

Vantagepoint/Vision Virtual User Group

December 21, 2022

PRESENTED BY:

Stambaugh Ness

Meet Your Presenter(s)



Susan Patrick

Director, Client Solutions



Seta Liacopoulos

Senior Consultant, Deltek
Vision/Vantagepoint



Agenda

SN Upcoming Events & Updates 



**Our Main Event:
End of Year!
(Happy New Year!)**

Reminder to Fill out Survey!

SURVEY

Upcoming UG Meetings

Virtual

When: January 18, 2023
Time: 2:00 – 3:00PM
Where: At Your Desk
Topic: TBD – Please provide
your suggestion in our survey



Pittsburgh

When: January 19, 2023
Time: 9:00 – 11:00AM
Where: Desmone Architects

Preparing for Year-End 2022

Year-End Update:

- Only available for Vision 7.6 and Vantagepoint(available as Cumulative Update by late December 2022)
 - SaaS clients will be notified by Deltek when installed;
 - On Premise clients will need to install updates when available
- 2022 payroll tax table updates
- Changes to 1099 and/or W-2 Forms
- If you have the payroll module you must install prior to running the first payroll for 2022
- The year end update can be installed prior to completing regular payroll runs for 2022 – the tax tables used will be based on the currently open W2 year
- In January 2023 any additional changes will be released as a Cumulative update



Open New Period – Fiscal Year

- You can open the first period of the new year before year end and before you have completed all of your processing for the current year
- If you have multi-company enabled, the new period/year will be opened for all companies
- Only open the first period of the new year

Areas that Reset to Zero After You Open a New Fiscal Year:

- Time Analysis report
- Project reports for overhead type projects
- Overhead Allocation calculation for the new year
- Year-to-date figures on the Key Financial Metrics reports
- Year-to-date values on accounting reports, such as the Cash Journal or Payment Register
- If you have the Accounting application installed, the Income Statement accounts close out to the prior year's Retained Earnings account on the Balance Sheet
- When you open a new fiscal year, the year-to-date totals zero or are cleared out. However, the transactions are not gone. You can go into the prior period/year and run reports to see the prior year totals.

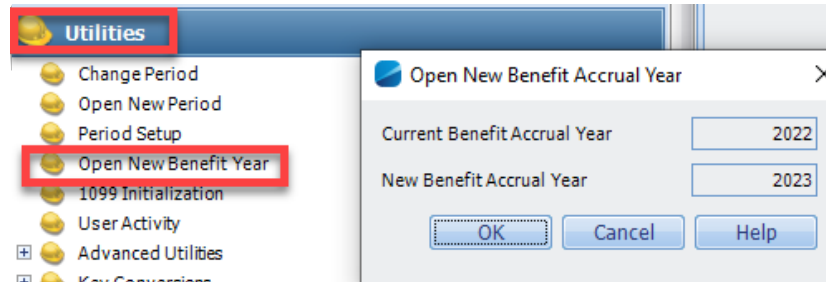
Open New Benefit/Absence Year:

- Only applicable if you are running benefit/absence accruals – however you may want to initiate the new benefit year
- Print the Accrued Time report and verify balances
- Post adjustments if applicable
- ***You must Open New Benefit Year after you have posted all timesheets for the current year and before posting timesheets/running payroll for the new year***
- Zeros out year-to-date benefit hours earned and taken
- If you allow carry over, the current year's unused earned hours are added to the new benefit year's starting balance up to the limits specified
- If you pre-accrue the yearly hours will be added automatically when you open the new benefit year

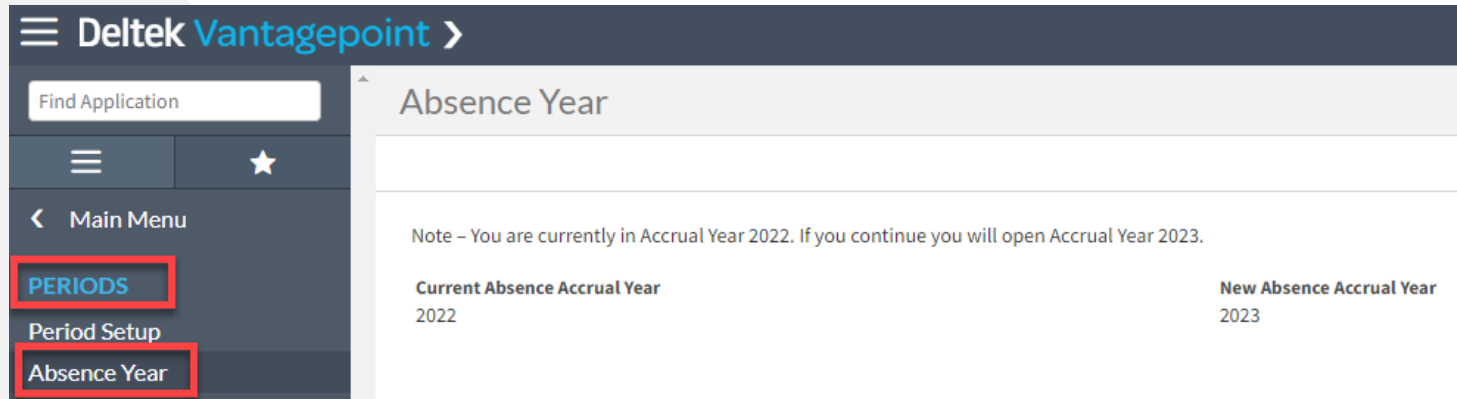
Open New Benefit/Absence Year:

- You may need to run the Open New Benefit Year Utility before the end of the year depending on where the last pay period falls and which year you want the hours in. Verify Current Year=2022 and New Year=2023

- Vision – Open New Benefit Year can be found in Utilities



- Vantagepoint 4.0 and 4.5 – Absence Year can be found in >Utilities>Periods



Open New Benefit/Absence Year:

- Print the Accrued Time report and verify the new balances
- If Multi-Company is enabled, you must run the utility in each company

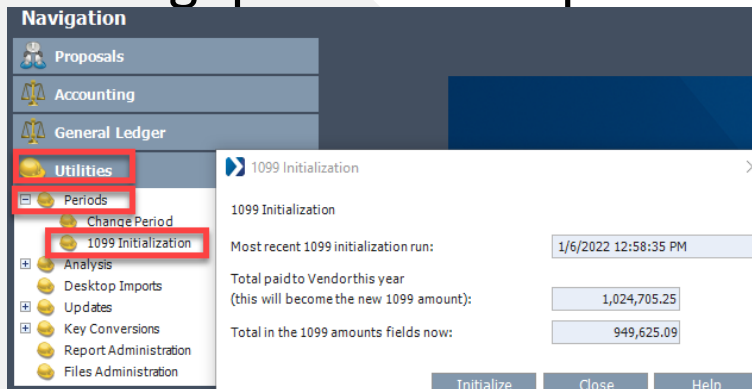
Considerations:

- If policy on carryover limits is changing, make necessary changes to configuration/settings prior to opening new benefit/absence year
- If accrual method is changing, make necessary changes to configuration/settings

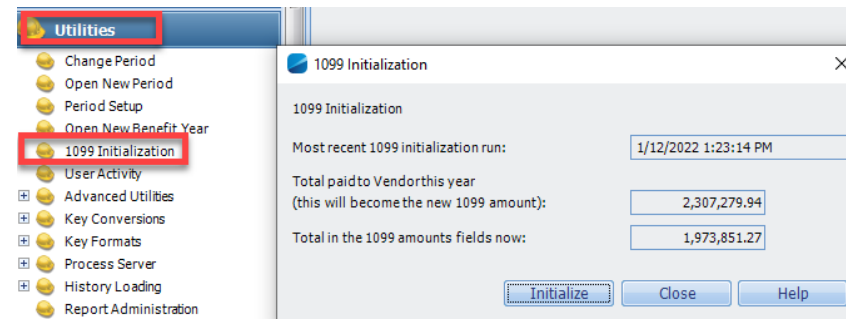
1099 Initialization Utility:

- The year-end update should be installed before processing 1099's
- Resets the vendor year-to-date values in the Paid This Year field to zero and transfers the amount from the Paid This Year field to the Paid Last Year field for all Vendors
- **You must run the initialization after completing all AP payments for the current year 2022 and prior to processing any payments for the new year 2023**
- The 1099 initialization must be run before processing 1099's
- You can run the 1099 initialization while in December 2022 accounting period or the January 2023 accounting period

Vantagepoint Desktop:



Vision:



1099 Process:

- If Multi-Company is enabled, you must run this utility in each company
- Make sure the 1099 vendors have the 1099 box checked and the federal ID/SS number populated
- Click the Generate Work File button in the 1099 screen

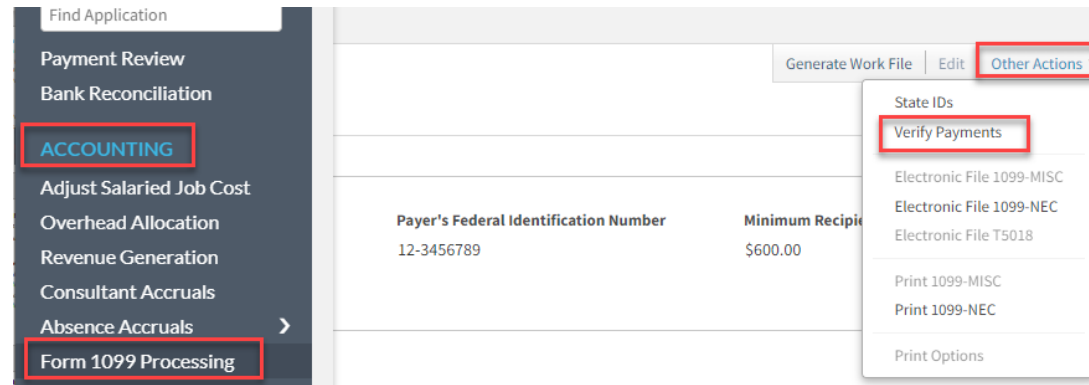
The image contains two screenshots of the Deltek software interface. The left screenshot shows a sidebar menu with 'ACCOUNTING' and 'Form 1099 Processing' highlighted in red. The main content area shows a 'Generate Work File' button also highlighted in red, along with fields for 'Payer's Federal Identification Number' (25-1126224) and 'Minimum Recipient Payments' (\$600.00). The right screenshot shows a 'Navigation' pane with 'Accounting' and 'Form 1099 Processing' highlighted in red. The 'Form 1099 Processing' pane shows a 'Generate Work File' button highlighted in red, and fields for 'Processing 1099 year:', 'PAYER'S Federal identification number:', and 'PAYER'S name:'.

- Options to print either the 1099-MISC or 1099-NEC Form
 - 2 tabs are available for 1099 form: 1099-MISC and 1099-NEC to make edits prior to printing
- Options to create electronic file for either 1099-MISC or 1099-NEC

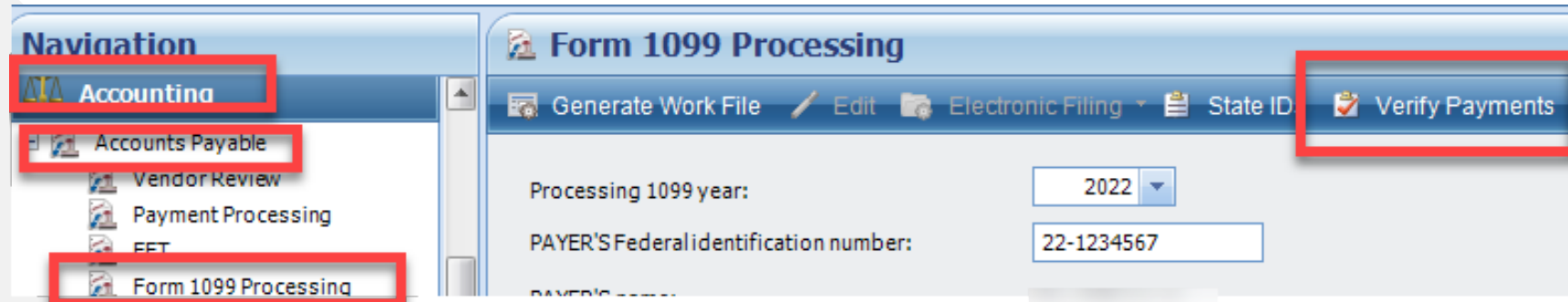
1099 Process:

- Run the Verify Payment report from the Form 1099 Processing screen

Vantagepoint



Vision



1099 Process:

- If the report is blank, then no corrections need to be made

| Form 1099 Verification Report | | Wednesday, December 13, 2017 11:08:03 PM | | |
|-------------------------------|------|---|-------------------------------|------------|
| Apple & Bartlett, PC | | For the year 2016 | | |
| Vendor Number | Name | Total Payments Processed | Paid Last Year (Vendor Table) | Difference |

** End of report - 0 vendor listed **

- If vendors appear on the report that means that the sum of the payments made to the vendor for the prior year do not match the amount in the Paid Last Year field of the vendor info center – you will need to correct the amount in the Paid Last Year field
 - To review amounts paid to vendors, run the Voucher Ledger report for specific dates: 1/1/2022 to 12/31/2022
- You should also determine what caused the issue

1099 Process:

- Populate the fields on the screen for Paid Last Year to make corrections

Vantagepoint

Find Application

Firms Active | aj car | 1 of 1

AJ Carl Engineers
Last modified 4/27/2020 01:25 pm by Billy Apple, PE

OVERVIEW | [VE] OUTSIDE EXPERIENCE | **VENDOR** | ACTIVITIES | ASSOCIATIONS | CONTACTS

Payment Notes
new address after May 1st 110 Main Street

Default Voucher Information

| | | |
|-----------------|----------------------|------------------|
| Payment Terms | Default Expense Code | Discount Percent |
| PWP | None | 0.00% |
| Regular Account | Indirect Account | Discount Period |
| None | None | 0 |
| | | Discount Code |
| | | None |

1099 Information

| | | |
|---|-------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> 1099 Required | Paid This Year \$51,077.37 | Paid Last Year \$52,132.19 |
|---|-------------------------------|-------------------------------|

Vision

AJ Carl Engineers

Outside Experience | General | **Accounting** | Contacts | Op

Type: Consultant

Payment Terms: PWP

Regular Account: 513.00

OH Account: 792.00

Default Expense Code

Discount Percent

Discount Period

Discount Code

1099 Required

Federal ID: FED_765432

Type of TIN

| | |
|----------------|----------|
| Paid This Year | 1,725.00 |
| Paid Last Year | 7,132.50 |

1099 Process:

- Make sure all of your State ID's are entered

Vantagepoint

Form 1099 Processing

Apple & Bartlett, PC
Processing for Year 2020

Generate Work File | Edit | Other Actions

1099 Information

Processing 1099 Year: 2020
Payer's Federal Identification Number: None
Minimum Recipient Payments: \$0.00

Other Actions: Electronic Filing, State IDs, Verify Payments, Print

State ID List

| STATE | EMPLOYEES STATE ID |
|---------------|--------------------|
| Massachusetts | 12345678900 |

+ Add State

Save | Cancel

Vision

Dashboard | iAccess | Kona | Search | Options | Help

Form 1099 Processing

Generate Work File | Edit | Electronic Filing | State IDs | Verify Payments

Processing 1099 year: 2021
PAYER'S Federal identification number: 12313213
PAYER'S name:
PAYER'S address and telephone no.
Address line 1: 1 main street
Address line 2:
City/State/Zip: Boston
Telephone no.:

Minimum RECIPIENT payments:

Processing guidelines: After selecting the appropriate file for that 1099 year. Any Edits made to the work file must be made PRIOR to generating the work file for that year. Consultant/Partners will be included for the 1099 processing if the work file for that year must be run PRIOR to generating the work file for that year. The work file for that year will be automatically associated with recipient states.

State ID List

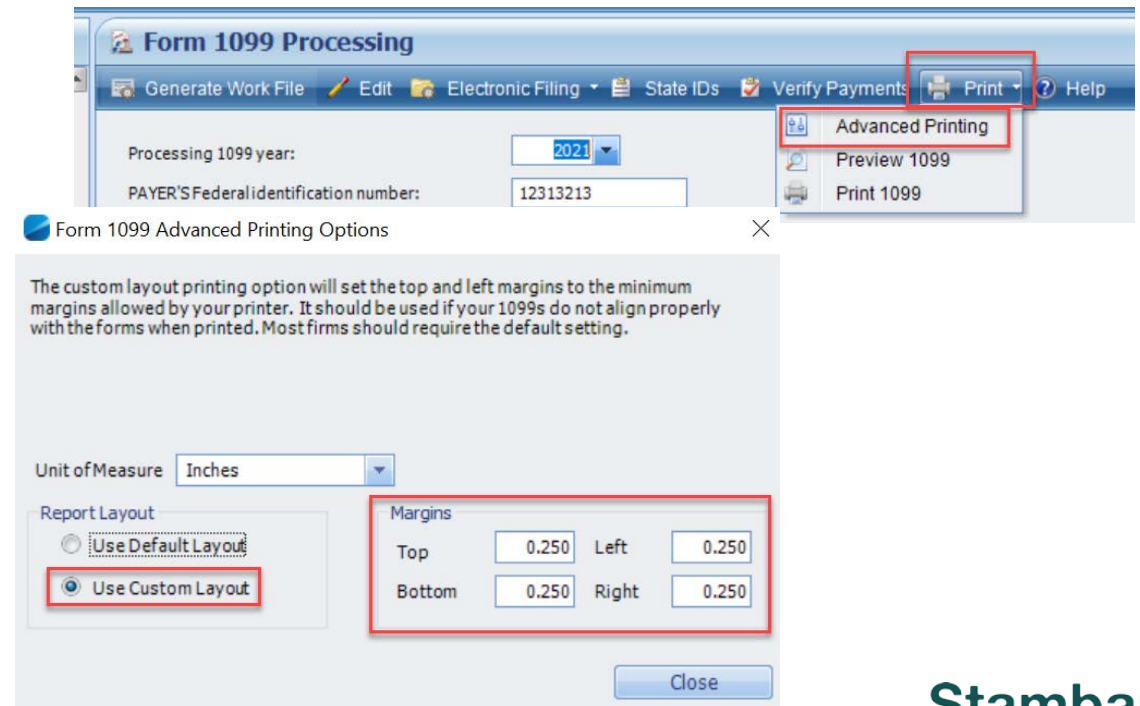
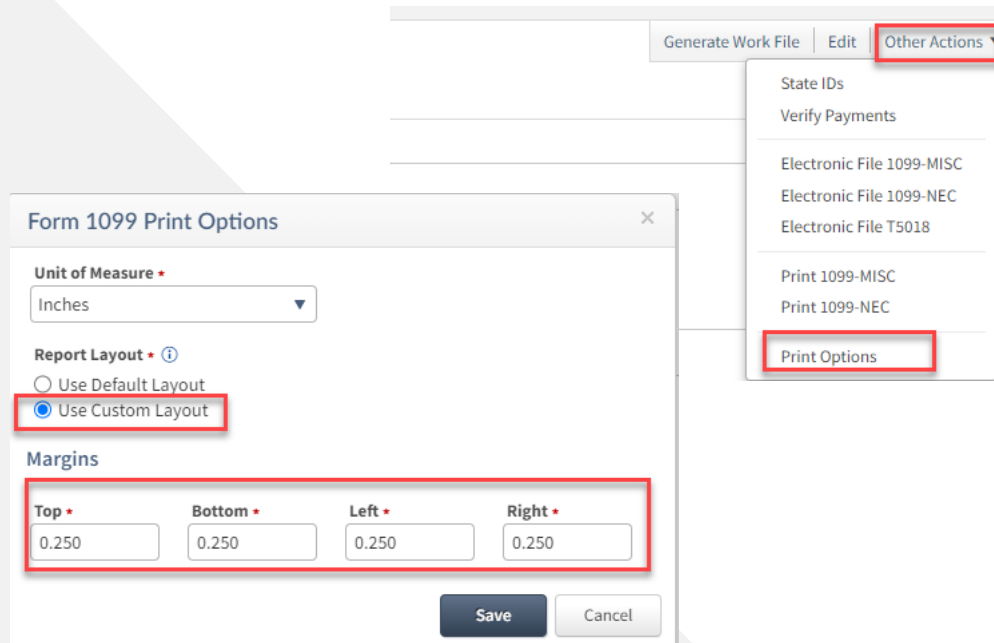
Seta's Demo Vision Database

| State | Employer's State I.D. |
|-------|-----------------------|
| MA | 12345678900 |

Close | Help

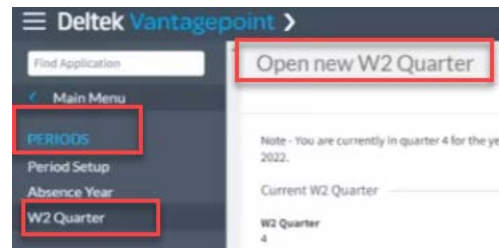
1099 Process:

- Before printing a final set of 1099's, you should print a test run to confirm all 1099's printed correctly and are all aligned. This should be done well in advance of your final 1099 run
- You may need to adjust your margins



Payroll Process:

- Process all payrolls and adjustments for 2022
- Open the new W2 Quarter
 - For Vantagepoint this is in the Web Application



- Verify that the Year-End update has been installed prior to processing any payrolls in the new year
- Update the limits/rates for local taxes, 401(k) match and unemployment for the new year

Payroll Process:

- Populate the fields on the W2 Processing screen
- Verify/add all of your state tax ID's
- Click the Generate Work File button
- Preview the W2 Form report
- Verify Amounts
- The W2 Form fields can be edited by clicking on the Edit button – however it is best to correct issues within the payroll system prior to printing the W2's

Form W-2 Processing

Generate Work File Edit Electronic Filing **State IDs** Print Help

Processing W-2 year: 2020
Employer's identification number (EIN): 55-1598019
Other Employer's identification number:
Employer's name: Apple & Bartlett

Employer's address
Address 1: 123
Address 2:
City: Baltimore State
Phone: 410-888-1234

FICA settings for W-2 year
Social Security wage base: 137,700.00
Social Security percentage: 6.20
Medicare percentage: 1.45

Processing guidelines:
After selecting the appropriate W-2 year for processing, click on Generate to establish (or re-establish) the work file for that W-2 year. Any Edits made to the work file will affect W-2 processing only - no changes to the permanent payroll database will be made. Review the FICA related settings above prior to generating the work file to ensure that they are correct for the W-2 year being processed. State (tax) IDs must be set up PRIOR to generating the work file in order to be automatically associated with any state withholdings.

| State | Employer's State I.D. |
|-------|-----------------------|
| MA | 12345678900 |

Form W-2 Processing

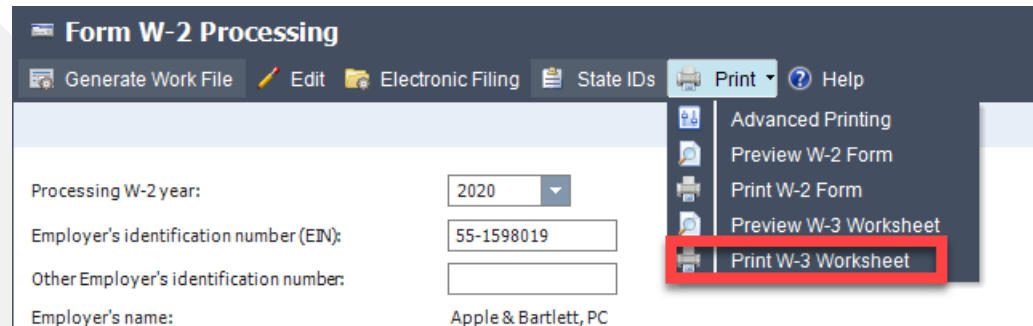
Generate Work File Edit Electronic Filing State IDs **Print** Help

Processing W-2 year: 2020
Employer's identification number (EIN): 55-1598019
Other Employer's identification number:
Employer's name: Apple & Bartlett, PC

- Advanced Printing
- Preview W-2 Form**
- Print W-2 Form
- Preview W-3 Worksheet
- Print W-3 Worksheet

Payroll Process:

- Print the W2's
- You can adjust the margins of the report if needed by clicking on the Advanced Printing button – this may need to be done for each copy of the form as well
- Print the W3 Form – this will provide the information needed for you to manually complete the W3 Form



Form W-2 Processing

Generate Work File Edit Electronic Filing State IDs Print Help

Processing W-2 year: 2020

Employer's identification number (EIN): 55-1598019

Other Employer's identification number:

Employer's name: Apple & Bartlett, PC

Print dropdown menu options:

- Advanced Printing
- Preview W-2 Form
- Print W-2 Form
- Preview W-3 Worksheet
- Print W-3 Worksheet**

Miscellaneous Items – Year Clean Up:

- For SaaS clients all updates for tax tables and 2022 tax forms are done by Deltek, on Prem clients will need to download updates from Deltek site
- Print unposted labor report to verify that there are no unposted time records
- Verify that there are no unposted files
- Verify that there are no unsubmitted/approved expense reports
- Update Holiday calendar
- Update Mileage Rate in Configuration – you may need to add a new mileage rate if prior year expenses get entered in the new year or have accounting edit the mileage rate – if you have units for mileage they will be updated also
- Open new timesheet periods / close old timesheet periods

Miscellaneous Items – Year Clean Up :

- Close accounting periods
- Update billing rate schedules / unit tables if applicable
- Order/purchase the 1099 Forms and W-2 Forms – you can order from Deluxe, or www.formsfordeltek.com
- **Attention:** For instructions and developments related to Form 1099-NEC, refer to <https://www.irs.gov/forms-pubs/about-form-1099-nec>.

Resources on Deltek Support Site – Documents and Videos have been updated for 2022

The screenshot shows the Deltek Support Center interface. At the top, there is a navigation bar with the Deltek logo and 'Support Center' text. On the right, a user profile for 'Seta Liacopoulos' is visible with a notification badge showing '4'. Below the navigation bar is a search bar with the placeholder text 'Type in a phrase and search the Knowledge Center'. A green banner below the search bar reads 'Deltek Upcoming Events Learn More >'. The main content area features six service icons: 'Submit a Case', 'Initiate a Chat', 'Call with Support', 'Cloud Solutions', 'Manage Cases', and 'Purchase On-Demand'. Below these icons are two columns of links. The 'LEARN' column includes 'Deltek Learning Zone (DLZ)', 'Knowledge Base', 'Online Help', 'Product Documentation', and 'Year-End Resources'. The 'CONNECT' column includes 'Blogs', 'Customer Town Hall Webinars', 'Deltek Community', 'Email Preference Center', and 'User Groups'. The 'Year-End Resources' link is highlighted with a red border.

Deltek Support Center

Seta Liacopoulos
Stambaugh Ness Te... 4

What can we help you with?

Type in a phrase and search the Knowledge Center

Deltek Upcoming Events Learn More >

Submit a Case Initiate a Chat Call with Support Cloud Solutions Manage Cases Purchase On-Demand

LEARN

- Deltek Learning Zone (DLZ) >
- Knowledge Base >
- Online Help >
- Product Documentation >
- Year-End Resources >**

CONNECT

- Blogs >
- Customer Town Hall Webinars >
- Deltek Community >
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- User Groups >

Deltek Support Center - Vision

Year-End Resources

Home > Year-End Resources > Vision

Year-End Documentation

- > [Deltek Vision 2022 Year-End Guide](#)
- > [Deltek Vision 2022 Year-End Frequently Asked Questions](#)
- > [Deltek Vision 2022 Year-End Checklist](#)
- > [Deltek Vision 2022 Year-End 1099-MISC NEC Processing Checklist](#)
- > [Deltek Vision 2022 Year End Accounts Payable Processing Checklist](#)
- > [Deltek Vision 2022 Year-End Payroll Checklist](#)
- > [Deltek Vision 2022 Year-End Form W-2 Processing Checklist](#)
- > [Deltek Vision 2022 Year-End Benefit Accruals Checklist](#)

Year-End Videos

- > [Deltek Vision 2022 Accounting Year-End Video - Closing Accounting Periods](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Editing and Printing Form 1099](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Form 1099 Processing](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Opening a New Fiscal Year](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Preparing for a New 1099 Year](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Processing the Electronic 1099 File](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Setting up Vendors for 1099](#)
- > [Deltek Vision 2022 Accounting Year-End Video - Verifying 1099 Amounts](#)
- > [Deltek Vision 2022 Benefit Accrual Year-End Video - Opening a New Benefit Year](#)
- > [Deltek Vision 2022 Benefit Accrual Year-End Video - Reviewing Benefit Accrual Setup](#)
- > [Deltek Vision 2022 Payroll Year-End Video - Editing and Printing W-2s](#)
- > [Deltek Vision 2022 Payroll Year-End Video - Opening a New W-2 Quarter and Year](#)
- > [Deltek Vision 2022 Payroll Year-End Video - Processing the Electronic W-2 File](#)
- > [Deltek Vision 2022 Payroll Year-End Video - Processing W-2 Forms](#)

Year-End KB Articles

Year-End Process

- > [When and how does a new fiscal year get opened?](#)
- > [Where is the automobile mileage reimbursement expense changed for new fiscal year?](#)
- > [What happens to the Income Statement accounts when the new fiscal year is opened?](#)
- > [Can the December and January periods, when crossing a fiscal period, be open at the same time?](#)
- > [Can accounting period or fiscal year dates be changed?](#)
- > [How to open the timesheets for the next period/year](#)

Deltek Support Center – Vantagepoint

Year-End Resources

Home > Year-End Resources > Vantagepoint

Year-End Documentation

- > [Deltek Vantagepoint 2022 Year-End Guide](#)
- > [Deltek Vantagepoint 2022 Year-End Frequently Asked Questions](#)
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- > [Deltek Vantagepoint 2022 Year-End Payroll Checklist](#)
- > [Deltek Vantagepoint 2022 Year-End Form W-2 Processing Checklist](#)
- > [Deltek Vantagepoint 2022 Year-End Absence Accruals Checklist](#)

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- > [Deltek Vantagepoint 2022 Payroll Year-End Video - Processing the Electronic W-2 File](#)
- > [Deltek Vantagepoint 2022 Payroll Year-End Video - Processing the W-2s](#)

Year-End KB Articles

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- > [How to open the timesheets for the next period/year?](#)


Contact

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Thank You!
From all of us at SN