Infor VISUAL Payroll Year-end Release Notes

2023

Publication Information

Release: Infor VISUAL Payroll 9.0.6 and 10.0.0

Publication date: December 21, 2022

If applicable, you may need to update any federal, state, and local tax authority wage bases and/or rates. Review the information contained within Chapter 2, “Changes for Tax Year 2023”. This chapter contains some of the new rates and provides information on various tax table changes.

In addition to changing the tax rates and 401(k) plan limits, as stated in Chapter 2, make certain you update the “Born On or Before Date” information within the 401(k)/Pension Plan definition window. This allows you to set the age of eligibility for catch-up contributions to a 401(k)/Pension Plan.

Effective in 2006, the IRS redesigned the Form 940 by combining Form 940 and Form 940-EZ. As a result, the Form 940-EZ is no longer valid or available. If you previously filed 940-EZ, you must use the redesigned Form 940. The IRS also updated Form 941 effective in 2012. Infor has implemented these changes.

Payroll has been updated for Tax Year 2022.

VISUAL Payroll 9.0.0 users must install the 9.0.6 version of VISUAL Payroll to update your system for year-end changes. Installing the contents of the VISUAL 9.0.6 update in the VISUAL Payroll 9.0.0 directory updates Payroll to 9.0.6. There is no database upgrade.

WARNING! After you apply the 2022 Payroll updates, you can only generate IRS-compliant ACA forms for 2022. If you have not yet processed your ACA forms for previous years, do not apply the 2022 Payroll Updates.

Chapter 1:Files in the Year-end Update

The files in the 2022 Year-end update are listed in this section. To prepare for the implementation of the 2022 year-end changes, update VISUAL Payroll with these files.

This chapter consists of these topics:

Year-end update files

These files are included in the 9.0.6 year-end update:

- PAYROLL.EXE
- TAXTABLE.SQL

These files are included in the 10.0.0 year-end update:

- PAYROLL.EXE
- TAXTABLE.SQL

Note: You can use the EFW2_19.SQL and EFW2_19.SQL for year 2022 electronic filing. No changes were made to magnetic media formats for the 2022 tax year.

Summary of changes

In addition to updates to tax tables, the year-end update introduces these changes:

- **Jira JR-3340732**. The To-Date Wage and Tax Report has been fixed to sort the grand totals’ tax authorities consistently.

Updating Payroll with the year-end files for 2022

VISUAL Payroll 9.0.6 is compatible with Infor VISUAL 9.x.x.

VISUAL Payroll 10.0.0 is compatible with Infor VISUAL 10.0.0.

If you are uncertain of your software version, before you update VISUAL Payroll, go to **Help > About** within Infor VISUAL Payroll.

WARNING! After you apply the 2022 Payroll updates, you can only generate IRS-compliant ACA forms for 2022. If you have not yet processed your ACA forms for previous years, do not apply the 2022 Payroll Updates.

Updating VISUAL Payroll

1 Sign in to the Infor Support Portal at https://concierge.infor.com.

2 Search for the KB article for your version of VISUAL Payroll:

- If you use version 9.0.6, search for KB 1922912
- If you use version 10.0.0, search for KB 2206052
- Download the files for your version of Payroll and copy them to your Payroll application directory. This table shows the files to download:

Version 9.0.6	Version 10.0.0
• PAYROLL.EXE • TAXTABLE.SQL	• PAYROLL.EXE • TAXTABLE.SQL

3 In the VISUAL Payroll application, create a new coverage year, confirm your company and employee information, and make necessary updates. See VISUAL Payroll online help.

Chapter 2: Tax Table Updates

You must update your tax tables every year. While not every state institutes changes to its tax tables, the federal government releases tax tables annually. Update your payroll system to reflect these changes.

This chapter consists of these topics:

Updated Limits and Rates for 2023

The maximum contributions and limits for tax year 2023 are:

401(k)	Maximum (Traditional)	$22,500
401(k)	Maximum (SIMPLE)	$15,500
401(k)	Catch-up (Traditional)	$7,500
401(k)	Catch-up (SIMPLE)	$3,500
401(k)	Born on or before date for catch-up eligibility	12/31/1973
OASDI	Wage Base	$160,200

Changes for Tax Year 2023

A number of rate updates have been announced for Federal and the states. These rates are effective January 1, 2023. At the time of the release of this document and software, those listed in the New Rates table have announced changes to their tax tables. Several states do not alter their tax tables until later in the year, or may not make any changes in a given year.

Updates for 2023

New Rates:

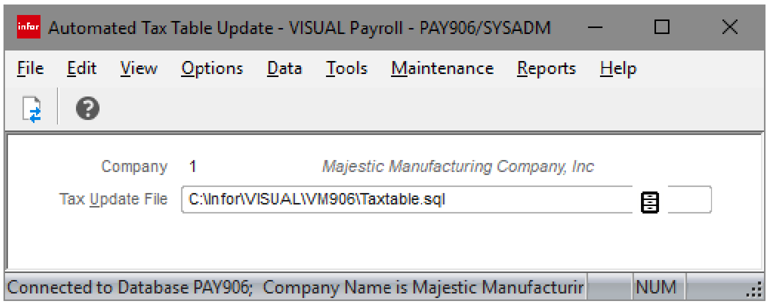
AL	Alabama (exemption only)
AR	Arkansas
AZ	Arizona (application change)
CA	California
CO	Colorado
DC	District of Columbia
IA	Iowa
ID	Idaho
IN	Indiana
KY	Kentucky
LA	Louisiana
ME	Maine
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota (2022 rates)
NE	Nebraska
NM	New Mexico
NY	New York
RI	Rhode Island
SC	South Carolina
UT	Utah
VA	Virginia (exemption only)
VT	Vermont (2022 rates)
FIT	Federal Income Tax
FIT2	Federal Income Tax (W-4 from 2020 or later with multiple jobs check box selected)

Updating Tax Tables

Infor VISUAL Payroll compiles the tax table changes in the TAXTABLE.sql file. You should update the tax tables before you run the first payroll for 2023.

To update your tax tables:

1 Select **Maintenance > Tax Management > Tax Tables > Automated Tax Table Update**.

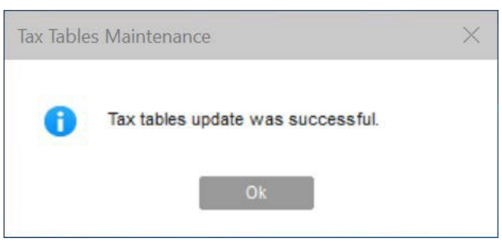


2 Specify or select the path and file name for the Tax Update File. You can specify the path and file name manually, or click **Tax Update File** and select the file from the list.

By default, this browse dialog opens to the directory where you installed your application.

3 After you select the file, click the **Update Tax Tables** toolbar button. This applies all updates to all applicable tax tables as listed in "Updates for 2023", earlier in this document.

Upon completion of the tax table update, a success message dialog displays.



4 Click **OK** to return to the application.

Chapter 3: Payroll Processing within Infor VISUAL Payroll

At the beginning of every calendar year, you refresh the Payroll database. When you refresh the database, the Current, Quarter-to-Date, and Year-to-Date fields are cleared in preparation for the new tax year's information. The system automatically maintains life-to-date earnings and deductions data, 401(k) information, as well as any changes to vacation plans. This allows you to easily retrieve the employee data. Also, you can remove terminated and deceased employees from the working database.

Before you begin year-end processing, make a backup copy of your database. Use the copy of your database allows to maintain the history of the pay year that just ended. From the backup copy, you can run W-2s and other tax reports, then archive the database. You should keep the archived database for future reference.

After you create your database backup, refresh the original database, and continue to use it for regular processing and year-end reporting.

This chapter consists of these topics:

Year-End Processing Tasks

Year-end processing procedures involve three general steps:

- Create and install a copy of your database for archival purposes
- Process new year procedures to prepare for the new year's regular payroll processing. Use the original database for this step.
- Process W-2s. Use the copy of the database.

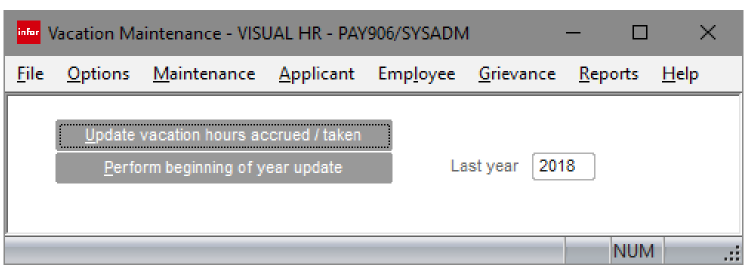
The first two steps of the year-end processing procedures are discussed in this chapter, and Chapter 4 discusses the W-2 Processing procedures.

Before you begin the Year-End Processing steps, confirm that you have completed all of your current year's processing. Although the system includes tax checks and assignment checks that have not been printed during year-end processing, Infor suggests that you print all tax and assignment checks before you begin Year-End Processing. Also, confirm that you have processed and updated all payroll runs. The system does not process year-end tasks if you have an open calendar or unprocessed checks.

If you have any questions regarding the procedures described in this chapter, contact Infor's Technical Support before you proceed.

If you use the Infor VISUAL Human Resources application and the Time Accrual plan, make certain you run Vacation Maintenance before you begin the new-year process.

To access Vacation Maintenance from VISUAL HR, select **Maintenance > Vacation**.



If you use any vacation plans that accrue by Amount at Anniversary Date, click **Update vacation hours accrued / taken**, then click **Perform beginning of year update** to carry forward hours for your employees, based on the parameters you have previously defined.

If all your vacation plans accrue by **Amount per Month** only, click **Perform beginning of year update** to carry forward hours for your employees, based on the parameters you have previously defined.

Database Archive Procedures

When you run New Year Processing, data in your payroll database is reset and altered. If you do not make a copy of your payroll database, then existing data is lost during New Year Processing and cannot be recovered.

After you create a copy of your current year's database, you can archive it for use when generating W-2s and other tax reports. You should save the archived information for future reference.

If you are uncertain of any procedures, contact Infor Technical Support for information.

To archive your database:

1. Create a copy of your current payroll database.

   When you name the copy, use the current year in the name to make the database easy to identify.

   See the documentation for your database engine for information on how to copy a database.

2. Verify that you can access the information in the copied database by using VISUAL Payroll to sign into the copied database.

3. Log out of the copied database.

   You are now ready to run "New Year Processing".

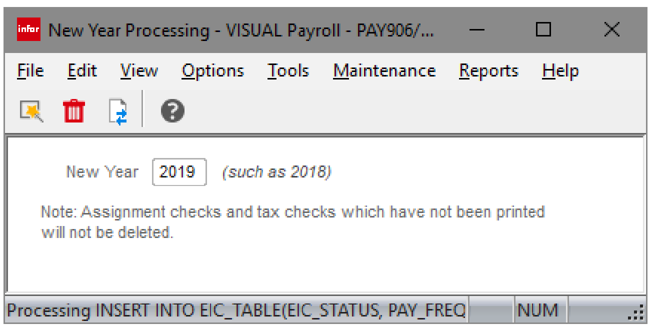
New Year Processing

After you have confirmed connection to your archived database, exit the archive and reconnect to your original database. It is crucial that you reconnect to the original, active database, as this is where you perform all New Year Processing. Keep in mind that the copy you created in the "Database Archive Procedures" section of this chapter is for archive purposes and to run W-2s and other tax forms.

Accessing the New Year Processing Window

To access the New Year Processing window from the main Payroll window, select **Admin > New Year Processing**.

The New Year Processing window is displayed.



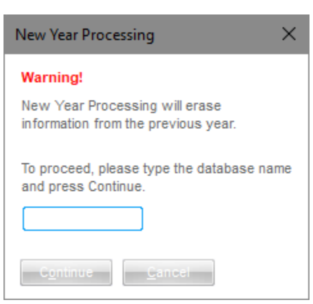
In the New Year field, the number that is displayed is the next payroll year.

Caution: Be **extremely** careful when you update the information on this window. If you are uncertain of any step, or the outcome, contact Infor Technical Support **before** you proceed.

Processing New Year Information

1 On the New Year Processing window, click the **Process New Year** toolbar button.

A New Year Processing dialog displays, which prompts you to specify the name of the database to roll forward into the new year.



Note: Make certain that you run the Process New Year procedure on your original database (Payroll.dbs) and not the copy you created in “Database Archive Procedures”. You must run this on your working database, not an archive copy.

2 To erase the old information and create new information for the new year, click **Continue**. To return to your original database without making any changes, click **Cancel**.

When you click Continue, New Year Processing occurs, automatically triggering these actions:

- Adds data to the year-to-date fields on the Employee Pay Detail Table:

  Emp_Paydetail

LTD_Hours	Adds in YTD_Hours
LTD_OT_Hours	Adds in YTD_OT_Hours
LTD_DT_Hours	Adds in YTD_DT_Hours
LTD_TT_Hours	Adds in YTD_TT_Hours
LTD_S1_Hours	Adds in YTD_SHIFT_1_Hours
LTD_S2_Hours	Adds in YTD_SHIFT_2_Hours
LTD_S3_Hours	Adds in YTD_SHIFT_3_Hours
LTD_Amount	Adds in YTD_Amount

- Resets the Current, QTD, and YTD fields on various tables to a value of zero (0).
- Deletes all rows from these tables:

  Assign_Payment (except for Assignment Checks that have not yet been printed)

  Calendar

  Emp_Tax_Adjust

  GL_Transaction

  GrossToNet

  Pay_Input_History

  Pay Processing

  Tax_Payment (except for Tax Checks that have not yet been printed)
- Inserts a new row in the Employee 401(k)/Pension Plan window with the new year as the X401(k)_Year for each X401(k)_ID; providing the employee has data for the prior year.
- Copies prior year columns in the Employee 401(k)/Pension Plan window with these exceptions:

  Adds Emp_Contribution + Begin_Emp_Balance = Begin_Emp_Balance

  Adds Emp_Contribution + Begin_Emp_Balance = Static_Balance

  Adds Comp_Match + Begin_Comp_Balance = Begin_Comp_Balance

  Zeroes out Emp_Contribution and Comp_Match

- Updates these columns, if you are using a Time Accrual Plan Type/Class for a sick days plan:
  - Start_Date = January 1, YYYY (where YYYY is the new year)
  - Accr_Balance = 0
  - Current_Accr = 0
- Deletes employee wage assignment data if the end date has passed, or the maximum deduction has been reached.

  You can now begin maintenance and processing for the new year. For additional information about setting up your new year calendar, see your Infor VISUAL Payroll online help.

Deleting Terminated and Deceased Employee Records

Use New Year Processing to delete the records of any employees who no longer work for you, either because of death or change of employment. Delete these records to streamline your database. All historical information related to the terminated and deceased employees resides in the backup copy of your database that you created during the “Database Archive Procedures” outlined earlier in this chapter.

When you delete employee records, the records are permanently removed from the database. You cannot recover the information. Before you delete employee records, ensure that you have completed all processing for the current year and run all necessary reports.

To delete terminated and deceased employees:

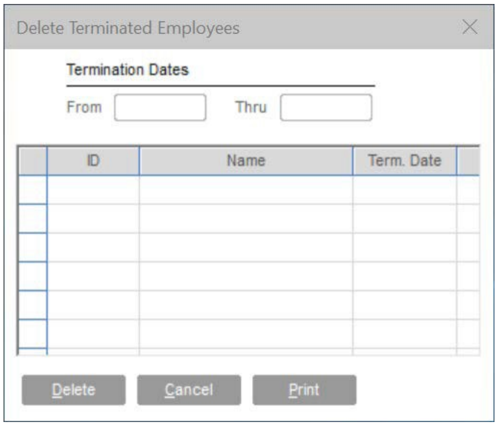
1 Ensure that the New Year field contains the correct year. This should be the new year that you want to begin processing.

2 Click the **Delete Terminated Employees** toolbar button in the New Year Processing window.

A warning dialog is displayed indicating that the function will permanently remove employee information from both the Payroll and Human Resources databases. Click **Yes** to continue.

The Delete Terminated Employees function removes employees whose status on the Employee General Information window is either Terminated or Deceased.

When you click **Yes** on the warning dialog, the Delete Terminated Employees dialog is displayed.



Caution: After you delete terminated or deceased employees from the database, you cannot retrieve the information in the current database. To access historical information, you must view it in the copy you made in step 2 of “Database Archive Procedures”

3 Specify the date range through which you want to remove deceased and terminated employees.

Specify the respective dates in the From and Thru fields.

When you specify the dates, all employees whose status changed to either terminated or deceased during the range are displayed in the list.

4 Click **Print** to generate a copy of the list of terminated and deceased employees.

5 Click **Delete** to remove the displayed employees from the database.

Chapter 4: W-2 Processing

Two W-2 reporting formats are available:

- Printed on Paper (Forms)
- Magnetic Media File

The W-2 paper format prints two records per page and includes formatting to accommodate a laser printer.

If you require multiple employee copies, you must run the W-2s multiple times.

This chapter consists of these topics:

Working with W-2 Formats

Check for proper alignment of W-2 data on the printed forms. Due to variations in printer hardware, you may need to make minor adjustments to the form. For additional information about making changes to the form, see “Adjusting the Form” later in this chapter.

There are no limitations on the number of times you can generate either printed or magnetic media W-2s. It is crucial, when you print the W-2s, that you identify the information that pertains to boxes 10, 11, 12, and 14.

In Box 12, the system automatically specifies the information from the Earnings/Deductions Codes window at the company level. This field should only contain the alpha identifier. Additional information from the Earnings/Deductions Codes window also is displayed in Boxes 10, 11, and 14.

Although brief descriptions for the Form W-2 boxes are displayed, see the IRS W-2 instructions to ensure full compliance.

Box 10 – This box contains Dependent Care Benefits. The system uses the information from the Earning/Deductions Codes window.

Box 11 – This box designates non-qualified plans.

Box 12a-z and aa-bb – These multi-purpose alphabetic characters represent earnings and deductions codes. For additional information about these characters, see your W-2 instructions supplied by the IRS.

To accommodate employees that require additional fields, print the information in boxes 12a-z and aa-bb on multiple W-2 forms.

Box 13 – This box indicates retirement plans. You can specify this information through Maintenance, Employee Data, Employee General Information.

Box 14 – If you provide your employee with a vehicle, specify its value here. You can also use Box 14 for other amounts you want to disclose to your employees, at your own discretion.

Updating the Magnetic Media Format

These magnetic media format scripts are provided:

- **EFW2_19.SQL** – Run this script to create the magnetic media format for federal filing.
- **EFW2_19RS.SQL** – Run this script to create the magnetic media format that includes both federal and state information. The format for this file is based on the Social Security Administration's electronic state record requirements. Check requirements for your state's format.

The format for magnetic media W2s did not change in 2022. If you applied the magnetic media scripts to your database in 2019 or 2020, you do not need to apply the scripts in 2022.

Complete this procedure only if you did not apply the magnetic media scripts to your database in 2019 or 2020:

1. Within your application directory, locate the VPCVTUTL.exe application.
2. Double-click VPCVTUTL.exe to launch the Conversion Utility tool.
3. Verify the Database Engine, Database Name, and SYSADM Password. Although you are updating your software, your target version should remain the same as your current software version.

   If you are uncertain of your software version, before you run the update, within Infor VISUAL Payroll, go to **Help > About**.
4. Click **Run Script**.

   This opens the Run a script dialog, which prompts you to specify or select the Script Path for the script you want to run.

   You can specify the Script Path manually, or you can select it from a Browse list. Click **Script Path** to view the list. You must specify the full path to your EFW2_19.SQL script.
5. Click **Run** to execute the script.
6. Optionally, to automatically update your magnetic media format to include state record requirements, click **Run Script**, specify the full path to your EFW2_19RS.SQL script, and click **Run**.

Upon successful completion of the Magnetic Media update, you can close the Run a Script dialog, and then re-open your Infor VISUAL Payroll application.

Processing the W-2

Processing W-2s involves three steps:

- **Printing the W-2s** – You can create the W-2 and W-3 in paper formats for output for Federal, Employee, and Employer copies.
- **Adjusting the Form** – You can make minor alignment adjustments to the W-2/W-3 form using Gupta Report Builder.
- **Creating the W-2 Magnetic Media File** – You can create the Magnetic Media File for the Federal copy.

Printing W-2s

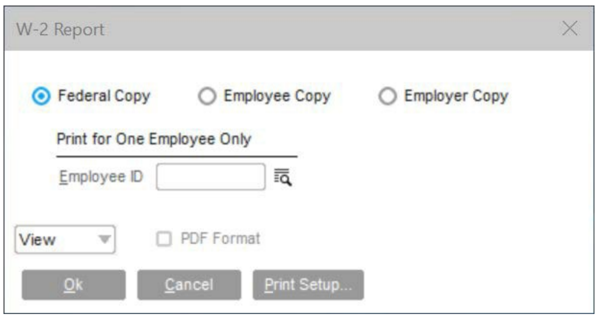
Note: Ensure that you have downloaded the most up-to-date versions of the W2EMP.QRP and W2FED.QRP files.

You must print W-2s to distribute to the Internal Revenue Service and your employees, and you may want to print copies for your own records.

To print W-2s:

1 Select **Reports > Tax Reporting > W-2 Report**.

The W-2 Report dialog is displayed.



2 Select one of these options for the report you want to print:

Federal Copy – Select to create the W-2 for Federal filing.

Employee Copy – Select to create the W-2 for each employee.

Employer Copy – Select to produce the W-2 for your own records.

3 Specify or select the Employee ID. You can specify the Employee ID manually, or select it from the browse by clicking **Employee ID**.

If you want to print W-2s for all employees, leave the Employee ID blank.

4 From the drop-down list, select the report output format:

E-mail – Select this option to send the report as a rich text file (.rtf) attachment through your email system.

File – Select this option to save the W-2 report to a text file. You can then edit the file outside Infor VISUAL using any text editor, such as Notepad or Wordpad.

Print – Select this option to output the file to the printer you specify through Print Setup.

View – Select this option to output the report to your screen. This allows you to verify the report before committing it to paper.

5 Click **OK** to output the W-2 Report to the specified destination. Click **Cancel** to exit the window without printing W-2s.

Repeat the procedure outlined above for each laser copy you must print.

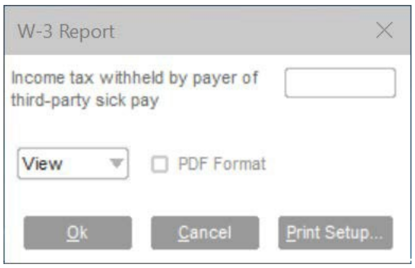
Printing the W-3 Forms

Similar to the W-2 forms, you must also print the W-3 Report.

Ensure that you have downloaded the most up-to-date version of the W3.QRP file before proceeding.

To print the W-3 forms:

1 Select **Reports > Tax Reporting > W-3 Report**. The W-3 Report dialog displays.



2 In the Income Tax Withheld by Payer of Third-Party Sick Pay field, specify the total value of the income tax withheld from your employee for sick pay.

3 From the drop-down list, select one of these report output formats:

E-mail – Select this option to send the report as a rich text file (.rtf) attachment through your email system.

File – Select this option to save the W-3 report to a text file. You can then edit the file outside Infor VISUAL using any text editor, such as Notepad or Wordpad.

Print – Select this option to output the file to the printer you specify through Print Setup.

View – Select this option to output the report to your screen. You can then verify the report before committing it to paper.

4 Click **OK** to output the W-3 Report to the specified destination. Click **Cancel** to exit the window without printing W-3s.

Adjusting the Form

Prior to the release of the Year-End updates, Infor tests form alignments, using a currently common model laser printer. However, due to differences in printer hardware and software, you may need to make slight adjustments to correct any alignment discrepancies. To correct these alignment issues, you can use Gupta Report Builder. The executable is included with your software package from Infor Global Solutions, and resides, by default, in your Gupta Runtime directory.

Caution: Before you make any adjustments, Infor recommends that you make a copy of the report. From the File menu, select Save As and save the file in a directory other than your Infor VISUAL Payroll directory.

To adjust the form:

1 Within Gupta Report Builder, open the Form that you want to adjust.

- **Federal and Employer W-2 Copies** – W2FED.qrp
- **Employee W-2 Copy** – W2EMP.qrp
- **W-3** – W3.qrp

2 In the Detail block, you can insert or remove a blank line to adjust up or down. To make side-to-side adjustments for a specific field, right-click in the field and, from the drop-down list, select **Properties**. In the Position field, edit the number. You can specify decimal values.

Alternately, you can insert a text field on a blank line, then, without typing any text, modify the font size to adjust the vertical positioning of text.

3 After you save your changes, make certain you specify a Report Format Override to instruct the application to use the modified form. See your User's Guide or the online help for instructions on report format overrides.

If you have any questions on using Gupta Report Builder, see your Gupta documentation for more information.

Creating a Federal W-2 Magnetic Media File

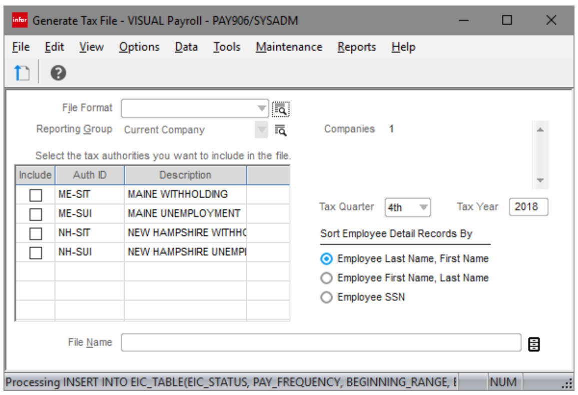
Social security no longer accepts Federal filing using the W-2 Report Files option. You must use the Generate Magnetic Media option when creating W-2 Magnetic Media processing for Federal.

Use the Generate Tax File window to generate a text file of your file format for Federal W-2 filing.

To create a Federal W-2 magnetic media file:

1 Select **Reports > Tax Reporting > Magnetic Media > Generate Tax File**.

The Generate Tax File window is displayed.



In the Generate Tax File window you can select a reporting group for your file format and include select tax authorities for each company in the Tax Authority table. You can also select a tax quarter and year, and choose from three different options to sort your employee information.

2 Specify this information on the Generate Tax File window, as it applies to you:

File Format – Select the file format to generate. You can make your selection from the drop-down list, or by clicking **File Format**. When you select a valid file Format ID, the full name is displayed next to the File Format field.

Reporting Group – Select the reporting group to include when generating the file format. You can select the Reporting Group from the drop-down list or by clicking **Reporting Group** and selecting the appropriate Group ID from the browse. This option is only available if you have more than one company in your Payroll database.

The companies you select in your reporting group are displayed in the Companies field next to the Reporting Group field.

3 In the Tax Authority table, select the tax authorities you want to include in the current file format. When you report for more than one company, the same authorities are displayed for each company.

To include a tax authority, select the check box in the appropriate row in the Include column.

To remove a tax authority, clear the appropriate selected check box(es).

4 In the Sort Employee Detail Records By group box, select the sort method for the file format as follows:

Employee Last Name, First Name – Select this option to use the employee's Last Name as the primary sort criteria. If you have multiple employees with the same last name, the system then sorts alphabetically on the employees' First Names.

Employee First Name, Last Name – Select this option to use the employee's First Name for the primary sort. If you have multiple employees with the same first name, the system uses the employees' Last Names as a secondary sort criteria.

Employee SSN – Select this option to use the employee's social security number for the primary sort criteria.

5 Specify and select the Tax Year and Tax Quarter for which you want to generate magnetic media files.

6 Specify or select the File Name and full path where you want to place the generated text file. You can specify the full path and file name manually, or you can click the **File Name** button and select the path and file name.

7 Click the **Export File** toolbar button. A message is displayed at the bottom of the Generate Tax File window indicating whether the tax file generation was successful.

Chapter 5: Affordable Care Act

WARNING! After you apply the 2022 Payroll updates, you can only generate IRS-compliant ACA forms for 2022. If you have not yet processed your ACA forms for previous years, do not apply the 2022 Payroll Updates.