



## End of Year Payroll Procedures 2013

1. Run Clear Employee Totals (Periodic Processing) after the last Payroll run for 2013
2. Run a Tax History Verification with the Year-End Report box clicked and verify
3. Make any necessary adjustments to employee amounts and deductions and W2 keys as needed
4. Run the W2 Preview Report and verify
5. Print your W2 Forms
6. Create your W2 MMREF Electronic File, Test it with AccuWage and submit to Federal Government

---

## Geneva Quantum Change Notice: 12-10-13

**PRYRTPW2** – This program creates the MMREF file that is to be submitted to the Federal Government. The name of the File it creates is “W2REPORT”. Changes made for 2013:

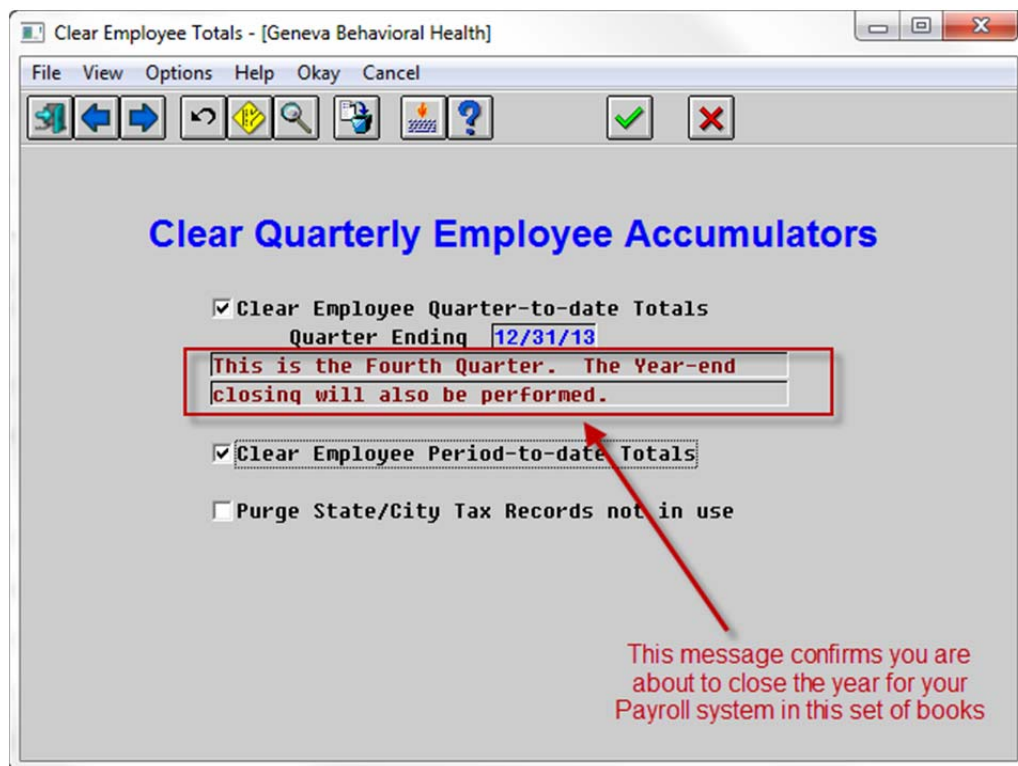
- Employer Contact Name (position 222-248)
- Employer Contact Phone Number and Extension (position 249-268)
- Employer Contact Fax Number (position 269-278)
- Employer Contact Email Address (position 279-318)

**PRYR1003** – This program creates the Electronic File (MMREF format) to be submitted to the State of Georgia. Same modifications as the PRYRTPW2 file creation program.

## 1. Run Clear Employee Totals

As you know you need to run this program at the beginning of each Quarter to clear out employee Quarter-to-Date totals. When you run it for the Fourth Quarter it will run in “Year End” mode (clearing out Quarter-to-Date and Year-to-Date employee totals). Running it for the Fourth Quarter will also push the data to the Payroll History files that are used to print W2 information.

This program is found on the Payroll / Periodic Processing menu. When you run it for the Fourth Quarter you will see something like this:

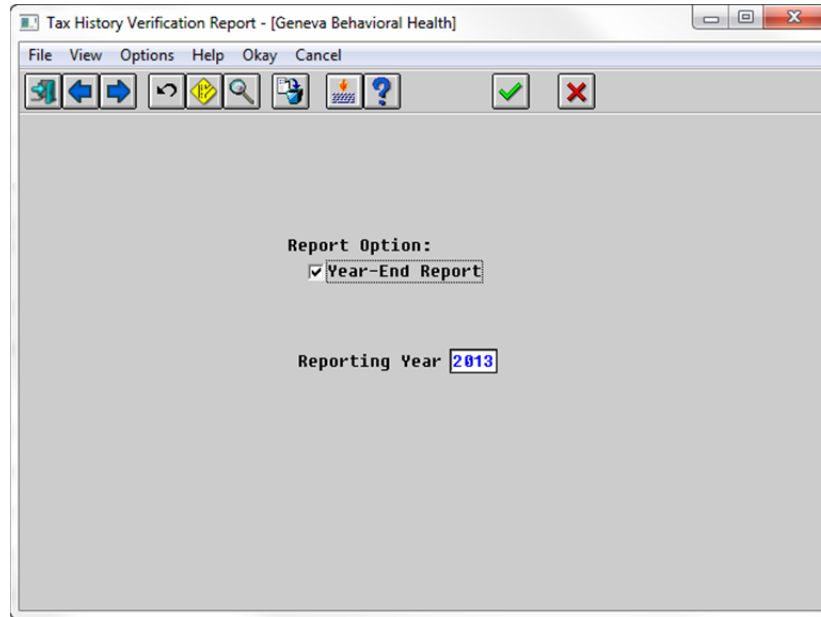


Make absolutely certain you are completely finished with all your 2013 Payroll runs before you start this process. There is no easy way of “going back”.

Don’t forget—you do not have to run your W2 forms and file before the first payroll of the new calendar year.

## 2. Tax History Verification Report

This program is found on the Payroll / Year End Processing menu.



This program produces a detail report of each employee's quarterly totals and their deduction codes by W2 Print Key. You may want to confirm your W2 Print Key designations are up to date (Maintenance / Deduction/Earning Codes).

### 3. Make any Necessary Changes to the Employee W2 Information

You can make any necessary changes to an employee's year-end W2 information through the **Pre W-2 Processing Program** (also found on the Year End Processing menu).

**Pre W-2 Processing - [Geneva Behavioral Health]**

Employee: 4565 Year: 2013

Social Security No: 123-44-5555

Name: FRANKLIN, BENJAMIN  
Street: 105 NEW GARDEN ROAD  
City: GREENSBORO  
State: NC Zip Code: 27410  
Country Code: US

W-2 Box 13 Flags:

☐ Statutory Emp ☒ Pension Plan ☐ Third-Party sick pay  
☐ Deceased ☐ Legal Rep ☐ Deferred Comp

**Deductions**

**Pre W-2 Processing - Ded/Earnings - [Geneva Behavioral Health]**

| Deduction/Earning Code | Type | Description | State | City | YTD Total | Current YTD Total | New YTD Total |
|------------------------|------|-------------|-------|------|-----------|-------------------|---------------|
| 102                    | D    | DIR/DEP #2  | GA    |      | 17,000.00 | V                 | V             |
| 267                    | P    | W-U HDHP F  | GA    |      | 3,314.80  | N                 | N             |
| 300                    | P    | FLEX BTAX   | GA    |      | 2,072.00  | N                 | N             |
| 500                    | P    | H/C SPEND   | GA    |      | 2,082.00  | N                 | N             |
| 702                    | P    | 401A        | GA    |      | 22,174.69 | N                 | V             |
| BOX3                   | W    | box3        | GA    |      | 333.56    | N                 | N             |
| BOX4                   | W    | BOX4        | GA    |      | 1,095.47  | N                 | N             |
| EHLT                   | W    | EE HEALTH   | GA    |      | 104.56    | N                 | N             |

Don't forget the W2 Print Keys for Cost of Employer Health Care is "DD". This needs to be set up as a Miscellaneous W2 Code in Quantum. You can either manually input them employee by employee through this screen or import them through a spreadsheet.

#### 4. Run the W2 Preview Report

This program is also found on the Payroll Year End Processing menu. It is a summary listing showing you what will print on your W2 forms and is designed for easy review and verification.

```
0 10 20 30 40 50 60 70 80 90 100 110 120 130
1 RUN DATE: DEC 12, 2013 - 13:18 Geneva Behavioral Health PAGE 0001
2
3 PAYROLL W2 PREVIEW REPORT
4
5 -----
6
7 -----
8
9
10
11 5365
12 123-44-5555
13 BENJAMIN FRANKLIN Wages & Compensation $65,819.78 FWT Withheld $6,678.40
14 105 NEW GARDEN ROAD FICA Wages $87,994.47 FICA Tax Withheld $5,455.66
15 GREENSBORO NC 27410 Medicare Wages $87,994.47 Medicare Withheld $1,275.92
16 Advanced EIC Payment $ .00 Dep. Care Benefits $ .00
17 Non-Qualified Plans $ .00 DD $104.56
18 Stat: Pens:X Thrd: A $333.56
19
20
21 STATE: NC 1900438 $65,819.78 $2,593.91 LOCAL: $ .00 $ .00
22 -----
```

Double check the Grand Totals (reconciling to your Tax History Verification Report totals).

Go back and forth between Pre W2 Processing and this report until you are satisfied the data is complete and ready for W2 printing and MMREF file creation.

## 5. Print W2 Forms

The program is PRYRLDUB for the 4-Up and PRYRLSCN for the 2-Up forms. These programs will print the W2 print file to the Payroll Spooler. Geneva recommends you view it first and perhaps print the complete file on standard white laser paper before committing your W2 forms to the printer. Make certain everything lines up. You must print these W2 forms through a non-queued printer using the correct Printer Specification.

Here is what the Four Up W2 Forms (recommended) will look like:

| Copy B—To Be Filed With Employee's<br>FEDERAL Tax Return.                                                                 |                                        | 41-0852411<br>OMB No. 1545-0008            |  |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|--|
| a Employee's soc. sec. no.<br>123-44-5555                                                                                 | 1 Wages, tips, other comp.<br>65819.78 | 2 Federal income tax withheld<br>6678.40   |  |
| b Employer ID number (EIN)<br>58-1234567                                                                                  | 3 Social security wages<br>87994.47    | 4 Social security tax withheld<br>5455.66  |  |
|                                                                                                                           | 5 Medicare wages and tips<br>87994.47  | 6 Medicare tax withheld<br>1275.92         |  |
| c Employer's name, address, and ZIP code<br>Geneva Behavioral Health<br>445 Dolley Madison #402<br>Greensboro NC<br>27410 |                                        |                                            |  |
| d Control number<br>5365                                                                                                  |                                        |                                            |  |
| e Employee's name, address, and ZIP code<br>BENJAMIN FRANKLIN<br>105 NEW GARDEN ROAD<br>GREENSBORO NC 27410               |                                        |                                            |  |
| 7 Social security tips                                                                                                    | 8 Allocated tips                       | 9                                          |  |
| 10 Dependent care benefits                                                                                                | 11 Nonqualified plans                  | 12a Code See inst. for box 12<br>DD 104.56 |  |
| 13 Statutory employee                                                                                                     | 14 Other                               | 12b Code<br>AA 333.56                      |  |
| Retirement plan<br>X                                                                                                      |                                        | 12c Code<br>BB 1095.47                     |  |
| Third-party sick pay                                                                                                      |                                        | 12d Code                                   |  |
| NC 1900438                                                                                                                | 65819.78                               | 2593.91                                    |  |
| 15 State Employer's state ID number                                                                                       | 16 State wages, tips, etc.             | 17 State income tax                        |  |
| 18 Local wages, tips, etc.                                                                                                | 19 Local income tax                    | 20 Locality name                           |  |

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS  
This information is being furnished to the Internal Revenue Service. www.irs.gov/efile

| Copy 2—To Be Filed With Employee's State,<br>City, or Local Income Tax Return.                                            |                                        | 41-0852411<br>OMB No. 1545-0008           |  |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|--|
| a Employee's soc. sec. no.<br>123-44-5555                                                                                 | 1 Wages, tips, other comp.<br>65819.78 | 2 Federal income tax withheld<br>6678.40  |  |
| b Employer ID number (EIN)<br>58-1234567                                                                                  | 3 Social security wages<br>87994.47    | 4 Social security tax withheld<br>5455.66 |  |
|                                                                                                                           | 5 Medicare wages and tips<br>87994.47  | 6 Medicare tax withheld<br>1275.92        |  |
| c Employer's name, address, and ZIP code<br>Geneva Behavioral Health<br>445 Dolley Madison #402<br>Greensboro NC<br>27410 |                                        |                                           |  |
| d Control number<br>5365                                                                                                  |                                        |                                           |  |
| e Employee's name, address, and ZIP code<br>BENJAMIN FRANKLIN<br>105 NEW GARDEN ROAD<br>GREENSBORO NC 17410               |                                        |                                           |  |
| 7 Social security tips                                                                                                    | 8 Allocated tips                       | 9                                         |  |
| 10 Dependent care benefits                                                                                                | 11 Nonqualified plans                  | 12a Code<br>DD 104.56                     |  |
| 13 Statutory employee                                                                                                     | 14 Other                               | 12b Code<br>AA 333.56                     |  |
| Retirement plan<br>X                                                                                                      |                                        | 12c Code<br>BB 1095.47                    |  |
| Third-party sick pay                                                                                                      |                                        | 12d Code                                  |  |
| NC 1900438                                                                                                                | 65819.78                               | 2593.91                                   |  |
| 15 State Employer's state ID number                                                                                       | 16 State wages, tips, etc.             | 17 State income tax                       |  |
| 18 Local wages, tips, etc.                                                                                                | 19 Local income tax                    | 20 Locality name                          |  |

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS

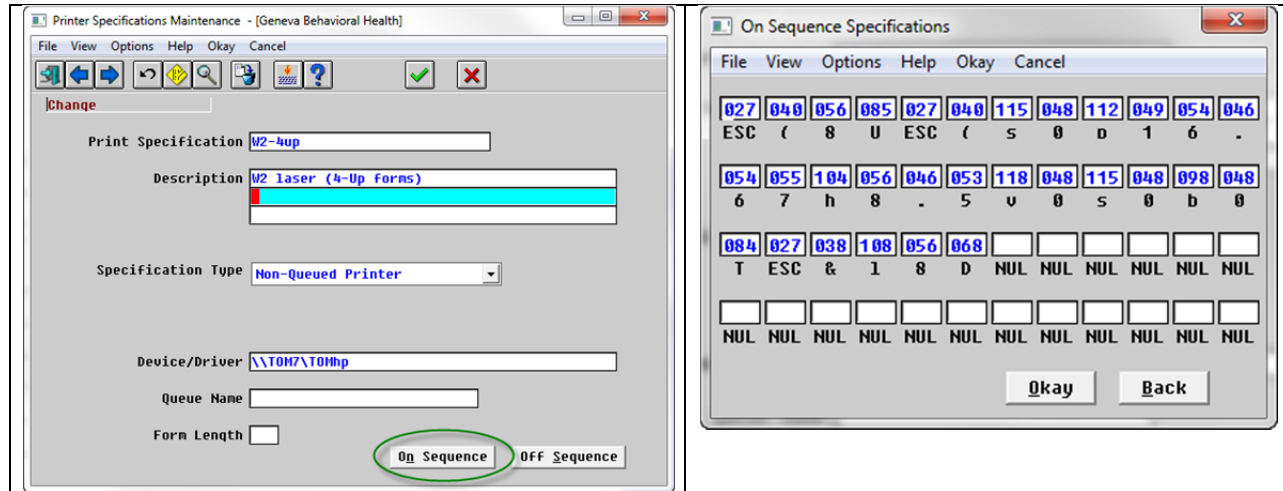
| Copy C—For EMPLOYEE'S RECORDS (See<br>Notice to Employee on the back of Copy B.)                                          |                                        | 41-0852411<br>OMB No. 1545-0008            |  |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|--|
| a Employee's soc. sec. no.<br>123-44-5555                                                                                 | 1 Wages, tips, other comp.<br>65819.78 | 2 Federal income tax withheld<br>6678.40   |  |
| b Employer ID number (EIN)<br>58-1234567                                                                                  | 3 Social security wages<br>87994.47    | 4 Social security tax withheld<br>5455.66  |  |
|                                                                                                                           | 5 Medicare wages and tips<br>87994.47  | 6 Medicare tax withheld<br>1275.92         |  |
| c Employer's name, address, and ZIP code<br>Geneva Behavioral Health<br>445 Dolley Madison #402<br>Greensboro NC<br>27410 |                                        |                                            |  |
| d Control number<br>5365                                                                                                  |                                        |                                            |  |
| e Employee's name, address, and ZIP code<br>BENJAMIN FRANKLIN<br>105 NEW GARDEN ROAD<br>GREENSBORO NC 27410               |                                        |                                            |  |
| 7 Social security tips                                                                                                    | 8 Allocated tips                       | 9                                          |  |
| 10 Dependent care benefits                                                                                                | 11 Nonqualified plans                  | 12a Code See inst. for box 12<br>DD 104.56 |  |
| 13 Statutory employee                                                                                                     | 14 Other                               | 12b Code<br>AA 333.56                      |  |
| Retirement plan<br>X                                                                                                      |                                        | 12c Code<br>BB 1095.47                     |  |
| Third-party sick pay                                                                                                      |                                        | 12d Code                                   |  |
| NC 1900438                                                                                                                | 65819.78                               | 2593.91                                    |  |
| 15 State Employer's state ID number                                                                                       | 16 State wages, tips, etc.             | 17 State income tax                        |  |
| 18 Local wages, tips, etc.                                                                                                | 19 Local income tax                    | 20 Locality name                           |  |

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS  
This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

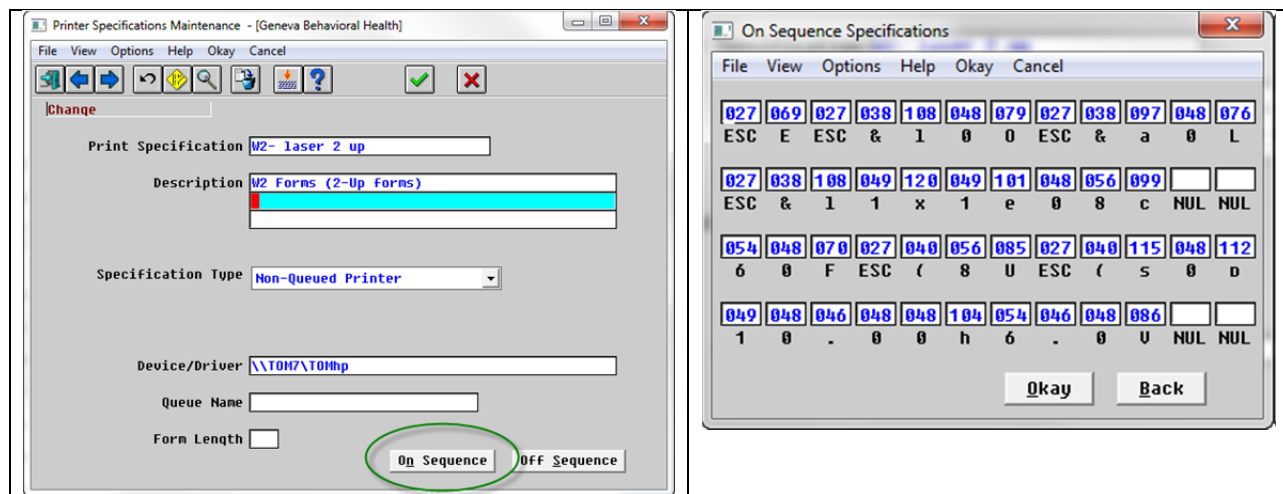
| Copy 2—To Be Filed With Employee's State,<br>City, or Local Income Tax Return.                                            |                                        | 41-0852411<br>OMB No. 1545-0008           |  |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|--|
| a Employee's soc. sec. no.<br>123-44-5555                                                                                 | 1 Wages, tips, other comp.<br>65819.78 | 2 Federal income tax withheld<br>6678.40  |  |
| b Employer ID number (EIN)<br>58-1234567                                                                                  | 3 Social security wages<br>87994.47    | 4 Social security tax withheld<br>5455.66 |  |
|                                                                                                                           | 5 Medicare wages and tips<br>87994.47  | 6 Medicare tax withheld<br>1275.92        |  |
| c Employer's name, address, and ZIP code<br>Geneva Behavioral Health<br>445 Dolley Madison #402<br>Greensboro NC<br>27410 |                                        |                                           |  |
| d Control number<br>5365                                                                                                  |                                        |                                           |  |
| e Employee's name, address, and ZIP code<br>BENJAMIN FRANKLIN<br>105 NEW GARDEN ROAD<br>GREENSBORO NC 27410               |                                        |                                           |  |
| 7 Social security tips                                                                                                    | 8 Allocated tips                       | 9                                         |  |
| 10 Dependent care benefits                                                                                                | 11 Nonqualified plans                  | 12a Code<br>DD 104.56                     |  |
| 13 Statutory employee                                                                                                     | 14 Other                               | 12b Code<br>AA 333.56                     |  |
| Retirement plan<br>X                                                                                                      |                                        | 12c Code<br>BB 1095.47                    |  |
| Third-party sick pay                                                                                                      |                                        | 12d Code                                  |  |
| NC 1900438                                                                                                                | 65819.78                               | 2593.91                                   |  |
| 15 State Employer's state ID number                                                                                       | 16 State wages, tips, etc.             | 17 State income tax                       |  |
| 18 Local wages, tips, etc.                                                                                                | 19 Local income tax                    | 20 Locality name                          |  |

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS  
L4UP 5205

## Non-Queued Printer – 4Up Forms Printing



## Non-Queued Printer – 2Up Forms



## 6. Create your W2 MMREF Electronic File

This program is found on the Payroll / Year End Processing menu and may be listed as “Create W2 Media”. The name of the program is PRYRTPW2.

Create W-2 Tape - [Geneva Behavioral Health]

File View Options Help Okay Cancel

This program creates the disk file: W2REPORT  
W2REPORT is in the exact format required by the federal government.  
Forward this file in a format authorized by the SSA.

Contact Information

Filing PIN 5833-383712312

Name Geneva Behavioral Health

Phone 3362758887

Fax 3362752844

E-mail accounting@genevasoftware.com

Notify Via: ☒ E-Mail ☐ Fax ☐ Postal Service

State: NC

Running this program will create a file called “W2REPORT”. That is the file you will want to pass through the AccuWage verification programs (downloaded from the Federal Government Website) and eventually submit to the Government.

The link to download the AccuWage program is [www.socialsecurity.gov/employer/accuwage](http://www.socialsecurity.gov/employer/accuwage)

Congratulations. You are through with the Payroll Year End W2 processing for 2013.