

PAYROLL YEAR END 2022

Dynamics GP

1

12/8/2022

Your presenter



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Agenda

Topic	Time (m)
Installing the update	5
What's changed?	15
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Payroll year-end procedures	15
Wrap-up and Q&A	10

Field of study: Specialized knowledge and applications

Payroll year-end learning objectives

By the end of this session, you will:

- Understand year-end service pack and tax table updates
- Review what's changed
- Understand how to prepare to close payroll
- Learn payroll year-end procedures

Installing the update



Installing the year-end update

- Verify if companion/third party products require a year-end update that is compatible with the Dynamics GP update.
- Download and install “2022 Year End Update” – this must be processed on the server and all workstations where GP is installed.
- This update is cumulative and includes all previous service packs and hot fixes:
 - [U.S. Year-End Update for Microsoft Dynamics GP | Microsoft Learn](#)
***Email gpsupport@rsmus.com for assistance from RSM on installing the YE update*
- Documentation available on Microsoft Docs site:
 - <https://docs.microsoft.com/en-us/dynamics-gp/payroll/us-year-end>
- The year-end update can be installed anytime after its release date (11/15/2022), and prior to running the Payroll year-end close end routine to create the year end wage file.

What's changed?



What's changed – payroll year-end

2022 year-end update is inclusive of the October 2022 release and prior modern life cycle releases

- 1095-C Employee ACA form has instructional changes only (back page)

Updates on filing W-2's

- 2022 filing deadline to SSA is 01/31/2022
- Beginning in 2022, if you send 100 or more W-2's, you must file electronically
- In **2023**, that limit is lowered to **10!!!!**

What's changed – 2023 tax tables round #1

For 2023 tax table update round #1, target release is 12/16/2022.

Changes in round #1 update:

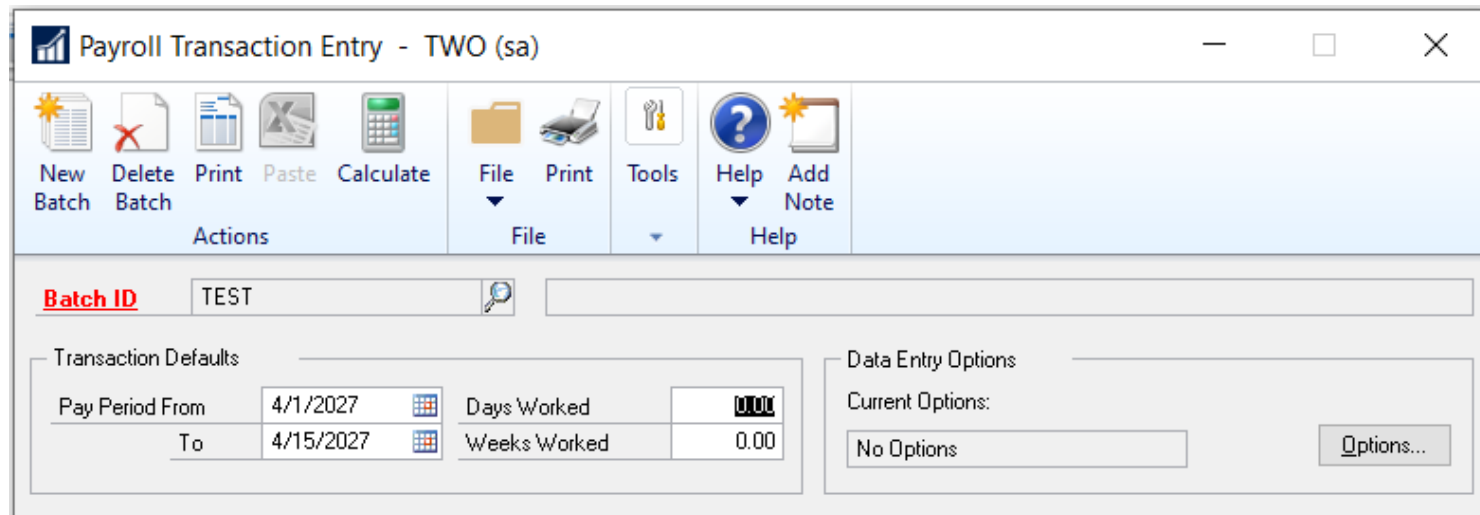
- Federal changes
- FICA Social Security limit \$160,200 (from 2022 limit of \$147,000)

New payroll/HR features

No new payroll features in the October 2022 (18.5) release

Recap of October 2021 (18.4) new features:

- Saving payroll batch defaults in transaction entry
 - This new feature will save your transaction defaults on a per batch window, allowing you to close the window. The window will remember the default selections from the last time you worked in the batch.
 - <https://community.dynamics.com/gp/b/dynamicsgp/posts/microsoft-dynamics-gp-october-2021---saving-payroll-batch-default-in-transaction-entry>



October 2021 release – new payroll/HR features

Copy and paste from Excel into payroll transaction entry

- <https://community.dynamics.com/gp/b/dynamicsgp/posts/microsoft-dynamics-gp-october-2021---copy-and-paste-payroll-transactions-from-excel>

Formatting Tips:

Column	Description	Required	Accepted Values
A	Employee ID	Yes	15 Character Max; Must exist in company;
B	Trx Type	Yes	Pay Code, Deduction, or Benefit;
C	Code	Yes	6 Character Max; Must be assigned to employee;
D	Amount	No	Number must be between 0 and 9999.99; Cannot be negative;
E	Pay Rate	No	Number must be between 0 and 999999999.99; Decimal Places must follow Payroll Setup. Must be blank for Salary, Benefits and Deductions;
F	Department	No	6 Character Max; Must exist in company;
G	Position	No	6 Character Max; Must exist in company;
H	Date From	No	MM/DD/YYYY Date format;
I	Date To	No	MM/DD/YYYY Date format;

October 2021 release – new payroll/HR features

Copy and paste from Excel into payroll transaction entry defaults

- The amount, pay rate, department and position fields will default from the employee's record if left blank.
- Date from and date to will default from the values in the payroll transaction entry window if left blank.
- Benefit and deduction tax types will use the amount field for the dollar amount or percentage you paste. Pasting a blank amount will use the default value from the employee's setup for that code.
- Salary pay codes will always use a payroll salary adjustment type of reduced hours and will reduce the employee's salary by the number of hours entered in the amount column of the excel spreadsheet.
- Columns that are not available in the Excel format to be copied will use the defaults for the employee from the user interface. Example – state and local tax codes will default from the employee tax maintenance window and cannot be pasted, defaulting like they would if manually keying a new transaction line.

October 2021 release – new payroll/HR features

Copy and Paste from Excel into Payroll Transaction

The screenshot shows the 'Payroll Transaction Entry - TWO (sa)' application window. The main data table is as follows:

TRX #	Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
742	ACKE0001	Ackerman, Pilar	Pay Code	HOUR	ACCT	64.00	\$45.00
743	ACKE0001	Ackerman, Pilar	Pay Code	PTO	ACCT	8.00	\$45.00
744	ACKE0001	Ackerman, Pilar	Pay Code	HOLI	ACCT	8.00	\$0.00
745	BARB0001	Barbariol, Angela	Pay Code	HOUR	SALE	72.00	\$15.10
746	BARB0001	Barbariol, Angela	Pay Code	HOLI	SALE	8.00	\$15.10
747	BARR0001	Bar, Adam	Pay Code	BONS	INST	\$500.00	\$500.00
0						\$0.00	\$0.00

The application also shows a menu bar with options like 'New Batch', 'Delete Batch', 'Print', 'Paste', 'Calculate', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. A 'Batch ID' field contains 'IMPORT'. Below the table, there are 'Transaction Defaults' and 'Data Entry Options' sections. A status bar at the bottom indicates 'Batch: IMPORT' and '3 Employees, 6 Transactions'.

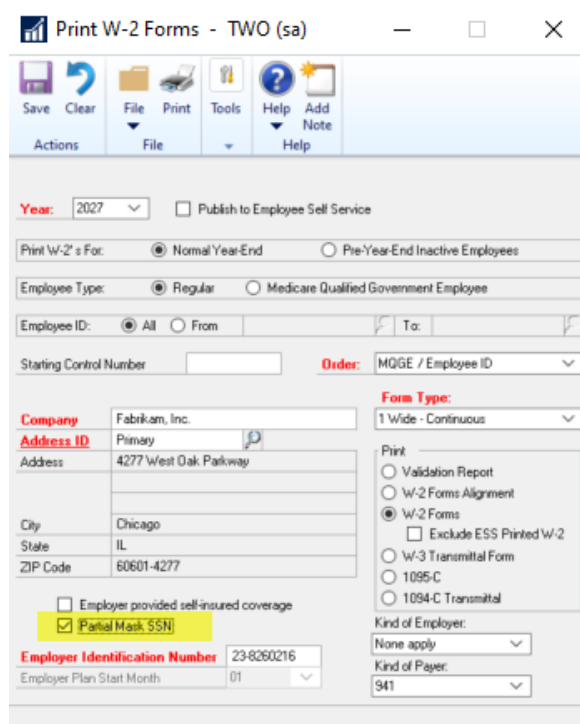
Overlaid on the right is an Excel spreadsheet window titled 'Book1 - Excel'. The active cell is A2, containing the text 'ACKE0001'. The spreadsheet contains a table that mirrors the data from the application window:

	Employee	Trx Type	Code	Amount	Pay Rate	Department	Position	Date From	Date To
2	ACKE0001	Pay Code	HOUR	64	25.5	ACCT	ATC	5/1/2027	5/15/2027
3	ACKE0001	Pay Code	PTO	8	25.5	ACCT	ATC	5/1/2027	5/15/2027
4	ACKE0001	Pay Code	HOLI	8	25.5	ACCT	ATC	5/1/2027	5/15/2027
5	BARB0001	Pay Code	HOUR	72	35.25	SALE	ISR	5/1/2027	5/15/2027
6	BARB0001	Pay Code	HOLI	8	35.25	SALE	ISR	5/1/2027	5/15/2027
7	BARR0001	Pay Code	BONS	500				5/1/2027	5/15/2027

October 2021 release – new payroll/HR features

Partially mask SSN on W-2s:

- New checkbox on the print W-2 window
- When marked, the first 5 characters of the social security number will print with an X, only the last 4 characters will display on the W-2
- <https://community.dynamics.com/gp/b/dynamicsgp/posts/microsoft-dynamics-gp-october-2021---masking-employee-ssn-on-w2>



October 2021 release – new payroll/HR features

SafePay will pull the employee's name printed on the actual payroll check/stored in check history vs the employee's name from the employee master tables

- <https://community.dynamics.com/gp/b/dynamicsgp/posts/microsoft-dynamics-gp-october-2021---safepay-employee-name-from-check>

Additional information

Microsoft product team year-end blog series:

- [Microsoft Dynamics GP - 2022 Year-End Blog Series Schedule!! - Microsoft Dynamics GP Community](#)

Landing page for GP Oct. 2022 release - what's new:

- [Microsoft Dynamics GP October 2022 - Feature Blog Series Schedule! - Microsoft Dynamics GP Community](#)

W2 wage & tax statement data source guide:

- <https://docs.microsoft.com/en-us/dynamics-gp/payroll/w-2-statement>

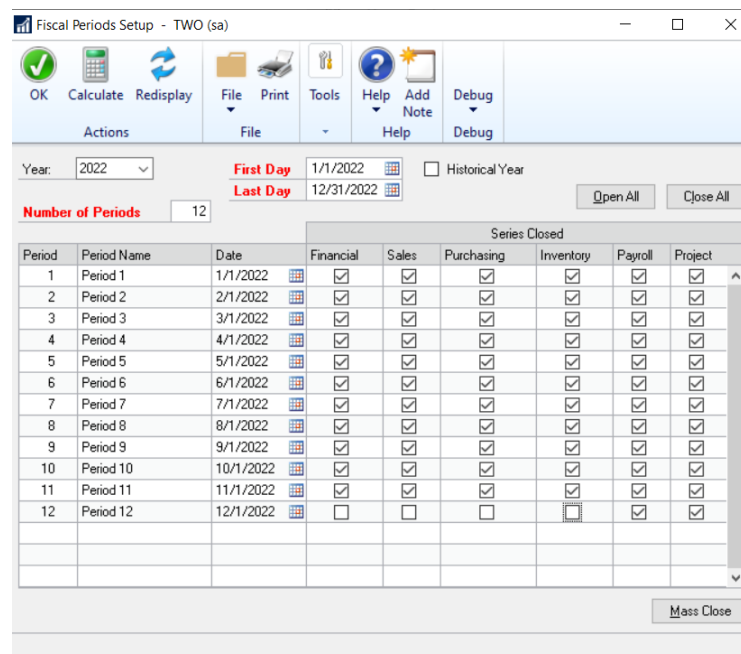
Preparing to close the payroll year



Closing fiscal periods

Administration area page >> setup >> company >> fiscal periods

- Mark payroll periods as closed
- Prevents transactions from being posted to closed periods or years



Period	Period Name	Date	Series Closed					
			Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Period 2	2/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Period 3	3/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Period 4	4/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Period 5	5/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Period 6	6/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Period 7	7/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Period 8	8/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Period 9	9/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Period 10	10/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	Period 11	11/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Period 12	12/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set up a new fiscal year*

Administration area page >> setup >> company >> fiscal periods

- Type in year to be created
- Enter number of periods
- Verify first and last dates
- Calculate
- Change period beginning dates and period names as needed
- Update period names to calendar month names (optional)

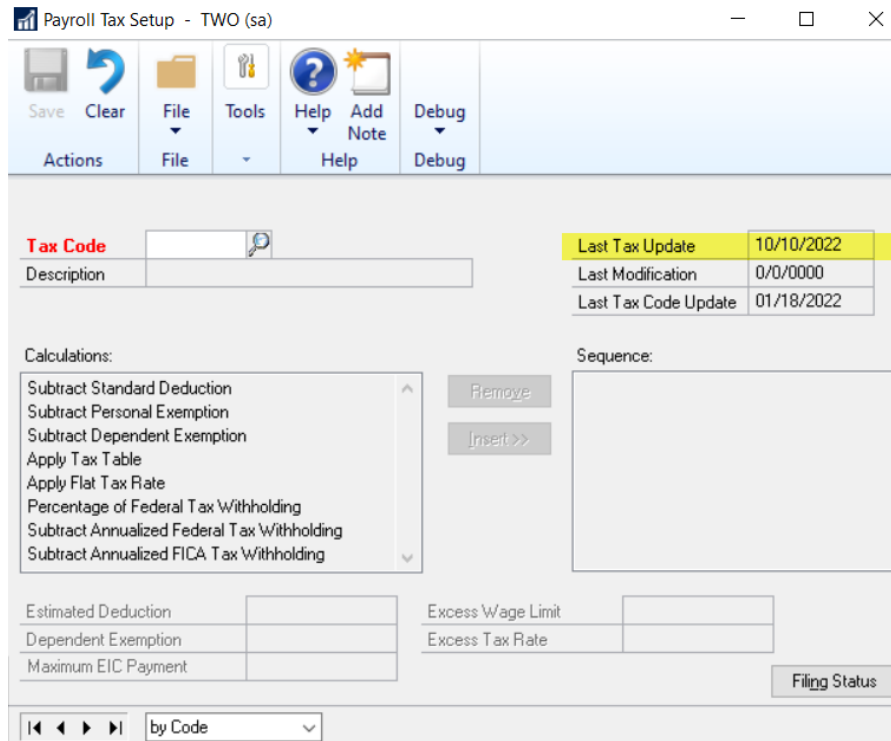
** A new Fiscal Year may already be setup – only required once per company*

Verify date of last tax table update

Administration area page >> setup >> system >> payroll tax

- Last tax update from Microsoft was 10/10/2022, however your date may be different if you did not apply all rounds of updates.

***Note – the last tax code update field does not have any relevance to year end or tax table status*



Payroll Tax Setup - TWO (sa)

Save Clear File Tools Help Add Note Debug

Actions File Help Debug

Tax Code

Description

Last Tax Update	10/10/2022
Last Modification	0/0/0000
Last Tax Code Update	01/18/2022

Calculations:

- Subtract Standard Deduction
- Subtract Personal Exemption
- Subtract Dependent Exemption
- Apply Tax Table
- Apply Flat Tax Rate
- Percentage of Federal Tax Withholding
- Subtract Annualized Federal Tax Withholding
- Subtract Annualized FICA Tax Withholding

Remove

Insert >>

Sequence:

Estimated Deduction

Dependent Exemption

Maximum EIC Payment

Excess Wage Limit

Excess Tax Rate

Filing Status

|<< >>| by Code

Verify Dynamics GP version and last year-end update date

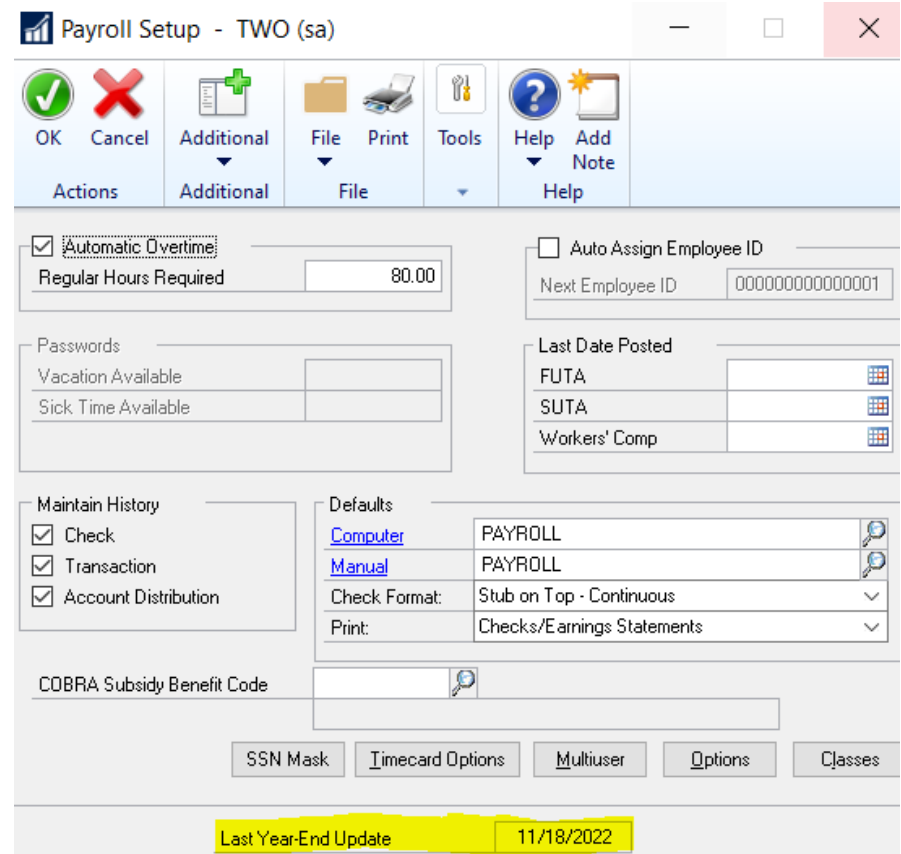
GP = 18.5.1596

Last year-end update = 11/18/2022

Option 1: To verify your last year-end update

HR & payroll area page >> setup >> payroll >> payroll, review “last year-end update” date

***Note: this is only accurate if you are viewing from the computer that processed the year-end update service pack (likely the server)*



The screenshot shows the 'Payroll Setup - TWO (sa)' window in Dynamics GP. The window title bar includes standard Windows window controls. The interface features a menu bar with 'OK', 'Cancel', 'Additional', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are several sections for configuration:

- Automatic Overtime:** A checkbox is checked. The 'Regular Hours Required' field is set to 80.00.
- Auto Assign Employee ID:** A checkbox is unchecked. The 'Next Employee ID' field contains 0000000000000001.
- Passwords:** Fields for 'Vacation Available' and 'Sick Time Available' are present.
- Last Date Posted:** Fields for 'FUTA', 'SUTA', and 'Workers' Comp' are present.
- Maintain History:** Checkboxes for 'Check', 'Transaction', and 'Account Distribution' are all checked.
- Defaults:** A table with two columns: 'Computer' and 'Manual'. Both are set to 'PAYROLL'. Below this, 'Check Format' is set to 'Stub on Top - Continuous' and 'Print' is set to 'Checks/Earnings Statements'.
- COBRA Subsidy Benefit Code:** A search field with a magnifying glass icon.
- Buttons:** 'SSN Mask', 'Timecard Options', 'Multiuser', 'Options', and 'Classes'.

At the bottom of the window, a yellow highlighted box contains the text 'Last Year-End Update' followed by the date '11/18/2022'.

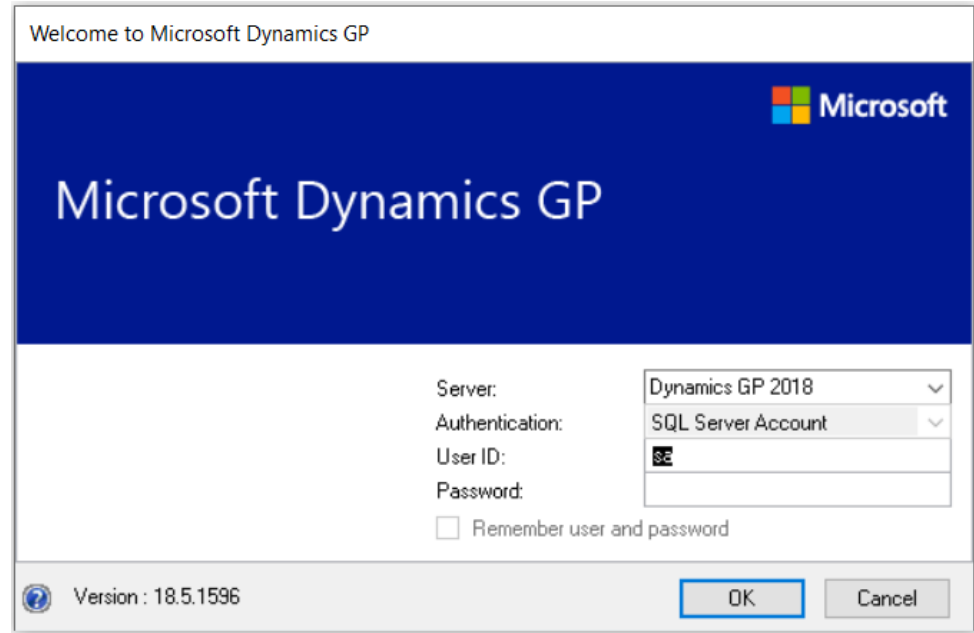
Verify Dynamics GP version and last year-end update date (cont.)

GP = 18.5.1596

Last year-end update = 11/18/2022

Option 2:

When you launch GP from any workstation where the update has been installed (which should be any/all active workstations), the version number will display on the bottom left of the initial login window – verify this matches the version numbers above.



Payroll pre-closing steps

- Complete 2022 pay runs
- Print and verify period-end reports
- Print and verify quarter-end reports

Payroll pre-closing steps (cont.)

Before completing the 2022 year-end payroll close process:

- Verify appropriate W-2 checkboxes are marked
 - Retirement plan box for each employee (especially new 2022 employees)
 - HR & payroll area page >> cards >> payroll >> tax
- Verify benefits and deductions are setup with the proper W-2 box and label information
- If using GP to produce 1095-Cs, confirm ACA-related information is configured correctly
- All noncash taxable benefits should be included in a 2022 payroll run or entered as manual checks before closing the year
- Verify employer state ID number
 - HR & payroll area page >> setup >> payroll >> tax ID

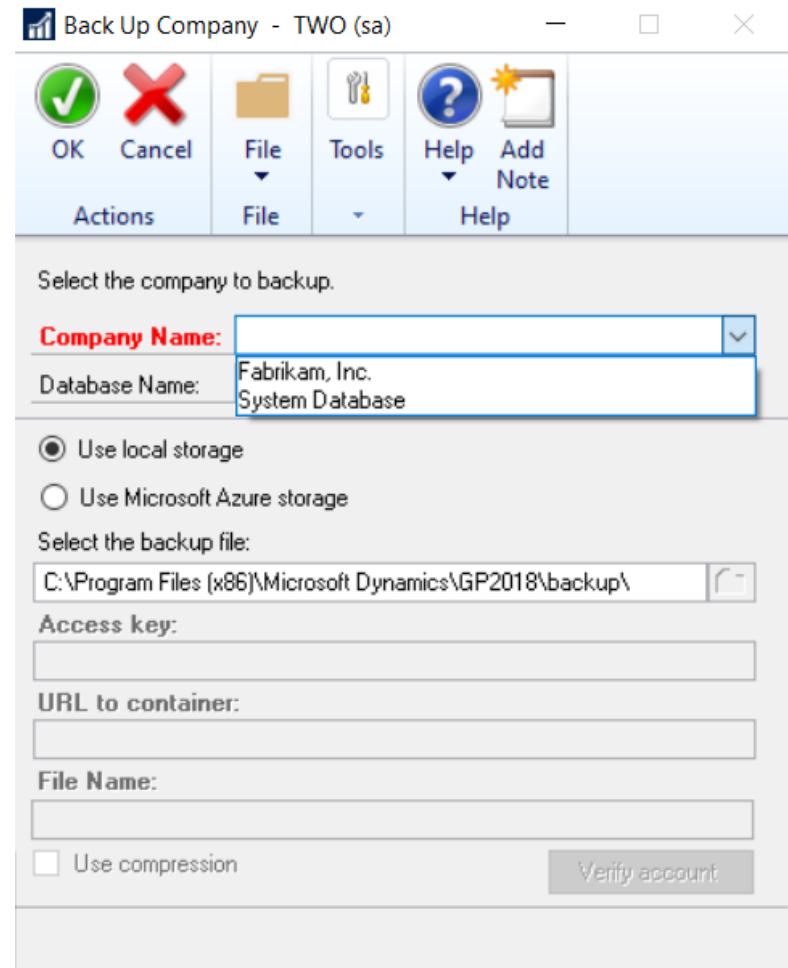
Backups

Make a SQL backup (Dynamics and all company databases)

or...

Initiating database backups from within Dynamics GP

- Must be on the server and logged in as the sa user
- No other users can be logged into GP
- Back up Dynamics (system) and all company databases
- Microsoft Dynamics GP drop-down menu >> maintenance >> backup



Back Up Company - TWO (sa)

OK Cancel File Tools Help Add Note

Actions File Help

Select the company to backup.

Company Name: Fabrikam, Inc.

Database Name: System Database

Use local storage
 Use Microsoft Azure storage

Select the backup file:
 C:\Program Files (x86)\Microsoft Dynamics\GP2018\backup\

Access key:

URL to container:

File Name:

Use compression

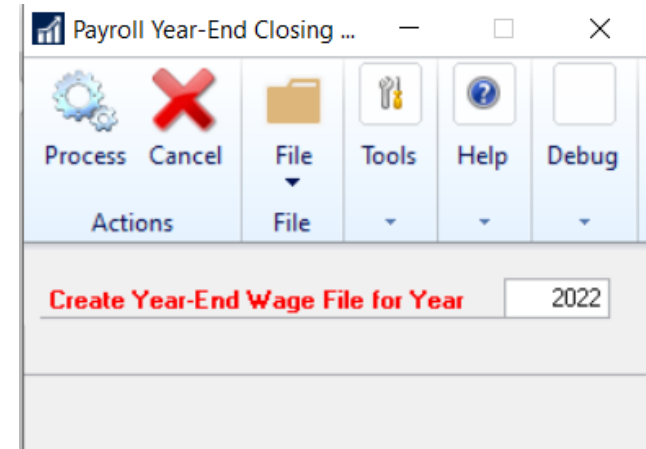
Verify account

Payroll year-end procedures



Closing a year: creating the year-end wage file

- Open the payroll year-end closing window
 - HR & payroll area page >> routines >> payroll >> year-end closing
- Enter the calendar year to close
- Choose process
- Year-end wage file will be created*



*Note: this can be performed multiple times to review data, then remove the year-end file to continue processing current year (2022) payrolls

W-2 validation report

- Print the W-2 validation report
 - HR & payroll area page >> routines >> payroll >> print W-2s – select validation report
- If there are errors, either edit W-2s or correct on the employee card and recreate YE wage file
- Edits to YE wage file will only change W-2 information and will **not** be reflected in employee records

Print W-2 Forms - TWO (sa)

Save Clear File Print Tools Help Add Note Debug

Year: 2022 Publish to Employee Self Service

Print W-2's For: Normal Year-End Pre-Year-End Inactive Employees

Employee Type: Regular Medicare Qualified Government Employee

Employee ID: All From To:

Starting Control Number Order: MQGE / Employee ID

Company: Fabrikam, Inc.

Address ID: Primary

Address: 4277 West Oak Parkway

City: Chicago

State: IL

ZIP Code: 60601-4277

Employer provided self-insured coverage

Partial Mask SSN

Employer Identification Number: 84-1234567

Employer Plan Start Month: 01

Form Type: 1 Wide - Continuous

Print

Validation Report

W-2 Forms Alignment

W-2 Forms

Exclude ESS Printed W-2

W-3 Transmittal Form

1095-C

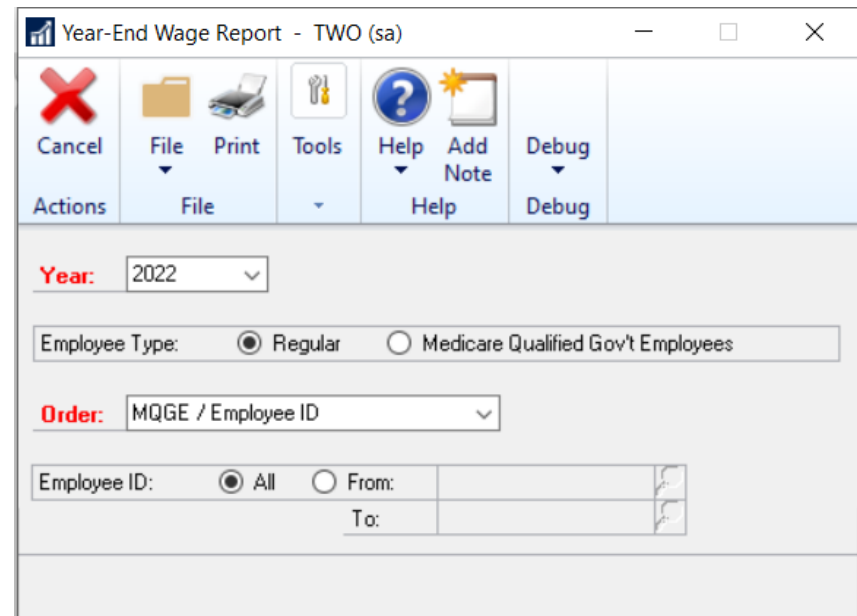
1094-C Transmittal

Kind of Employer: None apply

Kind of Payer: 941

Print the year-end employee wage report

- Print the year-end employee wage report
- Open the year-end wage report window
 - HR & payroll area page >> routines >> payroll >> year-end wage report
- Select a year
- Select the employee type
- Select a sort order
- Enter a range of employees or choose all
- Choose print
- Review data for accuracy



Year-End Wage Report - TWO (sa)

Cancel File Print Tools Help Add Note Debug

Actions File Help Debug

Year: 2022

Employee Type: Regular Medicare Qualified Gov't Employees

Order: MQGE / Employee ID

Employee ID: All From: []

To: []

Payroll tax table update

Install 2023 round #1 payroll tax table update

- If you intend to edit employee master information and re-create the 2022 year-end wage file, **do not** install the 2023 tax table update until that work is substantially complete.

- Tax table update can be installed **after** all 2022 payroll has been processed and the year-end wage file for 2022 has been created ***and verified***.

- Verify your tax table update
 - Verify the date on the payroll tax table window – date should be ~12/16/2022
 - Can also check the FICA Social Security limit has been updated to the 2023 value (\$160,200)
 - Go to administration area page >> setup >> system >> payroll tax, select FICAS for the tax code
 - Click filing status, choose the right arrow to select NA for filing status
 - Click tables, the value for “but not over” column should be the new limit

Tax table update

To apply the latest tax table update – Microsoft Dynamics GP drop-down menu >> maintenance >> US payroll updates >> check for tax updates

Note: you need to launch GP as administrator and log in as sa to install the tax tables

– **Caution: If you want to update to the last 2022 tax rates, verify the 2023 rates have not been released before doing this procedure (if they have, contact your consultant)**

- Automatic or manual tax updates
- Your authorization number is typically your company’s main phone number, but could be different
- This is a system-wide update, that affects all GP companies, and only needs to be done one time

Payroll Tax Update

Tax Update Method
Select an update method.

Automatic
Requires an Internet connection. Tax updates are automatically applied after connecting to the Internet.

Manual
No Internet connection is required. To apply tax updates, you must select the folder containing saved tax update files.

Next > Cancel

Log on to Customer Source for Tax Update

Login credentials
Enter your login information

Online access to your tax updates is provided as a benefit of your Foundation Services Program and Tax Update Plan. Future tax updates are available when you remain current on a Foundation Services Program and Tax Update Plan.

Authorization Number:

Log in Cancel

SUTA rate and wage limit

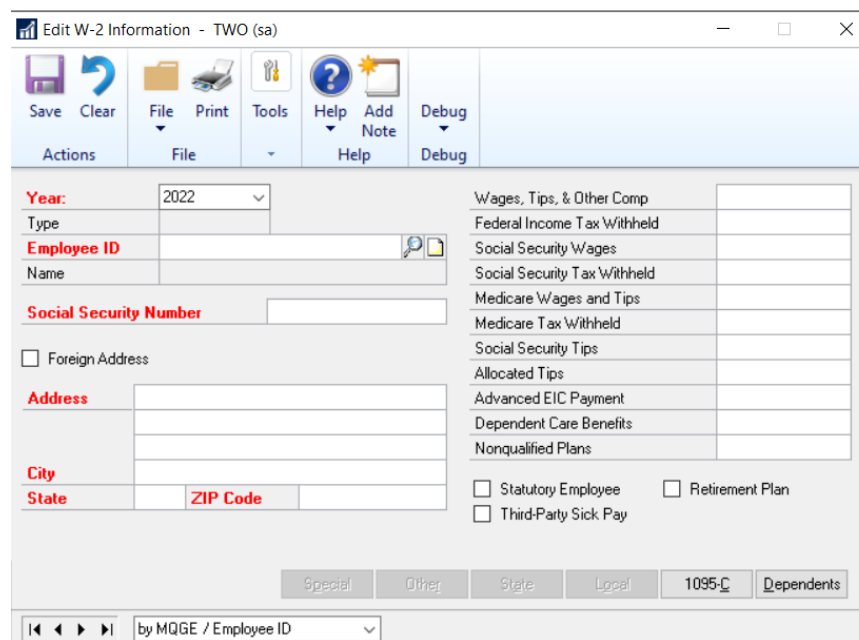
Update the SUTA rate and wage limit for your company

- HR & payroll area page >> setup >> payroll >> unemployment tax
- Select your SUTA state, make updates as needed

Editing W-2 & 1099-R records

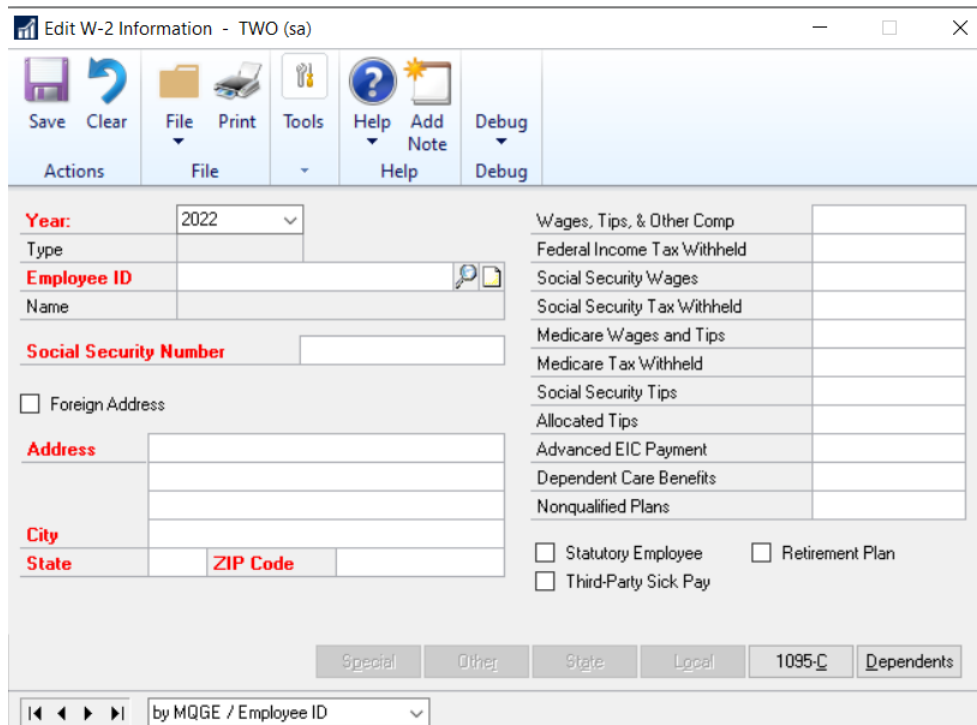
Only the information in the Year-End Wage File changes, the employee records do not change

- HR & payroll area page >> routines >> payroll >> edit W-2's or edit 1099-R's
- Recommend to make similar changes to employee master record information if the edit should be applied going forward (example: marking the retirement plan check box, editing name or address, etc.)



Editing W-2

Additional boxes at bottom to edit special, other (401K) information, state and local



Wages, Tips, & Other Comp	
Federal Income Tax Withheld	
Social Security Wages	
Social Security Tax Withheld	
Medicare Wages and Tips	
Medicare Tax Withheld	
Social Security Tips	
Allocated Tips	
Advanced EIC Payment	
Dependent Care Benefits	
Nonqualified Plans	

Editing 1095-C

- Can edit 14 offer of coverage data fields
- Section 4980H column is equivalent to the codes you want to show in line 16 on the 1095-C

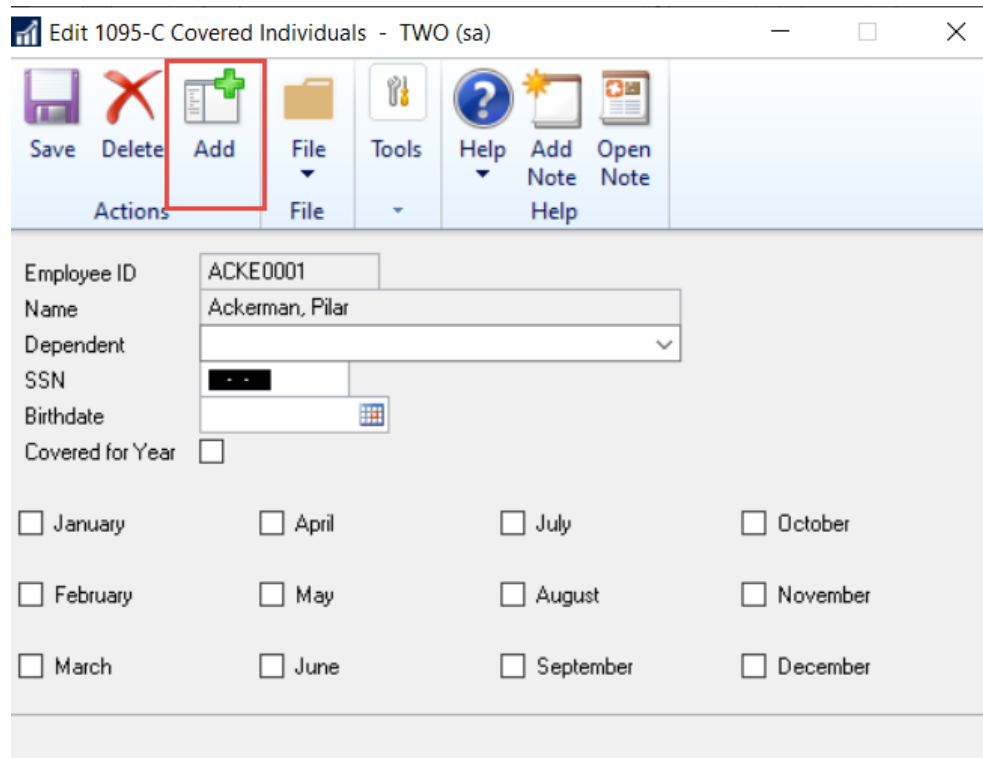
Edit 1095-C Information - TWO (sa)

Employee ID:
 Name:

	14 Offer of Coverage	Employee Share	Section 4980H
January	None		None
February	None		None
March	None		None
April	None		None
May	None		None
June	None		None
July	None		None
August	None		None
September	None		None
October	None		None
November	None		None
December	None		None

Editing 1095-C (cont.)

- Edit dependent coverage
- Add a dependent on the fly using the add button – this only adds the dependent to the current wage file, it does not create the dependent master record going forward



Employee ID: ACE0001

Name: Ackerman, Pilar

Dependent: [dropdown]

SSN: [masked]

Birthdate: [calendar]

Covered for Year:

January April July October
 February May August November
 March June September December

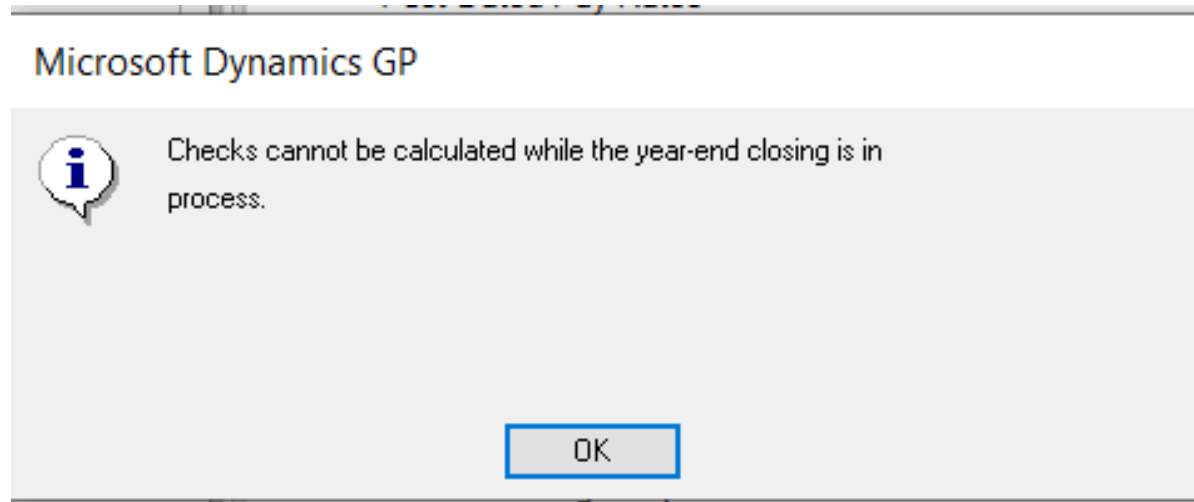
Print W-2 and 1099-R statements

- HR and payroll area page >> routines >> payroll >> print W-2's
 - Print validation report
 - Print W-2's
 - Print W-3 transmittal form
 - Print 1095-C
 - Print 1094-C transmittal
 - Can publish W-2's to employee self-service from this window as well

- HR and payroll area page >> routines >> payroll >> print 1099-R's (For distribution from a retirement plan/pension type pay codes)
 - Print validation report
 - Print 1099-R forms
 - Print 1096 transmittal forms

Processing 2023 payroll

- Process 2023 payroll as per standard processes
- Remember your GP user date needs to be in 2023
 - If date is set to 2022 – message below is presented during calculate process



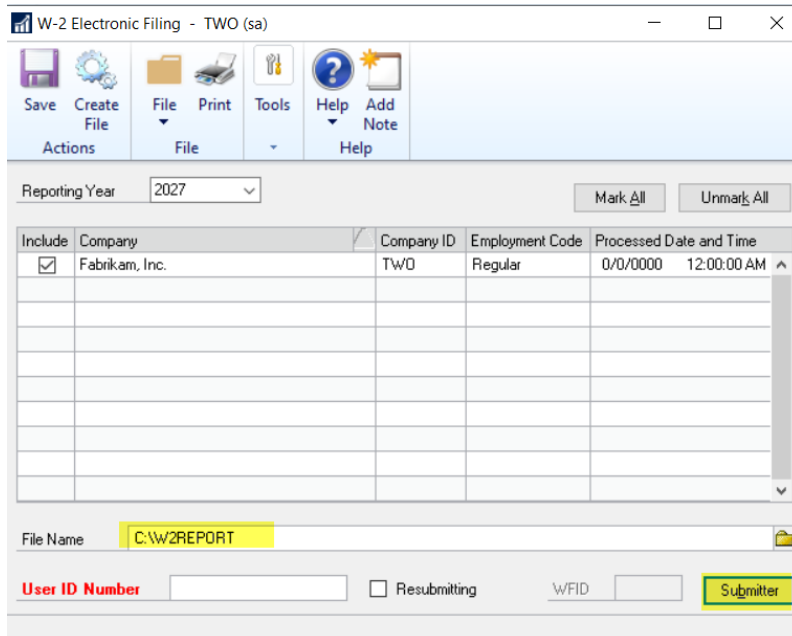
Processing 2023 payroll before W-2's are printed

- Complete all procedures included on prior slides (other than editing/printing the W-2's)
- Install the 2023 payroll tax table update
- Confirm your user date is set to a 2023 date
- Process 2023 payroll
- Edit/print 2022 W-2's when ready

To reprint 2022 quarterly reports, set date back to a 2022 date, otherwise reports will be blank.

Create magnetic media file (EFW2 file)

- HR and payroll area page >> routines >> payroll >> W-2 electronic filing
 - Change default path of C:\W2REPORT to location to save the file
 - Choose submitter button to fill in additional required fields
 - Check to make sure email address is populated



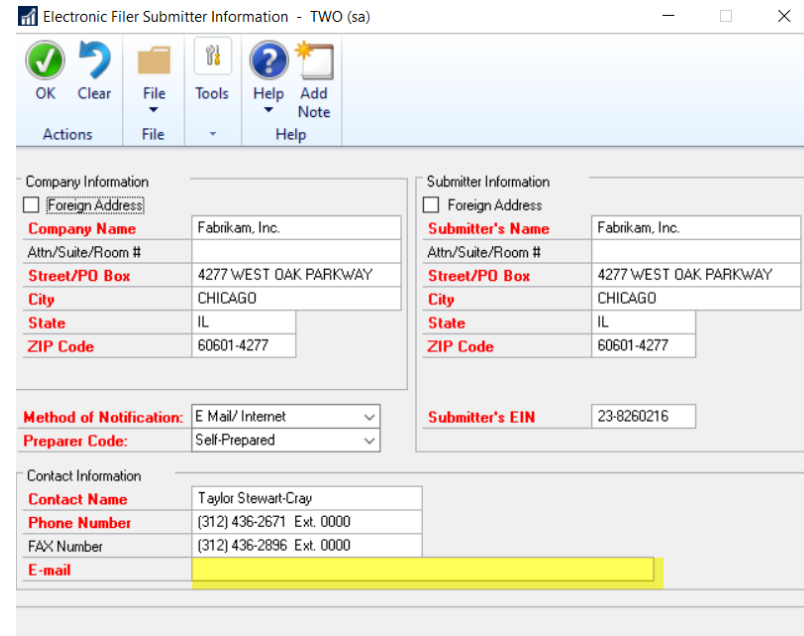
W-2 Electronic Filing - TWO (sa)

Reporting Year: 2027

Include	Company	Company ID	Employment Code	Processed Date and Time
<input checked="" type="checkbox"/>	Fabrikam, Inc.	TWO	Regular	0/0/0000 12:00:00 AM

File Name: C:\W2REPORT

User ID Number: Resubmitting: WFD: **Submitter**



Electronic Filer Submitter Information - TWO (sa)

Company Information

Foreign Address

Company Name: Fabrikam, Inc.

Attn/Suite/Room #:

Street/PO Box: 4277 WEST OAK PARKWAY

City: CHICAGO

State: IL

ZIP Code: 60601-4277

Method of Notification: E Mail/ Internet

Preparer Code: Self-Prepared

Contact Information

Contact Name: Taylor Stewart-Cray

Phone Number: (312) 436-2671 Ext. 0000

FAK Number: (312) 436-2896 Ext. 0000

E-mail:

Submitter Information

Foreign Address

Submitter's Name: Fabrikam, Inc.

Attn/Suite/Room #:

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State: IL

ZIP Code: 60601-4277

Submitter's EIN: 23-8260216

Create magnetic media file (EFW2 file) information and resources

- The 2022 filing deadline to SSA is 01/31/2023
- Beginning in 2022, if you send 100 or more W-2's, you must file electronically
- In **2023**, that limit is lowered to **10!!!!**

Social Security Administration website:

- www.socialsecurity.gov

BSO (Business Services Online) website:

- <https://www.ssa.gov/bso/bsowelcome.htm>

Recommend using AccuWage to verify file:

- <https://www.ssa.gov/employer/accuwage/index.html>

THANK YOU FOR
YOUR TIME AND
ATTENTION



QUESTIONS AND ANSWERS

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