

# PR: Creating a “Dummy” Health Insurance Expense for Reporting

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](mailto: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 the green Add button, then click Next.
3. Make sure Create New Deduction/Expense is selected and click Next.

Adding new Deduction/Expense Wizard...

**Adding a new Deduction or Expense**  
Please select whether you would like to add a Deduction or Expense along with the method you would like to use to create for creating the new Deduction or Expense.

**Options for creating a new Deduction/Expense**

Create New Deduction/Expense

Copy from Existing Deduction/Expense

Back Next Cancel

5. 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.

The screenshot shows a dialog box titled "Adding new Deduction/Expense Wizard...". The main heading is "Create a new Deduction Or Expense...". Below this, a message reads: "You have chosen to create a new Deduction Or Expense. Please enter the necessary information to create the Deduction Or Expense below." The dialog is divided into two sections: "General Information" and "Accounting Information".

**General Information**

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

**Accounting Information**

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

At the bottom, there are three buttons: "Back", "Next" (highlighted with a blue border), and "Cancel".

6. Leave the Flat Amount at 0.00, unless every employee's cost is the same. Click Next>Finish.

The screenshot shows the same dialog box, but now the "Calculation Information" section is visible. The "General Information" section is hidden.

**Calculation Information**

- Flat Amount:
- Use Maximum
- Maximum:

At the bottom, there are three buttons: "Back", "Next" (highlighted with a blue border), and "Cancel".

8. 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 #:  Local Tax Entity ID:

W2 Label/Code:   Exclude from W-2

General Ledger Information

GL Debit:   [HELP](#)

GL Credit:

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

9. 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

Employee Date

Selected Pay Periods

Monthly

Anniversary Date

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

- 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 Save.

Employee ID	Name	Ytd
001036	REISNER, MARIA	1,000.00
001037	THOMAS, ROBE...	1,500.00
001038	PETTY, ROBERT	0.00
001039	STEWART, KAT...	0.00
001040	BALLINGER, LIS...	0.00
001041	SHRADER, CHRI...	0.00
001042	ALSTON, JOHN...	0.00
<b>Totals:</b>		<b>2,500.00</b>

\*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.