Anthology Payroll

Product Version: **Anthology Payroll for Dynamics 365 Finance: Year-End Preparation for United States Localization**

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Contents

Introduction

This document describes the general procedures required to prepare for a new tax year in Anthology Payroll for Microsoft Dynamics 365 Finance. This document can be used as a checklist to ensure your implementation is properly configured for the start of a new tax year.

If you have questions regarding these instructions, then contact:

- Your Anthology Payroll implementer; or
- https://support.campusmgmt.com

Prepare for the New Tax Year

The following objects in your implementation of Anthology Payroll must be updated for the new tax year.

Date Groups

If you are using date groups, new dates for each group must be added for the new year. To update date groups:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Dates** > **Date groups** to open the **Date groups** form.
2. On the **Overview** tab, select the date group to update.
3. On the **Dates** tab, create a new date to the date group. Specify fields accordingly.
4. Repeat as necessary for additional date groups.

Date Period Dates

Your date periods must have date ranges set up for the new year. For the date periods that had date period dates for the year now ending, set up a new set of dates for the upcoming year. Take note of which date periods have a pay group in the current year.

Some typical date periods are:

- Calendar Month
- Calendar Quarter
- Calendar Week
- Calendar Year
- Pay Period
- Pay Year
- Tax Year
- Tax Week

To update date period dates:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Dates** > **Date period dates** to open the **Date period dates** form.
2. On the **Fast entry** tab, specify a **Date period** to add dates for. Specify a **Pay group** if the dates are applicable only to that pay group; otherwise leave **Pay group** blank to allow the dates of that date period to apply to all pay groups.
3. Fill out the other fields as necessary to generate the new dates for the new year. Ensure that your new date periods start the day after the corresponding previous year's date periods end. Click **Generate** to create the new dates.
4. After generating the new dates, check for gaps to ensure that there are none. If there are gaps, adjust dates accordingly.

5. Repeat for each pay group with different pay periods (e.g. *Weekly* and *Bi-weekly*) and additional date periods.

If you have *Weekly* and *Bi-weekly* pay periods, It is recommended to create 53 *Weekly* periods and 27 *Bi-weekly* periods. Then check the **Statement date** of the last pay period created. If the date is in the next tax year, then delete the last period.

> ***Note**: once you have completed the setup, compare the **Dates Period Dates** from the current year with the previous years to ensure the current year setup is the same as the previous year setup. This can be done by filtering on the year, exporting the data to a spreadsheet and inserting a pivot table to compare the current year and the previous year's date periods.*

Benefit/deduction Schedules

Benefit/deductions must be scheduled for the new year otherwise they will not be deducted. It is recommended to copy the schedules from the current year to the next year with the same **Benefit/deduction rule groups** (if any).

To update benefit/deduction schedules:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period benefit/deductions** to open the **Pay period benefit/deduction schedules** form.
2. On the **Overview** tab, review the schedules that were set up for the previous year.
3. If your benefit/deduction schedules are set up for **Benefit/deduction groups** (e.g.: *Apply every pay period*, *Apply monthly*, etc.):
   a. On the **Fast entry** tab, select the applicable **Pay groups** and **Benefit/deduction group**.
   b. Select the **Pay period end dates** to schedule for the benefit/deductions in the group. These are the pay periods when the benefit/deductions will deduct.
   c. If your benefit/deduction rule groups have different schedules, select the appropriate **Benefit/deduction rule group**. Note that you must repeat this process for each rule group with different schedules.
   d. Click **Insert** to create the schedules for the group.
   e. Repeat as required for additional benefit/deduction groups and/or rule groups.
4. If your benefit/deduction schedules are set up individually for each **Benefit/deduction**:
   a. On the **Fast entry** tab, select the applicable **Pay groups** and the **Benefit deduction**.
   b. Select the **Pay period end dates** to schedule for the benefit/deduction. These are the pay periods when the benefit/deduction will deduct.
   c. If your benefit/deduction rule groups have different schedules, select the appropriate **Benefit/deduction rule group**. Note that you must repeat this process for each rule group with different schedules.
   d. Click **Insert** to create the schedules for the benefit/deduction.
   e. Repeat as required for additional benefit/deductions and/or rule groups.

Entitlement Schedules

Entitlements must be scheduled for the new year otherwise they will not accrue.

To update entitlement schedules:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period entitlements** to open the **Pay period entitlement schedules** form.
2. On the **Overview** tab, review the schedules that were set up for the previous year.
3. If your entitlement schedules are set up for **Entitlement groups** (e.g.: *Apply every pay period*, *Apply monthly*, etc.):
    a. On the **Fast entry** tab, select the applicable **Pay groups** and **Entitlement group**.
    b. Select the **Pay period end dates** to schedule for the entitlements in the group. These are the pay periods when the entitlements will accrue.
    c. If your entitlement rule groups have different schedules, select the appropriate **Entitlement rule group**. Note that you must repeat this process for each rule group with different schedules.
    d. Click **Insert** to create the schedules for the group.
    e. Repeat as required for additional entitlement groups and/or rule groups.
4. If your entitlement schedules are set up individually for each **Entitlement**:
    a. On the **Fast entry** tab, select the applicable **Pay groups** and the **Entitlement**.
    b. Select the **Pay period end dates** to schedule for the entitlement. These are the pay periods when the entitlement will accrue.
    c. If your entitlement rule groups have different schedules, select the appropriate **Entitlement rule group**. Note that you must repeat this process for each rule group with different schedules.
    d. Click **Insert** to create the schedules for the entitlement.
    e. Repeat as required for additional entitlements and/or rule groups.

Generated Earning Schedules

Generated earnings must be scheduled for the new year otherwise they will not be generated.

To update generated earning schedules:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Schedules** > **Pay period generated earnings** to open the **Pay period generated earning schedules** form.
2. On the **Overview** tab, review the schedules that were set up for the previous year.
3. If your generated earning schedules are set up for **Generated earning groups**:
    a. On the **Fast entry** tab, select the applicable **Pay groups** and **Generated earning group**.
    b. Select the **Pay period end dates** to schedule for the generated earnings in the group. These are the pay periods when the generated earnings are generated.
    c. If your earning rule groups have different schedules, select the appropriate **Earning rule group**. Note that you must repeat this process for each rule group with different schedules.
    d. Click **Insert** to create the schedules for the group.
    e. Repeat as required for additional generated earning groups and/or rule groups.
4. If your generated earning schedules are set up individually for each **Generated earning**:
    a. On the **Fast entry** tab, select the applicable **Pay groups** and the **Generated earning**.
    b. Select the **Pay period end dates** to schedule for the generated earning. These are the pay periods when the generated earning is generated.
    c. If your earning rule groups have different schedules, select the appropriate **Earning rule group**. Note that you must repeat this process for each rule group with different schedules.
    d. Click **Insert** to create the schedules for the generated earning.
    e. Repeat as required for additional generated earnings and/or rule groups.

Statutory Deduction Rate Changes

For most statutory deduction rates, Anthology Payroll maintains the latest rates with the latest version of the Statutory Deductions Spreadsheet for Anthology Payroll. The spreadsheet is imported to update your environments.

If you have defined your own rates in calculations for other statutory deductions that are specific to your company and jurisdiction, and they are changing in the new tax year, you must update them in an effective-dated change. For example, if you have any of the following types of calculations that are not managed by the Statutory Deductions Spreadsheet:

- state unemployment insurance rates
- other rates that are managed manually

To update calculations:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.
2. On the **Overview** tab, select the calculation containing the rate to update. Expand the **Maintain effective date entries** pane.
3. On the **Maintain effective date entries** pane, create a new effective-dated record of the calculation.
4. Change the **Active date** of the new record to the first day of the new tax year (or the appropriate date the new rate is to take effect).
5. On the **Rule** tab, click **Edit** to open the **Calculation setup** form. Change the **Calculation result** (or **Calculation string**) to the new rate.
6. Click **Validate** to validate your calculation string. Verify that the validation passes.
7. Click **Save** to save your changes and close the **Calculation setup** form.
8. Repeat for each rate change defined in a calculation.

Calculations with Explicit Dates

If you have defined any calculations that incorporate explicit dates (non-system dates) that change each year, you must update them with an effective-dated change.

To update calculations:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Calculations** > **Calculations** to open the **Calculations** form.
2. On the **Overview** tab, select the calculation containing the date to update. Expand the **Maintain effective date entries** pane.
3. On the **Maintain effective date entries** pane, create a new effective-dated record of the calculation.
4. Change the **Active date** of the new record to the first day (or another appropriate date) of the new tax year.
5. On the **Rule** tab, click **Edit** to open the **Calculation setup** form. Change the explicit date in the **Calculation result** (or **Calculation string**).
6. Click **Validate** to validate your calculation string. Verify that the validation passes.
7. Click **Save** to save your changes and close the **Calculation setup** form.
8. Repeat for each calculation with explicit dates.

Statutory Deductions Spreadsheets

Anthology Payroll provides regularly-updated statutory deductions in the form of importable Microsoft Excel spreadsheets for each version and localization.

To obtain the latest spreadsheet for your jurisdiction, please contact our Client Support:

https://support.campusmgmt.com

Year-End Forms

Year-end forms are generated from Anthology Payroll and then filed using the Greenshades Tax Filing Center. The following forms are supported by Anthology Payroll:

- 940 annual federal unemployment
- W-2 reporting

Create 940 Annual Federal Unemployment Report

940s are created annually for reporting FUTA (Federal Unemployment Tax Act) returns. The **940 creation** process includes creating a transmission file for 940s intended for upload to the IRS. The process uses third-party software, Greenshades, to submit the report.

To create a 940 submission file:

1. In the navigation pane, click **Periodic** > **Year end** > **940 creation** to open the **940 creation** dialog.
2. Specify a **Date period** of *Tax Year* and select the current (or previous) year in the **Date period year** and **Date period number** fields.
3. Enter **Total FUTA Tax Deposited** for the year, including any overpayment applied from a prior year. This is equivalent to *Box 13* on the 940 form.
4. Select an option for **All taxable FUTA wages were excluded from state unemployment tax**. This option is used in *Box 9* on the 940 forms.
5. If **All taxable FUTA wages were excluded from state unemployment tax** is *No*, enter your total taxable FUTA wages into the **Box 10** field. Otherwise, leave this amount as zero. This is equivalent to *Box 10* on the 940 forms.
6. Click **OK** to generate the 940-submission form.

To download the XML file to your local computer, click **Periodic** > **Download files to local network**.

After the 940-submission file has been created, you must open the **Tax Filing Center** to file it electronically.

Create W-2 Report and Submission File

The W-2 listing report shows a summary of worker W-2 data for a specified year. The report can be reviewed and printed as desired. Successfully running the listing report is also a good indication that W-2s can be properly run.

To run the W-2 listing report:

1. In the navigation pane, click **Reports** > **USA reports** > **W2 listing** to open the **W2 listing** pane.
2. Specify a **Date period** of *Tax Year* and select the current (or previous) year in the **Date period year** and **Date period number** fields.
3. Click **OK** to view the report in a new browser window.

The **W2 creation** process includes creating a transmission file for W-2s intended for upload to the IRS. The process uses third-party software, Greenshades, to create and submit the report.

To create a W-2 submission file:

1. In the navigation pane, click **Periodic** > **Year end** > **W2 creation** to open the **W2 creation** pane.
2. Specify a **Date period** of *Tax Year* and select the current (or previous) year in the **Date period year** and **Date period number** fields.
3. Click **OK** to generate the W-2 submission form.

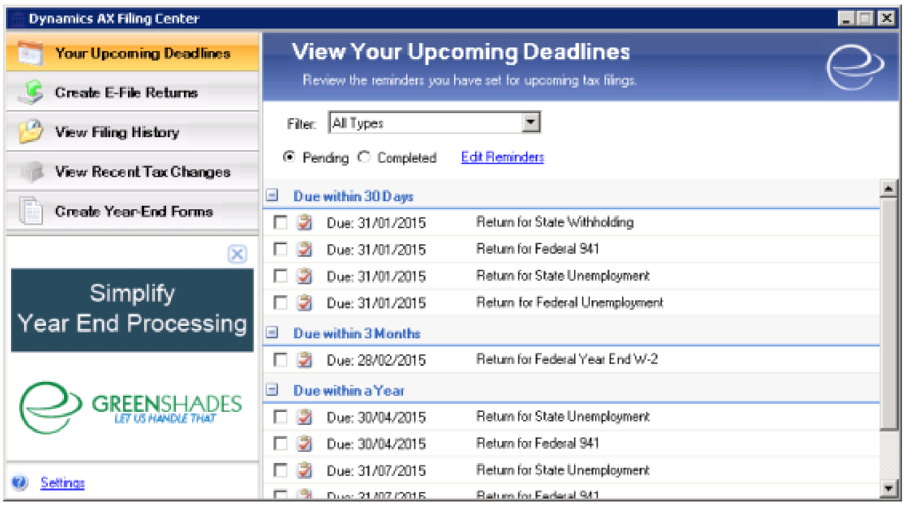
To download the XML file to your local computer, click **Periodic** > **Download files to local network**.

After the W-2 submission file has been created, you must open the **Tax Filing Center** to file it electronically.

Greenshades Tax Filing Center

The Greenshades Tax Filing Center (TFC) manages all form filings and submissions from Anthology Payroll to the IRS and respective government organizations. Additional documentation on the TFC is provided by Greenshades, but this section contains general information on submitting the various forms through the Filing Center.

The Tax Filing Center must be installed locally on your workstation and opened manually. You can electronically file your returns from the TFC. Additionally, you may distribute year-end forms to your employees from greenshadesonline.com, which is launched from within TFC.



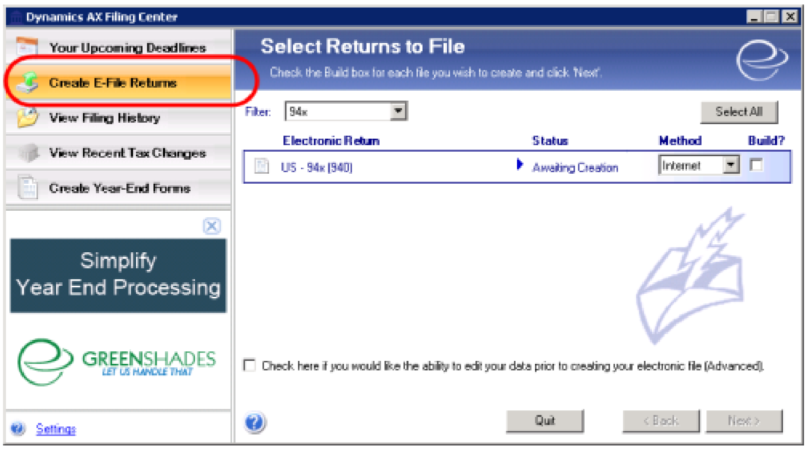
Additional documentation on the TFC can be found at:

http://www.greenshades.com/download-tax-filing-center.php

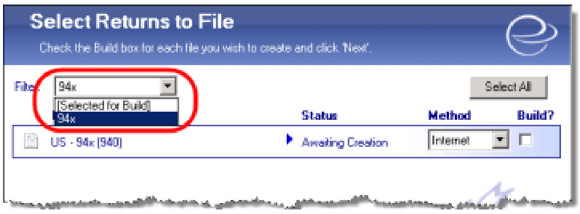
Submit 940 Annual Federal Unemployment

After the 940 submission file has been created, it can be reviewed and submitted through the **Tax Filing Center**. To review or submit it:

1. Open the Greenshades Tax Filing Center on your local environment.

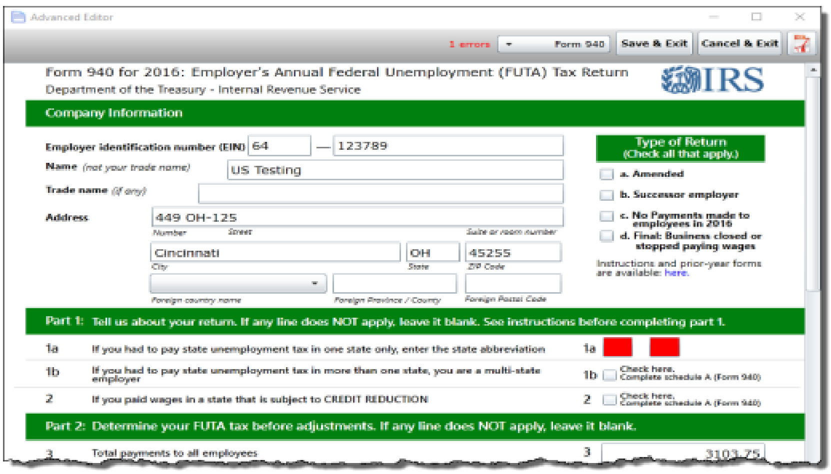


2. In the **Tax Filing Center**, click **Create E-File Returns** to open the **E-File Wizard**.



3. On the **Select Returns to File** dialog, select *94x* in the **Filter** field to view pending 940 reports.

4. Check the **Build?** option for the *US - 94x (940)* **Electronic Return**. Click *Check here if you would like the ability to edit your data...* to open an editor prior to completing the e-file record. The editor will allow you to make any changes to amounts or other reporting fields as needed. Click **Next** to proceed to the advanced editor, which opens in a new window.



5. On the **Advanced Editor** window, change fields on the form as desired before proceeding with filing. Values in the form are generated from Anthology Payroll and Greenshades. Errors are highlighted in red and must be resolved before proceeding.
6. After making edits, click **Save & Exit** to return to the wizard. You may also download a PDF copy for your own records.
7. On the **Review Built Files** dialog, click the **Click to Begin Filing** link for the *US - 94x (940)* **Electronic File** to begin filing your 940 report. If your report had errors, click to view the errors. Click **Back** to return to the previous screen and rebuild and reopen the editor to resolve errors, if any.
8. On the **View Totals** dialog, you can view, print, or save a copy of the e-file. Reconcile these totals against those you are expecting to file. Click **Next** to proceed through the prompts to complete your filing. You must provide your company's identification to proceed.

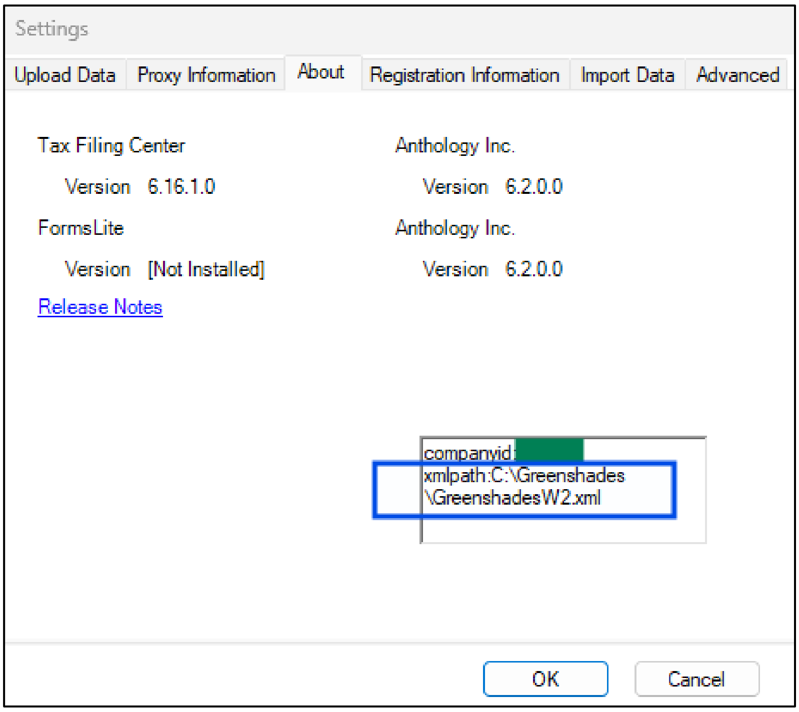
You may save a copy of the 940 for your own records from TFC.

Submit and Distribute W-2s

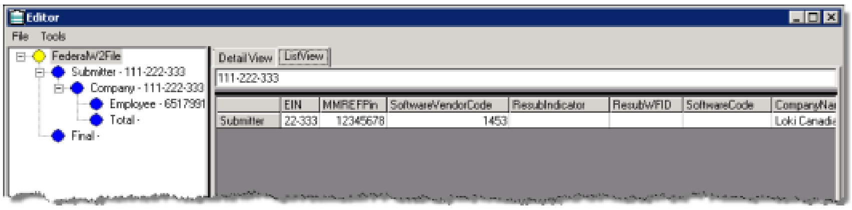
After the W-2 submission file has been created, use the Greenshades Tax Filing Center to greenshadesonline.com.

To submit your W-2 through the TFC:

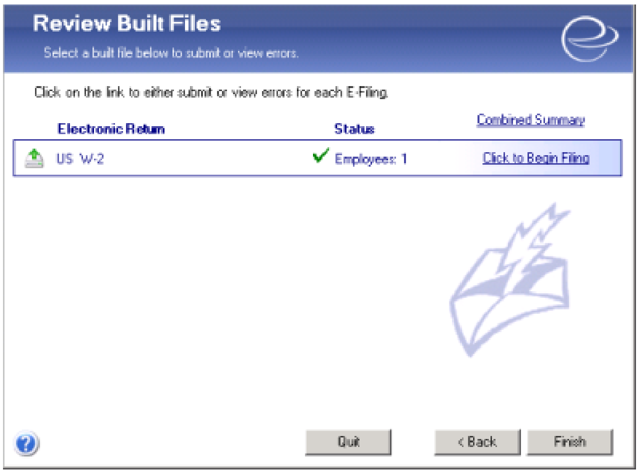
1. Open the Greenshades Tax Filing Center on your local environment.
2. In the **Tax Filing Center**, click **Settings** and click **About** tab.



3. The box in the lower right corner of the **About** tab contains “xmlpath:” followed by a directory and file name. Ensure that the file containing your W2 data is in this directory and uses this file name.
4. Click **Cancel** to close the **Settings** dialog box.
5. In the left column of the **Tax Filing Center**, click **Create E-File Returns** to open the E-File Wizard.
6. Check the **Build?** option for the *US W-2* **Electronic Return**. Click *Check here if you would like the ability to edit your data…* to open an editor prior to completing the e-file record. The editor will allow you to make any changes to amounts or other reporting fields as needed. Click **Next** to proceed to the advanced editor, which opens in a new window.

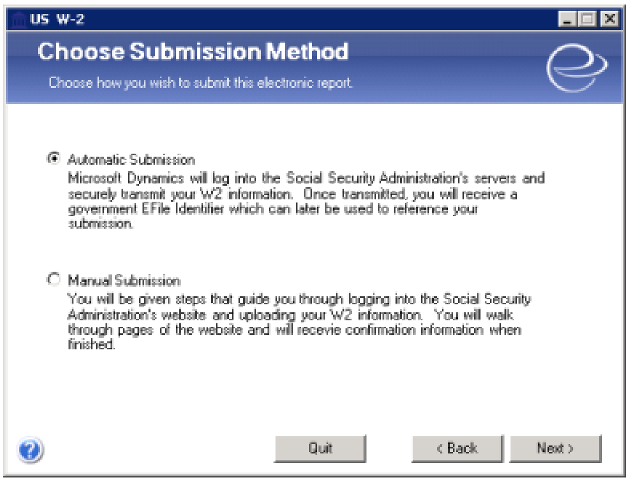


7. In the **Editor**, view the W-2 form. You may change the fields as desired before printing or submitting the form. Values in the form are generated from Anthology Payroll and Greenshades.
8. After making edits, click **File** > **Done Editing** to return to the wizard. You may also click **File** > **Save a Copy** to save a copy of your changes to your local computer.



9. On the **Review Built Files** dialog, click the **Click to Begin Filing** link for the *US W-2* **Electronic File** to open the **View Totals** dialog. If the report has errors, click the corresponding link to resolve them. If the **Enter Missing Information dialog** appears, enter corresponding information as needed to continue with building the e-file.

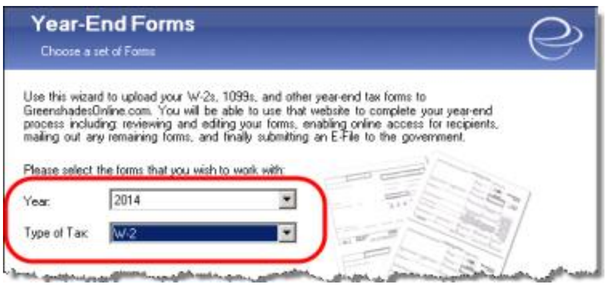
10. On the **View Totals** dialog, you can view, print, or save a copy of the e-file. Reconcile these totals against those you are expecting to file. Click **Next** to proceed.



11. On the **Choose Submission Method** dialog, select your method of submission and proceed through the prompts to submit your W-2 report. You must provide your company's identification to proceed.

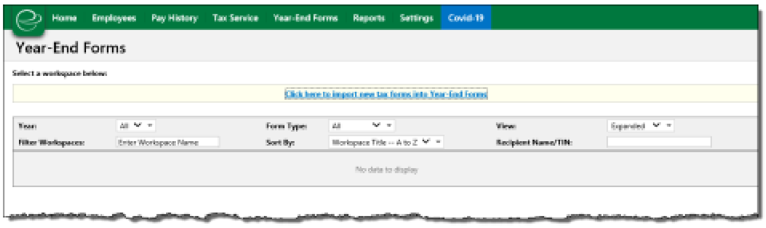
To distribute the W-2s to your employees:

1. In the **Tax Filing Center**, click **Create Year-End Forms** to open the **Year-End Forms** wizard.

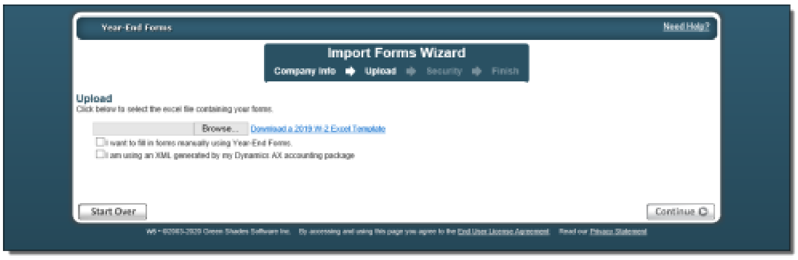


2. On the **Year-End Forms** dialog, select *W-2* in **Type of Tax**. Verify the **Year**. Click **Next** to proceed.

3. On the next screen, select the *Work with these forms…* option if your year-end forms are already uploaded to greenshadesonline.com. Click **Next** to open greenshadesonline.com in a new browser window and continue with your form creation. If you made changes to your W-2 forms from within the TFC, select the *Replace the year-end forms…* option and click **Next** to proceed to upload your latest W-2 submission file to greenshadesonline.com. You can also upload your file from greenshadesonline.com.
4. On greenshadesonline.com, log in with your greenshades account.



5. If you need to upload your W-2, click the *Click here to import new tax forms…* hyperlink at the top of the page to open the **Import Forms Wizard** in a new window. Otherwise, select your W-2 form to file and click the option to begin filing.



6. If you are not uploading a new W-2, skip to the next step. If you are uploading a new W-2, on the **Import Forms Wizard**, select your company and the **Year** and **Form Type** to import. Click **Continue** to proceed to select your import file. On the **Upload** screen, check the *I am using an XML generated by my Dynamics AX accounting package* option and browse to and select your XML file produced from Anthology Payroll. Proceed through the rest of the wizard by selecting users in your company who can view the forms and finalizing the upload. The upload may take several minutes.
7. When distributing your W-2, you will be redirected to downloadmyform.com. Proceed through the prompts to complete your form generation.

8. Review your company's information on the welcome page. Verify your contact information and proceed.
9. Select an option for **Formset Archiving** depending on your organization's requirements and continue.

10. On the **Welcome to Year-End Forms** homepage, verify that you have completed the items on the **Year-End Forms Checklist**. From the homepage, you can access several functions:
    - **My W-2s**: view, edit and print individual W-2 forms.
    - **My reports**: view reports on user activity and other metadata
    - **Complete Company Setup**: complete and validate your company's contact information. Needs to be completed only once.
    - **Employee Identity Verification**: validate the contact information for your employees.
    - **Resolve Warnings with your Forms**
    - **Verify W-2 Form Totals**: reconcile your W-2 form totals with your expected results.
    - **Email Employees with links to W-2 Forms**
    - **Distribute any remaining W-2s to your Employees**: you can choose to distribute electronically, which would incur a fee from Greenshades, or to download and print the remaining W-2s and distribute manually.

- **E-File Federal W-2 Return**: submit your W-2s electronically through downloadmyform.com, following the on-screen prompts. For more information on this process, see https://cdn.greenshadesonline.com/DMF/Help/E-File%20Federal%20Returns.htm.

Tax Filing Troubleshooting

This section contains some troubleshooting options when it comes to filing your forms through the TFC or greenshadesonline.com. These are some common issues that you may run into while configuring or reporting your year-end forms and the solutions for resolving them.

For more documentation on greenshades software, see http://www.greenshades.com/download-tax-filing-center.php.

Area	Symptom	Problem	Resolution
SUTA	When attempting to submit an e-file for SUTA, an error appears in the TFC stating that the TFC was unable to find any data in your system that you are authorized to E-File.	Your company setup in Greenshades is not authorized to file returns in the state you are trying to file.	Contact Greenshades Support (support@greenshades.com) to request that the state you are trying to file be added to the list of approved states for your company.
Tax Filing Center	You are running .Net framework version 4.0 or 4.5.	As of 2020, Greenshades has discontinued support for these older versions of the .Net framework. Greenshades recommends updating to version 4.8 or later.	Update the version of .Net framework on the server running the Greenshades Sync Service or Tax Filing Center. Download links are available here: https://www.greenshades.com/download-tax-filing-center.php
	When submitting an e-file, an unexpected error occurs.	The email address specified during the submission is in a different domain from your company domain. As such, the e-file process does not recognize the submitter as an approved user.	Contact Greenshades Support (support@greenshades.com) to request that the email address be added to your company domain in GSO. This must be performed by Greenshades security team.

Area	Symptom	Problem	Resolution
	The directory location of where the TFC stores submission files is no longer valid.	The directory location where the TFC stores submission files can be updated from within the TFC application.	1. In the TFC, click **Settings** to open the **Settings** dialog. 2. On the **Advanced** tab, click **Change** to change the directory location of where the TFC stores electronic files.
	When the TFC is opened from Dynamics, a message prompt appears stating that a valid registration key is required.	Your registration key for the Greenshades application has expired and must be renewed. Your registration key is displayed in the TFC under **Settings** > **Registration Information** tab.	Verify that your registration key in TFC matches the one located in your **Registration Information** on http://my.greenshades.com. Contact our Client Support (https://support.campusmgmt.com) to request that your registration key be extended or to request a new registration key.