



Knowledge Base Article

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Article ID: 4230
Subject: Reset Payroll to get Archive Prompt for W2 Processing
Last Modified: October 9, 2009
Applies to: Pro Gold i2 2.xx, 3.xx

Purpose: W2 Forms are printed in Pro Gold i2 for the employees that were paid through the Payroll module. **W2 records for the prior year must first be archived in order for W2 Forms to be printed for the prior year.** If the payroll is processed for the New Year without archiving the prior year records, then the New Year payroll must be undone so the archive can take place.

Procedure: The steps below explain how to reset the New Year payroll in order to archive prior year records.

- **Step 1: Void and delete the New Year payroll checks:**
 - a. For **Pro Gold 3.0:** Main Menu => **Banking and Escrow** menu => **Checks** icon
For **Pro Gold 2.0:** Main Menu => **Banking Tab** => **Checks** icon
 - Locate/retrieve a payroll check that has been processed in the New Year.
 - Void each check by clicking the **Void** checkbox.
 - Click **Yes** to the void verification message appears
 - With the voided check showing on screen, click the **Delete** button to delete the check.
 - **Note:** Make a note of the check payee and amount before deleting for reprocessing purposes
 - Continue the steps to void and delete all payroll checks that have been processed in the New Year
 - **Step 2: Run first payroll of the new year (Archive prior year W2 records)::**
 - b. For **Pro Gold 3.0:** Main Menu => **Accounting** menu => **Employees** menu => **Create Payroll Entries** icon
For **Pro Gold 2.0:** Main Menu => **Payroll** tab => **Create Payroll Entries** icon
 - When all of the New Year payroll checks have been voided and deleted, re-run the first New Year payroll
 - At **Employees** menu, click the **Create Payroll Entries** icon
 - A warning message, "WARNING! Pro Gold i2 has detected a new payroll year. Before you can process payroll for this year and print W2's for last year you must first archive payroll data for the year 2008
 - Click **Yes** to the archive payroll data prompt

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Reset Archive Prompt, W2 Form, Employee Payroll, Taxes, End of Year, 4230

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