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# JD Edwards EnterpriseOne US Payroll Year-End Processing for 2008

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**October 2008**

JD Edwards EnterpriseOne US Payroll Year-End Processing for 2008  
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# Contents

## General Preface

- About This Documentation Preface .....xiii**
- JD Edwards EnterpriseOne Application Prerequisites.....xiii
- Application Fundamentals.....xiii
- Documentation Updates and Downloading Documentation.....xiv
  - Obtaining Documentation Updates.....xiv
  - Downloading Documentation.....xiv
- Additional Resources.....xiv
- Typographical Conventions and Visual Cues.....xv
  - Typographical Conventions.....xvi
  - Visual Cues.....xvi
  - Country, Region, and Industry Identifiers.....xvii
  - Currency Codes.....xviii
- Comments and Suggestions.....xviii
- Common Fields Used in Implementation Guides.....xviii

## Preface

- JD Edwards EnterpriseOne Preface.....xxi**
- JD Edwards EnterpriseOne Products.....xxi
- JD Edwards EnterpriseOne Application Fundamentals.....xxi
- Common Elements Used in This Guide.....xxi

## Chapter 1

- Getting Started with JD Edwards EnterpriseOne U.S. Payroll Year-End Processing . ....1**
- JD Edwards EnterpriseOne U.S. Payroll Year-End Processing Overview.....1
- JD Edwards EnterpriseOne U.S. Payroll Year-End Processing Implementation.....1
  - Implementation Steps for U.S. Year-End Payroll Processing.....2

## Chapter 2

- Understanding Payroll Year-End Processing.....3**
- Year-End Processing Features.....3
  - Release Levels.....4
  - Changes for Year-End Processing in 2008.....4

Preparation for Year-End Reporting.....5  
 Deadline Extensions and Waivers of Reporting Requirements.....5  
 Government Regulations.....6  
 Paper Forms.....6  
 Deadline Information.....6  
 IRS and SSA Resource List.....7  
 The Year-End Processing Cycle and Process Flow.....8  
 The Payroll Year-End Processing Cycle.....8  
 The Year-End Processing Checklist.....11

**Chapter 3**

**Processing Rollovers.....15**  
 Understanding Rollovers.....15  
 Running the Year-End Rollover Program.....16  
 Understanding Rollover Processing.....16  
 Prerequisites.....17  
 Form Used to Run the Year-End Rollover Program.....17  
 Processing Year-End Rollovers.....17  
 Setting Processing Options for the Year-End Rollover Program (P07390).....18  
 Reviewing Year-End Rollover Reports.....19

**Chapter 4**

**Setting Up Year-End Processing.....21**  
 Understanding Employee Setup for Year-End Processing.....21  
 Setting Up Information for Box 13.....23  
 Understanding Box 13 Information.....23  
 Forms Used to Set Up Information for Box 13.....25  
 Setting Up a Statutory Employee.....25  
 Setting Up an Employee As an Active Participant in a Retirement Plan.....26  
 Entering Third-Party Sick Pay Records.....27  
 Copying Third-Party Sick Pay Records.....28  
 Setting Up Employees Who Work in Multiple States.....28  
 Understanding the Setup Requirements for Employees Who Work in Multiple States.....29  
 Prerequisite.....29  
 Forms Used to Set Up Employees Who Work in Multiple States.....30  
 Setting Up the Resident State as the Base State.....30  
 Setting Up a State Other Than the Resident State as the Base State.....30  
 Setting Up Employees Who Work in Puerto Rico.....31

Understanding Year-End Setup for Puerto Rico.....31  
 Forms Used to Set Up Employees Who Work in Puerto Rico.....31  
 Setting Up Employees Who Work in Puerto Rico.....31  
 Setting Up Contract and Pension Employees.....32  
     Understanding Contract and Pension Employee Setup.....32  
     Forms Used to Set Up Contract and Pension Employees.....32  
     Setting Up Contract and Pension Employees.....32  
 Verifying Company Information.....33  
     Understanding Company Address Information.....33  
     Understanding Parent Companies.....34  
     Forms Used to Specify a Parent Company.....34  
     Specifying a Parent Company.....34  
 Verifying Tax Area Information.....35  
     Understanding Tax Area Information.....36  
     Forms Used to Verify Tax Area Information.....36  
     Verifying Tax Area Information.....36  
     Setting Up New Jersey Malpractice Tax Information.....37  
 Setting Up Next Numbers for W-2s.....38  
     Forms Used to Set Up Next Numbers for W-2s.....39  
     Setting Up Next Numbers for W-2s.....39  
 Setting Up DBAs for Year-End Processing.....40  
     Understanding DBA Setup for Year-End Processing.....40  
     Prerequisite.....41  
     Forms Used to Set Up DBAs for Year-End Processing.....42  
     Entering W-2 IRS-Defined Codes for Amounts Reported in Box 12.....42  
     Entering Descriptions for Amounts Reported in Box 14.....42  
     Setting Up State Wage Adjustments for Specific States.....43  
     Running the Repost DBAs to Tax Area Summary Program (R07148).....43  
     Setting Processing Options for the Repost DBAs to Tax Area Summary Program (R07148).....43  
 Setting Up Pay Types for 1099 Processing.....43  
     Understanding Pay Type Setup for Year-End Processing.....44  
     Prerequisite.....46  
     Forms Used to Set Up Pay Types for 1099 Processing.....46  
     Setting Up Pay Types for Contract and Pension Employees.....46  
     Setting Up Tax Exempt Pay Types.....46  
 Reviewing W-2 IRS-Defined Codes.....47  
     Understanding IRS-Defined Codes.....47  
     Form Used to Review W-2 IRS-Defined Codes.....47  
     Reviewing W-2 IRS-Defined Codes.....47

**Chapter 5**

**Setting Up Workfiles.....49**

Understanding the Year-End Workfile.....49

Setting Up Year-End Workfile Parameters.....49

    Understanding Year-End Workfile Definition.....50

    Forms Used to Set Up Year-End Workfile Parameters.....54

    Creating a Year-End ID.....54

    Defining Workfile Data Criteria.....55

    Assigning Special Handling Information.....56

    Copying Special Handling Information.....59

    Assigning Additional Information to the Workfile Build.....59

Creating the Year-End Workfile.....60

    Understanding Year-End Workfile Creation.....60

    Prerequisite.....61

    Forms Used to Create the Year-End Workfile.....62

    Creating the Year-End Workfile.....62

    Setting Processing Options for U.S. Year-End Workbench (P07810).....62

**Chapter 6**

**Reviewing Year-End Workfile Information.....65**

Reviewing Year-End Version Information.....65

    Understanding Version Review.....65

    Forms Used to Review Year-End Version Information.....67

    Reviewing the Status of IDs Being Processed.....68

    Resetting a Step in the Year-End Cycle.....68

    Resetting the Year-End Version.....69

    Reviewing the W-2 Count.....69

    Reviewing Wage Adjustment Summaries.....70

    Reviewing Wage Adjustments Detail.....71

    Reviewing Employee Wage Information.....72

    Reviewing Employee Form Count Information.....72

    Reviewing Employee Form Detail Information.....73

Reviewing Employee Form Information.....73

    Understanding Employee Form Information.....74

    Forms Used to Review Employee Form Information.....75

    Reviewing Employee W-2 Information.....75

    Reviewing Employee Wage Adjustments.....76

    Reviewing Employee Wage Allocations.....77

    Reviewing Employee Special Handling Information.....77

Printing a Single Year-End Form.....77

    Understanding the Single Form Printing Process.....78

    Forms Used to Print Single Year-End Forms.....78

    Printing Single Year-End Forms.....79

Reviewing Employee 1099 and 499R-2 Information.....80

    Forms Used to Review Employee 1099 and 499R-2 Information.....81

Reviewing History Reports.....81

    Understanding History Reports.....82

    Running the Federal Tax History Report (R07347).....82

    Setting Processing Options for the Federal Tax History Report (R07347).....82

    Running the State/Local Taxation Report (R07348).....83

    Setting Processing Options for the State/Local Taxation Report (R07348).....83

    Running the Employee Pay & Tax Register Report(R073231).....83

    Setting Processing Options for the Employee Pay & Tax Register Report (R073231).....83

    Running the Tax History Integrity F06136A/F06166A report (R077011A).....84

    Setting Processing Options for the Tax History Integrity F06136A/F06166A report (R077011A).....84

Processing Year-End Workfile Changes.....85

    Understanding Year-End Workfile Changes.....85

    Prerequisite.....86

    Form Used to Process Year-End Workfile Changes.....86

    Processing Year-End Workfile Changes.....86

**Chapter 7**

**Producing Year-End Deliverables.....89**

    Understanding the Year-End Reporting Process.....89

    Printing Audit Reports.....90

        Understanding Audit Reports.....90

        Prerequisite.....94

        Forms Used to Print Audit Reports.....95

        Printing Audit Reports.....95

        Copying the Reports Model.....96

Working with Year-End Forms.....97

    Understanding Year-End Forms.....97

    Prerequisites.....99

    Forms Used to Work With Year-End Forms.....99

    Entering a Print Date for Year-End Forms.....99

    Printing Year-End Forms.....100

    Resetting Year-End Forms.....101

Generating Workfiles for Year-End Electronic Filing.....101

|   |     |
|---|-----|
| Understanding Electronic Filing Workfiles.....                        | 102 |
| Prerequisites.....  | 104 |
| Forms Used to Generate Workfiles for Electronic Filing.....           | 105 |
| Generating the Federal W-2 Workfile.....                              | 105 |
| Generating the Federal W-2 EFW2 Electronic Filing Workfile.....       | 106 |
| Generating State W-2 EFW2 and 499R-2 Electronic Filing Workfiles..... | 106 |
| Generating the 1099 Electronic Filing Workfile.....                   | 107 |
| Working with W-2cs.....   | 108 |
| Understanding W-2cs.....  | 108 |
| Prerequisite.....   | 110 |
| Forms Used to Work with W-2cs.....                                    | 110 |
| Creating W-2c Records.....  | 110 |
| Printing W-2c and W-3c Forms.....                                     | 111 |
| Generating the Federal W-2c EFW2C Electronic Filing Workfile.....     | 111 |

**Appendix A**

|   |            |
|---|------------|
| <b>Control Tables and Sample Forms.....</b>                               | <b>113</b> |
| Control Tables.....   | 113        |
| F07810 - Year-End Control Table.....                                      | 113        |
| F07821 - Company Form Count Table.....                                    | 114        |
| F07822 - Company Federal Control Table.....                               | 114        |
| F07823 - Year-End Report Table.....                                       | 115        |
| F07824 - Company State/Local Control Table.....                           | 115        |
| F07825 - Company Special Handling Control Table.....                      | 115        |
| F07815 - Special Handling Codes Setup.....                                | 116        |
| F07830 - Employee Federal Control Table.....                              | 116        |
| F07831 - Employee State/Local Control Table.....                          | 116        |
| F07832 - Employee Special Handling Control Table.....                     | 117        |
| F078603 - 1099 Mag Media Table.....                                       | 117        |
| F078651 - W2 MMREF Federal Build Table.....                               | 118        |
| F078652 - W-2C MMREF Federal Build Table.....                             | 118        |
| R897869xx - MMREF State Magnetic Media.....                               | 118        |
| Frequently Asked Questions.....   | 118        |
| Sample Forms.....   | 120        |
| 1099-MISC Miscellaneous Income.....                                       | 121        |
| 1099-R Distributions from Pensions, Annuities, Retirement, and so on..... | 121        |
| W-2 Wage and Tax Statement.....   | 122        |

**Glossary of JD Edwards EnterpriseOne Terms.....125**

**Index .....141**



# About This Documentation Preface

JD Edwards EnterpriseOne implementation guides provide you with the information that you need to implement and use JD Edwards EnterpriseOne applications from Oracle.

This preface discusses:

- JD Edwards EnterpriseOne application prerequisites.
- Application fundamentals.
- Documentation updates and downloading documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common fields in implementation guides.

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**Note.** Implementation guides document only elements, such as fields and check boxes, that require additional explanation. If an element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common fields for the section, chapter, implementation guide, or product line. Fields that are common to all JD Edwards EnterpriseOne applications are defined in this preface.

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## JD Edwards EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use JD Edwards EnterpriseOne applications.

You might also want to complete at least one introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using JD Edwards EnterpriseOne menus, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your JD Edwards EnterpriseOne applications most effectively.

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## Application Fundamentals

Each application implementation guide provides implementation and processing information for your JD Edwards EnterpriseOne applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals implementation guide. Most product lines have a version of the application fundamentals implementation guide. The preface of each implementation guide identifies the application fundamentals implementation guides that are associated with that implementation guide.

The application fundamentals implementation guide consists of important topics that apply to many or all JD Edwards EnterpriseOne applications. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals implementation guides. They provide the starting points for fundamental implementation tasks.

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## Documentation Updates and Downloading Documentation

This section discusses how to:

- Obtain documentation updates.
- Download documentation.

### Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your Implementation Guides Library. You'll find a variety of useful and timely materials, including updates to the full line of JD Edwards EnterpriseOne documentation that is delivered on your implementation guides CD-ROM.

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**Important!** Before you upgrade, you must check Oracle's PeopleSoft Customer Connection for updates to the upgrade instructions. Oracle continually posts updates as the upgrade process is refined.

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### See Also

Oracle's PeopleSoft Customer Connection, [http://www.oracle.com/support/support\\_peoplesoft.html](http://www.oracle.com/support/support_peoplesoft.html)

### Downloading Documentation

In addition to the complete line of documentation that is delivered on your implementation guide CD-ROM, Oracle makes JD Edwards EnterpriseOne documentation available to you via Oracle's website. You can download PDF versions of JD Edwards EnterpriseOne documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, <http://www.oracle.com/technology/documentation/psftent.html>

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## Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

| Resource                            | Navigation                                    |
|-------------------------------------|---|
| Application maintenance information | Updates + Fixes                               |
| Business process diagrams           | Support, Documentation, Business Process Maps |

| <b>Resource</b>                       | <b>Navigation</b>  |
|---------------------------------------|--|
| Interactive Services Repository       | Support, Documentation, Interactive Services Repository  |
| Hardware and software requirements    | Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements   |
| Installation guides                   | Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes  |
| Integration information               | Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications |
| Minimum technical requirements (MTRs) | Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms   |
| Documentation updates                 | Support, Documentation, Documentation Updates  |
| Implementation guides support policy  | Support, Support Policy  |
| Prerelease notes                      | Support, Documentation, Documentation Updates, Category, Release Notes   |
| Product release roadmap               | Support, Roadmaps + Schedules  |
| Release notes                         | Support, Documentation, Documentation Updates, Category, Release Notes   |
| Release value proposition             | Support, Documentation, Documentation Updates, Category, Release Value Proposition   |
| Statement of direction                | Support, Documentation, Documentation Updates, Category, Statement of Direction  |
| Troubleshooting information           | Support, Troubleshooting   |
| Upgrade documentation                 | Support, Documentation, Upgrade Documentation and Scripts  |

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## Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

## Typographical Conventions

This table contains the typographical conventions that are used in implementation guides:

| Typographical Convention or Visual Cue | Description   |
|--|---|
| <b>Bold</b>                            | Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.  |
| <i>Italics</i>                         | Indicates field values, emphasis, and JD Edwards EnterpriseOne or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.<br><br>We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> . |
| KEY+KEY                                | Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.   |
| Monospace font                         | Indicates a PeopleCode program or other code example.   |
| “ ” (quotation marks)                  | Indicate chapter titles in cross-references and words that are used differently from their intended meanings.   |
| . . . (ellipses)                       | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.  |
| { } (curly braces)                     | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).  |
| [ ] (square brackets)                  | Indicate optional items in PeopleCode syntax.   |
| & (ampersand)                          | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.<br><br>Ampersands also precede all PeopleCode variables.  |

## Visual Cues

Implementation guides contain the following visual cues.

## Notes

Notes indicate information that you should pay particular attention to as you work with the JD Edwards EnterpriseOne system.

---

**Note.** Example of a note.

---

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

---

**Important!** Example of an important note.

---

## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

---

**Warning!** Example of a warning.

---

## Cross-References

Implementation guides provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

### Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in implementation guides:

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in implementation guides:

- USF (U.S. Federal)

- E&G (Education and Government)

## Currency Codes

Monetary amounts are identified by the ISO currency code.

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## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about implementation guides and other Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at [appsdoc@us.oracle.com](mailto:appsdoc@us.oracle.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

---

## Common Fields Used in Implementation Guides

|                            |  |
|----------------------------|--|
| <b>Address Book Number</b> | Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant ID, participant number, and so on. |
| <b>As If Currency Code</b> | Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code enables you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.   |
| <b>Batch Number</b>        | Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).   |
| <b>Batch Date</b>          | Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.  |
| <b>Batch Status</b>        | Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:<br><i>Blank:</i> Batch is unposted and pending approval.<br><i>A:</i> The batch is approved for posting, has no errors and is in balance, but has not yet been posted.<br><i>D:</i> The batch posted successfully.<br><i>E:</i> The batch is in error. You must correct the batch before it can post.               |

*P*: The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to *E*.

*U*: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

|                         |   |
|-------------------------|---|
| <b>Branch/Plant</b>     | Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.  |
| <b>Business Unit</b>    | Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.  |
| <b>Category Code</b>    | Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.   |
| <b>Company</b>          | Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.   |
| <b>Currency Code</b>    | Enter the three-character code that represents the currency of the transaction. JD Edwards EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.  |
| <b>Document Company</b> | <p>Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.</p> <p>If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.</p> |
| <b>Document Number</b>  | Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.  |
| <b>Document Type</b>    | <p>Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. JD Edwards EnterpriseOne reserves these prefixes for the document types indicated:</p> <p><i>P</i>: Accounts payable documents.</p> <p><i>R</i>: Accounts receivable documents.</p> <p><i>T</i>: Time and pay documents.</p> <p><i>I</i>: Inventory documents.</p> <p><i>O</i>: Purchase order documents.</p> <p><i>S</i>: Sales order documents.</p>      |

**Effective Date**

Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

**Fiscal Period and Fiscal Year**

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

**G/L Date** (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

# JD Edwards EnterpriseOne Preface

This preface discusses:

- JD Edwards EnterpriseOne products.
- JD Edwards EnterpriseOne application fundamentals.
- Common elements used in this guide.

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## JD Edwards EnterpriseOne Products

This guide refers to these JD Edwards products:

- JD Edwards EnterpriseOne Address Book.
- JD Edwards EnterpriseOne Human Capital Management Foundation.
- JD Edwards EnterpriseOne Payroll.
- JD Edwards EnterpriseOne Time and Labor.

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## JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in several companion volumes of documentation called:

- *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide.*
- *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide.*
- *JD Edwards EnterpriseOne United States Payroll 9.0 Implementation Guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at <http://oracle.com/contracts/index.html> for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

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## Common Elements Used in This Guide

### 1099

A term that describes a year-end form that is produced by the JD Edwards EnterpriseOne Payroll system. In this documentation, the use of the term 1099 refers specifically to forms 1099-R or 1099-MISC, as these are the only types of 1099 forms that you can create using the EnterpriseOne Payroll system.

All other types of 1099 forms must be generated using the JD Edwards EnterpriseOne Financial Management Solutions product suite.

See *JD Edwards EnterpriseOne 1099 Processing Guide for 2008*

**Tax Area**

A code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

**Tax ID Summarization**

A code that specifies whether companies with the same corporate tax ID are to be summarized into one reporting record.

To specify a parent, enter a parent company number in the detail area of the Corporate Tax ID form. Access the Corporate Tax ID form from the Taxes and Insurance menu, G07BPTI4

If you do not specify a parent company, the W-2 Workfile Build uses the lowest company number as the parent.

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**Note.** When summarizing by tax ID, it is recommended that you enter the parent company numbers in the detail area of the Corporate Tax ID form. The parent company number for the parent company is its own company number.

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**Tax Method**

Enter a code that specifies the tax method that the Vertex payroll-tax system uses to calculate certain taxes. The codes are defined in UDC 07/TM.

This code can also determine the form that employees receive for year-end tax reporting. For example, when you enter C, a contract employee receives IRS Form 1099-M rather than IRS Form W-2. If a form is not specified in Description 2, the system generates IRS Form W-2.

For employees who are paid multiple times within one pay period, the system should review previous payments within the same pay period and then adjust tax amounts. To specify this function, enter S.

If a tax method exists for an employee in addition to the normal tax method that is set up in the F060116, the system can use the alternative tax method to interactively process interim payments. To specify this function, enter Z.

Some values, such as S and Z, might require additional setup in the UDC table.

**Tax Type**

A code that specifies the type of payroll tax that is being processed. This is a user defined code (07/TX). To set up state minimum wage amounts, you must enter *MW* in this field. To do so, you must first add MW to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.

**Year-End ID**

A value you assign to each year-end workfile build. The ID must be unique within each calendar year or information can be overwritten and lost. The year-end ID identifies a group of records to be processed for year-end payroll tax purposes. The year-end ID can also be used to identify records for a particular company if the workfile build for that ID includes employees from only one company.

# CHAPTER 1

## Getting Started with JD Edwards EnterpriseOne U.S. Payroll Year-End Processing

This chapter provides an overview of JD Edwards EnterpriseOne U.S. Payroll Year-End Processing and discusses how to implement it.

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### JD Edwards EnterpriseOne U.S. Payroll Year-End Processing Overview

Employers that have paid wages to and withheld taxes from its employees during a calendar year are required to report these amounts to its employees and to the Social Security Administration (SSA). Employees use W-2 forms to complete their personal income tax returns and pay any amounts owed to the Internal Revenue Service (IRS).

The SSA uses W-2 information to properly credit employee's earnings and benefit accounts. The SSA shares earnings and tax information with the IRS. To ensure that employment tax returns, such as form 941, that are sent to the IRS agree with W-2 form and W-3 form totals, the IRS and the SSA compare these amounts:

- Federal income tax withheld
- Social Security wages and tips
- Medicare wages and tips
- Advance earned income credit

This guide describes how to perform payroll-related year-end tasks, including year-end rollovers, year-end form processing, and year-end information reporting. For detailed instructions about preparing employment tax returns and year-end forms, please contact the IRS or the SSA.

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### JD Edwards EnterpriseOne U.S. Payroll Year-End Processing Implementation

In the planning phase of the implementation, take advantage of all sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in the *About This Documentation* with information about where to find the most current version of each.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne year-end processing, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time that is required to search for and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools 8.98 Software Update Guide*.

## Implementation Steps for U.S. Year-End Payroll Processing

This table lists the implementation steps for processing year-end payroll information for the U.S.:

| Step  | Reference  |
|---|--|
| 1. Install the year-end update.   | <a href="http://www.peoplesoft.com/corp/en/update_fix/kg/wrapper.jsp?app=uc">http://www.peoplesoft.com/corp/en/update_fix/kg/wrapper.jsp?app=uc</a>  |
| 2. Verify payroll history.  | <ul style="list-style-type: none"> <li>• <i>Verifying Tax History Integrity in the JD Edwards EnterpriseOne U.S. Payroll 9.0 Implementation Guide</i></li> <li>• <i>Working With Payroll History Integrity in the JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide</i></li> </ul> |
| 3. Process rollovers.   | <a href="#">Chapter 3, "Processing Rollovers," page 15</a>   |
| 4. Verify employee names and addresses.                                       | <a href="#">Chapter 4, "Setting Up Year-End Processing," page 21</a>   |
| 5. Set up information for Box 13.   | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up Information for Box 13, page 23</a>  |
| 6. Set up employees who work in multiple states.                              | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up Employees Who Work in Multiple States, page 28</a>   |
| 7. Set up employees who work in Puerto Rico.                                  | <a href="#">Chapter 4, "Setting Up Year-End Processing," Forms Used to Set Up Employees Who Work in Puerto Rico, page 31</a>   |
| 8. Set up contract and pension employees.                                     | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up Contract and Pension Employees, page 32</a>  |
| 9. Update year-end information for a parent company.                          | <a href="#">Chapter 4, "Setting Up Year-End Processing," page 21</a>   |
| 10. Verify tax area information.  | <a href="#">Chapter 4, "Setting Up Year-End Processing," Verifying Tax Area Information, page 35</a>   |
| 11. Set up next numbers for W-2s.   | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up Next Numbers for W-2s, page 38</a>   |
| 12. Set up deductions, benefits, and accruals (DBAs) for year-end processing. | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up DBAs for Year-End Processing, page 40</a>  |
| 13. Set up pay types for 1099 processing.                                     | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up Pay Types for 1099 Processing, page 43</a>   |
| 14. Enter third-party sick pay information.                                   | <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up Information for Box 13, page 23</a>  |
| 15. Review W-2 IRS-defined codes.   | <a href="#">Chapter 4, "Setting Up Year-End Processing," Reviewing W-2 IRS-Defined Codes, page 47</a>  |

## CHAPTER 2

# Understanding Payroll Year-End Processing

This chapter discusses:

- Year-end processing features.
- Preparation for year-end reporting.
- Year-end processing cycle and process flow.

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## Year-End Processing Features

Payroll year-end processing includes these features:

- Error checking

Users specify the parameters that the system uses to audit data for errors. To minimize errors, user responsibilities are intentionally limited.

- Flexibility

Users determine reporting rules and decide how to handle information at the company and tax identification level.

- Control over reporting

Users can review data online, or using summary reports, to verify that the system derives data correctly.

The system enables you to produce these year-end forms:

- W-2s for employees who work in the U.S.
- 499R-2s for employees who work in Puerto Rico.
- 1099-MISCs and 1099-Rs for contract, retired, or pension employees.

These year-end forms serve as important tax documents for the employees, the Social Security Administration (SSA), and the Internal Revenue Service (IRS).

These forms provide an employee's total earnings and tax information for the calendar year. You must submit copies of these forms to the SSA to update each employee's earnings information for retirement, disability, and Medicare. These forms are also sent to the IRS for reporting purposes, and to verify employees' earnings and taxes. This table describes each form:

| Form      | Description   |
|-----------|---|
| W-2       | Formally called the Wage and Tax Statement, this form reports employees' earnings. It is the IRS form that is used by employers to report wage and tax data for employees.  |
| 499R-2    | The Withholding Statement - Commonwealth of Puerto Rico is the form used to report wages for employees who worked in Puerto Rico during the tax year. This Commonwealth of Puerto Rico form is accepted by the IRS.   |
| 1099-R    | This tax form is used to report taxable income for distributions from profit-sharing plans, Individual Retirement Accounts (IRAs), pensions, annuities, and so on. It is formally called 1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, and so on. |
| 1099-MISC | Formally called Miscellaneous Income, this IRS form reports taxable earnings for contract employees or any other non-employees who worked for a business.   |

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**Important!** The IRS requires electronic filing reporting if you have a specific number of returns. The Accounts Payable system can also produce 1099 returns. Therefore, you should consider the number of returns that will be generated by both the Accounts Payable and the Payroll systems when deciding whether you are required to use electronic filing reporting. Contact an IRS office for more information about reporting requirements for filing electronically.

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## Release Levels

Payroll Year-End Processing software for 2008 is available for these release levels:

- ERP Xe
- ERP 8.0
- EnterpriseOne 8.9
- EnterpriseOne 8.10
- EnterpriseOne 8.11
- EnterpriseOne 8.11 SP 1
- EnterpriseOne 8.12
- EnterpriseOne 9.0

## Changes for Year-End Processing in 2008

The software supports these changes:

- The 2008 wage base for social security is 102,000 USD.
- The 2008 withholding limit for 401(k) is 15,500 USD. In addition, employees age 50 and over are allowed to make an additional 401(k) catch-up contribution of 5,000 USD.

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**Note.** In 2007, the SSA changed the name of the W-2 electronic filing specifications from MMREF-1 to EFW2. Additionally, the name of the W-2c electronic filing specifications has changed from MMREF-2 to EFW2C. Some objects in the software, such as forms, tables and programs, have not been changed to reflect the new name.

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### See Also

*Government publication 2008 Instructions for Forms W-2 and W-3*

*Government publication 2008 Instructions for Forms 499R-2, 1099, 1098, 5498, and W-2G*

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## Preparation for Year-End Reporting

This section discusses:

- Deadline extensions and waivers of reporting requirements.
- Government regulations.
- Transmitter forms for W-2/499R-2 and 1099-R/1099-Misc.
- Paper forms.
- Deadline information.
- IRS and SSA resource list.

### Deadline Extensions and Waivers of Reporting Requirements

The IRS is responsible for granting deadline extensions to individual companies. If the company needs an extension, you must file Form 8809 (Application for Extension of Time to File Information Returns).

The IRS Commissioner might waive the electronic filing reporting requirement for an employer if the employer submits a waiver request that documents hardship. The employer must file Form 8508 (Request for Waiver from Filing Information Returns Electronically/Magnetically) with the IRS at least 45 days before the due date of the returns for which the employer is requesting a waiver.

The address to submit Form 8508 is:

Internal Revenue Service

Enterprise Computing Center - Martinsburg

Information Reporting Program

240 Murall Drive

Kearneysville, WV 25430

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**Note.** The address for filing extensions with the IRS was current at the time of publication. However, we recommend that you contact the IRS directly to verify that the mailing address is correct before you mail any important documents, including extension applications.

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## Government Regulations

Government procedures dictate the processes and procedures for year-end payroll tax reporting. To avoid extra fees and penalties, it is important that you are familiar with current government tax reporting regulations before you set up and process year-end information.

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**Important!** The IRS information that is contained in this publication is believed to be accurate as of the date of its publication, but it should not be relied upon as the sole source of information when filing reports or returns with the IRS and SSA. You should refer to the appropriate government publication or regulation for more complete information and for guidance about filing requirements.

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These IRS filing requirements apply to the year-end processes that are described in this guide:

| Requirement                    | Description   |
|--------------------------------|---|
| Electronic filing requirements | <p>The IRS requires employers who file more than a certain number of Copy A forms for W-2s, 499R-2s, or 1099s to submit an electronic file instead of sending Copy A forms. Some states also require employers to file state copies on electronic filing. Contact the IRS for electronic filing requirements.</p> <p><b>Note.</b> The last year for filing Forms W-2 on tapes and cartridges was tax year 2005 (forms timely filed with the SSA in 2006). The last year for filing Forms W-2 on diskette was tax year 2006 (forms timely filed with the SSA in 2007). The last year for filing forms W-2 on magnetic media was 2007 (forms timely filed with the SSA in 2008). Any files submitted in 2009 for the 2008 tax year <i>must</i> be submitted electronically.</p> |
| Employer ID numbers            | <p>The IRS regards each employer identification number (EIN) as a separate entity for information reported on W-2s, 499R-2s, and 1099-Rs. In the software, all companies that have the same federal tax identification number can be reported under the same identification (ID) number. You can summarize to this level, or you can process each company independently.</p>  |

### See Also

[Chapter 2, "Understanding Payroll Year-End Processing," IRS and SSA Resource List, page 7](#)

## Paper Forms

The IRS requires employers who file more than a certain number of Copy A forms for W-2s, 499R-2s, or 1099-Rs to file electronic filing instead of sending in Copy A forms. Some states also require employers to file state copies on electronic filing. Contact the IRS office to research electronic filing requirements.

For employers who submit paper copies of year-end forms, send all paper Copy A forms and all W-3, 499R-3, and 1096 forms to the appropriate SSA Data Operations Center as it appears on the year-end form.

## Deadline Information

This table describes deadline information for the various forms:

| Deliverable                 | Description  |
|-----------------------------|--|
| W-2 copies                  | The deadline for issuing W-2 copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or Sunday, the deadline for submitting W-2 copies is typically the next business day following January 31. For the 2008 tax year, W-2 copies must be issued to employees by February 2, 2009.                   |
| W-2c and W-3c copies        | You should create W-2cs and W-3cs only after you have submitted electronic files. You should also provide form W-2c to employees as soon as possible.<br><br>According to the EF-W2 document for the year 2008, the deadline for electronic filing is March 31, 2009.  |
| 499R-2 copies               | The deadline for issuing 499R-2 copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or Sunday, the deadline for submitting 499R-2 copies is typically the next business day following January 31. For the 2008 tax year, 499R-2 copies must be issued to employees by February 2, 2009.          |
| 1099-R and 1099-MISC copies | The deadline for issuing 1099-MISC or 1099-R copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or Sunday, the deadline for submitting 1099 copies is typically the next business day following January 31. For the 2008 tax year, 1099 copies must be issued to employees by February 2, 2009. |
| Electronic filing           | The deadline for electronically filing Forms W-2 to the SSA, and Forms 1099 to the IRS is March 31, 2009. The deadline for paper filing of these forms is March 2, 2009. These dates are the dates by which the employer must have its information to the SSA and IRS. The employer must give the employee a copy of each form by January 31, 2009.                                      |

## IRS and SSA Resource List

To obtain forms and publications, you can:

- Order by phone from FTI, Inc, by calling 1-800-FORM123, or order online at [www.ftiforms.com](http://www.ftiforms.com).
- Visit a local IRS office.
- Download the forms from [www.irs.gov](http://www.irs.gov).

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**Note.** Forms printed from the internet are for reference only. Do not reproduce these forms for filing.

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To contact the IRS, call any of these telephone numbers:

- Reporting hotline: 1-304-263-8700 or toll-free 1-866-455-7438
- Telecommunications device for the deaf: 1-304-267-3367

Ways to contact the SSA include:

- Access [www.ssa.gov](http://www.ssa.gov).
- For general information, call 1-800-772-6270.
- For electronic filing information, call 1-800-772-6270 or contact the Employer Service Liaison Officer.

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## The Year-End Processing Cycle and Process Flow

This section discusses:

- The payroll year-end processing cycle.
- The year-end processing checklist.

### The Payroll Year-End Processing Cycle

The payroll year-end processing cycle consists of these tasks:

1. Install the update.

You must install the update to run year-end programs. The update contains changes that comply with the most current government legislation.

Perform these steps:

- Install the year-end payroll software for the current year.
- Complete the post-installation instructions for the update.

This guide does not discuss software installation and the necessary post-installation instructions.

See the installation documentation that accompanied the year-end software update, or contact technical Upgrade Object Management (UOM) support for technical support and instructions about installing the current-year update.

2. Verify payroll history.

Review both the Taxation History Integrity report (R077011) and the PDDBA History Integrity report (R077021) for accuracy. Correct any inaccurate history records to ensure that accurate information is reported to the government.

3. Run year-end rollover programs.

Run either or both of the Year-End Payroll Month Rollover and the Year-End Calendar Month Rollover programs (P07390), as necessary, to carry forward employee pay type, deduction, benefit, and accrual (PDDBA) balances to the new year.

4. Verify setup.

Verify that employee, company, PDDBA, and tax type information is accurate. Also, verify that all employee address information was entered into the system using the correct format. You can also set up next numbers at this time.

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**Important!** State and Federal reporting agencies have strict formatting guidelines for employee and company names and addresses. Verify that all name and address information that is included in the year-end reporting files and forms is formatted correctly. Failure to submit information using the correct format might result in penalties from the reporting agencies.

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You can create and assign W-2/IRS defined codes. You can set up wage adjustments, pay types for 1099 processing, and descriptions for amounts that are reported in Boxes 12 and 14.

5. Enter third-party sick pay.

Enter third-party sick pay for year-end reporting.

6. Build the year-end workfile.

Create the year-end workfile ID, add special handling instructions to the workfile, and review workfile build information online

7. Print audit reports.

Print audit reports and run payroll balancing reports to verify year-to-date history and information.

8. Print forms.

Print all year-end forms.

9. Create year-end workfiles for electronic filing.

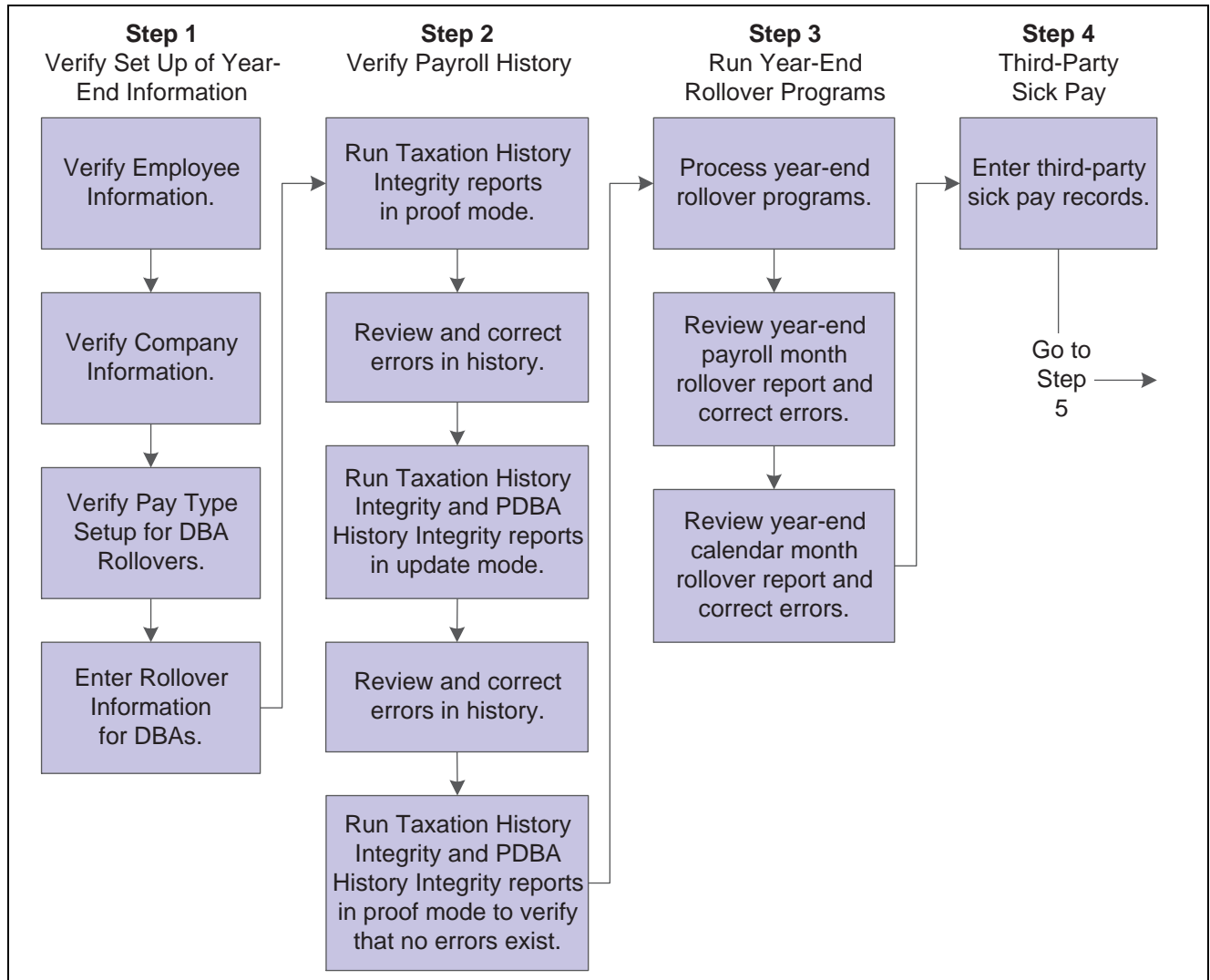
Create federal and state workfiles if you are filing year-end information electronically.

10. Print W-2cs.

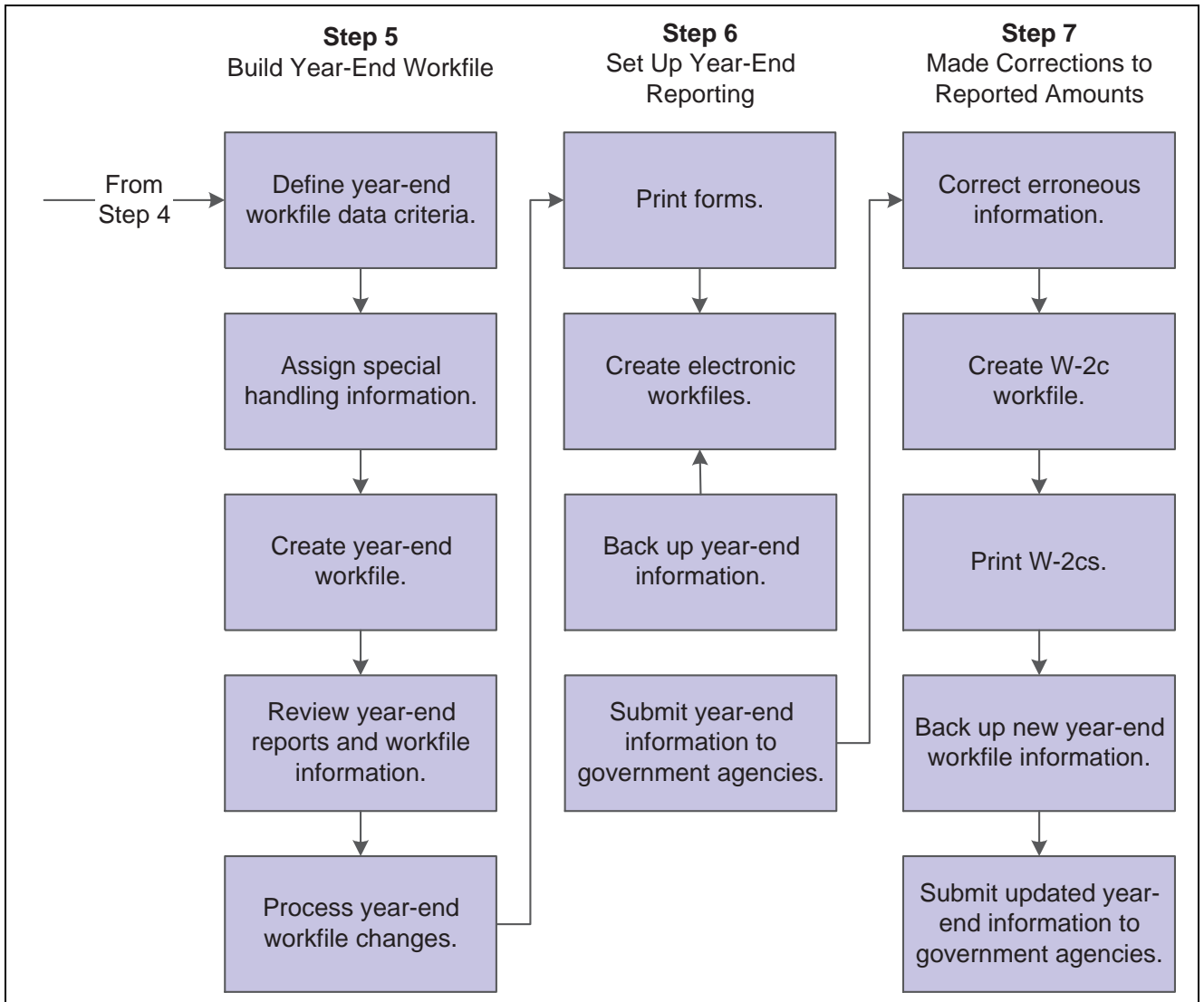
If needed, correct errors and print W-2cs to report accurate information.

11. Back up and store all year-end information.

These diagrams illustrate the process workflow of year-end information:



Year-end process information workflow (1 of 2)



Year-end process information workflow (2 of 2)

## The Year-End Processing Checklist

Refer to this checklist as you process year-end information:

| Task                | Corresponding Documentation and Information   |
|---------------------|---|
| Install the update. | This guide does not discuss software installation and the necessary application-specific post-installation instructions. Review the information in the Installation Workbook for additional instructions. |

| Task  | Corresponding Documentation and Information  |
|---|--|
| <p>Verify payroll history.</p> <p>Verify the integrity of payroll history and correct any inaccurate history records by running these reports:</p> <ul style="list-style-type: none"> <li>• Taxation History Integrity Report.</li> <li>• PDBA History Integrity Report.</li> </ul> <p>The Tax Summary (Additional) table (F06136A) stores history information for all school and district tax records. The Tax Integrity program (R077011A) runs this information and reports any errors.</p>  | <p>Review this information in the JD Edwards EnterpriseOne 9.0 U.S. Payroll Implementation Guide instructions:</p> <ul style="list-style-type: none"> <li>• Working with Tax History Integrity.</li> <li>• Working with PDBA History Integrity.</li> </ul> |
| <p>Process the year-end rollover programs.</p> <p>When you process year-end rollover programs, the system carries PDBA balances forward to the new year. To ensure that beginning PDBA balances are correct for the new tax year, process these versions of the Year-End Rollover program (P07390):</p> <ul style="list-style-type: none"> <li>• Year-End Payroll Month Rollover.</li> <li>• Year-End Calendar Month Rollover.</li> </ul>   | <p>See <a href="#">Chapter 3, "Processing Rollovers," page 15</a>.</p>   |
| <p>Verify employee setup.</p> <p>Verify the format of employee names and addresses in the Address Book system to ensure that the information you report to the government and to the employees is accurate.</p> <p><b>Important!</b> If employee names are not formatted correctly, government reporting agencies might not accept the year-end information that the organization submits. You might have to process a conversion program to ensure that all employee names are formatted correctly.</p> <ul style="list-style-type: none"> <li>• Verify that employee records are set up so that the system correctly marks Box 13 with statutory and retirement plan information.</li> <li>• Verify that tax information is set up correctly to generate 499R-2 forms for employees in Puerto Rico.</li> <li>• Verify that the information for employees who work in multiple states prints on the correct year-end form.</li> <li>• Enter any outstanding third-party sick-pay information.</li> </ul> | <p>See <a href="#">Chapter 4, "Setting Up Year-End Processing," page 21</a>.</p>   |

| Task  | Corresponding Documentation and Information   |
|---|---|
| <p>Verify company and constants information setup.</p> <p>To verify that the setup of company and constants information is correct, you can:</p> <ul style="list-style-type: none"> <li>• Verify that the format of the company name and address is correct in the Address Book system.</li> <li>• Verify that parent company information is set up correctly if you summarize and report multiple companies under one parent company.</li> <li>• Verify the statutory code for Box 15 (State) and the local tax area description line for Box 20 (Locality).<br/>Numbers are not valid for Box 15.</li> <li>• Review Federal A Corporate Tax IDs to verify that the federal Employer Identification Number (EIN) contains no punctuation or spaces.</li> </ul> | <p>See <a href="#">Chapter 4, "Setting Up Year-End Processing," Verifying Company Information, page 33.</a></p>           |
| <p>Verify the setup of PDBAs.</p> <p>To verify that PDBA information is reported correctly:</p> <ul style="list-style-type: none"> <li>• Verify the PDBA descriptions for boxes 12 and 14.<br/>For items that are included in Box 12, assign the appropriate code to the W-2 IRS Defined Code field on the Year-End Parameters form. For Box 14, add up to three characters to the Special Handling Description of the PDBA on the Year-End Parameters form. This description prints in Box 14.</li> <li>• If you are adding PDBA amounts for an employee who works in multiple states, you might need to add the PDBA to specific states. If so, set up state wage adjustments.</li> </ul>   | <p>See <a href="#">Chapter 4, "Setting Up Year-End Processing," Setting Up DBAs for Year-End Processing, page 40.</a></p> |
| <p>Build the year-end workfile.</p> <p>To build the year-end workfile, you must complete these tasks:</p> <ul style="list-style-type: none"> <li>• Create a year-end ID and complete the workfile build.</li> <li>• Use the additional parameters to add selection criteria, if necessary.</li> <li>• Add special handling information to the workfile build.</li> <li>• Run the workfile build program.</li> </ul>   | <p>See <a href="#">Chapter 5, "Setting Up Workfiles," page 49.</a></p>  |

| Task   | Corresponding Documentation and Information   |
|--|---|
| <p>Review information online.</p> <p>Review this information online to verify that it is correct before you print year-end forms:</p> <ul style="list-style-type: none"> <li>• The W-2 Version Review forms to directly review all workfile build information.</li> <li>• W-2, 499R-2, and 1099 Inquiries to review specific forms and to print individual forms.</li> </ul>   | <p>See <a href="#">Chapter 6, "Reviewing Year-End Workfile Information," page 65.</a></p>   |
| <p>Print audit reports.</p> <p>Print audit reports to verify year-to-date history.</p>   | <p>See <a href="#">Chapter 7, "Producing Year-End Deliverables," page 89.</a></p>   |
| <p>Print forms.</p> <p>Print the year-end forms and balance audit reports to year-end forms.</p>   | <p>See <a href="#">Chapter 7, "Producing Year-End Deliverables," Working with Year-End Forms, page 97.</a></p>                          |
| <p>Create workfiles for electronic filing.</p> <p>Create federal and state workfiles and submit them electronically.</p> <p><b>Note.</b> Tax year 2004 was the last year for which you can submit W-2 information to the SSA on tape or cartridge. Tax year 2007 was the last year for which you can submit W-2 information to the SSA using magnetic media. Some states will continue to accept magnetic media submissions. Contact your local taxing authorities for additional information.</p> | <p>See <a href="#">Chapter 7, "Producing Year-End Deliverables," Generating Workfiles for Year-End Electronic Filing, page 101.</a></p> |
| <p>Print W-2cs.</p> <p>Correct errors and print W-2cs to report accurate information.</p>  | <p>See <a href="#">Chapter 7, "Producing Year-End Deliverables," Working with W-2cs, page 108.</a></p>                                  |
| <p>Back up year-end information.</p> <p>After completing the reporting process for year-end information, complete these tasks to back up year-end information:</p> <ul style="list-style-type: none"> <li>• Back up all year-end tables.</li> <li>• Keep a copy of the federal workfile that you electronically send to the Social Security Administration.</li> </ul>   | <p>Contact the system administrator for assistance with backing up year-end information.</p>  |

## CHAPTER 3

# Processing Rollovers

This chapter provides an overview of rollovers and discusses how to run the year-end rollover program.

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## Understanding Rollovers

Use rollover programs to carry forward balances for deductions, benefits, and accruals (DBAs) at the end of the year and to create the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

For DBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. (For example, you might need to subtract vacation that has been taken from accrued vacation time before the balance can be rolled over.)

The Payroll system provides two types of rollover programs for year-end processing:

- Calendar month rollover

Use the calendar month version of the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year, according to work dates. This program uses the previous year's DBA balances to create beginning balances for the new year. Run this program after you process the last payroll with work dates in the current year. The system maintains historical balances for the calendar-month year in the F06145 table.

- Payroll month rollover

Use the payroll month version of the Year-End Rollover program to process DBAs that roll over balances at the end of the standard year, based on payment dates. This program uses the previous year's DBA balances to create beginning balances for the new year. You should run this program after you process the last payroll with a payment date in the current year. The system maintains historical balances for the standard year in F06146.

The system maintains balances in different tables because of the differences between calendar months and payroll months. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month, but year-to-date (YTD) totals remain the same (unless the cycle also crosses calendar years).

The system rolls over DBA balances in these situations:

- A remaining balance exists.
- Remaining periods exist.
- An inception-to-date limit exists.
- An annual carryover limit exists.

- Deduction amounts are due.
- Amounts are in arrears.

---

**Note.** You are not required to roll over wage attachment DBAs that are administered using the Wage Attachment module. The system automatically continues to calculate wage attachments for the new year without calculating rollover balances.

---

You can process year-end rollovers in proof or update mode. Processing rollovers in proof mode enables you to review information and make necessary corrections before updating the history tables. Processing rollovers in update mode enables you to update history tables with beginning rollover balances.

---

## Running the Year-End Rollover Program

This section provides an overview of rollover processing, lists prerequisites, and discusses how to:

- Process year-end rollovers.
- Set processing options for the year-end rollover program (P07390).
- Review year-end rollover reports.

## Understanding Rollover Processing

You must run the Year-End Rollover program (P07390) using these processing versions before you run the first payrolls of the new year:

- Payroll Month Rollover
- Calendar Month Rollover

Use the Payroll Month Rollover version to process payroll-month rollovers after the last payment date of the current year and before the first payment date of the new year. You do not need to consider work dates within a payroll cycle when you run this version of the Year-End Rollover program, as it is based solely on payment date.

Use the Calendar Month Rollover version to process calendar-month rollovers after the last payroll with work dates in the current year. You do not need to consider payment dates of a payroll cycle when you run this version of the Year-End Rollover program because it is based solely on work dates.

This table displays examples of when you should run the rollover programs:

| Pay Period Ending Date                    | Payment Date | Run Calendar Month Rollover | Run Payroll Month Rollover |
|---|--------------|-----------------------------|----------------------------|
| 12/31/08                                  | 12/31/08     | After this payroll          | After this payroll         |
| 12/31/08                                  | 01/05/09     | After this payroll          | Before this payroll        |
| 01/05/09 with work dates in 2008 and 2009 | 01/05/09     | After this payroll          | Before this payroll        |
| 01/10/09 with no work dates in 2008       | 01/10/09     | Before this payroll         | Before this payroll        |

This table shows how the Payroll system maintains balances for the standard year for all PDBAs:

| Version                 | Table  | Based on      |
|-------------------------|--------|---------------|
| Calendar Month Rollover | F06145 | Work dates    |
| Payroll Month Rollover  | F06146 | Payment dates |

The system updates F06145 by work date and F06146 by payment date. You use different versions of the same program to process both types of rollovers.

You should first run the rollover program in proof mode, without updating the history tables. The system identifies possible errors without changing any information in the history tables. To locate any errors, review the reports that are generated by the rollover programs. After you correct any errors, rerun the rollover programs in update mode.

**Note.** If an employee worked in more than one company during the tax year, you can use the Summarize Rollover Balances option to specify whether the system combines like PDBAs from the individual companies and carries over the total to the employee's current home company, or maintains separate balances for each company in which the employee worked during the year.

If an employee has sick or vacation pay history in multiple companies, and you choose to summarize rollover balances, the system combines all hours for each pay type before subtracting the total hours from the combined history for the related accrual.

## Prerequisites

Before you complete the tasks in this section:

- Set up rollover information for DBAs.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*.

- Create backups of the F06146 and F06145 tables.

The system does not automatically create backups when you run the year-end rollover programs.

## Form Used to Run the Year-End Rollover Program

| Form Name                         | FormID  | Navigation                                       | Usage                       |
|-----------------------------------|---------|--|-----------------------------|
| Work with Year-End PDDBA Rollover | W07390B | Year End Processing (G07BTAX), Year-End Rollover | Process year-end rollovers. |

## Processing Year-End Rollovers

Access the Work with Year-End PDDBA Rollover form.

After completing the applicable fields on this form and selecting the DBAs that you want to roll over, select Submit Rollover from the Form menu to process the information.

### Print Report Without Update

Use this option to specify whether the program prints the report only or prints the report and updates the history table. Values are:

|   |  |
|---|--|
|   | <i>Off:</i> Print the report and update history table.   |
|   | <i>On:</i> Print the report only.  |
| <b>Year to Roll Over</b>  | The applicable year, including the century.  |
| <b>Roll Over Terminated Employees</b>   | Use this option to indicate whether the system includes information for terminated employees in the year-end rollover. Values are:<br><i>Off:</i> No, do not include information for terminated employees.<br><i>On:</i> Yes, include information for terminated employees.                      |
| <b>Print and Update Vac and Sick Dollars</b> (print and update vacation and sick dollars) | When you run the payroll month year-end processing program, use this option to indicate whether the system should roll over the dollar amounts for sick and vacation type PDBAs. Values are:<br><i>Blank:</i> Do not roll over dollar amounts.<br><i>Checked:</i> Do roll over dollar amounts.   |
| <b>Roll Over Only the Accrued Balance</b>   | Use this option to indicate that only the accrued balance will be rolled over for related PDBAs. Any balance in the Available DBA will be lost. Values are:<br><i>Off:</i> Roll over both accrued and available balances.<br><i>On:</i> Roll over only the accrued balance.                      |
| <b>Payroll Month</b>  | Use this option to specify whether to roll over payroll month history or calendar month history when you process the year-end rollover program.  |
| <b>Calendar Month</b>   | Use this option to specify whether to roll over payroll month history or calendar month history when you process the year-end rollover program.  |
| <b>Roll Over All PDBAs</b>  | Use this option to select all PDBAs to roll over with the year-end rollover program. Values are:<br><i>Off:</i> Do not roll over all PDBAs.<br><i>On:</i> Roll over all PDBAs.   |
| <b>Roll Over Vac and Sick Only</b> (roll over vacation and sick only)                     | Use this option to specify whether the system rolls over only sick and vacation type PDBAs during the year-end rollover. Values are:<br><i>Off:</i> Do not roll over sick and vacation PDBAs only.<br><i>On:</i> Roll over sick and vacation PDBAs only.   |
| <b>Summarize Rollover Balances</b>  | Select this option to summarize history from multiple companies and roll over all balances into the employee's current home company. If you do not select this option, the system maintains separate history and rollover balances for each company in which an employee worked during the year. |

## Setting Processing Options for the Year-End Rollover Program (P07390)

Processing options enable you to specify the default processing for programs and reports.

## Process

- 1. Payroll Month Rollover (R07390A) Version** Use this processing option to select the version of program (R07390) that you want to run. If you leave this field blank, the system runs the default version, XJDE0001.
- 2. Calendar Month Rollover (R07390B) Version** Use this processing option to select the version of the program (R07390) you want to run. If you leave this field blank, the system runs the default version, XJDE0001.
- 3. Lost Vacation DBA Code** Use this processing option to specify the PDBA Code that the system uses to store lost vacation time. Lost vacation time occurs when the amount of vacation time available to roll over exceeds the rollover limit. For the Payroll Month Rollover program, lost vacation hours are stored in F06146. For the Calendar Month Rollover program, lost vacation hours are stored in F06145. If you do not enter a valid PDBA code in this option, lost vacation time is not stored.
- 4. Lost Sick DBA Code** Use this processing option to specify the PDBA Code that the system uses to store lost sick time. Lost sick time occurs when the amount of sick time available to roll over exceeds the rollover limit. For the Payroll Month Rollover program, lost sick hours are stored in F06146. For the Calendar Month Rollover program, lost sick hours are stored in F06145. If you do not enter a valid PDBA code in this option, lost sick time is not stored.

## Reviewing Year-End Rollover Reports

After you process the year-end rollovers without updating history tables, you should review the rollover reports to verify that the appropriate balances will roll over. If necessary, make changes to the PDBA history and process the rollovers without updating the history tables again.

When the rollover reports display the correct balances, process year-end rollovers in update mode. Review the rollover report to verify that the correct rollover information was updated to the history tables.

When beginning balance hours or monetary amounts are negative, the rollover creates the Year-End Rollover report with the message that the rollover amount is negative.



## CHAPTER 4

# Setting Up Year-End Processing

This chapter provides an overview of employee setup for year-end processing and discusses how to:

- Set up information for Box 13.
- Set up employees who work in multiple states.
- Set up employees who work in Puerto Rico.
- Set up contract and pension employees.
- Update year-end information to a parent company.
- Verify tax area information.
- Set up next numbers for W-2s.
- Set up deductions, benefits, and accruals (DBAs) for year-end processing.
- Setting up pay types for 1099 processing.
- Review W-2 IRS-defined codes.

---

## Understanding Employee Setup for Year-End Processing

Before you print year-end government forms, you need to verify that information in the system is set up correctly, and that it is assigned to the correct employees and companies. If the necessary year-end information has not been assigned, you can set up the information and assign it to the appropriate employee or company.

### Employee Information

You must verify employee information to ensure accuracy when you process year-end information, which includes employee names, addresses, and other reportable year-end data.

Before you build the year-end workfile, you need to verify that employee names and addresses in the Address Book system are set up properly for W-2s, 1099s, 499R-2s, and electronic filing. If name and address information is not formatted correctly, government agencies might return electronic filing files to the organization, asking that the information be formatted correctly and then resubmitted.

You must also set up miscellaneous employee information. The system prints this information in Box 13 of the W-2 form. Miscellaneous information includes:

- Whether the employee is a statutory employee.
- Whether the employee is an active participant in a retirement savings plan.
- Whether the employee received third-party sick pay during the tax year.

When you set up employee information, you might also need to set up the system to report year-end information for employees who work in multiple states, and for contract or pension employees.

## Employee Names and Addresses

When you build the year-end workfile, the system uses employee names and addresses from the Address Book system. Therefore, before you build the year-end workfile, you should verify that employee names and addresses are set up properly for W-2s, 1099s, 499R-2s, and electronic filing.

---

**Note.** The system uses the setting in the Address Book program (P0101) to determine how to retrieve an employee's address. If the system is set to track address information by effective date, the system prints the most current address record on the year-end forms. If the system is not set up to track address information by effective date, the system uses the first record in the table to determine the employee's address.

---

See *JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*.

Although the system does not provide a report that is specifically designed to verify employee information for year-end reporting, you can run the Employee Roster to print employee names and addresses.

The federal government requires that names be formatted as follows in all electronic filing files for year-end reporting:

EMPLOYEE LAST NAME [COMMA AND SPACE] FIRST NAME [SPACE] MIDDLE NAME

For example: *McDougle, Kathy Anne*

The employee name that appears on the electronic filing, 1099, W-2, or 499R-2 form is either the Alpha Name or the Mailing Name, depending on which field you specify in the workfile build program.

If you use the Alpha Name option when building year-end workfiles, the system retrieves the employee name from the ALPH field in the Address Book - Who's Who table (F0111). This field is a free-form text field that might include the employee's first, middle, and last name, along with any suffix the employee might use. To conform to government-required formatting, you must verify that the names in this field follow the Last Name, First Name Middle Name (or initial) format. Do not enter suffix information in this field. Instead, use the Employee Information program (P0801EMP) to enter suffix information.

If you use the Mailing Name option, the system retrieves each part of the employee's name from separate fields in the Address Book - Who's Who table. The first name is retrieved from the GNNM (given name) field, the middle name (or initial) is retrieved from the MDNM (middle name) field, and the last name is retrieved from the SRNM (surname) field. The system automatically formats the information from these fields to meet reporting requirements.

If you select the Mailing Name option, be aware that these fields are not updated when an employee's name is added or changed in F060116. Therefore, you should verify that the names in these fields reflect the current names of the employees before you create the electronic filing files.

Suffix information for both the Alpha and Mailing Name formats is retrieved from the Suffix field in the F060117 table.

For the employee address, the system prints the last two non-blank address lines plus the city, state, and postal code fields. The system can print a maximum of four lines per employee with a maximum of 30 characters per line. The information printed on these lines is as follows:

- Name.
- Address (two lines only).
- City, state, and postal code.

---

**Note.** The employee address that appears on printed year-end forms includes the last three non-blank lines of the employee's address. The address that appears on electronic filing includes only the last two non-blank lines of an employee's address. To ensure that address information is complete on both printed and electronic filing year-end information, we recommend that you enter all of the necessary address information using only two lines. If you are not processing electronic filing, you can use up to three lines to enter an employee's address. However, if you process electronic filing in the future, you might need to edit the address book records to avoid reporting incomplete information on electronic filing.

Additionally, to enter 9-digit postal codes, you must enter them in the correct format in order for them to appear correctly in the electronic filing. You must use a dash, with no spaces, to separate the postal code from the four-digit extension. For example, you should enter *12345-6789* in the postal code field. Do not use the minus sign key from the number pad of your keyboard. Use the dash, which appears above the P key on most standard keyboards.

---

### See Also

*JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*

---

## Setting Up Information for Box 13

This section provides an overview of Box 13 information and discusses how to:

- Set up a statutory employee.
- Set up an employee as an active participant in a retirement plan.
- Enter third-party sick pay records.
- Copy third-party sick pay records.

## Understanding Box 13 Information

On the W-2 form, Box 13 contains information about miscellaneous categories that are defined by the government. To enter information in Box 13, you must set up values in various parts of the Payroll system.

Box 13 contains these categories:

- Statutory employee.
- Retirement plan.
- Third-party sick pay.

Miscellaneous information that is required by the government on the W-2 form includes whether the employee is a statutory employee. A statutory employee is not subject to federal income tax withholding, but is subject to Social Security and Medicare tax.

---

**Note.** Employees who earn statutory wages *and* regular wages during the year will receive multiple W-2 forms. Be aware that the Statutory employee option (which specifies that the wages are statutory wages) is marked on all of the employee's forms. You must manually clear the Statutory employee option on the forms that are *not* associated with statutory wages before you print or file the forms. You clear this option using the W-2 Review form.

---

See [Chapter 6, "Reviewing Year-End Workfile Information," Understanding Employee Form Information, page 74.](#)

You also use Box 13 to specify whether an employee is an active member in a retirement savings plan, or whether the employee received third-party sick pay during the tax-reporting year.

### Third-Party Sick Pay

You enter third-party sick pay when an employee has received pay from an outside source that requires a separate W-2. For example, suppose that an employee's medical condition requires a short-term disability leave of two months. The disability insurance enables the employee to receive a partial salary for the leave period. The amount that the employee receives from the insurance company is reported as third-party sick pay.

You must also enter third-party sick pay to meet the requirements of the Social Security Administration (SSA) and the Internal Revenue Service (IRS). Both agencies require employers to report any federal income tax that is withheld by a third-party payer.

If an employee received third-party sick pay benefits during the tax year, the third-party sick pay option in Box 13 of the W-2 form must be selected. You must enter third-party sick pay records for affected employees so that the system selects this option on the employee's form. When you enter third-party sick pay records for an employee, the system updates the History Type field in the F06136 table with a 1 for each third-party sick pay record. The system uses the History Type field during W-2 workfile processing to determine whether an employee received third-party sick pay during the tax year.

The JD Edwards EnterpriseOne system provides two methods for processing third-party sick pay information:

- Process third-party sick pay records with your regular workfile build.

The system automatically creates separate W-2 forms for third-party sick pay, and updates the third-party sick pay option for each employee who has records with history type 1 in the F06136 table.

- Process a separate workfile build for third-party sick pay, and include only those employees who have received third-party sick pay during the tax year.

When you process a W-2 build specifically for third-party sick pay, you must first set the processing option in the Year-End Workbench program (P07810) to specify that all employees that are included in the build have received third-party sick pay. The system updates Box 13 for all employees that are included in the workfile. Use this option to mark the third party sick pay option for employees that do not have third-party sick pay records in the system.

To create third-party sick pay records, you enter the amounts by employee, tax type, and tax area on the Third Party Sick Revisions form. The SSA requires employers to report federal income tax that is withheld by a third-party payer. Federal A tax amounts that you enter using the Third Party Sick program are automatically reported in electronic filing.

---

**Important!** The Third Party Sick program (P07989) does not create journal entries. It updates history directly. You must enter any required journal entries through the General Accounting system.

---

### Copies of Records

You must enter a separate third-party sick pay record for any tax type and tax area combination for which taxes associated with third-party sick pay were withheld. You can use the Copy function to copy standard information from one record into any additional records that you enter on the Third Party Sick Revisions form.

Many, if not all, of an employee's third-party sick pay records include the same tax and wage information. Using the Copy function minimizes data entry time as well as the possibility of data entry errors.

When you copy a third-party sick pay record, these fields are automatically populated in the new record:

- Date - YR
- Tax History Type
- Gross Pay
- Excludable Gross
- Excess Wage
- Tax

---

**Note.** Before you can copy third-party sick pay records, you must enter at least one third-party sick pay record for the employee.

---

### See Also

Chapter 5, "Setting Up Workfiles," Setting Processing Options for U.S. Year-End Workbench (P07810), page 62

## Forms Used to Set Up Information for Box 13

| Form Name                           | FormID    | Navigation  | Usage  |
|-------------------------------------|-----------|---|--|
| USA - Employee Tax Overrides        | W060120B  | Employee Management Menu (G05BE1), Employee Tax Overrides - USA   | Set up a statutory employee.   |
| Work With Employee Information      | W0801A    | Employee Management Menu (G05BE1), Employee Information   | Select an employee.  |
| Eligibility, NDT, and Participation | W0801ELIA | From the Work With Employee Information form, select an employee and then select Eligibility/NDT from the Row menu. | Set up an employee as an active participant in a retirement plan.                            |
| Work With Third Party Sick          | W07989C   | Advanced and Technical Operations Menu (G07BUSP3), Third Party Sick   | Access forms to enter third-party sick pay, or review existing third-party sick pay records. |
| Third Party Sick Revisions          | W07989A   | On Work With Third Party Sick, click Add.   | Enter third-party sick pay records.  |

## Setting Up a Statutory Employee

Access the USA - Employee Tax Overrides form.

Employee Tax Overrides - USA - Employee Tax Overrides

OK Find Delete Cancel Row Tools

Employee Identification \* 6001 Allen, Ray

Employee Tax ID 798525841

Marital Status S Single

Tax Area (Work) 06

Tax Area (Res.) 06

Records 1 - 2 Customize Grid

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Tax Area Overridden | Tax Type | Description        | Fe Ex | Tx Cr | Additional Federal Withholding | FT | EO |
|--------------------------|-------------------------------------|---------------------|----------|--------------------|-------|-------|--------------------------------|----|----|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FEDERAL             | A        | Federal Income Tax |       |       | 0.00                           | F  | 0  |

USA - Employee Tax Overrides form

**Tax Area Overridden**

Enter *FEDERAL* in this field.

---

**Note.** A record for Federal tax type A might already exist. If it does, you do not need to create a new record. You use the existing Federal A record to specify that this employee is a statutory employee by completing the Additional Federal Withholding and FT fields that are associated with the existing Federal A record.

---

**Tax Type**

Enter *A* in this field.

---

**Note.** A record for Federal tax type A might already exist. If it does, you do not need to create a new record. You use the existing Federal A record to specify that this employee is a statutory employee by completing the Additional Federal Withholding and FT fields that are associated with the existing Federal A record.

---

**Additional Federal Withholding** (Federal Exemptions)

Enter *0* in this field for the Federal A tax record.

**FT**

Enter *F* in this field for the Federal A tax record.

**Setting Up an Employee As an Active Participant in a Retirement Plan**

Access the Eligibility, NDT, and Participation form.

**Employee Information - Eligibility, NDT, and Participation**

Employee No. 6832      Ato, Connie

**Eligibility**

|                      |                          |                      |                          |
|----------------------|--------------------------|----------------------|--------------------------|
| Eligibility Code 001 | <input type="checkbox"/> | Eligibility Code 002 | <input type="checkbox"/> |
| Eligibility Code 003 | <input type="checkbox"/> | Eligibility Code 004 | <input type="checkbox"/> |
| Eligibility Code 005 | <input type="checkbox"/> | Eligibility Code 006 | <input type="checkbox"/> |
| Eligibility Code 007 | <input type="checkbox"/> | Eligibility Code 008 | <input type="checkbox"/> |
| Eligibility Code 009 | <input type="checkbox"/> | Eligibility Code 010 | <input type="checkbox"/> |

**Non Discrimination Testing**

|                            |                          |                            |                          |
|----------------------------|--------------------------|----------------------------|--------------------------|
| Owner/Officer              | <input type="checkbox"/> | Lookback Year-Top 20%      | <input type="checkbox"/> |
| Lookback Year-Highly Paid  | <input type="checkbox"/> | Determination Year-Top 20% | <input type="checkbox"/> |
| Determination Year-Top 100 | <input type="checkbox"/> | Determination Year-Top 10  | <input type="checkbox"/> |
| Determin. Year-Highly Paid | <input type="checkbox"/> | Minimum Hours Eligibility  | <input type="checkbox"/> |

**Participation**

|         |                            |                  |                          |
|---------|----------------------------|------------------|--------------------------|
| Pension | <input type="checkbox"/> Y | Oregon Insurance | <input type="checkbox"/> |
|---------|----------------------------|------------------|--------------------------|

Eligibility, NDT, and Participation form

**Pension**      Enter Y in this field to specify that the employee is an active participant in a retirement savings plan.

## Entering Third-Party Sick Pay Records

Access the Third-Party Sick Revisions form.

**Third Party Sick - Third Party Sick Revisions**

Work With Third Party Sick      Third Party Sick Revisions

Address Number \* 6044      Abrams, Brooke

Company - Home \* 00001      Financial Distribution Company      Date - YR 05

Tax Area (Work) \* FEDERAL      Federal Income Tax      Tax History Type 1

Tax Type \* A      Tax ID 840782700

| Month     | Gross Pay | Excludable | In Excess | Tax Amount |
|-----------|-----------|------------|-----------|------------|
| January   | 1,000.00  |            |           | 110.00     |
| February  |           |            |           |            |
| March     |           |            |           |            |
| April     |           |            |           |            |
| May       |           |            |           |            |
| June      |           |            |           |            |
| July      |           |            |           |            |
| August    |           |            |           |            |
| September |           |            |           |            |
| October   |           |            |           |            |
| November  |           |            |           |            |
| December  |           |            |           |            |

Third Party Sick Revisions form

**Tax Area (Work)**      Enter the tax area associated with the third-party sick pay record. You must enter a third-party sick pay record for each tax area and tax type combination

for which taxes associated with third-party sick pay earnings were withheld during the tax reporting year.

### Tax Type

Enter the tax area that is associated with the third-party sick pay record. You must enter a third-party sick pay record for each tax area and tax type combination for which taxes associated with third-party sick pay earnings were withheld during the tax reporting year.

### Gross Pay

Enter the gross amount of any third-party sick pay that the employee received during the tax reporting year.

### Tax Amount

Enter the amount of taxes that was withheld from the third-party sick pay that the employee received during the tax reporting year.

## Copying Third-Party Sick Pay Records

Access the Work With Third-Party Sick form.

| Address Number | Alpha Name     | Employee Tax ID | Alternate Employee No | Co    | Date | Work Tax Area | T |
|----------------|----------------|-----------------|-----------------------|-------|------|---------------|---|
| 6044           | Abrams, Brooke | 604460446       |                       | 00001 | 5    | FEDERAL       | A |
| 6044           | Abrams, Brooke | 604460446       |                       | 00001 | 5    | 06            | F |

Work With Third Party Sick form

1. On Work With Third Party Sick, complete the Employee Identification field and click Find.
2. Select the record from which you want to copy information and click Copy.
3. Complete the steps for entering a third-party sick pay record.
4. Repeat steps 1 through 3 for each tax area and tax type for which you need to enter third-party sick pay information.

## Setting Up Employees Who Work in Multiple States

This section provides an overview of setup requirements for employees who work in multiple states, lists a prerequisite, and discusses how to:

- Set up the resident state as the base state.
- Set up a state other than the resident state as the base state.

## Understanding the Setup Requirements for Employees Who Work in Multiple States

Many employers have employees who work in more than one state during the tax year. When you build year-end workfiles, you can specify whether the system prints one or two states on each W-2 form. When you select one state per form, the employee receives a W-2 for each state. If you print federal information on only one of the W-2s, you must specify the W-2 on which you want this information to print. The system uses the employee's base state to determine the W-2 on which to print federal information.

When you create the year-end workfile, the system determines whether to use the employee's resident state or another state as the base state.

### Resident State as Base State

You set up the resident state as the base state to print federal tax information on the W-2 that includes tax information for the state in which the employee currently resides. The system uses the resident tax area code in the F060116 as the employee's resident state.

When you build the W-2/1099 workfile, select the Resident State Equals Base State option on the Year-End Revisions form.

---

**Note.** If no wages or taxes exist for the employee's resident tax area, the system uses the tax area that is associated with the record with the highest-numbered GeoCode in which the employee had state wages during the tax year. This record is the last record in the W-2 workfile for the employee.

---

### Other State as Base State

You need to set up a state other than the employee's resident state as the base state when tax laws require you to print federal information on a year-end form for a state other than the employee's resident state.

For example, suppose that an employee works for company 707 in Ohio and New Jersey in 2008, but moves to New York in January of 2009 and continues to work for company 707. The system updates the employee's master record to display New York as the resident state.

When you process year-end information, you must override the employee's current resident state information because all work for 2008 was done in states other than the resident state.

In this example, you must enter the GeoCode for Ohio or New Jersey, whichever you choose to be the base state, in the Home State field on the Employee Payroll Revisions form. When you process the W-2 workfile build, do not select the Resident State Equals Base State option.

---

**Note.** Because you must enter the numeric GeoCode in the Home State field, you might have more than one entry per state in user-defined code (UDC) table 06/SC. You do not need to complete the second description of UDC 06/SC for any codes that you used to set up a state other than the resident state as the base state.

---

### Prerequisite

When you set up a state other than the resident state as the base state, you must add the tax areas to UDC table 06/SC. The tax area code must be the two-digit GeoCode. For example, to specify the tax area for New Jersey, add 31 to UDC 06/SC.

## Forms Used to Set Up Employees Who Work in Multiple States

| Form Name                      | FormID    | Navigation  | Usage                                     |
|--------------------------------|-----------|---|---|
| Work With Employee Information | W0801A    | Employee Management Menu (G05BE1), Employee Information   | Select an employee record.                |
| National and Fiscal Data - USA | W0801USA  | From the Work With Employee Information form, select an employee and then select Nat'l/Fiscal Data from the Row menu. | Specify the employee's resident tax area. |
| Employee Payroll Revisions     | W0801PRLA | From the Work With Employee Information form, select an employee and then select Payroll from the Row menu.           | Specify the employee's home state.        |

### Setting Up the Resident State as the Base State

Access the National and Fiscal Data - USA form.

**Tax Area (Residence)** Enter the code that identifies both the geographical location and the tax authorities for the employee's residence. Authorities include employee and employer statutory requirements. This code is synonymous with the GeoCode. Refer to the Vertex Master GeoCode file for valid codes for the locations.

When you build the W-2 workfile, select the Resident State Equals Base State option on the Year-End Revisions form.

### Setting Up a State Other Than the Resident State as the Base State

Access the Employee Payroll Revisions form.

**Home State** Enter the employee's home state for tax reporting purposes. This code designates the state that the system uses as the employee's base state for tax reporting purposes if you specify that you do not want to use the employee's resident state as the base state when processing year-end information.

For W-2 reporting, use the numeric value that is equivalent of the designated state (for example, 06 for Colorado, 05 for California, and so on). Otherwise, the system produces undesirable report results. If you leave this field blank, the system uses the value in the Tax Area (Resident) field on Pay and Tax Information as the employee's resident (base) state.

When you build the W-2 workfile, do not select the Resident State Equals Base State option on the Year-End Revisions form.

## Setting Up Employees Who Work in Puerto Rico

This section provides an overview of year-end setup for Puerto Rico and discusses how to set up employees who work in Puerto Rico.

### Understanding Year-End Setup for Puerto Rico

If the organization has employees who worked in Puerto Rico during the year, you must create 499R-2 forms for tax reporting purposes when you process year-end information. To set up employees who work in Puerto Rico correctly, you must set them up as statutory employees.

See [Chapter 4, "Setting Up Year-End Processing," Setting Up Information for Box 13, page 23.](#)

Additionally, you must assign them the proper tax area and tax method. By assigning the correct tax method, the history records that are created as a result of the payroll process are assigned the appropriate tax history type. The payroll system generates 499R-2 forms for employees who work in Puerto Rico based on the tax history type.

### Forms Used to Set Up Employees Who Work in Puerto Rico

| Form Name                      | FormID   | Navigation  | Usage                                     |
|--------------------------------|----------|---|---|
| Work With Employee Information | W0801A   | Employee Management Menu (G05BE1), Employee Information   | Select an employee record.                |
| National and Fiscal Data - USA | W0801USA | From the Work With Employee Information form, select an employee and then select Nat'l/Fiscal Data from the Row menu. | Set up employees who work in Puerto Rico. |

### Setting Up Employees Who Work in Puerto Rico

Access the National and Fiscal Data - USA form.

The screenshot shows a software form titled "National and Fiscal Data - USA". At the top, there is a menu bar with "OK", "Cancel", "Form", and "Tools". Below the menu bar, the "Employee No." field contains "6044" and the name "Abrams, Brooke" is displayed. The form is divided into several sections with input fields and checkboxes:

- Personal Information:** First Name Initial (B), Middle Name Initial (K), Tax Area (Residence) (720010010), School District Code, Residency Status.
- Tax Information:** Tax Area (Work) (720010010), Work Tax Area Source, Region, Standard Occ Class.
- Marital and Reporting Information:** Marital Status (Federal) (H), Marital Status (Local) (H), EIC Status, Marital Status (State) (H), Source of SUI/SDI Reporting, Tax Method (R), Marital Status (Resident) (H).
- Employment and Status Information:** Worker's Comp (8810), I9 Status (N), Administrative (checkbox), Disability (N), Veteran (N), Disabled Veteran (N).

National and Fiscal Data - USA form

|                             |  |
|-----------------------------|--|
| <b>Tax Area (Residence)</b> | Enter the GeoCode for Puerto Rico that corresponds to the employee's residence. The main GeoCode for Puerto Rico is 72. All county GeoCodes for Puerto Rico begin with 72.                               |
| <b>Tax Area (Work)</b>      | Enter the GeoCode for Puerto Rico that corresponds to the employee's work tax area. The main GeoCode for Puerto Rico is 72. All county GeoCodes for Puerto Rico begin with 72.                           |
| <b>Tax Method</b>           | Enter <i>R</i> in this field to specify that the employee works in Puerto Rico. The system produces a 499R-2 only for employees whose tax method is R and whose tax area is either 72 or begins with 72. |

---

**Note.** The system creates tax records using this tax method when you process the employee through a payroll. The system creates 499R-2 forms only for employees who have tax records that include tax method R and a Puerto Rico GeoCode for the tax year you are processing.

---

## Setting Up Contract and Pension Employees

This section provides an overview of contract and pension employee setup and discusses how to set up contract and pension employees.

### Understanding Contract and Pension Employee Setup

To generate the appropriate 1099 forms at year end, you must set up tax method information for pension and contract employees before you process pay information during the year. By assigning the correct tax method to an employee, history records that are created as a result of the payroll process are assigned the appropriate tax history type. The Payroll system generates 1099-R forms for pension employees and 1099-MISC forms for contract employees, based on the tax history type.

### Forms Used to Set Up Contract and Pension Employees

| Form Name                      | FormID   | Navigation  | Usage                                  |
|--------------------------------|----------|---|--|
| Work With Employee Information | W0801A   | Employee Management Menu (G05BE1), Employee Information   | Select an employee record.             |
| National and Fiscal Data - USA | W0801USA | From the Work With Employee Information form, select an employee and then select Nat'l/Fiscal Data from the Row menu. | Set up contract and pension employees. |

### Setting Up Contract and Pension Employees

Access the National and Fiscal Data - USA form.

| National and Fiscal Data - USA |                                |                             |                                |
|--------------------------------|--------------------------------|-----------------------------|--------------------------------|
| Employee No.                   | 6078                           | Aiken, Gwen                 |                                |
| First Name Initial             | <input type="text"/>           | Tax Area (Work)             | 06                             |
| Middle Name Initial            | <input type="text"/>           | Work Tax Area Source        | <input type="text"/>           |
| Tax Area (Residence)           | 06                             | Region                      | <input type="text"/>           |
| School District Code           | <input type="text"/>           | Standard Occ Class          | <input type="text"/>           |
| Residency Status               | <input type="text"/>           |                             |                                |
| Marital Status (Federal)       | <input type="text" value="S"/> | Marital Status (Local)      | <input type="text" value="S"/> |
| Marital Status (State)         | <input type="text" value="S"/> | Source of SUI/SDI Reporting | <input type="text"/>           |
| Marital Status (Resident)      | <input type="text" value="S"/> | EIC Status                  | <input type="text"/>           |
| Worker's Comp                  | <input type="text"/>           | No Workers' Comp Code       | <input type="text"/>           |
| I9 Status                      | <input type="text" value="N"/> | Disability                  | <input type="text" value="N"/> |
|                                |                                | Veteran                     | <input type="text" value="N"/> |
|                                |                                | Disabled Veteran            | <input type="text" value="N"/> |
|                                |                                | Tax Method                  | <input type="text" value="P"/> |

National and Fiscal Data - USA form

**Tax Method**

Enter a *P* for pension employees or a *C* for contract employees.

**Note.** After you specify the tax method, you process the employee through a payroll cycle to create tax records. The system produces 1099 forms only for employees who have tax records for the tax year being processed that include tax methods *P* or *C*.

## Verifying Company Information

This section provides overviews of company address information and parent companies, and discusses how to specify a parent company.

### Understanding Company Address Information

You verify company information to ensure accuracy when you process company names, addresses, and tax information for governmental reporting purposes.

The system uses company names and addresses from the Address Book record to build the year-end workfile. Before you build the workfile, verify that the company names and addresses are set up properly for year-end reporting.

**Note.** The system uses the setting in the Address Book program (P0101) to determine how to retrieve the company address. If the constants are set to track address information by effective date, the system prints the most current address record on the year-end forms. If the constants are not set up to track address information by effective date, the system uses the first record in the table to determine the company address.

See *JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*.

The system prints the company name, the last two non-blank address lines, and the city, state, and postal code fields. The system can print a maximum of four lines per company with a maximum of 30 characters per line. These lines print:

- Name.

- Address (one line only).
- City, state, and postal code.
- Country

---

**Note.** Any country other than U.S. will print on the form.

---



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**Note.** For example, the company address that appears on printed year-end forms includes the last three non-blank lines of the company's address. The address that appears on electronic filing includes only the last two non-blank lines of a company's address. To ensure that address information is complete on both printed and electronic filing year-end information, we recommend that you enter all necessary address information using the format that is described in this section. If you are not processing electronic filing, you can use up to three lines to enter a street address. However, if you process electronic filing in the future, you might need to change the address to avoid reporting incomplete information on electronic filing.

---

## Understanding Parent Companies

If the organization contains several companies that are structured under one parent company, and all of the child companies have the same corporate tax ID, you can update W-2 information and report it under the parent company. When you update multiple companies under a parent company, an employee who worked in more than one child company receives only one W-2.

You must summarize the parent company by itself. For example, suppose that the parent company is 00001 and the child company is 00050. Year-end information for both companies is summarized under company 00001. The W-2s for employees who work for either company display the name and tax ID of company 00001.

For W-2 reporting purposes, the Federal A corporate tax ID number cannot contain punctuation or spaces. If dashes exist in the Federal A corporate tax ID, remove them. Then, to correct employee history records that have the erroneous Corporate Tax ID information, follow the steps to update payroll history integrity.

See *Verifying Payroll History Integrity in the JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*.

## Forms Used to Specify a Parent Company

| Form Name                   | FormID    | Navigation  | Usage                     |
|-----------------------------|-----------|---|---------------------------|
| Work With Corporate Tax IDs | W059081AA | Taxes and Insurance Menu (G07BPT14), Corporate Tax IDs            | Select a company record.  |
| Corporate Tax ID Revisions  | W059081AB | From Corporate Tax IDs, select a company record and click Select. | Specify a parent company. |

## Specifying a Parent Company

Access the Corporate Tax ID Revisions form.

**Corporate Tax IDs - Corporate Tax ID Revisions**

Work With Corporate Tax ID's Corporate Tax ID Revisions

OK Find Delete Cancel Form Previous Next Tools

Company 00050 Project Management Company

Tax Area (Work) \*

Records 1 - 6 Customize Grid

| T | Tax Area/Type Description    | C | PM | Tax ID     | Parent Co |
|---|------------------------------|---|----|------------|-----------|
| T |                              | P | GR |            | Co        |
| F | CO State Withholding (SIT)   | N |    | 88521146   |           |
| H | CO State Unemployment (SUI)  | N |    | 9595944632 |           |
| Z | CO Weeks Worked              | N |    | 9595944632 |           |
| K | Denver Occupational Head Tax | N |    | 562780     |           |
| A | Federal Income Tax           | Y | 01 | 840782700  | 1         |
|   |                              |   |    |            |           |

Corporate Tax ID Revisions form

**Parent Co** (parent company) Enter the address book number of the parent company using the Federal A tax record. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates F0150 for the blank structure type. This address number must exist in F0101 for validation purposes.

To report multiple companies with the same tax ID under one parent company for payroll year-end reporting, enter the address number for the parent (reporting) company in the Federal A tax record for all child companies as well as for the parent company.

## Verifying Tax Area Information

This section provides an overview of tax area information and discusses how to:

- Verify tax information.
- Set up New Jersey Malpractice tax information.

## Understanding Tax Area Information

You verify that tax area information is set up for any tax that the company or employees have paid over the year. If tax area information is not accurate, information might not be reported correctly on year-end forms. Before you build the workfile, verify that the statutory codes and descriptions for the state and local tax areas are accurate. The system prints this information in two boxes on the W-2:

- **Box 15**

This box displays the statutory code that is assigned to the state tax area. These codes are in UDC 06/SC.

- **Box 20**

This box displays the local tax area description. Eight characters appear for standard and two-part laser forms. Fifteen characters appear for four-part laser forms.

---

**Note.** For Indiana employees who work in a taxable county but live in a nontaxable county, Box 20 displays the first four characters of the local tax area description on form W-2. Refer to the Indiana Department of Revenue for a complete county code listing. When you run the workfile build program, the system derives the work tax area from the information that is entered in the Employee Master Information table (F060116).

---

### New Jersey Malpractice Tax

New Jersey added a new tax type for the 2004 tax reporting year for malpractice tax. To report this tax correctly, *MMIPAA* must print on the W-2 form. For the system to print this data correctly, you must set up a tax record for tax area 31, tax type GM, and include *MMIPAA* in the Description 1 field of the Tax Area Revisions form.

### See Also

Setting Up Tax Area Information in the *JD Edwards EnterpriseOne Human Capital Management Foundation 9.0 Implementation Guide*

## Forms Used to Verify Tax Area Information

| Form Name                      | FormID   | Navigation   | Usage  |
|--------------------------------|----------|--|--|
| Work With Tax Area Information | W069012C | Taxes and Insurance Menu (G07BPT14), Tax Area Information              | Enter a tax area.  |
| Tax Area Revisions             | W069012B | On Work With Tax Area Information, select a tax area and click Select. | Verify tax area information and set up New Jersey Malpractice tax information. |

## Verifying Tax Area Information

Access the Tax Area Revisions form.

Tax Area Revisions form

**Tax Area**

Review this value to determine the geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

**Tax Type**

Review this value to determine the type of payroll tax that is being processed. This is a UDC from 07/TX. To set up state minimum wage amounts, you must enter *MW* in this field. To do so, you must first add MW to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.

**Statutory Code**

Review this value to determine the two-character state or three-character province code that prints on statutory reports such as W-2s and T4s.

For example, on W-2s and T4s, the system prints the two-character state code for Colorado (CO).

Enter an alpha code from UDC table 07/SC.

## Setting Up New Jersey Malpractice Tax Information

Access the Tax Area Revisions form.

**Tax Area Information - Tax Area Revisions**

Work With Tax Area Information | Tax Area Revisions

OK Cancel Form Previous Next Tools

Tax Area: 31 Description 1: MMIPAA

Tax Type: GM Description 2:

**Required**

Statutory Code: NJ

Co/Empl Paid: E

Method of Printing: Y

**Optional**

A/P Voucher (Y,N): N

Provider/Trustee:

Occ Tax WH Freq:

Arrearage Rules: N

Taxes Priority:

Tax Adjustment Limitation: 0.00

Tax Area Revisions form

- Tax Area** Enter tax area *31* to specify that this is a New Jersey tax. In the Vertex payroll tax software, the tax area code is synonymous with GeoCode.
- Tax Type** Enter *GM* in this field. You must first add GM to UDC 07/TX. However, you should not change the existing codes and definitions that the system provides.
- Description 1** Enter *MMIPAA* in this field so that the system prints this code on the W-2 form for New Jersey Malpractice taxes.

## Setting Up Next Numbers for W-2s

This section discusses how to set up next numbers for W-2s.

Setting up next numbers for W-2s instructs the system to assign individual control numbers to each W-2. This setup creates an audit trail for the W-2s. Before you begin year-end processing, verify that next numbers exist for system 07 for these fields:

- W-2 Control
- W-2 Transaction Count

**Important!** If you do not set up next numbers for W-2 processing, the system will not generate W-2 forms when you submit the workfile build for processing.

## Forms Used to Set Up Next Numbers for W-2s

| Form Name                    | FormID | Navigation  | Usage                         |
|------------------------------|--------|---|-------------------------------|
| Work With Next Numbers       | W0002A | Enter P0002 in the fast path.                                 | Access next numbers.          |
| Set Up Next Number by System | W0002C | On Work With Next Numbers, select system 07 and click Select. | Set up next numbers for W-2s. |

## Setting Up Next Numbers for W-2s

Access the Set Up Next Numbers by System form.

Set Up Next Numbers by System form

**Warning!** Changing the data on this form can make it impossible to retrieve previously added addresses or documents, and might result in attempts to assign duplicate numbers. You should set up next numbers for W-2s *only* the first time that you process year-end data with the JD Edwards EnterpriseOne system. Once you set up next numbers, you should not change this data without first contacting technical support.

**Use Description**

Enter a description that explains how the next number is used.

**Next Number**

Review this field to determine the next number that the system will assign. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types that are already established unless you provide custom programming.

**Chk Dgt (check digit)**

Specify whether the system adds a number to the end of each assigned next number. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. The check digits option provides a method for randomly increasing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while the check digits option is activated.

Select this option to add a check digit.

---

## Setting Up DBAs for Year-End Processing

This section provides an overview of DBA setup for year-end processing, lists a prerequisite, and discusses how to:

- Enter W-2 IRS-defined codes for amounts reported in Box 12.
- Enter descriptions for amounts reported in Box 14.
- Set up state wage adjustments for specific states.
- Run the Repost DBAs to Tax Area Summary program (R07148).
- Set processing options for the Repost DBAs to Tax Area Summary program (R07148).

### Understanding DBA Setup for Year-End Processing

For year-end processing, you must ensure the accuracy of DBA-related earnings and descriptions that are reported on year-end forms.

#### Box 12

The IRS uses alphabetic codes (codes AA, BB, and codes A through Z, excluding I, O, and U) to classify different types of employee earnings. When you set up DBAs that process employee earnings and benefits, you enter these codes to specify the types of earnings the DBA represents. When you attach the appropriate IRS code to DBAs, the system prints the amounts that are associated with the DBAs in Box 12 on the W-2 form.

---

**Note.** Codes Q, Y, and Z were added for the 2005 tax reporting year.

Codes AA and BB were added for the 2006 tax reporting year.

---

**Important!** Do not enter the codes A, B, M, or N for a DBA; they apply to FICA and Medicare taxes in arrears. The system tracks these amounts in the F06136 table, and it prints these amounts in Box 12 for those employees who have FICA or Medicare taxes in arrears.

Also, the W-2 IRS Defined Code field is a two-character field. Occasionally, the IRS requires information that is more than two-characters to be reported in Box 12 of the W-2 form. For example, you must report the IRS code plus the year when reporting contributions made to a 457(b) plan for makeup amounts under The Uniformed Services Employment and Reemployment Rights Act for a previous year. Therefore, to correctly report a 2250.00 USD contribution to such a plan in tax year 2008, Box 12 of the W-2 form should read *D 06 2250.00*. To accommodate the need for additional characters, you can enter the additional information in the Special Handling Code Description field on the DBA. In this example, you would enter this on the DBA used to calculate makeup contributions:

W-2 IRS Defined Code field: Blank

Special Handling Code Description field: *D 02*

The system uses this information, along with the amounts in payroll history, to report the information correctly on the year-end form.

---

#### Box 14

You use Box 14 to report miscellaneous amounts on the W-2 form. To report an amount that is associated with a DBA in Box 14, you must enter a code in the Special Handling Description field on the DBA.

---

**Note.** The information that you report in Box 14 is not mandatory; it is miscellaneous information that the IRS allows you to report. The system prints the first three characters that appear in the Special Handling Description field in Box 14 of the W-2 form.

---

### State Wage Adjustments

You might have set up some DBAs as exempt from state taxes. The system records exempt amounts in tax history tables as excludable wages. When calculating the taxable wage, the system subtracts the excludable wage, and any wage in excess of limits, from the total gross wage.

For W-2 reporting, you might need to add exempt DBA amounts back into the taxable wage for specific states.

---

**Note.** For regular payroll processing, you can use tax type F to exempt a DBA from state taxes. You *must* use tax type F if you want to add amounts back to an employee's W-2.

---

### Example: Adjusting State Wages for a Specific State

Suppose that an employee who lived and worked in Colorado has moved to Georgia. The new employer has reimbursed both deductible and nondeductible moving expenses. They are set up as:

- Benefit 2020 - Nondeductible (taxable) moving expenses.
- Benefit 2021 - Deductible (nontaxable) moving expenses.

On the US Legislative/Regulatory form, enter *P* in the W-2 IRS Defined Code field for benefit 2021. Report excludable expenses in Box 12.

FICA and Medicare taxes were withheld from the taxable benefit (2020), but no federal or state taxes were withheld.

The benefit was processed with tax exemption values of A (federal) and F (state), as entered on the Tax Exemptions form.

For federal reporting, you need to add the nondeductible amount (DBA 2020) to reportable wages. The system uses special handling from the workfile build.

For this example, you must also add the nondeductible amount to Georgia wages but not to Colorado wages. You specify this amount on the State/Local W-2 Additions Detail form.

These tax areas and their corresponding amounts are processed by the year-end workfile build as follows:

- If the Track DBA by Tax Area option is selected, the workfile build program reads F06148 for tax area-specific history.  
If amounts exist, they are added to state wages based on the work tax area that is entered in the State/Local W-2 Additions Detail form.
- If the Track DBA by Tax Area option is not selected, the workfile build program uses the amount from F06146 and adds it to all state wages for the employee.

---

**Important!** To add two DBAs that have the same W-2 IRS defined code, both DBAs must have the same designation in the Track DBA by Tax Area option.

---

### Prerequisite

Before you repost DBAs to the Tax Area Transaction Summary History table, in the processing options for Repost DBAs to Tax Area Summary, enter the four-digit year for which you want to repost information.

## Forms Used to Set Up DBAs for Year-End Processing

| Form Name                        | FormID    | Navigation  | Usage                                       |
|----------------------------------|-----------|---|---|
| Work With PDBAs                  | W059116A  | Pay/Deductions/Benefits Setup Menu (G05BD4), PDBA Setup   | Select PDBAs.                               |
| US Legislative/Regulatory        | W059116UB | From Work With PDBA Setup, select a record and then select US Leg/Reg from the Row menu.  | Set up DBA information for Boxes 12 and 14. |
| State/Local W-2 Additions Detail | W07TEWA   | From Work With PDBA Setup, select a record and then click Select. On Basic DBA Information, select Tax Exemptions from the Form menu. On Tax Exemptions, select State/Local W-2 from the Form menu. | Set up state wage adjustments.              |

## Entering W-2 IRS-Defined Codes for Amounts Reported in Box 12

Access the US Legislative/Regulatory form.

### W-2 IRS Defined Code

Enter a code that specifies the IRS designation for the type of earnings of benefit that is associated with the DBA. You can group similar DBAs in Box 12 of the W-2 by entering the same code in this field for all similar DBAs. For example, to group all 401(k) deductions on a W-2, enter D for all 401(k) DBAs.

You must also enter all DBAs for which you specify an IRS-defined code into the Special Handling tables you set up for Box 12. When you create W-2s, all DBAs that have D for this code are totaled and appear as one item in Box 12, with D to the left of the item, and the Deferred Compensation check box is selected.

These codes are IRS-defined (AA, BB, and A–Z, excluding I, O, and U) and are supplied by the system in UDCs (06/S2).

---

**Note.** If the value that you want to enter in this field is larger than two characters, enter the value in the W2 Special Handling Description field.

---

## Entering Descriptions for Amounts Reported in Box 14

Access the US Legislative/Regulatory form.

### W2 Special Handling Description

Enter a code in this field for one of these purposes in the W-2 system:

- The system prints the first three characters of this field as the amount description for Special Handling amounts entered in Box 14.
- The first position of the W-2 Special Handling Description field represents the IRS Distribution Code that prints in Box 7 of the 1099-R form. Enter code *EPP* in this field to print excess golden parachute amounts on form 1099-Misc.

The payroll-tax calculation system made by Vertex calculates all school district taxes. You do not need to create special deductions to withhold these taxes.

- If the value that you want to enter in the W-2 IRS Defined Code field is larger than two characters, you can enter the value in this field.

## Setting Up State Wage Adjustments for Specific States

Access the State/Local W-2 Additions Detail form.

### Track DBA by Tax Area

Specify whether the DBA is to be tracked historically by the work state tax area. If you select *Y* (Yes), the system creates a record in F06148 during final update for each tax area that the employee works in a calendar year. If you select *Y* (Yes) during the middle of a calendar year, F06148 will contain only partial year information. To create a full year of history in F06148, you must run the Repost DBAs to Tax Area Summary program (R07148).

Select *Y* (Yes) to add this DBA back to state reportable wages for specific states only. Select *Y* for taxable benefits from which you did not withhold tax.

## Running the Repost DBAs to Tax Area Summary Program (R07148)

From the Advanced and Technical Operations menu (G07BUSP3), select Repost DBAs to Tax Area Summary.

After you set up DBAs to track state wage adjustments for specific states, you must run the Repost DBAs to Tax Area Summary program (R07148). This program creates taxation records in F06148 by state for each DBA that you have set up to be tracked by tax area. You must have records in this table to report state-specific wage adjustments on year-end tax forms.

---

**Important!** You should back up the F06148 table before you run the Repost DBAs to Tax Area Summary program.

---

## Setting Processing Options for the Repost DBAs to Tax Area Summary Program (R07148)

From the Advanced and Technical Operations menu (G07BUSP3), select Repost DBAs to Tax Area Summary.

### Select

Access the Select tab.

#### 1. Year To Repost

Enter the four-digit year that you want to repost. If you leave this option blank, the system reposts history for all years.

---

## Setting Up Pay Types for 1099 Processing

This section provides an overview of pay type setup for year-end processing, lists a prerequisite, and discusses how to:

- Set up pay types for contract and pension employees.
- Set up a tax exempt pay type.

## Understanding Pay Type Setup for Year-End Processing

You set up pay types for 1099 processing to accurately allocate earnings, other than wages, for contract or pension employees.

You must set up these pay types before you can enter the employee's pay in time entry and process it through a payroll cycle.

For processing 1099s, you must enter all of the pay types in special handling for gross distributions. This entry is required for 1099-Rs to generate a form. It is also required for 1099-MISCs for electronic filing.

### Contract Employee Pay Types

You set up pay types for 1099 processing to accurately allocate earnings, other than wages, for contract employees. You use special handling tables to attach pay types to the year-end workfile build.

The Payroll system supports these IRS-approved pay types for 1099-MISC forms:

- Rents.
- Royalty payments.
- Prizes and awards.
- Other income.
- Medical and health care services.
- Non-employee compensation.
- Substitute payments.
- Excess golden parachute payments.

Contract employee information generally falls under the category of non-employee compensation. To transfer contract employee information to the workfile build process, the system requires this information for the pay type:

- Pay type code
- Pay stub text
- Tax exempt status

After you set up this pay type, enter the employee's pay in time entry and process it through the payroll cycle. The system prints checks and loads the pay amounts to history. To correctly process 1099 forms, it is strongly recommend that you use this process to load history amounts.

Run integrity reports to verify that dollar amounts and tax calculations are correct. If necessary, make corrections to the history tables before running the workfile build.

### Pension Employee Pay Types

You set up pay types for 1099 processing to accurately allocate earnings, other than wages, for pension employees.

The Payroll system supports these IRS-approved types of pay for 1099-R forms. The IRS-defined special handling code for each type of pay appears in parentheses. These distribution types are reported in Box 7 of the 1099-R form. On the U.S. Legislative/Regulatory form, enter the appropriate code type in the W-2 Special Handling Description field.

- Early distribution, no known exception (1).
- Early distribution, exception applies (2).
- Disability (3).
- Death (4).
- Prohibited transactions (5).
- Section 1035 exchange (6).
- Normal distribution (7).
- Excess contributions taxable in 2008 (8).
- Cost of current life insurance protection (9).
- 10-year tax option eligibility (A).
- Designated Roth Account Distribution (B).
- Excess deferrals taxable in 2006 (D).
- Excess annual additions under Section 415 (E).
- Charitable gift annuity (F).
- Direct rollover and rollover contribution to IRA (G).
- Direct Rollover of Roth IRA (H).
- Early distribution from a Roth IRA (J).
- Loans treated as distributions under section 72 (p) (L).
- Recharacterized IRA contribution made in 2008 (N).
- Excess contributions plus earnings taxable in 2007 (P).
- Qualified distribution from a Roth IRA (Q).
- Recharacterized IRA contribution made for 2004 (R).
- Early distribution from a SIMPLE IRA in first 2 years, no known exception (S).
- Roth IRA distribution, exception applies (T).
- Employee contributions (Blank).

To transfer pension employee information to the workfile build program, the system requires this information for each pay type that you use to pay pension employees:

- Pay type code.
- Special handling description.
- Tax exempt status.

After you set up pay types for pension employees, you enter the employee's pay in time entry and process it through the payroll cycle. The system prints checks and loads the pay amounts to history. To correctly process 1099 forms, we recommend that you use this process to load history amounts.

Run integrity reports to verify that dollar amounts are correct and that tax calculations, if necessary, exist. Before running the workfile build, make the necessary corrections to the history tables.

---

**Note.** On 1099-R forms, any amount that represents federal wage in the Federal A record of the Tax History table (F06136) is reported in Box 2a as long as the gross distribution is taxable. If no federal wage exists, the amount of the gross distribution, as set up in special handling for Box 1, is reported in Box 2a if the gross distribution is an IRA. The system also derives the federal tax withheld amount from the Tax History table.

---

## Prerequisite

Complete the steps for entering a pay type.

See *Entering Pay Types in the JD Edwards EnterpriseOne Human Capital Management Fundamentals 9.0 Implementation Guide*.

## Forms Used to Set Up Pay Types for 1099 Processing

| Form Name                   | FormID    | Navigation   | Usage   |
|-----------------------------|-----------|--|---|
| Work With PDBAs             | W059116A  | Pay/Deductions/Benefits Setup Menu (G05BD4), PDBA Setup  | Select the Pay Type option and enter the PDBA code. |
| Pay Type Revisions          | W059116B  | From Work With PDBAs, select the Pay Type option and then click Add, or select an existing pay type. | Enter or review pay type information.               |
| Tax Exemptions              | W05TAXA   | On Pay Type Revisions, select Tax Exemptions from the Row menu.                                      | Set up a tax exempt pay type.                       |
| U.S. Legislative/Regulatory | W059116UB | On Work With PDBAs, select a pay type and then select U.S. Leg/Reg from the Row menu.                | Enter the W-2 special handling description.         |

## Setting Up Pay Types for Contract and Pension Employees

Access the U.S. Legislative/Regulatory form.

### W2 Special Handling Description

Enter the IRS Distribution code that you want to print in Box 7 of the 1099 form. The first position of the W-2 Special Handling Description field represents the IRS Distribution Code that prints in Box 7 of the 1099-R form. Enter code *EPP* in this field to print excess golden parachute amounts on form 1099-Misc.

---

**Note.** On the 1099-R form, any amount that represents federal wages in the Federal A record of F06136 is reported in Box 2a, as long as the gross distribution is taxable. If no amount represents federal wages, then the amount of the gross distribution, as set up in special handling for Box 1, is reported in Box 2a if the gross distribution is an IRA. The system also derives the federal tax withheld amount from F06136.

---

## Setting Up Tax Exempt Pay Types

Access the Tax Exemptions form.

To mark the pay type as tax exempt, enter \* in the Tax Type 01 field. Typically, pay types that are used to pay contract and pension employees are tax exempt.

---

## Reviewing W-2 IRS-Defined Codes

This section provides an overview of IRS-defined codes and discusses how to review W-2 IRS-defined codes.

### Understanding IRS-Defined Codes

The IRS uses alphabetic codes to classify different types of earnings. You use these codes when you set up PDBAs to specify the IRS category under which each type of employee earnings belongs. Before you begin year-end processing, verify that the IRS-defined codes that you attach to the PDBAs that you use to pay employees are correct. 06/S2

Use the Year-End Special Handling Codes table (06/S2) to maintain W-2 IRS-defined codes.

Use codes AA, BB, A–Z (excluding codes I, O, and U), in Box 12 of the W-2 form. The IRS defines these codes, and you should not change them.

---

**Note.** Beginning in 2001, code V was introduced to report income from the exercise of non-statutory stock options. Beginning in 2003, you are required to use this code when applicable. Beginning in 2004, code W was introduced to report an employer's contribution to an employee's Health Savings Account. In 2005, codes Q (nontaxable combat pay), Y (deferrals under a Section 409A nonqualified deferred compensation plan), and Z (income under section 409A on a nonqualified deferred compensation plan) were added.

In 2007, codes AA (Roth Contributions to a Sec 401(k) plan) and BB (Roth Contributions to a Sec 403(b) plan) were added.

---

### Form Used to Review W-2 IRS-Defined Codes

| Form Name                    | FormID  | Navigation                                | Usage                         |
|------------------------------|---------|---|-------------------------------|
| Work With User Defined Codes | W07989A | Enter UDC in the fast path, and click Go. | Review W-2 IRS-defined codes. |

### Reviewing W-2 IRS-Defined Codes

Access the Work With User Defined Codes form.

1. On Work With User Defined Codes, enter 06 in the Product Code field.
2. Enter S2 in the User Defined Codes field, and then click Find.
3. Review these fields:
  - Codes
  - Description 01



## CHAPTER 5

# Setting Up Workfiles

This chapter provides an overview of the year-end workfile and discusses how to:

- Set up year-end workfile parameters.
- Create the year-end workfile.

---

## Understanding the Year-End Workfile

After you have verified that employee, company, tax, and pay type, deduction, benefit and accrual (PDBA) information is accurate, you can begin the process of creating the year-end workfiles. Workfiles store all of the information that is needed to create year-end deliverables, such as forms, reports, and electronic filing flat files.

Before you can create a workfile, you must:

1. Create a year-end ID.
2. Define workfile data criteria.
3. Assign special handling code information.
4. Enter additional selection criteria using the additional information function.

The system uses this information to retrieve the appropriate data for the appropriate employees. The system stores the data in the workfile, and then uses that workfile to print year-end reports and forms and to create electronic filing flat files.

---

## Setting Up Year-End Workfile Parameters

This section provides an overview of year-end workfile definition and discusses how to:

- Create a year-end ID.
- Define workfile data criteria.
- Assign special handling information.
- Copy special handling information.
- Assign additional information to the workfile build.

## Understanding Year-End Workfile Definition

Before you can generate forms, reports, or files that you use to create electronic filing, you must define the information that you want to process; the methods that the system uses to process, print, and display data; and the employees to include in the process. You define the year-end workfile to compile the information that you want to print on year-end forms and reports.

The first step in creating a year-end workfile is to create a year-end ID. The year-end ID identifies the records that are associated with a particular workfile build process. The ID should be unique for each processing year. For example, if you process separate workfiles for companies 100, 200, and 300 during a tax year, then you might choose to create year-end IDs 100, 200, and 300. You would not use the same ID to process information for different workfile builds.

After you create the ID, you define data criteria. When you define data criteria for the workfile, you determine the data that you want to include, and the types of forms that you want to generate from the workfile build. You can generate only one type of form in a workfile build process. For example, you cannot include W-2s and 499R-2s in the same workfile build process. You use the same process to create a W-2 workfile build, a 1099 workfile build, or a 499R-2 workfile build.

### Create the Year-End ID

Before you can define the criteria of the year-end workfile, you must create a year-end ID. When you create a year-end ID, you must assign a program version to the ID. You can create a program version either before or at the same time that you create the year-end ID. The system uses the data selection that is associated with the version to determine which employees to include in the year-end workfile. The year-end ID identifies the records that are associated with a particular workfile build process. You use this ID when you run all subsequent steps in the year-end processing cycle.

Year-end IDs are alphanumeric and can be up to 10 characters in length. You can set up multiple IDs to process different groups of employees. Year-end IDs should be unique within each calendar year.

When you process the workfile build, records are stored in year-end tables according to their year-end ID and the year being processed. Each time that you run the workfile build, all records with year-end ID and year matching those of the current workfile build are deleted from the year-end tables. The tables are then repopulated with updated information from the workfile build.

To avoid deleting important year-end information, do not use the same year-end ID to process different groups of people at different times within the same calendar year. For example, do not use year-end ID 2000 to process employees from company 001 and then use it to process employees from company 002 in the same calendar year. This action causes the loss of all year-end information for employees in company 001.

---

**Note.** After you have defined the type of form that a workfile build process creates, you cannot change this information. To process a different type of year-end form, you must create another year-end ID.

---

### Define Workfile Data Criteria

After you create the year-end ID, you define workfile data criteria to include the appropriate year-end information in the workfile. You also define data criteria to format this information properly on year-end forms.

For example, if an employee works in more than one state or locality, you can decide whether the employee receives multiple W-2 forms and what information to include on each of those forms. This option is applicable only for W-2 processing.

When you define workfile data criteria, you:

- Specify whether the system summarizes employee tax records under one parent company.

- Specify whether the system uses the employee's resident state or home state as the base state for taxation purposes.
- Specify whether the system prints state wage information for multiple states on one form.
- Specify whether federal wage information is included on all forms.
- Specify Social Security wage limits.
- Specify the format for employee names.
- Identify third-party administrators.

## Assign Special Handling Information

You assign special handling information to a year-end ID to specify amounts to add to existing taxable wages and to specify amounts to report separately in the W-2 detail boxes 10 through 14. You also assign special handling information to include PDBA information in the electronic filing flat file in the proper format.

To include on year-end forms any amounts that are associated with PDBAs, you must enter a special handling description on the PDBA, and then attach the PDBAs to the special handling code tables. These tables correspond to the types of earnings defined by the Internal Revenue Service (IRS). The system determines where on the year-end form to print the deduction, benefit and accrual amounts based on the special handling code table to which the PDBA is attached.

Attach each PDBA to the code that is associated with the box in which you want the amount of that PDBA to be printed. For example, if you want the amount of a PDBA to print in Box 14, assign that PDBA to a type of earnings that the system prints in Box 14.

You can assign multiple PDBAs to each special handling code. You can also assign a PDBA to multiple special handling codes. When a special handling code has one or more PDBAs assigned to it, it is marked with a check mark on the Special Handling Code Revisions form.

---

**Note.** On the 1099-R form, any amount that represents a federal wage in the Federal A record of F06136 is reported in Box 2a. If no federal wage exists, the amount of gross distribution that is set up in special handling for Box 1 is reported in Box 2a. The system also derives the amount of federal tax withheld from the Tax History table if only one pay type is included in special handling information for Box 2a. If more than one pay type is included in special handling information for Box 2a, Box 2b is marked *taxable amount not determined*.

---

For processing 1099s, you must enter all of the pay types in special handling for gross distributions. This entry is required for 1099-Rs to generate a form and is also required for 1099-MISCs for electronic filing.

---

**Note.** Do not add pay types back to Boxes 1, 3, 5, 16, or 18. The system automatically adds wages to these boxes by using information from the Tax History table. Adding pay types back to these boxes results in double reporting of wages.

Contact the local IRS office for more information about which amounts to add to year-end forms and electronic filing.

---

This table describes each special handling code:

|  |  |
|--|--|
| <b>Dependent care</b>                        | Include in the special handling table for this code all PDBAs that are used to calculate the total amount of dependent care to report on the Federal SSA (Social Security Administration) electronic filing. |
| <b>Deferred comp</b> (deferred compensation) | Include in the special handling table for this code all PDBAs that are used to calculate the total amount of deferred compensation to report on the Federal SSA electronic filing.                           |

|  |   |
|--|---|
| <b>Employee contributions</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the various W-2 and 1099 employee contribution amounts.  |
| <b>1099 excess golden parachute</b>  | Include in the special handling table for this code all PDBAs that are used to calculate 1099 excess golden parachute amounts.  |
| <b>Fringe benefit</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the total amount of fringe benefits that were accrued for reporting on the Federal SSA workfile for electronic filing. |
| <b>Gross distributions</b>   | Include in the special handling table for this code all PDBAs that are used to calculate the W-2 and 1099 gross distribution amounts.   |
| <b>Group term life</b>   | Include in the special handling table for this code all PDBAs that are used to calculate the total amount of group term life insurance to report on the Federal SSA workfile for electronic filing.             |
| <b>Wages, tips &amp; other comp (box 1) (wages, tips &amp; other compensation (box 1))</b> | Include in the special handling table for this code all DBAs that are used to calculate wages, tips, and other compensation (Box 1). Do not enter pay types in this special handling code table.                |
| <b>Medical &amp; healthcare</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the various W-2 and 1099 medical and health care amounts.  |
| <b>Non-Employee compensation</b>   | Include in the special handling table for this code all PDBAs that are used to calculate the various 1099 amounts for non-employee compensation.  |
| <b>Nonqualified plan income</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the nonqualified plan income on W-2 electronic filing.   |
| <b>Nonqualified 457</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the total amount of nonqualified 457 amounts to report on the Federal SSA electronic filing.                           |
| <b>Pension amount</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the pension amounts on 1099-R forms.   |
| <b>1099 rent amounts</b>   | Include in the special handling table for this code all PDBAs that are used to calculate the various 1099 amounts for rent.   |
| <b>1099 royalties</b>  | Include in the special handling table for this code all PDBAs that are used to calculate the various 1099 amounts for royalties.  |
| <b>Substitute payments</b>   | Include in the special handling table for this code all PDBAs that are used to calculate substitute payments on the 1099-MISC form.   |
| <b>3rd party income tax</b>  | Include in the special handling table for this code all PDBAs that are used to calculate various W-2 amounts for third-party income tax.  |
| <b>Amounts reported in box 19</b>  | Include in the special handling table for this code all PDBAs that are added to Local income tax (Box 19).  |
| <b>Other (formerly Prizes &amp; Awards)</b>  | Include in the special handling table for this code all PDBAs that are used to calculate various W-2 and 1099 amounts for prizes and awards.  |
| <b>School dist. wage additions (school district wage additions)</b>                        | Include in the special handling table for this code all PDBAs that are used to calculate various W-2 amounts that are added to Box 18.  |

|                                    |  |
|------------------------------------|--|
| <b>Social Security additions</b>   | Include in the special handling table for this code all PDBAs that are added to Social Security wages (Box 3).                           |
| <b>Medicare additions</b>          | Include in the special handling table for this code all PDBAs that are added to Medicare wages and tips (Box 5).                         |
| <b>Amounts added to box 10</b>     | Include in the special handling table for this code all PDBAs that are used to report Dependent care benefits (Box 10).                  |
| <b>Amounts added to box 11</b>     | Include in the special handling table for this code all PDBAs that are used to report nonqualified plans (Box 11).                       |
| <b>Amounts added to Box 12</b>     | Include in the special handling table for this code all PDBAs that are used to report amounts in Box 12 (see instructions for Form W-2). |
| <b>Amounts added to box 14</b>     | Include in the special handling table for this code all PDBAs that are used to report amounts in Other (Box 14).                         |
| <b>State wage amounts (box 16)</b> | Include in the special handling table for this code all PDBAs that are added to State wages, tips, and so forth. (Box 16).               |
| <b>Local city amounts (box 18)</b> | Include in the special handling table for this code all PDBAs that are added to Local wages, tips, and so forth. (Box 18).               |
| <b>Local county (box 18)</b>       | Include in the special handling table for this code all PDBAs that are added to Local county wages, tips, and so on (Box 18).            |

### Copy Special Handling Information

You might need to create several year-end IDs and workfiles to process different groups of employees. In many instances, the special handling information for one year-end ID is the same or similar to that of another ID. To copy special handling information from one year-end ID to another, use the Copy function. Using the Copy function minimizes data entry time as well as the possibility of data entry errors.

### Assign Additional Information to the Workfile Build

To further define which employees the system processes when you run the workfile build program, you can assign additional information for building the workfile. For example, if you need to run the workfile build for a select group of employees without changing the data selection in the program version, you can assign additional information.

You might want to test the setup of the workfile build by running the process with a small number of employees. To shorten processing time during the test, use additional information to select this smaller group of employees. Additionally, you can use this feature to process employee information that has been changed since the original workfile build process.

You use additional information to:

- Request processing by company.
- Request processing by tax ID.
- Request processing by tax area.
- Request processing by address number (used for Changes Only processing only).

---

**Note.** You cannot enter additional information for companies, tax IDs, tax areas, or employees who do not meet the data criteria of the data selection for the program version. You use additional information to reduce the number of employees that you process. To include additional employees in the workfile build process, you must change the data selection of the program version.

---

## Forms Used to Set Up Year-End Workfile Parameters

| Form Name                        | FormID  | Navigation   | Usage  |
|----------------------------------|---------|--|--|
| Work With Year End Workbench     | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench  | Access forms to enter a new year-end ID, select an existing year-end ID, or copy special handling information. |
| Year End Revisions               | W07810B | On Work With Year End Workbench, click Add, or select an existing year-end ID.   | Create a year-end ID, define workfile data criteria, or revise an existing ID.                                 |
| Work With Special Handling Codes | W07815A | On Work With Year End Workbench, select an existing year-end ID, and then select Special Handling from the Form menu.      | Assign special handling codes to a year-end ID.  |
| Additional Parameters            | W07810I | On Work With Year End Workbench, select an existing year-end ID, and then select Additional Parameters from the Form menu. | Enter additional parameters.   |

## Creating a Year-End ID

Access the Year-End Revisions form.

After you complete the fields on this form, click OK to save the year-end ID. After you create the ID, you can define the data criteria that the system uses to process information.

### Year

Enter the two-digit year that you are processing.

### Year-End ID

Enter a unique 10-digit alphanumeric code to identify this workfile build. The ID must be unique within each calendar year or information can be overwritten and lost. The year-end ID identifies a group of records to be processed for year-end purposes. The year-end ID can also be used to identify records for a particular company if the workfile build for that particular ID included employees from only one company.

### W-2

Select this option to specify that you are creating W-2 forms with this workfile build.

---

**Note.** After you select this option and save, you cannot change this option. To select a different form type, you must create a new year-end ID.

---

|                                      |  |
|--------------------------------------|--|
| <b>1099</b>                          | Select this option to specify that you are creating 1099 forms with this workfile build.   |
|                                      | <hr/> <b>Note.</b> After you select this option and save, you cannot change this option. To select a different form type, you must create a new year-end ID. <hr/> |
| <b>499R</b>                          | Select this option to specify that you are creating 499R-2 forms with this workfile build.   |
|                                      | <hr/> <b>Note.</b> After you select this option and save, you cannot change this option. To select a different form type, you must create a new year-end ID. <hr/> |
| <b>Version</b>                       | Specify the version of the R078301 that you want to use to process year-end data.  |
| <b>Contact Person Address Number</b> | Enter the address book number of the person within the organization whom taxing officials should contact if issues occur with year-end data.                       |

## Defining Workfile Data Criteria

Access the Year-End Revisions form.

|  |  |
|--|--|
| <b>Tax ID Summarization</b>  | Select this option to specify that companies with the same corporate tax ID are to be summarized into one reporting record.<br><br>To specify a parent, enter a parent company number in the detail area of the Corporate Tax ID form. Access the Corporate Tax ID form from the Taxes and Insurance menu, G07BPT14.<br><br>If you do not specify a parent company, the W-2 Workfile Build uses the lowest company number as the parent.   |
|  | <hr/> <b>Note.</b> When summarizing by tax ID, you should enter the parent company numbers in the detail area of the Corporate Tax ID form. The parent company number for the parent company is its own company number. <hr/>  |
| <b>Allocate Federal Wages</b>  | Select this option to specify that federal wages, tips, and other compensation amounts should be allocated to each state where the employee had earnings. This field applies if you have multiple W-2s for employees.<br><br>If you do not select this option, all federal information will print on the W-2 that contains the base state information, unless you also select the Print Federal Information on all forms option. In this case, you will receive the same federal information on all W-2s for the employee.<br><br>If you select this option, the system calculates the percentage of the employee's total earnings that were earned in each state. An equal percentage of federal wages will be allocated to the different states. |
| <b>Res. State Equals Base State</b> (resident state equals base state) | Select this option if you want the value in the Tax Area (residence) field to be used as the base state when printing year-end forms. If you do not use the value in Tax Area (residence) as the base state, the value in the Home State field on the Payroll Revisions form will be used as the base state. If you do not use the value in Tax Area (residence) as the base state, and the Home   |

State field is blank, the system uses the value in Tax Area (residence) as a default for the base state.

**Print 2 States per W-2**

Select this option to specify that the system prints one or two states on each IRS Form W-2 that is issued to an employee.

---

**Warning!** Do not select this option if you use four-part laser forms. This form includes only one box for state information and cannot accommodate information for more than one state. Also, if you select this option, you cannot sort IRS Form W2 forms by state. All other IRS Form W2 forms (standard and laser) include two boxes for local information and print correctly when you select this option.

---

**Print 2 Localities per W-2**

Select this option to specify that the system will print two localities per W-2 form. Employees with taxation history records for two or more localities will receive multiple W-2 forms if you do not print two localities per W-2.

**Soc. Sec. Wage Limit**  
(Social Security wage limit)

Specify the maximum amount of taxable wages to be reported for FICA. The system uses the current year's default value for this field if you define the default amount in data dictionary item SSDL.

**Third Party Administrator**

Enter the address book number that identifies the third-party administrator.

**Alpha**

Select this option if you want the system to use the employees' alpha names on the W-2 and electronic filing.

---

**Note.** The federal government requires data entry for an employee name in this sequence format: first, middle initial, last. If the alpha name in the F0111 table does not display employee names in this format, do not select this option.

---

**Mail**

Select this option if you want the system to use the employees' mailing names on the W-2 and electronic filing. The mailing name is formatted as first name, middle name, and last name (GNNM, MDNM, and SRNM) in the F0111 table.

**Print Benefit Statements**

Select this option to produce benefit statements with this workfile build. If you print benefit statements during the year-end workfile build process, the system produces the W-2 Benefit Statements report (R07869) at the end of the year-end workfile build process.

## Assigning Special Handling Information

Access the Work With Special Handling Codes form.

**U.S. Year-End Workbench - Work With Special Handling Codes**

Select Find Close Row Tools

Year-End ID \* IDAYR021

Special Handling Code Type - W2

Records 1 - 11 Customize Grid

| Change Request Description                                 |
|--|
| <input checked="" type="radio"/> Tier I Additions          |
| <input type="radio"/> Tier II Additions                    |
| <input type="radio"/> Allocated Tips                       |
| <input type="radio"/> Pension Amount                       |
| <input type="radio"/> 3rd Party Income Tax                 |
| <input type="radio"/> Wages, Tips & Other Comp ( Box 01 )  |
| <input type="radio"/> Social Security Additions ( Box 03 ) |
| <input type="radio"/> Medicare Additions ( Box 05 )        |
| <input type="radio"/> Amounts Added to ( Box 10 )          |
| <input type="radio"/> Amounts Added to ( Box 11 )          |

Work With Special Handling Codes form

1. On Work With Special Handling Codes, select a category to which you want to attach a PDDBA, and click Select.

You can select from these special handling code categories:

- Allocated Tips (Box 8)
- Dependent Care (Electronic Filing Only)
- Deferred Comp (Electronic Filing Only)
- Employee Contributions (1099-R)
- 1099 Excess Golden Parachute (1099-R)
- Fringe Benefit (Electronic Filing Only)
- Gross Distributions (1099s)
- Group Term Life (Electronic Filing Only)
- Wages, Tips, & Other Comp (Box 1)
- Medical and Healthcare (1099-MISC)
- Non-Employee Compensation (1099-MISC)
- Nonqualified Plan Income (Electronic Filing Only)
- Nonqualified 457 (Electronic Filing Only)
- Pension Amount (1099-R)

- 1099 Rent Amount (1099-MISC)
- 1099 Royalties (1099-MISC)
- Prizes and Awards (1099-MISC)
- Substitute Payments (1099-MISC)
- Third Party Income Tax (Electronic Filing and W-3)
- School Dist. Wage Additions (Box 18)
- Social Security Additions (Box 3)
- Medicare Additions (Box 5)
- Amounts Added to (Box 10)
- Amounts Added to (Box 11)
- Amounts Added to (Box 12)
- Amounts Added to (Box 14)
- State Wages Amounts (Box 16)
- Local City Amounts (Box 18)
- Local County
- CODA Amounts (499R-2 Reporting)
- Commission Amounts (499R-2 Reporting)
- Concession Amounts (499R-2 Reporting)
- Reimbursed Expense Amounts (499R-2 Reporting)
- Retirement Fund Amounts (499R-2 Reporting)
- Wage Amounts (499R-2 Reporting)

---

**Note.** The Work With Special Handling Codes form displays only the special handling codes that are associated with the type of forms that you are processing in the year-end workfile build.

---

2. On Special Handling Code Revisions, complete the PDBA Code field, and then click OK.
3. On Work With Special Handling Codes, review all of the special handling code categories. All categories that contain one or more PDBAs are selected.

U.S. Year-End Workbench - Special Handling Code Revisions

OK Find Delete Cancel Row Tools

Year-End ID GMOR1 Year 07

Box Number 14R Tier I Additions

Records 1 - 1 Customize Grid

|                          | PDBA Code | Description |
|--------------------------|-----------|-------------|
| <input type="checkbox"/> |           |             |

Special Handling Code Revisions form

## Copying Special Handling Information

Access the Work With Year End Workbench form.

1. Select the year-end ID from which you want to copy special handling information, and then click Copy.
2. On Year-End Revisions, complete the steps for creating a year-end ID and defining workfile data criteria.
3. Click OK a second time.
4. On Duplicate Year-End ID, select the Copy Special Handling option, and then click OK.

U.S. Year-End Workbench - Duplicate Year-End ID

OK Cancel Tools

Copy Special Handling

Copy Reports Model

Duplicate Year-End ID form

## Assigning Additional Information to the Workfile Build

Access the Year-End Revisions form.

1. On Year-End Revisions, select Additional Parameters from the Form menu, and then select one of these fields:
  - Home Company
  - Tax Identification
  - Tax Area
  - Address Number

2. On Additional Parameters, enter the appropriate data criteria, and click OK.
3. Repeat steps 3 and 4 of the Copying Special Handling Information task for additional parameters, as necessary.

**U.S. Year-End Workbench - Additional Parameters**

OK Find Delete Cancel Tools

Year-End ID GMOR1 Year 07

Company

Records 1 - 2 Customize Grid

| Co    | Company Description            |
|-------|--------------------------------|
| 00001 | Financial/Distribution Company |
|       |                                |

Additional Parameters form

**Important!** You use additional parameters to limit the number of employees that you originally included in the workfile build when you ran it. You cannot add employees to the workfile build using additional parameters if those employees were not already included in the workfile. For example, if the data selection is set up to process only employees in company 100, you cannot use additional parameters to add employees from company 200 to the workfile build. However, you can use additional parameters to narrow the selection to employees who work in company 100 and are associated with a certain tax area.

## Creating the Year-End Workfile

This section provides an overview of year-end workfile creation, lists a prerequisite, and discusses how to:

- Create the year-end workfile.
- Set processing options for U.S. Year-End Workbench (P07810).

## Understanding Year-End Workfile Creation

After you have defined the criteria for the workfile, you create the year-end workfile, which gathers together the information that you need in order to print government forms and year-end reports and to create the workfile for electronic filing processing.

When you run the workfile build process, the system creates records in the year-end control tables. These records contain the year-end ID and the year that is being processed, along with additional tax information. Each time that a workfile build is processed, the system edits these control tables and deletes any records that contain the same year-end ID and year as the workfile build that is being processed. The control tables are then repopulated with the records that are created by the workfile build process.

The system creates these employee-level records when you submit the workfile build for processing:

- Employee Federal Control Table (F07830) is a single federal control record that contains any taxes that are withheld.
- Employee State/Local Control Table (F07831) is a single state (territory) control record that contains any taxes that are withheld.
- Employee Special Handling Control Table (F07832) is a single record for each PDDBA that contains special handling codes for the employee.

---

**Important!** To avoid loss of data, back up all year-end control files after you have printed the year-end forms. Additionally, you should use unique year-end IDs within each calendar year to process separate groups of employees.

---

After you process the workfile build, review the work online and correct any errors before you begin printing audit reports and year-end forms.

---

**Note.** When you create the year-end workfile, the system prints a report of negative amounts that are included in the workfiles. This report specifies the employee number, company number, PDDBA code, tax area, tax type, and amount. You must correct these negative amounts, reset the year-end ID, and rerun the workfile build. If an employee has a negative amount, the workfile build does not create a W-2 for that employee. The IRS and SSA do not allow you to report negative amounts.

The system generates the Negative Amount Error report (R07811), which displays any negative wage and tax errors. If no negative wages or taxes exist, the system prints only a report cover page.

---

## Data Selection and Sequencing for Building Year-End Workfiles

If you do not select specific companies, employees, tax areas, or tax IDs in additional parameters, the workfile build process uses the data selections from the program version for the workfile and selects the appropriate records. The data selection is based on information in F060116.

The records in the year-end workfile are sequenced by address book number. Do not change the data sequencing on any of the year-end workfile build program versions.

## Review of the Negative Amount Error Report

The system generates the Negative Amount Error Report (R07811) after you run the year-end workfile build program if negative amounts are included in the workfile build. The system finds the first instance of negative amounts in F06136 or F06146. To verify any other possible negative amounts, you must review all of the other history records for the employee.

## See Also

[Chapter 6, "Reviewing Year-End Workfile Information," page 65](#)

[Appendix A, "Control Tables and Sample Forms," Control Tables, page 113](#)

## Prerequisite

Before completing the tasks in this section, create a year-end ID and complete the steps for defining the workfile.

See [Chapter 5, "Setting Up Workfiles," Setting Up Year-End Workfile Parameters, page 49](#).

## Forms Used to Create the Year-End Workfile

| Form Name                    | FormID  | Navigation  | Usage   |
|------------------------------|---------|---|---|
| Work With Year End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Locate and select the year-end ID that you want to process. |
| Year End Revisions           | W07810B | On Work With Year End Workbench, select a year-end ID.            | Create the year-end workfile.                               |

## Creating the Year-End Workfile

Access the Year-End Revisions form.

### Process Type

Enter a user-defined code (07Y/WP) that designates the type of processing for the year-end workfile build. Values are:

- 1: Full Processing  
You must process a workfile build using full processing before you can process any other type of workfile build for the year-end ID.
- 2: Changes Only Processing
- 3: Summary Builds
- 5: Update Special Handling Text

### Submit Year-End

Select this option to create or update the year-end workfile, and then click OK.

## Setting Processing Options for U.S. Year-End Workbench (P07810)

Processing options enable you to specify the default processing for programs and reports.

### Process

The Process tab enables you to specify the number for the disability insurance private plan for New Jersey and the company number of the reporting agent. The agent must be set up in Company Constants and in Corporate Tax IDs.

#### 1. NEW JERSEY STATE ONLY

Use this processing option to specify the disability insurance provider plan number.

#### 2. Company Number of Reporting Agent.

Use this processing option to specify the company number of the reporting agent. The agent needs to be set up in Company Constants and in Corporate Tax IDs.

#### 3. Third Party Sick Pay indicator

Use this processing option to specify whether employees have third-party sick pay. Values are:

Blank: The employees do not have third-party sick pay records.

1: Employees have third-party sick pay records.

## Print

Access the print tab.

- 1. Print Text.** Use this processing option to specify whether text on year-end forms is printed in lower- or uppercase type. Values are:
- Blank: Lower-case
  - 1*: Upper-case only (default)

## Versions

The Versions tab enables you to specify which reports setup model to use. A reports setup model is a user-defined group of reports that contains all of the available year-end reports. The default value is *MODEL*.

- 1. Name of Reports Setup Model.** Use this processing option to specify the default reports model that the system uses if you do not attach a different reports model to the year-end ID. If you leave this option blank, the system uses report model *MODEL*.

## Display

The Display tab enables you to specify which employee number appears on the form.

- 1. Employee Number.** Use this processing option to specify which employee number prints on the year-end forms. Values are:
- 1*: Address book number (default)
  - 2*: Social Security number
  - 3*: Third employee number



## CHAPTER 6

# Reviewing Year-End Workfile Information

After you create year-end workfiles, you review the information in the workfiles for accuracy. If necessary, you can revise the information and recreate year-end workfiles to ensure that the correct information prints on the year-end forms.

This chapter discusses how to:

- Review year-end version information.
- Review employee form information.
- Print a single year-end form.
- Review employee 1099 and 499R-2 information.
- Review history reports.
- Process year-end workfile changes.

---

## Reviewing Year-End Version Information

This section provides an overview of version review and discusses how to:

- Review the status of IDs being processed.
- Reset a step in the year-end cycle.
- Reset the year-end version.
- Review the W-2 count.
- Review wage adjustment summaries.
- Review wage adjustment details.
- Review employee wage information.
- Reviewing employee form count information.
- Review employee form detail information.

## Understanding Version Review

You review year-end version information to:

- Review all of the workfile builds being processed for W-2s, 499R-2s, and 1099s.
- Review the amounts that the workfile build process generates for an employee or company.

Reviewing year-end version information enables you to locate errors or inaccurate information and to make corrections before printing year-end forms.

You can review status information about each step in the workfile build at any time during the workfile build process. Use this information to determine whether you can proceed to the next step in the process. Status information can also help you determine whether any errors occurred during the processing that require you to rerun a step.

## **W-2 Form Count**

Review the W-2 count to review dollars at the company level or to evaluate employee information such as form counts and detail dollar amounts.

When you use tax ID numbers to summarize a child company's tax information to a parent company's information, you cannot review the child company's W-2, 499R-2, or 1099 count information separately. The form and dollar totals for the child company are added to the totals for the parent company. Use the company number of the parent company to review totals that include the child and the parent companies.

## **Reviewing Wages and Wage Adjustments**

You review wage adjustment summaries to view the taxable wage, adjusted wage, and tax summary information by company and tax area. You can review wage adjustment summaries for:

- Federal wages
- State wages
- Local wages

You review employee wage information to review each employee who earned wages in the respective taxing authority and the amounts that make up those reported wages.

Employee wage information is divided into three areas for the review:

- Taxable wages
- Adjustments
- Adjusted wages

## **Employee Form Review**

Review employee form count information to see the number of forms to print for each employee who is included in the selected company.

When the workfile build generates more than one year-end form for an employee, the number of forms appears on the Employee Form Count Review form. For example, the workfile build can generate multiple W-2 forms for an employee when:

- The employee is working in multiple states.
- You have entered third-party sick pay for the employee by using the Third Party Sick Entry program.
- The W-2 form contains an overflow of information from Boxes 12 or 14.

You review employee form detail information to view detailed information for each form that is selected, such as federal, state, and local taxable wages.

## Resetting Year-End Steps and Versions

Occasionally it might be necessary to reset a step in the year-end process or to reset and reprocess the entire workfile build. For example, if the printer is not aligned correctly when you print year-end forms, you can reset the print forms step, and reprint the forms. Alternatively, you might discover that there are data errors that require you to reset and reprocess the entire workfile build. Such errors might include an incorrect tax ID number, incorrect company address, or any other information that affects all or many of the employees that are included in the workfile build.

## Forms Used to Review Year-End Version Information

| Form Name                            | FormID   | Navigation   | Usage                                      |
|--------------------------------------|----------|--|--|
| Work With Year-End Workbench         | W07810A  | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench  | Select a year-end ID.                      |
| Version Reset Control Revisions      | W07810C  | From the Work With Year-End Workbench form, select the ID that you want to reset and then select Version Reset from the Row menu.                        | Reset a step in the year-end cycle.        |
| Reset Year-End                       | W07810B  | From the Work With Year-End Workbench form, select the ID that you want to reset, and then select Year End Process, Reset Year End ID from the Row menu. | Reset the year-end version.                |
| Work With Company Form Count Inquiry | W07821A  | From the Work With Year-End Workbench form, select the ID that you want to review and then select Company Summary from the Row menu.                     | Review summarized form count information.  |
| W3 Summary Information               | W078222B | From the Work With Company Form Count Inquiry form, select a row and then select W-3 Summary from the Row menu.  | Review the W-2 count information.          |
| Work With Wage Adjustment Summary    | W07822A  | From the Work With Company Form Count Inquiry form, select a row and then select Wage Adj Summ from the Row menu.  | Review wage adjustments.                   |
| Wage Adjustment Detail               | W078221A | From the Work With Wage Adjustment Summary, select a row and then select Wage Adj Detail from the Row menu.  | Review wage adjustment detail information. |

| Page Name                             | Definition Name | Navigation   | Usage                                    |
|---------------------------------------|-----------------|--|--|
| Work With Employee Wage Review        | W078305A        | From the Work With Wage Adjustment Summary form, select a record and then select EE Wage Review from the Row menu.     | Review employee wage information.        |
| Work With Employee Form Count Inquiry | W07830A         | From the Work With Company Form Count Inquiry form, select EE Form Count from the Row menu.                            | Review employee form count information.  |
| Work With Employee Form Detail        | W078301A        | From the Work With Employee Form Count Inquiry form, select a record and then select EE Form Detail from the Row menu. | Review employee form detail information. |

## Reviewing the Status of IDs Being Processed

Access the Work With Year-End Workbench form.

| Version Type | Workfile Build | Audit Report | Form Print | Magnetic Media | W-2 Print | W-2C Print | W-3 Print | 1099-M Print | 1099-R Print | 1096 Print | 499R-2 Print | Tax ID Summarization | Year | Ver |
|--------------|----------------|--------------|------------|----------------|-----------|------------|-----------|--------------|--------------|------------|--------------|----------------------|------|-----|
| W-2          |                |              |            |                |           |            |           |              |              |            |              | Y                    | 05   | ZJD |
| W-2          |                |              |            |                |           |            |           |              |              |            |              | Y                    | 05   | ZJD |
| W-2          | 1              |              |            | 1              |           |            |           |              |              |            |              | N                    | 05   | ZJD |

Work With Year-End Workbench form

Review the information in the detail area of the form to determine the status of each step in the process. The system enters a *1* when a step has completed successfully. If the step is still active, the system displays *A* for the step.

## Resetting a Step in the Year-End Cycle

Access the Version Reset Control Revisions form.

**U.S. Year-End Workbench - Version Reset Control Revisions**

OK Cancel Tools

Year-End ID: TESTING

Year: 07

**Status Codes**

|                     |                          |                        |
|---------------------|--------------------------|------------------------|
| Workfile Build      | <input type="checkbox"/> | Year-End Step Executed |
| Audit Report        | <input type="checkbox"/> | Year-End Step Executed |
| Form Print          | <input type="checkbox"/> | Year-End Step Executed |
| Magnetic Media      | <input type="checkbox"/> | Year-End Step Executed |
| Workfile Clear      | <input type="checkbox"/> | Year-End Step Executed |
| W-2C Workfile Build | <input type="checkbox"/> | Year-End Step Executed |

Version Reset Control Revisions form

You might encounter errors during year-end processing that make rerunning a process necessary. Resetting a step in the year-end cycle enables you to restore the data to the way it was before you ran the process.

## Resetting the Year-End Version

Access the Reset Year-End form.

**U.S. Year-End Workbench - Work With Year-End Workbench**

Select Find Add Copy Close Form Row Tools

Year-End ID: \* User ID: MT5961687

All Versions 1099 Versions 499R-2 Versions

Records 1 - 3

**U.S. Year-End Workbench - Reset Year-End**

You are about to reset your entire Year-End Process. Would you like to continue?

OK Cancel

| Year-End ID | Description         | ID        | Version Type | Workfile Build | Audit Report | Form Print | Magnetic Media | W-2 Print | W-2C Print |
|-------------|---------------------|-----------|--------------|----------------|--------------|------------|----------------|-----------|------------|
| 003DOC      | Year End Full Build | MT5961687 | W-2          |                |              |            |                |           |            |
| DOC TEST    | Year End Full Build | MT5961687 | W-2          |                |              |            |                |           |            |
| TEBT        | Year End Full Build | MT5961687 | W-2          | 1              |              |            | 1              |           |            |

Reset Year-End form

## Reviewing the W-2 Count

Access the Work With Company Form Count Inquiry form.

| Company | Description                    | Tax Identification | Number of Employees | Type of Form | Number of Forms | Number of Forms |
|---------|--------------------------------|--------------------|---------------------|--------------|-----------------|-----------------|
| 00001   | Financial/Distribution Company | 840782700          | 6                   | W-2          | 6               | 6               |
| 00050   | Project Management Company     | 840782700          | 9                   | W-2          | 9               | 9               |

Work With Company Form Count Inquiry form

- Co** Review this field to determine the company with which the forms are associated.
- Tax Identification** Review this field to determine the tax identification number of the company with which the forms are associated.
- Number of Employees** Review this field to determine the total number of employees who are to receive copies of the selected form.  
If more than one company is reported under a parent company's tax ID, this number includes all of those companies. It will not contain the number of W2-C employees processed.
- Number of Forms** Review this field to determine the total number of W-2 forms to be printed. If more than one company is reported under a parent company's tax ID, this number includes all employees for those companies.
- Number of Forms Printed** Review this field to determine the number of W-2, 1099 or 499R-2 forms that have been printed.  
The system does not display the number of W2-C forms that have printed.
- Difference** Review this field to determine the total number of W-2 forms to be printed. If more than one company is reported under a parent company's tax ID, this number includes all employees for those companies.

**See Also**

Chapter 4, "Setting Up Year-End Processing," Specifying a Parent Company, page 34

**Reviewing Wage Adjustment Summaries**

Access the Work With Wage Adjustment Summary form.

**U.S. Year-End Workbench - Work With Wage Adjustment Summary**

Select Find Close Row Tools

Year-End ID: GMOR1 Year: 07

Company: 00001 Financial/Distribution Co... Form Type: 0 W-2

Skip To Tax Area: History Type: Standard Tax History

Federal  State  Local

Records 1 - 3 Customize Grid

| Work Tax Area                            | Tax Type | Description          | Taxable Wages | Adjusted Wages | Tax |
|--|----------|----------------------|---------------|----------------|-----|
| <input checked="" type="radio"/> FEDERAL | A        | Withholding tax type | 10,000.00     | 10,000.00      |     |
| <input type="radio"/> FEDERAL            | D        | Withholding tax type | 10,000.00     | 10,000.00      |     |
| <input type="radio"/> FEDERAL            | P        | Withholding tax type | 10,000.00     | 10,000.00      |     |

Work With Wage Adjustment Summary form

## Reviewing Wage Adjustments Detail

Access the Wage Adjustment Detail form.

For each selected tax authority, you can review this information:

### Taxable wages

Review the amount of wages that are considered taxable. The system derives this number from the Tax History table (F06136) as gross - (excludable + excess). To verify this amount, select the Taxation History Window option. The system displays the taxation history records for all of the employees who are included in the workfile build.

### Adjustments

Review the adjusted amount of wages for tax purposes, which is the special handling deductions or benefits that are added to the taxable wages. If the DBA is tax area-specific, the system also displays those areas and the corresponding amount. To verify this amount, select the Transaction History Window option for the DBA number, and then press Enter. The system displays a window that contains information from either the Employee Transaction History Summary table (F06146) or the Tax Area Transaction History table (F06148).

### Adjusted wages

Review the reportable wages for the taxing authority. They consist of taxable wages and the total of the adjustments.

If earned income credits were given to the employees, only the amount of tax appears on the screen. Taxable and adjusted wages are blank for tax type B, and no option line for additional information is provided.

If adjustments that are added to Social Security wages exceed the maximum wage base, the system creates a Social Security adjustment that reverses the adjustment amount.

### W-2 Spec Amount

Review the amount for W-2 Special Handling. Per Federal requirement, amounts are printed without commas.

**FIT Taxable Wages**

Review the amount of wages subject to Federal Income Tax.

## Reviewing Employee Wage Information

Access the Work With Employee Wage Review form.

**U.S. Year-End Workbench - Work with Employee Wage Review**

Select Find Close Tools

Year: 07      Type of Form: 0      W-2  
 Year-End ID: GMOR1      History Type:      Standard Tax History  
 Company: 00001  
 Tax Area/Type: FEDERAL      A  
 Skip to Employee: [Search]

**Records 1 - 4**      Customize Grid

|                                  | Address Number | Employee Name      | Taxable Wages    | Adjustments | Adjusted Wages   |
|----------------------------------|----------------|--------------------|------------------|-------------|------------------|
| <input checked="" type="radio"/> | 86000376       | YEAREND6, OREGON F | 5,000.00         |             | 5,000.00         |
| <input type="radio"/>            | 86000377       | YEAREND6, OREGON G | 5,000.00         |             | 5,000.00         |
| <input type="radio"/>            |                |                    |                  |             |                  |
| <input type="radio"/>            | Σ              | <b>Total:</b>      | <b>10,000.00</b> |             | <b>10,000.00</b> |

Work With Employee Wage Review form

**Taxable Wages**

Review the amount of Taxable Wages

**Adjustments**

Review the amount of any adjustments made to the wages.

**Adjusted Wages**

Review the amount of ADJUSTED taxable wages for the state or local tax authority. The amount is determined by adding the Special Handling amounts from the Special Handling Workfile (F06732) to the appropriate State UNADJUSTED (STWG) Wages.

## Reviewing Employee Form Count Information

Access the Work With Employee Form Count Inquiry form.

**U.S. Year-End Workbench - Work with Employee Form Count Inquiry**

Select  Find  Close  Row  Tools

Year-End ID:  Skip to Address Number:

Company:  *Financial/Distribution Company* Year:

Type of Form:  *W-2* Tax ID:

**Records 1 - 2** [Customize Grid](#)

| Address Number | Employee Name      | Social Security Number | Number of W-2 |
|----------------|--------------------|------------------------|---------------|
| 86000376       | YEAREND6, OREGON F | 660003768              | 1             |
| 86000377       | YEAREND6, OREGON C | 660003778              | 1             |

Work With Employee Form Count Inquiry

## Reviewing Employee Form Detail Information

Access the Work With Employee Form Detail form.

**U.S. Year-End Workbench - Work With Employee Form Detail**

Select  Find  Close  Row  Tools

Year-End ID:  Year:

Company:  *Financial/Distribution Comp...* Type of Form:  *W-2*

Tax ID:  History Type:  *Standard Tax History*

Address Number:  *YEAREND6, OREGON F*

Social Security No:

**Records 1 - 1** [Customize Grid](#)

| Control Number | Federal Wages | State Wages | Local Wages |
|----------------|---------------|-------------|-------------|
| 40934          | 5,000.00      | 5,000.00    |             |

Work With Employee Form Detail form

## Reviewing Employee Form Information

This section contains an overview of employee form information, and discusses how to:

- Review employee W-2 information.
- Review employee wage adjustments.

- Review employee wage allocations.
- Review employee special handling information.

## Understanding Employee Form Information

You review employee form information online to see how the information appears on the actual form before you print it.

### Employee W-2 Information

You review employee W-2 information to see how the information appears on the actual form before you print it.

If the employee worked in more than one state and all federal wages are to be printed on one form, the system displays this message Federal wages printed on another W-2 for all state and local forms on which federal wages are not included.

If you requested that Box 1 wages and taxes be allocated to the states, the system displays only part of the wages and tax with a message that indicates that allocation has occurred.

You review employee wage adjustments to view adjustments to specific types of wages, such as Social Security or Medicare wages.

### Employee Wage Allocations

Review employee wage allocations to view the taxable (reported) wages for the taxing authority. These wages include the taxable wages and the total of the adjustments.

If you allocated federal wages to each state, you can view the exact detail of that allocation.

The system also displays each state in which the employee worked, along with the respective allocation percentage. From these percentages, the federal wages are allocated to the state level. In addition, the system displays state wages and taxes.

---

**Note.** To review employee wage allocations, you must allocate federal wages when you build the year-end workfile.

---

### Special Handling

You review W-2 special handling information to verify that the system uses the correct DBAs to calculate the amounts in Boxes 10, 11, 12, and 14. Each DBA is listed with its tax area (if applicable), description, and amount.

### Statutory Employees

If you process employees who worked as statutory employees for a portion of the year, and also as regular employees, the system marks the Statut... option in Box 13 on all of the employee's year-end forms. You must use the Edit Box 13 option on the W-2 Review form to make the Statut... field editable, and then clear the option on all forms on which statutory wages are not included.

## Forms Used to Review Employee Form Information

| Form Name                            | FormID   | Navigation   | Usage  |
|--------------------------------------|----------|--|--|
| Work With Year-End Workbench         | W07810A  | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench  | Select a year-end ID.  |
| Work With W-2 Inquiry                | W078302A | From the Work With Year-End Workbench form, select a year-end ID and then select EE Form Inquiries, W-2 Inquiry from the Row menu. | Review selected forms and select the record you want to review.<br><br><b>Note.</b> The W-2 Inquiry option is disabled if no W-2 forms were created for the workfile build.                                      |
| W-2 Review                           | W078302B | From the Work With W-2 Inquiry form, select a record and then select W-2 Review from the Row menu.                                 | Review employee information.<br><br>Clear the Statutory option in Box 13 for employees who worked as statutory employees for a portion of the year.  |
| Employee Wage Adjustment Review      | W078303A | From the W-2 Review form, select an option and then select Wage Adj. Review from the Form menu.                                    | Review wage information.   |
| Work With W-2 Wage Allocation Review | W078304A | From the W-2 Review form, select an option and then select Wage Allocation from the Form menu.                                     | Review wage allocation information.<br><br><b>Note.</b> This option is available only if you chose to allocate wages when you built the year-end workfile.   |
| W-2 Special Handling Review          | W07832A  | From the W-2 Review form, select an option and then select Special Handling from the Form menu.                                    | Review W-2 special handling information.<br><br><b>Note.</b> The Special Handling option is disabled if no pay type, deduction, benefit and accrual (PDBA) codes are assigned to the box that you are reviewing. |

## Reviewing Employee W-2 Information

Access the W-2 Review form.

**U.S. Year-End Workbench - W-2 Review**

Cancel Form Tools

Year-End ID: GMOR1 Year: 07 Hist Type: [ ]

W2 Control Number: 40934 Social Security No: 660003768 Company: 00001

Address Number: 86000376 YEAREND6, OREGON F Tax ID: 840782700000

Resident State: 38 Oregon **Edit Box 13** [ ] STE [ ] RET [ ] TPS

**Federal** State/Local 499R-2

|   |          |  |        |
|---|----------|--|--------|
| <input type="radio"/> Wages, tips, other compensation [Box 1] | 5,000.00 | Federal income tax withheld [Box 2]                    | 917.58 |
| <input type="radio"/> Social Security wages [Box 3]           | 5,000.00 | Social Security tax withheld [Box 4]                   | 310.00 |
| <input type="radio"/> Medicare wages and tips [Box 5]         | 5,000.00 | Medicare tax withheld [Box 6]                          | 72.50  |
| Social Security tips [Box 7]                                  |          | Allocated tips [Box 8]                                 |        |
| Advance EIC payment [Box 9]                                   |          | <input type="radio"/> Dependent care benefits [Box 10] |        |
| <input type="radio"/> Nonqualified plans [Box 11]             |          | <input type="radio"/> Box 12                           |        |
| <input type="radio"/> Box 14                                  |          |  |        |

W-2 Review form

**Edit Box 13**

Click this button to make the Statut... option editable. Use this option to clear the Statut... option for employees who have worked as statutory employees for a portion of the year and also as regular employees. When the system processes these employees, the Statut... option is selected on all of the employee's W-2 forms. You must click the Edit Box 13 button and manually clear the Statut...option on the forms that are not associated with the employee's statutory wages.

**Reviewing Employee Wage Adjustments**

Access the Employee Wage Adjustment Review form.

**U.S. Year-End Workbench - Employee Wage Adjustment Review**

Select Find Close Taxation History Form Tools

Year: 07 W2 Control Number: 40934

Address Number: 86000376 YEAREND6, OREGON F History Type: Standard Tax History

Home Company: 00001 Financial/Distribution Company Tax ID: 840782700000

Tax Area/Type: FEDERAL A Federal Income Tax

Adjustments to: Wages, Tips Other

Tax Withheld: 917.58 Taxable Wages: 5,000.00

Records 1 - 2 Customize Grid

|  | PDBA Type | Tax Area | PDBA Description  | Amount   |
|--|-----------|----------|-------------------|----------|
|  |           |          | Total Adjustments |          |
|  |           |          | Adjusted Wages    | 5,000.00 |

Employee Wage Adjustment Review form

## Reviewing Employee Wage Allocations

Access Work With W-2 Wage Allocation Review form.

**Alloc. Percent** (allocation percent)

Review the percentage to be allocated to the various payroll elements.

**SIT Adjusted Wages**

Review the amount of adjusted taxable wages for the state or local tax authority. The amount is determined by adding the Special Handling amounts from the Special Handling Workfile (F06732) to the appropriate state-unadjusted (STWG) wages.

**State Income Tax**

Review the amount of state or local income tax withheld for the employee.

## Reviewing Employee Special Handling Information

Access the W-2 Special Handling Review form.

---

## Printing a Single Year-End Form

This section provides an overview of the single form printing process and discusses how to print single year-end forms.

**Note.** Verify that you are using Acrobat 7.0 before you print year-end forms. If you do not use Acrobat 7.0, you might encounter significant issues with forms not aligning correctly during printing. However, because each printer is slightly different, if you are using Acrobat 7.0, minor adjustments might be required to align forms properly for printing. You can use the JD Edwards EnterpriseOne Report Design Aid (RDA) to adjust the fields. Contact your system administrator for assistance with RDA.

## Understanding the Single Form Printing Process

You can print a single W-2, 1099-R, 1099-MISC, or 499R-2 form for an individual employee. You might print a single year-end form to determine whether the information prints correctly, instead of running the mass print program to print forms for all of the employees who are included in the workfile build. You might also need to reprint a form if an employee loses or does not receive the original form.

When you print individual W-2 forms, you have the option of choosing the print program during the print process. When printing 1099-R or 1099-MISC forms individually, you must enter the print program that you want to use in the processing options before you print the forms.

**Note.** If you have entered a print date for a W-2 form and need to reprint the form, you must either reset the print date or print a W-2C form.

When you print an employee's form as a test, you should remove the date from the Print Date field so that when you run the mass print program, the system disregards the test print scenario and allows a reprint of the employee's W-2.

## Forms Used to Print Single Year-End Forms

| Form Name                    | FormID   | Navigation   | Usage  |
|------------------------------|----------|--|--|
| Work With Year-End Workbench | W07810A  | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench  | Select a year-end ID.  |
| Work With W-2 Inquiry        | W078302A | From the Work With Year-End Workbench form, select a year-end ID and then select EE Form Inquiries from the Row menu.  | Review selected forms and select the record you want to print. |
| W-2 Review                   | W078302B | From the Work With W-2 Inquiry form, select a record and select W-2 Review from the Row menu.  | Access a W-2 form to print.                                    |
| Form Print Control           | W07WP2A  | From any of the single form review forms, select Print <form type> from the Form menu.   | Enter the print date and print single year-end forms.          |
| Work With 1099-Misc          | W078309A | From the Work With Year End Workbench form, select the year-end ID you want to print, select EE Form Inquiries from the Row menu, and then select 1099-Misc Inquiry. | Select a form to print.  |

| Page Name                | Definition Name | Navigation  | Usage                   |
|--------------------------|-----------------|---|-------------------------|
| Review 1099-Misc         | W078309B        | From the Work With 1099-Misc form, select the record that you want to review, select Review 1099-Misc from the Row menu, and then select Print 1099-M from the Form menu.         | Print the form.         |
| Work With 1099-R Inquiry | W078310A        | From the Work With Year End Workbench form, select the year-end ID you want to print, select EE Form Inquiries from the Row menu, and then select 1099-R Inquiry.                 | Select a form to print. |
| 1099-R Review            | W078310B        | From the Work With 1099-R Inquiry form, select the record that you want to print, select Review 1099-R Review from the Row menu, and then select Print 1099-R from the Form menu. | Print the form.         |
| Work With 499R-2 Inquiry | W078321A        | From the Work With Year End Workbench form, select the year-end ID you want to print, select EE Form Inquiries from the Row menu, and then select 499R-2 Inquiry.                 | Select a form to print  |
| 499R-2 Review            | W078321B        | From the Work With 499R-2 Inquiry form, select the record that you want to print, select 499R-2 Review from the Row menu, and then select Print 499R-2 from the Form menu.        | Print the form.         |

## Printing Single Year-End Forms

From any of these forms, access the Form Print Control form:

- W-2 Review
- Review 1099-MISC
- 1099-R Review
- 499R-2 Review

**U.S. Year-End Workbench - Form Print Control**

Cancel Submit Form Tools

Year-End ID  Date - YR

Control Number

Date Last Printed

Type of Form  W-2

---

Print Date

Form Size (W2)

Program ID

Version \*

Form Print Control form

To print the form, click the Submit button.

**Print Date**

Enter the date that you are printing the form if this is the last time you expect to print the form, and you will be giving the form to the employee. After you enter a print date and print the form, you must either reset the print date to print a new form, or you must print a W-2c form. If you are printing the form only to test whether it prints correctly, do not enter a print date.

## Reviewing Employee 1099 and 499R-2 Information

Before you print 1099 and 499R-2 forms, review the employee information that appears on these forms and verify that it is correct. This section lists the forms used to:

- review employee 1099-R information.
- review employee 1099-Misc information.
- review employee 499R-2 information.

## Forms Used to Review Employee 1099 and 499R-2 Information

| Form Name                    | FormID   | Navigation  | Usage   |
|------------------------------|----------|---|---|
| Work With Year-End Workbench | W07810A  | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench   | Select a year-end ID.   |
| Work With 1099 Misc Inquiry  | W078309A | From the Work With Year-End Workbench form, select the year-end ID you want to review, select EE Form Inquiries from the Row menu, and then select 1099 Misc Inquiry. | Review selected forms and select the record you want to review. |
| Review 1099 Misc             | W078309B | From the Work With 1099 Misc Inquiry form, select the record that you want to review and then select Review 1099 Misc from the Row menu.                              | Review the form detail.   |
| Work With 1099-R Inquiry     | W078310B | From the Work With Year-End Workbench form, select the year-end ID you want to review, select EE Form Inquiries from the Row menu and then select 1099-R Inquiry.     | Review selected forms and select the record you want to review. |
| 1099-R Review                | W078310A | From the Work With 1099 R Inquiry form, select the record that you want to review and then select Review 1099 R from the Row menu.                                    | Review the form detail and change employee information.         |
| Work With 499R-2 Inquiry     | W078321A | From the Work With Year-End Workbench form, select the year-end ID you want to review, select EE Form Inquiries from the Row menu and then select 499R-2 Inquiry.     | Review selected forms and select the record you want to review. |
| 499R-2 Review                | W078321B | From the Work With 499R-2 Inquiry form, select the record that you want to review and then select Review 499R-2 from the Row menu.                                    | Review the form detail and change employee information.         |

## Reviewing History Reports

This section provides an overview of history reports and discusses how to:

- Run the Federal Tax History report (R07347).
- Set processing options for the Federal Tax History report (R07347).
- Run the State/Local Taxation report (R07348).
- Set processing options for the State/Local Taxation report (R07348).
- Run the Employee Pay & Tax Register report (R073231).
- Set processing options for the Employee Pay & Tax Register report (R073231).
- Run the Tax History Integrity F06136A/F06166A report (R077011A).
- Set processing options for the Tax History Integrity F06136A/F06166A report (R077011A).

## Understanding History Reports

We recommend that you run history reports and compare them to the audit reports. The data on these reports should match the data on the corresponding audit reports. If discrepancies are found between the reports, you might need to make changes to the information in the year-end workfiles.

### Federal Tax History Report

The Federal Tax History Report (R07347) lists all of the federal taxable wages and federal tax amounts by employee. This report retrieves information from the Tax History table (F06136). This report also includes summary information.

### State/Local Taxation Report

The State/Local Taxation Report (R07348) lists all of the state and local taxes paid by the employee. This report retrieves information from the Tax History table (F06136). This report also includes summary information.

### Review of the Employee Pay and Tax Register

The Employee Pay & Tax Register (R073231) displays all of the taxable wages and taxes paid by the employee. This report retrieves information from the Tax History table (F06136). This report lists information by tax area, tax type, and month when the wages were paid. This report can be set up to include month-to-date, quarter-to-date, or year-to-date totals.

### Tax History Integrity Report

The Tax History Integrity F06136A/F06166A report (R077011A) displays the tax integrity issues in the Tax Summary (Additional) table (F06136A) and the Tax Ledger (Additional) table (F06166A). The F06136A and F06166A store multiple school district tax records for each employee.

## Running the Federal Tax History Report (R07347)

Access U.S. History Reports menu (G07BUSP15), Federal Tax History Report.

## Setting Processing Options for the Federal Tax History Report (R07347)

Use processing options to set up default information about how a program processes data.

### Report

Access the Report tab.

- 1. Type of Employee Number to print** Use this processing option to specify which employee number to print on the report. Values are:
- 1*: Address Book Number (default)
  - 2*: Social Security Number
  - 3*: Third Employee Number

## Running the State/Local Taxation Report (R07348)

Access U.S. History Reports menu (G07BUSP15), State/Local Taxation Report.

### Setting Processing Options for the State/Local Taxation Report (R07348)

Use processing options to set up default information about how a program processes data.

#### Period

Access the Period tab.

- 1. Enter Fiscal Year** Use this processing option to specify the two-digit year to process.
- 2. Thru Period Number** Use this processing option to specify the period through which you want to include date for the fiscal year.

#### Hours

Access the Hours tab.

- 1. Enter a '1' to show hours on the report.** Use this processing option to specify whether to print hours on the report. If you leave this option blank, the system does not print hours. Enter *1* to print hours.
- 2. Enter the character that will indicate that the row being printed indicates hours.** Use this processing option to specify the character that the system prints before rows that include hours. Enter a character in this field only if you enter *1* in the previous option.

## Running the Employee Pay & Tax Register Report(R073231)

Access U.S. History Reports menu (G07BUSP15), Employee Pay & Tax Register.

### Setting Processing Options for the Employee Pay & Tax Register Report (R073231)

Use processing options to define default information about how the system processes data.

#### Defaults

Access the Defaults tab.

- 1. Employee Number** Use this processing option to specify which employee number to print on the report. Values are:

- Blank: Address Number  
*1*: Tax ID  
 2: Alternate Address Number
- 2. Period Ending Date** Use this processing option to indicate the period end date. You must enter a date in this processing option.
- 3. History Type** Use this processing option to indicate the type of history information that appears on the report. Values are:  
 Blank: Month-to-date  
*1*: Quarter-to-date with monthly balances  
 2: Quarter-to-date totals only  
 3: Year-to-date with monthly balances  
 4: Year-to-date with quarterly balances  
 5: Year-to-date totals only
- 4. Detailed Transactions** Use this processing option to indicate whether the report displays the detailed transactions associated with each balance. Values are:  
 Blank: No, do not display detailed transactions.  
*1*: Yes, display detailed transactions.

## Running the Tax History Integrity F06136A/F06166A report (R077011A)

Access Advanced and Technical Operations (G07BUSP3), Tax History Integrity F06136A/F06166A.

## Setting Processing Options for the Tax History Integrity F06136A/F06166A report (R077011A)

Use processing options to define default information about how the system processes data.

### Taxation

Access the Taxation tab.

- 1. Processing Mode** Specify the mode in which the report runs. If you select proof mode, then the system prints a report without updating the history tables. If you select update mode, then the system prints a report and updates the summary history table with the corrected information. Values are:  
 0: Proof mode  
 1: Update mode
- 2. Tax History Records** Specify whether to delete the records in the Tax History table for which the company, tax area, and tax type have no corresponding records in the Corporate Tax ID table. In some situations, these records are valid and should not be deleted. For example, if you are waiting to receive a corporate tax ID from the government, you might have entered applied for in the Corporate Tax ID table.

In this case, you would not want to delete the tax history records, even though they do not correspond to the records in the Corporate Tax ID table. Values are:

0:Do not delete

1:Delete

---

**Warning!** Deleting tax history records can cause significant loss of information that you might need for year-end processing. Before you set this processing option to 1, contact JD Edwards Technical Support for customer support.

---

|   |   |
|---|---|
| <b>3. Annual Wage Limit for Social Security</b> | Specify a numeric value that represents the amount of wages on which employees must pay Social Security tax.  |
| <b>4. Tax Rate for Social Security</b>          | Specify a numeric value that represents the percentage of wages that employees must pay in Social Security tax for the current year. For example, if the Social Security tax rate is 6.2 percent, enter 6.2 for this processing option. |
| <b>5. Tax Rate for Medicare</b>                 | Specify a numeric value that represents the percentage of wages that employees must pay in Medicare tax for the current year. For example, if the Medicare tax rate is 6.2 percent, enter 6.2 for this processing option.               |
| <b>6. Error Codes to Omit</b>                   | Specify the four-digit error codes that you do not want to print on the report. If you leave this processing option blank, all error codes will print on the report.  |

---

## Processing Year-End Workfile Changes

This section provides an overview of year-end workfile changes, lists a prerequisite, and discusses how to process year-end workfile changes.

### Understanding Year-End Workfile Changes

After you complete a full workfile build process (type 1) and identify changes that need to be made, make the necessary corrections to the applicable records. You must then process the changes through the workfile build process.

When you rerun the workfile build to incorporate the changes, you can reduce processing time by selecting changes-only processing (type 2). Changes-only processing reduces the computer processing time by rerunning only the records that you have corrected. For example, to process changes that you have made by employee, you can limit the data selection by choosing the Additional Parameters - Address Number function and entering the address numbers for only those employees who had changes. You can also use the corresponding functions to limit the data selection for the tax ID, tax area, and company.

You can request changes-only processing by employee, company, tax area, or tax ID. This list displays the valid combinations for changes-only processing:

- By company.
- By tax ID.
- By tax area.
- By employee.
- By company and tax area.

- By company and employee.
- By tax ID and tax area.
- By tax ID and employee.
- By tax area and employee.

---

**Note.** You cannot process changes by both company and tax ID. You cannot enter data that otherwise would not be included in the additional parameters of the workfile build. Additional parameters are used to narrow the data selection criteria of the workfile build version. Additional parameters cannot be used to include additional employees in the workfile build process. To include additional employees, change the data selection of the workfile build version, and reset and rerun the workfile build process.

---

## Prerequisite

Before you complete the tasks in this section, process the workfile build successfully and make any necessary corrections to employee and company information.

## Form Used to Process Year-End Workfile Changes

| Form Name                    | FormID  | Navigation  | Usage                                      |
|------------------------------|---------|---|--|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select the year-end ID you want to change. |

## Processing Year-End Workfile Changes

Access the Work With Year-End Workbench form.

1. On Work With Year-End Workbench, select the year-end ID that you want to change.
2. To process changes for only the records that you changed, select ADDL Parameters from the Row menu, and then select one of these fields:
  - Home Company
  - Tax Identification
  - Tax Area
  - Address Number
3. On Additional Parameters, enter the appropriate information and click OK.
4. On Work With Year-End Workbench, select the year-end ID that you want to change.
5. From the Row menu, select Year-End Process and then select Revise Year-End.
6. On Year-End Revisions, verify that a 2 is entered in the Process Type field.
7. Select the Submit Year-End option, and then click OK.

The system displays the W-2 Additional Parameters form when you process changes by company, tax ID, tax area, and address number. The system displays a different data item value for each function that you might select to process, such as HMCO for company, TAXX for tax ID, TARA for tax area, or AN8 for address number.

If you did not specify a date printed for W-2 forms, the system reprocesses W-2 information. If you entered a date printed when you printed W-2 forms and did not reset the print function, the system creates W-2C information.



## CHAPTER 7

# Producing Year-End Deliverables

This chapter provides an overview of the year-end reporting process and discusses how to:

- Print audit reports.
- Work with year-end forms.
- Generate workfiles for year-end electronic filing.
- Work with W-2cs.

---

## Understanding the Year-End Reporting Process

After you review information online and make any necessary corrections, print the audit reports and review them for accuracy. We recommend that you run the audit reports and compare them to the taxation history reports. You should review audit reports for accuracy before you print the year-end forms.

You print year-end forms to create an audit trail for reporting to the government and to send to employees for their tax reporting purposes.

You can report year-end information to the federal government using paper or electronic filing.

---

**Important!** The Internal Revenue Service (IRS) requires electronic filing reporting if you have a specific number of returns. The Accounts Payable system can also produce 1099 returns. Therefore, consider the number of returns that will be generated by both the Accounts Payable and the Payroll systems when deciding whether you are required to use electronic filing reporting. Contact the IRS office for more information about electronic filing reporting requirements.

---

After you create the workfile but before you print year-end forms, carefully verify the amounts on the audit reports. You can run the audit reports as many times as necessary without affecting the workfiles that are created in the year-end workfile build process. Additionally, you can review the amounts online by using the Form Review selections from the U.S. Year-End Workbench.

Before you can run audit reports, you must update the year-end ID to specify which reports are available for processing. To do this process, you set up a report model that includes all reports that you might want to run for a particular year-end ID. Versions for printing year-end forms are also included in the report model.

For W-2 purposes only, you can enter more than one version number for a form ID. This lets you submit different versions of the same report to process simultaneously. For example, you can run version 001 and 002 of the W-2 Federal Detail report.

You include versions for printing year-end forms in the report model. After you review the audit reports for accuracy, you can print year-end forms by using the special form versions that you included in the report model. You can omit specific versions from processing, such as special form versions, without deleting them from the report model.

---

## Printing Audit Reports

This section provides an overview of audit reports, lists a prerequisite, and discusses how to:

- Print audit reports.
- Copy the reports model.

## Understanding Audit Reports

Print audit reports to compare them with the corresponding history reports. Many audit reports have summary and detail versions. You must select the appropriate reports from the reports model.

You must use the U.S. Year-End Workbench to print audit reports. You can run the demo version of each report that you select, or you can create your own versions of these reports.

---

**Note.** To populate the Year-End Report table (F07823), you must submit the Year-End Report (R07823S) Update from the Batch Versions application.

---

Printing audit reports is similar to using the Reports Only menu selection in the Payroll cycle, with one notable exception: when you create the report model for the year-end ID, you select all of the reports and special forms that you might want to process for that ID. You do not have to run each of these reports every time that you process audit reports. The year-end audit report program enables you to process specific reports from the reports model without having to delete them from the model each time that you process audit reports.

To print reports locally, you must first map R07823 to run locally. Contact your system administrator for assistance.

---

**Note.** You might want to include a version of the Print W-2c program in the reports model. Though you do not need to process this version initially, you might need to print W-2cs at a later time during the year-end process. Include any report or special form version that you might need in order to complete year-end processing.

---

## Year-End Reports

After you have created the report model and generated audit reports, you must review them to ensure that the year-end data is accurate. We strongly recommend that you generate and review all year-end audit reports before you print year-end forms.

Each audit report contains unique information. The audit report displays totals at company levels, as well as grand totals for all of the information that is included in the year-end workfile.

This table describes each report:

| Audit Report                                  | Description   |
|---|---|
| W-2 Federal Control Report - Summary (R07860) | This report prints all of the information for each employee's W-2. You should consider producing this report as a mandatory step in the year-end process because it is the hard copy of the information that prints on the W-2 forms that are distributed to employees. This report is the only one that includes all of an employee's data as it appears on the W-2 form.  |
| W-2 Federal Control Report Detail (R07861)    | If you request detailed information when you run this report, this information is listed by employee: <ul style="list-style-type: none"> <li>• All federal taxable wages</li> <li>• Special adjustments</li> <li>• Reportable wages</li> <li>• Taxes paid</li> </ul>  |
| State/Local Control Report (R07862)           | The State/Local Control Report prints this information for each employee who is included in the year-end workfile build: <ul style="list-style-type: none"> <li>• State wages</li> <li>• State tax amounts</li> <li>• State unemployment amounts</li> <li>• State disability amounts</li> </ul>   |
| State/ Local Detail Report (R07863)           | The State/Local Detail report (R07863) prints this information: <ul style="list-style-type: none"> <li>• State and local taxable wages.</li> <li>• Special handling adjustments.</li> <li>• Reportable wages.</li> <li>• Tax by employee, tax area, and tax history type, as reported on the W-2 forms.</li> </ul> <p>If summary information is requested, the report lists the summary information on company, tax area, and tax type.</p> |
| Special Handling Report (R07864)              | This report lists DBA amounts on the W-2s by box number, DBA, and employee name. This report can be run only for one special handling box at a time. This report displays summary information totals by box number, DBA, and company.   |
| W-2 Count Report (R07870)                     | This report lists federal, state, and local reportable wages by employee name, and provides an employee count by company name and tax ID, as reported on the W-2s. If summary information is requested, only the company and tax ID totals appear in this report.   |

| Audit Report                                  | Description   |
|---|---|
| W-2 Summary Report (R07867)                   | This report lists all of the information that appears on W-2 forms for employees. Generating this report is mandatory if you are creating W-2 forms during the payroll year-end process because this is the only report that lists all of the data on each employee's W-2 form.   |
| Federal Adjustment Wage Report (R07865)       | This report lists taxable wages and any special handling adjustments to FIT, FICA, and Medicare. This report groups the information by employee if detailed information is requested or by company if summary information is requested. This report also lists error messages if the adjusted wages in the report do not match the adjusted wages on the W-2. |
| Federal Allocation Report (R07868)            | This report provides a detailed listing of the federal taxable wages that are allocated to the various states where the employee has worked during the tax year.  |
| W-2 Benefit Statements (R07869)               | This report provides a summary of the benefits that are included on an employee's W-2 form in the states in which he or she worked during the tax year.   |
| W-2 State/Local Adjusted Wage Report (R07866) | This report prints employee taxable wages, fringe benefits, and reportable wages, as reported on the W-2 forms. Using processing options, you can specify up to three states or localities for which you want to print information. This report also prints error messages if adjusted wages on the report do not match adjusted wages on the W-2.            |
| W-2 Box 13 Flags (R07873)                     | This report lists all of the employees who have information in Box 13 of the W-2 form. The report also lists which items in Box 13 have data for each employee. The report is sequenced by the employee's Social Security number or the address number, depending on the version that you select.   |
| W-2 Workfile Integrity (R07874)               | This report identifies errors that occurred when the system created the year-end workfiles. It also identifies any changes that were made to the employee history since the year-end workfile was created. You should run this report before you print year-end forms to ensure that the information in the year-end workfile is correct.                     |
| 1099-Misc Summary (R07871)                    | This report lists all of the information that appears on 1099-MISC forms for contract employees. This report is mandatory if you are creating 1099-MISC forms during the payroll year-end process because this is the only report that lists all of the data on each employee's 1099-MISC form.   |

| Audit Report                   | Description  |
|--------------------------------|--|
| 499R-2 Summary Report (R07875) | This report lists all of the information that appears on 499R-2 forms for employees who work in Puerto Rico. You should consider this report mandatory if you are creating 499R-2 forms during the payroll year-end process because this is the only report that lists all of the data on each employee's 499R-2 form. |
| 1099-R Summary Report (R07872) | This report lists all of the information that appears on 1099-R forms for pension employees. This report is mandatory if you are creating 1099-R forms during the payroll year-end process because this is the only report that lists all of the data on each employee's 1099-R form.                                  |

This table describes the specifications of each audit report:

| Audit Report                                  | Shows Totals? | Shows Grand Totals? | Changeable Data Sequence? |
|---|---------------|---------------------|---------------------------|
| W-2 Federal Control Report - Summary (R07860) | YES           | YES                 | NO                        |
| W-2 Federal Control Report Detail (R07861)    | YES           | YES                 | NO                        |
| State/ Local Control Report (R07862)          | YES           | YES                 | NO                        |
| State/ Local Detail Report (R07863)           | YES           | YES                 | NO                        |
| Special Handling Report (R07864)              | YES           | YES                 | NO                        |
| W-2 Count Report (R07870)                     | YES           | YES                 | NO                        |
| W-2 Summary Report (R07867)                   | YES           | YES                 | NO                        |
| Federal Adjustment Wage Report (R07865)       | YES           | YES                 | NO                        |
| Federal Allocation Report (R07868)            | YES           | NO                  | NO                        |
| W-2 Benefit Statements (R07869)               | YES           | NO                  | NO                        |
| W-2 State/Local Adjusted Wage Report (R07866) | YES           | YES                 | NO                        |
| W-2 Box 13 Flags (R07873)                     | NO            | NO                  | NO                        |

| <b>Audit Report</b>             | <b>Shows Totals?</b> | <b>Shows Grand Totals?</b> | <b>Changeable Data Sequence?</b> |
|---------------------------------|----------------------|----------------------------|----------------------------------|
| W-2 Workfile Integrity (R07874) | YES                  | YES                        | NO                               |
| 1099-Misc Summary (R07871)      | YES                  | YES                        | NO                               |
| 499R-2 Summary Report (R07875)  | YES                  | YES                        | NO                               |
| 1099-R Summary Report (R07872)  | YES                  | YES                        | NO                               |

## Prerequisite

Before you complete the tasks in this section, process a year-end workfile build.

See [Chapter 5, "Setting Up Workfiles," page 49](#).

## See Also

[Chapter 5, "Setting Up Workfiles," Assigning Special Handling Information, page 56](#)

## Forms Used to Print Audit Reports

| Form Name                       | FormID  | Navigation  | Usage                              |
|---------------------------------|---------|---|------------------------------------|
| Work With Year-End Workbench    | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench   | Select a year-end ID.              |
| Reports Setup                   | W07823B | From the Work With Year-End Workbench form, select a year-end ID and then select Reports Setup from the Row menu. | Access the reports model.          |
| Reports Model                   | W07823C | From the Reports Setup form, select Reports Model from the Form menu.   | Attach reports to the year-end ID. |
| Work With Reports/Special Forms | W0004AI | From the Work With Year-End Workbench form, select a year-end ID and then select Reports from the Row menu.       | Select reports for processing.     |
| Year-End Revisions              | W07810B | From the Work With Year-End Workbench form, select the year-end ID you want to copy and then click Copy.          | Create a duplicate year-end ID.    |
| Duplicate Year-End ID           | W07810H | From the Year-End Revisions form, click OK.   | Copy the reports model.            |

## Printing Audit Reports

Access the Report Setup form.

**U.S. Year-End Workbench - Report Setup**

Year-End ID: ANEG  
 Year: 06

All Reports/Forms     Audit Reports     Special Forms

| Seq                              | Report ID | Report Version | Description                    | Form Type |
|----------------------------------|-----------|----------------|--------------------------------|-----------|
| <input checked="" type="radio"/> | R07861    | XJDE0001       | W-2 Federal Control Report - D | A         |
| <input type="radio"/>            |           |                |                                |           |

Report Setup form

1. Select a blank line in the detail area and then select Reports Model from the Form menu.
2. On Reports Model, select a report version that you want to attach to the year-end ID and click Select.

The report is automatically added to the Report Setup form.

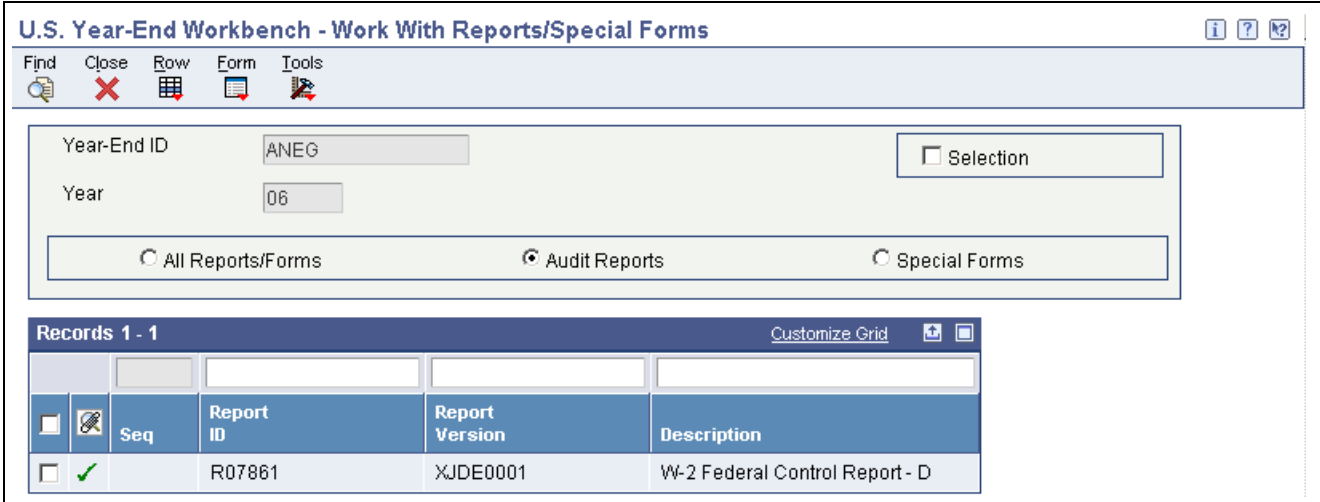
3. Repeat steps 1 and 2 until you have selected all of the reports and special form versions that you want to attach to the year-end ID.
4. On Report Setup, you can reorder the reports by completing the Seq field for each report.  
Reports appear from the lowest sequence number to the highest.
5. When you have added all versions and sequenced them appropriately, click OK.
6. On Work With Year-End Workbench, select Reports from the Row menu.
7. On Work With Reports/Special Forms, to select the versions that you want to submit for processing, click the Audit Reports option, and then select the Selection option.

Alternatively, you can select specific reports by double-clicking specific records in the detail area.

Only reports that are selected are submitted for processing. To cancel the selection of a report, double-click the check mark or clear the Selection option.

Be sure to process and review audit reports before you process special form versions.

8. From the Form menu, select Submit Forms/Report.



**U.S. Year-End Workbench - Work With Reports/Special Forms**

Find Close Row Form Tools

Year-End ID: ANEG  Selection

Year: 06

All Reports/Forms  Audit Reports  Special Forms

Records 1 - 1 [Customize Grid](#)

|                          | Seq                                 | Report ID | Report Version | Description                    |
|--------------------------|-------------------------------------|-----------|----------------|--------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | R07861    | XJDE0001       | W-2 Federal Control Report - D |

Work With Reports/Special Forms form

## Copying the Reports Model

You might need to create and process more than one year-end ID. Also, you might want to create the same reports for each ID that you process. You can use the Copy function to copy the report model that you create for one year-end ID into any additional year-end IDs that you create.

Using the Copy function minimizes data entry time as well as the possibility of data entry errors.

Access the Duplicate Year-End ID form.



Duplicate Year-End ID form

The year-end ID that you create by using the copy function contains a copy of the report model from the original year-end ID. If necessary, you can use the Report Setup option to modify the report model.

---

## Working with Year-End Forms

This section provides an overview of year-end forms, lists prerequisites, and discusses how to:

- Enter a print date for year-end forms.
- Print year-end forms.
- Reset year-end forms.

## Understanding Year-End Forms

After printing the audit reports and making any necessary corrections, you can print year-end forms. You can also reset year-end forms when you need to reprint forms to correct inaccurate information.

You can print 1099-MISC, 1099-R, 499R-2, W-2, and W-2c forms, as well as 1096 summary information.

The W-3 form, which summarizes the amounts that were reported for all of the W-2 forms, can be printed for each type of W-2. The W-3 form should be used only by employers who file paper copies of the Copy A of Form W-2 to the Social Security Administration (SSA). Electronic filing filers transmit this information differently.

### Printing Dates

After you review audit reports for accuracy, you can print year-end forms. Before submitting the forms for printing, you can enter a print date so that each employee record for which a form is printed is updated with the print date. If an employee record contains a print date and you need to make changes to the employee's year-end information, you must reset the print date to generate another W-2 form. If you do not reset the print date, you must generate a W-2c form for the employee.

---

**Note.** The Employer 4-part W-2 print program (R07885A) does not use a print date. Therefore, it is not necessary to clear the print date in order to rerun this print program.

---



---

**Note.** To generate W-2c forms, you must first print year-end forms with a print date. If this printing is not the last time that you will print the year-end forms, do not enter a print date.

---

## Printing Forms

You print year-end forms to report wage and tax information to government agencies and employees. If you are filing electronically, you print year-end forms to create an audit trail for reporting to the government and to employees.

Click an option in the reports model to view all of the reports and forms, special forms only, or audit reports only. Any audit report or special form version that is marked with a check mark is submitted for processing, regardless of whether you can see them in the current view. To avoid submitting unwanted audit reports or special forms, click the All Reports/Forms option and clear any versions that you do not want to process at the current time.

---

**Note.** Verify that you are using Acrobat 8.0 before you print year-end forms. If you do not use Acrobat 7.0, the forms may not align correctly during printing.

However, because all printers are slightly different, even if you are using Acrobat 7.0, the fields for any of the print form programs that you use to print year-end forms might need to be modified so that information aligns properly on the form. You can use the JD Edwards EnterpriseOne RDA to adjust the fields. Contact your system administrator for assistance with RDA.

---

Use these programs to print year-end forms:

- R07880: Print 1099-MISC
- R07881: Print 1099-R
- R07882: Print 1096 Summary
- R07883: Print Standard W-2s
- R07884: Print Laser W-2s (2-part)
- R07885: Print Laser W-2s (4-part)
- R07885A: Employers Print Laser W-2s (4-part)
- R07886: Print W-2 Pressure Seal Forms
- R07887: Print W-2Cs
- R07888: Print Standard W-3
- R07889: Print W-3C
- R07891: Print 499R
- R07893: Print 1099-MISC Pressure Seal Forms
- R07881A: Print 1099 R 4-Corner

## Resetting Forms

You reset year-end forms to correct inaccurate form information when you have not yet reported year-end data to the government and to employees. For example, suppose that an employee's address change does not appear on the W-2 form that you just printed because the new address is not yet entered into the Payroll system. If you have not yet distributed W-2 forms to the employees or reported the year-end information to the government, then you can enter the address change, reset the year-end forms, and reprint them.

You might also need to reset year-end forms when information does not align and print properly on the forms.

You can reset and reprint year-end forms for an entire version or for a selected group of employees, based on the version data selections. Resetting year-end forms removes the print date that was specified in the employee's record when the forms were printed. The print date must be removed to prevent the system from producing a W-2c form.

Use the reset year-end forms procedure *only* to reprint forms that had a print date when they were last printed and *only* if you have not yet reported year-end information to the government or distributed year-end forms to employees. You do not need to use this procedure before rerunning forms that were printed without a print date.

If you need to make corrections to a form and you have already distributed year-end forms to employees or reported year-end information to the government, you must generate W-2c forms.

## Prerequisites

Before you complete the tasks in this section:

- Produce and review audit reports to verify that the data you will print on year-end forms is correct.
- Test-print year-end forms without a print date on plain paper to verify that the data is correct.

Make corrections, if necessary, and then load and realign the preprinted forms.

- If necessary, create a new version of the print program with version overrides that align the forms correctly for printing purposes.

See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*.

## Forms Used to Work With Year-End Forms

| Form Name                       | FormID  | Navigation   | Usage  |
|---------------------------------|---------|--|--|
| Work With Year-End Workbench    | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench  | Select a year-end ID.  |
| Report Setup                    | W07823B | From the Work With Year-End Workbench form, select Reports Setup from the Row menu.  | Attach versions of the special form programs to the year-end ID. |
| Work With Reports/Special Forms | W07823A | From the Work With Year-End Workbench form, select a year-end ID and then select Reports from the Row menu.                                | Print year-end forms.  |
| Date Reset Revisions            | W07823C | From the Work With Year-End Workbench form, select the year-end ID you want to reset and then select Reset Date Printed from the Row menu. | Reset year-end forms.  |

## Entering a Print Date for Year-End Forms

Access the Report Setup form.

Report Setup form

**Date Printed**

Enter a date in this field if you are printing year-end forms that you will distribute to employees. If you are testing the print process to verify that the data aligns correctly on the forms, do not enter a print date. If you enter a print date and submit the program for processing, you must either reset the print date to reprint forms or you must produce W-2cs to update or correct information on year-end forms.

Do not enter a print date when processing W-2c forms.

## Printing Year-End Forms

Access the Work With Reports/Special Forms form.

Work With Reports/Special Forms form

1. On Work With Reports/Special Forms, select the Special Forms option to display the programs that the system uses to print year-end forms.

2. Select the program that you want to process by double-clicking the row or by selecting the Selection option.
3. Verify that all programs that you want to submit are selected, and then select Submit Forms/Report from the Form menu.

## Resetting Year-End Forms

Access the Date Reset Revisions form.

Date Reset Revisions form

- Version** Enter the version of the Reset Print Date program (R077292) that you want to use to reset the print date. You must enter a value in this field.
- Submit Print Date Reset** Select this option to reset the print date for all forms associated with this year-end ID, and then click OK.

### See Also

[Chapter 7, "Producing Year-End Deliverables," Working with W-2cs, page 108](#)

---

## Generating Workfiles for Year-End Electronic Filing

This section provides an overview of electronic filing workfiles and discusses how to:

- Generate the Federal W-2 workfile.
- Generate the Federal W-2 EFW2 electronic filing workfile.
- Generate the state W-2 EFW2 and 499R-2 electronic filing workfiles.
- Generate the 1099 electronic filing workfile.

---

**Note.** The W-2 electronic filing specifications are now called EFW2 and EFW2C rather than MMREF-1 and MMREF-2, respectively. However, not all programs and forms were updated with the new naming convention.

---

## Understanding Electronic Filing Workfiles

You can use electronic filing to report year-end information to the federal government.

When you process an electronic filing program, the system creates a flat file that contains year-end information. You use this flat file to submit year-end data to government taxing authorities. This table displays the names of the electronic filing programs and the flat files that the electronic filing programs create:

| Electronic Filing Program  | Flat File |
|--|-----------|
| R8907865 - MMREF-1 Magnetic Media  | F07865    |
| R8907869 - MMREF-1 State Magnetic Media (if the state does not have a specific format)                           | F078691   |
| R897869XX - MMREF-1 State Magnetic Media (state-specific format, where the XX represents the 2-digit state code) | F078691XX |
| R8907863 and R8907864 - 1099 Magnetic Media  | F078603   |
| R89078652 - W2C MMREF-2 Magnetic Media   | F0786521  |

See [Chapter 7, "Producing Year-End Deliverables," Working with W-2cs, page 108](#).

---

**Note.** For 2005, the MMREF-1 Magnetic Media program (R8907865) was updated to write records in the F078651 table for each year-end ID.

Before this change, the system deleted all of the data in the F078651 table each time the R8907865 was submitted. Therefore, you could process only one year-end ID at a time. Now, if you resubmit the R8907865 program for a year-end ID that you have already processed, the system deletes and then recreates only those records that are associated with that year and year-end ID.

---

When generating electronic filing workfiles, remember that:

- Before you can generate the state W-2 EFW2 workfiles, you must generate the federal W-2 electronic filing workfile using the EFW2 format.
- You must be familiar with the records that each state to which you report requires for year-end reporting.

See [Chapter 2, "Understanding Payroll Year-End Processing," IRS and SSA Resource List, page 7](#).

### Technical Considerations

You must create a folder called *export* under the folder in which the JD Edwards EnterpriseOne system was installed. For example, \B7\package name\directory. The name of the subdirectory is determined during installation and might not correspond to the name of the package that was installed. The system saves the flat files in the *export* folder.

To create the *export* folder, perform these steps:

1. On the client workstation, right-click the Start button and select *Explore*.
2. Find the folder where JD Edwards EnterpriseOne is installed on the hard drive (for example, D:\B7).
3. Expand the folder and click the package name (for example, DV7333) to highlight the name.
4. From the File menu, select *New* and then select *Folder*. Add a folder named *export*.

You now have a path on the hard drive named D:\B7\DV7333\export or something similar.

---

**Warning!** If you need to rerun electronic filing, you must delete, move, or rename the files that were placed in the export folder. If you do not do this, the data from the second electronic filing run may append to the existing electronic filing files, creating duplicate records. To ensure that the files are populated with the most current information, exit the system before you copy files from the export folder.

---

## Federal W-2 EFW2 Electronic Filing

After you print the year-end forms, you build the federal W-2 EFW2 electronic filing workfile so that you can submit the data electronically to the federal government in the proper format.

To create the federal W-2 electronic filing, you first build the federal W-2 EFW2 electronic filing workfile. Contact the system administrator for information about electronic filing data with the government agency. After the workfile is built, the system automatically prints the W-2 EFW2 Electronic Filing report (R07877). This report includes all of the information that is contained in the electronic filing workfile.

---

**Note.** When reviewing the report, you might notice RO and RU records. These records appear in the workfile only when any amount field for a record type is not zero.

---

## State EFW2 and 499R-2 Workfiles

You can use electronic filing to report year-end information to state governments, including Puerto Rico. Some states require that year-end information be reported on electronic filing if the total number of forms for a company exceeds a specified number for the year.

Many states accept year-end information in the same format as the federal government. For these states, you can submit a copy of the federal W-2 electronic filing to the state.

Contact the state IRS office for more information about state electronic filing requirements.

To create state W-2 or 499R-2 electronic filing workfiles (F07865xx, where xx is the state code), you first build federal W-2 electronic filing workfiles using the EFW2 format. After you have generated the federal workfile, you can process state-specific programs to create files for each state to which you must report. To create a workfile for 499R-2s, you process program R897869PR after creating the federal workfile.

After you create federal and state workfiles, you can copy them to an accepted type of media, if appropriate for that state, and send them to the appropriate taxing authority. Alternatively, you can electronically submit the workfile to the state taxing authority. Contact the system administrator for information about transmitting electronic filing workfiles.

---

**Note.** The postal codes, or Federal Information Processing Standard (FIPS) codes, are noted in the second description of user-defined code (UDC) table 06/SC.

Additionally, Puerto Rico now requires that the Social Security Number of an employee's spouse be printed on the 499R-2 form. For the system to print this information correctly, the employee's spouse must be set up in the Dependent/Beneficiary Entry program (P08901). Additionally, you must verify that UDC table 08/RL contains codes H (husband) and W (wife).

Also, if you want the State EFW2 to run locally, verify that the electronic filing program for that state and B0701420 are mapped locally. Contact your system administrator for assistance.

---

## 1099 Electronic Filing

You can submit 1099s to the IRS electronically. The two types of payroll 1099s can be processed together or separately. The IRS allows multiple types of 1099s to be submitted together as long as they are separated by the correct record type.

After you print year-end forms, build the 1099 electronic filing workfile. Contact the system administrator for information about submitting the files electronically.

---

**Note.** The Accounts Payable system can also produce 1099 returns. The number of returns that will be generated by both the Accounts Payable system and the Payroll system determines whether you are required to use electronic filing reporting.

---

## Prerequisites

Before you complete the tasks in this section:

- If you are processing 499R-2s for employees who work in Puerto Rico, verify that codes H (husband) and W (wife) are included in UDC 08/RL.
- Verify that the spouses of employees in Puerto Rico are set up in the Dependent/Beneficiary Entry program.

See *Creating Dependent and Beneficiary Records in the JD Edwards EnterpriseOne 9.0 Human Resources - Benefits Implementation Guide*.

- Before you generate electronic filing workfiles, you must first set the data criteria for the year-end workfile, and then you can process the workfile build.

See [Chapter 5, "Setting Up Workfiles," page 49](#).

## See Also

*JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*

## Forms Used to Generate Workfiles for Electronic Filing

| Form Name                            | FormID  | Navigation  | Usage   |
|--------------------------------------|---------|---|---|
| Work With Year-End Workbench         | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench   | Select a year-end ID.   |
| Magnetic Media Setup/Build Revisions | W07810D | <p>From Work With Year-End Workbench, select a year-end ID and then select Mag Media Setup, followed by one of these options from the row menu:</p> <ul style="list-style-type: none"> <li>• W-2 Federal</li> <li>• W-2 State</li> <li>• 1099</li> <li>• EFW2</li> <li>• EFW2C</li> <li>• EFW2 for State</li> </ul> | Generate workfiles for electronic filing or magnetic media, if appropriate. |

### Generating the Federal W-2 Workfile

Access the Magnetic Media Setup/Build Revisions form by selecting W-2 Federal from the Row menu.

The screenshot shows a software window titled "U.S. Year-End Workbench - Magnetic Media Setup/Build Revisions". At the top, there is a menu bar with "OK", "Cancel", "Form", and "Tools" options, each with a corresponding icon. Below the menu bar, there are two input fields: "Year-End ID" with the value "106" and "Year" with the value "05". A "Select Tab:" dropdown menu is set to "W-2 Federal". Below this, there are three input fields: "Transmitter Address Number", "Return Address Number", and "Version". At the bottom right, there is a checkbox labeled "Submit MMREF Build".

Magnetic Media Setup/Build Revisions form: W-2 Federal tab

**Note.** You must generate this workfile before you generate any state W-2 electronic filing or magnetic media workfiles.

|                                   |   |
|-----------------------------------|---|
| <b>Transmitter Address Number</b> | Enter the Address Book Number of the person, company, or service that created and sent the electronic filing to the respective governmental agency. |
| <b>Return Address Number</b>      | Enter the Address Book Number of the person or company to which the electronic filing should be returned if problems should occur.                  |

**Note.** Contact the system administrator for information about copying the workfile to an accepted type of media or submitting the file electronically.

## Generating the Federal W-2 EFW2 Electronic Filing Workfile

Access the Magnetic Media Setup/Build Revisions form by selecting EFW2 from the Row menu.

Contact the system administrator for information about copying the workfile to the appropriate form of media, or transmitting the file electronically.

## Generating State W-2 EFW2 and 499R-2 Electronic Filing Workfiles

Access the Magnetic Media Setup/Build Revisions form by selecting MMREF for State from the Row menu.

Contact the system administrator for information about copying the workfile to diskette.

|   |   |
|---|---|
| <b>Statutory Code</b>                       | Enter an alpha code from UDC table 07/SC. This code specifies the two-character or three-character state or province code that prints on statutory reports such as W-2s.<br><br>For example, instead of 06, which might be the taxing authority for the state of Colorado, the system prints the statutory code <i>CO</i> . |
| <b>Do you want to extract RA records?</b>   | Specify whether you want to extract RA records when building the state EFW2 electronic filing file. Values are:<br><br><i>Y</i> : Yes<br><br><i>N</i> : No  |
| <b>Do you want to extract RE records?</b>   | Specify whether you want to extract RE records when building the state EFW2 electronic filing file. Values are:<br><br><i>Y</i> : Yes<br><br><i>N</i> : No  |
| <b>Do you want to extract RW records?</b>   | Specify whether you want to extract RW records when building the state EFW2 electronic filing file. Values are:<br><br><i>Y</i> : Yes<br><br><i>N</i> : No  |
| <b>Do you want to extract RS records?</b>   | Specify whether you want to extract RS records when building the state EFW2 electronic filing file. Values are:<br><br><i>Y</i> : Yes<br><br><i>N</i> : No  |
| <b>Do you want RT records recalculated?</b> | Specify whether you want to recalculate RT records when building the state EFW2 electronic filing file. Values are:<br><br><i>Y</i> : Yes<br><br><i>N</i> : No  |
| <b>Do you want RF records recalculated?</b> | Specify whether you want to recalculate RF records when building the state EFW2 electronic filing file. Values are:<br><br><i>Y</i> : Yes<br><br><i>N</i> : No  |

## Generating the 1099 Electronic Filing Workfile

Access the Magnetic Media Setup/Build Revisions form by selecting 1099 from the Row menu.

Contact the system administrator for information about filing electronically

|                           |  |
|---------------------------|--|
| <b>Payer Name Control</b> | Enter a four-character control code obtained from the mailing label on the 1099 materials that the IRS sends to most payers each December. This code is usually the first four significant characters of the business name. If the code is fewer than four characters, left-justify the characters and then fill the unused positions with blanks. If you do not know the payer name control code, leave this field blank. |
|---------------------------|--|

|                                   |   |
|-----------------------------------|---|
| <b>Foreign Corp Indicator</b>     | Enter a code that identifies whether a payer is a Foreign Corporation and income is paid by the corporation to a U.S. resident from sources outside of the U.S. Values are:<br><br>Blank: The payer is not a foreign corporation.<br><i>I</i> : The payer is a foreign corporation.   |
| <b>Transmitter Control Code</b>   | Enter the five-character alphanumeric code that is assigned by the IRS. This code is required to submit 1099 returns using an electronic file.  |
| <b>Correction Form</b>            | Enter a code that indicates whether the year-end form has been corrected and that no changes should occur to this record.<br><br>For 1099 processing, values are:<br><br><i>Blank</i> : This is the original file submission or the original file submission that was returned from the IRS for replacement.<br><br><i>T</i> : This is a test file submission.<br><br><i>C</i> : This is a correction file submission.<br><br>If the electronic file was returned from the IRS, the files contained format errors that were encountered during processing, and you must send a replacement to the IRS. A correction submission is submitted to correct records that were successfully processed by the IRS, but that contained erroneous information. |
| <b>Transmitter Address Number</b> | Enter the Address Book Number of the person, company, or service that created and sent the electronic file to the respective governmental agency.   |
| <b>Tape Return Address Number</b> | Enter the Address Book Number of the person or company to which the electronic file should be returned if problems should occur.  |
| <b>Transfer Agent</b>             | Enter the Address Book number of the transfer agent, if used.   |
| <b>Tape Density</b>               | Enter the density at which the output tape will be recorded. The densities acceptable to the SSA are 1600, 6250, and 38000. To indicate 38000, enter 3800. The density to select depends on the tape drive you use.   |

---

**Note.** The SSA no longer accepts magnetic media or tape submission.

---

## Working with W-2cs

This section provides an overview of W-2cs, lists a prerequisite, and discusses how to:

- Create W-2c records.
- Print W-2c and W-3c forms.
- Generate the Federal W-2c EFW2C electronic filing workfile.

## Understanding W-2cs

After you print the W-2 forms, you might need to make corrections to reported amounts. To make these corrections, you must issue a correction form (W-2c) that replaces or supplements the original W-2. Corrections can include:

- Incorrectly reported amounts
- Change in Social Security Number
- Change in employee name or address

You can rerun the W-2c workfile if you encounter errors on the W-2c forms. You can reprint W-2cs for an entire version or for a selected group of employees, based on the data selections for the version.

When making corrections, you must send form W-3c to the Social Security Administration (SSA). The W-3c is the IRS-approved form for printing the corrected summarized amounts that are reported on the individual W-2cs.

---

**Note.** You can submit W-2c corrections to the federal government using the EFW2C electronic filing format.

Before you generate the Federal W-2c EFW2C workfile, you must first create W-2c records.

---

### **Create and Review W-2cs**

You create W-2c records when W-2 forms contain errors. The process that you use to create a W-2c workfile is similar to the process that you use to create the original W-2 workfile.

To generate W-2c forms, you must first print the W-2 forms with a print date.

---

**Note.** Without a print date, the workfile build deletes and rebuilds the original W-2 records instead of creating W-2c records.

You then review employee W-2c information to see how the information appears on the actual form before you print it.

---

### **Print W-2c and W-3c Forms**

After you create W-2c workfile records, you can print the W-2c forms. You do not need to enter a print date when printing W-2c forms.

You must include the Print W-2c version in the report model to print W-2c forms. If the Print W-2c version does not appear, you must add the version to the report model.

---

**Note.** If you click an option in the reports model, you can view all reports and forms, special forms only, or audit reports only. Any audit report or special form versions that are marked with a check mark are submitted for processing, regardless of whether you can see them in the current view. To avoid submitting unwanted audit reports or special forms, select the All Reports/Forms option, and then deselect any versions that you do not want to process at the current time.

---

The W-3c is the IRS-approved form for printing the corrected summarized amounts that are reported on the individual W-2cs. If you submit W-2cs, you must also send form W-3c to the Social Security Administration (SSA).

### **Rerun the W-2c Workfile Build**

If you encounter errors on the W-2c forms, you can rerun the W-2c workfile build after you correct the errors.

### **W-2c Electronic Filing**

After you print the W-2 forms, you might need to make corrections to the reported amounts. If you reported W-2 information to the federal government using the EFW2 electronic filing format, you can report corrections using the EFW2C electronic filing format.

You build the federal W-2c EFW2C electronic filing workfile so that you can copy the year-end corrections to diskette and transmit to the federal government in the proper format.

To create the federal W-2c deliverable, you first build the federal W-2c EFW2C electronic filing workfile. Contact the system administrator for information about copying the electronic filing workfile to an accepted type of media.

## Prerequisite

Before you complete the tasks in this section, print the original W-2s with a print date.

See [Chapter 7, "Producing Year-End Deliverables," Working with Year-End Forms, page 97.](#)

## Forms Used to Work with W-2cs

| Form Name                            | FormID   | Navigation  | Usage   |
|--------------------------------------|----------|---|---|
| Work With Year-End Workbench         | W07810A  | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench   | Select a year-end ID.   |
| Additional Parameters                | W07810I  | From the Work With Year-End Workbench form, select a year-end ID and then select ADDL Parameters from the Form menu.                | Select employees or groups for whom you want to process W-2c forms. |
| Year-End Revisions                   | W07810B  | From the Work With Year-End Workbench form, select a year-end ID and then click Select.   | Generate W-2cs.   |
| Work With W-2C Inquiry               | W078302A | From the Work With Year-End Workbench form, select a year-end ID and then select EE Form Inquiries, W-2C Inquiry from the Row menu. | Review W-2c forms.  |
| Work With Reports/Special Forms      | W0004AI  | From the Work With Year-End Workbench form, select a year-end ID and then select Reports from the Row menu.                         | Print W-2cs and W-3cs.  |
| Magnetic Media Setup/Build Revisions | W07810D  | From the Work With Year-End Workbench form, select a year-end ID and then select Mag Media Setup, EFW 2 from the Row menu.          | Generate workfiles for W-2c electronic filing.                      |

## Creating W-2c Records

Access the Year-End Revisions form.

### Process Type

Enter 2 in this field to specify that you are making changes to an existing workfile build. If you already printed W-2 forms using a print date, the system generates W-2c data in the workfile.

## Printing W-2c and W-3c Forms

Access the Work With Reports/Special Forms form.

U.S. Year-End Workbench - Work With Reports/Special Forms

Find Close Row Form Tools

Year-End ID: GMOR1  Selection

Year: 07

All Reports/Forms  Audit Reports  Special Forms

| Records 1 - 1 |           |                |                  |              |      |           |  | Customize Grid |
|---------------|-----------|----------------|------------------|--------------|------|-----------|--|----------------|
| Seq           | Report ID | Report Version | Description      | Date Printed | EE's | Form Reqs |  |                |
| 1             | R07883    | XJDE0001       | PrintW2 - 1 Wide |              |      | 2         |  |                |

Work With Reports/Special Forms form

After you select the programs that you want to process, select Submit Forms/Report from the Form menu.

See [Chapter 7, "Producing Year-End Deliverables," Working with Year-End Forms, page 97.](#)

## Generating the Federal W-2c EFW2C Electronic Filing Workfile

Access the Magnetic Media Setup/Build Revisions form.

Contact the system administrator for information about copying the workfile to diskette.

---

**Note.** The SSA no longer accepts magnetic media on tape.

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# APPENDIX A

## Control Tables and Sample Forms

This appendix contains an overview of the permanent control tables that are used in processing W-2s, 1099s, and 499R-2s, and also discusses:

- Control Tables
- Frequently Asked Questions
- Sample Forms

---

### Control Tables

Each of these permanent control tables is used in at least two of the W-2 processing steps that are discussed in this guide. They are described in the subsequent topics.

- F07810 - Year-End Control Table
- F07821 - Company Form Count Table
- F07822 - Company Federal Control Table
- F07823 - Year-End Report Table
- F07824 - Company State/Local Control Table
- F07825 - Company Special Handling Control Table
- F07815 - Special Handling Codes Setup
- F07830 - Employee Federal Control Table
- F07831 - Employee State/Local Control Table
- F07832 - Employee Special Handling Control Table
- F078603 - 1099 Mag Media Table
- F078651 - W2 MMREF Federal Build Table
- F078652 - W2C MMREF Federal Build Table

#### **F07810 - Year-End Control Table**

This table contains all of the parameters that the system uses to build the year-end workfiles. It also contains a single record for each year-end ID that you run.

## F07821 - Company Form Count Table

This table contains a single record for each form type within the version and parent company being processed. Each record contains the number of forms that are included in the version. The information that is tracked includes:

- Forms expected
- Forms printed
- Employees processed

This table tracks both the number of forms that have been printed and the number of forms that have not been printed. This sequencing control lets you issue all of the year-end forms before you generate electronic filing.

If you are processing multiple companies and summarizing to the tax ID level, a single record contains data for all of the companies with the same tax ID (EIN - Employer Identification Number).

## F07822 - Company Federal Control Table

This table contains a single record for each version and parent company that the system processes. Each record contains wage and tax information for all employees who had federal earnings in the company. For example, if three employees had box 10 wages of 10,000.00 USD each for company 001, the single record would contain box 10 wages of 30,000.00 USD.

If you have requested tax ID summarization, the system creates a primary record for the parent and non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3).

The types of information tracked in this table are:

- W-2 Information (Form Type 0)
- Federal/A - Federal Income Wage and Tax
- Federal/B - Earned Income Tax Credit
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- 1099 Fields (Form Type 5)
- Federal/A - Federal Income Tax Withheld
- Amount Reported
- State/F - State Income Tax Withheld
- Local/X - Local Income Tax Withheld
- W-2 Magnetic Media Information
- Federal/A - Federal Income Wage and Tax
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- NQP - Non-Qualified Plan Amounts
- Fringe Benefit Amounts
- Deferred Compensation

- Non-Qualified Non-457
- Dependent Care
- Group Term Life Amounts

This table is used to print the W-3 and 1096 forms and to verify that the totals for individual employee records equal the amounts in this table. This table is also used to verify that the electronic filing amounts being reported match those amounts in the W-3 and 1096.

## **F07823 - Year-End Report Table**

This table contains a record for each of the reports or special forms that can be included in the reports model. After you have selected the various reports for a year-end ID, this table retains the program IDs for those reports and enables the system to automatically display and reprocess them.

## **F07824 - Company State/Local Control Table**

This table contains a single record for each state or locality within the version and parent company that the system processes. Each record contains wage and tax information for all employees who had state or local earnings in the company. For example, if three employees had box 25 or box 28 wages of 10,000.00 USD each for company 001, the summary record would contain box 25 or 28 wages of 30,000.00 USD.

If you have requested tax ID summarization, the system creates a primary record for the parent and non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3).

The types of W-2 information tracked in this table are:

- State/F - State Income Wage and Tax
- State Taxable Wages and Adjusted Wages
- State/G - State Unemployment (Tax Only)
- State/I - State Disability Insurance (Tax Only)
- Local Taxable Wages and Adjusted Wages

This table is used to verify that the totals for individual employee records equal the amounts in this table. It can also be used to verify that the state-level electronic filing amounts being reported match those amounts in the table.

## **F07825 - Company Special Handling Control Table**

This table contains a single record for each special handling deduction or benefit within the version and parent company that the system processes. Multiple records for a deduction or benefit might exist if you have requested DBA tracking at the tax-area level. Therefore, some DBAs have a single record while others have multiple records. Each record contains the amount for all employees who worked in the company. For example, if three employees had DBA 1000 for the amount of 10.00 USD each for company 001, the summary record would contain an amount of 30.00 USD.

If you have requested tax ID summarization, the system creates a primary record for the parent and non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3).

The information tracked in this table is the DBA amount.

This table is used to print the W-3 forms and to verify that the total of the individual (employee) records equals the total in this table. This table is also used to verify that the electronic filing amounts being reported match those of the W-3.

## **F07815 - Special Handling Codes Setup**

This table contains a single record for each PDBA code that is associated with a particular special handling code within a particular year-end ID.

## **F07830 - Employee Federal Control Table**

This table contains a single record for each tax history type for each employee who worked in the company or parent company that the system processes. Each record contains federal wage and tax information and 1099 box information pertaining to the employee and the company where the employee worked.

If you have requested tax ID summarization, the system creates a primary record for the parent and the non-primary company records within the parent (tax ID). In addition, if the employee had earnings for various types of history, such as third-party sick pay, the system creates a separate record to generate a separate year-end form (W-3). For tax ID summarization, the system creates the same primary record along with the corresponding non-primary record for each company.

This table includes all 1099 fields, as well as:

- W-2 Information
- Federal/A - Federal Income Wage and Tax
- Federal/B - Earned Income Tax Credit
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- Magnetic Media Information
- Federal/A - Federal Income Wage and Tax
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- Fringe Benefit Amounts
- Deferred Compensation
- Non-Qualified Non-457
- Dependent Care
- Group Term Life Amounts

This table is used to print the individual W-2, W-2c, 1099-MISC, and 1099-R forms for the employee, to create the Company Form Count Table (F07821), and to produce electronic filing workfiles.

## **F07831 - Employee State/Local Control Table**

This table contains one record for each state or locality in which an employee worked for each company or parent company that the system processes. Each record contains state or local wage and tax information for the employee and the company worked.

If you have requested tax ID summarization, the system creates a primary record for the parent and the non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3). For tax ID summarization, the system creates the same primary record along with the corresponding non-primary record for each company.

The types of information tracked in this table are:

- W-2 Information
- State/F - State Income Wage and Tax
- State Taxable Wages and Adjusted Wages
- State/G - State Unemployment (Tax Only)
- State/I - State Disability Insurance (Tax Only)
- Local Taxable Wages and Adjusted Wages
- Allocated Federal Wages and Tax
- Allocation Percentage
- 1099 Information
- State/F - State Income Wage and Tax
- State Taxable Wages and Adjusted Wages
- Local Taxable Wages and Adjusted Wages

This table is used to print the individual W-2, W-2c, 1099-MISC, and 1099-R forms for the employee and to create the Company State/Local Control Table (F07824).

## **F07832 - Employee Special Handling Control Table**

This table contains a single record for each employee for each special handling deduction or benefit that the employee had during the year. The system creates a separate record by company for each special handling DBA. Multiple records might exist for a DBA if you request DBA tracking at the tax-area level. Each record contains the amount of the DBA for the employee-in some cases, by state or locality.

If you have requested tax ID summarization, the system creates a primary record for the parent and the non-primary company records within the parent (tax ID). In addition, if the employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3). For tax ID summarization, the system creates the same primary record with the corresponding non-primary record for each company.

The information tracked in this table is the DBA amount.

This table is used to print the individual W-2 and W-2c forms for the employee and to create the Company Special Handling Control Table (F07825).

## **F078603 - 1099 Mag Media Table**

This table contains all of the 1099 information that you need to report to the government if you are filing with electronic filing.

## F078651 - W2 MMREF Federal Build Table

This table contains all of the W-2 information that you need to report to the government if you are filing using the EFW2 electronic filing format. You also use this table to create generic state EFW2 tables. The system stores information by year and year-end ID. When you rerun the electronic filing program, the system deletes and recreates records with the same year and year-end ID that are associated with the electronic filing you are rebuilding.

## F078652 - W-2C MMREF Federal Build Table

This table contains all of the W-2c information that you need to report to the government if you are filing using the EFW2 electronic filing format.

## R897869xx - MMREF State Magnetic Media

These programs build the state MMREF build tables. R897869xx, where xx is equal to the state code, creates state-specific tables that contain all of the information that is used to create state-specific electronic filing using the EFW2 format.

---

## Frequently Asked Questions

These sections present frequently asked questions and their answers.

### Data Integrity

|  |   |
|--|---|
| My Tax History Integrity report displays Error 9999. What is causing this error? | The program found an error that is not in the user defined code list 06/IX. Verify that list 06/IX exists. If the list exists, verify the installation instructions for the year-end update to verify whether you have completed the ASIs to enter this year's additions in that table.   |
| My Tax History Integrity report displays Error 0254. Is this a valid error?      | When employees work in multiple states, the system generates this error because there is a difference between state wages (which are split between multiple states) and federal wages (which are typically the combined total of all state wages). In most cases, there is no need to correct data that is associated with this error. Additionally, you can set a processing option on the integrity report so that the system does not display this error code on the report. |

### Printing Information in Box 12

|   |   |
|---|---|
| Can a longer description on 401(k) for box 12 be printed? | No. The IRS requires that only that A through T codes be printed. The back of the W-2 describes what these codes mean for the employee. |
|---|---|

## Special Handling

|  |  |
|--|--|
| Why is the special handling information not appearing on my forms?   | Verify that you do not have dashes in the Federal A Corporate Tax ID, the Tax History table (F06136), or the Employee Transaction History Summary table (F06146). If you do, remove all punctuation and rerun both the taxation history and transaction history integrity reports. |
| Why does my system not add special handling amounts to state wages?  | If the DBA has F in its Tax Exemptions window and no states are listed in the State/Local W-2 Additions Detail form, the DBA does not add to state wages.  |
| I have non-taxing states for which F records have been created. How can I prevent these from printing on the W-2s? | Delete those records from the Tax History table and run a full workfile build.   |

## Third-Party Sick Pay

|  |  |
|--|--|
| I have employees whose records were not converted into the JD Edwards EnterpriseOne system this year because they were on long-term disability. I now have to enter their third-party sick pay for W-2 reporting. How do I do these entries? | Add the employee records to the Employee Master Information table (F060116), and then enter the appropriate data on the Third Party Sick Revisions form. |
|--|--|

## User Defined Codes

|   |   |
|---|---|
| Why can't I change the Description 2 field on the 06/SC list? | The values in this field are IRS defined codes that do not match the GeoCodes that are used by the payroll tax calculation system made by Vertex. |
|---|---|

## Voiding a Check

|  |   |
|--|---|
| How can I void a 2008 check before processing W-2s for 2008 if it is already 2009? | To reflect the correct information on the W-2, use a 2008 pay period ending date and check date to process the check. |
|--|---|

## Workfile Build

|  |   |
|--|---|
| My organization consists of two companies. I do not want to process both companies in the same workfile build. Do I need to run them separately? | Yes. Create two year-end IDs and process each company separately. You can use the Copy function to simplify the tasks of duplicating special handling information and the reports model from the first year-end ID. |
| Is the control number on the W-2 assigned automatically? Does the system assign a new control number each time that I rebuild the workfile?      | Yes. It is retrieved from the Next Numbers for system 07.   |
| The amounts that print in Box 1 of my W-2 forms are double what my employees' federal wages should be. What am I doing wrong?                    | Taxable wages automatically print in wage boxes on the W-2, so you should not include any taxable wages in special handling for box 1.  |

|   |  |
|---|--|
| Can I print my W-2s in state order?   | Yes. When you build the workfile, request one state per W-2.   |
| There are no reports available in my reports model. How do I run my year-end reports? | Run the R07823S to populate the reports model, and then follow the instructions for setting up year-end reports. |

## Year-End Rollover

|   |   |
|---|---|
| I am having problems getting the available vacation beginning balances to roll over into the new year record. What am I doing wrong?                      | The rollover table might not be attached to this DBA.   |
| I ran the year-end rollover and now I need to issue an adjustment check for 2008. After I process the check, should I run the rollover again?             | Perhaps. If you are making adjustments to DBAs, you might need to run the rollover again (selecting just that employee) or you can manually adjust history.   |
| If an employee has two history records for the same DBA (just the company is different), will both records roll over into 2008 with a prior year balance? | Only the record for the employee's current home company is rolled over. This record contains combined beginning balance and prior year totals.  |
| If I run the year-end rollover after a payroll for 2008, will the amounts be cleared out?   | No. The rollover just replaces the totals for the prior year and beginning balance, the number of periods, and the remaining balance.   |
| Does a PDBA have to be an accrual to roll over?   | No. It can be a pay type, deduction, benefit, or accrual. You can specify which PDBAs to roll over in the data selection of the rollover version.   |
| If I want to run year-end rollovers on the server or locally, what objects do I need to map?  | You must map all of the following either locally or to a server to process year-end rollovers: <ul style="list-style-type: none"> <li>• R07390A</li> <li>• R07390B</li> <li>• R07390C</li> <li>• R07390D</li> <li>• B0701640</li> <li>• B0701750</li> <li>• B0700720</li> <li>• B0700710</li> <li>• B0700711</li> </ul> |

See [Chapter 3, "Processing Rollovers," page 15](#).

---

## Sample Forms

These forms are provided for informational purposes only. Do not reproduce these forms for filing.

# 1099-MISC Miscellaneous Income

This is an example of the 1099-MISC form:

|  |    |  |  |   |  |                               |
|--|----|--|--|---|--|-------------------------------|
| 9595   |    | <input type="checkbox"/> VOID  |  | <input type="checkbox"/> CORRECTED                    |  |                               |
| PAYER'S name, street address, city, state, ZIP code, and telephone no. |    | 1 Rents  | OMB No. 1545-0115                                      |   |  |                               |
|  |    | \$   | 2008<br>Form 1099-MISC                                 |   |  |                               |
|  |    | 2 Royalties  |  |   |  |                               |
| PAYER'S federal identification number                                  |    | \$   | Miscellaneous Income                                   |   |  |                               |
|  |    | 3 Other income   |  |   |  | 4 Federal income tax withheld |
|  |    | \$   |  |   |  | \$                            |
| RECIPIENT'S identification number                                      |    | 5 Fishing boat proceeds  | 6 Medical and health care payments                     |   |  |                               |
| RECIPIENT'S name   |    | \$   | \$   |   |  |                               |
| Street address (including apt. no.)                                    |    | 7 Nonemployee compensation   | 8 Substitute payments in lieu of dividends or interest |   |  |                               |
| City, state, and ZIP code  |    | \$   | \$   |   |  |                               |
| Account number (see instructions)                                      |    | 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> | 10 Crop insurance proceeds                             |   |  |                               |
| 2nd TIN not <input type="checkbox"/>                                   |    | \$   | \$   |   |  |                               |
| 15a Section 409A deferrals   |    | 11   | 12   |   |  |                               |
| 15b Section 409A income  |    | 13 Excess golden parachute payments  | 14 Gross proceeds paid to an attorney                  |   |  |                               |
| \$   | \$ | \$   | \$   |   |  |                               |
| 16 State tax withheld  |    | 17 State/Payer's state no.   |  | 18 State income                                       |  |                               |
| \$   |    | \$   |  | \$  |  |                               |
| Form 1099-MISC   |    | Cat. No. 14425J  |  | Department of the Treasury - Internal Revenue Service |  |                               |
| Do Not Cut or Separate Forms on This Page                              |    |  | Do Not Cut or Separate Forms on This Page              |   |  |                               |

1099-MISC example

# 1099-R Distributions from Pensions, Annuities, Retirement, and so on

This is an example of the 2008 1099-R form:



|  |  |                               |  |  |  |  |  |   |  |                     |                  |
|--|--|-------------------------------|--|--|--|--|--|---|--|---------------------|------------------|
| 22222                                    |  | Void <input type="checkbox"/> |  | a Employee's social security number            |  | For Official Use Only ▶<br>OMB No. 1545-0008 |  |   |  |                     |                  |
| b Employer identification number (EIN)   |  |                               |  | 1 Wages, tips, other compensation              |  | 2 Federal income tax withheld                |  |   |  |                     |                  |
| c Employer's name, address, and ZIP code |  |                               |  | 3 Social security wages                        |  | 4 Social security tax withheld               |  |   |  |                     |                  |
|  |  |                               |  | 5 Medicare wages and tips                      |  | 6 Medicare tax withheld                      |  |   |  |                     |                  |
|  |  |                               |  | 7 Social security tips                         |  | 8 Allocated tips                             |  |   |  |                     |                  |
| d Control number                         |  |                               |  | 9 Advance EIC payment                          |  | 10 Dependent care benefits                   |  |   |  |                     |                  |
| e Employee's first name and initial      |  | Last name                     |  | Suff.  |  | 11 Nonqualified plans                        |  | 12a See instructions for box 12               |  |                     |                  |
| f Employee's address and ZIP code        |  |                               |  | 13 Statutory employee <input type="checkbox"/> |  | Retirement plan <input type="checkbox"/>     |  | Third-party sick pay <input type="checkbox"/> |  | 12b                 |                  |
|  |  |                               |  | 14 Other                                       |  |  |  |   |  | 12c                 |                  |
|  |  |                               |  |  |  |  |  |   |  | 12d                 |                  |
| 15 State                                 |  | Employer's state ID number    |  | 16 State wages, tips, etc.                     |  | 17 State income tax                          |  | 18 Local wages, tips, etc.                    |  | 19 Local income tax | 20 Locality name |

**Form W-2 Wage and Tax Statement** **2008**

Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Department of the Treasury—Internal Revenue Service  
 For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.  
 Cat. No. 10134D

**Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page**

W-2 example form



# Glossary of JD Edwards EnterpriseOne Terms

|                                       |   |
|---------------------------------------|---|
| <b>Accessor Methods/Assessors</b>     | Java methods to “get” and “set” the elements of a value object or other source file.  |
| <b>activity rule</b>                  | The criteria by which an object progresses from one given point to the next in a flow.  |
| <b>add mode</b>                       | A condition of a form that enables users to input data.   |
| <b>Advanced Planning Agent (APAg)</b> | A JD Edwards EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.  |
| <b>alternate currency</b>             | <p>A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.</p> <p>In JD Edwards EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.</p>   |
| <b>Application Server</b>             | Software that provides the business logic for an application program in a distributed environment. The servers can be Oracle Application Server (OAS) or WebSphere Application Server (WAS).  |
| <b>as if processing</b>               | A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.  |
| <b>as of processing</b>               | A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various JD Edwards EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.  |
| <b>Auto Commit Transaction</b>        | A database connection through which all database operations are immediately written to the database.  |
| <b>back-to-back process</b>           | A process in JD Edwards EnterpriseOne Supply Management that contains the same keys that are used in another process.   |
| <b>batch processing</b>               | <p>A process of transferring records from a third-party system to JD Edwards EnterpriseOne.</p> <p>In JD Edwards EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than JD Edwards EnterpriseOne to JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to JD Edwards EnterpriseOne.</p> |
| <b>batch server</b>                   | A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.   |
| <b>batch-of-one immediate</b>         | <p>A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.</p> <p>See also direct connect and store-and-forward.</p>  |
| <b>best practices</b>                 | Non-mandatory guidelines that help the developer make better design decisions.  |

|   |   |
|---|---|
| <b>BPEL</b>                                       | Abbreviation for <i>Business Process Execution Language</i> , a standard web services orchestration language, which enables you to assemble discrete services into an end-to-end process flow.  |
| <b>BPEL PM</b>                                    | Abbreviation for <i>Business Process Execution Language Process Manager</i> , a comprehensive infrastructure for creating, deploying, and managing BPEL business processes.   |
| <b>Build Configuration File</b>                   | Configurable settings in a text file that are used by a build program to generate ANT scripts. ANT is a software tool used for automating build processes. These scripts build published business services.   |
| <b>build engineer</b>                             | An actor that is responsible for building, mastering, and packaging artifacts. Some build engineers are responsible for building application artifacts, and some are responsible for building foundation artifacts.   |
| <b>Build Program</b>                              | A WIN32 executable that reads build configuration files and generates an ANT script for building published business services.   |
| <b>business analyst</b>                           | An actor that determines if and why an EnterpriseOne business service needs to be developed.  |
| <b>business function</b>                          | A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-JD Edwards EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability. |
| <b>business function event rule</b>               | See named event rule (NER).   |
| <b>business service</b>                           | EnterpriseOne business logic written in Java. A business service is a collection of one or more artifacts. Unless specified otherwise, a business service implies both a published business service and business service.   |
| <b>business service artifacts</b>                 | Source files, descriptors, and so on that are managed for business service development and are needed for the business service build process.   |
| <b>business service class method</b>              | A method that accesses resources provided by the business service framework.  |
| <b>business service configuration files</b>       | Configuration files include, but are not limited to, <code>interop.ini</code> , <code>JDBj.ini</code> , and <code>jdolog.properties</code> .  |
| <b>business service cross reference</b>           | A key and value data pair used during orchestration. Collectively refers to both the code and the key cross reference in the WSG/XPI based system.  |
| <b>business service cross-reference utilities</b> | Utility services installed in a BPEL/ESB environment that are used to access JD Edwards EnterpriseOne orchestration cross-reference data.   |
| <b>business service development environment</b>   | A framework needed by an integration developer to develop and manage business services.   |
| <b>business services development tool</b>         | Otherwise known as JDeveloper.  |
| <b>business service EnterpriseOne object</b>      | A collection of artifacts managed by EnterpriseOne LCM tools. Named and represented within EnterpriseOne LCM similarly to other EnterpriseOne objects like tables, views, forms, and so on.   |

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| <b>business service framework</b>                              | Parts of the business service foundation that are specifically for supporting business service development.   |
| <b>business service payload</b>                                | An object that is passed between an enterprise server and a business services server. The business service payload contains the input to the business service when passed to the business services server. The business service payload contains the results from the business service when passed to the Enterprise Server. In the case of notifications, the return business service payload contains the acknowledgement.  |
| <b>business service property</b>                               | Key value data pairs used to control the behavior or functionality of business services.  |
| <b>Business Service Property Admin Tool</b>                    | An EnterpriseOne application for developers and administrators to manage business service property records.   |
| <b>business service property business service group</b>        | A classification for business service property at the business service level. This is generally a business service name. A business service level contains one or more business service property groups. Each business service property group may contain zero or more business service property records.   |
| <b>business service property categorization</b>                | A way to categorize business service properties. These properties are categorized by business service.  |
| <b>business service property key</b>                           | A unique name that identifies the business service property globally in the system.   |
| <b>business service property utilities</b>                     | A utility API used in business service development to access EnterpriseOne business service property data.  |
| <b>business service property value</b>                         | A value for a business service property.  |
| <b>business service repository</b>                             | A source management system, for example ClearCase, where business service artifacts and build files are stored. Or, a physical directory in network.  |
| <b>business services server</b>                                | The physical machine where the business services are located. Business services are run on an application server instance.  |
| <b>business services source file or business service class</b> | One type of business service artifact. A text file with the .java file type written to be compiled by a Java compiler.  |
| <b>business service value object template</b>                  | The structural representation of a business service value object used in a C-business function.   |
| <b>Business Service Value Object Template Utility</b>          | A utility used to create a business service value object template from a business service value object.   |
| <b>business services server artifact</b>                       | The object to be deployed to the business services server.  |
| <b>business view</b>   | A means for selecting specific columns from one or more JD Edwards EnterpriseOne application tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.  |
| <b>central objects merge</b>                                   | A process that blends a customer's modifications to the objects in a current release with objects in a new release.   |
| <b>central server</b>  | A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical JD Edwards EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server. |

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| <b>charts</b>                           | Tables of information in JD Edwards EnterpriseOne that appear on forms in the software.  |
| <b>check-in repository</b>              | A repository for developers to check in and check out business service artifacts. There are multiple check-in repositories. Each can be used for a different purpose (for example, development, production, testing, and so on).   |
| <b>connector</b>                        | Component-based interoperability model that enables third-party applications and JD Edwards EnterpriseOne to share logic and data. The JD Edwards EnterpriseOne connector architecture includes Java and COM connectors.   |
| <b>contra/clearing account</b>          | A general ledger account in JD Edwards EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in JD Edwards EnterpriseOne Financial Management.   |
| <b>Control Table Workbench</b>          | An application that, during the Installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.  |
| <b>control tables merge</b>             | A process that blends a customer's modifications to the control tables with the data that accompanies a new release.   |
| <b>correlation data</b>                 | The data used to tie HTTP responses with requests that consist of business service name and method.  |
| <b>cost assignment</b>                  | The process in JD Edwards EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.   |
| <b>cost component</b>                   | In JD Edwards EnterpriseOne Manufacturing, an element of an item's cost (for example, material, labor, or overhead).   |
| <b>credentials</b>                      | A valid set of JD Edwards EnterpriseOne username/password/environment/role, EnterpriseOne session, or EnterpriseOne token.   |
| <b>cross-reference utility services</b> | Utility services installed in a BPEL/ESB environment that access EnterpriseOne cross-reference data.   |
| <b>cross segment edit</b>               | A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.  |
| <b>currency restatement</b>             | The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.   |
| <b>cXML</b>                             | A protocol used to facilitate communication between business documents and procurement applications, and between e-commerce hubs and suppliers.  |
| <b>database credentials</b>             | A valid database username/password.  |
| <b>database server</b>                  | A server in a local area network that maintains a database and performs searches for client computers.   |
| <b>Data Source Workbench</b>            | An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the system-release number data source. It also updates the Data Source Plan detail record to reflect completion. |
| <b>date pattern</b>                     | A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.   |

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| <b>denominated-in currency</b>                                     | The company currency in which financial reports are based.  |
| <b>deployment artifacts</b>  | Artifacts that are needed for the deployment process, such as servers, ports, and such.   |
| <b>deployment server</b>   | A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.  |
| <b>detail information</b>  | Information that relates to individual lines in JD Edwards EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).  |
| <b>direct connect</b>  | A transaction method in which a client application communicates interactively and directly with a server application.<br><br>See also batch-of-one immediate and store-and-forward.   |
| <b>Do Not Translate (DNT)</b>                                      | A type of data source that must exist on the iSeries because of BLOB restrictions.  |
| <b>dual pricing</b>  | The process of providing prices for goods and services in two currencies.   |
| <b>duplicate published business services authorization records</b> | Two published business services authorization records with the same user identification information and published business services identification information.   |
| <b>embedded application server instance</b>                        | An OC4J instance started by and running wholly within JDeveloper.   |
| <b>edit code</b>   | A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.  |
| <b>edit mode</b>   | A condition of a form that enables users to change data.  |
| <b>edit rule</b>   | A method used for formatting and validating user entries against a predefined rule or set of rules.   |
| <b>Electronic Data Interchange (EDI)</b>                           | An interoperability model that enables paperless computer-to-computer exchange of business transactions between JD Edwards EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems. |
| <b>embedded event rule</b>   | An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.   |
| <b>Employee Work Center</b>  | A central location for sending and receiving all JD Edwards EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.  |
| <b>enterprise server</b>   | A server that contains the database and the logic for JD Edwards EnterpriseOne.   |
| <b>Enterprise Service Bus (ESB)</b>                                | Middleware infrastructure products or technologies based on web services standards that enable a service-oriented architecture using an event-driven and XML-based messaging framework (the bus).   |
| <b>EnterpriseOne administrator</b>                                 | An actor responsible for the EnterpriseOne administration system.   |
| <b>EnterpriseOne credentials</b>                                   | A user ID, password, environment, and role used to validate a user of EnterpriseOne.  |
| <b>EnterpriseOne object</b>  | A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.   |

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| <b>EnterpriseOne development client</b> | Historically called “fat client,” a collection of installed EnterpriseOne components required to develop EnterpriseOne artifacts, including the Microsoft Windows client and design tools.  |
| <b>EnterpriseOne extension</b>          | A JDeveloper component (plug-in) specific to EnterpriseOne. A JDeveloper wizard is a specific example of an extension.  |
| <b>EnterpriseOne process</b>            | A software process that enables JD Edwards EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. JD Edwards EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don’t have to wait if the server is particularly busy. |
| <b>EnterpriseOne resource</b>           | Any EnterpriseOne table, metadata, business function, dictionary information, or other information restricted to authorized users.  |
| <b>Environment Workbench</b>            | An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the system-release number data source. It also updates the Environment Plan detail record to reflect completion.  |
| <b>escalation monitor</b>               | A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.   |
| <b>event rule</b>                       | A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.  |
| <b>explicit transaction</b>             | Transaction used by a business service developer to explicitly control the type (auto or manual) and the scope of transaction boundaries within a business service.   |
| <b>exposed method or value object</b>   | Published business service source files or parts of published business service source files that are part of the published interface. These are part of the contract with the customer.   |
| <b>facility</b>                         | An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a “business unit.”   |
| <b>fast path</b>                        | A command prompt that enables the user to move quickly among menus and applications by using specific commands.   |
| <b>file server</b>                      | A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network users request files and make changes to these files.  |
| <b>final mode</b>                       | The report processing mode of a processing mode of a program that updates or creates data records.  |
| <b>foundation</b>                       | A framework that must be accessible for execution of business services at runtime. This includes, but is not limited to, the Java Connector and JDBj.   |
| <b>FTP server</b>                       | A server that responds to requests for files via file transfer protocol.  |
| <b>header information</b>               | Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.   |
| <b>HTTP Adapter</b>                     | A generic set of services that are used to do the basic HTTP operations, such as GET, POST, PUT, DELETE, TRACE, HEAD, and OPTIONS with the provided URL.  |

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| <b>instantiate</b>                     | A Java term meaning “to create.” When a class is instantiated, a new instance is created.   |
| <b>integration developer</b>           | The user of the system who develops, runs, and debugs the EnterpriseOne business services. The integration developer uses the EnterpriseOne business services to develop these components.  |
| <b>integration point (IP)</b>          | The business logic in previous implementations of EnterpriseOne that exposes a document level interface. This type of logic used to be called XBPs. In EnterpriseOne 8.11, IPs are implemented in Web Services Gateway powered by webMethods.   |
| <b>integration server</b>              | A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.   |
| <b>integrity test</b>                  | A process used to supplement a company’s internal balancing procedures by locating and reporting balancing problems and data inconsistencies.   |
| <b>interface table</b>                 | See Z table.  |
| <b>internal method or value object</b> | Business service source files or parts of business service source files that are not part of the published interface. These could be private or protected methods. These could be value objects not used in published methods.  |
| <b>interoperability model</b>          | A method for third-party systems to connect to or access JD Edwards EnterpriseOne.  |
| <b>in-your-face-error</b>              | In JD Edwards EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.  |
| <b>IServer service</b>                 | This internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.  |
| <b>jargon</b>                          | An alternative data dictionary item description that JD Edwards EnterpriseOne appears based on the product code of the current object.  |
| <b>Java application server</b>         | A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.   |
| <b>JDBNET</b>                          | A database driver that enables heterogeneous servers to access each other’s data.   |
| <b>JDEBASE Database Middleware</b>     | A JD Edwards EnterpriseOne proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.   |
| <b>JDECallObject</b>                   | An API used by business functions to invoke other business functions.   |
| <b>jde.ini</b>                         | A JD Edwards EnterpriseOne file (or member for iSeries) that provides the runtime settings required for JD Edwards EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running JD Edwards EnterpriseOne. This includes workstations and servers.               |
| <b>JDEIPC</b>                          | Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.  |
| <b>jde.log</b>                         | The main diagnostic log file of JD Edwards EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of JD Edwards EnterpriseOne.   |
| <b>JDENET</b>                          | A JD Edwards EnterpriseOne proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all JD Edwards EnterpriseOne supported platforms. |
| <b>JDeveloper Project</b>              | An artifact that JDeveloper uses to categorize and compile source files.  |

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| <b>JDeveloper Workspace</b>             | An artifact that JDeveloper uses to organize project files. It contains one or more project files.  |
| <b>JMS Queue</b>                        | A Java Messaging service queue used for point-to-point messaging.   |
| <b>listener service</b>                 | A listener that listens for XML messages over HTTP.   |
| <b>local repository</b>                 | A developer's local development environment that is used to store business service artifacts.   |
| <b>local standalone BPEL/ESB server</b> | A standalone BPEL/ESB server that is not installed within an application server.  |
| <b>Location Workbench</b>               | An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the system data source.   |
| <b>logic server</b>                     | A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when JD Edwards EnterpriseOne software runs.   |
| <b>MailMerge Workbench</b>              | An application that merges Microsoft Word 6.0 (or higher) word-processing documents with JD Edwards EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.   |
| <b>Manual Commit transaction</b>        | A database connection where all database operations delay writing to the database until a call to commit is made.   |
| <b>master business function (MBF)</b>   | An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases. |
| <b>master table</b>                     | See published table.  |
| <b>matching document</b>                | A document associated with an original document to complete or change a transaction. For example, in JD Edwards EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.  |
| <b>media storage object</b>             | Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.   |
| <b>message center</b>                   | A central location for sending and receiving all JD Edwards EnterpriseOne messages (system and user generated), regardless of the originating application or user.  |
| <b>messaging adapter</b>                | An interoperability model that enables third-party systems to connect to JD Edwards EnterpriseOne to exchange information through the use of messaging queues.  |
| <b>messaging server</b>                 | A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.   |
| <b>Middle-Tier BPEL/ESB Server</b>      | A BPEL/ESB server that is installed within an application server.   |
| <b>Monitoring Application</b>           | An EnterpriseOne tool provided for an administrator to get statistical information for various EnterpriseOne servers, reset statistics, and set notifications.  |

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| <b>named event rule (NER)</b>             | Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.   |
| <b><i>nota fiscal</i></b>                 | In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.   |
| <b><i>nota fiscal factura</i></b>         | In Brazil, a <i>nota fiscal</i> with invoice information.<br>See also <i>nota fiscal</i> .  |
| <b>Object Configuration Manager (OCM)</b> | In JD Edwards EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.  |
| <b>Object Librarian</b>                   | A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of JD Edwards EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.   |
| <b>Object Librarian merge</b>             | A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.   |
| <b>Open Data Access (ODA)</b>             | An interoperability model that enables you to use SQL statements to extract JD Edwards EnterpriseOne data for summarization and report generation.  |
| <b>Output Stream Access (OSA)</b>         | An interoperability model that enables you to set up an interface for JD Edwards EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.   |
| <b>package</b>                            | JD Edwards EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snapshot of the central objects on the deployment server.  |
| <b>package build</b>                      | A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in JD Edwards EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.<br><br>Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.” |
| <b>package location</b>                   | The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.   |
| <b>Package Workbench</b>                  | An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the system-release number data source. It also updates the Package Plan detail record to reflect completion.   |
| <b>Pathcode Directory</b>                 | The specific portion of the file system on the EnterpriseOne development client where EnterpriseOne development artifacts are stored.   |

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| <b>patterns</b>  | General repeatable solutions to a commonly occurring problem in software design. For business service development, the focus is on the object relationships and interactions. For orchestrations, the focus is on the integration patterns (for example, synchronous and asynchronous request/response, publish, notify, and receive/reply).  |
| <b>planning family</b>                                       | A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.  |
| <b>preference profile</b>                                    | The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.   |
| <b>print server</b>  | The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.   |
| <b>pristine environment</b>                                  | A JD Edwards EnterpriseOne environment used to test unaltered objects with JD Edwards EnterpriseOne demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.  |
| <b>processing option</b>                                     | A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.   |
| <b>production environment</b>                                | A JD Edwards EnterpriseOne environment in which users operate EnterpriseOne software.   |
| <b>production-grade file server</b>                          | A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.   |
| <b>Production Published Business Services Web Service</b>    | Published business services web service deployed to a production application server.  |
| <b>program temporary fix (PTF)</b>                           | A representation of changes to JD Edwards EnterpriseOne software that your organization receives on magnetic tapes or disks.  |
| <b>project</b>   | In JD Edwards EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.  |
| <b>promotion path</b>  | <p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11&gt;21&gt;26&gt;28&gt;38&gt;01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.</p> |
| <b>proxy server</b>  | A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.   |
| <b>published business service</b>                            | EnterpriseOne service level logic and interface. A classification of a published business service indicating the intention to be exposed to external (non-EnterpriseOne) systems.   |
| <b>published business service identification information</b> | Information about a published business service used to determine relevant authorization records. Published business services + method name, published business services, or *ALL.   |

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| <b>published business service web service</b> | Published business services components packaged as J2EE Web Service (namely, a J2EE EAR file that contains business service classes, business service foundation, configuration files, and web service artifacts).   |
| <b>published table</b>                        | Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.   |
| <b>publisher</b>                              | The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.   |
| <b>pull replication</b>                       | One of the JD Edwards EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers using JD Edwards EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table. |
| <b>QBE</b>                                    | An abbreviation for <i>query by example</i> . In JD Edwards EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.  |
| <b>real-time event</b>                        | A message triggered from EnterpriseOne application logic that is intended for external systems to consume.   |
| <b>refresh</b>                                | A function used to modify JD Edwards EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.  |
| <b>replication server</b>                     | A server that is responsible for replicating central objects to client machines.   |
| <b>Rt-Addressing</b>                          | Unique data identifying a browser session that initiates the business services call request host/port user session.  |
| <b>rules</b>                                  | Mandatory guidelines that are not enforced by tooling, but must be followed in order to accomplish the desired results and to meet specified standards.  |
| <b>quote order</b>                            | In JD Edwards Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.<br><br>In JD Edwards Sales Order Management, item and price information for a customer who has not yet committed to a sales order.  |
| <b>secure by default</b>                      | A security model that assumes that a user does not have permission to execute an object unless there is a specific record indicating such permissions.   |
| <b>Secure Socket Layer (SSL)</b>              | A security protocol that provides communication privacy. SSL enables client and server applications to communicate in a way that is designed to prevent eavesdropping, tampering, and message forgery.   |
| <b>SEI implementation</b>                     | A Java class that implements the methods that declare in a Service Endpoint Interface (SEI).   |
| <b>selection</b>                              | Found on JD Edwards EnterpriseOne menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.   |
| <b>serialize</b>                              | The process of converting an object or data into a format for storage or transmission across a network connection link with the ability to reconstruct the original data or objects when needed.   |
| <b>Server Workbench</b>                       | An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the system-release number  |

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|  | data source. The application also updates the Server Plan detail record to reflect completion.  |
| <b>Service Endpoint Interface (SEI)</b>    | A Java interface that declares the methods that a client can invoke on the service.   |
| <b>SOA</b>                                 | Abbreviation for <i>Service Oriented Architecture</i> .   |
| <b>softcoding</b>                          | A coding technique that enables an administrator to manipulate site-specific variables that affect the execution of a given process.  |
| <b>source repository</b>                   | A repository for HTTP adapter and listener service development environment artifacts.   |
| <b>spot rate</b>                           | An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.   |
| <b>Specification merge</b>                 | A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.  |
| <b>specification</b>                       | A complete description of a JD Edwards EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.   |
| <b>Specification Table Merge Workbench</b> | An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.   |
| <b>SSL Certificate</b>                     | A special message signed by a certificate authority that contains the name of a user and that user's public key in such a way that anyone can "verify" that the message was signed by no one other than the certification authority and thereby develop trust in the user's public key.   |
| <b>store-and-forward</b>                   | The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.   |
| <b>subscriber table</b>                    | Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.   |
| <b>superclass</b>                          | An inheritance concept of the Java language where a class is an instance of something, but is also more specific. "Tree" might be the superclass of "Oak" and "Elm," for example.   |
| <b>supplemental data</b>                   | Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.<br><br>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across JD Edwards EnterpriseOne systems. |
| <b>table access management (TAM)</b>       | The JD Edwards EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.  |
| <b>Table Conversion Workbench</b>          | An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.  |

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| <b>table conversion</b>                    | An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.  |
| <b>table event rules</b>                   | Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although JD Edwards EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.   |
| <b>terminal server</b>                     | A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.   |
| <b>three-tier processing</b>               | The task of entering, reviewing and approving, and posting batches of transactions in JD Edwards EnterpriseOne.   |
| <b>three-way voucher match</b>             | In JD Edwards Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.   |
| <b>transaction processing (TP) monitor</b> | A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.   |
| <b>transaction processing method</b>       | A method related to the management of a manual commit transaction boundary (for example, start, commit, rollback, and cancel).  |
| <b>transaction set</b>                     | An electronic business transaction (electronic data interchange standard document) made up of segments.   |
| <b>trigger</b>                             | One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.  |
| <b>triggering event</b>                    | A specific workflow event that requires special action or has defined consequences or resulting actions.  |
| <b>two-way authentication</b>              | An authentication mechanism in which both client and server authenticate themselves by providing the SSL certificates to each other.  |
| <b>two-way voucher match</b>               | In JD Edwards Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.  |
| <b>user identification information</b>     | User ID, role, or *public.  |
| <b>User Overrides merge</b>                | Adds new user override records into a customer's user override table.   |
| <b>value object</b>                        | A specific type of source file that holds input or output data, much like a data structure passes data. Value objects can be exposed (used in a published business service) or internal, and input or output. They are comprised of simple and complex elements and accessories to those elements.  |
| <b>variance</b>                            | In JD Edwards Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.<br><br>In JD Edwards EnterpriseOne Project Costing and JD Edwards EnterpriseOne Manufacturing, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates. |

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| <b>versioning a published business service</b> | Adding additional functionality/interfaces to the published business services without modifying the existing functionality/interfaces.  |
| <b>Version List merge</b>                      | The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.   |
| <b>visual assist</b>                           | Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.  |
| <b>vocabulary override</b>                     | An alternate description for a data dictionary item that appears on a specific JD Edwards EnterpriseOne form or report.   |
| <b>wchar_t</b>                                 | An internal type of a wide character. It is used for writing portable programs for international markets.   |
| <b>web application server</b>                  | A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.   |
| <b>web server</b>                              | A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.  |
| <b>Web Service Description Language (WSDL)</b> | An XML format for describing network services.  |
| <b>Web Service Inspection Language (WSIL)</b>  | An XML format for assisting in the inspection of a site for available services and a set of rules for how inspection-related information should be made.  |
| <b>web service proxy foundation</b>            | Foundation classes for web service proxy that must be included in a business service server artifact for web service consumption on WAS.  |
| <b>web service softcoding record</b>           | An XML document that contains values that are used to configure a web service proxy. This document identifies the endpoint and conditionally includes security information.   |
| <b>web service softcoding template</b>         | An XML document that provides the structure for a soft coded record.  |
| <b>Where clause</b>                            | The portion of a database operation that specifies which records the database operation will affect.  |
| <b>Windows terminal server</b>                 | A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.   |
| <b>wizard</b>                                  | A type of JDeveloper extension used to walk the user through a series of steps.   |
| <b>workbench</b>                               | A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the JD Edwards EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of JD Edwards EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench. |
| <b>work day calendar</b>                       | In JD Edwards EnterpriseOne Manufacturing, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work   |

day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

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| <b>workflow</b>                      | The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.   |
| <b>workgroup server</b>              | A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.  |
| <b>XAPI events</b>                   | A service that uses system calls to capture JD Edwards EnterpriseOne transactions as they occur and then calls third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested notification when the specified transactions occur to return a response. |
| <b>XML CallObject</b>                | An interoperability capability that enables you to call business functions.   |
| <b>XML Dispatch</b>                  | An interoperability capability that provides a single point of entry for all XML documents coming into JD Edwards EnterpriseOne for responses.  |
| <b>XML List</b>                      | An interoperability capability that enables you to request and receive JD Edwards EnterpriseOne database information in chunks.   |
| <b>XML Service</b>                   | An interoperability capability that enables you to request events from one JD Edwards EnterpriseOne system and receive a response from another JD Edwards EnterpriseOne system.   |
| <b>XML Transaction</b>               | An interoperability capability that enables you to use a predefined transaction type to send information to or request information from JD Edwards EnterpriseOne. XML transaction uses interface table functionality.   |
| <b>XML Transaction Service (XTS)</b> | Transforms an XML document that is not in the JD Edwards EnterpriseOne format into an XML document that can be processed by JD Edwards EnterpriseOne. XTS then transforms the response back to the request originator XML format.   |
| <b>Z event</b>                       | A service that uses interface table functionality to capture JD Edwards EnterpriseOne transactions and provide notification to third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested to be notified when certain transactions occur.          |
| <b>Z table</b>                       | A working table where non-JD Edwards EnterpriseOne information can be stored and then processed into JD Edwards EnterpriseOne. Z tables also can be used to retrieve JD Edwards EnterpriseOne data. Z tables are also known as interface tables.  |
| <b>Z transaction</b>                 | Third-party data that is properly formatted in interface tables for updating to the JD Edwards EnterpriseOne database.  |



# Index

## Numerics/Symbols

- 1099-R Summary report 90
- 1099s
  - 1099-MISC form 4
  - 1099-MISC form sample 121
  - 1099-R form 4
  - 1099-R form sample 121
  - copies 7
  - electronic filing workfile
    - processing 104
    - processing 44
  - 2008 changes 4
  - 499R-2 copies 7

## A

- additional documentation xiv
- address information
  - company address 33
  - employee address 22, 74
- annual social security limits 4
- application fundamentals xiii
- arreared FICA 40
- arreared medicare 40
- assigning additional information to the workfile 53
- assigning special handling information 51
- audit reports
  - printing 90
  - reviewing 89

## B

- backing up year-end information 11
- base state 29
- Box 1 74
- Box 10 74
- Box 11 74
- Box 12
  - overview 11
  - printing information 118
  - special handling 74
  - W-2 IRS-defined codes 40, 47
- box 13 74, 76
- Box 13
  - overview 23
  - statutory employee 23

- Box 14
  - entering information 41
  - overview 11, 74
- Box 15
  - overview 11
  - tax area information 36
- Box 20
  - overview 11
  - tax area information 36
- build electronic filing workfile 105

## C

- calendar month rollover 16
- changes for 2008 4
- changes only processing 85
- changing employee form information 74
- comments, submitting xviii
- common fields xviii
- Company Address Information form 33
- company information
  - employer identification number 6
  - names and addresses 33
  - next numbers setup 38
  - setup 33
  - verifying 11, 33
- constants 11
- contact information xviii
- contract employees
  - pay types setup 44
  - setup 32
- control tables 113
- copying special handling information 53
- copying the reports model 96
- copying third-party sick pay records 24
- copying workfiles to tape 103, 104, 105, 109
- corporate tax IDs
  - form 34
  - program (P059081A) 34
- creating a year-end ID 50
- creating electronic filing workfiles 102
- creating the reports model 95
- creating the year-end workfile 60
- creating W-2c records 109
- cross-references xvii

Customer Connection website xiv

## D

data integrity 118  
 DBAs, *See* Deductions, Benefits, and Accruals (P059116)  
 deadline information  
   499R-2 copies 7  
   W-2 copies 7  
 Deductions, Benefits, and Accruals (P059116)  
   form 40, 41  
   pay types for contract employees 44  
   pay types for pension employees 44  
   PDBA Setup form 40, 41  
   setup for year-end 40  
   verifying setup 11  
   wage adjustments 41  
 defining the year-end workfile 50  
 defining workfile data criteria 50  
 documentation  
   downloading xiv  
   related xiv  
   updates xiv  
 downloading documentation xiv  
 Duplicate Year-End ID form 59

## E

electronic filing  
   1099 workfile processing 104  
   deadline information 7  
   federal W-2 EFW2 workfile processing 103  
   federal W-2c EFW2C workfile processing 109  
   reporting requirements 5  
   state W-2 EFW2 workfile processing 103  
   workfile generation overview 11  
   workfiles 104, 105  
 electronic filing requirements  
   company address information 33  
   employee address information 22  
   overview 89  
 employee benefit statements 90  
 Employee Federal Control table (F07830) 61  
 Employee Form Count (P07830) 66  
 employee form count information 66

Employee Form Count report 90  
 Employee Form Detail Review (P078301)  
   form 66  
   program 66  
 employee forms  
   printing single form 78  
   reviewing 74  
   W-2 Inquiry form 74  
   W-2 special handling 74  
   W-2c Inquiry form 109  
   wage allocations 74  
 employee information  
   address information 22, 74  
   base state 29  
   changing employee form information 74  
   contract and pension 32  
   employee roster 22  
   form count information 66  
   form detail information 66  
   form information 74  
   in multiple states (W-2) 29  
   Indiana 36  
   multiple forms 66  
   multiple states 74  
   names and addresses 22  
   Puerto Rico tax information 31  
   resident state (W-2) 29  
   reviewing 109  
   reviewing special handling information 74  
   reviewing wage information 66  
   statutory employee 23  
   tax method 32  
   verifying setup 11  
   wage allocations 74  
 Employee Pay and Tax Register report 82  
 Employee Payroll Revisions form 29  
 Employee Special Handling Control Table (F07832) 61  
 Employee State/Local Control table (F07831) 61  
 Employee Transaction History Summary table (F06146) 41  
 Employee Wage Review (P078305) 66  
 employer identification number 6  
 entering information for box 14 41  
 entering third-party sick pay 24  
 entering W-2 IRS-defined codes 40

**F**

- Federal Adjusted Wage report 90
- Federal Allocation report 90
- Federal Taxation History Report 82
- federal W-2 EFW2 electronic filing
  - processing 103
- federal W-2 electronic filing workfile 105
- federal W-2c EFW2C electronic filing
  - processing 109
- FICA 40
- FIPS codes 103
- Form 1099
  - reviewing forms 80
- Form 499R-2
  - reviewing forms 80
- Forms
  - build electronic filing workfile 105
  - company address information 33
  - corporate tax IDs 34
  - duplicate year-end ID 59
  - employee address information 22
  - Employee Form Count Review 66
  - Employee Form Detail Review 66
  - employee payroll revisions 29
  - employee wage review 66
  - general user defined codes 47
  - Generate Magnetic Media Workfiles
    - form 104
  - National and Fiscal Data 32
  - Next Numbers 38
  - Pay Type Setup 44
  - Pay Type Setup Pay Type Setup 44
  - PDBA Setup 40, 41
  - printing 98
  - resetting year-end forms 98
  - special handling codes 57
  - State/Local Exempt 41
  - State/Local W-2 Additions 41
  - tax area information 36
  - tax exempt window 44
  - Tax Exempt Window 41, 44
  - Third Party Sick Revisions 24
  - U.S. Legislative/Regulatory 40
  - User Defined Codes 47
  - W-2 Count Review 66
  - W-2 Inquiry 74
  - W-2c Inquiry 109
  - W-2cs 109
  - W-3 Summary Information 66

- wage adjustment review 74
- wage adjustments summary 66
- forms and publications 7

**G**

- generating 1099 electronic filing
  - workfiles 104
- generating state EFW2 electronic filing
  - workfiles 103
- generating the federal W-2 EFW2 electronic
  - filing workfile 103
- generating the federal W-2c EFW2C
  - electronic filing workfile 109
- government forms
  - 499R-2 copies 7
  - deadline information 7
  - electronic filing 7
  - employee names and addresses 22
  - IRS/SSA regulations 7
  - next numbers setup 38
  - pay types for 1099 44
  - printing 11, 98
  - printing W-2cs 11
  - reviewing employee form
    - information 74
  - reviewing history reports 82
  - third-party sick pay 24
  - use of paper forms 6
  - W-2 copies 7
  - W-2 form (box 13) 23
- government regulations
  - deadline extensions 5
  - deadlines 7
  - electronic filing 4, 6
  - reporting requirements 5

**H**

- history reports
  - Employee Pay and Tax Register 82
  - Federal Taxation History 82
  - reviewing 82
  - State/Local Taxation History 82
- history type
  - contract employees 32
  - pension employees 32
  - third-party sick pay 24

**I**

- implementation guides

- ordering xiv
  - Indiana employee information 36
  - installing year-end software 11
  - integrity 3
  - IRS
    - contact information 7
    - phone numbers 7
    - resource list 7
  - IRS and SSA resource list 7
  - IRS regulations
    - deadlines 7
    - overview 3
    - reporting requirements 5
    - W-2 IRS defined codes 47
    - W-2 IRS-defined codes 47
- L**
- limits for Social Security 4
- M**
- malpractice tax for New Jersey 36
  - medicare in arrears 40
  - multiple forms 66
- N**
- National and Fiscal Data form 32
  - Negative Amount Error report (R07811) 61
  - negative amounts 61
  - New Jersey Malpractice tax 36
  - Next Numbers (P0002)
    - for W-2 forms 38
    - form 38
  - notes xvii
- O**
- online review 11
- P**
- paper forms 6
  - parent company 34
  - pay type setup
    - 1099 processing 44
    - contract employees 44
    - form 44
    - pension employees 44
    - program (P059116) 44
  - pay types
    - IRS-approved 1099 pay types 44
    - verifying setup 11
  - payroll history integrity 8, 11
  - payroll month rollover 16
  - PDBA Setup form 3
  - pension employees
    - pay types setup 44
    - setup 32
    - special handling information 44
  - PeopleCode, typographical
    - conventions xvi
  - phone numbers for IRS and SSA 7
  - postal codes 103
  - prerequisites xiii
  - print date 78, 86, 98, 109
  - printing
    - audit reports 90
    - box 12 118
    - W-2cs 109
    - year-end forms 98
  - printing a single form 78
  - printing audit reports 90
  - printing special forms 98
  - processing options for U.S. year-end workbench 62
  - processing the year-end workfile 49
  - processing year-end rollovers 16
  - processing year-end workfile changes 85
  - programs
    - P07810 80
    - P078309 80
  - Programs and IDs
    - P0002 (Next Numbers) 38
    - P00051 (General User Defined Codes) 47
    - P00051 (User Defined Codes) 47
    - P059081A (Corporate Tax IDs) 34
    - P059116 (PDBA Setup) 40, 41, 44
    - P05TAX (Tax Exempt Window) 41, 44
    - P06727 (W-3 summary information) 66
    - P069012 (Tax Area Information) 36
    - P07390 (Year-End Rollover) 16
    - P07815 (Special Handling Codes) 57
    - P07821 (W-2 Count Review) 66
    - P07822 (Wage Adjustment Summary) 66
    - P07830 (Employee Form Count) 66
    - P078301 (Employee Form Detail Review) 66
    - P078302 (W-2 Inquiry) 74

P078305 (Employee Wage Review) 66  
 P07989 (Third-Party Sick) 24  
 Puerto Rico setup 31

**R**

related documentation xiv  
 release levels 4  
 reporting requirements  
   electronic filing 6  
   employer identification numbers 6  
   overview 5  
 Reports  
   1099-R Summary report (R07872) 90  
   audit report overview 11  
   Employee Benefit Statements  
     (R07869) 90  
   Employee Form Count report  
     (R07870) 90  
   Employee Pay and Tax Register  
     (R073231) 82  
   Federal Adjusted Wage report  
     (R07865) 90  
   Federal Allocation report (R07868) 90  
   Federal Taxation History (R07347) 82  
   Negative Amount Error report  
     (R07811) 61  
   rollovers 19  
   State/Local Control report (R07862) 90  
   State/Local Detail report  
     (R06741A) 90  
   State/Local Taxation History  
     (R07348) 82  
   State/Local Wage Adjustment report  
     (R07866) 90  
   W-2 Box 13 Flag report (R07873) 90  
   W-2 Summary report (R07867) 90  
   W-2 Summary report (R07871) 90  
   W-2 Workfile Integrity report  
     (R07874) 90  
   year-end rollover 19  
 reports model  
   copying 96  
   creating 95  
 rerunning W-2c workfile build 109  
 resetting a step in the year-end cycle 69  
 resident state 29  
 reviewing audit reports 89  
 reviewing employee form count  
 information 66

reviewing employee form detail  
 information 66  
 reviewing employee form information 74,  
 109  
 reviewing employee W2-c form  
 information 109  
 reviewing employee wage adjustments 74  
 reviewing employee wage allocations 74  
 reviewing employee wage information 66  
 reviewing history reports 82  
 reviewing ID status 65  
 reviewing special handling  
 information 74  
 reviewing the W-2 count 66  
 reviewing wage adjustment summaries 66  
 reviewing year-end rollover reports 19  
 reviewing year-end version  
 information 65  
 rollovers  
   calendar month 16  
   overview 8  
   payroll month 16  
   processing year-end rollovers 16  
   reports 19  
   tables 17  
   when to process 16

**S**

sample forms  
   1099-MISC 121  
   1099-R 121  
   W-2 Wage and Tax Statement 122  
 setting up contract and pension  
 employees 32  
 setting up employee information 21  
 setting up employees who work in multiple  
 states 29  
 setting up information for Box 13 23  
 setting up the resident state as base  
 state 29  
 setup  
   Box 13 designations 23  
   company information 33  
   contract and pension employees 32  
   DBAs for year-end 40  
   employee information 21  
   employees who work in multiple  
   states 29  
   information for Box 13 23  
   next numbers for W-2s 38

- pay types for 1099 processing 44
- pension employee pay types 44
- resident state as the base state 29
- state other than the resident state as the base 29
- state wage adjustments for specific states 41
- statutory employee 23
- verifying deductions, benefits, and accruals 11
- verifying employee information 11
- verifying pay types 11, 13
- workfile 49
- sick pay 119
- Social Security wage limit 4
- special forms
  - entering a print date 97
  - printing 98
- special handling information
  - 1099 pay types 51
  - 1099-R forms 51
  - assigning 51
  - copying 53
  - frequently asked questions 119
  - Special Handling Codes form (P07815) 57
- SSA
  - contact information 8
  - phone numbers 7
  - resource list 8
- SSA regulations
  - deadlines 7
  - reporting requirements 5
- state W-2 EFW2 electronic filing processing 103
- State/Local Control report 90
- State/Local Detail report 90
- State/Local Exempt form 41
- State/Local Taxation History report 82
- State/Local W-2 Additions form 41
- State/Local Wage Adjustment report 90
- statutory employee
  - defined 23
  - setup 23
- statutory employees 74, 76
- suggestions, submitting xviii
- summarizing on tax ID 34
- system integrity 3

**T**

## Tables

- Employee Federal Control Table (F07830) 61
- Employee Special Handling Control Table (F07832) 61
- Employee State/Local Control Table (F07831) 61
- Employee Transaction History Summary (F06146) 41
- Tax Area Transaction History (F06148) 41
- Tax History (F06136) 24, 51
- technical overview 113
- Year-End Control (F07810) 49
- tax area information
  - form 36
  - program (P069012) 36
- Tax Area Transaction History table (F06148) 41
- tax exempt window
  - form 41, 44
  - program (P05TAX) 41, 44
- Tax History table (F06136) 24, 51
- tax method 32
- taxes
  - Corporate Tax IDs form 34
  - tax area information form 36
  - Tax Area Information form 36
  - verifying tax area information 36
- technical overview 113
- third-party sick pay
  - copying records 24
  - electronic filing requirements 24
  - entering 24
  - entering records 24
  - form 24
  - frequently asked questions 119
  - journal entries 24
  - program (P07989) 24
- track DBA by tax area 41
- type 2 (changes only) processing 85
- typographical conventions xvi

**U**

- U.S. Legislative/Regulatory form 40
- UDCs 3
- uncollected FICA 40
- uncollected FICA and medicare 40

- update installation 11
- updating year-end information to a parent company 34
- user defined codes list
  - frequently asked questions 119
  - general user defined codes 47
  - W-2 IRS defined codes 47
  - W-2 IRS-defined codes (06/S2) 47

**V**

- verifying company information 33
- verifying employee names and addresses 22
- verifying tax area information 36
- version status 65
- visual cues xvi
- voiding a check 119

**W**

- W-2 Box 13 Flag Report 90
- W-2 count 66
- W-2 Count Review (P07821) 66
- W-2 Form
  - box 12 40
  - Box 13 (misc. categories) 23
  - box 14 descriptions 41
  - employees in multiple states 29
  - next numbers setup 38
  - resident state as base state 29
  - reviewing W-2 count 66
  - State/Local W-2 Additions form 41
  - year-end ID 50
- W-2 Inquiry
  - form 74
  - program (P078302) 74
- W-2 IRS-defined codes 40, 47
- W-2 special handling information 74
- W-2 Summary report 90
- W-2 workfile (Year-End Control table, F07810) 49
- W-2 Workfile Integrity Report 90
- W-2/1099 workfile 11
- W-2c
  - creating records 109
  - printing 109
  - rerunning the workfile build 109
  - reviewing 109
  - working with W-2cs 109
- W-2c Inquiry 109

- W-3 97
- Wage Adjustment Review form 74
- Wage Adjustment Summary (P07822) 66
- wage adjustments
  - employee form information 74
  - employee wage information 66
  - reviewing summary 66
  - setup 41
  - state wage adjustment example 41
  - taxable wages 71
- Wage Adjustments Summary form 66
- wage allocations 74
- warnings xvii
- workfiles
  - create the W-2/1099 workfile 11
  - federal electronic filing 103, 105, 109
  - frequently asked questions 119
  - state electronic filing 103
- working with year-end forms 97

**Y**

- Year-End Control table (F07810) 49
- year-end electronic file processing 104
- year-end forms
  - resetting 98
  - working with 97
- year-end ID 50
- year-end information
  - parent company 34
  - wage adjustments summary 66
- year-end process
  - backing up information 11
  - changes for 2008 4
  - cycle 8
  - DBA setup 40
  - employee setup 21
  - features 3
  - overview 3
  - release levels 4
  - reporting information 89
  - rollover programs 11
  - year-end forms 97
- Year-End Rollover (P07390)
  - frequently asked questions 120
  - overview 3, 16
  - reports 19
- year-end version information 66
- year-end workfile
  - additional parameters 86
  - assign additional information 53

## Index

creating 60  
data criteria 50  
defining 50  
ID processing status 65  
negative amounts 61  
processing workfile changes 85  
resetting 69  
reviewing version information 65  
special handling information 51