JOBPOWER NEWS
SOFTWARE FOR THE CONSTRUCTION INDUSTRY

December 2025

**APPLIED COMPUTER SYSTEMS, INC.** 117 Center Park Drive, Suite 130 • Knoxville, Tennessee 37922

## INSIDE THIS ISSUE



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# End of Payroll Year

This is the end of the payroll year for all JOBPOWER users. You **must** close December in Payroll before you can print or eFile W-2s. You may prepare January payrolls prior to processing W-2s. You have the entire month of January to process W-2s, but do not wait until the last day of the month!

**Important**

If checks for the last payroll of the year will actually be dated in January 2026, **BE SURE** to prepare the payroll in the month of January – not December!

### End of Payroll Year Checklist

__1. Make sure that all payrolls for the month have been prepared and approved.

__2. Make any necessary corrections to payroll. See the topic *Correction to a Payroll* in **JPHelp** or in the Payroll Manual if you need to make a correction.

__3. If you have "personal use of vehicles" in your company, see the topic *Personal Use of Vehicle* in **JPHelp** or in the Payroll Manual.

__4. Print the reports that you normally print at the end of a month or quarter. Refer to the chapter *End of Payroll Month Checklist* in **JPHelp** or in the Payroll Manual. If you do not normally print the Pay and Withholding Summary **[Payroll Reports: Employee Reports]**, print it now. Print the Employee Roster with 'All Employee Information' selected and 'Employee Long Notes' as well.

__5. Make a Payroll backup to flash drive (recommended), CD / DVD or Cloud drive. See the topic *Backup and Restore* in **JPHelp** or in the General Manual for more information. Label the backup "End of year _____". Keep this backup (do not back up over it).

__6. Decide if you want to delete employees that are terminated; you will see this option on the "Close Month" screen. See the topic on *Terminate/Rehire* in **JPHelp** or in the Payroll Manual for important information.

__7. Close the month with the option **Close month/Quarter/Year [Prepare Payroll]**.

__8. Review and revise data in the W-2 file as necessary. See the topic *W2s: Revise Employee Data* in **JPHelp** or in the Payroll Manual.

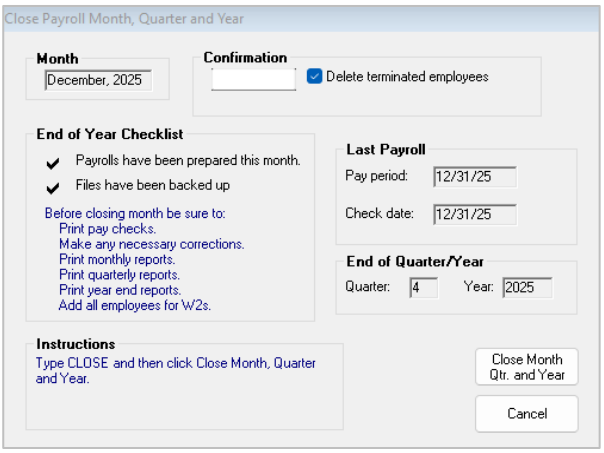
__9. Print the W-2s if not eFiling.

__10. Order W-2 forms ONLY if not eFiling with employee notification. (If you have 10 or more forms, you will need to eFile.)

## Questions and Comments

If you have questions about any topic included in this newsletter, please email us at JPSupport@jobpow.com - include in the Subject 'December Newsletter Inquiry'. Let us know your questions or comments. We will get back to you as soon as possible.

## Close Payroll Year




When you close the payroll year, you have an option to **keep or delete terminated** employees. The default is to **DELETE** terminated employees. If you leave it set to 'Delete' the terminated employees will NOT be in the list of employees for 2026. They will be retained for any history and for W-2 reporting for the year 2025.

If you typically layoff and rehire employees, then you should probably 'uncheck' this option before closing the Payroll year.

The JOBPOWER Version required for 1099-MISC, 1099-NEC, W-2, and ACA reporting is version 9.220 or greater for desktop users. If a patch is needed, desktop users will be sent an email in December to update before printing/eFiling. JOBPOWER Cloud customers are up to date with the latest.

## Accrue Payroll

Using the Payroll program, you should prepare the payroll in the payroll month in which the pay checks will be dated. Follow this rule even if the pay period covered is in the preceding month. This is so that the payroll will be included in the correct quarter on quarterly reports such as the 941. This is a Federal mandate NOT JOBPOWER's.

*Example:*
*The pay period ends 12/31/25. The paychecks are dated 1/2/26. You **MUST** prepare the payroll in the payroll month of January. In the above example, you may prefer to post the payroll to the general ledger for December instead of January.*

To do so:

- Prepare and **OK** the payroll in the payroll month of January.
- Select the accounting month of December in the Accounting program.
- Make sure there is an 'accrued payroll' account in the chart of accounts. It should be in the 200 series.
- Choose the option **Post payroll to general ledger [Accounting, General Ledger, Entries to G/L]**. Post all payrolls for the month of December.

  After all December payrolls have been posted, when you use the option to post payroll, the program will offer an option 'Accrue payroll from January'. Select that option. The program will post the January payroll to the general ledger and the jobs in the accounting month of December. Instead of crediting the bank account as usual for the net payroll, it will credit the 'Accrued payroll' account.
- After you have opened January in the Accounting program, use the option **Miscellaneous entries [Accounting: General Ledger, Entries to G/L]** to debit 'Accrued payroll' and credit the proper bank account for the net payroll amount (in the month of January).

## Third Party Sick Pay

If your company needs to report third party sick pay, click here for the recommended procedure on how to handle.

# Closing Accounting Year / End of Fiscal Year

When you close the last month of the fiscal year, the program also closes the year. It is NOT necessary that your accountant finish reviewing your books before you close the year with JOBPOWER. You can go ahead and close the year using the most current information that you have at the time. Then later, after your accountant has a chance to review your books, you may make adjustments to the end of year with the **Prior Year Menu**.

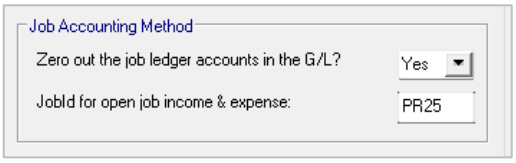
When you close the year, the program asks for some specifications as to how to close the year. If you are not sure how to answer these, consult with your CPA or with JOBPOWER Support. Before closing the year, print a *Year End Checklist (see Page 4)*.

### Automatic Closing Entries

We recommend that you check the box for 'Make automatic closing entries' as that will save you from having to make a lot of entries to close the year. When the program makes automatic closing entries, it zeros out the income statement accounts (accounts 400-999) so that the new year starts with a zero balance in those accounts. It credits Retained Earnings with the profit or loss for the year. If you leave this box unchecked, the program closes the last month of the fiscal year just like any other month without making closing entries. In that case, the following specifications do not apply.

### Job Accounting Method

The Job Accounting Method determines how the program treats the Job Ledger Accounts when it closes the year.




### Zero Out the Job Ledger Accounts

Most contractors want the program to zero out the Job Ledger Accounts just like it does the other income and expense accounts. Then the Trial Balance and Financial Statement for the first month of the new year will show the true year-to-date balance for Job Ledger Accounts. Most contractors answer 'Yes ' to this question. If you answer 'Yes', the program closes the year on an 'all job basis'.

If you keep your books on a 'percent of job completion' basis, answer 'Yes' to this question. If your trial balance for the beginning of the fiscal year should show zero balances for Job Ledger Accounts, answer 'Yes'. The program zeros out the general ledger accounts for jobs, but it does not zero out the individual job balances. If you answer 'No', the program closes the year on a 'Completed job basis'. If on the JOBPOWER Financial Statement, you normally show the income and cost of open jobs on the balance sheet rather than the income statement, this is the correct choice for your company. If you are unsure whether to answer yes or no, contact your CPA for help.

### JobId for Open Job Income and Expense

If you answer 'Yes' to 'Zero out the job ledger accounts', the program must have a special JobId (Example: PR25) in which to store a compensating balance for the jobs that are still open at the end of the year. Using this special JobId allows your open jobs to have a 'job to date' balance while the job ledger accounts have a 'year-to-date' balance.

# End of Accounting Year Checklist

1. Run an Accounts Payable report for year-end and verify its accuracy.
   ____Enter all Accounts Payable that apply to the year being closed. Enter only accounts payable for which you want job costs and general/administrative costs to apply to the year being closed.
   ____Delete any accounts payable invoices that you know are in error or that do not belong in the year being closed.
   ____Make sure all vendor checks for the year have been entered.
2. Run an Accounts Receivable report for the year-end and verify its accuracy.
   ____Enter all accounts receivable that apply to the year being closed. Enter only accounts receivable for which you want the job income or other income to apply to the year being closed.
   ____Delete any accounts receivable invoices that you know are in error, that do not belong in the year being closed, or that you know are going to be written off to bad debt.
   ____Make sure all deposits for the year have been entered.
3. Make sure all entries for the month have been made for:
   ____Payroll (post all payrolls prepared for the current month and any payrolls to accrue from the next month)
   ____Bank transactions (such as bank charges and fund transfers)
4. Print the following reports for all jobs:
   ____Job Ledger Summary
   ____Job Ledger Detail
   ____Job Detail by Vendor

   Note that these reports **cannot** be printed after closing the year without restoring a backup.
5. Review the Job Ledger Summary report and determine the jobs to be closed. Close the following types of jobs using the option **Close job, click General Ledger: Entries to G/L**.

   ____Jobs that are complete
   ____Jobs that fall under the 'New cost on closed jobs' section of the Job Ledger Summary report and have cost or income balances
   ____Catch all jobs such as service work
   ____ZBAL
   ____PRxx where xx is a prior year

   You should only leave jobs open that you are still working on.
6. Print all monthly reports as usual. Refer to the *End of Accounting Month Checklist* for reports we suggest you print. Reprint the Job Ledger Summary.
7. Make an Accounting backup to a flash drive (recommended), CD or DVD. Test the backup, label it "End of year 20_/ Company Name" and store it in a safe location. See JP Help topic **Backing up JOBPOWER** for more information on making backups.
8. Read JPHelp topic *Close Accounting Year* for a discussion of the questions the program will ask when closing the year. If you do not know the answers, contact your CPA.
9. Use the option **Close Month** under **Months** to close the year. The program will make the year-end closing entries based on your response to the questions asked when closing the year. You will also get a printout of the close-year entries that were made. Save this report for your CPA.
10. If your CPA requires a general ledger for the fiscal year, you can get that report by printing the Account Transaction History report for all accounts for the entire year.

After reviewing your books, your CPA will likely have adjusting year-end entries that need to be made. Use the option **Adjust Prior Year Balances** under **General Ledger** to make entries to the closed year.

*"If you need to file electronically to either state or federal, you will need to use the eFile option."*

## eFile W-2s, 1099-MISC, 1099-NEC and ACA Reporting

We have a service that allows you to eFile W-2s, 1099-MISC, 1099-NEC and/or 1095-B/1095-C forms for ACA Reporting. With the eFile service, depending upon your needs you can choose to:

- eFile W-2s to the Federal Government
- eFile W-2s to the state
- Have W-2 forms printed and mailed or emailed to your employees
- eFile 1099s to the Federal Government
- eFile 1099s to the state
- Have 1099 forms printed and mailed or emailed to your vendors
- eFile 1095 Forms to the IRS along with copies mailed to your employees


The benefits to eFile:

- eFile automatically checks for errors before you file
- You can select the services you need/want
- Electronic copies are retained for 3 years
- Time Savings

You will not need to:

- Order 1099 and/or W-2 forms
- Print multiple copies of the 1099, 1096, W-2, W-3 forms
- Collate forms and send to government
- Stuff forms in envelopes, seal and stamp them
- Pay for postage

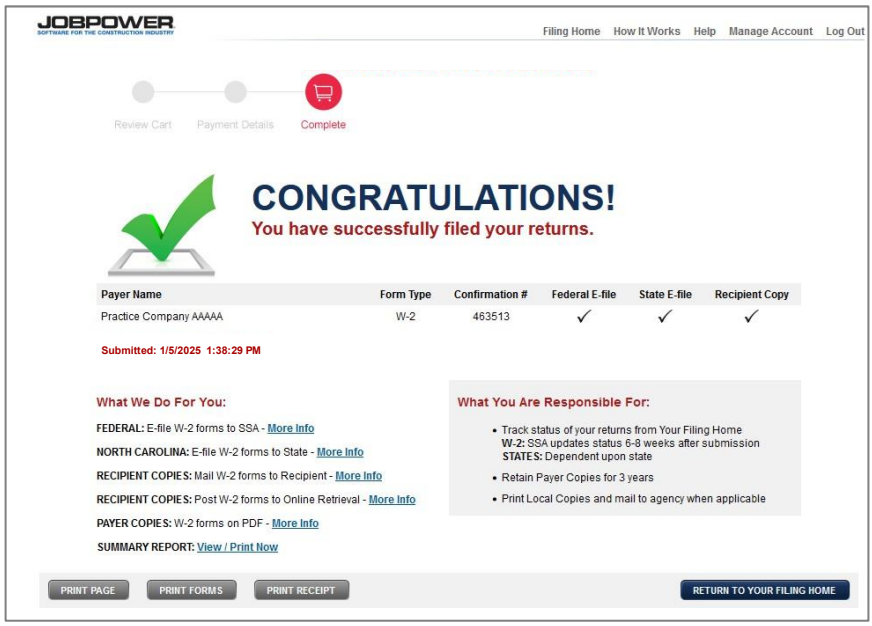
**What Actions Can You Take After You File?**

View Form Filing History under filing Home. This feature allows you to:

- Review up-to-date statuses
- Create and submit correction forms
- View and print submitted forms
- Send online retrieval emails to recipients

View a short demo of Nelco's all-inclusive filing tool that is built into JOBPOWER.

**Play Video**




The cost to eFile depends on the services you select and the number of forms you need to submit. The service will accumulate the totals per form type and service you request. You will receive tiered dis- count pricing as your volume increases.

*"You **must** eFile if you have to generate more than 10 forms."*

## eFile Pricing

| 2025 Tax Year - W2, 1099, & ACA Pricing | | | | | | |
|---|---|---|---|---|---|---|
| **A-la-carte Service Fees** | | | | | | |
| **Service Description** | **1 - 50** | **51 - 100** | **101 - 250** | **251 - 500** | **501 - 1000** | **1001** |
| **Federal E-file** | $1.56 | $1.30 | $1.06 | $0.85 | $0.73 | $0.62 |
| **State E-file** | $2.08 | $1.65 | $1.35 | $1.20 | $1.01 | $0.90 |
| **Recipient Print & Mail / Online Retrieval** | $5.60 | $4.45 | $3.62 | $2.92 | $2.26 | $1.79 |
| ***Recipient Print & Mail / Online Retrieval*** *(Peak Pricing)* | $6.60 | $5.45 | $4.62 | $3.92 | $3.26 | $2.79 |
| **Bundled Service Fees** | | | | | | |
| **Service Description** | **1 - 50** | **51 - 100** | **101 - 250** | **251 - 500** | **501 - 1000** | **1001** |
| **Fed & State E-file / Recipient Print & Mail / Online Retrieval** | $7.12 | $6.16 | $5.19 | $4.12 | $3.16 | $2.36 |
| ***Fed & State E-file / Recipient Print & Mail / Online Retrieval*** *(Peak Pricing)* | $8.12 | $7.16 | $6.19 | $5.12 | $4.16 | $3.36 |
| **Fed E-file / Recipient Print & Mail / Online Retrieval** | $6.44 | $5.47 | $4.54 | $3.62 | $2.77 | $2.10 |
| ***Fed E-file / Recipient Print & Mail / Online Retrieval*** *(Peak Pricing)* | $7.44 | $6.47 | $5.54 | $4.62 | $3.77 | $3.10 |
| **Peak Pricing is a $1 premium for Recipient services that occurs on: 1/30 - 2/2 & 2/27 - 3/2** | | | | | | |

If you are going to eFile multiple types of forms, upload all forms and select the services you want for each. Then go through the payment process to receive the best pricing. The more you eFile, the less cost per document.

State and Federal Deadlines vary by state. We recommend you use the following link to determine your filing requirements for Federal, State and Recipients: https://jobpowerefile.nelcoportal.com/content/filing-deadlines. For many reasons, you want to start and eFile as soon as you can in the month of January. Do not wait until the last minute to try and eFile.

At this time, to print/eFile, Desktop LAN users must be on **Version 9.220 or greater**. If a patch is needed, Desktop LAN users will be sent an email in December to update before printing/eFiling. JOBPOWER Cloud customers will be updated automatically.

## Revise W-2 Data

Before you process the W-2s, whether you eFile or Print, you need to **review the IRS instructions for W-2 forms**. JOBPOWER will handle regular 401(k) and Café withholdings and populate the proper fields for the W-2s. You will need to revise the W-2 data for Roth 401(k) contributions, HSA contributions, cost of group health insurance, etc.

**Reporting the cost of group health insurance coverage.** You must report the cost of employer-sponsored health coverage in box 12 using code DD. However, transitional relief applies to certain employers and certain types of plans. For more information, see *Box 12—Codes* for *Code DD—Cost of employer-sponsored health coverage*.

Here is a link to the *General Instructions for Forms W-2 and W-3* https://www.irs.gov/pub/irs-pdf/iw2w3.pdf

Some common revisions for our customers are:

- Roth contributions to a 401(k) plan in Box 12 with code AA.
- Cost of employer-sponsored health coverage in Box 12 with code DD. The box to the right is from page 4 using the above IRS link.
- Employer contributions to an HSA (health savings account) go in Box 12 with code W.

In addition, you may need to make corrections to names or addresses. After you make changes, use the option **List and Check W-2 Data** before processing the W-2s. You also use the option **Revise W-2 Data** to add information for non-qualified plans, life insurance, other Box 12 codes and amounts, Box 13 check boxes, Box 14 descriptions and amounts. If you have inadvertently assigned two employee numbers to the same employee, you should combine the total of the two into one of the employee numbers. On the duplicate employee number, uncheck the box for 'Print W-2'.

Please CONTACT YOUR CPA and/or HEALTH PLAN PROVIDER or the IRS to ask if you need to enter the health care costs. The cost of group health insurance on the W-2 is to include both the employee share and the employer share. This is NOT the same information as required for the 1095B or 1095C forms.

## 2026 Federal Tax Factors

*The 2026 Federal tax tables are still pending.* Continue to use the 2025 Federal tax tables for January payrolls until the updated tables for 2026 are posted.

Check back on the JOBPOWER website www.jobpow.com/support (scroll to the bottom of the website page) for the January 2026 Newsletter with the updated Federal Tax Tables. We expect to have them posted no later than January 15th. We will notify you by email when they have been updated to the website.

## 2026 State Income Tax Withholding Rates

We will email ALL ACTIVE Desktop/JPCLOUD USERS WITH PAYROLL, the current or revised state tax factors to be used for 2026 as soon as we have them available for the state you are located in. You should continue to use the latest JOBPOWER tax factors until you receive notification of the state's factors for 2026. We hope to notify everyone of the status by the end of January. If you need any additional states, please email us at JPSupport@jobpow.com, and indicate the additional state income tax withholding rates you need.

## JOBPOWER Update – Version 10.1xx (LAN/Desktop) and 12.1xx Cloud

This month we will start sending out the latest 10.1xx update in batches to all Active LAN Subscribers via an email link. We will continue sending this update in batches through the spring.

NOTE: The update is only emailed to the main contact for your company. We encourage you to install this update at your earliest convenience.

For our JPCloud users, we will be contacting you to schedule your update. You will not be able to access JOBPOWER during the update process, but you do not have to be present when the update is done. We will send an email when the update is complete which should take an hour or less.

For a detailed list of all software enhancements please read the Version Enhancement document included with the update.

Below are just a few highlights from the new version:

**General**

- Electronic Licensing – Updated
- Email Setup – Updated
- Password Policy – Updated

**Payables / Banking**

- Vendor ACH Payments – Updated
- Vendor Recovery – New

**Revenue**

- AIA Form G701 – Updated
- AIA Form G703 – Updated
- Customer Recovery – New

**Job Management**

- Change Orders – Updated
- ConEst Estimating Import – Updated
- Job Copy Feature – New

**Payroll**

- Alabama Overtime Exemption – Updated
- Certified Payroll (LCPtracker) – Updated
- Direct Deposit ACH File – New
- eFile Option – Updated
- Tennessee UE Export – Updated

**JPAnalytics**

- Bank Balance History – Updated
- Customer Activity – New
- Invoice Center/Quotes – New
- Payroll by WCI – New
- Purchase Order Sync – Updated
- Sales Tax Report – New
- UI Improvements – New
- Union Reporting – New

**DocumentVision**

- Backup/Restore – New
- Template Binding – New

**JPMobile**

- Company Specifications Screen – Updated
- Crew Time Entry – New
- Drop down lists – Updated
- Employee Provisioning – Updated
- Time Entry – Updated
- UI Theme – NEW

## JOBPOWER Backups

**What would you do if you lost all of your JOBPOWER files?**

If you make daily JOBPOWER & DocumentVision backups and rotate between different media for the backups, you won't have to worry about this question. There are many things that can happen to cause the data on your computer to be unusable. Power failure when updating, hard disk failure, theft, fire, natural disaster, system restores, and computer viruses, to name a few. At some point in time, you will more than likely need a backup of your data. If you have your latest JOBPOWER Program DVD or email link, the latest Customer Setup CD or email link, and your JOBPOWER/DocumentVision Backups, you could be back up and running in no time if necessary. Too often our support team talks to a customer that needs to restore their data for one reason or another, but they don't have backups. Don't let this happen to you!!

"Making a backup" means copying the data from the computer to removable media, i.e. USB flash drive, CD or DVD or to a Cloud drive you subscribe to such as One Drive or Dropbox. We have backup and restore functions built into JOBPOWER so you don't need to worry about the details of the data.

If you have a tech that has set up system backups, we still recommend you use the JOBPOWER options to make backups of the JOBPOWER data. With the JOBPOWER backups, you can restore the data yourself if necessary and not have to wait on your tech to come to the office.

The JOBPOWER backups are proven, reliable and quick!

***Refer a Friend to JOBPOWER*** *... As a loyal customer you've seen first hand how JOBPOWER can help contractors succeed. Now you have the chance to pay it forward. Tell your friends about JOBPOWER and we'll send you a $100 E-gift card when they order JOBPOWER for their business!*

### HOLIDAY SCHEDULE

**JOBPOWER will be closed on the following days to observe the holidays.**

| | |
|---|---|
| **Christmas** | **Wednesday, December 24th and Thursday, December 25th** |
| **New Year's** | **Thursday, January 1st** |