

Version 2024, 16th Edition

2024 End of Year Processing

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Getting Started with End of Year Processing

Learn about these topics:

- Determining Your Processing Option
- Submitting Numbers to Sandata for Quoting
- Important End of Year Dates
- End of Year Processing Check List
- Summary Of Changes
- Verifying Federal ID, Employer Name & Address

Determining Your Processing Option

It is time to think about Sandata offers **three options** the processing of W-2, 1099 and 1094/1095-C information. We need a commitment from you before **December 3** on which option (A1, A2 or B) you want to follow this tax year. Your agency controls the accuracy and setup information of the data for all three options.

Option A1* – Sandata posts to Solana MyPay and will work with our	1.	Our processor imports the ProviderPro information you submit to us.
processor to provide PDF copies for all required forms (This is Sandata's recommended	2.	We post the employee copies of the W-2 and 1095-C to the Solana MyPay website.
option.)	3.	Our processor prints the vendor copies of the 1099 only.
This option saves you labor-intensive tasks, Yearli purchase and postage	4.	Our processor seals and mails the vendor copies of the 1099 only.
costs for mailing employee W- 2s/1095-Cs.	5.	Our processor files electronically with the SSA/IRS.
25/1075-05.	6.	Our processor provides an Acrobat file (PDF) of the employer, employee and vendor copies of each W-2, 1095-C/1094-C and 1099.
	7.	An Acrobat file (PDF) copy of each W-2 that is applicable to every state and/or local tax agency.
	8.	Electronic filing is available for some states and cities. You must make special arrangements with Sandata to do so.
	9.	You mail the W-2s to each state and/or local tax agency.
Option A2* – Sandata processor prints,	10.	We import the ProviderPro information you submit to us.
mails, and files. This option saves you labor-intensive tasks and Yearli purchase.	11.	Our processor imports the employee copies of the W-2, 1099, 1095-C, including one Copy B, one Copy C, and two Copy 2s. Also includes additional W-2s for each employee, if an employee has more than two states and/or two locals.
	12.	Our processor will seal and mail employee copies.
	13.	Our processor will file electronically with the SSA/IRS.
	14.	Our processor will provide an Acrobat file (PDF) of the employer, employee and vendor copies of each W-2, 1095-C/1094-C and 1099.
	15.	An Acrobat file (PDF) copy of each W-2 that is applicable to every state and/or local tax agency.
	16.	Electronic filing is available for some states and cities. You must make special arrangements with Sandata to do so.
	17.	You mail the W-2s to each state and/or local tax agency.
Option B – You print, stuff, mail, and file	18.	You purchase Yearli and associated perforated paper for printing.**

1	.9. You import the ProviderPro information into Yearli. *
2	20. You print the employee copies of the W-2/1099/1095-C, which could include one Copy B, one Copy C and two Copy 2s.
2	21. You handle any addendum sheets or additional W-2s for each employee, if an employee has more than two states and/or two locals.
2	 You handle mailing employee copies, including stuffing into an envelope and postage.
2	23. You upload to Yearli to e-file with the SSA/IRS*.
2	24. You print an employer copy of each W-2/1099/1094-C.
2	25. You print a copy of each W-2 that is applicable to every state and/or local and then organize by state and/or local.
2	 You mail the W-2s to the appropriate state and/or local tax agency.
2	27. Electronic filing is available for some states and cities. You must make special arrangements with Sandata to do so.

- 28. *Any returned "undeliverable" W-2, 1099 or 1095-C will be forwarded to you. All corrections and reprints will be invoiced at the originally quoted price. We are not responsible for any incorrect or missing information provided by you. If the whole batch needs to be reprocessed/reprinted because we were given wrong or missing data, then the whole batch will be reprocessed/reprinted based on new job pricing. Additional fees may be incurred for any corrections made to the original information submitted to us.
- 29. **Yearli is a third-party (not programmed by Sandata) product that is outside the scope of the Sandata maintenance and support agreement. Yearli continually updates the product from year to year and requires an annual purchase of the current year's copy. We will supply Yearli and associated paper at competitive pricing.

Note: Remember you perform the following steps regardless of the option you choose:

- Tie-out all wages, deductions, and taxes utilizing the reports in ProviderPro.
- Verify Federal ID Number, State Unemployment Number(s), State ID Number(s) and school district numbers in the software.
- Verify/enter the proper Code in ProviderPro for any deductions that should appear in the special boxes on the W-2 (i.e., 401K/403B amount)
- Enter any extra W-2 income in the Non-Payroll Compensation tab for applicable employees.
- Verify that all addresses are valid and up to date.
- Perform the Gather W-2/1099/1094/1095-C process in ProviderPro.
- Make sure the Payroll and Accounts Payable tax reporting groups are set up for all payroll groups/EINs (W-2s/1094/1095Cs) and control accounts (1099s).

Submitting Numbers to Sandata for Quoting

Sandata needs W-2, 1099 and 1094/1095C totals from you to generate a cost comparison. Please submit your numbers prior to **11/18/2024**. You will receive an emailed quote by **11/27/2024**. The deadline for submitting your orders is **12/03/2024**. End of year processing is just around the corner!

Submitting W-2 Counts (or 1099 Counts if issuing from Payroll)

To send the counts, complete these steps for each **UNIQUE** database and tax reporting group:

TASK:

1. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

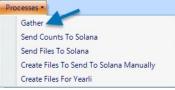
STEP RESULTS: You'll see the **Employee W-2s** transaction grid:

Employee W-2s x						
Tax Reporting Group	Equals		+ Staff		-	
Filters						
Employee	Equ	ais	+			(H) (H)
And - Reprint	True		+			1.00
Add Filter	- Andrews					
Add Filter Group						
Filters Summary						
x Reporting Group Year	Employee		Federal Wages	Federal Withholding EIC Wi	thholding Social Security Wages	Social Security Withhold

2. Change the **Tax Reporting Group** filter to the appropriate one.

You will need to repeat this process for each Tax Reporting Group.

3. From the **Processes** toolbar menu, select **Gather**.



STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the Tax Reporting Group and Year are correct.

	Gather Payroll Data	1
Year	2020 🗮	-
First Employee	Image:	
Last Employee	· · · · · · · · · · · · · · · · · · ·	
Tax Reporting Group	Staff 💿 💿 🔶	j
	Only Pull Gross Wages (for consumer 1099s)	
	Cather Non-Payroll Data	
No City Tax	Image: A state of the state	
Admin Cost Center	· O +	1

5. If the selected Tax Reporting Group is used for those employees for whom you are processing 1099s through payroll (for example, client wages), select the **Only Pull Gross Wages (for consumer 1099s)** check box.

Gather Payroll Data	
	2020 📜
	🧆 🔘 🕇
Group Consumers	> Ø ≥ +
Only Pull Gross Wage	is (for consumer 1099s)
Gather Non-Payroll C	Jata
	·≫ 🥥 🕂

6. Leave all the other boxes as they are and click **OK**.

STEP RESULTS: Depending on the number of employees, this process may take several minutes. A confirmation message will appear when the process is complete.

7. Click **Ok**.

STEP RESULTS: You will see a list of employee W-2 information appear in the grid. You do not need to worry about reviewing or modifying the data at this time unless you are reviewing client 1099 information. If it is client 1099 information, then you should delete the clients to whom you do not expect to issue 1099s.

8. From the Processes toolbar menu, select Send Counts To Solana.



9. Verify the Tax Reporting Group is correct and click **Ok**.

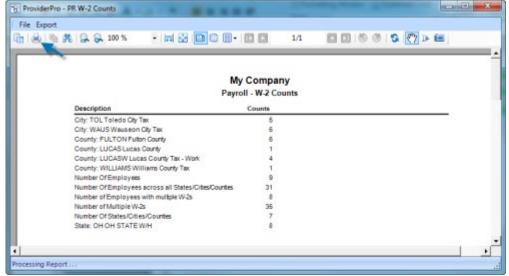
ProviderPro			?	
Enter the Send Count	s To Solana settings			
Tax Reporting Group	Staff			
		~		
		QK	⊆an	ce

STEP RESULTS: You will see a confirmation message when the process is complete.

- 10. Click **Ok** to exit the confirmation window.
- 11. If you cannot send your counts to Sandata automatically because of technical difficulties, click a **Reports** on the toolbar to print a report to mail or fax to Sandata.
- 12. Select PR W-2 Counts and click Run Report.

12	Work with Report Group									
	Create, manage or run									
1	Create a New Report									
	Create a new report us	ing either a new layout	or an existing one							
alar	t an Existing Report Mana	an or own a report \$	non the original select	Click block to	danage launut	filteer chile and	ather ret	inne or Cl	lek Rus	Report
elec	a on clusting report Mana	ge or run a report n	rum ane grid below	CHOK NEXT 10	change layout	mers, style and	I coner sec	angs or La	ICK HUI	neport
Find	Standa	eds My Agency	My Reports	Favorites	Payroll Only	Employee W	-2s Only			
-		1	1							
0.9	Copy 🛄 Rename 🚖 Favorite	Delete Add	To Group 🔹 👸 🖗	ermissions						
10	Name			Deta	Deject		Module	Delivery	Cherry	ged On
6 6	PR W-2 Errors			W-2 E	mors		Payroll	Preview		
6	PR W-2 Errors PR W-2 Errors PR W-2 Federal Detailed			W-2 E W-2 F			Payroll Payroll	Preview		
0					ederal					
8	PR W-2 Federal Detailed	etion Export File		W-2 F W-2 F	ederal	ber Verification	Payroll	Preview		
8	PR W-2 Federal Detailed PR W-2 Federal Summary	etion Export File		W-2 F W-2 F W-2 S	ederal ederal	ber Verification	Payroll Payroll	Preview Preview		
0 0 0 0 0 0 0	PR W-2 Federal Detailed PR W-2 Federal Summary PR Social Security Number Verific			W-2 F W-2 F W-2 S W-2 S	ederal ederal ocial Security Num	ber Verification	Payroll Payroll Payroll	Preview Preview Save		
000000000000000000000000000000000000000	PR W-2 Federal Detailed PR W-2 Federal Summary PR Social Security Number Verific PR W-2 State and Local Detailed			W-2 F W-2 F W-2 S W-2 S	ederal ederal ocial Security Num tate And Local	ber Verification	Payroll Payroll Payroll Payroll	Preview Preview Save Preview		

13. Click **Print** from the print preview window.



- 14. Click the **X** to exit the print preview window.
- 15. Click **Finish** to exit the Report Wizard.
- 16. Mail or fax this report to Sandata.

Once you receive the quote, you will need to return the completed End of Year Processing Selection Form.

Submitting 1099 Counts

Note: Make sure the vendor's 1099 information and the AP tax reporting groups are set up. **Note:** See <u>Processing 1099s Through Payroll</u>, if your 1099 information originates in Payroll instead of Accounts Payable.

To submit a quote to Sandata, complete the steps below for each UNIQUE database:

TASK:

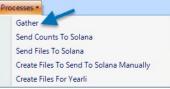
1. Go to Financial Management > Accounts Payable > Vendor 1099s.

STEP RESULTS: You'll see the Vendor 1099s transaction grid.

2. Set the appropriate **Tax Reporting Group**.

Tax P	Reporting Group	Equals	-	Control	Account	
Filters						
	Form	Equals	Equals		MISC 1099	•
And -	Vendor	Equais	Equals			H
AND	Reprint	True		*		(: x
Add	Add Filter Filter Group					
Filters S	ummary					

3. From the Processes toolbar menu, select Gather.



STEP RESULTS: You will be prompted to enter the gather settings.

4. Verify the tax reporting group is correct and set the correct tax year. Leave the **Begin Vendor** and **End Vendor** boxes blank to include all vendors set up with 1099 information and click **OK**.

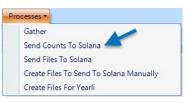
Binter the Gather sett	ings		
Year		2019	
Begin Vendor		🧿 🔕 🖶	
End Vendor		🧿 🔕 🖶	
Tax Reporting Group	Control Account 1	→ 0 ≥ +	

STEP RESULTS: Depending on the number of vendors, this process may take several minutes. A confirmation message will appear when the process is complete.

5. Click Ok.

STEP RESULTS: You will see a list of vendors that have 1099 information appear in the grid. Edit this information to remove any vendors that will not receive a 1099. We need to have an accurate count of the number of 1099s that will be processed.

6. From the **Processes** toolbar menu, select **Send Counts To Solana**.



7. Verify the tax reporting group is correct and click Ok

ProviderPro Enter the Send Count	s To Solana settings	<u>8</u>
Tax Reporting Group	Control Account 1	
		Dk Cancel

STEP RESULTS: You will see a confirmation message when the process is complete.

- 8. Click **Ok** to exit the confirmation window.
- 9. If you cannot send your counts to Sandata automatically because of technical difficulties, click a **Reports** on the toolbar to print a report to mail or fax to Sandata.
- 10. Select AP Vendor 1099 Counts and click Next.

	task do you want to o					
Work w	with Report Groups					
Cre	ste, manage or run a group o	of reports				
Create	a New Report					
Cre	ste a new report using either	a new layout or an existing one				
			and the second second second			
Select an Existing	Neport Manage or ru	n a report from the grid below. Click Next	to change layout, filters, sty	vie and other settings or	Click Run	Report
ACTION DE LA COMPANY						
				Vendor 1099s Only		
Find	Standards	My Agency My Reports Favorites	Accounts Payable Only	Vendor 1099s Only		
Find	Standards		Accounts Payable Only			
Find	Standards	My Agency My Reports Favorites		Vendor 1099s Only	Delivery	Changed
Find Copy 🗊 Rena	Standards ame 👷 Favorite 🍥 De	My Agency My Reports Favorites	Accounts Payable Only		Delivery	Changed
Find Copy III Rena Name	Standards ame 😿 Favorite 🎯 De	My Agency My Reports Favorites	Accounts Payable Only Data Object			Charged
Find Copy III Rena Name	Standards ame & Favorite @ De 20 mors	My Agency My Reports Favorites	Accounts Payable Only Oata Object	/ Module	Preview	Charged
Find Copy III Rens Name Carrowers AP Vendor 109 AP Vendor 109	Standards ame & Favorite @ De 20 mors	My Agency My Reports Favorites	Accounts Payable Only Cata Object Vendor 3099 Errors	/ Module Accounts	Preview Preview	Charged
Find Copy III Rens Name Carrowers AP Vendor 109 AP Vendor 109	Standards ame & Favorite @ Do 20 color 29 Enors 29 Listing	My Agency My Reports Favorites	Accounts Payable Only Data Object Vendor 1099 Crons Vendor 1099 Crons	Module Accounts Accounts	Preview Preview	Charged
Find Copy III Rens Name Carrowers AP Vendor 109 AP Vendor 109	Standards ame & Favorite @ Do 20 color 29 Enors 29 Listing	My Agency My Reports Favorites	Accounts Payable Only Data Object Vendor 1099 Crons Vendor 1099 Crons	Module Accounts Accounts	Preview Preview	Charged

11. Verify the correct tax reporting group is selected and click **Run Report**.

lendor 1099s Reports	Jump To Lityout Sty	e Filters Sort	Titles Delivery		
Set the filters to select t	he records that should a	ppear in your fin:	al report		
Report/Subreport	Settings				
Select the report or subreport to set filters for	Tax Reporting Group	Equals	+ Control Account 1	B	
- Vendor 2099 Counts	Filters Add Filter #	edel Cuatore Field Filme			
	- Filters Summary				
Back				Linet The	n Report Cancel

12. Click **Print** from the print preview window.

ProviderPro	AP Vendor 1099 Counts					
File Export	10 million (10 mil					
10 10 1 h	🕯 🔍 🖓 100 % 🔹 🗄 🔛 🔯		1/1	0000	S 🖑 🕨 📧	
1						-
-						
		My Company	-			
	Account	ts Payable -Vendo	or 1099 Coun	ts		
	1099 Counts For: My Company					
	Form Type: MISC 1099 Cos	int 20				
4						
Processing Report	144C					

- 13. Click the **X** to exit the print preview window.
- 14. Click **Finish** to exit the Report Wizard.
- 15. Mail or fax this report to Sandata.

STEP RESULTS: You will receive a quote back from Sandata.

Once you receive the quote, return the completed End of Year Processing Selection Form.

Submitting Form 1095-C Counts

To send the counts, complete these steps for each **UNIQUE** database and tax reporting group:

TASK:

1. Go to Employee Management > Payroll > Tax Forms > Form 1095-C (Employees).

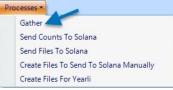
STEP RESULTS: You'll see the 1095-C (Employees) transaction grid.

2. Change the **Tax Reporting Group** to the correct one.

Tax Reporting Group	Equals	*	Staff		+		
bes							
Employee	Equals		-		-		
And • Active	True		-				
AND Employed This Year	True						
AND Date Problem	True		-				×
AND Invalid ACA Records	True						
AND Receives 1095	True						
AND Section 4980H Problem	m True						×
AND Section 4980H Problem	m True		*				
	m True		•				×
Add filter	m True	Active	• Employed This Year	Date Problem	Section 4960H Problem	Invalid ACA Records	Receives 1
Add Filter Add Filter Group Employee		Active	• Employed This Year	Date Problem	Section 4980H Problem	invalid ACA Records	
Add Filter Add Filter Group Employee 00001-Adams, Kevin Robert	Plan Start Month/					and the length of the second	Receives 1
Add Filter Add Filter Group Employee 00001-Adams, Kenin Robert 00002-Littleson, Amy	Plan Start Month ² 00	¥.	v.			E	Receives 1
Add Filter Add Filter Group	Plan Start Month / 00 00	v v	7 7			2	Receives 1

Note: You will need to repeat this process for each Tax Reporting Group.

3. From the **Processes** toolbar menu, select **Gather**.



STEP RESULTS: You will be prompted to enter the gather settings.

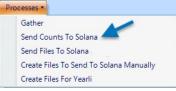
4. Make sure the Tax Reporting Group and Year are correct.

5.	Leave all the other boxe	s as they are and click O	Κ.	
	Re ProviderPro			? ×
	Enter the Gather sett	lings		
	Year		2020 : 📥	
	First Employee			
	Last Employee			
	Tax Reporting Group	Staff		
	Email	Email Address 1		
			Qk	<u>C</u> ancel

Note: This process may take a little while depending on the speed of your computer and/or the number of employees.

STEP RESULTS: You will see a confirmation message when the process is complete. You will need to research and correct any errors that were found. Once you correct the errors, you will then run the gather again.

- 6. Click **Ok** to close the wizard.
- 7. From the **Processes** toolbar menu, select **Send Counts To Solana**.



8. Verify the Tax Reporting Group is correct and click Ok.

Enter the Send Coun	ts To Solana settings		
Tax Reporting Group	Staff	· • • • •	

STEP RESULTS: You will see a confirmation message when counts have been sent.

- 9. Click **Ok** to exit the confirmation window.
- 10. If you cannot send your counts to Sandata automatically because of technical difficulties, click a **Reports** on the toolbar to print a report to mail or fax to Sandata.

```
11. Select PR Form 1095-C Counts and click Run Report.
```

with Report Groups ate, manage or run a group of reports			
ate, manage or run a group of reports			
		l⊋	
a New Report			
ate a new report using either a new layour	t or an existing one		
Januarus inj rigericj	my reports renormer Payson	cutly reminered cutheyest cuty	
ene 🚖 Favorite 🎯 Delete 🛛 Ade	f To Group 🔹 👔 Permissions		
	Data Object	7 Module	Delivery
	Liera orgen	- Product	0.00000
	ate a new report using either a new layou Report Manage or run a report Standards My Agency	ate a new report using either a new layout or an existing one Report Manage or run a report from the grid below. Click Next to change la Standarda My Agency My Reports Favorites Payroll is an existing one me Favorite Deline Add To Group * // Permissions	ate a new report using either a new layout or an existing one Report Manage or run a report from the grid below. Click Next to change layout, filters, style and other settings or Click Standards My Agency My Reports Favorites Payroll Cnity Form 1095-C (Employee) Only area of Favorite Computer Add To Group • 1/2 Permissions

12. Click **Print** from the print preview window.

	▶ : : : : : : : : : : : : : : : : : : :	
Рауго	II - Form 1095-C Counts	
Description	Count	
1095-C Counts for		
Software Version: 4.142.312	0	
Number of Employees with Date Problems	24	
Number of Employees Employed This Year	178	
Number of Employees with Invalid ACA Records	153	
Number of Employees with Valid ACA Records	25	
Number of Employees with Section 4980H Problems	0	
Number of Employees Receiving 1095-C	4	

- 13. Click the **X** to exit the print preview window.
- 14. Click **Finish** to exit the Report Wizard.
- 15. Mail or fax this report to Sandata.

STEP RESULTS: You will receive a quote back from Sandata .

Once you receive the quote, you will need to return the completed End of Year Processing Selection Form.

Important End of Year Dates

November 18, 2024	Customer Deadline to return W-2/1099/1094/1095-C Contact Information Form(s)
November 18, 2024	Sandata sends out email reminder with instructions for submitting counts for a quote.
November 18, 2024	Customer deadline to submit count information for quotes.
November 27, 2024	Sandata sends out quotes to customers via email.
December 3, 2024	Customer deadline to return the End of Year Processing Selection Form.
December 20, 2024 (approx.)	Scheduled Fourth Quarter Release of ProviderPro and available to hosted customers and for download for on-premise customers.
January 8, 2025	Customer deadline to submit W-2 and 1099 data.
	Customer deadline to return Authorization Form(s)
	Customer deadline to return Electronic Submission Information Form(s)
	Sandata will not begin to process your data until all of the above information is received.
January 27, 2025	Customer deadline to submit 1094/1095-C data.
	Customer deadline to return Authorization Form(s)
	Customer deadline to return Electronic Submission Information Form(s)
	Sandata will not begin to process your data until all of the above information is received.

End of Year Processing Check List

Verify contact information.
Submit counts to Sandata.
Place order with Sandata.
Verify Social Security Numbers.
Review employee/vendor data.
Review employer/payer data.
Review taxes and deductions setup.
Review payroll and AP tax reporting group setup.
Enter/verify non-payroll compensation.
Tie out data.
Gather W-2s/1099s/1095-Cs.
Complete manual edits (if needed).
Delete any returns you do not wish to process.
Correct any errors on Error Reports.
Tie out final data.
Submit files to Sandata for processing -or- Create files to process with Yearli.
Review forms.
Receive employer packet.
Download files from secure FTP site.
File paper copies with state(s).
File paper copies with local tax agencies.

Verifying Federal ID, Employer Name & Address

Before creating your W-2, 1099 and/or 1095-C data, make sure that your Federal Tax ID (including any required dashes) and address information is correct and appears as you want it to appear on the W-2s, 1099s and the 1095-C forms.

To verify the Federal ID Numbers and Employer Name and Address Information:

TASK:

- 1. Go to **Tools > Database Preferences**.
- 2. Verify the following information is filled out as you want it to appear in the W-2s, 1095-C and/or 1099s forms:
 - Federal Tax ID (including any required dashes)
 - Company Name
 - Address Information

ompany Name	Solana		Federal ID 99-9	999999	
Address Info					
Address 1	122 S. Fulton St.		Address 2		
City	Wauseon	State OH 🔻	Zip Code 43567		
hone Numbers					
Phone 1	(419) 335-1280 Opt. 3	Phone 2 (41	9) 335-1284 FAX		

- 3. Click 🗟 Save on the toolbar.
- 4. Click the X on the Database Preferences window tab to close it.
- 5. If you have licensed the multiple EIN feature set, verify that the Federal ID and employer name is correct for each of your EIN groups:
 - a. Go to the **Tools** menu and select **Employee Management -> Payroll -> Setup -** > **EIN Groups.**
 - b. Open each EIN Group.

Description Our Agency (Children's Division	V Active			
Account and Tax Info Benefits In	da EFT Jola				
	E Subject To FUTA Tax				
Federal Tax ID	1-88997744				
Agency Check Money Account	2-20850-40 - Ex Dir Cont Educ	ation 💓 🕘 🖶			
GL Cost Center	1000 - Administration	>02+			
Accrued PTO Account		Image: A marked block in the second seco			
Accrued Wage Account		Image: A = 1			
Accrued Expense Account		🖘 🔘 🕂			
	Add Copy 🍥 Delete 🛛 👔 I Memorize/Recall 🔹 🔏		Select Columns	Defaults	
Allocation Type A	ccount				
-					

Important: The employer name is the **Description** of the EIN Group. The address information will come from **Database Preferences**.

Setting Up Employees for Solana MyPay

Agencies now have the option to allow employees to view and download their tax forms (W-2s/1095-Cs) via the Solana MyPay secure website (https://mypay.solanapro.com) instead of printing and mailing them. Employees will then receive an email message to the email address that they used to create their Solana MyPay account when Sandata has posted their W-2 and 1095-C forms or when your agency posts a new EFT stub for them.

If your agency has selected this option, Sandata will be in contact with your agency after we have configured your Solana MyPay website. Once Sandata notifies your agency that your site is ready, there are a few setup steps you will need to complete below.

Adding Employees to Solana MyPay

When Sandata posts employee W-2s and 1095-Cs to Sandata MyPay, employees are automatically added to Solana MyPay. Likewise, if you also license Sandata MyPay to post EFT stubs, when you run the **Send Employee EFT Stubs To Solana MyPay** wizard, new employees are added at that time as well. However, we recommend that your employees register and set up their account on Solana MyPay before they have any documents to view if they haven't already done so. Therefore, we recommend you run the **Add Employees to Solana MyPay** process each time you add new employees.

Important: If the employee has not created their account/registered on Solana MyPay prior to when the tax documents and/or pay stubs are posted, Solana MyPay cannot notify them of their new documents because it does not know what email address to use (the notification email address is set when they register).

To add employees to Solana MyPay:

- 1. Select Employee Management > Employees to open the employee.
- 2. Select Add Employees to Solana MyPay from the Processes toolbar menu.



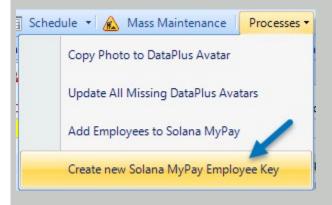
3. Select **OK** to close the confirmation box.

📸 ProviderPro	1 ×
Add Employees to Solana MyPay	3
Upload completed Successfully	
	~
	Qk

Any active employees who are tied to a Payroll Group that has the Upload to Solana MyPay check box selected and inactive employees who are tied to a Payroll Group that has the Upload to Solana MyPay check box and were paid in the current year or in the last few months of the previous year were uploaded to Solana MyPay. The Solana MyPay administrator can sign in to Solana MyPay to verify the employees appear.

Important: Each employee must have a unique employee key that they will use when they register on Solana MyPay. This employee key is auto generated when you add a new employee. However, if in the past you imported employees or created a new employee by copying an existing employee, there is a chance the employee key was duplicated. If this happens, the employee will get an error when they try to use it. If an employee reports this issue, you can create a new employee key for that employee.

To do so open, the employee that has a duplicate key, and then select **Create new Solana MyPay Employee Key**.



Once you have created the new employee key, you will then need to Add Employees to Solana MyPay again.

Distributing Solana MyPay Registration Keys to Employees

You can view the information an employee will need to register on the Solana MyPay website (https://mypay.solanapro.com) when they sign in the first time on the **Solana MyPay** tab of the employee form in ProviderPro. You can also run one of the registration letter reports to print and mail them to your employees (the letter is formatted to fit into a standard window envelope) or automatically email the letter to your employees as an attachment. The instructions below show you where to view the registration information in the employee form as well as how to distribute

the registration letter report to employees via email to multiple employees (such as when you first begin to use MyPay) or to a few new hires ongoing.

To view the registration keys:

- 1. Choose **Employee Management > Employees** from the menu.
- 2. Select the Solana MyPay tab.

ode	First Name	Middle Name	Last Name	Suffix
00001	Kevin	Robert	Adams	V Active
ACA				
			and the second se	
		oyee Leave Requiremient Status Pull	filed Requirements Classes Reg	uirement Notifications Supplemental Educa
				uirement Nutifications Supplemental Educa
Issail Weekly Sch	eduled Hours Requirem	ent Groups Billing Processing Group	s Documents Notes DataPlus	cc Non-Payroll Compensation
Jauai Weekly Sch Dependents Per	eduled Hours Requirem ional Contacts Licensing	ent Groups Billing Processing Group Properties Training Education E	s Documents Notes DataPlus valuations Discipline Termination	on C Non-Payroll Compensation
Jauai Weekly Sch Dependents Per	eduled Hours Requirem ional Contacts Licensing	ent Groups Billing Processing Group Properties Training Education E	s Documents Notes DataPlus valuations Discipline Termination	cc Non-Payroll Compensation
Usual Weekly Sch Dependents Per	eduled Hours Requirem ional Contacts Licensing	erit Groups (Billing Processing Group Properties Training Education E lob Titles Taxes Benefits Remittar	s Documents Notes DataPlus valuations Discipline Termination	on C Non-Payroll Compensation

The **Agency Key** comes from **Payroll Options** and a unique **Employee Key** is automatically generated for every employee. Employees need both keys to register on the Solana MyPay website.

Important: Each employee must have a unique employee key that they will use when they register on Solana MyPay. This employee key is auto generated when you add a new employee. However, if in the past you imported employees or created a new employee by copying an existing employee, there is a chance the employee key was duplicated. If this happens, the employee will get an error when they try to use it. If an employee reports this issue, you can create a new employee key for that employee.

To do so open, the employee that has a duplicate key, and then select **Create new Solana MyPay Employee Key**.

Schee	dule 🝷 🔬 Mass Maintenance	Processes •
	Copy Photo to DataPlus Avatar	
	Update All Missing DataPlus Ava	tars
	Add Employees to Solana MyPay	1
	Create new Solana MyPay Emplo	yee Key

Once you have created the new employee key, you will then need to **Add Employees to Solana MyPay** again.

To run the registration letter report to distribute to one or multiple employees:

- 1. Choose **Employee Management > Employees** from the menu.
- 2. Select **Reports** on the toolbar.

3. Enter "MyPay" in the **Find** box.

ich reporting task do you want to do?									
Work with Report Groups Create, manage or run a group of reports									
Create a New Report					R				
Create a new report using either a new lay	jout or an existing on	e							
second a rear report dang childran ra									
ect an Existing Report Manage or run a repo	ort from the grid b	elow. Clic	k Next to	change lay	out, filters, st	yle and ot	er settings	or Click F	Run Rej
	ort from the grid b	elow. Clic	k Next to	change lay	out, filters, st	yle and ot	er settings	or Click F	Run Rej
			k Next to	change lay	_	yle and ot	er settings	or Click F	Run Rej
ct an Existing Report Manage or run a report Manage or run a report Manage or run a report My Age	ncy My Report	ts Fav	orites		_		er settings	or Click F	Run Rej
ct an Existing Report Manage or run a report Manage or run a report Manage or run a report My Age		ts Fav	orites		_		er settings	or Click F	Run Rej
ct an Existing Report Manage or run a repo	ncy My Report	Is For	vorites sions	Payroll O	niy Emp i		er settings	or Click F	Run Rej
ct an Existing Report Manage or run a report MyPay Standards My Age Copy Rename Standards Objecte	ncy My Report	Is For	vorites sions	Payroll O	niy Emp i	oyees Only	er settings	or Click F	Run Rej
ct an Existing Report Manage or run a report MyPay Standards My Age Copy Rename Standards Objecte	ncy My Report	Is For	vorites sions	Payroll O	niy Emp i	oyees Only	er settings	or Click 3	Ruin Rep
ct an Existing Report Manage or run a report MyPey Standards My Age Copy Rename Revorte (3) Delete Name	ncy My Report Add To Group Data Object	A Permia Module Payroll	vorites bions Delivery	Payroll O	niy Emp i	oyees Only	er settings	or Click F	Run Rej
ct an Existing Report Manage or run a report MyPey Standards My Age Copy Rename Servorite Delete Name Solana MyPay Letter (Pay Stubs Only)	ncy My Report Add To Group • Data Object Employees	A Permia Module Payroll	orites sions Delivery Preview	Payroll O	niy Emp i	oyees Only	er settings	or Click 8	Run Rej
Copy Remains & Favorite @ Delete Market More & Favorite @ Delete Name Solana MyPay Letter (Pay Stubs Only) Solana MyPay Letter (Pay Stubs Only)	ncy My Report Add To Group Data Object / Employees Employees	S Fav Permia Module Payroll Payroll Payroll	Delivery Preview Preview	Payroll O	niy Emp i	oyees Only	er settings	or Click F	Run Rej
ct an Existing Report Manage or run a report MayPay Standards May Age Copy Reniame Favorite (Cop) Name Solana MyPay Letter (Pay Stubs Only) Solana MyPay Letter (Pay Stubs Only) Solana MyPay Letter (Pay Stubs /W-2s/1085-Cs)	Add To Group Data Object * Employees Employees Employees	S Fav Permia Module Payroll Payroll Payroll	Preview Preview	Payroll O	niy Emp i	oyees Only	er settings	or Click 8	Run Rej

You will see several variations of the letter that you can print or email to employees to distribute the keys to your employees. If you do not see the combination that you are using, you can copy one of the existing letters and then modify it. Refer to the *Report Wizard Guide* for details on copying reports.

4. Select the appropriate letter and click **Next**.

Employees Reports									i j		×
Which reporting task	do you want to do	?									
Create a New Create a n Create a n Select an Existing Repo	mage or run a group of re Report ew report using either a n	ew layout or an existing one		k Next ti		_		settings or Cli	k Ru	n Repo	ort
Find MyPay	Standards M	Add To Group •		vorites	Payroll O	ily Empl	oyees Only				
Name	-	Data Object /			Changed On	User Name	Tags				
Course NoPey Letter		True of each	-	107 101 10							
	Pay Stubs Only)	Employees	Payroll	Preview							
50 Jana MyPay Letter											
Solana MyPay Letter		Employees	Payroll	Preview							
Solana MyPay Letter		Employees Employees	Payroll Payroll	Preview Preview							
Solana MyPay Letter	(Pay Stubs/W-2s Only) Pay Stubs/W-2s/1095-Cs)		Payroll								

- 5. If this is the first time your agency is using MyPay, set your filters as follows:
 - Active is True
 - Last Payment Date is Greater Than or Equal To the first day of the tax year

Note: Leave the filter group box operator set to Or.

Setting Up Employees for Solana MyPay Distributing Solana MyPay Registration Keys to Employees

Set the filters to select th			Sort Titles Delivery			
Report/Subreport	Filters					
Select the report or subreport to set filters for.	(Code	Equals	•		
- Employees	And -	Full Name	Contains	+		
	AND	Last Hire/Rehire Date	Greater Than or Equal T	4 -		
		Add Filter Add Custom I	lield Filter			
	AND .	W Adhe	True			
		Or - Last Paymer	t Date Greater T	han or Equal Tr 🕠	01/01/2019	
		Add Filter Add Filter Group				
	Add File	er Group				
	Files Sunn	ary .				

Otherwise, for new employees hired after you sent out your initial letter to all employees, set your filters as follows:

Last Hire/Rehire Date is Greater Than or Equal to the new employees' hire date.

t the filters to select th	e records t	that should appear in	your final re	port						
Report/Subreport	Filters									i
Select the report or subreport to set filters for.		Code	Equals							
- Employees	And +	Full Name	Contains	1.						
	AND	Last Hire/Rehire Date	Greater The	an or Equal Te	12/01/2019	4.				
		Add Filter Add Custom Field Filter								
	AND	Active		True						1
		Or • Last Payme	ent Date	Greater Than	or Found Tr	01/01/2019				
		Add Filter		Greek from	or expose it.					
		Add Filter Group								
	Add F	ilter Group								
	 Filters Surr 	mary								

Note: Make sure you clear the check boxes next to the **Active** and **Last Payment Date** filters in the filter group box.

- 6. Click **Delivery** on the **Jump To** bar or select **Next** twice.
- 7. Select **Run Report** to print the reports to distribute paper copies OR email it to each employee directly. To do so:
 - a. Select the + next to **Split Report Property**.

Setting Up Employees for Solana MyPay Distributing Solana MyPay Registration Keys to Employees

Y Payroll Reports								$\overline{\mathbb{C}}$		×
Jump To	Layout	Style	Filters	Sort	Titles	Delivery				
Select the delivery method and enter a	any rela	ted in	formati	on nee	ded					
Preview	+ 50	it Repor	t Property							
C Send to Printer	-									
C Save to Folder										
C Send Email										
Save Only										
gox.							Bun Re	troqu	Cance	

b. Select Code.

lect the delivery method a	and enter any related information needed	
@ Preview	Split Report Property	
C Send to Printer	COBRA Qualifying Event	
C Save to Folder	- COBRA Response - COBRA Response Parte	
C Send Email	Code	
	Competency Add On Met E: Country	
	E County	
Save Only	- CPR Date	
	- DataPlus Ailatar Riename	
	- DataPlus Card ID	
	DataPlus Email Address Type	

c. Select Send Email.

elect the delivery method.	nd enter any related information	on needed		
C Preview	- Split Report Property COBRA Qualifying	h and		
C Send to Printer	COBRA Response	Event		î.
C Save to Folder	COBRA Response	Date		4
@ Send Email	Code			
	Competency Add	On Met		
	E County			
Sava Orly	-CPR Date			
	DataPlus Avatar P	lename		
	DataPhus Card ID DataPhus Email Ad	diess Type		
	File Type Acrobi			 Address Typ
	Enter Address		-	
	Email To			
	Email Subject			
	Email Body			
	Email body			A.
				3
				60

Setting Up Employees for Solana MyPay Distributing Solana MyPay Registration Keys to Employees

d. Select the **Email Address** list and select which email address (1, 2 or 3) to send it to or of a specified type.

File Type	Acrobat PDF	-	Address Type
Enter Address		-	
Enter Address			
Send to Emai	Address 1 in Employees		
Send to Emai	Address 2 in Employees		
Send to Emai	Address 3 in Employees		
Send to Emai	l of Type:	<u>^</u>	
		9	

- e. If you selected **Send to Email of Type**, enter the email description of the one you want to send it to such as, Work or Home.
- f. Enter a subject and message and then select **Run Report** to email each employee their individual report as an attachment to the selected email address.

	Jump To Layout Style I				
elect the delivery method	and enter any related info	rmation needed			
C Preview	- Split Report P	roperty			
		alitying Event			
C Send to Printer	-COBRA Re				100
C Save to Folder	-COBRA Re	sponse Date			1
@ Send Email		cy Add On Met			
	E Country	aj read anti-ta			
Save Only	⊞-County				
analiday	CPR Date				
	DataPlus A	watar Pilename			
		mail Address Type			
	File Type	Acrobat PDF			Address Typ
	Send to Email of T	-	1		
			F		
	Email Address Ty	WORK - Work		> 0 2 +	
	Email Subject	Register for Solana My	Pay		
	Email Body				
	See the attached	document for your Sola	na My Pay account registration informatio	n. K	
				2	
				Q.	

Processing W-2s

Learn how to process W-2s:

- <u>Registering with the Social Security Administration</u>
- Using the SSA Employee Verification Service
- Verifying Tax ID Numbers
- Verifying Deduction Type Setup
- Verifying Wage Type Setup (This is rarely used)
- Verifying Reimbursement Account Setup (This is rarely used)
- Verifying Employee Setup
- Entering Non-Payroll Compensation
- Tying Out the Numbers
- Gathering the W-2 Data
- Submitting Files to Sandata for Processing
- Electronic Retrieval of Employer Copies from Our Processor

Payroll Tax Reporting Groups

CONTEXT: Payroll tax reporting groups are used when you gather data for the 940 Form, 941 Form, SUTA files, W-2s, 1094-C/1095-Cs or run related reports. You will need one tax reporting group for each EIN/filing requirement. You must have at least one but can have more if need be.

The table below helps you determine where the information is pulled from that appears in various forms based on the settings below.

Form Field	Not Applicable	One EIN Group	Separate EIN Groups/ Aggregate Record	Separate EIN Groups/ Each EIN Record	Use Global FEIN / Global Company Name	Use Global SEIN
941: FEIN	Database Preferences FEIN	EIN Group FEIN	Database Preferences FEIN	EIN Group FEIN	NA	NA
941: Company Name	Database Preferences Description	EIN Group Description	Database Preferences Description	EIN Group Description	NA	NA
940: FEIN	Database Preferences FEIN	EIN Group FEIN	Database Preferences FEIN	EIN Group FEIN	NA	NA
940: Company Name	Database Preferences Description	EIN Group Description	Database Preferences Description	EIN Group Description	NA	NA
SUTA: FEIN	Database Preferences FEIN	EIN Group FEIN	NA	EIN Group FEIN	NA	NA
SUTA: SEIN	SUTA Tax ID Number	Tax/EIN Group ID Number	NA	Tax/EIN Group ID Number	NA	NA
SUTA: Tax Rate	SUTA Tax Percent	Tax/EIN Group Percent	NA	Tax/EIN Group Percent	NA	NA
W-2: FEIN	Database Preferences FEIN	Tax Reporting Group EIN Group FEIN	NA	If Tax Reporting Group Use Global FEIN = true: Database Preferences FEIN If Tax Reporting Group Use Global FEIN = false: Employee EIN Group FEIN	Used	NA

W-2: Company Name	Database Preferences Description		NA	If Tax Reporting Group Use Global Company Name = true: Database Preferences Description If Tax Reporting Group Use Global Company Name = false: Employee EIN Group Description	Used	NA
W-2: SEIN	State Tax ID Number	Tax/EIN Group ID Number	NA	If Tax Reporting Group Use Global SEIN = true: State Tax ID Number If Tax Reporting Group Use Global FEIN = false: Tax/EIN Group ID Number	NA	Used
1094-C/1095- C: FEIN	Database Preferences FEIN	Tax Reporting Group EIN Group FEIN	NA	Does not work would require separate Tax Reporting Group for each EIN	Used	NA
1094-C/1095-C: Company Name	Database Preferences Description	-	NA	Does not work would require separate Tax Reporting Group for each EIN	Used	NA

To enter a new or modify a payroll tax reporting group:

TASK:

1. Choose **Employee Management > Payroll > Setup > Payroll Tax Reporting Groups. STEP RESULTS:** You will see the **Payroll Tax Reporting Group** form in a new window tab.

ayroll Group Tax Reporting Type	Combined Payroll Groups	+	
IN Group Tax Reporting Type	Not Applicable	-	
IN Group			
ax Form Type	Form W-2	-	
	Use Global FEIN		
	Use Global SEIN		
	Use Global Company Name		
	V Active		
Payroll Groups ACA	V Active		
Payroll Groups			
and the second se			
Payroll Groups Copen i Add 🛛 🌱 Filte	ers 📋 🎑 Reports 🔹 👷		Selected
Payroll Groups Copen 🥥 Add 🛛 🌱 Filte Available	ers 📋 🎑 Reports 🔹 👷		Selected
Payroll Groups Payroll Groups Add Y Filte Available Description	ers 📋 🐊 Reports 🔹 👷		Selected
Payroll Groups Open (2) Add (2) Filte Available Description Contractors (No Active Pay Perio	ers 📋 🐊 Reports 🔹 👷		Selected
Payroll Groups Add Y Filte Available Description	ers 📋 🚺 Reports - 🖕 e Add n Add Remove		Selected
Payroll Groups Open (2) Add (2) Filte Available Description Contractors (No Active Pay Perio Day Services (Entry)	ers 📋 🚺 Reports - 🖕 e Add n Add Remove		Selected

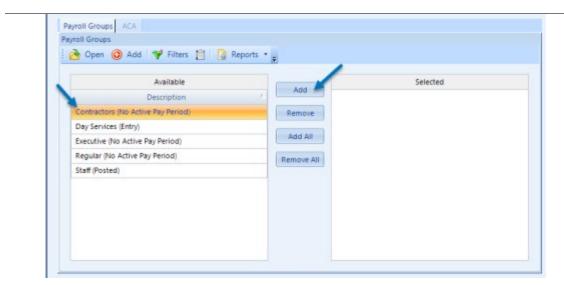
- 2. Click O Add to create a new tax reporting group or enter the code or description of an existing tax reporting group in the **Toolbar Lookup** (+) and press **Enter** to view or modify it.
- 3. Complete the following information:

Description	A meaningful description of the tax reporting group (up to 40 characters).	
	Note: This description will be printed on the report headers.	
Payroll Group Tax Reporting Type	Select a Payroll Group summary type: One Payroll Group or Combined Payroll Groups. You will also need to select the applicable Payroll Groups for this tax reporting group. You must have only one Payroll Group selected if the type is One Payroll Group and at least two selected if the type is Combined Payroll Groups.	
	Important: Helpful information for setting your Payroll Group Tax Reporting Group Type:	
	 If you only have one payroll group, you will set it to One Payroll Group. 	
	• If you have two or more payroll groups, but need to report and file them together, you will select Combined Payroll Group and select all the Payroll Groups below.	

	• If you have two or more payroll groups, but need to report and file them separately, you will select One Payroll Group and then select the appropriate Payroll Group below. You will then need to create additional tax reporting groups - one for each Payroll Group or filing requirement.		
EIN Group Tax Reporting Type	If your agency has licensed the multiple EIN licensed feature set, select an EIN summary type: One EIN Group or Separate By EIN Group. If you do not license this feature set, the EIN Group Tax Reporting Type will be set to Not Applicable.		
EIN Group	If your agency has licensed the multiple EIN licensed feature set and you selected One EIN Group above, select the EIN Group that this tax reporting group is for.		
Tax Form Type	• Form W-2 - The employees in this group will receive a W-2 form (this is the default)		
	• Form 1099-M - The employees in this group will receive a 1099-M instead of a W-2.		
	• Form 1099-R - The employees in this group will receive a 1099-R instead of a W-2.		
Form 1099-M Box	If Tax Form Type is Form 1099-M, select which box it should appear i		
Include State Wages	If Tax Form Type is Form 1099-R, select to include State Wages on the 1099-R.		
Use Global FEIN	If the EIN Group Tax Reporting Type is Separate By EIN Group, then select the Use Global FEIN check box to use the Federal employer tax identification number (FEIN) found under Database Preferences for this tax reporting group. Otherwise, it will use the FEIN found in the associated EIN Group. (This is disabled if One EIN Group is set for EIN Group.)		
Use Global SEIN	If the EIN Group Tax Reporting Type is Separate By EIN Group, then select Use Global SEIN to use the State employer tax identification number (SEIN) found under the associated state tax for this tax reporting group. Otherwise, it will use the SEIN found in the associated state tax's EIN Group. (This is disabled if One EIN Group is set for EIN Group.)		
Use Global Company Name If the EIN Group Tax Reporting Type is Separate By EIN Group, th Use Global Company Name to use the Company Name found under Database Preferences for this tax reporting group. Otherwise, it v Description found in the associated EIN Group. (This is disabled if Group is set for EIN Group.)			
Active	This tax reporting group should appear as a choice in lookups.		

4. Select the Payroll Group(s) associated with this tax reporting group and click **Add** to move them from the **Available** column to the **Selected** column. Select the Payroll Group and click **Remove** if the Payroll Group should no longer be associated with this tax reporting group.

Payroll Tax Reporting Groups Distributing Solana MyPay Registration Keys to Employees



5. Click 🗟 Save when finished.

Registering with the Social Security Administration

If Sandata is processing your W-2s, we will file them with our submitter PIN and password. This means you will not have your information filed with your submitter PIN and password, and you will likely receive notification from the SSA in the coming year informing you of this. Rest assured; your information is still filed properly. Because of this, you will only need access to the SSA website if you need to process corrections or use the SSA Employee Verification Services.

Applying for a Submitter PIN # and Password

When you apply with the SSA, you will receive a submitter pin # and password. If you filed by this method last year, make sure that you know your submitter pin # and password.

If you don't have a SSA submitter pin # and password (remember, you might have one from previous year(s), you can register online at the following link:

https://www.socialsecurity.gov/bso/bsowelcome/index.html

If you already have a SSA Submitter Pin # and password, make sure you can log in successfully to the Website listed above and also change your password before it expires.

Submitting the SSA Electronic Submission Information Form

Complete the W-2 Electronic Submission Information Form available on the support website (https://sandata.zendesk.com/hc/en-us). You must complete this form whether you are processing your own W-2s or are having Sandata do them for you. Sandata uses this form to double-check the company information contained in the submitted data files. If Sandata is processing your W-2s, email/fax the completed form to Sandata. You should fill out a form for each UNIQUE database you have and/or each unique EIN, if you have licensed the Multiple EINs feature set.

Using the SSA Employee Verification Service

You can create a verification file to upload to the SSA website. The SSA will then verify that the first name, middle initial, last name and Social Security numbers for your employees are correct and report back any problems to you. Eventually, the SSA may start charging if SSN and names don't match their records.

Important: Before you change an employee's name in ProviderPro, it is a good practice to require the employee to provide a copy of his or her updated Social Security card.

To create the verification file:

TASK:

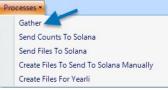
1. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

STEP RESULTS: You'll see the Employee W-2s transaction grid.

2. Change the **Tax Reporting Group** filter to the correct one.

Tax Reporting Group Equals Staff	Settings					
Imployee Equals And Imployee And Imployee Add Filter		Equals	+ Staff		-	
Add Filter	Filters					
Add Filter	Employee	Equals				
Add Filter	And - Reprint	True				141
	house and the second second	Land				
Add Filter Group						
	Add Filter Group					
Fitters Summary	Filters Summary					
Tax Reporting Group Year / Employee / Federal Wages Federal Withholding EIC Withholding Social Security Wages Social Security Withhol		Employee /	Federal Wages	Federal Withholding EIC With	holding Social Security Wages	Social Security Withholding
	Tax Reporting Group Year					

3. From the **Processes** toolbar menu, select **Gather**.



STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the Year and Tax Reporting Group are correct.

	💟 Gather Payroll Data	1
Year	2020	
First Employee		4
Last Employee	() ()	+
Tax Reporting Group	Staff 💿 🙆	4
	Only Pull Gross Wages (for consumer 1099s)	
	📃 Gather Non-Payroll Data	
No City Tax	() ()	+
Admin Cost Center	3	+

5. Leave all the settings as they are and click **OK**.

STEP RESULTS: Depending on the number of employees, this process may take several minutes. A confirmation message will appear when the process is complete.

6. Click **Ok** to close the confirmation message.

STEP RESULTS: You will see a list of employee W-2 information appear in the grid. You do not need to worry about reviewing or modifying the data at this time.

7. Click 🗟 **Reports** on the toolbar.

STEP RESULTS: The Report Wizard opens in a pop-up window.

8. Select **PR Social Security Number Verification Export File** and click **Next**.

Using the SSA Employee Verification Service Submitting the SSA Electronic Submission Information Form

	Work with Re	port Groups									
	Create, ma	nage or run a grou	p of reports								
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- 9. Make sure your Tax Reporting Group filter matches the one you set in the grid.
- 10. Click the **Delivery** tab on the **Jump To** bar.

Employee W-2s Reports							8
	Jump To Layout Pro	perties Style Rite	ers Sort Titles	Delivery			
iet the filters to select ti	he records that should a	ppear in your fin	al report				
Report/Subreport	Settings						
Select the report or subreport to set filters for.	Tax Reporting Group	Equals	* Saf		+		
- W-2 Social Security Nu	Filters						1
	Add Filter	4dd Custom Field Filter					
	Add Filter Group						

11. Click the **Binoculars** icon next to the **File Name**.

ployee W-2s Reports			- 1
	Jump To Layout Prop	erties Style Riters Sort Titles Delivery	
ect the delivery method a	and enter any related	information needed	
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Send Email			
ana Only			

12. Select the directory where you want to save the file and click **Save**.

Using the SSA Employee Verification Service Submitting the SSA Electronic Submission Information Form

ganize - New folde	r			III • 🕜
Dropbox	Name	Date modified	Type ~	Size
ConeDrive	ills bills	8/24/15 11:20 AM	Text Document	3 KB
OneDrive	规 Distribution (CANYON) - Shortcut	2/3/15 8:43 AM	Shortcut	2 KB
This PC	Documentation	8/21/15 8:23 AM	Shortcut	1 KB
Desktop	Learning - Shortcut	2/3/15 8:44 AM	Shortcut	2 KB
Documents	Narketing	8/21/15 1:58 PM	Shortcut	2 KB
Downloads	New Text Document	8/26/15 10:41 AM	Text Document	0 KB
	🗾 Projects - Shortcut	2/3/15 8:45 AM	Shortcut	1 KB
Music	📻 sharlyn (bonnevilleifsusers) (l) - Shortcut	2/3/15 8:46 AM	Shortcut	1 KB
Pictures	🗾 Support Web	2/3/15 8:45 AM	Shortcut	3 KB
Videos	🗾 Training - Shortcut	8/20/15 2:08 PM	Shortcut	2 KB
Local Disk (C:)	💫 Web - Shortcut	8/18/15 3:10 PM	Shortcut	2 KB
n DVD RW Drive (C				
- rhadun A\honnu ¥				
File name:	m\sharlyn\Desktop\SSNVS			×
File name: CUU				¥

13. Click **Run Report** to create the file.

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	Jump To Layout Prop	erties Style Filters Sort Titles Delivery		
lect the delivery metho	d and enter any related i	nformation needed		
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F Save to Folder	File Name	COURSESSMENT OF COMPANY AND COMPANY AND COMPANY		
C Send Email				
1000				
Save Only				

- 14. Click **Finish** to exit the Report Wizard and then click **No** when prompted to save report setting changes.
- 15. Upload the file to the SSA website as directed in their handbook.
- 16. Once you receive the report back from the SSA, make any changes to the employee information as needed.

Verifying Addresses

CCA follows the <u>USPS Publication 28</u> for the addresses of employees and your company address. Sandata highly recommends you check all employees and your company address prior to sending your files to us.

You can run the PR: Employee Address Verification File and upload it to an address verification website such as https://www.address-validator.net/ to assist in finding any address issues.

To create the verification file:

TASK:

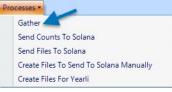
1. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

STEP RESULTS: You'll see the Employee W-2s transaction grid.

2. Change the Tax Reporting Group filter to the correct one.

Employee W-2s 🗙				
Settings				
Tax Reporting Group	Equals	+ Steff	+	
Filters				
Employee	Equals			
And - Reprint	True	7		141
Add Filter	. Langer and the second s			
Add Filter Group				
Add Filter Group				
Elterr Commany				
Filters Summary			al Withholding EIC Withholding Social Security Wages	

3. From the Processes toolbar menu, select Gather.



STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the Year and Tax Reporting Group are correct.

	💟 Gather Payroll Data		1
Year		2020 📑	
First Employee		> 0 +	
Last Employee			
Tax Reporting Group	Staff		
	Only Pull Gross Wages (for consumer 1099)	s)	
	Gather Non-Payroll Data		
No City Tax		→ 0 +	
		·> 0 +	

5. Leave all the settings as they are and click **OK**.

STEP RESULTS: Depending on the number of employees, this process may take several minutes. A confirmation message will appear when the process is complete.

6. Click **Ok** to close the confirmation message.

STEP RESULTS: You will see a list of employee W-2 information appear in the grid. You do not need to worry about reviewing or modifying the data at this time.

7. Click **Reports** on the toolbar.

STEP RESULTS: The Report Wizard opens in a pop-up window.

8. Select PR Employee Address Verification File and click Next.

Verifying Addresses Submitting the SSA Electronic Submission Information Form

Work with Report Groups Create, manage or run a group of re Create a New Report Create a new report using either a n			2 0	e inquiry filters		
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create a new report using either a n	and have not been and have been and					
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- 9. Make sure your Tax Reporting Group filter matches the one you set in the grid.
- 10. Click the **Delivery** tab on the **Jump To** bar.

Employee W-2s Reports					-		
	Jump To Layout Prope	rties Style Filters	Sort Titles Delivery				
et the filters to select t	he records that should app	ear in your final re	eport	1			
Report/Subreport	Settings						Ę
Select the report or subreport to set filters for	Tax Reporting Group	Equals	+ Payroll Main	+			
- Employee W-2s	Filters						í
	Employee	Equals	*	(H)		×	
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11. Click the **Binoculars** icon next to the **File Name**.

mployee W-2s Reports									-			?
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(Save to Folder		File Nam	e c	(Users),s	harlyn/,De	sktop/ac	Idresover	ficationfile.csv		- 3	-	
C Send Email												

12. Select the directory where you want to save the file and click **Save**.

Organize • New folder			H • 0
This PC			
3D Objects	And a second		
Cesktop			
😫 Documents			
🕹 Downloads			
👌 Music			
E Pictures			
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13. Click **Run Report** to create the file.

	Jump To Layout Prop	erties Style Filters Sort Titles Delivery	
ect the delivery method ar	nd enter any related i	nformation needed	
Preview	+ Spilt Rep	ort Property	
Send to Printer	File Type	Text Document	*
F Save to Folder	File Name	C//Users/sharlyn/Desktop/addressverificationfile.csv	
C Send Email			
Save Only			

- 14. Click **Finish** to exit the Report Wizard and then click **No** when prompted to save report setting changes.
- 15. Upload the file to an address verification website such as <u>https://www.address-validator.net/.</u>
- 16. Once you receive the report back from the verification website, make any changes to the employee addresses as needed.

Verifying Tax ID Numbers

Verify that the correct code(s) (the code for state taxes should be the two-digit postal abbreviation for the state) and tax ID number(s) are set up properly for each tax.

To verify your taxes:

TASK:

- 1. Go to Employee Management > Payroll > Setup > Taxes.
- 2. Open a Tax.
- 3. Verify the following information:
 - The correct tax ID is in the Identification Number box.

The Ohio School District ID number must be the four-digit numeric code. The Indiana County ID number must be C plus the two-digit numeric county code.

• If it is a State tax, the two-character postal abbreviation is in the Code box.

OH OH		Description	OH STATE	W/H	
Account 1-20600	I-30 - State Withholding 😡	02+	Active		
Main Wage Types To E	xclude EIN Groups				
Tax Category	State Withholding	▼ City Tax L	ocation	Work	
State Abbreviation	он 👻	County Ta	x Location	Work	
Resident Tax Percent	0.0000	Other Tax	Location	Work	
Minimum Tax Percent	0.0000	School Ta	x Location	Work	
Identification Number	5161440110	Exemption	n Amount	\$0.00	
W-2 Type	None	Additiona Threshold		\$0.00	
W-2 Code		Additiona	I Percentage	0.0000	
Remittance Frequency	Payroll Period	-			
Withholding Agency	OHTAX - Ohio Division of Taxa	: 🔊 🙆 🔁 🖶			
Wages Ceiling	\$0.00				

Note: You can now assign a code for boxes 12 or 14 to taxes. For example, to display HSA employer contribution amounts in box 12W.

- 4. If you have licensed the multiple EIN feature set, click the **EIN Groups** tab.
- 5. Select an EIN group in the grid and click **View** or **Open**.

6. Verify the identification number is correct.



Verifying Deduction Type Setup

Verify that all deduction types have the proper W-2 codes set up:

TASK:

- 1. Go to Employee Management > Payroll > Setup > Deduction Types.
- 2. Open a Deduction Type.
- 3. Verify the W-2 information is set up correctly:

Deduction Type ×		
Description	Medical Insurance	V Active
Main Breakout Types	EIN Groups	
Category	Health Section 125 Cafeteria	*
GL Account	1-20820-00 - Emplyee Dedct Medi 🚱	
Remittance Frequency	Monthly	*
Withholding Agency	BCBS - Blue Cross Blue Shield	
W-2 Type	None	
W-2 Code		
	No Employee Deduction	

In this field:	Enter or select:
W-2 Deduction	If the Category of this deduction type is "Other," you must select where you want this deduction to print on the W-2 form:
Туре	• None
	• Box 11
	• Box 12 Generic - It will print in Box 12 with the code entered in the W-2 Code box.
	• Box 14 Generic - It will print in Box 14 with the code entered in the W-2 Code box.
	Note: If you are unsure of which W-2 deduction type to select, consult with your tax accountant or the IRS.
W-2 Code	If the W-2 Deduction Type is Box 12 Generic or Box 14 Generic, the one or two-character code that will appear in the box.
	If you started using Payroll prior to September 17, 2007, and will be using a two-character code for the first time, submit a support request to have Sandata alter your database table before processing.

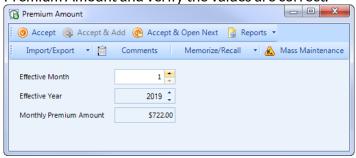
Note: The following codes will automatically check the Retirement Plan box on the W-2 for those employees that have a deduction amount for a deduction type that is assigned that

code. If you need other employees to have the Retirement Plan check box selected, you must do so manually when processing the W-2 Box 12-D, E, F, H, S, AA, BB.

- 4. If the Deduction Type should be included in the calculations for the Health Care reportable law, you will need to open each **Breakout Type**:
 - a. Click the Health Coverage Reportable tab.
 - b. Verify the Health Care Reportable check box is selected.

Import/Export	Commen	ts Memorize/Recall 👻	🙈 Mass Maintenance
Code	MED01		V Active
Description	Medical Employ	ee	Override Deduction Suppression
Calculation Type	Amount		-
: A Open		py 🥥 Delete 🛛 📓 Reports	
	nt • 🔄 Mi	emorize/Recall 🔹 🔬 Mass	maintenance ma select columns
Import/Expo		emorize/Recall Monthly Premium Amount	Maintenance ma Select Columns

c. If the **Health Care Reportable** check box is selected, open the Deduction Type Breakout Premium Amount and verify the values are correct.



- d. Click @ Accept to close the Premium Amount.
- e. Click **Accept** to close the Deduction Type Breakout.
- f. Click **Save** to save the changes.

Verifying Healthcare-Reportable Non-Payroll Benefit Types

The Healthcare Reportable Non-Payroll Benefit Types were new in 2012. The Healthcare Reportable law requires you to report the full premium cost of healthcare on the employee's W-2. While many of these items are set up as employee deduction breakouts, you may also have some healthcare reportable benefits that are paid in full by your company and thus do not require an employee deduction. You also need to assign the appropriate Non-Payroll Benefit Type to each employee.

TASK:

- 1. Go to Employee Management > Payroll > Setup > Non-Payroll Benefit Types.
- 2. Open a Non-Payroll Benefit Type.
- 3. Open a Non-Payroll Benefit Type Breakout.

escription	Vision				
	V Active				
	efit Type Breakouts				
		😑 Delete 🛛 🔓 Reports 🔹 orize/Recall 🔹 🔬 Mass Maintena	nce 🔣 Select Columns	Defaults	
			nce 🔣 Select Columns	Defaults	
Import/Ex	port • 📋 Memo	orize/Recall 🔹 🔬 Mass Maintena	nce 🛛 📆 Select Columns	Defaults	

- 4. Verify the **Health Coverage Reportable** check box is selected if it should appear on the W-2.
- 5. If the **Health Coverage Reportable** check box is selected, then verify the Non-Payroll Benefit Type Premium Amounts are correct.

Accept	Accept & Add	Accept & Open Next 🛛 🔒 Rep	ports *
		nents Memorize/Recall	
Code	VISSINGLE		
Description	Vision Single		
-	Health Covera	ge Reportable	
ALCON NO.	-	opy 🥥 Delete 🛛 🔒 Reports demoning/Recall 🔹 🔺 Mass	
Import/Ex	kport • 💼 I		Maintenance Big Select Columns Defaults
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Import/Ex	xport • 🛅 1 onth Effective Yea	Aemorize/Recall · 🔬 Mass	

Effective Month	The month (1-12) that this non-payroll benefit type premium went into effect.
Year	The year that this non-payroll benefit type premium went into effect.
Monthly Premium Amount	The total amount this non-payroll benefit type breakout costs.

- 6. Click @ Accept to close the Non-Payroll Benefit Type Breakout Premium Amount.
- 7. Click **Accept** to close the Non-Payroll Benefit Type Breakout.
- 8. Click 🗟 Save to save the Non-Payroll Benefit Type.

Verifying Wage Type Setup (This is rarely used)

Note: Standard wage types do not need to have a W-2 Type or W-2 Code set up to appear in Boxes 1, 3, 5, 16 or 18.

Verify that any wage types that should appear on the W-2 have the proper W-2 codes set up:

TASK:

- 1. Go to Employee Management > Payroll > Setup > Wage Types.
- 2. Open a Wage Type.
- 3. Verify the W-2 information below.

ode	RELOC	
escription	Relocation Assistance	
	Active	
Гуре	Amount	*
Hours Type	Non-worked Hours	-
	📝 Exclude From Overtime Calculation	
	Annualize Withholding	
Formula		
W-2 Type	Box 12 Generic	-
N-2 Code	Ρ	J

In this field:	Enter or select:
W-2 Type	None, Box 12 Generic, Box 14 Generic If you are unsure of which W-2 type to select, consult with your tax accountant or the IRS.
W-2 Code	The one- to two-character W-2 code associated with the W-2 type selected.
	If you started using Payroll prior to September 17, 2007, and will be using a two-character code for the first time, submit a support request to have Sandata alter your database table before processing your W-2s.

4. If you made any changes, click 🗟 Save.

Verifying Reimbursement Account Setup (This is rarely used)

Verify that any reimbursement accounts (that have a subaccount category of employee) that should appear on the W-2 have the proper W-2 codes set up:

TASK:

- 1. Go to Financial Management > General Ledger > Setup > Accounts.
- 2. Open an Account.
- 3. Verify the W-2 information below.

ount Number	Description		
97670-00	Misc Non Reimbursable		V Active
Main Account Tags Acc	sunt Cost Center Exclusions		
Account Origin	General Ledger Account	÷	
Account Type	Expense	*	
	P/L Rollup		
Report Detail Type	Detail	~	
Subaccount Category	GL Cost Centers		
Subaccount Filter		3 O 🕂	
W-2 Information			
W-2 Type None		 W-2 Code 	

In this field:	Enter or select:
W-2 Type	None Box 12 Generic
	Box 14 Generic
	Note: If you are unsure of which W-2 type to select, consult with your tax accountant or the IRS.
W-2 Code	The one- to two-character W-2 code associated with the W-2 type selected.

4. Click **Save**.

Note: The account must have a subaccount category of employees.

Verifying Employee Setup

Before gathering your W-2 information, you will want to verify the employees' information and make any needed corrections.

To do so:

Go to Fr	nnlovee Manage	ment > Employee	c		
	Employee.		5.		
-					
On the N	ANAL .	he employee's Soc	ial Security Nu	mber.	
Code	First Name	Middle Name	Last Name	Suffix	
000001	Kevin	Robert	Adams	Jr	V Active
Constances	tal Education				
		iyee Leave Requirement Status N	utilied Requirements Classe	s. Requirement Notifications	
		nt Groups Billing Processing Grou			
		Training Education Evaluations			
Main Sur	maly Contact Into Payroll Jo	ob Titles Taxes Benefits Remits	ance, FTO, Wage Detaulti	Allocations Dates Demo	graphics Dependen
Photo		Personal Informatio	n		
		Nickname		Date Of Birth	02/08/1970 -
(Maiden Name		Date Of Death	-
	20				20 20
			Maie -	Age	44.64
	Contraction of the second	SSN	345-67-8901		
	4	Marital Status	Single	*	
100 K					
a summer of	COLUMN PARSON	- Employment Inform	ation		
= Provid	erPro Integration	Use Position Con	troi		
E Excl	ude From Employee Requiremen	Hire Date	01/01/2009 -	Years Employed	5.74
V Use	In Billing/Day Services			The second second	
71 Bab	ng Placeholder Employee	Work Status	Full-Time	 Full-Time Equivalency 	1.00
		Director	MEDDIR - Medical Directo		
Provide	101	Manager	DCM - Direct Care Manag	er 🕑 🚱 🖶	
			and the second second		
Provide	r ID 2	Group	DC - Direct Care	State State and State and	
	r ID 2	Group Default Cost Center	DC - Drrect Care		

Employee X							
Code	First Name	Middle I	Name	Last Name		Suffix	
000001	Kevin	Robert		Adams)r	🗹 Activ
Supplemental	Education						
Prisition Histo	ry Employee Injuries Employee	Leave Requirer	nent Status Fulfilles	Frequiements Gas	ses Requiremen	t Notifications	
	Scheduled Hours Requirement C						pensation
	acts Licensing Produce Train						
Main Summ	ary Contact Info Period 300.7	ities Taxes Re	ments (Remittance)	FTO Wage Detau	its Allocations	Dates Demog	raphics Depe
Address							
6				70.			
Address	1 155 Oak St.		Address 2				
City	Wauseon	ate OH	▼ Zip Code	43567	Country USA	Inited 53	
City	100000000000000000000000000000000000000	ate	Dp code	1.22220	Country [024	- Dutten 1	
Phone Num	ben						
Phone 1	(419) 337-8818	HOME - Hom	ie.	>02+			
Phone 2	()			B 04			
	1 Constant and a constant						
Phone 3	·····	al		≥©+			
Phone 3	[<u></u>]						
		9 [
Phone 3 Email Addre							
		s.com 🚘 м	Alfs - Main				
Email Addre Email 1	sies	is.com	Alfe - Main				
Email Addre	sies	is com 😂 M	Alti - Main) 		

5. On the **Benefits** tab, make sure you have any non-payroll benefits setup for the employee.

ode	First Name	Middle	: Name		Last Name			Suffix	
00001	Kevin	Robert	1.		Adams			Jr	Activ
Supplement	al Education								
Position Hits	tory Employee Injuries Employe	e Leave Require	(ment Statua)	Editied Regula	ements CI	sseel Rec	uirement Not	Scations	
Usual Week!	scheduled Hours Requirement	Groups Stilling	Processing Gro	ups Documer	nts Notes	DataPton	Sanc Non-Pa	noll Camp	eniation
Personal Cor	statts Licensing Properties Tre	ining Education	1 Evolution	Notacipline Te	minationa	od Rehire	Info COBRA	19140	
Main Sum	mary Contact Info Payroli Job	Tidles Taxes	Senetits Think	ttance PTO	Wage Deb	ults Alla	cations Dates	Demogr	aphica Deper
Benefits Ty	pe FAM - Family		20	в	enefits Eligil	sinc.			
					cricins angli	and.			
	Deductions								
i 🖻 Op	en 🧿 Add 🕐 Add Copy	🔵 Delete 🛛 🔒	Reports *						
i Impo	ort/Export • 📋 Memor	ize/Recall +	🔬 Mass Ma	intenance	Select (olumns	Defaults		
	Breakout /	Current	Start	Stop	Active	UCA			
+ 40190	PERCENT-401k Percent	2.0000			N.	12			
DENO	3-Dental Employee/Spouse	37.0000			X	1			
LIFE3	Life Employee/Spouse	12.0000			1	100			
LTD-L	ong Term Disability Employee	8.5000			12	10			
MED	3-Medical Employee/Spouse	38.5000			4				
STD-3	Short Term Disability Employee	15.0000			1	121			
Employee	Non-Payroll Benefits								
1 🦲 Op	en 🧿 Add 🍘 Add Copy	🔘 Delete	Reports ·						
Impo	ort/Export • 🕅 Memor	ize/Recall +	A Mass Ma	intenance I	Select I	olumos	Defaults		
the second second		101101000000						15	
-									
Non-Pa	syroll Benefit Breakout Star	T Date Sto	p Date						

6. If the employee will receive a 1099 instead or a W-2 and an EIN should be used instead of the Social Security Number, verify the correct EIN is entered for the employee. (This is rarely used and should not be filled in, if not applicable).

ode	First Name	Middle Name	Last N	ame	Suttix	
00001	Kevin	Robert	Adam	5	Jr	V Active
Sunnlements	al Education					
	ory Employee Injuries Employee Leave	Requirement Status 1	fulfilled Requirement	s Classes Re	quirement Notifications	
Usual Weekly	y Scheduled Hours Requirement Groups	Billing Processing Gro	ups Documents N	otes DataPlus	Sync Non-Payroll Com	pensation
	Nicts Licensing Properties Training					
	mary Contact Info Payroll Job Titles	1		Defaults Allo	cations Dates Demog	graphics Depender
Photo	<u>ାରା</u> ର୍କ୍ତା ମାହା	- Personal Informatio	on			
		Nickname			Date Of Birth	02/08/1970 -
	2.5	Maiden Name			Date Of Death	-
0	125	Sex	Male -		Age	44.54
		SSN	345-67-8901			
		Marital Status	Single	+		
A LOUGH		- Employment Inform	nation			
- Provide	rPro Integration	Use Position Cor	ntrol			
🖾 Exclu	de From Employee Requirements	Hire Date	01/01/2009	-	Years Employed	5.74
Use 1	n Billing/Day Services	Work Status	Full-Time	+	Full-Time Equivalency	1.00
Billin	g Placeholder Employee	Director	MEDDIR - Medic	al Director	₽0≥ ₽	
	ID 1	Manager	DCM - Direct Car	e Manager	PO2 +	
Provider						
Provider Provider	ID 2 34-6654321	Group	DC - Direct Care		an 🗿 🔁 📲	

7. If you made any changes to the employee, click **Save**.

Entering Non-Payroll Compensation

Enter any extra W-2 income for employees on the **Non-Payroll Compensation** tab of the **Employees** dialog box as appropriate.

To enter non-payroll compensation:

TASK:1. Go to Employee Management > Employees.2. Open an Employee who has non-payroll compensation.

3. Click the Non-Payroll Compensation tab.

STEP RESULTS: You will see:

ode	First Name	Middle Name	Last Name	Suffix	
00001	Kevin	Robert	Adams	a a	V Active
lupplemental tid	ucation				1
Estion History	Employee Typices Emplo	yee Leave Requirement Status Fulfilled	d Requirements Classes Requ	Wement Notifications	
Jouri Weekly Sch	eduled Hours Requireme	nt Groups Billing Processing Groups D	ocumenta Notes DataPlus S	inc Non-Payroll Comper	sation
Personal Contacts	Licensing Properties 1	raining Education Evaluations Discip	tine Termination and Refere I	nb COBRA 1.9 mb	
Main Summary	Contect (re) Payroli Jo	ob Titles Takes Benefits Remittance	FTO Wage Detaults Alloc	stions Oates Demogras	phics Depende
		ob Titles Takes Benefits Remittance	PTO Wage Detaults Alloc	ations Dates Demograp	phics Depende
Non-Payroll Comp	ensation				phica Depende
ion-Payroll Comp	ensation	00 Titles Taxes Benefits Remittance			phics Depende
ion-Payroll Comp	ensation				phica Depende
ion-Payroll Comp	ensation				phus Depende
Non-Payroll Comp Open Open Open Openaults	ensation Add 🕐 Add Copy 🔞 Date	Add Recurring 🕞 Reports • 🛾			ohua Depende

4. Click **O** Add.

Save 🛃 Save & Add	- 107			
Import/Export 🔹 👸	Comments	Memorize/Recall	• 🛅 Schedule • 🛔	Mass Maintenar
Employee	000001 - Adams, Kevir	n Robert 🕢 🐼	3 🖶	
Date				
Туре	Auto		*	
Taxable Wages	\$0.00			
Federal Withholding	\$0.00			
Social Security Withholding	\$0.00			
Medicare Withholding	\$0.00			
State Withholding	\$0.00			
State Tax		30	0 🖶	
Equivalent Hours	0.00			
	Remittance Proces	sed		

5. Enter or select the information below as needed and click 🗟 Save.

In this field:	Enter or select:
Date	The date the compensation was paid or recognized.
Туре	 Auto - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2.
	 Grant - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2.
	• Long - Checks Box 13 Third Party sick pay in the W-2.
	• Short - Checks Box 13 Third Party sick pay in the W-2.
	 Write Off - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2.
	 Workers' Comp - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2.

Taxable Wages	The amount of taxable wages. This amount is added to Box 1 of the W-2.
Federal Withholding	The amount of federal tax withheld from the taxable wages. This amount is added to Box 2 of the W-2.
Social Security WH	The amount of Social Security tax withheld from the taxable wages. The amount is added to that state's wages.
Medicare WH	The amount of Medicare tax withheld from the taxable wages.
State WH	The amount of state tax withheld from the taxable wages. The amount is added to that state's withholding.
State Tax	The withholding state
Equivalent Hours	The number of hours the employee would have worked. For example, if the employee is on long or short term disability this number is used to track the number of hours the disability payment represents.
Remittance Processed	This field is automatically selected for you after you run the Non- payroll Compensation utility.
	You might also select this box if you have already remitted all taxes for the quarter, and this non-payroll compensation entry is in that same quarter (that is you don't want to pay it in the new quarter.; instead it will be picked up for payment on the 941 form) or if a third-party has already paid the remittance agency.

Next, print out the non-payroll compensation report to use during the end of year tie-out process.

Note: The amounts entered through non-payroll compensation are NOT reflected on the regular payroll reports as the compensation was not paid through the payroll process. However, these amounts must be taken into consideration when tying out your numbers such as gross and taxable wages.

To print the non-payroll compensation report from ProviderPro:

TASK:

- 1. Go to Employee Management > Non-Payroll Compensation > Non-Payroll Compensation Entries.
- 2. Set the **Date** filter to the correct date range.

Employee	Equais	-			
And - Date	Between		1/1/2020	12/31/2020	
AND Type	Equals	-	Auto	-	
Add Filter Add Filter Group					

3. Click **Reports** on the toolbar.

STEP RESULTS: The Report Wizard opens in a pop-up window. **PR Non-Payroll Compensation By Employee** should already be selected.

4. Select the Use Inquiry Filters check box and then click Run Report.

Which reporting task do you want to do? Work with Report Groups Create, manage or run a group of reports Create a New Report Create a New Report Create a new report using effer a new layout or an existing one Select an Existing Report Manage or run a report from the grid below. Click Next to change layout, filters, style and other settings or Click Run Report Find Standards My Agency My Reports Fermitation Copy (1) Remarks & Favorite (2) Others Permitation Name Data Object / Module Data	on-Payroll Compensat	ion Entries Reports					08
	Which reporting t	ask do you want t	to do?				
					1		
Create a new report using either a new layout or an existing ore			p of reports		×	Use Inquiry filters	
Find Standards My Agency My Reports Feronites Payroll Only Non-Payroll Compensation Entries Only Copy IRename Fevorite IRename Payroll Only Non-Payroll Compensation Entries Only Name Data Object Module Data Data Data			her a new layout or	r en existing one			
Find Standards My Agency My Reports Feronites Payroll Only Non-Payroll Compensation Entries Only Copy IRename Fevorite IRename Payroll Only Non-Payroll Compensation Entries Only Name Data Object Module Data Data Data							
Copy 🗍 Rename 👻 Favorite 🥥 Delete Add To Group - 🛞 Permissions Name Dets Object / Module Det							in Report
Name Data Object / Module Data				1	 Payroll Only	Non-Payroll Compensation Entries Only	_
		ne 😒 Favorite 🥥	Delete Add To				
 When A subscription is interview to a subscription in the subscription is the subscription is						Module	Delivery
	a Hitchieron I						
4	rested by Solana						
4 Created by Solarea							0
Treated by Solana						Next Run Report	Cancel

STEP RESULTS: The report will open in a print preview window.

Entering Non-Payroll Compensation Submitting the SSA Electronic Submission Information Form

					My Company Non-Payroll Comp By Employee					
Employee	Date	Тури	Taxable Wages	Federal WH	Medicare WH	SS WH	State WH	State	Equivalent Hrs	Processed
000001		Adams, Kevin Robe								
	03/02	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	
	06/03	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	Ħ
	09/04	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	
	12/03	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	Ē
		1	1,200.00	180.00	0.00	120.00	20.00	0.00	0.00	
000174		Albright, Hal J.								
	01/01	Short	1,500.00	150.00	21.75	63.00	54.00	OH	0.00	\sim
		1	1,500.00	150.00	21.75	63.00	54.00	0.00	0.00	
000300		Hume, Desmond De	bis							
	09/24	Auto	1,000.00	200.00	100.00	100.00	75.00	OH	0.00	
		1	1,000.00	200.00	100.00	100.00	75.00	0.00	0.00	-
000400		Emerson, Michael J								
	09/27	Auto	1,000.00	200.00	100.00	100.00	75.00	OH	0.00	
			1,000.00	200.00	100.00	100.00	75.00	0.00	0.00	-
			4,700.00	730.00	221.75	383.00	224.00	0.00	0.00	

- 5. Click **Print** from the print preview window or go to the **Export** menu to save it as a PDF.
- 6. Click the **X** to exit the print preview window.
- 7. Click **Finish** to exit the Report Wizard.

Tying Out the Numbers

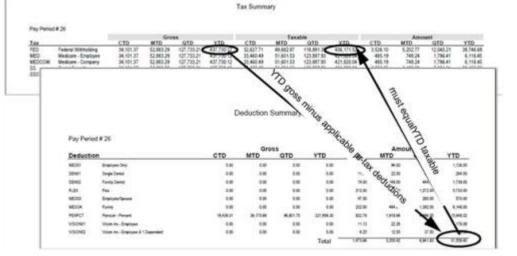
It is important that the numbers that are gathered in the W-2 process are accurate. Even though you cannot tie out completely until your last payroll of the year, you can tie out each quarter, so that only the fourth quarter needs to be tied-out at year-end.

Federal, Social Security, Medicare and State Withholding

Make sure you complete these steps for Federal, both sides of Social Security and Medicare and for each state you withhold taxes for.

TASK:

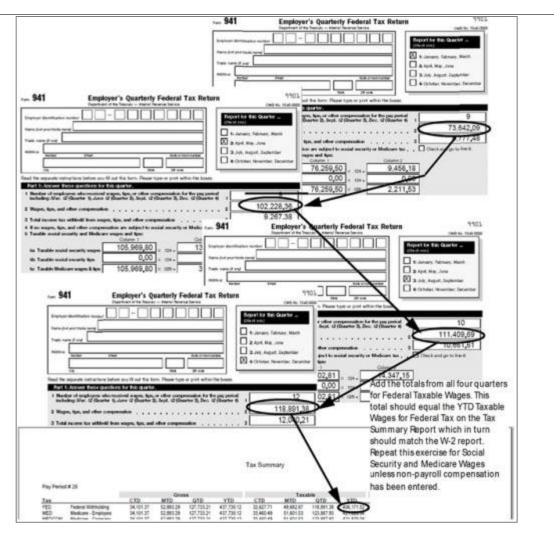
- 1. Print the Tax Summary report.
- 2. Print the Deduction Summary report selecting only the pretax deductions for that tax.
- 3. Verify that Gross Wages (Tax Summary Report: YTD Gross Column) minus Pretax Deductions for each specific tax (Deduction Summary) minus People Claiming Non-Taxable ties back to Taxable Wages (Tax Summary: YTD Taxable Column).



In the example above for Federal taxes, \$437,730.12 - \$31,558.60 = \$406,171.52

- 4. Repeat this process for each type of tax that has pretax deductions or exempt considerations.
- 5. Locate your 941 Reports for each quarter you filed. You can also print the 941 Report for each quarter but be aware that the data may have changed since you filed.
- 6. Verify the total taxable wages for Federal, Social Security and Medicare for all four 941 returns equals the total YTD taxable wages on the Tax Summary Report.

Tying Out the Numbers Cities and Counties



7. After you gather W-2 data, verify the numbers you tied out from the Payroll reports match the reports that are available in the Gather W-2 Process.

Important: You should do this verification after each time you "Gather" the W-2 data.

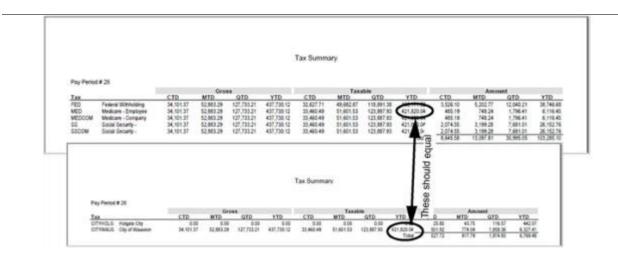
Note: This is the minimum verification that Sandata recommends. In addition, if your agency has non-payroll compensation it will be necessary to add this amount to the appropriate figures in balancing.

Cities and Counties

For each city or county tax:

TASK:

- 1. Print the Tax Summary Report for city/state taxes and Medicare-Employee.
- 2. Make sure that Taxable Wages (Tax Summary Report: YTD Taxable Column) summarized for all cities equals Medicare Taxable Wages (Tax Summary Report: YTD Taxable Column).



3. After you gather W-2 data, verify the numbers you tied out from the Payroll reports match the reports that are available in the Gather W-2 Process.

Gathering the W-2 Data

Along with gathering the W-2 data, remember to:

- Complete and return the W-2 Electronic Submission Form (if Sandata is processing)
- Complete and return the W-2 Authorization Form (if Sandata is processing)

Note: Be sure to **Gather** the employee data at least *once* after the last payroll of the year is processed.

To gather the W-2 data in ProviderPro:

TASK:

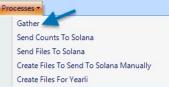
1. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

STEP RESULTS: You'll see the Employee W-2s transaction grid.

2. Change the **Tax Reporting Group** to the correct one.

Tax Reporting Group El	iquals	0.0			
	1877-1776 1	• Staff	tito -		
Iters					
Employee	Equals		-		
And - Reprint	True				1
Add Filter	L.C.The				
Add Filter Group					
Filters Summary					
Reporting Group Year	Employee	Federal Wages	Federal Withholding EIC Withholding	Social Security Wages	Social Security Withhole

3. Go to the **Process** toolbar menu and select **Gather**.



	STEP RESULTS: You will be	prompted to enter	the gather settings.
--	---------------------------	-------------------	----------------------

Enter the Gather set	lings		
	👽 Gather Payroll Data		/
Year	2	2020 🚅	<u>e</u>
First Employee		· · · · · · · · · · · · · · · · · · ·	
Last Employee			
Tax Reporting Group	Staff		
	Only Pull Gross Wages (for consum	er 1099s)	
	Gather Non-Payroll Data		
No City Tax			
Admin Cost Center			
	Remove Prior Data		

4. Complete the information below as needed and click **Ok**.

Cathar Paymall Data	To include no well data such as wasas
Gather Payroll Data	To include payroll data, such as wages.
Year	The tax year for which you are gathering W-2 information.
First Employee/Last Employee	The beginning employee code and ending employee code of the employees you want to include. Leave these boxes blank if you want to gather for all employees.
Tax Reporting Group	The tax reporting group for the data you want to include.
Only Pull Gross Wages	If the payroll data is for employees (such as consumers) who only receive 1099s. If the employee has an employer identification number entered in the EIN box of the Employee form, the employee's EIN will be used instead of his/her Social Security Number.
Gather Non-payroll Data	To include non-payroll data that was entered for the employee and then you must enter the No City Tax and Admin Cost Center. These are used to evaluate what cost center the Non Payroll Compensation entries should use to determine which city to attribute the taxable wages to. If No City Tax only is selected, ProviderPro will not try to include the Non Payroll Compensation in Taxable Wages for any City. If the Administrative Cost Center only is used, the taxable wages will go to the City Tax set up in the Administrative Cost Center.

	If both the No City Tax and the Administrative Cost Center are used and the Administrative Cost Center selected has the same No City Tax set up as the No City Tax, Provider Pro will attempt to use the City in the Employee record in the Home City Tax field under Special Taxes, if set up. If there is not a Home City Tax in the employee's record, ProviderPro will revert the taxable wages back to No City Tax.
No City Tax	The tax code of the no city tax, if you are gathering non- payroll data. This box is used in conjunction with the Admin Cost Center below to determine which city tax should be used for non-payroll data.
	• If you want to use an employee's home city for non- payroll compensation, choose any cost center that has "No City Tax" assigned to it as the Admin Cost Center below. Make sure the employee has a "Home City" set up. If they do not, their non-payroll compensation will be assigned to the "No City Tax" set up in the cost center.
	• If you want non-payroll compensation to be taxable wages in one city, choose any cost center that has a "City Tax" assigned to it in the Admin Cost Center below.
Admin Cost Center	The cost center's code, if you are gathering non-payroll data.
Remove Prior Data	To remove any prior data previously gathered. If this box is not selected the data will append and possibly duplicate information.

Note: This process may take a little while depending on the speed of your computer and/or the number of employees.

STEP RESULTS: You will see a confirmation message when the process is complete.

5. Click Ok.

STEP RESULTS: The Employee W-2s that were generated will appear in the grid.

6. Click O Add on the toolbar or select an entry from the grid and click Open to modify it or Open to remove it.

STEP RESULTS: If you clicked O Add or Open, the Employee W-2s window opens.

Tax Reporting Group	Staff		🆘 🔘 👌 🕂	Year	2019 🛟		
Employee	000129 - Heidel , Ja	ine	∞@ ≧ +	E Reprint			
Main Employer In	lo Employee Info						
1. Federal Wage	5	\$8,178.00	10. Dependent C	are Benefits	sc	.00	
2. Federal Withh	olding	\$379.32	Transaction Y	/ear	2019 🗘		
3. Social Securit;	y Wages	\$8,166.00	11. Nonqualified	Plans	sc	1.00	
4. Social Security	y Withholding	\$506.28	13. Statutory	Employee			
5. Medicare Way	ges	\$8,166.00	E Retireme	nt Plan			
6. Medicare Wit	hholding	\$118.38	Third-Par	ty Sick Pay			
7. Social Security	y Tips	\$0.00	14. Line 1		SC125 222.00		
8. Allocated Tip:	5	\$0.00	Line 2		TDI 20.16		
9. Advanced EIC	Payment	\$0.00	Line 3		BB 0.75		
	ls Add 🅐 Add Copy rt 🔹 🛐 Mer	and the second second	The second second	itenance 🖂	Select Columns	Defaults	
Туре	Code		Tax	Wages	Amount	ID Number	
• State	он	OH-OH STA	TE W/H	\$8,178.00	\$207,48	5161440110	
Work City	TOL	TOL-Toledo	City Tax	\$3,211.98	\$72.24		-

7. Enter the following information as needed.

Note: Refer to the "Instructions for Forms W-2 and W-3" available from the Internal Revenue Service (IRS) for complete details on completing W-2/W-3 information.

Year	The tax year of the W-2
Tax Reporting Group	The code of the employee's tax reporting group
Employee	The employee's code.
Reprint	If Sandata is processing your W-2s and you have already sent in your file but need to make changes to it and have Sandata reprint the employee's W-2, select the Reprint check box.
1. Federal Wages	The amount of federal taxable wages. If Only Pull Gross Wages was NOT checked, it pulls from the tax information from Employee Payments for Tax Category that is set to Federal Withholding. The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor). Otherwise, if Only Pull Gross Wages is selected, then it pulls from the wage information from Employee Payments and doesn't even look at taxes/taxable wages.
2. Federal Withholding	The amount of federal tax withheld from the employee. This pulls from the tax information from Employee Payments for Tax Category that is set to Federal Withholding. The Value = Amount (Tax Amount)
3. Social Security Wages	The amount of Social Security taxable wages. This pulls from the tax information from Employee Payments for Tax Category

	that is set to Employee Social Security. The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor).
4. Social Security Withholding	The amount of Social Security tax withheld from the employee. This pulls from the tax information from Employee Payments for Tax Category that is set to Employee Social Security. The Value = Amount (Tax Amount)
5. Medicare Wages	The amount of taxable Medicare wages. This pulls from the tax information from Employee Payments for Tax Category that is set to Employee Medicare. The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor).
6. Medicare Withholding	The amount of Medicare tax withheld from the employee. This pulls from the tax information from Employee Payments for Tax Category that is set to Employee Medicare. The Value = Amount (Tax Amount)
7. Social Security Tips	The amount of Social Security tips earned. This pulls from Employee Payments for Deduction Type Category that is set to Social Security Tips. Box 3 is reduced by this amount.
8. Allocated Tips	The Gather does not calculate this amount.
9. Advanced EIC Payment	The Gather does not calculate this amount.
10. Dependent Care benefits	The amount of any dependent care flexible spending benefits. his pulls from Employee Payments for Deduction Type Category that is set to Dependent Care.
Transaction Year	The tax reporting year.
11. Non Qualified Plans	The amount contributed to non-qualified plans. This pulls from Employee Payments for Wage Types with a W-2 Type of Box 11.
13. Statutory Employee	If the W-2 is for an independent contractor working for your organization. The Gather does not automatically set this.
13. Retirement Plan	If the employee contributed to a retirement plan. This is selected based on Employee Payments for Deduction Type Category that is set to EmployeContributio401k, Employee Contribution 403b, Employee Contribution 457b, Designated Roth Contributions 401k, Designated Roth Contributions 403b or SIMPLE Retirement Account S.
13. Third-Party Sick-Pay	If the employee received third-party pay when on leave. This pulls from Non-Payroll Compensation Entries with a Type set to Short or Long.
14. Line 1, 2 and 3	The descriptions/amounts to appear on lines 1, 2 or 3. For example, state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income and education assistance payments. This is

	pulled based on the Deduction Type Category and W-2 Type
	settings.

8. To add an entry for miscellaneous deductions, state, city, county or a school district tax to appear in Box 12 of the W-2 Form, click ^O Add or select an existing one from the grid and click **Open** (to modify it) or **Openete** (to remove it).

STEP RESULTS: If you clicked Add or Open, you will see:

🔞 Miscellaneous V	N-2	—		\times
👩 Acc <u>e</u> pt 🏼 🚳 A	Accept & A <u>d</u> d @ Accept & Open <u>N</u> ext 🛛 📓 <u>R</u> eport	is 🔻		
Import/E <u>x</u> port	▼ 💼 Com <u>m</u> ents Memori <u>z</u> e/Recall ▼	🔬 Mass I	Ma <u>i</u> ntena	ince
Туре	State 💌			
Code	ОН			
ID Number	5161440110			
Tax	OH - OH STATE W/H 📀 💽 🔁 🕂			
Wages	\$8,178.00			
Amount	\$207.48			

9. Enter or select the information below for Box 12 of the W-2 and click **Accept**.

Туре	Deduction, State, City, County, School District
Code	If you selected a Type of Deduction above, enter the appropriate IRS code.
ID Number	The tax ID number of the reporting entity.
Тах	The code of the tax.
Wages	The amount of the taxable wages.
Amount	The amount paid.

Box 12: Pulls from the Deduction Type Information based on the Category and W-2 Type. Boxes 15-17 are State Withholding Tax Information: This Pulls from the tax information from Employee Payments for Tax Category = State Withholding. (There could be more than one.) Box 15: State/Employer's State ID Number. The State abbreviation comes from the Code in the Tax setup. The State ID number comes from the Tax or the Tax EIG Group

Box 16: State wages, tips, etc.: The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor)

Box 17 State income tax: Value = Amount (Tax Amount)

Box 18-20 (Local Withholding Tax Information): This pulls from the tax information from Employee Payments for Tax Category of City Work, City Live, County Work, County Live, School District Work, and School District Live. (There could be more than one.)

Box 18 Local wages, tips, etc. TheValue = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor)

Box 19 Local income tax: Value = Amount (Tax Amount)

Box 20 Locality name. If School District Live/Work it combines together the Tax Code and Description and shows the first 12 letters. Otherwise, it uses the Tax Code.

10. Click the **Employer Info** tab.

Employee W-2s 🗙 🏌	Employee W-2 ×			
x Reporting Group	Staff	-> O 👌 🕂	Year	2019 🌻
mployee	100129 - Heidel , Jane	≫ © ≧ +	Reprint	
Main Employer Info	employee Into			
EIN Group	Children's Division	(D) (D)	≥ +	
Employer EIN	99-9999999			
Employer Name	Solana			
Employer Phone	(419) 335-1280 Opt. 3	2		
Employer Address 1	122 S. Fulton St.			
Employer Address 2	Suite 222			
Employer City	Wauseon			
Employer State	ОН	-		
Employer Zip	43567			
Employer Mailing Add	iress 1 122 S. Fulton St.			
Employer Mailing Add	aress 2 Suite 222			
Employer Mailing Add	tress 3 Wauseon OH 43567			
Employer Mailing Add	iress 4			

11. Enter the following information as needed.

EIN Group	If your agency licensed the Payroll Multiple EIN Group feature set, this is the EIN Group code for the employer for this W-2.
Employer EIN	Your company's Federal ID number, including the necessary dashes for this W-2 .
Employer Name	The name of your company for this W-2 (up to 40 characters).

Employer Phone	Your company's main phone number.
Employer Address 1	Your company's street address (up to 40 characters).
Employer Address 2	A second street address for your company, if applicable (up to 40 characters).
Employer City	Your company's city.
Employer State	Your company's state.
Employer Zip	Your company's zip code.
Employer Mailing Address 1	Your company's street address
Employer Mailing Address 2	A second street address for your company, if applicable, if not, enter your company's city, state and zip code.
Employer Mailing Address 3	If you have a second street address for your company, enter your company's city, state and zip code. Otherwise, enter your company's main phone number.
Employer Mailing Address 4	If you have a second street address for your company, enter your company's main phone number. Otherwise, enter leave it blank.

12. Click the **Employee Info** tab.

Employee W-2s 🗙	Employee W-2 X				
x Reporting Group	Staff	≫ 0 è +	Year	2019 📫	
ployee	000129 - Heidel , Jane	🍉 🔘 📥 🕂	Reprint		
Aain Employer Info	Employee Info				
Employee TIN	123456789				
Employee First Nam	Jane				
Employee Middle N	lame				
Employee Last Nam	e Heidel				
Employee Suffix					
Employee Address	6411 County Road A				
Employee Address	2				
Employee City	Hamler				
Employee State	ОН	÷			
Employee Zip	67529				
Employee Mailing A	Address 1 6411 County Road A				
Employee Mailing A	Address 2 Hamler OH 67529				
Employee Mailing A	Address 3				
Employee Mailing /	Address 4				

13. Enter the following information as needed.

. ,	The employee's tax ID number, including the necessary dashes for this W-2
Employee First Name	The employee's first name (up to 20 characters).
Employee Middle Name	The employee's middle name (up to 20 characters).
Employee Last Name	The employee's last name (up to 20 characters).

Employee Suffix	The employee's suffix, such as Jr., III, etc., if needed (up to 10 characters).
Employee Address 1	The employee's street address (up to 40 characters).
Employee Address 2	A second street address for the employee, if applicable (up to 40 characters).
Employee City	The employee's city.
Employee State	The employee's state.
Employee Zip	The employee's zip code.
Employee Mailing Address 1	The employee's street address
Employee Mailing Address 2	A second street address for the employee, if applicable, if not, leave it blank.
Employee Mailing Address 3	The employee's city, state and zip code.
Employee Mailing Address 4	Leave this blank.

- 14. Click 🔜 Save & Close on the toolbar.
- 15. Click **Reports** on the toolbar to run the error-checking reports.

STEP RESULTS: The **Report Wizard** will open in a pop-up window.

16. Select **PR W-2 Errors** from the exiting reports grid and click **Run Report**.

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		11. Comment	
		My Company	
		Payroll W-2 Errors	
Employee		Error Message	
000002	Amy Littleson	Software Version 4.300(.30(.2 SSN is missing.	
000002	Jane Heidel	SSN is missing. SSN is missing.	
	Cameron Quinn	SSN is missing. SSN is missing.	
000470		SSN is missing. SSN is missing.	
000170			
000171	James L. Francino		
000171 000172	John C. Goodwill	SSN is missing.	
000171 000172 000174	John C. Goodwill Hal J. Albright	SSN is missing. Address 1 is missing.	
000171 000172 000174 000174	John C. Goodwill Hai J. Albright Hai J. Albright	SSN is missing. Address 1 is missing. City is missing	
000171 000172 000174 000174 000174	John C. Goodwill Hai J. Albright Hai J. Albright Hai J. Albright	SSN is missing. Address 1 is missing. City is missing. Zip Code is missing.	
000171 000172 000174 000174	John C. Goodwill Hai J. Albright Hai J. Albright	SSN is missing. Address 1 is missing. City is missing	

.

It will show the following errors if they exist:

- Special Characters in First, Middle or Last Name (except dashes)
- Missing Address 1 •
- Missing City •
- Missing State •
- Missing Zip Code •
- Missing Social Security Number •
- Duplicate Social Security Number •
- Ohio School District Code Greater Than Four Characters •
- Taxable Compensation Equal to or Less Than Zero •
- Tax Withheld Amounts That Are Negative
- Local Wages That Are Negative ٠
- Commas or Quotation Marks •
- Missing Agency Phone Number
- State Taxes Without an ID
- 17. Click the **Print** icon and refer to this report to correct any errors.
- 18. Click the X in the upper right corner to close the print preview.
- 19. Click Finish to exit the Report Wizard.

Note: It is critical to address and correct these errors before continuing. For example, if multiple employees have the same SSN, all the W-2s will print with the first employee's contact information. You do not need to re-gather the W-2 information for these changes to reflect correctly after they are entered in the employee's record.

Printing W-2 Reports

There are several reports available to help verify that your numbers match those on the payroll reports you used to tie out your end of year numbers. Sandata recommends that you at a minimum print out and save to PDF the Federal Summary and the State and Local Summary.

To print the W-2 reports:

TASK:

1. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

2. Change the **Tax Reporting Group** filter to the correct one.

Tax Reporting Group	Equals	*	Steff		
Filters					
Employee	Eq	uais	-	÷	1
And - Reprint	Tr	æ	-		1.0
Add Filter					
Add Filter Group					
Filters Summary					
ax Reporting Group Year 1	Employee	/ Feder	al Wages Federal Withh	olding EIC Withholding Social Security Wag	es Social Security Withhold

3. Click 🗟 **Reports** on the toolbar.

STEP RESULTS: The Report Wizard opens.

4. Select one of the following reports from the existing reports grid and click **Run Report**.

Printing W-2 Reports Cities and Counties

		o do?						
Work with Report	Groups							
Create, manage		a of reports						
Create a New Rep	ort							
		er a new layout or	an existing one					
Select an Existing Report N	Manage or r	un a report fro	m the grid belo	w. Click Next to	change layout,	filters, style ar	nd other settings or C	lick Run Report
Find	Standards	My Agency			Payroll Only	Employee	1120L	
ring	A CHARLEN COMPANY	My Agency	My Reports	Favorites	Payron Unity		In the Party of th	
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This report:	Will show:
PR W-2 Federal Summary	A one-page summary report of the federal W-2 information, including the total for all employees for box 1 through 11 information and box 13 through 14 information.
PR W-2 Federal Detailed	A detailed report of the federal W-2 information by employee, including the employee number, employee name, box 1 through 11 information, box 13 and box 14 information.
PR W-2 State and Local Summary	A summary report including the total for all employees for each state tax, city tax, school district tax, county tax and Box 12 type.
PR W-2 State and Local Detailed	The employees that had taxable wages and the withholding amount for each state tax, city tax, school district tax, county tax and Box 12 type.

5. Click **Print** from the print preview window or go to the **Export** menu to save it as a PDF.

			ompany ederal Summa	ry .			
Federal S: Waxes Withholdings Waxes	Social Security	Media		Tips Social Security	Advanced EIC Payment	Dependent Care Benefits	Non-Qualify Plans

- 6. Click the \mathbf{X} to exit the print preview window.
- 7. Click **Finish** to exit the Report Wizard.

Submitting Files to Sandata for Processing

If Sandata is processing your W-2's for your agency, the next step is to send the file package to Sandata.

Sending Files Directly to Sandata

To send your files directly to Sandata for processing:

TASK:

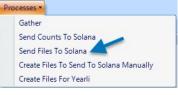
- 1. Make sure you have an Internet connection.
- 2. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

STEP RESULTS: You'll see the Employee W-2s transaction grid.

3. Change the **Tax Reporting Group** filter to the correct one.

Employee W-2s x								
Settings						-		
Tax Reporting Group	Equals		• Staff		-			
Filters								
Employee		Equals						
And - Reprint		True						
Add Filter								
Add Filter Group								
Filters Summary								
Tax Reporting Group Yea	r ² Emplo	oyee / Fec	leral Wages	Federal Withholding EK	Withholding So	cial Security Wages	Social Security	Withhold in
						-		
and the second	- And	~	march.	and	-	a second the	and and	

4. Go to the Process toolbar menu and select Send Files To Sandata.



DrouiderDro

5. Verify the **Tax Reporting Group** setting is correct and click **Ok**.

Enter the Send Files	-	
Tax Reporting Group	Staff	> ○ ● +

2

~

STEP RESULTS: You will see a confirmation message when the process is complete.

6. Click **Ok** to exit the confirmation window.

STEP RESULTS: The appropriate files were uploaded to Sandata for processing.

- 7. If you have not already done so, email Sandata the completed "W-2 Electronic Submission Information" and "W-2 Authorization" forms.
- 8. Send an email message to <u>Endofyear@sandata.com</u> indicating that you have submitted the W-2 information and have emailed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
- 9. Our processor will send you an email to access their secure portal. Please look for this email to be received prior to January 10th.
- 10. Our processor will upload a PDF of the employer copy to their secure portal, submit file to the IRS, and mail out the W-2s if you selected that option.

Important: Contact Endofyear@sandata.com with any questions.

Creating Files to Send to Sandata Manually

If you cannot send your files to Sandata automatically because of technical difficulties, you can create a file package to manually submit to Sandata.

To do so:

TASK:

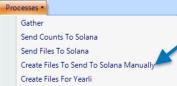
1. Go to Employee Management > Payroll > Tax Forms > Employee W-2s.

STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

2. Change the **Tax Reporting Group** filter to the correct one.

				-
Tax Reporting Group	Equals	• Staff		
Filters				
Employee	Equals			
And - Reprint	True	-		100
Add Filter	a harriste			
Add Filter Group				
Filters Summary				
ax Reporting Group Year	Employee	Federal Wages	Federal Withholding EIC Withholding Social Security Wage	s Social Security Withholding

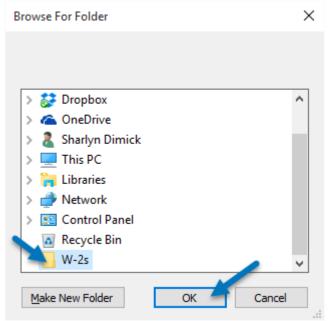
3. Go to the **Process** toolbar menu and select **Create Files To Send To Sandata Manually**.



- 4. Verify the **Year** and **Tax Reporting Group** settings are correct.
- 5. Click the binoculars icon (⁽²⁾) next to **Directory** to browse to where you want to save the file.

Enter the Create File	s To Send To Solana Manu	ally settings
Directory	l.	3
Tax Reporting Group	Staff	⊙ ≥ +

6. Select the folder where you want to save the file and click **OK**.



7. Click **OK** to create the files.

Enter the Create File	s To Send To Solana Manually set	tings	
Directory	C:\Users\sharlyn\Desktop	S.	
Tax Reporting Group	Staff	③ ● ➡	

STEP RESULTS: You will see a confirmation message when the files are complete.

8. Click **OK** to close the confirmation window.

STEP RESULTS: A zip file called, "W2 Files.zip" that contains the required files for processing W-2s was created in the directory you selected.

- 9. Submit a support request to Sandata for assistance in submitting this file through the secure FTP site. Do not email it.
- 10. If you have not already done so, fax to Sandata the completed "W-2 Electronic Submission Information" and "W-2 Authorization" forms.
- 11. Send an email message to <u>Endofyear@sandata.com</u> indicating that you have submitted the W-2 information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
- 12. Our processor will send you an email to access their secure portal. Please look for this email to be received prior to January 10th.
- 13. Our processor will upload a PDF of the employer copy to their secure portal, submit file to the IRS, and mail out the W-2s if you selected that option.

Important: Contact endofyear@solanapro.com with any questions.

Electronic Retrieval of Employer Copies from Our Processor

If you opted for employees to access their W-2 forms from Solana MyPay, you will receive an email from us when they are ready for employees. Those employees who already registered on Solana MyPay will automatically receive an email notification from Solana MyPay that their W-2s are available. However, you may want to send out your own notification for those who have not done so yet.

You can access related electronic files via our processors secure FTP site. Most of the files are PDFs. Therefore, you need to have Adobe Reader installed to view the PDFs. If you do not have Adobe Reader installed on your computer, you can download it free of charge from <u>www.adobe.com</u>.

Folder/File Name	Contents
W-2s Employee Copy.PDF	The employee copies of the W-2s
W-2s Multi-Local Employee Copy.PDF	The employee copies of the W-2s with Multiple States and Locals
W-2s Employer Copy.PDF	The employer copy of the W-2s
Multiple State and Local.PDF	The extra sheet given to employees if they have three or more two cities and/or school districts.
W2City.txt	The city electronic file you need to submit to your city tax agency, if you report to one of the cities in Ohio that requires electronic filing.

When filing electronically with the SSA, no W-3 form is created or used. For audit purposes you can use the Federal Returns Journal that we send in your employer packet.

Note: Please note our processor does NOT file your 9401, 940, SUTA or FUTA for you. We will submit your federal and state files only. Please also note, any state reporting required along with W2s are your responsibility unless Sandata and/or our processor requests it from you.

To access the secure FTP site:

TASK:

- 1. Go to the email you received from our processor with the link to their secure website.
- 2. Click on the link and use the information emailed to your designated contact.
- 3. Once you are logged in you will click on User (top menu).
- 4. You will then Click on EZ-File.
- 5. You will then see all PDF copies available and have the option to download them.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Note: You must download these files. our processor does NOT guarantee keeping archived copies of these files. Sandata will begin removing these files beginning the first week of March.

Processing 1099s

These topics take you through the steps of processing 1099s:

- Verifying Vendor Setup
- Gathering 1099s
- <u>Submitting 1099s to Sandata</u>
- Processing 1099s through Payroll

AP Tax Reporting Groups

CONTEXT: Accounts Payable Tax Reporting groups are used when reporting/filing 1099 information. You will need one tax reporting group for each AP control account/filing requirement. You must have at least one, but can have more if need be. Also, if you only have one AP control account, ProviderPro will automatically create the tax reporting group for you.

1. Choose Financial Management > Accounts Payable > Setup > AP Tax Reporting Groups.

STEP RESULTS: The AP Tax Reporting form will open in a new window tab.

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ints				
Open 🧿 Add	🌱 Filters 📋 🚺 Rep	oorts * 📻		
	Available		Add	Selected
Code /	Description	2	Add	
-20100-00	Accounts Payable	_	Remove	
-20100-00	Accounts Payable			
-20100-00	Accounts Payable	1	Add All	
-20100-00	Accounts Payable		Remove All	

- 2. Click O Add to create a new tax reporting group or enter an existing code or description in the **Toolbar Lookup**(+) and press **Enter** to view or modify the selected one.
- 3. Complete the following information:

Description	A meaningful description of the tax reporting group (up to 40 characters). Note: This description will be printed on the report headers.
Name	The name of the company that should appear on the 1099.
Federal EIN	The Federal EIN Number of the company that should appear on the 1099.
Active	If this tax reporting group should appear as a choice in lookups.
Summarize by EIN Group	Iflicensed for the Fiscal Support Entity, this option summarizes the tax report group by the assoicated EIN Group.

Electronic Retrieval of Employer Copies from Our Processor Creating Files to Send to Sandata Manually

4. Select the AP Control Account(s) associated with this tax reporting group and click **Add** to move them from the **Available** column to the **Selected** column. Select the Account and click **Remove** if the Account should no longer be associated with this tax reporting group.

	Available	Add	Selected
Code	 Description 	Z ADD	
1-20100-00	Accounts Payable	Remove	
2-20100-00	Accounts Payable		
3-20100-00	Accounts Payable	Add All	
4-20100-00	Accounts Payable	Remove All	

5. When finished, click 🗟 Save.

Verifying Vendor Setup

Print and Review the 1099 Summary Report

Print and review the 1099 summary report to make sure all the vendors that need a 1099 are set up correctly. This report lists all vendors that are currently marked to receive a 1099 or have received payments during the date range specified, their Federal IDs (as entered in their vendor record), the total amount paid, and the box number in which the amount will appear on the 1099.

To run the 1099 summary report:

TASK:

- 1. Click a **Reports** from the **Accounts Payable** menu or navigation pane to launch the Report Wizard.
- 2. Enter "1099" in the **Find** box.

Vhic	ch reporting task do you v	want to do	7									
	Work with Report Grou Create, manage or nu Create a New Report Create a new report u	n a group of re		existing one								
	t an Existing Report Mana	-	report from	the grid belo	w. Click Next	ge layout, filte counts Reyeble)	1000	other settin	gs or Cl	ick Run F	Report	
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3. Select AP 1099 Summary Report in the existing report grid and click Next.

Verifying Vendor Setup Print and Review the 1099 Summary Report

	Work with Rep	ort Groupe age or run a group o	of reports	5						
	Create a New R	Report								
	Create a new	report using either	a new la	yout or an e	isting one					
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			1000		0000000				a other settings of C	ick Run Report
-	1099	Standards	My Age	- 1	y Reports	Favorites	Accounts Payab	le Only		
0	Copy 🛄 Rename 🚖	Favorite 🥥 De	sete	Add To Gro	p • @ 1	Permissions				
N	ane			Data Object			Module	Delivery	Changed On	User Name
-	P Vendor 1099 Counts			Vendor 1099			Accounts Payable			
	P Vendor 1099 Errors			Vendor 1099	Errors		Accounts Payable			
					Listing		Accounts Payable	Preview		
	P Vendor 1099 Listing			Vendor 109						

4. Select the appropriate date range and AP Control Account for your report and click **Run Report**.

	Jump To Layout Sty	re Filters Sort	Titles Delivery			
et the filters to select th	ne records that should a	ppear in your fina	al report			
Report / Subreport	Settings					
Select the report or subreport to set filters for.	Date	Between	.*	1/1/2020 •	12/31/2020	•
Vendor 3099 Summary	AP Control Account	Equals	+ 2.2		H.	
	Add Filter Add Filter	Add Custom Field Filter				
						1

STEP RESULTS: The report will open in a print preview window.

5. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.



- 6. Click the **X** in the upper right corner to close the print preview.
- 7. Click **Finish** to exit the Report Wizard.

Printing and Reviewing the Vendor Address Listing

Print a vendor address listing and verify that each of your vendor's addresses is correct.

To create an address listing for vendors from ProviderPro:

TASK:

- 1. Click a **Reports** from the **Accounts Payable** menu or navigation pane to launch the Report Wizard.
- 2. Enter "vendor" in the **Find** box.

Work with Report G								
Create, manage or	Froups Ir run a group	a of reports						
Create a new repo	ort using eith							
1		run a report fro My Agency	My Reports	Favorites			d other settings or C	ick Run Report
🛚 Resame 🔺 Fav	vorite 🥮 🕻	Delete Add T	'e Group 🔹 👌 🖡	Vermissions				
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3. Select AP Vendor Addresses in the existing reports grid and click Run Report.

Verifying Vendor Setup Printing and Reviewing the Vendor Address Listing

Work with Report Groups					
Create, manage or run a group of rep	orts				
Create a New Report					
Create a new report using either a ner	e layout or an existing one				
Select an Existing Report Manage or run a r	eport from the grid below. Click Nex	t to change layout, fi	iters, style ar	nd other settings or Cli	ick Run Report
Find vendor Standards My	Agency My Reports Favorites	Accounts Payab	de Only		
🖹 Copy 🕅 Rename 😽 Favorite @ Delete	Add To Group + A Permissions				
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Name AP Vendor Distributions AP Vendor Distributions AP Vendor Transactions Invoices and Payments AP Vendor Transactions Invoices Only AP Vendor Transactions Payments Only AP Vendor Transactions Payments Only	Ventor Distributions Ventor Distributions Ventor Transactions Ventor Transactions Ventor Transactions Ventor Transactions	Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable	Preview Preview Preview Preview Preview	Charged On	UserName

STEP RESULTS: The report will open in a print preview window.

4. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.

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		syable - Vendors		
		dresses		
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Vendor	Address	City	State	
ABC Supples	P.O. Box 782	Defiance	IL	60038-0001
ABC Supples ABC Warehouse	P.O. Box 782 1681 Aliquet St.	Defiance Napoleon	IL OH	60038-0001 43537
ABC Supplies ABC Warehouse Amet Quality Carpet Opening	P.O. Box 782 1681 Aliquet St. P.O. Box 621	Defiance Napoleon Oakwood	IL OH OH	60038-0001 43637 43628
ABC Supplies ABC Warehouse Amet Quality Carpet Osening Brinks Home Security	P.O. Box 762 1681 Aliquet St. P.O. Box 621 8912 Tellus St.	Defiance Napoleon Oakwood Elmore	IL OH DH PA	60038-0001 43637 43628 16250-7967
ABC Supples ABC Warehouse Amet Quality Carpet Deaning Brinks Home Security Buckeye Communications Inc.	P.O. Box 782 1681 Aliquet St. P.O. Box 621 8912 Tellus St. 1226 Nunc Rd.	Deflance Napoleon Oakwood Eimore Fostoria	IL OH BA IL	80038-0001 43637 43628 16260-7967 60132
ABC Supplies ABC Warehouse Amet Quality Carpet Deening Brinks Home Security Buckeye Communications Inc. Callaway Marketing	P.O. Box 762 1681 Aliquet St. P.O. Box 621 8912 Tellus St. 1226 Nunc Rd. 1181 Id Dr.	Defiance Napoleon Oakwood Elmore Fostoria Edon	LUT RALL OF	80038-0001 43537 43628 16250-7967 60132 43806
ABC Supplies ABC Warehouse Amet: Quality Carpet Geening Brinks Home Security Buckeye Communications Inc. Callaway Marketing Carl or Mary Beth Calla	P.O. Box 752 1681 Aliquet St. P.O. Box 621 8912 Tellus St. 1226 Nunc Rd. 1161 Id Dr. Guisque Blvd.	Defiance Napoleon Oakwood Ermore Fostoria Edon Harbor View	IL OH RA IL OH OH	60038-0001 43537 43628 15250-7967 60132 43606 43537
ABC Supples ABC Warehouse Ameti Quality Carpel Cleaning Brinks Home Seculty Buckeye Communications Inc. Call away Marketing Carl or Mary Beth Calla Carol Cleaning of Northern Ohio	P. O. 8ex 782 1681 Aliquet St. P.O. 8ex 621 8912 Tellus St. 1226 Nunc Rd. 1181 Id Dr. Quisque BMd. P.O. Sex 786	Defiance Napoleon Oakwood Emore Fostoria Edion Harbor View Cloverdale	IL OF RALL OF O	60038-0001 43637 43626 16260-7967 60132 43606 43637 43667
ABC Supples ABC Warehouse Amet Cauality Cam et Ceaning Brinks Hone Secutly Buckeye Communications Inc. Callaway Marketing Carl or Mary Beth Calla Carol Cleaning of Nothern Ohio City Usilise	P.O. Box 752 1681 Aliquet St. P.O. Box 621 8912 Tellus St. 1226 Nunc Rd. 1161 Id Dr. Guisque Blvd.	Defiance Napoleon Oakwood Ermore Fostoria Edon Harbor View	IL OH RA IL OH OH	80038-0001 43637 43628 15250-7967 60132 43808 43637 43867 43867
ABC Supplies ABC Warehouse Ameti Quality Carp el Cleaning Brinks Hone Security Buckeye Communications Inc. Callaway Mark etng Carl or Mary Beth Calla Carol Cleaning of Northern Ohio City USIDEs County Refuse Service	P.O. 8ox 762 1681 Aliquet St. P.O. 8ox 621 8912 Tellus St. 1226 Nunc Rd. 1161 Id Dr. Cuisque BM. P.O. 8ox 766 4029 Pretum Ln. 6606 Justo Ln.	Defiance Napoleon Oakwood Eimore Fostolia Edon Harbor View Clovendae Petisville Oftovile	IL OH PÅ IL OH OH OH KY	80038-0001 43537 43628 15260-7967 60132 43606 43537 43667 43667-0001 40280-0098
ABC Supplies ABC Warehouse Ameti Cuality Camp d Ceaning Brinks Home Security Buckeye Communications Inc. Calitaway Marking Carl or Mary Beth Calia Carol Cleaning of Nothern Ohio City Usilios	P.O. 8ox 762 1681 Aliquet St. P.O. 8ox 1621 8912 Tellus St. 1226 Nunc Rd. 1181 16 Dr. Quisque BMd. P.O. 8ox 766 4029 Pretum Ln.	Defiance Napoleon Oakwood Emore Fostoria Edon Harbor View Clovedale Petisville	12 3 5 8 8 8 12 5 5 8 5 5 5 5 5 5 5 5	80038-0001 43637 43628 15250-7967 60132 43808 43637 43867 43867
ABC Supples ABC Warehouse Ameti Quality Carpel Cleaning Brinks Home Security Buckeye Communications Inc. Callaway Marketing Carl or Mary Beth Calla Carl of Cleaning of Northern Ohio City USINES County Refuse Service	P.O. 8ox 762 1681 Aliquet St. P.O. 8ox 621 8912 Tellus St. 1226 Nunc Rd. 1161 Id Dr. Cuisque BM. P.O. 8ox 766 4029 Pretum Ln. 6606 Justo Ln.	Defiance Napoleon Oakwood Eimore Fostolia Edon Harbor View Clovendae Petisville Oftovile	IL OH PÅ IL OH OH OH KY	80038-0001 43537 43628 15260-7967 60132 43606 43537 43667 43667-0001 40280-0098
ABC Supplies ABC Warehouse Ameti Quality Carpet Cleaning Brinks Home Seculty Buckeye Communications Inc. Calleany Marketing Carl or Mary Beth Calls Carol Cheaning of Northern Ohio City USIBUS County Refuse Service Custon Cleaners	P.O. Box 762 1631 Aliquet St. P.O. Box 621 8912 Tellus St. 126 Nunc Rd. 1181 Id Dr. Guisque BMd. P.O. Box 766 4029 Pretium Ln. 86706 Justo Ln. 8870 Oak Ln.	Defiance Napoleon Oskwood Emore Fostoria Edon Harbor View Cloverdale Petissville Citoville Fort Jennings	IL OH RA IL OH OH OH OH VY OH	60038-0091 43537 43620 15250-7957 60132 43606 43537 43667-4001 40260-1099 43623

- 5. Click the **X** in the upper right corner to close the print preview.
- 6. Click **Finish** to exit the Report Wizard.

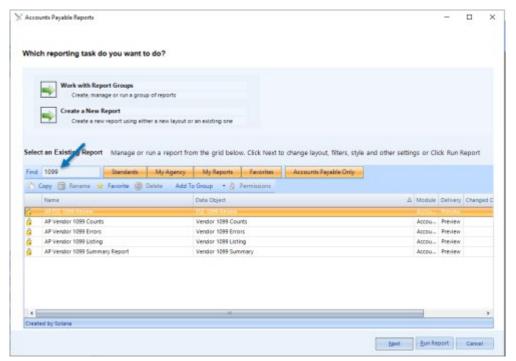
Run the FSE 1099 Review Report

If you are licensed for the Fiscal Support Entity (FSE) module, you can run FSE 1099 Review report to make sure the vendors that are set up to receive a 1099 do not have any invoices that are distributed to an account that is not tied to a GL Cost Center. It also looks for invoices that are distributed to a GL Cost Center that is not tied to a Payroll EIN Group.

To run the FSE 1099 Review report:

TASK:

- 1. Click **Reports** from the **Accounts Payable** menu or navigation pane to launch the Report Wizard.
- 2. Enter "1099" in the **Find** box.



3. Select AP FSE 1099 Review Report in the existing report grid and click Next.

Verifying Vendor Setup Run the FSE 1099 Review Report

	Work with 8	Report Groups								
		nanage or run a grou	ip of reports							
	Create a Ne	w Report								
		new report using eith	her a new layout o	r an existing one						
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4. Select the appropriate date range for your report and click **Run Report**.

	Settings	uld appear in your fin	a report		1
eport/Subreport Select the report or subreport to set filters for.	Date	Between	. 01/01/2020	. 12/31/2020	-
	Add Filter Group				

STEP RESULTS: The report will open in a print preview window.

5. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.



- 6. Click the **X** in the upper right corner to close the print preview.
- 7. Click **Finish** to exit the Report Wizard.

Making Changes to the Vendor

Once you have reviewed the 1099 Summary Report and the Vendor Address Listing, make any changes to the vendor as needed.

To do so:

TASK:

- 1. Go to Financial Management > Accounts Payable > Vendors.
- 2. Open a vendor.
- 3. Correct the vendor's address as needed.

e	Full Name			Sort	lame		
	City Lights	City Lights City Lights			V Active		
	Seneral Info Payment 1	nto Notes Im	oices Transa	ctions Report			
		into Notes Inv	oices Transai	ctions Report			
ntact Info G Iress Info Address 1	Seneral Info Payment 1 9876 Main St.	into Notes Im	oices Transa	Address 2			

4. Click the General Info tab.

de F	ull Name	Sort Name	
(City Lights	City Lights	
antact Info	Intel Internant Intel Matter Imprirer Transaction	or Report	
General I	Info Payment Info Notes Invoices Transaction	is Report	
Account Number	Additional ID Number		
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Default GL Accourt	nt	3 O 🕂	
Default GL Subacc	count		
Tax-Related Info			
Default 1099 Form	None 👻	Default 1099 Box	0 ‡

5. Correct the 1099 information as needed.

In this field:	Enter or select:
Federal ID	The vendor's federal tax ID. In order to import into Yearli, this number must be filled in and must be unique (that is, two vendors cannot have the same Federal ID). The dashes must be included in the number.
Default 1099 Form	The default 1099 form for this vendor (None, MISC, DIV, INT, R or NEC). This field must be set up along with the Default 1099 Box field, if you want the total amount for this vendor to appear in the 1099 export file for end of year processing.
Default 1099 Box	The default box number on the 1099 form selected above. Start at box one and count left to right. If the default form is MISC, then box 1 = box 1, box 2 = box 2, box 3 = box 3, box 4 = box 4.
	If the default form is DIV, the box numbering is slightly different: box 1 = box 1, box 2a = box 2, box 2b = box 3, box 2c = box 4, box 2d = box 5, and so on.
	This box must be set up along with the Default 1099 Form box, if you want the total amount for this vendor to appear in the 1099 export file for end of year processing. If you are not sure which box number to enter, consult with your tax accountant or the IRS.

6. If you made any changes, click 🗟 Save.

Gathering 1099s

You can create a 1099 export file to send to Sandata or to import into Yearli to process yourself. Along with exporting the 1099s, remember to:

- Complete and return the 1099 Authorization Form (if Sandata is processing)
- Set up a new directory for every company for which you are going to print 1099s (if processing your own 1099s) The export will create four files per company.

To gather the 1099 data:

TASK:

- Go to Financial Management > Accounts Payable > Vendor 1099s.
 STEP RESULTS: You'll see the Vendor 1099s transaction grid.
- 2. Set the **Tax Reporting Group** filter to the correct one.

Settings						
Так	Reporting Group	Equals •	Control	Account	+	
Filters						
	Form	Equais		MISC 1099	•	-
And	Vendor	Equais			÷	×
AND	Reprint	True				-
	Add Filter					
Add	Filter Group					
Contract of the local data	ummary					
Filters S						

3. From the **Processes** toolbar menu, select **Gather**.



STEP RESULTS: You will be prompted to enter the gather settings.

- 4. Verify the tax report group is correct and enter the appropriate tax year.
- 5. Leave the **Begin Vendor** and **End Vendor** boxes blank to include all vendors set up with 1099 information or enter the beginning vendor code and ending vendor code you want to include in the file.

6. Click OK.

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Control Account 1 💿 🙆 📀	+	
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STEP RESULTS: Depending on the number of vendors, this process may take several minutes. A confirmation message will appear when the process is complete.

7. Click Ok.

STEP RESULTS: You will see a list of vendors that have 1099 information appear in the grid if the Tax Reporting Group filter is still set to the correct one. Otherwise, set the **Tax Reporting Group** filter to the appropriate one and click **Refresh** on the toolbar.

Settings													
Tax Reporting Group	Equals			• Cc	ntrol A	Account						+	
Filters													
Form		Equals			•	MISC	099						×
And • Vendor		Equals									6	÷	ж
AND Reprint		True			*								x
Add Filter													
Add Filter Group													
Filters Summary													
Tritters Summing													
	Vendor	Form	Reprint	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10
Tax Reporting Group			177	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Reporting Group Control Account 1	ABCSUP-ABC Su	Misc	in the										
	ABCSUP-ABC Su ABCWAR-ABC W	Misc		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Important: This list will contain all vendors that have both a 1099 Form and Box Number completed. It does NOT filter out on a specific dollar amount. Therefore, if the limit to send MISC 1099 is \$600, you will need to delete any vendor with an amount under \$600 so that they will not receive a 1099. To do so, set the **Form** filter to MISC 1099 and the correct **Box** (1 - 14) filter to less than \$600.00. Click **Refresh** and then delete the entries that appear in

ettings					^
Tax Reporting Group	Equals	* Control	Account		
ilters					
Form	Equals	•	MISC 1099	+	×
And • Vendor	Equals			-	*
AND Reprint	True	-			
AND Box 1	Less Th	an *	600.00		
AND Box 10	Less Th	* ne	*		
AND Box 11	Less Th	an *			x

8. Click O Add on the toolbar or select an entry from the grid and click Open to modify it (or O Delete to remove it).

STEP RESULTS: If you clicked 🗿 Add or 🚵 Open, the Vendor 1099 window opens.

Гак Үеаг	2020 :							
ax Reporting Group	Control Account 1		→ (0 → +					
/endor	ABCSUP - ABC Suppl	es	≫ © è +					
099 Form	MISC 1099		-					
ias 1 1,1	000.00 Box 2	00.0	Box 3	0.00	Box 4	0.00	Box 5	00.0
lox 6	0.00 Box 7	0.00	Box 8	0.00	Box 9	0.00	Box 10	0.00
lox 11	0.00 Box 12	0.00	Box 13	0.00	8ox 14	0.00		
ransaction Date	12/31/2019 -							
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Employer Phone Employer Address Employer Address	Control Acco (419) 335-127 1 122 S. Fultor 2 Suite 222	unt 1 30 Opt. 3_						
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Employer Phone Employer Address Employer Address Employer City Employer State Employer Zip Employer Mailing Employer Mailing	Control Acco (419) 335-12/ 1 122 S. Fultor 2 Suite 222 Wauseon CH 43567 Address 1 122 S. Fultor	unt 1 30 Opt. 3 1 St.						

9. Enter the following information as needed.

Year	The tax year of the 1099
Tax Reporting Group	The AP tax reporting group of the 1099.
Vendor	The code of the vendor.
1099 Form	The 1099 form type: None, MISC, DIV or INT

Box 1 Box 2 Box 3 Box 4 Box 5 Box 6 Box 7 Box 8 Box 9 Box 10 Box 11 Box 12 Box 13 Box 14	The amount that will appear in that box number on the 1099 form selected above. Start at box one and count left to right. If the 1099 form is MISC, then box 1 = box 1, box 2 = box 2, box 3 = box 3, box 4 = box 4. If the 1099 form is DIV, the box numbering is slightly different: box 1 = box 1, box 2a = box 2, box 2b = box 3, box 2c = box 4, box 2d = box 5, and so on. If you are not sure which box number to enter the amount in, consult with your tax accountant or the IRS.
Transaction Date	A date within the tax year.
Reprint	If Sandata is processing your 1099s and you have already sent in your file, but need to make changes to it and have Sandata reprint the 1099, select the Reprint check box.

10. On the **Employer** tab, complete this information as it should appear in the file and on the printed 1099 form. If you gathered the 1099 this information comes from Database Preferences and the Tax Reporting Group:

Employer EIN	Your company's Federal ID number, including the necessary dashes for this 1099 .
Employer Name	The name of your company for this 1099 (up to 40 characters).
Employer Phone	Your company's main phone number.
Employer Address 1	Your company's street address (up to 40 characters).
Employer Address 2	A second street address for your company, if applicable (up to 40 characters).
Employer City	Your company's city.
Employer State	Your company's state.
Employer Zip	Your company's zip code.
Employer Mailing Address 1	Your company's street address
Employer Mailing Address 2	A second street address for your company, if applicable, if not, enter your company's city, state and zip code.
Employer Mailing Address 3	If you have a second street address for your company, enter your company's city, state and zip code. Otherwise, enter your company's main phone number.
Employer Mailing Address 4	If you have a second street address for your company, enter your company's main phone number. Otherwise, enter leave it blank.

11. Click the **Vendor** tab and complete this information as it should appear in the file and on the printed 1099 form. If you gathered the 1099 this information comes from the Vendor record:

ployer Info Vendor Info		
endor TIN	36-1234567	
endor Name	ABC Supplies	
/endor Address 1	P.O. Box 782	
/endor Address 2	Suite 1101	
/endor City	Defiance	
Vendor State	n. 👻	
/endor Zip	60038-0001	
/endor Mailing Address 1	P.O. Box 782	
vendor Mailing Address 2	Suite 1101	
/endor Mailing Address 3	Defiance IL 60038-0001	
Vendor Mailing Address 4		

Vendor TIN	The vendor's Federal ID number, including the necessary dashes for this 1099
Vendor Name	The name of the vendor for this 1099 (up to 40 characters).
Vendor Address 1	The vendor's street address (up to 40 characters).
Vendor Address 2	A second street address for the vendor, if applicable (up to 40 characters).
Vendor City	The vendor's city.
Vendor State	The vendor's state.
Vendor Zip	The vendor's zip code.
Vendor Mailing Address 1	The vendor's street address
Vendor Mailing Address 2	A second street address for the vendor, if applicable, if not, leave it blank.
Vendor Mailing Address 3	The vendor's city, state and zip code.
Vendor Mailing Address 4	Leave this blank.

- 12. Click 🔜 Save & Close on the toolbar.
- 13. Click **Reports** on the toolbar to run the error-checking report.

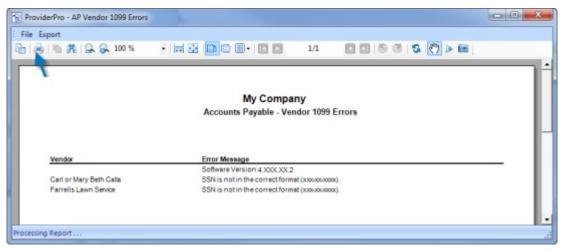
STEP RESULTS: The **Report Wizard** will open in a pop-up window.

14. Select **AP Vendor 1099 Errors** from the exiting reports grid and click **Run Report** to check for duplicate or invalid Federal IDs and missing vendor addresses.

Vendor 1099s Reports					08
Which reporting task do you	a want to do?				
Create a New Report	run a group of reports				
Select an Existing Report Ma	t using either a new layout or an existing one nage or run a report from the grid below. Click Next t ndands My Agency My Reports Favorina	o change layout, f		e and other settings or Clid	k Run Report
🏠 Copy 🗊 Rename 👷 Favo	rite 🥥 Delete 🛛 Add To Group 🔹 👌 Permissions				
Name	/ Data Object	Module	Delivery	Changed On	User Name
AP Vendor 1099 Counts	Vendor 1099 Counts	Accounts Payable	Preview		
 AF Version (099 Errors) 					
AP Vendor 1099 Listing	Vendor 1099 Listing	Accounts Payable	Preview		
4					
Created by Solaria					
				Next Run Rep	ort Cancel

STEP RESULTS: You will see the error report in the print preview window.

15. Click the **Print** icon and refer to this report to correct any errors.



- 16. Click the X in the upper right corner to close the print preview.
- 17. Correct any errors found by modifying the vendor's information. You do not need to run the Gather process again after making your vendor changes.
- 18. Select AP Vendor 1099 Listing and click Run Report to print a copy of the file.

erts eport from the grid below. Click Nest to change layout, filters, style Agency My Reports Favorites Accounts Payable Cinly Add To Group • (2) Permissions Click Deject. Vendor 1099 Counts Accounts Payable Preview Vendor 1099 Emore Accounts Payable Preview	able Only Vender 1099s Only Delivery Changed On	
Agency My Report Favorities Accounts Payable Only Add To Group • (2) Permissions Data Deject Module Delivery Vendor 1099 Counts Accounts Payable Preview Vendor 1099 Errors Accounts Payable Preview	able Only Vender 1099s Only Delivery Changed On	
Agency My Reports Favorites Accounts Payable Only Add To Group + //2 Permissions ¹ Data Dbject Module Delivery Vendor 1099 Counts Accounts Payable Preview Vendor 1099 Errors Accounts Payable Preview	able Only Vender 1099s Only Delivery Changed On	
Agency My Reports Favorites Accounts Payable Only Add To Group + //2 Permissions ¹ Data Dbject Module Delivery Vendor 1099 Counts Accounts Payable Preview Vendor 1099 Errors Accounts Payable Preview	able Only Vender 1099s Only Delivery Changed On	
Add To Group • // Permissions Data Deject Module Delivery Vendor 1999 Counts Accounts Payable Preview Vendor 1999 Errors Accounts Payable Preview	Delivery Dranged Dn	nly
Vordar Depect Module Delivery Vendor 1099 Counts Accounts Payable Preview Vendor 1099 Errors Accounts Payable Preview		
Vendor 1099 Counts Accounts Payable Preview Vendor 3099 Errors Accounts Payable Preview		
Vendor 1099 Errors Accounts Payable Preview	le Preview	n User Nam
Vendor (289 Listing Accounts Provide Preview	le Preview	
	e freitek	
		TICHEM

STEP RESULTS: The report will open in a print preview.

19. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.

	Q Q 100	%	· 🖬 🖬 🕴		1/1	0 0	16050	- 681		
	-									
				Accounts	s Payable - V	/endo	or 1099 Listing			
					Control A	ccount	1			
Vendor			Federal Tax1	D Address			Form			
For:	and the second s		12.526.25	States and the second se	1.0000000000		and the second second			
ABC SL	upplies.		36-1234587	P.O. Box 782 Suite 1101	Defiance	IL	60038- MISC 1088 0001			
Box 1	1,000.00	Box 2		Box 3 0.00	Box 4 0.00		Box 5 0.00	Box 6 0.00	Bos 7 0.00	
Box 8		Box 9	0.00	Box 10 0.00	Box 11 0.00		Box 12 0.00	Bex 13 0.00	Box 14 0.00	
	arehouse		885555222	1581 Ali quet St.	Napoleon	OH	43637 MISC 1009			
ABC W		Box 2	0.00	Box 3 0.00	Bos 4 0.00		Box 5 0.00	Box 6 0.00	Box 7 0.00	
Box 1			0.00	Box 18 0.00	Box 11 0.00		Box 12 0.00	Box 13 0.00	Box 14 0.00	
Box 1 Box 8	0.00	Box 9				17144	43628 MISC 1099			
Box 1 Box 8 Ametic	0.00 Quality Carpet Clea	gning	77809999	P.O. Box 621	Oakwood	un				
Box 1 Box 8 Ametic Box 1	0.00 Quality Carpet Clear 1,000.00	Box 2	77809999	Box 3 0.00	Box 4 0.00	Un	Box 5 0.00	Box 6 0.00	Box 7 0.00	
Box 1 Box 8 Ametic Box 1 Box 8	0.00 Quality Carpet Clear 1,000.00 0.00	gning	77809999 0.00 0.00	Box 3 0:00 Box 10 0:00			Box 12 0.00	Box 6 0.00 Box 13 0.00	Box 7 0.00 Box 14 0.00	
Box 1 Box 8 Ametic Box 1 Box 8	0.00 Quality Carpet Clear 1,000.00	Box 2	77809999	Box 3 0.00	Box 4 0.00	RA	Box 12 0.00 15250- MISC 1099			
Box 1 Box 8 Ametro Box 1 Box 8 Brinks	0.00 Quality Carpet Clear 1,000.00 0.00	Box 2	77809999 0.00 0.00 58-7654321	Box 3 0:00 Box 10 0:00	Box 4 0.00 Box 11 0.00		Box 12 0.00			
Box 1 Box 8 Ametro Box 1 Box 8 Brinks	0.00 Duality Carpet Clear 1,000.00 0.00 Home Secutly 1,000.00	Box 2 Box 9 Box 2	77809999 0.00 0.00 58-7654321 0.00	Box 3 0.00 Box 10 0.00 9912 Tellus St. Suite 1000 Box 3 0.00	Box 4 0.00 Box 11 0.00 Elmore Box 4 0.00		Box 12 0.00 15250- MISC 1099 7967 Box 5 0.00	Box 13 0.00	Bas 14 0.00	
Box 1 Box 8 Ametro Box 1 Box 8 Brinks Box 1 Box 8	0.00 Duality Carpet Clear 1,000.00 0.00 Home Secutly 1,000.00	Box 2 Box 9	77809999 0.00 0.00 58-7654321 0.00	Box 3 0.00 Box 19 0.00 9912 Tellus St. Suite 1000	Box 4 0.00 Box 11 0.00 Elmore		Box 12 0.00 15250- MISC 1099 7967	Box 13 0.00	Box 14 0.00	

Note: Sandata recommends printing this report or saving it as a PDF for your records.

Important: It is very important that you review this report thoroughly, because the information in the report is what will be used for printing the 1099s. Any time you run the "Gather" process, you will need to run and print this report again.

20. Click the X in the upper right corner to close the print preview.

21. Click **Finish** to exit the Report Wizard.

Submitting 1099s to Sandata

Uploading File to Sandata's Secure FTP Site for Processing

To upload the file to Sandata's FTP site for processing:

TASK:

- 1. Make sure you have an Internet connection.
- Go to Financial Management > Accounts Payable > Vendor 1099s.
 STEP RESULTS: You'll see the Vendor 1099 transaction grid.
- 3. Set the appropriate **Tax Reporting Group**.

Tax Reporting Group	Equals	•	Control	Account	+	
ilters						
Form	Equals			MISC 1099		
And + Vendor	Equals		+		-	
AND Reprint	True		*			-
Add Fliter						
Add Filter Group						
Filters Summary						
CONTRACTOR OF THE PARTY OF THE						

4. Go to the Process toolbar menu and select Send Files To Sandata.



5. Verify the Tax Reporting Group setting is correct and click Ok.

Tax Reporting Group	Control Account 1	

STEP RESULTS: You will see a confirmation message when the process is complete.

6. Click **Ok** to exit the confirmation window.

STEP RESULTS: The appropriate files were uploaded to Sandata for processing.

- 7. If you have not already done so, email Sandata the completed "1099 Electronic Submission Information" and "1099 Authorization" forms.
- 8. Send an email message to <u>EndOfYear@Sandata.com</u> indicating that you have submitted the 1099 information and have mailed the appropriate forms.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

9. Sandata will send you back the employer copy, electronically file with the IRS, and mail out the 1099s, if you selected that option.

Important: Contact Endofyear@sandata.com with any questions.

Creating the File Package to Submit to Sandata for Processing

If you cannot send your files to Sandata automatically because of technical difficulties, you can create a file package to manually submit to Sandata.

To create the file package from ProviderPro:

TASK:

1. Go to Financial Management > Accounts Payable > Vendor 1099s.

STEP RESULTS: You'll see the **Vendor 1099s** transaction grid.

2. Set the appropriate **Tax Reporting Group**.

Settings					-	
Tax Reporting Group	Equals		- Control	Account	-	
liters						
Form		Equais		MISC 1099		
And * Vendor		Equals			+	
AND Reprint		True	*			1
Add Filter Add Filter Group						
Filters Summary						
	ng Group Ve	ndor / Form	Transaction	n Date Reprint Box 1	Box 2 Box	

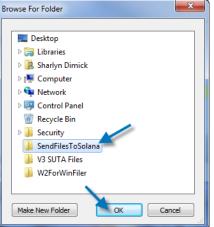
3. Go to the **Process** toolbar menu and select **Create Files To Send To Sandata Manually**.



- 4. Verify the Tax Reporting Group setting is correct.
- 5. Click the binoculars icon (³²) next to **Directory** to browse to where you want to save the file.

Tax Reporting Group	Control Account	₽ 0€
Directory		3

6. Select the folder where you want to save the file and click **OK**.



7. Click **OK** to create the file.

Tax Reporting Group	Control Account .		
Directory	C:\Users\sharlyn\Desktop\SendFilesToSolana	30	

STEP RESULTS: You will see a confirmation message when the file is complete.

8. Click **OK** to close the confirmation window.

STEP RESULTS: A zip file called, "1099 Files.zip" that contains the required files for processing 1099s was created in the directory you selected.

- 9. Submit a support request to Sandata for assistance in submitting this file through the secure FTP site. Do not email it.
- 10. If you have not already done so, email to Sandata the completed "1099 Electronic Submission Information" and "1099 Authorization" forms.
- 11. Send an email message to <u>Endofyear@sandata.com</u> indicating that you have submitted the 1099 information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
- 12. Sandata will send you back the employer copy, submit file to the IRS, and mail out the 1099s if you selected that option.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Important: Contact EndOfYear@sandata.com with any questions.

Receiving the Employer Packet from Sandata

If you had Sandata process your 1099s, you will receive a shipment from us. Enclosed in the shipment you should find:

• The Recipient Copies of the 1099s (unless you wanted us to mail them out for you)

You can access the related electronic files via the Sandata secure FTP site. Some of the electronic files are in PDF format. Therefore, you need to have Adobe Reader installed to view the PDFs. If you do not have Adobe Reader installed on your computer, you can download it free of charge from <u>www.adobe.com</u>.

File Name	Contents
Recipient Copy.PDF	The recipient copy of the 1099s
Payer Copy.PDF	The employer copy of the 1099s

To access the secure FTP site:

TASK:

- 1. Go to the email you received from our processor with the link to their secure website.
- 2. Click on the link and use the information emailed to your designated contact.
- 3. Once you are logged in you will click on User (top menu).
- 4. You will then Click on EZ-File.
- 5. You will then see all PDF copies available and have the option to download them.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Important: Each document must be downloaded individually.

Note: You must download these files. Our processor does NOT guarantee keeping archived copies of these files. Sandata will begin removing these files beginning the first week of March.

Processing 1099s through Payroll

Please review the special notes below for processing 1099s through Payroll (instead of Accounts Payable).

- When you gather your data, you will need to specify the appropriate Payroll Group and check the box to **Only Pull Gross Wages**.
- If you only want to include certain employees (for example, only those with wages over \$600), you can click on the Wages heading to sort by amount and then highlight and delete any employees (independent contractors/vendors) that have amounts less than \$600.
- When submitting this file to Sandata, be sure to indicate in an email to EndOfYear@sandata.com that this file should be processed as 1099s and indicate in which box number the wages should appear.
- 1099 files processed through Payroll must be converted by Sandata staff in order to be processed correctly in Yearli. If you choose to process your own files, you will need to contact Sandata to make arrangements to have them convert your files.

Processing 1094/1095-Cs

These topics take you through the steps of processing 1099s:

- Verifying Employee 1095-C Information
- Verifying Employer 1094/1095-C Information
- <u>Gathering 1094/1095-Cs</u>
- Submitting 1094/1095-Cs to Sandata
- <u>Receiving Employer Packet from Sandata</u>

Employer ACA Information

CONTEXT: Employer ACA information is used when gathering the 1094-C for the Affordable Care Act. You must complete employer ACA information for each of your tax reporting groups. You can either let ProviderPro calculate the information for the 1094-C based on the information you provide, or you can override the calculations and set the exact values to appear in the 1094-C.

Important: If the employer information has not changed from the prior year, you do not need to create a new one.

To enter a new or modify Employer ACA information:

- TASK:
 - 1. Choose Employee Management > Payroll > Setup > Employer ACA. STEP RESULTS: The ACA Employer grid will open in a new window tab.

Filters				
Tax Repo	rting Group	Equals		÷
And * Effective	Year	Equals	•	2020
Add Filter Add Filter Group				
Add Filter Group				
	Effective Year	Contact Person	Contact Phone	Override Calculations

Important: You can also access the Employer ACA information from the Tax Reporting Group. To do so go to **Payroll > Setup > Payroll Tax Reporting Groups**, open the tax reporting group in question and select the **ACA** tab.

2. Click O Add to create new employer ACA information or search for and select an employer ACA information record from the grid and click O Open to view or modify it.STEP RESULTS:

ne Employer ACA form will o	pen in a new wi	ndow tab.		
Employer ACA 🗙 🔞 Employer Afford	lable Care Act (ACA) In	fo 🗙		
Tax Reporting Group			3 O 🕂	
Effective Year	<null> 🛟</null>			
Contact Person				
Contact Phone	()	_		
	Applicable Large	Employer (ALE)		
	Is Authoritative 1	ransmittal		
	Section 4980H T	ransition Relief		
Section 4980H Transition Relief Indicator				
Plan Start Month				
Self-Funded Insurance:				
January E February March	n 🦳 April	May	June June	
🔟 July 📃 August 📃 Septe	mber 📃 October	November	December	
- Override Method				
Override Auto-Calculation Method				
Qualifying Offer Method Transition	Relief			
98% Offer Method				

3. Complete the following information:

Tax Reporting Group	The tax reporting group that this employer information applies to.
Effective Year	The effective year for this information.
	Important: If the information has not changed from the prior effenot need to create a new one.
Contact Person	The contact person for this employer information (up to 60 charac
Contact Phone	
	The contact person's phone number.
Plan Start Month	The two-digit month the plan began.
Self Funded Insurance: January, February, March, April, May, June, July, August, September, October, November December	Select the check box next to the month(s) when the health insurant tax reporting group was self-funded.
Applicable Large Employer (ALE)	The employer for the selected tax reporting group qualifies as an A Employer.
Is Authoritative Transmittal	The employer for the selected tax reporting group has authoritativ

	The employer for the selected tax reporting group qualifies for Section 4980H transition relief.
	If Section 4980H Transition Relief is selected, enter the Section 4980H Transition Relief indicator (one (1) character).

4. If you want to override the auto-calculation method, complete the following information:

Override Auto-Calculation Method	To specify the settings for ACA directly, select Override Auto-Calc
Qualifying Offer Method Transition Relief	The employer for the selected tax reporting group qualifies for qualities for qualitie
98% Offer Method	The employer for the selected tax reporting group uses the 98% of

5. Click 🗟 Save when finished.

Employee ACA Information

CONTEXT: Employee ACA information is used when gathering the 1095-C forms for the Affordable Care Act. You must complete employee ACA information for each employee that was employed at your organization for at least one day during the calendar year. You can either let ProviderPro calculate the information for the 1095-C based on the information you provide, or you can override the calculations and set the exact values to appear in the 1095-C.

The gather process looks at the employee's hire, rehire and termination dates. The employees' hire date, rehire date 1, rehire date 2, rehire date 3 and term date 1, term date 2 and term date 3 must be in chronological order. Otherwise, the 1095-C will be flagged with a date error. If the employee worked at least one day in calendar year based on these dates, a 1095-C will be created. A 1095-C will also be created for active and inactive employees that do not have any hire/rehire/term dates, but it will be flagged as having a date problem.

If an employee was employed for a particular month but doesn't have an Employee ACA record effective on or prior to that month, the 1095-C will be flagged with an invalid ACA error. Likewise, if an employee has an Employee ACA record that starts on a month when the employee was not employed, the 1095-C will also be flagged with an invalid ACA error.

Important: If the employee's information has not changed from the prior year or month, you do not need to add a new entry. For example, if you entered an effective month of January and an effective year of 2024 and the employee's information was the same all year, you only need to have one entry for the employee, not 12 entries.

Note: If an employee is terminated in the year, you do not need to enter a record for their termination month, just be sure you have his or her termination date entered correctly, and the software will not an end in coverage.

If you are using the auto-calculations and the 1095-C does not have any date problems or invalid ACA errors, then the gather will determine if a qualifying offer is true when:

- Employee is ACA Full-Time
- Employee was offered coverage
- Offered Employee Coverage is MEC
- Offered Employee Coverage is MV
- Offered Employee Coverage is Affordable
- If Employee has a spouse, the spouse was offered MEC coverage
- If Employee has dependent, the dependents were offered MEC coverage

The other fields on the 1095-C are auto-calculated as follows:

Employee Offered Coverage	Qualified Offer	Qualifying Offer Method Transitional Relief (Set up in Employer ACA record)	Employee Coverage is MEC	Employee Coverage is MV	If spouse, spouse coverage is MEC	spouse coverage is MEC	lf dependents, dependent coverage is MEC	Box 14 Code	Box 15 Amount
Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	1A	blank
No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11	blank
Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	11	blank
Yes	No	No	Yes	Yes	No	No	No	1B	Yes
Yes	No	No	Yes	Yes	No	No	Yes	1C	Yes
Yes	No	No	Yes	Yes	Yes	No	No	1D	Yes
Yes	No	No	Yes	Yes	Yes	No	Yes	1E	Yes
Yes	No	No	Yes	No	N/A	N/A	N/A	1F	blank
No	N/A	No	N/A	N/A	N/A	N/A	N/A	1H	blank
Yes	No	No	No	N/A	N/A	N/A	N/A	1H	blank
Yes	No	No	Yes	Yes	No	Yes	N/A	1J	Yes
Yes	No	No	Yes	Yes	No	Yes	Yes	1K	Yes

Note: If the employer is self-insured and the employee is not ACA full-time, but was offered coverage, then the Box 14 code is 1G and the Box 15 Amount is blank.

Box 16: If the employee accepted coverage the Box 16 Code will be 2C. If the employee was not employed during the month the Box 16 Code will be 2A. If the employee was ACA full-time and offered coverage, but did not access coverage Box 16 will be blank. Otherwise, it will use whatever code was entered for Box 16.

Note: If an employee has more than four hire/rehire dates in a year, make sure you enter the most recent rehire dates in the employee record. Taking into consideration any needs for these dates for eligibility of paid time off, retirement, etc.

To enter a new or modify employee ACA information:

TASK:

1. Choose Employee Management > Payroll > Setup > Employee ACA. STEP RESULTS: The ACA Employee grid will open in a new window tab.

liters								
	Employee		Equals	- •			-	+
And +	Effective M	onth	Equals	*	January			* ×
AND	Effective Ye	sar	Equals			2019	*	×
AND	Override C	alculations	True	+				×
	Add Filter							
Add F	filter Group							
Filters Sur	mmary							
Emplo	oyee /	Effective Year	Effective Month	Employee Acce	pted Coverage	Employee	Is ACA Full-Ti	ne latio
000000 0	rowe, Christy	2019	lan	7	2		2	

Important: You can also access the Employee ACA information from the Employee. To do so go to **Employee Management > Employees**, open the employee in question and select the **ACA** tab.

2. Click O Add to create new employee ACA information or search for and select an employee ACA information record from the grid and click O Open to view or modify it.STEP RESULTS: The Employee ACA form will open in a new window tab.

loyee		Effective Month	Effective Year		
	· • 0 +	January	* «NULL>	w.	
in Covered Individuals	Self-Imured Only)				
- Auto-Calculation Metho	d				
Employee				S	pouse
Employee is ACA N	all-Time				Employee Has Spouse
Employee Offered	Coverage				Offered Spouse MEC Coverage
Offered Employee	Coverage Is Minimum Essential	Coverage (MEC)			
Offered Employee	Coverage Is Minimum Value (Mi	0		D	ependents
Offered Employee					Employee Has Dependents
Employee Accepte					Offered Dependents MEC Coverage
	OH Safe Harbor Not Applicabl	e		- L	
Non-Override Employe Employee HRA Zip Co					
стрюуее них др со	De				
- Override Method					
Override Auto-Calcu	lation Method				
Offer Of Coverage No	Applicable			Empl	oyee Share
Section 4980H No	t Applicable				
Notes					
					۰.
					G

Employee	The employee that this ACA information applies to.
Effective Month	The month this ACA information went into effect.
	Important: If the employee's information has not changed from the prior effective month/year, you do not need to create a new one.
Effective Year	The effective year for this ACA information.
	Important: If the employee's information has not changed from the prior effective month/year, you do not need to create a new one.

3. Complete the following information:

4. If you are using the auto-calculation method, complete the information below. Otherwise, if you are not using the auto-calculation method, then skip to **Step 7**.

Employee Is ACA Full-Time	This employee qualifies for ACA as a full-time employee.					
Employee Offered Coverage	This employee was offered health insurance coverage.					
Offered Employee Coverage is Minimum Essential Coverage (MEC)	The coverage offered to this employee meets the federal requirements to be considered minimum essential coverage.					
Offered Employee Coverage is Minimum Value (MV)	The coverage offered to this employee meets the federal requirements to be considered minimum value.					
Offered Employee Coverage Is Affordable	The coverage offered to this employee meets the federal requirements to be considered affordable.					
Employee Accepted Coverage	This employee accepted the offered coverage.					
Applicable Section 4980H Safe Harbor	 If applicable, select the Section 4980H Safe Harbor for this employee: 2B - Employee Not Full-Time 2D - Employee in Section 4980H Limited Assessment Period 2E - Multi-employer Interim Rule Relief 2F - Affordability Form W-2 Safe Harbor 2G - Affordability Federal Poverty Line Safe Harbor 2H - Affordability Rate of Pay Safe Harbor 2I - Non-Calendar Year Transition Relief 					
Non-Override Employee Share	The non-override employee share (up to 10 characters)					
Employee HRA Zip Code	The employee's zip code for HRA.					

5. If you are using the auto-calculation method and you have a spouse, complete the following information:

Employee has Spouse	This employee has a spouse.
	The coverage offered to this employee's spouse meets the federal requirements to be considered minimum essential coverage.

6. If you want to override the auto-calculation method and you have dependents, complete the following information:

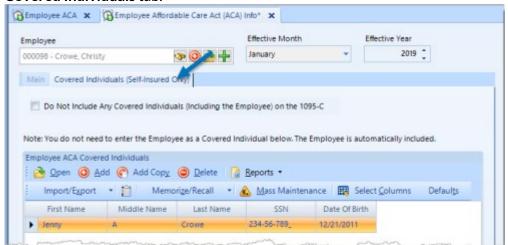
Employee has Dependents	This employee has dependents
	The coverage offered to this employee's dependents meets the federal requirements to be considered minimum essential coverage.

7. If you want to override the auto-calculation method, complete the following information:

Override Auto-Calculation Method	To specify the settings for ACA directly, select Override Auto-Calculation Method.
Offer of Coverage	The offer of coverage for this employee:
	• 1A - Qualifying Offer
	1B - MEC/MV Offered to Employee Only
	1C - MEC/MV Offered to Employee/MEC Offered to Dependents
	1D - MEC/MV Offered to Employee/MEC Offered to Spouse
	1E - MEC/MV Offered to Employee/MEC Offered to Spouse & Dependents
	1F - MEC without MV Offered to Employee/MEC Offered to Employee, Spouse and Dependents
	• 1G - Offer to Employee not Full-Time any Month of Year.
	1H - No Offer of Coverage
	• 1I - Offer Transition Relief 2015, No Offer, Not a Qualified Offer
Employee Share	The employee's share of coverage.
Section 4980H	The Section 4980H option for this employee.
	2A - Employee Not Employed During Month
	2B - Employee Not Full-Time
	2C - Employee Enrolled in Coverage Offered
	2D - Employee in Section 4980H Limited Assessment Period
	2E - Multi-employer Interim Rule Relief
	• 2F - Affordability Form W-2 Safe Harbor
	2G - Affordability Federal Poverty Line Safe Harbor
	• 2H - Affordability Rate of Pay Safe Harbor
	2I - Non-Calendar Year Transition Relief

8. Enter any additional notes or comments about the ACA information for this employee.

9. If this employee's employer is **self-funded** and the employee has dependents, select the **Covered Individuals** tab.



- 10. Select the **Do Not Include Any Covered Individuals (including the Employee) on the 1095-C** check box if you do not want them to appear on a 1095-C.
- 11. Click O Add or highlight an existing Covered Individuals record in the grid and click O Open to view or modify it.STEP RESULTS: The Covered Individual form will open in a pop-up window.

Covered Individual (Self-Insured Only)	_	×
🧑 Accept 🔞 Accept & Add 🛞 Accept & Open Next 🛛 🍃 Reports 🔹		
Import/Export 👻 📋 Comments 🛛 Memorize/Recall 👻 🙈 Mass Maintenance		
Note: You do not need to enter the Employee as a Covered Individual. The Employee is automatically inc	luded.	
First Name		
Middle Name		
Last Name		
SSN		
Date Of Birth		

12. Complete the following information as appropriate:

First Name	The first name of the dependent (up to 20 characters).
Middle Name	The middle name or initial of the dependent (up to 20 characters).
Last Name	The last name of the dependent (up to 20 characters).
Social Security Number	This dependent's nine-digit Social Security Number. The Social Security Number is required if the Birth Date is blank.
Birth Date	This dependent's date of birth. The Birth Date is required if the Social Security Number is blank.

Note: You do not need to enter the employee as a covered individual. The employee is automatically included on the 1095-C.

13. When finished, click **Accept** to close the pop-up window and accept the values.

14. Click 🗟 Save when finished.

Gathering the 1095-C

Along with gathering the Affordable Care Act (ACA) data, remember to:

- Complete and return the Electronic Submission Form (if Sandata is processing)
- Complete and return the Authorization Form (if Sandata is processing)

Note: Be sure to **Gather** the 1095-C data at least *once* after the last payroll of the year is processed.

To gather the 1095-C data in ProviderPro:

TASK:

- Go to Employee Management > Payroll > Tax Forms >Form 1095-C (Employees).
 STEP RESULTS: You'll see the 1095-C (Employees) transaction grid.
- 2. Change the **Tax Reporting Group** to the correct one.

ettings					and the second second		-
Tax Reporting Group	Equals	* 5	Staff		+		
ibers							
Employee	Equals		-		÷		1.00
And - Active	True						(m)
AND Employed This Year	True						
AND Date Problem	True		-				
AND Invalid ACA Records	True						
AND Receives 1095	True		-				
AND Section 4980H Problem	em True						×
AND Section 4980H Probl	em True						
	en True		•				
Add Titter	em True Pian Start Month /	Active	• Employed This Year	Date Problem	Section 4980H Problem	invalid ACA Records	Receives 10
Add Fitter Add Fitter Group Employee		Active	+ Employed This Year	Date Problem	Section 4980H Problem	Invalid ACA Records	
Add Fitter Add Fitter Group Employee 200001-Adama, Nevin Robert	Plan Start Month?					Concerned to produce the concerned	Receives 10
Add Filter Add Filter Group	Plan Start Month [®] 60	¥.	J.				Receives 10
Add Filter Group Employee 000001-Adams, Kevin Robert 000002-Littleson, Amy	Plan Start Month [/] 80 00	V V	7 7		8	1	Receives 10

3. Go to the **Process** toolbar menu and select **Gather**.



ProviderPro		3	? ×
🕖 Enter the Gather sett	ings		
Year		2020 : 👉	-
First Employee		I I I I I I I I I I I I I I I I I I I	
Last Employee		I I I I I I I I I I I I I I I I I I I	
Tax Reporting Group	Staff	→ Q ≥ +	
Email	Email Address 1	-	
		Ok	Cancel

Note: If you have already gathered once and you gather again, you will lose any changes you made to the ACA tab and will need to make the same changes again and/or delete any records you deleted previously.

4. Complete the information below as needed and click **Ok**.

Year	The tax year for which you are gathering 1095-C/1094-C information.
First Employee/Last Employee	The beginning employee code and ending employee code for the employees you want to include in the gather. Leave these boxes blank if you want to gather for all employees.
Tax Reporting Group	The tax reporting group for the data you want to include.
Email	Select the email address to include for the employees in the 1095-C: Email Address 1, 2 or 3

Note: This process may take a little while depending on the speed of your computer and/or the number of employees.

STEP RESULTS: You will see a confirmation message when the process is complete. You will need to research and correct any errors that were found. Once you correct the errors, you will then run the gather again.

5. Click Ok.

STEP RESULTS: The 1095-Cs that were generated will appear in the grid.

6. Select an entry from the grid and click **Open** to view/modify it or **Open** to remove it.

Note: If you gather again you will lose any changes you made to the ACA tab and will need to make the same changes again and/or delete any records you deleted previously.

STEP RESULTS: If you clicked **Open**, the Form 1095-C Employee window opens.

Gathering the 1095-C Creating the File Package to Submit to Sandata for Processing

Part II: Employee Part II: Other and Coverage Part III: Other and Coverage Par	Employee	000001 - Adams, Kevin Robert		Active 💟 Em	ployed This Year 🛛 Receives 109
Street Address 155 Oak St. City Wauseon State Outry United States Email	Part I: Employee	Part II: Offer and Coverage Part III Covered Individual	5		
City Wauseon State OH Zip Code 43567 Country United States Email Age 43 C Employment Dates Hire Date 01/01/2009	Name	Kevin Robert Adams	SSN	345-67-8901	
Country United States Email Age 43 ‡ Employment Dates Hire Date 01/01/2009	Street Address	155 Oak St.			
Age 43 C Employment Dates Hire Date 01/01/2009	City	Wauseon	State	он	Zip Code 43567
Employment Dates Hire Date 01/01/2009	Country	United States	Email		
Hire Date 01/01/2009	Age	43 🛟			
	Employment Da	es			
Rehire Date 1 Term Date 1	Hire Date	01/01/2009			
	Rehire Date 1	Term Date 1			
Rehire Date 2 Term Date 2	Rehire Date 2	Term Date 2			
Rehire Date 3 Term Date 3	Rehire Date 3	Term Date 3			
Warnings	Warnings				
Date Problem Invalid ACA Records Section 4980H Problem		lem Invalid ACA Records Section 4980H	Problem		

7. Enter or modify the following information as needed.

Note: Refer to the "Instructions for Forms 1095-C and 1094-C" available from the Internal Revenue Service (IRS) for complete details on completing this information.

Employee	The employee that is receiving a Form 1095-C. (Read Only)
Active	This is an active employee in ProviderPro. (Read Only)
Employed This Year	This employee was employed at least one day during the gathered year. (Read Only)
Receives 1095	This employee will receive a 1095-C and does not have any errors.
Name	The employee's full name. (Read Only)
SSN	The employee's nine-digit Social Security Number. (Read Only)
Address 1	The employee's street address (up to 40 characters). (Read Only)
Address 2	A second street address for the employee, if applicable (up to 40 characters).
City	The employee's city. (Read Only)
State	The employee's state. (Read Only)
Zip	The employee's zip code. (Read Only)
Country	The employee's country. (Read Only)
Email	The employee's email address. (Read Only)
Age	The employee's age.
Employment Dates: Hire Date Rehire Date 1 -3 Term Date 1-3	This employee's hire/rehire and termination dates used to determine if the employee worked at least one day during the gather year. The dates must be in chronological order, otherwise it will be flagged with a date problem. (Read Only)

Date Problem	If selected, there is either an issue with the employee's hire/rehire/term dates note being in chronological order or the employee doesn't have any employment dates.
Invalid ACA Records	If selected, then the employee was employed for a particular month, but doesn't have an Employee ACA record effective on or prior to that month or the employee has an Employee ACA record that starts on a month when the employee was not employed.
Section 4980H Problem	If selected, then the employee needs to have Section 4980H set to a value other than "Not Applicable" in his/her Employee ACA record.

8. Click the Part II: Offer and Coverage tab.

ployee	000001 - Adams, Kevin Jay		Acti	we 📝 Employed This Year 🛛 Receives 1095	
art t Employee	Part II: Offer and Coverage	art IR: Covered Individ	ueb E		
Plan Start Month	h 00	Employer is	Self-Insured		
	Offer of Coverage		Employee Share of Lowest Cost	Applicable Section 4980H Safe Harbor Code	HRA Zipcode
All 12 Months	1A-Qualitying Offer			2C-Employee Enrolled in Coverage Offer 💌	
January	Not Applicable	٣		Not Applicable	
February	Not Applicable	*		Not Applicable -	
March	Not Applicable	*		Not Applicable	
April	Not Applicable	-		Not Applicable -	
Мау	Not Applicable	*		Not Applicable	
June	Not Applicable	*		Not Applicable 🔹	
July	Not Applicable	*		Not Applicable -	
August	Not Applicable	-		Not Applicable	
September	Not Applicable	*		Not Applicable	
October	Not Applicable			Not Applicable	
November	Not Applicable			Not Applicable -	
December	Not Applicable			Not Applicable	

 Enter or update the Offer of Coverage, Employee Share of Lowest CostApplicable Section 498H Safe Harbor Code and HRA Zip Code values as needed for each month the employee was employed.

Note: See "<u>Employee ACA Information</u>" for details on how these values are calculated during the gather.

10. If your agency is self-insured, select the **Part III: Covered Individuals** tab.

nployee	000001 - Adams, H			Active 🗹 Emplo	yeu mis rear	w Receives 1095
art li Employe	e Part II: Offer and Co	verage Part III: Covered	individuals			
orm 1095-C De		py 🥥 Delete 🛛 🎑 R	eports +			
Import/Ex	port 🔹 🛅 🛛 M	emorize/Recall 👘 🎪	Mass Maintenance	Select Columns	Defaults	
Pirst Nam	e Middle Nar	ne Last Name				
Jane		Adams				
Marilynn		Adams				

11. Select an entry from the grid and click **Open** to view or modify it.

Import/Export	• 🔲 Co	mments M	lemorize/Recal	I - 🔬 Mas	s Maintenance	
First Name	Jane					
Middle Name						
Last Name	Adams					
SSN	288-34-8844					
Date Of Birth	12/30/1967	7 👻				
Covered						
All 12 Mo	nths					
📃 January	February	March	April	🕅 May	🕅 June	
🕅 July	P August	September	Ctober	November	December	
						J

STEP RESULTS: The Form 1095-C Dependents window opens.

12. Review or modify the following information as needed and click **Accept**.

First Name	The dependent's first name (up to 20 characters).
Middle Name	The dependent's middle name (up to 20 characters).
Last Name	The dependent's last name (up to 20 characters).
SSN	The dependent's nine-digit Social Security Number
Date Of Birth	The dependent's birth date.
Covered: All Months, January, February, March, April, May, June, July, August, September, October, November and December	The months the dependent was covered or All Months.

- 13. Click 🔜 Save & Close on the toolbar when finished.
- Go to Employee Management > Payroll > Tax Forms > Form 1094-C (Employer).
 STEP RESULTS: You'll see the 1094-C (Employer) transaction grid.
- 15. Change the **Tax Reporting Group** to the correct one and click **Refresh**.



16. Select an entry in the grid and click **Open** to view/modify the **Form 1094-C (Employer)** or **Opelete** to remove it.

STEP RESULTS: If you clicked Open, the Form 1094-C Employer window opens.

mployer Name	Template Company		Employer EIN 99-9999999				
nployer Street Address 122 S. Fulton St.							
mployer City	Wauseon		Employer State	OH	*	Employer Zip Code	43567
mployer Contact Name	Aaron Goff		Employer Contact	Phone	(419) 330-3428		
Of 1095 Forms For This	Transmittal	9 🕻	• Of Employees E	mployed	d This Year		9 📜
Employees With Date P	roblems	0 🕻	# Employees With	Section	4900H Problems		0 🕻
Of Employees With Inva	lid ACA Records	0 🗘	# Of Employees W	ith Valid	I ACA Records		9 📜

17. Enter or modify the following information as needed.

Note: Refer to the "Instructions for Forms 1095-C and 1094-C" available from the Internal Revenue Service (IRS) for complete details on completing this information.

Tax Reporting Group	The tax reporting group that this 1094-C is for.
Employer Name	The name of your agency.
Employee EIN	The nine-digit company federal tax ID
Employer Street Address	The employer's street address
Employer City	The employer's city.
Employer State	The employer's state.
Employer Zip Code	The employer's zip code.
Employer Contact Name	The company contact person for this 1094-C,
Employer Contact Phone	The phone number of the contact person.

	The number of Form 1095-C (Employee) forms that are marked Receive 1095-C.
# Employees Employed This Year	The number of employees that worked at least one day during the year.
# Employees with Date Problems	The number of Form 1095-C (Employee) forms that are marked with a date problem.
# Employees With Section 4980H Problems	The number of Form 1095-C (Employee) forms that are marked with a Section 4980H problem.
# Of Employees with Invalid ACA Records	The number of Form 1095-C (Employee) forms that are marked Invalid ACA Record.
# Of Employees with Valid ACA Records	The number of Form 1095-C (Employee) forms that are NOT marked Invalid ACA Record.

18. Click the Part II: ALE Member Info tab.

🛱 Form 1094-C (Employer) 🗴 🔀 Form 1094-C (Empl	oyer) 🗙
Tax Reporting Group main	
Part I Applicable Large Employer Member Part It ALE	Member Info Part II: ALE Member Info - Monthly
s Authoritative Transmittal	
# Of 1095 Forms For This Employer	9 Ç
V Qualifying Offer Method	
🖺 Qualifying Offer Method Transition Relief	
Section 4980H Transition Relief	
🛅 98% Offer Method	

19. Enter or modify the following information as needed.

Note: Refer to the "Instructions for Forms 1095-C and 1094-C" available from the Internal Revenue Service (IRS) for complete details on completing this information.

Is Authoritative Transmittal	The employer for the selected tax reporting group has authoritative transmittal
# Of 1095 Forms For This Employer	The number of Form 1095-C (Employee) forms that are marked Receive 1095-C.
Qualifying Offer Method	The employer for the selected tax reporting group used the qualifying offer method.
Qualifying Offer Method Transition Relief	The employer for the selected tax reporting group qualifies for Section 4980H transition relief.
Section 4980H Transition Relief	The employer for the selected tax reporting group qualifies for qualifying offer method transition relief.
98% Offer Method	The employer for the selected tax reporting group uses the 98% offer method.

Form 1094-C (Employe	r) 🗙 🔞 Form	1094-C (Employer)	×		
Tax Reporting Group	main				1
Part I Applicable Large	Employer Membe	Part II: ALE Memb	Part III: ALE M	lember info - Monthi	à
	Minimum E	ssential Coverage tor	Full-Time Employee Count	<u>Total Employee</u> <u>Count</u>	Section 4980H Transitio Relief Indicator
	Yes	No			
All 12 Months		V	0 🗘	0 ‡	
January	15		7 📜	8 📜	
February	1		7 📜	8 🛟	
March	15	15	7 🛟	8 🛟	
April		E	7 🛟	8 🛟	
May			7 📜	9 🛟	
June			7 🛟	9 🛟	
July		12	8 🛟	9 🛟	
August		1	8 🛟	9 🛟	
September	1		8 🛟	9 🛟	
October			8 🛟	9 📜	
November			8 🛟	9 🛟	
December	15	171	8 🛟	9 🛟	

rt III: ALE Member Info - Monthly tab C - I 20.

- 21. Enter or update the following values as needed for each month or all 12 months:
 - Minimum Essential Coverage Indicator Yes or No
 - Full-Time Employee Count
 - Total Employee Count
 - Section 4980H Transition Relief Indicator
- 22. Click **Jave & Close** on the toolbar when finished.

Submitting Files to Sandata for Processing

If Sandata is processing your 1095-Cs for your agency, the next step is to send the file package to Sandata.

Note: A 1095-C with any problems will NOT be included or sent to Sandata. All errors must be corrected and the **Receives 1095** check box must be marked.

Sending Files Directly to Sandata

To send your files directly to Sandata for processing:

TASK:

- 1. Make sure you have an Internet connection.
- 2. Go to Employee Management > Payroll > Tax Forms > Form 1095-C (Employees).

STEP RESULTS: You'll see the 1095-C (Employees) transaction grid.

3. Change the **Tax Reporting Group** to the correct one.

iettings.							
Tax Reporting Group	liquals	* 5	Staff		+		
libers							
Employee	Equals		-		+		
And + Active	True						1.
AND Employed This Year	True						
AND Date Problem	True		-				
AND Invalid ACA Records	True						
AND Receives 1095	True						
AND Section 4980H Problem	n True						1.8.1
AND Section 4980H Problem	True		-				
	n True						10
Add filter	Plan Start Month-	Active	Employed This Year	Date Problem	Section 4980H Problem	Invalid ACA Records	Receives 10
Add Filter Add Filter Group Employee		Active	* Employed This Year	Date Problem	Section 4380H Problem	Invalid ACA Records	
Add Filter Add Filter Group Employee 000001-Adisma, Kevin Robert	Plan Start Month					Concerned to produce the concerned	Receives 1
Add Filter Add Filter Group Employee 000001-Adama, Kevin Robert 000002-Liftleson, Amy	Plan Start Month ⁺ 00	¥.	J.				Receives 1
Add Filter Add Filter Group	Plan Start Month / 00 00	V V	7 7		8	1	Receives 1

4. Go to the Process toolbar menu and select Send Files To Solana.



5. Verify the **Tax Reporting Group** is correct and click **Ok**.

~
Tax Reporting Group Staff 💿 💽 🕂

STEP RESULTS: You will see a confirmation message when the process is complete.

6. Click **Ok** to exit the confirmation window.

STEP RESULTS: The appropriate files were uploaded to Sandata for processing.

- 7. If you have not already done so, email Sandata the completed "1095-C Electronic Submission Information" and "1095-C Authorization" forms.
- 8. Send an email message to <u>Endofyear@sandata.com</u> indicating that you have submitted the 1095-C information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Important: Contact Endofyear@sandata.com with any questions.

Creating Files to Send to Sandata Manually

If you cannot send your files to Sandata automatically because of technical difficulties, you can create a file package to manually submit to Sandata.

To do so:

TASK:

1. Go to Employee Management > Payroll > Tax Forms >Form 1095-C (Employees).

STEP RESULTS: You'll see the 1095-C (Employees) transaction grid.

Submitting Files to Sandata for Processing Creating Files to Send to Sandata Manually

Settings							1
Tax Reporting Group	quais	* 3	italf				
7 bers							
Employee	Equals				+		100
And + Active	True						
AND Employed This Year	True						
AND Date Problem	True						
AND Invalid ACA Records	True						
AND Receives 1095	True		-				(8)
AND Section 4980H Problem	True						1.
Add Triber							
Add Filter Group							
Employee	Plan Start Month?	Active	Employed This Year	Date Problem	Section 4980H Problem	Invalid ACA Records	Receives 1095
		V.	1	-			V
000001-Adams, Kevin Robert	00				12	23	×
	00	N.	1	10	100 M	1.1	04.1
000001-Adams, Kevin Robert		N.	V V		10	1	1
 000001-Adams, Kevin Robert 000002-Littleson, Amy	00						

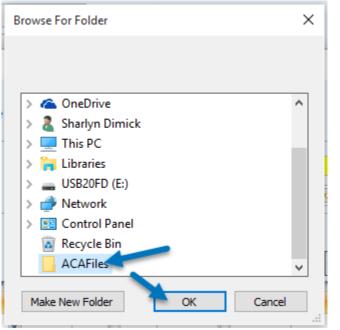
3. Go to the **Process** toolbar menu and select **Create Files To Send To Solana Manually**.



4. Click the binoculars icon (³⁹) next to **Directory** to browse to where you want to save the file.

Enter the Create Files	s To Send To Solana Manu	ially settings
Directory	I	-a-
Tax Reporting Group	main	I I I I I I I I I I I I I I I I I I I

5. Select the folder where you want to save the file and click **OK**.



6. Verify the **Tax Reporting Group** is correct and click **Ok**.

			-
Directory	C:\Users\sharlyn\Desktop\ACAFiles	3	
Tax Reporting Group	main	- o o è +	

7. Click **OK** to create the files.

linetan	C:\Users\sharlyn\Desktop	200
lirectory	K- (Osers (Shanyri (Desktor	-3*
Tax Reporting Group	Staff	

STEP RESULTS: You will see a confirmation message when the files are complete.

8. Click **OK** to close the confirmation window.

STEP RESULTS: A zip file called, "ACA Files.zip" that contains the required files for processing 1095-Cs was created in the directory you selected.

- 9. Submit a support request to Sandata for assistance in submitting this file through the secure FTP site. Do not email it.
- 10. If you have not already done so, fax to Sandata the completed "1095-C Electronic Submission Information" and "1095-C Authorization" forms.
- 11. Send an email message to <u>EndOfYear@sandata.com</u> indicating that you have submitted the 1095-C information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
- 12. Sandata will send you an order confirmation via fax (not email).

The fax will include a confirmation code, which will also be your sftp password.

		5	
You	Confirmation Code is]	
	se retain and use this confirmation code when i		

13. Sandata will send you back the employer copy, submit the file to the IRS, and mail out the 1095-Cs (if you selected that option) or post them to Solana MyPay (if you selected that option).

Important: Contact <u>endofyear@sandata.com</u> with any questions.

Preparing for the New Year

Read these new year topics:

- <u>Setting up New Deductions</u>
- Creating a New Fiscal Year

Setting up New Deductions

First, you will create the new deduction type:

TASK:

1. Choose **Employee Management > Payroll > Setup > Deduction Types.STEP RESULTS:** The **Deduction Type** form will open in a new window tab.

cription			Active
lain Breakout Types			
Category	Other	Ŧ	
GL Account		30 -	
Remittance Frequency	None	-	
Withholding Agency			
W-2 Type	None	-	
W-2 Code			
	No Employee Deduction		

- 2. Click Add to create a new deduction type or enter an existing code or description in the **Toolbar Lookup** (+) and press **Enter** to view or modify the selected deduction type.
- 3. Complete the following information:

Description	A meaningful description of the deduction type (up to 40 characters).
Active	This deduction type should appear as a choice in lookups.
Category	The category drives the rules for all deduction breakouts within the Deduction Type. This includes whether there are pre-tax implications and also in many cases W-2 reporting considerations.
	• Other
	• Health Section 125 Cafeteria - Prints in Box 14 of the W-2 with Code SC125.
	Health Non-Section 125
	• Employee Contribution 401(k) - Prints in Box 12 of the W-2 with Code D and Box 13 Retirement Plan is checked.
	• Employee Contribution 403(b) - Prints in Box 12 of the W-2 with Code E and Box 13 Retirement Plan is checked.
	• Employee Contribution 457(b) - Prints in Box 12 of the W-2 with Code G and Box 13 Retirement Plan is checked.

	• Designated Roth Contributions 401(k) - Prints in Box 12 of the W-2 with Code AA and Box 13 Retirement Plan is checked.
	• Designated Roth Contributions 403(b) - Prints in Box 12 of the W-2 with CodeBB and Box 13 Retirement Plan is checked.
	• Health Savings Account - Prints in Box 12 of the W-2 with Code W.
	• Adoption Benefit Plan - Prints in Box 12 of the W-2 with Code T.
	• Archer MSA Employee - Prints in Box 12 of the W-2 with Code R.
	• SIMPLE Retirement Account S -Prints in Box 12 of the W-2 with Code S and Box 13 Retirement Plan is checked.
	• SIMPLE Retirement Account D - Prints in Box 12 of the W-2 with Code D.
	 Dependent Care - Prints in Dependent Care Benefits, Box 10 of the W-2.
	• Social Security Tips - Prints in Tips of the W-2. Box 7 is the amount and Box 3 is reduced by the amount.
	• Employee Loan - If you use this category and set up a GL Account with the subaccount category of Employees, ProviderPro will balance track the amount posted to the GL account of the deduction type for each employee and continue to take the deduction amount until the balance for the employee within the GL account is zero.
	If you need to change the category of an existing Deduction Type, create a new Deduction Type instead.
GL Account	The account number of the GL Account associated with this deduction type.
	This account number is generally a liability account or a receivables asset account. This is because the account number cannot have a Subaccount Category of anything other than "Employees" or "None" (for information on account set up, see the <i>General Ledger Guide</i>). Revenues and expenses are typically set up with the Subaccount Category of "GL Cost Centers." Assigning an account number with a Subaccount Category other than "Employees" or "None" may prevent the entry from posting to the General Ledger or if the Subaccount Category of the account is GL Cost Center may not post to the desired GL Cost Center as the posting is based on the Payroll Cost Center and ProviderPro will randomly select one of the Payroll Cost Centers the employee has in their employee payment distributions for that pay.
	If you have licensed the Payroll Multiple EIN feature set, you must still enter an account number here. However, when payroll is processed the GL Account assigned to the EIN Group will be used instead.
Remittance Frequency	None, Pay Period, Monthly, Quarterly, Semiannually, Annually.
Withholding Agency	The code of the withholding agency if a Remittance Frequency other than "None" was selected above.
W-2 Type	If the Category of this deduction type is "Other," you must select where you want this deduction to print on the W-2 form:
	· · · · · · · · · · · · · · · · · · ·

	None: Nothing will print on the W-2			
	• Box 11			
	• Box 12 Generic: Box 12 with the code entered in the W-2 Code box.			
	• Box 14 Generic: Box 14 with the code entered in the W-2 Code box.			
	Note: Consult with your tax accountant for assistance in selecting a W-2 type.			
W-2 Code	If the Category of this deduction type is "Other" and the W-2 Type selected is "Box 12 Generic" enter the one- or two-character code associated with it. If the Category of this deduction type is "Other" and the W-2 Type selected is "Box 14 Generic" enter the a short description to appear in Box 14 (up to			
	10 characters), such as SECT125 for Section 125 Plans.			
	Note: Consult with your tax accountant for assistance in selecting a W-2 code.			
No Employee Deduction	Nothing will be deducted from the employee's wages.			
	Select this if this is a benefit that the employee receives, but that the company pays for in its entirety (for example, short-term disability or employee assistance plans). This can be useful for tracking the total costs of an employee.			
	You can also use Non-Payrol Benefits for this purpose instead.			

4. Click the **Breakout Types** tab to set different options for the variations of the deduction type (for example, health insurance may have one break out for family and another for single coverage).

Descrip	tion	Dependent	Care Flex		Activ	e	
Main	Breakout	Types The Group					
	tion Type E	and the second se					
1	Open (Add 🕜 Add	Copy 🥥 Delete 🗌 🗋 Re	ports •			
i lı	mport/Exp	ort 🔹 📋 🛛 I	Memorize/Recall 🔹 💰	Mass Ma	aintenance 🛛 🗄	Select Column	is Defaults
ID	Code	Description	Deduction Calculation Type	Active	Effective Date	Current Number	Allow Individual E
		Depend Care Flex		V		0.00	

5. From the toolbar of the **Deduction Type Breakouts** grid, click ^(O) **Add** or highlight an existing deduction type breakout in the grid and click ^(C) **Open** to view or modify it.

ş		d 🕜 Add Copy 🎯 De	Lise				
	Import/Export	Memorize/Re	call 🔹 🔬 Mass Mainten	ance	E Select Col	umns Default	ts
	Code /	Description	Deduction Calculation Type	Active	Effective Date	Current Number	Allow
•	DCFLEXAMOUNT	Dependent Care Flex Am	Amount	V		0.00	V
	DCFLEXPER	Dependent Care Flex Perc	Percent			0.00	

STEP RESULTS: The **Breakout Type** form will open in a pop-up window.

Import/Export •	_		Aemorize/Recall 👻 🔏	Mass Maintenance
ode				V Active
escription				Override Deduction Suppression
alculation Type	Amount		-	
eduction Values Wag	e Types To Exclu	de Health	Coverage Reportable	
Companywide Amour				
Current Number		0.00	Yearly Maximum	\$0.00
Monthly Maximum		\$0.00	Total Monthly Cost	\$0.00
Quarterly Maximun	n	\$0.00		
- Companywide Va	ue Changes			
New Number		0.00	New Yearly Maximum	\$0.00
New Monthly Maxi	mum	\$0.00	Effective Date	
New Quarterly Max	imum	\$0.00		

6. Complete the following information:

Code	A unique, alphanumeric code for the deduction type breakout (up to 12 characters).
Description	A meaningful description of the deduction type breakout (up to 40 characters).
Calculation Type	The calculation type determines how the particular breakout will be deducted from the employee's payment:

	Amount - a flat amount.
	Percent - percent of wages.
	• In/Out - the deduction is for a non-payroll benefit such as tips or the use of a company vehicle that is taxable to the employee. The Category Type of the associated Deduction Type must be set to Other and the Deduction Amount is 0. See <u>Wage Types</u> for additional information.
Active	This deduction type breakout should appear as a choice in lookups.
Override Deduction Suppression	Prevent the deduction from being suppressed during payroll processing. If you select No Deductions for a pay run (for example a bonus pay run), this deduction is still taken (for example, 401(k)/403b deferrals).
Use Individual Employee Amounts	This check box determines if the amount of the deduction breakout is "global" or if it varies by employee. If it varies by employee, select this check box and then you will enter amounts and limits at the employee- level. An example of deduction breakouts taken at the employee level are 401(k) contributions.
Current Number	The amount or percent to be deducted each pay period, if Use Individual Employee Amounts is not selected above.
Monthly Maximum	The maximum amount to be deducted each calendar month, if Use Individual Employee Amounts is not selected above. If the maximum for a particular month has been reached, the deduction will not be withheld from the remainder of the employee's payments for that month.
	For example, If staff is paid bi-weekly, but only deducts health insurance premiums out of 24 pays for the year, you can use the Monthly Maximum so that in the calendar months when there are three pays, the deduction does not withhold and you do not need to suppress deductions when opening the pay run.
Quarterly Maximum	The maximum amount to be deducted each calendar quarter, if Use Individual Employee Amounts is not selected above.
	If the maximum for a particular quarter has been reached, the deduction will not be withheld from the remainder of the employee's payments for that quarter.
Yearly Maximum	The maximum amount to be deducted each calendar year, if Use Individual Employee Amounts is not selected above.
	If the maximum for a particular year has been reached, the deduction will not be withheld from the remainder of the employee's payments for that year.
Total Monthly Cost	The total cost per month for this deduction breakout (employee and employer portion. This is used for Allocating Employer Expense if one of the Allocation Methods chosen is either "Based on Deduction Setup

	Using Employee Default" or "Based on Deduction Setup Using Wages Default."
New Number	The new amount or percent to be deducted each pay period beginning on the effective date selected below, if Use Individual Employee Amounts is not selected.
New Monthly Maximum	The new monthly maximum to be deducted each calendar month beginning on the effective date selected below, if Use Individual Employee Amounts is not selected.
New Quarterly Maximum	The new quarterly maximum to be deducted each calendar quarter beginning on the effective date selected below, if Use Individual Employee Amounts is not selected.
New Yearly Maximum	The new yearly maximum to be deducted each calendar year beginning on the effective date selected below, if Use Individual Employee Amounts is not selected.
Effective Date	The Effective Date is the PAY date (not the begin or end or a date within the Pay Period). When you run the Process Payroll wizard, the "New" values will automatically update the "Current" values, if Use Individual Employee Amounts is not selected.

7. If this breakout has a percent-based Calculation Type, click the **Wage Types to Exclude** tab to exclude certain wage types from being included in the calculation (for example exclude

Description Medical Employee Calculation Type Amount Deduction Values Wage Types To Exclude mealth Coverage Reportable	Breakout Type			
Code MED01 ✓ Active Description Medical Employee Override Deduction Suppression Calculation Type Amount Image: Control Contenter Contenter Control Contente Control Control Cont	🧿 Accept 🏾 🚳 Acc	ept & Add @ Accept & C)pen Next 🛛 📓 Report	s .*
Description Medical Employee Override Deduction Suppression Calculation Type Amount Calculation Type Amount Calculation Type Open O Add ♥ Filters C Reportable Vage Types	Import/Export •	Comments	Memorize/Recall +	🙈 Mass Maintenance
Calculation Type Amount Calculation Type Amount Calculation Values Wage Types To Exclude Health Coverage Reportable Wage Types Coverage Types Coverage Reports Coverage Repor	Code	MED01		V Active
Deduction Values Wage Types To Exclude Thealth Coverage Reportable Vage Types	Description	Medical Employee		Override Deduction Suppression
Deduction Values Wage Types To Exclude Thealth Coverage Reportable Vage Types	Calculation Type	Amount		
Vage Types Open O Add Filters C Reports C Available Selected Add Add BONUS Annual Bonus GIFTCARD Holiday Gift Card HOL HOL HOL Holiday Worked HSDWL Holiday Shift Diff Wor HSDWL Holiday Shift Diff Wor OT Overtime PERS Personal Paid Time Off PTOCO Paid Time Off PTOCO Paid Time Off PTOCO REG REGULAR RELOC SHIFTDIFF Shift Differential Remove	calculation type	Amount		
Vage Types Open O Add Filters C Reports C Available Selected Add Add BONUS Annual Bonus GIFTCARD Holiday Gift Card HOL HOL HOL Holiday Worked HSDWL Holiday Shift Diff Wor HSDWL Holiday Shift Diff Wor OT Overtime PERS Personal Paid Time Off PTOCO Paid Time Off PTOCO Paid Time Off PTOCO REG REGULAR RELOC SHIFTDIFF Shift Differential Remove	Deduction Values	age Types To Exclude Thealth	Coverage Reportable	
Available Selected BDNUS Annual Bonus Add GIFTCARD Holiday Gift Card Remove HOL Holiday Add All HOLWRK Holiday Shift Diff Wor Add All HSDW Holiday Shift Diff Wor Add All HSDWL Holiday Shift Diff Wor Remove All PERS Personal Paid Time Off Remove All PTO Paid Time Off Poicon PTOCO Paid Time Off Cash O REGULAR RELOC Relocation Assistance Shift Differential	Wage Types	(familiana)		
Available Selected BDNUS Annual Bonus Add GIFTCARD Holiday Gift Card Remove HOL Holiday Add All HOLWRK Holiday Shift Diff Wor Add All HSDW Holiday Shift Diff Wor Add All HSDWL Holiday Shift Diff Wor Remove All PERS Personal Paid Time Off Remove All PTO Paid Time Off Poicon PTOCO Paid Time Off Cash O REGULAR RELOC Relocation Assistance Shift Differential		id 🤎 Filters 📋 🗋 F	Reports 🔹 🖕	
BDNUS Annual Bonus GIFTCARD Holiday Gift Card HOL Holiday HOL Holiday HOLWRK Holiday Worked HSDW Holiday Shift Diff Wor HSDWL Holiday Shift Diff Wor OT Overtime PERS Personal Paid Time Off PTO Paid Time Off PTOCO Paid Time Off Cash O REG REGULAR RELOC Relocation Assistance SHIFTDIFF Shift Differential				1
BONUS Annual-Bonus GIFTCARD Holiday Gift Card HOL Holiday HOLWRK Holiday Worked HSDW Holiday Shift Diff Wor HSDWL Holiday Shift Diff Wor OT Overtime PERS Personal Paid Time Off PTO Paid Time Off PTOCO Paid Time Off Cash O REG REGULAR RELOC Relocation Assistance SHIFTDIFF Shift Differential		Available		Selected
HOLHolidayHOLWRKHoliday WorkedHSDWHoliday Shift Diff WorHSDWLHoliday Shift Diff WorOTOvertimePERSPersonal Paid Time OffPTOCOPaid Time OffPTOCOPaid Time Off Cash OREGREGULARRELOCRelocation AssistanceSHIFTDIFFShift Differential	BONUS	Annual Bonus	Add	
HOLWRKHoliday WorkedAdd AllHSDWHoliday Shift Diff WorRemove AllHSDWLHoliday Shift Diff WorOvertimeOTOvertimePersonal Paid Time OffPTOPaid Time OffPTOCOPaid Time Off Cash OREGREGULARRELOCRelocation AssistanceSHIFTDIFFShift Differential	GIFTCARD	Holiday Gift Card	Remove	
HOLWRKHoliday WorkedHSDWHoliday Shift Diff WorHSDWLHoliday Shift Diff WorOTOvertimePERSPersonal Paid Time OffPTOPaid Time OffPTOCOPaid Time Off Cash OREGREGULARRELOCRelocation AssistanceSHIFTDIFFShift Differential	HOL	Holiday		
HSDWL Holiday Shift Diff Wor OT Overtime PERS Personal Paid Time Off PTO Paid Time Off PTOCO Paid Time Off Cash O REG REGULAR RELOC Relocation Assistance SHIFTDIFF Shift Differential	HOLWRK	Holiday Worked	Add All	
OTOvertimePERSPersonal Paid Time OfPTOPaid Time OffPTOCOPaid Time Off Cash OREGREGULARRELOCRelocation AssistanceSHIFTDIFFShift Differential	HSDW	Holiday Shift Diff Wor	Remove All	
PERS Personal Paid Time Off PTO Paid Time Off PTOCO Paid Time Off Cash O REG REGULAR RELOC Relocation Assistance SHIFTDIFF Shift Differential	HSDWL	Holiday Shift Diff Wor		
PTO Paid Time Off PTOCO Paid Time Off Cash O REG REGULAR RELOC Relocation Assistance SHIFTDIFF Shift Differential		Overtime		
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REG REGULAR RELOC Relocation Assistance SHIFTDIFF Shift Differential		Personal Paid Time Of		
RELOC Relocation Assistance SHIFTDIFF Shift Differential	PERS			
SHIFTDIFF Shift Differential	PERS PTO	Paid Time Off		
	PERS PTO PTOCO	Paid Time Off Paid Time Off Cash O		
SHIFTDIFFLUC Shift Differential Luca	PERS PTO PTOCO REG	Paid Time Off Pald Time Off Cash O REGULAR		
	PERS PTO PTOCO REG RELOC	Paid Time Off Paid Time Off Cash O REGULAR Relocation Assistance		

8. Click the **Health Coverage Reportable** tab to mark the breakout as health coverage reportable on the employee's W-2 if applicable.

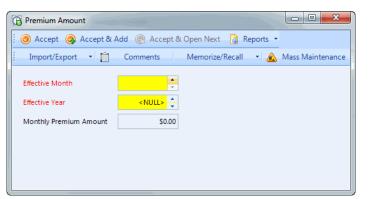
Healthcare Coverage Reportable must be turned on and the effective month, year and monthly premium amount(s) be reflected to properly pull qualifying deduction breakouts to

Breakout Type	State of the second				
Accept 🥥 Ac	cept & Add 🕐 Accept & Open N	lext 🞑 Reports 🔹			
Import/Export	Comments Memo	rize/Recall 🔹 🙈	Mass Maintenand	e	
ode	MED01	1	Active		
escription	Medical Employee		Override Deduc	tion Suppression	
alculation Type	Amount	-			
	eakout Premium Amounts				
Coop A	Add 🕐 Add Copy 🥥 Delete				
per la companya de la	rt 🔹 📋 🛛 Memorize/Recall	🔹 🔬 Mass Maint	enance 🔣 Sel	ect Columns	Ŧ
per la companya de la					
Import/Expo	Effective Year		ium Amount		
Import/Expo	Effective Year		ium Amount \$500.0	x	

9. If you selected the **Health Coverage Reportable** check box, then from the toolbar of the **Deduction Type Breakout Premium Amounts** grid, click **O** Add or highlight an existing deduction type breakout in the grid and click **O** Open to view or modify it.

🔁 Open 🔘 Add	Add Copy Delete	🗟 Reports 🕶	
Import/Export •	Memorize/Recall	🔹 🔬 Mass Maintenance 🛛 🧱 Sel	ect Columns
Effective Month	Effective Year	Monthly Premium Amount	
1	2019	\$500.0	0

STEP RESULTS: The Breakout Type Premium Amounts form will open in a pop-up window.



10. Complete the following information:

Effective Month	The month in which the premium amount goes into effect.
-----------------	---

Effective Year	The year in which the premium amount goes into effect.
,	The total premium cost per month, not just the employer or employee only amounts. This is what appears in Code DD of the W-2.

- 11. When finished, click **O** Accept to close the premium amount.
- 12. Next, click O Accept to close the pop-up window or click Accept & Add/Accept & Open Next to continue entering/modifying deduction type breakouts.
- 13. If you have licensed the Payroll Multiple EIN feature set, click the **EIN Groups** tab.

Description	Dependen	t Care Flex	V Active
	Types EIN Grou	ps	
Deduction Type E		Copy 🥥 Delete 🛛 🍃 Report	rts •
			ass Maintenance 🔛 Select Columns Defaults
	And the second se		
ID	EIN Group	GL Account	

14. From the toolbar of the **Deduction Type EIN Groups** grid, click **O** Add or highlight an existing EIN group in the grid and click **O** Open to view or modify it.

	O Add Ad	d Copy 🥥 Delete 🛛 🗋	Reports 🔹		
Import/I	Export 🔹 💼	Memorize/Recall -	Mass Maintenance	🔣 Select Columns	Defaults
ID	EIN Group	GL Account			
• 1	Main	1002-Flexible Spending			
- Albertall	and a surger of the second	tera seguite descenses a seguite describé.	And all the second	and the second	

STEP RESULTS: The Deduction Type EIN Group form will open in a pop-up window.

B EIN Group		
i 🧿 Accept 🥘 Ac	ccept & Add @ Accept & Open Next 🛛 🚡 Reports 🝷	
Import/Export	🔹 💼 Comments 👘 Memorize/Recall 🔹 🚵 Mass Maintenance	Documents •
EIN Group		
GL Account		

15. Complete the following information:

_		
	EIN Group	The code of the appropriate EIN Group.
	GL Account	The account number of the GL Account for this EIN Group for this deduction type. This account number is generally a liability account or a receivables (asset) account. This is because the account number cannot have a Subaccount
		Category of anything other than "Employees" or "None" (for information on account set up, see the <i>General Ledger Guide</i>). Revenues and expenses are typically set up with the Subaccount Category of "GL Cost Centers." Assigning an account with a Subaccount Category other than "Employees" or "None" may prevent the entry from posting to the General Ledger or if the Subaccount Category of the account is GL Cost Center may not post to the desired GL Cost Center as the posting is based on the Payroll Cost Center and ProviderPro will randomly select one of the Payroll Cost Centers the employee has in their employee payment distributions for that pay.

- 16. When finished, click Occept to close the pop-up window or click Accept & Add/ Accept & Open Next to continue entering/modifying EIN groups.
- 17. When finished, click 🗟 Save to save the deduction type.

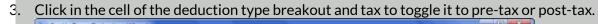
Next you need to set up the pre-tax/deduction rules:

TASK:

- 1. Choose Employee Management > Payroll > Set Up Taxes-Deductions Wizard.STEP RESULTS: You will see the Set Up Taxes-Deductions Wizard open in a pop-up window.
- 2. Select the check box next to the **Tax Category** or **Deduction Category** filter to show specific categories of deduction type breakouts and taxes in the grid.

et deductio	n breakouts as pro	e-tax or post-tax.		
Filters	Tax Category	City - Work	-	Click on any unlocked cell to toggle between pre-tax
ritters v	Tax Category	CIDA- MADLE		and post-taxfor each deduction breakout/ tax
V	Deduction Category	Other		combination.

Setting up New Deductions Creating Files to Send to Sandata Manually



Fit	Tax Category Tax Category Deduction Category	Federal Withholding		unlocked cell to toggi for each deduction br			
Ľ			Employee Social Security	Federal Withholding	FUTA	School District - Live	
	Deduction Type	Deduction Breakout	Social Security	Federal	PUTA	4807 - Delta Public School	
	401K	401k Percent	A Post	@ Pre	A Pre	@ Pre	
		401k Amount	Post	A Pre	() Pre	() Pre	11
	4038	4038 Percent	🕀 Post	Pre Pre	@ Pre	& Pre	
	Child Support	Lucas County	Pre	Post	Post	Post	
		Pulton County	Pre	Post	Post	Post	
		Henry County					
	Consumer Credit Gamishment	Consumer Credit Gam					
	Dental Insurance	Dental Employee Single	A Pre	🔒 Pre	A Pro	👸 Pre	
		Dental Employee/Child	🔂 Pre	🕞 Pre	@ Pre	🛱 Pre	
		Dental Employee/Family	A Pre	佳 Pre	(Pre	信 Pre	
	Employee Gym Membership	Gym Membership	Pre	Post	Post	Post	
	Garnishment	Federal Student Loan Garn	Pre	Post	Post	Post	
	Health Care Flexible Spending	Flexible Spending 2006	🛱 Pre	🔆 Pre	() Pie	🕼 Fre	
		Plexible Spending 2005	🛱 Pro	🛱 Pre	(a) Pto	@ Pre	
		Flexible Spending	A Pre	🔒 Pre	G Pte	E Pre	
	Holiday Gift Card	Holiday Gift Card	Pre	Post	Post	Post	
11.12						Fini	-

process payroll, you will receive an error for the tax until you designate it as pre or post tax. Once it is set to "Pre" or "Post," you cannot change it back to blank. If the cell has a lock next to the words "Pre" or "Post," then you cannot change the setting as it is based on known tax rules. 4. Right-click in a cell and select either **Set Entire Row Post-Tax** or **Set Entire Row Pre-Tax** to quickly set the entire row to the same setting.

Fib	ers: 📃 Tax Category	Federal Withholding			ecked cell to toggle befine each deduction breakout			
	Deduction Categor	y Other		ombination.	epur dedata on area con			
			County - Live	County - Work			1	
	Deduction Type	Deduction Breakout	Lucas County	Fulton County	Lucas County Tax - Work	Tippecanoe County	Williams C	
	401K	401k Percent	Pre	Pre	Pre	() Pre	-	
		401k Amount	Pre	Pre	Pre	() Pre		
	4038	4038 Percent	Post	Pre	Post	() Pre		
	Child Support	Lucas County	Pre	Post	Post	Post	2	
		Pulton County	Post	Post	Post	Post		
2		Henry County	Pre					
	Consumer Credit Gamishment	Consumer Credit Gam	Post	Post Set Entire Row Post-Tax Set Entire Row Pre-Tax		Post		
	Dental Insurance	Dental Employee Single	Pre			() Pre		
		Dental Employee/Child	Pre	Pre	Pre	🖗 Pre		
		Dental Employee/Tamily	Pre	Pre	Pre	(j) Pre		
	Employee Gym Membership	Gym Membership	Post	Post	Pre	Post		
	Garnishment	Federal Student Loan Garn	Post	Post	Post	Post	_	
	Health Care Flexible Spending	Flexible Spending 2006	Pre	Pre	Post	🔆 Pre	()	
		Flexible Spending 2005	Pre	Pre	Pre	(i) Pre		
		Plexible Spending	Pre	Pre	Pre	Pre Pre		
	Moliday Gift Card	Holiday Gift Card	Post	Post	Post	Post		

STEP RESULTS: A pencil icon will appear in the row next to the deduction type breakout after you make a change to its tax setting. When you click in a new row, the change is saved and the pencil icon will disappear.

Filte	rs: 🔲 Tax Category	Federal Withholding		 Click on any unlocked cell to toggle between pre-tax and post-tax for each deduction breakout / tax 						
Deduction Categor		ry Other	*	 and post-tax for each deduction breakout / tax combination. 						
			Employ	ee Social Security	Federal Withholding	FUTA	School District - Live			
	Deduction Type	Deduction Breakout	8	cial Security	Federal	PUTA	4807 - Delta Public Schoo			
	401K	1K 401k Percent			Pre Pre	🕼 Pre	() Pre			
				t	Pre Pre Post	() Pre	là Pre là Pre			
	4038			t						
	Child Support					Post	Post			
		Pulton County	Pre		Post	Post	Post			
4		Henry County	Pre		Post	Post	Post			
2	Consumer Credit Garnishment	Consumer Credit Gam	Pre		Post	Post	Post			
	Dental Insurance	Dental Employee Single	() Pre		Pre Pre	() Pre	1 Pre			
		Dental Employee/Child	(B) Pre		🔒 Pre	🚱 Pre	G Pre			
		Dental Employee/Family	(A) Pre		Pre Pre	🔂 Pre	() Pre			
	Employee Gym Membership	Gym Membership	Pre		Post	Post	Post			
	Garnishment	Federal Student Loan Garn	Pre		Post	Post	Post			
	Health Care Flexible Spending	Resible Spending 2006	() Pre		() Pre	() Pre	A Pre			
		Flexible Spending 2005	la Pre		() Pre	🔒 Pre	12 Pre			
		Plexible Spending	(a) Pre		Pre Pre	🛱 Pre	(Pre			
	Holiday Gift Card	Holiday Gift Card	Pre		Post	Post	Post			

5. When finished making your selections, click **Finish**.

Important: Remember to review your Tax-Deduction Setup at the beginning of each tax year or when you add a new tax or deduction type breakout.

Creating a New Fiscal Year

If your fiscal year runs on a calendar year, you will need to create a new fiscal year and open the first period before you can process invoices, payroll or gather a bill in the new year.

To do so:

TASK:

- 1. Open Fiscal Years in one of two ways:
 - Choose Financial Management > General Ledger > Setup > Fiscal Years.

Fina	ncial Management Clien	t Man	agement Employee Mana	gem	ent	Tools Window Help	
	Accounts Payable						
	Accounts Receivable						
0	General Ledger		General Journal Entries Accounting Transactions Money Transactions Deposits Inquiries Processing Payments Wizards				
			Setup	+		Options	
			Reports		5	Accounts	
						Check And EFT Stub Layouts Cost Centers	
						Fiscal Years	
						Intercompany Links	
						Journals	
						Money Addresses	
						Subaccount Categories	
						Subaccounts	•
						Account Tag Categories	
						Cost Center Tag Categories	•

• Click the **General Ledger** module group on the Navigation Pane and then click **Fiscal Years**.

Creating a New Fiscal Year Creating Files to Send to Sandata Manually

Navigation 7 X
🗄 General Ledger
F Accounts
🔋 Cost Centers
🔟 Fiscal Years
General Journal Entries
😺 Accounting Transactions
Money Transactions
🔊 Deposits
Reconcile Money Account
🐼 Account Inquiry
Subaccount Balances Inquiry
Subaccount Transactions Inquiry -
Accounts Payable
Accounts Receivable
General Ledger
Billing
Client Banking
Client Information
Fiscal Support Entity
ricident Tracking
😚 🖧 🔥 🔞 ¥ 🗎 🦉

STEP RESULTS: The Fiscal Years form will open in a new window tab.

escription	1									
	V Active									
		Create Fiscal V	ear							
iscal Periods										
Dpen (🕽 Add 💮 Ad	id Copy 🧔 De	iete [🔒 Ru	eports *						
Import/Exp	port 🔹 🛅	Memorize/Rec	all 🔹 🔬	Mass Main	tenan	e 🛤	Selec	t Colu	umns	
Fiscal Period	Fiscal Year	Begin Date	End Date	Activity	GJ	GLMT	AP	AR	CL	PR

2. Click **O** Add from the toolbar and then click **Create Fiscal Year**.

	Active			~	-					
		Create Fiscal	l'ear	4						
iscal Periods	Add 🕥 Ad	id Copy 🍥 D	elete 🗟 Re	ports 🔻						
Import/Exp	ort 🔹 📋	Memorize/Re	call 🔹 🔬	Mass Main	tenan	ce 🔣	Selec	t Colu	mns	
Fiscal Period	Fiscal Year	Begin Date	End Date	Activity	GJ	GLMT	AP	AR.	CL	PF

STEP RESULTS: The **Create Fiscal Year** Wizard opens in a pop-up window.

- 3. Select the month the fiscal year begins.
- 4. Select the actual year of the fiscal year and click Create Fiscal Year.

🗙 Create Fiscal Year	-		\times
Enter the first month and the year for the fiscal year to be c	reated		
First Month of Fiscal Year January			
First Month of Fiscal Year January Tiscal Year 2020			
<u>Create Fisc</u>	al Year	Cancel	

STEP RESULTS: A progress bar will appear as the fiscal year and periods are created.

- 5. Click **Finish** to exit the wizard. **STEP RESULTS:** You will see that all 12 periods have automatically been created with the correct begin and end dates. By default, none of the periods are open.
- 6. Open and close the fiscal periods as needed.

Useful Resources

- <u>State Websites</u>
- Other Useful Websites

State Websites

2
.htmll
<u>s.aspx</u>
<u>c.htmll</u>
<u>x.html</u>
on/

State Websites Creating Files to Send to Sandata Manually

South Carolina	https://www.sctax.org/default/index.html
South Dakota	https://dor.sd.gov/
Texas	https://www.window.state.tx.us/taxes/
Virginia	https://www.tax.virginia.gov/
Wisconsin	https://www.dor.state.wi.us
West Virginia	https://www.state.wv.us/taxrev/

Other Useful Websites

Resource	Web Address	
Internal Revenue Service	https://www.irs.gov	
Sandata Support Site	https://sandata.zendesk.com/hc/en-us	
Social Security Administration	https://www.socialsecurity.gov/bso/bsowelcome/index.htm l	
Social Security Verification Service Handbook	<u>https://www.socialsecurity.gov/employer/ssnvs_handbk/in</u> <u>dex.html</u>	
Transmitter Control Codes IRS 1099 Filing	https://fire.irs.gov	
Yearli	https://www.greatland.com/	

Related Forms

This chapter contains these forms:

- Forms Overview
- End of Year Processing Selection Form
- W-2 and 1099 Authorization Form
- W-2 Electronic Submission Information Form
- <u>1099 Electronic Submission Information Form</u>

Forms Overview

The following table details which forms you need to complete by when:

Form Name:	Should Be Completed By:	And Returned By:
End of Year Processing Selection	Everyone	December 3, 2024
W-2, 1099, 1095-C Authorization	Those having Sandata process their W- 2s, 1099s and/or 1095-Cs	January 88, 2025
W-2 Electronic Submission Information	Those having Sandata process their W- 2s	January 8, 2025
1099 Electronic Submission Information	Those having Sandata process their 1099s	January 8, 2025
1095-C Electronic Submission Information	Those having Sandata process their 1095-Cs	January 27, 2025