
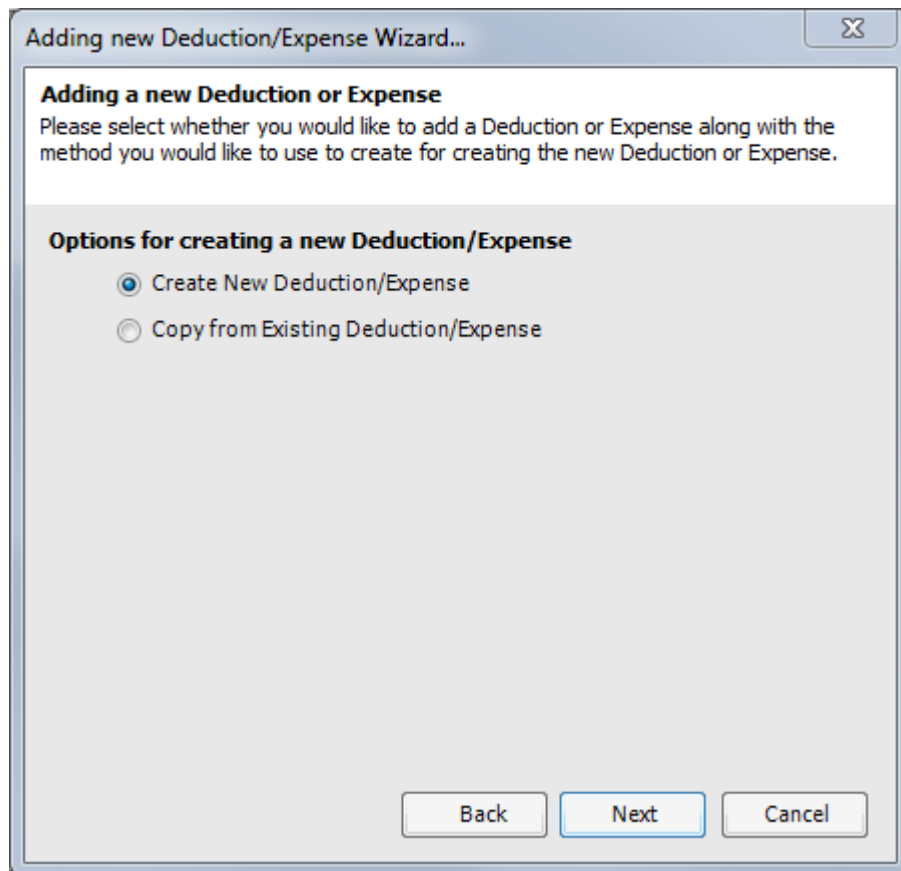


PR: Creating a “Dummy” Health Insurance Expense for Reporting (.NET)

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Consult your program manual for more information on deductions and expenses.

1. Go to **Program Setup>Database Setup>Deductions & Expenses**.
2. Click , then **Next**.
3. Make sure **Create New Deduction/Expense** is selected and click **Next**.



4. Set your options to resemble the following picture, making sure to use your expense and liability account number. Be sure to use the same number so that no entry ever occurs. Click **Next**.

Adding new Deduction/Expense Wizard...

Create a new Deduction Or Expense...
You have chosen to create a new Deduction Or Expense. Please enter the necessary information to create the Deduction Or Expense below.

General Information

New Ded/Exp ID:
Description:
Deduction or Expense:
Type:

Accounting Information

GL Debit (Expense):
GL Credit (Liability):

5. Leave the **Flat Amount** at 0.00, unless every employee's cost is the same; click **Next**, then **Finish**.

Adding new Deduction/Expense Wizard...

Creating a Flat Amount Expense...
Please fill in a flat amount to expense for an employee. Optionally fill in a maximum to expense.

Calculation Information

Flat Amount:
 Use Maximum
Maximum:

6. Click the **Accounting tab** and enter the **W-2 Information**.

1. Calculation 2. Accounting 3. Retirement 4. Scheduling 5. Miscellaneous

W-2 Information

W2 Box #: 12 Local Tax Entity ID: []

W2 Label/Code: DD Exclude from W-2

General Ledger Information

GL Debit: Account 7150 HELP

GL Credit: Account 7150

Clearing Fund Info

Use Clearing Fund

Use Alternate Clearing Fund

Alt. Clearing Fund: []

Accrued Wages Info

Exclude from Liability Accrual

Use Accrued Liabilities account

Exempt for Unemployment Gross

Taxable Fringe Benefit

- Social Security
- Medicare
- FITW
- SITW
- LITW

7. Click the **Scheduling tab**, check **Use scheduling**, make sure no **Monthly Options** are checked, and close the screen to save your changes.

1. Calculation 2. Accounting 3. Retirement 4. Scheduling 5. Miscellaneous

Use Scheduling

Regular Frequency

Monthly

Employee Date

Anniversary Date

Selected Pay Periods

Select Pay Periods...

Activation Dates

/

/

/

/

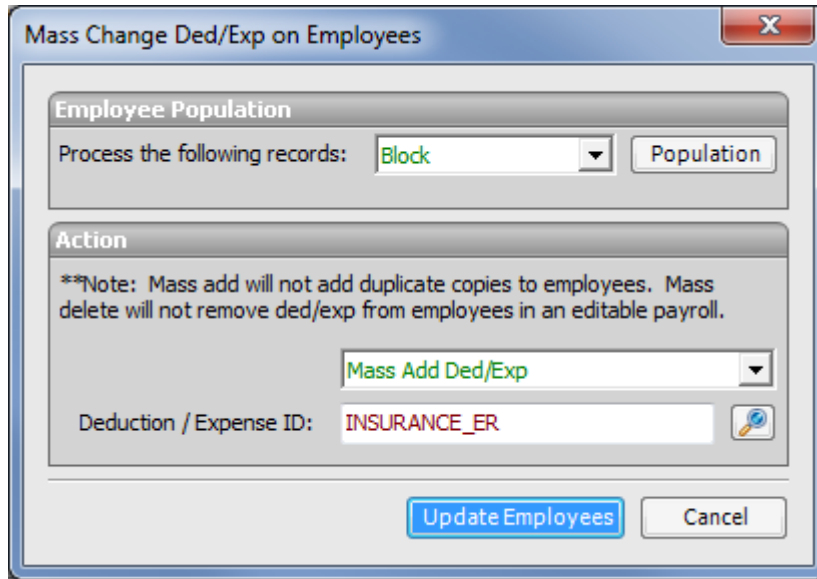
Regular Payrolls

Monthly Options

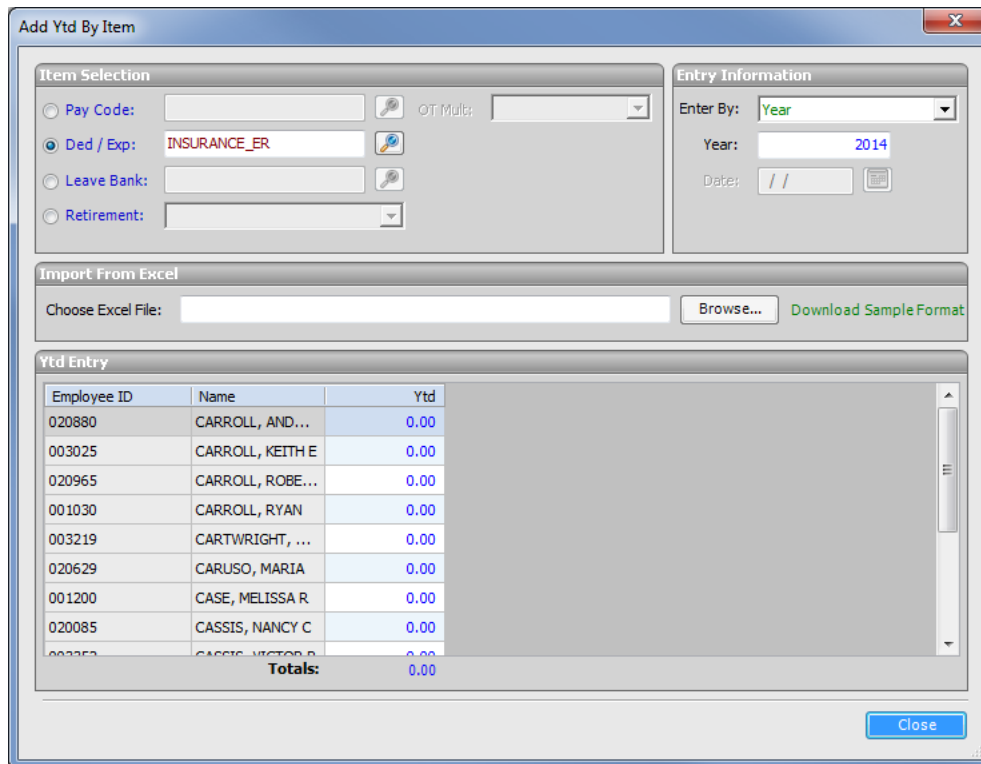
- 1st Period in Month
- 2nd Period in Month
- 3rd Period in Month
- 4th Period in Month
- 5th Period in Month
- Special Payrolls

8. Go to **Utilities>Program Setup Utilities>Mass Add or Remove Ded/Exp for Employees**.

- Set the population, select **Mass Add Ded/Exp**, and select the Deduction/Expense **ID** you just set up. Click **Update Employees**.



- Answer accordingly when prompted to print a report of affected employees (these instructions bypass that step).
- Go to **Utilities>Program Setup Utilities>Add Initial YTD Values by Item**.
- Select **Ded/Exp** and the **ID** you set up. Change **Enter by** to "Year" and enter the **Year**[†]. Enter the **YTD amount** for each employee and click **Close**.



[†]If you receive an error stating you cannot adjust YTD Values for the year, you will need to re-open the year via the Wrap Up Pay Year process, make the changes, and then close the year again in order for the changes to take effect.

- Once you have completed the YTD adjustments, follow regular Year-End procedures; the Health Insurance amounts should be displayed on the employees' W2s.