

WELCOME TO

# Checking Off Your Year End with ActivityHD

Let's Prepare for January!



1



**Elizabeth Hudspeth**  
Implementation Team



**Shaun Ledbetter**  
Implementation Team



2

# Agenda

## HERE'S THE PLAN

1. 1099 Production
2. W-2's Processing
3. ACA Process & Reporting
4. ActivityHD End of Year Online Help



3

## Dates to Remember

### **Important Filing Deadlines for 2022**

Form	Due to recipient by	Mail to IRS by	E-file with IRS by
1099-NEC	January 31 <sup>st</sup> , 2023	January 31 <sup>st</sup> , 2023	January 31 <sup>st</sup> , 2023
1099-MISC	January 31 <sup>st</sup> , 2023	February 28 <sup>th</sup> , 2023	March 31 <sup>st</sup> , 2023
W-2	January 31 <sup>st</sup> , 2023	January 31 <sup>st</sup> , 2023	January 31 <sup>st</sup> , 2023
1095-C	March 2 <sup>nd</sup> , 2023	February 28 <sup>th</sup> , 2023	March 31 <sup>st</sup> , 2023



4

# Changes for 2022

 AccountingWare.

5

## Key Changes for 2022 1099s

- Updates for built-in 1099 form designs
  - IRS format is now setup for continuous use.
- FATCA filing option has been added
  - Primarily affects financial entities
  - Adds a checkbox to enable FATCA reporting
  - Vendor code will be account number
- Printing process for 2-step correction
  - No payee TIN
  - Incorrect payee TIN
  - Incorrect payee name
  - Original return filed using wrong return type

 AccountingWare.

6

# Preparing to Process 1099s

 AccountingWare.

7

## What Makes a 1099

1

APCodes are assigned to a Vendor

When an invoice is added the APCode is defaulted onto the invoice

2

3

The APCode is added to the payment from the invoice

1099 reportable amounts become payment history

4

5

1099 forms are created and filed

 AccountingWare.

8

## 1099 Detail Report



### Start by Proofing with the 1099 Detail Report

This gives you a snapshot of your 1099 reporting  
Can be ran and reviewed throughout the year  
Multiple options for helpful feedback



### Helps Locate Potential Inaccuracies

Vendors flagged for reporting that should not be  
Vendors not flagged for reporting that should be  
Vendors missing an appropriate APCode  
Errors in reported amounts

 AccountingWare.

9

## Correcting Vendor Records

**Vendor Tab**

Enter a Vendor's Federal ID number.



**Location Tab**

Assign the Reporting Flag to the correct address.



**Defaults Tab**

Assign a new APCode or remove an inappropriate APCode.

 AccountingWare.

10

# 1099 Detail Report

**1099 Detail Report**  
1099 Problems Current Year (1/1/2022 - 12/31/2022)

Casablanca  
Shaun Ledbetter

11/27/2022 6:49:16PM  
Page 1

**LubbRent** Lubbock Rentals, Inc. Federal ID:

Validation Errors: Missing required field - Federal ID.

1099-MISC Box 1 - Rents 4,799.00

**4 Vendors reported**

11

# Accounts Payable: 1099 Detail Report

**1099 Detail Report**  
1099 Detail for Current Year (1/1/2022 - 12/31/2022)

Casablanca  
Shaun Ledbetter

11/27/2022 6:57:22PM  
Page 1

Date	Payment Reference	Merge #	Date	Invoice Invoice #	Merge #	APCode	Invoice Payment Gross Pay	Amount
<b>DJArtist</b> DJ Artist Federal ID: 257-68-9456								
11/27/2022	539	967	11/27/2022	D1001	1,285	NonEmp	1,200.00	1,200.00
							1099-NEC Box 1 - Nonemployee compensation Total:	1,200.00
<b>Elite</b> Elite Designs Federal ID: 15-6932854								
11/27/2022	537	963	11/27/2022	INV01994	1,283	NonEmp	5,000.00	5,000.00
							1099-NEC Box 1 - Nonemployee compensation Total:	5,000.00

12

# Proofing Invoices

Try using your **Invoice GL Detail** folder.

## AP Invoice GL Detail for Casablanca

Filters: ? Account (5????-\_-\_-\_-A-\_-\_-), ? Invoice Date (1/1/2022, 12/31/2022)    Lookup:

Invoice	Line	Status	Vendor	Invoice Date	Invoice #	Account	Account Desc...	Debit
AP-82322 - 1	2	Outstanding	AtmosCorp	8/23/2022	INV5614	54600-01-00000-A-00-0	Utility Exp,Corp	565.42
AP-82322 - 5	2	Outstanding	Barnes	8/24/2022	468546783	52800-01-00000-A-00-0	Subcontract Labor,...	4,550.00
AP-82322 - 13	2	Paid	LubbRent	11/27/2022	RENT202212	54400-01-00000-A-00-0	Rent Exp,Corp	4,799.00
AP-82322 - 4	2	Paid	ATT	8/24/2022	INV63541	54900-01-00000-A-00-0	Phone Exp,Corp	636.56
AP-82322 - 2	2	Paid	Staples	8/24/2022	BDF69871335	54100-01-00000-A-00-0	Office Exp,Corp	335.79
AP - 7	2	Outstanding	ITServices	8/24/2022	INV56481	55350-01-00000-A-00-0	IT Support	2,000.00
AP - 8	2	New	ITServices	8/24/2022	INV651	55350-01-00000-A-00-0	IT Support	2,000.00
AP - 9	2	New	ITServices	8/30/2022	TEST083022	55350-01-00000-A-00-0	IT Support	15,000.00
AP-82322 - 6	2	Voided	ITServices	10/11/2022	TEST10112...	55350-01-00000-A-00-0	IT Support	2,475.00
AP-82322 - 7	2	Voided	ITServices	10/11/2022	TEST10112...	55350-01-00000-A-00-0	IT Support	-2,475.00
AP-82322 - 8	2	Paid	ITServices	10/11/2022	TEST10112...	55350-01-00000-A-00-0	IT Support	75.00
AP-82322 - 9	2	Paid	ITServices	10/11/2022	TEST10112...	55350-01-00000-A-00-0	IT Support	1,250.00

**Column Filters...**

- Clear Column Filters
- Size Column to Fit
- Size All Columns to Fit

Account:    Account Description

Column Filter

Account:    Desc:

OK    Cancel



13

# Proofing Invoices

Invoice **APCode** folder & run the Invoice APCodes Listing report

Report

### Invoice APCodes Listing

#### AP Invoice APCodes for Casablanca

Filters: ? Inv Date Range (1/1/2022, 12/31/2022)    Lookup:

Invoice	Status	Vendor	Invoice Date	APCode	Basis	Percent	Amount
AP - 7	1 Outstanding	ITServices	8/24/2022	StateV	2,000.00		
AP-82322 - 12	1 Paid	Elite	11/27/2022	NonEmp	5,000.00		
AP-82322 - 13	1 Paid	LubbRent	11/27/2022	Rent	4,799.00		
AP-82322 - 14	1 Paid	DJArtist	11/27/2022	NonEmp	1,200.00		
PO - 175	1 New	Wholesale	11/21/2022	UseTaxTX	1,190.00	8.2500	98.18

**AP Invoice APCode Detail**  
(1/1/2022 - 12/31/2022)

Casablanca    Sunday, November 27, 2022    7:47:27PM  
Shaun Ledbetter    Page 1

APCode	Vendor	Invoice Date	Invoice #	Batch-Entry-Line	Basis	Percent	Amount
Vendor: DJArtist							
NonEmp	DJArtist	11/27/2022	D3001	AP-82322 - 14 - 1	1,200.00		
Totals: DJArtist (1 Line)							
Vendor: Elite							
NonEmp	Elite	11/27/2022	INV01894	AP-82322 - 12 - 1	5,000.00		
Totals: Elite (1 Line)							

Invoice APCodes Listing for Casablanca - Shaun Ledbetter

Answers: Defaults

Options    Sorting    Output

Available Sort Options

- APCode Description
- APCode Line
- APCode Percent
- APCode Type
- Invoice AP Account
- Invoice Batch
- Invoice Date
- Invoice Entry #
- Invoice Merge #
- Invoice Number
- Invoice PO #
- Invoice Source
- Vendor Description

Assigned Sort Options

- Vendor

Page Break Level: (none)

Subtotal Level: Vendor



14

# Correcting APCodes on Invoices and Payments

Before making the correction to APCode on invoices, look to see what the status is of this invoice:

- Outstanding?
- Paid?



15

# Update APCodes Process for Invoices

Vendor for Demo Casa Blanca IA2020 SL

Code: Roberts Description: Roberts Media Partners

AP Invoices

Filters: Invoice Date Range (01/01/2022, 12/31/2022)

Batch #	Vendor	Invoice #	Date	Amount	NonEmployee - Amount	balance	Description	Merge #	Payment Date	Payment
AP - 303	Roberts	RMP741	05/23/2022	15,000.00		0.00	Advertising for 3rd Qu...	440	07/18/2022	AP - 351
AP - 324	Roberts	CB092022	10/01/2022	3,500.00		0.00	September Services	461	10/15/2022	AP - 370
AP - 325	Roberts	CB092022	11/01/2022	3,500.00		0.00	October Services	462	11/29/2022	AP - 371
AP - 326	Roberts	CB092022	12/01/2022	3,500.00		0.00	November Services	463	12/15/2022	AP - 372

Options

Update Actions

- Add APCodes that are on the vendor but not on the invoice
- Delete APCodes that are on the invoice but not on the vendor
- Update existing APCode amounts if different than amount of invoice

APCode Types

- Update "Payment Reporting" APCodes
- Update "Payment Withholding" APCodes

Vendor for Demo Casa Blanca IA2020 SL

Code: Roberts Description: Roberts Media Partners

AP Invoices

Filters: Invoice Date Range (01/01/2022, 12/31/2022)

Batch #	Vendor	Invoice #	Date	Amount	NonEmployee - Basis	balance	Description	Merge #	Payment Date	Payment	Payment ...	Voided?	Status
AP - 303	Roberts	RMP741	05/23/2022	15,000.00	15,000.00	0.00	Advertising for 3rd Qu...	440	07/18/2022	AP - 351	1259	No	Paid
AP - 324	Roberts	CB092022	10/01/2022	3,500.00	3,500.00	0.00	September Services	461	10/15/2022	AP - 370	1270	No	Paid
AP - 325	Roberts	CB092022	11/01/2022	3,500.00	3,500.00	0.00	October Services	462	11/29/2022	AP - 371	1271	No	Paid
AP - 326	Roberts	CB092022	12/01/2022	3,500.00	3,500.00	0.00	November Services	463	12/15/2022	AP - 372	1272	No	Paid

Vendor: Defaults PO Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Other

Edit Total: 4 Selected: 4 Amount: 25,500.00 Balance: 0.00 Order: #Batch - #



16



# Update AP Codes Process for Payments

Vendor for Demo Casa Blanca IA2020 SL

Code: Roberts Description: Roberts Media Partners

Options: Personal

Vendor for Demo Casa Blanca IA2020 SL

Code: Roberts Description: Roberts Media Partners

Options: Personal

Filters: ? Payment Date Range (01/01/2022, 12/31/2022) Lookup:

Batch - #	Vendor	Date	Reference	Net Pay	Non-Employee - Basis	Disbursed
AP - 351	Roberts	07/18/2022	1259	15,000.00	15,000.00	07/18/2022
AP - 370	Roberts	10/15/2022	1270	3,500.00	3,500.00	11/29/2022
AP - 371	Roberts	11/29/2022	1271	3,500.00	3,500.00	11/29/2022
AP - 372	Roberts	12/15/2022	1272	3,500.00	3,500.00	11/29/2022

Vendor Defaults PO Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Order

Edit Total: 4 Selected: 4 Net Pay: 25,500.00 Order: \*Batch - #

Update Payment AP Codes from Invoices for Demo Casa Blanca IA2020 SL - Shaun Leb...

Steps: - Specific Options, - Update AP Codes, - View AP Payments

Options: Answers: Defaults

Update Actions:

- Add AP Codes that are on the invoice but not on the payment
- Delete AP Codes that are on the payment but not on the invoice
- Update existing AP Code amounts if different than invoice AP Code amounts

AP Code Types:

- Update "Payment Reporting" AP Codes
- Update "Payment Withholding" AP Codes

<< Back Next >> Finish Cancel

AccountingWare.

17

AP Invoice for Casablanca

Batch - # 1099 Vendor: IT Services Invoice # 2015481 Amount: 2,000.00

Invoice Status: Outstanding

Owner: 00237

Source: PO Invoice

Payment Location: IT Services

GL Batch: AP

GL Entry: AP-11

AP Invoice # 2015481 Amount: 2,000.00

1 Invoice 2000-01-00000-A-00-0 Accounts Payable 2,000.00

2 PO 3330-01-00000-A-00-0 IT Support 2,000.00

Payment for Casablanca

Batch - # 826 Vendor: IT Services Date: 11/27/2022

Merge #: 968 Description: Net Pay: 2,000.00

Line	Invoice	Invoice #	Source	Account	Account Description	Debit	Credit	Unit	Description	Memo
1	1	INV56481	Invoice	21000-01-00000-A-00-0	Accounts Payable	2,000.00		Z-US\$		
2	1	INV56481	Net Pay	10000-01-00000-A-00-0	Corporate Checking Account		2,000.00	Z-US\$		

AP Codes

Line	Invoice	Invoice #	AP Code	Description	Type	Basis	Percent	Amount
1	1	INV56481	NonEmp	NonEmployee Compensation	Payment Reporting	1,500.00		1,500.00

When payment is processed for this invoice the AP Code basis amount is also \$1500

AP Invoice for \$2000 & \$1500 is 1099 reportable changed the basis amount in the AP Code section

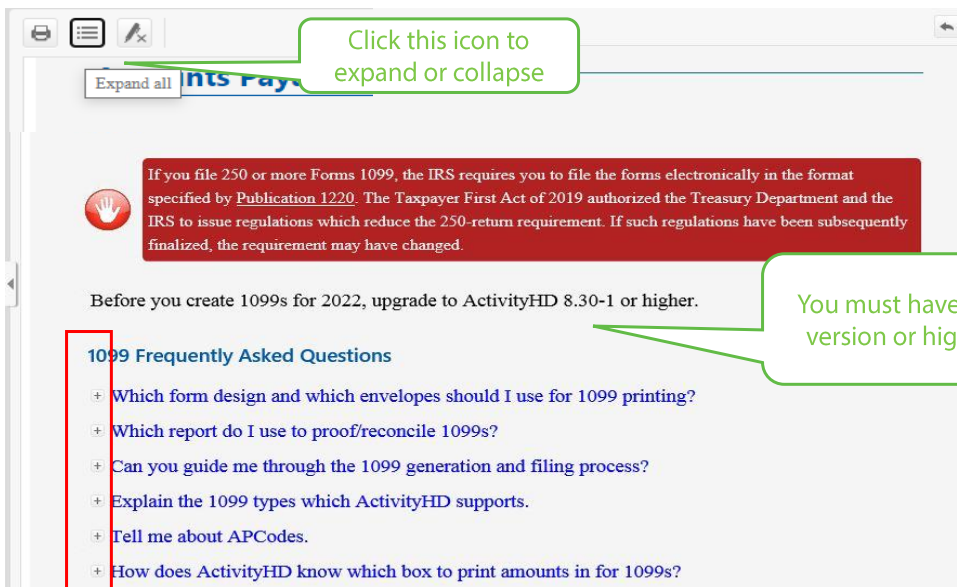
AccountingWare.

18

# Processing and Filing Your 1099s

 AccountingWare.

19



Click this icon to expand or collapse

Expand all


If you file 250 or more Forms 1099, the IRS requires you to file the forms electronically in the format specified by [Publication 1220](#). The Taxpayer First Act of 2019 authorized the Treasury Department and the IRS to issue regulations which reduce the 250-return requirement. If such regulations have been subsequently finalized, the requirement may have changed.

Before you create 1099s for 2022, upgrade to ActivityHD 8.30-1 or higher.

**1099 Frequently Asked Questions**

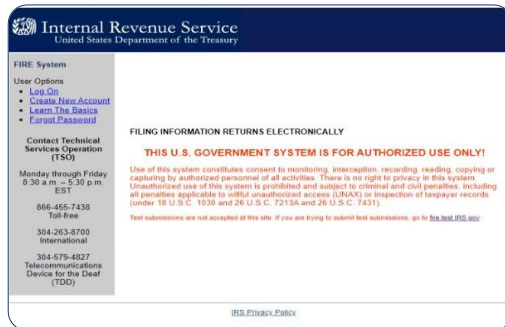
- + Which form design and which envelopes should I use for 1099 printing?
- + Which report do I use to proof/reconcile 1099s?
- + Can you guide me through the 1099 generation and filing process?
- + Explain the 1099 types which ActivityHD supports.
- + Tell me about APCodes.
- + How does ActivityHD know which box to print amounts in for 1099s?

You must have this version or higher.

 AccountingWare.

20

# Preparing to E-File



- You will use the FIRE system to e-file your 1099s.
  - This is found at <https://fire.irs.gov>
- You must have a Transmitter Control Code (TCC) to e-file.
  - Use this shortcut [IRS Application for TCC](#) to access the application
- After you have received a TCC, make sure you have setup an account on the FIRE website.

 AccountingWare.

21

## 1099 Forms and Envelopes

For Recipients/Vendors

- Print on blank paper
- Preprinted forms

For IRS

- Preprinted forms
- Electronically file
- Cannot use blank paper

Envelopes for mailing

- DWMRS for recipients/vendors
- IRS- Big manilla envelope

 AccountingWare.

22

# 1099 Forms and Envelopes

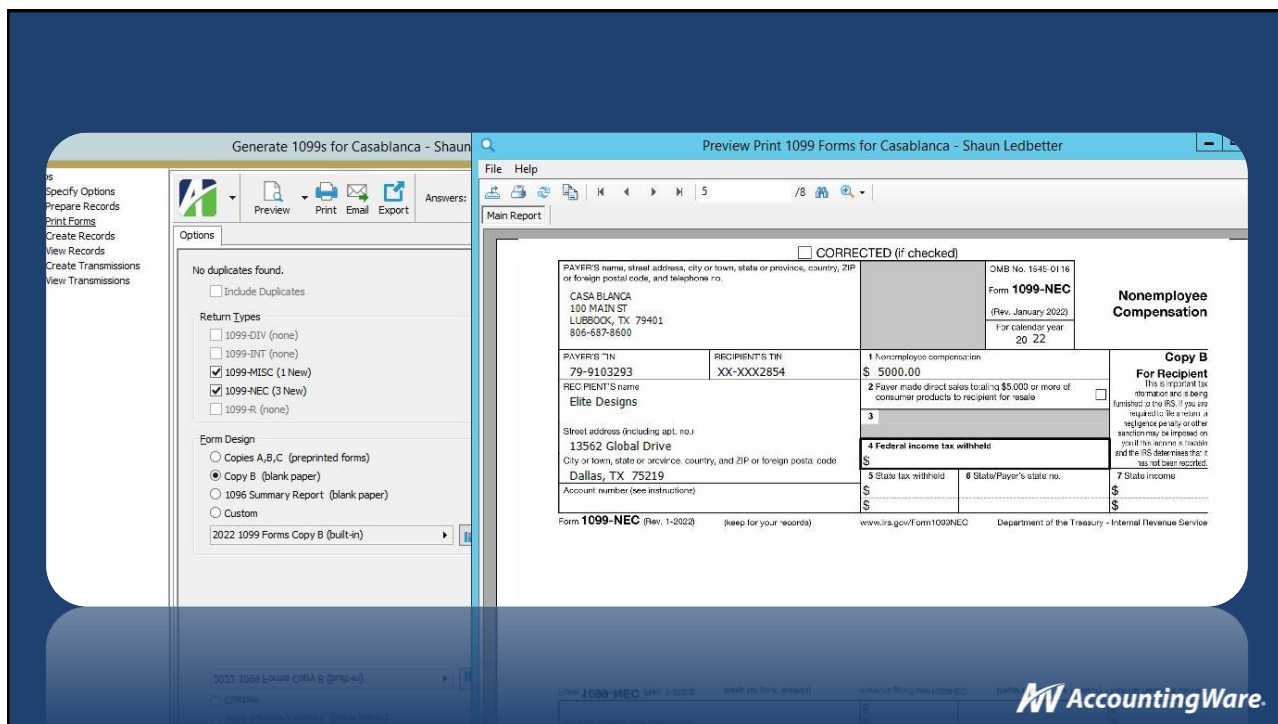


For the Recipients/Vendors use Copy B forms (blank paper). Do not need to purchase the 1099 forms

DWMRS Envelopes for the Recipients 1099's



23



24

Generate 1099s for Casablanca - Shaun Ledbetter

Steps

- Specify Options
- Prepare Records
- Print Forms**
- Create Records
- View Records
- Create Transmissions
- View Transmissions

Options

No duplicates found.

Include Duplicates

Return Types

- 1099-DIV (none)
- 1099-INT (none)
- 1099-MISC (1 New)
- 1099-NEC (3 New)**
- 1099-R (none)

Form Design

- Copies A,B,C (preprinted forms)**
- Copy B (blank paper)
- 1096 Summary Report (blank paper)
- Custom

2022 1099 Forms Copy A (built-in)

Answers: Defaults

CASA BLANCA 100 MAIN ST LUBBOCK, TX, 79401 806-687-8600				22
79-9103293 DJ Artist	257-68-9456	13200.00		
5623 Slide Rd Ste 204 Lubbock, TX, 79424				
CASA BLANCA 100 MAIN ST LUBBOCK, TX, 79401 806-687-8600				22
79-9103293 Elite Designs	15-6932854	5000.00		
13562 Global Drive Dallas, TX, 75219				
CASA BLANCA 100 MAIN ST LUBBOCK, TX, 79401 806-687-8600				22
79-9103293 IT Services	541-23-9999	1500.00		
1717 Marquez Lane Lubbock, TX, 79410				

AccountingWare.

25

## Accounts Payable

### 1099 Frequently Asked Questions

- + Which form design and which envelopes should I use for 1099 printing?
- + Which report do I use to proof/reconcile 1099s?
- + **Can you guide me through the 1099 generation and filing process?**
- + Explain the 1099 types which ActivityHD supports.
- + Tell me about APCodes.
- + How does ActivityHD know which box to print amounts in for 1099s?

Expand this topic to get a step-by-step walk through the 1099 generating process. The "start" is to right-click on the Vendors folder to **Select and Generate 1099s**.

AccountingWare.

26

## Generate 1099s

### Steps

- ... Specify Options
- ... Prepare Records
- ... Print Forms
- ... Create Records
- ... View Records
- ... Create Transmissions
- ... View Transmissions

The dialog walks you through these steps:

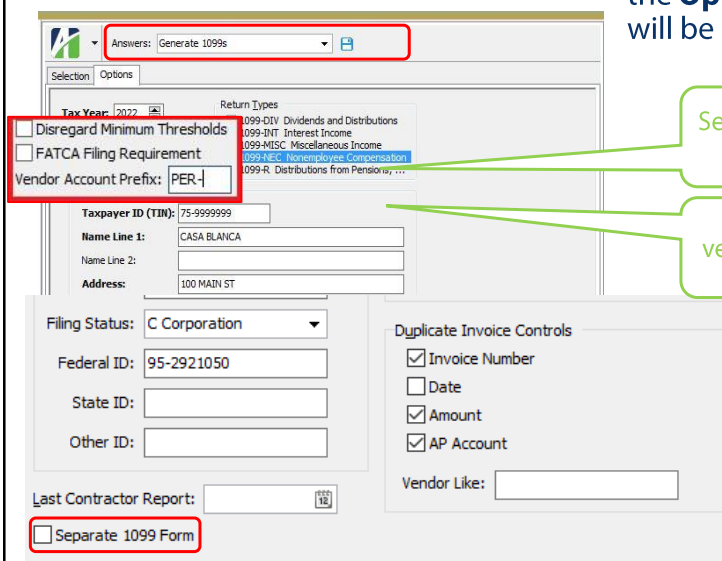
1. Specify Options and Generate 1099 data.
2. Prepare Records
3. Print the 1099 forms for your vendors.
4. Create 1099 Records and attach a pdf of the form to each vendor.
5. View the 1099 Records
6. Create Transmission Records and file to be submitted to the IRS.
7. View Transmission Records

 AccountingWare.

27

## Generating 1099s

If you are generating 1099s for the first time in ActivityHD, after answering these questions in the **Options** dialog, save your answers so they will be remembered next year.



Answers: Generate 1099s

Selection Options

Tax Year: 2022

Return Types

- 099-DIV Dividends and Distributions
- 099-INT Interest Income
- 099-MISC Miscellaneous Income
- 099-T Non-employee Compensation
- 099-R Distributions from Pension, ...

Disregard Minimum Thresholds

FATCA Filing Requirement

Vendor Account Prefix: PER-

Taxpayer ID (TIN): 75-9999999

Name Line 1: CASA BLANCA

Name Line 2:

Address: 100 MAIN ST

Filing Status: C Corporation

Federal ID: 95-2921050

State ID:

Other ID:

Duplicate Invoice Controls

- Invoice Number
- Date
- Amount
- AP Account

Vendor Like:

Last Contractor Report:

Separate 1099 Form

Separate vendors with one tax ID.

The prefix helps your vendor know the origin of each 1099 amount.

 AccountingWare.

28

## Generating 1099s

Generate 1099s for Casablanca - Shaun Ledbetter

Steps: Specify Options, Prepare Records, **Print Forms**, Create Records, View Records, Create Transmissions, View Transmissions

Options

No duplicates found.  
 Include Duplicates

Return Types  
 1099-DIV (none)  
 1099-INT (none)  
 1099-MISC (1 New)  
 1099-NEC (3 New)  
 1099-R (none)

Form Design  
 Copies A,B,C (preprinted forms)  
 **Copy B (blank paper)**  
 1096 Summary Report (blank paper)  
 Custom  
 2022 1099 Forms Copy B (built-in)

<< Back Next >> Finish Cancel

This is the dialog window to do your printing, where you can select what forms will be produced.

You can print on blank paper for the vendor 1099 forms.

AccountingWare.

29

## Generating 1099s

Generate 1099s for Casablanca - Shaun Ledbetter

Steps: Specify Options, Prepare Records, Print Forms, **Create Records**, View Records, Create Transmissions, View Transmissions

Answers: Defaults

Create Records

Create 1099 Records (4 New)  
 Create Attachments  
 Design: 2022 1099 Forms Copy B (built-in)

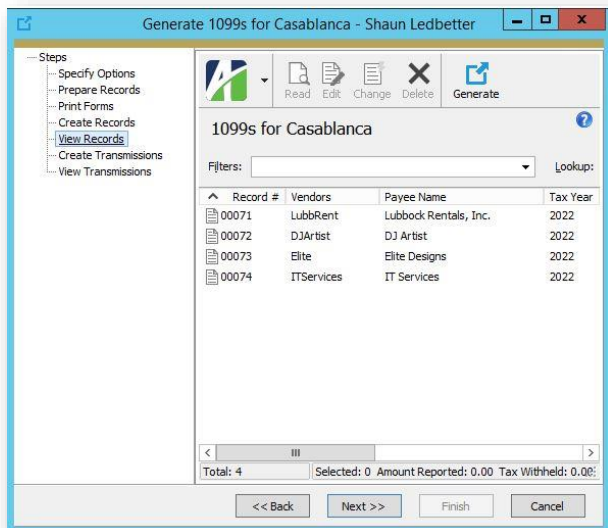
<< Back Next >> Finish Cancel

This is the Create records step where you can also create attachments. Be sure and check that box and use the 2022 1099 Form Copy B (built-in) Design to attach to the 1099 Records

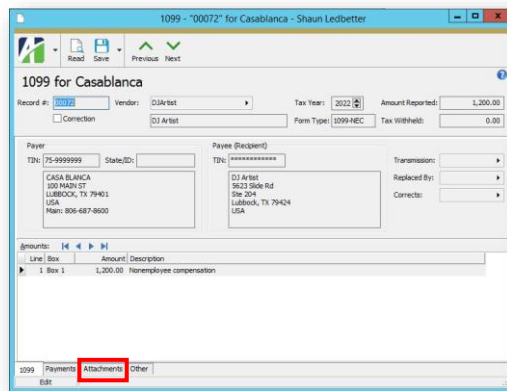
AccountingWare.

30

# Generating 1099s

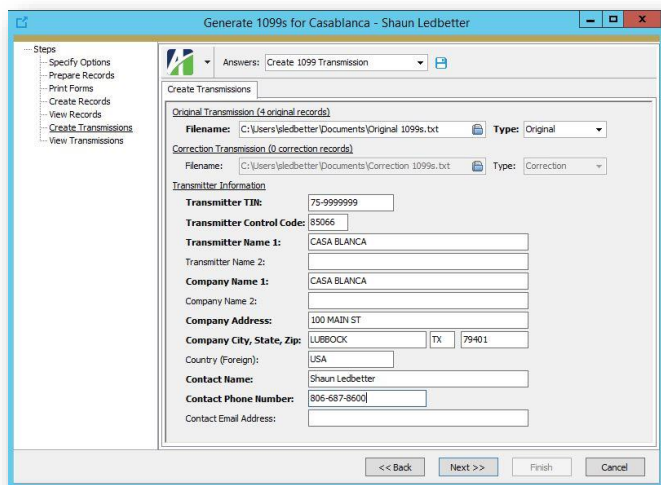


This is the view 1099 records step where you can open the records and you can see the attachments.



31

# Generating 1099s



This step will create a 1099 Transmission record in ActivityHD and also create the file that can be submitted to the IRS.

Again, save your answers so they are remembered next year.



32



## Generating 1099s

This is the Transmission record. We recommend the following:

- Enter the File name – assigned by the FIRE system
- Enter the Date received by the IRS.
- Choose the appropriate file status. Log in about Feb. 5th and check the file status to make sure it has been “Released”.

 AccountingWare.

33

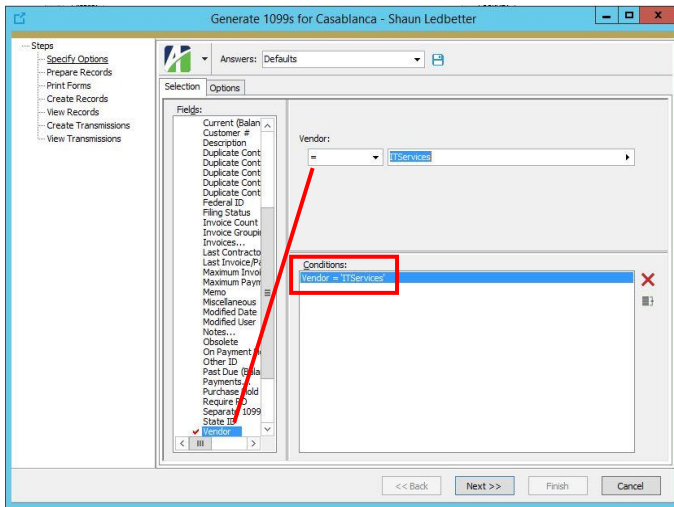
## Correcting 1099s

1. Correct the APCode amount for that vendor.
2. Make sure Status on 1099 Transmission record is correct
3. Go to the Vendor folder and right click and select Generate 1099s.
4. Follow the steps, and you will create a correcting 1099 form and 1099 record.
5. The Transmission screen will indicate that you want to create a correction file for 1099. Note: This will only happen if you have marked the original transmission record as “Good, Released”.

 AccountingWare.

34

## Generating Corrections 1099s



### Corrections

On the Specify Options step go to the Selection tab and select the Vendor or Vendors that need corrections.

Make sure the Option tab is filled in and then go through all the steps.

Send the Vendor the new 1099 and submit to the IRS

 AccountingWare.

35

## Payroll

 AccountingWare.

36

# Generating W-2s

## Payroll

### W-2s



Electronic filing is required if you file ten or more Forms W-2. For more information, see "[Specifications for Filing Forms W-2 Electronically \(EFW2\)](#)" at the Social Security Administration (SSA) website. To register to file electronically, go to the SSA's [Business Services Online](#) and click "Register".

To file electronically from ActivityHD, use the "USA 2022 EFW2" export control. After you've upgraded to version 8.30-1 or later, you can import the export control from the distribution folder path "\\Extras\Payroll\Export Controls\USA 2022 EFW2.XML". Contact AccountingWare Support if you need assistance.

We always recommend sending a file to the IRS about your W-2s.



37

# Generating W-2s

## Before You W-2

Before you begin W-2 processing, it's good to verify that the following information is accurate/up-to-date:

- [Export employers](#)
- [Export submitters](#)
- [Company address](#)
- [Employer tax ID](#) on the Payroll USA tax entity (and state tax IDs if applicable)
- [Payroll groups and the PRCodes assigned to them](#) In particular, filter the **Segment Items** or **PRCodes** HD view and apply the "? Has Group" filter to verify the PRCodes assigned to the following groups:
  - Compensation (Pay PRCodes)
  - IncomeTax (Tax PRCodes)
  - PreIncomeTax, PreMedicare, PreSocialSecurity (Deduction PRCodes)
  - 401k, Roth401k, 403b, 457b, etc. (Deduction PRCodes)
  - ThirdPartySickPay (Pay PRCodes)
  - Employer-sponsored health plans (Deduction PRCodes)
  - COVID sick pay (Pay PRCodes)

If this is your first W-2 generation with ActivityHD, you should verify the underlined setup items are correct.

During Implementation, the groups should be set correctly for your PRCodes' taxation.



38

## Verifying Taxable Wages

- Taxable wages. Import and use the Taxable Wages export control (found in your "Extras" distribution folder). Use "Verify" filters to locate problem checks. (You can copy existing "Proof" filters on the **Checks** folder and change the value of the **Merged** flag from "0" to "1" in the conditions.) Look for these types of problems:
  - Federal taxes (income tax, Medicare, social security). Make correcting checks to fix discrepancies. Call AccountingWare Support for assistance with correcting checks.
  - State taxes (income tax, miscellaneous state taxes). Make correcting checks to fix discrepancies.

There are two methods of verifying your taxable wages:

- Use the **Taxable Wages** export control to build a file to verify them.
- Use multiple **Verify xxx Tax filters** on your Checks folder.



39

## Creating Taxable Wages File

Employee Create Totals File

Answers: Taxable Wages

File name: F:\Activity Shared\ACWDemo\TaxableWages.csv

Export Control: TaxableWages

Export Submitter:

Export Employer:

Begin Date: 1/1/2022

End Date: 12/31/2022

Date:  Check Date  Work Date

Create File

Make sure the file extension you build is .csv, so it will open with Excel.

Right-click on the Employees folder to **Select and Create Totals File.**

If this is the first time to generate W-2s using ActivityHD, you might not have a Taxable Wages saved answer.

And, if you don't yet have the Taxable Wages export control, contact Support.



40

# Creating Taxable Wages File

When you open the .csv file, it will look like this...

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Employee Name	Compens	PreIncom	Calc Taxat	Actual US	USA Diff	Actual CA	CA Diff	PreMedic	Calc Med	Actual Me	Med Diff	PreSocial	Calc SS	W: Actual	SS Diff	SUTA Wag	SDI Wage	ETT Wage	FUTA Wages
41		895.48	0	895.48	895.48	0	895.48	0	0	895.48	895.48	0	0	895.48	895.48	0	895.48	895.48	895.48	895.48
42		61636.4	5747.03	55889.37	55889.37	0	55889.37	0	1392.07	60244.33	60244.33	0	1392.07	60244.33	60244.33	0	7000	61636.4	7000	7000
43		9264.33	0	9264.33	9264.33	0	9264.33	0	0	9264.33	9264.33	0	0	9264.33	9264.33	0	7000	9264.33	7000	7000
44		18447.3	0	18447.3	18447.3	0	18447.3	0	0	18447.3	18447.3	0	0	18447.3	18447.3	0	7000	18447.3	7000	7000

Each employee's checks are totaled for the year. The same calculations are done for your state income tax. If your state isn't shown, it can be added.

And the analysis is continued for Medicare and Social Security, etc.

The compensation less pre-income-tax amount is calculated by the file and then compared to the amount that is on checks in ActivityHD.



41

# Creating Taxable Wages File

When you open the .csv file, it will look like this...

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Employee Name	Compens	PreIncom	Calc Taxat	Actual US	USA Diff	Actual CA	CA Diff	PreMedic	Calc Med	Actual Me	Med Diff	PreSocial	Calc SS	W: Actual	SS Diff	SUTA Wag	SDI Wage	ETT Wage	FUTA Wages
41		895.48	0	895.48	895.48	0	895.48	0	0	895.48	895.48	0	0	895.48	895.48	0	895.48	895.48	895.48	895.48
42		61636.4	5747.03	55889.37	55889.37	0	55889.37	0	1392.07	60244.33	60244.33	0	1392.07	60244.33	60244.33	0	7000	61636.4	7000	7000
43		9264.33	0	9264.33	9264.33	0	9264.33	0	0	9264.33	9264.33	0	0	9264.33	9264.33	0	7000	9264.33	7000	7000
44		18447.3	0	18447.3	18447.3	0	18447.3	0	0	18447.3	18447.3	0	0	18447.3	18447.3	0	7000	18447.3	7000	7000

You want zeros in all the columns calculating the difference between the Activity checks and these calculations.



42

## Verifying Taxable Wages

There are two methods of verifying your taxable wages:

- Use the Taxable Wages export control to build a file to verify them.
- Use multiple **Verify xxx Tax filters** on your **Checks** folder.

You already have proofing filters for your new checks that make sure the various taxable wages totals are correct.

If you don't have any filters named "Verify" then contact AccountingWare Support to get them added.



43

## Verifying Taxable Wages

Checks for American Office Products

Filters: Verify USA Taxable Wages (1/1/2022, 12/31/2022) x ▼    Lookup:

Batch - #	Employee	Employee Name	Check #	Check Date	Print?

When using any of the Verify filters, if no checks are presented, that means you have no problem with the taxable wages for that tax.

If either the Taxable Wages workbook or one of the Verify filters shows problems, call AccountingWare Support and we will help you create correcting checks.



44

## Generating W-2s

- Which report design and which envelopes should I use to print W-2s?

AccountingWare recommends using the L4BL blank 4-up forms (with pre-printed instructions on the back) and DW-4S envelopes. These forms are available from Safeguard Business Systems.



**AccountingWare.**

45

## Generating W-2s

### [Create an export totals file](#)

#### W-2 Frequently Asked Questions

- How do I generate W-2 forms?
- How do I file electronically using the export control USA 2022 EFW2?
- Why don't the amounts on the W-2 match actual wages?
- How do I replace the W-2 records currently attached in Self-serve?
- How do I change the company address that prints on W-2s?
- Which report design and which envelopes should I use to print W-2s?
- Can W-2s be e-mailed to employees?
- How do I get the 2022 EFW2 file?
- What is AccuWage?

Why is this first? Because you should build this file, then use the SSA site to run AccuWage Online on your file to verify your employee addresses are correct and identify other types of employee setup problems.

You also need to be registered in the Business Services Online (BSO) system to run AccuWage Online.

Just like creating the Taxable Wages file, you need the latest USA 2022 EFW2 export control.

**AccountingWare.**

46

## Generating W-2s

### W-2 Frequently Asked Questions

#### How do I generate W-2 forms?

Run [Generate W-2s](#).

#### Steps

- Specify Options
- Validate
- Print W-2s
- Print W-3
- Create W-2 Records
- View W-2 Records
- Create W-3 Note
- View W-3 Note

The Activity Help is very detailed and thorough concerning the generation of W-2s.

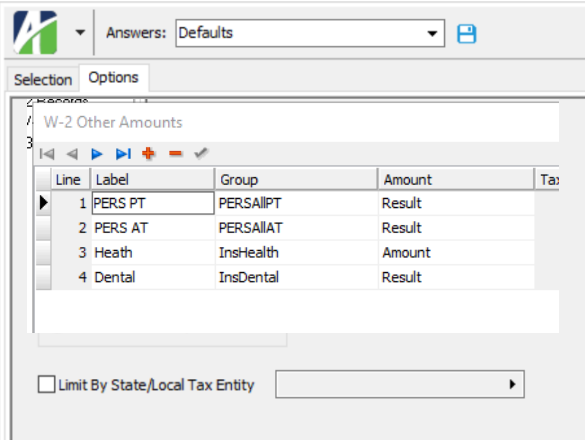
The general steps in the dialog are shown here, and include the following:

1. Generate your W-2 data.
2. Print the W-2 forms.
3. Create a W-2 Record for each employee and attach a pdf of each form to the record.
4. Create a W-3 note and attach the W-3 report of amounts to the note.

 AccountingWare.

47

## Generating W-2s



Line	Label	Group	Amount	Tax
1	PERS PT	PERSAIPT	Result	
2	PERS AT	PERSAIAT	Result	
3	Health	InsHealth	Amount	
4	Dental	InsDental	Result	

Limit By State/Local Tax Entity

Right-click on Employees to Select and Generate W-2s.

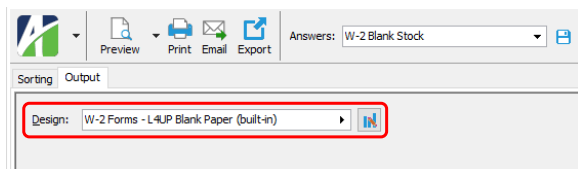
The Other Amounts will print in box 14 that is only for employee information. The IRS does NOT read this information, and it is not included in the electronic file.

 AccountingWare.

48



## Generating W-2s



**Tip:** Load just one W-2 form (note how you loaded it in your printer) and print just the first form. See the results and you'll know how to load all your forms for correct printing.

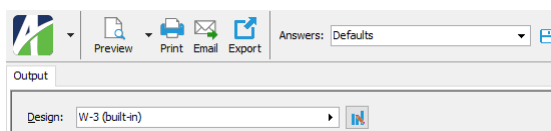
This dialog occurs after generating the W-2 data and is where you print your W-2 forms. Use blank stock – it is much simpler!

If you are using Activity Self-Serve, you might not be printing any W-2 forms. This requires fulfillment of the IRS requirements for employees to receive electronic W-2s. If true, simply click **Preview**, then click **Next** to go to the next dialog window.

 AccountingWare.

49

## Printing the W-3 Numbers



You can print if you wish, but it's just as easy to click **Next** and create the W-3 Note (which will have the W-3 attached to it).

 AccountingWare.

50

## Generating W-2 Records

Answers: Defaults

Record

Description: 2022 W-2

Notice Type: Web

Notice Date: 1/31/2022

Generate W-2s

Ready to create 619 W-2 Records?

Yes No

W-2 Records are valuable for two reasons:

1. If you are using Activity Self-Serve, this is how the W-2s are “published” there. When the records are created, the employees can automatically see them.
2. If you have a request for a copy/reprint of a W-2, you can open and print the attached pdf.

AccountingWare.

51

## Creating the W-3 Note

Answers: [ ]

Note

W-3 Description: 20

Generate W-2s

Ready

Payroll / Human Resources

- > Employees
- Notes
- > Time Sheets
- Payroll Runs
- > Leave Plans
- > Checks
- > Government
  - ACA Transmissions
  - Form 940 Returns
  - Form 941 Returns
  - Tax Deposits
  - W-3s
  - Reports
- > Setup

The W-3 Note will contain a pdf of the W-3 “report” which presents the totals of the numbers on W-2 forms.

**NEW FEATURE**

Beginning in Version 8.26 or later

- W-3 Records are available under the Government Folder.
- Historical W-3's will be available.

AccountingWare.

52

## Creating the W-2 Electronic File

- ⊕ How do I file electronically using the export control USA 2022 EFW2?
- ⊕ Why don't the amounts on the W-2 match actual wages?
- ⊕ How do I replace the W-2 records currently attached in Self-serve?
- ⊕ How do I change the company address that prints on W-2s?
- ⊕ Which report design and which envelopes should I use to print W-2s?
- ⊕ Can W-2s be e-mailed to employees?
- ⊕ How do I get the 2022 EFW2 file?
- ⊕ What is AccuWage?

You need the USA 2022 EFW2 export control.



53

## Creating the W-2 Electronic File

Just like the other files...

1. Right-click on the **Employees** folder to **Select and Create Totals File**.
2. In the dialog, you should have a W-2 Electronic File saved answer. If not, you probably don't yet have the export control for 2022!
3. Once the file is generated, log into the BSO system and download it there.




54

## (CANADA) T4 Slips

**Payroll Canada**

SECURE

 This topic only applies for Payroll Canada users.

Payroll Canada is an add-on to ActivityHD's Payroll package. In particular, Payroll Canada supports creation of T4 slips in printed and electronic form and also produces Records of Employment. T4 slips are the year-end tax documents distributed to employees in Canada.

**Prerequisites**

Before you can print T4 slips the first time, some setup is required.

- Both the Payroll Canada and Human Resources packages must be installed.
- The built-in Canadian groups must be assigned to appropriate PRCodes.
- Tax entities must be assigned to appropriate income tax PRCodes.
- An "Employment Code" attribute must be created and assigned to appropriate employees. Define the following attribute items for the attribute:
  - 11 - Placement or employment agency workers
  - 12 - Drivers of taxis or other passenger-carrying vehicles
  - 13 - Barbers or hairdressers
  - 14 - Withdrawal from a prescribed salary deferral arrangement plan
  - 15 - Seasonal Agricultural Workers Program
  - 16 - Detached employee - Social security agreement
  - 17 - Fishers - Self-employed

**Caveats**

- All compensation must be Canadian (no US compensation or other country).
- Only one T4 per employee. In other words, an employee may not have changed province or territory during the year. This circumstance will need to be handled outside of ActivityHD.

Right-click on the Employees folder and choose Select and Create Totals File

See help text "Prepare electronic T4 slips" for additional guidance

 AccountingWare.

55

## 940 & 1095's

 AccountingWare.

56

# Form 940 Return

## Form 940 Returns

[Security](#)

IRS Form 940 is used to report annual Federal Unemployment Tax Act (FUTA) tax. FUTA tax, along with state unemployment taxes, is used to pay unemployment compensation to workers who have lost their jobs.

Expand this link to see prerequisites for using ActivityHD to produce Form 940.

Actions	Field definitions
<ul style="list-style-type: none"> <li>⊕ Generate a 940 return</li> <li>⊕ Maintain a 940 return</li> <li>⊕ Print a 940 return</li> <li>⊕ Reprint a 940 return</li> <li>⊕ Manually clear the "Submitted" flag on a 940 return</li> </ul>	

Generating the 940 return is well-documented in Activity Help.

Expand this article to get complete information on the generation.

Expand this article to help print your 940 form.



# ACA Monthly Operations

## ACA Monthly Operations

### Monthly Operations

1. Verify that ACA Designation Records exist for all New Hires, Terminations or Changes between Full-Time and Part-Time.
  - o 1 - Employees with missing ACA Designation record for Hire Status since the beginning of last year
  - o 2 - Employees with missing ACA Designation record for Termination Status since the beginning of last year
  - o 0 - Employee Type Attributes that switched to or from FT since the beginning of last year but are missing ACA Designation records
    - Create ACA Result Records for the Measurement Period that just ended
      - 12- ACA Calendar Detail ready to Process
      - 12- ACA Calendar Detail Mark Calendar as Processed
      - 0- ACA Result Record(s) Created this month
    - a. ACA Result Records needing attention:
      - Instructions for Notification Steps ▼
        - 101 - Pending Notification of Offer
        - 0 - Pending Notification of Expiration
        - 0 - Waiting Response

### Stability Period Statistics

	Standard Stability Periods		
	Previous	Active	Upcoming
PT as ACA Full-Time	2	0	0
Pending Notification	0	0	0
Waiting Response	0	0	0
Selected	0	0	0
Declined	0	0	0
Expired	0	0	0



## Plan Start Month: **Required**

Form **1095-C** | **Employer-Provided Health Insurance Offer and Coverage** | VOID | CORRECTED | OMB No. 1545-2251 | **2022**

Department of the Treasury  
Internal Revenue Service  
Do not attach to your tax return. Keep for your records.  
Go to [www.irs.gov/Form1095C](http://www.irs.gov/Form1095C) for instructions and the latest information.

**Part I Employee** | **Applicable Large Employer Member (Employer)**

1 Name of employee (first name, middle initial, last name) | 2 Social security number (SSN) | 7 Name of employer | 8 Employer identification number (EIN)

3 Street address (including apartment no.) | 9 Street address (including room or suite no.) | 10 Contact telephone number

4 City or town | 5 State or province | 6 Country and ZIP or foreign postal code | 11 City or town | 12 State or province | 13 Country

**Part II Employee Offer of Coverage** | **Employee's Age on January 1** | **Plan Start Month (enter 2-digit)**

14 Offer of Coverage (enter required code)	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
15 Employee Required Contribution (see instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

16 ACA Category for Demo Fair  
Code: Staff | Description: FT and PT (No Union)

Detail

Line	Effective Date	Offer Code	Cost	Safe Harbor	Plan Start Month
1	1/1/2015	1A		2C	1

Category: Other | Edit

**AccountingWare.**

Go to this folder:

- Payroll/Human Resources
  - Setup
    - ACA
      - **Categories**

59

## ACA Reporting of 1095-Cs

### Affordable Care Act (ACA) Reporting: 1095-Cs

Best practices for processing 1095-C forms:

- [Review your ACA records](#). Verify that all employees have a designation record and that all months have been processed (use date filters).
- [Create records for any missing periods](#) and update the calendar.
- Update result records
- [Extend offers as needed and update employees](#)
- [Review employer setup](#). If it's a new reporting year, you'll probably only need to roll the year forward.
- [Proof 1095-C results](#). Revise ACA records as needed.
- [Print 1095-C forms for employees](#). Forms are due to employees by 3/2/2023.
- [Generate IRS file and submit](#). The file is due to the IRS by 3/31/2023 (2/28/2023 if filing paper forms).

Again, ActivityHD Help is very complete on this subject.

If you are new to ActivityPR and you want to use the ACA system, you will need to contact AccountingWare Support to book implementation and training of this.

**AccountingWare.**

60



61

# Don't Let Deadlines Creep Up

Yes, I'm  
**PROCRASTINATOR**  
and  
I'll think about it tomorrow...

The handwritten note is on a white background with a yellow highlight under the word 'PROCRASTINATOR'. The text is written in a casual, cursive style. A thick black horizontal line is drawn below the text.

62



# InterActiv

CONFERENCE

REGISTRATION IS OPEN

2023 InterActiv  
Conference



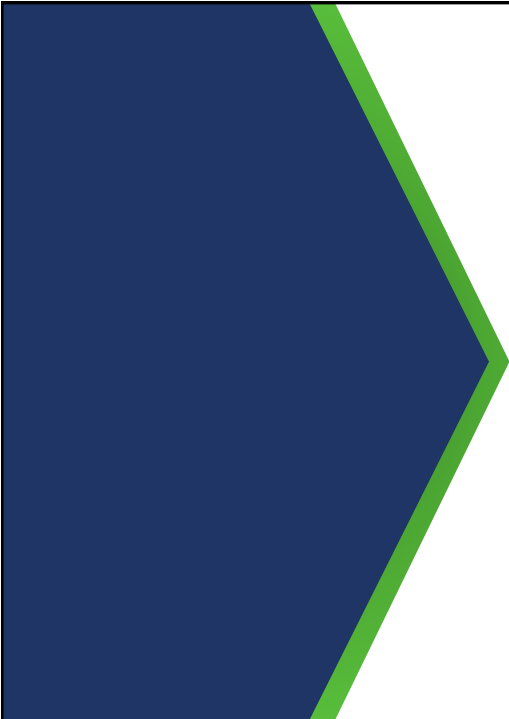
April 24 – April 26



Las Vegas, Nevada

AccountingWare.

63



Fill out the survey at the  
end of the webinar!

AccountingWare.

64



**THANKS FOR JOINING**

## Checking Off Your Year-End with ActivityHD

---

Shaun Ledbetter – Implementation Team

Elizabeth Hudspeth – Implementation Team

[support@accountingware.com](mailto:support@accountingware.com)

Release Notes: [www.accountingware.com/rn](http://www.accountingware.com/rn)

Webinars: [www.accountingware.com/help](http://www.accountingware.com/help)



 AccountingWare.