Deltek Vision® 7.6

Year-End Frequently Asked Questions

December 1, 2024

Contents

Overview

This document presents frequently asked questions related to year-end processing.

The Year-End Cumulative Update will be released in December 2024. Expect any late-breaking state tax changes to be included in a second payroll tax update in January or February.

The *Deltek Vision Year-End Guide* and the Year-End Cumulative Update software will be available on the Deltek Support Center, https://deltek.custhelp.com.

To access the Year-End Guide:

1. Log on to the website.
2. Click the **Year-End Resources** link.
3. Select the product: **Vision**.
4. Click **Go**.

All knowledge base articles related to year-end processing displays.

Year-End Processes

Can the December and January periods, when crossing a fiscal period, be open at the same time? (KB# 56430)

Yes, Deltek Vision accommodates having more than one period and more than one fiscal (calendar) year open at the same time. Any changes to the General Ledger balances in prior years continuously update opening balances in the new year.

Making changes to prior periods may carry over into the new fiscal year in those entries that affect the Income Statement accounts and the Retained Earnings accounts, which could impact the new fiscal year financials. Therefore, re-running reports including the financial statements may be recommended, depending on what changes were made.

The January period is open. Is it possible to print out prior year reports? (KB# 53429)

It is possible to print reports for prior periods and/or prior years.

- Whether the period should be changed to run the report depends on the specific report in question.

- Some reports will require the user to change the period to the desired period and others will allow the user to run the report for a given date range under the reporting options of the selected report.

How can the number of periods in a fiscal year be changed? (KB# 53430)

Vision keeps track of how many periods are to be used in a fiscal year, based on the number of periods that were designated at the time of implementation. To review the current number of periods, go to **Utilities » Period Setup**. The number displays under **Periods Per Year**. You can change the number of periods at a later date; however, there are things that you must consider before changing the number of periods per year:

- If the number of periods is increased, the amount of time covered—as in 12 periods versus 15 periods—could span over one calendar year. To gain more accurate values to run reports off periods versus year-to-date, consider that the year-to-date value may span over a year.

- If the number of periods is decreased, the amount of time covered—as in 12 periods versus 9 periods—could span less than one calendar year. To gain more accurate values to run reports off periods versus year-to-date, consider that the year-to-date value may span over a year.

- If the periods are changed, there may be an impact to the Income Statement, financial reports, and project reports.

- Be aware of the possible impact of the employee benefits for the Benefit Accrual Year, which you may need to modify as well.

What does marking a period "closed" actually do? (KB# 56434)

Closing a period eliminates the period from the Open Periods form that displays when you log on to Vision. This helps reduce the possibility of posting transactions to incorrect periods. Closing a period does not prevent Vision users from accessing information in the closed period.

All users have the ability to review information and print reports from the current period, which may include information from a closed period. However, rights to process and change data in a closed period are limited by the security role's settings, as designated in **Configuration » Security » Roles » Accounting** tab.

Deltek recommends that you create a security role, assigned to a limited number of users, with rights to access closed periods. This prevents a user from inadvertently posting information to a previous year or period.

Can accounting period or fiscal year dates be changed? (KB# 56439)

To change accounting period dates and/or the number of periods in the year:

1. Click **Utilities » Period Setup**. Vision displays the Period Setup form.
2. Change the number of periods in the fiscal year by entering the new number in the **Periods Per Year** field. The data remains in the same period in which it is posted. The number of periods per year is typically 12 or 13, although there are exceptions.
3. Change the accounting period start and/or end dates for any previously open period in the database by entering the new date in the **Start** or **End** field.
4. Change the fiscal year start and/or end dates for any previously open period in the database by entering the new date in the **Start** or **End** field.
5. Click **Close** to exit the Period Setup form.

Can prior year adjusting entries be posted after the periods are closed? (KB# 56442)

In Vision, you can access any open or closed periods as long as the security rights allows for this to happen.

To review security role settings, click **Configuration » Security » Roles » Accounting** tab.

Change the active period to the desired period and make any necessary year-end adjustments.

- If adjustments are made in the prior period and the amounts affect the prior year balances, you may need to re-run the Overhead Allocation, Revenue Generation, Adjust Salary Job Cost, and Consultant Accruals processing when in the prior period/year.
- If Cash-Basis Reporting is enabled for the new year, it should be disabled while making any previous year adjustments.
- It may be useful to close the prior year periods and limit security rights to only Administrator users who can process in a closed period. This would prevent a user from inadvertently posting information in a previous year or period.

What happens to the Income Statement accounts when the new fiscal year is opened? (KB# 53431)

When a new fiscal year is opened, Vision closes out the Current Year Retained Earnings account by automatically moving the ending balance of the account to the Prior Year Retained Earnings account. This process is automatically done by Vision and no posting log is created.

- Current Year Ending Income Statement balance = Income Statement accounts (Revenue & Expenses)

- Current Year Ending Income Statement balance is moved to Prior Year Retained Earnings = When the Open New Period utility is run for the new fiscal year.

- Current Year Ending Income Statement balance becomes New Year Beginning balance for Prior Year Retained Earnings = Previous Years Retained Earnings account.

The Current Year Retained Earnings account represents the ending balance on the Income Statement and is also known as the Current Year Profit and Loss account. The Current Year Retained Earnings account is the balance of the Current Retained Earnings account that is automatically calculated as Revenue minus Expenses.

- If a new fiscal year was opened, go back to a period in the previous fiscal year and post anything that affects the Income Statement. This adjustment would affect the fiscal year.

- Any postings will affect the period and fiscal year the adjustments were posted in.

- When changing to the most current Fiscal Year, the adjustments made in the previous fiscal year affect the Previous Years Retained Earnings account balance automatically.

Need to post records in December, but the January period is open. Is it possible to post in December? (KB# 53433)

Yes, you can still post records in the December period, as long as you have the appropriate security rights.

To post in the December period:

1. Click **Configuration » Security » Roles » Accounting** tab.
2. Select the **Allow processing in Prior Periods** option.
3. Log in to the December period.
4. Post the records.

When and how does a new fiscal year get opened? (KB# 53444)

When you access the Utility **Open New Period** while in the last period for the fiscal year, Vision automatically prompts to open a new fiscal year.

When you open a new fiscal year, the following prompt displays:

Warning-You are currently in fiscal period 12 of 12 for the year 2024. If you continue, you will open the first fiscal period for the year 2025.

To open a new fiscal year:

1. Click **Utilities » Open New Period**.

2. Under **Current Period**, review the **Fiscal Period** and **Year**, and compare their values to the **New Period**, **Fiscal Period**, and **Year**.

3. Click **OK** to open the new fiscal year.

How do I open the timesheets for the next period/year? (KB# 40558)

To open timesheets for the next period/year:

1. Click **Configuration » Time and Expense » Company Timesheet » Calendar** tab.

2. Take any of the following actions:

   ▪ Click **Insert** and enter **Start Date** and **End Date**.

   ▪ Click **Auto Fill**, enter **Start Date** and **End Date**, and click **OK**.

3. Click **Save**.

Year-End Cumulative Update

What versions of Vision are supported for the 2024 Year-End Cumulative Update? (KB# 92744)

- Vision year-end/Cumulative Updates in 2024 will be provided for version 7.6.
- If the firm is running Vision 7.5 or older, users must upgrade to Vision 7.6 to receive a 2024 year-end update.
- Please refer to KBA 58652 for Vision Customer Support Services Lifecycle for more information.

What ramifications, if any, would there be if the first payroll in the New Year was run before installing the Year-End Cumulative Update? (KB# 56420)

The Federal and State withholding amounts may be a little off due to the differences in the prior year tax rates and the new year's tax rates.

> **Important Note:** The system will NOT calculate or record any taxable wages for FICA - OASDI (Social Security). Calculating the FICA-OASDI tax manually and updating a payroll record will still NOT calculate any taxable wages for that payroll if the year-end cumulative update has not been installed. Deltek highly recommends that the latest cumulative update to Vision (typically in December) is installed before doing the first payroll of the new year.

Project Considerations

Is it possible to consolidate dormant projects at year-end? (KB# 40533)

It is possible to close out dormant projects by using the Project Key Conversion utility. This utility consolidates the information from the selected projects into the specified project number. However, using this utility does not reduce the size of the database.

Once consolidated, details of the various projects still exist but are consolidated under one project number and cannot be broken down into their previous, distinct project numbers. You cannot see the original project detail at a later date because there is no undo capability. The only option for seeing the data by project would be to restore the database from a backup made prior to the consolidation.

After opening the new fiscal year, there are no longer any year-to-date values for the overhead projects. Why? (KB# 40534)

The year-to-date amounts for overhead projects reset to zero once the new fiscal year has been opened. Per GAAP, the income statement accounts are cleared to retained earnings at the end of each fiscal year. Because indirect expenses clear out to Retained Earnings at the end of each fiscal year, expenses charged to Overhead projects can be viewed only in the actual year the expenses were incurred.

Resolution:

1. Go to the last Accounting Period of the prior fiscal year
2. Run the Project Detail Report.

    The previous year's values will be visible.

    > **Note:** This report will bring in values for only one fiscal year at a time

> **Note:** For Promotional and Regular projects, it is possible to run the Project Detail report without having to go into the prior period/year.

What happens to the labor related to the projects in Interactive Billing when the new fiscal year is opened? (KB# 40535)

All of the project charge types (Overhead, Promotional, and Regular) retain the labor in the Interactive Billing, as long as the labor has not been accepted on an invoice.

Where is the automobile mileage reimbursement expense changed for new fiscal year? (KB# 53508)

There are two locations to configure mileage reimbursement:

Location #1:

1. Click **Configuration » Time and Expense » Company Expense » Setup** tab.
2. Enter the mileage/kilometer reimbursement in the **Distance Reimbursement Default** field.
3. Click **Save**.

Location #2:

1. Click **Configuration » Time and Expense » Expense Categories**.
2. Select the **Employee Group Expense Category** that has mileage/kilometer.
3. Select **Edit** and change the rate in the **Distance Reimbursement** field.
4. Click **Save**.

> **Note:**
>
> - Be in the Edit screen for the **Distance Reimbursement** to display.
> - Currently the application can hold only one rate. Clearing the **Disallow user to edit amount per mile/kilometer** checkbox on the Expense Category will allow users to enter a different rate on the expense report, if desired. Employees can then adjust the rate to be the last year's reimbursement rate or this year's reimbursement rate.
> - Another option to have different mileage/kilometer rates is to create a separate Expense Categories with different rates. Make sure that in the Category Name references, the year corresponds with the correct **Distance Reimbursement** rate.
> - This change will take effect on new expense reports only.
> - Expense reports that were **In Progress** or **Submitted** status before the change will need to be manually updated.

Benefit Accruals

What needs to be done before running the Benefit Accrual Year utility? (KB# 53509)

Before running the Benefit Accrual Year utility:

- Deltek recommends having a backup before opening the New Benefit Year.

- Post all timesheets where the Taken Benefit Hours should go to the old Benefit Year.

- Post all payroll runs where the Earned Benefit Hours should go to the old Benefit year.

- Review the Benefit Accrual setup global and individual settings. This includes Carry-over Limits, Pre-accrue of hours, Accrual Schedules, and Benefit Hours Per Year for the employees.

- The global setting for Benefit Hours is located under **Configuration » Accounting » Time Analysis » Benefit Accrual Setup** tab.

- The individual employee setting is located under **Info Center » Employees » Accounting tab » Benefit Accruals** grid.

> **Note:** The individual employee setting overrides the settings in the global setting found under Configuration.

Is there a report on which I can see the current Benefit Accrual information? (KB# 53510)

- The Accrued Time report will show the Benefit Accrual information.

- Go to **Reporting » Employee » Accrued Time Report**.

- This report will reset at the time of opening the New Benefit Accrual year.

> **Note:** The first Benefit Accrual for the new Benefit Year must be processed before the new benefit hour amounts can be viewed, if there are no carry over or pre-accrue hours.

Where is the Open New Benefit Year utility and when should it be run? (KB# 53512)

This utility is located under **Utilities » Open New Benefit Year**.

> **Note:** The Open New Benefit Year utility should be run only after all the timesheets and benefit accrual have been processed and posted for the prior year (whether Fiscal or Calendar) and before posting any timesheets or benefit accruals for the new year.

Does the Payroll application have to be purchased in order to use the Benefit Accruals in Vision? (KB# 40584)

No, it is not necessary to purchase the Payroll module. As long as the Accounting module is active in Vision, you can use the Benefit Accruals feature to track the employees' benefit hours.

Do benefit hours accrue on a bonus payroll run? (KB# 53529)

If Benefit Accruals are set to accrue during Payroll processing, the benefit hours will calculate only on runs designated as a **Regular type**.

If the bonus run is designated as a **Bonus** type, benefit hours will not accrue.

To find out if Benefit hours are set to accrue during Payroll Processing:

1. Go to **Configuration » Accounting » Company Settings**.
2. Click the Timesheets tab.

    Benefit hours will accrue during payroll processing if the checkbox selected is **Accrue benefit hours when payroll is processed**.

Can there be different Benefit Accrual limits for individual employees? (KB# 54126)

Yes, different benefit accrual limits can be set for individual employees.

1. Go to **Employee Info Center » Accounting** tab.
2. In the **Benefit Accruals** grid, a different **Method**, **Schedule**, **Hours Earned Per Year**, **Maximum**, and/or **Carry Over Limit** may be specified.

> **Note:** The setting in the Employee Info Center will override the global/default settings under **Configuration » Accounting » Time Analysis » Benefit Accrual Setup** tab.

Where can Accruals based on Hours Worked be enabled? (KB# 87557)

In Vision version 7.6 and above, you can now accrue benefit hours based on hours worked.

This feature is enabled in **Configuration » Accounting » Company Settings » Timesheets** tab. Select **Enable accruals based on Hours Worked**.

Accounts Payable

Where does the 1099-NEC form get the amount from and where does it put this amount on the 1099-NEC form? (KB# 40539)

After initializing the 1099 year, Vision is ready to generate the 1099 form work file to process the 1099-NEC forms. This work file looks at the **Paid Last Year** field on the Accounting tab in the Vendor Info Center and uses the amount from that field to fill box 1 on the 1099-NEC form.

Are the 1099-MISC forms populated with any values? (KB# 102791)

After the Cumulative update in mid-December 2020, the 1099-MISC forms populates only with PAYER and RECIPIENT information for each vendor who has **1099 Required** selected, but no amounts will automatically populate in boxes 1–17. If amounts are needed in these boxes 1–17, click **Edit** in the Form 1099 Processing screen and manually update the appropriate field.

What accounting period should be open when generating 1099s? (KB# 56208)

- The 1099 initialization utility can be run in any accounting period.
- The utility should be run before users start payment processing for the new 1099 year.

What year or period should be open to run the 1099 Initialization utility? (KB# 56208)

You can run the 1099 Initialization utility in any accounting period, but you should run it **before** you start payment processing for the new 1099 year.

When should the 1099 Initialization utility be run? (KB# 56210)

This 1099 Initialization utility should be run only after all Accounts Payable payment processing and AP Disbursements have been completed and posted for the current 1099 year, but before processing payments or disbursements for the new 1099 year.

> **Note:** The running of the 1099 initialization is not period-specific. When running the utility, be aware of the **Most recent 1099 initialization run** date field, so it is not accidentally run twice.

How are 1099 forms printed? (KB# 56212)

To print 1099 Forms:

1. Go to **Accounting » Accounts Payable » Form 1099 Processing**.

2. Take any of the following actions:

   - To print a single vendor 1099-NEC form:

     a) On the Form 1099 Processing toolbar, select **Edit**.

     b) Find the vendor in the Search window.

     c) Select **Print** from the toolbar.

   - To print all vendors 1099-NEC forms

     a) Go to the Form 1099 Form Processing toolbar.

     b) Select **Print** from the main toolbar, and then select **Print 1099-MISC** or **Print 1099-NEC**.

> **Note:** No values populate the form 1099-MISC automatically. Values populate only box 1 of the 1099-NEC automatically. If printing a 1099-MISC is needed, manually update the proper field on the Edit screen for the 1099-MISC.

Why were 1099 forms not printed for some 1099 vendors? (KB# 56214)

There are a few common reasons why this happens:

- The **1099 Required** checkbox is not selected for the excluded Vendor(s) on the **Vendor Info Center » Accounting** tab.

- The **Paid Last Year** field for the excluded Vendor(s) does not meet the minimum amount specified in the 1099 Form Processing window.

- There is no Primary Address selected on the **Vendor Info Center » Vendors » General** tab. A Primary Address needs to be selected for a 1099 to generate.

What should show on the 1099 Verification Report? (KB#56217)

When vendors show on this report, there is a difference in the amount of posted payments for the selected 1099 year and the amount in the **Paid Last Year** field in the Vendor Info Center.

Resolution:

1. While in the December Period of the current 1099 year, run the Voucher Ledger report in **Reporting » Vendors**. In the report options, select **Year-to-date**, and in the Selection filter, select **1099 Required**.

   The report will show posted payments by Vendor for the Calendar Year.

2. Determine the correct amount, payments shown on the Voucher Ledger, or the amount in the **Paid Last Year** field from the Vendor Info Center. The amount that prints on the 1099 is the Paid Last Year amount.

3. To change the Paid Last Year amount, go to **Info Center » Vendors**, select the **Vendor » Accounting** tab, and update the **Paid Last Year** field.

4. Click **Save**.

5. Reprint the 1099 in **Accounting » Accounts Payable » Form 1099 Processing**. Select **Generate Work File** to update the file with the new Paid Last Year amounts.

What report can be run to see which vendors are selected for the 1099 forms? (KB# 56246)

To see which vendors are selected:

1. To access the Vendor List report, click **Reporting » Vendors » Vendor List**.

2. On the Columns tab, select **Options** and select the **1099 Req** option.

3. On the Sorting /Grouping tab, select **1099 Required** to group vendors based on whether or not they require a 1099.

4. Click **Apply**.

5. Preview the report.

   ▪ **Y** in the **1099 Req** column means that the vendor is selected for a 1099.

   ▪ **N** means the **1099 Req** (required) option is not selected on the vendor record, and no 1099 will print for the vendor.

> **Note:** You can also use this report to verify the **Paid Last Year** and **Federal ID** information for the vendors.

Why are last year's 1099 amounts printing on the current year 1099s? (KB# 56298)

The 1099 Initialization utility was not run before generating the 1099 work file for the 1099 Form Processing.

Resolution:

1. Confirm that all current year Accounts Payable payments are processed and posted.

2. Go to **Utilities » 1099 Initialization**.

3. Note the **Most recent 1099 initialization run** date. If the 1099 initialization has not been recently run in the last year, after making a backup, click **Initialize**.

4. Go back to **Accounting » Accounts Payable » Form 1099 Processing**.

5. Verify that the correct 1099 year has been selected.

6. Click **Generate Work File**.

The amounts on some Vendors 1099s are incorrect. How can this be resolved? (KB #56302)

There are two options for changing the amounts on 1099s.

Option 1: If the 1099 work file has not been generated:

1. Click **Info Center » Vendor**, and then click the Accounting tab.
2. In the **Paid Last Year** field, change the amount.
3. Generate the 1099 work file.

Option 2: If the 1099 work file has been created:

1. In the 1099 Form Processing area, select **Edit**.
2. Manually make changes. Note, however, that if the work file is regenerated, any manual edits will be lost.

Can Vision print to 1099-INT or 1099-DIV forms? (KB# 64682)

Vision prints to forms 1099-MISC and 1099-NEC only.

Does Vision support the combined federal/state filing feature for Electronic Filing of 1099s? (KB# 64701)

The 1099-related electronic filing feature **Combined Federal/State Filer** is not supported in Deltek Vision.

Payroll

What does the Open New W-2 Quarter utility do? (KB# 56316)

- This utility is used to allow processing payroll in the correct W-2 quarter and year.
- A new W-2 quarter must be opened to track data accumulated by the Payroll module by Quarter and Year.
- In addition, a new W-2 quarter/year must be opened before you process the first payroll in that quarter/year.
- This procedure affects payroll data only; it does not affect any other Vision data.

When should the Open New W-2 Quarter utility be run? (KB# 56334)

The Open New W-2 Quarter should be run after processing the final payroll for a quarter and before processing the first payroll for the next quarter.

Deltek Vision is able to determine when this utility is run in the final quarter of the calendar year and will open both a new W-2 Quarter and Year.

Where is the Open New W-2 Quarter utility located? (KB# 56339)

Click **Utilities » Open New W-2 Quarter**.

Why isn't the Open New W-2 Quarter option showing under the Utilities menu? (KB# 56351)

- The user does not have rights to this utility in **Configuration » Security » Roles**.
- The Payroll Module is not activated.

Resolution:

Option #1:

1. Have an existing user with security rights select Open New W-2 Quarter utility.
2. Run the utility.

Option #2: Modify security rights for the user to run this utility.

1. To modify security rights, go to **Configuration » Security » Roles**.
2. Select the Role to modify.
3. On the General tab, under the **Utilities Node**, select **Open New W-2 Quarter**.
4. Click **Save**.

Option #3: Enable Payroll Module

1. Go to **Configuration » General » Company Settings » General** tab.

2. Select the **Enable Payroll Module** checkbox.

3. Click **Save**.

4. Log out, and then log back into the program.

5. Make sure role has access to this utility.

> **Note:** If the checkbox does not exist on this screen, contact your Account Manager to purchase the Payroll application.

Payroll was posted to the wrong W-2 Quarter. How can this be corrected? (KB# 56353)

To correct the W-2 quarter:

1. Click **Utilities » Advanced Utilities » Change W2 Qtr./Year**.

2. Select the payroll processing run to correct.

3. Select the correct W-2 Quarter and Year.

4. Select **Change Payroll Posting W-2 Quarter and/or Year**.

Can Payroll Processing be run in a prior W-2 Quarter and/or Year? (KB# 56363)

Only **Payroll Adjustment and Bonus type** runs can be posted to prior W-2 Quarters and/or Years, during payroll processing. The roles security settings determine the user's access to this feature.

To set up access:

1. Click **Configuration » Security » Roles**.

2. Select the user's role.

3. On the Accounting tab, select the **Allow payroll processing in prior W2 quarter** checkbox.

> **Note:** To post a regular type payroll run to a prior W-2 Quarter/Year, use the utility, located in **Utilities » Advanced Utilities » Change W-2 Qtr./Year**.

Why is the Federal Withholding amount higher for a Bonus payroll run? (KB# 56378)

Vision withholds taxes on supplemental wages (bonuses) according to IRS publication 15 (Employer's Circular E).

"If you withheld income tax from an employee's regular wages in the current or immediately preceding calendar year, you can use one of the following methods for the supplemental wages:

- Withhold a flat 22% (no other percentage allowed).

- If the supplemental wages are paid concurrently with regular wages, add the supplemental wages to the concurrently paid regular wages. If there are no concurrently paid regular wages, add the supplemental wages to alternatively, either the regular wages paid or to be paid for the current payroll period or the regular wages paid for the preceding payroll period. Figure the income tax withholding as if the total of the regular wages and supplemental wages is a single payment. Subtract the tax withheld from the regular wages. Withhold the remaining tax from the supplemental wages.

  If there were other payments of supplemental wages paid during the payroll period made before the current payment of supplemental wages, aggregate all the payments of supplemental wages paid during the payroll period with the regular wages paid during the payroll period, calculate the tax on the total, subtract the tax already withheld from the regular wages and the previous supplemental wage payments, and withhold the remaining tax."

Deltek Vision uses method A exclusively. On a Bonus type payroll run, Federal taxable wages are taxed at 22%.

Why would a Bonus Payroll check not deduct State tax withholding? (KB# 56406)

- On a bonus type Payroll run, the system calculates an effective State withholding tax rate (for States that do not specify a flat rate withholding amount) by taking the year-to-date tax amount withheld for an employee and dividing this by the year-to-date taxable wages for the State. There are exceptions for States that require a flat percentage of wages for Bonus payrolls.

- This calculated rate is then applied to the bonus run to compute the State bonus withholding amount.

- If a bonus Payroll run is processed at the beginning of the year prior to any regular Payroll run, the system calculates a zero amount for the State withholding because the year-to-date tax and taxable wages are currently zero for the employee.

Resolution: The State withholding amount for each employee must be manually calculated for the bonus Payroll run or wait to process the bonus run until after the first regular Payroll run of the new W-2 year.

What are the options for printing W-2 forms in Vision? (KB# 56410)

There are two options:

Option #1: To print an individual employee's W-2 form:

1. Go to **Human Resources » Payroll » Form W-2 Processing**.

2. Select **Edit**.

3. Find the employee whose W-2 needs to be printed.

4. Select **Print** from the toolbar.

Option #2: To print all employees' W-2 forms:

1. Go to **Human Resources » Payroll » Form W-2 Processing**.

2. Select **Print** from the main toolbar.

> **Note:** The system will print W-2s for all employees in the current work file.

Why do I see the following message? Warning: System FICA settings not found for XXXX W-2 year. Any FICA withholdings using the system method will default to 0 (KB# 56411)

This message will display if a payroll is being done in a new W-2 quarter/year and the December Cumulative Update of the prior year or other Cumulative Update of the current year with the tax tables for the new W-2 quarter/year has not yet been installed.

Resolution: Install the latest Cumulative Update to have the latest tax tables on the Vision Web/Application server.

> **Note:** All users must be out of Vision when updates are installed.

What ramifications, if any, would there be if the first payroll in the New Year was run before installing the Year-End Cumulative Update? (KB#56420)

The Federal and State withholding amounts may be a little off due to the differences in the prior year tax rates and the new year's tax rates.

> **Important Note:** The system will NOT calculate or record any taxable wages for FICA - OASDI (Social Security). Calculating the FICA-OASDI tax manually and updating a payroll record will still NOT calculate any taxable wages for that payroll if the year-end cumulative update has not been installed. Deltek highly recommends that the latest cumulative update to Vision (typically in December) is installed before doing the first payroll of the new year.

Why can't I select "Checks to include" options on a bonus payroll run? (KB# 65570)

The option to select **Payments to include** is grayed out for a bonus run. Vision is set up to do all bonuses as direct deposit since the option for **Direct Deposit for Bonus/Adjustments** is selected in **Configuration » Payroll » General**.

The method of selection of a bonus run type is **Manual Selection** by default. This means the auto-select options will be grayed out and unavailable.

Resolution: In the Selection criteria, create two Saved Searches—one for employees who receive live checks and one for those who receive direct deposit advices.

Why didn't the Social Security Maximum reset after installing the YE update? (KB# 65911)

The Year End Update does not update the wage base in **Configuration » Payroll » Withholding Codes**.

The FICA wage base for the current year can be found in Form W-2 processing. When the Year is selected, the corresponding wage base will display.

What report can be printed that will tie out to the W-2s? (KB# 66111)

1. In **Reporting » Payroll**, select the Withholdings by Category report

   > **Note:** When running this report, be in the December Accounting Period.

2. In Options select these **Specific Withholding Codes**: **Federal** (Box 1 Wages), **FICA-OASDI** (Box 3 Wages), and **FICA-HI** (Box 5 Wages). And then, if applicable, select **State**, **401K**, and **Cafeteria**.

3. Select **Print Taxable Wages**.

4. Run the report.

   The YTD (Year-To-Date) Taxable Wages and YTD Amounts Withheld for each withholding code will tie out to the W-2.

How should Employer HSA or FSA contributions to an employee's eligible savings accounts be processed in Vision? (KB# 69623)

Contributions to an employee's eligible non-taxable savings account should never increase an employee's gross pay amount. Enter this type of payment as an employer contribution.

1. Create a new Contribution Code (if needed) in **Configuration » Payroll » Contribution Codes**.

2. Assign this Contribution Code to employees in **Info Center » Employees » Payroll tab » Contribution Code grid**.

3. If you are applying the contribution to all regular payrolls:

   a) Change the **Method** to **Amount**.

   b) Enter each employee's contribution amount.

4. If the contribution is applied at other times:

   a) Leave the **Method** as **System**.

   b) Enter the amount on the Payroll Processing Employee Review screen.

To add the contribution amount to the employee's HSA direct deposit account, set up an HSA withholding code to add the contribution amount back to the employee's net pay:

1. Go to **Configuration » Payroll » Withholding Codes**.

2. Click **Insert** and assign a sequence number that is **HIGHER** than Federal, FICA (OASDI), FICA (HI), and the State Code.

3. Assign the **Type** as **Other**.

4. The **Method** must be an amount in order to direct deposit the correct amount to the HSA account.

Add the new withholding code to the employees who receive the HSA contribution:

1. Go to the **Employee Info Center » Payroll** tab.

2. Insert a new row in the withholdings grid.

3. Add the new HSA Withholding Code.

4. Assign the appropriate amount as a negative for that employee.

   This is the same amount as the HSA Contribution. A negative amount will add the amount back to the Net Pay for Deposit.

5. Save the record.

On the Employee Info Center » Accounting tab:

1. Add the HSA account information to the Direct Deposit grid for the employee.

2. Insert a new row in the direct deposit grid,

3. Add the HSA bank account information.

4. Assign the amount of the contribution to deposit.

5. Save the record.

Is it necessary to install the Year-End Cumulative Update? (KB# 71141)

If you are running Deltek Payroll or Form 1099, the Year-End update must be installed in order to implement any tax changes for the New Year or provide updates to W-2 or 1099 forms.

Do Cafeteria type withholding codes total or print separately in box 14 of the W-2 form? (KB# 71656)

Each Cafeteria type withholding code amount prints as a separate line in box 14 of the W-2.

The timesheet period spans beyond 12/31. How can this timesheet be posted to accurately reflect the correct benefit hours in the current benefit year? (KB# 71769)

The timesheet period that includes December 31 has a period ending date in January. How can hours be posted only through 12/31 so the new benefit year can be opened afterwards?

Resolution:

1. In **Configuration » Time & Expense » Company Timesheet**, on the Calendar tab, enter one timesheet period for the days only through 12/31.

2. Re-enter a second timesheet period for 1/1—the end of the usual timesheet period.

3. Post the timesheet with the period ending date of 12/31 only.

4. Open the New Benefit Year.

Payroll tax tables are stored for prior AND current years. (KB# 83656)

Processing payroll can be done for the prior tax year or the new/current tax year. This means the year-end payroll update to the tax tables that Deltek provides can be installed before the final payroll or bonuses are done at the end of the year. Based on the W-2 year selected, Vision selects the appropriate Payroll Tax Withholding tables that it uses to calculate system withholding amounts.

- For the role, select **Allow Processing in Prior Period** and **Allow Payroll in a prior W2 quarter** on the Accounting tab of **Configuration » Security » Roles**.

- In **Human Resources » Payroll » Form W-2 Processing**, the Processing W-2 year field is automatically populated with the current open W-2 year. The values for the Current W-2 Year field shows on the General tab of **Configuration » Payroll » General**.

- If you are processing a bonus or an adjustment run, in **Human Resources » Payroll » Payroll Processing**, select the W-2 Year and the W-2 Quarter for the payroll that the payroll payment should be processed in, and the correct tax tables will be used.

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