

ESC ACCOUNTING

YEAR END 2021 PROCEDURES



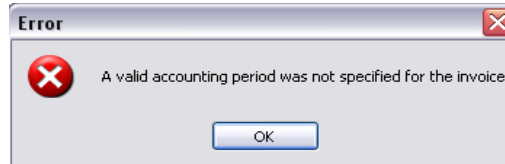
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CLOSE YEAR TO CREATE NEW ACCOUNTING PERIODS

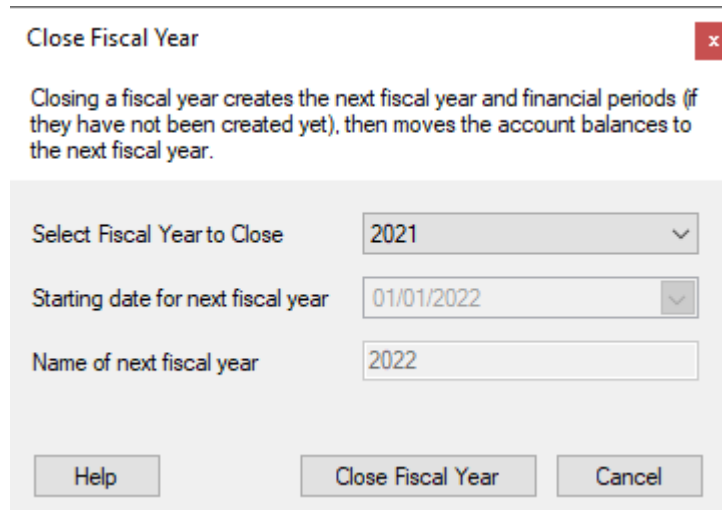
If your fiscal year is the same as the calendar year you will need to close 2021 before you will be able to do anything in 2022.

Closing the year **MUST** be done before you will be able to work in the new fiscal year as this function creates files for the new year. Closing the year also updates opening balances for the Balance Sheet accounts as well as moving Annual Net Profit to the Retained Earnings account. To close the year go to **Company > Close Fiscal Year**. The year can be closed as many times as needed and should be closed regularly while still making entries in the previous year to update the opening balances in the new year. **This is especially important where checking accounts are concerned.**

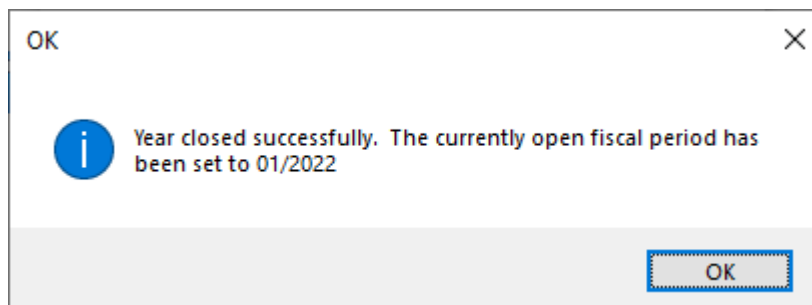
If you get the following or similar error when trying to enter data in 2021:



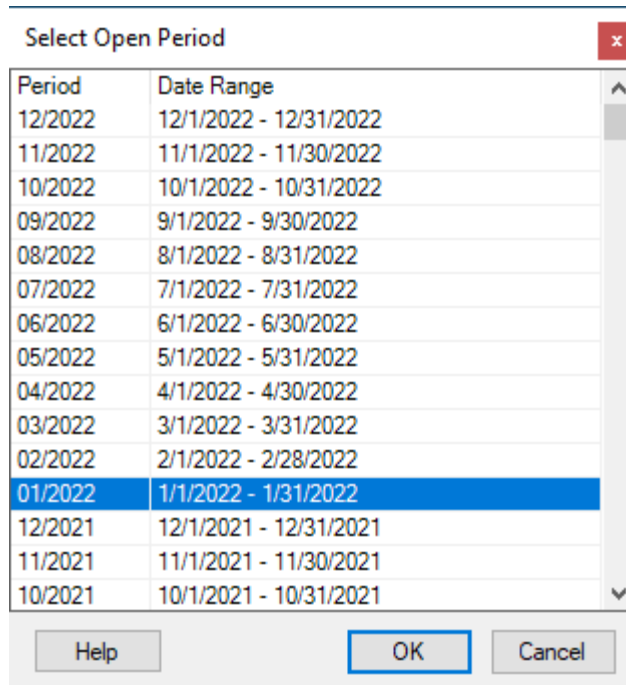
You need to create accounting periods for 2022 by closing 2021. This can be done at any time and will not keep you from working in 2021. To do this, go to **Company > Close Fiscal Year** and select 2021 from the list, then press *Close Fiscal Year*.



Wait for the following prompt:



Once the year has closed successfully you can re-open 2021 by going to **Company > Select Open Accounting Period**, choose the desired accounting period and click *OK*. You can then continue working in 2021 as well as 2022 as long as needed.



!!!IMPORTANT!!! Remember to Close Fiscal Year again when work in 2021 is completed or any time you want to update the opening balances for 2022. For example, your opening balance on your checking account will be the closing balance from the last time you closed last year. Closing the year can be done as many times as needed and is the only way opening balances for 2022 are updated.

BANK RECONCILIATION

Due to the above-mentioned statement, before you begin a bank reconciliation it is a good idea to close the year again. It is possible that additional prior year entries have been made since the last close year and you want to make sure you are balancing to the updated checking account balance.

When you enter the Bank Reconciliation screen via **Banking > Reconcile Account** enter the account, statement date and ending balance as usual. If the two difference amounts at the bottom of the screen are not the same (as pictured below) it is an indication that you need to close the year again.

Balance per Bank Statement	345,268.18	0 Deposits Selected	0.00	Ending balance:	-15,442.86
Outstanding Deposits (+)	33,071.55	6 Payments Selected	4,747.50	Cleared balance:	-4,747.50
Outstanding Payments (-)	31,166.45			Difference:	-10,695.36
Adjusted Balance	347,173.28				
Balance per Books	371,574.55				
Difference:	-24,401.27				

If you just started using ESC Accounting in January and this is the very first bank reconciliation in ESC you may need to pre-clear the original backload entry if you see it listed as an outstanding check.

VENDOR 1099's & 1096

WARNING: ESC Software Patch Update 15.14 is needed before running the 2021 1099 NEC forms

Purchasing Forms

2021 requires a new 1099-NEC 3 Part form along with your standard 1099-MISC form

ESC uses the standard pre-printed 1099 & 1096 forms which can be purchased from www.desciforms.com. The form numbers are as follows:

1099 MISC Federal Copy A – MISC5110

1099 MISC Recipient Copy B – MISC5111

1099 MISC Payer File Copy / State Copy C / Recipient State Copy 2 – 5112

1099 NEC Federal Copy A – NEC5110

1099 NEC Recipient Copy B – NEC5111 /State Copy C / Recipient State Copy 2 – NEC5112

1096 Transmittal Form – 5100-1 (1 sheet plus 3 free, 4 total)

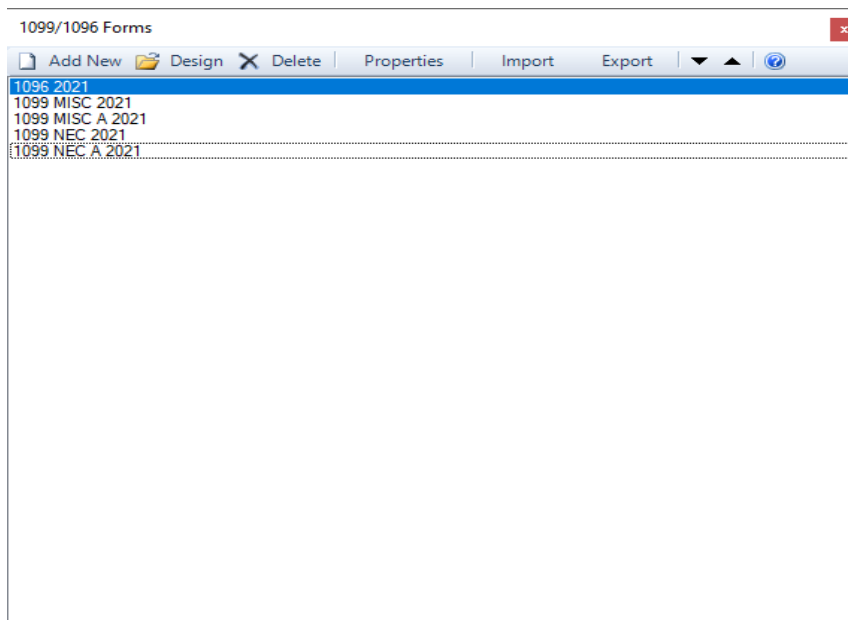
Downloading the Current Templates

The current templates are available by clicking [here](#) or from dESCOsupport.com > Downloads> Download Tax Forms. Click the Download button next to each required form. If prompted choose where you want the forms to be saved. If not prompted they will be saved to your default downloads folder.

Please note: The only way to open these forms is by importing them into ESC following the directions below. They will NOT open by double clicking or using any other program.

1099 & 1096 Install & Print

The following instructions will walk you through importing the latest 1099 and 1096 forms into ESC. To determine whether to use directions for **New Installation** or **Updating Existing Form** go to **Vendors > Reports > Print 1099 Forms**. If there are forms listed as shown below use **Updating Existing Form**. If there are no forms listed use the **New Installation** directions.

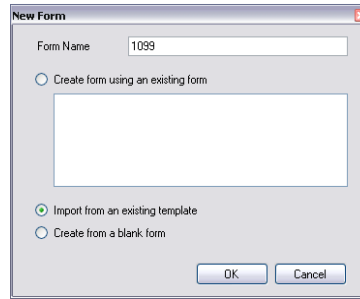


This year we have five templates for the 1099s. We found that printing the pages for the recipient using the

same template needed for Copy A (the IRS copy) caused the recipient's address to not fit properly in the envelope window. Use 1099MISCA and 1099NECA for Copy A (pink) and 1099MISC and 1099NEC for the white copies.

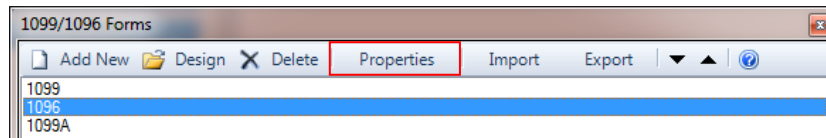
New Installation

1. Logon to ESC using the Admin account.
2. Click **File > Print Options**.
3. Click the **Forms** tab.
4. Click the **Customize** button next to 1099/1096.
5. Click the **Add New** button.

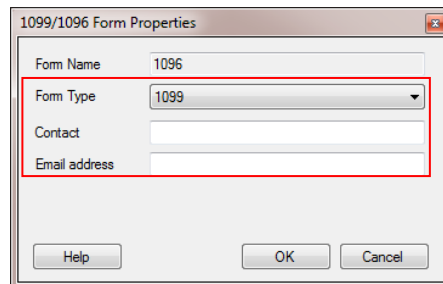


6. Create a form called 1099 as shown below.

7. Click **OK** to browse to the location of the forms you downloaded earlier. Select 1099MISC-21.tpl 1099 and choose **OK** again.
8. Repeat this step for 1099MISC A using 1099MISC A-21.tpl 1099, 1099NEC using 1099NEC-21.tpl 1099, 1099NEC A using 1099NEC A-21.tpl 1099 and 1096 using 1096-21.tpl 1099.
9. After the forms have been imported, highlight the 1096 form and click **Properties** at the top of the screen.



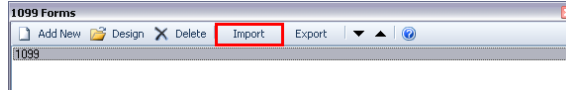
The following screen will appear. Change the Form Type to 1096 and enter the correct Contact name and e-mail address required for the 1096 in the spaces provided.



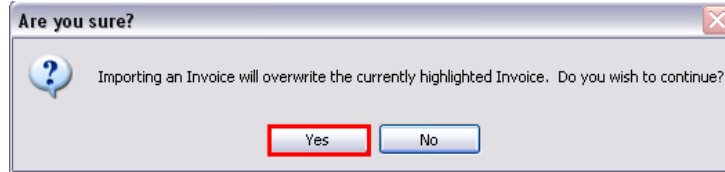
Updating Existing Forms

The layout of the forms has changed since last year for 1099 MISC and there is the new 1099 NEC form.

1. In ESC go to **File > Print Options > Forms > 1099/1096 > Customize.**
2. Select 1099 and click **Import.**



3. Click **Yes** to the prompt that comes up.



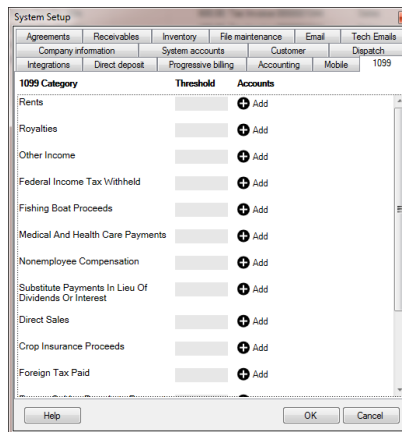
4. Browse to the location of the forms you downloaded earlier and select 1099-MISC 21.tpl 1099, then click *Open*. Repeat for 1099-MISC A using 1099MISCA-21.tpl, 1099 and 1099-NEC 21.tpl 1099, then click *Open*. Repeat for 1099-NEC A using 1099NEC A-21.tpl, 1099 or follow the directions for New Installation (above) to add forms 1099MISC, 1099NEC, 1099MISC A, 1099NECA and 1096.

Congratulations

You have successfully installed/updated the 2021 1099 and 1096 forms.

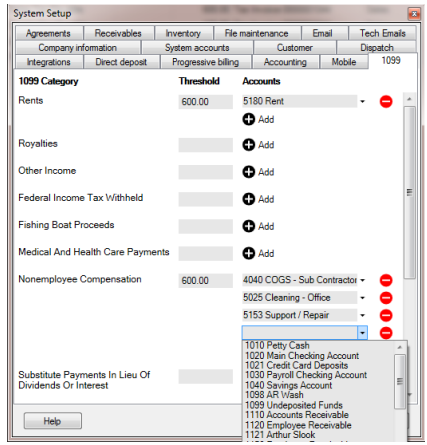
Features for 1099s

The 1099/1096 program allows for more than one type of payment per 1099. To accommodate this, the box the amount reports to on the 1099 is now determined by the GL account number. In order to print your 1099s you will need to tie your GL account numbers to the correct reporting type. To do this, go to **Company > System Setup > 1099 Tab**

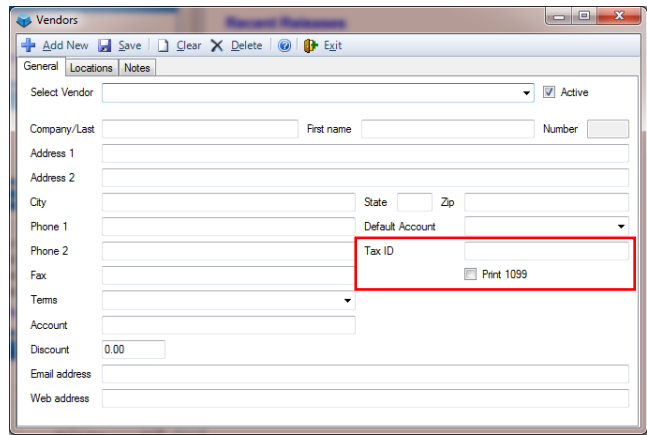


The two most commonly used reporting types are Rents and Nonemployee Compensation so we will set those up in our example.

Beside the reporting type you are setting up, enter the Threshold (the amount after which you need to send a 1099) and then click Add and choose any account numbers that relate to this reporting type. Note: If you pay rent to ABC Reality and apply the rent to account 5180 and then at some point write a check to them and apply it to a different GL account number **only the amount applied to 5180 will print on the 1099**. You can tie as many GL accounts as needed to any 1099 category as shown in example below.

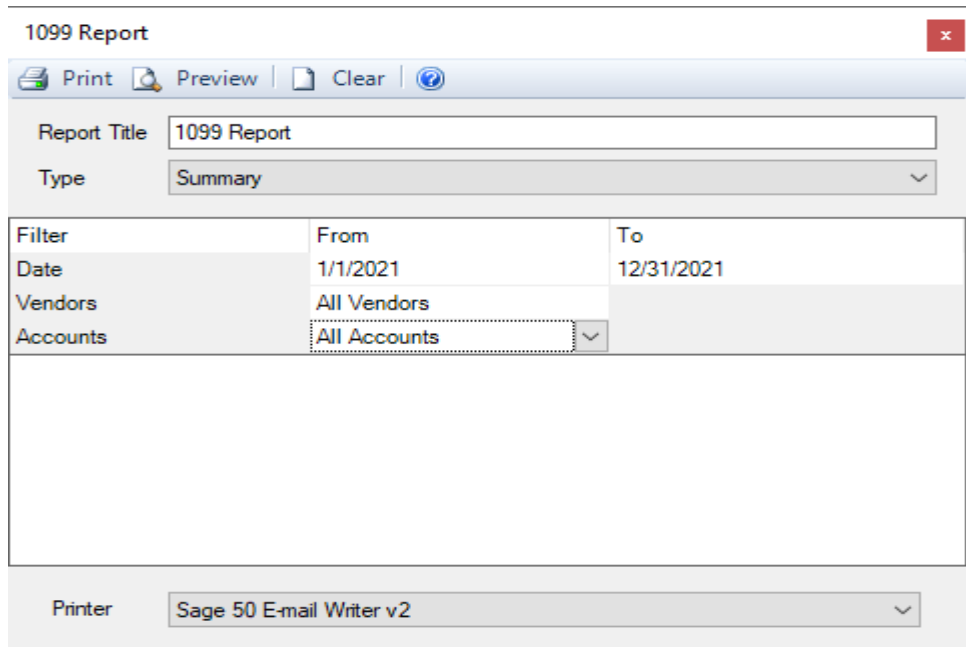


The other prerequisite to print a 1099 for a vendor is to have the Tax ID entered and the Print 1099 box checked on the Vendor entry screen.



Preparing to Print 1099 Forms

To determine which vendors you need 1099s for go to **Vendors > Reports > 1099 Report**; set the Type to Summary, set the filters to 1/1/2021 to 12/31/2021, All Vendors and All Accounts.



This will give you an overview of all payments made to vendors over the course of the year.

A check in the box to the left of the vendor name indicates that the Print 1099 box is checked in the Vendor Setup Screen.

A 1099 Category will be listed under a vendor if any of the payments made to them were coded to a GL account that was tied to a 1099 Category in System Setup.

In order for a 1099 to print for a Vendor there **must** be a check in the box to the left of their name **and** a 1099 Category must be listed **and** the Total shown **Warning** must be over the Threshold shown for that 1099

9:10 AM 1 of 1

Eureka Heating & Air
1099 Report

1099 Category	Threshold	Total
<input checked="" type="checkbox"/> Ace Concrete Finishing 1365 NonemployeeCompensation	600.00	5,892.64
		5,892.64
<input type="checkbox"/> At&T Advertising & Publishing 1168		9,600.00
		9,600.00
<input type="checkbox"/> Chase Card Services 1164		165,841.65
		165,841.65
<input checked="" type="checkbox"/> Metro Properties 1367 Rents	600.00	21,600.00
		21,600.00
<input checked="" type="checkbox"/> Vera's Cleaning Service 1366 NonemployeeCompensation	600.00	2,400.00
		2,400.00

Category.

Once the necessary vendor records have the Print 1099 checkbox checked, it may be helpful to then reprint the 1099 report with these filters:

Type = Detail

Date = 1/1/2021 – 12/31/2021

Vendors = 1099 Vendors

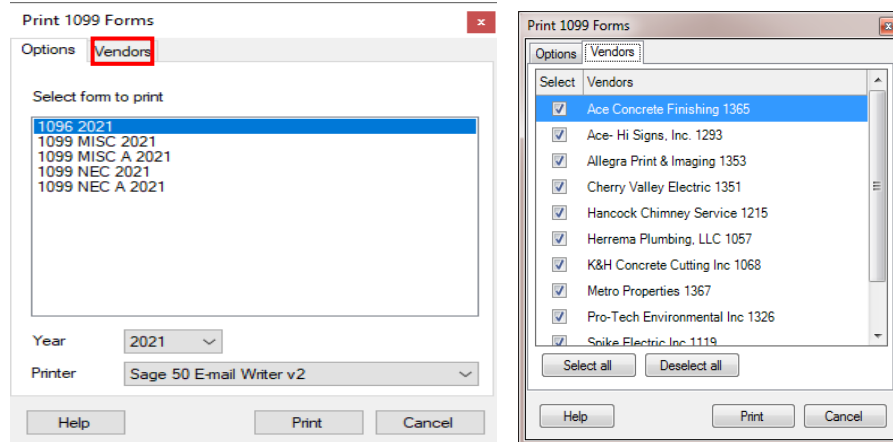
Accounts = All Accounts

This will list all the various general ledger accounts used to pay your 1099 vendors. Now you can ensure you have all needed accounts set in **Company > System Setup > 1099 Tab**.

Printing 1099s

1. Go to **Vendors > Reports > Print 1099 Forms**.
2. Starting in 2020 you are required to print 2 separate 1099 forms which will require you to print the 1099MISC forms first followed by the 1099NEC forms followed by the 1096.

3. Select **1099MISCA**, **1099NECA** (or 1099MIS or 1099NEC) as the form and **2021** for the year then click the *Vendor Tab*.
4. Any Vendors you have set up to print 1099s will appear under the Vendor Tab for your review. You will need to choose which vendors are to receive the 1099MISC and which vendors are to receive the 1099NEC forms. The new 1099NEC form represents the vendors who received non-employee compensation and 1099MISC form represents all other types of compensation. You will need to deselect any vendors who received 'only' non-employee compensation when printing the 1099MISC form. When printing the 1099NEC form you need to deselect those vendors who received only all other forms of compensation. If a vendor receives both non-employee compensation plus another type of compensation, leave the vendor box checked for both the 1099MISC and 1099NEC forms. Here you should de-select any other vendors you do not wish to print 1099s for at this time and do one last check for vendors you may have missed.



5. When you are satisfied with the vendors selected press PRINT.
6. How to Print separate 1096 for the 1099MISC and the 1099NEC

Go to Company/ System Setup/ 1099 Tab / change the Threshold limit field for the Non-Employee Compensation to 99,999.00 and leave the other Threshold limit fields the same. Print your 1096 for your 1099 MISC vendors. Now go back to the 1099 tab in system setup again and enter in the correct limit example \$600.00 in the Threshold limit field for the Non-Employee Compensation and change all other Threshold limit fields to 99,999 and proceed to print your 1096 for all your 1099 NEC vendors.

2021 PAYROLL TAX TABLES

Federal and state tax tables will be updated automatically the first of the year and there is nothing you need to do. When the tax tables are updated the old tables will be renamed with the year added to the end, for example Federal Withholding 2021. The one listed without a year will always be the current year. If for some reason you want to run payroll using 2021 tax tables after January 1 (*uncommon*) you will need to temporarily tie the tax item to the 2021 table. To do this go to **Employees > Payroll Tax Items**, choose your federal tax item and click *Edit*. Drop down the tax table list and choose Federal Withholding 2021. After running the last payroll for 2021 remember to change the tax table back to Federal Withholding so the correct taxes are withheld for 2022.

Starting in 2020 there were 4 new Federal Tax Tables added make sure to apply the correct tax table to the correct employee

The year of 2020 brought additional Federal tax tables that you need to review and add into your payroll tax tables. Your new employee W-4 forms for 2020 now addresses employees that have multiple jobs, as well as head of

household status. FieldEdge has added 4 new federal tax formulas in the cloud to the ESC Accounting software. To utilize the new tables, it will be necessary to create additional tax items in ESC and assign them to the applicable employees as instructed below.

Federal taxes will continue to be calculated as in the past for your current employees who have not filled out a new W-4 form for 2020 under the current **Federal Withholding** tax tables. It is not required that your existing employees fill out a new W-4 for 2020. Although, if they do please review your employees new 2020 W-4 to see if you will need to add the new tax items in your ESC Accounting software.

The 4 additional tax tables are

- 1 Federal Withholding - Step 2 on W4 checked
- 2 Federal Withholding - Step 2 on W4 checked-Head of Household
- 3 Federal Withholding - Step 2 on W4 Not checked
- 4 Federal Withholding - Step 2 on W4 Not checked-Head of Household

Steps below describe the tax tables and how to add them in Esc

New status of Head of household

(c)	<input type="checkbox"/> Single or Married filing separately
	<input type="checkbox"/> Married filing jointly (or Qualifying widow(er))
	<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

New Step 2 on the 2020 W-4

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Multiple Jobs or Spouse Works Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Example 1 STANDARD Withholding Rate Schedules
(Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is **NOT** checked.)

If your current employees W-4 is from 2019 and head of household status has not been selected on any 2020 w-4's, taxes will be calculated for the year 2020 using the same method as in the past. You do not need to do anything in this case.

Example 2

**Form W-4, Step 2, Checkbox, Withholding Rate Schedules
(Use these if the Form W-4 is from 2020 or later and the box
in Step 2 of Form W-4 IS checked.)**

This filing will utilize new Federal Tax tables for those individuals and couples that you have with 2 jobs or more of similar pay. This will require you to set up new Tax Items in ESC and attach them to the applicable employees.

Head of Household

In addition, head of Household has also been added to the Federal Tax tables for 2020. Therefore 2 more tax items will need to be created to utilize head of household.

How to Add and Assign New Tax Items

Step 1. Add new items

In ESC Accounting Select Employees > Payroll Tax Items > Add New and select **Federal Income Tax**.

Add Name FWT– Step 2 Not CK or whatever you want to print on the check stubs

Choose Formula – Select one of following new formulas.

Federal Withholding - Step 2 on W4 checked

Federal Withholding - Step 2 on W4 checked-Head of Household

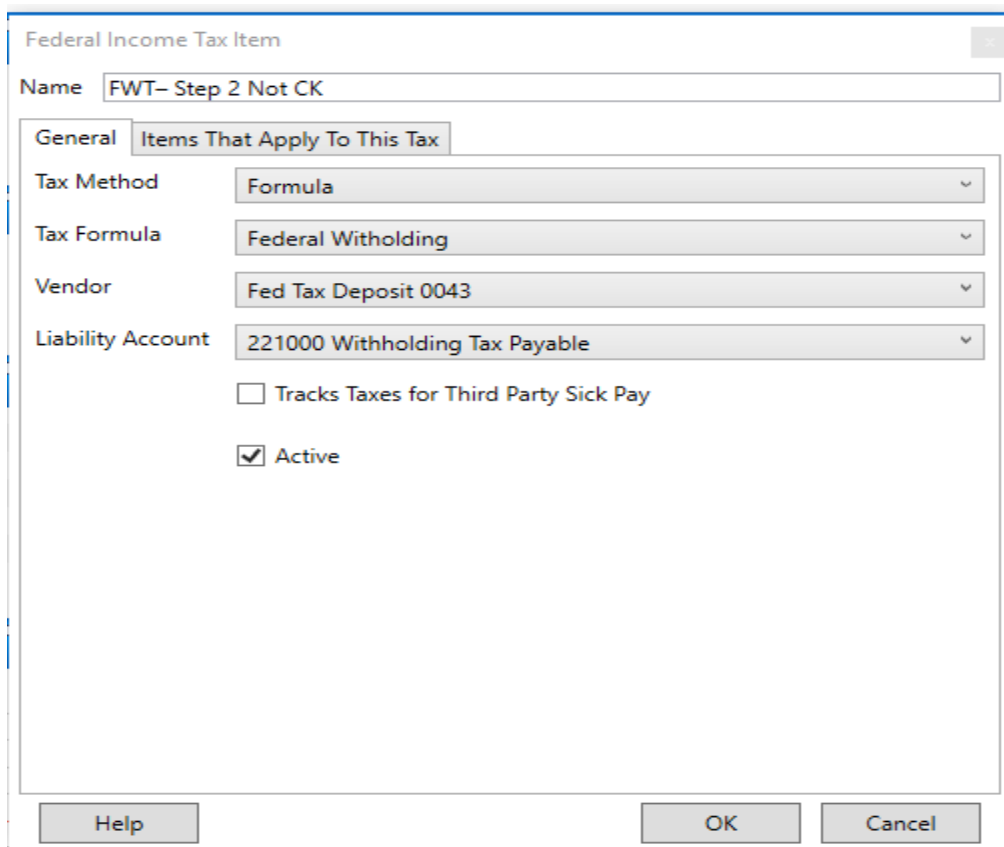
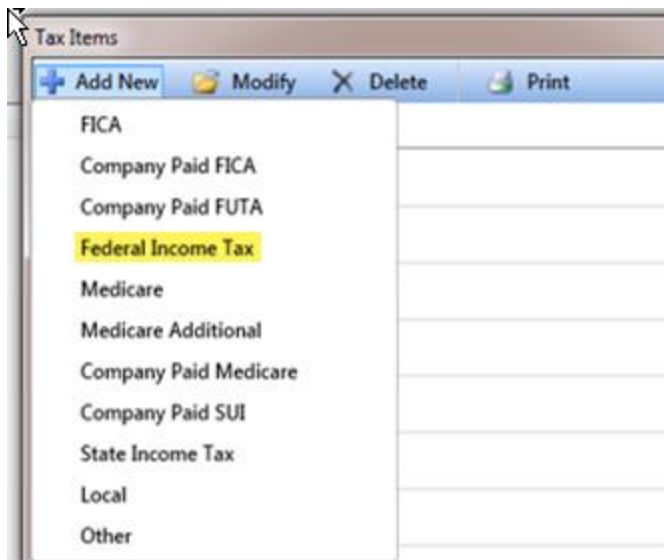
Federal Withholding - Step 2 on W4 Not checked

Federal Withholding - Step 2 on W4 Not checked-Head of Household

Choose Vendor – Enter the vendor you pay your Federal taxes to

Choose Liability Account – Enter the **liability** account for Federal withholding tax

Mark Active – Checked



Items That Apply To This Tax tab—Should apply to all wage items, any cafeteria deductions and employee portions of 401K. *Select same options as your existing Federal withholding tax item.*

Federal Income Tax Item

Name FWT

General Items That Apply To This Tax

Wages	Deductions	Additions
<input checked="" type="checkbox"/> Bonus	<input checked="" type="checkbox"/> 401K	
<input checked="" type="checkbox"/> Commission	<input type="checkbox"/> 401K Company Contrib	
<input checked="" type="checkbox"/> Holiday Hourly	<input checked="" type="checkbox"/> 401K F	
<input checked="" type="checkbox"/> Holiday Salary	<input type="checkbox"/> 401K F Company Contri	
<input checked="" type="checkbox"/> Office OT	<input checked="" type="checkbox"/> Dental Ins - Cafe	
<input checked="" type="checkbox"/> Office Reg	<input type="checkbox"/> Emp Receivables	
<input checked="" type="checkbox"/> Salary	<input checked="" type="checkbox"/> Health Ins - Cafe	
<input checked="" type="checkbox"/> Sick Hourly	<input type="checkbox"/> Uniforms	
<input checked="" type="checkbox"/> Sick Salary		
<input checked="" type="checkbox"/> Spiff		
<input checked="" type="checkbox"/> Tech OT		
<input checked="" type="checkbox"/> Tech Reg		

It's common to select wage items, any cafeteria deductions and employee portions of 401K.

Help OK Cancel

Step 2. Update Employee Records

In ESC Accounting, Select Employees > Enter Employees > select existing employee to edit > Payroll tab.

Marital status: Choose Married or Single according to the employee's W-4

In the Tax Item section select the existing Federal withholding and use the drop down to change to the newly created tax item needed. **There should only be 1 Federal tax item per employee.**

Edit Employee: Billy C 0017

Last name Crystal First name Billy Middle

Dispatch name Billy C Active

General Personnel Payroll Direct Deposit Raises Notes Biography Documents

Marital Status Married

Pay Period Weekly Vacation Hours Allowed 80

Workmans Comp Code TECH Technicians Vacation Hours Used 0.00

Wage item	Rate	Default	Addition/Deduction	Type	Rate	Limit
Bonus	0.00	<input type="checkbox"/>	401K F	Deduct	-20.000 Fixed	16500.00
Holiday Hourly	20.00	<input type="checkbox"/>	401K F Company Con	Contr	-5.000 Fixed	4125.00
On Call	20.00	<input type="checkbox"/>	Dental Ins - Cafe	Deduct	-3.250 Fixed	0.00
Sick Hourly	20.00	<input type="checkbox"/>	Health Ins - Cafe	Deduct	-75.000 Fixed	0.00
Spiff	0.00	<input type="checkbox"/>	Uniforms	Deduct	-3.500 Fixed	0.00
Tech (WIP) OT	30.00	<input type="checkbox"/>				

Tax item	Allowances	Sec Allowances	Additional W/H	Dept
FICA	0	0	0.00	
FICA - Company Portion	0	0	0.00	
FUTA	0	0	0.00	
FWT-Step2 Not Ck	2	0	0.00	
MC	0	0	0.00	
MC - Company Portion	0	0	0.00	

Help OK Cancel

TAXES THAT YOU MAY NEED TO CHANGE

If you have any taxes you set up that are percentages and not based on a tax table such as FUTA, SUTA and local (county or city) taxes, be sure to check with your tax authority for any changes and make sure the rates are updated. Do not make any changes to your tax items until after the last payroll for 2021 has been generated. To make needed changes go to **Employees > Payroll Tax Items**, choose the appropriate tax item and click *Edit*. Make the desired change(s) then click *OK*.

CAFETERIA DEDUCTIONS AND COMPANY PAID HEALTH INSURANCE

Starting in 2013 any health insurance paid by the company for the employee is required to be shown in Box 12 of the employee's W2 with a code of DD. For more information see [Form W-2 Reporting of Employer-Sponsored Health Coverage](#). If the employee also pays for insurance under a cafeteria plan the two amounts should appear as a total in Box 12 with the code DD.

In order for your W2s to print correctly the amount you pay for each employee's insurance will need to be entered. If you have not previously set this up, you will need to enter a lump sum for 2021 and set up payroll to record a portion with each check for 2022. Detailed instructions for both steps are below.

Setting up the Company Contribution

Go to Employees | Additions and Deductions | Add New. Complete as listed.

Field	Contents
Name	Co Pd Medical - <i>This will not print on the check stubs</i>
Type	Deduction
Method	Flat Amount
Vendor	Leave Blank
Liability Account	Enter the EXPENSE account for insurance
Limit Type	Leave blank
Reporting Type	Cafeteria Plan
Company Paid	Checked
Expense Account	Enter the EXPENSE account for insurance. <i>Make sure it is The same account used as the Liability account</i>
Active	Checked
Taxes That Apply To This	None

After all information has been entered it should look somewhat like this:

Payroll Addition/Deduction Item

Name: Co Pd Medical

General Taxes That Apply To This Item

Type: Deduction

Method: Flat Amount

Vendor:

Liability Account: 6402 Group Medical

Limit Type: None

Reporting Type: CafeteriaPlan (12-DD)

Company Paid

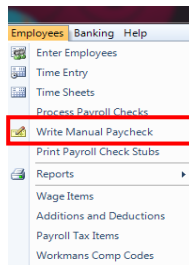
Expense Account: 6402 Group Medical

Active

Buttons: Help, OK, Cancel

Entering a lump sum for 2021

Go to Employees | Write Manual Paycheck



The following screen appears

Payroll Check

Save Save and New Edit Tax View Log

Employee:

Date on check: 12/31/2016 Bank account: 0030 Payroll Checking Account Weeks paid: 0.0

Financial period: 12/2016 Status: To be printed Check number: TO BE PRINTED

Pay period ending date: 12/31/2016 Memo: Manual paycheck

Wage item	Hours	Rate	Amount	Job	Job Class	Dept	WC Code	
							Total	0.00

Addition/Deduction	Type	Rate	Quan	Amount	Dept			
					Company Total	0.00	Total	0.00

Tax item	Amount	Taxable gross	Dept			
			Company Total	0.00	Total	0.00
					Net Pay	0.00

Choose the employee. Use 12/31/2021 as the Date on Check and Pay period ending date and 12/2021 as the financial period. The Bank account will default to your payroll checking account. Change the Status to

“Mark as already printed” You can change the memo if desired. Leave the Weeks paid at 0.0 and enter a “fake” check number.

Leave the wage item blank and go to Addition/Deduction section. Delete all items that appear by highlighting the line and pressing the delete key. Using the dropdown choose the Company Paid Insurance item setup earlier. The Type should show Deduct. In the Rate field, enter the amount the company paid for insurance for this employee for the year as a negative number and the Amount field will auto-fill with the Rate amount. The Addition/Deduction Company Total will show the amount entered, the taxes should be 0 and the Net Pay should be 0. An example is shown below. Click Save or Save and New.

The screenshot shows the 'Payroll Check' window with the following details:

- Employee:** Slook, Arthur 0010
- Date on check:** 12/31/2016
- Financial period:** 12/2016
- Pay period ending date:** 12/31/2016
- Bank account:** 1030 Payroll Checking Account
- Status:** Mark as already printed
- Weeks paid:** 0.0
- Check number:** 1
- Memo:** Manual paycheck

Wage item	Hours	Rate	Amount	Job	Job Class	Dept	WC Code	
							Total	0.00

Addition/Deduction	Type	Rate	Quan	Amount	Dept			
Co Pd Medical	Deduct	-3750.000	Fixed	-3750.00				
					Company Total	-3750.00	Total	0.00

Tax item	Amount	Taxable gross	Dept
FWT	0.00	0.00	
FICA	0.00	0.00	
		Company Total	0.00
		Total	0.00
		Net Pay	0.00

Setting up to record for 2022 (if you did not already create the deduction last year)

After doing the last payroll for 2021 but before doing the first payroll in 2022 do the following to have payroll track the insurance costs.

Go to Employees | Enter Employees choose the desired employee and click Edit. Choose the Payroll tab. Under the Additions/Deductions click the dropdown in the first blank line and choose the Company Paid Insurance item set up earlier. Type should be Deduct. Unless you pay your employees monthly calculate the rate as follows:

Monthly rate x 12 months = yearly rate

If you pay weekly yearly rate / 52 = rate

If you pay bi-weekly yearly rate / 26 = rate

If you pay semi-monthly yearly rate / 24 = rate

If you pay yearly yearly rate = rate

In the example below the company pays 312.50 a month for this employee's insurance and he is paid weekly. To calculate his rate, we do the following:

$$312.50 \text{ per month} \times 12 \text{ months} = 3750.00 \text{ per year} / 52 \text{ weeks} = 72.11 \text{ per week}$$

Addition/Deduction	Type	Rate		Limit
401K F	Deduct	-15.000	Fixed	0.00
401K F Company Con	Contr	-5.000	Fixed	0.00
CO PD INS	Deduct	-72.110	Fixed	0.00
Emp Receivables	Deduct	-20.000	Fixed	120.00
Health Ins - Cafe	Deduct	-75.000	Fixed	0.00
Uniforms	Deduct	-5.250	Fixed	0.00

After the correct rate has been entered press OK to save.

Notes:

When rates change remember to update these amounts.

If, for any reason, a check is not generated for an employee (they are out sick, leave of absence, etc) the company paid insurance will need to be entered using a manual check as described in **Entering a lump sum**, above.

When an employee leaves the company, an adjustment may need to be done using a manual check as described in **Entering a lump sum**, above.

2021 FORMS

Purchasing Forms

ESC uses the standard pre-printed W2, W3 and 1099 forms which can be purchased from descoforms.com. The form numbers are as follows:

- W2 Employer Federal Copy A – 5201
- W2 Employee Federal Copy B – 5202
- W2 Employee Copy C and/or Copy 2 – 5203
- W2 Employee Copy D and/or Copy 1 – 5204
- W3 Transmittal Form – 5200-1 (1 sheet plus 3 free, 4 total)

Downloading the Current Templates

In addition to the above pre-printed forms, it will also be necessary to download the software template for ESC. The current templates are available by clicking [here](#) and choosing Tax Forms.

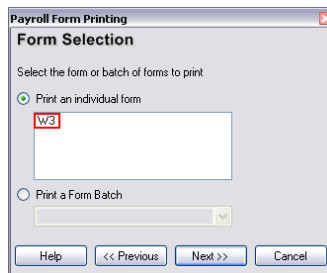
They can also be accessed directly from ESC under Help > Visit Website > Contact ESC Support > Downloads > Download Tax Forms.

Click the Download button next to each required form. If prompted choose where you want the forms to be saved. If not prompted they will be saved to your default downloads folder.

Please note: The only way to open these forms is by importing them into ESC following the directions below. They will NOT open by double clicking or using any other program.

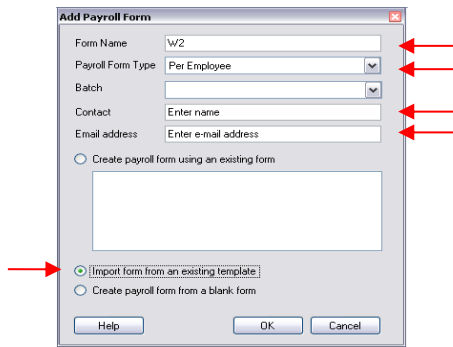
W2 & W3 Install & Print

To determine whether to use directions for **New Installation** or **Updating Existing Forms** go to **Employee > Reports > Print Payroll Forms** and click *Next*. If there are forms listed as shown below use **Updating Existing Forms**. If there are no forms listed use the **New Installation** directions.

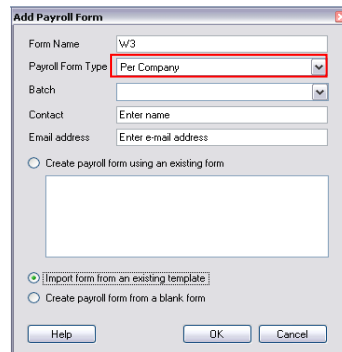


New Installation

1. Logon to ESC using the Admin account.
2. Click **File > Print Options**.
3. Click the **Forms** tab.
4. Click the *Customize* button next to *Payroll Forms*.
5. Click the **Add New** button.
6. Create a form called **W2** using the following information.



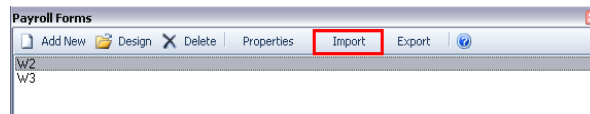
7. Click **OK** to browse to the location of the forms you downloaded earlier. Select W2-21.rtp (W3-21.rtp for W3) and choose **OK**.
8. Repeat for the W3 form using the following settings instead.



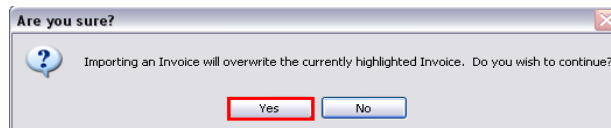
Updating Existing Forms

The layout of the forms has not changed since last year. If you used ESC last year for your W-2/W-3 you may not need to update them. If you do need to:

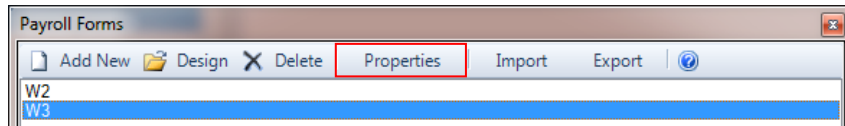
1. In ESC go to **File > Print Options > Forms > Payroll Forms > Customize**.
2. Select the payroll form you want to update and click **Import**.



3. Click "Yes" to the prompt that comes up.



4. Browse to the location of the forms you downloaded earlier and select W2-21.rtp for W2 (W3-21.rtp for the W3) and click **Open**.
5. Repeat steps 1 – 4 for the remaining forms.
6. After the W3 has been imported, make sure the correct form is highlighted and click **Properties** at the top of the screen.



The following screen will appear. Make sure the Contact name and e-mail address required for the W3 are correct.

Congratulations

You have successfully installed/updated the 2021 payroll forms.

Preparing to Process W2 Forms

To save time and avoid frustration check the following items before attempting to process your W2 forms, this is especially critical if you will be transmitting them electronically.

1. From Employees > Reports print a Payroll Report, changing the Type to Summary and filter the Check Date From 1/1/2021 To 12/31/2021. This will show all employees, both active and inactive, that was paid in 2020 and should receive a W2.
2. In Employees > Enter Employees check for an address and Social Security number for each employee on the above report. Make sure there are no spaces in the employee's Social Security numbers, we remove the hyphens, but any blank spaces will return errors. You do not need to reactivate inactive employees for their W2 to print.
3. Go to Company > System Setup > Company Information Tab and make sure the address, phone, fax and Federal ID numbers are correct. Make sure there are no spaces in the Federal ID, phone or fax numbers, we remove the hyphens, but any blank spaces will return errors.
4. If you have state and/or local payroll taxes under Employees > Payroll Tax Items, select the tax and make sure the Tax ID Number and Tax Form Name are filled in. This is the information that will appear on the W2 for boxes 15 and 20.

Printing W2s

1. To print W2s click **Employees > Reports > Print Payroll Forms**.
2. Select *Per Employee Forms* and click *Next*.
3. Select *Print an individual form* and choose W2. Then click *Next*.
4. Select **01/01/2021** as the Start Date and **12/31/2021** as the End Date.
5. To print W2s for all employees leave the Employee field blank and click *Print*. If only one employee's W2 is needed select the employee from the dropdown list and click *Print*.

- Except under special circumstances and under the guidance of your accountant the following page should be left alone, click Next.

Submit Electronic W2s

Preparer Code
Select from the following to indicate who prepared this file.
Self Prepared

Agent Indicator Code
None

Other EIN
If you submitted tax payments to the IRS under Form 941, 943, 944, CT-1 or Schedule H or W-2 data to SSA, and you used a separate EIN, enter the other EIN here.

Income Tax Withheld By Payer Of Third Party Sick Pay
0.00

Kind Of Employer
None Apply

Employment Type
Regular All Others

Tax Jurisdiction
Enter the selection that identifies the type of income tax withheld from the employee's earnings.
Normal

Terminating Business
If this is the last tax year that W-2s will be filed under this EIN, select this box.

<< Back Next >>

- The next screen allows you to preview your information before the W2 file is created. The box to the left of the employee's name allows you to exclude them from the file by removing the checkmark beside their name. This would normally be used if sending a corrected form. A checkmark to the right of their name indicates that they had 3rd Party Sick Pay included on their W2. By clicking on the Details button below their name you can view their wage and tax information (boxes 1 through 6 on the W2.)

Submit Electronic W2s

Include Employee	3rd Party Sick Pay
<input checked="" type="checkbox"/> Baxter, Kelly 0036 Details	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Bonet, Michael 0035 Details	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brown, Daniel 0045 Details	<input type="checkbox"/>
<input checked="" type="checkbox"/> Danner, David 0030 Details	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ford, Bill 0059 Details	<input type="checkbox"/>

Wages, tips, other compensation	522.75	Federal Income Tax Withheld	26.31
Social Security Wages	540.75	Social Security Tax Withheld	22.71
Medicare wages and tips	540.75	Medicare tax withheld	7.84

<< Back Finish

5. When Finish is clicked the next screen will ask where you want the W2.txt file saved. When the appropriate path is selected click Save.
6. The Social Security Administration has a small program called **AccuWage Online** that tests your W2.txt file for any errors before transmitting. Visit <https://www.ssa.gov/employer/accuwage/> website for important information to utilize this tool and test your file before transmitting. AccuWage Online is accessed by logging on to Business Services Online.
7. Correct any errors that AccuWage program shows, retesting until it returns no errors. Please contact ESC technical support (1-800-226-7529 or support@desco-soft.com) if you receive any errors that you are not able to easily rectify. Then transmit the tested W2.txt file to the Social Security Administration using the [Business Services Online](https://www.ssa.gov/bsowelcome.htm) website at <https://www.ssa.gov/bsowelcome.htm> .

WRITING BONUS CHECKS

To print bonus checks:

Go to **Employees > Write Manual Paycheck**. Use the Bonus Wage Item and enter the amount of the bonus in the Rate field. Delete any additions/deductions that you do not want applied to this check. If a Bonus Wage Item is not listed for an employee, go to **Employees > Enter Employees**, choose the desired employee and click edit. Choose the payroll tab and add the Bonus Wage Item to their wage items.

They can also be done utilizing the normal **Employees > Process Payroll Checks** screen. This is beneficial if you want to utilize direct deposit or process with regular payroll. The process is the same but remember to generate any checks before you exit the Process Payroll screen because anything entered and not generated will be lost.

HANDLING 3rd PARTY DISABILITY INSURANCE PAYMENTS

If an Insurance company has notified you that they paid your employee and withheld FICA, MC and possibly Federal Withholding. They sent in the tax they withheld but your company is responsible for the employer portion of the FICA & MC and you need to show the gross and the taxes withheld on the W2. Below are instructions on handling 2 different scenarios; FICA & MC only and FWT, FICA & MC.

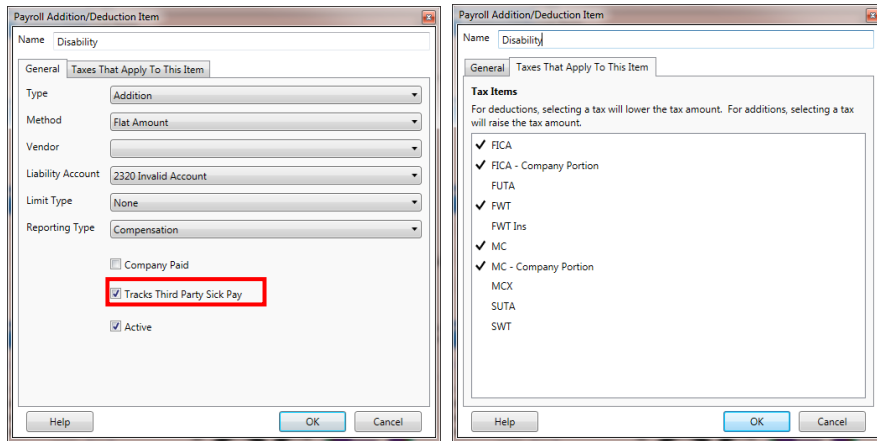
FICA & MC Only

[Set up an Addition](#)

Employees | Additions and Deductions | Add New

Field	Contents
Name	Disability
Type	Addition
Method	Flat Amount
Vendor	Leave Blank
Liability Account	Invalid Account
Limit Type	None
Reporting Type	Compensation
Track Third Party Sick Pay	Check

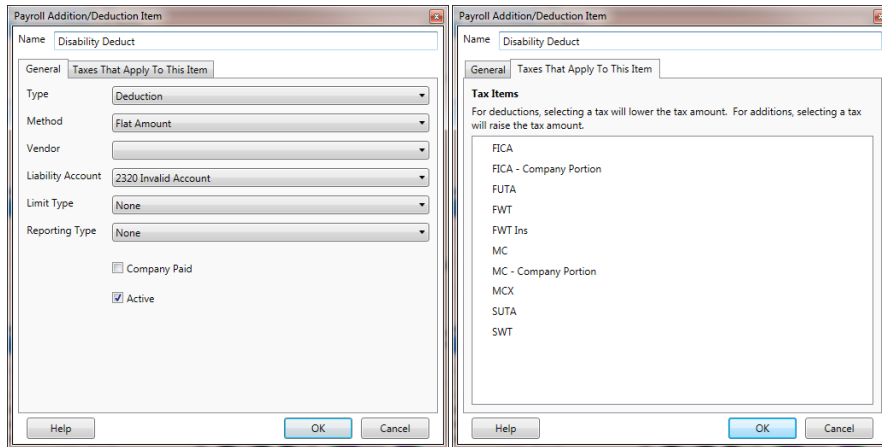
Active	Check
Taxes That Apply To This	FWT, FICA Employee, FICA Company, MC Employee and MC Company



Set up a Deduction

Employees | Additions and Deductions | Add New

Field	Contents
Name	Disability Deduct
Type	Deduction
Method	Flat Amount
Vendor	Leave Blank
Liability Account	Invalid Account
Limit Type	None
Reporting Type	None
Active	Check
Taxes That Apply To This	None



Create Manual Check

Go to Employees | Write Manual Paycheck, enter appropriate dates and set status as Mark as already printed.

Wages section – Leave blank

Additions/Deduction section – Delete all items in the Addition/Deduction section then choose the Disability Addition and enter the gross paid by the insurance company. Add the Disability Deduct and the net paid (as a negative number) by the insurance company.

Taxes section – Press EDIT TAX and change the FWT amount to 0 and make sure the employee FICA and MC match what was deducted by the insurance company.

Net – Should be 0

Click SAVE

The screenshot shows the 'Payroll Check' window for employee 'Carroll, Dorothy 0001'. The 'Date on check' is 12/31/2014, 'Bank account' is 1030 Payroll Checking Account, and 'Status' is 'Mark as already printed'. The 'Wage item' table is empty. The 'Addition/Deduction' table shows a 'Disability' addition of 675.00 and a 'Disability Deduct' of -623.36. The 'Tax item' table shows FWT of 0.00 and FICA of 41.85. The 'Company Total' is 51.64 and the 'Net Pay' is 0.00.

Wage item	Hours	Rate	Amount	Job	Job Class	Dept	WC Code
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Addition/Deduction	Type	Rate	Quan	Amount	Dept
Disability	Add	675.000	Fixed	675.00	
Disability Deduct	Deduct	-623.360	Fixed	-623.36	

Tax item	Amount	Taxable gross	Dept
FWT	0.00	675.00	
FICA	41.85	675.00	

Company Total: 0.00 Total: 51.64

Company Total: 51.64 Total: 51.64

Net Pay: 0.00

Correct Pay Tax Screen

Go to Vendors | Pay Tax. Enter vendor used for Federal Taxes, Type is Federal Tax Deposit.

Account will be the Invalid Account, enter the appropriate date.

Pay	Rec	Date	Account	Document	Org Amount	Amount Due	Payment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/2014	2342 MC Tax Payable	123101	9.79	9.79	9.79
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/2014	2341 FICA Tax Payable	123101	41.85	41.85	41.85
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/2014	2341 FICA Tax Payable	123101	41.85	41.85	41.85
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/2014	2342 MC Tax Payable	123101	9.79	9.79	9.79

Remove all check marks in the left column except for the Employee FICA and Employee MC amount for the manual check just entered. (This is the amount deducted from the employee's check and sent in by the insurance company) Click SAVE.

At this point:

- The gross amount will show up on the W2 in boxes 1, 3 & 5 and the Third-party sick pay box will be checked.
- The FICA & MC that was deducted from the check will show in the appropriate boxes on the W2
- The company portion of the FICA & MC is still in your liability account and Pay Tax screen for you to pay
- The Invalid account is back to 0.

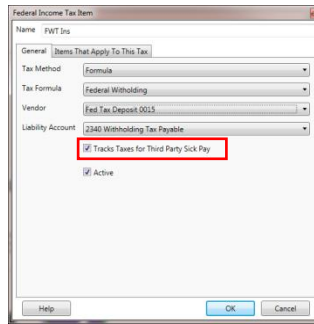
FWT, FICA & MC

If the insurance company withheld Federal Withholding and you need to report it on the employee's W2 set up a Tax Item specifically for this purpose as follows:

Setup New Tax Item

Employees | Payroll Tax Items | Add New | Federal Income Tax

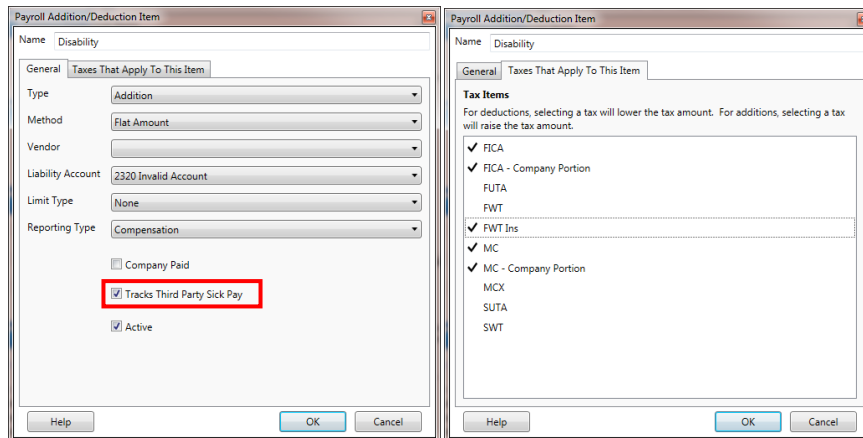
Field	Contents
Name	FWT Ins or something to indicate to you what it is for
Tax Method	Formula
Tax Formula	Federal Withholding
Vendor	Use the Same Vendor as used on regular Federal tax item
Liability Account	Use the Same Account as used on regular Federal tax item
Track Third Party Sick Pay	Check
Active	Check



Set up an Addition

Employees | Additions and Deductions | Add New

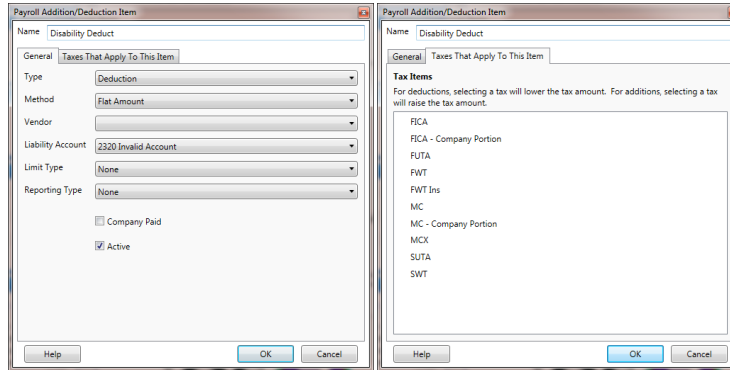
Field	Contents
Name	Disability
Type	Addition
Method	Flat Amount
Vendor	Leave Blank
Liability Account	Invalid Account
Limit Type	None
Reporting Type	Compensation
Track Third Party Sick Pay	Check
Active	Check
Taxes That Apply To This Item	FICA Employee, FICA Company, MC MC Company and FWT Ins.



Set up a Deduction

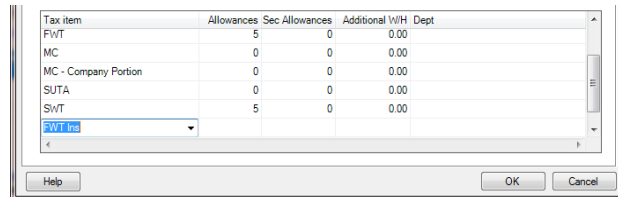
Employees | Additions and Deductions | Add New

Field	Contents
Name	Disability Deduct
Type	Deduction
Method	Flat Amount
Vendor	Leave Blank
Liability Account	Invalid Account
Limit Type	None
Reporting Type	None
Active	Check
Taxes That Apply To This Item	None



Add Tax Item FWT Ins to Employee

Go to Employees | Enter Employees and choose the affected employee(s). Click the Payroll tab and add the FWT Ins tax item to each of the employees who had Federal Withholding taxes withheld from their disability payments.



Create a Manual Check

Go to Employees | Write Manual Paycheck, enter appropriate dates and set Status to Mark as already printed.

Wages Section – Leave blank

Additions/Deductions section - Delete all items in the Addition/Deduction section then choose the Disability Addition and enter the gross paid by the insurance company. Add the Disability Deduct and the net paid (negative number) by the insurance company.

Taxes Section - Check to make sure the employee FICA and MC match what was deducted by the insurance company. The amount of the FWT Ins will most likely need to be edited. If any changes are needed press EDIT TAX to allow for any necessary changes.

Net should be 0

Click Save

The screenshot shows a 'Payroll Check' window with the following details:

- Employee:** Belden, Linda 0011
- Date on check:** 12/31/2014
- Bank account:** 1030 Payroll Checking Account
- Weeks paid:** 0.0
- Financial period:** 12/2014
- Status:** Mark as already printed
- Check number:** 123101
- Pay period ending date:** 12/31/2014
- Memo:** Manual paycheck

Wage item	Hours	Rate	Amount	Job	Job Class	Dept	WC Code	
							Total	0.00

Addition/Deduction	Type	Rate	Quan	Amount	Dept			
Disability	Add	1370.000	Fixed	1370.00				
Disability Deduct	Deduct	-1100.800	Fixed	-1100.80				
					Company Total	0.00	Total	269.20

Tax item	Amount	Taxable gross	Dept		
FWT	106.70	1370.00			
FICA	84.94	1370.00			
		Company Total	104.81	Total	211.51
Net Pay					57.69

At this point:

- The gross amount will show up on the W2 in boxes 1, 3 & 5 and the Third-party sick pay box will be checked.
- The FICA & MC that was deducted from the check will show in the appropriate boxes on the W2
- The company portion of the FICA & MC is still in your liability account and Pay Tax screen for you to pay
- The Invalid account is back to 0.

Frequently Asked Questions

1. No state information is printing on my W-2's.

From the Employees pull down menu select Payroll Tax Items and modify the state or local tax. Make sure the Tax ID Number and Tax Form Name fields are filled in.

2. When I go to print my W3 the form is not listed even though I already imported it.

*From the File pull down menu select Print Options, the Forms tab, click Customize on the Payroll Forms. Highlight the W-3 form and click the Properties button. Make sure the Payroll Form Type field is set to Per Company and **not** Per Employee.*

3. How do I get the contact name and email address to print on the W-3?

From the File pull down menu select Print Options, the Forms tab, click Customize on the Payroll Forms. Highlight the W-3 form and click the Properties button. Make sure the **Contact** and **Email Address** fields are filled in.

4. On the W-2 boxes 1, 3 & 5 are not what they should be. How do I correct?

Call us for assistance to utilize a tool to make a one-time correction

5. How do I submit the W2 electronic file to my state?

The electronic file was not designed with the RS records needed to submit to the states. It can only be used to submit to the Social Security Administration to report Federal wages.

6. I need one of my deductions to print in box 12 of the W-2 with a specific code. How do I do that?

Under Employees > Additions and Deductions modify the deduction in question. The Reporting Type field controls if and where it reports on the W-2. The number in the () is the box number and code for the W-2. Example - SimpleIRA (12-D) amounts will report to box 12 with the code of D. This field can be corrected anytime prior printing the W-2's. All prior amounts for this deduction throughout the year will report to that box/code.

7. Some numbers on the trial balance for the New Year do not look correct.

Close the year again.

Additional prior year entries have been done since the last Close Year, therefore the year needs to be closed again. Close all screens. Select Company > Close Fiscal Year, select the year that recently ended (will be the second one in the list), click Close Fiscal Year. This updates the prior year ending balance to new/current year beginning balance. It will be necessary to do this again if additional prior year entries are made. It is perfectly normal to close the year many times this time of year.

8. The December ending balance for the checking account is not the January beginning balance.

Close the year again.

Additional prior year entries have been done since the last Close Year, therefore the year needs to be closed again. Close all screens. Select Company > Close Fiscal Year, select the year that recently ended (will be the second one in the list), click Close Fiscal Year. This updates the prior year ending balance to new/current year beginning balance. It will be necessary to do this again if additional prior year entries are made. It is perfectly normal to close the year many times this time of year.

9. My accounts receivable aging reports do not balance to the accounts receivable general ledger account.

Close the year again.

Additional prior year entries have been done since the last Close Year, therefore the year needs to be closed again. Close all screens. Select Company > Close Fiscal Year, select the year that recently ended (will be the second one in the list), click Close Fiscal Year. This updates the prior year ending balance to new/current year beginning balance. It will be necessary to do this again if additional prior year entries are made. It is perfectly normal to close the year many times this time of year.

10. After I downloaded the templates I try to open them but I get an error relating to Unable to find software for the selected file.

The downloaded templates can't be opened by simply clicking on them directly. They need to be imported using the steps detailed in [W2 & W3 Install & Print](#).

11. I am having problems locating the AccuWage Downloadable 2021 software.

This year the Social Security Administration is utilizing only the online version. This is accessible once you log into your [Business Services Online](#) account.

12. Does ESC generate the new 1094-C and 1095-C forms for Health Insurance Offer and Coverage?

No. The information needed to complete these forms is not contained in ESC Accounting. One report that may assist in the preparation would be the Payroll Item Report under Employees | Reports, and filtering the company paid health insurance deduction. Be aware this clearly would not list the spouse and dependant covered individuals. More information on these forms can be found at <https://www.irs.gov/instructions/i109495c/>