

# Spectrum Year End 2020

*US Guidelines*



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# Year End Overview

As year end approaches, preparations must be made for next year's payroll by printing 2020 W-2s (USA) and T4 Slips (Canada) and updating the tax tables. This documentation has been prepared to facilitate the year end process. We recommend that you familiarize yourself with the entire year end process prior to year end.

This guide addresses the following year end topics:

- [New Features](#)
- Setup
  - [Calendar Maintenance](#)
  - [Benefit Setup](#)
  - [ACA Setup](#)
- Processing
  - [Year End Checklist](#)
  - [Confidential Payroll Year End Instructions](#)
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  - [Printing Questions](#)

- [Electronic Filing Questions](#)
- [Third Party Sick Pay](#)
- [Order Spectrum Forms](#)

The 2020 R3 Release contains [Internal Revenue Service \(IRS\)](#) and [Social Security Administration \(SSA\)](#) mandated changes, therefore it is essential to update to Spectrum 2020 R3 prior to processing your year end. [Click here](#) to learn more about recent changes to Year End Processing.

Registration is required to file wage reports electronically for tax year 2020. You can use one of two options to register for a Personal Identification Number (PIN) and password:

1. Call the Social Security Administration (SSA) toll free at (800) 772-6270.
2. Go to the SSA Internet site at <http://www.ssa.gov/bso/bsowelcome.htm>.

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*Viewpoint provides an annual service that automatically updates the Tax Tables for Single and Married filing statuses in Spectrum. At the beginning of each year, you will receive electronic tax tables for all 50 states and the Federal government. This service also provides updates throughout the year as modifications are made.*

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If you have questions, Spectrum Support is open Monday through Friday from 5 a.m. to 5 p.m. Pacific Time to assist you. Please note our direct number: **(800) 352-8939**, or email us at [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com).

# New Features

The following new features have been added for year end 2020:

## USA:

- **New 1099 Forms.** The IRS has released new versions of the 1099s for the 2020 tax year. The 1099 Maintenance screen now supports both Form 1099-MISC and Form 1099-NEC.
  - When filing 1099's electronically with Nelco, the state of Iowa requires an additional electronic filing number. To support this Business eFile Number (aka 'BEN'), a new field titled 'Electronic filing #' has been added to the Export 1099-NEC/MISC File page.
  - To streamline the process of filing 1099's with Nelco, the Transmitter Control Code (TCC) will no longer be required.

**IMPORTANT! Prior year 1099 forms will not work in 2020, so you must use the new forms.**

- **Reporting FFCRA Wages on W-2s.** When reporting FFCRA/COVID wages on W2's, the IRS requires qualified sick leave wages and qualified family leave wages must be included in Boxes 1, 3 (up to the social security wage base) and 5 on the [Build W-2 Forms](#) screen. They also must be reported in Box 14. As it is possible to have three items plus up to three FFCRA items for an employee, the Build process will create an extra form automatically.
- **Backup W-2 Records to History.** A new Backup option has been added to the W-2 Processing screen to save W-2 information into a new history table. This process is available before or after the electronic files and printing of forms takes place. While it can be run multiple times, only the latest version will be saved.
- **Nelco Updates.** Nelco requires all state records to contain a State ID, even for those that do not have a state income tax. The Payroll Administrator only finds out about this requirement after they have submitted the file to Nelco. To resolve this issue, a new

utility titled, 'Update State ID', has been added to the [W-2 Processing](#) screen. After uploading the file to Nelco, the Payroll Administrator gets notified of the error. They can now use this utility to correct the file and resubmit.

- When building W-2's, the system looks for the employee email address for processing with Nelco. Spectrum has been enhanced to first look to the employee's 'Home email'. If that field is <BLANK>, then it will use the employee's 'Work email'.
- The Nelco export CSV file has been enhanced with additional columns for Foreign Address, Foreign State or Province Code and Foreign Country to accommodate foreign employees. The Payroll Administrator will enter the information by clicking the Foreign Address button in the Edit W-2 Form window. Note that this information is not retained from year to year.
- When filing W-2's electronically with Nelco, the state of Iowa requires an additional electronic filing number. To support this Business eFile Number (aka 'BEN'), a new field titled 'Electronic filing #' has been added to the tax tables.
- Nelco's login site has also been changed to <https://spec-trum.nelcoportal.com/import/gwximport>.
- **1095-C Updates.** The 'Plan start month' is now REQUIRED for every employee on the [Form 1095-C Maintenance](#) screen. Enter the month when coverage was offered, where 01 represents January, 02 is February, and so on. In the event that no coverage was offered, enter 00. In addition, the **Update Plan Start Month** utility has been added to the command bar to populate the employee's plan start date based on selected criteria if the field was left blank. This utility will only populate <BLANK> fields for the current year. It will not change the plan start month when one had been imported or manually entered.
- **Print 1095-C's in Same Order as W-2's.** To those stuffing W-2's and 1095's into an envelope, 1095's can now be printed with the same options as found on W-2's.



- **Health Reimbursement Arrangement.** Starting in 2020, the IRS allows a Health Reimbursement Arrangement (HRA) to be used to satisfy the coverage requirements. In general, employers that do not use HRAs will process form 1095-C as in past years.

Additional requirements for employers who provide coverage with an HRA include:

- Employee's age as January 1st of the reporting year
- New 'Offer of coverage' codes
  - **1L** – Qual offer w/HRA: employee, emp res zip  
Individual coverage health reimbursement arrangement (HRA) offered to you only with affordability determined by using employee's primary residence location ZIP code.
  - **1M** - Qual offer w/HRA: employee+dependents, emp res zip  
Individual coverage HRA offered to you and dependent(s) (not spouse) with affordability determined by using employee's primary residence location ZIP code.
  - **1N** - Qual offer w/HRA: employee+spouse+dependents, emp res zip  
Individual coverage HRA offered to you, spouse and dependent(s) with affordability determined by using employee's primary residence location ZIP code.
  - **1O** – Qual offer w/HRA: employee, emp work zip  
Individual coverage HRA offered to you only using the employee's primary employment site ZIP code affordability safe harbor.
  - **1P** – Qual offer w/HRA: employee+dependents, emp work zip  
Individual coverage HRA offered to you and dependent(s) (not spouse) using the employee's primary employment site ZIP code affordability safe harbor.
  - **1Q** – Qual offer w/HRA: employee+spouse+dependents, emp work zip  
Individual coverage HRA offered to you, spouse and dependent(s) using the employee's primary employment site ZIP code affordability safe

harbor.

- **1R** – HRA not affordable: employee+spouse+dependents  
Individual coverage HRA that is NOT affordable offered to you; employee and spouse or dependent(s); or employee, spouse, and dependents.
- **1S** – HRA offered to part time employee  
Individual coverage HRA offered to an individual who was not a full-time employee.

- Zip code. This line reports the applicable ZIP code your employer used for determining affordability if you were offered an individual coverage HRA. If code 1L, 1M, or 1N was used on line 14, this will be your primary residence location. If code 1O, 1P, or 1Q was used on line 14, this will be your primary work location. For more information about individual coverage HRAs, visit IRS.gov.
- Both the [Export Worksheet](#) and [Import Worksheet](#) contain new columns for this information:
  - HRA (Y/blank)
  - Box 17 Zip
  - Employee Age
- **Non-Standard Calendar Year.** Payroll Administrators have raised concern that every 7 years for a weekly payroll and every 11 years for a biweekly payroll, the payroll calendar year has an extra pay period. 53 pay periods instead of 52 for weekly payrolls, 27 instead of 26 biweekly payrolls. To calculate payroll taxes properly, the system will calculate using the appropriate weekly and biweekly payrolls that occur in a non-standard calendar year. This option can be selected on the [Tax Table Maintenance](#) or [Year End Update](#) screens.
- **Streamlined Tax Table Import Workflow.** We have streamlined and improved the workflow to import Payroll tax tables. This utility updates the graduated and percentage income tax tables in [Tax Table Maintenance](#) for U.S., Canada, state and province tax codes. It also updates standard deductions and exemptions as applicable.

Local and county tax codes are not updated.

- This update will be applied to ALL Spectrum companies.
- Please be aware that all pay cycles across all companies **MUST** be completed prior to running this update.
- You must be on the latest release for the year (Spectrum R3).
- A new option, **Audit Log**, has been added to the Command Bar on the Tax Table Maintenance screen. When selected, the Payroll Tax Table Audit Log report appears in a new Spectrum tab. Spectrum has audited the tax tables for many versions, but you had to be a System Administrator to be able to access it. Now, the user who maintains tax tables can also run the Audit Log to view all changes made.

# Setup

## Calendar Maintenance

### Processing Dates Maintenance

At Year End, maximum dates in all modules will need to move into the New Year. For Payroll, please use the Payroll Year End Checklist to help you decide when to advance the minimum and maximum dates into the New Year.

1. Go to **System Administration | Installation | Processing Dates**.
2. Make any necessary changes. Anyone else making entries in that company will need to wait until the screen is closed to process date based transactions.
3. Click **Save** or click the check mark in the upper right hand corner to return to the Site Map.

### Pay Cycle Calendar Maintenance

Use this function to set the default check date, period end date and period start dates in the Set Payroll Cycle Screen.

1. Select the **Utilize pay cycle calendar?** option at System Administration | Installation | Payroll, Defaults Tab.
2. Navigate to **Payroll | Period End | Pay Cycle Calendar Maintenance**.
3. Click **Build Calendar**.
4. Choose a pay frequency and enter an ending date to use on the next Pay Cycle.
5. To skip a processing date, select the 'Processed' box next to the date to indicate that the date has already been used.

### Fiscal Calendar

Fiscal Calendar Maintenance screen displays all fiscal years presently set up in the current company. This screen is also used to set and maintain Journal Entry sequence numbers and

ending dates for each fiscal period. Entries made here control certain defaults and virtually every transaction updated to the General Ledger.

Normally, no changes are required in this screen. If changes are made, the dates on any historical transactions will not be changed.

1. Go to **General Ledger | Period End | Fiscal Calendar Maintenance**.
2. Click the **New Year** button. The **Add New Fiscal Year** window displays.
3. Press **Enter** until all periods display.
4. Click **OK**.

*Note: Use the Add New Fiscal Year window to add years to your fiscal calendar. After entering the number of periods, press Enter. The dates and period labels for the next future year default, but you are able to edit the period labels. Next, the Auto-Create Additional Fiscal Years window displays, allowing you to automatically create up to nine additional years based on the established settings.*

5. Display the new Fiscal Calendar. Review the new dates to verify the update.
6. Click the check mark to save and exit the calendar.
7. Go to **Installation | Processing Dates** and click **Edit** to make any necessary changes.

## Year Round Benefit Setup for Year-End Reporting

There are a growing number of benefits that are given to employees throughout the year that need to be included in year-end reporting in state, local and federal jurisdictions. This section looks at common ways that Spectrum is configured to help you track, maintain, and report those benefits.

Please contact your accountant for information regarding your company's specific reporting responsibility.

The example benefits we will use to illustrate benefit accrual methods are: personal use of company vehicles, life insurance in excess of \$50K, and employee health care benefits.

There are three methods to reporting these benefits at year end:

- (Recommended) Use Add-on and Deduction codes to record the benefit paid to the employee. The add-on code expenses the employer payment of the benefit and accrues its liability (if the benefit is taxable, the add-on would be set for taxability). The deduction code reduces the pay of the employee for their allotted portion of the benefit (if the employee portion is deducted pre-tax, the deduction code is set accordingly).
- Use a Payroll Installation Screen pay type. Set up a pay type in System Administration | Installation | Payroll, a department expense code specifically for the benefit, and a deduction code for the benefit.
- Manually adjust employee W-2's to reflect benefits, as well as manually modifying other tax reports and GL accounts. We recommend this only as a last resort, as it will under-state income paid out to the employee over the year, and your year end reports will not tie to the W-2.

## **Reporting Employee Health Care Benefits on Form W-2**

Starting in 2015, employers must display the cost of health care paid by the employer and the employee on the W-2 form in Box 12, using code 'DD'.

## **Add-on and Deduction code setup to record Non-Cash Benefits**

### **Step 1. Create Code to Track Employer Portion of Health Care**

Create an add-on to record the cost of employer-paid health care benefits.

#### ***Properties Tab***

- Set the 'Type' to Add-on.
- Calculation method depends on the benefit. Is it a fixed amount or a rate per hour?
- Enter the benefit expense G/L account code. This is the debit side of the transaction. In our example, we would set this as an indirect GL account code.
- Select the 'Clear employee balance at year end' check box.

New Deduction/Add-on Code

Deduction/add-on code HC Health Care EE

Properties Tax Effects Add-ons Limits

Description Health Care EE

Type Add-on

Calculation method Fixed Amount

Default rate

Related code

Formula code

Frequency All

Week numbers

G/L account code 37-10 Administrative Emp Benefits

☐ Eligible for "true up" calculation?

☒ Clear employee balance at year end?

Include pay & hours from

☒ Davis-Bacon jobs?

☒ Prevailing wage jobs?

☒ Other jobs & non-jobs?

OK Cancel

Calculation method may change based on your facts and circumstances.

Enter the benefit expense G/L account code on Properties (aka the 'Debit').

### Tax Effects Tab

Employees are not taxed on health care benefits, so nothing would be entered on the tax effects tab.

*Note: Other benefits may result in increasing the employee tax obligation, and in those cases, the taxability would be set on this screen.*

### Add-ons Tab

- Set the direct cost flag to non-direct cost. (optional)
- Clear the 'Paid to employee on paycheck' check box, since this is a non-cash benefit.
- Clear the 'Print on paycheck' check box. (optional)
- Enter the benefit liability account code in the 'Non-cash G/L account' field. This is the credit side of the transaction.

New Deduction/Add-on Code

Deduction/add-on code: HC Health Care EE

Properties Tax Effects Add-ons Limits A/P Invoice

Direct cost

☒ Non-direct cost

☐ Job cost

☐ Equipment cost

☐ Work order cost

Payment options

☐ Paid to employee on the paycheck?

☐ Print on paycheck?

Non-cash G/L account: 01-35 Prepaid Insurance

☐ Is this for 'payout' from accrued benefit balance?

Related accrual add-on

OK Cancel

Enter the benefit liability G/L account code here. (aka the "Credit").

**Version 13 Users:** There are extra fields shown that you do not have. It is OK to ignore them for this exercise.

## Step 2. Create Code to Track Employee Portion of Health Care

Create a deduction code to deduct the cost of the employee's portion of health care.

### Properties Tab

- Set the 'Type' to Deduction.
- Calculation method depends on the benefit. Is it a fixed amount or a rate per hour?
- Enter the employee liability G/L account code on the Properties tab. This is the debit side of the transaction.
- Select the 'Clear employee balance at year end' check box.

### Tax Effects Tab

Since employee health contributions are usually collected pre-tax, the income tax and FICA boxes would be selected for the US tax jurisdiction. (Note: please check with your tax advisor regarding settings for your specific situation.)



### Step 3. Enter Codes on Employee Recurring Deduction/Add-on Maintenance.

The last step is to set up the add-on and deduction codes on the employee in Recurring Deduction/Add-on Maintenance (Payroll | Maintenance | Recurring Deduction/Add-on). In this manner, these amounts will accrue automatically during the pay cycle.

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*Power User Tip:*

*If the add-on code was not set up at the beginning of the year, use the Adjust Non-Cash Add-on Balances screen to bring the YTD amounts up to date.*

*When you perform the Build W-2's process, enter both add-on and deduction codes into Box 12, code 'DD'. The system will automatically sum these amounts together.*

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### Personal Use of Company Vehicles

If your company provides personal use of company-owned vehicles as an employee benefit, it may be necessary to include an amount in the employee's 2020 year-to-date earnings to reflect taxable income for personal use of company vehicles.

### Life Insurance in Excess of \$50,000

If your company provides life insurance as an employee benefit, it may be necessary to include an amount in the employee's 2020 year-to-date earnings to reflect taxable income for life insurance in excess of \$50,000. This amount must also be included in box 12 of the W-2, code C.

The IRS publishes a table detailing the amount of earnings to be applied.

### Payroll Installation Screen pay type

1. Navigate to **Payroll | Maintenance | Deduction/Add-on Code**, and click **New** to add a new Add-on Code.
2. In the **Properties** tab, enter a fixed amount Calculation method, a non-direct expense GL account and check the box to "Clear employee balance at year end."
3. In the **Tax Effects** tab, enter all the tax codes for US, state, county and local.
4. In the **Add-ons** tab, un-check the box to "Pay the employee on the paycheck", check the box to "Print on paycheck" and enter the same GL account in the "Non-cash GL account" field as you did in the Properties tab.

Please note that these lines should be added to the last regular paycheck.

### **Adjusting W-2 Forms Prior to Printing**

If you have already processed a payroll for 2021, it is too late to add additional earnings to the 2020 payroll reports. However, you can make adjustments to the W-2 forms prior to printing.

The following process will not adjust employee earnings, nor update the quarterly or yearly payroll reports. It only adjusts the W-2 forms being produced.

The life insurance may be recorded directly into the employee's W-2 record. Use the W-2 Form Maintenance screen to adjust the employee's W-2 wage and tax statement. Consult with your accountant for specific instructions on which figures to adjust:

- Wages tips and other compensation (box 1)
- Federal income tax withheld (box 2)
- Social Security wages (box 3)
- Social Security tax withheld (box 4)
- Medicare wages (box 5)
- Medicare tax withheld (box 6)
- State/local information (boxes 15-20)

Entry in this screen will then be reflected on the W-2 paper and electronic filing reports. This procedure will not result in any changes to the Payroll period end reports, nor will it change recognition of expense in the General Ledger for employer FICA. Be sure to manually adjust your Quarterly Federal Tax Report and other fourth-quarter tax filings if necessary.

Please contact your accountant for information regarding your company's specific reporting responsibility.

### **Affordable Care Act Setup**

The Affordable Care Act (ACA) has been requiring employers to file the 1095-C since 2014. This document will contain an overview of preparing the 1095-C, and how you can use Spec-

trum to prepare for and fulfill this federal reporting requirement. For more information on the ACA, please see: <https://www.irs.gov/affordable-care-act>

## DISCLAIMER

The following information is our current understanding of the Affordable Care Act's reporting requirements and how they can be processed within Spectrum. It is not intended to be offered as legal advice. Please consult with your company's CPA or legal counsel to ensure your organization's compliance with the Affordable Care Act.

## Getting Ready for the Affordable Care Act

One of the requirements of the Affordable Care Act is that large employers file a Form 1095-C. Viewpoint recommends gathering this information throughout the course of the year, rather than waiting until the Form 1095-C due date.

### Key data and information required to fill out the 1095-C

- Employee Social Security Number (SSN), Date of Birth (DOB), name and address. If the employer is self-insured for medical insurance, they also need to provide spouse and dependent SSN and DOB.
- New in 2020--Plan start date.
- Names, addresses and employer ID numbers of all employing companies.
- Total number of employees (full-time equivalents) for each calendar month. Employers will use this figure to determine if they meet the size threshold of certain reporting requirements. Please see <https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer> for more information.
- Employer coverage offered and employee acceptance (or refusal) of coverage.
- Employee rate of pay, W-2 wages, federal poverty line.

Part II of the 1095-C report requires subject employers (ALEs) to analyze the coverage they have offered with regard to each of their employee's income, and report whether or not the coverage qualifies as the minimum required coverage. The employer then also determines if they are subject to paying an assessment to the IRS and whether the employee is eligible for a tax credit. Please see [https://www.irs.gov/affordable-care-](https://www.irs.gov/affordable-care-act)

act/employers/questions-and-answers-on-employer-shared-responsibility-provisions-under-the-affordable-care-act for more information.

### **The 1095-B and 1094-B**

For those employers who will have fewer than 50 full-time (and full-time equivalent) employees and who are self-insured, please note that you will be required to file Forms 1095-B and 1094-B. These two forms are not provided in Spectrum.

For assistance on these forms, please contact your outside CPA.

### **Gathering 1095-C information through the year**

The 1095-C Employee Worksheet in Spectrum is available to capture employee coverage information throughout the year. It can be exported at any time, and provides a location to manually record and store coverage information. When exported, the Employee Worksheet contains the names of employees who have hours recorded in payroll in the year specified. For self-insured employers, it can also contain those employees' dependent names, DOBs and SSNs.

See the **ACA Processing** topic for specific details.

### **Preparing with Nelco for 1095-C filing**

For the 2020 1095-C filing, Viewpoint will provide e-filing through Nelco. Any follow-up 1095-C corrections will be handled by Nelco for a fee, and printing and mailing of physical forms are available through Nelco also for a fee.

In preparation, please contact Nelco at 1-800-266-4669 to obtain your prepaid filing code for 1095-C filing. You will need to provide the total number of employee records you are processing, and your Spectrum customer ID. If you do not know your customer ID, contact Spectrum Support at 1-800-352-8939 or email [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com).

### **Overview of 1095-C Form**

The following explains how Spectrum can be used by the Payroll Administrator to perform their analysis when completing Form 1095-C.

**1095-C**

600120

Form  
Department of the Treasury  
Internal Revenue Service**Employer-Provided Health Insurance Offer and Coverage**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.☐ VOID☐ CORRECTED

OMB No. 1545-2251

**2020**

<b>Part I Employee</b>				<b>Applicable Large Employer Member (Employer)</b>												
1 Name of employee Jay Buhner				2 Social security number (SSN) 123-45-3333				7 Name of employer ABC Inc				8 Employer identification number (EIN) 91-0009999				
3 Street address (including apartment no.) 600 Safeco Way 1234567890 1234567890123456789012345								9 Street address (including room or suite no.) 9700 Lake City Way NE Suite 2				10 Contact telephone number 800 875-1400				
4 City or town Seattle 12345678901234567		5 State or province WA		6 Country and ZIP or foreign postal code 98141		11 City or town Seattle		12 State or province WA		13 Country and ZIP or foreign postal code 98115-2347						
<b>Part II Employee Offer of Coverage</b>				<b>Employee's Age on January 1</b>				<b>60</b>				<b>Plan Start Month (Enter 2-digit number):</b>				
												<b>03</b>				
14 Offer of Coverage (enter required code)				All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
							1E	1Q	1Q	1Q	1Q	1Q	1Q	1Q		
15 Employee Required Contribution (see instructions)				\$	\$ 0.00	\$ 0.00	\$ 73.65	\$ 73.65	\$ 73.65	\$ 73.65	\$ 73.65	\$ 73.65	\$ 73.65	\$ 73.65	\$ 0.00	\$ 0.00
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)							2C	2C	2C	2C	2B	2B	2B	2B		
17 ZIP Code							98101	98101	98101	98101	98101	98101	98101	98101		

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 60705M

Form **1095-C** (2020)**Part I. Employee and Employer Information**

All of the information for filling in Part I of the 1095-C is available within Spectrum. It is also used to populate employee W-2s.

Common issues with this data are: fewer than nine digits in the SSN field, and empty Last Name fields. Two locations that can assist with SSN validation: Unemployment Tax report (**Payroll | Reports | Unemployment Tax**) "Show entire social security number?" and the W-2 Processing screen (**Payroll | Period End | W-2 Processing**). We advise employers to validate employee information prior to finalizing W-2's and 1095-C's.

**Part II. Employee Offer and Coverage**

Part II requires some analysis of the coverage offered and the employee's acceptance of it. Viewpoint recommends contacting your Benefits Administrator or outside CPA for guidance on filling out these fields.

- **Employee's Age on January 1st:** Enter the employee's age on January 1st.
- **Plan Start Month:** Enter the two-digit plan start month.

Review instructions of forms 1094-C and 1095-C here for more information:

<http://www.irs.gov/instructions/i109495c/ar01.html#d0e655>

These links on the IRS website have helpful explanations of the shared responsibility requirements and reporting requirements:

<https://www.irs.gov/affordable-care-act/employers/employer-shared-responsibility-provisions>

And FAQ:

<https://www.irs.gov/affordable-care-act/employers/questions-and-answers-on-employer-shared-responsibility-provisions-under-the-affordable-care-act>

The following steps walk through lines 14-16:

#### **Line 14: Offer of Coverage**

The Employer will classify each employee's offer of insurance for the calendar year. When the offer does not cover all 12 months, they will record the classification for each calendar month. Using the import worksheet, the code can be entered for the entire calendar year or by month if there is variation during the year.

#### **Step 1. Determine Full or Part Time**

By employee, determination must be made whether the employee is full-time or part-time.

- Use Payroll's **Average Hours Report** to perform either the monthly measurement or look back method to make the classification.
- The classification can be stored in the 'Health coverage' field on the **Employee Main Properties** page.

#### **Step 2. Determine if Health Care was Offered and Available Each Month**

When the offering of health care was not tracked throughout the year, it will have to be recreated for 2020. Review reports in the system and other supplemental documentation to identify evidence that the employee was insured for the time frame.

- Use **Vendor Payment History** along with Document Imaging to review supporting documentation for the health care invoices.
- Use the **Add-on History** and **Deduction History Reports** to review codes that represent health insurance. (Both reports are located at: Payroll | Reports.)
- Use the **Union Report** to review fringes that represent health insurance.

Use this information to determine whether or not the employee was offered and accepted health care during the time frame.

### **Step 3. Determine if Health Care Plan is Appropriate**

The Act refers to appropriate health care as “Minimum Essential Coverage (MEC).” As Spectrum cannot evaluate if the plan is appropriate, it is recommended that you contact your Benefits Administrator or outside CPA for guidance.

### **Step 4. Fill in Line 14**

Using the facts and circumstances discovered above, fill in line 14 with one of the following codes:

- 1A.** Qualifying Offer: Minimum essential coverage providing minimum value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% of the mainland single federal poverty line, and at least minimum essential coverage offered to spouse and dependent(s).
- 1B.** Minimum essential coverage providing minimum value offered to employee only.
- 1C.** Minimum essential coverage providing minimum value offered to employee, and at least minimum essential coverage offered to dependent(s) (not spouse).
- 1D.** Minimum essential coverage providing minimum value offered to employee, and at least minimum essential coverage offered to spouse (not dependent(s)).

**1E.** Minimum essential coverage providing minimum value offered to employee, and at least minimum essential coverage offered to dependent(s) and spouse.

**1F.** Minimum essential coverage NOT providing minimum value offered to employee, or employee and spouse or dependent(s), or employee, spouse and dependents.

**1G.** Offer of coverage to employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.

**1H.** No offer of coverage (employee not offered any health coverage or employee offered coverage that is not minimum essential coverage).

**1J.** Qualifying offer - employee & conditionally spouse.

**1K.** Qualifying offer - employee + dependents & conditionally spouse.

**1L.** Qualifying offer w/ HRA - employee, employee residence zip.

**1M.** Qualifying offer w/ HRA - employee + dependents, employee residence zip.

**1N.** Qualifying offer w/ HRA - employee + spouse + dependents, employee residence zip.

**1O.** Qualifying offer w/ HRA - employee, employee work zip.

**1P.** Qualifying offer w/ HRA - employee + dependents, employee work zip.

**1Q.** Qualifying offer w/ HRA - employee + spouse + dependents, employee work zip.

**1R.** HRA not affordable - employee + spouse + dependents.

**1S.** HRA offered to part time employee.

#### **Line 15: Employee Required Contribution**

Line 15 is only required when Line 14 is **1B, 1C, 1D, 1E, 1J** or **1K**.



The employee share is the portion of the monthly cost that would be paid by the employee for self-only coverage, whether paid through salary reduction or otherwise. The Employee Required Contribution may not be the amount the employee paid for coverage. See your Benefits Administrator or outside CPA for guidance.

Using the import worksheet, the code can be entered for the entire calendar year or by month if there is variation during the year.

#### **Line 16: Applicable Section 4980H Safe Harbor**

The employer fills in Line 16, only if there is an applicable code describing the employer and/or employee's situation.

By employee, the employer will use the following information in an analysis to determine which code to enter:

- **W-2 Box 1 wages:** Use to determine if eligible for W-2 safe harbor or federal poverty line safe harbor.
- **Hourly wage:** Use to determine if eligible for rate of pay safe harbor or federal poverty line safe harbor.
- **Employee Hire, Rehire and Termination Dates:** Use to determine whether or not employee was employed for an entire month or a month at all.
- **Hours worked by month (based on calendar year):** Run the Average Hours Report once each month, or once for each week of the year. Useful to determine whether or not employee was employed during the month.
- **Add-on History Report:** Use to review whether health insurance was paid for the employee.

Based on the facts and circumstances from the above, line 16 is answered with one of the following codes. Using the Import Worksheet, the code can be entered for the entire calendar year or by month if there is variation during the year.

**2A.** Employee not employed during the month.

**2B.** Employee not a full-time employee and did not enroll in minimum essential coverage.

- Employee is full-time for the month and whose offer of coverage (or coverage if the employee was enrolled) ended before the last day of the month solely because the employee terminated employment during the month.
- Use this code for January 2020 if the employee was offered health coverage no later than the first day of the first payroll period that begins in January 2020 and the coverage offered was affordable for purposes of the employer-shared responsibility provisions under section 4980H and provided minimum value.

**2C.** Employee enrolled in coverage offered.

**2D.** Employee in a Limited Non-Assessment Period. When employee is in an initial measurement period, use 2D and not 2B. Do not use 2D when employee is eligible for multiemployer plan.

**2E.** Employee enrolled in a multiemployer plan.

**2F.** Employer used Form W-2 safe harbor.

**2G.** Employer used federal poverty line safe harbor.

**2H.** Employer used rate of pay safe harbor.

**2I.** Non-calendar year transition relief applies to this employee.

### **Part III. Covered Individuals**

**Part III Covered Individuals**If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee. ☒

(a) Name of covered individual(s)	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
18 Leah Buhner		02/02/1973	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Jay Junior		04/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Eagle Beagle Buhner		03/03/1974	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Papa Buhner		12/01/1951	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form 1095-C (2020)

Only employers providing self-insured health coverage need to fill out Part III.

The names of all covered individuals (including the employee), and their Social Security Number or Date of Birth, are required. In Spectrum, individuals who will be included in Part III reporting will be included in the Export Worksheet if their information is entered at **Human Resources | Employees | Insurance Coverage**.

1. Navigate to **Human Resources | Maintenance | Insurance Type**.
2. Create a new insurance type for the self-insured coverage, if one has not already been set up.
3. Navigate to **Human Resources | Maintenance | Insurance Codes**.
4. Create a new insurance code for the self-insured coverage, if one has not already been set up.

5. Navigate to **Human Resources | Employees | Dependents**.
6. Enter the **Employee code** of the covered employee.
7. Click **New**.
8. Enter the type of dependent and the name, gender, and DOB or SSN of each employee dependent. Include the employee in this list in order for them and their identifying information to show up in the 1095-C Employee Worksheet export.
9. Navigate to **Human Resources | Employees | Insurance Coverage**. The names on this screen will be exported in the 1095-C Employee Worksheet export.
10. Enter the **Employee code** of the covered employee.
11. From the drop down, select each of the **Dependents** entered on the Dependents screen.
12. Enter the **Insurance code** from the drop-down.
13. Enter a **Status** from the drop-down.
14. Click **OK** to finish the entry.

Then run the **Add-on History** and **Deduction History Reports** including only medical insurance codes, to review the periods during which employees and their dependents were covered. Both reports are located at: **Payroll | Reports**.

# Processing

## Year End Checklist

The Year End Checklist section provides step-by-step checklists for processing your year end information. This section also includes supplementary instructions for processing Confidential Payroll at year end.

### Payroll Year End Checklist

After completing the final payroll cycle for 2020, it is necessary to close payroll records and prepare for 2021.

**IMPORTANT:** If you have Confidential Payroll, please read through the [Confidential Payroll Year End Instructions](#) before following this checklist. There are additional or alternate steps you will take if you have a Confidential Payroll company.

This is an overview of the year end process:

1. Order 2020 Forms.
2. Complete the final 2020 pay cycle.
3. Print the period end payroll reports.
4. Perform the **Build W-2 Forms**.
5. Adjust tax tables for 2021 rates.
6. Change processing dates to 2021.
7. Perform the **Year End Update**.
8. Commence Regular 2021 Pay Cycles.
9. Complete W-2 processing.

For more information about what you can do to prepare for year end before your final payroll cycle, look at the Setup section of the Year End Help File.

#### Step 1. Order 2020 Forms

- W-2, W-3, and 1099-Misc Forms are available online at <https://www.formsforspectrumsoftware.com> or via phone at **(800) 544-3427**.
- Viewpoint Forms are all guaranteed to work with Spectrum.
- Now is a good time to review your check stock and order more if you are getting low!

## Step 2. Complete the final 2020 Pay Cycle

- For all checks dated 12/31/2020 or prior.

*NOTE: If the period end date is in 2020 and the check date is in 2021, it is a 2021 pay cycle check.*

- Once the Year End Update is performed and a 2021 payroll cycle has been updated, payroll checks cannot be run for 2020 again, otherwise the New Year's YTD totals will be incorrect.

## Step 3. Print the Period End Payroll Reports

1. From the Site Map, navigate to **Payroll | Reports**.

*NOTE: If in a Confidential Payroll company, navigate to Confidential Payroll module to run payroll reports. Refer to the Confidential Payroll Year End Instructions for more detail.*

2. Print quarterly tax reports that are appropriate for you:

- **Payroll Register**
- **Unemployment Tax Report**
- **Quarterly Federal Tax Report**
- **State Disability Insurance Report**
- **Subject to Tax Report**
- **Workers' Compensation Report (Rate per \$100)**
- **Workers' Compensation Report (Rate per Hour)**
- **Workers' Compensation Job Expense Report**
- **Employee Earnings History Report**

## Step 4. Perform the Build W-2 Forms

1. From the Site Map, navigate to **Payroll | Period End | W-2 Processing** , then click the **Build** button.

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*(NOTE: If in a Confidential Payroll company, navigate to Confidential Payroll | W-2 Processing module to build W-2 forms, then click the Build button. Refer to the Confidential Payroll Year End Instructions for more detail.)*

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2. Perform the **Build W-2 Forms** . See the Payroll Processing topic for more details.

## **Step 5. Update Tax Tables to 2021 Rates**

There are two methods for updating the income tax graduated tables in Spectrum: they can be updated manually, or you can use the tax table import download from the Viewpoint Customer Portal.

The tax table import only updates income tax graduated and percentage income tax tables for U.S., Canada, state and province tax codes. It also updates standard deductions and exemptions as applicable.

IRS Notice 1036 contains the US Federal taxation rates. We recommend reviewing this publication when setting your US tax rates.

### **Tax Table Subscription Update – for Income Tax Graduated Tables only**

This process updates income tax tables across all Spectrum companies.

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*NOTE: If you run payroll in multiple companies, before entering updates in US tax tables, complete Steps 1-4 of the Year End Checklist in all payroll companies.*

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Viewpoint provides an electronic tax table update, which users load into Spectrum. It covers federal income tax tables and all 50 states graduated and percentage income tax tables. It also updates standard deductions and exemptions as applicable. It does not cover other tax rates, such as Unemployment, SDI or Worker's Comp. Please adjust and confirm those tax rates and limits manually (see the section below on updating US Tax Tables manually).

1. Log in to [Viewpoint Customer Portal](#).
2. Click **Downloads** in the left hand navigation.
3. Click **Tax Tables**.
4. Click **2021 V14 US Tax Tables**.

5. Click the **Download** button, and save the .pro file to your workstation. For more detailed instructions on installing the tax table subscription, view the **Tax Table Loading Instructions** document available in the Spectrum customer portal.)
6. In Spectrum, go to **System Administration | Year End | Tax Table Import**.
7. Click **Preview**.
8. Verify that all payroll cycles are completed in ALL companies, and print the Tax Table Listing report before proceeding with the import.
9. Upload the file saved in step 5. When the update is completed, the screen will return to the Site Map.

**To update the US Tax Table manually, perform the following steps:**

1. On the Site Map, click **Payroll | Maintenance | Tax Tables**.
2. In the **Tax Table Maintenance** screen, type "US" in the search field and click **Go**.
3. On the **Income Tax** tab, select a filing status.
4. Click **Edit** to make changes to the graduated tables, as required for that filing status.
  - On the **Std Deduction** and **Tax Credit** tabs, taxes should remain at None. The **Exemption** tab should be set for US Withholding values. It is the amount of withholding before calculation. The **Exemption**, **Std Deduction** and **Tax Credit** tabs are set for each filing status separately.
5. The **Other Taxes** tab has FUTA and FICA rates.
6. When you are done making changes, print the **Tax Table Listing** and compare it to the numbers on the IRS site.

**State Tax Tables, manual update:**

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*NOTE to Multi-Company Users: If you perform Payroll in more than one Spectrum company, don't forget to do these steps in each company.*

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1. On the Site Map, click **Payroll | Maintenance | Tax Tables**.
2. In the **Tax Table Maintenance** screen, type the state tax table code in the search field and click **Go**.



3. On the **Income Tax** tab, select a filing status.
4. Click **Edit** to make changes to the graduated tables and other income tax settings, as required for that filing status. Please consult with individual state revenue departments and/or your tax advisor to set up withholding for state income taxes.
5. The **Other Taxes** tab has SUTA and SDI rates.
6. When you are done making changes, print the **Tax Table Listing** and compare it to the numbers in state department of revenue documentation.

### **Worker's Compensation Rate Changes**

Worker's compensation rates may have changed as well. Be sure to make changes, when new rates are available.

1. On the Site Map, go to **Payroll | Maintenance | Worker's Compensation**.

### **Step 6. Change Payroll and General Ledger Processing Dates to 2021.**

1. On the Site Map, go to **System Administration | Installation | Processing Dates**.

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*NOTE: If the first payroll dated in 2021 will have a December 2020 period end date, set the minimum date to the period end date.*

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### **Step 7. Perform the Year End Update Procedure**

The Payroll Year End Update clears the prior year YTD earnings figures, clearing the decks for a New Year payroll cycle. Once the Year End Update is performed, and a payroll cycle in the New Year is updated, it is not advisable to attempt to process a prior year's payroll check . Special procedures would have to be taken to do so (i.e., voiding all the payroll checks in the New Year) and is not recommended. Please confirm that all payroll checks dated for the prior year have been completed.

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*NOTE: During the Year End Update is when an employee can be optionally purged. This purge deletes all history for an employee and is not recommended until at least one full calendar year has passed. For example, 2020 records would not be purged until at least 2022. Employee records are also cleared from the New Employee Table (which is used to track last job, last equipment, and related information). Benefit totals will be obtained from the Payroll Time Off Bank Log Table using the check date for 'YTD Earned'.*

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1. Go to **Payroll | Period End | Year End Update**. The Year End Update/Employee Purge tab displays.
2. In the **Set new payroll year to** field, enter '2021'.
3. Click **Preview** to review a list of Employees that will be purged.
4. Click **Continue** on the Year End Update / Employee Purge screen to finish the procedure.

For non-standard calendar years that require an additional pay period, the system will calculate using the appropriate weekly and biweekly payrolls that occur in a non-standard calendar year by selecting the **Extra pay period this year** check box on the [Tax Table Maintenance](#) or [Year End Update](#) screens.

### Step 8. Commence Regular 2021 Pay Cycles

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*NOTE: Make sure check dates are in the New Year, regardless of the work date.*

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### Step 9. Complete W-2 processing

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*NOTE: If in a Confidential Payroll company, navigate to Confidential Payroll | W-2 Processing module to build W-2 forms, then click the Build button. Refer to the Confidential Payroll Year End Instructions for more detail.*

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1. Go to **Payroll | Period End | W-2 Processing**.
2. Print the W-2 Listing and review. Make changes and reprint the list if necessary. See the Payroll Processing topic for more detailed information on W-2 processing.
3. All employees who have generated a W-2 are listed in the W-2 Form Maintenance screen. To browse for the desired employee, page down to scroll through the file. (The employee search window will only provide a list of employees found in the current company.)
4. Confirm that the W-2 format is correct.
5. Print the W-2's on plain paper to see how they will look. Be sure the W-2's print at the desired printer and that the format matches your W-2 forms.
6. Load the W-2's into the printer and print. Employee W-2's are due by February 1, 2021.
7. Prepare the W-3 Form if you are filing paper W-2 forms.

## Confidential Payroll Year End Instructions

This section is ONLY for clients with the Confidential Payroll module installed on their systems. It should be used as a supplement to the **Payroll Year End Checklist**. With Spectrum Confidential Payroll, all payroll records for selected employees are stored in a separate "confidential company" to maintain security.

### Multiple Company Reporting and W-2's

In the Confidential Payroll module, the option is available to print reports and generate W-2's on employees from multiple companies, including the Confidential Company. Reports run through the Payroll module within the confidential company contain information only on employees who are entered in the Confidential Payroll company.

To access the multi-company reports option, from the site map, go to **Confidential Payroll | Report Companies**. Enter the companies that you would like to report out consolidated information. The multi-company reporting will impact the following functions:

- **Confidential Payroll | W-2 Processing** (users will be given the option to build W-2's for confidential employees only or for all companies entered in the **Report Companies** function)
- **Confidential Payroll | All Reports**
- **Confidential Payroll | Build Electronic Data File**

The following quarterly tax reports are available at Confidential Payroll:

- Payroll Register
- Unemployment Tax Report
- Quarterly Federal Tax Report
- State Disability Insurance Report
- Subject to Tax Report
- Workers' Compensation Report (Rate per \$100)
- Workers' Compensation Report (Rate per Hour)

- Workers' Compensation Job Expense Report
- Employee Earnings History Report

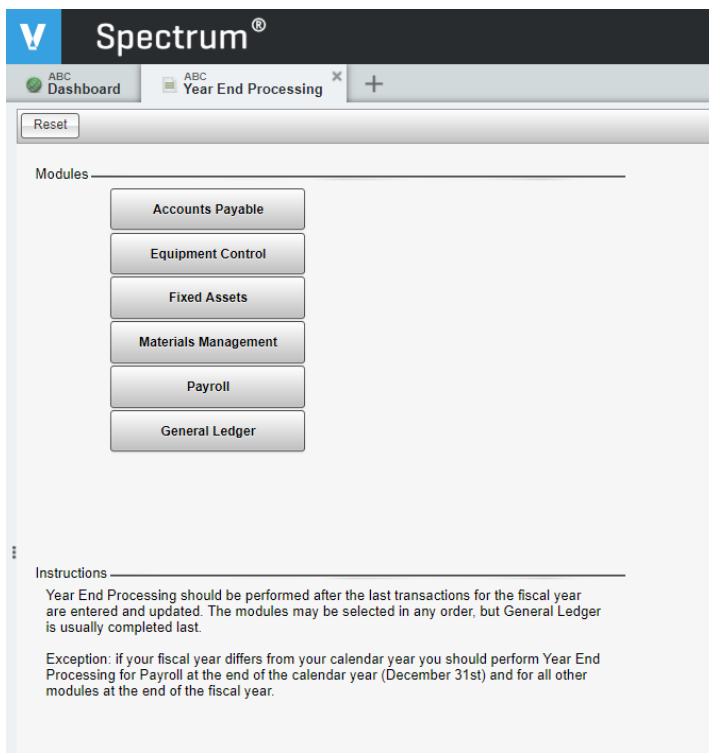
## Year End Processing Screen

The Year End Processing screen links module-by-module to the screens needed when processing year end. These screens are also available from within each module (for example, Payroll | Period End | W-2 Processing leads to the same screen as System Administration | Year End | Year End Processing | Payroll). The Year End Processing screen is provided for convenience when completing your Year End to-do list.

To access the Year End Processing screen, go to **System Administration | Year End | Year End Processing**.

Only the modules licensed and installed on your system will appear on this screen. After clicking into a module on this screen, a green check mark will appear next to the module button, to show what modules you have completed.

For detailed information on processing Year End for each of the Modules, please see the **Payroll Processing** and **Non-Payroll Processing** topics



## **Accounts Payable**

- [Build 1099-MISC/NEC Forms](#)
- [1099-MISC/NEC Maintenance](#)
- [Print 1099-MISC/NEC Forms](#)
- [Export 1099-MISC/NEC File](#)

## **Equipment Control**

- [Open Forward Balance](#)

## **Fixed Assets**

- [History Consolidation](#)

## **Materials Management**

- [Open Forward Balance](#)

## **Payroll**

- Year End Reports
  - [Quarterly Federal Tax](#)
  - [Unemployment Tax](#)
  - [State, County & Local Tax](#)
  - [State Disability Insurance](#)
  - [Worker's Comp Rate/\\$100](#)
  - [Worker's Comp Rate/Hour](#)
  - [State History](#)
  - [Earnings History](#)
- [Build W-2 Forms](#)
- [W-2 Processing](#)
- [Income Tax Tables](#)
- [Year End Update](#)

- [Print W-2 Forms](#)
- [Print W-3 Forms](#)
- [Export W-2 File](#)

### General Ledger

- [Open Forward Balance](#)
- [Fiscal Calendar](#)

## Payroll Processing

This chapter walks through the different Spectrum functions you will use for Year End processing of payroll. These functions are available through **System Administration | Year End | Year End Processing | Payroll**, or through the Payroll module. In addition to this document, the help files on individual screens will have detailed instructions that may include additional information on field-level allowed values.

- [Year End Reports](#)
- [W-2 Processing \(W-2 Form Maintenance\)](#)
- [Build W-2 Forms](#)
- [Print W-2 Forms](#)
- [Print W-3 Forms](#)
- [Export W-2 File](#)
  - [Nelco Processing](#)
- [Income Tax Tables](#)
- [Year End Update](#)

### Payroll Reports

We recommend running and saving/archiving the following reports. They are available through **Payroll | Reports**, or **System Administration | Year End | Year End Processing | Payroll**.

- Quarterly Federal Tax
- Unemployment Tax
- State, County & Local Tax – also called Subject-to-Tax
- State Disability Insurance
- Worker's Comp Rate/\$100
- Worker's Comp Rate/Hour
- State History – also called Wage and Tax History
- Earnings History – also called Employee Earnings History

The following report, only available at **Payroll | Reports**, should also be reviewed as part of your year end payroll balancing

- Liabilities Reconciliation

## **W-2 Form Maintenance**

The W-2 Form Maintenance screen is used to add or edit information produced by the Build W-2 Forms function. It is also the landing page for all W-2 and W-3 processing functions: Build, Print, Listing and Export.

- Numeric fields should be entered in dollars and cents (up to \$99 million), but numbers cannot be negative.
- Do not enter dollar signs (\$) or commas. Use a decimal point even if the amount is an even dollar amount.
- For a complete list of field descriptions, please refer to the Spectrum Help.

## **Cost Center Security Information**

If cost centers are being used in the current company, only employees that the operator has security authorization to access are available.

If entity tracking is enabled in the current company, employee W-2 records display based on whether the operator has authorization for the assigned entity. If at least one authorized cost center is assigned to the specified entity code, all W-2s for that entity display.

## Build W-2 Forms

Use this screen to update W-2 information. Up to 360 forms per employee are supported. The Build W-2 Forms screen clears the W-2 file and calculates W-2 information based on the payroll earnings history file.

If the **Write 1 state & locality per W-2?** check box is clear, there will be up to two localities on each form. Only Form 1 for each employee will contain federal information regardless of whether this box is checked. If you are processing W-2 forms through Nelco, and you have multi-state filings to make, please leave this check box clear.

New for 2020: When reporting FFCRA/COVID wages on W2's, the IRS requires qualified sick leave wages and qualified family leave wages must be included in Boxes 1, 3 (up to the social security wage base) and 5 on the [Build W-2 Forms](#) screen. They also must be reported in Box 14. As it is possible to have three items plus up to three FFCRA items for an employee, the Build process will create an extra form automatically.

## Cost Center Security Information

If cost centers are being used in the current company, only employees that the operator has security authorization to access are available.

If entity tracking is enabled in the current company, employee W-2 records display based on whether the operator has authorization for the assigned entity. If at least one authorized cost center is assigned to the specified entity code, all W-2s for that entity display.

## Separate W-2s by Entity

If entity tracking is enabled for the current company in the Enterprise Installation screen, the W-2 build will break employee earnings onto separate W-2 Forms based on 'Entity code' stored in the Payroll Check History Table. The software will first look to find the particular state or locality's tax code for the entity code and if found, will then look for whether it has an assigned Payer tax ID number. If the state or locality does not have a tax code present, the taxpayer ID will be assigned from the tax table.

For step-by-step instructions on this screen, refer to the field descriptions at [https://help.dexterchaney.com/Spectrum14/#../Subsystems/PR/Content/PR\\_Period\\_End/Build\\_W2\\_Form-s.htm](https://help.dexterchaney.com/Spectrum14/#../Subsystems/PR/Content/PR_Period_End/Build_W2_Form-s.htm).



## Print W-2 Forms

The Print W-2 Forms function is available in two locations:

- On the Site Map, click **Payroll | Period End | W-2 Processing**, then click the **Print W-2** button.
- On the Site Map, click **System Administration | Year End | Year End Processing | Payroll**, click **W-2 Processing**, then click the **Print W-2** button.

Use this screen to Print W-2's. If W-2's need to be grouped by state when printing, use the **Tax table code** field to specify a state.

Each year, before W-2 forms are loaded into the printer, we recommend the following:

- Print one W-2 on plain paper to confirm the correct printer destination.
- After printing a W-2 on plain paper, hold it up against a W-2 form to check the alignment of the values with the form. If the W-2 values do not align with the form, please try the following:
  - Try another browser to print from (if using Chrome, try Firefox and vice versa).
  - Click **Export** in the print selection screen (instead of preview) and print to Acrobat (pdf) or Crystal Report Viewer (rpt).
  - When printing, use the Actual size print option (no scaling).
  - After all the above, try using another printer.
  - Try scaling the print one or more percentage points in either direction.
- Export the final W-2 print to .PDF format and save it in a read-only, year-specific folder on your server or workstation. This will allow you to reprint the W-2 in the future, if necessary.

For step-by-step instructions on this screen, refer to the field descriptions at [https://help.dexterchaney.com/Spectrum14/#../Subsystems/PR/Content/PR\\_Period\\_End/Print W2 Forms.htm](https://help.dexterchaney.com/Spectrum14/#../Subsystems/PR/Content/PR_Period_End/Print W2 Forms.htm)

## Cost Center Security Information

If cost centers are being used in the current company, only employees that the operator has security authorization to access are available.

If entity tracking is enabled in the current company, employee W-2 records display based on whether the operator has authorization for the assigned entity. If at least one authorized cost center is assigned to the specified entity code, all W-2s for that entity display.

### **Print W-3 Forms**

Use this screen to print the W-3 Transmittal of Wage and Tax Statements form, which is a required form when filing W-2's. Please refer to the IRS instructions on filing forms W-2 and W-3 for detail on SSA requirements.

Per Social Security Administration (SSA) regulations, the W-3 form is a Federal form not intended for use as a "state" totals page. Please go to **W-2 Form Maintenance** screen, click the **Listing** button, select **Totals only?**, enter the state code in the **Tax table code** field, and use that print-out for state purposes.

- Box 12a of the W-3 form sums Box 12 figures of the W-2 forms for code letters D, E, F, G, H, S, Y, AA and BB.
- Box 12 code DD is for the Cost of employer-sponsored health coverage, and code EE is for Designated Roth contributions under a governmental section 457(b) plan.
- For a complete list of field descriptions, please refer to the Spectrum online Help (click Help from the Print W-3 Forms screen).

### **Export W-2 File**

Use this screen to prepare W-2 electronic files. There are two electronic file types that can be created from this screen. One conforms to the federal electronic EFW2 format. The other is a comma-delimited file, in a format used by Nelco, a 3rd party processor of W-2's.

#### **EFW2 Format File for Federal Filing**

Here are instructions for creating the EFW2 format file for Federal W-2 filing:

1. Complete and review the screen selections. For step-by-step instructions on this screen, refer to the field descriptions at

[https://help.dexterchaney.com/Spectrum14/#../Subsystems/PR/Content/PR\\_Period\\_End/Export W2 File.htm](https://help.dexterchaney.com/Spectrum14/#../Subsystems/PR/Content/PR_Period_End/Export W2 File.htm)

2. For Federal submittal, leave **Tax table** field at 'ALL.'
3. Click the **Continue** button. A pop-up will appear where you can enter an alternate file name for the export (the file name will always default to W2REPORT).
4. Click the **Continue** button on the pop-up. The download settings for your browser and / or workstation will determine where the EFW2 format file is saved or how it is opened. Please contact your company IT department for more information.
5. After the EFW2 format file has been created, use Notepad or Notepad++ to confirm the W-2 information has been created.

**Power User Tip:** Spectrum includes data validations on the Nelco export that are not part of the EFW2 file creation. Before clicking the Continue button on the Export W-2 file screen, click the Nelco CSV button, to let Spectrum check addresses, SSNs and names on the W-2 Employee records. After all corrections are entered, and the Nelco CSV validation is clean, then click the Continue button, and create an EFW2 record with cleaner data.

6. To further review the contents of the electronic file, the Social Security Administration offers AccuWage Software.

*NOTE: All Address fields must be completed, even if the same address is used more than once, or you will receive an error message when you run your AccuWage test.*

7. Enter information as needed in each field. Refer to the message line at the bottom of the screen and IRS or SSA documentation for assistance.

### **Supplemental Instructions for State filing with the EFW2**

Spectrum includes the standard, required EFW2 fields in its W-2 export. Many states require additional fields, which are not supported by the Spectrum W-2 export. Please see the Appendix to this Help File for a list of states which have additional requirements for electronic filing.

There are several options to create an electronic file that meets these states' non-standard requirements:

- Manually modify the EFW2 file created out of Spectrum in Notepad or Notepad++.

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*Please note that Spectrum Support is not able to assist with modifying EFW2 files.*

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- Contract with Viewpoint's Professional Services or Technical Services to create a state-specific EFW2 file.
- Contract with Nelco to generate the W-2's (see section below).
- To create a state-specific electronic file, enter the tax table code for the state in the **Tax table** field, and fill in the **Tax ID** and **FIPS code** on the screen, before clicking the **Continue** button.

**IMPORTANT:** Be aware that the file name always defaults to "W2REPORT." We recommended that you create separate sub-directories to write the Federal and each individual state file, or be very careful to consistently name the files. Unless you write to a slightly different location or file name, your latest electronic file will overwrite the previous one.

## Viewpoint Partners with Nelco to Support W-2 Filing

The Spectrum interface has a function to create a comma delimited (.csv) file which can be uploaded to the Nelco site to process W-2's. In addition, Nelco has special Viewpoint customer pricing for processing W-2's. Please contact Nelco at 1-800-266-4669 for more information.

After carefully filling out the Export W-2 file screen, click the Nelco CSV button. After validating and correcting data, the system will prompt you, based on the download and save settings on your workstation, to save or open the file. If you do open the file, please use Notepad or Notepad++, as Excel will often strip leading zeros unless the data is carefully imported in.

Once the file has been saved, you will go to the Nelco website and choose from a menu of Nelco services, including electronic filing and delivery of forms to employees.

**IMPORTANT:** If you are using Nelco to file W-2's, the State ID must be entered in an exact format. Please see the Appendix for a document with State ID format requirements, or contact the taxing agency of each state in question. The State ID should be verified prior to building W-2's. To correct the State Tax ID for future filings, enter it at [Payroll | Maintenance | Tax Tables](#) > enter the tax table code of the state in question, fill in the Tax ID Number field with the correctly formatted ID.

Complete and review the screen selections, paying special attention to the tax year selection.

1. Click the **Nelco CSV** button. The Export to Nelco CSV Format information window displays.
2. Click the hyperlink to learn more about Nelco Solutions, or click **Continue** if you are already sure you wish to proceed with the export.
3. A second information window displays letting you know if the export was successful and listing any exceptions (records containing errors) if they exist.
4. Open the [Nelco partner site](#). If this is your first time here, you'll need to click the **Create Account** link. Here you'll be prompted to enter your general info (name, address, email, etc.) about your company.
5. Click the **Import Data** link and select the 'Federal Information Reporting' Form Type and select the File to Import.
6. Upload your .CSV file to the Nelco site from your Downloads folder.
7. Click the **Import** button.

Choose one of the following filing bundles

**BUNDLES**

☐ Federal E-filing, Recipient Mail, & Online Retrieval ?

**OR any service option(s)**

**A LA CARTE SERVICES**

☒ Federal E-Filing ?

☐ Recipient Mail & Online Retrieval ?

**SUBTOTAL: \$4.80**

[Price List](#)

**LEGEND:**

☒ Selected for Service

☐ Previously Filed

☐ Selected for Reprint

**FORMS IN PROGRESS** [Delete All Forms](#)

Choose services (left) and affected Recipient (below) to add to cart.

**Import Company**

1095-C (4 records)	Federal Filing	Recipient Copy
<input checked="" type="checkbox"/> Doe, John A Jr	✓	
<input checked="" type="checkbox"/> Johnson, Jim P	✓	
<input checked="" type="checkbox"/> Smith, Jane F	✓	
<input checked="" type="checkbox"/> West, Pam J	✓	

UNSELECT ALL

4 record(s) selected

0 record(s) selected

CLEAR SUBMISSION HISTORY

NEXT

NEXT

8. On the **Forms In Progress** screen, choose the filing services you wish to use: **Federal E-filing, State Filing, Recipient Mail & Online Retrieval**. These services can be selected as a bundle or individually.
9. Make sure all the employees for your companies are selected on this screen and click the **Next** button to proceed.
10. If you have selected the 'Recipient Mail & Online Retrieval' service, enter recipient email addresses.
11. Review the recipients in your cart and click the **Next** button.
12. On the **Payment Details** screen, enter credit card information.
13. Click the **Pay & Submit** button to complete processing.

### **Cost Center Security Information**

If cost centers are being used in the current company, only employees that the operator has security authorization to access are available.

If entity tracking is enabled in the current company, employee W-2 records display based on whether the operator has authorization for the assigned entity. If at least one authorized cost center is assigned to the specified entity code, all W-2s for that entity display.

### **Income Tax Tables**

There are two methods for updating the income tax graduated tables in Spectrum: they can be updated manually, or you can use the tax table subscription download from the Spectrum Customer Portal.

Note that the tax table subscription update only updates graduated and percentage income tax tables. It also updates standard deductions and exemptions as applicable.

IRS Notice 1036 contains the US Federal taxation rates. We recommend reviewing this publication when setting your US tax rates.

Refer to the [Year End Checklist](#) topic for detailed instructions.

## Year End Update

The Payroll Year End Update clears the prior year YTD earnings figures, clearing the decks for a New Year payroll cycle. Once the Year End Update is performed, and a payroll cycle in the New Year is updated, it is not advisable to attempt to process a prior year's payroll check. Special procedures would have to be taken to do so (i.e., voiding all the payroll checks in the New Year) and is not recommended. Please confirm that all payroll checks dated for the prior year have been completed.

---

*NOTE: During the Year End Update is when an employee can be optionally purged. This purge deletes all history for an employee and is not recommended until at least one full calendar year has passed. For example, 2020 records would not be purged until at least 2022. Employee records are also cleared from the New Employee Table (which is used to track last job, last equipment, and related information). Benefit totals will be obtained from the Payroll Time Off Bank Log Table using the check date for 'YTD Earned'.*

---

Refer to the [Year End Checklist](#) topic for detailed instructions.

For non-standard calendar years that require an additional pay period, the system will calculate using the appropriate weekly and biweekly payrolls that occur in a non-standard calendar year by selecting the **Extra pay period this year** check box on the [Tax Table Maintenance](#) or [Year End Update](#) screens.

## Non-Payroll Processing

This topic covers year-end processing steps for the following modules:

- [General Ledger](#)
- [Accounts Payable](#)
- [Equipment Control](#)
- [Fixed Assets](#)
- [Materials Management](#)

## General Ledger

### Open Forward Balance Update

The Opening Forward Balance Update carries all asset, liability, and equity General Ledger balances forward from one year to the next. All changes are reflected in current balances. Income and expense accounts will be closed to the Retained Earnings account defined in the G/L Installation screen. This update may be run frequently as the company progresses into a new fiscal year. This step should be repeated if changes have been made to the previous year.

**IMPORTANT:** When using this function, all balance records for the next year will be affected.

- If the asset account's year-end balance is \$0.00 and the status is Not used, the account code is not rolled forward to the New Year.
- If the liability account's year-end balance is \$0.00 and the status is Not used, the account code is not rolled forward to the New Year.
- If the capital account's year-end balance is \$0.00 and the status is Not used, the account code is not rolled forward to the New Year.
- Regardless of an income account's status, the account code is closed to Retained Earnings.

### Fiscal Calendar Maintenance

The Fiscal Calendar Maintenance screen displays all fiscal years presently set up in the current company. This screen is also used to set and maintain Journal Entry sequence numbers and ending dates for each fiscal period. Entries made here control certain defaults and virtually every transaction updated to the General Ledger.

Normally, no changes are required in this screen. However, at year end is a great time to check whether there need to be any additional years added to the fiscal calendar. If changes are made, the dates on historical transactions will not be changed.

### To update the Fiscal Calendar



1. On the Site Map, click **General Ledger | Period End | Fiscal Calendar Maintenance**.
2. Click the **New Year** button. The Add New Fiscal Year window displays.
3. Press **Enter** until all periods display, and then click **OK**.

*Note: Use the Add New Fiscal Year window to add years to your fiscal calendar. After entering the number of periods, press Enter. The dates and period labels for the next future year default, and you are able to edit the period labels. Next, the Auto-Create Additional Fiscal Years window displays, allowing you to create up to nine additional years based on the established settings.*

4. Display the new Fiscal Calendar. Review the new dates to verify the update.
5. Click the check mark to save and exit the calendar.

### **Processing Dates Maintenance**

At Year End maximum dates in all modules will need to move into the New Year.

In the Change Processing Dates screen, Edit Mode is engaged as soon as the screen is opened. Anyone else making entries in that company will need to wait until the screen is closed to process date based transactions.

1. Go to **System Installation | Processing Dates**.
2. Make any necessary changes.
3. To save changes, click **Save** and/or the check mark in the upper right hand corner until the screen has returned to the Site Map.

### **Accounts Payable**

#### **Managing Vendors with 1099s**

The IRS requires that if you make payments in excess of \$600 to certain groups, you must prepare 1099-MISC/NEC forms and send copies of the forms to the IRS and vendor(s). Complete the following steps to ensure that your vendor and 1099 information are set up properly within Spectrum.

#### **Set up the Vendor**

1. On the Site Map, click **Accounts Payable | Vendors** to set up a vendor.
2. Click the **Properties** button and complete the Payment due, Discount due, Insurance, Status, and Invoice defaults sections.
3. In the 1099-Misc section of the Properties window, select the **1099-Applicable** check box and then complete the **Alternative name** field.

---

*Note: It is suggested that you complete the Alternative name field in case the vendor uses multiple names when submitting his/her 1099 information to the government.*

---

4. In the **Amount indicator** field, use the drop-down menu to select the 1099 form's payment indicator.
5. Complete the **Social Security #** field or the **Payer Tax ID number** field.

---

**IMPORTANT:** Do not wait to until a later time or date to complete this step.

---

6. Complete the remaining fields and then click **OK** until you return to the Site Map.

### **Year End Processing**

1. From the Site Map, go to **Accounts Payable | Period End | 1099 MISC/NEC Form**, or go to **System Administration | Year End | Year End Processing**, click the **Accounts Payable** button, click the **1099 MISC/NEC Maintenance** button.
2. Click the **Build** button to open the Build 1099-MISC/NEC Forms screen.
3. In the **Vendor** field, enter the vendor code, press F4 to select a valid vendor code, or press Enter to accept the software default of ALL.
4. In the **From date** field, enter the first payment date to be processed. Normally, this is 01/01/YY.
5. In the **Through date** field, enter the final payment date to be processed. Normally, this is 12/31/YY.
6. In the **Minimum amount** field, enter the minimum year-to-date payment amount for the vendor 1099s. Vendors with total payment amounts less than the amount entered in this field will not be updated to 1099 processing.
7. Select **Continue** and then click **Save** until you return to the Site Map.

## **1099-MISC/NEC Maintenance**

The 1099-MISC/NEC Form Maintenance screen displays a list of all the vendors currently receiving a 1099. You can also use this screen to update and print 1099-Misc forms for vendors.

- Click **New** to create add a new 1099-Misc recipient, or select a record and click **Edit** to make changes.
- This screen provides vendor status protection. Entry is prevented when the vendor status is Not Used. A warning displays when the status is Inactive.

## **Build 1099-MISC/NEC Forms**

This update is used prior to printing 1099-MISC/NEC forms to collect necessary information from throughout the software. It must be run prior to the Vendor History Purge for 1099-Misc forms to be accurate.

To support tax law guidelines requiring companies to omit payments made by a "third party network" (e.g., credit card processor) from this form, the Build 1099-MISC/NEC Forms exclude payments made from Cash Management credit card accounts and any payments made via Comdata. The Vendor 1099 report also excludes these payments.

## **Print 1099-Misc Forms**

This screen is used to print 1099-MISC/NEC forms. 1099 information is generated either through 1099-MISC/NEC Form Update or through 1099-MISC/NEC Form Maintenance. The payer name, address and telephone number shown on the 1099-MISC/NEC form is printed based on information stored in the Company Installation screen.

## **Export 1099-MISC/NEC File**

Use this screen to export 1099-MISC/NEC forms. Only 1099s that are filed electronically will display in this screen.

- All entries must be capitalized per Internal Revenue Service (IRS) specifications.
- The transmitter is the party preparing the 1099-MISC/NEC file. The contact name is the party the IRS will contact should there be a problem. These may be the same.

- If 'Entity tracking' is enabled in Enterprise Installation, this export will segregate forms by Entity. The Export file will contain the 'entity' name and address, when applicable, in place of the Company Installation information. Whereas the 'payer tax ID number' for the 'main company entity' is entered as the forms are built, the entity-specific 'payer tax ID numbers' are derived from the Entity setup.

---

*Note: While entering tax ID and address information, punctuation characters should not be included.*

---

## **Viewpoint Partners with Nelco to Support 1099-MISC/NEC Filing**

In order to make it easier for users to file 1099-MISC/NEC forms, Viewpoint is partnering with Nelco. The Spectrum interface includes an exported CSV file which can be uploaded to the Nelco site by the user via the new Nelco CSV button on this screen. Users can then choose from a menu of Nelco services, including electronic filing and delivery of forms.

Complete and review the screen selections, paying special attention to the tax year selection.

1. Click the **Nelco CSV** button. The Export to Nelco CSV Format information window displays.
2. Click the hyperlink to learn more about Nelco Solutions, or click **Continue** if you are already sure you wish to proceed with the export.
3. A second information window displays letting you know if the export was successful and listing any exceptions (records containing errors) if they exist.
4. Open the [Nelco partner site](#). If this is your first time here, you'll need to click the **Create Account** link. Here you'll be prompted to enter your general info (name, address, email, etc.) about your company.
5. Click the **Import Data** link and select the 'Federal Information Reporting' Form Type and select the File to Import.
6. Upload your .CSV file to the Nelco site from your Downloads folder.
7. Click the **Import** button.

Choose one of the following filing bundles

BUNDLES

☐ Federal E-filing, Recipient Mail, & Online Retrieval

OR any service option(s)

A LA CARTE SERVICES

☒ Federal E-Filing

☐ Recipient Mail & Online Retrieval

SUBTOTAL: \$4.80

Price List

LEGEND:

☒ Selected for Service

☐ Previously Filed

☐ Selected for Reprint

FORMS IN PROGRESS [Delete All Forms](#)

Choose services (left) and affected Recipient (below) to add to cart.

Import Company

1095-C (4 records)	Federal Filing	Recipient Copy
<input checked="" type="checkbox"/> Doe, John A Jr	✓	
<input checked="" type="checkbox"/> Johnson, Jim P	✓	
<input checked="" type="checkbox"/> Smith, Jane F	✓	
<input checked="" type="checkbox"/> West, Pam J	✓	

UNSELECT ALL

4 record(s) selected

0 record(s) selected

CLEAR SUBMISSION HISTORY

NEXT

8. On the **Forms In Progress** screen, choose the filing services you wish to use: **Federal E-filing, State Filing, Recipient Mail & Online Retrieval**. These services can be selected as a bundle or individually.
9. Make sure all the employees for your companies are selected on this screen and click the **Next** button to proceed.
10. If you have selected the 'Recipient Mail & Online Retrieval' service, enter recipient email addresses.
11. Review the recipients in your cart and click the **Next** button.
12. On the **Payment Details** screen, enter credit card information.
13. Click the **Pay & Submit** button to complete processing.

## Equipment Control

### Open Forward Balance Update

The Open Forward Balance Update screen resets the opening revenue and cost balances for a new fiscal year from the previous year for each piece of equipment. This is a necessary update when moving from one year to the next, and may be run numerous times.

This function is available at **Equipment Control | Period End | Open Forward Balance Update**, or **System Administration | Year End | Year End Processing** and click **Equipment Control** and click **Open Forward Balance**.

1. Enter the fiscal year most recently completed.
2. Click **Continue**.

### Fixed Assets

For Fixed Assets year end processing, often companies are required to report on assets that they acquire or dispose of that year, and report on YTD depreciation.

### YTD Depreciation

YTD depreciation can be reported by going to **Fixed Assets | Period End | Depreciation History Report**, running the Depreciation History Report for the 01/01/YY through 12/31/YY dates (and then cancelling out of the optional Purge step which appears on another screen).

### Disposal

To dispose of an asset without deleting and report on the disposal at year end, perform the following steps:

1. Create a Department at **Fixed Assets | Maintenance | Department** for all assets that are disposed of in the current year.
2. When an asset is retired, sold, disposed of, etc., set the asset to Inactive status at **Fixed Assets | Maintenance | Fixed Assets Master**, to stop depreciation calculation.
3. Enter the date retired and sales price (if applicable) on the asset, and change the department on the asset to the department created in step 1.

4. These changes are not recorded in the general ledger. If you have sold the asset, create a journal entry to reduce the asset, accumulated depreciation amount, and gain/loss on sale, etc.
5. To report on asset disposal for the year, run a fixed asset listing (go to **Fixed Assets | Maintenance | Fixed Assets Master**, click the **Listing** button), using the department created in step 1.

## Deletion

If you choose to delete an asset entirely from Fixed Assets, you can report on disposed assets with the Deletions Report, at **Fixed Assets | Reports | Fixed Assets Deletions**. Only deleted assets will display on the Deletions report.

---

*NOTE: Once viewed, the Fixed Assets Deletions report prompts you to purge the data (it purges the retirement activity). So if you've never run these reports before, you will likely see several years of data.*

---

1. Go to **Fixed Assets | Maintenance | Fixed Assets Master**.
2. Press **Enter** to see all your assets.
3. Scroll down to the asset you have sold, and then click on the **Delete** button.
4. You will be asked again if you wish to delete, click **OK**.

## Addition

To report an asset addition to Spectrum, go to **Fixed Assets | Reports | Fixed Assets Additions** and click Preview. All assets that have ever been added to Spectrum, and not yet purged from this listing, will show in this report. When you run this report, please retain it as a permanent record of the company, as it cannot be recreated.

---

*NOTE: Once viewed, the Fixed Assets Addition report prompts you to purge the data (it purges the addition activity only, not the asset or depreciation records). So if you've never run this report before, you will likely see several years of data.*

---

## History Consolidation

The Fixed Assets History Consolidation is an optional function and used only if you have purged General Ledger depreciation records in General Ledger for prior years.

This function is available at **Fixed Assets | Period End | History Consolidation**, or at **System Administration | Year End | Year End Processing**, click **Fixed Assets** and then click **History Consolidation**.

## Materials Management

### Open Forward Balance Update

The Open Forward Balance Update function rolls the totals of the plant production file from one year to the next.

This function is available at **Materials Management | Period End | Open Forward Balance Update**, or at **System Administration | Year End | Year End Processing**, click **Materials Management** and then click **Open Forward Balance**.

1. In the **From fiscal year** field, choose a year from the drop down. The ending balance of that year will roll to the opening balance of the next year.
2. Click **Continue**, and then click **OK** in the confirmation box.

## Affordable Care Act Processing

Form 1095-C is used by employers that are required to report their offers of health coverage to the IRS and employees. It is issued to an individual by an employer subject to 'employer shared responsibility' for providing minimum essential health coverage to any of its employees.

In order to make it easier for users to file 1095-C forms, Viewpoint is partnering with Nelco to provide initial e-filing at no cost. Any follow-up 1095-C corrections will be handled by Nelco for a fee, and printing and mailing of physical forms are also available through Nelco for an additional fee.

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*Note: These forms are exported from each of the companies where the employees are set up, and each file can be separately uploaded to Nelco for processing.*

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### 1095-C Processing

Open the **Payroll | Period End | 1095-C Processing** screen to add and edit employee-specific reporting information. Individual employee records can be edited and deleted, and new



records can be manually entered here.

After the year is entered, the grid populates with the codes and names of employees who have been paid in this company in the year. Entries from previous years will be saved, and will re-appear when that year is entered.

Form 1095-C Maintenance

Employee code:  \*

Year:

Buttons:

showing 8 of 8 records

Employee code	Employee name	Jan coverage	Feb coverage	Mar coverage	Apr coverage	May coverage
BUHJAY	Jay Buhner	1E	1A	1B	1C	1D
COPEDW	Edward Copeland	1H (0.00 2D)	1H (0.00 2D)	1H (0.00 2D)	1H (0.00 2D)	1H (0.00 2D)
FRAKAT	Kathy Franklin	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)
MAXCAR	Caroline Maxwell	1B (450.00 2C)	1B (450.00 2C)	1B (450.00 2C)	1B (450.00 2C)	1B (450.00 2C)
PETRAN	Randy Peterson	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)
WILABB	ABBEY O'Brian	1A	1A	1A	1A	1A
WILWIL	William W William	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)	1A (0.00 2C)
YOUNPHI	Phillip Young	1H (0.00 2A)	1H (0.00 2A)	1H (0.00 2A)	1H (0.00 2A)	1A (0.00 2C)

If employees and dependents have been setup in Human Resources module (see the [ACA Setup](#) section for more information), then employee dependent information will also automatically populate for filling out Part III of the 1095-C form.

- To edit an employee record, select the record in the grid, and click the **Edit** button.
- To delete an employee record, select the record in the grid, and click the **Delete** button.

## Export Worksheet

Click the **Export Worksheet** button to export a 1095-C Excel template, created for the purpose of easing the process of filling in lines 14-16 of the 1095-C.

To save the worksheet, follow these steps:

1. On the pop-up screen, enter the reporting year, and check the box titled **Employer provided self-insured coverage?** if your company provides health insurance for your employees.

2. Enter the name of the file. The file created is a comma-delimited file, and is not given an extension by Spectrum.
3. Click **OK** and download the file to your workstation.
4. Open Excel with a blank workbook.
5. Click into the **Data** tab.
6. Click **From Text**.
7. Search for the file entered in Step 2 at the download location (if you didn't give the file an extension, choose to look for all files). Choose the file, and click **Import**. If you don't choose the Import option for opening the file, all leading zeros will be dropped from the file. We see this impacting especially birthdates and employee codes.
8. Use the following settings to import the data:
  - File type = Delimited
  - Start import at row: 1
  - Choose my data has headers.
  - Click **Next**
  - Select Delimiters = Comma.
  - Click **Next**
  - Select all columns in the data preview:
    - Click the left-most column with your mouse
    - Scroll the scroll bar at the bottom all the way to the right
    - Holding down the shift key, click the right-most column with your mouse
  - Column data format = Text
9. Click **Finish**.
10. Click **OK**.

The worksheet is populated with a list of employees who were paid in the year entered, and columns for entering, per month, lines 14 – 16 for each employee. For self-insured employers, the list may also include employee and dependent records for filling out Part III, and does include blank columns for filling out Part III.

For import, save the worksheet as a .csv / comma-delimited file.

---

*Note: The worksheet does not include any previously entered 1095-C entries.*

---

## Import Worksheet

On the Form 1095-C Maintenance screen, click the Import Worksheet button to import information from the Employee Worksheet (saved as a .csv file). The imported records will change existing records where the employee code / employee name matches (including writing blanks over previously entered data). If an employee code is not on the import file, existing records will not be impacted.

To add employee information, select an employee, click the edit button to open the Edit Form 1095-C window and make changes to an individual employee. The 'Offer' fields and the 'Safe Harbor' fields each provide drop-down lists for IRS-designated codes.

## Print Forms

Before exporting data to Nelco, there are a few additional steps:

1. Click the **Print Forms** button on the Form 1095-C Maintenance screen, and review all 1095-C reports for accuracy and completeness.
2. Contact Nelco at 1-800-266-4669 to obtain your prepaid 1095-C filing code. You will need to provide the total number of customer records you are processing, and your Spectrum customer ID. If you do not know your customer ID, contact Viewpoint Support at 1-800-352-8939 or email [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com).
3. Once all entry in Spectrum is complete, click the **Export** button to export the data for electronic processing. The Export to Nelco information window displays.
4. Enter a contact and phone # for your company, and click **Continue** to proceed with the export.
5. Save the file to your workstation.

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*Note: Do not open the export file in Microsoft Excel, as this will remove leading zeros from, for instance, codes and birthdates. If you need to make any changes to the export file, use a text editor like Notepad, or make changes in Nelco's portal instead (see below).*

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Here are the steps for importing your 1095-C data into Nelco for processing:

1. Open the [Nelco partner site](#). If this is your first time here, you will need to click the **Create Account** link. You'll be prompted to enter general info (name, address, email, etc.) about your company.
2. Click the **Import Data** link and select the 'Affordable Care Act Reporting' **Form Type** and select the **File to Import**. Upload your .CSV file to the Nelco site from your Downloads folder.
3. Click the **Import** button.

Choose one of the following filing bundles

**BUNDLES**

☐ Federal E-filing, Recipient Mail, & Online Retrieval

**OR any service option(s)**

**A LA CARTE SERVICES**

☒ Federal E-Filing

☐ Recipient Mail & Online Retrieval

**SUBTOTAL: \$4.80**

*Price List*

**LEGEND:**

☒ Selected for Service

☐ Previously Filed

☐ Selected for Reprint

**FORMS IN PROGRESS** [Delete All Forms](#)

Choose services (left) and affected Recipient (below) to add to cart.

**Import Company**

1095-C (4 records)	Federal Filing	Recipient Copy
<input checked="" type="checkbox"/> Doe, John A Jr	✓	
<input checked="" type="checkbox"/> Johnson, Jim P	✓	
<input checked="" type="checkbox"/> Smith, Jane F	✓	
<input checked="" type="checkbox"/> West, Pam J	✓	

**UNSELECT ALL**

**4 record(s) selected**

**0 record(s) selected**

**CLEAR SUBMISSION HISTORY**

**NEXT ▶**

**NEXT ▶**

4. On the **Forms In Progress** screen, choose the filing services you wish to use. Remember that Federal E-filing is provided at no cost with the prepaid filing code from Nelco, and printing and mailing services are available for an additional fee. If you only want to file the 1095-C Forms, select the 'Federal E-filing' option from the A LA CARTE SERVICES section as shown below.
5. Make sure all the employees for your companies are selected on this screen and click the **Next** button to proceed.

6. If you selected the 'Recipient Mail & Online Retrieval' service, enter recipient email addresses.
7. On the **1094-C Data Entry screen**, enter Applicable Large Employer (ALE) Member transmittal information for your company. Refer to the IRS instructions for details on entering this information.
8. Review the recipients in your cart and click the **Next** button.
9. On the **Payment Details** screen, enter the Prepaid Filing Code you received from Nelco earlier and click the **Apply Code** button. If you are having Nelco print and mail the forms for you as well, you will need to enter credit card information on this screen for those services.
10. Click the **Pay & Submit** button to complete processing.

# FAQ

## Preparing for Year End

This section provides answers to some of the most common questions related to preparing for year end processing.

### ***How many forms should I order?***

If you plan to use the plain-paper format of the W-2 and file electronically, then ordering forms is not applicable.

A reliable way to determine how many forms might be needed is to perform the Build W-2 Forms and print the "totals only" format of the W-2 Form Listing. This report includes "# of W-2s" on the page. Plus, allow extra pages for potential alignment errors, printer jams, and reprints for employees who may have lost their W-2s. Some of our clients order twice the number of forms they expect to need. Should an error be found at the last minute, this ensures that the entire W-2 run can be successfully reprinted before the deadline.

### ***Do I need any programming modifications in order to produce W-2s and 1099s at the end of this year?***

Please load the Spectrum Year End update, version 14.29, for up to date Year End programming on W-2s, 1099's and other Year End functions.

### ***How do I show life insurance in excess of \$50,000 and/or personal use of company-owned automobile on the W-2?***

The IRS publishes a table detailing the amount of earnings to be applied. Contact your accountant for more information regarding your company's specific responsibility. See the Chapter on Benefit Setup in this help file for more information on recording benefits in Spectrum.

### ***What can I do before my final payroll cycle this year to prepare for year end?***

There are several things you can do now to make year end easier:

- Review this help file carefully.
- Order forms if you don't plan to use the plain-paper W-2 format.
- Print copies of the **Notice to Employee** if you plan to issue plain-paper W-2s.
- Collect state, county, and local tax changes.
- Record benefit accumulations for each employee. Please check with your CPA for more detailed information on your company's specific obligation.
- Perform a W-2 pre-test.
- Print the **Wage and Tax History Report** in summary for each state and verify that no major corrections are needed.
- Update to the Spectrum Year End version for 2020 R3.

### ***What is a W-2 pre-test?***

The W-2 pre-test is a test performed before year end. We recommend you perform a pretest of your W-2 processing, particularly if you are a new Spectrum user or operating in a different state for the first time. This can be done well in advance of year end. Run the Build W-2 Forms function. Then, review the year-to-date 2020 information for accuracy. After the final payroll cycle of the year, you will re-run the Build W-2 Forms; this clears all information and rebuilds the file automatically. It is not necessary to wait until January 2021 to begin the review process.

### ***What should I do if I find a problem during the pre-test?***

If you find a problem, and you aren't sure how to correct it, we encourage you to call Spectrum Support at (800) 352-8939 or email [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com) for assistance.

## **Closing the Payroll Year**

This section provides answers to some of the most common questions related to closing the payroll year.

***I have received a software update, but haven't loaded it yet. How will this affect year end processing?***

Please load the Year End (R3) version of Spectrum before performing year end processing. If you are not using Spectrum 2020 R3, please contact Viewpoint Spectrum Support at (800) 352-8939 or email [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com).

***When do I close 2020 payroll?***

Plan to perform the year end tasks any time after you complete your last payroll check dated 2020 and before you issue any checks dated 2021. Spectrum is date-sensitive and does not require you to do these steps on December 31st.

***What does the Year End Update do? What effect does it have on my permanent payroll records in Spectrum?***

The Year End Update resets all employees' year-to-date balances back to zero. The Year End Update also sets the accumulated balance in the recurring deduction file to zero if the **Deduction/Add-on Code** flag is set to clear at year end. Lastly, this clear purges employees (and their associated information) if flagged terminated or deceased and if the **Purge employee at year end** check box is selected in the Employees | Main Properties window. An employee hard copy prints for each purged employee.

The Year End Update does not remove any history for employees, except those purged during this process.

***May I start my first January payroll before printing W-2s?***

Yes, right after finishing the last payroll for 2020 at year end, you will perform a **W-2 Build** on the **W-2 Form Maintenance** screen and review the totals.. You will want to review the totals prior to the Year End Update step, as once the Year End Update is performed and the first payroll cycle is run, revising the previous year's information is much harder. The W-2 print does not have to be performed at this time.

***What happens if my first 2021 payroll has a period end date in December 2020?***

This is not a problem. W-2s must be produced on a strictly calendar-year basis (using check date), so this cycle will be part of the 2021 totals regardless of the period end date.



If you have the Period-end date or Work date expense accrual options selected on the Payroll Installation Properties tab, then expenses for this cycle will be reflected in December.

***I want to delete (purge) terminated employees. How do I do this?***

An employee may be purged during the Year End Update if desired. In order for the individual to be purged, the employee status must be **Terminated** (or **Deceased**) and the **Purge employee at year end** check box must be selected in the **Payroll | Employees | Main Properties** screen. We do not recommend purging terminated employees that worked during this past year because purged employees will be excluded from any reprinted reports for 2020 after the Year End Update.

***My fiscal year is different than the calendar year. Is there anything special I should know?***

Because payroll is based on the calendar year, you will need to perform the Year End Update in the Payroll module, even if you maintain the rest of Spectrum on a fiscal year basis. Do not run the Payroll Year End Update again at the end of your fiscal year.

***My fiscal Year End is December 31st. Is there anything special I should know?***

Spectrum provides an unlimited Fiscal Calendar in the General Ledger module. To add new years or historical years to this calendar, see the General Ledger Help.

***How do I go about reviewing the accuracy of the W-2 information?***

It is best to review the information stored in each box on the W-2, beginning with your company name, address, and employer identification number and then working through each amount box after that. You should also check the totals page on the **W-2 Listing**, compare it to balanced payroll records, and then review the individual W-2s.

***How do you recommend I balance payroll for W-2s?***

There is no substitute for sound procedures throughout the year. In general, the basis for year end balancing should reflect the sum of accurate quarterly filings and routine reconciliation of liability accounts and bank statements.

- Bank Statement reconciliation. The best method for detecting manual and void checks that have not been entered into the system is through the bank statement

reconciliation, which should be completed through 12/31, prior to issuing W-2s.

- Balance GL payroll. Verify that all General Ledger payroll liability account balances are reconciled through 12/31, prior to issuing W-2s. Use the Payroll | Reports | Liabilities Reconciliation report for this purpose.
- For reconciling individual W-2 boxes:

**Boxes 1 – 6:** Reconciling boxes 1 – 6 on the W-2 should focus on matching the sum of the four Payroll | Reports | Quarterly Federal Tax Reports, sometimes referred to as the 941 Federal Quarterly Report, filed during the year. If a difference is found (beyond 'fractions'), reprint the Quarterly Federal Tax Report in Spectrum to determine whether changes may have occurred after the filing was made (backdated checks or voids). When attempting to locate a difference, the figures on the quarterly report should then be reconciled to the Tax History Report for the same date range. The source information for both the Build W-2 Forms and this history report is the employee state tax history file.

**Boxes 9 – 14:** Reconciling boxes 9 – 14 for dependent care benefits, 401(k), and other amounts is best done by printing the Deduction History and Add-on History Reports.

**Boxes 15 – 20:** Reconciling boxes 15 – 20 for state and local information is best done using the Wage and Tax History Report or the Subject-to-Tax Report.

***We've instituted a Health Savings Account (HSA) this year. How do we record this on the W-2?***

Please see the Benefit Setup chapter in this help file for details on recording benefits in Spectrum. You would create a deduction for the employee portion, and an add-on for any employer contribution. Both the add-on and deduction codes are added to Box 12 during the W-2 Build.

***How should companies report the total cost of employee Health Care Benefits?***

Spectrum's **W-2 Build** can be set to net Add-on and Deduction codes. Simply select both in the setup for Box 12. See the Payroll Processing chapter in this help file for more information. 14 drop-down on the W-2 build screen.

***I cannot locate the "Totals Only" option. Where can I find this report?***

The Listing option on the **W-2 Form Maintenance** screen provides a 'Totals only' option.

***How do 401(k) and Cafeteria/Section 125 amounts show up on the W-2?***

The 401(k) amounts deducted from employee earnings are shown in Box 12. "D" represents 401(k) amounts. You will also notice that the wages for Federal income tax are shown net of 401(k) deductions.

The rules for Cafeteria/Section 125 amounts vary depending on the type and amount of the deduction. Generally Section 125 amounts are not included in Federal wages. Some Section 125 benefits paid by employers must be reported on the W-2. Please see IRS publications covering Section 125 plans for more information and/or consult with a CPA on your specific company's obligation.

Wages subject to income tax at the state and local level may or may not be affected by Cafeteria/Section 125 or 401(k) amounts. Verify this with your CPA.

***How do I show 'pension/retirement' on the W-2?***

On the W-2 form, an "X" may be needed in the **Retirement plan** box (contained in box 13 of the W-2) for some or all of your employees.

During the Build W-2 Forms, this can be set automatically, by selecting **Yes – check retirement on all W-2s** or **K – check only for 401k participants** from among the options for the **Retirement plan**. The field can also be edited manually, on an employee-by-employee basis, in the **W-2 Form Maintenance** screen.

***I want to manually add employees to the W-2 file so they will be included when I print and file W-2's on Spectrum. How do I do this?***

The **W-2 Form Maintenance** screen is available for this purpose. Please see the Payroll Processing chapter in this help file for more information.

***Our company works in multiple states. I see that the state wages total on the "totals" page of the W-2 Listing is larger than my total payroll. Is there something wrong?***

Nothing is wrong. The total of all states' wages appear as one total. It is the sum of all of the state amounts. Review the recap cross tabs for individual state wage and tax totals below the summary total on the W-2 Listing.

***One of my employees was recently married and changed her name. Should I set up a new employee code as part of year end?***

Spectrum populates employees' names on W-2's based on Employee Main Properties. No additional changes are needed.

If a change in employee code is desired, Spectrum provides a convenient utility to change employee codes automatically. This update changes the Maintenance screens, as well as all of the history files for this individual. This procedure is not tied to year end in any way, and may be used as needed throughout the year.

To change employee codes automatically:

1. On the Site Map, click **Payroll | Utilities | Change Employee Code**.
2. Click **New**.
3. In the **Old employee code** field, enter the employee's previous employee code, or use the drop down to search and select an employee code.
4. In the **New employee code** field, enter the employee's new employee code.
5. Click **OK**.
6. Print the **Employee Code Change Listing** to confirm the entries.
7. Click the **Update** button.

*NOTE: It's important that no one is using Spectrum while this step is being performed - both to speed the process and ensure all records are updated properly.*

8. Read the text in the **Code Change Window** and click **OK** to proceed.
9. On the **Employee Code Change Update** screen, select the **Continue** option and click **OK**.

***Our company's 401K plan includes an employer matching program. How can Spectrum be used to track this?***

There is a feature specifically designed to address this need.

1. On the Site Map, click **Payroll | Maintenance | Deduction/Add-on Code** and set up a new add-on code. NOTE: If you select the Percent of related code option as your

calculation method, you will be able to attach the 401(k) deduction code that you want to base the calculation on in the related code field.

2. On the Add-ons tab, select the Print on paycheck check box. Do not set up tax effects or vendors. Spectrum will calculate the match based on the 401(k) amount deducted each pay cycle.

The Add-On History Report can be used to review these amounts at period end.

***I'm trying to reconcile my Payroll liabilities in General Ledger, but there are no January beginning balances. What's wrong?***

If December 31st is your fiscal year end, the G/L Opening Forward Balance Update has not yet been performed. This important update sets the beginning balances and retained earnings for the new year, and should be performed each time you post additional amounts into the prior year. The Equipment Control and Materials Management modules also have Opening Forward Balance Updates that should be run before year end and re-run each time you post additional amounts into the prior year.

If the Opening Forward Balance Update has been performed, verify the account type in the G/L master file for the Payroll Liabilities is set to Liability. If an incorrect account type is found, change the type to Liability, and then re-run the Opening Forward Balance Update to set the beginning balance.

***Even though I have closed payroll and am now doing 2021 activity, I haven't closed other modules yet. Is that a problem?***

**CAUTION:** Once Payroll has been closed at year end, do not attempt to record more prior-year activity in payroll. Doing so will corrupt the new year-to-date totals, and taxes will be incorrectly calculated. If prior year entries do need to be made, we've included a special troubleshooting section in this guide that addresses this problem.

For other modules, Spectrum date sensitivity allows you to continue to record prior year transactions for as long as needed. A/P invoices and other transactions show up for some time after the year end. As each module is closed, set the minimum processing date to the New Year and move on to the next module.

***Are there any Year End steps I should plan to do for other Spectrum modules?***

If the Human Resources module is installed, the Time Off Management screen can be used to revise vacation/holiday/sick account balances.

For information on Year End procedures in other modules, please refer to the Non-Payroll Processing chapter in this help file.

***How do I increase the net distribution on cash earnings, such as a bonus, so that tax deductions will not be included in the distribution amount?***

Gifts of cash, bonuses, and other cash equivalents can be considered wages for tax purposes, and the employer must withhold and pay all applicable taxes. There may be occasions when the employer wants to "pick up the tab" for the employee share of payroll taxes. The tax complication arises because the taxes that normally would be an employee liability are treated as additional income to that employee because the employer is paying them. The following formula is an example of how to calculate and record the amount of this payment:

*Example:*

You want to give Terry a Year End bonus of \$1000. You will pay her portion of Federal income tax (assume 14%), FICA (7.65%) and State income tax (8%). The wages you will need to record and report are calculated as follows:  $\text{Wage} = \$1000 / (1 - \text{applicable tax rate})$

In this example it is  $(1 - (.14 + .0765 + .08)) = \$1421.46$

The gross pay of \$1421.46 is then recorded in Payroll | Time Card Entry using one of the user-defined pay types of 1, 2, 3 or SA. Make certain that this pay type you have selected is set up with the correct tax effects in Tax Exclusion. Adjustments to the check can be made in Payroll | Check Adjustment Entry to generate the desired net amount.

## **Year End Mistakes**

This section provides answers to common year end mistakes.

***I did not perform the Build W-2 Forms before my first payroll in January. What should I do now?***

This should not present a serious problem because the Build W-2 Form Update can be run at any time. When performing the update, simply enter 01/01 through 12/31 to include only

prior year amounts. Be sure the FICA limits indicated on the starting screen of the build are for last year. Also, because this step is being performed out of order, pay particular attention during the W-2 review process to be sure all employees (including those terminated and deceased) are included.

***I did not perform the Year End Update before my first payroll in January. What should I do now?***

By not clearing the payroll at year end, certain taxes that contain annual limits (such as FICA, unemployment, and SDI) did not calculate correctly for most employees. The payroll cycle must be voided and re-issued to correct this problem. Be sure to use the same check date when recording the void cycle, and if multiple cycles must be voided, do each one separately, newest to oldest (01/12 then 01/05). After the void process has been completed, perform the Year End Update to set all employees' year-to-date amounts to zero. You should also review the Year End Checklist to be sure no other year end steps were overlooked. Finally, re-enter the payroll cycle(s), as regular or manual checks. Regardless of whether the miscalculated checks have been provided to employees, the system will require that new check numbers be assigned during this cycle. If checks were already distributed, be sure to record the same deductions and net pay as the original checks issued.

***In reviewing the W-2 year end figures, I have determined that some employees did not show up in the file to receive a W-2 at all. What's wrong?***

- If the year end steps were performed out of order, it is possible that an employee was purged as part of the Year End Update. In this case, you would manually add the individual back in the **W-2 Form Maintenance** screen.
- An "exempt" employee does not receive a W-2. If the employee's status was set to "exempt" in error, you would manually add the individual to the **W-2 Form Maintenance** screen. (Alternately, if there were no employees purged as part of the year end update, you could re-build the W-2's. Be careful doing this as any changes made in the W-2 Form Maintenance screen will be lost.)

***I did not change the tax tables for the New Year, but I have already processed payroll in the New Year. What should I do now?***

Void the checks , correct the tax tables, and then re-issue the checks with the correct tax calculations. This method completely corrects the error and ensures that the quarterly and year end reports will be accurate when printed.

***I am reviewing a January payroll and the 401(k) deduction didn't show up during the check calculation. The employee was 'over-the-limit' last year, but it should have started deducting again at the beginning of the year. What's wrong?***

The **Clear employee balance at year end** check box in the Deduction / Add-on Code Maintenance screen is used to designate whether to clear accumulated balances at year end. It appears as though the 401(k) code's **Clear employee balance at year end** check box was not selected. Because the new payroll year is already in progress, it would be a mistake to check this box and re-run the update.

- Set up a new 401(k) code and begin using it.
- An additional deduction amount may be taken on the next payroll cycle through editing the deduction code on the check adjustment screen. (Any match amount would need to be added through the employee's recurring deduction screen).

***An employee loan paid off last year has started showing up on the employee's check again. It was a recurring deduction that reached the limit months ago. What's wrong?***

It could be that the **Clear employee balance at year end** check box on the deduction code was selected, which cleared the accumulated balance at year end. Because the accumulated balance has been erased, the deduction was taken again. This deduction is no longer needed for this employee; simply delete it from the Employee Deduction/Add-on Maintenance screen. If the January payroll in which the amount was deducted on the employee check has been updated, refund the amount using the same code.

***Why am I receiving an error message stating: "ERROR- Year End Update must be performed before beginning a pay cycle dated later than <the current year>?"***

The **Payroll | Data Entry | Payment Processing | Set New Cycle** screen prohibits users from assigning a check date at the beginning of a new calendar year until after the Year End Update has been performed in order to prevent incorrect tax calculations. If you received the



error message above, you still need to perform the Year End Update before you can continue to process payroll.

***I need to void a payroll check issued last year. What should I do now?***

If you are replacing a check the employee lost, go to the **Payroll | Data Entry | Replacement Check** screen. It is important to use a current date as the replacement check date. This way, both the void and replacement check will post to the current year and wash against one another, thereby creating a net effect of zero in the employee history file for the current year.

If you are voiding a check and not replacing it, or voiding and reissuing with a different amount, it is vital to follow the instructions below to ensure that the W-2 issued and current year payroll records are accurate.

Once the payroll year end has been completed, all transactions recorded during the payroll cycle (payroll check , bonus check , etc.) must be for the New Year. This is because many of the payroll calculations depend upon year-to-date information. If additional prior-year entries are made, the accumulated totals since the Year End Update will be inaccurate. This means that any additional payroll transactions for the prior year cannot be recorded in Spectrum as part of a payroll cycle. To correct the prior year error, transactions entered in the following areas may be required:

- **W-2 Form Maintenance** to correct the employee's W-2 information.
- **General Ledger Journal Entry** to correct liability and expense accounts. If subsidiary ledgers (Job Cost or Equipment Control) are affected, this can be recorded as part of the journal entry.
- Make manual notations (in ink) of changes on affected tax reports, such as **Quarterly Federal Tax Report** and the **Unemployment Tax Report** .

An alternative to the above is to reverse all new transactions, and return the Payroll module to the prior year, but Viewpoint does not recommend this option because it is riskier for a number of reasons. If any payroll cycles have already been updated, all checks issued in the New Year must be voided, then the operator must perform the steps below. A word of caution when voiding: watch check dates very carefully and be sure to void each check as of the same date it was issued. Even if reversing current-year transactions does not present a

problem, it is possible that prior-year information has already been purged during year end processing, in which case this solution would also not be advisable.

- Print and retain a copy of the **W-2 Listing** and the **W-2 Forms** (printed on plain paper).
- Please contact Viewpoint Spectrum Support at 1-800-352-8939 or email [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com) for further information.

***When I performed the Build W-2 Forms, I did not enter descriptions for Boxes 12 or 14, and/or other entries are incorrect.***

- The safest solution to this problem is to simply enter the changes you would like to make into the **W-2 Form Maintenance** screen. Depending on the nature of the error during the Update, this may present a huge challenge in determining the correct figures.
- A second option would be to perform the **Build W-2 Forms** again, this time setting the prompts correctly. This is a riskier option, if terminated employees or earnings history were purged at year end. Likewise, any changes already made in the **W-2 Form Maintenance** screen would need to be re-done after the update. We recommend you print and retain both the W-2 Listing and a copy of the W-2 forms (printed on plain paper) prior to re-updating. Be sure to refer to the **Build W-2 Forms** screen instructions when performing the Update again.
- If you have terminated or deceased employees in the W-2 file that have been purged, and the **Build W-2 Forms** function has been re-run since the year end purge, you will manually re-enter those W-2 records into the **W-2 Forms Maintenance** screen.

***In reviewing the W-2 Year End figures, I have determined that the state wages are not correct. It appears that the Cafeteria/Section 125 or 401(k) deductions were not set up correctly when the payrolls were originally processed. What should I do now?***

The figures in the **W-2 Form Maintenance** screen following the update represent the sum of state wages processed during each payroll cycle during the year. If 401(k) or cafeteria/Section 125 tax exempt flags were set incorrectly at any time, this would be the result. Having determined the problem, use the **W-2 Form Maintenance** screen to change these

amounts manually. The State, County & Local Quarterly Tax Report and the Deduction History Report will be particularly handy during this process.

For further assistance, contact Spectrum Support at (800) 352-8939 or email [spectrumsupport@viewpoint.com](mailto:spectrumsupport@viewpoint.com).

***I have a large figure showing up on the "fractions only" (aka Tax adjustments) line of the Quarterly Federal Tax Report. It's normally just a few cents. What's the problem?***

Confirm that the date range used when the report was printed includes three calendar months or less. It cannot successfully be printed for a wider date range because of the three month daily grid on the lower half of the report. If for some reason you wish to print 09/27 to 12/27 (four months: 09, 10, 11, 12), print two reports and simply sum them.

If you are printing this report in January for date ranges last year, it is possible that the report is incorrect because the Federal tax tables, specifically FICA rates and limits, have already been updated for the New Year. If this report needs to be reprinted for the past year, temporarily return the FICA rates and limits to last year's figures. Remember to reset them to the current year as soon as you are done!

If there is still a large "fractions only" variance after eliminating the above conditions, we recommend you search for the cause by narrowing the date-range of the report. If you are troubleshooting a problem in the 4th quarter, print three monthly 941 reports (October, November, and December). It is likely that the variance will show up primarily on one of the reports. Next, to further narrow the search, print a separate 941 report for each check date in the month of the variance. Once a single week has been identified, use the Wage and Tax History Report and/or the reports printed during the payroll cycle to try to identify the individual entry or entries. Having found the source of the problem, appropriate corrective action can be taken.

***I printed my Unemployment Tax Report (FUTA, SUTA) for 2020 and the excess calculation is wrong. What should I do now?***

This report provides information on excess calculations computed during each payroll cycle during the specified date range. Therefore, this report may not be correct if limits were adjusted or 'tax effects' of deductions changed during the year. If changes were made, there is a handy Excess Unemployment Report available for use in auditing this problem by

recalculating excess amounts based on current settings. This is included as a second format when printing the Unemployment Tax Report.

***I printed my Unemployment Tax Report (FUTA, SUTA) and the tax calculation is wrong. What should I do now?***

This report provides information on tax liabilities actually accrued during the payroll cycles during the date range specified. These are the amounts that were actually debited to the expense account and credited to the liability account during each payroll cycle. This report does not recalculate the tax based on current settings. Therefore, if the rate has been changed at any time during the period, the tax amounts will not seem to 'multiply across' correctly. To confirm that the rate has been altered, and to identify precisely when the change occurred, reprint this report for a smaller date range. Corrections to these rates are most often recorded sometime in January or during April (as the 1st quarter filing is being prepared). Try to begin the search there.

***In comparing the unemployment reports for state (SUTA) and Federal (FUTA), I see that the wages are different. What's wrong?***

It may be that nothing is wrong, but this should be investigated. This condition will occur when deductions carry different tax effects for the SUTA and FUTA calculation. The most common example of this is a Cafeteria/Section 125 plan deduction; the wages subject-to FUTA are reduced by any Cafeteria/Section 125 deductions. Your state may not allow a similar exemption. In any event, if your state and 'US' were set up differently for tax effect in the Deduction / Add-on Code Maintenance screen, this would be the result. The Wage and Tax History Report may be helpful because the limits for subject-to wages are defined.

***I work in multiple states and the sum of the state (SUTA) reports is greater than my total wages. What's wrong?***

It is likely that unemployment was accrued for employees both in the resident and work state at times during the year. Spectrum is parameter-driven for taxable/exempt status on a state-by-state basis. In some cases, it is appropriate to accrue tax in both places, based on lack of reciprocity agreements between states. Other times, it may mean that too much tax was accrued, because unemployment was due to only one of those states. To review this further, select a few employees, printing their unemployment reports for a small date range,

and then compare them to the Wage and Tax History Report printed during the payroll cycle (s). This will show unemployment tax accrued for each place, for each employee. Look for instances where a single employee has wages subject to unemployment and tax accrued in two or more states during the cycle. Unemployment is a complex tax area that varies widely across the country, and it is important to discuss specific responsibility with your CPA.

## **ACA**

This section provides answers to common ACA Processing questions.

### ***Which paper forms will Spectrum support?***

Form 1095-C is the only form supported. Spectrum will not provide the paper Form 1095B (for small self-insured companies) or the paper transmittal forms, 1094-B and 1094-C.

### ***I have less than 250 employees. Do I still have to file electronically?***

Yes. We are not going to provide a paper version of Form 1094-C, which is the transmittal form for Form 1095-C. Instead we are going to offer the file that can be submitted to Nelco directly. This means that everyone will file ACA information electronically.

### ***Why is Spectrum not supporting the 1095-B?***

Form 1095-B is only used for organizations with less than 50 full-time and full-time equivalent employees that are also self-insured. This is expected to be such a small group that anyone falling into this category can complete their forms manually using the fill-in PDF forms from the IRS.

### ***What if I don't have HR and am self-insured?***

You will be able to import all covered individuals and their information using the Employee Worksheet. Regardless, all self-insured organizations should start now gathering this data.

### ***What if I don't want to file electronically?***

You are welcome to file form 1095-B manually, but Spectrum will not create it for you.

## **Printing Questions**

This section provides answers to common questions about printing issues.

***What steps should I take to prepare to print W-2, 1099-Misc and 1095-C forms on Spectrum?***

The following steps should be taken to prepare for printing year end forms:

1. Confirm that forms have been ordered (unless you are printing the plain-paper format). Preprinted forms are available from <https://www.formsforspectrumsoftware.com>.
2. Print copies of the **Notice to Employee** if you plan to issue plain-paper W-2s.
3. Review accuracy of W-2 information.
4. Print W-2's on plain paper (to confirm that the printer settings are directed at the correct printer and the figures align in the form).
5. More information on printing W-2, 1099-Misc and 1095 forms are in the following sections:
  - W-2: Print W-2 Forms section of Payroll Processing
  - 1095-C: Print Forms section of ACA
  - 1099-Misc: Print 1095-Misc forms section of Non-Payroll Processing

***A blank window displays when I preview the W-2, W-3, or 1099-Misc report. It may have some of the form information on it, but no data is displayed. What can I do?***

1. Make sure that there are W-2 forms or 1099-Misc forms to print by verifying that the the Build W-2 Forms or 1099-Misc Form Update were done.
2. Verify that you are logged into the correct company.
3. If you can view a W-2 or 1099-Misc Form on the maintenance screen, but are using selection criteria on the starting screen to select a specific employee, it is possible that you entered the employee code rather than the employee alpha reference (usually the last name). Verify the employee alpha reference in Employees or press **F4** at the **Employee alpha** field to select from a list of valid employee alpha codes.

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*TIP: You also have the option to preview all of the forms and then select the page number of the employee you want to print by using the from page number / to page number selection available during the printing process.*

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***Does Spectrum print the W-3 form (Transmittal of Wage and Tax Statements) that is submitted with the W-2s?***

Yes, Spectrum offers the W-3 form. The **Print W-3** button on the **W-2 Form Maintenance** screen.

***The W-2, 1095-C, and 1099-MISC and 1099-NEC forms print our company name, address, and employer tax identification number. Where does this information come from?***

The company name and address are stored in the **Company Installation** screen. The employer tax identification number is stored in the main **US Tax Table Maintenance** screen. For 1099-Misc, you will input the Federal tax ID number in the print starting screen for 1099s. Click **Accounts Payable | Period End | 1099 MISC/NEC Form**, and then click the **Print** button.

## **Electronic Filing Questions**

This section provides answers to questions related to electronic filing.

***I am unsure whether we have to file our W-2 or 1099-MISC/NEC information electronically. How do I find out?***

Businesses with 250 or more employees are required to use electronic filing to submit W-2 information to the Social Security Administration (SSA). The deadline for filing electronically is January 31, 2021. This filing method requires pre-authorization. If you registered for a User ID and password last year, you may continue to use the same ID if you change your password. Contact the SSA to register for a User ID and password or to change your existing password. Access the SSA website at <http://www.socialsecurity.gov/employer/>. Click on **Business Services Online**.

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*Note Regarding System Requirements:*

*View the Electronic W-2 filing System Requirements on the SSA website here:*

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<https://www.ssa.gov/employer/bsohbnew.htm>. Contact Social Security directly for assistance. For help with annual wage reporting or registration for annual wage reporting, call Employer Reporting Assistance at: 1-800-772-6270 (Monday – Friday 7:00 a.m. to 7:00 p.m. Eastern Time). Or call Business Services Online Technical Assistance at: 1-888-772-2970 (Monday – Friday, 8:30 a.m. to 4:00 p.m. Eastern Time). Electronic filing is required when issuing 250 or more 1099-MISC/NEC forms. Pre-authorization is required from the Internal Revenue Service (IRS) to use electronic filing methods. Once you receive approval, you do not need to apply again. Check with your CPA, the IRS, or the SSA if you have further questions regarding electronic filing.

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### ***I don't file more than 250 W-2s. Can I still file electronically?***

Yes. Either use Spectrum and follow the steps above, or check out the “W-2 Online: An Electronic Filing Option for Small Businesses” found on

<http://www.socialsecurity.gov/employer/>. Select **Business Services Online** and register. This is an option provided by the SSA for small business that allows you to prepare and submit up to 20 W-2s (per report) over a secure Internet service. At this site, you can print W-2s for your employees and your records, receive electronic receipts you can use as proof you filed on time, and you have until January 31, 2021 to file.

### ***Where can I get details about the EFW2 file format?***

From the Social Security Administration (SSA) Web site <http://www.socialsecurity.gov/employer/>, click the **Forms & Publications** option. Next, click the **EFW2** option. This will display printable pages of the file format.

### ***What steps can I take to help ensure my electronic W-2 file complies with the EFW2 format for tax year 2020?***

In your Internet browser, access the Social Security Administration's Web site at <http://www.ssa.gov/employer/accuwage/>.

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*NOTE: Both Address fields must be completed, even if the same address is used twice, or you will receive an error message when you run your AccuWage test.*

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This software identifies many, but not all, wage submission errors. The likelihood of having your submission rejected, though not eliminated, is greatly reduced when you use this software. If you need assistance with AccuWage, please use the contact information on the SSA's



website. Please do not contact Viewpoint Support because we do not provide or support this functionality.

***Can I use Spectrum to prepare an electronic W-2 filing for my state or local tax jurisdiction?***

Some states and local tax jurisdictions will accept the EFW2 format; however, arrangements and approval for reporting to state or local taxing agencies must be made with each individual state or local tax agency. The SSA and IRS do not transfer or process the state record data. Please check with your state or local taxing office to determine if they will accept the EFW2 format.

Spectrum can print state W-2s and produce the W-2 electronic file if your state follows standard Federal guidelines. If the state you are filing with varies from standard Federal guidelines, there are other options, including using Nelco, with whom Viewpoint has partnered to support state filing. Please see the **Payroll Processing** chapter, section titled **Supplemental Instructions for State filing with the EFW2**, in this help file for more detail on your options and the steps to follow.

***Do I need to modify the format of my employees' names for electronic filing?***

The EFW2 record format requires that employees' names be separated into first, middle, and last names. Spectrum automatically does this separation when the employee is entered. If the employee has had a name change during the year, verify the correct name will print by going to **Payroll | Employees**. Use the drop down at the employee name to verify first, middle and last.

***I can't find my W-2 electronic file. Where has it been created?***

Different web browsers download files from Spectrum in different ways (refer to the appendix's browser configuration documents. They have more information on download settings.). It is important to note that browsers are constantly updated and you may need to refer to your browser's Help Files for the latest information.

***The AccuWage guide indicates my employee's name isn't correctly identified. What's wrong?***

The EFW2 record format, used for electronic filing, requires that employee names be entered as shown on the employee's social security card (first name, middle name, or middle initial, last name, suffix). Do not include any titles or academic degrees, such as Dr., R.N., or Ph.D. at the beginning or end of the employee's name. Because the Build W-2 Forms has already been performed, use the **W-2 Form Maintenance** screen to make corrections as needed.

You can make any changes needed for next year now. Depending on what needs to be corrected and how many corrections need to be made, there are two options to do this in Payroll | Employees. Please review each of the following options to decide which option fits your needs.

To change existing employee names, complete the following steps.

1. Click **Payroll | Employees**. Enter or select an employee.
2. Click the drill-down icon next to the employee's name. The **Employee Name Detail** window displays.
3. Make any required changes in the **First**, **Middle**, **Last** or **Suffix** fields.
4. Click **OK** to save your changes.

Additional help with AccuWage files can be found through the [SSA website](#).

## Third Party Sick Pay

If third-party sick pay is deemed taxable to the company and subject to employer paid FICA, FUTA and SUTA limits, there are two options to record this information.

There may be state, county or local tax rules that will modify this procedure. Please consult with your outside CPA before continuing.

**Pen and Paper Adjustment:** Determine the amount of employer paid FICA, FUTA and SUTA and make a manual journal entry to record these additional payroll taxes. Make manual adjustments to your payroll reports as needed each quarter.

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*Note: The Quarterly Federal Tax Report (941) would show an adjustment for "third party sick pay" in the amount of the employer FICA liability. This is the recommended method.*

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**Enter Manual Checks into Spectrum:** In this option, manual checks will be entered in to record the tax liabilities. The following steps outline this process:

1. Click **Payroll | Maintenance | Worker's Compensation**. Set up a third party sick pay worker's compensation code for any state involved in third party sick pay.  
Note: This does not include sick pay in the workers' compensation calculation; the tax rate for this workers' compensation code would be zero.
2. Click **Payroll | Maintenance | Department Expense**. Set up a third party sick pay department.
3. Click **System Administration | Installation | Payroll**, select the **G/L Codes** tab and change the cash G/L account code to the clearing account used in the Third Party Sick Pay payroll department.
4. If Cash Management module is present, on the **System Administration | Installation | Cash Management** screen, click **Bank Accounts** and deselect the option to post payroll transactions.
5. Set up a separate pay cycle to record third party sick pay checks using the applicable period end and check dates. Make sure the Automatic cycle and accrue hourly banks are unchecked, select **Turn off auto deposit payments**. Select the **Suppress all in the Recurring deductions and add-ons** check box.
6. Enter Manual Check time cards for only third party sick pay in this pay cycle using the 'SA' pay type, the Third Party Sick Pay Department and entering the gross amount of the pay. If the employee belongs to a union, remove the wage code and union from the time card file.  
NOTE: If you are already using the SA pay type for another purpose, please use the Other 1, 2 or 3 pay type instead. The Description setup for these are at **System Administration | Installation | Payroll | Properties** tab.
7. Calculate the pay cycle.
8. Use **Check Adjustment Entry** to zero out employee paid withholdings and deductions and click **Save**.

9. Return to Calculation Reports and review the **State Wage and Tax Listing** to verify that only employer paid FICA, FUTA, SUTA and other local taxes that are subject to sick leave have been accrued and that all employee paid withholding is zero. Archive reports for your records.
10. Update the pay cycle as normal.
11. Return to the **Payroll Installation** screen to change the cash account back to the cash G/L account code.
12. Turn the **Cash Management** module back on (if you turned it off in step 5).
13. A journal entry will be necessary to move the total of the employers' FICA amount to the clearing account. An alternative to this entry is to change the employer **FICA G/L account code** in **Tax Table File Maintenance**, and then change it back after this payroll cycle is updated.

#### ***How do I produce a separate W-2 for third party sick pay?***

**IMPORTANT:** It is not mandatory that a separate W-2 be created for third party sick pay. The IRS indicates that it is an option.

You can use the existing W-2 to report the third party sick pay by editing the existing W-2 for this employee in the W-2 Form Maintenance screen and adding the amounts to the appropriate boxes to report the third party sick pay.

If you want to create a new W-2 for third party sick pay, note that it will be vital to follow the instructions below to ensure the extra W-2 will be included on the W-2 electronic filing for the SSA:

1. Add the additional W-2 to report third part sick pay separately from regular wages in the **W-2 Form Maintenance** screen with an employee code that is different from the existing Spectrum employee code.
2. Leave the **Form ID** field blank.
3. Continue entering amounts in the applicable boxes of the W-2 to report the third party sick pay. By using a different employee code, the blank **Form ID** field will allow this extra W-2 to be written to the W2REPORT file, which is created when you click the **Electronic** button.

## Appendix - Related PDFs

# Configuring Google Chrome® for Spectrum v14

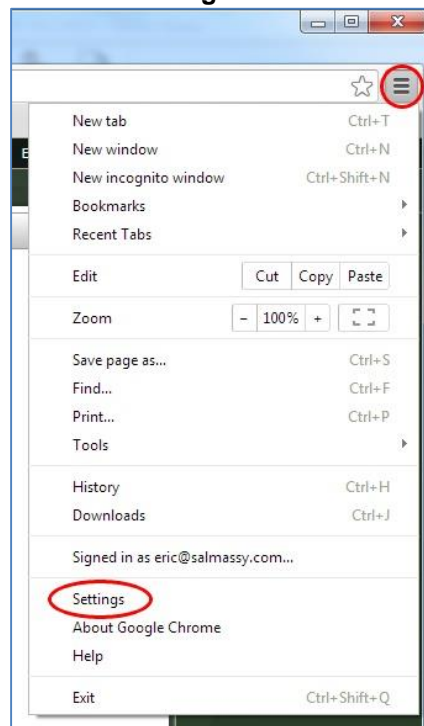
Spectrum v14 runs in a browser window. As a result, there are a number of browser settings that impact how Spectrum will function. This document covers the recommended settings for using Spectrum v14 in Google Chrome. This document covers the recommended settings for using Spectrum v14 in Google Chrome for the following functions:

- ☐ Setting the default browser
- ☐ Setting Chrome PDF Viewer as the default PDF viewer
- ☐ Setting print options
- ☐ Enabling pop-ups
- ☐ Configuring downloads
- ☐ Clearing cache

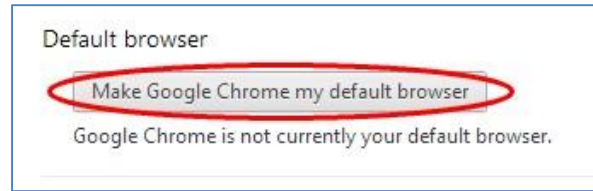
## Setting Chrome as the default browser

Some functionality requires that the browser being used to access Spectrum be set as the default browser on the workstation.

1. Click the **Settings** button and select **Settings** from the menu.



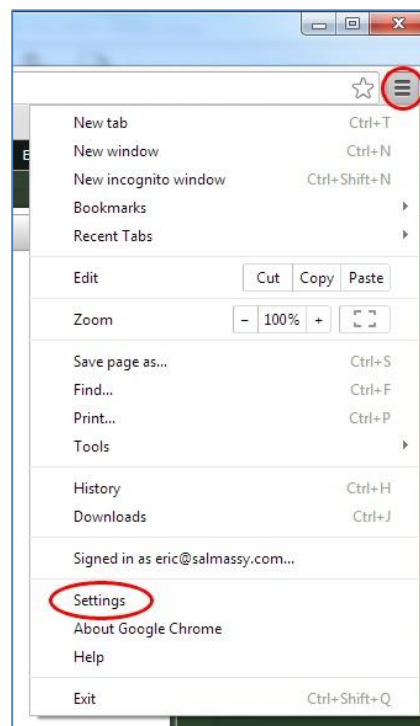
2. In the settings page find Default Browser, and if Chrome is not set as the default browser click on the **Make Google Chrome my default browser** button.



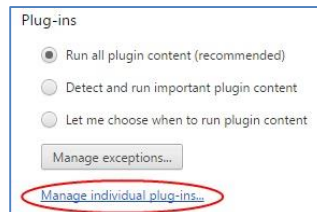
## Setting Chrome PDF Viewer as the default PDF viewer

**NOTE:** Effective with the release of Chrome version 45 (scheduled for September 2015), Google is permanently removing support for the Adobe PDF plug-in. Users can instead preview reports using the Chrome PDF viewer, but the Chrome viewer does not support the embedded hyperlinks that some Spectrum reports use to open attached Document Imaging items. Chrome users can download the previewed report to their workstation as a PDF and open it in Adobe Reader where the hyperlinks will function (as long as Spectrum is also running in the user's default browser).

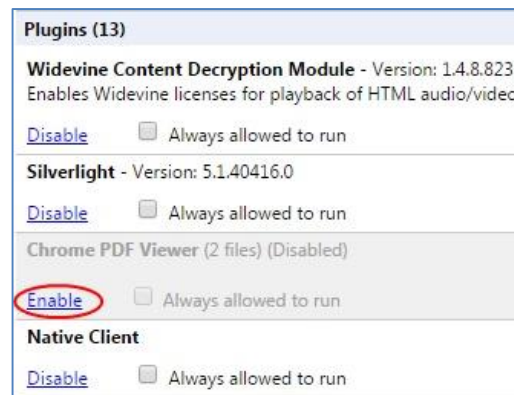
1. Click on the **Settings** button and select **Settings** from the menu.



2. Scroll down in the Settings window click on **Show advanced settings**. Locate the Privacy section and click on Content Settings, then locate the Plug-ins section and click on **Manage individual plug-ins**.



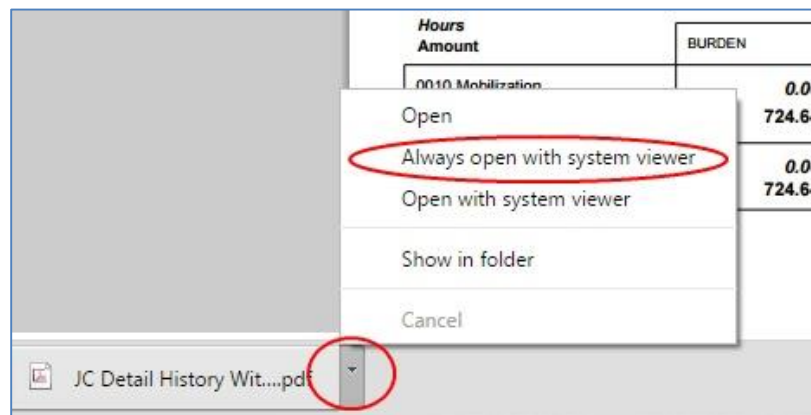
3. Locate the Chrome PDF Viewer plug-in and click **Enable**.



## Using Document Imaging Hyperlinks in Reports

To use the Document Imaging hyperlinks in reports, users can preview the report, and then click the Download button to save the report on their workstation where it can be opened in the Adobe Reader program. By default, clicking on the downloaded file button in Chrome will open the file in the browser, but this setting can be easily changed to instead automatically open the file in Adobe Reader.

After clicking Download in the report preview screen to save the PDF, click on the right edge of the download icon at the bottom of the Chrome window to open the available options and select 'Always open with system viewer'.





## Printing from a report preview

To print from a previewed report, move the mouse near the bottom of the preview window to display the print dialog, and click on the Print button.



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*Note: When printing users should verify that "Fit to Page" is not selected.*

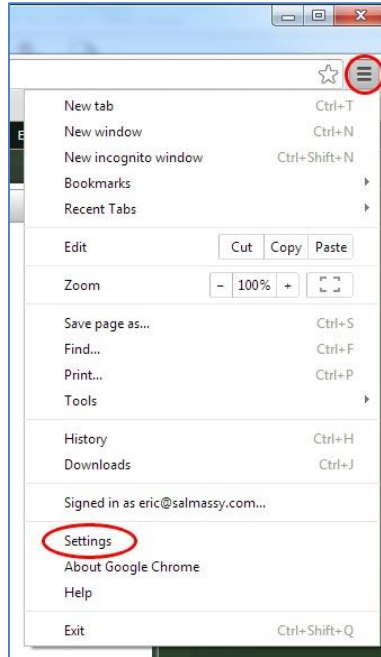
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This setting will be remembered for future sessions.

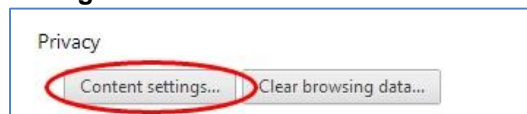
## Enabling browser pop-ups

Some Spectrum functionality requires the use of browser pop-ups, most notably saving external files such as NACHA auto-deposit files to send to your bank, or electronic W2 and 1099 forms for year-end tax reporting.

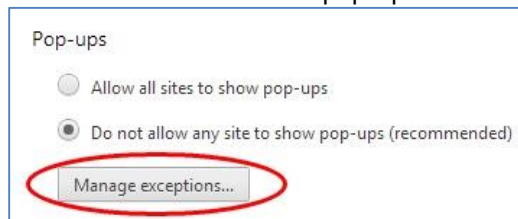
1. Click on the Settings buttons and select **Settings** from the menu.



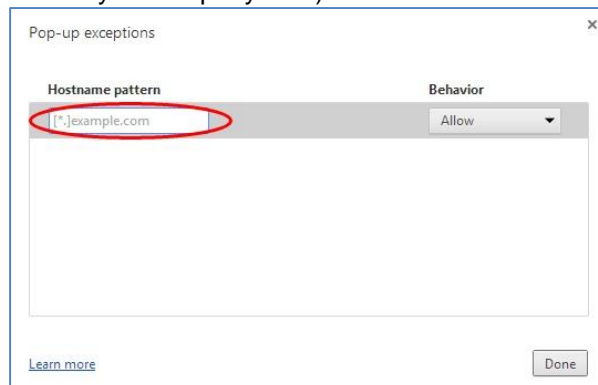
2. Scroll down in the Settings window click on **Show advanced settings**. Locate the Privacy section and click on **Content Settings**.



3. Locate Pop-ups and if Chrome is set to not allow pop-ups click on **Manage Exceptions**.



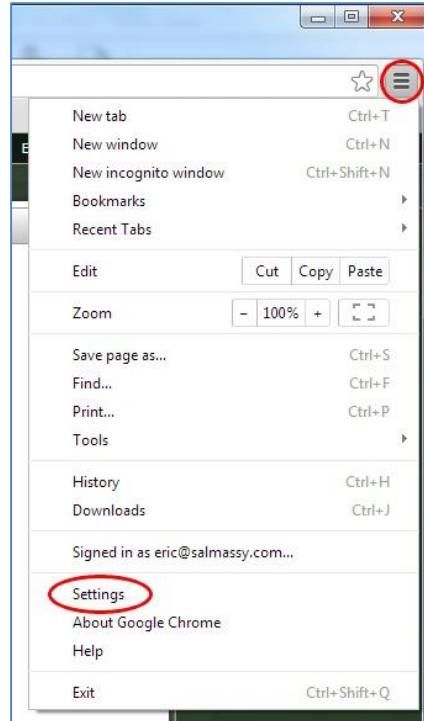
4. Add an exception for your server following the example (include the [\*.] at the beginning of the URL, such as [\*.]spectrum.yourcompany.com) and click **Done**.



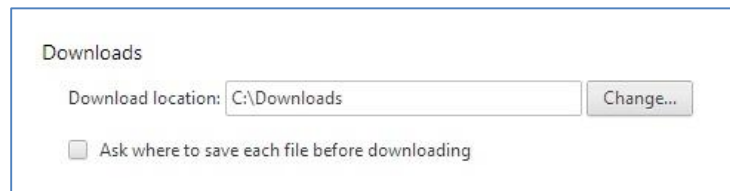
## Configuring how Chrome will save file downloads

Download settings will affect the browser's behavior when saving files such as NACHA auto-deposit files for your bank or electronic W-2 and 1099 files for year-end reporting.

1. Click on the Settings buttons and select **Settings** from the menu.



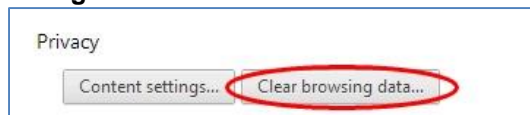
2. Scroll down in the Settings window click on **Show advanced settings**. Locate the Downloads section and select to either have Chrome save downloaded files to a specific folder, or to prompt the user each time for a location to save the file to.



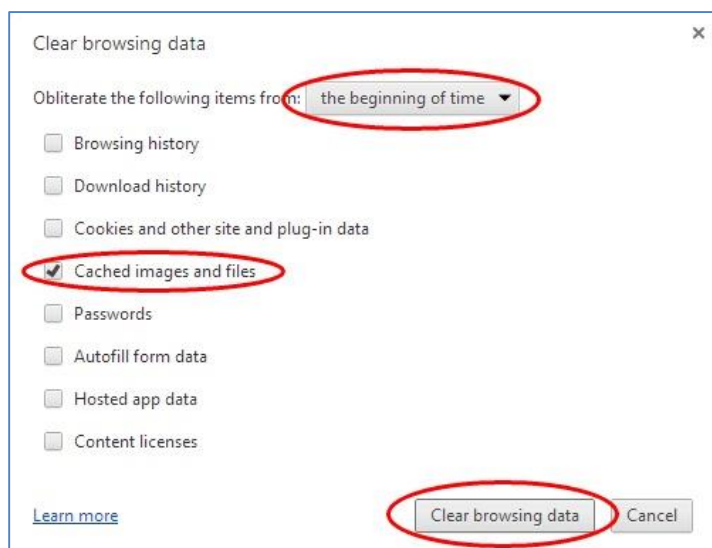
## Clearing the browser cache

Chrome will cache certain content, including javascript, to speed up the loading of webpages. After installing a Spectrum service pack it is critical to clear the browser cache on all workstations accessing Spectrum in order to remove javascript that may have been superseded by newer programming.

1. Scroll down in the Settings window click on **Show advanced settings**. Locate the Privacy section and click on **Clear browsing data**.



2. In the Clear browsing data screen, select from **the beginning of time** as the time frame, check **Cached images and files** and then click **Clear browsing data**.



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*Note: some user options such as column widths in certain screens are stored as cookies, so avoid clearing cookies unless absolutely necessary.*

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## Third Party Toolbars

We have seen a number of third party toolbars that interfere with Spectrum's operation in a browser. A few examples are the Ask toolbar, Yahoo toolbar, and Last Pass toolbar. We advise clients to not add any third-party toolbars to the browser used to access Spectrum.

Users should be aware that often these toolbars are bundled as pre-selected add-ons during installation or updates of other programs. Be sure to deselect any toolbars that are optionally being loaded with other applications.

Some toolbars can only be removed using the add/remove functionality in the Windows Control Panel (the exact location varies depending on the version of Windows being used).

*Revised on July 14, 2015, for current version of Chrome.*



# Configuring Mozilla Firefox® for Spectrum v14

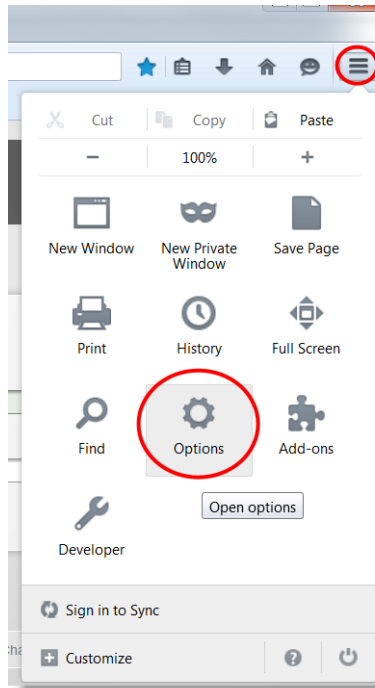
Spectrum v14 runs in a browser window. As a result, there are a number of browser settings that impact how Spectrum will function. This document covers the recommended settings for using Spectrum v14 in Mozilla Firefox for the following functions:

Setting Firefox as the Default Browser .....	2
Setting Adobe Acrobat in Firefox as the Default PDF Viewer .....	4
Printing a Previewed Report .....	7
Enabling Browser Pop-ups .....	8
Downloads Configuration .....	10
Clearing the Browser Cache .....	12

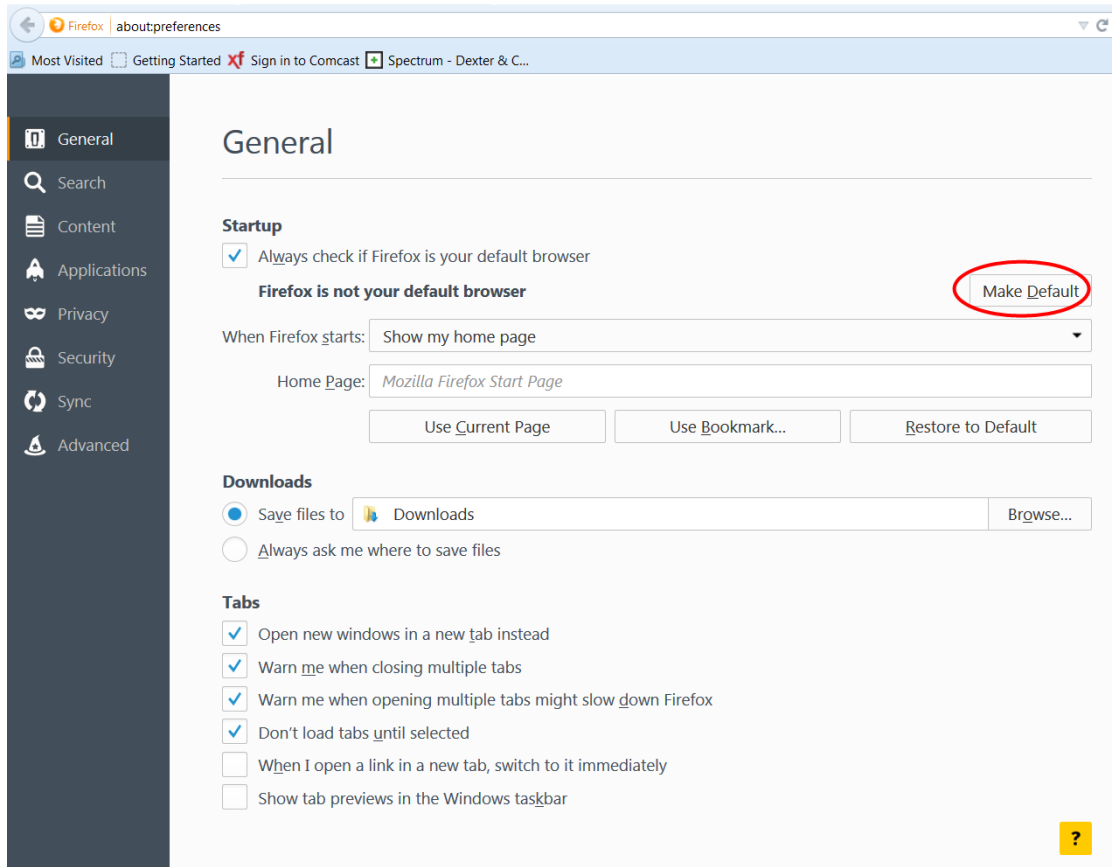
# Setting Firefox as the Default Browser

Some functionality requires that the browser being used to access Spectrum be set as the default browser on the workstation.

1. In the Firefox menu, click the **Settings** icon and select **Options**.



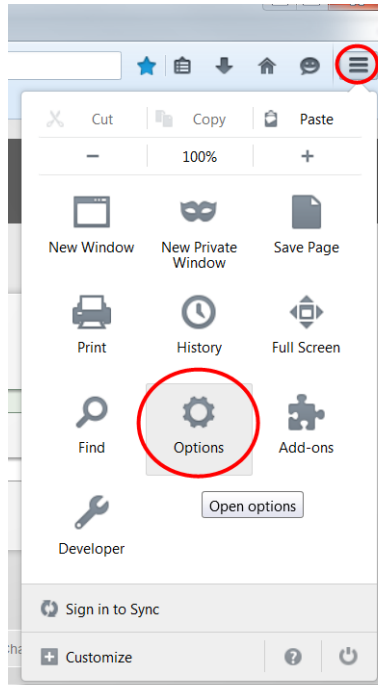
2. On the **General** settings page, in the **Startup** section, click the **Make Default** button.



# Setting Adobe Acrobat in Firefox as the Default PDF Viewer

Spectrum requires the use of Adobe Acrobat to preview reports in a Spectrum tab. It is critical to use the Adobe plug-in to ensure that hyperlinks in reports function, and that print alignment for items such as checks is correct.

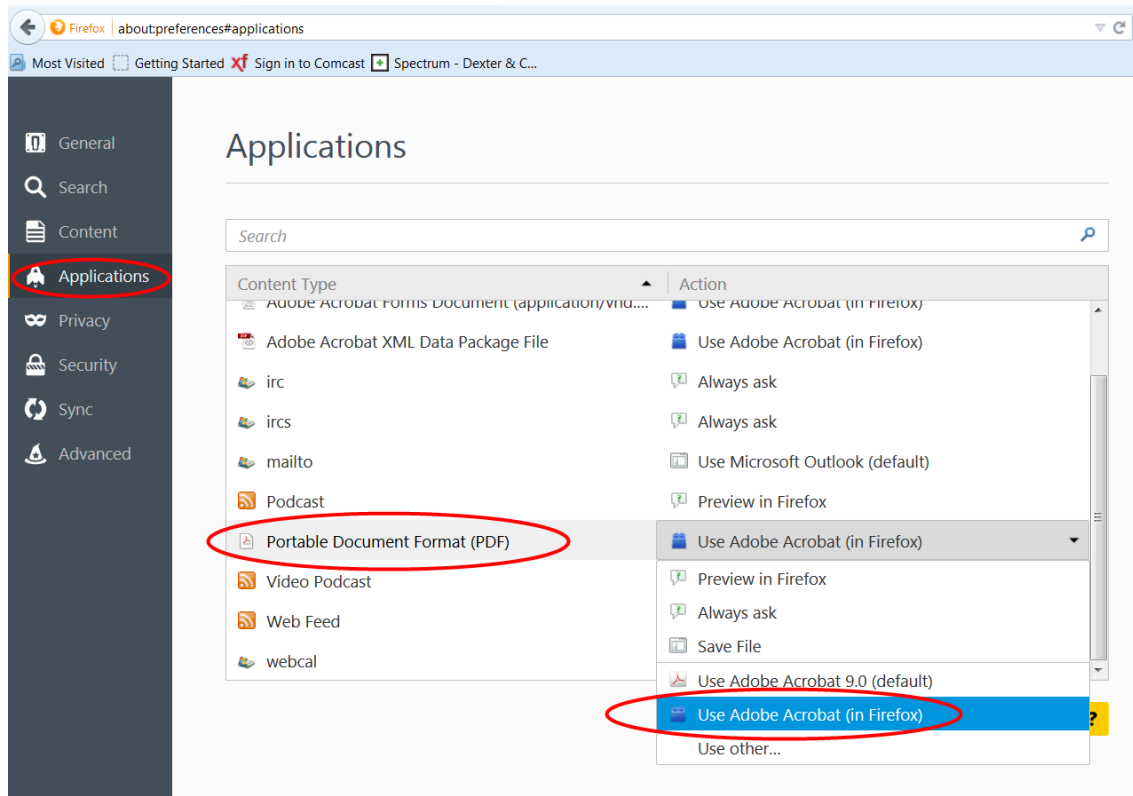
1. In the Firefox menu, click the **Settings** icon and select **Options**.



2. From the navigation pane on the left, select **Applications**.



- Find the Content Type **Portable Document Format (PDF)** and change the setting to **Use Adobe Acrobat (in Firefox)**.



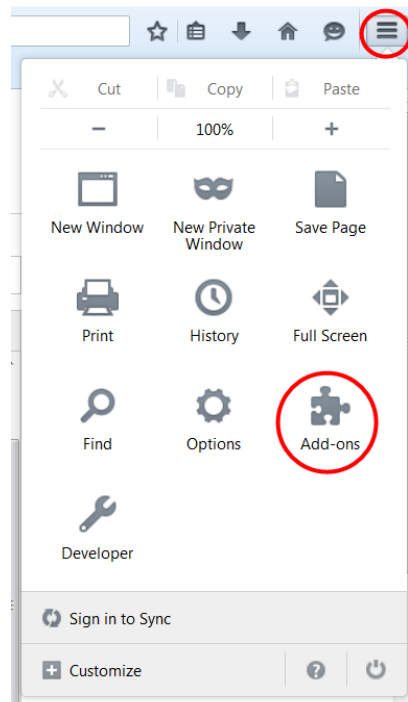
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*Note: Some workstations will not have an entry in Firefox for Portable Document Format (PDF) to edit. These workstations will instead have an entry for Adobe Acrobat Document that can be edited to achieve the same results.*

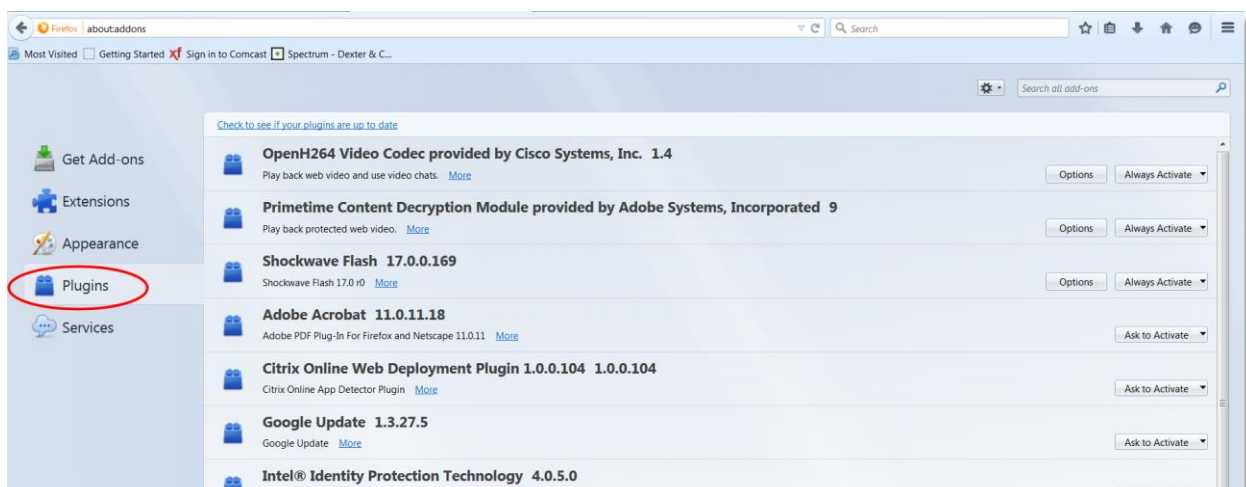
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Some workstations will not have Use Adobe Acrobat (in Firefox) as an option to select as the default action, but will have some other PDF viewer listed instead. On these workstations, in Firefox's menu select Add-ons, find the other PDF viewer in the Add-ons page and click the Disable button to disable it.

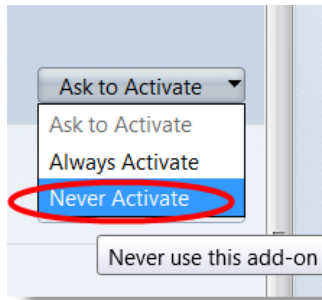
- In the Firefox menu, click the **Settings** icon and select **Add-ons**.



- From the navigation pane on the left, click **Plugins**.



- Find the other PDF viewer and click the **Ask to Activate** drop-down list and select **Never Activate**.



- This should allow you to now select **Use Adobe Acrobat (in Firefox)** for the default action.

## Printing a Previewed Report

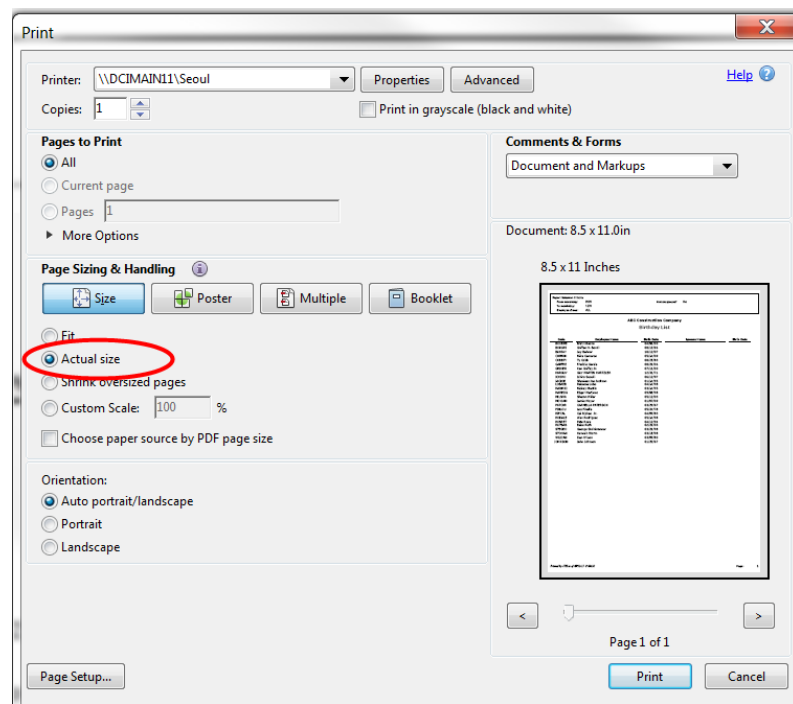
To print from a previewed report, move the mouse near the bottom of the preview window display the print dialog, and click the **Print** button.




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*Note: When printing for the first time users will need to set the print size to Actual Size. This setting will be remembered in future sessions.*

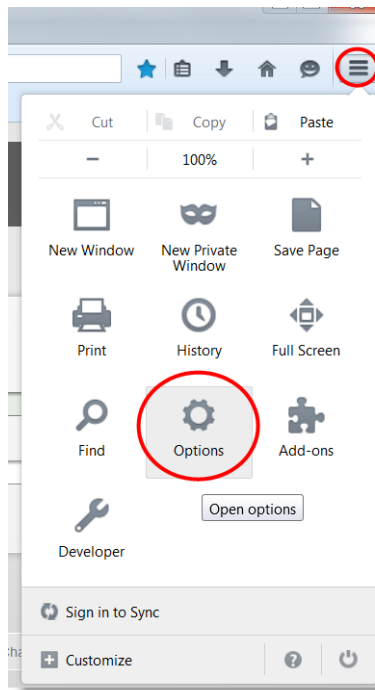
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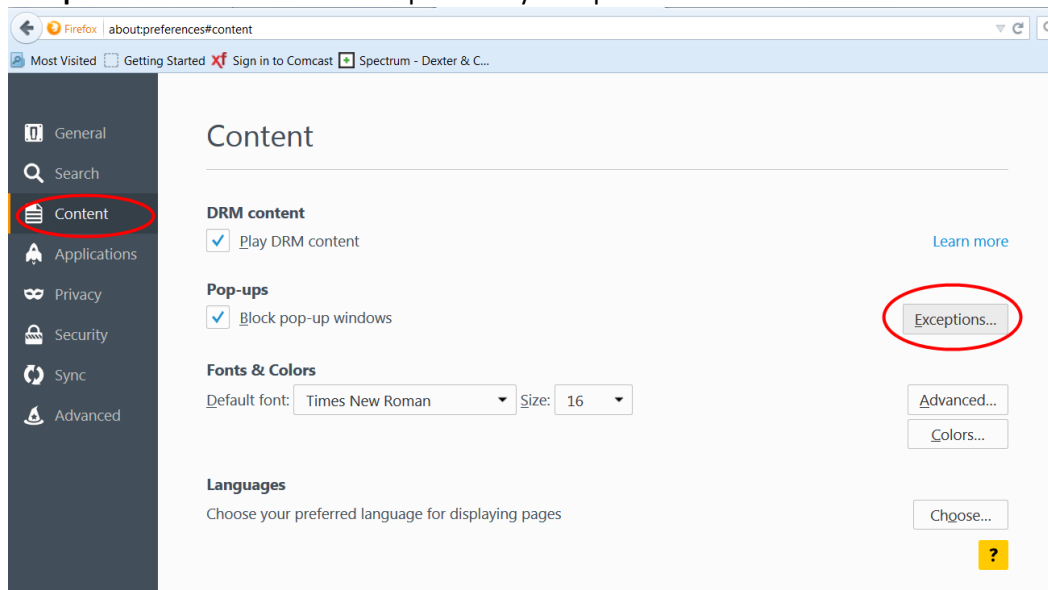
# Enabling Browser Pop-ups

Some Spectrum functionality requires the use of browser pop-ups, most notably saving external files such as NACHA auto-deposit files to send to your bank, or electronic W2 and 1099 forms for year-end tax reporting. Follow these steps to enable pop-ups for your Spectrum server.

1. In the Firefox menu, click the **Settings** icon and select **Options**.



2. On the navigation pane on the left, click **Content** and then in the **Pop-ups** section click the **Exceptions...** button to add an exception for your Spectrum server.



3. Add the URL of your Spectrum server and click **Allow**.

**Allowed Sites - Pop-ups** [X]

You can specify which websites are allowed to open pop-up windows. Type the exact address of the site you want to allow and then click Allow.

Address of website:

spectrum\_server\_url

**Allow**

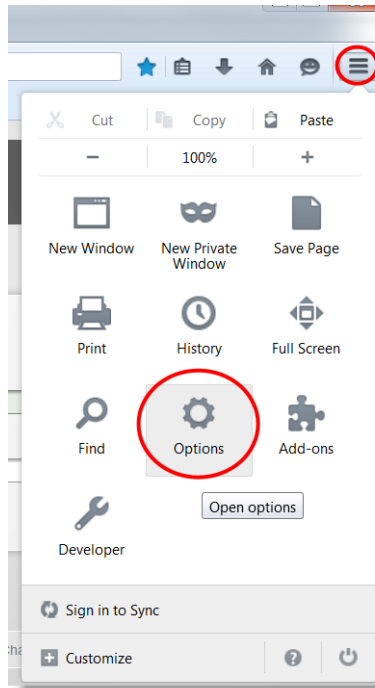
Site	Status
------	--------

[Remove Site] [Remove All Sites] [Close]

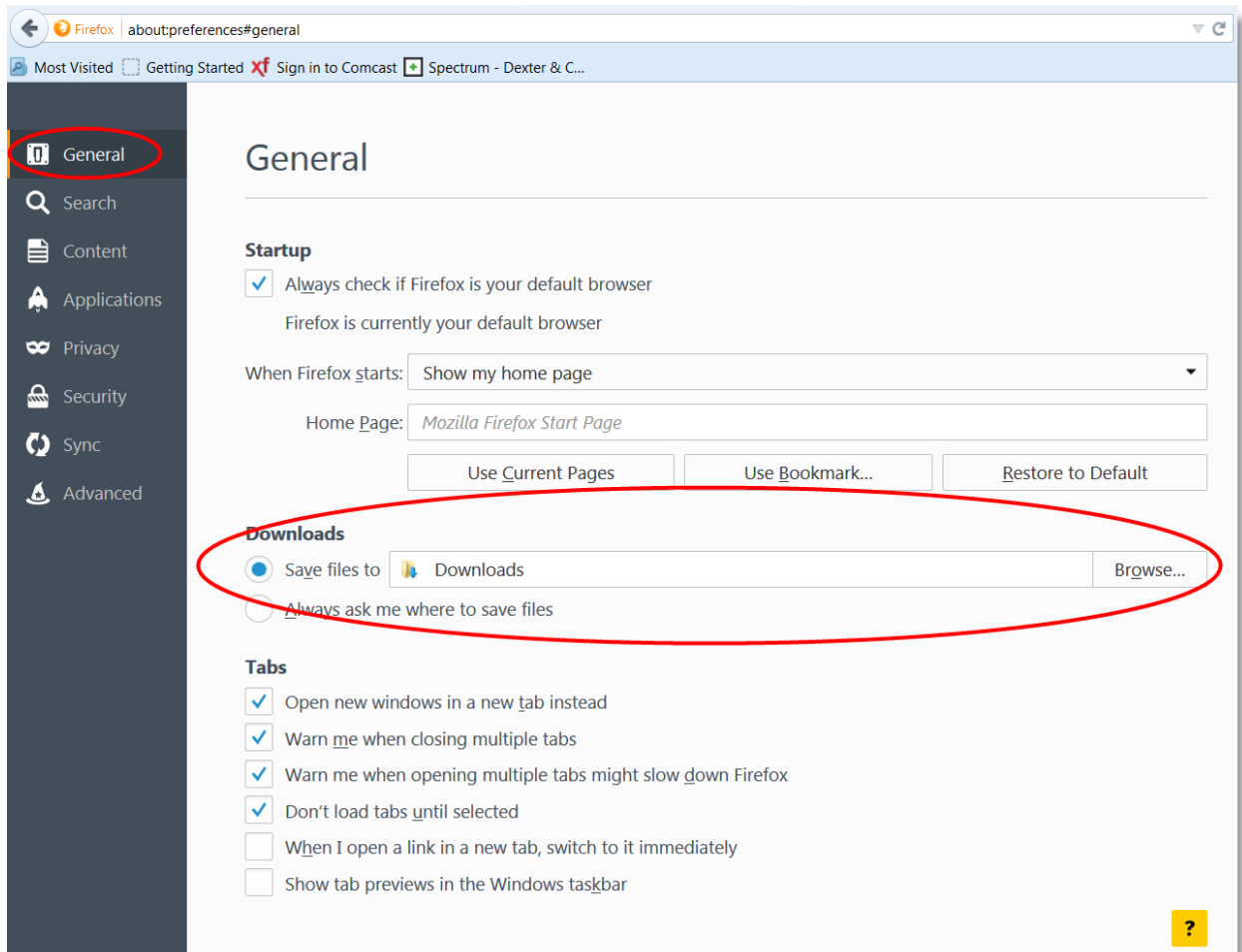
# Downloads Configuration

Download settings will affect the browser's behavior when saving files such as NACHA auto-deposit files for your bank or electronic W-2 and 1099 files for year-end reporting.

1. In the Firefox menu, click the **Settings** icon and select **Options**.



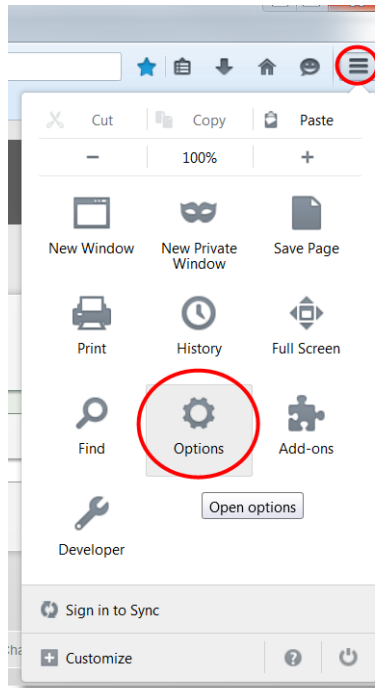
2. On the **General** page, in the **Downloads** section select to either have Firefox save downloaded files to a specific folder, or to prompt the user each time for a location to save the file to.



# Clearing the Browser Cache

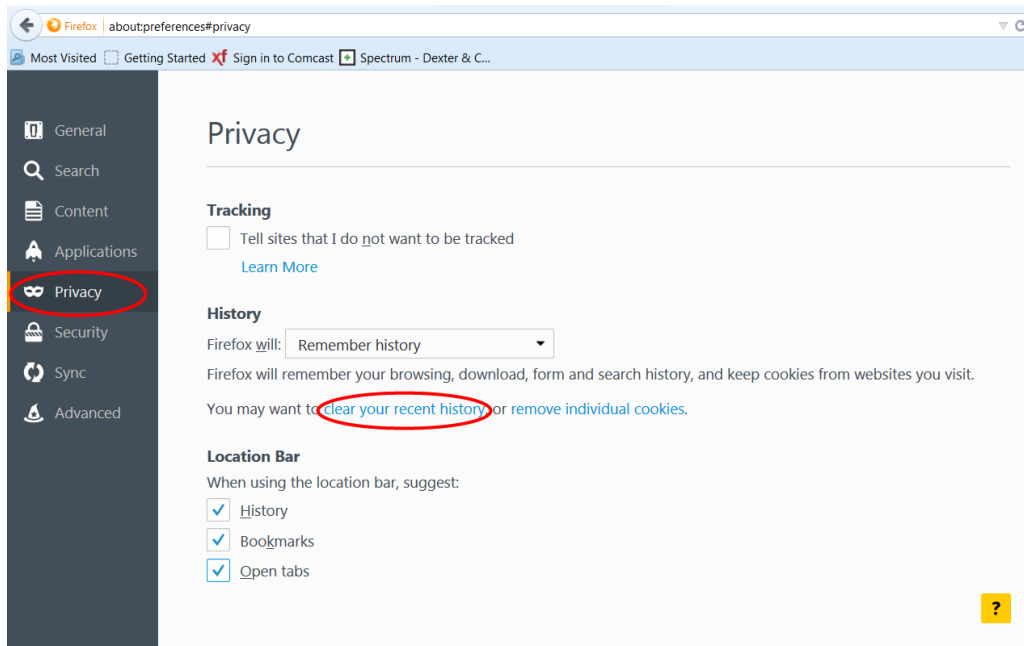
Firefox will cache certain content, including javascript, to speed up the loading of webpages. After installing a Spectrum service pack it is critical to clear the browser cache on all workstations accessing Spectrum in order to remove javascript that may have been superseded by newer programming.

1. In the Firefox menu, click the **Settings** icon and select **Options**.

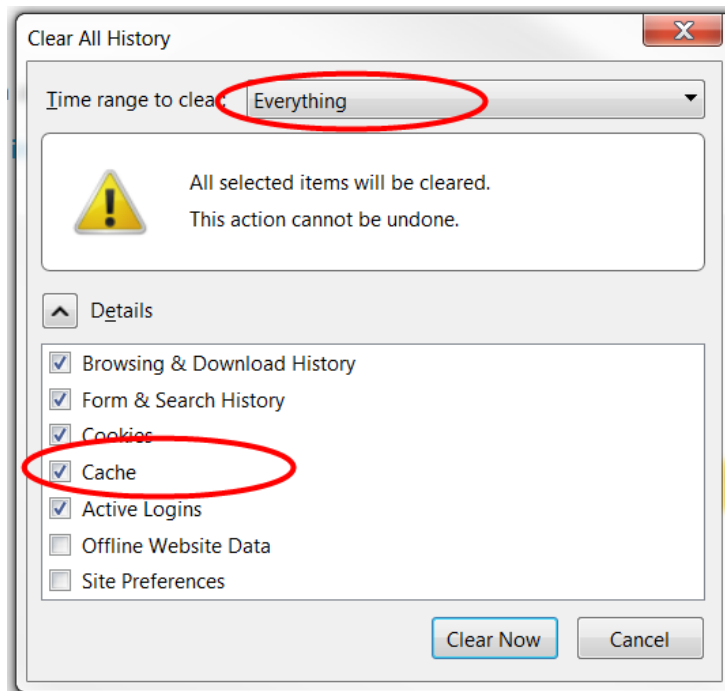




- 2 On the navigation pane on the left, select **Privacy**, and in the **History** section click the **clear your recent history** link.



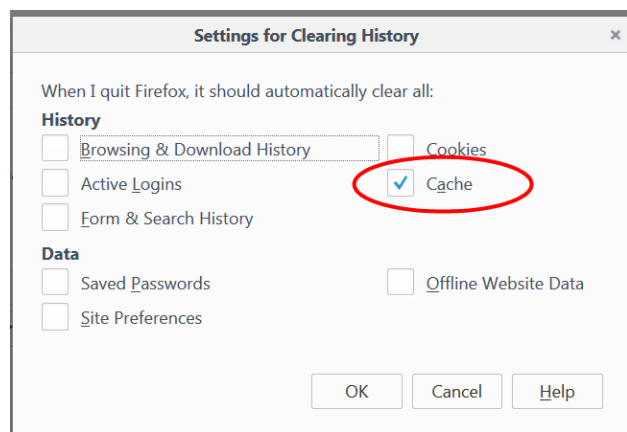
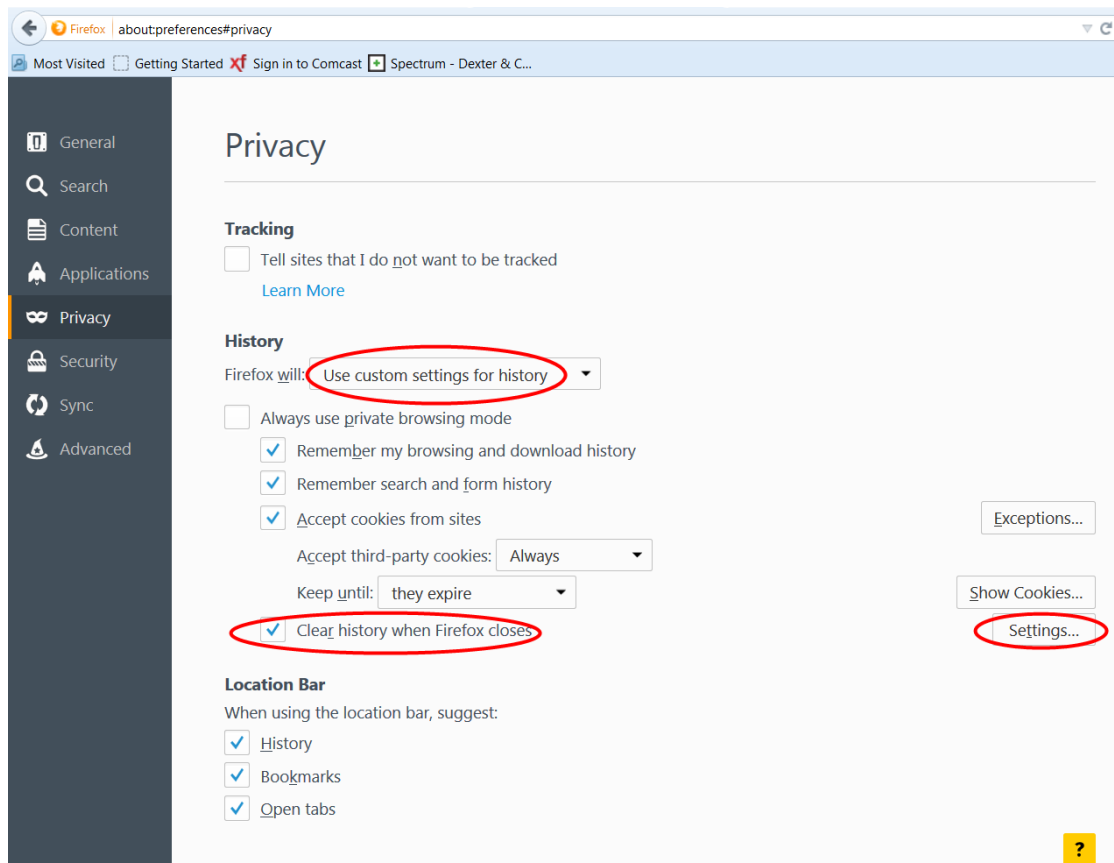
- 3 In the **Clear All History** dialog, select **Everything** as the time frame, and **Cache** and then click **Clear Now**.



*Note: some user options such as column widths in certain screens are stored as cookies, so avoid clearing cookies unless absolutely necessary.*

*Firefox may also be configured to automatically clear the browser cache each time you close the program.*

*In the History section, select Use custom settings for history, check Clear history when Firefox closes, and then click Settings to select Cache as the item to be cleared.*



## Electronic Filing Instructions for States with Different W-2 Forms

The states listed below require an electronic file format that differs from the basic Federal EFW2 electronic filing specifications. To the best of our knowledge, the state-specific variations are those listed below. Please contact the individual taxing authority of each state you are filing in for information on the current electronic filing specifications.

Spectrum's electronic file export uses the basic formatting of the Federal EFW2 specifications. Viewpoint's Spectrum Support team is not able to assist with modifying an electronic file for state-specific formats. You may contract with Technical Services or Professional Services for that assistance, or an outside consultant.

### **Alabama:**

Requires 4 rows in the RS record for each employee that are optional/not applicable in the Federal EFW2 specifications.

These are:

Field 248-257. Your State EIN number. Alabama doesn't want it zero filled.

Field 298-307. Federal Tax Withheld. This is optional in the Federal EFW2 specifications.

Field 338-348. Misc Income Field. This is optional "Supplemental Data" in the Federal EFW2 specifications.

Field 393-396. Payment year field. This is optional "Supplemental Data" in the Federal EFW2 specifications.

Because of the time to manually modify each of these in each employee's RS record in the W2Report file using Notepad, we recommend Technical Services create the Alabama electronic file for you.

### **Colorado:**

Requires a carriage return character at the end of each record. This is optional in Federal specifications.

### **Connecticut:**

Requires a carriage return character at the end of each record. This is optional in Federal specifications.

**Georgia:**

Requires a carriage return character at the end of each RS record. This is optional in Federal specifications.

**Idaho:**

Requires a carriage return character at the end of each record. This is optional in Federal specifications.

**Maryland:**

Requires a carriage return character at the end of each RS record. This is optional in Federal specifications.

**Minnesota:**

Requires the "number of RW records" in the RT record must match the actual count for the employee.

RS Record Location 248-267 State Employer Tax ID is left justified. Leading zeros will need to be removed, add spaces to the end to maintain field length.

**Mississippi:**

Requires a carriage return character at the end of each record. This is optional in Federal specifications.

Requires a date in spaces 197-202 of each RS record. The field is 6 digits and formatted as "period end and year", so entering 122012 for 2012 is successful.

RW record field 88-109 cannot be blank. This field is the delivery address for the employee.

RW record field 265-275 must be blank. Replace zeros with blanks.

RS record field 95-116 cannot be blank. This field is the delivery address for the employee.

RS record field 225-226 must be numeric. This is "number of weeks worked" and relates to state unemployment.

**Nebraska:**

Requires additional information in the RV record.

Location 1-2 RV

Location 3-9 Total RS records for Nebraska

Location 10-24 Total Taxable wages for Nebraska

Location 25-39 Total Nebraska income tax withheld

Location 40-512 Leave blank

**North Carolina:**

Requires a carriage return after the 512th position on each line.

Requires a Software Vendor Code in positions 20-23 of the RE record. This is optional in the Federal specifications, and Viewpoint does not have a Software Vendor Code.

**Oregon:**

Requires additional information in the RV record.

Location 1-2 RV

Location 3-9 Total RS records for Oregon

Location 10-24 Total Taxable wages for Oregon

Location 25-39 Total Oregon income tax withheld

Location 40-512 Leave blank Pennsylvania:

Requires a carriage return character at the end of each record. This is optional in Federal specifications.

Requires the employers 8-digit state employer ID inserted in positions 505-512 on the RE record.

**South Carolina:**

Requires a date in spaces 197-202 of each RS record. The field is 6 digits and formatted as "period end and year", so entering 122011 for 2011 is successful.

**Vermont:**

Requires a carriage return character at the end of each record. This is optional in Federal specifications.

Location 248-267 RS record State Employer Tax ID is left justified. Leading zeros will need to be removed, add spaces to the end to maintain field length.

**West Virginia:**

Location 248-267 RS record State Employer Tax ID is left justified. Leading zeros will need to be removed, add spaces to the end to maintain field length.

**Wisconsin:**

Location 248-267 RS record State Employer Tax ID (15 digits) is left justified. Leading zeros will need to be removed, add spaces to the end to maintain field length.

After creating the W2REPORT for your state, open it in Notepad and modify the file per the states' requirements.