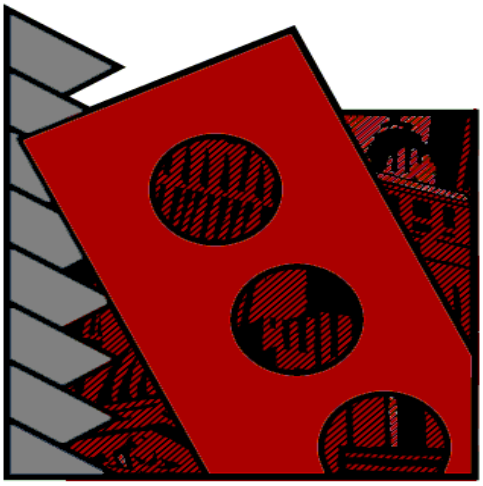
CDCI

Profit Builder™



Instructions
Year End 2013

December 30, 2013

Table of Contents

Year End Overview	**3**
Unemployment Tax Cutoff Changes	**4**
Federal & State Tax Changes	**7**
Load Year End Programs	**8**
2014 Payrolls and 2013 Bonus Pay	**9**
Pre W2 and Reporting Backup	**10**
Create W-2's Master File	**11**
Printing the W-2s	**13**
Magnetic Media Disk for W-2s	**15**
Print Tax Reports	**16**
AP Vendor Reports & 1099 Master File	**17**
Rebuild 1099 File	**19**
Print 1099s	**19**
Magnetic Media Filing for 1099s	**21**
Make a Post-Reporting Backup	**21**
FAQ's	**22**
What's in the New Version	**25**

Year End Overview

This booklet provides step-by-step instructions for loading the Tax Reporting Year-End 2013 program and completing each one of the Master Checklists for year-end tax reporting. It is important that you perform each of these year-end procedures in the order specified.

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

The year-end update will:

- Load the latest Profit Builder program and reports
- Load new Federal FICA and State tax tables for any payrolls calculated with a 2014 date (2013 payroll will continue to use the 2013 tables). Income tax tables are those in force on 12/24/2013.
- Load the year-end tax reporting program used to produce 2013 W-2s and 1099s (PBYE.exe)
- Allow you to run AP and payroll checks in 2014 before you print 2013 W-2s or 1099s
- Contain new state income tax tables for states that released their 2014 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 2013!

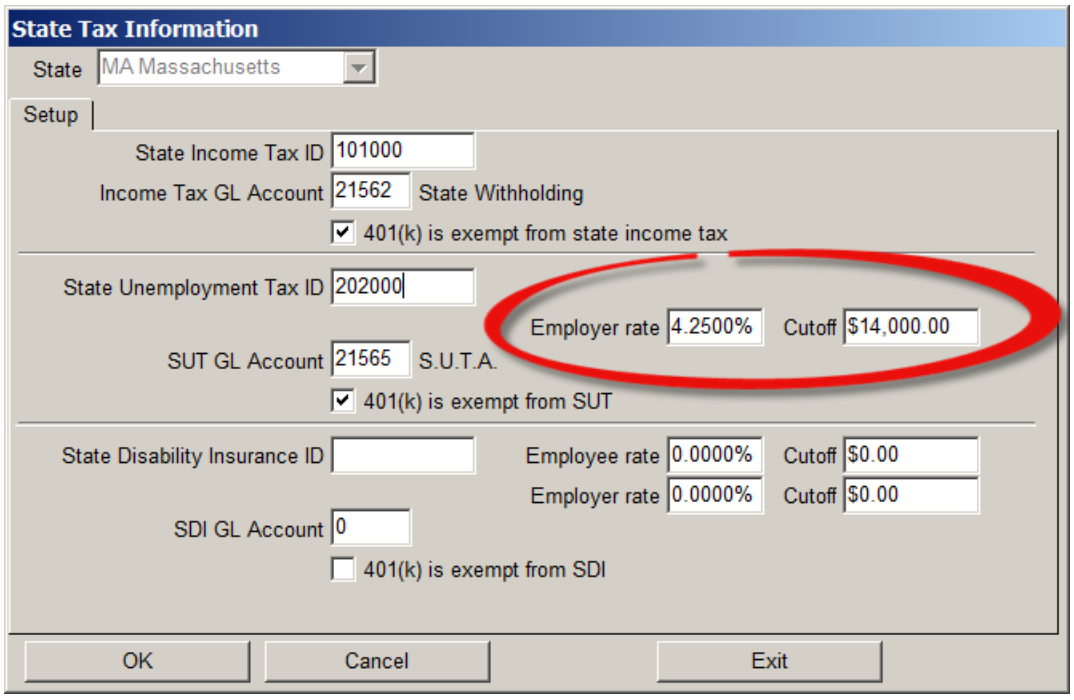
Unemployment Tax Cutoff Changes

IMPORTANT NOTICE

You should continue to check with your state for updates on changes to unemployment rates in 2014. **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



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

www.CDCI.com
Support@CDCI.com

State Unemployment Tax – Maximum Taxable Wages

STATE	2014 State Cutoff	Your State Unemployment Rate	2013 Federal Unemployment Rate ($7,000 cutoff)
Alabama	$8,000		std.
Alaska	**37,400**		std.
Arizona	7,000		std.
Arkansas	12,000		1.5%
California	7,000		1.5%
Colorado	**11,700**		std.
Connecticut	15,000		1.5%
Delaware	**18,500**		1.2%
DC	9,000		std.
Florida	8,000		std.
Georgia	9,500		1.5%
Hawaii	**40,400**		std.
Idaho	**35,200**		std.
Illinois	**12,960**		std.
Indiana	9,500		1.8%
Iowa	**26,800**		std.
Kansas	8,000		std.
Kentucky	**9,600**		1.5%
Louisiana	7,700		std.
Maine	12,000		std.
Maryland	8,500		std.
Massachusetts	14,000		std.
Michigan	9,500		std.
Minnesota	29,000		std.
Mississippi	14,000		std.
Missouri	13,000		1.5%
Montana	**29,000**		std.
Nebraska	9,000		std.
Nevada	**27,400**		std.

NOTE:

Do not enter the last column, 2013 Federal Unemployment Rate!

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

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

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

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

STATE	2014 State Cutoff		2013 Federal Unemployment Rate ($7,000 cutoff)
New Hampshire	14,000		std.
New Jersey	**31,500**		std.
New Mexico	**23,400**		std.
New York	**10,300**		1.5%
North Carolina	**21,400**		1.5%
North Dakota	**33,600**		std.
Ohio	9,000		1.5%
Oklahoma	**18,700**		std.
Oregon	**35,000**		std.
Pennsylvania	**8,750**		std.
Puerto Rico	7,000		std.
Rhode Island	****20,600**		1.5%
South Carolina	12,000		std.
South Dakota	**14,000**		std.
Tennessee	9,000		std.
Texas	9,000		std.
Utah	**30,800**		std.
Vermont	16,000		std.
Virgin Islands	**22,500**		1.8% .
Virginia	8,000		std.
Washington	**41,300**		std.
West Virginia	12,000		std.
Wisconsin	14,000		1.5%
Wyoming	**24,500**		std.

**For employers that pay at the highest UI tax rate of 9.79%, the wage base is $22,100.

Federal and State Tax Changes

Automatically Updated

Federal changes for 2014:

1. The upper limit of 401 (k) is now at $17,500, no change from last year. 401 (k) Over 50 yrs old, also remains at $23,000.

2. The upper limit of Social Security (FICA) withholding is $117,000. 6.2 % employee and 6.2% employer.

3. Medicare still is applied to all 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:

2014 income tax withholding rates have been programmed based on IRS Circular E annual tables. The tax is then prorated based on the number of pay periods.

State Tax Changes for 2014:

The following tax changes have been programmed and will automatically take effect on January 1, 2014. You do not need to make any additional changes for these changes to take effect.

2014 changes in these states: CA, CO, DE, ID, KS, NC, ND, NM, NY, RI, VT.

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

Load Year End Programs

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 2013 program
II. Calculate any payrolls in January 2014
III. Calculate any Bonuses due in 2013 – Check date must be in 2013!

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 2013 Program

Before you can begin to perform your first 2014 payroll or year-end reporting, you must download the 2013 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/ye2013.exe
- Click on SAVE and Complete the download by saving it to your desktop (Please Note! The file is "Safe", so should a security warning appear, you should continue with the download)
- Once the file has been saved to desktop, double click the file's icon and Unzip to the drive and directory where the Profit Builder program resides. Look carefully at the path that is shown. The default selection is C:\PB. Change the drive and/or directory name if your programs are installed on a different drive/directory.
- Click the Unzip button. Once the files have unzipped to the proper location, click OK and Close the Installation Program.

  Attention Network Users: If you are running Profit Builder on a multi-user system, install the year-end update only in the \PB folder in the proper network drive. (NOT drive C).
- Login to PB as you normally would
- Go to the Modules menu and select Year End
- You will now be forwarded to the Year End section of Profit Builder.

You have now installed the 2013 Year End Update and can run 2014 payrolls.

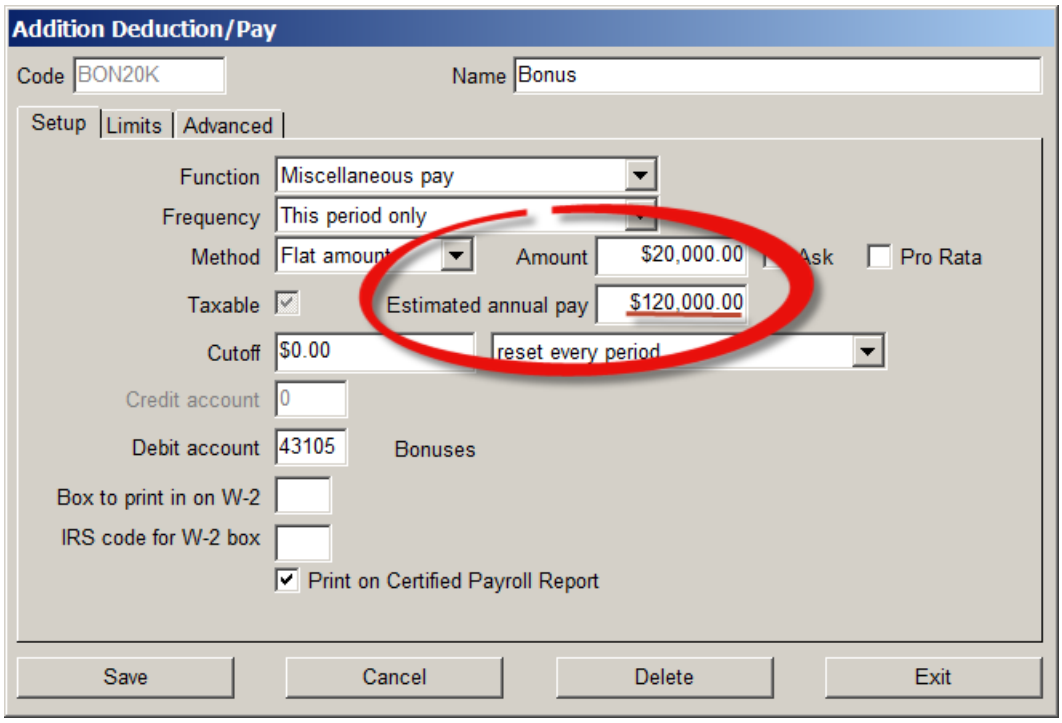
❑ II. Calculate any payrolls in January 2014

Once the 2013 Year End Update has been installed you may run a payroll in 2014. Many clients wish to pay bonuses the first of the year in 2014. In some cases they wish the bonus to be included in the 2013 wages. To do so, the processing date and the check date for the bonus payroll run must have a 2013 date. You may run a payroll in 2013 after you have run a payroll in 2014. The proper tax tables will be used since they are date driven.

❑ III. Bonus Pay

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

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



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.

When you are ready to produce W2 and 1099 reports:

❑ 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:

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

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

YEAR END PAYROLL REPORTS

❑ V. Perform Year-end

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 2013. **If you have not, you must go back to Profit Builder** to complete your last payroll for 2013 or information reported on W-2s will be incomplete.

2. In Profit Builder, check Control Information for each company to insure that you have entered your federal tax ID, company address (with the city, state and zip in the

correct fields) and your telephone number that will be printed on the W-2 forms.

3. Print an **Employee Report.** Verify that all employee addresses are correct, etc. Be sure that the last name and first names are in the correct fields.

4. Print **Deductions, Pays & Employer's Contributions Report**. Please refer to the 2013 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 01/01/13 to 12/31/13. 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 01/01/13 to 12/31/13.

8. Run a **Payroll Tax Summary Repor**t (from either PB or the Year-End). Review the year-to-date information for each employee.

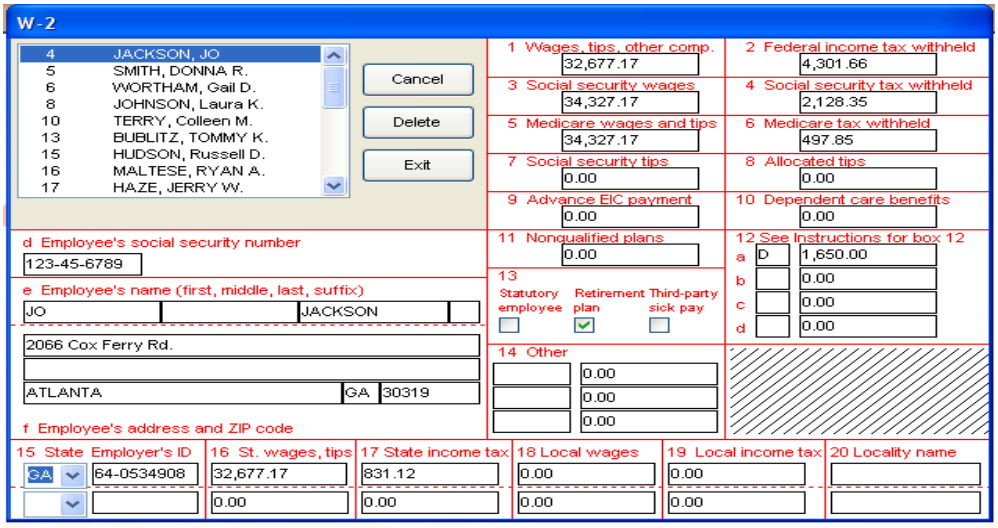
B. Create the W-2 Master File

The master file is used to fill in your W-2 forms. It is important that you run your last payroll of 2013 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.



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:

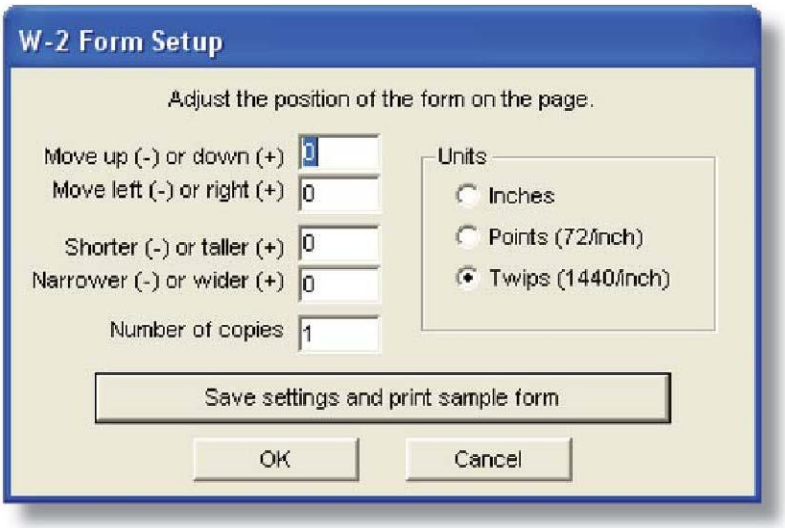
1. With plain paper in the printer, start up the PB Tax Year-End program.

2. Select W-2s from the Payroll Reports menu. Click Employees to specify individual employees or ranges of employees to print.

3. Print a complete set of W-2s on plain paper and carefully verify the information as well as the alignment by holding the page up to the actual form.

4. If you need to adjust the printing on the form, click the Setup button on the Print W-2 window.

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



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

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

To print the on the W-2 forms:

1. When you are satisfied that the print alignment is correct for a test set that consists of a least 10 employees, load the actual W-2 forms in your printer and reselect W-2s from the Reports Menu.

2. Once the W-2s have printed, the program will prompt you to load plain paper for printing the summary report that can be used to complete your W-3 form.

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

Magnetic Media Disc for W-2s

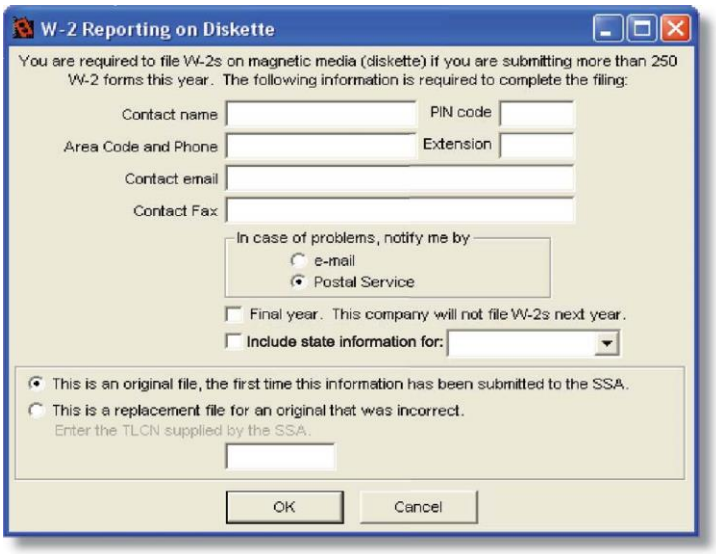
If you are required to file your W-2s with the Social Security Administration on Magnetic Media you can create the disk using the W-2's function on the Year-End Payroll Reports menu. Follow these steps:

1. Profit Builder Employee Information stores the first and middle names in a single field. The employee name must be in four separate fields on the Magnetic media disk file: last name, first name, middle initial and suffix (if any). Before you create the disk, you will need to edit the W-2 file to move the employee's middle initial and suffix (if any) into separate boxes shown on the edit window.

2. Select the employees, and then click on the Create File button on the Print W-2s window. The screen shown below is displayed.

3. Have a blank, formatted diskette ready.

4. Using the TAB key (not the ENTER key), complete the entries on this window and then click OK. The program will create the W-2 file and then transfer it to the disk in the drive.



Note: The Social Security Administration provides a program called "AccuWage" that can be used to test the electronic filing output disk before you submit it. You can download it from the Web. Go to www.ssa.gov and search for "AccuWage" for the 2013 tax year.

Print Tax Reports

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

1. To print the 940 Annual Report:

    a. Go to **Payroll > Reports > 940 Annual Unemployment Report**

    b. When the system has finished compiling the report, click Print

2. To print the 941 Quarterly Report:

    a. Exit from the Year-End program and start up Profit Builder

    b. Go to **Payroll > Reports > 941 Quarterly Federal Tax**

    c. Select October – December 2013

    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 2013

    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.

❑ VI. **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 2013. The payment amount for the 1099 is taken from the Payments field (you can specify this year or last year) in Vendor Information.

1. In the main Profit Builder program, check Control Information for each company to insure that you have entered your company address, including the company telephone number that is required as well.

2. Start up the year-end program, selecting the company and entering your user name and password in the usual manner.

3. Select **Accounts Payable > Reports > Vendor List.** Select the following options: Subcontractors eligible for 1099s, only the vendors with payments in excess of $600 and omit vendors with no activity in the past 2 years. Clear any other options that may be selected.

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

B. Run the Vendor Totals Report (optional)

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

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

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

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

- If you apply a payment to an invoice for the previous year using a check date in the previous year after you rolled the vendor totals into the new year;

- If you made manual additions during the year in the Vendor Information and

- If you purged any invoices paid in 2013. If you need to make corrections, you can change the Vendor Information in Profit Builder or you can edit the 1099 records when you run the Year-End program.

C. Create the 1099 Master File

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

The 1099s selection on the Year-End Accounts Payable Add\Edit Menu creates a special data file to hold the 1099 information. ONLY vendors marked to receive a 1099 in your Profit Builder vendor file will be copied into this file. You can use the "This Year" purchases total OR "Last Year" totals depending on whether or not you have already made any payments in 2014 and rolled 2013 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 then $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. <u>To Rebuild the 1099 File:</u> 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 2013.

c. Click Print. Check the alignment on the first 10 forms. Check for "page creep" where the information prints lower on each successive form.

d. To adjust the printing, re-select the Print 1099s function and click the Setup button. The default setting for units is "Twips;" you can change this to "Inches." If using Twips, start by entering 200 Twips to move the form up or down, etc. and then click OK. Print a test form and check it. You can then modify the 200 twips settings by + or – 50 twips at a time, continuing to test on plain paper. Profit Builder saves your setup each time.

2. To Print the actual 1099 forms:

a. When you are satisfied with the print alignment, load the forms in the printer reselect 1099s from the Reports menu.

b. Click OK when all the forms have been printed. The program will pause and instruct you to load plain paper for the summary report that provides a total of the 1099s printed in the current run.

c. If you wish to print multiple copies, you can specify the number of copies on the 1099 Form Setup window. The forms will not print collated. You can also specify multiple copies using the Windows Printer Setup selection from the File Menu. Do it one place or the other, **NOT BOTH!** If you use the Windows Printer Setup, you may have the option to select "collated" copies depending on the type of printer you are using.

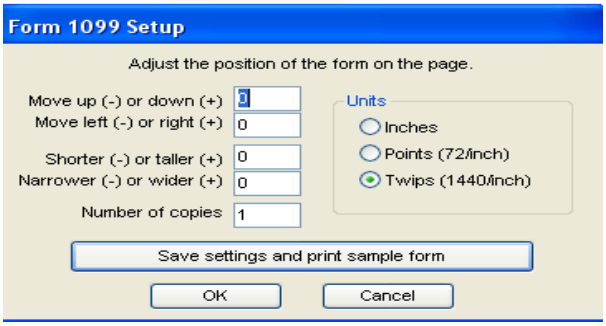
3. Magnetic Media Filing for 1099s

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

a. Select the vendors, and the click the Create Disk button on the Print 1099s window. The screen show below is displayed.

b. Have a blank, formatted diskette ready.

c. Complete the entries on the "1099s on Diskette" window and the click OK. The program will create the 1099 file and then transfer it to the disk in the drive.



❑ 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 disk. Label the backup "12/31/2013 Post-Reporting Tax Backup" and store it in a safe place.

PB YEAR END 2013
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 2014?

No, you can run Year End at anytime regardless of 2014 payroll.

3. Do I have to do any W-2 prep before my first payroll of 2014?

Before running your 2014 payroll you must download the Year End Update and enter your unemployment rate for your state. All other W2 procedures can be done when time permits.

4. Is the 2013 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 2014?

It is highly recommended that you download the Year End Update before running your first 2014 payroll. If you do not, your payroll will not reflect the new tax rates. Also, if you do not update your unemployment rates you could face a penalty for not withholding the correct tax amounts.

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

The Revenue Reconciliciation Act of 1989 requires employers with 250 or more W-2's to file Copy A by diskette or electronic filling instead of paper forms. (http://www.ssa.gov/sf/w2/Library/QandA.html)

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

PAYROLL: Install Year End before your first payroll of 2014. Year End enables you to:

- Withhold the correct amount of Federal Income Tax in 2014
- Withhold the correct amount of State Income Tax in 2014
- Run 941 Tax Report. This report is due 1/15/2014
- Produce W-2's for your employees, which must be distributed by 1/31/2014

ACCOUNT PAYABLES: Run Year prior to printing 1099s for 2013.

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 2014 AP check. Why is my computer taking so long to move forward?

When you run your initial AP check in 2014, the system rolls the vendor totals into 2013. This may take several minutes to do. Wait until the totals are complete. DO NOT restart your computer.

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

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

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

The Federal Taxes will change when you run your first payroll for 2014. They are date sensitive.

11. My state is increasing income tax but you list it as no change. What do I do?

If your state has notified you of an income tax change, please contact CDCI with that information (support@cdci.com, 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. How do I move my data from one computer to a new one without a network?

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

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

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

Now you can make a backup as normal:

1.) Select Modules from top menu.
2.) Click Housekeeping > Make a Backup.

14. 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 Year End.

Go to the menu in PB Help > About Profit Builder. A screen will appear stating your current version and date. The version must be 9.6.1; the release date must be December 2013 or later.

What's in the New Version

Enhancement / Repair Listing

Profit Builder version 9.6.1

January, 2014

1. Program repair - System triggers an update from global and resets current vendor and employee data. Repair prohibits any updating from global when there is no sharing of contacts.

2. 941 report is now available for 5 quarters – q4 in 2013 and q 1-4 in 2014.

3. 941 report added .9% Medicare field.

4. When you print a bank reconciliation report, it will list the outstanding checks and adjusts the GL Balance to reflect what the bank should show.

5. The program now asks for the deposit date when running deposit checks.

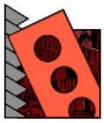
6. Repaired A/P Quick Check – The program was losing track of the next check # when a different Bank Acct was selected.

7. You can no longer change a PAID invoice from an invoice to a credit memo and vice-versa without first voiding the check.

8. W2 and 1099 form changes were made.

9. Federal and State tax changes were made.

10. New System Status Report :



Construction Data Control, Inc.

System Status

Balances

(1) Cash Account A - First Federal - Balance from GL Account 10400		-47,607.31
	(2) Plus Checks not cleared	2,986.80
	(3) Less Receipts not cleared	-9,000.00
	(4) JE Adjustments not cleared	3,974.06
	(5) Net Balance	-49,646.45
Cash Account B - Nations Bank - Balance from GL Account 10500		100.00
	Plus Checks not cleared	0.00
	Less Receipts not cleared	0.00
	JE Adjustments not cleared	-100.00
	Net Balance	0.00
Cash Account R - Raleigh National Bank - Balance from GL Account 10650		9,581.61
	Plus Checks not cleared	4,029.75
	Less Receipts not cleared	-8,145.12
	JE Adjustments not cleared	1,100.00
	Net Balance	6,566.24
Accounts Payable	(6) Balance from Accounts Payable	26,697.76
	(7) Balance from General Ledger	-82,390.47
	(8) Proof	109,088.23
Accounts Receivable	Balance from Accounts Receivable	543,181.62
	Balance from General Ledger	517,440.12
	Proof	25,741.50
(9) **Retainage Receivable**	Balance from Accounts Receivable	37,701.56
	Balance from General Ledger	37,701.56
	Proof	0.00

(10) Activity

Open AP Invoices	20	Total AP Invoices	11,303	Total AP Checks	6,668
Open AR Invoices	10	Total AR Invoices	380	Total AR Receipts	346
(11) Unposted GL Activity	0				
Vendors on file	688				
Customers on file	92				
Employees on file	10				
Jobs on File	66				
Categories on File	7,544				
Job Postings on File	10,600				

(12) April, 2013 through March, 2014 are open in the General Ledger.
Data is backed up to Z:\pb\C001

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

www.CDCI.com
Support@CDCI.com

New Report – System Status Report

Report is accessed on the General Ledger reports menu.

The system status report was developed to assist the operator in spotting potential problems. The report is divided into Balances and Activity.
The Balances section proofs critical accounts:

Cash

Each bank account is analyzed to determine just what the balance is at the bank. The *latest* account balance in the General Ledger is adjusted to account for items that have not yet reached the bank [not cleared in your Profit Builder System]. This report was put together for clients who watch their accounts daily online and wish to tie the balance to their books. You must clear all items shown by the bank in order for this to work properly. You do this via Bank Reconciliation.

① **Balance** The balance in each cash account is taken from the latest month open which reflects the very latest posting activity.

② **Uncleared Checks** This balance is increased by the amount of the checks that have not yet reached the bank. Since the bank is unaware of these checks, we are showing the funds going back into the account.

③ **Uncleared Receipts** The balance is reduced by the amount of deposits which are not recorded at the bank.

④ **Journal Entries** The balance is adjusted based on the journal Entries that have yet to appear at the bank. These could have increased or decreased your balance. Whatever the case, they are reversed if they are not yet recognized by the bank.

⑤ **Net Balance** The result of combining these totals is the amount that should be the balance at your bank.

Payables

From time to time, we find that the listing of open payables does not add up to the amount in our GL Payables control account. Many times this is due to a journal entry being posted to the Payables control account. Even though we reconcile the two monthly, we may wish to check more frequently. This report lets you view a proof without printing several reports.

⑥ **Balance from AP** This is the sum of all open payables as shown on the Payables Journal in the AP module.

⑦ **Balance from GL** This is the account balance from General Ledger for the most current open month for the AP account.

⑧ **Proof** This is the difference between the AP Journal amount and the GL account for payables.

Receivables

As with Payables, the receivables need to be watched to assure that the Receivable Journal matches the balance for the GL Receivables control account. . Even though we reconcile the two monthly, we may wish to check more frequently. This report lets you view a proof without printing several reports.

⑥ **Balance from AR** This is the sum of all open receivables as shown on the Receivables Journal after any retainage invoices for Contract Billing [AIA] have been removed.

⑦ **Balance from GL** This is the account balance from General Ledger for the most current open month for the AR control account.

⑧ **Proof** This is the difference between the adjusted AR Journal amount and the GL account for receivables.

Retainage Receivable

⑨ Similar to Accounts Receivable, we need to be sure that the balances stay synchronized between the Contract Retainage in the AR Journal and the General Ledger Retainage Receivable account. Note that only open retainage invoices generated by the Contract Billing program will be included in the Balance from Accounts Receivable.

Activity

⑩ There are a number of accounting elements that build up in a system if proper maintenance is not performed. If you find your system acting sluggish, it may be due to the amount of old information still embedded in your data set. These numbers give you and our support staff an insight into your situation.

⑪ **Unposted Activity** This should always be 0. If there is any data shown here, it is because a GL posting process was interrupted. General Ledger / Process / Postings will clear this holding tank and post any activity to the General Ledger.

⑫ **Months Open in GL** At a glance you can tell which months have not been closed in GL. You are permitted a maximum of 12 months to be open.