ProContractor

Release Notes

January 2023

Table of Contents

ProContractor 4.2.1 and 3.16.4 Release Notes

Viewpoint ProContractor 2022 year-end version 4.2.1 was released January 6, 2023, and contains updates required for 2022 year-end processing, as well as new tax rates for payrolls whose dates fall in 2023.

Year-End Processing

ProContractor 4.2.1 is required for 2022 year-end processing in the United States and Canada.

- **United States** - Forms W-2, 1094-C and 1095-C, and 1099 are updated to 2022. See the ProContractor 2022 U.S. Year-end Checklist.

> **Aatrix may be required**
>
> ProContractor captures data for but does not print these 1099 forms:
>
> - **1099-NEC**: Like tax year 2020, Aatrix is required if you need to print non-employee compensation forms.
> - **1099-MISC**: Starting with tax year 2021, Aatrix is required to print miscellaneous forms.

- **Canada** - Forms T4 and T5018 are updated to 2022. See the ProContractor 2021 Canada Year-end Checklist.

Tax Tables

For your convenience, state-by-state tax table information is available at the Viewpoint Customer Portal at support.viewpoint.com.

Each state-specific tax table is updated as information becomes available from each tax authority. Viewpoint recommends that you subscribe to the tax tables you use on Viewpoint Customer Portal so that you may receive notifications when the information changes.

> If you are installing ProContractor**for the first time**, see the ProContractor at support.viewpoint.com 4.0 Getting Started Guide or the ProContractor 4.0 Installation Guide in the Downloads section of the Viewpoint Customer Portal.
>
> If you are **upgrading** your version of ProContractor, see the ProContractor Upgrading Guide located at the Viewpoint Customer Portal.

Track Issues on the Viewpoint Customer Portal

You can view fixed issues in the Viewpoint Customer Portal. You can quickly and easily:

- Track all issues reported by your company
- View the status of issues related to a specific support case
- Review all fixes in the current release
- Access the most up-to-date information

For a list of defects fixed in this version:

1. Access the Viewpoint Customer Portal at support.viewpoint.com.

2. From the menu at the top of the page, select **My Resources** > **Track Cases/Issues**.

3. In the ***Product*** field, select **ProContractor**.

4. For ***Fixed in Version***, choose the current release version.

5. Fill in other information, such as ***Module***, if you want to further narrow your results.

6. Click **Apply Filters**.

> There are bug fixes only in 4.0.1. No bugs were fixed in 3.16.3.

Microsoft Windows Operating System

Viewpoint recommends upgrading workstations to Windows 10 before installing any version of ProContractor.

> See Hardware and Software Requirements for details on supported operating systems.

Modules

In ProContractor 4.2.1 and 3.16.4, changes have been made in the following modules/areas:

Employees 🇺🇸

Changes to the Edit Forms 1095-C screen

The IRS has provided two new ACA reporting codes: 1T and 1U. They are available for you to select in Line 14. For descriptions, see Edit Forms 1095-C.

Programmatic updates to state income tax formulas

These tax code changes are incorporated into your ProContractor application. You do not need to do anything to make them work.

- Washington state's Family Medical Leave rate increases from 0.004 to 0.006, effective starting in 2022.

  > 💡 Once you upgrade, the new rate will be effective and applied to all payroll runs, regardless of tax year assigned.

- Wisconsin state income tax calculations have changed so that - given the same inputs in the Income Tax Table screen - calculated amounts are now different.

Enhanced support for qualified COVID-related sick leave wages

The IRS introduced new methods for reporting COVID-related sick leave wages paid in 2021. Accurate reports consider both dates and dollar limits. For more information, see the Edit Forms W-2 screen in the application or Edit Forms W-2 in the ProContractor Help.

Vendors

Updates to vendor compensation forms 🇺🇸

To align with the new 2021 reporting forms as announced by the IRS, these forms include updates to box names, numbers, and sequence.

- 1099-NEC - Box 2 is new to this form, and FATCA is now reported using the MISC form instead.
- 1099-MISC - FATCA is now Box 13, so that boxes which used to be numbered 13-17 are now numbered 14-18.

  See Edit Vendor Compensation Forms for details.

  > 💡 **Aatrix may be required**
  >
  > ProContractor captures data for but does not print these 1099 forms.

Upgrading Notes and Installation Instructions

If you are upgrading to the ProContractor 4.2.1 service pack, you should know the following:

- To install the service pack, you must be running the general release version of ProContractor 4.2.0 or later.

> If you are running an earlier version of ProContractor, see the ProContractor 4.2.0 Upgrading Guide on Viewpoint Customer Portal at support.viewpoint.com for complete instructions on upgrading to the latest version of ProContractor.

- Install the service pack on the ProContractor server only. Workstations will be updated automatically when they connect to the server.

- Before installing the service pack, ensure that all important .NET Framework updates have been installed on the server and workstations. To view important updates, go to **Control Panel > Windows Update**.

Downloading the ProContractor 4.2.1 Service Pack

Complete the following steps to download ProContractor 4.2.1 service pack from Viewpoint Customer Portal:

1. Open an internet browser and go to the Viewpoint Customer Portal at support.viewpoint.com.
2. Log in using your Viewpoint Customer Portal username and password.
3. From the Viewpoint Customer Portal Home page, select **Products > ProContractor**.
4. Under **Downloads**, click on the **ProContractor Release** for the general release version that corresponds to the service pack you want to download. For example, if you want to download installation files for ProContractor 4.2.1, navigate to the **ProContractor 4.2.0 Release** folder.
5. Click on the appropriate **Service Pack** folder.
6. Click on the EXE file in the folder, click **Download**, and save the install file.

> ⚠️ Download the install file and run it locally. Do not attempt to run the install file from the Viewpoint Customer Portal.

Installing the ProContractor 4.2.1 Service Pack

> ✔️ Viewpoint recommends that you accept the default options when you run the service pack installer.

Complete the following steps to install the service pack on the ProContractor server:

1. Ensure that all ProContractor users are logged out of the application.
2. Log in as an administrator to the ProContractor server.
3. Double-click the installation file for the ProContractor service pack that you downloaded earlier.
4. Accept the License Agreement.
5. Review the notification and click the appropriate button.

> ℹ️ If you don't agree to the notification, you cannot continue the ProContractor installation.

6. If you want to extract the ProContractor service pack installation file to the default location, click **Next**. Otherwise, click **Browse**, then navigate to select the appropriate folder and click **Next**.

    > ✔️ You can extract the installation file to any location. However, for best results, extract it to a local drive.

7. Review the message about installing on the server and click the appropriate button.

    This screen appears:

8. In the **Server** field, use the default for the database instance or enter the database instance for ProContractor in the format *server\database_instance*.

9. In the **Database** field, do one of the following:
    - If you want to apply the service pack to the default ProContractor databases on the server, select the first option button. (If only one database exists, only one database is updated.)
    - If you want to apply the service pack to specific databases, select the **Specific Databases** option and click ▾ to select the database.

    > ⚠️ You must apply the service pack to a database in order to open that database in ProContractor.

10. Click **Install**.

11. When the installation program completes, click **Close**.