

Deneb2000 Payroll W-2 'Add-on Amounts (not processed as a check) Required at Year End
Step 1 MUST BE ENTERED BEFORE CLOSING THE MONTH OF DECEMBER*

Rev. 01/19 by Deneb Support Dept. - CH

Note * There are 3 steps to set up this additional entry. **If you know all of the 'taxability' settings for the 1st step, you must set it up any time before closing the December month. Even if you don't have the dollar amount, This requirement can't be met after you save the W-2 Files and Close/Clear the year.**

If you can complete Step 1 (below):

When you are ready to process the year-end W-2s :

- If you **have** received the amount needed for the entry(s), before you **"Create Files For W-2 Processing"**
- Complete steps 2 and 3 below.
- This will setup your saved year's W-2 files to calculate the correct Gross Amounts for the W-2.

- If you **have not** received the amount needed for the entry(s), it is ok to go ahead and **"Create Files for W-2 Processing"**, and **"Clear the Year"**.

Then the following is required BEFORE PRINTING OR PROCESSING THE W-2'S:

Adding/editing (or correcting address), to the 'saved' W-2 files for the closed year:

Before you **"Print the W-2's and Create the Electronic File"** after clearing the current year in 'Year End Processing', you must use the two Special Programs designed to allow access to the closed year data files, to add the dollar amounts required for step 2 and 3. If these programs are not on any of your Payroll Menus, then you must add them. Each menu only holds 12 programs. The following programs are required:

- pr0100ye EMPLOYEE MASTERFILE MAINTENANCE - FOR SAVED W-2'S
 - pr0150ye EMPLOYEE YTD MASTERFILE MAINTENANCE - FOR SAVED W-2'S
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IF YOU HAVE ALL OF THE 3-STEPS INFORMATION BEFORE CLOSING DECEMBER'S MONTH

Step 1: Set up the Deduction: Go to the 'Payroll-Utilities' Menu. Select 'Payroll Control File Maintenance'. Select 'Update Payroll Control Information'. On the 'Deduction and Reimbursement' setup screen:

- Select a blank Deduction Field number to 'Change'.
- Enter a condensed version description.
- Select "D" for type.
- Select the "Flat" option.
- Set the Tax Flags to "Yes" for each field that you want to add this deduction amount to on the W-2 in the 'Gross Wages' Box. Federal, Social Security, Medicare, or State. It is a good idea to verify these choices with your Accountant.
- Save your entry and exit the program.

Step 2: Input the Dollar Amount: Go to the 'Input & Maintenance' Menu. Select 'Employee Master File Maintenance'.

- Enter or F-1 Search for the Employee's File.
- F2 - twice - to get to the Ded/Reimb Screen for this Employee.
- Select Change mode.
- Enter the Number of the new Deduction added above.

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- Move over to the "Cum" field and enter the dollar amount.
- No other entry required. Save the line and exit the program.

Step 3: Input the YTD Dollar Amount on the "Employee's Year To Date Master File".

- On Screen 1 - In Change mode, enter Field 18. Go to the 4th quarter's line. Add the extra amount to the existing amount in this field, and replace it with the new amount. Verify the Total.
- F2 to go to the next screen.
- If you are adding the amount to the State and or State Unemployment Wages, make the changes here and save.
- F2 once or twice if the Ded. is number 11-20.
- Find the field on the screen for this newly added deduction. Enter the dollar amount on this screen and save.

After making these changes:

If you are making these changes before 'Saving' the W-2 files on the Year-end Processing Menu - they will be automatically included in the 'Save' process. Note: This process can be done as many times as required **before Closing or Clearing the Current year.**

If you are making these changes After the W-2 files were saved previously and the Year Closed/Cleared; and you are using the programs listed above for the changes, then you are now ready to Print and/or Create the W-2's.