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

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

**9. I just ran my first 2013 AP check. Why is my computer taking so long to move forward?**

When you run your initial AP check the system rolls the vendor totals into 2012. 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 2013. They are date sensitive.

**11. My state is increasing income tax but you list it as no 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 2013. The 1099's will be populated for 2012 and can be edited. You should have printed these reports prior to starting 2013.

**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 drive in which your PB folder is stored.
- 3.) Copy the folder into a removable disk.
- 4.) Insert disk in to new computer and copy folder to your C:/ drive.

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

- 1.) Insert your removable drive (either a zip or USB). Make sure you are not in PB.
- 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.

**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 9.5**

Go to the menu in PB Help > About Profit Builder. A screen will appear stating the date of your current version. You must have a date of 1/01/2013 or later.



## **Enhancement List**

CDCI has programmed a number of enhancements at your request:

### **1. Pro Rata Payroll Employer Contribution**

This new deduction allows you to spread an item paid by the employer (such as health insurance) to all lines on the timecard including lines without jobs. The amounts are based on percentage of hours for each line.

### **2. 401k Variable Limit**

With the over 50 catchup contribution allowed by congress, we no longer program control the cutoff for the 401k contribution. The operator can specify the cutoff for each deduction regardless of the limits show in the Federal Tax screen (these are the limits currently specified by law). We show them so you can decide who is eligible for the larger cutoff.

### **3. Vendor Address Displayed at Invoice Entry**

When the operator is entering invoices, the program will now display the street address of the vendor. This way, the address on file can be checked against the address shown on the invoice.

### **4. Insurance Management System**

A new screen has been added to aid in the management of workers compensation and general liability insurance. The screen displays all subcontract vendors and allows the operator to tag those who must submit insurance certificates. The screen can then be sorted by expiration dates to easily see who has no certificate as well as expired and expiring soon certificates. There is an action box next to each subcontractor. An email, fax or paper request can be sent to the subs checked for action. The operator can edit the letters of request.

### **5. Labor Utilization Report**

A client had this custom report programmed and it is available to all clients. The report is required for projects that have Federal government funding. The report is driven by craft and shows how many hours and workers by minority work each day of the week as tradesmen (crafts) both journeymen and apprentice. It is a complex report to prepare by hand. Generally, if you are required to submit Certified Payroll, you are also required to submit this report as well. Let us know if this is a report you can use.

## 1. Pro Rata Payroll Employer Contribution

Payroll / Add Edit / Added Pay/Deduction

**Addition Deduction/Pay**

Code: HEALTH Name: Co Paid Employee Health Ins Premium

Setup: Limits | Advanced

Function: Employer's contribution

Frequency: Every period

Method: Flat amount Amount: \$50.00 ☐ Ask ☒ Pro Rata

Taxable: ☐ Estimated annual pay: \$0.00

Cutoff: \$0.00 reset every period

Credit account: 21576 Health Insurance Payable

Debit account: 41165 Field Employee Health Ins

Box to print in on W-2: 0

IRS code for W-2 box:

☒ Print on Certified Payroll Report

Save Cancel Delete Exit

**May charge to a specific job class on this tab.**

This will spread \$50 among timecard lines based on percentage of hours on the timecard. The charge (debit) will be to the timecard GL and also to the job/cat if present. The operator may specify the 'Charge to' class on the limits tab.

## 2. 401k Variable Limit

Payroll / Add Edit / Added Pay/Deduction

**Addition Deduction/Pay**

Code: 401K53      Name: 401K Withholding- Over 50

Setup | Limits | Advanced

Function: 401(k) withholding  
 Frequency: Every period  
 Method: Percentage      Amount: 6.00%      ☐ Ask  
 Taxable: ☒      Estimated annual pay: \$0.00  
 Cutoff: \$23,000.00      reset every year  
 Credit account: 0  
 Debit account:   
 Box to print in on W-2:   
 IRS code for W-2 box:   
☒ Print on Certified Payroll Report

**Operator specifies the cutoff- here it is for employees over 50 yrs old.**

Save      Cancel      Delete      Exit

The program does not cap the contribution unless the operator enters the cutoff amounts.

All 401k deductions on file should be checked for appropriate cutoffs.

### 3. Vendor Address Displayed at Invoice Entry

AP / Add Edit / Invoices and Credit Memos

<input type="checkbox"/> Invoice from PO or Subcontract		Amount		<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Apply Payments"/> <input type="button" value="Exit"/> <input type="button" value="Calculator"/>
Vendor	CDCI Construction Data Control, LLC 6755 Peachtree Industrial Blvd.	Adjustment		
PO Number		Adjusted Gross		
Invoice number		Retainage	(%)	
Description		Net amount		
Invoice		Gross amount		
Posting mo/yr		Discount	(%)	
Discount expires		Adjusted Net		
Due date		Payments		
		Unpaid balance		

**Vendor's street address is now displayed.**

☒ Invoice  
☐ Credit Memo  
☐ Hold invoice

## 4. Insurance Management System

AP / Add Edit / Insurance

**AP Insurance**

Click on a heading to sort

Vendor	Name	Phone 1	Fax	Email	W/C reqd	WC Expires	Liab Reqd	Liab Expires	Action
PETERS	Peterson's Squeegee Pros. In	(502) 639-3061	(502) 244-9705	john@cdci.com	<input checked="" type="checkbox"/>	9/4/2013	<input checked="" type="checkbox"/>	3/5/2013	<input type="checkbox"/>
GUTTER	Gutter Helmet of Louisville	(502) 671-6949	(502) 671-7038	john@cdci.com	<input checked="" type="checkbox"/>	3/31/2013	<input checked="" type="checkbox"/>	3/31/2013	<input type="checkbox"/>
AFFEXT	Affordable Exteriors	(502) 479-6000	(502) 479-6015	john@cdci.com	<input checked="" type="checkbox"/>	2/19/2013	<input checked="" type="checkbox"/>	2/19/2013	<input type="checkbox"/>
SEAL	Seal Tek of Louisville, LLC		(502) 243-1328	john@cdci.com	<input checked="" type="checkbox"/>	2/16/2013	<input checked="" type="checkbox"/>	2/17/2013	<input type="checkbox"/>
RUTLED	Rutledge Environmental	(502) 241-4100		john@cdci.com	<input checked="" type="checkbox"/>	2/3/2013	<input checked="" type="checkbox"/>	6/1/2013	<input type="checkbox"/>
SCHULT	Stanley Schultze & Co., Inc.	(502) 585-4256		john@cdci.com	<input checked="" type="checkbox"/>	1/1/2013	<input checked="" type="checkbox"/>	1/1/2013	<input checked="" type="checkbox"/>
ARQUAL	A&R Quality Cabinets	(502) 459-9581	(502) 459-9867	john@cdci.com	<input checked="" type="checkbox"/>	1/1/2013	<input checked="" type="checkbox"/>	8/15/2012	<input checked="" type="checkbox"/>
BURK	The Burkhardt Company	(502) 587-1538		support@cdci.com	<input checked="" type="checkbox"/>	1/1/2013	<input checked="" type="checkbox"/>	3/31/2013	<input checked="" type="checkbox"/>
BMTILE	B & M Tile Inc	(502) 523-8195		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input checked="" type="checkbox"/>	9/23/2012	<input type="checkbox"/>
SKID	Skidmore Insulation Corp.	(502) 267-0080		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input checked="" type="checkbox"/>	10/1/2012	<input type="checkbox"/>
FWEIRD	Frank Weird	(502) 543-1412		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input checked="" type="checkbox"/>	2/15/2013	<input type="checkbox"/>
BCC	Bluegrass Concrete Cutting & I	(502) 969-7175	(502) 966-8062	support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input checked="" type="checkbox"/>	2/8/2013	<input type="checkbox"/>
VITTC	Vittitow Cabinets Shop Inc.	(502) 244-2913	(502) 244-2914	support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input checked="" type="checkbox"/>	8/9/2012	<input type="checkbox"/>
WEBB	Guy Webb & Son, Inc.	(502) 969-4239		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input checked="" type="checkbox"/>	6/30/2012	<input type="checkbox"/>
AUTOMA	Automatic Air	(502) 583-1759	(502) 581-0488	support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	12/31/2012	<input type="checkbox"/>
KENTUC	Lay's Custom Stone Inc.	(502) 261-9899		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	1/4/2013	<input type="checkbox"/>
SCHNUR	Julis Schnur & Sons	(502) 585-2967		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	10/26/2012	<input type="checkbox"/>
VITT	Vittitow Basement Walls Inc.	(800) 928-2255		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	4/2/2012	<input type="checkbox"/>
SUPERF	Superior Flatwork, LLC.	(502) 817-0532	(502) 255-0318	support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	2/25/2012	<input type="checkbox"/>
BLACKB	Blackburn & Davis, Inc.	(502) 893-5524		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	12/31/2012	<input type="checkbox"/>
SHULTH	Shulthess Trenching & Excave	(502) 969-3991		support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	6/6/2012	<input type="checkbox"/>
FINLEY	Kevin Finley			support@cdci.com	<input checked="" type="checkbox"/>	12/31/2012	<input type="checkbox"/>	5/13/2012	<input type="checkbox"/>

Decide who is required to carry insurance.

These 3 will have a note emailed to them requesting that renewal certificates be submitted as soon as the 'Process' button is clicked.

eMail  to selected vendors Process Save Cancel Preview Print

☐ InsExpired.txt  
☒ InsRenewal.txt  
☐ InsRequest.txt

Click on any column to sort. Click again to reverse the sort order.

Save, then print and the sort order as shown will print.

The 3 letters are contained in the PB\Reports folder and may be edited and saved as a text file. You may add as many letters of your own as you wish as long as they begin Ins. No quotes are allowed in the letter and it is limited to 32 lines.

### 3 Actions are available: Print, email and Fax:

The letter is modified to add your company name / address as well as the vendor's. When printed, it will fit a double window envelope.

For the email function, it is sent as an attachment. If your computer gives an error when attempting to email, you may not have an email client attached. Windows 7 has Windows Live Mail that you can configure to send the emails (helps to have a Microsoft email address – [you@live.com](mailto:you@live.com)). Start it up and put it in the background to be most effective.

For the fax function, you need a phone line connected and a fax program running. Try Windows 7 Windows Fax and Scan. You may need to have your technician assist you.

Example - InsRequest.txt

## **Your Company**

Benton, MA 01198  
4232 Ariel Rd.

Phone (978) 356-7958 Fax (978) 356-1499

**Brinks Technology Inc**  
2820 Main St  
Framingham, MA 09956

Gentlemen:

We require all of our subcontractors to carry Workers' Compensation Insurance and General Liability Insurance. Please ask your insurance broker to mail or fax certificates for both which clearly show policy expiration and coverage.

If you are unable to furnish these within 3 business days, please call the bookkeeping department here at our firm. Failure to furnish the certificates will result in withholding payments to you.

Thank you for your prompt attention to this matter.

### **5. Labor Utilization Report**

If you are running Certified Payroll, you have access to this report. It does require that you have crafts on file and are using them in the timecard entry process.

To have the report subtotal properly, you must add a number to the craft description which groups crafts for subtotaling.

The 'Local' area is determined when the employee city and state match the job city and state. The report seeks numbers of hours that 'locals' work on the project.

This is a sample of the report that is produced:



Company 1

## Payroll Monthly Minority Hours Report

For the month of September, 2012

Contract No Bldg Permit in JC  
Job 8110 - Geoffrey Advanced High School  
From to

Craft	Total		African American		Hispanic		American Indian		Asian American		Minority % of Hours		Number of Employees				Local Resident Hours
	M	F	M	F	M	F	M	F	M	F	M	F	Total	F	Minority	F	
MAS - 1 MASON	529	32	0	0	0	32	0	0	0	0	0%	100%	8	1	0	1	395
Total	529	32	0	0	0	32	0	0	0	0			9	1			
APM7 - 2 APP MASON 90%	51	0	0	0	0	0	0	0	0	0	0%	0%	1	0	0	0	0
APM8 - 2 APP MASON 85%	41	0	0	0	41	0	0	0	0	0	100%	0%	1	0	1	0	41
Total	92	0	0	0	41	0	0	0	0	0			2	0			
LAB - 3 LABORER	495	50	0	0	90	50	0	0	0	0	18%	100%	10	1	2		223
Total	495	50	0	0	90	50	0	0	0	0			10	1			
APL1 - 4 APPLABOR 80%	43	0	0	0	0	0	0	0	0	0	0%	0%	1	0	0	0	0
Total	43	0	0	0	0	0	0	0	0	0			1	0			
Total Hours	1159	82	0	0	131	82	0	0	0	0			22	2	3	2	659

Apprentices are subtalled because they both start with 2

City of "Apple"

	African American		Hispanic		American Indian		Asian American	
	M	F	M	F	M	F	M	F
Craft Workers	0	0	2	2	0	0	0	0
Apprentices	0	0	1	0	0	0	0	0
Total Workers	0	0	3	2	0	0	0	0

APPLE Employees 12  
Total Employees 24

Prepared by \_\_\_\_\_ Date \_\_\_\_\_ Payroll Attached \_\_\_\_\_ Yes \_\_\_\_\_ No  
Reviewed by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Status \_\_\_\_\_

\*END OF DOCUMENT\*