



## **Anthology Payroll for Microsoft Dynamics 365 Finance**

### **ANTHOLOGY PAYROLL - V122 STATUTORY DEDUCTION SPREADSHEET FOR UNITED STATES**

**Release Date:** November 2024  
**Version:** Version 122 for the United States

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## Introduction

This document contains a summary of changes and installation instructions for Statutory Deductions Spreadsheet Version 122 for the United States.

This spreadsheet is only compatible with the following version of Anthology Payroll:

- Anthology Payroll for Microsoft Dynamics 365 Finance

This spreadsheet updates US statutory deductions in Anthology Payroll according to the most recent legislation by governing authorities. It is intended for companies that process US statutory deductions in the specified jurisdictions.

The current baseline version for the Payroll Statutory Deduction Spreadsheet is **Version 112**. If you have installed Version 112, you can install any subsequent version.

For more details about the objects and statutory deductions updated by this spreadsheet, contact our Client Support: <https://support.campusgmt.com>

It is recommended that this spreadsheet is installed in a test environment and validated against your test data before installing it in production.

This document is divided into the following sections:

- Summary of Changes
- Installation

## Summary of Changes

The following changes are made since the previous version.

### US Federal Changes

This version contains the following federal change for the United States:

State	Changes
941	To ensure that 941 Liabilities (Monthly or Schedule B) are not impacted by earnings configured as Family Leave or Sick leave, the expiry date of “941 FFCRA is active” has been updated.

### State Changes

This version contains the following state changes:

State	Changes
Arkansas	Tax rates and adjustment amounts are changed. This change is retroactive to July 1, 2024. Supplemental income tax rate is reduced from 4.4% to 3.9%. This change is retroactive to July 1, 2024.
Colorado	New calculation variables are added for workers who have completed form <i>DR 0004 - Colorado Employee Withholding Certificate</i> . This change requires post-installation instructions.
District of Columbia	Family leave employer tax rate is increased from 0.26% to 0.75%. This change is retroactive to July 1, 2024.
Kansas	Tax rates and tax brackets are changed. This change is retroactive to July 1, 2024. Withholding allowance is increased from \$2,250 to \$2,320. This change is retroactive to July 1, 2024. New filing statuses for state income tax are introduced starting July 1, 2024. This change requires post-installation instructions.

## Installation

Installation procedures are divided into the following sections:

- Time to install.
- Prerequisites
- Installation instructions
- Post-installation

### Time to Installation

The time required for Anthology Payroll to complete the import process varies depending on the type of spreadsheet:

- This is an *update* version. The import process time will be minimal because you are only importing records that have been updated since the last baseline version.

These other factors can also impact the time required for installation:

- The amount of pre-existing, custom statutory deduction records in your system. Anthology Payroll must check each of these against the imported records for conflicts.
- The amount of statutory deduction changes included in the current version.

### Prerequisites

The prerequisites for installing Version 122 for the United States are:

- Microsoft Excel installed on the Microsoft Dynamics AX client from which the statutory deduction spreadsheet is updated.
- Anthology Payroll version required.
- Latest statutory deduction spreadsheet condition.

## Anthology Payroll Version Required

This version of the spreadsheet is intended for Anthology Payroll US localization version 10.0. Other versions are not compatible with this spreadsheet.

To verify your version, click **Anthology Payroll** > Setup > Parameters. The version number appears in the **General definitions** form title.

For the latest software updates of Anthology Payroll, please contact Loki Client Support:

<https://support.campusmgmt.com>

## Latest Statutory Deduction Spreadsheet Condition

Depending on the last Statutory Deductions Spreadsheet that you have imported into your environment, you may need to import a prerequisite spreadsheet before importing this one.

Version 122 for the United States is an update version of the Anthology Payroll Statutory Deductions Spreadsheet. This version is meant to be installed on top of the current baseline version, which is Version 112. Update versions released after each baseline are cumulative and are independent of each other. If you have installed Version 112, you can install any subsequent update version.

If there are any spreadsheet versions between Version 112 and Version 121 that you have not installed, please check for any pre- and post-installation instructions applicable to these missed versions that may apply to statutory deductions in jurisdictions where your company operates. For an overview of these steps since the last baseline, see Pre-Installation Procedures on page 7 and Post-Installation Procedures on page 9.

To determine your current spreadsheet version, click **Anthology Payroll** > **System update utilities** > **Other** > **Import statutory deduction updates** to open the Import statutory deduction updates pane. Note the value of the Latest version installed.

For other versions of the Statutory Deductions Spreadsheet, please contact our Client Support:

<https://support.campusmgmt.com>

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**Note:** *it is recommended that you install and test the spreadsheet in a test environment before installing it in production.*

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## Pre-Installation Procedures

Pre-installation procedures may be required to prepare Anthology Payroll for the installation of the spreadsheet. If you follow any of these procedures, ensure to perform the procedures in the same test environment as your initial installation, and to validate correct functionality before performing the same steps in your production environment.

The following table describes the pre-installation procedures applicable to each version since the last baseline version (Version 112).

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**Note:** *If you have previously skipped the installation of any spreadsheet versions listed below and they contain pre-installation instructions, then you must contact Client Support for the release notes of those past versions:*

<https://support.campusmgmt.com>

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Spreadsheet Version	Pre-installation procedures
112	None
113	None
114	None
115	None
116	None
117	None
118	None
119	None
120	None
121	None
122	None

## Installation Instructions

You must complete the following steps in the proper sequence to install the spreadsheet. It is recommended that you first install and test the spreadsheet in a test environment before installing it in your production environment. It is also recommended to install the spreadsheet at the start of a new pay period before any transactions are made.

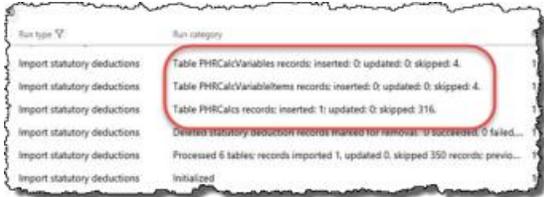
To install the Statutory Deductions Spreadsheet:

1. Log in to the Microsoft Dynamics 365 Finance. Ensure you are in the company (legal entity) that you want to update.
2. Click Anthology Payroll > System update utilities > Other > Import statutory deduction updates to open the Statutory deduction data import pane.

3. The next step depends on the latest version of the Statutory Deductions Spreadsheet that you have installed:
  - If the import pane shows are no version numbers OR the latest version number is lower than Version 112, you must install the latest baseline version before proceeding to install this version. The latest baseline version is Version 112. After installing the baseline, proceed with installing Version 121 for the United States. For information on how to obtain the baseline version, please see Latest Statutory Deductions Spreadsheet Version on page 6.
  - If the latest version number is Version 112 or higher, then proceed to the next step.
4. In the pane, browse to your statutory deduction spreadsheet and select it.
5. Click OK to start the import.
6. When the import process is complete, an alert message appears. If there are errors reported, navigate to Anthology Payroll > Inquiries > Run controls to view the error messages. Take the recommended actions (see Error Messages and Conditions on page 7) and run the import process again.
7. You have completed the spreadsheet installation process. Please check for any post-installation notes or instructions that may apply to you. Remember to test the spreadsheet in a test environment before repeating these instructions in your production environment.

## Error Messages and Conditions

The following table details some common error messages or conditions that you may encounter when importing a Statutory Deductions Spreadsheet and the recommendations on fixing the error:

Error Condition	Problem and Resolution
<p>No statutory deduction updates are imported. The run controls do not display any messages about importing spreadsheet tables, only that the process has initialized. For reference, highlighted lines in the image below do not appear in the run controls.</p> 	<p>A synchronization error has occurred on the cloud-based environment resulting in the import process hanging.</p> <p>The Statutory Deductions Spreadsheet import process must be restarted. However, it is possible that a partial import has occurred and some records have been imported. These records must be deleted before the import process can be restarted.</p>

Error Condition	Problem and Resolution
	<p>If this scenario occurs, please contact our Client Support for assistance (<a href="https://support.campusmgmt.com">https://support.campusmgmt.com</a>).</p>
<p>Table &lt;tableName&gt; contains field 'Code' with key value &lt;keyValue&gt; which is a system record; it must be renamed or removed prior to import.</p>	<p>You have set up a record in the &lt;tableName&gt; that matches a versioned record in the spreadsheet.</p> <p>If your custom record serves a specific purpose, then it must be renamed. If you want to replace your record with the one in the spreadsheet, then simply delete your custom record.</p> <p>After taking one of these steps, run the import process again.</p>

**Post-Installation Procedures**

After you have installed the spreadsheet, post-installation procedures are sometimes required to properly configure new data elements. If you follow any of these procedures, ensure to perform the procedures in the same test environment as your initial installation, and to validate correct functionality before installation in your production environment.

The following table describes the post-installation procedures applicable to each version since the last baseline version (Version 112).

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**Note:** *If you have previously skipped the installation of any spreadsheet versions listed below and they contain post-installation instructions, contact our Client Support for the release notes of those past versions: <https://support.campusmgmt.com>*

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Spreadsheet Version	Post-installation procedures
112	None
113	Revert OASDI Taxable Income Calculation Method
114	Set up Colorado Family and Medical Leave Insurance Set up Oregon Paid Leave Update Washington Family Leave Insurance Employer Rate
115	Set up Massachusetts Paid Family Medical Leave Accumulators Set up Massachusetts Paid Family Medical Leave Consideration for Small Employers
116	Set up Maryland Paid Family and Medical Leave Set up New Jersey Governmental Reimbursable Employer
117	Set up Arizona Taxable Fringe Benefits Accumulators
118	Update Washington Family Leave Insurance Employer Rate
119	Set up Filing Statuses for Montana State Income Tax Re-seed Arizona Taxable Fringe Benefits Accumulator
120	Set up Filing Statuses for Georgia State Income Tax Check and Assign Massachusetts State Income Tax Calculation Variables
121	Set up Accumulators for Alabama State Overtime Pay Exemption Set up Vermont Child Care Contribution Set up Maryland Local Tax Table Rate Calculations
122	Set up Filing Statuses for Kansas State Income Tax Set up DR 0004 Colorado Employee Withholding Certificate

### Set up Filing Statuses for Kansas State Income Tax

New filing statuses for single, married filing separately, married filing jointly, and head of household have been added for Kansas state income tax starting July 1, 2024. These filing statuses determine the amount of personal exemptions granted to the worker. The following objects are included with the Statutory Deductions Spreadsheet and require additional post-installation configuration:

- A new calculation variable for KS personal exemptions, which indicates a Kansas worker's filing status

If you have no workers or business in Kansas, you can skip these procedures.

To assign the Kansas SIT calculation variables to a worker:

1. In the navigation pane, click **Common > Anthology payroll workers** to open the **Anthology payroll workers** list. Select the worker in the list.
2. On the ribbon, click **AdvPay Profile** tab > **Manage** section > **Calculation Variables** to open the **Worker calculation variables** form.
3. On the **Overview** tab, create a new record.
4. Select from the following **Calculation variables** according to the worker's filing status:

<b>Filing Status</b>	<b>Calculation Variable</b>	<b>Item</b>
Head of household	KS Personal Exempt	KS HOH
Married filing jointly	KS Personal Exempt	KS Married Fil Joint
Married filing separately	KS Personal Exempt	KS Married File Sep
Single	KS Personal Exempt	KS Single

5. Ensure the **Use default** field is set to Yes.
6. Enter an **Active date** of 07/01/2024 (July 1, 2024) and an **Expiry date**.
7. Save your changes and close the form. Repeat for additional workers in Kansas state.

## Set up DR 0004 Colorado Employee Withholding Certificate

New calculation variables are added to allow for workers in Colorado who have completed form DR 0004 - Colorado Employee Withholding Certificate. This certificate is optional for employees, but if they have completed one, you may indicate its values in the following calculation variables so that their Colorado SIT is calculated accordingly. Employees who are not assigned these calculation variables will continue to have their Colorado SIT calculated according to their W-4.

If you have no workers or business in Colorado, or no workers in Colorado who have completed a DR 0004, you can skip these procedures.

To assign the Colorado DR 0004 calculation variables to a worker:

1. In the navigation pane, click **Common > Anthology payroll workers** to open the **Anthology payroll workers** list. Select the worker in the list.
2. On the ribbon, click **AthPay Profile** tab > **Manage** section > **Calculation Variables** to open the **Worker calculation variables** form.
3. On the **Overview** tab, create a new record.
4. Select the following **Calculation variables**:

Calculation Variable	Item	Description
CO DR0004 Line2	CO DR0004 Line2	Line 2 on the DR 0004: Annual withholding allowance
CO DR0004 Line3	CO DR0004 Line3	Line 3 on the DR 0004: Additional withholding per pay period

5. Ensure the **Use default** field is set to *No*.
6. Enter an **Active date** of *07/01/2024* (July 1, 2024) and an **Expiry date**.
7. Save your changes and close the form. Repeat for additional workers in Colorado state.