

# DENEB2000 YEAR-END REMINDERS FOR THE YEAR END 2020

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Support Dept. CH

## 1. The most important reminder related to the Year-end work:

a. **Bonus Checks:** MUST BE ENTERED AS A SEPARATE INPUT AND PROCESSING THROUGH TO THE FINAL CHECK POST, GIVEN IN THE NEXT PARAGRAPH BELOW, BEFORE THE MONTH, QUARTER, AND THE W-2 FILES CREATED. AND YEAR CAN BE CLOSED

They must also be entered as a Hand Check and printed as a Hand Check FIRST. Using this programming requires that after printing the Hand check, you must go to Check Processing and process the entire menu as if you are actually processing a regular check. The printed checks option can be printed on paper or to Printer 8 since you already have the hand check printed.

This type of check can be processed ahead of time if you have the information needed, just as long as it is before or on 12.31.20. The only reason for determining a specific date might be the impact it has on your Taxes due payment schedule.

### TYPES OF PAYMENTS FOR THIS OPTION:

- 1) Paid and having some taxes withheld (pre-determined by your C.P.A.) resulting in an actual net check, direct deposit amount, or to include both depending on your setup.
- 2) Paid for the purpose of adding the Gross to the Taxable Wages (C.P.A. will determine taxability items) and net check will be zero amount.

b. **Third Party Sick Pay:** If you are notified that this must be included on your employee's W-2. The entry required will depend on the tax information given on the statement that the 3<sup>rd</sup>-party sends you. Verify with your C.P.A. where the entry is required on the W2.

c. **W2 - Box 12 and 14 :** entries allowed or required. Please check with your C.P.A. for this information.