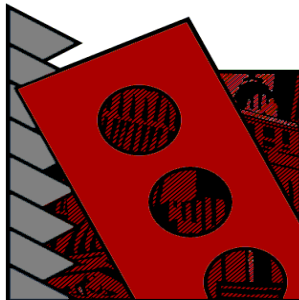


# CDCI

# Profit Builder<sup>TM</sup>



## Year End 2017



December 31, 2017



# Table of Contents

Year End Overview	3
Load Year End Programs	4
Unemployment Tax Cutoff Changes	6
Federal & State Income Tax Changes	9
2017 Payrolls and 2017 Bonus Pay	10
Pre W2 and Reporting Backup	11
Create W-2's Master File	13
Printing the W-2s	14
Magnetic Media Filing for W-2s	16
Magnetic Media For State W-2s	17
Print 940 and 941 Tax Reports	18
AP Vendor Reports & 1099 Master File	19
Rebuild 1099 File	21
Print 1099s	21
Magnetic Media Filing for 1099s	23
Make a Post-Reporting Backup	24
FAQ's	25
Enhancements and Repairs	28

## YEAR-END OVERVIEW

This is a very unusual year end. During the 3<sup>rd</sup> week in December of 2017, the president signed the Tax Cuts and Jobs Act of 2017. The new law goes into effect February 1<sup>st</sup>. Therefore, the IRS has stated that all checks issued in January shall use withholding tables unchanged from 2017. In February the new Tax Act tables will be used and are already programmed into the Profit Builder program.

The IRS has decided it will not require a new W-4 to be filled out by all employees which would have identified the number of qualified children per taxpayer to calculate the child tax credit. Since there is currently no provision to recognize this credit, employees will get a pleasant surprise in 2019 when they figure their taxes – their taxes will be reduced by \$2,000 per qualified child. IRS may yet adjust the tables from the Tax Act so that the child credit is accommodated. If they do, CDCI will provide a mid-January tax update.

This booklet provides step-by-step instructions for loading the Tax Reporting Year End 2017 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. The year end programs also contain enhancements and repairs.

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 February 2018 date (all payroll through January, 2018 will continue to use the 2017 tables). New Federal Income tax tables being sent in this update are those to be used in February 2018.
- Load the year end tax reporting program used to produce 2017 W-2s and 1099s (PBYE.exe)
- Allow you to run AP and payroll checks in 2018 before you print 2017 W-2s or 1099s
- Contain new state income tax tables for states that released their 2018 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 December 19th.

**CAUTION: Do not delete any employee records or ADP's used in 2017!**

## 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 2017 program
- II. Calculate any payrolls in January 2018
- III. Calculate any Bonuses due in 2017 – Check date must be in 2017!

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

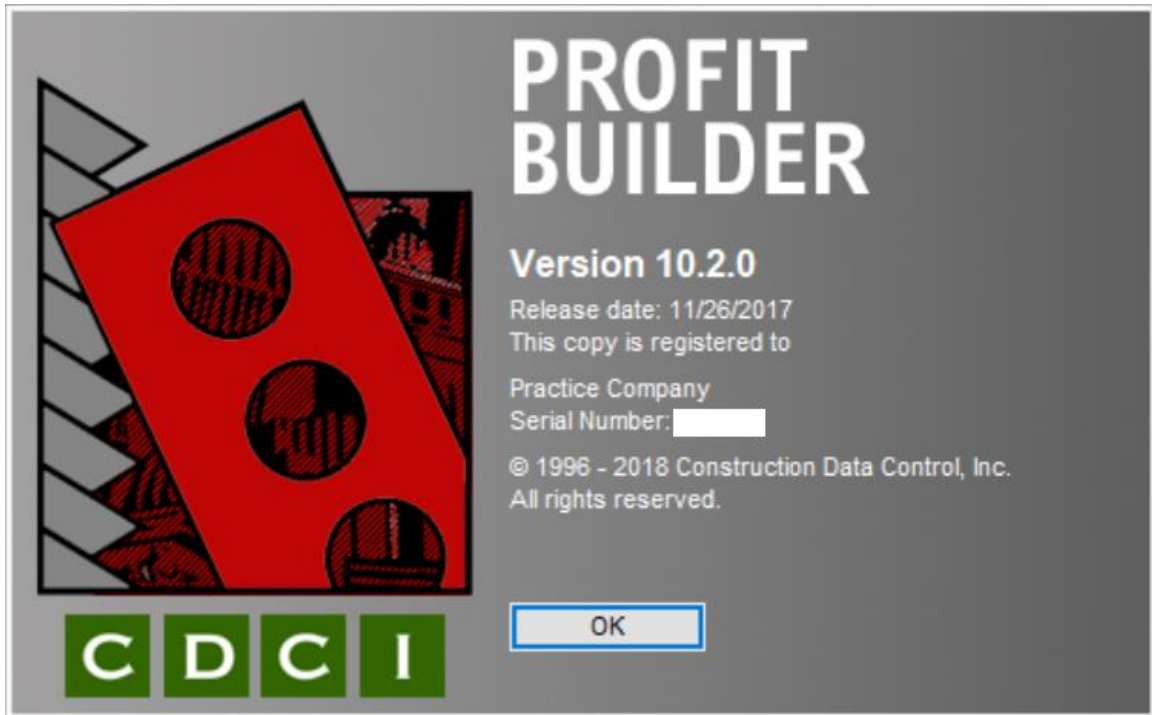
- IV. Complete a Pre-reporting Backup
- V. Perform Payroll Year End (W-2s)
- VI. Process Accounts Payable Year End (1099s)
- VII. Post-reporting Backup

### ☐ I. **Install the Year End 2017 Program**

Before you can begin to perform your first 2018 payroll in February or perform year end reporting (W2s, etc.), you must install the 2017 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/ye2017.exe](http://www.cdci.com/download/ye2017.exe)**
- Click on Save as and complete the download by saving it to your desktop (Please Note! The file is “Safe”, so should a security warning appear, 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 Profit Builder as you normally would – A short conversion will take place.  
Please be patient.

- Go to Help / About Profit Builder and you should see a screen showing a version of 10.2 and a release date of 11/26/2017:



- Go to the Modules menu and select Year End
- You will now be forwarded to the Year End section of Profit Builder.
- To access this Year End documentation you are now reading, select the Help Menu. The documentation has been loaded there for easy access.

You have now installed the 2017 Year End Update and can run 2018 payrolls.

## UNEMPLOYMENT TAX CUTOFF CHANGES

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

You should continue to check with your state for updates on changes to unemployment rates in 2018. **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  
Employer rate: 0.0000% Cutoff: \$0.00  
SDI GL Account: 0  
☒ 401(k) is exempt from SDI

OK Cancel Exit

## State Unemployment Tax – Maximum Taxable Wages

<b>STATE</b>	<b>2018 State Cutoff – Enter this for your state</b>	<b>Your State Unemployment Rate</b>	<b>2018 Federal Unemployment Rate (\$7,000 cutoff)</b>
Alabama	\$8,000		std .6%
<b>Alaska</b>	<b>39,500</b>		std .6%
Arizona	7,000		std .6%
<b>Arkansas</b>	<b>10,000</b>		std .6%
California	7,000		<b>2.1%</b>
<b>Colorado</b>	<b>12,600</b>		std .6%
Connecticut	15,000		std .6%
<b>Delaware</b>	<b>16,500</b>		std .6%
DC	9,000		std .6%
Florida	7,000		std .6%
Georgia	9,500		std .6%
<b>Hawaii</b>	<b>45,900</b>		std .6%
<b>Idaho</b>	<b>38,200</b>		std .6%
Illinois	12,960		std .6%
Indiana	9,500		std .6%
<b>Iowa</b>	<b>29,900</b>		std .6%
Kansas	14,000		std .6%
Kentucky	10,200		std .6%
Louisiana	7,700		std .6%
Maine	12,000		std .6%
Maryland	8,500		std .6%
Massachusetts	15,000		std .6%
Michigan	9,000		std .6%
<b>Minnesota</b>	<b>31,000</b>		std .6%
Mississippi	14,000		std .6%
<b>Missouri</b>	<b>12,500</b>		std .6%
<b>Montana</b>	<b>32,000</b>		std .6%
Nebraska	9,000		std .6%
<b>Nevada</b>	<b>30,500</b>		std .6%

### **NOTE:**

**Do not enter the last column, 2018 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 shown at the left and your company's state unemployment rate (**bold cutoff indicates a change from last year**) as shown in the screen at the left.

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

Profit Builder calculates FUT automatically for 2018 at the rate shown on this table. No entry is required by you. If you are in California, this penalty rate is used to calculate your 2018 FUT.

<b><u>STATE</u></b>	<b>2018 State Cutoff – Enter this for your state</b>		<b>2018 Federal Unemployment Rate (\$7,000 cutoff)</b>
New Hampshire	14,000		std .6%
<b>New Jersey</b>	<b>33,700</b>		std .6%
<b>New Mexico</b>	<b>24,200</b>		std .6%
<b>New York</b>	<b>11,100</b>		std .6%
<b>North Carolina</b>	<b>23,500</b>		std .6%
<b>North Dakota</b>	<b>35,500</b>		std .6%
<b>Ohio</b>	<b>9,500</b>		std .6%
<b>Oklahoma</b>	<b>17,600</b>		std .6%
<b>Oregon</b>	<b>36,300</b>		std .6%
<b>Pennsylvania</b>	<b>10,000</b>		std .6%
Puerto Rico	7,000		std .6%
<b>Rhode Island</b>	<b>23,000</b>		std .6%
South Carolina	14,000		std .6%
South Dakota	15,000		std .6%
<b>Tennessee</b>	<b>7,000</b>		std .6%
Texas	9,000		std .6%
<b>Utah</b>	<b>34,300</b>		std .6%
<b>Vermont</b>	<b>17,600</b>		std .6%
<b>Virgin Islands</b>	<b>23,500</b>		std .6%
Virginia	8,000		std .6%
<b>Washington</b>	<b>47,300</b>		std .6%
West Virginia	12,000		std .6%
Wisconsin	14,000		std .6%
<b>Wyoming</b>	<b>24,700</b>		std .6%



## FEDERAL & STATE INCOME TAX CHANGES

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

### Federal changes for 2018:

1. The upper limit of 401 (k) is at \$18,500. 401 (k) Limit for over 50 yrs old, is at \$24,500.
2. The upper limit of Social Security (FICA) withholding changes to \$128,400. The rates are 6.2 % employee and 6.2% employer.
3. Medicare of 1.45% still is applied to wages without any upper wage limit. The .9% surcharge remains in place as partial funding for the Affordable Care Act. For married, it applies to wages over \$250,000, for single, wages over \$100,000. This surcharge is to be paid only by the employee; the employer is exempt from it.

### Note:

2018 income tax withholding rates have been updated in our programs for January 2018 as well as for February through December, 2018.

### State Tax Changes for 2018:

The following tax changes have been programmed and will automatically take effect on January 1, 2018. You do not need to make any additional changes for these changes to take effect.

Mid 2017 and 2018 income tax changes in these states: CO, CT, HI, IL, IN, KS, KY, ME, MO, NC, NY, OH.

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).

## 2017 PAYROLLS and BONUS PAY

Once the 2017 Year End Update has been installed you may run a payroll in 2018. Many clients wish to pay bonuses during January, 2018 but have those wages recorded in 2017. To do so, the processing date and the check date for the bonus payroll run must be in 2017. Note that the bonus is in addition to his normal payment. Hourly people must have a timecard with at least a partial hour to calculate a paycheck with the bonus. In order to calculate Bonus Pay with accurate taxation, use the steps below:

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

The screenshot shows the 'Addition Deduction/Pay' window. The 'Setup' tab is selected. The 'Code' field contains 'BON20K' and the 'Name' field contains 'Bonus'. The 'Function' dropdown is set to 'Miscellaneous pay'. The 'Frequency' dropdown is set to 'This period only'. The 'Method' dropdown is set to 'Flat amount'. The 'Amount' field contains '\$20,000.00'. The 'Taxable' checkbox is checked. The 'Estimated annual pay' field contains '\$120,000.00'. The 'Cutoff' field contains '\$0.00'. The 'Credit account' field contains '0'. The 'Debit account' field contains '43105'. The 'Box to print in on W-2' checkbox is unchecked. The 'IRS code for W-2 box' field is empty. The 'Print on Certified Payroll Report' checkbox is checked. A red circle highlights the 'Estimated annual pay' field.

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, 2018.  
1099 reports must be delivered to your vendors no later than January 31, 2018.

#### ☐ 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 19.

## 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:

1. Make sure you have processed your last payroll including bonuses for 2017. **If you have not, you must go back to Profit Builder** to complete your last payroll for 2017 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 2017 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 01/01/17 to 12/31/17. Both the detail and summary versions do not 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 01/01/17 to 12/31/17.
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 2017 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.	2 Federal income tax withheld	
5 SMITH, DONNA R.	32,677.17	4,301.66	
6 WORTHAM, Gail D.	3 Social security wages	4 Social security tax withheld	
8 JOHNSON, Laura K.	34,327.17	2,128.35	
10 TERRY, Colleen M.	5 Medicare wages and tips	6 Medicare tax withheld	
13 BUBLITZ, TOMMY K.	34,327.17	497.85	
15 HUDSON, Russell D.	7 Social security tips	8 Allocated tips	
16 MALTESE, RYAN A.	0.00	0.00	
17 HAZE, JERRY W.	9 Advance EIC payment	10 Dependent care benefits	
	0.00	0.00	
d Employee's social security number	11 Nonqualified plans	12 See Instructions for box 12	
123-45-6789	0.00	a 1,650.00	
e Employee's name (first, middle, last, suffix)	13	b 0.00	
JO JACKSON	Statutory Retirement Third-party	c 0.00	
2066 Cox Ferry Rd.	employee plan sick pay	d 0.00	
ATLANTA GA 30319	14 Other		
f Employee's address and ZIP code	0.00		
15 State Employer's ID	16 St. wages, tips	17 State income tax	18 Local wages
GA 64-0534908	32,677.17	831.12	0.00
	0.00	0.00	0.00
			19 Local income tax
			0.00
			20 Locality name

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.

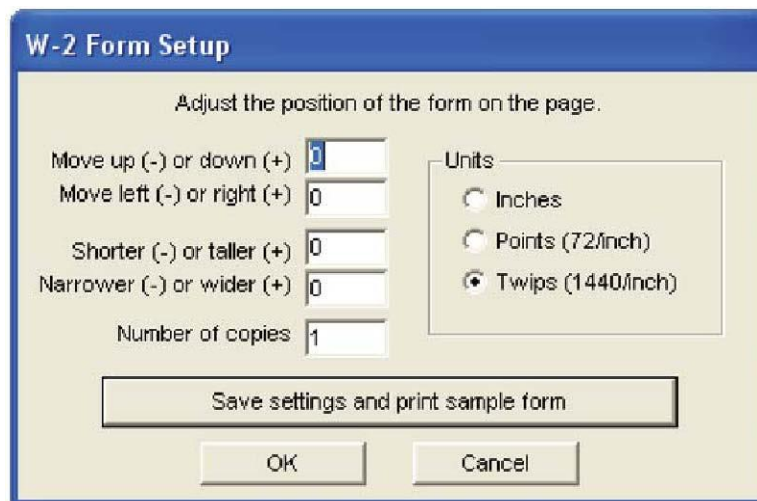
1. Print the State Withholding Report for all employees from PB.
2. Manually replace the first state information with the third state. If the employee worked in four states, enter that on the second line. If not, delete all text for the second state.

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 four input fields: "Move up (-) or down (+)" with a value of 1, "Move left (-) or right (+)" with a value of 0, "Shorter (-) or taller (+)" with a value of 0, and "Narrower (-) or wider (+)" with a value of 0. 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. Below the input fields is a "Number of copies" field with a value of 1. 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.

**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.**

### W3 Printing:

There is a form, 2017 W3 Print Form and Data Color Printer.pdf, which is located in the pb folder. This is an Adobe PDF fill in the blank form that will print a completed W3. This form must be printed on a color printer! If you fail to print this form using a color printer, **the SSA will reject the entire W2 submission.**

## 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: John Jones      PIN code: 1234

Area Code and Phone: (770) 303-1122      Extension:

Contact email: support@cdci.com

Contact Fax: (770) 303-1123

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 2017 tax year.**

### **Filing State W-2s Electronically:**

Use the same procedure as above except check the box to Exclude information for all states except: and enter the state to receive the electronic file. The program will create the W-2 file at the location and with the name you specify.

## 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 2017
- 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 2017
- 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. There is a pdf form that you may fill in that will print the completed 940. The pdf form [2017 940 Print Form and Data.pdf](#) is found in your pb folder.

#### ❑ **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 2017. It is fine if you have already made payments for 2018 to these vendors. 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 of yours 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. AP Add/Edit Insurance and Taxes (optional)**

In the past, it has been difficult to see and change vendors who are to receive a 1099. Instead of going to edit each vendor, you can go to AP Add/Edit Insurance and Taxes and use this edit to put a vendor on the 1099 print list.

Print this list when you finish – this is not available in the reports menu.

This list shows only vendors who are marked as subcontractors:

Accounts Payable Add/Edit

AP Insurance												
Vendor	Name	Phone 1	Fax	E m	WC reqd	WC Expires	Liab Regd	Liab Expires	Action	1099?	Pmts Last Year	Pmts This Year
▶ AFFORD	Affordable Trim		(100) 200-0000		<input type="checkbox"/>	3/22/2016	<input type="checkbox"/>	3/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8827	2792
AJTRIM	Atlanta Jim's Trim	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	2/22/2016	<input type="checkbox"/>	2/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	166406	77081.29
AMDISP	Amazing Disposals	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	1/31/2016	<input type="checkbox"/>	1/31/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	54779.14	31242.58
ANTHON	Anthon Insulation				<input type="checkbox"/>	8/31/2015	<input type="checkbox"/>	8/31/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	85904	0
ARBOR	Arbor Tree Services	(100) 232-0000			<input type="checkbox"/>	6/15/2016	<input type="checkbox"/>	6/15/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	81693.87	58464.95
AREA	Area Cleanup	(100) 232-0000			<input type="checkbox"/>	4/9/2015	<input type="checkbox"/>	4/9/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	46300	0
ARJON	Arbuckle Johnson, LLC				<input type="checkbox"/>	9/1/2015	<input type="checkbox"/>	9/1/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5496.1	2703
ASBEST	Asbestos Remediation, Ilc	(100) 232-0000			<input type="checkbox"/>	2/7/2015	<input type="checkbox"/>	2/13/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300	0
ATLANT	Atlanta Lumber				<input type="checkbox"/>	4/1/2016	<input type="checkbox"/>	4/1/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	137949.85	93313.41
ATLAS	Atlas Chrome, LLC	(100) 232-0000			<input type="checkbox"/>	12/1/2014	<input type="checkbox"/>	12/1/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1748.04	0
BRITE	Brite Sludge Removal	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	2/7/2015	<input type="checkbox"/>	1/31/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
BUILDE	Builders Lumber				<input type="checkbox"/>	4/1/2016	<input type="checkbox"/>	4/1/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
BURTON	Burton Jewelry	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	5/28/2016	<input type="checkbox"/>	5/28/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	32869	555
CANTRE	Cantrest Flooring				<input type="checkbox"/>	6/29/2015	<input type="checkbox"/>	6/29/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	146000	94070
CARE	Adult Care				<input type="checkbox"/>	9/1/2014	<input type="checkbox"/>	9/1/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3150	0
CARTER	Carter Peanut Warehouse	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	9/24/2010	<input type="checkbox"/>	9/16/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
CENTRK	Centennial Trucking, LLC	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	2/23/2015	<input type="checkbox"/>	2/23/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5130	0
CENTUR	Century Hardware Company	(100) 232-0000	(100) 200-0000		<input type="checkbox"/>	1/1/2016	<input type="checkbox"/>	1/1/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	41299.74
CLOSET	Closet and Container Corp	(100) 232-0000			<input type="checkbox"/>	10/1/2015	<input type="checkbox"/>	10/1/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
COOK	Cook Pest Control				<input type="checkbox"/>	2/7/2015	<input type="checkbox"/>	1/31/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	725

### 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 2018 and rolled 2017 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.

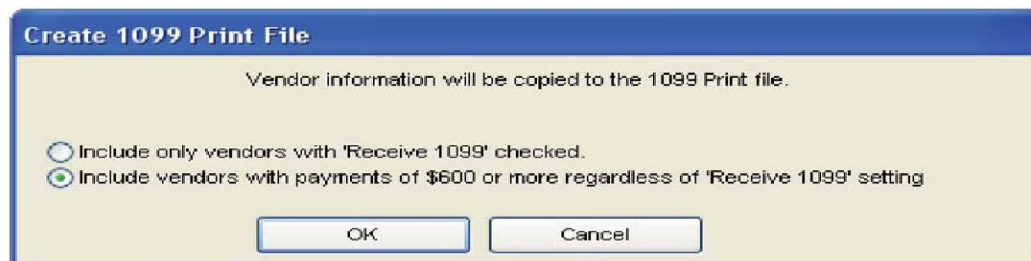
3. After you get the "File Successfully Created" message, reselect 1099s from the Add/Edit menu. If you do not receive this message, you do not have any vendors selected to receive 1099s in Profit Builder. You must log out of the Year end program and log into Profit Builder to mark vendors eligible to 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 2017.
- 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.

### 1096 Summary Printing:

There is a form, 2017 1096 Print Form and Data Color Printer.pdf, which is located in the pb folder. This is an Adobe PDF fill in the blank form for you to fill in that will print a completed 1096. This form must be printed on a color printer! If you fail to print this form using a color printer, **the SSA will reject the entire W2 submission.**

### 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.

**1099s Electronic Filing**

You are required to file 1099s electronically if you are submitting more than 250 1099 forms this year. The following information is required to complete the filing:

Transmitter Control Code   Optional replacement code supplied by IRS

Your name

Person for IRS to contact in case of problems.

Area code, phone, extension

☐ Final year. This company will not file 1099s next year.

☐ This is a original file, the first time this information has been submitted to the IRS.

☐ This is a replacement file for an original that was incorrect.  
Enter the ORIGINAL filename supplied by the IRS. Example: 12345P01.DAT

☒ This is a correction of information already accepted by the IRS.

OK Cancel

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.**

## IMPORTANT:

### ☐ **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 “12/31/2017 Post-Reporting Tax Backup” and store it in a safe place.



## **PB YEAR END 2017 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 2018?**

No, you can run Year End at any time regardless of 2018 payroll.

### **3. Do I have to do any W-2 prep before my first payroll of 2018?**

Before running your 2018 payroll you must download the Year End Update and enter your unemployment rate and cutoff for your state. W2 procedures can be done when time permits.

### **4. Is the 2017 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 2018?**

It is highly recommended that you download the Year End Update before running your first 2018 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 depositing 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 2018. Year End enables you to:

- Withhold the correct amount of Federal Income Tax in 2018
- Withhold the correct amount of State Income Tax in 2018
- Run 941 Tax Report. This report is due 1/15/2018
- Produce W-2's for your employees, which must be distributed by 1/31/2018

**ACCOUNT PAYABLES:** Run Year End in time to prepare 1099s for 2017 which must be distributed by 1/31/2018.

## **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.cdci-supplies.com](http://www.cdci-supplies.com).

## **9. I just ran my first 2018 AP check. Why is my computer taking so long to move forward?**

When you run your initial AP check in 2018, the system rolls the vendor totals into 2017. 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 button, then save and exit.

## **10. Why hasn't my Federal Tax screen changed after installing Year End?**

The Federal Taxes will change when you run your first payroll for 2018. 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 when I ask for 1099 vendors?**

It is empty because you have made a payment in 2018. Ask for the 1099s for 2017 .

## **13. How do I move my data from one computer to a new one?**

Drop us an email at [support@cdci.com](mailto:support@cdci.com). This process can be complex or it can be simple. Our technicians can help.

## **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.

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



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

- 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 the Update?**

Go to the menu in PB Help > About Profit Builder. A screen will appear stating your current version. It should show version 10.2.

## Enhancements and Repairs - 2017

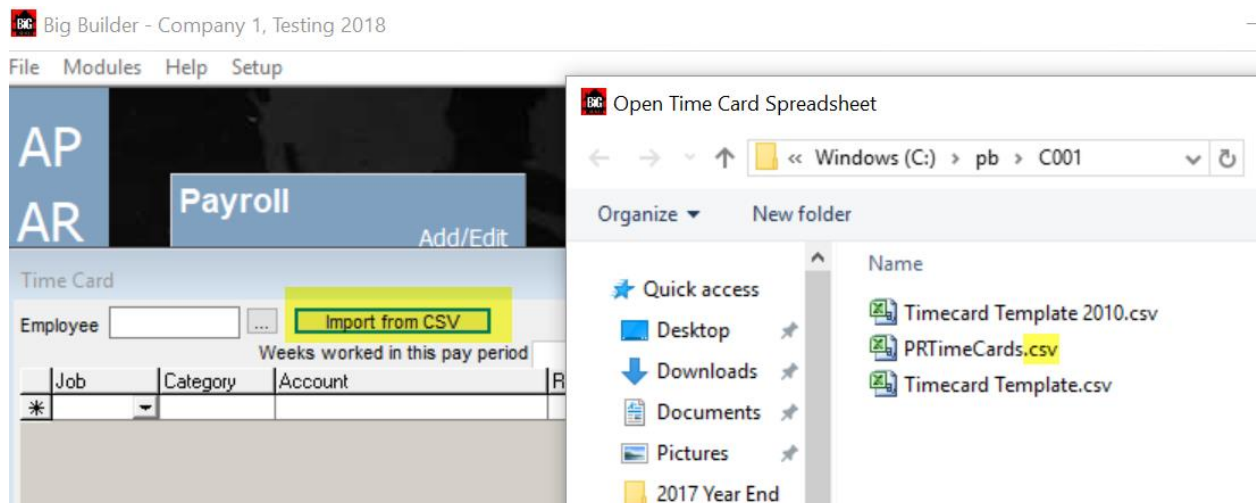
- **Backup and Restore notices**



We have improved the Backup and Restore functions and you will now receive a notification when the Backup and Restore process has been completed. You will have to click OK to proceed.

Preprocessing backups proceed immediately to the process without this message. Full system backups and restores have this message.

- **Import Timecards from CSV Excel files**



As a time saver when entering Timecards, you can now enter information into an Excel Spreadsheet. Then simply go to timecard entry and click the Import from CSV button. This will directly import Timecards from CSV Excel Files.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Employee	Weeks wo	Job	Category	Account	Regular hc	Overtime	Premium I	Description	Craft	Units	Day	State	Local tax	c Pay type
2	2000	1	999999	7500	40600	5	0	0			0	0	MA		
3	2000	1	739	7500	40600	8.5	0	0	R05		0	2	MA		
4	2000	1	739	7500	40600	6	0	0	R05		0	3	MA		
5	2000	1	722	7500	40600	1	0	0	3RF1		0	3	MA		
6	2000	1	739	7500	40600	2	0	0	R05		0	5	MA		
7	2000	1	722	7500	40600	2	0	0	3RF1		0	5	MA		
8	2000	1	739	7500	40600	8.5	0	0	R05		0	6	MA		
9	2007	1	999999	7500	40600	2.5	0.5	0			0	0	MA		
10	2007	1	999998	7500	40600	20.25	0	0			0	0	NH		
11	2007	1	999995	1602	43310	2	1	0	99D		0	0	MA		
12	2007	1	733	7500	40600	9	0	0			0		NH		
13	2007	1	733	7500	40600	6.25	2.75	0			0		NH		
14	2007	1	733	7500	40600	0	8.25	0	TFM4		0	6	NH		
15	2024	1	999999	7500	40600	2	0	0			0	0	MA		
16	2024	1	999995	1602	43310	1.5	0	0	99D		0	0	MA		
17	2024	1	729	7500	40600	8	0	0	M28		0	2	MA		

There is a template shown above, Timecard Template.csv, that is in your PB folder. Use this to setup your regular payrolls. It is then easy to change accounts, jobs, or categories from payroll to payroll using this spreadsheet. There are two rules: all lines for an employee must be kept together and you must save this file as a csv file type.

During import, you may see error messages if you have invalid data in your Excel sheet. Make corrections in the CSV file and re-import. Always print and proof timecards before running your payroll. Lines with bad data may not be imported.

- **Modify paid invoice posts in specified month**

Invoice or Credit Memo

☐ Invoice from PO or Subcontract

Vendor

CDCI

CDCI, LLC

5425 Peachtree Parkway

PO Number

Invoice number

4

Description

CDCI, LLC

Invoice date

11/03/2017

Posting mo/yr

12/2017

Discount expires

11/03/2017

Due date

11/03/2017

Amount

\$10.00

Adjustment

\$0.00

Adjusted Gross

\$10.00

Retainage

0.00%

\$0.00 (%)

Net amount

\$10.00

WC Rate 0.00%

WC amount

\$0.00

GLI Rate 0.00%

GLI amount

\$0.00

Discount

0.00%

\$0.00 (%)

Adjusted Net

\$10.00

Payments

\$10.00

Unpaid balance

\$0.00

Taken

\$0.00

Save

Cancel

Delete

Apply Payments

Exit


☒ Invoice
☐ Credit Memo
☐ Hold invoice


Note

Job	Category	Class	Account	Account Description	Amount	Hold	Payment
			44400	Professional Services	\$10.00	No	\$10.00

When Modifying a Paid Invoice, you can specify the month/year that you wish to post all GL activity. Previously, the program posted payment activity in the month of the original check.

- **Encrypt Bank Account and Social Security numbers**





## Testing 2018

---

**2007**

**John Doe**

100 Main Street

Atlanta, GA 30303

Phone (878) 336-9625	SSN 000-00-9999	Employee type	Var Hourly	EmplClass	Vac Hrs/Yr	0
Pager	Federal Status S	Payrate	36.00	Insur class	Vac Left	50
Mobile	Fed Exemptions 5	Payperiods	52	Sex M	Sick Hrs/Yr	0
State GA	Status Status B (Married F/J Both V	Pers Ex 5	AddlEx 0	Spec Ex 0	Workers Comp	Sick Left
State NH	Status	Pers Ex 0	AddlEx 0	Spec Ex 0	WCGLBR	32
State ME	Status Single	Pers Ex 5	AddlEx 0	Spec Ex 0		

We have Encrypted Social Security Numbers and Employee Bank Information (used for direct deposit) using Rijndael encryption, a superset of AES-256. This made 2 major changes in the payroll system:

1. Reports such as payroll journal and certified payroll show 000-00-1234 for a social security number. Reports such as state unemployment reports, W-2s and 1099s show the full social security number as these reports require the ss numbers to be submitted.
2. The data bases do not show any social security numbers or employee bank information. If your computer is hacked and your data is stolen, no one can access this critical information, it simply shows as blank.

**\*\*CAUTION\*\*** The only file that is valuable to a hacker is the ACH file produced by the Direct Deposit module. Be sure you remove these files (they begin with ACH) from your computer and put them on a thumb drive.

- **Vacation Hrs Print on Timecard Report**

[illegible]

Time Card Report now shows Vacation, Sick and Personal Hours Remaining

- AR Journal ages from system date

**Control Information**

General | Payables | Receivables | General Ledger | Payroll | Purchase Order | System | Transfer

Company: Testing 2018  
 Address: 42 Mitchell Road  
 City: Atlanta St: GA Zip: 30303  
 Email:   
 Phone: (678) 999-8745 Fax:   
 Mobile: Pager:   
 Web page:

Processing date: 9/15/2017  
 Federal Tax ID: 99-555555  
 Corporate State Tax ID: 3333333

**Ages from this date**

**Testing 2018**

**Accounts Receivable Invoices Summary**

Invoice	Description	Inv - Due	Gross	Adjustment	Sales Tax	Net	Payments	Balance due	Days overdue
DFCLK	David Fanderlick Residence								
071417	Storm Repairs	7/17/17 7/27/17	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	50

12/14/2017 8:50am ARJSum.rpt Copyright © 2017 CDCI Page 1 of 1

**No longer ages from the print date**

AR Journal now ages using your System Date (Processing Date)

- PR Timecard Screen Has A Button for Employee Add/Edit

**Time Card**

Employee  Import from CSV

Weeks worked in this pay p

Job	Category	Account
*		

**Employee Setup**

Employee number

Personal | Family | Taxes | Rate/Historical | Added Pay/Deduct | Notes | Performance

First name  Last name

Address

City  State  Zip

Phone  Fax  Pager

e-mail  Cellular

Ctrl-PageUp and Ctrl-PageDown move between tabs.

Save Cancel Delete Exit

**Add/Edit Employees** OK Cancel Delete Exit

There is a new Add/Edit Employee button on the Time Card entry screen which will take you directly to the Employee Setup screen. After exiting the employee screen, you will return to the timecard screen.

- Expanded Trial Balance Worksheet Report

**New format** Trial Balance Report  
For the month of November, 2017

	Balance		Adjustments		Adjusted Balance		Notes
	Debits	Credits	Debit	Credit	Debit	Credit	
45510 Education and Training							
45515 Strategic Planning							
45525 Safety Equipment							
45530 Bank Charges							
45540 Depreciation (SGA)							
45605 Miscellaneous Expense							
45606 Bad Debt Expense							
45609 PROFIT SHARING							

**Old format** Trial Balance Report  
For the month of December, 2017

	Balance		Adjustments		Adjusted Balance	
	Debits	Credits	Debit	Credit	Debit	Credit
44901 Rent-Meredith						
44905 Rent-Magnolia						
45000 OTHER TAXES						
45300 Telephone						

Trial Balance Worksheet Report has been expanded and now includes a field for you to enter notes.

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



www.CDCI.com  
Support@CDCl.com



- Employees Included in the JC Detail report Pick list

**Picklist now includes Employees**

Your Job Cost Detail report Pick List now includes Employees.

- Added an internal note to an AP invoice

Job	Category	Class	Account	Account Description	Amount	Hold	Payment
			44700	Office Expenses	\$190.00	No	



**Testing 2018**

**Accounts Payable Invoices**

**Material Suppliers and Subcontractors**

	Gross	Subtotals
190.00	190.00	
Adjustment 0.00		
<b>Balance Due \$190.00</b>		

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



www.CDCI.com  
Support@CDCl.com

Many times you wish to document a reminder or note to an Invoice, so we have added a new Note field which will enable you to add that note. The note shows on the invoice edit screen and on the AP Journal.

**Other Miscellaneous Items:**

- Excluded Personal, Sick and Vacation pay from Workers Comp Insurance Calculation
- Allowed removal of a paid AP transaction without removing check that may have also been used by other transactions in the batch.

We hope you enjoy these enhancements and look forward to more of your suggestions in the future. Enhancements are selected based on client popularity. Submit your suggestions to [support@cdci.com](mailto:support@cdci.com) any time of the year.

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