



# MICROSOFT DYNAMICS GP

## 2023 YEAR-END CLOSE PAYROLL

December 13, 2023



# Presenter

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## **Joan Varga** Senior Director

Located in our Denver, CO office, Joan specializes in Dynamics GP consulting with over 25 years experience.

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# Payroll year-end learning objectives

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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

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- Verify if companion/third party products require a year-end update that is compatible with the Dynamics GP update.
- Download and install “2023 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](mailto:gpsupport@rsmus.com) for assistance from RSM on installing the YE update*
- Year End Blog series
  - [Microsoft Dynamics GP - 2023 Year-End Blog Series Schedule!!](#)
- 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 (11/17/2023), and prior to running the Payroll year-end close end routine to create the year end wage file.

## Polling question

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The payroll year-end update can be installed any time

- True
- False

## Polling question answer

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The payroll year-end update can be installed anytime

True

The payroll year-end update can be installed anytime after it is released



WHAT'S CHANGED?



# What's changed – payroll year-end

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***2023 year-end update is inclusive of the October 2023 release and prior modern life cycle releases***

- There are no form changes for the 2023 tax year
  - This includes
    - W-2 statement
    - W-3 statement
    - W-4 statement
- In addition, there are no changes from the IRS for the 1095-C form for the 2023 reporting year

# What's changed – payroll year-end

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## Updates on filing W-2's, 1095-Cs

- 2023 filing deadline to SSA is 01/31/2024
- For the 2023 tax year, if you send **10!!!** or more W-2's, 1095-C's and 1099s combined, you must file electronically
- Details from this website are below – [IRS and Treasury issue final regulations on e-file for businesses | Internal Revenue Service](#)
  - Reduce the 250-return threshold enacted in prior regulations to generally require electronic filing by filers of 10 or more returns in a calendar year. The final regulations also create several new regulations to require e-filing of certain returns and other documents not previously required to be e-filed;
  - Require filers to aggregate almost all information return types covered by the regulation to determine whether a filer meets the 10-return threshold and is required to e-file their information returns. Earlier regulations applied the 250-return threshold separately to each type of information return covered by the regulations.

# What's changed – payroll year-end

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## What capabilities does Dynamics GP have for electronic filings?

- W-2s – Dynamics GP **does** support the creation of the electronic file for submission to the Social Security Administration (SSA)
- 1095-Cs – Dynamics GP **does not** have the capability to create an electronic filing for 1095-Cs
  - Third Party Options -
    - Greenshades – [www.greenshades.com](http://www.greenshades.com)
    - Integrity Data - [www.integrity-data.com](http://www.integrity-data.com)
    - Advanced Micro Solutions - [Home - Welcome to 1099-etc. Your all inclusive payroll suite!](#)
    - Greatland Yearli - [Yearli | Yearli by Greatland](#)
    - Real Business Solutions W2 Mate - [Payroll Software, 1099 Software, W2 Software and 1095 Software \(realtaxtools.com\)](#)
    - Aatrix - [Home – Aatrix](#)
    - 1099Express - [Home Page - 1099 Express](#)
    - eFileMyForms.com from Sovos - [eFileMyForms - Business eFiling Services for US Tax Forms](#)

## If you would like help from RSM on options, please contact

- Your Account Manager
- Your Primary Dynamics GP Consultant
- Not sure who to contact? Email the RSM Support Desk to open a support ticket by emailing [gpsupport@rsmus.com](mailto:gpsupport@rsmus.com)

# What's changed – 2024 tax tables round #1

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For 2024 tax table update round #1, target release date is 12/20/2023

Changes in round #1 update:

- Federal changes
- FICA Social Security limit \$168,600 (from 2023 limit of \$160,200)
- State changes - Arkansas, California, Connecticut, Kentucky, Maine, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Carolina
- **NOTE:**  
Effective 1/1/2024 the state of [Alabama](#) has temporarily exempted all overtime wages from state tax. This will not be part of the Dynamics GP 2024 payroll tax tables. If you need this functionality in the product, you could set up a new pay code not subject to state tax, more manually tracked, or reach out to [Greenshades](#) for a more automated solution.

# New payroll/HR features

## New features in October 2023 (18.6.1685) release

- Additional formatting of numbers and amounts on the Payroll Year End Wage Report

### Before

System: 10/24/2023 4:23:58 PM      Fabrikam, Inc.      Page: 1  
 User Date: 4/12/2027      Year End Employee Wage Report      User ID: sa  
 U.S. Payroll

FICA Soc Sec Tax Rate: 6.20000%  
 FICA Soc Sec Wage Limit: 160,200.00  
 FICA Medicare Tax Rate: 1.45000%  
 EIC Maximum Withholding: 0.00

Ranges:  
 Reporting Year: 2027  
 Employee ID: Beginning - End

Sort by: MQGE / Employee ID

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Employee ID: ACEK0001	Wages,Tips,Other Comp.:	37273.65	Federal Income Tax Withheld:	3731.07
Pilar Ackerman	Social Security Wages:	40293.02	Social Security Tax Withheld:	2498.17
987 Willow Ave	Medicare Wages & Tips:	40293.02	Medicare Tax Withheld:	584.25
	Social Security Tips:	0.00	Allocated Tips:	0.00
	Advance EIC Payments:	0.00	Dependent Care Benefits:	0.00
Winnetka, IL 98272	Nonqualified Plans:	0.00		

Employee SSN: 917-23-9833

Employment Type: Regular non-MQGE  
 Department: SPTS

W-2 Check Boxes:  
 Statutory Employee        Retirement Plan   

Special Items Box:

Box Number	Code	Amount	Other Items Box:	Amount
12	D	1669.37	Box Number	Code
			14	401K
				52.26

State	Employer's ID	Wages	Income Tax	Taxing Entity Code	Other Data	Control Number
IL	5027-8310	38623.65	1439.97			

Locality      Tax Type      Wages      Income Tax

### After

System: 11/20/2023 9:34:55 AM      Fabrikam, Inc.      Page: 1  
 User Date: 4/12/2027      Year End Employee Wage Report      User ID: sa  
 U.S. Payroll

FICA Soc Sec Tax Rate: 6.20000%  
 FICA Soc Sec Wage Limit: 160,200.00  
 FICA Medicare Tax Rate: 1.45000%  
 EIC Maximum Withholding: 0.00

Ranges:  
 Reporting Year: 2027  
 Employee ID: Beginning - End

Sort by: MQGE / Employee ID

---

Employee ID: ACEK0001	Wages,Tips,Other Comp.:	37,273.65	Federal Income Tax Withheld:	3,731.07
Pilar Ackerman	Social Security Wages:	40,293.02	Social Security Tax Withheld:	2,498.17
987 Willow Ave	Medicare Wages & Tips:	40,293.02	Medicare Tax Withheld:	584.25
	Social Security Tips:	0.00	Allocated Tips:	0.00
	Advance EIC Payments:	0.00	Dependent Care Benefits:	0.00
Winnetka, IL 98272	Nonqualified Plans:	0.00		

Employee SSN: 917-23-9833

Employment Type: Regular non-MQGE  
 Department: SPTS

W-2 Check Boxes:  
 Statutory Employee        Retirement Plan   

Special Items Box:

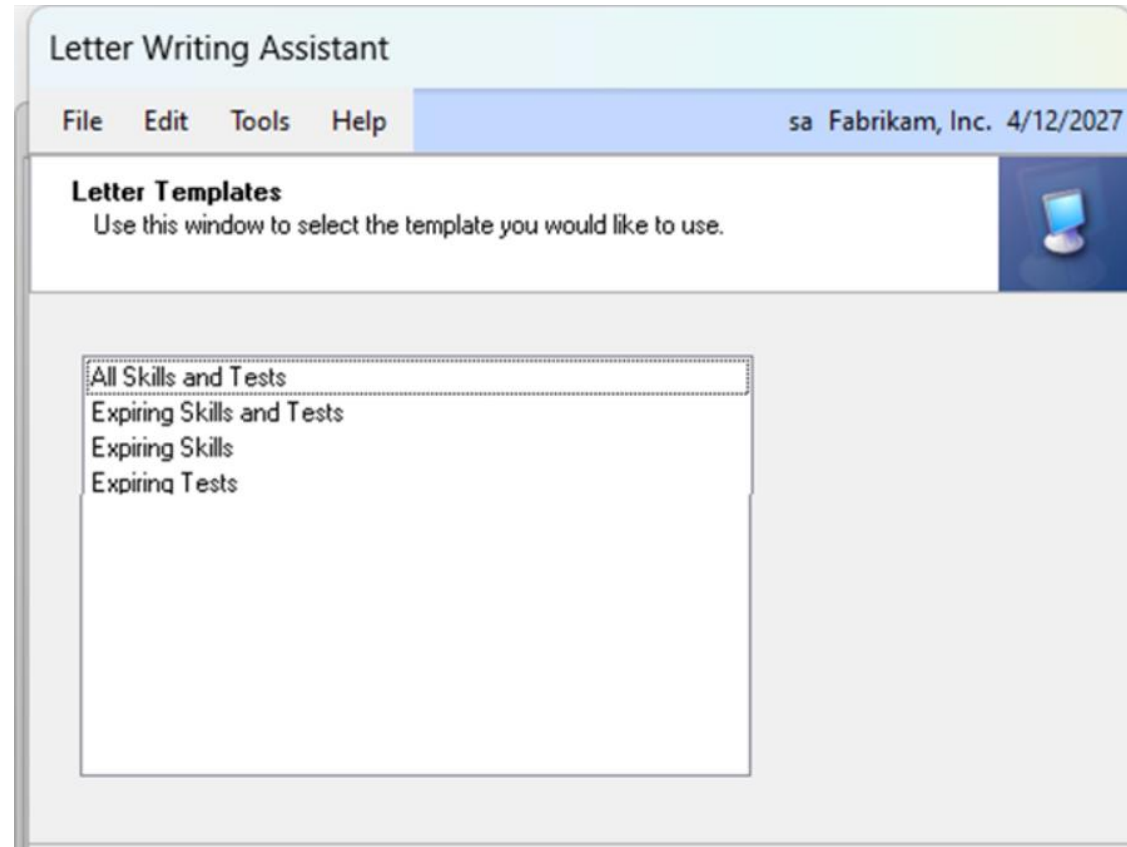
Box Number	Code	Amount	Other Items Box:	Amount
12	D	1,669.37	Box Number	Code
			14	401K
				52.26

State	Employer's ID	Wages	Income Tax	Taxing Entity Code	Other Data	Control Number
IL	5027-8310	38,623.65	1,439.97			

# New payroll/HR features

## New features in October 2023 (18.6.1685) release

- New letter templates for Human Resources – All Skills and Tests, Expiring Skills and Tests, Expiring Skills and Expiring Tests



# New payroll/HR features

## New features in October 2023 (18.6.1685) release

- New letter templates for Human Resources
  - All Skills and Tests, Expiring Skills and Tests, Expiring Skills and Expiring Tests

**Fabrikam, Inc.**

4277 West Oak Parkway  
Chicago, IL 60601-4277  
(312) 436-2671 Ext. 0000

4/12/2027

**Pilar Ackerman**  
987 Willow Ave  
Winnetka, IL 98272

Dear Pilar,

Our records indicate that your following skills and tests have approaching expiration dates.

Skill Set	Skill	Skill Obtained	Expiration Date	Skill Required
Office	Excel	Yes	0/0/0000	Yes
Office	Powerpoint	Yes	4/10/2023	Yes
Office	Word	No	0/0/0000	Yes

Test Code	Description	Test Date	Test Score	Expiration Date
OFFICE	Office	1/1/2026	84	12/31/2026
AI	AI	4/1/2027		0/0/0000

Sincerely,

TWO Inc.  
HR  
(000) 000-0000 Ext. 0000

# New payroll/HR features

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How can you vote for new features?

[Suggestion database voted by OUR customers](#)



# Additional information

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Microsoft product team year-end blog series:

- [Microsoft Dynamics GP 2023 Upgrade Blog Series Schedule](#)

Landing page for GP Oct. 2023 release - what's new:

- [Microsoft Dynamics GP October 2023 - Feature Blog Series Schedule!](#)

W2 wage & tax statement data source guide:

- [W-2 Wage and tax statement data source guide - Dynamics GP | Microsoft Learn](#)



# PREPARING TO CLOSE THE PAYROLL YEAR

# Closing fiscal periods

Fiscal Periods Setup - TWO (sa)

OK Calculate Redisplay File Print Tools Help Add Note Debug

Actions File Help Debug

Year: 2023 *First Day* 1/1/2023  Historical Year  
*Last Day* 12/31/2023

*Number of Periods* 12

Period	Period Name	Date	Series Closed					
			Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2023	<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	2/1/2023	<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	3/1/2023	<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	4/1/2023	<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	5/1/2023	<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	6/1/2023	<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	7/1/2023	<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	8/1/2023	<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	9/1/2023	<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	10/1/2023	<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	11/1/2023	<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	12/1/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Administration area page >> Setup >>  
Company >> Fiscal Periods

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

# Set up a new fiscal year\*

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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

The screenshot shows the 'Payroll Tax Setup - TWO (sa)' application window. The interface includes a menu bar with 'Save', 'Clear', 'File', 'Tools', 'Help', 'Add Note', and 'Debug'. Below the menu is a search bar for 'Tax Code' and a 'Description' field. A table displays the following information:

Last Tax Update	10/25/2023
Last Modification	0/0/0000
Last Tax Code Update	01/24/2023

Below the table are sections for 'Calculations' and 'Sequence'. The 'Calculations' list includes: 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, and Subtract Annualized FICA Tax Withholding. The 'Sequence' section is currently empty. At the bottom, there are input fields for 'Estimated Deduction', 'Dependent Exemption', 'Maximum EIC Payment', 'Excess Wage Limit', and 'Excess Tax Rate', along with a 'Filing Status' button. A navigation bar at the very bottom shows navigation arrows and a dropdown menu set to 'by Code'.

Administration area page >> Setup  
>> System >> Payroll Tax

- Last tax update from Microsoft was 10/25/2023, 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*

# Verify Dynamics GP version and last year-end update date

GP = 18.6.1695

Released 11/17/2023

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 number above.

Welcome to Microsoft Dynamics GP

Microsoft

Microsoft Dynamics GP

Server: Dynamics GP 2018

Authentication: SQL Server Account

User ID: se

Password:

Remember user and password

Version: 18.6.1695

OK Cancel

# Payroll pre-closing steps

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- Complete 2023 pay runs
- Print and verify period-end reports
- Print and verify quarter-end reports

# Payroll pre-closing steps (cont.)

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Before completing the 2023 year-end payroll close process:

- Verify appropriate W-2 checkboxes are marked
  - Retirement plan box for each employee (especially new 2023 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 2023 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: [dropdown]

Database Name: Fabrikam, Inc. System Database

Use local storage  
 Use Microsoft Azure storage

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

Access key:  
[text box]

URL to container:  
[text box]

File Name:  
[text box]

Use compression

Verify account

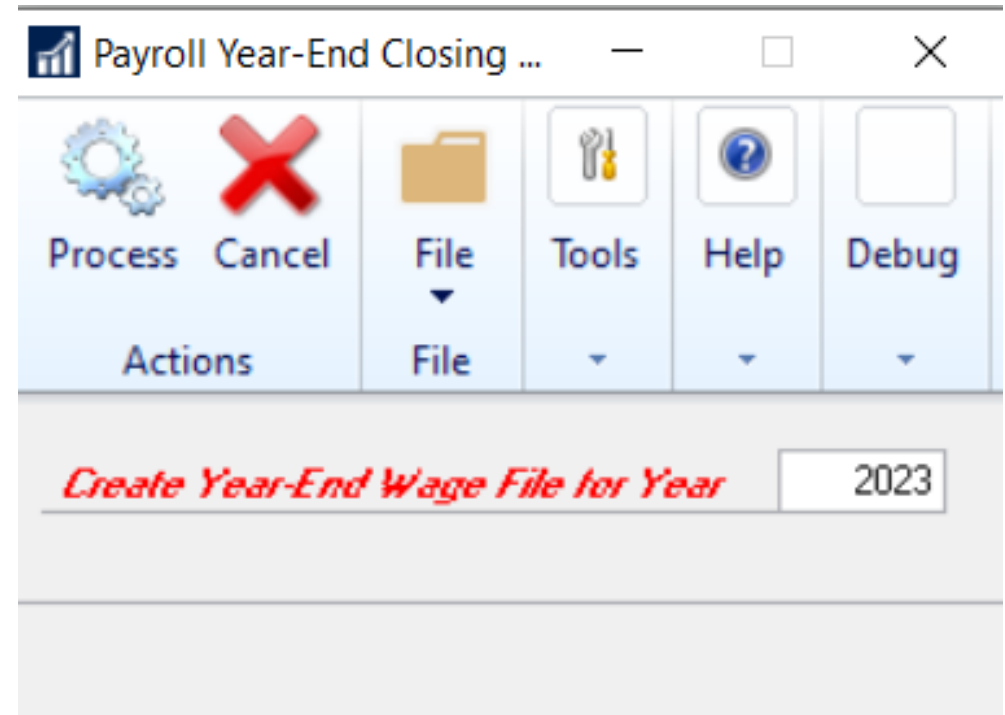


# PAYROLL YEAR-END PROCEDURES

# 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 (2023) payrolls



## Polling question

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The year-end wage file can only be created once

True

False

## Polling question answer

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The year-end wage file can only be created once

False

The year-end wage file can be generated multiple times if necessary

# 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 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

The screenshot shows the 'Year-End Wage Report - TWO (sa)' application window. The window title bar includes standard minimize, maximize, and close buttons. Below the title bar is a menu bar with the following items: Cancel (with a red X icon), File (with a folder icon), Print (with a printer icon), Tools (with a wrench icon), Help (with a question mark icon), Add Note (with a notepad icon), and Debug. Below the menu bar is a main form area. The form contains the following fields and controls: a 'Year:' dropdown menu set to '2023'; an 'Employee Type:' section with radio buttons for 'Regular' (selected) and 'Medicare Qualified Gov't Employees'; an 'Order:' dropdown menu set to 'MQGE / Employee ID'; and an 'Employee ID:' section with radio buttons for 'All' (selected) and 'From:'. Below the 'From:' radio button is a 'To:' field. The form is styled with a light blue and white color scheme.

# Payroll tax table update

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## Install 2024 round #1 payroll tax table update

- If you intend to edit employee master information and re-create the 2023 year-end wage file, **do not** install the 2024 tax table update until that work is substantially complete.
- Tax table update can be installed **after** all 2023 payroll has been processed and the year-end wage file for 2023 has been created ***and verified***.
- Verify your tax table update
  - Verify the date on the payroll tax table window – date should be mid December 2023
  - Can also check the FICA Social Security limit has been updated to the 2024 value (\$168,600)
    - 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 2023 tax tables, verify the 2024 tables 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

## Polling question

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The payroll tax table update should be applied

- A – As soon as it is released
- B – After 2023 payroll processing is complete and the year-end wage file is created
- C – Never

## Polling question answer

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The payroll tax table update should be applied

- B – After 2023 payroll processing is complete and the year-end wage file is created

# SUTA rate and wage limit

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Update the SUTA rate and wage limit for your company

- HR & payroll area page >> Setup >> Payroll >> Unemployment Tax
- Select your SUTA state(s), make updates as needed

# Editing W-2 & 1099-R records

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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

Year: 2023

Type

Employee ID

Name

Social Security Number

Foreign Address

Address

City

State ZIP Code

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	

Statutory Employee  Retirement Plan  
 Third-Party Sick Pay

Special Other State Local 1095-C Dependents

by MQGE / Employee ID

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

# Editing 1095-C

	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

- 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

# Editing 1095-C (cont.)

Employee ID: ACKE0001  
Name: Ackerman, Pilar  
Dependent: [dropdown]  
SSN: [redacted]  
Birthdate: [calendar icon]  
Covered for Year:

<input type="checkbox"/> January	<input type="checkbox"/> April	<input type="checkbox"/> July	<input type="checkbox"/> October
<input type="checkbox"/> February	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> November
<input type="checkbox"/> March	<input type="checkbox"/> June	<input type="checkbox"/> September	<input type="checkbox"/> December

- 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



## Polling question

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Changes made to W-2 data flows back to the employee master and/or transactional data

True

False

## Polling question answer

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Changes made to W-2 data flows back to the employee master and/or transactional data

False

Changes made to W-2 data ONLY updates W-2 related information

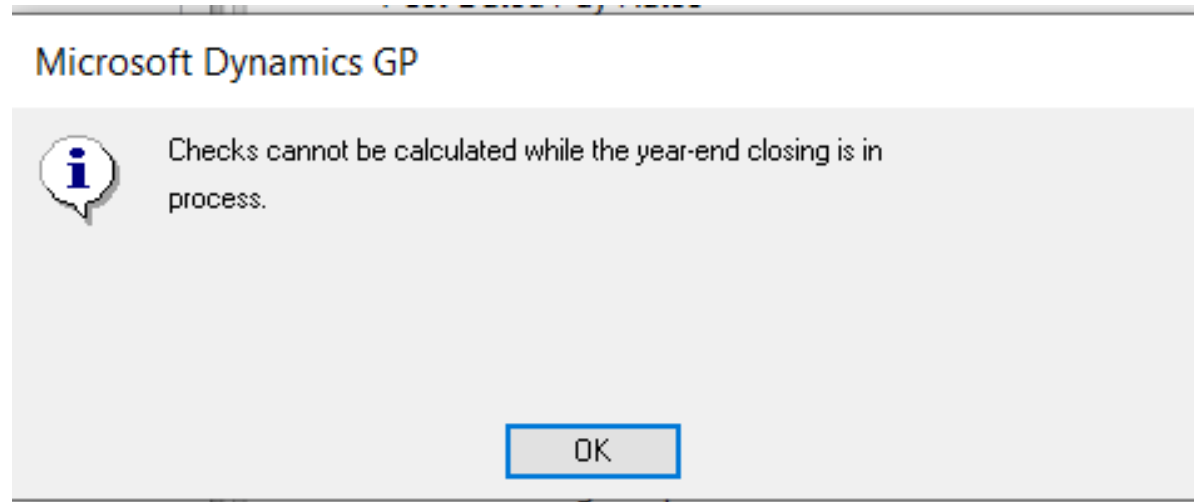
# Print W-2 and 1099-R statements

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- 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 2024 payroll

- Process 2024 payroll as per standard processes
- Remember your GP user date needs to be in 2024
  - If date is set to 2023 – message below is presented during calculate process



# Processing 2024 payroll before W-2's are printed

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- Complete all procedures included on prior slides (other than editing/printing the W-2's)
- Install the 2024 payroll tax table update
- Confirm your user date is set to a 2024 date
- Process 2024 payroll
- Edit/print 2023 W-2's when ready

***\*\*To reprint 2023 quarterly reports, set date back to a 2023 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

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

E-mail:

Submitter Information

Foreign Address

Submitter's Name: Fabrikam, Inc.

Attn/Suite/Room #:

Street/PO Box: 4277 WEST OAK PARKWAY

City: CHICAGO

State: IL

ZIP Code: 60601-4277

Submitter's EIN: 23-8260216

# Create magnetic media file (EFW2 file) information and resources

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- The 2023 filing deadline to SSA is 01/31/2024
- In 2023, if you send **10** or more W-2's, you must file electronically

Social Security Administration website: [www.socialsecurity.gov](http://www.socialsecurity.gov)

BSO (Business Services Online) website: <https://www.ssa.gov/bsowelcome.htm>

Recommend using AccuWage to verify file: <https://www.ssa.gov/employer/accuwage/index.html>

## Polling question

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Is RSM your current Microsoft Dynamics GP Partner?

- A – Yes
- B – No, but I would like to talk to someone at RSM about your support plans
- C – No and I am happy with my current Microsoft partner
- D – Not sure



THANK YOU FOR  
YOUR TIME AND  
ATTENTION



# QUESTIONS AND ANSWERS



# APPENDIX – PREVIOUS VERSION ENHANCEMENTS

# New payroll/HR features

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>

The screenshot shows the 'Payroll Transaction Entry - TWO (sa)' window. The title bar includes standard window controls. The ribbon contains 'Actions' (New Batch, Delete Batch, Print, Paste, Calculate), 'File' (File, Print), 'Tools', 'Help' (Help, Add Note), and 'Help'. Below the ribbon, the 'Batch ID' field is set to 'TEST'. The 'Transaction Defaults' section includes 'Pay Period From' (4/1/2027) and 'To' (4/15/2027), 'Days Worked' (indicated by a calendar icon), and 'Weeks Worked' (0.00). The 'Data Entry Options' section shows 'Current Options' set to 'No Options' with an 'Options...' button.

# 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

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## 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 displays the Payroll Transaction Entry software interface on the left and an Excel spreadsheet on the right. The software interface shows a table of transactions with columns for TRX #, Employee ID, Employee Name, Trx Type, Code, Dept, Amount, and Pay Rate. The Excel spreadsheet shows a table with columns for Employee, Trx Type, Code, Amount, Pay Rate, Department, Position, Date From, and Date To. The data in both tables is identical, demonstrating the copy and paste functionality.

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	Barr, Adam	Pay Code	BONS	INST	\$500.00	\$500.00
0						\$0.00	\$0.00

Employee	Trx Type	Code	Amount	Pay Rate	Department	Position	Date From	Date To
ACKE0001	Pay Code	HOUR	64	25.5	ACCT	ATC	5/1/2027	5/15/2027
ACKE0001	Pay Code	PTO	8	25.5	ACCT	ATC	5/1/2027	5/15/2027
ACKE0001	Pay Code	HOLI	8	25.5	ACCT	ATC	5/1/2027	5/15/2027
BARB0001	Pay Code	HOUR	72	35.25	SALE	ISR	5/1/2027	5/15/2027
BARB0001	Pay Code	HOLI	8	35.25	SALE	ISR	5/1/2027	5/15/2027
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/dynamics\\_csgp/posts/microsoft-dynamics-gp-october-2021---masking-employee-ssn-on-w2](https://community.dynamics.com/gp/b/dynamics_csgp/posts/microsoft-dynamics-gp-october-2021---masking-employee-ssn-on-w2)

Print W-2 Forms - TWO (sa)

Save Clear File Print Tools Help Add Note

Year: 2027  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: MGE / Employee ID

Company: Fabrikam, Inc.

Address ID: Primary

Address: 4277 West Oak Parkway

City: Chicago

State: IL

ZIP Code: 60601-4277

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

Employer provided self-insured coverage

Partial Mask SSN

Employer Identification Number: 23-8260216

Employer Plan Start Month: 01



## October 2021 release – new payroll/HR features

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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>

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