

# JD Edwards World

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## **United States Payroll Year-End Processing Guide**

**Release A9.4**



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# Preface

Welcome to the JD Edwards World United States Payroll Year-End Processing 2023 Guide.

## Audience

This guide is intended for implementers and end users of the JD Edwards World United States Payroll Year-End Processing 2023 system.

## Documentation Accessibility

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## Related Documents

For more information, see the following documents:

- *JD Edwards World U.S. Payroll I Guide*
- *JD Edwards World U.S. Payroll II Guide*
- *JD Edwards World United States 1099 Year-End Processing Guide*.

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Indicates cautionary information and terms defined in the glossary.
<i>italic</i>	Indicates book titles or emphasis.





# 1 Payroll Year-End Processing

## Overview

This guide includes tasks for payroll year-end processing, including:

- Year-end rollovers
- Integrity reporting
- Year-end form processing
- Year-end information reporting

Year-end forms include the following:

- W-2 for employees
- 499R-2 for employees who work in Puerto Rico
- 1099 for contract, retired, or pension employees

These year-end forms serve as important tax documents for your 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 submit a copy of these forms to the SSA to update an individual's earnings information for retirement, disability, and Medicare. You also submit the forms to the IRS for reporting purposes, and to verify employees' earnings and taxes.

Form	Description
W-2	Formally the Wage and Tax Statement, this form reports employees' earnings. It is the IRS form employers use to report wage and tax data for employees.
499R-2	The Withholding Statement - Commonwealth of Puerto Rico is the form you use to report wages for employees who work in Puerto Rico during the tax year. The IRS accepts this Commonwealth of Puerto Rico form.
1099-R	Use this tax form to report taxable income for distributions from profit-sharing plans, Individual Retirement Accounts (IRAs), pensions, annuities, and so on. It is formally the 1099-R Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
1099-MISC	Formally, the Statement for Recipients of Miscellaneous Information, this IRS form reports taxable earnings for contract employees or any other non-employees who work for a business.
1099-NEC	The formal name of this form is Nonemployee Compensation. Beginning with tax year 2021, use this form to report nonemployee compensation for any contract employees or non-employees who worked for a business during a tax year.  1099 NEC must be used for NEC E-filing.

**CAUTION:** The IRS requires electronic filing 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 you generate by both the Accounts Payable and the Payroll systems when determining whether the government requires you to use electronic filing reporting. Contact your IRS office for more information about electronic filing reporting requirements.

See *Sample Forms*

## Year-End Processing Features

Payroll year-end processing includes the following features:

Feature	Description
Error checking	You determine parameters that the system uses to audit data for errors. To minimize errors, the system limits user responsibilities intentionally.
Flexibility	You determine reporting rules and decide how to handle information at the company and tax identification level.
Control reporting	You can use online reviews and summary reports to verify how the system derives the numbers that it uses.
Printing	JD Edwards World supports Laser forms printing. JD Edwards World does not support Year-End Continuous Forms or Continuous Forms (Line Feed) printing.

## Preparing for Year-End Reporting

The following information helps you determine when to prepare for year-end reporting.

### Deadline Information

Form	Description
W-2 copies	The deadline for issuing W-2 copies to employees is typically January 31 of the year following the tax year you are reporting.
W-2c and W-3c copies	You should file forms W-2c and W-3c as soon as possible if you discover errors after you submit your electronic file. You should create W-2c and W-3c forms only after you submit electronic filing. You should also provide the W-2c form to employees as soon as possible.
499R-2 copies	The deadline for issuing 499R-2 copies to employees is typically January 31 of the year following the tax year you are reporting.

Form	Description
1099 copies	The deadline for issuing 1099-MISC, 1099-NEC, or 1099-R copies to employees is typically January 31 of the year following the tax year you are reporting.
Electronic filing	<p>If you are filing electronically over the internet, the due date is January 31 of the year following the tax year you are processing. You can file by:</p> <ul style="list-style-type: none"> <li>• Uploading the file</li> <li>• Using the Social Security Administration's entry screen at <a href="http://www.socialsecurity.gov/employer">www.socialsecurity.gov/employer</a></li> <li>• Transmitting files via BSO or EDT</li> </ul> <p>Contact your SSA Employer Service Liaison Officer if you have any questions about when your information is due.</p>

### Deadline Extensions and Waivers of Reporting Requirements

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

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

## Government Regulations

JD Edwards World believes the IRS information in this guide to be accurate as of the date of its publication, but you should not rely on it as your sole source of information when filing reports or returns with the IRS. You should refer to the appropriate IRS publication or regulation for more information and for guidance about filing requirements.

The following IRS filing requirements apply to the year-end processing information in this guide:

IRS Filing Requirements	Description
Electronic filing requirements	The IRS requires employers who file more than a certain number of Copy A for W-2, 499R-2, or 1099-R forms to file electronically instead of mailing Copy A forms. Some states also require employers to file state copies electronically. Contact your IRS office to research electronic filing requirements.
Employer ID numbers	The IRS regards each employer identification number (EIN) as a separate entity for information on W-2, 499R-2, and 1099-R forms. In the software, all companies that have the same federal tax identification number can report under the same identification (ID) number. You can summarize to this level, or you can process each company independently.

#### Note:

- IRS and SSA Resource List for additional contact information for legislative information.

**CAUTION:** If you submit wage and tax data via electronic filing for W-2/499R-2 or 1099-R/1099-MISC, do not send paper copies of the forms to the SSA. Submitting the same data using an electronic filing report and on paper forms results in duplicate reporting and possible penalties by the IRS.

### Use of Paper Forms

For employers who submit fewer than the specified number of Copy A W-2, 499R-2, 1099-MISC, or 1099-R forms to require electronic filing reporting, send all paper Copy A forms and all W-3, 499R-3, and 1096 forms to the appropriate SSA Data Operations Center shown on the form.

## IRS and SSA Resource List

To obtain forms and publications, do one of the following:

- Direct-dial the IRS fax machine at 703-368-9694.
- Order by phone from 1-800-TAX-FORM (1-800-829-3676).
- Visit your local IRS office.
- Download the forms from [www.irs.gov](http://www.irs.gov).

**Note:** The forms that you print from the Internet are for reference only. Do not reproduce these forms for filing.

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

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

To contact the SSA, do one of the following:

- 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 your Employer Service Liaison Officer.

## Year-End Processing Cycle

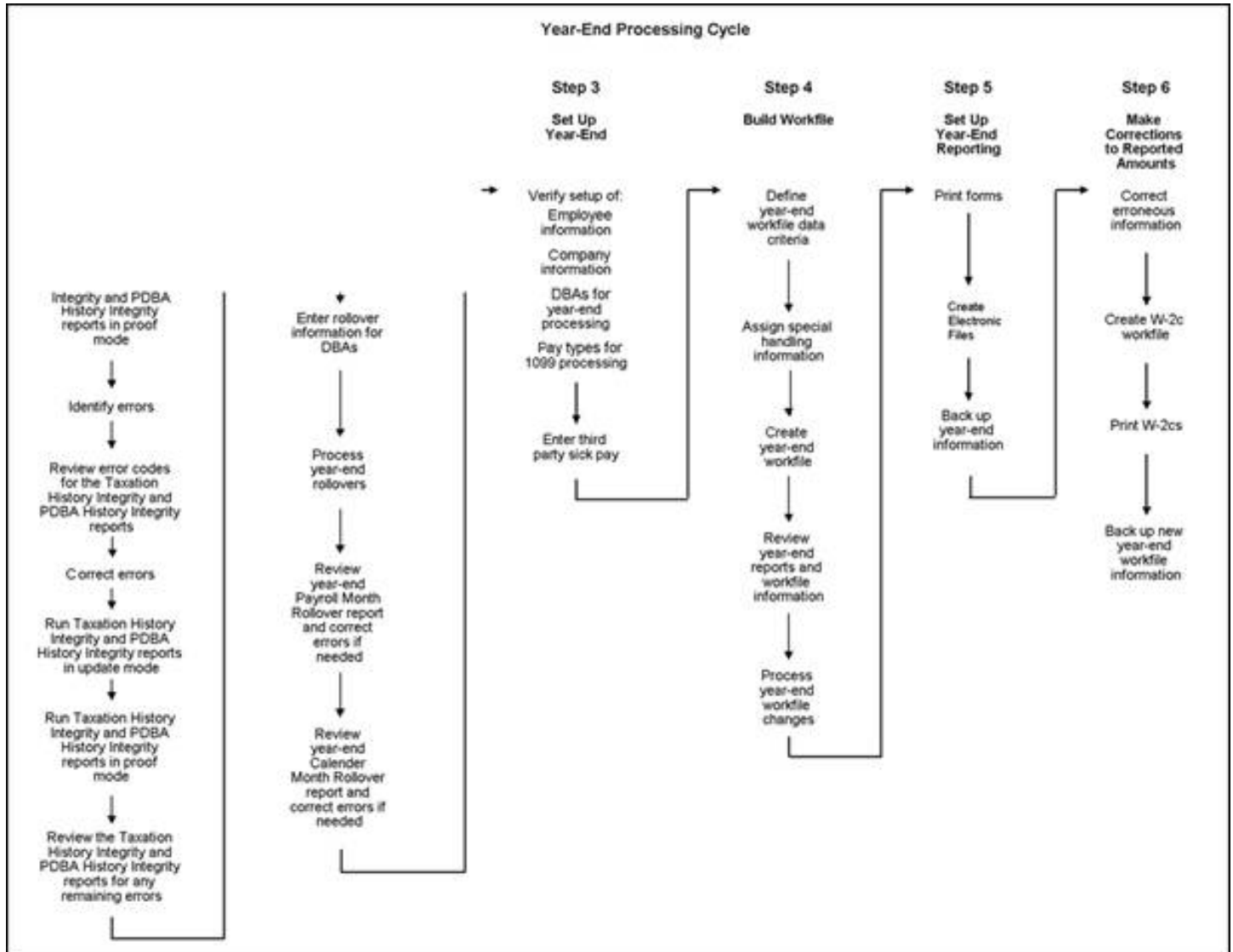
The payroll year-end processing cycle consists of the following tasks:

Task	Description
Install the update	<p>You must install the update to run year-end programs. The update contains changes that comply with the most current government legislation. Perform the following steps:</p> <ol style="list-style-type: none"><li>1. Install the year-end payroll software update for the current year.</li><li>2. Complete the application-specific instructions (ASIs) for the update.</li></ol> <p>This guide does not include software installation instructions and the necessary ASIs.</p>

Task	Description
Verify payroll history	Review both the Taxation History Integrity report and the PDBA History Integrity report for accuracy. Correct any inaccurate history records to ensure that you report the correct information to the government.
Run year-end rollover programs	Run the Year-End Payroll Month Rollover and the Year-End Calendar Month Rollover programs to carry forward employee pay type, deduction, benefit, and accrual (PDBA) balances to the new year.
Verify setup	<p>Verify that employee, company, PDBA, and tax type information is accurate. You can also set up next numbers at this time.</p> <p><b>Caution:</b> You might need to process a conversion program to ensure that all employee names are in the correct format. If employee names are not in the correct format, government reporting agencies do not accept your year-end information. See <i>Verifying Employee Names and Addresses</i> for instructions for correcting employee names.</p> <p>You can verify W-2/IRS defined codes. You can set up wage adjustments, pay types for 1099 processing, and descriptions for amounts that you report in Box 12 and 14.</p> <p>You can also verify that each employee in your organization has a valid Social Security Number before you create and submit year-end information.</p>
Set up special handling code tables	Set up special handling code tables to group PDBAs that you need to report in addition to wages that are already in tax history.
Enter third-party sick pay	Enter third-party sick pay for separate W-2, regular W-2 forms, and electronic filing reporting.
Build the year-end workfile	Create the W-2/1099 workfile ID, add special handling code tables to the workfile, and review workfile build information online.
Print audit reports	Print audit reports and run payroll balancing reports to verify year-to-date history and information.
Print forms	Print all year-end forms.
Create electronic filing	Create federal and state electronic files and send the information via electronic filing.
Print W-2c forms	If necessary, correct errors and print W-2c forms to report accurate information.

## Year-End Process Information Flow

The following graphic illustrates the year-end process information flow:



## Year-End Processing Checklist

Refer to the following checklist as you process year-end information:

Task	Corresponding Information and Topics in this Guide	Complete Yes/No
<p>Install the update.</p>	<p>This guide does not include software installation instructions and the necessary application-specific instructions (ASIs).</p>	
<p>Verify the integrity of payroll history and correct inaccurate history records by running the following reports:</p> <ul style="list-style-type: none"> <li>• Taxation History Integrity Report</li> <li>• PDBA History Integrity Report</li> </ul>	<p>See the following for more information:</p> <ul style="list-style-type: none"> <li>• <i>Working with Tax History Integrity</i></li> <li>• <i>Working with PDBA History Integrity</i></li> </ul>	
<p>Process year-end rollovers.</p> <p>When you run 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, run the following programs:</p> <ul style="list-style-type: none"> <li>• Year-End Payroll Month Rollover</li> <li>• Year-End Calendar Month Rollover</li> </ul>	<p>See <i>Reviewing Year-End Rollover Reports</i> for more information.</p>	
<p>Confirm that the information you report to the government and to your employees is accurate by verifying the following information:</p> <ul style="list-style-type: none"> <li>• The format of employee names and addresses in the Address Book system. <b>Note:</b> If you do not format employee names correctly, government-reporting agencies might not accept the year-end information that your organization submits. You might have to process a conversion program to ensure that all employee names are in the correct format.</li> <li>• That each employee has a valid Social Security Number.</li> <li>• That employee records are set up so that the system correctly marks box 13 with statutory and retirement plan information.</li> <li>• That tax information is set up correctly to generate 499R-2 forms for employees in Puerto Rico.</li> <li>• That the information for employees who work in multiple states prints on the correct year-end form.</li> </ul> <p>Enter any outstanding third-party sick-pay information.</p>	<p>See the following for more information:</p> <ul style="list-style-type: none"> <li>• <i>Verifying Employee Information</i></li> <li>• <i>Verifying Employee Names and Addresses</i></li> <li>• <i>Verifying Employee Social Security Numbers</i></li> <li>• <i>Entering Third-Party Sick Pay Information</i></li> </ul>	

Task	Corresponding Information and Topics in this Guide	Complete Yes/No
<p>Verify company and constants information is setup and correct, by reviewing the following information:</p> <ul style="list-style-type: none"> <li>• The format of the company name and address is correct in the Address Book system.</li> <li>• That parent company information is set up correctly if you summarize and report multiple companies under one parent company.</li> <li>• The statutory code for box 15 (State) and the local tax area description line for box 20 (Locality). Numbers are not valid for box 15.</li> <li>• That Who's Who Category Code 10 for railroad companies is up to date.</li> <li>• That the federal Employer Identification Number (EIN) contains no punctuation or spaces for Federal A Corporate Tax IDs.</li> </ul>	<p>See <i>Verifying Company Information</i> for more information.</p>	
<p>Verify the setup of pay types, deductions, benefits, and accruals (PDBAs) to ensure that you report PDDBA information correctly.</p> <p>Review the PDDBA descriptions for boxes 12 and 14. For items that are in box 12, assign the appropriate code to the W-2 IRS Defined Code field on the Year-End Parameters screen. For box 14, add up to three characters to the Special Handling Description of the PDDBA on the Year-End Parameters screen. This description prints in box 14.</p> <p>If you are adding PDDBA amounts for an employee who works in multiple states, you might need to add the PDDBA to specific states. If so, set up state wage adjustments.</p>	<p>See <i>Setting Up DBAs for Year-End Processing</i> for more information.</p>	
<p>Set up special handling code tables that you need to group PDBAs, in addition to wages that are already in tax history. Also include the following items for these forms:</p> <ul style="list-style-type: none"> <li>• W-2 - include any items that you did not tax during the year but are reportable by the employee. This reporting also includes amounts in</li> </ul>	<p>See <i>Entering Additional Year-End Form Information</i> for more information.</p>	



Task	Corresponding Information and Topics in this Guide	Complete Yes/No
<p>non-wage boxes, such as boxes 12 and 14.</p> <ul style="list-style-type: none"> <li>W-3 and electronic filing - include items such as pension and group term life insurance.</li> <li>1099 - include items such as gross distributions and other income.</li> <li>499R-2 - include items such as wages or deferred arrangement (CODA) plans and commissions.</li> </ul>		
<p>Build the W-2/1099 workfile by completing the following tasks:</p> <ul style="list-style-type: none"> <li>Create a W-2/1099 ID and complete the workfile build.</li> <li>Use the screen-specific function keys to add selection criteria, if necessary.</li> <li>Add special handling code tables to the workfile build.</li> <li>Run the workfile build program.</li> </ul>	<p>See <i>Setting Up the Year-End Workfile</i> for more information.</p>	
<p>Review the following information online to verify that it is correct before you print year-end forms:</p> <ul style="list-style-type: none"> <li>W-2 Version Review forms to review all workfile build information</li> <li>W-2 Inquiry to review specific forms and to print individual forms</li> </ul>	<p>See <i>Verifying Employee Information</i> for more information.</p>	
<p>Print audit reports and payroll balancing reports to verify year-to-date history.</p>	<p>See <i>Reviewing Additional Year-End Audit Reports</i> for more information.</p>	
<p>Print the year-end forms and balance audit reports to year-end forms.</p>	<p>See <i>Working with Year-End Forms</i> for more information.</p>	
<p>Create federal and state electronic filing tables, and submit them electronically.</p>	<p>See <i>Creating Electronic Filing</i> for more information.</p>	
<p>Correct errors and print W-2c forms to report accurate information.</p>	<p>See <i>Working with W-2c Forms</i> for more information.</p>	
<p>After completing the reporting process for year-end information, complete the following tasks to back up year-end information:</p>	<p>Contact your system administrator for assistance with backing up year-end information.</p>	

Task	Corresponding Information and Topics in this Guide	Complete Yes/No
<ul style="list-style-type: none"><li>• Back up the library W2LIBXXX (where XXX is the Workfile Build ID number).</li><li>• Back up the summary tables in the production library that begin with F067.</li><li>• Keep a copy of the federal electronic filing that you send to the Social Security Administration.</li></ul>		

# 2 Work with Payroll History Integrity

## Overview

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types of information:

- Discrepancies within the summary history tables
- Discrepancies between the summary history tables and their corresponding detail tables
- Information in the summary tables that is missing, inaccurate, or incomplete

You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing. You should review each error that displays on the integrity reports to determine what action, if any, you must take to correct the error. Depending on the error, you must correct payroll history either by revising the appropriate payroll information or by making changes to the payroll history tables. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

## Types of Payroll History

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records include:

History Records	Description
Detail records	Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.
Summary records	After the system stores records in the detail history tables, it totals and summarizes the information in these tables, and creates summary history records. The system then saves the summary history records in the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. The use of summary history tables to report tax and earnings information reduces processing time.

## Reposts

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by entering a correction on an online review screen. In these instances, you can usually correct such

a problem by running a repost. A repost is a DREAM Writer program that uses the information in a detail history table to recalculate the totals in the corresponding summary history table. The repost program overwrites existing information in the summary table.

**CAUTION:** If you need to run a repost, back up both your summary and detail history files, and contact technical support.

## Payroll History Tables

The following includes the detail history tables and their corresponding summary tables.

Detail History Table	Summary Tables
Tax Ledger (F06166)	Taxation Summary History (F06136)
DBA Detail History (F0619)	Calendar Month DBA Summary History (F06145) Payroll Month PDBA Summary History (F06146) Tax Area Transaction Summary History (F06148) Fiscal/Anniversary Year History (F06147)
Payroll Transaction History (F0618)	Payroll Month PDBA Summary History (F06146) Workers Compensation Summary History (F0627)

Working with payroll history integrity includes the following tasks:

- Working with Tax History Integrity
- Working with PDBA History Integrity

## Working with Tax History Integrity

To verify tax history integrity, run the Tax History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Taxation Summary History table (F06136). You should regularly verify the integrity of your taxation history to ensure that the correct information prints on your quarterly tax reports and employees' year-end forms.

To identify taxation integrity errors, you first run the Tax History Integrity report in proof mode so that you can research errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must take to correct integrity errors, review an explanation of the error code in the tax history integrity error code list that the Payroll system provides.

To correct taxation integrity errors, use history revision screens to enter manual corrections, and then run the Tax History Integrity report in update mode. When you run an integrity report in update mode, the system corrects information in the F06136 table and prints a report listing the errors that it cannot correct. Review all errors, correct them, and rerun the integrity report until there are no errors. (Some entries on the report might reflect valid conditions for your data.)

To simplify the process of regularly verifying your payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

To complete the tax history integrity tasks, you must run the integrity report at least three times to:

- Identify errors
- Correct the errors
- Verify that the system performs all of the updates

## Wage and Tax History

The Taxation Summary History table (F06136) contains the wage and taxation history. The information includes tax area, tax type, company, tax ID, year, and history type. You can access this information in the Pay and Taxes by Month program on the Integrity, Rollover & Repost menu (G072471).

You can review information on the Pay and Taxes by Month screen. If you find tax area or corporate tax ID errors, you can choose the appropriate function to display forms that allow revisions.

069901 Pay & Taxes by Month

ORACLE JD Edwards World

Tools Help

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Tax Area Index  
Corporate Tax Id's  
Clear Screen

069901 Pay & Taxes by Month Year: 17 History Type: Standard Tax History

Action Code: A  
Address Number: 6001 Allen, Ray  
Tax Area / Type: FEDERAL / A FED Income Tax  
Company Number: 00100 CO 100 Finan/Distrib Co (Mktg)  
Tax Id: 555555777

Month	Gross Pay	Excludable	In Excess	Tax Amount
Jan				
Feb				
Mar	3,291.48	523.21		451.68
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
<b>TOTAL:</b>	<b>3,291.48</b>	<b>523.21</b>		<b>451.68</b>

Arrearage:

F15=Tax Area Index F16=Corp. Tax Id's Roll=Next/Prev Record F24=More

The value in the History Type field defines the type of year-end form the system generates. The following table includes the types of history the system generates, according to the tax method that you use to set up an employee.

Tax Method	Description	History Type	Year-End Form
blank	Regular	blank	W-2
N/A	Third Party Sick Pay	1	W-2 (separate)
A	Non-Resident Alien	blank	W-2
B	NR Alien FICA/Medicare Exempt	4	W-2 (separate)
C	Contract	C	1099-MISC and 1099-NEC
P	Pension	2	1099-R
4	Medicare Qualified	3	W-2
5	FICA/Medicare Exempt	4	W-2
6	Railroad	blank	W-2
R	Regular - Puerto Rico with Tax Area=72	R	499R-2

The Pay and Taxes by Month screen also includes any arrearage for tax types that are set up to arrear. Arrearage amounts on Federal Tax Types D or P print in Box 12 of the W-2 form as Uncollected FICA or Medicare.

Working with tax history integrity includes the following tasks:

- Identify tax history integrity errors
- Review error codes for the tax history integrity report
- Correct tax history integrity errors

## Identifying Tax History Integrity Errors

You use the Tax History Integrity report to identify errors in the Taxation Summary History table (F06136). You use the information in this table to produce government year-end forms for employees. Keeping this table error-free simplifies your year-end processing tasks.

Running integrity reports in proof mode identifies possible integrity errors without changing any information in the history tables. Run integrity reports in proof mode so that you can research errors before correcting and updating the appropriate tables.

The Taxation History Integrity report identifies three types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Information that appears to be an error, but is not. For example, zero federal tax withheld might be a valid condition for a low-wage earner.

**Note:** Each time that you run the Tax History Integrity report in update mode, it creates a backup table (F06136W2) of the F06136 table from the previous run. Therefore, if you run a report in update mode and receive unexpected results, you can restore your data prior to running the update. The system recreates this table each time that you run the integrity procedure in proof mode. The system also creates a backup of the F06136 table when you delete records such as invalid records that contain negative amounts. JD Edwards World strongly recommends that you call technical support for help restoring the backup table.

## Before You Begin

- Set the processing options for the Taxation History Integrity report to print the report without updating the table.
- On the Corporate Tax IDs screen, remove dashes or spaces from the tax ID for the Federal A tax area.

**Note:** Setting Up Corporate Tax IDs in the *Time Accounting Guide*

- Enter the appropriate tax earnings limitations and rates in the processing options. Without these figures, the system cannot identify certain types of errors.

### Navigation

From **Integrity, Rollover & Repost (G072471)**, choose **Taxation History Report**

## Processing Options

See *Tax History Integrity Report (P067011)*.

## Data Selection

- Enter the last two digits of the current year in the data selection.
- If all companies within your organization have the same paymaster, do not include the home company in your selection criteria.

## Data Sequence

Do not change the data sequence for this report.

## Sample Tax History Integrity Report

067811 J. D. Edwards & Company Page 3  
Tax History Integrity Report - Date - 08/25/05

Year . . . . . 05  
Company . . . . . 801 A Model Accounting Company  
History Type . . . . .

Error Code . . . 0101 Record contains Zero(0) 2

Empl. No.	SSN	Employee Name	Tax Area	TT	Tax ID	Co.	Yr	Variance	Amount
6010	475-65-4986	Eason, Walter	FEDERAL	A	840782700	001	05		
6010	475-65-4986	Eason, Walter	FEDERAL	C	840782700	001	05		
6010	475-65-4986	Eason, Walter	FEDERAL	D	840782700	001	05		
6010	475-65-4986	Eason, Walter	FEDERAL	E	840782700	001	05		
6010	475-65-4986	Eason, Walter	FEDERAL	F	840782700	001	05		
6010	475-65-4986	Eason, Walter	FEDERAL	Q	840782700	001	05		
6010	475-65-4986	Eason, Walter	04	C	840782700	001	05		
6010	475-65-4986	Eason, Walter	04	F	04123456	001	05		
6010	475-65-4986	Eason, Walter	06	H	0012345678	001	05		
500001	234-56-5489	Taylor, Charlotte D.	FEDERAL	A	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	FEDERAL	C	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	FEDERAL	D	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	FEDERAL	E	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	FEDERAL	F	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	FEDERAL	Q	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	04	C	840782700	001	05		
500001	234-56-5489	Taylor, Charlotte D.	04	F	04123456	001	05		

## Reviewing Errors on the Tax History Integrity Report

After you run the Tax History Integrity report in proof mode, you must review and research each error that prints on the report. The Payroll system provides an error code list that describes each type of payroll history integrity error. Use this error code list to determine the action, if any, that you must perform to correct each error. You must correct these errors so that your quarterly reports and year-end forms are accurate.

If you run a report in update mode and receive unexpected results, you can use the F06136W2 table to restore your data as it was prior to running the update. This table is a backup of the Taxation Summary History table (F06136) that the system creates every time you run the report in proof mode.

The following table includes the error, error number, a description of the error, and possible solution. The payroll error codes are in UDC table 07/IX.

Error Code	Description
0101 -- Taxable wage less than tax	The amount of taxable wage [Gross - (Excludable + In Excess)] is less than the amount of tax withheld or paid on the same earnings.



Error Code	Description
	<p>Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided check from a prior year.</p> <p>If an error occurs, do one of the following:</p> <ul style="list-style-type: none"> <li>• Leave the error.</li> <li>• Repost the Tax Ledger table (F06166).</li> <li>• Manually adjust the F06136 table using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</li> </ul>
0102 -- Sign mismatch on gross/tax	<p>A mismatch exists between the taxable wages and tax. Either the taxable wages are positive and the tax is negative, or the taxable wages are negative and the tax is positive.</p> <p>Determine why a sign mismatch exists between the two numbers and decide which amount is correct. For example, someone might have entered the tax as a negative number.</p> <p>If an error exists, do one of the following:</p> <ul style="list-style-type: none"> <li>• Leave the mismatch.</li> <li>• Repost the F06166 table.</li> <li>• Manually adjust the F06136 table using the Pay and Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</li> </ul>
0103 -- Sign mismatch on earnings	<p>A mismatch exists between the various wage fields in the F06136 table. One or more of the wage fields is positive and the other is negative.</p> <p>Determine why a sign mismatch exists between the earnings fields and decide which amount is correct. For example, someone might have entered the wage as a negative number.</p> <p>Three options are available, you can:</p> <ul style="list-style-type: none"> <li>• Leave the mismatch.</li> <li>• Repost the F06166 table.</li> <li>• Manually adjust the F06136 table using the Pay and Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</li> </ul>
0104 -- Mismatch on Social Security (OASDI) amount	<p>A difference exists between the Federal/D wage or tax amount, and the Federal/E wage or tax amount. That is, the employee portion differs from the employer portion.</p> <p>Determine why a mismatch exists between the Federal/D record and the Federal/E record, and determine which amount is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Similarly, a pay type, deduction, or benefit might be set up as exempt from one tax type, but not the other.</p> <p>Three options are available, you can:</p> <ul style="list-style-type: none"> <li>• Leave the mismatch.</li> <li>• Repost the F06166 table.</li> <li>• Manually adjust the F06136 table using the Pay and Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</li> </ul>
0105 -- Mismatch on Medicare	<p>A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount. That is, the employee portion differs from the employer portion.</p>

Error Code	Description
	<p>Determine why a mismatch exists between the Federal/P record and the Federal/Q record and determine which amount is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Similarly, a pay type, deduction, or benefit might be set up as exempt from one tax type, but not the other.</p> <p>Three options are available, you can:</p> <ul style="list-style-type: none"> <li>• Leave the mismatch.</li> <li>• Repost the F06166 table.</li> <li>• Manually adjust the F06136 table using the Pay and Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</li> </ul>
0106 -- Mismatch on Tier I	<p>A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount. That is, the employee portion differs from the employer portion.</p> <p>Determine why a mismatch exists between the Federal/R record and the Federal/S record and determine which amount is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Similarly, a pay type, deduction, or benefit might be set up as exempt from one tax type, but not the other.</p> <p>Three options are available, you can:</p> <ul style="list-style-type: none"> <li>• Leave the mismatch.</li> <li>• Repost the F06166 table.</li> <li>• Manually adjust the F06136 table using the Pay and Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</li> </ul>
0107 -- Tax area not on record	<p>No tax area exists on the Taxation History record.</p> <p>Delete this erroneous transaction from the F06136 table. If you include this record when you build the W-2 workfile, the program ends abnormally with an array index error.</p>
0108 -- State wages greater than federal	<p>The total of the wages for State/C Federal Unemployment Insurance (FUI) records is greater than the Federal/C wages.</p> <p>Review the transactions and each State/C record to determine whether these totals should balance to the Federal/C balance. For example, if an employee lives in one state and works in another, the system updates both records with total gross wages. You must manually adjust the discrepancy, using the Pay and Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</p>
0109 -- Invalid tax ID number	<p>The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from two to nine characters in length.</p> <p>Verify that the corporate tax ID is set up using the Corporate Tax IDs program (P069081) on the Taxes &amp; Insurance menu (G0744). Then rerun the Tax History Integrity report in update mode.</p>
0110 -- Employee number is invalid	<p>The employee number does not exist in the Employee Master table (F060116).</p> <p>Add the employee number to the master table. Then run the Tax History Integrity report in update mode.</p>
0111 -- Tax area doesn't exist	<p>The tax area code on the record does not exist in the Tax Area Constant table (F069016).</p> <p>Add the tax area using the Tax Area Information program on the Taxes &amp; Insurance menu (G0744). Then run the Tax History Integrity report in update mode.</p>

Error Code	Description
0112 -- Tax ID doesn't exist	<p>The corporate tax ID on the record does not exist in the Corporate Tax ID Constant table (F069086).</p> <p>Add the corporate tax ID using the Corporate Tax IDs program (P069081) on the Taxes &amp; Insurance menu (G0744). Then run the Tax History Integrity report in update mode.</p>
0113 -- Tax ID doesn't match	<p>The corporate tax ID in the record does not match the corporate tax ID in the F069086 table.</p> <p>Verify that the corporate tax ID is correct using the Corporate Tax IDs program (P069081) on the Taxes &amp; Insurance menu (G0744). You might have made a change to this ID, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the Tax History Integrity report in update mode.</p> <p><b>Note:</b> W-2 forms do not print correctly when the Federal A Corporate Tax ID in the Taxation Summary field contains punctuation or spaces. The Federal A tax area is the tax area that has been set up as the default federal tax area. If this tax area contains punctuation or spaces, you will not be able to print year-end forms for employees.</p>
0114 -- School district code missing	<p>A school district code is not present in the school district taxation history record.</p> <p>At the present time, the Tax History Integrity report does not utilize this error code.</p>
0115 -- Uncollected taxes	<p>Uncollected payroll taxes exist for the tax area and type. This condition, which is most common in an environment in which employees earn tips, could occur if you have set up the system for tax arrearage. The system adjusts the tax to make net pay equal to zero.</p> <p>Determine whether you should be placing taxes in arrears. If so, this error informs you that uncollected taxes exist and that these amounts print on the W-2 if the tax types are FICA or Medicare (Box 12).</p>
0116 Mismatch on Social Security tax	<p>This error displays if either:</p> <ul style="list-style-type: none"> <li>• The Social Security tax that you enter does not match the percent the employee actually had withheld.</li> <li>• The Social Security tax that you enter does not match the percent the employer actually withheld.</li> </ul> <p>You must enter two rates, one for employee and one for employer.</p> <p>Use Processing Option 3 to enter the rates.</p>
0120 -- Social Security Over/Under withheld	<p>The amount of Social Security was overwithheld or underwithheld.</p> <p>To correct the overwithheld or underwithheld tax, enter an interim check for the adjustment amount. The system changes the tax withheld to match the FICA taxable wage. Alternatively, you can report the amount on the employee's W-2, and the employee becomes responsible for recording an overpayment or underpayment on the 1040 tax return.</p>
0121 -- Medicare Over/Under withheld	<p>The amount of Medicare withheld exceeds the annual maximum that the IRS specifies or is underwithheld.</p> <p>To correct the overwithheld or underwithheld tax, enter an interim check for the adjustment amount and the system corrects the tax. Alternatively, you can report the amount on the employee's W-2, and the employee becomes responsible for recording an overpayment or underpayment on the 1040 tax return.</p>

Error Code	Description
0122 -- Tier I overwithheld	<p>The amount of Tier I tax withheld exceeds the annual maximum that the IRS specifies or it does not equal the taxable wage the system multiplies by the tax rate.</p> <p>To correct the overwithheld tax, enter an interim check for the adjustment amount, and the system corrects the tax. Alternatively, you can report the amount on the employee's W-2, and the employee becomes responsible for recording an overpayment on the 1040 tax return.</p>
0123 -- Tier II overwithheld	<p>The amount of Tier II withheld exceeds the annual maximum that the IRS specifies or it does not equal the taxable wage the system multiplies by the tax rate.</p> <p>To correct the overwithheld tax, enter an interim check for the adjustment amount and the system corrects the tax. Alternatively, you can report the amount on the employee's W-2, and the employee becomes responsible for recording an overpayment on the 1040 tax return.</p>
0131 -- Record contains no dollars (\$)	<p>All of the amounts in the Taxation Summary History table are blank (zero dollars).</p> <p>Delete each of these records from the table using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</p>
0140 -- State taxable wage, NO TAX	<p>Taxable wages exist for the employee, but no tax was withheld. This might occur because of reciprocal agreements between states or because the employee claims enough exemptions to cause no tax calculation.</p> <p>In the current software, the system cannot identify which states should or should not have tax amounts. You must determine which records are valid and which are not. If you decide that the transactions are invalid, you must manually delete the records using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</p>
0141 -- Tax in non-taxing state	<p>The state on the report is a non-taxing state, in UDC 07/TA; but the system withheld tax due to an interim check tax override.</p> <p>Remove the tax amount from the non-taxing state record or enter a tax refund through the interim check feature. If you manually adjust the record, you should add the amount you adjust to another state that withholds state income tax.</p>
0150 -- Negative gross wage amount	<p>The gross wage amount contains a negative value.</p> <p>Determine whether a negative balance is acceptable for the tax area and tax type. If it is not acceptable, adjust the balance using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471) or repost the detail transactions to the summary table. In either case, run the Tax History Integrity report to verify that no other errors exist.</p>
0152 -- Negative excludable wage amount	<p>The excludable wage amount contains a negative value.</p> <p>Determine whether a negative balance is acceptable for the tax area and tax type. If not, adjust the balance by using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471) or repost the detail transactions to the summary table. In either case, run the Tax History Integrity report to verify that no other errors exist.</p>
0154 -- Negative paid-in-excess wage amount	<p>The paid-in-excess wage amount contains a negative value.</p> <p>Determine whether a negative balance is acceptable for the tax area and tax type. If it is not, adjust the balance by using the Pay &amp; Taxes by Month screen on the Integrity, Rollover &amp; Repost menu (G072471) or repost the detail transactions to the summary table. In either case, run the Tax History Integrity report to verify that no other errors exist.</p>

Error Code	Description
0156 -- Negative tax paid amount	<p>The tax withheld or paid amount contains a negative value.</p> <p>Determine whether a negative balance is acceptable for the tax area and tax type. If it is not, adjust the balance by using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471) or repost the detail transactions to the summary table. In either case, run the Tax History Integrity report to verify that no other errors exist.</p>
0199 -- History record deleted	<p>This error indicates that the program deleted the taxation history record from the table.</p> <p>Determine whether the record should have been deleted. If it should not have been deleted, restore the backup of the taxation history table. JD Edwards World strongly recommends that you contact technical support for assistance with restoring the backup.</p>
0250 -- No federal tax taken	<p>Federal taxable wages exist for the employee, but no tax was withheld. This might occur because the employee claims enough exemptions to cause calculations without tax.</p> <p>If you determine that the federal transactions are invalid, you must manually change the records using the Pay &amp; Taxes by Month program on the Integrity, Rollover &amp; Repost menu (G072471).</p>
0251 -- Work state, county, city mismatch tax area	<p>The tax area on the Taxation Summary record does not match the work state, work county, or work city fields on the same record.</p> <p>Determine whether the tax area in the Taxation Summary History record matches the tax area in the F069016 table. If the tax area is correct, run this report again in update mode to correct the work state, work county, or work city fields.</p>
0252 -- Invalid statutory code	<p>The statutory code on the Taxation Summary record does not match the statutory code in the F069016 table.</p> <p>Verify that the statutory code is correct using the Tax Area Information program on the Taxes &amp; Insurance menu (G0744). If not, correct it and then run the Tax History Integrity report in update mode.</p>
0253 -- Invalid century field	<p>The Century field in the Taxation Summary record is blank.</p> <p>Run the Tax History Integrity report in update mode to correct the Century field in the Taxation Summary record.</p>
999 -- Invalid	<p>The error code is not set up in user defined code table 07/IX.</p>

## Correcting Tax History Integrity Errors

After you run the Tax History Integrity Report (R067011) in proof mode, review and research the errors, you must correct these errors so that your quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as an invalid statutory code. To correct other errors, such as an incorrect tax ID, you must manually revise your payroll data before you run the report in update mode. Some entries that appear on the report might not be errors for your data. For example, taxation error 0250 - No Federal Tax Taken might appear for a low-wage earner for whom no federal tax should be withheld.

After you run the Tax History Integrity Report in update mode, you should run it again to produce an error-free report. When the system finds no errors, it generates only the cover page.

**Note:** If the Tax History Integrity Report does not generate errors, the review screen does not allow you to review information. You use this screen only to review and revise errors that the report generates.

Correcting tax history integrity errors includes the following tasks:

- Correcting tax history integrity errors manually
- Correcting tax history integrity errors automatically

### To correct tax history integrity errors manually

After you run the Tax History Integrity Report (R067011) in proof mode and review the errors, you must correct these errors so that your quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise your payroll data before you run the report in update mode.

Use the tax history integrity error code list to help you determine the actions that you must perform to correct each payroll history error that displays on the Tax History Integrity Report. You might need to revise history records manually, tax area information, or corporate tax IDs before running another integrity report in update mode. For example, you might need to make the following corrections:

- Delete a record that contains zero dollars.
- Change a tax ID number.

Correcting tax history ensures that the correct information displays on your quarterly tax reports and year-end forms.

**CAUTION:** This program must have the highest level of system security. Be aware of the following when you revise payroll history manually: The system does not update the General Accounting system. You must manually enter the appropriate journal entries. The system does not create an audit trail of the changes that you enter when you revise payroll history manually. The summary totals do not equal the detail totals.

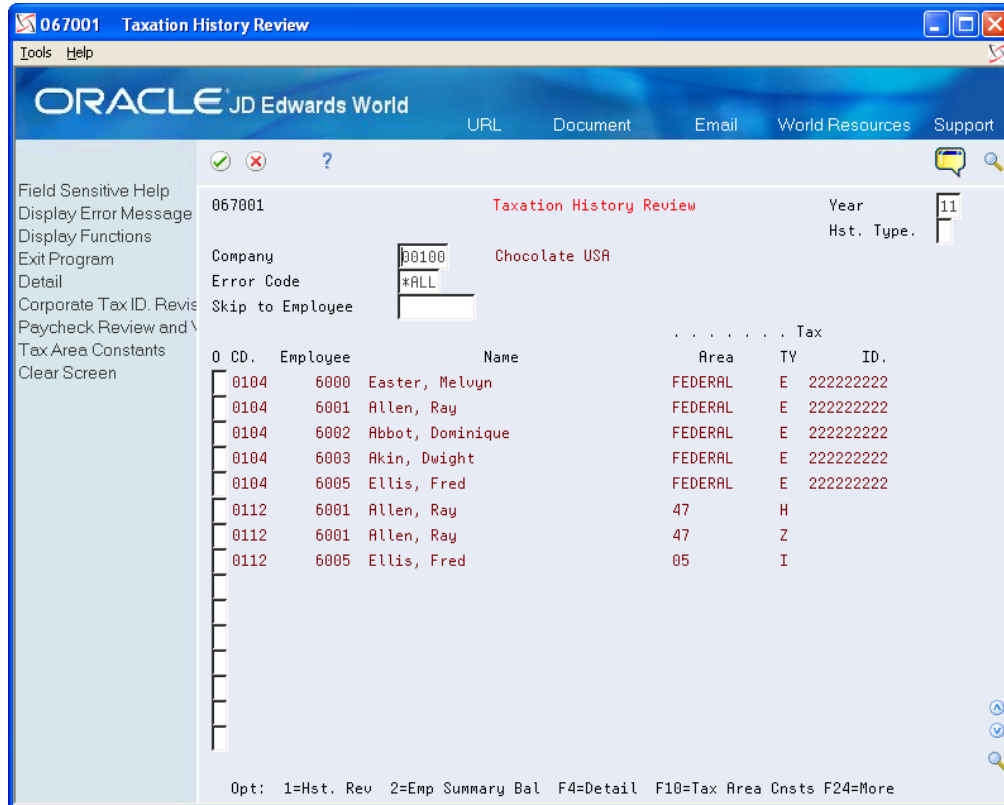
### Note:

- Journal Entries in the *U.S. Payroll I Guide*
- Setting Up Corporate Tax IDs in the *Time Accounting Guide*
- Setting Up Tax Area Information in the *Time Accounting Guide*
- Voiding Payments in the *U.S. Payroll Guide*
- Reviewing Tax History in the *U.S. Payroll I Guide*

### Navigation

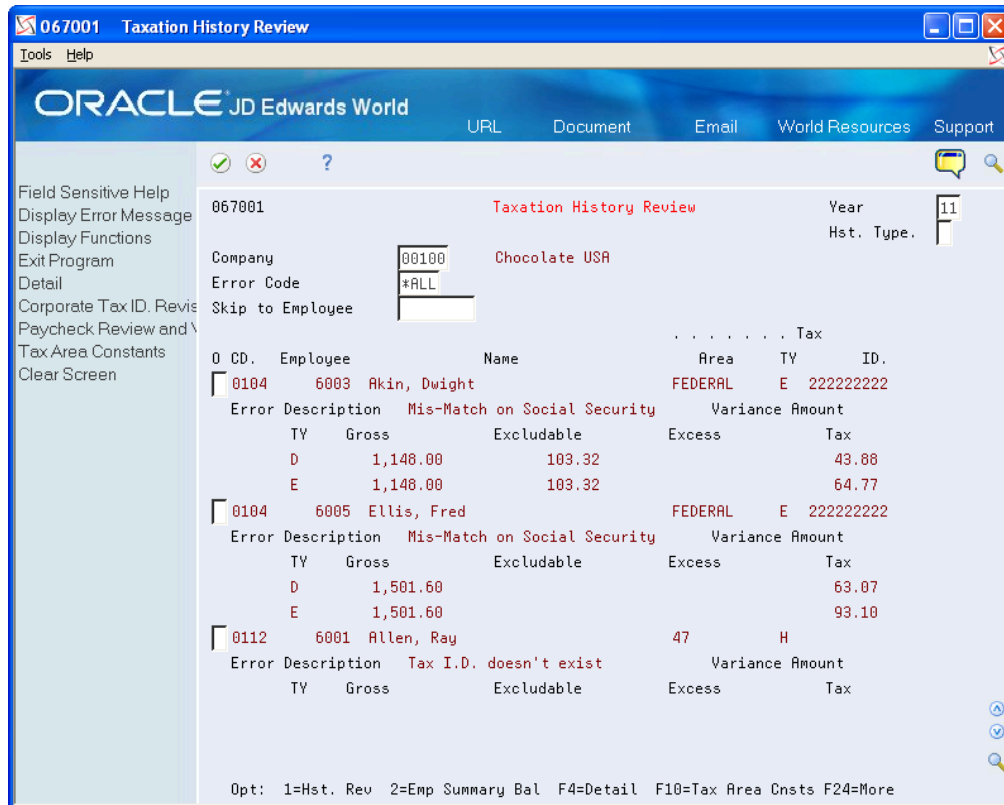
**From Integrity, Rollover & Repost (G072471), choose Taxation History Review**

1. On Taxation History Review, complete the following fields:
  - o Year
  - o Company



2. To limit your search, complete the following field:
  - o Error Code

3. Choose Detail (F4) to review the error code in the employee record.



4. Perform any of the following:

- o To enter or correct a corporate tax ID number, choose Corporate Tax ID Revisions (F8).
- o To void a paycheck, choose Paycheck Review and Void (F9).
- o To enter or correct a tax area, choose Tax Area Constants (F10).
- o To review or revise an employee's taxation history, enter 1 in the Option field to access Tax History Revisions.

5. On Tax History Revisions, enter any necessary corrections.

**To correct taxation history integrity errors automatically**

After reviewing the Taxation History Integrity report and making manual corrections, run the report in update mode to update the Taxation Summary History table (F06136) with the corrections. When you run the report in update mode, the system corrects some errors automatically and updates all history records with the correct information.

You can correct the following errors automatically by running the Taxation History Integrity report in update mode:

- 0109 -Invalid Tax ID number
- 0112 -Tax ID doesn't exist
- 0113 -Tax ID doesn't match
- 0251 -Work State, County, City mismatch tax area
- 0252 -Invalid Statutory Code
- 0253 -Invalid Century Field

Error codes 0251, 0252, and 0253 are for fields in the table only. They are not visible from any review screens.



For example, if you have applied for a tax ID in a state in which your organization's employees are working for the first time, you can set up your corporate tax ID as "applied for" on the Corporate Tax IDs screen until you receive the tax ID. When you generate payroll using the "applied for" tax ID, the system generates employee history records using the "applied for" code. When you receive a tax ID from the tax authority, you can replace the "applied for" tax ID with the new corporate tax ID number on the Corporate Tax IDs screen. When you run the report in update mode, the system updates all history records that contain the "applied for" code with the new tax ID.

## Before You Begin

- Enter Y in the Select Report Processing Mode processing option for the Tax History Integrity report to print the report and update the table.

### Navigation

**From Integrity, Rollover & Repost (G072471), choose Taxation History Report**

## Working with PDBA History Integrity

To ensure that the correct information prints on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Payroll Month PDBA Summary History table (FO6146).

To identify PDBA history integrity errors, you first run the PDBA History Integrity report in proof mode so that you can review errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode automatically corrects some errors.

Use the tax history integrity error code list to help determine the action that you must perform to correct integrity errors.

To correct PDBA history integrity errors, run the PDBA History Integrity report in update mode or use history revision screens to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the FO6146 table and prints a report listing the errors that the system could not correct. Review all errors, correct them, and run the integrity report until it does not produce any errors.

You should run integrity reports monthly, quarterly, and before you begin year-end processing.

To complete these tasks, you must run the integrity report a minimum of three times to:

- Identify errors
- Correct the errors
- Verify that you correct the errors

Working with PDBA history integrity includes the following tasks:

- Identify PDBA history integrity errors
- Review error codes for the PDBA history integrity report
- Correct PDBA history integrity errors

## Before You Begin

- Create a backup table of the Employee Transaction History Summary table (F06146). The Payroll Month PDBA Integrity report does not automatically create a backup of the information in this table when you run the report in update mode.
- Enter N in the Select Report Processing Mode processing option for the Payroll Month PDBA Integrity report to print the report without updating the table.

## Identifying PDBA History Integrity Errors

To ensure that the correct information prints on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Payroll Month PDBA Summary History table (F06146).

### Navigation

**From Integrity, Rollover & Repost (G072471), choose Payroll Month PDBA Report**

## Processing Options

See *PDBA Integrity Report (P067021)*.

## Data Selection

Enter the last two digits of the current year in the data selection.

## Data Sequence

Do not change the data sequence of the report.

# Sample PDBA History Integrity Report

047021 J. D. Edwards & Company Page 1  
 F0161 File Integrity Report Date 10/23/05

Year 05  
 Company 001 A Model Accounting Company  
 History Type  
 Error Code 0102 Pay Type doesn't exist

Address Number	SSN	Employee Name	Pay Type	Pay Yr	Tax Ident	Co	T	G	H	Pay	Amount Due
-----											
2004	523-78-5322	Walters, Annette		1010	05	840782700	001	D	-	-	
2129	143-29-8761	Jackson, John		1010	05	840782700	001	D	-	-	
4000	058-43-2559	Easter, Melvyn		1007	05	840782700	001	B	-	-	
4000	058-43-2559	Easter, Melvyn		1010	05	840782700	001	D	-	-	
4010	475-45-4988	Exxon, Walter		1010	05	840782700	001	D	-	-	

047021 J. D. Edwards & Company Page 2  
 F0161 File Integrity Report Date 10/23/05

Year 05  
 Company 001 A Model Accounting Company  
 History Type  
 Error Code 0104 Tax I.D. doesn't match

Address Number	SSN	Employee Name	Pay Type	Pay Yr	Tax Ident	Co	T	G	H	Pay	Amount Due
-----											
2004	523-78-5322	Walters, Annette		1	05	840782700	001	F	+	+	
2004	523-78-5322	Walters, Annette		300	05	840782700	001	F	+	+	
2004	523-78-5322	Walters, Annette		801	05	840782700	001	F	+	+	
2004	523-78-5322	Walters, Annette		805	05	840782700	001	F	+	+	
2004	523-78-5322	Walters, Annette		1005	05	840782700	001	B	-	-	
2004	523-78-5322	Walters, Annette		1008	05	840782700	001	B	-	-	
2004	523-78-5322	Walters, Annette		1010	05	840782700	001	D	-	-	
2004	523-78-5322	Walters, Annette		1011	05	840782700	001	B	-	-	
2004	523-78-5322	Walters, Annette		1016	05	840782700	001	D	-	-	
2004	523-78-5322	Walters, Annette		3000	05	840782700	001	B	-	-	
2004	523-78-5322	Walters, Annette		4002	05	840782700	001	D	-	-	
2004	523-78-5322	Walters, Annette		7000	05	840782700	001	D	-	-	
2004	523-78-5322	Walters, Annette		7001	05	840782700	001	B	-	-	
2004	523-78-5322	Walters, Annette		8004	05	840782700	001	A	-	-	
2004	523-78-5322	Walters, Annette		8023	05	840782700	001	B	-	-	
2004	523-78-5322	Walters, Annette		8024	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		1	05	840782700	001	F	+	+	
2129	143-29-8761	Jackson, John		805	05	840782700	001	F	+	+	
2129	143-29-8761	Jackson, John		1005	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		1008	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		1010	05	840782700	001	D	-	-	
2129	143-29-8761	Jackson, John		1011	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		1016	05	840782700	001	D	-	-	
2129	143-29-8761	Jackson, John		3000	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		4004	05	840782700	001	D	-	-	
2129	143-29-8761	Jackson, John		7000	05	840782700	001	D	-	-	
2129	143-29-8761	Jackson, John		7001	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		8004	05	840782700	001	A	-	-	
2129	143-29-8761	Jackson, John		8023	05	840782700	001	B	-	-	
2129	143-29-8761	Jackson, John		8024	05	840782700	001	B	-	-	
4000	058-43-2559	Easter, Melvyn		1	05	840782700	001	F	+	+	
4000	058-43-2559	Easter, Melvyn		100	05	840782700	001	F	+	+	
4000	058-43-2559	Easter, Melvyn		300	05	840782700	001	F	+	+	
4000	058-43-2559	Easter, Melvyn		801	05	840782700	001	F	+	+	
4000	058-43-2559	Easter, Melvyn		805	05	840782700	001	F	+	+	
4000	058-43-2559	Easter, Melvyn		1000	05	840782700	001	D	-	-	
4000	058-43-2559	Easter, Melvyn		1007	05	840782700	001	B	-	-	
4000	058-43-2559	Easter, Melvyn		1010	05	840782700	001	D	-	-	
4000	058-43-2559	Easter, Melvyn		1016	05	840782700	001	D	-	-	
4000	058-43-2559	Easter, Melvyn		1017	05	840782700	001	D	-	-	
4000	058-43-2559	Easter, Melvyn		3000	05	840782700	001	B	-	-	
4000	058-43-2559	Easter, Melvyn		4001	05	840782700	001	D	-	-	

## Reviewing Error Codes for the PDBA History Integrity Report

After you run the PDBA History Integrity report in proof mode, you must research each error that prints on the report. The following error code list from the Payroll system describes the types of PDBA history integrity errors and the actions you must perform to correct the errors so that your quarterly reports and year-end forms will be accurate.

The following table includes the error, error number, a description of the error, and possible solution. These error codes are in UDC 07/IT.

Error	Description
0101 -- Employee number is invalid	<p>The employee number does not exist in the Employee Master table (F060116).</p> <p>Add the employee number to the master table, and then run the PDBA History Integrity report in update mode.</p>
0102 -- Pay, deduction, or benefit type doesn't exist	<p>The Pay type, Deduction, Benefit, or Accrual number does not exist in the Transaction Parameters table (F069116).</p> <p>Add the pay type, deduction, benefit, or accrual number using the DBA Setup program or the Pay Type Setup program on the Pay/Deductions/Benefits Setup menu (G0742). Run the PDBA History Integrity report in update mode.</p>
0103 -- Tax ID doesn't exist	<p>This is a common error in which the corporate tax ID in the record does not exist in the Corporate Tax ID Constant table (F069086).</p> <p>Add the corporate tax ID using the Corporate Tax IDs program on the Taxes &amp; Insurance menu (G0744). Run the PDBA History Integrity report in update mode.</p> <p>Running the report in update mode corrects this error by automatically correcting the tax ID for a number of forms.</p>
0104 -- Tax ID doesn't match	<p>The corporate tax ID in the record does not match the corporate tax ID in the F069086 table.</p> <p>Verify that the tax ID is correct using the Corporate Tax IDs program on the Taxes &amp; Insurance menu (G0744). If the tax ID is not correct, correct it and run the PDBA History Integrity report in update mode.</p> <p><b>Note:</b> W-2 forms do not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces. Running the report in update mode corrects this error by automatically correcting the tax ID for a number of forms.</p>
0105 -- Amount due invalid	<p>There is an amount due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction.</p> <p>Change either the Amount Due field to allow amounts due or manually adjust the amount due to zero using the DBA Additional Information screen.</p>
0106 -- Number Periods invalid	<p>A value exists in the Number of Periods field on the DBA, but the record for the DBA states that using the Number of Periods field is not allowed.</p> <p>Change either the value in the Number of Periods field to allow periods or manually adjust the periods to zero using the DBA Additional Information screen.</p>

## Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct the errors so that your quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise your payroll data before you run the report in update mode.

After you run an integrity report in update mode, you should run it again in proof mode to produce an error-free report. When the system finds no errors, it generates only the cover page.

If the PDBA History Integrity report does not generate errors, the review screen does not allow you to review information. You use this screen only to review and revise errors that the report generates.

### To correct PDBA history integrity errors manually

After you run the PDBA History Integrity report, you might need to enter some manual corrections before you run the report again. Use the PDBA history error code list to help you determine the actions that you must perform to correct each payroll history error that prints on the report. You might need to correct the history manually before running another integrity report in update mode. Correcting the history ensures that the correct totals print on your quarterly tax reports and year-end forms. For example, you might need to modify the gross pay amount for one month for a particular pay type.

You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the Payroll Month PDBAs Review program. This program updates the Payroll Month PDBA Summary History table (F06146).

**CAUTION:** This program should have the highest possible level of system security. Be aware that when you revise payroll history manually: The system does not update the General Accounting system. You must manually enter the appropriate journal entries. The system does not create an audit trail of the changes that you enter when you revise payroll history manually. The summary totals do not equal the detail totals.

### Note:

- Entering Journal Entries in the *General Accounting Guide*
- Setting Up Corporate Tax IDs in the *Time Accounting Guide*

### Navigation

#### From Integrity, Rollover & Repost (G072471), choose Payroll Month PDBAs Review

1. On Payroll Month PDBAs Review, complete the following fields:
  - Year
  - Company

067002 Payroll Month PDBAs Revi

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

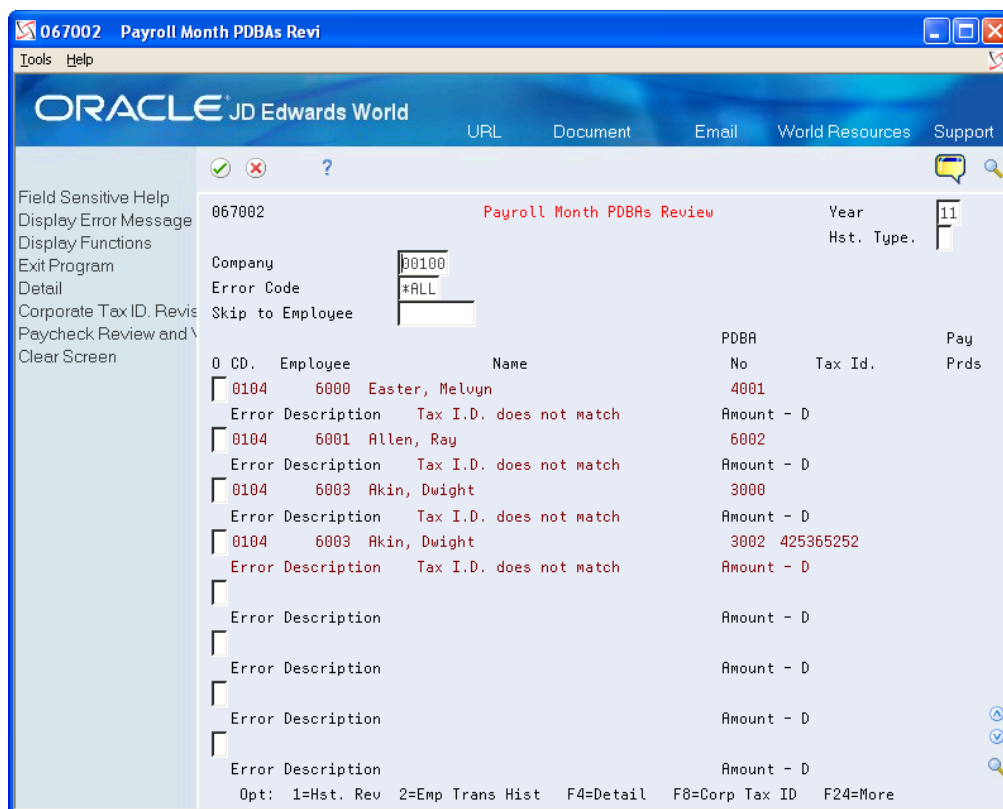
067002 Payroll Month PDBAs Review Year 11  
Hst. Type.

Company 00100  
Error Code \*ALL  
Skip to Employee

CD	Employee	Name	PDBA No	Tax Id.	Pay Prds
0104	6000	Easter, Melvyn	4001		
0104	6001	Allen, Ray	6002		
0104	6003	Akin, Dwight	3000		
0104	6003	Akin, Dwight	3002	425365252	

Opt: 1=Hst. Rev 2=Emp Trans Hist F4=Detail F8=Corp Tax ID F24=More

2. To limit your search, complete the following field:
  - o Error Code



3. Access the detail area to review the error code in the employee record.
4. Perform one of the following:
  - o To enter or correct a corporate tax ID number, choose Corporate Tax ID Revisions (F8).
  - o To void a paycheck, choose Paycheck Review and Void (F9).
  - o To review or revise an employee's tax history, enter 1 in the Option field to access Transaction History Revisions.
5. On Transaction History Revisions, enter any necessary corrections.

**To correct PDBA history integrity errors automatically**

The system automatically corrects errors either when you run an integrity report in update mode or when you run the integrity report in update mode after entering an appropriate correction. Consult the PDBA history error code list for the actions you need to perform to correct errors before running the integrity report in update mode.

Correcting PDBA errors automatically differs from correcting errors manually. When the system automatically corrects PDBA errors, it locates all of the records that need changes and makes the necessary corrections at one time. When making the same corrections manually, you must change each record individually.

For example, suppose that you have applied for a tax ID from a state in which your organization's employees are working for the first time. Until you receive the tax ID, you set up your corporate tax ID as "applied for" on the Corporate Tax ID screen. When you generate payroll using the "applied for" tax ID, the system generates employee history records using the "applied for" code. When you receive a corporate tax ID from the tax authority, you can replace the "applied

for" tax ID with the new corporate tax ID number on the Corporate Tax IDs screen. When you run the PDBA History Integrity report in update mode, the system updates all history records with the new tax ID.

After reviewing the PDBA History Integrity report and making any corrections, you run the report in update mode to update the Payroll Month PDBA Summary History table (F06146) with the correct information.

After you make the necessary corrections for each error, you can correct the following errors by running the PDBA History Integrity report in update mode:

- 0103 - Tax ID does not exist
- 0104 - Tax ID does not match

## Before You Begin

- Enter Y in the Select Report Processing Mode processing option for the Payroll Month PDBA Integrity report to generate the report and update the table.

### Navigation

**From Integrity, Rollover & Repost (G072471), choose Payroll Month PDBAs Report**



# 3 Rollovers

## Entering Rollover Information for DBAs

For most types of DBAs, such as retirement plan benefits and medical plan deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

For some DBAs, such as those that track vacation and sick time, employees can earn or hold balances that the system must calculate before it can roll over the balance from one year to the next. When you set up these DBAs, you must enter rollover information so that the system can calculate the balance to roll over.

The system rolls over DBAs that have any of the following:

- Remaining balances
- Remaining periods
- An inception-to-date limit
- An annual carryover limit
- Deduction amounts due
- Arrearages

You also enter rollover information to specify the table in which the system stores history for the DBA, either in the Fiscal and Anniversary Year History table (FO6147) or the Payroll Month PDBA Summary History table (FO6146).

You can set up vacation and sick DBAs in either of the following ways:

- When an employee accrues time that becomes available at a later date, you set up two DBAs. The first DBA accrues the time. The second DBA tracks the amount of that accrued time which is available to the employee.
- When an employee can take time as they earn it, you set up a single DBA to track accrued, or available, time.

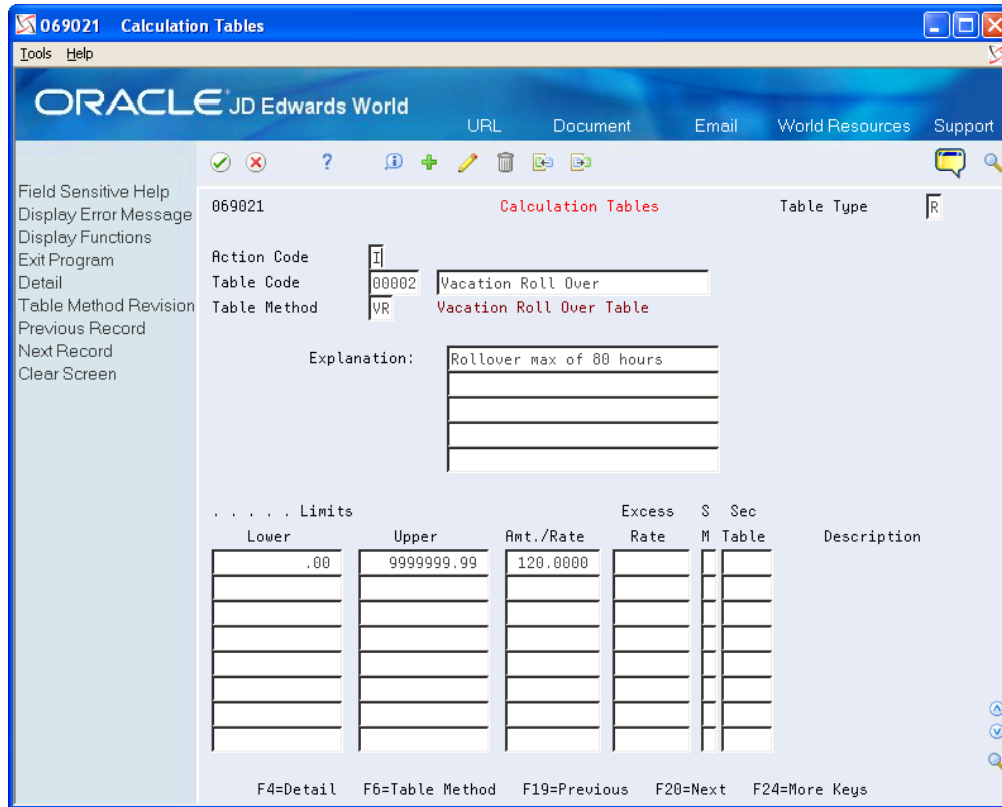
Either of these scenarios might also involve a limit to the number of hours that an employee can carry forward into the following year.

### Example: Limit on Vacation or Sick-Leave Rollover

Your organization's vacation or sick-leave policy might state that employees cannot carry forward more than 80 hours from one year to the next.

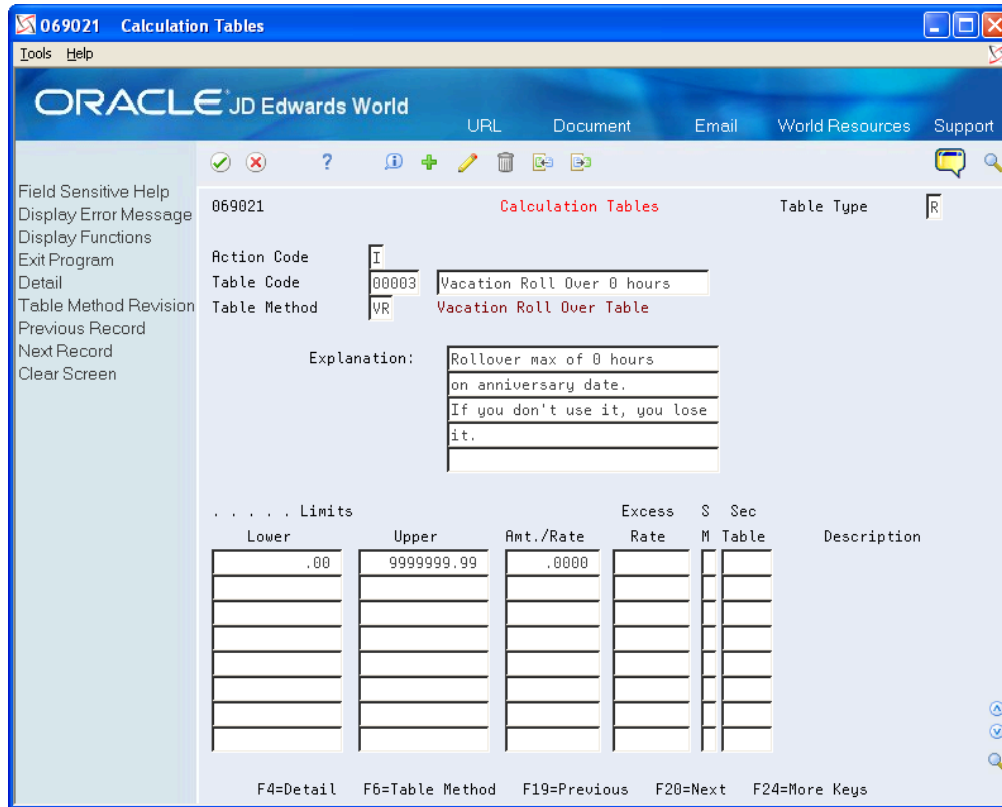
To administer this policy, you set up a calculation table that allows only 80 hours to roll over into the following year. This table works in conjunction with the DBA that tracks availability.

The available amount might include a beginning balance from a prior year as shown in the following screen.



The system compares the balance with the limit in the table. Any amount that is over the limit does not roll over into the new year.

Alternatively, your organization's vacation or sick-leave policy might state that employees cannot carry hours forward from one year to the next. To administer this policy, you define zero as the limit in the rollover calculation table, as shown in the following screen.



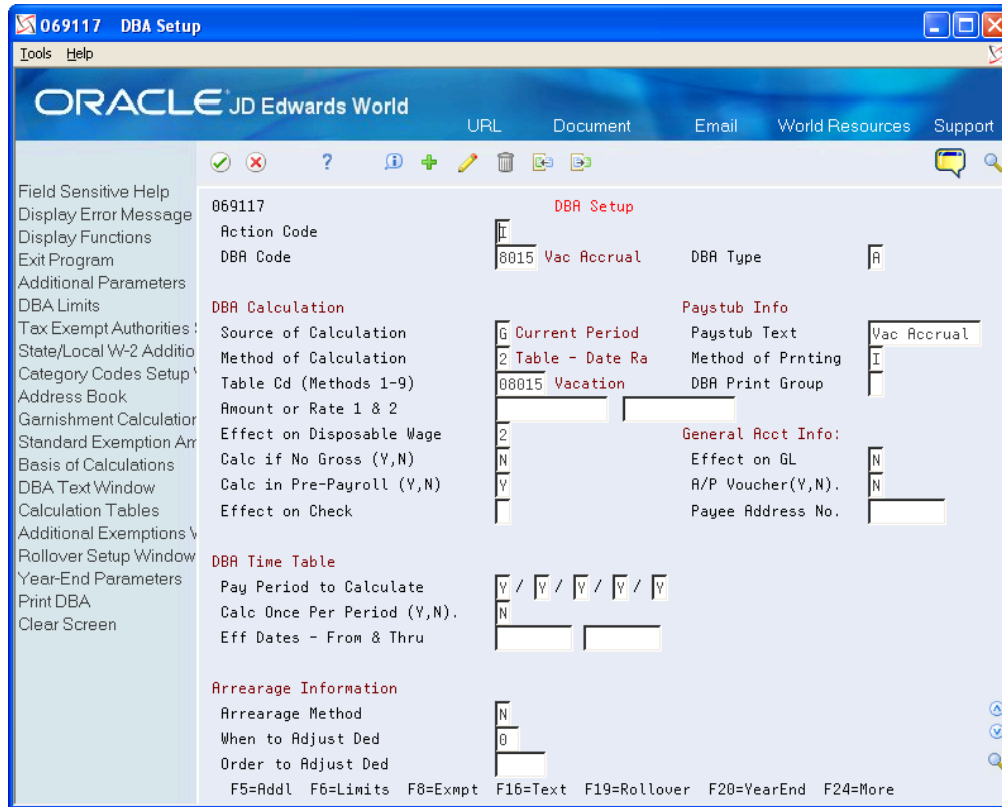
## Example: Vacation Rollover for Time Not Immediately Available

Your organization's vacation policy might state the following:

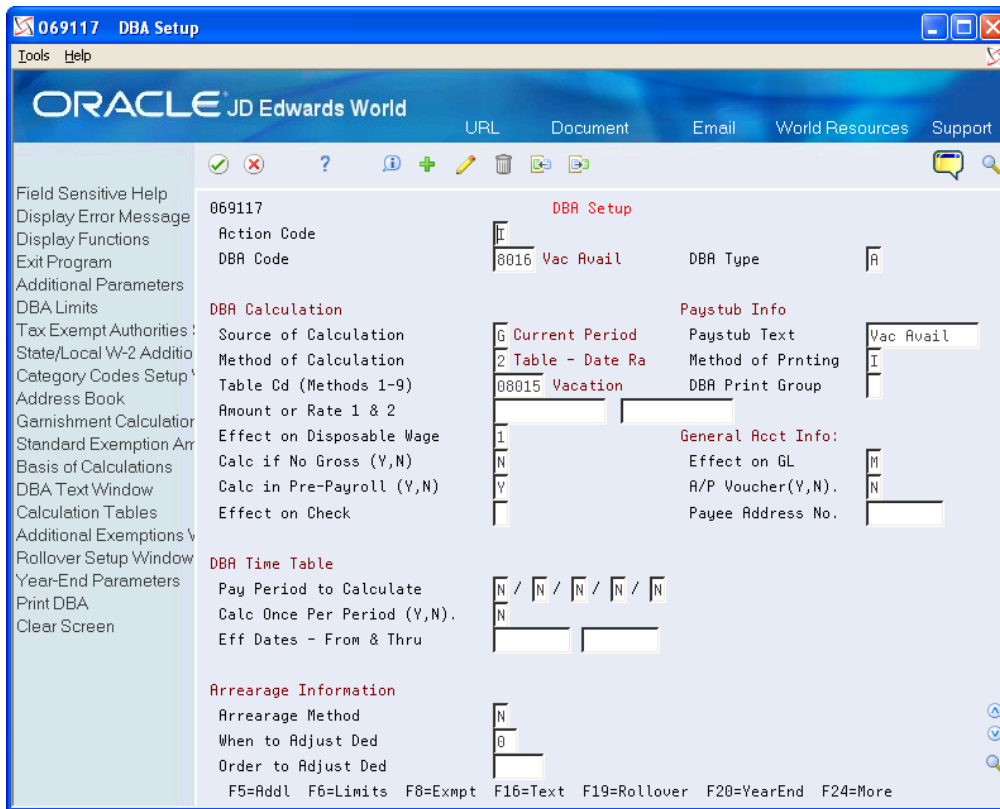
- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.
- Employees can take vacation time in the calendar year following the year in which they earn the time.

To administer this vacation policy, you set up the following:

- A pay type (such as 815, Vacation Pay) that tracks the vacation time that an employee takes.
- An accrual (such as 8015, Vacation) that tracks the vacation time that an employee earns. The accrued time rolls over to a second DBA that tracks the available vacation time. Accrued time is not available until it rolls over. The following screen illustrates the set up for this type of accrual:

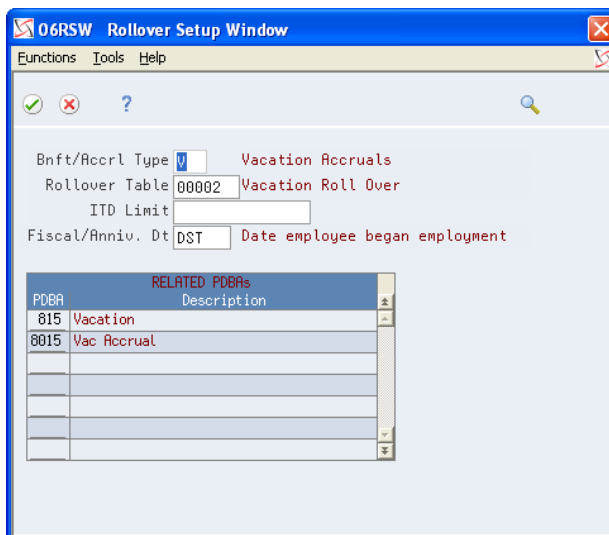


- An accrual (such as 8016, Vacation Available) that tracks the vacation time that is available to the employee. The accrual rollover table that you associate with the second DBA establishes the limit on the amount of vacation time that can roll over into the following year. The following screen illustrates the set up for this type of accrual:



When you set up accrual 8016, Vacation Available, you enter the following rollover information:

- In the Bnft/Accr1 Type field, enter V (Vacation Pay).
- In the Rollover Table field, enter the table code of the table that you created so that the mandated amount rolls over.
- In the Related PDBA field, enter the number of the pay type that you use for vacation pay.
- In the Related PDBA field, enter the DBA number of the accrual that represents accrued but not yet available hours.



When you run the rollover program, the system calculates the balance to roll over by adding the accumulated and available balances, and then subtracting the vacation time taken.

You do not enter any information on the Rollover Setup Window for accrual 8015.

**Note:** You can create as many pay types and accruals as you need. For example, you can have many accrual DBAs that roll over to a single available DBA. You can also have many pay types that relate to a single available DBA. However, you cannot relate a pay type to multiple DBAs that are based on different rollover years. For example, your organization might use the following vacation accruals: One accrual for office workers, which rolls over balances at the end of the standard year. One accrual for factory workers, which rolls over balances on employees' hire dates. To record employees' vacation time taken, you must use separate pay types for each of these accruals.

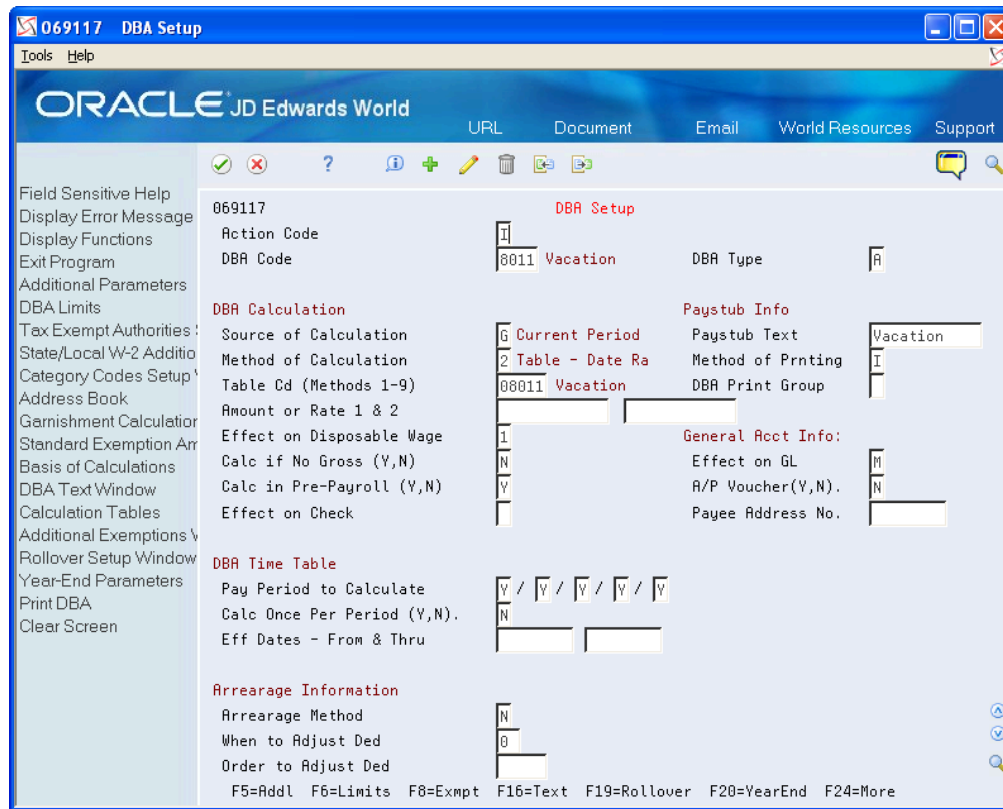
## Example: Vacation Rollover for Time Immediately Available

Your organization's vacation policy might state the following:

- Employees can take vacation time as they earn the time.
- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.
- Employees cannot accumulate more than 80 vacation hours from the start to the end of the DBA (the calendar or fiscal year) unless the employee takes the time during the term of the DBA.

To administer this vacation policy, you set up the following:

- A pay type (such as 811, Vacation Pay) that tracks the vacation time that an employee takes
- An accrual (such as 8011, Vacation) that tracks the vacation time that an employee earns. The following screen illustrates this accrual.



When you set up accrual 8011, you set up the following information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).
- In the Rollover Table field, enter the table code of the table that you created so that the mandated amount rolls over.
- In the Related PDBA field, enter the number of the pay type that you use for vacation pay (811).
- In the Related PDBA field, enter pay type 811 as the pay type that the system uses to calculate the balance for accrual 8011.

When you run the rollover program, the system calculates the balance to roll over by subtracting the vacation time taken from the vacation time earned.

## Before You Begin

- Set up the pay types to calculate the balance for the DBA that requires rollover information.

### To enter rollover information for DBAs

#### Navigation

#### From Pay/Deductions/Benefits (G0742), choose DBA Setup

1. On DBA Setup, complete the steps for setting up an accrual.
2. Choose Rollover Setup Window (F19).
3. On Rollover Setup Window, choose Rollover Table from the Functions menu to define carryover limits.
4. On Calculation Tables, enter R in the following field:

- o Table Type
- 5. Enter VR in the following field:
  - o Table Method
- 6. In the following fields, enter the number of months of service from the original hire date:
  - o Lower Limit
  - o Upper Limit
- 7. Complete the following fields and Click Add:
  - o Table Code
  - o Amount/Rate
- 8. Access the Rollover Setup Window.
- 9. On Rollover Setup Window, complete the following fields:
  - o Benefit/Accrual Type
  - o Rollover Table
  - o PDBA

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are:  D – The system uses the table to calculate DBAs.  R – The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Method	A user defined code (00/UM) that specifies any unit of measure that is appropriate for an employee's time and pay.
Table Code	A numeric code that identifies this table in the Generic Table Constants table (F069026).
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table.  For example, if you create a calculation table for vacation rollovers and enter 80 in this field, any amount that exceeds 80 does not roll over to the following year. An employee might have 92 hours of available vacation at the end of the year, but the employee loses 12 hours of vacation and begins the new year with 80 hours of vacation.
Bnft/Accrl Type	A user defined code (07/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other. The system uses this code to print sick and vacation accrual balances on the payment stub.
Rollover Table	The identification number of the rollover table that the system uses to limit the amount rolled over for an accrual.  For example, you can base the limit on an employee's months of service. You can set up the table so that an employee with 0 through 12 months can roll over up to 40 hours at year end and an employee with 13 through 999 months can roll over up to 80 hours.



Field	Explanation
PDBA	<p>The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.</p> <p><i>Screen-specific information</i></p> <p>For rollover setup, this is the number and description of the PDBA that the system uses to calculate a remaining balance, for example, a pay type that deducts from the current balance. The remaining balance becomes the beginning balance for the new year.</p>

## Processing Rollovers

You use the year-end rollover program to process DBAs that roll over balances at the end of the standard year. You should process year-end rollovers after you process the last payroll cycles of the year. The rollover program uses the previous year's DBA balances to create beginning balances for the new year.

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

Processing Rollovers includes the following tasks:

- Processing year-end rollovers
- Reviewing year-end rollover reports

## Processing Year-End Rollovers

Use the year-end rollover programs to process DBAs that roll over balances at the end of the standard year. You should run versions of these programs after you process the last payroll cycle of the year. These programs use the previous year's DBA balances to create beginning balances for the new year.

You need to run the following rollover versions before you run the first payroll of the new year:

- Year-End Payroll Month Rollover
- Year-End Calendar Month Rollover

You run the Year-End Payroll Month Rollover version after the last check date of the current year and before the first check date of the new year. You do not need to consider work dates within a payroll cycle when deciding when to run this rollover version because the program bases it solely on check date.

You run the Year-End Calendar Month Rollover version after the last payroll with work dates in the current year. You do not need to consider check dates of a payroll cycle when deciding when to run this rollover version because the program bases it solely on work dates.

The following table illustrates when you should run the rollover versions:

Pay Period Ending Date	Check Date	Run Calendar Month Rollover	Run Payroll Month Rollover
12/31/23	12/31/23	After this payroll	After this payroll
12/31/23	01/05/24	After this payroll	Before this payroll
01/05/24 with work dates in 2023 and 2024	01/05/24	After this payroll	Before this payroll
01/10/24 with no work dates in 2023	01/10/24	Before this payroll	Before this payroll

The Payroll system maintains balances for the standard year for all PDBAs in two tables. The system stores calendar month information by work date in the Calendar Month DBA Summary History table (F06145). The system stores payroll month information by check date in the Payroll Month PDBA Summary History table (F06146).

The Payroll system maintains balances for the standard year for all PDBAs in the following tables:

Version	Table	Based on
Calendar Month Rollover	F06145	Work dates
Payroll Month Rollover	F06146	Check dates

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

First, set the Print the Report without Update processing option to run the rollover versions in proof mode. When you run the rollover versions in proof mode, the system prints a report that identifies possible errors but does not change any information in the history table. Review the reports for errors. After you correct any errors, rerun the rollover versions in update mode.

If an employee worked in more than one company last year, the payroll history rollover combines like PDBAs from the individual companies and carries over the total to the employee's current home company. The report also prints a separate line showing the detail for each company. If you do not want to combine the employee's accruals, create a unique payroll-month history version for each company.

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

If different groups of employees have unique rollover rules for the same DBA, you must create a separate payroll-month history version for each group. Set up each version so that it selects only the employees in that group.

## Before You Begin

- Set up the rollover information for DBAs.

**Note:** *Entering Rollover Information for DBAs* in the *United States 1099 Year-End Processing Guide*.

- Create backups of the Payroll Month PDBA Summary History (F06146) and Calendar Month DBA Summary History (F06145) tables. The system does not automatically create backups when you run the year-end rollover versions.

### Navigation

From Integrity, Rollover & Repost (G072471), choose Year End Rollover

## Processing Options

See *Calendar Month Rollover (P063913)*.

## Reviewing Year-End Rollover Reports

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

When your rollover reports contain the correct balances, process the year-end rollovers in update mode. Review the rollover report to verify that the correct rollover information is in 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.

### Example: Year-End Payroll Month Rollover Report

06390		J. D. Edwards & Company Year End Payroll Month Rollover (Submitted from Menu)					Page No. . . . . 3 Date . . . . . 10/11/05 From Year . . . . . 05	
Employee No	FDRA Description	FROM B Begin Balance	YTD	FDRA	Prior Year Begin Balance	TO Prd	Amount Due	Ant Lost
6010	Eason, Walter							
	1 Regular	H	552.00	1	552.00		552.00	
	1 Regular	S	8,280.00	1	8,280.00		8,280.00	
	100 Overtime 1.5	H	54.00	100	54.00		54.00	
	100 Overtime 1.5	S	1,215.00	100	1,215.00		1,215.00	
	801 Vacation	H	32.00	801	32.00		32.00	
	801 Vacation	S	480.00	801	480.00		480.00	
	805 Holiday Pay	H	16.00	805	16.00		16.00	
	805 Holiday Pay	S	240.00	805	240.00		240.00	
	1000 Health Ins.	H	96.00	1000	96.00		96.00	
	1000 Health Ins.	S	96.00	1000	96.00		96.00	
	1010 Dental Ins.	H	44.00	1010	44.00		44.00	
	1010 Dental Ins.	S	44.00	1010	44.00		44.00	
	2000 Savings %	H	10,215.00	2000	10,215.00		10,215.00	
	2000 Savings %	S	510.76	2000	510.76		510.76	
	5000 Union Dues	H	100.00	5000	100.00		100.00	
	5000 Union Dues	S	100.00	5000	100.00		100.00	
	8001 Vacation	H	40.00	8001	26.68		66.68	
	801 Vacation	H		8001	32.00		32.00-	
			TOTAL FOR:	8001	26.68		34.68	
	8001 Vacation	S	400.00	8001	400.20		1000.20	
	801 Vacation	S		8001	480.00		480.00-	
			TOTAL FOR:	8001	26.68		520.20	
	8004 Sick Avail.	H		8004	24.08		24.08	
	8004 Sick Avail.	S		8004	24.08		24.08	

Example: Year-End Calendar Month Rollover Report

06390		J. D. Edwards & Company Year End Calendar Month Rollover (Submitted from Menu)					Page No. . . . . 7 Date . . . . . 10/11/05 From Year . . . . . 05	
Employee No	FDRA Description	FROM B Begin Balance	YTD	FDRA	Prior Year Begin Balance	TO Prd	Amount Due	Ant Lost
6010	Eason, Walter							
	1000 Health Ins.	H	90.00	1000	90.00		90.00	
	1000 Health Ins.	S	90.00	1000	90.00		90.00	
	1010 Dental Ins.	H	41.25	1010	41.25		41.25	
	1010 Dental Ins.	S	41.25	1010	41.25		41.25	
	2000 Savings %	H	9,615.00	2000	9,615.00		9,615.00	
	2000 Savings %	S	480.76	2000	480.76		480.76	
	5000 Union Dues	H	100.00	5000	100.00		100.00	
	5000 Union Dues	S	100.00	5000	100.00		100.00	
	8001 Vacation	H		8001	26.68		26.68	
	8004 Sick Avail.	H	3.20	8004	20.88		24.08	

# 4 Year-End Setup

## Verifying Employee Information

You verify employee information to ensure accuracy when you process employee names, addresses, and other reportable employee information for year end.

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-2, 1099, 499R-2 forms, and for electronic filing.

In box 13 on the W-2 form, you can report miscellaneous information that the government requires. An example of miscellaneous information is whether an employee is an active participant in a retirement plan.

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

Verifying employee information includes the following tasks:

- Verifying employee names and addresses
- Setting up information for box 13
- Setting up a statutory employee
- Setting up an employee who is an active participant in a retirement plan
- Setting up employees who work in multiple states
- Setting up employees who work in Puerto Rico
- Setting up contract and pension employees
- Verifying employee social security numbers

## Verifying 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 in the Address Book system are set up properly for W-2, 1099, 499R-2 forms, and for electronic filing.

Although JD Edwards World does not provide a report to verify employee information for year-end reporting, you can run the Employee Roster to print employee names and addresses.

The employee name that displays on the W-2 form and in the W-2 electronic file is a concatenation of the following three fields from the Address Book - Who's Who table (F0111):

- Given Name (GVNM)
- Middle Name (MDNM)
- Surname (SRNM)

When you update the Alpha Name field (ALPHA) in the Address Book Master table (F0101), the system updates the F0111 table.

The employee name that displays on the 1099 electronic file, 1099 forms, and 499R-2 forms is from either the Alpha Name field or the Mailing Name field, depending on which field you specify in the workfile build program.

**Note:** Employee names must comply with the format that government taxing authorities require. If you do not format the names of your employees correctly, government agencies do not accept your year-end information. To ensure that employee names meet government formatting requirements, you can use a conversion utility. To access this utility, choose F0111 File Conversion - EFW2 from menu G97U23. This conversion utility updates the Given Name (GNNM), Middle Name (MDNM), and Surname (SRNM) fields in the Address Book - Who's Who table (F0111) with the information in the Alpha Name field (ALPHA) in the Address Book Master table (F0101). Contact Global Support Services for help with this procedure.

For the employee address, the system prints the first two address lines for electronic reporting and the last three nonblank lines for printed forms, plus the city, state, and postal code fields. The system can print a maximum of 30 characters per line on the printed forms and can include a maximum of 22 characters per line on electronic file. The information prints on these lines is as follows:

- Name
- Address
  - For electronic file, the first two address lines (up to 22 characters each)
  - For forms, the last three nonblank address lines (up to 30 characters each)
- City, state, and postal code

Therefore, in order to ensure that all necessary address information is in both the electronic file and on printed forms, JD Edwards World suggests that you enter the employee's address information using a maximum of 22 characters on each of the first two address lines.

If you enter the street address, along with the apartment information on one line, the system does not include the complete address in the electronic file.

The following example illustrates which line you should use to enter each piece of address information:

Bob Smith

1055 East Main Street (enter this information on address line 1)

Apartment 2A (enter this information on address line 2)

Denver, CO 80218

**Note:** To ensure that address information is complete on both printed and electronic file year-end information, JD Edwards World recommends that you enter all of the necessary address information using the format in the previous example. If you are not processing electronic filing, you can use up to three lines to enter an employee's address. However, if in the future you plan to process the information using electronic files, you might need to edit your address book records to avoid reporting incomplete information in the electronic files.

## Setting up Information for Box 13

On the W-2 form, box 13 contains miscellaneous categories that the government defines for reporting information. To enter information in box 13, you must set up values in various parts of the Payroll system.

Box 13 contains the following categories:

- Statutory employee

- Retirement plan
- Third-party sick pay

**Note:**

- *Entering Third-Party Sick Pay Information*
- *Entering Third-Party Sick Pay for Regular W-2 Forms*

## Setting up a Statutory Employee

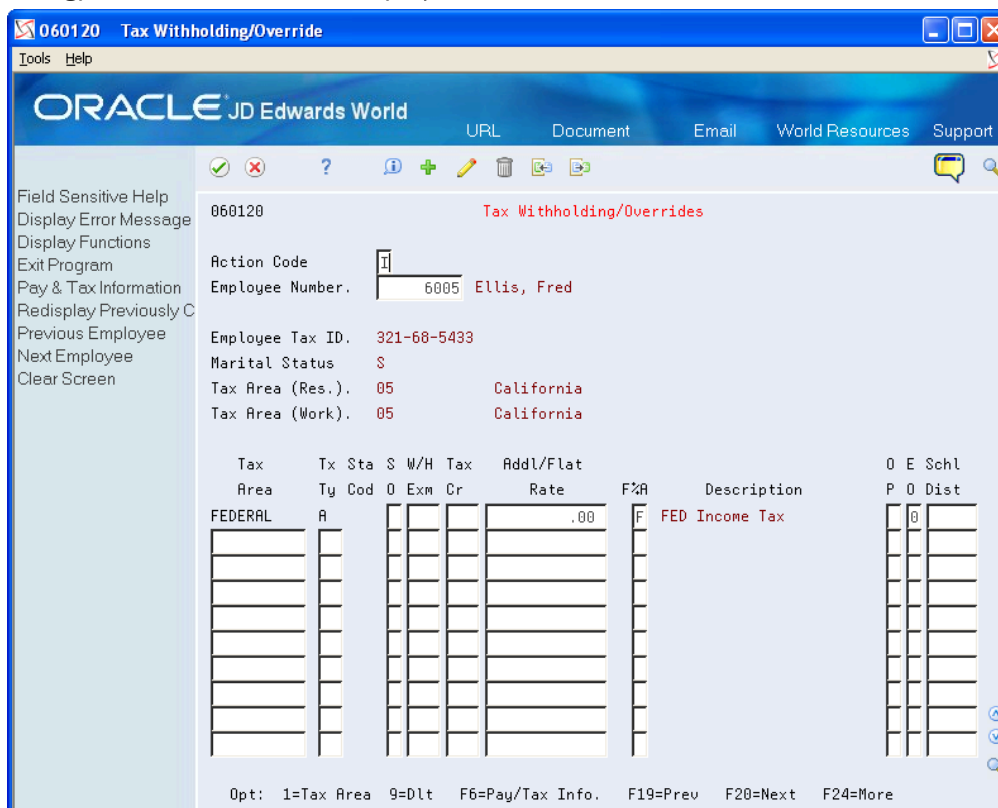
Miscellaneous information that the government requires on the W-2 form includes the category for employees that are a statutory employee. A statutory employee is not subject to federal income tax withholding, but is subject to Social Security and Medicare tax.

### To set up a statutory employee

#### Navigation

#### From Employee Information (G0711), choose Tax Withholding/Overrides

1. On Tax Withholding/Overrides, locate the employee.



2. Enter 0 (zero) in the following field:
  - o Addl/Flat Rate (Additional Withholding)
3. Enter F in the following field and Click OK:

o F%A

Field	Explanation
Additional Withholding	An additional amount to be withheld over and above the calculated withholding. This could also represent a flat withholding amount in situations in which the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.
F%A	Based on the value of this field, the corresponding additional/flat amount field has one of the following functions:  % – A percentage to replace the tax rate from the table.  A – An amount to be added to the tax computed from the table.  F – An amount to replace the tax computed from the table.  X – An additional amount added to the standard exemption amount, deducted (exempt) from the annualized gross to determine taxable pay.  Y – An amount to override the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations.

## Setting up an Employee W-4 Form (for the year 2020 and later)

The IRS Form W-4, Employee's Withholding Allowance (060120A) is the program that employees use to enter information needed for the IRS W-4 Form.

Employees can enter information in W-4 forms, and review and edit the information if required. The IRS Form W-4 provides a tab each for Name and Address, and also provides the IRS Withholding Calculator. The system saves the values that an employee enters in the W-4 Form.

## Updating Employee Details in the W-4 Form

In the Processing Options Revisions page, if the calendar year option for the W-4 form is 2021 or any later year, the system displays the new W-4 (Tax Withholding/Overrides) window.

To update the employee details in the W-4 Form:

1. On the Tax Withholding/Overrides page, enter a value in the Employee Number field. The system then displays the employee details (Employee Tax ID, Marital Status, Tax Area, and so on).
2. Enter the Tax rates if required.



3. Select F5.

The screenshot shows a terminal window titled "Employee's Withholding Cert". At the top left, it displays "060120A". Below this, there are fields for "Action Code", "Employee Number", and "Calendar Year 2020". The screen is divided into several sections:

- Step-2: Multiple Jobs**: A prompt to enter '1' if the employee is single and holds two jobs or married filing jointly with only two jobs total.
- Step-3: Claim Dependents**: A section for claiming dependents, with instructions based on income levels. It includes sub-steps:
  - a) Multiply the number of children under age 17 by \$2000.
  - b) Multiply the number of other dependents by \$500.
  - Enter the total here.
- Step-4: Other Adjustments**: A section for other adjustments, including:
  - (a) Other income
  - (b) Deductions
  - (c) Extra withholding

At the bottom, there are function key instructions: "F3=Exit", "F5=Refresh", and "F24=More keys".

4. The system displays the Employee Withholding Certificate with the following options:

- o Action Code: I Displays employee information.
- o Employee Number: Displays the employee number whose withholding is displayed
- o Calendar Year: Displays the calendar year for the withholding certificate.
- o Multiple Job or Spouse Works:
 

Enter a value in this field if the employee holds more than one job or if the employee's spouse files jointly with the employee.
- o Claim Dependents:
 

If you have dependents, complete the fields in the Claim Dependents section in the IRS Form W-4.

  - a) Multiply the no. of children under age 17 by \$2,000: Enter the amount generated by multiplying the number of children under the age of 17 by \$2,000.
  - b) Multiply the Number of other dependents by \$500: Enter the amount generated by multiplying the number of other dependents who are not qualifying children under the age of 17 by \$500.
  - c) Add the amounts and end the total here: Enter the sum of the above two amounts.
- o Other Adjustments:
  - a) Other Income: Enter the income for the year in which withholding is not expected on income.
  - b) Deductions: Enter the deductions other than the standard deduction that will not have withholding.
  - c) Extra Withholding: Enter the amount to be withheld in addition to the calculated withholding. This value could also be a flat withholding amount if the employee completely bypasses the calculated amount. The authority assigned to each element is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.

## Setting up an Employee Who Is an Active Participant in a Retirement Plan

Miscellaneous information that the government requires on the W-2 form also includes the category for the employee that is an active participant in a retirement plan.

### To set up an employee who is an active participant in a retirement plan

#### Navigation

From **Additional Employee Data & Reports (G07111)**, choose **Dates, Eligibility & EEO**

1. On Dates, Eligibility and EEO, locate the employee.

The screenshot shows the 'Dates, Eligibility & EEO' window for employee 060190. The window title is '060190 Dates, Eligibility & EEO'. The main area contains the following data:

Action Code			
Employee No./SSN.	6001	Allen, Ray	
Orig Hire Date	08/15/2001	Date Terminate	
Date Started	08/15/2001	Participate Dt	
Date Pay Starts.	08/15/2001	Leave Begin Dt	
Date of Birth	01/01/1950	Leave Expires.	
Date Last Raise.	12/14/2005	Dt Next Raise	
Date Nxt Review.	06/01/2013	Type Review	
Change Reason	009 Annual Raise	Appl Pool (Y/N).	
Gender	M	I9 Status	N
Pay Status	0 Active	Veteran	N
EEO: Job Cat Cd.	001 Exec/Senior Officials & Mgrs	Disabled Vet	N
Ethnic Code	05 American Indian/Alaskan Native	Disability	N

Eligibility/Participation:

Code 01	Code 02	Code 03	Code 04	Code 05
Code 06	Code 07	Code 08	Code 09	Code 10
Pension	Benefit St.			
Y	A			

At the bottom, there are function keys: F5=Cat. Codes & Geo. Data, F6=NDT Codes, F8=User Dates, F24=More Keys.

2. Enter Y in the following field:

- o Pension

Field	Explanation
Pension	A code that specifies whether the employee is eligible to participate in the company's retirement plan. When you process W-2 information for employees, the code that you enter in this field determines whether the system places an X, indicating employee eligibility, in the Retirement plan box of the employee's W-2 form.

## Setting up Employees Who Work in Multiple States

When an employee works in more than one state, you can print one or two states per W-2 form. When you select one state per form, the employee receives a W-2 for each state. If you choose to print federal information on only one of the W-2 forms, 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 the employee's base state by using values that are set up in various parts of the Payroll system.

Setting up employees who work in multiple states includes the following tasks:

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

### Setting up the Resident State as the Base State

You set up the resident state as the base state when you want to print federal tax information on the W-2 that identifies the employee's resident tax area as the base state.

The system uses the resident tax area code that is in the Employee Master table (F060116) as the employee's resident tax area.

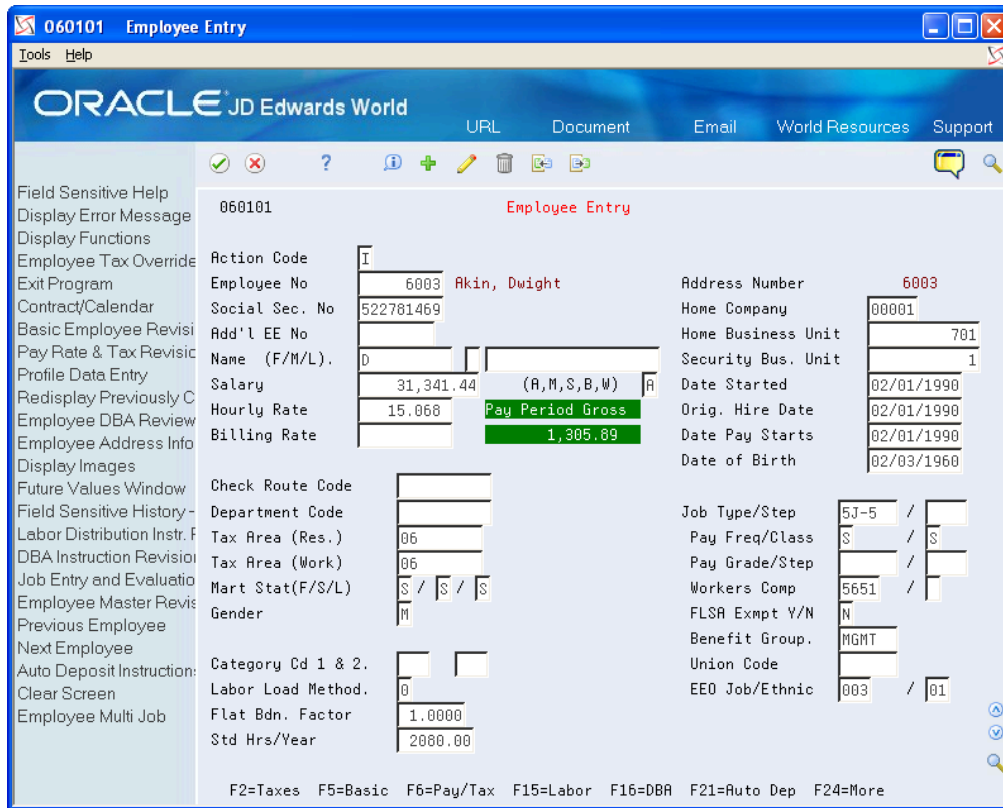
**Note:** If the employee has no wages or tax for his or her resident tax area, the system uses the last state record in the W-2 workfile as the base state. This is the record with the highest-numbered GeoCode in the Payroll Tax Calculation System.

### To set up the resident state as the base state

#### Navigation

**From Employee Information (G0711), choose Employee Entry**

1. On Employee Entry, locate the employee.



2. Enter the code for the employee's resident state in the following field:

- o Tax Area (Res.)

Field	Explanation
Tax Area (Res.)	<p>A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. In Payroll Tax Calculation System payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Payroll Tax Calculation System's Master GeoCode List for valid codes for your locations.</p> <p>Screen-specific information</p> <p>You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit state code if no state or city code is required.</p>

**Setting up a State Other Than the Resident State as the 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 2023, but the employee moves to New York in January of 2023 and continues to work for company 707. You update the employee's master record to show 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 2022 was in states other than the resident state.

**Before You Begin**

Add the tax areas to the UDC table for the appropriate states. The tax area code must be the two-digit Postal Code. For example, to specify the tax area for New Jersey, you enter tax area 31 to UDC 07/SC.

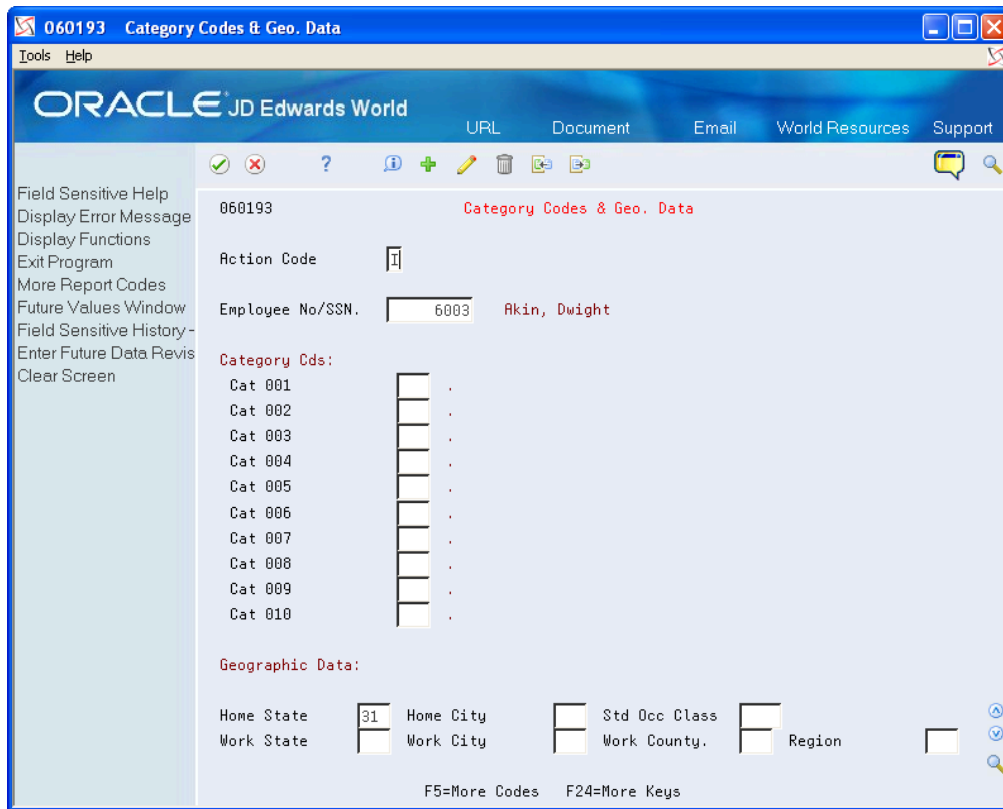
**Note:** Because you must enter the numeric Postal Code for any state that you enter in the Home State field, you might have more than one entry per state in UDC 07/SC. You do not need to complete the second description of UDC 07/SC for any codes that you use to set up a state other than the resident state as the base state.

**To set up a state other than the resident state as the base state**

**Navigation**

**From Additional Employee Data & Reports (G07111), choose Category Codes & Geo. Data**

1. On Category Codes & Geo. Data, locate the employee.



2. Complete the following field:

- o Home State

Field	Explanation
Home State	The employee's home state for tax reporting purposes. This code designates the state in which the employee resides.

Field	Explanation
	<p><b>Note:</b> For W-2 reporting, use the numeric value that is equivalent to the designated state. For example: 06 - Colorado, 05 - California. 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.</p>

## Setting up Employees Who Work in Puerto Rico

If your organization has employees who work 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. Additionally, you must assign the proper tax area and tax method. By assigning the correct tax method, the history records the system creates during the payroll process include the appropriate tax history type. The payroll system generates 499R-2 forms for Puerto Rican employees, using the tax history type.

**Note:**

- *Setting up a Statutory Employee*
- *Creating the Year-End Workfile* for processing Puerto Rico employees

### To set up employees who work in Puerto Rico

#### Navigation

#### From Additional Employee Data & Reports (G07111), choose Pay & Tax Revisions

1. On Pay & Tax Revisions, locate the employee.
2. Enter R in the following field:
  - o Tax Method
3. Enter 72 in the following fields:
  - o Tax Area (Res.)
  - o Tax Area (Work)
4. Click OK.

## Setting up Contract and Pension Employees

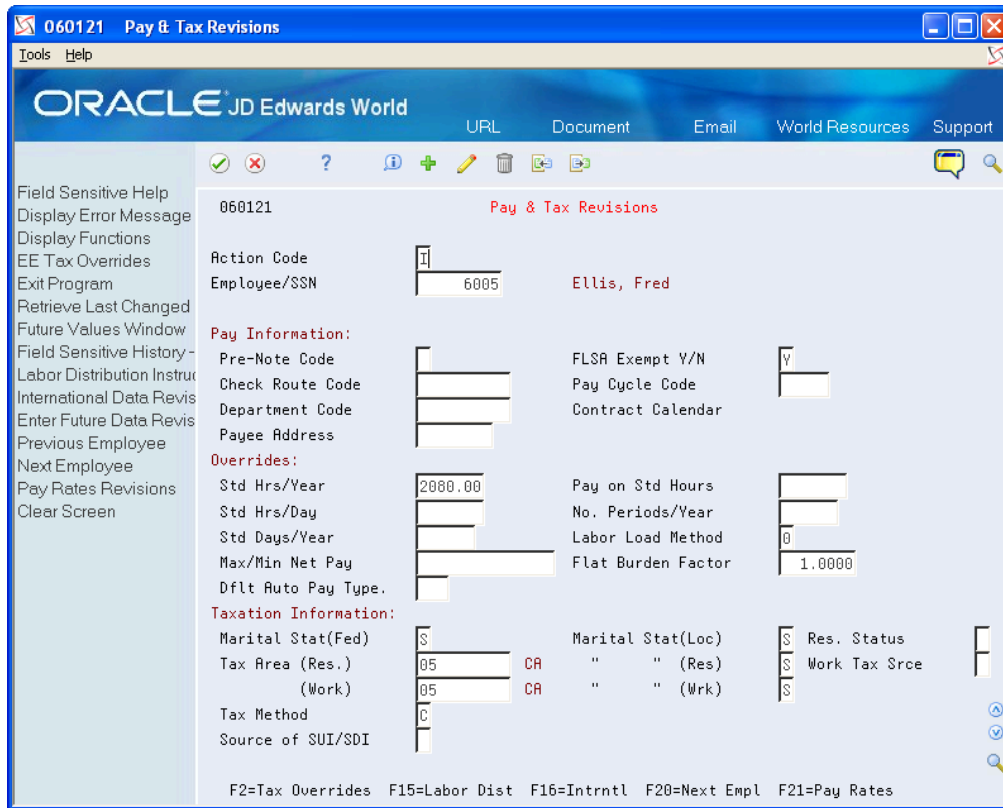
To generate the appropriate 1099 forms at year end, you must set up tax method information for pension and contract employees before you process pay information from the entire year. By assigning the correct tax method to an employee, the history records the system creates during the payroll process include the appropriate tax history type. The Payroll system generates 1099-R forms for pension employees and 1099-MISC forms for contract employees, using the tax history type.

### To set up contract and pension employees

#### Navigation

**From Additional Employee Data & Reports (G07111), choose Pay & Tax Revisions**

1. On Pay & Tax Information, locate the employee.



2. For pension employees, enter P in the following field:
  - o Tax Method
3. For contract employees, enter C in the following field:
  - o Tax Method
4. Click OK.

Field	Explanation
Tax Method	A code that indicates to the Payroll Tax Calculation System how to calculate certain taxes. The codes are contained in user defined code table 07/TM.

## Verifying Employee Social Security Numbers

For you to legally employ individuals in the United States, they must provide the employer with a valid Social Security Number. The Social Security Administration (SSA) offers several methods for you to verify that the Social Security Numbers your employees provide to you are valid. You can provide the SSA with a list of employees and their Social Security Numbers via phone, fax, or electronic file.

You can use the Employee Verification Service (EVS) program (P06780) to create a file that includes all of the information that the SSA needs in order to validate employee Social Security Numbers.

After you send your electronic file to the SSA, they verify the information and return the file to you. If the SSA determines that any of the employee Social Security Numbers are invalid, those records indicate that they are invalid. You must then follow up with the employee and the SSA to rectify the situation.

**Note:** You do not have to complete this process for year-end processing. However, the SSA does not accept year-end information for employees who do not have a valid Social Security Number. Therefore, we recommend that you run this process regularly to ensure that all employees have valid Social Security Numbers before you report year-end information. Contact your Employer Service Liaison Officer at the SSA for additional information about verifying employee Social Security Numbers.

## Navigation

From **W-2/1099 Setup menu (G072472)**, choose **Build EVS File for SSA**

# Processing Options

See *Employee Verification Service (EVS) (P06780)*.

# Verifying Company Information

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

If your organization contains several companies that are under one parent company, and all of the child companies have the same corporate tax ID, you can update the W-2 information for the parent company and report information for all child companies under the parent company.

You verify that tax area information is set up for any tax that your company or employees have paid over the year. If tax area information is not accurate, you might not be reporting information correctly on year-end forms.

Setting up next numbers for W-2 forms instructs the system to assign control numbers, which creates an audit trail for your W-2 forms.

Verifying company information includes the following tasks:

- Verifying company names and addresses
- Setting up employer information (UDC 07/CT)
- Verifying railroad tax information
- Updating year-end information to a parent company
- Verifying tax area information
- Setting up next numbers for W-2 forms
- Setting up kind of employer (UDC 07/KE)



## Verifying Company Names and Addresses

To compile the information that you report to state and federal government agencies, the system uses company names and addresses from the Address Book record. Before you build the W-2/1099 workfile, verify that company names and addresses are set up properly for year-end reporting.

The system prints the company name, the first two address lines (for electronic filing) or the last three nonblank address lines (for printed forms), and the city, state, and postal code fields. The system can print a maximum of 30 characters per line on the printed forms and includes a maximum of 22 characters per line in the electronic file. The information that prints on these lines is as follows:

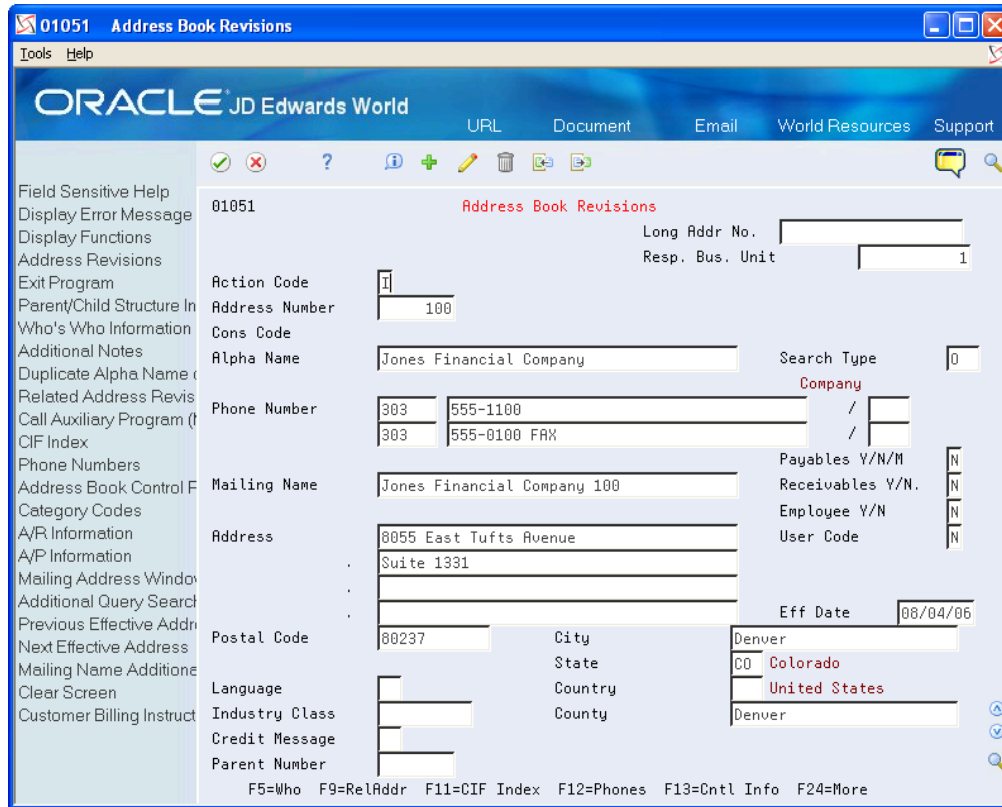
- Name
- Address
  - For electronic filing, the first two address lines (up to 22 characters per line)
  - For forms, the last three nonblank address lines (up to 30 characters per line)
- City, state, and postal code

**Note:** The company address that prints on year-end forms includes the last three nonblank lines of the company's address. The address that the system generates for electronic filing includes the first two lines of a company's address. To ensure that address information is complete on both the printed forms and electronic filing year-end information, JD Edwards World recommends that you enter all of the necessary address information using the format above. If you are not processing electronic filing, you can use up to three lines to enter a street address. However, if you plan to file electronically in the future, you might need to change the address to avoid reporting incomplete information in the electronic file.

### Navigation

**From Address Book (G01), choose Address Book Revisions**

The following illustrates the company address information for year-end purposes:



## Setting Up Employer Information

Ensure that you set up the following five fields for employer contact information for the EFW2 and EFW2C:

Employer Contact Name

Employer Contact Phone Number

Employer Contact Phone Extension

Employer Contact Fax Number

Employer Contact E-Mail/Internet

You use UDC 07/CT to set up this information. The Code field must contain the 5-digit company number and the Description field must contain the full 8-digit Address Book Number, including leading zeros, if applicable.

In order for the system to add all of the Employer Contact information to the RE record on the EFW2 and EFW2C workfile, you must add a Company Number record for all Employer Home Company numbers within these work files.

## Verifying Railroad Tax Information

For companies that are subject to railroad taxation, verify that the setup of railroad tax information meets tax regulations.

An X in category code 10 on the Mailing Name Addition Window designates companies that are subject to railroad taxation (tier I and tier II). The X displays on the employer record of the electronic file and identifies special taxation requirements to the IRS.

## Before You Begin

Add X to UDC 01/WT, if necessary.

### To verify railroad tax information

#### Navigation

From Address Book (G01), choose Address Book Revisions

1. On Address Book Revisions, locate the company.
2. Choose Who's Who Information (F5).
3. On Who's Who, enter 5 in the following field next to the company name:
  - o Option

The screenshot shows the '0111W Mailing Name Addition Window' with the following data entered:

Action Code	J	
Address Number	100	Jones Financial Company
Line Number	00000	
Mailing Name	Jones Financial Company 100	
Title		
Alpha Name	Jones Financial Company	
Remark		
Salutation Name		
Given Name		
Middle Name		
Surname		
Category Code 1	Category Code 2	
Category Code 3	Category Code 4	
Category Code 5	Category Code 6	
Category Code 7	Category Code 8	
Category Code 9	Category Code 10	X

4. On Mailing Name Addition Window, complete the following field and click Change:
  - o Category Code 10

The X must be in the first position of this field.

## Updating Year-End Information to a Parent Company

If your organization contains several companies that are 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 by the parent company. For example, suppose that the parent company is 00001 and the child company is 00050. You must summarize year-end information for both companies to company 00001. The W-2 forms 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 correct employee history records that have the erroneous Corporate Tax ID information by following the steps to update payroll history integrity.

### Note:

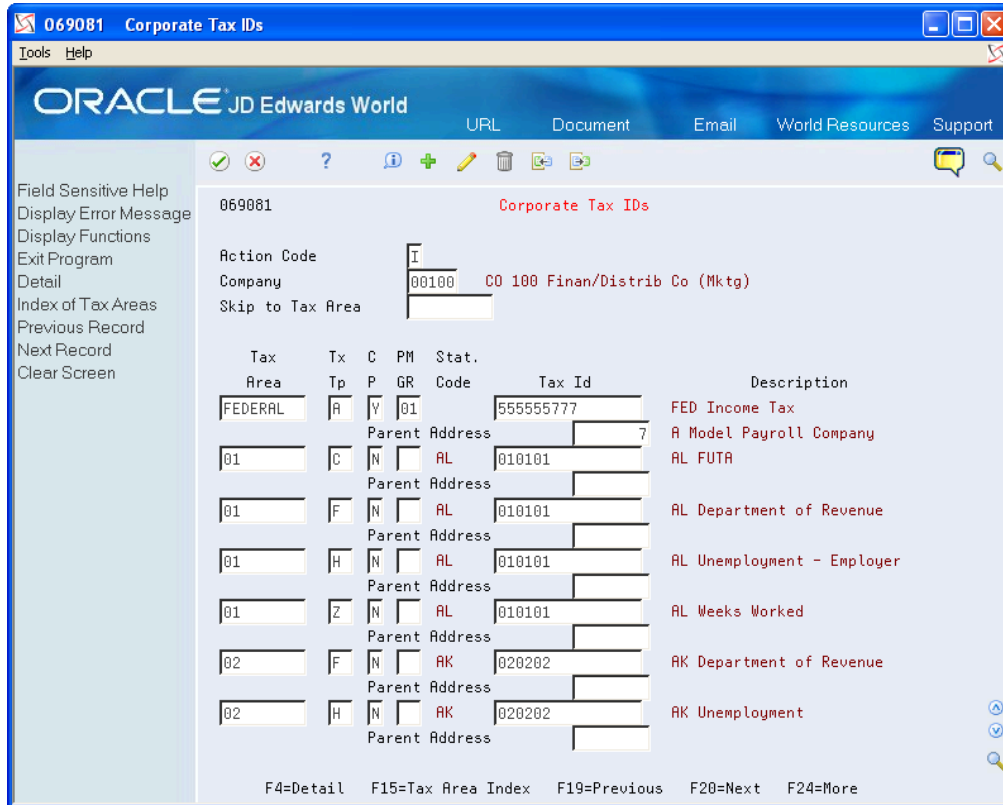
- *Working with PDBA History Integrity* about updating employee history information

### To update year-end information to a parent company

#### Navigation

**From Taxes & Insurance (G0744), choose Corporate Tax IDs**

1. On Corporate Tax IDs, for the Federal A tax area record of the parent company and all child companies, enter the address number for the parent company in the following field in the detail area:
  - o Parent Address



2. Click Change.

Field	Explanation
Parent Address	<p>The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:</p> <p>Subsidiaries to parent companies</p> <p>Branches to a home office</p> <p>Job sites to a general contractor</p> <p>If you leave this field blank on an entry screen, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.</p> <p>Screen-specific information</p> <p>For payroll year-end reporting, to report multiple companies with the same tax ID under one parent company, enter the address number for the parent (reporting) company for all child companies as well as for the parent company.</p>

## Verifying Tax Area Information

Before you build the workfile, verify that the statutory codes and descriptions for the state and local tax areas are accurate. The system uses this information and prints it in two boxes on the W-2:

- State (box 15) displays the statutory code that you assign to the state F tax area. These codes are in UDC 07/SC.
- Locality name (box 20) displays the local tax area description. Eight characters appear for standard and two-part laser forms. Fifteen characters appear for four-part laser forms.

Verifying tax area information includes the following tasks:

- Verify tax area information for Box 15
- Verify tax area information for Box 20

### To verify tax area information for Box 15

#### Navigation

#### From Taxes & Insurance (G0744), choose Tax Area Information

1. On Tax Area Information, locate the tax area and tax type.

2. Review the value in the following field:

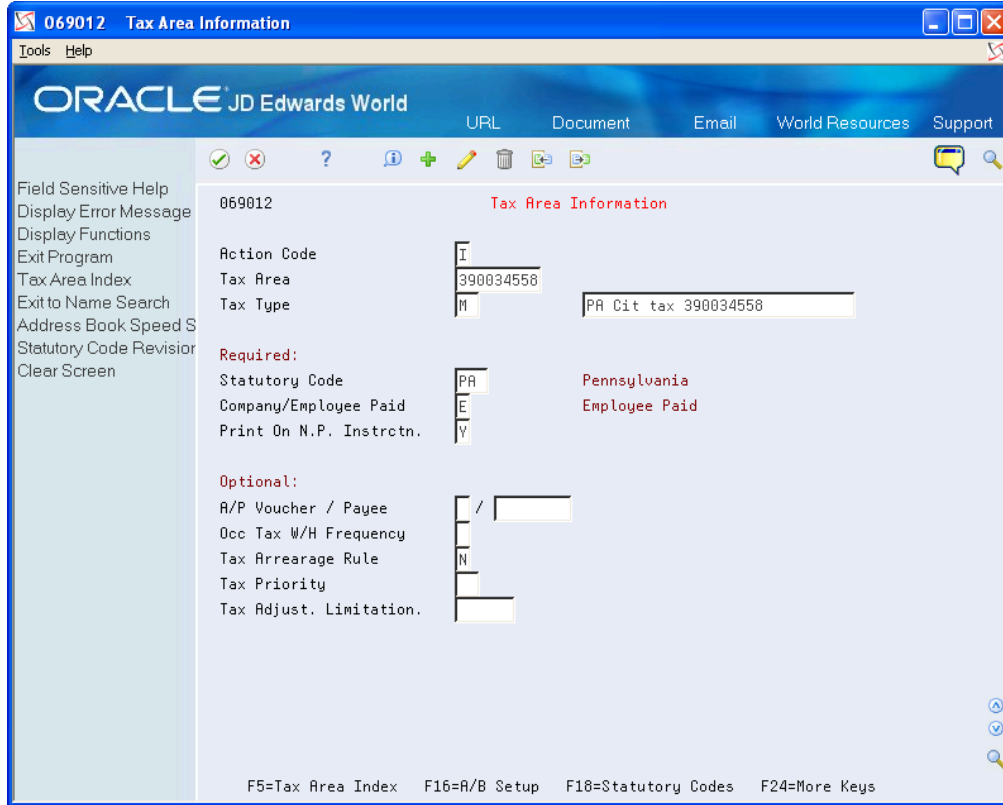
- Statutory Code

### To verify tax area information for Box 20

**Navigation**

**From Taxes & Insurance (G0744), choose Tax Area Information**

1. On Tax Area Information, locate the tax area and tax type.



2. Review the value in the following field, which is next to the Tax Type field, but does not contain a label:

- o Description

Field	Explanation
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In Payroll Tax Calculation System payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Payroll Tax Calculation System's Master GeoCode List for valid codes for your locations.
Tax Type	<p>A user defined code (07/TX) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are preset by JD Edwards World. You should not alter the values or their meanings.</p> <p>Screen-specific information</p> <p>For Canadian provincial tax types:</p> <p>Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.</p>

Field	Explanation
	<p>For U.S. state tax types:</p> <p>Set up tax type C, Federal Unemployment Insurance (FUI) for each state because the FUI rate might vary from state to state. Use the 2 character statutory code for the state.</p> <p>You must have the tax type Z, weeks worked, whenever you have tax type H, state unemployment. Some states require weeks worked to be reported with state unemployment.</p> <p>For U.S. local tax areas:</p> <p>Local tax areas use all 9 digits of the GeoCode tax area. You should define a 3 character statutory code.</p> <p>For U.S. Earned Income Credit (EIC)</p> <p>For Tax Type B, the EIC prints on the check, advice, or payslip. The system subtracts this tax amount from the total deductions at the bottom of the paystub.</p>
Statutory Code	<p>This code specifies the two-character or three-character state or locality code that prints on statutory reports such as W-2 and 941.</p> <p>For example, on W-2 and 941 forms, instead of printing 06, which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.</p> <p>Enter an alpha code from UDC table 07/SC.</p> <p>Screen-specific information</p> <p>If you leave this field blank, the system uses the default value Federal.</p> <p>The statutory code field is left blank for all federal taxes. The second description is not a GeoCode. JD Edwards World recommends not changing this description because it is used for W-2 and T-4 reporting.</p>

## Setting Up School District Codes (UDC 07/SS)

School District Codes UDC is used to populate the value in the W-2 form for the School District Number (SCDC) in Box-20 when reporting school district withholding. The system displays the first six characters of the school district name followed by the four-digit school district code in the W-2 form. If the school district code is not set up in 07/SS UDC, then the system prints only the school district code in Box-20.

## Setting up Next Numbers for W-2 Forms

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

- W-2 Control
- W-2 Transaction Count

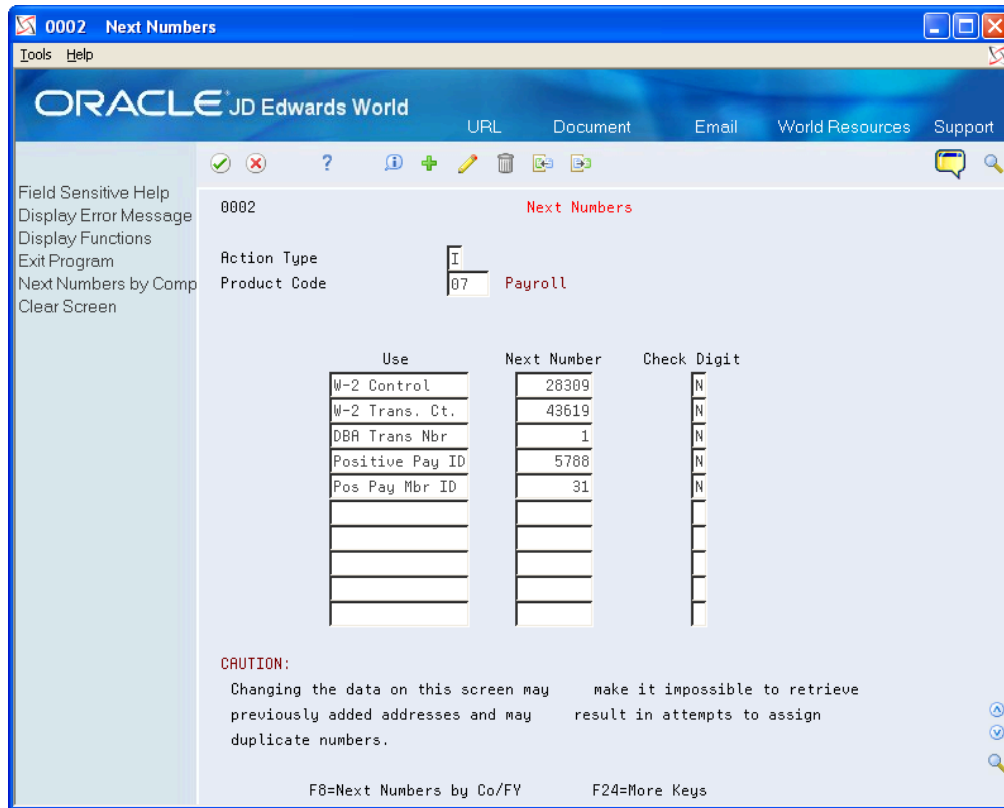
**To set up next numbers for W-2 forms**



## Navigation

### From General Systems (G00), choose Next Numbers

- On Next Numbers, to locate next numbers for a system, complete the following field.
  - System Code



- Review the values in the following fields:

- Use
- Next Number
- Check Digit

Field	Explanation
Use	A description that explains how the next number is used.
Next Number	The number that the system uses next when assigning numbers. Next numbers can be used for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2 forms. You must use the next number types already established, unless custom programming has been provided.
Check Digit	A code that specifies whether the system adds a number to the end of each next number assigned. 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. Check digits provide a method of randomly incrementing

Field	Explanation
	<p>numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes are:</p> <p>Y – Yes, add a check digit to this next number</p> <p>N – No, do not add a check digit</p>

## Setting Up Kind of Employer (UDC 07/KE)

You need to set up UDC 07/KE to determine the Kind of Employer for each company that you are running through year-end processing. This is necessary information for the W-3 form. If none of these apply, do not set up the company in this UDC. The program will correctly check the box None Apply on the form.

Code	Description	Description 2
00001	F	Federal Government
00007	S	State or Local Government Employer
00050	T	State or Local Tax Exempt Employer
00100	Y	Tax Exempt Employer

## Setting Up Special Handling Code (UDC 06/S2)

You need to set up UDC 06/S2 to report the total amount of qualified sick and family leave wages paid to an employee under the FFCRA.

FFCRA wages can be manually adjusted in the W2 review application.

Code	Abbreviation	Description 2
C1	FSLW-511	Federal sick leave wages subject to the limit of \$511 per day limit
C2	FSLW-200	Federal sick leave wages subject to the limit of \$200 per day limit
C3	FEFLW	Federal emergency family leave wages

## Setting Up DBAs for Year-End Processing

When you set up DBAs for year-end processing, you ensure the accuracy of DBA-related earnings and descriptions that you report on year-end forms.

**Note:** You cannot attach one DBA number to more than one box on the W-2 form. For example, if you track health care in box 14 with one DBA code, you cannot use that same DBA code in box 12. You must have health information in box 12. If you also want to provide that information in box 14, you can use the Copy PDBA History to New PDBA program, a DREAM Writer, to copy the information in the Payroll Month PDBA Summary History file (F06146) from one DBA code to another. See *Copying PDBA History to a New PDBA* for more information. You can use Transaction History Revisions Z File (P069951Z), a batch import program, to create the Payroll Month PDBA Summary History. Choose PDBAs by Payroll Month on the Payroll Z File Processes menu (G0731Z). See *Import Mass Data into Payroll* in the *U.S. Payroll Volume II Guide* for more information.

Setting up DBAs for year-end processing includes the following tasks:

- Copying PDBA History to a New PDBA (Optional)
- Entering W-2 IRS defined codes for amounts reported in box 12
- Entering descriptions for amounts reported in box 14
- Setting up a tax as a deduction
- Setting up state wage adjustments for specific states
- Reposting DBAs to the tax area transaction summary history table (F06148)

## Copying PDBA History to a New PDBA

You cannot specify the same DBA code information in more than one box on the W-2 form. If you need to report the same information in more than one box, you can copy current DBA code records and replace the DBA code with a new DBA code. You use Copy PDBA History to New PDBA (P06146D), a DREAM Writer, to do so.

You set the Enter New DBA processing option and use the data selection to locate records. The program copies records in the Payroll Month PDBA Summary History file (F06146LE) and replaces the current DBA code with the new DBA code.

You can run this program in proof or final mode. JD Edwards World strongly recommends that you run the program in proof mode as many times as necessary to ensure the records are correct.

- In proof mode, the system generates a report, but does not update or create records.
- In final mode, the system generates a report and creates new records in the Payroll Month PDBA Summary History file (F06146LE).

In either mode, if any errors exist, the program does not create the F06146LE records and lists the errors on the report.

The report is sequenced by employee number and includes totals for DBAs the system copies and new DBAs. It also includes:

- Address Number
- Name
- Current DBA Code
- New DBA Code

- Date
- Company
- Total Gross Pay

When you enter multiple DBA codes in the data selection, the system copies all of information for these DBA records into the new DBA. The system also accumulates all of the DBA amounts into the new DBA.

After the program completes, you can use PDBAs by Payroll Month on the Data Integrity & Global Updates menu (G0731), to verify the new DBA code information in the Employee's history.

### Exception Report Common Error Messages

Following are common error messages from the exception report and the possible reason.

- F060116 Employee Record Does Not Exist

The program examines the Employee Master file (F060116A) to determine if the employee address number exists in the selected Payroll Month PDBA Summary History file (F06146LE) record. If the employee address number does not exist, the program does not add or update the F06146LE record.

- F069116 Current DBA Code Does Not Exist

The program examines the Transaction Parameters File (F069116) to determine if the DBA code exists in the Payroll Month PDBA Summary History file (F06146LE) record. If the DBA code does not exist, the program does not add or update the F06146LE record.

- F069116 Copied DBA Code Does Not Exist

The program examines the Transaction Parameters File (F069116) to determine if the new DBA code that you enter in the Enter New DBA processing option exists. If the DBA code does not exist, the program does not add or update the F06146LE record.

### Before You Begin

Set up a new DBA code using the DBA Setup program on the Pay/Deductions/Benefits Setup menu (G0742). See *Set Up Deductions, Benefits, and Accruals* in the *U.S. Payroll II Guide* for more information.

### Navigation

**From Pay/Deductions/Benefits Setup (G072472), choose Copy PDBA History to New PDBA**

## Processing Options

See *Copying PDBA History to New DBA (P06146D)*

## Data Selection

Enter single or multiple DBA codes.

**CAUTION:** When you select multiple DBAs and run the program in final mode, the system deletes all of the original DBA records.

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

You attach W-2 IRS defined codes to the DBAs that you define for IRS codes A through Z, excluding codes I, O, U and X. Codes AA, BB, CC, DD, EE, FF, GG, and HH are also valid codes. When you attach the appropriate IRS code to DBAs, the system prints the amounts for the DBAs in box 12 on the W-2 form.

**Note:** Do not enter the codes A, B, M, or N for a DBA because they apply to FICA and Medicare taxes in arrears that the system tracks in the Taxation Summary History table (F06136). These codes automatically print in box 12 for those employees who have FICA or Medicare taxes in arrears.

### To enter W-2 IRS defined codes for amounts reported in box 12

#### Navigation

#### From Pay/Deductions/Benefits Setup (G0742), choose DBA Setup

1. On DBA Setup, locate a DBA that prints an amount in box 12.

**069117 DBA Setup**

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 Additional Parameters  
 DBA Limits  
 Tax Exempt Authorities :  
 State/Local W-2 Addition  
 Category Codes Setup  
 Address Book  
 Garnishment Calculation  
 Standard Exemption Arr  
 Basis of Calculations  
 DBA Text Window  
 Calculation Tables  
 Additional Exemptions  
 Rollover Setup Window  
 Year-End Parameters  
 Print DBA  
 Clear Screen

**069117 DBA Setup**

Action Code [1]  
 DBA Code [7000] 401(k) DBA Type [D]

**DBA Calculation**

Source of Calculation [G] Current Period  
 Method of Calculation [%] Percent Based on  
 Table Cd (Methods 1-9) [ ]  
 Amount or Rate 1 & 2 [ ]  
 Effect on Disposable Wage [1]  
 Calc if No Gross (Y,N) [N]  
 Calc in Pre-Payroll (Y,N) [Y]  
 Effect on Check [ ]

**Paystub Info**

Paystub Text [401(k)]  
 Method of Printing [I]  
 DBA Print Group [ ]

**General Acct Info:**

Effect on GL [N]  
 A/P Voucher(Y,N) [N]  
 Payee Address No. [ ]

**DBA Time Table**

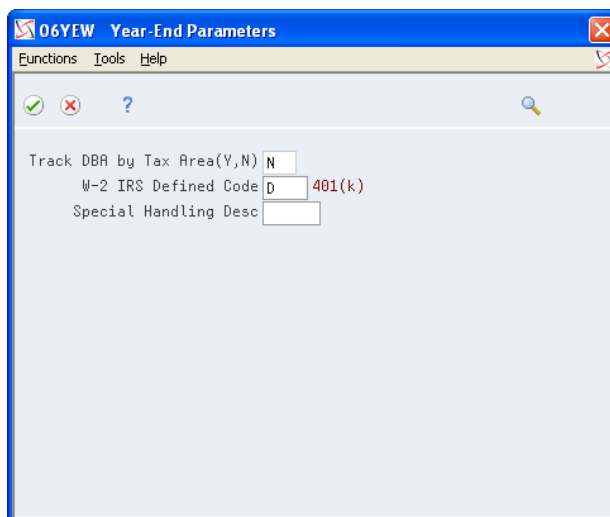
Pay Period to Calculate [Y / Y / Y / Y / Y]  
 Calc Once Per Period (Y,N) [N]  
 Eff Dates - From & Thru [ ] [ ]

**Arrearage Information**

Arrearage Method [P]  
 When to Adjust Ded [0]  
 Order to Adjust Ded [ ]

F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More

2. Choose Year-End Parameters (F20).



3. On Year-End Parameters, complete the following field and click Enter:

- o W-2 IRS Defined Code

Field	Explanation
W-2 IRS Defined Code	<p>The codes that can be entered in this field are IRS defined (A-Z, AA, BB, DD and EE) and supplied by JD Edwards World in UDC 07/S2. This code is used to group similar DBAs in Box 12 of the W-2. For example, to group all 401(k) deductions on a W-2, enter D in this field for all 401(k) DBAs. You must also enter all the deductions into the Special Handling Table that you have set up for Box 12. When W-2s are created, all the 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.</p> <p>Use codes C1, C2, C3 in Box 14 of the W-2 form to report the total amount of qualified family leave wages paid to the employee under the EFMLEA.</p>

## Entering Descriptions for Amounts Reported in Box 14

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

### To enter descriptions for amounts reported in box 14

#### Navigation

#### From Pay/Deductions/Benefits Setup (G0742), choose DBA Setup

1. On DBA Setup, locate a DBA that prints information in box 14.
2. Choose Year-End Parameters (F20).

3. On Year-End Parameters, complete the following field with a three-character description for the DBA and click Enter:
  - o Special Handling Desc

Field	Explanation
Special Handling Desc	<p>This field has several purposes in the W-2 system. Valid codes are:</p> <p>1 – The system prints the first three characters of this field as the amount description for Special Handling items placed in Box 14.</p> <p>2 – The Payroll Tax Calculation system does not calculate all school district taxes. Some clients have created special deductions to withhold these taxes. You must add a specific description on the school district tax deduction. This description is printed with the tax amount on the W-2. For school districts, use all four characters of the description. If the school district is in Ohio, enter the four-digit code of the school district here.</p> <p>3 – The first position of the W-2 Special Handling Description field represents the IRS Distribution Code that prints in Box 7 on the 1099-R form. Enter Code EPP in this field to print excess golden parachute amounts on form 1099-MISC.</p>

## Setting up a Tax as a Deduction

You set up a tax as a deduction to calculate and withhold those taxes that the Vertex Payroll Tax Calculation system does not calculate. For example, the Vertex Payroll Tax Calculation system currently does not calculate all school district taxes or the tax for Indiana Advanced Earned Income Credit (AEIC).

When you add year-end parameter information, the system prints that information on W-2 forms. For employees who receive multiple W-2 forms, you must attach the correct state code to each special deduction so that you can report taxes correctly.

You must add the DBA code that is set up for calculating school district taxes (box 19) to the special handling codes table for box 19. You must also add any additional DBAs that you use to calculate tax information to the special handling code table for the appropriate box on the year-end forms.

**Note:** If you set up a DBA to calculate Indiana AEIC, you must enter AEIC in the Special Handling Desc field and leave the W-2 IRS Defined Code field blank when setting up the DBA. You must then add this DBA code to the special handling table for the box that is for local taxes.

## Before You Begin

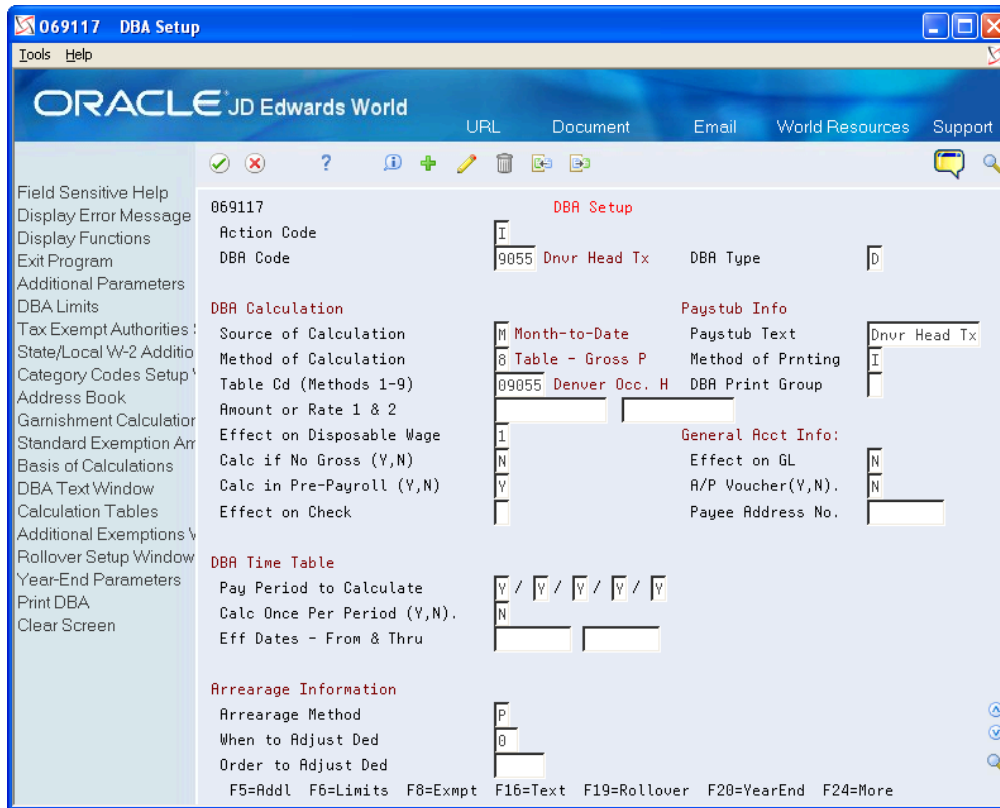
- Add any necessary GeoCodes to UDC 07/S2.
- Add the DBA code that is set up for calculating school district taxes (box 19) to the special handling codes table for box 19. See *Assigning Special Handling Code Tables* for more information.

### To set up a tax as a deduction

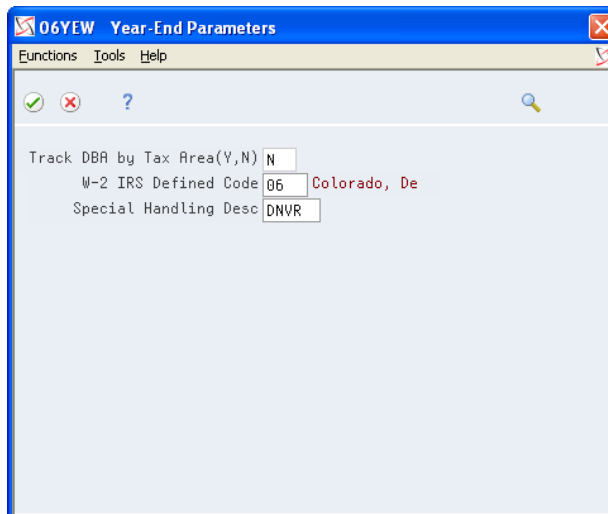
#### Navigation

**From Pay/Deductions/Benefits Setup (G0742), choose DBA Setup**

1. On DBA Setup, locate the deduction that you are using to calculate the tax.



2. Choose Year-End Parameters (F20).



3. On Year-End Parameters, complete the following field:
  - o W-2 IRS Defined Code

Complete this field with the two-digit GeoCode for the state that assesses the tax.

4. Complete the following field with the four-digit code for the tax and click Enter:



- o Special Handling Desc

The system prints the special handling description in box 20.

## Setting Up State Wage Adjustments for Specific States

You might have set up some DBAs to exempt them from state taxes. The system stores the exempt amounts in history 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 those exempt DBA amounts back to the taxable wage for specific states.

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

**Note:** To add two DBAs together that have the same W-2 IRS defined code, the values (Y or N) in the Track DBA by Tax Area field on the Year-End Parameters screen must also be the same.

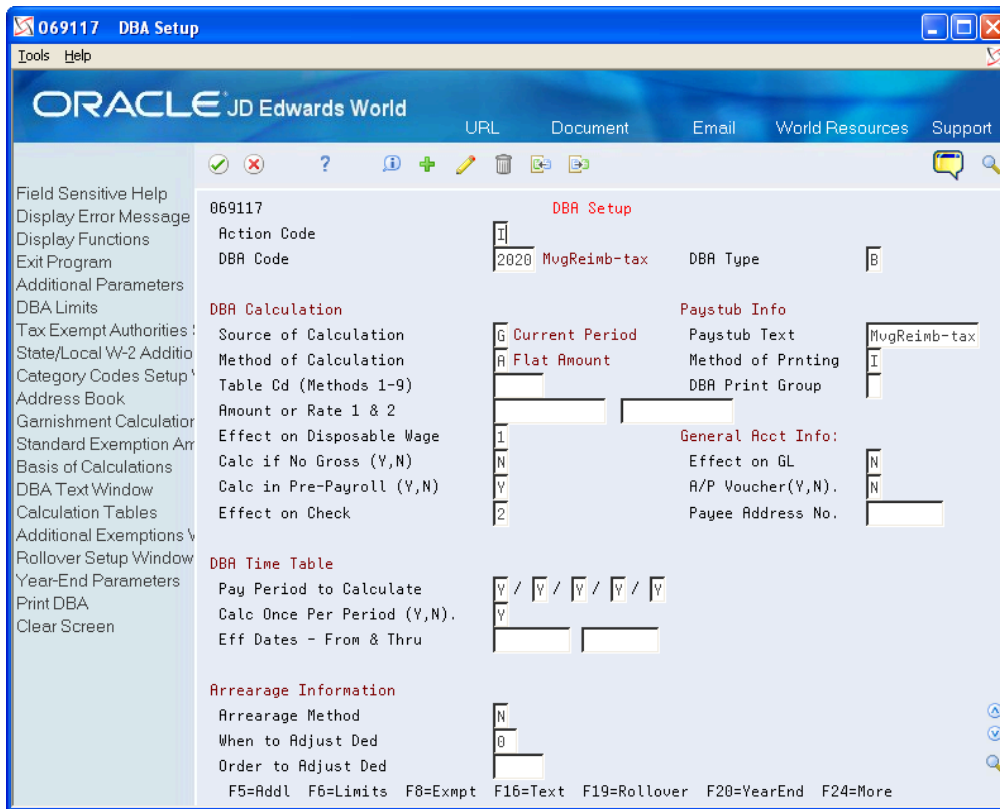
### Example: Adjusting State Wages for a Specific State

An employee who lived and worked in Colorado moves to Georgia. The new employer reimburses both deductible and nondeductible moving expenses. They have been set up as:

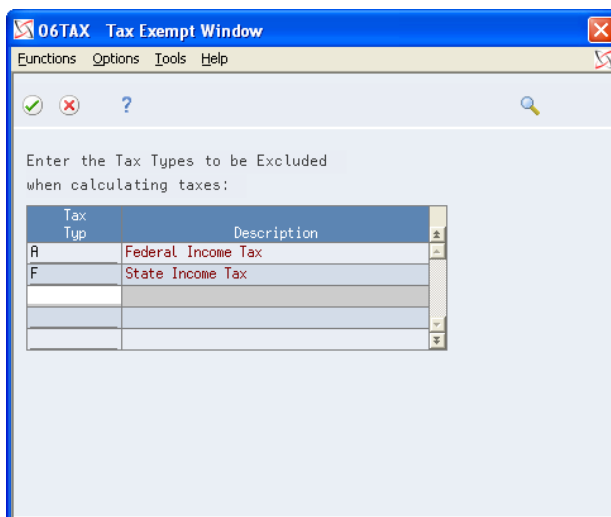
- Benefit 2023 - Nondeductible (taxable) moving expenses
- Benefit 2023 - Deductible (nontaxable) moving expenses

On Year-End Parameters, use P in the W-2 IRS Defined Code field for benefit 2023.

You withhold FICA and Medicare taxes from the taxable benefit (2023), but do not withhold federal or state taxes.



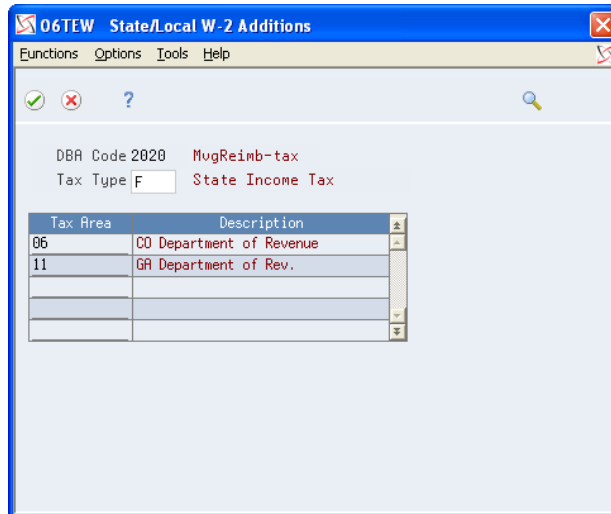
You process the benefit with tax exemption values of A (federal) and F (state) as they appear on the Tax Exempt Window.



For federal reporting purposes, you need to add the nondeductible amount (DBA 2023) to reportable wages. The system uses special handling from the workfile build.

In this example, you must also add the nondeductible amount back to Georgia wages, but do not add it to Colorado wages. You specify this amount on State/Local W-2 Additions.

Choose State/Local W-2 Additions (F2).



The year-end workfile build processes these tax areas and their corresponding amounts as follows:

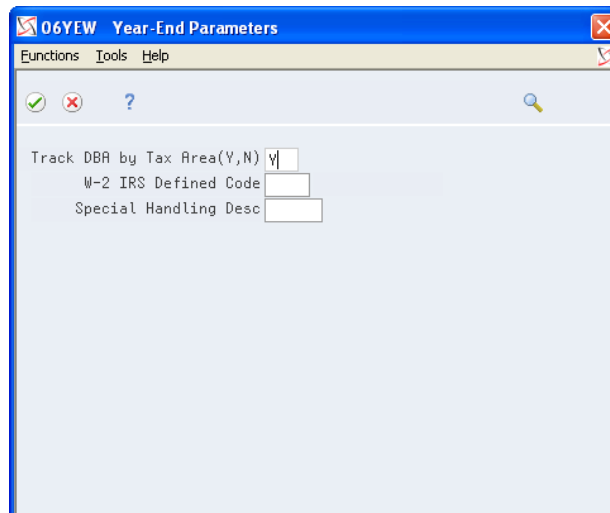
- If the Track DBA by Tax Area field is Y, the workfile build program checks the Tax Area Transaction Summary History table (F06148) for tax area-specific history. If amounts exist, the system adds them to state wages, based on the work state that is in the table.
- If the Track DBA by Tax Area field is N, the workfile build program uses the amount from the Payroll Month PDBA Summary History table (F06146) and adds it to all state wages for the employee.

### To set up state wage adjustments for specific states

#### Navigation

#### From Pay/Deductions/Benefits Setup (G0742), choose DBA Setup

1. On DBA Setup, locate a DBA that is tax exempt for tax type F.
2. Choose Year-End Parameters (F20).



3. On Year-End Parameters, enter Y in the following field and click Enter:
  - Track DBA by Tax Area (Y, N)

Field	Explanation
Track DBA by Tax Area (Y, N)	<p>This field is used for Year-End purposes only.</p> <p>A code that indicates whether the deduction, benefit, or accrual is to be tracked historically by the work state tax area. If Y (Yes), a record is created in the Tax Area Transaction Summary History table (F06148) during final update for each tax area that the employee works in a calendar year. If you set this flag to Y (Yes) during the middle of a calendar year, the F06148 table will only contain partial year information. To create a full year of history in the F06148 table, the Tax Area History Repost program (P06148) would need to be run.</p> <p>This flag would need to be set to Y (Yes) if you need to add this DBA back to state reportable wages for specific states only. You would typically need to set this flag to Y (Yes) for taxable benefits from which you did not withhold tax.</p>

## Reposting DBAs to the Tax Area Transaction Summary History Table (F06148)

### Navigation

#### From Data Integrity & Global Updates (G0731), choose DBAs to Tax Area Summary F06148

Repost DBAs to the F06148 table if you did not track the DBA by tax area for any part of the year in which you should have been tracked the DBA. You must set the Track DBA by Tax Area field on the Year-End Parameters screen to Y and then repost the information. This program updates information in the F06148 table with information from the DBA Detail History table (F0619).

**CAUTION:** Run this repost only if the value in the Track DBA by Tax Area field on Year-End Parameters is N for all or part of the year. Before you run the Repost DBAs to Tax Area Summary F06148 program, JD Edwards World strongly recommends that you back up the F06148 table.

## Setting up Pay Types for 1099 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.

Setting up pay types for 1099 processing includes the following tasks:

- Setting up pay types for contract employees
- Setting up pay types for pension employees

## Setting up Pay Types for Contract Employees

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 the following IRS-approved pay types for 1099-MISC forms:

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

The Payroll system supports the following IRS-approved pay types for 1099-NEC forms:

- Nonemployee Compensation

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

- Pay type code
- Paystub text
- Tax exempt status

After you set up this pay type, 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 strongly recommend that you use this process to load history amounts.

You then run integrity reports to verify that dollar amounts are correct and that any necessary tax calculations exist. Make corrections, if needed, to the history tables before running the workfile build.

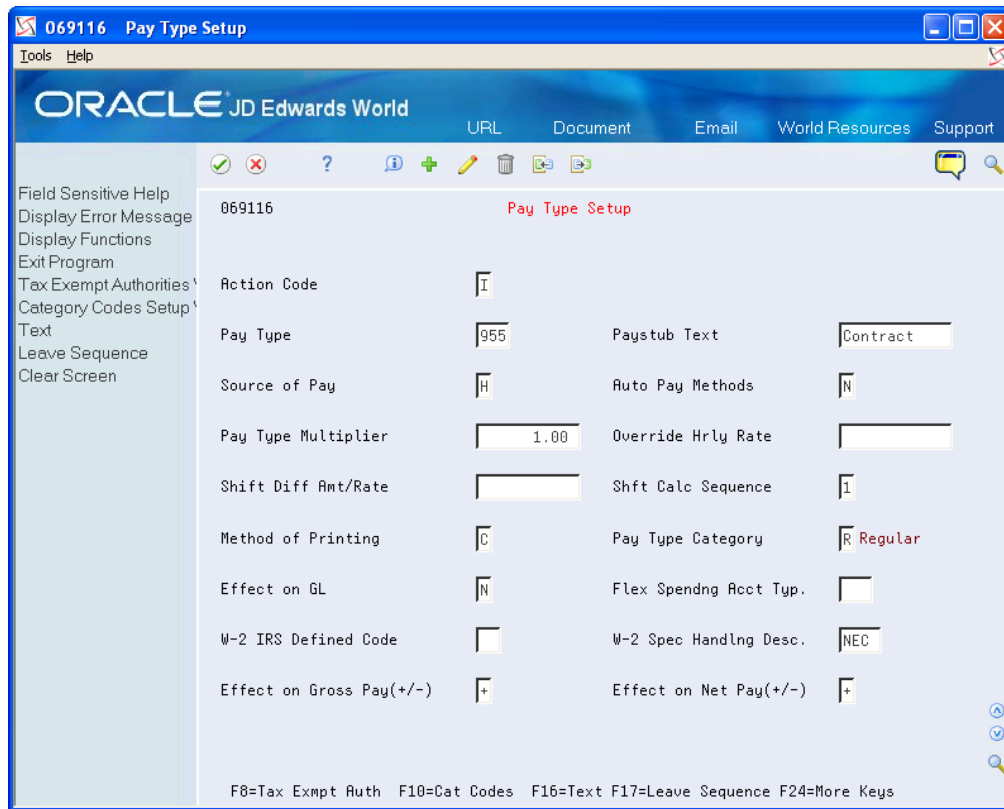
### **To set up pay types for contract employees**

#### **Navigation**

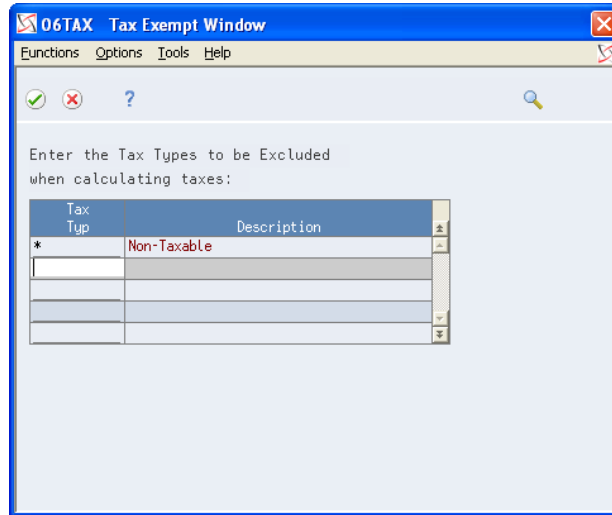
**From Pay/Deductions/Benefits Setup (G0742), choose Pay Type Setup**

1. On Pay Type Setup, complete the following fields:

- o Pay Type
- o Paystub Text
- o Source of Pay
- o Auto Pay Methods
- o Pay Type Multiplier
- o Method of Printing
- o Effect on GL



2. Choose Tax Exempt Authorities Window (F8).



- 3. On Tax Exempt Window, enter \*in the following field and click Enter:
  - o Tax Type
- 4. On Pay Type Setup, click Add.

Field	Explanation
Source of Pay	A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.
Auto Pay Methods	<p>A code that specifies how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid values are:</p> <p>Y – The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.</p> <p>N – The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.</p> <p>S – The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.</p> <p>B – The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions and payoffs.</p> <p>C – The hours/dollars entered using this pay type override all autopay instructions.</p> <p>If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. If you have overridden the job code/job step, home business unit, or position at time entry; multiple active jobs exist for this employee; and the overridden information does not match an existing active job record, the system processes this as additional pay. JD Edwards World recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple-job or single-job situations.</p> <p>If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type.</p>

Field	Explanation
	<p>If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to accumulate wages. Enter C as the autopay method for this pay type.</p>
Multiplier - Pay Type Multiplier	<p>A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. 0 (zero) is not a valid multiplier.</p>
Method of Printing	<p>Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:</p> <p>Pay Types/Payroll Taxes:</p> <ul style="list-style-type: none"> <li>Y – Print on paystub (default)</li> <li>S – Print separate check (one item per check)</li> <li>C – Print separate check (C types combined)</li> <li>N – Do not print on paystub</li> </ul> <p>Deduction/Benefit/Accrual Types:</p> <ul style="list-style-type: none"> <li>Y – Print as total deductions (default)</li> <li>S – Print separate check (one item per check)</li> <li>C – Print separate check (include detail)</li> <li>N – Do not print on paystub</li> <li>I – Print individual transactions</li> <li>T – Print by DBA Print Group</li> </ul> <p>The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.</p>
Effect on GL	<p>A code that specifies whether you want journal entries passed from payroll to the general ledger and the method that you want to use. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y – Pass dollars only to the general ledger.</li> <li>N – Pass dollars and hours to the general ledger.</li> <li>M – Do not pass dollars or hours to the general ledger and do not calculate workers' compensation and general liability.</li> <li>H – Pass hours only to the general ledger. This code is valid for Generate Timecard Journals. It should not be used when journals are generated through the pay cycle.</li> <li>W – Do not pass dollars or hours to the general ledger, but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be passed to the general ledger.</li> </ul>
Tax Type	<p>You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.</p> <p>If you enter * as the first element of this list, no taxes are computed.</p>



Field	Explanation
	<p>Screen-specific information</p> <p>For U.S. state and local tax types, you can use two methods of coding:</p> <p>Single-character tax types: F (state income tax), L (county tax), M (city tax), and N (school tax)</p> <p>*F, *L, *M, or *N</p> <p>During payroll processing, both methods of coding result in the DBA being exempt from taxes of the specified type. For example, with either F or *F, the system exempts the DBA amount from income taxation in all states.</p> <p>W-2 processing differs depending on the presence or absence of an asterisk. If you need to add back wages to specific states at year-end, you need to enter F in this field when setting up DBA or Pay types. For single-character state and local tax types that are to be added back during W-2 processing, specify the tax areas on the State/Local W-2 additions window.</p>

## Setting up Pay Types for Pension Employees

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

The Payroll system supports the following IRS-approved types of pay for 1099-R forms. The IRS-defined special handling code for each type of pay displays in parentheses. These distribution types are in box 7 of the 1099-R form. On the Pay Type Setup screen, you enter the appropriate code type in the first position of the W-2 Special Handling Description field.

- Early distribution, no exception - in most cases, under age 59¾ (1)
- Early distribution, exception applies - under age 59¾ (2)
- Disability (3)
- Death (4)
- Prohibited transaction (5)
- Section 1035 exchange - a tax-free exchange of life insurance, annuity, qualified long-term care insurance, or endowment contract (6)
- Normal distribution (7)
- Excess contributions plus earnings/excess deferrals (and /or earnings) taxable in 2023 (8)
- Cost of current life insurance protection - premiums paid by a trustee or custodian for current insurance protection (9)
- May be eligible for 10-year tax option (A)
- Designated Roth account distribution (B)
- Reportable death benefits under section 6050Y (C)
- Distribution under Employee Plans Compliance Resolution System (EPCRS) (E)
- Charitable gift annuity (F)
- Direct rollover and rollover contribution (G)
- Direct rollover of distribution from a designated Roth account to a Roth IRA (H)

- Early distribution from a Roth IRA - this code may be used with Code 8 or P (J)
- Loans treated as deemed distributions under section 72(p) (L)
- Qualified plan loan offset (M)
- Recharacterized IRA contribution made for 2017 (N)
- Excess contributions plus earnings/excess deferrals taxable in 2010 (P)
- Qualified distribution from a Roth IRA - distribution from a Roth IRA when the 5-year holding period has been met, and the recipient has reached 59½, has died, or is disabled (Q)
- Early distribution from a SIMPLE IRA in the first 2 years, no known exception (S)
- Roth IRA distribution, exception applies because participant has reached 59½, died or is disabled, but it is unknown if the 5-year period has been met (T)
- Distribution from ESOP under Section 404(k) (U)
- Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements (W)

To transfer pension employee information to the workfile build program, the system requires the following information for the pay type:

- 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.

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

**Note:**

- Government tax publications *General Instructions for Forms 1099, 1098, 5498, and W-2c* for more information about the Box 7 changes for the 1099-R.

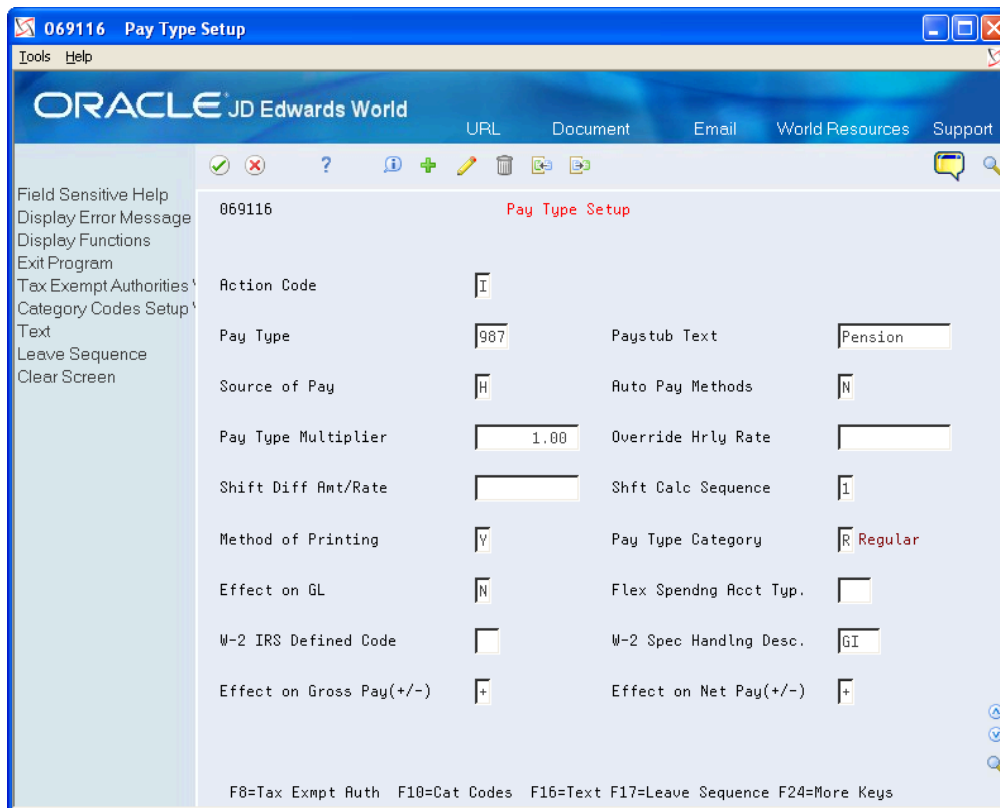
## To set up pay types for pension employees

### Navigation

#### From Pay/Deductions/Benefits Setup (G0742), choose Pay Type Setup

1. On Pay Type Setup, complete the following fields:
  - Pay Type
  - Paystub Text
  - Source of Pay
  - Auto Pay Methods
  - Pay Type Multiplier
  - Method of Printing
  - Effect on GL

- o W-2 Spec Handling Desc



2. Choose Tax Exempt Authorities Window (F8).
3. On Tax Exempt Window, complete the following field with \* and click Enter:
  - o Tax Type
4. On Pay Type Setup, click Add.

Field	Explanation
W-2 Spec Handling Desc	<p>This field has several purposes in the W-2 system. Valid values are:</p> <p>1 – The system prints the first three characters of this field as the amount description for Special Handling items placed in box 14.</p> <p>2 – The Payroll Tax Calculation system does not calculate all school district taxes. Some clients have created special deductions to withhold these taxes. You must add a specific description on the school district tax deduction. This description is printed with the tax amount on the W-2. For school districts, use all four characters of the description. If the school district is in Ohio, enter the four-digit code of the school district here.</p> <p>3 – The first position of the W-2 Special Handling Description field represents the IRS Distribution Code that prints in box 7 on the 1099-R form. Enter Code EPP in this field to print excess golden parachute amounts on form 1099-MISC</p> <p><i>Screen-specific information</i></p> <p>If the distribution form is from an IRA or SEP, the second character of this description line must contain a l to mark the IRA/SEP box on the 1099-R.</p>

## Entering Additional Year-End Form Information

You enter additional year-end form information to add PDBA amounts to the wage and tax information that automatically prints in various boxes on the W-2 form. The wage and tax information comes from the Taxation Summary History table (F06136) while the additional PDBA amounts come from the Payroll Month PDBA Summary History table (F06146).

You create special handling code tables to group PDBA codes that you must report for your employees in a specific box on the W-2 form.

You can add special handling codes to an existing table if you need to include additional PDBAs.

The Payroll system reserves the following special handling codes for year-end purposes for W-2 tables.

- Amounts added to box 1 (01B)
- Amounts added to box 3 (03B)
- Amounts added to box 5 (05B)
- Amounts added to box 10 (10B)
- Amounts added to box 11 (11B)
- Amounts added to box 12 (12B)
- Amounts added to box 14 (14B)
- Amounts added to box 16 (16B)
- Amounts added to box 18 (18B)
- Allocated tips (ALC)
- Amounts added to box 18, County Wages (COU)
- Amounts added to box 18, City Wages (LOC)
- School district taxes (SCH)
- School district wages (SCW)
- New Jersey Family Leave (FLI)

For W-3/electronic filing, the Payroll system reserves the following:

- Fringe benefit (FRB) (TIB-4 only)
- Nonqualified plan amounts (NQP)
- Deferred compensation (DFC) (TIB-4 only)
- Nonqualified non-457 (NQ4)
- Dependent care (DEP)
- Group term life (GTL)

For 499R-2 tables, the Payroll system reserves the following:

- Wages (WAG)
- CODA plans (COD)
- Commissions (COM)

- Concessions (CON)
- Reimbursed expense (REM)
- Retirement (RET)
- Employer Health Coverage (EHC)
- Charitable Contributions (CCS)

For 1099 forms, the Payroll system reserves the following:

- Employee contributions for the 1099-R (ECT)
- Gross distributions for the 1099-R (GRD)
- Medical and health care for the 1099-MISC (MHC)
- Nonemployee compensation for the 1099-NEC (NEC)
- Pension pay for the 1099-R (PNS)
- Other income for the 1099-MISC (OTH)
- Rents for the 1099-MISC (RTS)
- Royalty payments for the 1099-MISC (RYT)
- Substitute payments for the 1099-MISC (SPY)
- Excess golden parachute payments for the 1099-MISC (EPP)

Entering additional year-end form information includes the following tasks:

- Creating special handling code tables
- Adding special handling codes to an existing table

## Creating Special Handling Code Tables

You create special handling code tables to group balances from PDBA codes that you must add to a specific box on the W-2 form.

When you create special handling code tables for boxes 1, 3, 5, 16, and 18, do not include pay types. The system automatically adds wages to those boxes when it processes the workfile build. If you include pay types in the special handling codes tables for those boxes, double gross wages print on the W-2.

For processing 1099 forms, you must enter all of the pay types in the special handling table for gross distributions. You must enter these to generate a form for 1099-R forms and electronic filing purposes for 1099-MISC forms.

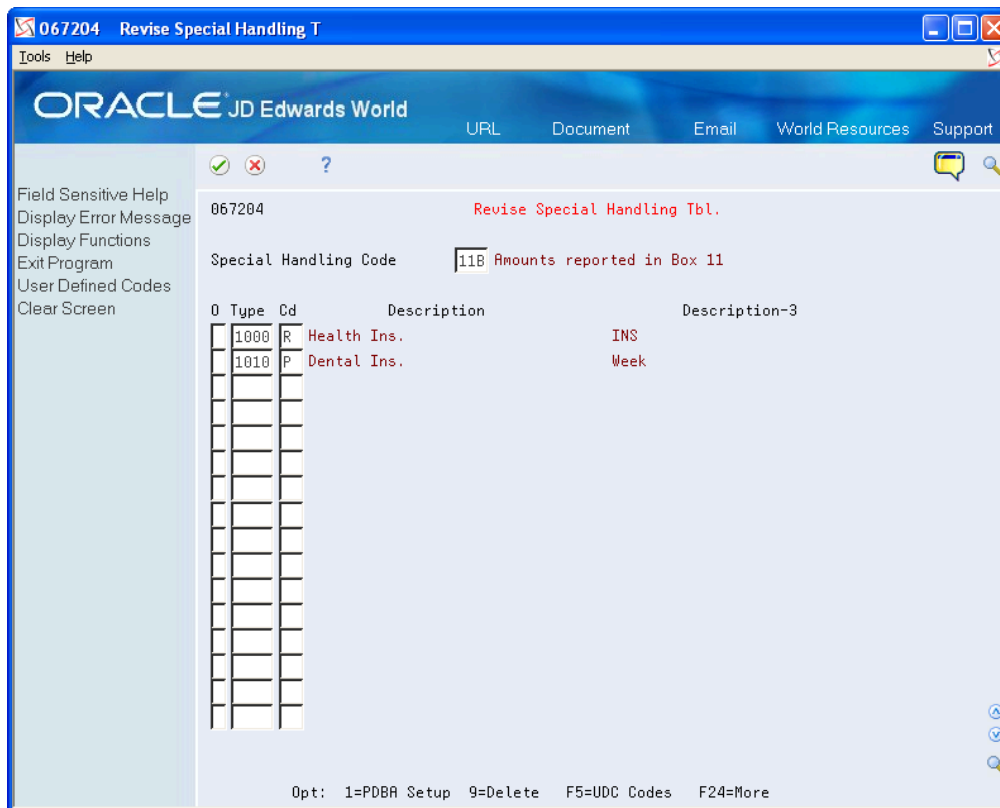
**Note:** On the 1099-R form, you report any amount that is a federal wage in the Federal A record of the Taxation Summary History table (F06136) in box 2a as long as the gross distribution is taxable. If no federal wages exist, you report the amount of gross distribution, as set up in special handling from box 1, in box 2a if the gross distribution is an IRA. The system also derives the federal tax withheld amount from the F06136 table.

### To create special handling code tables

#### Navigation

#### From W-2/1099 Setup (G072472), choose **Revise Special Handling Tbl**

1. On **Revise Special Handling Tbl**, complete the following field:
  - Special Handling Code



2. Complete the following field with a pay type, deduction, or benefit number:
  - o Type (PDBA code)
3. Repeat step 2 until you finish entering PDBAs for this special handling code table.

Field	Explanation
Type	<p>The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.</p> <p>Screen-specific information</p> <p>Enter the number and description of the PDBA that you want the system to calculate for the specified special handling code table.</p>

## Adding Special Handling Codes to an Existing Table

You can add special handling codes to an existing table if you need to include additional PDBAs.

### To add special handling codes to an existing table

#### Navigation

### From W-2/1099 Setup (G072472), choose Revise Special Handling Tbl

1. On Revise Special Handling Tbl., choose User Defined Codes (F5).  
User Defined Code Revisions displays with UDC 07/IP (Basis Table Codes).
2. On User Defined Code Revisions, add the necessary codes to the table.

## Entering Third-Party Sick Pay Information

You enter third-party sick pay when an employee receives 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. You report the amount that the employee receives from the insurance company as third-party sick pay.

You must also enter third-party sick pay to meet the requirements of the SSA and the Internal Revenue Service (IRS). Both agencies require employers to report any federal income tax withheld by a third-party payer. Entering third-party sick pay information includes the following tasks:

- Entering third-party sick pay records
- Entering third-party sick pay for regular W-2 forms
- Entering third-party sick pay for electronic filing reporting

## Entering Third-Party Sick Pay Records

When you enter third-party sick pay information, you update or create tax history records to print this information on a separate W-2 form. When you enter this information, the system directly updates the Taxation Summary History table (F06136) for history type 1 (Third Party Sick Pay).

On the Third Party Sick Entry screen, enter the amounts by employee and by tax type and tax area. The SSA requires employers to report federal income tax withheld by a third-party payer. The system automatically reports Federal A tax amounts that you enter through the Third Party Sick Entry program on electronic filing.

**CAUTION:** The Third-Party Sick Entry program does not create journal entries. It updates history directly. You must enter any journal entries through the General Accounting system.

### To enter third-party sick pay records

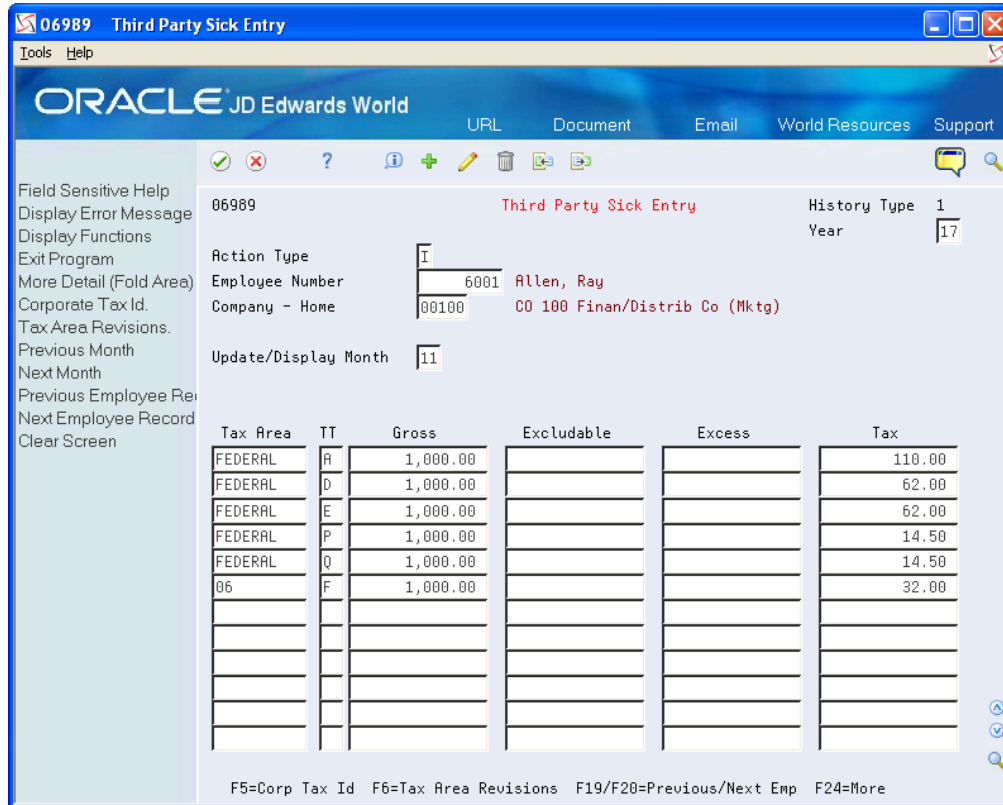
#### Navigation

### From Integrity, Rollover & Repost (G072471), choose Third Party Sick Entry

On Third Party Sick Entry, complete the following fields:

- Year
- Employee Number
- Company - Home
- Update/Display Month
- Tax Area
- TT

- Gross
- Excludable
- Excess
- Tax



Field	Explanation
Update/Display Month	The number of the month in which the history files were updated.
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In the Payroll Tax Calculation system payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Payroll Tax Calculation System's Master GeoCode List for valid codes for your locations.
TT	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are predefined by JD Edwards World. You should not alter the values and meanings.</p> <p>Screen-specific information</p> <p>Refer to the user defined codes in table 07/TX.</p>



Field	Explanation
Gross	<p>This field represents the Gross Amount of the transaction. Depending on the type of transaction, the specific meaning will be as follows:</p> <p>A – Pay Types - The total amount of earnings related to the type of pay.</p> <p>B – D/B/A Types - The total amount of the deduction, benefit, or accrual.</p> <p>C – Payroll Taxes - The total amount of gross wages, before exclusions or paid-in-excess.</p> <p>The amount in this field represents the first month of the payroll year or calendar year, depending on the inquiry screen being used.</p>
Excludable	For months 01 - 12, this is the amount of gross pay excluded from the tax calculation. This would include 401(k) deductions and so on.
Excess	The amount of wages earned, but in excess of the annual limit, for tax calculation.
Tax	For months 01 - 12, this is the amount of tax calculated.

## Entering Third-Party Sick Pay for Regular W-2 Forms

To include third-party sick pay in regular wages and have it print on the employee's regular W-2, you process the sick pay through interim checks. You can create a separate pay type for this sick pay for tracking purposes; however, a separate pay type is not necessary for W-2 reporting purposes.

You might not want to calculate the employer-paid portion of the taxes from these sick pay entries if your third-party administrator has already withheld these taxes. To prevent the system from calculating these taxes, enter tax overrides on the interim check for the employer-paid taxes withheld by your third-party administrator.

You must report the taxes withheld by your third party administrator separately to the SSA via electronic file. You must perform additional setup prior to entering third-party sick pay using interim checks in order to report this information correctly via the electronic file.

If you process sick pay through interim checks and then choose to report third-party sick pay on a separate W-2, you must void the interim checks for third-party sick pay before entering information in the Third Party Sick Entry screen.

**Note:** If your third-party administrator provides only taxable wage amounts, you can enter the actual taxable wage amount in the Gross field on the Third Party Sick Entry screen. If you use a taxable wage, leave the Excludable and Excess fields blank because the system subtracts these amounts from the gross wage to determine the taxable wage for W-2 reporting.

**Note:**

- [Entering Third-Party Sick Pay for Electronic Filing Reporting](#) for additional information

## Entering Third-Party Sick Pay for Electronic Filing Reporting

You must report third-party sick pay taxes separately to the SSA via electronic file. When you enter third-party sick pay using the Third Party Sick Pay Entry screen, the system automatically reports this information correctly on EFW2 without the need for you to perform any additional setup.

If you process interim checks to report third-party sick pay, you must perform special setup so that those third-party sick pay amounts are correct in electronic file. To meet SSA electronic filing reporting requirements for third-party sick pay that you enter using interim checks, set up a model PDBA for reporting purposes only. Then create a model record in the Payroll Month PDBA Summary History table (F06146). Next, for an employee who is already in your year-end workfile, enter the total tax for the third-party sick pay in one of the months of the F06146 table. You will receive these amounts from your third-party provider.

Entering third-party sick pay for electronic filing reporting includes the following tasks:

- Set up a model PDBA for reporting purposes
- Enter the federal income tax total for the company
- Create special handling code tables that are specific to third-party sick pay
- Attach the total to a special handling code table

### To set up a model PDBA for reporting purposes

#### Navigation

#### From Pay/Deductions/Benefits Setup (G0742), choose Pay Type Setup

On Pay Type Setup, complete only the following fields and click Add:

- Pay Type
- Paystub Text
- Pay Type Multiplier

069116 Pay Type Setup			
Action Code	I		
Pay Type	333	Paystub Text	TPSP
Source of Pay	H	Auto Pay Methods	Y
Pay Type Multiplier	1.00	Override Hrly Rate	
Shift Diff Amt/Rate		Shift Calc Sequence	1
Method of Printing	Y	Pay Type Category	Default
Effect on GL	N	Flex Spending Acct Typ.	
W-2 IRS Defined Code		W-2 Spec Handling Desc.	
Effect on Gross Pay(+/-)		Effect on Net Pay(+/-)	

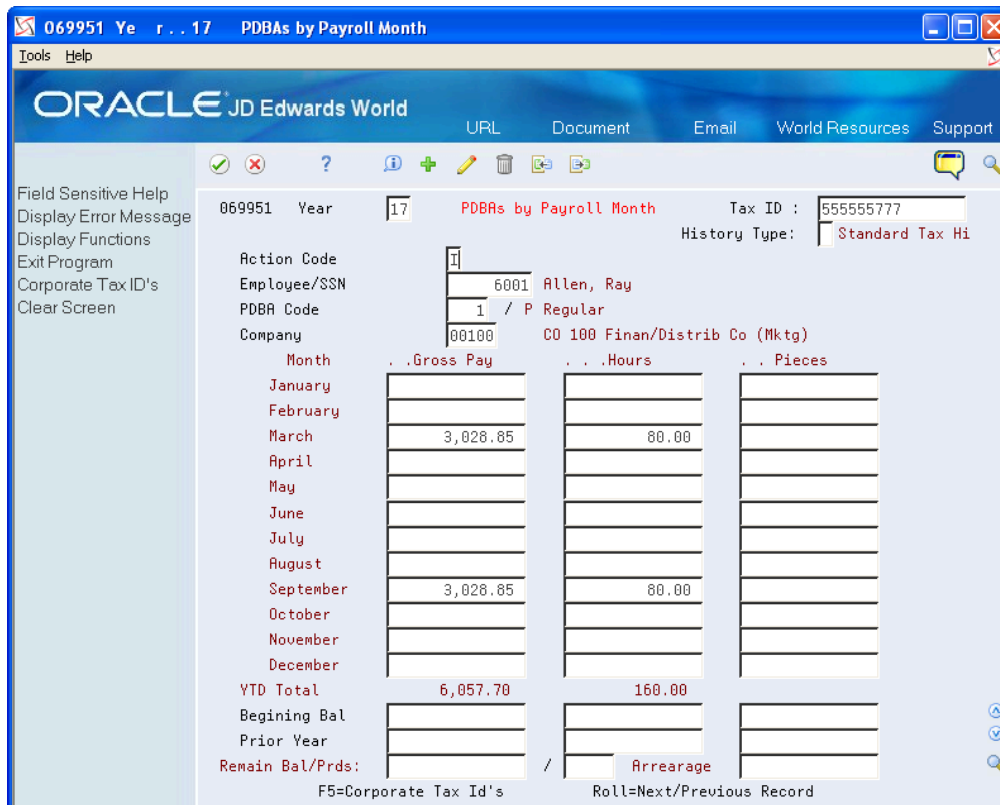
F8=Tax Exmpt Auth F10=Cat Codes F16=Text F17=Leave Sequence F24=More Keys

To enter the federal income tax total for the company

### Navigation

**From Data Integrity & Global Updates (G0731), choose PDBAs by Payroll Month**

1. On PDBAs by Payroll Month, complete the following fields to add the federal income tax amount to an employee record for the year-end workfile:
  - o Year
  - o Tax ID
  - o Employee/SSN
  - o Company



2. Complete the following field with the model PDBA code to report the third-party sick pay:
  - o PDBA Code
3. Complete the following field with the company total amount of federal income tax and click Add.
  - o Gross Pay

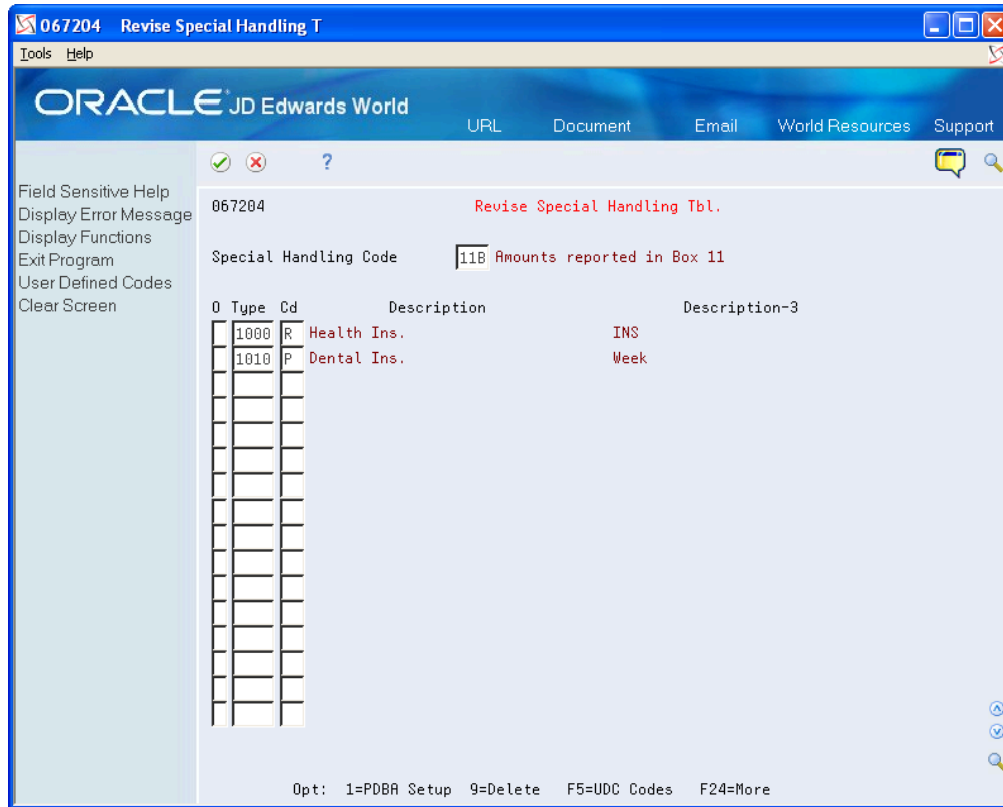
**To create special handling code tables that are specific to third-party sick pay**

**Navigation**

**From W-2/1099 Setup (G072472), choose Revise Special Handling Tbl**

On Revise Special Handling Tbl., complete the following fields:

- Special Handling Code
- Type



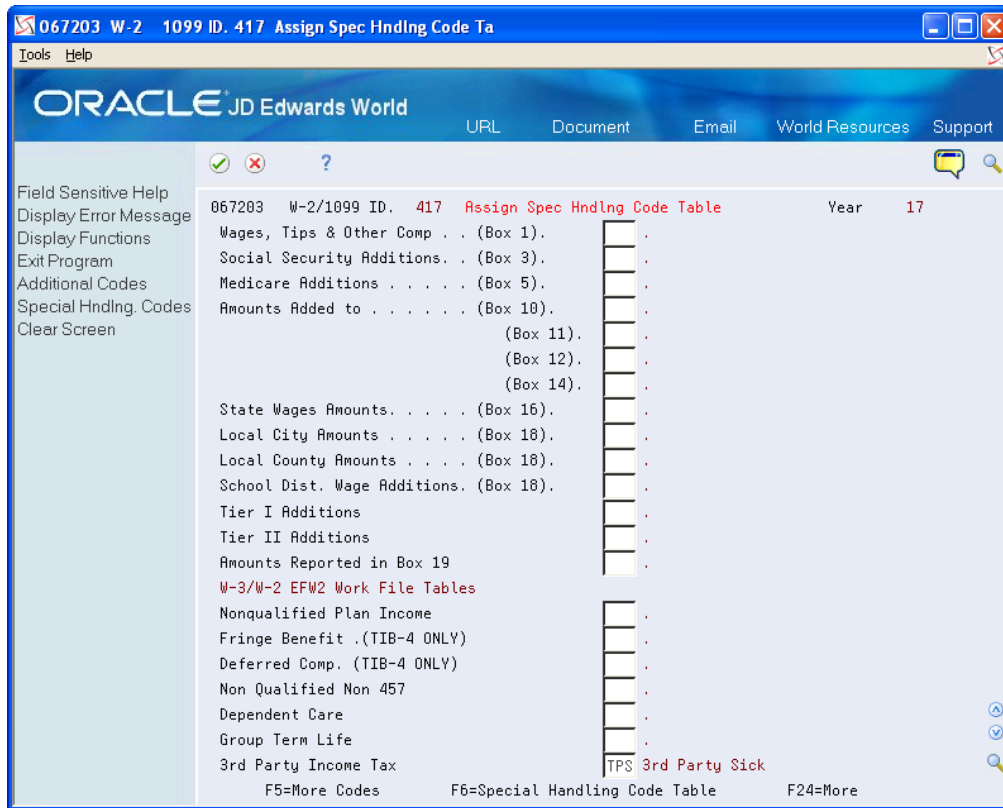
**To attach the total to a special handling code table**

**Navigation**

**From W-2/1099 Setup (G072472), choose Assign Special Handling Code Tbl**

1. On the first Assign Spec Hndlng Code Table screen, complete the following field and click Enter:
  - o W-2/1099 ID

2. Click Enter to continue.



3. On the third Assign Spec Hndng Code Table screen, complete the following field and click Enter:

- o 3rd Party Income Tax

Field	Explanation
3rd Party Income Tax	A code that identifies a table of pay, deduction, and benefit types that are used in reporting 3rd Party Sick Income Tax Paid on the W-3 Summary Form.

## Reviewing W-2 IRS-Defined Codes

Before you begin year-end processing, verify that the information that you want to print on year-end forms is set up correctly. To verify this information, review the W-2 IRS-defined codes and make any necessary changes or additions.

Use the Year-End Special Handling Codes table (07/S2) to maintain W-2 IRS-defined codes.

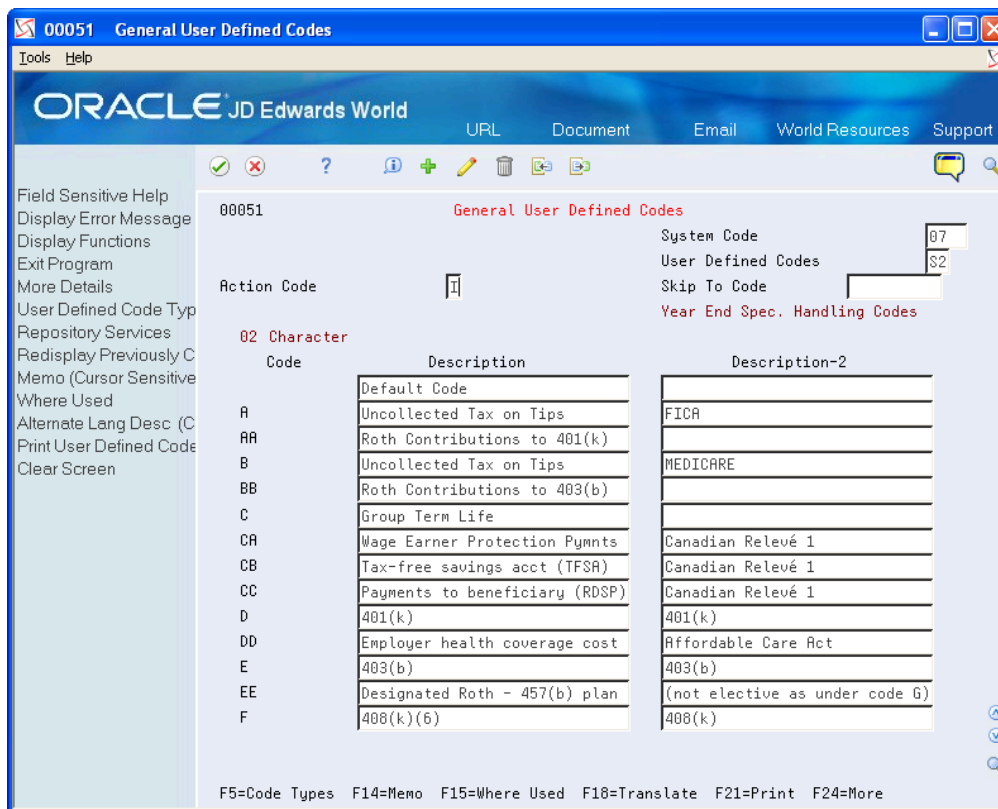
Use codes A through Z (excluding codes I, O, Q, and U), in box 12 of the W-2 form. The IRS defines these codes. You should not change them.

### To review W-2 IRS defined codes

## Navigation

### From W-2/1099 Setup (G072472), choose General User Defined Codes

1. On General User Defined Codes, enter 07 in the following field:
  - o System Code
2. Enter S2 in the following field and click Inquire:
  - o User Defined Codes



3. Review the following fields:
  - o Code
  - o Description

## Reviewing Basis Table Codes

The software includes basis table codes (07/IP) so that you can incorporate the codes that JD Edwards World reserve for the W-2, 499R-2, and 1099 processing into year-end processing. You might need to add some of these codes.

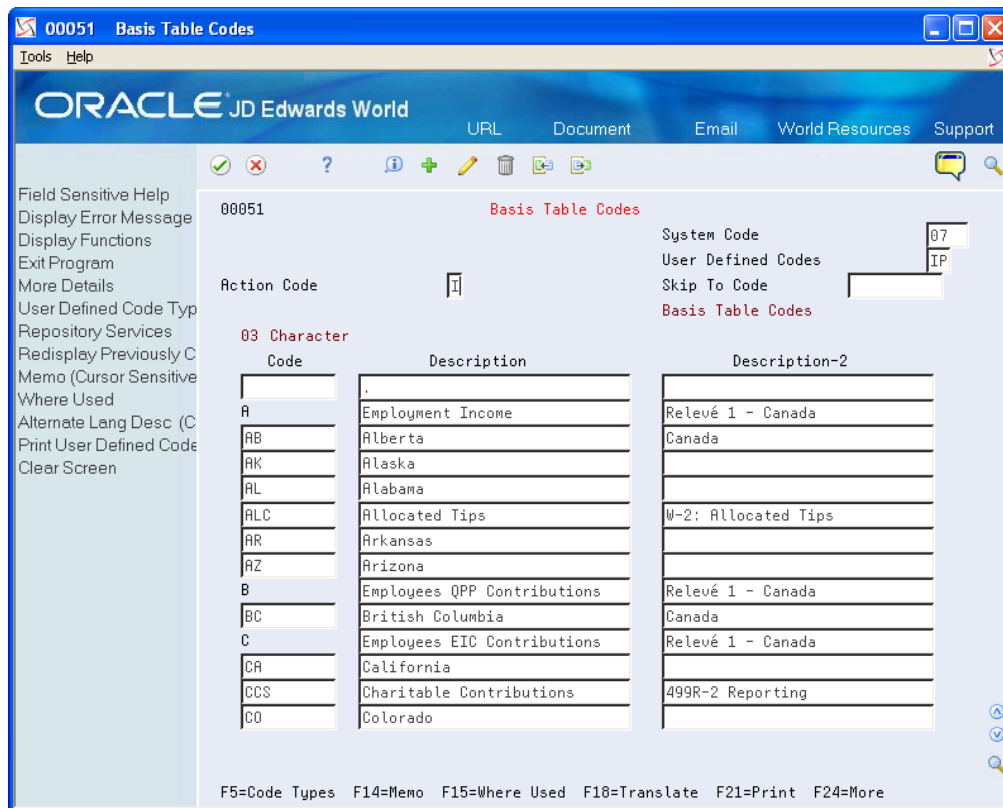
### To review basis table codes

## Navigation

**From W-2/1099 Setup (G072472), choose Basis Table Codes**

On Basis Table Codes, review the following fields:

- Code
- Description





# 5 Setting Up the Year-End Workfile

## Creating a W-2/1099 ID

Before you can define the criteria of your year-end workfile, you must create a three-character W-2/1099 ID. The W-2/1099 ID identifies the version library that the system creates when you build the workfile. This library, W2LIBxxx, where xxx is the W-2/1099 ID, stores all of the information for year-end processing. The ID also identifies the DREAM Writer version that you use to choose employees for year-end processing. You use this ID when you run all of the subsequent steps in the year-end processing. You can set up multiple IDs to process different groups of employees.

You must assign a unique DREAM Writer version to each W-2/1099 ID that you create. You use this version to choose the employees to include in year-end processing. You can assign a DREAM Writer version to only one W-2/1099 ID. If no suitable DREAM Writer version exists, you can add a new version when you create the new ID. The system can process multiple W-2/1099 IDs simultaneously.

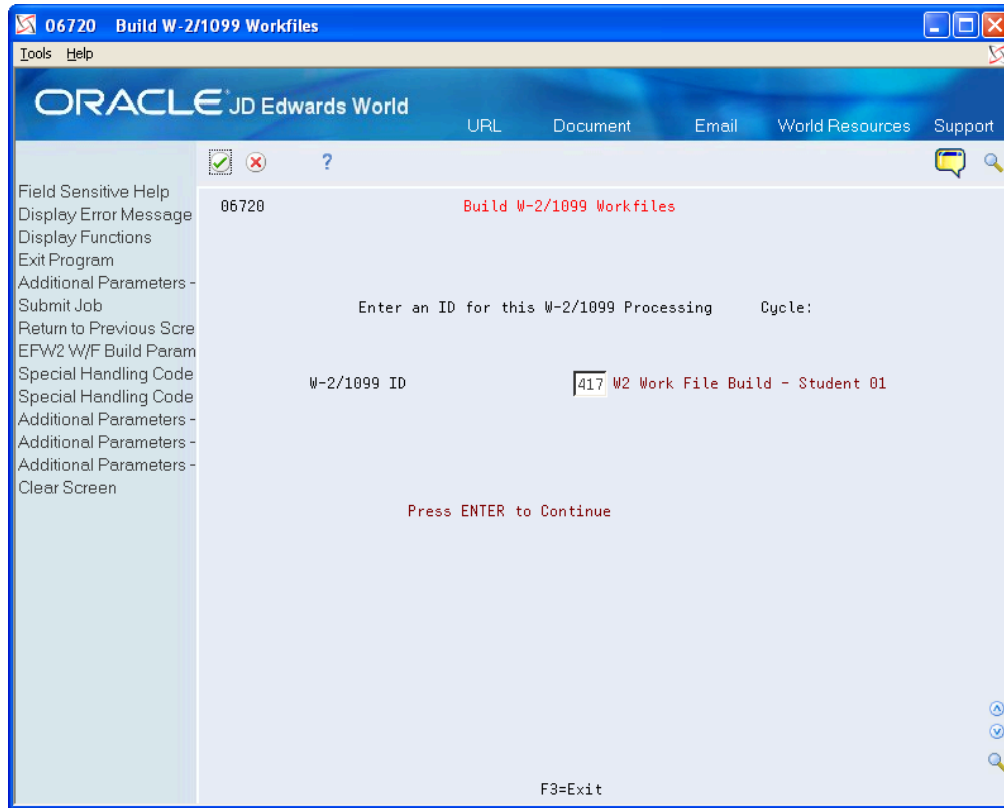
**CAUTION:** You cannot assign a unique DREAM Writer version to more than one W-2/1099 ID. The system checks for duplicate DREAM Writer versions. Do not use the same ID that you have in a prior year. If you use the same ID, the data the system generates this year overwrites the data of the previous year.

### To create a W-2/1099 ID

#### Navigation

### From Year End Processing (G07247), choose Build W-2/1099 Workfiles

1. On the first Build W-2/1099 Workfiles screen, complete the following field and click Enter twice:
  - o W-2/1099 ID



2. On the second Build W-2/1099 Workfiles screen, complete the steps for defining the workfile data criteria.

## Defining Workfile Data Criteria

You define workfile data criteria to include the appropriate year-end information in your workfile. You also define data criteria to format this information properly on year-end forms.

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

You set up workfile data criteria to:

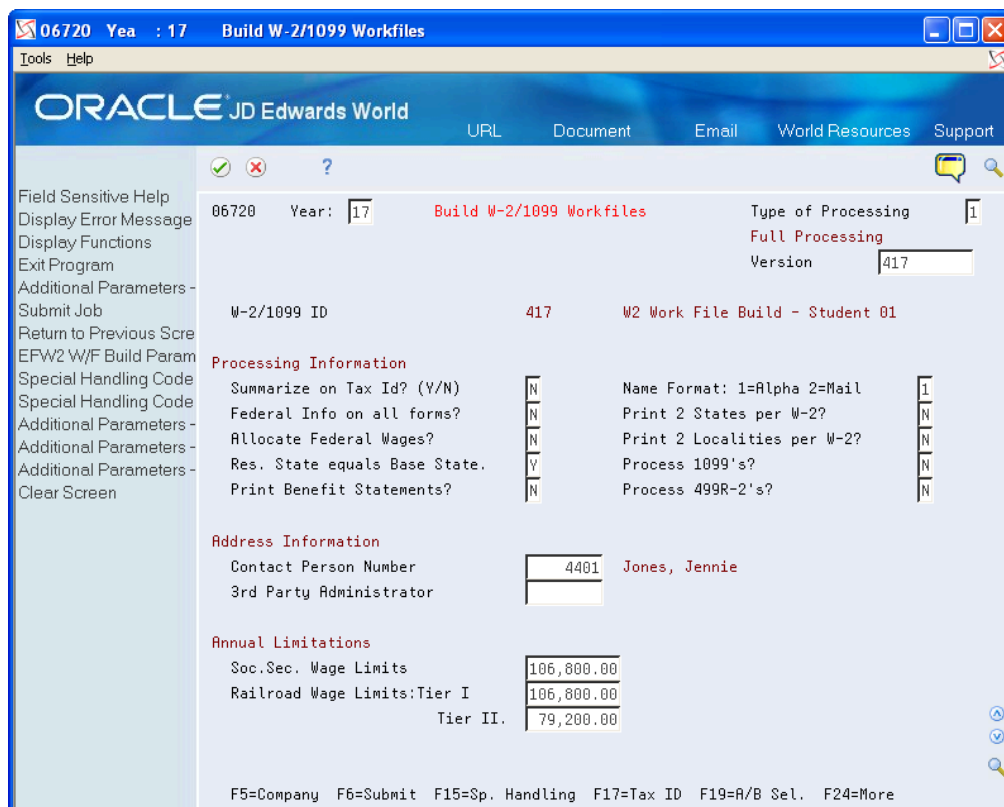
- Summarize employee tax records under one parent company
- Determine an employee's base state for taxation purposes
- Enter Social Security wage limits
- Specify the format for employee names
- Identify third-party administrators

Defining workfile data criteria includes the following tasks:

- To enter processing information
- To enter address information for the responsible person
- To enter annual limits

**To enter processing information**

1. From the second Build W-2/1099 Workfiles screen, complete the following fields and do not click OK:
  - o Year
  - o Type of Processing
  - o Version
  - o Summarize on Tax ID? (Y/N)
  - o Name Format: 1=Alpha 2=Mail
  - o Federal Info on all forms?
  - o Print 2 States per W-2?
  - o Allocate Federal Wages?
  - o Print 2 Localities per W-2?
  - o Res. State equals Base State
  - o Process 1099's?
  - o Print Benefit Statements?
  - o Process 499R-2's?



2. Complete the steps for entering the address information for the responsible person.

Field	Explanation
Type of Processing	<p>A user defined code (07/WP) that designates valid processing types for W-2 workfile builds. Valid types are:</p> <p>1 – Full workfile build. The system runs all available batch programs with the workfile process. The primary purpose is to build each workfile from scratch.</p> <p>2 – Changes Only processing. The system runs the same batch programs as in a full workfile build, but against a smaller portion of the full set of employees. For example, you can use this type of processing to rebuild data for a single employee.</p> <p>The process completely rebuilds summary workfiles and assigns new control numbers to the changed employees' forms.</p> <p>When processing changes only, you must select a group of employees to process. You can select employees by home company, tax ID, tax area, or Address Book number. Use the same parameters that you used during full workfile build processing.</p> <p>If W-2 forms were printed with a print date, this value produces W-2c forms.</p> <p>3 – Summary workfile build. The system excludes the detail employee workfile build programs and rebuilds from scratch only the summary workfiles. This type of processing is rarely necessary.</p> <p>5 - Re-creates the W-2 IRS Defined Code from the DBA Year-End Parameters.</p>
Summarize on Tax Id? (Y/N)	<p>A code that specifies whether companies with the same Corporate Tax ID are to be summarized into one reporting record for W-2 reporting</p> <p>To specify a parent, enter a Parent Company number in the detail area of the Corporate Tax ID screen. Access the Corporate Tax ID screen from the Taxes &amp; Insurance menu, G0744.</p> <p>If you do not specify a parent company, the W-2 Workfile Build uses the lowest company number as the parent.</p> <p><b>Note:</b> JD Edwards World recommends that when summarizing by Tax ID, you enter the Parent Company numbers in the detail area of the Corporate Tax ID screen. The Parent Company Number for the parent company is its own company number.</p>
Print Benefit Statements?	<p>A code that specifies whether the Print Benefit Statement job is to be submitted automatically when the Print W-2 form is submitted.</p> <p>Please note that the special handling amounts will be printed on the W-2 for Boxes 10, 11, 12, 13, and 14 even if you answer Y to this option.</p> <p>The Benefit Statement provides more detail than the information printed on the W-2.</p>
Print 2 States per W-2?	<p>A code that specifies whether one or two states print on each W-2 form issued to the employee.</p> <p>Y – Yes, print two states per form.</p> <p>N – No, print only one state per form.</p> <p><b>Caution:</b> This field must be set to N if you use 4-part Laser W-2 forms. This form has only 1 box for state information.</p> <p><b>Note:</b> If you specify two states per form, you cannot sort W-2s by state. All other W-2 forms (Standard and Laser) have 2 boxes for local information and print correctly if this flag is set to Y.</p>

Field	Explanation
Allocate Federal Wages?	<p>A code specifying whether the Federal Wages, Tips and Other Compensation amount should be allocated to each state where the employee had earnings. This field applies if you have multiple W-2s for employees. The following values are allowed:</p> <p>N – Do not allocate the Federal Wages, Tips and Other Compensation to the states. All Federal information will print on the W-2 that contains the Base State information unless you answered Y to Print Federal Information on all forms. In this case, you will receive the same Federal information on all W-2s for the employee.</p> <p>Y – Allocate the Federal Wages, Tips and Other Compensation between each state in which the employee has wages. The allocation will look at total state wages and determine each state's percentage of the total. An equal percentage of Federal wages will be allocated to the different states.</p>
Federal Info on all forms?	<p>A code that specifies whether the Federal wage and tax information is to be printed on all W-2 forms to be issued to the employee.</p> <p>Y – Prints the Federal wage and tax information on every form the employee receives.</p> <p>N – Prints only Federal wage and tax information on the form containing the employee's Base State information.</p> <p><b>Note:</b> For railroad employees, enter N in this field if you have set up additional entries for Box 14 through special handling.</p>
Res. State equals Base State	<p>A code that indicates whether the W-2 base state for employees is derived from the Employee Master's Resident Tax Area field or from the Home State field on Category Codes and Geographical Data (P060193). Valid values are:</p> <p>Y – The value in the Resident Tax Area field is used as the base state.</p> <p>N – The value in the Home State field is used as the base state.</p> <p>Blank – The value in the Resident Tax Area field will be used as the base state.</p> <p>When you have set up a base state other than the resident state on Category Codes and Geographical Data, you need to enter N.</p> <p><b>Note:</b> When Res. State equals Base State field is set to N, you can leave the Home State field blank for each employee. You only need to enter a value in the Home State field when you must specify the employee is a resident of a particular state. When the Res. State equals Base State field is set to N, the system first searches for a value in the Home State field. If that field is blank, the system obtains the value in the Resident Tax Area field on the Employee Master. For example, an employee works in three different states, CO, NY, and FL. The Employee Master contains CO as both resident and work tax area. You want NY as the resident state on the W-2. In this example, you enter NY in the Home State field and ensure that the Res. State equals Base State is set to N.</p>
Name Format: 1=Alpha 2=Mail	<p>A code that specifies the name format to be used on the year-end forms and electronic filing. This code is used to determine the name format for both employees and employers. Valid values are:</p> <p>1 – Alpha name from the Address Book. (ALPH)</p> <p>2 – Mailing name from the Address Book. (MLNM)</p> <p><b>Note:</b> In most cases, the federal government requires that the employee's name be entered as it is shown on the employee's Social Security card. The name on the Social Security card appears in the following format: first, middle initial, last. Choose the field from the Address Book that holds the employees' names in this order. However, this parameter will not be used for employees' names on the W-2 forms or electronic filing. The W-2 forms and EFW2 specifications require the employees' names to be in a specific format. This parameter will be used for non-W-2 forms, non-W-2 electronic file, and many year-end reports.</p>

Field	Explanation
Print 2 Localities per W-2?	<p>A code that specifies whether the system prints a maximum of two localities (city, county, school district, and so on) on each W-2 form issued to the employee.</p> <p>Y – Yes, print two localities per form if the employee has tax information in multiple localities. The local information is printed on the respective state's W-2.</p> <p>N – No, print only one locality per W-2 form.</p> <p><b>Caution:</b> This field must be set to N if you are printing 4-part Laser W-2 forms because each W-2 has only 1 box for local information. You must create separate W-2s for each locality. All other W-2 forms (Standard and Laser) have 2 boxes for local information and print correctly if this flag is set to Y.</p>
Process 1099's?	<p>A code that indicates whether you are processing Payroll related 1099s within the W-2 Workfile Build process. If you enter Y, the system runs additional programs that build additional elements pertaining to 1099s.</p>
Process 499R-2's?	<p>A code that indicates whether you are processing Puerto Rico form 499R-2 forms within the W-2 Workfile Build process. If you enter Y, the system runs additional programs that build additional elements pertaining to 499R-2s. As of January 2012, due to form changes made by the government, 499R-2 forms cannot be processed simultaneously with 1099 forms.</p>

### To enter address information for the responsible person

After you enter processing information, continue defining data criteria by entering address information for the responsible person.

- On the second Build W-2/1099 Workfiles screen, complete the following fields and do not click OK:
  - Contact Person Number
  - 3rd Party Administrator

If you have not previously set up the Address Book numbers for the contact person or third-party administrator, enter \* in the appropriate field to display the Address Window.

- Complete the steps for entering the annual limits.

Field	Explanation
Contact Person Number	The Address Book Number for the person who should be contacted if a problem develops with your W-2s, 499R-2s, or 1099s.
3rd Party Administrator	The Address Book Number that identifies your 3rd Party Administrator.

### To enter annual limits

After you enter address book information for the responsible person, finish defining data criteria by entering annual limits

On the second Build W-2/1099 Workfiles screen, complete the following fields and click Enter:

- Soc. Sec. Wage Limits

- Railroad Wage Limits: Tier I
- Tier II

Field	Explanation
Soc.Sec. Wage Limits	The maximum amount of taxable wages to be reported for FICA. The system uses the current year's default for this field if you define the default amount in the data dictionary item SSDL. The Social Security wage limit is 160,200 USD for the tax year 2023.
Railroad Wage Limits: Tier I	The maximum amount of taxable wages to be reported for Tier I. The system uses the current year's default for this field if you define the default amount in the data dictionary item T1DL.
Tier II	The maximum amount of taxable wages to be reported for Tier II. The system uses the current year's default for this field if you define the default amount in the data dictionary item T2DL.

## Assigning Special Handling Code Tables

You assign special handling code tables when you want to specify amounts to add to existing taxable wages or amounts that you want to report separately in the W-2 detail boxes, such as boxes 10, 11, 12, and 14. You can also identify the table codes that you use to supplement the taxable wages from the Taxation Summary History table (F06136). The table codes represent amounts that you add to the taxable wage amounts. Do not use the table codes to accumulate the taxable wages that you ultimately report on the year-end form.

The 499R-2 form contains special boxes for reporting amounts. To identify these amounts, JD Edwards World reserves the following special handling codes:

- WAG (Wages)
- COD (CODA Amounts)
- COM (Commission Amounts)
- CON (Concession Amounts)
- REM (Reimbursed Expenses)
- RET (Retirement)
- EHC (Employer Health Coverage)
- CCS (Charitable Contributions)

**Note:** Do not add pay types back to boxes 1, 3, 5, 16, and 18. The system adds wages to these boxes using the Taxation Summary History table (F06136). In addition, you no longer need to special handle amounts to the Deferred Compensation table for 2023 for W-3 and W-2 Electronic Filing Tables. The system calculates deferred compensation amounts using employee detail history records. However, the box remains on the Assign Spec. Handling Code Tables screen for the 2023 tax year so that you can make corrections for previous years. The Fringe Benefit box no longer exists on the W-2 form. However, the box remains on the Assign Spec. Handling Code Tables screen so that you can make corrections for years prior to 2001, if necessary.

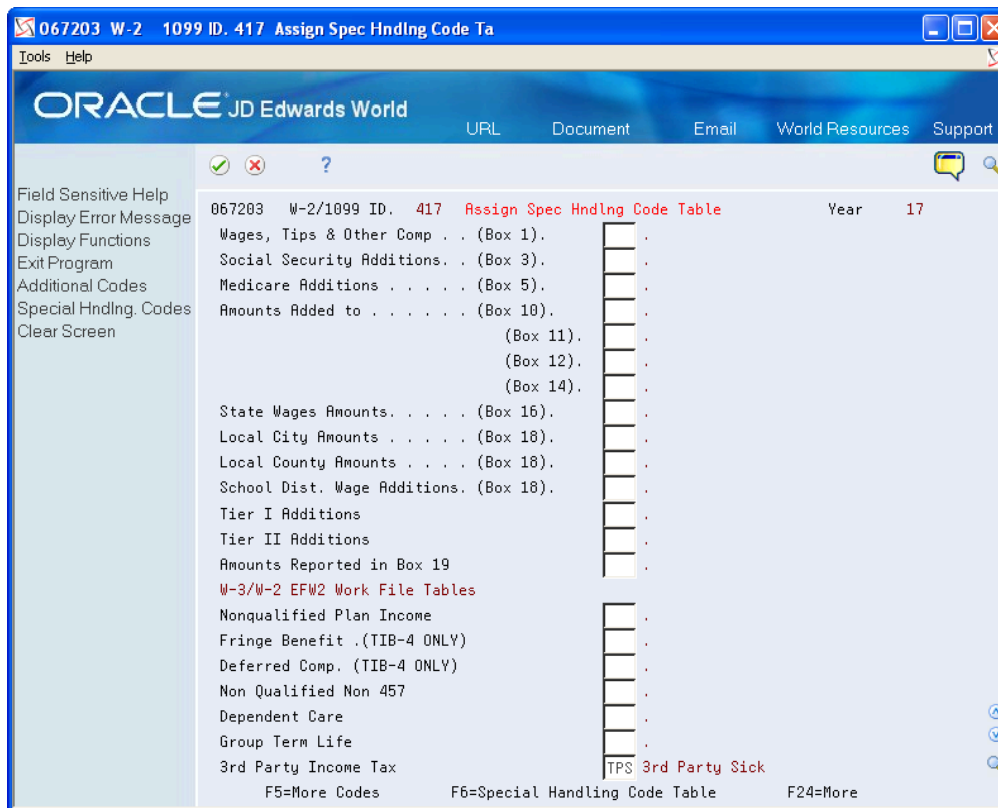
### To assign special handling code tables



## Navigation

### From Year End Processing (G07247), choose Build W-2/1099 Workfiles

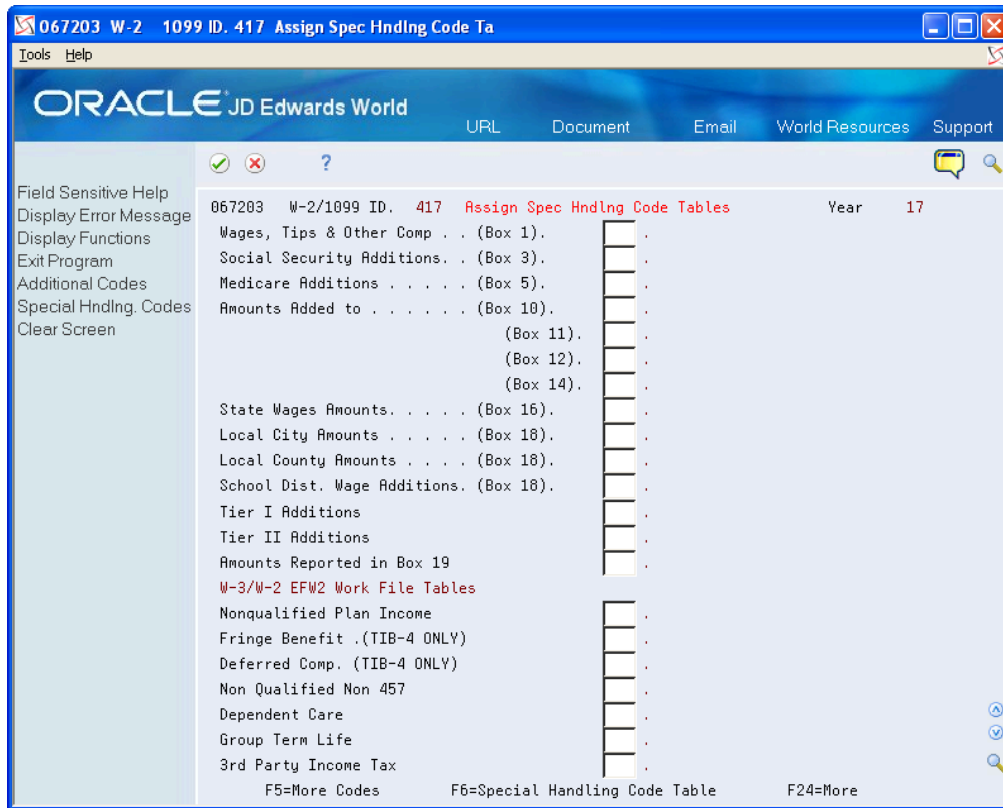
1. On the first Build W-2/1099 Workfiles screen, complete the steps for setting up your year-end workfile.
2. On the second Build W-2/1099 Workfiles screen, choose Special Handling Code Review (F15).



**3.** On Assign Spec Hndlng Code Tables, complete any of the following fields:

- Wages, Tips, & Other Comp (Box 1)
- Social Security Additions (Box 3)
- Medicare Additions (Box 5)
- Amounts Added to (Box 10)
- (Box 11)
- (Box 12)
- (Box 14)
- State Wages Amounts (Box 16)
- Local City Amounts (Box 18)
- Local County Amounts (Box 18)
- School Dist. Wage Additions (Box 18)
- Tier I Additions
- Tier II Additions
- Amounts Reported in Box 19
- Nonqualified Plan Income
- Fringe Benefit (TIB-4)
- Deferred Comp (TIB-4)
- Nonqualified Non 457
- Dependent Care
- Group Term Life
- 3rd Party Income Tax

4. To access additional special handling codes, choose Additional Codes (F5).



5. On Assign Spec Handling Code Tables, complete any of the following fields and click Enter:

- Pension Amount
- Gross Distribution
- Employee Contributions
- 1099 Rent Amounts/499 Health Coverage
- 1099 Royalties/499 Charitable Cont
- 1099 Rent Amounts
- 1099 Royalties
- 1099 Excess Golden Parachute
- Prizes & Awards
- Non-Employee Compensation
- Medical & Health Care
- Substitute Payments
- Allocated Tips
- Wages
- Commissions
- Concession
- Reimbursed Expenses
- Retirement Funds
- CODA Fund
- New Jersey Family Leave

Field	Explanation
Wages, Tips & Other Comp (Box 1)	A code that identifies a table of pay, deduction, and benefit types that are added to Wages, Tips and Other Compensation (Box 1).
Social Security Additions (Box 3)	A code that identifies a table of pay, deduction, and benefit types that are added to Social Security Wages (Box 3).
Medicare Additions (Box 5)	A code that identifies a table of pay, deduction and benefit types that are added to Medicare Wages and Tips (Box 5).
Amounts Added to (Box 10)	A code that identifies a table of pay, deduction and benefit types that are used to report Dependent Care Benefits (Box 10).
(Box 11)	A code that identifies a table of pay, deduction and benefit types that are used to report Nonqualified Plans (Box 11).
(Box 12)	A code that identifies a table of pay, deduction and benefit types that are used to report in Box 12 (See Instructions for Form W-2).

Field	Explanation
(Box 14)	A code that identifies a table of pay, deduction and benefit types that are used to report in Box 14 (Other).
State Wages Amounts (Box 16)	A code that identifies a table of pay, deduction and benefit types that are added to State Wages, Tips, etc. (Box 16).
Local City Amounts (Box 18)	A code that identifies a table of pay, deduction and benefit types that are added to Local Wages, Tips, etc. (Box 18).
Local County Amounts (Box 18)	A code that identifies a table of pay deduction, and benefit types that are added to Local County Wages, Tips, etc. (Box 18).
School Dist. Wage Additions (Box 18)	A code that identifies a table of pay, deduction, and benefit types that are used in the calculation of various W-2 and 1099 amounts added to Box 18.
Tier I Additions	A code that identifies a table of pay, deduction and benefit types that are added to Tier I Wages.
Tier II Additions	A code that identifies a table of pay, deduction and benefit types that are added to Tier II Wages.
Amounts Reported in Box 19	A code that identifies a table of pay, deduction, and benefit types that are added to Local Income Tax (Box 19).
Nonqualified Plan Income	A code that identifies a table of pay, deduction, and benefit types that are used in reporting Nonqualified Plan Income on W-2 Magnetic Media.
Fringe Benefit. (TIB-4 ONLY)	This code identifies a table of pay, deduction and benefit types which are used in reporting Fringe Benefits on W-2 Magnetic Media.
Deferred Comp. (TIB-4 ONLY)	This code identifies a table of pay, deduction and benefit types which are used in reporting Deferred Compensation on W-2 Magnetic Media.
Non Qualified Non 457	This code identifies a table of pay, deduction and benefit types which are used in reporting Nonqualified Non 457 on W-2 Magnetic Media.
Dependent Care	This code identifies a table of pay, deduction and benefit types which are used in reporting Dependent Care Benefits on W-2 Magnetic Media.
Group Term Life	This code identifies a table of pay, deduction and benefit types which are used in reporting Group Term Life on W-2 Magnetic Media.
3rd Party Income Tax	A code that identifies a table of pay, deduction and benefit types that are used in reporting 3rd Party Sick Income Tax Paid on the W-3 Summary Form.
Pension Amount	A code that identifies a table of pay, deduction and benefit types that are used in reporting Pension Amounts on the 1099-R forms.

Field	Explanation
Gross Distribution	A code that identifies a table of pay, deduction and benefit types that are used in reporting Gross Distributions on the 1099-R Form.
Employee Contributions	A code that identifies a table of pay, deduction and benefit types that are used in reporting Employee Contributions on the 1099-R Form.
1099 Rent Amounts	A code that identifies a table of pay, deduction, and benefit types that are used in reporting Rents on the 1099-MISC Form. This is also used for 499 R-2 Cost of Employer Health Coverage.
1099 Royalties	A code that identifies a table of pay, deduction and benefit types that are used in reporting Royalties on the 1099-MISC Form. This is also used for 499 R-2 Charitable Contributions.
1099 Excess Golden Parachute	A code that identifies a table of pay, deduction, and benefit types that are used in reporting special handling on the year-end forms.
Prizes & Awards	A code that identifies a table of pay, deduction and benefit types that are used in reporting Prizes and Awards on the 1099-MISC Form.
Non-Employee Compensation	A code that identifies a table of pay, deduction and benefit types that are used in reporting Non-Employee Compensation on the 1099-NEC Form.
Medical & Health Care	A code that identifies a table of pay, deduction and benefit types that are used in reporting Medical and Health Payments on the 1099-MISC Form.
Substitute Payments	A code that identifies a table of pay, deduction and benefit types that are used in reporting Substitute Payments on the 1099-MISC Form.
Allocated Tips	A code that identifies a table of pay, deduction and benefit types that are used in reporting Allocated Tips on the W-2 Form.
Wages	A code that identifies a table of pay, deduction, and benefit types that are used in reporting wages on the 499R-2 Form.
Commissions	A code that identifies a table of pay, deduction and benefit types that are used in reporting Commissions on the 499R-2 Form.
Concession	A code that identifies a table of pay, deduction and benefit types that are used in reporting Concessions on the 499R-2 Form.
Reimbursed Expenses	A code that identifies a table of pay, deduction and benefit types that are used in reporting Reimbursed Expenses on the 499R-2 Form.
Retirement Funds	A code that identifies a table of pay, deduction and benefit types that are used in reporting Retirement Funds on the 499R-2 Form.
CODA Fund	A code that identifies a table of pay, deduction and benefit types that are used in reporting CODA Plans on the 499R-2 Form.

Field	Explanation
New Jersey Family Leave	A code that identifies a table of pay, deduction, and benefit types that are used in the calculation of various W-2 and 1099 amounts.

## Assigning Additional Information for Building the Workfile

To further define what 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 your program version, you can assign additional information.

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

Additional information includes the following:

- Requesting processing by company
- Requesting processing by tax ID
- Requesting processing by tax area
- Requesting processing by address number (use this 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.

**Note:**

- *Creating Electronic Filing* for additional information and instructions about creating electronic files
- *Defining Workfile Data Criteria* for additional information and instructions about defining workfile criteria

### To assign additional information for building the workfile

#### Navigation

#### From Year End Processing (G07247), choose Build W-2/1099 Workfiles

1. On the first Build W-2/1099 Workfiles screen, complete the steps for setting up your year-end workfile.
2. On the second Build W-2/1099 Workfiles screen, choose Additional Parameters - Home Company (F5) to request processing by company.
3. On W-2 Additional Parameters, complete the following field with the company number:
  - Value

4. Click Add.
5. Exit W-2 Additional Parameters.
6. On the second Build W-2/1099 Workfiles screen, choose Additional Parameters - Tax ID (F17) to identify the federal tax IDs to include in your workfile build.
7. On W-2 Additional Parameters, complete the following field with the tax ID:
  - o Value
8. Click Add.
9. Exit W-2 Additional Parameters.

## Creating the Year-End Workfile

After you set up the workfile, you must create the workfile. You create the year-end workfile to gather the information that is necessary to print government forms, audit reports, and year-end reports, and to create the electronic file that you send to the SSA.

When you create the workfile, the system also prints a report of the negative amounts that are in the workfiles. This report specifies the employee number, company number, PDBA code, tax area, tax type, and amount. You must correct these negative amounts and then rerun the workfile build. The workfile build does not create a W-2 for an employee with a negative amount. The IRS and SSA do not allow you to report negative amounts.

If you did not assign special handling code tables to the electronic file fields, a warning message prompts you to do so.

The system generates the Negative Dollar Integrity report (R06730) that displays any negative wage and tax errors. If no negative wages or tax errors exist, the system prints only a report cover page.

The system creates the following employee-level records when you process 499R-2, 1099, and W-2 forms:

- F06730 is a single federal control record that contains the U.S. federal taxes.
- F06731 is a state (territory) control record that contains state and local taxes.
- F06732 is a special handling record that depends on the special handling table setup.

The system creates the W2LIBxxx library and workfiles (where xxx is the ID number). This unique, permanent library contains the employee detail tables. The company summary tables are in the production library. The system uses these tables to produce year-end forms. Each time that you build a workfile, the system creates a library that remains on the system until you purge it. In addition, the system generates permanent summary control tables in the production library.

After you build the workfile, you might want to review your work before you begin printing audit reports and year-end forms.

### Note:

- [Assigning Special Handling Code Tables](#) for more information about special handling code tables
- [Reviewing Year-End Version Information](#) for information about reviewing the workfile build
- [Setting Up the Year-End Workfile](#) Setting Up the Year-End Workfile.



**Note:** If a company has both regular and Puerto Rico employees, you need to consider: If there is one, or just a few Puerto Rican employees in the build, remove the employees from the build and file separately on paper. Submit the electronic file for the remaining employees. If there are multiple Puerto Rican employees in the build, build two separate workfiles, even if it is the same company and Tax ID. One build for the non-Puerto Rican employees and one build for the Puerto Rican employees. You will have two separate electronic files for the same company and same Tax ID. See *Setting up Employees Who Work in Puerto Rico*

## What You Should Know About

Tax Area Information Setup	Description
For Ohio tax type M records	<p>It is critical that you are aware of the description in the Tax Type Description field in the Tax Area Information program (P069012) on the Tax and Insurance menu (G0744).</p> <p>The system uses these descriptions for:</p> <ul style="list-style-type: none"> <li>• Printing the Locality name on the W-2 form. The system uses the first 8 characters in this field to print the Locality name on the form.</li> <li>• Building the EFW2 file. For the Ohio State Control Code, the system uses the first 7 characters in the Tax Type Description field when building the EFW2 file for Ohio.</li> </ul>

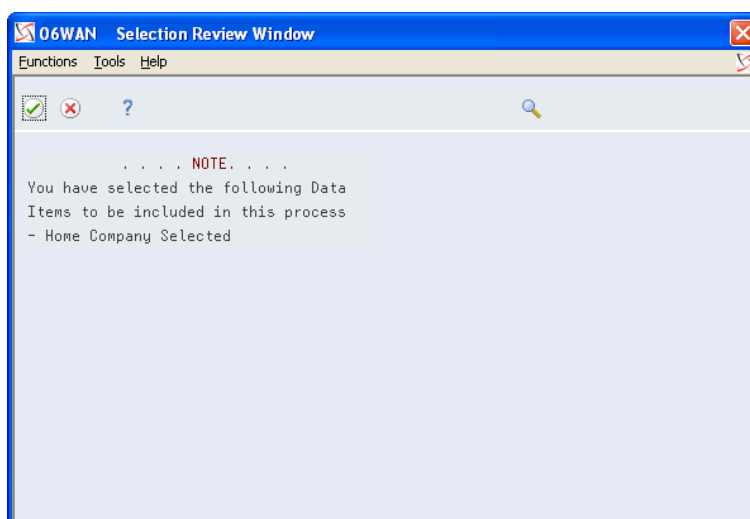
### To create the year-end workfile

#### Navigation

#### From Year End Processing (G07247), choose Build W-2/1099 Workfiles

1. On the first Build W-2/1099 Workfiles screen, complete the steps for setting up your year-end workfile.
2. On the second Build W-2/1099 Workfiles screen, choose Submit Job (F6).

If you choose selection criteria, the system displays the Selection Review Window, which displays the criteria that you chose.



3. Choose Continue Processing.

## Processing Options

See *W2 Work File Build (P06720)*.

## Data Selection for Build W-2/1099 Workfiles

If you do not choose specific companies or tax IDs, the workfile build process uses the DREAM Writer data selection for that version and selects the appropriate records. The data selection is based on information in the Employee Master table.

## Data Sequence for Build W-2/1099 Workfiles

The system always sequences records in the year-end workfile by address book number. Do not change the data sequencing on the W-2 Workfile Build DREAM Writer version. For the other steps of year-end processing, you can change the data sequence of reports and forms.

## Reviewing the Negative Dollar Integrity Report

The system generates the Negative Dollar Integrity report after you run the Build W-2/1099 Workfiles program. If the system finds any negative amounts in the Taxation Summary History table (F06136) or the Payroll Month PDBA Summary History table (F06146), it includes the employee with the negative amount on the report.

**Note:** Only the first instance of a negative amount for an individual employee is on the report. If an employee is on the report, you must check all of the other history records for that employee to verify any other possible negative amounts. The system does not generate and print a W-2 for an employee with a negative amount.

## Example: Negative Dollar Integrity Report

Negative Dollar Integrity Report							Date -	8/26/05
-- Fix EE History / Fun Changes Only --							Calendar Year.	05
							W-2/1099 ID.	999
Number	Employ Name	C	Tax Ar	Pay Ty	Type	Description	ID Item	Amount
7504	Mayeda, Donald	00100	0400000000	F		SIT Taxable Wages	STMG	3,433.75-
7504	Mayeda, Donald	00100	0400000000	F		SIT Adjusted Wages	STA2	3,433.75-
7504	Mayeda, Donald	00100	0400000000	F		State Income Tax	STTX	144.73-

# 6 Year-End Review

## Reviewing Year-End Version Information

You review year-end version information to locate errors or inaccurate information and to make corrections before printing year-end forms. You should review:

- All of the workfile builds you are processing for W-2, 499R-2, and 1099 forms
- The amounts that the workfile build process generates for an employee or company

Reviewing year-end version information includes the following tasks:

- Reviewing the status of IDs being processed
- Resetting a step in the year-end cycle
- Reviewing the W-2 count
- Reviewing wage adjustment summaries
- Reviewing wage adjustments detail
- Reviewing employee wage information
- Reviewing employee form count information
- Reviewing employee form detail information

## Reviewing the Status of IDs Being Processed

You can review information about 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. This information can also help you determine whether any errors occurred during the processing that requires you to rerun a step.

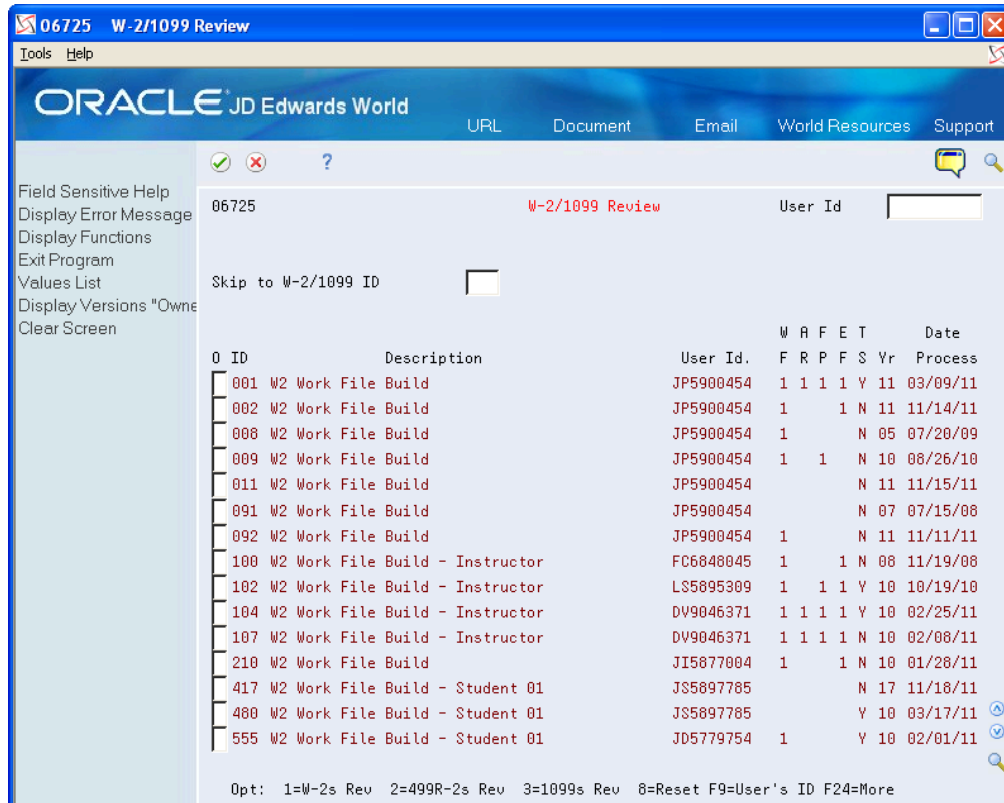
### **To review the status of IDs being processed**

#### **Navigation**

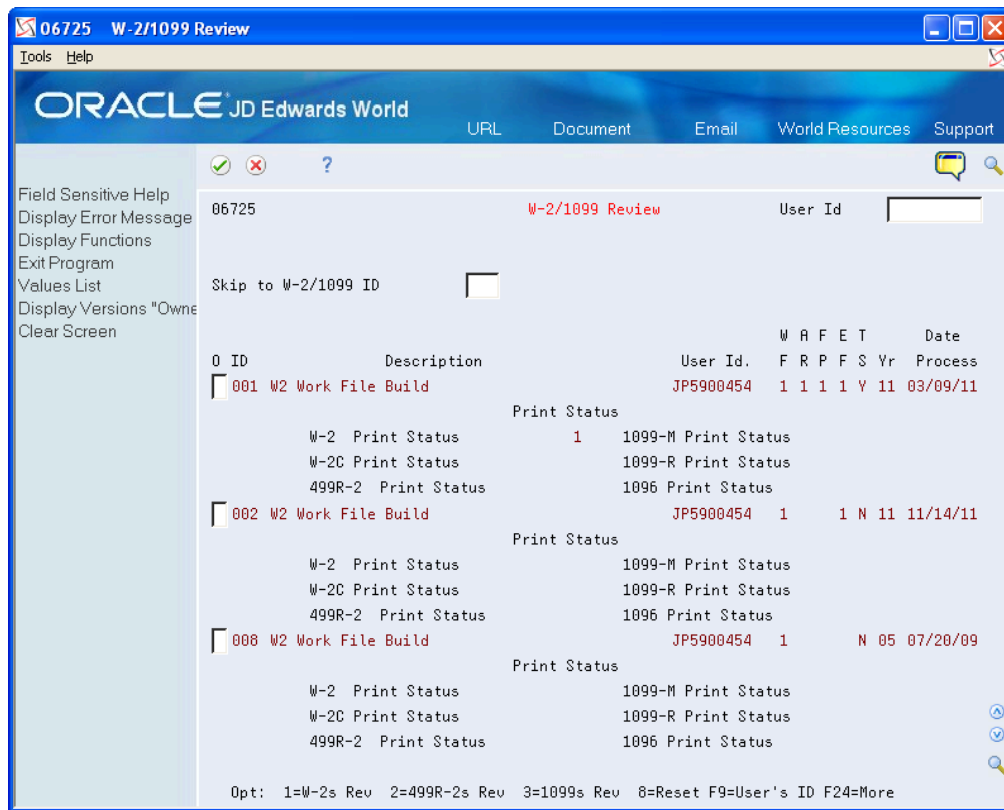
**From Year End Processing (G07247), choose W-2/1099 Review**

1. On W-2/1099 Review, review the following fields:

- o WF
- o AR
- o FP
- o EF
- o TS



2. Access the detail area to review Print Status for the ID.



Field	Explanation
W F	<p>A code that indicates the current status (stage) of the workfile in the 1099, Releve 1, T4, and W-2 processing cycles. Valid values are:</p> <p>Blank – The workfile build step has not been run.</p> <p>A – The workfile build step is currently active.</p> <p>1 – The workfile build step has finished normally.</p>
A R	<p>A code that indicates the current status (stage) of the audit report process in the 1099 and W-2 processing cycles. Valid values are:</p> <p>Blank – The audit report step has not been run.</p> <p>A – The audit report step is currently active.</p> <p>1 – The audit report step has completed normally.</p> <p>S – A schedule lock is on the audit report step. Another user is currently accessing this ID.</p>
P F	<p>A code that indicates the current status (stage) of the Forms Print process in the W-2/1099 Processing Cycle. Valid values are:</p> <p>Blank – The Forms Print step has not been run.</p>

Field	Explanation
	<p>A – The Forms Print step is currently active.</p> <p>1 – The Forms Print step has finished normally.</p> <p>S – A schedule lock is on the Forms Print step. Another user is currently accessing this ID.</p> <p><b>Note:</b> This code changes to a 1 when any form type has been printed, whether it is a W-2, 1099-R, 1099-MISC, and so on. To determine which form type has been printed; choose More Detail (F4) on the W-2/1099 Review. The type of form printed is marked with a 1.</p>
EF	<p>A code that indicates the current status (stage) of the Electronic File Generation process in the W-2/1099 Processing Cycle. Valid values are:</p> <p>Blank – The Electronic Filing step has not been run.</p> <p>A – The Electronic Filing step is currently active.</p> <p>1 – The Electronic Filing step has finished normally.</p> <p>S – A schedule lock is on the Electronic Filing step. Another user is currently accessing this ID.</p>
TS	<p>A code that specifies whether companies with the same Corporate Tax ID are to be summarized into one reporting record.</p> <p>To specify a parent, enter a Parent Company number in the detail area of the Corporate Tax ID screen. Access the Corporate Tax ID screen from the Taxes &amp; Insurance menu, G0744.</p> <p>If you do not specify a parent company, the W-2 Workfile Build uses the lowest company number as the parent.</p> <p><b>Note:</b> JD Edwards World recommends that, when summarizing by Tax ID, you enter the Parent Company numbers in the detail area of the Corporate Tax ID screen. The Parent Company Number for the parent company is its own company number.</p>

## Resetting a Step in the Year-End Cycle

You might encounter errors during year-end processing that cause you to run a process again. Resetting a step in the year-end cycle allows you to restore your data to its condition prior to running the process.

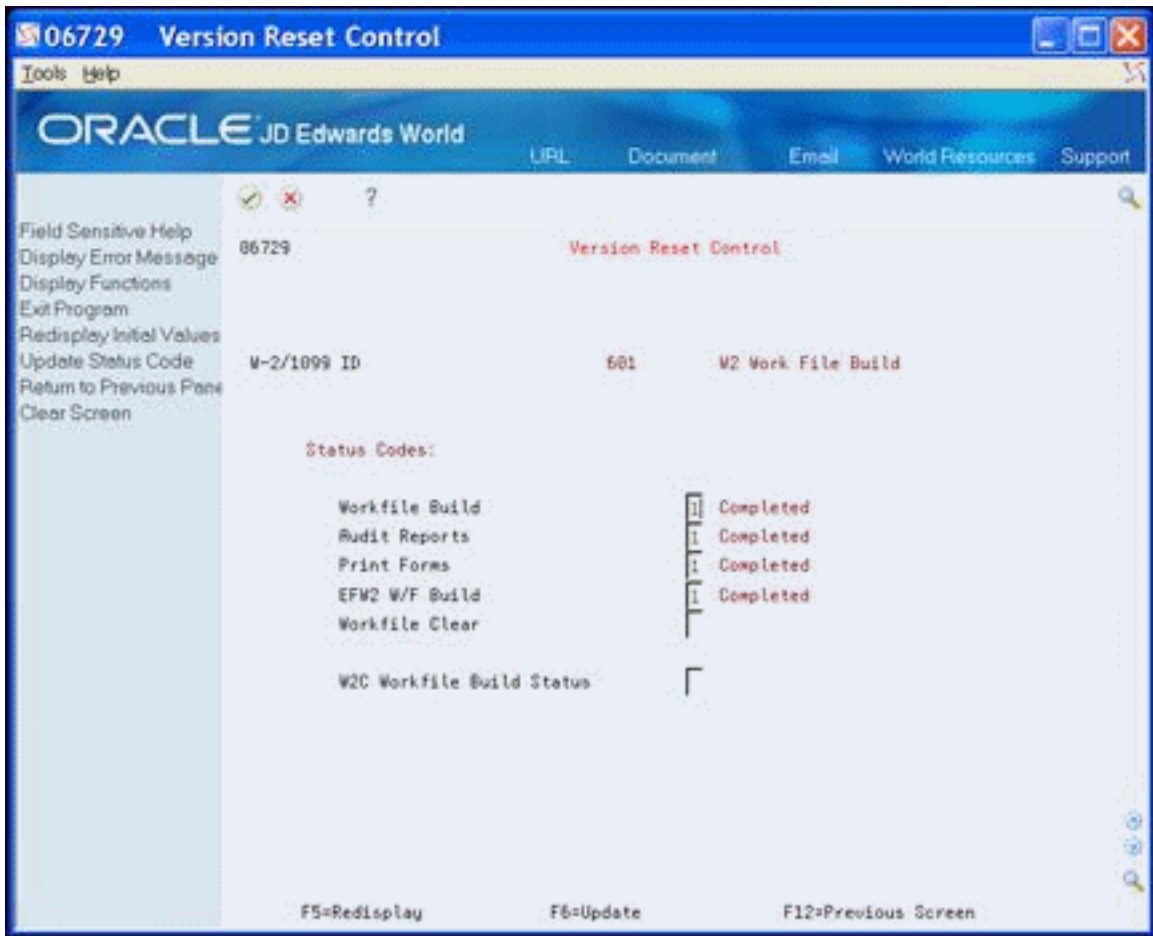
### To reset a step in the year-end cycle

#### Navigation

#### From Year End Processing (G07247), choose W-2/1099 Review

1. On W-2/1099 Review, enter 8 in the Option field next to the W-2/1099 ID that you want to reset.

2. On the first Version Reset Control screen, click Enter twice.



3. On the second Version Reset Control screen, remove the status codes from any of the following fields that you want to reset:

- o Workfile Build
- o Audit Reports
- o Print Forms
- o Electronic Filing
- o Workfile Clear
- o W-2C Workfile Build Status

If you incorrectly change the status codes, the system displays an error.

4. Choose Update Status Code (F6).

Field	Explanation
Workfile Clear	A code that identifies the current status (stage) of the Clear Workfile process in the W-2/1099 processing cycle. The following values currently apply:  Blank – The Clear Workfile step has not been run.

Field	Explanation
	<p>A – The Clear Workfile step is currently active.</p> <p>1 – The Clear Workfile step has finished normally.</p> <p>S – There is a schedule lock on the Clear Workfile step. Another user is currently accessing this ID.</p>

## Reviewing the W-2 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 system adds form and dollar totals for the child company to the totals for the parent company. Use the company number of the parent company to review totals that include both the child and the parent company.

**Note:**

- *Updating Year-End Information to a Parent Company*

**To review the W-2 count**

**Navigation**

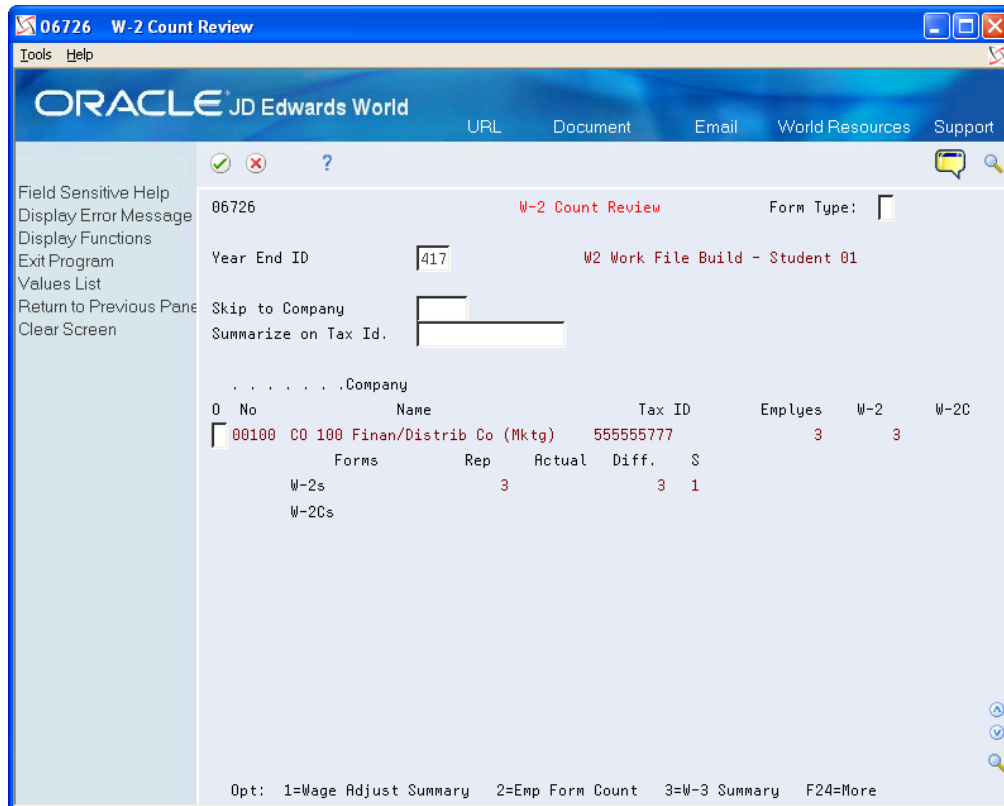
**From Year End Processing (G07247), choose W-2/1099 Review**

1. On W-2/1099 Review, enter 1 in the Option field next to the W-2/1099 ID that you want to review.



2. On W-2 Count Review, review the following fields:

- o Company No
- o Company Name
- o Tax ID
- o Employees
- o W-2



- To review totals by company, enter 3 in the Option field.

W-2/1099 ID 417 Year 17  
 Company 00100 CO 100 Finan/Distrib  
 History Type A ('A'=All) All Types  
 Tax ID 555555777  
 No. of W-2s 3

EIC Amount	
Allocated Tips	
FIT Withheld	1433.55
Wages, Tips & Other	9036.54
Soc. Security Wages	9157.70
Soc. Security Withheld	384.62
Soc. Sec. Tip Wages	
Medicare Wages	9157.70
Medicare Withheld	132.79
Nonqualified Plan	
Deferred Comp	
Dependent Care	
Income Tax by 3rd Party	110.00

- After you review totals by company, exit the W-3 Summary screen.
- On W-2 Count Review, access the detail area to view the number of each type of form you need to print.

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06726 W-2 Count Review Form Type: [ ]  
 Year End ID 417 W2 Work File Build - Student 01  
 Skip to Company [ ]  
 Summarize on Tax Id. [ ]

No	Company Name	Tax ID	Emples	W-2	W-2C
0	00100 CO 100 Finan/Distrib Co (Mktg)	555555777	3	3	

Foms	Rep	Actual	Diff.	S
W-2s	3	3	1	
W-2Cs				

Opt: 1=Wage Adjust Summary 2=Emp Form Count 3=W-3 Summary F24=More

Field	Explanation
Form Type:	A code that specifies the various types of year-end forms that are available.
Employees	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 those companies. It will not contain the number of W2c employees processed.
W-2	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.
W-2C	The total number of Federal and State W2C forms. For W2c forms, this number includes one for federal and one for each state, if applicable.

## Reviewing Wage Adjustment Summaries

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 the following:

- Federal wages
- State wages
- Local wages

**Note:**

- *Working with Tax History Integrity* for more information about history types

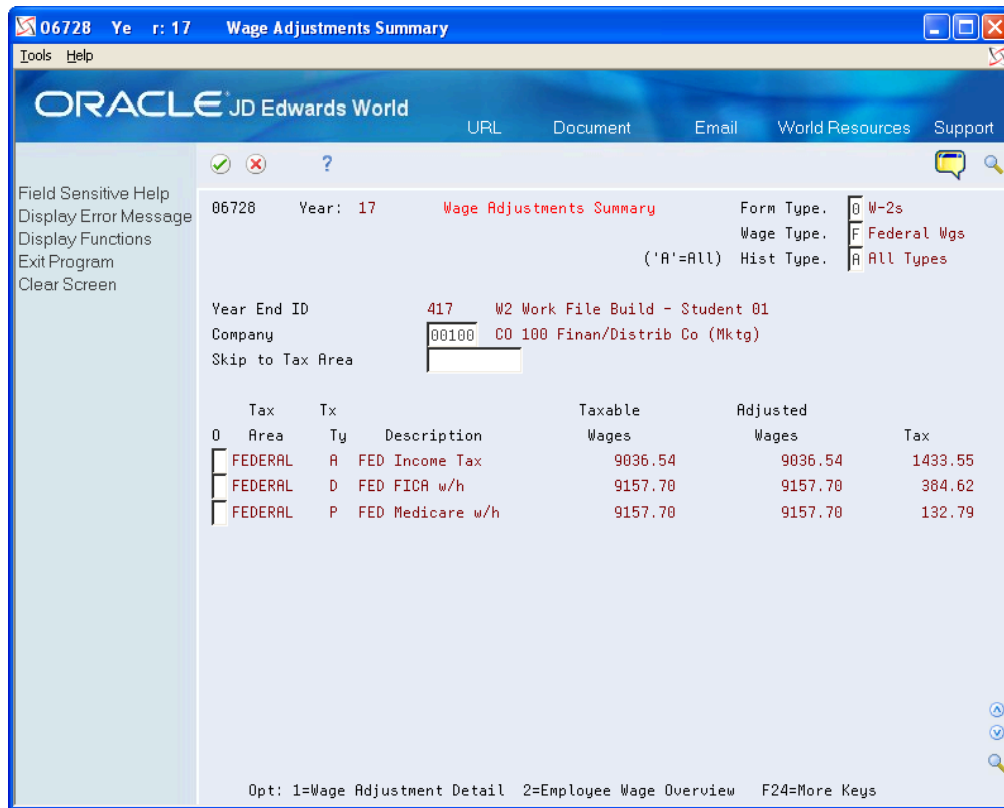
### To review wage adjustment summaries

#### Navigation

#### From Year End Processing (G07247), choose W-2/1099 Review

1. On W-2/1099 Review, enter 1 in the Option field next to the W-2/1099 ID that you want to review.

- On W-2 Count Review, enter 1 in the Option field for the company with the wage adjustments summary that you want to view.



- On Wage Adjustments Summary, complete the following fields:

- Wage Type
- Hist Type

Field	Explanation
Wage Type	A code that specifies whether the type of wages and so on that appear are State (S), Local (L), or Federal (F).
Hist Type	A code that indicates the type of employee for W-2/1099 history purposes.

## Reviewing Wage Adjustments Detail

You review wage adjustments detail to view the taxable wages, adjustments, and adjusted wages by company and tax area.

For each tax authority, you can review the following information:

Tax Authority	Description
Taxable wages	The amount of wages the tax authority considers taxable. The system derives this number from the Taxation Summary History table (F06136) as gross - (excludable + excess). To verify this amount, choose the Taxation History Window function from the Wage Adjustment Summary screen. The system displays the taxation history records for all of the employees in the workfile build.
Adjustments	The adjusted amount of wages for tax purposes, which is the special handling deductions or benefits you add 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, choose the Transaction History Window option next to the DBA number on the Wage Adjustment Summary screen and click Enter. The system displays a window containing information from either the Payroll Month PDDBA Summary History table (F06146) or the Tax Area Transaction Summary History table (F06148).
Adjusted wages	The reportable wages for the taxing authority. They consist of taxable wages and the total of the adjustments.

If you deduct Tier I and Tier II taxes, only the amount of the tax displays on the screen. Taxable and adjusted wages are blank for tax types R and T, and no option line for additional information exists.

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

On Federal Wage Adjustments, the system adjusts the Federal D Taxable Wages by the portion of wages that were tips (shown as Federal DT Adjusted Wages).

**To review wage adjustments detail**

**Navigation**

**From Year End Processing (G07247), choose W-2/1099 Review**

1. On W-2/1099 Review, enter 1 in the Option field next to the W-2/1099 ID that you want to review.
2. On W-2 Count Review, enter 1 in the Option field for the company with the wage adjustments summary that you want to view.

- On Wage Adjustments Summary, enter 1 in the Option field for the tax area for which you want to view detail information.

067281 Yea : 17 Wage Adjustment Detail

Tools Help

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Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 Taxation History Window  
 Clear Screen

067281 Year: 17 Wage Adjustment Detail Form Type: W-2s  
 ('A'=All) Hist Type: ALL Types

Year End ID 417 W2 Work File Build - Student 01  
 Company 00100 CO 100 Finan/Distrib Co (Mktg)  
 Tax Area/Type FEDERAL / A FED Income Tax

O Type	Description	Amount
	Taxable Wages	9,036.54
	Total Adjustments	-----
	Adjusted Wages	9,036.54

Opt: 1=Trans History Window F8=Taxation History Window F24=More

- On Wage Adjustment Detail, review the following fields:
  - Description
  - Amount

## Reviewing Employee Wage Information

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

Employee wage information includes three areas for your review:

- Taxable wages
- Adjustments
- Adjusted wages

### Note:

- Reviewing Wage Adjustments Detail* for descriptions of the three areas that you can review

**To review employee wage information**

## Navigation

### From Year End Processing (G07247), choose W-2/1099 Review

1. On W-2/1099 Review, enter 1 in the Option field next to the W-2/1099 ID that you want to review.
2. On W-2 Count Review, enter 1 in the Option field for the company with the wage adjustments summary that you want to view.
3. On Wage Adjustments Summary, enter 2 in the Option field for the tax area for which you want to view detail information.

067283 ear: 17 Employee Wage Review

Tools Help

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Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Clear Screen

067283 Year: 17 Employee Wage Review Form Type: W-2s  
( 'A'=ALL) Hist Type: ALL Types

Year End ID 417 W2 Work File Build - Student 0  
Company 00100 CO 100 Finan/Distrib Co (Mktg)  
Tax Area/Type FEDERAL / A FED Income Tax  
Skip to Employee

Employee		Taxable	Adjusted
0	Number Name	Wages	Wages
	6001 Allen, Ray	5,536.54	5,536.54
	6001 Allen, Ray	1,000.00	1,000.00
	6002 Abbot, Dominique	2,500.00	2,500.00
	TOTAL	9,036.54	9,036.54

Opt: 1= Empl. Wage Adjustment Review F3=Exit F24=More

4. On Employee Wage Review, review the following fields:

- o Employee Number
- o Employee Name
- o Taxable Wages
- o Adjustments
- o Adjusted Wages

## Reviewing Employee Form Count Information

Review employee form count information to locate the number of forms to print for each employee in the company.

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

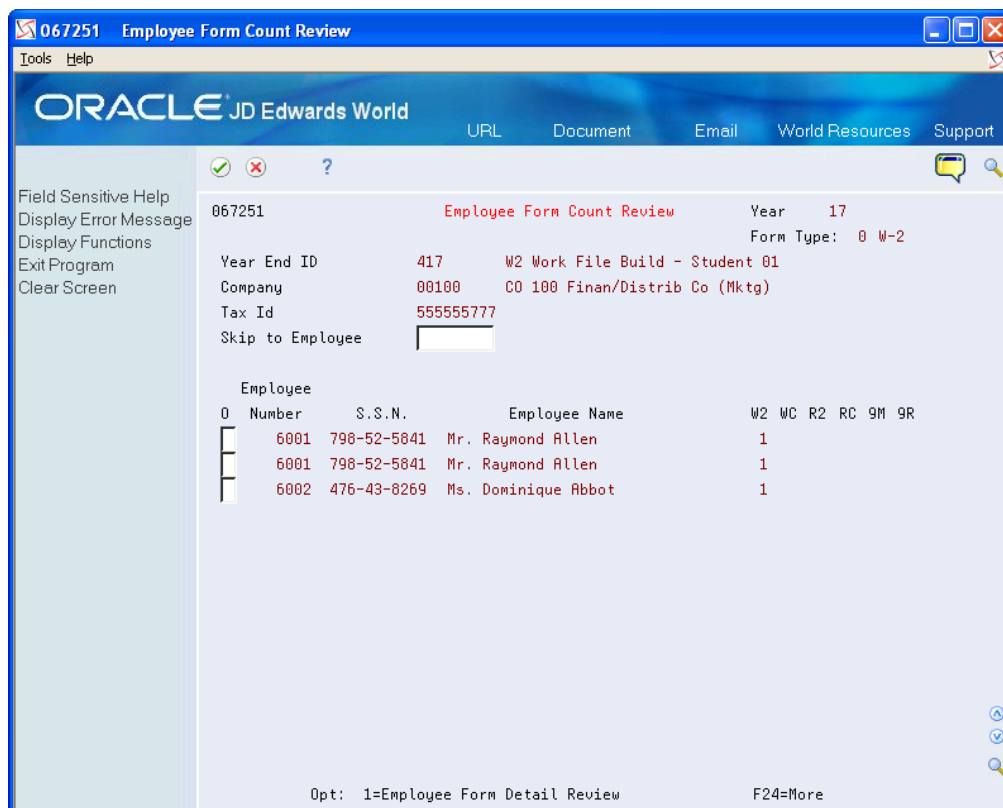
- The employee is working in multiple states.
- You enter third-party sick pay for the employee by using the Third Party Sick Entry program.
- The W-2 form contains an overflow of information from box 12 or 14.

### To review employee form count information

#### Navigation

#### From Year End Processing (G07247), choose W-2/1099 Review

1. On W-2/1099 Review, enter 1 in the Option field next to the W-2/1099 ID that you want to review.
2. On W-2 Count Review, enter 2 in the Option field for the company with the employee form count that you want to view.



3. On Employee Form Count Review, review the following fields:

- Employee Number
- S.S.N.
- Employee Name
- W2
- WC
- R2
- RC



- o 9M
- o 9R

## Reviewing Employee Form Detail Information

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

### To review employee form detail information

#### Navigation

#### From Year End Processing (G07247), choose W-2/1099 Review

1. On W-2/1099 Review, enter 1 in the Option field next to the W-2/1099 ID that you want to review.
2. On W-2 Count Review, enter 2 in the Option field for the company with the employee form count that you want to view.
3. On Employee Form Count Review, enter 1 in the Option field for the employee whose detail information you want to view.

067252 Yea . . 17 Employee Form Detail Review

Tools Help

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URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program

067252 Year 17 Employee Form Detail Review Form Type: 0 W-2  
Hist Type: Standard T

Year End ID 417 W2 Work File Build - Student 0  
Company 00100 CO 100 Finan/Distrib Co (Mktg)  
Tax Id 555555777  
Employee No/SSN 6002 476-43-8269 Ms. Dominique Abbot

Control	Federal	State	Local
0 Number	Wages	Wages	Wages
28309	2,500.00	2,500.00	

Opt: 1=W-2 Inquiry F24-More

4. On Employee Form Detail Review, review the following fields:

- Control Number
- Federal Wages
- State Wages
- Local Wages

## Reviewing Employee Form Information

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

Reviewing employee form information includes the following tasks:

- Reviewing and changing employee W-2 information
- Reviewing employee wage adjustments
- Reviewing employee wage allocations
- Reviewing W-2 special handling information
- Reviewing employee 1099 and 499R-2 information
- Printing a single year-end form

## Reviewing and Changing Employee W-2 Information

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

If the employee works in more than one state and all federal wages are to print on one form, the system displays the following message: Federal wages printed on another W-2 for all state and local forms on which the system does not include federal wages.

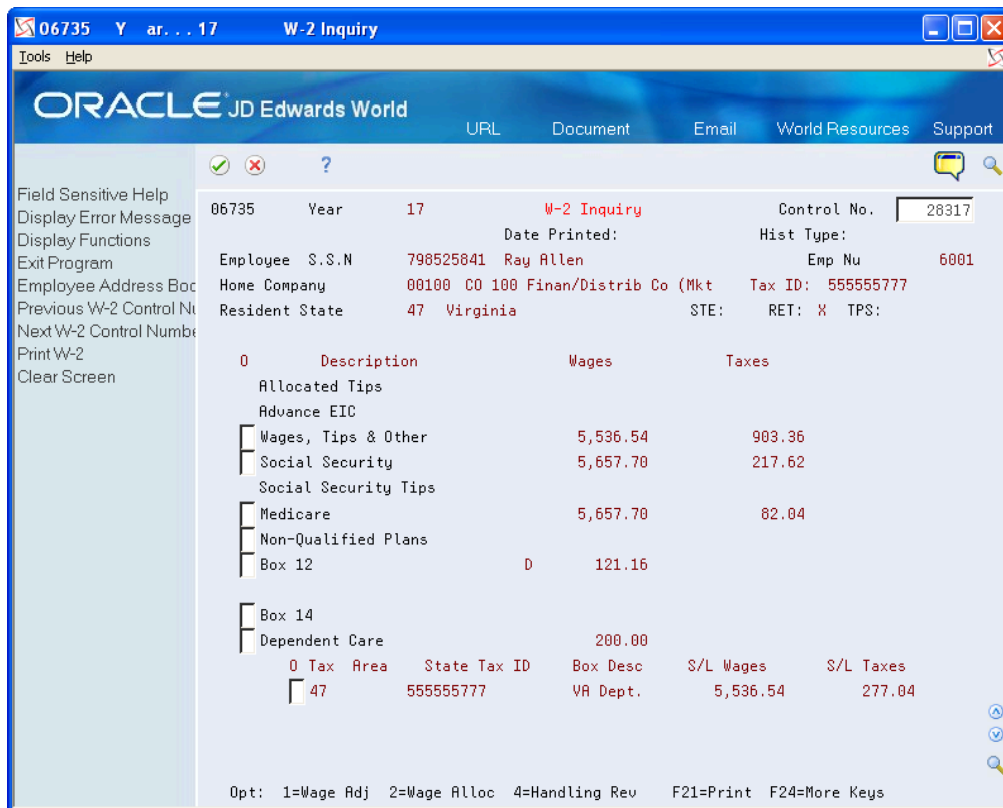
If you set up box 1 to allocate wages and taxes to the states, the system displays only part of the wages and tax with a message that indicates that allocation has occurred.

### To review and change employee W-2 information

#### Navigation

**From Year End Processing (G07247), choose Form W-2**

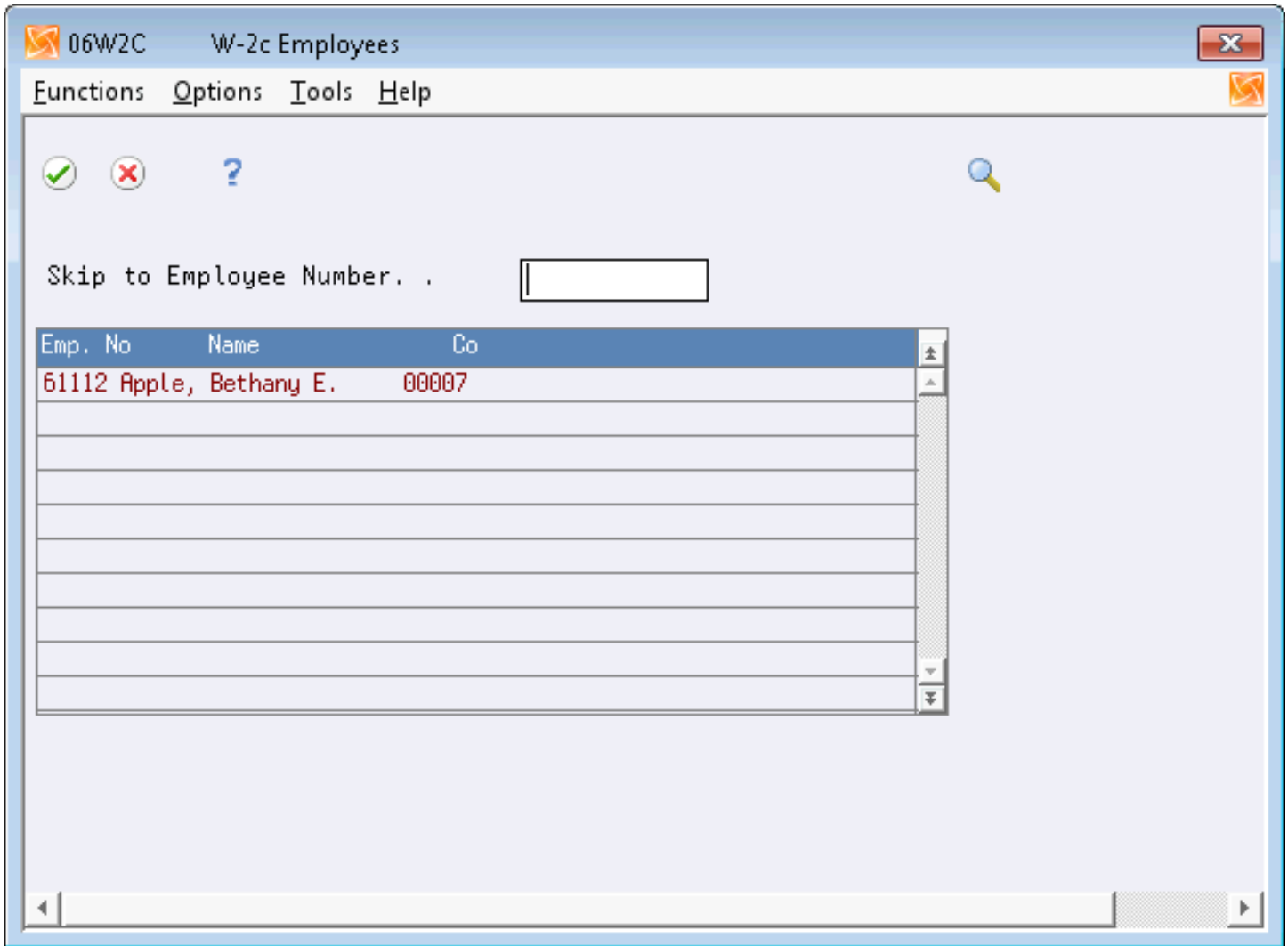
1. On Form W-2, complete the W-2/1099 ID field.



2. On W-2 Inquiry, enter the control number of the employee whose W-2 information you want to review in the Control No field.

If you do not know the employee's control number, use Field Sensitive Help (F1) to access the Control Window.

3. To review and change an employee's mailing address so that you can print a new form, choose Exit to Address Book (F11).



Field	Explanation
Control No	The number assigned to each W-2 by the W-2 Workfile Build.

## Processing Options

See *W-2 Inquiry - Processing Option Only (P06735)*.

## Reviewing Employee Wage Adjustments

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

### To review employee wage adjustments

#### Navigation

#### From Year End Processing (G07247), choose Form W-2

1. On Form W-2, complete the W-2/1099 ID field and click Enter twice.
2. On W-2 Inquiry, enter 1 in the Option field for the employee whose wage type adjustments you want to review.

The system displays Employee Wage Adj. Review.

0	Type	Tax Area	Description	Amount
			Total Adjustments	-----
			Adjusted Wages	5536.54

## Reviewing 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 allocate 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 system allocates federal wages to the state level. In addition, the system displays state wages and taxes.

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

### To review employee wage allocations

#### Navigation

#### From Year End Processing (G07247), choose Form W-2

1. On Form W-2, complete the W-2/1099 ID field and click Enter twice.
2. On W-2 Inquiry, enter 2 in the Option field for the employee whose wage allocations you want to review.
3. On Employee Wage Allocations, review the information and make any necessary changes.

## Reviewing W-2 Special Handling Information

You review W-2 special handling information to check the DBAs that compose the amounts in boxes 10, 11, 12, and 14. Each DBA displays with its tax area (if applicable), description, and amount.

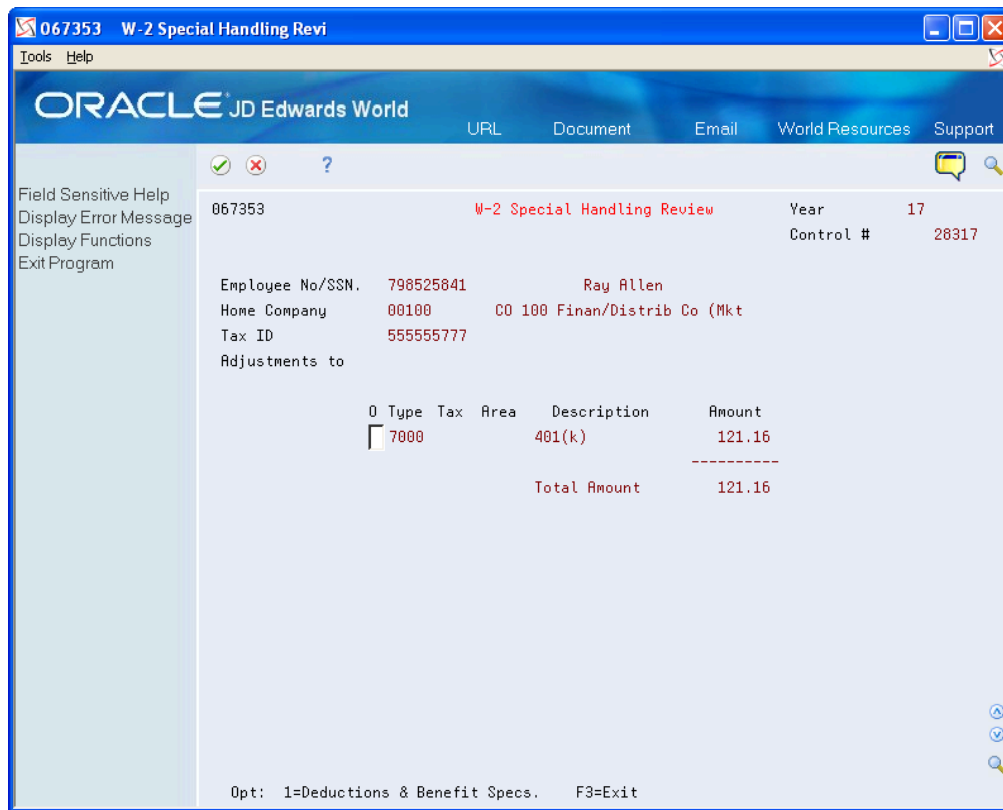
### To review W-2 special handling information

#### Navigation

#### From Year End Processing (G07247), choose Form W-2

1. On Form W-2, complete the W-2/1099 ID field and click Enter twice.

- On W-2 Inquiry, enter 4 in the Option field for the special handling code that you want to review.



- On W-2 Special Handling Review, to view specifications for a DBA, choose Deductions and Benefit Specifications.
- On Basic DBA Information, review the PDBA specifications.

## Reviewing Employee 1099 and 499R-2 Information

Before you print 1099 and 499R-2 forms, review the employee information that displays on these forms and verify that it is correct.

Reviewing employee 1099 and 499R-2 information includes the following tasks:

- Review employee 1099-MISC information
- Review employee 1099-R information
- Review employee 499R-2 information

**Note:**

- Verifying Employee Names and Addresses* for more information about entering an employee's mailing address

**To review employee 1099-MISC information**

**Navigation**

### **From Year End Processing (G07247), choose Form 1099-Misc.**

1. On Form 1099-Misc, complete the 1099 Version field and click Enter twice.
2. On 1099-Misc. Inquiry, complete the Employee Number field.
3. To review and revise an employee's mailing address so that you can print a new form, choose Exit to Address Book (F11).
4. On 1099-Misc. Inquiry, choose Print 1099 (F21) to print a single 1099 form.
5. On Print Control Window, review the values in the following fields:
  - o Form Size
  - o Form Id
6. Make changes, if necessary.
7. Choose Submit (F6).

## Processing Options

See *Processing Option for 1099-Misc. (P06737)*.

### **To review employee 1099-R information**

#### **Navigation**

### **From Year End Processing (G07247), choose Form 1099-R**

1. On Form 1099-R, complete the 1099 Version field and click Enter twice.
2. On 1099-R Inquiry, complete the Employee Number field.
3. To review and revise an employee's mailing address so that you can print a new form, choose Exit to Address Book (F11).
4. On 1099-R Inquiry, choose Print 1099 (F21) to print a single 1099 form.
5. On Print Control Window, review the values in the following fields and make changes, if necessary:
  - o Form Size
  - o Form Id
6. Choose Submit (F6).

## Processing Options

See *Processing Option for 1099-R (P067371)*.

### **To review employee 499R-2 information**

#### **Navigation**

### **From Year End Processing (G07247), choose Form 1099-R**

1. On Form 499R-2, complete the ID field and click Enter twice.
2. On 499R-2 Inquiry, in the Employee field, enter the employee number of the employee whose 499R-2 information you want to review.

If you do not know the employee's number, use the Field Sensitive Help function in this field to display the Control Window.



3. To review and change an employee's mailing address so that you can print a new form, choose Exit to Address Book (F11).

## Printing a Single Year-End Form

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 in the workfile build.

When you print individual W-2 forms, you have the option of choosing the print program during the print process.

**Note:** If you enter 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.

Printing a single year-end form includes the following tasks:

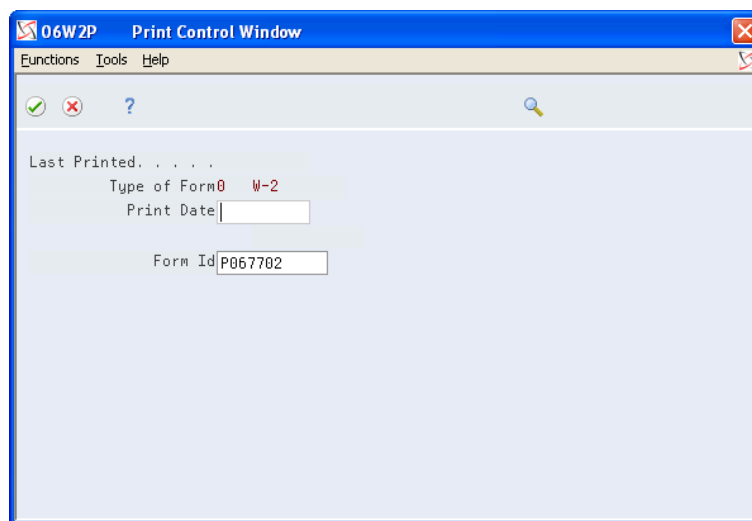
- Print a single W-2 form
- Print a single 1099-MISC form
- Print a single 1099-R form
- Print a single 499R-2 form

### To print a single W-2 form

#### Navigation

From Year End Processing (G07247), choose Form W-2.

1. On Form W-2, complete the W-2/1099 ID field and click Enter twice.
2. On W-2 Inquiry, complete the Control Number field.
3. Choose Print W-2 (F21).



4. On Print Control Window, review the values in the following fields:
  - o Print Date
  - o Form Id
5. Make changes, if necessary.
6. Choose Submit (F6).  
After the system processes the job, the system displays W-2 Inquiry.

**To print a single 1099-MISC form**

**Navigation**

**From Year End Processing (G07247), choose Form 1099-Misc.**

1. On Form 1099-Misc., complete the 1099 Version field and click Enter twice.
2. On 1099-Misc. Inquiry, complete the Employee field.
3. Choose Print 1099 (F21).  
After the system processes the job, the system displays 1099-Misc. Inquiry.

**To print a single 1099-R form**

**Navigation**

**From Year End Processing (G07247), choose Form 1099-R**

1. On Form 1099-R, complete the 1099 Version field and click Enter twice.
2. On 1099-R Inquiry, complete the Employee field.
3. Choose Print 1099-R (F21).  
After the system processes the job, the system displays 1099-R Inquiry.

**To print a single 499R-2 form**

**Navigation**

**From Year End Processing (G07247), choose Form 499 R-2**

1. On Form 499R-2, complete the ID field and click Enter twice.
2. On 499R-2 Inquiry, complete the Employee field.
3. Choose Print 499R-2 (F21).
4. On Print Control Window, review the values in the following fields:
  - o Print Date
  - o Form Id
5. Make changes, if necessary.
6. Choose Submit (F6).  
After the system processes the job, the system displays 499R-2 Inquiry.

Field	Explanation
Form ID	The DREAM Writer form ID for the program to execute. You can choose from:  P067701 - Print Laser W-2s, 2-part  P067702 - Print laser W-2s, 4-part

Field	Explanation
	P06771L - Print Laser W-2c P06772L - Print Laser 499R-2

## Reviewing History Reports

JD Edwards World recommends that you run history reports and compare them to your audit reports. The data on these reports should match the data on the corresponding audit reports. If there are discrepancies between the reports, you might need to make changes to the information in the year-end workfiles.

Reviewing history reports includes the following tasks:

- Reviewing the Federal Taxation History Report
- Reviewing the State/Local Taxation History Report
- Reviewing the Employee Pay and Tax Register
- Processing year-end workfile changes

## Reviewing the Federal Taxation History Report

For each employee, the Federal Taxation History report lists all of the federal taxable wages and tax from the Taxation Summary History table (F06136).

### Navigation

**From History Reports (G0715), choose Federal Taxation Report**

## Processing Options

See *Federal Taxation History Report (P06347)*.

**Example: Federal Taxation History Report**

J.D. Edwards & Company Federal Taxation History Report									
Page - 1		Date - 10/25/95							
Tax ID: 840792700									
Company: 001 Model Company									
Calendar Year: 95									
Number	Name	HT	E-I-C	Federal Tax	Federal Wage	FICA Tax	FICA Wage	Medicare Tax	Medicare Wage
2006	Walters, Annette			1,209.88	11,221.48	723.33	11,444.42	189.17	11,444.42
2129	Jackson, John			2,985.47	14,288.47	904.17	14,583.11	213.48	14,583.11
2130	Hardy, J			794.56	5,425.00	387.50	4,249.99	90.62	4,249.99
2131	Hardy, D			971.55	6,249.99	387.50	4,249.99	90.62	4,249.99
2132	Hardy, L			81.25	574.20	38.85	574.20	13.67	574.20
2133	Hardy, F				40.00		40.00		0.00
2133	Hardy, O	3		114.34	1,000.00	7.88		13.18	890.00
2133	Hardy, M	4		114.34	1,000.00				
2134	Hardy, W			955.14	7,011.01	518.73	6,366.64	123.32	6,366.64
2998	Hardy, O			51.70	1,094.54	42.44	494.54	7.93	494.54
2998	Hardy, E			70.13	485.75	30.12	495.75	7.84	495.75
2999	Hardy, E				15,000.00		15,000.00		15,000.00
4000	Barley, Elizabeth A.			11,718.22	20,424.44	1,245.83	20,424.44	294.04	20,424.44
4001	Fruett, Benjamin B.			4,314.74	14,988.23	1,171.23	14,988.23	274.88	14,988.23
4002	Jones, Fyle B.				15,875.00	944.25	15,875.00	238.19	15,875.00
4003	Wiget, Beverly K.				15,787.50	878.83	15,787.50	228.12	15,787.50
4004	Kediah, Brenda K.			287.82	14,904.14	892.26	14,904.14	222.04	14,904.14
4005	Jacobson, Mary A.				15,937.50	884.13	15,937.50	221.09	15,937.50
4006	Hardy, Michael B.				15,000.00		15,000.00		15,000.00
4007	Patterson, Julia M.				15,000.00		15,000.00		15,000.00
4008	Smith, Joe M.			1,183.42	14,899.25		15,000.00		15,000.00
4009	Martin, Lucas J.				15,000.00		15,000.00		15,000.00
4010	Klender, Michelle J.				15,000.00		15,000.00		15,000.00
4011	Brown, Patricia A.				15,000.00		15,000.00		15,000.00
4012	Kiang, Paul A.				15,000.00		15,000.00		15,000.00
4013	Martin, Fyle A.				15,000.00		15,000.00		15,000.00
4014	Pringle, Kelsey A.				15,000.00		15,000.00		15,000.00
4098	Earler, Melvyn				15,000.00		15,000.00		15,000.00
4099	Allen, Ray			412.82	2,100.00	138.20	2,100.00	38.45	2,100.00
4099	Abbot, Dominque			440.33	2,050.00	155.00	2,500.00	34.25	2,500.00
4018	Eason, Walter			1,204.74	10,225.00	433.33	10,225.00	148.12	10,225.00
Model Company				28,935.78	330,751.87	15,157.78	331,699.23	2,431.84	331,299.23

## Reviewing the State/Local Taxation History Report

The State/Local Taxation History report shows all of the state and local taxes paid by the employee. This report retrieves information from the Taxation Summary History table (F06136).

### Navigation

From History Reports (G0715), choose State/Local Taxation Report

## Processing Options

See *State/Local Taxation History (P06348)*.

Example: State/Local Taxation History Report

66168		Payroll Test Company W-2 State/Local Taxation History (Demo)				Page - - - 75	
						Date - - - 4/12/05	
Tax ID	FEDERAL019						
Company	019 Payroll Governmental Company						
Tax History Type	3 Medicare Qualified History						
Calendar Year	05						
Number	Name	Tax Area	SCD	State/ Local Tax	State/ Local Wage	SUI	SDE
11276	Lloyd, Arthur B.	39	PA	40.70	1,988.32	.00	
11277	McCay, Mary T.	39	PA	40.70	1,988.32	.00	
11278	Moore, Linda K.	39	PA	40.70	1,988.32	.00	
11279	DeGrane, John B.	39	PA	40.70	1,988.32	.00	
11280	Johnson, John C.	39	PA	40.70	1,988.32	.00	
11281	Avery, Paul J.	39	PA	40.70	1,988.32	.00	
11282	Anderson, Michael P.	39	PA	40.70	1,988.32	.00	
11283	Bryant, Ceville B.	39	PA	40.70	1,988.32	.00	
11284	Billings, Martha J.	39	PA	40.70	1,988.32	.00	
11285	Larson, Kay F.	39	PA	40.70	1,988.32	.00	
11286	O'Brien, Kevin J.	39	PA	40.70	1,988.32	.00	
11287	Shaive, Joseph D.	39	PA	40.70	1,988.32	.00	
11288	Seaton, Karen Z.	39	PA	40.70	1,988.32	.00	
11289	McMillen, Jerry B.	39	PA	40.70	1,988.32	.00	
11290	Gerrie, Candice Z.	39	PA	40.70	1,988.32	.00	
Payroll Governmental Company				2,400.50	79,374.00	39.70	
Medicare Qualified History				2,400.50	79,374.00	39.70	
Report Total				139,000,945.57	947,230,741.00	425.49	2,400,303

## Reviewing the Employee Pay and Tax Register

The Employee Pay & Tax Register shows taxable wages and taxes paid by the employee. This report retrieves information from the Taxation Summary History table (F06136).

### Navigation

From History Reports (G0715), choose Employee Pay & Tax Register

## Processing Options

See *Employee Pay & Tax Register (P063231)*.

**Example: Employee Pay and Tax Register**

941221		J. D. Edwards & Company Employee Pay & Tax Register				Page No. 3	
Company: I & Model Core Company		Date: 12/17/95					
Employee Number and Name	Check	Date	Gross Pay	Excludable	Paid-In-Excess	Taxable wages	Taxes
Tax Area	TT	CC	Description				
***** State: Jane H. *****							
FEDERAL	A		FED Income Tax	JUN	4,000.00		566.76
FEDERAL	C		FED Unemp Insurance	JUN	4,000.00		354.00
FEDERAL	D		FED Soc. Sec. W/H	JUN	4,000.00		248.00
FEDERAL	E		FED FICA Company Contr	JUN	4,000.00		248.00
FEDERAL	F		FED Medicare w/H	JUN	4,000.00		68.00
FEDERAL	Q		FED Medicare Co. Contr	JUN	4,000.00		58.00
05	C	CA	CA PUI	JUN	2,000.00		232.00
05	F	CA	CA Franchise Tax Board	JUN	2,000.00		62.53
05	H	CA	CA Unemployment Ins.	JUN	2,000.00		120.00
05	I	CA	CA SSI-Employee	JUN	2,000.00		26.00
05	L	CA	CA Weeks worked	JUN	2.18		86.87
07	C	CT	CT PUTA	JUN	2,000.00		124.00
07	F	CT	CT Department of Rev.	JUN	2,000.00		38.25
07	H	CT	CT Unemployment	JUN	2,000.00		138.00
07	L	CT	CT Weeks worked	JUN	2.18		86.87

## Processing Year-End Workfile Changes

After you complete a full workfile build processing (type 1), identify changes that you need to make, and then make the necessary corrections to the applicable records.

When you rerun the workfile build, you can reduce processing time by choosing changes-only processing (type 2). Changes-only processing reduces the computer processing time by rerunning only the records to which you make changes. For example, to process changes that you make by employee, you can limit your data selection to choosing the Additional Parameters - Address Number function and entering the address numbers for only those employees with 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. The following list includes 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 is not in the additional parameters of the workfile build. You use additional parameters to narrow the data selection criteria of your workfile build version. You cannot use additional parameters to include additional employees in your workfile build process. To include additional employees you must change the data selection of your workfile build version, reset, and rerun your workfile build process.

## Before You Begin

Process the workfile build successfully, and make any necessary corrections to employee and company information.

### To process year-end workfile changes

#### Navigation

#### From Year End Processing (G07247), choose Build W-2/1099 Workfiles

1. On the first Build W-2/1099 Workfiles screen, enter the W-2/1099 ID for the workfile that contains records for which you need to process changes and click Enter twice.
2. On the second Build W-2/1099 Workfiles screen, enter 2 in the Type of Processing field.
3. To process changes only, perform any of the following:
  - o By company, choose Additional Parameters - Home Company (F5).
  - o By tax ID, choose Additional Parameters - Tax I.D. (F17).
  - o By tax area, choose Additional Parameters - Tax Area (F18).
  - o By employee, choose Additional Parameters - Address Number (F19).

The system displays W-2 Additional Parameters when you process changes by company, tax ID, tax area, and employee. The system displays a different data item value, depending on the function that you chose to process, such as HMCO for company, TAXX for tax ID, TARA for tax area, and AN8 for employee.

4. On W-2 Additional Parameters, specify the changes.
5. Exit W-2 Additional Parameters.
6. On Build W-2/1099, choose Submit (F6).

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





# 7 Year-End Reporting

## Printing Audit Reports

After you create the workfile, but before you print year-end forms, carefully verify the amounts on the audit reports. You can run audit reports as many times as necessary without affecting the workfiles that the system creates in the W-2 workfile build process. Additionally, you can review the amounts online using the W-2/1099 Review program on the Year-End Processing menu.

The first time that you access the Audit Report version screen, the system automatically displays all of the available DREAM Writer versions. The next time you access this screen; the system displays only the versions that you have run previously. By choosing the Reload all available Reports for select (F10), you can redisplay all versions. To identify the specific versions to process, you can enter the version number or choose Field Sensitive Help (F1) in the Version field to review the valid versions. To create a new version of the report, choose Field Sensitive Help (F1) in the Version field, and then choose Call DREAM Writer from the Functions menu to access the DREAM Writer version list screen.

For W-2 purposes only, you can enter more than one version number for a form ID. This action allows you to submit different versions of the same report to process simultaneously. For example, you can run version 001 and 002 of DREAM Writer form P06740. When identifying your versions for the first time, enter version numbers for only those forms that you want the system to process. The system does not add remaining forms to the W-2 Audit Report table (F06723).

After you print audit reports, compare them with their corresponding history reports. Many audit reports have summary and detail versions. You must choose the appropriate report from the versions list.

**Note:** You must use the Audit Reports program (P06721) to print audit reports. You cannot print audit reports from the W-2 Reports & Forms Setup menu (G072473), but you can choose the Versions List option on Audit Reports program to access a versions list for each report. Use the W-2/1099 Setup menu (G072472) or the Additional Year-End Reports & Forms menu (G072474) to set up versions of these reports for your environment. Printing audit reports is similar to using the Reports Only menu selection in the payroll cycle.

Each audit report contains different information and displays totals at company levels, as well as all information that is in the year-end workfile. You cannot change the data sequence for any of the audit reports.

The following includes the type of totals that each report includes:

Audit Report	Displays totals	Displays grand totals
W-2 Summary Report (P06746)	YES	YES
Tax History/W-2 Workfile Integrity Report (P06790)	NO	NO
W-2 Federal Detail Report (P06740A)	YES	YES
State/Local Detail Report (P06741A)	YES	YES

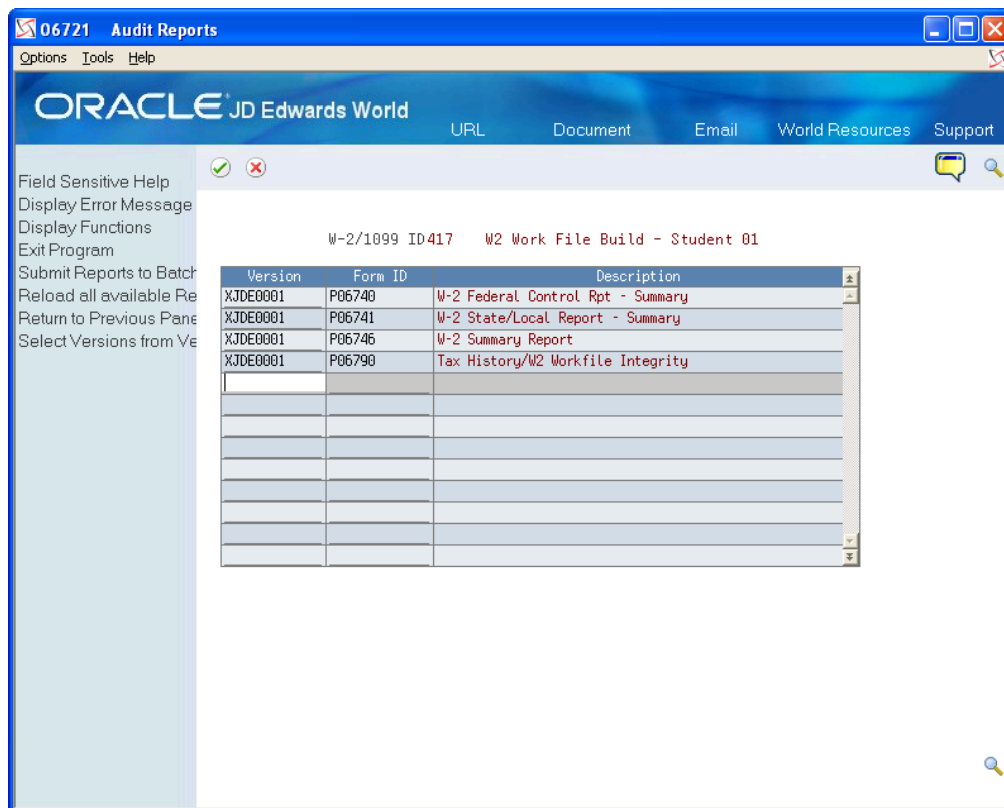
Audit Report	Displays totals	Displays grand totals
W-2 Special Handling Detail Report (P067421)	YES	YES
Employee Form Count Detail Report (P06754)	YES	YES
W-2 Federal Control Detail Report (P06740)	YES	YES
W-2 Federal Adjusted Wage Detail Report (P06743)	YES	NO
W-2 State/Local Adjusted Wage Detail Report (P06744)	YES	NO
W-2 Restaurant Control Report (P06749)	YES	YES
W-2 Benefit Statement Report (P06750)	YES	NO
W-2 Box 13 Flag Audit Report (P06776)	NO	NO
W-2 Summary Report (P06746)	YES	YES

**To print audit reports**

**Navigation**

**From Year End Processing (G07247), choose Audit Reports**

1. On the first Audit Reports screen, complete the W-2/1099 ID field and then click Enter twice. The second Audit Reports screen displays.



2. On the second Audit Reports screen, enter a valid DREAM Writer version in the Version field for each report that you want to print
3. Click Enter to load the reports.  
If you do not click Enter before submitting, the system does not print your reports. The system verifies each version and displays the report name in the Description field.
4. Choose Submit (F6) to print the reports.

## Reviewing Additional Year-End Audit Reports

In addition to audit reports that you run from the DREAM Writer, there are a variety of other year-end audit reports you can run to verify the amounts in your system.

Use the menu selections on the W-2 Reports & Forms Setup (G072473) or Additional Year-End Reports and Forms (G072474) menus to set up the DREAM Writer versions for the reports. Execute the reports from the Year End Processing menu (G07247), and choose Forms.

Reviewing additional year-end audit reports includes:

- Reviewing the W-2 Federal Control (Summary) Report (P06740)

- Reviewing the Federal Detail Report (P06740A)
- Reviewing the State/Local Control Report (P06741)
- Reviewing the State/Local Detail Report (P06741A)
- Reviewing the W-2 Special Handling Report (P067421)
- Reviewing the W-2 Federal Adjusted Wage Detail Report (P06743)
- Reviewing the W-2 State/Local Adjusted Wage Detail Report (P06744)
- Reviewing the W-2 Summary Report (P06746)
- Reviewing the Federal Allocation Report (P06748)
- Reviewing the W-2 Restaurant Control Report (P06749)
- Reviewing the W-2 Benefit Statement Report (P06750)
- Reviewing the Federal Railroad Control Report (P06753)
- Reviewing the Employee Form Count Report (P06754)
- Reviewing the 1099-MISC Summary Report (P06756)
- Reviewing the 1099-R Summary Report (P067561)
- Reviewing the 499R-2 Summary Report (P06758)
- Reviewing the W-2 Box 13 Flag Audit Report (P06776)
- Reviewing the Tax History/W-2 Workfile Integrity Report (P06790)

## Reviewing the W-2 Federal Control Report (P06740)

The W-2 Federal Control 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 your hard copy of the information that prints on the W-2 forms that you distribute to your employees. This report is the only report that includes all of an employee's data as it displays on the W-2 form.

This report prints summary information by company as reported on your W-2s. The report includes federal reportable wage (taxable and adjustments) and tax.

You can run this report in summary or detail mode.

### Navigation

**From Additional Year End Reports & Forms (G072474), choose W-2 Federal Control Report**

### Processing Options

See *W-2 Federal Control Rpt - Summary (P06740)*.

### Data Selection

You must have Record Type equal to P for the report to run properly.

### Data Sequence

JD Edwards World recommends you do not change the data sequence.

## Reviewing the Federal Detail Report (P06740A)

This Report displays the taxable wages, adjustments, adjusted wages and taxes for the various federal tax types for each tax type that is applicable for a given employee.

If you choose the detail version of this report, the report lists the following information by employee:

- All federal taxable wages
- Special adjustments
- Reportable wages
- Taxes paid

### Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **Federal Detail Report**

### Processing Options

See *Federal Report - Detail (P06740A)*.

### Data Selection

The Type of Form field must have a value of 0 to insure that you are reporting W-2 records for the employees.

### Data Sequence

The data sequence is hard coded and any changes to the report will cause a program error.

### Example: Federal Detail Report

Tax ID		Company		Employee		Tax		Taxable		Reportable		Tax
Number	Name	HT	Area	Ty	Description	Wages	Adjustments	Wages	Tax			
04740A J. D. Edwards & Co. Page 2 W-2 Federal Report - Detail Date 3-12-95 W-2-1994 474 Year 95												
4510	Smith, John	FEDERAL	A	FED Income Tax		5,500.00		5,500.00	325.00			
		FEDERAL	D	FED FICA w/b		8,000.00		8,000.00	372.00			
		FEDERAL	F	FED Medicare w/b		8,000.00		8,000.00	87.00			
4511	Jones, Mary	FEDERAL	A	FED Income Tax		5,492.32	500.00	5,492.32	1,039.88			
		FEDERAL	D	FED FICA w/b		5,492.32		5,492.32	352.92			
		FEDERAL	F	FED Medicare w/b		5,492.32		5,492.32	82.58			
4512	Walters, George	FEDERAL	A	FED Income Tax		5,492.32		5,492.32	1,039.88			
		FEDERAL	D	FED FICA w/b		5,492.32		5,492.32	352.92			
		FEDERAL	F	FED Medicare w/b		5,492.32		5,492.32	82.58			
4513	Hanson, Leslie	FEDERAL	A	FED Income Tax		5,492.32	100.00	5,492.32	1,039.88			
		FEDERAL	D	FED FICA w/b		5,492.32		5,492.32	352.92			
		FEDERAL	F	FED Medicare w/b		5,492.32		5,492.32	82.58			
4514	Dejbar, Theresa	FEDERAL	A	FED Income Tax		6,153.84		6,153.84	1,248.00			
		FEDERAL	D	FED FICA w/b		6,153.84		6,153.84	381.58			
		FEDERAL	F	FED Medicare w/b		6,153.84		6,153.84	89.23			

SETADA		J.D. Edwards & Co.				Page . . . 4		
		W-2 Federal Report - Detail				Date . . . 9/11/95		
Tax ID . . . . 645742700						W-2-1995 454		
						Year . . . 95		
	RT	Area	Tax Ty	Description	Taxable Wages	Adjustments	Reportable Wages	Tax
Totals for Tax ID: 645742700		FEDERAL	A	FED Income Tax	29,430.00	400.00	29,430.00	5,409.60
		FEDERAL	D	FED FICA w/b	29,230.00		29,230.00	1,912.30
		FEDERAL	F	FED Medicare w/b	29,230.00		29,230.00	423.95
Grand Totals . . . . .		FEDERAL	A	FED Income Tax	29,430.00	400.00	29,430.00	5,409.60
		FEDERAL	D	FED FICA w/b	29,230.00		29,230.00	1,912.30
		FEDERAL	F	FED Medicare w/b	29,230.00		29,230.00	423.95

## Reviewing the W-2 State/Local Report (P06741)

The W-2 State/Local Control Report allows you to print the detail information for the State/Local Wages and Taxes.

### Navigation

From **Additional Year End Reports & Forms (G072474)**, choose **W-2 State/Local Report**

### Processing Options

See *W-2 State/Local Report - Detail (P06741)*.

### Data Sequence

To print summary information correctly, you cannot have Page Skip equal to Y for Work State, Work City, and Work County. To print detail and summary information, Page Skip can equal Y for Work State, Work City, or Work County.

## Example: W-2 State/Local Report (P06741)

06741

J.D. Edwards & Company  
 W-2 State/Local Report - Summary

Page No. . . . . 2  
 Date - . . . . 9/25/14  
 W-2/1099 ID. 440

Tax ID . . . . . 840782700  
 Company . . . . . 00007 A Model Payroll Company  
 Calendar Year. 13

	Tax Area	Desc	Reportable Wage	Tax	SUI	SDI	State AEIC
Tax Area. . . . .	05	CA Emplo	13,076.92	1,104.74		130.76	
Tax Area. . . . .	06	CO Depar	12,049.68	550.00			
Tax Area. . . . .	07	CT Depar	13,076.92	726.92			
Tax Area. . . . .	18	KY Depar	3,349.66	169.60			
Tax Area. . . . .	19	LA Depar	4,230.76	139.08			
Tax Area. . . . .	20	ME Depar	7,156.20	500.00			
Tax Area. . . . .	21	MD Depar	19,615.38	1,242.12			
Tax Area. . . . .	22	MA Dept.	16,888.14	809.34			
Tax Area. . . . .	36	OH Dept.	11,338.90	527.36			
State Income Tax			100,782.56	5,769.16		130.76	

## Reviewing the State/Local Detail Report (P06741A)

The State/Local Detail report prints the following information:

- State and local taxable wages
- Special handling adjustments
- Reportable wages
- Tax by employee, tax area, and tax history type, as reported on the W-2 forms

If you choose summary information, the report lists detail by company, tax area, and tax type.

### Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **State/Local Detail Report**

### Processing Options

See *State Report - Detail (P06741A)*.

### Data Selection

Type of form must have a value of 0 to insure that you are reporting W-2 records for the employees.

### Data Sequence

The program is hard coded and any change to the data Sequence causes an error.

## Example: State/Local Detail Report

Test Company Page: 122  
W-2 State/Local Report - Detail Date: 8/11/05  
Taxation 001  
Year: 05

Tax ID: FEDERAL/10  
Company: 010  
Tax Area / Type: 10 / F  
Payroll Governmental Company  
Pennsylvania

Number	Employee Name	MT	State Tax ID	Control Number	Taxable Wages	Adjustments	Reportable Wages	Tax	
11351	Montoya, Mervin J.	30	30010	101345	1,000.00		1,000.00	31.00	
11351	Evens, Cody P.	30	30010	101346	1,000.32		1,000.32	60.70	
11352	Antonio, Paula E.	30	30010	101347	1,000.32		1,000.32	60.70	
11353	Dover, Darin D.	30	30010	101348	1,000.32		1,000.32	60.70	
11354	Nertin, Lisa W.	30	30010	101349	1,000.32		1,000.32	60.70	
11355	Anderson, Mildred J.	30	30010	101350	1,000.32		1,000.32	60.70	
11356	Tolvas, Teresa F.	30	30010	101351	1,000.32		1,000.32	60.70	
11357	Leaven, Lisa W.	30	30010	101352	1,000.32		1,000.32	60.70	
11358	Mendez, Hector E.	30	30010	101353	1,000.32		1,000.32	60.70	
11359	Little, Andrew A.	30	30010	101354	1,000.32		1,000.32	60.70	
11400	Petersen, Michael A.	30	30010	101355	2,937.48		2,937.48	31.05	
Totals for Tax Area / Type					30 / F	21,542.36		21,542.36	848.35

## Reviewing the W-2 Special Handling Report (P067421)

This report lists DBA amounts on the W-2 forms by box, DBA, and employee. You can run this report for only one special handling box at a time. Summary information displays a total by box, DBA, and company.

### Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **Special Handling Report**

### Processing Options

See *W-2 Special Handling Detail (P067421)*.

### Data Selection

- Because you enter a value for the Special Handling Tag in the processing option, it is not necessary for you to enter this in the data selection. Doing so can cause the report to fail.
- Form Type must have a value of 1 and 0 to insure that you are reporting W-2 records for the employees.

### Data Sequence

JD Edwards World recommends that you do not change the data sequence.

## Reviewing the W-2 Federal Adjusted Wage Detail Report (P06743)

The W-2 Federal Adjusted Wage Detail Report lists taxable wages and any special handling adjustments for FIT, FICA, and Medicare. This report groups the information by employee if you choose detail information or by company if you



choose summary information. This report also lists error messages if the adjusted wages on the report do not match the adjusted wages on the W-2.

### Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **Federal Adjusted Wage Report**

### Processing Options

See *W-2 Federal Adj. Wage - Detail (P06743)*.

### Data Sequence

JD Edwards World recommends that you do not change the data sequence.

### Example: Federal Adjusted Wage Detail Report

W-2 Federal Adj. Wage - Detail		Adjusted Employees Only		Page No. . . . . 2		
				Date . . . . . 3/23/95		
				Version . . . . . 003		
Tax ID: FEDERAL001						
Company: 1 - A Model Company 001						
Tax Year: 95						
Number	Name	H T	FEDRA Desc	***** FEDERAL ***** Adjustment Wages	***** FICA ***** Adjustment Wages	***** MEDICARE ***** Adjustment Wages
20001	Dillard, Margaret			57,304.48	58,500.00	63,283.33
			2020 Bonus	1,000.00		
				1,000.00		
				58,304.48	58,500.00	63,283.33
20002	Coopers, Matthew			57,881.48	58,500.00	63,988.33
			2020 Bonus	1,000.00		
				1,000.00		
				58,881.48	58,500.00	63,988.33
20003	Dreaver, John			58,455.00	58,500.00	62,575.00
			2020 Bonus	1,000.00		
				1,000.00		
				59,455.00	58,500.00	62,575.00
20004	Miller, Dennis			3,254.48	4,533.33	4,533.33
			2020 Bonus	1,000.00		
				1,000.00		
				4,254.48	4,533.33	4,533.33

04743

W-2 Federal Adj. Wage - Detail  
 Adjusted employees Only

Page No. . . . . 5  
 Date . . . . . 5/23/05  
 Version . . . . . 003

Total for: & Model Company 001

FDBA Descript'n	***** FEDERAL *****		***** FICA *****		***** MEDICARE *****	
	Adjustment	Wages	Adjustment	Wages	Adjustment	Wages
3020 Bonus	14,000.00	828,730.44		787,433.33		888,433.33
	14,000.00	828,730.44		787,433.33		888,433.33

## Reviewing the W-2 State/Local Adjusted Wage Detail Report (P06744)

The W-2 State/Local Adjusted Wage Detail Report prints employees' taxable wages, fringe benefits, and reportable wages, as reported on the individual W-2 forms. A processing option allows you to specify up to three states or localities for which to print this information. This report also prints error messages if adjusted wages on the report do not match adjusted wages on the W-2.

### Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **State/Local Wage Adjustments**

### Processing Options

See *W-2 State/Local Adj. Wage - Detail (P06744)*.

## Example: W-2 State/Local Adjusted Wage Detail Report

```

04744      Payroll Test Company      Page - - - - 3
          W-2 State/Local Adj. Wage -Detail (Demo)  Date - - -  3/11/05
          Adjusted Employees Only                Version - - - 001

Tax ID - - FEDERAL001
Company - - 1 Payroll Generic Company
Tax Year - - 05

Number      Name      FCSA Descr      01 Alabama      /F      18 Missouri      /F      24 Ohio      /F
-----
10201 Farrell, Douglas E.      3020      200.00      4,800.00
          200.00      5,000.00
-----
10204 Barber, Paul E.      3020      200.00      4,800.00
          200.00      5,000.00
-----
10205 Young, Jason E.      3020      200.00      4,800.00
          200.00      5,000.00
-----
10206 Ellis, Katrina D.      3020      200.00      4,800.00
          200.00      5,000.00
-----
10207 Packard, James E.      3020      200.00      4,800.00
          200.00      5,000.00
    
```

```

04744      Payroll Test Company      Page - - - - 5
          W-2 State/Local Adj. Wage -Detail (Demo)  Date - - -  3/11/05
          Adjusted Employees Only                Adjustment 001

Total for: Payroll Generic Company

FCSA Descript'n Version      01 Alabama      /F      24 Missouri      /F      24 Ohio      /F
-----
3020      7,000.00      57,288.70
          7,000.00      57,288.70
    
```

## Reviewing the W-2 Summary Report (P06746)

You should consider producing this report as a mandatory step in the year-end process. The report is your hard copy of the information that prints on the W-2 forms and is the only report that includes all of an employee's data the W-2 form.

Additionally, JD Edwards World recommends that you run the following reports:

- The 1099-MISC Summary report (P06756) for detailed information for each employee's 1099-MISC.
- The 1099-R Summary report (P067561) for detailed information for each employee's 1099-R.
- Tax History/W-2 Workfile Integrity report (P06790)

### Navigation

From W-2 Reports & Forms Setup (G072473), choose W-2 Summary Report

## Processing Options

See *W-2 Summary Report (P06746)*.

## Reviewing the Federal Allocation Report (P06748)

This report provides a detailed list of federal taxable wages that are allocated to the various states where the employee worked.

### Navigation

**From Additional Year End Reports & Forms (G072473), choose Federal Allocation Report**

### Data Selection

Set the data selection as follows:

- Tax Type must be equal to F.
- Allocation Percentage must not equal 0.

### Data Sequence

JD Edwards World recommends you do not change the data sequence.

## Reviewing the W-2 Restaurant Control Report (P06749)

The W-2 Restaurant Control report provides detailed information about employees that receive tips as a form of compensation.

The report includes all federal wages you report, federal taxes, allocated tips, and taxable tips that you report on the individual W-2 forms.

### Navigation

**From Additional Year End Reports & Forms (G072474), choose W-2 Restaurant Control Report**

### Processing Options

See *W-2 Restaurant Control Report (P06749)*.

### Data Selection

JD Edwards World recommends you do not change the data selection.

## Example: W-2 Restaurant Control Report

06749		J.D. Edwards & Company W-2 Restaurant Control Report						Page - . . . 2	
								Date - . . . 11/21/11	
								W-2/1099 ID: 417	
Tax ID . . . . 555555777									
Company . . . . 00100 CO 100 Finan/Distrib Co (Mktg)									
Calendar Year: 17									
Number	Name	Allocated Tips	Federal Tax	Federal Adj. Wage	FICA Tax	FICA Adj. Wage	FICA Tips	Medicare Tax	Medicare Adj. Wage
6018	Deli, Holl		66.83	635.25	26.68	500.00	135.25	9.21	635.25
6041	Rogers, Ma		65.17	624.24	26.22	500.00	124.24	9.05	624.24
6024	Easton, Ge		79.87	722.24	30.33	500.00	222.24	10.47	722.24
6002	Abbot, Dom		420.19	2,500.00	105.00	2,500.00		36.25	2,500.00
6001	Allen, Ray		903.36	5,536.54	217.62	5,657.70		82.04	5,657.70
6001	Allen, Ray		110.00	1,000.00	62.00	1,000.00		14.50	1,000.00
Page Total			1,645.42	11,018.27	467.85	10,657.70	481.73	161.52	11,139.43

## Reviewing the W-2 Benefit Statement Report (P06750)

The W-2 Benefit Statement Report (P06750) prints a summary of benefits for select employees by state.

### Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **W-2 Benefit Statements**

### Data Sequence

JD Edwards World recommends you do not change the data sequence.

## Example: W-2 Benefit Statement Report

06750		J.D. Edwards & Company W-2 Benefit Statement		Page - . . . 2
				Date - . . . 11/21/11
Mr. John Jackson 41 Crooked Creek Circle Los Angeles CA 90024 SSN # 343-24-4761 Box 13		A Model Construction Rptel Co. 2105 JDR Avenue Denver CO 80227 Tax ID: 54076279		
TRC Code	Description	Amount		
A		3,559.72		
B		878.58		
Total		4,438.30		

## Reviewing the W-2 Railroad Control Report (P06753)

This report provides detailed tax and wage information that is specific to railroad employees.

### Navigation

## From W-2 Reports & Forms Setup (G072474), choose W-2 Railroad Control Report

### Processing Options

See *W-2 Railroad Control Report (P06753)*

### Data Selection

- You must have Record Type equal to P for the report to run properly.
- You must have Type of Form equal to 0 for the report to run properly.

### Data Sequence

JD Edwards World recommends you do not change the data sequence.

## Reviewing the Form Count Reports (P06754)

These reports provide a listing of the form you submit to employees. It lists the total amount of earnings for employees that are on the forms.

This report lists federal, state, and local reportable wages by employee, as well as an employee count by company and tax ID as reported on the individual forms. If you choose summary information, only the company and tax ID totals appear.

From this menu selection, you can run the following reports:

- W-2 and W-2C Count Report (Summary or Detail)
- 499R-2 Count Report (Summary or Detail)
- 1099-R Count Report (Summary or Detail)
- 1099-Misc. Count Report (Summary or Detail)

### Navigation

## From W-2 Reports & Forms Setup (G072473), choose W-2 Count Report

### Processing Options

See *W-2 Count Report - Detail (P06754)*.

### Data Sequence

JD Edwards World recommends you do not change the data sequence.

### Example: Form Count Report

04754 J.D. Edwards & Company  
 Employee Form Count Report - Detail

Page - - - 4  
 Date - - - 10/21/05  
 Version - - 200  
 Form Type - W-2

Company - - - 001 A Model Accounting Company  
 Tax ID - - - 845782700  
 Calendar Year - 05

Cont. No	Employee #	Employee Name	HT State	Federal Wages	SS Wages/Tip	Medicare Wage	State Wages	Local Wages
14040	345-34-3081	Grant, George	06 CO					
14041	437-75-3345	Scott, Randolph	24 MS	8,173.34	8,173.34	8,173.34	8,488.52	
14042	905-73-5928	West, Mae	24 MS	8,173.34	8,173.34	8,173.34		
14043	442-74-7457	Powell, William	06 CO					3,455.00
14044	598-25-4512	Harjow, Jean	24 MS					3,425.00
14045	274-49-0583	David, Betty	24 MS	4,540.00	4,540.00	4,540.00		4,995.00
14046	931-82-8938	Fonda, Henry	24 MS	4,540.00	4,540.00	4,540.00		
14047	388-25-3848	Wayne, John	06 CO					4,325.00
14048	220-46-4814	Clark, Mae	24 MS					5,133.10
14049	122-47-3000	Dutson, Irene	24 MS					

04754 J.D. Edwards & Company  
 W-2 Count Report - Detail

Page - - - 10  
 Date - - - 10/27/05  
 Version - - 935  
 Form Type - W-2

Company - - - 001 A Model Accounting Company  
 Tax ID - - - 845782700  
 Calendar Year - 05

Cont. No	Employee #	Employee Name	HT State	Federal Wages	SS Wages/Tip	Medicare Wage	State Wages	Local Wages
48619	83342	EE, Teet	05 CA	875,388,442.00	121,200.00	75,388,442.00	75,388,442.00	75,388,442.00
Total Forms	1	Standard Tax History		875,388,442.00	121,200.00	75,388,442.00	75,388,442.00	75,388,442.00
Total Forms	1	A Model Accounting Compn		875,388,442.00	121,200.00	75,388,442.00	75,388,442.00	75,388,442.00
Total Forms	1	Grand Total		875,388,442.00	121,200.00	75,388,442.00	75,388,442.00	75,388,442.00

### Example: 1099-MISC Count Report

Program ID - 004754 1099-Misc. Count Report - Detail  
 Version - - - 10000000 1099-Misc. Count Report - Detail  
 Report Date - 03/06/05  
 Company - - - 00109 JD Edwards and Company Report Time - 9:51:58  
 Tax ID - - - 845782700  
 Calendar Year - 05

Cont. No	Employee No	Employee Name	HT State	Federal Wages	SS Wages/Tip	Medicare Wages	State Wages	Local Wages
	9000	Bullings, William	C 04	38,456.25	38,456.25	38,456.25	38,456.25	38,456.25
	8990	Smith, Carol	C 04	27,392.31	27,392.31	27,392.31	27,392.31	27,392.31
	8995	Murphy, Christophe A.	C 04	9,045.58	9,045.58	9,045.58	9,045.58	9,045.58
Total Forms	3	Contract Employee		74,784.04	74,784.04	74,784.04	74,784.04	74,784.04
Total Forms	3	JD Edwards and Company						
Total Forms	3	Grand Total		74,784.04	74,784.04	74,784.04	74,784.04	74,784.04

## Reviewing the 1099-MISC Summary Report (P06756)

The 1099-MISC Summary report lists all of the information that displays on 1099-MISC forms for contract employees. You should consider producing this report as a mandatory step in the year-end process and it is mandatory if you are creating 1099-MISC forms during the payroll year-end process. This is the only report that lists all of the data on each employee's 1099-MISC form.

### Navigation

From **Additional Year End Reports & Forms (G072474)**, choose **1099-MISC Summary Report**

### Processing Options

See *1099-Misc. Summary Report (P06756)*.

### Data Sequence

JD Edwards World recommends you do not change the data sequence.

### Example: 1099-MISC Summary Report

Number	Name	C	Rests	Boysities	Prizes	Sub. Pmts.	Non-emp. Compensta	Med-Health	FIT
9999	William Billings	N					28754.58		
9999	Carol Smith	N					45214.53		
9999	Christophe A. Murphy	N					27588.36		
Total Distributions							99555.47		
Grand Total Distributions							99555.47		

## Reviewing the 1099-R Summary Report (P067561)

This report allows you to review all of the retirement or pension amounts earned by employees within a given company and version.

The 1099-R Summary report lists all of the information that displays on 1099-R forms for pension employees. You should consider producing this report as a mandatory step in the year-end process and it is mandatory if you are creating 1099-R forms during the payroll year-end process. This is the only report that lists all of the data on each employee's 1099-R form.



## Navigation

From **Additional Year End Reports & Forms (G072474)**, choose **1099-R Summary Report**

## Processing Options

See *1099-R Summary Report (P067561)*.

## Data Selection

You must have Type of Form equal to 5 for the report to run properly.

## Data Sequence

JD Edwards World recommends you do not change the data sequence.

## Example: 1099-R Summary Report

Program ID . . . P067561		1099-R Summary Report			Report Date . . . 01.08.05			
Version . . . X10E0001		1099-R Summary Report			Report Time . . . 7:38:59			
Company . . . 00100 JD Edwards and Company								
Tax ID . . . 840742700								
Calendar Year . . . 05								
Number	Name	Type of Distribution	IRA/SEP C	Distribution	Employee Contribution	Federal Income Tax	State Income Tax	Local Income Tax
4997	Denzels, Mark F.					15,893.89		
4998	Benson, Albert					13,488.57	1,948.00	
4999	Stanley, Leora					21,964.24	2,497.00	
	Total Distributions					51,345.42	4,345.00	
	Grand Total Distributions					51,345.42	4,345.00	

## Reviewing the 499R-2 Summary Report (P06758)

This report provides a detailed listing of all information pertaining to a 499R-2 and the non-form hardcopy of the 499R-2 that you issue to the employee.

## Navigation

From **Additional Year End Reports & Forms (G072474)**, choose **499R-2 Summary Report**

S.S.N.	Employee Name	Type	Cd	Description	Gross	Taxable	Tax
631-63-1311	Rico, Puerto	FEDERAL	A	FED Income Tax			
		FEDERAL	D	FED FICA w/h	1,538.46	1,538.46	64.62
		FEDERAL	P	FED Medicare w/h	1,538.46	1,538.46	22.31
=====							
	CO 100 Finan/Distrib Co (Mktg)	FEDERAL	A	FED Income Tax			
		FEDERAL	D	FED FICA w/h	1,538.46	1,538.46	64.62
		FEDERAL	P	FED Medicare w/h	1,538.46	1,538.46	22.31
06758				JD Edwards World xx			Page No. . . . 3
				499R-2 Summary Report			Date - . . . 11/28/11
							W-2/1099 ID. . . 443
					Report Total		
		Type	Cd	Description	Gross	Taxable	Tax
-----							
	Report Total . . . . .	FEDERAL	A	FED Income Tax			
		FEDERAL	D	FED FICA w/h	1,538.46	1,538.46	64.62
		FEDERAL	P	FED Medicare w/h	1,538.46	1,538.46	22.31

## Reviewing the W-2 Box 13 Flag Audit Report (P06776)

The W-2 Box 13 Flag Audit Report lists which employees have information that prints in Box 13 of the W-2 form.

### Navigation

From Year End Processing (G07247), choose Audit Reports

### Example: W-2 Box 13 Flag Audit Report

Address		Employee	Alpha	Statutory	Retirement	Third-party
Number	Tax ID	Name	Employee	Plan	sick pay	
6018	153-45-5433	Deli, Holly				
6041	154-35-5433	Rogers, Matthew				
6024	215-43-5433	Easton, George				
6002	476-43-8269	Abbot, Dominique				
6003	522-78-1469	Dwight Akin				
6001	798-52-5841	Allen, Ray			X	
6001	798-52-5841	Allen, Ray			X	X

## Reviewing the Tax History/W-2 Workfile Integrity Report (P06790)

Once you build and balance the workfiles, there can be occasions when you need to modify employee history because of late corrections. Modifications might include manual or void checks that you did not process promptly or DBA's which were previously unidentified. When you process these items through the standard payroll cycle or update them directly into the history, the integrity report creates a variance. The main purpose of this integrity report is to identify employees with variance amounts so you can correct the information, by running a Changes Only workfile, before printing year end forms.

The Tax History/W-2 Workfile Integrity Report lists any variances by employee when comparing the actual W-2 forms to the payroll history tables. The EC (Error Code) column identifies the error numbers that appear on the error table at the end of the report. This table lists which integrity test the system performs to identify the variance.

This report displays variances between the following history files and the W-2/1099 Workfile build files:

- Taxation Summary History (F06136)
- Transaction Summary History (F06146)
- Tax Area Transaction History (F06148)
- Employee Federal Control Record (F06730)
- Employee State/Local Control Record (F06731)
- Employee Special Handling Control Record (F06732)

The report includes the following fields and descriptions:

- Tax Area, Tax Type, Description of the Problem
- History Type, History Amounts and Taxes
- Workfile Amounts and Taxes
- Variance Amounts and Taxes
- Error Code (EC)

The EC column prints a numeric error code (01-06) that identifies which history files and W-2 workfiles contain errors.

Following are the error codes for this report:

- 01 = Tax History Taxable Wage VS. W-2 Workfile (Federal)

When this error occurs, the program locates a variance between the Federal Taxation History (F06136) and the W-2 Employee Federal Control Record (F6730) files. This error can occur on each of the employee's Federal tax records and on each company in which the employee worked. This variance is for only Federal Taxes Areas and Tax Types.

- 02 = Tax History Taxable Wage VS. W-2 Workfile (State/Local)

When this error occurs, the program locates a variance between the State and Local Taxation History (F06136) and the Employee State/Local Control Record (F06731) files. This error can occur on each State record and on each company in which the employee worked. This variance is for only Tax Areas and Tax Types.

- 03 = Transaction Summary VS. W-2 Workfile (Federal)

When this error occurs, the program locates a variance between the total Transaction History file (F06146) and the PDBA's in the Special Handling Tables that create the Employee Federal Control Record file (F06730). This error can occur on the following forms and boxes:

- W-2 Forms:
  - Box 11 - Non-qualified Plans
  - Box 10 - Dependent Child Care
  - Box 12 - Benefits included in Box 1
- Magnetic Media (W-2)
  - Fringe Benefit Amounts
  - Deferred Compensation
  - Non-Qualified Non 457 Amounts
  - Dependent Child Care
  - Group Term Life
- 1099-R Forms
  - Non-Qualified Plan Income
  - Gross Distributions
  - Employee Contributions
- 1099-Misc Forms
  - Rents
  - Royalties
  - Prizes and Awards
  - Non-Employee Compensations
  - Medical and Health
  - Substitute Payments
- 1099-NEC Forms
  - Non-Employee Compensations
- 499R-2 Forms
  - Commissions
  - Concessions
  - Reimbursed Expenses
  - Retirement Funds
  - CODA Plans

If the total of the PDBA's in a Special Handling table does *not* match the grand total in the field, the program issues an error.

- 04 = Transaction Summary VS. W-2 Special Handling Workfile

When this error occurs, the program locates a variance between the Transaction History file (F06146) defined in a Special Handling Table and the Employee Special Handling Control Record file (F06732). This error can occur when you enter Special Handling Table codes for the W-2 form, in the following boxes:

- Box 13 - Statutory employee, Retirement plan, Third-party sick pay
- Box 14 - Other

The program is comparing each Special Handling record to a related Transaction History record. Because each DBA in the Special Handling Table must be handled separately, the program performs the comparison on a record by record basis. If a variance exists, the program issues an error.

- 05 = Tax Area Trans. History VS. W-2 Special Handling Workfile

When this error occurs, the program locates a variance between the Tax Area Transaction History file (F06148) and the PDBA's defined in a Special Handling Table that create the Employee Special Handling Control Record file (F06732). The only time this error occurs is when you enter Special Handling Table codes for any of following boxes on the W-2 form:

- Box 17 - State Wages, tips, etc.
- Box 20 - Local wages, tips, etc.

The program is comparing each Special Handling record to the related Tax Area Transaction History record. Because each DBA in the Special Handling Table must be handled separately, the program performs the comparison on a record by record basis.

- 06 = Arreared Payroll Taxes VS. W-2 Special Handling Workfile

When this error occurs, the program locates a variance between the Federal Taxation History (F06136) and the Employee Special Handling Control Record files (F06732). This error identifies variances when it encounters an arrearage in FICA and Medicare taxes and the system creates unique Special Handling records to accommodate the following codes in Box 13:

- A - Uncollected FICA on Tipped Employees
- B - Uncollected MEDICARE on Tipped Employees
- M - Uncollected FICA on Group Term Life
- N - Uncollected MEDICARE on Group Term Life

**Note:** The only time that an A or B Special Handling can occur is when the employee is defined as a Tipped Employee in the Basic Employee Data. If the program finds FICA or Medicare taxes in arrears on a non-tipped employee, the Special Handling record creates codes M and N to note the uncollected taxes.

The program is comparing each Special Handling record to the related Tax History record.

## Navigation

From **W-2 Reports & Forms Setup (G072473)**, choose **W-2 Workfile Integrity**

## Processing Options

See *W2 Workfile Integrity (P06790)*.

## Data Sequence

JD Edwards World recommends you do not change the data sequence.

## Example: Tax History/W-2 Workfile Integrity Report

Tax ID		Company		History		Workfile		Variance		BC
Ro-Tax Area	TT	Description	MT	Amount	Tax	Amount	Tax	Amount	Tax	
4993	F	Proehl, Violet F.		475.00	12.04			475.00	12.04	03
19	F	State Income Tax		475.00	12.90	475.000	12.90	475.00	12.04	01
4990	F	Henneman, Michelle J.		2,972.50	68.83			2,972.50	68.83	02
19	F	State Income Tax		2,972.50	68.83	2,972.50	68.83	2,972.50	68.89	02
99				3,447.50	100.75	3,447.50	107.73	7,299.00	138.04	

## Working with Year-End Forms

After printing your 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.

You can print the W-3 form for each type of W-2. The W-3 summarizes the amounts that you report for all employers' W-2 forms. Use the W-3 form only if you file paper copies of Copy A of the W-2 form with the SSA. Those filing electronically transmit this information differently.

You can use Business Intelligence Publisher (BIP) for JD Edwards World to print W-2 and W-2C forms. Ensure that you use the appropriate template. See *Business Intelligence Publisher for JD Edwards World Guide* for more information. You must also set up distribution lists using Electronic Document Delivery. See the *Electronic Document Delivery* section in the *Technical Tools Guide* for more information about distribution lists.

Working with year-end forms includes the following tasks:

- Printing forms using BIP
- Printing year-end forms
- Resetting year-end forms
- Adjusting laser forms

## Printing Forms Using BIP

Following is the process to set up, create, and print the W-2 and W-2C forms using BIP.

### Before You Begin

JD Edwards World strongly recommends that you review the following documentation in the *JD Edwards World Technical Tools Guide* prior to performing this task:

- *Setting Up Import/Export* for IFS folder and security set up information.
- *Set Up EDD*
- *Working with Distribution Profiles*
- *Working with PDF Profiles*
- *Working with Transformation Templates*

### To process forms using BIP

1. Create an IFS Folder.
2. Copy the S067702.rtf or S06771L.rtf file from the software update into the IFS Folder.
3. Set up Electronic Document Delivery (EDD).
4. Set up a Distribution Profile. Ensure you enter the following:
  - S067702 or S06771L in the Profile field
  - 2 in the Print Application Flag field
  - Your Print Server (UDC 00E/PS) or the name of the IPP Print server in the EDD Server Configuration file (xdodelivery.cgf) in the Print Server Alias field.
5. Set up a PDF Profile. Ensure you enter S067702 or S06771L in the PDF Profile field.
6. Set up a Transformation Template.
  - Ensure you enter S067702 or S06771L in the following fields:
    - Template Name
    - PDF Profile
  - Ensure you enter S067702.rtf or S06771L.rtf in the Template File field.
  - Ensure you enter S067702.pdf or S06771L.pdf in the Output File field.
  - Ensure the values in the Template Path and Output Path fields match the IFS path that you set up.
7. Create a DREAM Writer using version XJDE0001 and enter P067702 or S06771L in the Form field.
8. In the DREAM Writer, on Additional Parameters choose Batch Export Parameters (F6).
9. On Batch Export Parm:
  - Ensure you enter S067702 or S06771L in the Distribution Profile and Transformation Template fields.
  - Ensure S067702.xml or S06771L.xml is in the Import Export File field.
  - Ensure the value in the IFS path is the path you set up.
10. Print the W-2's.

See *Printing Year-End Forms*.

The pdf document that contains the W-2 Forms is in the IFS folder.

## Printing Year-End Forms

You print year-end forms to report wage and tax information to your employees and to government agencies. If you are filing EFW2, you print year-end forms to create an audit trail for reporting to your employees and the government.

The year-end form IDs that are available in the Forms program are in a DREAM Writer version that you use because of its processing options, data selection, and data sequence. The first time that you access this form, the system displays all of the available year-end forms. The next time that you access this form, the system displays only the forms that you have run previously. To display all available forms again, choose the Reload function.

You can use the following programs to print year-end forms:

- Print W-2 Laser Forms (2 pt) (P067701)
- Print W-2 Laser Forms (4 part)(P067702)
- Print W-2c Forms (Laser) (P06771L)
- Print W-2 Laser Forms (employer 4 part) (P067703)
- Print 1099-Misc. Form (Laser) (P06751L)
- Print 1099-NEC Form (Laser) (P06753L)
- Print 1099-R Form (Laser) (P06752L)
- Print W-3 Forms (Laser) (P06775L)
- Print 499R-2 (Laser) (P06772L)
- 1096 Summary Report (Laser) (P06757L)
- Print W-3c Forms (Laser) (P067751L)

**Note:** The DREAM Writer forms for Print W-2 Laser Forms (2 pt) (P067701), Print W-2 Laser Forms (employer 4 part) (P067703), Print W-2 Laser Forms (4 part)(P067702), and Print 1099-R Form (Laser) (P06752L) contain the Version Number processing option that allows you to process an unprinted form count version of the W-2 Forms Count Report (P06754).

### Before You Begin

- To avoid wasting forms, test-print year-end forms on plain paper first to verify that the data is correct. Make corrections, if necessary, and then input and realign the actual forms. Forms have a lineup feature that prints Xs in the control number on the first form.

### To print year-end forms

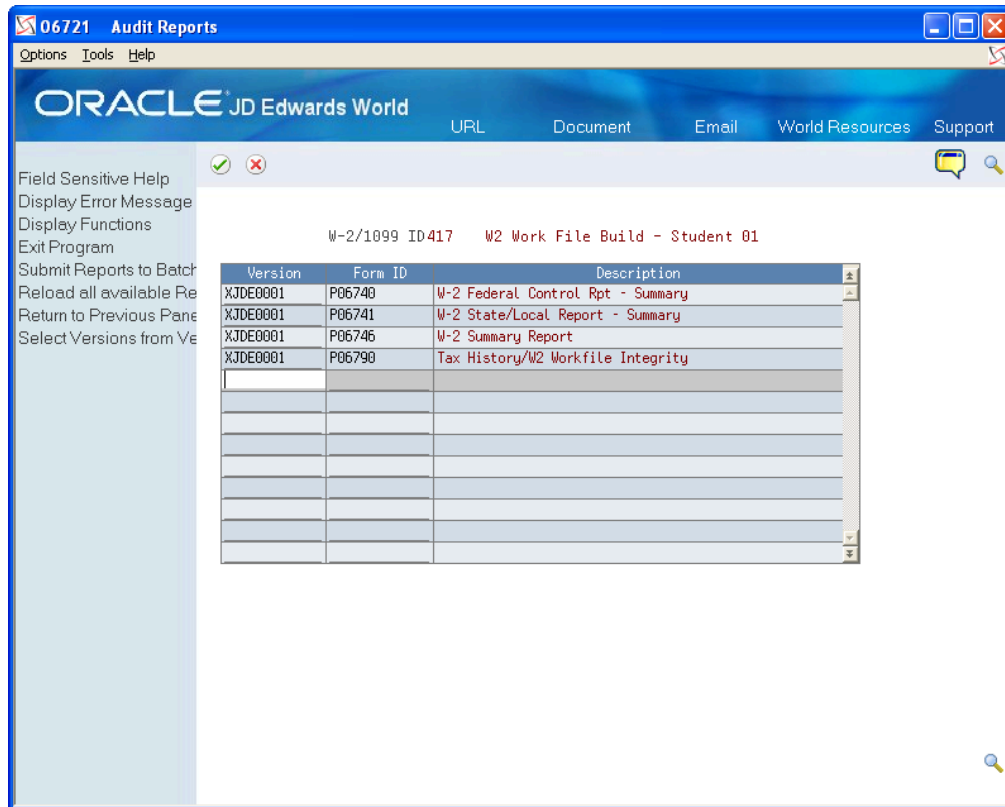
#### Navigation



**From Year End Processing (G07247), choose Forms**

1. On the first Forms screen, complete the W-2/1099 ID field and click Enter twice.

o



2. On the second Forms screen, enter a valid DREAM Writer version in the Version field for each form that you want to print.
3. Click Enter to load the DREAM Writer versions.

If you do not click Enter before submitting, the system does not print the forms.

The system verifies each version and displays the report name in the Description field.

4. Choose Submit Reports to Batch (F6) to send the forms to the printer.
5. When the forms print, review the following fields:

- o Date Printed
- o EE's
- o Forms Req'd
- o Forms Printed

Field	Explanation
Date Printed	If you are printing a trial run on plain paper, leave the date blank. After you enter a date, the system assumes you are using form paper, and it updates the individual employee records with the date. W2cs are generated for any subsequent "changes only" processing that you perform.

Field	Explanation
EE's	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 does not contain the number of W2c employees processed.
Req'd	The total number of forms, supplied by the system for the form ID selected, to be printed with a "date printed." If more than one company is being processed in the version, this number includes all of the employees for those companies. For W2c forms, this number includes one for federal and one for each state, if applicable.
Printed	The total number of forms, supplied by the system for the form ID selected, that have been printed with a print date. If more than one company is processed in the version, this number includes the employees for those companies.  It does not contain the number of W2c forms that have printed.

### Data Selection

You can change the data selection to choose the forms you want to print. For example, you can limit the forms you print to a single company or a specific tax area.

### Data Sequence

**CAUTION:** In the Data Sequence, the W-2 Control Number and W-2 Base State Flag 1 (in this order) must remain the last two fields in the data sequence for all W-2 forms. Additionally, set the W-2 Control Number to ascending order, and the W-2 Base State Flag 1 to descending order.

### Processing Options

See *Print Laser W-2's (2pt) (P067701)*.

See *Print Laser W-2's (4pt) (P067702)*.

See *Print Laser W-2's (emp) (P067703)*.

## Resetting Year-End Forms

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

You might also need to reset year-end forms when the 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 select group of employees, based on your version data selections. Resetting year-end forms removes the print date in the employee's record when you print the forms. You must remove the print date to prevent the system from producing a W-2c form.

- Use this procedure only to reprint forms that had a print date when they were printed, and only if you did not yet report year-end information to the government or distribute year-end forms to your employees.

- You do not need to use this procedure before rerunning forms that print without a print date.

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

**Note:**

- *Printing Year-End Forms* for information and instructions about printing forms after you reset them

## To reset year-end forms

### Navigation

#### From Year End Processing (G07247), choose W-2/1099 Print Date Reset

1. On W-2/1099 Print Date Reset, run the version that you want to reset.
2. In the processing option, enter the version ID that you want to reset, and click Enter.

The system displays a message to report the status of the reset procedure. The reset does not generate a report.

3. After you have reset the W-2 forms, reprint the forms.

#### Data Selection for W-2/1099 Print Date Reset

You can change the data selection in the W-2 Processing ID to specify which W-2 forms you want to reset.

#### Data Sequence for W-2/1099 Print Date Reset

Do not change the sequencing of the DREAM Writer. If you do, the print reset does not remove the print date from all of the workfile records.

## Adjusting Laser Forms

The system allows you to adjust the printing of laser forms if the text does not line up correctly on the forms. The system allows you to adjust two-part or four-part laser forms. Your system administrator usually performs this task.

### Before You Begin

- JD Edwards World strongly recommends that you create a source library and a custom object library.

When you create a custom object library, you must include the source physical table JDESRC. If you do not have authority to add a new library to your library list, contact your system administrator. If you use a custom object library, it must appear at the top of the library list.

If you are using the JDFSRC library, the system adds each change to the last because you are altering the original source.

### Navigation

#### From W-2/1099 Setup (G072472), choose W-2 Laser Forms Adjustment

#### Processing Options

See *W-2 Laser Forms Adjustment (P06770A)*.

## Creating Electronic Filing

You can use electronic filing to report year-end information to both federal and state governments. The software supports electronic filing processing for state and federal W-2 reporting and for 1099 reporting. Contact your SSA office for more information about electronic filing.

Creating electronic filing includes the following tasks:

- Building the federal EFW2 work file
- Creating state EFW2 and 499R-2 files
- Building the 1099 workfile

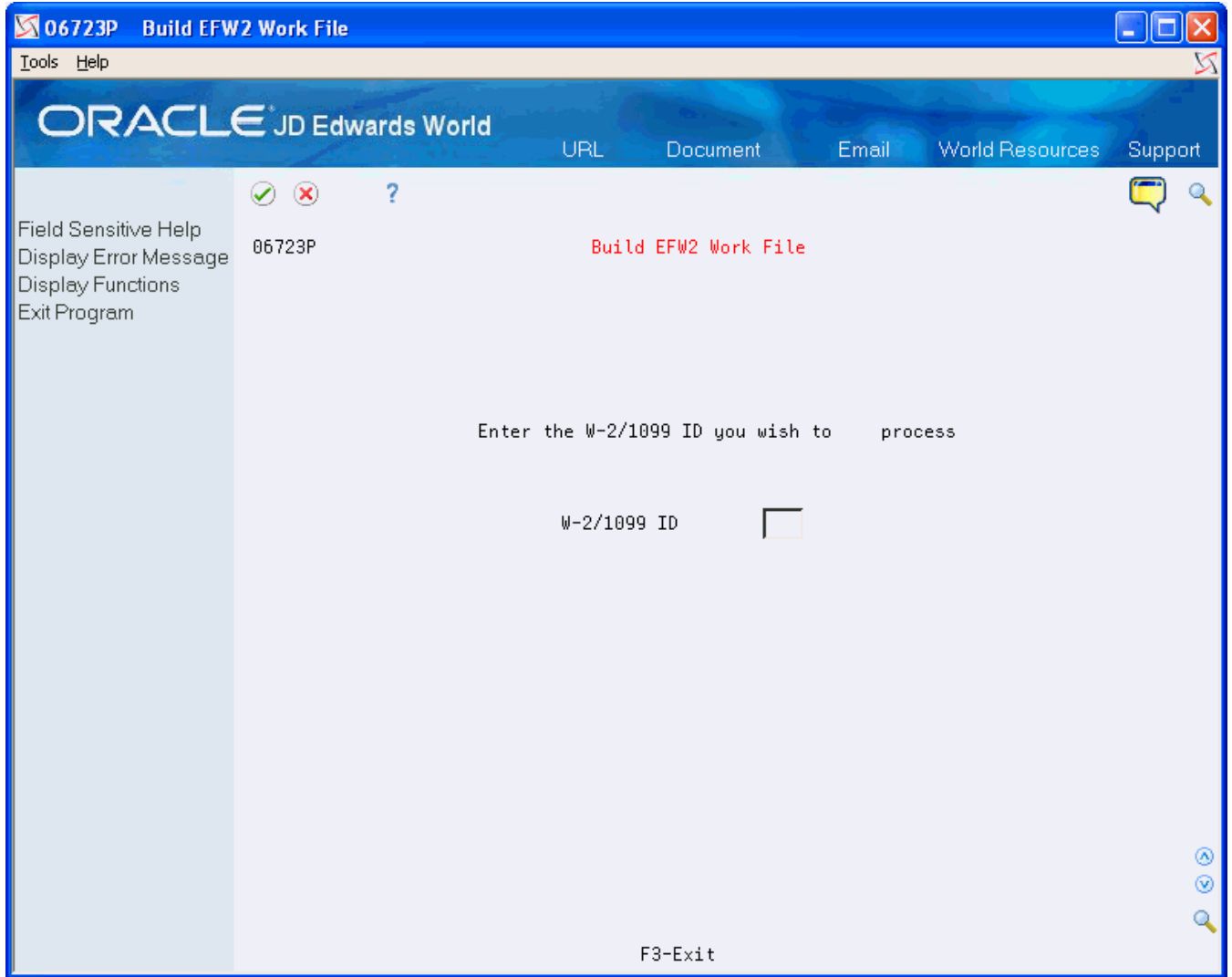
## Building the Federal EFW2 Work File

**To build the federal EFW2 work file**

**Navigation**

**From Electronic Filing Processing (G072475), choose Build EFW2 Work File**

1. On the Build EFW2 Work File screen, complete the W-2/1099 ID field and click Enter twice.



2. On the second Build EFW2 Work File screen, complete the following fields:
  - o Transmitter Address
  - o Contact Address
3. Choose Submit Job (F6) to build the workfile.

Field	Explanation
Transmitter Address	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p><b>Note:</b> You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>
Contact Address	The Address Book number to which the electronic file should be returned if problems occur.

## Processing Options

See *EFW2 Electronic Filing Reporting (P06765)*

## Creating State EFW2 and 499R-2 Files

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

Some states require that you report year-end information in a different format from that of the federal government. Other states require that you extract specific information from the Federal W-2 information. When you create state files, you can specify the state that you want to process, along with the records that you want to extract.

When you create electronic filing for Puerto Rico, the system automatically formats the information using the MMW2PR-1 format, which Puerto Rico requires.

The system accommodates reporting formats for states that differ from the federal format. You enter additional information that these states require through processing options. You enter a value in the State Code field in the second step for one of these states. After you choose Update in the fourth step, the processing options display. Complete the processing options for that state and click Enter to complete the process. The states with formats that differ from the federal format include:

- Alabama
- Arkansas
- Colorado
- Connecticut
- Georgia
- Idaho

- Illinois
- Indiana
- Kansas
- Maine
- Maryland
- Massachusetts
- Mississippi
- Nebraska
- New Jersey
- New Mexico
- North Carolina
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Vermont
- Virginia
- West Virginia
- Wisconsin

**Note:** The postal codes or Federal Information Processing Standard (FIPS) codes are in the Description -2 field of UDC 07/SC. These codes are also in UDC 07/PO. When you revise UDC tables, you must use the system code that corresponds to the software release that you are using.

When you submit this information, the program creates the F06765xx table (where xx is the numeric postal code for the state that you are processing) in your W-2 library W2LIBxxx.

### Before You Begin

- Build your federal EFW2 workfile (F06765).
- Research the records that your state requires for year-end reporting. See the IRS and SSA Resources List for a list of resources.

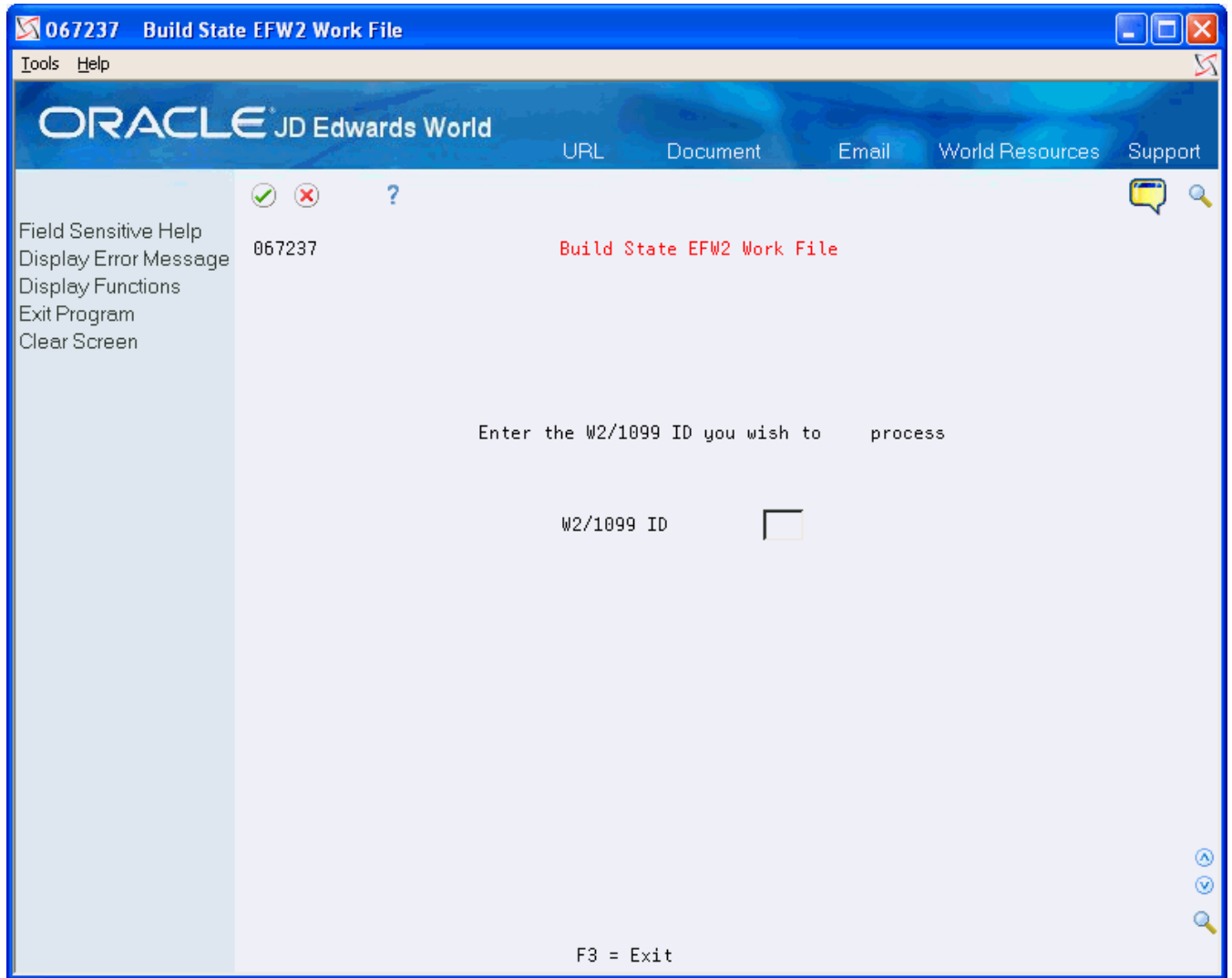
### To create state EFW2 and 499R-2 files

### Navigation



**From Electronic Filing Processing (G072475), choose Build State EFW2 Work File**

1. On the first Build State EFW2 screen, complete the W-2/1099 ID field and click Enter twice.



2. On the second Build State EFW2 screen, complete the Enter the State Code to extract field.

To create 499R-2 information to report to Puerto Rico, enter the state code for Puerto Rico.

3. Complete the following fields:

- o Do you want to extract RA records?
- o Include Federal User ID?
- o Do you want to extract RE records?
- o Do you want to extract RW records?
- o Do you want to extract RO records?
- o Do you want to extract RS records?
- o Do you want RT records (recalculated)?
- o Do you want RU records (recalculated)?
- o Do you want RV records (recalculated)?
- o Do you want RF records (recalculated)?

4. Choose Update (F6).

Field	Explanation
Enter the State Code to extract.	<p>This code specifies the two-character or three-character state or locality code that prints on statutory reports such as W-2 and 941.</p> <p>For example, on W-2s and 941s, instead of printing 06, which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.</p> <p>Enter an alpha code from UDC 07/SC.</p>
Do you want to extract RA records?	<p>The Yes or No Entry field is a single character entry field for yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RA records (transmitter records) for state EFW2. Valid codes are:</p> <p>Y – Extract RA records.</p> <p>N – Do not extract RA records.</p>
Include Federal User ID?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p>
Do you want to extract RE records?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RE records (employee records) for state EFW2. Valid codes are:</p> <p>Y – Extract RE records.</p> <p>N – Do not extract RE records.</p>

Field	Explanation
Do you want to extract RW records?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RW records (employee wage records) for state EFW2. Valid codes are:</p> <p>Y – Extract RW records.</p> <p>N – Do not extract RW records.</p>
Do you want to extract RO records?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RO records (employee wage records) for state EFW2. Valid codes are:</p> <p>Y – Extract RO records.</p> <p>N – Do not extract RO records.</p>
Do you want to extract RS records?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RS records (supplemental records) for state EFW2. Valid codes are:</p> <p>Y – Extract RS records.</p> <p>N – Do not extract RS records.</p>
Do you want RT records (recalculated)?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RT records (total records) for state EFW2. Valid codes are:</p> <p>Y – Extract RT records.</p> <p>N – Do not extract RT records.</p>
Do you want RU records (recalculated)?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RU records (total records) for state EFW2. Valid codes are:</p> <p>Y – Extract RU records.</p> <p>N – Do not extract RU records.</p>

Field	Explanation
Do you want RV records (recalculated)?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RV records (total records) for state EFW2. Valid codes are:</p> <p>Y – Extract RV records.</p> <p>N – Do not extract RV records</p>
Do you want RF records (recalculated)?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p><i>Screen-specific information</i></p> <p>A code that specifies whether to extract RF records (final records) for state EFW2. Valid codes are:</p> <p>Y – Extract RF records.</p> <p>N – Do not extract RF records.</p>

## Building the 1099 Workfile

After you print year-end forms, build the 1099 workfile. You can submit 1099 forms to the IRS via electronic file. You can process the two types of payroll 1099 forms together or separately. The IRS allows you to submit multiple types of 1099 forms together as long as you separate them by the correct record type on the file.

**CAUTION:** The Accounts Payable system can also produce 1099 returns. You should consider the number of returns that you generate by both the Accounts Payable system and the Payroll system when deciding whether you must use electronic file reporting.

### Before You Begin

Set the data selection and data sequence for the year-end workfile to process 1099 forms, and then process the workfile build. For more information about workfile data criteria. [Creating the Year-End Workfile](#)

### To build the 1099 workfile

#### Navigation

**From Electronic Filing Processing (G072475), choose Build 1099 Work File**

1. On the Build 1099 Work File screen, complete the W-2/1099 ID field and click Enter twice.



**2.** Complete the following optional fields:

- Payer Name Control
- Transmitter Ctl Code
- Transmitter Company
- Contact Address
- Transfer Agent
- Foreign Corp Ind
- Test/Corr Indicator

**3.** Choose Submit Job (F6) to build the workfile.

Field	Explanation
Payer Name Control	The Payer Name Control can be obtained from the mail label on the Package 1099, which is mailed to most payers on record each December. Names of fewer than four letters should be left-justified, filling the unused positions with blanks. If you have not received a Package 1099 or you do not know your Payer Name Control, this field should be filled with blanks.
Transmitter Ctl Code	The five-character Transmitter Control Code supplied by the IRS. It is required in order to report 1099 data magnetically.
Transfer Agent	The Address Book number of the Transfer Agent, if used.
Foreign Corp Ind	Enter 1 if the payer is a foreign corporation and income is paid by the corporation to a U.S. resident from sources outside of the United States. If it is not a foreign corporation, enter a blank.
Test/Corr. Indicator	<p>For W-2 processing: This field contains either blank or A. The A indicates that the W-2 or W-2c has been corrected and that no changes should occur to this record because it is the basis for the "before" information on a new W-2c.</p> <p>For 1099 processing, valid values are:</p> <p>blank – The original file submission or the original file submission that has been returned from the IRS for replacement</p> <p>T – A test file submission</p> <p>C – A correction file submission</p> <p>If your electronic file was returned from the IRS, your 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 contained erroneous information.</p>

## Processing Options

See *1099 Electronic Work File Build (P06761)*.



## Working with W-2c Forms

After you print W-2 forms, you might need to make corrections to the amounts. To make corrections, you must issue a correction form, W-2c, which replaces or supplements the original W-2. Corrections can include:

- Incorrect amounts
- Changes in Social Security Numbers
- Changes in employee names

The system allows you to reset the W-2c workfile if you encounter errors on your W-2c forms. You can reset and reprint W-2c forms for an entire version or for a select group of employees based on your DREAM Writer selections.

When you make corrections, you must also send form W-3c to the SSA. You print the IRS form W-3c that summarizes information that you correct on the individual W-2c forms.

**Note:** You can also submit corrections to W-2 information electronically in the EFW2C format. Visit My Oracle Support located in the World Product Information category for more information about EFW2C processing.

Working with W-2c forms includes the following tasks:

- Creating W-2c records
- Reviewing employee W-2c information
- Printing W-2c forms
- Creating EFW2C Files for W-2 Corrections
- Resetting and Rerunning the W-2c workfile build
- Resetting the W-2c print date
- Printing W-3c forms

## Creating W-2c Records

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 original W-2 forms that you are correcting with a print date. When you print the original W-2 forms, the system updates the print date in the employee's records. Without a print date, the workfile program deletes and rebuilds the original W-2 records instead of creating W-2c records.

### Before You Begin

Using a print date, print the original W-2 forms that you are correcting. When you print the original W-2 forms, the system updates the print date in the W-2 workfiles. [Printing Year-End Forms](#)

### Navigation

**From Year End Processing (G07247), choose Build W-2/1099 Workfiles**

1. On the first Build W-2/1099 Workfiles screen, complete the W-2/1099 ID field and click Enter twice.
2. On the second Build W-2/1099 Workfiles screen, enter 2 in the Type of Processing field.

06720 Yea : 17 Build W-2/1099 Workfiles

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

06720 Year: 17 Build W-2/1099 Workfiles

Type of Processing 2  
 Changes Only Processing  
 Version 417

W-2/1099 ID 417 W2 Work File Build - Student 01

**Processing Information**

Summarize on Tax Id? (Y/N)	N	Name Format: 1=Alpha 2=Mail	1
Federal Info on all forms?	N	Print 2 States per W-2?	N
Allocate Federal Wages?	N	Print 2 Localities per W-2?	N
Res. State equals Base State.	Y	Process 1099's?	N
Print Benefit Statements?	N	Process 499R-2's?	N

**Address Information**

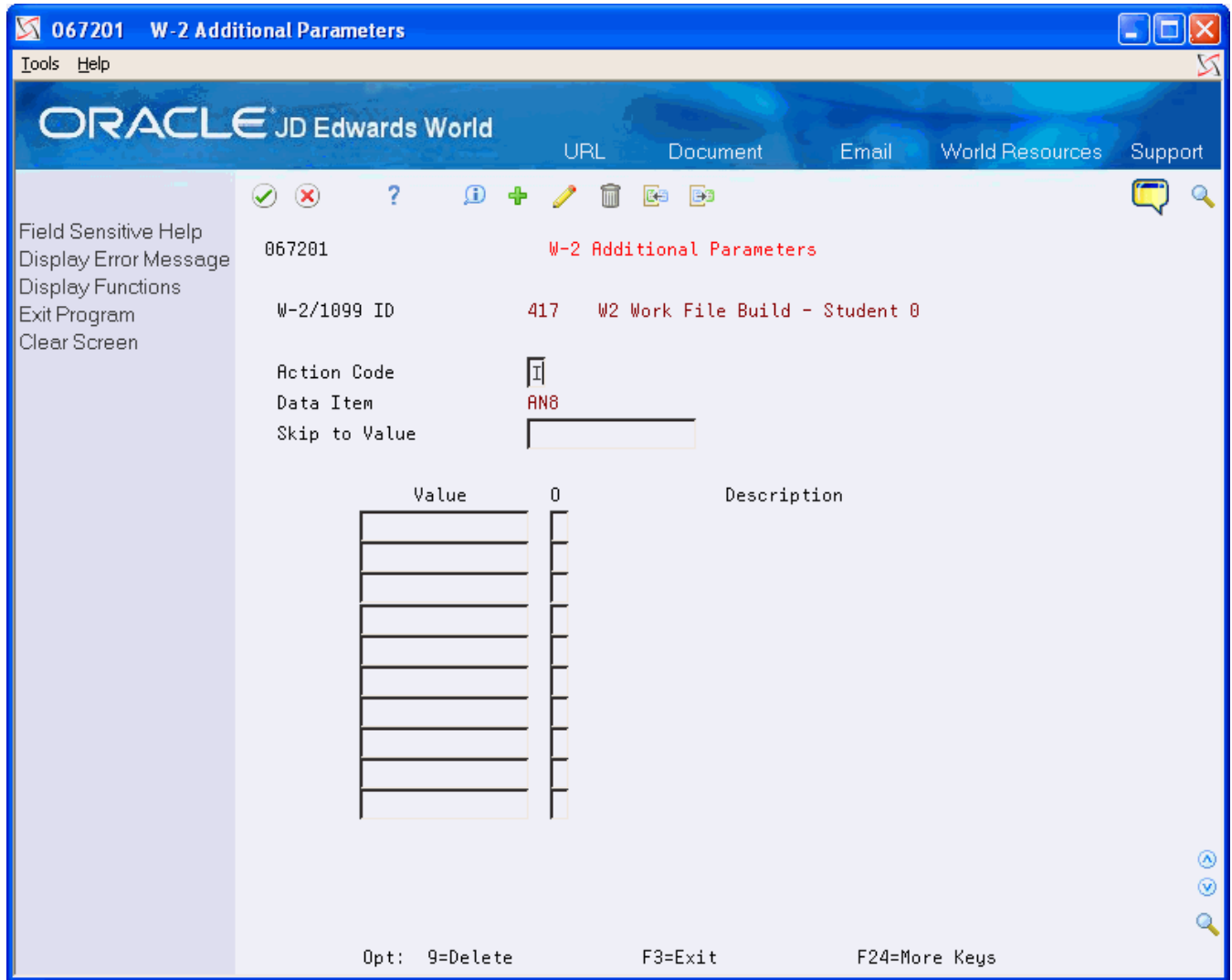
Contact Person Number 4401 Jones, Jennie  
 3rd Party Administrator

**Annual Limitations**

Soc.Sec. Wage Limits	106,800.00
Railroad Wage Limits:Tier I	106,800.00
Tier II.	79,200.00

F5=Company F6=Submit F15=Sp. Handling F17=Tax ID F19=A/B Sel. F24=More

**3. Choose Additional Parameters - Address Number (F19).**



4. On W-2 Additional Parameters, complete the Skip to Value field.
5. Enter the employee numbers for the employees requiring W-2 changes.
6. Click Add.
7. Exit the W-2 Additional Parameters screen.
8. Choose Submit (F6) to build the workfile.

The system determines whether a W-2c is necessary by verifying there is a printed W-2 with a print date. If it locates a printed W-2, it automatically generates the qualifying W-2c records.

## Reviewing Employee W-2c Information

You review employee W-2c information to determine how the information displays on the actual form before you print it.

You can use the following function exits to:

- Access the Address Window to verify and change an employees address (F11)
- Access the W-2 form for the employee (F14)
- Print the W-2c form (F21)

### To review employee W-2c information

#### Navigation

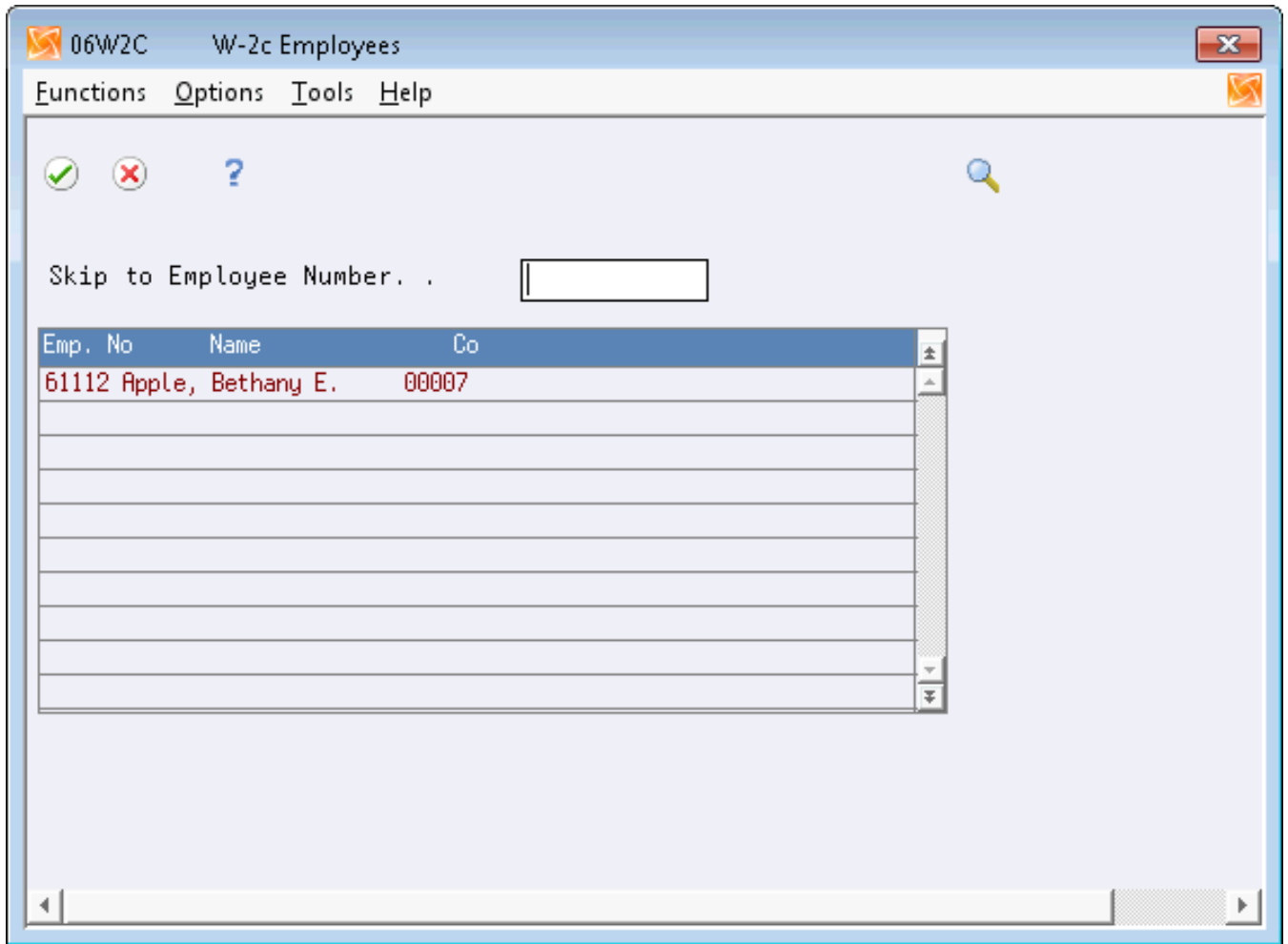
#### From Year End Processing (G07247), choose Form W-2c

1. On Form W-2c, complete the W-2/1099 ID field and click Enter twice.

2. On W-2c Inquiry, to select a specific W-2c form for review, choose Field Sensitive Help (F1) in the Employee field.



3. On W-2c Employees, select an employee.





**4.** On W-2c Inquiry, review the following fields:

- Employee No
- Home Company
- Date Printed
- Hist Type
- SSN
- STE
- RET
- TPS

06739 Ye r... 12 W-2c Inquiry

Tools Help

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URL Document Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 Employee Address Book  
 Prior W-2  
 Print W-2c  
 Clear Screen

06739 Year 12 W-2c Inquiry Employee 61112

Employee No. 61112 Bethany E Apple SSN 245-67-8987

Previously Reported: Bethany E. Apple SSN 245-67-8987

Home Company 00007 A Model Payroll Company Tax ID 840782894

STE: RET: TPS: Previously Reported: STE: RET: TPS:

Box Description	Previously Reported	Correct Information
Wages, Tips, & Other	2,307.69	3,807.69
Federal Income Tax	265.96	415.96

F11=Emp A/B F14=Prior W-2 F21=Print F24=More Keys

5. Review the Prev Reported amounts and Correct Info amounts for the following fields:

- Wages, Tips & Other
- Federal Income Tax
- Social Security Wages
- Social Security Tax
- Medicare Wages
- Medicare Tax
- Social Security Tips
- Allocated Tips
- Advance EIC
- Dependent Care
- Non Qualified Plans
- Additional Boxes (for Box 12)

If any of the amounts are incorrect, you must correct the information.

## Printing W-2c Forms

After you create and review W-2c workfile records, you can print the W-2c forms. The Print W-2c Forms (Laser) program (P06771L) includes demo versions for federal forms.

**Note:**

- [Printing Year-End Forms](#) for step-by-step instructions on printing forms

### Navigation

From Year End Processing (G07247), choose Forms

## Printing W-3c Forms

### Navigation

From Year End Processing (G07247), choose Forms

After you generate W-2c forms and review them for accuracy, you must print the W-3c form. You print the IRS form W-3c that summarizes amounts for all of the W-2c forms that you are submitting to the government. You must submit the W-3c to the SSA if you are submitting W-2c forms. You can use the W-3c Print Form (Laser) program (P067751L) to generate W-3c forms.

**Note:**

- [Printing Year-End Forms](#) for step-by-step instructions on printing forms.

## Creating EFW2C Files for W-2 Corrections

You can submit corrections to W-2 information that you process using paper W2-cs and W3-cs, or you can submit the corrections electronically in the EFW2C format.

Visit My Oracle Support located in the World Product Information category for more information about EFW2C processing.

### Processing Options

See *EFW2C Electronic Filing Reporting (P06767)*.

## Resetting and Rerunning the W-2c Workfile Build

If you encounter errors on your W-2c forms, you can correct the errors, reset the workfile and then run the W-2c workfile build again.

See *Working with W-2c Forms* for more information about correcting errors and running the workfile build.

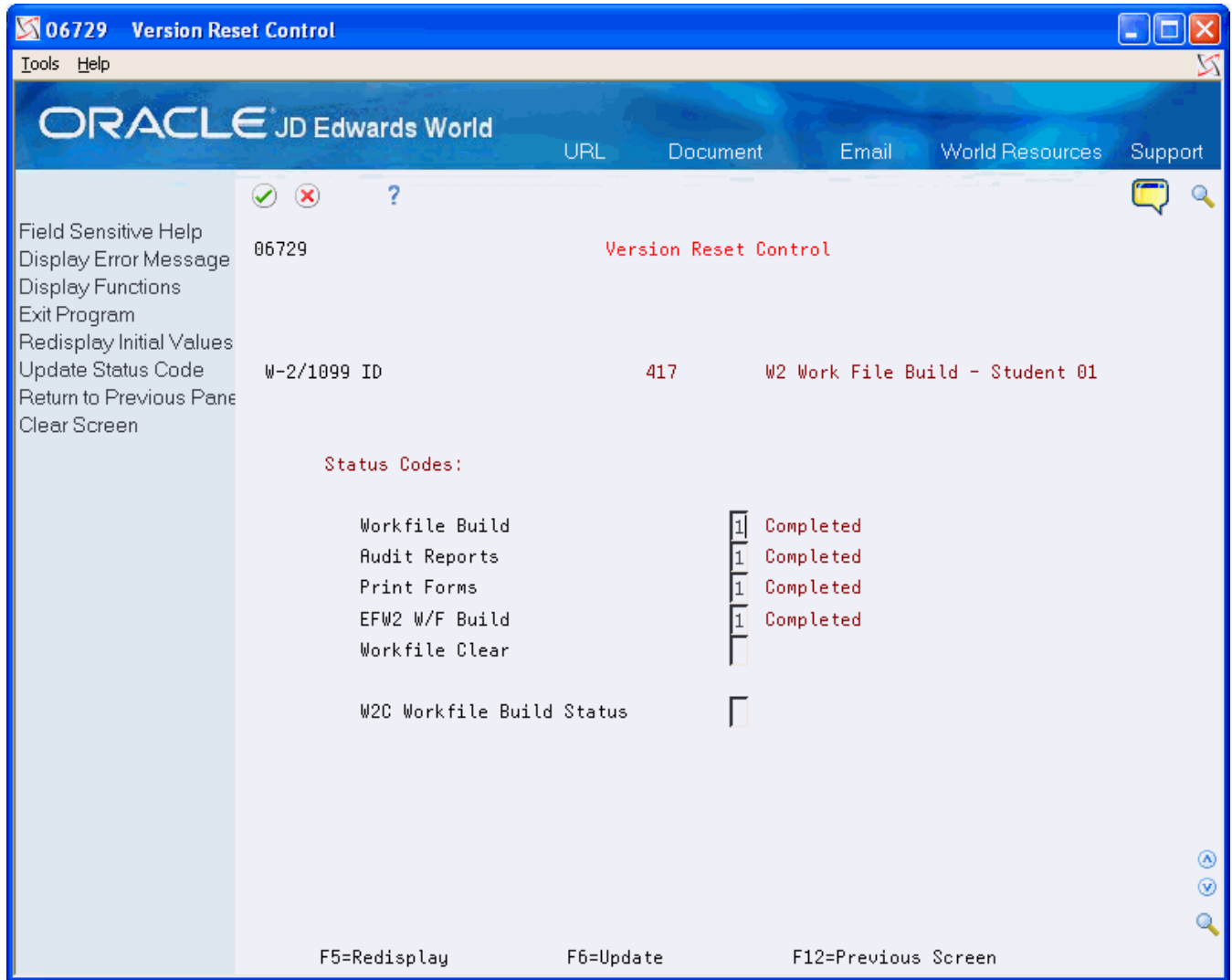
### To reset the W-2c workfile build

#### Navigation

#### From Year End Processing (G07247), choose W-2/1099 Review

1. On W-2/1099 Review, choose the Version Reset Control option for the W-2/1099 ID that you want to reset.

2. On the first Version Reset Control screen, click Enter twice.



3. On the second Version Reset Control screen, remove the status code from the W-2c Workfile Build Status field and click Enter.  
  
If you incorrectly change the status codes, the system displays an error.
4. Choose Update (F6).

## Resetting the W-2c Print Date

You run this DREAM Writer only when you need to reprint year-end forms that include a print date. You do not need to run this program when the printed forms do not include a print date.

Reset the print date on year-end forms after you correct inaccurate information that you have not yet reported to the government and your employees. For example, an employee's address change does not print on the W-2c form because you did not enter the information into your Payroll system. You can enter the address change, reset the W-2c print date for year-end forms, run the W-2c build, and print them again.

You might also need to reset the W-2c print date for year-end forms when the information does not align and print properly on the government forms. In this situation, you do not need to run the W-2c build.

You can reset the print date on year-end forms for an entire version or for a select group of employees based on the DREAM Writer data selection. This removes the print date from the employee's record that you set when you printed the original forms.

Enter the version ID that you want to reset in the processing option, and then run that version. The system displays a message to report the status of the reset procedure but does not generate a report. After you reset the W-2c forms, you might need to run the W-2c build and then reprint the forms.

### Note:

- [Printing Year-End Forms](#) for step-by-step instructions on printing forms

### Navigation

From **Year End Processing (G07247)**, choose **W-2/1099 Print Date Reset**

### Processing Options

See [W-2 Print Date Reset \(P067292\)](#).

### Data Selection

Type of Form must equal 1 to reset the W-2c print date.





# 8 Processing Options

## Copying PDBA History to New DBA (P06146D)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a new DBA code that will be used to create a copy of current F06146 DBA records, replacing the current DBA code with the new DBA code.</p> <p><b>NOTE:</b> Use Data Selection in this DW Version to select the appropriate records to copy. Your selection should include at least PDBA Code and Year.</p> <p>Prerequisite: Before copying, be sure the new PDBA code is set up using 3/G0742, DBA Setup.</p>	<p>You <i>must</i> enter a new DBA code to replace the DBA code in the F06146LE records. If the system encounters any errors, it does not update or create records and produces an exception report.</p>
PROOF/FINAL MODE:	
<p>2. Enter an 'F' to run the Final Update and Report. Default of 'P' will run Proof mode – no update will occur and only a report will be produced.</p>	<p>You <i>must</i> enter a value to indicate whether the system performs additions or updates to the Payroll Month PDBA Summary History file (F06146LE). Final mode performs updates. Both modes can produce an exception report.</p> <p><b>Caution:</b> When you select multiple DBAs in the Data Selection and run the program in final mode, the system deletes all of the original DBA records.</p>

## Employee Pay & Tax Register (P063231)

Processing Option	Processing Options Requiring Further Description
<p>1. Select the employee number you wish to print.</p> <p>A = Address Book Number (Default)</p> <p>S = Social Security Number</p> <p>O = Third Employee Number</p>	
<p>2. Enter the period end date.(MMDDYY)</p> <p><b>NOTE:</b> This field is REQUIRED.</p>	

Processing Option	Processing Options Requiring Further Description
<p>3. Enter the type of history to print.</p> <p>= Month-to-Date</p> <p>1 = Quarter-to-Date w/Monthly Balances</p> <p>2 = Quarter-to-Date totals only</p> <p>3 = Year-to-Date w/Monthly Balances</p> <p>4 = Year-to-Date w/Quarterly Balances</p> <p>5 = Year-to-Date totals only</p>	
<p>4. Print the detailed transactions associated with each balance.</p> <p>'Y' = Yes ' ' = No (Dflt = '')</p>	
<p>5. Print multiple employees per page.</p> <p>Blank is one employee per page.</p> <p>'Y' = Yes ' ' = No (Dflt = '')</p> <p><b>NOTE:</b> The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail.</p>	
<p>6. Print Company totals. A blank will print the detail information.</p> <p>'Y' = Yes ' ' = No (Dflt = '')</p>	

## Federal Taxation History Report (P06347)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the type of employee number to print.</p> <p>A = Address Book Number (Default)</p> <p>S = Social Security Number</p> <p>O = Third Employee Number</p>	

## State/Local Taxation History (P06348)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the type of employee number to print.</p> <p>A = Address Book Number (Default)</p> <p>S = Social Security Number</p> <p>O = Third Employee Number</p>	
<p>2. If only one company is going to be used for this report, enter the company number. The default is blank and all companies will be used.</p>	

## Calendar Month Rollover (P063913)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the 2-digit year being closed.</p>	
<p>2. Enter a '1' to print the report without update.</p>	
<p>3. Enter a '1' next to the history which should be rolled over.</p> <p>a. Calendar Month history</p> <p>b. Payroll Month history</p>	
<p>4. Enter a '1' to rollover balances for terminated employees. (Terminated Employees are determined by a pay status of 'T').</p>	
<p>5. Select the employee number to print:</p> <p>A = Address Book</p> <p>B = Social Security</p>	

Processing Option	Processing Options Requiring Further Description
C = Third Employee Number	
6. Enter a '1' to rollover vacation and sick accruals ONLY. (Not applicable for Calendar Month rollover).	
<p>7. Enter a '1' to have vacation and sick dollar amounts printed on the report and added to the file. (Not applicable to Calendar Month Rollover).</p> <p><b>NOTE:</b> Dollars will not be rolled over for accruals that use certain Table Methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods.</p>	
<p>8. Enter the PDBA codes to roll over or leave blank for all.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p>	
<p>9. Enter a '1' to roll only the accrued balance.</p> <p><b>NOTE:</b> This option should only be used on paired DBAs.</p>	
<p>10. Enter the Data Item of the date to be used for calculating months of service (Default: DST-Date Started).</p> <p>Date options:</p> <p>DSI - Date of Original Employment</p>	

Processing Option	Processing Options Requiring Further Description
PADT - Participation Date PSDT - Date Pay Starts ED01-ED03 - User Defined Dates	

## Tax History Integrity Report (P067011)

Processing Option	Processing Options Requiring Further Description
1. Select report processing mode.  N = Print errors on report only.  Y = Print errors on report and correct by UPDATING the Tax History File.	When you run the Taxation History Integrity report with this processing option set to Y to update the history table, any errors that the system automatically corrects are on the report because the report prints before the system makes corrections.  To produce an error-free report, print the report again with the processing option set to N.
2. If you wish to DELETE Tax History records whose "Company", "Tax Area", and "Tax Type" have no corresponding entry in the Corporate Tax ID file.  (Read documentation carefully.)  N = Do NOT Delete  Y = DELETE.	JD Edwards World strongly recommends that you leave this processing option set to N. If you need to delete taxation history records, contact technical support.
3. Social Security annual wage limit:  Tax rate for Social Security:  3. Social Security annual wage limit:  Tax rate for Social Security: (employee paid)  Tax rate for Social Security: (employer paid)	Use the balance of the processing options to define the tax rates and maximum earnings for FICA, Medicare, and Tier I and II railroad taxes. The integrity programs use these amounts to inspect the data for over- and under-withholding of these taxes.
4. Enter Tax rate for Medicare:	
5. Railroad Tier I annual wage limit:  Tax rate for Railroad Tier I:	

Processing Option	Processing Options Requiring Further Description
6. Railroad Tier II annual wage limit:  Tax rate for Railroad Tier II:	
7. Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Error codes must be entered as 0101, 0102, 0103, etc.  DO NOT print the following errors:  " " " " " " " " " "	

## PDBA Integrity Report (P067021)

Processing Option	Processing Options Requiring Further Description
1) Select report processing mode.  N = Print errors on report only.  Y = Print errors on report and correct by UPDATING the file.	Run the PDBA History Integrity Report with the Select Report Processing Mode processing option set to Y to update the history table. Any errors that the system corrects are on the report because the report prints before the system makes corrections. Print the report again to produce an error-free report.
2) Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Error codes must be entered as 0101, 0102, 0103, etc.  DO NOT print the following errors:  " " "	

Processing Option	Processing Options Requiring Further Description
"	

## W2 Work File Build (P06720)

Processing Option	Processing Options Requiring Further Description
<p>NEW JERSEY STATE ONLY:</p> <p>Enter Disability Insurance Private Plan Number.</p> <p>Enter Family Leave Insurance Private Plan Number.</p> <p><b>NOTE:</b> Use Special Handling for New Jersey Family Leave Insurance</p>	<p>To report New Jersey disability insurance, enter the Insurance Private Plan Number. The system prints this number in box 14 on the W-2 form.</p>
<p>AGENT NUMBER:</p> <p>Enter the company number of the reporting agent if an agent is being used. The agent needs to be set up in the company constants as well as in corporate tax IDs. Leave this processing option blank if an agent is not being used.</p> <p>Default = blanks</p> <p>PENNSYLVANIA STATE ONLY</p> <p>Enter PSD Code to report and remit taxes to a single Tax Collection District</p>	<p>The company number in this processing option is the common pay agent. Some states do not allow common pay agent reporting. You must run another workfile build, leaving this processing option blank, if you need to submit year-end information to states that do not accept common pay agent reporting.</p> <p>When you assign a common pay agent, the system includes additional information regarding the agent on Form W-2 and Form W-3 and in the electronic filing workfiles.</p> <p>If an employee works in multiple companies and you are reporting year-end information using a common pay agent, the system generates multiple W-2 forms for the employee.</p> <p>Contact your local IRS office for more information about common pay agent reporting.</p>

## W-2 Print Date Reset (P067292)

Processing Option	Processing Options Requiring Further Description
Enter the W-2/1099 ID you wish to reset:	
<b>NOTE:</b> The W-2/1099 ID must be keyed as three characters. For example, W-2 ID 1 must be keyed in as '001'.	

## W-2 Inquiry - Processing Option Only (P06735)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to display.  A = Employee Number (Default)  S = Social Security Number	

## Processing Option for 1099-Misc. (P06737)

Processing Option	Processing Options Requiring Further Description
1. Select the Employee Number you wish to display.  A = Employee Number (Default)  S = Social Security Number	

## Processing Option for 1099-R (P067371)

Processing Option	Processing Options Requiring Further Description
1. Select the Employee Number you wish to display.  A = Employee Number (Default)  S = Social Security Number	



## W-2 Federal Control Rpt - Summary (P06740)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	
2. Enter a '1' to Print Summary Information only. A '0' is the default and will print Detail and Summary Information.	

## Federal Report - Detail (P06740A)

Processing Option	Processing Options Requiring Further Description
1. Enter the number of employees to print on each page of the report.  (Default = 13 per page)	
2. Enter the type of employee number to print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	
3. Enter a '1' to print Summary Information only. A '0' is the default and will print Detail and Summary Information.	

## W-2 State/Local Report - Detail (P06741)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	
2. Enter a '1' to print Summary Information only. A '0' is the default and will print Detail and Summary Information.	

## State Report - Detail (P06741A)

Processing Option	Processing Options Requiring Further Description
1. Enter the number of employees to print on each page of the report.  (Default = 50 per Page)	
2. Enter the type of employee number to print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	
3. Enter a '1' to print Summary Information only. A '0' is the default and will print Detail and Summary Information.	

## W-2 Special Handling Detail (P067421)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Type of Employee Number to Print.</p> <p>1 = Address Book Number (Default)</p> <p>2 = Third Employee Number</p> <p>(S.S.N. is already on the report)</p>	
<p>2. Enter a '1' to Print Summary Information Only. A '0' is the default and will Print Detail and Summary Information.</p>	
<p>3. Enter a Special Handling Tag Valid Special Handling Tags:</p> <p>(Blanks are Invalid)</p> <p>1 = Wages, Tips &amp; Other Comp. Add.</p> <p>3 = Social Security Additions</p> <p>5 = Medicare Additions</p> <p>10 = Box 10 Amounts</p> <p>11 = Box 11 Amounts</p> <p>12 = Box 12 Amounts</p> <p>14 = Box 14 Amounts</p> <p>14R= Tier I Additions</p> <p>14T= Tier II Additions</p> <p>16 = State Wage Amount</p> <p>18M= Local City Wage Amount</p> <p>18L= Local County Wage Amount</p> <p>19 = School District Deductions</p>	

## W-2 Federal Adj. Wage - Detail (P06743)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	
2. Enter a '1' to Print Summary Information only. A '0' is the default and will print Summary and Detail Information	

## W-2 State/Local Adj. Wage - Detail (P06744)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	
2. Tax Area to report in column 1... Tax type if this is local tax. . . :	
3. Tax Area to report in column 2 . . . : Tax type if this is local tax. . . :	
4. Tax Area to report in column 3 . . . : Tax type if this is local tax. . . :	
5. Enter '1' to print Summary Information only. A '0' is the default and will print Detail and Summary Information.	

Processing Option	Processing Options Requiring Further Description

## W-2 Summary Report (P06746)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to print Summary Information only. A blank is the default and will print Detail and Summary Information.	

## W-2 Restaurant Control Report (P06749)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to Print.  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	

## Print 1099-Misc. (Laser) (P06751L)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to mask the social security number/tax ID number.  (Default = '')	

## Print 1099-NEC (Laser) (P06753L)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to mask the social security number/tax ID number.</p> <p>(Default = '')</p>	

## Print 1099-R (Laser) (P06752L)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' if all the individuals in this version have had the total amount of 401-K Plan paid out.</p> <p>(Default = '')</p>	
<p>2. Enter the version number for:</p> <p>- Forms Count Report (P06754)</p>	
<p>3. Enter a '1' to summarize pay type based on distribution code.</p> <p>(Default = '')</p>	
<p>4. Enter a '1' to mask the social security number/tax ID number.</p> <p>(Default = '')</p>	
<p>5. Enter the User Defined Date code (e.g. ED01) that contains the date of payment for reportable death benefits under section 6050Y (if applicable)</p>	

## W-2 Railroad Control Report (P06753)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the type of employee number to print:</p> <p>1 = Address Book Number (Default)</p> <p>2 = Social Security Number</p> <p>3 = Third Employee Number</p>	

## W-2 Count Report - Detail (P06754)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to print Summary Information only. A '0' is the default and will print Detail and Summary Information.</p>	
<p>2. Enter a 'S' to make your selection by SSN. A 'A' is the default and will print Address Number.</p>	

## 1099-Misc. Summary Report (P06756)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the type of employee number to print.</p> <p>1 = Address Book Number (Default)</p> <p>2 = Social Security Number</p> <p>3 = Third Employee Number</p>	

## 1099-R Summary Report (P067561)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print .....:  1 = Address Book Number (Default)  2 = Social Security Number  3 = Third Employee Number	

## 1099 Electronic Work File Build (P06761)

Processing Option	Processing Options Requiring Further Description
1099 - MISC MINIMUM AMOUNTS:	
1. Enter the minimum amount for the following boxes:  Rents  Royalties  Other Income  Medical and health care payments  Nonemployee compensation  Substitute Payments  Direct Sales	
PRIOR YEAR DATA INDICATOR:	
2. Enter 'P' only if reporting prior year data; otherwise, leave blank.	
SECOND TIN NOTICE:	
3. Enter '2' to indicate notification by the IRS twice within three calendar years that	



Processing Option	Processing Options Requiring Further Description
the payee provided an incorrect name or TIN combination, otherwise leave blank.	
CONTACT EMAIL ADDRESS:	
4. Enter the Contact Email Address (50 characters maximum)	
VENDOR INFORMATION:	
5. Enter the address book number for Oracle JD Edwards World. Vendor information is required to be submitted on the 1099 electronic work file in the "T" (Transmitter) record.	
6. Enter the Vendor Contact Name (40 characters maximum)	
7. Enter the User Defined Date code (e.g. ED01) that contains the date of payment for reportable death benefits under section 6050Y	

## EFW2 Electronic Filing Reporting (P06765)

Processing Option	Processing Options Requiring Further Description
1. User ID assigned by government (SSA).	
2. Enter "1" if this file is being resubmitted. Otherwise enter a "0".	
3. If you entered a "1" in P.O. 2, enter the WFID displayed on the notice sent to you by SSA.	
4. Contact Name (If = Blanks, Name Pulled from AB)	
5. Contact Phone Number (Enter Number W/Area Code, No Dashes.	

Processing Option	Processing Options Requiring Further Description
If = Blanks, Number Pulled from AB)	
6. Contact Phone Extension	
7. Contact E-mail Address (Continuation of E-mail Address)	
8. Contact Fax (Enter Number W/Area Code, No Dashes)	
9. Preparer Code (A = Accounting Firm, L = Self, S = Service Bureau, P = Parent, O = Other)	
10. Agent Indicator Code 1 = 2678 Agent 2 = Common Pay Master (U.S. only) 3 = 3504 Agent	
11. Other EIN (U.S. only) If an IRS form 941 or 943 was submitted for the same tax year and the form used a different EIN from the EIN for which you are an agent, enter the other EIN. (Enter only numeric characters; omit hyphens, prefixes, suffixes)	
12. Terminated Companies  Enter companies that terminated business during this tax year, individually on the following lines.  .  .  .  .  .  .	
13. Enter '1' if you file Form 944.  Otherwise leave blank.	

Processing Option	Processing Options Requiring Further Description
<p>In order to correctly process magnetic media (499R-2) for Puerto Rico via option 6 on menu G072475, fill out the following processing options (14-17).</p> <p>Otherwise leave blank:</p>	
<p>14. Enter the Employer Phone Number to be used for all "RV" records (499R-2).</p> <p>(Enter only numbers-no dashes)</p>	
<p>15. Enter the Operations Closing Date (if applicable) to be used for all "RS" records (499R-2).</p> <p>(Enter in format MM/DD/YYYY)</p>	
<p>16. Enter the beginning serial number for Form 499R-2/W-2PR (maximum size 9). This number will be incremented by 1 for each "RS" record.</p>	
<p>17. Enter the Access Code assigned by the Department of the Treasury to the employer (499R-2).</p>	

## EFW2C Electronic Filing Reporting (P06767)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the original company numbers along with the employment code associated to each company number for which corrections are being made (up to 20):</p> <p>(NOTE: see the explanation of the 'RE - Employer Record' in the current EFW2 specifications; "R" is the default employment code)</p> <p>1. Company Number Employment Code</p> <p>2. Company Number Employment Code</p> <p>3. Company Number Employment Code</p> <p>4. Company Number Employment Code</p> <p>5. Company Number Employment Code</p>	<p><b>Note:</b> Use caution when entering values in the processing options for the EFW2C build. When P06765 creates the EFW2 file, position 219 of the RE record contains an employment code. It is <i>imperative</i> that you enter this same employment code into these processing options for the company or unpredictable results can occur.</p>

Processing Option	Processing Options Requiring Further Description
6. Company Number Employment Code 7. Company Number Employment Code 8. Company Number Employment Code 9. Company Number Employment Code 10. Company Number Employment Code 11. Company Number Employment Code 12. Company Number Employment Code 13. Company Number Employment Code	
<b>Processing Option 1. continued:</b> 14. Company Number Employment Code 15. Company Number Employment Code 16. Company Number Employment Code 17. Company Number Employment Code 18. Company Number Employment Code 19. Company Number Employment Code 20. Company Number Employment Code	
2. Enter "1" if this file is being resubmitted. Otherwise enter a "0"	
3. If you entered a "1" in P.O. 2, enter the WFID displayed on the notice sent to you by SSA.	
4. If you need to correct the tax year or EIN only, you must submit two files. Enter 1 to create the first file and 2 to create the second, otherwise leave blank. The first file must be downloaded or copied before the second file is created.	

## W-2 Laser Forms Adjustment (P06770A)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter '1' beside form to change:</p> <p>W-2 Laser - 2 part (S067701)</p> <p>W-2 Laser - 4 part (S067702)</p> <p>W-2 Laser - 4 part (S067703)</p>	
<p>2. Adj printing if Too High/Low on form:</p> <p>Number of lines to move up: or</p> <p>Number of lines to move down:</p>	<p>For W-2 laser 2-part forms, the maximum number of lines that you can move up is three.</p> <p>For W-2 laser 4-part forms, the maximum number of lines that you can move up is seven.</p>
<p>3. Adj printing if Too Far Left/Right:</p> <p>Number of spaces to move left: or</p> <p>Number of spaces to move right:</p>	<p>For W-2 laser 2-part forms, the maximum number of spaces that you can move left is two.</p> <p>For W-2 laser 4-part forms, the maximum number of spaces that you can move left is one.</p>
<p>4. New source member (S067701, S067702)</p> <p>S067703) will reside in:</p> <p>Source Library:</p> <p>Object Library: Notes:</p> <p>If using custom library, it must contain source physical file JDESRC.</p> <p>User must have authority to compile in chosen libraries.</p> <p>The object library must be added to top of user's library list.</p>	<p>When using custom libraries, if you run this program again, the system copies the original source into the custom library to change the form. For example, suppose that you move the text up two lines the first time you run the program. If you then determine that the text needs to move up three lines, you enter 3 to move it up that number of lines instead of entering 1 to move up one additional line.</p>
<p>5. Enter the source library you are copying from:</p>	

## Print Laser W-2's (2pt) (P067701)

Processing Option	Processing Options Requiring Further Description
1. Enter the version number for: - Forms Count Report (P06754)	

## Print Laser W-2's (4pt) (P067702)

Processing Option	Processing Options Requiring Further Description
1. Enter the version number for: - Forms Count Report (P06754)	

## Print Laser W-2's (emp) (P067703)

Processing Option	Processing Options Requiring Further Description
1. Enter the version number for: - Forms Count Report (P06754)	

## Employee Verification Service (EVS) (P06780)

Processing Option	Processing Options Requiring Further Description
1. Enter the Requester Identification Code supplied by the SSA during the registration process.	

Processing Option	Processing Options Requiring Further Description
2. Enter any User Control Data (for Employer Use Only).	
3. Enter a Multiple Request Indicator (if applicable).	

## W2 Workfile Integrity (P06790)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to Print .....: 1 = Address Book Number (Default) 2 = Social Security Number 3 = Third Employee Number	





# 9 Appendix A - Technical Overview

## Control Tables

The system uses each of the following permanent control tables in at least two of the W-2 processing steps in this guide.

### F06720 - W-2 Processing Parameters (Production Library)

This table contains all of the parameters that are necessary for building other workfiles. It also contains a single record for each version of the DREAM Writer that you run.

### F06721 - Company Form Count Table (Production Library)

This table contains a single record for each form type within the version and parent company that the system processes. Each record contains the number of forms that are in the version. The information includes:

- Forms the system expects
- Forms to print
- Employees to process

This table tracks the number of forms that you have printed and remain to be printed. This sequencing control allows you to issue all year-end forms before you generate electronic filing.

**Note:** 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).

### F06722 - Company Federal Control Table (Production Library)

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 have Box 10 wages of \$10,000.00 each for company 001, the single record contains Box 10 wages of \$30,000.00.

If you choose 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 in this table include:

- 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/DT - FICA Taxable Tips
- Federal/P - Medicare Wage and Tax
- Federal/R - Tier I Wage and Tax
- Federal/T - Tier II Wage and Tax
- Allocated Tips
- 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
- 499R-2 Information (Form Type 2)
  - Federal/D - OASDI (FICA) Wage and Tax
  - Federal/D - Employees Paid by Month (Future)
  - Federal/D - Total Wages by Month (Future)
  - Federal/D - Tax Withheld by Month (Future)
  - Federal/D - Tax Paid by Month (Future)
- W-2 Electronic Filing 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
  - Deferred Compensation
  - Non-Qualified Non-457
  - Dependent Care
  - Group Term Life Amounts

The system uses the information in this table to print the W-3 and 1096 forms and to verify that the individual employee records total to the amounts in this table. The system also uses this table to verify that the electronic filing amounts that you report match those of the W-3 and 1096 forms.

## F06723 - W-2 Audit Report Control Table (Production Library)

This table contains a record for each of the reports that you can process within the cycle. After you select the various reports for a version, this table retains those values and allows you to automatically review and re-execute the reports.

## F06724 - Company State/Local Control Table (Production Library)

This table contains a single record for each state or locality within the version and parent company that you process. 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 each for company 001, the summary record contains box 25 or 28 wages of \$30,000.00.

If you choose 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 in this table include:

- 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
- 499R-2 Information
  - State/F - State Income Wage and Tax
  - State Taxable Wages and Adjusted Wages

The system uses this table to verify that the individual employee records total to the amounts in this table. You can also use this table to verify that the state-level electronic filing amounts that you report match those in the table.

## F06725 - Company Special Handling Control Table (Production Library)

This table contains a single record for each special handling deduction or benefit within the version and parent company that you process. Multiple records might exist for a deduction or benefit if you request DBA tracking at the tax-area level. This means that some DBAs have a single record while others have multiple records. Each record contains the amount for all employees who work in the company. For example, if three employees had DBA 1000 in the amount of \$10.00 each for company 001, the summary record contains an amount of \$30.00.

If you choose 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 in this table is the DBA amount.

The system uses the information in this table to print the W-3 forms and to verify that the individual (employee) records total to those in this table. The system also uses this table to verify that the electronic filing amounts you report match those of the W-3.

## F06726 - W-2 Form Selection Criteria (Production Library)

This table contains the user's selection criteria for each version of the W-2 workfile build. For each selection element (such as home company, tax ID, or employee number) and type of processing, the system creates a record in this table.

## F06730 - Employee Federal Control Table (W2LIBxxx Library)

This table contains a single record for each tax history type for each employee who works in the company or parent company that you process. Each record contains federal wage and tax information and 1099 box information that pertains to the employee and the company where the employee works.

If you choose 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 of the 1099 fields as well as the following types of information:

- W-2 Information
  - Federal/A - Federal Income Wage and Tax
  - Federal/B - Earned Income Tax Credit
  - Federal/D - OASDI (FICA) Wage and Tax
  - Federal/DT - FICA Taxable Tips
  - Federal/P - Medicare Wage and Tax
  - Federal/R - Tier I Wage and Tax
  - Federal/T - Tier II Wage and Tax
- 499R-2 Information (Form Type 2)
  - Federal/D - OASDI (FICA) Wage and Tax
  - Commissions
  - Concessions
  - Reimbursed Expenses
  - Retirement
  - Marital Status
- Electronic Filing Information
  - Federal/A - Federal Income Wage and Tax
  - Federal/D - OASDI (FICA) Wage and Tax
  - Federal/P - Medicare Wage and Tax
  - Deferred Compensation

- Non-Qualified Non-457
- Dependent Care
- Group Term Life Amounts

The system uses the information in this table to print the individual W-2, W-2c, 1099-MISC, and 1099-R forms for the employee; to create the Company Form Count table (F06721); and to produce electronic filing.

## F06731 - Employee State/Local Control Table (W2LIBxxx Library)

This table contains one record for each state or locality in which an employee works. The system creates separate records for each company or parent company that you process. Each record contains state or local wage and tax information that pertains to the employee and the company where the employee works.

If you choose 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 in this table include:

- 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
- 499R-2 Information
  - State/F - State Income Wage and Tax
  - State Taxable Wages and Adjusted Wages

The system uses the information in this table to print the individual W-2, W-2c, 499R-2, 1099-MISC, and 1099-R forms for the employee and to create the Company State/Local Control table (F06724).

## F06732 - Employee Special Handling Control Table (W2LIBxxx Library)

This table contains a single record for each employee, one 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 choose 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 choose 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 in this table is the DBA amount.

The system uses the information in this table to print the individual W-2, W-2c, and 499R-2 forms for the employee, to create the Company Special Handling Control table (F06725), and to serve as the basis for the W-2 benefit statement.

# 10 Appendix B - Sample Forms

## W-2 Wage and Tax Statement

22222		VOID <input type="checkbox"/>	a Employee's social security number		For Official Use Only 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		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

**2023**

Department of the Treasury—Internal Revenue Service  
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Copy A—For Social Security Administration. Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Cat. No. 10134D

**Do Not Cut, Fold, or Staple Forms on This Page**

# 1099-MISC Miscellaneous Information

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		<b>1</b> Rents \$	OMB No. 1545-0115 Form <b>1099-MISC</b> (Rev. January 2022) For calendar year 20 ____	<b>Miscellaneous Information</b>  <b>Copy B For Recipient</b>  <small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>	
		<b>2</b> Royalties \$			
		<b>3</b> Other income \$	<b>4</b> Federal income tax withheld \$		
PAYER'S TIN	RECIPIENT'S TIN	<b>5</b> Fishing boat proceeds \$	<b>6</b> Medical and health care payments \$		
RECIPIENT'S name  Street address (including apt. no.)  City or town, state or province, country, and ZIP or foreign postal code		<b>7</b> Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	<b>8</b> Substitute payments in lieu of dividends or interest \$		
		<b>9</b> Crop insurance proceeds \$	<b>10</b> Gross proceeds paid to an attorney \$		
		<b>11</b> Fish purchased for resale \$	<b>12</b> Section 409A deferrals \$		
Account number (see instructions)		<b>13</b> FATCA filing requirement <input type="checkbox"/>	<b>14</b> Excess golden parachute payments \$		<b>15</b> Nonqualified deferred compensation \$
		<b>16</b> State tax withheld \$	<b>17</b> State/Payer's state no.		<b>18</b> State income \$

Form **1099-MISC** (Rev. 1-2022) (keep for your records) [www.irs.gov/Form1099MISC](http://www.irs.gov/Form1099MISC) Department of the Treasury - Internal Revenue Service



# 1099-NEC Nonemployment Compensation

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116		<b>Nonemployee Compensation</b>
		Form <b>1099-NEC</b> (Rev. January 2022)		
		For calendar year 20 ____		
PAYER'S TIN	RECIPIENT'S TIN	<b>1</b> Nonemployee compensation \$		<b>Copy B For Recipient</b> <small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>
RECIPIENT'S name		<b>2</b> Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		<b>3</b>		
City or town, state or province, country, and ZIP or foreign postal code		<b>4 Federal income tax withheld</b> \$		
Account number (see instructions)		<b>5</b> State tax withheld \$	<b>6</b> State/Payer's state no.	
		----- \$		----- \$

Form **1099-NEC** (Rev. 1-2022) (keep for your records) [www.irs.gov/Form1099NEC](http://www.irs.gov/Form1099NEC) Department of the Treasury - Internal Revenue Service

# 1099-R Distributions from Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Gross distribution		OMB No. 1545-0119		<b>2023</b> Form <b>1099-R</b>	<b>Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.</b>		
		\$							
		2a Taxable amount		\$					
		2b Taxable amount not determined <input type="checkbox"/>		Total distribution <input type="checkbox"/>		<b>Copy B</b> <b>Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return.</b>  This information is being furnished to the IRS.			
PAYER'S TIN		RECIPIENT'S TIN		3 Capital gain (included in box 2a)				4 Federal income tax withheld	
				\$				\$	
RECIPIENT'S name		5 Employee contributions/ Designated Roth contributions or insurance premiums		6 Net unrealized appreciation in employer's securities					
		\$		\$					
Street address (including apt. no.)		7 Distribution code(s)		IRA/SEP/SIMPLE <input type="checkbox"/>		8 Other			
						\$ %			
City or town, state or province, country, and ZIP or foreign postal code		9a Your percentage of total distribution %		9b Total employee contributions		\$			
10 Amount allocable to IRR within 5 years		11 1st year of desig. Roth contrib.		12 FATCA filing requirement <input type="checkbox"/>		14 State tax withheld			
\$						\$			
15 State/Payer's state no.		16 State distribution				\$			
						\$			
Account number (see instructions)		13 Date of payment		17 Local tax withheld		18 Name of locality			
				\$					
				\$		\$			
				\$		\$			

Form **1099-R**

www.irs.gov/Form1099R

Department of the Treasury - Internal Revenue Service

# 11 Appendix C - Frequently Asked Questions

## Data Integrity

Data Integrity	Description
My Tax History Integrity report displays Error 9999. What could be causing this error?	The program found an error that is not in the user defined code list 07/IX. Verify that list 07/IX exists. If the list exists, verify that you have completed the Automatic Software Instructions (ASIs) that enter this year's additions in that table.
I tried to run the W-2 integrity report from the DREAM Writer list, but it does not produce a report. What am I doing wrong?	Run this report from the Audit Reports menu selection on the Year-End Processing menu, not from the DREAM Writer list.

## Printing Forms

Printing Forms	Description
No commas are included in the dollar amounts that print on my W-2 forms. Is this correct?	Even if the data item is set to K, the program is hard-coded to not print commas on the W-2 forms.
I want to run the W-2 Print in alphabetic sequence. Can I do this?	Yes. Change the data sequence of the W-2 screen program (P067701 or P067702) so that it sequences alphabetically.
I printed forms with a print date, but five were misaligned. How can I reprint just these five?	From the W-2 Inquiry screen, locate the specific W-2 and then choose Print (F21) to print an individual W-2.

## Printing Information in Boxes 12 and 13

Printing Information in Boxes 12 and 13	Description
Is there any way to print a longer description on 401(k) for Box 12?	No. The IRS requires that only the A through W codes be printed. The back of the W-2 describes what these codes mean for the employee.

Printing Information in Boxes 12 and 13	Description
How can I get the retirement plan box marked on the W-2?	On the Dates, Eligibility and EEO screen, enter Y in the Pension Code field.

## Special Handling

Special Handling	Description
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 Taxation Summary History table (F06136), or the Payroll Month PDDBA Summary History 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 Exempt window and no states are in the State/Local W-2 Additions window, the DBA does not add to state wages. Add the code *F to the Tax Exempt window, or specify states in the State/Local W-2 Additions window. Then run the workfile build again.
I have non-taxing states for which F records have been created. How can I prevent these from printing on the W-2 forms?	Delete those records from the F06136 table, and run a full workfile build.

## Third-Party Sick Pay

Third-Party Sick Pay	Description
I have employees whose records were not converted into the software 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 this kind of entry?	Add the employee records to the Employee Master table (F060116). Then, select the Third Party Sick screen (option 16) from the Integrity, Rollover and Repost menu (G072471) and enter the appropriate data.

## User Defined Codes

User Defined Codes	Description
Why can I not change the Description 2 field on the 07/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

Voiding a Check	Description
How can I void a 2023 check before processing W-2 forms for 2023 if it is already 2024?	To reflect the correct information on the W-2, use a 2023 pay period ending date and check date to process the check.

## Workfile Build

Workfile Build	Description
When I try to run the workfile build from the DREAM Writer list, the process aborts. Nothing on the job log indicates why.	Run the workfile build from the Year-End Processing menu, not the DREAM Writer list.
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. From the Build W-2/1099 Workfiles screen, choose Additional Parameters - Home Company (F5) to select each company.
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 add them in again.

Workfile Build	Description
I want to print my W-2 forms in state order. Can I do this?	Yes. When you build the workfile, request one state and one locality per W-2.

## Year-End Rollover

Year-End Rollover	Description
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. For more information, see <i>Entering Rollover Information for DBAs</i> in the United States Payroll Year-End Processing Guide.
I ran the year-end rollover and now I need to issue an adjustment check for 2023. 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 (only the company is different), will both records roll over into 2023 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 2023, 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. For more information, see <i>Entering Rollover Information for DBAs</i>

# 12 Appendix D - Forms for Illustration

## W-2 Wage and Tax Statement

22222		VOID <input type="checkbox"/>	a Employee's social security number XXXXXXXXXXXX		For Official Use Only OMB No. 1545-0008		
b Employer identification number (EIN) XXXXXXXXXXXXXXXXXX			1 Wages, tips, other compensation 00000		2 Federal income tax withheld 00000		
c Employer's name, address, and ZIP code			3 Social security wages 00000		4 Social security tax withheld 00000		
			5 Medicare wages and tips 00000		6 Medicare tax withheld 00000		
			7 Social security tips 00000		8 Allocated tips +++++		
d Control number XXXXXXXXXXXX			9		10 Dependent care benefits		
e Employee's first name and initial XXXXXXXXXX		Last name XXXXXXXXXXXX		Suff.		11 Nonqualified plans +++++	
XXXXXXXXXXXX XXXXXXXXXXXX			13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12a See instructions for box 12 +++++		
			14 Other +++++		12b +++++		
					12c 12d		
f Employee's address and ZIP code							
15 State	Employer's state ID number XX XXXXXXXXXXXX	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name XXXXX	
XX	XXXXXXXXXXXX					XXXXX	

Form **W-2** Wage and Tax Statement

**2023**

Department of the Treasury—Internal Revenue Service  
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Copy A—For Social Security Administration. Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Cat. No. 10134D

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xxx	Constants/Setup - EE, Company, Pay Type
000	Tax Summary History F06136
+++	Box 18 Additional information will also come from the F06148 when adding exempt DBA amounts back to taxable wages for specific dates

# 1099-MISC Miscellaneous Information

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX		1 Rents 000000000000 \$	OMB No. 1545-0115 Form <b>1099-MISC</b> (Rev. January 2022) For calendar year 20	<b>Miscellaneous Information</b>  <b>Copy B</b> <b>For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		2 Royalties 000000000000 \$		
		3 Other income \$	4 Federal income tax withheld \$ *****	
PAYER'S TIN XXXXXXXXXXXXXXXXXX	RECIPIENT'S TIN XXXXXXXXXXXXXXXXXX	5 Fishing boat proceeds \$	6 Medical and health care payments \$ 000000000000	
RECIPIENT'S name XXXXXXXXXXXXXXXXXX		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$ 000000000000	
Street address (including apt. no.) XXXXXXXXXXXXXXXXXX		9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$	
City or town, state or province, country, and ZIP or foreign postal code XXXXXXXXXXXXXXXXXX		11 Fish purchased for resale \$	12 Section 409A deferrals \$	
Account number (see instructions)		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments \$	
		15 Nonqualified deferred compensation \$	16 State tax withheld \$ *****	
		17 State/Payer's state no. XXXXXXXXXXXXXXXXXX	18 State income \$ *****	
		\$ *****	XXXXXXXXXXXXXXXXXX \$ *****	

Form **1099-MISC** (Rev. 1-2022) (keep for your records) [www.irs.gov/Form1099MISC](http://www.irs.gov/Form1099MISC) Department of the Treasury - Internal Revenue Service



# 1099-NEC Nonemployment Compensation

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX		OMB No. 1545-0116  Form <b>1099-NEC</b> (Rev. January 2022)  For calendar year 20 <input type="text"/>		<b>Nonemployee Compensation</b>
PAYER'S TIN XXXXXXXXXXXXXXXXXXXX	RECIPIENT'S TIN XXXXXXXXXXXXXXXXXXXX	<b>1 Nonemployee compensation</b> \$ *****		
RECIPIENT'S name  XXXXXXXXXXXXXXXXXXXX		<b>2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale</b> <input type="checkbox"/>		<b>Copy B                  For Recipient</b> This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Street address (including apt. no.) XXXXXXXXXXXXXXXXXXXX		<b>3</b>		
City or town, state or province, country, and ZIP or foreign postal code XXXXXXXXXXXXXXXXXXXX		<b>4 Federal income tax withheld</b> \$ *****		
Account number (see instructions)		<b>5 State tax withheld</b> \$ *****	<b>6 State/Payer's state no.</b> *****	
		<b>7 State income</b> \$ *****		

# 1099-R Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX		1 Gross distribution 000000000000 \$		OMB No. 1545-0119  <b>2023</b> Form 1099-R		Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
		2a Taxable amount \$					
PAYER'S TIN XXXXXXXXXXXXXXXXXXXX		RECIPIENT'S TIN XXXXXXXXXXXXXXXXXXXX		2b Taxable amount not determined <input type="checkbox"/>		Total distribution <input type="checkbox"/>	
				3 Capital gain (included in box 2a) \$		4 Federal income tax withheld *****	
RECIPIENT'S name XXXXXXXXXXXXXXXXXXXX		5 Employee contributions/ Designated Roth contributions or insurance premiums \$		6 Net unrealized appreciation in employer's securities \$ *****		<b>Copy B</b> Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return.  This information is being furnished to the IRS.	
Street address (including apt. no.) XXXXXXXXXXXXXXXXXXXX		7 Distribution code(s) XXXXXXXXXXXX		8 Other \$ %			
City or town, state or province, country, and ZIP or foreign postal code		9a Your percentage of total distribution %		9b Total employee contributions \$			
10 Amount allocable to IRR within 5 years \$		11 1st year of desig. Roth contrib.		12 FATCA filing requirement <input type="checkbox"/>			
13 Date of payment		15 State/Payer's state no. XXXXXXXXXXXX		16 State distribution \$		17 Local tax withheld \$ *****	
Account number (see instructions)		18 Name of locality *****		19 Local distribution \$			

Form 1099-R      www.irs.gov/Form1099R      Department of the Treasury - Internal Revenue Service

XXXXX    Constants/Setup - EE, Company, Pay Type

00000    Tax Summary History F06136

+++++    PDBA Summary History F06146

Tax Summary History F06136 or Amount from box 1. See documentation for further information.