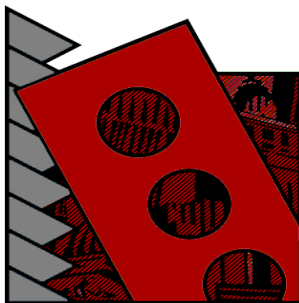


CDCI

Profit BuilderTM Version 10.3



Year End 2018



December 31, 2018



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YEAR-END OVERVIEW

This booklet provides step-by-step instructions for loading the Tax Reporting Year-End 2018 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 program also contains 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 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 2019 date (2018 payroll will continue to use the 2018 tables). Federal Income tax tables being sent in this update are those in force on 12/21/2018.
- Load the year-end tax reporting program used to produce 2018 W-2s and 1099s (PBYE.exe)
- Allow you to run AP and payroll checks in 2019 before you print 2018 W-2s or 1099s
- Contain new state income tax tables for states that released their 2019 tax information prior to December 19TH. 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 2018!

There is a conversion that runs when logging into each company the first time after installing the update. Conversion will take 6 to 10 minutes for each company.

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LOAD YEAR-END & COMPLETE PRE-REPORTING BACKUP

The following checklist offers an overview of the tasks needed to successfully 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 2018 program
- ☐ II. Optionally calculate any payrolls in January 2019
- ☐ III. Calculate any Bonuses due in 2018 – Check date must be in 2018!

Prior to January 31st:

- ☐ 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 2018 Program

Before you can begin to perform your first 2019 payroll or year-end reporting, you must download the 2018 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/ye2018.exe
- Click on SAVE and Complete the download by saving it to your desktop (Please Note! The file is "Safe", so should a security warning appear, you should continue with the download)
- Once the file has been saved to desktop, double click the file's icon and Unzip to the drive and directory where the Profit Builder program resides. Look carefully at the path that is shown. The default selection is C:\PB. Change the drive and/or directory name if your programs are installed on a different drive/directory.
[Attention Network Users: If you are running Profit Builder on a multi-user system, install the year-end update only in the \PB folder in the proper network drive. (NOT drive C).]
- Click the Unzip button. Once the files have unzipped to the proper location, click OK and Close the Installation Program.
- Login to PB as you normally would – A short conversion **may** take place. Please be patient.
- Go to Help / About Profit Builder and you should see a screen showing a version of 10.3 and a release date of December 2018:



- Go to the Modules menu and select Year End
- You will now be forwarded to the Year End section of Profit Builder.
- You may access the Year End documentation once the program is completely installed. In the Year End section of Profit Builder, select the Help Menu. The documentation has been loaded there for easy access.

You have now installed the 2018 Year End Update and can run 2019 payrolls.

UNEMPLOYMENT TAX CUTOFF CHANGES

IMPORTANT NOTICE

You should continue to check with your state for updates on changes to unemployment rates in 2019. **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:
SDI GL Account: 0
☒ 401(k) is exempt from SDI
Employee rate: 0.0000% Cutoff: \$0.00
Employer rate: 0.0000% Cutoff: \$0.00

OK Cancel Exit

State Unemployment Tax – Maximum Taxable Wages

<u>STATE</u>	2019 State Cutoff – Enter this for your state	<u>Your State Unemployment Rate</u>	2019 Federal Unemployment Rate (\$7,000 cutoff)
Alabama	\$8,000		std .6%
Alaska	39,900		std .6%
Arizona	7,000		std .6%
Arkansas	10,000		std .6%
California	7,000		std .6%
Colorado	13,100		std .6%
Connecticut	15,000		std .6%
Delaware	16,500		std .6%
DC	9,000		std .6%
Florida	7,000		std .6%
Georgia	9,500		std .6%
Hawaii	46,900		std .6%
Idaho	38,200		std .6%
Illinois	12,960		std .6%
Indiana	9,500		std .6%
Iowa	30,600		std .6%
Kansas	14,000		std .6%
Kentucky	10,500		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%
Minnesota	34,000		std .6%
Mississippi	14,000		std .6%
Missouri	12,000		std .6%
Montana	33,000		std .6%
Nebraska	9,000		std .6%
Nevada	31,200		std .6%
New Hampshire	14,000		std .6%
New Jersey	34,400		std .6%
New Mexico	24,800		std .6%
New York	11,400		std .6%
North Carolina	24,300		std .6%
North Dakota	36,400		std .6%
Ohio	9,500		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 above.

The standard (std.) Federal Unemployment rate after state filing credit is .6%. No state was delinquent in repaying their federal unemployment advances so there are no penalties when filing the Federal Unemployment report (940).

Profit Builder calculates FUT automatically for 2019 at the rate shown on this table. No entry is required by you.

State Unemployment Tax – Maximum Taxable Wages (cont.)

<u>STATE</u>	<u>2019 State Cutoff – Enter this for your state</u>	<u>Your State Unemployment Rate</u>	<u>2019 Federal Unemployment Rate (\$7,000 cutoff)</u>
Oklahoma	18,100		std .6%
Oregon	40,600		std .6%
Pennsylvania	10,000		std .6%
Puerto Rico	7,000		std .6%
Rhode Island	**22,400		std .6%
South Carolina	14,000		std .6%
South Dakota	15,000		std .6%
Tennessee	8,000		std .6%
Texas	9,000		std .6%
Utah	35,300		std .6%
Vermont	15,600		std .6%
Virgin Islands	23,500		std .6%
Virginia	8,000		std .6%
Washington	49,800		std .6%
West Virginia	12,000		std .6%
Wisconsin	14,000		std .6%
Wyoming	25,400		std .6%

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

FEDERAL & STATE INCOME TAX CHANGES

Automatically Changed by This Update

Federal changes for 2019:

1. The upper limit of 401 (k) is at \$19,000, up from 2018. 401 (k) Over 50 yrs. old, up to \$25,000.
2. The upper limit of Social Security (FICA) withholding changes to \$132,900. 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 for wages over \$200,000 remains in place as partial funding for the Affordable Care Act. This surcharge is to be paid only by the employee; the employer is exempt from it.

Note:

2019 income tax withholding rates have been updated in our programs based on annual tables contained in the IRS publication Circular E 2019.

State Tax Changes for 2019:

The following tax changes have been programmed and will automatically take effect on January 1, 2019. You do not need to make any additional changes for these changes to take effect.

Mid 2018 and 2019 income tax changes in these states: CA, GA, IA, KY, NC, NJ, NM, NY, OH, SC.

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

2018 PAYROLLS and BONUS PAY

☐ II. Optionally calculate any payrolls in January 2019

Once the 2018 Year End Update has been installed you may run a payroll in 2019. Many clients wish to pay bonuses during January 2019 but have those wages recorded in 2018. To do so, the processing date and the check date for the bonus payroll run must be in 2018.

☐ III. Calculate any Bonuses due in 2018–Check date must be in 2018!

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'. Under the 'Setup' tab, the 'Function' is 'Miscellaneous pay', 'Frequency' is 'This period only', 'Method' is 'Flat amount', 'Amount' is '\$20,000.00', 'Taxable' is checked, 'Estimated annual pay' is '\$120,000.00', 'Cutoff' is '\$0.00', 'Credit account' is '0', 'Debit account' is '43105', 'Box to print in on W-2' is empty, 'IRS code for W-2 box' is empty, and 'Print on Certified Payroll Report' is checked. A red circle highlights the 'Estimated annual pay' field.

2. On the Setup tab, select **Misc. Pay** for the function
3. Select **This period only** for the Frequency and **Flat amount** for Method
4. In the Amount fill in the amount of the bonus
5. 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.
6. Enter Debit Account and click Save and Exit
7. 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, 2019.

1099 reports must be delivered to your vendors no later than January 31, 2019.

☐ IV. 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 or Disk:

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 VI**, page 18.

YEAR END PAYROLL REPORTS

☐ V. 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 for 2018. **If you have not, you must go back to Profit Builder** to complete your last payroll for 2018 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 2018 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 01/01/18 to 12/31/18. 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 01/01/18 to 12/31/18.
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 2018 before creating this master file to insure that this information is included on your W-2s.

1. Choose Year End from the last option in the Modules on the main PB menu.
2. Go to **Payroll > Add/Edit > W-2s** and click Copy W-2 Information from Payroll. The program creates a W-2 master database file and displays the W-2 edit window that allows you to review and/or edit the W-2 information.
3. Use the window list in the upper left hand corner of the window to scroll through the list of employees and select the record you wish to review/edit.
Note: The employee name/address fields are restricted to 22 characters in compliance with electronic reporting requirements. You may need to edit these fields just for printing the W-2s.

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

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

- 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 will not 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 Forms Department at 877-931-3982 or at www.cdcisupplies.com

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 below).

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.

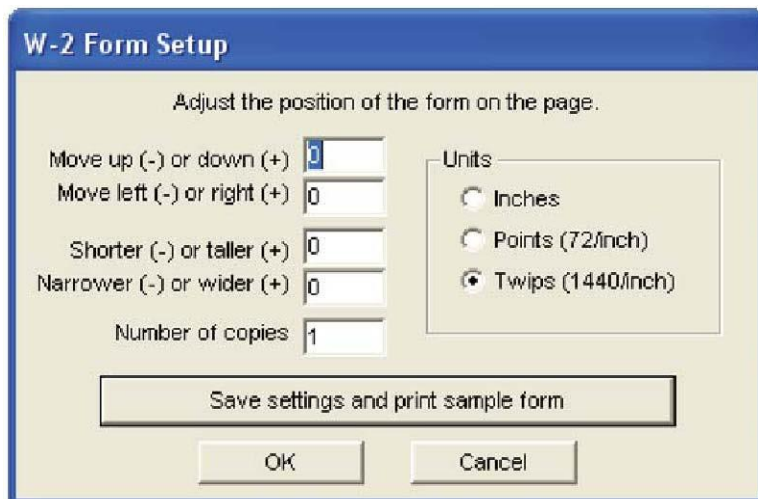
1. Print the State Withholding Report for all employees from PB.
2. Manually replace the first state information with the third state. If the employee worked in four states, enter that on the second line. If not, delete all text for the second state.

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.



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.

To print W-3 form:

There is a form, 2019 W-3 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 2018 tax year.

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



www.CDCI.com
Support@CDCI.com

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 2018
- 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 2018
- 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.

AP Vendor Report and 1099 Master File

❑ VI. Process Accounts Payable Year-End (1099s)

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 llc and 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 2018. It is fine if you have already made payments for 2019 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 Regd	WC Expires	Liab Regd	Liab Expires	Action	1099?	Pmts Last Year
▶ AFFORD	Affordable Trim		(100) 200-0000			3/22/2016		3/22/2016			8827
AJTRIM	Atlanta Jim's Trim	(100) 232-0000	(100) 200-0000			2/22/2016		2/22/2016			166406
AMDISP	Amazing Disposals	(100) 232-0000	(100) 200-0000			1/31/2016		1/31/2016			54779.14
ANTHON	Anthon Insulation					8/31/2015		8/31/2015			85904
ARBOR	Arbor Tree Services	(100) 232-0000				6/15/2016		6/15/2016			81693.87
AREA	Area Cleanup	(100) 232-0000				4/9/2015		4/9/2015			46300
ARJON	Arbuckle Johnson, LLC					9/1/2015		9/1/2015			5496.1
ASBEST	Asbestos Remediation, Ilc	(100) 232-0000				2/7/2015		2/13/2015			2300
ATLANT	Atlanta Lumber					4/1/2016		4/1/2016			137949.85
ATLAS	Atlas Chrome, LLC	(100) 232-0000				12/1/2014		12/1/2015			1748.04
BRITE	Brite Sludge Removal	(100) 232-0000	(100) 200-0000			2/7/2015		1/31/2016			0
BUILDE	Builders Lumber					4/1/2016		4/1/2016			0
BURTON	Burton Jewelry	(100) 232-0000	(100) 200-0000			5/28/2016		5/28/2016			32869
CANTRE	Cantrest Flooring					6/29/2015		6/29/2015			146000
CARE	Adult Care					9/1/2014		9/1/2014			3150
CARTER	Carter Peanut Warehouse	(100) 232-0000	(100) 200-0000			9/24/2010		9/16/2010			0
CENTRK	Centennial Trucking, LLC	(100) 232-0000	(100) 200-0000			2/23/2015		2/23/2015			5130
CENTUR	Century Hardware Company	(100) 232-0000	(100) 200-0000			1/1/2016		1/1/2016			0
CLOSET	Closet and Container Corp	(100) 232-0000				10/1/2015		10/1/2015			0
COOK	Cook Pest Control					2/2/2015		1/31/2016			0

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 you select to receive a 1099 will be copied into this file. 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 both Include vendors with payments of \$600 and Include 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.

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 Forms Department at 877-931-3982 or at www.cdcisupplies.com
- 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 2018.
- 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.

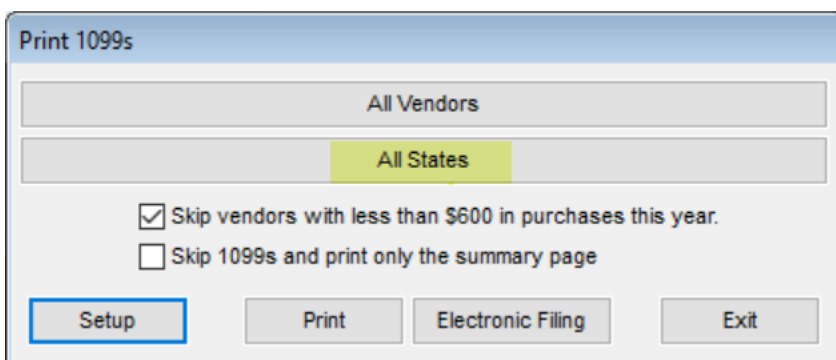
c. If you wish to print multiple copies, you can specify the number of copies on the 1099 Form Setup window. The forms will not print collated. You can also specify multiple copies using the Windows Printer Setup selection from the File Menu. Do it one place or the other, **NOT BOTH!** If you use the 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 – Federal and State

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

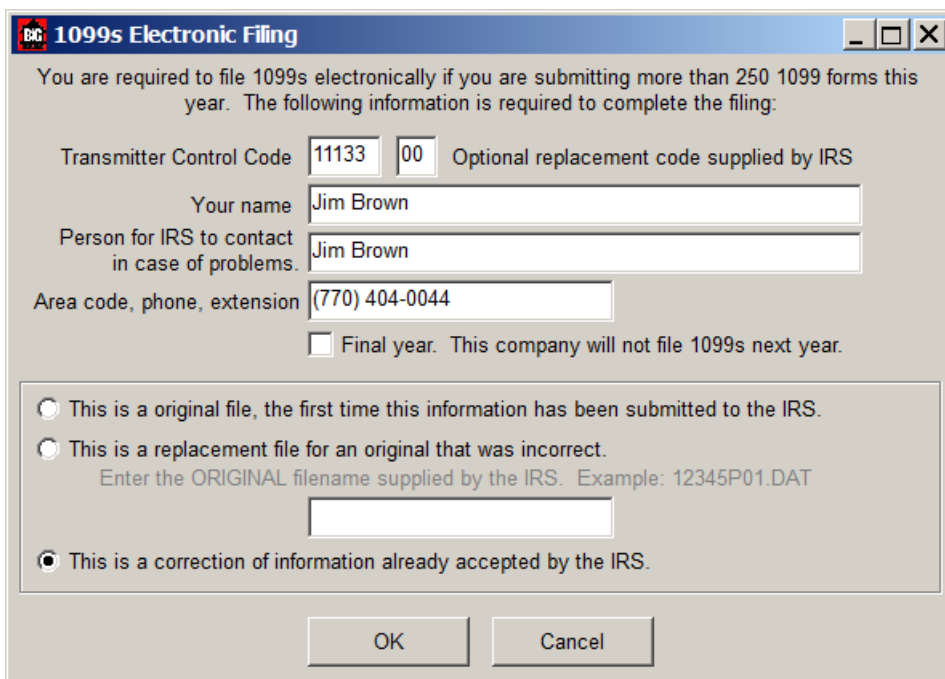
Follow these steps:

- a. Select the vendors and the state to be included. Note that states are listed on the bottom of the 1099. You can edit this using Add/Edit 1099s.



The "Print 1099s" dialog box has a title bar with the text "Print 1099s". It contains two dropdown menus: "All Vendors" and "All States". Below these are two checkboxes: "☒ Skip vendors with less than \$600 in purchases this year." and "☐ Skip 1099s and print only the summary page". At the bottom are four buttons: "Setup", "Print", "Electronic Filing", and "Exit".

- b. Click the Electronic Filing button on the Print 1099s window. The screen show below is displayed complete the entries on the "1099s Electronic Filing" window and the click OK. The program will create the 1099 file and then transfer it to the location you specify.



The "1099s Electronic Filing" dialog box has a title bar with the text "1099s Electronic Filing". It contains a message: "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:". Below this are several input fields: "Transmitter Control Code" with values "11133" and "00", "Optional replacement code supplied by IRS", "Your name" with value "Jim Brown", "Person for IRS to contact in case of problems." with value "Jim Brown", and "Area code, phone, extension" with value "(770) 404-0044". There is a checkbox for "Final year. This company will not file 1099s next year." and a section with three radio buttons: "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", and "This is a correction of information already accepted by the IRS." (which is selected). At the bottom are "OK" and "Cancel" buttons.

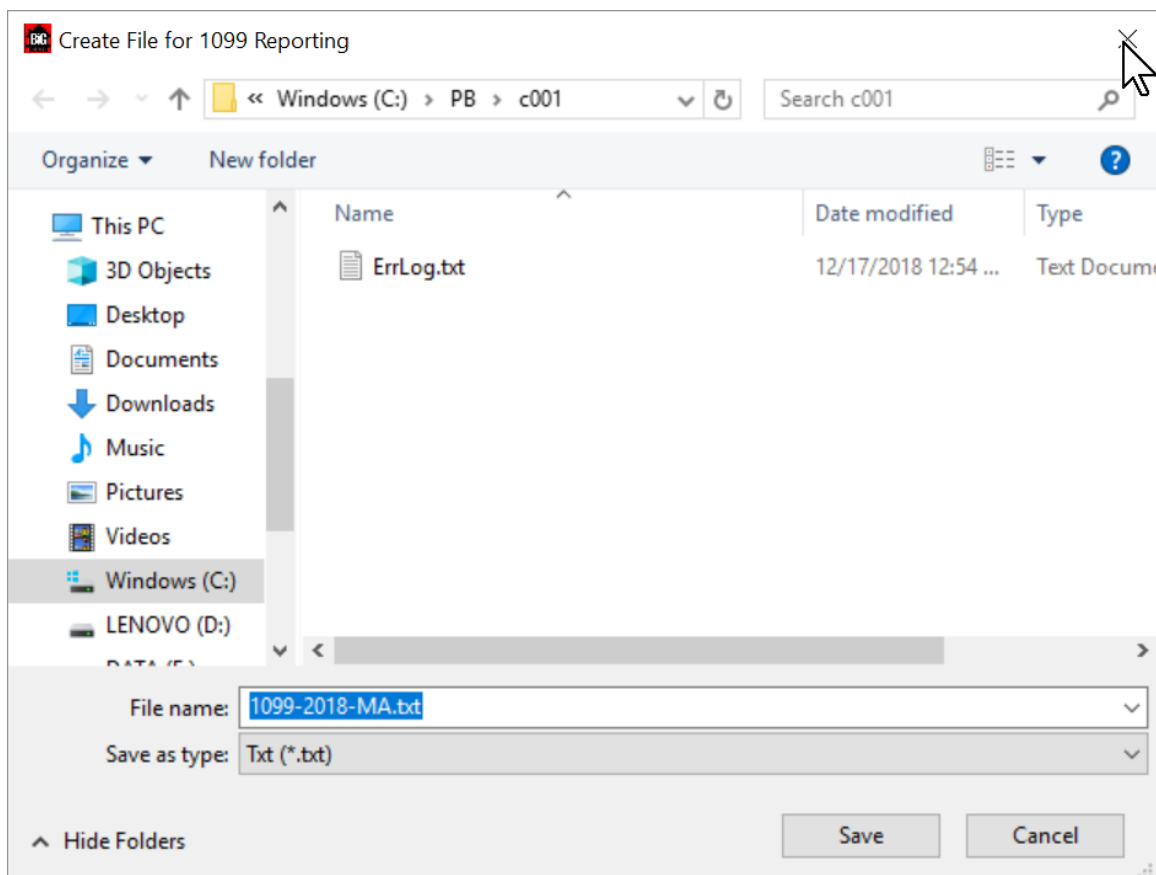
How to transmit through FIRE [Filing Information Returns Electronically]

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),

<https://www.irs.gov/pub/irs-pdf/f4419.pdf>.

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.**

When you click OK on the screen shown above, you will then be asked to save the electronic file:



Save the file in a location where you can find it when you are ready to transmit it to the IRS.

State files contain the 2 character postal code in the file name; above you can see that this file was generated for the state of MA.

❑ VII. 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 “12/31/2018 Post-Reporting Tax Backup” and store it in a safe place.

PB YEAR END 2018 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 2019?

No, you can run Year End at any time regardless of 2019 payroll.

3. Do I have to do any W-2 prep before my first payroll of 2019?

Before running your 2019 payroll you must download the Year End Update and enter your unemployment rate for your state. W2 procedures can be done when time permits.

4. Is the 2018 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 2019?

It is highly recommended that you download the Year End Update before running your first 2019 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 2019. Year End enables you to:

- Withhold the correct amount of Federal Income Tax in 2019
- Withhold the correct amount of State Income Tax in 2019
- Run 941 Tax Report. This report is due 1/15/2019
- Produce W-2's for your employees, which must be distributed by 1/31/2019

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

9. I just ran my first 2019 AP check. Why is my computer taking so long to move forward?

When you run your initial AP check in 2019, the system rolls the 'this year' vendor totals into 2018. 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 haven't my Federal Taxes changed after installing Year End?

The Federal Taxes will change when you run your first payroll for 2019. 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, 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 2019. Ask for the 1099s for 2018.

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

Drop us an email at 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.
- 2.) Click Housekeeping > Make a Backup.
- 3.) Select the removable drive

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

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

16. How do I know if I correctly installed Version 10.3?

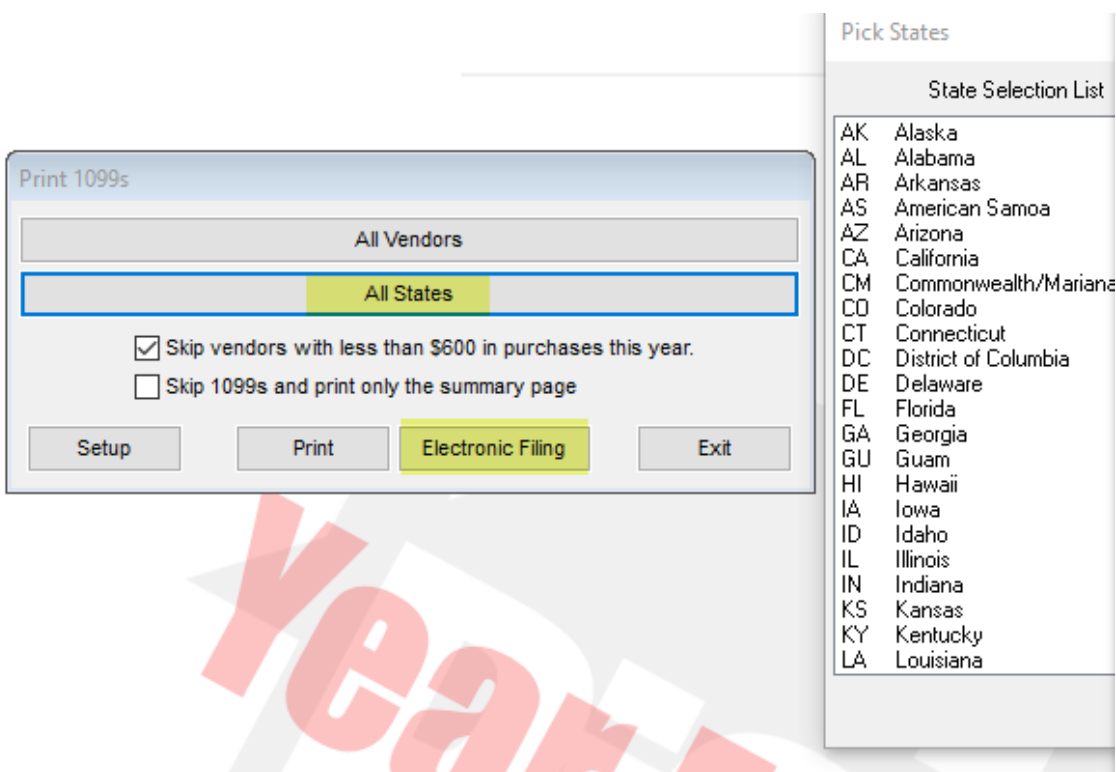
Go to the menu in PB Help > About Profit Builder. A screen will appear stating your current version. It should show version 10.3.

Enhancements – For 2019

NOTE: The first time that this enhanced program is run, a conversion will occur which will take approximately 6 to 10 minutes for each company.

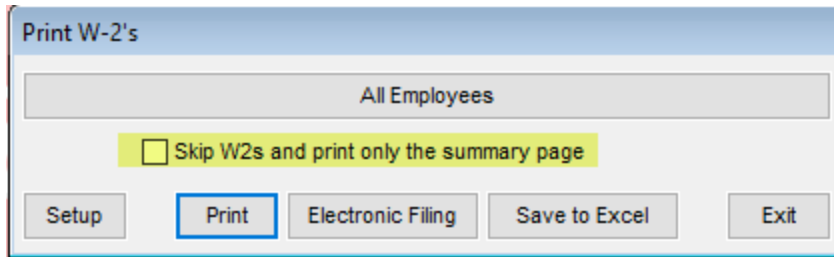
1. Electronic 1099s for States

Several states are now requiring electronic submission of 1099s. This will produce a file with the state abbreviation in the file name: 1099-2018-WI.txt. This file will be located in the company data folder, e.g. PB\C001.



2. W2 Print Total Page Only:

Now you can print just the total page for a batch of W2s.



Print W-2's

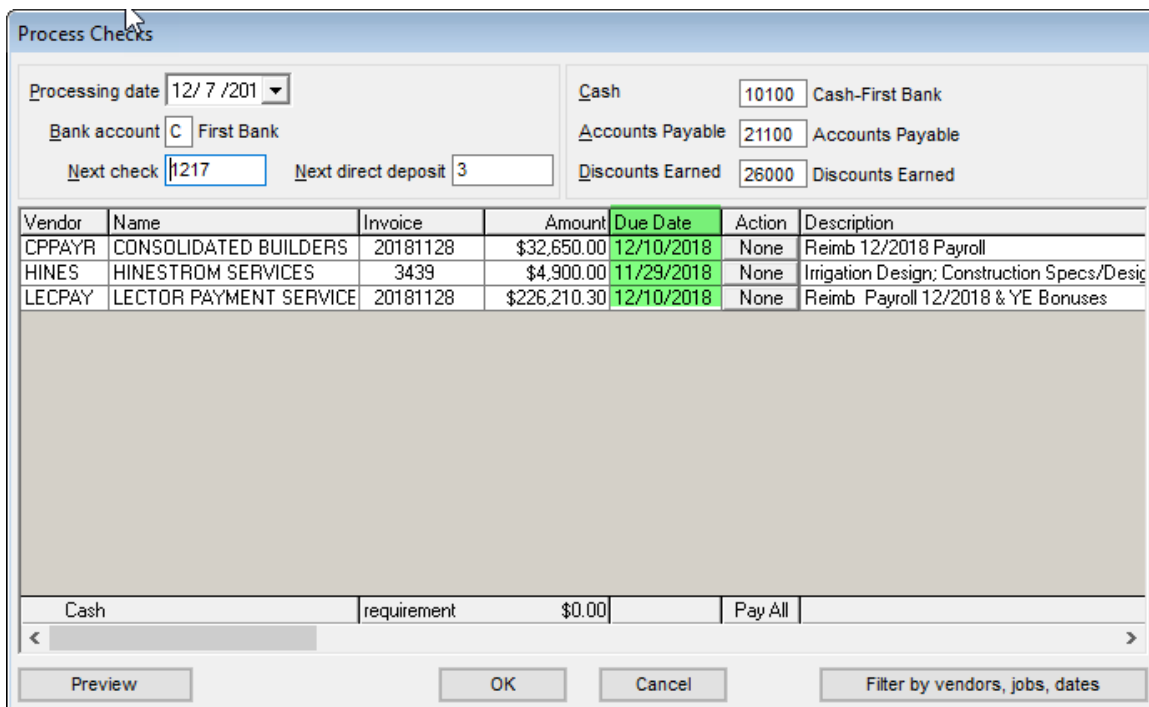
All Employees

☐ Skip W2s and print only the summary page

Setup Print Electronic Filing Save to Excel Exit

3. AP Due Dates for Checks by Range:

A longtime client suggested that we show the operators just when each invoice is due. Shown below is the Checks by Range screen:



Process Checks

Processing date: 12/7/2017

Bank account: C First Bank

Next check: 11217

Next direct deposit: 3

Cash: 10100 Cash-First Bank

Accounts Payable: 21100 Accounts Payable

Discounts Earned: 26000 Discounts Earned

Vendor	Name	Invoice	Amount	Due Date	Action	Description
CPAYR	CONSOLIDATED BUILDERS	20181128	\$32,650.00	12/10/2018	None	Reimb 12/2018 Payroll
HINES	HINESTROM SERVICES	3439	\$4,900.00	11/29/2018	None	Irrigation Design; Construction Specs/Design
LECPAY	LECTOR PAYMENT SERVICE	20181128	\$226,210.30	12/10/2018	None	Reimb Payroll 12/2018 & YE Bonuses

Cash requirement \$0.00 Pay All

Preview OK Cancel Filter by vendors, jobs, dates

4. AP Auto Insurance Information for Vendors:

Many contractors are requiring that their subcontractors provide proof of vehicle insurance as well as worker's comp and general liability. We now have a tab for each of the three insurance types. We have also added a Carrier and a Policy ID:

Accounts Payable Vendors

Code

Remittance Address | Alternate | Payments | **GLI** | WC | Auto

Auto Insurance Copy from GLI

Insurance carrier

Insurance agency

Address

City St Zip

Contact

Email

Phone Fax

Insurance Policy ID Liab Limits

Insurance expires Collision Limits

CDL proof Comprehensive Limits

Required ☒

Easily copy
from prior
insurance tab

5. AP Vendor Insurance Report:

Now with 3 types of insurance, clients need an insurance report. You can use the Vendor Information Report and specify only insurance information to print an Insurance Report:



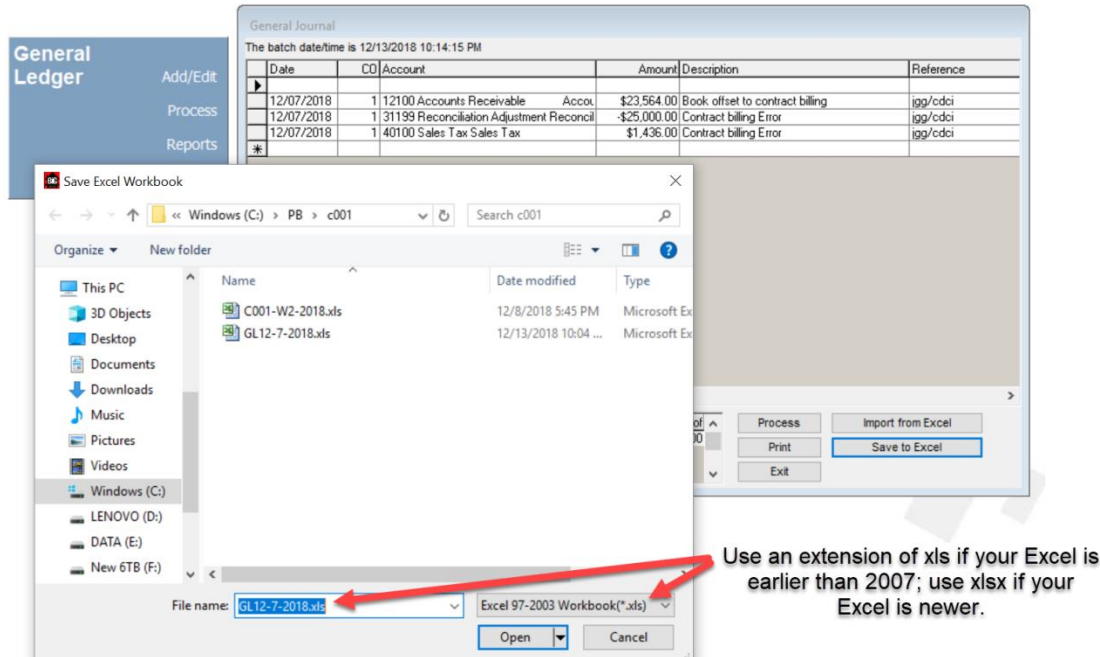
Company 1

Vendor Information

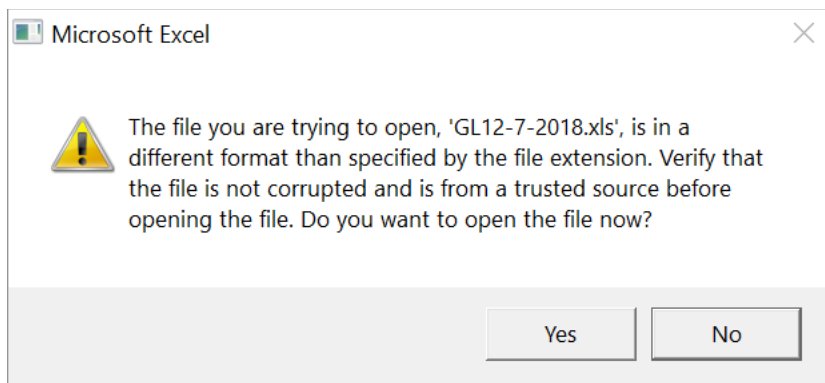
ALLSTA		All State Dry wall	
<i>General Liability Insurance:</i>		<i>Workers Compensation Insurance:</i>	
Potter Local Agency		Potter Local Agency	
Potter Local Agency		Potter Local Agency	
100 Main St		100 Main St	
Foxboro, MA 03669		Foxboro, MA 03669	
Jim Potter		Jim Potter	
Phone (502) 999-8741		Phone (502) 999-8741	
Fax		Fax	
potter@potter.com		potter@potter.com	
Required	Yes	Required	Yes
Policy	LLA211-0099239	Policy	GA-33-654-66987
Expires	12/18/20	Expires	10/15/20
Class	3365	Class	5473
Premium rate	3.00%	Premium rate	0.00%
Withholding rate	10.00%	Withholding rate	23.00%
This year	\$0.00	This year	\$0.00
		Labor percentage	100.00%
		YTD eligible labor	
BONN		Bonn Heating and Air	
<i>General Liability Insurance:</i>		<i>Workers Compensation Insurance:</i>	
Hartford		AFLAC	
Jones Agency		Jones Agency	
100 main St		100 main St	
Suite 589		Suite 589	
Atlanta, GA 30306		Atlanta, GA 30306	
James Jones		James Jones	
Phone (678) 999-9999		Phone (678) 999-9999	
Fax (404) 655-9855		Fax (404) 655-9855	
JJ@jagency23.com		JJ@jagency23.com	
Required	Yes	Required	Yes
Policy	3365Traded3365-*	Policy	A4493-009-2349
Expires	12/1/19	Expires	12/1/19
Class	326	Class	236
Premium rate	0.00%	Premium rate	0.00%
Withholding rate	0.00%	Withholding rate	0.00%
This year	\$0.00	This year	\$0.00
		Labor percentage	0.00%
		YTD eligible labor	

6. GL Save Journal Entries:

This enhancement has been requested by many of you. Now you can begin your Journal Entries and save them. Then you can return to them later by importing them back.



After you have saved them, you may retrieve them by using Import from Excel. If you attempt to import an Excel file that you saved in the wrong format, you will get the following warning:



You may respond with Yes and the file will import successfully.

7. JC Embedded Markups in Detail Report :

Job Cost Detail Report

All Jobs

All Vendors

☒ Include cost detail
☐ Include budget and variance information

Variance
☐ Show over/under as percentage
☒ Show over/under as dollars

☒ Include hours information
☒ Include billed costs
☒ Include unbilled costs
☐ Each job on a new page

Processing dates
☒ All processing dates
☐ Processing dates from 12/1/2018 to 12/13/2018

Invoice dates
☒ All invoice dates
☐ Invoice dates from 12/1/2018 to 12/13/2018

☒ Narrow report without payment information

Narrow Report Options
☐ Show detail line description
☒ Show vendor name

☐ Wide report with payment information and these options:

Wide Report Options

Subtotal groups of categories
☐ 100s ☐ 1,000s ☐ 10,000s ☐ 100,000s

☐ Job Summary ☐ Categories without cost detail
☒ Show class totals ☐ Include payment detail

☒ Apply Class Markups

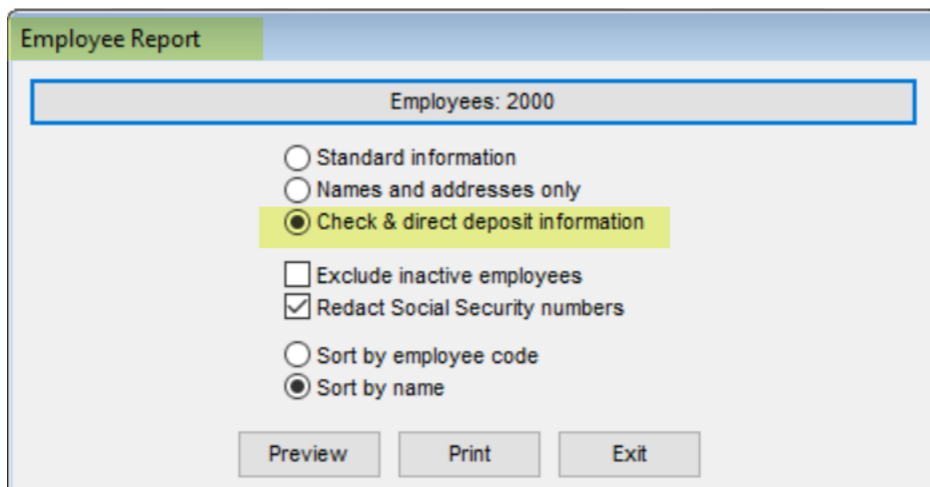
12.00%	Admin
12.00%	Change Order
12.00%	Equipment
0.00%	Fringe
22.00%	Labor
12.00%	Material
12.00%	Other
12.00%	Subcontract

Preview Print Exit

The menu for the Job Cost Detail Report now includes a table for percentage markups by Class. Percentages you enter here will be embedded in the detail report that you are requesting.

The report title will be **Job Cost Detail with Markups**.

8. PR Print Direct Deposit Bank Information:



The dialog box is titled "Employee Report" and has a green header bar. Below the header is a text box containing "Employees: 2000". There are three radio buttons: "Standard information", "Names and addresses only", and "Check & direct deposit information" (which is selected and highlighted in yellow). Below these are two checkboxes: "Exclude inactive employees" (unchecked) and "Redact Social Security numbers" (checked). There are also two more radio buttons: "Sort by employee code" and "Sort by name" (which is selected). At the bottom are three buttons: "Preview", "Print", and "Exit".



Company 1

Employee Payment Method


	<u>Bank name</u>	<u>Transit</u>	<u>Account</u>
2000	Richard Akron		
	\$50.00 paid via printed check		
	40.00% to savings BBT	123456789	11111
	All other funds Checking 1st Savings bank	987654321	22222222222

This Direct Deposit information is available through Payroll / Reports / Employees.

9. PR Add Message to Check Stub:

When you print payroll checks, you can add a message that will appear on the check stub of all employee checks being printed during the check run. The message is not retained.

Print Payroll Checks



There is 1 employee to be paid.
Total cash required is \$874.20.
Next available check number is 72780.

Start printing on check
Direct Deposit check number

Message to appear on every check stub in this process

Insert checks in your printer now.
When you press Next, your checks will begin printing.

** Fifty Dollars And No Cents **

12/07/2018

**\$50.00

Richard Akron
25 Main St
Leesburg, VA 33698

Richard Akron 12/07/2018 \$874.20 Control #72780									
	Reg Hrs	Reg Pay	OT Hrs	OT Pay	Prem Hrs	Prem Pay	Other Pay	NonTax Pay	Total Pay
Base rate	40.00	\$1,240.00	0.00	\$0.00	0.00	\$0.00		Rate \$31.00	
Cur	40.00	\$1,240.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$1,240.00
YTD	1,979.00	\$95,089.90	239.75	\$17,930.46	0.00	\$0.00	\$7,000.00	\$0.00	\$120,020.36
	Fed WH	State WH	FICA/Med	SDI	401(k)	Other Ded	Total Ded	Net Pay	
Cur	\$209.06	\$61.88	\$94.86	\$0.00	\$0.00	\$0.00	\$365.80	\$874.20	
YTD	\$22,814.39	\$6,018.56	\$9,181.55	\$0.00	\$0.00	\$15.98	\$38,030.48	\$81,989.88	
	Cur Hrs	Cur Pay	YTD Hrs	YTD Pay	Hrs Per Yr	Remaining			
Sick	0.00	\$0.00	0.00	\$0.00	0.00	40.00			
There will be no more overtime this year.									
Additional Federal Withholding				-\$30.00					

There will be no more overtime this year.

Additional Federal Withholding - \$30.00

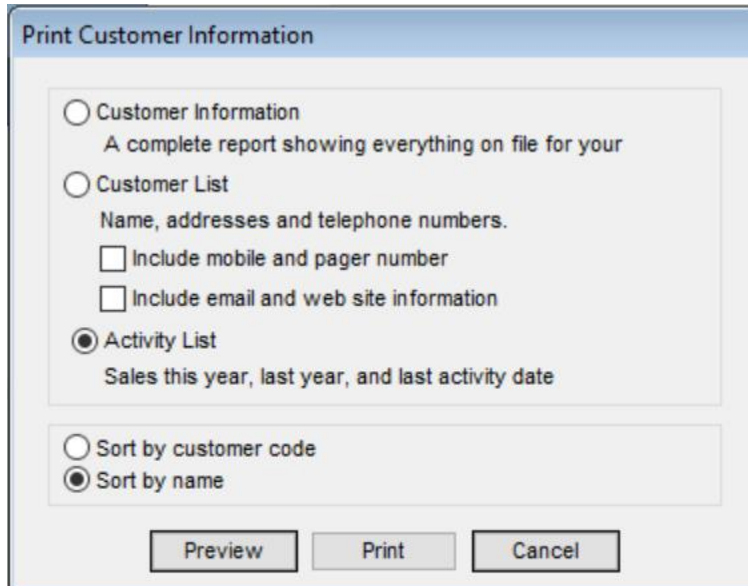
Tel 866-454-5417
Fax 770-200-2694



www.CDCI.com
Support@CDCl.com

10. AR Customer Sales Activity Report:

This new report is available AR/Reports/Customers/Activity List



A screenshot of a software dialog box titled "Print Customer Information". It contains three radio button options: "Customer Information" (described as "A complete report showing everything on file for your"), "Customer List" (described as "Name, addresses and telephone numbers." with sub-options for "Include mobile and pager number" and "Include email and web site information"), and "Activity List" (selected, described as "Sales this year, last year, and last activity date"). Below these are two more radio button options: "Sort by customer code" and "Sort by name" (selected). At the bottom are "Preview", "Print", and "Cancel" buttons.

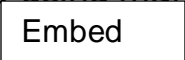


Company 1

Annual Customer Sales Activity

		Activity This Yr	Activity Last Yr	Last Activity
AGOSTI	Agostini Drywall	298,233.23	239,233.19	11/30/2018
BBB	Better Bracing Scaffolding	65,032.00	369,825.00	10/30/2018
BBUILD	Better Builders	156,982.00	256,002.00	10/31/2018

11. T & M Embed Markups:

Sometimes you may want to increase the individual line costs instead of or in addition to using markups at the end of the invoice. This can be done by using the  button on the screen below.

This will change the amount of every invoice line based on the markups you have entered. **It will then change the priority of the markup to 0** to show that this markup has been applied. You may then add other markups which will show on the invoice. If a line has a priority of 0, it will not be listed on the invoice since it is no longer active.

For example, if you wish to embed the payroll taxes in the labor, enter only the markup for labor and click the button Embed Markups. Then add the markups for overhead and fee. The overhead and fee would show at the bottom of the invoice but the payroll taxes would be included in the labor amounts.

Time & Material Billing Information

Customer: SMITH1 For the period: 11/1/2017 to 1/31/2018 Save

Invoice: 1 Description: Progress Payment Draw #1 Cancel

Job: 2170B Salesman: Geoffroy Delete

Invoice Date: 6/7/2018 Form name: Tmdtcls.rpt Exit

Due Date: 6/7/2018 ☒ L Labor ☒ M Material ☒ O Other ☒ S Subcontract

Income: 31100 Remodeling Income Get cost from Job

Receivables: 12100 Accounts Receivable Embed Markups

Sales Tax: 23300 State Withholdings

Cost Detail Information			Catalog Items		Markups						
Pri	Description	Basis	%	Amount	Amount Billed	C	E	L	M	O	S
10	Payroll Taxes	\$1,831.00	15.00%	\$274.65	\$2,105.65	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sales Tax	\$813.70	8.00%	\$65.10	\$878.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Freight	\$813.70	4.00%	\$32.55	\$846.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Overhead	\$5,132.32	10.00%	\$513.23	\$5,645.55	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25	Fee	\$5,645.56	12.00%	\$677.47	\$6,323.03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. PO Contract Analysis Report:

For clients who are using Purchase Order to track contracts and their change orders, this is a valuable new report.



Contract / PO Analysis

Material Suppliers and Subcontractors

PO/Contract	Scope Description	\$ Amount	Remaining Unbilled	Invoice	Invoice Date	Invoice Gross	Retainage Amount	Invoice Payment	Retainage Payment	Payments	Balance Due
ACEMEC 15400B	Allied Concrete Construction Poured Structure -Slab and Columns										
				PW129912	10/19/18	210,000.00	0.00	189,000.00	21,000.00	210,000.00	0.00
				PW129913	10/29/18	390,000.00	30,000.00	270,000.00	0.00	270,000.00	0.00
				PW129914	11/8/18	395,000.00	39,500.00	355,500.00	0.00	355,500.00	0.00
				PW129915	11/18/18	151,000.00	15,100.00	0.00	0.00	0.00	135,900.00
				PW129916	11/28/18	340,000.00	34,000.00	0.00	0.00	0.00	306,000.00
				PW129917	12/31/18	400,000.00	40,000.00	0.00	0.00	0.00	360,000.00
Total 15400B		3,250,000.00	1,454,000.00			1,795,000.00	179,500.00	814,500.00	21,000.00	835,500.00	801,900.00
15400C01	CO 01 Chargeback Truck Damages			CM 129980	11/8/18	-14,500.00	0.00	-13,050.00	-1,450.00	-14,500.00	0.00
Total 15400C01		-14,500.00	0.00			-14,500.00	-1,450.00	-13,050.00	-1,450.00	-14,500.00	0.00
15400C02	CO 02 Remove Rebar per Dwg			CM 129981	11/28/18	-62,350.00	-6,235.00	0.00	0.00	0.00	-56,115.00
Total 15400C02		-62,350.00	0.00			-62,350.00	-6,235.00	0.00	0.00	0.00	-56,115.00
Total PO / Contract 15400		3,173,150.00	1,454,000.00			1,719,150.00	171,915.00	801,450.00	19,550.00	821,000.00	745,785.00
15500B	Parking Curb and Suspension Contract										
				Z31158	12/31/18	50,050.00	0.00	0.00	0.00	0.00	50,050.00
				HC32061	12/3/18	380,000.00	38,000.00	342,000.00	0.00	342,000.00	0.00
				HC32062	12/17/18	290,000.00	29,000.00	261,000.00	0.00	261,000.00	0.00
				HC32063	12/31/18	425,000.00	42,500.00	382,500.00	0.00	382,500.00	0.00
				HC32064	1/14/19	150,000.00	15,000.00	0.00	0.00	0.00	135,000.00
				HC32065	1/28/19	265,000.00	26,500.00	0.00	0.00	0.00	238,500.00
Total 15500B		4,771,800.00	3,211,800.00			1,560,550.00	153,502.50	985,500.00	0.00	985,500.00	423,550.00
15500C01	CO 01 Add Pool House					0.00	0.00	0.00	0.00	0.00	0.00
Total 15500C01		21,850.00	21,850.00			0.00	0.00	0.00	0.00	0.00	0.00
15500C02	CO 02 Shop Dwg Revisions			HC32066	2/6/19	9,000.00	900.00	0.00	0.00	0.00	8,100.00
Total 15500C02		48,740.63	37,740.63			9,000.00	900.00	0.00	0.00	0.00	8,100.00
Total PO / Contract 15500		4,840,390.63	3,271,390.63			1,569,550.00	154,402.50	985,500.00	0.00	985,500.00	431,650.00
ACEMEC Total		8,013,540.63	4,725,390.63			3,288,200.00	326,317.50	1,786,950.00	19,550.00	1,806,500.00	1,177,435.00

13. Other Miscellaneous Items:

- **W2 E-file** - We have made alterations to the Electronic W2 file, filling fields with zeros. In addition, the second address (suite, etc.) has swapped position with the first address.
- **Edit Paid AP Invoice** – Now you may edit the job / Category and description but cannot change the invoice amount. CAUTION, you must change the DUE DATE to the current posting date.
- **Lien Waiver** selection now has a dropdown box showing a number of available liens. Contact support if you have a form that you wish to use.
- **Rebuild 1099 File** – The filter for importing vendor information into the Year End program for 1099's has changed. Now it is much narrower. Specify 'Subcontractors' and payments over \$600 and only those with both will be imported into the Year End data base.

We hope you enjoy these enhancements and look forward to more of your suggestions in the future. Enhancements are selected based on client popularity. Please submit your suggestions to support@cdci.com any time throughout the year.

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