



Hi-Tech Software, Inc., P. O. Box 2150, Skowhegan, ME 04976  
Phone: 207-474-7122 • Fax: 207-474-7124  
[www.hi-techsoftware.com](http://www.hi-techsoftware.com)

## **YEAR-END PROCESSING INSTRUCTIONS**

### **Fiscal Year-End December 31, 2011**

Please use these instructions as a checklist when you do fiscal year-end processing.

All Hi-Tech applications are covered. If your facility does not use all of the applications, please use the Table of Contents on the next page to locate instructions for the applications you use.

If you call Hi-Tech for assistance during year-end processing, please have these instructions in front of you so we can refer to them.

This document will refer to HTS applications by their application codes.

AP	Accounts Payable	PR	Payroll
CGL	Condensed GL	RA	Resident Accounting
FA	Fixed Assets	TR	Resident Trust Accounting
GL	General Ledger		

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## General Ledger Notes

To avoid General Ledger posting errors, **we strongly advise** closing the GL year as close to the first day of the new fiscal year as possible. (General Ledger or Condensed General Ledger > End of Year > Open New Year).

## Payroll Notes

### 2012 Payroll Tax Tables

We have *not* included any Payroll Tax Tables for calendar year 2012 in these instructions.

As soon as the tables are available from Federal and State government agencies, we will post them on our website, [www.hi-techsoftware.com](http://www.hi-techsoftware.com) and email all of our payroll clients to let you know they have been posted. You will be able to print a list and download a file that contains all of the new payroll tax tables for 2012.

### Filing your W-2 Forms

#### Federal

If you are required to file 250 or more W-2 Forms, you must file them electronically unless the IRS granted you a waiver. You may be charged a penalty if you fail to file electronically when required. You may file electronically even if you have fewer than 250 W-2 forms to file.

**Social Security no longer accepts magnetic tapes, cartridges, or 3-1/2" diskettes.** All wages must be filed either electronically or on paper. Go to <http://www.socialsecurity.gov/employer/how.htm> for information on filing options.

Register for electronic submission by visiting the SSA's Business Services Online (BSO) website at <http://www.socialsecurity.gov/bso/bsowelcome.htm>. Call the SSA at 1-888-772-2970 if you experience problems using any of the services within BSO.

#### Federal Deadlines for Submission

- Filing on paper
  - Copy A of all Forms 1099 with Form 1096 with the IRS by February 28, 2012
  - Copy A of all Forms W-2 with Form W-3 with the SSA by February 29, 2012.
- Filing electronically
  - Copy A of all Forms 1099 with Form 1096 with the IRS by April 2, 2012
  - Copy A of all Forms W-2 with Form W-3 with the SSA by April 2, 2012.

#### From IRS 2011 Instructions for Forms W-2 and W-3.

([http://www.irs.gov/pub/irs-pdf/iw2w3\\_11.pdf](http://www.irs.gov/pub/irs-pdf/iw2w3_11.pdf))

*When to file. If you file using paper forms, you must file Copy A of Form W-2 with Form W-3 by February 29, 2012. However, if you e-file, the due date is automatically extended to April 2, 2012.*

#### From IRS General Instructions for Certain Information Returns

(<http://www.irs.gov/instructions/i1099gi/ar02.html#d0e422>)

*When To File. File Forms 1097, 1098, 1099, 3921, 3922, or W-2G on paper by February 28, 2012, or April 2, 2012, if filing electronically. Also file Form 1096 with paper forms.*

Please visit the following websites for more information.

For W-2 information: <http://www.irs.gov/instructions/iw2w3/index.html>

For 1099 information: <http://www.irs.gov/instructions/i1099gi/index.html>

## State of Indiana

Per the Indiana Department of Revenue, effective July 1, 2010, any employer that files more than 25 withholding statements in a calendar year is required to file the annual Form WH-3 and their employees' Forms W-2 electronically. This new law (IC 6-3-4-16.5) applies to withholding statements filed after December 31, 2010.

*The department does not consider filings on disk, CD, or DVD, accompanied by a paper WH-3 to be electronic.* Please visit <http://www.in.gov/dor/files/w-2book.pdf> for more information.

EFW2 files are considered electronic when uploaded using the INtax ([www.intax.in.gov](http://www.intax.in.gov)) website for up to 3,500 W-2s or the Bulk FTP site for more than 3,500 W-2s. For more information about the Bulk Upload process, go to [www.in.gov/dor/files/bulk-uploadguide.pdf](http://www.in.gov/dor/files/bulk-uploadguide.pdf). They will not accept 3480 or 3490 cartridges.

If you currently file electronic media with the Federal Government, you should file electronic media with the State. February 28th of the current year is the filing deadline for the previous year's reporting. If that date falls on a weekend, the filing deadline moves to the following working day. The postmark date is used to determine that the filing is on time. A request for an extension to the filing deadline should be made in writing and the request should be sent to the following address:

Withholding Tax Section  
Indiana Department of Revenue  
100 North Senate Avenue, N203  
Indianapolis, IN 46204-2253

## State of Maine

Maine Employers with 100 or more employees are required to file Maine income tax withholding and unemployment insurance tax returns electronically.

See the State's website at <http://www.maine.gov/revenue/netfile/gateway2.htm> for instructions on registering and electronic filing.

## State of Vermont

As of October 1, 2011 the VTW2Efile website will be under development for the 2011 tax year. It will not be available again until January 2012 to electronically file Forms W-2, 1099 and WH-434s. Please visit <https://secure.vermont.gov/TAX/w2/> for more information.

The Vermont Department of Taxes has mandated electronic filing of W-2 information for all taxpayers whose total combined number of W-2 and 1099 forms being submitted will exceed 25. The due date for filing the 2011 Form WH-434 and Forms W-2 and/or 1099 is February 28, 2012. Employers with fewer than **25** W-2 and/or 1099 forms are encouraged to file electronically. Please visit the State's website at <http://www.state.vt.us/tax/businesswithholding.shtml> for more information.

Form LC-142, Landlord's Certificate, must be filed by January 31<sup>st</sup>, if you have more than 4 "rental units". Nursing homes, community care and boarding homes are included under the "Other Rental Situations" category. For forms, instructions or more information, please email: [taxforms@state.vt.us](mailto:taxforms@state.vt.us), or call (802) 828-2515 (local and out-of-state) or (866) 828-2865 (toll-free in Vermont). Please note that only original forms will be accepted by the State. Copies or faxes are not acceptable.

Many Vermont employers are also required to calculate and pay Health Care Contributions every quarter for employees meeting certain criteria. Every quarter the Vermont Department of Labor will issue a Health Care Contribution Worksheet (Form HC-1) which employers can use to calculate the amount owed. Adjusted Uncovered FTE's and Health Care Contributions are reported on the quarterly Unemployment (UI) report. The HC-1 form, or the information it would contain, must be retained in your records for three years.

Please see the State's instructions (HC-3) for more information or click on the link below.

<http://www.labor.vermont.gov/InfoCenter/FrequentlyAskedQuestions/EmployerHealthCareReportingFAQ/tabid/1165/Default.aspx>

## Before Beginning Calendar or Fiscal Year-End Processing

- \_\_\_ **Verify** that your System Release Number is the most current release available. The Release number should be displayed at the top of the main menu. Or on any HTS menu, press the [F1] key to view the Release number.



Release Number Example 11.12

**11** = calendar year (2011). **12** = month (December).

As of December 31, 2011, the current release is 11.12.

If your system is not current, install the current update from the HTS website or the CD that you received from HTS.

- \_\_\_ **Download Patches** from the HTS website to have the most recent EOY program changes.
- \_\_\_ **Check** your G/L Company Header for accuracy. (**GL > Libraries > GL Profile** or from **Condensed GL > Libraries > Edit CGL Profile**).

**Earnings Account:** Verify that the account number listed is your Retained Earnings account.

**Current Year:** If you are closing your fiscal year for calendar year 2011, the current year should be 2011. If your current year is not correct, call Hi-Tech for assistance.

Name	HI-TECH NURSING AND REHAB
Earnings Account	2940
Next Journal Entry #	000
Current Year	2011 <input type="checkbox"/> Modify

- \_\_\_ **Check** the Resident Accounting Company Header for accuracy. (**RA > Libraries > Facility > Accounting Profile**)

If your **Current Fiscal Year End** is not correct, call Hi-Tech for assistance.

Name	HI-TECH NURSING & REHAB	Current Fiscal Year Enc	12/31/2011
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## Year End Summary by Application

Use this checklist as a quick reference for required steps at year end.

For more detailed instructions, see the instructions for closing each application starting on Page 9.

Skip applications that your facility does not use.

### **Resident Accounting** (see Page 9)

- Complete all End of Month Steps for December. These steps will close the year automatically.
- Before starting Medicare A billing for January, change the Co-Insurance room rate through Libraries > Facility > Facility Rates. Enter the effective date (01/01/2012) and the new rate (\$144.50). A new feature included with Release 11.12 allows you to track this rate by effective date.

### **Condensed General Ledger** --skip if you use full GL (see Page 10)

- Verify that Resident Accounting has been closed for December.
- Complete all End of Month Steps for December.
- Open New Year as soon after the last day of your fiscal year as possible.

### **General Ledger** --skip if you use Condensed GL (see Page 10)

- From the End of Year menu choose Open New Year as soon after the last day of your fiscal year as possible. **This step does not have to be coordinated with the closing of other applications.**
- Any December activity can be recorded through Last Year > Processing in GL. Any activity through RA, PR or AP can also be posted to December, even if the GL has been closed for the year. Look for the "Post to Prior Year" choices on the posting screens.

#### **Adjusting Entries and December Entries:**

- After closing 2011, record all entries related to fiscal year 2011 through the **Last Year > Processing** menu. Adjusted ending balances are automatically transferred to the current fiscal year when you **Print/Post Journal Entries**.

**Accounts Payable** (see page 11)

Complete all invoice and check entries for 2011. There are no specific End of Month or End of Year steps in the Accounts Payable application.

When ready to process 1099s:

A. If you print 1099 forms from HTS:

- Print **Custom Vendor Report** (Reporting, Custom Reporting menu) and verify that all 1099 vendors are marked correctly in the Vendor Maintenance file.
- Print **Invoice History Detail** (Reporting menu) and verify details for all 1099 vendors.
- Confirm accuracy of AP Tables and 1099 Table information. The 1099 limit for 2011 for most 1099-MISC Forms is \$600.00. Please review IRS instructions for Form 1099 to verify the limit for the type of form you are required to provide.
- Prepare 1099s**
  - **Extract 1099 Amount**
  - Print **1099 Edit List** and review for accuracy
  - Print **1099 Forms**
  - **Copy E-File** if you electronically submit your 1099s

B. If you type or hand-write the 1099 forms:

- Complete all steps above, *except* Print 1099 Forms.
- Use the 1099 Edit List for the 1099 details.

C. If you have no 1099 vendors:

- Skip all 1099 steps above.

**IMPORTANT:**

As you continue to process invoices and payments in 2012, batch invoices and payments for entry by month.

When you post invoices or payments, please pay attention to the **Post to** options on the screen to verify that transactions after closing are posted to the correct fiscal year.

- *If you have set up the new fiscal year in General Ledger:*
  - Post Period 12 transactions (related to fiscal year 2011) by choosing the *Last Fiscal Year* option on the Daily Work and Pay Invoices menus.
  - Post Period 01 transactions (related to fiscal year 2012) by choosing the *Current Fiscal Year* option on the Daily Work and Pay Invoices menus.
- *If you have not set up the new fiscal year in General Ledger*
  - Post Period 12 transactions (related to fiscal year 2011) by choosing the *Current Fiscal Year* option on the Daily Work and Pay Invoices menus.
  - Post Period 01 transactions (related to fiscal year 2012) by choosing the *Next Fiscal Year* option on the Daily Work and Pay Invoices menus.

**Payroll** (see page 15)

After the last payroll checks dated in December have been posted:

- Reconcile the fourth quarter payroll totals.
- Complete all End of Quarter steps for Q/E 12/31/11. This step will also close the payroll year.

After the quarter has been closed, and *before* starting any payroll with a January check date:

- Review the Payroll Profile for accuracy.
- Print an Employee Pick Detail Report to verify employee information.
- Download the new payroll tax tables for 2012 from the HTS website.

*Payroll with a check date in January can be started now.*

**IMPORTANT:**

If your first payroll period in 2012 spans both years, pay attention to the "Post to Year" options on the screen to insure expenses and liabilities are recorded in the correct fiscal year.

When ready to process W-2s:

- Go to **Prepare W-2s >**
  - Maintenance** to make changes to last year's information
  - Reporting** to verify accuracy of information in the system
  - Record 3rd Party Pay**, if necessary
  - Record HSA Contributions**, if necessary
  - W-2 Forms (Last Year)** to print the W-2 and W-3 Forms and to create the electronic submission file.

**Resident Trust Accounting** (See Page 20)

- Complete End of Quarter Steps for December.

**Fixed Assets** (See Page 20)

- Complete all usual steps for December.

## Month End and Year End Details by Application

### *Resident Accounting*

Complete normal **End of Month** steps.

- A. \_\_\_ Resident Day Statistics and other statistics reports will print automatically with the normal End of Month reports. Make a copy of these reports for auditors.
- B. \_\_\_ Reconcile the Accounts Receivable account to the General Ledger. The A/R Aging (30-60-90) report will print automatically with normal EOM reports.
- D. \_\_\_ Print Medicare A and B Billing Logs through Billing > Billing Logs > Print Logs (password = HTS). For both Medicare A and Medicare B, choose all 3 report types and enter Log Dates of your fiscal year. Totals for each month and grand totals for the year will print.
- E. \_\_\_ Change the **CO-INS Room Rate** through **Libraries > Facility > Facility Rates**. Make this change anytime after installing Release 11.12. Enter the effective date (01/01/2012) and the new co-insurance amount (\$144.50).

The ability to track co-insurance rate changes by date is a new feature in the 11.12 update.

### **End of Year Processing**

The system automatically performs all End of Year processing during the month-end close for period 12. When you close period 12, the system will clear all statistics, including days, admission totals, discharge totals, etc.

#### **IMPORTANT:**

Before you enter any Resident Accounting transactions in the first month of the new fiscal year, complete end of month processing (RA > End of Month) in Resident Accounting for the last month of your fiscal year.

## **Condensed General Ledger**

### **IMPORTANT:**

If you use **Condensed General Ledger**, you must complete the process below. If you use **General Ledger**, you can skip this step.

**Complete End of Month** steps for December 2011.

### **Complete End of Year**

**A. \_\_\_\_ Open New Year.** (CGL > End of Year > Open New Year). This is the only year-end step in Condensed G/L.

This step will

- Change the current year in the CGL Profile to the new fiscal year
- Establish the Chart of Accounts for the new fiscal year
- Assign subsequent transactions to the new year

This step should be done as soon after the last day of your fiscal year as possible and **does not have to be coordinated with the closing of other applications.**

### **General Ledger**

(If you use Condensed General Ledger, use instructions above)

Complete **End of Year** step (GL > End of Year).

**A. \_\_\_\_ Open New Year.** This step will:

- Change the current fiscal year in the GL Profile to the new fiscal year
- Establish the Chart of Accounts for the new fiscal year
- Allow you to post activity to the new fiscal year in General Ledger

This step should be done as soon after the last day of your fiscal year as possible and **does not have to be coordinated with the closing of other applications.**

If you need to make additional journal entries for fiscal year 2011, enter these from the **Last Year** menu. See Page 21.

**Complete** normal **End of Month** (GL > End of Month).

- A. \_\_\_\_ Create Reoccurring Entries** (if applicable)
- B. \_\_\_\_ Create Reclass Entries** (if applicable)
- C. \_\_\_\_ View All Journal Entries**
- D. \_\_\_\_ Print/Post Journal Entries**
- E. \_\_\_\_ Print Trial Balance** (GL > Reporting > GL > Trial Balance)
- F. \_\_\_\_ Print Financial Reports** (GL > Reporting > Financial Statements > Custom Reports)

## **Accounts Payable**

### **Verify End of Year Accounts Payable Balances.**

- A. \_\_\_\_ Print Open Invoice Report. (AP > Reporting > Open Invoices)
- B. \_\_\_\_ Verify that the total of Open Invoices equals the total of the AP account in the GL. (This step should also be part of your regular monthly tasks.)
- C. \_\_\_\_ Print End of Month Aging (AP > Reporting > End of Month Aging) using an aging date of the last day of your fiscal year. The total on this report should equal the total on the Open Invoice Report and the balance of the A/P account in the General Ledger.
- D. \_\_\_\_ You can now continue with Accounts Payable processing in fiscal year 2012.

Batch invoices for Period 12 and Period 1 (new fiscal year) and enter them separately.

Post Transactions to the correct fiscal year.

**Record Invoices/Credits > Update Transactions and Post to:**

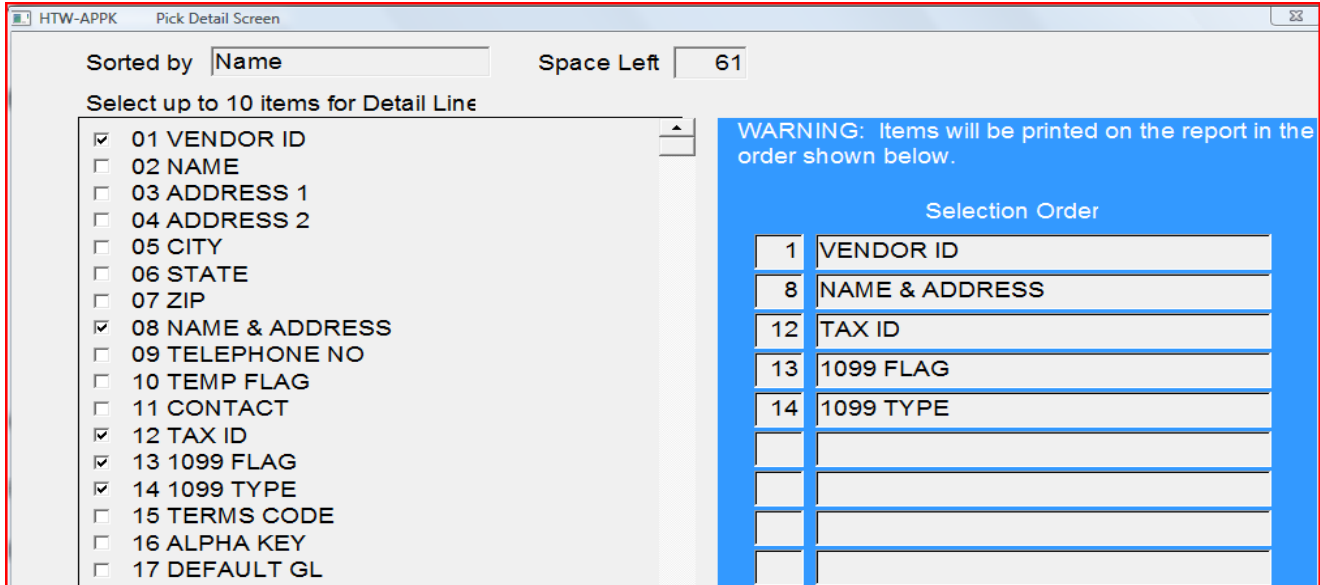
- o *If you have set up the new fiscal year in General Ledger:*
  - o  **Last Fiscal Year** to post Period 12 transactions (related to fiscal year 2011).
  - o  **Current Fiscal Year** to post Period 01 transactions (related to fiscal year 2012).
  
- o *If you have not set up the new fiscal year in General Ledger:*
  - o  **Current Fiscal Year** to post Period 12 transactions (related to fiscal year 2011).
  - o  **Next Fiscal Year** to post Period 01 transactions (related to fiscal year 2012).

**Prepare to Print 1099s.** Do this at any time after all 2011 AP checks have been posted.

**A. \_\_\_\_\_ Reporting > Custom Reporting > Custom Vendor Report**

Click OK on the first screen. On the second screen, select Vendor ID, Name and Address, Tax ID, 1099 Flag and 1099 Type. See the sample screen below.

Review the resulting report to confirm that all 1099 vendors have a 1099 flag. If any flags are missing, make corrections through **Library > Vendors**. Correct name, address, tax ID number, 1099 flag and 1099 type as necessary.



Hi-Tech Manor				
12/17/2010	VENDOR PICK DETAIL REPORT	HTS-APPK	PAGE 001	
VENDOR NAME & ADDRESS	TAX ID	1099	1099	TYPE
DEMO10 ANDREW DEMERS 1469 ROLLINS STREET P.O. BOX 78 WATERVILLE ME 04901	04-1025879	Yes		Nonemploye
BLU010 BLUE CROSS COMPANY BLUE CROSS PAYABLE 4455 CONGRESS STREET PORTLAND ME 04101			No	
BUR010 BURNS WELLS & PUMPS 20 WESTON STREET FAIRFIELD ME 04958	01-598741	Yes		Nonemploye

**B. \_\_\_\_\_ Reporting > Invoice History Detail.**

Choose all 2011 check dates, 1099 Vendors Only, dollars over \$600.00, and Summary. See sample screen below.

**Print Invoice History Detail**

Report Date: 01/03/2012

Vendors to Print:  All  Individual

Vendor ID: [ ]

Invoice Dates:  All  Range From: [ ] Thru: 12/31/2099

Check Number:  All  Range From: 000000 Thru: 999999

Check Dates:  All  Range From: 01/01/2011 Thru: 12/31/2011

Inv Numbers:  All  Range From: [ ] Thru: [ ]

Print:  Detail  Summary

Sort By:  Vendor ID / Invoice Number  
 Vendor ID / Invoice Date  
 Check Number

Total dollars over: 600.00

Include Unpaid Invoices  
 Include G/L Detail  
 1099 Vendors Only  
 Print Invoice Memo

Print Inv Batch No: [ ]  
Print Inv GL Year: [ ]  
Print Inv GL PD: [ ]  
Print Pmt Batch No: [ ]  
Print Pmt GL Year: [ ]  
Print Pmt GL PD: [ ]

Print Voided Invoices Only  
 Skip Voided Invoices

Print End

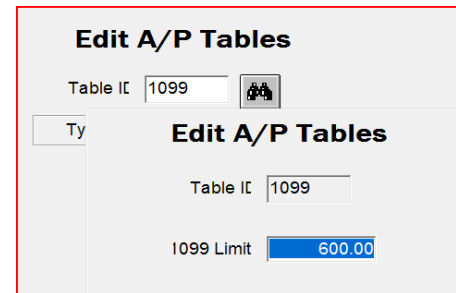
The resulting report will include only those vendors with a 1099 flag checked in Vendor Maintenance and to whom checks have been written in 2011 totaling at least \$600.00.

The 1099 limit for 2011 for most 1099-MISC Forms is \$600.00. Please review IRS instructions for Form 1099 to verify the limit for the type of form you are required to provide.

## Accounts Payable (continued)

**C.** \_\_\_\_\_ Verify the Accounts Payable Profile (Libraries > Accounts Payable Profile). The company information will be used on the 1099 forms.

**D.** \_\_\_\_\_ Verify that the **1099 Limit** in the 1099 table is **\$600.00**. (**Libraries > Tables**) The 1099 limit for 2011 for most 1099-MISC Forms is \$600.00. Please review IRS instructions for Form 1099 to verify the limit for the type of form you are required to provide.



The screenshot shows a web interface titled "Edit A/P Tables". At the top, there is a "Table ID" field containing "1099" and a small icon. Below this is a "Ty" field. The main heading is "Edit A/P Tables". Underneath, there is another "Table ID" field with "1099" and a "1099 Limit" field with a blue background containing the value "600.00".

**E.** \_\_\_\_\_ **Prepare 1099s**

- a. \_\_\_\_\_ **Extract 1099 Amounts.** Use calendar year 12/31/2011.
- b. \_\_\_\_\_ **Print 1099 Edit List.** Review for accuracy. If you print 1099 forms outside of Hi-Tech, (i.e. hand-written or typed), use this Edit List for details by vendor. *If you make corrections to the Vendor file, **Extract 1099 Amounts** again.*
- c. \_\_\_\_\_ **Print 1099 Forms.** Run more than once, if necessary, to print the 1099 forms correctly. Use the **Form Alignment** button to make small adjustments to the printing. When you print the **red** IRS copy, check  **Print IRS copy (Red)** to assure correct form alignment.
- d. \_\_\_\_\_ **Copy E-file** if required.

## **Payroll**

### **Review System Details to Prepare for Closing the Year and for W-2s**

- A.** \_\_\_\_ Post the last payroll with a check date in 2011. Post any payroll adjustments that require a check dated in 2011.
- B.** \_\_\_\_ Reconcile payroll for the 4<sup>th</sup> quarter and for the calendar year.
- C.** \_\_\_\_ Review the Payroll Profile (**Libraries > Facility > Payroll Profile**) for accuracy. All line items applicable to your payroll must be completed for year-end reports and W-2 Forms to print correctly. Please refer to your *Payroll User's Instructions Manual* for more information. Review the deduction codes and description lines so this information will transfer correctly to the W-2's. All unused pay and deduction fields should display **00**.
- D.** \_\_\_\_ Review **Libraries > Pays and Deductions > Deductions**. Verify that all deductions with  **Sec 125 Deduction** checked are 125-type deductions. These represent your pre-tax deductions.
- E.** \_\_\_\_ Complete normal **End of Quarter** steps, including **Set Up New Quarter**. See your *Payroll User's Instructions Manual* for detailed instructions on closing the quarter. This step will close the 4<sup>th</sup> quarter and the year for 2011 and will set up the new calendar year.
- F.** \_\_\_\_ Download the new tax tables, documentation and instructions from the HTS website at [www.hi-techsoftware.com](http://www.hi-techsoftware.com) > **HTS Clients** > **downloads/updates**. Enter your Account Number and Access Code. Look for **2012 Payroll Tax Rates**. Click **Memo** for more information. After downloading the 2012 tax tables, you can start the first payroll in calendar year 2012.
- G.** \_\_\_\_ Print an Employee Pick Detail Report (**Prepare W-2s > Reporting (Last Year) > Custom Report**) to verify any information you would like to review prior to printing W-2s. Make changes through **Prepare W-2s > Maintenance > Employees**.
- H.** \_\_\_\_ Select **Prepare W-2s > Reporting (Last Year) > Print YTD Register**. Click  **Totals Only** for a report that shows facility totals, but no employee detail. Save this report to compare to report totals printed when you run the W-2's.

### Note for Payroll Posting: First Payroll in the Fiscal year

When you post the accrual, if the pay period spans both fiscal years, the screen will display the posting periods. See the sample screen below.

Note that on the *Warning* screen, the **Current G/L Year** is displayed to help you determine the correct posting year. The year displayed here comes from the General Ledger Profile.

**Print Payroll Accrual & G/L Interface**

Report Date

Pay Period Ending Date

Check Date

Days per Pay Period

**WARNING: This accrual will post as follows:**

Current G/L Year

Period 12 will post

Period 01 will post

In this sample screen, the current year in G/L is 2011. Calendar (fiscal) year 2011 has not been closed and the check date is in the new fiscal year, 2012.

Period 12 will post to fiscal year 2011, the current year; period 1 to 2012, the new year.

Click OK to continue. Click Cancel to make adjustments.

### Prepare W-2s

After you close the payroll year, use these menu choices to print W-2 Forms for 2011 or to access 2011 payroll information.

### Maintenance (Last Year)

- A. **Employees:** You should not need to change employee YTD information after the calendar year has been closed; however, if you do have to make changes to YTD wage or deduction totals, call HTS for assistance. Making changes to these totals might require General Ledger entries.
- B. **Payroll Profiles:** If you make changes to last year's PR Profile, determine if the same changes should be made to the *current* year Profile (**Libraries > Facility > Payroll Profile**).
- C. **Diff and Extra Pay:** This information is from your 2011 pay files and should need no adjustment. It is available for review and adjustment, if necessary.
- D. **Tax Rate Tables:** These files will include tax rates and percentages from 2011. No adjustments should be necessary.

**E. Edit HSA and Health Ins Stats:** Use this program to record employer and employee contributions to an HSA and employer cost of employee health insurance. For 2011 W-2s, reporting HSA amounts is mandatory; reporting employer paid health insurance premiums is optional, but will be mandatory for 2012.

Employers must report all employer contributions (including an employee's contributions through a cafeteria plan) to an HSA on Form W-2, in box 12, with code W. The cost of employer-sponsored health coverage is also reported in Box 12 with code DD. The amount reported with code DD is not taxable.

New programs are included with Release 11.12 to allow you to record this information for inclusion on Form W-2.

Access the editing program through either the current or the last year menu.

Employee Processing > Edit HSA and Health Ins Stats

or

Prepare W-2s > Maintenance > Edit HSA and Health Ins Stats

**Edit HSA and Health Insurance Statistics**

Deduction No:  HEALTH SAVINGS ACCOU      Reference Date:

Company No:  BLUE CROSS - ANTHEM      Total:

Employee	SSNo	Employer HSA Amount	
108	BEAULIER, PATTY	004-56-7223	0.00
109	CAIN, KATHY	004-63-4221	0.00
145	KINCAID, THOMAS	001-54-8542	0.00
139	ROBERTS, LILLIAN	999-62-9292	0.00
136	SING, PETER	004-61-4444	0.00
	- -		0.00

Sort By

Name

SSNo

When you choose the deduction and the HSA company, any employee with this particular deduction will be displayed. You can enter the employer information throughout the year or once at the end of the year.

**Reporting (Last Year)**

**A. Custom Report**

\_\_\_\_\_ Print an **Accrued Benefits List**. (Personal, sick, vacation time, etc.)

Select Sort Order:  Department and  Break Total.

Print one report for each of your benefit pays.

On the first screen, click  to include all employees.

On the second screen, choose the items shown on the right. If you have more than one EBT rate, print a report for each rate.

26	DEPT
1	EMPLOYEE ID
4	LAST NAME
2	FIRST NAME
61	RATE 1
68	VACATION BAL

\_\_\_\_\_ Print an **Employee Profit Sharing Report**, if this type of plan is offered.

On the first screen, choose a sort option.

Uncheck **All Hire Date**, **All Birth Date** and **All Worked Hours** and enter the information applicable to your pension plan to include only the employees with sufficient years of service, age and worked hours to participate.

On the second screen, choose the items shown on the right.

1	EMPLOYEE ID
4	LAST NAME
2	FIRST NAME
12	SOC SEC NO
19	HIRE DATE
23	BIRTH DATE
71	LIFETIME HRS
72	WORKED HOURS
123	YTD EARNINGS

**B. Year to Date Register and Deduction List**

Use these reports as necessary to review and reconcile totals for the year.

**Record 3rd Party Pay**

If any employees have received pay from a third party, like an insurance company, that you are responsible for reporting on the W-2, use these programs to record the pay and taxes and include these totals on the employee's W-2.

**A. \_\_\_\_\_ Enter 3<sup>rd</sup> Party Pay.** This screen is the same as the normal Time Card Entry screen. Enter all 3<sup>rd</sup> party pay and taxes here.

**B. \_\_\_\_\_ Print Report.** Use this report to verify your entries.

**C. \_\_\_\_\_ Update Transactions.** This step will add your 3<sup>rd</sup> party pay and tax entries to the employee's W-2 totals.

**W-2 Forms (Last Year)**

**A. \_\_\_\_\_ Print YTD Wage / Tax List.** Verify the totals. You should already have reconciled YTD figures prior to closing the payroll year. When you print the edit list, you might find some employee detail lines have been marked with a code. Please see the list below for code descriptions.

If any employees are coded with an **M** or an **S**, review their Social Security and/or Medicare taxes for reasonableness.

### W-2 Edit List Code Descriptions

<b>M</b>	FICA (Medicare portion) tax calculation off by more than \$0.10
<b>S</b>	FICA (Social Security Portion) tax calculation off by more than \$0.10
<b>J</b>	Employee has 3 <sup>rd</sup> party non-taxable sick pay
<b>K</b>	Employee has a 401K-type deduction
<b>I</b>	Employee has employer paid health insurance
<b>C</b>	Employee has a Section 125 / Cafeteria type deduction
<b>D</b>	Employee has a dependent care deduction
<b>V</b>	Employee has personal use of a company vehicle
<b>T</b>	Employee has tuition reimbursement

**B. \_\_\_\_\_ Extract W-2 Data** (after the year-to-date totals have been reconciled) to pull all W-2 information from last year's Employee Maintenance screens and create a file that you can review and selectively edit by employee.

**C. \_\_\_\_\_ Edit W-2 Data** to change an employee's W-2 information. All non-accessible fields, such as wage and tax totals will be grayed out. If changes to these figures are required, please call HTS for assistance.

**D. \_\_\_\_\_ Print Change Register** to print a report of old and new information as a result of changes made through **Edit W-2 Data**. Save these registers with your W-2 and year end payroll information for future reference.

**E. \_\_\_\_\_ Print Report / W-2 Forms.** If YTD totals reconcile, print the W-2 forms. Choose the form type you want to print, i.e. employee, employer or SSA.

Use the Form Alignment button to align the W-2 forms to the laser printer you use.

**SSA forms align differently than other W-2 forms and must be aligned separately.**

If you submit your W-2 information on paper, *skip* steps F, G, H and I below.

**If you submit your W-2 information *electronically*, continue with F, G, H and I below.**

#### **IMPORTANT:**

Facilities that file more than 250 W-2 Forms must file electronically. There are penalties if you do not file electronically when required. Go to [www.socialsecurity.gov/employer/how.htm](http://www.socialsecurity.gov/employer/how.htm) for more details. Disk submissions are not accepted.

- F. \_\_\_\_\_ **Create EOY E-File** if you will submit an electronic file.
- G. \_\_\_\_\_ **Print E-File Report.** Confirm the totals on the edit list before creating the disk or CD. An error/warning report will be printed with this Edit if the system finds errors or discrepancies in the employee file. An informational message will be printed with each line item to help you determine what (if anything) should be corrected.
- H. \_\_\_\_\_ **Copy W-2 E-File.** Copy the W-2 file (called W2REPORT) to disk or CD. Run this step if you want to have the file on disk, **but do not mail the disk**. When you submit the file, put the disk in the floppy or CD drive of your computer and browse for W2REPORT.
- I. \_\_\_\_\_ **Copy W-3 E-File.** Copy the W-3 file (called W3REPORT) to disk or CD. Run this step if you want to have the file on disk, **but do not mail the disk**. When you submit the file, put the disk in the floppy or CD drive of your computer and browse for W3REPORT.

If you do **not** copy the file to disk, to submit the file browse to the data directory that holds your Hi-Tech files. You can learn this from any menu, by pressing the [F1] key on your keyboard. The fourth line of the screen that is displayed will show you the Path or location of your files. For example, using the sample screen below, the location of the file would be C:\DATA\W2REPORT.

```

ComputerName: LEH-PC

CRT Number...: 01

User ID.....: HTS*

Path.....: C:\DATA

```

### ***Resident Trust Accounting***

There are no End of Year steps for Resident Trust Accounting.  
At December 31, 2011, process End of Quarter.

### ***Fixed Assets***

Complete normal month end processing. There are no End of Year steps for Fixed Assets.

- A. \_\_\_\_\_ Print Depreciation Entry – keep a copy for your auditors
- B. \_\_\_\_\_ Update Depreciation
- C. \_\_\_\_\_ Post Depreciation Entry
- D. \_\_\_\_\_ Print Fixed Asset List (FA > Asset Lists > Detail or Summary)

**E. \_\_\_\_ Rebuild Asset File (FA > File Utilities > Rebuild Asset File)**

*This step is optional.* It will clean up the files and save space on your system.

It will also drop assets sold thru a given date. Although we recommend this step, you do not have to do it at this time.

***Enter Adjusting Entries for Prior Year (G/L)***

When you receive fiscal year-end adjusting entries from your accountant, proceed with the steps shown below.

**GL > Last Year > Processing**

**A. \_\_\_\_** Enter Adjusting Entries. All journal entries for the prior fiscal year must be entered through this menu choice. You can use Period 13 to keep adjusting entries separate from normal Period 12 activity.

**B. \_\_\_\_** View All Journal Entries.

**C. \_\_\_\_** Print/Post Journal Entries. Choose **All Sources** and **All Periods** to post. This step will automatically transfer adjusted balances to the new fiscal year accounts after it posts activity to the prior year.

**GL > Last Year > Reporting**

**A. \_\_\_\_** Print Trial Balance.

**B. \_\_\_\_** Print Financial Reports. Print any financial reports you normally print with month end and any others requested by your accountant.

**C. \_\_\_\_** Print Activity by Period Report. Analyze or research general ledger activity by account number and/or period.