



# Microsoft Dynamics SL

## Updating Microsoft Dynamics SL 1099 and W-2 Reporting for Tax Year 2020

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# Contents

Purpose.....	3
About These Updates .....	3
General Information .....	3
Changes.....	3
Accounts Payable 1099s.....	3
State Higher Withholding and Marital Status .....	3
Prior year end updates are included for the following versions: .....	4
Ordering Forms .....	4
Installing the Year-End Updates .....	5
Changes made to support the 2020 1099 Forms.....	7
Changes made for State Higher Withholding and Marital Status .....	7
1099 Reporting Information and Guidelines .....	9
Internal Revenue Service 1099 Dollar Limits .....	9
Multi-Company Reporting .....	9
Hints and Tips.....	12
Business Services Online (BSO).....	17
Filing Information Returns Electronically (FIRE) .....	17
Appendix .....	18
Changed Files.....	18

## Purpose

The 2020 Microsoft Dynamics SL year-end updates include changes for 1099 that will help your organization comply with tax year 2020 reporting regulations. This document includes procedures to follow when you install and use the updates.

## About These Updates

### General Information

- These year-end updates are supported for use with the following Microsoft Dynamics SL versions:
  - 2018
  - 2018 Cumulative Update 1
  - 2018 Cumulative Update 2
  - 2018 Cumulative Update 3
  - 2018 Cumulative Update 4
  - Note: 2018 Cumulative Update 5 includes the year end updates

Make sure that you determine which version is currently installed before you start the year-end updates installation. “Ordering Forms

Order 1099-MISC, 1099-NEC, and W-2 forms for Tax Year 2020 that are compatible with the Microsoft Dynamics SL releases by calling 800-432-1281. Customer Service representatives will answer any questions that you may have. Or you can order online from Deluxe Business Checks and Solutions at the following website:

<http://www.microsoftbusinesschecks.com/>.

- Only laser 1099 forms and laser W-2 forms are supported for the releases compatible with these year-end updates.
- Electronic submission of W-2, 1099-MISC and 1099-NEC information is supported.
- If you have customized the 1099 reports in Crystal Reports, you must use the following margins: Top margin of .50 inch, bottom margin of .25 inch.

Installing the Year-End Updates” on page 4 gives you the steps to verify your version.

- Always contact your organization’s tax lawyers and tax accountants for information about your situation.
- Microsoft Corporation does not take responsibility for your company’s compliance with federal, state, or local regulations.

## Changes

These year-end updates include the following changes.

### Accounts Payable 1099s

- **New Form:** The 1099-NEC form has been brought out of retirement to report Nonemployee compensation. Therefore, Nonemployee compensation is no longer included on the 1099-MISC form. In addition, some of the 1099-MISC form boxes have been renumbered and/or renamed.

The *1099 Preview* (03.730.00) and *1099 Forms* (03.740.00) reports now allow users to select a “MISC” or “NEC” **Report Format**. Similarly, the *Generate 1099 Electronic File* (03.742.00) process has a **Form** dropdown, allowing users to choose “1099-MISC” or “1099-NEC”.

The *Vendor Maintenance* (03.270.00) screen; 1099 Info tab has been updated in accordance with the two 1099 forms for 2020. The **Default 1099 Box Number** dropdown list has been synchronized with each form's box numbers/names. All other AP screens that display AP transaction "1099 Box" data, have been updated as well.

### State Higher Withholding and Marital Status Options

- Support has been added to support higher withholding tables by states. If a state provides tables for higher withholding statuses, the tables may be specified for the deduction Payroll Tables.
- Marital status can be specified per deduction. If a marital status is specified for a deduction that differs from the status identified on the main Employee tab, the status for the deduction will be applied.

### Prior year end updates are included for the following versions:

- Dynamics SL 2018 – Year End Updates 2018, Year End Updates 2019, and Year End Updates 2020
- Dynamics SL 2018 CU1 – Year End Updates 2019 and Year End Updates 2020
- Dynamics SL 2018 CU2 – Year End Updates 2019 and Year End Updates 2020
- Dynamics SL 2018 CU3 – Year End Updates 2020 only
- Dynamics SL 2018 CU4 – Year End Updates 2020 only

### Ordering Forms

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<http://www.microsoftbusinesschecks.com/>.

- Only laser 1099 forms and laser W-2 forms are supported for the releases compatible with these year-end updates.
- Electronic submission of W-2, 1099-MISC and 1099-NEC information is supported.
- If you have customized the 1099 reports in Crystal Reports, you must use the following margins: Top margin of .50 inch, bottom margin of .25 inch.

## Installing the Year-End Updates

- Make sure that all users are logged off before you install these updates.
- Make a complete backup of your system database, all application databases, and customized reports.

### To install the year-end updates:

1. After you download the 2020 year-end updates from CustomerSource or PartnerSource, expand the files into a temporary folder that you create. The installation must be run from the server where you installed Microsoft Dynamics SL.
2. In the temporary folder, open the folder of the Microsoft Dynamics SL release that is currently installed (for example, \SL2018). Verify the version of your release by selecting **Help**  | **About Microsoft Dynamics® SL** in Microsoft Dynamics SL.

Below is a list of versions and build number information found in the About Microsoft Dynamics SL screen to help identify which version of SL is running:

SL 2018	10.00...
SL 2018 CU1	10.01...
SL 2018 CU2	10.02...
SL 2018 CU3	10.03...
SL 2018 CU4	10.04...

3. Install the new Accounts Payable and Payroll files. To do this, follow these steps:
  - a) Locate the year-end updates file for your installation, and then double-click the file to start the installation wizard. The software versions and their corresponding year-end updates files are as follows:

Version	Year-end updates file
Microsoft Dynamics SL 2018	SL2018_YEU2020.exe
Microsoft Dynamics SL 2018 Cumulative Update 1	SL2018_CU1_CU2_CU3_YEU2020.exe
Microsoft Dynamics SL 2018 Cumulative Update 2	SL2018_CU1_CU2_CU3_YEU2020.exe
Microsoft Dynamics SL 2018 Cumulative Update 3	SL2018_CU1_CU2_CU3_YEU2020.exe
Microsoft Dynamics SL 2018 Cumulative Update 4	SL2018_CU4_YEU2020.exe

- b) Follow the instructions in the installation wizard.

**Note:** See “Changed Files” on page 18 for the complete list of files that are installed.

4. Apply the database changes to your system and application databases. To do this, follow these steps:
  - a) Open Microsoft® SQL Server® Management Studio, and then connect to the Microsoft Dynamics SL system database.
  - b) Open the temporary folder that you created in step 1.
  - c) In the folder for the Microsoft Dynamics SL release that is currently installed, locate the 2020\_SYSEUpdate.sql SQL script and run the script.

## Updating Microsoft Dynamics SL 1099 and W-2 Reporting for Tax Year 2020

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- d) While still in Microsoft® SQL Server® Management Studio, connect to the Microsoft Dynamics SL application database.
  - e) Open the temporary folder that you created in step 1.
  - f) In the folder for the Microsoft Dynamics SL release that is currently installed, locate the 2020\_APPYEUpdate.sql SQL script and run the script.
  - g) Repeat step d, e, and f for each of your application databases.
5. Apply the latest Federal Tax Updates for Microsoft Dynamics SL. Download the updates, and then follow the instructions in the .pdf file that is included in the download. Tax updates for the new tax year should wait to be applied after the Payroll module has been closed for the current tax year.

**Note:** At the time of publication, the December 2020 Tax Updates are the most recent version. You can download these updates from the following location:

<https://mbs.microsoft.com/customersource/northamerica/SL/downloads/tax-regulatory-updates/mdslDec2020payrolltaxupdates>

**General Guidelines** – No changes have been made this year to these areas, but these are general guidelines that can be reviewed.

6. Open *Deduction Maintenance* (02.290.00) and press F3 or double-right click in **Deduction ID**. Verify the following, and add the settings if they do not exist:
    - a) In *Deduction Maintenance* (02.290.00), for deduction ID FED9, you have the following setting:
      - **W-2 Control** tab, **Box Number** list - Box 06 Additional Medicare tax
    - b) In *Earnings Type Maintenance* (02.270.00), for the “Regular Earnings” earnings type ID, the FED9 deduction ID is in the **Deductions** grid.
  7. Review and update the values in the **Tin Name** box and the **Recipient Name 2** box, or both, on the **1099 Info** tab in *Vendor Maintenance* (03.270.00). Specify the correct last name value by typing the ‘@’ symbol in front of the correct last name.
    - For example, in **Tin Name** you must specify “Kim @Barr-Abercrombie” if the vendor’s last name is hyphenated or “Kim Barr @Abercrombie” if the vendor’s last name is not hyphenated.
    - If **Recipient Name 2** contains “DBA American Interiors,” then you should put the ‘@’ symbol before “American” (that is, “DBA @American Interiors”).
    - If **Tin Name** contains “The Flamingo,” then you should put the ‘@’ before “The” (that is, “@The Flamingo”). If **Tin Name** contains “The Red Flamingo,” then you should put the ‘@’ symbol before “Red” (that is, “The @Red Flamingo”).
    - Remove all special characters other than hyphen (-) and ampersand (&) from **Tin Name** and from **Recipient Name 2**.
- Note:** The values in these boxes must follow the rules that are specified by the IRS in Publication 1220, Section 7, located at <http://www.irs.gov/pub/irs-pdf/p1220.pdf>.
8. Review and update the value in the FATCA Filing Required check box on the **1099 Info** tab in *Vendor Maintenance* (03.270.00). Check the box if the payer is reporting amounts on Form 1099 to satisfy its chapter 4 account reporting requirement. See the Instructions for Form 8938.

- Review and update the value in the Backup Withholding Pct: field on the 1099 tab in the AP Setup (03.950.00) screen. The Rate/Percentage is 24%, effective for all subject payments after December 31, 2017.

## Changes made to support the 2020 1099 Forms

After completing the 2020 year end update installation, open the Vendor Maintenance (03.270.00) screen to get familiar with the 1099 amount fields on the bottom half of the 1099 Info tab. Note that the 1099 form, for which the data is tracked, is in parenthesis at the end of each description.

Vendor ID:  Class ID:  Status:

Vendor | Address Info | Defaults | **1099 Info** | Purchasing Info | Documents | Quick Send

1099 Vendor:  Default 1099 Box Number:

Tax ID Nbr:  Backup Withholding  
 TIN Incorrect Notice:   
 Calculate Backup Withholding:

TIN Name:   
 Recipient Name 2:   
 FATCA Filing Requirement

Select Company  
 Specific Company ID:   
 All

1099 Year:	2020	2021
1M - Rents (1099-MISC)	0.00	0.00
1N - Nonemployee compensation (1099-NEC)	0.00	0.00
2M - Royalties (1099-MISC)	0.00	0.00
3M - Other income (1099-MISC)	0.00	0.00
4M - Federal income tax withheld (1099-MISC ,1099-NEC)	0.00	0.00
5M - Fishing boat proceeds (1099-MISC)	0.00	0.00
6M - Medical and health care payments (1099-MISC)	0.00	0.00
8M - Substitute payments in lieu of dividends or interest (1099-MISC)	0.00	0.00
9M - Crop insurance proceeds (1099-MISC)	0.00	0.00
10M - Gross proceeds paid to an attorney (1099-MISC)	0.00	0.00
12M - Section 409A deferred compensation (1099-MISC)	0.00	0.00
13M - Excess golden parachute payments (1099-MISC)	0.00	0.00
14M - Nonqualified deferred compensation (1099-MISC)	0.00	0.00

BAS | INS | 0060 | SYSADMIN | 12/14/2020

## Changes made for State Higher Withholding and Marital Status

- The YEU Updates for 2019 provided support for entering new higher withholding tables in the Deductions screen and for each employee in Employee Maintenance. The YEU Updates for 2020 extend that support

to state deductions. If a state provides tables defining higher withholding values, those table values may be entered in Deduction Maintenance for the state deductions.

2. Separate marital status may be entered for Employees per deduction. For example, a marital status of Head of Household may be defined for an employee's FED1 deduction and a status of Head of Household Higher Withholding may be defined for the employee's state deduction. In the Employee Maintenance screen, select the Deductions tab. A new column, Marital Status, has been added to the grid. The field is enabled for all deductions that are based on Rate Table or Percentage Table calculations. A different marital status may be selected for each applicable deduction. The statuses selected in this grid will override the Marital Status setting on the main Employee tab.
3. The new marital statuses and the new payroll tables will be used during Payroll Calculation (02.500.00) to arrive at the correct federal or state withholding amount. If no changes are made to the marital status settings, payroll will continue to calculate as it did prior to these new additions to the Payroll module.



## 1099 Reporting Information and Guidelines

The 1099-MISC boxes 1 - 6, 8 - 10, and 12 - 14 and 1099-NEC boxes 1 and 4 are supported in the Microsoft Dynamics SL versions that are compatible with these updates. For a list of compatible versions, see "About These Updates" on page 3.

Always contact your company's tax lawyers or tax accountants for the information about your company. Microsoft Corporation does not assume responsibility for your company's compliance with federal, state, or local regulations.

## Internal Revenue Service 1099 Dollar Limits

One of the following criteria must be met before a Form 1099-MISC is printed:

- The sum of the amounts in boxes 1, 3, 6, and 9 must be greater than or equal to the limit in AP Setup (03.950.00). This is \$600.00 for the current tax year.
- Box 2 has an amount greater than or equal to 10.00.
- Box 4 has an amount greater than 0.00.
- Box 5 has an amount greater than 0.00.
- Box 8 has an amount greater than or equal to 10.00.
- Box 10 has an amount greater than 0.00.
- Box 12 has an amount greater than 600.00.
- Box 13 has an amount greater than 0.00.
- Box 14 has an amount greater than 0.00.
- Box 15b has an amount greater than 0.00.

One of the following criteria must be met before a Form 1099-NEC is printed:

- Box 1 must be greater than or equal to the limit in AP Setup (03.950.00). This is \$600.00 for the current tax year.
- Box 4 has an amount greater than 0.00.

## Multi-Company Reporting

Notice that the amount on a 1099 is calculated based on the ID of the company that issued the check to pay the voucher. For example, company 0020 enters a voucher for vendor A100 for \$1,000.00 by using box 7. Company 0010 pays the voucher. The 1099 for vendor A100 will show \$1,000.00 in box 7 for company 0010.

You can process multiple companies in a single database at the same time. Vendor information is sorted and grouped first by company federal ID number, and then by vendor. The following scenarios offer more information:

- Logon Company: 0010 (the master company)  
Selected Company: All  
Company 0010 has federal ID number of 34111111  
Company 0020 has federal ID number of 34222222  
Company 0010 paid vendor A100 \$300  
Company 0010 paid vendor A200 \$800  
Company 0020 paid vendor A100 \$700

## Updating Microsoft Dynamics SL 1099 and W-2 Reporting for Tax Year 2020

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Company 0020 paid vendor A200 \$900

### Results:

- Vendor A100 receives one 1099 with federal ID number 3422222 for \$700.
- Vendor A100 does not receive a 1099 for federal ID number 3411111 because company 0010 activity was under the \$600 reporting limit.
- Vendor A200 receives two 1099s:
  - One with federal ID number 3411111 for \$800.
  - One with federal ID number 3422222 for \$900.

### Note:

- The 1099 forms for each federal ID number are separated by subtotals.
- Subtotals are in "C" records if you are filing electronically.

- Logon Company: 0010 (the master company)

Selected Company: All

Company 0010 has federal ID number of 3400000

Company 0020 has federal ID number of 3400000

Company 0010 paid vendor A100 \$300

Company 0010 paid vendor A200 \$800

Company 0020 paid vendor A100 \$700

Company 0020 paid vendor A200 \$900

### Results:

- Vendor A100 receives one 1099 with federal ID number 3400000 for \$1,000. This is the sum of vendor's company 0010 and company 0020 activity. This is over the \$600 reporting limit.
- Vendor A200 receives one 1099 with federal ID number 3400000 for \$1,700.

### Note:

- When more than one company has the same federal ID number, the 1099 form carries the address of the company with the highest alphanumeric value in **Company ID**.
- You can validate amounts by using the *Vendor Maintenance* (03.270.00), **1099 Info** tab.

You can also generate Form 1099 for one company in a database that contains multiple companies. Only vendors with activity in the selected company are reported. However, the amounts reported for them include amounts paid by other companies having the same federal ID number. For example:

Logon Company: 0030 (not the master company)

Selected Company: 0030

Company 0010 has federal ID number of 3411111

Company 0020 has federal ID number of 3422222

Company 0030 has federal ID number of 3411111

Company 0010 paid vendor A100 \$200

Company 0010 paid vendor A200 \$800

Company 0020 paid vendor A100 \$500

Company 0030 paid vendor A100 \$500

## Updating Microsoft Dynamics SL 1099 and W-2 Reporting for Tax Year 2020

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### Results:

- Vendor A100 receives one 1099 with federal ID number 3411111 for \$700.

This is the sum of the vendor's activity in companies 0030 and 0010. This is greater than the \$600 reporting limit.

Does not include company 0020 activity because it is for a different federal ID number.

- Vendor A200 is not reported because there was no company 0030 activity.

## Hints and Tips

### Issue

My page settings were changed in the Crystal Reports report file. What are the correct settings?

### Resolution

Reset the page settings in the appropriate Crystal report file.

1. Open the Crystal report file. The file name is 03740L.rpt.
2. On the **File** menu, select **Page Setup**.
3. Set the top margin to .50 inch (laser format).
4. Set the bottom margin to .25 inch (laser format).
5. Click **OK**.
6. On the **File** menu, select **Save** to save the report file.

### Issue

Amounts are incorrect in the 1099 boxes.

### Potential Causes

The 1099 box amounts are calculated based on check date. An incorrect check date was used. Or, the correct 1099 box number or letter, or both, were not specified on the voucher.

### Resolution

Initialize the correct totals.

**Note:** You must have permission to use Initialize Mode to follow these steps. For help, see your system administrator.

1. Select **Application | Initialize Mode**.
2. Access the vendor in *Vendor Maintenance* (03.270.00).
3. Click the **1099 Info** tab.
4. Type the correct totals for the appropriate reporting year.
5. Save the changes.

### Issue

1099 forms are printing for vendors who are under the minimum 1099 limit.

**Note:** The following criteria are used to determine whether a 1099 will be printed:

- Box 4 or box 5 is greater than 0.00.
- Box 2 or box 8 is greater than or equal to 10.00.
- The sum of boxes 1, 3, 6, 7, and 10 is greater than or equal to the limit in *AP Setup* (03.950.00).
- Box 13, box 14, or box 15b is greater than 0.00.
- Box 15a is greater than or equal to 600.00.

### Resolution

Set the correct 1099 limit amount in *AP Setup* (03.950.00).

1. Access the *AP Setup* (03.950.00), **1099** tab.
2. Type the 1099 minimum amount in **1099 Limit**.
3. Save.

### Issue

Does the value in **Number of Periods to Retain AP Detail** affect the ability to print 1099s?

### Resolution

No, it does not.

**Note:** The 1099 forms must be printed before you select **Purge Data** in *Close 1099 Year* (03.530.00).

### Issue

Error message “532 date must be in an open 1099 year, please re-enter” occurs when I try to print Accounts Payable checks.

### Resolution

Purge the oldest 1099 reporting year in *1099 Calendar Year Control* (03.530.00).

**Note:** Microsoft Dynamics SL keeps two years of data for 1099 purposes. Therefore, the current calendar year must be set up as an open 1099 year.

1. In Accounts Payable, select **1099 Calendar Year Control**. *1099 Calendar Year Control* (03.530.00) appears.
2. In **Process Option**, select Purge Oldest Year.
3. Click **Begin Processing**.

### Issue

I closed my 1099 year too many times. Is there a way to undo this or to print 1099s for a year that is no longer listed in *1099 Calendar Year Control* (03.530.00)?

### Resolution

Microsoft Dynamics SL only allows for two 1099 years to be open at the same time. If the 1099 year was purged by mistake, the best option is to restore the database from backup.

### Issue

I received notification from the government that they were unable to read my electronic file.

### Resolution

Contact your local IRS office or tax accountant for re-filing instructions.

### Issue

What should I do if my pre-printed 1099 or W2 forms do not align correctly?

### Resolution

The placement on the pre-printed form depends on the model of printer and printer driver that you are using. You may have to make a minor adjustment so that the form aligns correctly on your printer.

There are three possible adjustments that you can make:

- Move the print area up or down.
- Adjust for “creep.” If creep is the problem, the first printed page aligns correctly but later pages do not.
- Adjust the margins.

**Note:** Print a sample form to verify the alignment before you use the correction steps. Test each change that you make by reprinting test forms before you make a new adjustment.

1. Select the appropriate report.
2. On the **Report** tab, click **Printer Options**.
3. Select **Print to File**, and then click **Setup**. *Print to File* appears.
4. In **List Types of Files**, select Crystal Reports. Notice that **File Name** changes to \*.rpt.
5. In **Directories and Drives**, select the path (for example, \Program Files\Microsoft Dynamics\SL\Applications\Usr\_Rpts) on the appropriate drive to save the file.
6. Click **OK** on **Print to File** and again on the **Printer Options** screen.
7. Click **Print**.
8. Access Crystal Report Designer and open the appropriate report.
9. Use steps under a, b, or c that are shown here to make adjustments that are appropriate for your situation:
  - a) Move the form’s print area up or down.
    1. Increase (if lines print too high on the form) or decrease (if the printed lines are too low) the top margin by small increments (1/10”), and then print a test form again. Repeat this step until the alignment is correct.
    2. If the alignment continues to be a problem, change blank lines in the form. If you have to shift the whole form up, decrease the height of a blank line at the top of the form. To compensate for this adjustment, increase the height of the last blank line on the form by the same increment you used to adjust the first blank line.
  - b) Adjust for “creep.”

If each form prints slightly higher than the previous, resize sections of the form in small increments until the alignment is correct.

    1. Move the pointer over the bottom edge of the section that you want to resize.
    2. When the pointer shape changes to a resizing pointer, drag the boundary line to make the section larger or smaller as needed.
  - c) Adjust the right-side margin.

Reduce the right-side margin if the box outline on the right side of the W-2 plain paper forms does not print.
10. Save your changes.

### Issue

In Payroll *Employee Maintenance* (02.250.00) when I access an existing employee, try to exit, or save, message 14064 appears, "Warning – The W2 employee name record does not exist or is blank."

### Resolution

**W2 First Name, W2 Middle Name, W2 Last Name, and Suffix** in the W2Empname table must be populated. The IRS requires you to report the parts of an employee's name individually on the W2, and the employee's name on the W2 must match the name on their Social Security card.

To populate **W2 First Name, W2 Middle Name, W2 Last Name, and Suffix**, do *one* of the following:

Run Payroll *W2 Calculation* (02.510.00) to populate **W2 First Name, W2 Middle Name, W2 Last Name, and Suffix**. Examine each employee's W-2 name fields in *Employee Maintenance* (02.250.00) after you run *W2 Calculation* to verify that they match the employee's name on their Social Security card.

**Note:** You can run *W2 Calculation* as many times as needed until W2s are made final.

- OR -

In *Employee Maintenance* (02.250.00), access each employee's information and enter values in **W2 First Name, W2 Middle Name, W2 Last Name, and Suffix**.

### Issue

What is the purpose of each copy of the W-2 form?

### Resolution

The W-2 form is composed of six (6) copies:

- Copy A is submitted to the Social Security Administration by the employer when filing paper W-2 forms
- Copy B is given to employees for filing Federal income tax returns
- Copy C is given to employees for their records
- Copy D is kept by the employer for their records
- Copy 1 is given to employees for filing state, city, and local income tax returns
- Copy 2 is given to employees for filing state, city, and local income tax returns

### Issue

The instructions for Copies B, C, and D for the W-2 form do not print when the Plain Paper report formats are selected in *W-2 Forms* (02.741.00).

### Resolution

The instructions are not required to be printed on the back of the W-2 forms when you print to plain paper. It is acceptable to print the instructions on a separate sheet of paper and give to each employee.

### Issue

Copies 1 and 2 for the W-2 form are not available.

### Resolution

These copies are currently not supported. Use Copy D as a replacement. Select Plain Paper – Copy D when you print W-2s.

**Issue**

How do I meet the Employer-Provided Health Coverage Reporting requirement?

**Resolution**

Box 12 Letter DD is added to report the cost of employer-provided health coverage. This box letter is available on the **W-2 Control** tab of the *Deduction Maintenance* (02.290.00) screen. By selecting box 12, letter DD on your health insurance deduction(s), those amounts will then print on the W-2.



## Business Services Online (BSO)

As of tax year 2006, the Social Security Administration no longer accepts wage submission files prepared in the Magnetic Media Reporting and Electronic Filing (MMREF) format on magnetic tape or disk. To send your wage submission files electronically, access the Social Security Administration's Business Services Online (BSO) website at <http://www.ssa.gov/bsowelcome.htm>. Before they use the BSO website, employers must register. The Social Security Administration sends a personal identification number (PIN) or user identification number (user ID) that you must enter in the **User ID** box on the **Transmitter** tab of *Payroll Generate W2 Electronic File* (02.742.00). This makes sure that the identification number is included in the wage submission file.

If you use the SSA BSO system, the filing deadline is January 31, 2021. The deadline for submitting printed Copy A forms to the IRS is January 31, 2021. W-2 recipients must receive their copy by January 31, 2021. For more information, see the Social Security Administration website by using the link listed earlier in this section.

### Business Services Online (BSO) Disclaimer

While we try to provide accurate information to our clients on tax and government regulations, always contact your company's tax lawyers or tax accountants for the information about your company's situation. Microsoft Corporation does not take responsibility for your company's compliance with federal, state, or local regulations.

## Filing Information Returns Electronically (FIRE)

As of tax year 2008, the IRS no longer accepts 1099 information return files prepared in the 1099 Record Format Specifications and Record Layouts format on magnetic tape. To send your 1099 information return files electronically, access the Internal Revenue Service's Filing Information Returns Electronically (FIRE) website at <https://fire.irs.gov>.

**Note:** If you use the IRS FIRE system, the filing deadline is February 1, 2021 for form 1099-NEC and March 31, 2021 for form 1099-MISC. For more information, see the Internal Revenue Service website by using the link listed earlier in this section.

Before they use the FIRE website, organizations must request authorization to file information returns with the IRS/IRB (IRS Information Returns Branch). To do this, submit Form 4419 Application for Filing Information Returns Electronically. The IRS will send a Transmitter Control Code (TCC) that you must specify in the **Control Code** box on the **Transmitter** tab of *Accounts Payable Generate 1099 Electronic File* (03.742.00). This makes sure that the TCC is included in the 1099 information return file.

After receiving authorization, filers can test their 2020 electronic files starting November 3, 2020 through December 4, 2020 and beginning January 8, 2021 by accessing <https://fire.test.irs.gov>.

### Note:

- The deadline for submitting printed 1099-NEC forms to the IRS is February 1, 2021.
- The deadline for submitting printed 1099-MISC forms to the IRS is March 1, 2021.
- Generally, 1099s must be delivered to recipients by February 1, 2021. However, you have until February 16, 2021 for form 1099-MISC, if you are reporting payments in only box 8 or 10.

### Filing Information Returns Electronically (FIRE) Disclaimer

While we try to provide accurate information to our clients on tax and government regulations, always contact your company's tax lawyers or tax accountants for the information about your company's situation. Microsoft Corporation does not take responsibility for your company's compliance with federal, state, or local regulations.

## Appendix

### Changed Files

This section contains the list of Microsoft Dynamics SL files that are updated by the 2020 Year End Updates.

- **Microsoft Dynamics SL 2018**

Module	File Name	Screen/Report Name	
Payroll	0203000.exe	Review-Edit Check (02.030.00)	
	0206000.exe	Employee History (02.060.00)	
	0225000.exe	Employee Maintenance (02.250.00)	
	0226000.exe	Employee W2 History (02.260.00)	
	0227000.exe	Earnings Type Maintenance (02.270.00)	
	0229000.exe	Deduction Maintenance (02.290.00)	
	0229100.exe	Deduction History (02.291.00)	
	0240000.exe	Release PR Batches (02.400.00)	
	0250000.exe	Calculation (02.500.000)	
	0251000.exe	W2 Calculation (02.510.00)	
	0256000.exe	Load Payroll Tax Tables (02.650.00)	
	02680a.rpt	Employees, Deduction Audit List	
	02680d.rpt	Employees, Detail	
	02710.rpt	Deduction Types, Deduction Types	
	02710a.rpt	Deduction Types, Deduction Types Audit	
	0274100.exe	W-2 Forms Pre-Process	
	0274101.exe	W-2 Forms Post-Process	
	0274200.exe	Generate W2 Electronic File (02.742.00)	
	02741x4u.rpt	W-2 Forms Report, 4Up Form format	
	02741xpa.rpt	W-2 Forms Report, Plain Paper – Copy A format	
	02741xpb.rpt	W-2 Forms Report, Plain Paper – Copy B format	
	02741xpc.rpt	W-2 Forms Report, Plain Paper – Copy C format	
	02741xpd.rpt	W-2 Forms Report, Plain Paper – Copy D format	
	Accounts Payable	0301000.exe	Voucher and Adjustment
		0302000.exe	Quick Voucher and Pre-Payment
		0302500.exe	Voucher Entry – Distributed Liability
		0325000.exe	Document
		0326000.exe	Recurring Voucher
		0327000.exe	Vendor
		0374200.exe	Generate 1099 Electronic File
		03730.rpt	1099 Print Preview Report - MISC
		03730N.rpt	1099 Print Preview Report - NEC
03740l.rpt		1099 Forms Report – MISC	
03740N.rpt		1099 Forms Report - NEC	

## Updating Microsoft Dynamics SL 1099 and W-2 Reporting for Tax Year 2020

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- **Microsoft Dynamics SL 2018 Cumulative Update CU1, CU2, CU3**

Module	File Name	Screen/Report Name	
Payroll	0203000.exe	Review-Edit Check (02.030.00)	
	0206000.exe	Employee History (02.060.00)	
	0225000.exe	Employee Maintenance (02.250.00)	
	0229000.exe	Deduction Maintenance (02.290.00)	
	0229100.exe	Deduction History (02.291.00)	
	0240000.exe	Release PR Batches (02.400.00)	
	0250000.exe	Calculation (02.500.000)	
	0256000.exe	Load Payroll Tax Tables (02.650.00)	
	02680a.rpt	Employees, Deduction Audit List	
	02680d.rpt	Employees, Detail	
	02710.rpt	Deduction Types, Deduction Types	
	02710a.rpt	Deduction Types, Deduction Types Audit	
	02741x4u.rpt	W-2 Forms Report, 4Up Form format	
	02741xpa.rpt	W-2 Forms Report, Plain Paper – Copy A format	
	02741xpb.rpt	W-2 Forms Report, Plain Paper – Copy B format	
	02741xpc.rpt	W-2 Forms Report, Plain Paper – Copy C format	
	02741xpd.rpt	W-2 Forms Report, Plain Paper – Copy D format	
	Accounts Payable	0301000.exe	Voucher and Adjustment
		0302000.exe	Quick Voucher and Pre-Payment
		0302500.exe	Voucher Entry – Distributed Liability
0325000.exe		Document	
0326000.exe		Recurring Voucher	
0327000.exe		Vendor	
0374200.exe		Generate 1099 Electronic File	
03730.rpt		1099 Print Preview Report - MISC	
03730N.rpt		1099 Print Preview Report - NEC	
03740l.rpt		1099 Forms Report – MISC	
03740N.rpt		1099 Forms Report - NEC	

- **Microsoft Dynamics SL 2018 Cumulative Update (CU4)**

Module	File Name	Screen/Report Name
Payroll	0203000.exe	Review-Edit Check (02.030.00)
	0206000.exe	Employee History (02.060.00)
	0225000.exe	Employee Maintenance (02.250.00)
	0229000.exe	Deduction Maintenance (02.290.00)
	0229100.exe	Deduction History (02.291.00)
	0240000.exe	Release PR Batches (02.400.00)
	0250000.exe	Calculation (02.500.000)
	0256000.exe	Load Payroll Tax Tables (02.650.00)
	02680a.rpt	Employees, Deduction Audit List
	02680d.rpt	Employees, Detail
	02710.rpt	Deduction Types, Deduction Types

## Updating Microsoft Dynamics SL 1099 and W-2 Reporting for Tax Year 2020

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	02710a.rpt	Deduction Types, Deduction Types Audit
	02741x4u.rpt	W-2 Forms Report, 4Up Form format
	02741xpa.rpt	W-2 Forms Report, Plain Paper – Copy A format
	02741xpb.rpt	W-2 Forms Report, Plain Paper – Copy B format
	02741xpc.rpt	W-2 Forms Report, Plain Paper – Copy C format
	02741xpd.rpt	W-2 Forms Report, Plain Paper – Copy D format
Accounts Payable	0301000.exe	Voucher and Adjustment
	0302000.exe	Quick Voucher and Pre-Payment
	0302500.exe	Voucher Entry – Distributed Liability
	0325000.exe	Document
	0326000.exe	Recurring Voucher
	0327000.exe	Vendor
	0374200.exe	Generate 1099 Electronic File
	03730.rpt	1099 Print Preview Report - MISC
	03730N.rpt	1099 Print Preview Report - NEC
	03740l.rpt	1099 Forms Report – MISC
	03740N.rpt	1099 Forms Report - NEC